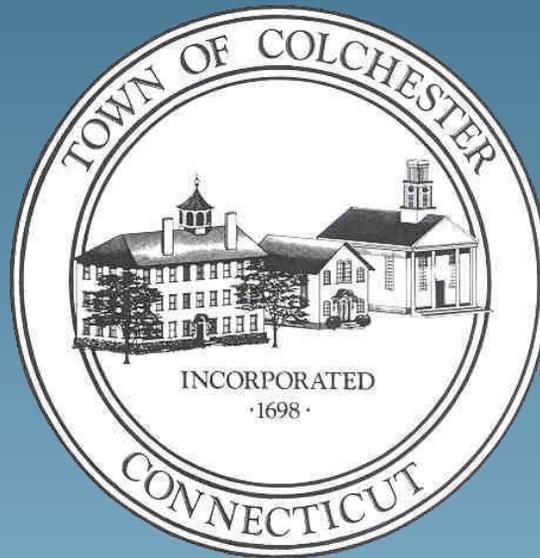


# Town of Colchester



## FY 2016 – 2017 PROPOSED BUDGET



Town Website



## TABLE OF CONTENTS

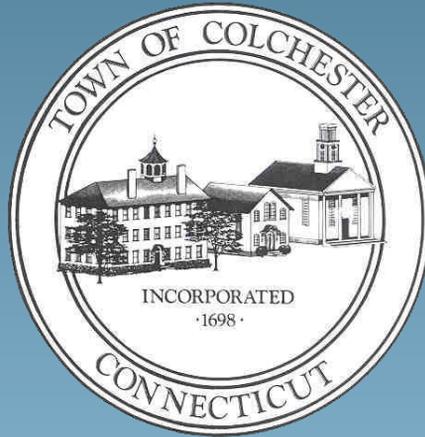
	<u>PAGE</u>
<b>Table of Contents</b>	<b>1</b>
<b>Section One – Introduction</b>	<b>3</b>
• GFOA Budget Award	7
• Town Description	9
• Government Description (Form of Government)	10
• Organizational Chart	11
• Principal Municipal Officials	12
• Town Profile	13
<b>Section Two – Budget Summary and Overview</b>	<b>15</b>
• Budget Process	19
• Budget Calendar	22
• Fund Structure	23
• 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
<b>Section Three – Taxation and Collections</b>	<b>45</b>
• Budget Summary	49
• Mill Rate Calculation	49
• Principal Taxpayers	50
• Property Tax Levies and Collections	50
<b>Section Four – Department Operating Budgets</b>	<b>51</b>
• General Government	55
• Public Safety	125
• Public Works	151
• Community & Human Services	201
• Debt Service	239
• Transfers	243
• Animal Control Fund	249

**TOWN OF COLCHESTER  
FY 2016–2017 PROPOSED BUDGET**

	<u>PAGE</u>
<b>Section Five – Capital Improvement Plan</b>	<b>253</b>
• Capital Improvement Plan	257
○ Facilities & Grounds	
○ Equipment	
○ Vehicles	
○ Lease Financing	
○ Reserves	
• Capital Plan Graph (20-Year)	259
<b>Section Six – Debt</b>	<b>261</b>
• Debt Service Summary	265
• Chart – Debt Service Plan	270
<b>Section Seven – Glossary</b>	<b>271</b>
• Description of Funds	275
• Financial Policies	277
• Definition of Terms	291

# SECTION ONE

## Introduction





**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET**

## **Section One – Introduction**

**Item** \_\_\_\_\_

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



TOWN OF COLCHESTER  
FY 2016-2017 PROPOSED BUDGET



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, 2015.

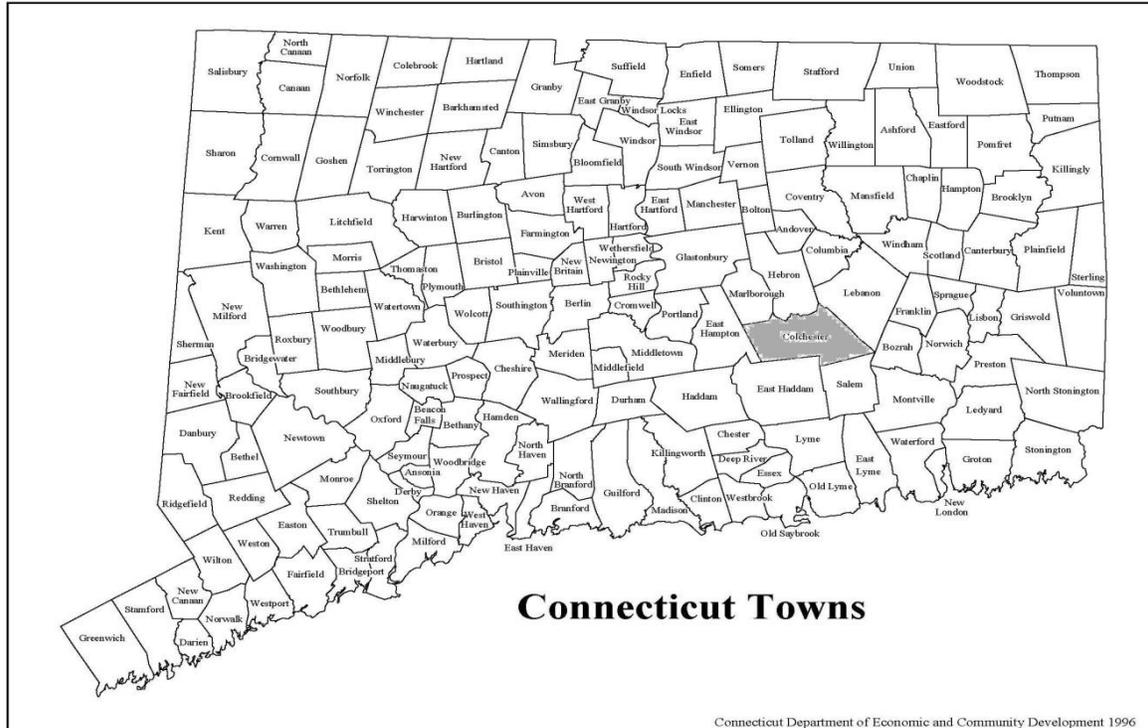
In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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  
FY2016-2017 PROPOSED BUDGET**

**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 16,192 by the Connecticut Department of Public Health as of July 1, 2014. 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 2014, the Town of Colchester had a population density per square mile of 44.5% of the State average, per capita income of 101.0% of the State average, and a median household income at 141.5% of the State median. The Town's debt per capita was \$1,005 compared to the State average of \$2,325; the tax collection rate was equal to the State average at 98.4%; and the unemployment rate at November 2014 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<sup>nd</sup> in population, 107<sup>th</sup> in population density, 124<sup>th</sup> in debt per capita, 37<sup>th</sup> in median household income, and 107<sup>th</sup> in unemployment. (*Municipal Fiscal Indicators*, CT Office of Policy & Management, January 2016).

TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET

**Form of Government**

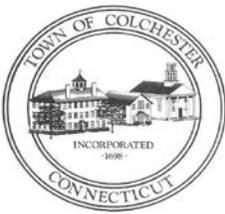
The Town has a Selectmen -Town Meeting form of government, with a Board of Selectmen consisting of five elected members serving concurrent two-year terms and a Board of Finance consisting of six elected members serving overlapping six-year terms. Powers and privileges are conferred and granted to the 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.

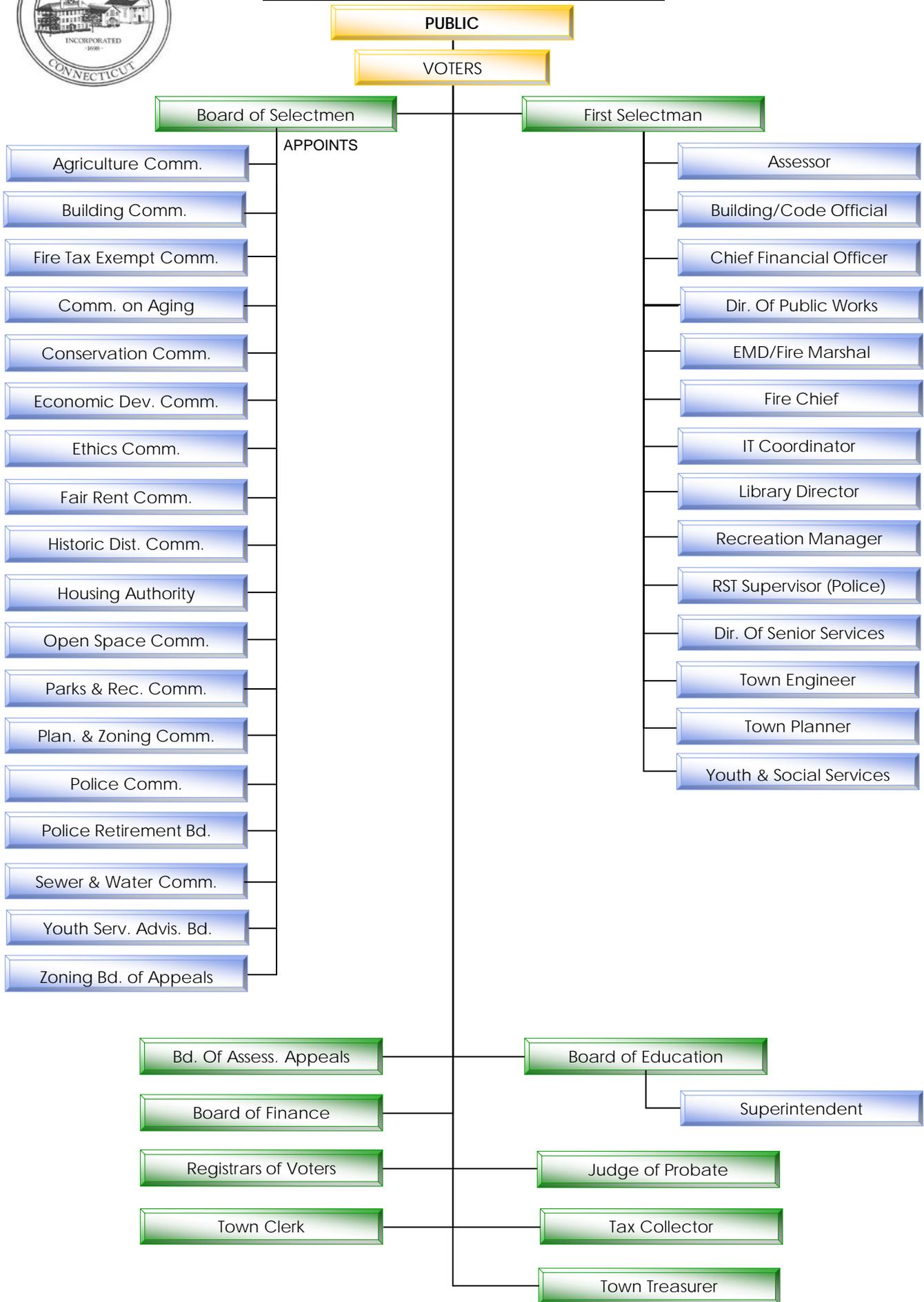
The Board of Finance is the budget-making authority and is responsible for financial and taxation matters, presenting the annual fiscal budget for Town Meeting and referendum approval and establishing the tax rate.

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

Art Shilosky, First Selectman  
Denise Mizla  
Stan Soby

Rosemary Coyle  
John Jones

### Board of Finance

Robert Tarlov, Chairman  
Thomas Kane  
Andreas Bisbikos

Robert Esteve  
James McNair  
Andrea Migliaccio

### Board of Education

Ronald Goldstein, Chairman  
Donald Kennedy  
Mitchell L. Koziol  
Michael Voiland

Bradley Bernier  
Renie Besaw  
Mary Tomasi

### Administration

Chief Financial Officer  
Town Clerk  
Town Treasurer  
Tax Collector  
Superintendent of Schools

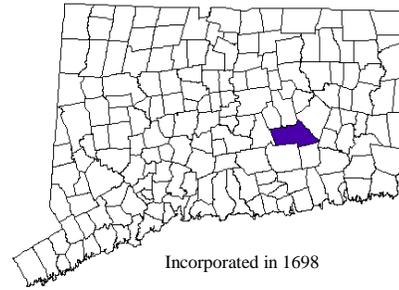
N. Maggie Cosgrove  
Gayle Furman  
John Ringo  
Michele Wyatt  
Jeffrey Mathieu

# 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	Race/Ethnicity (2012)	Town	County	State
2000	14,551	259,088	3,405,565	White	15,483	226,453	2,802,217
2010	15,849	272,360	3,545,837	Black	177	14,834	355,660
2012	16,044	273,723	3,572,213	Asian Pacific	117	12,047	139,827
2020	16,923	279,893	3,690,997	Native American	0	1,472	8,531
'12-'20 Growth / Yr	0.7%	0.3%	0.4%	Other/Multi-Race	267	18,917	265,978
				Hispanic (any race)	526	23,331	480,185
Land Area (sq. miles)	49	666	4,845	Poverty Rate (2012)	2.7%	8.1%	10.0%
Pop./ Sq. Mile (2012)	327	411	737	Educational Attainment (2012)			
Median Age (2012)	40	40	40	Persons Age 25 or Older	<b>Town</b>	<b>%</b>	<b>State</b>
Households (2012)	5,923	106,817	1,360,184	High School Graduate	2,958	28%	677,253
Med HH Inc. (2012)	\$92,522	\$68,310	\$69,519	Associates Degree	1,006	9%	177,531
				Bachelors or Higher	4,185	39%	879,089
Age Distribution (2012)							
	<b>0-4</b>	<b>5-17</b>	<b>18-24</b>	<b>25-49</b>	<b>50-64</b>	<b>65+</b>	<b>Total</b>
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)	Units	Employment	Top Five Grand List (2009)	Amount	% of Net
Sector			Country Place of Colchester	\$10,554,500	0.8%
Total - All Industries	356	3,573	Connecticut Light & Power	\$9,838,680	0.8%
23 Construction	37	163	SS1 Colchester	\$8,104,000	0.6%
31 Manufacturing	10	153	White Oak Development	\$4,572,330	0.4%
44 Retail Trade	54	598	Genesis Health Ventures of Bloomfield	\$4,270,300	0.3%
62 Health Care and Social Assistance	41	610	Net Grand List (2009)	\$1,275,361,503	
72 Accommodation and Food Services	25	367	Major Employers (2014)		
81 Other Services	37	152	S & S Arts & Crafts & Factory	Harrington Court	
Total Government	19	776	Super Stop & Shop	Bacon Academy School	
			Caring Community		

### Education

2010-2011 School Year	Town	State	Connecticut Mastery Test Percent Above Goal							
			Grade 4		Grade 6		Grade 8			
			Town	State	Town	State	Town	State		
Total Town School Enrollment	3,237	548,313	Reading	70	63	83	76	80	75	
Most public school students in Colchester attend Colchester School District, which has 3,069 students.			Math	73	67	80	72	74	67	
			Writing	73	67	77	65	75	65	
			Average SAT Score							
For more education data see:	Students per Computer	Town	State	Average Class Size		Town				
<a href="http://sdeportal.ct.gov/Cedar/WEB/ResearchandReports/SSPReports.aspx">http://sdeportal.ct.gov/Cedar/WEB/ResearchandReports/SSPReports.aspx</a>	Elementary:	2.4	4.1	Grade K	20.2	Grade 2	20.7	Reading	501	502
	Middle:	2.3	2.7	Grade 5	21.6	Grade 7	19.8	Writing	489	506
	Secondary:	2.5	2.9	High School	19.3	Math	505	506		

## Government

Government Form: Selectman-Town Meeting

Total Revenue (2012)	\$54,641,781	Total Expenditures (2012)	\$53,324,825
Tax Revenue	\$33,794,551	Education	\$40,492,902
Non-tax Revenue	\$20,847,230	Other	\$12,831,923
Intergovernmental	\$19,517,186	Total Indebtness (2012)	\$15,905,000
Per Capita Tax (2012)	\$2,106	As % of Expenditures	29.8%
As % of State Average	81.6%	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

<i>Housing Stock (2012)</i>	<b>Town</b>	<b>County</b>	<b>State</b>	Owner Occupied Dwellings (2012)	4,779	72,837	929,560
Total Units	6,341	120,752	1,485,445	As % Total Dwellings	75%	60%	63%
% Single Unit	79.4%	69.4%	64.6%	Subsidized Housing (2012)	488	12,166	161,379
New Permits Auth. (2012)	25	291	4,669	<i>Distribution of House Sales (2011)</i>	<b>Town</b>	<b>County</b>	<b>State</b>
As % Existing Units	0.39%	0.24%	0.31%	Number of Sales			
Demolitions (2012)	0	39	955	Less than \$100,000	NA	33	392
House Sales (2011)	NA	791	13,847	\$100,000-\$199,999	NA	243	3,205
Median Price	NA	\$238,000	\$291,000	\$200,000-\$299,999	NA	272	3,494
Built Pre 1950 share (2012)	13.1%	30.1%	30.2%	\$300,000-\$399,999	NA	126	2,086
				\$400,000 or More	NA	117	4,670

## Labor Force

<i>Place of Residence (2013)</i>	<b>Town</b>	<b>County</b>	<b>State</b>	<i>Connecticut Commuters (2011)</i>			
Labor Force	9,026	144,217	1,859,934	Commuters into Town from:	Town Residents	Commuting to:	
Employed	8,430	132,813	1,715,398	Colchester	1,089	Colchester	1,089
Unemployed	596	11,404	144,536	Norwich	168	Groton	349
Unemployment Rate	6.6%	7.9%	7.8%	Lebanon	158	Norwich	339
<i>Place of Work (2013)</i>				East Haddam	117	Glastonbury	278
Units	356	7,065	113,697	Hebron	97	Hartford	241
Total Employment	3,573	122,143	1,640,223	East Hampton	79	Manchester	206
2000-'13 AAGR	0.2%	-0.3%	0.2%	Windham	72	Montville	198
Mfg Employment	153	14,244	163,828	Salem	70	New London	168
				Griswold	56	Waterford	168

## Other Information

<i>Crime Rate (2012)</i>	<b>Town</b>	<b>State</b>	<i>Distance to Major Cities</i>	<i>Miles</i>	<i>Residential Utilities</i>
Per 100,000 Residents	952	2,433	Hartford	23	Electric Provider
<i>Library (2013)</i>			Boston	87	Connecticut Light & Power
Public Web Computers	18		New York City	103	(800) 286-2000
Circulation per Capita	9		Providence	51	Gas Provider
<i>Families Receiving (2014)</i>					NA
Temporary Assistance	70				NA
<i>Population Receiving (2014)</i>					Water Provider
Food Stamps	861				Connecticut Water Company
					(800) 286-5700
					Cable Provider
					Comcast Norwich
					(800) 266-2278

## SECTION TWO

# Budget Summary & Overview





TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET

## Section Two – Budget Summary and Overview

**Item**

---

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



## **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

TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET

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

TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET

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  
FY2016-2017 PROPOSED BUDGET

BUDGET CALENDAR

MARCH

<b>1 - Board of Finance Budget Workshop</b> (Town & BOE Budget Presentations)	7:00 PM	Town Hall
<b>2 - Board of Finance</b> (Town Budget Review)	7:00 PM	Town Hall
<b>3 - Board of Finance Budget Workshop</b> (BOE Budget Review)	7:00 PM	Town Hall
<b>3 - Board of Selectmen</b>	7:00 PM	Town Hall
<b>7 - Public Budget Forum</b>	7:00 PM	Town Hall
<b>7 - Board of Finance Budget Workshop</b>	After Forum	Town Hall
<b>8 - Board of Education</b>	7:00 PM	JJIS Room 120
<b>16 - Board of Finance</b>	7:00 PM	Town Hall
<b>17 - Board of Selectmen</b>	7:00 PM	Town Hall

APRIL

<b>4 - Budget Public Hearing</b>	7:00 PM	Town Hall
<b>5 - Budget Public Hearing</b>	7:00 PM	Town Hall
<b>6 - Board of Finance</b>	7:00 PM	Town Hall
<b>7 - Board of Selectmen</b>	7:00 PM	Town Hall
<b>12 - Board of Education</b>	7:00 PM	JJIS Room 120
<b>20 - Board of Finance</b>	After Town meeting	Town Hall
<b>21 - Board of Selectmen</b>	7:00 PM	Town Hall

MAY

<b>3 - Town Meeting</b>	7:00 PM	Town Hall
<b>10 - Budget Referendum</b>	6am – 8pm	Town Hall

Town budget passed on 5/10 – remaining schedule is for Education budget only

<b>25 - Town Meeting</b>	7:00 PM	Town Hall
--------------------------	---------	-----------

JUNE

<b>2 - Budget Referendum</b>	6am – 8pm	Town Hall
------------------------------	-----------	-----------

### **Fund Structure**

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:

#### **Governmental 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 service or capital projects. The Town has the following non-major Special Revenue Funds: Dog License, Town Aid Road, Small Cities Grants, Sewer Operating, Parks & Recreation Activities, School Cafeteria, Miscellaneous Grants, Adult Education, Special Gifts, Benefits Assessment, Pay to Play, Bacon Academy Summer School, and Police Special Duty.

*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 Town has the following non-major Capital Projects Funds: Johnston Building Project, 2009 Bond Referendum, Capital Projects, Sewer Capital, Energy Project, Use of Schools, and BOE Capital Reserve.

The *Debt Service Fund* is used for the accumulation of resources for, and payment of, capital lease debt, principal, interest and related costs.

#### **Proprietary Fund Types:**

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

#### **Fiduciary Fund Types:**

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

TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET

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.

TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET

**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. This budget document incorporates the budget for the General Fund as it is presented to and voted upon by the taxpayers of the Town at a Town meeting and referendum.

*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.

**TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET**

**General Fund Revenues and Expenditures**

	<u>Actual 2014-2015</u>	<u>Actual 2013-2014</u>	<u>Actual 2012-2013</u>	<u>Actual 2011-2012</u>	<u>Actual 2010-2011</u>
<b>Revenues</b>					
Property taxes	\$37,226,671	\$36,248,381	\$34,364,251	\$33,794,551	\$32,548,912
Intergovernmental revenues	19,483,781	19,727,811	19,347,462	19,517,186	16,821,153
Revenues from use of money	48,566	51,533	47,491	48,747	27,499
Charges for services and assessments	544,455	514,562	506,988	502,588	497,629
Licenses, permits and fees	627,586	662,264	683,481	656,649	638,568
Other	122,212	238,247	104,759	122,060	131,475
<b>Total revenues</b>	<b>58,053,271</b>	<b>57,442,798</b>	<b>55,054,432</b>	<b>54,641,781</b>	<b>50,665,236</b>
<b>Expenditures</b>					
Current:					
General government	3,310,137	3,387,956	3,196,386	3,649,080	3,427,070
Public works	3,489,369	3,695,205	2,849,686	2,440,714	2,468,024
Public safety	2,438,800	2,403,418	2,204,883	2,139,001	1,943,222
Community & Human Services	1,434,099	1,404,709	1,286,636	--	--
Civic and cultural	--	--	--	1,254,771	1,196,544
Health and welfare	--	--	--	434,075	422,047
Education	43,909,369	43,879,506	41,828,767	40,492,902	36,998,747
Debt service	1,972,865	2,054,914	2,095,890	2,914,282	3,693,538
<b>Total expenditures</b>	<b>56,554,639</b>	<b>56,825,708</b>	<b>53,462,248</b>	<b>53,324,825</b>	<b>50,149,192</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>1,498,632</b>	<b>617,090</b>	<b>1,592,184</b>	<b>1,316,956</b>	<b>516,044</b>
Other financing sources (uses):					
Operating transfers in	--	--	--	214,746	--
Operating transfers out	(1,053,867)	(868,439)	(625,363)	(583,058)	(278,003)
<b>Total other financing sources (uses)</b>	<b>(1,053,867)</b>	<b>(868,439)</b>	<b>(625,363)</b>	<b>(368,312)</b>	<b>(278,003)</b>
<b>Excess (deficiency of revenues and other financing sources over (under) expenditures and other financing uses</b>	<b>444,765</b>	<b>(251,349)</b>	<b>966,821</b>	<b>948,644</b>	<b>238,041</b>
<b>Fund balance, beginning of year</b>	<b>5,279,441</b>	<b>5,530,790</b>	<b>4,563,969</b>	<b>3,615,325</b>	<b>3,377,284</b>
<b>Fund balance, end of year</b>	<b>\$5,724,206</b>	<b>\$5,279,441</b>	<b>\$5,530,790</b>	<b>\$4,563,969</b>	<b>\$3,615,325</b>

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

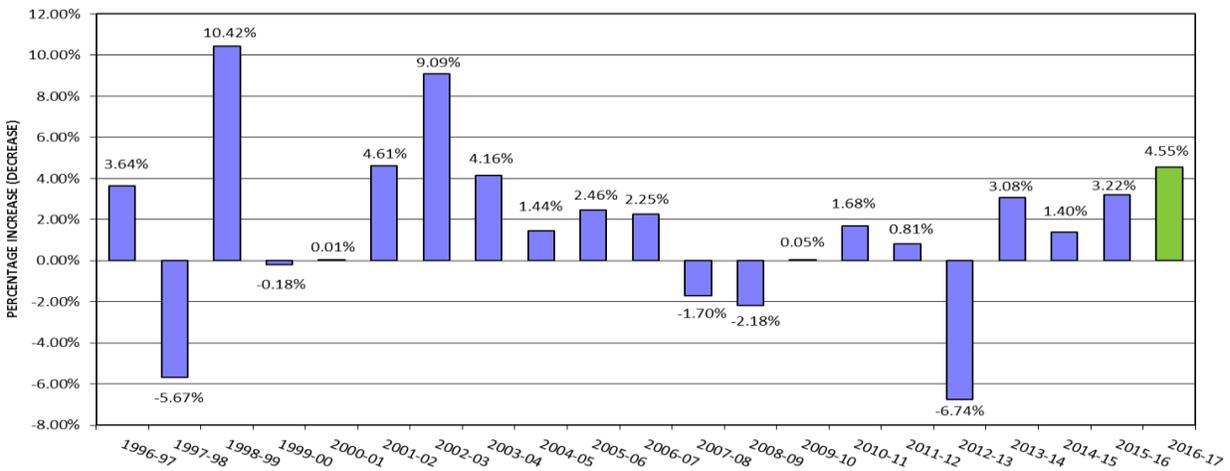
TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET

**BUDGET HISTORY - Town Operating, Debt Service & Capital**

<b>FISCAL YEAR</b>	<b>ADOPTED BUDGET</b>	<b>DOLLAR INCREASE</b>	<b>PERCENT INCREASE</b>	<b>MILL RATE</b>
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	13,763,426	429,344	3.22%	30.76
2016-17	14,389,712	626,286	4.55%	30.91 (2)

- (1) Revaluation Year
- (2) Proposed Budget

TOWN OF COLCHESTER  
PERCENTAGE BUDGET INCREASE  
BUDGET YEARS 1997 - 2017



**TOWN OF COLCHESTER  
FY 2016-2017 PROPOSED BUDGET**

**MUNICIPAL EMPLOYEE HISTORY\***

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
General Government	105	105	103	102	99	98

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

**EMPLOYEE BARGAINING ORGANIZATIONS**

<u>Employees</u>	<u>Bargaining Unit</u>	<u>Contract Expiration Date</u>	<u>FY 2016-17 Wage Increase</u>
Public Works	Municipal Employees Union Independent, Local 506, SEIU, AFL-CIO, CLC	06/30/16	Neg. <sup>1</sup>
Town Clerical	Local 1303-254, Council #4, AFSCME, AFL-CIO	06/30/17	2.00%
Fire/Ambulance	Colchester Firefighters Union, UPPFA, IAFF, Local 3831	06/30/18	2.25%
Town Administrators	Municipal Employees Union Independent, Local 506 SEIU, AFL-CIO, CLC	06/30/17	2.00%
Police	Colchester Police Local 2693T, AFSCME, Council #15	06/30/16	Neg. <sup>1</sup>
Library Employees	Local 1303-448 CT Council #4, AFSCME, AFL-CIO	06/30/16	Neg. <sup>1</sup>

<sup>1</sup> Contracts currently in negotiations

**EMPLOYEE COMPENSATION**

<u>Employees</u>	<u>No. of Employees<sup>2</sup></u>	<u>Salaries &amp; Wages<sup>2</sup></u>
Public Works <sup>1</sup>	19	\$907,316
Town Clerical	14	\$698,765
Fire/Ambulance	6	\$344,760
Administrators	11	\$837,255
Police <sup>1</sup>	11	\$808,580
Library <sup>1</sup>	5	\$212,817
Non-Union	9	\$490,798
Elected	3	\$210,149
<b>TOTAL</b>	<b>78</b>	<b>\$4,510,440</b>

**EMPLOYEE BENEFITS**

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Health Insurance Cost	\$1,122,201	\$798,687	\$1,002,760	\$941,618	\$782,635	\$1,004,860

<sup>1</sup> Contracts currently in negotiations or contract settlement not included in amount

<sup>2</sup> Represents full-time and permanent part-time employees receiving benefits included in adopted budget

# **REVENUE SUMMARY**



**TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET**

	<b>FY 2013-2014 Actual Revenues</b>	<b>FY 2014-2015 Actual Revenues</b>	<b>FY 2015-2016 Adopted Budget</b>	<b>FY 2015-2016 Projected Actuals</b>	<b>FY 2016-2017 Proposed Budget</b>
<b>REVENUES:</b>					
<b>Property Taxes:</b>					
Current taxes	35,565,318	36,332,787	36,836,951	36,793,696	37,430,697
Delinquent taxes	435,552	593,528	425,000	500,000	450,000
Interest & lien fees	247,511	300,356	225,000	270,000	250,000
Total property taxes	<u>36,248,381</u>	<u>37,226,671</u>	<u>37,486,951</u>	<u>37,563,696</u>	<u>38,130,697</u>
<b>Intergovernmental:</b>					
In lieu of taxes - PILOT	52,351	58,291	124,909	47,757	0
Mashantucket Pequot/Mohegan Fund	67,828	71,476	72,385	68,600	65,420
Municipal Revenue Sharing Account	0	0	0	0	330,363
Distribution to Towns	9,620	7,480	9,000	7,500	7,500
Disability Exemptions	1,894	1,980	2,293	1,864	2,184
Elderly Homeowners	48,326	48,857	51,430	46,872	50,611
Additional Veterans Exemptions	7,960	6,514	7,730	7,654	7,543
Local Capital Improvement	236,997	116,846	116,846	117,313	117,313
Youth Services Grant	18,833	18,833	14,000	18,321	14,000
Library Grant	5,702	5,603	0	0	0
Emergency Management	0	6,459	3,970	4,000	4,000
Total	<u>449,511</u>	<u>342,339</u>	<u>402,563</u>	<u>319,881</u>	<u>598,934</u>
<b>Intergovernmental - Education:</b>					
ECS	13,752,393	13,765,334	13,761,528	13,764,393	13,591,055
Transportation	186,936	174,928	181,064	156,712	0
Special Education	400,878	470,654	450,000	624,312	450,000
Total	<u>14,340,207</u>	<u>14,410,916</u>	<u>14,392,592</u>	<u>14,545,417</u>	<u>14,041,055</u>
Total intergovernmental	<u>14,789,718</u>	<u>14,753,255</u>	<u>14,795,155</u>	<u>14,865,298</u>	<u>14,639,989</u>

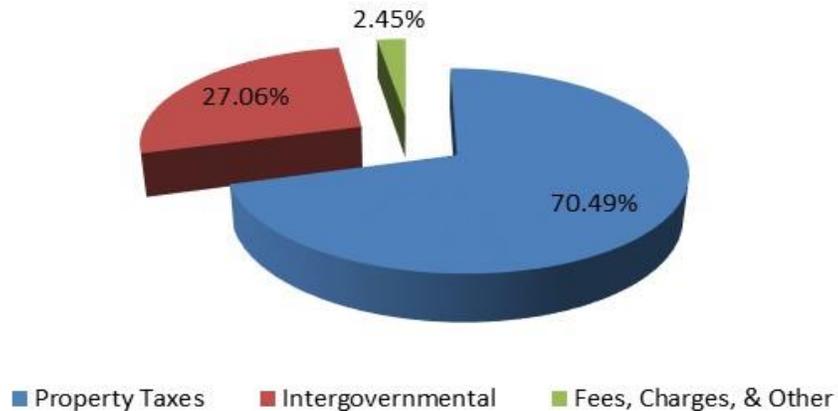
**TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET**

	<b>FY 2013-2014 Actual Revenues</b>	<b>FY 2014-2015 Actual Revenues</b>	<b>FY 2015-2016 Adopted Budget</b>	<b>FY 2015-2016 Projected Actuals</b>	<b>FY 2016-2017 Proposed Budget</b>
<b>Charges for Services:</b>					
Ambulance Fees	503,355	532,669	475,000	535,000	490,000
Recreation Fees	11,207	11,786	11,500	11,500	11,500
Total charges for services	<u>514,562</u>	<u>544,455</u>	<u>486,500</u>	<u>546,500</u>	<u>501,500</u>
<b>Revenues from use of money:</b>					
Investment interest earnings	51,533	48,566	52,500	55,000	55,000
<b>Licenses/permits/fees:</b>					
Vendor permits	480	510	400	400	400
Copier fees	17,667	17,235	16,950	17,754	17,950
ZBA fees	300	1,050	700	700	700
Conservation Commission fees	3,480	6,686	5,500	5,500	5,500
Zoning and Planning fees	12,950	13,080	12,000	13,200	12,000
Building fees	232,293	220,528	205,000	240,000	210,000
Fire marshal inspection fees	527	180	240	240	240
Conveyance tax	133,384	132,702	130,200	194,000	194,000
Town Clerk fees	98,962	98,509	102,500	105,300	105,300
Sports licenses	496	567	600	270	300
Land Records - Town	2,279	1,949	2,400	2,300	2,400
Pistol permits	10,360	6,860	6,000	8,000	7,000
Road inspection fees	6,638	9,544	10,600	46,993	29,000
Transfer Station fees	128,152	103,452	131,000	106,000	108,000
Library fines & fees	11,322	11,415	11,000	11,000	12,000
Dial-A-Ride	2,974	3,319	3,500	3,400	3,500
Total licenses/permits/fees	<u>662,264</u>	<u>627,586</u>	<u>638,590</u>	<u>755,057</u>	<u>708,290</u>

**TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET**

	FY 2013-2014 Actual Revenues	FY 2014-2015 Actual Revenues	FY 2015-2016 Adopted Budget	FY 2015-2016 Projected Actuals	FY 2016-2017 Proposed Budget
<b>Other revenues:</b>					
Tuition	68,606	57,281	10,000	30,157	0
Telecommunication property tax	40,003	38,651	40,000	38,000	38,000
Elderly Housing/Dublin Village	11,333	15,445	14,000	14,500	14,500
Miscellaneous	29,187	6,114	12,000	6,000	6,000
Insurance Reimbursement	2,052	5,645	0	0	0
Recovery/Settlement	59,996	0	0	0	0
State Fund for Building Inspection fees	766	1,219	800	900	800
CIRMA Member Equity Distribution	29,288	0	22,300	22,300	0
	241,231	124,355	99,100	111,857	59,300
<b>Other financing sources:</b>					
Use of Fund Balance	231,214	148,482	0	67,500	0
Total other financing sources	231,214	148,482	0	67,500	0
 Total revenues	52,738,903	53,473,370	53,558,796	53,964,908	54,094,776

### Revenue Sources by Type





# **EXPENDITURE SUMMARY**



TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET

**TOWN OF COLCHESTER  
BUDGET SUMMARY BY FUNCTION**

	<b>ACTUAL EXPENDITURES <u>FY 2013-2014</u></b>	<b>ACTUAL EXPENDITURES <u>FY 2014-2015</u></b>	<b>ADOPTED BUDGET <u>FY 2015-2016</u></b>	<b>PROJECTED ACTUAL <u>FY 2015-2016</u></b>	<b>PROPOSED BUDGET <u>FY 2016-2017</u></b>
GENERAL GOVERNMENT	3,386,891	3,310,322	3,376,276	3,172,376	3,694,918
PUBLIC SAFETY	2,396,650	2,438,800	2,689,219	2,684,915	2,689,100
PUBLIC WORKS	3,331,094	3,491,244	3,350,648	3,299,749	3,377,938
COMMUNITY & HUMAN SERVICES	1,403,656	1,434,099	1,512,552	1,487,061	1,566,434
DEBT	2,054,914	1,972,865	1,901,466	1,901,466	1,842,266
TRANSFERS	703,319	758,453	933,265	1,000,765	1,219,056
<b>TOTAL TOWN</b>	<b>13,276,524</b>	<b>13,405,783</b>	<b>13,763,426</b>	<b>13,546,332</b>	<b>14,389,712</b>
<b>BOARD OF EDUCATION</b>	<b>38,872,262</b>	<b>39,550,130</b>	<b>39,795,370</b>	<b>39,795,370</b>	<b>39,705,064</b>
<b>TOTAL BUDGET</b>	<b>52,148,786</b>	<b>52,955,913</b>	<b>53,558,796</b>	<b>53,341,702</b>	<b>54,094,776</b>

TOWN OF COLCHESTER  
 FY2016-2017 PROPOSED BUDGET

**SUMMARY - GENERAL GOVERNMENT**

	<b>ACTUAL EXPENDITURES <u>FY 2013-2014</u></b>	<b>ACTUAL EXPENDITURES <u>FY 2014-2015</u></b>	<b>ADOPTED BUDGET <u>FY 2015-2016</u></b>	<b>PROJECTED ACTUAL <u>FY 2015-2016</u></b>	<b>PROPOSED BUDGET <u>FY 2016-2017</u></b>
<b>LEGISLATIVE</b>					
BOARDS AND COMMISSIONS	23,660	24,301	24,174	22,550	29,195
<b>CONTINGENCY</b>					
CONTINGENCY	0	0	54,745	0	56,360
<b>MUNICIPAL MANAGEMENT</b>					
FIRST SELECTMAN	217,121	249,237	235,237	224,371	240,653
HUMAN RESOURCES	89,304	53,862	139,309	63,265	110,406
<b>FINANCE</b>					
FINANCE	274,406	284,336	284,849	289,805	296,831
TAX OFFICE	173,780	150,601	151,129	154,438	157,674
ASSESSOR'S OFFICE	255,658	269,923	276,721	280,927	289,238
<b>DEVELOPMENT AND PLANNING</b>					
PLANNING/BUILDING CODE ADMIN.	513,220	443,439	468,124	447,365	511,438
<b>TOWN CLERK</b>					
TOWN CLERK	157,995	148,676	163,913	156,805	167,035

TOWN OF COLCHESTER  
 FY2016-2017 PROPOSED BUDGET

**SUMMARY - GENERAL GOVERNMENT (CONTINUED)**

	<b>ACTUAL EXPENDITURES <u>FY 2013-2014</u></b>	<b>ACTUAL EXPENDITURES <u>FY 2014-2015</u></b>	<b>ADOPTED BUDGET <u>FY 2015-2016</u></b>	<b>PROJECTED ACTUAL <u>FY 2015-2016</u></b>	<b>PROPOSED BUDGET <u>FY 2016-2017</u></b>
<b>REGISTRARS OF VOTERS</b>					
REGISTRARS OF VOTERS	58,379	69,087	65,996	59,442	71,489
<b>INSURANCES &amp; PROBATE</b>					
INSURANCES	1,544,180	1,519,298	1,395,486	1,372,570	1,657,614
PROBATE	4,558	5,340	4,458	4,458	4,989
<b>INFORMATION TECHNOLOGY</b>					
INFORMATION TECHNOLOGY	74,630	92,222	112,135	96,380	101,996
<b>TOTAL GENERAL GOVERNMENT</b>	<b>3,386,891</b>	<b>3,310,322</b>	<b>3,376,276</b>	<b>3,172,376</b>	<b>3,694,918</b>

TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET

**SUMMARY - PUBLIC SAFETY**

	<b>ACTUAL EXPENDITURES <u>FY 2013-2014</u></b>	<b>ACTUAL EXPENDITURES <u>FY 2014-2015</u></b>	<b>ADOPTED BUDGET <u>FY 2015-2016</u></b>	<b>PROJECTED ACTUAL <u>FY 2015-2016</u></b>	<b>PROPOSED BUDGET <u>FY 2016-2017</u></b>
<b>POLICE PROTECTION</b>					
POLICE/RESIDENT TROOPER'S OFFICE	1,229,490	1,202,173	1,387,002	1,367,155	1,438,575
<b>FIRE/EMERGENCY PROTECTION</b>					
FIRE/EMERGENCY MEDICAL SERVICES	1,155,980	1,226,935	1,285,045	1,302,975	1,235,606
<b>EMERGENCY MANAGEMENT</b>					
EMERGENCY MANAGEMENT	11,180	9,692	17,172	14,785	14,919
<b>TOTAL PUBLIC SAFETY</b>	<b>2,396,650</b>	<b>2,438,800</b>	<b>2,689,219</b>	<b>2,684,915</b>	<b>2,689,100</b>

TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET

**SUMMARY - PUBLIC WORKS**

	<b>ACTUAL EXPENDITURES <u>FY 2013-2014</u></b>	<b>ACTUAL EXPENDITURES <u>FY 2014-2015</u></b>	<b>ADOPTED BUDGET <u>FY 2015-2016</u></b>	<b>PROJECTED ACTUAL <u>FY 2015-2016</u></b>	<b>PROPOSED BUDGET <u>FY 2016-2017</u></b>
<b>PUBLIC WORKS</b>					
PUBLIC WORKS ADMINISTRATION	159,208	156,202	160,170	181,743	162,880
HIGHWAY	1,260,191	1,244,577	1,389,055	1,335,037	1,389,455
FLEET SERVICES	371,483	362,830	367,742	365,770	362,245
GROUNDS MAINTENANCE	419,417	353,657	408,895	397,926	425,482
SNOW REMOVAL	588,869	872,640	502,945	498,273	501,925
FACILITIES	171,704	158,075	155,110	156,672	163,169
<b>ENGINEERING</b>					
ENGINEERING	118,309	106,354	104,557	109,153	111,270
<b>TRANSFER STATION</b>					
TRANSFER STATION	241,913	236,909	262,174	255,175	261,512
<b>TOTAL PUBLIC WORKS</b>	<b>3,331,094</b>	<b>3,491,244</b>	<b>3,350,648</b>	<b>3,299,749</b>	<b>3,377,938</b>

TOWN OF COLCHESTER  
 FY2016-2017 PROPOSED BUDGET

**SUMMARY - COMMUNITY & HUMAN SERVICES**

	<b>ACTUAL EXPENDITURES <u>FY 2013-2014</u></b>	<b>ACTUAL EXPENDITURES <u>FY 2014-2015</u></b>	<b>ADOPTED BUDGET <u>FY 2015-2016</u></b>	<b>PROJECTED ACTUAL <u>FY 2015-2016</u></b>	<b>PROPOSED BUDGET <u>FY 2016-2017</u></b>
<b>YOUTH &amp; SOCIAL SERVICES</b>					
YOUTH & SOCIAL SERVICES*	307,952	317,413	338,376	336,003	349,933
<b>HEALTH</b>					
CHATHAM HEALTH DISTRICT	136,289	144,874	152,333	152,333	166,778
<b>COMMUNITY AGENCIES</b>					
COLCHESTER C3*	4,984	5,000	7,500	7,500	25,000
<b>LIBRARY</b>					
CRAGIN MEMORIAL LIBRARY	535,201	526,113	550,603	532,613	558,597
<b>RECREATION</b>					
RECREATION	166,663	167,776	179,659	177,311	185,794
<b>SENIOR SERVICES</b>					
SENIOR SERVICES	252,567	272,923	284,081	281,301	280,332
<b>TOTAL COMMUNITY &amp; HUMAN SERVICES</b>	<b>1,403,656</b>	<b>1,434,099</b>	<b>1,512,552</b>	<b>1,487,061</b>	<b>1,566,434</b>

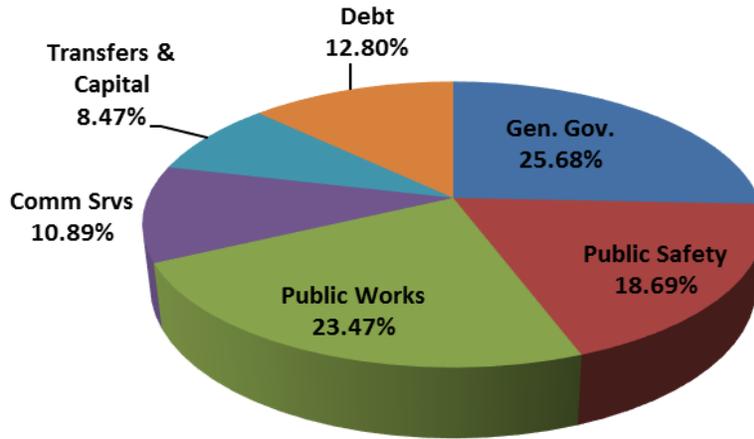
\*Funding for the Colchester C3 program was previously accounted for within the Youth & Social Services budget

TOWN OF COLCHESTER  
 FY2016-2017 PROPOSED BUDGET

**SUMMARY - DEBT & TRANSFERS**

	<b>ACTUAL EXPENDITURES <u>FY 2013-2014</u></b>	<b>ACTUAL EXPENDITURES <u>FY 2014-2015</u></b>	<b>ADOPTED BUDGET <u>FY 2015-2016</u></b>	<b>PROJECTED ACTUAL <u>FY 2015-2016</u></b>	<b>PROPOSED BUDGET <u>FY 2016-2017</u></b>
<b>DEBT</b>					
DEBT SERVICE	2,054,914	1,972,865	1,901,466	1,901,466	1,842,266
<b>TRANSFERS</b>					
OTHER FINANCING USES	703,319	758,453	933,265	1,000,765	1,219,056
<b>TOTAL DEBT &amp; TRANSFERS</b>	<b>2,758,233</b>	<b>2,731,318</b>	<b>2,834,731</b>	<b>2,902,231</b>	<b>3,061,322</b>

**Expenditures by Type**



TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET

**SUMMARY - EDUCATION**

	<b>ACTUAL EXPENDITURES <u>FY 2013-2014</u></b>	<b>ACTUAL EXPENDITURES <u>FY 2014-2015</u></b>	<b>ADOPTED BUDGET <u>FY 2015-2016</u></b>	<b>PROJECTED ACTUAL <u>FY 2015-2016</u></b>	<b>PROPOSED BUDGET <u>FY 2016-2017</u></b>
<b>EDUCATION</b>	<b>38,872,262</b>	<b>39,550,130</b>	<b>39,795,370</b>	<b>39,795,370</b>	<b>39,705,064</b>

# SECTION THREE

## Taxation & Collections





TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET

## Section Three – Taxation & Collections

**Item** \_\_\_\_\_

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



**Town of Colchester  
FY 2016-2017 Proposed Budget  
Budget Summary & Mill Rate Calculation**

**BUDGET SUMMARY**

	EDUCATION	TOWN	DEBT SERVICE	TRANSFERS/ CAPITAL	TOTAL
Appropriations	39,705,064	11,328,390	1,842,266	1,219,056	54,094,776
Estimated Revenue	14,041,055	2,623,024	0	0	16,664,079
Amount to be Raised by Taxation	25,664,009	8,705,366	1,842,266	1,219,056	37,430,697
MILLS	20.86	7.07	1.50	0.99	30.42

**MILL RATE CALCULATION**

	DOLLARS	MILLS
Amount to be Raised by Taxation	37,430,697	30.42
Reserve for Uncollected Revenue (estimated 98.4% collection rate)	598,891	0.49
<b>TOTAL TAX WARRANT</b>	<b>38,029,588</b>	<b>30.91</b>

Grand List	1,215,998,800	2016-17 Proposed Mill Rate	30.91
Estimated Prorates	1,900,000	2015-16 Mill Rate	30.76
M. V. Supplement	15,100,000	Increase in Mill Rate	0.15
Less Estimated BAA and adjustments	<u>(2,500,000)</u>		
List Net	1,230,498,800		

Dated: May 18, 2016

TOWN OF COLCHESTER  
FY 2016-2017 PROPOSED BUDGET

**Principal Taxpayers**

Name	Nature of Business	Taxable Valuation as of 10/01/2014	Percent of Net Taxable Grand List <sup>1</sup>
Connecticut Light & Power Company	Utility	\$13,139,920	1.04
Country Place of Colchester LTD Partners	Housing Development	9,213,990	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
Alpha Q Inc	Manufacturing	3,505,970	0.29
S & S Worldwide Inc	Manufacturing/Distribution	3,401,500	0.29
Genesis Health Ventures of Bloomfield Inc.	Convalescent Home	3,220,000	0.28
GND Too of Colchester LLC	Elderly Housing	<u>3,117,000</u>	<u>0.27</u>
<b>TOTAL</b>		\$54,880,280	4.56

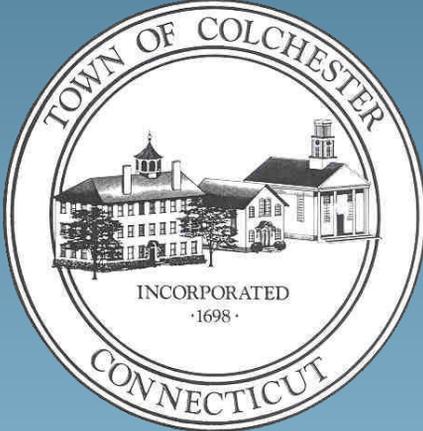
<sup>1</sup> Based on 2014 Net Taxable Grand List of \$1,201,873,865.

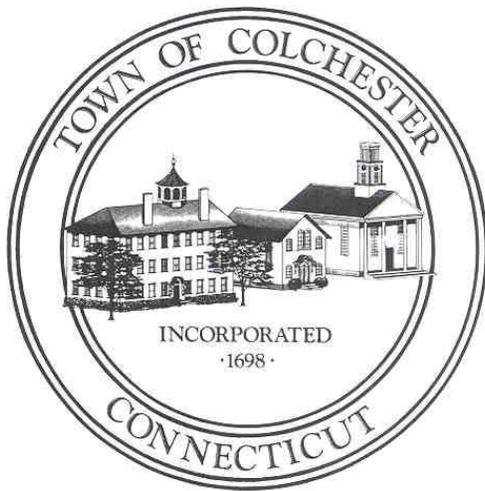
**Property Tax Levies and Collections**

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 6/30/15
2015	\$1,195,815	30.57	\$36,891,618	98.5	1.5	1.51
2014	1,191,172	30.28	36,156,049	98.4	1.6	0.57
2013	1,176,520	28.80	34,157,365	98.4	1.6	0.30
2012	1,297,298	25.85	33,774,748	98.4	1.6	0.19
2011	1,275,362	25.07	32,238,714	98.6	1.4	0.14
2010	1,268,249	23.65	30,066,131	98.3	1.7	0.22
2009	1,249,469	23.01	28,929,185	98.4	1.6	0.25
2008	1,223,766	23.01	28,443,115	97.7	2.3	0.23
2007	860,497	32.47	28,363,487	97.4	2.6	0.33
2006	826,761	31.75	26,735,437	97.8	2.2	0.26

SECTION FOUR

Department Operating Budgets



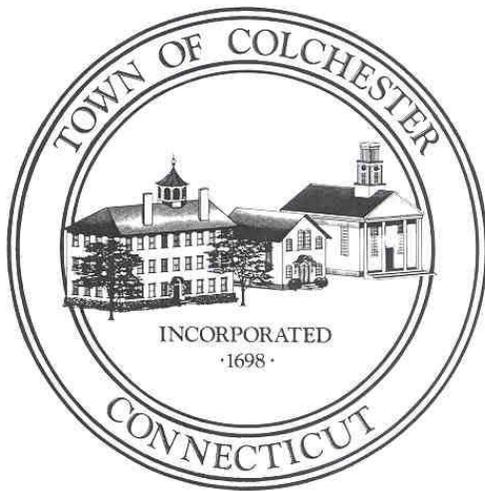


TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET

**Section Four – FY 2016-2017 Proposed Operating Budget  
(by Department)**

**Item** \_\_\_\_\_

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



# **General Government**



TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET

## General Government

### Departments

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



**Town of Colchester  
FY 2016 - 2017  
Proposed Budget**

**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  
PROPOSED BUDGET**

**BOARDS & COMMISSIONS**

<b><u>ACCOUNT</u></b>	<b>FY 2013-2014 ACTUAL EXPENDITURES</b>	<b>FY 2014-2015 ACTUAL EXPENDITURES</b>	<b>FY 2015-2016 ADOPTED BUDGET</b>	<b>FY 2015-2016 PROJECTED ACTUALS</b>	<b>FY 2016-2017 PROPOSED BUDGET</b>
Overtime	3,417	1,643	1,573	2,421	5,855
Contractual, Temporary, Occassional Payroll	1,933	3,750	5,760	4,050	3,600
FICA	241	124	121	185	385
Office Supplies	0	46	25	193	50
Mileage, Training & Meetings	0	0	200	150	200
Financial & Accounting	12,760	11,165	11,310	11,310	11,600
Professional Services	3,800	5,900	2,900	2,500	5,500
Postage	30	67	105	75	75
Legal Notices	250	370	380	130	380
Printing & Publications	1,229	1,236	1,800	1,536	1,550
<b>TOTAL</b>	<b>23,660</b>	<b>24,301</b>	<b>24,174</b>	<b>22,550</b>	<b>29,195</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>11105 - BOARDS AND COMMISSIONS</b>						
<b>40103 - OVERTIME</b>				<b>5,855</b>		<b>5,855</b>
Meeting Clerk - Board of Assessment Appeals	1.00	1,200.00	1,200			
Meeting Clerk - Historic District Commission	1.00	571.00	571			
Meeting Clerk - Board of Finance	1.00	2,491.00	2,491			
Meeting Clerk - Economic Development Commission	1.00	762.00	762			
Meeting Clerk - Charter Revision	1.00	831.00	831			
<b>40105 - CONTR TEMP OCCAS</b>				<b>3,600</b>		<b>3,600</b>
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			
Board member stipend - Board of Assessment Appeals	3.00	300.00	900			
<b>41230 - FICA</b>				<b>385</b>		<b>385</b>
FICA for Meeting Clerk's wages	1.00	385.00	385			
<b>42301 - OFFICE SUPPLIES</b>				<b>50</b>		<b>50</b>
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>200</b>		<b>200</b>
CT Public Pension Forum conferences - Police Retirement Board	1.00	50.00	50			
Training seminars for BAA board members	3.00	50.00	150			
<b>44202 - FINANCIAL &amp; ACCOUNTING</b>				<b>11,600</b>		<b>11,600</b>
Independent audit (Town share)	1.00	11,600.00	11,600			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>44208 - PROFESSIONAL SERVICES</b>				<b>5,500</b>		<b>5,500</b>
Police Retirement Plan - actuarial services (every other year valuations)	1.00	3,000.00	3,000			
Police Retirement Plan - disclosure information/accounting reports required for financial statements	1.00	2,500.00	2,500			
<b>44217 - POSTAGE</b>				<b>75</b>		<b>75</b>
<b>44230 - LEGAL NOTICES</b>				<b>380</b>		<b>380</b>
Board of Assessment Appeals	1.00	30.00	30			
Historic District Commission	1.00	350.00	350			
<b>44232 - PRINTING &amp; PUBLICATIONS</b>				<b>1,550</b>		<b>1,550</b>
Commission on Aging	1.00	300.00	300			
Printing of adopted budget	1.00	1,250.00	1,250			
<b>TOTAL BOARDS AND COMMISSIONS</b>				<b>29,195</b>		<b>29,195</b>

**Town of Colchester  
FY 2016 - 2017  
Proposed Budget**

**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  
PROPOSED BUDGET**

**CONTINGENCY**

<b><u>ACCOUNT</u></b>	<b>FY 2013-2014 ACTUAL <u>EXPENDITURES</u></b>	<b>FY 2014-2015 ACTUAL <u>EXPENDITURES</u></b>	<b>FY 2015-2016 ADOPTED <u>BUDGET</u></b>	<b>FY 2015-2016 PROJECTED <u>ACTUALS</u></b>	<b>FY 2016-2017 PROPOSED <u>BUDGET</u></b>
Contingency	0	0	54,745	0	56,360
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>54,745</b>	<b>0</b>	<b>56,360</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>11110 - CONTINGENCY</b>						
<b>50900 - CONTINGENCY</b>				<b>57,505</b>		<b>56,360</b>
Reserve for unanticipated expenditures	1.00	57,505.00	57,505		(1,145)	
<b>TOTAL CONTINGENCY</b>				<b>57,505</b>		<b>56,360</b>



**Town of Colchester  
FY 2016 – 2017  
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)

## **2015 – 2016 Accomplishments**

- Implemented Charter Review Commission
- Revised budget transfer policy
- Implemented Social Media policy
- Implemented the Blight Task Force
- Updated personnel policy
- Supported the senior center sub-committee in an effort to explore options for the current senior center facility
- Supported the building committee for the WJJMS project
- Successful negotiation of three union contracts
- Awarded the National Government Finance Officers' Association Distinguished Budget Presentation for the FY 2015-2016

## **2016 – 2017 Objectives**

- Continue to update the personnel policy as necessary
- Implement and support the Charter Revision commission
- Revision of snow transfer policy
- Support the Small Cities Program grant for Dublin Village
- Support Norton Paper Mill Project
- Successful negotiation of public works union, police union, and library union contracts
- Strive to keep appointed boards and commissions 95% full

**TOWN OF COLCHESTER  
PROPOSED BUDGET**

**FIRST SELECTMAN**

<b><u>ACCOUNT</u></b>	<b><u>FY 2013-2014 ACTUAL EXPENDITURES</u></b>	<b><u>FY 2014-2015 ACTUAL EXPENDITURES</u></b>	<b><u>FY 2015-2016 ADOPTED BUDGET</u></b>	<b><u>FY 2015-2016 PROJECTED ACTUALS</u></b>	<b><u>FY 2016-2017 PROPOSED BUDGET</u></b>
Regular Payroll	132,562	133,608	140,023	139,432	145,166
Contractual, Temporary, Occasional Payroll	3,825	1,372	1,500	1,911	2,000
Employee Related Insurances	290	196	353	329	505
FICA & Retirement	15,182	11,297	18,406	18,392	19,132
Copier	4,419	5,028	4,681	5,556	4,681
Office Supplies	1,392	1,156	1,650	1,650	1,900
Mileage, Training & Meetings	1,142	359	1,400	590	590
Professional Memberships	18,795	18,605	18,605	18,605	18,605
Legal	32,049	71,028	40,000	30,000	40,000
Professional Services	680	857	1,025	1,025	1,025
Postage	3,616	3,208	4,328	4,328	4,328
Legal Notices	60	0	250	0	0
Printing & Publications	220	209	280	280	280
Hebron Tax	54	341	400	87	100
Equipment Repairs	0	0	150	0	150
Parades & Celebrations	2,835	1,973	2,186	2,186	2,191
<b>TOTAL</b>	<b>217,121</b>	<b>249,237</b>	<b>235,237</b>	<b>224,371</b>	<b>240,653</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>11201 - FIRST SELECTMAN</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>145,166</b>		<b>145,166</b>
First Selectman	1.00	82,818.00	82,818			
Executive Assistant to the First Selectman	1.00	48,160.00	48,160			
Part-time Clerk (4 hrs/day)	1.00	14,188.00	14,188			
<b>40105 - CONTR TEMP OCCAS</b>				<b>2,000</b>		<b>2,000</b>
Temporary staff for office coverage	1.00	1,500.00	1,500			
Increase funding for temporary staff for office coverage	1.00	500.00	500			
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>505</b>		<b>505</b>
Life/AD&D Insurance	1.00	260.00	260			
Long Term Disability	1.00	245.00	245			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>19,132</b>		<b>19,132</b>
FICA	1.00	11,235.00	11,235			
Defined Contribution 401(a) Plan @ 6%	1.00	7,859.00	7,859			
FICA - increase in temporary office coverage	1.00	38.00	38			
<b>42233 - COPIER</b>				<b>4,681</b>		<b>4,681</b>
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			
<b>42301 - OFFICE SUPPLIES</b>				<b>1,900</b>		<b>1,900</b>
General office supplies	1.00	1,500.00	1,500			
Postage meter supplies	1.00	400.00	400			
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>590</b>		<b>590</b>
Mileage - meetings, conferences, workshops	1.00	400.00	400			
Workshop & conference fees	1.00	190.00	190			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>18,605</b>		<b>18,605</b>
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			
<b>44203 - LEGAL</b>				<b>40,000</b>		<b>40,000</b>
General legal matters	1.00	10,000.00	10,000			
Assessment appeals	1.00	20,000.00	20,000			
Charter Revision	1.00	10,000.00	10,000			
<b>44208 - PROFESSIONAL SERVICES</b>				<b>1,025</b>		<b>1,025</b>
Constant contact - communication with citizens	12.00	50.00	600			
GFOA Budget award application fees	1.00	425.00	425			
<b>44217 - POSTAGE</b>				<b>4,328</b>		<b>4,328</b>
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			
<b>44232 - PRINTING &amp; PUBLICATIONS</b>				<b>280</b>		<b>280</b>
Department share - quarterly publication costs	4.00	70.00	280			
Colchester Connections						
<b>45250 - HEBRON TAXES</b>				<b>100</b>		<b>100</b>
Property taxes paid to Town of Hebron	1.00	100.00	100			
<b>46224 - EQUIPMENT REPAIRS</b>				<b>150</b>		<b>150</b>
Office Equipment Repairs	1.00	150.00	150			
<b>47242 - PARADES &amp; CELEBRATIONS</b>				<b>2,191</b>		<b>2,191</b>
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	191.00	191			
Employee recognition & bereavement	1.00	200.00	200			
<b>TOTAL FIRST SELECTMAN</b>				<b>240,653</b>		<b>240,653</b>



**Town of Colchester  
FY 2016 - 2017  
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

**2015 – 2016 Accomplishments**

- Successful negotiation of Fire Fighter, Administrators and Police Union Contract
- Implemented Wellness Program
- Implemented biometric screening program for all employees
- Conducted sexual harassment training for all staff
- Implementation of new health plans
- Updated personnel policy

**2016 – 2017 Objectives**

- Successful negotiation of three union contracts (Public Works, Police, and Library)
- Implement Town Hall lock down drills
- Implement Town Hall fire drills
- Continue implementation of Wellness Programs
- Implement second biometric screening program for all employees
- Update personnel policy for new insurance requirements

**TOWN OF COLCHESTER  
PROPOSED BUDGET**

**HUMAN RESOURCES**

<b><u>ACCOUNT</u></b>	<b>FY 2013-2014 ACTUAL <u>EXPENDITURES</u></b>	<b>FY 2014-2015 ACTUAL <u>EXPENDITURES</u></b>	<b>FY 2015-2016 ADOPTED <u>BUDGET</u></b>	<b>FY 2015-2016 PROJECTED <u>ACTUALS</u></b>	<b>FY 2016-2017 PROPOSED <u>BUDGET</u></b>
Other Purchased Supplies	0	0	250	250	250
Mileage, Training & Meetings	0	149	1,000	1,000	1,000
Legal	83,246	46,365	55,000	55,000	55,000
Professional Services	2,310	3,770	3,450	3,240	2,700
Advertising	2,914	2,895	2,500	2,700	2,500
Printing & Publications	65	75	200	75	80
Programs	769	608	1,000	1,000	0
Contract Settlements	0	0	75,909	0	48,876
<b>TOTAL</b>	<b>89,304</b>	<b>53,862</b>	<b>139,309</b>	<b>63,265</b>	<b>110,406</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>11205 - HUMAN RESOURCES</b>						
<b>42340 - OTHER PURCHASED SUPPLIES</b>						
Health & Safety - First Aid supplies, materials, etc.	1.00	250.00	250	250		250
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>						
Training & resources - Human Resources/Personnel	1.00	1,000.00	1,000	1,000		1,000
<b>44203 - LEGAL</b>						
Contract negotiations and other labor/personnel related matters				55,000		55,000
<b>44208 - PROFESSIONAL SERVICES</b>						
Required Physicals & Testing for employment	1.00	200.00	200	2,700		2,700
Employee Assistance Program (EAP) fees	1.00	2,500.00	2,500			
<b>44231 - ADVERTISING</b>						
Position advertising	1.00	2,500.00	2,500	2,500		2,500
<b>44232 - PRINTING &amp; PUBLICATIONS</b>						
Forms, booklets, and employee notifications	1.00	80.00	80	80		80
<b>50950 - CONTRACT SETTLEMENTS</b>						
Estimated salary & benefit increases for union contract settlements	1.00	51,609.00	51,609	51,609		48,876
Public Works, Library & Police union contracts in negotiation					(2,733)	
<b>TOTAL HUMAN RESOURCES</b>				<b>113,139</b>		<b>110,406</b>



**Town of Colchester  
FY 2016 - 2017  
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 worker's 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)
Accountant	(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)

## **2015 – 2016 Accomplishments**

- Issued audited financial statements for the fiscal year ended June 30, 2015 with unqualified audit opinion
- Issued State and Federal grant audit reports with no compliance or internal control findings
- Provided Town & BOE financial data for FY 2013-2014 and FY 2014-2015 reporting in accordance with the Uniform Chart of Accounts requirements
- Continued implementation of employer mandate requirements of the Affordable Health Care Act with effective dates in calendar year 2015
- For the period January-December 2015, increased the use of electronic payments to vendors to 28.97% of total payment transactions
- National Government Finance Officers' Association Distinguished Budget Presentation Award received for the FY 2015-2016 Adopted Budget

## **2016 – 2017 Objectives**

- Issue audited financial statements for the fiscal year ended June 30, 2016 with an unqualified opinion
- Development of FY 2017-2087 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 WJMS School building project
- Continue to increase the use of electronic payments to vendors, including establishment of purchasing card program

**TOWN OF COLCHESTER  
PROPOSED BUDGET**

**FINANCE**

<b><u>ACCOUNT</u></b>	<b>FY 2013-2014 ACTUAL EXPENDITURES</b>	<b>FY 2014-2015 ACTUAL EXPENDITURES</b>	<b>FY 2015-2016 ADOPTED BUDGET</b>	<b>FY 2015-2016 PROJECTED ACTUALS</b>	<b>FY 2016-2017 PROPOSED BUDGET</b>
Regular Payroll	191,470	198,331	197,828	203,440	207,860
Contractual, Temporary, Occasional Payroll	4,993	4,612	4,728	4,728	4,835
Employee Related Insurances	746	778	896	867	916
FICA & Retirement	28,193	29,270	29,737	30,575	31,232
Copier	2,157	2,412	2,191	2,077	2,116
Office Supplies	855	998	1,000	1,000	1,500
Technical Reference Materials	50	95	100	100	100
Mileage, Training & Meetings	1,227	1,859	1,850	1,806	1,850
Professional Memberships	545	562	575	568	570
Data Processing	25,488	25,504	25,644	25,644	26,552
Professional Services	16,451	17,766	18,000	16,800	17,000
Postage	2,231	2,149	2,200	2,200	2,200
Equipment Repairs	0	0	100	0	100
<b>TOTAL</b>	<b>274,406</b>	<b>284,336</b>	<b>284,849</b>	<b>289,805</b>	<b>296,831</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>11301 - FINANCE</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>207,860</b>		<b>207,860</b>
Chief Financial Officer (CFO) - 50% Town & 50% BOE	1.00	62,417.00	62,417			
Finance Director	1.00	83,482.00	83,482			
Payroll/AP Coordinator (8 hrs/day)	1.00	60,511.00	60,511			
Longevity	1.00	1,450.00	1,450			
<b>40105 - CONTR TEMP OCCAS</b>				<b>4,835</b>		<b>4,835</b>
Treasurer	1.00	4,835.00	4,835			
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>916</b>		<b>916</b>
Life/AD&D Insurance	1.00	481.00	481			
Long Term Disability Insurance	1.00	435.00	435			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>31,232</b>		<b>31,232</b>
FICA	1.00	16,270.00	16,270			
Defined Contribution 401(a) Plan - CFO @ 6% (50% Town & 50% BOE)	1.00	3,745.00	3,745			
Defined Contribution 401(a) Plan - Finance Director @ 8%	1.00	6,679.00	6,679			
Defined Contribution 401(a) Plan - Payroll & A/P Coordinator @ 7.5%	1.00	4,538.00	4,538			
<b>42233 - COPIER</b>				<b>2,116</b>		<b>2,116</b>
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	400.00	400			
Property tax - copier lease	1.00	125.00	125			
<b>42301 - OFFICE SUPPLIES</b>				<b>1,500</b>		<b>1,500</b>
Office supplies	1.00	1,000.00	1,000			
Stand-up desk (ergonomic accessory)	1.00	500.00	500			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>42343 - TECHNICAL REFERENCE MATERIALS</b>				<b>100</b>		<b>100</b>
GAAFR Review & Other reference materials for Finance & Treasurer	1.00	100.00	100			
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>1,850</b>		<b>1,850</b>
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	1.00	700.00	700			
Continuing education requirements for certification						
Staff Training - Finance, Payroll/Personnel, computer, Munis	1.00	650.00	650			
Keep current on legal mandates, improve operational efficiency and implement cost saving measures						
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>570</b>		<b>570</b>
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	125.00	125			
CSCPA membership - CFO (50% Town/50% BOE)	1.00	125.00	125			
<b>44205 - DATA PROCESSING</b>				<b>26,552</b>		<b>26,552</b>
Munis contract (shared with BOE) - 3 year contract renewal 7/1/16-6/30/19	1.00	24,495.00	24,495			
Crystal Reports for Munis - estimated 5% increase	1.00	807.00	807			
Check stock, Direct deposit paystubs, tax forms	1.00	1,250.00	1,250			
<b>44208 - PROFESSIONAL SERVICES</b>				<b>17,000</b>		<b>17,000</b>
Banking services fees	1.00	17,000.00	17,000			
<b>44217 - POSTAGE</b>				<b>2,200</b>		<b>2,200</b>
<b>46224 - EQUIPMENT REPAIRS</b>				<b>100</b>		<b>100</b>
Small office equipment repairs	1.00	100.00	100			
<b>TOTAL FINANCE</b>				<b>296,831</b>		<b>296,831</b>



**Town of Colchester  
FY 2016-2017  
Proposed Budget**

**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, a collection agency and an attorney to assist in the collection of delinquent taxes.

**Staffing**

Tax Collector (full time)

Assistant Tax Collector (full time)

## 2015-2016 Accomplishments

- Achieved 98.49% tax collection rate for FY 2014-2015
- 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
- Educated the public thru Government 101 class
- Established a new web based credit card system

### Measures (January 1-December 31)

	<u>2015</u>	<u>2014</u>	<u>2013</u>
• Bills sent:	28,745	25,960	26,050
• Delinquent statements & demands:	6,842	6,460	8,625
• Liens recorded:	146	167	157
• Accounts with marshal or collection agency:	3,247	6,188	4,444
• Accounts with attorney:	25	15	35

## 2016-2017 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 98.49% tax collection rate and strive to increase rate to 98.5% or better
- Continue with outreach activities such as Junior Achievements to help public obtain a better understanding of the tax office's activities and functions.

**TOWN OF COLCHESTER  
PROPOSED BUDGET**

**TAX OFFICE**

<b><u>ACCOUNT</u></b>	<b>FY 2013-2014 ACTUAL EXPENDITURES</b>	<b>FY 2014-2015 ACTUAL EXPENDITURES</b>	<b>FY 2015-2016 ADOPTED BUDGET</b>	<b>FY 2015-2016 PROJECTED ACTUALS</b>	<b>FY 2016-2017 PROPOSED BUDGET</b>
Regular Payroll	129,144	104,473	105,926	105,926	108,041
Contractual, Temporary, Occasional Payroll	0	2,501	1,500	1,341	1,500
Employee Related Insurances	277	233	375	505	505
FICA & Retirement	13,004	14,910	15,193	15,181	15,493
Office Supplies	3,100	1,907	2,500	2,500	2,500
Mileage, Training & Meetings	1,717	488	1,800	1,800	1,800
Professional Memberships	145	165	175	175	175
Data Processing	11,746	12,511	12,500	14,500	14,500
Postage	10,017	8,912	10,250	11,600	12,000
Service Contracts	4,000	3,871	250	250	500
Legal Notices	630	630	660	660	660
<b>TOTAL</b>	<b>173,780</b>	<b>150,601</b>	<b>151,129</b>	<b>154,438</b>	<b>157,674</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>11303 - TAX OFFICE</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>108,041</b>		<b>108,041</b>
Tax Collector	1.00	63,743.00	63,743			
Assistant Tax Collector - Certified (7 hrs/day)	1.00	43,848.00	43,848			
Longevity	1.00	450.00	450			
<b>40105 - CONTR TEMP OCCAS</b>				<b>2,000</b>		<b>1,500</b>
Temporary staff for office coverage	1.00	1,500.00	1,500			
Increase funding for temporary staff for office coverage	1.00	500.00	500		(500)	
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>505</b>		<b>505</b>
Life/AD&D Insurance	1.00	260.00	260			
Long Term Disability Insurance	1.00	245.00	245			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>15,531</b>		<b>15,493</b>
FICA	1.00	8,379.00	8,379			
Defined Contribution 401(a) Plan - Tax Collector @ 6%	1.00	3,825.00	3,825			
Defined Contribution 401(a) Plan - Assistant Tax Collector @ 7.5%	1.00	3,289.00	3,289			
FICA - increase in temporary office coverage	1.00	38.00	38		(38)	
<b>42301 - OFFICE SUPPLIES</b>				<b>2,500</b>		<b>2,500</b>
General office supplies	1.00	2,500.00	2,500			
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>1,800</b>		<b>1,800</b>
Professional development	1.00	1,800.00	1,800			
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>175</b>		<b>175</b>
CT Tax Association & New London County Collectors Association dues	1.00	175.00	175			
Membership for Tax Collector & Assistant Tax Collector						

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>44205 - DATA PROCESSING</b>				<b>14,500</b>		<b>14,500</b>
Annual software support fees; annual hardware maintenance plan, annual subscription fee for web hosting service of tax records; printing and processing of all tax bills (July & January); final posted rate book	1.00	14,500.00	14,500			
<b>44217 - POSTAGE</b>				<b>12,000</b>		<b>12,000</b>
Tax bills, delinquent notices, demand letters, balance bills, and correspondence	1.00	12,000.00	12,000			
<b>44223 - SERVICE CONTRACTS</b>				<b>500</b>		<b>500</b>
Annual State Department of Motor Vehicles (DMV) fees	1.00	500.00	500			
<b>44230 - LEGAL NOTICES</b>				<b>660</b>		<b>660</b>
Legal notices required by State Statute	6.00	110.00	660			
<b>TOTAL TAX OFFICE</b>				<b>158,212</b>		<b>157,674</b>



**Town of Colchester  
FY 2016-2017  
Proposed Budget**

**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)

## 2015 – 2016 Accomplishments

- Nearly completed a major renovation & reconstruction of the Assessor's office in order to operate more efficiently. Most of the work being performed by Assessor's staff. Approximately 90% complete.
- Overhauling & reorganization of third floor storage room & filing system.
- Implemented a document scanning process for real property in order to reduce hard copying filing and make it easier to locate pertinent documents in the future.
- Resolved all remaining appeals/litigation which arose from the assessment process.
- Filed annual Grand List in a timely manner.
- Creating/constructed the Request for Proposal (RFP) for the 2016 Town-wide Revaluation.
- Reviewed revaluation bid proposals and recommended a contractor to assist in the completion of the October 1, 2016 revaluation.
- Began 2016 revaluation project, created public awareness & relations program, and updated revaluation page on the town website.
- Maintained revaluation inspection schedule in order to reduce sub-contracted revaluation costs.
- Performed in-house personal property audits by town staff.
- 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.
- Assistant Assessor received Certified Connecticut Municipal Assessor II Designation.

### Measurements (January 1 – December 31)

	<u>2015</u>	<u>2014</u>	<u>2013</u>
• Properties Field Reviewed for Revaluation:	585	578	679
• Real Estate Appraisals:	629	564	788
• Motor Vehicles Valued:	18,835	18,824	19,107
• Personal Property Accounts Processed:	1,259	1,004	1,001
• Untaxed Assets Uncovered:	335	319	297

## 2016 – 2017 Objectives

- Manage & Supervise revaluation project and contracted staff. Review contracted work for volume of work completed, accuracy, and meeting contractual deadlines.
- Maintain public awareness & relations program in regards to on-going town-wide revaluation, provide monthly updates to the revaluation page on the town website.
- Successfully complete & implement the October 1, 2016 revaluation.
- Defend the town in superior court from litigation arising out of the revaluation/assessment process.
- Fully complete the reconstruction and renovation of Assessor's office.
- Fully complete the reorganization of our storage room & third floor filing system.
- Implement new bar code scanning technology in order to streamline the filing of Personal Property Declarations.
- Maintain revaluation inspection schedule as to reduce contractor costs to the town.
- Support & assist the Elderly Tax Relief efforts.

**TOWN OF COLCHESTER  
PROPOSED BUDGET**

**ASSESSOR'S OFFICE**

<b><u>ACCOUNT</u></b>	<b>FY 2013-2014 ACTUAL EXPENDITURES</b>	<b>FY 2014-2015 ACTUAL EXPENDITURES</b>	<b>FY 2015-2016 ADOPTED BUDGET</b>	<b>FY 2015-2016 PROJECTED ACTUALS</b>	<b>FY 2016-2017 PROPOSED BUDGET</b>
Regular Payroll	201,081	209,349	210,332	214,246	218,305
Overtime	1,733	400	1,250	2,046	5,000
Contractual, Temporary, Occasional Payroll	0	0	500	0	500
Employee Related Insurances	749	735	843	843	843
FICA & Retirement	28,774	31,637	32,372	33,008	33,896
Copier	2,008	2,262	2,442	2,262	2,262
Office Supplies	2,199	2,200	2,200	2,200	2,200
Other Purchased Supplies	0	0	50	50	50
Technical Reference Materials	430	440	500	500	500
Mileage, Training & Meetings	6,570	6,624	6,717	6,717	6,717
Professional Memberships	305	325	490	490	490
Data Processing	8,575	13,900	15,075	14,900	14,525
Professional Services	1,225	450	2,000	1,715	2,000
Postage	2,009	1,601	1,950	1,950	1,950
<b>TOTAL</b>	<b>255,658</b>	<b>269,923</b>	<b>276,721</b>	<b>280,927</b>	<b>289,238</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>11304 - ASSESSOR'S OFFICE</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>218,305</b>		<b>218,305</b>
Assessor	1.00	91,742.00	91,742			
Deputy Assessor	1.00	70,481.00	70,481			
Assistant Assessor - Certified (8 hrs/day)	1.00	55,332.00	55,332			
Longevity	1.00	750.00	750			
<b>40103 - OVERTIME</b>				<b>5,000</b>		<b>5,000</b>
Overtime	1.00	1,250.00	1,250			
Overtime - increase due to revaluation year	1.00	3,750.00	3,750			
<b>40105 - CONTR TEMP OCCAS</b>				<b>500</b>		<b>500</b>
Temporary help for office coverage	1.00	500.00	500			
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>843</b>		<b>843</b>
Life/AD&D Insurance	1.00	476.00	476			
Long term Disability Insurance	1.00	367.00	367			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>33,896</b>		<b>33,896</b>
FICA	1.00	16,834.00	16,834			
Defined Contribution 401(a) Plan - Assessor @ 8%	1.00	7,339.00	7,339			
Defined Contribution 401(a) Plan - Deputy Assessor, and Assistant Assessor @ 7.5%	1.00	9,436.00	9,436			
FICA - increase in overtime for revaluation year	1.00	287.00	287			
<b>42233 - COPIER</b>				<b>2,262</b>		<b>2,262</b>
Monthly lease	12.00	138.50	1,662			
Per copy charges - \$.007 per copy	1.00	450.00	450			
Paper for copier	1.00	150.00	150			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>42301 - OFFICE SUPPLIES</b>				<b>2,200</b>		<b>2,200</b>
State mandated forms, pricing books, cards, labels, Personal Property declarations, envelopes	1.00	2,200.00	2,200			
<b>42340 - OTHER PURCHASED SUPPLIES</b>				<b>50</b>		<b>50</b>
Data storage	1.00	50.00	50			
<b>42343 - TECHNICAL REFERENCE MATERIALS</b>				<b>500</b>		<b>500</b>
Subscription - NADA pricing guides, computer schedule, trailer/recreation vehicle guides	1.00	500.00	500			
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>6,717</b>		<b>6,717</b>
Mileage for use of personal vehicles - State meetings, OPM training	1.00	6,717.00	6,717			
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>490</b>		<b>490</b>
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			
<b>44205 - DATA PROCESSING</b>				<b>14,525</b>		<b>14,525</b>
Quality Data Service Contract	1.00	8,675.00	8,675			
Vision CAMA - maintenance contract	1.00	5,350.00	5,350			
DMV service contract	1.00	500.00	500			
<b>44208 - PROFESSIONAL SERVICES</b>				<b>2,000</b>		<b>2,000</b>
Personal property audits	1.00	2,000.00	2,000			
<b>44217 - POSTAGE</b>				<b>1,950</b>		<b>1,950</b>
<b>TOTAL ASSESSOR'S OFFICE</b>				<b>289,238</b>		<b>289,238</b>



**Town of Colchester  
FY 2016-2017  
Proposed Budget**

**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 lost the Town Planner, Adam Turner, who resigned as of August 1, 2015. The position has been vacant since that time. The Assistant Planner/ZEO has been fulfilling some of the duties of the Town Planner until the replacement was hired in February of 2016.

The Department provides primary staffing to the Planning and Zoning Commission, the Conservation Commission, the Open Space Commission, then 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)  
Wetlands Enforcement Officer (full time)  
Land Use Assistant (full time)

## 2015-2016 Accomplishments

- Adoption of new Land Development Regulations
- Adoption of the Plan of Conservation and Development
- Acquired Moroch property on McDonald Road which is connected to Rudy Cohen Park
- Obtained Conservation Easements for multiple properties
- Received grant for acquisition and demolition/cleanup of Norton Mill (\$350,000)
- Tony's junkyard cleanup completed

## Measures (January 1 – December 31)

	<u>2015</u>	<u>2014</u>	<u>2013</u>
• Applications Reviewed:	280	236	249
• Applications Approved:	272	213	240
• Residential Applications Approved (Houses)	31	31	37
• Residential Applications Approved (Other)	214	182	186
• Commercial Applications Approved:	27	20	17
• Building Inspections:	910	1,018	919
• Fees Collected:	265,645	248,092	82,335
• Total Cost of Construction (\$)	12,601,230	12,765,148	13,587,513

## 2016-2017 Objectives

- Seek grant funding for Lebanon Avenue sidewalk expansion
- Conduct a study of Westchester Village for possible Town Green and sidewalk expansion
- Pursue projects to increase affordable housing availability
- Work with developers and seek additional commercial opportunities
- Additional open space acquisition
- Increased portability of permitting

**TOWN OF COLCHESTER  
PROPOSED BUDGET**

**PLANNING/BUILDING CODE ADMINISTRATION**

<b><u>ACCOUNT</u></b>	<b>FY 2013-2014 ACTUAL EXPENDITURES</b>	<b>FY 2014-2015 ACTUAL EXPENDITURES</b>	<b>FY 2015-2016 ADOPTED BUDGET</b>	<b>FY 2015-2016 PROJECTED ACTUALS</b>	<b>FY 2016-2017 PROPOSED BUDGET</b>
Regular Payroll	372,468	320,927	352,591	317,887	366,738
Overtime	2,051	3,174	2,837	2,163	2,894
Contractual, Temporary, Occasional Payroll	1,214	600	500	2,234	500
Employee Related Insurances	1,512	1,379	1,681	1,505	1,835
FICA & Retirement	47,610	36,280	44,432	45,818	52,412
Copier	5,299	4,160	5,742	5,692	5,742
Office Supplies	2,476	2,377	2,500	2,500	2,500
Safety Equipment	282	571	600	600	600
Other Purchased Supplies	49	50	50	50	50
Technical Reference Materials	1,501	1,216	1,235	1,000	1,235
Mileage, Training & Meetings	2,528	3,258	3,000	3,000	3,000
Professional Memberships	6,104	5,904	7,000	7,000	7,000
Legal	43,810	39,305	25,000	35,000	45,000
Professional Services	15,241	14,175	8,000	10,000	10,000
Postage	1,154	1,410	1,500	1,500	1,500
Legal Notices	3,138	2,830	3,500	3,500	3,500
Printing & Publications	877	1,017	1,250	1,250	1,250
Telephone	0	0	516	516	516
Equipment Repairs	0	0	150	150	150
Vehicle Maintenance & Fuel	5,906	4,806	6,040	6,000	5,016
<b>TOTAL</b>	<b>513,220</b>	<b>443,439</b>	<b>468,124</b>	<b>447,365</b>	<b>511,438</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>11411 - PLANNING/BUILDING CODE ADMINISTRATION</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>366,738</b>		<b>366,738</b>
Town Planner	1.00	77,710.00	77,710			
Building Official	1.00	74,231.00	74,231			
Zoning Enforcement Officer/Assistant Planner (current vacant position)	1.00	61,852.00	61,852			
Wetlands Officer	1.00	57,190.00	57,190			
Land Use Assistant (8 hrs/day)	1.00	52,973.00	52,973			
Fire Marshal (20 hrs/week)	1.00	32,745.00	32,745			
Longevity	1.00	1,850.00	1,850			
Fire Marshal - increase hours from 20 to 25 hrs/week	1.00	8,187.00	8,187			
<b>40103 - OVERTIME</b>				<b>2,894</b>		<b>2,894</b>
Meeting Clerk - Planning & Zoning Commission	1.00	1,523.00	1,523			
Meeting Clerk - Zoning Board of Appeals	1.00	457.00	457			
Meeting Clerk - Wetlands Conservation Commission	1.00	914.00	914			
<b>40105 - CONTR TEMP OCCAS</b>				<b>500</b>		<b>500</b>
Temporary staff for office coverage	1.00	500.00	500			
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>1,835</b>		<b>1,835</b>
Life/AD&D Insurance	1.00	1,124.00	1,124			
Long Term Disability Insurance	1.00	711.00	711			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>52,412</b>		<b>52,412</b>
FICA	1.00	27,689.00	27,689			
Defined Contribution 401(a) Plan - ZEO, Building Official and Wetlands Officer @ 8%	1.00	15,461.00	15,461			
Defined Contribution 401(a) Plan - Town Planner @ 6%	1.00	4,663.00	4,663			
Defined Contribution 401(a) Plan - Land Use Assistant @ 7.5%	1.00	3,973.00	3,973			
FICA - increase Fire Marshal from 20 to 25 hrs/week	1.00	626.00	626			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>42233 - COPIER</b>				<b>5,742</b>		<b>5,742</b>
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			
<b>42301 - OFFICE SUPPLIES</b>				<b>2,500</b>		<b>2,500</b>
Shared cost	1.00	2,500.00	2,500			
<b>42323 - PROT CLOTHING&amp; SAFETY EQUIP</b>				<b>600</b>		<b>600</b>
Routine replacement due to damage of required equipment such as hand tools, first aid kits, gloves	1.00	600.00	600			
<b>42340 - OTHER PURCHASED SUPPLIES</b>				<b>50</b>		<b>50</b>
Batteries, Film & Film processing	1.00	50.00	50			
<b>42343 - TECHNICAL REFERENCE MATERIALS</b>				<b>1,235</b>		<b>1,235</b>
Technical Journals, Code Publications, reference materials	1.00	1,235.00	1,235			
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>3,000</b>		<b>3,000</b>
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						
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>7,000</b>		<b>7,000</b>
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			
<b>44203 - LEGAL</b>				<b>45,000</b>		<b>45,000</b>
<b>44208 - PROFESSIONAL SERVICES</b>				<b>10,000</b>		<b>10,000</b>
Consultant service and review of applications in the Historic Overlay Zone	1.00	8,000.00	8,000			
Software technical support for Building Permit tracking program	1.00	2,000.00	2,000			
<b>44217 - POSTAGE</b>				<b>1,500</b>		<b>1,500</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>44230 - LEGAL NOTICES</b>				<b>3,500</b>		<b>3,500</b>
Legally required notices for ZPC, ZBA and CCC	1.00	3,500.00	3,500			
<b>44232 - PRINTING &amp; PUBLICATIONS</b>				<b>1,250</b>		<b>1,250</b>
Printing cost for all administrative functions - regulations, POCD, permits and forms	1.00	1,250.00	1,250			
<b>45216 - TELEPHONE</b>				<b>516</b>		<b>516</b>
Air card for Building Official's printer (allows field use)	1.00	516.00	516			
<b>46224 - EQUIPMENT REPAIRS</b>				<b>150</b>		<b>150</b>
Cash register & other office equipment - minor repairs	1.00	150.00	150			
<b>46390 - VEHICLE MAINTENANCE &amp; FUEL</b>				<b>5,016</b>		<b>5,016</b>
Equipment repairs & maintenance - 4 vehicles	1.00	3,000.00	3,000			
Unleaded & diesel gasoline	1,200.00	1.68	2,016			
<b>TOTAL PLANNING/BUILDING CODE ADMINISTRATION</b>				<b>511,438</b>		<b>511,438</b>

**Town of Colchester  
FY 2016-2017  
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 thousands 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)

## 2015– 2016 Accomplishments

- Started E-Code 360. This is an online system for viewing our General Code and Ordinances.
- Scanned all Minutes from 1989 to current into E-Code 360 for easier search ability and put on CD's for preservation.
- Had Kofile Preservation Company reproduce and preserve Volume 24 Warrantee Deed Book in an effort to preserve torn pages while making it easier for the public to handle.
- Completed 3 classes toward the Certified Municipal Clerk Institute's certification.
- Continued back-scanning images to COTT through 1989

<b>Measures (January 1 – December 31)</b>	<b><u>2015</u></b>	<b><u>2014</u></b>	<b><u>2013</u></b>
• Land Record Recordings:	2,845	2,646	3,473
• Absentee Ballots Issued:	383	462	209
• Dog Licenses Issued:	1,391	1,431	1,442
• Marriage Licenses Issued:	54	64	64
• Birth, Marriage, & Death Cert. Issued:	387	373	401
• Sporting Licenses Issued:	535	981	1,114
• Documents Notarized:	1,159	845	1,078
• Revenue Collected	\$248,517	\$237,326	

## 2016 – 2017 Objectives

- Continue back scanning land records and maps for our on-line system
- Microfilm Vital Records
- Continue to initiate and run a Rabies Clinic
- Re-organize 2<sup>nd</sup> level vault for ease of search.
- Initiate new dog licensing software Program
- Continue education toward CTCA Certification

**TOWN OF COLCHESTER  
PROPOSED BUDGET**

**TOWN CLERK**

<b><u>ACCOUNT</u></b>	<b>FY 2013-2014 ACTUAL EXPENDITURES</b>	<b>FY 2014-2015 ACTUAL EXPENDITURES</b>	<b>FY 2015-2016 ADOPTED BUDGET</b>	<b>FY 2015-2016 PROJECTED ACTUALS</b>	<b>FY 2016-2017 PROPOSED BUDGET</b>
Regular Payroll	107,680	100,702	107,782	102,435	109,939
Overtime	109	253	0	44	0
Contractual, Temporary, Occasional Payroll	375	288	1,500	886	1,500
Employee Related Insurances	351	297	375	505	505
FICA & Retirement	11,846	7,994	15,511	14,657	15,816
Copier	4,447	3,696	4,200	3,513	3,600
Office Supplies	2,824	1,241	1,500	1,400	1,500
Technical Reference Materials	550	550	1,195	1,195	1,195
Mileage, Training & Meetings	269	1,357	800	1,010	1,000
Professional Memberships	270	255	150	175	330
Indexing & Recording	21,168	21,714	23,000	21,680	23,000
Professional Services	0	0	0	0	500
Postage	1,769	1,592	2,100	2,000	2,200
Legal Notices	4,600	6,403	3,000	2,900	3,000
Printing & Publications	1,071	1,606	1,800	3,375	1,900
Micro Film	666	728	700	730	750
Equipment Repairs	0	0	300	300	300
<b>TOTAL</b>	<b>157,995</b>	<b>148,676</b>	<b>163,913</b>	<b>156,805</b>	<b>167,035</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>11501 - TOWN CLERK</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>109,939</b>		<b>109,939</b>
Town Clerk	1.00	63,588.00	63,588			
Assistant Town Clerk - Certified (7 hrs/day)	1.00	46,351.00	46,351			
<b>40103 - OVERTIME</b>				<b>1,000</b>	<b>(1,000)</b>	<b>0</b>
<b>40105 - CONTR TEMP OCCAS</b>				<b>1,500</b>		<b>1,500</b>
Temporary help for office coverage	1.00	1,500.00	1,500			
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>505</b>		<b>505</b>
Life/AD&D Insurance	1.00	260.00	260			
Long Term Disability Insurance	1.00	245.00	245			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>15,893</b>		<b>15,816</b>
FICA	1.00	8,525.00	8,525			
Defined Contribution Plan - 401(a) - Town Clerk @ 6%	1.00	3,815.00	3,815			
Defined Contribution Plan - 401(a) - Assistant Town Clerk @ 7.5%	1.00	3,476.00	3,476			
FICA - overtime	1.00	77.00	77		(77)	
<b>42233 - COPIER</b>				<b>3,600</b>		<b>3,600</b>
Copier - monthly lease payments	12.00	177.75	2,133			
Per copy charges - Town Clerk & Registrars copier	1.00	317.00	317			
Paper & supplies for regular and map copier	1.00	700.00	700			
Annual map copier service contract.	1.00	450.00	450			
<b>42301 - OFFICE SUPPLIES</b>				<b>1,500</b>		<b>1,500</b>
Pens, vital paper, folders, map strips, and other supplies	1.00	1,500.00	1,500			
<b>42343 - TECHNICAL REFERENCE MATERIALS</b>				<b>1,195</b>		<b>1,195</b>
General Code - E-code 360 annual subscription for code updates	1.00	1,195.00	1,195			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>1,000</b>		<b>1,000</b>
State mandated training - classes, conferences, other training	1.00	850.00	850			
Mileasge	1.00	150.00	150			
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>330</b>		<b>330</b>
CT Town Clerks' Association	1.00	150.00	150			
New England Association of Town Clerks	1.00	25.00	25			
International Institute of Municipal Clerks	1.00	155.00	155			
<b>44207 - INDEXING &amp; RECORDING</b>				<b>23,500</b>		<b>23,000</b>
Land Records - indexing & imaging - monthly contracted services	12.00	1,736.00	20,832			
Auditing services	1.00	2,000.00	2,000		(500)	
Additional auditing, microfilming, vitals	1.00	668.00	668			
<b>44208 - PROFESSIONAL SERVICES</b>				<b>500</b>		<b>500</b>
Dog licensing software	1.00	500.00	500			
<b>44217 - POSTAGE</b>				<b>2,200</b>		<b>2,200</b>
Postage for returning recorded documents, absentee ballots, general correspondence, dog license notices	1.00	2,200.00	2,200			
<b>44230 - LEGAL NOTICES</b>				<b>3,100</b>		<b>3,000</b>
Warnings for Town meetings, budget referenda, Elections, audit, dog notices	1.00	3,100.00	3,100		(100)	
<b>44232 - PRINTING &amp; PUBLICATIONS</b>				<b>1,900</b>		<b>1,900</b>
Minute books and stamps	1.00	1,000.00	1,000			
General code updates for codebook & ordinances	1.00	400.00	400			
Absentee ballots	1.00	500.00	500			
<b>44271 - MICRO FILM REPAIRS</b>				<b>750</b>		<b>750</b>
Annual microfilming & storage of maps.	1.00	750.00	750			
<b>46224 - EQUIPMENT REPAIRS</b>				<b>300</b>		<b>300</b>
Office Equipment repairs - town and vital seals, copier parts	1.00	300.00	300			
<b>TOTAL TOWN CLERK</b>				<b>168,712</b>		<b>167,035</b>



**Town of Colchester  
FY 2016-2017  
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 continued to successfully manage the Online Voter Registration procedure, Electronic Voter Check in and successfully managed Election Day Voter Registration. We will begin the new certification process required by the Secretary of the State.

**Staffing**

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

## **2015 – 2016 Accomplishments**

- Attended ROVAC State Conferences
- Supervised absentee ballot voting session at local convalescent home and rehabilitation facilities for November 2015 Municipal Election
- Attended District ROVAC meetings
- NCOA canvass conducted to update voter lists
- Had 6 moderators trained and certified by the State
- Registered High School Students
- Conducted 4 Budget Referenda
- 1 Recount - Municipal Election - Board of Finance
- Completed Maintenance of Tabulators
- Successfully registered 415 New Voters using the new online voter registration procedure for calendar year 2015
- Preparations for 2016 Presidential Primary – Democratic and Republican
- Began the new certification process for the Registrars of Voters required by the Secretary of the State

## **2016 – 2017 Objectives**

- Continue to maintain accurate voter database
- Complete the new certification process for Registrars of Voters required by the Secretary of the State
- Keep moderator's certification up to date by having them trained when certification expires
- Train Poll Workers to keep them updated with changes in state election laws.
- 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 Presidential Election
- Continue yearly Tabulator Maintenance
- Make sure all records are maintained in compliance with the State Regulations
- Prepare for 2016 National Election

**TOWN OF COLCHESTER  
PROPOSED BUDGET**

**REGISTRARS OF VOTERS**

<b><u>ACCOUNT</u></b>	<b>FY 2013-2014 ACTUAL EXPENDITURES</b>	<b>FY 2014-2015 ACTUAL EXPENDITURES</b>	<b>FY 2015-2016 ADOPTED BUDGET</b>	<b>FY 2015-2016 PROJECTED ACTUALS</b>	<b>FY 2016-2017 PROPOSED BUDGET</b>
Regular Payroll	25,368	25,368	26,004	26,004	26,590
Contractual, Temporary, Occasional Payroll	17,521	24,829	18,850	12,666	21,250
FICA	2,285	2,339	2,220	2,142	2,264
Office Supplies	419	281	600	600	700
Other Purchased Supplies	1,893	1,880	2,000	1,800	2,675
Mileage, Training & Meetings	1,688	2,205	1,750	3,350	3,600
Professional Memberships	110	110	200	130	200
Professional Services	1,448	2,483	3,500	3,500	3,500
Postage	823	923	1,500	1,300	1,500
Service Contracts	340	3,022	3,152	3,210	3,210
Printing & Publications	6,395	5,170	5,500	4,500	5,500
Telephone	89	477	720	240	500
<b>TOTAL</b>	<b>58,379</b>	<b>69,087</b>	<b>65,996</b>	<b>59,442</b>	<b>71,489</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>11601 - REGISTRARS OF VOTERS</b>						
<b>40101 - REGULAR PAYROLL</b>						
Registrars salary	2.00	13,295.00	26,590	<b>26,590</b>		<b>26,590</b>
<b>40105 - CONTR TEMP OCCAS</b>						
Regular election - Registrars, Deputy registrars, pollworkers	1.00	6,800.00	6,800	<b>21,250</b>		<b>21,250</b>
Referenda - Registrars, Deputy registrars, pollworkers	2.00	3,100.00	6,200			
Primary - Registrars, Deputy Registrars, pollworkers	1.00	6,800.00	6,800			
Presidential election - additional pollworkers	1.00	1,100.00	1,100			
Election Audit	1.00	350.00	350			
<b>41230 - FICA</b>						
FICA	1.00	2,264.00	2,264	<b>2,264</b>		<b>2,264</b>
<b>42301 - OFFICE SUPPLIES</b>						
General office supplies including toner cartridges	1.00	700.00	700	<b>700</b>		<b>700</b>
<b>42340 - OTHER PURCHASED SUPPLIES</b>						
Meals for poll workers & canvassing supplies	1.00	2,000.00	2,000	<b>2,675</b>		<b>2,675</b>
Battery backups	1.00	500.00	500			
Tabulator case	1.00	100.00	100			
Laptop case	1.00	75.00	75			
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>						
Conferences (2) for Registrars/Deputy Registrars	1.00	1,800.00	1,800	<b>3,600</b>		<b>3,600</b>
Training for Moderators	1.00	200.00	200			
State of CT certification classes (4 classes for each Registrar)	8.00	200.00	1,600			
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>						
Annual dues - ROVAC	1.00	200.00	200	<b>200</b>		<b>200</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>44208 - PROFESSIONAL SERVICES</b>				<b>3,500</b>		<b>3,500</b>
Use of polling locations	1.00	300.00	300			
Coding of memory cards	1.00	3,200.00	3,200			
<b>44217 - POSTAGE</b>				<b>1,500</b>		<b>1,500</b>
<b>44223 - SERVICE CONTRACTS</b>				<b>3,210</b>		<b>3,210</b>
Voting machine maintenance	1.00	1,830.00	1,830			
Voter checklist software - licensing & maintenance fees	1.00	1,380.00	1,380			
<b>44232 - PRINTING &amp; PUBLICATIONS</b>				<b>5,500</b>		<b>5,500</b>
Printing of ballots	1.00	5,500.00	5,500			
<b>45216 - TELEPHONE</b>				<b>500</b>		<b>500</b>
Phone charges - polling locations	1.00	500.00	500			
<b>TOTAL REGISTRARS OF VOTERS</b>				<b>71,489</b>		<b>71,489</b>



**Town of Colchester  
FY 2016 - 2017  
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  
PROPOSED BUDGET**

**INSURANCES**

<b><u>ACCOUNT</u></b>	<b>FY 2013-2014 ACTUAL <u>EXPENDITURES</u></b>	<b>FY 2014-2015 ACTUAL <u>EXPENDITURES</u></b>	<b>FY 2015-2016 ADOPTED <u>BUDGET</u></b>	<b>FY 2015-2016 PROJECTED <u>ACTUALS</u></b>	<b>FY 2016-2017 PROPOSED <u>BUDGET</u></b>
Health Insurance	1,002,726	941,774	782,635	782,090	1,004,860
Other Post Employment Benefits	0	0	0	0	0
Workers Compensation Insurance	330,663	334,021	379,601	371,303	425,142
Municipal Insurance	206,884	211,387	220,250	218,177	223,612
Unemployment Compensation	3,907	32,116	13,000	1,000	4,000
<b>TOTAL</b>	<b>1,544,180</b>	<b>1,519,298</b>	<b>1,395,486</b>	<b>1,372,570</b>	<b>1,657,614</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>11701 - INSURANCES</b>						
<b>41211 - HEALTH INSURANCE</b>						
Projected claims - 120%	1.00	1,376,959.00	1,376,959	<b>1,004,860</b>		<b>1,004,860</b>
Per Lockton estimate dated 12/22/15						
Fixed expenses - 100%	1.00	177,871.00	177,871			
Per Lockton estimate dated 12/22/15						
Estimated employer contributions to employee Health Savings accounts	1.00	94,000.00	94,000			
Consultant fees (Town share)	1.00	9,764.00	9,764			
Per Lockton estimate dated 12/22/15						
Consultant fees (Town share) - employee benefits	1.00	12,182.00	12,182			
Reduce funding for expected claims based on balance in Self insurance fund	1.00	(399,306.00)	(399,306)			
Employee contributions	1.00	(195,000.00)	(195,000)			
Reduce for approximate amount allocated to Sewer/Water	1.00	(74,790.00)	(74,790)			
Fully insured premium for vision rider in Administrators' union contract	12.00	265.00	3,180			
Estimated 5% increase						
<b>41260 - WORKERS' COMP INSURANCE</b>						
Workers Compensation premium	1.00	425,142.00	425,142	<b>425,142</b>		<b>425,142</b>
Per estimate from USI Connecticut dated 12/31/15						

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>44206 - MUNICIPAL INSURANCE</b>				<b>223,612</b>		<b>223,612</b>
Property/l.M./Crime Per estimate from USI Connecticut dated 12/31/15	1.00	17,364.00	17,364			
Boiler Per estimate from USI Connecticut dated 12/31/15	1.00	2,070.00	2,070			
General Liability Per estimate from USI Connecticut dated 12/31/15	1.00	58,100.00	58,100			
Law Enforcement Liability Per estimate from USI Connecticut dated 12/31/15	1.00	6,660.00	6,660			
Automobile Per estimate from USI Connecticut dated 12/31/15	1.00	19,967.00	19,967			
Public Officials, including EPLI Per estimate from USI Connecticut dated 12/31/15	1.00	16,187.00	16,187			
Umbrella (annual) Per estimate from USI Connecticut dated 12/31/15	1.00	31,779.00	31,779			
Crime Per estimate from USI Connecticut dated 12/31/15	1.00	725.00	725			
Fire Department Package (VFIS), including umbrella Per estimate from USI Connecticut dated 12/31/15	1.00	45,021.00	45,021			
Fire Department - Accident/sickness Per estimate from USI Connecticut dated 12/31/15	1.00	2,923.00	2,923			
Bond (Tax Collector & Assistant Tax Collector) Per estimate from USI Connecticut dated 12/31/15	1.00	1,260.00	1,260			
Fiduciary liability - Police Retirement Board Per estimate from USI Connecticut dated 12/31/15	1.00	1,256.00	1,256			
Miscellaneous Adds & Changes Per estimate from USI Connecticut dated 12/31/15	1.00	2,000.00	2,000			
Insurance broker fees Per estimate from USI Connecticut dated 12/31/15	1.00	18,300.00	18,300			
<b>44243 - UNEMPLOYMENT COMPENSATION</b>				<b>4,000</b>		<b>4,000</b>
Unemployment compensation paid per case.	1.00	3,000.00	3,000			
Third Party Administrator & claims management fees	4.00	250.00	1,000			
<b>TOTAL INSURANCES</b>				<b>1,657,614</b>		<b>1,657,614</b>

**Town of Colchester  
FY 2016 – 2017  
Proposed Budget**

**Department: Probate**

**Description**

Colchester is part of the Windham-Colchester Probate District. The district headquarters is at 979 Main Street in Willimantic.

TOWN OF COLCHESTER  
PROPOSED BUDGET

PROBATE

<u>ACCOUNT</u>	FY 2013-2014 ACTUAL <u>EXPENDITURES</u>	FY 2014-2015 ACTUAL <u>EXPENDITURES</u>	FY 2015-2016 ADOPTED <u>BUDGET</u>	FY 2015-2016 PROJECTED <u>ACTUALS</u>	FY 2016-2017 PROPOSED <u>BUDGET</u>
Windham/Colchester Probate District	4,558	5,340	4,458	4,458	4,989
<b>TOTAL</b>	<b>4,558</b>	<b>5,340</b>	<b>4,458</b>	<b>4,458</b>	<b>4,989</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>11702 - PROBATE</b>						
<b>47250 - WINDHAM-COLCHESTER PROBATE</b>				<b>4,989</b>		<b>4,989</b>
Per capita fees	1.00	4,989.00	4,989			
<b>TOTAL PROBATE</b>				<b>4,989</b>		<b>4,989</b>



**Town of Colchester  
FY 2016-2017  
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.

**Staffing**

Information Technology Coordinator (full time)

### **2015 – 2016 Accomplishments**

- Implemented IT ticketing/tracking system
- Continued implementation of computer virtualization
- Continued upgrading library technology
- Completed email upgrade
- Security upgrade completed

### **2016 – 2017 Objectives**

- Continue upgrading library technology
- Continue Implementation of computer virtualization

**TOWN OF COLCHESTER  
PROPOSED BUDGET**

**INFORMATION TECHNOLOGY**

<b><u>ACCOUNT</u></b>	<b>FY 2013-2014 ACTUAL <u>EXPENDITURES</u></b>	<b>FY 2014-2015 ACTUAL <u>EXPENDITURES</u></b>	<b>FY 2015-2016 ADOPTED <u>BUDGET</u></b>	<b>FY 2015-2016 PROJECTED <u>ACTUALS</u></b>	<b>FY 2016-2017 PROPOSED <u>BUDGET</u></b>
Regular Payroll	42,274	49,209	60,135	51,351	47,816
Employee Related Insurance	0	0	0	0	253
FICA & Retirement	3,234	3,765	4,600	3,928	6,527
Other Supplies	1,943	1,968	2,000	2,030	2,000
Professional Services	27,179	37,280	45,400	39,071	45,400
<b>TOTAL</b>	<b>74,630</b>	<b>92,222</b>	<b>112,135</b>	<b>96,380</b>	<b>101,996</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>11801 - INFORMATION TECHNOLOGY</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>47,816</b>		<b>47,816</b>
GIS/Project Coordinator - 15 hrs/week	1.00	26,583.00	26,583			
Network Technician - 29 hrs/week	1.00	34,666.00	34,666			
GIS/Project Coordinator - 15 hrs/week - eliminate vacant position	1.00	(26,583.00)	(26,583)			
Network Technician - increase position to 40 hrs/week	1.00	13,150.00	13,150			
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>253</b>		<b>253</b>
Life/AD&D Insurance	1.00	130.00	130			
Long Term Disability Insurance	1.00	123.00	123			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>6,527</b>		<b>6,527</b>
FICA	1.00	4,686.00	4,686			
FICA - GIS/Project Coordinator - 15 hrs/week - eliminate vacant position	1.00	(2,034.00)	(2,034)			
FICA - Network Technician - increase position to 40 hrs/week	1.00	1,006.00	1,006			
Defined Contribution Plan - 401(a) - Network Technician @ 6%	1.00	2,869.00	2,869			
Increase position to 40 hrs/week						
<b>42315 - OTHER SUPPLIES</b>				<b>2,000</b>		<b>2,000</b>
Cables, network cards, memory, surge suppressors, video cards, hard drives, etc.	1.00	2,000.00	2,000			
<b>44208 - PROFESSIONAL SERVICES</b>				<b>45,400</b>		<b>45,400</b>
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			
<b>TOTAL INFORMATION TECHNOLOGY</b>				<b>101,996</b>		<b>101,996</b>

# **Public Safety**



TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET

## Public Safety

### Departments

- Police/Resident Trooper's Office
- Fire/Emergency Medical Services
- Emergency Management



**Town of Colchester  
FY 2016 – 2017  
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 (2 full-time)

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

Patrol Officers (10 full-time)

- Police Officer First Class – 9
- Police Officer -1

**FY 2015 – 2016 Accomplishments**

- Maintaining staffing at 11 sworn members (1 School Resource Officer, 10 patrol officers).
- Completed equipping all sworn officers with department-issued patrol rifles and associated training.
- Provided Active Shooter Response and Advanced MV Enforcement Techniques training for officers.
- Obtained 4 Portable and 1 Mobile radios for mandatory upgrade of radio infrastructure (year 1 of 2-year replacement program).
- Continued AR-15 Armorer training for 2 officers to reduce maintenance outsourcing for department firearms.
- Promoted 1 officer to the rank of Officer First Class.
- 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.
- Participation in the DEA Prescription Drug Take-Back Initiative.
- Processing approximately 100 Town Pistol Permits.
- Continue to acquire grant funds for DUI Enforcement through Connecticut DOT.
- Acquired Canine “Josie” through generous donations from local businesses and community members to be used in drug detection within the community.
- Continued support of the National Child Car Seat Safety Initiative by sending one officer to become a Nationally Certified Car Seat Installation Technician.

**Measures (January 1 – December 31)**

	<u>2015</u>	<u>2014</u>	<u>2013</u>
• Motor Vehicle Warnings:	1367	1622	1564
• Motor Vehicle Arrests:	2571	2927	3121
• Motor Vehicle Accidents:	268	248	255
• Criminal Investigations:	514	599	553
• Pistol Permits Issued:	99	105	175
• DWI Arrests:	68	78	89
• Calls for Service:	14,089	17,207	15,033

**FY 2016 – 2017 Objectives**

- Replacement of 4 portable police radios to comply with mandatory CSP radio upgrade
- Continued Firearms Instructor training for 1 officer to replenish available cadre of instructors.
- Replace 12 obsolete TASER units.
- Continue annual replacement of older police vehicles with new police utility vehicle.
- Acquire storage shed to increase storage capabilities for the department.
- Expand locker room area and outfit with proper Police Lockers.
- Research Facilities expansion possibilities.
- Continue annual replacement of vehicle MDTs and MVR equipment assigned to police vehicles.
- Addition of 2 radar/laser units for speed enforcement.

**TOWN OF COLCHESTER  
PROPOSED BUDGET**

**POLICE/RESIDENT TROOPER'S OFFICE**

<b><u>ACCOUNT</u></b>	<b><u>FY 2013-2014 ACTUAL EXPENDITURES</u></b>	<b><u>FY 2014-2015 ACTUAL EXPENDITURES</u></b>	<b><u>FY 2015-2016 ADOPTED BUDGET</u></b>	<b><u>FY 2015-2016 PROJECTED ACTUALS</u></b>	<b><u>FY 2016-2017 PROPOSED BUDGET</u></b>
Regular Payroll	706,651	694,235	756,020	772,295	795,125
Overtime	112,575	110,482	121,120	113,013	121,142
Employee Related Insurances	3,542	3,314	3,971	3,849	3,971
FICA & Retirement	175,675	169,241	191,180	188,459	210,853
Copier	3,676	3,707	3,200	2,733	2,624
Office Supplies	1,239	1,496	1,500	1,500	3,000
Uniform Purchases	3,640	4,464	5,700	7,400	10,700
Police Equipment	1,748	1,049	18,840	18,840	28,750
Mileage, Training & Meetings	11,222	6,667	9,400	9,840	14,750
Professional Memberships	3,309	3,392	3,392	3,392	3,477
Resident Trooper	130,979	139,006	203,699	173,145	178,253
Resident Trooper Overtime	6,999	5,981	7,000	15,000	15,000
Professional Services	11,832	11,163	12,650	12,650	12,650
Postage	358	163	300	300	300
Printing & Publications	277	265	500	500	600
Telephone	4,746	5,107	5,220	5,429	5,520
Equipment Repairs	857	160	1,810	1,810	3,060
Vehicle Maintenance & Fuel	50,165	42,281	41,500	37,000	28,800
Machinery & Equipment	0	0	0	0	0
<b>TOTAL</b>	<b>1,229,490</b>	<b>1,202,173</b>	<b>1,387,002</b>	<b>1,367,155</b>	<b>1,438,575</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>12101 - POLICE/RESIDENT TROOPER'S OFFICE</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>900,111</b>		<b>795,125</b>
Police Officer First Class	1.00	75,628.00	75,628			
Union contract in negotiation						
Police Officer First Class	1.00	75,628.00	75,628			
Union contract in negotiation						
Police Officer First Class	1.00	75,628.00	75,628			
Union contract in negotiation						
Police Officer First Class	1.00	75,628.00	75,628			
Union contract in negotiation						
Police Officer First Class	1.00	75,628.00	75,628			
Union contract in negotiation						
Police Officer First Class	1.00	72,516.00	72,516			
Union contract in negotiation						
Police Officer First Class	1.00	72,516.00	72,516			
Union contract in negotiation						
Police Officer First Class	1.00	72,516.00	72,516			
Union contract in negotiation						
Police Officer First Class	1.00	72,516.00	72,516			
Union contract in negotiation						
Police Officer First Class	1.00	69,969.00	69,969			
Union contract in negotiation						
Police Officer	1.00	70,407.00	70,407			
Assistant to Department Head (8 hrs/day)	1.00	52,973.00	52,973			
Longevity	1.00	5,200.00	5,200			
Longevity - one time payment for Officer hired after 1/1/12	1.00	4,000.00	4,000			
School Resource Officer salary to be paid by BOE (Police Officer First Class)	1.00	(75,628.00)	(75,628)			
Police Officer - new position request	1.00	52,493.00	52,493		(52,493)	
Police Officer - new position request	1.00	52,493.00	52,493		(52,493)	
<b>40103 - OVERTIME</b>				<b>131,142</b>		<b>121,142</b>
Patrol overtime	1.00	120,000.00	120,000			
Increase funding for Patrol overtime	1.00	10,000.00	10,000		(10,000)	
Meeting Clerk - Police Commission	1.00	1,142.00	1,142			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>4,648</b>		<b>3,971</b>
Life/AD&D Insurance	1.00	2,506.00	2,506			
Long Term Disability Insurance.	1.00	1,465.00	1,465			
Life/AD&D Insurance - new position requests	2.00	216.00	432		(432)	
Long Term Disability Insurance - new position requests	2.00	122.50	245		(245)	
<b>41230 - FICA &amp; RETIREMENT</b>				<b>228,048</b>		<b>210,853</b>
FICA	1.00	75,877.00	75,877			
Defined Benefit Pension Plan - Police Officers hired prior to 1/1/12 @ 17.925% of base pay (estimate based on prior year valuation)	1.00	119,772.00	119,772			
Union contract in negotiation						
Defined contribution 401(a) Plan @ 8% - Police Officer hired after 1/1/12	1.00	11,231.00	11,231			
Union contract in negotiation						
Defined Contribution 401(a) Plan - Assistant to Department Head @ 7.5%	1.00	3,973.00	3,973			
FICA - new position requests	2.00	4,016.00	8,032		(8,032)	
Defined contribution 401(a) Plan @ 8% - new position requests	2.00	4,199.00	8,398		(8,398)	
FICA - increase in overtime	1.00	765.00	765		(765)	
<b>42233 - COPIER</b>				<b>2,624</b>		<b>2,624</b>
Copier lease - monthly payments	12.00	127.00	1,524			
Per copy charges	1.00	750.00	750			
Copy Paper	1.00	350.00	350			
<b>42301 - OFFICE SUPPLIES</b>				<b>3,000</b>		<b>3,000</b>
General office supplies	1.00	1,500.00	1,500			
Replace chairs in office	1.00	1,500.00	1,500			
<b>42324 - UNIFORM PURCHASES</b>				<b>11,900</b>		<b>10,700</b>
Body armor (5 year replacement plan)	3.00	900.00	2,700			
Boot allowance (2 year replacement plan)	7.00	200.00	1,400			
New uniform pants (2 per officer)	22.00	90.00	1,980			
New uniform shirts (2 per officer with winter shirts)	22.00	110.00	2,420			
Replacement web gear - each officer	11.00	200.00	2,200			
Uniform pants (2 per officer) - new position requests	4.00	90.00	360		(360)	
Uniform shirts (2 per officer) - new position requests	4.00	110.00	440		(440)	
Web gear - new position requests	2.00	200.00	400		(400)	

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>42338 - POLICE EQUIPMENT &amp; SUPPLIES</b>				<b>42,600</b>		<b>28,750</b>
Mobile radios - mandatory replacement	2.00	3,950.00	7,900		(3,950)	
Portable radios - mandatory replacement	4.00	3,950.00	15,800			
Taser units - replacement with holster, battery, 4 year warranty	10.00	1,200.00	12,000		(6,000)	
Taser cartridges	30.00	50.00	1,500			
Laser speed enforcement - 2 additional units	2.00	1,500.00	3,000		(1,500)	
Taser units - with holster, battery, 4 year warranty - new position requests	2.00	1,200.00	2,400		(2,400)	
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>14,750</b>		<b>14,750</b>
Mileage for training & other police activities	1.00	1,600.00	1,600			
Personal vehicle use						
Ammunition (duty pistol/duty rifle)	1.00	10,500.00	10,500			
Rifle Armorer's training for officers	2.00	1,125.00	2,250			
POSTC class dues	4.00	100.00	400			
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>3,477</b>		<b>3,477</b>
Law Enforcement Council (L.E.C.)	1.00	3,477.00	3,477			
<b>44200 - RESIDENT TROOPER</b>				<b>178,253</b>		<b>178,253</b>
Resident Trooper Supervisor (85% Town)	1.00	178,253.00	178,253			
Per letter from State of CT Department of Emergency Services and Public Protection dated 2/11/16						
<b>44204 - RESIDENT TROOPER OT</b>				<b>15,000</b>		<b>15,000</b>
Trooper (State Police) overtime	1.00	15,000.00	15,000			
<b>44208 - PROFESSIONAL SERVICES</b>				<b>14,950</b>		<b>12,650</b>
Uniform allowance - 11 officers, 230 days/officer, \$5/day	2,530.00	5.00	12,650			
Uniform allowance - 230 days/officer, \$5/day - new position requests	460.00	5.00	2,300		(2,300)	
<b>44217 - POSTAGE</b>				<b>300</b>		<b>300</b>
Mailing costs	1.00	300.00	300			
<b>44232 - PRINTING &amp; PUBLICATIONS</b>				<b>600</b>		<b>600</b>
Legal updates	1.00	600.00	600			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>45216 - TELEPHONE</b>				<b>5,520</b>		<b>5,520</b>
Mobile Data Terminal Service - 8 cruisers	12.00	460.00	5,520			
<b>46224 - EQUIPMENT REPAIRS</b>				<b>3,060</b>		<b>3,060</b>
Radar calibration - 4 units, 2 times/year	8.00	70.00	560			
Laser calibration - 2 units, once per year	4.00	125.00	500			
Electronic maintenance (vehicle equipment, MDT, emergency lights, MVR)	1.00	2,000.00	2,000			
<b>46390 - VEHICLE MAINTENANCE &amp; FUEL</b>				<b>28,800</b>		<b>28,800</b>
Gasoline	10,000.00	1.68	16,800			
Repairs/parts	1.00	12,000.00	12,000			
<b>48404 - MACHINERY &amp; EQUIPMENT</b>				<b>11,700</b>		<b>0</b>
Replace lockers for Police Officers (purchase from Equipment Reserve)	10.00	600.00	6,000		(6,000)	
Lockers for Police Officers - new position requests	2.00	600.00	1,200		(1,200)	
Trailer (6x10)	1.00	4,500.00	4,500		(4,500)	
<b>TOTAL POLICE/RESIDENT TROOPER'S OFFICE</b>				<b>1,600,483</b>		<b>1,438,575</b>



**Town of Colchester  
FY 2016 – 2017  
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.

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 with a 911 PSAP Regional Dispatch Service.

The Town of Colchester Fire & EMS bills for ambulance transports through patients' insurance. This revenue is reflected in Fees for Service in annual Fiscal Year Budgets.

**Staffing**

Fire/EMS Chief (full-time)

Administrative Assistant to the Fire Department (full-time)

Deputy Chief (full-time)

Assistant Chief (2 - volunteer)

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)



**TOWN OF COLCHESTER  
PROPOSED BUDGET**

**FIRE/EMERGENCY MEDICAL SERVICES**

<b><u>ACCOUNT</u></b>	<b><u>FY 2013-2014 ACTUAL EXPENDITURES</u></b>	<b><u>FY 2014-2015 ACTUAL EXPENDITURES</u></b>	<b><u>FY 2015-2016 ADOPTED BUDGET</u></b>	<b><u>FY 2015-2016 PROJECTED ACTUALS</u></b>	<b><u>FY 2016-2017 PROPOSED BUDGET</u></b>
Regular Payroll	435,643	495,469	485,787	489,726	504,304
Overtime	23,981	25,605	25,000	27,568	30,000
Contractual, Temporary, Occasional Payroll	125,752	121,147	128,303	119,831	128,303
Employee Related Insurances	1,693	2,184	2,533	2,502	2,533
FICA & Retirement	69,472	77,335	82,131	82,227	85,172
Copier	2,385	2,261	2,658	2,658	2,658
Office Supplies	3,048	2,945	3,000	3,000	3,000
Safety Equipment	32,936	35,340	47,706	47,706	47,875
Custodial/Maintenance Supplies	3,913	3,136	4,000	4,000	4,000
Operating Supplies	138	399	500	500	500
Technical Reference Materials	266	288	400	400	400
Emergency Medical Supplies	18,046	23,236	24,400	24,400	24,400
Fire Equipment Supplies	34,723	28,140	34,580	34,880	34,880
Firefighting Foam	1,175	2,180	2,200	2,200	2,200
Mileage, Training & Meetings	31,882	25,778	35,400	35,400	35,400
Professional Memberships	749	779	800	800	800
Professional Services	37,756	35,795	48,625	48,625	36,750
Postage	577	224	400	400	400
Service Contracts	112,884	124,868	146,692	145,859	86,544
Advertising	0	0	250	0	250
Fuel Compensation	52,600	52,199	52,500	52,500	52,500
Physicals & Testing	6,496	5,040	7,500	7,500	7,500
Telephone	6,679	6,025	7,254	10,082	10,567
Fuel & Heating	18,054	19,500	17,861	19,861	9,275
Water	1,360	881	1,000	1,000	1,000
Electricity	28,692	21,647	22,400	22,400	22,400
Equipment Repairs	5,976	3,981	5,500	5,500	5,500
Building Repairs	3,883	6,652	8,500	8,500	8,500
Other Equipment Repairs	8,733	8,421	9,560	9,560	9,560
Vehicle Maintenance & Fuel	82,475	90,352	73,255	89,390	73,935
Machinery & Equipment	192	2,631	1,850	1,500	2,000
Building & Grounds Improvements	3,821	2,497	2,500	2,500	2,500
<b>TOTAL</b>	<b>1,155,980</b>	<b>1,226,935</b>	<b>1,285,045</b>	<b>1,302,975</b>	<b>1,235,606</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>12202 - FIRE/EMERGENCY MEDICAL SERVICES</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>504,304</b>		<b>504,304</b>
Fire Chief	1.00	77,455.00	77,455			
Fire Captain/Safety Officer	1.00	71,581.00	71,581			
Deputy Chief	1.00	73,543.00	73,543			
Firefighter/EMT	1.00	60,009.00	60,009			
Firefighter/EMT	1.00	60,009.00	60,009			
Firefighter/EMT	1.00	60,009.00	60,009			
Firefighter/EMT	1.00	45,686.00	45,686			
Assistant to Department Head (8 hrs/day)	1.00	52,973.00	52,973			
Longevity	1.00	4,400.00	4,400			
Fire Captain/Safety Officer - retirement effective 6/30/16	1.00	(71,581.00)	(71,581)			
Firefighter/EMT - to be promoted to Lt./Shift Supervisor/Safety Officer	1.00	(60,009.00)	(60,009)			
Firefighter/EMT - to be promoted to Lt./Shift Supervisor/Safety Officer	1.00	62,980.00	62,980			
Firefighter/EMT - new hire to replace employee being promoted	1.00	42,533.00	42,533			
Fire Captain/Safety Officer - estimated accrued vacation/sick payout	1.00	24,716.00	24,716			
<b>40103 - OVERTIME</b>				<b>30,000</b>		<b>30,000</b>
Overtime	1.00	25,000.00	25,000			
Increase funding for overtime	1.00	5,000.00	5,000			
<b>40105 - CONTR TEMP OCCAS</b>				<b>128,303</b>		<b>128,303</b>
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			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>2,533</b>		<b>2,533</b>
Life/AD&D Insurance.	1.00	1,556.00	1,556			
Long Term Disability Insurance.	1.00	977.00	977			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>85,172</b>		<b>85,172</b>
FICA	1.00	50,409.00	50,409			
Defined Contribution 401(a) Plan @ 6% - Fire Chief	1.00	4,647.00	4,647			
Defined Contribution 401(a) Plan @ 7% - Fire Union	1.00	25,960.00	25,960			
Union contract in negotiation						
Defined Contribution 401(a) Plan - Assistant to Department Head @ 7.5%	1.00	3,973.00	3,973			
FICA - increased overtime	1.00	383.00	383			
FICA - Captain/Safety Officer - retirement effective 6/30/16	1.00	(5,476.00)	(5,476)			
Defined Contribution - Captain/Safety Officer - retirement eff. 6/30/16	1.00	(5,011.00)	(5,011)			
FICA - promotion of Firefighter EMT to Lt./Shift Supervisor/Safety Officer	1.00	(4,591.00)	(4,591)			
Def. Contr. - promotion of Firefighter/EMT to Lt./Shift Supv/Safety Officer	1.00	(4,201.00)	(4,201)			
FICA - promotion of Firefighter EMT to Lt./Shift Supervisor/Safety Officer	1.00	4,818.00	4,818			
Def. Contr. - promotion of Firefighter/EMT to Lt./Shift Supv/Safety Officer	1.00	4,409.00	4,409			
FICA - Firefigher/EMT - new hire to replace employee being promoted	1.00	3,254.00	3,254			
Def. Contr. - Firefighter/EMT - new hire to replace employee being promoted	1.00	2,977.00	2,977			
FICA - retirement payout of accrued vacation/sick	1.00	1,891.00	1,891			
Defined Contribution - retirement payout of accrued vacation/sick	1.00	1,730.00	1,730			
<b>42233 - COPIER</b>				<b>2,658</b>		<b>2,658</b>
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			
<b>42301 - OFFICE SUPPLIES</b>				<b>3,000</b>		<b>3,000</b>
General office and computer supplies	1.00	3,000.00	3,000			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>42323 - PROT CLOTHING&amp; SAFETY EQUIP</b>				<b>47,875</b>		<b>47,875</b>
Turnout gear, helmets, bunker coats, pants, boots (8 sets) continuing replacement required by NFPA/OSHA/NIOSH	8.00	3,550.00	28,400			
Protective clothing repair - used & worn gear	1.00	1,000.00	1,000			
Flame-resistant work uniforms for paid staff and Chief annual replacement	1.00	5,625.00	5,625			
NFPA/EMS Winter response clothing career staff annual replacement	1.00	900.00	900			
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 continuing replacement required by NFPA/OSHA/NIOSH	1.00	2,250.00	2,250			
<b>42331 - CUSTODIAL/MAINTENANCE SUPPLIES</b>				<b>4,000</b>		<b>4,000</b>
Cleaning & maintenance supplies for station and grounds	1.00	4,000.00	4,000			
<b>42340 - OPERATING SUPPLIES</b>				<b>500</b>		<b>500</b>
Cleaning agents, vehicle maintenance supplies, water softener salts, wax, rags, etc. - Company 2	1.00	500.00	500			
<b>42343 - TECHNICAL REFERENCE MATERIALS</b>				<b>400</b>		<b>400</b>
Annual periodicals & subscriptions for various Fire Rescue & EMS topics	1.00	400.00	400			
<b>42345 - EMERGENCY MEDICAL SUPPLIES</b>				<b>24,400</b>		<b>24,400</b>
Emergency food for extended calls	1.00	1,000.00	1,000			
EMS Supplies - replenishment of all Town dept. first aid kits, first responder bags, glucometry readings, Narcan	1.00	15,870.00	15,870			
Dated Medical Supplies - Sterile waterglucose, epi-pens, d-fib pads	1.00	1,100.00	1,100			
Medical Oxygen - refills, rental, testing	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			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>42346 - FIRE EQUIP SUPPLIES</b>				<b>34,880</b>		<b>34,880</b>
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	500.00	500			
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 - TK3180, TK390	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)	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	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			
<b>42347 - FIRE FIGHTING FOAM</b>				<b>2,200</b>		<b>2,200</b>
Firefighting foam	1.00	2,200.00	2,200			
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>35,400</b>		<b>35,400</b>
Meeting, training & 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	27,500.00	27,500			
Ongoing training for Career staff/volunteers						
EMS mandatory training equipment	1.00	1,000.00	1,000			
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>800</b>		<b>800</b>
Professional Affiliations - dues for NFPA, Fire Chiefs, Safety Officer, etc.	1.00	800.00	800			
<b>44208 - PROFESSIONAL SERVICES</b>				<b>36,750</b>		<b>36,750</b>
Shared Response payments - 7.5% of revenue from ambulance billings	1.00	36,750.00	36,750			
Estimated revenue of \$490,000						
<b>44217 - POSTAGE</b>				<b>400</b>		<b>400</b>
Postage fees to send out equipment for repair/return postage of repaired items	1.00	400.00	400			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>44223 - SERVICE CONTRACTS</b>				<b>86,544</b>		<b>86,544</b>
Emergency dispatch services	1.00	27,752.00	27,752			
Paramedic services	1.00	16,500.00	16,500			
Breathing air testing - required	1.00	1,034.00	1,034			
Annual furnace/hot water maintenance - required, semi-annual	1.00	2,900.00	2,900			
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	1,500.00	1,500			
Annual fire pump testing/certifications - required	6.00	243.00	1,458			
Annual ground ladder testing & certification - required	1.00	630.00	630			
Annual aerial ladder testing & certification - required	1.00	1,615.00	1,615			
Includes ladder extension test, 5 year NDT						
Annual defibrillator calibration/certification - required	1.00	2,590.00	2,590			
Annual hydraulic rescue tool service (base set & additional tools) - required	1.00	1,400.00	1,400			
Overhead door maintenance/service - old doors maintenance & service	1.00	1,250.00	1,250			
Annual stretchers service inspection & stair chairs inspection	1.00	2,250.00	2,250			
Annual posi-chek calibration/certification	1.00	650.00	650			
Fire Extinguisher inspections, recharging, hydrotesting - 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	150.00	150			
Sprinkler system - quarterly inspections - required	1.00	500.00	500			
Mask-fit tester certification/calibration, annual OHD - required	1.00	860.00	860			
Training Calendar Contract	1.00	80.00	80			
EMS Charts - OEMS Run Forms	12.00	64.00	768			
Air-fill station - breathing air compressor service contract	1.00	845.00	845			
Fire hose testing @ \$.21/ft - required annually	24,000.00	0.21	5,040			
Approximately 22,300 ft & re-coupling/re-testing						
Fire alarm testing & monitoring service contract	1.00	400.00	400			
IamResponding system	1.00	750.00	750			
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			
Emergency Generator - maintenance and service - Company 2	1.00	550.00	550			
Alarm system - maintenance and service - Company 2	1.00	300.00	300			
Overhead Doors - maintenance and service - Company 2	1.00	350.00	350			
Alarm System Monitoring and service - Company 2	1.00	180.00	180			
Annual maintenance contract - Ladder 128, parts & labor	1.00	2,798.00	2,798			
Annual air conditioning inspection/maintenance	1.00	300.00	300			
Chest compression unit - on-site preventative maintenance	1.00	1,663.00	1,663			
Boiler inspection (bi-annual) - Company 1 & 2	1.00	240.00	240			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>44231 - ADVERTISING</b>				<b>250</b>		<b>250</b>
Bid advertising	1.00	250.00	250			
<b>44243 - COMPENSATION</b>				<b>52,500</b>		<b>52,500</b>
Fuel compensation for volunteer staff	1.00	52,500.00	52,500			
<b>44286 - PHYSICALS &amp; TESTING</b>				<b>7,500</b>		<b>7,500</b>
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			
<b>45216 - TELEPHONE</b>				<b>10,567</b>		<b>10,567</b>
Headquarters telephones, fax, internet	12.00	200.00	2,400			
Cell phones (6), air card for laptops on ER vehicles	12.00	262.00	3,144			
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 & alarm circuits - Company 2	1.00	239.00	239			
Internet service - Company 2	12.00	38.00	456			
Modem connection	12.00	39.00	468			
Co. 1 dispatch landline & emergency direct connection to Co. 2 & EOC	12.00	80.00	960			
<b>45221 - FUEL/HEATING</b>				<b>9,275</b>		<b>9,275</b>
Heating oil - Company 1 - 7 furnaces, 2 hot water heaters, generator	4,800.00	1.48	7,104			
Propane - stove - Company 1	276.00	1.25	345			
Heating oil - Company 2	1,200.00	1.48	1,776			
Propane - Company 2	40.00	1.25	50			
<b>45350 - WATER</b>				<b>1,000</b>		<b>1,000</b>
Static & dry hydrants.	1.00	1,000.00	1,000			
<b>45622 - ELECTRIC</b>				<b>22,400</b>		<b>22,400</b>
Electricity - Company 1	1.00	20,000.00	20,000			
Electricity - Company 2	1.00	2,400.00	2,400			
<b>46224 - EQUIPMENT REPAIRS</b>				<b>5,500</b>		<b>5,500</b>
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 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>46226 - BUILDING REPAIRS</b>				<b>8,500</b>		<b>8,500</b>
Plumbing, electrical, miscellaneous building repairs, replace furnace room	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			
<b>46327 - OTHER EQUIPMENT REPAIR</b>				<b>9,560</b>		<b>9,560</b>
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			
<b>46390 - VEHICLE MAINTENANCE &amp; FUEL</b>				<b>73,935</b>		<b>73,935</b>
Emergency account to purchase fuel when Town pumps are unavailable	1.00	200.00	200			
Unleaded Gasoline	2,500.00	1.68	4,200			
Truck repairs & parts.	1.00	45,000.00	45,000			
Diesel gasoline	9,500.00	1.53	14,535			
Unanticipated truck repairs & parts	1.00	10,000.00	10,000			
<b>48404 - MACHINERY &amp; EQUIPMENT</b>				<b>7,000</b>		<b>2,000</b>
Security system continuations - entry identification	1.00	2,000.00	2,000			
Chest compression unit (equipment reserve & donations)	1.00	5,000.00	5,000		(5,000)	
<b>48417 - BLDG &amp; GROUNDS IMPROVEMENTS</b>				<b>2,500</b>		<b>2,500</b>
50% of fees for installing fire hydrants. Remaining 50% paid by Water Dept.	1.00	2,500.00	2,500			
Joint infrastructure program for water distribution system						
<b>TOTAL FIRE/EMERGENCY MEDICAL SERVICES</b>				<b>1,240,606</b>		<b>1,235,606</b>

**Town of Colchester  
FY 2016 – 2017  
Adopted 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)

### **2015 – 2016 Accomplishments**

- Completed upgrade of IT at the Emergency Operations Center
- Conducted a table top exercise that included town and school administration
- Continued training for NIMS/ICS for staff.
- Reimbursement EMPG FY 14 grants. Increased Grant annual amounts.

### **2016 – 2017 Objectives**

- Install additional communications equipment
- Seeking additional amateur radio operators to assist with communications
- Study reactivation of early warning sirens

**TOWN OF COLCHESTER  
PROPOSED BUDGET**

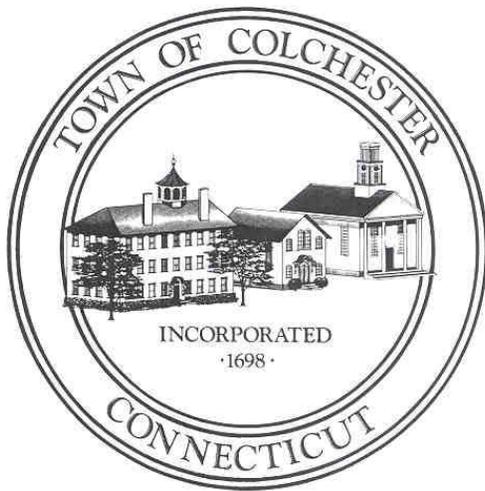
**EMERGENCY MANAGEMENT**

<b><u>ACCOUNT</u></b>	<b>FY 2013-2014 ACTUAL EXPENDITURES</b>	<b>FY 2014-2015 ACTUAL EXPENDITURES</b>	<b>FY 2015-2016 ADOPTED BUDGET</b>	<b>FY 2015-2016 PROJECTED ACTUALS</b>	<b>FY 2016-2017 PROPOSED BUDGET</b>
Regular Payroll	3,599	2,387	4,596	2,447	2,503
FICA	272	168	351	187	191
Office Supplies	160	0	200	200	200
Other Purchased Supplies	464	1,830	3,000	3,000	3,000
Emergency Medical Supplies	0	0	250	250	250
Postage	0	0	25	1	25
Service Contracts	960	983	1,500	1,500	1,500
Printing & Publications	0	0	250	200	250
Telephone	5,136	2,798	4,500	4,500	4,500
Equipment Repairs	589	1,526	2,500	2,500	2,500
<b>TOTAL</b>	<b>11,180</b>	<b>9,692</b>	<b>17,172</b>	<b>14,785</b>	<b>14,919</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>12301 - EMERGENCY MANAGEMENT</b>						
<b>40101 - REGULAR PAYROLL</b>						
Emergency Management Director - stipend	1.00	2,503.00	2,503	<b>2,503</b>		<b>2,503</b>
<b>41230 - FICA</b>						
FICA	1.00	191.00	191	<b>191</b>		<b>191</b>
<b>42301 - OFFICE SUPPLIES</b>						
Pens, paper, markers, cartridges	1.00	200.00	200	<b>200</b>		<b>200</b>
<b>42340 - OTHER PURCHASED SUPPLIES</b>						
Supplies for planned activation of EOC for training & other purposes, including radio replacements	1.00	3,000.00	3,000	<b>3,000</b>		<b>3,000</b>
<b>42345 - EMERGENCY MEDICAL SUPPLIES</b>						
				<b>250</b>		<b>250</b>
<b>44217 - POSTAGE</b>						
				<b>25</b>		<b>25</b>
<b>44223 - SERVICE CONTRACTS</b>						
Emergency Operations Center - Alarm monitoring	12.00	40.00	480	<b>1,500</b>		<b>1,500</b>
Emergency Operations Center - monthly pest control services	12.00	85.00	1,020			
<b>44232 - PRINTING &amp; PUBLICATIONS</b>						
Publication for Public Emergency Information	1.00	250.00	250	<b>250</b>		<b>250</b>
<b>45216 - TELEPHONE</b>						
Monthly cable, internet and VOIP at EOC	12.00	280.00	3,360	<b>4,500</b>		<b>4,500</b>
Monthly cell phone with data charges	12.00	95.00	1,140			
<b>46224 - EQUIPMENT REPAIRS</b>						
Antenna replacement and other equipment repairs	1.00	2,500.00	2,500	<b>2,500</b>		<b>2,500</b>
<b>TOTAL EMERGENCY MANAGEMENT</b>				<b>14,919</b>		<b>14,919</b>

# **Public Works**



TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET

## Public Works

### Departments

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



**Town of Colchester  
FY 2016 – 2017  
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)

## **2015 – 2016 Accomplishments**

- Consistent review of Town road quality and safety issues on all public right of ways and properties.
- Energy Performance M&V Report data. Year one of three.
- 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.
- Operate Town wide Building Automation Systems in order to provide maximum savings. Implement contingency project funds for required repairs various town and school buildings.
- Norton Mill Project Bid and Acquisition.
- Hired New Director of Operations.

## **2016 – 2017 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. Continued due to IT vacancy.
- Compile aging steel pipe drainage system data for eventual cost data for replacement due to failure. Continued due to IT vacancy.
- Respond to citizen inquires within 24 hours
- Prepare contacts and Bids for Capital Projects and oversee work for contract compliance.
- 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**

<b><u>ACCOUNT</u></b>	<b>FY 2013-2014 ACTUAL EXPENDITURES</b>	<b>FY 2014-2015 ACTUAL EXPENDITURES</b>	<b>FY 2015-2016 ADOPTED BUDGET</b>	<b>FY 2015-2016 PROJECTED ACTUALS</b>	<b>FY 2016-2017 PROPOSED BUDGET</b>
Regular Payroll	137,392	135,070	135,762	156,039	138,035
Employee Related Insurances	605	544	565	537	648
FICA & Retirement	18,777	18,118	20,210	21,523	20,604
Copier	352	297	730	730	440
Office Supplies	362	274	300	300	300
Safety Equipment	200	0	603	603	603
Professional Memberships	0	180	200	200	350
Postage	1	0	100	25	100
Advertising	311	233	300	300	300
Telephone	1,208	1,486	1,400	1,486	1,500
<b>TOTAL</b>	<b>159,208</b>	<b>156,202</b>	<b>160,170</b>	<b>181,743</b>	<b>162,880</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>13200 - PUBLIC WORKS ADMINISTRATION</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>138,035</b>		<b>138,035</b>
Public Works Director (40% Town, 10% BOE & 50% Sewer & Water)	1.00	43,181.00	43,181			
Director of Operations	1.00	71,400.00	71,400			
Administrative Assistant - 8 hrs/day (50% Town & 50% S/W)	1.00	23,229.00	23,229			
Longevity	1.00	225.00	225			
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>648</b>		<b>648</b>
Life/AD&D Insurance	1.00	333.00	333			
Long Term Disability	1.00	315.00	315			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>20,604</b>		<b>20,604</b>
FICA	1.00	10,559.00	10,559			
Defined Contribution 401(a) Plan - Director of Operations @ 8%	1.00	5,712.00	5,712			
Defined Contribution 401(a) Plan - Director of Public Works @ 6% (40% Town, 10% BOE & 50% S&W)	1.00	2,591.00	2,591			
Defined Contribution 401(a) Plan - Administrative Assistant @ 7.5% (50% Town, 50% S&W)	1.00	1,742.00	1,742			
<b>42233 - COPIER</b>				<b>440</b>		<b>440</b>
Copier - monthly lease payments (shared with Highway)	12.00	20.00	240			
Per copy charges	1.00	200.00	200			
<b>42301 - OFFICE SUPPLIES</b>				<b>300</b>		<b>300</b>
<b>42323 - PROT CLOTHING&amp; SAFETY EQUIP</b>				<b>603</b>		<b>603</b>
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 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>350</b>		<b>350</b>
American Public Works Association, CT Highway Supervisor Association, Tree Warden Association	1.00	350.00	350			
<b>44217 - POSTAGE</b>				<b>100</b>		<b>100</b>
<b>44231 - ADVERTISING</b>				<b>300</b>		<b>300</b>
Advertising for bids	1.00	300.00	300			
<b>45216 - TELEPHONE</b>				<b>1,500</b>		<b>1,500</b>
Cell phones - Director of Operations and 50% for Public Works Director	1.00	1,500.00	1,500			
<b>TOTAL PUBLIC WORKS ADMINISTRATION</b>				<b>162,880</b>		<b>162,880</b>



**Town of Colchester  
FY 2016 – 2017  
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

**2015 – 2016 Accomplishments**

- 2015-present 16 snow -ice storm responses and assist Colchester Water Department on 4 main breaks.
- Cold in place recycling" cold-in-place recycling for: Mill Hill Road, Oconnell.
- Shim & Chipseal Surface Treatments: Taylor Road, Williams Road, Van Cedarfield, Portion of Bull Hill Road.
- Pavement Cut-Replace – Loomis, Fernwood.
- 450 feet of Curbing replaced.
- Front Parking area at Public works yard replaced in conjunction with CIP.
- Re-Construct 115 Driveway Aprons in conjunction with Road Improvement or Drainage work.
- Drainage swale cleaning, Williams, McDonald, Prospect Hill, Homonick, Linwood Cemetery, Winterberry, Antioch.

- Remove Beaver dams interfering with Drainage – Nelkin, McDonald, Old Amston, Miles Standish, Marvin.
- Repainted 53 miles of collector street centerlines and stop bars.
- Repaired 75 Catch Basins. Replaced Deteriorated CMP culverts.
- Reconstructed 2 Catch Basins on School properties.
- Completed Town Wide Road Sweeping.
- Completed annual catch basin cleaning in 12 days, utilizing savings to Road Side tree care issues.
- 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 20 days (to date) within Road Right of Ways.
- Roadside Mowing Completed Town wide twice.
- Contracted Grading Services for Gravel Road Reshaping and road side ditch restoration.
- Started Town Owned bridge repairs per State of Connecticut Inspection reports.

<b>Measures (January 1 – December 31)</b>	<b><u>2015</u></b>	<b><u>2014</u></b>	<b><u>2013</u></b>
• % Roads – Grade A:	20%	18%	16%
• % Roads – Grade B:	45%	47%	50%
• % Roads – Grade C:	31%	32%	32%
• % Roads – Grade D:	04%	03%	02%
• % Roads – Grade F:	00%	00%	00%

#### **2016 – 2017 Objectives**

- Continue to 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.
- 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.
- Continue to 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**

<b><u>ACCOUNT</u></b>	<b>FY 2013-2014 ACTUAL EXPENDITURES</b>	<b>FY 2014-2015 ACTUAL EXPENDITURES</b>	<b>FY 2015-2016 ADOPTED BUDGET</b>	<b>FY 2015-2016 PROJECTED ACTUALS</b>	<b>FY 2016-2017 PROPOSED BUDGET</b>
Regular Payroll	349,685	384,957	406,769	382,607	408,917
Overtime	10,551	13,485	12,500	12,500	12,500
Contractual, Temporary, Occasional Payroll	275	100	500	100	500
Employee Related Insurances	1,612	1,576	1,841	1,841	1,841
FICA & Retirement	41,032	45,073	52,210	49,157	52,447
Copier	0	0	0	0	240
Safety Equipment	3,966	5,479	4,152	4,152	4,152
Other Purchased Supplies	139,919	139,677	134,896	133,270	137,396
Mileage, Training & Meetings	2,697	725	2,800	2,800	2,800
Professional Services	19,985	45,521	37,610	32,560	35,500
Equipment Rental	7,741	7,678	10,350	10,350	10,350
Uniform Rental	3,724	5,196	4,732	4,500	4,732
Traffic Control	74,054	65,385	79,000	70,000	70,000
Equipment Repairs	0	0	200	200	200
Vehicle Maintenance & Fuel	204,950	195,751	191,495	181,000	147,880
Road Improvements	400,000	333,974	450,000	450,000	500,000
<b>TOTAL</b>	<b>1,260,191</b>	<b>1,244,577</b>	<b>1,389,055</b>	<b>1,335,037</b>	<b>1,389,455</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>13201 - HIGHWAY</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>408,917</b>		<b>408,917</b>
Public Works Supervisor	1.00	55,875.00	55,875			
Union contract in negotiation Maintainer III	1.00	49,277.00	49,277			
Union contract in negotiation Maintainer III	1.00	52,284.00	52,284			
Union contract in negotiation Maintainer III	1.00	52,284.00	52,284			
Union contract in negotiation Maintainer III	1.00	52,284.00	52,284			
Union contract in negotiation Maintainer II	1.00	48,316.00	48,316			
Union contract in negotiation Maintainer II	1.00	48,316.00	48,316			
Union contract in negotiation Maintainer II	1.00	45,581.00	45,581			
Union contract in negotiation Longevity	1.00	4,700.00	4,700			
<b>40103 - OVERTIME</b>				<b>12,500</b>		<b>12,500</b>
Roads Overtime (not snow)	1.00	12,500.00	12,500			
<b>40105 - CONTR TEMP OCCAS</b>				<b>500</b>		<b>500</b>
Tree Warden -\$100 plus 5 CEUs/year	1.00	500.00	500			
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>1,841</b>		<b>1,841</b>
Life/AD&D Insurance	1.00	864.00	864			
Long Term Disability	1.00	977.00	977			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>52,447</b>		<b>52,447</b>
FICA	1.00	32,236.00	32,236			
Defined Contribution 401(a) Plan - Road Crew @ 5% (8 employees)	1.00	20,211.00	20,211			
<b>42233 - COPIER</b>				<b>240</b>		<b>240</b>
Copier - monthly lease payments (shared with PW Administration)	12.00	20.00	240			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>42323 - PROT CLOTHING&amp; SAFETY EQUIP</b>				<b>4,152</b>		<b>4,152</b>
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			
Forestry hard hat replacement - one per year	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			
<b>42340 - OTHER PURCHASED SUPPLIES</b>				<b>137,396</b>		<b>137,396</b>
Meals in storms (emergencies)	1.00	150.00	150			
3 pallets CB Block, 1 pallet 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			
Drain pipes - various sizes	1.00	6,000.00	6,000			
Crack material - 5 pallets	5.00	2,500.00	12,500			
Hand tools, rakes, shovels, wheel barrow, grease guns, wrenches, etc.	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			
<b>SAND, SALT, GRAVEL, CEMENT</b>						
Cement & redimix concrete	1.00	1,200.00	1,200			
Drainage stone - Rip Rap for road drainage repairs	500.00	28.00	14,000			
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			
<b>TRAFFIC CONTROL SIGNS</b>						
Street Signs and warning signs, cones	1.00	7,000.00	7,000			
Catch basin tops, manholes and water valve risers for paving	8.00	285.00	2,280			
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>2,800</b>		<b>2,800</b>
Training seminars & educational programs, mileage reimbursement	1.00	2,800.00	2,800			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>44208 - PROFESSIONAL SERVICES</b>				<b>35,500</b>		<b>35,500</b>
Blasting & other contracted services, and Tree removals - bucket truck	1.00	18,000.00	18,000			
Vacuum truck contractor	12.00	1,275.00	15,300			
<b>PHYSICALS:</b>						
DOT - CDL bi-annual physicals	6.00	105.00	630			
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			
<b>44237 - EQUIPMENT RENTAL</b>				<b>10,350</b>		<b>10,350</b>
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			
<b>44238 - UNIFORM RENTALS</b>				<b>4,732</b>		<b>4,732</b>
Uniform rental (new contract to be bid out)	1.00	4,732.00	4,732			
<b>45389 - TRAFFIC CONTROL LIGHTS</b>				<b>70,000</b>		<b>70,000</b>
Electricity for traffic control lights	1.00	70,000.00	70,000			
<b>46224 - EQUIPMENT REPAIRS</b>				<b>200</b>		<b>200</b>
Radio repairs and batteries	1.00	200.00	200			
<b>46390 - VEHICLE MAINTENANCE &amp; FUEL</b>				<b>147,880</b>		<b>147,880</b>
Unleaded Gas	5,000.00	1.68	8,400			
Diesel gasoline	16,000.00	1.53	24,480			
Equipment Repair Parts	1.00	115,000.00	115,000			
<b>48439 - ROAD IMPROVEMENT</b>				<b>550,000</b>		<b>500,000</b>
Road Improvement/Paving projects and Maintenance	1.00	550,000.00	550,000		(50,000)	
<b>TOTAL HIGHWAY</b>				<b>1,439,455</b>		<b>1,389,455</b>

**Town of Colchester  
FY 2016 – 2017  
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 small equipment repair and maintenance.

**Staffing**

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

## 2015 – 2016 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 Mechanic III, in order to perform in-depth engine, transmission and rear axle work in house.
- 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, in order to perform in-depth diesel engine work.
- Now utilizing on-line parts ordering with vendors.

<b>Measures (January 1 – December 31)</b>	<b><u>2015</u></b>	<b><u>2014</u></b>	<b><u>2013</u></b>
• Work Orders (Closed)	1645	1,633	1,338
• Work Orders (Opened)	2354	2122	1,801

## 2016 – 2017 Objectives

- Train staff for direct input of Fleet Maintenance software repair data.
- Continue educating all staff to assist in maintaining and performing light repairs to their equipment.
- Hiring of new Mechanic II (retirement), and required training.
- 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 SERVICES**

<b><u>ACCOUNT</u></b>	<b><u>FY 2013-2014 ACTUAL EXPENDITURES</u></b>	<b><u>FY 2014-2015 ACTUAL EXPENDITURES</u></b>	<b><u>FY 2015-2016 ADOPTED BUDGET</u></b>	<b><u>FY 2015-2016 PROJECTED ACTUALS</u></b>	<b><u>FY 2016-2017 PROPOSED BUDGET</u></b>
Regular Payroll	239,715	244,377	248,397	250,626	244,354
Overtime	4,024	3,733	4,000	1,933	4,000
Contractual, Temporary, Occasional Payroll	900	800	900	900	900
Employee Related Insurances	909	909	1,029	1,029	1,011
FICA & Retirement	31,931	32,782	34,078	34,311	33,718
Office Supplies	354	285	460	449	430
Safety Equipment	872	1,682	1,800	1,600	1,600
Custodial/Maintenance Supplies	1,507	999	1,000	1,300	1,300
Fleet Repair & Maintenance Supplies	23,920	25,635	25,000	25,000	25,000
Mileage, Training & Meetings	0	375	300	300	450
Professional Memberships	200	200	200	200	200
Professional Services	284	314	700	580	705
Service Contracts	10,435	11,045	13,479	13,432	14,007
Uniform Rental	3,282	2,686	3,150	3,150	3,150
Fuel & Heating	8,129	3,128	3,750	1,750	4,550
Electricity	14,958	11,191	11,000	11,000	11,000
Equipment Repairs	7,218	3,940	2,800	2,800	2,800
Building Repairs	12,011	8,616	5,000	5,000	5,000
Vehicle Maintenance & Fuel	10,834	10,133	10,699	10,410	8,070
Machinery & Equipment	0	0	0	0	0
<b>TOTAL</b>	<b>371,483</b>	<b>362,830</b>	<b>367,742</b>	<b>365,770</b>	<b>362,245</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>13202 - FLEET SERVICES</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>244,354</b>		<b>244,354</b>
Fleet Maintenance Supervisor	1.00	84,189.00	84,189			
Mechanic III	1.00	61,137.00	61,137			
Union contract in negotiation						
Mechanic III	1.00	52,179.00	52,179			
Union contract in negotiation						
Mechanic II	1.00	54,748.00	54,748			
Union contract in negotiation						
Longevity	1.00	1,850.00	1,850			
Mechanic II - retirement effective 8/31/16	1.00	(45,518.00)	(45,518)			
Union contract in negotiation						
Mechanic II - estimated accrued vacation/sick payout	1.00	1,574.00	1,574			
Mechanic II - new hire to replace retirement effective 10/1/16	1.00	34,195.00	34,195			
<b>40103 - OVERTIME</b>				<b>4,000</b>		<b>4,000</b>
Overtime	1.00	4,000.00	4,000			
<b>40105 - CONTR TEMP OCCAS</b>				<b>900</b>		<b>900</b>
Tool allowance - 3 employees @ \$25 per month	12.00	75.00	900			
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>1,011</b>		<b>1,011</b>
Life/AD&D Insurance	1.00	540.00	540			
Long Term Disability Insurance	1.00	489.00	489			
Life/AD&D Insurance - retirement effective 8/31/16	1.00	(90.00)	(90)			
Long Term Disability Insurance - retirement effective 8/31/16	1.00	(101.00)	(101)			
Life/AD&D Insurance - new hire to replace retirement effective 10/1/16	1.00	81.00	81			
Long Term Disability Insurance - new hire to replace retirement eff. 10/1/16	1.00	92.00	92			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>41230 - FICA &amp; RETIREMENT</b>				<b>33,718</b>		<b>33,718</b>
FICA	1.00	19,813.00	19,813			
Defined Contribution 401(a) Plan - Fleet Maintenance Supervisor @ 8%	1.00	6,735.00	6,735			
Defined Contribution 401(a) Plan - Mechanics @ 5%	1.00	8,403.00	8,403			
Union contract in negotiation						
FICA - retirement effective 8/31/16	1.00	(3,482.00)	(3,482)			
Defined Contribution - retirement effective 8/31/16	1.00	(2,276.00)	(2,276)			
FICA - new hire to replace retirement effective 10/1/16	1.00	2,616.00	2,616			
Defined Contribution - new hire to replace retirement effective 10/1/16	1.00	1,710.00	1,710			
FICA - estimated retirement payout	1.00	120.00	120			
Defined Contribution - estimated retirement payout	1.00	79.00	79			
 <b>42301 - OFFICE SUPPLIES</b>				 <b>430</b>		 <b>430</b>
Copy/Printer Paper	1.00	30.00	30			
General Office Supplies	1.00	100.00	100			
Toner & ink cartridges for printers	1.00	300.00	300			
 <b>42323 - PROT CLOTHING&amp; SAFETY EQUIP</b>				 <b>1,600</b>		 <b>1,600</b>
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			
Regular work gloves, chemical resistant gloves, gloves for impact tool use	1.00	100.00	100			
 <b>42331 - CUSTODIAL/MAINTENANCE SUPPLIES</b>				 <b>1,300</b>		 <b>1,300</b>
Paper towels, toilet paper, soaps & cleaners	1.00	1,300.00	1,300			
 <b>42341 - FLEET REPAIR &amp; MAINT SUPPLIES</b>				 <b>25,000</b>		 <b>25,000</b>
Nuts & bolts, welding, cutting & grinding supplies	1.00	25,000.00	25,000			
 <b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				 <b>450</b>		 <b>450</b>
Overhead hoist training (OSHA requirement)	3.00	150.00	450			
 <b>43258 - PROFESSIONAL MEMBERSHIPS</b>				 <b>200</b>		 <b>200</b>
Motor Transport Assoc. Membership for Town-wide drug and alcohol testing	1.00	200.00	200			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>44208 - PROFESSIONAL SERVICES</b>				<b>705</b>		<b>705</b>
OSHA required audiograms	4.00	50.00	200			
Random Drug Testing	2.00	65.00	130			
CDL physicals	3.00	125.00	375			
<b>44223 - SERVICE CONTRACTS</b>				<b>14,007</b>		<b>14,007</b>
Annual building & vehicle fire extinguisher inspection - OSHA required	1.00	250.00	250			
Monitoring of security alarm	12.00	15.00	180			
Oil filter recycling	2.00	100.00	200			
Waste oil furnace repair and 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	210.00	630			
Service/repair of overhead doors (17)	1.00	2,500.00	2,500			
Two year boiler inspection due September 2016	1.00	80.00	80			
Monitoring of fire alarm	12.00	25.00	300			
Internet	12.00	146.00	1,752			
Oxygen & acetylene bottle rental	1.00	375.00	375			
Pressure washer service	1.00	600.00	600			
Service Town Garage & Wash Bay heating units	3.00	100.00	300			
Annual RTA software maintenance fee	1.00	500.00	500			
Annual fee for Navistar software	1.00	450.00	450			
Annual service of fire alarm	1.00	150.00	150			
Annual service of security alarm	1.00	200.00	200			
Subscription to web-based repair data	12.00	230.00	2,760			
<b>44238 - UNIFORM RENTALS</b>				<b>3,150</b>		<b>3,150</b>
Uniforms and cloth wipers	1.00	3,150.00	3,150			
<b>45221 - FUEL/HEATING</b>				<b>4,550</b>		<b>4,550</b>
Propane for Town Garage	1,200.00	1.25	1,500			
Propane for Wash Bay	1,000.00	1.25	1,250			
Sludge remover for Waste Oil Burner tank	1.00	500.00	500			
Hazardous waste test kits for waste oil used for heating	1.00	1,300.00	1,300			
<b>45622 - ELECTRIC</b>				<b>11,000</b>		<b>11,000</b>
Electricity for Town Garage complex	1.00	11,000.00	11,000			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>46224 - EQUIPMENT REPAIRS</b>				<b>2,800</b>		<b>2,800</b>
Maintenance and repairs - Gas & Diesel pumps	1.00	2,000.00	2,000			
Pressure test of abandoned pipes	1.00	300.00	300			
Testing of in-ground gas and diesel tanks	1.00	500.00	500			
<b>46226 - BUILDING REPAIRS</b>				<b>5,000</b>		<b>5,000</b>
Maintain Interior/Exterior of Town Garage and Wash Bay	1.00	5,000.00	5,000			
<b>46390 - VEHICLE MAINTENANCE &amp; FUEL</b>				<b>8,070</b>		<b>8,070</b>
Gas for Water Dept.	1,600.00	1.68	2,688			
Gas for Fleet	200.00	1.68	336			
Vehicle & Equipment Repairs for Fleet Maintenance	1.00	4,500.00	4,500			
Diesel for Water Department	100.00	1.53	153			
Diesel for Fleet pressure washing	100.00	1.53	153			
Propane for forklift	8.00	30.00	240			
<b>48404 - MACHINERY &amp; EQUIPMENT</b>				<b>8,100</b>		<b>0</b>
Replace outdated Plasma cutter (purchase from Equipment Reserve)	1.00	2,100.00	2,100		(2,100)	
Tire Pressure Monitor Scan Tool (purchase from Equipment Reserve)	1.00	1,500.00	1,500		(1,500)	
Diagnostic Scan Tool for autos & light trucks (purchase from Equip Reserve)	1.00	3,300.00	3,300		(3,300)	
Replace two 3/4" Air Impact Guns (purchase from Equipment Reserve)	2.00	600.00	1,200		(1,200)	
<b>TOTAL FLEET SERVICES</b>				<b>370,345</b>		<b>362,245</b>



**Town of Colchester  
FY 2016 – 2017  
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)

## 2015 – 2016 Accomplishments

- Maintained over 360 acres of town and school grounds
- Installed donated recreation equipment.
- Cross trained with Fleet Maintenance and Highway to provide more efficient services.
- Assist Facilities Manager to expedite multiple work order completion, Dug outs, Food Bank, Painting offices, Senior Center
- Developed standard procedures and schedule for the maintenance of all Town facilities
- Followed recommended Turf maintenance program per Henderson report.
- Overdressed and reseed center of Bacon Academy Football/Soccer Field.
- Repaired Irrigation System Bacon Academy Baseball Field and Repaired Infield.
- Replace Sewage Pump Station pumps at Recreation Complex Bathroom.
- Developed costs for irrigation system enhancements.

<b>Measures (January 1 – December 31)</b>	<b><u>2015</u></b>	<b><u>2014</u></b>	<b><u>2013</u></b>
• Hours of Mowing	2780	2625	2503
• Hours of Snow Removal	630	1025	961
• Hours of Field Maintenance/Prep	1260	1235	1218
• Hours of Trash Removal	575	560	558

## 2016– 2017 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.
- Continue implementing Turf Maintenance recommendations included within the Henderson Report.

**TOWN OF COLCHESTER  
PROPOSED BUDGET**

**GROUNDS MAINTENANCE**

<b><u>ACCOUNT</u></b>	<b><u>FY 2013-2014 ACTUAL EXPENDITURES</u></b>	<b><u>FY 2014-2015 ACTUAL EXPENDITURES</u></b>	<b><u>FY 2015-2016 ADOPTED BUDGET</u></b>	<b><u>FY 2015-2016 PROJECTED ACTUALS</u></b>	<b><u>FY 2016-2017 PROPOSED BUDGET</u></b>
Regular Payroll	228,052	197,945	254,015	247,977	262,457
Overtime	8,835	4,084	8,600	4,163	8,600
Contractual, Temporary, Occasional Payroll	23,270	5,550	0	0	0
Employee Related Insurances	1,180	1,020	1,343	1,327	1,353
FICA & Retirement	31,021	24,680	31,703	31,579	33,744
Safety Equipment	1,506	1,885	2,200	2,200	2,200
Custodial/Maintenance Supplies	2,889	2,070	3,000	3,000	3,000
Grounds Maintenance Supplies	10,605	14,217	15,500	15,500	28,000
Other Purchased Supplies	5,040	5,202	4,900	4,900	5,000
Mileage, Training & Meetings	0	326	450	450	450
Professional Services	5,583	6,492	5,300	5,400	5,400
Service Contracts	4,470	3,044	5,670	5,670	5,670
Advertising	0	76	200	200	200
Equipment Rental	350	35	500	500	500
Uniform Rental	2,416	2,872	2,500	2,800	2,800
Telephone	637	591	660	660	660
Fuel & Heating	3,041	1,228	2,300	1,800	1,800
Electricity	26,237	23,490	26,000	26,000	26,000
Equipment Repairs	909	299	800	800	1,000
Building Repairs	3,199	1,405	1,800	1,800	1,800
Other Repairs	1,686	1,813	2,000	2,000	2,000
Vehicle Maintenance & Fuel	51,884	52,066	39,454	39,200	32,848
Machinery & Equipment	3,826	0	0	0	0
Building & Grounds Improvements	2,781	3,267	0	0	0
<b>TOTAL</b>	<b>419,417</b>	<b>353,657</b>	<b>408,895</b>	<b>397,926</b>	<b>425,482</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>13203 - GROUNDS MAINTENANCE</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>262,457</b>		<b>262,457</b>
Public Works Supervisor	1.00	59,195.00	59,195			
Union contract in negotiation						
Maintainer II	1.00	48,316.00	48,316			
Union contract in negotiation						
Maintainer I	1.00	41,802.00	41,802			
Union contract in negotiation						
Maintainer I	1.00	39,442.00	39,442			
Union contract in negotiation						
Maintainer I	1.00	35,726.00	35,726			
Union contract in negotiation						
Maintainer I	1.00	35,726.00	35,726			
Union contract in negotiation						
Longevity	1.00	2,250.00	2,250			
<b>40103 - OVERTIME</b>				<b>8,600</b>		<b>8,600</b>
Overtime	1.00	8,600.00	8,600			
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>1,353</b>		<b>1,353</b>
Life/AD&D insurance.	1.00	648.00	648			
Long Term Disability insurance.	1.00	705.00	705			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>33,744</b>		<b>33,744</b>
FICA	1.00	20,734.00	20,734			
Defined Contribution 401(a) Plan - Grounds Maintenance Crew @ 5%	1.00	13,010.00	13,010			
Union contract in negotiation						
<b>42323 - PROT CLOTHING&amp; SAFETY EQUIP</b>				<b>2,200</b>		<b>2,200</b>
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			
<b>42331 - CUSTODIAL/MAINTENANCE SUPPLIES</b>				<b>3,000</b>		<b>3,000</b>
Custodial supplies for restrooms at Park & Garage	1.00	3,000.00	3,000			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>42334 - GROUNDS MAINTENANCE SUPPLIES</b>				<b>28,000</b>		<b>28,000</b>
Infield clay mix, turface, topsoil, fertilizer, grass seed, bark mulch - to be used at Parks, RecPlex and all Town facilities	1.00	16,000.00	16,000			
Parks & Grounds - annual overseeding program	1.00	12,000.00	12,000			
<b>42340 - OTHER PURCHASED SUPPLIES</b>				<b>5,000</b>		<b>5,000</b>
Motor oil and lubricants, trimmer string, tape, paint & supplies, hand tools, portable generator	1.00	5,000.00	5,000			
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>450</b>		<b>450</b>
Grounds maintenance crew training	1.00	450.00	450			
<b>44208 - PROFESSIONAL SERVICES</b>				<b>5,400</b>		<b>5,400</b>
Electrical services - repairs for lights, gazebo, electrical, etc.	1.00	800.00	800			
Locksmith services	1.00	250.00	250			
Fence repairs - annual repair & maintenance	1.00	600.00	600			
Irrigation repairs and winterization	1.00	800.00	800			
Tree services - one day truck and crew	1.00	1,100.00	1,100			
Testing - drug, alcohol, pre-employment physical	1.00	500.00	500			
Aerial lift for light replacement - sports lighting	1.00	1,350.00	1,350			
<b>44223 - SERVICE CONTRACTS</b>				<b>5,670</b>		<b>5,670</b>
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			
<b>44231 - ADVERTISING</b>				<b>200</b>		<b>200</b>
Bid Advertising	1.00	200.00	200			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>44237 - EQUIPMENT RENTAL</b>				<b>500</b>		<b>500</b>
Rental of generators, miscellaneous equipment	1.00	500.00	500			
<b>44238 - UNIFORM RENTALS</b>				<b>2,800</b>		<b>2,800</b>
Grounds Maintenance Crew uniforms.	1.00	2,800.00	2,800			
<b>45216 - TELEPHONE</b>				<b>660</b>		<b>660</b>
Cell Phone - PW Supervisor - monthly charges	12.00	55.00	660			
<b>45221 - FUEL/HEATING</b>				<b>1,800</b>		<b>1,800</b>
Parks Garage - Propane	1,440.00	1.25	1,800			
<b>45622 - ELECTRIC</b>				<b>26,000</b>		<b>26,000</b>
RecPlex sports lighting, electricity at Town Green, Parks and Garage	1.00	26,000.00	26,000			
<b>46224 - EQUIPMENT REPAIRS</b>				<b>1,000</b>		<b>1,000</b>
General repairs on Park equipment.	1.00	1,000.00	1,000			
<b>46226 - BUILDING REPAIRS</b>				<b>1,800</b>		<b>1,800</b>
General Building repairs, Storage areas, dugouts, bathrooms, pavilion roof	1.00	1,800.00	1,800			
<b>46229 - OTHER REPAIR SERVICES</b>				<b>2,000</b>		<b>2,000</b>
Repairs for picnic tables, bleachers, batting cages, equipment, scoreboards, fountains, etc. (Not for buildings)	1.00	2,000.00	2,000			
<b>46390 - VEHICLE MAINTENANCE &amp; FUEL</b>				<b>32,848</b>		<b>32,848</b>
Vehicle and large equipment repairs	1.00	22,000.00	22,000			
Diesel gasoline	1,600.00	1.53	2,448			
Unleaded gasoline for vehicles and equipment	5,000.00	1.68	8,400			
<b>TOTAL GROUNDS MAINTENANCE</b>				<b>425,482</b>		<b>425,482</b>

**Town of Colchester  
FY 2016 – 2017  
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 contractor's 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 snow fall amount would be considered a "below average" season to date. Climatic models indicated a "strong El-Nino" effect with other factors extending into the winter season. 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.

## 2015 – 2016 Accomplishments

- Responded to 16 Snow-Icing Events (through 3/1/2016)
- Trained staff for additional road routes.
- Reconfigured Snow Plow routes to even mileage between routes.
- Coordinated one source De-Icing Material between BOE and Town Facilities.
- Worked to initiate Snow Reserve Fund with Board of Finance in order to mitigate financial impact due to wide variation of annual snowfall amounts.
- Added route maps with specific route data and local street issues to the plow route book.

<b>Measures (October 15 – April 16)</b>	<b><u>2015</u></b>	<b><u>2014</u></b>	<b><u>2013</u></b>
• Storm Events	16	41	40
• Mailbox Replacements	14 (To Date)	49	48

## 2016 – 2017 Objectives

- 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**

<b><u>ACCOUNT</u></b>	<b>FY 2013-2014 ACTUAL <u>EXPENDITURES</u></b>	<b>FY 2014-2015 ACTUAL <u>EXPENDITURES</u></b>	<b>FY 2015-2016 ADOPTED <u>BUDGET</u></b>	<b>FY 2015-2016 PROJECTED <u>ACTUALS</u></b>	<b>FY 2016-2017 PROPOSED <u>BUDGET</u></b>
Overtime	166,299	214,344	110,000	107,035	110,000
FICA	12,318	15,867	8,415	8,188	8,415
Sand & Salt Supplies	182,446	303,862	183,200	183,200	183,200
Other Purchased Supplies	26,888	16,210	24,450	23,050	25,050
Professional Services	200,918	322,357	176,880	176,800	175,260
<b>TOTAL</b>	<b>588,869</b>	<b>872,640</b>	<b>502,945</b>	<b>498,273</b>	<b>501,925</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>13204 - SNOW REMOVAL</b>						
<b>40103 - OVERTIME</b>						
Town Crew - snow removal	1.00	110,000.00	110,000	<b>110,000</b>		<b>110,000</b>
<b>41230 - FICA</b>						
FICA	1.00	8,415.00	8,415	<b>8,415</b>		<b>8,415</b>
<b>42333 - SAND SALT GRAVEL</b>						
300 yds sand @ \$22/yd	300.00	22.00	6,600	<b>183,200</b>		<b>183,200</b>
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			
<b>42340 - OTHER PURCHASED SUPPLIES</b>						
Mail boxes and posts	50.00	45.00	2,250	<b>25,050</b>		<b>25,050</b>
Snow Plow cutting edges/blades	1.00	12,000.00	12,000			
Meals for town crew during snow storms	1.00	10,600.00	10,600			
Tools for grounds crew - shovels and spreaders	1.00	200.00	200			
<b>44208 - PROFESSIONAL SERVICES</b>						
Contracted truck routes, emergency loaders, sanders and drivers	1.00	79,000.00	79,000	<b>175,260</b>		<b>175,260</b>
Diesel fuel for contractors	2,000.00	1.53	3,060			
School parking lots - fixed price (third year of 3 yr contract)	1.00	92,000.00	92,000			
Precision Service - Colchester specific forecast, storm warnings, certified event documentation	1.00	1,200.00	1,200			
<b>TOTAL SNOW REMOVAL</b>				<b>501,925</b>		<b>501,925</b>

**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 (Under discussion- previously shared FTE with BOE)

Custodians (full time - 1)

Custodian (part time) - Senior Center and Youth Center

**2015-2016 Accomplishments**

- Replace Exit Doors (2) Town Hall
- Senior Center support office reconfiguration project and finish volunteer installed features.
- Conduct differed maintenance that has previously resulted in equipment failure in mechanical and HVAC systems Town wide, utilizing Energy Management System data, 3 heat pumps Town Hall, oversee annual maintenance.
- Reissue new 3 year facilities contracts.
- Various repair maintenance projects, Senior Center, Police Department, Floors and Walls, Fire Department antenna, Recreation Complex, Town Green electrical repair,
- Extend Snow Response with Town and School Work Forces.
- Sprinkler repair design completed Cragin Library

<b>Measures (January 1 – December 31)</b>	<b><u>2015</u></b>	<b><u>2014</u></b>	<b><u>2013</u></b>
• Electricity Used (kW)	....	.....	1,182,089*
• Oil Purchased (gal.)	....	.....	19,284
• Propane Purchased (gal.)	....	.....	3831*
• Work Orders	...	....	268

\*Water and Sewer Electricity/Propane Removed from Total.

**2016-2017 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.
- Exit Door repairs Town Hall Meeting rooms.
- Conduct CIP scheduled work, contract and oversight.

**TOWN OF COLCHESTER  
PROPOSED BUDGET**

**FACILITIES**

<b><u>ACCOUNT</u></b>	<b>FY 2013-2014 ACTUAL EXPENDITURES</b>	<b>FY 2014-2015 ACTUAL EXPENDITURES</b>	<b>FY 2015-2016 ADOPTED BUDGET</b>	<b>FY 2015-2016 PROJECTED ACTUALS</b>	<b>FY 2016-2017 PROPOSED BUDGET</b>
Regular Payroll	43,909	46,982	49,061	48,903	53,894
Overtime	439	800	0	52	0
Employee Related Insurances	0	0	188	265	278
FICA & Retirement	4,321	4,991	6,260	6,380	6,757
Safety Equipment	37	248	400	400	400
Custodial/Maintenance Supplies	6,810	4,743	5,300	5,300	5,300
Paint & Paint Supplies	302	483	1,000	1,000	1,000
Mileage, Training & Meetings	0	0	150	150	150
Professional Services	0	5,775	0	0	0
Service Contracts	18,753	23,146	26,776	26,772	28,401
Advertising	0	0	200	200	200
Telephone	12,874	10,299	11,365	11,365	11,365
Fuel & Heating	12,482	7,089	6,525	6,000	5,920
Electricity	62,034	45,792	38,000	40,000	40,000
Building Repairs	8,008	6,258	8,000	8,000	8,000
Vehicle Maintenance & Fuel	1,735	1,469	1,885	1,885	1,504
<b>TOTAL</b>	<b>171,704</b>	<b>158,075</b>	<b>155,110</b>	<b>156,672</b>	<b>163,169</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>13205 - FACILITIES</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>53,894</b>		<b>53,894</b>
Facilities Manager - (50% Town/50% BOE)	1.00	38,649.00	38,649			
Facilities Manager - eliminate full-time position (BOE union position)	1.00	(38,649.00)	(38,649)			
Replace Facilities Mgr. (title to be determined) - 1/2 time position - Town only	1.00	38,649.00	38,649			
Part-time Custodian - Senior Ctr & Youth Services Ctr (19.75 hrs/day)	1.00	10,206.00	10,206			
Part-time Custodian - Fire Department - 4 hrs/week	1.00	2,067.00	2,067			
Increase Part-time Custodian hours - 5.75 hrs/week	1.00	2,972.00	2,972			
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>278</b>		<b>278</b>
Life/AD&D insurance	1.00	163.00	163			
Long-term disability insurance	1.00	115.00	115			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>6,757</b>		<b>6,757</b>
FICA	1.00	3,896.00	3,896			
457 Plan contribution - Facilities Manager @ 7%	1.00	2,633.00	2,633			
FICA - increae in Part-time Custodian hours	1.00	228.00	228			
<b>42323 - PROTECTIVE CLOTHING &amp; SAFETY EQUIPMENT</b>				<b>400</b>		<b>400</b>
Safety shoes for Facilities Manager	1.00	100.00	100			
Gloves, eye protection, personl protection equipment	1.00	200.00	200			
Clothing allowance for Facilities Manager	1.00	100.00	100			
<b>42331 - CUSTODIAL/MAINTENANCE SUPPLIES</b>				<b>5,300</b>		<b>5,300</b>
Paper goods and general cleaning supplies for Town Hall	1.00	5,300.00	5,300			
<b>42332 - PAINT &amp; PAINT SUPPLIES</b>				<b>1,000</b>		<b>1,000</b>
Supplies to paint offices as needed	1.00	1,000.00	1,000			
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>150</b>		<b>150</b>
Two training courses for CEU and OSHA compliance issues	2.00	75.00	150			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>44223 - SERVICE CONTRACTS</b>				<b>28,401</b>		<b>28,401</b>
Security System Service and Monitoring - Town Hall	1.00	180.00	180			
Elevator inspection and service - Town Hall	4.00	200.00	800			
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	1,825.00	1,825			
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 additional calls at contract rates	1.00	7,500.00	7,500			
Energy Project - measurement & verification services - Honeywell - year 3	1.00	8,646.00	8,646			
Energy Project - measurement & verification services - Celtic - year 3	1.00	3,701.00	3,701			
<b>44231 - ADVERTISING</b>				<b>200</b>		<b>200</b>
Advertising for annual bidding of supplies & services	1.00	200.00	200			
<b>45216 - TELEPHONE</b>				<b>11,365</b>		<b>11,365</b>
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			
<b>45221 - FUEL/HEATING</b>				<b>5,920</b>		<b>5,920</b>
Heating oil - Town Hall	4,000.00	1.48	5,920			
<b>45622 - ELECTRICITY</b>				<b>40,000</b>		<b>40,000</b>
Electricity - Town Hall	1.00	40,000.00	40,000			
<b>46226 - BUILDING REPAIRS</b>				<b>8,000</b>		<b>8,000</b>
General unanticipated building repairs - Town Hall meeting rooms 1 & 3 exterior doors, other issues	1.00	8,000.00	8,000			
<b>46390 - VEHICLE MAINTENANCE &amp; FUEL</b>				<b>1,504</b>		<b>1,504</b>
Maintain facility vehicle	1.00	1,000.00	1,000			
Gas for Facility vehicle	300.00	1.68	504			
<b>TOTAL FACILITIES</b>				<b>163,169</b>		<b>163,169</b>



**Town of Colchester  
FY 2016 - 2017  
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)

**2015 - 2016 Accomplishments**

- Worked with PWD to resolve drainage and or roadway icing conditions at 8 Winterberry Dr., 80 Harbor Rd., 152 Prospect Hill Rd., 41 Mill Lane West, Windham Ave at Rte. 16, Old Rod Rd detention basin, Waterhole Rd. near Pickerel Lake Rd., and 268 Bull Hill Rd..
- Coordinated/supervised the 2015 household hazardous waste collection.
- Performed construction inspections on North Court (private road in phase 5 of Northwoods Development), Colchester Caring Community site on Waterhole Road and commercial site developments at 752 Middletown Road and 95 Linwood Avenue. Also processed associated requests for bond reductions and reviewed As-Built plans for these projects.
- Issued 4 roadwork permits and 21 driveway permits in 2015.
- Performed construction inspection for new residential subdivision road "Nature Avenue" located off Old Hebron Road adjacent to the town's recreation complex.
- Re-applied for 2016 STEAP grant funding to rehabilitate Paper Mill Road Bridge (\$320,000).

- Submitted request to STC to modify the Route 16/Route 85 signal at front of Cragin Library with a new “green arrow” to permit right turns from Route 16 eastbound onto Route 85 during a portion of the signal phasing to alleviate backup on Route 16 eastbound.
- Worked with DOT on proposal to replace culverts on Rte. 85 over Cabin Brook @ L. Hayward Rd.
- Worked with DOT and Town Youth Services Dept. to complete pedestrian crosswalk pavement markings and signage improvements along Norwich Ave. near intersection with Hayward Ave.
- Submitted request to participate in State DOT’s “curve safety program” to have warning signs and line striping installed at no cost to town.
- Reviewed latest 2015 DOT biennial bridge inspection reports for town owned bridges; prepared summary recommendations for repairs to town bridges based on inspection reports and site investigations and submitted to PWD and First Selectman.
- Collaborated with PWD and Wetlands Agent to prepare preliminary plans and construction cost estimates for reconstruction of Halls Hill Road pavement and pedestrian accessibility improvements and presented plans to SCCOG for possible LOTCIP grant funding (\$527,406)
- Submitted proposal to CCSU Engineering Students for potential Capstone Project (A new senior center on town owned land adjacent to Town Hall). Project was selected. Currently working with students to carry out the agreed upon scope of work at no cost to the town.

## **2016 - 2017 Objectives**

- Update State TAR map and town’s Mail-A-Map.
- Coordinate and supervise the 2016 household hazardous waste collection.
- Perform construction inspection for approved Subdivision on McDonald Rd/Homonick Rd., White Oak Farm Subdivision – Broad Meadow Road, Park Place Subdivision – Nature Avenue off Old Hebron 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 improvements at Route 16/Route 85 intersection (request to install “green arrow” for eastbound Route 16 to make right turn onto Route 85 during portion of signal phase to alleviate backup on Route 16)
- Assist Planning Dept. with preliminary plans and cost estimates needed for potential 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.
- Follow up with SCCOG and DOT to fulfill LOTCIP grant requirements for Halls Hill Rd. Recon. If awarded grant, submit and present plans to Colchester CCC and P&Z for local reviews/permits.
- Perform plan reviews for new development proposals as they are submitted.

**TOWN OF COLCHESTER  
PROPOSED BUDGET**

**ENGINEERING**

<b><u>ACCOUNT</u></b>	<b>FY 2013-2014 ACTUAL EXPENDITURES</b>	<b>FY 2014-2015 ACTUAL EXPENDITURES</b>	<b>FY 2015-2016 ADOPTED BUDGET</b>	<b>FY 2015-2016 PROJECTED ACTUALS</b>	<b>FY 2016-2017 PROPOSED BUDGET</b>
Regular Payroll	88,146	90,112	88,146	92,123	93,951
Employee Related Insurances	282	290	339	339	339
FICA & Retirement	13,393	13,702	13,735	14,357	14,643
Copier	792	792	792	792	792
Office Supplies	431	439	445	445	445
Mileage, Training & Meetings	350	429	500	500	500
Professional Memberships	580	590	600	597	600
Professional Services	3,900	0	0	0	0
Refunds	10,435	0	0	0	0
<b>TOTAL</b>	<b>118,309</b>	<b>106,354</b>	<b>104,557</b>	<b>109,153</b>	<b>111,270</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>13301 - ENGINEERING</b>						
<b>40101 - REGULAR PAYROLL</b>						
Town Engineer	1.00	93,201.00	93,201	<b>93,951</b>		<b>93,951</b>
Longevity	1.00	750.00	750			
<b>41210 - EMPLOYEE RELATED INS.</b>						
Life/AD&D Insurance	1.00	216.00	216	<b>339</b>		<b>339</b>
Long Term Disability Insurance	1.00	123.00	123			
<b>41230 - FICA &amp; RETIREMENT</b>						
FICA	1.00	7,187.00	7,187	<b>14,643</b>		<b>14,643</b>
Defined Contribution 401(a) Plan @ 8%	1.00	7,456.00	7,456			
<b>42233 - COPIER</b>						
Monthly lease (shared cost w/ Planning & Code Administration)	1.00	792.00	792	<b>792</b>		<b>792</b>
<b>42301 - OFFICE SUPPLIES</b>						
Shared cost with Planning & Code Administration	1.00	445.00	445	<b>445</b>		<b>445</b>
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>						
Inspections, meetings, & workshops	1.00	500.00	500	<b>500</b>		<b>500</b>
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>						
Professional Registration Fees & membership dues (e.g. CASHO, ASCE & PE license)	1.00	600.00	600	<b>600</b>		<b>600</b>
<b>TOTAL ENGINEERING</b>				<b>111,270</b>		<b>111,270</b>

**Town of Colchester  
FY 2016 – 2017  
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 – 2-day (shared FTE with Highway Division)

Transfer Station Equipment Operator – 2-day (shared FTE with Fleet Division)

**2015 - 2016 Accomplishments**

- Replaced Metal Beam Rail for safety of users of station.
- Initiated Paint Recycling program in accordance with State mandates, at no cost to residents.
- Initiated Mattress Recycling program in accordance with State mandates, at no cost to residents.
- Constructed Improved Traffic Flow ramp.
- Replaced Deere 710 backhoe as part of Equipment replacement plan.
- Enclosed battery storage and oil/anti-freeze recycling areas for security purposes.
- 248 households served at the Colchester Household Hazardous Waste Collection event.

<b>Measures (January 1 – December 31)</b>	<b><u>2015</u></b>	<b><u>2014</u></b>	<b><u>2013</u></b>
• Waste Handled (tons):	1211.46	1451.1	1516.29

**2016 – 2017 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.
- Replace Deere 710 backhoe as part of Equipment replacement plan.

**TOWN OF COLCHESTER  
PROPOSED BUDGET**

**TRANSFER STATION**

<b><u>ACCOUNT</u></b>	<b>FY 2013-2014 ACTUAL EXPENDITURES</b>	<b>FY 2014-2015 ACTUAL EXPENDITURES</b>	<b>FY 2015-2016 ADOPTED BUDGET</b>	<b>FY 2015-2016 PROJECTED ACTUALS</b>	<b>FY 2016-2017 PROPOSED BUDGET</b>
Regular Payroll	78,979	75,056	85,808	86,134	86,601
Overtime	6,524	7,508	6,000	3,922	6,000
Employee Related Insurances	412	366	457	455	460
FICA & Retirement	10,336	8,819	11,291	9,221	11,392
Office Supplies	102	115	250	250	250
Safety Equipment	237	400	600	400	600
Other Purchased Supplies	232	387	1,196	1,196	1,196
Transportation	96,607	92,374	95,000	95,000	97,000
Mileage, Training & Meetings	367	395	690	690	690
Professional Services	24,517	28,648	29,515	29,515	29,515
Service Contracts	625	669	690	642	786
Uniform Rental	833	680	893	830	884
Landfill Operation	830	800	3,800	1,000	1,000
Telephone	409	410	420	420	420
Electricity	1,899	1,836	1,800	1,800	1,800
Building Repairs	418	504	1,000	1,000	1,000
Household Hazardous Waste Disposal	13,874	14,207	17,000	17,000	17,000
Vehicle Maintenance & Fuel	4,712	3,735	5,764	5,700	4,918
<b>TOTAL</b>	<b>241,913</b>	<b>236,909</b>	<b>262,174</b>	<b>255,175</b>	<b>261,512</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>13601- TRANSFER STATION</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>86,601</b>		<b>86,601</b>
Transfer Station Operator	1.00	46,458.00	46,458			
Union contract in negotiation						
Equipment Operator	1.00	39,693.00	39,693			
Union contract in negotiation						
Longevity	1.00	450.00	450			
<b>40103 - OVERTIME</b>				<b>6,000</b>		<b>6,000</b>
Overtime (not Saturday)	1.00	6,000.00	6,000			
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>460</b>		<b>460</b>
Life/AD&D Insurance	1.00	216.00	216			
Long Term Disability	1.00	244.00	244			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>11,392</b>		<b>11,392</b>
FICA	1.00	7,084.00	7,084			
Defined Contribution 401(a) Plan @ 5%	1.00	4,308.00	4,308			
Union contract in negotiation						
<b>42301 - OFFICE SUPPLIES</b>				<b>250</b>		<b>250</b>
Cash register supplies, wasp spray, garbage bags, rags, etc.	1.00	250.00	250			
<b>42323 - PROT CLOTHING&amp; SAFETY EQUIP</b>				<b>600</b>		<b>600</b>
Safety boot allowance	2.00	200.00	400			
Gloves, dust mask, eye/ear protection, etc.	1.00	200.00	200			
<b>42340 - OTHER PURCHASED SUPPLIES</b>				<b>1,196</b>		<b>1,196</b>
Ladders, poles, covers, signage	1.00	300.00	300			
Hand tools - day to day maintenance	1.00	200.00	200			
Paint & paint supplies	1.00	100.00	100			
Sand, salt, gravel, cements for station roads & pads, etc.	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 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>43212 - TRANSPORTATION</b>				<b>97,000</b>		<b>97,000</b>
Monthly service fees - Town Hall, Fire Department, Senior Center, Cragin Library, Grounds, Yard, Youth Center	1.00	97,000.00	97,000			
Disposal MSW, bulky, recycling						
Increase in recycling oil and anti-freeze cost due to lowering of oil						
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>690</b>		<b>690</b>
2 training courses @ \$75 per course	2.00	75.00	150			
Mileage	12.00	45.00	540			
<b>44208 - PROFESSIONAL SERVICES</b>				<b>29,515</b>		<b>29,515</b>
Quarterly monitoring	1.00	12,050.00	12,050			
Annual report/hydrogeologic study	1.00	2,000.00	2,000			
Contracted 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 monitoring	1.00	300.00	300			
General discharge permit - water quality monitoring	1.00	2,000.00	2,000			
Landfill hillside mowing	1.00	2,000.00	2,000			
<b>44223 - SERVICE CONTRACTS</b>				<b>786</b>		<b>786</b>
Portable restroom	12.00	58.00	696			
Annual fire extinguisher services	1.00	90.00	90			
<b>44238 - UNIFORM RENTALS</b>				<b>884</b>		<b>884</b>
2 employees, 52 weeks	52.00	17.00	884			
<b>44259 - LANDFILL OPERATION</b>				<b>1,000</b>		<b>1,000</b>
Permits (operating, DEEP), registration, incidental expenses	1.00	830.00	830			
Incidental operating expenses	1.00	170.00	170			
<b>45216 - TELEPHONE</b>				<b>420</b>		<b>420</b>
Monthly charges	12.00	35.00	420			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>45622 - ELECTRIC</b>				<b>1,800</b>		<b>1,800</b>
Electricity	12.00	150.00	1,800			
<b>46226 - BUILDING REPAIRS</b>				<b>1,000</b>		<b>1,000</b>
Repairs to tipping pad railings and posts, gatehouse, garage, storage areas, etc.	1.00	1,000.00	1,000			
<b>46228 - HOUSEHOLD HAZARD DISPOSAL</b>				<b>17,000</b>		<b>17,000</b>
Household Hazardous Waste collectionn program	1.00	17,000.00	17,000			
<b>46390 - VEHICLE MAINTENANCE &amp; FUEL</b>				<b>4,918</b>		<b>4,918</b>
Equipment Gasoline/Diesel	600.00	1.53	918			
Equipment Repairs	1.00	4,000.00	4,000			
<b>TOTAL TRANSFER STATION</b>				<b>261,512</b>		<b>261,512</b>

# **Community & Human Services**



TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET

## Community & Human Services

### Departments

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



**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 & 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)

## 2015 – 2016 Accomplishments

- Provided 12 school based programs focused on: social skill development, Substance abuse prevention (Rx drugs/Heroin, Binge Drinking, Vaping), Suicide Prevention, and Teen Dating Violence.
- Provide three “Community Conversations” (substance abuse prevention series):  
 Oct.7<sup>th</sup>, 2015: “Vaping: More Dangerous Than You Think” – 95 attended  
 Feb.3, 2016: “Spotlight on Heroin” – 285 youth and adults attended  
 May 4, 2015: “Underage Drinking”
- Approximately 240 (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.
- Raised nearly \$5,000 since October 2015 toward the purchase of our next van from Bake Sale, Restaurant Fundraiser and Resolution Run 5K, with more events planned.
- Received a grant for \$2,500 from the Southeastern CT Community Foundation Women’s and Girl’s Fund to provide a Healthy Relationships program to middle school students

<b>Measures (January 1 – December 31)</b>	<b><u>2015</u></b>	<b><u>2014</u></b>	<b><u>2013</u></b>
• Families Served by Food Bank: (dup)	<b>1,719</b>	<b>2,013</b>	<b>1,283</b>
• Pounds of food distributed:	<b>66,062</b>	<b>68,163</b>	<b>64,771</b>
• Families served by Mobile Food Truck (dup)	<b>856</b>	<b>n/a</b>	<b>n/a</b>
• Households Served by Fuel Bank:	<b>75</b>	<b>60</b>	<b>42</b>
• Energy Assistance Applications (all sources):	<b>383</b>	<b>370</b>	<b>364</b>
• Number of Programs:	<b>362</b>	<b>298</b>	<b>281</b>
• Program Participants:	<b>7,041</b>	<b>7,973</b>	<b>6,429</b>
• Volunteer Hours	<b>1,570</b>	<b>1,448</b>	<b>1,247</b>

## 2016 – 2017 Objectives

- Continue fundraising efforts to replace oldest van in our fleet
- Keep abreast of issues and trends impacting adolescents through professional development opportunities.
- Collaborate with C3/School Readiness and local partners to develop and implement strategies/programs under the 2Generation legislative policy
- Develop a 3-year plan for replacing windows and other needed improvements at the Youth Center

**TOWN OF COLCHESTER  
PROPOSED BUDGET**

**YOUTH & SOCIAL SERVICES**

<b><u>ACCOUNT</u></b>	<b><u>FY 2013-2014 ACTUAL EXPENDITURES</u></b>	<b><u>FY 2014-2015 ACTUAL EXPENDITURES</u></b>	<b><u>FY 2015-2016 ADOPTED BUDGET</u></b>	<b><u>FY 2015-2016 PROJECTED ACTUALS</u></b>	<b><u>FY 2016-2017 PROPOSED BUDGET</u></b>
Regular Payroll	225,966	232,751	241,859	246,199	254,443
Contractual, Temporary, Occasional Payroll	9,048	9,614	10,076	10,004	9,902
Employee Related Insurances	826	942	1,094	990	1,094
FICA & Retirement	29,830	31,513	35,309	32,367	36,969
Copier	2,293	2,282	2,048	1,866	1,920
Office Supplies	1,389	1,729	1,800	1,800	1,800
Custodial/Maintenance Supplies	1,305	1,499	1,575	1,500	750
Mileage, Training & Meetings	1,667	2,036	2,000	2,000	2,000
Professional Memberships	565	565	575	613	675
Professional Services	354	5,806	11,500	9,050	11,500
Postage	627	656	600	600	800
Service Contracts	769	553	840	840	876
Printing & Publications	797	356	400	400	400
Telephone	1,109	1,109	2,160	2,024	2,040
Fuel & Heating	4,458	5,155	3,190	3,000	1,924
Electricity	1,377	1,672	1,400	1,750	2,160
Building Repairs	2,247	2,053	2,000	2,000	2,000
Vehicle Maintenance & Fuel	4,247	3,138	4,950	5,000	3,680
Programs	15,578	13,984	14,000	14,000	14,000
Building & Grounds Improvements	3,500	0	1,000	0	1,000
<b>TOTAL</b>	<b>307,952</b>	<b>317,413</b>	<b>338,376</b>	<b>336,003</b>	<b>349,933</b>

Funding for the Colchester C3 program has been reallocated to Community Agencies

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>14102 - YOUTH &amp; SOCIAL SERVICES</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>254,443</b>		<b>254,443</b>
Youth & Social Services Director	1.00	77,298.00	77,298			
Program Coordinator II (7 hrs/day)	1.00	50,827.00	50,827			
Program Coordinator I (7 hrs/day)	1.00	46,479.00	46,479			
Administrative Assistant & Program Coordinator (7 hrs/day)	1.00	43,538.00	43,538			
Social Services Coordinator - (22 hrs/week)	1.00	26,264.00	26,264			
Social Services Coordinator - Seasonal Part-time (14 hrs/week for 14 weeks)	1.00	4,248.00	4,248			
Longevity	1.00	750.00	750			
Increase Part-time Social Services Coordinator from 22 to 28 hrs/week	1.00	7,163.00	7,163			
Decrease Part-time Seasonal Social Services Coordinator from 14 to 7 hrs/week	1.00	(2,124.00)	(2,124)			
<b>40105 - CONTR TEMP OCCAS</b>				<b>9,902</b>		<b>9,902</b>
YSB Center Supervisor (2 hrs/day, 68 days)	1.00	2,139.00	2,139			
YSB Center Supervisor (2 hrs/day, 68 days)	1.00	1,738.00	1,738			
YSB Center Supervisor (2 hrs/day, 68 days)	1.00	2,139.00	2,139			
YSB Center Supervisor (3 hrs/day, 77 days)	1.00	3,886.00	3,886			
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>1,094</b>		<b>1,094</b>
Life/AD&D insurance	1.00	605.00	605			
Long Term Disability insurance	1.00	489.00	489			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>36,969</b>		<b>36,969</b>
FICA	1.00	19,837.00	19,837			
Defined Contribution 401(a) Plan - Youth & Social Services Director @ 8%	1.00	6,184.00	6,184			
Defined Contribution 401(a) Plan - Program Coordinators and Administrative Assistant @ 7.5%	1.00	10,563.00	10,563			
FICA - increase Part-time Social Services Coordinator hours	1.00	548.00	548			
FICA - decrease Part-time Seasonal Social Services Coordinator hours	1.00	(163.00)	(163)			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>42233 - COPIER</b>				<b>1,920</b>		<b>1,920</b>
Copier lease - monthly payments	12.00	95.00	1,140			
Per copy charges	1.00	780.00	780			
<b>42301 - OFFICE SUPPLIES</b>				<b>1,800</b>		<b>1,800</b>
<b>42331 - CUSTODIAL/MAINTENANCE SUPPLIES</b>				<b>750</b>		<b>750</b>
Custodial/maintenance supplies for the Youth Center	1.00	750.00	750			
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>2,000</b>		<b>2,000</b>
Registration fees for professional development conferences/training	1.00	1,200.00	1,200			
Mileage reimbursement	1.00	800.00	800			
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>675</b>		<b>675</b>
CYSA Membership	1.00	575.00	575			
CT Clearinghouse	1.00	20.00	20			
CT Local Administrators of Social Services	1.00	80.00	80			
<b>44208 - PROFESSIONAL SERVICES</b>				<b>11,500</b>		<b>11,500</b>
Fees For Public Passenger Endorsement (physicals, DMV, fingerprints)	1.00	300.00	300			
Substance Abuse counseling program	1.00	11,200.00	11,200			
<b>44217 - POSTAGE</b>				<b>800</b>		<b>800</b>
<b>44223 - SERVICE CONTRACTS</b>				<b>876</b>		<b>876</b>
Fire alarm testing - Youth Center	1.00	100.00	100			
Fire alarm monitoring - Youth Center	1.00	300.00	300			
Boiler inspection and maintenance - Youth Center	1.00	360.00	360			
Water cooler rental - Youth Center	12.00	8.00	96			
Fire extinguisher inspection	1.00	20.00	20			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>44232 - PRINTING &amp; PUBLICATIONS</b>				<b>400</b>		<b>400</b>
Printing (projects that can't be printed in-house)	1.00	400.00	400			
<b>45216 - TELEPHONE</b>				<b>2,040</b>		<b>2,040</b>
Youth Center phone line for alarm monitoring	12.00	30.00	360			
Youth Center phone & internet	12.00	140.00	1,680			
<b>45221 - FUEL/HEATING</b>				<b>1,924</b>		<b>1,924</b>
Heating oil - Youth Center	1,300.00	1.48	1,924			
<b>45622 - ELECTRIC</b>				<b>2,160</b>		<b>2,160</b>
Electricity - Youth Center	1.00	2,160.00	2,160			
<b>46226 - BUILDING REPAIRS</b>				<b>2,000</b>		<b>2,000</b>
Youth Center - plumbing, heating, building repairs	1.00	2,000.00	2,000			
<b>46390 - VEHICLE MAINTENANCE &amp; FUEL</b>				<b>3,680</b>		<b>3,680</b>
Repairs and maintenance	1.00	2,000.00	2,000			
Unleaded gasoline	1,000.00	1.68	1,680			
<b>47282 - PROGRAMS</b>				<b>14,000</b>		<b>14,000</b>
Youth programs, curriculum, videos, materials, supplies, refreshments, etc.	1.00	14,000.00	14,000			
Contribution to Colchester Collaborative for Children (C3)	1.00	7,500.00	7,500			
Contribution to C3 reallocated to Community Agencies budget	1.00	(7,500.00)	(7,500)			
<b>48417 - BUILDING &amp; GROUNDS IMPROVEMENTS</b>				<b>1,000</b>		<b>1,000</b>
Improvements to Youth Center	1.00	1,000.00	1,000			
<b>TOTAL YOUTH &amp; SOCIAL SERVICES</b>				<b>349,933</b>		<b>349,933</b>

**Town of Colchester  
FY 2016 – 2017  
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  
PROPOSED BUDGET

HEALTH

<u>ACCOUNT</u>	FY 2013-2014 ACTUAL <u>EXPENDITURES</u>	FY 2014-2015 ACTUAL <u>EXPENDITURES</u>	FY 2015-2016 ADOPTED <u>BUDGET</u>	FY 2015-2016 PROJECTED <u>ACTUALS</u>	FY 2016-2017 PROPOSED <u>BUDGET</u>
Chatham Health District	136,289	144,874	152,333	152,333	166,778
<b>TOTAL</b>	<b>136,289</b>	<b>144,874</b>	<b>152,333</b>	<b>152,333</b>	<b>166,778</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>14201 - HEALTH</b>						
<b>47260 - CHATHAM HEALTH DISTRICT</b>						
Per capita fees	1.00	166,778.00	166,778	<b>166,778</b>		<b>166,778</b>
Based on Department of Public Health 2014 population estimate of 16,192						
<b>TOTAL HEALTH</b>				<b>166,778</b>		<b>166,778</b>



**Town of Colchester  
FY 2016 - 2017  
Proposed Budget**

**Community Agencies**

**Description**

Collaborative for Colchester's Children (C3)– A partnership of parents, educators, community members, agencies, and businesses working together to provide services and support to children and their families from birth through age eight.

**TOWN OF COLCHESTER  
PROPOSED BUDGET**

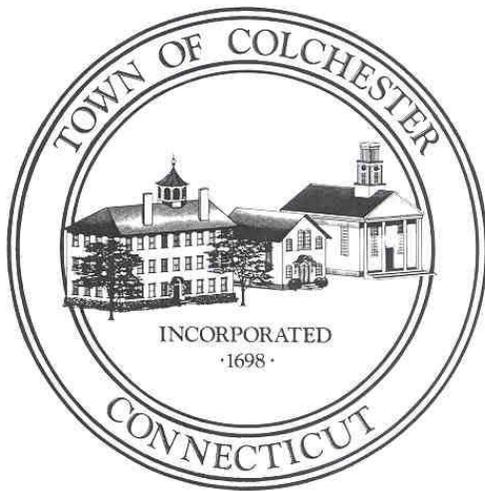
**COMMUNITY AGENCIES**

<b><u>ACCOUNT</u></b>	<b>FY 2013-2014 ACTUAL <u>EXPENDITURES</u></b>	<b>FY 2014-2015 ACTUAL <u>EXPENDITURES</u></b>	<b>FY 2015-2016 ADOPTED <u>BUDGET</u></b>	<b>FY 2015-2016 PROJECTED <u>ACTUALS</u></b>	<b>FY 2016-2017 PROPOSED <u>BUDGET</u></b>
Colchester Collaborative for Children (C3)	4,984	5,000	7,500	7,500	25,000
<b>TOTAL</b>	<b>4,984</b>	<b>5,000</b>	<b>7,500</b>	<b>7,500</b>	<b>25,000</b>

Funding for the Colchester C3 program was previously accounted for within the Youth & Social Services budget

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>14301 - COMMUNITY AGENCIES</b>						
<b>47270 - CONTRIBUTION TO COLCHESTER COLLABORATIVE FOR CHILDREN (C3)</b>				<b>35,000</b>		<b>25,000</b>
Contribution to C3 - reallocation from Youth & Social Services	1.00	7,500.00	7,500			
Contribution to C3 - increase in funding request	1.00	27,500.00	27,500		(10,000)	
<b>TOTAL COMMUNITY AGENCIES</b>				<b>35,000</b>		<b>25,000</b>



**Town of Colchester  
FY 2016-2017  
First Selectman's 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 & Young Adult Services Librarian  
Adult Services Librarian  
Library Programming Assistant (part time)  
Cataloger  
Circulation Supervisor  
Assistant to Children's Librarian  
Library Assistants (part-time - 3)  
Shelver (part-time – 3)

## 2015-2016 Accomplishments

- Maintained Summer Outreach bookmobile services for six locations.
- Introduced regular library programming for youth in grades 6-8.
- 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.

<b>Measures (January 1 – December 31)</b>	<b><u>2015</u></b>	<b><u>2014</u></b>	<b><u>2013</u></b>
• Circulation (Total Items Borrowed):	124,714	139,382	138,672
• Inter-Library Loan Items Borrowed:	8,942	7,292	4,985
• Inter-Library Loan Items Loaned:	6,734	4,639	4,324
• Computer Uses:	14,554	15,382	16,373
• Reference Questions:	7,271	8,338	10,545
• Total Programs:	466	458	505
• Total Program Attendance:	9,844	8,398	8,734
• Meeting Room Uses:	528	536	695
• Meeting Room Attendance:	4,678	4,215	5,562

## 2016-2017 Goals

- Increase summer reading participation to 500 children in grades K-5 and 200 middle school students in grades 6-8.
- Provide 4-6 programs for youth in grades 6-8 each month with average attendance of 10.
- Introduce new MakerSpace at Cragin, recruit volunteers to teach adults, teens, and children how to use 3-D printers.
- Recruit 12-15 community members for participation in strategic planning process.

**TOWN OF COLCHESTER  
PROPOSED BUDGET**

**CRAGIN MEMORIAL LIBRARY**

<b><u>ACCOUNT</u></b>	<b>FY 2013-2014 ACTUAL EXPENDITURES</b>	<b>FY 2014-2015 ACTUAL EXPENDITURES</b>	<b>FY 2015-2016 ADOPTED BUDGET</b>	<b>FY 2015-2016 PROJECTED ACTUALS</b>	<b>FY 2016-2017 PROPOSED BUDGET</b>
Regular Payroll	332,627	330,230	347,857	336,338	358,577
Employee Related Insurances	1,277	1,235	1,445	1,373	1,444
FICA & Retirement	42,865	41,394	45,868	42,772	47,068
Copier	2,921	4,683	2,360	3,033	3,033
Office Supplies	3,789	3,565	3,900	3,850	3,900
Custodial/Maintenance Supplies	4,009	2,806	3,500	3,500	3,500
Books, Magazines, & Periodicals	48,482	48,493	48,500	48,500	50,000
Library Media Supplies	2,708	4,035	4,000	3,650	4,000
Mileage, Training & Meetings	1,248	998	1,000	1,000	1,000
Professional Memberships	1,013	1,095	1,095	1,359	1,514
Data Processing	31,540	31,740	31,740	31,740	31,987
Postage	295	101	300	150	300
Service Contracts	7,770	6,120	9,555	8,900	8,445
Printing & Publications	211	610	1,200	800	1,200
Telephone	2,759	2,739	3,000	2,700	3,000
Fuel & Heating	13,525	15,355	11,600	9,600	5,920
Water & Sewer	2,892	3,026	2,918	3,273	2,944
Electricity	32,914	25,610	28,565	28,000	28,565
Equipment Repairs	0	858	200	75	200
Building Repairs	1,995	1,037	1,500	1,500	1,500
Programs	361	383	500	500	500
<b>TOTAL</b>	<b>535,201</b>	<b>526,113</b>	<b>550,603</b>	<b>532,613</b>	<b>558,597</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>15101 - CRAGIN MEMORIAL LIBRARY</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>358,577</b>		<b>358,577</b>
Director	1.00	85,830.00	85,830			
Assistant Director (7 hrs/day)	1.00	53,242.00	53,242			
Union contract in negotiation						
Children's Librarian (7 hrs/day)	1.00	54,173.00	54,173			
Union contract in negotiation						
Cataloger (7 hrs/day)	1.00	37,945.00	37,945			
Union contract in negotiation						
Circulation Supervisor (7 hrs/day)	1.00	37,097.00	37,097			
Union contract in negotiation						
Assistant to Children's Librarian (7 hrs/day)	1.00	30,360.00	30,360			
Union contract in negotiation						
Programming Assistant (13 hrs/week)	1.00	13,871.00	13,871			
Part-time Library Assistant (17.25 hrs/week)	1.00	12,741.00	12,741			
Part-time Library Assistant (13 hrs/week)	1.00	8,537.00	8,537			
Part-time Library Assistant (12.125 hrs/week)	1.00	7,962.00	7,962			
Part-time Shelver (1.5 hrs/day)	1.00	3,856.00	3,856			
Part-time Shelver (1.5 hrs/day)	1.00	3,856.00	3,856			
Part-time Shelver (1.5 hrs/day)	1.00	3,856.00	3,856			
Longevity	1.00	450.00	450			
Reinstate Saturday hours in the Summer (6 hrs open)	1.00	1,973.00	1,973			
Reinstate 2 hours per Saturday - September-June	1.00	2,828.00	2,828			
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>1,444</b>		<b>1,444</b>
Life/AD&D insurance.	1.00	756.00	756			
Long Term Disability insurance.	1.00	688.00	688			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>47,068</b>		<b>47,068</b>
FICA	1.00	27,064.00	27,064			
Defined Contribution 401(a) Plan - Director @ 8%	1.00	6,866.00	6,866			
Defined Contribution 401(a) Plan - Staff @ 6%	1.00	12,770.00	12,770			
Union contract in negotiation						
FICA - reinstate Saturday hours in the Summer	1.00	151.00	151			
FICA - reinstate two hours per Saturday - September-June	1.00	217.00	217			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>42233 - COPIER</b>				<b>3,033</b>		<b>3,033</b>
Annual lease payments	1.00	2,128.00	2,128			
Property taxes - copier lease	1.00	205.00	205			
Per copy charges	1.00	700.00	700			
<b>42301 - OFFICE SUPPLIES</b>				<b>3,900</b>		<b>3,900</b>
Office supplies. Copier and printer paper, toner, general office materials	1.00	3,900.00	3,900			
<b>42331 - CUSTODIAL/MAINTENANCE SUPPLIES</b>				<b>3,500</b>		<b>3,500</b>
Custodial & building maintenance supplies: cleaners, carpet shampoo, toilet paper, paper towels	1.00	3,500.00	3,500			
<b>42342 - BOOKS, MAGAZINES &amp; PERIODICALS</b>				<b>50,000</b>		<b>50,000</b>
Books, magazines, music, audiobooks, databases for all ages	1.00	50,000.00	50,000			
<b>42344 - LIBRARY MEDIA SUPPLIES</b>				<b>4,000</b>		<b>4,000</b>
Processing and repair materials for library books, magazines and media items	1.00	4,000.00	4,000			
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>1,000</b>		<b>1,000</b>
Mileage - workshops, continuing education, conferences	1.00	1,000.00	1,000			
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>1,514</b>		<b>1,514</b>
American Library Association (ALA) - Professional journal, continuing education, and discounted purchases	1.00	137.00	137			
Connecticut Library Consortium (CLC) Statewide Library discount program & continuing education Provides deep discounts for library materials & supplies	1.00	850.00	850			
Connecticut Library Association (CLA) Continuing Education and discounts.	1.00	250.00	250			
Public Library Association (PLA) - Professional journal, continuing education, and discounted purchases	1.00	72.00	72			
Colchester Business Association	1.00	90.00	90			
Friends of Connecticut Libraries - newsletter & volunteer development	1.00	15.00	15			
Association of CT Library Boards	1.00	100.00	100			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>44205 - DATA PROCESSING</b>				<b>31,987</b>		<b>31,987</b>
Consortium membership - regionalization, resource sharing, and integrated library software system	1.00	31,987.00	31,987			
<b>44217 - POSTAGE</b>				<b>300</b>		<b>300</b>
Business correspondence, overdue notices, etc.	1.00	300.00	300			
<b>44223 - SERVICE CONTRACTS</b>				<b>8,445</b>		<b>8,445</b>
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	425.00	425			
CT State Library - annual iConn participation fee	1.00	450.00	450			
Movie licensing fees (MPLC & MLUSA)	1.00	390.00	390			
Historical Hartford Courant	1.00	400.00	400			
Software contracts - desktop & workstation security, public computer session & print management	1.00	875.00	875			
<b>44232 - PRINTING &amp; PUBLICATIONS</b>				<b>1,200</b>		<b>1,200</b>
Library share of distribution costs of Colchester Connection	1.00	1,200.00	1,200			
<b>45216 - TELEPHONE</b>				<b>3,000</b>		<b>3,000</b>
Monthly telephone charges	1.00	3,000.00	3,000			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>45221 - FUEL/HEATING</b>				<b>5,920</b>		<b>5,920</b>
Heating oil - Library	4,000.00	1.48	5,920			
<b>45222 - WATER &amp; SEWER</b>				<b>2,944</b>		<b>2,944</b>
Water - quarterly billing	4.00	169.25	677			
Sewer - quarterly billing	4.00	138.25	553			
Fire protection - quarterly billing	4.00	381.00	1,524			
Backflow inspection	1.00	80.00	80			
Backflow test	1.00	110.00	110			
<b>45622 - ELECTRIC</b>				<b>28,565</b>		<b>28,565</b>
Cragin Library	1.00	28,565.00	28,565			
<b>46224 - EQUIPMENT REPAIRS</b>				<b>200</b>		<b>200</b>
Minor office equipment repair.	1.00	200.00	200			
<b>46226 - BUILDING REPAIRS</b>				<b>1,500</b>		<b>1,500</b>
Painting; minor plumbing, electrical & heat repairs; lighting ballasts	1.00	1,500.00	1,500			
<b>47282 - PROGRAMS</b>				<b>500</b>		<b>500</b>
Supplies for library programs for all ages	1.00	500.00	500			
<b>TOTAL CRAGIN MEMORIAL LIBRARY</b>				<b>558,597</b>		<b>558,597</b>



**Town of Colchester  
FY 2016 - 2017  
Proposed Budget**

**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)

Recreation Specialist (full-time) (funded through P&R Program Fund)

Office Assistant (part-time)

## 2015 - 2016 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, Food Fest which serve over 11,000 participants
- Saw another year of positive profit in the Program Fund
- Procured a youth tennis instructional grant
- Continue to improve our online registration and facility reservation process for customers, sport leagues and the BOE
- Coordinated, distributed and improved the town-wide Colchester Connections
- Partnered with DEEP to offer a free family fishing course, collaborate with other towns on the Ghost Run and National Trails Day and partnered more closely with local businesses
- Introduced the use of coupons and discounts as a way to increase participation in programs as well as encourage early registrations.
- Staff attended training which will allow us to run safer programs such as Mental Health First Aid, Wilderness First Aid, Risk Management training, and Defensive Driving classes
- Hosted Regional camp training and conducted in-house trainings to save the department time and money
- Attended several new parent orientations to showcase our programs at JJIS, WJJMS & BA.
- Sold out of tickets for theme parks and two NYC trips
- Increased the scholarship fund by \$2,000 more than in 2014
- Increased attendance by 89% in summer sports camps
- Improved the Food Festival and increased Food Vendors for by 43%
- Increased the value of sponsorships by adding more incentives and opportunities for businesses
- Supported, oversaw and advised several sponsored community groups: Colchester Civic Orchestra and Choir; Colchester Community Theatre; Colchester Dog Park with 7 fundraisers generating \$3200 in revenue and improvements to include a watering station, stairs, and agility jumps; Endorsed 6 Youth Sport Leagues; and Endorsed 4 Adult Sport leagues.

### Measures (January 1 – December 31)

	<u>2015</u>	<u>2014</u>	<u>2013</u>
• Programs:	1258	1060	1219
• Participants:	14,544	16,195	17,686
• Large Events:	28	30	26

## 2016 - 2017 Objectives

- Increase enrollment by 5% in adult fitness & summer camp through increased marketing
- Add additional marketing material for programs through the Recreation Specialist position
- Increase sponsorship opportunities and donations for programs by 10%
- Continue to garner a positive fund balance in the Recreation Program Fund
- Add 3 - 5 new programs per season by attending professional development opportunities and networking

**TOWN OF COLCHESTER  
PROPOSED BUDGET**

**RECREATION**

<b><u>ACCOUNT</u></b>	<b>FY 2013-2014 ACTUAL EXPENDITURES</b>	<b>FY 2014-2015 ACTUAL EXPENDITURES</b>	<b>FY 2015-2016 ADOPTED BUDGET</b>	<b>FY 2015-2016 PROJECTED ACTUALS</b>	<b>FY 2016-2017 PROPOSED BUDGET</b>
Regular Payroll	126,709	122,676	131,867	130,202	134,624
Overtime	866	255	1,344	294	1,371
Contractual, Temporary, Occasional Payroll	0	6,637	5,000	5,000	6,000
Employee Related Insurances	453	446	505	505	505
FICA & Retirement	17,011	16,732	18,387	18,116	18,844
Copier	2,958	2,941	2,616	3,314	2,730
Office Supplies	1,499	1,786	2,200	1,800	1,900
Mileage, Training & Meetings	4,994	4,676	3,800	5,200	3,800
Professional Memberships	1,090	829	1,190	1,190	1,190
Professional Services	1,200	475	950	200	350
Postage	337	1,215	1,200	1,200	1,400
Service Contracts	5,800	3,500	3,820	3,770	5,500
Advertising	25	336	250	0	0
Printing & Publications	894	674	1,700	1,700	2,200
Equipment Rental	0	1,567	1,500	1,500	2,000
Uniform Rental	400	450	450	450	500
Telephone	2,427	2,581	2,880	2,870	2,880
Office Equipment	0	0	0	0	0
<b>TOTAL</b>	<b>166,663</b>	<b>167,776</b>	<b>179,659</b>	<b>177,311</b>	<b>185,794</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>15201 - RECREATION</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>134,624</b>		<b>134,624</b>
Recreation Manager	1.00	63,382.00	63,382			
Administrative Assistant (5 hrs/day)	1.00	15,047.00	15,047			
Recreation Supervisor	1.00	55,695.00	55,695			
Longevity	1.00	500.00	500			
<b>40103 - OVERTIME</b>				<b>1,371</b>		<b>1,371</b>
Meeting Clerk - Parks & Recreation Commission	1.00	1,371.00	1,371			
<b>40105 - CONTR TEMP OCCAS</b>				<b>6,000</b>		<b>6,000</b>
Seasonal office/programming assistance	1.00	5,000.00	5,000			
Increased hours of seasonal office/programming assistance	1.00	1,000.00	1,000			
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>505</b>		<b>505</b>
Life/AD&D insurance.	1.00	260.00	260			
Long Term Disability insurance.	1.00	245.00	245			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>18,844</b>		<b>18,844</b>
FICA	1.00	10,787.00	10,787			
Defined Contribution 401(a) Plan - Recreation Manager @ 6%	1.00	3,803.00	3,803			
Defined Contribution 401(a) Plan - Recreation Supervisor @ 7.5%	1.00	4,177.00	4,177			
FICA - increased hours of seasonal office/programming	1.00	77.00	77			
<b>42233 - COPIER</b>				<b>2,730</b>		<b>2,730</b>
Monthly lease payments	12.00	120.50	1,446			
Copier paper - 12 cases	12.00	22.00	264			
Property taxes - copier lease	1.00	300.00	300			
Per copy charges	1.00	720.00	720			
<b>42301 - OFFICE SUPPLIES</b>				<b>2,400</b>	<b>(500)</b>	<b>1,900</b>
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>6,500</b>		<b>3,800</b>
Mileage	1.00	2,200.00	2,200		(200)	
CRPA, CPA, & ACA training	1.00	2,000.00	2,000		(500)	
Office staff training	1.00	300.00	300			
NRPA Revenue/Supervisor Management training	1.00	2,000.00	2,000		(2,000)	

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>1,190</b>		<b>1,190</b>
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, AMC, CT Camps	1.00	285.00	285			
CT Recreation & Parks Association	1.00	260.00	260			
<b>44208 - PROFESSIONAL SERVICES</b>				<b>3,350</b>		<b>350</b>
Interpreting Services - Meetings	1.00	600.00	600		(600)	
Sound for events	6.00	400.00	2,400		(2,400)	
Music licensing fee	1.00	350.00	350			
<b>44217 - POSTAGE</b>				<b>1,400</b>		<b>1,400</b>
<b>44223 - SERVICE CONTRACTS</b>				<b>5,500</b>		<b>5,500</b>
Activenet/Facility Reservation software user fee	1.00	5,000.00	5,000			
Portable toilet rental - Special Events	1.00	500.00	500			
<b>44232 - PRINTING &amp; PUBLICATIONS</b>				<b>2,700</b>		<b>2,200</b>
Printing of event materials and Colchester Connections	1.00	2,700.00	2,700		(500)	
<b>44237 - EQUIPMENT RENTAL</b>				<b>2,000</b>		<b>2,000</b>
Generators, stage, light towers	1.00	2,000.00	2,000			
<b>44238 - UNIFORM RENTALS</b>				<b>500</b>		<b>500</b>
Recreation staff uniforms.	1.00	500.00	500			
<b>45216 - TELEPHONE</b>				<b>2,880</b>		<b>2,880</b>
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 & internet at Rec. Plex	12.00	80.00	960			
<b>48416 - OFFICE EQUIPMENT</b>				<b>2,000</b>		<b>0</b>
Replace office desk, shelving & chair	1.00	2,000.00	2,000		(2,000)	
<b>TOTAL RECREATION</b>				<b>194,494</b>		<b>185,794</b>



**Town of Colchester  
FY 2016-2017  
Budget Proposal**

**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)  
Making Memories Program Coordinator (part-time, grant funded)

**2015-2016 Accomplishments**

- Recruited, hired and trained Making Memories Program Coordinator, who has revitalized the program, greatly increasing participation rates, reaching program capacity with the development of a waiting list.
- Successfully implemented *My Senior Center* software for data tracking, beginning July, 2015.
- In conjunction with the implementation of *My Senior Center*, launched membership drive for the Colchester Senior Center. July 1-December 31 realized 128 new members for a YE total of 894 active members.
- Distributed CSC Policies and Procedures, as approved by the Board of Selectmen in May, 2015 to all members (ongoing to new members).
- Initiated annual \$10.00 membership fee for non-residents, and replacement fees of \$2.00 for *My Senior Center* scan cards bringing in \$544.00 of new revenue.
- Secured grant funding totaling \$100,968.00. This includes funding for the Making Memories Program, the Municipal Grant Program, which funds the out-of-town medical transportation services and Section 5310 A funding for the replacement of the 14 passenger bus.
- Greatly increased efficacy of fundraising, with revenues totaling \$13,871.90. This represents an increase of over 55% from the previous year.

- Continued to improve cleanliness/organization/appearance of facility including: relocation of staff offices, creation of private space for the Making Memories Program, painting the Dining Room, Craft Room and the back wall of the Activities Room, enhancement of lighting, completion of minor repairs, installation of new Bingo equipment and served as advisor to B. Legato's Eagle Scout project to repaint the main office.
- Established a Strategic Planning Team for the purposes of developing a Strategic Plan for the department of Senior Services, as well as providing recommendations to the Senior Center Sub Committee for physical requirement necessary in a new senior center facility. Director serves as committee chair.
- All staff completed Mental First Aid Training.
- Continued initiatives of the Colchester TRIAD Committee, including hosting a free Document Shredding Event at Town Hall to spread awareness to prevent identity theft, hosted a free Elder Law seminar at the Colchester Senior Center, with guest speaker Atty. Kevin Connors and provided a TRIAD article to the monthly newsletter, for safety education and promotion of health and wellness.

**Measures (January 1 – December 31)**

	<u>2015</u>	<u>2014</u>	<u>2013</u>
• Active Membership	894	766	approx. 600
• Total Visits to the Senior Center (unduplicated)	13,658	11,090	10,565
• Total Clients Served (duplicated)	16,568	13,671	12,158
• Total Programs Sessions Offered	1,994	1,833	1,309
• Transportation, non-medical (total # of rides)	9,369	10,361	9,007
• Transportation, medical (total # of rides)	2,450	2,376	2,215
• Information and Referrals	9,369	5,098	3,971
• Social Service Clients (total served)	331	338	288
• Memories Program (total units of service)	3,331	3,987.5	4,167
• Volunteer Hours (total hours)	5,269.25	5,070	4,662.5
• Senior Center sponsored Travel Opportunities (attendees)	461	371	228
• Meals On Wheels Deliveries	5,603	4,493	4,424
• Meals Served Onsite (Community Café/Bistro/Specials)	2,687	2,644	2,458

**Objectives for 2016-2017**

- Continue to meet the needs of the growing senior population through leading edge programs and services.
- Work with the Strategic Planning Team to complete a long-range plan for the department of Senior Services, including recommendations for the physical requirements for new facility.
- Director to serve as a member of the Senior Center Sub-Committee, evaluating potential sites for a new senior center.
- Establish a new Transportation Coordinator position to help alleviate the administrative and dispatch responsibilities for senior transportation services, to increase efficiency and provide better service.
- Apply for Section 5310 (A) grant funding to purchase a new 18 passenger mini-bus.
- Replacement of the Colchester Senior Center minivan utilizing vehicle replacement funds.

**TOWN OF COLCHESTER  
PROPOSED BUDGET**

**SENIOR SERVICES**

<b><u>ACCOUNT</u></b>	<b>FY 2013-2014 ACTUAL EXPENDITURES</b>	<b>FY 2014-2015 ACTUAL EXPENDITURES</b>	<b>FY 2015-2016 ADOPTED BUDGET</b>	<b>FY 2015-2016 PROJECTED ACTUALS</b>	<b>FY 2016-2017 PROPOSED BUDGET</b>
Regular Payroll	176,387	181,988	185,194	187,778	191,062
Contractual, Temporary, Occasional Payroll	3,359	3,055	3,200	4,500	4,500
Employee Related Insurances	721	800	1,014	1,053	1,059
FICA & Retirement	18,445	24,349	26,054	26,545	27,014
Copier	1,214	1,488	1,775	1,488	2,788
Office Supplies	1,100	353	1,000	1,000	1,000
Custodial/Maintenance Supplies	1,416	1,344	1,350	1,350	1,350
Mileage, Training & Meetings	232	269	250	75	250
Professional Memberships	20	150	325	150	295
Professional Services	364	449	960	957	960
Building Rental	3,705	16,000	19,705	16,000	16,000
Postage	100	294	350	350	400
Service Contracts	1,863	1,789	3,364	3,364	3,364
Printing & Publications	544	286	700	738	750
Telephone	3,306	3,383	3,300	3,300	3,300
Fuel & Heating	11,445	13,006	10,150	7,500	5,180
Electricity	6,588	5,988	6,500	6,500	6,500
Equipment Repairs	96	346	500	253	500
Building Repairs	3,693	1,486	1,500	900	1,500
Vehicle Maintenance & Fuel	17,969	16,100	16,890	17,500	12,560
<b>TOTAL</b>	<b>252,567</b>	<b>272,923</b>	<b>284,081</b>	<b>281,301</b>	<b>280,332</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>15401 - SENIOR SERVICES</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>209,854</b>		<b>191,062</b>
Director	1.00	56,840.00	56,840			
Program Coordinator (7.5 hrs/day)	1.00	42,084.00	42,084			
Administrative Assistant (7.5 hrs/day)	1.00	43,555.00	43,555			
Bus Driver (7 hrs/day)	1.00	28,593.00	28,593			
Part-time bus driver (5 hrs/day)	1.00	18,740.00	18,740			
Longevity	1.00	1,250.00	1,250			
Transportation Coordinator/Backup bus driver (20 hrs/week)	1.00	18,792.00	18,792		(18,792)	
<b>40105 - CONTR TEMP OCCAS</b>				<b>0</b>		<b>4,500</b>
Substitute drivers to cover vacations, etc. - part-time bus driver hourly rate	1.00	3,200.00	3,200			
Increased funding for substitute bus drivers	1.00	1,300.00	1,300			
Substitute driver coverage to be provided by new position of Transportation Coordinator/Backup bus driver	1.00	(4,500.00)	(4,500)		4,500	
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>1,059</b>		<b>1,059</b>
Life/AD&D Insurance.	1.00	605.00	605			
Long Term Disability insurance.	1.00	454.00	454			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>28,108</b>		<b>27,014</b>
FICA	1.00	14,860.00	14,860			
Defined Contribution 401(a) Plan - Senior Citizens Director @ 8%	1.00	4,547.00	4,547			
Union contract in negotiation						
Defined Contribution 401(a) Plan - Program Coordinator & FT Bus driver @ 6%	1.00	4,241.00	4,241			
Defined Contribution 401(a) Plan - Administrative Assistant @ 7.5%	1.00	3,267.00	3,267			
FICA - increased funding for substitute bus drivers	1.00	99.00	99			
FICA - Transportation Coordinator/Backup bus driver	1.00	1,438.00	1,438		(1,438)	
FICA - substitute driver coverage to be provided by new position of Transportation Coordinator/Backup bus driver	1.00	(344.00)	(344)		344	
<b>42233 - COPIER</b>				<b>2,788</b>		<b>2,788</b>
Monthly lease payments	12.00	124.00	1,488			
Per copy charges	1.00	1,300.00	1,300			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>42301 - OFFICE SUPPLIES</b>				<b>1,000</b>		<b>1,000</b>
Folders, paper, binders, miscellaneous	1.00	1,000.00	1,000			
<b>42331 - CUSTODIAL/MAINTENANCE SUPPLIES</b>				<b>1,350</b>		<b>1,350</b>
Kitchen and bath paper goods, soap and misc. disposable goods	1.00	1,350.00	1,350			
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>250</b>		<b>250</b>
Mileage for home visits, meetings, training and conferences	1.00	100.00	100			
Local CASC & CAMAE conferences, training for local and state programs	1.00	150.00	150			
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>295</b>		<b>295</b>
National Institute of Senior Centers (NISC)	1.00	145.00	145			
Connecticut Association of Senior Center Personnel (CASC)	2.00	50.00	100			
Connecticut Association of Municipal Agents for the Elderly	1.00	50.00	50			
<b>44208 - PROFESSIONAL SERVICES</b>				<b>960</b>		<b>960</b>
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			
<b>44215 - BUILDING RENTAL</b>				<b>16,000</b>		<b>16,000</b>
Annual lease payment - building facility	1.00	16,000.00	16,000			
<b>44217 - POSTAGE</b>				<b>400</b>		<b>400</b>
Mailings to clients, agencies, service providers, and funders	1.00	400.00	400			
<b>44223 - SERVICE CONTRACTS</b>				<b>3,364</b>		<b>3,364</b>
Annual inspection of fire equipment	1.00	120.00	120			
Pest control services	12.00	75.00	900			
Furnace/Air conditioning/Water heater service contract	1.00	700.00	700			
Alarm service - monthly inspections	12.00	37.00	444			
MySeniorCenter data tracking system	1.00	1,200.00	1,200			

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>44232 - PRINTING &amp; PUBLICATIONS</b>				<b>750</b>		<b>750</b>
Quarterly costs of printing Colchester Connections publication	4.00	150.00	600			
Outreach information, promotional materials & business cards	1.00	150.00	150			
<b>45216 - TELEPHONE</b>				<b>3,300</b>		<b>3,300</b>
Monthly VOIP phone service	12.00	175.00	2,100			
Monthly cell phone service for senior transportation drivers	12.00	100.00	1,200			
<b>45221 - FUEL/HEATING</b>				<b>5,180</b>		<b>5,180</b>
Heating oil	3,500.00	1.48	5,180			
<b>45622 - ELECTRIC</b>				<b>6,500</b>		<b>6,500</b>
Electricity	1.00	6,500.00	6,500			
<b>46224 - EQUIPMENT REPAIRS</b>				<b>500</b>		<b>500</b>
Small equipment repairs	1.00	500.00	500			
<b>46226 - BUILDING REPAIRS</b>				<b>1,500</b>		<b>1,500</b>
Minor building repairs	1.00	1,500.00	1,500			
<b>46390 - VEHICLE MAINTENANCE &amp; FUEL</b>				<b>12,560</b>		<b>12,560</b>
Equipment repairs/parts	1.00	5,000.00	5,000			
Gasoline - fuel for Senior Center fleet	4,500.00	1.68	7,560			
<b>TOTAL SENIOR SERVICES</b>				<b>295,718</b>		<b>280,332</b>

# **Debt Service**



**TOWN OF COLCHESTER  
PROPOSED BUDGET**

**DEBT SERVICE**

<b><u>ACCOUNT</u></b>	<b>FY 2013-2014 ACTUAL <u>EXPENDITURES</u></b>	<b>FY 2014-2015 ACTUAL <u>EXPENDITURES</u></b>	<b>FY 2015-2016 ADOPTED <u>BUDGET</u></b>	<b>FY 2015-2016 PROJECTED <u>ACTUALS</u></b>	<b>FY 2016-2017 PROPOSED <u>BUDGET</u></b>
Bond Principal	1,575,000	1,550,000	1,530,000	1,530,000	1,515,000
Bond Interest	467,015	422,865	371,466	371,466	327,266
Lease Principal	10,307	0	0	0	0
Lease Interest	2,592	0	0	0	0
<b>TOTAL</b>	<b>2,054,914</b>	<b>1,972,865</b>	<b>1,901,466</b>	<b>1,901,466</b>	<b>1,842,266</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>18101 - DEBT SERVICE</b>						
<b>49245 - BOND PRINCIPAL</b>						
Bond Issue 6/3/10 - Firetruck, Ambulance, Road Improvements, BA Track, BA Portables	1.00	280,000.00	280,000	<b>1,515,000</b>		<b>1,515,000</b>
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	835,000.00	835,000			
<b>49246 - BOND INTEREST</b>						
Bond Issue 6/3/10 - Firetruck, Ambulance, Road Improvements, BA Track, BA Portables	1.00	50,400.00	50,400	<b>327,266</b>		<b>327,266</b>
Advance Refunding Bond Issue 6/3/10 - Refunding 2001 bond issue	1.00	83,201.00	83,201			
Advance Refunding Bond Issue 3/1/12 - Refunding 2002 & 2005 bond issues	1.00	193,665.00	193,665			
<b>TOTAL DEBT SERVICE</b>				<b>1,842,266</b>		<b>1,842,266</b>

# **Transfers & Capital**



**TOWN OF COLCHESTER  
PROPOSED BUDGET**

**TRANSFERS & CAPITAL**

<b><u>ACCOUNT</u></b>	<b>FY 2013-2014 ACTUAL <u>EXPENDITURES</u></b>	<b>FY 2014-2015 ACTUAL <u>EXPENDITURES</u></b>	<b>FY 2015-2016 ADOPTED <u>BUDGET</u></b>	<b>FY 2015-2016 PROJECTED <u>ACTUALS</u></b>	<b>FY 2016-2017 PROPOSED <u>BUDGET</u></b>
Transfer to Capital Reserve	239,900	223,000	279,350	279,350	313,750
Transfer to Animal Control Fund	39,543	29,685	30,975	30,975	30,926
Transfer to Capital Improvement Fund	229,500	339,000	383,700	383,700	611,675
Transfer to Debt Service Fund	152,796	166,768	239,240	239,240	262,705
Transfer to BOE Capital Reserve	41,580	0	0	67,500	0
<b>TOTAL</b>	<b>703,319</b>	<b>758,453</b>	<b>933,265</b>	<b>1,000,765</b>	<b>1,219,056</b>

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>18501 - TRANSFERS</b>						
<b>50474 - TRANSFER TO CAPITAL RESERVE</b>				<b>313,750</b>		<b>313,750</b>
Contribution to Equipment Reserve	1.00	50,000	50,000			
Contribution to Vehicle Replacement Reserve	1.00	203,750	203,750			
Contribution to Buildings & Grounds Maintenance Capital Reserve	1.00	60,000	60,000			
<b>50496 - ACO - TOWN FUNDING</b>				<b>30,926</b>		<b>30,926</b>
General Fund contribution to support Animal Control Fund	1.00	30,926	30,926			
<b>50500 - TRANSFER TO CAPITAL</b>				<b>669,675</b>		<b>611,675</b>
Town Wide Revaluation	1.00	26,000	26,000			
Open Space	1.00	5,000	5,000			
Police cruiser	1.00	55,000	55,000			
Per vehicle replacement plan						
Information Technology - System Virtualization Project	1.00	35,000	35,000			
Information Technology - equipment replacement	1.00	25,000	25,000			
GIS - Map corrections, GPS location	1.00	20,000	20,000			
Fleet/Highway Garage - parking lot paving & drainage	1.00	50,000	50,000			
Fire - Replace SCBA units, masks, bottles (6 year funding plan)	1.00	54,200	54,200			
Town Hall - cooling tower replacement	1.00	14,000	14,000			
Town Hall - oil tank replacement	1.00	21,250	21,250			
Town Hall - roof repair	1.00	5,500	5,500			
Town Hall - door replacement	1.00	5,000	5,000			
Town Hall - replace rugs, shades, dividers	1.00	8,000	8,000			
Cragin Library - pavement overlay	1.00	4,000	4,000			
Youth Center - minimal soffitt repair	1.00	15,000	15,000			
Parks & Grounds - pavement overlay & striping	1.00	16,000	16,000			
Parks & Grounds - resurface tennis courts	1.00	11,000	11,000			
Parks & Grounds - Spray Park water leak repairs	1.00	20,000	20,000			
Fleet/Highway Garage - Gas/Diesel tank and fuel station replacement	1.00	95,000	95,000			
Fleet/Highway Garage - structural study, moisture intrusion repairs	1.00	5,000	5,000			
Fleet/Highway Garage - roof repairs	1.00	5,000	5,000			
Fleet/Highway Garage - foundation & apron repairs	1.00	15,000	15,000			
Fire - Thermal imaging cameras (4) - 4 year funding plan	1.00	10,000	10,000			
Fire - Fire hose/equipment/gear dryer - 2 year funding plan	1.00	14,000	14,000			
Fire - Flashover simulator - 2 year funding plan	1.00	27,725	27,725			
Fire - Service 328 replacement - 3 year funding plan	1.00	30,000	30,000			
Emergency sirens - maintenance/repairs	1.00	20,000	20,000			
Police - pickup truck	1.00	30,000	30,000		(30,000)	
Recreation - passenger van	1.00	28,000	28,000		(28,000)	

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
<b>50700 - TRANSFER TO DEBT SERVICE FUND</b>				<b>262,705</b>		<b>262,705</b>
Heavy Rescue lease purchase dated 1/20/14 - payments due 4/27/17, 7/27/17, 10/27/17 and 1/27/18	1.00	51,598	51,598			
Energy Project lease payment due 1/5/17 (Town share)	1.00	80,507	80,507			
Funding for future bond principal & interest payments	1.00	130,600	130,600			
<b>TOTAL TRANSFERS</b>				<b>1,277,056</b>		<b>1,219,056</b>



# **Animal Control Fund**



TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET

**ANIMAL CONTROL FUND**

	<b><u>FY 2013-2014</u></b> <b><u>ACTUAL</u></b> <b><u>EXPENDITURES</u></b>	<b><u>FY 2014-2015</u></b> <b><u>ACTUAL</u></b> <b><u>EXPENDITURES</u></b>	<b><u>FY 2015-2016</u></b> <b><u>ADOPTED</u></b> <b><u>BUDGET</u></b>	<b><u>FY 2015-2016</u></b> <b><u>PROJECTED</u></b> <b><u>ACTUALS</u></b>	<b><u>FY 2016-2017</u></b> <b><u>PROPOSED</u></b> <b><u>BUDGET</u></b>
<b>EXPENDITURES:</b>					
REGULAR PAYROLL	32,489	30,078	33,302	33,302	34,051
FICA	2,485	2,304	2,548	2,548	2,605
OFFICE SUPPLIES	70	0	100	50	50
OTHER PURCHASED SUPPLIES	2,714	3,116	4,000	2,000	3,000
TRAVEL, TRAINING & MEETINGS	9,137	9,516	9,075	790	9,075
PROFESSIONAL SERVICES	4,424	3,697	5,000	14,500	4,500
DUE TO STATE OF CT	7,478	7,887	8,000	7,570	7,600
POSTAGE	0	0	100	0	50
ADVERTISING	208	192	300	200	200
PRINTING	317	143	150	150	150
TELEPHONE	326	437	420	420	420
FUEL/HEATING	1,938	1,044	1,350	1,350	1,125
ELECTRICITY	787	941	750	940	940
BUILDING REPAIRS	0	300	300	0	300
<b>TOTAL EXPENDITURES</b>	<b>62,373</b>	<b>59,655</b>	<b>65,395</b>	<b>63,820</b>	<b>64,066</b>
	<b><u>FY 2013-2014</u></b> <b><u>ACTUAL</u></b> <b><u>REVENUES</u></b>	<b><u>FY 2014-2015</u></b> <b><u>ACTUAL</u></b> <b><u>REVENUES</u></b>	<b><u>FY 2015-2016</u></b> <b><u>ADOPTED</u></b> <b><u>BUDGET</u></b>	<b><u>FY 2015-2016</u></b> <b><u>PROJECTED</u></b> <b><u>ACTUALS</u></b>	<b><u>FY 2016-2017</u></b> <b><u>PROPOSED</u></b> <b><u>BUDGET</u></b>
<b>REVENUES:</b>					
TOWN CLERK DOG LICENSES	13,606	13,023	13,500	13,000	13,000
ANIMAL CONTROL OFFICER FEES	2,790	2,835	3,500	2,800	2,800
RENT & ASSISTANT ACO	2,421	2,641	2,420	2,340	2,340
TRANSFER FROM GENERAL FUND	39,543	29,685	30,975	30,975	30,926
USE OF FUND BALANCE	5,000	15,000	15,000	15,000	15,000
<b>TOTAL REVENUES</b>	<b>63,360</b>	<b>63,184</b>	<b>65,395</b>	<b>64,115</b>	<b>64,066</b>

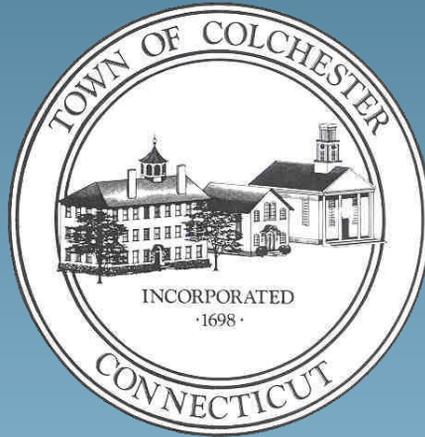
TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET

Animal Control Fund - Detail Budget

<u>EXPENDITURES</u>		<u>FY 2016-2017 PROPOSED BUDGET</u>
REGULAR PAYROLL		
Animal Control Officer		34,051
FICA		2,605
OFFICE SUPPLIES		50
OTHER PURCHASED SUPPLIES		3,000
Dog food, cleaning supplies for dog pound, etc.		
MILEAGE, TRAINING & MEETINGS		9,075
Mileage reimbursement	9,000	
Training, seminars & meeting registrations	75	
PROFESSIONAL SERVICES		4,500
Veterinarian		
DUE TO STATE OF CONNECTICUT		7,600
State share of license revenue		
POSTAGE		50
ADVERTISING		200
PRINTING & PUBLICATIONS		150
Various forms, license tags		
TELEPHONE		420
Cell phone service		
FUEL/HEATING		1,125
ELECTRICITY		940
BUILDING REPAIRS		300
Minor repairs to the dog pound		
<b>TOTAL EXPENDITURES</b>		<b>64,066</b>

# SECTION FIVE

## Capital Improvement Plan





TOWN OF COLCHESTER  
FY 2016 – 2017 PROPOSED BUDGET

## Section Five – Capital Improvement Plan

**Item** \_\_\_\_\_

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



**TOWN OF COLCHESTER**  
**FY2016-2017 PROPOSED BUDGET**  
**CAPITAL IMPROVEMENT PLAN SUMMARY**

CATEGORY	ITEM	DEPARTMENT	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21
<b>Facilities &amp; Grounds</b>							
	Repair Sidewalks - Town Hall	Facilities		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	Cooling Tower Replacement - Town Hall	Facilities	\$ 14,000	\$ 14,000	\$ 14,000		
	Oil Tank Replacement - Town Hall	Facilities	\$ 21,250	\$ 21,250	\$ 21,250	\$ 21,250	
	Replacement of 3 AHUs Town Hall	Facilities		\$ 8,750	\$ 8,750	\$ 8,750	\$ 8,750
	Solenoid Valve - Town Hall (Energy Project)	Facilities	\$ 38,000				
	Roof Repairs - Town Hall	Facilities	\$ 5,500				
	Door Replacement - Town Hall	Facilities	\$ 5,000				
	Rugs, Shades, Dividers - Town Hall	Facilities	\$ 8,000	\$ 15,000	\$ 23,000	\$ 28,000	
	Pavement Overlay - Cragin Memorial Library	Facilities	\$ 4,000	\$ 4,000	\$ 5,000		
	Electrical Upgrade - Youth Center	Facilities			\$ 10,000		
	Boiler Room Roof Repair - Youth Center	Facilities			\$ 10,000		
	Minimal Soffitt Repair - Youth Center	Facilities	\$ 15,000				
	Gutter Repair/Realignment - Youth Center	Facilities			\$ 3,000		
	Resurface Tennis Court	Grounds Maintenance	\$ 11,000	\$ 11,000	\$ 11,000		
	Spray Park Water Leak Repair	Grounds Maintenance	\$ 20,000				
	Basketball Courts	Grounds Maintenance		\$ 10,000	\$ 10,000	\$ 10,000	\$ 12,000
	Concession Stand - Pre-cast	Grounds Maintenance			\$ 35,000		
	Pavement Overlay & Striping	Grounds Maintenance	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
	Replace Gas/Diesel Tanks , Fuel Station	Fleet	\$ 95,000	\$ 95,000			
	Replacement RTUs	Fleet		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	Structural Study/Moisture Intrusion	Fleet	\$ 5,000	\$ 30,000	\$ 30,000		
	Roof Repair, then Replacement	Fleet	\$ 5,000				
	Foundation & Apron Repairs	Fleet	\$ 15,000				
	Drainage & Pave Parking Lot	Fleet	\$ 50,000	\$ 50,000			
	Vehicle Coverage	Fleet				\$ 90,000	\$ 90,000
	Co. 2 Parking Lot	Fire Department		\$ 40,000			
	Emergency Sirens - Maintenance/Repairs	Emergency Management	\$ 20,000				
	Road Improvements	Public Works	\$ 550,000	\$ 600,000	\$ 650,000	\$ 700,000	\$ 750,000
	Road Improvements (Town Aid Road Grant)	Public Works					
		<b>ANNUAL TOTAL</b>	<b>\$ 897,750</b>	<b>\$ 925,000</b>	<b>\$ 857,000</b>	<b>\$ 884,000</b>	<b>\$ 886,750</b>

Equipment							
	Equipment Replacement	Information Technology	\$ 25,000	\$ 25,000	\$ 42,000	\$ 50,000	
	GIS Improvements	Information Technology	\$ 20,000	\$ 20,000	\$ 20,000	\$ 25,000	\$ 25,000
	System Virtualization Project	Information Technology	\$ 35,000	\$ 35,000	\$ 30,000		
	Records Management System	Town Clerk/IT			\$ 50,000	\$ 50,000	\$ 50,000
	SCBA Units/Masks/Bottles	Fire Department	\$ 54,200	\$ 54,200	\$ 54,200	\$ 54,200	\$ 54,000
	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	\$ 27,725	\$ 27,500			
		<b>ANNUAL TOTAL</b>	<b>\$ 197,925</b>	<b>\$ 185,700</b>	<b>\$ 206,200</b>	<b>\$ 189,200</b>	<b>\$ 129,000</b>

**TOWN OF COLCHESTER**  
**FY2016-2017 PROPOSED BUDGET**  
**CAPITAL IMPROVEMENT PLAN SUMMARY**

CATEGORY	ITEM	DEPARTMENT	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21
<b>Vehicles</b>							
	F-150 4x4 Pickup	Code Enforcement		\$ 35,000			
	F-150 4x4 Pickup	Code Enforcement			\$ 35,000		
	Sedan - 4 door	Code Enforcement				\$ 15,000	
	F-250 4x4 Pickup	Emergency Management				\$ 35,000	
	Cruiser	Police Department	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
	Pickup Truck	Police Department		\$ 30,000			
	Plow Truck (Town Aid Road Grant)	Public Works	\$ 150,000	\$ 152,500	\$ 155,000	\$ 155,000	\$ 160,000
	Tanker 128- refurbish (Vehicle Reserve)	Fire Department	\$ 55,000				
	Service 328 (Fire Police/Traffic Control)	Fire Department	\$ 30,000	\$ 30,000	\$ 30,000		
	Service 128 (Forestry)	Fire Department				\$ 45,000	
	Utility 128	Fire Department					\$ 80,000
	Backhoe (Town Aid Road Grant)	Public Works			\$ 96,000		
	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			
	Scag Mower (Equipment Reserve)	Grounds Maintenance				\$ 10,000	
	Scag Mower (Equipment Reserve)	Grounds Maintenance					\$ 10,000
	Skidsteer	Grounds Maintenance				\$ 30,000	
	Mower Attachment - Compact Tractor	Grounds Maintenance					\$ 14,000
	Accessible Bus - Town Match (Vehicle Reserve)	Senior Services	\$ 20,000				
	Passenger Van	Recreation		\$ 28,000			
		<b>ANNUAL TOTAL</b>	<b>\$ 310,000</b>	<b>\$ 450,500</b>	<b>\$ 371,000</b>	<b>\$ 345,000</b>	<b>\$ 349,000</b>

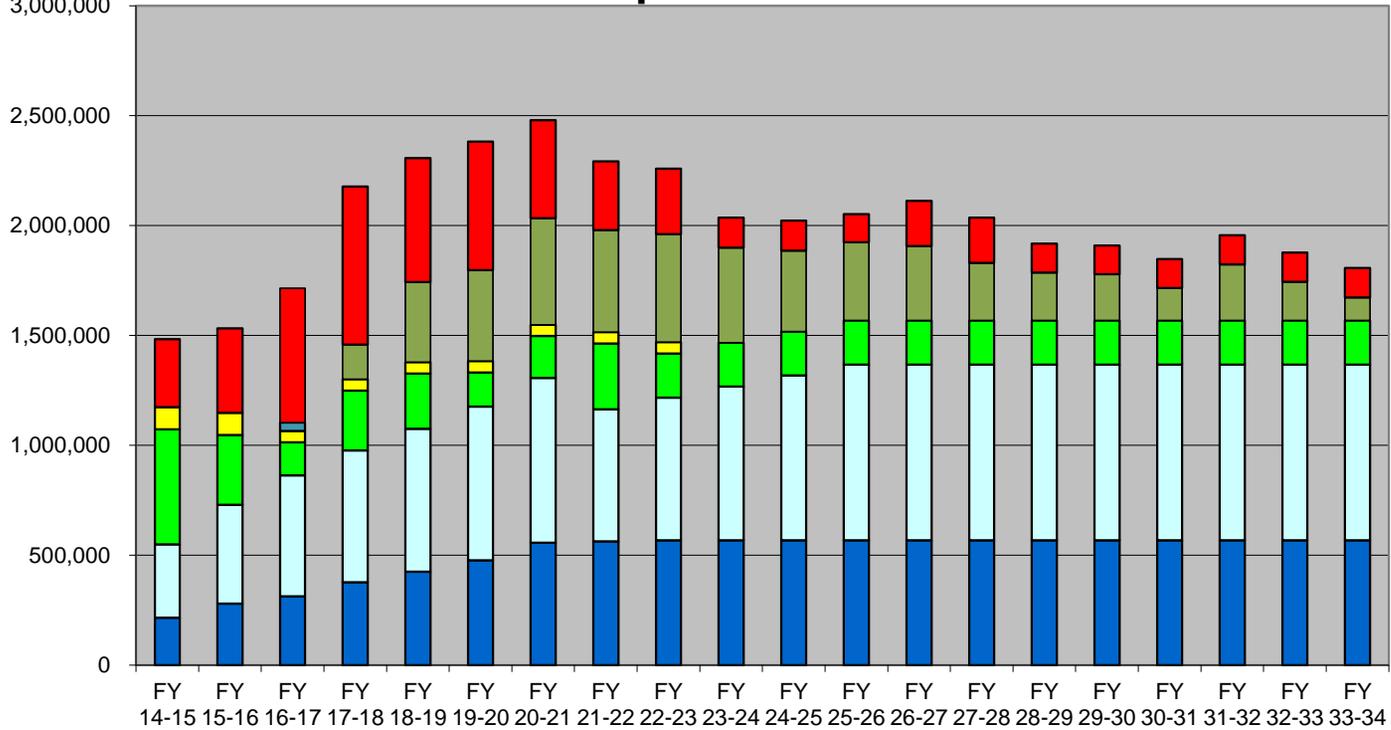
<b>Lease Financing</b>							
	Heavy Rescue 128 lease (January 2014)	Fire Department	\$ 51,598	\$ 51,598	\$ 51,598	\$ 51,598	\$ 51,598
	Engine Tank 328	Fire Department		\$ 91,000	\$ 88,400	\$ 85,800	\$ 83,200
	Tanker - Replace Hose Tender 128	Fire Department			\$ 54,600	\$ 53,000	\$ 51,400
	Ladder 128	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
		<b>ANNUAL TOTAL</b>	<b>\$ 51,598</b>	<b>\$ 208,598</b>	<b>\$ 416,398</b>	<b>\$ 465,598</b>	<b>\$ 535,998</b>

<b>Reserves</b>							
	Revaluation	Assessor (annual funding)	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000
	Open Space	Planning & Zoning	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	Building & Grounds Maintenance	Facilities	\$ 60,000	\$ 70,000	\$ 80,000	\$ 90,000	\$ 100,000
	Equipment	Various	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	Fire Vehicles (excluding large apparatus)	Fire Department	\$ -	\$ 27,500	\$ 42,000	\$ 46,500	\$ 80,500
	Pick-Up Trucks	Public Works & Grounds	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000
	Plow Trucks	Public Works	\$ 92,200	\$ 106,500	\$ 120,600	\$ 134,000	\$ 147,400
	Specialized Vehicles	Public Works & Grounds	\$ 41,250	\$ 49,250	\$ 55,925	\$ 75,625	\$ 98,625
	Town Hall/Community Service Vehicles	Various	\$ 27,300	\$ 30,800	\$ 34,300	\$ 37,800	\$ 37,800
		<b>ANNUAL TOTAL</b>	<b>\$ 344,750</b>	<b>\$ 408,050</b>	<b>\$ 456,825</b>	<b>\$ 507,925</b>	<b>\$ 588,325</b>

<b>GRAND TOTAL</b>	<b>\$ 1,802,023</b>	<b>\$ 2,177,848</b>	<b>\$ 2,307,423</b>	<b>\$ 2,391,723</b>	<b>\$ 2,489,073</b>
--------------------	---------------------	---------------------	---------------------	---------------------	---------------------

Note: Funding for the Capital Improvement Plan for all years presented, including any lease financing is subject to funding authorizations.

# Capital Plan

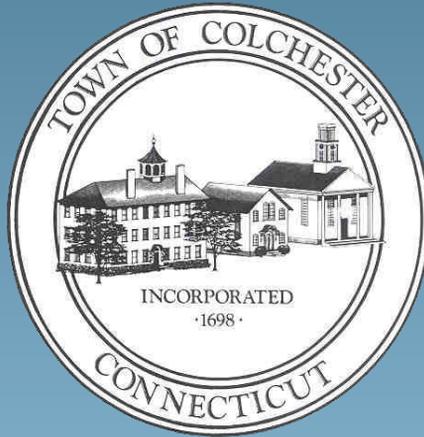


■ Town Budget - Reserve Fund Contributions 
 ■ Town Budget - Road Improvements 
 ■ Town Aid Road 
 ■ Lease - approved 
 ■ Lease - proposed 
 ■ Energy Project Contingency 
 ■ Town Budget - Capital



# SECTION SIX

## Debt





TOWN OF COLCHESTER  
FY 2016 – 2017 PROPOSED BUDGET

## Section Six – Debt

**Item** \_\_\_\_\_

- Debt Service Summary
- Chart – Debt Service Plan



**TOWN OF COLCHESTER  
FY 2016-2017 PROPOSED BUDGET**

**Debt Summary  
As of June 30, 2015**

**Outstanding Short-term Debt**

As of June 30, 2015, the Town does not have any short-term debt outstanding.

**Outstanding Bonded Debt<sup>1</sup>**

<u>Dated Date</u>	<u>Final Maturity</u>	<u>Purpose</u>	<u>Interest Rate</u>	<u>Original Issue</u>	<u>Amount Outstanding</u>
06/03/10 .....	06/01/21	Various purpose	2.25-5.00	2,525,000	1,400,000
06/03/10 .....	06/01/21	Refunding	2.25-5.00	4,070,000	2,365,000
03/01/12 .....	06/15/25	Refunding	2.00-4.00	8,400,000	7,440,000
07/31/09 .....	07/31/28	Drinking Water Fund	2.12	2,496,990	<u>1,732,929</u>
Total .....					\$12,937,929

<sup>1</sup> 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.

**TOWN OF COLCHESTER  
FY 2016-2017 PROPOSED BUDGET**

**Bonded Debt Maturity Schedule<sup>1</sup>  
As of June 30, 2015**

<u>Fiscal Year Ending</u>	<u>Principal Payments</u>	<u>Interest Payments</u>	<u>Total Payments</u>	<u>Cumulative Percent of Principal Retired</u>
2016 .....	1,646,173	407,079	2,053,252	12.72
2017 .....	1,633,660	360,392	1,994,052	25.35
2018 .....	1,646,200	297,251	1,943,451	38.07
2019 .....	1,618,795	243,407	1,862,202	50.59
2020 .....	1,616,445	182,507	1,798,952	63.08
2021 .....	1,329,151	121,700	1,450,851	73.35
2022 .....	931,916	80,985	1,012,901	80.56
2023 .....	694,740	54,161	748,901	85.93
2024 .....	687,625	38,957	726,582	91.24
2025 .....	680,571	23,636	704,207	96.50
2026 .....	143,580	8,206	151,786	97.61
2027 .....	146,654	5,133	151,787	98.74
2028 .....	149,793	1,993	151,786	99.90
2029 .....	<u>12,626</u>	<u>22</u>	<u>12,648</u>	100.00
Total .....	\$12,937,929	\$1,825,429	\$14,763,358	

<sup>1</sup> 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, 2015**

Population, 2010 <sup>1</sup> .....	16,068
Per capita income <sup>1</sup> .....	\$32,245
Net taxable grand list, 10/1/14 .....	\$1,201,873,865
Estimated full value @ 70% .....	\$1,716,962,664
Equalized net grand list (2012) <sup>2</sup> .....	\$1,713,186,821

	<u>Overall Debt</u> <u>\$12,937,929</u>	<u>Overall Net Debt</u> <u>\$12,937,929</u>
Per capita .....	\$805.20	\$805.20
To net taxable grand list .....	1.08%	1.08%
To estimated full value .....	0.75%	0.75%
To equalized net grand list .....	0.76%	0.76%
Ratio of debt per capita to per capita income .....	2.50%	2.50%

<sup>1</sup> Source: U.S. Department of Commerce, Bureau of Census, 2010 Census, and 2009-2013 American Community Survey 5 year estimates.

<sup>2</sup> State of Connecticut, Office of Policy and Management.

**TOWN OF COLCHESTER  
FY 2016-2017 PROPOSED BUDGET**

**Statement of Statutory Debt Limitation  
As of June 30, 2015**

**Debt Limitation Base**

Total tax collections, including interest and lien fees, for the fiscal year ended June 30, 2015.....	\$37,156,901
Reimbursement for elderly tax relief .....	<u>48,857</u>
Debt Limitation Base .....	<u>\$37,205,758</u>

**Debt Margin**

<u>Debt Limitation by Purpose</u>	<u>General Purpose</u>	<u>Schools</u>	<u>Sewers</u>	<u>Urban Renewal</u>	<u>Pension Deficit Funding</u>
2.25 x base .....	\$83,712,955				
4.50 x base .....	-	\$167,425,911			
3.75 x base .....	-	-	\$139,521,593		
3.25 x base .....	-	-	-	\$120,918,714	
3.00 x base .....	-	-	-	-	<u>\$111,617,274</u>
Total debt limitation .....	<u>83,712,955</u>	<u>167,425,911</u>	<u>139,521,593</u>	<u>120,918,714</u>	<u>111,617,274</u>
Less indebtedness: <sup>1</sup>					
Bonds payable .....	2,004,500 <sup>2</sup>	9,200,500	-	-	-
Bonds authorized but unissued .....	<u>140,000</u>	<u>48,923,741<sup>3</sup></u>	-	-	-
Total overall debt .....	2,144,500	58,124,241	-	-	-
Less estimated school construction grant progress payments .....					
	-	<u>29,390,013<sup>4</sup></u>	-	-	-
Total overall net debt .....	2,144,500	28,734,228	-	-	-
Debt limitation in excess of outstanding and authorized debt .....	\$81,568,455	\$138,691,683	\$139,521,593	\$120,918,714	\$111,617,274

<sup>1</sup> Does not include the Refunded Bonds.

<sup>2</sup> \$1,732,929 water bonds excluded by statute.

<sup>3</sup> Includes \$48,860,000 authorization for Middle School Project approved on June 16, 2015.

<sup>4</sup> Estimated school construction grant payments for Middle School Project

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 \$260,440,306.

**TOWN OF COLCHESTER  
FY 2016-2017 PROPOSED BUDGET**

**Five-year Debt Statement Summary**

	<u>2014-15</u>	<u>2013-14</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2010-11</u>
Population <sup>1</sup> .....	16,068	16,068	16,068	16,068	16,068
Net taxable grand list .....	\$1,201,873,865	\$1,191,172,264	\$1,176,520,440	\$1,297,297,874	\$1,275,361,503
Estimated full value .....	\$1,716,962,664	\$1,701,674,663	\$1,680,743,486	\$1,853,282,677	\$1,821,945,004
Equalized net taxable					
grand list <sup>2</sup> .....	\$1,713,186,821	\$1,713,186,821	\$1,681,198,817	\$1,768,924,794	\$1,752,181,106
Per capita income <sup>3</sup> .....	\$32,245	\$31,715	\$27,038	\$27,038	\$27,038
Short-term debt .....	\$-	\$-	\$-	\$-	\$-
Bonded debt .....	<u>12,937,929</u>	<u>14,601,667</u>	<u>16,288,021</u>	<u>17,997,041</u>	<u>20,363,776</u>
Overall debt .....	12,937,929	14,601,667	16,288,021	17,997,041	20,363,776
Less school construction					
grants .....	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>575,757</u>
Overall net debt .....	\$12,937,929	\$14,601,667	\$16,288,021	\$17,997,041	\$19,788,019

<sup>1</sup> U.S. Department of Commerce, Bureau of Census, 2010 Census.

<sup>2</sup> State of Connecticut, Office of Policy and Management.

<sup>3</sup> U.S. Department of Commerce, Bureau of Census, 2010 Census, and 2008-2012 & 2009-2013 American Community Survey 5 year estimates.

**Five-year Debt Statement Summary Ratios**

	<u>2014-15</u>	<u>2013-14</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2010-11</u>
Overall debt:					
Per capita .....	\$805.20	\$908.74	\$1,013.69	\$1,120.05	\$1,267.35
To net taxable grand list .....	1.08%	1.23%	1.38%	1.39%	1.60%
To estimated full value .....	0.75%	0.86%	0.97%	0.97%	1.12%
To equalized net taxable					
grand list .....	0.76%	0.85%	0.97%	1.02%	1.16%
Overall debt per capita to					
per capita income .....	2.50%	2.82%	3.75%	4.14%	4.69%
Overall net debt:					
Per capita .....	\$805.20	\$908.74	\$1,013.69	\$1,120.05	\$1,231.52
To net taxable grand list .....	1.08%	1.23%	1.38%	1.39%	1.55%
To estimated full value .....	0.75%	0.86%	0.97%	0.97%	1.09%
To equalized net taxable					
grand list .....	0.76%	0.85%	0.97%	1.02%	1.13%
Overall net debt per capita					
to per capita income .....	2.50%	2.82%	3.75%	4.14%	4.55%

**TOWN OF COLCHESTER  
FY 2016-2017 PROPOSED BUDGET**

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

<b>Fiscal Year Ended June 30</b>	<b>Debt Service</b>	<b>Total Expenditures and Transfers Out</b>	<b>Debt Service as Ratio to Total Expenditures and Transfers Out</b>
2015 .....	\$1,972,865	\$57,608,506	3.42
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

**Authorized but Unissued Debt  
As of June 30, 2015**

<b>Project</b>	<b>Date Authorized</b>	<b>Amount Authorized</b>	<b>Bonds Issued</b>	<b>Grants/ Paydowns</b>	<b>Authorized but Unissued<sup>1</sup></b>
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
William J. Johnston Middle School <sup>2</sup> .....	06/16/15	<u>48,860,000</u>	<u>0</u>	<u>-</u>	<u>48,860,000</u>
Total .....		\$51,990,000	\$2,525,000	\$401,259	\$49,063,741

<sup>1</sup> Does not include Refunding Bonds.

<sup>2</sup> Does not reflect estimated school construction grant payments of \$29,390,013

**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<sup>th</sup> (1/30<sup>th</sup> 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).

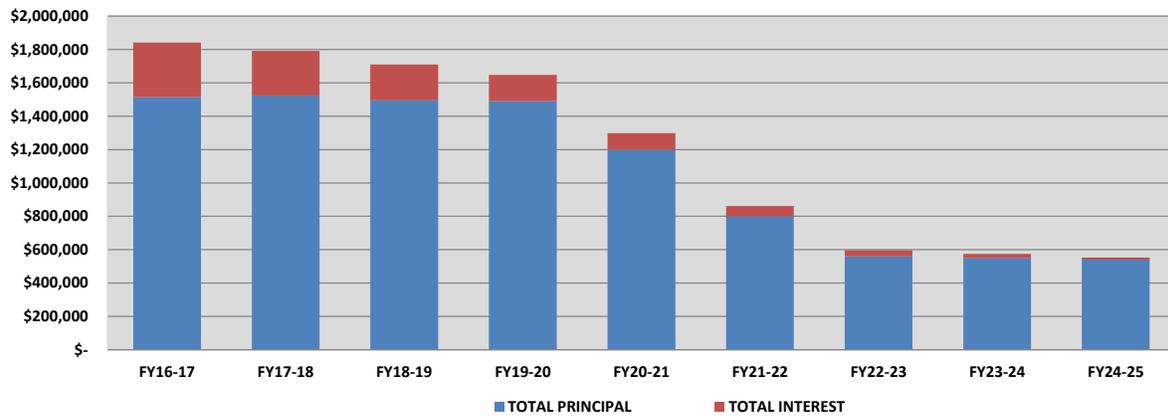
Temporary notes may also be issued for up to 15 years for certain capital projects associated with the operation of a waterworks system (CGS Sec. 7-244a) or a sewage system (CGS Sec. 7-264a). In the first year following the completion of the project(s), or in the sixth year following the original date of issue (whichever is sooner), and in each year thereafter, the notes must be reduced by 1/15<sup>th</sup> 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).

**TOWN OF COLCHESTER  
FY 2016 - 2017 PROPOSED BUDGET**

**DEBT PAYMENT SCHEDULE - GENERAL OBLIGATION BONDS**

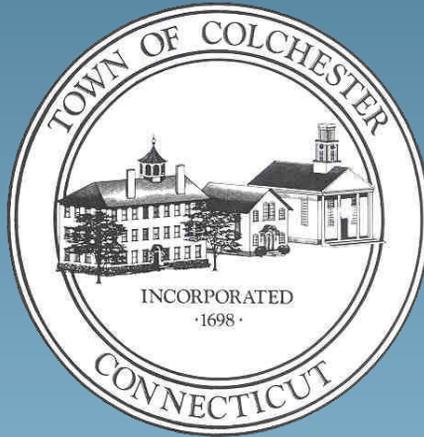
	<b>TOTAL PRINCIPAL</b>	<b>TOTAL INTEREST</b>	<b>Fiscal Year Total</b>
<b>FY16-17</b>	\$ 1,515,000	\$ 327,265	\$ 1,842,265
<b>FY17-18</b>	\$ 1,525,000	\$ 266,665	\$ 1,791,665
<b>FY18-19</b>	\$ 1,495,000	\$ 215,415	\$ 1,710,415
<b>FY19-20</b>	\$ 1,490,000	\$ 157,165	\$ 1,647,165
<b>FY20-21</b>	\$ 1,200,000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

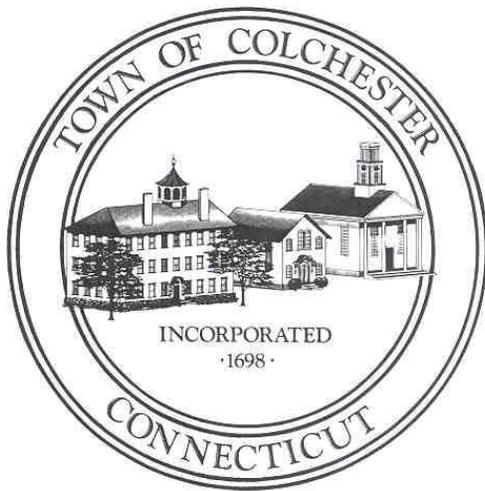
**DEBT PAYMENT SCHEDULE  
GENERAL OBLIGATION BONDS**



# SECTION SEVEN

## Glossary



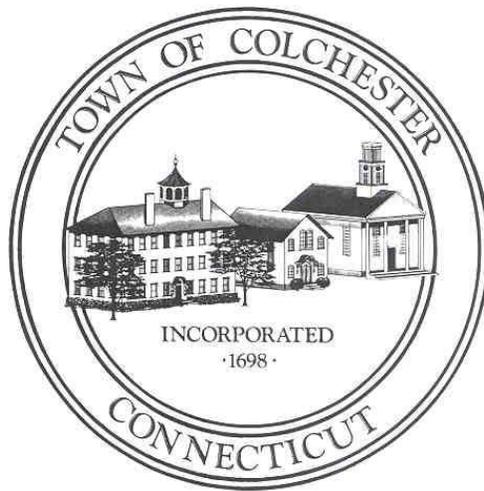


TOWN OF COLCHESTER  
FY 2016 – 2017 PROPOSED BUDGET

## Section Seven – Glossary

**Item** \_\_\_\_\_

- Description of Funds
- Financial Policies
- Definition of Terms



### **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.

TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET

*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.

TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET

**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.

TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET

**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.

**TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET**

**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.

**TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET**

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 IS NOT 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 IS 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

**TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET**

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.

**TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET**

- 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,

**TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET**

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 7.5% 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

**TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET**

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,

**TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET**

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.

**TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET**

**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: 05/07/15

Approved by Board of Education: 06/09/15

Approved by Board of Finance: 06/03/15

**TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET**

**Transfer Policy –**

**1.0 PURPOSE**

The purpose of these procedures is to specify the Board of Selectmen's and Board of Finance's (boards) intent for dealing with budget transfers, or supplemental appropriation of funds throughout the fiscal year, consistent with the Town Charter. It is recognized that the boards have joint responsibility to approve budget transfers and supplemental appropriations. It is also recognized that it is operationally prudent to have certain budget transfers occur at the end of the fiscal year once all line item expenditures are complete.

**2.0 FUNDING OF EXPENDITURES REQUIRING PRIOR APPROVAL OF BOARDS**

- 2.1 Supplemental appropriation from fund balance
- 2.2 Transfer between department budgets
- 2.3 Transfer of funds from salary or benefit line items within a department budget
- 2.4 Changes of \$1,000 or more in a funded program should be referred to the boards for review with a fiscal impact note.

**3.0 FUNDING OF EXPENDITURES NOT REQUIRING PRIOR APPROVALS OF BOARDS**

- 3.1 Individual line items within a department budget other than salary and benefits may be over-expended as long as the total budget for that department excluding salary and benefits is not over-expended and the over-expenditure does not represent a repurposing of budgeted funds to another use.
- 3.2 The First Selectman may authorize the over-expenditure of any line item to deal with immediate matters of public safety such as a fire, weather event, or other such incident. The First Selectman shall notify the Boards at their next regular meeting, even if the items cannot be quantified yet.
- 3.3 The First Selectman may authorize the over-expenditure of any legal line item to defend the Town, its subdivisions and /or its employees in a matter that requires a contemporaneous legal response. The First Selectman shall notify the Boards at their next regular meetings and the Boards should approve legal expenditures for the specific issue up to a defined maximum dollar amount. The First Selectman shall continue to provide updates on the specific legal matter in executive session at subsequent Board meetings until the matter is closed.

**4.0 USE OF CAPITAL RESERVE FUND**

- 4.1 Requests by Department Heads for authorization to use Capital Reserve Funds are to be made to the First Selectman and the Chief Financial Officer. Authorization for expenditures not to exceed \$10,000 shall be made by the First Selectman. Authorization for expenditures exceeding \$10,000 shall be approved by the Board of Finance upon recommendation of the First Selectman.
- 4.2 The First Selectman may authorize the over-expenditure of Capital Reserve Funds to deal with immediate matters of public safety such as a fire, weather event, or other such incident. The First Selectman shall notify the Boards at their next regular meeting, even if the items cannot be quantified yet.

**APPENDIX A – DEPARTMENTS**

The following are identified as departments for the purposes of this policy;

Boards and Commissions

Contingency

First Selectman

Human Resources

Finance

Tax Collector

Assessor

Planning/Building Code Administration

Town Clerk

Registrar of Voters

Information Technology

**TOWN OF COLCHESTER  
FY2016-2017 PROPOSED BUDGET**

Police  
Fire  
Emergency Management  
Public Works (including Public Works Administration, Highway, Fleet Maintenance, Grounds Maintenance, Snow Removal, Facilities, and Transfer Station)  
Engineering  
Youth and Social Services  
Cragin Memorial Library  
Recreation  
Senior Services

**APPENDIX B – CHARTER LANGUAGE**

**§ C-402 Powers and duties of the Board of Selectmen**

A. The Board of Selectmen may recommend to the Board of Finance the approval of the following matters concerning the Board of Selectmen’s budget (subject to further approval by the Town Meeting, if so required):

- (1) Any supplemental appropriation of funds; and
- (2) Any transfer of funds between Town departments

**§ C-601 The Board of Finance**

A. The Board of Finance shall be responsible for developing and presenting to the Town voters the budgets for all Town departments and the overall Town government and shall have all of the powers and perform all of the duties conferred or imposed upon boards of finance by the General Statutes.

(1) The Board of Finance shall have the authority to approve supplemental appropriations from, and transfers within, the Town budget as recommended by the Board of Selectmen, subject to the further approval of the Town Meeting, if so required.

**§ C-1203 The Department of Public Works**

A. The Department of Public Works shall be responsible for:

- (1) The inspection and construction, reconstruction, care, maintenance, altering, paving, repairing, draining, cleaning and snow clearance of all public places and of all streets, highways, sidewalks and curbs, and of the installation and maintenance of all public lighting, street signs, guideposts and public utilities;
- (2) The construction, reconstruction, care, repair and maintenance of all public works and public improvements, except those under the jurisdiction of the Department of Parks and Recreation;
- (3) The maintenance, care and improvement of, and construction required in connection with, all public works and public improvements of the Town;
- (4) The improvement, repair and maintenance of all equipment, including automotive equipment, used in the Department of Public Works or in any other department, including police, fire and, upon request, school equipment; and
- (5) The inspection and construction, reconstruction, care, maintenance and operation of all services provided in the Sewer and Water District.

B. The Department of Public Works shall consist of the Director of Public Works, who shall be the department head, and such other personnel as is deemed necessary by the Board of Selectmen. The Department of Public Works may delegate such responsibilities to other Town departments as necessary for the efficient and effective maintenance of Town facilities.

Approved by Board of Selectmen: 11/6/2014

Approved by Board of Finance: 11/5/2014

Draft: 9/16/2015

Rev: 10/6/2015



**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, the foundation for the Town of Colchester is \$11,525.
- The base aid ratio is 1 minus the wealth adjustment factor. The wealth adjustment factor is the sum of 90 percent of the ratio 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<sup>th</sup>) 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 measurable 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.

