

Town of Colchester



Board of Finance
Proposed Budget

Fiscal Year 2014-2015



**Town of Colchester
FY 2014 – 2015
Proposed Budget**

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Section One

Introduction



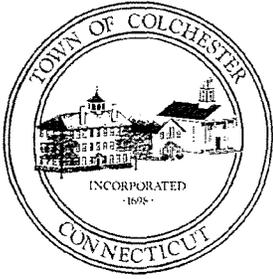
Town of Colchester
FY 2014 - 2015
Proposed Budget

Section One – Introduction

Item _____

- Executive Letter
- Organizational Chart
- Principal Municipal Officials





Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

March 1, 2014

Dear Residents and Taxpayers,

I am pleased to present you with my proposed operating and capital budgets for the 2014-2015 fiscal year. This budget reflects tough decisions and some hard issues we need to tackle as a community. No budget is perfect and it will not address all of our needs as a community.

This budget represents community and department head requests that have been evaluated by me and adjusted to represent what I feel is the best budget to put forward to you. While I received many valid and important requests, I had to make some very difficult cuts. As I make those tough decisions, I always strive to balance the needs of the community and the affordability of town government.

My particular area of focus this year is public safety. As a community of over 16,000 residents, a growing business base, and several major roads converging in town, our public safety needs are increasing and need more resources. This budget proposes to fully fund the ambulance incentive program which began last year. The program has been very successful in ensuring that we will always have our first due ambulance staffed for emergency calls.

I am also proposing to add a police officer to our force beginning in January. This would bring our total town force to one sergeant, one school resource officer funded by the schools, and ten patrol officers. The Police Commission has put forth a plan to increase our patrol force by three officers by the 2017-18 fiscal year to provide 24/7 local police coverage. Adding an officer in this budget is a crucial step to enact that plan. Public safety is the primary function of government and 24/7 local police coverage is needed in Colchester.

This proposal now moves to the Board of Finance who further reviews and possibly amends the budget through public meetings and hearings. Once the Board of Finance approves the budget, it progresses to a Town Meeting and then to a referendum. Ultimately, the voters make the final decision on the budget and your involvement in the process is critical to ensuring a budget that reflects the will of the community.

This year, some budget highlights are as follows:

- Slight decrease in health insurance costs
- Fully funding the ambulance incentive program
- Adding a Colchester officer to start in January
- Maintaining road improvement funding at current year level
- Increase in delinquent tax collections
- Flat state revenues to Town
- Slight increase in grand list

TAX REVENUE

The Town's Grand List has experienced an increase of approximately .6%. The drivers of this increase are an increase in real property which includes housing and Tractor Supply. Based on current performance, I am proposing to leave the current year tax collection rate at 98.4%.

The opening of Tractor Supply, the expansion of our utilities to the Lake Hayward Rd. area, and the anticipated opening of the new DOT facility has been attracting many interested developers and we expect new development in that area soon.

OPERATING BUDGET

Personnel

For all departments, adjustments were made for contractual and non-union salary changes. Due to good trends in our claims and our continued efforts to move employees to more affordable health plans, our health insurance costs have slightly decreased. The town health insurance fund has sufficient reserves to handle any over expenditure that does not trigger our stop-loss coverage. The Affordable Care Act will begin to have a significant impact on our health coverage in the future and we are continually evaluating the coverage offered to employees.

With the consent of the Town Clerk, I am proposing to eliminate a currently vacant part-time position in the Town Clerk's office. The finance department has proposed a new employee benefits coordinator position to be shared between the town and school. Along with the Superintendent, I have cut this request pending a fuller conversation during the budget process. I am proposing a slight increase in the hours of IT staff to provide more coverage and deal with our growing technology needs.

Public Safety

Last year, the town approved a budget which funded a new ambulance incentive program for six months. The CHVFD has experienced difficulty in getting volunteers to sign up for shifts and respond to calls. Originally, this program paid ambulance volunteers \$15 to sign up for a six hour shift and paid them \$15 for every call they went on during their shift. After several months, the program was changed based on feedback from the volunteers and evaluating the results. The revised program paid volunteers \$50 per six hour shift regardless of how many calls they responded to. The change resulted in a large success where all of our shifts are now filled. This ensures that our first due ambulance will always have a crew assigned and can respond in an acceptable timeframe.

In 2006, a town task force recommended that we should have 24/7 local police coverage. While we maintain coverage on both morning and evening shifts, we have not increased our staffing levels to establish a permanent midnight shift. Eight years after the report was issued, we still have not expanded our coverage levels. As a town of over 16,000 residents with many businesses and several major roads bringing traffic through the area, the time has come to begin increasing our staffing and establish a permanent midnight shift. I am therefore proposing we hire an additional officer starting in January.

General Government

The general government budget remains largely unchanged. Adjustments were made in the various legal accounts. I have included funds in both the Tax Collector and Town Clerk departments to hire

temporary staff when needed. As both of those offices will now be staffed with only two people, it is necessary to fund the inevitable times when there is a staffing shortage.

There is a slight increase in the Assessor's office for our service with Vision Appraisal. The fee for this service had previously been forgiven for two years due to issues with the revaluation and is now being put back into the budget.

The Registrars of Voters have requested to implement a new computer based system for checking in voters for elections and referenda. My budget proposes funding for that system.

Community Services

In Youth and Social Services, I am proposing to fund a substance abuse counselor provided under a service contract. This service will begin shortly as a grant funded initiative and the budget would fund the program when the grant ends. Substance abuse is an area we need to add resources in order to address the problem of drugs in our community. I am also proposing to increase the funding of the C3 initiative. This organization has shown great results in preparing children for school from birth to age eight.

The building which currently houses the Senior Center is owned by the Bacon Academy Trustees and the Town leases the building. The Board of Selectmen has decided to enter into negotiations with the trustees to purchase the building. This would not put in place a permanent solution, but rather provide an interim solution until such time as the town can relocate the Senior Center to an appropriate facility. In order to allow for sufficient time to negotiate a sale, the Board of Selectmen has requested that we increase the lease payment by approximately \$16,000 to satisfy the financial needs of the trustees. Since we will likely continue to use the current facility, my budget proposes an additional \$10,000 to reconfigure the space to allow for better programming.

The hours at Cragin Memorial Library are proposed to remain unchanged. Although there have been many community requests to restore the evening hours at the library, the Cragin Library Board of Trustees has recommended that any increase in hours be first put towards the establishment of Sunday hours. The department did request funds to pilot Sunday hours, but I have decided not to propose that at this time. I am proposing a slight increase in the book budget.

Public Works

Although we do not spend enough on maintaining our roads, I am proposing to flat fund the road improvement budget. Last year, the state doubled the amount municipalities are given in TAR funds and I intend to use some of those funds to augment our current road improvement budget. This will help our situation, but the many years of underfunding road maintenance has put the town in a difficult position.

Snow removal is proposed to be increased based on past experience. The proposed number is an estimate as it is impossible to accurately predict the amount needed due to weather events.

DEBT & CAPITAL

Capital funds are divided into two areas. Capital reserve dedicates funds for long term anticipated expenses such as vehicles, building maintenance, and equipment. Capital improvement designates short

term funds for replacing or adding items such as technology, building and grounds repairs, and revaluation. There are a number of worthwhile items to consider for capital expenditure, but due to the economy, not all requests could be honored. In selecting the initiatives to move forward, I apply three levels of priority. First priority goes to maintaining the infrastructure we already have. Second priorities are projects that will improve efficiency or decrease operating costs. Third priorities go to new initiatives that expand or improve the services the Town offers.

There are two items in the capital fund classification:

Capital Reserve is made up of the Equipment Reserve Fund, Vehicle Reserve Fund, and the Buildings & Grounds Reserve Fund. This year, the Vehicle Reserve Fund decreases by approximately \$9,000 as the adjusted plan recommends. The Equipment Reserve fund is proposed to be decreased to \$50,000 and Buildings & Grounds Reserve Funds remain level-funded.

Capital Improvement is made up of various items that can either be paid for annually or is part of (or the initiation of) a pay-go policy. Last year, this fund allocated monies for the next revaluation, open space acquisitions, a police cruiser (as part of the vehicle replacement plan), sidewalk repairs at Town Hall, overhead doors at Fire Company 1, and a re-paving of parking ramps at Fire Company 1. I am proposing to continue reserving funds for our next revaluation, open space acquisitions, and a police cruiser.

Additionally, I am proposing funding to replace an underground oil tank at Company 1, a large mold remediation and roof repair at Company 1, some parking lot repairs at the town garage, regular replacement of computers and network hardware, and initiating a network virtualization project that will reduce the workload on the IT staff.

The total proposed Capital Improvement Fund is \$329,000, an increase of \$99,500 over the current year.

I believe my proposed budget represents the priorities of the Town. This year, those priorities include increasing funding to capital and maintenance issues, fully funding 24/7 staffing for our first due ambulance, and starting to increase police staffing to eventually support 24/7 local coverage.

I look forward to continuing our discussion on this budget as we continue in the process. As the Board of Finance reviews this proposal, I urge all of you to make your opinions known. There are several meetings and hearings where you can directly comment on the proposal. For the latest information on meetings and times, please visit the Town website at www.colchesterct.gov or call my office at (860) 537-7220. Your input into this process is necessary to help ensure we put forth a budget that reflects your wishes.

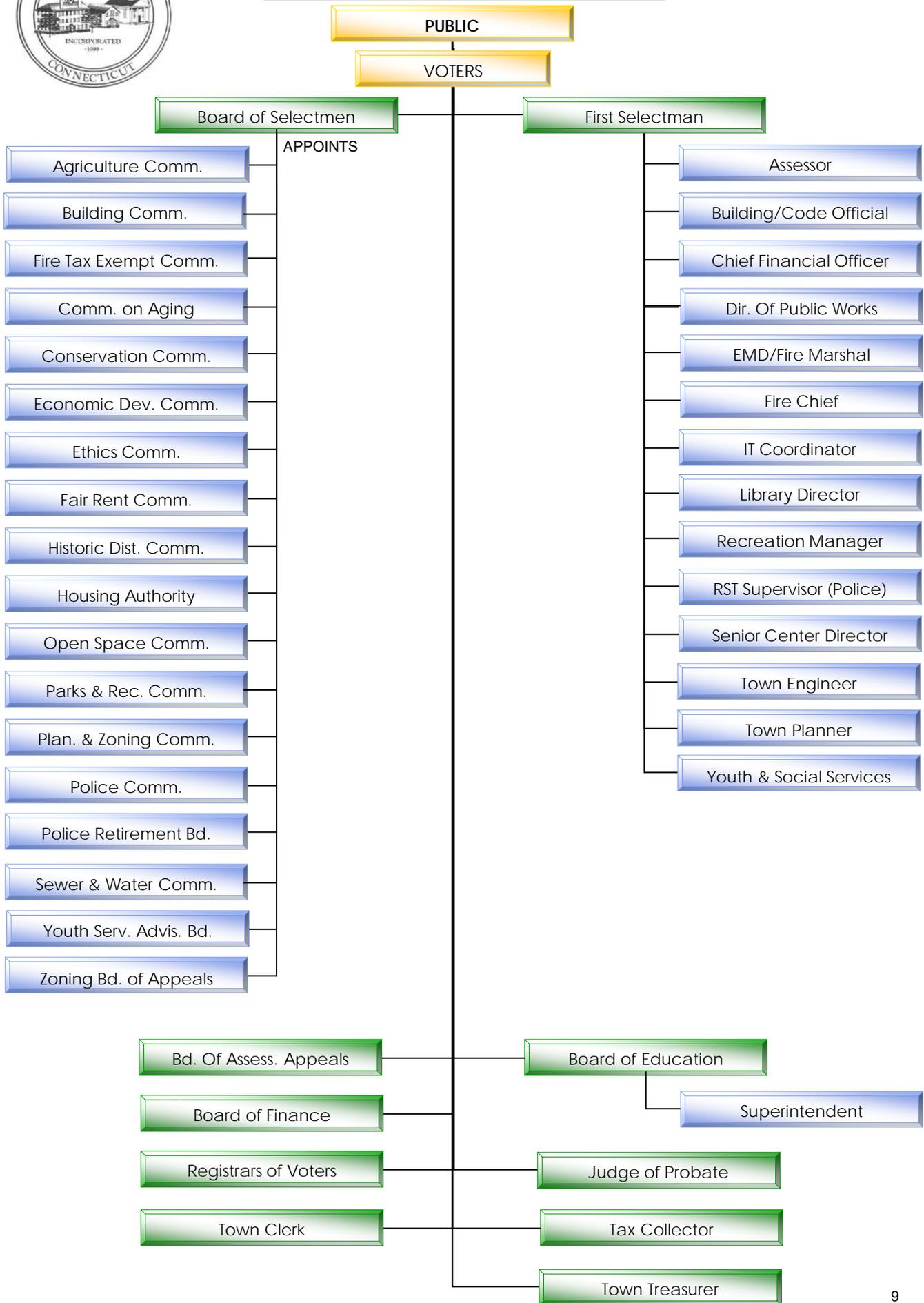
Sincerely,



Gregg Schuster
First Selectman



ORGANIZATIONAL CHART





Town of Colchester

PRINCIPAL OFFICIALS

Board of Selectmen

Gregg Schuster, First Selectman
Rosemary Coyle
Stan Soby

Michael J. Caplet
Denise Mizla

Board of Finance

Robert Tarlov, Chairman
James D. McNair III
Robert Esteve

Thomas B. Kane
Art Shilosky
John Ringo

Administration

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

Maggie Cosgrove
Maggie Wasicki
Nancy Bray
Gregg Cordova
Vacant
Jeffrey Mathieu

Board of Education

Ronald Goldstein, Chairman
Donald Kennedy
Bradley Bernier
Michael Egan

Michael Voiland
Mitchell L. Koziol
Mary Tomasi



Section Two

Budget Overview



Town of Colchester
FY 2014 - 2015
Proposed Budget

Section Two – Budget Overview

Item _____

- Budget Process
- Budget Calendar
- Budget History (Adopted & Percentage Change)
- Personnel Summary
- Revenue Summary
- Expenditure Summary



BUDGET DEVELOPMENT PROCESS

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

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

November - January

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

February

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

March

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

April - May

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

BUDGET ADOPTION PROCESS GUIDED BY TOWN CHARTER/ORDINANCES

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

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

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

2. At the Annual Budget Meeting, the members of the Boards of Selectmen and Education shall, with respect to their respective budgets:
 - a. Present their proposed budget to the Town voters;
 - b. Have available for review by the Town voters a line-item comparison between such budget and the amount budgeted for such line item in the current fiscal year;
 - c. If feasible, have available for review by the Town voters a line-item level comparison between such budget and the amount estimated to be actually expended for such line item in the current fiscal year; and
 - d. Have available for review by the Town voters a listing of all fiscal year-to-date transfers and amendments made within the current fiscal year's budget.

3. At the Annual Budget Meeting, the Town voters may reduce, but not increase, the combined Town budget upon the passage of a proper motion. A proper motion shall:
 - a. Stipulate a specific dollar amount for reduction;
 - b. Stipulate the budget to which such reduction shall be charged;
 - c. With respect to a reduction in the budget of the Board of Selectmen, stipulate a specific line item or the specific line items to be reduced; and
 - d. With respect to a reduction in the budget of the Board of Education, only the bottom line may be reduced.

4. If (i) the combined Town budget, as reduced by such proper motion(s), differs from that first presented by more than 2.0% or (ii) the Board of Selectmen's budget or the Board of Education's budget differs from that first presented by more than 3.0%, the Annual Budget Meeting shall be continued to a second meeting held no less than two business days following the first meeting. At this second meeting, the proper motion(s) shall again be introduced to and acted upon by the Town voters in attendance. Should the proper motion(s) pass at this second meeting, the proper motion(s) shall become effective and shall be incorporated into the proposed combined Town budget.

5. The Annual Budget Meeting shall automatically be recessed to a referendum to be held on a date determined by the Annual Budget Meeting (the "Annual Budget Referendum") at the conclusion of the Annual Budget Meeting, at which the combined Town budget, as recommended by the Annual Budget Meeting, shall be presented to the Town voters for final approval or disapproval.

6. The Annual Budget Referendum is a form of referendum and shall be held on such date as determined by the Annual Budget Meeting. A minimum of two questions shall appear on the ballot for the Annual Budget Referendum. The first question shall require a vote of "Yes" or "No" on whether to approve the budget of the Board of Selectmen (including debt service and capital expenditure budgets) as recommended by the Annual Budget Meeting. The second question shall require a vote of "Yes" or "No" on whether to approve the budget of the Board of

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

SPECIAL ADOPTION PROCESSES, AS DEFINED BY TOWN CHARTER

Special Budget Referendums.

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

Recount of Annual Budget Referendum or special referendums.

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



**Town of Colchester
FY 2014 – 2015
Proposed Budget**

BUDGET CALENDAR

MARCH

5 – Board of Finance (Town & BOE Budget Presentations)	7:00PM	Town Hall
6 – Board of Finance (BOE Budget Review)	7:00PM	Town Hall
6 – Board of Selectmen	7:00PM	Town Hall
10 – Budget Forum followed by Board of Finance Meeting	7:00PM	Town Hall
11 – Board of Finance (Revenue, Budget Review & Next Steps)	7:00 PM	Town Hall
11 – Board of Education	7:00PM	BA Media
12 – Board of Finance (TBD)	7:00PM	Town Hall
13 – Board of Finance (TBD)	7:00PM	Town Hall
17 – Board of Finance (TBD)	7:00PM	Town Hall
18 – Board of Finance (TBD)	7:00PM	Town Hall
19 – Board of Finance	7:00PM	Town Hall
20 – Board of Selectman	7:00PM	Town Hall
31 – Budget Public Hearing	7:00PM	Town Hall

APRIL

1 – Budget Public Hearing	7:00 PM	Town Hall
2 – Board of Finance	7:00 PM	Town Hall
3 – Board of Selectman	7:00 PM	Town Hall
8 – Board of Education	7:00 PM	Town Hall
9 – Board of Education	7:00 PM	BA Media
16 – Board of Finance	7:00 PM	Town Hall
17 – Board of Selectmen	7:00 PM	Town Hall
23 – Town Meeting	7:00 PM	Town Hall

MAY

1 – Board of Selectman	7:00 PM	Town Hall
6 – Budget Referendum	6am – 8pm	Town Hall

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

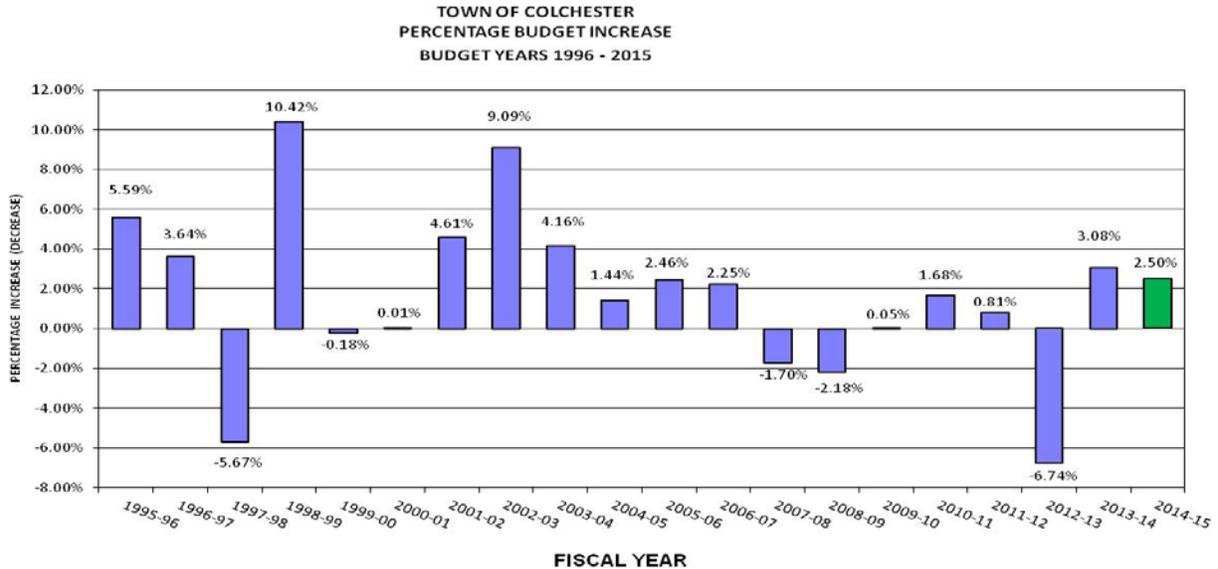


TOWN OF COLCHESTER
FY2014-2015 PROPOSED BUDGET

BUDGET HISTORY - Town Operating, Debt Service & Capital

FISCAL YEAR	ADOPTED BUDGET	DOLLAR INCREASE	PERCENT INCREASE	MILL RATE
1995-96	10,189,807	539,480	5.59%	24.45
1996-97	10,560,802	370,995	3.64%	25.02
1997-98	9,962,126	(598,676)	-5.67%	25.02
1998-99	11,000,128	1,038,002	10.42%	26.12
1999-00	10,980,457	(19,671)	-0.18%	27.01
2000-01	10,981,302	845	0.01%	27.53
2001-02	11,487,069	505,767	4.61%	28.46
2002-03	12,531,352	1,044,283	9.09%	29.40 (1)
2003-04	13,052,734	521,382	4.16%	30.35
2004-05	13,241,059	188,325	1.44%	31.02
2005-06	13,566,431	325,372	2.46%	31.75
2006-07	13,871,593	305,162	2.25%	32.47
2007-08	13,636,350	(235,243)	-1.70%	23.01 (1)
2008-09	13,338,957	(297,393)	-2.18%	23.01
2009-10	13,344,980	6,023	0.05%	23.65
2010-11	13,569,651	224,671	1.68%	25.07
2011-12	13,679,697	110,046	0.81%	25.85
2012-13	12,757,366	(922,331)	-6.74%	28.80 (1)
2013-14	13,149,850	392,484	3.08%	30.28
2014-15	13,478,094	328,244	2.50%	31.16 (2)

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





**TOWN OF COLCHESTER
FY 2014-2015 PROPOSED BUDGET**

MUNICIPAL EMPLOYEE HISTORY*

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
General Government	105	106	105	105	103	102

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

EMPLOYEE BARGAINING ORGANIZATIONS

<u>Employees</u>	<u>Bargaining Unit</u>	<u>Contract Expiration Date</u>	<u>FY 2014-15 Wage Increase</u>
Public Works	Municipal Employees Union Independent, Local 506, SEIU, AFL-CIO, CLC	06/30/16	2.00%
Town Clerical	Local 1303-254, Council #4, AFSCME, AFL-CIO	06/30/14	Neg. ¹
Fire/Ambulance	Colchester Firefighters Union, UPPFA, IAFF, Local 3831	06/30/15	2.50%
Town Administrators	Municipal Employees Union Independent, Local 506 SEIU, AFL-CIO, CLC	06/30/14	Neg. ¹
Police	Colchester Police Local 2693T, AFSCME, Council #15	06/30/15	2.50%
Library Employees	Local 1303-448 CT Council #4, AFSCME, AFL-CIO	06/30/16	1.75%

EMPLOYEE COMPENSATION

<u>Employees</u>	<u>No. of Employees²</u>	<u>Salaries & Wages²</u>
Public Works	19	\$880,235
Town Clerical	13	\$613,724
Fire/Ambulance	6	\$347,232
Administrators	11	\$778,175
Police	11	\$770,504
Library	5	\$208,645
Non-Union	10	\$517,123
Elected	3	\$203,698
TOTAL	78	\$4,319,336

EMPLOYEE BENEFITS

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Health Insurance Cost	\$1,016,477	\$1,045,629	\$1,122,201	\$798,687	\$1,002,760	\$941,618

¹ Contracts currently in negotiations

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



REVENUE SUMMARY



**TOWN OF COLCHESTER
FY2014-2015 PROPOSED
BUDGET**

	FY 2011-2012 Actual Revenues	FY 2012-2013 Actual Revenues	FY 2013-2014 Adopted Budget	FY 2013-2014 Projected Actuals	FY 2014-2015 Proposed Budget
REVENUES:					
Property Taxes:					
Current taxes	33,250,044	33,626,453	35,829,295	35,572,503	37,099,723
Delinquent taxes	317,379	444,355	325,000	400,000	400,000
Interest & lien fees	227,128	293,443	150,000	200,000	200,000
Total property taxes	<u>33,794,551</u>	<u>34,364,251</u>	<u>36,304,295</u>	<u>36,172,503</u>	<u>37,699,723</u>
Intergovernmental:					
Property Tax Relief Revenue Sharing	187,394	110,088	0	0	0
Hold Harmless Grant	0	0	228,664	0	0
In lieu of taxes - PILOT	50,470	49,876	0	52,351	48,100
Manufacturing Transition Grant	0	30,957	0	0	0
Mashantucket Pequot/Mohegan Fund	73,709	72,749	9,470	67,828	67,190
Distribution to Towns	16,335	10,845	16,000	9,500	10,000
Elderly Freeze	2,000	2,000	0	0	0
Disability Exemptions	1,721	1,969	2,000	1,894	2,150
Elderly Circuit Breaker	48,263	50,265	56,900	48,326	54,905
Additional Veterans Exemptions	5,081	6,386	7,000	7,960	7,571
Local Capital Improvement	120,273	0	181,560	236,614	118,307
Youth Services Grant	18,753	18,750	18,750	18,833	18,833
Library Grant	5,653	5,375	4,400	5,222	5,222
Emergency Management	0	1,200	3,905	3,905	3,905
Total	<u>529,652</u>	<u>360,460</u>	<u>528,649</u>	<u>452,433</u>	<u>336,183</u>
Intergovernmental - Education:					
ECS	13,550,768	13,759,751	13,773,810	13,750,145	13,761,528
Transportation	216,872	203,028	0	187,183	181,305
Special Education	782,328	519,762	450,000	371,609	450,000
School Building Grants	595,566	0	0	0	0
Total	<u>15,145,534</u>	<u>14,482,541</u>	<u>14,223,810</u>	<u>14,308,937</u>	<u>14,392,833</u>
Total intergovernmental	<u>15,675,186</u>	<u>14,843,001</u>	<u>14,752,459</u>	<u>14,761,370</u>	<u>14,729,016</u>

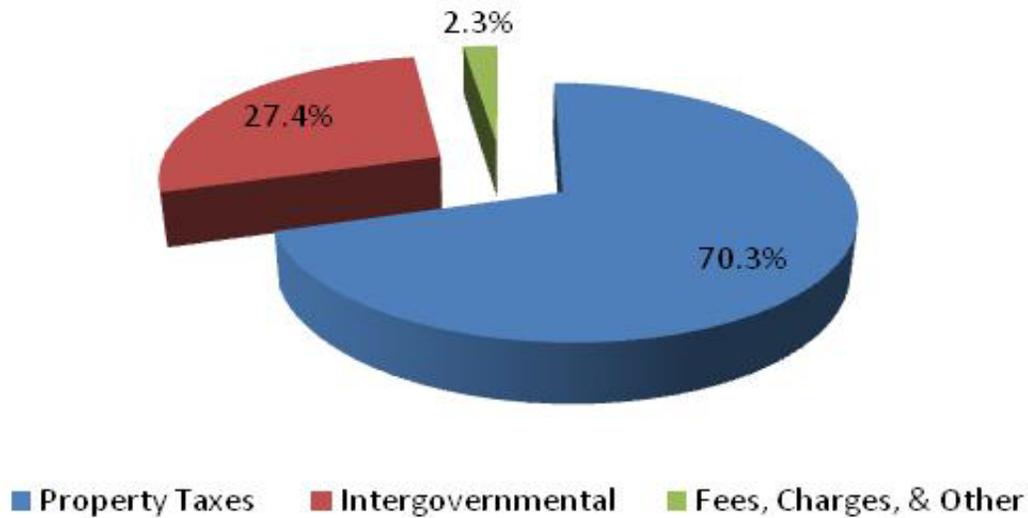
**TOWN OF COLCHESTER
FY2014-2015 PROPOSED
BUDGET**

	FY 2011-2012 Actual Revenues	FY 2012-2013 Actual Revenues	FY 2013-2014 Adopted Budget	FY 2013-2014 Projected Actuals	FY 2014-2015 Proposed Budget
Charges for Services:					
Ambulance Fees	493,174	490,728	475,000	475,000	475,000
Recreation Fees	9,414	16,261	11,500	11,500	11,500
Total charges for services	<u>502,588</u>	<u>506,989</u>	<u>486,500</u>	<u>486,500</u>	<u>486,500</u>
Revenues from use of money:					
Investment interest earnings	48,747	47,491	52,500	52,500	52,500
Licenses/permits/fees:					
Vendor permits	660	340	400	330	330
Copier fees	17,304	18,324	16,650	17,100	17,000
ZBA fees	150	700	1,000	400	1,000
Conservation Commission fees	4,808	3,207	5,500	5,500	5,500
Zoning and Planning fees	18,071	11,100	12,000	12,000	12,000
Building fees	188,319	264,201	170,000	200,000	190,000
Fire marshal inspection fees	240	480	200	500	200
Conveyance tax	107,315	116,290	108,000	112,000	112,000
Town Clerk fees	99,225	108,576	105,000	106,000	106,000
Sports licenses	614	605	520	520	520
Land Records - Town	3,029	3,263	3,400	3,200	3,200
Pistol permits	7,490	12,320	8,050	10,000	10,000
Road inspection fees	33,744	4,189	4,100	4,838	6,600
Transfer Station fees	156,554	123,376	135,000	135,000	135,000
Library fines & fees	15,123	12,957	15,000	11,680	14,000
Dial-A-Ride	4,003	3,553	4,000	3,500	3,500
Total licenses/permits/fees	<u>656,649</u>	<u>683,481</u>	<u>588,820</u>	<u>622,568</u>	<u>616,850</u>

**TOWN OF COLCHESTER
FY2014-2015 PROPOSED
BUDGET**

	FY 2011-2012 Actual Revenues	FY 2012-2013 Actual Revenues	FY 2013-2014 Adopted Budget	FY 2013-2014 Projected Actuals	FY 2014-2015 Proposed Budget
Other revenues:					
Tuition	12,730	8,890	15,030	49,099	10,000
Telecommunication property tax	45,718	40,888	0	40,000	40,000
Elderly Housing/Dublin Village	13,499	11,848	13,500	11,500	11,500
Miscellaneous	20,142	9,853	12,000	12,000	12,000
Insurance Reimbursement	2,417	385	0	0	0
Recovery/Settlement	0	0	0	59,996	0
State Fund for Building Inspection fees	982	1,679	800	800	800
CIRMA Member Equity Distribution	26,892	31,414	0	29,288	0
	122,380	104,957	41,330	202,683	74,300
Other financing sources:					
Transfer from Capital Projects Funds	214,746	0	0	0	0
Use of Fund Balance	62,513	126,852	0	136,811	0
Total other financing sources	277,259	126,852	0	136,811	0
 Total revenues	51,077,360	50,677,022	52,225,904	52,434,935	53,658,889

Revenue Sources by Type





EXPENDITURE SUMMARY



TOWN OF COLCHESTER
FY2014-2015 PROPOSED BUDGET

**TOWN OF COLCHESTER
BUDGET SUMMARY BY FUNCTION**

	ACTUAL EXPENDITURES <u>FY 2011-2012</u>	ACTUAL EXPENDITURES <u>FY 2012-2013</u>	ADOPTED BUDGET <u>FY 2013-2014</u>	PROJECTED ACTUAL <u>FY 2013-2014</u>	PROPOSED BUDGET <u>FY 2014-2015</u>
GENERAL GOVERNMENT	3,457,972	3,197,836	3,516,486	3,376,727	3,458,089
PUBLIC SAFETY	2,135,524	2,214,604	2,334,112	2,454,130	2,540,016
PUBLIC WORKS	3,018,269	3,217,697	3,145,849	3,276,733	3,296,286
COMMUNITY & HUMAN SERVICES	1,301,225	1,286,695	1,436,721	1,425,603	1,469,184
DEBT	2,914,282	2,095,890	2,093,641	2,054,915	1,972,866
TRANSFERS	583,058	625,363	623,041	703,319	741,653
TOTAL TOWN	13,410,330	12,638,085	13,149,850	13,291,427	13,478,094
BOARD OF EDUCATION	36,764,988	37,482,580	39,076,054	39,076,054	40,180,795
TOTAL BUDGET	50,175,318	50,120,665	52,225,904	52,367,481	53,658,889

TOWN OF COLCHESTER
FY2014-2015 PROPOSED BUDGET

SUMMARY - GENERAL GOVERNMENT

	ACTUAL EXPENDITURES <u>FY 2011-2012</u>	ACTUAL EXPENDITURES <u>FY 2012-2013</u>	ADOPTED BUDGET <u>FY 2013-2014</u>	PROJECTED ACTUAL <u>FY 2013-2014</u>	PROPOSED BUDGET <u>FY 2014-2015</u>
LEGISLATIVE					
BOARDS AND COMMISSIONS	20,347	23,240	27,314	25,397	26,804
CONTINGENCY					
CONTINGENCY	0	0	52,229	0	53,506
MUNICIPAL MANAGEMENT					
FIRST SELECTMAN	239,713	271,362	211,402	210,333	215,393
HUMAN RESOURCES	79,242	61,506	120,202	65,815	120,218
FINANCE					
FINANCE	259,883	281,833	270,208	275,566	275,703
TAX COLLECTOR	153,143	154,498	147,309	185,870	151,342
ASSESSOR	243,257	238,980	251,931	257,979	269,557
DEVELOPMENT AND PLANNING					
PLANNING CODE ADMINISTRATION	497,024	502,901	516,817	511,110	508,700
TOWN CLERK					
TOWN CLERK	184,993	179,393	196,733	160,015	156,642

TOWN OF COLCHESTER
FY2014-2015 PROPOSED BUDGET

SUMMARY - GENERAL GOVERNMENT (CONTINUED)

	ACTUAL EXPENDITURES <u>FY 2011-2012</u>	ACTUAL EXPENDITURES <u>FY 2012-2013</u>	ADOPTED BUDGET <u>FY 2013-2014</u>	PROJECTED ACTUAL <u>FY 2013-2014</u>	PROPOSED BUDGET <u>FY 2014-2015</u>
REGISTRARS OF VOTERS					
REGISTRARS OF VOTERS	57,099	54,153	69,074	53,786	65,512
LEGAL & INSURANCES					
INSURANCES	1,635,965	1,332,749	1,567,296	1,545,025	1,516,957
PROBATE	5,249	4,836	4,558	4,558	4,558
INFORMATION TECHNOLOGY					
INFORMATION TECHNOLOGY	82,057	92,385	81,413	81,273	93,197
TOTAL GENERAL GOVERNMENT	3,457,972	3,197,836	3,516,486	3,376,727	3,458,089

TOWN OF COLCHESTER
FY2014-2015 PROPOSED BUDGET

SUMMARY - PUBLIC SAFETY

	ACTUAL EXPENDITURES <u>FY 2011-2012</u>	ACTUAL EXPENDITURES <u>FY 2012-2013</u>	ADOPTED BUDGET <u>FY 2013-2014</u>	PROJECTED ACTUAL <u>FY 2013-2014</u>	PROPOSED BUDGET <u>FY 2014-2015</u>
POLICE PROTECTION					
POLICE	1,096,221	1,136,387	1,193,510	1,237,447	1,241,940
FIRE PROTECTION					
FIRE	1,031,652	1,067,414	1,122,600	1,198,967	1,280,113
EMERGENCY MANAGEMENT					
EMERGENCY MANAGEMENT	7,651	10,803	18,002	17,716	17,963
TOTAL PUBLIC SAFETY	2,135,524	2,214,604	2,334,112	2,454,130	2,540,016

TOWN OF COLCHESTER
 FY2014-2015 PROPOSED BUDGET

SUMMARY - PUBLIC WORKS

	ACTUAL EXPENDITURES <u>FY 2011-2012</u>	ACTUAL EXPENDITURES <u>FY 2012-2013</u>	ADOPTED BUDGET <u>FY 2013-2014</u>	PROJECTED ACTUAL <u>FY 2013-2014</u>	PROPOSED BUDGET <u>FY 2014-2015</u>
PUBLIC WORKS					
PUBLIC WORKS ADMINISTRATION	157,410	199,516	153,705	159,863	154,971
HIGHWAY	1,295,524	1,225,217	1,307,105	1,275,291	1,340,312
FLEET MAINTENANCE	342,871	364,000	362,313	373,092	368,081
GROUNDS MAINTENANCE	389,424	398,925	416,142	416,826	442,124
SNOW REMOVAL	294,676	469,223	410,890	535,423	469,405
FACILITIES	188,131	198,499	144,335	146,394	151,894
ENGINEERING					
ENGINEERING	98,538	101,326	104,985	115,431	104,509
TRANSFER STATION					
TRANSFER STATION	251,695	260,991	246,374	254,413	264,990
TOTAL PUBLIC WORKS	3,018,269	3,217,697	3,145,849	3,276,733	3,296,286

TOWN OF COLCHESTER
FY2014-2015 PROPOSED BUDGET

SUMMARY - COMMUNITY & HUMAN SERVICES

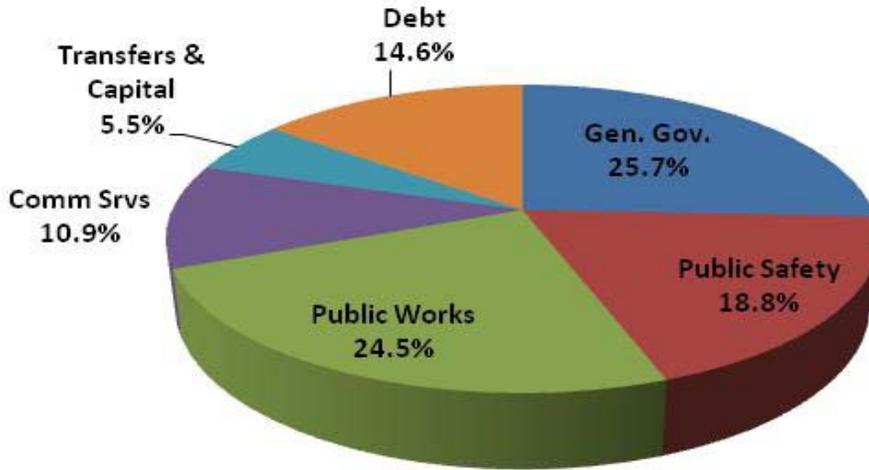
	ACTUAL EXPENDITURES <u>FY 2011-2012</u>	ACTUAL EXPENDITURES <u>FY 2012-2013</u>	ADOPTED BUDGET <u>FY 2013-2014</u>	PROJECTED ACTUAL <u>FY 2013-2014</u>	PROPOSED BUDGET <u>FY 2014-2015</u>
YOUTH & SOCIAL SERVICES					
YOUTH & SOCIAL SERVICES	304,245	294,438	330,300	322,565	336,899
HEALTH					
HEALTH	130,424	132,759	136,289	136,289	144,874
LIBRARY					
CRAGIN LIBRARY	519,266	520,738	533,165	535,865	546,223
RECREATION					
RECREATION	99,064	108,595	175,357	169,168	177,438
SENIOR SERVICES					
SENIOR SERVICES	248,226	230,165	261,610	261,716	263,750
TOTAL COMMUNITY & HUMAN SERVICES	1,301,225	1,286,695	1,436,721	1,425,603	1,469,184

TOWN OF COLCHESTER
 FY2014-2015 PROPOSED BUDGET

SUMMARY - DEBT & TRANSFERS

	ACTUAL EXPENDITURES <u>FY 2011-2012</u>	ACTUAL EXPENDITURES <u>FY 2012-2013</u>	ADOPTED BUDGET <u>FY 2013-2014</u>	PROJECTED ACTUAL <u>FY 2013-2014</u>	PROPOSED BUDGET <u>FY 2014-2015</u>
DEBT					
DEBT SERVICE	2,914,282	2,095,890	2,093,641	2,054,915	1,972,866
TRANSFERS					
OTHER FINANCING USES	583,058	625,363	623,041	703,319	741,653
TOTAL DEBT & TRANSFERS	3,497,340	2,721,253	2,716,682	2,758,234	2,714,519

Expenditures by Type



TOWN OF COLCHESTER
FY2014-2015 PROPOSED
BUDGET

SUMMARY - EDUCATION

	ACTUAL EXPENDITURES <u>FY 2011-2012*</u>	ACTUAL EXPENDITURES <u>FY 2012-2013</u>	ADOPTED BUDGET <u>FY 2013-2014</u>	PROJECTED ACTUAL <u>FY 2013-2014</u>	PROPOSED BUDGET <u>FY 2014-2015</u>
EDUCATION	36,764,988	37,482,580	39,076,054	39,076,054	40,180,795

*FY 2011-2012 expenditures exclude \$571,778 of Federal Jobs Bill grant funds paid directly to the Board of Education

Section Three

Taxation & Collections



**Town of Colchester
FY 2014 - 2015 Proposed Budget**

Section Three – Taxation & Collections

Item _____

- Budget Summary
- Mill Rate Calculation



**Town of Colchester
 FY 2014-2015 Proposed Budget
 Budget Summary & Mill Rate Calculation**

BUDGET SUMMARY

	EDUCATION	TOWN	DEBT SERVICE	TRANSFERS/ CAPITAL	TOTAL
Appropriations	40,180,795	10,745,755	1,972,866	749,803	53,649,219
Estimated Revenue	14,402,833	2,156,333	0	0	16,559,166
Amount to be Raised by Taxation	25,777,962	8,589,422	1,972,866	749,803	37,090,053
MILLS	21.32	7.10	1.63	0.62	30.67

MILL RATE CALCULATION

	DOLLARS	MILLS
Amount to be Raised by Taxation	37,090,053	30.67
Reserve for Uncollected Revenue (estimated 98.4% collection rate)	593,441	0.49
TOTAL TAX WARRANT	37,683,494	31.16

Grand List	1,194,674,800	2014-15 Proposed Mill Rate	31.16
Estimated Prorates	1,900,000	2013-14 Mill Rate	30.28
M. V. Supplement	15,100,000	Increase in Mill Rate	0.88
Less Estimated BAA and adjustments	<u>(2,500,000)</u>		
List Net	1,209,174,800		

Draft: March 19, 2014



Section Four

**FY 14-15 Proposed Budgets
(Departmental)**



**Town of Colchester
FY 2014 - 2015 Proposed Budget**

**Section Four – FY 2014-2015 Proposed Operating Budget
(by Department)**

Item _____

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



Town of Colchester
FY 2014 – 2015
Proposed Budget

General Government

Departments

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



**Town of Colchester
FY 2014 - 2015
Proposed Budget**

Boards and Commissions

The boards and commissions listed herein support various issues regarding municipal governance. The Town board and commissions requiring budgeted support are:

- Board of Finance
- Police Retirement Board
- Ethics Commission
- Board of Assessment Appeals
- Economic Development Commission
- Historic District Commission
- Fair Rent Commission
- Building Committee



**TOWN OF COLCHESTER
PROPOSED BUDGET**

BOARDS & COMMISSIONS

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL <u>EXPENDITURES</u>	FY 2012-2013 ACTUAL <u>EXPENDITURES</u>	FY 2013-2014 ADOPTED <u>BUDGET</u>	FY 2013-2014 PROJECTED <u>ACTUALS</u>	FY 2014-2015 PROPOSED <u>BUDGET</u>
Overtime	1,397	3,645	3,914	3,839	3,989
Contractual, Temporary, Occasional Payroll	2,160	2,260	3,900	2,280	2,760
FICA	202	270	300	294	305
Office Supplies	193	0	175	175	175
Mileage, Training & Meetings	50	0	310	50	310
Professional Memberships	0	0	50	0	50
Financial & Accounting	12,760	12,760	12,760	12,760	12,760
Professional Services	3,500	3,600	4,400	4,300	4,400
Postage	35	31	225	100	225
Legal Notices	50	60	380	370	380
Printing & Publications	0	614	900	1,229	1,450
TOTAL	20,347	23,240	27,314	25,397	26,804

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	ADJUSTMENTS	PROPOSED
11105 - BOARDS AND COMMISSIONS						
40103 - OVERTIME				3,989		3,989
Meeting Clerk - Board of Finance	1.00	2,253.00	2,253			
Meeting Clerk - Board of Assessment Appeals	1.00	1,200.00	1,200			
Meeting Clerk - Historic District Commission	1.00	536.00	536			
40105 - CONTR TEMP OCCAS				3,900		2,760
Meeting Clerk - Police Retirement Board	4.00	60.00	240		(120)	
Meeting Clerk - Ethics Commission	6.00	60.00	360		(180)	
Meeting Clerk - Economic Development	12.00	60.00	720		(720)	
Meeting Clerk - Fair Rent Commission	4.00	60.00	240		(120)	
Meeting Clerk - WJJMS/Community Center/Senior Center Building Project	24.00	60.00	1,440			
Board member stipend - Board of Assessment Appeals	3.00	300.00	900			
41230 - FICA				305		305
FICA for Meeting Clerk's wages	1.00	305.00	305			
42301 - OFFICE SUPPLIES				175		175
Board of Assessment Appeals	1.00	25.00	25			
Economic Development Commission	1.00	75.00	75			
Historic District Commission	1.00	75.00	75			
43213 - MILEAGE, TRAINING & MEETINGS				310		310
CT Public Pension Forum conferences - Police Retirement Board	2.00	50.00	100			
Training seminars for BAA board members	3.00	50.00	150			
Economic Development Commission	1.00	60.00	60			
43258 - PROFESSIONAL MEMBERSHIPS				50		50
CT Public Pension Forum membership - Police Retirement Board	1.00	50.00	50			
44202 - FINANCIAL & ACCOUNTING				12,760		12,760
Independent audit \$44,000 (Town \$12,760, BOE \$20,240 & S/W \$11,000)	1.00	12,760.00	12,760			
Request for proposals being issued						

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	ADJUSTMENTS	PROPOSED
44208 - PROFESSIONAL SERVICES				4,650		4,400
Actuarial services - Police Defined Benefit pension plan	1.00	4,000.00	4,000			
Economic Development - Assistance with Plan development for revitalization, etc.	1.00	150.00	150			
Historic District Commission	1.00	500.00	500		(250)	
44217 - POSTAGE				225		225
Board of Finance	1.00	75.00	75			
Economic Development Commission	1.00	75.00	75			
Historic District Commission	1.00	75.00	75			
44230 - LEGAL NOTICES				380		380
Board of Assessment Appeals	1.00	30.00	30			
Historic District Commission	1.00	350.00	350			
44232 - PRINTING & PUBLICATIONS				1,450		1,450
Printing of adopted budget	1.00	1,300.00	1,300			
Economic Development Commission - Brochures to promote business growth	1.00	150.00	150			
TOTAL BOARDS AND COMMISSIONS				28,194		26,804



**Town of Colchester
FY 2014 - 2015
Proposed Budget**

Department: Contingency

Description

Every year, the Town sets aside a fund to handle unanticipated expenses. In the past, the fund has been used for excess legal fees and snow removal costs.

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



**TOWN OF COLCHESTER
PROPOSED BUDGET**

CONTINGENCY

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL <u>EXPENDITURES</u>	FY 2012-2013 ACTUAL <u>EXPENDITURES</u>	FY 2013-2014 ADOPTED <u>BUDGET</u>	FY 2013-2014 PROJECTED <u>ACTUALS</u>	FY 2014-2015 PROPOSED <u>BUDGET</u>
Contingency	0	0	52,229	0	53,506
TOTAL	0	0	52,229	0	53,506

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	ADJUSTMENTS	PROPOSED
11110 - CONTINGENCY						
50900 - CONTINGENCY				56,194		53,506
Reserve for unanticipated expenditures	1.00	56,194.00	56,194		(2,688)	
TOTAL CONTINGENCY				56,194		53,506

**Town of Colchester
FY 2014 – 2015
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)

2013 – 2014 Accomplishments

- Updated personnel policy
- Implementation of Energy Performance Contract for Town and School Facilities
- Successful negotiation of two union contracts
- Improved Emergency Operation Center functionality
- Application and receipt of Main Street Investment Fund Grant
- Implementation of improved security at town and school facilities
- Assisted Tractor Supply opening
- Implementation of ambulance incentive program with fire department
- Awarded the National Government Finance Officers' Association Distinguished Budget Presentation for the FY 2013-2014

Measures (January 1 – December 31)	<u>2013</u>	<u>2012</u>	<u>2011</u>
• Board of Selectmen Agenda Items Acted On:	330	315	329
• Union Contracts Negotiated/Amended:	2	2	3
• Citizen Issues Addressed*:	2,515	2,800	2,428
*does not account for all calls and visits taken during emergency storms			

2014 – 2015 Objectives

- Support blight ordinance task force in effort to facilitate a community decision on implementing a blight ordinance
- Establish and support a Charter review commission
- Determine feasibility of a YMCA in Colchester and determine future steps
- Implementation of CHFD task force recommendation, as appropriate
- Creation of budget transfer policy
- Creation of a program fund policy
- Recommendation on elderly tax relief options
- Recommendation on reconfiguration of services at Town Hall
- Successful negotiation of administrator's union and clerical union contracts
- Strive to keep appointed boards and commissions 95% full

**TOWN OF COLCHESTER
PROPOSED BUDGET**

FIRST SELECTMAN

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL EXPENDITURES	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ADOPTED BUDGET	FY 2013-2014 PROJECTED ACTUALS	FY 2014-2015 PROPOSED BUDGET
Regular Payroll	138,998	138,398	138,991	130,660	136,536
Overtime	9	0	0	0	0
Contractual, Temporary, Occasional Payroll	1,731	1,275	500	3,545	1,500
Employee Related Insurances	331	316	317	281	329
FICA & Retirement	18,051	17,921	18,285	15,771	17,954
Copier	4,330	4,393	4,500	4,458	4,653
Office Supplies	2,277	1,189	1,250	1,250	1,250
Technical Reference Materials	0	0	200	0	0
Mileage, Training & Meetings	1,384	1,134	1,250	1,250	1,400
Professional Memberships	16,868	18,595	18,595	18,795	18,605
Legal	47,404	80,610	20,000	26,875	25,000
Professional Services	1,012	995	0	965	1,175
Postage	3,879	3,969	4,834	4,084	4,234
Legal Notices	97	0	500	200	250
Printing & Publications	55	114	0	213	240
Telephone	1,135	0	0	0	0
Hebron Tax	450	306	0	54	75
Equipment Repairs	0	0	150	0	150
Parades & Celebrations	1,702	2,147	2,030	1,932	2,042
TOTAL	239,713	271,362	211,402	210,333	215,393

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	ADJUSTMENTS	PROPOSED
11201 - FIRST SELECTMAN						
40101 - REGULAR PAYROLL				136,912		136,536
First Selectman	1.00	80,995.00	80,995			
Executive Assistant to the First Selectman	1.00	42,000.00	42,000			
Part-time Clerk (4 hrs/day)	1.00	13,917.00	13,917		(376)	
40105 - CONTR TEMP OCCAS				1,500		1,500
Temporary staff for office coverage	1.00	1,500.00	1,500			
41210 - EMPLOYEE RELATED INS.				329		329
Life/AD&D Insurance	1.00	84.00	84			
Long Term Disability	1.00	245.00	245			
41230 - FICA & RETIREMENT				17,983		17,954
FICA	1.00	10,603.00	10,603		(29)	
Defined Contribution 401(a) Plan @ 6%	1.00	7,380.00	7,380			
42233 - COPIER				4,653		4,653
Central copier - per copy charges	1.00	1,200.00	1,200			
Copy paper	1.00	325.00	325			
Central Copier - monthly lease payments	2.00	249.00	498			
Lease expiration 8/31/14						
Central Copier - monthly lease payments	10.00	263.00	2,630			
Replacement effective 9/1/14						
42301 - OFFICE SUPPLIES				1,250		1,250
Paper, envelopes, letterhead, computer & printer supplies	1.00	1,250.00	1,250			
42343 - TECHNICAL REFERENCE MATERIALS				200		0
Reference materials	1.00	200.00	200		(200)	
43213 - MILEAGE, TRAINING & MEETINGS				1,400		1,400
Mileage - meetings, conferences, workshops	1.00	900.00	900			
Workshop & conference fees: FOI, accident investigation, risk management, customer service, etc.	1.00	500.00	500			

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	ADJUSTMENTS	PROPOSED
43258 - PROFESSIONAL MEMBERSHIPS				18,605		18,605
Southeast CT Council of Governments	1.00	8,837.00	8,837			
CT Council of Small Towns	1.00	1,025.00	1,025			
CT Conference of Municipalities	1.00	8,653.00	8,653			
Colchester Business Association	1.00	90.00	90			
44203 - LEGAL				25,000		25,000
General Municipal legal, including assessment appeals						
44208 - PROFESSIONAL SERVICES				1,175		1,175
Constant contact - communication with citizens	12.00	50.00	600			
Survey Monkey	1.00	150.00	150			
GFOA Budget award application fees	1.00	425.00	425			
44217 - POSTAGE				4,234		4,234
Postage	1.00	1,250.00	1,250			
Postage meter - quarterly lease payments	4.00	696.00	2,784			
First class mail permit	1.00	200.00	200			
44230 - LEGAL NOTICES				250		250
Meeting warnings	1.00	250.00	250			
44232 - PRINTING & PUBLICATIONS				240		240
Department share - quarterly publication costs Colchester Connections	4.00	60.00	240			
45250 - HEBRON TAXES				75		75
Property taxes paid to Town of Hebron	1.00	75.00	75			
46224 - EQUIPMENT REPAIRS				150		150
Office Equipment Repairs	1.00	150.00	150			
47242 - PARADES & CELEBRATIONS				2,042		2,042
Grave markers & flags - Memorial Day	1.00	1,250.00	1,250			
Float prizes - Memorial Day parade	1.00	150.00	150			
School band donations - Memorial Day Parade	1.00	300.00	300			
Meeting Clerk - Memorial Day Parade Committee	1.00	182.00	182			
Employee recognition & bereavement	1.00	160.00	160			
TOTAL FIRST SELECTMAN				215,998		215,393



**Town of Colchester
FY 2014 - 2015
Proposed Budget**

Department: Human Resources

Mission

To provide a professional, risk-free workplace and to assist employees with rules, regulations, and policies that apply to employment and State and Federal workplace and labor laws.

Description

The First Selectman's Office administers the Human Resources functions of the Town of Colchester.

Staffing

First Selectman's Office

2013 – 2014 Accomplishments

- Selection of Biometric Screening Vendor
- Successful negotiation of Public Works Union Contract
- Successful negotiation of Library Union Contract
- Successful negotiation of Firefighters Union Contract
- Implementation of new health plans
- Finalize updated Employee Handbook & Personnel Policies

2014 – 2015 Objectives

- Successful negotiation of two union contracts (Clerical and Administrators)
- Implementation of biometric screening



**TOWN OF COLCHESTER
PROPOSED BUDGET**

HUMAN RESOURCES

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL <u>EXPENDITURES</u>	FY 2012-2013 ACTUAL <u>EXPENDITURES</u>	FY 2013-2014 ADOPTED <u>BUDGET</u>	FY 2013-2014 PROJECTED <u>ACTUALS</u>	FY 2014-2015 PROPOSED <u>BUDGET</u>
Office Supplies	179	0	150	150	150
Other Purchased Supplies	310	91	450	250	250
Mileage, Training & Meetings	147	0	300	150	200
Legal	52,803	54,241	45,000	60,000	55,000
Professional Services	22,384	2,525	3,440	2,310	3,460
Advertising	2,672	4,297	2,000	1,955	2,500
Printing & Publications	161	100	200	0	200
Programs	586	252	1,000	1,000	1,000
Contract Settlements	0	0	67,662	0	44,811
TOTAL	79,242	61,506	120,202	65,815	107,571

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
11205 - HUMAN RESOURCES						
42301 - OFFICE SUPPLIES						
General office & meeting supplies	1.00	150.00	150	150		150
42340 - OTHER PURCHASED SUPPLIES						
First Aid supplies, materials, etc.	1.00	250.00	250	250		250
43213 - MILEAGE, TRAINING & MEETINGS						
Workshops & updates (CPR, First Aid, etc.)	1.00	200.00	200	2,700		200
Human Resources training	1.00	2,500.00	2,500		(2,500)	
44203 - LEGAL						
Labor & personnel issues				55,000		55,000
44208 - PROFESSIONAL SERVICES						
Required Physicals & Testing for employment	1.00	200.00	200	3,460		3,460
Employee Assistance Program (EAP) fees	1.00	2,560.00	2,560			
Applicant tracking software	1.00	700.00	700			
44231 - ADVERTISING						
Employment advertising	1.00	2,500.00	2,500	2,500		2,500
44232 - PRINTING & PUBLICATIONS						
Forms, booklets, and employee notifications	1.00	200.00	200	200		200
47282 - PROGRAMS						
Employee health and safety incentive programs	1.00	1,000.00	1,000	1,000		1,000
50950 - CONTRACT SETTLEMENTS						
Estimated salary & benefit increases for union contract settlements Administrators & Town Hall union contracts in negotiation	1.00	45,376.00	45,376	45,376	(565)	44,811
TOTAL HUMAN RESOURCES				110,636		107,571

**Town of Colchester
FY 2014 - 2015
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)

2013 – 2014 Accomplishments

- Issued audited financial statements for the fiscal year ended June 30, 2013 with unqualified audit opinion
- Issued State and Federal grant audit reports with no compliance or internal control findings
- For the period January-December 2013, increased the use of electronic payments to vendors to 14% of total payment transactions
- Obtained lease purchase financing for Heavy Rescue Fire Apparatus at an interest rate of 2.25% for 10 years
- Issued Request for Proposals for Auditing Services
- Worked with Executive Assistant to the First Selectman to obtain the National Government Finance Officers' Association Distinguished Budget Presentation Award for the FY 2013-2014 Adopted Budget

2014 – 2015 Objectives

- Issue audited financial statements for the fiscal year ended June 30, 2014 with an unqualified opinion
- Development of FY 2015-2016 Town & BOE annual operating budgets
- Develop funding plan for WJJMS project in conjunction with Building Committee
- Implement reporting requirements of Uniform Chart of Accounts as required by the State of CT Office of Policy and Management
- Implement employer mandate requirements of the Affordable Health Care Act
- Upgrade Munis financial software from Version 8.3

**TOWN OF COLCHESTER
PROPOSED BUDGET**

FINANCE

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL EXPENDITURES	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ADOPTED BUDGET	FY 2013-2014 PROJECTED ACTUALS	FY 2014-2015 PROPOSED BUDGET
Regular Payroll	182,076	201,230	189,357	191,470	191,496
Overtime	28	0	0	0	0
Contractual, Temporary, Occasional Payroll	4,613	4,760	4,613	4,993	4,613
Employee Related Insurances	746	718	724	747	792
FICA & Retirement	26,186	29,358	25,453	28,817	28,790
Copier	812	639	2,186	1,958	2,091
Office Supplies	688	886	1,000	1,000	1,000
Technical Reference Materials	210	50	150	50	100
Mileage, Training & Meetings	1,098	1,173	2,875	1,950	2,625
Professional Memberships	545	553	570	555	560
Data Processing	25,130	24,382	25,580	25,575	25,611
Professional Services	14,862	16,384	15,500	16,451	16,500
Postage	1,839	1,700	2,000	2,000	2,000
Telephone	851	0	0	0	0
Equipment Repairs	199	0	200	0	200
TOTAL	259,883	281,833	270,208	275,566	276,378

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
11301 - FINANCE						
40101 - REGULAR PAYROLL				213,210		191,496
Chief Financial Officer (CFO) - 50% Town & 50% BOE	1.00	58,834.00	58,834		(1,714)	
Finance Director	1.00	78,283.00	78,283			
Union contract in negotiation						
Payroll/AP Coordinator (8 hrs/day)	1.00	54,643.00	54,643			
Union contract in negotiation						
Longevity	1.00	1,450.00	1,450			
Employee Benefits Coordinator - 50% Town & 50% BOE	1.00	20,000.00	20,000		(20,000)	
New position request						
40105 - CONTR TEMP OCCAS				4,613		4,613
Treasurer	1.00	4,613.00	4,613			
41210 - EMPLOYEE RELATED INS.				887		792
Life/AD&D Insurance	1.00	368.00	368			
Long Term Disability Insurance	1.00	424.00	424			
New position request						
Life/AD&D Insurance - Employee Benefits Coordinator (shared position)	1.00	34.00	34		(34)	
Long Term Disability Insurance - Employee Benefits Coordinator (shared position)	1.00	61.00	61		(61)	
New position request						
41230 - FICA & RETIREMENT				31,354		28,790
FICA	1.00	15,133.00	15,133		(131)	
Defined Contribution 401(a) Plan - CFO @ 6% (50% Town & 50% BOE)	1.00	3,530.00	3,530		(103)	
Defined Contribution 401(a) Plan - Finance Director @ 8%	1.00	6,263.00	6,263			
Union contract in negotiation						
Defined Contribution 401(a) Plan - Payroll & A/P Coordinator @ 7.5%	1.00	4,098.00	4,098			
Union contract in negotiation						
FICA - Employee Benefits Coordinator (shared position)	1.00	1,530.00	1,530		(1,530)	
New position request						
Defined Contribution 401(a) or 457 Plan contribution - Employee Benefits Coordinator (shared position)	1.00	800.00	800		(800)	
New position request						
42233 - COPIER				2,091		2,091
Copier supplies - paper, etc.	1.00	325.00	325			
Monthly lease payments (shared with BOE) - Ricoh copier	12.00	105.50	1,266			
Per copy charges	1.00	500.00	500			

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
42301 - OFFICE SUPPLIES				1,000		1,000
Office supplies	1.00	1,000.00	1,000			
42343 - TECHNICAL REFERENCE MATERIALS				100		100
GAAFR Review & Other reference materials for Finance & Treasurer	1.00	100.00	100			
43213 - MILEAGE, TRAINING & MEETINGS				2,625		2,625
Mileage for use of personal vehicle - attendance at educational seminars and professional organization meetings	1.00	450.00	450			
CCM, GFOA, CSCPA sponsored meetings & seminars	1.00	750.00	750			
Continuing education requirements for certification						
Staff Training - Finance, Payroll/Personnel, computer, Munis	1.00	750.00	750			
Keep current on legal mandates, improve operational efficiency and implement cost saving measures						
National or New England States GFOA Conference - CFO (50% Town/50% BOE)	1.00	675.00	675			
Meet continuing education requirements for certification						
43258 - PROFESSIONAL MEMBERSHIPS				560		560
CTGFOA membership - CFO, Finance Director	2.00	65.00	130			
National GFOA membership - CFO	1.00	200.00	200			
AICPA membership - CFO (50% Town/50% BOE)	1.00	115.00	115			
CSCPA membership - CFO (50% Town/50% BOE)	1.00	115.00	115			
44205 - DATA PROCESSING				25,611		25,611
Munis contract (shared with BOE) - 3 year contract renewal 7/1/13-6/30/16	1.00	23,625.00	23,625			
Crystal Reports for Munis - estimated 5% increase	1.00	736.00	736			
Check stock, Direct deposit paystubs, W-2 tax forms	1.00	1,250.00	1,250			
44208 - PROFESSIONAL SERVICES				16,500		16,500
Banking services fees	1.00	16,500.00	16,500			
44217 - POSTAGE				2,000		2,000
46224 - EQUIPMENT REPAIRS				200		200
Office equipment repairs - typewriter, printers	1.00	200.00	200			
TOTAL FINANCE				300,751		276,378



**Town of Colchester
FY 2014-2015
Proposed Budget**

Department : Tax Office

Mission:

The tax collector's office will provide professional, courteous and efficient service to the public. The tax collector directs and administers the statutory responsibilities of the office. We annually collect the highest percentage of current and delinquent real estate, motor vehicle and personal property taxes to maximize revenues to the town.

Description:

The tax collector's office is responsible for the collection of real estate, personal property and motor vehicle taxes listed by the assessor's office. We plan, organize and work according to statutory authority, and in accordance with an established collection cycle. The tax office prepares tax bills from the grand list furnished by the assessor. We record and collect payments when bills come due. These collections include lien fees, special assessments and interest from delinquent taxes. The tax collector's office provides information for banks, attorneys and the general public.

Delinquent tax collection and enforcement continued as a high priority during the fiscal year. We work with DMV, state marshals, collection agency 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)

2012-2013 Accomplishments

- Achieved 98.39% tax collection rate for FY 2012/2013
- Successfully kept high collection rate using a variation of enforcement tools
- Process started to have online system lookup with second monitor for taxpayer viewing
- Education , including some completed NIMS, continuing education for tax and Excel training for tax collector

Measures (January 1-December 31)	<u>2013</u>	<u>2012</u>	<u>2011</u>
• Bills sent:	26,050	26,045	26,017
• Delinquent statements & demands:	8,625	7,454	9,522
• Liens recorded:	157	181	401
• Accounts with marshal or collection agency:	4,444	2,936	1,865
• Accounts with attorney:	35	42	36

2014-2015 Objectives

- Continue education and training for collector and staff including CCMA classes, road shows supervision and NIMS .
- Achieve at least a 98.3% tax collection rate
- Successfully complete the online billing and processing system through Quality Data, taking online payments

**TOWN OF COLCHESTER
PROPOSED BUDGET**

TAX COLLECTOR

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL EXPENDITURES	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ADOPTED BUDGET	FY 2013-2014 PROJECTED ACTUALS	FY 2014-2015 PROPOSED BUDGET
Regular Payroll	110,885	112,356	101,927	138,550	101,927
Contractual, Temporary, Occasional Payroll	0	0	0	0	1,500
Employee Related Insurances	237	112	332	308	346
FICA & Retirement	12,592	12,059	12,475	16,677	14,645
Office Supplies	3,734	3,374	2,600	2,600	2,500
Mileage, Training & Meetings	1,226	1,574	1,800	1,500	1,800
Professional Memberships	95	95	120	125	175
Data Processing	9,452	10,389	13,500	11,747	13,553
Postage	9,907	8,737	9,800	9,800	9,800
Service Contracts	3,646	4,178	4,095	3,933	4,216
Legal Notices	660	660	660	630	880
Telephone	709	0	0	0	0
Office Equipment	0	964	0	0	0
TOTAL	153,143	154,498	147,309	185,870	151,342

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
11303 - TAX COLLECTOR						
40101 - REGULAR PAYROLL				101,927		101,927
Tax Collector	1.00	60,819.00	60,819			
Assistant Tax Collector - Certified (7 hrs/day)	1.00	41,108.00	41,108			
Union contract in negotiation						
40105 - CONTR TEMP OCCAS				2,500		1,500
Temporary staff for office coverage	1.00	2,500.00	2,500		(1,000)	
41210 - EMPLOYEE RELATED INS.				346		346
Life/AD&D Insurance	1.00	101.00	101			
Long Term Disability Insurance	1.00	245.00	245			
41230 - FICA & RETIREMENT				14,721		14,645
FICA	1.00	7,989.00	7,989		(76)	
Defined Contribution 401(a) Plan - Tax Collector @ 6%	1.00	3,649.00	3,649			
Defined Contribution 401(a) Plan - Assistant Tax Collector @ 7.5%	1.00	3,083.00	3,083			
Union contract in negotiation						
42301 - OFFICE SUPPLIES				2,500		2,500
Paper, toner, envelopes (delinquent demands, billing), general office supplies	1.00	2,500.00	2,500			
43213 - MILEAGE, TRAINING & MEETINGS				1,800		1,800
Required classes & Annual Seminar	1.00	1,800.00	1,800			
43258 - PROFESSIONAL MEMBERSHIPS				175		175
CT Tax Association & New London County Collectors Association Dues	1.00	175.00	175			
44205 - DATA PROCESSING				13,553		13,553
Quality Data -- tax billing & collection software	1.00	13,553.00	13,553			

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
44217 - POSTAGE				9,800		9,800
Tax bills, delinquent statements, demands & other notices required for collection.	1.00	9,800.00	9,800			
44223 - SERVICE CONTRACTS				4,216		4,216
Annual State Dept of Motor Vehicles (DMV) fee	1.00	3,871.00	3,871			
DMV - online access	1.00	250.00	250			
Warranty - remote deposit capture hardware	1.00	95.00	95			
44230 - LEGAL NOTICES				880		880
Legal notices required by State Statute for collection periods	1.00	880.00	880			
Additional public notices prior to sending accounts to collection						
TOTAL TAX COLLECTOR				152,418		151,342



**Town of Colchester
FY 2014-2015
Proposed Budget**

Department: Assessor's Office

Mission

To discover, list and value all taxable and exempt real and personal property located within the corporate limits of the town in order to ensure fair and equitable taxation. Complete a town-wide revaluation every five years in order to appraise all real property based on the current market. Certify an updated Grand List annually adding any new construction or sub-divisions, correcting any inequities, and publicizing all property and liability that will be used to generate the annual town "taxes" portion of the town budget.

Description

The Assessor for the town is appointed by the Board of Selectmen and reports directly to the First Selectman. The Assessor plans, directs, organizes and implements a continuing town-wide program of real and personal property assessment for the purpose of local taxation as prescribed by state statute.

The Assessor is required to perform inspections of new and existing properties and properties under construction and determine their value. Additionally, every five years, the Assessor coordinates and supervises a town-wide revaluation of all taxable and non-taxable property within the corporate limits of the town in order to reflect current market trends. The Assessor supervises all contracted appraisal work and defends the town in superior court regarding appeals arising from the assessment process.

The Assessor's Office is responsible for administering Federal, State and local exemption programs for Veterans, Elderly, Blind, Disabled, Disabled Veterans, Firefighters, and owners of handicapped modified motor vehicle.

The duties of the Assessor are set forth in the Connecticut General Statutes and most commonly found under Title 12.

Staffing

Assessor (full time)

Deputy Assessor (full time)

Assistant Assessor (full time)

2013 – 2014 Accomplishments

- Successfully hired and trained two new employees on CT state laws regarding the assessment/appraisal process, Colchester’s specialized software systems, and town policies & ordinances.
- Deputy Assessor and Assistant Assessor both became State Certified Tax Assessors in Connecticut and received their CCMA Designations.
- Deputy Assessor became Connecticut State Certified for performing residential revaluation work.
- Assistant Assessor received her AAT Designation (Administrative Assessment Technician) from the Connecticut Association of Assessing Officers.
- Began renovating & reconstructing the Assessor’s office in order operate more efficiently.
- Received a \$4,000 State Grant for a new filing system.
- Resolved remaining appeals/litigation which arose from the revaluation process.
- Acquired six used filing cabinets for \$60 and began major house cleaning and reorganization of our third floor storage area. Applied to the State Library for permission to destroy documents no longer covered by the State Retention Schedule.
- Filed all State reports for reimbursement in a timely manner.
- Assessor received his re-certification from the State of Connecticut as a Connecticut Municipal Assessor.
- Assessor received his re-certification to perform municipal revaluations in the State of Connecticut.
- Deputy Assessor received his re-certification as a Licensed Real Estate Appraiser in the State of Connecticut.

Measures (January 1 – December 31)	<u>2013</u>	<u>2012</u>	<u>2011</u>
• Properties Field Reviewed for Revaluation:	-0-	5,246	2,701
• Real Estate Appraisals:	788	6,194	1,058
• Motor Vehicles Valued:	19,107	19,263	4,705
• Personal Property Accounts Processed:	1,001	1,011	1,300
• Untaxed Assets Uncovered:	297	217	671

2014 – 2015 Objectives

- Fully complete the reconstruction and renovation of Assessor’s office.
- Fully complete the reorganization of our storage room & third floor filing system, dispose of data no longer covered under the state records retention schedule.
- Construct and create a Request for Proposals for the 2016 town-wide revaluation.
- Review bid proposals and select a contractor to assist in the completion of the October 1, 2016 revaluation.
- Support & assist the Elderly Tax Relief efforts.
- Construct a plan/goal and begin completing revaluation inspections “in-house”.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

ASSESSOR

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL EXPENDITURES	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ADOPTED BUDGET	FY 2013-2014 PROJECTED ACTUALS	FY 2014-2015 PROPOSED BUDGET
Regular Payroll	186,878	190,787	196,427	201,088	204,758
Overtime	1,245	1,704	1,000	1,106	1,250
Contractual, Temporary, Occasional Payroll	0	392	500	0	500
Employee Related Insurances	714	560	684	750	737
FICA & Retirement	26,828	22,222	28,356	30,923	31,528
Copier	1,786	1,857	1,962	2,060	1,977
Office Supplies	2,097	1,897	2,200	2,000	2,350
Other Purchased Supplies	21	31	50	35	50
Technical Reference Materials	395	430	670	475	690
Mileage, Training & Meetings	6,697	5,907	6,717	6,717	6,717
Professional Memberships	375	392	490	375	490
Data Processing	11,875	6,825	9,025	8,600	14,900
Professional Services	2,180	4,030	2,000	2,000	2,000
Postage	1,740	1,946	1,850	1,850	1,950
Telephone	426	0	0	0	0
TOTAL	243,257	238,980	251,931	257,979	269,897

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
11304 - ASSESSOR						
40101 - REGULAR PAYROLL				204,758		204,758
Assessor	1.00	86,029.00	86,029			
Union contract in negotiation						
Deputy Assessor	1.00	66,092.00	66,092			
Union contract in negotiation						
Assistant Assessor - Certified (8 hrs/day)	1.00	51,887.00	51,887			
Union contract in negotiation						
Longevity	1.00	750.00	750			
40103 - OVERTIME				1,250		1,250
Overtime	1.00	1,250.00	1,250			
40105 - CONTR TEMP OCCAS				500		500
Temporary help for office coverage	1.00	500.00	500			
41210 - EMPLOYEE RELATED INS.				737		737
Life/AD&D Insurance	1.00	370.00	370			
Long term Disability Insurance	1.00	367.00	367			
41230 - FICA & RETIREMENT				31,528		31,528
FICA	1.00	15,797.00	15,797			
Defined Contribution 401(a) Plan - Assessor @ 8%	1.00	6,882.00	6,882			
Union contract in negotiation						
Defined Contribution 401(a) Plan - Deputy Assessor, and Assistant Assessor @ 7.5%	1.00	8,849.00	8,849			
Union contract in negotiation						
42233 - COPIER				1,977		1,977
Monthly lease	12.00	138.50	1,662			
Per copy charges - \$.007 per copy	1.00	175.00	175			
Paper for copier	1.00	140.00	140			
42301 - OFFICE SUPPLIES				2,350		2,350
State mandated forms, pricing books, cards, labels,	1.00	2,350.00	2,350			
Personal Property declarations, envelopes, General office supplies,						
veteran cards, correction forms, printer supplies, reproduction of tax maps						

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
42340 - OTHER PURCHASED SUPPLIES				50		50
Film & Developing costs.	1.00	50.00	50			
42343 - TECHNICAL REFERENCE MATERIALS				690		690
Subscription - NADA pricing guides, computer schedule, trailer/recreation vehicle guides	1.00	690.00	690			
43213 - MILEAGE, TRAINING & MEETINGS				6,717		6,717
Mileage for use of personal vehicles - State meetings, OPM training, professional organization meetings, inspections	1.00	6,717.00	6,717			
43258 - PROFESSIONAL MEMBERSHIPS				490		490
CAAO - CT Assoc. of Assessing Officers	1.00	150.00	150			
IAAO - International Assoc. of Assessing Officers	1.00	185.00	185			
SPA - Society of Professional Assessors	1.00	30.00	30			
HCAA - Hartford County Assessors Assoc.	1.00	45.00	45			
GNLCAA - Greater New London County Assessors	1.00	40.00	40			
NRAAO - Northeastern Regional Association of Assessing Officers	1.00	40.00	40			
44205 - DATA PROCESSING				14,900		14,900
Quality Data Service Contract	1.00	8,450.00	8,450			
Vision CAMA - maintenance contract	1.00	6,200.00	6,200			
DMV - online access	1.00	250.00	250			
44208 - PROFESSIONAL SERVICES				2,000		2,000
Personal property audits	1.00	2,000.00	2,000			
44217 - POSTAGE				1,950		1,950
TOTAL ASSESSOR				269,897		269,897



Department: Planning/ Building Code Administration

Mission

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

Description

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

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

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

The Department 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 Marshall
(full time) Environmental
Planner(full time) Land Use
Assistant (full time)

2013 – 2014 Accomplishments

- Completion and Hearings on Land Development Regulations
- Grant award for Linwood Avenue Streetscape and Airline Trail Improvement (\$325,000)
- Complete construction of first phase of the Town’s southern water and sewer expansion including pump station/permitting of Tractor Supply
- Commence Update of Plan of Conservation and Development and production of background statistics and maps
- Secured \$60,000 court sanction payment

2013 Measures (January 1 – December 31)	<u>2013</u>	<u>2012</u>	<u>2011</u>
• Applications Reviewed:	249	251	321
• Applications Approved:	240	222	302
• Residential Applications Approved (Houses)	37	27	18
• Residential Applications Approved (Other)	186	179	264
• Commercial Applications Approved:	17	16	20
• Building Inspections:	1,018	919	873
• Fees Collected:	282,335	227,038	185,625
• Total Cost of Construction (\$)	13,587,513	10,339,822	9,512,985

2014-2015 Objectives

- Complete and adopt update of Plan of Conservation and Development
- Complete Linwood Avenue Streetscape and Airline Trail Parking Lot
- Additional open space acquisition
- Increased portability of permitting

**TOWN OF COLCHESTER
PROPOSED BUDGET**

PLANNING & CODE ADMINISTRATION

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL EXPENDITURES	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ADOPTED BUDGET	FY 2013-2014 PROJECTED ACTUALS	FY 2014-2015 PROPOSED BUDGET
Regular Payroll	364,502	367,231	373,168	371,566	359,871
Overtime	2,449	2,327	4,282	2,872	4,282
Contractual, Temporary, Occasional Payroll	83	177	1,000	231	1,000
Employee Related Insurances	1,488	1,423	1,425	1,554	1,250
FICA & Retirement	46,383	47,934	50,706	48,695	45,079
Copier	3,755	3,834	4,992	4,992	5,742
Office Supplies	2,501	2,470	2,500	2,500	2,500
Safety Equipment	599	565	600	600	600
Other Purchased Supplies	46	139	50	50	50
Technical Reference Materials	0	1,716	1,735	1,735	1,735
Mileage, Training & Meetings	2,759	2,288	3,000	3,000	3,000
Professional Memberships	7,854	6,595	7,765	7,765	7,765
Legal	47,377	54,015	45,000	45,000	35,000
Professional Services	3,957	2,710	8,000	8,000	8,000
Postage	1,235	845	1,750	1,750	1,750
Legal Notices	2,300	1,875	3,000	3,000	3,000
Printing & Publications	1,629	907	1,000	1,000	750
Telephone	1,674	0	0	0	516
Equipment Repairs	141	14	300	300	300
Vehicle Maintenance & Fuel	6,292	4,465	6,544	6,500	6,208
Office Equipment	0	1,371	0	0	0
TOTAL	497,024	502,901	516,817	511,110	488,398

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
11411 - PLANNING CODE ADMINISTRATION						
40101 - REGULAR PAYROLL				382,064		359,871
Town Planner	1.00	82,004.00	82,004		(2,389)	
Building Official	1.00	76,004.00	76,004		(2,034)	
Fire Marshal	1.00	59,232.00	59,232		(17,770)	
Union contract in negotiation						
Zoning Enforcement Officer (current vacant position)	1.00	58,693.00	58,693			
Union contract in negotiation						
Wetlands Officer	1.00	53,628.00	53,628			
Union contract in negotiation						
Land Use Assistant (8 hrs/day)	1.00	49,653.00	49,653			
Union contract in negotiation						
Longevity	1.00	2,850.00	2,850			
40103 - OVERTIME				4,282		4,282
Meeting Clerk - Zoning & Planning Commission	1.00	2,355.00	2,355			
Meeting Clerk - Zoning Board of Appeals	1.00	642.00	642			
Meeting Clerk - Wetlands Conservation Commission	1.00	1,285.00	1,285			
40105 - CONTR TEMP OCCAS				1,000		1,000
Temporary staff for office coverage	1.00	1,000.00	1,000			
41210 - EMPLOYEE RELATED INS.				1,540		1,250
Life/AD&D Insurance	1.00	807.00	807		(168)	
Long Term Disability Insurance	1.00	733.00	733		(122)	
41230 - FICA & RETIREMENT				51,638		45,079
FICA	1.00	29,630.00	29,630		(1,698)	
Defined Contribution 401(a) Plan - Fire Marshal, ZEO, and Wetlands Officer @ 8%	1.00	13,724.00	13,724		(4,739)	
Union contract in negotiation						
Defined Contribution 401(a) Plan - Building Official @ 6%	1.00	4,560.00	4,560		(122)	
Defined Contribution 401(a) Plan - Land Use Assistant @ 7.5%	1.00	3,724.00	3,724			
Union contract in negotiation						

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
42233 - COPIER				5,742		5,742
Per copy charges	1.00	1,150.00	1,150			
Copy supplies (shared cost)	1.00	500.00	500			
Annual Lease for copier & service contract (shared cost)	1.00	4,092.00	4,092			
42301 - OFFICE SUPPLIES				2,500		2,500
Shared cost	1.00	2,500.00	2,500			
42323 - PROT CLOTHING& SAFETY EQUIP				600		600
Routine replacement due to damage of required equipment such as hand tools, first aid kits, gloves	1.00	600.00	600			
42340 - OTHER PURCHASED SUPPLIES				50		50
Batteries, Film & Film processing	1.00	50.00	50			
42343 - TECHNICAL REFERENCE MATERIALS				1,735		1,735
Technical Journals, Code Publications, reference materials	1.00	1,735.00	1,735			
43213 - MILEAGE, TRAINING & MEETINGS				3,000		3,000
Mileage for use of personal vehicles - staff, board & commissions	1.00	3,000.00	3,000			
Classes, seminars and meetings						
Staff training to maintain required professional certifications						
43258 - PROFESSIONAL MEMBERSHIPS				7,765		7,765
Prof.Organization fees/membership dues - Town Planner, Building Officials, ZEO & Commissions	1.00	2,765.00	2,765			
Salmon River Watershed Conservation Compact	1.00	5,000.00	5,000			
44203 - LEGAL				45,000	(10,000)	35,000
44208 - PROFESSIONAL SERVICES				10,000		8,000
Consultant service and review of applications in the Historic Overlay Zone	1.00	10,000.00	10,000		(2,000)	
44217 - POSTAGE				1,750		1,750

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
44230 - LEGAL NOTICES				3,000		3,000
Legally required notices for ZPC, ZBA and CCC	1.00	3,000.00	3,000			
44232 - PRINTING & PUBLICATIONS				750		750
Printing cost for all administrative functions - CO's, permits, forms, regulations, etc.	1.00	750.00	750			
45216 - TELEPHONE				516		516
Air card for Building Official's printer (allows field use)	1.00	516.00	516			
46224 - EQUIPMENT REPAIRS				300		300
Cash register & other office equipment - minor repairs	1.00	300.00	300			
46390 - VEHICLE MAINTENANCE & FUEL				6,208		6,208
Equipment repairs & maintenance - 4 vehicles	1.00	2,500.00	2,500			
Unleaded & diesel gasoline	1.00	3,708.00	3,708			
TOTAL PLANNING CODE ADMINISTRATION				529,440		488,398

**Town of Colchester
FY 2014 - 2015
Proposed Budget**

Department: Town Clerk

Mission

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

Description

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

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

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

The position of Town Clerk is elected by a plurality of the votes cast at a municipal election every four years and is charged with the custody and control of all public records of the Town as well as over 400 other duties as set forth by Connecticut State Statutes.

Staffing

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

2013 – 2014 Accomplishments

- Scanned 100 volumes of documents and 1,990 maps into the computer system thereby allowing our customers to view and print the images from the vault as well as on-line.
- Hired a company to microfilm vital records from 1947-1969, to do repairs to the original records where needed, to transfer to new hard cover binders that will protect and separate the records.
- Purchased a new locking shelving unit for the second floor to store election material.
- Completed requirements to start E-Recording process for land records. This is the use of information technology to facilitate the performance of duties integral to the maintenance and tracking of electronic records in our office.
- Had Adkins Printing Company reproduce the large 1932 Land Record Index Book in an effort to preserve torn pages while making it easier for the public to handle.

Measures (January 1 – December 31)	<u>2013</u>	<u>2012</u>
• Land Record Recordings:	3,473	3,556
• Absentee Ballots Issued:	209	839
• Dog Licenses Issued:	1,442	1,541
• Marriage Licenses Issued:	64	39
• Birth, Marriage, & Death Cert. Issued:	401	366
• Sporting Licenses Issued:	1,114	1,144
• Documents Notarized:	1,078	817

2014 – 2015 Objectives

- Develop a records management program for the entire Town Hall, including an inventory that will be maintained by the Town Clerk’s Office
- Have installed new storage/shelving units for the second floor vault
- Connect an index of property parcels with the digital image of filed surveys
- Continue back scanning land records and maps for our on-line system
- Start Electronic Recording of land records.
- Streamline the process for storing information regarding Boards and Commissions

**TOWN OF COLCHESTER
PROPOSED BUDGET**

TOWN CLERK

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL EXPENDITURES	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ADOPTED BUDGET	FY 2013-2014 PROJECTED ACTUALS	FY 2014-2015 PROPOSED BUDGET
Regular Payroll	127,653	128,696	135,241	106,925	98,783
Overtime	53	296	0	0	0
Contractual, Temporary, Occasional Payroll	800	0	800	0	2,300
Employee Related Insurances	472	451	471	348	340
FICA & Retirement	16,721	17,207	18,901	14,922	14,170
Copier	3,449	4,095	4,550	4,500	4,550
Office Supplies	1,161	1,257	1,500	1,500	1,500
Technical Reference Materials	550	550	550	550	550
Mileage, Training & Meetings	568	793	1,050	700	950
Professional Memberships	235	270	270	270	270
Indexing & Recording	21,544	21,376	24,800	23,000	24,800
Postage	1,538	1,828	2,500	2,500	2,500
Legal Notices	6,704	1,211	2,900	2,900	2,900
Printing & Publications	2,037	742	2,200	1,200	2,000
Micro Film	657	621	700	700	700
Telephone	851	0	0	0	0
Equipment Repairs	0	0	300	0	300
TOTAL	184,993	179,393	196,733	160,015	156,613

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
11501 - TOWN CLERK						
40101 - REGULAR PAYROLL				98,783		98,783
Town Clerk	1.00	60,671.00	60,671			
Assistant Town Clerk - Non-certified (7 hrs/day)	1.00	38,112.00	38,112			
Union contract in negotiation						
40105 - CONTR TEMP OCCAS				3,300		2,300
Town Historian	1.00	800.00	800			
Temporary help for office coverage	1.00	2,500.00	2,500		(1,000)	
41210 - EMPLOYEE RELATED INS.				340		340
Life/AD&D Insurance	1.00	101.00	101			
Long Term Disability Insurance	1.00	239.00	239			
41230 - FICA & RETIREMENT				14,246		14,170
FICA	1.00	7,748.00	7,748		(76)	
Defined Contribution Plan - 401(a) - Town Clerk @ 6%	1.00	3,640.00	3,640			
Defined Contribution Plan - 401(a) - Assistant Town Clerk Non-certified @ 7.5%	1.00	2,858.00	2,858			
Union contract in negotiation						
42233 - COPIER				4,550		4,550
Town Clerk & Registrar copier lease	12.00	219.00	2,628			
Per copy charges - Town Clerk & Registrars copier	1.00	572.00	572			
Paper & supplies for regular and map copier	1.00	900.00	900			
Annual map copier service contract.	1.00	450.00	450			
42301 - OFFICE SUPPLIES				1,500		1,500
Pens, vital paper, folders, map strips, and other supplies	1.00	1,500.00	1,500			
42343 - TECHNICAL REFERENCE MATERIALS				550		550
General Code - annual subscription for code update	1.00	550.00	550			
43213 - MILEAGE, TRAINING & MEETINGS				950		950
State mandated training for Town Clerk or Assistant	1.00	750.00	750			
Conferences, workshops re: changes in regulations; including mileage						
Other training that may be required for changes, including mileage	1.00	200.00	200			

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
43258 - PROFESSIONAL MEMBERSHIPS				270		270
Town Clerks' Associations - CT, NEACTC, IIMC	1.00	270.00	270			
44207 - INDEXING & RECORDING				24,800		24,800
Land - Microfilm, indexing, imaging	1.00	24,800.00	24,800			
Recording Birth/marriages/death; auditing services - required						
44217 - POSTAGE				2,500		2,500
Postage for returning recorded documents, absentee ballots, general correspondence.	1.00	2,500.00	2,500			
44230 - LEGAL NOTICES				2,900		2,900
Warnings for Town meetings, budget referenda, Elections, audit, Annual Budget meeting, dog notices, etc.	1.00	2,900.00	2,900			
44232 - PRINTING & PUBLICATIONS				2,000		2,000
Imprinted envelopes, dog notices, minute books, absentee ballots, index tabs	1.00	800.00	800			
Bindings of minute books for boards and commissions are imprinted						
General code updates for codebook & ordinances	1.00	1,200.00	1,200			
44271 - MICRO FILM REPAIRS				700		700
Annual microfilming & storage of maps.	1.00	700.00	700			
This is to have a backup copy.						
46224 - EQUIPMENT REPAIRS				300		300
Office Equipment repairs such as town and vital seals, copier parts not covered under warranty, etc.	1.00	300.00	300			
TOTAL TOWN CLERK				157,689		156,613



**Colchester
FY 2014-2015
Proposed Budget**

Department: Registrars' of Voters

Mission

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

Description

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

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

We maintain an accurate database for the town through voter registration and the yearly canvass.

This year the Registrars ' of Voters successfully implemented new legislation: Election Day Voter Registration and Election Day Disaster Emergency Procedure plan.

Staffing

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

2013 – 2014 Accomplishments

- Attended ROVAC State Conference
- Supervised absentee ballot voting session at local convalescent home and rehabilitation facilities for November 2013 Municipal Election
- District ROVAC meetings attended
- NCOA canvass conducted to update voter lists
- Integrated updated voter registration system to CONVERS 2
- Had 2 moderators trained and certified by the State
- Registered High School Students
- 2 Recounts: budget referendum and Board of Selectmen race
- Completed Maintenance of Tabulators
- Passed inspection on election day by the office of Protection and Advocacy for persons with disabilities

2014 – 2015 Objectives

- Continue to maintain accurate voter database
- Keep moderator's certification up to date by having them trained when certification expires
- Continue to update emergency plan for election day disasters and follow when needed
- Attend Spring and Fall ROVAC conferences for education and updates of new legislation
- Administer same day voter registration for Gubernatorial Election
- Continue Maintaining Tabulator Maintenance
- Investigate possibility of using computers for voter check in
- Make sure all records are maintained in compliance with the State regulations

**TOWN OF COLCHESTER
PROPOSED BUDGET**

REGISTRARS OF VOTERS

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL EXPENDITURES	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ADOPTED BUDGET	FY 2013-2014 PROJECTED ACTUALS	FY 2014-2015 PROPOSED BUDGET
Regular Payroll	24,750	24,750	24,750	25,370	25,370
Contractual, Temporary, Occasional Payroll	17,925	16,018	18,850	12,111	18,750
FICA	2,184	2,075	2,124	2,867	2,170
Office Supplies	415	356	500	400	500
Other Purchased Supplies	1,206	1,491	2,000	1,500	2,000
Mileage, Training & Meetings	1,576	1,636	1,500	1,500	1,750
Professional Memberships	110	110	200	110	200
Professional Services	420	1,408	5,000	1,448	3,500
Postage	1,193	673	2,600	1,200	1,500
Service Contracts	1,938	830	1,830	1,830	3,552
Printing & Publications	4,841	4,404	9,000	5,000	5,500
Telephone	541	402	720	450	720
TOTAL	57,099	54,153	69,074	53,786	65,512

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
11601 - REGISTRARS OF VOTERS						
40101 - REGULAR PAYROLL						
Registrars salary	2.00	12,685.00	25,370	25,370		25,370
40105 - CONTR TEMP OCCAS						
Regular election - Registrars, Deputy registrars, pollworkers	1.00	6,800.00	6,800	18,750		18,750
Referenda - Registrars, Deputy registrars, pollworkers	2.00	3,100.00	6,200			
Primary - Registrars, Deputy Registrars, pollworkers	1.00	3,500.00	3,500			
Election Audit	1.00	350.00	350			
Additional Pollworkers - same day registration	16.00	200.00	3,200			
Eliminate unofficial checkers	1.00	(1,300.00)	(1,300)			
Reallocate to purchase Voter checklist software						
41230 - FICA						
FICA	1.00	2,170.00	2,170	2,170		2,170
42301 - OFFICE SUPPLIES						
Fax and copier toner cartridges	1.00	500.00	500	500		500
42340 - OTHER PURCHASED SUPPLIES						
Meals for poll workers & canvassing supplies	1.00	2,000.00	2,000	2,000		2,000
43213 - MILEAGE, TRAINING & MEETINGS						
Conferences (2) for Registrars and Deputies	1.00	1,750.00	1,750	1,750		1,750
43258 - PROFESSIONAL MEMBERSHIPS						
Annual dues - ROVAC	1.00	200.00	200	200		200
44208 - PROFESSIONAL SERVICES						
Use of polling locations, cleaning of tabulators	1.00	3,500.00	3,500	3,500		3,500
44217 - POSTAGE						
				1,500		1,500

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
44223 - SERVICE CONTRACTS				3,552		3,552
Voting machine maintenance	1.00	1,830.00	1,830			
Voter checklist software - licensing & maintenance fees	3.00	574.00	1,722			
44232 - PRINTING & PUBLICATIONS				5,500		5,500
Printing of ballots	1.00	5,500.00	5,500			
45216 - TELEPHONE				720		720
Phone charges - polling locations	1.00	720.00	720			
48416 - OFFICE EQUIPMENT				2,000		0
Purchase 4 laptops for each checkoff line at polling locations	4.00	500.00	2,000		(2,000)	
TOTAL REGISTRARS OF VOTERS				67,512		65,512



**Town of Colchester
FY 2014 - 2015
Proposed Budget**

Department: Insurances

Description:

This section includes employee health insurance, other post-employment benefits (OPEB), workers' compensation insurance, municipal insurance (including liability), and unemployment compensation.



**TOWN OF COLCHESTER
PROPOSED BUDGET**

INSURANCES

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL <u>EXPENDITURES</u>	FY 2012-2013 ACTUAL <u>EXPENDITURES</u>	FY 2013-2014 ADOPTED <u>BUDGET</u>	FY 2013-2014 PROJECTED <u>ACTUALS</u>	FY 2014-2015 PROPOSED <u>BUDGET</u>
Health Insurance	1,122,201	798,687	1,002,760	1,002,727	941,618
Other Post Employment Benefits	0	0	0	0	0
Workers Compensation Insurance	303,347	319,212	336,706	330,673	347,093
Municipal Insurance	198,215	200,104	207,750	206,695	213,868
Unemployment Compensation	12,202	14,746	20,080	4,930	18,821
TOTAL	1,635,965	1,332,749	1,567,296	1,545,025	1,521,400

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
11701 - INSURANCES						
41211 - HEALTH INSURANCE						
Projected claims - 100%	1.00	1,042,939.00	1,042,939	966,098	(24,094)	941,618
Per Lockton estimate dated 12/20/13						
Fixed expenses - 100%	1.00	159,946.00	159,946		17,327	
Per Lockton estimate dated 12/20/13						
Employee contributions	1.00	(185,000.00)	(185,000)		(20,000)	
Reduce for approximate amount allocated to Sewer/Water	1.00	(54,727.00)	(54,727)		2,287	
Fully insured premium for vision rider in Administrators' union contract	12.00	245.00	2,940			
Estimated 5% increase						
41260 - WORKERS' COMP INSURANCE						
Workers Compensation premium	1.00	339,502.00	339,502	347,093		347,093
Per estimate from USI Connecticut dated 1/4/13						
MIRMA membership assessment (policy year 2004-2005) - Colchester share of MIRMA funding to transfer claims for final closeout	1.00	7,591.00	7,591			

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
44206 - MUNICIPAL INSURANCE				213,868		213,868
Property/I.M./Crime Per estimate from USI Connecticut dated 12/27/13	1.00	13,824.00	13,824			
Boiler Per estimate from USI Connecticut dated 12/27/13	1.00	1,623.00	1,623			
General Liability Per estimate from USI Connecticut dated 12/27/13	1.00	55,159.00	55,159			
Law Enforcement Liability Per estimate from USI Connecticut dated 12/27/13	1.00	5,955.00	5,955			
Automobile Per estimate from USI Connecticut dated 12/27/13	1.00	21,933.00	21,933			
Public Officials, including EPLI Per estimate from USI Connecticut dated 12/27/13	1.00	16,181.00	16,181			
Umbrella (annual) Per estimate from USI Connecticut dated 12/27/13	1.00	25,982.00	25,982			
Crime (Travelers) Per estimate from USI Connecticut dated 12/27/13	1.00	1,638.00	1,638			
Fire Department Package (VFIS) Per estimate from USI Connecticut dated 12/27/13	1.00	40,935.00	40,935			
Fire Department Umbrella (VFIS) Per estimate from USI Connecticut dated 12/27/13	1.00	4,896.00	4,896			
Fire Department - Accident/sickness Per estimate from USI Connecticut dated 12/27/13	1.00	2,924.00	2,924			
Miscellaneous Adds & Changes Per estimate from USI Connecticut dated 12/27/13	1.00	2,000.00	2,000			
Bond (Tax Collector) Per estimate from USI Connecticut dated 12/27/13	1.00	986.00	986			
Bond (Town Clerk) Per estimate from USI Connecticut dated 12/27/13	1.00	493.00	493			
Fiduciary liability - Police Retirement Board Per estimate from USI Connecticut dated 12/27/13	1.00	1,039.00	1,039			
Insurance broker fees Per estimate from USI Connecticut dated 12/27/13	1.00	18,300.00	18,300			

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
44243 - UNEMPLOYMENT COMPENSATION				7,000		18,821
Unemployment compensation paid per case.	1.00	6,000.00	6,000		11,821	
Third Party Administrator & claims management fees	4.00	250.00	1,000			
TOTAL INSURANCES				1,534,059		1,521,400

**Town of Colchester
FY 2014 – 2015
Proposed Budget**

Department: Probate

Description

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



**TOWN OF COLCHESTER
PROPOSED BUDGET**

PROBATE

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL <u>EXPENDITURES</u>	FY 2012-2013 ACTUAL <u>EXPENDITURES</u>	FY 2013-2014 ADOPTED <u>BUDGET</u>	FY 2013-2014 PROJECTED <u>ACTUALS</u>	FY 2014-2015 PROPOSED <u>BUDGET</u>
Windham/Colchester Probate District	5,249	4,836	4,558	4,558	4,558
TOTAL	5,249	4,836	4,558	4,558	4,558

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
11702 - PROBATE						
47250 - WINDHAM-COLCHESTER PROBATE				4,558		4,558
Per capita fees	1.00	4,558.00	4,558			
TOTAL PROBATE				4,558		4,558

**Town of Colchester
FY 2014-2015
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 165 computers.

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

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

Staffing

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

2013 – 2014 Accomplishments

- Upgraded Permit Tracking Database software
- Completed Drainage System GIS Data Creation

Measures (January 1 – December 31)

	<u>2013</u>	<u>2012</u>	<u>2011</u>
• Work Orders Opened:	560	388	262
• Work Orders Closed:	582	409	287
• IT Management Hours:	543.75	472	542.25
• Technical Assistance Hours:	826	622	311
• Website Management Hours:	20.25	45	91.50
• GIS Hours:	54.25	67	93.50
• Other IT Function Hours:	245.5	109	116

2014 – 2015 Objectives

- Begin implementation of document management system
- Begin Implementation of computer virtualization
- E-mail Service Upgrade

**TOWN OF COLCHESTER
PROPOSED BUDGET**

INFORMATION TECHNOLOGY

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL <u>EXPENDITURES</u>	FY 2012-2013 ACTUAL <u>EXPENDITURES</u>	FY 2013-2014 ADOPTED <u>BUDGET</u>	FY 2013-2014 PROJECTED <u>ACTUALS</u>	FY 2014-2015 PROPOSED <u>BUDGET</u>
Regular Payroll	38,599	41,909	45,623	45,767	49,974
Overtime	0	4	0	0	0
FICA & Retirement	2,953	3,206	3,490	3,501	57
Other Supplies	1,735	1,853	2,000	2,000	2,000
Professional Services	26,167	28,962	30,300	30,005	37,400
Equipment	12,603	16,451	0	0	0
TOTAL	82,057	92,385	81,413	81,273	89,431

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
11801 - INFORMATION TECHNOLOGY						
40101 - REGULAR PAYROLL						
				56,705		49,974
GIS/Project Coordinator - 15 hrs/week	1.00	25,996.00	25,996		(634)	
Network Technician - 28 hrs/week (reduce to 23 hrs/week by BOF)	1.00	30,709.00	30,709		(6,097)	
41230 - FICA & RETIREMENT						
FICA	1.00	4,338.00	4,338	4,338	(4,281)	57
42315 - OTHER SUPPLIES						
Cables, network cards, memory, surge suppressors, video cards, hard drives, etc.	1.00	2,000.00	2,000	2,000		2,000
44208 - PROFESSIONAL SERVICES						
Website Hosting	1.00	3,600.00	3,600	37,400		37,400
Email SPAM/Virus Protection/Archiving	1.00	12,000.00	12,000			
Hosted email						
Geographic Information System - software licensing, shapefile maintenance, data improvements	1.00	14,600.00	14,600			
Offsite System data backup. Service work with System Backup Device to save data offsite	1.00	1,000.00	1,000			
Outsourced Technical Services	1.00	4,000.00	4,000			
Antivirus Software - annual maintenance	1.00	2,200.00	2,200			
48416 - OFFICE EQUIPMENT						
Equipment replacement	1.00	3,000.00	3,000	3,000	(3,000)	0
TOTAL INFORMATION TECHNOLOGY				103,443		89,431

Public Safety



**Town of Colchester
FY 2014 – 2015
Proposed Budget**

Public Safety

Departments _____

- Police
- Fire
- Emergency Management



**Town of Colchester
FY 2014 – 2015
Proposed Budget**

Department: Police/Resident Trooper's Office

Mission

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

Description

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

Community services provided by the Colchester Police include, but are not limited to: Child Car Seat Installation, Youth Services, Juvenile Review Board, TRIAD, a Prescription Drug Drop-Box Program, and support of a number of additional Community Policing initiatives.

The Colchester Police Department works with the Colchester Board of Education in providing the schools with a School Resource Officer (SRO). The duties of the SRO range from providing law enforcement education to law enforcement advisement to students and faculty. Included in this effort is the development of the C.A.R.D. (Colchester Acts to Resist Drugs) Program. This joint venture between the school system and the Police/Resident Trooper's Office, focuses on teaching life skills and positive decision making techniques to the youth of our community.

Staffing

Resident State Trooper Supervisor (1 full-time)

- CSP Sergeant - 1

Administrative Officers/personnel (2 full-time)

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

Patrol Officers (9 full-time)

- Police Officer First Class – 5
- Police Officer – 4 (3 eligible for Ofc. rank in FY 14-15)

FY 2013 – 2014 Accomplishments

- Maintaining staffing at 11 sworn members (1 Sgt., 1 School Resource Officer, 9 patrol officers)
- Provided Late Evening and Midnight shift coverage during summer months
- Replacement of duty firearms for all sworn personnel
- Provided Active Shooter Response and Advanced MV Enforcement Techniques training for officers
- Continuation of Juvenile Review Board with Youth Services.
- Re-establishment of TRIAD Program with Senior Services.
- Continuing implementation of Colchester-specific substance abuse program with school system (CARD – Colchester Acts to Resist Drugs).
- Purchase of new police S.U.V. to update aging police fleet.
- Presentations to child care facilities, business groups and other community organizations
- Department involvement in Colchester Food Bank Food Drive and “Cop on Top” fundraiser for Special Olympics.
- Participation in Prescription Drug Drop-Box Program
- Processing of over 200 Town Pistol Permits

Measures (January 1 – December 31)	<u>2011</u>	<u>2012</u>	<u>2013</u>
• Motor Vehicle Warnings:	707	950	708
• Motor Vehicle Arrests:	780	582	429
• Motor Vehicle Accidents:	190	149	157
• Criminal Investigations:	370	447	332
• Pistol Permits Issued:	75	111	201
• DWI Arrests:	40	44	34
• Alarms:	497	419	392
• Calls for Service:	5,137	5,831	5,654

FY 2014 – 2015 Objectives

- Increase staffing to provide eventual 24/7 police coverage.
- Replacement of 6 mobile and 12 portable police radios to comply with mandatory CSP radio upgrade in FY 2015/16 (incremental replacement to take place over 2 years).
- Begin incremental replacement of obsolete Taser units (2 per year).
- Equip all sworn officers with department-issued patrol rifles and associated training.
- Armorer’s training for 2 officers to reduce maintenance outsourcing for department firearms.
- Continue annual replacement of older police vehicles with new police S.U.V.
- Continue annual replacement vehicle MDTs and MVR equipment assigned to police vehicles.
- Replacement of obsolete/antiquated / damaged speed enforcement equipment (radar/laser).
- Promotion of 3 officers to the rank of Officer First Class.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

POLICE

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL EXPENDITURES	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ADOPTED BUDGET	FY 2013-2014 PROJECTED ACTUALS	FY 2014-2015 PROPOSED BUDGET
Regular Payroll	599,634	661,846	698,130	705,726	738,259
Overtime	101,879	107,080	100,939	117,519	85,939
Contractual, Temporary, Occasional Payroll	74	104	1,460	107	500
Employee Related Insurances	3,060	3,119	3,130	3,580	3,414
FICA & Retirement	163,392	155,917	176,696	179,310	185,440
Copier	3,686	3,761	4,000	3,778	3,936
Office Supplies	1,888	1,145	2,200	1,500	1,500
Uniform Purchases	11,818	7,927	4,490	4,490	4,500
Police Equipment	7,846	9,148	3,500	3,500	3,040
Mileage, Training & Meetings	5,377	5,921	11,125	11,125	9,600
Professional Memberships	3,559	3,399	3,565	3,309	3,392
Resident Trooper	109,997	110,947	108,425	131,545	135,140
Resident Trooper Overtime	10,901	8,127	7,000	7,000	5,000
Professional Services	13,262	12,100	14,350	12,650	12,650
Postage	261	233	400	300	300
Printing & Publications	169	274	400	278	400
Telephone	6,328	5,147	5,220	5,220	5,220
Equipment Repairs	644	377	2,780	810	810
Vehicle Maintenance & Fuel	52,446	39,815	45,700	45,700	42,900
TOTAL	1,096,221	1,136,387	1,193,510	1,237,447	1,241,940

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
12101 - POLICE						
40101 - REGULAR PAYROLL				771,909		738,259
Sergeant (8 hrs/day)	1.00	77,632.00	77,632			
Police Officer First Class - Step 4 (8 hrs/day)	1.00	73,957.00	73,957			
Police Officer First Class - Step 4 (8 hrs/day)	1.00	73,957.00	73,957			
Police Officer First Class - Step 3 (8 hrs/day)	1.00	70,930.00	70,930			
Police Officer First Class - Step 3 (8 hrs/day)	1.00	70,930.00	70,930			
Police Officer First Class - Step 3 (8 hrs/day)	1.00	70,930.00	70,930			
Police Officer First Class - Step 3 (8 hrs/day)	1.00	70,930.00	70,930			
Police Officer First Class - Step 1 (8 hrs/day)	1.00	65,878.00	65,878			
Promotion effective 8/12/14						
Police Officer First Class - Step 1 (8 hrs/day)	1.00	65,908.00	65,908			
Promotion effective 8/6/14						
Police Officer First Class - Step 1 (8 hrs/day)	1.00	65,267.00	65,267			
Promotion effective 12/6/14						
Police Officer - Step 5 (8 hrs/day)	1.00	64,185.00	64,185			
Administrative Assistant (7 hrs/day)	1.00	43,556.00	43,556		(5,444)	
Union contract in negotiation						
Longevity	1.00	3,600.00	3,600			
School Resource Officer salary to be paid by BOE (Police Officer First Class - Step 4)	1.00	(73,957.00)	(73,957)			
Additional Police Officer - Step 2 (8hrs/day) - anticipated hired date 1/1/15 New position request	1.00	28,206.00	28,206		(28,206)	
40103 - OVERTIME				107,439		85,939
Patrol overtime - 1st & 2nd shifts	1.00	85,000.00	85,000			
Patrol overtime - 3rd shift	1.00	21,500.00	21,500		(21,500)	
2 nights/week for 13 weeks (summer), 2 officers per shift						
Meeting Clerk - Police Commission	1.00	939.00	939			
40105 - CONTR TEMP OCCAS				500		500
Temporary help for office coverage	1.00	500.00	500			

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
41210 - EMPLOYEE RELATED INS.				3,559		3,414
Life/AD&D Insurance	1.00	1,949.00	1,949			
Long Term Disability Insurance.	1.00	1,465.00	1,465			
Life/AD&D Insurance - additional Police Officer	1.00	84.00	84		(84)	
New position request - anticipated hire date 1/1/15						
Long Term Disability Insurance - additional Police Officer	1.00	61.00	61		(61)	
New position request - anticipated hire date 1/1/15						
41230 - FICA & RETIREMENT				195,345		185,440
FICA	1.00	73,827.00	73,827		(5,082)	
Defined Benefit Pension Plan - Police Officers hired prior to 1/1/12 @ 15.39% of base pay per actuarial valuation	1.00	108,702.00	108,702			
Defined contribution 401(a) Plan @ 8% - Police Officer hired after 1/1/12	1.00	5,135.00	5,135			
Defined Contribution 401(a) Plan - Administrative Assistant @ 7.5%	1.00	3,267.00	3,267		(409)	
FICA - additional Police Officer	1.00	2,158.00	2,158		(2,158)	
New position request - anticipated hire date 1/1/15						
Defined contribution 401(a) Plan @ 8% - additional Police Officer	1.00	2,256.00	2,256		(2,256)	
New position request - anticipated hire date 1/1/15						
42233 - COPIER				3,936		3,936
Monthly lease charges	1.00	2,836.00	2,836			
Per copy charges	1.00	800.00	800			
Copy Paper	1.00	300.00	300			
42301 - OFFICE SUPPLIES				1,500		1,500
General Supplies, printer supplies	1.00	1,500.00	1,500			
42324 - UNIFORM PURCHASES				7,500		4,500
Officer Uniforms, hats, gloves, bulletproof vests, etc.	1.00	4,500.00	4,500			
Uniform - additional Police Officer	1.00	3,000.00	3,000		(3,000)	
New position request - anticipated hire date 1/1/15						

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
42338 - POLICE EQUIPMENT & SUPPLIES				49,920		3,040
Mobile radios - mandatory replacement	4.00	4,075.00	16,300		(16,300)	
Portable radios - mandatory replacement	6.00	3,930.00	23,580		(23,580)	
Taser unit - replacement with holster, battery, 4 year warranty Annually replace 2 units	2.00	1,220.00	2,440			
Taser cartridges	12.00	50.00	600			
Laser speed enforcement	2.00	3,000.00	6,000		(6,000)	
Bulletproof vest & duty gear - additional Police Officer	1.00	1,000.00	1,000		(1,000)	
New position request - anticipated hire date 1/1/15						
43213 - MILEAGE, TRAINING & MEETINGS				9,600		9,600
Mileage for training & other police activities	1.00	600.00	600			
Personal vehicle use						
Ammunition (duty pistol/duty rifle)	1.00	8,000.00	8,000			
Annual qualification/training - rifle qualification	2.00	400.00	800			
Rifle Armorer's training for officers	1.00	200.00	200			
POSTC class dues						
43258 - PROFESSIONAL MEMBERSHIPS				3,392		3,392
Law Enforcement Council (L.E.C.)	1.00	3,392.00	3,392			
44200 - RESIDENT TROOPER				135,140		135,140
Resident Trooper Supervisor (70% Town/30% State) Per letter from State of CT Department of Emergency Services and Public Protection dated 2/19/14	1.00	135,140.00	135,140			
44204 - RESIDENT TROOPER OT				7,000		5,000
Trooper (State Police) overtime	1.00	7,000.00	7,000		(2,000)	

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
44208 - PROFESSIONAL SERVICES				14,725		12,650
Uniform allowance - 11 officers, 230 days/officer, \$5/day	2,530.00	5.00	12,650			
Uniform allowance - additional Police Officer	115.00	5.00	575		(575)	
New position request - anticipated hire date 1/1/15						
Hiring/testing costs - additional Police Officer	1.00	1,500.00	1,500		(1,500)	
New position request - anticipated hire date 1/1/15						
44217 - POSTAGE				300		300
Mailing costs	1.00	300.00	300			
44232 - PRINTING & PUBLICATIONS				400		400
Legal updates	1.00	400.00	400			
45216 - TELEPHONE				5,220		5,220
Mobile Data Terminal Service - 8 cruisers	12.00	435.00	5,220			
46224 - EQUIPMENT REPAIRS				810		810
Radar calibration - 4 units, 2 times/year	8.00	70.00	560			
Laser calibration - 2 units, once per year	2.00	125.00	250			
46390 - VEHICLE MAINTENANCE & FUEL				42,900		42,900
Gasoline	10,000.00	3.09	30,900			
Repairs/parts	1.00	12,000.00	12,000			
TOTAL POLICE				1,361,095		1,241,940



Department: Fire Department/Emergency Medical Services

Mission

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

Description

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

The Colchester Fire Department is a combination emergency service organization comprised of volunteer and career staffing dedicated to serving the Community of Colchester CT.

Company One (HQ) is located at 52 Old Hartford Road.

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

This department's budget reflects the operational needs of these facilities and personnel but also the Town of Colchester's participation in the KX Regional Dispatch service.

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

Staffing

Fire/EMS Chief (full-time)

Administrative Assistant to the Fire Department (full-time)

Deputy Chief (full-time)

Assistant Chiefs (2 - volunteer)

Health and Safety Officer Captain (full-time)

Firefighter/Emergency Medical Technicians (6 full-time) Monday-Saturday

Firefighter/Emergency Medical Technicians (2 part-time) Saturday/Sunday

110 Volunteer Members (Fire-EMS-Fire Police)

**TOWN OF COLCHESTER
PROPOSED BUDGET**

FIRE

<u>ACCOUNT</u>	<u>FY 2011-2012 ACTUAL EXPENDITURES</u>	<u>FY 2012-2013 ACTUAL EXPENDITURES</u>	<u>FY 2013-2014 ADOPTED BUDGET</u>	<u>FY 2013-2014 PROJECTED ACTUALS</u>	<u>FY 2014-2015 PROPOSED BUDGET</u>
Regular Payroll	398,809	431,039	421,665	437,380	489,080
Overtime	22,194	27,697	26,098	23,278	27,500
Contractual, Temporary, Occasional Payroll	39,592	52,737	76,354	124,354	144,303
Employee Related Insurances	1,665	1,758	1,999	1,702	2,187
FICA & Retirement	58,759	64,156	68,585	73,059	82,565
Copier	3,185	2,429	2,658	2,378	2,658
Office Supplies	2,429	3,259	3,550	3,550	3,000
Safety Equipment	30,150	32,083	39,835	39,835	48,012
Custodial/Maintenance Supplies	2,503	3,340	5,070	5,070	4,000
Operating Supplies	0	435	750	750	500
Technical Reference Materials	578	312	600	600	400
Emergency Medical Supplies	21,949	17,261	26,910	26,910	23,410
Fire Equipment Supplies	34,767	31,455	39,080	39,080	35,580
Firefighting Foam	2,145	2,190	2,200	2,200	2,200
Mileage, Training & Meetings	24,966	19,329	32,400	33,000	38,400
Professional Memberships	699	750	750	750	800
Professional Services	36,887	37,622	35,625	35,625	35,625
Postage	197	258	400	400	400
Service Contracts	113,067	114,643	127,344	126,510	127,012
Advertising	0	0	500	0	250
Fuel Compensation	50,000	52,552	52,500	52,500	52,500
Physicals & Testing	4,479	3,612	10,000	9,000	7,500
Telephone	4,920	6,543	6,798	6,798	7,254
Fuel & Heating	18,608	20,127	16,950	21,259	20,092
Water	0	1,456	2,000	2,000	2,000
Electricity	29,131	33,030	14,536	23,536	15,442
Equipment Repairs	5,221	5,123	6,200	6,200	5,500
Building Repairs	7,690	8,034	9,279	9,279	8,500
Other Equipment Repairs	5,801	8,295	9,560	9,560	9,560
Vehicle Maintenance & Fuel	103,074	81,299	75,554	75,554	77,033
Machinery & Equipment	3,885	1,338	1,850	1,850	1,850
Building & Grounds Improvements	4,302	3,252	5,000	5,000	5,000
TOTAL	1,031,652	1,067,414	1,122,600	1,198,967	1,280,113

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	ADJUSTMENTS	PROPOSED
12202 - FIRE						
40101 - REGULAR PAYROLL				513,590		489,080
Fire Chief	1.00	75,750.00	75,750		(1,848)	
Fire Captain/Safety Officer	1.00	68,466.00	68,466			
Deputy Chief	1.00	70,551.00	70,551			
EMT/Firefighter (8 hours per day)	1.00	57,399.00	57,399			
EMT/Firefighter (8 hours per day)	1.00	57,399.00	57,399			
EMT/Firefighter (8 hours per day)	1.00	49,715.00	49,715			
Position previously funded partially by SAFER grant						
EMT/Firefighter (8 hours per day)	1.00	43,702.00	43,702			
Position previously funded partially by SAFER grant						
EMT/Firefighter (4 hours per day)	1.00	21,851.00	21,851		(11,331)	
Position previously funded partially by SAFER grant						
EMT/Firefighter (4 hours per day)	1.00	21,851.00	21,851		(11,331)	
Position previously funded partially by SAFER grant						
Administrative Assistant (8 hours per day)	1.00	43,556.00	43,556			
Union contract in negotiation						
Longevity	1.00	3,350.00	3,350			
40103 - OVERTIME				30,500		27,500
OT for F/T employees - mandatory payment for all work performed prior to and after normal hours	1.00	30,500.00	30,500		(3,000)	
40105 - CONTR TEMP OCCAS				147,277		144,303
3 Chief Officers	1.00	15,642.00	15,642		(5,214)	
6 Captains	1.00	5,404.00	5,404			
18 Lieutenants/Engineers	1.00	4,132.00	4,132			
EMS Administrator	1.00	667.00	667			
Fire Police	1.00	1,242.00	1,242			
Per Diem	1.00	15,516.00	15,516		8,000	
On-Call differential	1.00	2,651.00	2,651			
Vacation coverage additional pay per union contract	1.00	263.00	263			
Ambulance staffing	1.00	96,000.00	96,000			
Training Officer (estimated 192 hrs annually)	1.00	5,760.00	5,760		(5,760)	
New position request						
41210 - EMPLOYEE RELATED INS.				2,187		2,187
Life/AD&D Insurance.	1.00	1,210.00	1,210			
Long Term Disability Insurance.	1.00	977.00	977			

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	ADJUSTMENTS	PROPOSED
41230 - FICA & RETIREMENT				85,008		82,565
FICA	1.00	52,889.00	52,889		(2,332)	
Defined Contribution 401(a) Plan @ 6% - Fire Chief	1.00	4,545.00	4,545		(111)	
Defined Contribution 401(a) Plan @ 7% - Fire Union	1.00	24,307.00	24,307			
Defined Contribution 401(a) Plan @ 7.5% - Administrative Asst.	1.00	3,267.00	3,267			
Union contract in negotiation						
42233 - COPIER				2,658		2,658
Monthly lease payments	12.00	121.50	1,458			
Per Copy charges @ \$.007 per copy	1.00	600.00	600			
Copy Paper	1.00	600.00	600			
42301 - OFFICE SUPPLIES				4,050		3,000
Office & Computer Supplies as needed	1.00	4,050.00	4,050		(1,050)	
42323 - PROT CLOTHING& SAFETY EQUIP				62,280		48,012
Turnout gear, helmets, bunker coats, pants, boots (8 sets) continuing replacement required by NFPA/OSHA/NIOSH	1.00	42,805.00	42,805		(14,268)	
Protective clothing repair - used & worn gear	1.00	1,000.00	1,000			
Flame-resistant work uniforms for paid staff and Chief annual replacement	1.00	5,625.00	5,625			
NFPA/EMS Winter response clothing career staff annual replacement	1.00	900.00	900			
Cadet turnout gear updates.	1.00	1,700.00	1,700			
EMS Division Gear	1.00	8,000.00	8,000			
Increase in EMS personnel						
Miscellaneous supplies continuing replacement required by NFPA/OSHA/NIOSH	1.00	2,250.00	2,250			
42331 - CUSTODIAL/MAINTENANCE SUPPLIES				5,070		4,000
Cleaning & maintenance supplies for station and grounds	1.00	5,070.00	5,070		(1,070)	
42340 - OPERATING SUPPLIES				750		500
cleaning agents, vehicle maintenance supplies, water softener salts, wax, rags, etc. - Company 2	1.00	750.00	750		(250)	

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	ADJUSTMENTS	PROPOSED
42343 - TECHNICAL REFERENCE MATERIALS				600		400
Annual periodicals & subscriptions for various Fire Rescue & EMS topics 12 month subscriptions	1.00	600.00	600		(200)	
42345 - EMERGENCY MEDICAL SUPPLIES				31,062	(3,500)	23,410
Emergency food for extended calls	1.00	1,000.00	1,000			
EMS Supplies - replenishment of all Town dept. first aid kits, provide all CPD cruisers with 1st responder bags	1.00	16,880.00	16,880			
Replacement of AEDs	2.00	2,076.00	4,152		(4,152)	
Dated Medical Supplies - Sterile waterglucose, epi-pens, d-fib pads	1.00	1,100.00	1,100			
Head beds, disposable supplies	1.00	1,000.00	1,000			
Medical Oxygen - refills, rental, testing, to include per delivery fee	1.00	4,000.00	4,000			
EMS Cleaning Supplies	1.00	1,930.00	1,930			
Mass Casualty - large incident materials	1.00	500.00	500			
Backboards - replacement of old unsafe boards	1.00	500.00	500			
42346 - FIRE EQUIP SUPPLIES				68,330	(3,500)	35,580
Batteries, Hazmat materials, sealants, fire extinguisher, breathing air	1.00	9,000.00	9,000			
Level B Hazmat suits-1 time use - OSHA required	1.00	700.00	700			
Hydro test 10 pressurized water extinguishers - required testing	1.00	200.00	200			
Hydro-test SCBA 4500 psi bottles - required testing	1.00	1,400.00	1,400			
Hazmat meters, module replacement cal materials - required testing	1.00	1,500.00	1,500			
Replacement of portable radios - 6	1.00	5,000.00	5,000			
Replacement of portable radio chargers - 6	1.00	1,700.00	1,700			
Replacement of pagers Motorola Minitor V (Fire/EMS/Cadet) - 6	1.00	4,000.00	4,000			
Rescue equipment - trench, water, ice rescue	1.00	2,000.00	2,000			
Fire Police equipment personnel gear and equipment updates	1.00	3,880.00	3,880			
Replacement of portable radio batteries - 10	1.00	2,200.00	2,200			
Replacement of fire hose Includes replacement of bad hose taken out of service (3 yr installment plan)	1.00	19,250.00	19,250		(13,250)	
Firefighting supplies, hand tools, ropes - Company 2	1.00	1,500.00	1,500			
Mobile radios, accessories, installation for new Heavy Rescue	1.00	16,000.00	16,000		(16,000)	

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	ADJUSTMENTS	PROPOSED
42347 - FIRE FIGHTING FOAM				2,200		2,200
Firefighting foam	1.00	2,200.00	2,200			
43213 - MILEAGE, TRAINING & MEETINGS				38,400		38,400
Meeting & conference travel	1.00	2,000.00	2,000			
Reimbursement for volunteers and paid staff						
Training programs & reference materials.	1.00	2,400.00	2,400			
Public Fire prevention materials.	1.00	3,500.00	3,500			
Mandatory training OSHA, NFPA, etc.	1.00	28,000.00	28,000			
ongoing training for Career staff/volunteers						
EMS mandatory training equipment	1.00	2,500.00	2,500			
43258 - PROFESSIONAL MEMBERSHIPS				800		800
Professional Affiliations - dues for NFPA, Fire Chiefs, Safety Officer, etc.	1.00	800.00	800			
44208 - PROFESSIONAL SERVICES				45,625		35,625
Shared Response payments - 7.5% of revenue from ambulance billings	1.00	35,625.00	35,625			
Estimated revenue of \$475,000						
Consultant services - review of Strategic Plan	1.00	10,000.00	10,000		(10,000)	
44217 - POSTAGE				400		400
Postage fees to send out equipment for repair/return postage of repaired items	1.00	400.00	400			

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	ADJUSTMENTS	PROPOSED
44223 - SERVICE CONTRACTS				132,012	(5,000)	127,012
Breathing air testing - required	1.00	900.00	900			
Annual furnace/hot water maintenance - required, semi-annual	1.00	2,100.00	2,100			
EMS Biohazard waste removal - required	1.00	1,700.00	1,700			
Annual contract for hazardous waste removal - required	1.00	865.00	865			
Annual pager radio service contract - maintenance & service of pagers	1.00	1,900.00	1,900			
Annual fire pump testing/certifications - required	6.00	236.00	1,416			
Annual ground ladder testing & certification - required	1.00	900.00	900			
Annual aerial ladder testing & certification - required	1.00	550.00	550			
Annual defibrillator calibration/certification - required	1.00	2,340.00	2,340			
Annual hydraulic rescue tool service - required	1.00	1,335.00	1,335			
Overhead door maintenance/service - old doors maintenance & service	1.00	1,250.00	1,250			
Stretcher service inspection STRYKER required	1.00	1,600.00	1,600			
Annual posi-chek 3 calibration/certification	3.00	600.00	1,800			
Fire Extinguisher inspections - required	1.00	1,200.00	1,200			
Emergency generator services at Headquarters - required	1.00	850.00	850			
Annual firehouse - NFIRS reporting system - software contract	1.00	2,167.00	2,167			
Annual carpet cleaning - upkeep	1.00	865.00	865			
Building Alarm system testing and monitoring - required	1.00	344.00	344			
Kitchen hood - required	1.00	800.00	800			
Sprinkler system - required	1.00	912.00	912			
Mask-fit tester certification/calibration - required	1.00	700.00	700			
Training Calendar Contract	1.00	80.00	80			
EMS Charts - OEMS Run Forms	1.00	764.00	764			
Air-fill station - breathing air compressor service contract	1.00	755.00	755			
Fire hose testing @ \$.21/ft - required annually	1.00	5,607.00	5,607			
Includes new replacement hose purchased under 3 year installment plan						
Fire alarm testing & monitoring service contract	1.00	400.00	400			
lamResponding system	1.00	725.00	725			
911 KX - Dues for Central Alarm	1.00	91,593.00	91,593			
Exterminating Services - Company 2 - monthly charges	12.00	22.00	264			
Furnace service - maintenance and service - Company 2	1.00	450.00	450			
Water Testing - Company 2	1.00	500.00	500			
ER Generator - maintenance and service - Company 2	1.00	550.00	550			
Alarm System - maintenance and service - Company 2	1.00	300.00	300			
Overhead Doors - maintenance and service - Company 2	1.00	350.00	350			
Alarm System Monitoring and service - Company 2	1.00	180.00	180			
Annual maintenance contract - Ladder 128, parts & labor	1.00	3,000.00	3,000			

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	ADJUSTMENTS	PROPOSED
44231 - ADVERTISING				500		250
Bid advertising	1.00	500.00	500		(250)	
44243 - COMPENSATION				52,500		52,500
Fuel remuneration for firefighters	1.00	52,500.00	52,500			
44286 - PHYSICALS & TESTING				10,000		7,500
Physicals & Testing - required physicals	1.00	6,500.00	6,500		(2,500)	
Annual OSHA Pulmonary Function Tests - required	1.00	1,500.00	1,500			
TB screening, random drug screens - required	1.00	2,000.00	2,000			
45216 - TELEPHONE				7,254		7,254
Headquarters telephones, fax	1.00	1,319.00	1,319			
Cell phones (6), air card for laptops on ER vehicles	12.00	195.00	2,340			
Telephone maintenance & repair	1.00	400.00	400			
Verizon modem for rescue apparatus - electronic patient care reporting	1.00	2,500.00	2,500			
Telephone & alarms circuits - Company 2	1.00	239.00	239			
Internet service - Company 2	1.00	456.00	456			
45221 - FUEL/HEATING				20,092		20,092
Heating oil - Company 1 - 7 furnaces, 2 hot water heaters, generator	4,600.00	3.25	14,950			
Propane - stove - Company 1	240.00	2.15	516			
Heating oil - Company 2	1,400.00	3.25	4,550			
Propane - Company 2	1.00	76.00	76			
45350 - WATER				2,000		2,000
Static & dry hydrants.	1.00	2,000.00	2,000			
45622 - ELECTRIC				15,442		15,442
Electricity - Company 1	1.00	30,202.00	30,202			
Electricity - Company 2	1.00	3,916.00	3,916			
Energy Project - savings projection per Honeywell	1.00	(18,676.00)	(18,676)			
46224 - EQUIPMENT REPAIRS				6,200		5,500
Office equipment repairs.	1.00	1,000.00	1,000		(700)	
Radio & alarm repairs, lights & sirens	1.00	4,900.00	4,900			
Radio licensing modifications	1.00	200.00	200			
Small equipment repairs - Company 2	1.00	100.00	100			

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	ADJUSTMENTS	PROPOSED
46226 - BUILDING REPAIRS				9,279		8,500
Plumbing, electrical, miscellaneous building repairs	1.00	5,179.00	5,179		(779)	
Ground maintenance & supplies	1.00	600.00	600			
Training facility maintenance and repairs	1.00	2,000.00	2,000			
Building repairs - Company 2	1.00	1,000.00	1,000			
Overhead door repairs - Company 2	1.00	500.00	500			
46327 - OTHER EQUIPMENT REPAIR				9,960	(400)	9,560
Repair/maintenance of small engine tools, building/grounds maintenance equipment and other equipment	1.00	4,000.00	4,000			
ISI - SCBA repair parts for new breathing apparatus plus existing units	1.00	5,000.00	5,000			
Small equipment repairs (fire pumps, ground & aerial ladders, overhead doors)	1.00	960.00	960			
46390 - VEHICLE MAINTENANCE & FUEL				77,033		77,033
Emergency account to purchase fuel when Town pumps are unavailable	1.00	200.00	200			
Unleaded Gasoline	2,700.00	3.09	8,343			
Truck repairs & parts.	1.00	30,000.00	30,000			
Diesel gasoline	8,500.00	3.34	28,390			
Unanticipated truck repairs & parts	1.00	10,000.00	10,000			
Emergency account for fuel when Town pumps are unavailable - Company 2	1.00	100.00	100			
48404 - MACHINERY & EQUIPMENT				1,850		1,850
Security system continuations - entry identification	1.00	1,500.00	1,500			
Fax machine - secure line for HIPAA information	1.00	350.00	350			
48417 - BLDG & GROUNDS IMPROVEMENTS				7,500		5,000
50% of fees for installing fire hydrants. Remaining 50% paid by Water Dept.	1.00	7,500.00	7,500		(2,500)	
Joint infrastructure program for water distribution system						
TOTAL FIRE				1,392,409		1,280,113

Department: Emergency Management

Mission

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

Description

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

Staffing

Emergency Management Director (part-time)
Deputy Director (part-time)

2013 – 2014 Accomplishments

- Upgrade of the Emergency Operations Center – new furniture, printers, and monitors
- Security upgrades to the building
- Conducted a table top exercise that included town and school administration
- Continued training for NIMS/ICS
- Enhanced the communications capabilities for ARES (amateur radio emergency services)

2014 – 2015 Objectives

- Continue to seek grant funding to upgrade radios, toning capabilities, and enhanced amateur radio antennas
- Secure grant funding for additional CERT volunteers and large animal volunteers
- Seeking additional amateur radio operators to assist with communications

**TOWN OF COLCHESTER
PROPOSED BUDGET**

EMERGENCY MANAGEMENT

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL EXPENDITURES	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ADOPTED BUDGET	FY 2013-2014 PROJECTED ACTUALS	FY 2014-2015 PROPOSED BUDGET
Regular Payroll	2,268	2,314	4,628	4,024	4,475
FICA	160	165	354	308	343
Office Supplies	0	73	300	300	200
Other Purchased Supplies	1,518	2,108	4,500	4,500	4,500
Emergency Medical Supplies	0	684	750	750	750
Professional Memberships	0	0	75	75	0
Postage	0	0	25	25	25
Service Contracts	1,370	1,179	1,620	1,620	1,420
Printing & Publications	0	0	250	250	250
Telephone	2,254	2,537	2,500	4,364	4,500
Equipment Repairs	13	547	3,000	1,500	1,500
Machinery & Equipment	68	1,196	0	0	0
TOTAL	7,651	10,803	18,002	17,716	17,963

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
12301 - EMERGENCY MANAGEMENT						
40101 - REGULAR PAYROLL						
				4,475		4,475
Emergency Management Director - stipend	1.00	2,387.00	2,387			
Deputy Emergency Management Director - 2 hrs/week	1.00	2,088.00	2,088			
41230 - FICA						
FICA	1.00	343.00	343	343		343
42301 - OFFICE SUPPLIES						
Pens, paper, markers, cartridges	1.00	300.00	300	300	(100)	200
42340 - OTHER PURCHASED SUPPLIES						
Radio and replacement of 20 yr old Plotter	1.00	4,500.00	4,500	4,500		4,500
42345 - EMERGENCY MEDICAL SUPPLIES						
				750		750
43258 - PROFESSIONAL MEMBERSHIPS						
Membership fees	1.00	75.00	75	75	(75)	0
44217 - POSTAGE						
				25		25
44223 - SERVICE CONTRACTS						
Emergency Operations Center - Alarm monitoring	1.00	600.00	600	1,620	(200)	1,420
Emergency Operations Center - monthly pest control services	12.00	85.00	1,020			
44232 - PRINTING & PUBLICATIONS						
				250		250
45216 - TELEPHONE						
Monthly cable internet and VOIP Connectivity to Town Hall COOP	12.00	280.00	3,360	4,500		4,500
Monthly cell phone charges	12.00	95.00	1,140			
46224 - EQUIPMENT REPAIRS						
				3,000	(1,500)	1,500
TOTAL EMERGENCY MANAGEMENT				19,838		17,963

Public Works



**Town of Colchester
FY 2014 – 2015
Proposed Budget**

Public Works

Departments

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



**Town of Colchester
FY 2014 – 2015
Proposed Budget**

Department: Public Works Administration

Mission:

To ensure Town residents receive the best infrastructure-related services in the most cost-effective and efficient manner.

Description:

Provides the management and supervision of the public works divisions of highway, fleet maintenance, facilities, grounds maintenance, engineering, waste management, and snow removal.

Staffing

Public Works Director (half-time)

Director of Operations (full-time)

Administrative Assistant (half-time)

2013 – 2014 Accomplishments

- Consistent review of Town road quality and safety issues on all public right of ways and properties.
- Installation of Energy Performance Contract items.
- Upgrade of Emergency Operations Center.
- Consolidating work force into cross trained staff to address Mission Critical priorities, & negotiate into new Union Contract.
- Successful contracting of new pavement restoration technology in order to maximize Road Improvement dollars.
- Renegotiate Electrical Supply Contract Town wide.
- Participate in School Security response planning and bid out and install first phases of Town and School Security Systems.
- Assist and develop Streetscape and CDBG plans and applications.
- Successfully obtained Tree Warden Certifications for Director of Operations.
- Compile Town wide consolidated Facility Study & Capital Improvement List.

2014 – 2015 Objectives

- Review and plan snow operations, both pre- and post- season, to more effectively respond to both generated and anticipated problems and to reduce the average cost of snow/ice events
- Implement sign inventory and maintenance program upon receipt of GIS data.
- 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 and continue cross training throughout the department.
- Update and advance the Town's long-term pavement improvement program.
- Work regionally with other towns, when possible, to reduce operational costs and research for grant opportunities for common equipment needs.
- Prepare multi-year contracts for annual maintenance services in order to provide for cost savings and ensure Energy Performance Contract guarantee by having contract required maintenance.
- Operate Town wide Building Automation Systems in order to provide maximum savings.
- Continue to explore utilization of existing town work forces conducting minor capital work in order to lower costs of Capital Improvement Projects.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

PUBLIC WORKS ADMINISTRATION

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL <u>EXPENDITURES</u>	FY 2012-2013 ACTUAL <u>EXPENDITURES</u>	FY 2013-2014 ADOPTED <u>BUDGET</u>	FY 2013-2014 PROJECTED <u>ACTUALS</u>	FY 2014-2015 PROPOSED <u>BUDGET</u>
Regular Payroll	135,298	171,948	130,353	137,393	133,042
Employee Related Insurances	444	435	457	499	483
FICA & Retirement	19,600	25,224	19,173	19,102	18,224
Copier	322	309	322	322	322
Office Supplies	283	300	300	352	300
Safety Equipment	0	132	600	600	600
Professional Memberships	186	0	200	200	200
Postage	9	1	100	95	100
Advertising	0	0	500	100	300
Telephone	1,268	1,167	1,700	1,200	1,400
TOTAL	157,410	199,516	153,705	159,863	154,971

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
13200 - PUBLIC WORKS ADMINISTRATION						
40101 - REGULAR PAYROLL				134,706		133,042
Public Works Director (40% Town, 10% BOE & 50% Sewer & Water)	1.00	42,436.00	42,436		(1,236)	
Director of Operations	1.00	69,700.00	69,700			
Union contract in negotiation						
Administrative Assistant - 8 hrs/day (50% Town & 50% S/W)	1.00	21,820.00	21,820		(428)	
Longevity	1.00	750.00	750			
41210 - EMPLOYEE RELATED INS.				483		483
Life/AD&D Insurance	1.00	251.00	251			
Long Term Disability	1.00	232.00	232			
41230 - FICA & RETIREMENT				18,426		18,224
FICA	1.00	10,304.00	10,304		(128)	
Defined Contribution 401(a) Plan - Director of Operations @ 8%	1.00	5,576.00	5,576			
Union contract in negotiation						
Defined Contribution 401(a) Plan - Director of Public Works @ 6% (40% Town, 10% BOE & 50% S&W)	1.00	2,546.00	2,546		(74)	
42233 - COPIER				322		322
Annual lease Copier	12.00	21.00	252			
Per copy charges	1.00	70.00	70			
42301 - OFFICE SUPPLIES				300		300
42323 - PROT CLOTHING& SAFETY EQUIP				600		600
Personal protective equipment	2.00	200.00	400			
Safety Shoes - PW Director & Director of Operations						
Rain gear -- Director of Operations	1.00	72.00	72			
First aid supplies -- Director of Operations	1.00	21.00	21			
Gloves, 6 pairs - Director of Operations	6.00	5.00	30			
Winter gloves - 2 pair - Director of Operations	2.00	10.00	20			
Eye Protection - Director of Operations	1.00	12.00	12			
Rubber boots - Director of Operations	1.00	45.00	45			
43258 - PROFESSIONAL MEMBERSHIPS				200		200
American Public Works Assn & CT Highway	1.00	200.00	200			
Supv.Assn - Annual Memberships						

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
44217 - POSTAGE				100		100
44231 - ADVERTISING				300		300
Advertising for bids	1.00	300.00	300			
45216 - TELEPHONE				1,400		1,400
Cell phones - Director of Operations and 50% for Public Works Director, & department use	1.00	1,400.00	1,400			
TOTAL PUBLIC WORKS ADMINISTRATION				156,837		154,971



**Town of Colchester
FY 2014 – 2015
Proposed Budget**

Department: Public Works - Division of Highway

Mission:

The Mission of the Colchester Highway Division is to provide a safe and well maintained infrastructure and transportation system by keeping current with modern technologies and production methods and adapting to the changing environment of a growing community

Description:

The Colchester Highway Division's overall responsibility is to maintain and repair the roadway and drainage system of the Town of Colchester. This includes snow and ice management, road construction, pavement maintenance, and right-of-way maintenance. The Department also provides support services to other Town departments. These duties have been created to ensure a safe and reliable infrastructure, consistent with the needs and expectations of a growing population.

Staffing

DPW Supervisor (full time)

Maintainer 3 (full time - 4)

Maintainer 2 (full time - 3)

Assisted 3 days a week by Transfer Station employee

2013 – 2014 Accomplishments

- 2013-present 36 snow -ice storm responses and assist Colchester Water Department on 6 main breaks.
- Repair of Emergency Wash out - Old Hartford Road.
- Road reconstruction projects utilizing "green" cold-in-place recycling for: River Road, Marvin Road. Capped -Overlay Northerly Portion Windham Avenue and South End of Cabin Road, Marvin Road, River Road
- Chipseal Surface Treatments: Forest Drive, Mountain Road, Lake Hayward Road
- MulchSeal Surface Treatment: Scofield Road, Davidson Road, Stanavage Road
- Re-Construct 60 Driveway Aprons, incl Town Hall, Senior Center, Youth Center, Fueling Island at Town Garage.
- Shim Paved- Pleasant Street and Stanavage Road,
- Repainted 53 miles of collector street centerlines and stop bars.

- Rebuilt 14 Catch Basins. Replaced 4 Deteriorated CMP culverts. Replaced over 1300 L.F. of Bituminous Curb. Installed/Replaced over 80 Guard Rail Posts.
- Completed Town Wide Road Sweeping,
- Worked with Grounds Crew to install new Scoreboard at Bacon Academy
- Major Drainage Repair and Relocation – 96 Berry Lane.
- Worked in conjunction with other divisions for right of way clearing and drainage easement and detention basin vegetative control, multiple locations.
- Conducted all scheduled crack sealing of roads called for under the Road Improvement Plan.
- Supported and Conducted Damaged Tree Removal & Trimming 18 days within Road Right of Ways.

Measures (January 1 – December 31)	<u>2013</u>	<u>2012</u>	<u>2011</u>
• % Roads – Grade A:	16%	14%	13%
• % Roads – Grade B:	50%	55%	55%
• % Roads – Grade C:	32%	27%	27%
• % Roads – Grade D:	02%	03%	04%
• % Roads – Grade F:	00%	00%	00%

2014 – 2015 Objectives

- Utilize Contracted and rental options, such as paving equipment, in an attempt to operate more efficiently.
- Adjusting baseline needs of the Town-wide road improvement plan dependent upon funding. At present time, Mill Hill Road, Pickerel Lake, Pickerel Drive, Bull Hill, and Brainard Road will be likely candidates for most roadway funding provided and in most need of improvement. Gillette’s Lane shoulder shimming is next priority to address excessive cross pitch that presently makes the roadway difficult to plow with standard plows.
- Work with other divisions to conduct grant funded improvements to Airline trailhead of the Colchester spur.
- Continue to address previously deferred vegetative control on additional detention basin areas and right of ways that are the responsibility of the Town.
- Conduct work required under Bridge survey in regard to sediment and safety issues.
- Continue annual base maintenance, Road Sweeping, Roadside Cutting, Catch Basin Cleaning.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

HIGHWAY

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL EXPENDITURES	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ADOPTED BUDGET	FY 2013-2014 PROJECTED ACTUALS	FY 2014-2015 PROPOSED BUDGET
Regular Payroll	369,985	341,321	381,005	352,697	391,880
Overtime	9,493	12,687	12,500	12,500	12,500
Contractual, Temporary, Occasional Payroll	290	100	500	250	500
Employee Related Insurances	1,833	1,664	1,553	1,613	1,649
FICA & Retirement	45,181	41,808	48,895	45,436	50,307
Safety Equipment	4,580	4,042	4,152	4,152	4,152
Other Purchased Supplies	153,528	145,039	155,909	150,409	155,909
Mileage, Training & Meetings	2,717	2,725	2,800	2,800	2,800
Professional Services	17,039	20,170	15,110	20,610	37,610
Equipment Rental	15,879	13,507	15,956	12,618	12,718
Uniform Rental	4,236	3,929	4,506	4,506	4,506
Traffic Control	77,021	77,002	80,500	80,500	79,000
Equipment Repairs	13,177	0	200	200	200
Vehicle Maintenance & Fuel	180,613	161,224	183,519	187,000	186,581
Road Improvements	399,952	399,999	400,000	400,000	400,000
TOTAL	1,295,524	1,225,217	1,307,105	1,275,291	1,340,312

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	ADJUSTMENTS	PROPOSED
13201 - HIGHWAY						
40101 - REGULAR PAYROLL				391,880		391,880
Public Works Supervisor - Step 6 (8 hrs/day)	1.00	52,472.00	52,472			
Maintainer III - Step 5 (8 hrs/day)	1.00	45,414.00	45,414			
Maintainer III - Step 9 (8 hrs/day)	1.00	51,135.00	51,135			
Maintainer III - Step 8 (8 hrs/day)	1.00	48,191.00	48,191			
Maintainer III - Step 9 (8 hrs/day)	1.00	51,135.00	51,135			
Maintainer II - Step 11 (8 hrs/day)	1.00	47,252.00	47,252			
Maintainer II - Step 11 (8 hrs/day)	1.00	47,252.00	47,252			
Maintainer II - Step 10 (8 hrs/day)	1.00	44,579.00	44,579			
Longevity	1.00	4,450.00	4,450			
40103 - OVERTIME				12,500		12,500
Roads Overtime (not snow)	1.00	12,500.00	12,500			
40105 - CONTR TEMP OCCAS				500		500
Tree Warden -\$100 plus 5 CEUs/year	1.00	500.00	500			
41210 - EMPLOYEE RELATED INS.				1,649		1,649
Life/AD&D Insurance	1.00	672.00	672			
Long Term Disability	1.00	977.00	977			
41230 - FICA & RETIREMENT				50,307		50,307
FICA	1.00	30,933.00	30,933			
Defined Contribution 401(a) Plan - Road Crew @ 5% (8 employees)	1.00	19,374.00	19,374			

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	ADJUSTMENTS	PROPOSED
42323 - PROT CLOTHING& SAFETY EQUIP				4,152		4,152
Safety Shoes	8.00	200.00	1,600			
Rain gear	8.00	72.00	576			
First aid supplies	8.00	20.00	160			
Gloves, 6 pairs each	48.00	5.00	240			
Forestry Hard Hat replacements	1.00	110.00	110			
Winter gloves - 2 pair each	16.00	10.00	160			
Eye Protection	8.00	12.00	96			
Rubber boots	8.00	45.00	360			
Coveralls, replacements	6.00	100.00	600			
Safety Traffic Vests	1.00	250.00	250			
42340 - OTHER PURCHASED SUPPLIES				155,909		155,909
Meals in storms (emergencies)	1.00	150.00	150			
7 Catch Basins	7.00	771.00	5,397			
3 palletts CB Block, 1 pallett cement brick	1.00	1,000.00	1,000			
Misc. items (bottled gas, rags, car soap, flashlights, batteries), etc.	1.00	1,000.00	1,000			
1,000/tons hot patch (class 2)	1,000.00	66.50	66,500			
40/tons cold patch	40.00	103.00	4,120			
Drain pipes	1.00	6,000.00	6,000			
Crack Seal - 5 palletts	5.00	2,400.00	12,000			
Hand tools, rakes, shovels, wheelbarrow, grease guns, wrenches, etc.	1.00	1,500.00	1,500			
52 miles road paint	52.00	338.00	17,576			
Stop bars	300.00	14.00	4,200			
SAND, SALT, GRAVEL, CEMENT						
Proc.gravel, bank run, stone, etc.	600.00	19.50	11,700			
Grading 2 times per year						
Cement & redimix	1.00	1,116.00	1,116			
Drainage stone & Rip Rap for road repairs - 500 yards	500.00	23.00	11,500			
Topsoil- 10 loads x 18 yards	180.00	21.50	3,870			
Ground supplies: Seed, erosion control matting, hay bales, fertilizers	1.00	1,000.00	1,000			
TRAFFIC CONTROL SIGNS						
Street Signs and warning signs, cones	1.00	5,000.00	5,000			
Basin tops and risers for paving	8.00	285.00	2,280			
43213 - MILEAGE, TRAINING & MEETINGS				2,800		2,800
Training seminars & educational programs, mileage reimbursement	1.00	2,800.00	2,800			

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	ADJUSTMENTS	PROPOSED
44208 - PROFESSIONAL SERVICES				49,110		37,610
Blasting & other contracted services - tree removals	1.00	20,000.00	20,000		(7,000)	
Vacuum truck contractor	1,500.00	18.00	27,000		(4,500)	
PHYSICALS:						
DOT bi-annual physicals - 6 staff	6.00	90.00	540			
2 staff pulmonary testing (respirator monitoring)	2.00	140.00	280			
Drug tests-6 staff (50% staff)	6.00	85.00	510			
Alcohol testing - 2 staff	2.00	40.00	80			
Comb.drug & alcohol for post accident/reasonable cause x 4 series x \$100	4.00	100.00	400			
Pre-employment physicals	2.00	150.00	300			
44237 - EQUIPMENT RENTAL				13,718		12,718
Other rentals-pumps, generators, mini excavator, bobcat - forestry head (1 month)	1.00	8,000.00	8,000		(1,000)	
DTN Radar lease	1.00	1,968.00	1,968			
Holiday - Bucket truck rental	1.00	2,400.00	2,400			
Brush work (shared cost with Water & Sewer)	1.00	1,350.00	1,350			
44238 - UNIFORM RENTALS				4,506		4,506
Uniform rental including ERSC, delivery & damage charges	1.00	4,506.00	4,506			
45389 - TRAFFIC CONTROL LIGHTS				80,500		79,000
Traffic Lights	1.00	80,500.00	80,500		(1,500)	
46224 - EQUIPMENT REPAIRS				200		200
Radio repairs and batteries	1.00	200.00	200			
46390 - VEHICLE MAINTENANCE & FUEL				186,581		186,581
Unleaded Gas	4,900.00	3.09	15,141			
Diesel gasoline	16,000.00	3.34	53,440			
Equipment Repair Parts	1.00	118,000.00	118,000			
48439 - ROAD IMPROVEMENT				500,000		400,000
Road Improvement/Paving projects and Maintenance	1.00	500,000.00	500,000		(100,000)	
TOTAL HIGHWAY				1,454,312		1,340,312

**Town of Colchester
FY 2014 – 2015
Proposed Budget**

Department: Public Works - Division of Fleet Services

Mission

Provide a safe and reliable fleet of equipment and vehicles for the Town at a reasonable cost to the taxpayers.

Description

Fleet Services is a division of Colchester's Public Works Department and works out of the Town Garage under the Director of Operations. Fleet services the Town's \$7+ million dollar fleet. Fleet is also responsible for gasoline & diesel inventory and billing.

Staffing

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

2013 – 2014 Accomplishments

- \$4,000.00 saved in propane heating costs by continued use of waste oil furnace.
- Started chemical rust prevention program on new vehicles.
- Started undercarriage washing as time permitted.
- 100 % of snow blowers were serviced in-house.
- Implemented OSHA consultation services recommendations.
- Completed 50% of police vehicle safety inspections within two weeks of due date.
- Completed 50% of senior bus safety inspections within two weeks of due date.
- Completed 50% of ambulance safety inspections within two weeks of due date.
- 50% of first run snow removal equipment was fully operational by October 15.
- 75% of all snow removal equipment was fully operational by November 15.
- Installed Heat and A/C in two offices and Installed AC in lunch room
- Repaired two overhead door openers.
- Repaired oil and water separator concrete cover.
- Replaced Concrete Pad on west side of Garage in-house.
- Obtained shop equipment to help reduce downtime and increase productivity.

Measures (January 1 – December 31)	<u>2013</u>	<u>2012</u>	<u>2011</u>
• Work Orders (Opened)	1801	1,523	1,051
• Work Orders (Closed)	1338	987	1,536
• Amount Spent Outsourcing Repairs		\$28,397	\$56,295

2014 – 2015 Objectives

- Reinstitute Fleet staff training program.
- Address building repair issues.
- Train staff for direct input of Fleet Maintenance software repair data.
- Continue Cross training all staff to assist in maintaining and repairing their equipment.
- Evaluate work force retirement (Mech II) – replacement staff (Mech III).
- Evaluate need for increased staffing due to reduced out-sourcing, PM programs, Safety Inspection reoccurrence time frames and repair times.
- Identify rust minimization program
- Obtain necessary equipment to reduce downtime and increase productivity.
- Complete 100% of fire apparatus safety inspections within two weeks of due date.
- Complete 100% of police vehicle safety inspections within two weeks of due date.
- Complete 100% of senior bus safety inspections within two weeks of due date.
- Complete 100% of ambulance safety inspections within two weeks of due date.
- Have 100% of first run snow removal equipment fully operational by October 15.
- Have 100% of all snow removal equipment fully operational by November 15.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

FLEET MAINTENANCE

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL EXPENDITURES	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ADOPTED BUDGET	FY 2013-2014 PROJECTED ACTUALS	FY 2014-2015 PROPOSED BUDGET
Regular Payroll	223,423	229,782	235,647	239,760	246,519
Overtime	2,435	3,054	3,000	3,513	4,000
Contractual, Temporary, Occasional Payroll	900	900	900	900	900
Employee Related Insurances	887	848	849	910	840
FICA & Retirement	29,746	30,906	32,364	32,925	32,461
Office Supplies	212	469	500	500	500
Safety Equipment	1,330	2,207	2,800	2,800	2,000
Custodial/Maintenance Supplies	890	958	963	1,507	1,000
Fleet Repair & Maintenance Supplies	24,565	24,925	25,000	25,000	25,000
Mileage, Training & Meetings	157	150	600	600	300
Professional Memberships	200	200	200	200	200
Professional Services	243	284	700	700	500
Service Contracts	9,019	16,335	15,713	15,991	13,550
Uniform Rental	3,266	3,328	3,302	2,830	3,000
Telephone	1,638	0	0	0	0
Fuel & Heating	1,736	3,252	4,750	5,066	5,375
Electricity	12,387	13,872	6,135	11,000	11,000
Equipment Repairs	4,215	3,853	4,800	4,800	2,000
Building Repairs	16,931	12,926	13,100	13,100	9,000
Vehicle Maintenance & Fuel	8,691	8,761	10,990	10,990	9,936
Machinery & Equipment	0	5,556	0	0	0
Office Equipment	0	1,434	0	0	0
TOTAL	342,871	364,000	362,313	373,092	368,081

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	ADJUSTMENTS	PROPOSED
13202 - FLEET MAINTENANCE						
40101 - REGULAR PAYROLL				246,519		246,519
Fleet Maintenance Supervisor	1.00	78,946.00	78,946			
Union contract in negotiation						
Mechanic III - Step 9 (8 hrs/day)	1.00	59,801.00	59,801			
Mechanic II - Step 9 (8 hrs/day)	1.00	4,718.00	4,718			
Anticipated retirement 7/31/14						
Estimated payout of accrued sick/vacation time for Mechanic II retirement	1.00	6,642.00	6,642			
Mechanic III - Step 1 (8 hrs/day)	1.00	40,625.00	40,625			
Replacement of Mechanic II retirement - anticipated start date 9/2/14						
Mechanic II - Step 9 (8 hrs/day)	1.00	53,537.00	53,537			
Longevity	1.00	2,250.00	2,250			
40103 - OVERTIME				4,000		4,000
Overtime	1.00	4,000.00	4,000			
40105 - CONTR TEMP OCCAS				900		900
Tool allowance - 3 employees @ \$25 per month	12.00	75.00	900			
41210 - EMPLOYEE RELATED INS.				840		840
Life/AD&D Insurance	1.00	392.00	392			
Includes prorated amount for new hire						
Long Term Disability Insurance	1.00	448.00	448			
Includes prorated amount for new hire						
41230 - FICA & RETIREMENT				32,461		32,461
FICA	1.00	19,233.00	19,233			
Defined Contribution 401(a) Plan - Fleet Maintenance Supervisor @ 8%	1.00	6,316.00	6,316			
Union contract in negotiation						
Defined Contribution 401(a) Plan - Mechanics @ 5%	1.00	6,912.00	6,912			
Includes prorated amount for new hire						

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	ADJUSTMENTS	PROPOSED
42301 - OFFICE SUPPLIES				500		500
Copy/Printer Paper	1.00	100.00	100			
General Office Supplies	1.00	100.00	100			
Toner & supplies for printer, fax & copier	1.00	300.00	300			
42323 - PROT CLOTHING& SAFETY EQUIP				2,000		2,000
OSHA required safety shoes x 4 men	4.00	200.00	800			
Rain gear, boots & gloves for steam cleaning	2.00	100.00	200			
Safety glasses, chemical glasses, shields	4.00	125.00	500			
Tyvek suits	1.00	500.00	500			
42331 - CUSTODIAL/MAINTENANCE SUPPLIES				1,000		1,000
Paper towels, toilet paper, light bulbs, keys, soaps & cleaners	1.00	1,000.00	1,000			
42341 - FLEET REPAIR & MAINT SUPPLIES				25,000		25,000
Nuts, bolts, hose clamps, wire connectors, heat shrink, tape, motor oil, hydraulic oil, ATF, gear lube, chassis grease, antifreeze & oil analysis	1.00	25,000.00	25,000			
43213 - MILEAGE, TRAINING & MEETINGS				600		300
Videos, literature & other training material	1.00	600.00	600		(300)	
43258 - PROFESSIONAL MEMBERSHIPS				200		200
Motor Transport Assoc. Membership for Town-wide drug and alcohol testing	1.00	200.00	200			
44208 - PROFESSIONAL SERVICES				700		500
OSHA required audiograms	5.00	50.00	250		(75)	
Random Drug Testing	1.00	250.00	250		(75)	
CDL physicals	2.00	100.00	200		(50)	

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	ADJUSTMENTS	PROPOSED
44223 - SERVICE CONTRACTS				13,550		13,550
Water cooler	12.00	10.00	120			
Fire extinguisher testing & maintenance	1.00	100.00	100			
Monitoring of security alarm	12.00	15.00	180			
Oil filter recycling	1.00	180.00	180			
Waste oil furnace maintenance	1.00	600.00	600			
Parts washer service contract	4.00	430.00	1,720			
OSHA Overhead hoist inspections	3.00	200.00	600			
Service/repair of overhead doors	1.00	5,000.00	5,000			
Annual State fee to register underground storage tanks	1.00	200.00	200			
Boiler inspections	1.00	40.00	40			
Monitoring of fire alarm	12.00	20.00	240			
Internet	12.00	135.00	1,620			
Oxygen & acetylene bottle rental	1.00	300.00	300			
Pressure washer service	1.00	600.00	600			
Service rooftop units	2.00	150.00	300			
RTA Software maintenance fee	1.00	500.00	500			
Navistar engine diagnostic code software	1.00	850.00	850			
Annual service of fire alarm	1.00	200.00	200			
Annual service of security alarm	1.00	200.00	200			
44238 - UNIFORM RENTALS				3,000		3,000
Uniforms (4 men x 52 weeks) & shop towels, includes delivery, ERSC & shop towel maintenance fees	1.00	3,000.00	3,000			
45221 - FUEL/HEATING				5,375		5,375
Gallons of propane for Town Garage	1,500.00	2.15	3,225			
Gallons of propane for Highway Dept wash bay	1,000.00	2.15	2,150			

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	ADJUSTMENTS	PROPOSED
45622 - ELECTRIC				11,000		11,000
Electricity for Town Garage complex	1.00	13,872.00	13,872			
Estimated increase in energy usage	1.00	1,717.00	1,717			
New equipment including air conditioning						
Energy Project - savings projection per Honeywell	1.00	(4,589.00)	(4,589)			
46224 - EQUIPMENT REPAIRS				2,000		2,000
Maintenance & repair of the gas and diesel pumps	1.00	1,500.00	1,500			
Annual maintenance, hose and nozzle replacement, etc.						
Testing of in-ground gas and diesel tanks	1.00	500.00	500			
EPA/DEP Requirement.						
46226 - BUILDING REPAIRS				9,000		9,000
Maintain Interior/Exterior of Complex	1.00	5,000.00	5,000			
Replace rotted wood around exterior of salt shed & wash bay, interior repairs to wash bay	1.00	4,000.00	4,000			
46390 - VEHICLE MAINTENANCE & FUEL				9,936		9,936
Gas for Water Dept.	1,600.00	3.09	4,944			
Gas for Fleet	1.00	557.00	557			
Vehicle & Equipment Repairs for Fleet Maintenance	1.00	3,000.00	3,000			
Diesel for Water Department	100.00	3.34	334			
Diesel for Fleet pressure washing	150.00	3.34	501			
Propane for forklift	12.00	50.00	600			
TOTAL FLEET MAINTENANCE				368,581		368,081



**Town of Colchester
FY 2014 – 2015
Proposed Budget**

Department: Public Works – Division of Grounds Maintenance

Mission

Properly maintain community parks, open spaces, governmental, and school grounds for public and professional use and sport teams.

Description

The Grounds Maintenance Division maintains approximately 360 acres of public land, town parks, open space, municipal and school grounds, and athletic facilities. Additionally, they provide snow removal for Town properties, including sidewalks.

Staffing

DPW Supervisor

Maintainer II (full time -1)

Maintainer I (full time - 4)

2013 – 2014 Accomplishments

- Maintained over 360 acres of town and school grounds
- Emergency Repair RecPlex R-2 Field
- Replaced damaged Water Fountain and Play Equipment at RecPlex (Spring 2013)
- Installed donated recreation equipment.
- Tennis court repair.
- Cross trained with Fleet Maintenance and Highway to provide more efficient services.
- Assist Facilities Manager to expedite multiple work order completion
- Developed standard procedures and schedule for the maintenance of all Town facilities

Measures (January 1 – December 31)	<u>2013</u>	<u>2012</u>	<u>2011</u>
• Hours of Mowing	2503	2,540	2,227
• Hours of Snow Removal	961	641	1,372
• Hours of Field Maintenance/Prep	1218	922	1,003
• Hours of Trash Removal	558	653	678

2014 – 2015 Objectives

- Increase cross training within the Department in order to provide a more Mission Critical workforce.
- Complete R-2 Repair, under drain and sod for infield.
- Soil Testing and develop athletic field turf maintenance program.
- Continue to provide for public accessible and well maintained public spaces.
- Work with other Department divisions for use of Grant Funding at Airline trailhead of Colchester Spur for improvement to trail system.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

GROUNDS MAINTENANCE

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL EXPENDITURES	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ADOPTED BUDGET	FY 2013-2014 PROJECTED ACTUALS	FY 2014-2015 PROPOSED BUDGET
Regular Payroll	220,195	228,829	235,276	231,507	248,742
Overtime	4,106	7,316	4,500	7,874	11,600
Contractual, Temporary, Occasional Payroll	17,538	26,714	25,000	25,000	22,500
Employee Related Insurances	1,048	1,035	1,098	1,309	1,199
FICA & Retirement	28,334	30,504	31,956	31,946	34,011
Safety Equipment	1,596	2,589	2,200	2,200	2,200
Custodial/Maintenance Supplies	2,448	2,980	3,000	3,000	3,000
Grounds Maintenance Supplies	13,985	10,145	15,600	15,600	17,500
Other Purchased Supplies	7,770	5,821	4,900	4,900	4,900
Mileage, Training & Meetings	0	90	300	300	450
Professional Services	6,813	6,994	5,650	5,650	11,400
Service Contracts	2,978	3,405	3,920	3,920	3,920
Advertising	0	0	200	200	200
Equipment Rental	422	0	500	500	500
Uniform Rental	2,340	2,849	2,500	2,500	2,500
Telephone	378	513	660	640	660
Fuel & Heating	972	1,932	2,146	2,200	2,300
Electricity	23,016	23,701	23,148	24,000	23,148
Equipment Repairs	98	166	800	800	800
Building Repairs	1,297	1,911	1,808	1,800	1,800
Other Repairs	1,411	1,645	2,000	2,000	2,000
Vehicle Maintenance & Fuel	48,479	31,478	39,480	39,480	40,794
Machinery & Equipment	4,200	8,308	4,000	4,000	0
Building & Grounds Improvements	0	0	5,500	5,500	6,000
TOTAL	389,424	398,925	416,142	416,826	442,124

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
13203 - GROUNDS MAINTENANCE						
40101 - REGULAR PAYROLL				248,742		248,742
Public Works Supervisor - Step 9 (8 hrs/day)	1.00	57,900.00	57,900			
Maintainer II - Step 7 (8 hrs/day)	1.00	42,011.00	42,011			
Maintainer I - Step 7 (8 hrs/day)	1.00	37,835.00	37,835			
Maintainer I - Step 6 (8 hrs/day)	1.00	37,062.00	37,062			
Maintainer I - Step 4 (8 hrs/day)	1.00	35,622.00	35,622			
Maintainer I - Step 6 (8 hrs/day)	1.00	37,062.00	37,062			
Longevity	1.00	1,250.00	1,250			
40103 - OVERTIME				11,600		11,600
Overtime, including special Community events	1.00	11,600.00	11,600			
40105 - CONTR TEMP OCCAS				25,000		22,500
Seasonal Grounds Maintenance Crew	1.00	25,000.00	25,000		(2,500)	
41210 - EMPLOYEE RELATED INS.				1,199		1,199
Life/AD&D insurance.	1.00	504.00	504			
Long Term Disability insurance.	1.00	695.00	695			
41230 - FICA & RETIREMENT				34,202		34,011
FICA	1.00	21,827.00	21,827		(191)	
Defined Contribution 401(a) Plan - Grounds Maintenance Crew @ 5%	1.00	12,375.00	12,375			
42323 - PROT CLOTHING& SAFETY EQUIP				2,200		2,200
Safety shoes	6.00	200.00	1,200			
Gloves - work, latex & winter, safety glasses, vests, hardhats, etc.	1.00	600.00	600			
Replace chaps - 2 per year	2.00	200.00	400			
42331 - CUSTODIAL/MAINTENANCE SUPPLIES				3,000		3,000
Custodial supplies for parks garage & restrooms	1.00	3,000.00	3,000			

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
42334 - GROUNDS MAINTENANCE SUPPLIES				18,500		17,500
Infield clay mix, turface, topsoil, fertilizer, grass seed, bark mulch (begin overseeding program) - to be used at Parks, RecPlex and all Town facilities	1.00	18,500.00	18,500		(1,000)	
42340 - OTHER PURCHASED SUPPLIES				4,900		4,900
Motor oil and lubricants, trimmer string, tape, paint & supplies, signs, hand tools, portable generator	1.00	4,900.00	4,900			
43213 - MILEAGE, TRAINING & MEETINGS				450		450
Grounds Maintenance Crew training	1.00	450.00	450			
44208 - PROFESSIONAL SERVICES				11,400		11,400
Electrical services - repair for lights, gazebo, electrical, etc.	1.00	700.00	700			
Locksmith services	1.00	300.00	300			
Fence - annual repair & maintenance	1.00	650.00	650			
Irrigation repairs & winterization	1.00	500.00	500			
Tree services - one day truck and crew	1.00	1,000.00	1,000			
Pesticides, weed control & fertilizer treatment plan for R1 thru R8 fields	1.00	6,400.00	6,400			
Testing (drug, physical, alcohol, pre-employment physical)	1.00	500.00	500			
Lift for light repairs	1.00	1,350.00	1,350			
44223 - SERVICE CONTRACTS				7,520		3,920
Fire extinguisher service	1.00	140.00	140			
Parks garage security - monitoring	12.00	45.00	540			
Heater/Boiler inspection - Parks Garage	1.00	240.00	240			
Plumbing & portable toilet facilities (Town Green/Ruby Cohen)	1.00	3,000.00	3,000			
Plumbing & portable toilet facilities - Special events	1.00	3,600.00	3,600		(3,600)	
57 Fest, Lacrosse Cavalcade, Soccerfest						
44231 - ADVERTISING				200		200
Bid Advertising	1.00	200.00	200			

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
44237 - EQUIPMENT RENTAL				500		500
Leaf blowers, generators, Miscellaneous equipment	1.00	500.00	500			
44238 - UNIFORM RENTALS				2,500		2,500
Grounds Maintenance Crew uniforms.	1.00	2,500.00	2,500			
45216 - TELEPHONE				660		660
Cell Phone - Grounds Maintenance Crew Leader - monthly charges	12.00	55.00	660			
45221 - FUEL/HEATING				2,300		2,300
Parks Garage - Propane	1.00	2,300.00	2,300			
45622 - ELECTRIC				23,148		23,148
Recplex/Garage - Electricity	1.00	25,000.00	25,000			
Energy Project - savings projection per Honeywell	1.00	(1,852.00)	(1,852)			
46224 - EQUIPMENT REPAIRS				800		800
General repairs on Park equipment.	1.00	800.00	800			
46226 - BUILDING REPAIRS				1,800		1,800
General Building repairs, Storage areas, dugouts, bathrooms, Pavilion roof	1.00	1,800.00	1,800			
46229 - OTHER REPAIR SERVICES				2,000		2,000
Repairs for picnic tables, bleachers, batting cages, equipment, scoreboards, etc. (Not for buildings)	1.00	2,000.00	2,000			

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
46390 - VEHICLE MAINTENANCE & FUEL				40,794		40,794
Vehicle repairs	1.00	20,000.00	20,000			
Diesel gasoline	1,600.00	3.34	5,344			
Gasoline for vehicles and equipment	5,000.00	3.09	15,450			
48404 - MACHINERY & EQUIPMENT				4,000		0
Turf maintenance equipment - Aerator, Dethatcher	1.00	4,000.00	4,000		(4,000)	
48417 - BUILDING & GROUNDS IMPROVEMENTS				16,400		6,000
Miscellaneous playground equipment	1.00	3,000.00	3,000		(3,000)	
Benches along path	3.00	800.00	2,400		(2,400)	
Walking path repair	1.00	2,000.00	2,000		(2,000)	
Skateboard Park features	1.00	3,000.00	3,000		(3,000)	
Repair of R2 infield and underdrain	1.00	6,000.00	6,000			
TOTAL GROUNDS MAINTENANCE				463,815		442,124



**Town of Colchester
FY 2014 – 2015
Proposed Budget**

Department: Public Works – Snow Removal

Mission

During the Winter Season, Snow and Ice removal from Town Roads, Board of Education and Town Properties, is conducted by Town Staff, Board of Education Employees, and Private Contractors. The effort is one of the mission critical duties of the Department and Town. The Department organizes staff and contractors to efficiently provide these services to minimize the inconvenience and maintain school operations, public services and private transportation throughout the Town.

Description

The Town work forces along contractors conduct Snow Removal and De-icing of 106.53 miles of paved roads and 8.75 miles of unpaved roads, all town facilities parking areas and sidewalks, all school parking areas and sidewalks, and all sidewalks that are adjacent to town owned properties throughout Colchester.

Staffing

Full Staffing of the Highway Division, Grounds Maintenance Division, Transfer Station Division, 4 Privately Contracted Road plow routes, and one privately contracted School Parking Lot contractor. The equipment maintenance-repair and personnel are augmented by staff at the Fleet Maintenance Division and the Sewer and Water Department.

2013 – 2014 Accomplishments

- Maintained over 360 acres of town and school grounds
- Emergency Repair RecPlex R-2 Field
- Replaced damaged Water Fountain and Play Equipment at RecPlex (Spring 2013)
- Installed donated recreation equipment.
- Tennis court repair.
- Cross trained with Fleet Maintenance and Highway to provide more efficient services.
- Assist Facilities Manager to expedite multiple work order completion
- Developed standard procedures and schedule for the maintenance of all Town facilities

Measures (January 1 – December 31)	<u>2013</u>	<u>2012</u>	<u>2011</u>
• Hours of Mowing	2503	2,540	2,227
• Hours of Snow Removal	961	641	1,372
• Hours of Field Maintenance/Prep	1218	922	1,003
• Hours of Trash Removal	558	653	678

2014 – 2015 Objectives

- Increase cross training within the Department in order to provide a more Mission Critical workforce.
- Complete R-2 Repair, under drain and sod for infield.
- Soil Testing and develop athletic field turf maintenance program.
- Continue to provide for public accessible and well maintained public spaces.
- Work with other Department divisions for use of Grant Funding at Airline trailhead of Colchester Spur for improvement to trail system.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

SNOW REMOVAL

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL <u>EXPENDITURES</u>	FY 2012-2013 ACTUAL <u>EXPENDITURES</u>	FY 2013-2014 ADOPTED <u>BUDGET</u>	FY 2013-2014 PROJECTED <u>ACTUALS</u>	FY 2014-2015 PROPOSED <u>BUDGET</u>
Overtime	55,524	110,043	94,500	158,405	110,000
FICA	4,125	8,148	7,230	12,118	8,415
Sand & Salt Supplies	80,747	127,722	132,550	152,650	135,200
Other Purchased Supplies	19,485	25,571	16,094	27,350	17,150
Professional Services	134,795	197,739	160,516	184,900	198,640
TOTAL	294,676	469,223	410,890	535,423	469,405

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
13204 - SNOW REMOVAL						
40103 - OVERTIME						
Town Crew - snow removal 20 men	1.00	110,000.00	110,000	110,000		110,000
41230 - FICA						
FICA	1.00	8,415.00	8,415	8,415		8,415
42333 - SAND SALT GRAVEL						
300 yds sand @ \$17/yd	300.00	17.00	5,100	135,200		135,200
1300 tons treated salt delivered \$93/ton	1,300.00	93.00	120,900			
Icemelt 4 pallets - Grounds	4.00	2,300.00	9,200			
42340 - OTHER PURCHASED SUPPLIES						
Mail boxes and posts	45.00	30.00	1,350	26,150		17,150
Snow Plow cutting edges	1.00	5,000.00	5,000			
Meals for town crew during snow storms	1.00	10,600.00	10,600			
Tools for grounds crew - shovels and spreaders	1.00	200.00	200			
Roll plow for large storms	1.00	9,000.00	9,000		(9,000)	
44208 - PROFESSIONAL SERVICES						
Hired trucks, sanders, drivers	432.00	155.00	66,960	198,640		198,640
Diesel fuel for contractors	2,000.00	3.34	6,680			
School parking lots - estimated increase - new 3 yr contract to be bid	1.00	125,000.00	125,000			
TOTAL SNOW REMOVAL				478,405		469,405

**Town of Colchester
FY 2014 – 2015
Proposed Budget**

Department: Public Works – Division of Facilities

Mission

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

Description

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

Staffing

Facilities Manager (full time – shared position with BOE)

Custodians (full time - 1)

Custodian (part time) - Senior Center and Youth Center

2013-2014 Accomplishments

- Oversight of required Fire Safety work at Youth Center.
- Oversight and Installation of Kitchen improvements at Youth Center.
- Full Youth Center Cleaning and refinishing of floors.
- Oversight of Energy Performance Contract equipment installation and commissioning of equipment.
- Evaluation of non-required valve/booster pumps at WJJS and coordinating said work with staff of the Colchester Water Department.
- Various repair maintenance projects, Assessor’s Office, Senior Center, Police Department.
- Extend Snow Response with Town and School Work Forces.
- Assist Director of Public Works with Town Wide Study of Facilities.

Measures (January 1 – December 31)	<u>2013</u>	<u>2012</u>	<u>2011</u>
• Electricity Used (kW)	1,182,089*	1,813,813	2,122,866
• Oil Purchased (gal.)	19,284	13,394	15,315
• Propane Purchased (gal.)	3831*	6,417	8,703
• Work Orders	268	187	167

*Water and Sewer Electricity/Propane Removed from Total.

2014-2015 Objectives

- Complete multi-year contract service RFP’s for services that were previously bid annually in order to provide greater stability to budgeting process and more favorable pricing.
- Provide for equipment required maintenance schedule per manufacturer’s requirements in order to maintain guaranteed energy savings.
- Provide scheduling of differed maintenance that has previously resulted in equipment failure in mechanical and HVAC systems Town wide, utilizing Energy Management System to Identify and Prioritize work.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

FACILITIES

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL EXPENDITURES	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ADOPTED BUDGET	FY 2013-2014 PROJECTED ACTUALS	FY 2014-2015 PROPOSED BUDGET
Regular Payroll	76,119	72,208	48,463	45,168	49,103
Overtime	128	365	0	0	0
Employee Related Insurances	269	326	157	157	171
FICA & Retirement	9,772	8,525	6,165	5,981	6,263
Safety Equipment	0	277	0	300	300
Custodial/Maintenance Supplies	3,730	4,944	5,300	6,219	5,300
Paint & Paint Supplies	687	1,566	1,000	1,000	1,000
Service Contracts	16,664	18,323	22,576	15,030	26,401
Advertising	203	0	500	100	200
Telephone	14,658	13,006	10,894	10,894	11,364
Fuel & Heating	0	6,599	7,485	7,485	7,280
Electricity	58,016	63,831	36,246	44,660	35,085
Building Repairs	7,573	6,099	3,987	8,000	7,500
Vehicle Maintenance & Fuel	312	1,513	1,562	1,400	1,927
Building & Grounds Improvements	0	917	0	0	0
TOTAL	188,131	198,499	144,335	146,394	151,894

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
13205 - FACILITIES						
40101 - REGULAR PAYROLL				49,103		49,103
Facilities Manager - (50% Town/50% BOE)	1.00	36,804.00	36,804			
Part-time Custodian - Senior Ctr & Youth Services Ctr (3.95 hrs/day)	1.00	10,227.00	10,227			
Part-time Custodian - Fire Department - 4 hrs/week	1.00	2,072.00	2,072			
41210 - EMPLOYEE RELATED INS.				171		171
Life/AD&D insurance	1.00	61.00	61			
Long-term disability insurance	1.00	110.00	110			
41230 - FICA & RETIREMENT				6,263		6,263
FICA	1.00	3,757.00	3,757			
457 Plan contribution - Facility Manager @ 7%	1.00	2,506.00	2,506			
42323 - PROTECTIVE CLOTHING & SAFETY EQUIPMENT				300		300
Safety shoes for Facility Manager (shared cost with BOE)	1.00	100.00	100			
Gloves, eye protection, personl protection equipment	1.00	200.00	200			
42331 - CUSTODIAL/MAINTENANCE SUPPLIES				5,300		5,300
Paper goods and general cleaning supplies for Town Hall	1.00	5,300.00	5,300			
42332 - PAINT & PAINT SUPPLIES				1,000		1,000
Supplies to paint offices	1.00	1,000.00	1,000			
44223 - SERVICE CONTRACTS				26,901		26,401
Security System Service and Monitoring - Town Hall	1.00	180.00	180			
Elevator inspection and service - Town Hall	1.00	725.00	725			
Emergency Generator service and repair - Town Hall	1.00	625.00	625			
Heating/cooling system maintenance - Town Hall	1.00	2,400.00	2,400			
Sprinkler system inspection and service - Town Hall	1.00	625.00	625			
PA system maintenance (meeting room) - Town Hall	1.00	100.00	100			
Exterminating services, pest control - Town Hall	12.00	102.00	1,224			
Annual Fire Extinguisher maintenance - Town Hall	1.00	150.00	150			
Fire Alarm Service and Monitoring - Town Hall	1.00	850.00	850			
Additional service calls at contract rates - Town Hall	1.00	8,000.00	8,000		(500)	
Energy Project - measurement & verification services	1.00	12,022.00	12,022			

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
44231 - ADVERTISING				200		200
Advertising for annual bidding of supplies and services	1.00	200.00	200			
45216 - TELEPHONE				11,364		11,364
Emergency phone - Elevator	12.00	26.00	312			
Telephone maintenance & change fees	1.00	600.00	600			
Cell phone charges	12.00	51.00	612			
VOIP consolidation - monthly charges including Comcast Xfinity Service Plan Pro	12.00	820.00	9,840			
45221 - FUEL/HEATING				7,280		7,280
Heating oil - Town Hall	2,240.00	3.25	7,280			
45622 - ELECTRICITY				35,085		35,085
Electricity - Town Hall	1.00	63,000.00	63,000			
Energy Project - savings projection per Honeywell	1.00	(27,915.00)	(27,915)			
46226 - BUILDING REPAIRS				8,000		7,500
General unanticipated building repairs - Town Hall	1.00	8,000.00	8,000		(500)	
46390 - VEHICLE MAINTENANCE & FUEL				1,927		1,927
Maintain facility vehicle	1.00	1,000.00	1,000			
Gas for Facility vehicle (estimated 315 gallons)	300.00	3.09	927			
TOTAL FACILITIES				152,894		151,894



**Town of Colchester
FY 2014 - 2015
Proposed Budget**

Department: Public Works – Division of Engineering

Mission

To sustain and improve the quality of life for the Town's residents by guiding site development to yield safe and adequate access with minimal environmental impacts to the Town's natural resources and to promote necessary municipal infrastructure improvements to support future growth.

Description

The Town Engineer is a licensed professional engineer who provides technical support to the various land use commissions, town departments and governing boards on matters such as site development and subdivision design as well as issues relating to municipal infrastructure maintenance and improvements. The Town Engineer also performs construction inspection for public improvements associated with new site development and new subdivision roads as well as town owned/funded road and infrastructure improvements. The Town Engineer has extensive interaction with the Code Administration Department and the Public Works Department.

Staffing

Town Engineer (full time)
Administrative Assistant (for Planning & Code Administration department)

2013 - 2014 Accomplishments

- Updated Town's Mail-A-Map with changes to road system.
- Coordinated/supervised the 2013 household hazardous waste collection.
- Performed construction inspections for Goldberg Road Extension and White Tail Lane and Northern Boulevard (private road in phase 4 of Northwoods Development), and processed associated requests for bond reductions and reviewed As-Built plans.
- Helped prepare plans, details and Bid Specifications for proposed Linwood Avenue Streetscape Improvements and reviewed project scope and permitting issues with DOT officials.
- Reviewed and commented on draft copy of proposed revisions to Wetlands Regulations.
- Performed field investigation, prepared access agreement and construction supervision for repair work and/or made recommendation to PWD to address drainage problems and sink holes

on Berry Lane, Marvin Road, Standish Road, Heatherwood Drive, Diane Lane, Cabin Road, Elliot Drive, Pickerel Lake Road Causeway and at Town's Recreation complex.

- Collaborated with Chatham Health Department to abate elicit sump/gray-water discharge causing nuisance drainage and roadway icing at 160 Bulkeley Hill Road.
- Performed construction inspections for Mini Storage facility expansion on Lebanon Ave, Tractor Supply Store on Route 85, and site expansion of Castle Day Care on Halls Hill Road.
- Procured maps/locations of existing detention basins in town for PWD to facilitate maintenance.
- Provided input/responses to questions for consultant update of POCD.
- Assisted Town of Waterford and City of New London with job applicant interviews for Assistant PWD and Town Engineer Positions.
- Met with DOT and secured maintenance of stamped concrete crosswalks on Rte 16/85.
- Worked with DOT and secured installation of flashing beacon at Lake Hayward and Parum Rd.
- Discovered undocumented/overlooked town-owned land at intersection of Rte 149 and Rte 16 and processed transfer of land from Town to abutting land of Quik-Stop Convenience Store , Inc. at 738 Middletown Road (Rte 16) to avoid potential Town liability.
- Responded to DOT Bridge Design Section regarding inquiries and request for documents pertaining to Cirillo Drive Bridge and Paper Mill Road Bridge.
- Reviewed existing H-Cap parking and signage at Jack Jackter Elementary School and made recommendations for modifications to facilitate winter plowing operations.
- Collaborated with WEO and school professor to explore potential pedestrian bridge over Sherman Brook at Bacon Academy site – provided hydraulic investigation and design options.

2014 - 2015 Objectives

- Update State TAR map and town's Mail-A-Map.
- Coordinate and supervise the 2014 household hazardous waste collection.
- Assist Fire Co. with plans to close Drive on Old Hartford Road and open new Drive location on Old Hebron Road.
- Perform construction inspection for approved Piechta Subdivision on McDonald Rd/Homonick Rd., White Oak Farm Subdivision – Sherman Brook Rd, Dollar General on Upton Rd & Old Hartford Rd and Phase 5 of Northwoods Housing development.
- Follow up with Local Traffic Authority traffic safety requests to State Traffic Commission including: Proposed crosswalk on Lebanon Ave at Hammond Ct. and traffic signal/safety issues at Route85/Route16/Noel's drive entrance.
- Assist WEO and Bacon Academy professor with construction phase of proposed wood pedestrian bridge over Sherman Brook at Bacon Academy site.
- Prepare Bid Documents and provide construction phase administration/inspection for Linwood Avenue Streetscape Improvement project.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

ENGINEERING

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL <u>EXPENDITURES</u>	FY 2012-2013 ACTUAL <u>EXPENDITURES</u>	FY 2013-2014 ADOPTED <u>BUDGET</u>	FY 2013-2014 PROJECTED <u>ACTUALS</u>	FY 2014-2015 PROPOSED <u>BUDGET</u>
Regular Payroll	83,732	86,014	88,146	88,146	88,146
Employee Related Insurances	278	266	267	297	291
FICA & Retirement	12,563	13,107	13,735	13,735	13,735
Copier	527	573	792	792	792
Office Supplies	445	443	445	445	445
Mileage, Training & Meetings	443	343	1,000	1,000	500
Professional Memberships	550	580	600	580	600
Refunds	0	0	0	10,436	0
TOTAL	98,538	101,326	104,985	115,431	104,509

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	ADJUSTMENTS	PROPOSED
13301 - ENGINEERING						
40101 - REGULAR PAYROLL						
Town Engineer	1.00	87,396.00	87,396	88,146		88,146
Union contract in negotiation						
Longevity	1.00	750.00	750			
41210 - EMPLOYEE RELATED INS.						
Life/AD&D Insurance	1.00	168.00	168	291		291
Long Term Disability Insurance	1.00	123.00	123			
41230 - FICA & RETIREMENT						
FICA	1.00	6,743.00	6,743	13,735		13,735
Defined Contribution 401(a) Plan @ 8%	1.00	6,992.00	6,992			
Union contract in negotiation						
42233 - COPIER						
Monthly lease (shared cost w/ Planning & Code Administration)	1.00	792.00	792	792		792
42301 - OFFICE SUPPLIES						
Shared cost with Planning & Code Administration	1.00	445.00	445	445		445
43213 - MILEAGE, TRAINING & MEETINGS						
Inspections, meetings, & workshops	1.00	1,000.00	1,000	1,000	(500)	500
43258 - PROFESSIONAL MEMBERSHIPS						
Professional Registration Fees & membership dues (e.g. CASHO, ASCE & PE license)	1.00	600.00	600	600		600
TOTAL ENGINEERING				105,009		104,509

**Town of Colchester
FY 2014 – 2015
Proposed Budget**

Department : Public Works - Division of Transfer Station

Mission:

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

Description:

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

A responsibility of the staff is to reduce disposal costs by monitoring market trends and attempt to gain the lowest disposal cost and highest credits for all disposed products and materials. Work with the Regional Recycling Association to increase recycling percentages and to increase services offered the residents of Colchester.

Staff:

Transfer Station Operator (shared FTE with Highway Division)

Transfer Station Equipment Operator (shared FTE with Fleet Division)

2013 - 2014 Accomplishments

- Removed Wall in storage Garage to allow inside storage of Backhoe.
- Relocated Electronics Storage Area for increase of Public Use.
- Installed surface drainage swales in order to install gravel for improved brush area.
- Improved Access to mowed grass areas in order to improve mowing.
- Re-graded bin area with stone to improve site maintenance.
- New Entrance Fencing and signage.
- Provided wood mulch for reuse by Town residents
- Begin Improved Traffic Flow ramp.
- Replaced oil / anti-freeze tank.
- 217 households served at the Colchester Household Hazardous Waste Collection event.
Total of 143 Colchester households at all events.

Measures (January 1 – December 31)	<u>2013</u>	<u>2012</u>	<u>2011</u>
• Waste Handled (tons):	1451.1	1,516.29	1,292.78

2014 – 2015 Objectives

- Rebid Transportation Services.
- Demonstrate a full single-stream recycling education program that emphasizes the financial impacts of recycling
- Continue to market materials to the most advantageous financial provider/vendor
- Investigate regional/inter-town operations for potential economies of scale or enhancement of services
- Determine if working with SCRRRA and State DEEP to provide for Latex Paint Stewardship/Recycling to Town of Colchester residents can be done no increase cost or to conduct such by referring to established private location.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

TRANSFER STATION

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL EXPENDITURES	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ADOPTED BUDGET	FY 2013-2014 PROJECTED ACTUALS	FY 2014-2015 PROPOSED BUDGET
Regular Payroll	74,814	76,315	79,971	78,980	87,082
Overtime	4,988	5,735	5,000	5,203	6,000
Employee Related Insurances	369	359	385	412	413
FICA & Retirement	8,492	9,846	10,500	10,880	11,453
Office Supplies	157	237	250	250	250
Safety Equipment	390	517	600	600	600
Other Purchased Supplies	498	485	1,100	1,100	1,100
Transportation	98,278	92,424	95,000	95,000	95,000
Mileage, Training & Meetings	456	452	670	590	690
Professional Services	25,645	16,778	27,015	28,515	29,515
Service Contracts	735	453	810	810	810
Uniform Rental	1,075	1,010	853	853	853
Landfill Operation	830	830	1,000	1,000	1,000
Septage Disposal Facility	13,300	13,212	0	0	0
Telephone	460	358	420	420	420
Electricity	1,688	1,646	1,800	1,800	1,800
Building Repairs	1,000	0	1,000	1,000	1,000
Household Hazardous Waste Disposal	10,027	16,364	10,000	17,000	17,000
Vehicle Maintenance & Fuel	8,493	23,970	10,000	10,000	10,004
TOTAL	251,695	260,991	246,374	254,413	264,990

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
13601- TRANSFER STATION						
40101 - REGULAR PAYROLL						
Transfer Station Operator - Step 9 (8 hrs/day)	1.00	45,435.00	45,435	87,082		87,082
Equipment Operator - Step 6 (8 hrs/day)	1.00	41,197.00	41,197			
Longevity	1.00	450.00	450			
40103 - OVERTIME						
Overtime (not Saturday)	1.00	6,000.00	6,000	6,000		6,000
41210 - EMPLOYEE RELATED INS.						
Life/AD&D Insurance	1.00	168.00	168	413		413
Long Term Disability	1.00	245.00	245			
41230 - FICA & RETIREMENT						
FICA	1.00	7,121.00	7,121	11,453		11,453
Defined Contribution 401(a) Plan @ 5%	1.00	4,332.00	4,332			
42301 - OFFICE SUPPLIES						
Cash register supplies, wasp spray, garbage bags, rags, etc.	1.00	250.00	250	250		250
42323 - PROT CLOTHING& SAFETY EQUIP						
Safety boot allowance	2.00	200.00	400	600		600
Gloves, dust mask, eye/ear protection, etc.	1.00	200.00	200			
42340 - OTHER PURCHASED SUPPLIES						
Ladders, poles	1.00	300.00	300	1,100		1,100
Hand tools - day to day maintenance	1.00	200.00	200			
Paint & paint supplies	1.00	100.00	100			
Sand, salt, gravel, cements, for station roads and pads, etc.	1.00	250.00	250			
Ground supplies - seed, fertilizer, signs, erosion control mats, hay bales, etc.	1.00	250.00	250			
43212 - TRANSPORTATION						
Monthly service fees, Town Hall, Fire Department, Disposal MSW, Bulky, Recycling	1.00	100,000.00	100,000	100,000	(5,000)	95,000
43213 - MILEAGE, TRAINING & MEETINGS						
2 training courses @ \$65 per course	2.00	75.00	150	690		690
Mileage	12.00	45.00	540			

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
44208 - PROFESSIONAL SERVICES				29,515		29,515
Quarterly monitoring	1.00	12,050.00	12,050			
Annual report/hydrogeologic study	1.00	2,000.00	2,000			
Contracted grinding services	1.00	11,000.00	11,000			
Staff physicals (2 @ \$65 each)	2.00	65.00	130			
Pulmonary check-up (one)	1.00	35.00	35			
Drug/alcohol monitoring	1.00	300.00	300			
General discharge permit - water quality monitoring	1.00	2,000.00	2,000			
Landfill hillside mowing	1.00	2,000.00	2,000			
44223 - SERVICE CONTRACTS				810		810
Portable restrooms	1.00	624.00	624			
Water cooler - monthly charge	12.00	8.00	96			
Annual fire extinguisher services	1.00	90.00	90			
44238 - UNIFORM RENTALS				853		853
2 employees, 52 weeks	1.00	853.00	853			
44259 - LANDFILL OPERATION				1,000		1,000
Permits (operating & scale), registration, incidental expenses	1.00	830.00	830			
Other incidental operating expenses	1.00	170.00	170			
45216 - TELEPHONE				420		420
Monthly charges	12.00	35.00	420			
45622 - ELECTRIC				1,800		1,800
Electricity	12.00	150.00	1,800			
46226 - BUILDING REPAIRS				1,000		1,000
Repairs to tipping pad railings and posts, gatehouse, garage, storage areas, etc.	1.00	1,000.00	1,000			
46228 - HOUSEHOLD HAZARD DISPOSAL				17,000		17,000
Household Hazardous Waste program - Colchester's share of the 9 annual events in SE CT, including Colchester	1.00	17,000.00	17,000			
46390 - VEHICLE MAINTENANCE & FUEL				10,004		10,004
Equipment Gasoline/Diesel	600.00	3.34	2,004			
Equipment Repairs	1.00	8,000.00	8,000			
TOTAL TRANSFER STATION				269,990		264,990



Community & Human Services



**Town of Colchester
FY 2014 – 2015
Proposed Budget**

Community & Human Services

Departments

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



**Town of Colchester
FY 2014 – 2015
Proposed Budget**

Department: Youth & Social Services

Mission

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

Description

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

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

Staffing

Director (full time)

Program Coordinators (2 - full time)

Social Services Coordinator (1 regular part-time, 1 seasonal part-time)

Program/Administrative Coordinator (full time)

Youth Center Supervisors (5 - part time)

2013 – 2014 Accomplishments

- Expanded the scope of the Families With Service Needs Advisory Board to include referrals for high school students and diverted 7 new cases from the court system
- The drop-in Youth Center program served number of kids
- 9 Colchester teens employed through the Summer Youth Employment grant program
- Over 200 youths and adults attended Community Conversation titled, *Weeding Out the Facts* about Marijuana sponsored by Youth FIRST Coalition
- Community Service opportunities
- Provided the first summer lunch program 755 children (duplicated) under 18 years old were served lunch through our Summer Lunches program that included a balanced lunch and fun activity during July & August.
- 120 kids benefited from the Back-to-School Supplies program
- Unique families food bank

Measures (January 1 – December 31)	2013	2012	2011
Families Served by Food Bank: (duplicated)	1,283	1,119	3,586
Pounds of food distributed:	64,771	57,208	N/A
Households Served by Fuel Bank:	42	55	46
Energy Assistance Applications (all sources):	364	496	349
Number of Programs:	281	310	298
Program Participants:	6,429	8,658	4,945
Volunteer Hours:	1,247	1,184	1,185

2014 – 2015 Objectives

- Organize and implement 3 family-oriented events/programs that promote the *40 Developmental Assets* through the Youth FIRST Coalition.
- Keep abreast of issues and trends impacting adolescents through professional development opportunities.
- Develop a proposal for a community wide mentoring program that meets the diverse needs of our youth.
- Fund adolescent substance abuse counseling services when current grant funding ends.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

YOUTH & SOCIAL SERVICES

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL EXPENDITURES	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ADOPTED BUDGET	FY 2013-2014 PROJECTED ACTUALS	FY 2014-2015 PROPOSED BUDGET
Regular Payroll	229,119	224,737	236,912	231,238	239,462
Overtime	44	0	0	0	0
Contractual, Temporary, Occasional Payroll	9,079	7,770	10,945	8,286	9,488
Employee Related Insurances	893	815	887	875	960
FICA & Retirement	29,801	28,678	33,507	31,877	33,727
Copier	2,049	1,791	1,920	1,920	1,900
Office Supplies	1,891	1,743	1,800	1,800	1,800
Custodial/Maintenance Supplies	0	0	0	1,500	1,500
Mileage, Training & Meetings	1,333	1,339	2,130	2,130	2,120
Professional Memberships	565	555	575	575	575
Subscriptions	42	0	45	0	0
Professional Services	139	169	354	354	11,500
Postage	933	801	1,000	1,000	600
Service Contracts	707	694	1,234	1,234	1,000
Printing & Publications	615	843	800	800	1,000
Telephone	2,050	1,036	719	1,015	1,020
Fuel & Heating	2,134	2,616	3,369	3,369	3,250
Electricity	1,239	1,112	907	1,400	907
Building Repairs	825	1,000	2,492	2,492	2,000
Vehicle Maintenance & Fuel	4,605	3,596	6,204	6,200	5,090
Programs	16,182	15,143	21,000	21,000	19,000
Building & Grounds Improvements	0	0	3,500	3,500	0
TOTAL	304,245	294,438	330,300	322,565	336,899

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
14102 - YOUTH & SOCIAL SERVICES						
40101 - REGULAR PAYROLL				239,462		239,462
Youth & Social Services Director	1.00	72,484.00	72,484			
Union contract in negotiation						
Program Coordinator II (7 hrs/day)	1.00	47,649.00	47,649			
Union contract in negotiation						
Program Coordinator I (7 hrs/day)	1.00	43,574.00	43,574			
Union contract in negotiation						
Administrative Assistant & Program Coordinator (7 hrs/day)	1.00	40,834.00	40,834			
Social Services Coordinator - Part-time (26 hrs/week)	1.00	29,112.00	29,112			
Social Services Coordinator - Part-time (14 hrs/week for 18 weeks)	1.00	5,209.00	5,209			
Longevity	1.00	600.00	600			
40105 - CONTR TEMP OCCAS				11,384		9,488
YSB Center Supervisor (2 hrs/day, 68 days)	1.00	1,700.00	1,700			
YSB Center Supervisor (2 hrs/day, 68 days)	1.00	1,700.00	1,700		(1,700)	
YSB Center Supervisor (2 hrs/day, 68 days)	1.00	2,092.00	2,092		(52)	
YSB Center Supervisor (2 hrs/day, 68 days)	1.00	2,092.00	2,092		(52)	
YSB Center Supervisor (3 hrs/day, 77 days)	1.00	3,800.00	3,800		(92)	
41210 - EMPLOYEE RELATED INS.				960		960
Life/AD&D insurance.	1.00	471.00	471			
Long Term Disability insurance	1.00	489.00	489			
41230 - FICA & RETIREMENT				33,872		33,727
FICA	1.00	19,189.00	19,189		(145)	
Defined Contribution 401(a) Plan - Youth & Social Services Director @ 8%	1.00	5,799.00	5,799			
Union contract in negotiation						
Defined Contribution 401(a) Plan - Program Coordinators and Administrative Assistant @ 7.5%	1.00	8,884.00	8,884			
Union contract in negotiation						
42233 - COPIER				1,900		1,900
Monthly lease payments	12.00	137.50	1,650			
Per copy charges	1.00	250.00	250			

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
42301 - OFFICE SUPPLIES				1,800		1,800
42331 - CUSTODIAL/MAINTENANCE SUPPLIES				1,500		1,500
Custodial & building maintenance supplies	1.00	1,500.00	1,500			
43213 - MILEAGE, TRAINING & MEETINGS				2,120		2,120
Registration fees for professional development conferences/training	1.00	1,000.00	1,000			
Mileage reimbursement	1.00	1,120.00	1,120			
43258 - PROFESSIONAL MEMBERSHIPS				575		575
CYSA Membership	1.00	475.00	475			
CT Clearinghouse	1.00	20.00	20			
CLASS Annual Membership - CT Local Administrators of Social Services	1.00	80.00	80			
44208 - PROFESSIONAL SERVICES				11,500		11,500
Fees For Public Passenger Endorsement	1.00	300.00	300			
Substance Abuse counseling program	1.00	11,200.00	11,200		0	
44217 - POSTAGE				600		600
Mailing newsletters and youth registration forms	1.00	600.00	600			
44223 - SERVICE CONTRACTS				1,000		1,000
Annual fire extinguisher inspections, repairs & replacement	1.00	100.00	100			
Youth Center - monthly cooler rental & water	12.00	7.50	90			
Security & fire alarm contracts - monitoring & repair	1.00	450.00	450			
Boiler inspection and maintenance	1.00	360.00	360			
44232 - PRINTING & PUBLICATIONS				1,000		1,000
Colchester Connection quarterly expenses, brochures, advertising materials, copies	1.00	1,000.00	1,000			
45216 - TELEPHONE				1,020		1,020
Youth Center Phone/DSL - monthly charges	12.00	85.00	1,020			
45221 - FUEL/HEATING				3,250		3,250
Heating oil - Youth Center	1,000.00	3.25	3,250			

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
45622 - ELECTRIC				907		907
Electricity - Youth Center	1.00	1,350.00	1,350			
Energy Project - savings projection per Honeywell	1.00	(443.00)	(443)			
46226 - BUILDING REPAIRS				2,000		2,000
Youth Center - unanticipated plumbing, heating, building repairs	1.00	2,000.00	2,000			
46390 - VEHICLE MAINTENANCE & FUEL				5,090		5,090
Repairs and maintenance	1.00	2,000.00	2,000			
Unleaded gasoline	1,000.00	3.09	3,090			
47282 - PROGRAMS				31,000		19,000
Youth programs, curriculum, videos, materials, supplies, refreshments, etc.	1.00	14,000.00	14,000			
Contribution to TVCCA for services provided to Colchester residents	1.00	2,000.00	2,000		(2,000)	
Contribution to Colchester Collaborative for Children (C3)	1.00	15,000.00	15,000		(10,000)	
48417 - BUILDING & GROUNDS IMPROVEMENTS				5,000		0
Replace flooring on first floor of Youth Center	1.00	5,000.00	5,000		(5,000)	
TOTAL YOUTH & SOCIAL SERVICES				355,940		336,899

**Town of Colchester
FY 2014 – 2015
Proposed Budget**

Department: Health

Description

Colchester is a member of the Chatham Health District.

The Chatham Health District serves the Towns of Colchester, East Haddam, East Hampton, Haddam, Hebron, Marlborough and Portland, and provides public health programs in nine target areas:

1. Public Health Statistics
2. Health Education
3. Nutritional Services
4. Maternal and Child Health Services
5. Communicable and Chronic Disease Control
6. Environmental Health
7. Community Nursing
8. Emergency Medical Services Planning / Emergency Response Planning
9. Bio-Terrorism Planning



**TOWN OF COLCHESTER
PROPOSED BUDGET**

HEALTH

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL <u>EXPENDITURES</u>	FY 2012-2013 ACTUAL <u>EXPENDITURES</u>	FY 2013-2014 ADOPTED <u>BUDGET</u>	FY 2013-2014 PROJECTED <u>ACTUALS</u>	FY 2014-2015 PROPOSED <u>BUDGET</u>
Regular Payroll	950	0	0	0	0
FICA & Retirement	73	0	0	0	0
Chatham Health District	129,401	132,759	136,289	136,289	144,874
TOTAL	130,424	132,759	136,289	136,289	144,874

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
14201 - HEALTH						
47260 - CHATHAM HEALTH DISTRICT						
Per capita fees	1.00	144,874.00	144,874	144,874		144,874
Based on Department of Public Health 2011 population estimate of 16,034						
TOTAL HEALTH				144,874		144,874

**Town of Colchester
FY 2014-2015
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 57 hours each week. Fifty-two percent of town residents have a valid library card. In addition to a comprehensive collection of book and media offerings, the Library provides free programs for all ages, personal service, Inter-Library Loan, public Internet computers, and Wireless Internet access to the Library's visitors. The Library also serves as a community destination, hosting hundreds of community activities for many organizations including scouts, sports league registration, and civic groups.

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

Staffing

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

2013-2014 Accomplishments

- Re-established full-day Saturday hours
- Enhanced enrichment activities in Children's Department
- Continue to increase community Summer Reading Program participation, to 45% of K-5 students and 20% of 6-8 students
- Established regular ECRR workshops for community early childhood care providers
- Process 75% of all new books within one business day
- Offer color printing and copying to public
- Expansion of regular scheduled bookmobile service to summer day camp programs

2013 Measures (January 1 – December 31)

	<u>2013</u>	<u>2012</u>	<u>2011</u>
• Circulation (Total Items Borrowed):	138,672	144,316	139,396
• Inter-Library Loan Items Borrowed:	4,985	5,351	5,015
• Inter-Library Loan Items Loaned:	4,324	4,917	4,461
• Computer Uses:	16,373	13,203	14,609
• Reference Questions:	10,545	10,298	11,275
• Total Programs:	505	526	540
• Total Program Attendance:	8,734	8,955	8,851
• Meeting Room Uses:	695	638	816
• Meeting Room Attendance:	5,562	5,542	7,482

2014-2015 Objectives

- Sunday afternoon hours Pilot Program \$7,900
- Establish regular ECRR workshops for community early childhood care providers
- Review and revision of Library policies with Library Trustees and Board of Selectmen
- Creation of new strategic plan
- Maintain monthly neighborhood bookmobile visits by volunteers
- Provide weekly bookmobile service to summer day camp programs
- Initial survey of historic Colchester materials
- Support Library Board and Friends of the Library fundraising for a total of \$15,000

**TOWN OF COLCHESTER
PROPOSED BUDGET**

CRAGIN LIBRARY

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL EXPENDITURES	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ADOPTED BUDGET	FY 2013-2014 PROJECTED ACTUALS	FY 2014-2015 PROPOSED BUDGET
Regular Payroll	325,483	324,815	330,964	329,594	340,907
Overtime	97	0	0	0	0
Employee Related Insurances	1,208	1,155	1,173	1,278	1,270
FICA & Retirement	41,560	42,019	43,762	42,145	45,039
Copier	1,032	1,612	4,190	2,900	4,000
Office Supplies	4,434	4,024	3,900	3,900	3,900
Custodial/Maintenance Supplies	2,246	1,643	2,000	3,500	3,500
Books, Magazines, & Periodicals	43,954	48,500	48,500	48,500	48,500
Library Media Supplies	4,326	4,985	5,000	5,000	5,000
Mileage, Training & Meetings	719	713	1,000	1,000	1,000
Professional Memberships	985	990	1,035	1,013	1,045
Data Processing	30,729	30,945	31,540	31,540	31,740
Postage	225	264	300	300	300
Service Contracts	6,303	5,385	9,420	9,300	9,717
Printing & Publications	252	183	352	352	400
Telephone	3,041	2,723	2,398	2,850	3,000
Fuel & Heating	10,352	11,547	14,450	13,000	13,000
Water & Sewer	2,899	2,879	2,900	2,890	2,890
Electricity	37,055	34,750	28,538	35,000	28,565
Equipment Repairs	131	80	200	200	200
Building Repairs	1,913	1,027	1,043	1,103	1,500
Programs	322	499	500	500	750
TOTAL	519,266	520,738	533,165	535,865	546,223

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
15101 - CRAGIN LIBRARY						
40101 - REGULAR PAYROLL				348,893		340,907
Director	1.00	80,484.00	80,484			
Union contract in negotiation						
Assistant Director (7 hrs/day)	1.00	52,198.00	52,198			
Children's Librarian (7 hrs/day)	1.00	53,111.00	53,111			
Cataloger (7 hrs/day)	1.00	37,201.00	37,201			
Circulation Supervisor (7 hrs/day)	1.00	36,370.00	36,370			
Assistant to Children's Librarian (7 hrs/day)	1.00	29,765.00	29,765			
Programming Assistant (13 hrs/week)	1.00	13,566.00	13,566		(332)	
Part-time Library Assistant (17.25 hrs/week)	1.00	12,463.00	12,463		(307)	
Part-time Library Assistant (13 hrs/week)	1.00	8,347.00	8,347		(204)	
Part-time Library Assistant (12.125 hrs/week)	1.00	7,747.00	7,747		(152)	
Part-time Shelver (1.5 hrs/day)	1.00	3,602.00	3,602			
Part-time Shelver (1.5 hrs/day)	1.00	3,524.00	3,524			
Part-time Shelver (1.5 hrs/day)	1.00	3,524.00	3,524			
Sunday hours - pilot program	1.00	6,991.00	6,991		(6,991)	
41210 - EMPLOYEE RELATED INS.				1,270		1,270
Life/AD&D insurance.	1.00	588.00	588			
Long Term Disability insurance.	1.00	682.00	682			
41230 - FICA & RETIREMENT				45,650		45,039
FICA	1.00	26,157.00	26,157		(76)	
Defined Contribution 401(a) Plan - Director @ 8%	1.00	6,439.00	6,439			
Union contract in negotiation						
Defined Contribution 401(a) Plan - Staff @ 6%	1.00	12,519.00	12,519			
FICA - Sunday hours - pilot program	1.00	535.00	535		(535)	
42233 - COPIER				4,000		4,000
Monthly lease payments, including per copy charges	1.00	4,000.00	4,000			
42301 - OFFICE SUPPLIES				3,900		3,900
Office supplies. Copier and printer paper, toner, general office materials	1.00	3,900.00	3,900			
42331 - CUSTODIAL/MAINTENANCE SUPPLIES				3,500		3,500
Custodial & building maintenance supplies: cleaners, carpet shampoo, toilet paper, paper towels	1.00	3,500.00	3,500			

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
42342 - BOOKS, MAGAZINES & PERIODICALS				50,000		48,500
Books, magazines, DVDs, audiobooks, e-books for all ages	1.00	50,000.00	50,000		(1,500)	
42344 - LIBRARY MEDIA SUPPLIES				5,000		5,000
Processing and repair materials for library books, magazines and media items	1.00	5,000.00	5,000			
43213 - MILEAGE, TRAINING & MEETINGS				1,000		1,000
Mileage	1.00	1,000.00	1,000			
Workshops, Cont. Ed., Conferences, Staff development						
43258 - PROFESSIONAL MEMBERSHIPS				1,045		1,045
American Library Association (ALA) Prof. journal, continuing education, and discounted purchases	1.00	145.00	145			
Connecticut Library Consortium (CLC) Statewide Library discount program & continuing education Provides deep discounts for library books, media & library supplies	1.00	560.00	560			
Connecticut Library Association (CLA) Continuing Education and discounts.	1.00	175.00	175			
Public Library Association (PLA)	1.00	75.00	75			
Colchester Business Association	1.00	90.00	90			
44205 - DATA PROCESSING				31,740		31,740
Consortium membership - regionalization, resource sharing	1.00	31,740.00	31,740			
44217 - POSTAGE				300		300
Business correspondence, overdue notices, etc.	1.00	300.00	300			

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
44223 - SERVICE CONTRACTS				9,717		9,717
HVAC system service & repair	1.00	1,425.00	1,425			
Mandated elevator service	1.00	850.00	850			
Elevator inspections	1.00	150.00	150			
Sprinkler system	1.00	600.00	600			
Fire alarm service & repair	1.00	450.00	450			
Fire alarm monitoring	1.00	240.00	240			
Security system service & repair	1.00	150.00	150			
Security system monitoring	1.00	240.00	240			
Fire extinguisher service	1.00	600.00	600			
Call backs for repair & service and electrician	1.00	1,200.00	1,200			
Annual Cataloging Fee	1.00	550.00	550			
CT State Library--Annual iConn participation fee	1.00	350.00	350			
Movie Licensing Contract	1.00	562.00	562			
Anti-virus software	1.00	1,200.00	1,200			
JobNow online job seeker's service	1.00	250.00	250			
Software contracts - desktop & workstation security, public computer session & print management	1.00	900.00	900			
44232 - PRINTING & PUBLICATIONS				400		400
Library share of distribution costs of Colchester Connection	1.00	400.00	400			
45216 - TELEPHONE				3,000		3,000
Monthly telephone charges	1.00	3,000.00	3,000			
Significant discounts through USF grant.						
45221 - FUEL/HEATING				13,228		13,000
Heating oil - Library	4,000.00	3.25	13,000			
Heating oil - Sunday pilot program	1.00	228.00	228		(228)	

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
45222 - WATER & SEWER				2,890		2,890
Water - quarterly billing	4.00	165.00	660			
Sewer - quarterly billing	4.00	140.00	560			
Fire protection - quarterly billing	4.00	370.00	1,480			
Backflow inspection	1.00	110.00	110			
Backflow test	1.00	80.00	80			
45622 - ELECTRIC				28,747		28,565
Cragin Library	1.00	38,000.00	38,000			
Energy Project - savings projection per Honeywell	1.00	(9,435.00)	(9,435)			
Sunday pilot program	1.00	182.00	182		(182)	
46224 - EQUIPMENT REPAIRS				200		200
Minor office equipment repair.	1.00	200.00	200			
46226 - BUILDING REPAIRS				1,500		1,500
Painting; minor plumbing, electrical & heat repairs; ballasts	1.00	1,500.00	1,500			
47282 - PROGRAMS				750		750
Supplies for library programs for all ages	1.00	750.00	750			
TOTAL CRAGIN LIBRARY				556,730		546,223



**Town of Colchester
FY 2014 - 2015
Proposed Budget**

Department: Recreation

Mission

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

Description

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

The Recreation Division administers a wide variety of programs and services for all ages and interests, including summer day camp, instructional programs, trips, special events (57 Fest, Summer Concerts), community theater and orchestra, sports, after-school programs, and more.

Staffing

Recreation Manager (full time)

Recreation Supervisor (full time)

Office Assistant (part-time)

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

2013 - 2014 Accomplishments

- Produced multiple large community events and had record attendance including: 57 Fest, Summer Concerts, Spring Clean-Up, Ghost Run, Holiday Homecoming, Trick or Trunk, International Food Festival which serve over 11,000 participants
- Saw a positive profit in the Program Fund for FY 2012-13
- Processed 4652 program enrollments
- Increased program offerings by 10%
- Streamlined Day Camp operations and registration procedures and had record levels of attendance at camp. Camp registrations increased by 10%
- Assisted to develop the Yellow Ribbon Committee and coordinated many homecoming and ribbon ceremonies.
- Improved our online registration and facility reservation process for customers, sport leagues and the BOE
- Procured a youth tennis grant
- Introduced new marketing initiatives, including the use of social media.
- Trained and provided staff to support the shelter and EOC operations
- Coordinated and increased the distribution of the town-wide Colchester Connections which comes out 4x per year
- Worked collaboratively with C3 to increase program offerings and improve health and wellness for youth in Colchester
- Developed cooperative partnerships with local businesses, non-profits, organizations, and regional recreation departments

- Supported, oversaw and advised several sponsored community groups:
 - Colchester Civic Orchestra and Choir: produced 5 shows, held 44 practice sessions a year for its 50 members. 500 people attended their performances. Performed at the Bushnell with the Traveler's Choir with an estimated audience of 1000 and appeared in a short film.
 - Colchester Community Theatre: consists of 95 dues paying members, produced 2 musicals consisting of 135 cast members, supports over 100 volunteers, 2,600 people attended their performances.
 - Colchester Dog Park: consists of 9 committee members and volunteers, ran 4 fundraising events generating over \$1600, upgraded the park by repairing benches, installed new poop bag dispensers, purchase a new sign for the 2 acres dog park.
 - Endorsed Youth Sport Leagues: consist of 6 leagues that serve over 5000 of Colchester youth.
 - Endorsed Adult Sport leagues: consist of 3 leagues that schedule fields and gyms throughout the year. Serve over 300 adults.

Measures (January 1 – December 31)	<u>2013</u>	<u>2012</u>	<u>2011</u>
• Programs:	1219	956	1,013
• Participants:	20686	18,056	22,926
• Large Events:	26	26	17

2014 - 2015 Objectives

- Keep abreast of issues facing youth and families and trends in Parks and Recreation through professional development opportunities
- Expect to garner a positive fund balance in the Recreation Program Fund
- Adopt a policy for Program Fund Surplus
- Adopt a policy on Program Fund vs. General Fund Expenses
- Create a Fall Events Committee to assist in planning
- Investigate a solution to solve our transportation issue during the summer months

**TOWN OF COLCHESTER
PROPOSED BUDGET**

RECREATION

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL EXPENDITURES	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ADOPTED BUDGET	FY 2013-2014 PROJECTED ACTUALS	FY 2014-2015 PROPOSED BUDGET
Regular Payroll	76,700	72,887	133,504	125,091	127,556
Overtime	716	3,776	1,127	933	1,127
Contractual, Temporary, Occasional Payroll	441	0	0	0	5,000
Employee Related Insurances	295	232	419	454	447
FICA & Retirement	8,012	9,211	17,756	17,389	17,772
Copier	2,792	2,950	2,866	2,866	2,316
Office Supplies	1,730	2,009	1,500	1,500	1,800
Mileage, Training & Meetings	2,234	4,532	2,450	4,500	3,750
Professional Memberships	770	365	1,205	1,205	1,190
Subscriptions	0	0	50	50	0
Professional Services	0	0	1,200	1,200	950
Postage	529	383	900	900	1,200
Service Contracts	2,260	5,437	5,800	7,000	8,000
Advertising	0	0	300	300	500
Printing & Publications	62	602	500	500	500
Equipment Rental	0	0	2,500	2,000	2,000
Uniform Rental	0	300	400	400	450
Telephone	2,083	2,671	2,880	2,880	2,880
Machinery & Equipment	0	1,673	0	0	0
Office Equipment	440	1,567	0	0	0
TOTAL	99,064	108,595	175,357	169,168	177,438

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
15201 - RECREATION						
40101 - REGULAR PAYROLL				129,612		127,556
Recreation Manager	1.00	62,139.00	62,139		(1,664)	
Administrative Assistant (5 hrs/day)	1.00	14,747.00	14,747		(392)	
Recreation Supervisor	1.00	52,226.00	52,226			
Union contract in negotiation						
Longevity	1.00	500.00	500			
40103 - OVERTIME				1,127		1,127
Meeting Clerk - Parks & Recreation Commission	1.00	1,127.00	1,127			
40105 - CONTR TEMP OCCAS				5,000		5,000
Seasonal office/programming assistance	1.00	5,000.00	5,000			
Reallocation from Administrative Assistant position						
41210 - EMPLOYEE RELATED INS.				447		447
Life/AD&D insurance.	1.00	202.00	202			
Long Term Disability insurance.	1.00	245.00	245			
41230 - FICA & RETIREMENT				18,029		17,772
FICA	1.00	10,384.00	10,384		(157)	
Defined Contribution 401(a) Plan - Recreation Manager @ 6%	1.00	3,728.00	3,728		(100)	
Defined Contribution 401(a) Plan - Recreation Supervisor @ 7.5%	1.00	3,917.00	3,917			
Union contract in negotiation						
42233 - COPIER				2,316		2,316
Monthly lease payments	12.00	168.00	2,016			
Copier paper	1.00	300.00	300			
42301 - OFFICE SUPPLIES				1,800		1,800
43213 - MILEAGE, TRAINING & MEETINGS				5,250		3,750
Mileage	1.00	2,000.00	2,000			
CT Recreation & Parks, CPA & ACA Conference	1.00	1,500.00	1,500			
Office staff training	1.00	250.00	250			
Supervisor Management training - NRPA	1.00	1,500.00	1,500		(1,500)	

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
43258 - PROFESSIONAL MEMBERSHIPS				1,190		1,190
Professional certification renewal & test fee (CPRP & CEUs)	1.00	255.00	255			
National Recreation & Parks Assoc.	1.00	390.00	390			
New England Parks Assoc.	1.00	285.00	285			
CT Recreation & Parks Assoc.	1.00	260.00	260			
43342 - SUBSCRIPTIONS				50	(50)	0
44208 - PROFESSIONAL SERVICES				3,650		950
Interpreting Services - Meetings	1.00	600.00	600			
Sound systems for events	1.00	1,500.00	1,500		(1,500)	
Music licensing fee	1.00	350.00	350			
Rug installation	1.00	1,200.00	1,200		(1,200)	
44217 - POSTAGE				1,200		1,200
44223 - SERVICE CONTRACTS				8,000		8,000
Activenet/Facility Reservation software user fee & Expense module upgrade	1.00	7,500.00	7,500			
Portable toilet rental - Special Events	1.00	500.00	500			
44231 - ADVERTISING				500		500
44232 - PRINTING & PUBLICATIONS				500		500
Printing of flyers and promotional materials	1.00	500.00	500			
44237 - EQUIPMENT RENTAL				2,500		2,000
Generators, light towers, etc.	1.00	2,500.00	2,500		(500)	
44238 - UNIFORM RENTALS				450		450
Recreation staff uniforms.	1.00	450.00	450			
45216 - TELEPHONE				2,880		2,880
On-line faxes (within computer) - annual charge	1.00	120.00	120			
Cell phone - Rec Manager, Rec Supervisor, & Rec Specialist	12.00	150.00	1,800			
Land Line Phone & DSL Phone at Rec. Plex	12.00	80.00	960			
48416 - OFFICE EQUIPMENT				1,500		0
Desk and office chair replacement	1.00	1,500.00	1,500		(1,500)	
TOTAL RECREATION				186,001		177,438



**Town of Colchester
FY 2014-2015
Proposed Budget**

Department: Senior Services

Mission

It is the mission of the Colchester Senior Services Department to support older adults in their desire to age optimally by providing programs and services designed to promote their independence, health, wellness and overall quality of life.

Description

The Colchester Senior Center is a social, educational, recreational and wellness resource center for older adults, serving senior citizens. We provide an array of programs, classes and special events to meet the needs, abilities and interests of those we serve; information and referrals for local and state resources; local and out-of-town transportation services; meaningful volunteer opportunities and a nutritionally-balanced hot lunch program served daily.

Staffing

Director (full time)

Program Assistant (full time)

Administrative Assistant (full time)

Bus Driver (1) (full time)

Bus Drivers (2) (1 part time, 1 part time-grant funded)

Bus Driver (1) (per diem)

Recreational Therapy Coordinator (part time-grant funded)

2013-2014 Accomplishments

- Successful transition for seniors and staff with new leadership.
- Realized increases in attendance for program participation by 6.4%, Out-of Town Transportation Services by 48%, Making Memories Program participation by 11.6%, Senior Center sponsored trip attendance by 22%, and Meals served on-site (Community Café, Bistro and special meals) by 36.7%.
- Cleaning, reorganization and cost-effective beautification of Colchester Senior Center.
- Secured grant funding for the Making Memories Program, increasing funding by 86%.
- Secured grant funding for the DOT Municipal (Medical) Transportation, increasing funding by 33.33%.
- Secured gift funding from the Colchester Lions Club for the Making Memories Program in the amount of \$1,000.
- Initiated fee-for-service programs for special events to cover program costs.
- Increased programs offered at the center to include: Card Making Workshops, From Fiction to Film (Book and Film Discussion Group), Getting to Know You, Brain Games & Trivia, Knitting & Crochet Group, Sit & Be Fit Exercise Class, Holiday Chorus (seasonal), Holiday Crafters (seasonal), Blood Pressure Clinic (monthly) and Special Theme/Holiday Luncheons/Events with Entertainment (monthly).
- Developed community partnerships for services and educational programs including: Apple Rehab (provide birthday cake for monthly birthday celebration), Marlborough

Health & Rehab Center (Thanksgiving To Go-boxed lunches), Chestelm (Craft Workshops & Blood Pressure Clinics monthly) and Jack Jackter Intermediate School (Holiday Box Program) and S&S Crafts Worldwide (donations of craft supplies).

- Redesigned monthly newsletter to be more easily readable and producing newsletter in-house for cost benefit.
- Reinstated TRIAD Committee—a partnership between law enforcement, senior services and local businesses.
- Recreational Therapy Coordinator attended multi-day training conference in October 2013, paid through Brookdale grant.
- Director attended NCOA (National Council on Aging) conference in Sturbridge, MA in October 2013.

Worked with Eagle Scout Candidate to plan for large-scale project to be built at the Colchester Senior Center and hosted a successful Pasta Night Fundraiser

Measures (January 1 – December 31)

	2013	*2012	*2011
Total Visits to the Senior Center (unduplicated)	10,565	3,142	2,909
Total Clients Served (duplicated)	12,158	11,423	10,359
Total Programs Sessions Offered	1,309	1,387	1,358
In-Town Transportation (total # of passengers)	9,007	10,706	9,811
Out-of-Town Transportation (total # of passengers)	2,215	1,495	1,541
Information and Referrals	3,971	3,435	3,148
Social Service Clients (total served)	288	362	306
Memories Program (total hours of service)	4,167	3,732	3,838
Volunteer Hours (total hours)	4,662.5	5,759.5	5,496.5
Senior Center sponsored Travel Opportunities (attendees)	228	187	unknown
Meals On Wheels Deliveries	4,424	4,561	6,711
Meals Served Onsite (Community Café, Bistro & Specials)	2,458	1,798	2,046

**Note change in reporting methodology and standards with change in leadership, effective June 2013.*

Objectives for 2014-2015

- Complete planned renovations to the building, including installation of 10 storage units (Eagle Scout Project, which includes raising all funds necessary) and building a dividing wall in Library to offer more simultaneous programming (estimated cost \$10,000).
- Acquire additional equipment to enhance educational programming: Projector (estimated cost \$750), Flat Screen Television (estimated cost \$750), AV equipment cart (estimated cost \$200).
- Develop understanding of baseline attendance for programs, classes and services through accurate statistical measurement, with the intention of growth of customer base through marketing efforts in senior and congregate housing communities.
- Increase variety of computer education classes, utilizing recent donations of upgraded computer equipment in the Computer Lab.
- Continue to develop new and innovative programs with a focus on fitness, health and wellness and Baby Boomer friendly programs, scheduling occasional evening and weekend programming.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

SENIOR SERVICES

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL EXPENDITURES	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ADOPTED BUDGET	FY 2013-2014 PROJECTED ACTUALS	FY 2014-2015 PROPOSED BUDGET
Regular Payroll	173,131	152,118	178,273	176,646	181,064
Overtime	135	0	0	0	0
Contractual, Temporary, Occasional Payroll	3,218	2,338	3,720	3,187	3,720
Employee Related Insurances	832	640	809	748	889
FICA & Retirement	23,247	20,079	25,151	24,895	25,454
Copier	685	690	701	1,276	1,775
Office Supplies	600	1,115	1,200	925	500
Custodial/Maintenance Supplies	118	1,168	1,200	1,402	1,200
Mileage, Training & Meetings	527	210	750	250	250
Professional Memberships	120	100	300	25	300
Professional Services	306	517	1,085	1,085	1,210
Building Rental	3,609	3,650	3,705	3,705	3,705
Postage	90	280	300	300	300
Service Contracts	1,717	1,716	2,284	2,284	2,380
Printing & Publications	266	398	350	636	350
Telephone	3,291	3,161	3,059	3,059	3,300
Fuel & Heating	9,811	11,130	12,029	11,725	11,375
Electricity	5,892	6,440	6,500	6,500	6,500
Equipment Repairs	654	0	500	500	500
Building Repairs	2,260	1,577	1,000	1,000	1,500
Vehicle Maintenance & Fuel	17,717	22,838	18,694	21,568	17,478
Building & Grounds Improvements	0	0	0	0	0
TOTAL	248,226	230,165	261,610	261,716	263,750

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
15401 - SENIOR SERVICES						
40101 - REGULAR PAYROLL				182,617		181,064
Director	1.00	53,300.00	53,300			
Union contract in negotiation						
Program Coordinator (7.5 hrs/day)	1.00	41,158.00	41,158		(1,004)	
Administrative Assistant (7.5 hrs/day)	1.00	40,834.00	40,834			
Union contract in negotiation						
Bus Driver (7 hrs/day)	1.00	27,844.00	27,844		(549)	
Part-time bus driver (5 hrs/day)	1.00	18,231.00	18,231			
Longevity	1.00	1,250.00	1,250			
40105 - CONTR TEMP OCCAS				3,720		3,720
Meeting Clerk - Commission on Aging	12.00	60.00	720			
Substitute drivers to cover vacations, etc. - part-time bus driver hourly rate	1.00	3,000.00	3,000			
41210 - EMPLOYEE RELATED INS.				889		889
Life/AD&D Insurance.	1.00	437.00	437			
Long Term Disability insurance.	1.00	452.00	452			
41230 - FICA & RETIREMENT				25,667		25,454
FICA	1.00	14,200.00	14,200		(120)	
Defined Contribution 401(a) Plan - Senior Citizens Director @ 8%	1.00	4,264.00	4,264			
Union contract in negotiation						
Defined Contribution 401(a) Plan -	1.00	4,140.00	4,140		(93)	
Program Coordinator & FT Bus driver @ 6%						
Defined Contribution 401(a) Plan - Administrative Assistant @ 7.5%	1.00	3,063.00	3,063			
Union contract in negotiation						
42233 - COPIER				2,775		1,775
Monthly lease payments	12.00	124.00	1,488			
Per copy charges	1.00	1,287.00	1,287		(1,000)	
42301 - OFFICE SUPPLIES				500		500
Folders, paper goods, ink cartridges	1.00	500.00	500			
42331 - CUSTODIAL/MAINTENANCE SUPPLIES				1,200		1,200
Kitchen and bath paper goods, soap and misc. disposable goods	1.00	1,200.00	1,200			

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
43213 - MILEAGE, TRAINING & MEETINGS				750		250
Mileage for home visits, meetings, training and conferences	1.00	350.00	350			
Local conferences, training for local and state programs	1.00	400.00	400		(500)	
43258 - PROFESSIONAL MEMBERSHIPS				300		300
National Council on Aging	1.00	175.00	175			
Connecticut Association of Senior Center Personnel (CASCP)	2.00	50.00	100			
Connecticut Association of Municipal Agents for the Elderly	1.00	25.00	25			
44208 - PROFESSIONAL SERVICES				1,210		1,210
Vehicle drivers physicals to ensure health and fitness of drivers	4.00	125.00	500			
Drug and alcohol random testing	4.00	50.00	200			
Licenses for drivers - proper certification	1.00	125.00	125			
Copyright license to show movies on site	1.00	200.00	200			
Copyright license - music	1.00	150.00	150			
Annual recertification for health license	1.00	35.00	35			
44215 - BUILDING RENTAL				19,705		3,705
Annual lease payment - building facility	1.00	19,705.00	19,705		(16,000)	
44217 - POSTAGE				300		300
Funding for mailings to clients other agencies, service providers, and funders	1.00	300.00	300			
44223 - SERVICE CONTRACTS				6,880		2,380
Annual inspection and replacement of fire equipment	1.00	120.00	120			
Yearly inspection for safety						
Exterminator - pest control services	12.00	93.00	1,116			
Furnace/Air conditioning/Water heater service contract	1.00	700.00	700			
Annual cleaning and service for all equipment						
Alarm service - monthly inspections	12.00	37.00	444			
MySeniorCenter data tracking system	1.00	4,500.00	4,500		(4,500)	
First year costs, including equipment						
44232 - PRINTING & PUBLICATIONS				350		350
Annual Outreach information - pamphlets, survey, welcome packets, promotional material etc.	1.00	350.00	350			

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
45216 - TELEPHONE				3,300		3,300
Monthly VOIP phone service	12.00	175.00	2,100			
Monthly cell phone service - communication with drivers for client safety	12.00	100.00	1,200			
45221 - FUEL/HEATING				11,375		11,375
Heating oil	3,500.00	3.25	11,375			
45622 - ELECTRIC				6,500		6,500
Electricity	1.00	6,500.00	6,500			
46224 - EQUIPMENT REPAIRS				500		500
Small equipment repairs	1.00	500.00	500			
46226 - BUILDING REPAIRS				1,500		1,500
Minor building repairs	1.00	1,500.00	1,500			
46390 - VEHICLE MAINTENANCE & FUEL				17,478		17,478
Equipment repairs/parts	1.00	4,500.00	4,500			
Gasoline - fuel for Senior Center fleet	4,200.00	3.09	12,978			
In Town and out of Town transportation services						
48417 - BUILDING & GROUNDS IMPROVEMENTS				10,000		0
Subdivision of room	1.00	10,000.00	10,000		(10,000)	
TOTAL SENIOR SERVICES				297,516		263,750

Debt Service



**TOWN OF COLCHESTER
PROPOSED BUDGET**

DEBT SERVICE

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL EXPENDITURES	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ADOPTED BUDGET	FY 2013-2014 PROJECTED ACTUALS	FY 2014-2015 PROPOSED BUDGET
Bond Principal	2,411,925	1,575,000	1,575,000	1,575,000	1,550,000
Bond Interest	502,357	520,890	467,015	467,015	422,866
Lease Principal	0	0	41,508	10,307	0
Lease Interest	0	0	10,118	2,593	0
TOTAL	2,914,282	2,095,890	2,093,641	2,054,915	1,972,866

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
18101 - DEBT SERVICE						
49245 - BOND PRINCIPAL						
Bonding 6/15/05 Pre K - Grade 2 School Construction Project	1.00	540,000.00	540,000	1,550,000		1,550,000
Bond Issue 6/3/10 - Firetruck, Ambulance, Road Improvements, BA Track, BA Portables	1.00	280,000.00	280,000			
Advance Refunding Bond Issue 6/3/10 - Refunding 2001 bond issue	1.00	410,000.00	410,000			
Advance Refunding Bond Issue 3/1/12 - Refunding 2002 & 2005 bond issues	1.00	320,000.00	320,000			
49246 - BOND INTEREST						
Bonding 6/15/05 Pre K - Grade 2 School Construction Project	1.00	24,300.00	24,300	422,866		422,866
Bond Issue 6/3/10 - Firetruck, Ambulance, Road Improvements, BA Track, BA Portables	1.00	70,000.00	70,000			
Advance Refunding Bond Issue 6/3/10 - Refunding 2001 bond issue	1.00	111,501.00	111,501			
Advance Refunding Bond Issue 3/1/12 - Refunding 2002 & 2005 bond issues	1.00	217,065.00	217,065			
TOTAL DEBT SERVICE				1,972,866		1,972,866

Transfers & Capital



**TOWN OF COLCHESTER
PROPOSED BUDGET**

TRANSFERS & CAPITAL

<u>ACCOUNT</u>	FY 2011-2012 ACTUAL <u>EXPENDITURES</u>	FY 2012-2013 ACTUAL <u>EXPENDITURES</u>	FY 2013-2014 ADOPTED <u>BUDGET</u>	FY 2013-2014 PROJECTED <u>ACTUALS</u>	FY 2014-2015 PROPOSED <u>BUDGET</u>
Transfer to Recreation Fund	40,000	40,000	0	0	0
Transfer to Capital Reserve	210,150	231,034	239,900	239,900	216,200
Transfer to Animal Control Fund	45,061	53,199	39,543	39,543	29,685
Transfer to Capital Improvement Fund	187,184	194,750	229,500	229,500	329,000
Transfer to Debt Service Fund	50,000	49,778	114,098	152,796	166,768
Transfer to BOE Capital Reserve	50,663	56,602	0	41,580	0
TOTAL	583,058	625,363	623,041	703,319	741,653

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
18501 - TRANSFERS						
50474 - TRANSFER TO CAPITAL RESERVE				256,200		216,200
Contribution to Equipment Reserve	1.00	65,000.00	65,000		(15,000)	
Contribution to Vehicle Replacement Reserve	1.00	141,200.00	141,200			
Contribution to Buildings & Grounds Maintenance Capital Reserve	1.00	50,000.00	50,000		(25,000)	
50496 - ACO - TOWN FUNDING				38,710		29,685
General Fund contribution to support Animal Control Fund	1.00	38,710.00	38,710		(9,025)	
50500 - TRANSFER TO CAPITAL				664,225		329,000
Town Wide Revaluation	1.00	32,500.00	32,500			
Open Space	1.00	5,000.00	5,000			
Police cruiser	1.00	55,000.00	55,000			
Per vehicle replacement plan						
Information Technology - System Virtualization Project	1.00	35,000.00	35,000			
GIS - Map corrections, GPS location	1.00	75,000.00	75,000		(75,000)	
Town Records Management System - Phase 1 Inventory & organization, Needs assessment, obsolete records identification and processing,	1.00	50,000.00	50,000		(50,000)	
Information Technology - equipment replacment	1.00	26,500.00	26,500			
Fire - Flashover simulator	1.00	52,225.00	52,225		(52,225)	
Code Enforcement/General Use - 4 door sedan	1.00	16,000.00	16,000		(16,000)	
Fleet/Highway Garage - parking lot repairs	1.00	10,000.00	10,000			
Fire Company 1 - Underground tank replacement	1.00	45,000.00	45,000			
Fire Company 1 - Roof replacement/Mold remediation	1.00	120,000.00	120,000			
Town Hall - repaving of parking lot & driveway	1.00	142,000.00	142,000		(142,000)	

**TOWN OF COLCHESTER
FY 2014 - 2015 PROPOSED BUDGET - DETAIL**

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
50700 - TRANSFER TO DEBT SERVICE FUND				166,768		166,768
Vehicle lease purchase dated 10/7/11 - payment due 10/4/15 (payment 4 of 5)	1.00	49,778.00	49,778			
Heavy Rescue lease purchase dated 1/20/14 - payments due 4/15/15, 7/15/15, 10/15/15 and 1/15/16	1.00	51,598.00	51,598			
Energy Project lease payment due 1/5/15 (Town share)	1.00	65,392.00	65,392			
TOTAL TRANSFERS				1,125,903		741,653



Animal Control Fund



**TOWN OF COLCHESTER
FY2014-2015 PROPOSED BUDGET**

Animal Control Fund

	<u>Actual</u> <u>FY 2011-2012</u>	<u>Actual</u> <u>FY 2012-2013</u>	<u>Adopted</u> <u>Budget</u> <u>FY 2013-2014</u>	<u>Projected</u> <u>Actual</u> <u>FY 2013-2014</u>	<u>Proposed</u> <u>Budget</u> <u>FY 2014-2015</u>
<u>ANIMAL CONTROL</u>					
REGULAR PAYROLL	31,568	28,648	32,488	32,488	32,490
OTHER REG PAYROLL	18,603	3,114	0	0	0
FICA	3,838	2,430	2,485	2,485	2,485
OFFICE SUPPLIES	77	0	100	0	100
OTHER PURCHASED SUPPLIES	3,990	4,167	4,000	4,000	4,700
TRAVEL, TRAINING & MEETINGS	8,817	5,523	8,650	8,650	8,775
PROFESSIONAL SERVICES	3,393	4,042	6,000	4,500	5,000
DUE TO STATE OF CT	8,450	7,983	8,500	7,478	8,000
POSTAGE	51	0	250	0	100
ADVERTISING	149	271	400	250	350
PRINTING	105	101	200	105	150
TELEPHONE	840	363	720	340	420
FUEL/HEATING	1,310	1,569	1,710	2,000	1,935
ELECTRICITY	624	730	760	720	720
BUILDING REPAIRS	0	0	300	0	300
TOTAL ANIMAL CONTROL EXPENDITURES	81,815	58,941	66,563	63,016	65,525
ANIMAL CONTROL ESTIMATED REVENUES:					
TOWN CLERK DOG LICENSES	13,905	13,423	14,500	13,600	14,000
ANIMAL CONTROL OFFICER FEES	6,463	3,394	5,000	3,395	4,500
RENT & ASSISTANT ACO	7,561	2,423	2,520	2,340	2,340
TRANSFER FROM GENERAL FUND	45,061	53,199	39,543	39,543	29,685
USE OF FUND BALANCE	15,000	10,000	5,000	5,000	15,000
TOTAL ANIMAL CONTROL REVENUES	87,990	82,439	66,563	63,878	65,525

TOWN OF COLCHESTER
FY2014-2015 PROPOSED BUDGET

Animal Control Fund - Detail Budget

<u>EXPENDITURES</u>		<u>FY 2014-2015 Proposed Budget</u>
REGULAR PAYROLL		32,490
Animal Control Officer		
FICA		2,485
OFFICE SUPPLIES		100
OTHER PURCHASED SUPPLIES		4,700
Dog food, cleaning supplies for dog pound, etc.	4,000	
Security system at Dog Pound	700	
MILEAGE, TRAINING & MEETINGS		8,775
Mileage reimbursement	8,700	
Training, seminars & meeting registrations	75	
PROFESSIONAL SERVICES		5,000
Veterinarian		
DUE TO STATE OF CONNECTICUT		8,000
State share of license revenue		
POSTAGE		100
ADVERTISING		350
PRINTING & PUBLICATIONS		150
Various forms, license tags		
TELEPHONE		420
Cell phone service		
FUEL/HEATING		1,935
ELECTRICITY		720
BUILDING REPAIRS		300
Minor repairs to the dog pound		
TOTAL ANIMAL CONTROL EXPENDITURES		65,525

Section Five

Capital Budgets



Town of Colchester
FY 2014 – 2015 Proposed Budget

Section Five – Capital Budgets

Item _____

- Capital Reserve
- Capital Improvement



TOWN OF COLCHESTER
CAPITAL RESERVE

Equipment	50,000
Vehicle Replacement	141,200
Building & Grounds Maintenance	25,000
Total	216,200

TOWN OF COLCHESTER
CAPITAL IMPROVEMENT

Revaluation	32,500
Open Space	5,000
Police Cruiser - per vehicle replacement plan	55,000
Information Technology - System Virtualization project	35,000
Information Technology - Equipment replacement	26,500
Fleet/Highway Garage - parking lot repairs	10,000
Fire Company 1 - Underground tank replacement	45,000
Fire Company 1 - Roof replacement/Mold remediation	120,000
Total	329,000



Section Six

Definitions



Town of Colchester
FY 2014 – 2015 Proposed Budget

Section Six – Definitions

Item _____

- Glossary of Terms



**TOWN OF COLCHESTER
ANNUAL BUDGET**

GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Compensation – Salaries for employees.

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

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

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

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

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

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

Education Cost Share grant (ECS) - A grant to municipalities from the State that is determined by a statutory formula, which is: the foundation multiplied by the base aid ratio multiplied by the number of need students. A regional bonus is then added.

- For FY13-14 & FY14-15, the foundation for the Town of Colchester is \$11,525.
- The base aid ratio is 1 minus the wealth adjustment factor. The wealth adjustment factor is the sum of 90 percent of the ratio of the of the town's equalized net grand list per capita divided by 1.5 times the median town's equalized net grant list per capita and 10 percent of the ratio of the

town's median household income divided by 1.5 times the median town's median household income.

- Need students is the number of students enrolled at the expense of the town plus 30 percent of the number of children eligible for free or reduced price meals or free milk.
- The regional bonus is for towns with regional school districts. It is the number of students enrolled in regional schools times \$100 times the number of grades on the regional schools divided by 13. This does not apply for the Town of Colchester.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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