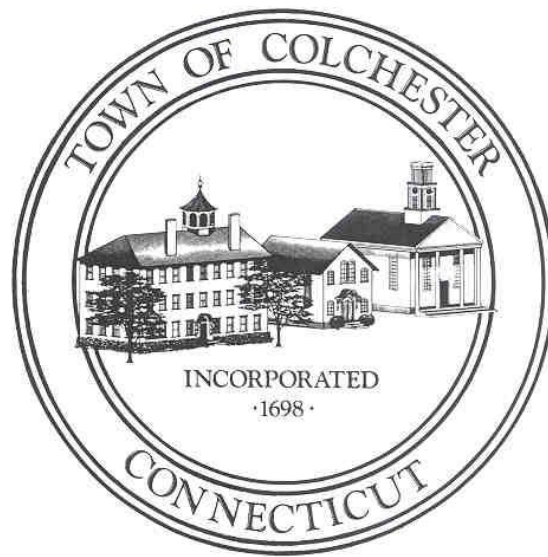


Town of Colchester



Adopted Budget

Fiscal Year 2012-2013



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

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Section One

Introduction



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

Section One – Introduction

Item _____

- Executive Letter
- Town Description
- Government Description (Form of Government)
- Organizational Chart
- Principal Municipal Officials
- Town Profile





Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

July 1 , 2012

Dear Colchester Resident:

After a lengthy budget approval process this year, I am pleased to present you with the adopted municipal budget for fiscal year 2012-2013.

I. INTRODUCTION/BACKGROUND

This year's budget process differed from the previous year mainly because of the revaluation and its effect on the mill rate, which is discussed below. All properties in Town were physically assessed and revalued, thus the term "revaluation." Revaluations are State-mandated activities whereby towns and cities can contract out, perform in-house, or have a combination of the two to physically assess each property in town. Physical revaluations are required to be completed at least once every ten years and a data-based, or statistical, revaluation is to be completed every five years.

The real message this year's budget conveys is that the Town has been a tremendous steward of the people's tax dollars. For the first time in recent memory, the combined Town and Board of Education budgets have come in below the previous year's total. Further, the Town's budget had decreased by almost one million dollars as a result of a significant reduction in debt service payments with an associated drop in revenue of approximately \$600,000.

Finally, residents should be aware that certain sections of the budget have been reclassified or restated. For ease of comparison, prior years' actual and budget amounts have been restated to reflect these changes. The most significant of these changes are: '

- The combination of the sections, "Civic & Cultural," and, "Human Services," to create the section, "Community & Human Services." This combination is reflected only for budgetary purposes and does not represent an actual combining of municipal services.
- The Fire Department, where dispatch was consolidated within the total Fire Department budget. Dispatch primarily services the Fire Department and Emergency Medical Response.
- Facilities was moved General Government to being a division of Public Works
- Grounds Maintenance was separated from Recreation and moved to a division of Public Works
- All Boards and Commissions were consolidated into one group within the budget

II. BUDGET OVERVIEW

A general overview of the Town's budget appropriations are summarized below:

	FY11-12	FY12-13	DIFFERENCE	
			\$	%
General Government	\$ 3,548,865	\$ 3,266,599	\$ (282,266)	(7.95 %)
Public Safety	\$ 2,077,258	\$ 2,221,618	\$ 144,360	6.95 %
Public Works	\$ 3,245,952	\$ 3,271,201	\$ 25,249	0.78 %
Community & Human Services	\$ 1,333,741	\$ 1,385,631	\$ 51,890	3.89 %
Debt	\$ 3,061,530	\$ 2,095,890	\$ (965,640)	(31.54 %)
Transfers	\$ 412,361	\$ 526,427	\$ 114,066	27.66 %
TOTAL TOWN	\$ 13,679,697	\$ 12,757,366	\$ (922,331)	(6.74 %)
Education*	\$ 36,821,590	\$ 37,524,160	\$ 702,570	1.91 %
TOTAL BUDGET	\$ 50,501,287	\$ 50,281,526	\$ (219,761)	(0.43%)

*FY11-12 Education budget excludes \$550,000 to be funded directly from Federal Jobs Bill grant funds.

Mill Rate

The mill rate for the combined adopted budget increases from 25.85 to 28.80, a 2.95 mill or 11.41% increase. While the mill rate appears to have increased dramatically, the net result is based on a ten-year physical revaluation. The FY2011-2012 adjusted mill rate, based on the revaluation, was 28.56. Therefore, the more accurate difference between the adopted mill rate and last year's mill rate is 0.24 mills, a 0.84% increase. This is based on the October 1, 2011 Net Grand List of \$1.186 billion and a 98.3% tax collection rate.

Summary

Summary data on the adopted budget is listed below:

	FY2011-2012	FY2012-2013
Net Grand List	\$1,310,490,300	\$1,186,104,840
Mill Rate	25.85	28.80
Fund Balance Use	\$ 0	\$0
Debt Service	\$3,061,530	\$2,095,890
Transfers/Capital	\$412,361	\$526,427
Tax Collection Rate	98.3%	98.3%

III. PRIORITIES

Economic Conditions/Budget Challenges

Colchester is a bedroom community of Hartford and the surrounding metropolitan area, whereby residents enjoy the rural/suburban nature of Colchester, but commute daily out of Town to work.

Therefore, our population expects a high quality of services along with options for shopping and dining. That said, Colchester is still playing catch-up from a growth explosion that greatly increased the Town and school populations. The Town is working on further economic development, but for the time being has a small economic center surrounded by mostly residential and agricultural development.

As residents feel the effect of the general economy, so does the Town. In the Hartford Metro region, the past year saw prices for all purchased goods increase by 1.8% and prices to produce goods increase by 0.7%. Therefore, it became more expensive for both the consumer and the producer over the past 12 months. Unemployment in the region decreased 1.2% from 9.2 to 8.0 percent in the past year as well. *(Information taken from U.S. Bureau of Labor Statistics, Economic Indicators Hartford-Metropolitan Region, June 2012)*

As the economy continues to remain stagnant, housing prices have dropped dramatically. As a result of the revaluation, Colchester's Grand List (the total assessed value of all properties, including motor vehicles and equipment, in Town) dropped \$124,385,460, or 9.49 percent. Due to the drop in grand list, the mill rate jumped up to reflect the amount needed to collect a similar level of revenue as last year to provide an expected level of services.

Unlike last year, where the State was adopting a new two-year budget and municipalities were uncertain what their reimbursement levels would be, this year was different. Not only could Colchester budget for the newly-established Property Tax Relief Revenue Sharing, but could also count on the Education Cost Share fund to be equal or higher than that of last year. Therefore, there was greater certainty from the State with regards to municipal revenues.

Priorities

This budget, as well as the last two budgets, established an agenda for the Town to address its main concerns. By developing a priority list in conjunction with residents and other stakeholders, the budget document itself becomes a mechanism to develop goals and meet established priorities.

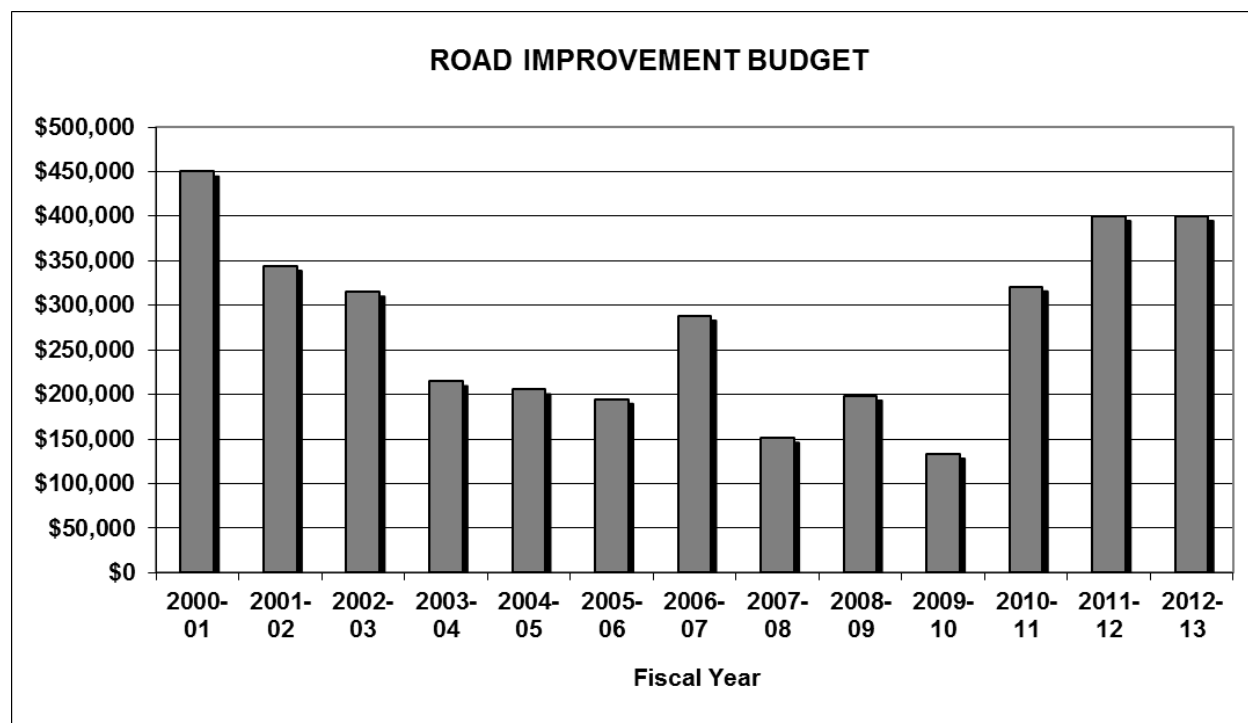
First and foremost, the Town needs to expand and improve its economic development.

In order for such business expansion to take place, the Town has worked with the State to plan for extension of the sewer and water line from the downtown area to the Lake Hayward Ave/Route 85 business district.

Secondly, the Town is committed to improving public safety. For the past year, the Town has worked closely with outside organizations and the Colchester-Hayward Volunteer Fire Department to develop a plan and incentives to recruit more volunteer firefighters as well as retain current volunteers. While the strategic planning process is still on-going, both the Town and the Fire Department feel we are on the right track to having a sustainable volunteer base to provide the services expected by residents.

Further, in FY 11-12 the Town added another police officer to the force, bringing the total number of Colchester police officers to eleven. The officer came on board after January 1 of that year. With the new officer, the Town is one step closer to being able to establish a third (overnight) shift, which would mean 24-hour coverage for the Town. Currently, the Colchester Police Department has two shifts, with the overnight shift being covered by the State Police.

Thirdly, the Town has continued to invest in its infrastructure through increasing funds to capital reserve and capital improvement. Within the capital reserve budget is now a replacement schedule for municipal vehicles and equipment. While the Town cannot fund the entire amount needed to replace and maintain the roads as needed, we are getting back to the level of maintenance funding that will allow for all the year-to-year maintenance that is necessary. There was no increase in road maintenance funding from FY 11-12 to FY 12-13. The graph below depicts the level of road maintenance funding over the past decade.



Starting in 2010 and continuing into 2013, the Town has restructured internal processes to better streamline operations to better respond to and provide services to the public. To start, the Parks and Recreation department was in charge of both recreation programs as well as field and grounds maintenance. In order to better deliver services, the maintenance function was transferred from the Recreation Department and moved to Public Works. With that transition, the Parks and Recreation Director position was eliminated and reestablished as a Recreation Manager.

The Department of Public Works was further streamlined to have a better chain of command. The position of Director of Operations has been created to consolidate and administer all Town infrastructure under one position. Due to the complexity and number of responsibilities the Director has, creating a high-level manager to oversee highway, grounds maintenance, transfer station, and snow operations, while still reporting to the Director, created a better operating model for the department and Town.

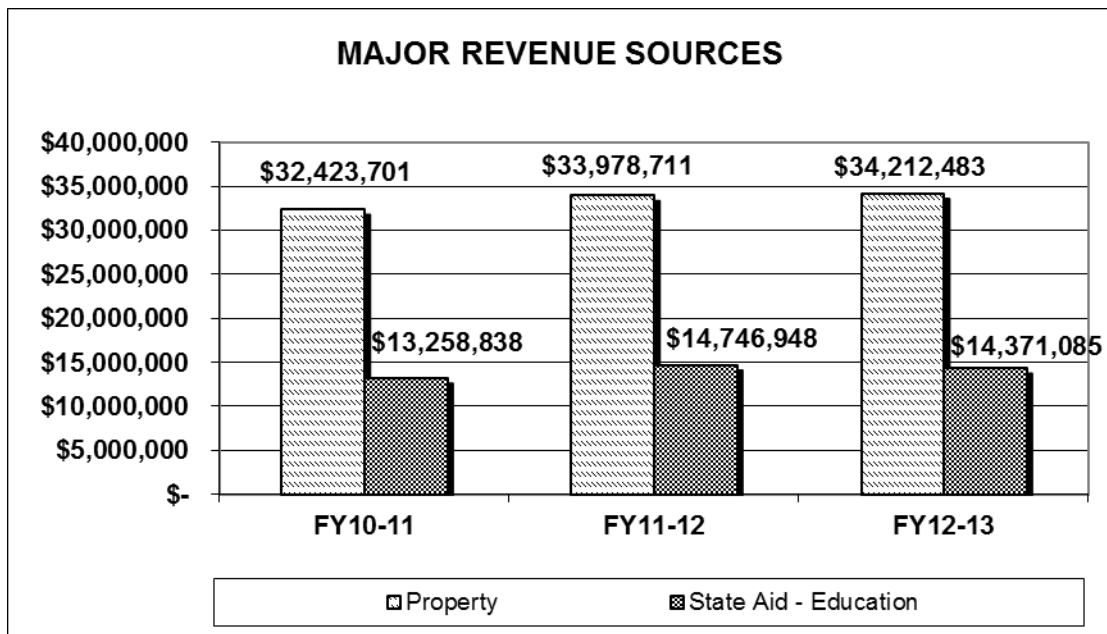
V. BUDGET SUMMARY

A. Revenues

Current revenue streams to the Town of Colchester come from six different sources: property taxes, state aid, charges for services, licenses/permits/fees, "other revenue," and other financing sources, which can include use of fund balance.

	% OF TOTAL REVENUE		
	FY 2010-2011	FY 2011-2012	FY 2012-2013
Property Taxes	68.09%	67.28%	68.04%
State Aid - Education	27.84%	29.20%	28.58%
Licenses/Fees	1.28%	1.19%	1.16%
Charges for Services	1.08%	0.98%	0.97%
State Aid - Town	0.74%	0.67%	1.03%
Fund Balance/Transfers	0.63%	0.42%	0.00%
Interest	0.11%	0.08%	0.10%
Other	0.23%	0.18%	0.12%

For fiscal year ending 2012, budgeted total revenue amounted to \$50,501,287, including state aid for education. This year's budget anticipates total revenues to decrease over last by 0.43%, or by -\$219,761. While State aid to the Town increases by 53.92% and property taxes increase by 0.69%, "other revenue" decreases by 34.02%, State Aid to Education decreases by 2.55%; and licenses, permit, and fee revenue decreases by 2.96%.



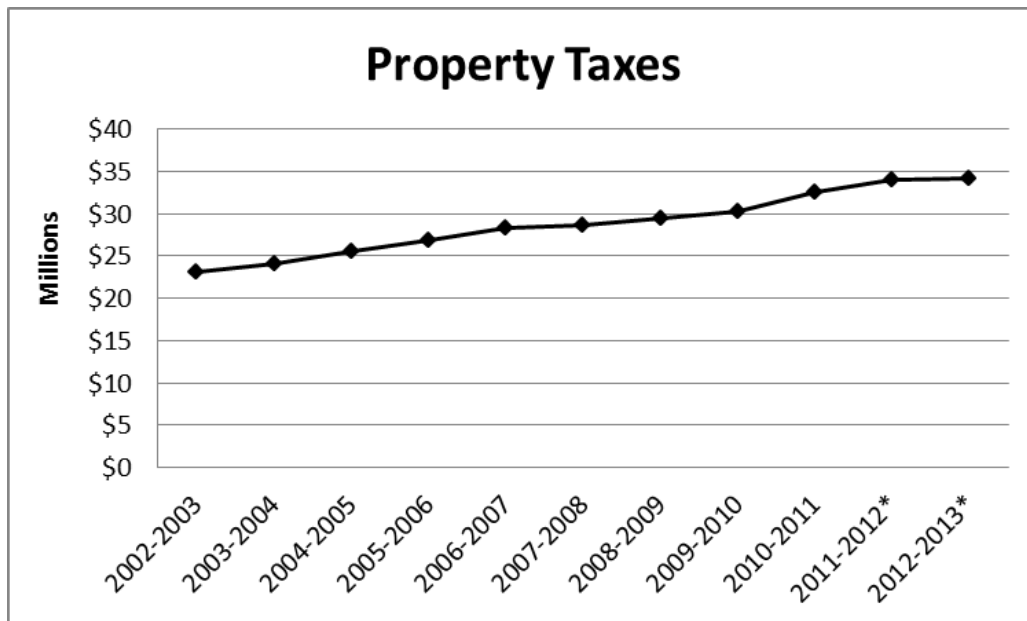
*FY10-11 estimated revenues to fund Education exclude \$1,932,716 to be funded directly to the Board of Education from Federal State Stabilization grant funds.

The main revenue factors to highlight in this year's budget are as follows:

- Physical revaluation resulting in a 9.49% decline in Grand List, or -\$124,385,460
- Elimination of School Building Grants for decrease of \$595,358
- Decrease in Building Fees, Conveyance Tax, and Town Clerk Fees for total decrease of \$46,000
- Elimination of Telecommunications Property Tax of \$35,000
- Creation and budgeting of Municipal Revenue Cost Sharing Program for increase of \$179,000
- Increase in Education Cost Sharing Grant of \$176,628
- Increase in Transfer Station Fees of \$30,000

Taxes & Grand List

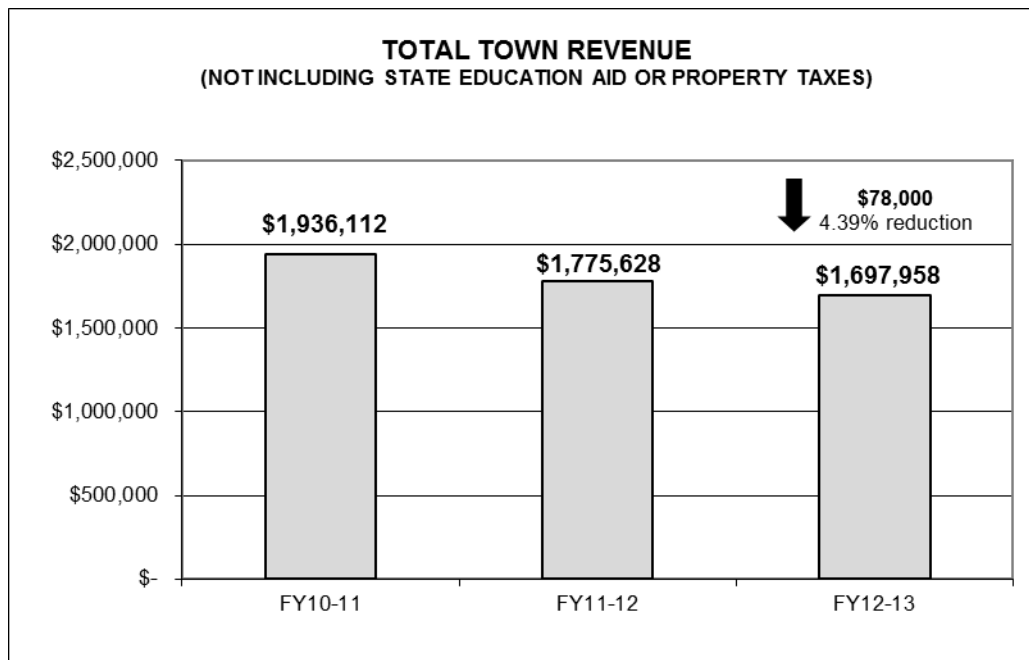
The adopted budget uses an estimated tax collection rate of 98.3%. Actual collection rates have averaged around 98% for the past five years, with the past three years exceeding the average with 98.44% (2012), 98.61% (2011), and 98.28% (2010). While the collection rate and delinquent collection rates have trended upwards in the past couple years, the continued stress of the recent economic downturn has forced us to remain conservative in our FY 2012-2013 collection rate.



*All years are actuals except for FY11-12 and FY12-13

As stated above, the Grand List decreased dramatically from FY 2011-2012 to FY 2012-2013. The 2011 Grand List decreased by \$124,385,460, or 9.49%, in value. However, due to various cost-cutting, program saving measures, and favorably negotiated union contracts, the possible mill rate increase was kept to an adjusted increase of only 0.24 mills.

The table below references the total amount of Town revenue received through various means, with the exception of property taxes and state education aid (the two largest sources of town aid). As is shown, revenue from all other sources has had steady downward trend and has put an increased burden on the Town to reduce services or increase property taxes.



State Aid

As shown in the tables below, the Town has been receiving less state aid over the past five years and has had to make up for or find the difference in other revenue sources, if services were to remain unchanged. This year, another revenue source for municipalities (Municipal Revenue Sharing Fund) was adopted by the State and was included for the first time in the FY2012-2013 budget. As a result of this new revenue source and a significant decrease in the Town budget, the percentage of state aid to the Town budget has increased by almost fifty-four percent.

Fiscal Year	Town Budget	Total State Aid to Town	Aid % of Town Budget
2012-2013	\$ 12,757,366	\$ 518,015	4.06 %
2011-2012	\$ 13,679,697	\$ 336,542	2.46 %
2010-2011	\$ 13,569,651	\$ 351,532	2.59 %
2009-2010	\$ 13,344,980	\$ 408,306	3.06 %
2008-2009	\$ 13,338,957	\$ 441,325	3.31 %

Fiscal Year	Board of Education Budget	Total State Aid to BOE	Aid % of BOE Budget
2012-2013	\$ 37,524,160	\$ 14,371,085	38.30 %
2011-2012**	\$ 36,821,590	\$ 14,746,948	40.05 %
2010-2011*	\$ 34,049,000	\$ 13,258,838	38.94 %
2009-2010*	\$ 32,895,008	\$ 13,432,941	40.84 %
2008-2009	\$ 34,295,413	\$ 15,459,236	45.08 %

*Education budget and estimated revenues to fund Education exclude \$1,932,716 to be funded directly to the Board of Education from Federal State Stabilization grant funds.

**Education budget excludes \$550,000 to be funded directly from Federal Jobs Bill grant funds.

The Board of Education, as stated above, relies heavily on state aid to maintain operations. Of the school's \$37,524,160 adopted budget, 38.30%, or \$14,371,085, comes from state aid. The major aid source is the Education Cost Sharing (ECS) grant, at \$13,723,859. Other forms of state aid to the Board of Education include transportation and special education grants, which amount to \$647,226 this year.

ECS funding has been a major part of the Board of Education budget for several years. ECS funding as a percentage of the Board of Education budget continues to decline or remain flat. While the Town and Board accept the additional funding, which helps improve the quality of education for students and facilities for both students and staff, this year's grant increase also increases our reliance on state aid as a proportion of the Board of Education budget. For the past two years, there have been increases in the funding, as depicted in the chart below:

Fiscal Year	BOE Budget	ECS Funding	ECS % of BOE Budget
2012-2013	\$ 37,524,160	\$ 13,723,859	36.57 %
2011-2012**	\$ 36,821,590	\$ 13,547,231	36.79 %
2010-2011*	\$ 34,049,000	\$ 11,614,515	34.11 %
2009-2010*	\$ 32,895,008	\$ 11,614,515	35.31 %
2008-2009	\$ 34,295,413	\$ 13,547,231	39.50 %

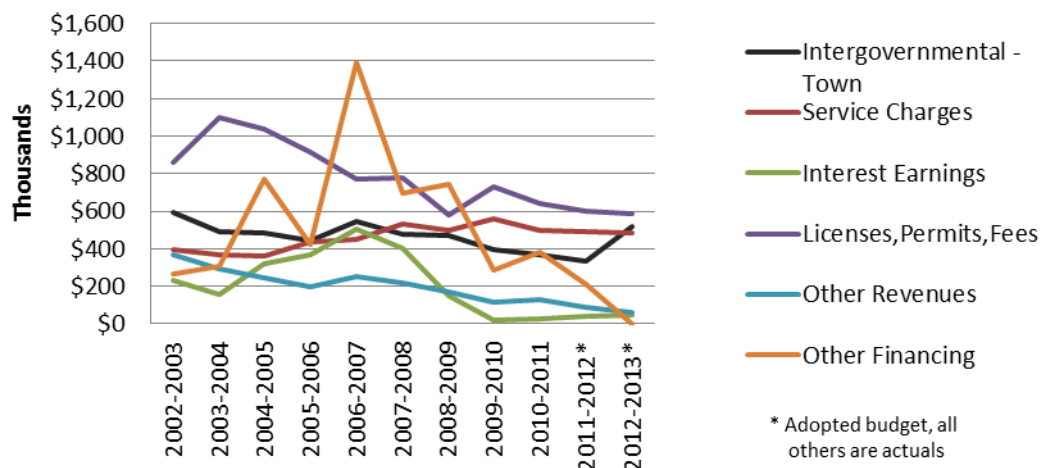
*Education budget and estimated revenues to fund Education exclude \$1,932,716 to be funded directly to the Board of Education from Federal State Stabilization grant funds.

**Education budget excludes \$550,000 to be funded directly from Federal Jobs Bill grant funds.

Other Revenue

There are four other revenue sources for the Town: charges for services, licenses/permits/fees, "other revenue," and other financing sources, which can include use of fund balance. Each of these categories is projected to decrease from FY 2011-2012 to FY 2012-2013 by total of \$269,143, or -19.24%. Total revenue from these categories is projected to bring in about \$1.13 million, or about 2.25% of total revenue.

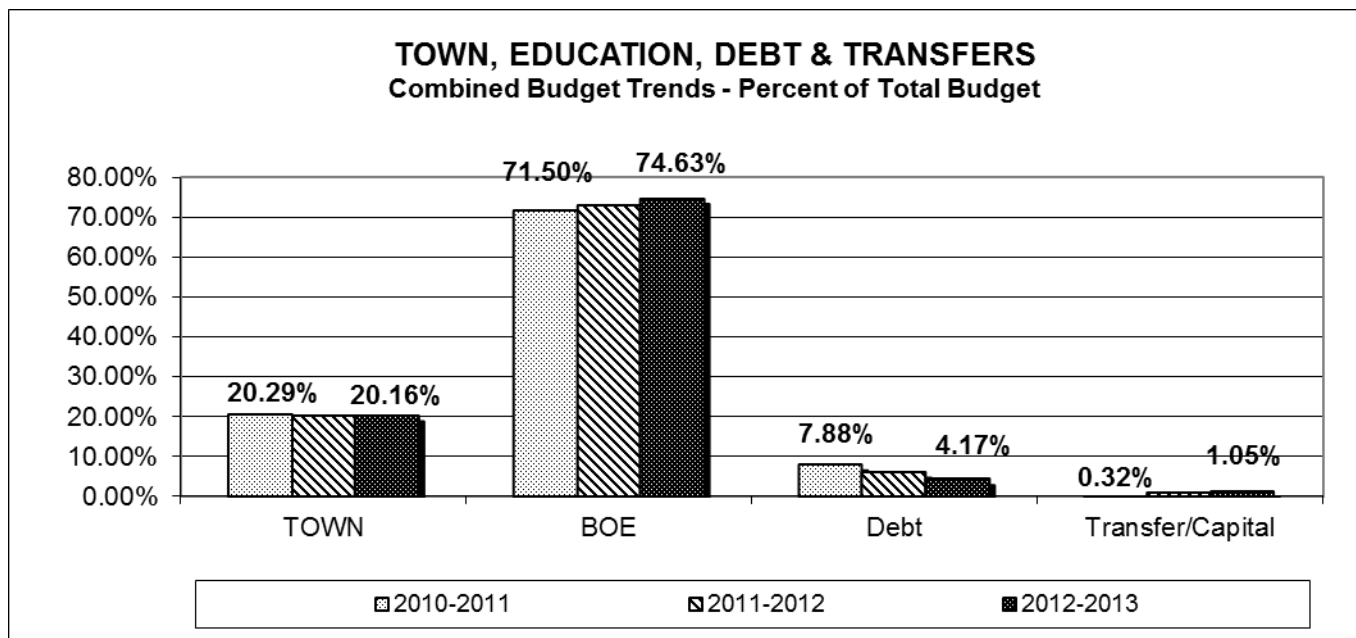
Minor Revenue Trends



With regards to investment income, the Town is budgeting for nearly flat interest rates this year as the economy, government (federal, state, and local), and the financial sector are still recovering. We are projecting investment income to increase \$10,000 to \$50,000 for FY 2012-2013.

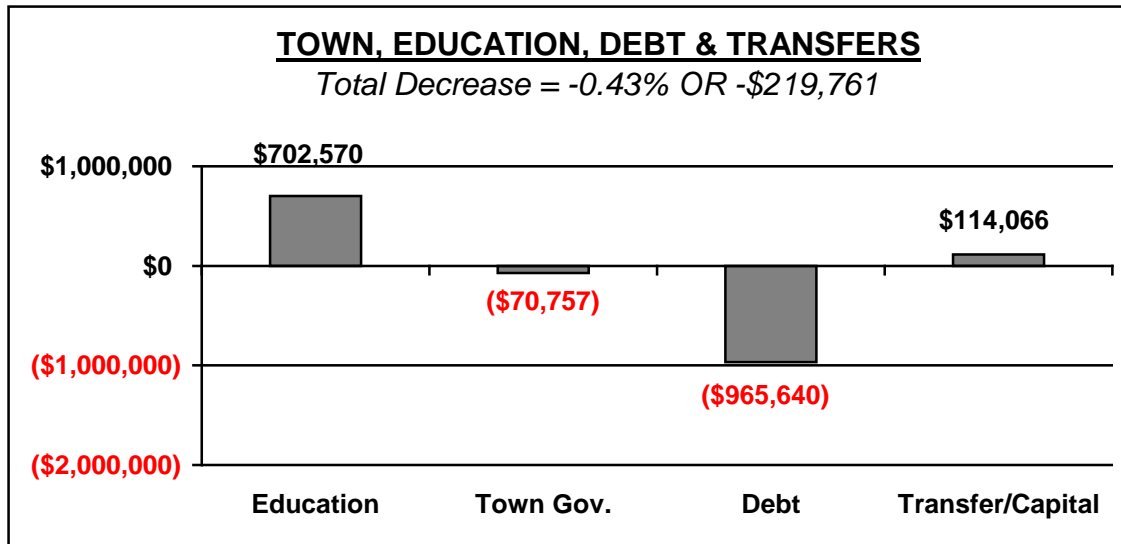
B. Expenditures

Summary of Expenditure Trends



The above chart references the trends in Town, education, debt, and transfers/capital allocations, as a percentage of the total budget over the past three years. Town operations have remained relatively flat in recent years, ranging from 20.29% to 20.16% of the total budget. Education costs have increased roughly three percent from 71.50% to 74.63% in three years, while debt allocations have continually decreased (almost 3.75%), from 7.88% to 4.17%. Meanwhile, the percentage of transfers, due mainly to capital reserve and capital improvement funding has increased over the past three years from \$154,503 to \$526,427, a 240% increase. As a matter of comparison, the overall Town budget, including debt service and transfers/capital, has decreased by 5.98% over the past three years.

A summary of expenditure increases/decreases compared to last year's adopted budget (FY11-12) for the three major budget categories are depicted in the graph at the top of the next page:



General Government

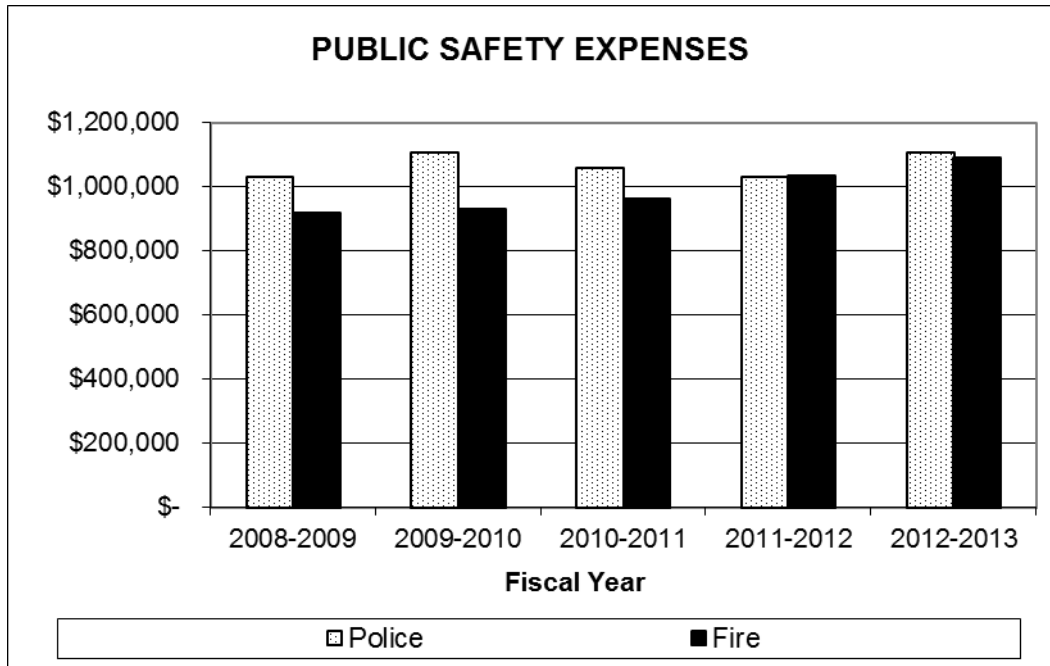
General Town operational budgets decreased overall by \$282,266, or 7.95%. Two areas of the General Government budget are responsible for the decrease: Human Resources and Insurances. With regards to Human Resources, the contract settlement line item – used to pay for union salary increases was decreased \$54,829. Non-union employees will not be receiving any compensation increases and union employees will be receiving their contractual compensation adjustments.

The other area that produced significant savings to the Town was under Insurances. The cost of health insurance for Town employees decreased by \$253,692, or 24%. The primary reason for the decrease was a lower cost estimate by the Town's insurance carrier partially due to plan design changes as well as lower utilization by employees.

Public Safety

Combined Police, Fire, and Civil Preparedness budgets increased by \$134,360. More specifically, the police department's budget increased by \$78,198. The increase is due to contractual salary increases, the promotion of one Officer to Officer First Class, and full year funding of an additional Police Officer hired midway through the prior fiscal year.

Fire protection (including dispatch) increased by \$54,277. The majority of the increase was due to contractual pay increases and the increase in the Town share of funding for positions added under the Federal SAFER grant program.



Public Works

The total public works budget increased by \$25,259, or 0.78%. The increase is primarily due to contractual pay increases. However, there are a few cost savings that should be highlighted. The first is a \$30,000 savings under grounds maintenance due to the retiring of older vehicles and replacing them with new ones, thus reducing maintenance and fuel costs as new vehicles are more efficient.

Another significant savings comes from the completion of a major project, the implementation of the voice-over IP (VOIP) telephone system. By implementing the VOIP system, the Town could remove the T-1 line (which provided the Town Hall with Internet service) thus saving taxpayers approximately \$6,000 annually. In the long-run, the Town projects savings at around \$10,000 per year over what the old phone system would have cost taxpayers, simply by going to a VOIP system.

The other budgeted savings comes under the Transfer Station, where transportation costs of solid waste disposal will decrease due to an increase in recycling. By residents being more conscious of the items they are throwing into the recycling bin as opposed to the general solid waste bin, it is saving the Town money. This year, we expect to see a \$10,000 difference in hauling fees.

Community & Human Services

This budget year reflects a re-organization within the budget document of combining under the section, "Community & Human Services," the prior year segments of "Civic & Cultural" and "Human Services." It should be noted that this consolidation is strictly for budgetary reasons and does not reflect an organizational consolidation or reorganization. With that in mind, over last year, the total Community & Human Services budget increased by \$51,890, or 3.89%.

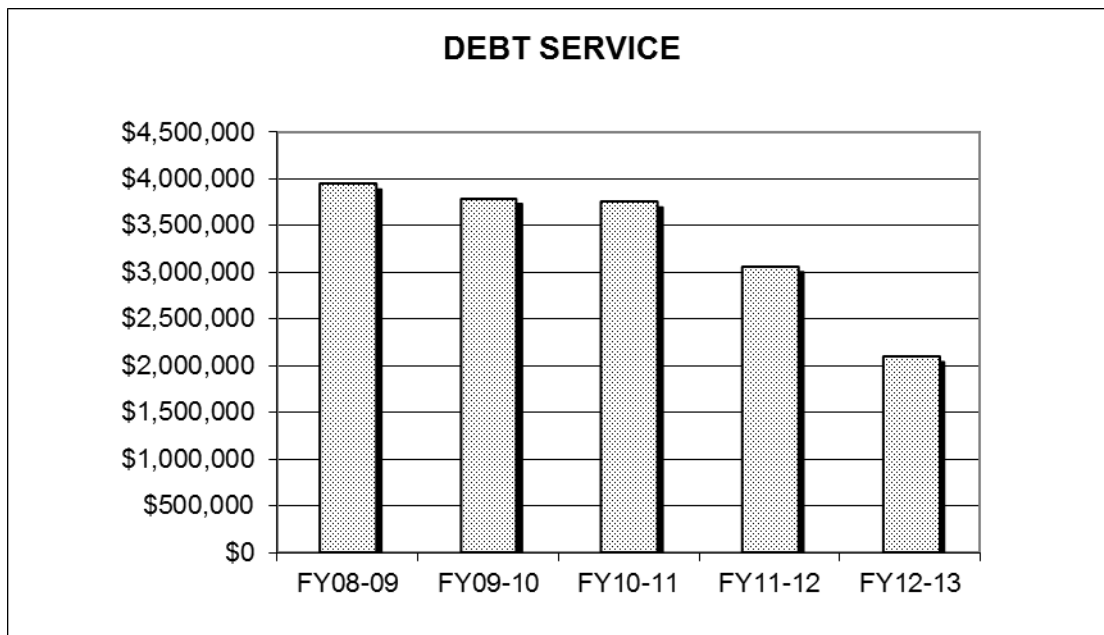
While the majority of the increase is due to contractual pay raises, there are a few increases that deserve attention. Colchester's municipal per capita dues to the Chatham Health District increased by \$3,000. Cragin Memorial Library increased their book budget by \$3,500 and the budgeted cost of heating fuel for the building increased by \$3,000.

The Recreation Department includes funding for overtime for staff to cover the annual community-wide event, "57 Fest," at a cost of \$6,000 and an additional \$2,500 for stage rental fees for this event and the community-wide, "Concerts on the Green." These costs were previously funded through the Recreation Department's Program Fund, but were reallocated to the Town operating budget as they are community-based events not supported by direct program fees.

Finally, concerning the Senior Center, the Bacon Academy Board of Trustees increased the rental cost of the building for Town use to off-set insurance costs incurred by the Board for the management and operation of the building.

Debt

The Town's budgeted debt service, or debt payment, for FY12-13 is \$2,095,890. Due to the Town's debt structure and final payments of some of the Town's outstanding bonds, the bonded debt expense decreased by \$915,640, or 30.40%, with an associated drop in revenue of \$595,358. As shown in the chart below, in the past five years, the Town's debt service has decreased by over \$1,850,000, or by 46.88%.



In June 2010, the Town issued \$2,525,000 of general obligation bonds to finance the 2009 Bond Referendum projects (Purchase of Fire truck and ambulance, Road improvements, and Reconstruction of High School Track) and the Bacon Academy High School Portable classroom project. In addition, the Town issued \$4,070,000 of general obligation bonds which was used to advance refund portions of the outstanding principal amounts of the general obligation bond issue of 2001. The Town advance refunded the bonds to obtain a total savings of approximately \$225,000 between the old debt payments and the new debt payments.

In March 2012, the Town issued \$8,400,000 of general obligation bonds which was used to advance refund portions of the outstanding principal amounts of the general obligation bond issues of 2002 and 2005. The Town advance refunded the bonds to obtain a total savings of approximately \$571,000 between the old debt payments and the new debt payments.

Moody's Investors Service assigned a bond rating to the Town of Aa3 for the refunding bonds issued in March 2012 and affirmed the Aa3 rating assigned to the Town's outstanding debt. According to Connecticut State Statute, the Town's debt limit cannot exceed seven times the gross receipts of property taxes. As of June 30, 2012, this amount was roughly \$236.7 million and the Town's outstanding bonded debt was about \$18 million, or about 7.6% of the debt limit. The Town currently does not have a written debt service policy.

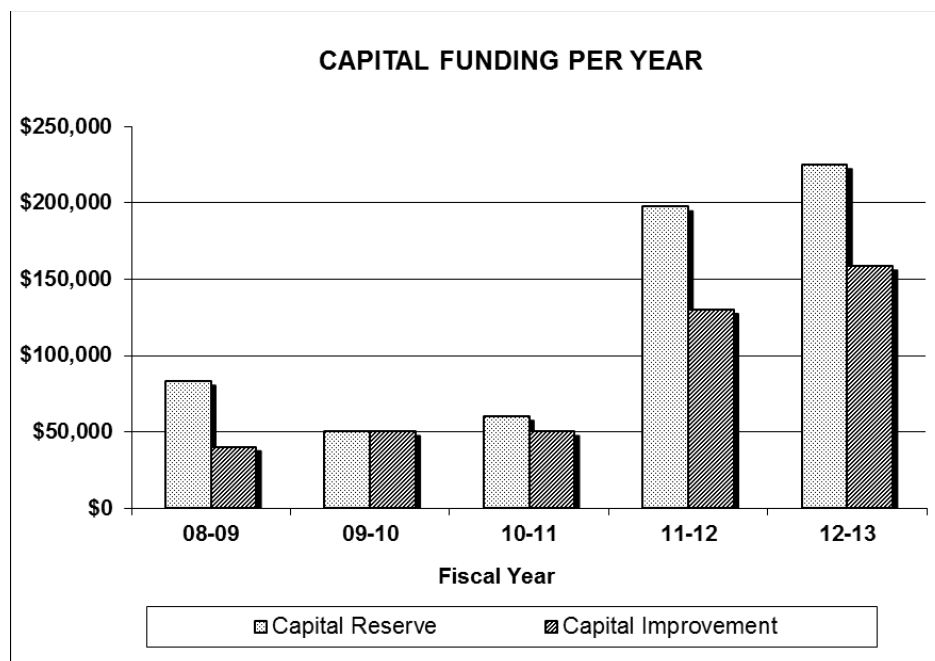
Transfers

The transfer section represents two areas of Town-funded activities: capital and operational. The capital expenditures are outlined below. The operational expenditures support the Town of Colchester services of animal control and recreation programs.

The overall increase in transfers from last year to this year is \$114,066, or 27.66%.

Capital

Capital expenditures are found, as mentioned above, in the "Transfers" section of the annual Town budget. Within the transfers, capital expenditures are further broken into two categories: capital reserve and capital improvement.



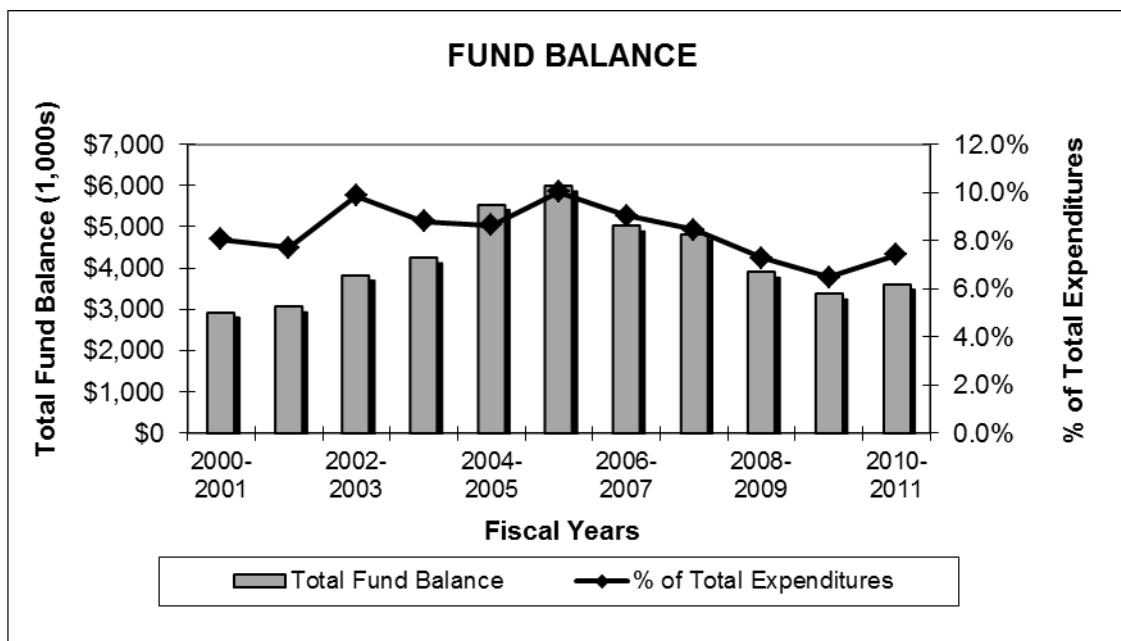
Capital reserve is an on-going fund whereby the Town sets aside a predetermined amount of money to fund future, expected needs. In this year's budget, capital reserve is split between vehicle reserve, equipment reserve, and buildings and grounds maintenance capital reserve,

and, in total, has increased \$27,650 or 14.01%. The increase in the capital reserve fund highlights the Town's support for a vehicle replacement schedule, whereby all of the Town's fleet will be replaced on a set schedule (based on the vehicle and use). Following a replacement schedule will prevent the Town from needlessly spending on old and outdated vehicles.

The other fund, capital improvement, is also an on-going fund whereby the Town sets aside money to adequately fund anticipated large-scale (or expensive) needs that better enhance Town services and/or off-sets large future expenditures or bonding by paying a small amount over several years. For this year's capital improvement fund, the Town continued to fund \$42,500 towards a future revaluation and \$5,000 for potential future open space purchases, while adding \$64,800 for hydraulic tools for the fire department, and \$46,200 towards a police cruiser (as part of the vehicle replacement plan).

Fund Balance

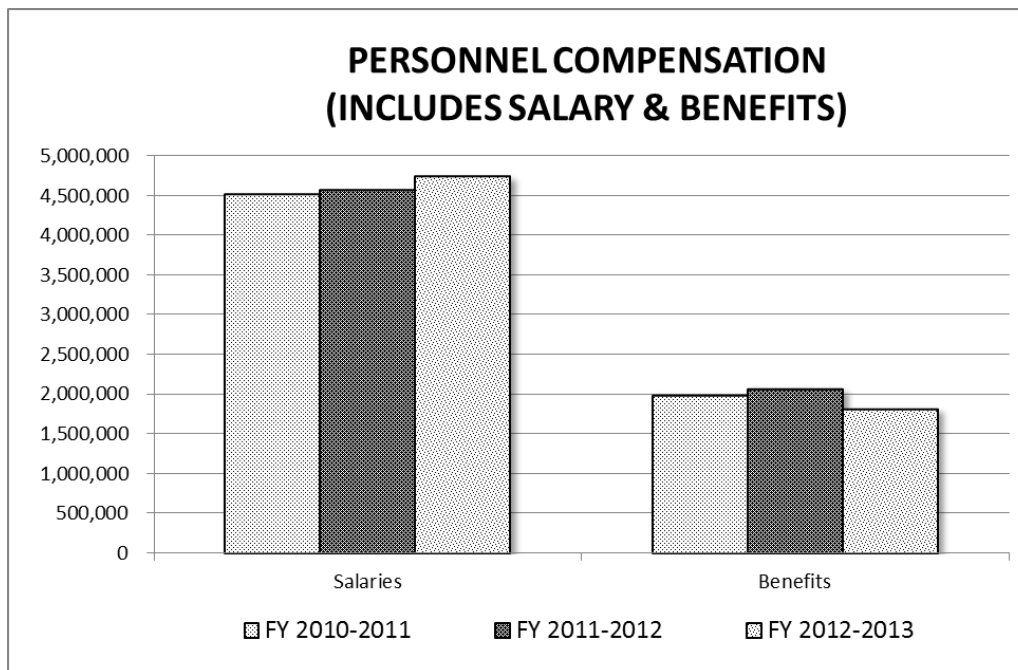
Fiscal Year 2012-2013 will be the second year in a row that the Town has not budgeted the use of its rainy-day fund to balance the budget. Although the fund balance is improving, it would not be fiscally prudent to use any for operational expenses at this time.



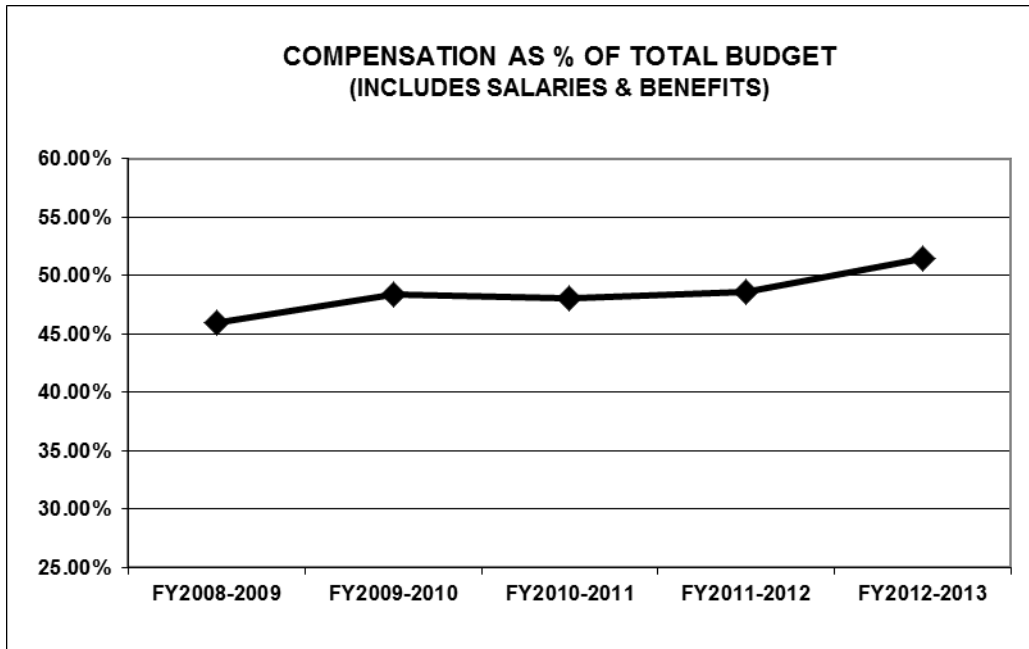
As one of our key priorities, the reinstatement of funding for reserve funds for needed capital projects and equipment/facility replacement will decrease the need for future use of fund balance to address these issues. The Board of Finance has instituted a fund balance policy that strictly outlines the balance level the Town should strive for. Working with the Board, the Town has started to bring back up fund balance levels, which will improve our bond rating and subsequently lower future borrowing costs, which will save taxpayers the burden of higher taxes in the future.

Personnel and Wages

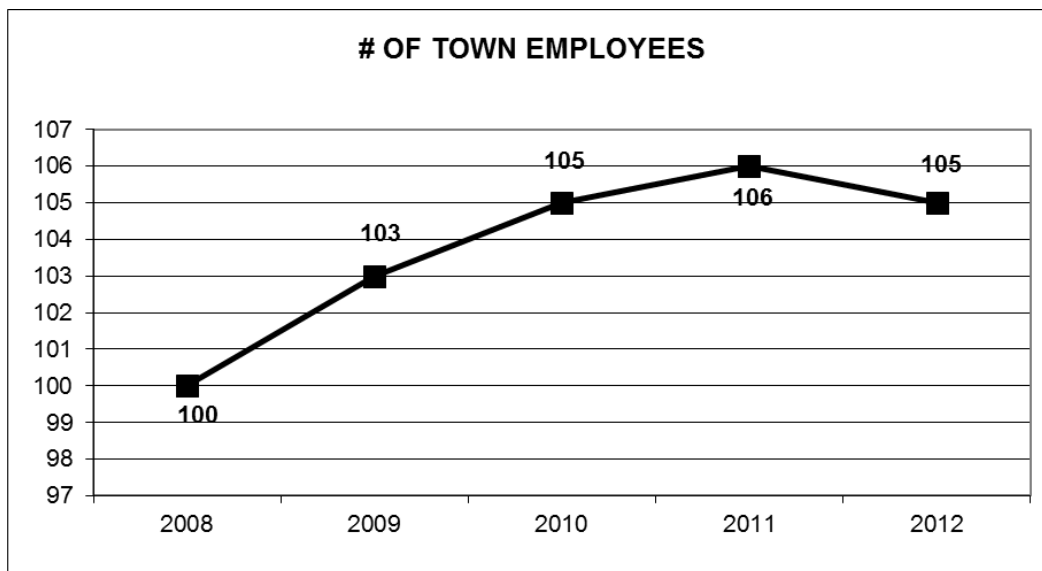
Total Town compensation for FY 2012-13, which includes salaries and benefits, decreased \$77,508, or 1.17%, to \$6,561,386.



Over the past three years, the budget for salaries has increased by 5.03%, from roughly \$4.5 million to \$4.74 million; due primarily to contractual increases, the full funding of an additional police officer, and further Town responsibility for SAFER grant-funded positions in the Fire Department. As a percentage of the total Town budget, salaries make up about 37% and benefits constitute around 14.25%. With regards to benefits, as discussed above, a significant change has been the cost of health insurance. While over the previous five years, benefit costs have increased 20.1% since FY 2007-2008, from about \$1.5 million to \$1.8 million, this current year the Town has seen a 12.14% decrease. Combined, total salaries and benefits for Town employees make up about 51.4% of the total Town budget. As depicted in the chart below, you can see the trend over the past five years of the percentage of employee compensation to the total Town budget.



The chart below references the total number of Town employees, including full-time, regular part-time, and elected officials, over the past half-decade. While the chart appears to indicate an increasing staff, the reality is that for the past five years, the Town has had increasing responsibilities and demands for services with roughly the same level of staff, between 100 and 106.



Legal Services

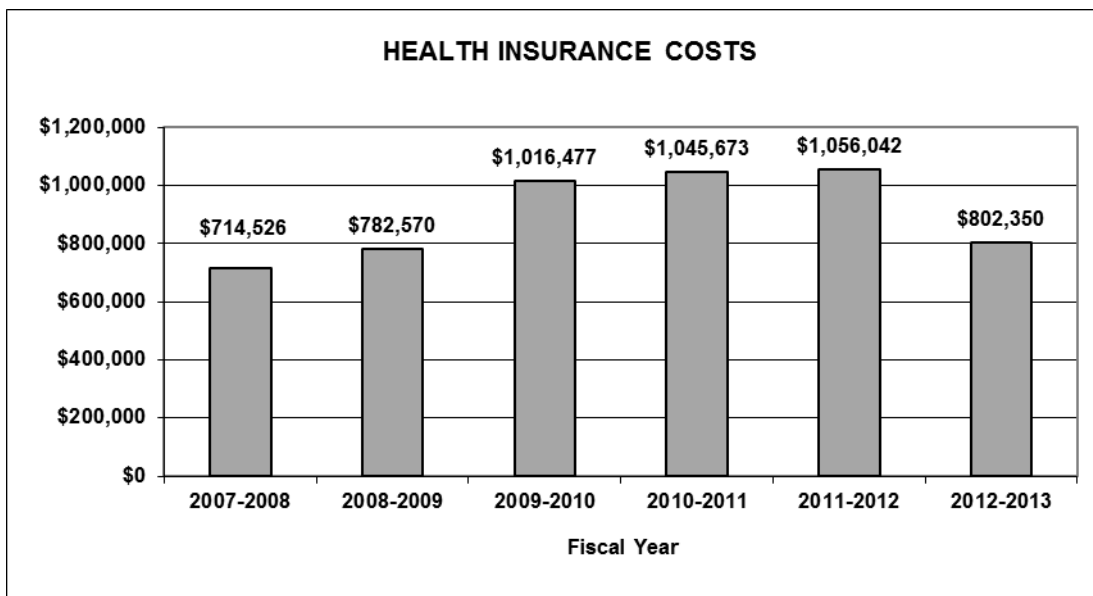
In years past, the legal budget was one single line-item in the budget to reflect all legal costs the Town anticipated to incur throughout the year. This line-item was to be drawn from for any legal costs that pertain to human resources, planning and code administration, general government, or any other subject. This year, that one number was broken into their respective departments. Therefore, the budget section, "Legal & Insurances," has become only, "Insurances," and the

legal budgets have been reclassified to, “Department of First Selectman,” “Human Resources,” and “Planning & Code Administration.” The purpose of the breakdown is to set defined budgets for particular legal issue areas.

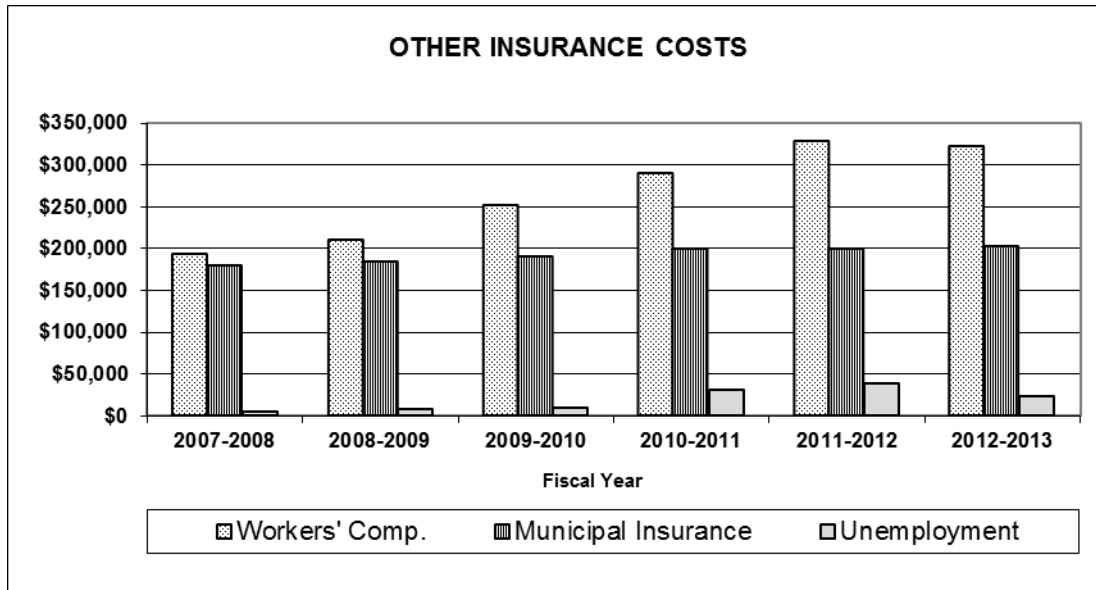
For Fiscal Year 2012-2013, the Town has budgeted \$110,000 for legal fees, a reduction of \$5,000 from FY11-12, a 4.35% decrease. The total legal budget has been reallocated as follows: \$20,000 to Department of First Selectman for general government legal purposes, \$45,000 to Human Resources, and \$45,000 to Planning & Code Administration.

Insurances

This year, the insurance budget, which includes employee health insurance, municipal liability insurance, workers’ compensation, and unemployment, decreased by \$271,785, or -16.75%. As stated above, the primary reason for the decrease was a reduction in the cost of health insurance for Town employees by \$253,692. A lower cost estimate by the Town’s insurance carrier was partially due to plan design changes as well as lower utilization by employees.



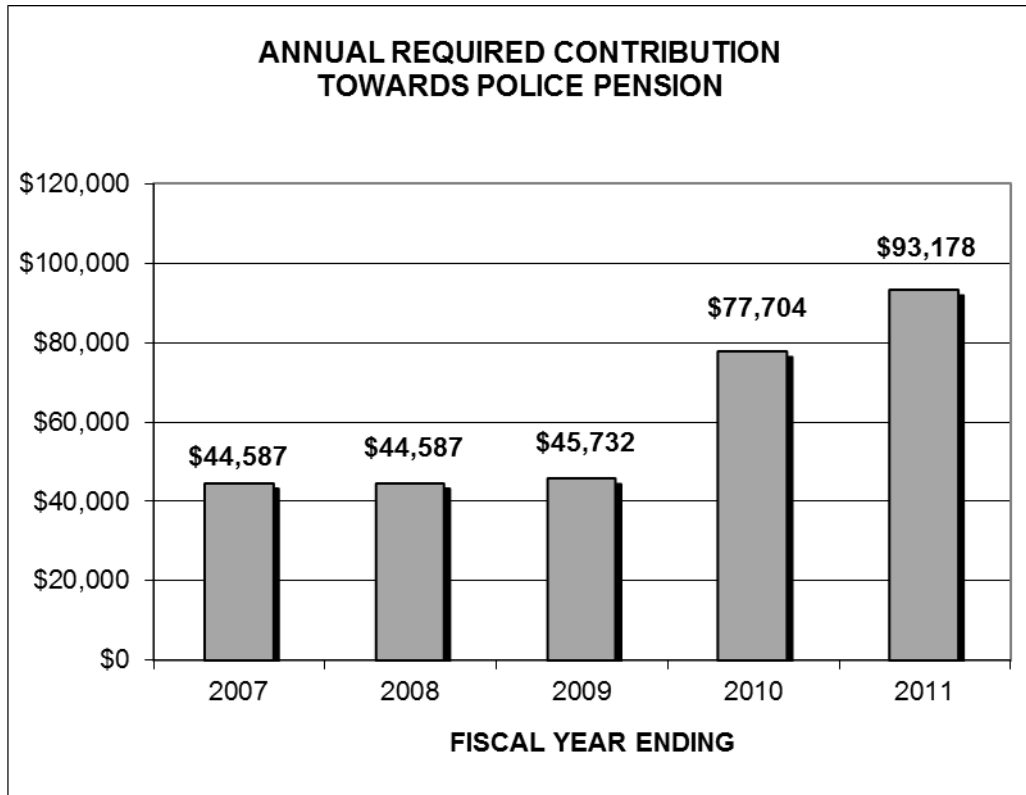
Further, the Town experienced a slight savings in Workers’ Compensation, with a budgeted difference of -\$5,125, or -1.56%.



Pension / Retirement

Town police officers are the only employee group that has a defined-benefit pension plan, whereby the retirement benefit is calculated at 2.5% of Final Average Base Salary during the highest three plan years of active employment multiplied by years of service, with a maximum pension of 60% of Final Average Base Salary. As of January 1, 2012, all newly-hired police officers are not eligible for the defined-benefit pension plan. All other union and non-union employees are eligible to participate in a Town-administered defined-contribution 401(a) plan where both the employee and the Town (employer) contribute towards an employee's retirement fund.

As of this budget, police officers are required to contribute 12.5% of their weekly pay and the Town contributes the remainder of the Annual Required Contribution (ARC). As of the last audit (June 30, 2011), employees contributed \$42,895, while the Town contributed \$86,428, for a total addition to the police pension fund of \$129,323. At the beginning of fiscal year 2010-2011, the pension fund amounted to \$374,488 and ended the year at \$559,948, taking into account reimbursements and investment earnings. The ARC to the police pension for Fiscal Year 10-11 (the latest audit available) was \$93,178, which was up from the prior year's by \$15,474. The table below shows ARC trends for the past five years:



The Town has consistently funded its obligation towards the police officers pension. For the past five years, the town's contribution was between 93% and 142% of the required contribution. Due to the Town's dedication to fully-funding the pension, based on the annual required contribution, at the end of the last fiscal year, the Net Pension Obligation was \$(20,234). At the date of the last actuarial valuation (June 30, 2010), the actuarial accrued liability was \$599,560 and the actuarial valuation of assets was \$374,488, leaving an unfunded liability of \$225,072. That said, as of June 30, 2010, the police pension was 62.5% funded.

VI. Outlook/Future Goals

The future of Colchester is bound to economic development and level of services provided to our residents. Our structure ensures that we will always be more of a "bedroom" community as residents want to preserve the rural character of the Town. However, there are opportunities for growth which we must take advantage of in defined locations. The expansion of our sewer and water system to support expected development is an important step towards opening up new areas for businesses. Additionally, the revision of our zoning code along with the updating of information needed by developers will help improve our chances of getting new businesses to open in Colchester.

As much as we need more business in Town, we also need to preserve the quality of life. Supporting the school systems, moving to 24/7 local police coverage, increasing the number of volunteers in our fire department, and other structural changes will ensure Colchester moves forward. The challenge we face as a community is to find the appropriate balance between business development, quality of life, and the level of taxation. As we have in the past, Colchester will continue to make smart and forward thinking decisions as we struggle to find that balance.

I look forward to 2012-2013 being another successful and promising year for the Town of Colchester and I want to thank all those involved in the budget process, staff, board/commission members, and other volunteers, for their hard work, understanding, and effort.

Sincerely,

A handwritten signature in cursive script, reading "Gregg Schuster". The signature is written in dark ink and is positioned above the printed name.

Gregg Schuster
First Selectman

cc: Board of Selectmen
Board of Finance
Maggie Cosgrove, Chief Financial Officer

Town of Colchester
FY 2012-2013 Adopted Budget

Description of the Town of Colchester

The Town was incorporated in 1698 and covers an area of 48.7 square miles, located approximately 25 miles southeast of Hartford, Connecticut, the State capital. The Town is intersected by Connecticut Route 2, which connects with Interstate 91 in Hartford and Interstate 95 in North Stonington. Colchester is bordered on the north by the towns of Marlborough and Hebron, on the south by East Haddam and Salem, on the east by Lebanon, and on the west by East Hampton. Easy access to interstate highways, abundance of undeveloped land, affordable housing stock, and availability of public water and sewers, as well as its pleasant rural setting has attracted growth to the Town. About 89% of Colchester is zoned for residential purposes. Colchester's population nearly doubled since the 1980 Census. As of July 1, 2010, its population was estimated to be 16,092 by the Connecticut Department of Public Health. Colchester was the second fastest growing Connecticut municipality in the past decade. In addition, the surrounding towns have also been growing faster than the State average.

Colchester's 2001 Plan of Conservation & Development (the "Plan") recommended preserving more open space. According to the Statewide Comprehensive Outdoor Recreation Plan, Colchester has slightly more State-owned open space than other towns in Connecticut. However, Colchester has much less Town-owned open space than the State average. About 45% of all land in Colchester currently participates in the farm and forest components of the PA-490 program that reduces the tax burden on those parcels and spreads development out over time. The Town's 2001 Plan recommended establishing an Open Space Committee and the land trust to encourage open space preservation.

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

Form of Government

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

The First Selectman is the Chief Executive Officer of the Town and is a full voting and participating member of the Board of Selectmen. The First Selectman is responsible for the direction and activities of all Town departments except the Board of Education and all appointed boards. In 2001, the Town approved a new position of Chief Financial Officer who is directly responsible to the Boards of Selectmen and Education for the administration of the financial operation for the Town.

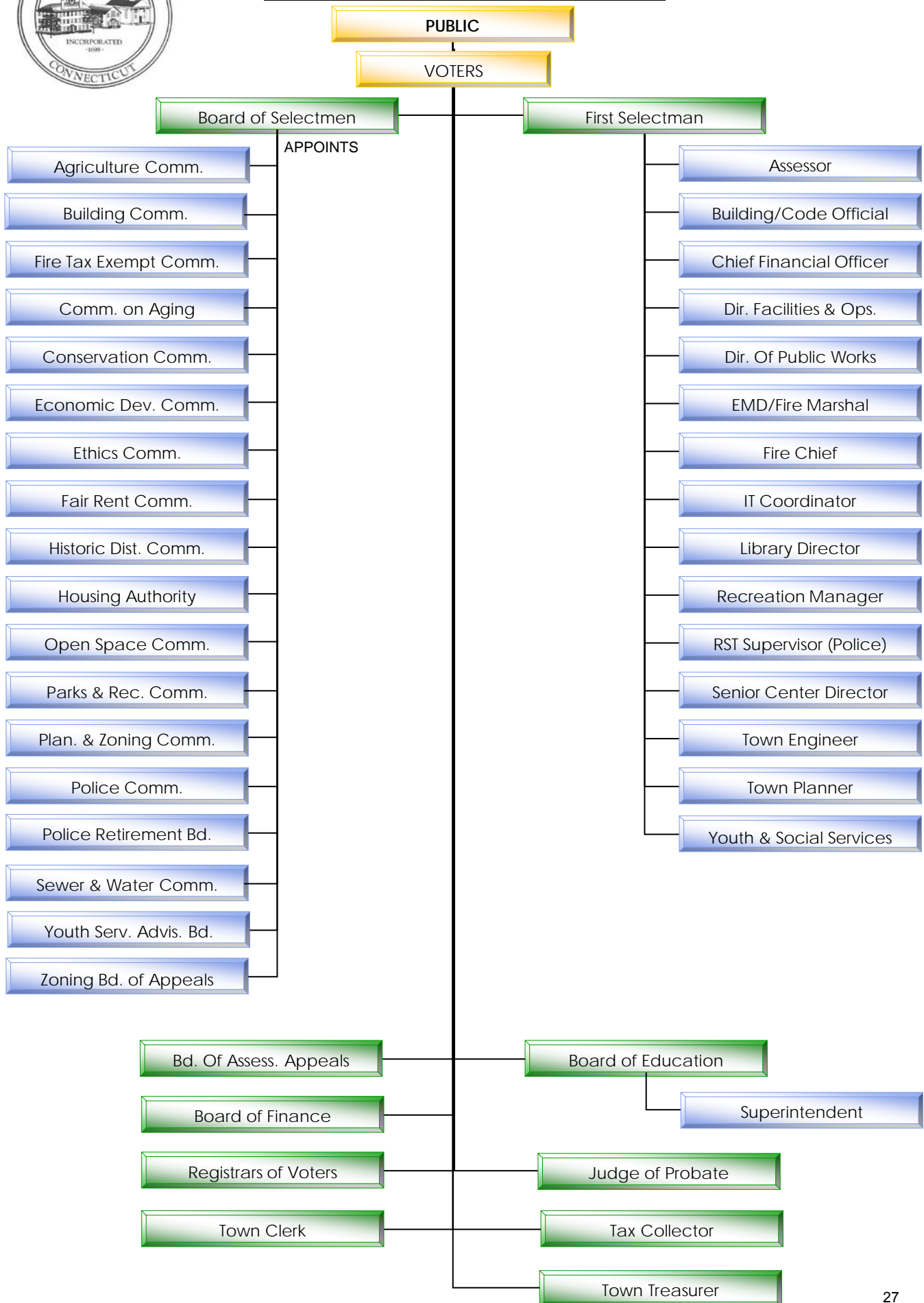
The Board of Finance is the budget-making authority and is responsible for financial and taxation matters, presenting the annual fiscal budget for Town Meeting and referendum approval and establishing the tax rate.

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

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



ORGANIZATIONAL CHART



Town of Colchester

PRINCIPAL OFFICIALS

Board of Selectmen

Gregg Schuster, First Selectman
Rosemary Coyle
Stan Soby

Gregory Cordova
James Ford

Board of Finance

Robert Tarlov, Chairman
Cathy Pompei
Robert Esteve

Thomas Kane
Art Shilosky
John Ringo

Administration

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

Maggie Cosgrove
Maggie Wasicki
Nancy Bray
Gregg G. LePage
Tricia Coblentz
Karen Loiselle

Board of Education

Ronald Goldstein, Chairman
Donald Kennedy
Bradley Bernier
Michael Egan

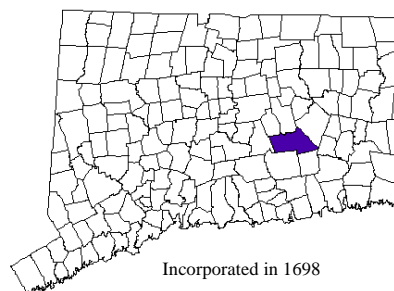
John Reeve
Mitchell L. Koziol
Mary Tomasi

Colchester, Connecticut

CERC Town Profile 2011

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

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



Incorporated in 1698

Demographics

<i>Population (2010)</i>	<i>Town</i>	<i>County</i>	<i>State</i>	<i>Race/Ethnicity (2010)</i>	<i>Town</i>	<i>County</i>	<i>State</i>
1990	10,980	254,957	3,287,116	White	14,015	215,952	2,786,761
2000	14,551	259,088	3,405,565	Black	372	14,897	337,299
2010	15,383	262,533	3,511,137	Asian Pacific	300	11,139	128,651
2015	15,783	257,686	3,545,169	Native American	65	1,990	6,418
'10-'15 Growth / Yr	0.5%	-0.4%	0.2%	Other/Multi-Race	631	18,555	252,008
				Hispanic (any race)	386	16,766	411,629
Land Area (sq. miles)	49	666	5,009	<i>Poverty Rate (2009)</i>	2.9%	6.7%	8.7%
Pop./ Sq. Mile (2010)	314	394	701	<i>Educational Attainment (2010)</i>			
Median Age (2010)	37	40	40	Persons Age 25 or Older	<i>Town</i>	<i>%</i>	<i>State</i>
Households (2010)	5,669	105,052	1,337,758	High School Graduate	2,851	28%	689,864
Med HH Inc. (2010)	\$81,288	\$62,675	\$65,686	Some College	3,088	30%	585,203
				Bachelors or More	3,645	35%	842,517
<i>Age Distribution (2010)</i>							
	<i>0-4</i>	<i>5-17</i>	<i>18-24</i>	<i>25-49</i>	<i>50-64</i>	<i>65+</i>	<i>Total</i>
Male	589 4%	1,507 10%	423 3%	2,895 19%	1,304 8%	650 4%	7,368
Female	609 4%	1,498 10%	465 3%	3,195 21%	1,297 8%	951 6%	8,015
County Total	15,287 6%	43,111 16%	23,637 9%	92,222 35%	51,768 20%	36,508 14%	262,533
State Total	211,807 6%	586,571 17%	330,532 9%	1,173,203 33%	708,910 20%	500,114 14%	3,511,137

Economics

<i>Business Profile (2005)</i>	<i>% of Total</i>	<i>Top Five Grand List (2009)</i>	<i>Amount</i>	<i>% of Net</i>
<i>Sector</i>	<i>Establishments</i>	<i>Employment</i>		
Agriculture	3.5%	1.8%	Country Place of Colchester	\$10,554,500 0.8%
Const. and Mining	18.3%	7.9%	CT Light & Power Co.	\$9,838,680 0.8%
Manufacturing	4.5%	6.7%	SS1 Colchester	\$8,104,000 0.6%
Trans. and Utilities	2.3%	4.0%	White Oak Development	\$4,572,330 0.4%
Trade	19.7%	25.0%	Genesis Health Ventures of Bloomfield	\$4,270,300 0.3%
Finance, Ins. and Real Estate	6.8%	3.9%	Net Grand List (2009)	\$1,275,361,503
Services	41.8%	46.5%	<i>Top Five Major Employers (2006)</i>	
Government	3.1%	4.2%	Alpha Q	Liberty Specialty Care Center
			Harrington Court/Genesis Elder C	M&J Bus Company
			Laidlaw	
			<i>Retail Sales (2007)</i>	
			All Outlets	<i>Town</i> <i>State</i>
				\$241,237,542 \$136,936,194,241

Education

<i>2009-2010 School Year</i>	<i>Town</i>	<i>State</i>	<i>Connecticut Mastery Test Percent Above Goal</i>
Total Town School Enrollment	3,210	552,782	<i>Grade 4</i> <i>Grade 6</i> <i>Grade 8</i>
Most public school students in Colchester attend Colchester School District, which has 3,180 students.			<i>Town</i> <i>State</i> <i>Town</i> <i>State</i> <i>Town</i> <i>State</i>
			Reading 73 61 75 69 72 69
			Math 75 64 77 69 70 65
			Writing 76 64 59 62 64 67
			<i>Average SAT Score</i>
<i>For more education data please see:</i>	<i>Students per Computer</i>	<i>Town</i> <i>State</i>	<i>Average Class Size</i> <i>Town</i> <i>State</i>
http://www.state.ct.us/sde/	Elementary:	2.9 4.1	Grade K 18.5 Grade 2 21.5 Reading 496 503
	Middle:	3.2 2.8	Grade 5 22.4 Grade 7 20.4 Writing 498 506
	Secondary:	3.2 2.7	High School 18.3 Math 501 508

Government

Government Form: Selectman-Town Meeting				Annual Debt Service (2009)	\$4,053,201
				As % of Expenditures	8.1%
Total Revenue (2009)	\$49,427,283	Total Expenditures (2009)	\$50,028,793	Eq. Net Grand List (2007)	\$1,851,878,356
Tax Revenue	\$29,517,925	Education	\$36,921,607	Per Capita	\$122,479
Non-tax Revenue	\$19,909,358	Other	\$9,053,985	As % of State Average	74%
Intergovernmental	\$18,522,145	Total Indebtness (2009)	\$21,320,000	Date of Last Revaluation (2009)	2006
Per Capita Tax (2009)	\$1,864	As % of Expenditures	42.6%	Moody's Bond Rating (2009)	A1
As % of State Average	76.5%	Per Capita	\$1,346	Actual Mill Rate (2007)	32.47
				Equalized Mill Rate (2007)	15.20
				% of Grand List Com/Ind (2007)	7.8%

Housing/Real Estate

<i>Housing Stock (2009)</i>	<i>Town</i>	<i>County</i>	<i>State</i>	Owner Occupied Dwellings (2009)	4,189	64,162	812,964
Existing Units (total)	5,985	117,950	1,452,007	As % Total Dwellings	70%	55%	57%
% Single Unit	77.8%	69.2%	64.8%	Subsidize Housing (2008)	439	12,075	149,355
New Permits Auth. (2009)	23	427	3,786	<i>Distribution of House Sales (2009)</i>			
As % Existing Units	0.38%	0.36%	0.26%	Number of Sales			
Demolitions (2009)	2	46	1,219	Less than \$100,000	6	55	346
House Sales (2009)	122	1,204	14,696	\$100,000-\$199,999	31	277	3,539
Median Price	\$235,500	\$250,000	\$265,000	\$200,000-\$299,999	55	479	4,847
Built Pre 1950 share (2000)	16.3%	32.7%	31.5%	\$300,000-\$399,999	23	204	2,510
				\$400,000 or More	7	189	3,454

Labor Force

<i>Place of Residence (2009)</i>	<i>Town</i>	<i>County</i>	<i>State</i>	<i>Commuters (2000)</i>			
Labor Force	9,057	150,818	1,889,947	Commuters into Town from:	Town Residents Commuting to:		
Employed	8,405	139,190	1,734,291	Colchester	1,614	Colchester	1,614
Unemployed	652	11,628	155,656	Norwich	258	Hartford	832
Unemployment Rate	7.2%	7.7%	8.2%	East Haddam	238	Glastonbury	400
<i>Place of Work (2009)</i>				Lebanon	190	East Hartford	358
# of Units	350	6,975	104,314	Windham	129	Norwich	340
Total Employment	3,594	126,091	1,615,355	Salem	121	Middletown	323
2000-'09 Growth AAGR	0.3%	0.3%	-0.4%	Hebron	119	Groton	307
Mfg Employment	n.a.			East Hampton	94	Waterford	206
				Griswold	79	Manchester	206
				Manchester	74	Ledyard	157

Other Information

				<i>Residential Utilities</i>			
<i>Banks (2007)</i>	<i>Town</i>	<i>State</i>		Electric Provider			
	4	1,029		Connecticut Light & Power			
<i>Crime Rate (2009)</i>			<i>Distance to Major Cities</i>	(800) 286-2000			
Per 100,000 Residents	60	298	Hartford	Gas Provider			
			Boston	na			
<i>Library (2010)</i>	<i>Town</i>		New York City	na			
Total Volumes	68,205		Providence	Water Provider			
Circulation Per Capita	10.0			Connecticut Water Company			
				(800) 286-5700			
				Cable Provider			
				COMCAST/NORWICH			
				(800) 266-2278			

COLCHESTER

Economic Data	FISCAL YEARS ENDED 2006 TO 2010					2010	2009	2008	2007	2006
Population (State Dept. of Public Health)						16,092	15,685	15,578	15,495	15,421
School Enrollment (State Education Dept.)						3,237	3,210	3,265	3,267	3,223
Bond Rating (Moody's, as of July 1)						Aa2	A1	A1	A1	A1
Unemployment (Annual Average)						8.0%	7.3%	4.9%	3.7%	3.8%
TANF Recipients (As a % of Population)						0.5%	0.3%	0.2%	0.3%	0.4%
Grand List Data										
Equalized Net Grand List						\$1,752,979,789	\$1,851,878,356	\$1,750,253,359	\$1,865,719,425	\$1,678,268,070
Equalized Mill Rate						17.15	15.62	16.25	15.20	15.93
Net Grand List						\$1,268,302,215	\$1,249,468,361	\$1,223,287,771	\$860,496,640	\$826,260,391
Mill Rate						23.65	23.01	23.01	32.47	31.75
Property Tax Collection Data										
Current Year Adjusted Tax Levy						\$30,066,131	\$28,929,185	\$28,443,115	\$28,363,487	\$26,735,437
Current Year Collection %						98.3%	98.4%	97.7%	97.4%	97.8%
Total Taxes Collected as a % of Total Outstanding						95.8%	96.7%	95.5%	95.6%	96.3%
Operating Results - General Fund										
Property Tax Revenues						\$30,313,052	\$29,517,925	\$28,680,150	\$28,315,301	\$26,861,191
Intergovernmental Revenues						\$16,597,510	\$18,522,145	\$18,442,383	\$16,604,214	\$16,388,691
Total Revenues						\$48,331,453	\$49,427,283	\$49,025,836	\$46,878,639	\$45,128,949
Total Transfers In From Other Funds						\$0	\$0	\$0	\$1,295	\$2,244
Total Revenues and Other Financing Sources						\$48,331,453	\$49,427,283	\$49,025,836	\$46,879,934	\$45,131,193
Education Expenditures						\$35,813,628	\$36,921,607	\$35,822,916	\$33,976,567	\$31,481,633
Operating Expenditures						\$12,829,582	\$13,107,186	\$13,084,193	\$13,463,423	\$12,936,274
Total Expenditures						\$48,643,210	\$50,028,793	\$48,907,109	\$47,439,990	\$44,417,907
Total Transfers Out To Other Funds						\$216,977	\$311,331	\$329,395	\$411,160	\$262,615
Total Expenditures and Other Financing Uses						\$48,860,187	\$50,340,124	\$49,236,504	\$47,851,150	\$44,680,522
Net Change In Fund Balance						(\$528,734)	(\$912,841)	(\$210,668)	(\$971,216)	\$450,671
Fund Balance - General Fund										
Reserved						\$61,985	\$149,183	\$148,615	\$174,322	\$286,606
Designated						\$340,824	\$285,922	\$719,425	\$725,400	\$1,430,665
Undesignated						\$2,974,475	\$3,470,913	\$3,950,819	\$4,129,805	\$4,283,472
Total Fund Balance (Deficit)						\$3,377,284	\$3,906,018	\$4,818,859	\$5,029,527	\$6,000,743
Debt Measures										
Long-Term Debt						\$21,000,000	\$21,320,000	\$24,355,000	\$27,860,000	\$31,645,000
Annual Debt Service						\$3,869,073	\$4,053,201	\$4,684,364	\$5,140,434	\$5,004,787



Section Two

Budget Summary and Overview



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

Section Two – Budget Summary and Overview

Item

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



BUDGET DEVELOPMENT PROCESS

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

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

November - January

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

February

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

March

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

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

Town of Colchester
FY 2012 - 2013 Adopted Budget

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

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

Town of Colchester
FY 2012 - 2013 Adopted Budget

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

SPECIAL ADOPTION PROCESSES, AS DEFINED BY TOWN CHARTER

Special Budget Referendums.

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

Recount of Annual Budget Referendum or special referendums.

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

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

BUDGET CALENDAR

MARCH

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

APRIL

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

MAY

2 – Board of Finance	7:00 PM	Town Hall
3 – Board of Selectmen	7:00 PM	Town Hall
8 – Budget Referendum	6am – 8pm	Town Hall
31 – Town Meeting	7:00 PM	Town Hall

JUNE

6 – Board of Finance	7:00 PM	Town Hall
7 – Board of Selectmen	7:00 PM	Town Hall
12 – Budget Referendum	6am – 8pm	Town Hall
12 – Board of Finance	7:00 PM	Town Hall
13 – Board of Finance	7:00 PM	Town Hall
14 – Board of Finance	7:00 PM	Town Hall
14 – Board of Selectmen	7:00 PM	Town Hall
20 – Board of Finance	7:00 PM	Town Hall
21 – Board of Selectmen	7:00 PM	Town Hall
21 – Town Meeting	7:00 PM	Town Hall
28 – Budget Referendum	6am – 8pm	Town Hall
28 – Board of Finance	8:15 PM	Town Hall

Town of Colchester
FY 2012 - 2013 Adopted Budget

Financial Policies

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

DEFINITION AND TARGET

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

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

USE OF FUND BALANCE

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

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

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

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

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

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

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

Basis of Accounting

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

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

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

Basis of Budgeting

Governmental Funds – An annual budget is legally adopted for the Town's General Fund. This budget is prepared using the modified accrual basis of accounting. The adopted budget is balanced when the sum of estimated revenues and appropriated fund balance is equal to total appropriations. The Town was able to balance the FY 12-13 budget with a small property tax increase, reductions in capital spending requests, and without an appropriated of fund balance.

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

Description of Funds

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

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

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

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

The Town reports the following major governmental funds:

The *General Fund* is the Town's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *Bonded Projects Fund* accounts for financial resources to be used for the acquisition or construction of major capital facilities or improvements, which are financed by the issuance of general obligation bonds.

The *Sewer Capital Fund* accounts for and reports financial resources to be used towards capital expenditures for the sewer facility.

The Town reports the following major proprietary fund:

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

Additionally, the Town reports the following fund types:

Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are legally restricted or committed to expenditures for particular purposes other than debt services or capital projects.

Capital Projects Funds are used to account for and report the acquisition and construction of major capital facilities other than those financed by proprietary and trust funds.

The Debt Service Fund is used for the accumulation of resources for, and payment of, general long-term bonded debt, principal, interest, and related costs.

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

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

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

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

Town of Colchester
FY 2012 - 2013 Adopted Budget

General Fund Revenues and Expenditures¹

	Adopted Budget <u>2011-12</u>	Actual <u>2010-11</u>	Actual <u>2009-10</u>	Actual <u>2008-09</u>	Actual <u>2007-08</u>	Actual <u>2006-07</u>
Revenues						
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	50,286,542	50,665,236	48,331,453	49,427,283	49,025,836	46,878,639
Expenditures						
Current:						
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	50,088,926	50,149,192	48,643,210	50,028,793	48,907,109	47,439,990
Excess (deficiency) of revenues over expenditures	197,616	516,044	(311,757)	(601,510)	118,727	(561,351)
Other financing sources (uses):						
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)
Extraordinary item						
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

¹ Actual amounts as reported on the Statement of Revenues, Expenditures and Changes in Fund Balances (Deficits)
– Governmental Funds included in the audited financial statements.

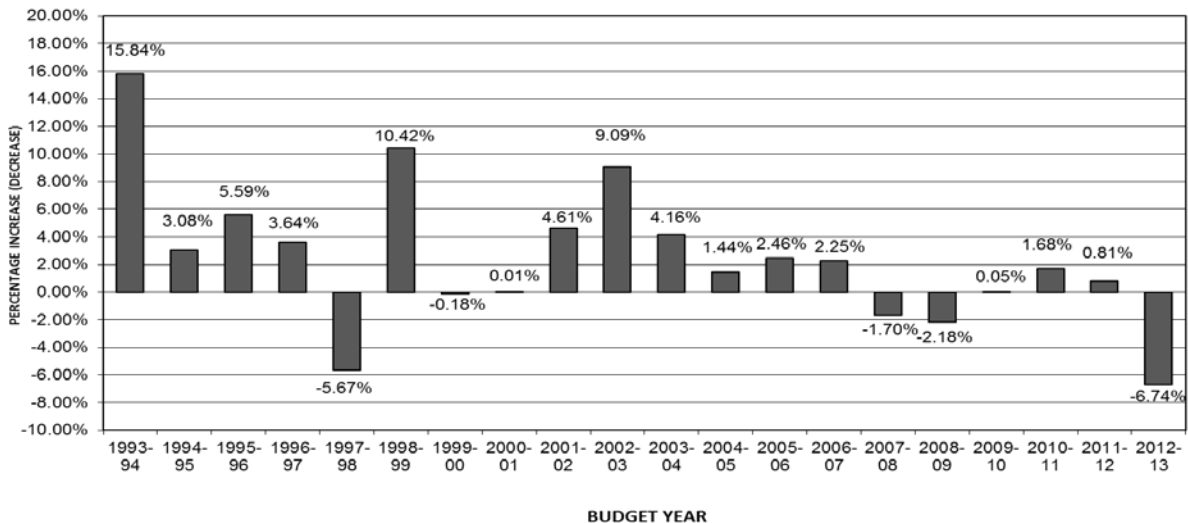
Town of Colchester
FY 2012 - 2013 Adopted Budget

BUDGET HISTORY - Town Operating, Debt Service & Capital

FISCAL YEAR	ADOPTED BUDGET	DOLLAR INCREASE	PERCENT INCREASE	TOTAL MILL RATE
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	(\$297,393)	-2.18%	23.01
2009-10	\$13,344,980	\$6,023	0.05%	23.65
2010-11	\$13,569,651	\$224,671	1.68%	25.07
2011-12	\$13,679,697	\$110,046	0.81%	25.85
2012-13	\$12,757,366	(\$922,331)	-6.74%	28.80 (1)

(1) Revaluation Year

**PERCENTAGE BUDGET INCREASE
BUDGET YEARS 1994 - 2013**



Town of Colchester
FY 2012 - 2013 Adopted Budget

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

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

EMPLOYEE BARGAINING ORGANIZATIONS

<u>Employees</u>	<u>Bargaining Unit</u>	<u>Contract Expiration Date</u>	<u>FY 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. ¹
Town Administrators	Municipal Employees Union Independent, Local 506 SEIU, AFL-CIO, CLC	06/30/14	2.75%
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 Employees²</u>	<u>Salaries & Wages</u>
Public Works	20	\$870,733
Town Clerical	14	\$566,872
Fire/Ambulance	6	\$291,223
Administrators	11	\$771,337
Police	11	\$695,493
Library	5	\$199,287
Non-Union	12	\$577,865
Elected	3	\$199,029
TOTAL	82	\$4,171,839

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	\$1,122,201

¹ Contracts currently in negotiations

² Represents full-time and permanent part-time employees receiving benefits included in adopted budget

TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET

**Town of Colchester
Adopted Budget**

	FY 2009-2010 Actual Revenues	FY 2010-2011 Actual Revenues	FY 2011-2012 Adopted Budget	FY 2011-2012 Projected Actuals	FY 2012-2013 Adopted Budget
REVENUES:					
Property Taxes:					
Current taxes	29,550,507	31,793,600	33,303,711	33,271,031	33,587,483
Delinquent taxes	472,170	486,405	425,000	350,000	400,000
Interest & lien fees	290,375	268,907	250,000	205,000	225,000
Total property taxes	30,313,052	32,548,912	33,978,711	33,826,031	34,212,483
Intergovernmental:					
Property Tax Relief Revenue Sharing	0	0	0	157,000	179,000
In lieu of taxes - PILOT	51,997	49,800	50,449	50,470	50,449
Manufacturing Machinery & Equipment	40,030	31,069	0	0	0
Manufacturing Transition Grant	0		0	30,735	0
Mashantucket Pequot/Mohegan Fund	72,912	71,152	70,147	70,147	70,147
Boat Registrations	1,672	2,641	0	0	0
Distribution to Towns	9,795	9,930	10,000	12,000	12,000
Elderly Freeze	2,000	2,000	2,000	2,000	0
Disability Exemptions	1,348	1,604	1,500	1,721	1,721
Elderly Circuit Breaker	54,408	47,773	53,200	48,263	55,702
Additional Veterans Exemptions	5,799	4,791	4,500	5,081	5,511
Local Capital Improvement	118,684	119,496	119,496	119,496	119,496
Youth Services Grant	18,750	18,753	18,750	18,750	18,750
Library Grant	6,482	6,821	6,500	5,239	5,239
Emergency Management	0	2,538	0	0	0
FEMA - Emergency Snow Removal	11,934	0	0	0	0
Total	395,811	368,368	336,542	520,902	518,015
Intergovernmental - Education:					
ECS	11,595,838	11,631,081	13,547,231	13,549,580	13,723,859
Transportation	221,600	240,726	204,359	217,668	197,226
Special Education	521,051	682,530	400,000	650,000	450,000
School Building Grants	988,210	943,448	595,358	595,358	0
Total	13,326,699	13,497,785	14,746,948	15,012,606	14,371,085
Total intergovernmental	13,722,510	13,866,153	15,083,490	15,533,508	14,889,100

TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET

**Town of Colchester
Adopted Budget**

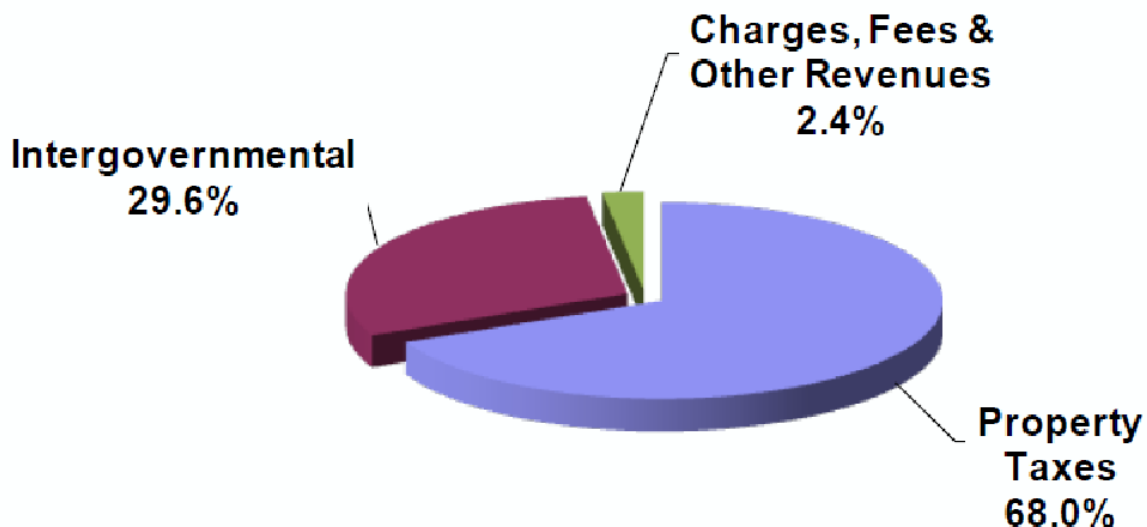
	FY 2009-2010 Actual Revenues	FY 2010-2011 Actual Revenues	FY 2011-2012 Adopted Budget	FY 2011-2012 Projected Actuals	FY 2012-2013 Adopted Budget
Charges for Services:					
Sanitarian Fees	17,795	11,415	0	0	0
Restaurant Inspection Fees	9,555	1,510	0	0	0
Ambulance Fees	511,276	472,637	475,000	475,000	475,000
Recreation Fees	19,144	12,067	18,100	12,000	12,000
Total charges for services	557,770	497,629	493,100	487,000	487,000
Revenues from use of money:					
Investment interest earnings	23,792	27,499	40,000	48,000	50,000
Licenses/permits/fees:					
Vendor permits	555	635	250	250	250
Copier fees	17,846	16,041	16,400	14,300	14,300
ZBA fees	3,450	0	700	500	1,000
Conservation Commission fees	3,665	3,835	5,500	5,000	5,500
Zoning and Planning fees	16,535	15,195	12,000	15,000	12,000
Building fees	253,689	216,244	170,000	215,000	160,000
Fire marshal inspection fees	360	150	100	180	100
Conveyance tax	122,194	120,941	122,900	90,000	100,000
Town Clerk fees	89,951	103,375	99,000	85,900	85,900
Sports licenses	911	589	900	485	300
Land Records - Town	3,039	3,117	2,900	2,200	2,200
Pistol permits	4,480	5,390	4,000	4,500	4,500
Road inspection fees	42,039	8,183	25,499	21,424	24,279
Transfer Station fees	143,600	126,969	125,000	150,000	155,000
Library fines & fees	20,464	13,773	13,000	14,000	14,500
Dial-A-Ride	4,409	4,131	3,500	4,000	4,000
Total licenses/permits/fees	727,187	638,568	601,649	622,739	583,829

TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET

**Town of Colchester
Adopted Budget**

	FY 2009-2010 Actual Revenues	FY 2010-2011 Actual Revenues	FY 2011-2012 Adopted Budget	FY 2011-2012 Projected Actuals	FY 2012-2013 Adopted Budget
Other revenues:					
Tuition	12,276	16,036	0	2,224	0
Telecommunication property tax	54,880	43,871	35,000	0	0
Elderly Housing/Dublin Village	14,022	14,867	14,500	14,500	14,500
Miscellaneous	25,981	14,309	12,000	12,000	12,000
Insurance Reimbursement	4,641	870	0	2,239	0
Recovery	0	41,592	0	0	0
Probate - Lebanon share	2,054	1,118	0	0	0
State Fund for Building Inspection fees	2,013	103	1,200	1,200	1,200
CIRMA Member Equity Distribution	0	0	26,892	26,892	31,414
	115,867	132,766	89,592	59,055	59,114
Other financing sources:					
Transfer from Capital Projects Funds	0	0	214,745	214,745	0
Use of Fund Balance	285,922	383,873	0	62,513	0
Total other financing sources	285,922	383,873	214,745	277,258	0
 Total revenues	 45,746,100	 48,095,400	 50,501,287	 50,853,591	 50,281,526

FY 2012-2013 Adopted Revenues



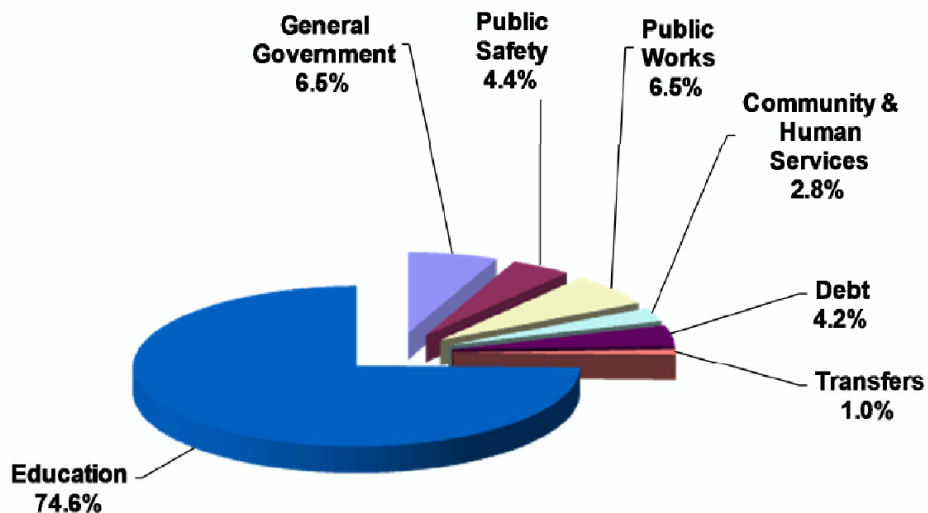
TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET

**TOWN OF COLCHESTER
BUDGET SUMMARY BY FUNCTION**

	ACTUAL EXPENDITURES <u>FY 2009-2010</u>	ACTUAL EXPENDITURES <u>FY 2010-2011</u>	ADOPTED BUDGET <u>FY 2011-2012</u>	PROJECTED ACTUAL <u>FY 2011-2012</u>	ADOPTED BUDGET <u>FY 2012-2013</u>
GENERAL GOVERNMENT	3,223,289	3,237,541	3,548,865	3,365,269	3,266,599
PUBLIC SAFETY	1,974,630	1,942,915	2,077,258	2,086,429	2,211,618
PUBLIC WORKS	2,678,276	3,056,023	3,245,942	3,199,782	3,271,201
COMMUNITY & HUMAN SERVICES	1,264,784	1,218,159	1,333,741	1,320,865	1,385,631
DEBT	3,690,958	3,693,538	3,061,530	2,914,282	2,095,890
TRANSFERS	216,977	278,003	412,361	492,374	526,427
TOTAL TOWN	13,048,914	13,426,179	13,679,697	13,379,001	12,757,366
BOARD OF EDUCATION*	32,854,184	34,018,987	36,821,590	36,821,590	37,524,160
TOTAL BUDGET	45,903,098	47,445,166	50,501,287	50,200,591	50,281,526

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

**FY 2012-2013 Adopted Budget
Expenditures by Function**



TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET

SUMMARY - GENERAL GOVERNMENT

	ACTUAL EXPENDITURES <u>FY 2009-2010</u>	ACTUAL EXPENDITURES <u>FY 2010-2011</u>	ADOPTED BUDGET <u>FY 2011-2012</u>	PROJECTED ACTUAL <u>FY 2011-2012</u>	ADOPTED BUDGET <u>FY 2012-2013</u>
LEGISLATIVE					
BOARDS AND COMMISSIONS	23,063	20,954	26,996	23,462	24,979
CONTINGENCY					
CONTINGENCY	0	0	40,000	0	40,000
MUNICIPAL MANAGEMENT					
FIRST SELECTMAN	195,335	205,713	215,953	206,176	213,977
HUMAN RESOURCES	50,060	37,169	142,370	70,761	82,541
FINANCE					
FINANCE	251,149	253,416	259,145	263,842	272,022
TAX COLLECTOR	154,007	157,880	157,960	156,472	161,602
ASSESSOR	237,093	236,428	242,678	245,502	247,862
DEVELOPMENT AND PLANNING					
PLANNING CODE ADMINISTRATION	541,919	444,876	506,279	501,286	508,429
TOWN CLERK					
TOWN CLERK	177,432	177,326	188,013	187,837	193,606

TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET

SUMMARY - GENERAL GOVERNMENT (CONTINUED)

	<u>ACTUAL EXPENDITURES FY 2010-2011</u>	<u>ACTUAL EXPENDITURES FY 2010-2011</u>	<u>ADOPTED BUDGET FY 2011-2012</u>	<u>PROJECTED ACTUAL FY 2011-2012</u>	<u>ADOPTED BUDGET FY 2012-2013</u>
REGISTRARS OF VOTERS					
REGISTRARS OF VOTERS	38,767	43,328	58,329	51,150	63,529
LEGAL & INSURANCES					
INSURANCES	1,483,213	1,585,870	1,622,763	1,574,672	1,350,978
PROBATE	6,217	6,013	5,051	5,249	4,836
INFORMATION TECHNOLOGY					
INFORMATION TECHNOLOGY	65,034	68,568	83,328	78,860	102,238
TOTAL GENERAL GOVERNMENT	3,223,289	3,237,541	3,548,865	3,365,269	3,266,599

TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET

SUMMARY - PUBLIC SAFETY

	ACTUAL EXPENDITURES <u>FY 2009-2010</u>	ACTUAL EXPENDITURES <u>FY 2010-2011</u>	ADOPTED BUDGET <u>FY 2011-2012</u>	PROJECTED ACTUAL <u>FY 2011-2012</u>	ADOPTED BUDGET <u>FY 2012-2013</u>
POLICE PROTECTION					
POLICE	1,054,947	1,020,079	1,030,833	1,046,039	1,109,031
FIRE PROTECTION					
FIRE	912,746	914,531	1,035,683	1,029,875	1,089,960
CIVIL PREPAREDNESS					
CIVIL PREPAREDNESS	6,937	8,305	10,742	10,515	12,627
TOTAL PUBLIC SAFETY	1,974,630	1,942,915	2,077,258	2,086,429	2,211,618

TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET

SUMMARY - PUBLIC WORKS

	ACTUAL EXPENDITURES <u>FY 2009-2010</u>	ACTUAL EXPENDITURES <u>FY 2010-2011</u>	ADOPTED BUDGET <u>FY 2011-2012</u>	PROJECTED ACTUAL <u>FY 2011-2012</u>	ADOPTED BUDGET <u>FY 2012-2013</u>
PUBLIC WORKS					
PUBLIC WORKS ADMINISTRATION	158,111	153,036	158,684	157,410	164,690
HIGHWAY	970,890	1,139,149	1,336,282	1,358,267	1,347,969
FLEET MAINTENANCE	321,494	322,931	339,509	346,135	366,718
GROUND MAINTENANCE	407,024	401,784	448,996	382,143	425,162
SNOW REMOVAL	333,776	530,756	412,419	412,419	419,396
FACILITIES	164,953	189,965	190,864	190,536	192,106
ENGINEERING					
ENGINEERING	96,640	95,748	96,682	98,667	102,319
TRANSFER STATION					
TRANSFER STATION	225,388	222,654	262,506	254,205	252,841
TOTAL PUBLIC WORKS	2,678,276	3,056,023	3,245,942	3,199,782	3,271,201

TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET

SUMMARY - COMMUNITY & HUMAN SERVICES

	ACTUAL EXPENDITURES <u>FY 2009-2010</u>	ACTUAL EXPENDITURES <u>FY 2010-2011</u>	ADOPTED BUDGET <u>FY 2011-2012</u>	PROJECTED ACTUAL <u>FY 2011-2012</u>	ADOPTED BUDGET <u>FY 2012-2013</u>
YOUTH & SOCIAL SERVICES					
YOUTH & SOCIAL SERVICES	267,141	260,619	300,697	313,300	313,546
HEALTH					
HEALTH	159,556	162,780	129,401	130,424	132,759
LIBRARY					
CRAGIN LIBRARY	516,829	492,162	535,287	523,484	545,053
RECREATION					
RECREATION	96,845	72,316	124,249	102,342	138,539
SENIOR SERVICES					
SENIOR SERVICES	224,413	230,282	244,107	251,315	255,734
TOTAL COMMUNITY & HUMAN SERVICES	1,264,784	1,218,159	1,333,741	1,320,865	1,385,631

TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET

SUMMARY - DEBT & TRANSFERS

	ACTUAL EXPENDITURES <u>FY 2009-2010</u>	ACTUAL EXPENDITURES <u>FY 2010-2011</u>	ADOPTED BUDGET <u>FY 2011-2012</u>	PROJECTED ACTUAL <u>FY 2011-2012</u>	ADOPTED BUDGET <u>FY 2012-2013</u>
DEBT					
DEBT SERVICE	3,690,958	3,693,538	3,061,530	2,914,282	2,095,890
TRANSFERS					
OTHER FINANCING USES	216,977	278,003	412,361	492,374	526,427
TOTAL DEBT & TRANSFERS	3,907,935	3,971,541	3,473,891	3,406,656	2,622,317

TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET

SUMMARY - EDUCATION

	ACTUAL EXPENDITURES <u>FY 2009-2010</u>	ACTUAL EXPENDITURES <u>FY 2010-2011</u>	ADOPTED BUDGET <u>FY 2011-2012</u>	PROJECTED ACTUAL <u>FY 2011-2012</u>	ADOPTED BUDGET <u>FY 2012-2013</u>
EDUCATION	32,854,184	34,018,987	36,821,590	36,821,590	37,524,160

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



Section Three

Taxation & Collections



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

Section Three – Taxation & Collections

Item _____

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



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

BUDGET SUMMARY

	EDUCATION	TOWN	DEBT SERVICE	TRANSFERS/ CAPITAL	TOTAL
Appropriations	37,524,160	10,135,049	2,095,890	526,427	50,281,526
Estimated Revenue	14,371,085	2,322,958	0	0	16,694,043
Amount to be Raised by Taxation	23,153,075	7,812,091	2,095,890	526,427	33,587,483
MILLS	19.52	6.59	1.77	0.44	28.32

MILL RATE CALCULATION

	DOLLARS	MILLS
Amount to be Raised by Taxation	33,587,483	28.32
Reserve for Uncollected Revenue (estimated 98.3% collection rate)	570,987	0.48
TOTAL TAX WARRANT	34,158,470	28.80

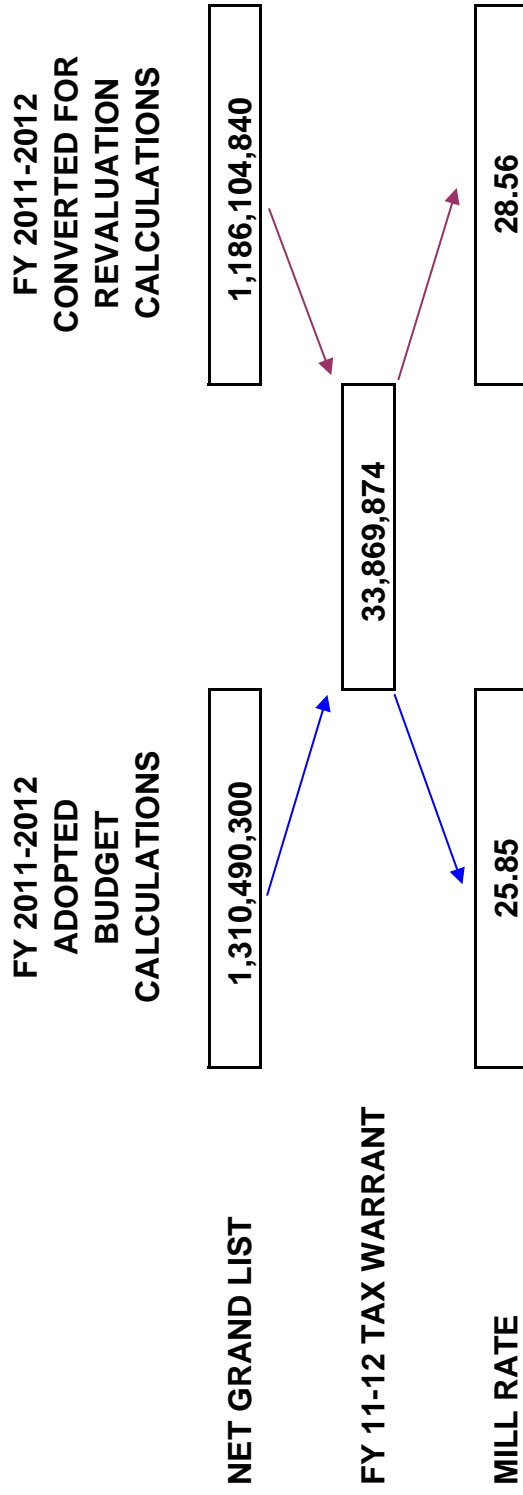
Grand List	1,174,604,840	2012-13 Adopted Mill Rate	28.80
Estimated Prorates	1,800,000	2011-12 Mill Rate*	25.85
M. V. Supplement	13,200,000	Adjusted 2011-12 Mill Rate**	28.56
Less Estimated BAA and adjustments	(3,500,000)		
List Net	1,186,104,840		

*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

Dated: June 28, 2012

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



Town of Colchester
FY 2012 - 2013 Adopted Budget

Principal Taxpayers

Name	Nature of Business	Taxable Valuation as of 10/01/10	Percent of Net Taxable Grand List ¹
Country Place of Colchester LTD	Housing Development	\$10,554,500	0.81
Connecticut Light & Power Co.	Utility	10,114,560	0.78
SSI Colchester LLC	Grocery Store	8,104,000	0.62
Genesis Health Ventures of Bloomfield Inc.	Convalescent Home	4,270,300	0.33
EAN Holdings LLC	Leasing Company	4,231,850	0.33
Alpha Q Inc.	Aerospace Manufacturing	4,154,530	0.32
White Oak Development LLC	Housing Development	3,901,660	0.30
S & S Worldwide Inc.	Shopping Center	3,832,700	0.30
GAIA Colchester LLC	Manufacturing / Distribution	3,768,900	0.29
GND TOO of Colchester LLC	Apartments	<u>3,394,800</u>	<u>0.26</u>
TOTAL		\$56,327,800	4.34

¹ Based on 10/01/10 Net Taxable Grand List of \$1,297,281,494.

Property Tax Levies and Collections

Fiscal Year Ended 6/30	Net Taxable Grand List (000s)	Mill Rate	Total Adjustable Tax Levy	Percent of Annual Levy Collected at End of Fiscal Year	Percent of Annual Levy Uncollected at End of Fiscal Year	Percent of Annual Levy Uncollected as of 6/30/12
2012	\$1,297,281	25.85	\$33,774,748	98.4	1.6	1.55
2011	1,275,362	25.07	32,238,714	98.6	1.4	0.50
2010	1,268,249	23.65	30,066,131	98.3	1.7	0.27
2009	1,249,469	23.01	28,929,185	98.4	1.6	0.31
2008	1,223,766	23.01	28,443,115	97.7	2.3	0.28
2007	860,497	32.47	28,363,487	97.4	2.6	0.37
2006	826,761	31.75	26,735,437	97.8	2.2	0.29



Section Four

FY 12-13 Adopted Budgets (Departmental)



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

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

Item

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



**Town of Colchester
FY 2012-2013 Adopted 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



**Town of Colchester
FY 2012-2013 Adopted 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
ADOPTED BUDGET**

BOARDS & COMMISSIONS

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Overtime	1,574	1,170	5,008	2,736	1,655
Contractual, Temporary, Occasional Payroll	2,490	1,839	2,460	2,160	3,980
FICA	109	104	383	301	244
Office Supplies	88	152	175	175	175
Mileage, Training & Meetings	0	50	310	110	310
Professional Memberships	0	0	50	0	50
Financial & Accounting	12,725	12,760	12,955	12,760	12,760
Professional Services	3,350	3,750	3,900	3,800	4,050
Postage	140	89	225	150	225
Legal Notices	200	190	380	370	380
Printing & Publications & Publications	2,387	850	900	900	900
Annual Report	0	0	250	0	250
TOTAL	23,063	20,954	26,996	23,462	24,979

TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
11105 - BOARDS AND COMMISSIONS				
40103 - OVERTIME				1,655
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	
40105 - CONTR TEMP OCCAS				3,980
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	
41230 - FICA				244
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	
42301 - OFFICE SUPPLIES				175
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	
43213 - MILEAGE, TRAINING & MEETINGS				310
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	
43258 - PROFESSIONAL MEMBERSHIPS				50
CT Public Pension Forum membership - Police Retirement Board	1.00	50.00	50	
44202 - FINANCIAL & ACCOUNTING				12,760
Independent audit \$44,000 (Town \$12,760, BOE \$20,240 & S/W \$11,000)	1.00	12,760.00	12,760	
44208 - PROFESSIONAL SERVICES				4,050
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	

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
44217 - POSTAGE				225
Board of Finance	1.00	75.00	75	
Economic Development Commission	1.00	75.00	75	
Historic District Commission	1.00	75.00	75	
44230 - LEGAL NOTICES				380
Board of Assessment Appeals	1.00	30.00	30	
Historic District Commission	1.00	350.00	350	
44232 - PRINTING & PUBLICATIONS				900
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	
44275 - ANNUAL REPORT				250
Printing of annual report	1.00	250.00	250	
TOTAL BOARDS AND COMMISSIONS				24,979

**Town of Colchester
FY 2012-2013 Adopted 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
ADOPTED BUDGET**

CONTINGENCY

<u>ACCOUNT</u>	FY 2009-2010 ACTUAL <u>EXPENDITURES</u>	FY 2010-2011 ACTUAL <u>EXPENDITURES</u>	FY 2011-2012 ADOPTED <u>BUDGET</u>	FY 2011-2012 PROJECTED <u>ACTUALS</u>	FY 2012-2013 ADOPTED <u>BUDGET</u>
Contingency	0	0	40,000	0	40,000
TOTAL	0	0	40,000	0	40,000

TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
11110 - CONTINGENCY				
50900 - CONTINGENCY				40,000
Reserve for unanticipated expenditures	1.00	40,000.00	40,000	
TOTAL CONTINGENCY				40,000



**Town of Colchester
FY 2012-2013 Adopted 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
ADOPTED BUDGET**

FIRST SELECTMAN

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Regular Payroll	134,015	135,524	137,525	139,050	138,944
Overtime	296	0	0	67	0
Contractual, Temporary, Occassional Payroll	1,448	346	1,500	1,500	1,500
Employee Related Insurances	431	331	332	332	332
FICA & Retirement	17,490	17,557	18,178	18,359	18,356
Copier	4,773	3,651	4,688	3,963	4,688
Office Supplies	1,342	1,161	2,400	2,200	1,400
Technical Reference Materials	0	0	200	0	200
Mileage, Training & Meetings	129	522	750	750	1,000
Professional Memberships	16,948	16,948	16,948	16,948	18,708
Legal	8,456	20,315	25,000	15,000	20,000
Professional Services	603	1,308	0	0	0
Postage	4,534	3,987	4,369	4,169	4,784
Legal Notices	0	476	250	250	250
Printing & Publications	0	0	0	25	0
Relocation	1,500	0	0	0	0
Telephone	1,313	1,341	1,380	1,275	1,380
Hebron Tax	419	430	445	450	445
Equipment Repairs	0	0	150	0	150
Parades & Celebrations	1,638	1,816	1,838	1,838	1,840
TOTAL	195,335	205,713	215,953	206,176	213,977

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
11201 - FIRST SELECTMAN				
40101 - REGULAR PAYROLL				138,944
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	
40105 - CONTR TEMP OCCAS				1,500
Temporary staff to cover vacation/leaves	1.00	1,500.00	1,500	
41210 - EMPLOYEE RELATED INS.				332
Life/AD&D Insurance	1.00	75.00	75	
Long Term Disability	1.00	257.00	257	
41230 - FICA & RETIREMENT				18,356
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	
42233 - COPIER				4,688
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	
42301 - OFFICE SUPPLIES				1,400
Paper, envelopes, letterhead, computer & printer supplies	1.00	1,400.00	1,400	
42343 - TECHNICAL REFERENCE MATERIALS				200
Reference materials	1.00	200.00	200	
43213 - MILEAGE, TRAINING & MEETINGS				1,000
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				
43258 - PROFESSIONAL MEMBERSHIPS				18,708
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	
44203 - LEGAL				20,000

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
44217 - POSTAGE				4,784
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	
44230 - LEGAL NOTICES				250
Meeting warnings	1.00	250.00	250	
45216 - TELEPHONE				1,380
Monthly base charges	1.00	1,380.00	1,380	
45250 - HEBRON TAXES				445
Property taxes to Town of Hebron	1.00	445.00	445	
46224 - EQUIPMENT REPAIRS				150
Office Equipment Repairs	1.00	150.00	150	
47242 - PARADES & CELEBRATIONS				1,840
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	
TOTAL FIRST SELECTMAN				213,977



**Town of Colchester
FY 2012-2013 Adopted 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
- Selection of Employee Benefits Consultant as a result of a competitive bidding process

2012 – 2013 Objectives

- Successful negotiation of one union contract
- Update personnel policy
- All department heads complete the basic levels of NIMS training

**TOWN OF COLCHESTER
ADOPTED BUDGET**

HUMAN RESOURCES

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Office Supplies	0	0	150	0	150
Other Purchased Supplies	111	78	440	250	440
Technical Reference Materials	0	71	0	0	0
Mileage, Training & Meetings	165	0	300	0	300
Legal	43,779	28,963	45,000	40,000	45,000
Professional Services	2,287	4,983	27,500	27,676	22,500
Advertising	3,718	2,474	1,000	2,235	1,000
Printing & Publications		0	200	0	200
Programs		600	1,200	600	1,200
Contract Settlements		0	66,580	0	11,751
TOTAL	50,060	37,169	142,370	70,761	82,541

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
11205 - HUMAN RESOURCES				
42301 - OFFICE SUPPLIES				150
General office & meeting supplies	1.00	150.00	150	
42340 - OTHER PURCHASED SUPPLIES				440
First aid kits or refills, videos, materials for training seminars, etc.	1.00	440.00	440	
42313 - MILEAGE, TRAINING & MEETINGS				300
Health & safety workshops & updates, i.e CPR, First Aid, OSHA	1.00	300.00	300	
44203 - LEGAL				45,000
44208 - PROFESSIONAL SERVICES				22,500
Section 125 Plan - Administrative Costs	12.00	25.00	300	
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	20,000.00	20,000	
44231 - ADVERTISING				1,000
Employment advertising	1.00	1,000.00	1,000	
44232 - PRINTING & PUBLICATIONS				200
Forms, booklets, and employee notifications	1.00	200.00	200	
47282 - PROGRAMS				1,200
Employee health and safety incentive programs	1.00	1,200.00	1,200	
50950 - CONTRACT SETTLEMENTS				11,751
Estimated salary & benefit increases for union contract settlements	1.00	11,751.00	11,751	
Fire, BOE Local 818 contracts in negotiation				
TOTAL HUMAN RESOURCES				82,541



**Town of Colchester
FY 2012-2013 Adopted 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

**TOWN OF COLCHESTER
ADOPTED BUDGET**

FINANCE

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Regular Payroll	173,671	176,941	178,320	182,076	185,462
Overtime	0	0	0	111	0
Contractual, Temporary, Occasional Payroll	4,620	4,500	4,500	4,613	9,113
Employee Related Insurances	1,350	746	746	747	753
FICA & Retirement	24,742	24,443	26,101	26,670	27,964
Copier	679	565	750	700	750
Office Supplies	819	746	1,250	1,250	1,250
Technical Reference Materials	50	50	150	150	150
Mileage, Training & Meetings	1,443	1,477	3,475	2,975	2,975
Professional Memberships	538	540	565	545	565
Data Processing	24,302	24,376	24,888	25,773	24,670
Professional Services	15,599	15,669	15,000	14,862	15,000
Postage	2,007	2,167	2,000	2,000	2,000
Telephone	985	1,006	1,050	1,020	1,020
Equipment Repairs	344	190	350	350	350
TOTAL	251,149	253,416	259,145	263,842	272,022

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
11301 - FINANCE				
40101 - REGULAR PAYROLL				185,462
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	
40105 - CONTR TEMP OCCAS				9,113
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	
41210 - EMPLOYEE RELATED INS.				753
Life/AD&D Insurance	1.00	322.00	322	
Long Term Disability Insurance	1.00	431.00	431	
41230 - FICA & RETIREMENT				27,964
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	
42233 - COPIER				750
Copier supplies - paper, etc.	1.00	250.00	250	
Per copy charges	1.00	500.00	500	
42301 - OFFICE SUPPLIES				1,250
Office supplies	1.00	1,250.00	1,250	
42343 - TECHNICAL REFERENCE MATERIALS				150
GAAFR Review & Other reference materials for Finance & Treasurer	1.00	150.00	150	
43213 - MILEAGE, TRAINING & MEETINGS				2,975
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				

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
43258 - PROFESSIONAL MEMBERSHIPS				565
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	
44205 - DATA PROCESSING				24,670
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	
44208 - PROFESSIONAL SERVICES				15,000
Banking services fees	1.00	15,000.00	15,000	
44217 - POSTAGE				2,000
45216 - TELEPHONE				1,020
Monthly base charges	12.00	85.00	1,020	
46224 - EQUIPMENT REPAIRS				350
Office equipment repairs - typewriter, fax, printers	1.00	350.00	350	
TOTAL FINANCE				272,022



**Town of Colchester
FY 2012-2013 Adopted 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 approximately \$155,000 for calendar year 2011
- Successfully keeping high collection rate using a variation of enforcement tools
- 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
ADOPTED BUDGET**

TAX COLLECTOR

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Regular Payroll	110,604	111,630	113,427	113,734	114,653
Contractual, Temporary, Occasional Payroll	299	0	0	0	0
Employee Related Insurances	488	339	342	234	345
FICA & Retirement	14,072	14,229	14,838	12,971	13,488
Office Supplies	3,606	3,315	2,500	2,500	2,800
Mileage, Training & Meetings	1,621	1,402	1,500	1,500	1,900
Professional Memberships	95	95	120	95	120
Data Processing	8,632	10,493	10,800	10,800	13,300
Postage	10,143	11,556	9,500	9,500	9,800
Service Contracts	2,967	3,353	3,475	3,645	3,678
Legal Notices	660	630	600	660	660
Telephone	820	838	858	833	858
TOTAL	154,007	157,880	157,960	156,472	161,602

TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
11303 - TAX COLLECTOR				
40101 - REGULAR PAYROLL				114,653
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	
41210 - EMPLOYEE RELATED INS.				345
Life/AD&D Insurance	1.00	90.00	90	
Long Term Disability Insurance	1.00	255.00	255	
41230 - FICA & RETIREMENT				13,488
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				
42301 - OFFICE SUPPLIES				2,800
Paper, toner, envelopes (delinquent demands, billing), general office supplies	1.00	2,800.00	2,800	
43213 - MILEAGE, TRAINING & MEETINGS				1,900
Required classes & Annual Seminar for Tax Collector	1.00	1,900.00	1,900	
Mileage @ 55.5cents/mile				
Additonal classes for new staff.				
43258 - PROFESSIONAL MEMBERSHIPS				120
CT Tax Association & New London County Collectors Association Dues	1.00	120.00	120	
44205 - DATA PROCESSING				13,300
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				
44217 - POSTAGE				9,800
Tax bills, delinquent statements, demands & other notices required for collection.	1.00	9,800.00	9,800	
Bulk rate varies by quantity.Postage increase				

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
44223 - SERVICE CONTRACTS				3,678
Annual State Dept of Motor Vehicles (DMV) fee	1.00	3,678.00	3,678	
44230 - LEGAL NOTICES				660
Legal notices required by State Statute for collection periods	1.00	660.00	660	
45216 - TELEPHONE				858
Monthly base charges	12.00	71.50	858	
TOTAL TAX COLLECTOR				161,602



**Town of Colchester
FY 2012-2013 Adopted 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
ADOPTED BUDGET**

ASSESSOR

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Regular Payroll	180,748	180,700	183,498	185,877	186,284
Overtime	659	0	736	745	758
Contractual, Temporary, Occasional Payroll	459	0	500	0	500
Employee Related Insurances	1,488	714	714	714	715
FICA & Retirement	25,355	25,373	26,978	27,309	28,483
Copier	1,632	1,790	1,850	1,850	2,050
Office Supplies	1,496	1,674	2,200	2,200	2,200
Other Purchased Supplies	35	30	50	50	50
Technical Reference Materials	410	395	610	610	650
Mileage, Training & Meetings	5,556	7,428	6,717	6,717	6,717
Professional Memberships	405	405	440	420	470
Data Processing	13,550	13,750	14,050	14,700	14,650
Professional Services	3,187	2,000	2,000	2,000	2,000
Postage	1,621	1,666	1,795	1,795	1,795
Telephone	492	503	540	515	540
TOTAL	237,093	236,428	242,678	245,502	247,862

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
11304 - ASSESSOR				
40101 - REGULAR PAYROLL				186,284
Assessor	1.00	83,931.00	83,931	
Deputy Assessor (current vacant position - hire date 8/1/12)	1.00	59,087.00	59,087	
Assistant to the Assessor (8 hrs/day)	1.00	42,016.00	42,016	
Longevity	1.00	1,250.00	1,250	
40103 - OVERTIME				758
Overtime - estimated 25 hours	1.00	758.00	758	
40105 - CONTR TEMP OCCAS				500
Temporary help to cover vacations & workshop for assessor and staff	1.00	500.00	500	
41210 - EMPLOYEE RELATED INS.				715
Life/AD&D Insurance	1.00	330.00	330	
Long term Disability Insurance	1.00	385.00	385	
41230 - FICA & RETIREMENT				28,483
FICA & Medicare 7.65% of Gross Wages	1.00	14,347.00	14,347	
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	
42233 - COPIER				2,050
Monthly lease	12.00	145.00	1,740	
Per copy charges - \$.007 per copy	1.00	170.00	170	
Paper for copier	1.00	140.00	140	
42301 - OFFICE SUPPLIES				2,200
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	
42340 - OTHER PURCHASED SUPPLIES				50
Film & Developing costs.	1.00	50.00	50	

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
42343 - TECHNICAL REFERENCE MATERIALS				650
Subscription - NADA pricing guides, computer schedule, trailer/recreation vehicle guides	1.00	650.00	650	
43213 - MILEAGE, TRAINING & MEETINGS				6,717
State Meetings & OPM training - mileage and professional organization meetings	1.00	6,717.00	6,717	
43258 - PROFESSIONAL MEMBERSHIPS				470
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	
44205 - DATA PROCESSING				14,650
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	
44208 - PROFESSIONAL SERVICES				2,000
Personal property audits	1.00	2,000.00	2,000	
44217 - POSTAGE				1,795
45216 - TELEPHONE				540
Monthly base charges	12.00	45.00	540	
TOTAL ASSESSOR				247,862



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 for long range land use policy and provides regular comprehensive review of development proposals to ensure consistency with the Plan of Conservation and Development. The Department also provides a major statistical function with the Preparation of Statistical Profile and the administration of the 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 and 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)

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
ADOPTED BUDGET**

PLANNING & CODE ADMINISTRATION

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Regular Payroll	339,355	346,383	364,279	368,676	361,347
Overtime	2,359	2,062	3,707	2,475	3,637
Contractual, Temporary, Occasional Payroll	1,198	903	2,000	1,000	2,000
Employee Related Insurances	2,906	1,488	1,488	1,488	1,489
FICA & Retirement	47,992	45,124	47,405	48,065	48,713
Copier	2,951	2,992	3,111	3,692	3,334
Office Supplies	2,430	2,485	2,500	2,500	2,500
Safety Equipment	0	152	600	600	600
Other Purchased Supplies	10	50	50	50	50
Technical Reference Materials	0	0	0	0	1,735
Mileage, Training & Meetings	1,866	2,995	2,000	3,000	3,000
Professional Memberships	9,486	7,162	8,000	8,000	7,765
Legal	113,359	19,480	45,000	40,000	45,000
Professional Services	4,890	3,680	6,000	6,000	8,000
Postage	2,037	1,402	3,150	2,000	3,150
Legal Notices	5,406	2,210	6,795	3,500	6,795
Printing & Publications	1,410	624	1,750	1,750	1,750
Telephone	1,641	1,759	1,740	1,890	1,740
Equipment Repairs	60	0	300	200	300
Vehicle Maintenance & Fuel	2,563	3,720	6,404	6,400	5,524
Office Equipment	0	205	0	0	0
TOTAL	541,919	444,876	506,279	501,286	508,429

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
11411 - PLANNING CODE ADMINISTRATION				
40101 - REGULAR PAYROLL				361,347
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	
Longevity	1.00	2,850.00	2,850	
40103 - OVERTIME				3,637
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	
40105 - CONTR TEMP OCCAS				2,000
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	
41210 - EMPLOYEE RELATED INS.				1,489
Life/AD&D Insurance	1.00	720.00	720	
Long Term Disability Insurance	1.00	769.00	769	
41230 - FICA & RETIREMENT				48,713
FICA & Medicare @ 7.65% of Gross wages	1.00	28,073.00	28,073	
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	
42233 - COPIER				3,334
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	

TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
42301 - OFFICE SUPPLIES				2,500
Shared cost with Engineering Department	1.00	2,500.00	2,500	
42323 - PROT CLOTHING& SAFETY EQUIP				600
Routine replacement due to damage of required equipment such as hand tools, first aid kits, gloves	1.00	600.00	600	
42340 - OTHER PURCHASED SUPPLIES				50
Batteries, Film & Film processing	1.00	50.00	50	
42343 - TECHNICAL REFERENCE MATERIALS				1,735
Technical Journals, Code Publications, reference materials	1.00	1,735.00	1,735	
43213 - MILEAGE, TRAINING & MEETINGS				3,000
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				
43258 - PROFESSIONAL MEMBERSHIPS				7,765
Prof.Organization fees/membership dues - Town Planner,	1.00	2,765.00	2,765	
Building Officials, ZEO & Commissions				
Salmon River Watershed Conservation Compact	1.00	5,000.00	5,000	
44203 - LEGAL				45,000
44208 - PROFESSIONAL SERVICES				8,000
Consultant service and review of applications in the Historic Overlay Zone	1.00	8,000.00	8,000	
44217 - POSTAGE				3,150
44230 - LEGAL NOTICES				6,795
Legally required notices for ZPC, ZBA and CCC	1.00	6,795.00	6,795	

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
44232 - PRINTING & PUBLICATIONS				1,750
Printing cost for all administrative functions - CO's, permits, forms, regulations, etc.	1.00	1,750.00	1,750	
45216 - TELEPHONE				1,740
Monthly base charges	1.00	1,740.00	1,740	
46224 - EQUIPMENT REPAIRS				300
Cash register & other office equipment - minor repairs	1.00	300.00	300	
46390 - VEHICLE MAINTENANCE & FUEL				5,524
Repairs and maintenance	1.00	2,500.00	2,500	
Gasoline	1,120.00	2.70	3,024	
TOTAL PLANNING CODE ADMINISTRATION				508,429

**Town of Colchester
FY 2012-2013 Adopted 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

- 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
ADOPTED BUDGET**

TOWN CLERK

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Regular Payroll	123,584	123,584	127,654	127,654	131,044
Overtime	0	0	0	213	0
Contractual, Temporary, Occasional Payroll	800	800	800	800	800
Employee Related Insurances	682	472	478	473	485
FICA & Retirement	15,979	16,010	17,196	17,212	17,962
Copier	4,870	3,176	5,500	5,500	5,500
Office Supplies	856	1,095	1,100	1,100	1,100
Technical Reference Materials	550	550	550	550	550
Mileage, Training & Meetings	769	667	1,250	1,250	1,250
Professional Memberships	220	235	235	235	265
Indexing & Recording	21,899	23,493	24,800	24,800	24,800
Postage	1,285	1,727	2,000	2,000	2,500
Legal Notices	2,145	3,232	2,000	2,000	2,900
Printing & Publications	2,111	1,049	2,200	1,950	2,200
Micro Film	698	230	700	700	700
Telephone	984	1,006	1,050	1,050	1,050
Equipment Repairs	0	0	500	350	500
TOTAL	177,432	177,326	188,013	187,837	193,606

TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
11501 - TOWN CLERK				
40101 - REGULAR PAYROLL				131,044
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	
40105 - CONTR TEMP OCCAS				800
Town Historian.	1.00	800.00	800	
41210 - EMPLOYEE RELATED INS.				485
Life/AD&D Insurance	1.00	135.00	135	
Long Term Disability Insurance	1.00	350.00	350	
41230 - FICA & RETIREMENT				17,962
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	
42233 - COPIER				5,500
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	
42301 - OFFICE SUPPLIES				1,100
Pens, vital paper, folders, map strips, and other supplies	1.00	1,100.00	1,100	
42343 - TECHNICAL REFERENCE MATERIALS				550
General Code - annual subscription for code update	1.00	550.00	550	
43213 - MILEAGE, TRAINING & MEETINGS				1,250
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	
43258 - PROFESSIONAL MEMBERSHIPS				265
Town Clerks' Associations - CT, NEACTC, IIMC	1.00	265.00	265	

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
44207 - INDEXING & RECORDING				24,800
Land - Microfilm, indexing, imaging	1.00	24,800.00	24,800	
Recording Birth/marriages/death; auditing services - required				
44217 - POSTAGE				2,500
Postage for returning recorded documents, absentee ballots, general correspondence.	1.00	2,500.00	2,500	
Presidential year - more absentee ballots to mail				
44230 - LEGAL NOTICES				2,900
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				
44232 - PRINTING & PUBLICATIONS				2,200
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	
44271 - MICRO FILM REPAIRS				700
Annual microfilming & storage of maps.	1.00	700.00	700	
This is to have a backup copy.				
45216 - TELEPHONE				1,050
Monthly base charges	1.00	1,050.00	1,050	
46224 - EQUIPMENT REPAIRS				500
Office Equipment repairs such as town and vital seals, copier parts not covered under warranty, time stamper, etc.	1.00	500.00	500	
TOTAL TOWN CLERK				193,606



**Town of Colchester
FY 2012-2013 Adopted 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 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
- 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
- Voter registration session at high school

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
- Spring ROVAC conference for education and updates of new legislation
- Redistricting for State per 2010 census - create a 4th 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
ADOPTED BUDGET**

REGISTRARS OF VOTERS

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Regular Payroll	22,500	22,500	24,750	24,750	24,750
Contractual, Temporary, Occasional Payroll	8,579	11,186	13,875	12,521	13,875
FICA	1,816	1,887	1,894	1,894	1,894
Office Supplies	337	210	500	425	500
Other Purchased Supplies	1,040	859	2,000	1,200	2,000
Mileage, Training & Meetings	1,004	1,153	1,500	1,300	1,500
Professional Memberships	100	100	200	110	200
Professional Services	200	220	2,300	1,900	5,000
Postage	547	673	2,600	1,000	2,600
Service Contracts	0	0	1,830	1,170	1,830
Printing & Publications	2,330	4,203	6,500	4,500	9,000
Telephone	314	337	380	380	380
TOTAL	38,767	43,328	58,329	51,150	63,529

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
11601 - REGISTRARS OF VOTERS				
40101 - REGULAR PAYROLL				24,750
Registrars salary	2.00	12,375.00	24,750	
40105 - CONTR TEMP OCCAS				13,875
Regular election - Registrars, Deputy registrars, pollworkers	1.00	4,000.00	4,000	
Referenda - Registrars, Deputy registrars, pollworkers	1.00	7,200.00	7,200	
Primary - Registrars, Deputy Registrars, pollworkers	1.00	2,675.00	2,675	
41230 - FICA				1,894
FICA & Medicare @ 7.65% of Registrar salary	1.00	1,894.00	1,894	
42301 - OFFICE SUPPLIES				500
Fax and copier toner cartridges	1.00	500.00	500	
42340 - OTHER PURCHASED SUPPLIES				2,000
Meals for poll workers & canvassing supplies	1.00	2,000.00	2,000	
43213 - MILEAGE, TRAINING & MEETINGS				1,500
Conferences (2) for Registrars and Deputies	1.00	1,500.00	1,500	
43258 - PROFESSIONAL MEMBERSHIPS				200
Annual dues - ROVAC	1.00	200.00	200	
44208 - PROFESSIONAL SERVICES				5,000
Use of polling locations	1.00	800.00	800	
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				
44217 - POSTAGE				2,600
44223 - SERVICE CONTRACTS				1,830
Service contracts for 8 tabulators	1.00	1,830.00	1,830	
State mandate				

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
44232 - PRINTING & PUBLICATIONS				9,000
Printing of ballots	1.00	9,000.00	9,000	
New district added - State legislature redistricting				
45216 - TELEPHONE				380
Monthly base charges - Town Hall office	12.00	15.00	180	
Monthly base charges - Poll locations	1.00	200.00	200	
TOTAL REGISTRARS OF VOTERS				63,529



**Town of Colchester
FY 2012-2013 Adopted 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
ADOPTED BUDGET**

INSURANCES

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Health Insurance	1,016,477	1,045,629	1,056,042	1,054,890	802,350
Other Post Employment Benefits	0	0	0	0	0
Workers Compensation Insurance	260,691	311,547	327,770	305,096	322,645
Municipal Insurance	195,311	197,452	199,751	198,386	202,103
Unemployment Compensation	10,734	31,242	39,200	16,300	23,880
TOTAL	1,483,213	1,585,870	1,622,763	1,574,672	1,350,978

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
11701 - INSURANCES				
41211 - HEALTH INSURANCE				802,350
Projected claims - 100%	1.00	881,208.00	881,208	
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)	
Anthem Dental & Vision - fully insured premium for vision rider in Administrators' Union Contract	12.00	236.25	2,835	
Estimated 5% increase				
41215 - OTHER POST-EMPLOYMENT BENEFITS				0
41260 - WORKERS' COMP INSURANCE				322,645
Workers Compensation premium	1.00	312,419.00	312,419	
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 ADOPTED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
44206 - MUNICIPAL INSURANCE				202,103
Property/I.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	
44243 - UNEMPLOYMENT COMPENSATION				23,880
Unemployment compensation paid per case.	1.00	23,000.00	23,000	
Third Party Administrator & claims management fees	4.00	220.00	880	
TOTAL INSURANCES				1,350,978

**Town of Colchester
FY 2012-2013 Adopted 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
ADOPTED BUDGET**

PROBATE

<u>ACCOUNT</u>	FY 2009-2010 ACTUAL <u>EXPENDITURES</u>	FY 2010-2011 ACTUAL <u>EXPENDITURES</u>	FY 2011-2012 ADOPTED <u>BUDGET</u>	FY 2011-2012 PROJECTED <u>ACTUALS</u>	FY 2012-2013 ADOPTED <u>BUDGET</u>
Copier	376	157	0	0	0
Office Supplies	373	0	0	0	0
Indexing & Recording	2,282	1,626	0	0	0
Postage	2,201	1,158	0	0	0
Telephone	985	534	0	0	0
Windham/Colchester Probate District	0	2,538	5,051	5,249	4,836
TOTAL	6,217	6,013	5,051	5,249	4,836

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
11702 - PROBATE				
47250 - WINDHAM-COLCHESTER PROBATE				4,836
Per capita fees	1.00	4,836.00	4,836	
Based on Department of Public Health 2010 population estimate of 16,092				
TOTAL PROBATE				4,836



**Town of Colchester
FY 2012-2013 Adopted 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.

The Information Technology Department 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
ADOPTED BUDGET**

INFORMATION TECHNOLOGY

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Regular Payroll	34,855	35,379	38,470	36,713	50,648
FICA & Retirement	2,666	2,707	2,943	2,809	3,875
Other Supplies	1,166	1,285	1,500	1,735	2,000
Professional Services	19,358	18,655	27,415	25,629	29,215
Equipment	6,989	10,542	13,000	11,974	16,500
TOTAL	65,034	68,568	83,328	78,860	102,238

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
11801 - INFORMATION TECHNOLOGY				
40101 - REGULAR PAYROLL				50,648
GIS/Project Coordinator - 15 hrs/week	1.00	24,648.00	24,648	
Network Technician - 20 hrs/week	1.00	26,000.00	26,000	
41230 - FICA & RETIREMENT				3,875
FICA & Medicare @ 7.65% of gross.	1.00	3,875.00	3,875	
42315 - OTHER SUPPLIES				2,000
Cables, network cards, memory, surge suppressors, video cards, hard drives, etc.	1.00	2,000.00	2,000	
44208 - PROFESSIONAL SERVICES				29,215
Website Hosting - annual fee plus 6 licenses	1.00	3,325.00	3,325	
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	14,600.00	14,600	
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	
48416 - OFFICE EQUIPMENT				16,500
10 New Workstations with Monitor, Microsoft Office & Adobe Acrobat	1.00	12,000.00	12,000	
Laptop Building Official - Replace PR and Selectman laptop due to failure	3.00	1,500.00	4,500	
TOTAL INFORMATION TECHNOLOGY				102,238

Public Safety



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

Public Safety

Departments

- Police
- Fire
- Civil Preparedness



**Town of Colchester
FY 2012-2013 Adopted 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 providing 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 Freshmen
 - 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
ADOPTED BUDGET**

POLICE

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Regular Payroll	597,832	565,294	586,667	598,706	665,123
Overtime	50,284	60,215	70,706	71,770	70,909
Contractual, Temporary, Occasional Payroll	590	0	1,500	0	750
Employee Related Insurances	4,275	2,610	3,124	3,124	3,267
FICA & Retirement	130,264	136,004	161,192	162,331	156,780
Copier	2,670	3,055	3,288	3,601	3,536
Office Supplies	1,799	1,611	3,300	2,200	2,200
Uniform Purchases	3,795	11,246	12,500	12,500	9,500
Police Equipment	5,942	2,577	9,500	10,169	10,500
Mileage, Training & Meetings	2,646	1,677	6,050	4,300	6,200
Professional Memberships	3,101	3,321	3,360	3,559	3,815
Resident Trooper	174,556	183,963	99,470	99,470	107,344
Resident Trooper Overtime	7,242	4,686	5,500	6,500	5,500
Professional Services	11,041	10,937	17,270	14,945	16,250
Postage	397	362	350	350	400
Printing & Publications	0	212	300	308	300
Telephone	6,453	6,549	6,660	6,506	6,600
Equipment Repairs	790	1,035	2,330	1,700	2,780
Vehicle Maintenance & Fuel	27,575	24,725	37,766	44,000	32,277
Machinery & Equipment	23,695	0	0	0	5,000
TOTAL	1,054,947	1,020,079	1,030,833	1,046,039	1,109,031

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
12101 - POLICE				
40101 - REGULAR PAYROLL				665,123
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)	
40103 - OVERTIME				70,909
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	
40105 - CONTR TEMP OCCAS				750
Temporary clerical services for vacation/leave coverage	1.00	750.00	750	
41210 - EMPLOYEE RELATED INS.				3,267
Life/AD&D Insurance	1.00	1,740.00	1,740	
Long Term Disability Insurance.	1.00	1,527.00	1,527	
41230 - FICA & RETIREMENT				156,780
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	
42233 - COPIER				3,536
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	
42301 - OFFICE SUPPLIES				2,200
General Supplies, printer supplies	1.00	2,200.00	2,200	

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
42324 - UNIFORM PURCHASES				9,500
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	
42338 - POLICE EQUIPMENT & SUPPLIES				10,500
Replace/update equipment	1.00	3,500.00	3,500	
Toughbook computer laptops	2.00	3,500.00	7,000	
43213 - MILEAGE, TRAINING & MEETINGS				6,200
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	
43258 - PROFESSIONAL MEMBERSHIPS				3,815
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	
44200 - RESIDENT TROOPER				107,344
Resident Trooper Supervisor (70% Town/30% State)	1.00	107,344.00	107,344	
Per letter from State of CT dated 2/6/12				
44204 - RESIDENT TROOPER OT				5,500
Trooper (State Police) overtime	1.00	5,500.00	5,500	
44208 - PROFESSIONAL SERVICES				16,250
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	
44217 - POSTAGE				400
Mailing costs	1.00	400.00	400	
44232 - PRINTING & PUBLICATIONS				300
Legal updates	1.00	300.00	300	

TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
45216 - TELEPHONE				6,600
Monthly base charges	12.00	115.00	1,380	
Mobile Data Terminal Service	12.00	435.00	5,220	
46224 - EQUIPMENT REPAIRS				2,780
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	
46390 - VEHICLE MAINTENANCE & FUEL				32,277
Gasoline	7,510.00	2.70	20,277	
Repairs/parts	1.00	12,000.00	12,000	
48404 - MACHINERY & EQUIPMENT				5,000
Video camera for Police cruiser	1.00	5,000.00	5,000	
TOTAL POLICE				1,109,031

**Town of Colchester
FY 2012-2013 Adopted 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)

**TOWN OF COLCHESTER
ADOPTED BUDGET**

FIRE

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Regular Payroll	337,355	360,716	400,295	399,221	432,755
Overtime	26,239	27,161	24,720	24,720	25,462
Contractual, Temporary, Occasional Payroll	28,128	32,988	39,066	36,215	39,066
Employee Related Insurances	2,494	1,641	1,779	1,666	1,900
FICA & Retirement	47,421	50,464	61,016	60,318	65,079
Copier	3,311	3,189	3,654	3,162	2,658
Office Supplies	2,079	2,246	2,550	2,525	3,550
Safety Equipment	34,101	31,399	37,338	35,470	38,975
Custodial/Maintenance Supplies	3,287	2,925	5,070	5,025	5,070
Operating Supplies	450	433	750	675	750
Technical Reference Materials	595	179	600	600	600
Emergency Medical Supplies	17,061	17,955	19,900	23,530	23,530
Fire Equipment Supplies	30,745	34,606	36,780	36,705	38,080
Firefighting Foam	2,185	1,960	2,200	2,200	2,200
Mileage, Training & Meetings	19,350	21,348	23,350	22,185	23,900
Professional Memberships	699	697	700	699	750
Professional Services	39,445	35,673	35,625	35,625	35,625
Postage	260	110	400	280	400
Service Contracts	101,441	105,768	123,902	119,044	121,162
Advertising	0	426	500	500	500
Fuel Compensation	49,999	49,834	50,000	50,000	52,500
Physicals & Testing	16,105	3,800	12,000	6,000	12,000
Telephone	4,927	4,756	5,300	5,300	9,432
Fuel & Heating	9,706	11,964	16,098	14,885	19,292
Water	850	1,180	1,500	1,500	1,500
Electricity	26,018	28,867	27,400	27,400	27,800
Equipment Repairs	6,226	4,054	6,000	4,900	6,200
Building Repairs	5,839	2,771	8,100	8,040	9,600
Other Equipment Repairs	5,856	6,166	7,600	7,600	8,560
Vehicle Maintenance & Fuel	75,104	64,786	74,490	85,000	75,564
Machinery & Equipment	10,470	1,888	2,000	3,885	1,500
Building & Grounds Improvements	5,000	2,581	5,000	5,000	4,000
TOTAL	912,746	914,531	1,035,683	1,029,875	1,089,960

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
12202 - FIRE				
40101 - REGULAR PAYROLL				432,755
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	
40103 - OVERTIME				25,462
OT for F/T employees - mandatory payment for all work performed prior to and after normal hours	1.00	25,462.00	25,462	
40105 - CONTR TEMP OCCAS				39,066
3 Chief Officers	1.00	15,240.00	15,240	
6 Captains	1.00	5,145.00	5,145	
18 Lieutenants/Engineers	1.00	3,810.00	3,810	
EMS Administrator	1.00	636.00	636	
Fire Police	1.00	1,183.00	1,183	
Per Diem	1.00	10,138.00	10,138	
On-Call differential	1.00	2,651.00	2,651	
Vacation coverage additional pay per union contract	1.00	263.00	263	
41210 - EMPLOYEE RELATED INS.				1,900
Life/AD&D Insurance.	1.00	963.00	963	
Long Term Disability Insurance.	1.00	937.00	937	
41230 - FICA & RETIREMENT				65,079
FICA & Medicare @ 7.65% of gross wages	1.00	38,044.00	38,044	
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	

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
42233 - COPIER				2,658
Monthly lease payments	12.00	121.50	1,458	
Per Copy charges @ \$.007 per copy	1.00	600.00	600	
Copy Paper	1.00	600.00	600	
42301 - OFFICE SUPPLIES				3,550
Office Supplies as needed	1.00	2,300.00	2,300	
Computer supplies	1.00	1,000.00	1,000	
Office supplies - Company 2	1.00	250.00	250	
42323 - PROT CLOTHING& SAFETY EQUIP				38,975
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	1,000.00	1,000	
Flame-resistant work uniforms for paid staff and Chief annual replacement	1.00	5,625.00	5,625	
NFPA/EMS Winter response clothing career staff annual replacement - 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	1.00	6,000.00	6,000	
continue to outfit EMS personnel with appropriate gear. Cost to replenish dated Goods, and maintain satellite first aid kits				
Miscellaneous supplies continuing replacement required by NFPA/OSHA/NIOSH	1.00	2,250.00	2,250	
42331 - CUSTODIAL/MAINTENANCE SUPPLIES				5,070
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	
42340 - OPERATING SUPPLIES				750
cleaning agents, vehicle maintenance supplies, water softener salts, wax, rags, etc. - Company 2	1.00	750.00	750	
42343 - TECHNICAL REFERENCE MATERIALS				600
Annual periodicals & subscriptions for various Fire Rescue & EMS topics 12 month subscriptions	1.00	600.00	600	

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
42345 - EMERGENCY MEDICAL SUPPLIES				23,530
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	
42346 - FIRE EQUIP SUPPLIES				38,080
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	5,000.00	5,000	
Replacement of portable radio chargers - 6	1.00	1,700.00	1,700	
Replacement of pagers Motorola Minitor V (Fire/EMS/Cadet) - 6	1.00	4,000.00	4,000	
Rescue equipment - trench, water, ice rescue	1.00	2,000.00	2,000	
Fire Police equipment	1.00	3,880.00	3,880	
personnel gear and equipment updates				
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	
42347 - FIRE FIGHTING FOAM				2,200
Firefighting foam	1.00	2,200.00	2,200	
43213 - MILEAGE, TRAINING & MEETINGS				23,900
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.	1.00	17,500.00	17,500	
ongoing training for Career staff/volunteers				
43258 - PROFESSIONAL MEMBERSHIPS				750
Professional Affiliations - dues for NFPA, Fire Chiefs, Safety Officer, etc.	1.00	750.00	750	

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
44208 - PROFESSIONAL SERVICES				35,625
Shared Response payments - 7.5% of revenue from ambulance billings	1.00	35,625.00	35,625	
Estimated revenue of \$475,000				
44217 - POSTAGE				400
Postage fees to send out for repair/return postage of repaired items	1.00	400.00	400	
44223 - SERVICE CONTRACTS				121,162
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	
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 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
44231 - ADVERTISING				500
Bid advertising	1.00	500.00	500	
44243 - COMPENSATION				52,500
Fuel remuneration for firefighters (increase in fuel costs)	1.00	52,500.00	52,500	
44286 - PHYSICALS & TESTING				12,000
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	
45216 - TELEPHONE				9,432
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	
45221 - FUEL/HEATING				19,292
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	
45350 - WATER				1,500
Static & dry hydrants.	1.00	1,500.00	1,500	
45622 - ELECTRIC				27,800
Electricity - Company 1	1.00	24,400.00	24,400	
Electricity - Company 2	1.00	3,400.00	3,400	
46224 - EQUIPMENT REPAIRS				6,200
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 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
46226 - BUILDING REPAIRS				9,600
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	1,500.00	1,500	
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				
46327 - OTHER EQUIPMENT REPAIR				8,560
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	960.00	960	
46390 - VEHICLE MAINTENANCE & FUEL				75,564
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	
48404 - MACHINERY & EQUIPMENT				1,500
Security system continuations - entry identification	1.00	1,500.00	1,500	
48417 - BLDG & GROUNDS IMPROVEMENTS				4,000
50% of fees for installing fire hydrants. Remaining 50% paid by Water Dept.	1.00	4,000.00	4,000	
Joint infrastructure program for water distribution system				
TOTAL FIRE				1,089,960



**Town of Colchester
FY 2012-2013 Adopted 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, tuning 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
ADOPTED BUDGET**

CIVIL PREPAREDNESS

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Regular Payroll	2,268	2,170	2,268	2,314	2,314
FICA	158	151	174	177	177
Office Supplies	0	93	300	150	300
Other Purchased Supplies	0	0	1,000	1,688	2,000
Emergency Medical Supplies	0	467	750	500	750
Professional Memberships	0	0	75	50	75
Postage	0	0	25	0	25
Service Contracts	1,116	1,616	400	1,236	1,236
Printing & Publications	0	0	250	100	250
Telephone	2,490	2,538	2,500	1,800	2,500
Equipment Repairs	905	0	1,500	1,500	1,500
Machinery & Equipment	0	1,270	1,500	1,000	1,500
TOTAL	6,937	8,305	10,742	10,515	12,627

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

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

Public Works



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

Public Works

Departments

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



**Town of Colchester
FY 2012-2013 Adopted 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, shared position with Sewer & Water)

Director of Operations (full-time)

Administrative Assistant (full-time, shared position with Sewer & Water)

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 inquiries 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
ADOPTED BUDGET**

PUBLIC WORKS ADMINISTRATION

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Regular Payroll	126,815	130,859	135,018	134,349	139,851
Contractual, Temporary, Occasional Payroll	9,476	662	0	0	0
Employee Related Insurances	717	441	489	489	490
FICA & Retirement	18,957	18,812	19,646	19,594	20,628
Copier	278	283	322	282	322
Office Supplies	153	320	300	300	300
Safety Equipment	161	130	459	459	599
Professional Memberships	0	106	150	187	200
Postage	61	48	100	50	100
Advertising	88	176	500	200	500
Telephone	1,405	1,199	1,700	1,500	1,700
TOTAL	158,111	153,036	158,684	157,410	164,690

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
13200 - PUBLIC WORKS ADMINISTRATION				
40101 - REGULAR PAYROLL				139,851
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	
41210 - EMPLOYEE RELATED INS.				490
Life/AD&D Insurance	1.00	233.00	233	
Long Term Disability	1.00	257.00	257	
41230 - FICA & RETIREMENT				20,628
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	
42233 - COPIER				322
Annual lease Copier	12.00	21.00	252	
Per copy charges	1.00	70.00	70	
42301 - OFFICE SUPPLIES				300
42323 - PROT CLOTHING& SAFETY EQUIP				599
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	
43258 - PROFESSIONAL MEMBERSHIPS				200
American Public Works Assn & CT Highway Supv.Assn - Annual Memberships	1.00	200.00	200	

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
44217 - POSTAGE				100
44231 - ADVERTISING				500
Advertising for bids	1.00	500.00	500	
45216 - TELEPHONE				1,700
Cell phones - Director of Operations and 50% for Public Works Director, & department use	1.00	1,700.00	1,700	
TOTAL PUBLIC WORKS ADMINISTRATION				164,690

**Town of Colchester
FY 2012-2013 Adopted 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, Shaillor 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
ADOPTED BUDGET**

HIGHWAY

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Regular Payroll	343,348	335,344	394,006	384,936	415,381
Overtime	8,151	6,256	12,500	18,778	12,500
Contractual, Temporary, Occasional Payroll	270	340	500	500	500
Employee Related Insurances	3,070	1,659	1,825	1,825	1,827
FICA & Retirement	42,430	39,800	50,596	49,967	53,243
Safety Equipment	4,058	4,202	4,531	4,041	4,551
Other Purchased Supplies	142,079	141,358	158,478	149,596	158,383
Mileage, Training & Meetings	2,212	2,060	2,800	2,200	2,800
Professional Services	17,486	22,354	14,740	24,597	14,960
Equipment Rental	11,935	13,883	17,066	15,000	17,677
Uniform Rental	4,056	4,209	4,696	4,696	4,696
Traffic Control	75,371	77,032	80,500	79,000	80,500
Equipment Repairs	96	162	13,400	13,178	200
Vehicle Maintenance & Fuel	190,590	170,625	180,644	210,000	180,751
Road Improvements	125,738	319,865	400,000	399,953	400,000
TOTAL	970,890	1,139,149	1,336,282	1,358,267	1,347,969

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
13201 - HIGHWAY				
40101 - REGULAR PAYROLL				415,381
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	
40103 - OVERTIME				12,500
Roads Overtime (not snow)	1.00	12,500.00	12,500	
40105 - CONTR TEMP OCCAS				500
Tree Warden -\$100 plus 5 CEUs/year	1.00	500.00	500	
41210 - EMPLOYEE RELATED INS.				1,827
Life/AD&D Insurance	1.00	675.00	675	
Long Term Disability	1.00	1,152.00	1,152	
41230 - FICA & RETIREMENT				53,243
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	
42323 - PROT CLOTHING& SAFETY EQUIP				4,551
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 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
42340 - OTHER PURCHASED SUPPLIES				158,383
Meals in storms (emergencies)	1.00	150.00	150	
7 Catch Basins	7.00	711.00	4,977	
3 palletts CB Block, 1 pallett 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	
SAND, SALT, GRAVEL, CEMENT				
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	
TRAFFIC CONTROL SIGNS				
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	
43213 - MILEAGE, TRAINING & MEETINGS				2,800
Training seminars & educational programs, mileage reimbursement	1.00	2,800.00	2,800	
44208 - PROFESSIONAL SERVICES				14,960
Blasting & other contracted services - tree removals	1.00	13,000.00	13,000	
PHYSICALS:				
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	
44237 - EQUIPMENT RENTAL				17,677
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 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
44238 - UNIFORM RENTALS				4,696
Uniform rental including ERSC, delivery & damage charges	1.00	4,696.00	4,696	
45389 - TRAFFIC CONTROL LIGHTS				80,500
Traffic Light - Norwich Ave.- at CIS and average of all lights	1.00	80,500.00	80,500	
46224 - EQUIPMENT REPAIRS				200
Radio repairs and batteries	1.00	200.00	200	
46390 - VEHICLE MAINTENANCE & FUEL				180,751
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	
48439 - ROAD IMPROVEMENT				400,000
Road Improvement/Paving projects and Maintenance	1.00	400,000.00	400,000	
TOTAL HIGHWAY				1,347,969

**Town of Colchester
FY 2012-2013 Adopted 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 15th
- Have 100% of all snow removal equipment ready to go by November 15th
- Target 30K mile/2,000 hour oil change interval using superior lubricants
- Implementation of fleet maintenance software

**TOWN OF COLCHESTER
ADOPTED BUDGET**

FLEET MAINTENANCE

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Regular Payroll	217,872	213,699	221,241	223,425	231,174
Overtime	61	2,686	1,000	1,000	3,000
Contractual, Temporary, Occasional Payroll	900	900	900	900	900
Employee Related Insurances	1,742	887	888	888	888
FICA & Retirement	28,774	28,352	30,022	30,293	31,740
Office Supplies	125	149	150	200	500
Safety Equipment	1,155	1,065	1,160	1,040	2,320
Custodial/Maintenance Supplies	457	0	500	700	1,000
Fleet Repair & Maintenance Supplies	29,559	25,697	25,000	25,000	25,000
Mileage, Training & Meetings	0	0	100	100	600
Professional Memberships	200	200	200	200	200
Professional Services	125	0	250	150	250
Service Contracts	6,328	8,586	14,034	13,900	17,540
Uniform Rental	3,215	3,021	3,016	3,241	3,241
Telephone	1,111	1,678	960	1,368	0
Fuel & Heating	2,651	2,609	3,256	2,490	4,750
Electricity	11,324	11,433	11,500	11,500	11,500
Equipment Repairs	3,247	2,847	2,000	5,000	2,000
Building Repairs	4,942	6,673	14,592	14,592	13,500
Vehicle Maintenance & Fuel	7,706	8,749	8,740	10,148	8,815
Machinery & Equipment	0	3,700	0	0	6,300
Office Equipment	0	0	0	0	1,500
TOTAL	321,494	322,931	339,509	346,135	366,718

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
13202 - FLEET MAINTENANCE				
40101 - REGULAR PAYROLL				231,174
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	
40103 - OVERTIME				3,000
Overtime	1.00	3,000.00	3,000	
40105 - CONTR TEMP OCCAS				900
Tool allowance - 3 employees @ \$25 per month	12.00	75.00	900	
41210 - EMPLOYEE RELATED INS.				888
Life/AD&D Insurance	1.00	375.00	375	
Long Term Disability Insurance	1.00	513.00	513	
41230 - FICA & RETIREMENT				31,740
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	
42301 - OFFICE SUPPLIES				500
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	
42323 - PROT CLOTHING& SAFETY EQUIP				2,320
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	
42331 - CUSTODIAL/MAINTENANCE SUPPLIES				1,000
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				

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
42341 - FLEET REPAIR & MAINT SUPPLIES				25,000
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	
43213 - MILEAGE, TRAINING & MEETINGS				600
Nutmeg On-Line Technical University - \$300 first user, \$100 each additional user (3)	1.00	600.00	600	
Diagnostic training for Navistar electronics				
43258 - PROFESSIONAL MEMBERSHIPS				200
Motor Transport Assoc. Membership for Town-wide drug and alcohol testing	1.00	200.00	200	
44208 - PROFESSIONAL SERVICES				250
Random Drug Testing	1.00	250.00	250	
44223 - SERVICE CONTRACTS				17,540
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	
44238 - UNIFORM RENTALS				3,241
Uniforms (4 men x 52 weeks) & shop towels, includes delivery, ERSC & shop towel maintenance fees	1.00	3,241.00	3,241	

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
45221 - FUEL/HEATING				4,750
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	
45622 - ELECTRIC				11,500
Electric for Fleet & Highway at Town Garage, Highway Wash bay & Salt shed	1.00	11,500.00	11,500	
46224 - EQUIPMENT REPAIRS				2,000
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.				
46226 - BUILDING REPAIRS				13,500
Maintain Interior/Exterior of Complex	1.00	5,000.00	5,000	
Replace shingles on top section of salt shed roof	1.00	2,500.00	2,500	
Shingles have blown off				
Replace 4 overhead door openers	4.00	1,500.00	6,000	
These openers are on the main repair bays which see the most use - will be replaced with industrial quality units				
46390 - VEHICLE MAINTENANCE & FUEL				8,815
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	
48404 - MACHINERY & EQUIPMENT				6,300
Pair of air operated truck jacks	1.00	6,300.00	6,300	
This system will be used to raise fire apparatus, senior busses, and plow trucks several feet to work on.				
48416 - OFFICE EQUIPMENT				1,500
Computer work station & chair for staff to utilize new Fleet software, and desk & chair for office	1.00	1,500.00	1,500	
TOTAL FLEET MAINTENANCE				366,718

**Town of Colchester
FY 2012-2013 Adopted 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
ADOPTED BUDGET**

GROUNDS MAINTENANCE

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Regular Payroll	233,018	221,089	230,512	212,413	231,674
Overtime	3,037	2,046	2,500	6,870	4,500
Contractual, Temporary, Occasional Payroll	10,316	17,663	37,000	15,000	33,000
Employee Related Insurances	1,683	1,094	1,137	1,011	1,138
FICA & Retirement	26,823	27,952	32,094	28,482	31,544
Safety Equipment	2,056	1,550	1,800	1,617	2,200
Custodial/Maintenance Supplies	2,921	2,981	3,000	3,000	3,000
Grounds Maintenance Supplies	13,373	12,517	15,600	14,500	15,600
Other Purchased Supplies	5,081	4,541	4,550	4,550	4,900
Mileage, Training & Meetings	20	0	250	40	300
Professional Services	5,128	5,189	7,140	5,500	7,150
Service Contracts	2,748	1,021	900	900	920
Advertising	35	69	200	75	200
Equipment Rental	546	99	500	500	500
Uniform Rental	2,424	2,114	2,500	2,500	2,500
Telephone	811	609	420	585	420
Fuel & Heating	1,713	1,247	1,937	1,600	2,470
Electricity	27,362	24,231	28,500	25,500	28,500
Equipment Repairs	1,432	243	800	800	800
Building Repairs	698	3,555	1,500	1,500	1,500
Other Repairs	3,296	1,250	2,000	2,000	2,000
Vehicle Maintenance & Fuel	61,628	69,567	69,756	49,000	39,746
Machinery & Equipment	875	1,157	4,400	4,200	10,600
TOTAL	407,024	401,784	448,996	382,143	425,162

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
13203 - GROUNDS MAINTENANCE				
40101 - REGULAR PAYROLL				231,674
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	
40103 - OVERTIME				4,500
Overtime for Parks Maintenance	1.00	4,500.00	4,500	
40105 - CONTR TEMP OCCAS				33,000
Seasonal Park Maintenance Crew	1.00	33,000.00	33,000	
41210 - EMPLOYEE RELATED INS.				1,138
Life/AD&D insurance.	1.00	450.00	450	
Long Term Disability insurance.	1.00	688.00	688	
41230 - FICA & RETIREMENT				31,544
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	
42323 - PROT CLOTHING& SAFETY EQUIP				2,200
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	
42331 - CUSTODIAL/MAINTENANCE SUPPLIES				3,000
Custodial supplies for parks garage & restrooms	1.00	3,000.00	3,000	
42334 - GROUNDS MAINTENANCE SUPPLIES				15,600
Infield clay mix, turface, topsoil, fertilizer, grass seed, bark mulch (landscaping & playgrounds)	1.00	15,600.00	15,600	
42340 - OTHER PURCHASED SUPPLIES				4,900
Motor oil and lubricants, string, tape, paint & paint supplies, signs, hand tools & sound equipment	1.00	4,900.00	4,900	
43213 - MILEAGE, TRAINING & MEETINGS				300
Parks Crew training	1.00	300.00	300	

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
44208 - PROFESSIONAL SERVICES				7,150
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	
44223 - SERVICE CONTRACTS				920
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	
44231 - ADVERTISING				200
Bid Advertising	1.00	200.00	200	
44237 - EQUIPMENT RENTAL				500
Leaf blowers, generators, light towers, generator, etc.	1.00	500.00	500	
44238 - UNIFORM RENTALS				2,500
Parks Maintenance Crew uniforms.	1.00	2,500.00	2,500	
45216 - TELEPHONE				420
Cell Phone - Parks Maintenance Crew Leader - monthly charges	12.00	35.00	420	
45221 - FUEL/HEATING				2,470
Parks Garage - Propane	1,300.00	1.90	2,470	
45622 - ELECTRIC				28,500
Recplex/Garage - Electricity	12.00	2,375.00	28,500	
46224 - EQUIPMENT REPAIRS				800
General repairs on Park equipment.	1.00	800.00	800	
46226 - BUILDING REPAIRS				1,500
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 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
46229 - OTHER REPAIR SERVICES				2,000
Repairs for picnic tables, bleachers, batting cages, equipment, scoreboards, etc. (Not for buildings)	1.00	2,000.00	2,000	
46390 - VEHICLE MAINTENANCE & FUEL				39,746
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	
48404 - MACHINERY & EQUIPMENT				10,600
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				
TOTAL GROUNDS MAINTENANCE				425,162



**TOWN OF COLCHESTER
ADOPTED BUDGET**

SNOW REMOVAL

<u>ACCOUNT</u>	FY 2009-2010 ACTUAL <u>EXPENDITURES</u>	FY 2010-2011 ACTUAL <u>EXPENDITURES</u>	FY 2011-2012 ADOPTED <u>BUDGET</u>	FY 2011-2012 PROJECTED <u>ACTUALS</u>	FY 2012-2013 ADOPTED <u>BUDGET</u>
Overtime	80,582	90,035	90,000	90,000	94,500
FICA	5,922	6,485	6,885	6,885	7,229
Sand & Salt Supplies	166,152	144,272	132,520	132,520	133,121
Other Purchased Supplies	25,293	27,430	37,294	37,294	37,294
Professional Services	55,827	262,534	145,720	145,720	147,252
TOTAL	333,776	530,756	412,419	412,419	419,396

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
13204 - SNOW REMOVAL				
40103 - OVERTIME				94,500
Town Crew - snow removal 20 men (20 x \$30 rate x 15 storms x 10 hrs) + 5%	1.00	94,500.00	94,500	
41230 - FICA				7,229
FICA 7.65%	1.00	7,229.00	7,229	
42333 - SAND SALT GRAVEL				133,121
300 yds sand @ \$17/yd	300.00	17.00	5,100	
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	
42340 - OTHER PURCHASED SUPPLIES				37,294
Mail boxes and posts	45.00	30.00	1,350	
Snow Plow cutting edges	1.00	26,200.00	26,200	
Meals for town crew during snow storms	200.00	48.00	9,600	
\$17 x20 employees x 10storms, \$31 x 20 employees x 10 storms				
Tools for parks and rec crew - shovels and spreaders	1.00	144.00	144	
44208 - PROFESSIONAL SERVICES				147,252
Hired trucks, sanders, drivers - 4 for 9 storms x 9 hrs avg @ \$148/hr	324.00	148.00	47,952	
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	
TOTAL SNOW REMOVAL				419,396

**Town of Colchester
FY 2012-2013 Adopted 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 – funded by BOE)

Custodians (part-time - 2)

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
ADOPTED BUDGET**

FACILITIES

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Regular Payroll	61,146	68,344	78,681	76,554	82,060
Overtime	0	0	0	440	0
Employee Related Insurances	312	152	311	311	343
FICA & Retirement	7,793	8,916	10,403	10,333	10,560
Custodial/Maintenance Supplies	4,730	5,513	5,300	5,300	5,300
Paint & Paint Supplies	0	0	1,000	1,000	1,000
Mileage, Training & Meetings	604	656	0	0	0
Service Contracts	11,065	19,969	10,691	12,343	10,841
Advertising	361	118	500	300	500
Telephone	9,797	7,468	10,428	8,484	3,672
Fuel & Heating	2,832	9,799	8,400	8,400	10,050
Electricity	60,673	59,893	60,650	60,648	60,660
Building Repairs	5,640	8,723	4,000	4,123	4,000
Vehicle Maintenance & Fuel	0	414	500	2,300	2,120
Building & Grounds Improvements	0	0	0	0	1,000
TOTAL	164,953	189,965	190,864	190,536	192,106

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
13205 - FACILITIES				
40101 - REGULAR PAYROLL				82,060
Facilities Manager - (50% Town/50% BOE)	1.00	34,677.00	34,677	
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	
41210 - EMPLOYEE RELATED INS.				343
Life/AD&D insurance	1.00	103.00	103	
Long-term disability insurance	1.00	240.00	240	
41230 - FICA & RETIREMENT				10,560
FICA & Medicare @ 7.65% of gross wages	1.00	6,117.00	6,117	
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	
42331 - CUSTODIAL/MAINTENANCE SUPPLIES				5,300
Paper goods and general cleaning supplies for Town Hall	1.00	5,300.00	5,300	
42332 - PAINT & PAINT SUPPLIES				1,000
Supplies to paint offices	1.00	1,000.00	1,000	
44223 - SERVICE CONTRACTS				10,841
Security System Service and Monitoring - Town Hall	1.00	216.00	216	
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	
44231 - ADVERTISING				500
Advertising for annual bidding of supplies and services	1.00	500.00	500	
45216 - TELEPHONE				3,672
Elevator phone - monthly charges	12.00	26.00	312	
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 ADOPTED BUDGET - DETAIL

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



**Town of Colchester
FY 2012-2013 Adopted 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
ADOPTED BUDGET**

ENGINEERING

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Regular Payroll	81,315	81,141	81,315	82,982	86,014
Employee Related Insurances	857	278	278	279	279
FICA & Retirement	12,221	12,210	12,464	12,781	13,401
Copier	630	630	630	630	630
Office Supplies	0	432	445	445	445
Mileage, Training & Meetings	1,072	507	1,000	1,000	1,000
Professional Memberships	545	550	550	550	550
TOTAL	96,640	95,748	96,682	98,667	102,319

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
13301 - ENGINEERING				
40101 - REGULAR PAYROLL				86,014
Town Engineer	1.00	85,264.00	85,264	
Longevity	1.00	750.00	750	
41210 - EMPLOYEE RELATED INS.				279
Life/AD&D Insurance	1.00	150.00	150	
Long Term Disability Insurance	1.00	129.00	129	
41230 - FICA & RETIREMENT				13,401
FICA @ 7.65% of gross wages	1.00	6,580.00	6,580	
Defined Contribution 401(a) Plan @ 8%	1.00	6,821.00	6,821	
42233 - COPIER				630
Monthly lease (shared cost w/ Planning & Code Administration)	12.00	43.00	516	
Supplies (shared cost with Planning & Code Administration)	1.00	114.00	114	
42301 - OFFICE SUPPLIES				445
Shared cost with Planning & Code Administration	1.00	445.00	445	
43213 - MILEAGE, TRAINING & MEETINGS				1,000
Inspections, meetings, & workshops, continuing education, attendance at job related classes (e.g. Storm Water & Pavement Management)	1.00	1,000.00	1,000	
43258 - PROFESSIONAL MEMBERSHIPS				550
Professional Registration Fees & membership dues (e.g. CASHO, ASCE & PE license)	0.00	0.00	550	
TOTAL ENGINEERING				102,319

**Town of Colchester
FY 2012-2013 Adopted 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 in 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 with Highway Division)

Transfer Station Equipment Operator (shared 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
ADOPTED BUDGET**

TRANSFER STATION

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Regular Payroll	48,369	66,611	73,937	74,668	78,125
Overtime	10,028	5,133	1,500	6,088	1,500
Employee Related Insurances	423	329	387	375	400
FICA & Retirement	6,609	7,843	8,444	9,912	9,998
Office Supplies	111	115	250	125	250
Safety Equipment	400	391	600	400	600
Other Purchased Supplies	350	484	1,100	1,448	1,100
Transportation	99,986	81,226	109,284	95,000	95,000
Mileage, Training & Meetings	344	562	670	500	670
Professional Services	18,283	23,161	27,015	26,070	27,015
Service Contracts	738	622	810	684	810
Uniform Rental	829	724	853	1,190	853
Landfill Operation	756	912	1,000	830	1,000
Septage Disposal Facility	13,300	13,300	13,300	13,300	13,300
Telephone	406	371	420	405	420
Electricity	1,937	2,086	1,560	2,110	1,800
Building Repairs	5,004	1,060	1,000	1,000	1,000
Household Hazardous Waste Disposal	9,567	10,000	10,000	10,000	10,000
Vehicle Maintenance & Fuel	7,948	7,724	10,376	10,100	9,000
TOTAL	225,388	222,654	262,506	254,205	252,841

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
13601- TRANSFER STATION				
40101 - REGULAR PAYROLL				78,125
Transfer Station Operator - Step 7 (8 hrs/day)	1.00	40,227.00	40,227	
Equipment Operator - Step 4	1.00	37,898.00	37,898	
40103 - OVERTIME				1,500
Overtime (not Saturday)	1.00	1,500.00	1,500	
41210 - EMPLOYEE RELATED INS.				400
Life/AD&D Insurance	1.00	150.00	150	
Long Term Disability	1.00	250.00	250	
41230 - FICA & RETIREMENT				9,998
FICA @ 7.65% of gross wages	1.00	6,092.00	6,092	
Defined Contribution 401(a) Plan @ 5%	1.00	3,906.00	3,906	
42301 - OFFICE SUPPLIES				250
Cash register supplies, wasp spray, garbage bags, rags, etc.	1.00	250.00	250	
42323 - PROT CLOTHING& SAFETY EQUIP				600
Safety boot allowance	2.00	200.00	400	
Gloves, dust mask, eye/ear protection, etc.	1.00	200.00	200	
42340 - OTHER PURCHASED SUPPLIES				1,100
Ladders, poles, Tarps, Bin covers	1.00	300.00	300	
Hand tools - day to day maintenance	1.00	200.00	200	
Paint & paint supplies	1.00	100.00	100	
Sand, salt, gravel, cements, for station roads and pads, etc.	1.00	250.00	250	
Ground supplies - seed, fertilizer, signs, erosion control mats, hay bales, etc.	1.00	250.00	250	
43212 - TRANSPORTATION				95,000
Hauling, disposal & recycling costs	1.00	95,000.00	95,000	
43213 - MILEAGE, TRAINING & MEETINGS				670
2 training courses @ \$65 per course	2.00	65.00	130	
Mileage - estimated \$45 per month	12.00	45.00	540	

TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
44208 - PROFESSIONAL SERVICES				27,015
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	
44223 - SERVICE CONTRACTS				810
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	
44238 - UNIFORM RENTALS				853
2 employees, 52 weeks	1.00	853.00	853	
44259 - LANDFILL OPERATION				1,000
Permits (operating & scale), registration, incidental expenses	1.00	830.00	830	
Other incidental operating expenses	1.00	170.00	170	
44270 - SEPTAGE DISPOSAL FACILITY				13,300
Annual Fee to East Hampton for Colchester's share of septage disposal facility	1.00	13,300.00	13,300	
45216 - TELEPHONE				420
Monthly charges	1.00	420.00	420	
45622 - ELECTRIC				1,800
Electricity	12.00	150.00	1,800	
46226 - BUILDING REPAIRS				1,000
Repairs to tipping pad railings and posts, gatehouse, garage, storage areas, etc.	1.00	1,000.00	1,000	
46228 - HOUSEHOLD HAZARD DISPOSAL				10,000
Household Hazardous Waste program - Colchester's share of the 9 annual events in SE CT, including Colchester	1.00	10,000.00	10,000	
46390 - VEHICLE MAINTENANCE & FUEL				9,000
Equipment Gasoline/Diesel	560.00	3.25	1,820	
Equipment Repairs	1.00	7,180.00	7,180	
TOTAL TRANSFER STATION				252,841



Community & Human Services



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

Community & Human Services

Departments

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



**Town of Colchester
FY 2012-2013 Adopted 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
ADOPTED BUDGET**

YOUTH & SOCIAL SERVICES

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Regular Payroll	198,041	196,141	219,701	231,774	230,726
Overtime	716	0	0	177	0
Contractual, Temporary, Occasional Payroll	7,545	10,096	8,777	8,777	10,605
Employee Related Insurances	3,088	916	919	798	922
FICA & Retirement	25,333	27,163	30,080	30,539	31,699
Copier	0	0	1,740	1,755	1,860
Office Supplies	2,041	1,626	1,800	1,800	1,800
Mileage, Training & Meetings	2,403	1,121	2,775	2,775	2,110
Professional Memberships	605	527	575	575	575
Subscriptions	75	0	75	75	45
Professional Services	276	153	310	310	167
Postage	1,375	1,311	1,500	1,500	1,500
Service Contracts	1,381	694	1,270	1,270	1,270
Printing & Publications	1,500	497	1,500	1,500	500
Telephone	2,721	2,624	2,367	2,367	2,352
Fuel & Heating	2,297	2,259	3,360	3,360	4,020
Electricity	1,333	1,214	1,440	1,440	1,440
Building Repairs	727	151	1,000	1,000	1,000
Vehicle Maintenance & Fuel	2,913	2,734	5,008	5,008	5,455
Programs	12,771	11,392	16,500	16,500	15,500
TOTAL	267,141	260,619	300,697	313,300	313,546

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
14102 - YOUTH & SOCIAL SERVICES				
40101 - REGULAR PAYROLL				230,726
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	22,693.00	22,693	
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	2,250.00	2,250	
Longevity	1.00	1,550.00	1,550	
40105 - CONTR TEMP OCCAS				10,605
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	
41210 - EMPLOYEE RELATED INS.				922
Life/AD&D insurance.	1.00	420.00	420	
Long Term Disability insurance	1.00	502.00	502	
41230 - FICA & RETIREMENT				31,699
FICA/Medicare @ 7.65% of gross wages.	1.00	18,512.00	18,512	
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	
42233 - COPIER				1,860
Monthly fee for copier/fax machine	12.00	155.00	1,860	
42301 - OFFICE SUPPLIES				1,800
43213 - MILEAGE, TRAINING & MEETINGS				2,110
Registration fees for professional development conferences/training	1.00	1,000.00	1,000	
Mileage reimbursement at 55.5 cents per mile	1.00	1,110.00	1,110	
43258 - PROFESSIONAL MEMBERSHIPS				575
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 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
43342 - SUBSCRIPTIONS				45
Youth Today subscription	1.00	45.00	45	
To keep abreast of trends/issues impacting youth and families				
44208 - PROFESSIONAL SERVICES				167
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	
44217 - POSTAGE				1,500
Mailings to social service clients and youth participants	1.00	1,500.00	1,500	
44223 - SERVICE CONTRACTS				1,270
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	
44232 - PRINTING & PUBLICATIONS				500
Newsletter, brochures, advertising materials, copies	1.00	500.00	500	
45216 - TELEPHONE				2,352
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				
45221 - FUEL/HEATING				4,020
Heating oil - Youth Center	1,200.00	3.35	4,020	
45622 - ELECTRIC				1,440
Electricity - Youth Center	12.00	120.00	1,440	
46226 - BUILDING REPAIRS				1,000
Youth Center - plumbing, heating, building repairs	1.00	1,000.00	1,000	

TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
46390 - VEHICLE MAINTENANCE & FUEL				5,455
Repairs and maintenance	1.00	1,000.00	1,000	
Gasoline	1,650.00	2.70	4,455	
47282 - PROGRAMS				15,500
Youth programs, curriculum, videos, materials, supplies, refreshments, etc.	1.00	13,500.00	13,500	
Contribution to TVCCA	1.00	2,000.00	2,000	
For services provided to Colchester residents				
TOTAL YOUTH & SOCIAL SERVICES				313,546

**Town of Colchester
FY 2012-2013 Adopted 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
ADOPTED BUDGET**

HEALTH

<u>ACCOUNT</u>	FY 2009-2010 ACTUAL EXPENDITURES	FY 2010-2011 ACTUAL EXPENDITURES	FY 2011-2012 ADOPTED BUDGET	FY 2011-2012 PROJECTED ACTUALS	FY 2012-2013 ADOPTED BUDGET
Regular Payroll	136,212	137,108	0	950	0
Employee Related Services	932	447	0	0	0
FICA & Retirement	16,856	18,137	0	73	0
Copier	1,100	1,100	0	0	0
Office Supplies	0	961	0	0	0
Safety Equipment	0	901	0	0	0
Other Purchased Supplies	0	184	0	0	0
Mileage, Training & Meetings	1,496	1,496	0	0	0
Professional Memberships	760	581	0	0	0
Professional Services	425	0	0	0	0
Printing & Publications	0	312	0	0	0
Telephone	1,215	961	0	0	0
Vehicle Maintenance & Fuel	560	592	0	0	0
Chatham Health District	0	0	129,401	129,401	132,759
TOTAL	159,556	162,780	129,401	130,424	132,759

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
14201 - HEALTH				
47260 - CHATHAM HEALTH DISTRICT				
Per capita fees	1.00	132,759.00	132,759	132,759
Based on Department of Public Health 2010 population estimate of 16,092				
TOTAL HEALTH				132,759



**Town of Colchester
FY 2012-2013 Adopted 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 49 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
ADOPTED BUDGET**

CRAGIN LIBRARY

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Regular Payroll	350,929	313,790	327,495	323,430	329,141
Overtime	16,217	0	0	389	0
Employee Related Insurances	2,101	1,214	1,217	1,209	1,225
FICA & Retirement	43,970	37,744	43,644	43,537	43,417
Copier	1,614	1,297	1,548	1,548	1,548
Office Supplies	3,273	3,637	3,900	3,900	3,900
Custodial/Maintenance Supplies	2,807	982	2,000	2,000	2,000
Books, Magazines, & Periodicals	27,093	34,042	45,000	45,000	48,500
Library Media Supplies	1,886	4,967	5,000	5,000	5,000
Mileage, Training & Meetings	549	349	700	550	1,000
Professional Memberships	810	565	980	985	995
Data Processing	0	30,353	30,729	30,729	30,945
Postage	1,427	308	350	350	350
Service Contracts	9,451	8,907	8,334	8,258	9,199
Printing & Publications	0	168	0	175	352
Telephone	3,061	1,935	3,000	2,770	3,000
Fuel & Heating	8,857	12,824	15,400	10,220	18,425
Water & Sewer	2,820	2,879	2,690	2,690	2,856
Electricity	38,266	34,422	41,100	38,800	41,000
Equipment Repairs	184	0	200	0	200
Building Repairs	1,364	1,279	1,500	1,444	1,500
Programs	150	500	500	500	500
TOTAL	516,829	492,162	535,287	523,484	545,053

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
15101 - CRAGIN LIBRARY				
40101 - REGULAR PAYROLL				329,141
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	18,274.00	18,274	
Part-time Circulation Clerk (19 hrs/week)	1.00	8,248.00	8,248	
Part-time Circulation Clerk (19 hrs/week)	1.00	7,917.00	7,917	
Part-time Circulation Clerk (15 hrs/week)	1.00	6,994.00	6,994	
Part-time Shelves (1.5 hrs/day)	3.00	3,300.00	9,900	
41210 - EMPLOYEE RELATED INS.				1,225
Life/AD&D insurance.	1.00	525.00	525	
Long Term Disability insurance.	1.00	700.00	700	
41230 - FICA & RETIREMENT				43,417
FICA & Medicare @ 7.65% of gross wages	1.00	25,178.00	25,178	
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	
42233 - COPIER				1,548
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				
42301 - OFFICE SUPPLIES				3,900
Office supplies. Copier and printer paper, toner, general office materials	1.00	3,900.00	3,900	
42331 - CUSTODIAL/MAINTENANCE SUPPLIES				2,000
Custodial & building maintenance supplies: cleaners, carpet shampoo, toilet paper, paper towels	1.00	2,000.00	2,000	
42342 - BOOKS, MAGAZINES & PERIODICALS				48,500
Books, magazines, DVDs, audiobooks, e-books for all ages	1.00	48,500.00	48,500	
42344 - LIBRARY MEDIA SUPPLIES				5,000
Processing and repair materials for library books, magazines and media items	1.00	5,000.00	5,000	

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
43213 - MILEAGE, TRAINING & MEETINGS				1,000
Mileage @ 55.5 cents per mile.	1.00	1,000.00	1,000	
Workshops, Cont. Ed., Conferences, Staff development				
43258 - PROFESSIONAL MEMBERSHIPS				995
American Library Association (ALA) Prof. journal, continuing education, and discounted purchases	1.00	130.00	130	
Connecticut Library Consortium (CLC)	1.00	560.00	560	
Statewide Library discount program & continuing education				
Provides deep discounts for library books, media & library supplies				
Connecticut Library Association (CLA)	1.00	170.00	170	
Continuing Education and discounts.				
Public Library Association (PLA)	1.00	55.00	55	
Colchester Business Association	1.00	80.00	80	
44205 - DATA PROCESSING				30,945
Consortium membership - regionalization, resource sharing	1.00	30,945.00	30,945	
44217 - POSTAGE				350
Business correspondence, overdue notices, etc.	1.00	350.00	350	
44223 - SERVICE CONTRACTS				9,199
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 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
44232 - PRINTING & PUBLICATIONS				352
Library share of distribution costs of Colchester Connection	4.00	88.00	352	
45216 - TELEPHONE				3,000
Monthly telephone charges	1.00	3,000.00	3,000	
Significant discounts through USF grant.				
45221 - FUEL/HEATING				18,425
Heating oil - Library	5,500.00	3.35	18,425	
45222 - WATER & SEWER				2,856
Water - quarterly billing	4.00	205.00	820	
Quarterly Sewer Usage & Fire Protection service charges	4.00	509.00	2,036	
45622 - ELECTRIC				41,000
46224 - EQUIPMENT REPAIRS				200
Minor office equipment repair.	1.00	200.00	200	
46226 - BUILDING REPAIRS				1,500
Painting; minor plumbing, electrical & heat repairs; ballasts	1.00	1,500.00	1,500	
47282 - PROGRAMS				500
Educational & cultural programs for all age groups	1.00	500.00	500	
TOTAL CRAGIN LIBRARY				545,053

**Town of Colchester
FY 2012-2013 Adopted 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
ADOPTED BUDGET**

RECREATION

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Regular Payroll	78,434	57,597	95,828	81,390	96,214
Overtime	215	0	0	885	7,091
Contractual, Temporary, Occasional Payroll	570	415	720	0	0
Employee Related Insurances	518	283	423	299	426
FICA & Retirement	8,282	5,185	10,930	8,605	11,442
Copier	3,546	3,560	3,490	2,791	2,916
Office Supplies	1,420	931	1,500	1,500	1,800
Mileage, Training & Meetings	1,112	316	958	1,220	1,800
Professional Memberships	390	315	390	205	765
Subscriptions	0	0	0	0	40
Postage	811	596	1,200	900	1,200
Service Contracts	679	2,170	6,500	2,600	7,350
Printing & Publications	0	0	200	100	500
Equipment Rental	0	0	0	0	2,500
Uniform Rental	0	0	0	0	300
Telephone	868	948	1,610	1,407	3,395
Office Equipment	0	0	500	440	800
TOTAL	96,845	72,316	124,249	102,342	138,539

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
15201 - RECREATION				
40101 - REGULAR PAYROLL				96,214
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	
40103 - OVERTIME				7,091
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	
41210 - EMPLOYEE RELATED INS.				426
Life/AD&D insurance.	1.00	180.00	180	
Long Term Disability insurance.	1.00	246.00	246	
41230 - FICA & RETIREMENT				11,442
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	
42233 - COPIER				2,916
Monthly lease payments	12.00	168.00	2,016	
Copier paper	1.00	300.00	300	
Per copy charges	1.00	600.00	600	
42301 - OFFICE SUPPLIES				1,800
43213 - MILEAGE, TRAINING & MEETINGS				1,800
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	
43258 - PROFESSIONAL MEMBERSHIPS				765
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	
43342 - SUBSCRIPTIONS				40
Rec Journal Magazine	1.00	40.00	40	
44217 - POSTAGE				1,200

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
44223 - SERVICE CONTRACTS				7,350
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	
44232 - PRINTING & PUBLICATIONS				500
44237 - EQUIPMENT RENTAL				2,500
Stage rental	1.00	2,500.00	2,500	
44238 - UNIFORM RENTALS				300
Recreation staff uniforms.	1.00	300.00	300	
45216 - TELEPHONE				3,395
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	
48416 - OFFICE EQUIPMENT				800
Replacement of two desks	1.00	800.00	800	
TOTAL RECREATION				138,539

**Town of Colchester
FY 2012-2013 Adopted 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
ADOPTED BUDGET**

SENIOR SERVICES

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Regular Payroll	164,092	168,353	169,408	172,975	174,704
Overtime	0	0	0	75	0
Contractual, Temporary, Occasional Payroll	3,160	1,816	3,220	3,220	3,720
Employee Related Insurances	1,552	832	835	832	843
FICA & Retirement	19,975	22,190	23,294	23,841	24,448
Copier	670	807	720	720	750
Office Supplies	583	565	1,200	900	1,200
Custodial/Maintenance Supplies	679	1,279	1,200	1,200	1,200
Other Purchased Supplies	0	0	100	0	0
Mileage, Training & Meetings	449	375	706	575	736
Professional Memberships	50	0	75	270	300
Professional Services	272	395	670	605	1,085
Building Rental	0	0	0	3,609	3,609
Postage	133	296	300	200	300
Service Contracts	5,011	2,181	2,601	1,714	2,320
Printing & Publications	0	292	250	250	250
Telephone	2,932	3,088	3,318	3,275	3,240
Fuel & Heating	7,308	9,513	10,039	7,800	12,029
Electricity	5,441	5,779	6,000	6,000	6,000
Equipment Repairs	0	0	0	654	0
Building Repairs	4	934	1,000	1,000	1,000
Vehicle Maintenance & Fuel	12,102	11,587	19,171	21,600	18,000
TOTAL	224,413	230,282	244,107	251,315	255,734

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
15401 - SENIOR SERVICES				
40101 - REGULAR PAYROLL				174,704
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	
40105 - CONTR TEMP OCCAS				3,720
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	
41210 - EMPLOYEE RELATED INS.				843
Life/AD&D Insurance.	1.00	390.00	390	
Long Term Disability insurance.	1.00	453.00	453	
41230 - FICA & RETIREMENT				24,448
FICA/Medicare @ 7.65% of gross wages	1.00	13,595.00	13,595	
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	
42233 - COPIER				750
Monthly lease payments	12.00	38.00	456	
Per copy charges - estimated 42,000 copies @ \$.007 per copy	1.00	294.00	294	
42301 - OFFICE SUPPLIES				1,200
Folders, paper goods, ink cart	12.00	100.00	1,200	
42331 - CUSTODIAL/MAINTENANCE SUPPLIES				1,200
Kitchen and bath paper goods, soap and misc. disposable goods	12.00	100.00	1,200	
43213 - MILEAGE, TRAINING & MEETINGS				736
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 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
43258 - PROFESSIONAL MEMBERSHIPS				300
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				
44208 - PROFESSIONAL SERVICES				1,085
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				
44215 - BUILDING RENTAL				3,609
Annual Lease of Building	1.00	3,609.00	3,609	
44217 - POSTAGE				300
Funding for mailings to clients other agencies, service providers, and funders	12.00	25.00	300	
44223 - SERVICE CONTRACTS				2,320
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	
44232 - PRINTING & PUBLICATIONS				250
Annual Outreach information - pamphlets, survey, welcome packets, promotional material etc.	1.00	250.00	250	

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
45216 - TELEPHONE				3,240
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	
45221 - FUEL/HEATING				12,029
Heating oil	3,500.00	3.35	11,725	
Propane for stove	160.00	1.90	304	
45622 - ELECTRIC				6,000
Electricity	12.00	500.00	6,000	
46226 - BUILDING REPAIRS				1,000
Minor building repairs	1.00	1,000.00	1,000	
46390 - VEHICLE MAINTENANCE & FUEL				18,000
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	
TOTAL SENIOR SERVICES				255,734

Debt Service



**TOWN OF COLCHESTER
ADOPTED BUDGET**

DEBT SERVICE

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Bond Principal	2,905,000	2,885,000	2,411,925	2,411,925	1,575,000
Bond Interest	785,958	808,538	599,605	502,357	520,890
Lease Principal		0	44,000	0	0
Lease Interest		0	6,000	0	0
TOTAL	3,690,958	3,693,538	3,061,530	2,914,282	2,095,890

**TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
18101 - DEBT SERVICE				
49245 - BOND PRINCIPAL				1,575,000
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	
49246 - BOND INTEREST				520,890
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	
TOTAL DEBT SERVICE				2,095,890

Transfers & Capital



**TOWN OF COLCHESTER
ADOPTED BUDGET**

TRANSFERS & CAPITAL

<u>ACCOUNT</u>	<u>FY 2009-2010 ACTUAL EXPENDITURES</u>	<u>FY 2010-2011 ACTUAL EXPENDITURES</u>	<u>FY 2011-2012 ADOPTED BUDGET</u>	<u>FY 2011-2012 PROJECTED ACTUALS</u>	<u>FY 2012-2013 ADOPTED BUDGET</u>
Transfer to Recreation Fund	0	0	40,000	40,000	40,000
Transfer to Capital Reserve	50,000	119,000	197,300	197,300	224,950
Transfer to Animal Control Fund	51,055	44,503	45,061	45,061	53,199
Transfer to Capital Improvement Fund	50,000	50,000	130,000	130,000	158,500
Transfer to Debt Service Fund	0	0	0	50,000	49,778
Transfer to BOE Capital Reserve	65,922	64,500	0	30,013	0
TOTAL	216,977	278,003	412,361	492,374	526,427

TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	ADOPTED BUDGET
18501 - TRANSFERS				
50225 - TRANSFER TO RECREATION FUND				40,000
Contribution to support Recreation Program Fund	1.00	40,000.00	40,000	
50474 - TRANSFER TO CAPITAL RESERVE				224,950
Contribution to Equipment Reserve	1.00	65,000.00	65,000	
Contribution to Vehicle Replacement Reserve	1.00	134,950.00	134,950	
Contribution to Buildings & Grounds Maintenance Capital Reserve	1.00	25,000.00	25,000	
50496 - ACO - TOWN FUNDING				53,199
General Fund contribution to support Animal Control Fund	1.00	53,199.00	53,199	
50500 - TRANSFER TO CAPITAL				158,500
Town Wide Revaluation	1.00	42,500.00	42,500	
Open Space	1.00	5,000.00	5,000	
Fire - Hydraulic rescue tools	1.00	64,800.00	64,800	
Police cruiser	1.00	46,200.00	46,200	
Per vehicle replacement plan				
50700 - TRANSFER TO DEBT SERVICE FUND				49,778
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	
TOTAL TRANSFERS				526,427

TOWN OF COLCHESTER
CAPITAL RESERVE

Equipment	65,000
Vehicle Replacement	134,950
Building & Grounds Maintenance	25,000
Total	224,950

TOWN OF COLCHESTER
CAPITAL IMPROVEMENT

Revaluation	42,500
Open Space	5,000
Fire - Hydraulic tools for emergency rescue	64,800
Vehicles per vehicle replacement plan	46,200
Total	158,500



Animal Control Fund



**Town of Colchester
Animal Control Fund**

	Actual	Actual	Adopted	Projected	Adopted
	<u>FY 2009-2010</u>	<u>FY 2010-2011</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
			<u>FY 2011-2012</u>	<u>FY 2011-2012</u>	<u>FY 2012-2013</u>
ANIMAL CONTROL					
REGULAR PAYROLL	34,968	34,968	35,668	35,668	36,649
OTHER REG PAYROLL	12,216	12,534	13,225	12,623	13,587
FICA	3,610	3,634	3,741	3,695	3,843
OFFICE SUPPLIES	93	0	100	100	100
OTHER PURCHASED SUPPLIES	4,458	4,049	4,000	4,000	4,000
TRAVEL, TRAINING & MEETINGS	10,480	9,923	10,251	10,310	10,500
PROFESSIONAL SERVICES	3,127	5,603	6,500	6,500	6,500
DUE TO STATE OF CT	8,919	10,781	10,000	8,450	10,000
POSTAGE	132	98	250	250	250
ADVERTISING	108	182	500	250	250
PRINTING	141	105	225	150	150
TELEPHONE	1,860	1,490	1,800	1,125	1,200
FUEL/HEATING	1,221	1,431	1,341	1,539	1,710
ELECTRICITY	525	602	660	660	660
BUILDING REPAIRS	36	20	300	300	300
TOTAL ANIMAL CONTROL EXPENDITURES	81,894	85,420	88,561	85,620	89,699
ANIMAL CONTROL ESTIMATED REVENUES:					
TOWN CLERK DOG LICENSES	19,067	14,881	17,000	15,000	15,000
ANIMAL CONTROL OFFICER FEES	5,419	4,529	5,500	6,500	5,500
RENT & ASSISTANT ACO	6,012	6,100	6,000	6,000	6,000
TRANSFER FROM GENERAL FUND	51,055	44,503	45,061	45,061	53,199
USE OF FUND BALANCE	15,000	15,000	15,000	15,000	10,000
TOTAL ANIMAL CONTROL REVENUES	96,553	85,013	88,561	87,561	89,699

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

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

Section Five

Capital Improvement Plan



**Town of Colchester
FY 2012 – 2013 Adopted Budget**

Section Five – Capital Improvement Plan

Item _____

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



CATEGORY	ITEM	DESCRIPTION	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17
Vehicles							
	4-Door Sedan	Code Enforcement/General Use			\$ 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	Eq. Reserve				
	Scag Mower	Parks Maintenance				Eq. Reserve	
	4-Door Sedan	Senior Services		\$ 15,500			
	Full-Size Passenger Van	Senior Services	GRANT				
	Wheelchair Accessible Vehicle	Senior Services				\$ 70,000	
	Mini-Van (6 passenger)	Senior Services			\$ 28,000		
	Backhoe	Transfer Station		\$ 120,000			
		ANNUAL TOTAL	\$ 46,200	\$ 688,700	\$ 312,000	\$ 310,000	\$ 276,000

CATEGORY	ITEM	DESCRIPTION	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17
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Equipment							
	Hydraulic Rescue Tools	Fire Department	\$ 64,800				
	Flashover Simulator	Fire Department		\$ 52,225			
	Message Board Warning System	Fire Department		\$ 17,000			
	GIS - Map Corrections GPS Location	Information Technology		\$ 50,000			
	Records Management System	Town Clerk/Information Tech.		\$ 50,000			
		ANNUAL TOTAL	\$ 64,800	\$ 169,225			

Facilities							
	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			
		ANNUAL TOTAL	\$ -	\$ 777,800	\$ 160,000		\$ 50,000

CATEGORY	ITEM	DESCRIPTION	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17
Reserves							
	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
		ANNUAL TOTAL	\$ 272,450	\$ 325,900	\$ 361,500	\$ 379,100	\$ 511,500
GRAND TOTAL			\$ 383,450	\$ 1,961,625	\$ 833,500	\$ 689,100	\$ 837,500



Section Six

Debt



**Town of Colchester
FY 2012 – 2013 Adopted Budget**

Section Six – Debt

Item _____

- Debt Service Summary
- Chart – Debt Service Plan



TOWN OF COLCHESTER
FY 2012 - 2013 ADOPTED BUDGET

**Debt Summary
As of June 30, 2012**

Outstanding Short-term Debt

As of June 30, 2012, the Town does not have any short-term debt outstanding.

Outstanding Bonded Debt¹

<u>Dated Date</u>	<u>Final Maturity</u>	<u>Purpose</u>	<u>Interest Rate</u>	<u>Original Issue</u>	<u>Amount Outstanding</u>
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	1,630,000
07/31/09	07/31/28	Drinking Water Fund	2.12	2,496,990	2,067,041
06/03/10	06/01/21	Various purpose	2.25-5.00	6,595,000	5,875,000
03/01/12	06/15/25	Refunding	2.00-4.00	8,400,000	<u>8,400,000</u>
Total					\$17,997,041

¹ Excludes the Refunded Bonds.

Drinking Water State Revolving Fund Program

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

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

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

Overlapping/Underlying Debt

The Town does not have any overlapping or underlying debt.

Bonded Debt Maturity Schedule¹
As of June 30, 2012

<u>Fiscal Year Ending</u>	<u>Principal Payments</u>	<u>Interest Payments</u>	<u>Total Payments</u>	<u>Cumulative Percent of Principal Retired</u>
2013	\$ 1,709,020	\$ 564,656	\$2,273,676	9.50
2014	1,686,354	507,447	2,193,801	18.87
2015	1,663,738	460,913	2,124,651	28.11
2016	1,646,173	407,079	2,053,252	37.26
2017	1,633,660	360,392	1,994,052	46.33
2018	1,646,200	297,251	1,943,451	55.48
2019	1,618,794	243,407	1,862,201	64.48
2020	1,616,445	182,507	1,798,952	73.46
2021	1,329,151	121,700	1,450,851	80.84
2022	931,916	80,985	1,012,901	86.02
2023	694,740	54,161	748,901	89.88
2024	687,625	38,957	726,582	93.70
2025	680,571	23,636	704,207	97.48
2026	143,580	8,206	151,786	98.28
2027	146,654	5,133	151,787	99.10
2028	149,793	1,993	151,786	99.93
2029	<u>12,627</u>	<u>22</u>	<u>12,649</u>	100.00
Total	\$17,997,041	\$3,358,445	\$21,355,486	

¹ Excludes the Refunded Bonds.

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

Current Debt Statement
As of June 30, 2012

Bonded debt ¹	
General purpose	5,294,041
Schools	<u>12,703,000</u>
Total bonded debt	17,997,041
Short-term debt	—
Total overall debt	<u>17,997,041</u>
Less State school grants receivable	—
Total overall net debt	<u>\$17,997,041</u>

¹ Excludes the Refunded Bonds.

Current Debt Ratios
As of June 30, 2012

Population, 2010 ¹	16,068
Per capita income, 1999 ¹	\$27,038
Net taxable grand list, 10/1/11	\$1,176,520,440
Estimated full value @ 70%	\$1,680,743,486
Equalized net grand list (2010) ²	\$1,768,924,794

	Overall Debt	Overall Net Debt
	<u>\$17,997,041</u>	<u>\$17,997,041</u>
Per capita	\$1,120.05	\$1,120.05
To net taxable grand list	1.53%	1.53%
To estimated full value	1.07%	1.07%
To equalized net grand list	1.02%	1.02%
Ratio of debt per capita to per capita income	4.14%	4.14%

¹ Source: U.S. Department of Commerce, Bureau of Census, 2010 Census.

² State of Connecticut, Office of Policy and Management.

**Statement of Statutory Debt Limitation
As of June 30, 2012**

Debt Limitation Base

Total tax collections, including interest and lien fees, for the fiscal year ended June 30, 2012	\$33,812,941
Reimbursement for elderly tax relief	<u>2,000</u>
Debt Limitation Base	\$33,814,941

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	\$76,083,617				
4.50 x base	—	\$152,167,235			
3.75 x base	—	—	\$126,806,029		
3.25 x base	—	—	—	\$109,898,558	
3.00 x base	—	—	—	—	<u>\$101,444,823</u>
Total debt limitation	76,083,617	152,167,235	126,806,029	109,898,558	101,444,823
Less indebtedness: ¹					
Bonds payable	3,202,000 ²	12,703,000	—	—	—
Bonds authorized but unissued	<u>140,000</u>	<u>63,741</u>	—	—	—
Total overall debt	3,342,000	12,766,741	—	—	—
Less school construction grants receivable	—	—	—	—	—
Total overall net debt	3,342,000	12,766,741	—	—	—
Debt limitation in excess of outstanding and authorized debt	\$72,741,617	\$139,400,494	\$126,806,029	\$109,898,558	\$101,444,823

¹ Does not include the Refunded Bonds.

² \$2,092,041 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 \$236,704,587.

Five-year Debt Statement Summary

	<u>2011-12</u>	<u>2010-11</u>	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Population ¹	16,068	16,068	16,068	15,685	15,578
Net taxable grand list	\$1,176,520,440	\$1,297,281,494	\$1,268,713,175	\$1,249,468,721	\$1,223,766,001
Estimated full value	\$1,680,743,486	\$1,853,259,277	\$1,812,447,393	\$1,784,955,316	\$1,748,237,144
Equalized net taxable grand list ²	\$1,768,924,794	\$1,752,181,106	\$1,752,979,789	\$1,851,878,356	\$1,750,253,359
Per capita income ³	\$27,038	\$27,038	\$27,038	\$27,038	\$27,038
Short-term debt	\$ —	\$ —	\$ —	\$ 2,425,524	\$ 1,895,061
Bonded debt	<u>17,997,041</u>	<u>20,363,776</u>	<u>23,403,275</u>	<u>21,515,000</u>	<u>24,620,000</u>
Overall debt	17,997,041	20,363,776	23,403,275	23,940,524	26,515,061
Less school construction grants	<u>-</u>	<u>575,757</u>	<u>1,462,261</u>	<u>2,348,014</u>	<u>3,248,571</u>
Overall net debt	\$17,997,041	\$19,788,019	\$21,941,014	\$21,592,510	\$23,266,490

¹ State of Connecticut, Department of Public Health estimates for 2007-2009; U.S. Department of Commerce, Bureau of Census, 2010 Census for 2010-2012.

² State of Connecticut, Office of Policy and Management.

³ U.S. Department of Commerce, Bureau of Census, 2000 Census.

Five-year Debt Statement Summary Ratios

	<u>2011-12</u>	<u>2010-11</u>	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Overall debt:					
Per capita	\$1,120.05	\$1,267.35	\$1,456.51	\$1,536.82	\$1,702.08
To net taxable grand list	1.53%	1.60%	1.84%	1.92%	2.17%
To estimated full value	1.07%	1.12%	1.29%	1.34%	1.52%
To equalized net taxable grand list	1.02%	1.16%	1.34%	1.29%	1.51%
Overall debt per capita to per capita income	4.14%	4.69%	5.39%	5.68%	6.30%
Overall net debt:					
Per capita	\$1,120.05	\$1,231.52	\$1,365.51	\$1,386.09	\$1,493.55
To net taxable grand list	1.53%	1.55%	1.73%	1.73%	1.90%
To estimated full value	1.07%	1.09%	1.21%	1.21%	1.33%
To equalized net taxable grand list	1.02%	1.13%	1.25%	1.17%	1.33%
Overall net debt per capita to per capita income	4.14%	4.55%	5.05%	5.13%	5.52%

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

Fiscal Year Ended June 30	Debt Service	Total Expenditures and Transfers Out	Debt Service as Ratio to Total Expenditures and Transfers Out
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

As of June 30, 2012

Project	Date Authorized	Amount Authorized	Bonds Issued	Grants/ Paydowns	Authorized but Unissued¹
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>—</u>	<u>40,000</u>
Total		\$3,130,000	\$2,525,000	\$401,259	\$203,741

¹ Does not include Refunding Bonds.

Authority to Incur Debt

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

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

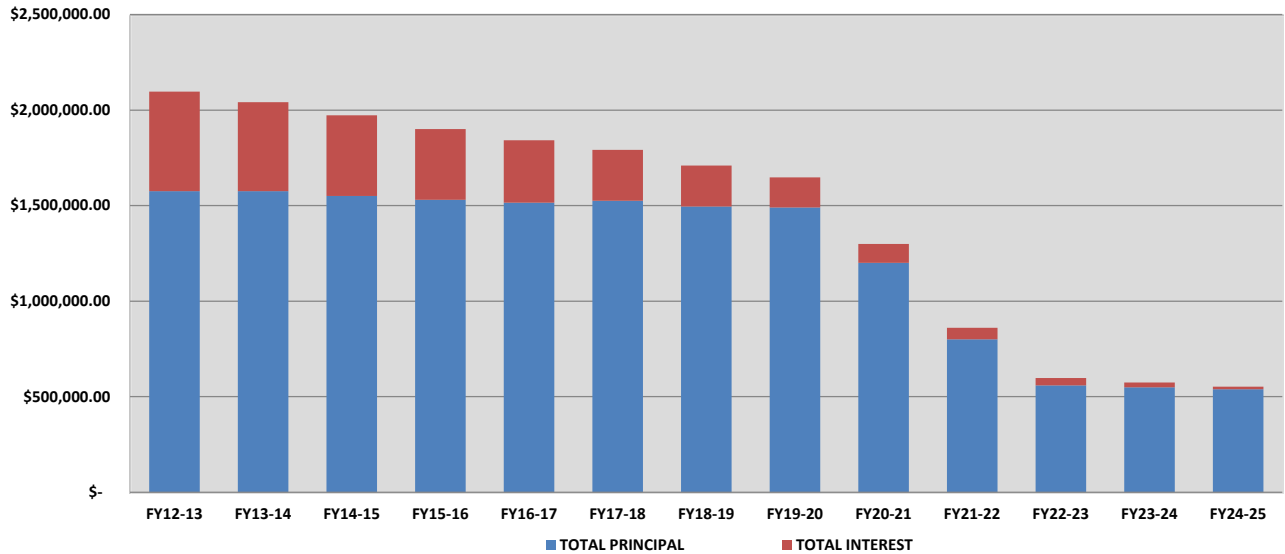
Temporary notes must be permanently funded no later than ten years from their initial borrowing date, except for sewer notes issued in anticipation of State and/or Federal grants. If a written commitment exists, the municipality may renew the sewer notes from time to time in terms not to exceed six months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

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

DEBT PAYMENT SCHEDULE

	Existing Debt	Interest	Refunding	Interest	TOTAL PRINCIPAL	TOTAL INTEREST	Fiscal Year Total
FY12-13	\$ 750,000.00	\$ 291,025.00	\$ 825,000.00	\$ 229,865.00	\$ 1,575,000.00	\$ 520,890.00	\$ 2,095,890.00
FY13-14	\$ 825,000.00	\$ 243,550.00	\$ 750,000.00	\$ 223,465.00	\$ 1,575,000.00	\$ 467,015.00	\$ 2,042,015.00
FY14-15	\$ 820,000.00	\$ 205,800.02	\$ 730,000.00	\$ 217,065.00	\$ 1,550,000.00	\$ 422,865.02	\$ 1,972,865.02
FY15-16	\$ 280,000.00	\$ 160,800.02	\$ 1,250,000.00	\$ 210,665.00	\$ 1,530,000.00	\$ 371,465.02	\$ 1,901,465.02
FY16-17	\$ 280,000.00	\$ 133,600.02	\$ 1,235,000.00	\$ 193,665.00	\$ 1,515,000.00	\$ 327,265.02	\$ 1,842,265.02
FY17-18	\$ 280,000.00	\$ 106,400.02	\$ 1,245,000.00	\$ 160,265.00	\$ 1,525,000.00	\$ 266,665.02	\$ 1,791,665.02
FY18-19	\$ 280,000.00	\$ 80,650.00	\$ 1,215,000.00	\$ 134,765.00	\$ 1,495,000.00	\$ 215,415.00	\$ 1,710,415.00
FY19-20	\$ 280,000.00	\$ 47,150.00	\$ 1,210,000.00	\$ 110,015.00	\$ 1,490,000.00	\$ 157,165.00	\$ 1,647,165.00
FY20-21		\$ 13,650.00	\$ 1,200,000.00	\$ 85,415.00	\$ 1,200,000.00	\$ 99,065.00	\$ 1,299,065.00
FY21-22			\$ 800,000.00	\$ 61,115.00	\$ 800,000.00	\$ 61,115.00	\$ 861,115.00
FY22-23			\$ 560,000.00	\$ 37,115.00	\$ 560,000.00	\$ 37,115.00	\$ 597,115.00
FY23-24			\$ 550,000.00	\$ 24,795.00	\$ 550,000.00	\$ 24,795.00	\$ 574,795.00
FY24-25			\$ 540,000.00	\$ 12,420.00	\$ 540,000.00	\$ 12,420.00	\$ 552,420.00

DEBT PAYMENT SCHEDULE





Glossary



**TOWN OF COLCHESTER
ANNUAL BUDGET**

GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Compensation – Salaries for employees.

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

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

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

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

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

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

Education Cost Share grant (ECS) - A grant to municipalities from the State that is determined by a statutory formula based on:

1. Town wealth, determined 50% by Equalized Net Grand List Per Weighted Student and 50% by Equalized New Grant List Per Capita, adjusted to reflect each town's per capita and median household incomes;
2. A State Guarantee Wealth Level (SGWL) set at 1.55 times median town wealth;
3. A foundation amount set at \$5,891 per need student; and
4. Each town's need student count, composed of its resident students, plus $\frac{1}{4}$ of its Temporary Family Assistance (TFA) count, plus $\frac{1}{4}$ of its mastery count, plus $\frac{1}{10}$ of its count of Limited

English Proficient (LEP students not funded pursuant to §10-17f). For purposes of determining each town's need student count, TFA counts are frozen at FY 96-97 levels.

5. In addition to its base aid ration determined by town wealth as noted above (wherein no town can receive an aid ration that is less than 6%), each town is eligible for a supplemental aid ratio of up to 4% times the foundation amount, times the portion of need student count driven by TFA, mastery count and extended school year weighting. The supplemental aid ratio is based on TFA counts and the percentage of students performing below the remedial standard on the statewide mastery test.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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