

# Town of Colchester



## Board of Finance Proposed Budget

Fiscal Year 2012-2013

## **Section Two**

### **Budget Overview**

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**Town of Colchester  
FY 2012 - 2013 Proposed Budget**

## **Section Two – Budget Overview**

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

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

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**Town of Colchester**  
**FY 2012-2013 PROPOSED BUDGET**

**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**

Department budgets are created by supervisors and department heads. Needs are assessed based on previous year running averages to reflect trends as opposed to abnormal fluctuations from year-to-year. The First Selectman will receive each of the department's requests, where they will be evaluated and examined.

**February**

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

**March**

The First Selectman's Proposed Budget is finalized and ready 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.

**April - May**

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

**BUDGET ADOPTION PROCESS GUIDED BY TOWN CHARTER/ORDINANCES**

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

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

2. At the Annual Budget Meeting, the members of the Boards of Selectmen and Education shall, with respect to their respective budgets:
  - a. Present their proposed budget to the Town voters;
  - b. Have available for review by the Town voters a line-item comparison between such budget and the amount budgeted for such line item in the current fiscal year;
  - c. If feasible, have available for review by the Town voters a line-item level comparison between such budget and the amount estimated to be actually expended for such line item in the current fiscal year; and
  - d. Have available for review by the Town voters a listing of all fiscal year-to-date transfers and amendments made within the current fiscal year's budget.
  
3. At the Annual Budget Meeting, the Town voters may reduce, but not increase, the combined Town budget upon the passage of a proper motion. A proper motion shall:
  - a. Stipulate a specific dollar amount for reduction;
  - b. Stipulate the budget to which such reduction shall be charged;
  - c. With respect to a reduction in the budget of the Board of Selectmen, stipulate a specific line item or the specific line items to be reduced; and
  - d. With respect to a reduction in the budget of the Board of Education, only the bottom line may be reduced.
  
4. If (i) the combined Town budget, as reduced by such proper motion(s), differs from that first presented by more than 2.0% or (ii) the Board of Selectmen's budget or the Board of Education's budget differs from that first presented by more than 3.0%, the Annual Budget Meeting shall be continued to a second meeting held no less than two business days following the first meeting. At this second meeting, the proper motion(s) shall again be introduced to and acted upon by the Town voters in attendance. Should the proper motion(s) pass at this second meeting, the proper motion(s) shall become effective and shall be incorporated into the proposed combined Town budget.
  
5. The Annual Budget Meeting shall automatically be recessed to a referendum to be held on a date determined by the Annual Budget Meeting (the "Annual Budget Referendum") at the conclusion of the Annual Budget Meeting, at which the combined Town budget, as recommended by the Annual Budget Meeting, shall be presented to the Town voters for final approval or disapproval.
  
6. The Annual Budget Referendum is a form of referendum and shall be held on such date as determined by the Annual Budget Meeting. A minimum of two questions shall appear on the ballot for the Annual Budget Referendum. The first question shall require a vote of "Yes" or "No" on whether to approve the budget of the Board of Selectmen (including debt service and capital expenditure budgets) as recommended by the Annual Budget Meeting. The second question shall require a vote of "Yes" or "No" on whether to approve the budget of the Board of Education as recommended by the Annual Budget Meeting. The Board of Finance may, at its discretion, also direct that an advisory question appear on the ballot for either or both budgets. Such advisory question(s) shall require a response of either "Too High" or "Too Low" to describe the proposed level of spending.

## **SPECIAL ADOPTION PROCESSES, AS DEFINED BY TOWN CHARTER**

### **Special Budget Referendums.**

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

### **Recount of Annual Budget Referendum or special referendums.**

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

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**Town of Colchester  
FY 2012-2013 Proposed Budget**

**BUDGET CALENDAR**

**MARCH**

<b>1 – Board of Selectmen</b>	7:00 PM	Town Hall
<b>5 – Board of Finance</b>	7:00 PM	Town Hall
Topic: Town and BOE Budget Presentation		
<b>6 – Board of Finance</b>	7:00 PM	Town Hall
Topic: Revenue & Revaluation		
<b>7 – Board of Finance</b>	7:00 PM	Town Hall
Topic: Budget Review & Next Steps		
<b>12 – Board of Finance</b>	7:00 PM	Town Hall
<b>13 – Board of Education</b>	7:00 PM	JJIS
<b>14 – Board of Finance</b>	7:00 PM	Town Hall
<b>15 – Board of Selectmen</b>	7:00 PM	Town Hall
<b>19 – Board of Finance</b>	7:00 PM	Town Hall
<b>21 – Board of Finance</b>	7:00 PM	Town Hall

**APRIL**

<b>2 – Budget Public Hearing</b>	7:00 PM	Town Hall
<b>3 – Budget Public Hearing</b>	7:00 PM	Town Hall
<b>4 – Board of Finance</b>	7:00 PM	Town Hall
<b>5 – Board of Selectmen</b>	7:00 PM	Town Hall
<b>17 – Board of Education</b>	7:00 PM	JJIS
<b>18 – Board of Finance</b>	7:00 PM	Town Hall
<b>19 – Board of Selectmen</b>	7:00 PM	Town Hall
<b>25 – Town Meeting</b>	7:00 PM	Town Hall

**MAY**

<b>2 – Board of Finance</b>	7:00 PM	Town Hall
<b>3 – Board of Selectmen</b>	7:00 PM	Town Hall
<b>8 – Budget Referendum</b>	6am – 8pm	Town Hall

\*Meeting dates and times are subject to change. Please contact the First Selectman's Office for the most up-to-date schedule at (860) 537-7220.

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SUMMARY OF FUNDS  
FY 2012-2013 PROPOSED BUDGET

**General Fund Revenues and Expenditures**

	<b>Adopted Budget <u>2011-12</u></b>	<b>Actual <u>2010-11</u></b>	<b>Actual <u>2009-10</u></b>	<b>Actual <u>2008-09</u></b>	<b>Actual <u>2007-08</u></b>	<b>Actual <u>2006-07</u></b>
<b>Revenues</b>						
Property taxes .....	\$33,978,711	\$32,548,912	\$30,313,052	\$29,517,925	\$28,680,150	\$28,315,301
Intergovernmental revenues ....	15,083,490	16,821,153	16,597,510	18,522,145	18,442,383	16,604,214
Revenues from use of money ...	40,000	27,499	23,792	148,181	400,994	503,322
Charges for services and assessments .....	493,100	497,629	557,770	499,254	533,490	452,736
Licenses, permits and fees .....	601,649	638,568	727,187	578,195	781,336	773,165
Other .....	<u>89,592</u>	<u>131,475</u>	<u>112,142</u>	<u>161,583</u>	<u>187,483</u>	<u>229,901</u>
Total revenues .....	<u>50,286,542</u>	<u>50,665,236</u>	<u>48,331,453</u>	<u>49,427,283</u>	<u>49,025,836</u>	<u>46,878,639</u>
<b>Expenditures</b>						
<b>Current:</b>						
General government .....	3,739,439	3,427,070	3,391,100	3,112,367	2,909,923	2,888,173
Public works .....	2,606,082	2,468,024	2,102,583	2,272,385	2,011,002	2,096,713
Public safety .....	2,077,258	1,943,222	1,974,357	2,028,134	1,886,200	1,761,820
Civic and cultural .....	1,352,639	1,196,544	1,245,111	1,319,120	1,304,730	1,295,556
Health and welfare .....	430,388	422,047	425,473	429,244	403,914	400,079
Education .....	36,821,590	36,998,747	35,813,628	36,921,607	35,822,916	33,976,567
Debt service .....	<u>3,061,530</u>	<u>3,693,538</u>	<u>3,690,958</u>	<u>3,945,936</u>	<u>4,568,424</u>	<u>5,021,082</u>
Total expenditures .....	<u>50,088,926</u>	<u>50,149,192</u>	<u>48,643,210</u>	<u>50,028,793</u>	<u>48,907,109</u>	<u>47,439,990</u>
Excess (deficiency) of revenues over expenditures .....	197,616	516,044	(311,757)	(601,510)	118,727	(561,351)
<b>Other financing sources (uses):</b>						
Operating transfers in .....	214,745	-	-	-	-	1,295
Operating transfers out .....	<u>(412,361)</u>	<u>(278,003)</u>	<u>(216,977)</u>	<u>(311,331)</u>	<u>(329,395)</u>	<u>(411,160)</u>
Total other financing sources (uses) .....	(197,616)	(278,003)	(216,977)	(311,331)	(329,395)	(409,865)
<b>Extraordinary item</b>						
State teachers' on-behalf payments .....	-	-	-	-	(10,033,000)	-
State teachers' on-behalf revenue .....	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,033,000</u>	<u>-</u>
Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses .....	-	238,041	(528,734)	(912,841)	(210,668)	(971,216)
Fund balance, beginning of year .....		<u>3,377,284</u>	<u>3,906,018</u>	<u>4,818,859</u>	<u>5,029,527</u>	<u>6,000,743</u>
Fund balance, end of year .....		\$3,615,325	\$3,377,284	\$3,906,018	\$4,818,859	\$5,029,527

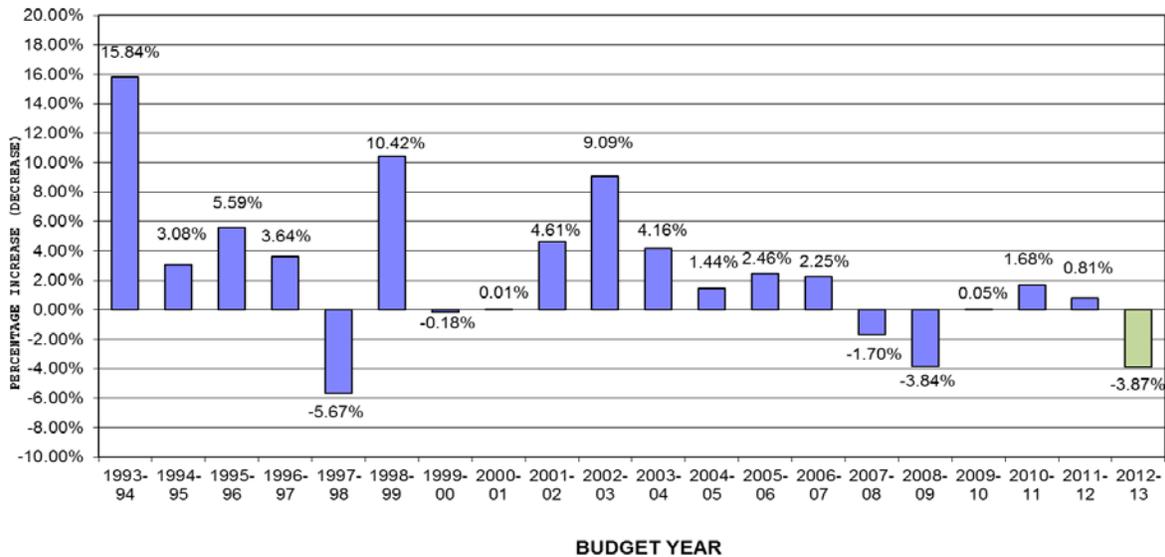
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**TOWN OF COLCHESTER**  
**BUDGET HISTORY - Town Operating, Debt Service & Capital**

<b>FISCAL YEAR</b>	<b>ADOPTED BUDGET</b>	<b>DOLLAR INCREASE</b>	<b>PERCENT INCREASE</b>	<b>TOTAL MILL RATE</b>
1993-94	\$9,362,186	\$1,280,230	15.84%	23.63
1994-95	\$9,650,327	\$288,141	3.08%	23.63
1995-96	\$10,189,807	\$539,480	5.59%	24.45
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	(\$532,636)	-3.84%	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	\$13,149,802	(\$529,895)	-3.87%	29.65 (1) (2)

(1) Revaluation Year (2) Proposed Budget (all other years represent actual budgets)

**TOWN OF COLCHESTER**  
**PERCENTAGE BUDGET INCREASE**  
**BUDGET YEARS 1994 - 2013\***



\*All years represent Adopted Budget, except FY 2012-2013 Proposed Budget

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Town of Colchester  
FY 2012-2013 Proposed Budget

**PERSONNEL SUMMARY**

**MUNICIPAL EMPLOYEE HISTORY**

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
General Government	103	100	103	105	106	105
Board of Education	436	442	450	450	442	443
Total	539	542	553	555	548	548

**EMPLOYEE BARGAINING ORGANIZATIONS**

<u>Employees</u>	<u>Bargaining Unit</u>	<u>Contract Expiration Date</u>	<u>FY 2012-13 Wage Increase</u>
Public Works	Municipal Employees Union Independent, Local 506, SEIU, AFL-CIO, CLC	06/30/13	3.00%
Town Clerical	Local 1303-254, Council #4, AFSCME, AFL-CIO	06/30/14	3.00%
Fire/Ambulance	Colchester Firefighters Union, UPPFA, IAFF, Local 3831	06/30/12	Neg. <sup>1</sup>
Town Administrators	Municipal Employees Union Independent, Local 506 SEIU, AFL-CIO, CLC	06/30/11	Neg. <sup>1</sup>
Police	Colchester Police Local 2693T, AFSCME, Council #15	06/30/15	3.00%
Library Employees	Local 1303-448 CT Council #4, AFSCME, AFL-CIO	06/30/13	3.00%

**EMPLOYEE COMPENSATION**

<u>Employees</u>	<u>No. of Employees<sup>2,3</sup></u>	<u>Salaries &amp; Wages<sup>2</sup></u>
Public Works	20	\$870,733
Town Clerical	14	\$571,796
Fire/Ambulance	6	\$291,223
Administrators	11	\$771,337
Police	11	\$695,493
Library	6	\$219,591
Non-Union	12	\$577,865
Elected	3	\$199,029
<b>TOTAL</b>	83	\$4,197,067

**EMPLOYEE BENEFITS**

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Health Insurance Cost	\$729,106	\$714,526	\$782,570	\$1,016,477	\$1,045,629	\$1,054,890

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

<sup>2</sup> Proposed Budget

<sup>3</sup> Represents full-time employees included in proposed budget

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# **REVENUE SUMMARY**

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**Town of Colchester**  
**Revenue Comparison - FY 2012-2013 Proposed to FY 11-12 Adopted**

	<b>Proposed Budget FY 12-13</b>	<b>Adopted Budget FY 11-12</b>	<b>Increase (Decrease)</b>
<b>REVENUES:</b>			
<b>Property Taxes:</b>			
Current taxes	34,550,357	33,303,711	1,246,646
Delinquent taxes	400,000	425,000	(25,000)
Interest & lien fees	225,000	250,000	(25,000)
Total property taxes	<u>35,175,357</u>	<u>33,978,711</u>	<u>1,196,646</u>
<b>Intergovernmental:</b>			
Property Tax Relief Revenue Sharing	179,000	0	179,000
In lieu of taxes - PILOT	50,449	50,449	0
Mashantucket Pequot/Mohegan Fund	70,147	70,147	0
Distribution to Towns	12,000	10,000	2,000
Elderly Freeze	0	2,000	(2,000)
Disability Exemptions	1,721	1,500	221
Elderly Circuit Breaker	55,702	53,200	2,502
Additional Veterans Exemptions	5,511	4,500	1,011
Local Capital Improvement	119,496	119,496	0
Youth Services Grant	18,750	18,750	0
Library Grant	5,239	6,500	(1,261)
Total	<u>518,015</u>	<u>336,542</u>	<u>181,473</u>
<b>Intergovernmental - Education:</b>			
ECS	13,547,231	13,547,231	0
Transportation	197,226	204,359	(7,133)
Special Education	450,000	400,000	50,000
School Building Grants	0	595,358	(595,358)
Total	<u>14,194,457</u>	<u>14,746,948</u>	<u>(552,491)</u>
Total intergovernmental	<u>14,712,472</u>	<u>15,083,490</u>	<u>(371,018)</u>

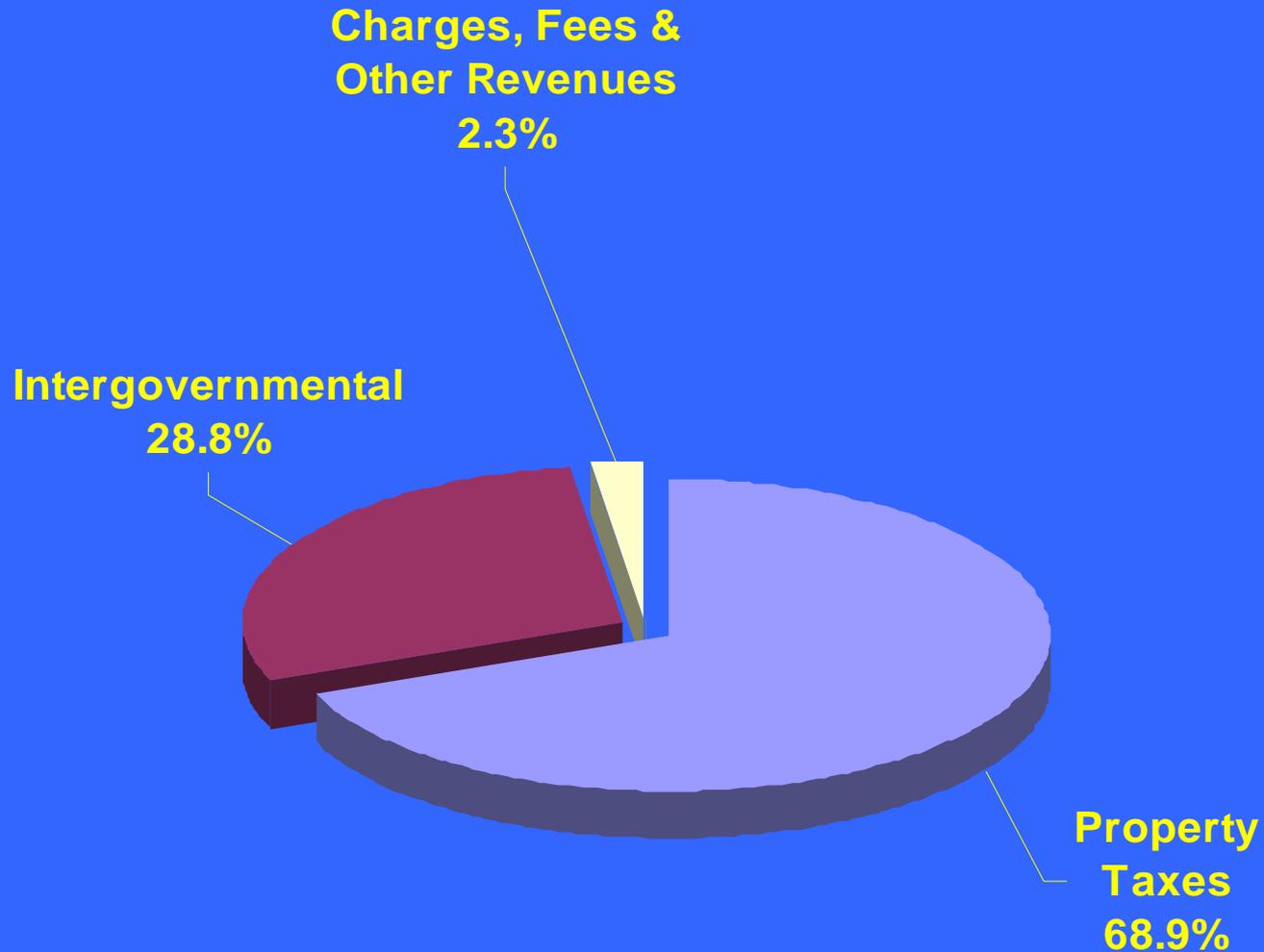
**Town of Colchester**  
**Revenue Comparison - FY 2012-2013 Proposed to FY 11-12 Adopted**

	<b>Proposed Budget FY 12-13</b>	<b>Adopted Budget FY 11-12</b>	<b>Increase (Decrease)</b>
<b>Charges for Services:</b>			
Ambulance Fees	475,000	475,000	0
Recreation Fees	12,000	18,100	(6,100)
Total charges for services	<u>487,000</u>	<u>493,100</u>	<u>(6,100)</u>
<b>Revenues from use of money:</b>			
Investment interest earnings	<u>50,000</u>	<u>40,000</u>	<u>10,000</u>
<b>Licenses/permits/fees:</b>			
Vendor permits	250	250	0
Copier fees	14,300	16,400	(2,100)
ZBA fees	1,000	700	300
Conservation Commission fees	5,500	5,500	0
Zoning and Planning fees	12,000	12,000	0
Building fees	160,000	170,000	(10,000)
Fire marshal inspection fees	100	100	0
Conveyance tax	100,000	122,900	(22,900)
Town Clerk fees	85,900	99,000	(13,100)
Sports licenses	300	900	(600)
Land Records - Town	2,200	2,900	(700)
Pistol permits	4,500	4,000	500
Road inspection fees	24,279	25,499	(1,220)
Transfer Station fees	135,000	125,000	10,000
Library fines & fees	14,500	13,000	1,500
Dial-A-Ride	4,000	3,500	500
Total licenses/permits/fees	<u>563,829</u>	<u>601,649</u>	<u>(37,820)</u>

**Town of Colchester**  
**Revenue Comparison - FY 2012-2013 Proposed to FY 11-12 Adopted**

	<b>Proposed Budget FY 12-13</b>	<b>Adopted Budget FY 11-12</b>	<b>Increase (Decrease)</b>
<b>Other revenues:</b>			
Telecommunication property tax	0	35,000	(35,000)
Elderly Housing/Dublin Village	14,500	14,500	0
Miscellaneous	12,000	12,000	0
State Fund for Building Inspection fees	1,200	1,200	0
CIRMA Member Equity Distribution	31,414	26,892	4,522
	<u>59,114</u>	<u>89,592</u>	<u>(30,478)</u>
<b>Other financing sources:</b>			
Transfer from Capital Projects Funds	0	214,745	(214,745)
Total other financing sources	<u>0</u>	<u>214,745</u>	<u>(214,745)</u>
 Total revenues	 <u>51,047,772</u>	 <u>50,501,287</u>	 <u>546,485</u>

# FY 2012-2013 Proposed Revenues



# **EXPENDITURE SUMMARY**

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**TOWN OF COLCHESTER  
BUDGET SUMMARY BY FUNCTION**

	<b><u>ADOPTED BUDGET FY 2011-2012</u></b>	<b><u>PROJECTED ACTUAL FY 2011-2012</u></b>	<b><u>PROPOSED BUDGET FY 2012-2013</u></b>
GENERAL GOVERNMENT	3,548,865	3,365,269	3,333,086
PUBLIC SAFETY	2,077,258	2,086,429	2,305,668
PUBLIC WORKS	3,245,942	3,199,782	3,336,201
COMMUNITY & HUMAN SERVICES	1,333,741	1,320,865	1,409,830
DEBT	3,061,530	2,914,282	2,095,890
TRANSFERS	412,361	492,374	771,127
<b>TOTAL TOWN</b>	<b>13,679,697</b>	<b>13,379,001</b>	<b>13,251,802</b>
<b>BOARD OF EDUCATION*</b>	<b>36,821,590</b>	<b>36,821,590</b>	<b>37,897,970</b>
<b>TOTAL BUDGET</b>	<b><u>50,501,287</u></b>	<b><u>50,200,591</u></b>	<b><u>51,149,772</u></b>

\*FY 2011-2012 Adopted budget excludes \$550,000 funded directly to the Board of Education from Federal Jobs Bill grant funds

## SUMMARY - GENERAL GOVERNMENT

	<u>ADOPTED BUDGET FY 2011-2012</u>	<u>PROJECTED ACTUAL FY 2011-2012</u>	<u>PROPOSED BUDGET FY 2012-2013</u>
<b>LEGISLATIVE</b>			
BOARDS AND COMMISSIONS	26,996	23,462	24,979
<b>CONTINGENCY</b>			
CONTINGENCY	40,000	0	40,000
<b>MUNICIPAL MANAGEMENT</b>			
FIRST SELECTMAN	215,953	206,176	213,977
HUMAN RESOURCES	142,370	70,761	115,277
<b>FINANCE</b>			
FINANCE	259,145	263,842	274,522
TAX COLLECTOR	157,960	156,472	161,602
ASSESSOR	242,678	245,502	253,162
<b>DEVELOPMENT AND PLANNING</b>			
PLANNING CODE ADMINISTRATION	506,279	501,286	536,380
<b>TOWN CLERK</b>			
TOWN CLERK	188,013	187,837	193,606
<b>REGISTRARS OF VOTERS</b>			
REGISTRARS OF VOTERS	58,329	51,150	63,529

**SUMMARY - GENERAL GOVERNMENT (CONTINUED)**

	<b>ADOPTED BUDGET <u>FY 2011-2012</u></b>	<b>PROJECTED ACTUAL <u>FY 2011-2012</u></b>	<b>PROPOSED BUDGET <u>FY 2012-2013</u></b>
<b>LEGAL &amp; INSURANCES</b>			
INSURANCES	1,622,763	1,574,672	1,345,978
PROBATE	5,051	5,249	4,836
<b>INFORMATION TECHNOLOGY</b>			
INFORMATION TECHNOLOGY	83,328	78,860	105,238
<b>TOTAL GENERAL GOVERNMENT</b>	<b>3,548,865</b>	<b>3,365,269</b>	<b>3,333,086</b>

**SUMMARY - PUBLIC SAFETY**

	<b><u>ADOPTED BUDGET FY 2011-2012</u></b>	<b><u>PROJECTED ACTUAL FY 2011-2012</u></b>	<b><u>PROPOSED BUDGET FY 2012-2013</u></b>
<b>POLICE PROTECTION</b>			
POLICE	1,030,833	1,046,039	1,194,031
<b>FIRE PROTECTION</b>			
FIRE	1,035,683	1,029,875	1,099,010
<b>CIVIL PREPAREDNESS</b>			
CIVIL PREPAREDNESS	10,742	10,515	12,627
<b>TOTAL PUBLIC SAFETY</b>	<b>2,077,258</b>	<b>2,086,429</b>	<b>2,305,668</b>

## SUMMARY - PUBLIC WORKS

	<b>ADOPTED BUDGET <u>FY 2011-2012</u></b>	<b>PROJECTED ACTUAL <u>FY 2011-2012</u></b>	<b>PROPOSED BUDGET <u>FY 2012-2013</u></b>
<b>PUBLIC WORKS</b>			
PUBLIC WORKS ADMINISTRATION	158,684	157,410	164,690
HIGHWAY	1,336,282	1,358,267	1,397,969
FLEET MAINTENANCE	339,509	346,135	366,718
GROUNDS MAINTENANCE	448,996	382,143	425,162
SNOW REMOVAL	412,419	412,419	419,396
FACILITIES	190,864	190,536	192,106
<b>ENGINEERING</b>			
ENGINEERING	96,682	98,667	102,319
<b>TRANSFER STATION</b>			
TRANSFER STATION	262,506	254,205	267,841
<b>TOTAL PUBLIC WORKS</b>	<b>3,245,942</b>	<b>3,199,782</b>	<b>3,336,201</b>

**SUMMARY - COMMUNITY & HUMAN SERVICES**

	<b><u>ADOPTED BUDGET FY 2011-2012</u></b>	<b><u>PROJECTED ACTUAL FY 2011-2012</u></b>	<b><u>PROPOSED BUDGET FY 2012-2013</u></b>
<b>YOUTH &amp; SOCIAL SERVICES</b>			
YOUTH & SOCIAL SERVICES	300,697	313,300	325,046
<b>HEALTH</b>			
HEALTH	129,401	130,424	132,759
<b>LIBRARY</b>			
CRAGIN LIBRARY	535,287	523,484	555,061
<b>RECREATION</b>			
RECREATION	124,249	102,342	138,539
<b>SENIOR SERVICES</b>			
SENIOR SERVICES	244,107	251,315	258,425
<b>TOTAL COMMUNITY &amp; HUMAN SERVICES</b>	<b>1,333,741</b>	<b>1,320,865</b>	<b>1,409,830</b>

**SUMMARY - DEBT & TRANSFERS**

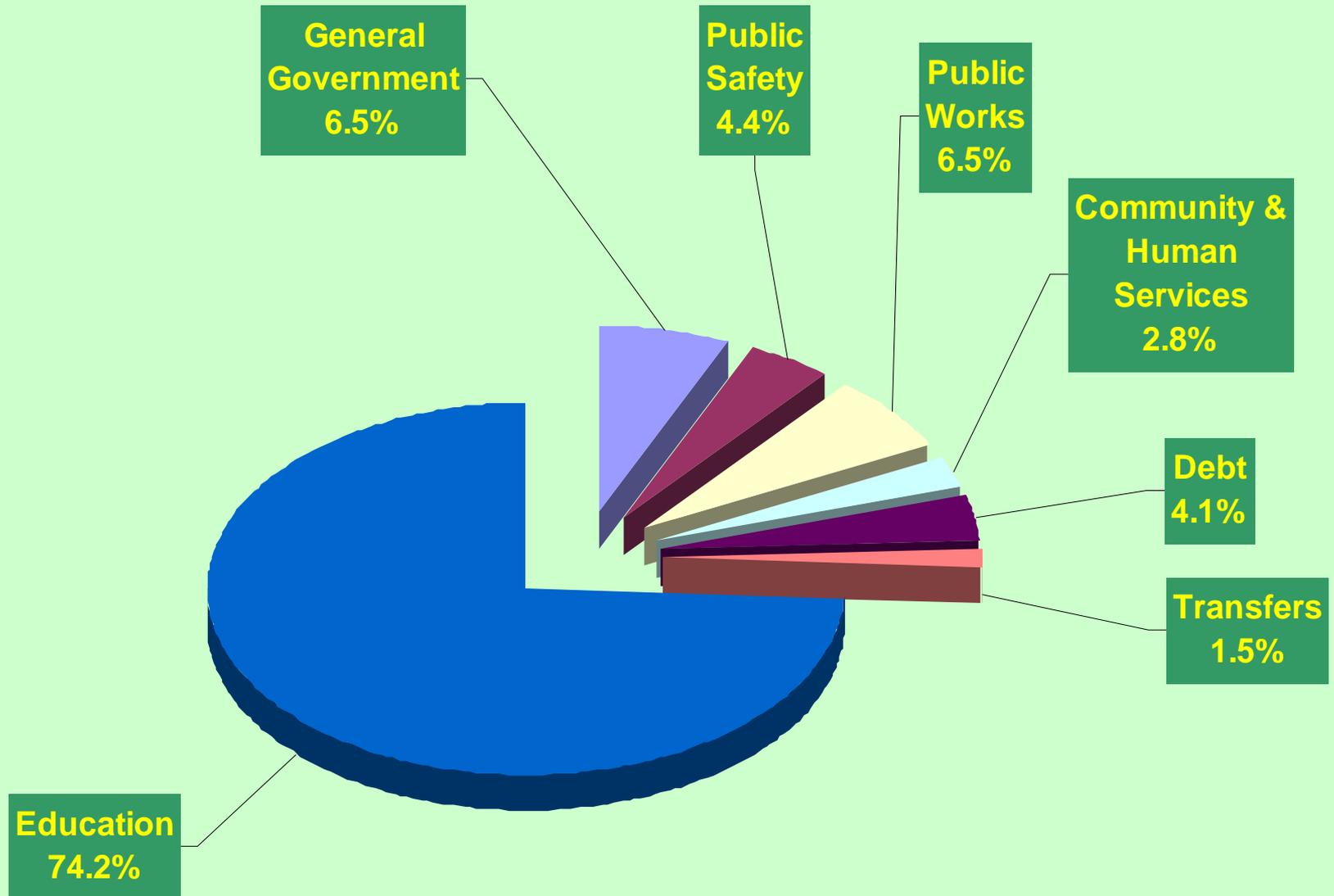
	<b><u>ADOPTED BUDGET FY 2011-2012</u></b>	<b><u>PROJECTED ACTUAL FY 2011-2012</u></b>	<b><u>PROPOSED BUDGET FY 2012-2013</u></b>
<b>DEBT</b>			
DEBT SERVICE	3,061,530	2,914,282	2,095,890
<b>TRANSFERS</b>			
OTHER FINANCING USES	412,361	492,374	771,127
<b>TOTAL DEBT &amp; TRANSFERS</b>	<b>3,473,891</b>	<b>3,406,656</b>	<b>2,867,017</b>

**SUMMARY - EDUCATION**

	<b>ADOPTED BUDGET <u>FY 2011-2012</u></b>	<b>PROJECTED ACTUAL <u>FY 2011-2012</u></b>	<b>PROPOSED BUDGET <u>FY 2012-2013</u></b>
<b>EDUCATION</b>	<b>36,821,590</b>	<b>36,821,590</b>	<b>37,897,970</b>

\*FY 2011-2012 Adopted budget excludes \$550,000 funded directly to the Board of Education from Federal Jobs Bill grant funds

# FY 2012-2013 Proposed Budget Expenditures by Function



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**Section Three**  
**Taxation & Collections**

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**Town of Colchester  
FY 2012 - 2013 Proposed Budget**

## **Section Three – Taxation & Collections**

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

- Budget Summary
- Mill Rate Calculation
- Conversion of Mill Rate

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**Town of Colchester  
FY 2012-2013 Proposed Budget  
Budget Summary & Mill Rate Calculation**

**BUDGET SUMMARY**

	EDUCATION	TOWN	DEBT SERVICE	TRANSFERS/ CAPITAL	TOTAL
Appropriations	37,897,970	10,299,785	2,095,890	754,127	51,047,772
Estimated Revenue	14,194,457	2,302,958	0	0	16,497,415
Amount to be Raised by Taxation	23,703,513	7,996,827	2,095,890	754,127	34,550,357
MILLS	19.98	6.74	1.77	0.64	29.13

**MILL RATE CALCULATION**

	DOLLARS	MILLS
Amount to be Raised by Taxation	34,550,357	29.13
Reserve for Uncollected Revenue (estimated 98.3% collection rate)	587,356	0.50
<b>TOTAL TAX WARRANT</b>	<b>35,137,713</b>	<b>29.63</b>

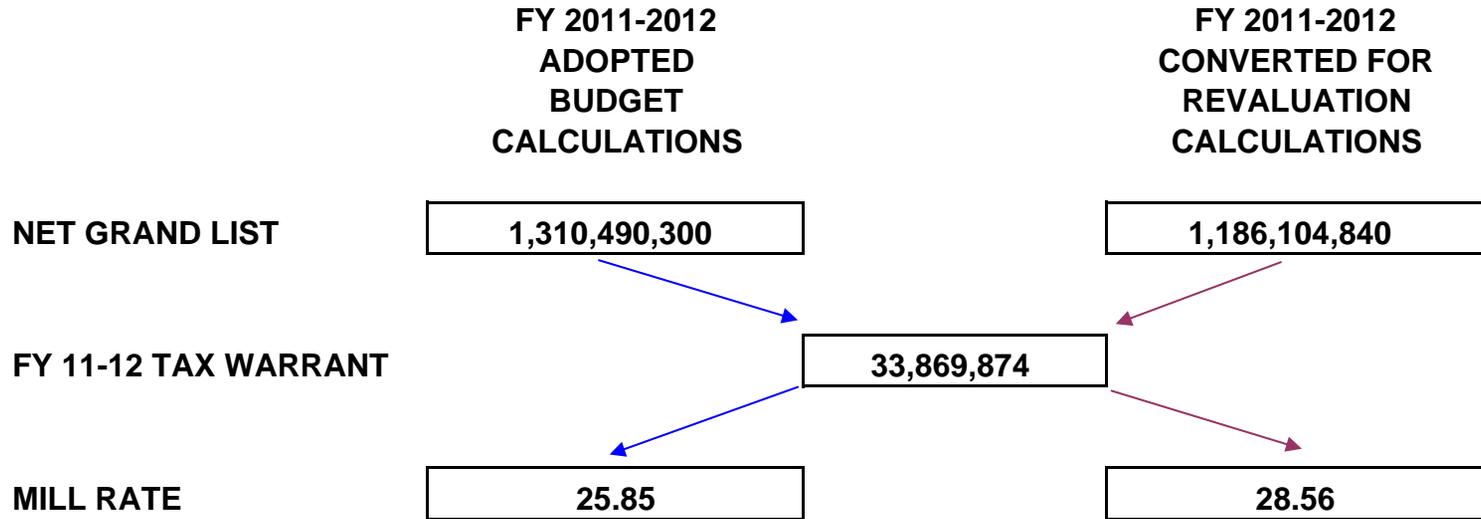
Grand List	1,174,604,840	2012-13 Proposed Mill Rate	29.63
Estimated Prorates	1,800,000	2011-12 Mill Rate*	25.85
M. V. Supplement	13,200,000	Adjusted 2011-12 Mill Rate**	28.56
Less Estimated BAA and adjustments	<u>(3,500,000)</u>		
List Net	1,186,104,840		

\*2011-2012 Mill rate as adopted based upon 10/1/10 grand list

\*\*Adjusted 2011-2012 Mill rate is based upon 10/1/11 grand list resulting from revaluation

Draft: April 4, 2012

**TOWN OF COLCHESTER  
CONVERSION OF 2011-2012 MILL RATE FOR REVALUATION**



## **Section Four**

### **FY 12-13 Proposed Budget (Departmental)**

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**Town of Colchester  
FY 2012 - 2013 Proposed Budget**

**Section Four – FY 2012-2013 Proposed Operating Budget  
(by Department)**

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

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

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**Town of Colchester  
FY 2012-2013 Proposed Budget**

## **General Government**

### **Departments**

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

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**Town of Colchester  
FY 2012-2013 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

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**BOARDS & COMMISSIONS**

<b><u>ACCOUNT</u></b>	<b><u>FY 2011-2012 ADOPTED BUDGET</u></b>	<b><u>FY 2011-2012 PROJECTED ACTUALS</u></b>	<b><u>FY 2012-2013 PROPOSED BUDGET</u></b>
Overtime	5,008	2,736	1,655
Contractual, Temporary, Occasional Payroll	2,460	2,160	3,980
FICA	383	301	244
Office Supplies	175	175	175
Mileage, Training & Meetings	310	110	310
Professional Memberships	50	0	50
Financial & Accounting	12,955	12,760	12,760
Professional Services	3,900	3,800	4,050
Postage	225	150	225
Legal Notices	380	370	380
Printing & Publications & Publications	900	900	900
Annual Report	250	0	250
<b>TOTAL</b>	<b>26,996</b>	<b>23,462</b>	<b>24,979</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>11105 - BOARDS AND COMMISSIONS</b>						
<b>40103 - OVERTIME</b>				<b>1,655</b>		<b>1,655</b>
Meeting Clerk - Board of Assessment Appeals - Revaluation appeals	1.00	1,200.00	1,200			
Meeting Clerk - Historic District Commission - Est. 6 meetings, 2.5 hrs/meeting	1.00	455.00	455			
<b>40105 - CONTR TEMP OCCAS</b>				<b>3,980</b>		<b>3,980</b>
Meeting Clerk - Board of Finance - 24 meetings	1.00	1,520.00	1,520			
Meeting Clerk - Police Retirement Board - 4 quarterly meetings	4.00	60.00	240			
Meeting Clerk - Ethics Commission - 6 meetings	6.00	60.00	360			
Stipend for BAA Board members	3.00	300.00	900			
Meeting Clerk - Economic Development - 12 meetings	12.00	60.00	720			
Meeting Clerk - Fair Rent Commission - 4 meetings	4.00	60.00	240			
<b>41230 - FICA</b>				<b>244</b>		<b>244</b>
FICA for Meeting Clerk's wages - Board of Finance	1.00	117.00	117			
FICA for Meeting Clerk's wages - Board of Assessment Appeals	1.00	92.00	92			
FICA for Meeting Clerk's wages - Historic District Commission	1.00	35.00	35			
<b>42301 - OFFICE SUPPLIES</b>				<b>175</b>		<b>175</b>
Board of Assessment Appeals	1.00	25.00	25			
Economic Development Commission	1.00	75.00	75			
Historic District Commission	1.00	75.00	75			
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>310</b>		<b>310</b>
CT Public Pension Forum conferences - Police Retirement Board	2.00	50.00	100			
Training seminars for BAA board members	3.00	50.00	150			
Economic Development Commission	1.00	60.00	60			
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>50</b>		<b>50</b>
CT Public Pension Forum membership - Police Retirement Board	1.00	50.00	50			
<b>44202 - FINANCIAL &amp; ACCOUNTING</b>				<b>12,760</b>		<b>12,760</b>
Independent audit \$44,000 (Town \$12,760, BOE \$20,240 & S/W \$11,000)	1.00	12,760.00	12,760			

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>44208 - PROFESSIONAL SERVICES</b>				<b>4,050</b>		<b>4,050</b>
Actuarial services - Police Defined Benefit pension plan	1.00	3,750.00	3,750			
Economic Development - Assistance with Plan development for revitalization, etc.	1.00	150.00	150			
Historic District Commission	1.00	150.00	150			
<b>44217 - POSTAGE</b>				<b>225</b>		<b>225</b>
Board of Finance	1.00	75.00	75			
Economic Development Commission	1.00	75.00	75			
Historic District Commission	1.00	75.00	75			
<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>900</b>		<b>900</b>
Board of Finance - Printing of budget information	1.00	750.00	750			
Economic Development Commission - Brochures to promote business growth	1.00	150.00	150			
<b>44275 - ANNUAL REPORT</b>				<b>250</b>		<b>250</b>
Printing of annual report	1.00	250.00	250			
<b>TOTAL BOARDS AND COMMISSIONS</b>				<b>24,979</b>		<b>24,979</b>

**Town of Colchester  
FY 2012-2013 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.

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**CONTINGENCY**

<b><u>ACCOUNT</u></b>	<b>FY 2011-2012 ADOPTED <u>BUDGET</u></b>	<b>FY 2011-2012 PROJECTED <u>ACTUALS</u></b>	<b>FY 2012-2013 PROPOSED <u>BUDGET</u></b>
Contingency	40,000	0	40,000
<b>TOTAL</b>	<b>40,000</b>	<b>0</b>	<b>40,000</b>

**TOWN OF COLCHESTER  
 FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>11110 - CONTINGENCY</b>						
<b>50900 - CONTINGENCY</b>				<b>60,000</b>		<b>40,000</b>
Reserve for unanticipated expenditures	1.00	60,000.00	60,000		(20,000)	
<b>TOTAL CONTINGENCY</b>				<b>60,000</b>		<b>40,000</b>

**Town of Colchester  
FY 2012-2013 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)

## **2011 – 2012 Accomplishments**

- Policies Created or Updated: Vehicle Policy, Hiring Policy, Board of Selectmen By-Laws, and Donation Policy
- Selection of a professional Human Resources consultant to assist Town with personnel/labor issues
- Executed contract for Energy Performance Contracting and Investment Grade Audit
- Selection of new municipal law attorney
- Successful negotiation of Police Union contract
- Instituted measurement system of all Town departments
- Revision of Town Hall Security Plan
- Developed Emergency Operations Center (EOC) staffing list to ensure proper operation of Center during emergencies
- Creation and appointment of an Agriculture Commission
- Creation and appointment of a Building Committee

## **2011 Measures (January 1 – December 31)**

- Board of Selectmen Agenda Items Acted On: 329
  - Union Contracts Negotiated/Amended: 3
  - Citizen Issues Addressed: 2,428\*
- \*does not account for all calls and visits taken during emergency storms

## **2012 – 2013 Objectives**

- Energy Performance Contract for Town and School Facilities
- Community decision on WJJMS Renovation Project
- Analyze and recommend appropriate Council of Governments for Colchester
- Hold Volunteer Fair to assist in filling board/commission vacancies
- Development of Continuation of Operations Plan (COOP)
- Successful negotiation of one union contract
- Assist in development of Fire Department Strategic Plan
- Update personnel policy
- Strive to keep appointed boards and commissions 95% full

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**FIRST SELECTMAN**

<b><u>ACCOUNT</u></b>	<b><u>FY 2011-2012 ADOPTED BUDGET</u></b>	<b><u>FY 2011-2012 PROJECTED ACTUALS</u></b>	<b><u>FY 2012-2013 PROPOSED BUDGET</u></b>
Regular Payroll	137,525	139,050	138,944
Overtime	0	67	0
Contractual, Temporary, Occassional Payroll	1,500	1,500	1,500
Employee Related Insurances	332	332	332
FICA & Retirement	18,178	18,359	18,356
Copier	4,688	3,963	4,688
Office Supplies	2,400	2,200	1,400
Technical Reference Materials	200	0	200
Mileage, Training & Meetings	750	750	1,000
Professional Memberships	16,948	16,948	18,708
Legal	25,000	15,000	20,000
Postage	4,369	4,169	4,784
Legal Notices	250	250	250
Printing & Publications	0	25	0
Telephone	1,380	1,275	1,380
Hebron Tax	445	450	445
Equipment Repairs	150	0	150
Parades & Celebrations	1,838	1,838	1,840
<b>TOTAL</b>	<b>215,953</b>	<b>206,176</b>	<b>213,977</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>11201 - FIRST SELECTMAN</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>138,944</b>		<b>138,944</b>
First Selectman	1.00	79,019.00	79,019			
Executive Assistant to the First Selectman	1.00	47,663.00	47,663			
Part-time Clerk (4 hrs/day)	1.00	12,262.00	12,262			
<b>40105 - CONTR TEMP OCCAS</b>				<b>1,500</b>		<b>1,500</b>
Temporary staff to cover vacation/leaves	1.00	1,500.00	1,500			
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>332</b>		<b>332</b>
Life/AD&D Insurance	1.00	75.00	75			
Long Term Disability	1.00	257.00	257			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>18,356</b>		<b>18,356</b>
FICA & Medicare 7.65% of Gross Wages	1.00	10,755.00	10,755			
Defined Contribution 401(a) Plan @ 6%	1.00	7,601.00	7,601			
<b>42233 - COPIER</b>				<b>4,688</b>		<b>4,688</b>
Central copier - per copy charges	1.00	1,000.00	1,000			
Copy paper	1.00	700.00	700			
Central Copier - monthly lease payments	1.00	2,988.00	2,988			
<b>42301 - OFFICE SUPPLIES</b>				<b>1,400</b>		<b>1,400</b>
Paper, envelopes, letterhead, computer & printer supplies	1.00	1,400.00	1,400			
<b>42343 - TECHNICAL REFERENCE MATERIALS</b>				<b>200</b>		<b>200</b>
Reference materials	1.00	200.00	200			
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>1,000</b>		<b>1,000</b>
Mileage @ 55.5 cents/mile. Meetings, conferences, workshops	1.00	500.00	500			
Workshop & conference fees: FOI, accident investigation, risk management, customer service, etc.	1.00	500.00	500			
Provides for selectmen registration fees as well as staff-wide mandated training on-site						

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>18,708</b>		<b>18,708</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	8,766.00	8,766			
Colchester Business Association	1.00	80.00	80			
<b>44203 - LEGAL</b>				<b>25,000</b>	<b>(5,000)</b>	<b>20,000</b>
<b>44217 - POSTAGE</b>				<b>4,784</b>		<b>4,784</b>
Postage	1.00	1,800.00	1,800			
Postage meter - quarterly lease payments	1.00	2,784.00	2,784			
First class mail permit	1.00	200.00	200			
<b>44230 - LEGAL NOTICES</b>				<b>250</b>		<b>250</b>
Meeting warnings	1.00	250.00	250			
<b>45216 - TELEPHONE</b>				<b>1,380</b>		<b>1,380</b>
Monthly base charges	1.00	1,380.00	1,380			
<b>45250 - HEBRON TAXES</b>				<b>445</b>		<b>445</b>
Property taxes to Town of Hebron	1.00	445.00	445			
<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>1,840</b>		<b>1,840</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	300.00	300			
Meeting Clerk - Memorial Day Parade Committee - estimated 6 meetings at 2 hrs/meeting	1.00	140.00	140			
<b>TOTAL FIRST SELECTMAN</b>				<b>218,977</b>		<b>213,977</b>

**Town of Colchester  
FY 2012-2013 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. The Town has hired a Human Resources Consultant who is responsible for updating and keeping current State and Federal policies with regards to labor laws as well as performing other duties, as requested by the First Selectman.

**Staffing**

First Selectman's Office  
Human Resources Consultant

**2011 – 2012 Accomplishments**

- Policies Created or Updated: Hiring Policy
- Selection of a professional Human Resources consultant to assist Town with personnel/labor issues
- Successful negotiation of Police Union contract
- Successful negotiation of Administrators Union contract

**2012 – 2013 Objectives**

- Successful negotiation of one union contract
- Update personnel policy
- Selection of Employee Benefits Consultant as a result of a competitive bidding process
- All department heads complete the basic levels of NIMS training

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**HUMAN RESOURCES**

<b><u>ACCOUNT</u></b>	<b><u>FY 2011-2012 ADOPTED BUDGET</u></b>	<b><u>FY 2011-2012 PROJECTED ACTUALS</u></b>	<b><u>FY 2012-2013 PROPOSED BUDGET</u></b>
Office Supplies	150	0	150
Other Purchased Supplies	440	250	440
Mileage, Training & Meetings	300	0	300
Legal	45,000	40,000	45,000
Professional Services	27,500	27,676	32,500
Advertising	1,000	2,235	1,000
Printing & Publications	200	0	200
Programs	1,200	600	1,200
Contract Settlements	66,580	0	34,487
<b>TOTAL</b>	<b>142,370</b>	<b>70,761</b>	<b>115,277</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>11205 - HUMAN RESOURCES</b>						
<b>42301 - OFFICE SUPPLIES</b>						
General office & meeting supplies	1.00	150.00	150	150		150
<b>42340 - OTHER PURCHASED SUPPLIES</b>						
First aid kits or refills, videos, materials for training seminars, etc.	1.00	440.00	440	440		440
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>						
Health & safety workshops & updates, i.e CPR, First Aid, OSHA	1.00	300.00	300	300		300
<b>44203 - LEGAL</b>						
<b>44208 - PROFESSIONAL SERVICES</b>						
Section 125 Plan - Administrative Costs	12.00	25.00	300	37,500		32,500
Required Physicals & Testing for employment	1.00	200.00	200			
Employee Assistance Program (EAP) fees	1.00	2,000.00	2,000			
Human Resource services	1.00	35,000.00	35,000		(5,000)	
<b>44231 - ADVERTISING</b>						
Employment advertising	1.00	1,000.00	1,000	1,000		1,000
<b>44232 - PRINTING &amp; PUBLICATIONS</b>						
Forms, booklets, and employee notifications	1.00	200.00	200	200		200
<b>47282 - PROGRAMS</b>						
Employee health and safety incentive programs	1.00	1,200.00	1,200	1,200		1,200
<b>50950 - CONTRACT SETTLEMENTS</b>						
Estimated salary & benefit increases for non-union employees and union contract settlements	1.00	34,487.00	34,487	34,487		34,487
Fire, BOE Local 818 contracts in negotiation						
<b>TOTAL HUMAN RESOURCES</b>				<b>120,277</b>		<b>115,277</b>

**Town of Colchester  
FY 2012-2013 Proposed Budget**

**Department: Finance (Town & Board of Education)**

**Mission**

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

**Description**

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

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

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

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

**Staffing**

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

## **2011 – 2012 Accomplishments**

- Issued audited financial statements for the fiscal year ended June 30, 2011 with unqualified audit opinion
- Issued State and Federal grant audit reports with no compliance or internal control findings
- Refunding of 2002 and 2005 General Obligation Bond issues resulting in approximately \$500,000 in total savings
- Submitted final expenditure report for Bacon Academy Portables School construction project – final audit pending
- Completed upgrade of Munis financial software system
- Issued bid award for vehicle lease purchase financing
- Issued bid award for Health and Stop-Loss insurance coverage
- Updated actuarial valuation for Other Post-Employment Benefits (OPEB)
- Updated 5-year Capital Improvement Plan
- Developed FY 2012-2013 Town & BOE annual operating budgets

## **2012 – 2013 Objectives**

- Issue audited financial statements for the fiscal year ended June 30, 2012 with an unqualified opinion
- Development of FY 2013-2014 Town & BOE annual operating budgets
- Increase the use of electronic payments to vendors (including purchasing cards and electronic funds transfer) to 20% of total payment transactions
- Develop funding plan for selected Energy Conservation projects in conjunction with Energy Services Company
- Develop funding plan for WJJMS/Community Center/Senior Center project in conjunction with Building Committee
- Issue bid and complete selection of Time and Attendance software system

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**FINANCE**

<b><u>ACCOUNT</u></b>	<b><u>FY 2011-2012 ADOPTED BUDGET</u></b>	<b><u>FY 2011-2012 PROJECTED ACTUALS</u></b>	<b><u>FY 2012-2013 PROPOSED BUDGET</u></b>
Regular Payroll	178,320	182,076	185,462
Overtime	0	111	0
Contractual, Temporary, Occasional Payroll	4,500	4,613	9,113
Employee Related Insurances	746	747	753
FICA & Retirement	26,101	26,670	27,964
Copier	750	700	750
Office Supplies	1,250	1,250	1,250
Technical Reference Materials	150	150	150
Mileage, Training & Meetings	3,475	2,975	2,975
Professional Memberships	565	545	565
Data Processing	24,888	25,773	27,170
Professional Services	15,000	14,862	15,000
Postage	2,000	2,000	2,000
Telephone	1,050	1,020	1,020
Equipment Repairs	350	350	350
<b>TOTAL</b>	<b>259,145</b>	<b>263,842</b>	<b>274,522</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>11301 - FINANCE</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>185,462</b>		<b>185,462</b>
Chief Financial Officer (CFO) - 50% Town & 50% BOE)	1.00	54,636.00	54,636			
Finance Director	1.00	76,373.00	76,373			
Payroll/AP Coordinator (8 hrs/day)	1.00	52,728.00	52,728			
Longevity	1.00	1,725.00	1,725			
<b>40105 - CONTR TEMP OCCAS</b>				<b>9,113</b>		<b>9,113</b>
Treasurer	1.00	4,613.00	4,613			
Payroll & A/P - training of new hire due to potential retirement	1.00	4,500.00	4,500			
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>753</b>		<b>753</b>
Life/AD&D Insurance	1.00	322.00	322			
Long Term Disability Insurance	1.00	431.00	431			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>27,964</b>		<b>27,964</b>
FICA & Medicare	1.00	14,885.00	14,885			
Defined Contribution 401(a) Plan - CFO @ 6% (50% Town & 50% BOE)	1.00	3,278.00	3,278			
Defined Contribution 401(a) Plan - Finance Director @ 8%	1.00	6,110.00	6,110			
Defined Contribution 401(a) Plan - Payroll & A/P Coordinator @ 7%	1.00	3,691.00	3,691			
<b>42233 - COPIER</b>				<b>750</b>		<b>750</b>
Copier supplies - paper, etc.	1.00	250.00	250			
Per copy charges	1.00	500.00	500			
<b>42301 - OFFICE SUPPLIES</b>				<b>1,250</b>		<b>1,250</b>
Office supplies	1.00	1,250.00	1,250			
<b>42343 - TECHNICAL REFERENCE MATERIALS</b>				<b>150</b>		<b>150</b>
GAAFR Review & Other reference materials for Finance & Treasurer	1.00	150.00	150			

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>2,975</b>		<b>2,975</b>
Mileage @ 55.5 cents per mile - attendance at educational seminars and professional organization meetings	1.00	450.00	450			
CCM, GFOA, CSCPA sponsored meetings & seminars	1.00	600.00	600			
Continuing education requirements for certification						
Staff Training - Finance, Payroll/Personnel, computer, Munis	1.00	1,250.00	1,250			
Keep current on legal mandates, improve operational efficiency and implement cost saving measures						
National or New England States GFOA Conference - CFO (50% Town/50% BOE)	1.00	675.00	675			
Meet continuing education requirements for certification						
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>565</b>		<b>565</b>
CTGFOA membership - CFO, Finance Director	2.00	65.00	130			
National GFOA membership - CFO	1.00	200.00	200			
AICPA membership - CFO (50% Town/50% BOE)	1.00	110.00	110			
CSCPA membership - CFO (50% Town/50% BOE)	1.00	125.00	125			
<b>44205 - DATA PROCESSING</b>				<b>27,170</b>		<b>27,170</b>
MUNIS - ASP Services for payroll, GL, Fixed Assets, Requisitions	1.00	22,500.00	22,500			
Town Share - 3 year contract 7/1/10-6/30/13						
Crystal Reports for Munis - estimated 5% increase	1.00	670.00	670			
Check stock, Direct deposit paystubs, W-2 tax forms	1.00	1,500.00	1,500			
Time & Attendance software	1.00	2,500.00	2,500			
<b>44208 - PROFESSIONAL SERVICES</b>				<b>15,000</b>		<b>15,000</b>
Banking services fees	1.00	15,000.00	15,000			
<b>44217 - POSTAGE</b>				<b>2,000</b>		<b>2,000</b>
<b>45216 - TELEPHONE</b>				<b>1,020</b>		<b>1,020</b>
Monthly base charges	12.00	85.00	1,020			
<b>46224 - EQUIPMENT REPAIRS</b>				<b>350</b>		<b>350</b>
Office equipment repairs - typewriter, fax, printers	1.00	350.00	350			
<b>TOTAL FINANCE</b>				<b>274,522</b>		<b>274,522</b>

**Town of Colchester  
FY 2012-2013 Proposed Budget**

**Department: Tax Office**

**Mission**

To provide professional, courteous and efficient service to the public. Annually collect the highest percentage of current and delinquent real estate, motor vehicle and personal property taxes to maximize revenues to the town.

**Description**

Between the employees we plan, organize and work according to statutory authority, and in accordance with an established collection cycle. The Tax office is responsible for billing and collecting payments when bills become due.

Our office aggressively collects delinquent taxes by consistently utilizing all tools at our disposal. We work with DMV, State Marshalls and an Attorney to assist in the collections of delinquent taxes.

**Staffing**

Tax Collector (full time)

Assistant Tax Collector (full time)

Department Collections Clerk (part time)

## **2011 – 2012 Accomplishments**

- Achieved 98.61% tax collection rate for FY2010-2011
- On track to achieve budgeted 98.3% tax collection rate for FY2011-2012
- Delinquent tax collection of \$ for calendar year 2011
- Successfully keeping high collection rate using a variation of enforcement tools
- Successfully hired and filled permanent part-time position.
- Brought in second computer for taxpayers to view taxes and payments at counter

## **2011 Measures (January 1 – December 31)**

- |  |        |
|--|--------|
| • Bills Sent:                                  | 25,780 |
| • Delinquent Statements & Demands:             | 9,522  |
| • Liens Recorded:                              | 401    |
| • Accounts with Marshal or Collections Agency: | 906    |
| • Accounts with Attorney:                      | 35     |

## **2012 – 2013 Objectives**

- Continue education and training for collector and staff including Microsoft Excel and Tax Collector certification series for staff
- Successfully hire and train Assistant Tax Collector
- Achieve at least a 98.3% tax collection rate
- Develop and install online billing and processing system through Quality Data

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**TAX COLLECTOR**

<b><u>ACCOUNT</u></b>	<b><u>FY 2011-2012 ADOPTED BUDGET</u></b>	<b><u>FY 2011-2012 PROJECTED ACTUALS</u></b>	<b><u>FY 2012-2013 PROPOSED BUDGET</u></b>
Regular Payroll	113,427	113,734	114,653
Employee Related Insurances	342	234	345
FICA & Retirement	14,838	12,971	13,488
Office Supplies	2,500	2,500	2,800
Mileage, Training & Meetings	1,500	1,500	1,900
Professional Memberships	120	95	120
Data Processing	10,800	10,800	13,300
Postage	9,500	9,500	9,800
Service Contracts	3,475	3,645	3,678
Legal Notices	600	660	660
Telephone	858	833	858
<b>TOTAL</b>	<b>157,960</b>	<b>156,472</b>	<b>161,602</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>11303 - TAX COLLECTOR</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>114,653</b>		<b>114,653</b>
Tax Collector	1.00	60,819.00	60,819			
Assistant Tax Collector (7 hrs/day)	1.00	39,658.00	39,658			
Delinquent Tax Collections Clerk	1.00	14,176.00	14,176			
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>345</b>		<b>345</b>
Life/AD&D Insurance	1.00	90.00	90			
Long Term Disability Insurance	1.00	255.00	255			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>13,488</b>		<b>13,488</b>
FICA & Medicare - 7.65% of wages	1.00	8,771.00	8,771			
Defined Contribution 401(a) Plan - Tax Collector @ 6%	1.00	3,649.00	3,649			
Defined Contribution 401(a) Plan - Assistant Tax Collector @ 7%	1.00	1,068.00	1,068			
Partial year - current vacant position						
<b>42301 - OFFICE SUPPLIES</b>				<b>2,800</b>		<b>2,800</b>
Paper, toner, envelopes (delinquent demands, billing), general office supplies	1.00	2,800.00	2,800			
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>1,900</b>		<b>1,900</b>
Required classes & Annual Seminar for Tax Collector	1.00	1,900.00	1,900			
Mileage @ 55.5cents/mile						
Additional classes for new staff.						
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>120</b>		<b>120</b>
CT Tax Association & New London County Collectors Association Dues	1.00	120.00	120			
<b>44205 - DATA PROCESSING</b>				<b>13,300</b>		<b>13,300</b>
Quality Data -- printing, processing, mail prep, rate book, rate forms, binding, & software support	1.00	13,300.00	13,300			
Additional fee for on-line billing						

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>44217 - POSTAGE</b>				<b>9,800</b>		<b>9,800</b>
Tax bills, delinquent statements, demands & other notices required for collection. Bulk rate varies by quantity. Postage increase	1.00	9,800.00	9,800			
<b>44223 - SERVICE CONTRACTS</b>				<b>3,678</b>		<b>3,678</b>
Annual State Dept of Motor Vehicles (DMV) fee	1.00	3,678.00	3,678			
<b>44230 - LEGAL NOTICES</b>				<b>660</b>		<b>660</b>
Legal notices required by State Statute for collection periods	1.00	660.00	660			
<b>45216 - TELEPHONE</b>				<b>858</b>		<b>858</b>
Monthly base charges	12.00	71.50	858			
<b>TOTAL TAX COLLECTOR</b>				<b>161,602</b>		<b>161,602</b>

**Town of Colchester  
FY 2012-2013 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. File an updated Grand List annually adding any new construction or sub-divisions, correcting any inequities, and showing all property and liability that will be used to generate the annual town "taxes" portion of the budget.

**Description**

The Assessor for the town is appointed by the Board of Selectman 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 oversees the town-wide revaluation of all taxable and non-taxable property to reflect current market trends. Supervises all contracted appraisal work for revaluation and superior court appeals.

The Assessor's Office is responsible for administering both local and state exemption programs for Elderly, Blind, Disabled, Veterans, Disabled Veterans, Firefighters, and Handicapped.

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 to Assessor (full time)

## **2011 – 2012 Accomplishments**

- Filed all State reports for reimbursement in a timely manner
- Created and entered into a hybrid revaluation contract where town employees performed many duties & responsibilities that had been contracted out in the past
- Reduced contracting expenses for the Town by performing “data collection” inspections for 2011 revaluation
- Posted regular updates and held informational meetings to continue public relations program regarding revaluation
- Resolved pending litigation
- Used in-house staff to reduce revaluation contracting expense
- Managed, directed, and oversaw completion of revaluation process

## **2011 Measures (January 1 – December 31)**

- Revaluation Inspections (in-house): 2,701
- Appraisals: 1,058
- Motor Vehicles Valued: 4,705
- Personal Property Accounts Processed: 1,300
- Untaxed Assets Uncovered: 671

## **2012 – 2013 Objectives**

- Finalize appeals and litigation of revaluation process
- Deliver 2012 grand list by 01/31/2013
- Support research on elderly tax relief ordinance
- Guidance to Agriculture Commission on local option tax exemptions

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**ASSESSOR**

<b><u>ACCOUNT</u></b>	<b>FY 2011-2012 ADOPTED BUDGET</b>	<b>FY 2011-2012 PROJECTED ACTUALS</b>	<b>FY 2012-2013 PROPOSED BUDGET</b>
Regular Payroll	183,498	185,877	191,208
Overtime	736	745	758
Contractual, Temporary, Occasional Payroll	500	0	500
Employee Related Insurances	714	714	715
FICA & Retirement	26,978	27,309	28,859
Copier	1,850	1,850	2,050
Office Supplies	2,200	2,200	2,200
Other Purchased Supplies	50	50	50
Technical Reference Materials	610	610	650
Mileage, Training & Meetings	6,717	6,717	6,717
Professional Memberships	440	420	470
Data Processing	14,050	14,700	14,650
Professional Services	2,000	2,000	2,000
Postage	1,795	1,795	1,795
Telephone	540	515	540
<b>TOTAL</b>	<b>242,678</b>	<b>245,502</b>	<b>253,162</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>11304 - ASSESSOR</b>						
<b>40101 - REGULAR PAYROLL</b>						
Assessor	1.00	83,931.00	83,931	<b>191,208</b>		<b>191,208</b>
Deputy Assessor	1.00	64,011.00	64,011			
Assistant to the Assessor (8 hrs/day)	1.00	42,016.00	42,016			
Longevity	1.00	1,250.00	1,250			
<b>40103 - OVERTIME</b>						
Overtime - estimated 25 hours	1.00	758.00	758	<b>758</b>		<b>758</b>
<b>40105 - CONTR TEMP OCCAS</b>						
Temporary help to cover vacations & workshop for assessor and staff	1.00	500.00	500	<b>500</b>		<b>500</b>
<b>41210 - EMPLOYEE RELATED INS.</b>						
Life/AD&D Insurance	1.00	330.00	330	<b>715</b>		<b>715</b>
Long term Disability Insurance	1.00	385.00	385			
<b>41230 - FICA &amp; RETIREMENT</b>						
FICA & Medicare 7.65% of Gross Wages	1.00	14,723.00	14,723	<b>28,859</b>		<b>28,859</b>
Defined Contribution 401(a) Plan - Assessor @ 8%	1.00	6,714.00	6,714			
Defined Contribution 401(a) Plan - Deputy Assessor, and Asst. to the Assessor @ 7%	1.00	7,422.00	7,422			
<b>42233 - COPIER</b>						
Monthly lease	12.00	145.00	1,740	<b>2,050</b>		<b>2,050</b>
Per copy charges - \$.007 per copy	1.00	170.00	170			
Paper for copier	1.00	140.00	140			
<b>42301 - OFFICE SUPPLIES</b>						
State mandated forms, pricing books, cards, labels, Personal Property declarations, envelopes, General office supplies, veteran cards, correction forms, printer supplies, reproduction of tax maps	1.00	2,200.00	2,200	<b>2,200</b>		<b>2,200</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>42340 - OTHER PURCHASED SUPPLIES</b>				<b>50</b>		<b>50</b>
Film & Developing costs.	1.00	50.00	50			
<b>42343 - TECHNICAL REFERENCE MATERIALS</b>				<b>650</b>		<b>650</b>
Subscription - NADA pricing guides, computer schedule, trailer/recreation vehicle guides	1.00	650.00	650			
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>6,717</b>		<b>6,717</b>
State Meetings & OPM training - mileage and professional organization meetings	1.00	6,717.00	6,717			
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>470</b>		<b>470</b>
CAAO - CT Assoc. of Assessing Officers	2.00	80.00	160			
IAAO - International Assoc. of Assessing Officers	1.00	185.00	185			
SPA - Society of Professional Assessors	1.00	30.00	30			
NRAAO - Northeast Regional Assoc. of Assessing Officers	1.00	35.00	35			
HCAA - Hartford County Assessors Assoc.	1.00	25.00	25			
GNLCAA - Greater New London County Assessors	1.00	35.00	35			
<b>44205 - DATA PROCESSING</b>				<b>14,650</b>		<b>14,650</b>
Quality Data Service Contract	1.00	7,000.00	7,000			
Vision CAMA - maintenance contract	1.00	4,850.00	4,850			
Vision - website hosting fees	1.00	2,800.00	2,800			
<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>1,795</b>		<b>1,795</b>
<b>45216 - TELEPHONE</b>				<b>540</b>		<b>540</b>
Monthly base charges	12.00	45.00	540			
<b>TOTAL ASSESSOR</b>				<b>253,162</b>		<b>253,162</b>

**Town of Colchester  
FY 2012-2013 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 is also provides a major statistical function with the Preparation of Statistical Profile and the administration of the GIS system. 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 is staffed by six professionals who are all full time. The Department provides primary staffing to the Planning and Zoning Commission, the Conservation Commission, the Open Space Commission, the Zoning Board of Appeals, the Economic Development Commission and the Historic District Commission. All of these positions involve administration and compliance with state mandates and regulations, including detailed notice and development decision requirements.

## **Staffing**

Town Planner (full time)  
Building Official (full time)  
Zoning/Assistant Planner (full time)  
Fire Marshal (full time)  
Wetlands/Conservation Official (full time)  
Administrative Assistant (full time)  
Economic Development Coordinator (part time)

## **2011 – 2012 Accomplishments**

- Completed the future water and sewer plan and secured approximately \$3 million for the first phase of construction
- Comprehensively revised towns Land Development Regulations
- Updated Zoning, Land Use, and Open Space Map
- Assumed administrative responsibility for Colchester services of the Chatham Health District
- Developed all materials necessary for bid and construction of Lebanon Avenue/South Main Street streetscape improvement
- Developed Jacks Chevrolet redevelopment plan guidelines
- Developed sidewalk plan and priority listing
- Revised Open Space Inventory and Map

## **2011 Measures (January 1 – December 31)**

- Applications Reviewed: 321
- Applications Approved: 272
- Residential Applications Approved (Houses):13
- Residential Applications Approved (Other): 260
- Commercial Applications Approved: 18
- Building Inspections: 873
- Fees Collected: \$207,798.50

## **2012 – 2013 Objectives**

- Complete and adopt update of Plan of Conservation and Development
- Complete review and adopt revised Land Development Regulations
- Complete construction on Lebanon Avenue/Merchants Row streetscape
- Complete construction of first phase of the Town's southern water and sewer expansion
- White Oak Tree rehabilitation

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**PLANNING & CODE ADMINISTRATION**

<b><u>ACCOUNT</u></b>	<b><u>FY 2011-2012 ADOPTED BUDGET</u></b>	<b><u>FY 2011-2012 PROJECTED ACTUALS</u></b>	<b><u>FY 2012-2013 PROPOSED BUDGET</u></b>
Regular Payroll	364,279	368,676	382,667
Overtime	3,707	2,475	3,637
Contractual, Temporary, Occasional Payroll	2,000	1,000	2,000
Employee Related Insurances	1,488	1,488	1,489
FICA & Retirement	47,405	48,065	50,344
Copier	3,111	3,692	3,334
Office Supplies	2,500	2,500	2,500
Safety Equipment	600	600	600
Other Purchased Supplies	50	50	50
Technical Reference Materials	0	0	1,735
Mileage, Training & Meetings	2,000	3,000	3,000
Professional Memberships	8,000	8,000	12,765
Legal	45,000	40,000	45,000
Professional Services	6,000	6,000	8,000
Postage	3,150	2,000	3,150
Legal Notices	6,795	3,500	6,795
Printing & Publications	1,750	1,750	1,750
Telephone	1,740	1,890	1,740
Equipment Repairs	300	200	300
Vehicle Maintenance & Fuel	6,404	6,400	5,524
<b>TOTAL</b>	<b>506,279</b>	<b>501,286</b>	<b>536,380</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>11411 - PLANNING CODE ADMINISTRATION</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>382,667</b>		<b>382,667</b>
Town Planner	1.00	77,296.00	77,296			
Building Official	1.00	71,816.00	71,816			
Fire Marshal	1.00	57,787.00	57,787			
Zoning Enforcement Officer	1.00	57,262.00	57,262			
Wetlands Officer	1.00	52,320.00	52,320			
Administrative Assistant (8 hrs/day)	1.00	42,016.00	42,016			
Economic Development Coordinator (part-time) - 20 hours/week	1.00	21,320.00	21,320			
Longevity	1.00	2,850.00	2,850			
<b>40103 - OVERTIME</b>				<b>3,637</b>		<b>3,637</b>
Clerk for Planning & Zoning Commission - est. 22 meetings, 3 hrs/meeting	1.00	2,000.00	2,000			
Clerk for Zoning Board of Appeals - est. 6 meetings, 3 hrs/meeting	1.00	546.00	546			
Clerk for Wetlands Conservation Commission - est. 12 meetings, 3 hrs/mtg	1.00	1,091.00	1,091			
<b>40105 - CONTR TEMP OCCAS</b>				<b>2,000</b>		<b>2,000</b>
Fire inspections by Deputy Fire Marshal during Fire Marshal absences (\$25/inspection) and where conflict of interest may exist	1.00	1,250.00	1,250			
Temporary employee services provided during vacations	1.00	750.00	750			
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>1,489</b>		<b>1,489</b>
Life/AD&D Insurance	1.00	720.00	720			
Long Term Disability Insurance	1.00	769.00	769			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>50,344</b>		<b>50,344</b>
FICA & Medicare @ 7.65% of Gross wages	1.00	29,704.00	29,704			
Defined Contribution 401(a) Plan - Fire Marshal, ZEO, and Wetlands Officer @ 8%	1.00	13,390.00	13,390			
Defined Contribution 401(a) Plan - Building Official @ 6%	1.00	4,309.00	4,309			
Defined Contribution 401(a) Plan - Administrative Assistant @ 7%	1.00	2,941.00	2,941			

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>42233 - COPIER</b>				<b>3,334</b>		<b>3,334</b>
Overages	1.00	800.00	800			
Copy supplies (shared cost with Engineering Department)	1.00	375.00	375			
Annual Lease for copier & service contract (shared cost with Engineering)	1.00	2,159.00	2,159			
<b>42301 - OFFICE SUPPLIES</b>				<b>2,500</b>		<b>2,500</b>
Shared cost with Engineering Department	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>1,735</b>		<b>1,735</b>
Technical Journals, Code Publications, reference materials	1.00	1,735.00	1,735			
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>3,000</b>		<b>3,000</b>
Mileage for staff, board & commissions @ 55.5 cents/mile	1.00	3,000.00	3,000			
Classes, seminars and meetings						
Staff training to maintain required professional certifications						
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>12,765</b>		<b>12,765</b>
Prof. Organization fees/membership dues - Town Planner, Building Officials, ZEO & Commissions	1.00	2,765.00	2,765			
Southeastern Connecticut Enterprise Region (SECTER)	1.00	5,000.00	5,000			
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>8,000</b>		<b>8,000</b>
Consultant service and review of applications in the Historic Overlay Zone	1.00	8,000.00	8,000			
<b>44217 - POSTAGE</b>				<b>3,150</b>		<b>3,150</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>44230 - LEGAL NOTICES</b>				<b>6,795</b>		<b>6,795</b>
Legally required notices for ZPC, ZBA and CCC	1.00	6,795.00	6,795			
<b>44232 - PRINTING &amp; PUBLICATIONS</b>				<b>1,750</b>		<b>1,750</b>
Printing cost for all administrative functions - CO's, permits, forms, regulations, etc.	1.00	1,750.00	1,750			
<b>45216 - TELEPHONE</b>				<b>1,740</b>		<b>1,740</b>
Monthly base charges	1.00	1,740.00	1,740			
<b>46224 - EQUIPMENT REPAIRS</b>				<b>300</b>		<b>300</b>
Cash register & other office equipment - minor repairs	1.00	300.00	300			
<b>46390 - VEHICLE MAINTENANCE &amp; FUEL</b>				<b>5,524</b>		<b>5,524</b>
Repairs and maintenance	1.00	2,500.00	2,500			
Gasoline	1,120.00	2.70	3,024			
<b>TOTAL PLANNING CODE ADMINISTRATION</b>				<b>536,380</b>		<b>536,380</b>

**Town of Colchester  
FY 2012-2013 Proposed Budget**

**Department: Town Clerk**

**Mission**

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

**Description**

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

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

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

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

**Staffing**

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

## **2011 - 2012 Accomplishments**

- Scanned 38 volumes of documents and 49 maps into the computer system thereby allowing our customers to view and print the images from the vault
- Applied for and administered a \$3,500 Historic Documents Preservation Grant from the State of Connecticut to hire consultants to perform a records management survey for the Town.
- Joined the Town Clerks Portal, which enables online accessibility of our land record system to all departments as well as the general public
- Worked with I.T. Dept. to set up an FTP site so data can be electronically transferred to vendor for verification of records for audit purposes
- Attended extensive training for an Electronic Death Registry System provided by the CT Department of Public Health, which required each user to successfully complete the course before launch of the new program. EDRS is a secure internet application that will be accessible to all persons involved in the death registration process across the State

## **2011 Measures (January 1 – December 31)**

- Land Record Recordings: 3,040
- Absentee Ballots Issued: 108
- Dog Licenses Issued: 1,502
- Marriage Licenses Issued: 49
- Birth, Marriage, & Death Certificates Issued: 368
- Sporting Licenses Issued: 889
- Documents Notarized: 764

## **2012 - 2013 Objectives**

- Develop a records management program for the entire Town Hall, including an inventory that will be maintained by the Town Clerk's Office
- Have installed new storage/shelving units for the second floor vault
- Connect an index of property parcels with the digital image of filed surveys
- Assistant Town Clerk (part-time) trained as Certified Connecticut Town Clerk (CCTC)
- Finish preservation project of historic vital records

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**TOWN CLERK**

<b><u>ACCOUNT</u></b>	<b><u>FY 2011-2012 ADOPTED BUDGET</u></b>	<b><u>FY 2011-2012 PROJECTED ACTUALS</u></b>	<b><u>FY 2012-2013 PROPOSED BUDGET</u></b>
Regular Payroll	127,654	127,654	131,044
Overtime	0	213	0
Contractual, Temporary, Occasional Payroll	800	800	800
Employee Related Insurances	478	473	485
FICA & Retirement	17,196	17,212	17,962
Copier	5,500	5,500	5,500
Office Supplies	1,100	1,100	1,100
Technical Reference Materials	550	550	550
Mileage, Training & Meetings	1,250	1,250	1,250
Professional Memberships	235	235	265
Indexing & Recording	24,800	24,800	24,800
Postage	2,000	2,000	2,500
Legal Notices	2,000	2,000	2,900
Printing & Publications	2,200	1,950	2,200
Micro Film	700	700	700
Telephone	1,050	1,050	1,050
Equipment Repairs	500	350	500
<b>TOTAL</b>	<b>188,013</b>	<b>187,837</b>	<b>193,606</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>11501 - TOWN CLERK</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>131,044</b>		<b>131,044</b>
Town Clerk	1.00	59,191.00	59,191			
Assistant Town Clerk (7 hrs/day)	1.00	41,915.00	41,915			
Assistant to the Town Clerk (6 hrs/day)	1.00	29,063.00	29,063			
Longevity	1.00	875.00	875			
<b>40105 - CONTR TEMP OCCAS</b>				<b>800</b>		<b>800</b>
Town Historian.	1.00	800.00	800			
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>485</b>		<b>485</b>
Life/AD&D Insurance	1.00	135.00	135			
Long Term Disability Insurance	1.00	350.00	350			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>17,962</b>		<b>17,962</b>
FICA & Medicare @ 7.65% of gross wages	1.00	10,024.00	10,024			
Defined Contribution Plan - 401(a) - Town Clerk @ 6%	1.00	3,551.00	3,551			
Defined Contribution Plan - 401(a) - Assistant Town Clerk @ 7%	1.00	2,934.00	2,934			
Defined Contribution Plan - 401(a) - Asst. to Town Clerk @ 5% (30hr per week employee)	1.00	1,453.00	1,453			
<b>42233 - COPIER</b>				<b>5,500</b>		<b>5,500</b>
Town Clerk & Registrar copier lease	12.00	219.00	2,628			
Per copy charges - Town Clerk & Registrars copier	1.00	972.00	972			
Paper & supplies for regular and map copier	1.00	1,450.00	1,450			
Annual map copier service contract.	1.00	450.00	450			
<b>42301 - OFFICE SUPPLIES</b>				<b>1,100</b>		<b>1,100</b>
Pens, vital paper, folders, map strips, and other supplies	1.00	1,100.00	1,100			
<b>42343 - TECHNICAL REFERENCE MATERIALS</b>				<b>550</b>		<b>550</b>
General Code - annual subscription for code update	1.00	550.00	550			
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>1,250</b>		<b>1,250</b>
State mandated training for Town Clerk or Assistant	1.00	750.00	750			
Conferences, workshops re: changes in regulations; including mileage						
Training for Assistants plus mileage.	1.00	500.00	500			

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>265</b>		<b>265</b>
Town Clerks' Associations - CT, NEACTC, IIMC	1.00	265.00	265			
<b>44207 - INDEXING &amp; RECORDING</b>				<b>24,800</b>		<b>24,800</b>
Land - Microfilm, indexing, imaging	1.00	24,800.00	24,800			
Recording Birth/marriages/death; auditing services - required						
<b>44217 - POSTAGE</b>				<b>2,500</b>		<b>2,500</b>
Postage for returning recorded documents, absentee ballots, general correspondence.	1.00	2,500.00	2,500			
Presidential year - more absentee ballots to mail						
<b>44230 - LEGAL NOTICES</b>				<b>2,900</b>		<b>2,900</b>
Warnings for Town meetings, budget referenda, Elections, audit, dog notices, etc.	1.00	2,900.00	2,900			
Annual Budget Mtg.(\$1500.) warning with details has been added.						
Presidential year - requires more legal notices						
<b>44232 - PRINTING &amp; PUBLICATIONS</b>				<b>2,200</b>		<b>2,200</b>
Imprinted envelopes and minute books.	1.00	600.00	600			
Bindings of minute books for boards and commissions are imprinted						
General code updates for codebook & ordinances	1.00	1,600.00	1,600			
<b>44271 - MICRO FILM REPAIRS</b>				<b>700</b>		<b>700</b>
Annual microfilming & storage of maps.	1.00	700.00	700			
This is to have a backup copy.						
<b>45216 - TELEPHONE</b>				<b>1,050</b>		<b>1,050</b>
Monthly base charges	1.00	1,050.00	1,050			
<b>46224 - EQUIPMENT REPAIRS</b>				<b>500</b>		<b>500</b>
Office Equipment repairs such as town and vital seals, copier parts not covered under warranty, time stamper, etc.	1.00	500.00	500			
<b>TOTAL TOWN CLERK</b>				<b>193,606</b>		<b>193,606</b>

**Town of Colchester  
FY 2012-2013 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.

Maintains the voter database for the Town through voter registration and a yearly canvass.

**Staffing**

Registrar (Republican)

Registrar (Democratic)

Deputy Registrar (Republican)

Deputy Registrar (Democratic)

### **2011 - 2012 Accomplishments**

- ROVAC State conference- Sept. 2011
- Supervised absentee ballot voting session at local convalescent home and rehabilitation facilities for 2011 November municipal election
- November 2011 municipal election (voting in 3 districts)
- Administered recount for position of Tax Collector
- District ROVAC meetings attended monthly
- NCOA canvass to update voter registrations

### **2012 - 2013 Objectives**

- Continue to maintain voter database
- Integrate updated voter registration system (CONVERS 2)
- Retain at least eight moderators (four from each party) by sending volunteers to classes to become trained and certified by the State
- Voter registration session at high school (May 2012)
- Spring ROVAC conference for education and updates of new legislation
- Redistricting for State per 2010 census - create a 4<sup>th</sup> voting district in Town, which requires updating voter registration system, notifying voters by mail of their district change, locating two voting machines and a handicap voting machine. Make sure polling place is equipped and install another fax line for handicap voting machine

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**REGISTRARS OF VOTERS**

<b><u>ACCOUNT</u></b>	<b><u>FY 2011-2012 ADOPTED BUDGET</u></b>	<b><u>FY 2011-2012 PROJECTED ACTUALS</u></b>	<b><u>FY 2012-2013 PROPOSED BUDGET</u></b>
Regular Payroll	24,750	24,750	24,750
Contractual, Temporary, Occasional Payroll	13,875	12,521	13,875
FICA	1,894	1,894	1,894
Office Supplies	500	425	500
Other Purchased Supplies	2,000	1,200	2,000
Mileage, Training & Meetings	1,500	1,300	1,500
Professional Memberships	200	110	200
Professional Services	2,300	1,900	5,000
Postage	2,600	1,000	2,600
Service Contracts	1,830	1,170	1,830
Printing & Publications	6,500	4,500	9,000
Telephone	380	380	380
<b>TOTAL</b>	<b>58,329</b>	<b>51,150</b>	<b>63,529</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>11601 - REGISTRARS OF VOTERS</b>						
<b>40101 - REGULAR PAYROLL</b>						
Registrars salary	2.00	12,375.00	24,750	<b>24,750</b>		<b>24,750</b>
<b>40105 - CONTR TEMP OCCAS</b>						
Regular election - Registrars, Deputy registrars, pollworkers	1.00	4,000.00	4,000	<b>13,875</b>		<b>13,875</b>
Referenda - Registrars, Deputy registrars, pollworkers	1.00	7,200.00	7,200			
Primary - Registrars, Deputy Registrars, pollworkers	1.00	2,675.00	2,675			
<b>41230 - FICA</b>						
FICA & Medicare @ 7.65% of Registrar salary	1.00	1,894.00	1,894	<b>1,894</b>		<b>1,894</b>
<b>42301 - OFFICE SUPPLIES</b>						
Fax and copier toner cartridges	1.00	500.00	500	<b>500</b>		<b>500</b>
<b>42340 - OTHER PURCHASED SUPPLIES</b>						
Meals for poll workers & canvassing supplies	1.00	2,000.00	2,000	<b>2,000</b>		<b>2,000</b>
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>						
Conferences (2) for Registrars and Deputies	1.00	1,500.00	1,500	<b>1,500</b>		<b>1,500</b>
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>						
Annual dues - ROVAC	1.00	200.00	200	<b>200</b>		<b>200</b>
<b>44208 - PROFESSIONAL SERVICES</b>						
Use of polling locations	1.00	800.00	800	<b>5,000</b>		<b>5,000</b>
Programming of memory cards for voting machines	1.00	1,500.00	1,500			
State requirement that towns must pay for the programming						
Purchase of 6 additional memory cards including programming	1.00	2,700.00	2,700			
State legislature redistricting						
<b>44217 - POSTAGE</b>						
				<b>2,600</b>		<b>2,600</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>44223 - SERVICE CONTRACTS</b>				<b>1,830</b>		<b>1,830</b>
Service contracts for 8 tabulators State mandate	1.00	1,830.00	1,830			
<b>44232 - PRINTING &amp; PUBLICATIONS</b>				<b>9,000</b>		<b>9,000</b>
Printing of ballots New district added - State legislature redistricting	1.00	9,000.00	9,000			
<b>45216 - TELEPHONE</b>				<b>380</b>		<b>380</b>
Monthly base charges - Town Hall office Monthly base charges - Poll locations	12.00 1.00	15.00 200.00	180 200			
<b>TOTAL REGISTRARS OF VOTERS</b>				<b>63,529</b>		<b>63,529</b>

**Town of Colchester  
FY 2012-2013 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  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**INSURANCES**

<b><u>ACCOUNT</u></b>	<b>FY 2011-2012 ADOPTED BUDGET</b>	<b>FY 2011-2012 PROJECTED ACTUALS</b>	<b>FY 2012-2013 PROPOSED BUDGET</b>
Health Insurance	1,056,042	1,054,890	802,350
Other Post Employment Benefits	0	0	0
Workers Compensation Insurance	327,770	305,096	322,645
Municipal Insurance	199,751	198,386	202,103
Unemployment Compensation	39,200	16,300	18,880
<b>TOTAL</b>	<b>1,622,763</b>	<b>1,574,672</b>	<b>1,345,978</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>11701 - INSURANCES</b>						
<b>41211 - HEALTH INSURANCE</b>						
Projected claims - 100%	1.00	881,208.00	881,208	<b>827,350</b>		<b>802,350</b>
Per Anthem estimate dated 12/12/11						
Fixed expenses - 100%	1.00	142,532.00	142,532			
Per Anthem estimate dated 12/12/11						
Employee contributions	1.00	(170,000.00)	(170,000)			
Reduce for approximate amount allocated to Sewer/Water	1.00	(54,225.00)	(54,225)			
Additional funding required due to existing deficit in Town portion of Health insurance reserve	1.00	25,000.00	25,000		(25,000)	
Anthem Dental & Vision - fully insured premium for vision rider in Administrators' Union Contract	12.00	236.25	2,835			
Estimated 5% increase						
<b>41215 - OTHER POST-EMPLOYMENT BENEFITS</b>						
Estimated contribution - Public Safety employees	1.00	6,000.00	6,000	<b>39,000</b>	(6,000)	<b>0</b>
Based upon recommended contribution for FY 2012-2013 per 7/1/11 actuarial valuation						
Estimated contribution - all other Town (excluding Public Safety and BOE) employees	1.00	33,000.00	33,000		(33,000)	
Based upon recommended contribution for FY 2012-2013 per 7/1/11 actuarial valuation						
<b>41260 - WORKERS' COMP INSURANCE</b>						
Workers Compensation premium	1.00	312,419.00	312,419	<b>322,645</b>		<b>322,645</b>
Per estimate from USI Connecticut dated 12/23/11						
MIRMA membership assessment (policy year 2004-2005) - Colchester share of MIRMA deficit	1.00	10,226.00	10,226			

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>44206 - MUNICIPAL INSURANCE</b>				<b>202,103</b>		<b>202,103</b>
Property/l.M./Crime - estimated 0% rate increase and 1% exposure increase Per estimate from USI Connecticut dated 12/23/11	1.00	12,048.00	12,048			
Boiler - estimated 0% rate increase & 1% exposure increase Per estimate from USI Connecticut dated 12/23/11	1.00	1,537.00	1,537			
General Liability - estimated 0% rate increase & 1% exposure increase Per estimate from USI Connecticut dated 12/23/11	1.00	52,220.00	52,220			
Law Enforcement Liability - estimated 10% increase to account for one additional officer Per estimate from USI Connecticut dated 12/23/11	1.00	6,140.00	6,140			
Automotive - estimated 1% exposure change to account for replacing at least 2-3 older vehicles with newer ones Per estimate from USI Connecticut dated 12/23/11	1.00	20,765.00	20,765			
Public Officials, including EPLI - estimated 0% increase Per estimate from USI Connecticut dated 12/23/11	1.00	15,168.00	15,168			
Umbrella (annual) - estimated 0% increase Per estimate from USI Connecticut dated 12/23/11	1.00	24,534.00	24,534			
Crime (Travelers) - estimated 0% increase Per estimate from USI Connecticut dated 12/23/11	1.00	1,390.00	1,390			
Fire Department Package (VFIS) - estimated 2% increase Per estimate from USI Connecticut dated 12/23/11	1.00	39,200.00	39,200			
Fire Department Umbrella (VFIS) - estimated 2% increase Per estimate from USI Connecticut dated 12/23/11	1.00	4,224.00	4,224			
Fire Department - Accident/sickness - estimated 0% increase Per estimate from USI Connecticut dated 12/23/11	1.00	2,867.00	2,867			
Miscellaneous Adds & Changes Per estimate from USI Connecticut dated 12/23/11	1.00	2,000.00	2,000			
Bond (Town Clerk, Assistant Tax Collector) Per estimate from USI Connecticut dated 12/23/11	1.00	963.00	963			
Fiduciary liability - Police Retirement Board - estimated 0% increase Per estimate from USI Connecticut dated 12/23/11	1.00	747.00	747			
Insurance broker fees - 0% increase Per estimate from USI Connecticut dated 12/23/11	1.00	18,300.00	18,300			
<b>44243 - UNEMPLOYMENT COMPENSATION</b>				<b>18,880</b>		<b>18,880</b>
Unemployment compensation paid per case.	1.00	18,000.00	18,000			
Third Party Administrator & claims management fees	4.00	220.00	880			
<b>TOTAL INSURANCES</b>				<b>1,409,978</b>		<b>1,345,978</b>

**Town of Colchester  
FY 2012-2013 Proposed Budget**

**Department: Probate**

**Description**

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

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**PROBATE**

<b><u>ACCOUNT</u></b>	<b>FY 2011-2012 ADOPTED <u>BUDGET</u></b>	<b>FY 2011-2012 PROJECTED <u>ACTUALS</u></b>	<b>FY 2012-2013 PROPOSED <u>BUDGET</u></b>
Windham/Colchester Probate District	5,051	5,249	4,836
<b>TOTAL</b>	<b>5,051</b>	<b>5,249</b>	<b>4,836</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>11702 - PROBATE</b>						
<b>47250 - WINDHAM-COLCHESTER PROBATE</b>						
Per capita fees	1.00	4,836.00	4,836	4,836		4,836
Based on Department of Public Health 2010 population estimate of 16,092						
<b>TOTAL PROBATE</b>				<b>4,836</b>		<b>4,836</b>

**Town of Colchester  
FY 2012-2013 Proposed Budget**

**Department: Information Technology**

**Mission**

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

**Description**

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

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

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

**Staffing**

Information Technology/GIS Coordinator (part time)

Network Technician (part time)

## **2011 – 2012 Accomplishments**

- Upgraded the Town website to have a more user-friendly interface
- Added an Internet interface for the town clerk's records, allowing the public to access most records from the online vault
- Increased download and upload speeds at Town Hall, Senior Center, Library and Highway by upgraded Internet access
- Increased and updated data connectivity between Town Hall and municipal facilities outside of Town Hall giving the ability to save files and communicate with Town Hall servers
- Town Hall phone System has been replaced with a new Cisco Voice-Over IP system and the conventional phone lines have been replaced with Internet-based phone lines.
- New online archive for all E-mail transactions ensures compliance with retention laws requiring long-term storage of specific E-mail transactions and allows for searching transactions per an authorized user criteria
- New online GIS allows for employee and public access to our GIS Data, Assessment Data and any other digital sources that has a reference to parcel data

## **2011 Measures (January 1 – December 31)**

- Work Orders Opened: 262
- Work Orders Closed: 287
- IT Management Hours: 542.25
- Technical Assistance Hours: 311
- Website Management Hours: 91.50
- GIS Hours: 93.50
- Other IT Function Hours: 116

## **2012 – 2013 Objectives**

- Deploy online Building and Zoning permit tracking interface
- Update Building and Zoning permit tracking with new features
- Complete Town-Wide Computer Virtualization Plan
- Complete creation of GIS data layers for signs, drainage features, and features taken from new aerial photos
- Obtain, install and configure Laser fiche document-imaging software

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**INFORMATION TECHNOLOGY**

<b><u>ACCOUNT</u></b>	<b><u>FY 2011-2012 ADOPTED BUDGET</u></b>	<b><u>FY 2011-2012 PROJECTED ACTUALS</u></b>	<b><u>FY 2012-2013 PROPOSED BUDGET</u></b>
Regular Payroll	38,470	36,713	50,648
FICA & Retirement	2,943	2,809	3,875
Other Supplies	1,500	1,735	2,000
Professional Services	27,415	25,629	32,215
Equipment	13,000	11,974	16,500
<b>TOTAL</b>	<b>83,328</b>	<b>78,860</b>	<b>105,238</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>11801 - INFORMATION TECHNOLOGY</b>						
<b>40101 - REGULAR PAYROLL</b>						
GIS/Project Coordinator - 15 hrs/week	1.00	24,648.00	24,648	<b>50,648</b>		<b>50,648</b>
Network Technician - 20 hrs/week	1.00	26,000.00	26,000			
<b>41230 - FICA &amp; RETIREMENT</b>						
FICA & Medicare @ 7.65% of gross.	1.00	3,875.00	3,875	<b>3,875</b>		<b>3,875</b>
<b>42315 - OTHER SUPPLIES</b>						
Cables, network cards, memory, surge suppressors, video cards, hard drives, etc.	1.00	2,000.00	2,000	<b>2,000</b>		<b>2,000</b>
<b>44208 - PROFESSIONAL SERVICES</b>						
Website Hosting - annual fee plus 6 licenses	1.00	3,325.00	3,325	<b>32,215</b>		<b>32,215</b>
Outsourced Tech Services -- printer cleaning or repair, laptops, GPS, etc.	1.00	3,000.00	3,000			
Email SPAM/Virus Protection	1.00	2,640.00	2,640			
Software Licensing - Web Filter	1.00	1,250.00	1,250			
Geographic Information System - software licensing, shapefile maintenance, data improvements	1.00	17,600.00	17,600			
Offsite System data backup. Service work with System Backup Device to save data offsite	1.00	800.00	800			
Email Archiving Service	1.00	1,800.00	1,800			
Antivirus Software 3 year	1.00	1,800.00	1,800			
<b>48416 - OFFICE EQUIPMENT</b>						
10 New Workstations with Monitor, Microsoft Office & Adobe Acrobat	1.00	12,000.00	12,000	<b>16,500</b>		<b>16,500</b>
Laptop Building Official - Replace PR and Selectman laptop due to failure	3.00	1,500.00	4,500			
<b>TOTAL INFORMATION TECHNOLOGY</b>				<b>105,238</b>		<b>105,238</b>

# **Public Safety**

**Town of Colchester  
FY 2012-2013 Proposed Budget**

**Public Safety**

**Departments**

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- Police
- Fire
- Civil Preparedness

**Town of Colchester  
FY 2012-2013 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 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, TRIAD, Neighborhood Crime Watch, and support of a number of additional Community Policing initiatives.

The Colchester Police Department works with the Colchester Board of Education in provided the schools with a School Resource Officer (SRO). The duties of the SRO range from providing law enforcement education to law enforcement advisement to students and faculty.

**Staffing**

Resident State Trooper Supervisor (full-time)

Police Officers (full-time)

- Sergeant - 1
- Officer First Class - 4
- Officer - 6

Administrative Assistant (full time)

### **2011 Measures (January 1 – December 31)**

- Motor Vehicle Warnings: 707
- Motor Vehicle Arrests: 730
- Motor Vehicle Accidents: 190
- Criminal Investigations: 370
- Pistol Permits Issued: 75
- DWI Arrests: 40
- Alarms: 497
- Calls for Service: 5,137

### **FY 2011 – 2012 Accomplishments**

- Increasing staffing to 11 sworn members (1 Sgt., 1 School Resource Officer, 9 patrol officers)
- Piloted Late Evening and Midnight shift coverage
- Upgrading of computers in office, Mobile Data Terminals in two vehicles, standardized in-car video system, and uniforms for sworn personnel
- Continued training for officers, specifically in Police Mountain Bike use due to expanded bike patrols in downtown area and on Air Line Trail, identity theft, and expanded Interview and interrogation
- Re-establishment of Juvenile Review Board with Youth Services
- Development of Colchester-specific substance abuse program with school system (CARD – Colchester Acts to Resist Drugs)
  - o Inclusion of Backus Hospital “Be Aware” program for Bacon Academy Freshman
  - o Co-teaching with CES Health faculty
  - o Distracted Driving presentations to Bacon Academy Seniors and Juniors
  - o Involvement in Mock Crash planning
- Involvement with Local Prevention Council and series of “Community Conversations”
- Presentations to child care facilities, Scout groups and other community organizations
- Department involvement in Colchester Food Bank Food Drive and “Cop on Top” fundraiser for Special Olympics

### **FY 2012 – 2013 Objectives**

- Increase staffing to eventual 24/7 coverage
- Continue technology/equipment improvements by replacing old MDTs with newer laptops; outfit rest of vehicle fleet with new, standard, camera system; replacement of 10+ year-old uniform jackets; and regular replacement of older, worn police vehicles
- Have all officers obtain specific advanced training in DWI Investigation, Crime Scene Investigation, Accident Scene Investigation, Interview and Interrogation, and Police Mountain Bike Certification
- Development of School Resource Officer and Community Outreach through involvement with Local Prevention Council and “Community Conversations” program, continued involvement with and expansion of the Juvenile Review Board, and continued development of the CARD program to cover students across all Colchester schools

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**POLICE**

<b><u>ACCOUNT</u></b>	<b><u>FY 2011-2012 ADOPTED BUDGET</u></b>	<b><u>FY 2011-2012 PROJECTED ACTUALS</u></b>	<b><u>FY 2012-2013 PROPOSED BUDGET</u></b>
Regular Payroll	586,667	598,706	665,123
Overtime	70,706	71,770	70,909
Contractual, Temporary, Occasional Payroll	1,500	0	750
Employee Related Insurances	3,124	3,124	3,267
FICA & Retirement	161,192	162,331	156,780
Copier	3,288	3,601	3,536
Office Supplies	3,300	2,200	2,200
Uniform Purchases	12,500	12,500	9,500
Police Equipment	9,500	10,169	10,500
Mileage, Training & Meetings	6,050	4,300	6,200
Professional Memberships	3,360	3,559	3,815
Resident Trooper	99,470	99,470	107,344
Resident Trooper Overtime	5,500	6,500	5,500
Professional Services	17,270	14,945	16,250
Postage	350	350	400
Printing & Publications	300	308	300
Telephone	6,660	6,506	6,600
Equipment Repairs	2,330	1,700	2,780
Vehicle Maintenance & Fuel	37,766	44,000	32,277
Machinery & Equipment	0	0	5,000
<b>TOTAL</b>	<b>1,030,833</b>	<b>1,046,039</b>	<b>1,109,031</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>12101 - POLICE</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>665,123</b>		<b>665,123</b>
Sergeant (8 hrs/day)	1.00	73,237.00	73,237			
Police Officer First Class - Step 8 (8 hrs/day)	1.00	69,784.00	69,784			
Police Officer First Class - Step 8 (8 hrs/day)	1.00	69,784.00	69,784			
Police Officer First Class - Step 8 (8 hrs/day)	1.00	69,784.00	69,784			
Police Officer First Class - Step 8 (8 hrs/day)	1.00	69,784.00	69,784			
Police Officer - Step 5 (8 hrs/day)	1.00	60,570.00	60,570			
Police Officer - Step 5 (8 hrs/day)	1.00	60,570.00	60,570			
Police Officer - Step 3 (8 hrs/day)	1.00	55,495.00	55,495			
Police Officer - Step 3 (8 hrs/day)	1.00	55,495.00	55,495			
Police Officer - Step 3 (8 hrs/day)	1.00	55,495.00	55,495			
Police Officer - Step 3 (8 hrs/day)	1.00	55,495.00	55,495			
Administrative Assistant (7 hrs/day)	1.00	36,764.00	36,764			
Longevity	1.00	2,650.00	2,650			
School Resource Officer salary to be paid by BOE (Police Officer First Class - Step 8)	1.00	(69,784.00)	(69,784)			
<b>40103 - OVERTIME</b>				<b>70,909</b>		<b>70,909</b>
Patrol overtime	1.00	55,000.00	55,000			
Patrol overtime - staffing of 3rd shift	1.00	15,000.00	15,000			
Meeting Clerk - Police Commission (12 meetings, est. 2.5 hrs/meeting)	1.00	909.00	909			
<b>40105 - CONTR TEMP OCCAS</b>				<b>750</b>		<b>750</b>
Temporary clerical services for vacation/leave coverage	1.00	750.00	750			
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>3,267</b>		<b>3,267</b>
Life/AD&D Insurance	1.00	1,740.00	1,740			
Long Term Disability Insurance.	1.00	1,527.00	1,527			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>156,780</b>		<b>156,780</b>
FICA & Medicare @ 7.65% of gross wages.	1.00	61,702.00	61,702			
Defined Benefit Pension Plan - Police Officers hired prior to 1/1/12 @ 13.76% of base pay per actuarial valuation	1.00	88,064.00	88,064			
Defined contribution 401(a) Plan @ 8% - Police Officer hired after 1/1/12	1.00	4,440.00	4,440			
Defined Contribution 401(a) Plan - Administrative Assistant @ 7%	1.00	2,574.00	2,574			

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>42233 - COPIER</b>				<b>3,536</b>		<b>3,536</b>
Monthly lease charges	1.00	2,836.00	2,836			
Per copy charges	1.00	500.00	500			
Copy Paper	1.00	200.00	200			
<b>42301 - OFFICE SUPPLIES</b>				<b>2,200</b>		<b>2,200</b>
General Supplies, printer supplies	1.00	2,200.00	2,200			
<b>42324 - UNIFORM PURCHASES</b>				<b>9,500</b>		<b>9,500</b>
Officer Uniforms, hats, gloves, bulletproof vests, etc.	1.00	6,500.00	6,500			
Replace winter coats for all officers	1.00	3,000.00	3,000			
<b>42338 - POLICE EQUIPMENT &amp; SUPPLIES</b>				<b>10,500</b>		<b>10,500</b>
Replace/update equipment	1.00	3,500.00	3,500			
Toughbook computer laptops	2.00	3,500.00	7,000			
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>6,200</b>		<b>6,200</b>
Mileage @ 55.5 cents per mile for training & other police activities	1.00	450.00	450			
Personal vehicle use						
Ammunition - 3 pistol shoots	1.00	3,710.00	3,710			
Ammunition - 2 rifle shotgun shoots	1.00	1,005.00	1,005			
Ammunition - rifle qualification	1.00	750.00	750			
Ammunition - recruit qualification	1.00	285.00	285			
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>3,815</b>		<b>3,815</b>
Law Enforcement Council (L.E.C.)	1.00	3,565.00	3,565			
International Association of Chiefs of Police (I.A.C.P.)	1.00	250.00	250			
<b>44200 - RESIDENT TROOPER</b>				<b>192,344</b>		<b>107,344</b>
Resident Trooper Supervisor (70% Town/30% State)	1.00	107,344.00	107,344			
Per letter from State of CT dated 2/6/12						
Trooper (70% Town/30% State)	1.00	85,000.00	85,000		(85,000)	
<b>44204 - RESIDENT TROOPER OT</b>				<b>5,500</b>		<b>5,500</b>
Trooper (State Police) overtime	1.00	5,500.00	5,500			

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>44208 - PROFESSIONAL SERVICES</b>				<b>16,250</b>		<b>16,250</b>
Hiring Costs (Polygraph & Psychological testing) - 4 applicants	1.00	1,500.00	1,500			
Crime Star Support (Records Management System)	1.00	400.00	400			
COLLECT - CT On-line Law Enforcement Terminal	1.00	1,700.00	1,700			
Uniform allowance - 11 officers, 230 days/officer, \$5/day	2,530.00	5.00	12,650			
<b>44217 - POSTAGE</b>				<b>400</b>		<b>400</b>
Mailing costs	1.00	400.00	400			
<b>44232 - PRINTING &amp; PUBLICATIONS</b>				<b>300</b>		<b>300</b>
Legal updates	1.00	300.00	300			
<b>45216 - TELEPHONE</b>				<b>6,600</b>		<b>6,600</b>
Monthly base charges	12.00	115.00	1,380			
Mobile Data Terminal Service	12.00	435.00	5,220			
<b>46224 - EQUIPMENT REPAIRS</b>				<b>2,780</b>		<b>2,780</b>
Radar calibration - 4 units, 2 times/year	8.00	60.00	480			
Laser calibration - 2 units, once per year	2.00	725.00	1,450			
Light bar repairs - 2 cars	2.00	125.00	250			
General repairs	1.00	600.00	600			
<b>46390 - VEHICLE MAINTENANCE &amp; FUEL</b>				<b>32,277</b>		<b>32,277</b>
Gasoline	7,510.00	2.70	20,277			
Repairs/parts	1.00	12,000.00	12,000			
<b>48404 - MACHINERY &amp; EQUIPMENT</b>				<b>5,000</b>		<b>5,000</b>
Video camera for Police cruiser	1.00	5,000.00	5,000			
<b>TOTAL POLICE</b>				<b>1,194,031</b>		<b>1,109,031</b>

**Town of Colchester  
FY 2012-2013 Proposed Budget**

**Department: Fire Department**

**Mission**

To protect and preserve lives and property of the people in the Town 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 is located at 52 Old Hartford Road

Company Two (sub-station) is located at 424 Westchester Road, Rt. 149

This department's budget also reflects the Town of Colchester's participation in the KX Regional Dispatch service.

**Staffing**

Fire/EMS Chief (full time)

Administrative Assistant to the Fire Department (full time)

Deputy Chief (volunteer)

Assistant Chief (2 - volunteer)

Health and Safety Officer Captain (full time)

Lieutenant/Supervisor (full time)

Firefighter/Emergency Medical Technicians (full time/day shift - 2)

*\* Firefighter/Emergency Medical Technicians (FT/nightshift - 2)*

*\* Firefighter/Emergency Medical Technicians (PT/nightshift - 2)*

*\*SAFER federal grant*

## **2011 – 2012 Accomplishments**

- Responded to 1,967 calls for fire/EMS services
- 217 scheduled training sessions for a total of 1,156 classroom hours.
- Successful CAFS fire suppression at Mill Street burn demonstration
- Full and operational staffing and community service during three major weather events
- Worked with UCONN Public Administration program to develop and complete Capstone report outlining volunteerism and incentives
- Worked with Town Administration to develop and promote three fire service ordinances - Hydrants, Alarm Systems, and Knox Boxes
- Activated operating training facility at Schuster Park
- Submitted federal grant for safety and operational equipment
- Implemented volunteer officer performance evaluations
- Improved volunteer recruitment and retention efforts

## **2011 Measures (January 1 – December 31)**

- |  |        |
|--|--------|
| • Total Man Hours:                             | 15,424 |
| • Fire Calls:                                  | 76     |
| • Medical Calls:                               | 1,341  |
| • Other Calls (HAZMAT, Rescue, Service, etc.): | 550    |
| • Mutual Aid Calls:                            | 230    |
| • Hours of Training:                           | 597.5  |

## **2012 – 2013 Objectives**

- Continue expansion of training facility at Schuster Park, including:
  - Concrete work for vehicle extrication and technical rescue training area
  - Installation of propane piping for training
  - Installation of concrete pad for vehicle fire training
  - Installation of water main and two hydrants
- Development of and follow-through of Fire Department Strategic Planning process
- Enhance volunteer recruitment and retention efforts through efforts with Board of Education concerning tech prep program and EMT class instruction and Task Force recommendations
- Complete Strategic Plan for Colchester Fire Department
- Improve fire department's ISO rating to Class 3 (currently Class 4)
- Depending on results of bond referendum, purchase of fire apparatus

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**FIRE**

<b><u>ACCOUNT</u></b>	<b><u>FY 2011-2012 ADOPTED BUDGET</u></b>	<b><u>FY 2011-2012 PROJECTED ACTUALS</u></b>	<b><u>FY 2012-2013 PROPOSED BUDGET</u></b>
Regular Payroll	400,295	399,221	432,755
Overtime	24,720	24,720	25,462
Contractual, Temporary, Occasional Payroll	39,066	36,215	42,364
Employee Related Insurances	1,779	1,666	1,900
FICA & Retirement	61,016	60,318	65,331
Copier	3,654	3,162	2,658
Office Supplies	2,550	2,525	4,550
Safety Equipment	37,338	35,470	39,975
Custodial/Maintenance Supplies	5,070	5,025	5,070
Operating Supplies	750	675	750
Technical Reference Materials	600	600	600
Emergency Medical Supplies	19,900	23,530	23,530
Fire Equipment Supplies	36,780	36,705	39,080
Firefighting Foam	2,200	2,200	2,200
Mileage, Training & Meetings	23,350	22,185	23,900
Professional Memberships	700	699	750
Professional Services	35,625	35,625	35,625
Postage	400	280	400
Service Contracts	123,902	119,044	121,162
Advertising	500	500	500
Fuel Compensation	50,000	50,000	52,500
Physicals & Testing	12,000	6,000	12,000
Telephone	5,300	5,300	9,432
Fuel & Heating	16,098	14,885	19,292
Water	1,500	1,500	1,500
Electricity	27,400	27,400	27,800
Equipment Repairs	6,000	4,900	6,200
Building Repairs	8,100	8,040	10,100
Other Equipment Repairs	7,600	7,600	9,060
Vehicle Maintenance & Fuel	74,490	85,000	75,564
Machinery & Equipment	2,000	3,885	2,000
Building & Grounds Improvements	5,000	5,000	5,000
<b>TOTAL</b>	<b>1,035,683</b>	<b>1,029,875</b>	<b>1,099,010</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>12202 - FIRE</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>432,755</b>		<b>432,755</b>
Fire Chief	1.00	71,124.00	71,124			
Safety Officer (8 hours per day)	1.00	64,917.00	64,917			
Lieutenant/Shift Supervisor (8 hours per day)	1.00	62,338.00	62,338			
EMT/Firefighter (8 hours per day)	1.00	54,434.00	54,434			
EMT/Firefighter (8 hours per day)	1.00	54,434.00	54,434			
EMT/Firefighter (8 hours per day)	1.00	27,550.00	27,550			
Partially funded by Safer grant						
EMT/Firefighter (8 hours per day)	1.00	27,550.00	27,550			
Partially funded by Safer grant						
EMT/Firefighter (4 hours per day)	1.00	13,775.00	13,775			
Partially funded by Safer grant						
EMT/Firefighter (4 hours per day)	1.00	13,775.00	13,775			
Partially funded by Safer grant						
Administrative Assistant (8 hours per day)	1.00	39,708.00	39,708			
Longevity	1.00	3,150.00	3,150			
<b>40103 - OVERTIME</b>				<b>25,462</b>		<b>25,462</b>
OT for F/T employees - mandatory payment for all work performed prior to and after normal hours	1.00	25,462.00	25,462			
<b>40105 - CONTR TEMP OCCAS</b>				<b>47,364</b>		<b>42,364</b>
3 Chief Officers	1.00	17,040.00	17,040			
6 Captains	1.00	5,300.00	5,300			
18 Lieutenants/Engineers	1.00	3,925.00	3,925			
EMS Administrator	1.00	656.00	656			
Fire Police	1.00	2,000.00	2,000			
Per Diem	1.00	10,443.00	10,443			
On-Call differential	1.00	2,730.00	2,730			
Vacation coverage additional pay per union contract	1.00	270.00	270			
Volunteer Ambulance Crew - incentive payments	1.00	5,000.00	5,000		(5,000)	
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>1,900</b>		<b>1,900</b>
Life/AD&D Insurance.	1.00	963.00	963			
Long Term Disability Insurance.	1.00	937.00	937			

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>41230 - FICA &amp; RETIREMENT</b>				<b>65,713</b>		<b>65,331</b>
FICA & Medicare @ 7.65% of gross wages	1.00	38,678.00	38,678		(382)	
Defined Contribution 401(a) Plan @ 6% - Fire Chief & Administrative Asst.	1.00	6,649.00	6,649			
Defined Contribution 401(a) Plan @ 7% - Fire Captain/Safety Officer, Lt./Shift Supervisor, Firefighter/EMTs	1.00	20,386.00	20,386			
<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>4,550</b>		<b>4,550</b>
Office Supplies as needed	1.00	2,300.00	2,300			
Computer supplies	1.00	2,000.00	2,000			
Office supplies - Company 2	1.00	250.00	250			
<b>42323 - PROT CLOTHING&amp; SAFETY EQUIP</b>				<b>39,975</b>		<b>39,975</b>
Turnout gear, helmets, bunker coats, pants, boots continuing replacement required by NFPA/OSHA/NIOSH expected 10% on state contract	1.00	21,500.00	21,500			
Protective clothing repair - used & worn gear	1.00	2,000.00	2,000			
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 - uniform component price increase	1.00	900.00	900			
Cadet turnout gear updates.	1.00	1,700.00	1,700			
Reallocation of \$100 to offset paid staff winter clothing						
EMS Division Gear continue to outfit EMS personnel with appropriate gear. Cost to replenish dated Goods, and maintain satellite first aid kits	1.00	6,000.00	6,000			
Miscellaneous supplies continuing replacement required by NFPA/OSHA/NIOSH	1.00	2,250.00	2,250			
<b>42331 - CUSTODIAL/MAINTENANCE SUPPLIES</b>				<b>5,070</b>		<b>5,070</b>
Cleaning & maintenance supplies for station and grounds - Company 1	1.00	4,620.00	4,620			
Mops, brooms, floor & hand cleaners, paper products, etc. - Company 2	1.00	450.00	450			
<b>42340 - OPERATING SUPPLIES</b>				<b>750</b>		<b>750</b>
cleaning agents, vehicle maintenance supplies, water softener salts, wax, rags, etc. - Company 2	1.00	750.00	750			

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>42343 - TECHNICAL REFERENCE MATERIALS</b>				<b>600</b>		<b>600</b>
Annual periodicals & subscriptions for various Fire Rescue & EMS topics 12 month subscriptions	1.00	600.00	600			
<b>42345 - EMERGENCY MEDICAL SUPPLIES</b>				<b>23,530</b>		<b>23,530</b>
Emergency food for extended calls	1.00	900.00	900			
EMS Supplies - replenishment of all Town dept. first aid kits	1.00	13,800.00	13,800			
Dated Medical Supplies - Sterile waterglucose, epi-pens, d-fib pads	1.00	1,100.00	1,100			
Head beds, disposable supplies	1.00	1,000.00	1,000			
Medical Oxygen - refills, rental, testing, to include per delivery fee	1.00	3,800.00	3,800			
EMS Cleaning Supplies	1.00	1,930.00	1,930			
Mass Casualty - large incident materials	1.00	500.00	500			
Backboards - replacement of old unsafe boards	1.00	500.00	500			
<b>42346 - FIRE EQUIP SUPPLIES</b>				<b>39,080</b>		<b>39,080</b>
Batteries, Hazmat materials, sealants, fire extinguisher, breathing air, radio parts	1.00	8,000.00	8,000			
Level B Hazmat suits-1 time use - OSHA required	1.00	700.00	700			
Hydro test 10 pressurized water extinguishers - required testing	1.00	200.00	200			
Hydro-test SCBA 4500 psi bottles - required testing	1.00	1,400.00	1,400			
Hazmat meters, module replacement cal materials - required testing	1.00	1,500.00	1,500			
Replacement of portable radios - 6	1.00	6,000.00	6,000			
Replacement of portable radio chargers - 6	1.00	1,700.00	1,700			
Replacement of pagers Motorola Minitor V (Fire/EMS/Cadet) - 6	1.00	4,000.00	4,000			
Rescue equipment - trench, water, ice rescue	1.00	2,000.00	2,000			
Fire Police equipment personnel gear and equipment updates	1.00	3,880.00	3,880			
Replacement of portable radio batteries - 10	1.00	2,200.00	2,200			
Replacement of fire hose	1.00	6,000.00	6,000			
Firefighting supplies, hand tools, ropes - Company 2	1.00	1,500.00	1,500			

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<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>23,900</b>		<b>23,900</b>
Meeting & conference travel @ 55.5 cents per mile	1.00	500.00	500			
Training programs & reference materials.	1.00	2,400.00	2,400			
Public Fire prevention materials.	1.00	3,500.00	3,500			
Mandatory training OSHA, NFPA, etc. ongoing training for Career staff/volunteers	1.00	17,500.00	17,500			
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>750</b>		<b>750</b>
Professional Affiliations - dues for NFPA, Fire Chiefs, Safety Officer, etc.	1.00	750.00	750			
<b>44208 - PROFESSIONAL SERVICES</b>				<b>35,625</b>		<b>35,625</b>
Shared Response payments - 7.5% of revenue from ambulance billings Estimated revenue of \$475,000	1.00	35,625.00	35,625			
<b>44217 - POSTAGE</b>				<b>400</b>		<b>400</b>
Postage fees to send out for repair/return postage of repaired items	1.00	400.00	400			

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>44223 - SERVICE CONTRACTS</b>				<b>151,162</b>		<b>121,162</b>
Breathing air testing - required, cost increase	1.00	875.00	875			
Annual furnace/hot water maintenance - required, semi-annual	1.00	2,100.00	2,100			
EMS Biohazard waste removal - required	1.00	1,700.00	1,700			
Annual contract for hazardous waste removal - required	1.00	865.00	865			
Annual pager radio service contract - maintenance & service of pagers	1.00	2,900.00	2,900			
Annual fire pump testing/certifications - required	1.00	1,150.00	1,150			
Annual ground ladder testing & certification - required	1.00	1,087.00	1,087			
Annual aerial ladder testing & certification - required	1.00	1,087.00	1,087			
Annual defibrillator calibration/certification - required	1.00	3,768.00	3,768			
Annual hydraulic rescue tool service - required	1.00	1,025.00	1,025			
Overhead door maintenance/service - old doors maintenance & service	1.00	1,250.00	1,250			
Stretcher service inspection STRYKER required, including 10% off parts	1.00	1,600.00	1,600			
Annual posi-chek 3 calibration/certification, including calibration/USB port	1.00	1,250.00	1,250			
Fire Extinguisher inspections - required	1.00	1,600.00	1,600			
Emergency generator services at Headquarters - required	1.00	850.00	850			
Annual firehouse - NFIRS reporting system - software contract	1.00	625.00	625			
Annual carpet cleaning - upkeep	1.00	865.00	865			
Fire Alarm testing and monitoring service contract	1.00	400.00	400			
Building Alarm system testing and monitoring - required	1.00	380.00	380			
Kitchen hood - required	1.00	800.00	800			
Sprinkler system - required	1.00	600.00	600			
Mask-fit tester certification/calibration - required	1.00	700.00	700			
Training Calendar Contract	1.00	80.00	80			
EMS Charts - OEMS Run Forms	1.00	764.00	764			
Air-fill station - breathing air compressor service contract	1.00	800.00	800			
Fire hose testing @ \$.21/ft - required annually	1.00	5,107.00	5,107			
IAMRESPONDING system	1.00	800.00	800			
911 KX - Dues for Central Alarm	1.00	83,504.00	83,504			
Estimated increase due to possible withdrawal of Town of Hebron from KX	1.00	30,000.00	30,000		(30,000)	
Exterminating Services. (\$22.00/mth) - Company 2	12.00	22.00	264			
Furnace service - maintenance and service - Company 2	1.00	450.00	450			
Water Testing - Company 2	1.00	500.00	500			
ER Generator - maintenance and service - Company 2	1.00	550.00	550			
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	216.00	216			

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>44231 - ADVERTISING</b>				<b>500</b>		<b>500</b>
Bid advertising	1.00	500.00	500			
<b>44243 - COMPENSATION</b>				<b>55,000</b>		<b>52,500</b>
Fuel remuneration for firefighters (increase in fuel costs)	1.00	55,000.00	55,000		(2,500)	
<b>44286 - PHYSICALS &amp; TESTING</b>				<b>12,000</b>		<b>12,000</b>
Physicals & Testing - required physicals	1.00	8,500.00	8,500			
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>9,432</b>		<b>9,432</b>
Headquarters telephones, fax	1.00	2,800.00	2,800			
Cell phones (6), air card for laptops on ER vehicles	1.00	2,160.00	2,160			
Telephone maintenance & repair	1.00	400.00	400			
Verizon modem for ambulance 528 for electronic patient care reporting	1.00	2,500.00	2,500			
Internet contract (VOIP)	1.00	600.00	600			
Telephone & alarms circuits - Company 2	1.00	972.00	972			
<b>45221 - FUEL/HEATING</b>				<b>19,292</b>		<b>19,292</b>
Heating oil - Company 1 - 7 furnaces, 2 hot water heaters, generator	4,200.00	3.35	14,070			
Propane - stove - Company 1	240.00	1.90	456			
Heating oil - Company 2	1,400.00	3.35	4,690			
Propane - Company 2	40.00	1.90	76			
<b>45350 - WATER</b>				<b>1,500</b>		<b>1,500</b>
Static & dry hydrants.	1.00	1,500.00	1,500			
<b>45622 - ELECTRIC</b>				<b>27,800</b>		<b>27,800</b>
Electricity - Company 1	1.00	24,400.00	24,400			
Electricity - Company 2	1.00	3,400.00	3,400			
<b>46224 - EQUIPMENT REPAIRS</b>				<b>6,200</b>		<b>6,200</b>
Office equipment repairs.	1.00	1,000.00	1,000			
Radio & alarm repairs.	1.00	4,900.00	4,900			
Radio licensing modifications	1.00	200.00	200			
Small equipment repairs - Company 2	1.00	100.00	100			

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>46226 - BUILDING REPAIRS</b>				<b>10,100</b>		<b>10,100</b>
Overhead doors, plumbing, electrical - increase due to age & needed repairs	1.00	6,000.00	6,000			
Ground maintenance & supplies	1.00	600.00	600			
Training facility	1.00	2,000.00	2,000			
Building repairs - Company 2	1.00	1,000.00	1,000			
Overhead door repairs - Company 2	1.00	500.00	500			
32 yr old doors						
<b>46327 - OTHER EQUIPMENT REPAIR</b>				<b>9,060</b>		<b>9,060</b>
Repair/maintenance of small engine tools, building/grounds maintenance equipment and other equipment	1.00	4,000.00	4,000			
ISI - SCBA repair parts for new breathing apparatus plus existing units	1.00	3,600.00	3,600			
Small equipment repairs (fire pumps, ground & aerial ladders, overhead doors)	10.00	1,460.00	1,460			
<b>46390 - VEHICLE MAINTENANCE &amp; FUEL</b>				<b>75,564</b>		<b>75,564</b>
Emergency account to purchase fuel when Town pumps are unavailable	1.00	200.00	200			
Unleaded Gasoline - Fire	1,840.00	2.70	4,968			
Diesel gasoline - Fire	4,320.00	3.25	14,040			
Truck repairs & parts.	1.00	30,000.00	30,000			
Unleaded gas - Medical	580.00	2.70	1,566			
Diesel gasoline - estimated for Medical	4,520.00	3.25	14,690			
Unanticipated truck repairs & parts	1.00	10,000.00	10,000			
Emergency account for fuel when Town pumps are unavailable - Company 2	1.00	100.00	100			
<b>48404 - MACHINERY &amp; EQUIPMENT</b>				<b>2,000</b>		<b>2,000</b>
Security system continuations - entry identification	1.00	2,000.00	2,000			
<b>48417 - BLDG &amp; GROUNDS IMPROVEMENTS</b>				<b>5,000</b>		<b>5,000</b>
50% of fees for installing fire hydrants. Remaining 50% paid by Water Dept.	1.00	5,000.00	5,000			
Joint infrastructure program for water distribution system						
<b>TOTAL FIRE</b>				<b>1,136,892</b>		<b>1,099,010</b>

**Town of Colchester  
FY 2012-2013 Proposed Budget**

**Department: Civil Preparedness**

**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 pandemic flu, 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)

Deputy Director (volunteer)

Communications Officer (various volunteers)

Health, Medical, Planning, Logistics, Administration, Operations, Mass Care, Radiological, Warning, Evacuation, Resource Management (staffed by representative town employees and volunteers)

## **2011 – 2012 Accomplishments**

- Secured grant funding for the continued training of the Town's CERT (Community Emergency Response Team)
- Activated Town's CERT Team to respond to winter storm, Tropical Storm Irene, and Storm Alfred. CERT members assisted with sheltering, public information, and EOC operations
- Successful activation and operations of Colchester Emergency Operations Center for Tropical Storm Irene and Storm Alfred
- Coordinated with the American Red Cross for distribution of water and food to the public for Tropical Storm Irene
- Coordinated with the American Red Cross for shelter operations at Bacon Academy for Tropical Storm Irene
- Activation of Connecticut ARES (amateur radio emergency services) for Tropical Storm Irene

## **2012 – 2013 Objectives**

- Continue to seek grant funding to upgrade radios, toning capabilities, and enhanced amateur radio antennas
- Revise the Town Emergency Operations Plan
- Secure grant funding for additional CERT volunteers
- Seeking at least four amateur radio operators to assist with communications
- Advance all Town staff to full NIMS compliance with additional training in Incident Command. Having all department heads trained to a minimum of ICS-300: Intermediate ICS for Expanding Incidents. (The town should have been fully NIMS compliant by the end of 2007) Upgrade of the EOC to include desks, computers, and audio/visual
- Upgrade the Emergency Operations Center (EOC) to include: installation of split-screen televisions, conference area work stations and communication capabilities, installation of noise attenuation material in the radio room to reduce reverberation, and installation of security upgrades to include a camera at the EOC entrance and an electric door release

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**CIVIL PREPAREDNESS**

<b><u>ACCOUNT</u></b>	<b>FY 2011-2012 ADOPTED BUDGET</b>	<b>FY 2011-2012 PROJECTED ACTUALS</b>	<b>FY 2012-2013 PROPOSED BUDGET</b>
Regular Payroll	2,268	2,314	2,314
FICA	174	177	177
Office Supplies	300	150	300
Other Purchased Supplies	1,000	1,688	2,000
Emergency Medical Supplies	750	500	750
Professional Memberships	75	50	75
Postage	25	0	25
Service Contracts	400	1,236	1,236
Printing & Publications	250	100	250
Telephone	2,500	1,800	2,500
Equipment Repairs	1,500	1,500	1,500
Machinery & Equipment	1,500	1,000	1,500
<b>TOTAL</b>	<b>10,742</b>	<b>10,515</b>	<b>12,627</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>12301 - CIVIL PREPAREDNESS</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>2,314</b>		<b>2,314</b>
Civil Preparedness Director	1.00	2,314.00	2,314			
<b>41230 - FICA</b>				<b>177</b>		<b>177</b>
FICA/Medicare at 7.65% of gross wages	1.00	177.00	177			
<b>42301 - OFFICE SUPPLIES</b>				<b>300</b>		<b>300</b>
Pens, paper, markers, cartridges	1.00	300.00	300			
<b>42340 - OTHER PURCHASED SUPPLIES</b>				<b>2,000</b>		<b>2,000</b>
Supplies for planned activation of EOC for training purposes	1.00	2,000.00	2,000			
<b>42345 - EMERGENCY MEDICAL SUPPLIES</b>				<b>750</b>		<b>750</b>
Medical supplies, oxygen, etc., N95 respirators and chemical exposure protection for personnel	1.00	750.00	750			
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>75</b>		<b>75</b>
Membership fees	1.00	75.00	75			
<b>44217 - POSTAGE</b>				<b>25</b>		<b>25</b>
<b>44223 - SERVICE CONTRACTS</b>				<b>1,236</b>		<b>1,236</b>
Emergency Operations Center - Alarm monitoring	1.00	216.00	216			
Emergency Operations Center - monthly pest control services	12.00	85.00	1,020			
<b>44232 - PRINTING &amp; PUBLICATIONS</b>				<b>250</b>		<b>250</b>
<b>45216 - TELEPHONE</b>				<b>2,500</b>		<b>2,500</b>
Emergency Operations Center - monthly phone charges	1.00	2,500.00	2,500			
<b>46224 - EQUIPMENT REPAIRS</b>				<b>1,500</b>		<b>1,500</b>
Antenna, cable, radio repairs	1.00	1,500.00	1,500			
<b>48404 - MACHINERY &amp; EQUIPMENT</b>				<b>1,500</b>		<b>1,500</b>
Phones, microphones, batteries, Ham radios, etc.	1.00	1,500.00	1,500			
<b>TOTAL CIVIL PREPAREDNESS</b>				<b>12,627</b>		<b>12,627</b>

# **Public Works**

**Town of Colchester  
FY 2012-2013 Proposed Budget**

## **Public Works**

### **Departments**

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

**Town of Colchester  
FY 2012-2013 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 (full-time)  
Director of Operations (full-time)  
Administrative Assistant (full-time)

**2011 – 2012 Accomplishments**

- Consistent review of Town road quality
- Responded to over 300 citizen concerns and requests

**2012 – 2013 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
- Respond to citizen inquires within 24 hours
- 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
- Update and advance the Town's long-term pavement improvement program
- Work regionally with other towns, when possible, to reduce operational costs

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**PUBLIC WORKS ADMINISTRATION**

<b><u>ACCOUNT</u></b>	<b><u>FY 2011-2012 ADOPTED BUDGET</u></b>	<b><u>FY 2011-2012 PROJECTED ACTUALS</u></b>	<b><u>FY 2012-2013 PROPOSED BUDGET</u></b>
Regular Payroll	135,018	134,349	139,851
Employee Related Insurances	489	489	490
FICA & Retirement	19,646	19,594	20,628
Copier	322	282	322
Office Supplies	300	300	300
Safety Equipment	459	459	599
Professional Memberships	150	187	200
Postage	100	50	100
Advertising	500	200	500
Telephone	1,700	1,500	1,700
<b>TOTAL</b>	<b>158,684</b>	<b>157,410</b>	<b>164,690</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>13200 - PUBLIC WORKS ADMINISTRATION</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>139,851</b>		<b>139,851</b>
Public Works Director (50% Town & 50% Sewer & Water)	1.00	39,000.00	39,000			
Director of Operations	1.00	79,118.00	79,118			
Administrative Assistant - 8 hrs/day (50% Town & 50% S/W)	1.00	21,008.00	21,008			
Longevity	1.00	725.00	725			
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>490</b>		<b>490</b>
Life/AD&D Insurance	1.00	233.00	233			
Long Term Disability	1.00	257.00	257			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>20,628</b>		<b>20,628</b>
FICA & Medicare 7.65% of gross wages	1.00	43,428.00	10,699			
Defined Contribution 401(a) Plan - Director of Operations @ 8%	1.00	6,329.00	6,329			
Defined Contribution 401(a) Plan - PW Director & Admin Asst @ 6% (50% Town & 50% S&W)	1.00	3,600.00	3,600			
<b>42233 - COPIER</b>				<b>322</b>		<b>322</b>
Annual lease Copier	12.00	21.00	252			
Per copy charges	1.00	70.00	70			
<b>42301 - OFFICE SUPPLIES</b>				<b>300</b>		<b>300</b>
<b>42323 - PROT CLOTHING&amp; SAFETY EQUIP</b>				<b>599</b>		<b>599</b>
Personal protective equipment	2.00	200.00	400			
Safety Shoes - PW Director & Director of Operations						
Rain gear -- Director of Operations	1.00	72.00	72			
First aid supplies -- Director of Operations	1.00	20.00	20			
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			
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>200</b>		<b>200</b>
American Public Works Assn & CT Highway Supv.Assn - Annual Memberships	1.00	200.00	200			

**TOWN OF COLCHESTER  
 FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>44217 - POSTAGE</b>				<b>100</b>		<b>100</b>
<b>44231 - ADVERTISING</b>				<b>500</b>		<b>500</b>
Advertising for bids	1.00	500.00	500			
<b>45216 - TELEPHONE</b>				<b>1,700</b>		<b>1,700</b>
Cell phones - Director of Operations and 50% for Public Works Director, & department use	1.00	1,700.00	1,700			
<b>TOTAL PUBLIC WORKS ADMINISTRATION</b>				<b>164,690</b>		<b>164,690</b>

**Town of Colchester  
FY 2012-2013 Proposed Budget**

**Department: Public Works - Division of Highway**

**Mission:**

The Mission of the Colchester Highway Department 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 Department'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**

Assistant Highway Supervisor (full time)

Maintainer 3 (full time - 4)

Maintainer 2 (full time - 4)

Assisted 3 days a week by Transfer Station employee

## **2011 – 2012 Accomplishments**

- 2011 – present -- 24 responses to snow events including one FEMA storm
- First Responders in two major storms, Tropical storm Irene and Storm Alfred
- Road reconstruction projects using “green” cold-in-place recycling: Bigelow Road, Old Hebron Road
- Chipseal or Surface Treatments: Standish Rd, Shailor Hill Rd, Bulkeley Hill Road
- Two public works supervisors graduated the UConn Legal Traffic Authority program and one graduated the Road Scholar program
- Colchester highway maintainer participated and won the Jack Stephens Award at the UConn Safety Challenge
- Added one additional contractor in snow operations

## **2011 Measures (January 1 – December 31)**

- % Roads – Grade A: 13%
- % Roads – Grade B: 55%
- % Roads – Grade C: 27%
- % Roads – Grade D: 04%
- % Roads – Grade F: 00%

## **2012 – 2013 Objectives**

- Utilize rental options, such as paving equipment, in an attempt to operate more efficiently
- Continue to increase crack sealing operations to meet road improvement plan schedule
- Evaluate and augment the implementation of the Town-wide road improvement plan

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**HIGHWAY**

<b><u>ACCOUNT</u></b>	<b><u>FY 2011-2012 ADOPTED BUDGET</u></b>	<b><u>FY 2011-2012 PROJECTED ACTUALS</u></b>	<b><u>FY 2012-2013 PROPOSED BUDGET</u></b>
Regular Payroll	394,006	384,936	415,381
Overtime	12,500	18,778	12,500
Contractual, Temporary, Occasional Payroll	500	500	500
Employee Related Insurances	1,825	1,825	1,827
FICA & Retirement	50,596	49,967	53,243
Safety Equipment	4,531	4,041	4,551
Other Purchased Supplies	158,478	149,596	158,383
Mileage, Training & Meetings	2,800	2,200	2,800
Professional Services	14,740	24,597	14,960
Equipment Rental	17,066	15,000	17,677
Uniform Rental	4,696	4,696	4,696
Traffic Control	80,500	79,000	80,500
Equipment Repairs	13,400	13,178	200
Vehicle Maintenance & Fuel	180,644	210,000	180,751
Road Improvements	400,000	399,953	450,000
<b>TOTAL</b>	<b>1,336,282</b>	<b>1,358,267</b>	<b>1,397,969</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>13201 - HIGHWAY</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>415,381</b>		<b>415,381</b>
Assistant Foreman - Step 7 (8 hrs/day)	1.00	52,811.00	52,811			
Maintainer III - Step 9 (8 hrs/day)	1.00	48,963.00	48,963			
Maintainer III - Step 9 (8 hrs/day)	1.00	48,963.00	48,963			
Maintainer III - Step 6 (8 hrs/day)	1.00	44,346.00	44,346			
Maintainer III - Step 7 (8 hrs/day)	1.00	45,240.00	45,240			
Maintainer II - Step 11 (8 hrs/day)	1.00	45,240.00	45,240			
Maintainer II - Step 8 (8 hrs/day)	1.00	41,018.00	41,018			
Maintainer II - Step 10 (8 hrs/day)	1.00	42,682.00	42,682			
Maintainer II - Step 8 (8 hrs/day)	1.00	41,018.00	41,018			
Longevity	1.00	5,825.00	5,100			
<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>1,827</b>		<b>1,827</b>
Life/AD&D Insurance	1.00	675.00	675			
Long Term Disability	1.00	1,152.00	1,152			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>53,243</b>		<b>53,243</b>
FICA & Medicare 7.65% of gross wages	1.00	32,729.00	32,729			
Defined Contribution 401(a) Plan - Road Crew @ 5% (9 employees)	1.00	20,514.00	20,514			
<b>42323 - PROT CLOTHING&amp; SAFETY EQUIP</b>				<b>4,551</b>		<b>4,551</b>
Safety Shoes	9.00	200.00	1,800			
Rain gear	9.00	72.00	648			
First aid supplies	9.00	20.00	180			
Gloves, 6 pairs each	54.00	5.00	270			
Forestry Hard Hat replacements	1.00	110.00	110			
Winter gloves - 2 pair each	18.00	10.00	180			
Eye Protection	9.00	12.00	108			
Rubber boots	9.00	45.00	405			
Coveralls, replacements	6.00	100.00	600			
Safety Traffic Vests	1.00	250.00	250			

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>42340 - OTHER PURCHASED SUPPLIES</b>				<b>158,383</b>		<b>158,383</b>
Meals in storms (emergencies)	1.00	150.00	150			
7 Catch Basins	7.00	711.00	4,977			
3 pallets CB Block, 1 pallet cement brick	1.00	1,000.00	1,000			
Misc. items (bottled gas, rags, car soap, flashlights, batteries), etc.	1.00	1,000.00	1,000			
1,000/tons hot patch (class 2)	1,000.00	68.00	68,000			
40/tons cold patch	40.00	103.00	4,120			
Drain pipes	1.00	6,000.00	6,000			
Crack Seal - 5 pallets	5.00	2,400.00	12,000			
Hand tools, rakes, shovels, wheelbarrow, grease guns, wrenches, etc.	1.00	1,500.00	1,500			
52 miles road paint	52.00	295.00	15,340			
Stop bars	300.00	9.00	2,700			
<b>SAND, SALT, GRAVEL, CEMENT</b>						
Proc.gravel, bank run, stone, etc.	600.00	19.00	11,400			
grading 2 times per year x \$19 x 2 x 300 yards						
Cement & redimix	1.00	1,116.00	1,116			
Drainage stone & Rip Rap for road repairs - 500 yards	500.00	23.00	11,500			
Topsoil- 10 loads x 18 yards x \$21.50/yard	180.00	21.50	3,870			
Liquid calcium chloride treatment (4,000 gallons) for gravel roads	1.00	4,000.00	4,000			
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	5,000.00	5,000			
Basin tops and risers for paving	14.00	265.00	3,710			
<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			
<b>44208 - PROFESSIONAL SERVICES</b>				<b>14,960</b>		<b>14,960</b>
Blasting & other contracted services - tree removals	1.00	13,000.00	13,000			
<b>PHYSICALS:</b>						
DOT bi-annual physicals - 6 staff	6.00	90.00	540			
2 staff pulmonary testing (respirator monitoring)	2.00	140.00	280			
Drug tests-6 staff (50% staff)	6.00	85.00	510			
Alcohol testing - 2 staff	2.00	40.00	80			
Comb.drug & alcohol for post accident/reasonable cause x 4 series x \$100	4.00	100.00	400			
Pre-employment physicals	2.00	75.00	150			
<b>44237 - EQUIPMENT RENTAL</b>				<b>17,677</b>		<b>17,677</b>
12 days @ \$920/day - vacuum truck for catch basins and sedimentation structures	1.00	11,040.00	11,040			
Other rentals-pumps, generators, mini excavator	1.00	1,000.00	1,000			
DTN Radar lease \$1,887/year	1.00	1,887.00	1,887			
Holiday - Bucket truck rental	1.00	2,400.00	2,400			
Brush work (shared cost with Water & Sewer)	1.00	1,350.00	1,350			

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>44238 - UNIFORM RENTALS</b>				<b>4,696</b>		<b>4,696</b>
Uniform rental including ERSC, delivery & damage charges	1.00	4,696.00	4,696			
<b>45389 - TRAFFIC CONTROL LIGHTS</b>				<b>80,500</b>		<b>80,500</b>
Traffic Light - Norwich Ave.- at CIS and average of all lights	1.00	80,500.00	80,500			
<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>180,751</b>		<b>180,751</b>
Unleaded Gas	3,220.00	2.70	8,694			
Diesel gasoline	17,556.00	3.25	57,057			
Equipment Repair Parts	1.00	115,000.00	115,000			
<b>48439 - ROAD IMPROVEMENT</b>				<b>450,000</b>		<b>450,000</b>
Road Improvement/Paving projects and Maintenance	1.00	450,000.00	450,000			
<b>TOTAL HIGHWAY</b>				<b>1,397,969</b>		<b>1,397,969</b>

**Town of Colchester  
FY 2012-2013 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 works out of the Town Garage under the Public Works Director and services the Town's \$7 million dollar fleet. Fleet is also responsible for gasoline & diesel inventory and billing.

**Staffing**

Fleet Supervisor (full time)  
Mechanic III (full time)  
Mechanic II (full time - 2)  
Assisted 3 days a week by Transfer Station Employee

**2011 – 2012 Accomplishments**

- Zero days lost under workers compensation
- Maintained a low injury work place
- Optimization of workforce and department budget through use of synthetic lubricants by increasing time span between oil change intervals
- \$4,000.00 saved in propane heating costs by continued use of waste oil furnace
- Decrease outsourcing for electronic services to vehicles through staff labor
- Completed 95% of police vehicle safety inspections within two weeks of scheduled due date
- Completed 95% of senior bus safety inspections within two weeks of scheduled due date
- Completed 95% of ambulance safety inspections within two weeks of scheduled due date
- Developed a plan to assist departments with proper maintenance of town equipment
- Developed a plan to decrease rusting of town fleet

### **2011 Measures (January 1 – December 31)**

- Work Orders Opened: 1,305
- Work Orders Closed: 1,533
- Average Repair Turnaround Time (Hours): 2.93

### **2012 – 2013 Objectives**

- Achieve zero violations by OSHA inspectors
- Follow Fleet staff training program and schedule
- Institute plan to assist departments with proper maintenance of town equipment
- Complete 95% of fire apparatus safety inspections within two weeks of scheduled due date
- Complete 95% of police vehicle safety inspections within two weeks of scheduled due date
- Complete 95% of senior bus safety inspections within two weeks of scheduled due date
- Complete 95% of ambulance safety inspections within two weeks of scheduled due date
- Have 100% of first run snow removal equipment ready to go by October 15<sup>th</sup>
- Have 100% of all snow removal equipment ready to go by November 15<sup>th</sup>
- Target 30K mile/2,000 hour oil change interval using superior lubricants
- Implementation of fleet maintenance software

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**FLEET MAINTENANCE**

<b><u>ACCOUNT</u></b>	<b><u>FY 2011-2012 ADOPTED BUDGET</u></b>	<b><u>FY 2011-2012 PROJECTED ACTUALS</u></b>	<b><u>FY 2012-2013 PROPOSED BUDGET</u></b>
Regular Payroll	221,241	223,425	231,174
Overtime	1,000	1,000	3,000
Contractual, Temporary, Occasional Payroll	900	900	900
Employee Related Insurances	888	888	888
FICA & Retirement	30,022	30,293	31,740
Office Supplies	150	200	500
Safety Equipment	1,160	1,040	2,320
Custodial/Maintenance Supplies	500	700	1,000
Fleet Repair & Maintenance Supplies	25,000	25,000	25,000
Mileage, Training & Meetings	100	100	600
Professional Memberships	200	200	200
Professional Services	250	150	250
Service Contracts	14,034	13,900	17,540
Uniform Rental	3,016	3,241	3,241
Telephone	960	1,368	0
Fuel & Heating	3,256	2,490	4,750
Electricity	11,500	11,500	11,500
Equipment Repairs	2,000	5,000	2,000
Building Repairs	14,592	14,592	13,500
Vehicle Maintenance & Fuel	8,740	10,148	8,815
Machinery & Equipment	0	0	6,300
Office Equipment	0	0	1,500
<b>TOTAL</b>	<b>339,509</b>	<b>346,135</b>	<b>366,718</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>13202 - FLEET MAINTENANCE</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>231,174</b>		<b>231,174</b>
Fleet Maintenance Supervisor	1.00	77,021.00	77,021			
Mechanic III - Step 9 (8 hrs/day)	1.00	57,263.00	57,263			
Mechanic II - Step 7 (8 hrs/day)	1.00	47,320.00	47,320			
Mechanic II - Step 7 (8 hrs/day)	1.00	47,320.00	47,320			
Longevity	1.00	2,250.00	2,250			
<b>40103 - OVERTIME</b>				<b>3,000</b>		<b>3,000</b>
Overtime	1.00	3,000.00	3,000			
<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>888</b>		<b>888</b>
Life/AD&D Insurance	1.00	375.00	375			
Long Term Disability Insurance	1.00	513.00	513			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>31,740</b>		<b>31,740</b>
FICA @ 7.65% of gross wages	1.00	17,983.00	17,983			
Defined Contribution 401(a) Plan - Fleet Maintenance Supervisor @ 8%	1.00	6,162.00	6,162			
Defined Contribution 401(a) Plan - Mechanics @ 5%	1.00	7,595.00	7,595			
<b>42301 - OFFICE SUPPLIES</b>				<b>500</b>		<b>500</b>
Copy/Printer Paper	2.00	25.00	50			
General Office Supplies	1.00	50.00	50			
Toner & supplies for printer, fax & copier	1.00	300.00	300			
Replace two printers	2.00	50.00	100			
<b>42323 - PROT CLOTHING&amp; SAFETY EQUIP</b>				<b>2,320</b>		<b>2,320</b>
OSHA required safety shoes x 4 men	4.00	200.00	800			
Rain gear, boots & gloves for steam cleaning, welding gloves & jackets, anti vibration gloves, knee pads	2.00	350.00	700			
Safety glasses, chemical glasses, 2 portable welding shields, work gloves, disposable gloves, lockout/tagout kits	2.00	410.00	820			

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>42331 - CUSTODIAL/MAINTENANCE SUPPLIES</b>				<b>1,000</b>		<b>1,000</b>
Paper towels, toilet paper, hand soaps, kitchen & bathroom cleaners, air fresheners, kitchen and shower supplies	1.00	1,000.00	1,000			
Recently renovated 2nd floor and installed a bathroom with shower, and kitchenette						
<b>42340 - OTHER PURCHASED SUPPLIES</b>				<b>10,000</b>		<b>0</b>
Replacement of shop tools	1.00	10,000.00	10,000		(10,000)	
<b>42341 - FLEET REPAIR &amp; MAINT SUPPLIES</b>				<b>25,000</b>		<b>25,000</b>
Nuts, bolts, hose clamps, wire & wire connectors, heat shrink, connectors, tape, cut-off wheels, sawsall blades, grinding wheels and other consumables	1.00	9,000.00	9,000			
Chemicals, oils, starter fluid, brake fluid, antifreeze, lubricants, sealants, paints, etc.	1.00	16,000.00	16,000			
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>600</b>		<b>600</b>
Nutmeg On-Line Technical University - \$300 first user, \$100 each additional user (3)	1.00	600.00	600			
Diagnostic training for Navistar electronics						
<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			
<b>44208 - PROFESSIONAL SERVICES</b>				<b>250</b>		<b>250</b>
Random Drug Testing	1.00	250.00	250			

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>44223 - SERVICE CONTRACTS</b>				<b>17,540</b>		<b>17,540</b>
Water cooler for Highway Dept.	12.00	10.00	120			
Fire extinguisher testing & maintenance	1.00	100.00	100			
Service & monitoring of burglar alarm	1.00	216.00	216			
Oil filter recycling	2.00	90.00	180			
Waste oil furnace maintenance	1.00	400.00	400			
Parts washer service contract (price increase)	4.00	430.00	1,720			
OSHA Overhead hoist inspections	3.00	175.00	525			
Service/repair of 16 overhead doors	1.00	4,888.00	4,888			
Annual State fee to register underground storage tanks	1.00	200.00	200			
Boiler inspections	2.00	20.00	40			
Service fire alarm.	1.00	175.00	175			
Service burglar alarm.	1.00	120.00	120			
Monitor fire alarm.	1.00	216.00	216			
Oxygen & acetylene bottle rental	1.00	300.00	300			
Pressure washer service.	1.00	600.00	600			
Internet for Fleet & Highway (phone & internet combined)	12.00	180.00	2,160			
Oil & water separator cleaning	1.00	3,000.00	3,000			
Diagnostic software for our Navistar fleet	1.00	2,580.00	2,580			
<b>44238 - UNIFORM RENTALS</b>				<b>3,241</b>		<b>3,241</b>
Uniforms (4 men x 52 weeks) & shop towels, includes delivery, ERSC & shop towel maintenance fees	1.00	3,241.00	3,241			
<b>45221 - FUEL/HEATING</b>				<b>4,750</b>		<b>4,750</b>
Gallons of propane for Town Garage	1,500.00	1.90	2,850			
Increase in price and usage, 2nd floor renovations will require heating						
Gallons of propane for Highway Dept wash bay (increase in price)	1,000.00	1.90	1,900			
<b>45622 - ELECTRIC</b>				<b>11,500</b>		<b>11,500</b>
Electric for Fleet & Highway at Town Garage, Highway Wash bay & Salt shed	1.00	11,500.00	11,500			
<b>46224 - EQUIPMENT REPAIRS</b>				<b>2,000</b>		<b>2,000</b>
Maintenance & repair of the gas and diesel pumps	1.00	1,500.00	1,500			
Annual maintenance, hose and nozzle replacement, etc.						
Testing of in-ground gas and diesel tanks	1.00	500.00	500			
EPA/DEP Requirement.						

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>46226 - BUILDING REPAIRS</b>				<b>15,800</b>		<b>13,500</b>
Maintain Interior/Exterior of Complex	1.00	5,000.00	5,000			
Replace shingles on top section of salt shed roof Shingles have blown off	1.00	2,500.00	2,500			
Paint exterior of garage and salt shed The new siding on the garage is primed and needs to be painted. The salt shed is peeling - it has been 20 years since it was last painted.	1.00	2,300.00	2,300		(2,300)	
Replace 4 overhead door openers These openers are on the main repair bays which see the most use - will be replaced with industrial quality units	4.00	1,500.00	6,000			
<b>46390 - VEHICLE MAINTENANCE &amp; FUEL</b>				<b>8,815</b>		<b>8,815</b>
Gas for Water Dept.	1,400.00	2.70	3,780			
Diesel for Water Department	200.00	3.25	650			
Vehicle & Equipment Repairs for Fleet Maintenance	1.00	3,000.00	3,000			
Gas for Fleet	200.00	2.70	540			
Diesel for Fleet pressure washing	260.00	3.25	845			
<b>48404 - MACHINERY &amp; EQUIPMENT</b>				<b>6,300</b>		<b>6,300</b>
Pair of air operated truck jacks This system will be used to raise fire apparatus, senior busses, and plow trucks several feet to work on.	1.00	6,300.00	6,300			
<b>48416 - OFFICE EQUIPMENT</b>				<b>1,500</b>		<b>1,500</b>
Computer work station & chair for staff to utilize new Fleet software, and desk & chair for office	1.00	1,500.00	1,500			
<b>TOTAL FLEET MAINTENANCE</b>				<b>379,018</b>		<b>366,718</b>

**Town of Colchester  
FY 2012-2013 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.

**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**

Crew Leader

Parks Crew (full time - 5)

**2011-2012 Accomplishments**

- Maintained over 360 acres of town and school grounds

**2012-2013 Objectives**

- Develop standard procedures and schedule for the maintenance of all Town facilities

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**GROUNDS MAINTENANCE**

<b><u>ACCOUNT</u></b>	<b><u>FY 2011-2012 ADOPTED BUDGET</u></b>	<b><u>FY 2011-2012 PROJECTED ACTUALS</u></b>	<b><u>FY 2012-2013 PROPOSED BUDGET</u></b>
Regular Payroll	230,512	212,413	231,674
Overtime	2,500	6,870	4,500
Contractual, Temporary, Occasional Payroll	37,000	15,000	33,000
Employee Related Insurances	1,137	1,011	1,138
FICA & Retirement	32,094	28,482	31,544
Safety Equipment	1,800	1,617	2,200
Custodial/Maintenance Supplies	3,000	3,000	3,000
Grounds Maintenance Supplies	15,600	14,500	15,600
Other Purchased Supplies	4,550	4,550	4,900
Mileage, Training & Meetings	250	40	300
Professional Services	7,140	5,500	7,150
Service Contracts	900	900	920
Advertising	200	75	200
Equipment Rental	500	500	500
Uniform Rental	2,500	2,500	2,500
Telephone	420	585	420
Fuel & Heating	1,937	1,600	2,470
Electricity	28,500	25,500	28,500
Equipment Repairs	800	800	800
Building Repairs	1,500	1,500	1,500
Other Repairs	2,000	2,000	2,000
Vehicle Maintenance & Fuel	69,756	49,000	39,746
Machinery & Equipment	4,400	4,200	10,600
<b>TOTAL</b>	<b>448,996</b>	<b>382,143</b>	<b>425,162</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>13203 - GROUNDS MAINTENANCE</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>231,674</b>		<b>231,674</b>
Crew Leader - Step 9 (8 hrs/day)	1.00	55,453.00	55,453			
Maintainer II - Step 9 (8 hrs/day)	1.00	39,146.00	39,146			
Maintainer II - Step 5 (8 hrs/day)	1.00	34,799.00	34,799			
Maintainer II - Step 4 (8 hrs/day)	1.00	34,112.00	34,112			
Maintainer II - Step 2 (8 hrs/day)	1.00	32,802.00	32,802			
Maintainer II - Step 4 (8 hrs/day)	1.00	34,112.00	34,112			
Longevity	1.00	1,250.00	1,250			
<b>40103 - OVERTIME</b>				<b>4,500</b>		<b>4,500</b>
Overtime for Parks Maintenance	1.00	4,500.00	4,500			
<b>40105 - CONTR TEMP OCCAS</b>				<b>33,000</b>		<b>33,000</b>
Seasonal Park Maintenance Crew	1.00	33,000.00	33,000			
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>1,138</b>		<b>1,138</b>
Life/AD&D insurance.	1.00	450.00	450			
Long Term Disability insurance.	1.00	688.00	688			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>31,544</b>		<b>31,544</b>
FICA @ 7.65% of gross wages	1.00	20,591.00	20,591			
Defined Contribution 401(a) Plan - Park Maintenance Crew @ 5%	1.00	10,953.00	10,953			
<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 & waterproof, safety glasses, 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 parks garage & restrooms	1.00	3,000.00	3,000			
<b>42334 - GROUNDS MAINTENANCE SUPPLIES</b>				<b>15,600</b>		<b>15,600</b>
Infield clay mix, turface, topsoil, fertilizer, grass seed, bark mulch (landscaping & playgrounds)	1.00	15,600.00	15,600			
<b>42340 - OTHER PURCHASED SUPPLIES</b>				<b>4,900</b>		<b>4,900</b>
Motor oil and lubricants, string, tape, paint & paint supplies, signs, hand tools & sound equipment	1.00	4,900.00	4,900			
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>300</b>		<b>300</b>
Parks Crew training	1.00	300.00	300			

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>44208 - PROFESSIONAL SERVICES</b>				<b>7,150</b>		<b>7,150</b>
Electrical services - repair for lights, gazebo, etc.	1.00	700.00	700			
Locksmith services	1.00	300.00	300			
Fence - ongoing repairs to gates & fences	1.00	650.00	650			
Irrigation repairs & winterization	1.00	1,000.00	1,000			
Tree services	1.00	1,000.00	1,000			
Pesticides	1.00	2,000.00	2,000			
Testing (drug, physical, alcohol, pre-employment physical)	1.00	500.00	500			
Plumbing	1.00	1,000.00	1,000			
<b>44223 - SERVICE CONTRACTS</b>				<b>920</b>		<b>920</b>
Fire extinguisher service	1.00	140.00	140			
Parks garage security - monitoring	12.00	45.00	540			
Heater inspection - Parks Garage	1.00	240.00	240			
<b>44231 - ADVERTISING</b>				<b>200</b>		<b>200</b>
Bid Advertising	1.00	200.00	200			
<b>44237 - EQUIPMENT RENTAL</b>				<b>500</b>		<b>500</b>
Leaf blowers, generators, light towers, generator, etc.	1.00	500.00	500			
<b>44238 - UNIFORM RENTALS</b>				<b>2,500</b>		<b>2,500</b>
Parks Maintenance Crew uniforms.	1.00	2,500.00	2,500			
<b>45216 - TELEPHONE</b>				<b>420</b>		<b>420</b>
Cell Phone - Parks Maintenance Crew Leader - monthly charges	12.00	35.00	420			
<b>45221 - FUEL/HEATING</b>				<b>2,470</b>		<b>2,470</b>
Parks Garage - Propane	1,300.00	1.90	2,470			
<b>45622 - ELECTRIC</b>				<b>28,500</b>		<b>28,500</b>
Recplex/Garage - Electricity	12.00	2,375.00	28,500			
<b>46224 - EQUIPMENT REPAIRS</b>				<b>800</b>		<b>800</b>
General repairs on Park equipment.	1.00	800.00	800			
<b>46226 - BUILDING REPAIRS</b>				<b>1,500</b>		<b>1,500</b>
General repairs on Parks Garage, alarm, storage areas, dugouts, etc. Including plumbing, heating, electricity & carpentry	1.00	1,500.00	1,500			

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>46229 - OTHER REPAIR SERVICES</b>				<b>2,000</b>		<b>2,000</b>
Repairs for picnic tables, bleachers, batting cages, equipment, scoreboards, etc. (Not for buildings)	1.00	2,000.00	2,000			
<b>46390 - VEHICLE MAINTENANCE &amp; FUEL</b>				<b>39,746</b>		<b>39,746</b>
Equipment repair and parts.	1.00	20,000.00	20,000			
Diesel	2,520.00	3.25	8,190			
Gasoline	4,280.00	2.70	11,556			
<b>48404 - MACHINERY &amp; EQUIPMENT</b>				<b>10,600</b>		<b>10,600</b>
Replace trailer used to transport movers and other small equipment	1.00	4,000.00	4,000			
3 new spring loaded animal playground equipment	3.00	1,400.00	4,200			
Need of replacement for safety reasons						
Water fountain at Rec Plex	1.00	2,400.00	2,400			
Current fountain broken. Most used water fountain at Rec Plex						
<b>TOTAL GROUNDS MAINTENANCE</b>				<b>425,162</b>		<b>425,162</b>

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**SNOW REMOVAL**

<b><u>ACCOUNT</u></b>	<b>FY 2011-2012 ADOPTED BUDGET</b>	<b>FY 2011-2012 PROJECTED ACTUALS</b>	<b>FY 2012-2013 PROPOSED BUDGET</b>
Overtime	90,000	90,000	94,500
FICA	6,885	6,885	7,229
Sand & Salt Supplies	132,520	132,520	133,121
Other Purchased Supplies	37,294	37,294	37,294
Professional Services	145,720	145,720	147,252
<b>TOTAL</b>	<b>412,419</b>	<b>412,419</b>	<b>419,396</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>13204 - SNOW REMOVAL</b>						
<b>40103 - OVERTIME</b>						
Town Crew - snow removal 20 men (20 x \$30 rate x 15 storms x 10 hrs) + 5%	1.00	94,500.00	94,500	94,500		94,500
<b>41230 - FICA</b>						
FICA 7.65%	1.00	7,229.00	7,229	7,229		7,229
<b>42333 - SAND SALT GRAVEL</b>						
300 yds sand @ \$17/yd	300.00	17.00	5,100	133,121		133,121
1000 tons treated salt delivered \$85.38/ton	1,000.00	85.38	85,380			
250 tons treated salt @ 85.38/ton, 5 smaller storms at 50 yards	250.00	85.38	21,345			
White Salt \$60.48/ton - 200 tons for P&R, schools	200.00	60.48	12,096			
Icemelt 4 pallets - Park & Rec	4.00	2,300.00	9,200			
<b>42340 - OTHER PURCHASED SUPPLIES</b>						
Mail boxes and posts	45.00	30.00	1,350	37,294		37,294
Snow Plow cutting edges	1.00	26,200.00	26,200			
Meals for town crew during snow storms \$17 x 20 employees x 10 storms, \$31 x 20 employees x 10 storms	200.00	48.00	9,600			
Tools for parks and rec crew - shovels and spreaders	1.00	144.00	144			
<b>44208 - PROFESSIONAL SERVICES</b>						
Hired trucks, sanders, drivers - 4 for 9 storms x 9 hrs avg @ \$148/hr	324.00	148.00	47,952	147,252		147,252
Insurance - outside contractors	1.00	7,800.00	7,800			
Diesel fuel for contractors	2,000.00	3.25	6,500			
School parking lots	1.00	85,000.00	85,000			
<b>TOTAL SNOW REMOVAL</b>				<b>419,396</b>		<b>419,396</b>

**Town of Colchester  
FY 2012-2013 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 annual 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**

Director of Facilities and Operations (full time – shared position with BOE)

Facilities Manager (full time – shared position with BOE)

Custodians (full time - 2)

Custodian (part time)

**2011-2012 Accomplishments**

- Contracted with Honeywell to perform an Investment Grade Audit on all Town-owned buildings and make recommendations for increasing the energy efficiency of all buildings
- Completed installation of a Voice-Over Internet Protocol (VOIP) for Town buildings improving both efficiency of our phone system and an upgrade to our data network infrastructure
- Completed ten facility improvement projects, including renovations to Town Hall and upgrading the security of the Police Department
- Worked with the Community Center Building Committee to hire an architect to provide schematic drawings

## **2012-2013 Objectives**

- Work with the Community Center/Middle School building committee to complete the schematic design phase and bring the proposed construction project to a referendum
- Upon completion of the Investment Grade Audit by Honeywell, move to a performance contract that will provide more energy efficient mechanical systems in Town buildings resulting in operational savings for the Town

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**FACILITIES**

<b><u>ACCOUNT</u></b>	<b><u>FY 2011-2012 ADOPTED BUDGET</u></b>	<b><u>FY 2011-2012 PROJECTED ACTUALS</u></b>	<b><u>FY 2012-2013 PROPOSED BUDGET</u></b>
Regular Payroll	78,681	76,554	82,060
Overtime	0	440	0
Employee Related Insurances	311	311	343
FICA & Retirement	10,403	10,333	10,560
Custodial/Maintenance Supplies	5,300	5,300	5,300
Paint & Paint Supplies	1,000	1,000	1,000
Service Contracts	10,691	12,343	10,841
Advertising	500	300	500
Telephone	10,428	8,484	3,672
Fuel & Heating	8,400	8,400	10,050
Electricity	60,650	60,648	60,660
Building Repairs	4,000	4,123	4,000
Vehicle Maintenance & Fuel	500	2,300	2,120
Building & Grounds Improvements	0	0	1,000
<b>TOTAL</b>	<b>190,864</b>	<b>190,536</b>	<b>192,106</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>13205 - FACILITIES</b>						
<b>40101 - REGULAR PAYROLL</b>						
Facilities Manager - (50% Town/50% BOE)	1.00	34,677.00	34,677	<b>82,060</b>		<b>82,060</b>
Director of Facilities & Operations (40% Town/60% BOE)	1.00	34,705.00	34,705			
Part-time Custodian - Senior Ctr & Youth Services Ctr (3.95 hrs/day)	1.00	10,578.00	10,578			
Part-time Custodian - Fire Department - 4 hrs/week	1.00	2,100.00	2,100			
<b>41210 - EMPLOYEE RELATED INS.</b>						
Life/AD&D insurance	1.00	103.00	103	<b>343</b>		<b>343</b>
Long-term disability insurance	1.00	240.00	240			
<b>41230 - FICA &amp; RETIREMENT</b>						
FICA & Medicare @ 7.65% of gross wages	1.00	6,117.00	6,117	<b>10,560</b>		<b>10,560</b>
457 Plan contribution - Facility Manager @ 7%	1.00	2,361.00	2,361			
Defined Contribution 401(a) Plan - Director of Facilities & Operations @ 6%	1.00	2,082.00	2,082			
<b>42331 - CUSTODIAL/MAINTENANCE SUPPLIES</b>						
Paper goods and general cleaning supplies for Town Hall	1.00	5,300.00	5,300	<b>5,300</b>		<b>5,300</b>
<b>42332 - PAINT &amp; PAINT SUPPLIES</b>						
Supplies to paint offices	1.00	1,000.00	1,000	<b>1,000</b>		<b>1,000</b>
<b>44223 - SERVICE CONTRACTS</b>						
Security System Service and Monitoring - Town Hall	1.00	216.00	216	<b>10,841</b>		<b>10,841</b>
Elevator inspection and service - Town Hall	1.00	725.00	725			
Diesel Generator Maintenance - 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	1.00	625.00	625			
PA system maintenance (meeting room) - Town Hall	1.00	100.00	100			
Exterminating services - Town Hall	12.00	50.00	600			
Annual Fire Extinguisher maintenance - Town Hall	1.00	150.00	150			
Fire Alarm Service and Monitoring - Town Hall	1.00	500.00	500			
Additional service calls at contract rates - Town Hall	1.00	4,900.00	4,900			
<b>44231 - ADVERTISING</b>						
Advertising for annual bidding of supplies and services	1.00	500.00	500	<b>500</b>		<b>500</b>
<b>45216 - TELEPHONE</b>						
Elevator phone - monthly charges	12.00	26.00	312	<b>3,672</b>		<b>3,672</b>
Telephone maintenance & change fees	1.00	600.00	600			
Cell phone charges (split with BOE)	12.00	40.00	480			
Comcast Xfinity Service Plan Pro (to support VOIP network)	1.00	2,280.00	2,280			

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>45221 - FUEL/HEATING</b>				<b>10,050</b>		<b>10,050</b>
Heating oil - Town Hall	3,000.00	3.35	10,050			
<b>45622 - ELECTRICITY</b>				<b>60,660</b>		<b>60,660</b>
Electricity - Town Hall	1.00	59,000.00	59,000			
CCM Energy electricity consortium fees	1.00	1,660.00	1,660			
<b>46226 - BUILDING REPAIRS</b>				<b>4,000</b>		<b>4,000</b>
General unanticipated building repairs - Town Hall	1.00	4,000.00	4,000			
<b>46390 - VEHICLE MAINTENANCE &amp; FUEL</b>				<b>2,120</b>		<b>2,120</b>
Maintain facility vehicle	1.00	500.00	500			
Gas for Facility vehicles	600.00	2.70	1,620			
<b>48417 - BLDG &amp; GROUNDS IMPROVEMENTS</b>				<b>1,000</b>		<b>1,000</b>
Security bollards for the front of Town Hall	1.00	1,000.00	1,000			
<b>TOTAL FACILITIES</b>				<b>192,106</b>		<b>192,106</b>

**Town of Colchester  
FY 2012-2013 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)

## **2011-2012 Accomplishments**

- Updated Town Mail-A-Map, State TAR road map and GASB-34 Asset Management drainage facility inventory to reflect new road infrastructure
- Coordinated/supervised the 6/4/11 household hazardous waste collection
- Construction inspections for Carvalho Dr, Goldberg Rd, White Tail Lane
- Helped to revise plans and construction specifications for the Lebanon Avenue/South Main Street streetscape improvements that will be constructed using STEAP grant funding during Spring/Summer 2012
- Successfully appealed to State Department of Transportation (DOT) to reduce the Town's financial liability for "Demand Deposit" requested by the State DOT for the 1999/2000 Halls Hill Road reconstruction project resulting in a savings of \$27,284.00 for the Town
- Worked with FEMA to update the Town's Flood Insurance Rate Map (FIRM)
- Construction inspections for new gas station on South Main St., Mackey's site expansion, Lebanon Ave, and Northwood's Phase 3 on Lebanon Ave
- Applied for and obtained Speed Limit Certifications from State Traffic Commission for roads accepted by Town during 2008, 2009 and 2010
- Issued 11 road work permits and 17 driveway permits in 2011

## **2012-1013 Objectives**

- Prepare LOMR request to FEMA to update flood zone associated with Judd Brook to validate the effects of a past project (Judd Brook Diversion/Mill Street Drainage Improvements) that resulted in change to flood limits.
- Update State TAR road map with changes to the Town's road system
- Coordinate and supervise the 2012 household hazardous waste collection
- Perform Inspection for ongoing road construction at Goldberg Rd. Ext. and White Tail Lane and process associated requests for bond reductions
- Perform construction inspection for recently approved site development projects (Karate Studio, Parum Road, Tractor Supply, Route 85 and Lake Hayward Road)
- Perform plan reviews for new development plans, as submitted
- Construction inspection for Lebanon Avenue/South Main St. streetscape improvements
- Work with State DOT on proposed sewer and water infrastructure expansion along Lake Hayward Rd. and Route 85.

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**ENGINEERING**

<b><u>ACCOUNT</u></b>	<b><u>FY 2011-2012 ADOPTED BUDGET</u></b>	<b><u>FY 2011-2012 PROJECTED ACTUALS</u></b>	<b><u>FY 2012-2013 PROPOSED BUDGET</u></b>
Regular Payroll	81,315	82,982	86,014
Employee Related Insurances	278	279	279
FICA & Retirement	12,464	12,781	13,401
Copier	630	630	630
Office Supplies	445	445	445
Mileage, Training & Meetings	1,000	1,000	1,000
Professional Memberships	550	550	550
<b>TOTAL</b>	<b>96,682</b>	<b>98,667</b>	<b>102,319</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>13301 - ENGINEERING</b>						
<b>40101 - REGULAR PAYROLL</b>						
Town Engineer	1.00	85,264.00	85,264	<b>86,014</b>		<b>86,014</b>
Longevity	1.00	750.00	750			
<b>41210 - EMPLOYEE RELATED INS.</b>						
Life/AD&D Insurance	1.00	150.00	150	<b>279</b>		<b>279</b>
Long Term Disability Insurance	1.00	129.00	129			
<b>41230 - FICA &amp; RETIREMENT</b>						
FICA @ 7.65% of gross wages	1.00	6,580.00	6,580	<b>13,401</b>		<b>13,401</b>
Defined Contribution 401(a) Plan @ 8%	1.00	6,821.00	6,821			
<b>42233 - COPIER</b>						
Monthly lease (shared cost w/ Planning & Code Administration)	12.00	43.00	516	<b>630</b>		<b>630</b>
Supplies (shared cost with Planning & Code Administration)	1.00	114.00	114			
<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, continuing education, attendance at job related classes (e.g. Storm Water & Pavement Management)	1.00	1,000.00	1,000	<b>1,000</b>		<b>1,000</b>
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>						
Professional Registration Fees & membership dues (e.g. CASHO, ASCE & PE license)	0.00	0.00	550	<b>550</b>		<b>550</b>
<b>TOTAL ENGINEERING</b>				<b>102,319</b>		<b>102,319</b>

**Town of Colchester  
FY 2012-2013 Proposed Budget**

**Department: Public Works - Division of Transfer Station**

**Mission:**

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

**Description:**

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

A responsibility of the staff is to reduce disposal costs by monitoring market trends and attempt to gain the lowest disposal cost and highest credits for all disposed products and materials.

Work with the Regional Recycling Association to increase recycling percentages and to increase services offered the residents of Colchester.

**Staff:**

Transfer Station Operator (shared FTE with Highway Division)

Transfer Station Equipment Operator (shared FTE with Fleet Division)

## **2011 - 2012 Accomplishments**

- Increased available brush stockpile area by staff and reclaimed areas for use by Highway Division for material storage
- Acted as primary debris stockpile/disposal area following Tropical Storm Irene and Winter Storm Alfred
- Increased reimbursement rate for scrap metal by 71%
- Reduced Municipal Solid Waste tipping rate from \$74.59/ton to \$58.95/ton
- Reduced electronic recycling to a free-of-charge service in accordance with State regulations and ensured vendor compliance with State regulations
- Provided wood mulch for reuse by Town residents
- 184 households served at the Colchester Household Hazardous Waste Collection event

## **2011 Measures (January 1 – December 31)**

- Waste Handled (tons): 1,292.78

## **2012 – 2013 Objectives**

- Stabilize reimbursement rate for recyclables
- Demonstrate a full single-stream recycling education program that emphasizes the financial impacts of recycling
- Continue to market materials to the most advantageous financial provider/vendor
- Investigate regional/inter-town operations for potential economies of scale or enhancement of services

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**TRANSFER STATION**

<b><u>ACCOUNT</u></b>	<b><u>FY 2011-2012 ADOPTED BUDGET</u></b>	<b><u>FY 2011-2012 PROJECTED ACTUALS</u></b>	<b><u>FY 2012-2013 PROPOSED BUDGET</u></b>
Regular Payroll	73,937	74,668	78,125
Overtime	1,500	6,088	1,500
Employee Related Insurances	387	375	400
FICA & Retirement	8,444	9,912	9,998
Office Supplies	250	125	250
Safety Equipment	600	400	600
Other Purchased Supplies	1,100	1,448	1,100
Transportation	109,284	95,000	110,000
Mileage, Training & Meetings	670	500	670
Professional Services	27,015	26,070	27,015
Service Contracts	810	684	810
Uniform Rental	853	1,190	853
Landfill Operation	1,000	830	1,000
Septage Disposal Facility	13,300	13,300	13,300
Telephone	420	405	420
Electricity	1,560	2,110	1,800
Building Repairs	1,000	1,000	1,000
Household Hazardous Waste Disposal	10,000	10,000	10,000
Vehicle Maintenance & Fuel	10,376	10,100	9,000
<b>TOTAL</b>	<b>262,506</b>	<b>254,205</b>	<b>267,841</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>13601- TRANSFER STATION</b>						
<b>40101 - REGULAR PAYROLL</b>						
Transfer Station Operator - Step 7 (8 hrs/day)	1.00	40,227.00	40,227	<b>78,125</b>		<b>78,125</b>
Equipment Operator - Step 4	1.00	37,898.00	37,898			
<b>40103 - OVERTIME</b>						
Overtime (not Saturday)	1.00	1,500.00	1,500	<b>1,500</b>		<b>1,500</b>
<b>41210 - EMPLOYEE RELATED INS.</b>						
Life/AD&D Insurance	1.00	150.00	150	<b>400</b>		<b>400</b>
Long Term Disability	1.00	250.00	250			
<b>41230 - FICA &amp; RETIREMENT</b>						
FICA @ 7.65% of gross wages	1.00	6,092.00	6,092	<b>9,998</b>		<b>9,998</b>
Defined Contribution 401(a) Plan @ 5%	1.00	3,906.00	3,906			
<b>42301 - OFFICE SUPPLIES</b>						
Cash register supplies, wasp spray, garbage bags, rags, etc.	1.00	250.00	250	<b>250</b>		<b>250</b>
<b>42323 - PROT CLOTHING&amp; SAFETY EQUIP</b>						
Safety boot allowance	2.00	200.00	400	<b>600</b>		<b>600</b>
Gloves, dust mask, eye/ear protection, etc.	1.00	200.00	200			
<b>42340 - OTHER PURCHASED SUPPLIES</b>						
Ladders, poles, Tarps, Bin covers	1.00	300.00	300	<b>1,100</b>		<b>1,100</b>
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 and pads, etc.	1.00	250.00	250			
Ground supplies - seed, fertilizer, signs, erosion control mats, hay bales, etc.	1.00	250.00	250			
<b>43212 - TRANSPORTATION</b>						
Hauling, disposal & recycling costs	1.00	110,000.00	110,000	<b>110,000</b>		<b>110,000</b>
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>						
2 training courses @ \$65 per course	2.00	65.00	130	<b>670</b>		<b>670</b>
Mileage - estimated \$45 per month	12.00	45.00	540			

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>44208 - PROFESSIONAL SERVICES</b>				<b>27,015</b>		<b>27,015</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	8,500.00	8,500			
Staff physicals (2 @ \$65each)	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 hill mowing	1.00	2,000.00	2,000			
<b>44223 - SERVICE CONTRACTS</b>				<b>810</b>		<b>810</b>
Portable restrooms	1.00	624.00	624			
Water cooler - monthly charge	12.00	8.00	96			
Annual fire extinguisher services	1.00	90.00	90			
<b>44238 - UNIFORM RENTALS</b>				<b>853</b>		<b>853</b>
2 employees, 52 weeks	1.00	853.00	853			
<b>44259 - LANDFILL OPERATION</b>				<b>1,000</b>		<b>1,000</b>
Permits (operating & scale), registration, incidental expenses	1.00	830.00	830			
Other incidental operating expenses	1.00	170.00	170			
<b>44270 - SEPTAGE DISPOSAL FACILITY</b>				<b>13,300</b>		<b>13,300</b>
Annual Fee to East Hampton for Colchester's share of septage disposal facility	1.00	13,300.00	13,300			
<b>45216 - TELEPHONE</b>				<b>420</b>		<b>420</b>
Monthly charges	1.00	420.00	420			
<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>10,000</b>		<b>10,000</b>
Household Hazardous Waste program - Colchester's share of the 9 annual events in SE CT, including Colchester	1.00	10,000.00	10,000			
<b>46390 - VEHICLE MAINTENANCE &amp; FUEL</b>				<b>9,000</b>		<b>9,000</b>
Equipment Gasoline/Diesel	560.00	3.25	1,820			
Equipment Repairs	1.00	7,180.00	7,180			
<b>TOTAL TRANSFER STATION</b>				<b>267,841</b>		<b>267,841</b>

# **Community & Human Services**

**Town of Colchester  
FY 2012-2013 Proposed Budget**

## **Community & Human Services**

### **Departments**

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

**Town of Colchester  
FY 2012-2013 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)  
Administrative Assistant (full time)  
Youth Center Supervisors (5 - part time)  
Food Bank Coordinator (part time)

## **2011 – 2012 Accomplishments**

- From July 1, 2011 – January 12, 2012, Youth & Social Services provided 126 programs or sessions of programs to approximately 2,800 people (duplicated)
- 226 youths registered for Open Youth Center.
- Developed curriculum-based after-school program for 6th grade boys, 7th grade girls, and a high school group
- 52 programs to 941 kids (duplicated) recreational/cultural programs
- 7 Colchester teens employed through the Summer Youth Employment grant program
- 76 participants in the Parenting Programs and “Community Conversations”
- 47 teens have participated in Teens in Action this year and 22 youths meet every week as members of Youth Action Council and Youth Force Group
- 185 families have been served by the food bank
- 27 families received fuel bank assistance
- 263 applications for the CT Energy Assistance Program
- 70 kids benefited from the Back-to-School Supplies/Clothes program
- Holiday Programs: 172 Thanksgiving meals, 223 Christmas Meals, and Santa program served 123 families.

## **2011 Measures (January 1 – December 31)**

- People Served by Food Bank: 3,586
- Households Served by Fuel Bank: 46
- Energy Assistance Applications Received: 349
- Number of Programs: 298
- Program Participants: 4,945
- Volunteer Hours: 1,185

## **2012 – 2013 Objectives**

- Meet monthly with Juvenile Review Board and the Families with Service Needs Board to reduce juvenile involvement with the justice system
- Provide at least 2 new programs for youth in grades 1-5 and their parents
- Successfully merge the Youth Services Advisory Board, Local Prevention Council and Anti-Bullying coalition to form a unified group of concerned citizens and key stake holders who positively impact the lives of Colchester youth.
- Develop and implement a peer mentoring program for 20 youths in grades 5 and 7
- Keep abreast of issues facing youth and families and trends impacting adolescents through professional development opportunities

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**YOUTH & SOCIAL SERVICES**

<b><u>ACCOUNT</u></b>	<b><u>FY 2011-2012 ADOPTED BUDGET</u></b>	<b><u>FY 2011-2012 PROJECTED ACTUALS</u></b>	<b><u>FY 2012-2013 PROPOSED BUDGET</u></b>
Regular Payroll	219,701	231,774	230,726
Overtime	0	177	0
Contractual, Temporary, Occasional Payroll	8,777	8,777	10,605
Employee Related Insurances	919	798	922
FICA & Retirement	30,080	30,539	31,699
Copier	1,740	1,755	1,860
Office Supplies	1,800	1,800	1,800
Mileage, Training & Meetings	2,775	2,775	2,610
Professional Memberships	575	575	575
Subscriptions	75	75	45
Professional Services	310	310	167
Postage	1,500	1,500	1,500
Service Contracts	1,270	1,270	1,270
Printing & Publications	1,500	1,500	500
Telephone	2,367	2,367	2,352
Fuel & Heating	3,360	3,360	4,020
Electricity	1,440	1,440	1,440
Building Repairs	1,000	1,000	1,000
Vehicle Maintenance & Fuel	5,008	5,008	5,455
Programs	16,500	16,500	26,500
<b>TOTAL</b>	<b>300,697</b>	<b>313,300</b>	<b>325,046</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>14102 - YOUTH &amp; SOCIAL SERVICES</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>233,096</b>		<b>230,726</b>
Youth & Social Services Director	1.00	68,966.00	68,966			
Program Coordinator II (7 hrs/day)	1.00	45,966.00	45,966			
Program Coordinator I (7 hrs/day)	1.00	42,048.00	42,048			
Administrative Assistant (7 hrs/day)	1.00	36,764.00	36,764			
Social Services Coordinator - Part-time (21 hrs/week)	1.00	24,313.00	24,313		(1,620)	
Social Services Coordinator - Part-time (10 hrs/week)	1.00	10,489.00	10,489			
Food Bank Coordinator (3 hrs/week for 50 weeks)	1.00	3,000.00	3,000		(750)	
Longevity	1.00	1,550.00	1,550			
<b>40105 - CONTR TEMP OCCAS</b>				<b>10,605</b>		<b>10,605</b>
YSB Center Supervisor (2 hrs/day, 68 days)	1.00	1,700.00	1,700			
YSB Center Supervisor (2 hrs/day, 68 days)	1.00	1,700.00	1,700			
YSB Center Supervisor (2 hrs/day, 68 days)	1.00	1,700.00	1,700			
YSB Center Supervisor (2 hrs/day, 68 days)	1.00	2,040.00	2,040			
YSB Center Supervisor (3 hrs/day, 77 days)	1.00	3,465.00	3,465			
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>922</b>		<b>922</b>
Life/AD&D insurance.	1.00	420.00	420			
Long Term Disability insurance	1.00	502.00	502			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>31,829</b>		<b>31,699</b>
FICA/Medicare @ 7.65% of gross wages.	1.00	18,642.00	18,642		(130)	
Defined Contribution 401(a) Plan - Youth & Social Services Director @ 8%	1.00	5,517.00	5,517			
Defined Contribution 401(a) Plan - Program Coordinators and Administrative Assistant @ 7%	1.00	7,670.00	7,670			
<b>42233 - COPIER</b>				<b>1,860</b>		<b>1,860</b>
Monthly fee for copier/fax machine	12.00	155.00	1,860			
<b>42301 - OFFICE SUPPLIES</b>				<b>1,800</b>		<b>1,800</b>
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>2,610</b>		<b>2,610</b>
Registration fees for professional development conferences/training	1.00	1,500.00	1,500			
Mileage reimbursement at 55.5 cents per mile	1.00	1,110.00	1,110			
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>575</b>		<b>575</b>
CYSA Membership	1.00	475.00	475			
CT Clearinghouse	1.00	20.00	20			
CLASS Annual Membership - CT Local Administrators of Social Services	1.00	80.00	80			

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>43342 - SUBSCRIPTIONS</b>				<b>45</b>		<b>45</b>
Youth Today subscription	1.00	45.00	45			
To keep abreast of trends/issues impacting youth and families						
<b>44208 - PROFESSIONAL SERVICES</b>				<b>167</b>		<b>167</b>
D.O.T. Physical for Public Passenger licenses	1.00	75.00	75			
Payable to DMV, background check	1.00	20.00	20			
Public Passenger License						
Fees For Public Passenger Endorsement to DMV \$12/yr for up to 6 years	1.00	72.00	72			
<b>44217 - POSTAGE</b>				<b>1,500</b>		<b>1,500</b>
Mailings to social service clients and youth participants	1.00	1,500.00	1,500			
<b>44223 - SERVICE CONTRACTS</b>				<b>1,270</b>		<b>1,270</b>
Annual fire extinguisher inspections, repairs & replacement	1.00	100.00	100			
Youth Center - monthly cooler rental & water	12.00	10.00	120			
Security & fire alarm contracts - monitoring & repair	1.00	600.00	600			
Boiler inspection and maintenance	1.00	450.00	450			
<b>44232 - PRINTING &amp; PUBLICATIONS</b>				<b>500</b>		<b>500</b>
Newsletter, brochures, advertising materials, copies	1.00	500.00	500			
<b>45216 - TELEPHONE</b>				<b>2,352</b>		<b>2,352</b>
Town Hall Offices - monthly charges	1.00	1,080.00	1,080			
Youth Center Phone/DSL - monthly charges	1.00	840.00	840			
Dedicated phone line for Social Services fax machine	12.00	36.00	432			
Confidentiality of client information						
<b>45221 - FUEL/HEATING</b>				<b>4,020</b>		<b>4,020</b>
Heating oil - Youth Center	1,200.00	3.35	4,020			
<b>45622 - ELECTRIC</b>				<b>1,440</b>		<b>1,440</b>
Electricity - Youth Center	12.00	120.00	1,440			
<b>46226 - BUILDING REPAIRS</b>				<b>10,000</b>		<b>1,000</b>
Youth Center - plumbing, heating, building repairs	1.00	1,000.00	1,000			
Exterior painting of Youth Center	1.00	9,000.00	9,000		(9,000)	

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>46390 - VEHICLE MAINTENANCE &amp; FUEL</b>				<b>5,455</b>		<b>5,455</b>
Repairs and maintenance	1.00	1,000.00	1,000			
Gasoline	1,650.00	2.70	4,455			
<b>47282 - PROGRAMS</b>				<b>26,500</b>		<b>26,500</b>
Youth programs, curriculum, videos, materials, supplies, refreshments, etc.	1.00	14,500.00	14,500			
Funding for Colchester Collaborative for Children (C3)	1.00	10,000.00	10,000			
Contribution to TVCCA	1.00	2,000.00	2,000			
For services provided to Colchester residents						
<b>TOTAL YOUTH &amp; SOCIAL SERVICES</b>				<b>336,546</b>		<b>325,046</b>

**Town of Colchester  
FY 2012-2013 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  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**HEALTH**

<b><u>ACCOUNT</u></b>	<b>FY 2011-2012 ADOPTED BUDGET</b>	<b>FY 2011-2012 PROJECTED ACTUALS</b>	<b>FY 2012-2013 PROPOSED BUDGET</b>
Regular Payroll	0	950	0
FICA & Retirement	0	73	0
Chatham Health District	129,401	129,401	132,759
<b>HEALTH</b>	<b>129,401</b>	<b>130,424</b>	<b>132,759</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>14201 - HEALTH</b>						
<b>47260 - CHATHAM HEALTH DISTRICT</b>						
Per capita fees	1.00	132,759.00	132,759	132,759		132,759
Based on Department of Public Health 2010 population estimate of 16,092						
<b>TOTAL HEALTH</b>				<b>132,759</b>		<b>132,759</b>

**Town of Colchester  
FY 2012-2013 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 56 hours each week. Fifty-two percent of town residents have a valid library card. In addition to a comprehensive collection of book and media offerings, the Library provides free programs for all ages, personal service, Inter-Library Loan, public Internet computers, and Wireless Internet access to the Library's visitors. The Library also serves as a community destination, hosting hundreds of community activities for many organizations including scouts, sports league registration, and civic groups.

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

**Staffing**

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

## **2011 – 2012 Accomplishments**

- Additional story time sessions for preschool children
- Introduction of programming for infants 0-12 months
- Increased outreach to daycares and preschools
- Summer Reading Program participation doubled
- Reconfiguration of Teen and Reading Rooms
- Outreach to local nursing home facility
- Expansion of online collection of downloadable electronic books and audio books
- Hands-on e-reader demonstrations
- Demonstration project of thin-client technology for public Internet workstations
- Implementation of session and printing management software for public Internet workstations
- Design and introduction of new logo for library
- Revision of library website
- Exterior re-painting of 1905 building window frames, cornice, and pediment

## **2011 Measures (January 1 – December 31)**

- Circulation (Total Items Borrowed): 141,775
- Inter-Library Loan Items Borrowed: 5,086
- Inter-Library Loan Items Loaned: 4,459
- Computer Uses: 14,737
- Reference Questions: 11,514

## **2012 – 2013 Objectives**

- Double the amount of available, downloadable e-books and audio books
- Establish monthly e-reader training sessions
- Double Summer Reading Program participation, especially for grades 6-8
- Process 80% of all new materials within one business day
- Creation of five-year strategic plan
- Review and possibly revise all Library policies
- Dependent on Grant Funding:
  - Designation as a “Family Place” Library
  - Afterschool Homework/Enrichment Program for Middle School Students
  - Dedicated library outreach to daycare centers/nursery schools
  - Technology training for Senior Citizens and Job Seekers

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**CRAGIN LIBRARY**

<b><u>ACCOUNT</u></b>	<b><u>FY 2011-2012 ADOPTED BUDGET</u></b>	<b><u>FY 2011-2012 PROJECTED ACTUALS</u></b>	<b><u>FY 2012-2013 PROPOSED BUDGET</u></b>
Regular Payroll	327,495	323,430	337,973
Overtime	0	389	0
Employee Related Insurances	1,217	1,209	1,225
FICA & Retirement	43,644	43,537	44,093
Copier	1,548	1,548	1,548
Office Supplies	3,900	3,900	3,900
Custodial/Maintenance Supplies	2,000	2,000	2,000
Books, Magazines, & Periodicals	45,000	45,000	48,500
Library Media Supplies	5,000	5,000	5,000
Mileage, Training & Meetings	700	550	1,500
Professional Memberships	980	985	995
Data Processing	30,729	30,729	30,945
Postage	350	350	350
Service Contracts	8,334	8,258	9,199
Printing & Publications	0	175	352
Telephone	3,000	2,770	3,000
Fuel & Heating	15,400	10,220	18,425
Water & Sewer	2,690	2,690	2,856
Electricity	41,100	38,800	41,000
Equipment Repairs	200	0	200
Building Repairs	1,500	1,444	1,500
Programs	500	500	500
	<b>535,287</b>	<b>523,484</b>	<b>555,061</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>15101 - CRAGIN LIBRARY</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>337,973</b>		<b>337,973</b>
Director	1.00	78,521.00	78,521			
Assistant Director (7 hrs/day)	1.00	49,857.00	49,857			
Children's Librarian (7 hrs/day)	1.00	50,729.00	50,729			
Cataloger (7 hrs/day)	1.00	35,532.00	35,532			
Circulation Supervisor (7 hrs/day)	1.00	34,739.00	34,739			
Assistant Children's Librarian (7 hrs/day)	1.00	28,430.00	28,430			
Reference Librarian (4 hrs/day)	1.00	20,304.00	20,304			
Part-time Circulation Clerk (19 hrs/week)	1.00	11,194.00	11,194			
Part-time Circulation Clerk (19 hrs/week)	1.00	10,374.00	10,374			
Part-time Circulation Clerk (15 hrs/week)	1.00	8,393.00	8,393			
Part-time Shelves (1.5 hrs/day)	3.00	3,300.00	9,900			
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>1,225</b>		<b>1,225</b>
Life/AD&D insurance.	1.00	525.00	525			
Long Term Disability insurance.	1.00	700.00	700			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>44,093</b>		<b>44,093</b>
FICA & Medicare @ 7.65% of gross wages	1.00	25,854.00	25,854			
Defined Contribution 401(a) Plan - Director @ 8%	1.00	6,282.00	6,282			
Defined Contribution 401(a) Plan - Staff @ 6%	1.00	11,957.00	11,957			
<b>42233 - COPIER</b>				<b>1,548</b>		<b>1,548</b>
Monthly lease payments	12.00	77.00	924			
5 year lease -.007 per copy charge for estimated 100,000 copies	4.00	156.00	624			
Quarterly charge						
<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>2,000</b>		<b>2,000</b>
Custodial & building maintenance supplies: cleaners, carpet shampoo, toilet paper, paper towels	1.00	2,000.00	2,000			
<b>42342 - BOOKS, MAGAZINES &amp; PERIODICALS</b>				<b>48,500</b>		<b>48,500</b>
Books, magazines, DVDs, audiobooks, e-books for all ages	1.00	48,500.00	48,500			
<b>42344 - LIBRARY MEDIA SUPPLIES</b>				<b>5,000</b>		<b>5,000</b>
Processing and repair materials for library books, magazines and media items	1.00	5,000.00	5,000			

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>1,500</b>		<b>1,500</b>
Mileage @ 55.5 cents per mile.	1.00	1,500.00	1,500			
Workshops, Cont. Ed., Conferences, Staff development						
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>995</b>		<b>995</b>
American Library Association (ALA) Prof. journal, continuing education, and discounted purchases	1.00	130.00	130			
Connecticut Library Consortium (CLC) Statewide Library discount program & continuing education Provides deep discounts for library books, media & library supplies	1.00	560.00	560			
Connecticut Library Association (CLA) Continuing Education and discounts.	1.00	170.00	170			
Public Library Association (PLA)	1.00	55.00	55			
Colchester Business Association	1.00	80.00	80			
<b>44205 - DATA PROCESSING</b>				<b>30,945</b>		<b>30,945</b>
Consortium membership - regionalization, resource sharing	1.00	30,945.00	30,945			
<b>44217 - POSTAGE</b>				<b>350</b>		<b>350</b>
Business correspondence, overdue notices, etc.	1.00	350.00	350			
<b>44223 - SERVICE CONTRACTS</b>				<b>9,199</b>		<b>9,199</b>
HVAC system service & repair	1.00	1,350.00	1,350			
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	216.00	216			
Security system service & repair	1.00	150.00	150			
Security system monitoring	1.00	216.00	216			
Fire extinguisher service	1.00	600.00	600			
Call backs for repair & service and electrician	1.00	1,200.00	1,200			
Annual Cataloging Fee	1.00	475.00	475			
Interlibrary loans from Academic libraries for students - not obtainable within CONNECT consortium.						
CT State Library--Annual iConn participation fee	1.00	325.00	325			
Online service for job seekers including live resume assistance and interview coaching.						
Movie Licensing Contract	1.00	392.00	392			
Anti-virus software	1.00	1,150.00	1,150			
CLC-JobNow online job seeker's service	1.00	225.00	225			
Software contracts: WinSelect, Deep Freeze, Cassie (security and management of public computers)	1.00	850.00	850			

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>44232 - PRINTING &amp; PUBLICATIONS</b>				<b>352</b>		<b>352</b>
Library share of distribution costs of Colchester Connection	4.00	88.00	352			
<b>45216 - TELEPHONE</b>				<b>3,000</b>		<b>3,000</b>
Monthly telephone charges	1.00	3,000.00	3,000			
Significant discounts through USF grant.						
<b>45221 - FUEL/HEATING</b>				<b>18,425</b>		<b>18,425</b>
Heating oil - Library	5,500.00	3.35	18,425			
<b>45222 - WATER &amp; SEWER</b>				<b>2,856</b>		<b>2,856</b>
Water - quarterly billing	4.00	205.00	820			
Quarterly Sewer Usage & Fire Protection service charges	4.00	509.00	2,036			
<b>45622 - ELECTRIC</b>				<b>41,000</b>		<b>41,000</b>
<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; ballasts	1.00	1,500.00	1,500			
<b>47282 - PROGRAMS</b>				<b>500</b>		<b>500</b>
Educational & cultural programs for all age groups	1.00	500.00	500			
<b>TOTAL CRAGIN LIBRARY</b>				<b>555,061</b>		<b>555,061</b>

**Town of Colchester  
FY 2012-2013 Proposed Budget**

**Department: Recreation**

**Mission**

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

**Description**

Colchester 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)

Administrative Assistant (full time)

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

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

**2011-2012 Accomplishments**

- Produced multiple large community events, including: 57 Fest, Summer Concerts, Spring Clean-Up, Tour de Trail, Holiday Homecoming, Hershey Track & Field Meet.
- Partnered with schools for inaugural "Walk to School" day
- Processed 4,738 program registrations
- Secured approx. \$40,000 in event sponsorship
- Produced multiple cultural exhibitions through Colchester Community Theatre and Community Orchestra
- Implemented plans and obtained approvals for the Colchester Dog Park - opened in spring of 2010

**2012-2013 Objectives**

- Increase sponsorship revenue by 10%
- Implement new program registration and facility registration software to further enhance online services and access
- Complete a formal volunteer management plan to provide additional services and reduce expenses
- Develop a gift-giving and donation campaign to support parks improvements and financial assistance for program registration

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**RECREATION**

<b><u>ACCOUNT</u></b>	<b><u>FY 2011-2012 ADOPTED BUDGET</u></b>	<b><u>FY 2011-2012 PROJECTED ACTUALS</u></b>	<b><u>FY 2012-2013 PROPOSED BUDGET</u></b>
Regular Payroll	95,828	81,390	96,214
Overtime	0	885	7,091
Contractual, Temporary, Occasional Payroll	720	0	0
Employee Related Insurances	423	299	426
FICA & Retirement	10,930	8,605	11,442
Copier	3,490	2,791	2,916
Office Supplies	1,500	1,500	1,800
Mileage, Training & Meetings	958	1,220	1,800
Professional Memberships	390	205	765
Subscriptions	0	0	40
Postage	1,200	900	1,200
Service Contracts	6,500	2,600	7,350
Printing & Publications	200	100	500
Equipment Rental	0	0	2,500
Uniform Rental	0	0	300
Telephone	1,610	1,407	3,395
Office Equipment	500	440	800
<b>TOTAL</b>	<b>124,249</b>	<b>102,342</b>	<b>138,539</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>15201 - RECREATION</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>96,214</b>		<b>96,214</b>
Recreation Manager	1.00	59,000.00	59,000			
Administrative Assistant (7 hrs/day)	1.00	36,764.00	36,764			
Longevity	1.00	450.00	450			
<b>40103 - OVERTIME</b>				<b>7,091</b>		<b>7,091</b>
Overtime for 57 Fest event	1.00	6,000.00	6,000			
Meeting Clerk - Parks & Recreation Commission - estimated 12 meetings, 3 hrs/meeting	1.00	1,091.00	1,091			
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>426</b>		<b>426</b>
Life/AD&D insurance.	1.00	180.00	180			
Long Term Disability insurance.	1.00	246.00	246			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>11,442</b>		<b>11,442</b>
FICA @ 7.65% of gross wages	1.00	7,902.00	7,902			
Defined Contribution 401(a) Plan - Recreation Manager @ 6%	1.00	3,540.00	3,540			
<b>42233 - COPIER</b>				<b>2,916</b>		<b>2,916</b>
Monthly lease payments	12.00	168.00	2,016			
Copier paper	1.00	300.00	300			
Per copy charges	1.00	600.00	600			
<b>42301 - OFFICE SUPPLIES</b>				<b>1,800</b>		<b>1,800</b>
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>1,800</b>		<b>1,800</b>
Mileage @ 55.5 cents per mile	1.00	500.00	500			
CT Recreation & Parks & ACA Conference	1.00	950.00	950			
Office staff training	1.00	350.00	350			
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>765</b>		<b>765</b>
Professional certification renewal fee (CPRP CEUs)	1.00	30.00	30			
National Recreation & Parks Assoc.	1.00	360.00	360			
New England Parks Assoc., USTA, CPA	1.00	110.00	110			
CT Recreation & Parks Assoc.	1.00	265.00	265			
<b>43342 - SUBSCRIPTIONS</b>				<b>40</b>		<b>40</b>
Rec Journal Magazine	1.00	40.00	40			
<b>44208 - PROFESSIONAL SERVICES</b>				<b>300</b>		<b>0</b>
CDL/Public Passenger license fees - P&R passenger van	1.00	250.00	250		(250)	
Registration and inspection fees - P&R passenger van	1.00	50.00	50		(50)	

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>44217 - POSTAGE</b>				<b>1,200</b>		<b>1,200</b>
<b>44223 - SERVICE CONTRACTS</b>				<b>7,350</b>		<b>7,350</b>
Activenet/Facility Reservation software user fee	1.00	4,300.00	4,300			
Portable toilet rental - Town Green. Cohen Property, Bacon Academy	1.00	3,050.00	3,050			
<b>44232 - PRINTING &amp; PUBLICATIONS</b>				<b>500</b>		<b>500</b>
<b>44237 - EQUIPMENT RENTAL</b>				<b>2,500</b>		<b>2,500</b>
Stage rental	1.00	2,500.00	2,500			
<b>44238 - UNIFORM RENTALS</b>				<b>300</b>		<b>300</b>
Recreation staff uniforms.	1.00	300.00	300			
<b>45216 - TELEPHONE</b>				<b>3,395</b>		<b>3,395</b>
Monthly base - Town Hall office	12.00	75.00	900			
On-line faxes (within computer) - annual charge	1.00	110.00	110			
Cell Phone - Recreation Manager & Programmer	12.00	100.00	1,200			
Land Line Phone & DSL Phone at Rec. Plex	1.00	1,185.00	1,185			
<b>46390 - VEHICLE MAINTENANCE &amp; FUEL</b>				<b>2,040</b>		<b>0</b>
Annual maintenance - P&R passenger van	1.00	500.00	500		(500)	
Gasoline - P&R passenger van	1.00	1,500.00	1,500		(1,500)	
Car washes - P&R passenger van	1.00	40.00	40		(40)	
<b>48416 - OFFICE EQUIPMENT</b>				<b>800</b>		<b>800</b>
Replacement of two desks	1.00	800.00	800			
<b>TOTAL RECREATION</b>				<b>140,879</b>		<b>138,539</b>

**Town of Colchester  
FY 2012-2013 Proposed Budget**

**Department: Senior Services**

**Mission Statement**

To help older adults age successfully by providing an array of programming activities designed to maximize their independence, health and wellness, and overall quality of life.

**Description**

The Colchester Senior Services department serves as a vital resource for the entire community for information on aging, and related issues, including support for caregivers and family members. Information and referral services are provided on housing, health care, energy assistance and other benefit and entitlement programs.

Recreational and health activities are provided to seniors including hearing and blood pressure screenings, low vision supports, Exercise groups, Yoga, Tai Chi, Bridge, Pinochle, Wii Bowling, Bingo, arts and craft classes, singing and gardening groups, recreational travel, and an array of other enriching activities.

**Staffing**

Director (full time)

Program Assistant (full time)

Administrative Assistant (full time)

Bus Driver (full time -1)

Bus Driver (part time -3)

Recreational Therapy Coordinator (part-time, grant funded)

Making Memories Program Aide (part-time, grant funded)

**2011-2012 Accomplishments**

- Increased participation of Colchester seniors in center activities:
  - Number of visits increased by 17%
  - Increased monthly attendance of Memories program participants by 39%
  - Tripled the number of seniors who registered as participants of the center
  - Increased ridership of senior center transportation by 13%

- Developed and implemented increased health and wellness programming:
  - Increased average participation in Yoga, Exercise and Tai Chi classes by 15%
  - Continued providing free hearing, flu and blood pressure clinics, as well as low vision support group activities
  - Organized seminars on Caring for a Loved One with Dementia and Medicare Coverage of Hospitalization Admissions Versus Observation
  - Provided regular nutritional education seminars in collaboration with TVCCA
  
- Introduced new programming activities at center:
  - Doo Wop Singing Group, Drama Players Group, Senior Golf League, Pickle Ball, Mahjong, Chair Massages, and Taste of Thursday Lunch program
  
- Increased revenue for senior center programming:
  - Received \$13,000 grant funding for continuation of the Memories program
  - Received renewal funding from CT Dept. of Transportation for Municipal Matching Grant Transportation Services for elderly/disabled residents
  - Obtained funding for a new wheelchair accessible van
  - Increased Annual Fair/Crafts revenue by 28%

**2011 Measures (January 1 – December 31)**

- |   |          |
|---|----------|
| • Program Participants: (duplicated)    | 2,909    |
| • Visitors to Senior Center:            | 10,359   |
| • Medical Transports (To & From):       | 1,541    |
| • Other Transports (To & From):         | 9,811    |
| • Requests for Information & Referrals: | 3,148    |
| • Volunteer Hours:                      | 5,496.50 |

**2012 – 2013 Objectives**

- Increase number of seniors who register as center participants by 25%
- Increase participation in center activities by 10%
- Increase transportation ridership by 10%
- Increase new programming activities by 20%
- Increase afternoon programming activities at the center by 25%
- Obtain continuation funding to support the Making Memories program
- Obtain Municipal Transportation DOT grant continuation funding
- Increase health and wellness programming activities by 20%
- Increase participation in Friendly Visitors and Making Memories Programs by 10%

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**SENIOR SERVICES**

<b><u>ACCOUNT</u></b>	<b><u>FY 2011-2012 ADOPTED BUDGET</u></b>	<b><u>FY 2011-2012 PROJECTED ACTUALS</u></b>	<b><u>FY 2012-2013 PROPOSED BUDGET</u></b>
Regular Payroll	169,408	172,975	174,704
Overtime	0	75	0
Contractual, Temporary, Occasional Payroll	3,220	3,220	6,220
Employee Related Insurances	835	832	843
FICA & Retirement	23,294	23,841	24,639
Copier	720	720	750
Office Supplies	1,200	900	1,200
Custodial/Maintenance Supplies	1,200	1,200	1,200
Other Purchased Supplies	100	0	0
Mileage, Training & Meetings	706	575	736
Professional Memberships	75	270	300
Professional Services	670	605	1,085
Building Rental	0	3,609	3,609
Postage	300	200	300
Service Contracts	2,601	1,714	2,320
Printing & Publications	250	250	250
Telephone	3,318	3,275	3,240
Fuel & Heating	10,039	7,800	12,029
Electricity	6,000	6,000	6,000
Equipment Repairs	0	654	0
Building Repairs	1,000	1,000	1,000
Vehicle Maintenance & Fuel	19,171	21,600	18,000
<b>TOTAL</b>	<b>244,107</b>	<b>251,315</b>	<b>258,425</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>15401 - SENIOR SERVICES</b>						
<b>40101 - REGULAR PAYROLL</b>				<b>174,704</b>		<b>174,704</b>
Director	1.00	54,774.00	54,774			
Program Coordinator (7.5 hrs/day)	1.00	35,373.00	35,373			
Administrative Assistant (7.5 hrs/day)	1.00	39,390.00	39,390			
Bus Driver (7 hrs/day)	1.00	26,536.00	26,536			
Part-time bus driver (5 hrs/day)	1.00	17,381.00	17,381			
Longevity	1.00	1,250.00	1,250			
<b>40105 - CONTR TEMP OCCAS</b>				<b>8,720</b>		<b>6,220</b>
Meeting Clerk - Commission on Aging - 12 meetings	12.00	60.00	720			
Substitute drivers to cover vacations, etc. - part-time bus driver hourly rate	1.00	3,000.00	3,000			
Recreational Therapy Coordinator - Memories Program	1.00	5,000.00	5,000		(2,500)	
<b>41210 - EMPLOYEE RELATED INS.</b>				<b>843</b>		<b>843</b>
Life/AD&D Insurance.	1.00	390.00	390			
Long Term Disability insurance.	1.00	453.00	453			
<b>41230 - FICA &amp; RETIREMENT</b>				<b>24,830</b>		<b>24,639</b>
FICA/Medicare @ 7.65% of gross wages	1.00	13,977.00	13,977		(191)	
Defined Contribution 401(a) Plan - Senior Citizens Director @ 8%	1.00	4,382.00	4,382			
Defined Contribution 401(a) Plan - Program Coordinator & FT Bus driver @ 6%	1.00	3,714.00	3,714			
Defined Contribution 401(a) Plan - Administrative Assistant @ 7%	1.00	2,757.00	2,757			
<b>42233 - COPIER</b>				<b>750</b>		<b>750</b>
Monthly lease payments	12.00	38.00	456			
Per copy charges - estimated 42,000 copies @ \$.007 per copy	1.00	294.00	294			
<b>42301 - OFFICE SUPPLIES</b>				<b>1,200</b>		<b>1,200</b>
Folders, paper goods, ink cart	12.00	100.00	1,200			
<b>42331 - CUSTODIAL/MAINTENANCE SUPPLIES</b>				<b>1,200</b>		<b>1,200</b>
Kitchen and bath paper goods, soap and misc. disposable goods	12.00	100.00	1,200			
<b>43213 - MILEAGE, TRAINING &amp; MEETINGS</b>				<b>736</b>		<b>736</b>
Mileage for home visits, meetings, training and conferences	600.00	0.56	336			
Mileage @ 55.5 cents per mile						
Local conferences, training for local and state programs	4.00	100.00	400			
4 conference/training sessions						

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>43258 - PROFESSIONAL MEMBERSHIPS</b>				<b>300</b>		<b>300</b>
Annual membership in local, state and national aging service and advocacy groups	1.00	175.00	175			
1 NCOA membership \$175.00						
Connecticut Association of Senior Center Personnel (CASCP) membership	2.00	50.00	100			
2 CASCP staff memberships @ \$50.00						
Connecticut Association of Municipal Agents for the Elderly membership	1.00	25.00	25			
1 CAMAE membership \$25.00						
<b>44208 - PROFESSIONAL SERVICES</b>				<b>1,085</b>		<b>1,085</b>
Vehicle drivers physicals to ensure health and fitness of drivers	2.00	125.00	250			
2 physicals @ \$125						
Drug and alcohol testing	4.00	50.00	200			
Random testing for safety. 4 tests @ \$50 each						
Licenses for drivers - proper certification	2.00	125.00	250			
2 licenses @ \$125						
Copyright license to show movies on site	1.00	200.00	200			
1 movie license @200.00						
1 music license @ 150.00	1.00	150.00	150			
Regional Health District License	1.00	35.00	35			
Annual health license fee @ \$35.00						
<b>44215 - BUILDING RENTAL</b>				<b>3,609</b>		<b>3,609</b>
Annual Lease of Building	1.00	3,609.00	3,609			
<b>44217 - POSTAGE</b>				<b>300</b>		<b>300</b>
Funding for mailings to clients other agencies, service providers, and funders	12.00	25.00	300			
<b>44223 - SERVICE CONTRACTS</b>				<b>2,320</b>		<b>2,320</b>
Annual inspection and replacement of fire equipment	1.00	120.00	120			
Yearly inspection for safety						
Exterminator - pest control	12.00	85.00	1,020			
Furnace/Air conditioning/Water heater service contract	1.00	700.00	700			
Annual cleaning and service for all equipment						
Alarm service - monthly inspections	12.00	40.00	480			
<b>44232 - PRINTING &amp; PUBLICATIONS</b>				<b>250</b>		<b>250</b>
Annual Outreach information - pamphlets, survey, welcome packets, promotional material etc.	1.00	250.00	250			

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>45216 - TELEPHONE</b>				<b>3,240</b>		<b>3,240</b>
Monthly phone service - 3 lines, fax and DSL	12.00	200.00	2,400			
Monthly cell phone service - communication with drivers for client safety	12.00	70.00	840			
<b>45221 - FUEL/HEATING</b>				<b>12,029</b>		<b>12,029</b>
Heating oil	3,500.00	3.35	11,725			
Propane for stove	160.00	1.90	304			
<b>45622 - ELECTRIC</b>				<b>6,000</b>		<b>6,000</b>
Electricity	12.00	500.00	6,000			
<b>46226 - BUILDING REPAIRS</b>				<b>1,000</b>		<b>1,000</b>
Minor building repairs	1.00	1,000.00	1,000			
<b>46390 - VEHICLE MAINTENANCE &amp; FUEL</b>				<b>18,000</b>		<b>18,000</b>
Equipment repairs/parts -To keep vehicles in safe condition for participants	1.00	4,500.00	4,500			
Gasoline-Fuel to provide transportation for needed services, social, doctors, shopping, etc.	5,000.00	2.70	13,500			
<b>TOTAL SENIOR SERVICES</b>				<b>261,116</b>		<b>258,425</b>

# **Debt Service**

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**DEBT SERVICE**

<b><u>ACCOUNT</u></b>	<b>FY 2011-2012 ADOPTED BUDGET</b>	<b>FY 2011-2012 PROJECTED ACTUALS</b>	<b>FY 2012-2013 PROPOSED BUDGET</b>
Bond Principal	2,411,925	2,411,925	1,575,000
Bond Interest	599,605	502,357	520,890
Lease Principal	44,000	0	0
Lease Interest	6,000	0	0
<b>TOTAL</b>	<b>3,061,530</b>	<b>2,914,282</b>	<b>2,095,890</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>18101 - DEBT SERVICE</b>						
<b>49245 - BOND PRINCIPAL</b>				<b>1,575,000</b>		<b>1,575,000</b>
Bonding 8/1/02 (Jack Jackter/Library/Major Equipment/ Recreation Field lights)	1.00	270,000.00	270,000			
Bonding 6/15/05 Pre K - Grade 2 School Construction Project	1.00	545,000.00	545,000			
Bond Issue 6/3/10 - Firetruck, Ambulance, Road Improvements, BA Track, BA Portables	1.00	280,000.00	280,000			
Advance Refunding Bond Issue 6/3/10 - Refunding 2001 bond issue	1.00	430,000.00	430,000			
GOB 8/1/02 issue refunded in March 2012	1.00	(270,000.00)	(270,000)			
Refunding issue of March 2012 (2002 & 2005 bond issues)	1.00	320,000.00	320,000			
<b>49246 - BOND INTEREST</b>				<b>520,890</b>		<b>520,890</b>
Bonding 8/1/02 - Library/Major Equipment, Jack Jackter Addition and Recreation lighting	1.00	116,033.00	116,033			
Bonding 6/15/05 Pre K - Grade 2 School Construction Project	1.00	273,725.00	273,725			
GOB Issue 2010 (Firetruck, Ambulance, Roads, BA Track)	1.00	89,600.00	89,600			
Advance Refunding Bond Issue 6/3/10 - Refunding of 2001 bond issue	1.00	138,975.00	138,975			
GOB 8/1/02 issue refunded in March 2012	1.00	(116,033.00)	(116,033)			
GOB 2005 issue refunded in March 2012	1.00	(211,275.00)	(211,275)			
Refunding issue of March 2012 (2002 & 2005 bond issues)	1.00	229,865.00	229,865			
<b>TOTAL DEBT SERVICE</b>				<b>2,095,890</b>		<b>2,095,890</b>

# **Transfers & Capital**

**TOWN OF COLCHESTER  
BOF PROPOSED BUDGET  
FY 2012-2013 WITH COMPARISONS TO FY 2011-2012**

**TRANSFERS & CAPITAL**

<b><u>ACCOUNT</u></b>	<b><u>FY 2011-2012 ADOPTED BUDGET</u></b>	<b><u>FY 2011-2012 PROJECTED ACTUALS</u></b>	<b><u>FY 2012-2013 PROPOSED BUDGET</u></b>
Transfer to Recreation Fund	40,000	40,000	40,000
Transfer to Capital Reserve	197,300	197,300	224,950
Transfer to Animal Control Fund	45,061	45,061	53,199
Transfer to Capital Improvement Fund	130,000	130,000	386,200
Transfer to Debt Service Fund	0	50,000	49,778
Transfer to BOE Capital Reserve	0	30,013	0
<b>TOTAL</b>	<b>412,361</b>	<b>492,374</b>	<b>754,127</b>

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>18501 - TRANSFERS</b>						
<b>50225 - TRANSFER TO RECREATION FUND</b>						
Contribution to support Recreation Program Fund	1.00	40,000.00	40,000	<b>40,000</b>		<b>40,000</b>
<b>50474 - TRANSFER TO CAPITAL RESERVE</b>						
Contribution to Equipment Reserve	1.00	65,000.00	65,000	<b>249,950</b>		<b>224,950</b>
Contribution to Vehicle Replacement Reserve	1.00	134,950.00	134,950			
Contribution to Buildings & Grounds Maintenance Capital Reserve	1.00	50,000.00	50,000		(25,000)	
<b>50496 - ACO - TOWN FUNDING</b>						
General Fund contribution to support Animal Control Fund	1.00	53,199.00	53,199	<b>53,199</b>		<b>53,199</b>
<b>50500 - TRANSFER TO CAPITAL</b>						
Town Wide Revaluation	1.00	42,500.00	42,500	<b>902,325</b>		<b>386,200</b>
Open Space	1.00	5,000.00	5,000			
Town Garage - Roof replacement	1.00	50,000.00	50,000		(50,000)	
Town Garage - foundation and apron repair	1.00	30,000.00	30,000		(30,000)	
Town Garage - drainage & pave parking lot	1.00	100,000.00	100,000			
Fire - Hydraulic rescue tools	1.00	75,000.00	75,000			
Fire - Flashover simulator	1.00	52,225.00	52,225		(52,225)	
GIS - Map corrections, GPS location	1.00	50,000.00	50,000		(50,000)	
Code Enforcement/General Use - 4 door sedan	1.00	12,000.00	12,000			
Per vehicle replacement plan						
Senior Center - 4 door sedan	1.00	15,500.00	15,500			
Per vehicle replacement plan						
Senior Center - full-size passenger van	1.00	40,000.00	40,000			
Per vehicle replacement plan						
Transfer Station - Backhoe	1.00	120,000.00	120,000		(120,000)	
Per vehicle replacement plan						
Excavator	1.00	173,200.00	173,200		(173,200)	
Per vehicle replacement plan						
Police cruiser	1.00	46,200.00	46,200			
Per vehicle replacement plan						
P&R - Passenger van	1.00	23,700.00	23,700		(23,700)	
Warning light message board system (Police & Highway)	1.00	17,000.00	17,000		(17,000)	
Town Records Management System - Phase 1 Inventory & organization, Needs assessment, obsolete records identification and processing, Imaging software	1.00	50,000.00	50,000			

**TOWN OF COLCHESTER  
FY 2012 - 2013 BOF PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	BOF PROPOSED
<b>50700 - TRANSFER TO DEBT SERVICE FUND</b>				<b>49,778</b>		<b>49,778</b>
Vehicle lease purchase dated 10/7/11 - principal payment due 10/4/13 (payment 2 of 5)	1.00	45,825.00	45,825			
Vehicle lease purchase dated 10/7/11 - interest payment due 10/7/13 (payment 2 of 5)	1.00	3,953.00	3,953			
<b>TOTAL TRANSFERS</b>				<b>1,295,252</b>		<b>754,127</b>

# **Animal Control Fund**

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**Town of Colchester  
Animal Control Fund Operating Budget  
Fiscal Year 2012-2013  
With Comparative Totals For Fiscal Year 2011-2012**

<b>ANIMAL CONTROL FUND</b>	<b>Adopted Budget <u>FY 2011-2012</u></b>	<b>Projected Actual <u>FY 2011-2012</u></b>	<b>Proposed Budget <u>FY 2012-2013</u></b>
<b><u>2102401 ANIMAL CONTROL</u></b>			
2102401 40101 REGULAR PAYROLL	35,668	35,668	36,649
2102401 40102 OTHER REG PAYROLL	13,225	12,623	13,587
2102401 41230 FICA	3,741	3,695	3,843
2102401 42301 OFFICE SUPPLIES	100	100	100
2102401 42340 OTHER PURCHASED SUPPLIES	4,000	4,000	4,000
2102401 43213 TRAVEL, TRAINING & MEETINGS	10,251	10,310	10,500
2102401 44208 PROFESSIONAL SERVICES	6,500	6,500	6,500
2102401 44209 DUE TO STATE OF CT	10,000	8,450	10,000
2102401 44217 POSTAGE	250	250	250
2102401 44231 ADVERTISING	500	250	250
2102401 44232 PRINTING	225	150	150
2102401 45216 TELEPHONE	1,800	1,125	1,200
2102401 45221 FUEL/HEATING	1,341	1,539	1,710
2102401 45622 ELECTRIC	660	660	660
2102401 46226 BUILDING REPAIR	300	300	300
<b>TOTAL ANIMAL CONTROL EXPENDITURES</b>	<b><u>88,561</u></b>	<b><u>85,620</u></b>	<b><u>89,699</u></b>
<b>ANIMAL CONTROL ESTIMATED REVENUES:</b>			
2102401 34622 TOWN CLERK DOG LICENSES	17,000	15,000	15,000
2102401 34627 ANIMAL CONTROL OFFICER FEES	5,500	6,500	5,500
2102401 34629 RENT & ASSISTANT ACO	6,000	6,000	6,000
2102401 36250 TRANSFER FROM GENERAL FUND	45,061	45,061	53,199
2102401 36500 USE OF FUND BALANCE	15,000	15,000	10,000
<b>TOTAL ANIMAL CONTROL REVENUES</b>	<b><u>88,561</u></b>	<b><u>87,561</u></b>	<b><u>89,699</u></b>

**Town of Colchester  
Animal Control Fund Detail Operating Budget**

<b><u>2102401 ANIMAL CONTROL</u></b>		<b>FY 2012-2013</b>
<b><u>EXPENDITURES</u></b>		<b><u>Proposed Budget</u></b>
2102401	40101 REGULAR PAYROLL Animal Control Officer	36,649
2102401	40102 OTHER REGULAR & PART TIME P/R Assistant Animal Control Officer	13,587
2102401	41230 FICA	3,843
2102401	42301 OFFICE SUPPLIES	100
2102401	42340 OTHER PURCHASED SUPPLIES Dog food, cleaning supplies for dog pound, etc.	4,000
2102401	43213 MILEAGE, TRAINING & MEETINGS Mileage at 55.5 cents per mile	10,500
2102401	44208 PROFESSIONAL SERVICES Veterinarian	6,500
2102401	44209 DUE TO STATE OF CONNECTICUT State share of license revenue	10,000
2102401	44217 POSTAGE	250
2102401	44231 ADVERTISING	250
2102401	44232 PRINTING & PUBLICATIONS Various forms, license tags	150
2102401	45216 TELEPHONE Cell phone service and pagers	1,200
2102401	45221 FUEL/HEATING	1,710
2102401	45622 ELECTRICITY	660
2102401	46226 BUILDING REPAIRS Minor repairs to the dog pound	300
<b>TOTAL ANIMAL CONTROL EXPENDITURES</b>		<b>89,699</b>

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## **Section Five**

# **Capital Improvement Plan**

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**Town of Colchester  
FY 2012 - 2013 Proposed Budget**

## **Section Five – Capital Improvement Plan**

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

- Capital Improvement Plan Summary
  - Vehicles
  - Equipment
  - Facilities
  - Bonding Requests
  - Reserves

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Town of Colchester  
FY 2012-2013 Proposed Budget

CAPITAL IMPROVEMENT PLAN

CATEGORY	ITEM	DESCRIPTION	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17
<b>Vehicles</b>							
	4-Door Sedan	Code Enforcement/General Use	\$ 12,000		\$ 30,000		
	F-150 4x4 Pickup	Code Enforcement					\$ 35,000
	F-150 4x4 Pickup	Code Enforcement					\$ 35,000
	F-240 4x4 Pickup	Emergency Management					\$ 35,000
	Service 328	Fire Department				\$ 90,000	
	Cruiser	Police Department	\$ 46,200	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
	Plow Truck	Public Works	TAR	TAR	TAR	TAR	TAR
	Masonry Truck	Public Works				\$ 45,000	
	Payloader	Public Works			\$ 115,000		
	Backhoe	Public Works			\$ 94,000		
	Backhoe	Public Works					\$ 96,000
	Skidsteer	Public Works				\$ 30,000	
	Skidsteer	Public Works					\$ 30,000
	Clamshell Catch Basin Cleaner	Public Works		\$ 150,000			
	Roller	Public Works				\$ 30,000	
	Grader	Public Works		\$ 185,000			
	Excavator	Public Works		\$ 173,200			
	Scag Mower	Parks Maintenance					
	Scag Mower	Parks Maintenance					
	4-Door Sedan	Senior Services	\$ 15,500				
	Full-Size Passenger Van	Senior Services	\$ 40,000				
	Wheelchair Accessible Vehicle	Senior Services				\$ 70,000	
	Mini-Van (6 passenger)	Senior Services			\$ 28,000		
	Backhoe	Transfer Station		\$ 120,000			
		<b>ANNUAL TOTAL</b>	\$ 113,700	\$ 673,200	\$ 312,000	\$ 310,000	\$ 276,000

Town of Colchester  
FY 2012-2013 Proposed Budget

CAPITAL IMPROVEMENT PLAN

CATEGORY	ITEM	DESCRIPTION	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17
<b>Equipment</b>							
	Hydraulic Rescue Tools	Fire Department	\$ 75,000				
	Flashover Simulator	Fire Department		\$ 52,225			
	GIS - Map Corrections GPS Location	Information Technology		\$ 50,000			
	Records Management System	Town Clerk/Information Tech.	\$ 50,000				
		<b>ANNUAL TOTAL</b>	\$ 125,000	\$ 102,225			
<b>Facilities</b>							
	WJJMS - Replace Carpeting	Board of Education		\$ 86,000			
	WJJMS - Replace Windows	Board of Education		\$ 200,000			
	WJJMS - Repairs to Heating System	Board of Education		\$ 263,000			
	WJJMS - Exterior Doors & Hardware	Board of Education		\$ 28,800			
	WJJMS - Paint Interior of Building	Board of Education		\$ 100,000			
	Repaving of Town Hall Parking Lot	Facilities		\$ 130,000			
	Roof Replacement	Fleet		\$ 50,000			
	Foundation & Apron Repair	Fleet		\$ 30,000			
	Drainage & Pave Parking Lot	Fleet	\$ 100,000				
		<b>ANNUAL TOTAL</b>	\$ 100,000	\$ 887,800			
<b>Bonding Requests</b>							
	WJJMS (School/Community Center)	Board of Education/Town					TBD
	Rescue 128 (refurbished)	Fire Department	\$ 475,000				
	Tanker 128	Fire Department	\$ 400,000				
	Engine Tank 328	Fire Department	\$ 650,000				
	Road Improvements	Public Works	\$ 3,200,000				
		<b>ANNUAL TOTAL</b>	\$ 4,725,000				

Town of Colchester  
FY 2012-2013 Proposed Budget

CAPITAL IMPROVEMENT PLAN

CATEGORY	ITEM	DESCRIPTION	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17
<b>Reserves</b>							
	Revaluation	Assessor (annual funding)	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500
	Building & Grounds Maintenance	Facilities	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	Equipment	Various	\$ 65,000	\$ 65,000	\$ 65,000	\$ 50,000	\$ 50,000
	Fire Vehicles (excl. apparatus)	Fire Department	\$ -	\$ -	\$ -	\$ 4,500	\$ 4,500
	Open Space	Planning & Zoning	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	Pick-Up Trucks	Public Works & Parks and Rec.	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
	Plow Trucks	Public Works	\$ 39,550	\$ 51,250	\$ 63,300	\$ 75,400	\$ 87,900
	Police Vehicles	Police Department	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500
	Specialized Vehicles	Public Works & Parks and Rec.	\$ 34,150	\$ 50,900	\$ 68,650	\$ 77,650	\$ 87,050
	Town Hall Vehicles	Various	\$ 12,750	\$ 12,750	\$ 18,550	\$ 25,550	\$ 36,050
		<b>ANNUAL TOTAL</b>	\$ 272,450	\$ 325,900	\$ 361,500	\$ 379,100	\$ 411,500
<b>GRAND TOTAL</b>			<b>\$ 5,336,150</b>	<b>\$ 1,989,125</b>	<b>\$ 673,500</b>	<b>\$ 689,100</b>	<b>\$ 687,500</b>

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## **Section Six**

### **Debt**

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**Town of Colchester  
FY 2012 - 2013 Proposed Budget**

**Section Six – Debt**

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

- Debt Service Summary
- Chart – Debt Service Plan

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**Town of Colchester  
FY 2012-2013 Proposed Budget**

**Debt Summary  
Pro Forma  
As of March 1, 2012**

**Outstanding Short-term Debt**

As of March 1, 2012, 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>
08/01/02 .....	06/15/12	Various purpose	3.00-4.70	\$ 5,985,000	\$ 270,000
08/01/02 .....	06/15/12	Refunding	2.00-4.50	5,180,000	465,000
11/01/02 .....	01/15/13	Refunding	3.00-4.00	1,370,000	25,000
06/15/05 .....	06/15/15	Various purpose	3.25-4.50	10,800,000	2,175,000
07/31/09 .....	07/31/28	Drinking Water Fund	2.12	2,496,990	2,102,871
06/03/10 .....	06/01/21	Various purpose	2.25-5.00	6,595,000	6,595,000
03/01/12 .....	06/15/25	Refunding	2.00-4.00	8,400,000	<u>8,400,000</u>
Total .....					\$20,032,871

<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.

**Bonded Debt Maturity Schedule<sup>1</sup>**  
**Pro Forma**  
**As of March 1, 2012**

<u>Fiscal Year Ending</u>	<u>Principal Payments</u>	<u>Interest Payments</u>	<u>Total Payments</u>	<u>This Issue</u>	<u>Cumulative Percent of Principal Retired</u>
2012 <sup>2</sup> .....	\$2,035,830	\$193,872	\$2,229,702	\$-	10.16
2013 .....	1,389,020	334,791	1,723,811	320,000	18.69
2014 .....	1,366,354	283,982	1,650,336	320,000	27.11
2015 .....	1,343,738	243,848	1,587,586	320,000	35.42
2016 .....	796,173	196,414	992,587	850,000	43.63
2017 .....	798,660	166,727	965,387	835,000	51.79
2018 .....	796,200	136,987	933,187	850,000	60.01
2019 .....	793,794	108,642	902,436	825,000	68.09
2020 .....	796,445	72,492	868,937	820,000	76.16
2021 .....	519,151	36,285	555,436	810,000	82.79
2022 .....	131,916	19,870	151,786	800,000	87.44
2023 .....	134,740	17,046	151,786	560,000	90.91
2024 .....	137,625	14,162	151,787	550,000	94.34
2025 .....	140,571	11,216	151,787	540,000	97.74
2026 .....	143,580	8,206	151,786	-	98.46
2027 .....	146,654	5,133	151,787	-	99.19
2028 .....	149,793	1,993	151,786	-	99.94
2029 .....	<u>12,627</u>	<u>22</u>	<u>12,649</u>	<u>-</u>	100.00
Total .....	\$11,632,871	\$1,851,688	\$13,484,559	\$8,400,000	

<sup>1</sup> Excludes the Refunded Bonds.

<sup>2</sup> Excludes \$630,906 principal payments and \$390,559 interest payments made from July 1, 2011 through March 1, 2012.

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

**Current Debt Ratios**  
**Pro Forma**  
**As of March 1, 2012**

Population, 2010 <sup>1</sup> .....	16,068
Per capita income, 1999 <sup>1</sup> .....	\$27,038
Net taxable grand list, 10/1/10 .....	\$1,297,281,494
Estimated full value @ 70% .....	\$1,853,259,277
Equalized net grand list (2009) <sup>2</sup> .....	\$1,752,181,106

<b>Overall Debt</b>	<b>Overall Net Debt</b>
<b><u>\$20,032,871</u></b>	<b><u>\$19,749,742</u></b>

Per capita .....	\$1,246.76	\$1,229.14
To net taxable grand list .....	1.54%	1.52%
To estimated full value .....	1.08%	1.07%
To equalized net grand list .....	1.14%	1.13%
Ratio of debt per capita to per capita income .....	4.61%	4.55%

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

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

**Statement of Statutory Debt Limitation  
Pro Forma  
As of March 1, 2012**

**Debt Limitation Base**

Total tax collections, including interest and lien fees, for the fiscal year ended June 30, 2011 .....	\$32,565,863
Reimbursement for elderly tax relief .....	<u>2,000</u>
Debt Limitation Base .....	<u>\$32,567,863</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 .....	\$73,277,692				
4.50 x base .....	-	\$146,555,384			
3.75 x base .....	-	-	\$122,129,486		
3.25 x base .....	-	-	-	\$105,845,555	
3.00 x base .....	-	-	-	-	<u>\$97,703,589</u>
Total debt limitation .....	<u>73,277,692</u>	<u>146,555,384</u>	<u>122,129,486</u>	<u>105,845,555</u>	<u>97,703,589</u>
Less indebtedness: <sup>1</sup>					
This issue .....	60,200	8,339,800	-	-	-
Bonds payable .....	3,555,900 <sup>2</sup>	5,949,100	-	-	-
Bonds authorized but unissued .....	<u>140,000</u>	<u>63,741</u>	-	-	-
Total overall debt .....	<u>3,756,100</u>	<u>14,352,641</u>	-	-	-
Less school construction grants receivable .....	-	<u>283,129</u>	-	-	-
Total overall net debt .....	<u>3,756,100</u>	<u>14,069,512</u>	-	-	-
Debt limitation in excess of outstanding and authorized debt .....	\$69,521,592	\$132,485,872	\$122,129,486	\$105,845,555	\$97,703,589

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

<sup>2</sup> \$2,127,871 water bonds excluded by statute.

The General Statutes require that in no event shall the total debt for the Town of Colchester exceed seven (7) times the annual receipts from taxation. Maximum debt for the Town of Colchester under this formula is \$227,975,041.

### Five-year Debt Statement Summary

	<u>2010-11</u>	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>	<u>2006-07</u>
Population <sup>1</sup> .....	16,068	16,068	15,685	15,578	15,495
Net taxable grand list .....	\$1,297,281,494	\$1,268,713,175	\$1,249,468,721	\$1,223,766,001	\$860,496,640
Estimated full value .....	\$1,853,259,277	\$1,812,447,393	\$1,784,955,316	\$1,748,237,144	\$1,229,280,914
Equalized net taxable grand list <sup>2</sup> .....	\$1,752,181,106	\$1,752,979,789	\$1,851,878,356	\$1,750,253,359	\$1,865,719,425
Per capita income <sup>3</sup> .....	\$27,038	\$27,038	\$27,038	\$27,038	\$27,038
Short-term debt .....	\$-	\$-	\$2,425,524	\$1,895,061	\$-
Bonded debt .....	<u>20,363,776</u>	<u>23,403,275</u>	<u>21,515,000</u>	<u>24,620,000</u>	<u>28,195,000</u>
Overall debt .....	20,363,776	23,403,275	23,940,524	26,515,061	28,195,000
Less school construction grants .....	<u>575,757</u>	<u>1,462,261</u>	<u>2,348,014</u>	<u>3,248,571</u>	<u>4,371,899</u>
Overall net debt .....	\$19,788,019	\$21,941,014	\$21,592,510	\$23,266,490	\$23,823,101

<sup>1</sup> State of Connecticut, Department of Public Health estimates for 2007-2009; U.S. Department of Commerce, Bureau of Census, 2010 Census for 2010 and 2011.

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

<sup>3</sup> U.S. Department of Commerce, Bureau of Census, 2000 Census.

### Five-year Debt Statement Summary Ratios

	<u>2010-11</u>	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>	<u>2006-07</u>
Overall debt:					
Per capita .....	\$1,267.35	\$1,456.51	\$1,536.82	\$1,702.08	\$1,819.62
To net taxable grand list .....	1.60%	1.84%	1.92%	2.17%	3.28%
To estimated full value .....	1.12%	1.29%	1.34%	1.52%	2.29%
To equalized net taxable grand list .....	1.16%	1.34%	1.29%	1.51%	1.51%
Overall debt per capita to per capita income .....	4.69%	5.39%	5.68%	6.30%	6.73%
Overall net debt:					
Per capita .....	\$1,231.52	\$1,365.51	\$1,386.09	\$1,493.55	\$1,537.47
To net taxable grand list .....	1.55%	1.73%	1.73%	1.90%	2.77%
To estimated full value .....	1.09%	1.21%	1.21%	1.33%	1.94%
To equalized net taxable grand list .....	1.13%	1.25%	1.17%	1.33%	1.28%
Overall net debt per capita to per capita income .....	4.55%	5.05%	5.13%	5.52%	5.69%

**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>
2011 .....	\$3,693,538	\$50,427,195	7.32
2010 .....	3,690,958	48,860,187	7.55
2009 .....	3,945,936	50,340,124	7.84
2008 .....	4,568,424	49,236,504	9.28
2007 .....	5,021,082	47,851,150	10.49
2006 .....	4,835,558	44,680,522	10.82

**Authorized but Unissued Debt  
Pro Forma  
As of March 1, 2012**

<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	<u>680,000</u>	<u>640,000</u>	-	<u>40,000</u>
Total .....		\$3,130,000	\$2,525,000	\$401,259	\$203,741

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

**Authority to Incur Debt**

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

When general obligation bonds have been authorized, bond anticipation notes may be issued maturing in not more than two years (CGS Sec. 7-378). Temporary notes may be renewed up to ten years from their original date of issue as long as all project grant payments are applied toward payment of temporary notes when they become due and payable, and the legislative body schedules principal reductions by the end of the third year and for each subsequent year during which such temporary notes remain outstanding in an amount equal to a minimum of 1/20<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 2012 - 2013 Proposed Budget

### DEBT PAYMENT SCHEDULE

