

Town of Colchester



Board of Finance Proposed Budget

Fiscal Year 2011-2012

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**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

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Section One

Introduction

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**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Section One – Introduction

Item _____

- Principal Officials
- Organizational Chart
- Town Profile
- Municipal Fiscal Indicator

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Town of Colchester

PRINCIPAL OFFICIALS

Board of Selectmen

**Gregg Schuster, First Selectman
Rosemary Coyle
Stan Soby**

**Gregory Cordova
James Ford**

Board of Finance

**Bruce Hayn, Chairman
Robert Tarlov
Robert Esteve**

**John Ringo
Cathy Pompei
Mike Caplet**

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**

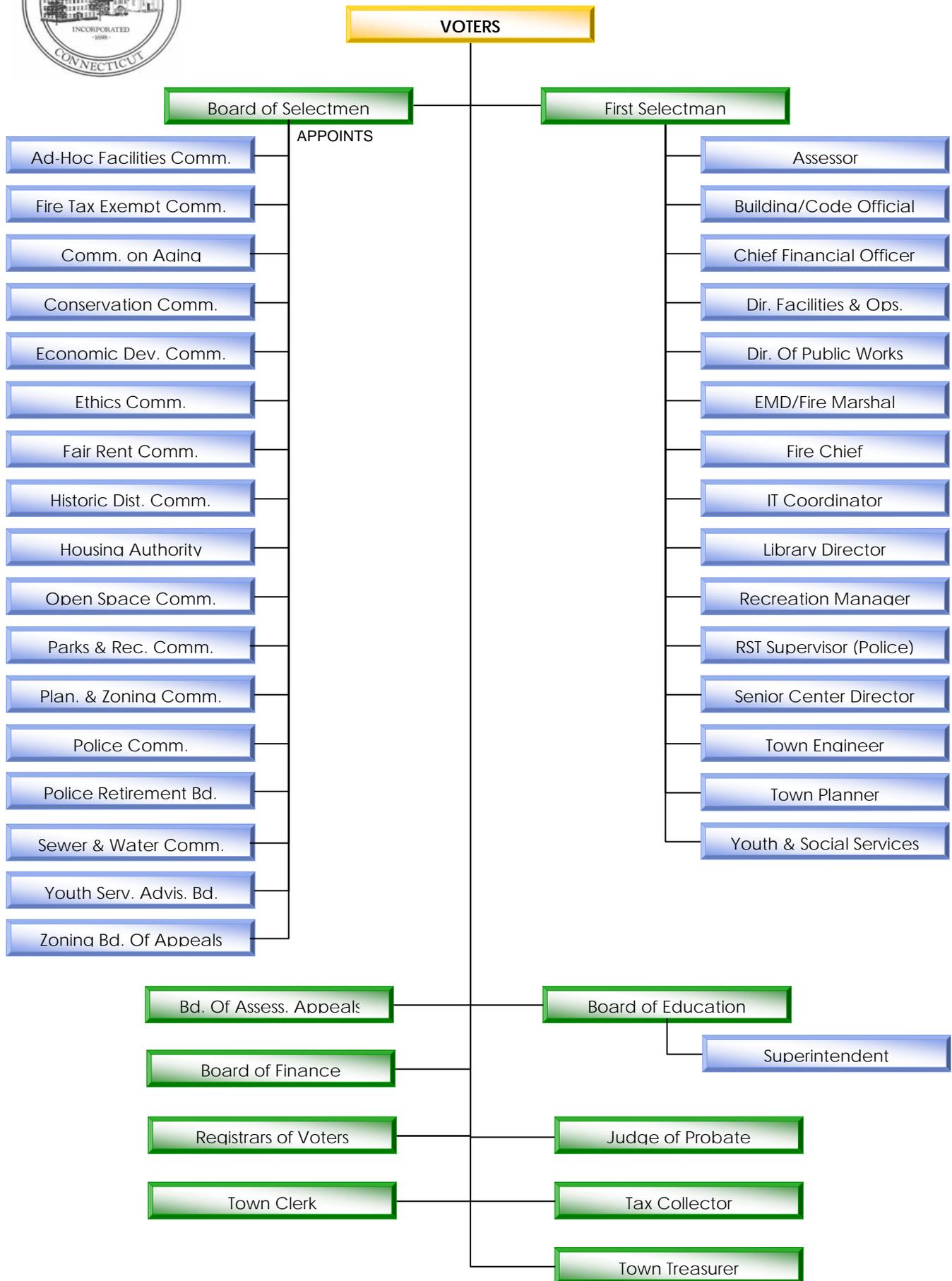
Board of Education

**Ronald Goldstein, Chairman
Donald Kennedy
Elizabeth Ciccone
Michael Egan**

**Bradley Bernier
Mitchell L. Koziol
Mary Tomasi**



ORGANIZATIONAL CHART

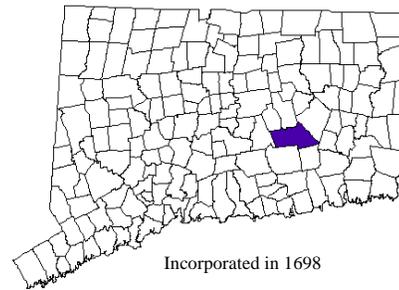


Colchester, Connecticut

CERC Town Profile 2010

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 (2009)</i>				<i>Race/Ethnicity (2009)</i>				
	<i>Town</i>	<i>County</i>	<i>State</i>		<i>Town</i>	<i>County</i>	<i>State</i>	
1990	10,980	254,957	3,287,116	White	14,376	228,648	2,756,861	
2000	14,551	259,088	3,405,565	Black	354	13,358	319,730	
2009	15,838	275,873	3,497,398	Asian Pacific	229	8,111	120,457	
2014	17,542	296,850	3,485,122	Native American	60	1,786	9,990	
'09-'14 Growth / Yr	2.1%	1.5%	-0.1%	Other/Multi-Race	819	23,970	290,360	
				Hispanic (any race)	387	17,242	426,255	
Land Area (sq. miles)	49	666	5,009	<i>Poverty Rate (1999)</i>	2.7%	6.4%	7.9%	
Pop./ Sq. Mile (2009)	323	414	698	<i>Educational Attainment (2009)</i>				
Median Age (2009)	37	39	40	Persons Age 25 or Older	<i>Town</i>	<i>%</i>	<i>State</i>	<i>%</i>
Households (2009)	5,448	101,666	1,311,307	High School Graduate	2,994	28%	688,198	29%
Med HH Inc. (2009)	\$83,643	\$63,239	\$68,055	Some College	2,949	28%	537,908	23%
				Bachelors or More	3,667	35%	854,541	36%
<i>Age Distribution (2009)</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	654 4%	1,609 10%	446 3%	3,105 20%	1,356 9%	665 4%	7,835	
Female	653 4%	1,523 10%	418 3%	3,194 20%	1,277 8%	938 6%	8,003	
County Total	16,746 6%	45,636 17%	25,366 9%	97,239 35%	53,561 19%	37,325 14%	275,873	
State Total	210,817 6%	588,675 17%	330,112 9%	1,182,009 34%	696,537 20%	489,248 14%	3,497,398	

Economics

<i>Business Profile (2005)</i>			<i>Top Five Grand List (2006)</i>		
<i>Sector</i>	<i>Establishments</i>	<i>Employment</i>		<i>Amount</i>	<i>% of Net</i>
Agriculture	3.5%	1.8%	Country Pl Of Colches LP	\$7,756,300	1.1%
Const. and Mining	18.3%	7.9%	SS Prop Assoc	\$6,856,300	0.9%
Manufacturing	4.5%	6.7%	S&S Worldwide Inc	\$4,512,600	0.6%
Trans. and Utilities	2.3%	4.0%	Genesis Hlth Ventures Inc	\$4,037,000	0.6%
Trade	19.7%	25.0%	Old Hartford Rd LLC	\$2,492,200	0.3%
Finance, Ins. and Real Estate	6.8%	3.9%	Net Grand List (2006)	\$723,649,320	
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>Town</i>	<i>State</i>
			<i>Retail Sales (2007)</i>	\$241,237,542	\$136,936,194,241
			<i>All Outlets</i>		

Education

<i>2005-2006 School Year</i>	<i>Town</i>	<i>State</i>	<i>Connecticut Mastery Test Percent Above Goal</i>								
			<i>Grade 4</i>		<i>Grade 6</i>		<i>Grade 8</i>				
			<i>Town</i>	<i>State</i>	<i>Town</i>	<i>State</i>	<i>Town</i>	<i>State</i>			
Total Town School Enrollment	3,163	566,606	Reading	49 53	63 60	71 65					
Most public school students in Colchester attend Colchester School District, which has 3,164 students.			Math	48 57	68 61	63 56					
			Writing	52 63	69 61	69 61					
For more education data please see:			<i>Average Class Size</i>			<i>Average SAT Score</i>					
http://www.state.ct.us/sde/			Elementary:	5.0	4.0	Grade K	20.0	Grade 2	20.0	<i>Town</i>	<i>State</i>
			Middle:	5.0	3.0	Grade 5	23.0	Grade 7	24.0	Verbal	502 508
			Secondary:	2.9	3.2	High School	18.7	Math	494	508	

Colchester

Connecticut



Government

Government Form: Selectman-Town Meeting				Annual Debt Service (2007)	\$5,140,434
				As % of Expenditures	10.8%
Total Revenue (2007)	\$46,878,639	Total Expenditures (2007)	\$47,439,990	Eq. Net Grand List (2006)	\$1,750,253,359
Tax Revenue	\$28,315,301	Education	\$33,976,567	Per Capita	\$118,236
Non-tax Revenue	\$18,563,338	Other	\$13,463,423	As % of State Average	73%
Intergovernmental	\$16,604,214	Total Indebtness (2007)	\$27,860,000	Date of Last Revaluation (2009)	2006
Per Capita Tax (2007)	\$1,873	As % of Expenditures	58.7%	Moody's Bond Rating (2007)	A1
As % of State Average	84.8%	Per Capita	\$1,843	Actual Mill Rate (2007)	32.47
				Equalized Mill Rate (2007)	15.20
				% of Grand List Com/Ind (2006)	7.9%

Housing/Real Estate

<i>Housing Stock (2008)</i>	Town	County	State	Owner Occupied Dwellings (2000)	4,025	66,548	869,742
Existing Units (total)	5,964	117,569	1,449,440	As % Total Dwellings	74%	60%	63%
% Single Unit	77.7%	69.2%	64.8%	Subsidize Housing (2008)	439	12,075	149,355
New Permits Auth. (2008)	21	363	5,220	<i>Distribution of House Sales (2007)</i>			
As % Existing Units	0.35%	0.31%	0.36%	Town	County	State	
Demolitions (2008)	2	216	1,462	Number of Sales			
House Sales (2007)	185	2,688	32,395	Less than \$100,000	0	49	495
Median Price	\$270,000	\$265,000	\$295,000	\$100,000-\$199,999	18	478	5,866
Built Pre 1950 share (2000)	16.3%	32.7%	31.5%	\$200,000-\$299,999	93	1,124	10,094
				\$300,000-\$399,999	56	544	5,655
				\$400,000 or More	18	493	10,285

Labor Force

<i>Place of Residence (2008)</i>				<i>Commuters (2000)</i>			
	Town	County	State	Commuters into Town from:	Town Residents Commuting to:		
Labor Force	8,936	149,509	1,876,144	Colchester	1,614	Colchester	1,614
Employed	8,487	141,295	1,769,233	Norwich	258	Hartford	832
Unemployed	449	8,214	106,911	East Haddam	238	Glastonbury	400
Unemployment Rate	5.0%	5.5%	5.7%	Lebanon	190	East Hartford	358
<i>Place of Work (2008)</i>				Windham	129	Norwich	340
# of Units	370	6,978	105,005	Salem	121	Middletown	323
Total Employment	3,682	130,881	1,676,493	Hebron	119	Groton	307
2000-'08 Growth AAGR	0.6%	0.8%	0.0%	East Hampton	94	Waterford	206
Mfg Employment	174	15,302	186,522	Griswold	79	Manchester	206
				Manchester	74	Ledyard	157

Quality of Life

	Town	State	Library (2001)	Town	<i>Residential Utilities</i>			
Banks (2007)	4	1,029	Total Volumes	42,229	Electric Provider			
Lodging (1998)	0	756	Circulation Per Capita	4.8	Connecticut Light & Power			
Day Care Facilities (1999)	8	1,721			(800) 286-2000			
Infant Mortality Rate			<i>Distance to Major Cities Miles</i>		Gas Provider			
Per 1,000 births (2001)	0.0	4.5	Hartford	23	na			
Crime Rate (2004)			Boston	87	na			
Per 100,000 Residents	1,163	2,981	New York City	103	Water Provider			
				Providence	51	Connecticut Water Company		
	Town	County						
Hospitals (1999)	0	2						
Total Beds	0	490						
				Cable Provider				
				COMCAST/NORWICH				
				(800) 266-2278				

COLCHESTER

Economic Data FISCAL YEARS ENDED 2005 TO 2009	2009	2008	2007	2006	2005
Population (State Dept. of Public Health)	15,685	15,578	15,495	15,421	15,389
School Enrollment (State Education Dept.)	3,210	3,265	3,267	3,223	3,163
Bond Rating (Moody's, as of July 1)	A1	A1	A1	A1	A1
Unemployment (Annual Average)	7.2%	4.9%	3.7%	3.8%	4.2%
TANF Recipients (As a % of Population)	0.3%	0.2%	0.3%	0.4%	0.4%
Grand List Data					
Equalized Net Grand List	\$1,851,878,356	\$1,750,253,359	\$1,865,719,425	\$1,678,268,070	\$1,531,606,679
Equalized Mill Rate	15.62	16.25	15.20	15.93	16.45
Net Grand List	\$1,249,468,361	\$1,223,287,771	\$860,496,640	\$826,260,391	\$800,036,762
Mill Rate	23.01	23.01	32.47	31.75	31.02
Property Tax Collection Data					
Current Year Adjusted Tax Levy	\$28,929,185	\$28,443,115	\$28,363,487	\$26,735,437	\$25,197,928
Current Year Collection %	98.4%	97.7%	97.4%	97.8%	98.1%
Total Taxes Collected as a % of Total Outstanding	96.7%	95.5%	95.6%	96.3%	96.7%
Operating Results - General Fund					
Property Tax Revenues	\$29,517,925	\$28,680,150	\$28,315,301	\$26,861,191	\$25,570,311
Intergovernmental Revenues	\$18,522,145	\$18,442,383	\$16,604,214	\$16,388,691	\$14,978,666
Total Revenues	\$49,427,283	\$49,025,836	\$46,878,639	\$45,128,949	\$42,498,361
Total Transfers In From Other Funds	\$0	\$0	\$1,295	\$2,244	\$0
Total Revenues and Other Financing Sources	\$49,427,283	\$49,025,836	\$46,879,934	\$45,131,193	\$42,498,361
Education Expenditures	\$36,921,607	\$35,822,916	\$33,976,567	\$31,481,633	\$28,467,400
Operating Expenditures	\$13,107,186	\$13,084,193	\$13,463,423	\$12,936,274	\$12,551,022
Total Expenditures	\$50,028,793	\$48,907,109	\$47,439,990	\$44,417,907	\$41,018,422
Total Transfers Out To Other Funds	\$311,331	\$329,395	\$411,160	\$262,615	\$187,788
Total Expenditures and Other Financing Uses	\$50,340,124	\$49,236,504	\$47,851,150	\$44,680,522	\$41,206,210
Net Change In Fund Balance	(\$912,841)	(\$210,668)	(\$971,216)	\$450,671	\$1,292,151
Fund Balance - General Fund					
Reserved	\$149,183	\$148,615	\$174,322	\$286,606	\$322,727
Designated	\$285,922	\$719,425	\$725,400	\$1,430,665	\$1,719,550
Undesignated	\$3,470,913	\$3,950,819	\$4,129,805	\$4,283,472	\$3,507,795
Total Fund Balance (Deficit)	\$3,906,018	\$4,818,859	\$5,029,527	\$6,000,743	\$5,550,072
Debt Measures					
Long-Term Debt	\$21,320,000	\$24,355,000	\$27,860,000	\$31,645,000	\$35,095,000
Annual Debt Service	\$4,053,201	\$4,684,364	\$5,140,434	\$5,004,787	\$4,822,476

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Section Two

Budget Overview

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**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Section Two – Budget Overview

Item

- Budget Calendar
- Budget Summary
- Proposed Mill Rate Increase Impact Summary
- Budget History
- Budget History – Percentage Change
- FY 2011-12 Proposed Revenue
- FY 2011-12 Proposed Expenditure Summary

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**Town of Colchester
FY 2011-2012**

BUDGET CALENDAR

MARCH

1 – Board of Education (Special)	7:00 PM	WJJMS
2 – Budget Forum	7:00 PM	Town Hall
3 – Board of Selectmen	7:00 PM	Town Hall
7 – Departmental Budget Workshops		Town Hall
Police	6:00 PM	
Fire	6:30 PM	
Youth & Social Services	7:00 PM	
Revenue	7:30 PM	
8 – Board of Education	7:00 PM	WJJMS
9 – Departmental Budget Workshops		Town Hall
First Selectman	6:00 PM	
Information Technology	6:15 PM	
Facilities	6:30 PM	
Tax Collector	6:45 PM	
Assessor	7:00 PM	
Board of Education	7:15 PM	
14 – Departmental Budget Workshops		Town Hall
Planning/Code Admin.	6:00 PM	
Town Clerk	6:30 PM	
Senior Services	6:45 PM	
Library	7:15 PM	
15 – Departmental Budget Workshops		Town Hall
Parks & Recreation	6:00 PM	
Public Works	6:30 PM	
Capital & Debt	7:30 PM	
16 – Board of Finance	7:00 PM	Town Hall
17 – Board of Selectmen	7:00 PM	Town Hall

APRIL

6 – Board of Finance	7:00 PM	Town Hall
7 – Board of Selectmen	7:00 PM	Town Hall
11 – Budget Hearing	7:00 PM	Town Hall
12 – Budget Hearing	7:00 PM	Town Hall
20 – Board of Finance	7:00 PM	Town Hall
21 – Board of Selectmen	7:00 PM	Town Hall
27 – Town Meeting	7:00 PM	Town Hall

MAY

4 – Board of Finance	7:00 PM	Town Hall
5 – Board of Selectmen	7:00 PM	Town Hall
10 – Budget Referendum	6am – 8pm	Town Hall

**Town of Colchester
FY 2011-2012 Proposed Budget
Budget Summary & Mill Rate Calculation**

BUDGET SUMMARY

	EDUCATION*	TOWN	DEBT SERVICE	TRANSFERS/ CAPITAL	TOTAL
Appropriations	36,821,590	10,205,806	3,061,530	412,361	50,501,287
Estimated Revenue	14,350,890	2,235,883	595,358	15,445	17,197,576
Amount to be Raised by Taxation	22,470,700	7,969,923	2,466,172	396,916	33,303,711
MILLS	17.15	6.08	1.88	0.30	25.41

*Education budget and Estimated revenues to fund Education exclude \$550,000 to be funded directly to the Board of Education from Federal Jobs Bill grant funds.

MILL RATE CALCULATION

	DOLLARS	MILLS*
Amount to be Raised by Taxation	33,303,711	25.41
Reserve for Uncollected Revenue (estimated 98.3% collection rate)	566,163	0.43
TOTAL TAX WARRANT	33,869,874	25.85

*Totals do not add due to rounding

Grand List	1,297,240,300	2011-12 Proposed Mill Rate	25.85
Estimated Prorates	3,500,000	2010-11 Mill Rate	25.07
M. V. Supplement	12,250,000	Increase in Mill Rate	0.78
Less Estimated BAA and adjustments	(2,500,000)		
List Net	1,310,490,300		

TOWN OF COLCHESTER				
FY 2011-2012 PROPOSED BUDGET				
IMPACT OF 0.78 MILL RATE INCREASE				
MARKET VALUE	ASSESSMENT	TAXES	INCREASE YEARLY	INCREASE MONTHLY
\$200,000	\$140,000	\$3,619.00	\$109.20	\$9.10
\$230,000	\$161,000	\$4,161.85	\$125.58	\$10.47
\$260,000	\$182,000	\$4,704.70	\$141.96	\$11.83
\$290,000	\$203,000	\$5,247.55	\$158.34	\$13.20
\$320,000	\$224,000	\$5,790.40	\$174.72	\$14.56
\$350,000	\$245,000	\$6,333.25	\$191.10	\$15.93
\$400,000	\$280,000	\$7,238.00	\$218.40	\$18.20
\$450,000	\$315,000	\$8,142.75	\$245.70	\$20.48

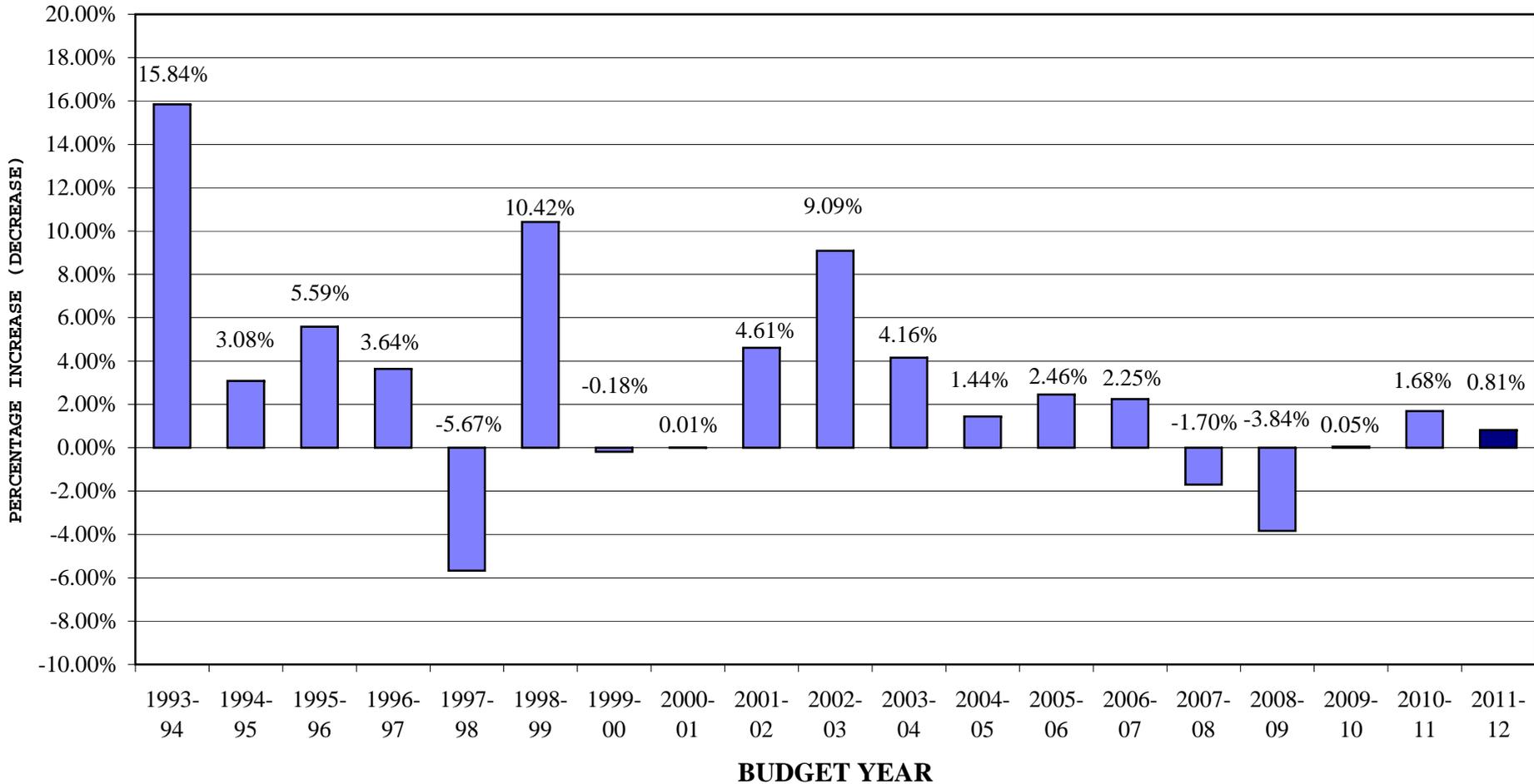
TOWN OF COLCHESTER
BUDGET HISTORY - Town Operating, Debt Service & Capital

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	(532,636)	-3.84%	23.01	
2009-10	13,344,980	6,023	0.05%	23.65	
2010-11	13,569,651	224,671	1.68%	25.07	
2011-12 (2)	13,679,697	110,046	0.81%	25.85	

(1) Revaluation Year

(2) All years Adopted Budget except FY 2011-2012 - Proposed Budget

TOWN OF COLCHESTER PERCENTAGE BUDGET INCREASE BUDGET YEARS 1994 - 2012*



*All years represent Adopted Budget except FY 2011-2012 Proposed Budget

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REVENUE SUMMARY

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TOWN OF COLCHESTER
FY 2011-2012 PROPOSED REVENUE AND FY 2010-2011 ADOPTED REVENUES

Revenue Type	FY 2010-2011 ADOPTED REVENUE	FY 2011-2012 PROPOSED REVENUE	INCREASE (DECREASE)
<u>PROPERTY TAXES</u>			
CURRENT TAXES	31,723,701	33,303,711	1,580,010
DELINQUENT TAXES	450,000	425,000	(25,000)
INTEREST & PENALTIES	250,000	250,000	0
TOTAL PROPERTY TAXES	32,423,701	33,978,711	1,555,010
<u>INTERGOVERNMENTAL</u>			
PAYMENT IN LIEU OF TAXES - PILOT	49,516	50,449	933
MASHANTUCKET PEQUOT/MOHEGAN FUND	69,570	70,147	577
51-56 A DISTRIBUTION TO TOWNS	10,000	10,000	0
ELDERLY FREEZE	2,000	2,000	0
MANUFACTURING MACH & EQUIP EXEMPTIONS	13,312	0	(13,312)
DISABILITY EXEMPTION	1,300	1,500	200
ELDERLY CIRCUIT BREAKER	54,000	53,200	(800)
BOAT REGISTRATIONS	1,600	0	(1,600)
VETERANS EXEMPTIONS	5,800	4,500	(1,300)
LOCAL CAPITAL IMPROVEMENT PROGRAM	118,684	119,496	812
YOUTH SERVICES GRANT	18,750	18,750	0
LIBRARY GRANT	7,000	6,500	(500)
TOTAL INTERGOVERNMENTAL	351,532	336,542	(14,990)
<u>INTERGOVERNMENTAL - EDUCATION</u>			
EDUCATION COST SHARING (ECS)	11,614,515	13,547,231	1,932,716
TRANSPORTATION	349,375	204,359	(145,016)
SPECIAL EDUCATION	350,000	400,000	50,000
BOARD OF EDUCATION & SERVICES FOR THE BLIND	1,500	0	(1,500)
SCHOOL BUILDING GRANTS	943,448	595,358	(348,090)
TOTAL INTERGOVERNMENTAL - EDUCATION	13,258,838	14,746,948	1,488,110

TOWN OF COLCHESTER
FY 2011-2012 PROPOSED REVENUE AND FY 2010-2011 ADOPTED REVENUES

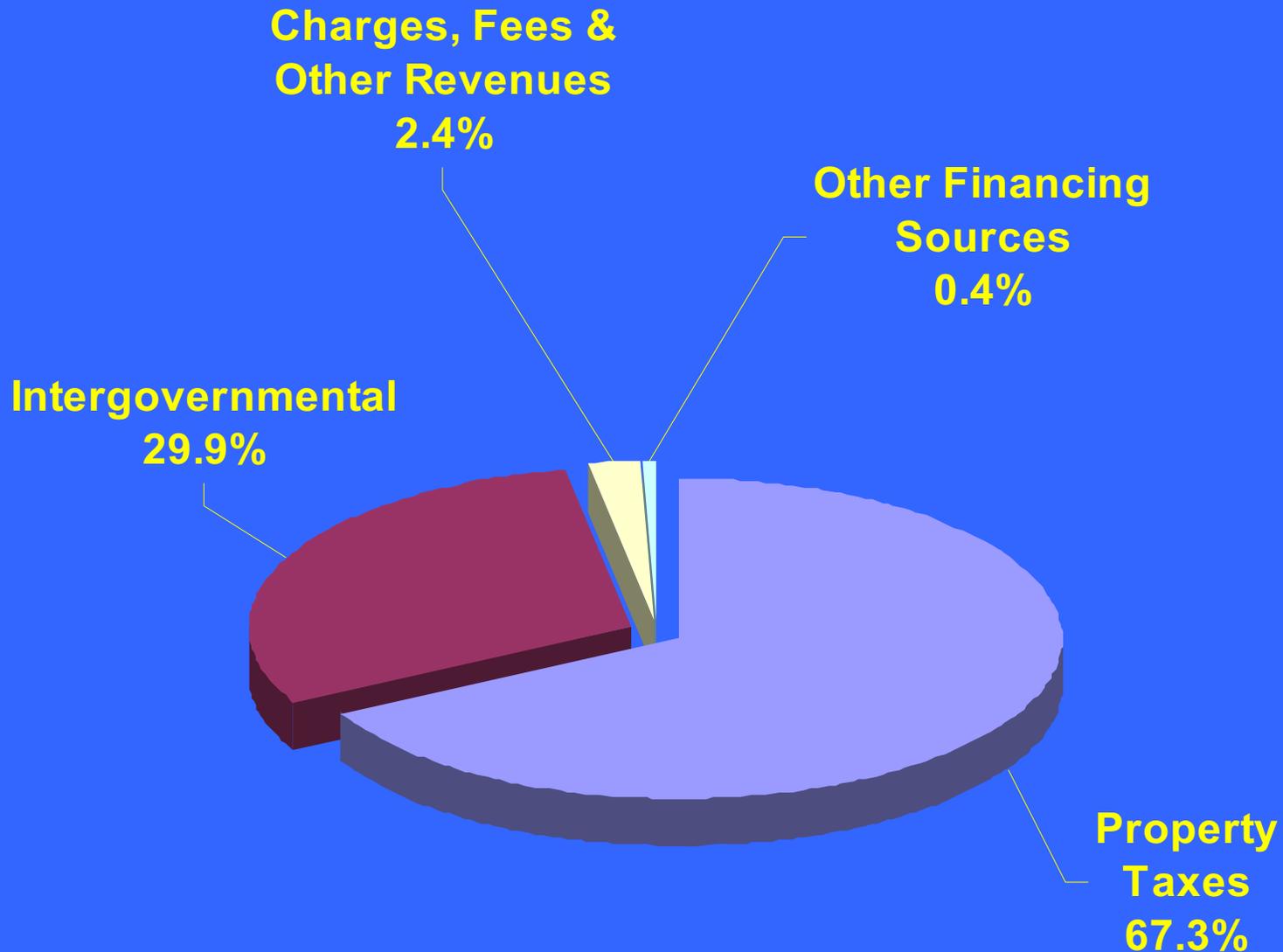
Revenue Type	FY 2010-2011 ADOPTED REVENUE	FY 2011-2012 PROPOSED REVENUE	INCREASE (DECREASE)
<u>CHARGES FOR SERVICES</u>			
AMBULANCE FEES	475,000	475,000	0
RESTAURANT INSPECTION FEES	8,500	0	(8,500)
SANITARIAN FEES	14,000	0	(14,000)
RECREATION FEES	18,100	18,100	0
TOTAL CHARGES FOR SERVICES	515,600	493,100	(22,500)
<u>LICENSES/PERMITS/FEES</u>			
VENDOR PERMITS	600	250	(350)
COPIER FEES	16,300	16,400	100
ZONING BOARD OF APPEALS FEES	2,000	700	(1,300)
CONSERVATION COMMISSION FEES	5,500	5,500	0
ZONING & PLANNING FEES	10,000	12,000	2,000
BUILDING FEES	160,000	170,000	10,000
FIRE MARSHAL INSPECTION FEES	100	100	0
RECORDING FEES	2,900	2,900	0
CONVEYANCE TAX	122,900	122,900	0
TOWN CLERK FEES	99,000	99,000	0
SPORTS LICENSES	1,600	900	(700)
PISTOL PERMITS	3,000	4,000	1,000
ROAD INSPECTION FEES	25,499	25,499	0
TRANSFER STATION FEES	134,500	125,000	(9,500)
LIBRARY FINES & FEES	21,500	13,000	(8,500)
DIAL A RIDE	3,500	3,500	0
TOTAL LICENSES/PERMITS/FEES	608,899	601,649	(7,250)

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED REVENUE AND FY 2010-2011 ADOPTED REVENUES**

Revenue Type	FY 2010-2011 ADOPTED REVENUE	FY 2011-2012 PROPOSED REVENUE	INCREASE (DECREASE)
<u>OTHER REVENUES</u>			
TELECOMMUNICATION PROPERTY TAX	83,381	35,000	(48,381)
INVESTMENT EARNINGS	50,000	40,000	(10,000)
ELDERLY HOUSING	13,500	14,500	1,000
MISCELLANEOUS	12,000	12,000	0
STATE FUND	1,200	1,200	0
CIRMA MEMBER EQUITY DISTRIBUTION	0	26,892	26,892
TOTAL OTHER REVENUES	160,081	129,592	(30,489)
<u>OTHER FINANCING SOURCES</u>			
USE OF FUND BALANCE	300,000	0	(300,000)
TRANSFER FROM CAPITAL PROJECTS FUNDS	0	214,745	214,745
TOTAL OTHER FINANCING SOURCES	300,000	214,745	(85,255)
TOTAL	47,618,651	50,501,287	2,882,636

FY 2010-2011 Adopted budget for Intergovernmental Revenues excludes \$1,932,716 from Federal ARRA grant funds being paid directly to the Board of Education, and FY 2011-2012 Proposed budget for Intergovernmental Revenues excludes \$550,000 from Federal ARRA Jobs Bill grant funds being paid directly to the Board of Education.

FY 2011-2012 Proposed Budget Estimated Revenues



EXPENDITURE SUMMARY

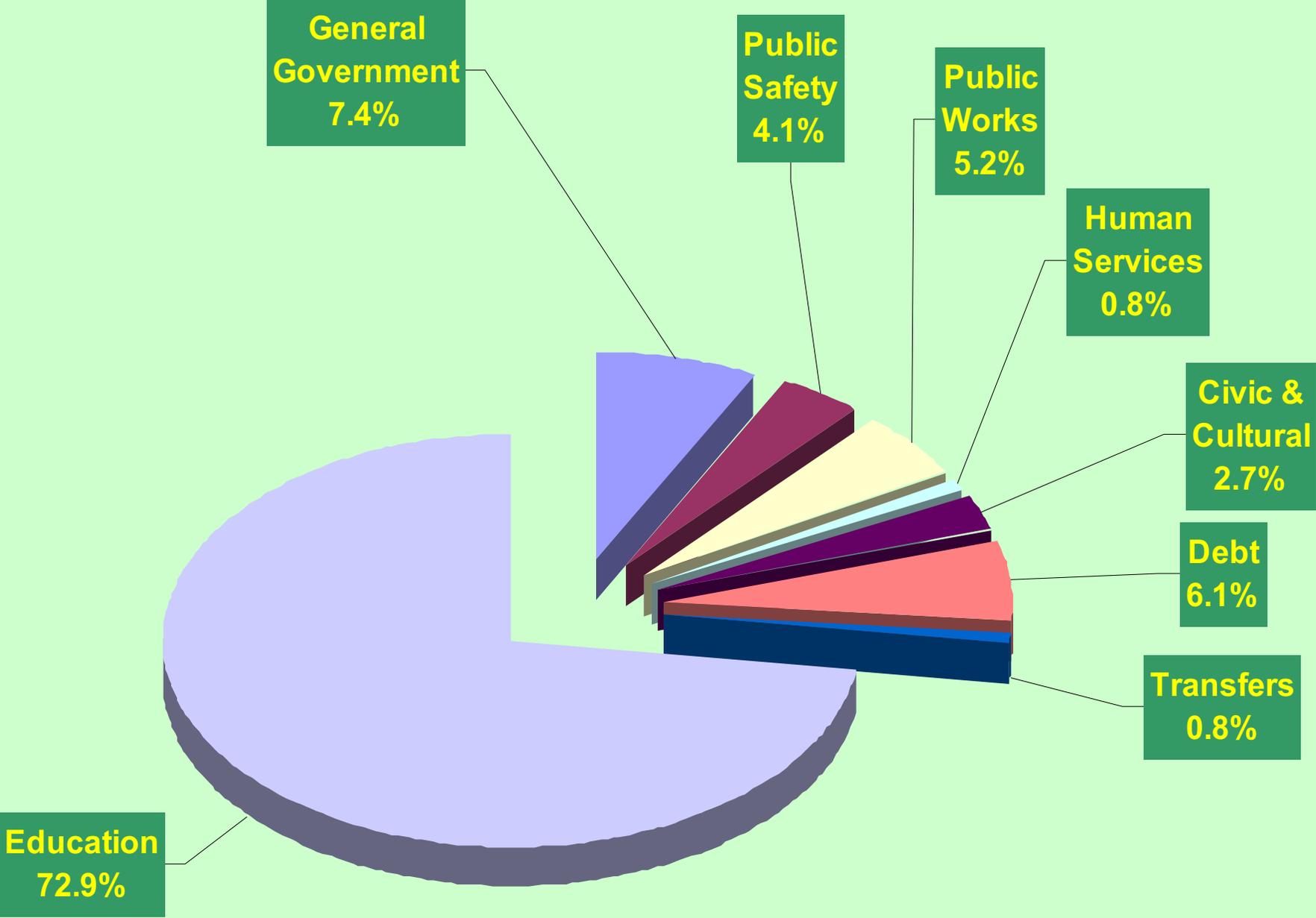
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**TOWN OF COLCHESTER
BUDGET SUMMARY BY FUNCTION**

	ADOPTED BUDGET <u>FY 2010-2011</u>	PROJECTED ACTUAL <u>FY 2010-2011</u>	PROPOSED BUDGET <u>FY 2011-2012</u>
GENERAL GOVERNMENT	3,589,507	3,426,722	3,739,439
PUBLIC SAFETY	2,030,638	1,991,401	2,077,258
PUBLIC WORKS	2,339,519	2,519,931	2,606,082
HUMAN SERVICES	419,843	411,280	430,388
CIVIC & CULTURAL	1,283,038	1,239,200	1,352,639
DEBT	3,752,603	3,693,538	3,061,530
TRANSFERS	154,503	278,003	412,361
TOTAL TOWN	13,569,651	13,560,075	13,679,697
BOARD OF EDUCATION	34,049,000	34,049,000	36,821,590
TOTAL BUDGET	47,618,651	47,609,075	50,501,287

FY 2010-2011 Adopted Budget excludes \$1,932,716 to be funded directly to the Board of Education from Federal ARRA State Fiscal Stabilization grant funds and FY 2011-2012 Proposed Budget excludes \$550,000 to be funded directly to the Board of Education from Federal Jobs Bill grant funds

FY 2011-2012 Proposed Budget Expenditures by Function



SUMMARY - GENERAL GOVERNMENT

	<u>ADOPTED BUDGET FY 2010-2011</u>	<u>PROJECTED ACTUAL FY 2010-2011</u>	<u>PROPOSED BUDGET FY 2011-2012</u>
LEGISLATIVE			
BOARD OF FINANCE	76,638	15,043	122,834
POLICE RETIREMENT BOARD	3,590	3,310	3,990
ETHICS COMMISSION	360	115	360
MUNICIPAL MANAGEMENT			
FIRST SELECTMAN	210,069	201,349	226,453
FINANCE			
FINANCE	256,258	257,618	259,145
TAX COLLECTOR	156,880	156,103	157,960
ASSESSOR	239,125	238,609	242,678
BOARD OF ASSESSMENT APPEALS	1,876	2,020	3,796
DEVELOPMENT AND PLANNING			
ECONOMIC DEVELOPMENT	1,230	510	1,230
HISTORIC DISTRICT COMMISSION	1,230	898	1,126
FAIR RENT COMMISSION	290	0	240
PLANNING CODE ADMINISTRATION	453,480	436,270	456,279
TOWN CLERK			
TOWN CLERK	183,078	181,286	188,013
REGISTRARS OF VOTERS			
REGISTRARS OF VOTERS	52,777	44,297	58,329

SUMMARY - GENERAL GOVERNMENT (CONTINUED)

	ADOPTED BUDGET <u>FY 2010-2011</u>	PROJECTED ACTUAL <u>FY 2010-2011</u>	PROPOSED BUDGET <u>FY 2011-2012</u>
LEGAL & INSURANCES			
LEGAL & INSURANCES	1,696,379	1,635,205	1,737,763
PROBATE	7,820	5,324	5,051
INFORMATION TECHNOLOGY & FACILITIES			
INFORMATION TECHNOLOGY	72,363	68,334	83,328
FACILITIES	176,064	180,431	190,864
TOTAL GENERAL GOVERNMENT	3,589,507	3,426,722	3,739,439

SUMMARY - PUBLIC SAFETY

	<u>ADOPTED BUDGET FY 2010-2011</u>	<u>PROJECTED ACTUAL FY 2010-2011</u>	<u>PROPOSED BUDGET FY 2011-2012</u>
POLICE PROTECTION			
POLICE	1,058,088	1,019,569	1,030,833
FIRE PROTECTION			
CENTRAL DISPATCH	81,441	81,441	84,077
FIRE	867,763	866,919	936,806
FIRE SUBSTATION	14,309	14,435	14,800
CIVIL PREPAREDNESS			
CIVIL PREPAREDNESS	9,037	9,037	10,742
TOTAL PUBLIC SAFETY	2,030,638	1,991,401	2,077,258

SUMMARY - PUBLIC WORKS

	ADOPTED BUDGET <u>FY 2010-2011</u>	PROJECTED ACTUAL <u>FY 2010-2011</u>	PROPOSED BUDGET <u>FY 2011-2012</u>
PUBLIC WORKS			
HIGHWAY	1,337,591	1,314,518	1,494,966
FLEET MAINTENANCE	322,074	325,895	339,509
SNOW REMOVAL	299,130	547,157	412,419
ENGINEERING			
ENGINEERING	97,682	96,482	96,682
TRANSFER STATION			
TRANSFER STATION	283,042	235,879	262,506
TOTAL PUBLIC WORKS	2,339,519	2,519,931	2,606,082

SUMMARY - HUMAN SERVICES

	<u>ADOPTED BUDGET FY 2010-2011</u>	<u>PROJECTED ACTUAL FY 2010-2011</u>	<u>PROPOSED BUDGET FY 2011-2012</u>
YOUTH & SOCIAL SERVICES			
YOUTH & SOCIAL SERVICES	267,369	264,146	298,697
HEALTH			
HEALTH & SAFETY COMMITTEE	2,290	1,950	2,290
HEALTH	150,184	145,184	129,401
TOTAL HUMAN SERVICES	419,843	411,280	430,388

SUMMARY - CIVIC & CULTURAL

	<u>ADOPTED BUDGET FY 2010-2011</u>	<u>PROJECTED ACTUAL FY 2010-2011</u>	<u>PROPOSED BUDGET FY 2011-2012</u>
LIBRARY			
CRAGIN LIBRARY	508,540	505,214	535,287
PARKS & RECREATION			
PARKS & RECREATION	540,580	499,124	573,245
SENIOR SERVICES			
SENIOR SERVICES	233,918	234,862	244,107
TOTAL CIVIC & CULTURAL	1,283,038	1,239,200	1,352,639

SUMMARY - DEBT & TRANSFERS

	<u>ADOPTED BUDGET FY 2010-2011</u>	<u>PROJECTED ACTUAL FY 2010-2011</u>	<u>PROPOSED BUDGET FY 2011-2012</u>
DEBT			
DEBT SERVICE	3,752,603	3,693,538	3,061,530
TRANSFERS			
OTHER FINANCING USES	154,503	278,003	412,361
TOTAL DEBT & TRANSFERS	3,907,106	3,971,541	3,473,891

SUMMARY - EDUCATION

	ADOPTED BUDGET <u>FY 2010-2011</u>	PROJECTED ACTUAL <u>FY 2010-2011</u>	PROPOSED BUDGET <u>FY 2011-2012</u>
EDUCATION	34,049,000	34,049,000	36,821,590

FY 2010-2011 Adopted budget excludes \$1,932,716 to be funded directly to the Board of Education from Federal ARRA State Fiscal Stabilization grant funds and FY 2011-2012 Proposed Budget excludes \$550,000 to be funded directly to the Board of Education from Federal Jobs Bill grant funds

Section Three

Board of Finance Proposed Budget (Departmental)

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**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

**Section Three – FY 2011-2012 Board of Finance
Proposed Operating Budget (by Department)**

Item

- General Government
- Public Safety
- Public Works
- Human Services
- Civic & Cultural
- Debt Service
- Transfers
- Animal Control Fund

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**GENERAL
GOVERNMENT**

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**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Department: First Selectman

Mission

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

Description

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

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

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

Staffing

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

2010-2011 Accomplishments

- Policies Created or Updated: Policy Manual, Flag Policy, Vehicle Policy, Disposal Policy, Board & Commission Guidebook, and First Selectman's Office Standard Operating Procedure Manual
- Updated Clerical and Public Works/Parks Crew/Water Dept. Job Descriptions
- Selection of new labor attorney which reduced labor attorney expenses from prior year
- Successful negotiation of Transfer Station, Parks & Highway Crew, Fleet, and Water Department Union Contract and Library Employees Contract
- Instituted measurement system of all Town departments
- Development of Capital Improvement Plan
- Development of Vehicle Replacement Plan
- Joining of the Chatham Health District

2011-2012 Objectives

- Development of Continuation of Operations Plan
- Successful negotiation of two union contracts
- Increased use of HR Solutions to address Town Hall HR functions
- Update personnel policy
- Strive to keep appointed boards and commissions 95% full
- Assist in the development of fire department strategic plan
- Creation of an Agriculture Commission

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

	Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>
11201 FIRST SELECTMAN			
11201 40101 REGULAR PAYROLL	135,598	135,598	137,525
11201 40105 CONTR.TEMP.& OCCAS. PAYROLL	1,500	200	1,500
11201 41210 EMPLOYEE RELATED INSURANCES	331	332	332
11201 41230 FICA & RETIREMENT	17,904	17,810	18,178
11201 42233 COPIER	4,688	4,688	4,688
11201 42301 OFFICE SUPPLIES	1,400	750	2,400
11201 42343 TECHNICAL REFERENCE MATERIALS	200	100	200
11201 43213 MILEAGE, TRAINING & MEETINGS	1,000	350	750
11201 43258 PROFESSIONAL MEMBERSHIPS	21,948	21,948	21,948
11201 44208 PROFESSIONAL SERVICES	12,632	7,000	27,500
11201 44217 POSTAGE	6,020	5,000	4,369
11201 44230 LEGAL NOTICES	250	250	250
11201 44231 ADVERTISING	1,000	1,689	1,000
11201 45216 TELEPHONE	1,320	1,350	1,380
11201 45250 HEBRON TAXES	425	431	445
11201 46224 EQUIPMENT REPAIRS	150	150	150
11201 47242 PARADES & CELEBRATIONS	1,703	1,703	1,838
11201 47281 CONTRIBUTIONS	2,000	2,000	2,000
TOTAL FIRST SELECTMAN	210,069	201,349	226,453

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>11201 FIRST SELECTMAN</u>		
11201 40101 - REGULAR PAYROLL		137,525
First Selectman	79,019	
Executive Assistant to the First Selectman	46,500	
Part-time Clerk (20 hrs/week)	12,006	
11201 40105 - CONTRACTUAL TEMPORARY OCCASIONAL PAYROLL		1,500
Temporary staff to cover vacation/leaves	1,500	
11201 41210 - EMPLOYEE RELATED INSURANCE		332
Life Insurance	75	
Long Term Disability	257	
11201 41230 - FICA & RETIREMENT		18,178
FICA/Medicare	10,646	
Defined Contribution 401(a) Plan contributions @ 6%	7,532	
11201 42233 - COPIER		4,688
Central copier - monthly lease payments	2,988	
Central copier - per copy charges	1,000	
Copy paper	700	
11201 42301 - OFFICE SUPPLIES		2,400
Paper, envelopes, letterhead, pens, computer & printer supplies	2,400	
11201 42343 - TECHNICAL REFERENCE MATERIALS		200
Reference materials	200	
11201 43213 - MILEAGE, TRAINING & MEETINGS		750
Mileage @ 51 cents/mile. Meetings, conferences, workshops	250	
Workshop & conference fees: FOI, accident investigation, risk management, customer service, etc.	500	
Provides for selectmen registration fees, as well as staff-wide mandated training on-site		
11201 43258 - PROFESSIONAL MEMBERSHIPS		21,948
Southeast CT Council of Governments	7,276	
CT Council of Small Towns	1,025	
CT Conference of Municipalities	8,567	
Colchester Business Association	80	
Salmon River Watershed Partnership	5,000	

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>11201 FIRST SELECTMAN (CONTINUED)</u>		
11201 44208 - PROFESSIONAL SERVICES		27,500
Section 125 Plan - Administrative Costs	300	
Required Physicals & Testing for Employment	200	
EAP Employee Assistance Program Fees	2,000	
Human Resource services	25,000	
11201 44217 - POSTAGE		4,369
Postage	1,400	
Postage meter - quarterly lease payments	2,784	
First class mail permit	185	
11201 44230 - LEGAL NOTICES		250
Meeting warnings	250	
11201 44231 - ADVERTISING		1,000
Employment advertising	1,000	
11201 45216 - TELEPHONE		1,380
Monthly base and long distance charges	1,380	
11201 45250 - HEBRON TAXES		445
Property taxes to Town of Hebron	445	
11201 46224 - EQUIPMENT REPAIRS		150
Office Equipment Repairs	150	
11201 47242 - PARADES & CELEBRATIONS		1,838
Grave markers + flags - Memorial Day	1,250	
Float Prizes - Memorial Day parade	150	
School Band donations - Memorial Day parade	300	
Meeting Clerk - Memorial Day Parade Committee	138	
11201 47281 - SPECIAL SERVICES		2,000
Contribution to TVCCA - for services provided to Colchester residents	2,000	
TOTAL FIRST SELECTMAN		226,453

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**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Department: Finance (Town & Board of Education)

Mission

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

Description

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

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

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

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

Staffing

Chief Financial Officer (full time – shared position with BOE)

Director of Finance (full time – funded by Town budget)

Accounts Payable & Payroll Coordinator (full time – funded by Town budget)

Treasurer (elected – funded by Town budget)

Financial Administrator (full time – funded by BOE budget)

Support Services Supervisor – Payroll (full-time - funded by BOE budget)

Accounts Payable Coordinator (full time – funded by BOE budget)

2010-2011 Accomplishments

- Issued audited financial statements for the fiscal year ended June 30, 2010 with unqualified audit opinion
- Issued state and federal grant audit reports with no compliance or internal control findings
- Provided additional information to Board of Finance (BOF), Board of Selectmen (BOS), & Board of Education (BOE) as well as the general public to support budget requests
- Increased access to budget and financial information through use of Town and BOE websites
- Refunding of 2001 General Obligation Bond issue resulting in approximately \$225,000 in total savings
- Assisted in the development of vehicle replacement plan
- Assisted in the development of capital improvement plan priorities
- Closed out school construction projects at Colchester Elementary School (CES) and Jack Jackter Intermediate School– final audits completed and issued by State Department of Education
- Completed review of cash flow requirements and amended investment strategy to include longer-term investments in order to increase investment income

2011-2012 Objectives

- Issue audited financial statements for the fiscal year ended June 30, 2011 with an unqualified opinion
- Update 5-year Capital Improvement Plan
- Development of FY 2012-2013 Town & BOE annual operating budgets
- Implementation of electronic payments to vendors to reduce cost of issuing paper checks, postage and banking services
- Establishment of irrevocable trust for other post-employment benefits (OPEB) for current and future retirees
- Issue Request for Proposal (RFP) for Health and Stop Loss insurance coverage

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

		Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>	
11301	FINANCE				
11301	40101	REGULAR PAYROLL	175,397	176,942	178,320
11301	40105	CONTR.TEMP.& OCCAS. PAYROLL	4,500	4,500	4,500
11301	41210	EMPLOYEE RELATED INSURANCES	744	746	746
11301	41230	FICA & RETIREMENT	25,696	25,658	26,101
11301	42233	COPIER	750	675	750
11301	42301	OFFICE SUPPLIES	1,500	1,250	1,250
11301	42343	TECHNICAL REFERENCE MATERIALS	150	150	150
11301	43213	MILEAGE, TRAINING & MEETINGS	3,250	3,250	3,475
11301	43258	PROFESSIONAL MEMBERSHIPS	565	550	565
11301	44205	DATA PROCESSING	25,360	24,858	24,888
11301	44208	PROFESSIONAL SERVICES	15,000	15,669	15,000
11301	44217	POSTAGE	2,000	2,000	2,000
11301	45216	TELEPHONE	996	1,020	1,050
11301	46224	EQUIPMENT REPAIRS	350	350	350
TOTAL FINANCE		256,258	257,618	259,145	

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>11301 FINANCE</u>		
11301 40101 - REGULAR PAYROLL		178,320
Chief Financial Officer	53,045	
Finance Director	72,164	
Payroll/AP Coordinator (8 hrs/day)	51,386	
Longevity	1,725	
11301 40105 - CONTRACTUAL TEMPORARY OCCASIONAL PAYROLL		4,500
Treasurer	4,500	
11301 41210 - EMPLOYEE RELATED INSURANCE		746
Life Insurance	320	
Long Term Disability Insurance	426	
11301 41230 - FICA & RETIREMENT		26,101
FICA/Medicare	13,985	
Defined Contribution 401(a) Plan contributions - CFO @ 6% (50% Town/50% BOE)	3,183	
Defined Contribution 401(a) Plan contributions - Finance Director @ 7.75%	5,593	
Defined Contribution 401(a) Plan contributions - Payroll & A/P Coordinator @ 6.5%	3,340	
11301 42233 - COPIER		750
Copier supplies	350	
Per copy charges	400	
11301 42301 - OFFICE SUPPLIES		1,250
11301 42343 - TECHNICAL REFERENCE MATERIALS		150
GAAFR Review & other reference materials for Finance & Treasurer	150	
11301 43213 - MILEAGE, TRAINING & MEETINGS		3,475
Mileage @ 51 cents per mile	450	
Registration fees - CCM, GFOA, CSCPA sponsored meetings & seminars	600	
Staff Training - Finance, Payroll/Personnel, computer, Munis	1,750	
National or New England States GFOA Conference - CFO (50% Town & 50% BOE)	675	

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>11301 FINANCE (CONTINUED)</u>		
11301 43258 - PROFESSIONAL MEMBERSHIPS		565
CTGFOA Dues - CFO, Finance Director	130	
National GFOA Dues - CFO Only	200	
AICPA dues - CFO only (shared cost with BOE)	110	
CSCPA dues - CFO only (shared cost with BOE)	125	
11301 44205 - DATA PROCESSING		24,888
MUNIS Financial Software contract (shared cost with BOE)	22,500	
Crystal Reports for Munis (shared cost with BOE)	638	
Check stock, Direct Deposit paystubs, W-2 tax forms	1,750	
11301 44208 - PROFESSIONAL SERVICES		15,000
Banking services fees	15,000	
11301 44217 - POSTAGE		2,000
11301 45216 - TELEPHONE		1,050
Monthly base and long distance charges	1,050	
11301 46224 - EQUIPMENT REPAIRS		350
Office equipment repairs - typewriter, fax machine, printers	350	
TOTAL FINANCE		259,145

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**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Department: Tax Office

Mission

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

Description

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

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

Staffing

Tax Collector (full time)

Assistant Tax Collector (full time)

Department Collections Clerk (part time)

2010-2011 Accomplishments

- Increased collections for current year taxes.
- Tracking to reach objective collection rate of 98%
- Increased collection of outstanding delinquent taxes
- Continued outreach to residents to collect current and delinquent taxes
- Completed collection technique courses and required certification courses for Tax Collector and staff

2011-2012 Objectives

- Achieve a tax collection rate of .2% higher than budgeted for prior year
- Continue classes towards certification in the Spring and the Fall.
- Continued relevant and appropriate education for the Tax Collector and office staff :
Municipal Finance and State and Local Government , including collection enhancement class and excel classes
- Collect 100% of the budgeted amount of delinquent tax collection through the use of various enforcement tools
- Research and determine the benefits of bringing in house the mailings of our tax bills

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

		Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>	
11303	TAX COLLECTOR				
11303	40101	REGULAR PAYROLL	110,902	110,902	113,427
11303	41210	EMPLOYEE RELATED INSURANCES	342	339	342
11303	41230	FICA & RETIREMENT	14,489	14,301	14,838
11303	42301	OFFICE SUPPLIES	2,800	2,800	2,500
11303	43213	MILEAGE, TRAINING & MEETINGS	1,400	1,400	1,500
11303	43258	PROFESSIONAL MEMBERSHIPS	120	95	120
11303	44205	DATA PROCESSING	10,800	10,800	10,800
11303	44217	POSTAGE	11,000	11,000	9,500
11303	44223	SERVICE CONTRACTS	3,437	3,104	3,475
11303	44230	LEGAL NOTICES	750	520	600
11303	45216	TELEPHONE	840	842	858
TOTAL TAX COLLECTOR		156,880	156,103	157,960	

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>11303 TAX COLLECTOR</u>		
11303 40101 - REGULAR PAYROLL		113,427
Tax Collector	60,819	
Assistant to the Tax Collector (7 hrs/day)	38,660	
Delinquent Tax Collections Clerk (20 hrs/week)	13,948	
11303 41210 - EMPLOYEE RELATED INSURANCE		342
Life Insurance	90	
Long Term Disability Insurance	252	
11303 41230 - FICA & RETIREMENT		14,838
FICA/Medicare	8,676	
Defined Contribution 401(a) Plan - Tax Collector @ 6%	3,649	
Defined Contribution 401(a) Plan - Assistant to the Tax Collector @ 6.5%	2,513	
11303 42301 - OFFICE SUPPLIES		2,500
Paper, toner, envelopes (delinquent demands, billing), general office supplies	2,500	
11303 43213 - MILEAGE, TRAINING & MEETINGS		1,500
Required classes & Annual Seminar for Tax Collector; Additional classes. Mileage @ 51 cents per mile	1,500	
11303 43258 - PROFESSIONAL MEMBERSHIPS		120
CT Tax Association & New London County Collectors Association dues	120	
11303 44205 - DATA PROCESSING		10,800
Quality Data -- printing, processing, mail preparation, rate book, rate forms, binding & software support	10,800	
11303 44217 - POSTAGE		9,500
Tax bills, delinquent statements, demands & other notices required for collection. Bulk rate varies by quantity.	9,500	
11303 44223 - SERVICE CONTRACTS		3,475
Annual State Department of Motor Vehicles (DMV) fee	3,475	
11303 44230 - LEGAL NOTICES		600
Legal notices required by State Statute for collection periods	600	
11303 45216 - TELEPHONE		858
Monthly base and long distance charges	858	
TOTAL TAX COLLECTOR		157,960

**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Department: Assessor's Office

Mission

To discover, list and value all taxable real and personal property located within the corporate limits of the town in order to ensure fair and equitable taxation. File an annual grand list 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)

2010-2011 Accomplishments

- Filed all state reports in a timely manner
- Successfully defended one tax appeal in superior court with no reduction
- Constructed RFP for revaluation in-house instead of using the town's attorney
- Solicited, interviewed, verified, and selected prospective revaluation bids
- Completed 35% of "data collection" inspections for 2011 Revaluation using in-house staff to reduce contracting expenses for the town
- Over 250 untaxed assets uncovered

2011-2012 Objectives

- Continue performing "data collection" inspections for 2011 revaluation using in-house staff and reduce the revaluation contracting expenses for the town
- Manage, direct, and oversee the revaluation contract that was awarded
- Successful completion and timely implementation of 2011 town-wide revaluation
- Successful completion and timely presentation of grand list
- Dispose of pending litigation (tax appeals)
- Provide guidance to Agriculture Commission on possible enactment of local option tax exemption(s)

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

		Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>	
11304	ASSESSOR				
11304	40101	REGULAR PAYROLL	180,749	180,749	183,498
11304	40103	OVERTIME	725	716	736
11304	40105	CONTR.TEMP.& OCCAS. PAYROLL	500	500	500
11304	41210	EMPLOYEE RELATED INSURANCES	714	714	714
11304	41230	FICA & RETIREMENT	26,505	26,088	26,978
11304	42233	COPIER	1,850	1,800	1,850
11304	42301	OFFICE SUPPLIES	2,200	2,200	2,200
11304	42340	OTHER PURCHASED SUPPLIES	75	75	50
11304	42343	TECHNICAL REFERENCE MATERIALS	580	580	610
11304	43213	MILEAGE, TRAINING & MEETINGS	6,717	6,717	6,717
11304	43258	PROFESSIONAL MEMBERSHIPS	425	420	440
11304	44205	DATA PROCESSING	13,750	13,750	14,050
11304	44208	PROFESSIONAL SERVICES	2,000	2,000	2,000
11304	44217	POSTAGE	1,795	1,795	1,795
11304	45216	TELEPHONE	540	505	540
TOTAL ASSESSOR		239,125	238,609	242,678	

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>11304 ASSESSOR</u>		
11304 40101 - REGULAR PAYROLL		183,498
Assessor	79,305	
Deputy Assessor	62,147	
Assistant to the Assessor (8 hrs/day)	40,946	
Longevity	1,100	
11304 40103 - OVERTIME		736
11304 40105 - CONTRACTUAL TEMPORARY OCCASIONAL PAYROLL		500
Temporary help to cover vacations & workshop for Assessor and staff	500	
11304 41210 - EMPLOYEE RELATED INSURANCE		714
Life Insurance	330	
Long term Disability Insurance	384	
11304 41230 - FICA & RETIREMENT		26,978
FICA/Medicare	14,131	
Defined Contribution 401(a) Plan contributions - Assessor @ 7.75%	6,146	
Defined Contribution 401(a) Plan contributions - Deputy Assessor and Assistant to Assessor @ 6.5%	6,701	
11304 42233 - COPIER		1,850
Monthly lease	1,500	
Per copy charges - \$.007 per copy	250	
Paper for copier	100	
11304 42301 - OFFICE SUPPLIES		2,200
State mandated forms, pricing books, cards, labels, Personal Property declaration, envelopes, general office supplies, veteran cards, correction forms, printer supplies, reproduction of tax maps		
11304 42340 - OTHER PURCHASED SUPPLIES		50
Film & Developing costs.	50	
11304 42343 - TECHNICAL REFERENCE MATERIALS		610
Subscription - NADA pricing guides, computer schedule, trailer/recreation vehicle guides	610	

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
 <u>11304 ASSESSOR (CONTINUED)</u>		
11304 43213 - MILEAGE, TRAINING & MEETINGS		6,717
Mileage - use of personal vehicles to perform fieldwork, attend court hearings & attend seminars and professional organization meetings	6,717	
11304 43258 - PROFESSIONAL MEMBERSHIPS		440
CAAO - CT Association of Assessing Officers	150	
IAAO - International Association of Assessing Officers	185	
SPA - Society of Professional Assessors	25	
NRAAO - Northeast Regional Association of Assessing Officers	30	
HCAA - Hartford County Assessors Association	20	
GNLCAA - Greater New London County Assessors	30	
11304 44205 - DATA PROCESSING		14,050
Quality Data Service Contract	6,500	
VISION CAMA - maintenance contract	7,550	
11304 44208 - PROFESSIONAL SERVICES		2,000
Personal property audits	2,000	
11304 44217 - POSTAGE		1,795
11304 45216 - TELEPHONE		540
Monthly base and long distance charges	540	
TOTAL ASSESSOR		242,678

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**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Department: Planning/ Building Code Administration

Mission

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

Description

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

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

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

The Department is staffed by six professionals who are all full time. The Department provides primary staffing to the Planning and Zoning Commission, the Conservation Commission, the Open Space Commission, the Zoning board of Appeals, the Economic Development Commission and the Historic District Commission. All of these positions involve administration and compliance with state mandates and regulations, including detailed notice and development decision requirements.

Staffing

Town Planner (full time)
Building Official (full time)
Zoning/Assistant Planner (full time)
Fire Marshal (full time)
Wetlands/Conservation Official (full time)
Administrative Assistant (8 hrs/day)

2010 Accomplishments

- Evaluated over 100 buildings regarding their structural integrity and made recommendations to mitigate impacts of snow and ice
- Representation on regional boards and task forces (Census, Salmon River, GIS)
- Developed a town-wide sidewalk plan and program and identified an off – site funding program
- Developed new regulations/policies (Comprehensive Zoning Code Revision, Sidewalks)
- Developed, was awarded, and administrated several grant proposals including Merchant Row – Lebanon Avenue (\$285,000)
- Developed an issue paper regarding the Expansion of Town Infrastructure to Commercial Use Zones project (\$175,000 STEAP project)
- Developed a new Conservation Commission fee schedule and regulations
- Revised the Historic District Handbook and Regulations

2011 Objectives

- Develop remaining sections and then adopt revised Zoning Regulation
- Update the Plan of Conservation and Development
- Construct streetscape on Merchant Row and Lebanon Avenue
- Complete plan for water and sewer expansion – develop cost and financing provisions
- Coordinate with IT department the mapping of town infrastructure, drainage facilities, easements, and buildings with handheld GPS
- Update all existing mapping with Town GIS system; including open space, zoning, and wetlands maps.

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget	Projected Actual	Proposed Budget
			<u>FY 2010-2011</u>	<u>FY 2010-2011</u>	<u>FY 2011-2012</u>
11411	PLANNING CODE ADMINISTRATION				
11411	40101	REGULAR PAYROLL	363,193	353,193	364,279
11411	40103	OVERTIME	3,064	2,348	3,707
11411	40105	CONTR.TEMP.& OCCAS. PAYROLL	2,720	904	2,000
11411	41210	EMPLOYEE RELATED INSURANCES	1,488	1,488	1,488
11411	41230	FICA & RETIREMENT	51,639	46,891	47,405
11411	42233	COPIER	3,111	3,111	3,111
11411	42301	OFFICE SUPPLIES	2,500	2,500	2,500
11411	42323	SAFETY EQUIPMENT	600	600	600
11411	42340	OTHER PURCHASED SUPPLIES	50	50	50
11411	43213	MILEAGE, TRAINING & MEETINGS	2,000	2,000	2,000
11411	43258	PROFESSIONAL MEMBERSHIPS	3,000	3,000	3,000
11411	44208	PROFESSIONAL SERVICES	3,000	3,000	6,000
11411	44217	POSTAGE	3,150	3,150	3,150
11411	44230	LEGAL NOTICES	6,795	6,795	6,795
11411	44232	PRINTING & PUBLICATIONS	1,750	1,750	1,750
11411	45216	TELEPHONE	1,620	1,690	1,740
11411	46224	EQUIPMENT REPAIRS	300	300	300
11411	46390	VEHICLE MAINTENANCE & FUEL	3,500	3,500	6,404
TOTAL PLANNING CODE ADMINISTRATION			<hr/> 453,480	<hr/> 436,270	<hr/> 456,279

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>11411 PLANNING & CODE ADMINISTRATION</u>		
11411 40101 - REGULAR PAYROLL		364,279
Town Planner	73,615	
Building Official	69,724	
Fire Marshal	54,602	
Zoning Enforcement Officer	54,106	
Wetlands Officer	49,436	
Administrative Assistant (8 hrs/day)	40,946	
Part-time Economic Development Coordinator (20 hrs/week)	20,000	
Longevity	1,850	
11411 40103 - OVERTIME		3,707
Clerk for Zoning & Planning Commission	1,942	
Clerk for Zoning Board of Appeals	706	
Clerk for Wetlands Conservation Commission	1,059	
11411 40105 - CONTRACTUAL TEMPORARY OCCASIONAL PAYROLL		2,000
Fire inspections by Deputy Fire Marshal during Fire Marshal absences and where conflict of interest may exist	1,250	
Vacation coverage	750	
11411 41210 - EMPLOYEE RELATED INSURANCE		1,488
Life Insurance	720	
Long Term Disability Insurance	768	
11411 41230 - FICA & RETIREMENT		47,405
FICA/Medicare	28,304	
Defined Contribution 401(a) Plan contributions - Fire Marshal, Zoning Enforcement Officer and Wetlands Officer @ 7.75%	12,256	
Defined Contribution 401(a) Plan contributions - Building Official @ 6%	4,184	
Defined Contribution 401(a) Plan contributions - Administrative Assistant @ 6.5%	2,661	
11411 42233 - COPIER		3,111
Overages	800	
Copy supplies (shared cost with Engineering)	375	
Annual Lease for copier & service contract (shared cost with Engineering)	1,936	
11411 42301 - OFFICE SUPPLIES		2,500
Shared cost with Engineering	2,500	

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>11411 PLANNING & CODE ADMINISTRATION (CONTINUED)</u>		
11411 42323 - PROTECTIVE CLOTHING & SAFETY EQUIPMENT		600
Routine replacement due to damage of required equipment such as hand tools, first aid kits, gloves	600	
11411 42340 - OTHER PURCHASED SUPPLIES		50
Batteries, Film & Film Processing	50	
11411 43213 - MILEAGE, TRAINING & MEETINGS		2,000
Mileage for staff, board & commission members @ 51 cents/mile. Staff training to maintain required professional certifications.	2,000	
11411 43258 - PROFESSIONAL MEMBERSHIPS		3,000
Professional Organization fees/membership dues	3,000	
11411 44208 - PROFESSIONAL SERVICES		6,000
Consultant service and review of applications in the Historic Overlay Zone - use of Historical Architect during plan review	3,000	
Assist with 2011 update to Plan of Conservation & Development, and comprehensive zoning code update	3,000	
11411 44217 - POSTAGE		3,150
11411 44230 - LEGAL NOTICES		6,795
Legally required notices for Boards and Commissions	6,795	
11411 44232 - PRINTING & PUBLICATIONS		1,750
Printing costs for all forms, Regulations, and materials for distribution	1,750	
11411 45216 - TELEPHONE		1,740
Monthly base and long distance charges	1,740	
11411 46224 - EQUIPMENT REPAIRS		300
Cash register & other office equipment - minor repairs	300	
11411 46390 - VEHICLE MAINTENANCE & FUEL		6,404
Vehicle & equipment repairs	2,500	
Unleaded gasoline	3,904	
TOTAL PLANNING & CODE ADMINISTRATION		456,279

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**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Department: Town Clerk

Mission

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

Description

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

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

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

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

Staffing

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

2010-2011 Accomplishments

- Back scanned 177 volumes of documents into the computer system thereby allowing our customers to view and print the images from the vault
- Upgraded technology on the map copier enables us to have scanning and email capabilities
- Applied for and administrated a \$3,000. Historic Documents Preservation Grant for the purchase of a new land record cabinet that should hold enough volumes to last approximately 12-14 years
- Created an in-house program for the issuance of marriage license certificates that will save about \$380.00 per year
- Sharing software with the Registrar's Office allowing us to input and track all absentee ballots issued and received
- Now able to issue absentee ballots to our servicemen via email or fax per a new Federal law

2011-2012 Objectives

- Online accessibility of information and records through a "portal" created by our land record vendor
- Research and submit a plan for possibly implementing a records management program for Town Hall

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>
11501	TOWN CLERK				
11501	40101	REGULAR PAYROLL	123,584	123,584	127,654
11501	40105	CONTR.TEMP.& OCCAS. PAYROLL	800	800	800
11501	41210	EMPLOYEE RELATED INSURANCES	478	473	478
11501	41230	FICA & RETIREMENT	16,721	16,334	17,196
11501	42233	COPIER	5,600	5,040	5,500
11501	42301	OFFICE SUPPLIES	1,100	1,000	1,100
11501	42343	TECHNICAL REFERENCE MATERIALS	550	550	550
11501	43213	MILEAGE, TRAINING & MEETINGS	850	979	1,250
11501	43258	PROFESSIONAL MEMBERSHIPS	235	235	235
11501	44207	INDEXING & RECORDING	24,800	24,571	24,800
11501	44217	POSTAGE	2,000	2,000	2,000
11501	44230	LEGAL NOTICES	2,000	1,700	2,000
11501	44232	PRINTING & PUBLICATIONS	2,200	2,000	2,200
11501	44271	MICRO FILM	700	700	700
11501	45216	TELEPHONE	960	1,020	1,050
11501	46224	EQUIPMENT REPAIRS	500	300	500
TOTAL TOWN CLERK			183,078	181,286	188,013

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>11501 TOWN CLERK</u>		
11501 40101 - REGULAR PAYROLL		127,654
Town Clerk	59,191	
Assistant Town Clerk (7 hrs/day)	40,852	
Assistant to the Town Clerk (6 hrs/day)	27,186	
Longevity	425	
11501 40105 - CONTRACTUAL TEMPORARY OCCASIONAL PAYROLL		800
Town Historian	800	
11501 41210 - EMPLOYEE RELATED INSURANCE		478
Life Insurance	135	
Long Term Disability Insurance	343	
11501 41230 - FICA & RETIREMENT		17,196
FICA/Medicare	9,766	
Defined Contribution 401(a) Plan contributions - Town Clerk @ 6%	3,552	
Defined Contribution 401(a) Plan contributions - Assistant to Town Clerk @ 6.5%	2,655	
Defined Contribution 401(a) Plan contributions - Assistant to Town Clerk @ 4.5%	1,223	
11501 42233 - COPIER		5,500
Town Clerk & Registrar copier lease including overages	3,600	
Paper & supplies for regular & map copiers	1,450	
Annual Map copier fee	450	
11501 42301 - OFFICE SUPPLIES		1,100
Pens, vital paper, folders, minute books, paper, toner, conveyance books, map strips, other supplies	1,100	
11501 42343 - TECHNICAL REFERENCE MATERIALS		550
General Code - annual subscription for code update	550	
11501 43213 - MILEAGE, TRAINING & MEETINGS		1,250
State mandated training for Town Clerk, conferences, workshops re: changes in regulations	750	
Training for Assistants plus mileage	500	
11501 43258 - PROFESSIONAL MEMBERSHIPS		235
Town Clerks' Association	235	

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>11501 TOWN CLERK (CONTINUED)</u>		
11501 44207 - INDEXING & RECORDING		24,800
Microfilm, indexing, imaging. Recording birth/marriages/deaths. Required by law.	24,800	
11501 44217 - POSTAGE		2,000
Postage for returning recorded documents, absentee ballots, general correspondence	2,000	
11501 44230 - LEGAL NOTICES		2,000
Warnings for Town meetings, budget referenda, Elections, audit, dog notices, etc.	2,000	
11501 44232 - PRINTING & PUBLICATIONS		2,200
Imprinted envelopes and minute books.	600	
Bindings of minute books for boards and commissions are imprinted		
General code updates for codebook & ordinances.	1,600	
11501 44271 - MICROFILMING		700
Annual microfilming & storage of maps (backup copies)	700	
11501 45216 - TELEPHONE		1,050
Monthly base and long distance charges	1,050	
11501 46224 - EQUIPMENT REPAIRS		500
Office Equipment repairs	500	
TOTAL TOWN CLERK		188,013

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**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Department: Registrars' of Voters

Mission

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

Description

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

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

Maintaining the voter database for the town through voter registration and a yearly canvass is integral to the voting process and also follows state election laws.

Staffing

Registrar (Democratic)

Registrar (Republican)

Deputy Registrar (Democratic)

Deputy Registrar (Republican)

2010-2011 Accomplishments

- Budget Referendum – 1
- November election (local, state, federal)
- NCOA canvass (January through May)
- ROVAC state conferences (required for education and updates of new legislation-3 days each)- 2
- District ROVAC meetings – 4
- Voter registration session at high school – 1
- Primary election (state and federal)
- Supervised absentee ballot voting session at local convalescent home and rehab facilities for local, state and federal elections in November
- Successful completion of election audit by the State

2011-2012 Objectives

- Continue to maintain voter database
- CONVERS 2(integrate updated voter registration system)
- Retain more moderators by sending volunteers to classes to become trained and certified by the State

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

		Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>	
11601	REGISTRARS OF VOTERS				
11601	40101	REGULAR PAYROLL	22,500	22,500	24,750
11601	40105	CONTR.TEMP.& OCCAS. PAYROLL	13,875	11,300	13,875
11601	41230	FICA	1,722	1,812	1,894
11601	42301	OFFICE SUPPLIES	500	400	500
11601	42340	OTHER PURCHASED SUPPLIES	2,000	1,300	2,000
11601	43213	MILEAGE, TRAINING & MEETINGS	1,500	1,200	1,500
11601	43258	PROFESSIONAL MEMBERSHIPS	200	100	200
11601	44208	PROFESSIONAL SERVICES	800	200	2,300
11601	44217	POSTAGE	2,600	750	2,600
11601	44223	SERVICE CONTRACTS	300	0	1,830
11601	44232	PRINTING & PUBLICATIONS	6,000	4,355	6,500
11601	45216	TELEPHONE	780	380	380
TOTAL REGISTRARS OF VOTERS		<hr/>	<hr/>	<hr/>	
		52,777	44,297	58,329	

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>11601 REGISTRARS OF VOTERS</u>		
11601 40101 - REGULAR PAYROLL		24,750
Registrars salary	24,750	
11601 40105 - CONTRACTUAL TEMPORARY OCCASIONAL PAYROLL		13,875
Regular election - Registrars, Deputy Registrars, pollworkers	4,000	
Referenda - Registrars, Deputy Registrars, pollworkers	7,200	
Primary - Registrars, Deputy Registrars, pollworkers	2,675	
11601 41230 - FICA		1,894
FICA/Medicare	1,894	
11601 42301 - OFFICE SUPPLIES		500
Toner, file folders, cdr's, etc.	500	
11601 42340 - OTHER PURCHASED SUPPLIES		2,000
Meals for poll workers & canvassing supplies.	2,000	
11601 43213 - MILEAGE, TRAINING & MEETINGS		1,500
Conferences (2) - for Registrars and Deputies	1,500	
11601 43258 - PROFESSIONAL MEMBERSHIPS		200
Annual dues - ROVAC	200	
11601 44208 - PROFESSIONAL SERVICES		2,300
Use of polling locations	800	
Programming of memory cards for voting machines (State mandate)	1,500	
11601 44217 - POSTAGE		2,600
11601 44223 - SERVICE CONTRACTS		1,830
Service contracts for 8 tabulators (State mandate)	1,830	
11601 44232 - PRINTING & PUBLICATIONS		6,500
Printing of ballots	6,500	
11601 45216 - TELEPHONE		380
Monthly base and long distance charges - Town Hall office	180	
Monthly base and long distance charges - Polling locations	200	
TOTAL REGISTRARS OF VOTERS		58,329

**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Department: Legal & Insurances

Description:

This section includes employee health insurance, other post-employment benefits (OPEB), workers' compensation insurance, municipal insurance (including liability), unemployment compensation, and anticipated legal expenses (including planning, zoning, general law, and labor relations).

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Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>
11701	LEGAL & INSURANCES				
11701	41211	HEALTH INSURANCE	1,045,673	1,045,744	1,056,042
11701	41260	WORKERS COMPENSATION INSURANCE	289,698	283,408	327,770
11701	44203	LEGAL	130,000	70,000	115,000
11701	44206	MUNICIPAL INSURANCE	199,460	199,213	199,751
11701	44243	UNEMPLOYMENT COMPENSATION	31,548	36,840	39,200
TOTAL LEGAL & INSURANCES			<u>1,696,379</u>	<u>1,635,205</u>	<u>1,737,763</u>

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>11701 LEGAL & INSURANCES</u>		
11701 41211 - HEALTH INSURANCE		1,056,042
Projected claims - 100%	1,113,564	
Per Anthem estimate dated 3/22/11		
Fixed expenses - 100%	149,101	
Per Anthem estimate dated 3/22/11		
Employee contributions	(170,000)	
Reduce for approximate amount allocated to Sewer/Water	(65,475)	
Additional funding required due to existing deficit in Town portion of Health Insurance Reserve	25,000	
Fully insured premium for vision rider in Administrators' Union contract	3,852	
11701 41260 - WORKERS' COMPENSATION INSURANCE		327,770
Workers Compensation premium	317,407	
MIRMA - Member assessment fee (2004-2005 policy year)	10,363	
11701 44203 - LEGAL		115,000
11701 44206 - MUNICIPAL INSURANCE		199,751
Property/Inland Marine/Crime	12,048	
Boiler	1,537	
General Liability	51,703	
Law Enforcement Liability	5,582	
Automotive	20,559	
Public Officials, including EPLI	15,168	
Umbrella	24,534	
Crime	1,390	
Fire Department Package	38,243	
Fire Department Umbrella	4,331	
Fire Department - Accident/sickness	2,924	
Miscellaneous Adds & Changes	2,000	
Bonds	563	
Fiduciary liability - Police Retirement Board	869	
Insurance broker fees	18,300	
11701 44243 - UNEMPLOYMENT COMPENSATION		39,200
Unemployment compensation paid per case.	38,400	
Third party administrator & claims management fees	800	
TOTAL LEGAL & INSURANCES		1,737,763

**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Department: Probate

Description

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

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Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>
11702	PROBATE				
11702	42233	COPIER	450	158	0
11702	42301	OFFICE SUPPLIES	750	0	0
11702	44207	INDEXING & RECORDING	3,500	772	0
11702	44217	POSTAGE	2,100	1,266	0
11702	45216	TELEPHONE	1,020	590	0
11702	47250	REGIONAL PROBATE DISTRICT	0	2,538	5,051
TOTAL PROBATE			7,820	5,324	5,051

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>11702 PROBATE</u>		
11702 47250 - WINDHAM/COLCHESTER PROBATE DISTRICT		5,051
Per capita member assessment	5,051	
TOTAL PROBATE		5,051

**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Department: Information Technology

Mission

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

Description

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

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

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

Staffing

Information Technology Coordinator (part time)

2010-2011 Accomplishments

- Improved the Town Hall back-up process
- Configured remote access to Town facilities reducing travel time
- Corrected Town Hall network wiring issues
- Updated the street GIS layer for bus routing and planning purposes

2011-2012 Objectives

- Create and Deploy Online Volunteer Application/Tracking
- Create and Deploy Youth & Human Services Tracking
- Deploy Online Building and Zoning Permit Tracking interface
- Update Building and Zoning Permit Tracking with new features
- Library Off Site Backup
- Library Virtualization Project Phase 1
- Corrections to Sewer and Water GIS data
- E-mail Archiving for FOI compliance
- Online GIS - Budget Pending
- Document Imaging Project Phase 1

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>
11801	INFORMATION TECHNOLOGY				
11801	40101	REGULAR PAYROLL	38,470	35,324	38,470
11801	41230	FICA	2,943	2,703	2,943
11801	42315	OTHER SUPPLIES	1,200	1,260	1,500
11801	44208	PROFESSIONAL SERVICES	18,750	18,089	27,415
11801	48416	EQUIPMENT	11,000	10,958	13,000
TOTAL INFORMATION TECHNOLOGY			<u>72,363</u>	<u>68,334</u>	<u>83,328</u>

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>11801 INFORMATION TECHNOLOGY</u>		
11801 40101 - REGULAR PAYROLL		38,470
Technology Support (24 hrs/week)	38,470	
11801 41230 - FICA & RETIREMENT		2,943
FICA/Medicare	2,943	
11801 42315 - OTHER SUPPLIES		1,500
Cables, network cards, memory, surge suppressors, video cards, hard drives, etc.	1,500	
11801 44208 - PROFESSIONAL SERVICES		27,415
Website Hosting - annual fee plus licenses	3,325	
Outsourced Tech Services -- printer cleaning or repair, laptops, GPS, etc.	3,000	
Email SPAM/Virus protection	2,640	
Software Licensing - Web Filter	1,250	
Geographic Information System	14,600	
Offsite system data backup	800	
Email Archiving Service	1,800	
11801 48416 - EQUIPMENT		13,000
New Workstations with monitor, Microsoft Office and Adobe Acrobat	11,000	
Replace failed battery	700	
Library - Thin clients to replace existing computers	1,300	
TOTAL INFORMATION TECHNOLOGY		83,328

**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Department: Facilities

Mission

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

Description

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

Staffing

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

Facilities Manager (Full Time – shared position with BOE)

Custodians (full time - 2)

Custodian (part time)

2010-2011 Accomplishments

- Developed an RFQ selected an engineering firm and entered into a contract with them to save the Town money through the improvement of the energy efficiency of Town facilities.
- Developed an RFP, advertised and selected a contractor to save the Town money through the conversion of Town facilities telephone service to Voice Over Internet Protocol.
- Received Board of Selectmen approval for a facility use policy for Town facilities.

2011-2012 Objectives

- Complete the installation of the VOIP phone system
- Complete the installation of energy saving improvements to Town facilities.

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Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

		Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>	
11901	FACILITIES				
11901	40101	REGULAR PAYROLL	67,976	68,627	78,681
11901	41210	EMPLOYEE RELATED INSURANCES	297	322	311
11901	41230	FICA & RETIREMENT	9,024	9,118	10,403
11901	42331	CUSTODIAL/MAINTENANCE SUPPLIES	5,300	5,300	5,300
11901	43213	MILEAGE, TRAINING & MEETINGS	500	860	1,000
11901	44223	SERVICE CONTRACTS	10,795	12,737	10,691
11901	44231	ADVERTISING	500	500	500
11901	45216	TELEPHONE	7,722	8,070	10,428
11901	45221	FUEL & HEATING	7,350	6,897	8,400
11901	45622	ELECTRICITY	59,000	60,650	60,650
11901	46226	BUILDING REPAIRS	7,100	7,100	4,000
11901	46390	VEHICLE MAINTENANCE & FUEL	500	250	500
TOTAL FACILITIES		176,064	180,431	190,864	

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>11901 FACILITIES</u>		
11901 40101 - REGULAR PAYROLL		78,681
Assistant Facility Manager - 50% Town/50% BOE	34,677	
Director of Facilities & Operations (40% Town/60% BOE)	33,694	
Part-time Custodian - Senior Center & Youth Services Center (19.75 hrs/week)	10,310	
11901 41210 - EMPLOYEE RELATED INSURANCE		311
Life insurance	102	
Long-term disability insurance	209	
11901 41230 - FICA & RETIREMENT		10,403
FICA/Medicare	6,020	
457 Plan contribution - Assistant Facility Manager @ 7%	2,361	
Defined Contribution 401(a) Plan contributions - Director of Facilities & Operations @ 6%	2,022	
11901 42331 - CUSTODIAL/MAINTENANCE SUPPLIES		5,300
Paper goods and general cleaning supplies for Town Hall facility	5,300	
11901 42332 - PAINT & PAINT SUPPLIES		1,000
Supplies to paint Town Hall offices	1,000	
11901 44223 - SERVICE CONTRACTS		10,691
Security System Service and Monitoring	216	
Elevator inspection and service	725	
Diesel Generator Maintenance - Town Hall	625	
Heating/cooling system maintenance - Town Hall	2,400	
Sprinkler system inspection and service	575	
PA system maintenance (meeting room)	200	
Exterminating services	600	
Annual Fire Extinguisher maintenance	150	
Fire Alarm Service and Monitoring	500	
Additional service calls at contract rates	4,700	
11901 44231 - ADVERTISING		500
Advertising for annual bidding of supplies and services	500	

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>11901 FACILITIES (CONTINUED)</u>		
11901 45216 - TELEPHONE		10,428
Elevator phone - monthly charges	642	
Telephone maintenance & change fees	600	
Cell phone charges (shared cost with BOE)	480	
T-1 line for internet access	6,426	
ComCast Xfinity Service Plan Pro (to support VoIP & network)	2,280	
11901 45221 - FUEL/HEATING		8,400
Heating oil for Town Hall - estimated 3,000 gallons	8,400	
11901 45622 - ELECTRICITY		60,650
Electricity for Town Hall	59,000	
Consortium fees	1,650	
11901 46226 - BUILDING REPAIRS		4,000
Town Hall building repairs	4,000	
11901 46390 - VEHICLE MAINTENANCE & FUEL		500
Fuel for facility vehicle	500	
TOTAL FACILITIES		190,864

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Boards & Commissions

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**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Board Description

Board of Finance

The Board of Finance is made up of six members who are responsible for developing and presenting to the Town voters the budgets for all Town departments and the overall Town government, as are defined by State statute.

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

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>
11101	BOARD OF FINANCE				
<hr/>					
11101	40103	OVERTIME	2,066	86	2,066
11101	40105	CONTR.TEMP.& OCCAS. PAYROLL	0	1,140	0
11101	41230	FICA	158	7	158
11101	42301	OFFICE SUPPLIES	100	0	0
11101	44202	FINANCIAL & ACCOUNTING	12,760	12,760	12,955
11101	44217	POSTAGE	100	50	75
11101	44232	PRINTING & PUBLICATIONS	850	750	750
11101	44275	ANNUAL REPORT	250	250	250
11101	50900	CONTINGENCY	40,000	0	40,000
11101	50950	CONTRACT SETTLEMENTS	20,354	0	66,580
<hr/>					
TOTAL BOARD OF FINANCE			76,638	15,043	122,834

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>11101 BOARD OF FINANCE</u>		
11101 40103 - OVERTIME		2,066
Meeting Clerk	2,066	
11101 41230 - FICA		158
11101 44202 - FINANCIAL & ACCOUNTING		12,955
Independent audit - Total fee \$44,500 Town \$12,955 & BOE \$20,545 & Sewer/Water \$11,000)	12,955	
11101 44217 - POSTAGE		75
11101 44232 - PRINTING & PUBLICATIONS		750
Printing of adopted budget	750	
11101 44275 - ANNUAL REPORT		250
Printing of annual report	250	
11101 50900 - CONTINGENCY		40,000
Reserve for unanticipated expenditures	40,000	
11101 50950 - CONTRACT SETTLEMENTS		66,580
Estimated salary & benefit increases for union contract settlements	47,930	
Estimated salary & benefit increases for non-union employees	18,650	
TOTAL BOARD OF FINANCE		122,834

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**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Board Description

Police Retirement Board

The Colchester (Police) Retirement Board is charged with fiduciary responsibility for the Town of Colchester Police Officers' defined benefit plan. The Board meets on a periodic basis (typically each quarter) to review the investments in which the defined benefit plan assets have been invested and to monitor their values. The Board strives to balance investment risk and investment returns. The Board also retains a professional actuary to calculate and review the Town's annual obligation to fund this benefit plan.

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>
11102 POLICE RETIREMENT BOARD					
11102	40105	CONTR.TEMP.& OCCAS. PAYROLL	240	60	240
11102	43213	MILEAGE, TRAINING & MEETINGS	100	0	100
11102	43258	PROFESSIONAL MEMBERSHIPS	50	0	50
11102	44208	PROFESSIONAL SERVICES	3,200	3,250	3,600
TOTAL POLICE RETIREMENT BOARD			<hr/> 3,590	<hr/> 3,310	<hr/> 3,990

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>11102 POLICE RETIREMENT BOARD</u>		
11102 40105 - CONTRACTUAL TEMPORARY OCCASIONAL PAYROLL		240
Meeting Clerk	240	
11102 43213 - MILEAGE, TRAINING & MEETINGS		100
CT Public Pension Forum conference	100	
11102 43258 - PROFESSIONAL MEMBERSHIPS		50
CT Public Pension Forum membership	50	
11102 44208 - PROFESSIONAL SERVICES		3,600
Actuarial services	3,600	
TOTAL POLICE RETIREMENT BOARD		3,990

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**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Commission Description

Ethics Commission

The five-member Commission is made up of town residents who are each appointed by the Board of Selectmen. The Colchester Ethics Commission is charged with administering the Town's Code of Ethics.

The Commission receives complaints about suspected violations of the Ethics Code, holds fact-gathering hearings and issues opinions about whether the Code has been violated. The Commission has regularly scheduled bi-monthly meetings and meets as needed to address pending complaints and requests for advisory opinions.

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

	Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>
11104 ETHICS COMMISSION			
11104 40105 CONTR.TEMP.& OCCAS. PAYROLL	360	111	360
11104 41230 FICA	0	4	0
TOTAL ETHICS COMMISSION	<hr/> 360	<hr/> 115	<hr/> 360

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL</u>	<u>PROPOSED</u>
	<u>AMOUNTS</u>	<u>BUDGET</u>
<u>11104 ETHICS COMMISSION</u>		
11104 40105 - CONTRACTUAL TEMPORARY OCCASIONAL PAYROLL		360
Meeting Clerk	360	
TOTAL ETHICS COMMISSION		360

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**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Board Description

Board of Assessment Appeals.

The Board of Assessment Appeals is an elected, three-member board that is responsible for hearing all appeals of property assessments in the Town and has such other powers and duties as set forth in the General Statutes.

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>
11305	BOARD OF ASSESSMENT APPEALS				
11305	40103	OVERTIME	716	859	2,500
11305	40105	CONTR.TEMP.& OCCAS. PAYROLL	900	900	900
11305	41230	FICA	55	66	191
11305	42301	OFFICE SUPPLIES	25	25	25
11305	43213	MILEAGE, TRAINING & MEETINGS	150	150	150
11305	44230	LEGAL NOTICES	30	20	30
TOTAL BOARD OF ASSESSMENT APPEALS			1,876	2,020	3,796

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>11305 BOARD OF ASSESSMENT APPEALS</u>		
11305 40103 - OVERTIME		2,500
Meeting Clerk	2,500	
11305 40105 - CONTRACTUAL TEMPORARY OCCASIONAL PAYROLL		900
Stipend for BAA Board members	900	
11305 41230 - FICA		191
FICA/Medicare for Meeting Clerk's wages	191	
11305 42301 - OFFICE SUPPLIES		25
11305 43213 - MILEAGE, TRAINING & MEETINGS		150
Training seminars for BAA board members	150	
11305 44230 - LEGAL NOTICES		30
TOTAL BOARD OF ASSESSMENT APPEALS		3,796

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**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Commission Description

Economic Development Commission

The Economic Development Commission (EDC) is a volunteer commission comprised of Colchester residents whose mission is to foster and promote the economic growth of our community. The Commission represents a partnership between citizens, town officials and the business community to serve as a resource to facilitate effective programs and services resulting in business attraction, creation, retention and expansion.

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>
11404	ECONOMIC DEVELOPMENT				
11404	40105	CONTR.TEMP.& OCCAS. PAYROLL	720	0	720
11404	42301	OFFICE SUPPLIES	75	75	75
11404	43213	MILEAGE, TRAINING & MEETINGS	60	60	60
11404	44208	PROFESSIONAL SERVICES	150	150	150
11404	44217	POSTAGE	75	75	75
11404	44232	PRINTING & PUBLICATIONS	150	150	150
TOTAL ECONOMIC DEVELOPMENT			<hr/> 1,230	510	<hr/> 1,230

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>11404 ECONOMIC DEVELOPMENT COMMISSION</u>		
11404 40105 - CONTRACTUAL TEMPORARY OCCASIONAL PAYROLL Meeting Clerk	720	720
11404 42301 - OFFICE SUPPLIES		75
11404 43213 - MILEAGE, TRAINING & MEETINGS Mileage at 51 cents per mile	60	60
11404 44208 - PROFESSIONAL SERVICES		150
11404 44217 - POSTAGE		75
11404 44232 - PRINTING & PUBLICATIONS		150
TOTAL ECONOMIC DEVELOPMENT COMMISSION		1,230

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**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Commission Description

Historic District Commission

The Historic District Commission shall consist of five members and three alternate members, appointed by the Board of Selectmen, with at least one member of the Commission residing within the Historic District. The Commission may suggest that an historic district be enlarged or that additional districts be created. If there are any violations to the district's regulations, in addition to other remedies, the Commission may institute an action in the superior court for the judicial district wherein such violation exists, which court shall have jurisdiction to restrain such violation and to issue orders directing that the violation be corrected or removed.

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>
11405	HISTORIC DISTRICT COMMISSION				
11405	40103	OVERTIME	538	230	442
11405	41230	FICA	42	18	34
11405	42301	OFFICE SUPPLIES	75	75	75
11405	44208	PROFESSIONAL SERVICES	150	150	150
11405	44217	POSTAGE	75	75	75
11405	44230	LEGAL NOTICES	350	350	350
TOTAL HISTORIC DISTRICT COMMISSION			1,230	898	1,126

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
 <u>11405 HISTORIC DISTRICT COMMISSION</u>		
11405 40103 - OVERTIME		442
Meeting clerk	442	
11405 41230 - FICA		34
FICA/Medicare for Meeting Clerk's wages	34	
11405 42301 - OFFICE SUPPLIES		75
11405 44208 - PROFESSIONAL SERVICES		150
11405 44217 - POSTAGE		75
11405 44230 - LEGAL NOTICES		350
TOTAL HISTORIC DISTRICT COMMISSION		1,126

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**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Commission Description

Fair Rent Commission

The Fair Rent Commission is statutorily empowered to make studies and receive complaints relative to discrimination in dwellings within its jurisdiction, which term shall include mobile manufactured homes and mobile manufactured home park lots, in order to control and eliminate discrimination in such dwellings, and to enforce fair housing ordinances.

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>
11408	FAIR RENT COMMISSION				
11408	40105	CONTR.TEMP.& OCCAS. PAYROLL	240	0	240
11408	44217	POSTAGE	50	0	0
TOTAL FAIR RENT COMMISSION			<hr/> 290	<hr/> 0	<hr/> 240

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL</u>	<u>PROPOSED</u>
	<u>AMOUNTS</u>	<u>BUDGET</u>
<u>11408 FAIR RENT COMMISSION</u>		
11408 40105 - CONTRACTUAL TEMPORARY OCCASIONAL PAYROLL		240
Meeting Clerk	240	
TOTAL FAIR RENT COMMISSION		240

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**PUBLIC
SAFETY**

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**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Department: Police/Resident Trooper's Office

Mission

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

Description

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

Community services provided by the Colchester Police include, but are not limited to: Child Car Seat Installation, Youth Services, TRIAD, Neighborhood Crime Watch, and support of a number of additional Community Policing initiatives.

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

Staffing

Resident State Trooper Supervisor (full-time)

Police Officers (full-time)

- Sergeant - 1
- Officer First Class - 3
- Officer - 7

Administrative Assistant (full time)

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget	Projected Actual	Proposed Budget
			<u>FY 2010-2011</u>	<u>FY 2010-2011</u>	<u>FY 2011-2012</u>
12101	POLICE				
<hr/>					
12101	40101	REGULAR PAYROLL	629,491	570,953	586,667
12101	40103	OVERTIME	45,859	45,859	70,706
12101	40105	CONTR.TEMP.& OCCAS. PAYROLL	1,500	600	1,500
12101	41210	EMPLOYEE RELATED INSURANCES	2,985	2,623	3,124
12101	41230	FICA & RETIREMENT	149,753	135,869	161,192
12101	42233	COPIER	2,982	3,078	3,288
12101	42301	OFFICE SUPPLIES	2,970	2,000	3,300
12101	42324	UNIFORM PURCHASES	5,000	8,145	12,500
12101	42338	POLICE EQUIPMENT	2,770	2,770	9,500
12101	43213	MILEAGE, TRAINING & MEETINGS	6,050	6,050	6,050
12101	43258	PROFESSIONAL MEMBERSHIPS	3,110	3,321	3,360
12101	44200	RESIDENT TROOPER	109,470	188,725	99,470
12101	44204	RESIDENT TROOPER OVERTIME	5,500	1,604	5,500
12101	44208	PROFESSIONAL SERVICES	16,695	14,633	17,270
12101	44217	POSTAGE	300	300	350
12101	44232	PRINTING & PUBLICATIONS	300	105	300
12101	45216	TELEPHONE	6,780	6,604	6,660
12101	46224	EQUIPMENT REPAIRS	2,330	2,330	2,330
12101	46390	VEHICLE MAINTENANCE & FUEL	27,000	24,000	37,766
12101	48467	VEHICLES & TRUCKS	37,243	0	0
 TOTAL POLICE			<hr/> 1,058,088	<hr/> 1,019,569	<hr/> 1,030,833

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>12101 POLICE</u>		
12101 40101 - REGULAR PAYROLL		586,667
Sergeant - Step 8 (8 hrs/day)	69,990	
Police Officer First Class - Step 8 (8 hrs/day)	66,670	
Police Officer First Class - Step 7 (8 hrs/day)	63,956	
School Resource Officer - Police Officer First Class - Step 8 (8 hrs/day) - salary funded by BOE	0	
Police Officer - Step 7 (8 hrs/day)	62,097	
Police Officer - Step 4 (8 hrs/day)	55,792	
Police Officer - Step 4 (8 hrs/day)	55,792	
Police Officer - Step 2 (8 hrs/day)	50,279	
Police Officer - Step 2 (8 hrs/day)	50,279	
Police Officer - Step 2 (8 hrs/day)	50,279	
New Position - Police Officer - Step 1 (8 hrs/day) - funds available 1/1/201	23,055	
Administrative Assistant (7 hrs/day)	35,828	
Longevity	2,650	
12101 40103 - OVERTIME		70,706
Patrol overtime - 1st & 2nd shifts	55,000	
Patrol overtime - staffing of 3rd shift	15,000	
Meeting Clerk - Police Commission	706	
12101 40105 - CONTRACTUAL TEMPORARY OCCASIONAL PAYROLL		1,500
Temporary clerical services for vacation/leave coverage	1,500	
12101 41210 - EMPLOYEE RELATED INSURANCE		3,124
Life Insurance	1,665	
Long Term Disability Insurance	1,459	
12101 41230 - FICA & RETIREMENT		161,192
FICA/Medicare	55,504	
Defined Benefit Pension Plan - Police Officers @ 16.81% of base pay Per actuarial recommendation	103,359	
Defined Contribution 401(a) Plan contributions - Administrative Assistant @ 6.5%	2,329	
12101 42233 - COPIER		3,288
Monthly lease charges	2,838	
Per copy charges for overages	200	
Copy Paper	250	
12101 42301 - OFFICE SUPPLIES		3,300
General supplies, printer supplies	3,300	
12101 42324 - UNIFORM PURCHASES		12,500
Officer Uniforms, Hats, Gloves, Coats, Bulletproof vests, etc.	6,500	
Implementation of new uniform policy (shirts, pants)	6,000	

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL</u> <u>AMOUNTS</u>	<u>PROPOSED</u> <u>BUDGET</u>
<u>12101 POLICE (CONTINUED)</u>		
12101 42338 - POLICE EQUIPMENT & SUPPLIES		9,500
Replace/Update Equipment	3,500	
Toughbook computer laptops	6,000	
12101 43213 - MILEAGE, TRAINING & MEETINGS		6,050
Mileage @ 51 cents per mile for training & other police activities	300	
Range Training (3 pistol shoots per year) - Ammunition	3,710	
Range Training (2 shotgun & rifle shoots per year) - Ammunition	1,005	
Ammunition for rifle qualification	750	
Ammunition - recruit qualification	285	
12101 43258 - PROFESSIONAL MEMBERSHIPS		3,360
Law Enforcement Council (L.E.C.)	3,110	
International Association of Chiefs of Police (I.A.C.P.)	250	
12101 44200 - RESIDENT TROOPER		99,470
Resident Trooper Supervisor	99,470	
12101 44204 - RESIDENT TROOPER OVERTIME		5,500
Trooper (State Police) overtime	5,500	
12101 44208 - PROFESSIONAL SERVICES		17,270
Hiring Costs - Polygraph & Psychological testing, Medical exams, Drug testing	3,095	
Crime Star Support (Records Management System)	400	
COLLECT - CT On-line Law Enforcement Terminal	1,700	
Uniform allowance	12,075	
12101 44217 - POSTAGE		350
12101 44232 - PRINTING & PUBLICATIONS		300
Legal updates	300	
12101 45216 - TELEPHONE		6,660
Monthly base and long distance charges	1,380	
Mobile Data Terminal Service	5,280	
12101 46224 - EQUIPMENT REPAIRS		2,330
Radar calibration - 4 units, 2 times per year	480	
Laser calibration - 2 units - once per year	1,000	
Light bar repairs - 2 cars	250	
General repairs	600	
12101 46390 - VEHICLE MAINTENANCE & FUEL		37,766
Gasoline	30,766	
Repairs/parts	7,000	
TOTAL POLICE		1,030,833

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

	Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>
12103 CENTRAL DISPATCH (KX)			
<hr/>			
12103 44223 SERVICE CONTRACTS	81,441	81,441	84,077
<hr/>			
TOTAL CENTRAL DISPATCH (KX)	81,441	81,441	84,077

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL</u>	<u>PROPOSED</u>
	<u>AMOUNTS</u>	<u>BUDGET</u>
<u>12103 CENTRAL DISPATCH</u>		
12103 44223 - SERVICE CONTRACTS		84,077
911 KX - Dues for Central Dispatch	84,077	
TOTAL CENTRAL DISPATCH		84,077

**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Department: Fire Department

Mission

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

Description

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

Staffing

Fire/EMS Chief (full time)

Administrative Assistant to the Fire Department (full time)

Deputy Chief (volunteer)

Assistant Chief (volunteer – 2)

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*

2010-2011 Accomplishments

- Responded to 1779 calls for help (Calendar Year – 2010)
- 204 scheduled training sessions at 945 classroom hours (Calendar Year – 2010)
- Fire truck ET-228 put into service (Calendar Year – 2010)
- Ambulance 528 put into service (Calendar Year – 2010)
- Offset annual operating budget by generating ambulance transport revenue of \$511,000
- Construct training facility at Schuster Park
- Continued regionalization efforts by participating and contributing to Task Force 57, New London County mutual aid, KX Dispatch mutual aid, State Disaster Response Plan, DEMHS Region 4
- Grants applied for: Regional KX upgrade CAD system, Driver Training Simulator, Cadet Program, Fireman's Fund fire education and prevention
- Submitted Rapid Access, Alarm and Fire Hydrant ordinance draft proposals

2011-2012 Objectives

- Expand the use of the fire training facility to include: live burns, forcible entry, search and rescue, ventilation, electrical and propane emergencies, confined space, trench rescue, and low and high angle rope rescue
- Mutually agreeable signed contract between Town of Colchester and the Colchester-Hayward Volunteer Fire Company
- Develop and implement volunteer recruitment program
- Implement employee evaluation/performance review process to be completed every six months
- Develop strategic plan
- Improve response time to medical and fire calls
- Become an ISO 3-rated community

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget	Projected Actual	Proposed Budget
			<u>FY 2010-2011</u>	<u>FY 2010-2011</u>	<u>FY 2011-2012</u>
12202	FIRE				
<hr/>					
12202	40101	REGULAR PAYROLL	363,867	361,514	400,295
12202	40103	OVERTIME	24,000	28,500	24,720
12202	40105	CONTR.TEMP.& OCCAS. PAYROLL	33,221	35,863	39,066
12202	41210	EMPLOYEE RELATED INSURANCES	1,669	1,634	1,779
12202	41230	FICA & RETIREMENT	55,212	55,377	61,016
12202	42233	COPIER	3,656	3,190	3,654
12202	42301	OFFICE SUPPLIES	2,300	2,185	2,300
12202	42323	SAFETY EQUIPMENT	35,888	32,468	37,338
12202	42331	CUSTODIAL/MAINTENANCE SUPPLIES	4,620	4,390	4,620
12202	42343	TECHNICAL REFERENCE MATERIALS	600	600	600
12202	42345	EMERGENCY MEDICAL SUPPLIES	19,900	19,900	19,900
12202	42346	FIRE EQUIPMENT SUPPLIES	30,680	31,870	35,280
12202	42347	FIREFIGHTING FOAM	2,200	2,200	2,200
12202	43213	MILEAGE, TRAINING & MEETINGS	28,350	28,350	23,350
12202	43258	PROFESSIONAL MEMBERSHIPS	700	700	700
12202	44208	PROFESSIONAL SERVICES	35,625	35,625	35,625
12202	44217	POSTAGE	400	200	400
12202	44223	SERVICE CONTRACTS	35,814	35,083	37,195
12202	44231	ADVERTISING	500	0	500
12202	44243	COMPENSATION	50,000	50,000	50,000
12202	44286	PHYSICALS & TESTING	12,000	11,400	12,000
12202	45216	TELEPHONE	4,760	4,480	4,760
12202	45221	FUEL & HEATING	10,701	9,790	12,118
12202	45350	WATER	1,500	1,500	1,500
12202	45622	ELECTRICITY	24,400	25,000	24,400
12202	46224	EQUIPMENT REPAIRS	5,900	5,900	5,900
12202	46226	BUILDING REPAIRS	5,600	5,600	6,600
12202	46327	OTHER EQUIPMENT REPAIRS	6,500	6,500	7,600
12202	46390	VEHICLE MAINTENANCE & FUEL	62,200	60,200	74,390
12202	48404	MACHINERY & EQUIPMENT	2,000	1,900	2,000
12202	48417	BUILDING & GROUNDS IMPROVEMENTS	3,000	5,000	5,000
 TOTAL FIRE			<hr/> 867,763	<hr/> 866,919	<hr/> 936,806

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>12202 FIRE</u>		
12202 40101 - REGULAR PAYROLL		400,295
Fire Chief	69,389	
Safety Officer (8 hours per day)	65,167	
Lieutenant/Shift Supervisor (8 hours per day)	60,803	
EMT/Firefighter (8 hours per day)	54,643	
EMT/Firefighter (8 hours per day)	54,643	
EMT/Firefighter (8 hours per day) - partially funded by SAFER grant	18,221	
EMT/Firefighter (8 hours per day) - partially funded by SAFER grant	18,221	
EMT/Firefighter (4 hours per day) - partially funded by SAFER grant	8,068	
EMT/Firefighter (4 hours per day) - partially funded by SAFER grant	9,111	
Administrative Assistant (8 hours per day)	38,879	
Longevity	3,150	
12202 40103 - OVERTIME		24,720
Overtime for full-time employees, mandatory payment for all work performed prior to, and after normal hours	24,720	
12202 40105 - CONTRACTUAL TEMPORARY OCCASIONAL PAYROLL		39,066
Chief Officers	15,240	
Captains	5,145	
Lieutenants/Engineers	3,810	
EMS Administrator	636	
Fire Police	1,183	
Per Diem	10,138	
On-Call differential	2,651	
Vacation coverage additional pay per union contract	263	
12202 41210 - EMPLOYEE RELATED INSURANCE		1,779
Life Insurance	897	
Long Term Disability Insurance	882	
12202 41230 - FICA & RETIREMENT		61,016
FICA/Medicare	35,501	
Defined Contribution 401(a) Plan contributions @ 6% - Fire Chief & Administrative Assistant	6,496	
Defined Contribution 401(a) Plan contributions @ 7% - Safety Officer, Lieutenant/Shift Supervisor, EMT/Firefighters	19,019	
12202 42233 - COPIER		3,654
Monthly lease payments	1,458	
Per copy charges	600	
Copy Paper	600	
Monthly copier service contract	996	
12202 42301 - OFFICE SUPPLIES		2,300

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL</u> <u>AMOUNTS</u>	<u>PROPOSED</u> <u>BUDGET</u>
<u>12202 FIRE (CONTINUED)</u>		
12202 42323 - PROTECTIVE CLOTHING & SAFETY EQUIPMENT		37,338
Turnout gear, helmets, bunker coats, pants, boots	20,000	
Continuing replacement required by NFPA/OSHA/NIOSH		
Protective clothing repair - repair used & worn gear	2,000	
Flame-resistant work uniforms for paid staff and Chief - annual replacement	5,625	
NFPA/EMS Winter response clothing - career staff annual replacement	763	
Cadet turnout gear updates.	1,700	
EMS Division Gear - continue to outfit EMS personnel with appropriate gear	5,000	
Miscellaneous supplies - continuing replacement required by NFPA/OSHA/NIOSH	2,250	
12202 42331 - CUSTODIAL/MAINTENANCE SUPPLIES		4,620
Cleaning & Maintenance supplies for station and grounds	4,620	
12202 42343 - TECHNICAL REFERENCE MATERIALS		600
Annual periodicals & subscriptions for various Fire Rescue & EMS topics	600	
12202 42345 - EMERGENCY MEDICAL SUPPLIES		19,900
Emergency food for extended calls	800	
EMS Supplies - Ambulance Supplies	12,000	
Date sensitive medical supplies, sterile water, glucose, D-fib pads and epi-pens	1,000	
Head beds (disposable)	600	
Medical oxygen - refills, testing, rental	3,000	
EMS cleaning supplies: cleaning for equipment, vehicles, clothes, etc.	1,500	
Mass casualty incident materials	500	
Backboards	500	
12202 42346 - FIRE EQUIPMENT SUPPLIES		35,280
Hazmat materials, sealants, fire extinguisher, refills, breathing air constant replaceme	7,400	
Level B Hazmat suits -one time use - OSHA required	700	
Hydro test 10 pressurized water extinguishers - required testing	200	
Hydro-test SCBA 4500 psi bottles - required testing	1,250	
Hazmat meters, module replacement cal materials - required testing	1,500	
6 Portable radios - replacement of old radios	5,000	
6 Portable radio chargers - replacement of old equipment	1,700	
Pagers Motorola Minitor V (Fire/EMS/Cadet) - replacement of old/damaged pager	3,450	
Rescue equipment - trench, water, ice rescue	2,000	
Fire Police equipment - personnel gear and equipment updates	3,880	
Replacement batteries	2,200	
Fire Hose - replacement of bad hose	6,000	
12202 42347 - FIRE FIGHTING FOAM		2,200
12202 43213 - MILEAGE, TRAINING & MEETINGS		23,350
Meeting & conference travel @ 51 cents per mile	500	
Training programs & reference materials - ongoing training	2,350	
Public Fire prevention materials	3,000	
Mandatory training OSHA, NFPA, etc.	17,500	

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>12202 FIRE (CONTINUED)</u>		
12202 43258 - PROFESSIONAL MEMBERSHIPS		700
Professional affiliations - dues for NFPA, Fire Chiefs Association, Safety Officer	700	
12202 44208 - PROFESSIONAL SERVICES		35,625
Shared Response payments - 7.5% of revenue from ambulance billings (estimated revenue \$475,000)	35,625	
12202 44217 - POSTAGE		400
12202 44223 - SERVICE CONTRACTS		37,195
Breathing air testing.	700	
Annual furnace/hot water maintenance.	2,000	
EMS Biohazard waste removal	1,700	
Annual contract for hazardous waste removal	865	
Annual pager radio service contract - maintenance & service of pagers	2,900	
Annual fire pump testing/certifications.	1,380	
Annual ground ladder testing & certification	2,875	
Annual aerial ladder testing & certification	1,775	
Annual defibrillator calibration/certification	3,768	
Annual hydraulic rescue tool service.	1,025	
Overhead door maintenance/service - old doors maintenance & service	1,480	
Stretcher service inspection EMSAR	1,600	
Annual posi-chek 3 calibration/certification - SCBA	575	
Fire Extinguisher inspections.	1,550	
Emergency generator services at Headquarters	850	
Annual firehouse - NFIRS reporting system - software contract	70	
Annual carpet cleaning	865	
Fire alarm testing & monitoring	400	
Building alarm system testing and monitoring	380	
Kitchen hood	800	
Sprinkler system	600	
Mask-fit tester - certification/calibration	600	
Radio Licensing Modifications	200	
Training Calendar Contract	80	
Internet Contract	600	
EMS Charts - OEMS Run Forms	2,000	
Air-fill station	450	
Fire hose - annual testing	5,107	
12202 44231 - ADVERTISING		500
Bid advertising	500	
12202 44243 - COMPENSATION		50,000
Fuel remuneration for firefighters	50,000	
12202 44286 - PHYSICALS & TESTING		12,000
Physicals & Testing - required physicals	8,500	
Annual OSHA pulmonary function tests	1,500	
TB screening, random drug testing	2,000	

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>12202 FIRE (CONTINUED)</u>		
12202 45216 - TELEPHONE		4,760
Headquarters telephones, fax	2,200	
Cell phones (6), air card for laptops on ER vehicles	2,160	
Telephone maintenance & repairs.	400	
12202 45221 - FUEL/HEATING		12,118
Heating oil - 7 furnaces, 2 hot water heaters, generator - estimated 4,200 gallons	11,760	
Propane for stove - estimated 240 gallons	358	
12202 45350 - WATER		1,500
Static & dry hydrants.	1,500	
12202 45622 - ELECTRICITY		24,400
12202 46224 - EQUIPMENT REPAIRS		5,900
Office equipment repairs.	1,000	
Radio & alarm repairs.	4,900	
12202 46226 - BUILDING REPAIRS		6,600
Overhead doors, plumbing, electrical.	6,000	
Ground maintenance & supplies	600	
12202 46327 - OTHER EQUIPMENT REPAIRS		7,600
Repair/maintenance of small engine tools, building/grounds maintenance equipment	4,000	
ISI - SCBA repair parts for new breathing apparatus and mandatory maintenance	3,600	
12202 46390 - VEHICLE MAINTENANCE & FUEL		74,390
Emergency account to purchase fuel when town pumps are unavailable	200	
Unleaded gasoline - estimated 2,688 gallons	7,715	
Diesel gasoline - estimated 8,914 gallons	26,475	
Truck repairs & parts.	30,000	
Repair work - unanticipated	10,000	
12202 48404 - MACHINERY & EQUIPMENT		2,000
Security system continuations - entry identification	2,000	
12202 48417 - BUILDING & GROUNDS IMPROVEMENTS		5,000
50% of fees for installing fire hydrants (50% paid by Water Department) Joint infrastructure program for water distribution system	5,000	
TOTAL FIRE		936,806

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**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Department: Fire Substation

Description:

The Fire substation represents Fire Company 2, located at 424 Westchester Road, Rt. 149.

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>
12204	FIRE SUBSTATION				
12204	42301	OFFICE SUPPLIES	250	225	250
12204	42331	CUSTODIAL/MAINTENANCE SUPPLIES	450	405	450
12204	42340	OPERATING SUPPLIES	750	360	750
12204	42346	FIRE EQUIPMENT SUPPLIES	1,500	1,500	1,500
12204	44223	SERVICE CONTRACTS	2,620	3,184	2,630
12204	45216	TELEPHONE	540	462	540
12204	45221	FUEL & HEATING	3,499	3,499	3,980
12204	45622	ELECTRICITY	3,000	3,200	3,000
12204	46224	EQUIPMENT REPAIRS	100	100	100
12204	46226	BUILDING REPAIRS	1,500	1,500	1,500
12204	46390	VEHICLE MAINTENANCE & FUEL	100	0	100
TOTAL FIRE SUBSTATION			14,309	14,435	14,800

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>12204 FIRE SUBSTATION</u>		
12204 42301 - OFFICE SUPPLIES		250
12204 42331 - CUSTODIAL/MAINTENANCE SUPPLIES		450
Mops, brooms, floor & hand cleaners, paper products, etc.	450	
12204 42340 - OPERATING SUPPLIES		750
Cleaning agents, vehicle maintenance supplies, water softener salts, wax, rags, etc.	750	
12204 42346 - FIRE EQUIPMENT SUPPLIES		1,500
Firefighting supplies, hand tools, ropes	1,500	
12204 44223 - SERVICE CONTRACTS		2,630
Exterminating Services	264	
Furnace service & maintenance	450	
Water Testing	500	
ER Generator - service & maintenance	550	
Alarm System - service & maintenance	300	
Overhead Doors - service & maintenance	350	
Alarm System Monitoring	216	
12204 45216 - TELEPHONE		540
Telephone & alarms circuits.	540	
12204 45221 - FUEL/HEATING		3,980
Heating oil - estimated 1,400 gallons	3,920	
Propane - Estimated 40 gallons	60	
12204 45622 - ELECTRICITY		3,000
12204 46224 - EQUIPMENT REPAIRS		100
Small equipment repairs	100	
12204 46226 - BUILDING REPAIRS		1,500
Building repairs	1,000	
Overhead door repairs (32 year old doors)	500	
12204 46390 - VEHICLE MAINTENANCE & FUEL		100
Emergency account for fuel when Town pumps are unavailable	100	
TOTAL FIRE SUBSTATION		14,800

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**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Department: Civil Preparedness

Mission

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

Description

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

Staffing

Emergency Management Director (part-time)

Deputy Director (volunteer)

Communications Officer (various volunteers)

Health, Medical, Planning, Logistics, Administration, Operations, Mass Care, Radiological,
Warning, Evacuation, Resource Management

(Staffed by representative town employees and volunteers)

2010-2011 Accomplishments

- Secured grant funding for the training of the Town's first CERT (Community Emergency Response Team)
- Twenty-two (22) people received training over a nine-week period and are now available to assist Emergency Management during any type of emergency, ensuring the Town of Colchester's response capabilities
- Received 50% reimbursement for the Emergency Management Directors salary and telephones/cell phones for emergency management
- Activated Town's CERT Team to respond to February ice storm
- Successful activation and operations of Colchester Emergency Operations Center (EOC) during February snow/ice storm

2011-2012 Objectives

- Continue to seek grant funding for equipment and initiatives
- Keep up-to-date the Town Emergency Operations Plan
- Secure grant funding for training a second group of CERT volunteers
- Seeking Amateur Radio operators to assist with communications
- Training of all town staff in emergency operations and to implement drills
- Research and develop EOC Staffing Plan
- Work with Police & Fire supervisors to develop plan to organize and upgrade EOC

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

		Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>	
12301	CIVIL PREPAREDNESS				
12301	40101	REGULAR PAYROLL	2,268	2,268	2,268
12301	41230	FICA	174	174	174
12301	42301	OFFICE SUPPLIES	250	250	300
12301	42340	OTHER PURCHASED SUPPLIES	0	0	1,000
12301	42345	EMERGENCY MEDICAL SUPPLIES	750	750	750
12301	43258	PROFESSIONAL MEMBERSHIPS	0	0	75
12301	44217	POSTAGE	25	25	25
12301	44223	SERVICE CONTRACTS	400	1,160	400
12301	44232	PRINTING & PUBLICATIONS	250	250	250
12301	45216	TELEPHONE	1,920	1,920	2,500
12301	46224	EQUIPMENT REPAIRS	1,500	740	1,500
12301	48404	MACHINERY & EQUIPMENT	1,500	1,500	1,500
TOTAL CIVIL PREPAREDNESS		9,037	9,037	10,742	

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>12301 CIVIL PREPAREDNESS</u>		
12301 40101 - REGULAR PAYROLL		2,268
Civil Preparedness Director	2,268	
12301 41230 - FICA		174
12301 42301 - OFFICE SUPPLIES		300
Pens, paper, markers, ink/toner cartridges	300	
12301 42340 - OTHER PURCHASED SUPPLIES		1,000
Supplies for planned activation of Emergency Operations Center for training purpos	1,000	
12301 42345 - EMERGENCY MEDICAL SUPPLIES		750
Medical supplies, oxygen, etc.	750	
12301 43258 - PROFESSIONAL MEMBERSHIPS		75
12301 44217 - POSTAGE		25
12301 44223 - SERVICE CONTRACTS		400
EOC - Alarm monitoring	400	
12301 44232 - PRINTING & PUBLICATIONS		250
12301 45216 - TELEPHONE		2,500
Emergency Operations Center phone & cell phone charges	2,500	
12301 46224 - EQUIPMENT REPAIRS		1,500
Antenna, cable, radio repairs	1,500	
12301 48404 - MACHINERY & EQUIPMENT		1,500
Phones, microphones, batteries	1,500	
TOTAL CIVIL PREPAREDNESS		10,742

**PUBLIC
WORKS**

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**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Department: 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

Highway Supervisor (full time)
Assistant Highway Supervisor (full time)
Maintainer 3 (full time - 5)
Maintainer 2 (full time - 3)

2010-2011 Accomplishments

- 2009 – 2010 27 responses to snow events
- 2010 – present 11 responses to snow events
- Road reconstruction projects: Chestnut Hill Rd
- Drainage improvements: Bigelow Rd- 1800' underdrain
- Chipseal or Surface Treatments: Standish Rd, Shailor Hill Rd, Nelkin Rd
- The road system is reviewed annually and the improvement plan updated as needed
- Two public works employees attended the Public Works Academy and graduated this year
- Two Highway maintainers were awarded the Jack Stephens Award at the Uconn Safety Challenge
- Completion of one regionalization program proposal (sharing of resources with neighboring municipalities)

2011-2012 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
- Utilize rental options, such paving equipment, in an attempt to operate more efficiently
- Implement sign inventory and maintenance program
- Increase crack sealing operations to remain on schedule with road improvement plan
- Respond to citizen inquires within 24 hours
- Improve capability and development of each staff member by having staff members attend the Uconn Technology Transfer center and the Road Master and Scholar programs
- Update and advance the Town's long term pavement improvement program

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget	Projected Actual	Proposed Budget
			<u>FY 2010-2011</u>	<u>FY 2010-2011</u>	<u>FY 2011-2012</u>
13201	HIGHWAY				
<hr/>					
13201	40101	REGULAR PAYROLL	522,144	473,570	529,024
13201	40103	OVERTIME	7,500	7,500	12,500
13201	40105	CONTR.TEMP.& OCCAS. PAYROLL	250	912	500
13201	41210	EMPLOYEE RELATED INSURANCES	2,200	2,091	2,314
13201	41230	FICA & RETIREMENT	69,919	62,576	70,242
13201	42233	COPIER	364	275	322
13201	42301	OFFICE SUPPLIES	300	300	300
13201	42323	SAFETY EQUIPMENT	4,850	4,850	4,990
13201	42340	OTHER PURCHASED SUPPLIES	142,264	129,639	158,478
13201	43213	MILEAGE, TRAINING & MEETINGS	2,800	2,800	2,800
13201	43258	PROFESSIONAL MEMBERSHIPS	150	0	150
13201	44208	PROFESSIONAL SERVICES	14,770	24,770	14,740
13201	44217	POSTAGE	100	100	100
13201	44231	ADVERTISING	500	0	500
13201	44237	EQUIPMENT RENTAL	11,906	14,531	17,066
13201	44238	UNIFORM RENTAL	4,298	4,298	4,696
13201	45216	TELEPHONE	1,700	1,230	1,700
13201	45389	TRAFFIC CONTROL	80,500	79,000	80,500
13201	46224	EQUIPMENT REPAIRS	200	200	13,400
13201	46390	VEHICLE MAINTENANCE & FUEL	150,000	185,000	180,644
13201	48439	ROAD IMPROVEMENTS	320,876	320,876	400,000
<hr/>					
TOTAL HIGHWAY			1,337,591	1,314,518	1,494,966

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>13201 HIGHWAY</u>		
13201 40101 - REGULAR PAYROLL		529,024
Public Works Director (50% Town & 50% Sewer & Water)	42,330	
Highway Supervisor	71,991	
Assistant Foreman - Step 4 (8 hrs/day)	46,646	
Maintainer III - Step 9 (8 hrs/day)	47,711	
Maintainer III - Step 9 (8 hrs/day)	47,711	
Maintainer III - Step 5 (8 hrs/day)	42,365	
Maintainer III - Step 4 (8 hrs/day) - Promotion of Maintainer II	41,531	
Maintainer III - Step 2 (8 hrs/day) - Promotion of Maintainer II	39,902	
Maintainer II - Step 11 (8 hrs/day)	44,098	
Maintainer II - Step 7 (8 hrs/day)	39,213	
Maintainer II - Step 9 (8 hrs/day)	40,779	
Administrative Assistant - 8 hrs/day (50% Town & 50% Sewer & Water)	19,972	
Longevity	4,775	
13201 40103 - OVERTIME		12,500
Roads Overtime (not snow)	12,500	
13201 40105 - CONTRACTUAL TEMPORARY OCCASIONAL PAYROLL		500
Tree Warden	500	
13201 41210 - EMPLOYEE RELATED INSURANCE		2,314
Life Insurance	908	
Long Term Disability	1,406	
13201 41230 - FICA & RETIREMENT		70,242
FICA/Medicare	41,427	
Defined Contribution 401(a) Plan contributions - Highway Supervisor @ 7.75%	5,579	
Defined Contribution 401(a) Plan contributions - Road Crew @ 5%	19,498	
Defined Contribution 401(a) Plan - Public Works Director and Administrative Assistant @ 6% (50% Town & 50% Sewer & Water)	3,738	
13201 42233 - COPIER		322
Annual lease Copier	322	
13201 42301 - OFFICE SUPPLIES		300
13201 42323 - PROTECTIVE CLOTHING & SAFETY EQUIPMENT		4,990
Safety Shoes	2,060	
Rain gear	720	
First aid supplies	200	
Gloves, 6 pairs each	300	
Forestry hard hat replacements	90	
Winter gloves	200	
Eye Protection	120	
Rubber boots	450	
Coveralls, Replacements	600	
Safety traffic vests	250	

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>13201 HIGHWAY (CONTINUED)</u>		
13201 42340 - OTHER PURCHASED SUPPLIES		158,478
Meals in storms (emergencies)	150	
7 Catch Basins	4,396	
3 pallets CB block and 1 pallet cement brick	920	
Bottled gas, rags, car soap, flashlights, batteries, etc.	1,000	
1,000/tons hot patch (class 2)	64,000	
40/tons cold patch	3,920	
Drain pipes lump sum	6,000	
Crack Seal - 3 pallets	15,456	
Hand tools, rakes, shovels, wheelbarrow, grease guns, wrenches, etc.	1,500	
PAINT & PAINT SUPPLIES:		
52 miles road paint	15,340	
Stop bars	2,700	
SAND, SALT, GRAVEL, CEMENT:		
Processed gravel, bank run, stone, etc.	11,400	
Cement	1,116	
Drainage stone & Rip Rap for road repairs	11,500	
Topsoil	3,780	
Liquid calcium chloride treatment	4,000	
Ground supplies: Seed, erosion control matting, hay bales, fertilizers	1,000	
TRAFFIC CONTROL SIGNS:		
Street Signs and warning signs, cones	5,000	
Basin tops and risers for paving	5,300	
13201 43213 - MILEAGE, TRAINING & MEETINGS		2,800
Training seminars & educational programs - mileage @ 51 cents/mile	2,800	
13201 43258 - PROFESSIONAL MEMBERSHIPS		150
American Public Works Association & CT Highway Supervisor's Association - Annual Memberships	150	
13201 44208 - PROFESSIONAL SERVICES		14,740
Blasting, tree cutting and other contracted services	13,000	
PHYSICALS:		
DOT bi-annual physicals - 6 employees	390	
Pulmonary testing (respirator monitoring) - 2 employees	270	
Drug tests-6 employees	510	
Alcohol testing - 2 employees	80	
Comb. drug & alcohol for post accident/reasonable cause x 4 series	340	
Pre-employment physicals - 2 employees	150	
13201 44217 - POSTAGE		100

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>13201 HIGHWAY (CONTINUED)</u>		
13201 44231 - ADVERTISING		500
Advertising for bids	500	
13201 44237 - EQUIPMENT RENTAL		17,066
1 month vacuum truck for catch basins	9,238	
Other rentals-pumps, generators, mini excavator	1,000	
DTN Radar lease	1,668	
Holiday bucket truck rental	2,460	
Brush work	2,700	
13201 44238 - UNIFORM RENTALS		4,696
Uniform rental including ERSC, delivery & damages charges	4,696	
13201 45216 - TELEPHONE		1,700
Cell phone - Highway Supervisor & 50% Public Works Director and department use	1,700	
13201 45389 - TRAFFIC CONTROL LIGHTS		80,500
Traffic & signal lights	80,500	
13201 46224 - EQUIPMENT REPAIRS		13,400
Radio repairs and batteries	200	
Replacement of mower head	13,200	
13201 46390 - VEHICLE MAINTENANCE & FUEL		180,644
Unleaded gasoline - estimated 3,200 gallons	9,184	
Diesel gasoline - estimated 18,000 gallons	53,460	
Equipment Repair Parts	118,000	
13201 48439 - ROAD IMPROVEMENTS		400,000
TOTAL HIGHWAY		1,494,966

**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Department: 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 and also oversees building and grounds maintenance & repair at the complex.

Staffing

Fleet Supervisor (full time)
Mechanic III (full time)
Mechanic II (full time - 2)

2010-2011 Accomplishments

- Zero days lost under workers compensation
- Maintained an injury-free work place
- Optimization of workforce and department budget through use of synthetic lubricants
- \$4,000.00 saved in propane heating costs by converting to waste oil furnace
- Increased work on aging fleet through reduced non-mechanical work by staff

2011-2012 Objectives

- Utilize oil analysis targeting a 30K mile/2000 hour oil change interval using superior lubricants
- Develop a 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 snow removal equipment ready to go by October 15th
- Research and recommend a plan to decrease rusting of town fleet

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget	Projected Actual	Proposed Budget
			<u>FY 2010-2011</u>	<u>FY 2010-2011</u>	<u>FY 2011-2012</u>
13202	FLEET MAINTENANCE				
<hr/>					
13202	40101	REGULAR PAYROLL	212,151	213,701	221,241
13202	40103	OVERTIME	1,000	2,361	1,000
13202	40105	CONTR.TEMP.& OCCAS. PAYROLL	900	900	900
13202	41210	EMPLOYEE RELATED INSURANCES	887	888	888
13202	41230	FICA & RETIREMENT	28,807	29,100	30,022
13202	42301	OFFICE SUPPLIES	150	150	150
13202	42323	SAFETY EQUIPMENT	1,160	1,160	1,160
13202	42331	CUSTODIAL/MAINTENANCE SUPPLIES	500	500	500
13202	42341	FLEET REPAIR & MAINT. SUPPLIES	27,000	27,000	25,000
13202	43213	MILEAGE, TRAINING & MEETINGS	100	100	100
13202	43258	PROFESSIONAL MEMBERSHIPS	200	200	200
13202	44208	PROFESSIONAL SERVICES	250	250	250
13202	44223	SERVICE CONTRACTS	9,641	9,641	14,034
13202	44238	UNIFORM RENTAL	3,172	3,172	3,016
13202	45216	TELEPHONE	1,656	1,872	960
13202	45221	FUEL & HEATING	3,000	3,000	3,256
13202	45622	ELECTRICITY	11,500	11,500	11,500
13202	46224	EQUIPMENT REPAIRS	2,000	2,000	2,000
13202	46226	BUILDING REPAIRS	5,000	7,200	14,592
13202	46390	VEHICLE MAINTENANCE & FUEL	7,500	7,500	8,740
13202	48404	MACHINERY & EQUIPMENT	5,500	3,700	0
 TOTAL FLEET MAINTENANCE			<hr/> 322,074	<hr/> 325,895	<hr/> 339,509

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>13202 FLEET MAINTENANCE</u>		
13202 40101 - REGULAR PAYROLL		221,241
Fleet Maintenance Supervisor	72,776	
Mechanic III - Step 8 (8 hrs/day)	55,813	
Mechanic II - Step 6 (8 hrs/day)	45,226	
Mechanic II - Step 6 (8 hrs/day)	45,226	
Longevity	2,200	
13202 40103 - OVERTIME		1,000
13202 40105 - CONTRACTUAL TEMPORARY OCCASIONAL PAYROLL		900
Tool allowance	900	
13202 41210 - EMPLOYEE RELATED INSURANCE		888
Life Insurance	375	
Long Term Disability Insurance	513	
13202 41230 - FICA & RETIREMENT		30,022
FICA/Medicare	17,069	
Defined Contribution 401(a) Plan - Fleet Maintenance Supervisor @ 7.75%	5,640	
Defined Contribution 401(a) Plan - Mechanics	7,313	
13202 42301 - OFFICE SUPPLIES		150
Copy/Printer Paper	25	
General Office Supplies	25	
Toner & supplies for printer, fax, & copier	100	
13202 42323 - PROTECTIVE CLOTHING & SAFETY EQUIPMENT		1,160
OSHA Safety Shoes	800	
Rain Gear, Boots, Gloves for Steam Cleaning	120	
Safety Glasses, Chemical Glasses, Shields	120	
Welding, Cutting, Grinding Protective Equipment	120	
13202 42331 - CUSTODIAL/MAINTENANCE SUPPLIES		500
Paper towels, toilet paper, light bulbs, ballast, keys, soaps & cleaners for Fleet & Highway	500	
13202 42341 - FLEET REPAIR & MAINTENANCE SUPPLIES		25,000
Nuts, bolts, hose clamps, wire connectors, heat shrink, tape, motor oil, hydraulic oil, ATF, gear lube, chassis grease, antifreeze & oil analysis	9,000	
Chemicals - oil, starter fluid, brake fluid, antifreeze, lubricants, sealants, paints, etc.	16,000	

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>13202 FLEET MAINTENANCE (CONTINUED)</u>		
13202 43213 - MILEAGE, TRAINING & MEETINGS		100
Videos, literature & other training material.	100	
13202 43258 - PROFESSIONAL MEMBERSHIPS		200
Motor Transport Association Membership for Town-wide drug and alcohol testing	200	
13202 44208 - PROFESSIONAL SERVICES		250
Random drug testing	250	
13202 44223 - SERVICE CONTRACTS		14,034
Water Cooler for Fleet & Highway Depts.	120	
Fire Extinguisher testing & maintenance	100	
Monitoring of burglar alarm	216	
Oil filter recycling	180	
Waste oil furnace maintenance	400	
Parts Washer service contract	1,384	
OSHA mandated overhead hoist inspections	525	
Service/repair overhead doors	4,888	
UST registration fee	200	
Boiler inspections	40	
Service fire alarm	175	
Service burglar alarm	120	
Monitor fire alarm	216	
Oxygen & acetylene gas	300	
Pressure washer service	600	
Internet for Fleet & Highway	720	
Fleet management software, including annual maintenance	3,850	
13202 44238 - UNIFORM RENTALS		3,016
Weekly uniform & cloth wipers for 4 men	3,016	
13202 45216 - TELEPHONE		960
Phone for Fleet & Highway	960	
13202 45221 - FUEL/HEATING		3,256
Propane for Town Garage heat	1,766	
Propane for Highway Dept. Wash Bay heat	1,490	
13202 45622 - ELECTRICITY		11,500
Electricity for Town Garage	11,500	

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>13202 FLEET MAINTENANCE (CONTINUED)</u>		
13202 46224 - EQUIPMENT REPAIRS		2,000
Maintenance & repair of the gas & diesel pumps	1,500	
Annual maintenance, hose and nozzle replacement		
Testing of in-ground gas and diesel tanks	500	
EPA/DEP Requirement.		
13202 46226 - BUILDING REPAIRS		14,592
Maintain Interior/Exterior of Town Garage for Fleet & Highway departments	5,000	
Replace washbay opener and overhead door	5,890	
Replace overhead door on salt shed	3,702	
13202 46390 - VEHICLE MAINTENANCE & FUEL		8,740
Gas for Fleet Maintenance - estimated 400 gallons	1,148	
Vehicle & equipment repairs	3,000	
Gas for Water Dept - estimated 1,600 gallons	4,592	
TOTAL FLEET MAINTENANCE		339,509

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>
13204	SNOW REMOVAL				
13204	40103	OVERTIME	84,100	114,100	90,000
13204	41230	FICA	6,434	8,729	6,885
13204	42333	SAND & SALT SUPPLIES	137,846	170,720	132,520
13204	42340	OTHER PURCHASED SUPPLIES	29,494	29,494	37,294
13204	44208	PROFESSIONAL SERVICES	41,256	224,114	145,720
TOTAL SNOW REMOVAL			299,130	547,157	412,419

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>13204 SNOW REMOVAL</u>		
13204 40103 - OVERTIME		90,000
Town Crew - snow removal	90,000	
13204 41230 - FICA		6,885
FICA/Medicare	6,885	
13204 42333 - SAND SALT GRAVEL		132,520
300 yds sand	5,100	
1,000 tons treated salt delivered	91,710	
250 tons treated salt	22,928	
White Salt - 200 tons	11,182	
Icemelt 3 pallets	1,600	
13204 42340 - OTHER PURCHASED SUPPLIES		37,294
Mail boxes and posts	1,350	
Snow Plow cutting edges	26,200	
Meals for town crew during snow storms	9,600	
Tools for parks and rec crew - shovels & spreaders	144	
13204 44208 - PROFESSIONAL SERVICES		145,720
Hired trucks, sanders, drivers - 3 for 9 storms x 9 hours average per storm	35,235	
Insurance - outside contractors	7,800	
School parking lots	85,000	
Diesel fuel for contractors - estimated 1,500 gallons	4,455	
Additional contractor - 1 for 9 storms x 9 hours average per storm	11,745	
Diesel fuel for additional contractor - estimated 500 gallons	1,485	
TOTAL SNOW REMOVAL		412,419

**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Department: 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)

2010-2011 Accomplishments

- Updated the Town Mail-A-Map and GASB-34 Asset Management town-wide drainage facility inventory based on changes to the town's road system
- Performed construction inspection for Bacon Academy Track reconstruction project
- Coordinated and supervised the June 5, 2010 multi-town household hazardous waste collection
- Completed review of State's biennial bridge inspection reports for municipally-owned bridges and made recommendations to Public Works Director for necessary maintenance/repair
- Performed construction inspection for three new subdivision roads
- Updated state's Town Aid Road (TAR) road map to reflect new roads accepted by town
- Provided administrative services/coordinated consultant/town/owner/attorney activities needed for completing acquisition of donated land between Clark Lane and Ivy Court by the Town

- Completed surface elevation surveys for various walkways and field & track elements at Bacon Academy to assure compliance with Americans with Disabilities Act (ADA) requirements and design plans
- Collaborated with Planning and Public Works Departments to prepare plans and construction cost estimates for the Lebanon Avenue/Merchants Row streetscape improvements plan that will be constructed using Small Town Economic Assistance Program (STEAP) grant funding during summer/fall 2011
- Collaborated with Planning and Public Works Departments to prepare plans and construction cost estimate for a proposed porous asphalt pavement parking lot project at Town Hall. Plans were submitted for potential DEP Grant funding.
- Issued eleven (11) road work permits and twenty-one (21) driveway permits (7/1/10 thru 12/31/10)

2011-1012 Objectives

- Update State of CT TAR map with changes to the Town's road system
- Coordinate and supervise the annual multi-town Household Hazardous Waste collection event for June 2011
- Perform construction inspection for an ongoing subdivision road construction project and potentially for two other subdivisions recently approved but not yet permitted. Processed requests for bond reductions associated with each subdivision.
- Perform construction inspection for recently-approved site development projects (Settlers Greene Business Park Development, Toyota Dealership expansion, Stop & Shop building/site expansion, Mackey's site expansion)
- Perform plan reviews for new development plans likely to be submitted
- Investigate and respond to citizen concerns/questions regarding flood zones, legal status of roads, road safety issues, location of property corners and drainage issues
- Provide construction inspection and administrative support for Lebanon Avenue/Merchants Row streetscape improvements
- Work with State DOT and town planning department to secure land needed for construction of proposed sanitary sewer pump station facility/sanitary sewer and water infrastructure expansion along Lake Hayward Road and Route 85.
- Prepare and submit application to State Traffic Commission to update town's inventory of Speed Limit Certifications for roads accepted since February 2008.

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>
13301	ENGINEERING				
13301	40101	REGULAR PAYROLL	81,315	81,315	81,315
13301	41210	EMPLOYEE RELATED INSURANCES	278	278	278
13301	41230	FICA & RETIREMENT	12,464	12,464	12,464
13301	42233	COPIER	630	630	630
13301	42301	OFFICE SUPPLIES	445	445	445
13301	43213	MILEAGE, TRAINING & MEETINGS	2,000	800	1,000
13301	43258	PROFESSIONAL MEMBERSHIPS	550	550	550
TOTAL ENGINEERING			<u>97,682</u>	<u>96,482</u>	<u>96,682</u>

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>13301 ENGINEERING</u>		
13301 40101 - REGULAR PAYROLL		81,315
Town Engineer	80,565	
Longevity	750	
13301 41210 - EMPLOYEE RELATED INSURANCE		278
Life Insurance	150	
Long Term Disability Insurance	128	
13301 41230 - FICA & RETIREMENT		12,464
FICA/Medicare	6,220	
Defined Contribution 401 (a) Plan @ 7.75%	6,244	
13301 42233 - COPIER		630
Monthly lease (shared cost with Planning & Code Administration)	390	
Supplies (shared cost with Planning & Code Administration)	240	
13301 42301 - OFFICE SUPPLIES		445
Shared cost with Planning & Code Administration	445	
13301 43213 - MILEAGE, TRAINING & MEETINGS		1,000
Inspections, meetings, & workshops	300	
Continuing education for attendance at job related classes, such as Storm Water & Pavement Management classes	700	
13301 43258 - PROFESSIONAL MEMBERSHIPS		550
Professional Registration Fees & Membership dues (CASHO, ASCE & PE license)	550	
TOTAL ENGINEERING		96,682

**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Department: Transfer Station

Mission

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

Description

The Colchester Transfer Station provides a disposal option to individually-contracted curbside collection services as well as disposal options not typically included the curbside services. 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
Transfer Station Equipment Operator

2010-2011 Accomplishments

- Replaced the structurally-deficient gatehouse
- Reduced cost of electronics disposal for residents
- Increased revenue for recycling of automotive batteries
- Reorganized recycling bins to facilitate safer access/disposal for residents
- Successful bid and awarding of Municipal Solid Waste removal contract

2011-2012 Objectives

- Investigate efficiencies for brush and stump grinding operations for possible cost savings
- Investigate revenue increasing opportunities of waste-oil collection and disposal through negotiations with service vendors
- Clean-up and enhance landscape area around gate-house
- Repair/replace approximately 50 feet of damaged perimeter fencing and service/replace damaged storage building garage doors
- Implement transaction processing system and procedure

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget	Projected Actual	Proposed Budget
			<u>FY 2010-2011</u>	<u>FY 2010-2011</u>	<u>FY 2011-2012</u>
13601	TRANSFER STATION				
<hr/>					
13601	40101	REGULAR PAYROLL	71,055	67,411	73,937
13601	40103	OVERTIME	2,900	5,035	1,500
13601	41210	EMPLOYEE RELATED INSURANCES	378	308	387
13601	41230	FICA & RETIREMENT	8,216	8,195	8,444
13601	42301	OFFICE SUPPLIES	250	150	250
13601	42323	SAFETY EQUIPMENT	600	400	600
13601	42340	OTHER PURCHASED SUPPLIES	1,100	800	1,100
13601	43212	TRANSPORTATION	132,810	90,000	109,284
13601	43213	MILEAGE, TRAINING & MEETINGS	670	400	670
13601	44208	PROFESSIONAL SERVICES	25,851	25,800	27,015
13601	44223	SERVICE CONTRACTS	810	810	810
13601	44238	UNIFORM RENTAL	822	600	853
13601	44259	LANDFILL OPERATIONS	1,000	1,000	1,000
13601	44270	SEPTAGE DISPOSAL FACILITY	13,300	13,300	13,300
13601	45216	TELEPHONE	420	420	420
13601	45622	ELECTRICITY	1,560	1,750	1,560
13601	46226	BUILDING REPAIRS	1,500	1,500	1,000
13601	46228	HAZARDOUS WASTE DISPOSAL	10,000	10,000	10,000
13601	46390	VEHICLE MAINTENANCE & FUEL	9,800	8,000	10,376
TOTAL TRANSFER STATION			<hr/> 283,042	<hr/> 235,879	<hr/> 262,506

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>13601 TRANSFER STATION</u>		
13601 40101 - REGULAR PAYROLL		73,937
Transfer Station Operator - Step 6 (8 hrs/day)	38,441	
Equipment Operator - Step 2 (8 hrs/day)	35,496	
13601 40103 - OVERTIME		1,500
Overtime (not Saturday)	1,500	
13601 41210 - EMPLOYEE RELATED INSURANCE		387
Life Insurance	150	
Long Term Disability	237	
13601 41230 - FICA & RETIREMENT		8,444
FICA/Medicare	5,771	
Defined Contribution 401(a) Plan @ 5%	2,673	
13601 42301 - OFFICE SUPPLIES		250
Cash register supplies, wasp spray, garbage bags and rags, etc.	250	
13601 42323 - PROTECTIVE CLOTHING& SAFETY EQUIPMENT		600
Safety boot allowance	400	
Gloves, dust mask, eye/ear protection, etc.	200	
13601 42340 - OTHER PURCHASED SUPPLIES		1,100
Ladders, poles	300	
Hand tools - day to day maintenance	200	
Paint & paint supplies	100	
Sand, salt, gravel, cements, for station roads and pads, etc.	250	
Ground supplies - seed, fertilizer, erosion control mats, hay bales, etc.	250	
13601 43212 - TRANSPORTATION		109,284
Town Dumpsters	6,300	
Co. 2 Firehouse - 90 gal.msw/recyclables	340	
MSW - Transport: 7 pulls/month	7,980	
MSW - Disposal: 60 tons/month	42,444	
Comingled Bottles/Cans - Transport: 7 pulls/month	6,720	
Comingled Bottles/Cans - Disposal: 31 tons/month	(2,976)	
Bulky Waste - Transport: 6 pulls/month	5,760	
Bulky Waste - Disposal: 55 tons/month	42,900	
Scrap Metal - Disposal: 4 pulls/month	3,840	
Scrap Metal: 15 tons/month	(18,000)	
Tire - Transport/Disposal: 120 tires/month	5,760	
Waste Antifreeze - Transport/Disposal: 40 gallons/month	480	
CFC - Recovery/Appliance Disposal: 40 units/month	4,800	
Fluorescent Light - Disposal: 1400 ft/month	840	
Electronics - Disposal: 2,000 lbs/month	1,416	
Library: 2- 90 gal containers plus recyclables	680	

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>13601 TRANSFER STATION (CONTINUED)</u>		
13601 43213 - MILEAGE, TRAINING & MEETINGS		670
2 training courses @ \$65 per course	130	
Mileage	540	
13601 44208 - PROFESSIONAL SERVICES		27,015
Quarterly monitoring	12,050	
Annual report/hydrogeologic study	2,000	
Contracted grinding services	8,500	
Staff physicals	130	
Pulmonary check-up	35	
Drug/alcohol monitoring	300	
General Discharge Permit - water quality monitoring	2,000	
Landfill hill mowing	2,000	
13601 44223 - SERVICE CONTRACTS		810
Portable restrooms	624	
Water cooler - monthly charge	96	
Annual fire extinguisher services	90	
13601 44238 - UNIFORM RENTALS		853
2 employees, 52 weeks	853	
13601 44259 - LANDFILL OPERATION		1,000
Permits (operating & scale), registration, incidental expenses	830	
Other incidental operating expenses	170	
13601 44270 - SEPTAGE DISPOSAL FACILITY		13,300
Annual Fee to East Hampton for Colchester's share of septage disposal facility	13,300	
13601 45216 - TELEPHONE		420
Monthly base and long distance charges	420	
13601 45622 - ELECTRICITY		1,560
13601 46226 - BUILDING REPAIRS		1,000
Repairs to tipping pad railings and posts, gatehouse, garage, storage areas, etc.	1,000	
13601 46228 - HOUSEHOLD HAZARD DISPOSAL		10,000
Household Hazardous Waste program	10,000	
Colchester's share of the 9 annual events in SE CT, including Colchester		
13601 46390 - VEHICLE MAINTENANCE & FUEL		10,376
Diesel gasoline - estimated 800 gallons	2,376	
Equipment Repair Parts (boom, tires. Etc.)	8,000	
TOTAL TRANSFER STATION		262,506

HUMAN SERVICES

**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Department: Youth & Social Services

Mission

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

Description

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

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

Staffing

Director (full time)
Program Coordinators (full time - 2)
Social Services Coordinator (part time - 2)
Administrative Assistant (full time)
Youth Center Supervisors (part time)

2009-2010 Accomplishments

- Successfully merged Youth and Social Services departments
- Provided 110 programs to 2,512 people (duplicated).
- 960 people have been served by the food bank
- 54 families received fuel bank assistance.
- Processed 291 applications for the CT Energy Assistance Program.
- 96 kids received school supplies, 22 received school clothes, and 10 families were given refurbished computers.
- Coordinated the holiday programs for local civic groups and provided meals from the food bank including: 172 Thanksgiving meals (149 Rotary and 23 from Y&SS), 233 Christmas Meals (160 Lion's and 73 from Y&SS) and Santa program served 101 families, and 10 Christmas trees

2011-2012 Objectives

- Develop a Families with Service Needs Review Board
- Create a self-service food pantry
- Upgrade the Social Services Coordinator full-time from part-time
- Keep abreast of issues facing youth and families and trends impacting adolescents through professional development opportunities, at least 2 per direct service staff member

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Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget	Projected Actual	Proposed Budget
			<u>FY 2010-2011</u>	<u>FY 2010-2011</u>	<u>FY 2011-2012</u>
14102	YOUTH & SOCIAL SERVICES				
14102	40101	REGULAR PAYROLL	198,078	196,604	219,701
14102	40103	OVERTIME	1,000	0	0
14102	40105	CONTR.TEMP.& OCCAS. PAYROLL	8,900	10,400	8,777
14102	41210	EMPLOYEE RELATED INSURANCES	919	916	919
14102	41230	FICA & RETIREMENT	27,369	28,226	30,080
14102	42233	COPIER	0	0	1,740
14102	42301	OFFICE SUPPLIES	1,800	1,800	1,800
14102	43213	MILEAGE, TRAINING & MEETINGS	2,880	2,500	2,775
14102	43258	PROFESSIONAL MEMBERSHIPS	965	575	575
14102	43342	SUBSCRIPTIONS	110	0	75
14102	44208	PROFESSIONAL SERVICES	163	0	310
14102	44217	POSTAGE	1,495	1,495	1,500
14102	44223	SERVICE CONTRACTS	1,270	1,270	1,270
14102	44232	PRINTING & PUBLICATIONS	1,500	650	1,500
14102	45216	TELEPHONE	2,940	2,725	2,367
14102	45221	FUEL & HEATING	2,940	2,685	3,360
14102	45622	ELECTRICITY	1,440	1,400	1,440
14102	46226	BUILDING REPAIRS	1,000	1,000	1,000
14102	46390	VEHICLE MAINTENANCE & FUEL	3,100	2,400	5,008
14102	47282	PROGRAMS	9,500	9,500	14,500
TOTAL YOUTH & SOCIAL SERVICES			<hr/> 267,369	<hr/> 264,146	<hr/> 298,697

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>14102 YOUTH & SOCIAL SERVICES</u>		
14102 40101 - REGULAR PAYROLL		219,701
Youth & Social Services Director	60,466	
Program Coordinator II (7 hrs/day)	42,971	
Program Coordinator II (7 hrs/day)	42,971	
Administrative Assistant (7 hrs/day)	35,828	
Part-time Social Services Coordinator (20 hrs/week)	20,494	
New position - Part-time Social Services Coordinator (15 hrs/week)	15,371	
Longevity	1,600	
14102 40105 - CONTRACTUAL TEMPORARY OCCASIONAL PAYROLL		8,777
YSB Center Supervisor (2 hrs/day, 95 days)	2,349	
YSB Center Supervisor (2 hrs/day, 65 days)	1,607	
YSB Center Supervisor (2 hrs/day, 65 days)	1,607	
YSB Center Supervisor (2 hrs/day, 65 days)	1,607	
YSB Center Supervisor (2 hrs/day, 65 days)	1,607	
14102 41210 - EMPLOYEE RELATED INSURANCE		919
Life insurance.	420	
Long term disability insurance.	499	
14102 41230 - FICA & RETIREMENT		30,080
FICA/Medicare	17,479	
Defined Contribution 401(a) Plan contributions - Youth & Social Services Director @ 7.75%	4,686	
Defined Contribution 401(a) Plan contributions - Program Coordinators & Administrative Assistant @ 6.5%	7,915	
14102 42233 - COPIER		1,740
Monthly fee for copier/fax machine	1,740	
14102 42301 - OFFICE SUPPLIES		1,800
14102 43213 - MILEAGE, TRAINING & MEETINGS		2,775
Registration fees for professional development conferences/training	1,500	
Mileage reimbursement - estimated 2,500 miles at 51 cents per mile	1,275	
14102 43258 - PROFESSIONAL MEMBERSHIPS		575
CYSA	475	
CT Clearinghouse	20	
CT Local Administrators of Social Services	80	

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>14102 YOUTH & SOCIAL SERVICES (CONTINUED)</u>		
14102 43342 - SUBSCRIPTIONS		75
Youth Today subscription & The Prevention Researcher	75	
14102 44208 - PROFESSIONAL SERVICES		310
D.O.T. Physical for Public Passenger licenses	150	
Background check for Public Passenger licenses	50	
Fees For Public Passenger Endorsement to DMV	110	
14102 44217 - POSTAGE		1,500
Monthly postage fees	1,500	
Mailing monthly newsletters and youth registration forms		
14102 44223 - SERVICE CONTRACTS		1,270
Annual fire extinguisher inspections, repairs & replacement	100	
Youth Center - cooler rental & water	120	
Security & fire alarm contracts - monitoring & repair	600	
Boiler inspection and maintenance	450	
14102 44232 - PRINTING & PUBLICATIONS		1,500
Monthly newsletter, brochures, advertising materials, copies	1,500	
14102 45216 - TELEPHONE		2,367
Monthly base and long distance charges - Town Hall office	1,044	
Youth Center Phone/DSL service	900	
Dedicated phone line for Social Services fax machine (confidentiality of client information)	423	
14102 45221 - FUEL/HEATING		3,360
Heating oil for the Youth Center - estimated 1,200 gallons	3,360	
14102 45622 - ELECTRICITY		1,440
Youth Center	1,440	
14102 46226 - BUILDING REPAIRS		1,000
Youth Center - plumbing, heating, electrical, etc.	1,000	
14102 46390 - VEHICLE MAINTENANCE & FUEL		5,008
Repairs, parts, and maintenance	2,000	
Unleaded gasoline - estimated 1,048 gallons	3,008	
14102 47282 - PROGRAMS		14,500
Youth programs, curriculum, videos, materials, supplies, refreshments, etc.	14,500	
TOTAL YOUTH & SOCIAL SERVICES		298,697

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Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>
14200	HEALTH & SAFETY COMMITTEE				
14200	42301	OFFICE SUPPLIES	150	50	150
14200	42340	OTHER PURCHASED SUPPLIES	440	200	440
14200	43213	TRAINING	300	300	300
14200	44232	PRINTING & PUBLICATIONS	200	200	200
14200	47282	PROGRAMS	1,200	1,200	1,200
TOTAL HEALTH & SAFETY COMMITTEE			<hr/> 2,290	<hr/> 1,950	<hr/> 2,290

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>14200 HEALTH & SAFETY COMMITTEE</u>		
14200 42301 - OFFICE SUPPLIES		150
General office & meeting supplies	150	
14200 42340 - OTHER PURCHASED SUPPLIES		440
First aid kits or refills, videos, materials for training seminars, etc.	440	
14200 43213 - MILEAGE, TRAINING & MEETINGS		300
Health & safety workshops & updates, i.e. CPR, First Aid, OSHA	300	
14200 44232 - PRINTING & PUBLICATIONS		200
Forms, booklets, and employee notifications	200	
14200 47282 - PROGRAMS		1,200
Employee health and safety incentive programs	1,200	
TOTAL HEALTH & SAFETY COMMITTEE		2,290

**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Department: Health

Description

Colchester will be joining the Chatham Health District, effective July 1.

The Chatham Health District serves the towns of 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 - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget	Projected Actual	Proposed Budget
			<u>FY 2010-2011</u>	<u>FY 2010-2011</u>	<u>FY 2011-2012</u>
14201	HEALTH				
<hr/>					
14201	40101	REGULAR PAYROLL	119,974	119,974	0
14201	41210	EMPLOYEE RELATED INSURANCES	436	447	0
14201	41230	FICA & RETIREMENT	16,347	16,347	0
14201	42233	COPIER	1,100	1,100	0
14201	42301	OFFICE SUPPLIES	980	980	0
14201	42323	SAFETY EQUIPMENT	1,120	806	0
14201	42340	OTHER PURCHASED SUPPLIES	250	200	0
14201	43213	MILEAGE, TRAINING & MEETINGS	3,032	2,750	0
14201	43258	PROFESSIONAL MEMBERSHIPS	808	808	0
14201	44208	PROFESSIONAL SERVICES	3,250	0	0
14201	44232	PRINTING & PUBLICATIONS	75	0	0
14201	45216	TELEPHONE	1,212	1,212	0
14201	46390	VEHICLE MAINTENANCE & FUEL	1,600	560	0
14201	47260	CHATHAM HEALTH DISTRICT	0	0	129,401
<hr/>					
TOTAL HEALTH			150,184	145,184	129,401

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>14201 HEALTH</u>		
14201 47260 - CHATHAM HEALTH DISTRICT		129,401
Per capita member assessment	129,401	
TOTAL HEALTH		129,401

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**CIVIC &
CULTURAL**

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**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Department: Cragin Memorial Library

Mission

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

Description

The Cragin Memorial Library serves the residents of Colchester with a collection of 63,000 items and is open 56 hours each week. Fifty-two percent of town residents have a valid library card. In addition to a comprehensive collection of book and media offerings, the Library provides free programs for all ages, personal service, Inter-Library Loan, public Internet computers, and Wireless Internet access to the Library's visitors. The Library also serves as a community destination, hosting hundreds of community activities for many organizations including scouts, sports league registration, and civic groups.

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

Staffing

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

2010-2011 Accomplishments

- Implementation of new library computer system
- Increased outreach and children's programming
- Renovation of Children's Story Time Room
- Creation of Kid Zone for older children in children's department
- Reorganization of Children's Picturebook Collection
- Introduction of Story-Time-In-A-Box kits
- Introduction of two children's educational game computers
- Introduction of bookmobile outreach services (with Colchester Rotary)
- New adult programming: Movies for Grown-Ups
- New online resources: Universal Class, geography databases
- Overdrive downloadable videos, audio books, and e-books
- Retention of magazines for two full years
- Reorganization of staff functions
- Reduction of cataloging time
- Expanded customer self-service through new computer system
- Library catalog and customer self-service 24 hours a day
- Reduction of postage costs through new computer system
- Reduction of use of town IT department
- Demonstration project of thin-client technology for public Internet workstations
- Implementation of session and printing management software for public Internet workstations
- Increased security of library data and systems
- Completion of initial agreement with Library Employees' Union
- Interior painting
- Regular policy review and revision with Advisory Library Board
- Revision of library website
- Comprehensive analysis of library use statistics

2011-2012 Objectives

- Additional story time sessions for preschool children
- Introduction of comprehensive Readers' Advisory program for adult readers
- Introduction of services/support for local book clubs
- Sustained outreach to daycares and preschools
- Sustained commitment to bookmobile outreach (with Rotary)
- Expansion of online collections of downloadable electronic books and audio books

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget	Projected Actual	Proposed Budget
			<u>FY 2010-2011</u>	<u>FY 2010-2011</u>	<u>FY 2011-2012</u>
15101	CRAGIN LIBRARY				
15101	40101	REGULAR PAYROLL	317,681	318,255	327,495
15101	40105	CONTR.TEMP.& OCCAS. PAYROLL	400	0	0
15101	41210	EMPLOYEE RELATED INSURANCES	1,208	1,215	1,217
15101	41230	FICA & RETIREMENT	38,465	39,055	43,644
15101	42233	COPIER	1,624	1,698	1,548
15101	42301	OFFICE SUPPLIES	5,200	3,700	3,900
15101	42331	CUSTODIAL/MAINTENANCE SUPPLIES	2,000	1,650	2,000
15101	42342	BOOKS, MAGAZINES & PERIODICALS	35,000	35,000	45,000
15101	43344	LIBRARY MEDIA SUPPLIES	3,700	5,200	5,000
15101	43213	MILEAGE, TRAINING & MEETINGS	700	695	700
15101	43258	PROFESSIONAL MEMBERSHIPS	1,000	980	980
15101	44205	DATA PROCESSING	30,553	30,353	30,729
15101	44217	POSTAGE	850	325	350
15101	44223	SERVICE CONTRACTS	7,980	7,200	8,334
15101	45216	TELEPHONE	2,800	2,800	3,000
15101	45221	FUEL & HEATING	13,475	12,298	15,400
15101	45222	WATER & SEWER	2,604	2,690	2,690
15101	45622	ELECTRICITY	41,100	40,350	41,100
15101	46224	EQUIPMENT REPAIRS	200	0	200
15101	46226	BUILDING REPAIRS	1,500	1,250	1,500
15101	47282	PROGRAMS	500	500	500
TOTAL CRAGIN LIBRARY			508,540	505,214	535,287

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>15101 Cragin Library</u>		
15101 40101 - REGULAR PAYROLL		327,495
Director	74,193	
Assistant Director (7 hrs/day)	48,591	
Children's Librarian (7 hrs/day)	49,441	
Cataloger (7 hrs/day)	34,630	
Circulation Supervisor (7 hrs/day)	33,857	
Children's Assistant (7 hrs/day)	27,708	
Part-time Reference Librarian (20 hrs/wk)	19,789	
Part-time Circulation Clerk (15 hrs/week)	8,222	
Part-time Circulation Clerk (19 hrs/week)	10,960	
Part-time Circulation Clerk (19 hrs/week)	10,414	
Part-time Shelver (1.5 hrs/day)	3,230	
Part-time Shelver (1.5 hrs/day)	3,230	
Part-time Shelver (1.5 hrs/day)	3,230	
15101 41210 - EMPLOYEE RELATED INSURANCE		1,217
Life insurance.	525	
Long Term Disability insurance.	692	
15101 41230 - FICA & RETIREMENT		43,644
FICA/Medicare	25,053	
Defined Contribution 401(a) Plan contributions - Director @ 7.75%	5,750	
Defined Contribution 401(a) Plan contributions - Staff @ 6%	12,841	
15101 42233 - COPIER		1,548
5 year lease - \$77 per month	924	
5 year lease - \$52 per month	624	
15101 42301 - OFFICE SUPPLIES		3,900
Office supplies. Copier and printer paper, toner, general office materials	3,900	
15101 42331 - CUSTODIAL/MAINTENANCE SUPPLIES		2,000
Processing & repair materials, paper goods, janitorial supplies	2,000	
15101 42342 - BOOKS, MAGAZINES & PERIODICALS		45,000
Fiction, nonfiction, reference, magazines, books on CD, music, etc.	45,000	
15101 42344 - LIBRARY MEDIA SUPPLIES		5,000
Processing & repair materials for library books, magazines & media items	5,000	
15101 43213 - MILEAGE, TRAINING & MEETINGS		700
Mileage @ 51 cents per mile.	700	
Workshops, Continuing Education, Conferences		

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>15101 CRAGIN LIBRARY (CONTINUED)</u>		
15101 43258 - PROFESSIONAL MEMBERSHIPS		980
American Library Association (ALA)	130	
Connecticut Library Consortium (CLC)	560	
Provides deep discounts for books & other materials		
Connecticut Library Association (CLA)	160	
Public Library Association (PLA)	50	
Colchester Business Association	80	
15101 44205 - DATA PROCESSING		30,729
Consortium membership - regionalization, resource sharing	30,729	
15101 44217 - POSTAGE		350
Business correspondence, overdue notices, etc.	350	
15101 44223 - SERVICE CONTRACTS		8,334
HVAC service and repair	1,350	
Mandated elevator service	850	
Elevator inspections	150	
Sprinkler system	600	
Fire alarm service and repair	450	
Fire alarm monitoring	216	
Security system service and repair	150	
Security system monitoring	216	
Fire extinguisher service	600	
Call backs for repair & service, and electrician	1,100	
CT State Library - ReQuest ILL (interlibrary loans from Academic libraries for students)	325	
JobNow Online Services (online service for job seekers)	200	
MARC profiler (cataloging of materials)	85	
Anti-virus software	965	
Movie licensing contract	380	
OCLC Cataloging fees	467	
Software contracts - desktop & workstation security, ReQuest participation	230	
15101 45216 - TELEPHONE		3,000
Monthly telephone & long distance - receive significant discounts thru Universal Service Fund	3,000	
15101 45221 - FUEL/HEATING		15,400
Heating oil - estimated 5,500 gallons	15,400	

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL</u>	<u>PROPOSED</u>
	<u>AMOUNTS</u>	<u>BUDGET</u>
<u>15101 Cragin Library (Continued)</u>		
15101 45222 - WATER & SEWER		2,690
Water - quarterly billing	657	
Sewer use & Fire protection service charges	2,033	
15101 45622 - ELECTRICITY		41,100
15101 46224 - EQUIPMENT REPAIRS		200
Minor office equipment repair.	200	
15101 46226 - BUILDING REPAIRS		1,500
Painting, minor plumbing, electrical, and heating system repairs	1,500	
15101 47282 - PROGRAMS		500
Educational & cultural programs for all age groups	500	
TOTAL CRAGIN LIBRARY		535,287

**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Department: Parks & Recreation

Mission

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

Description

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

The Parks 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 all town properties, including sidewalks.

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)

Parks Crew (full time - 6)

2010-2011 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
- Maintained over 360 acres of town and school grounds
- 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

2011-2012 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 - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget	Projected Actual	Proposed Budget
			<u>FY 2010-2011</u>	<u>FY 2010-2011</u>	<u>FY 2011-2012</u>
15201	PARKS & RECREATION				
15201	40101	REGULAR PAYROLL	306,250	274,238	326,340
15201	40103	OVERTIME	2,500	2,500	2,500
15201	40105	CONTR.TEMP.& OCCAS. PAYROLL	37,720	22,480	37,720
15201	41210	EMPLOYEE RELATED INSURANCES	1,276	1,327	1,560
15201	41230	FICA & RETIREMENT	40,046	34,257	43,024
15201	42233	COPIER	3,490	3,716	3,490
15201	42301	OFFICE SUPPLIES	1,500	1,500	1,500
15201	42323	SAFETY EQUIPMENT	1,800	1,800	1,800
15201	42331	CUSTODIAL/MAINTENANCE SUPPLIES	3,000	3,000	3,000
15201	42334	GROUNDS MAINTENANCE SUPPLIES	15,400	15,400	15,600
15201	42340	OTHER PURCHASED SUPPLIES	4,550	4,550	4,550
15201	43213	MILEAGE, TRAINING & MEETINGS	1,205	1,000	1,208
15201	43258	PROFESSIONAL MEMBERSHIPS	390	290	390
15201	44208	PROFESSIONAL SERVICES	7,140	7,140	7,140
15201	44217	POSTAGE	1,200	1,000	1,200
15201	44223	SERVICE CONTRACTS	4,760	4,760	7,400
15201	44231	ADVERTISING	200	200	200
15201	44232	PRINTING & PUBLICATIONS	200	200	200
15201	44237	EQUIPMENT RENTAL	300	300	500
15201	44238	UNIFORM RENTAL	2,500	2,500	2,500
15201	45216	TELEPHONE	1,430	1,600	2,030
15201	45221	FUEL & HEATING	2,223	1,800	1,937
15201	45622	ELECTRICITY	28,500	28,000	28,500
15201	46224	EQUIPMENT REPAIRS	800	800	800
15201	46226	BUILDING REPAIRS	1,500	3,556	1,500
15201	46229	OTHER REPAIRS	2,000	3,710	2,000
15201	46390	VEHICLE MAINTENANCE & FUEL	68,200	77,000	69,756
15201	48404	MACHINERY & EQUIPMENT	0	0	4,400
15201	48416	OFFICE EQUIPMENT	500	500	500
TOTAL PARKS & RECREATION			<hr/> 540,580	<hr/> 499,124	<hr/> 573,245

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>15201 PARKS & RECREATION</u>		
15201 40101 - REGULAR PAYROLL		326,340
Recreation Manager (new position to replace Director of Parks & Recreation)	60,000	
Administrative Assistant (7 hrs/day)	35,828	
PARK MAINTENANCE		
Crew Leader - Step 9 (8 hrs/day)	54,037	
Maintainer II - Step 9 (8 hrs/day)	38,148	
Maintainer II - Step 4 (8 hrs/day)	33,241	
Maintainer II - Step 3 (8 hrs/day)	32,594	
Maintainer II - Step 9 (8 hrs/day)	38,148	
Maintainer II - Step 3 (8 hrs/day)	32,594	
Longevity	1,750	
15201 40103 - OVERTIME		2,500
15201 40105 - CONTRACTUAL TEMPORARY OCCASIONAL PAYROLL		37,720
Seasonal - Park Maintenance Crew	37,000	
Meeting Clerk - Parks & Recreation Commission	720	
15201 41210 - EMPLOYEE RELATED INSURANCE		1,560
Life insurance.	630	
Long Term Disability insurance.	930	
15201 41230 - FICA & RETIREMENT		43,024
FICA/Medicare	27,986	
Defined Contribution 401(a) Plan contributions - Recreation Manager @ 6%	3,600	
Defined Contribution 401(a) Plan contributions - Park Maintenance Crew @ 5%	11,438	
15201 42233 - COPIER		3,490
Annual lease	2,750	
Copier paper and supplies.	440	
Property Tax	300	
15201 42301 - OFFICE SUPPLIES		1,500
Office Supplies	1,500	
15201 42323 - PROTECTIVE CLOTHING & SAFETY EQUIPMENT		1,800
Safety shoes	1,200	
Gloves - work, latex & waterproof; safety glasses, etc.	600	
15201 42331 - CUSTODIAL/MAINTENANCE SUPPLIES		3,000
Custodial supplies for parks, garage & restrooms	3,000	

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
 <u>15201 PARKS & RECREATION (CONTINUED)</u>		
15201 42334 - GROUNDS MAINTENANCE SUPPLIES		15,600
Infield clay mix, turface, topsoil, etc.	4,500	
Fertilizer	4,500	
Grass seed	4,100	
Bark mulch - landscaping and playgrounds	2,000	
Chemicals for water filtration	500	
 15201 42340 - OTHER PURCHASED SUPPLIES		 4,550
Motor oil & lubricants.	50	
String, tape, etc.	500	
Paint & paint supplies	1,500	
Signs	500	
Hand tools & equipment.	1,500	
Hardware (spikes, nets, parts, etc.)	500	
 15201 43213 - MILEAGE, TRAINING & MEETINGS		 1,208
Mileage @ 510 cents per mile.	108	
CT Recreation & Parks Association Conference	600	
Parks Crew Training	250	
Office Staff Training	250	
 15201 43258 - PROFESSIONAL MEMBERSHIPS		 390
Professional certification renewal fee (CPRP CEUs)	15	
National Recreation & Parks Association	140	
CT Recreation & Parks Association	235	
 15201 44208 - PROFESSIONAL SERVICES		 7,140
Electrical services - repair for lights, gazebo, irrigation, etc.	670	
Locksmith services	300	
Fence - ongoing repairs to gates & fences	670	
Irrigation repairs & winterization.	1,000	
Tree services	1,000	
Pesticides	2,000	
Testing (drug, physical, alcohol, pre-employ physical)	500	
Plumbing	1,000	
 15201 44217 - POSTAGE		 1,200
 15201 44223 - SERVICE CONTRACTS		 7,400
Fire extinguisher service	120	
Parks garage security	540	
Recware/Facility Reservation software	3,500	
Portable toilet rental	3,000	
Heater inspection	240	

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>15201 PARKS & RECREATION (CONTINUED)</u>		
15201 44231 - ADVERTISING		200
Bid Advertising	200	
15201 44232 - PRINTING & PUBLICATIONS		200
15201 44237 - EQUIPMENT RENTAL		500
Leaf blowers, generators, light towers, etc.	500	
15201 44238 - UNIFORM RENTALS		2,500
Maintenance Crew uniforms.	2,500	
15201 45216 - TELEPHONE		2,030
Monthly base and long distance charges - Town Hall office	900	
Cell Phone - Parks Maintenance Crew Leader	420	
On-Line Faxes (within computer)	110	
Cell Phone - Recreation Manager	600	
15201 45221 - FUEL/HEATING		1,937
Parks Garage - Propane - estimated 1,300 gallons	1,937	
15201 45622 - ELECTRICITY		28,500
Recplex/Garage - Electricity	28,500	
15201 46224 - EQUIPMENT REPAIRS		800
General repairs on Park equipment.	800	
15201 46226 - BUILDING REPAIRS		1,500
General repairs on Parks Garage, alarm, storage areas, dugouts, etc. Includes plumbing, heating, electricity & carpentry	1,500	
15201 46229 - OTHER REPAIR SERVICES		2,000
Repairs for picnic tables, bleachers, batting cages, equipment, scoreboards, etc. Not for buildings	2,000	
15201 46390 - VEHICLE MAINTENANCE & FUEL		69,756
Equipment repair and parts.	50,000	
Diesel gasoline - estimated 2,400 gallons	7,128	
Unleaded gasoline - estimated 4,400 gallons	12,628	
15201 48404 - MACHINERY & EQUIPMENT		4,400
Replace line painter	4,400	
15201 48416 - OFFICE EQUIPMENT		500
Replace broken desk chairs	500	
TOTAL PARKS & RECREATION		573,245

**Town of Colchester
FY 2011-2012
Board of Finance
Proposed Budget**

Department: Senior Services

Mission Statement

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

Description

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

Recreational and health activities are provided to seniors including hearing, blood pressure and skin screenings, exercise, chair yoga, Tai Chi, bridge, pinochle, Wii Fitness games, 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 Drivers (part time -3)

Recreational Therapy Coordinator (part-time, grant funded)

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

2010-2011 Accomplishments

- Increased participation of Colchester seniors in center activities by 40%
- 117 seniors have registered for Center participants
- Developed and implemented increased health and wellness programming
- Organized flu clinic for 123 seniors in collaboration with health department.
- Introduced new computer classes, yoga, benefits enhancement counseling, needlework, and friendly visitors programs
- Created additional fee-for-service program activities
- Received \$10,000 grant from Title III Older Americans Act for continuation of the Memories program.
- Increased Annual Fair revenue by 21%

2011-2012 Objectives

- Increase participation of seniors in overall center activities by 10%
- Increase collaboration on recreational trips and activities with Parks & Rec Department.
- Increase collaboration with Youth and Social Services Department on Energy Assistance applications for seniors and disabled residents.
- Obtain continuation funding to support the Making Memories program
- Obtain funding for a new wheel chair accessible van
- Develop and implement increased health and wellness programming
- Develop and implement reverse 911 Program for seniors in Colchester
- Increase ridership of senior center transportation programs by 20%
- Ensure that all center staff are trained and certified in CPR
- Ensure that all appropriate staff are trained in Safe Food Handling
- Work with the town facilities department to develop cleaning protocols for maintenance staff to follow at center
- Increase participation in Friendly Visitors Program by 20%

Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget	Projected Actual	Proposed Budget
			<u>FY 2010-2011</u>	<u>FY 2010-2011</u>	<u>FY 2011-2012</u>
15401	SENIOR SERVICES				
<hr/>					
15401	40101	REGULAR PAYROLL	168,390	168,120	169,408
15401	40105	CONTR.TEMP.& OCCAS. PAYROLL	2,910	2,020	3,220
15401	41210	EMPLOYEE RELATED INSURANCES	841	832	835
15401	41230	FICA & RETIREMENT	23,127	23,038	23,294
15401	42233	COPIER	652	888	720
15401	42301	OFFICE SUPPLIES	600	600	1,200
15401	42331	CUSTODIAL/MAINTENANCE SUPPLIES	1,000	1,000	1,200
15401	42340	OTHER PURCHASED SUPPLIES	100	100	100
15401	43213	MILEAGE, TRAINING & MEETINGS	850	400	706
15401	43258	PROFESSIONAL MEMBERSHIPS	0	0	75
15401	44208	PROFESSIONAL SERVICES	600	600	670
15401	44217	POSTAGE	300	300	300
15401	44223	SERVICE CONTRACTS	2,731	5,642	2,601
15401	44232	PRINTING & PUBLICATIONS	250	250	250
15401	45216	TELEPHONE	3,018	3,072	3,318
15401	45221	FUEL & HEATING	8,849	8,100	10,039
15401	45622	ELECTRICITY	6,000	6,200	6,000
15401	46226	BUILDING REPAIRS	1,000	1,000	1,000
15401	46390	VEHICLE MAINTENANCE & FUEL	12,700	12,700	19,171
15401	47282	PROGRAMS	0	0	0
<hr/>					
TOTAL SENIOR SERVICES			233,918	234,862	244,107

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>15401 SENIOR SERVICES</u>		
15401 40101 - REGULAR PAYROLL		169,408
Director	51,755	
Program Coordinator (7.5 hrs/day)	34,636	
Administrative Assistant (7.5 hrs/day)	38,387	
Bus Driver (7 hrs/day)	25,982	
Part-time bus driver (25 hrs/week)	17,448	
Longevity	1,200	
15401 40105 - CONTRACTUAL TEMPORARY OCCASIONAL PAYROLL		3,220
Meeting Clerk - Commission on Aging	720	
Substitute drivers to cover vacations, etc. - part-time bus driver hourly rate	2,500	
15401 41210 - EMPLOYEE RELATED INSURANCE		835
Life Insurance.	390	
Long Term Disability insurance.	445	
15401 41230 - FICA & RETIREMENT		23,294
FICA/Medicare	13,151	
Defined Contribution 401(a) Plan contributions - Senior Citizens Director @ 7.75%	4,011	
Defined Contribution 401(a) Plan contributions - Program Coordinator & Full-time bus driver @ 6%	3,637	
Defined Contribution 401(a) Plan contributions - Administrative Assistant @ 6.5%	2,495	
15401 42233 - COPIER		720
Monthly lease payments	456	
Per copy charges	264	
15401 42301 - OFFICE SUPPLIES		1,200
Folders, paper goods, ink cartridges, appointment books, etc.	1,200	
15401 42331 - CUSTODIAL/MAINTENANCE SUPPLIES		1,200
Kitchen and bath paper goods, janitorial supplies, building maintenance supplies	1,200	
15401 42340 - OTHER PURCHASED SUPPLIES		100
Health clinic supplies, flu clinic supplies and first aid supplies	100	
15401 43213 - MILEAGE, TRAINING & MEETINGS		706
Mileage @ 51 cents per mile - Mileage for home visits, meetings, training and conferences	306	
Local conferences	400	
Training for local and state programs		

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>15401 SENIOR SERVICES (CONTINUED)</u>		
15401 43258 - PROFESSIONAL MEMBERSHIPS		75
CAMAE	25	
CASCP	50	
15401 44208 - PROFESSIONAL SERVICES		670
Vehicle drivers physicals	250	
To ensure health and fitness of drivers		
Drug and alcohol testing - random testing for safety	200	
Licenses for drivers - proper certification	220	
15401 44217 - POSTAGE		300
Funding for mailings to clients, other agencies, service providers and funders	300	
15401 44223 - SERVICE CONTRACTS		2,601
Fire extinguishers	400	
Exterminator pest control	1,020	
Furnace/Air Conditioning/Water Heater	700	
Fire alarm service and monitoring	480	
Building rental - annual donation to the Bacon Board of Trustees	1	
15401 44232 - PRINTING & PUBLICATIONS		250
Outreach information - pamphlets, survey welcome packets, promotional material, etc.	250	
15401 45216 - TELEPHONE		3,318
Monthly phone service - 3 lines, fax and DSL	2,400	
Cellular phones - communication with drivers for client safety	720	
Monthly charges - voicemail	198	
15401 45221 - FUEL/HEATING		10,039
Heating oil - estimated 3,500 gallons	9,800	
Propane for stove - estimated 160 gallons	239	
15401 45622 - ELECTRICITY		6,000
15401 46226 - BUILDING REPAIRS		1,000
Minor building repairs	1,000	
15401 46390 - VEHICLE MAINTENANCE & FUEL		19,171
Equipment repair /parts	4,600	
To keep vehicles in safe condition for participants		
Unleaded gasoline - estimated 3,868 gallons	11,102	
Fuel to provide transportation for needed services, social, doctors, shopping, etc.		
Diesel gasoline - estimated 1,168 gallons	3,469	
TOTAL SENIOR SERVICES		244,107

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**DEBT
SERVICE**

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Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>
18101	DEBT SERVICE				
18101	49245	BOND PRINCIPAL	2,885,000	2,885,000	2,411,925
18101	49246	BOND INTEREST	867,603	808,538	599,605
18101	49250	LEASE PRINCIPAL	0	0	44,000
18101	49255	LEASE INTEREST	0	0	6,000
TOTAL DEBT SERVICE			<u>3,752,603</u>	<u>3,693,538</u>	<u>3,061,530</u>

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL AMOUNTS</u>	<u>PROPOSED BUDGET</u>
<u>18101 DEBT SERVICE</u>		
18101 49245 - BOND PRINCIPAL		2,411,925
Bonding 9/15/91 - Roads/Bacon Academy High School	130,000	
Advance Refunding 5/15/97 - Roads/Town Hall/Schools GOB of 6/15/90 & 4/1/92	380,000	
Advance Refunding 8/1/02 - 1993 Roads & Bacon Academy - Lot B Issue	465,000	
Bonding 8/1/02 - Jack Jackter/Library/Major Equipment/Recreation Field Lights	270,000	
Bonding 6/15/05 - Pre K - Grade 2 School Construction Project	545,000	
Bonding 6/3/10 - Firetruck, ambulance, Road Improvements, BA Track, BA Portable Classrooms	285,000	
Advance Refunding 6/3/10 - 2001 Bond issue	435,000	
Bonding 6/3/10 - Principal payment funded by Debt Service Fund (premium received from bond issue)	(98,075)	
18101 49246 - BOND INTEREST		599,605
Bonding 9/15/91 - Roads/Bacon Academy High School	4,062	
Advance Refunding 5/15/97 - Roads/Town Hall/Schools GOB of 6/15/90 & 4/1/92	10,450	
Advance Refunding 8/1/02 - 1993 Roads & Bacon Academy - Lot B Issue	17,205	
Bonding 8/1/02 - Jack Jackter/Library/Major Equipment/Recreation Field Lights	126,023	
Bonding 6/15/05 - Pre K - Grade 2 School Construction Project	292,119	
Bonding 6/3/10 - Firetruck, ambulance, Road Improvements, BA Track, BA Portable Classrooms	98,150	
Advance Refunding 6/3/10 - 2001 Bond issue	152,025	
Bonding 6/3/10 - Interest payment funded by Debt Service Fund (premium received from bond issue)	(100,429)	
18101 49250 - LEASE PRINCIPAL		44,000
Estimated lease payment - financing of pickup trucks, compact tractor & mini-bus	44,000	
18101 49255 - LEASE INTEREST		6,000
Estimated lease payment - financing of pickup trucks, compact tractor & mini-bus	6,000	
TOTAL DEBT SERVICE		3,061,530

TRANSFERS

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Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

			Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>
18501	TRANSFERS OUT				
18501	50225	TRANSFER TO RECREATION FUND	0	0	40,000
18501	50474	TRANSFER TO CAPITAL RESERVE	60,000	119,000	197,300
18501	50496	TRANSFER TO ANIMAL CONTROL FUND	44,503	44,503	45,061
18501	50500	TRANSFER TO CAPITAL IMPROVEMENT	50,000	50,000	130,000
18501	50800	TRANSFER TO BOE CAPITAL RESERVE	0	64,500	0
TOTAL TRANSFERS OUT			<u>154,503</u>	<u>278,003</u>	<u>412,361</u>

**TOWN OF COLCHESTER
FY 2011-2012 PROPOSED BUDGET EXPENDITURE DETAIL**

	<u>DETAIL</u>	<u>PROPOSED</u>
	<u>AMOUNTS</u>	<u>BUDGET</u>
<u>18501 TRANSFERS</u>		
18501 50225 - RECREATION PROGRAM FUND		40,000
Funding for the Recreation Program Fund	40,000	
18501 50474 - TRANSFER TO CAPITAL RESERVE		197,300
Contribution to Equipment Reserve	50,000	
Contribution to Vehicle Replacement Reserve	147,300	
18501 50496 - ANIMAL CONTROL - TOWN FUNDING		45,061
Funding for the Animal Control fund	45,061	
18501 50500 - TRANSFER TO CAPITAL IMPROVEMENT PROGRAM		130,000
Town Wide Revaluation	50,000	
Open Space	5,000	
Street Sign & Catch Basin Management System	25,000	
GIS - Aerial Flight	50,000	
TOTAL TRANSFERS		412,361

**TOWN OF COLCHESTER
CAPITAL RESERVE & IMPROVEMENT PLAN
FY 2011-2012 DETAIL**

CAPITAL RESERVE FUNDING - TOWN

DEPARTMENT	PROJECT ITEM	BUDGET
Town Wide Projects	Equipment Reserve	50,000
	Vehicle Reserve	<u>147,300</u>
Total		<u>197,300</u>

CAPITAL IMPROVEMENT FUNDING - TOWN

DEPARTMENT	PROJECT ITEM	BUDGET
Town Wide Projects	Property Revaluation	50,000
	Open Space	5,000
	Street Sign and Catch Basin Management System	25,000
	GIS Aerial Flight	<u>50,000</u>
Total		<u>130,000</u>

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EDUCATION

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Town of Colchester - Operating Budget

**Proposed Expenditure Budget For Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

	Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>
EDUCATION			
<hr/> BOARD OF EDUCATION	35,981,716	35,981,716	37,371,590
DIRECT FEDERAL ARRA GRANT FUNDING	(1,932,716)	(1,932,716)	(550,000)
BOARD OF EDUCATION - NET OF FEDERAL GRANT	34,049,000	34,049,000	36,821,590

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**ANIMAL
CONTROL
FUND**

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**Town of Colchester
Animal Control Fund Operating Budget
Fiscal Year 2011-2012
With Comparative Totals For Fiscal Year 2010-2011**

ANIMAL CONTROL FUND	Adopted Budget <u>FY 2010-2011</u>	Projected Actual <u>FY 2010-2011</u>	Proposed Budget <u>FY 2011-2012</u>
<u>2102401 ANIMAL CONTROL</u>			
2102401 40101 REGULAR PAYROLL	35,493	34,968	35,668
2102401 40102 OTHER REG PAYROLL	13,160	12,810	13,225
2102401 41230 FICA	3,721	3,655	3,741
2102401 42301 OFFICE SUPPLIES	100	100	100
2102401 42340 OTHER PURCHASED SUPPLIES	4,000	4,000	4,000
2102401 43213 TRAVEL, TRAINING & MEETINGS	9,000	10,050	10,251
2102401 44208 PROFESSIONAL SERVICES	6,500	5,500	6,500
2102401 44209 DUE TO STATE OF CT	10,000	10,781	10,000
2102401 44217 POSTAGE	500	250	250
2102401 44231 ADVERTISING	1,250	500	500
2102401 44232 PRINTING	300	200	225
2102401 45216 TELEPHONE	1,800	1,740	1,800
2102401 45221 FUEL/HEATING	1,539	1,539	1,341
2102401 45622 ELECTRIC	660	660	660
2102401 46226 BUILDING REPAIR	300	300	300
TOTAL ANIMAL CONTROL EXPENDITURES	<u>88,323</u>	<u>87,053</u>	<u>88,561</u>
ANIMAL CONTROL ESTIMATED REVENUES:			
2102401 34622 TOWN CLERK DOG LICENSES	17,000	16,000	17,000
2102401 34627 ANIMAL CONTROL OFFICER FEES	6,000	5,500	5,500
2102401 34629 RENT & ASSISTANT ACO	5,820	6,000	6,000
2102401 36250 TRANSFER FROM GENERAL FUND	44,503	44,503	45,061
2102401 36500 USE OF FUND BALANCE	15,000	15,000	15,000
TOTAL ANIMAL CONTROL REVENUES	<u>88,323</u>	<u>87,003</u>	<u>88,561</u>

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

<u>2102401 ANIMAL CONTROL</u>		FY 2011-2012
<u>EXPENDITURES</u>		<u>Proposed Budget</u>
2102401	40101 REGULAR PAYROLL Animal Control Officer	35,668
2102401	40102 OTHER REGULAR & PART TIME P/R Assistant Animal Control Officer	13,225
2102401	41230 FICA	3,741
2102401	42301 OFFICE SUPPLIES	100
2102401	42340 OTHER PURCHASED SUPPLIES Dog food, cleaning supplies for dog pound, etc.	4,000
2102401	43213 MILEAGE, TRAINING & MEETINGS Mileage at 51 cents per mile	10,251
2102401	44208 PROFESSIONAL SERVICES Veterinarian	6,500
2102401	44209 DUE TO STATE OF CONNECTICUT State share of license revenue	10,000
2102401	44217 POSTAGE	250
2102401	44231 ADVERTISING	500
2102401	44232 PRINTING & PUBLICATIONS Various forms, license tags	225
2102401	45216 TELEPHONE Cell phone service and pagers	1,800
2102401	45221 FUEL/HEATING	1,341
2102401	45622 ELECTRICITY	660
2102401	46226 BUILDING REPAIRS Minor repairs to the dog pound	300
TOTAL ANIMAL CONTROL EXPENDITURES		88,561