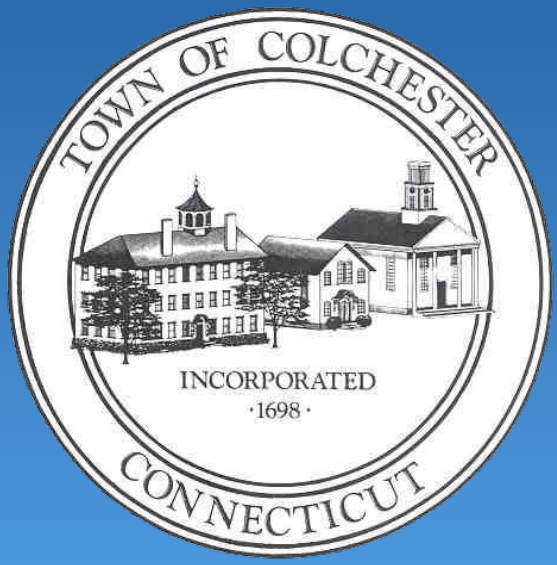
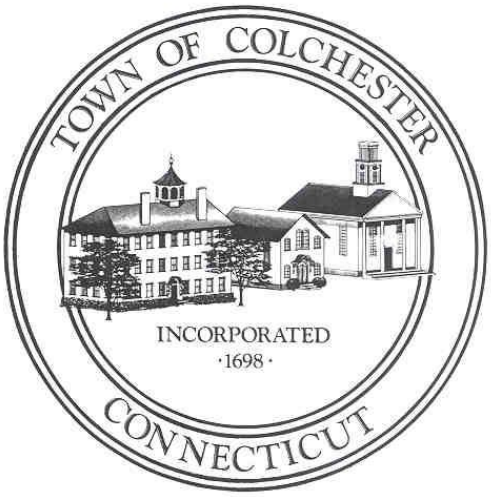
# Town of Colchester




## FY 2021 – 2022

## PROPOSED BUDGET

Town Website


TOWN OF COLCHESTER
INCORPORATED
·1698·
CONNECTICUT

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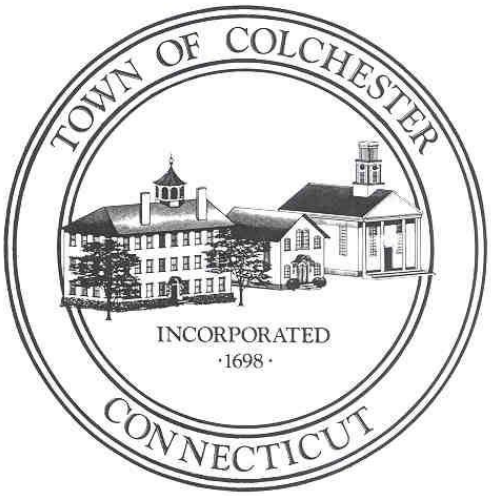
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# SECTION ONE

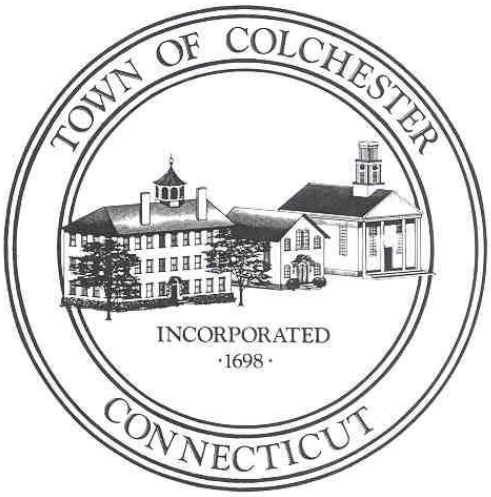
# Introduction


TOWN OF COLCHESTER
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# Section One – Introduction

**Item**

- GFOA Budget Award FY beginning 7-1-19
- Town Description
- Government Description (Form of Government)
- Organizational Chart
- Principal Municipal Officials
- Town Profile


TOWN OF COLCHESTER
INCORPORATED
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CONNECTICUT

GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished Budget Presentation Award*

**PRESENTED TO**

**Town of Colchester**

**Connecticut**

For the Fiscal Year Beginning

**July 1, 2019**

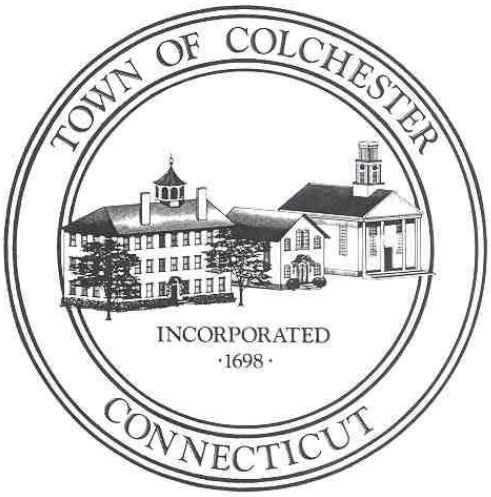
Christopher P. Morrill

Executive Director

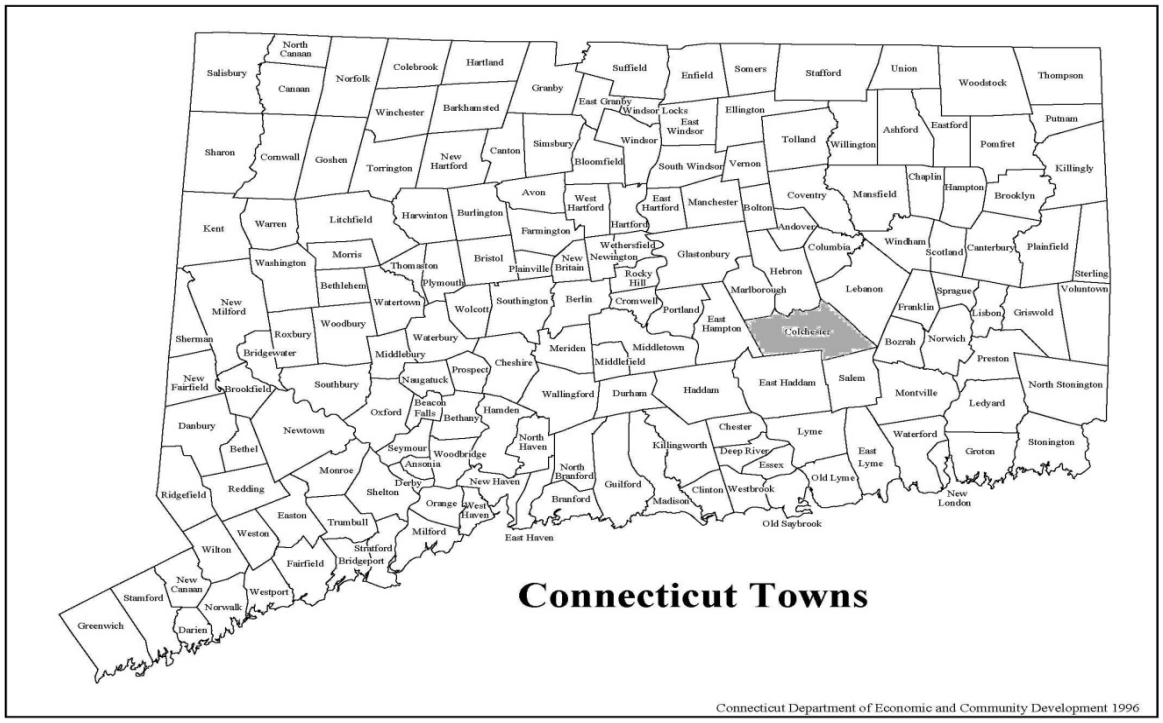
The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Town of Colchester, Connecticut for its annual budget for the fiscal year beginning July 1, 2019.

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

This award is valid for a period of one year only. We believe our budget for the fiscal year beginning July 1, 2020 continues to conform to program requirements, and we have submitted the adopted budget document to GFOA to determine its eligibility for another award.


TOWN OF COLCHESTER
INCORPORATED
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CONNECTICUT

## Description of the Town of Colchester




The Town was incorporated in 1698 and covers an area of 49.1 square miles, located approximately 25 miles southeast of Hartford, Connecticut, the State capital. The Town is intersected by Connecticut Route 2, which connects with Interstate 91 in Hartford and Interstate 95 in North Stonington. Colchester is bordered on the north by the towns of Marlborough and Hebron, on the south by East Haddam and Salem, on the east by Lebanon, and on the west by East Hampton. Easy access to interstate highways, abundance of undeveloped land, affordable housing stock, and availability of public water and sewers, as well as its pleasant rural setting has attracted growth to the Town. About 89% of Colchester is zoned for residential purposes. Colchester's population was estimated to be 15,809 by the Connecticut Department of Public Health as of July 1, 2019.

As of July 1, 2018, the Town of Colchester had a population density per square mile of 325.3 or 44.1% of the State average, per capita income of $44,990 or 104.5% of the State-wide per capita income, and a median household income of $103,380 or 135.8% of the State-wide median household income. The Town's debt per capita (bonds) was $1,313 compared to the State average of $2,580, net pension liability per capita was $34 compared to the State average of $1,306 and the net other post-employment benefits per capita was $393 compared to the State average of $2,203; the Town's tax collection rate of 98.9% as compared to the State average of 98.7%; and the unemployment rate as of October 2019 of 2.8% was 0.7 percent lower than the State average of 3.5%. Out of 169 towns in Connecticut (with rankings starting with the highest in each category), Colchester ranked 73rd in population, 107th in population density, 106th in bonded debt per capita, 123rd in net pension liability per capita, 80th in net other postemployment benefits per capita, 47th in median household income, and 115th in unemployment for calendar year 2018. (*Municipal Fiscal Indicators,* CT Office of Policy & Management, January 2020 – latest document available).

## Form of Government

The Town has a Selectmen -Town Meeting form of government, with a Board of Selectmen consisting of five elected members serving concurrent two-year terms and a Board of Finance consisting of six elected members serving overlapping six-year terms. Powers and privileges are conferred and granted to the Town by the Connecticut General Statutes, as amended. The Town has a Charter which was most recently amended in November 2017. Legislative power is vested with the Board of Selectmen and the Town Meeting. The annual budget, all special appropriations equal to or exceeding 3.0% of the budget to which the transfer is being made (either the Board of Selectmen budget, excluding debt service and capital expenditures, or the Board of Education budget), and all bond and note authorizations are submitted to a referendum vote.

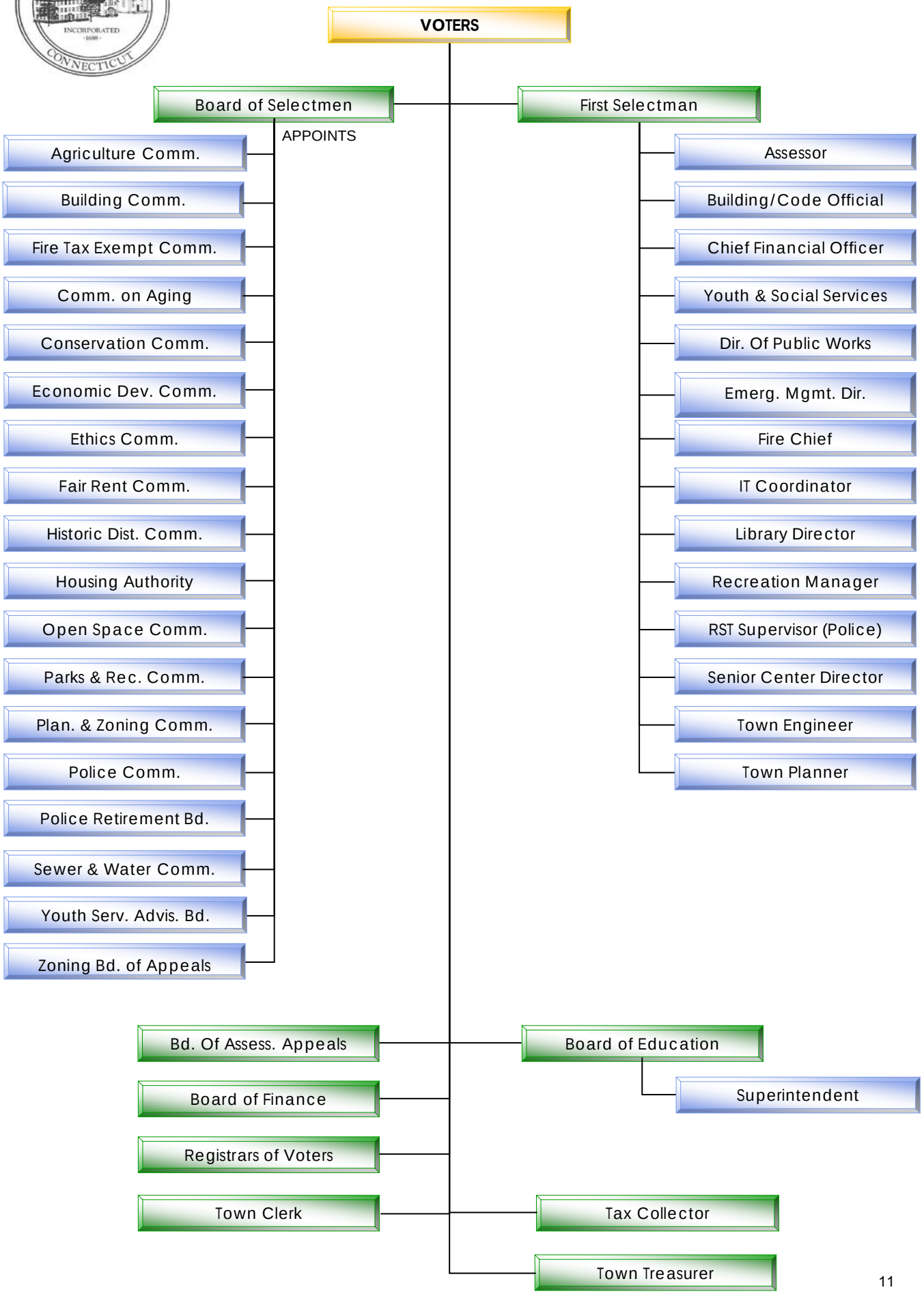
The First Selectman is the Chief Executive Officer of the Town and is a full voting and participating member of the Board of Selectmen. The First Selectman is responsible for the direction and activities of all Town departments except the Board of Education and all appointed boards.

The Board of Finance is responsible for presenting to the Town voters the budgets for all Town Departments and the Combined Budget and has all of the powers and performs all of the duties conferred or imposed upon Boards of Finance by the General Statutes. The Board of Finance has the authority to approve supplemental appropriations from, and transfers within, the Board of Selectmen Budget as recommended by the Board of Selectmen, subject to the further approval of the Town Meeting, if so required. The Board of Finance establishes the mill rate, as set forth in the General Statutes.

The Board of Education is responsible for maintaining all public elementary and secondary schools in the Town, and implements the educational interests of the State, as defined in the General Statutes, and has all of the powers and performs all of the duties conferred or imposed upon Boards of Education by the General Statutes. The Superintendent of Schools is directly responsible to the Board of Education for the supervision and administration of the educational system for the Town.

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

# ORGANIZATIONAL CHART



# PRINCIPAL OFFICIALS

## Board of Selectmen

**Mary Bylone, First Selectman**
**Rosemary Coyle, Vice Chair**
**Denise Mizla**
**Taras Rudko**
**Denise Turner**

## Board of Finance

**Robert Tarlov, Chair**
**Bernard Dennler III, Vice Chair**
**Andreas Bisbikos**
**Michael Egan**
**Michael Hayes**
**Andrea Migliaccio**

## Board of Education

**Mary Tomasi, Chair**
**Christopher McGlynn, Vice Chair**
**Amy Domeika, Secretary**
**Suesen Hickey**
**Mitchell Koziol**
**Jessica Morozowich**
**Joanne Rose**

## Administration

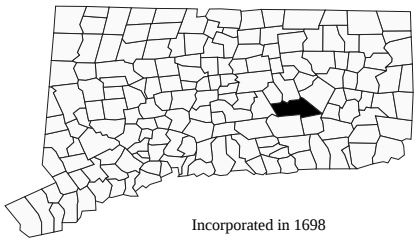
| | |
|---|---|
| **Chief Financial Officer** | **N. Maggie Cosgrove** |
| **Deputy CFO** | **Keri Rowley** |
| **Town Clerk** | **Gayle Furman** |
| **Town Treasurer** | **Jennifer Pulse** |
| **Tax Collector** | **Michele Wyatt** |
| **Superintendent of Schools** | **Jeffrey Burt** |

# Colchester, Connecticut

CERC Town Profile 2019 *Produced by Connecticut Data Collaborative*

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

*Belongs To*
New London County
LMA Hartford
Southeastern Planning Area



Incorporated in 1698

## Demographics

*Population*

| | Town | County | State |
|---|---|---|---|
| 2000 | 14,551 | 259,088 | 3,405,565 |
| 2010 | 16,068 | 274,055 | 3,574,097 |
| 2013-2017 | 16,015 | 270,772 | 3,594,478 |
| 2020 | 16,194 | 283,665 | 3,604,591 |
| '17 - '20 Growth / Yr | 0.4% | 1.5% | 0.1% |

| | Town | County | State |
|---|---|---|---|
| Land Area (sq. miles) | 49 | 665 | 4,842 |
| Pop./Sq. Mile (2013-2017) | 327 | 407 | 742 |
| Median Age (2013-2017) | 41 | 41 | 41 |
| Households (2013-2017) | 5,851 | 107,193 | 1,361,755 |
| Med. HH Inc. (2013-2017) | $101,031 | $69,411 | $73,781 |

| | Town | State |
|---|---|---|
| Veterans (2013-2017) | 998 | 180,111 |

*Age Distribution (2013-2017)*

| | 0-4 | | 5-14 | | 15-24 | | 25-44 | | 45-64 | | 65+ | | Total | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Town | 830 | 5% | 2,199 | 14% | 1,882 | 12% | 3,867 | 24% | 5,191 | 32% | 2,046 | 13% | 16,015 | 100% |
| County | 13,625 | 5% | 30,437 | 11% | 38,082 | 14% | 65,254 | 24% | 78,190 | 29% | 45,184 | 17% | 270,772 | 100% |
| State | 186,188 | 5% | 432,367 | 12% | 495,626 | 14% | 872,640 | 24% | 1,031,900 | 29% | 575,757 | 16% | 3,594,478 | 100% |

*Race/Ethnicity (2013-2017)*

| | Town | County | State |
|---|---|---|---|
| White Non-Hisp | 14,709 | 206,261 | 2,446,049 |
| Black Non-Hisp | 239 | 14,093 | 350,820 |
| Asian Non-Hisp | 392 | 11,128 | 154,910 |
| Native American Non-Hisp | 56 | 1,221 | 5,201 |
| Other/Multi-Race Non-Hisp | 355 | 10,822 | 84,917 |
| Hispanic or Latino | 264 | 27,186 | 551,916 |

| | Town | County | State |
|---|---|---|---|
| Poverty Rate (2013-2017) | 5.9% | 9.9% | 10.1% |

*Educational Attainment (2013-2017)*

| | Town | | State | |
|---|---|---|---|---|
| High School Graduate | 2,973 | 27% | 673,582 | 27% |
| Associates Degree | 994 | 9% | 188,481 | 8% |
| Bachelors or Higher | 4,218 | 38% | 953,199 | 38% |

## Economics

*Business Profile (2018)*

| Sector | Units | Employment |
|---|---|---|
| Total - All Industries | 426 | 3,966 |
| 23 - Construction | 42 | 244 |
| 31-33 - Manufacturing | 10 | 267 |
| 44-45 - Retail Trade | 48 | 565 |
| 62 - Health Care and Social Assistance | 48 | 650 |
| 72 - Accommodation and Food Services | 32 | 446 |
| Total Government | 18 | 745 |

*Top Five Grand List (2018)*

| | Amount |
|---|---|
| Connecticut Light and Power | $20,243,050 |
| Country Place of Colchester | $9,904,980 |
| SS1 Colchester | $8,337,700 |
| Norwich, City of | $4,835,900 |
| GAIA Colchester | $4,072,340 |
| Net Grand List (SFY 2016-2017) | $1,216,010,210 |

*Major Employers (2017)*

S&S Arts and Crafts Factory
Incord
Alpha Q
Super Stop and Shop
Harrington Court

## Education

*2018-2019 School Year*

| | Grades | Enrollment |
|---|---|---|
| Colchester School District | PK-12 | 2321 |

*Pre-K Enrollment (PSIS)*

| | 2018-2019 |
|---|---|
| Colchester School District | 97 |

*4-Year Cohort Graduation Rate (2017-2018)*

| | All | Female | Male |
|---|---|---|---|
| Connecticut | 88.3% | 91.8% | 85.1% |
| Colchester School District | 94.1% | 94.6% | 93.7% |

*Smarter Balanced Test Percent Above Goal (2017-2018)*

| | Grade 3 | | Grade 4 | | Grade 8 | |
|---|---|---|---|---|---|---|
| | Town | State | Town | State | Town | State |
| Math | 66.9% | 53.8% | 70.6% | 51.3% | 66.5% | 43.0% |
| ELA | 61.5% | 53.1% | 71.2% | 54.9% | 75.4% | 56.1% |

*Rate of Chronic Absenteeism (2017-2018)*

| | All |
|---|---|
| Connecticut | 10.7% |
| Colchester School District | 7.4% |

*Public vs Private Enrollment (2013-2017)*

| | Town | County | State |
|---|---|---|---|
| Public | 90.3% | 88.6% | 86.8% |
| Private | 9.7% | 11.4% | 13.2% |



*No representation or warranties, expressed or implied, are given regarding the accuracy of this information.*

# Colchester, Connecticut

CERC Town Profile 2019

Connecticut Economic Resource Center

## Government

Government Form: Selectman - Town Meeting

| | | | | | |
|---|---|---|---|---|---|
| Total Revenue (2017) | $62,116,969 | Total Expenditures (2017) | $59,553,817 | Annual Debt Service (2017) | $2,244,039 |
| Tax Revenue | $38,500,512 | Education | $46,630,541 | As % of Expenditures | 3.8% |
| Non-tax Revenue | $23,616,457 | Other | $12,923,276 | Eq. Net Grand List (2017) | $1,697,800,704 |
| Intergovernmental | $21,992,787 | Total Indebtedness (2017) | $10,765,315 | Per Capita | $105,921 |
| Per Capita Tax (2017) | $2,378 | As % of Expenditures | 18.1% | As % of State Average | 70.2% |
| As % of State Average | 81.1% | Per Capita | $672 | Moody's Bond Rating (2017) | Aa3 |
| | | As % of State Average | 26.7% | Actual Mill Rate (2017) | 30.91 |
| | | | | Equalized Mill Rate (2017) | 22.45 |
| | | | | % of Net Grand List Com/Ind (2017) | 8.0% |

## Housing/Real Estate

*Housing Stock (2013-2017)*

| | Town | County | State |
|---|---|---|---|
| Total Units | 6,415 | 122,599 | 1,507,711 |
| % Single Unit (2013-2017) | 77.0% | 65.5% | 59.2% |
| New Permits Auth (2017) | 35 | 295 | 4,547 |
| As % Existing Units | 0.5% | 0.2% | 0.3% |
| Demolitions (2017) | 1 | 35 | 1,403 |
| Home Sales (2017) | 200 | 2,137 | 21,880 |
| Median Price | $254,000 | $238,900 | $270,100 |
| Built Pre-1950 share | 11.4% | 29.0% | 29.3% |
| Owner Occupied Dwellings | 4,442 | 71,447 | 906,798 |
| As % Total Dwellings | 75.9% | 66.7% | 66.6% |
| Subsidized Housing (2018) | 527 | 13,693 | 167,879 |

*Distribution of House Sales (2017)*

| | Town | County | State |
|---|---|---|---|
| Less than $100,000 | 13 | 128 | 536 |
| $100,000-$199,999 | 39 | 662 | 5,237 |
| $200,000-$299,999 | 71 | 709 | 6,681 |
| $300,000-$399,999 | 62 | 376 | 3,863 |
| $400,000 or More | 15 | 262 | 5,563 |

*Rental (2013-2017)*

| | Town | County | State |
|---|---|---|---|
| Median Rent | $1,205 | $1,071 | $1,123 |
| Cost-burdened Renters | 39.8% | 48.6% | 52.3% |

## Labor Force

| | Town | County | State |
|---|---|---|---|
| Residents Employed | 9,166 | 132,032 | 1,827,070 |
| Residents Unemployed | 320 | 5,431 | 78,242 |
| Unemployment Rate | 3.4% | 4.0% | 4.1% |
| Self-Employed Rate | 8.3% | 8.2% | 10.0% |
| Total Employers | 426 | 7,772 | 122,067 |
| Total Employed | 3,966 | 123,881 | 1,673,867 |

*Connecticut Commuters (2015)*

| Commuters Into Town From: | | Town Residents Commuting To: | |
|---|---|---|---|
| Colchester, CT | 1,067 | Colchester, CT | 1,067 |
| Norwich, CT | 180 | Norwich, CT | 352 |
| Lebanon, CT | 173 | Groton, CT | 343 |
| East Haddam, CT | 120 | Glastonbury, CT | 327 |
| East Hampton, CT | 106 | Hartford, CT | 229 |
| Salem, CT | 97 | Montville, CT | 191 |
| Hebron, CT | 91 | Manchester, CT | 172 |

## Quality of Life

*Crime Rates (per 100,000 residents) (2017)*

| | Town | State |
|---|---|---|
| Property | 424 | 1,777 |
| Violent | 72 | 228 |

*Disengaged Youth (2013-2017)*

| | Town | State |
|---|---|---|
| Female | 14.4% | 4.2% |
| Male | 15.0% | 5.6% |

| | Town |
|---|---|
| Library circulation per capita | 7.29 |

*Distance to Major Cities*

| | Miles |
|---|---|
| Hartford | 23 |
| Providence | 51 |
| Boston | 87 |
| New York City | 103 |
| Montreal | 284 |

*Residential Utilities*

*Electric Provider*
Eversource Energy
(800) 286-2000

*Water Provider*
Connecticut Water Company
(800) 286-5700

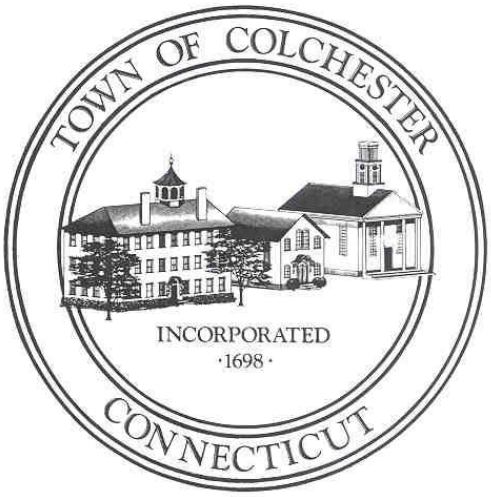
*Cable Provider*
Comcast Norwich
(800) 266-2278



*No representation or warranties, expressed or implied, are given regarding the accuracy of this information.*

# SECTION TWO

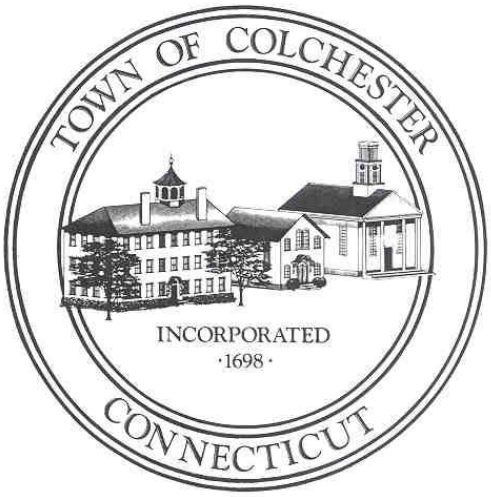
# Budget Summary & Overview


TOWN OF COLCHESTER
INCORPORATED
·1698·
CONNECTICUT

# Section Two – Budget Summary and Overview

**Item**

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


TOWN OF COLCHESTER
INCORPORATED
·1698·
CONNECTICUT

## BUDGET DEVELOPMENT PROCESS

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

The annual Town operating and capital budgets are developed and reviewed throughout the fiscal year. The process below explains how the budgets are created:

### November - February

Upon guidance from the First Selectman on annual budget goals and priorities, department budgets, including any capital requests, are created by supervisors and department heads. Needs are assessed and previous years running averages and trends, as opposed to abnormal fluctuations from year-to-year, are reviewed. The First Selectman will receive each of the department's requests, where they will be evaluated and examined based on short and long-term goals.

### February-March

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 operating budget and capital plan budget updates, as well as projected revenues from all other sources.

### March-April

The First Selectman's and Board of Education's Proposed Budgets, and the Capital Improvement Plan are finalized and submitted for review by the Board of Finance. Budget meetings are held to examine the proposed budgets, ask questions, and to obtain additional information, including alternative funding sources. The Board of Finance may adjust total Town department budgets, and can adjust only the bottom line total of the Board of Education budget.

### April - June

Budget hearings and workshops are scheduled to present 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*.

**Due to the Covid-19 pandemic, FY 2021-2022 budget workshops and public hearings are expected to be held virtually using Zoom. The ability to hold an in-person Town Meeting and Referendum vote is dependent upon the restrictions in place at the time those events are scheduled.*

## TOWN CHARTER/ORDINANCES (amended November 2017)

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

### ARTICLE XI
### Special Referenda and Special Budget Referenda

### ARTICLE 1105
### Annual Budget Meeting

**C-1105a. Annual Budget Meeting.**

A. The Board of Selectmen shall convene a special Town Meeting (the "Annual Budget Meeting") for the purpose of considering the annual Combined Budget at such hour and at such place as the Board of Selectmen may determine or as the General Statutes may require. The Town's Chief Financial Officer, or his or her designee, as well as at least two representatives from each of the Boards of Education, Selectmen (one being the First Selectman, or his or her designee in extenuating circumstances) and Finance, shall be present at the Annual Budget Meeting and shall be available to respond to questions of the Town Voters.

B. At the Annual Budget Meeting, the members of the Boards of Selectmen and Education shall, with respect to their respective budgets:

   1) provide their proposed budget to the Town Voters;

   2) have available for review by the Town Voters a summary of each department's proposed budget with a comparison to the amount budgeted in the current fiscal year;

   3) if feasible, have available for review by the Town Voters a summary of each department's proposed budget and the amount estimated to be actually expended in the current fiscal year.

C. At the Annual Budget Meeting, the Town Voters in attendance may reduce, but not increase, the Board of Selectmen Budget and/or the Board of Education Budget upon the passage of a proper motion(s) (as hereafter defined). A proper motion shall:

   1) stipulate a specific dollar amount for reduction;

   2) stipulate the budget to which such reduction shall be charged (either the Board of Selectmen or the Board of Education budget);

3) in the case of the Board of Selectmen Budget, the specific department's budget to be reduced must be stipulated. Reductions may not be made to the capital expenditures or debt service line items of the budget.
4) in case of the Board of Education Budget, only the bottom line may be reduced.

D. If the Board of Selectmen's Budget excluding capital expenditures and debt service, or the Board of Education's Budget differs from that first presented by an amount equal to or in excess of one percent (1.0%), 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 Budget.

E. The Annual Budget Meeting shall be automatically continued to the Annual Budget Referendum, at which the budgets of the Board of Selectmen and Board of Education as recommended by the Annual Budget Meeting, shall be presented to the Town Voters for final approval or disapproval.

## ARTICLE 1106
## The Annual Budget Referendum

### C-1106a. The Annual Budget Referendum

The Annual Budget Referendum 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 Board of Selectmen Budget (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 Board of Education Budget 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.

Any action taken at the Annual Budget Meeting that is approved at the Annual Budget Referendum shall be considered conclusively approved, and no further Town Meetings or referenda regarding the specific action may be called.

### C-1106b. Recount of Annual Budget Referendum

Recounts of the votes cast at the Annual Budget Referendum shall be pursuant to any applicable provisions in the General Statutes.

*The process for special budget referenda; real estate purchases, sales and transfers; leases, bonds; budget transfers; and supplemental appropriations are set forth in the Charter as follows:*

## ARTICLE XI
## Special Referenda and Special Budget Referenda

**C-1103. Special Budget Referenda.**

As described in Sections 1109a & 1111a of this Charter, the Board of Selectmen shall call a "special budget referendum" for approval of certain matters or proposals. The Board of Selectmen shall not be required to call a Town Meeting prior to special budget referenda.

**C-1104. Recount of Special Referenda and Special Budget Referenda.**

Recounts of the votes cast at special referenda and special budget referenda shall be pursuant to provisions in any applicable General Statutes. During the pendency of such recount, the Town shall not take any action in reliance upon the outcome of the initial vote count.

## ARTICLE 1107
## Real Estate Purchases, Sales and Transfers

**C-1107a. Real Estate Purchases, Sales and Transfers.**

A. Notwithstanding any other provisions of this Charter, the Board of Selectmen shall call a Town Meeting for consideration of the following actions:

   1) approving real property purchases by the Town not previously budgeted for by the Town, for which the consideration given is an amount equal to or in excess of two percent (2.0%) of the Board of Selectmen Budget, excluding debt service and capital expenditures;

   2) approving the sale or other transfer of real property by the Town for which the appraised value of the real property that is the subject of such transaction is an amount equal to or in excess of 2.0% of the Board of Selectmen Budget, excluding debt service and capital expenditures.

B. If the thresholds outlined above are not met such that a Town Meeting is required, the Board of Finance has the authority to approve real estate purchases and transfers following recommendation by the Board of Selectmen.

## ARTICLE 1108
## Leases

**C-1108a. Leases.**

A. Notwithstanding any other provisions of this Charter, the Board of Selectmen shall call a Town Meeting for consideration of approving the execution by the Town, whether as lessor or lessee, of

any capital lease option with a non-appropriation clause not previously budgeted for by the Town which obligates the Town for a period of one year or more and commits the Town to either make or receive lease payments for capital equipment with a purchase price that is an amount equal to or in excess of two percent (2.0%) of the Board of Selectmen Budget excluding debt service and capital expenditures.

B. If the thresholds outlined above are not met such that a Town Meeting is required, the Board of Finance has the authority to approve leases following recommendation by the Board of Selectmen.

## ARTICLE 1109
## Bonds

**C1109a. Bonds**

The Board of Selectmen shall call a special budget referendum to consider the approval of the issuance of all bonds. No such referendum shall be called unless the Board of Finance has recommended such bond issue. Refunding of an existing bond does not require a special budget referendum.

## ARTICLE 1110
## Budget Transfers

**C-1110a. Budget Transfers.**

A. The First Selectman may authorize transfers of funds between Town departments required to handle immediate matters of public safety such as fire, weather emergencies, or similar events. The First Selectman shall notify the Board of Finance and Selectmen at their next regular meetings.

B. **(Reserved)**

C. The First Selectman and Chief Financial Officer shall approve all transfers from salary or benefit line items within a Town Department budget.

D. Following recommendation by the Board of Selectmen, the Board of Finance has the authority to approve the transfer of funds between previously adopted Town Department budgets.

## ARTICLE 1111
## Supplemental Appropriations

**C-1111a. Supplemental Appropriations.**

A. The First Selectman may authorize supplemental appropriations required to handle matters of immediate public safety such as fire, weather emergencies, respective or similar events. The First Selectman shall notify Boards of Finance and Selectmen at their next regular meetings.

B. The Board of Finance has the authority to approve supplemental appropriations in an amount that is less than two percent (2.0%) of the budget to which the supplemental appropriation is being made

(either the Board of Selectmen Budget, excluding debt service and capital expenditures, or the Board of Education Budget).

C. The Board of Selectmen shall call a Town Meeting to consider the approval of any supplemental appropriation in an amount that is equal to or exceeds two percent (2.0%) and less than three percent (3.0%) of the budget to which the supplemental appropriation is being made (either the Board of Selectmen Budget, excluding debt service and capital expenditures, or the Board of Education Budget). No such Town Meeting shall be called unless the Board of Finance has recommended such supplemental appropriation. This requirement does not pertain to appropriations of grant monies or matching funds received by the Town.

D. The Board of Selectmen shall call a Special Budget Referendum for approval of any supplemental appropriation for any Town Department in an amount that is equal to or exceeds three percent (3.0%) of the budget to which the transfer is being made (either the Board of Selectmen Budget, excluding debt service and capital expenditures, or the Board of Education Budget). No such referendum shall be called unless the Board of Finance recommends such supplemental appropriation. The requirement does not pertain to appropriations of grant monies or matching funds received by the Town.

## ARTICLE 1112
## Grant Programs

**C-1112a. Grant Programs.**

A. Notwithstanding any other provision of the Charter, the Board of Selectmen shall call a Town Meeting to approve the submission of an application for, or the actual participation in, any federal, state, local or private grant program which requires or could require a contribution by the Town in an amount that is equal to or in excess of three percent (3.0%) of the Board of Selectmen Budget, excluding debt service and capital expenditures, over the lifetime of the project (excluding monies received from outside grant sources and matching funds). Programs for which the Board of Education properly makes such application are excluded from the requirements of this section.

B. Regarding the distribution of funds (grant awards and matching funds) from outside sources for grant projects, the procedures for budget transfers and appropriations outlined in Sections 1110a and 1111a of this Charter are not required.

C. Regarding the distribution of funds for approved grant projects, the procedures for budget transfers and appropriations outlined in Sections 1110a and 1111a of this Charter are not required. If a supplemental appropriation or transfer of funds is required to cover expenditures in excess of the previously approved amount, the procedures outlined in Sections 1110a and 1111a of this Charter are to be followed.

## BOARD OF SELECTMEN/BOARD OF FINANCE/BOARD OF EDUCATION

*The responsibilities of the Boards of Selectmen and Finance as related to the Board of Selectmen Budget per the Town Charter are as follows:*

### ARTICLE IV
### The Board of Selectmen

**C-402. Powers and Duties of the Board of Selectmen.**

I. As required by Article 1110 and 1111, the Board of Selectmen may recommend to the Board of Finance the approval of the following matters concerning the Board of Selectmen's budget (subject to further approval by the Town Meeting, if so required):

1) any supplemental appropriation of funds (Article 1111); and

2) any transfer of funds between Town departments (Article 1110).

### ARTICLE VI
### Other Elected Boards

**C-601. The Board of Finance.**

C. The Board of Finance shall be responsible for presenting to the Town Voters the budgets for all Town Departments and the Combined Budget and shall have all of the powers and perform all of the duties conferred or imposed upon Boards of Finance by the General Statutes.

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

2) Prior to the Annual Budget Meeting, the Board of Finance shall hold at least two Public Hearings for the purpose of presenting the Combined Budget to interested Town Voters for their comments and suggestions.

3) The Board of Finance shall establish the mill rate, as set forth in the General Statutes.

**C-602. The Board of Education**

C. 2) Prior to the Annual Budget Meeting, the Board of Education shall participate in at least two Public Hearings held by the Board of Finance for the purpose of presenting the Board of Education Budget to the Town Voters.

## BUDGET CALENDAR

**JANUARY**

| | | |
|---|---|---|
| **20 – Budget Forum** | 6:30 PM | Zoom |

**MARCH**

| | | |
|---|---|---|
| **9 – Board of Education Regular Meeting** (Presentation of Superintendent's Budget) | 6:00 PM | Zoom |
| **16 – Board of Education Budget Workshop** (Discussion of Superintendent's Budget) | 6:00 PM | Zoom |
| **23 – Board of Education Budget Workshop** (Discussion of Superintendent's Budget) | 6:00 PM | Zoom |
| **31– Board of Education Regular Meeting** | 6:00 PM | Zoom |

**APRIL**

| | | |
|---|---|---|
| **6 – Budget Public Hearing** (Town & BOE Budget Presentations) | 6:30 PM | Zoom |
| **7 - Board of Finance Regular Meeting** (Budget presentations review on Agenda) | 6:30 PM | Zoom |
| **12 – Board of Finance Budget Workshop** (BOE Budget) | 6:30 PM | Zoom |
| **14– Board of Finance Budget Workshop** (Town Budget) | 6:30 PM | Zoom |
| **19– Board of Finance Budget Workshop** (If needed) | 6:30 PM | Zoom |
| **20 – Board of Finance Budget Workshop** (If needed) | 6:30 PM | Zoom |
| **21 – Board of Finance Regular Meeting** (Send budgets to Public Hearing) | 6:30 PM | Zoom |

**MAY**

| | | |
|---|---|---|
| **4– Budget Public Hearing** (Present Town & Education Budgets) | 6:30 PM | Zoom |
| **5 - Board of Finance Regular Meeting** (Approve and Send budgets to Town Meeting) | 6:30 PM | Zoom |
| **6 – Board of Selectmen Regular Meeting** (Set Town Meeting date) | 7:00 PM | Zoom |
| **11 - Board of Education Regular Meeting** | 6:00 PM | Zoom |
| **19 – Annual Town Budget Meeting** | 6:30 PM | TBD |
| **27 – Budget Referendum** | 6:00 AM – 8:00 PM | |

## Fund Structure

The Town reports the following major governmental funds:

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

The *Capital Reserve Fund* accounts for financial resources to be used for the acquisition of vehicles and equipment which are financed by General Fund appropriations and equipment financing notes issuances.

The *Capital Projects Fund* accounts for financial resources to be used for major construction or acquisition of capital facilities.

The *Johnston Building Project Fund* accounts for and reports financial resources to be used for the William J. Johnston construction and renovation project.

The *Educational Grants Fund* accounts for and reports financial resources to be used for the grants associated with education. This fund is reported as a major fund for public interest purposes.

The Town reports the following major proprietary fund:

The *Water Fund* accounts for the operating activity of the water operations.

Additionally, the Town reports the following fund types:

**Governmental Fund Types:**

*Special Revenue Funds* are used to account for and report the proceeds of specific revenue sources that are restricted, committed or assigned to expenditures for specified purposes other than debt service or capital projects. The Town has the following non-major Special Revenue Funds: Town Aid Road, Small Cities Grants, Sewer Operating, Recreation Activities, School Cafeteria, Miscellaneous Grants, Special Gifts, Out of District Tuition, Pay to Play, Bacon Academy Summer School, and Police Special Duty.

*Capital Projects Funds* are used to account for and report resources and expenditures that are restricted, committed or assigned for the acquisition and construction of capital facilities, including those that are financed through special assessments. The Town has the following non-major Capital Projects Funds: 2009 Bond Referendum, Sewer Capital, Energy Project, Use of Schools, and BOE Capital Reserve.

The *Debt Service Fund* is used to account for and report resources and expenditures that are assigned for the payment of debt.

**Proprietary Fund Types:**

The *Internal Service Fund* is used to account for risk financing activities for medical insurance benefits.

**Fiduciary Fund Types:**

The *Pension Trust Fund* is used to account for the activities of the Town of Colchester Police Retirement Plan which accumulates resources for pension benefit payments to qualified employees.

The *Private-Purpose Trust Fund* is used to account for the receipt of private donations to be used for cemetery maintenance.

*Agency Funds* account for monies held on behalf of student groups.

## Basis of Accounting

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

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

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

## Basis of Budgeting

*Governmental Funds* – An annual budget is legally adopted for the Town's General Fund. This budget is prepared using the modified accrual basis of accounting. The adopted budget is balanced when the sum of estimated revenues and appropriated fund balance is equal to total appropriations. The proposed budget does not include any appropriation of fund balance. This budget document incorporates the budget for the General Fund as it is presented to and voted upon by the taxpayers of the Town at a Town meeting and referendum.

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

## General Fund Revenues and Expenditures

| | Actual 2019-2020 | Actual 2018-2019 | Actual 2017-2018 | Actual 2016-2017 | Actual 2015-2016 |
|---|---|---|---|---|---|
| **Revenues** | | | | | |
| Property taxes | $40,759,158 | $40,028,244 | $39,539,056 | $38,500,512 | $37,712,051 |
| Intergovernmental revenues | 19,391,531 | 16,585,701 | 21,032,544 | 21,992,787 | 19,575,213 |
| Revenues from use of money | 269,519 | 348,258 | 272,088 | 88,500 | 61,139 |
| Charges for services | 1,486,816 | 1,472,691 | 1,359,276 | 1,418,099 | 1,427,407 |
| Other | 593,302 | 530,869 | 447,926 | 134,404 | 120,528 |
| Total revenues | 62,500,326 | 58,965,763 | 62,650,890 | 62,134,302 | 58,896,338 |
| **Expenditures** | | | | | |
| Current: | | | | | |
| General government | 3,567,600 | 3,516,196 | 3,413,682 | 3,534,368 | 3,151,674 |
| Public works | 3,325,588 | 3,447,196 | 3,153,130 | 3,312,050 | 3,133,633 |
| Public safety | 2,928,968 | 2,933,018 | 2,824,694 | 2,742,341 | 2,739,688 |
| Community & Human Services | 1,569,794 | 1,534,894 | 1,491,049 | 1,534,864 | 1,480,902 |
| Education | 46,584,807 | 43,249,066 | 47,020,602 | 46,630,541 | 44,296,560 |
| Debt service | 2,075,164 | 1,710,415 | 1,791,665 | 1,842,265 | 1,901,465 |
| Total expenditures | 60,051,921 | 56,390,785 | 59,694,822 | 59,596,429 | 56,703,922 |
| Excess (deficiency) of revenues over expenditures | 2,448,405 | 2,574,978 | 2,956,068 | 2,537,873 | 2,192,416 |
| Other financing sources (uses): | | | | | |
| Operating transfers in | -- | -- | -- | 8,240 | -- |
| Operating transfers out | (1,869,317) | (2,115,164) | (1,740,378) | (2,038,722) | (1,261,575) |
| Total other financing sources (uses) | (1,869,317) | (2,115,164) | (1,740,378) | (2,030,482) | (1,261,575) |
| Excess (deficiency of revenues and other financing sources over (under) expenditures and other financing uses | 579,088 | 459,814 | 1,215,690 | 507,391 | 930,841 |
| Fund balance, beginning of year | 8,883,804 | 8,423,990 | 7,208,300 | 6,700,909 | 5,770,068 |
| Fund balance, end of year | $9,462,892 | $8,883,804 | $8,423,990 | $7,208,300 | $6,700,909 |

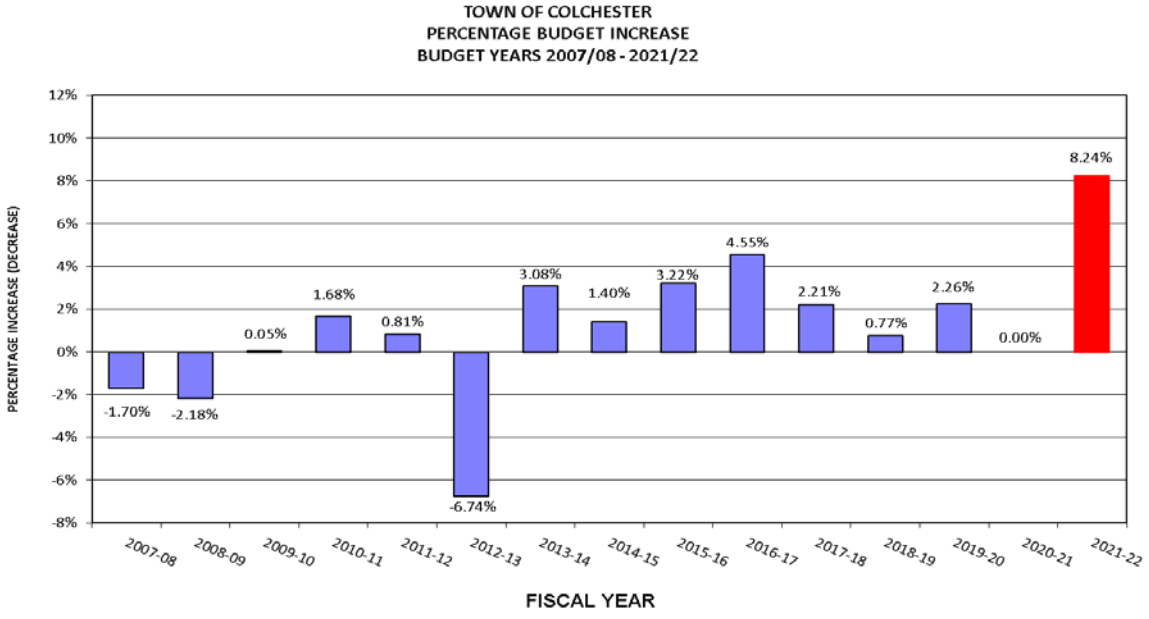
Source: Statement of Revenues, Expenditures and Changes in Fund Balances (Deficits) - Governmental Funds included in the audited financial statements.

Prior years restated to reflect inclusion of Animal Control Fund previously reported as a Special Revenue Fund

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

| FISCAL YEAR | ADOPTED BUDGET | | DOLLAR INCREASE | PERCENT INCREASE | MILL RATE | |
|---|---|---|---|---|---|---|
| 2007-08 | 13,636,350 | | (235,243) | -1.70% | 23.01 | (1) |
| 2008-09 | 13,338,957 | | (297,393) | -2.18% | 23.01 | |
| 2009-10 | 13,344,980 | | 6,023 | 0.05% | 23.65 | |
| 2010-11 | 13,569,651 | | 224,671 | 1.68% | 25.07 | |
| 2011-12 | 13,679,697 | | 110,046 | 0.81% | 25.85 | |
| 2012-13 | 12,757,366 | | (922,331) | -6.74% | 28.80 | (1) |
| 2013-14 | 13,149,850 | | 392,484 | 3.08% | 30.28 | |
| 2014-15 | 13,334,082 | | 184,232 | 1.40% | 30.57 | |
| 2015-16 | 13,763,426 | | 429,344 | 3.22% | 30.76 | |
| 2016-17 | 14,389,712 | | 626,286 | 4.55% | 30.91 | |
| 2017-18 | 14,708,083 | | 318,371 | 2.21% | 32.37 | (1) |
| 2018-19 | 14,821,310 | | 113,227 | 0.77% | 32.28 | |
| 2019-20 | 15,155,865 | | 334,555 | 2.26% | 32.84 | |
| 2020-21 | 15,155,865 | | 0 | 0.00% | 32.84 | |
| 2021-22 | 16,404,831 | (2) | 1,248,966 | 8.24% | TBD | |

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



**TOWN OF COLCHESTER**
**FY 2021-2022 PROPOSED BUDGET**

**MUNICIPAL EMPLOYEE HISTORY***

| | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 |
|---|---|---|---|---|---|---|
| General Government | 98 | 98 | 98 | 99 | 100 | 102 |

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

**EMPLOYEE BARGAINING ORGANIZATIONS**

| Employees | Bargaining Unit | Contract Expiration Date | FY 2021-22 Wage Increase |
|---|---|---|---|
| Public Works | Municipal Employees Union Independent, Local 506, SEIU, AFL-CIO, CLC | 06/30/21 | Neg.[1] |
| Town Clerical | Local 1303-254, Council #4, AFSCME, AFL-CIO | 06/30/21 | Neg.[1] |
| Fire/Ambulance | Colchester Firefighters Union, UPPFA, IAFF, Local 3831 | 06/30/21 | Neg.[1] |
| Town Administrators | Municipal Employees Union Independent, Local 506 SEIU, AFL-CIO, CLC | 06/30/21 | Neg.[1] |
| Police | Colchester Police Local 2693T, AFSCME, Council #15 | 06/30/24 | 2.25% |
| Library Employees | Local 1303-448 CT Council #4, AFSCME, AFL-CIO | 06/30/23 | 2.25% |

[1] Contract currently in negotiation

**EMPLOYEE COMPENSATION**

| Employees | No. of Employees[1] | Salaries & Wages[1] |
|---|---|---|
| Public Works | 20 | $1,020,806 |
| Town Clerical | 16 | $737,771 |
| Fire/Ambulance | 8 | $483,947 |
| Administrators | 12 | $968,910 |
| Police[2] | 13 | $1,077,982 |
| Library | 5 | $243,247 |
| Non-Union | 11 | $580,007 |
| Elected | 3 | $234,877 |
| **TOTAL** | 88 | $5,347,547 |

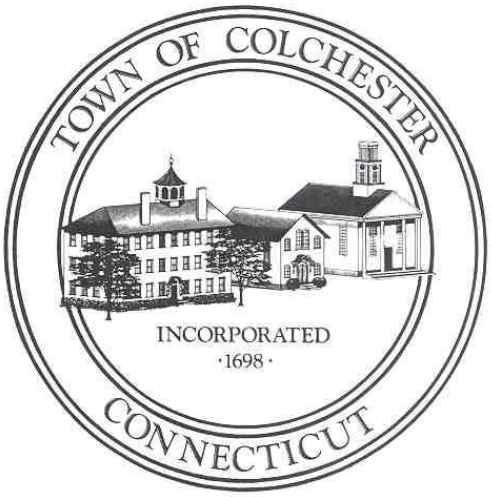
**EMPLOYEE BENEFITS**

| | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 |
|---|---|---|---|---|---|---|
| Health Insurance Cost | $1,004,860 | $860,562 | $874,951 | $916,343 | $1,045,603 | $1,121,693 |

[1] Represents full-time and permanent part-time employees receiving benefits included in adopted budget, including all Town/BOE shared Finance /Human Resource department positions

[2] Includes School Resource Officer and proposed additional officers

# REVENUE SUMMARY

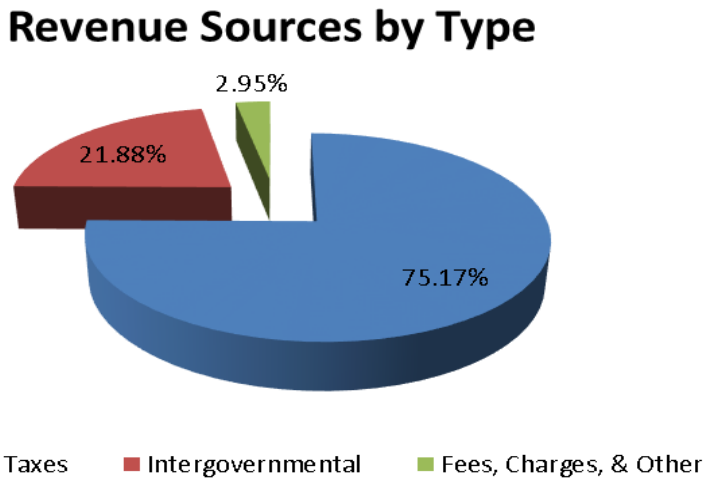

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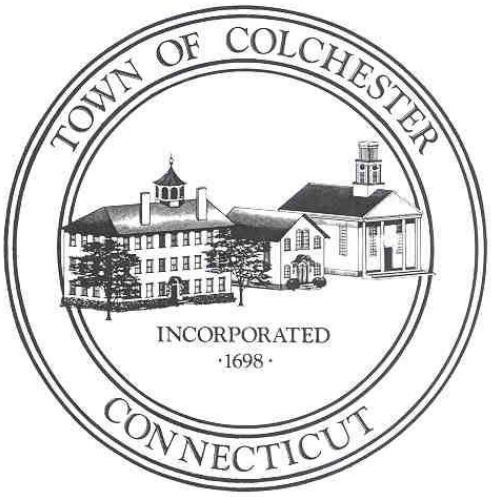
**TOWN OF COLCHESTER**
**FY2021-2022 PROPOSED BUDGET**

| | FY 2018-2019 Actual Revenues | FY 2019-2020 Actual Revenues | FY 2020-2021 Adopted Budget | FY 2020-2021 Projected Actuals | FY 2021-2022 Proposed Budget |
|---|---|---|---|---|---|
| **REVENUES:** | | | | | |
| **Property Taxes:** | | | | | |
| Current taxes | 39,110,431 | 40,182,494 | 40,785,675 | 40,573,311 | 43,628,403 |
| Delinquent taxes | 575,624 | 300,629 | 375,000 | 310,000 | 375,000 |
| Interest & lien fees | 342,189 | 276,035 | 250,000 | 225,000 | 250,000 |
| Total property taxes | 40,028,244 | 40,759,158 | 41,410,675 | 41,108,311 | 44,253,403 |
| **Intergovernmental:** | | | | | |
| In lieu of taxes - PILOT | 74,928 | 74,928 | 74,928 | 74,928 | 74,928 |
| Mashantucket Pequot/Mohegan Fund | 23,167 | 23,167 | 23,167 | 23,167 | 23,167 |
| Municipal Stabilization Grant | 134,167 | 134,167 | 134,167 | 134,167 | 134,167 |
| Distribution to Towns | 5,677 | 6,790 | 5,000 | 3,200 | 5,000 |
| Disability Exemptions | 1,454 | 1,610 | 1,888 | 1,499 | 1,855 |
| Additional Veterans Exemptions | 7,082 | 7,357 | 7,255 | 4,349 | 5,679 |
| Local Capital Improvement | 136,187 | 115,954 | 116,454 | 115,954 | 115,954 |
| Youth Services Grant | 17,732 | 17,732 | 17,732 | 17,921 | 17,500 |
| Emergency Management | 7,404 | 0 | 8,065 | 0 | 0 |
| CARES Act DOL Unemployment | 0 | 35,668 | 0 | 63,500 | 15,000 |
| Total | 407,798 | 417,373 | 388,656 | 438,685 | 393,250 |
| **Intergovernmental - Education:** | | | | | |
| ECS | 12,660,380 | 12,299,883 | 12,040,218 | 12,135,292 | 12,040,218 |
| Special Education - Excess Costs | 539,115 | 369,346 | 500,000 | 246,208 | 450,000 |
| Total | 13,199,495 | 12,669,229 | 12,540,218 | 12,381,500 | 12,490,218 |
| Total intergovernmental | 13,607,293 | 13,086,602 | 12,928,874 | 12,820,185 | 12,883,468 |

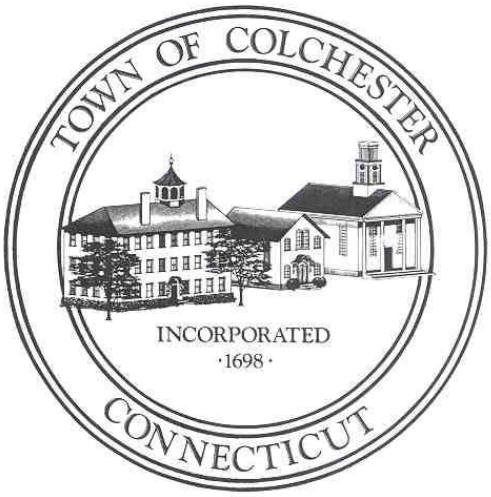
| | FY 2018-2019 Actual Revenues | FY 2019-2020 Actual Revenues | FY 2020-2021 Adopted Budget | FY 2020-2021 Projected Actuals | FY 2021-2022 Proposed Budget |
|---|---|---|---|---|---|
| **Charges for Services:** | | | | | |
| Ambulance Fees | 629,052 | 490,915 | 500,000 | 521,430 | 500,000 |
| Recreation Fees | 12,140 | 3,734 | 6,000 | 3,800 | 12,000 |
| Total charges for services | 641,192 | 494,649 | 506,000 | 525,230 | 512,000 |
| **Revenues from use of money:** | | | | | |
| Investment interest earnings | 348,258 | 269,519 | 196,200 | 34,125 | 34,920 |
| **Licenses/permits/fees:** | | | | | |
| Vendor permits | 1,245 | 1,340 | 1,200 | 800 | 1,200 |
| Copier fees | 15,313 | 16,953 | 17,850 | 12,830 | 14,550 |
| ZBA fees | 350 | 1,350 | 700 | 410 | 700 |
| Conservation Commission fees | 7,447 | 6,570 | 5,500 | 6,400 | 5,500 |
| Zoning and Planning fees | 17,590 | 13,250 | 13,000 | 14,000 | 13,000 |
| Building fees | 350,726 | 470,120 | 245,000 | 360,000 | 245,000 |
| Fire marshal inspection fees | 0 | 60 | 100 | 0 | 100 |
| Conveyance tax | 179,773 | 189,006 | 186,000 | 241,000 | 240,000 |
| Town Clerk fees | 87,421 | 107,450 | 102,000 | 128,000 | 128,000 |
| Sports licenses | 392 | 240 | 250 | 155 | 160 |
| Land Records - Town | 1,757 | 1,751 | 1,800 | 1,777 | 1,800 |
| Pistol permits | 7,186 | 4,480 | 5,000 | 12,530 | 8,000 |
| Road inspection fees | 12,067 | 31,968 | 17,750 | 16,200 | 4,800 |
| Transfer Station fees | 134,162 | 138,071 | 130,000 | 144,116 | 138,000 |
| Library fines & fees | 6,704 | 4,312 | 7,000 | 3,300 | 4,500 |
| Dial-A-Ride | 2,896 | 2,225 | 3,500 | 1,000 | 2,500 |
| Total licenses/permits/fees | 825,029 | 989,146 | 736,650 | 942,518 | 807,810 |

| | FY 2018-2019 Actual Revenues | FY 2019-2020 Actual Revenues | FY 2020-2021 Adopted Budget | FY 2020-2021 Projected Actuals | FY 2021-2022 Proposed Budget |
|---|---|---|---|---|---|
| **Other revenues:** | | | | | |
| Tuition | 426,778 | 487,501 | 329,400 | 408,591 | 333,060 |
| Telecommunication property tax | 27,723 | 27,341 | 26,000 | 28,915 | 28,000 |
| Elderly Housing/Dublin Village | 14,416 | 15,774 | 14,350 | 15,575 | 15,000 |
| Miscellaneous | 11,602 | 4,659 | 5,000 | 1,000 | 2,500 |
| Insurance Reimbursement | 9,765 | 125 | 0 | 0 | 0 |
| Recovery | 0 | 57,902 | 0 | 0 | 0 |
| State Fund for Building Inspection fees | 1,747 | 0 | 1,000 | 900 | 900 |
| CCM/CIRMA Member Equity Distribution | 46,727 | 0 | 4,326 | 4,326 | 0 |
| | 538,758 | 593,302 | 380,076 | 459,307 | 379,460 |
| **Other financing sources:** | | | | | |
| Use of Fund Balance | 305,616 | 414,089 | 314,000 | 714,930 | 0 |
| Total other financing sources | 305,616 | 414,089 | 314,000 | 714,930 | 0 |
| Total revenues | 56,294,390 | 56,606,465 | 56,472,475 | 56,604,606 | 58,871,061 |



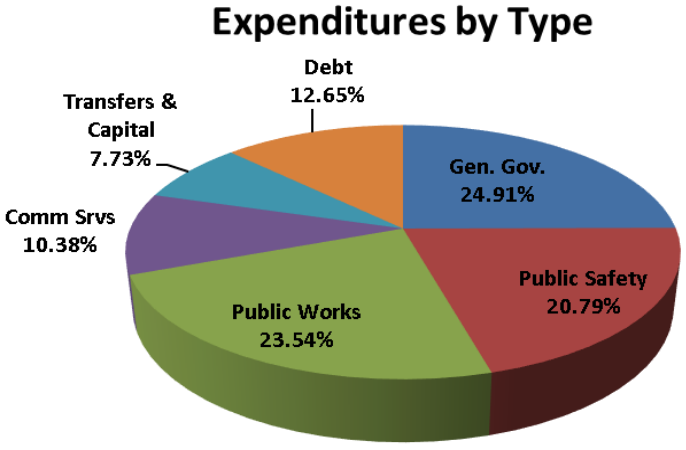

TOWN OF COLCHESTER
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# EXPENDITURE SUMMARY


TOWN OF COLCHESTER
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## TOWN OF COLCHESTER
## BUDGET SUMMARY BY FUNCTION

| | ACTUAL EXPENDITURES FY 2018-2019 | ACTUAL EXPENDITURES FY 2019-2020 | ADOPTED BUDGET FY 2020-2021 | PROJECTED ACTUAL FY 2020-2021 | PROPOSED BUDGET FY 2021-2022 |
|---|---|---|---|---|---|
| GENERAL GOVERNMENT | 3,495,149 | 3,567,600 | 3,780,915 | 3,735,564 | 4,086,025 |
| PUBLIC SAFETY | 2,885,321 | 2,874,674 | 3,100,772 | 3,084,543 | 3,410,845 |
| PUBLIC WORKS | 3,388,047 | 3,325,588 | 3,686,622 | 3,644,785 | 3,862,014 |
| COMMUNITY & HUMAN SERVICES | 1,559,447 | 1,594,794 | 1,691,056 | 1,592,260 | 1,702,017 |
| DEBT | 1,710,415 | 2,075,164 | 2,075,164 | 2,075,164 | 2,075,164 |
| TRANSFERS | 1,682,466 | 1,178,650 | 821,336 | 1,140,935 | 1,268,766 |
| **TOTAL TOWN** | **14,720,845** | **14,616,470** | **15,155,865** | **15,273,251** | **16,404,831** |
| **BOARD OF EDUCATION** | **40,367,299** | **41,262,496** | **41,316,610** | **41,397,941** | **42,466,230** |
| **TOTAL BUDGET** | **55,088,144** | **55,878,966** | **56,472,475** | **56,671,192** | **58,871,061** |



## SUMMARY - GENERAL GOVERNMENT

| | ACTUAL EXPENDITURES FY 2018-2019 | ACTUAL EXPENDITURES FY 2019-2020 | ADOPTED BUDGET FY 2020-2021 | PROJECTED ACTUAL FY 2020-2021 | PROPOSED BUDGET FY 2021-2022 |
|---|---|---|---|---|---|
| **LEGISLATIVE** | | | | | |
| BOARDS AND COMMISSIONS | 32,007 | 21,830 | 27,424 | 30,648 | 26,076 |
| **CONTINGENCY** | | | | | |
| CONTINGENCY | 0 | 0 | 60,992 | 0 | 64,980 |
| **MUNICIPAL MANAGEMENT** | | | | | |
| FIRST SELECTMAN | 243,930 | 274,339 | 241,464 | 239,094 | 243,236 |
| HUMAN RESOURCES | 9,542 | 74,957 | 107,712 | 62,519 | 214,777 |
| **FINANCE** | | | | | |
| FINANCE | 307,169 | 267,547 | 302,751 | 291,620 | 309,732 |
| TAX OFFICE | 160,641 | 160,919 | 175,769 | 175,747 | 178,032 |
| ASSESSOR'S OFFICE | 293,995 | 302,926 | 303,569 | 299,043 | 304,443 |
| **DEVELOPMENT AND PLANNING** | | | | | |
| PLANNING/BUILDING CODE ADMIN. | 467,666 | 430,275 | 479,597 | 469,475 | 507,846 |
| **TOWN CLERK** | | | | | |
| TOWN CLERK | 166,921 | 164,373 | 167,018 | 166,519 | 168,145 |

## SUMMARY - GENERAL GOVERNMENT (CONTINUED)

| | ACTUAL EXPENDITURES FY 2018-2019 | ACTUAL EXPENDITURES FY 2019-2020 | ADOPTED BUDGET FY 2020-2021 | PROJECTED ACTUAL FY 2020-2021 | PROPOSED BUDGET FY 2021-2022 |
|---|---|---|---|---|---|
| **REGISTRARS OF VOTERS** | | | | | |
| REGISTRARS OF VOTERS | 66,189 | 61,865 | 72,820 | 68,213 | 81,582 |
| **INSURANCES & PROBATE** | | | | | |
| INSURANCES | 1,636,603 | 1,672,753 | 1,721,911 | 1,821,815 | 1,875,334 |
| PROBATE | 5,258 | 5,271 | 5,347 | 5,347 | 5,342 |
| **INFORMATION TECHNOLOGY** | | | | | |
| INFORMATION TECHNOLOGY | 105,228 | 130,545 | 114,541 | 105,524 | 106,500 |
| **TOTAL GENERAL GOVERNMENT** | **3,495,149** | **3,567,600** | **3,780,915** | **3,735,564** | **4,086,025** |

## SUMMARY - PUBLIC SAFETY

| | ACTUAL EXPENDITURES FY 2018-2019 | ACTUAL EXPENDITURES FY 2019-2020 | ADOPTED BUDGET FY 2020-2021 | PROJECTED ACTUAL FY 2020-2021 | PROPOSED BUDGET FY 2021-2022 |
|---|---|---|---|---|---|
| **POLICE PROTECTION** | | | | | |
| POLICE/RESIDENT TROOPER'S OFFICE | 1,597,040 | 1,575,189 | 1,637,859 | 1,693,835 | 1,935,336 |
| **FIRE/EMERGENCY PROTECTION** | | | | | |
| FIRE/EMERGENCY MEDICAL SERVICES | 1,273,332 | 1,282,789 | 1,443,925 | 1,372,052 | 1,456,776 |
| **EMERGENCY MANAGEMENT** | | | | | |
| EMERGENCY MANAGEMENT | 14,949 | 16,696 | 18,988 | 18,656 | 18,733 |
| **TOTAL PUBLIC SAFETY** | **2,885,321** | **2,874,674** | **3,100,772** | **3,084,543** | **3,410,845** |

## SUMMARY - PUBLIC WORKS

| | ACTUAL EXPENDITURES FY 2018-2019 | ACTUAL EXPENDITURES FY 2019-2020 | ADOPTED BUDGET FY 2020-2021 | PROJECTED ACTUAL FY 2020-2021 | PROPOSED BUDGET FY 2021-2022 |
|---|---|---|---|---|---|
| **PUBLIC WORKS** | | | | | |
| PUBLIC WORKS ADMINISTRATION | 171,191 | 175,791 | 181,328 | 186,647 | 191,676 |
| HIGHWAY | 1,410,963 | 1,454,528 | 1,545,998 | 1,510,216 | 1,596,275 |
| FLEET SERVICES | 362,693 | 380,727 | 393,807 | 403,333 | 406,754 |
| GROUNDS MAINTENANCE | 437,417 | 473,450 | 507,679 | 483,634 | 535,508 |
| SNOW REMOVAL | 483,165 | 341,537 | 495,165 | 500,812 | 556,565 |
| FACILITIES | 118,811 | 107,054 | 129,820 | 132,794 | 134,188 |
| **ENGINEERING** | | | | | |
| ENGINEERING | 114,788 | 117,300 | 120,579 | 119,576 | 120,134 |
| **TRANSFER STATION** | | | | | |
| TRANSFER STATION | 289,019 | 275,201 | 312,246 | 307,773 | 320,914 |
| **TOTAL PUBLIC WORKS** | **3,388,047** | **3,325,588** | **3,686,622** | **3,644,785** | **3,862,014** |

## SUMMARY - COMMUNITY & HUMAN SERVICES

| | ACTUAL EXPENDITURES FY 2018-2019 | ACTUAL EXPENDITURES FY 2019-2020 | ADOPTED BUDGET FY 2020-2021 | PROJECTED ACTUAL FY 2020-2021 | PROPOSED BUDGET FY 2021-2022 |
|---|---|---|---|---|---|
| **YOUTH & SOCIAL SERVICES** | | | | | |
| YOUTH & SOCIAL SERVICES | 348,376 | 340,982 | 394,383 | 363,593 | 398,112 |
| **HEALTH** | | | | | |
| CHATHAM HEALTH DISTRICT | 179,204 | 189,944 | 199,882 | 198,882 | 206,624 |
| **COMMUNITY AGENCIES** | | | | | |
| COLCHESTER C3 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| **LIBRARY** | | | | | |
| CRAGIN MEMORIAL LIBRARY | 592,112 | 593,716 | 610,419 | 612,175 | 632,500 |
| **RECREATION** | | | | | |
| RECREATION | 147,255 | 153,629 | 158,771 | 104,867 | 137,621 |
| **SENIOR SERVICES** | | | | | |
| SENIOR SERVICES | 267,500 | 291,523 | 302,601 | 287,743 | 302,160 |
| **TOTAL COMMUNITY & HUMAN SERVICES** | **1,559,447** | **1,594,794** | **1,691,056** | **1,592,260** | **1,702,017** |

## SUMMARY - DEBT & TRANSFERS

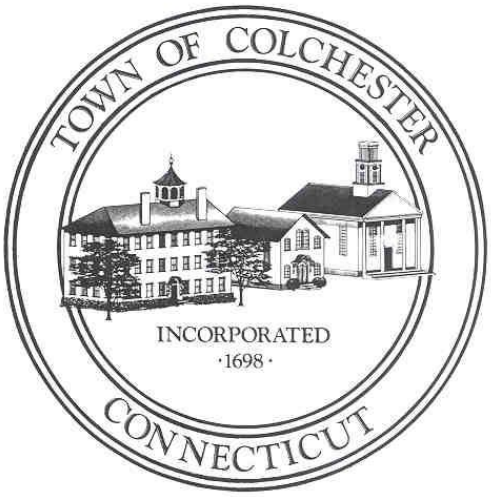
| | ACTUAL EXPENDITURES FY 2018-2019 | ACTUAL EXPENDITURES FY 2019-2020 | ADOPTED BUDGET FY 2020-2021 | PROJECTED ACTUAL FY 2020-2021 | PROPOSED BUDGET FY 2021-2022 |
|---|---|---|---|---|---|
| **DEBT** | | | | | |
| DEBT SERVICE | 1,710,415 | 2,075,164 | 2,075,164 | 2,075,164 | 2,075,164 |
| **TRANSFERS** | | | | | |
| OTHER FINANCING USES | 1,682,466 | 1,178,650 | 821,336 | 1,140,935 | 1,268,766 |
| **TOTAL DEBT & TRANSFERS** | **3,392,881** | **3,253,814** | **2,896,500** | **3,216,099** | **3,343,930** |

## SUMMARY - EDUCATION

| | ACTUAL EXPENDITURES FY 2018-2019 | ACTUAL EXPENDITURES FY 2019-2020 | ADOPTED BUDGET FY 2020-2021 | PROJECTED ACTUAL FY 2020-2021 | PROPOSED BUDGET FY 2021-2022 |
|---|---|---|---|---|---|
| **EDUCATION** | **40,367,299** | **41,262,496** | **41,316,610** | **41,397,941** | **42,466,230** |

# SECTION THREE

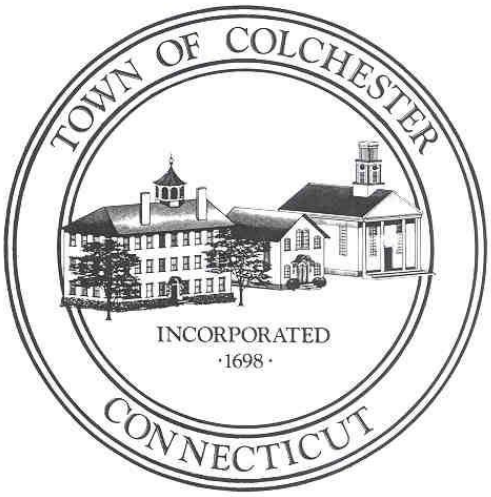
# Taxation & Collections


TOWN OF COLCHESTER
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# Section Three – Taxation & Collections

**Item**

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


TOWN OF COLCHESTER
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**Town of Colchester**
**FY 2021-2022 Proposed Budget**
**Budget Summary & Mill Rate Calculation**

## BUDGET SUMMARY

| | EDUCATION | TOWN | DEBT SERVICE | TRANSFERS/ CAPITAL | TOTAL |
|---|---|---|---|---|---|
| **Appropriations** | **42,466,230** | **13,060,901** | **2,075,164** | **1,268,766** | **58,871,061** |
| **Estimated Revenue** | **12,823,278** | **2,419,380** | **0** | **0** | **15,242,658** |
| **Amount to be Raised by Taxation** | **29,642,952** | **10,641,521** | **2,075,164** | **1,268,766** | **43,628,403** |
| **MILLS** | **23.19** | **8.33** | **1.62** | **0.99** | **34.13** |

## MILL RATE CALCULATION

| | DOLLARS | MILLS |
|---|---|---|
| **Amount to be Raised by Taxation** | **43,628,403** | **34.13** |
| **Reserve for Uncollected Revenue (estimated 98.6% collection rate)** | **610,798** | **0.48** |
| **TOTAL TAX WARRANT** | **44,239,201** | **34.61** |

| | | | |
|---|---|---|---|
| **Grand List** | **1,259,592,300** | **2021-22 Proposed Mill Rate** | **34.61** |
| **Estimated Prorates** | **3,200,000** | **2020-21 Mill Rate** | **32.84** |
| **M. V. Supplement** | **19,000,000** | **Increase in Mill Rate** | **1.77** |
| **Less Estimated BAA and adjustments** | **(3,500,000)** | | |
| **List Net** | **1,278,292,300** | | |

Dated: April 6, 2021

## Principal Taxpayers

| Name | Nature of Business | Taxable Valuation as of 10/01/2020 | Percent of Net Taxable Grand List[1] |
|---|---|---|---|
| **Connecticut Light & Power Company** | Utility | $21,443,080 | 1.70 |
| **Country Place of Colchester LTD Partners** | Housing Development | 9,903,590 | 0.79 |
| **SS1 Colchester, LLC** | Grocery Store | 8,337,700 | 0.66 |
| **Alpha Q Inc** | Manufacturing | 6,846,030 | 0.54 |
| **CV Colchester I LLC** | Apartments | 6,195,000 | 0.49 |
| **S & S Worldwide** | Manufacturing/Distribution | 5,264,110 | 0.42 |
| **Norwich, City of** | Utility | 4,835,900 | 0.38 |
| **Sharr Realty LLC** | Commercial Leasing | 3,804,300 | 0.30 |
| **Genesis Health Ventures of Bloomfield Inc.** | Convalescent Home | 3,570,000 | 0.28 |
| **GND Too of Colchester LLC** | Elderly Housing | 3,547,000 | 0.28 |
| | **TOTAL** | $73,746,710 | 5.85 |

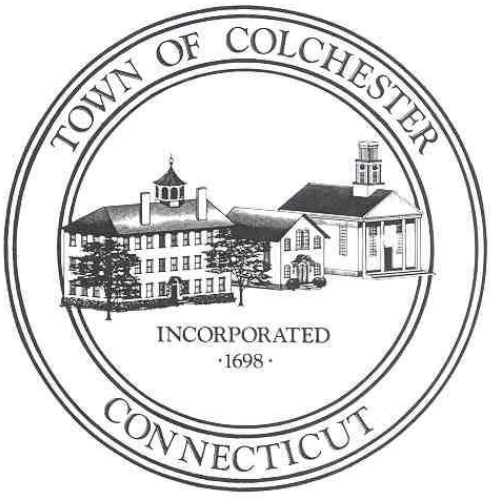
[1] Based on 2020 Net Taxable Grand List of $1,261,557,248.

## Property Tax Levies and Collections

| Fiscal Year Ended 6/30 | Net Taxable Grand List (000s) | Mill Rate | Total Adjustable Tax Levy | Percent of Annual Levy Collected at End of Fiscal Year | Percent of Annual Levy Uncollected at End of Fiscal Year | Percent of Annual Levy Uncollected as of 6/30/20 |
|---|---|---|---|---|---|---|
| **2020** | $1,223,067 | 32.84 | $40,643,426 | 98.9 | 1.1 | 1.14 |
| **2019** | 1,213,315 | 32.28 | 39,552,832 | 98.9 | 1.1 | 0.39 |
| **2018** | 1,201,704 | 32.37 | 39,244,661 | 98.9 | 1.1 | 0.16 |
| **2017** | 1,216,010 | 30.91 | 38,112,512 | 99.0 | 1.0 | 0.14 |
| **2016** | 1,201,874 | 30.76 | 37,393,155 | 98.8 | 1.2 | 0.11 |
| **2015** | 1,195,815 | 30.57 | 36,891,618 | 98.5 | 1.5 | 0.11 |
| **2014** | 1,191,172 | 30.28 | 36,156,049 | 98.4 | 1.6 | 0.09 |
| **2013** | 1,176,520 | 28.80 | 34,157,365 | 98.4 | 1.6 | 0.09 |
| **2012** | 1,297,281 | 25.85 | 33,774,748 | 98.4 | 1.6 | 0.08 |
| **2011** | 1,275,362 | 25.07 | 32,238,714 | 98.6 | 1.4 | 0.08 |

# SECTION FOUR

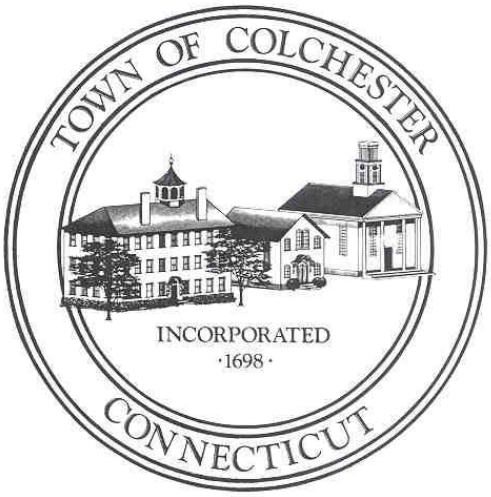
# Department Operating Budgets


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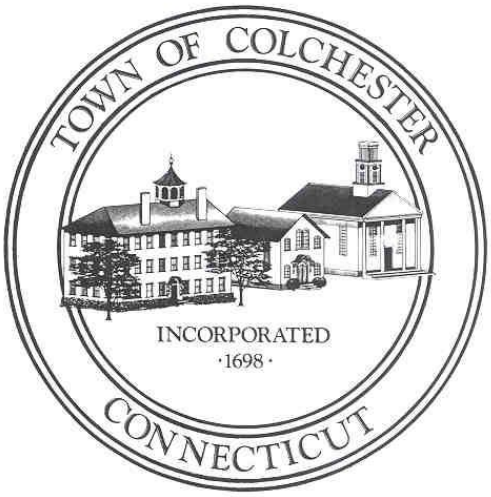
# Section Four – FY 2021-2022 Proposed Operating Budget (by Department)

**Item**

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


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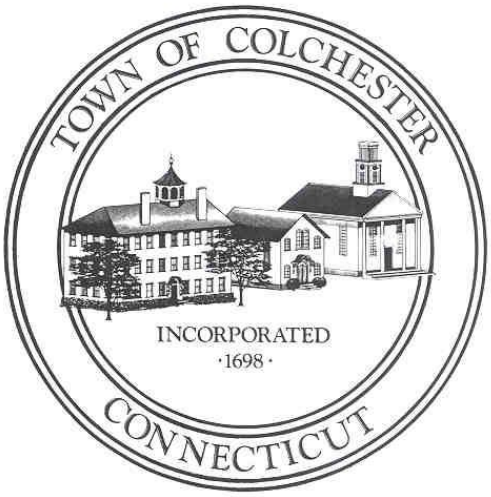
# General Government


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# General Government

**Departments**

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


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## Boards and Commissions

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

- Board of Finance
- Police Retirement Board
- Ethics Commission
- Board of Assessment Appeals
- Economic Development Commission
- Historic District Commission
- Fair Rent Commission
- Commission on Aging
- Senior Center Building Committee
- Norton Park Committee
- Long-Term Recovery Committee
- Ad Hoc Committee for Diversity and Inclusion

**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**BOARDS & COMMISSIONS**

| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Overtime | 2,729 | 1,650 | 312 | 0 | 0 |
| Contractual, Temporary, Occassional Payroll | 1,620 | 3,631 | 5,753 | 9,496 | 7,478 |
| FICA | 200 | 88 | 245 | 342 | 209 |
| Office Supplies | 23 | 0 | 50 | 25 | 50 |
| Mileage, Training & Meetings | 0 | 100 | 150 | 0 | 350 |
| Financial & Accounting | 12,311 | 12,586 | 12,934 | 13,340 | 13,659 |
| Professional Services | 13,835 | 2,600 | 6,650 | 6,035 | 3,000 |
| Legal Notices | 20 | 0 | 30 | 110 | 30 |
| Printing & Publications | 1,269 | 1,175 | 1,300 | 1,300 | 1,300 |
| **TOTAL** | **32,007** | **21,830** | **27,424** | **30,648** | **26,076** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **11105 - BOARDS AND COMMISSIONS** | | | | | | |
| **40105 - CONTR TEMP OCCAS** | | | | **7,478** | | **7,478** |
| Meeting Clerk - Police Retirement Board | 2.00 | 70.00 | 140 | | | |
| Meeting Clerk - Fair Rent Commission | 2.00 | 70.00 | 140 | | | |
| Meeting Clerk - Commission on Aging | 12.00 | 70.00 | 840 | | | |
| Meeting Clerk - Senior Center Building Committee Funded through budget until Referendum for project | 3.00 | 70.00 | 210 | | | |
| Meeting Clerk - Board of Assessment Appeals | 1.00 | 1,224.00 | 1,224 | | | |
| Meeting Clerk - Board of Finance | 1.00 | 1,362.00 | 1,362 | | | |
| Meeting Clerk - Norton Park Committee | 12.00 | 70.00 | 840 | | | |
| Meeting Clerk - Historic District Commission | 1.00 | 142.00 | 142 | | | |
| Meeting Clerk - Diversity and Inclusion | 12.00 | 70.00 | 840 | | | |
| Meeting Clerk - Long Term Recovery | 12.00 | 70.00 | 840 | | | |
| Board member stipend - Board of Assessment Appeals | 3.00 | 300.00 | 900 | | | |
| **41230 - FICA** | | | | **209** | | **209** |
| FICA/Medicare for Meeting Clerk's wages | 1.00 | 209.00 | 209 | | | |
| **42301 - OFFICE SUPPLIES** | | | | **50** | | **50** |
| **43213 - MILEAGE, TRAINING & MEETINGS** | | | | **350** | | **350** |
| Board of Assessment Appeals - Training seminars | 1.00 | 150.00 | 150 | | | |
| Commission on Aging - Health Fair | 1.00 | 200.00 | 200 | | | |
| **44202 - FINANCIAL & ACCOUNTING** | | | | **13,659** | | **13,659** |
| Independent audit (Town share) | 1.00 | 13,659.00 | 13,659 | | | |
| **44208 - PROFESSIONAL SERVICES** | | | | **3,000** | | **3,000** |
| Police Retirement Plan - disclosure information/accounting reports required for financial statements | 1.00 | 2,700.00 | 2,700 | | | |
| Pension calculation for retirees | 1.00 | 300.00 | 300 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **44230 - LEGAL NOTICES** | | | | **30** | | **30** |
| Board of Assessment Appeals | 1.00 | 30.00 | 30 | | | |
| **44232 - PRINTING & PUBLICATIONS** | | | | **1,300** | | **1,300** |
| Commission on Aging | 1.00 | 300.00 | 300 | | | |
| Printing of adopted budget | 1.00 | 1,000.00 | 1,000 | | | |
| **TOTAL BOARDS AND COMMISSIONS** | | | | **26,076** | **0** | **26,076** |

**Town of Colchester**
**FY 2021 - 2022**
**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.

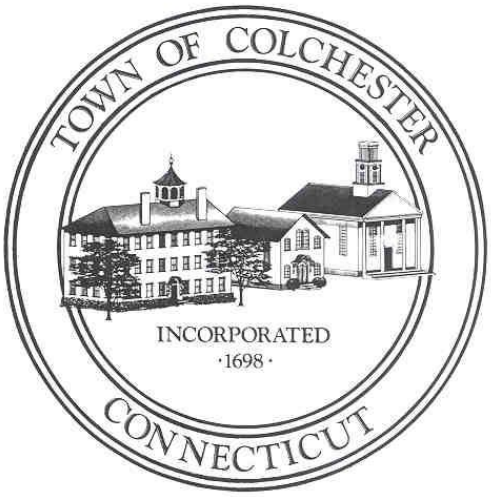
**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**CONTINGENCY**

| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Contingency | 0 | 0 | 60,992 | 0 | 64,980 |
| **TOTAL** | **0** | **0** | **60,992** | **0** | **64,980** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **11110 - CONTINGENCY** | | | | | | |
| **50900 - CONTINGENCY** | | | | **65,299** | | **64,980** |
| Reserve for unanticipated expenditures | 1.00 | 65,299.00 | 65,299 | | (319) | |
| **TOTAL CONTINGENCY** | | | | **65,299** | **(319)** | **64,980** |


TOWN OF COLCHESTER
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**Town of Colchester**
**FY 2021-2022**
**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 Assistant (part time)

**2020-2021 Accomplishments**

- Led COVID-19 response while working in partnership with Chatham Health and the Emergency Management Director.
- Provided frequent communications with Town residents related to COVID-19, including statistics, restrictions and guidance on safety
- Worked with local businesses to meet increasing demands related to COVID-19, including helping to secure funding and discussing strategies for safety
- Established the Long-Term Recovery Committee to address ongoing needs related to COVID-19
- Increased the staffing in the Fire Department to assist in safe response to 911 calls
- Continued to update the Standard Operating Procedures to include current practice and provide consistent response
- Instituted a program to welcome new businesses in town through a partnership with the Colchester Business Association
- Established a committee to explore Diversity and Inclusion needs in Colchester
- Updated all job descriptions as positions became vacant
- Established Zoom platform for all committees and boards to continue to hold meetings
- Developed protocols and invested in infrastructure for remote work, allowing the Town Hall to be physically closed, but continue to provide services to the community.
- Worked with Department Heads to stay within budget, find alternative options for programing and gain efficiencies in staffing and department structure during the global pandemic
- Partnered with Emergency Management to provide resources during extended power outages
- Participated in COST, CCM, SCCOG, DPH, and CT State meetings, representing Colchester and bringing back pertinent information to the Town government
- Continued work to update infrastructure involving Information Technology

**2021-2022 Objectives**

- Ongoing response to COVID-19 related demands on Town operations
- Continue to identify opportunities for efficiency
- Work with Police Department to develop a “neighborhood watch” program to increase safety in our community
- Continue to maximize social media, community meetings and website to communicate with residents.
- Hire a Fire Chief
- Improve timeline for getting projects in town to completion
- Bring forward two referendums for vote: Replacement of Fire Apparatus and new Senior Center building
- Continue to participate in all pertinent local, regional and state level meetings, representing the needs of Colchester
- Increase visibility of Town to attract economic development
- Restore Town Green utilizing the grant funding

**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**FIRST SELECTMAN**

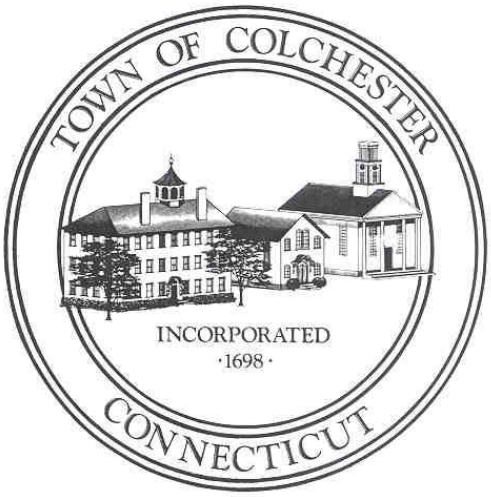
| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 152,106 | 159,524 | 163,571 | 160,858 | 168,379 |
| Overtime | 80 | 102 | 0 | 0 | 0 |
| Contractual, Temporary, Occassional Payroll | 657 | 881 | 750 | 0 | 0 |
| Employee Related Insurances | 503 | 450 | 526 | 505 | 681 |
| FICA & Retirement | 19,810 | 19,043 | 21,293 | 21,028 | 22,392 |
| Copier | 4,021 | 3,938 | 4,231 | 3,430 | 2,203 |
| Office Supplies | 1,826 | 2,845 | 1,500 | 1,500 | 1,500 |
| Mileage, Training & Meetings | 275 | 79 | 400 | 200 | 200 |
| Professional Memberships | 18,605 | 18,605 | 18,855 | 18,855 | 18,855 |
| Legal | 39,358 | 62,394 | 22,500 | 27,500 | 22,500 |
| Professional Services | 972 | 1,653 | 1,605 | 1,255 | 1,305 |
| Postage | 3,320 | 3,723 | 3,608 | 3,000 | 2,596 |
| Printing & Publications | 160 | 123 | 0 | 0 | 0 |
| Property Tax | 167 | 165 | 175 | 163 | 175 |
| Equipment Repairs | 0 | 0 | 150 | 50 | 150 |
| Parades & Celebrations | 2,070 | 814 | 2,300 | 750 | 2,300 |
| **TOTAL** | **243,930** | **274,339** | **241,464** | **239,094** | **243,236** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **11201 - FIRST SELECTMAN** | | | | | | |
| **40101 - REGULAR PAYROLL** | | | | **168,379** | | **168,379** |
| First Selectman | 1.00 | 92,563.00 | 92,563 | | | |
| Executive Assistant to the First Selectman | 1.00 | 56,063.00 | 56,063 | | | |
| Department Clerk (20 hrs/week) | 1.00 | 19,753.00 | 19,753 | | | |
| Position shared with Human Resources (HR) | | | | | | |
| **41210 - EMPLOYEE RELATED INS.** | | | | **681** | | **681** |
| Life/AD&D Insurance | 1.00 | 281.00 | 281 | | | |
| Long Term Disability | 1.00 | 245.00 | 245 | | | |
| Life/AD&D Insurance - Department Clerk (shared position with HR) | 1.00 | 94.00 | 94 | | | |
| Benefit eligibility due to increased hours to support Human Resources | | | | | | |
| Long Term Disability - Department Clerk (shared position with HR) | 1.00 | 61.00 | 61 | | | |
| Benefit eligibility due to increased hours to support Human Resources | | | | | | |
| **41230 - FICA & RETIREMENT** | | | | **22,392** | | **22,392** |
| FICA/Medicare | 1.00 | 12,881.00 | 12,881 | | | |
| Defined Contribution 401(a) Plan @ 6% | 1.00 | 8,918.00 | 8,918 | | | |
| Defined Contribution 401(a) Plan @ 3% - Department Clerk (shared position with Human Resources) | 1.00 | 593.00 | 593 | | | |
| Benefit eligibility due to increased hours to support Human Resources | | | | | | |
| **42233 - COPIER** | | | | **2,203** | | **2,203** |
| Monthly lease payments | 12.00 | 94.00 | 1,128 | | | |
| Per image charges | 1.00 | 750.00 | 750 | | | |
| Copy paper | 1.00 | 325.00 | 325 | | | |
| **42301 - OFFICE SUPPLIES** | | | | **1,500** | | **1,500** |
| General office supplies & postage meter supplies | 1.00 | 1,500.00 | 1,500 | | | |
| **43213 - MILEAGE, TRAINING & MEETINGS** | | | | **200** | | **200** |
| Mileage, workshop & conference fees | 1.00 | 200.00 | 200 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **43258 - PROFESSIONAL MEMBERSHIPS** | | | | **18,855** | | **18,855** |
| Southeast CT Council of Governments | 1.00 | 8,837.00 | 8,837 | | | |
| CT Council of Small Towns | 1.00 | 1,275.00 | 1,275 | | | |
| CT Conference of Municipalities | 1.00 | 8,653.00 | 8,653 | | | |
| Colchester Business Association | 1.00 | 90.00 | 90 | | | |
| **44203 - LEGAL** | | | | **22,500** | | **22,500** |
| General legal matters | 1.00 | 10,000.00 | 10,000 | | | |
| Assessment appeals | 1.00 | 12,500.00 | 12,500 | | | |
| **44208 - PROFESSIONAL SERVICES** | | | | **1,305** | | **1,305** |
| Constant contact - communication with citizens | 1.00 | 600.00 | 600 | | | |
| GFOA Budget award application fees | 1.00 | 345.00 | 345 | | | |
| Survey Monkey - BOF budget survey to citizens | 1.00 | 360.00 | 360 | | | |
| **44217 - POSTAGE** | | | | **2,596** | | **2,596** |
| Postage | 1.00 | 500.00 | 500 | | | |
| Postage meter - quarterly lease payments | 4.00 | 524.00 | 2,096 | | | |
| **45250 - PROPERTY TAXES** | | | | **175** | | **175** |
| Property taxes paid to Town of Hebron | 1.00 | 175.00 | 175 | | | |
| **46224 - EQUIPMENT REPAIRS** | | | | **150** | | **150** |
| Office Equipment Repairs | 1.00 | 150.00 | 150 | | | |
| **47242 - PARADES & CELEBRATIONS** | | | | **2,300** | | **2,300** |
| Memorial Day | 1.00 | 2,000.00 | 2,000 | | | |
| Employee/Elected Official recognition & bereavement | 1.00 | 300.00 | 300 | | | |
| **TOTAL FIRST SELECTMAN** | | | | **243,236** | **0** | **243,236** |


TOWN OF COLCHESTER
INCORPORATED
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**Town of Colchester**
**FY 2021 - 2022**
**Proposed Budget**

## Department: Human Resources

### Mission

To provide HR related support and guidance to all members of Town of Colchester management and direct level staff. The Human Resources Department ensures the legal, ethical, efficient, competent, and timely administration of Town compensation and benefits programs; personnel policy development; employment related legal compliance including non-discrimination, unemployment and worker's compensation; risk management; recruiting; on-boarding; performance management/discipline and training.

### Description

The Department of Human Resources administers the human resources functions of the Town and Board of Education of Colchester.

The Director of Human Resources is head of the Human Resources department and is jointly hired by, and responsible to, the Board of Selectmen and Board of Education.

### Staffing

Director of Human Resources
Part time Department Assistant
HR Intern during school sessions

### 2020-2021 Accomplishments

- Instituted New Hire orientation process conducted by Human Resources
- Instituted internal investigation procedures conducted by Human Resources
- Inserted Human Resources into the grievance process
- Inserted HR into the interview process
- Assumed all FMLA responsibilities; instituted a FMLA tracking spreadsheet
- Opened off-the-record negotiations with 4 unions
- Updated certain job descriptions in 5 departments
- Overhauled all current personnel records: divided by personnel, medical and I-9
- Organized all former employee files
- Updated/updating organizational charts
- Obtained and disseminated up-to-date employment posters for 7 Town facilities/locations

- Conducted internal I-9 Audit, corrective action taken/being taken
- Successfully led all town staff in taking CHRO sexual harassment prevention training and individual acknowledgment of the town Discrimination/harassment policy
- Instituted a documented personnel change process/procedure
- Instituted an HR Intern program, 2 interns successfully enrolled
- Updated key HR related forms
- Instituted an Exit Interview process
- Assumed the role of VAMS Employer Coordinator

**2021-2022 Objectives**

- Update personnel policy handbook as needed
- Create a centralized volunteer coordinator function
- Create a New Hire Process Guide
- Create a Handbook for Supervisors
- Lead effort to develop a Town Administrative Policies and Procedures Manual
- Institute a new time-keeping procedure for hourly staff

**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**HUMAN RESOURCES**

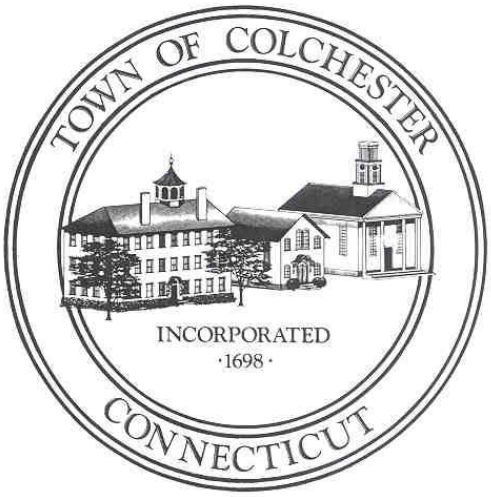
| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 0 | 10,328 | 33,825 | 33,909 | 44,631 |
| Employee Related Insurances | 0 | 0 | 0 | 0 | 78 |
| FICA & Retirement | 0 | 0 | 3,941 | 3,950 | 5,101 |
| Office Supplies | 0 | 516 | 150 | 150 | 150 |
| Other Purchased Supplies | 97 | 0 | 0 | 0 | 0 |
| Mileage, Training & Meetings | 424 | 219 | 700 | 0 | 700 |
| Professional Memberships | 0 | 0 | 0 | 0 | 110 |
| Legal | 4,035 | 28,647 | 30,000 | 20,000 | 30,000 |
| Professional Services | 3,210 | 34,460 | 3,600 | 4,210 | 11,900 |
| Advertising | 1,692 | 688 | 2,500 | 300 | 1,250 |
| Printing & Publications | 84 | 99 | 80 | 0 | 710 |
| Contract Settlements | 0 | 0 | 32,916 | 0 | 120,147 |
| **TOTAL** | **9,542** | **74,957** | **107,712** | **62,519** | **214,777** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **11205 - HUMAN RESOURCES** | | | | | | |
| **40101 - REGULAR PAYROLL** | | | | **44,631** | | **44,631** |
| Director of Human Resources - 30% Town & 70% BOE | 1.00 | 34,755.00 | 34,755 | | | |
| Department Clerk (10 hrs/week) - shared position with First Selectman's Office (FS)<br>Additional hours request | 1.00 | 9,876.00 | 9,876 | | | |
| **41210 - EMPLOYEE RELATED INS.** | | | | **78** | | **78** |
| Life/AD&D Insurance - Department Clerk (shared position with FS)<br>Benefit eligibility due to increased hours to support Human Resources | 1.00 | 47.00 | 47 | | | |
| Long Term Disability - Department Clerk (shared position with FS)<br>Benefit eligibility due to increased hours to support Human Resources | 1.00 | 31.00 | 31 | | | |
| **41230 - FICA & RETIREMENT** | | | | **5,101** | | **5,101** |
| FICA/Medicare | 1.00 | 2,659.00 | 2,659 | | | |
| Defined Contribution 457 Plan @ 4% | 1.00 | 1,390.00 | 1,390 | | | |
| FICA/Medicare - Department Clerk (shared position with FS)<br>Additional hours request | 1.00 | 756.00 | 756 | | | |
| Defined Contribution 401(a) Plan @ 3% - Department Clerk (shared position with First Selectman)<br>Benefit eligibility due to increased hours to support Human Resources | 1.00 | 296.00 | 296 | | | |
| **42301 - OFFICE SUPPLIES** | | | | **150** | | **150** |
| General office supplies | 1.00 | 150.00 | 150 | | | |
| **43213 - MILEAGE, TRAINING & MEETINGS** | | | | **700** | | **700** |
| Training & resources - Human Resources/Personnel | 1.00 | 700.00 | 700 | | | |
| **43258 - PROFESSIONAL MEMBERSHIPS** | | | | **110** | | **110** |
| ADA Compliance membership | 1.00 | 110.00 | 110 | | | |
| **44203 - LEGAL** | | | | **30,000** | | **30,000** |
| Contract negotiations and other labor/personnel related matters<br>4 union contracts expired on 6/30/2021 | | | | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **44208 - PROFESSIONAL SERVICES** | | | | **11,900** | | **11,900** |
| Section 125 Plan Administration fees | 12.00 | 75.00 | 900 | | | |
| Third Party Administrator for Heart & Hypertension Claims | 1.00 | 1,000.00 | 1,000 | | | |
| Professional Search Firm - Fire Chief recruitment | 1.00 | 10,000.00 | 10,000 | | | |
| **44231 - ADVERTISING** | | | | **1,250** | | **1,250** |
| Position advertising | 1.00 | 1,250.00 | 1,250 | | | |
| **44232 - PRINTING & PUBLICATIONS** | | | | **710** | | **710** |
| Forms, booklets, and employee notifications | 1.00 | 80.00 | 80 | | | |
| Mandated Department of Labor (DOL) posters | 7.00 | 90.00 | 630 | | | |
| **50950 - CONTRACT SETTLEMENTS** | | | | **120,147** | | **120,147** |
| Estimated salary & benefit increase for union contract settlements<br>Public Works, Fire, Town Administrators, Town Clerical<br>Contracts expired 6/30/2021) | 1.00 | 120,147.00 | 120,147 | | | |
| **TOTAL HUMAN RESOURCES** | | | | **214,777** | **0** | **214,777** |


TOWN OF COLCHESTER
INCORPORATED
·1698·
CONNECTICUT

**Town of Colchester**
**FY 2021 - 2022**
**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 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) |
| Deputy Chief Financial Officer | (full time – shared position with BOE) |
| Accountant | (full time – shared position with BOE) |
| Payroll, Employee Benefits & A/P Manager | (full time – shared position with BOE) |
| Payroll & Accounts Payable Assistants (2) | (full-time – shared positions with BOE) |
| Treasurer | (elected – funded by Town budget) |

**2020 – 2021 Accomplishments**

- Issued audited financial statements for the fiscal year ended June 30, 2020 with unqualified audit opinion.
- Issued State and Federal grant audit reports with no compliance or internal control findings.
- Issued general obligation bond anticipation notes in October 2020 continued financing of WJJMS School building project in anticipation of final grant funding from State of CT.
- Grants management and reporting for Coronavirus Relief Fund (CRF), FEMA, and Elementary and Secondary School Emergency Relief Funds (ESSER).
- For the period January-December 2020, issued 36.65% of total payment transactions via electronic payments to vendors.
- Upgraded Tyler Munis forms program for checks, direct deposit advices, and purchase orders.
- Scanning all vendor invoices and attaching document to accounts payable transaction record in Munis.
- Successful implementation of pilot program to issue payroll direct deposit advices as pdf attachments via email.
- FY 2020-2021 Adopted Budget submitted to the National Government Finance Officers' Association (GFOA) for the Distinguished Budget Presentation Award.
- Recruitment and hiring of Deputy Chief Financial Officer (replaced position of Director of Finance).
- Recruitment and hiring of Accountant (fill vacancy from resignation).

**2021 – 2022 Objectives**

- Issue audited financial statements for the fiscal year ended June 30, 2021 with an unqualified opinion.
- Development of FY 2021-2022 Town & BOE annual operating budgets.
- Submission of the FY 2021-2022 Adopted Town budget to the National GFOA for the Distinguished Budget Presentation Award.
- Continue to meet reporting requirements of Uniform Chart of Accounts as required by the State of CT Office of Policy and Management.
- Grants management and reporting for American Rescue Plan Act for the Town and Board of Education.
- Continue to increase the use of electronic payments to vendors.
- Expand program of issuing payroll direct deposit advices to employees as pdf attachments via email.
- Issue bond anticipation notes in October 2021 for continued financing of WJJMS School building project in anticipation of final grant funding from State of CT.
- Complete debt financing plans for the replacement of Fire Apparatus and Senior Center Building Project for anticipated referendums to be held in June/July 2021 and September 2021, respectively.
- Implement Tyler Content Management and Employee Self Service modules for Munis.

**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**FINANCE**

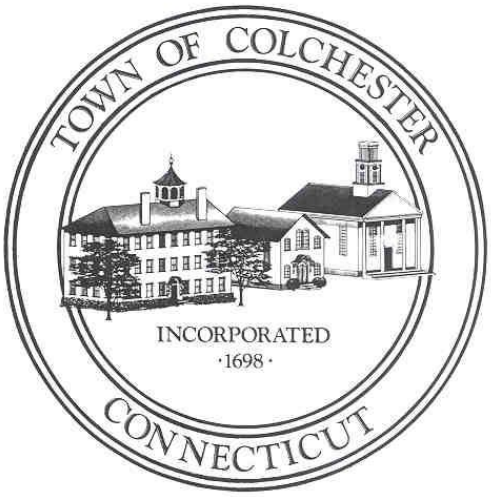
| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 217,307 | 193,479 | 222,009 | 218,428 | 227,063 |
| Contractual, Temporary, Occasional Payroll | 5,054 | 5,168 | 5,285 | 5,285 | 5,403 |
| Employee Related Insurances | 769 | 672 | 852 | 812 | 852 |
| FICA & Retirement | 30,316 | 24,770 | 31,998 | 32,332 | 32,695 |
| Copier | 1,708 | 1,829 | 1,828 | 1,518 | 1,518 |
| Office Supplies | 737 | 1,139 | 1,000 | 1,130 | 1,300 |
| Mileage, Training & Meetings | 1,136 | 1,297 | 1,850 | 1,200 | 1,850 |
| Professional Memberships | 583 | 535 | 605 | 608 | 615 |
| Data Processing | 27,099 | 28,462 | 27,324 | 27,307 | 30,986 |
| Professional Services | 20,320 | 7,987 | 7,500 | 825 | 5,000 |
| Postage | 2,140 | 2,209 | 2,500 | 1,800 | 2,200 |
| Service Contracts | 0 | 0 | 0 | 375 | 250 |
| **TOTAL** | **307,169** | **267,547** | **302,751** | **291,620** | **309,732** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **11301 - FINANCE** | | | | | | |
| **40101 - REGULAR PAYROLL** | | | | **227,063** | | **227,063** |
| Chief Financial Officer (CFO) - 50% Town & 50% BOE | 1.00 | 72,006.00 | 72,006 | | | |
| Deputy Chief Financial Officer - 50% Town & 50% BOE | 1.00 | 46,013.00 | 46,013 | | | |
| Accountant - 50% Town & 50% BOE | 1.00 | 41,923.00 | 41,923 | | | |
| Payroll/Employee Benefits & Accounts Payable Manager - 30% Town & 70% BOE | 1.00 | 22,627.00 | 22,627 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Payroll & Accounts Payable Assistant - 40% Town & 60% BOE | 1.00 | 21,907.00 | 21,907 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Payroll & Accounts Payable Assistant - 40% Town & 60% BOE | 1.00 | 21,907.00 | 21,907 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Longevity | 1.00 | 680.00 | 680 | | | |
| **40105 - CONTR TEMP OCCAS** | | | | **5,403** | | **5,403** |
| Treasurer | 1.00 | 5,403.00 | 5,403 | | | |
| **41210 - EMPLOYEE RELATED INS.** | | | | **852** | | **852** |
| Life/AD&D Insurance | 1.00 | 412.00 | 412 | | | |
| Long Term Disability Insurance | 1.00 | 440.00 | 440 | | | |
| **41230 - FICA & RETIREMENT** | | | | **32,695** | | **32,695** |
| FICA/Medicare | 1.00 | 17,783.00 | 17,783 | | | |
| Defined Contribution 401(a) Plan - CFO, Deputy CFO & Accountant @ 6% (50% Town & 50% BOE) | 1.00 | 9,596.00 | 9,596 | | | |
| Defined Contribution 401(a) Plan - Payroll/Employee Benefits & Accounts Payable Manager @ 8% (30% Town & 70% BOE) | 1.00 | 1,810.00 | 1,810 | | | |
| Defined Contribution 401(a) Plan - Payroll & A/P Assistant @ 8% 2 positions (40% Town & 60% BOE) | 2.00 | 1,753.00 | 3,506 | | | |
| **42233 - COPIER** | | | | **1,518** | | **1,518** |
| Monthly lease payments (shared with BOE) | 12.00 | 101.50 | 1,218 | | | |
| Per image charges | 1.00 | 300.00 | 300 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **42301 - OFFICE SUPPLIES** | | | | **1,300** | | **1,300** |
| Office supplies | 1.00 | 1,000.00 | 1,000 | | | |
| Copy paper | 1.00 | 300.00 | 300 | | | |
| Reallocated from copier line item | | | | | | |
| **43213 - MILEAGE, TRAINING & MEETINGS** | | | | **1,850** | | **1,850** |
| Mileage for use of personal vehicle - attendance at educational seminars, professional organization and other meetings | 1.00 | 500.00 | 500 | | | |
| CCM, GFOA, CTCPA sponsored meetings & seminars | 1.00 | 600.00 | 600 | | | |
| Continuing education requirements for certification | | | | | | |
| Staff Training - Finance, Payroll/Personnel, technology, Munis | 1.00 | 750.00 | 750 | | | |
| **43258 - PROFESSIONAL MEMBERSHIPS** | | | | **615** | | **615** |
| CTGFOA membership - CFO, Depyty CFO | 2.00 | 65.00 | 130 | | | |
| National GFOA membership - CFO | 1.00 | 190.00 | 190 | | | |
| AICPA membership - CFO (50% Town/50% BOE) | 1.00 | 145.00 | 145 | | | |
| CTCPA membership - CFO (50% Town/50% BOE) | 1.00 | 150.00 | 150 | | | |
| **44205 - DATA PROCESSING** | | | | **30,986** | | **30,986** |
| Munis contract (shared with BOE) - 3 year contract renewal 7/1/19-6/30/22 | 1.00 | 25,824.00 | 25,824 | | | |
| Check stock, Direct deposit paystubs, tax forms | 1.00 | 1,500.00 | 1,500 | | | |
| Modifications to forms (check signers) and/or updates to secure signature hardware/software | 1.00 | 875.00 | 875 | | | |
| Munis - Employee Self Service (shared cost with BOE (Town 30%/BOE 70%) | 1.00 | 1,275.00 | 1,275 | | | |
| Munis - Tyler Content Manager (shared cost with BOE (Town 30%/BOE 70%) | 1.00 | 1,512.00 | 1,512 | | | |
| **44208 - PROFESSIONAL SERVICES** | | | | **5,000** | | **5,000** |
| Banking services fees | 1.00 | 5,000.00 | 5,000 | | | |
| **44217 - POSTAGE** | | | | **2,200** | | **2,200** |
| **44223 - SERVICE CONTRACTS** | | | | **250** | | **250** |
| Folder Sealer - Hot Swap Program annual service contract | 1.00 | 250.00 | 250 | | | |
| Shared cost with BOE | | | | | | |
| **TOTAL FINANCE** | | | | **309,732** | **0** | **309,732** |


TOWN OF COLCHESTER
INCORPORATED
·1698·
CONNECTICUT

**Town of Colchester**
**FY 2021-2022**
**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, and an attorney to assist in the collection of delinquent taxes.

### Staffing

Tax Collector (elected)
Assistant Tax Collector

**2020-2021 Accomplishments**

- Achieved 98.86% tax collection rate
- Successfully kept high collection rate using a variety of enforcement tools
- Delinquent Tax Collections continues to be done in house saving the Tax Payers additional collections fees
- Worked with taxpayers to pay down their bills
- Achieved CCMO re-certification through Connecticut Conference of Municipalities
- Attended continuing education programs and tax collection software training for tax collector
- Serving as the 1st Vice President of the New London Tax Collector's Association for 2 terms. Responsibilities include Chairperson of the Speaker/Education Committee and Scholarship Development
- Worked with Junior Achievements and the Boy Scouts in Colchester in educating the youth about the function and rolls of the tax office

| Measures (January 1-December 31) | 2020 | 2019 | 2018 |
|---|---|---|---|
| Bills sent | 24,529 | 28,104 | 27,600 |
| Delinquent statements & demands | 10,951 | 6,411 | 5,717 |
| Liens recorded | 115 | 140 | 113 |
| Accounts with attorney | 6 | 6 | 26 |

**2021-2022 Objectives**

- Continue on-going education, training and professional development for tax collector and staff, including CCMC classes, software user group presentations, through Connecticut Tax Collectors' Association and New London County Tax Collectors' Association and CCMC.
- Continue to serve on the board of the New London County Tax Collector's Association as 1st Vice President
- Achieve at least a 98.6% tax collection rate or better
- Continue with outreach activities such as Junior Achievements/CIVIS classes at Bacon Academy to help public obtain a better understanding of the tax office's activities and functions.

**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**TAX OFFICE**

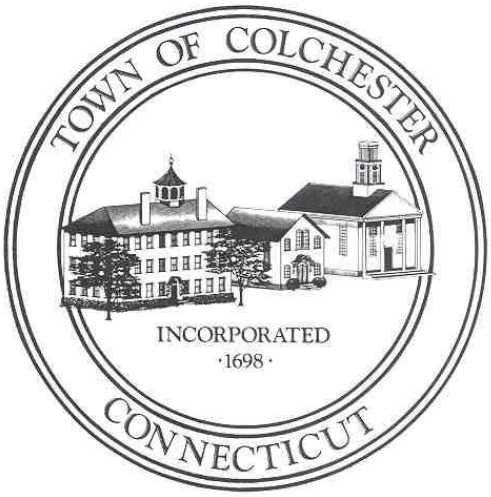
| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 108,977 | 108,426 | 114,109 | 114,109 | 115,677 |
| Overtime | 0 | 18 | 0 | 0 | 0 |
| Contractual, Temporary, Occasional Payroll | 3,633 | 4,688 | 6,000 | 3,723 | 3,000 |
| Employee Related Insurances | 503 | 440 | 526 | 505 | 526 |
| FICA & Retirement | 15,206 | 14,398 | 16,924 | 16,750 | 16,909 |
| Office Supplies | 2,690 | 1,730 | 2,500 | 2,500 | 2,500 |
| Mileage, Training & Meetings | 2,216 | 1,980 | 3,000 | 2,700 | 3,000 |
| Professional Memberships | 115 | 95 | 230 | 115 | 190 |
| Data Processing | 12,331 | 13,226 | 15,000 | 15,600 | 16,000 |
| Postage | 13,194 | 14,270 | 15,000 | 16,900 | 17,500 |
| Service Contracts | 1,146 | 1,028 | 1,700 | 1,625 | 1,650 |
| Legal Notices | 630 | 620 | 780 | 1,220 | 1,080 |
| **TOTAL** | **160,641** | **160,919** | **175,769** | **175,747** | **178,032** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **11303 - TAX OFFICE** | | | | | | |
| **40101 - REGULAR PAYROLL** | | | | **115,677** | | **115,677** |
| Tax Collector | 1.00 | 71,244.00 | 71,244 | | | |
| Assistant Tax Collector - Non Certified (7 hrs/day) | 1.00 | 44,433.00 | 44,433 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| **40105 - CONTR TEMP OCCAS** | | | | **6,000** | | **3,000** |
| Temporary staff for office coverage | 1.00 | 6,000.00 | 6,000 | | (3,000) | |
| **41210 - EMPLOYEE RELATED INS.** | | | | **526** | | **526** |
| Life/AD&D Insurance | 1.00 | 281.00 | 281 | | | |
| Long Term Disability Insurance | 1.00 | 245.00 | 245 | | | |
| **41230 - FICA & RETIREMENT** | | | | **17,138** | | **16,909** |
| FICA/Medicare | 1.00 | 9,308.00 | 9,308 | | (229) | |
| Defined Contribution 401(a) Plan - Tax Collector @ 6% | 1.00 | 4,275.00 | 4,275 | | | |
| Defined Contribution 401(a) Plan - Assistant Tax Collector @ 8% | 1.00 | 3,555.00 | 3,555 | | | |
| **42301 - OFFICE SUPPLIES** | | | | **2,500** | | **2,500** |
| General office supplies | 1.00 | 2,500.00 | 2,500 | | | |
| **43213 - MILEAGE, TRAINING & MEETINGS** | | | | **3,000** | | **3,000** |
| Annual workshops, training, professional organizations meetings, certification classes fees, and mileage | 1.00 | 3,000.00 | 3,000 | | | |
| **43258 - PROFESSIONAL MEMBERSHIPS** | | | | **190** | | **190** |
| CT Tax Collectors Association - annual membership dues Tax Collector & Assistant Tax Collector | 2.00 | 75.00 | 150 | | | |
| New London County Collectors Association - annual membership dues Tax Collector & Assistant Tax Collector | 2.00 | 20.00 | 40 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **44205 - DATA PROCESSING** | | | | **16,000** | | **16,000** |
| Annual software support fees; annual hardware maintenance plan including disaster recovery; annual subscription fee for web hosting service of tax records; printing and processing of all tax bills including delinquent and demand notices; final posted rate book | 1.00 | 16,000.00 | 16,000 | | | |
| **44217 - POSTAGE** | | | | **17,500** | | **17,500** |
| Tax bills, delinquent notices, demand letters, balance bills, and correspondence | 1.00 | 17,500.00 | 17,500 | | | |
| **44223 - SERVICE CONTRACTS** | | | | **1,650** | | **1,650** |
| DMV Civls web program | 1.00 | 250.00 | 250 | | | |
| Locksmith - required by CT General Statutes | 1.00 | 200.00 | 200 | | | |
| Lexis Nexis People Finder Search Engine | 12.00 | 100.00 | 1,200 | | | |
| **44230 - LEGAL NOTICES** | | | | **1,080** | | **1,080** |
| Legal notices required by CT General Statutes | 6.00 | 180.00 | 1,080 | | | |
| **TOTAL TAX OFFICE** | | | | **181,261** | **(3,229)** | **178,032** |


TOWN OF COLCHESTER
INCORPORATED
·1698·
CONNECTICUT

**Town of Colchester**
**FY 2021-2022**
**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 local town "taxes" portion of the 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 ad valorem 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
Deputy Assessor
Assistant to Assessor

**2020-2021 Accomplishments**

- Certified and signed Grand List in a timely manner.
- Mailed 781 Increase assessment notices.
- Filed all State reports for reimbursement in a timely manner.
- Implemented new CAMA software conversion since old system was being sunsetted.
- Trained newly hired employee to proficiency on CT state assessment laws, local ordinances, and use of our three computer systems.
- Awarded 2021 town-wide revaluation contracts after RFP and bid review process.
- Began analysis of sales for use in 2021 town-wide revaluation.
- Administered Federal, State and Local exemption programs for Veterans, Disabled Veterans, Low-income Veterans, Active Duty Service members, Blind, Low-income Elderly and Totally Disabled Homeowners, Totally Disabled, Volunteer firefighters, Handicapped modified vehicles, Manufacturing machinery and Farm machinery.
    - Updated Tax Relief Options brochure according to income limits set by the State and revised deadlines.
- Met with taxpayers (phone and in person when allowed-COVID-19) to answer questions and concerns relating to the revaluation process, the tax impact of improvements being added or removed from real property and new construction, directions for proper and timely filing of applications, income and expense forms, and personal property declarations.
- Represented the town in superior court for litigation arising from the assessment process; negotiated settlements when warranted and testified as an expert witness during trials.
- Monitored proposed changes to existing assessment/exemption legislation, determine effects/impact to the town, worked collaboratively with the Office of Policy and Management on COVID-19 Executive Orders being considered and ordered by the Governor's office.

**Measurements (January 1-December 31)** *Full inspections limited due to COVID 19

| | **2020** | **2019** | **2018** | **2017** |
|---|---|---|---|---|
| • Properties field reviewed for Revaluation: | 192* | 495 | 525 | 580 |
| • Real Estate Appraisals: | 590 | 605 | 610 | 605 |
| • Motor Vehicles Valued: | 18,352 | 19,824 | 19,475 | 19,500 |
| • Personal Property Accounts Processed: | 875 | 944 | 1,226 | 1,590 |

**2021-2022 Objectives**

- Manage & Supervise revaluation project and contracted staff. Review contracted work for volume of work completed, accuracy, and meeting contractual deadlines.
- Maintain public awareness & relations program in regard to on-going town-wide revaluation, provide monthly updates to the revaluation page on the town website.
- Manage efficiently an expected very high return rate of data mailers for 2021 town-wide revaluation and scheduling and execution of necessary "full inspection" property visits for non-compliance in return of data mailers.
- Successfully complete & implement the October 1, 2021 revaluation.
- Defend the town in superior court from litigation arising out of the revaluation / assessment process.
- Continue scanning existing and historical documents for preservation, eliminate need for additional storage, and reduce cost to town.
- Continue training / educating newest employee in all aspects of CT state laws regarding the assessment process.
- Support and assist in all exemption and tax relief programs in compliance with Executive Orders by the Governor's office and process as required for new applicants.

**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**ASSESSOR'S OFFICE**

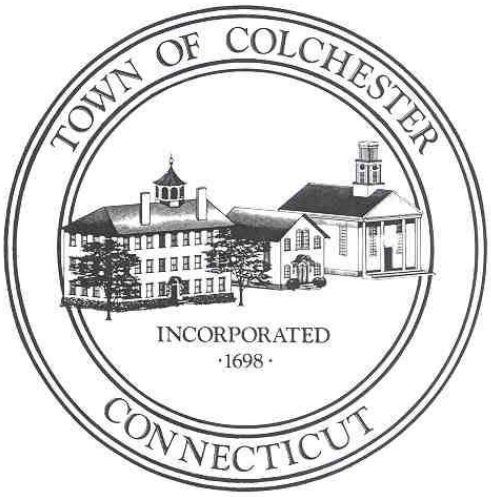
| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 227,992 | 225,742 | 229,303 | 229,242 | 229,303 |
| Overtime | 2,151 | 413 | 2,189 | 340 | 2,189 |
| Employee Related Insurances | 841 | 799 | 882 | 841 | 882 |
| FICA & Retirement | 33,840 | 33,762 | 35,957 | 35,807 | 35,957 |
| Copier | 2,465 | 2,357 | 2,452 | 2,452 | 2,452 |
| Office Supplies | 1,420 | 879 | 2,200 | 2,200 | 2,200 |
| Other Purchased Supplies | 0 | 0 | 50 | 50 | 50 |
| Technical Reference Materials | 550 | 560 | 500 | 500 | 560 |
| Mileage, Training & Meetings | 6,681 | 4,374 | 7,500 | 5,150 | 7,500 |
| Professional Memberships | 305 | 380 | 515 | 440 | 440 |
| Data Processing | 16,242 | 33,020 | 18,071 | 18,071 | 18,960 |
| Professional Services | 0 | 0 | 2,000 | 2,000 | 2,000 |
| Postage | 1,508 | 640 | 1,950 | 1,950 | 1,950 |
| **TOTAL** | **293,995** | **302,926** | **303,569** | **299,043** | **304,443** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **11304 - ASSESSOR'S OFFICE** | | | | | | |
| **40101 - REGULAR PAYROLL** | | | | **229,303** | | **229,303** |
| Assessor | 1.00 | 100,282.00 | 100,282 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Deputy Assessor | 1.00 | 77,041.00 | 77,041 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Assistant Assessor - Non Certified (8 hrs/day) | 1.00 | 50,780.00 | 50,780 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Longevity | 1.00 | 1,200.00 | 1,200 | | | |
| **40103 - OVERTIME** | | | | **2,189** | | **2,189** |
| Overtime (estimated 60 hours) | 1.00 | 2,189.00 | 2,189 | | | |
| **41210 - EMPLOYEE RELATED INS.** | | | | **882** | | **882** |
| Life/AD&D Insurance | 1.00 | 515.00 | 515 | | | |
| Long term Disability Insurance | 1.00 | 367.00 | 367 | | | |
| **41230 - FICA & RETIREMENT** | | | | **35,957** | | **35,957** |
| FICA/Medicare | 1.00 | 17,709.00 | 17,709 | | | |
| Defined Contribution 401(a) Plan - Assessor @ 8% | 1.00 | 8,023.00 | 8,023 | | | |
| Defined Contribution 401(a) Plan - Deputy Assessor, and Assistant Assessor @ 8% | 1.00 | 10,225.00 | 10,225 | | | |
| **42233 - COPIER** | | | | **2,452** | | **2,452** |
| Monthly lease payments | 12.00 | 138.50 | 1,662 | | | |
| Per image charges | 4.00 | 145.00 | 580 | | | |
| Copy paper | 1.00 | 210.00 | 210 | | | |
| **42301 - OFFICE SUPPLIES** | | | | **2,200** | | **2,200** |
| **42340 - OTHER PURCHASED SUPPLIES** | | | | **50** | | **50** |
| Data storage | 1.00 | 50.00 | 50 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **42343 - TECHNICAL REFERENCE MATERIALS** | | | | **560** | | **560** |
| Subscription - NADA pricing guides, computer schedule, trailer/recreation vehicle guides | 1.00 | 560.00 | 560 | | | |
| **43213 - MILEAGE, TRAINING & MEETINGS** | | | | **7,500** | | **7,500** |
| Mileage - use of personal vehicles to perform fieldwork, attend court hearings. Registration and mileage for State meetings & OPM training | 1.00 | 7,500.00 | 7,500 | | | |
| **43258 - PROFESSIONAL MEMBERSHIPS** | | | | **440** | | **440** |
| CAAO - CT Association of Assessing Officers | 2.00 | 70.00 | 140 | | | |
| IAAO - International Association of Assessing Officers | 1.00 | 220.00 | 220 | | | |
| SPA - Society of Professional Assessors | 1.00 | 25.00 | 25 | | | |
| GNLAAA - Greater New London Area Assessors Association | 1.00 | 15.00 | 15 | | | |
| NRAAO - Northeastern Regional Association of Assessing Officers | 1.00 | 40.00 | 40 | | | |
| **44205 - DATA PROCESSING** | | | | **18,960** | | **18,960** |
| Quality Data Service Contract, including disaster recovery | 1.00 | 6,496.00 | 6,496 | | | |
| Vision CAMA - maintenance contract | 1.00 | 11,151.00 | 11,151 | | | |
| DMV service contract | 1.00 | 275.00 | 275 | | | |
| LEXISNEXIS Service contract | 12.00 | 86.50 | 1,038 | | | |
| **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'S OFFICE** | | | | **304,443** | **0** | **304,443** |


TOWN OF COLCHESTER
INCORPORATED
·1698·
CONNECTICUT

**Town of Colchester**
**FY 2021-2022**
**Proposed Budget**

**Department: Planning/Building Code Administration**

**Mission**
The Department's mission is to facilitate the development of land in a manner that enhances the quality of life for all residents and visitors of Colchester. The Department aims to hit this moving target by making customer service a top priority, maintaining a high-level of professionalism in the broad range of interests in our field, and by keeping an open mind in the face of alternative approaches to land use and economic development.

**Description**
Working closely with a range of local land use boards and commissions, the Department prepares and updates the Town's Plan of Conservation and Development to guide future development and preservation strategies consistent with the needs and wants of residents and stakeholders. The Department strives to maintain a working knowledge of all applicable Federal, State, and local statutes, regulations and code to ensure compliance and be able to assist the public as needed.

The Department provides policy analysis, administrative support, project management, technical expertise, and building and land use code compliance oversight. We proactively support economic development activity for existing and potential businesses in an effort to provide a range of services and amenities, job opportunities, and strengthen the tax base in Colchester.

The Department is sensitive to the charge of Colchester residents to prioritize land conservation and historic preservation. We do this by aggressively pursuing grant opportunities to leverage along with local open space acquisition funds and by developing strategies to mitigate potential impacts on historic assets. The Department also contributes to the pursuit of projects to expand and enhance public infrastructure, recreational assets and social capital. The goal is to provide a balance of improved, natural and cultural resources that lead to economic opportunity, environmental health, access to critical needs and strong social welfare.

Responsibilities
- Professional support to Town Boards, Commissions and Committees
- Daily customer service to citizens and land use professionals
- Assistance in a range of projects from application through post-completion monitoring
- Evaluation, Permitting and Enforcement of development and environment regulations
- Long range and project specific planning

Services Provided to Land Use Permit Applicants:
- Pre-application meetings to identifying applicant needs / expectations
- Ensure compliance with current regulations
- Provide technical support and assistance at meetings
- Provide technical guidance and explanation of code

Planning Functions:
- Develop plans and amend regulations

- Monitor federal, state and local plans and programs to maximize their benefits and minimize their liabilities to the community.
- Assist in the conceptualization, design and application of Town projects
- Pursue grants and incentives to leverage with existing resources

**Staffing**

Town Planner (full time)
Building Official (full time)
Zoning/Assistant Planner (full time)
Wetlands Enforcement Officer (full time)
Land Use Assistant (full time)

**2020-2021 Accomplishments**

- Work with restaurants to implement outdoor dining sector rules of State's ReOpen CT effort
- Work with Planning and Zoning Commission to review and amend zoning regulations
- Work with Economic Development Commission to facilitate award of C-TIP to new business
- Successful grant applications for Lebanon Ave Streetscape and Sablitz Open Space
- Continue to adopt and implement efficiencies in permit application process
- Work with Historic District Commission on Town Green Project Certificate of Appropriateness
- Continue to administer code and blight enforcement regulations with professionalism and tact

| **Measures (January 1-December 31)** | **2020** | **2019** | **2018** |
|---|---|---|---|
| • Applications Processed: | 1306 | 1887 | 795 |
| • Residential Applications Approved (Houses): | 18 | 17 | 23 |
| • Residential Applications Approved (Other): | 704 | 1663 | 709 |
| • Commercial Applications Approved: | 80 | 73 | 63 |
| • Building Inspections: | 843 | 1137 | 823 |
| • Fees Collected: | 494,453 | 390,253 | 274,036 |
| • Total Cost of Construction ($): | 22,249,099 | 19,306,930 | 15,645,144 |

**2021-2022 Objectives**

- Pursue Colchester's SustainableCT certification and promote an agenda of sustainability across all aspects of community building
- Continue to grow relationship with business community and develop the department's role in areas of business recruitment, investment and promotion
- Enhance and optimize the department's online and social-media presence
- Review and consider amendments to plans related to pedestrian and bicycle-mobility, housing diversity, open space preservation and future public facility needs
- Pursue funding for open space acquisition and public improvements that further the goals and objectives of the Town's Plan of Conservation and Development
- Improve department efficiency by developing and documenting best management practices in the permit application process
- Continue to pursue and incentivize projects that provide increased diversity of high-quality housing for all
- Promote an agenda of Vitality in all decisions pertaining to the Town Center Village District

**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**PLANNING/BUILDING CODE ADMINISTRATION**

| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 336,778 | 329,865 | 356,941 | 356,941 | 368,779 |
| Overtime | 3,748 | 2,197 | 3,329 | 2,870 | 3,494 |
| Contractual, Temporary, Occasional Payroll | 2,895 | 8,198 | 2,000 | 2,000 | 1,200 |
| Employee Related Insurances | 1,517 | 1,358 | 1,594 | 1,518 | 1,594 |
| FICA & Retirement | 49,407 | 47,769 | 54,429 | 54,396 | 55,403 |
| Copier | 3,888 | 3,189 | 4,690 | 4,690 | 4,690 |
| Office Supplies | 1,213 | 1,495 | 2,000 | 1,600 | 1,800 |
| Safety Equipment | 0 | 0 | 300 | 0 | 0 |
| Technical Reference Materials | 667 | 319 | 650 | 145 | 350 |
| Mileage, Training & Meetings | 1,534 | 268 | 2,850 | 500 | 2,850 |
| Professional Memberships | 5,110 | 7,070 | 11,474 | 11,474 | 11,705 |
| Legal | 35,226 | 4,828 | 10,000 | 8,000 | 10,000 |
| Professional Services | 8,450 | 7,308 | 10,000 | 10,000 | 25,000 |
| Postage | 825 | 366 | 1,500 | 500 | 1,500 |
| Service Contracts | 7,696 | 9,940 | 8,500 | 8,500 | 11,000 |
| Legal Notices | 1,298 | 1,957 | 3,000 | 3,000 | 3,000 |
| Printing & Publications | 465 | 159 | 1,000 | 400 | 1,000 |
| Telephone | 222 | 156 | 0 | 0 | 0 |
| Vehicle Maintenance & Fuel | 6,727 | 3,833 | 5,340 | 2,941 | 4,481 |
| **TOTAL** | **467,666** | **430,275** | **479,597** | **469,475** | **507,846** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **11411 - PLANNING/BUILDING CODE ADMINISTRATION** | | | | | | |
| **40101 - REGULAR PAYROLL** | | | | **378,561** | | **368,779** |
| Town Planner | 1.00 | 88,868.00 | 88,868 | | | |
| Building Official | 1.00 | 81,140.00 | 81,140 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Zoning Enforcement Officer/Assistant Planner | 1.00 | 67,225.00 | 67,225 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Wetlands Enforcement Officer | 1.00 | 62,513.00 | 62,513 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Land Use Assistant (8 hrs/day) | 1.00 | 57,900.00 | 57,900 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Longevity | 1.00 | 1,350.00 | 1,350 | | | |
| Department Clerk - 10 hrs/week | 1.00 | 19,565.00 | 19,565 | | (9,782) | |
| New position request - part-time | | | | | | |
| **40103 - OVERTIME** | | | | **3,494** | | **3,494** |
| Meeting Clerk - Planning & Zoning Commission | 1.00 | 1,830.00 | 1,830 | | | |
| Meeting Clerk - Zoning Board of Appeals | 1.00 | 666.00 | 666 | | | |
| Meeting Clerk - Wetlands Conservation Commission | 1.00 | 998.00 | 998 | | | |
| **40105 - CONTR TEMP OCCAS** | | | | **1,200** | | **1,200** |
| Coverage for Building Official | 1.00 | 1,200.00 | 1,200 | | | |
| **41210 - EMPLOYEE RELATED INS.** | | | | **1,594** | | **1,594** |
| Life/AD&D Insurance | 1.00 | 983.00 | 983 | | | |
| Long Term Disability Insurance | 1.00 | 611.00 | 611 | | | |
| **41230 - FICA & RETIREMENT** | | | | **56,152** | | **55,403** |
| FICA/Medicare | 1.00 | 27,821.00 | 27,821 | | **(749)** | |
| Defined Contribution 401(a) Plan - Town Planner @ 6% | 1.00 | 5,332.00 | 5,332 | | | |
| Defined Contribution 401(a) Plan - ZEO, Building Official and Wetlands Officer @ 8% | 1.00 | 16,870.00 | 16,870 | | | |
| Defined Contribution 401(a) Plan - Land Use Assistant @ 8% | 1.00 | 4,632.00 | 4,632 | | | |
| FICA/Medicare - Department Clerk - 20 hrs/week | 1.00 | 1,497.00 | 1,497 | | | |
| New position request - part-time | | | | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **42233 - COPIER** | | | | **4,690** | | **4,690** |
| Per image charges | 1.00 | 1,200.00 | 1,200 | | | |
| Copy supplies | 1.00 | 250.00 | 250 | | | |
| Monthly lease payments | 12.00 | 270.00 | 3,240 | | | |
| **42301 - OFFICE SUPPLIES** | | | | **1,800** | | **1,800** |
| **42343 - TECHNICAL REFERENCE MATERIALS** | | | | **350** | | **350** |
| Building code amendments | 1.00 | 350.00 | 350 | | | |
| **43213 - MILEAGE, TRAINING & MEETINGS** | | | | **2,850** | | **2,850** |
| Mileage for use of personal vehicles | 1.00 | 2,850.00 | 2,850 | | | |
| Classes, seminars, conferences attended by staff, Board & Commission members | | | | | | |
| **43258 - PROFESSIONAL MEMBERSHIPS** | | | | **11,705** | | **11,705** |
| Professional Organization fees/membership dues | 1.00 | 1,005.00 | 1,005 | | | |
| Staff and Board & Commission members | | | | | | |
| Salmon River Watershed & Conservation Compact | 1.00 | 5,000.00 | 5,000 | | | |
| Southeastern CT Enterprise Region (SECTER) | 1.00 | 5,700.00 | 5,700 | | | |
| **44203 - LEGAL** | | | | **10,000** | | **10,000** |
| **44208 - PROFESSIONAL SERVICES** | | | | **25,000** | | **25,000** |
| Grant administration and design consulting fees | 1.00 | 10,000.00 | 10,000 | | | |
| State mandated - Affordable Housing Plan in accordance with CGS 8-30) | 1.00 | 15,000.00 | 15,000 | | | |
| **44217 - POSTAGE** | | | | **1,500** | | **1,500** |
| Code enforcement letters | | | | | | |
| **44223 - SERVICE CONTRACTS** | | | | **11,000** | | **11,000** |
| Electronic Permitting software | 1.00 | 11,000.00 | 11,000 | | | |
| **44230 - LEGAL NOTICES** | | | | **3,000** | | **3,000** |
| Public Hearing and Decision notices | 1.00 | 3,000.00 | 3,000 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **44232 - PRINTING & PUBLICATIONS** | | | | **1,000** | | **1,000** |
| Print updates to department documents | 1.00 | 1,000.00 | 1,000 | | | |
| **46390 - VEHICLE MAINTENANCE & FUEL** | | | | **4,481** | | **4,481** |
| Vehicle maintenance/repairs | 1.00 | 2,000.00 | 2,000 | | | |
| Unleaded gasoline | 1,200.00 | 1.90 | 2,280 | | | |
| Estimated gross receipts tax - unleaded gasoline | 1.00 | 201.00 | 201 | | | |
| **TOTAL PLANNING/BUILDING CODE ADMINISTRATION** | | | | **518,377** | **(10,531)** | **507,846** |

**Town of Colchester**
**FY 2021-2022**
**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 recordings, notary public, sports licenses, and copies of discharge papers.

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

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

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

### Staffing

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

**2020– 2021 Accomplishments**

- Scanned vital records onto software system for printing to preserve originals
- Back scanned map images into our software system for public searching
- Attended 2 classes toward earning the Certified Municipal Clerk Certification
- Restored a Town Meeting book for preservation
- Restored our Land Record Index book for preservation
- Automated our Land Record index books from 1700-1932 to the public search system for easier title searching
- Acted as a beta town for the Department of Health on-line Death Record System
- Ran #1 Dog Contest
- Acted as Treasurer for the New London County Town Clerk's Association

| **Measures (January 1 – December 31)** | **2020** | **2019** | **2018** |
|---|---|---|---|
| • Land Record Recordings: | 2,800 | 2,657 | 2,666 |
| • Absentee Ballots Issued: | 5,371 | 294 | 595 |
| • Dog Licenses Issued: | 1,276 | 1,291 | 1,363 |
| • Marriage Licenses Issued: | 65 | 47 | 46 |
| • Birth, Marriage, & Death Cert. Issued: | 427 | 483 | 429 |
| • Burial/Cremation Certificates issued: | 116 | (Not Recorded) | |
| • Sporting Licenses Issued: | 170 | 578 | 651 |
| • Documents Notarized: | 944 | 1,243 | 1,319 |
| • Revenue Collected | $315,873 | $283,096 | $279,380 |

**2021 – 2022 Objectives**

- Continue back-scanning maps for our on-line system
- Continue education toward the Certified Municipal Clerk Certification
- Serve as Vice President for our New London County Town Clerk's Association
- Implement an on-line vital record request system
- Continue Restoring older books for preservation
- Continue scanning vital records to Land Record System
- Run #1 Dog Contest and attend Bark for the Park to initiate dog registration

**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**TOWN CLERK**

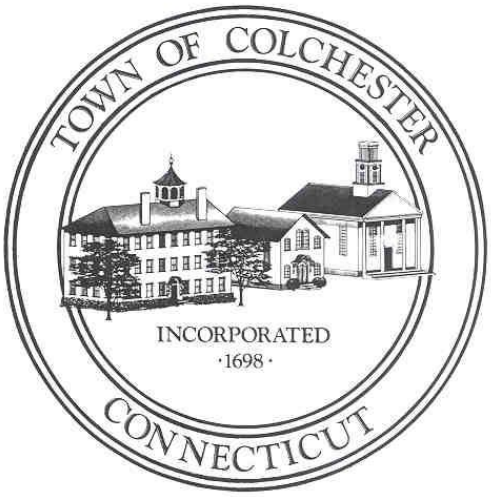
| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 114,747 | 110,411 | 113,939 | 113,939 | 115,503 |
| Overtime | 318 | 48 | 500 | 784 | 500 |
| Contractual, Temporary, Occasional Payroll | 1,852 | 6,035 | 500 | 428 | 500 |
| Employee Related Insurances | 503 | 398 | 526 | 505 | 526 |
| FICA & Retirement | 16,398 | 15,063 | 16,518 | 16,535 | 16,731 |
| Copier | 3,177 | 3,134 | 3,300 | 3,482 | 3,400 |
| Office Supplies | 1,154 | 2,658 | 1,800 | 2,479 | 2,000 |
| Technical Reference Materials | 1,195 | 1,195 | 1,195 | 1,195 | 1,195 |
| Mileage, Training & Meetings | 703 | 423 | 1,150 | 796 | 1,000 |
| Professional Memberships | 475 | 467 | 490 | 490 | 490 |
| Indexing & Recording | 20,337 | 18,740 | 19,000 | 18,950 | 19,000 |
| Professional Services | 200 | 0 | 0 | 0 | 0 |
| Postage | 1,872 | 1,741 | 2,200 | 1,892 | 2,000 |
| Legal Notices | 2,259 | 847 | 2,000 | 1,450 | 1,700 |
| Printing & Publications | 456 | 2,034 | 2,100 | 2,158 | 1,800 |
| Micro Filming | 1,090 | 1,179 | 1,500 | 1,436 | 1,500 |
| Equipment Repairs | 185 | 0 | 300 | 0 | 300 |
| **TOTAL** | **166,921** | **164,373** | **167,018** | **166,519** | **168,145** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **11501 - TOWN CLERK** | | | | | | |
| **40101 - REGULAR PAYROLL** | | | | **115,503** | | **115,503** |
| Town Clerk | 1.00 | 71,070.00 | 71,070 | | | |
| Assistant Town Clerk - Non Certified (7 hrs/day) | 1.00 | 44,433.00 | 44,433 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| **40103 - OVERTIME** | | | | **500** | | **500** |
| Overtime - additional hours for office coverage | 1.00 | 500.00 | 500 | | | |
| **40105 - CONTR TEMP OCCAS** | | | | **500** | | **500** |
| Temporary staff for office coverage | 1.00 | 500.00 | 500 | | | |
| **41210 - EMPLOYEE RELATED INS.** | | | | **526** | | **526** |
| Life/AD&D Insurance | 1.00 | 281.00 | 281 | | | |
| Long Term Disability Insurance | 1.00 | 245.00 | 245 | | | |
| **41230 - FICA & RETIREMENT** | | | | **16,731** | | **16,731** |
| FICA/Medicare | 1.00 | 8,912.00 | 8,912 | | | |
| Defined Contribution Plan - 401(a) - Town Clerk @ 6% | 1.00 | 4,264.00 | 4,264 | | | |
| Defined Contribution Plan - 401(a) - Assistant Town Clerk @ 8% | 1.00 | 3,555.00 | 3,555 | | | |
| **42233 - COPIER** | | | | **3,400** | | **3,400** |
| Monthly lease payments | 12.00 | 164.00 | 1,968 | | | |
| Per image charges | 1.00 | 400.00 | 400 | | | |
| Paper & supplies for regular and map copier | 1.00 | 482.00 | 482 | | | |
| Annual map copier service contract. | 1.00 | 550.00 | 550 | | | |
| **42301 - OFFICE SUPPLIES** | | | | **2,000** | | **2,000** |
| Pens, vital paper, folders, paper, map strips, and other supplies | 1.00 | 2,000.00 | 2,000 | | | |
| **42343 - TECHNICAL REFERENCE MATERIALS** | | | | **1,195** | | **1,195** |
| General Code - E-code 360 annual subscription | 1.00 | 1,195.00 | 1,195 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **43213 - MILEAGE, TRAINING & MEETINGS** | | | | **1,000** | | **1,000** |
| State mandated training - classes, conferences, other training | 1.00 | 750.00 | 750 | | | |
| Mileage - classes, conferences, county meetings | 1.00 | 250.00 | 250 | | | |
| **43258 - PROFESSIONAL MEMBERSHIPS** | | | | **490** | | **490** |
| CT Town Clerks' Association | 1.00 | 185.00 | 185 | | | |
| New England Association of Town Clerks | 1.00 | 35.00 | 35 | | | |
| International Institute of Municipal Clerks | 1.00 | 195.00 | 195 | | | |
| New London County Town Clerks' Association | 1.00 | 75.00 | 75 | | | |
| **44207 - INDEXING & RECORDING** | | | | **19,000** | | **19,000** |
| Land Records - indexing & imaging - monthly contracted services | 12.00 | 1,400.00 | 16,800 | | | |
| Auditing services | 1.00 | 2,200.00 | 2,200 | | | |
| **44217 - POSTAGE** | | | | **2,000** | | **2,000** |
| Postage for returning recorded documents, absentee ballots, general correspondence, dog license notices | 1.00 | 2,000.00 | 2,000 | | | |
| **44230 - LEGAL NOTICES** | | | | **1,700** | | **1,700** |
| Warnings for Town meetings, budget referenda, Elections, audit, dog notices | 1.00 | 1,700.00 | 1,700 | | | |
| **44232 - PRINTING & PUBLICATIONS** | | | | **1,800** | | **1,800** |
| Minute books for boards & commissions | 1.00 | 1,100.00 | 1,100 | | | |
| Codification for updates to code book & ordinances | 1.00 | 700.00 | 700 | | | |
| **44271 - MICRO FILMING** | | | | **1,500** | | **1,500** |
| Annual microfilming & storage of maps. | 1.00 | 750.00 | 750 | | | |
| Microfilm creation | 1.00 | 750.00 | 750 | | | |
| Reallocation from Indexing & Recording | | | | | | |
| **46224 - EQUIPMENT REPAIRS** | | | | **300** | | **300** |
| Office Equipment repairs | 1.00 | 300.00 | 300 | | | |
| **TOTAL TOWN CLERK** | | | | **168,145** | **0** | **168,145** |


TOWN OF COLCHESTER
INCORPORATED
·1698·
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**Town of Colchester**
**FY 2021-2022**
**Proposed Budget**

## Department: Registrars of Voters

### Mission

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

### Description

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

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

We maintain an accurate database for the town through voter registration and the yearly canvass. This year the Registrars of Voters continued to successfully manage the Online Voter Registration procedure, Electronic Voter Check in and successfully managed Election Day Voter Registration.

We will also be attending the Secretary of the State training in April and September if COVID restrictions are lifted.

### Staffing

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

**2020– 2021 Accomplishments**

- Attended District ROVAC meetings via Phone conferences.
- NCOA canvass conducted to update voter lists.
- Had four (4) moderators trained and/or re-certified by the State.
- Conducted Stress Test on State Voter Registration System
- Conducted One Budget Referendum
- Conducted Presidential Preference primaries for both Democrat and Republican candidates in August 2020.
- Completed Maintenance of Tabulators
- Successfully registered 1079 New Voters of which 831 were processed on Election Day. Processed 936 changes of address, party or name and processed 1029 removals.
- Successfully prepared Poll Workers and Polling Places for COVID safety procedures
- Successfully conducted the 2020 Presidential election and Election Day Registration

**2021– 2022 Objectives**

- Continue to maintain accurate voter database
- Start Classes to obtain Registrar's certification
- Keep current moderators' certification up to date by having them trained when certification expires. Train Poll Workers to keep them updated with changes in state election laws.
- Continue to update emergency plan for election day disasters and follow when needed.
- Attend Spring and Fall ROVAC conferences for education and updates of new legislation.
- Attend monthly County Meetings for training
- Continue yearly Tabulator Maintenance.
- Make sure all records are maintained in compliance with the State Regulations.
- Prepare for Multiple Referendums
- Prepare for 2021 Municipal Election

**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**REGISTRARS OF VOTERS**

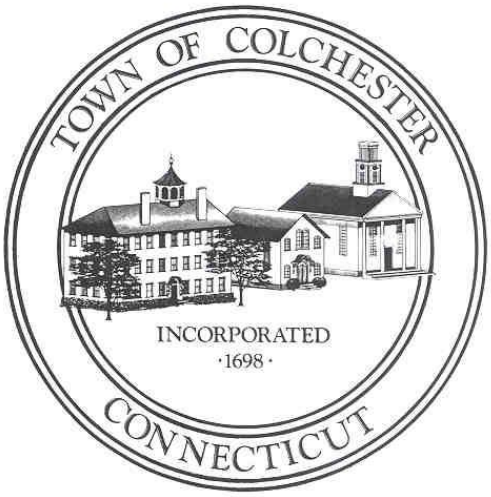
| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 27,799 | 28,424 | 29,064 | 29,064 | 29,718 |
| Contractual, Temporary, Occasional Payroll | 17,198 | 14,089 | 22,622 | 21,143 | 29,104 |
| FICA | 2,127 | 2,175 | 2,454 | 2,376 | 2,580 |
| Office Supplies | 577 | 1,085 | 600 | 600 | 600 |
| Other Purchased Supplies | 2,347 | 1,173 | 2,000 | 1,500 | 2,000 |
| Mileage, Training & Meetings | 1,788 | 668 | 3,000 | 1,000 | 4,000 |
| Professional Memberships | 130 | 140 | 200 | 150 | 200 |
| Professional Services | 2,545 | 4,941 | 2,600 | 2,100 | 2,600 |
| Postage | 2,681 | 1,370 | 1,500 | 1,500 | 2,000 |
| Service Contracts | 3,280 | 3,405 | 3,280 | 3,280 | 3,280 |
| Printing & Publications | 5,717 | 4,395 | 5,500 | 5,500 | 5,500 |
| **TOTAL** | **66,189** | **61,865** | **72,820** | **68,213** | **81,582** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **11601 - REGISTRARS OF VOTERS** | | | | | | |
| **40101 - REGULAR PAYROLL** | | | | **29,718** | | **29,718** |
| Registrar of Voters (2) | 2.00 | 14,859.00 | 29,718 | | | |
| **40105 - CONTR TEMP OCCAS** | | | | **29,104** | | **29,104** |
| Municipal election - Deputy Registrars | 2.00 | 500.00 | 1,000 | | | |
| Municipal election - Pollworkers | 1.00 | 6,440.00 | 6,440 | | | |
| Referenda (2) - Registrars | 6.00 | 500.00 | 3,000 | | | |
| Referenda (3) - Deputy Registrars | 6.00 | 500.00 | 3,000 | | | |
| Referenda (3) - Pollworkers | 3.00 | 3,030.00 | 9,090 | | | |
| Primary - Registrars | 2.00 | 500.00 | 1,000 | | | |
| Primary - Deputy Registrars | 2.00 | 500.00 | 1,000 | | | |
| Primary - Pollworkers | 1.00 | 4,224.00 | 4,224 | | | |
| Election Audit | 1.00 | 350.00 | 350 | | | |
| **41230 - FICA** | | | | **2,580** | | **2,580** |
| FICA/Medicare - Registrars | 1.00 | 2,580.00 | 2,580 | | | |
| **42301 - OFFICE SUPPLIES** | | | | **600** | | **600** |
| **42340 - OTHER PURCHASED SUPPLIES** | | | | **2,000** | | **2,000** |
| Meals for poll workers & canvassing supplies | 1.00 | 2,000.00 | 2,000 | | | |
| **43213 - MILEAGE, TRAINING & MEETINGS** | | | | **4,000** | | **4,000** |
| Trainng for Registrars | 1.00 | 4,000.00 | 4,000 | | | |
| Certification requirements | | | | | | |
| **43258 - PROFESSIONAL MEMBERSHIPS** | | | | **200** | | **200** |
| Annual dues - ROVAC | 1.00 | 200.00 | 200 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **44208 - PROFESSIONAL SERVICES** | | | | **2,600** | | **2,600** |
| Use of polling locations | 1.00 | 100.00 | 100 | | | |
| Coding of memory cards | 1.00 | 2,500.00 | 2,500 | | | |
| **44217 - POSTAGE** | | | | **2,000** | | **2,000** |
| **44223 - SERVICE CONTRACTS** | | | | **3,280** | | **3,280** |
| Accuvote - annual maintenance agreement | 1.00 | 1,600.00 | 1,600 | | | |
| Voter checklist software - licensing & maintenance fees | 1.00 | 1,680.00 | 1,680 | | | |
| **44232 - PRINTING & PUBLICATIONS** | | | | **5,500** | | **5,500** |
| Printing of ballots | 1.00 | 5,500.00 | 5,500 | | | |
| **TOTAL REGISTRARS OF VOTERS** | | | | **81,582** | **0** | **81,582** |


TOWN OF COLCHESTER
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**Town of Colchester**
**FY 2021 - 2022**
**Proposed Budget**

**Department: Insurances**

**Description**

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

**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**INSURANCES**

| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Health Insurance | 872,909 | 1,014,599 | 1,045,603 | 1,044,582 | 1,121,693 |
| Other Post Employment Benefits | 0 | 0 | 0 | 0 | 0 |
| Workers Compensation Insurance | 543,318 | 411,230 | 455,756 | 470,230 | 501,838 |
| Municipal Insurance | 218,533 | 212,988 | 217,452 | 235,186 | 245,703 |
| Unemployment Compensation | 1,843 | 33,936 | 3,100 | 71,817 | 6,100 |
| **TOTAL** | **1,636,603** | **1,672,753** | **1,721,911** | **1,821,815** | **1,875,334** |

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **11701 - INSURANCES** | | | | | | |
| **41211 - HEALTH INSURANCE** | | | | **1,121,693** | | **1,121,693** |
| Projected claims - 100%<br>Per Lockton estimate dated 12/28/20 | 1.00 | 1,347,280.00 | 1,347,280 | | | |
| Fixed expenses - retention premium (ASO fees), Managed benefits fees, network access fees<br>Per Lockton estimate dated 12/28/20 | 1.00 | 35,482.00 | 35,482 | | | |
| Fixed expenses - Individual & Aggregate stop-loss insurance premiums<br>Per Lockton estimate dated 12/28/20 | 1.00 | 158,994.00 | 158,994 | | | |
| Estimated employer contributions to employee Health Savings accounts High deductible Health plan | 1.00 | 102,600.00 | 102,600 | | | |
| Consultant fees (Town share)<br>Per Lockton estimate dated 12/28/20 | 1.00 | 10,998.00 | 10,998 | | | |
| Consultant fees (Town share) - employee benefits | 1.00 | 11,250.00 | 11,250 | | | |
| Increase funding for expected claims based on 33% of deficit 12/31/20 balance in Town health insurance Reserve Fund plus 15% risk corridor | 1.00 | 126,253.00 | 126,253 | | | |
| Employee contributions | 1.00 | (223,000.00) | (223,000) | | | |
| Reduce for approximate amount allocated to Sewer/Water | 1.00 | (88,187.00) | (88,187) | | | |
| Reduce budget contribution to Self Insurance Reserve to phase in change in funding methodology over 10 years (starting FY 18/19) | 1.00 | (363,277.00) | (363,277) | | | |
| Estimated increase to employer contributions to employee Health Savings accounts (High deductible Health plan)<br>New position requests (2) - Police Officers | 1.00 | 3,300.00 | 3,300 | | | |
| **41260 - WORKERS' COMP INSURANCE** | | | | **501,838** | | **501,838** |
| Workers Compensation premium<br>Per estimate from USI Connecticut dated 12/29/20 | 1.00 | 493,742.00 | 493,742 | | | |
| Adjust Workers Compensation - 2 additional Police Officers<br>New position requests | 2.00 | 4,048.00 | 8,096 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **44206 - MUNICIPAL INSURANCE** | | | | **245,703** | | **245,703** |
| Property/Inland Marine/Crime, including Boiler | 1.00 | 33,232.00 | 33,232 | | | |
| Per estimate from USI Connecticut dated 12/29/20 | | | | | | |
| General Liability | 1.00 | 22,570.00 | 22,570 | | | |
| Per estimate from USI Connecticut dated 12/29/20 | | | | | | |
| Law Enforcement Liability | 1.00 | 9,306.00 | 9,306 | | | |
| Per estimate from USI Connecticut dated 12/29/20 | | | | | | |
| Automobile | 1.00 | 20,828.00 | 20,828 | | | |
| Per estimate from USI Connecticut dated 12/29/20 | | | | | | |
| Public Officials, including Employment Practices Liability | 1.00 | 29,184.00 | 29,184 | | | |
| Per estimate from USI Connecticut dated 12/29/20 | | | | | | |
| Umbrella (annual) | 1.00 | 46,198.00 | 46,198 | | | |
| Per estimate from USI Connecticut dated 12/29/20 | | | | | | |
| Crime | 1.00 | 821.00 | 821 | | | |
| Per estimate from USI Connecticut dated 12/29/20 | | | | | | |
| Fire Department Package (VFIS), including umbrella | 1.00 | 51,488.00 | 51,488 | | | |
| Per estimate from USI Connecticut dated 12/29/20 | | | | | | |
| Fire Department - Accident/sickness | 1.00 | 2,834.00 | 2,834 | | | |
| Per estimate from USI Connecticut dated 12/29/20 | | | | | | |
| Bond (Tax Collector & Assistant Tax Collector) | 1.00 | 1,109.00 | 1,109 | | | |
| Per estimate from USI Connecticut dated 12/29/20 | | | | | | |
| Fiduciary liability - Police Retirement Board | 1.00 | 1,437.00 | 1,437 | | | |
| Per estimate from USI Connecticut dated 12/29/20 | | | | | | |
| Cyber Liability | 1.00 | 6,396.00 | 6,396 | | | |
| Per estimate from USI Connecticut dated 12/29/20 | | | | | | |
| Miscellaneous Adds & Changes | 1.00 | 2,000.00 | 2,000 | | | |
| Per estimate from USI Connecticut dated 12/29/20 | | | | | | |
| Insurance broker fees | 1.00 | 18,300.00 | 18,300 | | | |
| Per estimate from USI Connecticut dated 12/29/20 | | | | | | |
| **44243 - UNEMPLOYMENT COMPENSATION** | | | | **6,100** | | **6,100** |
| Unemployment compensation paid per case. | 1.00 | 5,000.00 | 5,000 | | | |
| Third Party Administrator & claims management fees | 4.00 | 275.00 | 1,100 | | | |
| **TOTAL INSURANCES** | | | | **1,875,334** | **0** | **1,875,334** |

**Town of Colchester**
**FY 2021 – 2022**
**Proposed Budget**

## Department: Probate

## Description

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

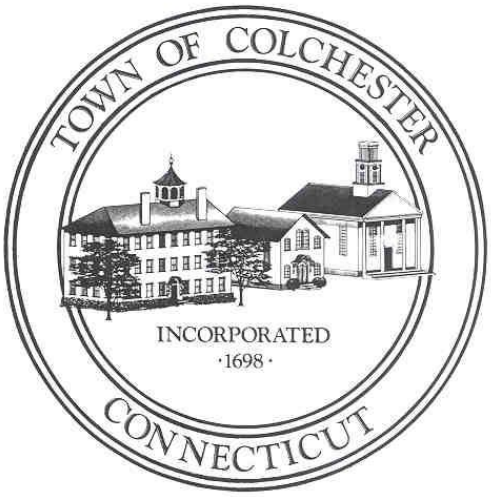
**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**PROBATE**

| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Windham/Colchester Probate District | 5,258 | 5,271 | 5,347 | 5,347 | 5,342 |
| **TOTAL** | **5,258** | **5,271** | **5,347** | **5,347** | **5,342** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **11702 - PROBATE** | | | | | | |
| **47250 - WINDHAM-COLCHESTER PROBATE** | | | | **5,342** | | **5,342** |
| Per capita fees | 1.00 | 5,342.00 | 5,342 | | | |
| **TOTAL PROBATE** | | | | **5,342** | **0** | **5,342** |


TOWN OF COLCHESTER
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**Town of Colchester**
**FY 2021-2022**
**Proposed Budget**

## Department: Information Technology

### Mission

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

### Description

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

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

### Staffing

This service is provided through a contract with Novus Insight

**2019 – 2020 Accomplishments**

- Replaced all remaining computers to work with Windows 10 software
- Upgraded laptops in police vehicles to run Windows 10 software and link to State Trooper platform
- Senior Center computer replacements
- Server consolidation, migration, and shutdown projects
- Contracted with Novus Insight to provide a comprehensive and robust technology support network to handle all IT related functions
- Performed an assessment of the IT systems currently in place and identified priorities for the next 18 months
- Registrar of Voters and Clerks security assessment
- Established remote access for all Town employees to continue to work during the COVID-19 event
- Fixed phone system to allow for call forwarding to remote locations
- Cragin Memorial Library network rebuild, switch replacement, CEN cutover

**2020 – 2021 Objectives**

- Continue to implement the 18-month plan developed in March 2020
- Identify vendor of choice for IT equipment needs to improve fiscal efficiency
- Evaluate phone system and explore optimal service, including equipment update where needed
- Optimize Office 365 capabilities
- Develop department policies
- Bring the Fire Department IT system into the Town system
- Automate and optimize processes where possible to assist Town Department functions and communication
- Further develop the use of Zoom for Town and Public meetings, including use during in-person meetings
- Review and revise Town Website

**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

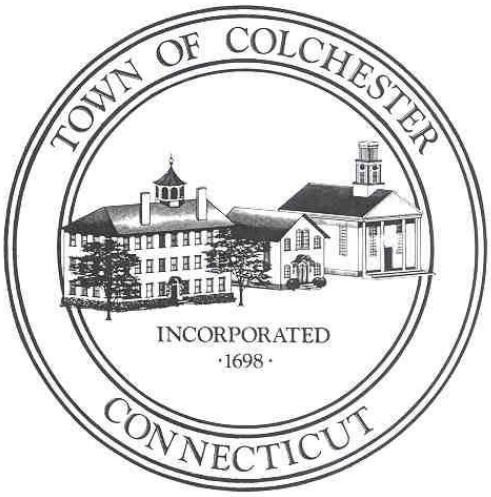
**INFORMATION TECHNOLOGY**

| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 49,816 | 44,082 | 0 | 0 | 0 |
| Employee Related Insurance | 251 | 200 | 0 | 0 | 0 |
| FICA & Retirement | 6,811 | 5,683 | 0 | 0 | 0 |
| Other Supplies | 4,045 | 1,976 | 5,000 | 5,000 | 3,500 |
| Professional Services | 44,305 | 78,604 | 109,541 | 100,524 | 103,000 |
| **TOTAL** | **105,228** | **130,545** | **114,541** | **105,524** | **106,500** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **11801 - INFORMATION TECHNOLOGY** | | | | | | |
| **42315 - OTHER SUPPLIES** | | | | **3,500** | | **3,500** |
| Cables, network cards, memory, surge suppressors, video cards, hard drives, etc. | 1.00 | 3,500.00 | 3,500 | | | |
| **44208 - PROFESSIONAL SERVICES** | | | | **103,000** | | **103,000** |
| Website Hosting & Support (Virtual Town Hall) | 1.00 | 3,600.00 | 3,600 | | | |
| Geographic Information System - software licensing (ArcGIS) | 1.00 | 3,550.00 | 3,550 | | | |
| Geographic Information System - software licensing (MapXpress GCX Internal GIS application) | 1.00 | 2,500.00 | 2,500 | | | |
| Geographic Information System - Online viewer (MapXpress Interactive Public GIS) | 1.00 | 3,000.00 | 3,000 | | | |
| Geographic Information System - annual software updates & improvements | 1.00 | 3,500.00 | 3,500 | | | |
| Office 365 Applications and Email | 1.00 | 17,800.00 | 17,800 | | | |
| Datacard CD800 card printer maintenance | 1.00 | 386.00 | 386 | | | |
| Contracted services - outsourced technical servies (phone system) | 1.00 | 2,000.00 | 2,000 | | | |
| Domain name - colchesterct.gov | 1.00 | 400.00 | 400 | | | |
| Sonicwall - remote access software licensing | 1.00 | 3,600.00 | 3,600 | | | |
| Monthly contracted services for IT support | 12.00 | 4,522.00 | 54,264 | | | |
| Office 365 Security Project - contracted services | 1.00 | 4,200.00 | 4,200 | | | |
| Phone System Upgrade & Network Consolidation - contracted services | 1.00 | 4,200.00 | 4,200 | | | |
| **TOTAL INFORMATION TECHNOLOGY** | | | | **106,500** | **0** | **106,500** |

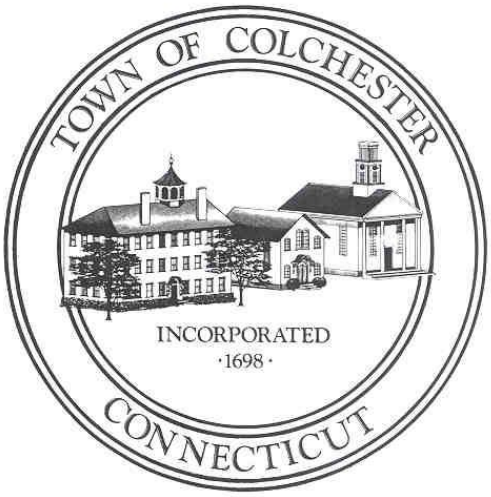
# Public Safety


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# Public Safety

**Departments**

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


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**Town of Colchester**
**FY 2021 – 2022**
**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 State 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: Youth Services, Juvenile Review Board, and a Prescription Drug Drop-Box Program, and support several additional Community Policing initiatives.

The Colchester Police Department works with the Colchester Board of Education in providing the schools with a Full-time School Resource Officer (SRO). The duties of the SRO range from providing law enforcement education, law enforcement advisement to students and faculty and handling any Police related matters within any of the Town of Colchester's Schools and/or School Bus Transportation functions. Included in this effort is the development of the C.A.R.D. (Colchester Acts to Resist Drugs) and possibly the future implementation of the DARE program. This joint venture between the school system and the Colchester Police/Resident State 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 (3 full-time)

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

Patrol Officers (9 full-time)

- Corporals - 5
- Police Officer First Class - 3
- Police Officer - 1

**2020 – 2021 Accomplishments**

- Promoted five Officers to the rank of Corporal
- Maintained staffing at 11 sworn members
- Updated all PCs and laptops with Microsoft Windows 10 and added signature pads to PCs for the ease of taking electronic statements
- Completed annual firearms and medical training for all sworn officers.
- All portable and mobile Police radios were programmed by the Connecticut State Police due to a mandatory upgrade of the radio infrastructure
- Continued Armorer training for 2 officers to reduce maintenance outsourcing for department firearms
- Participated in the Juvenile Review Board with Youth Services (COVID restricted)
- Purchases new Police Ford SUV Patrol Cruiser to update aging Police Cruiser fleet.
- Presented to childcare facilities, businesses and other community organizations, and community outreach programs to include "Coffee with a Cop"
- Participated in Prescription Drug Drop-Box Program
- Processed of over 125 Town Pistol Permits
- Acquired State of CT Grant funds for Driving under the Influence Enforcement through the Connecticut Department of Transportation.
- Utilized Canine "Josie" for community demonstrations, and patrol searches during motor vehicle stops to combat illegal drug transactions and transportation

| **Measures (January 1 – December 31)** | **2020** | **2019** | **2018** | **2017** |
|---|---|---|---|---|
| • Motor Vehicle Warnings: | 383 | 975 | 944 | 30 |
| • Motor Vehicle Arrests: | 669 | 1767 | 1681 | 2292 |
| • Motor Vehicle Accidents: | 190 | 24 | 28 | 39 |
| • Criminal Investigations: | 361 | 415 | 433 | 542 |
| • Pistol Permits Issued: | 127+ | 120+ | 115+ | 110+ |
| • DWI Arrests: | 24 | 44 | 52 | 39 |
| • Calls for Service: | 9604 | 10,956 | 11,030 | 13,891 |

**2021 – 2022 Objectives**

- Hire two Police Officers and train through the Colchester PD FTO program allowing more proactive policing, increased police presence while simultaneously minimizing overtime related issues due to mandated increased training demands
- Continue annual replacement of older Police Cruisers with new Police Cruisers
- Research facility expansion possibilities to include a possible firearms training location
- Continued Firearms Armorer recertification training for 2 officers
- Continue annual replacement of Police Cruiser Mobile Data Terminals equipment
- Implement a Colchester PD Drone program to aide in investigations to include but not limited to the following: crime scene and motor vehicle accident scene mapping, barricaded subjects, missing persons, state, and local law enforcement compliance
- Obtain Body worn cameras and mobile video cameras to comply with the 2020 Connecticut Police Reform Bill which takes effect July 1st, 2022
- Maintain and oversee training requirements and evaluations (both psychological and medical) for all sworn police officers related to the 2020 Connecticut Police Reform Bill

**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**POLICE/RESIDENT TROOPER'S OFFICE**

| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 872,825 | 860,324 | 921,129 | 929,946 | 1,061,540 |
| Overtime | 142,375 | 154,437 | 143,799 | 170,753 | 150,000 |
| Employee Related Insurances | 5,218 | 5,131 | 5,598 | 5,347 | 6,465 |
| FICA & Retirement | 240,554 | 242,681 | 263,304 | 271,140 | 313,230 |
| Copier | 2,310 | 2,395 | 2,374 | 2,300 | 2,158 |
| Office Supplies | 932 | 1,233 | 1,650 | 1,650 | 1,700 |
| Uniform Purchases | 5,452 | 6,976 | 10,900 | 10,900 | 22,400 |
| Police Equipment | 2,222 | 3,454 | 5,500 | 5,500 | 71,898 |
| Mileage, Training & Meetings | 17,267 | 14,040 | 18,750 | 18,750 | 35,705 |
| Professional Memberships | 3,581 | 3,581 | 3,700 | 3,688 | 3,750 |
| Resident Trooper | 210,394 | 191,917 | 197,020 | 197,020 | 192,178 |
| Resident Trooper Overtime | 42,697 | 37,174 | 15,000 | 25,000 | 17,500 |
| Professional Services | 11,358 | 12,892 | 12,650 | 12,650 | 14,950 |
| Postage | 99 | 114 | 300 | 300 | 300 |
| Printing & Publications | 441 | 261 | 600 | 600 | 600 |
| Telephone | 5,437 | 5,752 | 6,060 | 6,185 | 6,312 |
| Equipment Repairs | 1,137 | 500 | 2,975 | 2,975 | 2,975 |
| Vehicle Maintenance & Fuel | 32,741 | 32,327 | 26,550 | 29,131 | 31,675 |
| **TOTAL** | **1,597,040** | **1,575,189** | **1,637,859** | **1,693,835** | **1,935,336** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **12101 - POLICE** | | | | | | |
| **40101 - REGULAR PAYROLL** | | | | **1,061,540** | | **1,061,540** |
| Sergeant | 1.00 | 97,259.00 | 97,259 | | | |
| Corporal | 1.00 | 92,018.00 | 92,018 | | | |
| Planned retirement effective 7/30/2021 | | | | | | |
| Corporal | 1.00 | 92,018.00 | 92,018 | | | |
| Corporal | 1.00 | 92,018.00 | 92,018 | | | |
| Corporal | 1.00 | 88,489.00 | 88,489 | | | |
| Corporal | 1.00 | 88,489.00 | 88,489 | | | |
| Police Officer First Class | 1.00 | 86,402.00 | 86,402 | | | |
| Police Officer First Class | 1.00 | 86,402.00 | 86,402 | | | |
| Police Officer First Class | 1.00 | 86,402.00 | 86,402 | | | |
| Police Officer First Class | 1.00 | 86,402.00 | 86,402 | | | |
| Police Officer | 1.00 | 66,586.00 | 66,586 | | | |
| Assistant to Department Head (8 hrs/day) | 1.00 | 57,900.00 | 57,900 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Longevity | 1.00 | 4,700.00 | 4,700 | | | |
| School Resource Officer salary to be paid by BOE (Police Officer First Class) | 1.00 | (86,402.00) | (86,402) | | | |
| Shift differential | 1.00 | 7,360.00 | 7,360 | | | |
| Retirement of Corporal | 1.00 | (84,261.00) | (84,261) | | | |
| Planned retirement effective 7/30/2021 | | | | | | |
| Police Officer | 1.00 | 66,586.00 | 66,586 | | | |
| New hire to replace retirement of Corporal | | | | | | |
| Police Officer | 1.00 | 66,586.00 | 66,586 | | | |
| New position request | | | | | | |
| Police Officer | 1.00 | 66,586.00 | 66,586 | | | |
| New position request | | | | | | |
| **40103 - OVERTIME** | | | | **150,000** | | **150,000** |
| Patrol overtime | 1.00 | 141,200.00 | 141,200 | | | |
| Overtime - Canine Officer | 1.00 | 7,800.00 | 7,800 | | | |
| Meeting Clerk - Police Commission | 1.00 | 1,000.00 | 1,000 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

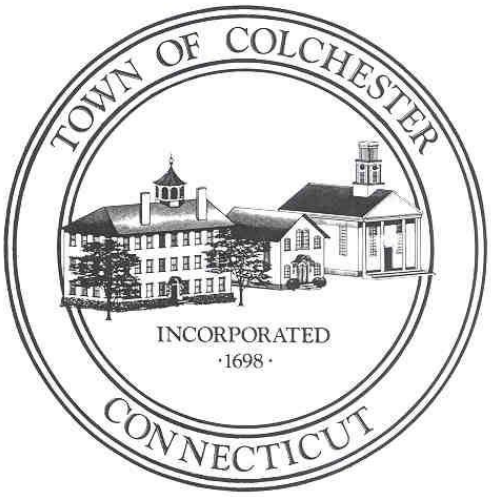
| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **41210 - EMPLOYEE RELATED INS.** | | | | **6,465** | | **6,465** |
| Life/AD&D Insurance | 1.00 | 2,734.00 | 2,734 | | | |
| Long Term Disability Insurance. | 1.00 | 2,856.00 | 2,856 | | | |
| Life/AD&D Insurance for additional Police Officers (2) | 2.00 | 234.00 | 468 | | | |
| New position requests | | | | | | |
| Long Term Disability Insurance for additional Police Officers (2) | 2.00 | 203.50 | 407 | | | |
| New position requests | | | | | | |
| **41230 - FICA & RETIREMENT** | | | | **313,230** | | **313,230** |
| FICA/Medicare | 1.00 | 88,540.00 | 88,540 | | | |
| Defined Benefit Pension Plan - Police Officers hired prior to 1/1/12 @ | 1.00 | 172,885.00 | 172,885 | | | |
| 27.063% of base pay (estimate based on actuarial valuation as of 7/1/20) | | | | | | |
| Defined contribution 401(a) Plan @ 8% - Police Officers hired after 1/1/12 | 1.00 | 24,478.00 | 24,478 | | | |
| Defined Contribution 401(a) Plan - Assistant to Department Head @ 8% | 1.00 | 4,632.00 | 4,632 | | | |
| FICA/Medicare - shift differential | 1.00 | 563.00 | 563 | | | |
| Defined Benefit/Defined Contribution 401(a) Plan - shift differential | 1.00 | 1,290.00 | 1,290 | | | |
| FICA/Medicare - Additional Police Officer (2) | 2.00 | 5,094.00 | 10,188 | | | |
| Defined Contribution 401(a) Plan @ 8% - Additional Police Officers (2) | 2.00 | 5,327.00 | 10,654 | | | |
| New position requests | | | | | | |
| **42233 - COPIER** | | | | **2,158** | | **2,158** |
| Copier lease - monthly payments | 12.00 | 109.00 | 1,308 | | | |
| Per image charges | 1.00 | 500.00 | 500 | | | |
| Copy Paper | 1.00 | 350.00 | 350 | | | |
| **42301 - OFFICE SUPPLIES** | | | | **1,700** | | **1,700** |
| General office supplies | 1.00 | 1,700.00 | 1,700 | | | |
| **42324 - UNIFORM PURCHASES** | | | | **22,400** | | **22,400** |
| Body armor | 4.00 | 1,200.00 | 4,800 | | | |
| Boot allowance | 6.00 | 300.00 | 1,800 | | | |
| Uniform pants | 20.00 | 90.00 | 1,800 | | | |
| Uniform shirts | 20.00 | 100.00 | 2,000 | | | |
| Replace web gear | 1.00 | 600.00 | 600 | | | |
| Uniforms & Protective Clothing - New hire to replace retirement of Corporal | 1.00 | 3,800.00 | 3,800 | | | |
| Uniform & Protective Clothing - Additional Police Officers (2) | 2.00 | 3,800.00 | 7,600 | | | |
| New position requests | | | | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **42338 - POLICE EQUIPMENT & SUPPLIES** | | | | **71,898** | | **71,898** |
| State Mandated - Body worn cameras, tasers, taser cartridges, etc | 1.00 | 43,703.00 | 43,703 | | | |
| Vehicle mounted flashlights | 4.00 | 100.00 | 400 | | | |
| Replace Vehicle medical kits | 4.00 | 100.00 | 400 | | | |
| Hazmat/Bio kits | 11.00 | 200.00 | 2,200 | | | |
| Firearms & Protective Gear - New hire to replace retirement of Corporal | 1.00 | 4,025.00 | 4,025 | | | |
| Firearms, Taser, Portable Radio, Body Worn Camera & Protective Gear - Additional Police Officers (2) | 2.00 | 10,585.00 | 21,170 | | | |
| New position requests | | | | | | |
| **43213 - MILEAGE, TRAINING & MEETINGS** | | | | **35,705** | | **35,705** |
| State mandated training & reimbursement for travel | 1.00 | 2,000.00 | 2,000 | | | |
| Ammunition (duty pistol/duty rifle) | 1.00 | 12,000.00 | 12,000 | | | |
| Armorer's training for officers | 4.00 | 1,250.00 | 5,000 | | | |
| POSTC class dues | 10.00 | 100.00 | 1,000 | | | |
| Poice Academy - New hire to replace retirement of Corporal | 1.00 | 3,800.00 | 3,800 | | | |
| Police Academy - Additional Polilce Officers (2) | 2.00 | 3,800.00 | 7,600 | | | |
| New position requests | | | | | | |
| Drug Screening (mandatory for recertification) | 3.00 | 350.00 | 1,050 | | | |
| Wellness Screening (mandatory for recertification) | 3.00 | 300.00 | 900 | | | |
| Pre-employment exams - New hire to replace retirement of Corporal | 1.00 | 785.00 | 785 | | | |
| Pre-employment exams - Additional Police Officers (2) | 2.00 | 785.00 | 1,570 | | | |
| New position requests | | | | | | |
| **43258 - PROFESSIONAL MEMBERSHIPS** | | | | **3,750** | | **3,750** |
| Law Enforcement Council (L.E.C.) | 1.00 | 3,750.00 | 3,750 | | | |
| **44200 - RESIDENT TROOPER** | | | | **192,178** | | **192,178** |
| Resident Trooper Supervisor | 1.00 | 192,178.00 | 192,178 | | | |
| Per letter from State of CT dated 3/8/21 - 85% cost allocated to the Town | | | | | | |
| **44204 - RESIDENT TROOPER OT** | | | | **17,500** | | **17,500** |
| Trooper (State Police) overtime | 1.00 | 17,500.00 | 17,500 | | | |
| **44208 - PROFESSIONAL SERVICES** | | | | **14,950** | | **14,950** |
| Uniform allowance - 11 officers, 230 days/officer, $5/day | 2,530.00 | 5.00 | 12,650 | | | |
| Uniform allowance - Additional Police Officers (2) | 460.00 | 5.00 | 2,300 | | | |
| New position requests | | | | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **44217 - POSTAGE** | | | | **300** | | **300** |
| **44232 - PRINTING & PUBLICATIONS** | | | | **600** | | **600** |
| Legal updates | 1.00 | 600.00 | 600 | | | |
| **45216 - TELEPHONE** | | | | **6,312** | | **6,312** |
| Mobile Data Terminal Service | 12.00 | 420.00 | 5,040 | | | |
| Comcast monthly service charges | 12.00 | 106.00 | 1,272 | | | |
| **46224 - EQUIPMENT REPAIRS** | | | | **2,975** | | **2,975** |
| Radar calibration - 6 units, 2 times/year | 12.00 | 50.00 | 600 | | | |
| Laser calibration - 3 units, once per year | 3.00 | 125.00 | 375 | | | |
| Electronic maintenance (vehicle equipment, MDT, emergency lights, MVR) | 1.00 | 2,000.00 | 2,000 | | | |
| **46390 - VEHICLE MAINTENANCE & FUEL** | | | | **31,675** | | **31,675** |
| Unleaded gasoline | 10,000.00 | 1.90 | 19,000 | | | |
| Estimated gross receipts tax - unleaded gasoline | 1.00 | 1,675.00 | 1,675 | | | |
| Repairs/parts | 1.00 | 11,000.00 | 11,000 | | | |
| **TOTAL POLICE** | | | | **1,935,336** | **0** | **1,935,336** |


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**Town of Colchester**
**FY 2021-2022**
**Proposed Budget**

## Department: Fire Department/Emergency Medical Services

### Mission

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

### Description

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

Company One (HQ) is located at 52 Old Hartford Road.
Company Two (sub-station) is located at 424 Westchester Road, Rt. 149.

This department's budget reflects the operational needs of these facilities and personnel but also the Town of Colchester's participation with a 911 PSAP Regional Dispatch Service.

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

In 2016, the Fire Marshal Office was integrated into the Fire Department and is now reflected in our operational budgets.

### Staffing

Fire/EMS Chief (full-time)
Fire Marshal (full-time)
Assistant to Department Head (full-time)
Deputy Chief (full-time)
Assistant Chief (Fire - volunteer)
Assistant Chief (EMS - volunteer)
Health and Safety Officer Lt. (full-time)
Firefighter/Emergency Medical Technicians (6 full-time) Monday-Friday
Firefighter/Emergency Medical Technician (1 per diem) Saturday/Sunday
80 Volunteer Members (Fire-EMS-Fire Police)

**2020-2021 Accomplishments**

- Responded to 1965 calls for service (Year 2020)
- 340 scheduled training sessions / 1149 classroom hours (Year 2020)
- CHFD partnered with the CPD to form a Public Safety Drone Program
- Provided support to Town sponsored events
- Continued to provide outstanding customer service to the citizens of Colchester during extremely demanding conditions arising from the Covid-19 pandemic. By the third quarter nearly 50% of all calls for EMS were Covid related and that increased to almost 75% by the beginning of 2021.
- Successful hiring of two additional Firefighter/EMTs

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

- Total Man Hours: Emergency = 7732
- Training: = 3390 training class man hours

| | 2020 | 2019 | 2018 | 2017 |
|---|---|---|---|---|
| • Fire Marshal Inspections | 102 * | 786 | 614 | 572 |
| • FM Violations Issued | 76* | 327 | 249 | 374 |
| • Fire Calls: | 64 | 44 | 57 | 48 |
| • Fire Alarms | 140 | 136 | 118 | 138 |
| • Medical Calls: | 1219 | 1334 | 1455 | 1275 |
| • Rescue/MVA | 103 | 166 | 98 | 122 |
| • Hazmat/Elec. | 83 | 45 | 78 | 65 |
| • Other Calls ( Service): | 342 | 261 | 418 | 336 |
| • Mutual Aid: (given & received) | 293 | 340 | 347 | 210 |

* Inspection numbers reflect FMO being limited access to residential properties due to Covid-19 pandemic. These inspections will need to be made up during the upcoming year.

**2021-2022 Objectives**

- Continued focus on volunteer recruitment and retention
- Continued focus on staffing and apparatus replacement
- Work integration with EMD/EOC to facilitate Public Safety
- Continue development of the Community Risk Reduction Program.
- Seek Federal Grant Opportunities to support CFD Mission
- Maintain Heartsafe Community Status
- Maintain 911 System Infrastructure

**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**FIRE/EMERGENCY MEDICAL SERVICES**

| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 554,239 | 578,860 | 688,769 | 621,171 | 701,636 |
| Overtime | 26,697 | 34,929 | 35,000 | 37,088 | 35,000 |
| Contractual, Temporary, Occasional Payroll | 107,916 | 80,123 | 98,904 | 91,532 | 98,904 |
| Employee Related Insurances | 2,578 | 2,737 | 3,731 | 2,842 | 3,730 |
| FICA & Retirement | 86,816 | 89,153 | 111,378 | 99,914 | 111,907 |
| Copier | 1,773 | 1,808 | 2,080 | 2,020 | 2,140 |
| Office Supplies | 3,303 | 2,754 | 3,000 | 3,000 | 3,000 |
| Safety Equipment | 38,657 | 43,661 | 50,975 | 71,292 | 46,979 |
| Custodial/Maintenance Supplies | 4,161 | 4,587 | 4,000 | 4,000 | 4,000 |
| Operating Supplies | 170 | 0 | 400 | 400 | 400 |
| Technical Reference Materials | 131 | 124 | 350 | 350 | 350 |
| Emergency Medical Supplies | 22,599 | 24,227 | 24,400 | 27,530 | 24,400 |
| Fire Equipment Supplies | 28,502 | 28,142 | 34,905 | 32,205 | 34,505 |
| Firefighting Foam | 1,740 | 1,695 | 1,700 | 1,700 | 1,700 |
| Mileage, Training & Meetings | 39,665 | 27,038 | 37,925 | 31,925 | 33,925 |
| Professional Memberships | 904 | 758 | 1,800 | 850 | 2,850 |
| Legal | 0 | 0 | 0 | 2,374 | 0 |
| Professional Services | 47,897 | 19,211 | 17,500 | 18,250 | 17,500 |
| Postage | 704 | 261 | 400 | 400 | 400 |
| Service Contracts | 84,162 | 80,740 | 96,195 | 89,922 | 97,070 |
| Advertising | 1,260 | 0 | 500 | 0 | 500 |
| Printing & Publications | 2,120 | 1,675 | 1,500 | 0 | 1,500 |
| Fuel Compensation | 45,714 | 44,951 | 45,000 | 45,000 | 45,000 |
| Physicals & Testing | 7,531 | 12,742 | 10,500 | 10,500 | 10,500 |
| Telephone | 10,835 | 10,087 | 13,169 | 12,896 | 14,333 |
| Fuel & Heating | 12,281 | 6,693 | 10,419 | 15,264 | 15,094 |
| Water | 500 | 320 | 1,000 | 1,000 | 1,000 |
| Electricity | 22,308 | 19,808 | 24,200 | 24,200 | 24,200 |
| Equipment Repairs | 8,661 | 11,164 | 11,560 | 11,560 | 11,560 |
| Building Repairs | 6,256 | 6,131 | 8,750 | 8,750 | 8,750 |
| Vehicle Maintenance & Fuel | 102,242 | 145,463 | 101,415 | 101,617 | 101,443 |
| Building & Grounds Improvements | 1,010 | 2,947 | 2,500 | 2,500 | 2,500 |
| **TOTAL** | **1,273,332** | **1,282,789** | **1,443,925** | **1,372,052** | **1,456,776** |

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **12202 - FIRE/EMERGENCY MEDICAL SERVICES** | | | | | | |
| **40101 - REGULAR PAYROLL** | | | | **701,636** | | **701,636** |
| Fire Chief | 1.00 | 85,379.00 | 85,379 | | | |
| (current vacant position - Fire Mashal is serving as Interim Fire Chief) | | | | | | |
| Deputy Chief | 1.00 | 81,343.00 | 81,343 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Lieutenant Shift Supervisor/Safety Officer | 1.00 | 75,143.00 | 75,143 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Firefighter/EMT | 1.00 | 65,605.00 | 65,605 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Firefighter/EMT | 1.00 | 65,605.00 | 65,605 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Firefighter/EMT | 1.00 | 49,924.00 | 49,924 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Firefighter/EMT | 1.00 | 49,924.00 | 49,924 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Firefighter/EMT | 1.00 | 49,924.00 | 49,924 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Firefighter/EMT (current vacant position) | 1.00 | 46,479.00 | 46,479 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Assistant to Department Head (8 hrs/day) | 1.00 | 57,900.00 | 57,900 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Fire Marshal | 1.00 | 71,310.00 | 71,310 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| (current vacant position as Fire Marshal is serving as Interim Fire Chief) | | | | | | |
| Longevity | 1.00 | 3,100.00 | 3,100 | | | |
| **40103 - OVERTIME** | | | | **35,000** | | **35,000** |
| Overtime | 1.00 | 35,000.00 | 35,000 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **40105 - CONTR TEMP OCCAS** | | | | **98,904** | | **98,904** |
| Assistant Chief Officers (2) | 2.00 | 5,200.00 | 10,400 | | | |
| Captains (3) - Fire, EMS, Fire Police | 3.00 | 1,127.00 | 3,381 | | | |
| Lieutenants/Engineers/ISO/Duty Officer (15) | 15.00 | 255.00 | 3,825 | | | |
| Fire Police | 1.00 | 1,242.00 | 1,242 | | | |
| Per Diem | 1.00 | 32,516.00 | 32,516 | | | |
| Ambulance staffing | 1.00 | 46,500.00 | 46,500 | | | |
| Shift differential | 1.00 | 1,040.00 | 1,040 | | | |
| **41210 - EMPLOYEE RELATED INS.** | | | | **3,730** | | **3,730** |
| Life/AD&D Insurance | 1.00 | 2,387.00 | 2,387 | | | |
| Long Term Disability Insurance | 1.00 | 1,343.00 | 1,343 | | | |
| **41230 - FICA & RETIREMENT** | | | | **111,907** | | **111,907** |
| FICA/Medicare | 1.00 | 62,570.00 | 62,570 | | | |
| Defined Contribution 401(a) Plan @ 6% - Fire Chief | 1.00 | 5,123.00 | 5,123 | | | |
| Defined Contribution 401(a) Plan - Assistant to Department Head @ 8% | 1.00 | 4,632.00 | 4,632 | | | |
| Defined Contribution 401(a) Plan @ 7% - Fire Union | 1.00 | 33,877.00 | 33,877 | | | |
| Defined Contribution 401(a) Plan @ 8% - Fire Marshal | 1.00 | 5,705.00 | 5,705 | | | |
| **42233 - COPIER** | | | | **2,140** | | **2,140** |
| Monthly lease payments | 12.00 | 75.00 | 900 | | | |
| Per image charges | 1.00 | 300.00 | 300 | | | |
| Copy Paper | 1.00 | 400.00 | 400 | | | |
| Monthly lease payments -color copier | 12.00 | 45.00 | 540 | | | |
| **42301 - OFFICE SUPPLIES** | | | | **3,000** | | **3,000** |
| General office and computer supplies | 1.00 | 3,000.00 | 3,000 | | | |

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **42323 - PROT CLOTHING& SAFETY EQUIP** | | | | **46,979** | | **46,979** |
| Turnout gear, helmets, bunker coats, pants, boots (8 sets) | 8.00 | 3,938.00 | 31,504 | | | |
| Protective clothing repair - used & worn gear | 1.00 | 1,500.00 | 1,500 | | | |
| Flame-resistant work uniforms for paid staff and Chief | 1.00 | 4,625.00 | 4,625 | | | |
| NFPA/EMS Winter response clothing | 1.00 | 900.00 | 900 | | | |
| Cadet turnout gear updates. | 1.00 | 1,700.00 | 1,700 | | | |
| EMS Division gear | 1.00 | 4,500.00 | 4,500 | | | |
| Miscellaneous supplies | 1.00 | 2,250.00 | 2,250 | | | |
| **42331 - CUSTODIAL/MAINTENANCE SUPPLIES** | | | | **4,000** | | **4,000** |
| Cleaning & maintenance supplies for station and grounds | 1.00 | 4,000.00 | 4,000 | | | |
| **42340 - OPERATING SUPPLIES** | | | | **400** | | **400** |
| Cleaning agents, vehicle maintenance supplies, water softener salts, wax, rags, etc. | 1.00 | 400.00 | 400 | | | |
| **42343 - TECHNICAL REFERENCE MATERIALS** | | | | **350** | | **350** |
| Annual periodicals & subscriptions for various Fire Rescue & EMS topics | 1.00 | 350.00 | 350 | | | |
| **42345 - EMERGENCY MEDICAL SUPPLIES** | | | | **24,400** | | **24,400** |
| Emergency food | 1.00 | 1,000.00 | 1,000 | | | |
| EMS Supplies - replenishment of all Town dept. first aid kits, first responder bags, glucometry readings, Narcan | 1.00 | 15,870.00 | 15,870 | | | |
| Dated Medical Supplies - Sterile water, glucose, epi-pens, d-fib pads | 1.00 | 1,100.00 | 1,100 | | | |
| Medical Oxygen - refills, rental, testing | 1.00 | 4,000.00 | 4,000 | | | |
| EMS Cleaning Supplies | 1.00 | 1,930.00 | 1,930 | | | |
| Mass Casualty - large incident materials | 1.00 | 500.00 | 500 | | | |

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **42346 - FIRE EQUIP SUPPLIES** | | | | **34,505** | | **34,505** |
| Batteries, Hazmat materials, sealant, fire extinguishers, breathing air, fasteners | 1.00 | 7,000.00 | 7,000 | | | |
| Hydro test 1 pressurized water extinguishers - required testing | 1.00 | 500.00 | 500 | | | |
| Hydro-test SCBA 4500 psi bottles - required testing | 1.00 | 1,400.00 | 1,400 | | | |
| Flow testing - SCBA 4500 psi bottles | 1.00 | 3,125.00 | 3,125 | | | |
| Hazmat meters, gas meters, module replacement cal materials | 1.00 | 1,600.00 | 1,600 | | | |
| Required testing | | | | | | |
| Replacement of portable radios | 1.00 | 4,000.00 | 4,000 | | | |
| Replacement of portable radio batteries | 1.00 | 1,500.00 | 1,500 | | | |
| Replacement of pagers (Fire/EMS/Cadet) | 1.00 | 2,500.00 | 2,500 | | | |
| Rescue equipment - trench, water, ice rescue | 1.00 | 2,000.00 | 2,000 | | | |
| Fire Police equipment (personnel gear & equipment) | 1.00 | 3,380.00 | 3,380 | | | |
| Replacement of fire hose | 1.00 | 7,000.00 | 7,000 | | | |
| Firefighting supplies, hand tools, ropes - Company 2 | 1.00 | 500.00 | 500 | | | |
| **42347 - FIRE FIGHTING FOAM** | | | | **1,700** | | **1,700** |
| **43213 - MILEAGE, TRAINING & MEETINGS** | | | | **33,925** | | **33,925** |
| Meeting, training & conference travel | 1.00 | 2,000.00 | 2,000 | | | |
| Training programs & reference materials | 1.00 | 900.00 | 900 | | | |
| Public Fire prevention materials (Fire Marshal) | 1.00 | 1,000.00 | 1,000 | | | |
| Mandatory training OSHA, NFPA, etc. | 1.00 | 26,500.00 | 26,500 | | | |
| EMS mandatory training equipment | 1.00 | 1,000.00 | 1,000 | | | |
| Fire Marshal - travel & training, technical manuals | 1.00 | 525.00 | 525 | | | |
| Recruitment and retention | 1.00 | 2,000.00 | 2,000 | | | |
| **43258 - PROFESSIONAL MEMBERSHIPS** | | | | **2,850** | | **2,850** |
| Professional Affiliations - dues for NFPA, Fire Chiefs, Safety Officer | 1.00 | 2,850.00 | 2,850 | | | |
| **44208 - PROFESSIONAL SERVICES** | | | | **17,500** | | **17,500** |
| Comstar payments - 3.5% of revenue from ambulance billings | 1.00 | 17,500.00 | 17,500 | | | |
| Estimated revenue of $500,000 (BLS) | | | | | | |
| **44217 - POSTAGE** | | | | **400** | | **400** |
| Postage fees to send out equpment for repair/return postage of repaired items | 1.00 | 400.00 | 400 | | | |

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **44223 - SERVICE CONTRACTS** | | | | **97,070** | | **97,070** |
| Emergency dispatch services | 1.00 | 24,887.00 | 24,887 | | | |
| Paramedic services | 1.00 | 15,936.00 | 15,936 | | | |
| Breathing air testing - required | 5.00 | 250.00 | 1,250 | | | |
| Annual furnace/hot water maintenance - required | 1.00 | 2,900.00 | 2,900 | | | |
| EMS Biohazard waste removal - required (contract thru 2023) | 1.00 | 1,200.00 | 1,200 | | | |
| Hazardous waste removal - required | 1.00 | 865.00 | 865 | | | |
| Pager radio service - maintenance & service | 1.00 | 1,500.00 | 1,500 | | | |
| Annual fire pump testing/certifications - required | 5.00 | 200.00 | 1,000 | | | |
| Annual ground ladder testing & certification - required | 1.00 | 500.00 | 500 | | | |
| Annual aerial ladder testing & certification - required (1 aerial) | 1.00 | 600.00 | 600 | | | |
| Annual defibrillator calibration/certification - required (7 units) | 1.00 | 2,634.00 | 2,634 | | | |
| Annual hydraulic rescue tool service (base set & additional tools) - required | 1.00 | 2,000.00 | 2,000 | | | |
| Overhead door preventative maintenance/repairs - Company 1 | 1.00 | 1,250.00 | 1,250 | | | |
| Annual stretchers preventative maintenance inspection and chair stair inspections/repairs/parts (contract thru 2023) | 1.00 | 4,530.00 | 4,530 | | | |
| Annual posi-chek calibration/certification | 1.00 | 850.00 | 850 | | | |
| Fire Extinguisher inspections, recharging, hydrotesting - required | 1.00 | 1,800.00 | 1,800 | | | |
| Emergency generator services - Company 1 - required | 1.00 | 400.00 | 400 | | | |
| Emergency generator services - Company 2 - required | 1.00 | 400.00 | 400 | | | |
| ESO Firehouse - fire incidents CAD integration, asset checklist bundles & misc bundles( fire incidents, inspections, properties, hydrants, etc) | 1.00 | 5,426.00 | 5,426 | | | |
| Building Alarm system testing and monitoring - required | 1.00 | 480.00 | 480 | | | |
| Kitchen hood inspections - required | 2.00 | 200.00 | 400 | | | |
| Sprinkler system - quarterly inspections - required | 4.00 | 90.00 | 360 | | | |
| Mask-fit tester certification/calibration, annual OHD - required | 1.00 | 975.00 | 975 | | | |
| ESO Fire bundle start up fee for numerous interfaces | 1.00 | 4,220.00 | 4,220 | | | |
| Air-fill station - breathing air compressor service contract | 1.00 | 850.00 | 850 | | | |
| Fire hose testing @ $.21/ft - includes re-coupling/testing | 24,000.00 | 0.21 | 5,040 | | | |
| Fire alarm testing, monitoring & maintenance service contract - Company 1 | 1.00 | 785.00 | 785 | | | |
| Fire alarm testing, monitoring & maintenance service contract - Company 2 | 1.00 | 455.00 | 455 | | | |
| IamResponding system | 1.00 | 650.00 | 650 | | | |
| Exterminating Services - Company 2 | 12.00 | 25.00 | 300 | | | |
| Annual furnace/hot water preventative maintenance/repair - Company 2 | 1.00 | 452.00 | 452 | | | |
| Water Testing - Company 2 | 1.00 | 500.00 | 500 | | | |
| Overhead Doors - preventative maintenance and repairs - Company 2 | 1.00 | 350.00 | 350 | | | |
| Building Alarm system testing and monitoring - Company 2 | 1.00 | 100.00 | 100 | | | |
| Annual maintenance/servicing of aerial ladder (p&l) Fireline | 1.00 | 3,750.00 | 3,750 | | | |
| Annual air conditioning inspection/maintenance - Company 1 | 1.00 | 400.00 | 400 | | | |
| Chest compression unit - on-site preventative maintenance (2 units) | 1.00 | 2,387.00 | 2,387 | | | |
| Boiler inspection - State requirement - Company 1 & 2 | 1.00 | 240.00 | 240 | | | |
| Kitchen Hood cleaning - 1 time per year, required | 1.00 | 150.00 | 150 | | | |
| Inspection of emergency lights, parts & service | 1.00 | 500.00 | 500 | | | |
| ESO Charts software - OEMS Run Forms - ALS & BLS (HDE interface only) | 1.00 | 3,798.00 | 3,798 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **44231 - ADVERTISING** | | | | **500** | | **500** |
| Recruitment and retention | 1.00 | 500.00 | 500 | | | |
| **44232 - PRINTING & PUBLICATIONS** | | | | **1,500** | | **1,500** |
| Recruitment and retention | 1.00 | 1,500.00 | 1,500 | | | |
| **44243 - COMPENSATION** | | | | **45,000** | | **45,000** |
| Fuel compensation for volunteer staff | 1.00 | 45,000.00 | 45,000 | | | |
| **44286 - PHYSICALS & TESTING** | | | | **10,500** | | **10,500** |
| Physicals & Testing - required physicals | 1.00 | 7,500.00 | 7,500 | | | |
| Annual OSHA Pulmonary Function Tests - required | 1.00 | 1,000.00 | 1,000 | | | |
| TB screening, random drug testing - required | 1.00 | 2,000.00 | 2,000 | | | |
| **45216 - TELEPHONE** | | | | **14,333** | | **14,333** |
| Headquarters and Company 1 telephones, fax, internet | 12.00 | 285.00 | 3,420 | | | |
| Telephone, internet Company 2 | 12.00 | 58.00 | 696 | | | |
| Modems/aircards for laptops on ER vehicles | 12.00 | 200.00 | 2,400 | | | |
| Internet - Company 2 | 12.00 | 58.00 | 696 | | | |
| Cell phone service - Fire Chief &Marshal | 12.00 | 56.00 | 672 | | | |
| (mobile phone app for personal cell phone) | | | | | | |
| Telephone maintenance & repair | 1.00 | 400.00 | 400 | | | |
| Ipad/cell phone for ambulances electronic patient care reporting | 2.00 | 800.00 | 1,600 | | | |
| Verizon modem for Deputy Chief Officer's vehicle | 12.00 | 20.00 | 240 | | | |
| Company 1 Dispatch landline & emergency direct connection to Co. 2 & EOC | 12.00 | 250.75 | 3,009 | | | |
| Monthly service fee for 5 units - Vehicle tracking system | 12.00 | 100.00 | 1,200 | | | |
| **45221 - FUEL/HEATING** | | | | **15,094** | | **15,094** |
| Heating oil - Company 1 - 7 furnaces, 2 hot water heaters, generator | 6,000.00 | 1.95 | 11,700 | | | |
| Propane - stove - Company 1 | 500.00 | 1.70 | 850 | | | |
| Heating oil - Company 2 | 1,200.00 | 1.95 | 2,340 | | | |
| Propane - Company 2 | 120.00 | 1.70 | 204 | | | |
| **45350 - WATER** | | | | **1,000** | | **1,000** |
| Static & dry hydrants. | 1.00 | 1,000.00 | 1,000 | | | |
| **45622 - ELECTRIC** | | | | **24,200** | | **24,200** |
| Electricity - Company 1 | 1.00 | 20,000.00 | 20,000 | | | |
| Electricity - Company 2 | 1.00 | 4,200.00 | 4,200 | | | |

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **46224 - EQUIPMENT REPAIRS** | | | | **11,560** | | **11,560** |
| Office equipment repairs. | 1.00 | 1,000.00 | 1,000 | | | |
| Radio & alarm repairs, lights & sirens | 1.00 | 4,200.00 | 4,200 | | | |
| Radio licensing modifications | 1.00 | 200.00 | 200 | | | |
| Small equipment repairs - Company 2 | 1.00 | 100.00 | 100 | | | |
| Security system- continuous - entry identification | 1.00 | 2,000.00 | 2,000 | | | |
| Repair/maintenance of small engine tools, building/grounds maintenance equipment and other equipment | 1.00 | 2,600.00 | 2,600 | | | |
| SCBA - ISI repair parts for breathing apparatus | 1.00 | 500.00 | 500 | | | |
| Small equipment repairs (fire pumps, doors, tools) | 1.00 | 960.00 | 960 | | | |
| **46226 - BUILDING REPAIRS** | | | | **8,750** | | **8,750** |
| Plumbing, electrical, miscellaneous building repairs | 1.00 | 5,000.00 | 5,000 | | | |
| Ground maintenance & supplies | 1.00 | 400.00 | 400 | | | |
| Training facility maintenance and repairs | 1.00 | 2,000.00 | 2,000 | | | |
| Building repairs - Company 2 | 1.00 | 450.00 | 450 | | | |
| Overhead door repairs - Company 2 | 1.00 | 900.00 | 900 | | | |
| **46390 - VEHICLE MAINTENANCE & FUEL** | | | | **101,443** | | **101,443** |
| Unleaded Gasoline | 3,600.00 | 1.90 | 6,840 | | | |
| Estimated gross receipts tax - unleaded gasoline | 1.00 | 603.00 | 603 | | | |
| Truck repairs & parts | 1.00 | 76,000.00 | 76,000 | | | |
| Diesel gasoline | 9,000.00 | 2.00 | 18,000 | | | |
| **48417 - BLDG & GROUNDS IMPROVEMENTS** | | | | **2,500** | | **2,500** |
| 50% of fees for installing fire hydrants. Remaining 50% paid by Water Dept. Joint infrastructure program for water distribution system | 1.00 | 2,500.00 | 2,500 | | | |
| **TOTAL FIRE/EMERGENCY MEDICAL SERVICES** | | | | **1,456,776** | **0** | **1,456,776** |

**Town of Colchester**
**FY 2021-2022**
**Proposed Budget**

**Department: Emergency Management**

**Mission**

The mission of the Colchester Office of Emergency Management is to ensure that the Town of Colchester is prepared for, able to respond to and successfully recover from any emergency or natural/manmade disaster that affects the Town of Colchester.

**Description**

Emergency Management incorporates 'All Hazards Planning' when developing emergency plans for the town and its residents. All Hazards refers to all types of disaster events:

- Weather: Hurricane, Tornado, Extreme Heat & Cold, Snow, Flooding, Drought, etc
- Transportation Accidents:, Aviation, Highway
- Large Scale Destruction/Displacement of residents due to a fire, chemical release, etc.
- Terrorism
- Wide spread long-term public health emergencies i.e. COVID-19 Pandemic
- Any other circumstance deemed necessary by the Incident Commander and/or the First Selectman

The Town of Colchester encompasses 49 square miles in upper New London County. Our population is approaching 17,000 yearly residents.

Route 2 divides the town in half, from east to west. The town is prone to all types of weather emergencies and transportation accidents throughout the year.

Emergency Management works closely with the Colchester Police & Fire Departments, and other town departments during a disaster to provide them with resources at their request.

Emergency Management provides emergency notification to the public on disaster information and updates them as needed. This is accomplished via news media, social media and reverse notifications via telephone, cellular and electronic devices.

If needed, Emergency Management is ready to respond with disaster sheltering including pre-storm and post storm services. Our department is equipped to open temporary centers for charging electronic equipment and other various equipment.

Emergency Management meets throughout the year with town and agency leaders to ensure emergency plans and resources are current to meet our goals and responsibilities. In addition, we maintain partnerships with Business, Non-Government, State and Federal agencies to ensure our residents are provided with all applicable opportunities after a disaster.

**Staffing**

Emergency Management Director (Stipend)
Deputy Emergency Management Director (Stipend)

**2020 - 2021 Accomplishments**

- Applied for and was approved for the EMPG FY 19 grant funding
- Continued to operate the towns Office of Emergency Management during an unprecedented coronavirus pandemic. The office provided administrative support and vital PPE supplies not only to town departments but also local businesses to allow continuity of operations throughout the event.
- Served the towns point of contact with the State of CT Department of Emergency Management and Homeland Security and the Chatham Health District.
- Assisted in the development of policies and procedures to allow the towns departments to remain open and operating to serve the public.
- Re-established an active Community Emergency Response Team (CERT) program.

**2021 - 2022 Objectives**

- Apply for EMPG FY 20 grant funding
- Apply for Supplemental Covid-19 EMPG grant funding
- Update EOC IT infrastructure
- Implement lifesaving “Stop the Bleed” community training program.
- Form Emergency Management Advisory Committee (EMAC) to work with our community partners to improve the town’s resiliency to natural and manmade disasters.
- Explore moving the town’s emergency shelter from Bacon Academy to William J. Johnston Middle School and reclassifying the shelter as a multi-jurisdictional shelter (DEMHS & Red Cross).
- Integrate Community Emergency Response Team (CERT) with the Andover/Hebron/Marlborough CERT Program

**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

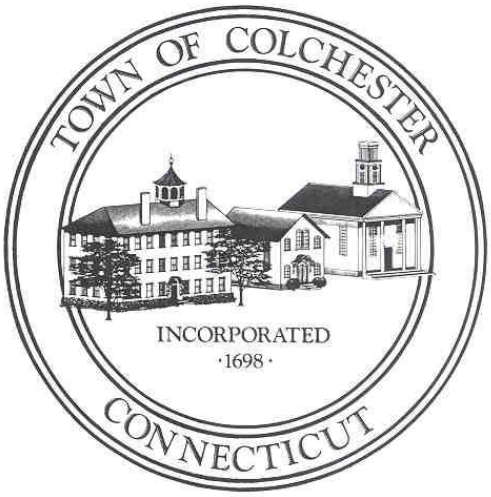
**EMERGENCY MANAGEMENT**

| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 2,617 | 3,725 | 5,071 | 5,071 | 5,185 |
| FICA | 200 | 283 | 388 | 388 | 397 |
| Office Supplies | 177 | 74 | 200 | 200 | 200 |
| Other Purchased Supplies | 3,291 | 5,754 | 3,500 | 3,500 | 3,500 |
| Emergency Medical Supplies | 243 | 0 | 250 | 250 | 250 |
| Mileage, Training and Meetings | 0 | 0 | 250 | 250 | 250 |
| Postage | 33 | 0 | 25 | 25 | 25 |
| Service Contracts | 1,606 | 1,615 | 1,500 | 990 | 990 |
| Printing & Publications | 0 | 169 | 250 | 250 | 250 |
| Telephone | 3,946 | 4,511 | 4,554 | 4,732 | 4,686 |
| Equipment Repairs | 2,836 | 565 | 3,000 | 3,000 | 3,000 |
| **TOTAL** | **14,949** | **16,696** | **18,988** | **18,656** | **18,733** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **12301 - EMERGENCY MANAGEMENT** | | | | | | |
| **40101 - REGULAR PAYROLL** | | | | **5,185** | | **5,185** |
| Emergency Management Director - stipend | 1.00 | 2,798.00 | 2,798 | | | |
| Deputy Emergency Management Director - stipend | 1.00 | 2,387.00 | 2,387 | | | |
| **41230 - FICA** | | | | **397** | | **397** |
| FICA/Medicare | 1.00 | 397.00 | 397 | | | |
| **42301 - OFFICE SUPPLIES** | | | | **200** | | **200** |
| **42340 - OTHER PURCHASED SUPPLIES** | | | | **3,500** | | **3,500** |
| Supplies for planned activation of EOC for training or live emergency event<br>Includes radio replacements, batteries for radios, and sirens | 1.00 | 3,500.00 | 3,500 | | | |
| **42345 - EMERGENCY MEDICAL SUPPLIES** | | | | **250** | | **250** |
| **43213 - MILEAGE, TRAINING & MEETINGS** | | | | **250** | | **250** |
| EMD training, State programs, mileage | 1.00 | 250.00 | 250 | | | |
| **44217 - POSTAGE** | | | | **25** | | **25** |
| **44223 - SERVICE CONTRACTS** | | | | **990** | | **990** |
| Emergency Operations Center - Alarm monitoring | 1.00 | 480.00 | 480 | | | |
| Emergency Operations Center - monthly pest control services | 6.00 | 85.00 | 510 | | | |
| **44232 - PRINTING & PUBLICATIONS** | | | | **250** | | **250** |
| Publication for Public Emergency Information | 1.00 | 250.00 | 250 | | | |
| **45216 - TELEPHONE** | | | | **4,686** | | **4,686** |
| Internet, static IP, U-verse, DSL, Centrix, fax, phone lines, alarm | 12.00 | 221.00 | 2,652 | | | |
| Mobile cell phone (hot spot) - unlimited | 12.00 | 20.00 | 240 | | | |
| Internet (Comcast) | 12.00 | 149.50 | 1,794 | | | |
| **46224 - EQUIPMENT REPAIRS** | | | | **3,000** | | **3,000** |
| Antenna replacement, sirens and other equipment repairs - as needed | 1.00 | 3,000.00 | 3,000 | | | |
| **TOTAL EMERGENCY MANAGEMENT** | | | | **18,733** | **0** | **18,733** |

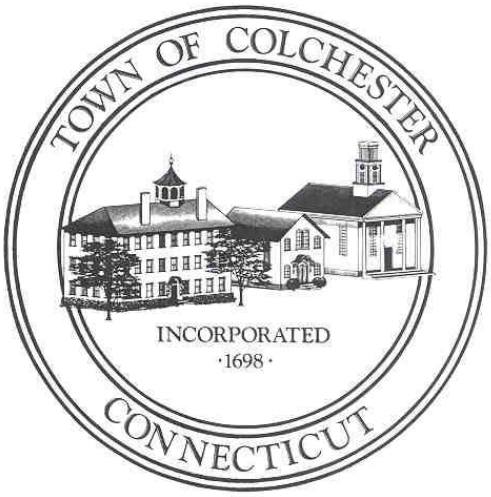
# Public Works


TOWN OF COLCHESTER
INCORPORATED
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CONNECTICUT

# Public Works

**Departments**

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


TOWN OF COLCHESTER
INCORPORATED
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**Town of Colchester**
**FY 2021 – 2022**
**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 (Town and BOE), engineering, waste management, and snow removal.

**Staffing**

Public Works Director (half-time)
Director of Operations (full-time)
Assistant to the Director (half-time)

**2020 – 2021 Accomplishments**

- Consistent review of Town road quality and safety issues on all public right of ways and properties. Assignment as required.
- Maintained Operations with replacement of Director of Operations, Assistant to Director both mid-year, and FLMA considerations.
- Manage the other six division's personnel, training, daily operations, coordinated goals of 6 divisions and the Sewer and Water Department. Replacement of 3 other personnel throughout divisions.
- Contract preparation & administration Replacement of Fuel Oil Tank at Company One Fire Department Garage.
- FEMA Response and reimbursement Tropical Storm Isaias.

**2021 – 2022 Objectives**

- Prepare Contacts and Bids for Capital Projects and on-going operational expenses, and oversee work for contract compliance.
- Prepare RFP Bids replacement of U/G Oil Tanks as required, Senior Center, Bacon Academy, Town Hall.
- Continue to explore utilization of existing town work forces conducting minor capital work in order to lower costs of Capital Improvement Projects.
- Continue to update Capital Improvement Project – Facilities Plan.
- Other duties as requested.

**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**PUBLIC WORKS ADMINISTRATION**

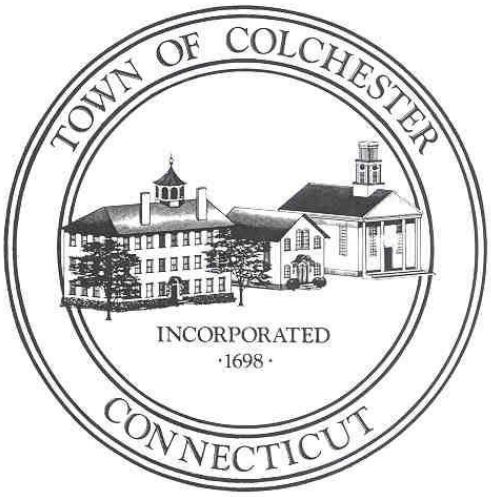
| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 147,374 | 151,341 | 154,671 | 159,711 | 163,280 |
| Employee Related Insurances | 564 | 564 | 593 | 488 | 593 |
| FICA & Retirement | 21,584 | 22,270 | 23,225 | 24,016 | 24,568 |
| Copier | 223 | 230 | 254 | 308 | 290 |
| Office Supplies | 235 | 294 | 300 | 300 | 300 |
| Safety Equipment | 241 | 0 | 625 | 625 | 625 |
| Professional Memberships | 285 | 135 | 500 | 500 | 500 |
| Postage | 0 | 7 | 100 | 25 | 100 |
| Advertising | 0 | 70 | 100 | 0 | 100 |
| Telephone | 685 | 880 | 960 | 674 | 1,320 |
| **TOTAL** | **171,191** | **175,791** | **181,328** | **186,647** | **191,676** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **13200 - PUBLIC WORKS ADMINISTRATION** | | | | | | |
| **40101 - REGULAR PAYROLL** | | | | **163,280** | | **163,280** |
| Public Works Director (40% Town, 10% BOE & 50% Sewer & Water) | 1.00 | 48,262.00 | 48,262 | | | |
| Director of Operations | 1.00 | 85,818.00 | 85,818 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Assistant to Department Head - 8 hrs/day (50% Town & 50% S/W) | 1.00 | 28,950.00 | 28,950 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Longevity | 1.00 | 250.00 | 250 | | | |
| **41210 - EMPLOYEE RELATED INS.** | | | | **593** | | **593** |
| Life/AD&D Insurance | 1.00 | 361.00 | 361 | | | |
| Long Term Disability | 1.00 | 232.00 | 232 | | | |
| **41230 - FICA & RETIREMENT** | | | | **24,568** | | **24,568** |
| FICA/Medicare | 1.00 | 12,491.00 | 12,491 | | | |
| Defined Contribution 401(a) Plan - Director of Public Works @ 6% (40% Town, 10% BOE & 50% S&W) | 1.00 | 2,896.00 | 2,896 | | | |
| Defined Contribution 401(a) Plan - Director of Operations @ 8% | 1.00 | 6,865.00 | 6,865 | | | |
| Defined Contribution 401(a) Plan - Assistant to Department Head @ 8% (50% Town, 50% S&W) | 1.00 | 2,316.00 | 2,316 | | | |
| **42233 - COPIER** | | | | **290** | | **290** |
| Copier - monthly lease payments | 12.00 | 20.00 | 240 | | | |
| Per image charges | 1.00 | 50.00 | 50 | | | |
| **42301 - OFFICE SUPPLIES** | | | | **300** | | **300** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **42323 - PROT CLOTHING& SAFETY EQUIP** | | | | **625** | | **625** |
| Safety Shoes - PW Director & Director of Operations | 2.00 | 200.00 | 400 | | | |
| Rain gear - Director of Operations | 1.00 | 75.00 | 75 | | | |
| First aid supplies - Director of Operations | 1.00 | 40.00 | 40 | | | |
| 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 | 15.00 | 15 | | | |
| Rubber boots - Director of Operations | 1.00 | 45.00 | 45 | | | |
| **43258 - PROFESSIONAL MEMBERSHIPS** | | | | **500** | | **500** |
| American Public Works Association, Tree Warden Association | 1.00 | 500.00 | 500 | | | |
| **44217 - POSTAGE** | | | | **100** | | **100** |
| Postage, citations, warning letters | 1.00 | 100.00 | 100 | | | |
| **44231 - ADVERTISING** | | | | **100** | | **100** |
| Advertising for bids, project data | 1.00 | 100.00 | 100 | | | |
| **45216 - TELEPHONE** | | | | **1,320** | | **1,320** |
| Cell phone - 50% for Public Works Director | 12.00 | 10.00 | 120 | | | |
| Cell phone - Director of Operations & PW Supervisor | 12.00 | 100.00 | 1,200 | | | |
| **TOTAL PUBLIC WORKS ADMINISTRATION** | | | | **191,676** | **0** | **191,676** |


TOWN OF COLCHESTER
INCORPORATED
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CONNECTICUT

**Town of Colchester**
**FY 2021 – 2022**
**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 - 3)
Maintainer 2 (full time - 4)
Assisted 3 days a week by Transfer Station employee

**2020 – 2021 Accomplishments**

- Continued daily Work Protocols in response to COVID-19 to maintain continuity of operations.
- Brought on/ Hired new Director of Operations and DPW Supervisor.
- Cold in place Asphalt recycling with Cap: Portion West Road South of Route 11, Portion Chestnut Hill Road and portion of Standish Road..
- Outsource Regrading of 8.75 miles of unpaved roadways.
- Completed Bridge Inspection Repairs – River Road
- Responded to FEMA Event Tropical Storm Isaias – 3 weeks debris pickup.
- Conducted portion of Town Wide Distressed/Damaged Street Tree Survey/Removal and completed approximately 25% of removals with normal budgeted funds and approx.. $40,000 Grant in Aid funds.
- 300 feet of Bituminous Curbing and roadway drainage issues Lake Hayward.

- Re-Construct 50 Driveway Aprons in conjunction with Road Improvement or Drainage work.
- Drainage Detention Basin cleaning and Outlet Swale Cleaning, Town-Wide (On-Going)
- Again, remove Beaver dams interfering with Drainage and within pipes – River Road, Old Amston Road, Cabin Road, Ruby Cohen Park, Miles Standish Road, (continuing issue)
- Repainted 53 miles of collector street centerlines and stop bars.
- Repaired 20 Catch Basins.
- Completed Town Wide Road Sweeping per MS4 DEEP requirements.
- Replacement of Damaged Guard Rail and Street signs. Town wide.
- Assisted in list for 2nd round of State program for enhanced driver warning at curves on Town Roads.
- Completed annual catch basin cleaning in 15 days. (1/3 of Town annually)
- Conducted scheduled crack sealing of roads called for under the Road Improvement Plan. New Crack filling Machine training and operation for higher production.
- New Guardrail installation Marvin Road
- Roadside Mowing Completed Town wide (twice).

| **Measures (January 1 – December 31 Paved)** | **2020** | **2019** | **2018** |
|---|---|---|---|
| • % Roads – Grade A: | 15% | 15% | 17% |
| • % Roads – Grade B: | 45% | 47% | 47% |
| • % Roads – Grade C: | 39% | 37% | 34% |
| • % Roads – Grade D: | 01% | 01% | 02% |
| • % Roads – Grade F: | 00% | 00% | 00% |

**2021 – 2022 Objectives**

- Continue to utilize Contracted and rental options, such as paving equipment, road grading, catch basin cleaning in an attempt to operate more efficiently.
- Adjusting baseline needs of the Town-wide road improvement plan dependent upon funding. Continue productivity increase with Crack Sealing equipment.
- Continue to address vegetative control on additional detention basin areas and right of ways that are the responsibility of the Town.
- Continue to conduct work required under Bridge survey in regard to sediment and safety issues.
- Continue annual base maintenance, Road Sweeping, Roadside Cutting, Catch Basin Cleaning, Guardrail and Sign Replacement.
- Provide CDL incentives – Training for work force development.

**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**HIGHWAY**

| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 356,511 | 365,815 | 436,964 | 411,113 | 426,824 |
| Overtime | 12,479 | 7,559 | 15,000 | 14,500 | 15,000 |
| Contractual, Temporary, Occasional Payroll | 100 | 100 | 100 | 1,485 | 0 |
| Employee Related Insurances | 1,793 | 1,527 | 1,913 | 1,507 | 1,913 |
| FICA & Retirement | 48,681 | 49,634 | 64,892 | 61,223 | 63,504 |
| Copier | 0 | 0 | 0 | 132 | 768 |
| Safety Equipment | 3,897 | 3,690 | 4,254 | 4,246 | 4,326 |
| Other Purchased Supplies | 145,381 | 123,614 | 158,280 | 157,490 | 159,140 |
| Mileage, Training & Meetings | 170 | 420 | 1,500 | 500 | 1,500 |
| Professional Services | 47,230 | 64,453 | 46,315 | 45,990 | 53,815 |
| Equipment Rental | 3,626 | 39 | 10,500 | 10,500 | 10,500 |
| Uniform Rental | 3,159 | 3,153 | 3,380 | 3,300 | 3,380 |
| Traffic Control | 53,463 | 54,974 | 63,000 | 58,000 | 65,000 |
| Equipment Repairs | 231 | 0 | 200 | 260 | 200 |
| Vehicle Maintenance & Fuel | 134,242 | 129,550 | 139,700 | 139,970 | 140,405 |
| Road Improvements | 600,000 | 650,000 | 600,000 | 600,000 | 650,000 |
| **TOTAL** | **1,410,963** | **1,454,528** | **1,545,998** | **1,510,216** | **1,596,275** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **13201 - HIGHWAY** | | | | | | |
| **40101 - REGULAR PAYROLL** | | | | **426,824** | | **426,824** |
| Public Works Supervisor (current vacant position) | 1.00 | 56,480.00 | 56,480 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Maintainer III | 1.00 | 58,443.00 | 58,443 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Maintainer III | 1.00 | 55,082.00 | 55,082 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Maintainer III | 1.00 | 58,443.00 | 58,443 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Maintainer II | 1.00 | 53,996.00 | 53,996 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Maintainer II | 1.00 | 53,996.00 | 53,996 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Maintainer II | 1.00 | 44,391.00 | 44,391 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Maintainer II | 1.00 | 43,493.00 | 43,493 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Longevity | 1.00 | 2,500.00 | 2,500 | | | |
| **40103 - OVERTIME** | | | | **15,000** | | **15,000** |
| Roads Overtime (not snow) | 1.00 | 15,000.00 | 15,000 | | | |
| **41210 - EMPLOYEE RELATED INS.** | | | | **1,913** | | **1,913** |
| Life/AD&D Insurance | 1.00 | 936.00 | 936 | | | |
| Long Term Disability | 1.00 | 977.00 | 977 | | | |
| **41230 - FICA & RETIREMENT** | | | | **63,504** | | **63,504** |
| FICA/Medicare | 1.00 | 33,800.00 | 33,800 | | | |
| Defined Contribution 401(a) Plan - Road Crew @ 7% (8 employees) | 1.00 | 29,704.00 | 29,704 | | | |
| **42233 - COPIER** | | | | **768** | | **768** |
| Copier - monthly lease payments | 12.00 | 44.00 | 528 | | | |
| Copier Lease Payment | 1.00 | 240.00 | 240 | | | |

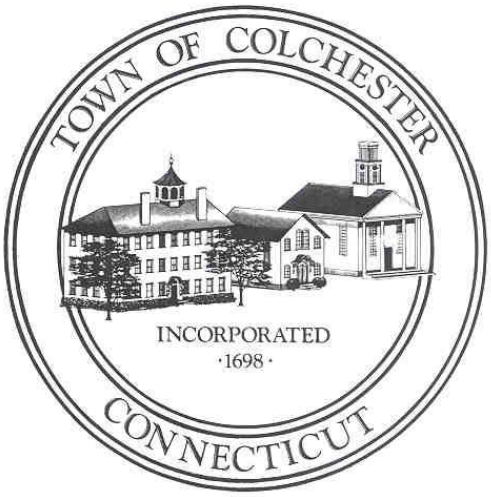
| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **42323 - PROT CLOTHING& SAFETY EQUIP** | | | | **4,326** | | **4,326** |
| Safety Shoes | 8.00 | 200.00 | 1,600 | | | |
| Rain gear - OSHA reflective | 8.00 | 72.00 | 576 | | | |
| First aid supplies | 8.00 | 20.00 | 160 | | | |
| Gloves, 6 pairs each | 48.00 | 5.00 | 240 | | | |
| Winter gloves - 2 pair each | 16.00 | 10.00 | 160 | | | |
| Forestry hard hat replacement - one per year | 1.00 | 110.00 | 110 | | | |
| Eye Protection | 8.00 | 15.00 | 120 | | | |
| Rubber boots | 8.00 | 55.00 | 440 | | | |
| Coverall replacements | 6.00 | 100.00 | 600 | | | |
| Safety Traffic Vests - OSHA compliant reflectivity | 8.00 | 40.00 | 320 | | | |
| **42340 - OTHER PURCHASED SUPPLIES** | | | | **159,140** | | **159,140** |
| Meals in storms (emergencies) | 1.00 | 150.00 | 150 | | | |
| Catch basin blocks for raising or repairing tops, one pallet | 1.00 | 1,000.00 | 1,000 | | | |
| Misc. items (bottled gas propane, rags, truck soap, flashlights, batteries), etc. | 1.00 | 1,000.00 | 1,000 | | | |
| 1,000 tons Class 2/ SP 0.375 Asphalt | 1,000.00 | 75.00 | 75,000 | | | |
| 40/tons cold patch | 40.00 | 110.00 | 4,400 | | | |
| Drain pipe for repairs | 1.00 | 6,000.00 | 6,000 | | | |
| Crack filling material - 5 pallets | 5.00 | 2,500.00 | 12,500 | | | |
| Hand tools, rakes, shovels, grease guns, wrenches, etc. | 1.00 | 1,000.00 | 1,000 | | | |
| 52 miles of center line (dbl yellow) road painting | 52.00 | 395.00 | 20,540 | | | |
| Annual stop bars & crosswalks painting & paints | 450.00 | 15.00 | 6,750 | | | |
| **SAND, SALT, GRAVEL, CEMENT** | | | | | | |
| Cement & ready mix concrete | 1.00 | 1,200.00 | 1,200 | | | |
| Drainage stone & Rip Rap for road drainage repairs - 500 tons | 500.00 | 30.00 | 15,000 | | | |
| Topsoil for backup curb repairs - 180 tons | 180.00 | 24.00 | 4,320 | | | |
| Ground supplies: Seed, erosion control, hay bales, fertilizers | 1.00 | 1,000.00 | 1,000 | | | |
| **TRAFFIC CONTROL SIGNS** | | | | | | |
| Street Signs and traffic warning signs, cones | 1.00 | 7,000.00 | 7,000 | | | |
| Catch basin tops, manhole and water valve risers for emergency repairs | 8.00 | 285.00 | 2,280 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **43213 - MILEAGE, TRAINING & MEETINGS** | | | | **1,500** | | **1,500** |
| Training seminars & educational programs, mileage reimbursement | 1.00 | 1,500.00 | 1,500 | | | |
| **44208 - PROFESSIONAL SERVICES** | | | | **53,815** | | **53,815** |
| Tree removal services bucket truck. Blasting & other contracted services | 1.00 | 25,000.00 | 25,000 | | | |
| Catch basin Vacuum truck contractor services | 13.00 | 1,500.00 | 19,500 | | | |
| **PHYSICALS:** | | | | | | |
| DOT - CDL annual physicals | 8.00 | 110.00 | 880 | | | |
| 2 staff pulmonary testing (respirator monitoring) | 2.00 | 140.00 | 280 | | | |
| CDL random drug testing | 6.00 | 85.00 | 510 | | | |
| CDL random alcohol testing | 3.00 | 40.00 | 120 | | | |
| Combined drug & alcohol test for post accident/reasonable cause | 2.00 | 100.00 | 200 | | | |
| Pre-employment physicals | 5.00 | 185.00 | 925 | | | |
| Hearing tests per OSHA regulations | 8.00 | 50.00 | 400 | | | |
| Tree Warden Stipend | 1.00 | 6,000.00 | 6,000 | | | |
| **44237 - EQUIPMENT RENTAL** | | | | **10,500** | | **10,500** |
| Equipment rental - mini excavator, bobcat with forestry attachment, pumps, generators, etc. | 1.00 | 7,000.00 | 7,000 | | | |
| Brush removal drainage - right of ways (shared cost with Water & Sewer) | 1.00 | 3,500.00 | 3,500 | | | |
| **44238 - UNIFORM RENTALS** | | | | **3,380** | | **3,380** |
| Uniform rental - 8 employees | 52.00 | 65.00 | 3,380 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **45389 - TRAFFIC CONTROL LIGHTS** | | | | **65,000** | | **65,000** |
| Electricity for streetlights and traffic control lights | 1.00 | 65,000.00 | 65,000 | | | |
| **46224 - EQUIPMENT REPAIRS** | | | | **200** | | **200** |
| Radio repairs and batteries | 1.00 | 200.00 | 200 | | | |
| **46390 - VEHICLE MAINTENANCE & FUEL** | | | | **140,405** | | **140,405** |
| Unleaded Gas | 6,000.00 | 1.90 | 11,400 | | | |
| Estimated gross receipts tax - unleaded gasoline | 1.00 | 1,005.00 | 1,005 | | | |
| Diesel gasoline | 14,000.00 | 2.00 | 28,000 | | | |
| Vehicle Repair Parts | 1.00 | 100,000.00 | 100,000 | | | |
| **48439 - ROAD IMPROVEMENT** | | | | **700,000** | | **650,000** |
| Road Improvement/Paving projects and Maintenance | 1.00 | 700,000.00 | 700,000 | | (50,000) | |
| **TOTAL HIGHWAY** | | | | **1,646,275** | **(50,000)** | **1,596,275** |


TOWN OF COLCHESTER
INCORPORATED
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CONNECTICUT

**Town of Colchester**
**FY 2021 – 2022**
**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 as well as building & grounds maintenance.

### Staffing

Fleet Supervisor (full time).
Mechanic III (full time - 2).
Mechanic II (full time).
Mechanic Helper (part time- shared with Transfer Station, wages & benefits are not reflected in Fleet's budget).

### 2020 – 2021 Accomplishments

- Completed police vehicle computer retrofit in-house.
- Completed installation of electronic equipment and installation of fire pump and tank in FD 1st Response/Brush Truck in-house
- Completed installation of electronic equipment in new Fire Chief vehicle.
- Created specifications and oversaw building of two new units;
    - Building Official vehicle.
    - Fire Chief vehicle
- Completed another OSHA Consultation Inspection.
- Continuation of chemical rust prevention program on all vehicles.
- Continuation of undercarriage washing on senior buses, youth vans and police vehicles.
- 100% of spring equipment serviced and ready to go by March 15th.

- Completed 100% of fire apparatus safety inspections within two weeks of due date.
- Completed 100% of police vehicle safety inspections within two weeks of due date.
- Completed 100% of senior bus safety inspections within two weeks of due date.
- Completed 100% of ambulance safety inspections within two weeks of due date.
- 100% of all snow removal equipment was fully operational by November 15.
- Continue to obtained necessary tools & equipment to stay current with new technology.

| **Measures (1/1/2020 – 12/31/2020)** | **2020** | **2019** | **2018** |
|---|---|---|---|
| • Work Orders Completed | 1100 | 1276 | 1267 |

**2021 – 2022 Objectives**

- Continue on-line training courses to meet OSHA requirements.
- Continue with CONN OSHA's Consultation Services.
- Strive for a safe working environment.
- Continue building repairs in-house due to limited funding.
- Transition to a paperless shop.
- Continue on upgrading maintenance for our fire apparatus.
- Become more involved with fire apparatus pump testing and repair.
- Have 100% of seasonal equipment serviced and ready to go for March 15th.
- Complete 100% of fire apparatus safety inspections within two weeks of due date.
- Complete 100% of police vehicle safety inspections within two weeks of due date.
- Complete 100% of senior bus safety inspections within two weeks of due date.
- Complete 100% of ambulance safety inspections within two weeks of due date.
- Have 100% of first run snow removal equipment fully operational by October 15.
- Have 100% of all snow removal equipment fully operational by November 15.

**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**FLEET SERVICES**

| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 232,134 | 259,467 | 264,212 | 268,128 | 271,737 |
| Overtime | 12,579 | 328 | 4,000 | 8,500 | 4,500 |
| Contractual, Temporary, Occasional Payroll | 1,550 | 1,800 | 1,800 | 1,800 | 1,800 |
| Employee Related Insurances | 874 | 1,028 | 1,074 | 1,029 | 1,074 |
| FICA & Retirement | 32,123 | 37,807 | 39,987 | 40,906 | 41,124 |
| Office Supplies | 447 | 420 | 450 | 450 | 450 |
| Safety Equipment | 1,425 | 822 | 1,400 | 1,400 | 1,400 |
| Custodial/Maintenance Supplies | 1,330 | 1,208 | 1,300 | 1,300 | 1,300 |
| Fleet Repair & Maintenance Supplies | 25,933 | 25,314 | 25,000 | 25,000 | 25,000 |
| Mileage, Training & Meetings | 150 | 0 | 270 | 270 | 270 |
| Professional Memberships | 200 | 200 | 200 | 200 | 200 |
| Professional Services | 692 | 495 | 728 | 780 | 780 |
| Service Contracts | 14,994 | 17,423 | 17,436 | 17,234 | 18,157 |
| Uniform Rental | 2,070 | 2,246 | 2,000 | 2,000 | 2,000 |
| Fuel & Heating | 3,874 | 4,912 | 6,400 | 8,000 | 8,500 |
| Electricity | 12,764 | 10,330 | 13,000 | 13,000 | 13,000 |
| Equipment Repairs | 1,471 | 1,485 | 500 | 500 | 500 |
| Building Repairs | 9,050 | 6,210 | 6,000 | 6,000 | 6,000 |
| Vehicle Maintenance & Fuel | 9,033 | 9,232 | 8,050 | 6,836 | 8,962 |
| **TOTAL** | **362,693** | **380,727** | **393,807** | **403,333** | **406,754** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **13202 - FLEET SERVICES** | | | | | | |
| **40101 - REGULAR PAYROLL** | | | | **271,737** | | **271,737** |
| Fleet Maintenance Supervisor | 1.00 | 92,025.00 | 92,025 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Mechanic III | 1.00 | 64,478.00 | 64,478 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Mechanic III | 1.00 | 60,740.00 | 60,740 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Mechanic II | 1.00 | 53,244.00 | 53,244 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Longevity | 1.00 | 1,250.00 | 1,250 | | | |
| **40103 - OVERTIME** | | | | **4,500** | | **4,500** |
| Overtime | 1.00 | 4,500.00 | 4,500 | | | |
| **40105 - CONTR TEMP OCCAS** | | | | **1,800** | | **1,800** |
| Tool allowance - 3 employees @ $50 per month | 3.00 | 600.00 | 1,800 | | | |
| **41210 - EMPLOYEE RELATED INS.** | | | | **1,074** | | **1,074** |
| Life/AD&D Insurance | 1.00 | 585.00 | 585 | | | |
| Long Term Disability Insurance | 1.00 | 489.00 | 489 | | | |
| **41230 - FICA & RETIREMENT** | | | | **41,124** | | **41,124** |
| FICA/Medicare | 1.00 | 21,270.00 | 21,270 | | | |
| Defined Contribution 401(a) Plan - Fleet Maintenance Supervisor @ 8% | 1.00 | 7,362.00 | 7,362 | | | |
| Defined Contribution 401(a) Plan - Mechanics @ 7% | 1.00 | 12,492.00 | 12,492 | | | |
| **42301 - OFFICE SUPPLIES** | | | | **450** | | **450** |
| Copy/Printer Paper | 3.00 | 25.00 | 75 | | | |
| General Office Supplies | 1.00 | 75.00 | 75 | | | |
| Printer Supplies | 1.00 | 300.00 | 300 | | | |
| **42323 - PROT CLOTHING& SAFETY EQUIP** | | | | **1,400** | | **1,400** |
| OSHA required safety shoes | 4.00 | 200.00 | 800 | | | |
| Protective equipment for steam cleaning | 1.00 | 200.00 | 200 | | | |
| Protective Eyewear for welding, cutting & grinding | 1.00 | 300.00 | 300 | | | |
| Rubber & Regular work gloves | 1.00 | 100.00 | 100 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **42331 - CUSTODIAL/MAINTENANCE SUPPLIES** | | | | **1,300** | | **1,300** |
| Paper towels, toilet paper, soaps & cleaners | 1.00 | 1,300.00 | 1,300 | | | |
| **42341 - FLEET REPAIR & MAINT SUPPLIES** | | | | **25,000** | | **25,000** |
| Shop supplies, oils & lubricants, nuts, bolts, welding & grinding material, etc. | 1.00 | 25,000.00 | 25,000 | | | |
| **43213 - MILEAGE, TRAINING & MEETINGS** | | | | **270** | | **270** |
| On-line training courses | 5.00 | 54.00 | 270 | | | |
| **43258 - PROFESSIONAL MEMBERSHIPS** | | | | **200** | | **200** |
| Motor Transport Association membership, drug and alcohol testing | 1.00 | 200.00 | 200 | | | |
| **44208 - PROFESSIONAL SERVICES** | | | | **780** | | **780** |
| OSHA required audiograms | 4.00 | 80.00 | 320 | | | |
| Random Drug Testing | 2.00 | 65.00 | 130 | | | |
| CDL physicals | 3.00 | 110.00 | 330 | | | |
| **44223 - SERVICE CONTRACTS** | | | | **18,157** | | **18,157** |
| Annual Cummings Software Update | 1.00 | 720.00 | 720 | | | |
| Annual Domestic Vehicle Diagonstic Software Update | 1.00 | 800.00 | 800 | | | |
| Annual fire extinguisher inspection - OSHA required | 6.00 | 70.00 | 420 | | | |
| Annual Monitoring for Fire Alarm | 1.00 | 300.00 | 300 | | | |
| Annual Monitoring for Security System | 1.00 | 180.00 | 180 | | | |
| Annual Navistar engine software fee | 1.00 | 1,400.00 | 1,400 | | | |
| Annual Overhead Hoist Inspection | 3.00 | 225.00 | 675 | | | |
| Annual Pressure Washer Service | 1.00 | 600.00 | 600 | | | |
| Annual RTA software maintenance fee | 1.00 | 1,500.00 | 1,500 | | | |
| Annual Service of fire alarm | 1.00 | 150.00 | 150 | | | |
| Annual Service of propane heating units | 4.00 | 125.00 | 500 | | | |
| Annual Tire Pressure Monitor System tool update | 1.00 | 260.00 | 260 | | | |
| Annual vehicle lift inspection | 2.00 | 125.00 | 250 | | | |
| Annual vehicle repair (not diag) software update | 1.00 | 1,700.00 | 1,700 | | | |
| Fire extinguisher testing/replacement (not inspection) | 1.00 | 200.00 | 200 | | | |
| Internet | 12.00 | 207.00 | 2,484 | | | |
| Oil Filter Removal | 2.00 | 130.00 | 260 | | | |
| Oxgen, Acetylene & Welding Gas bottle lease | 1.00 | 460.00 | 460 | | | |
| Overhead door service/repair | 1.00 | 2,200.00 | 2,200 | | | |
| Parts washer service | 4.00 | 437.00 | 1,748 | | | |
| Waste gas removal | 1.00 | 350.00 | 350 | | | |
| Waste oil removal | 1.00 | 1,000.00 | 1,000 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **44238 - UNIFORM RENTALS** | | | | **2,000** | | **2,000** |
| Uniforms and cloth wipers | 1.00 | 2,000.00 | 2,000 | | | |
| **45221 - FUEL/HEATING** | | | | **8,500** | | **8,500** |
| Propane for Town Garage | 4,000.00 | 1.70 | 6,800 | | | |
| Propane for Wash Bay | 1,000.00 | 1.70 | 1,700 | | | |
| **45622 - ELECTRIC** | | | | **13,000** | | **13,000** |
| Electricity for Town Garage complex | 1.00 | 13,000.00 | 13,000 | | | |
| **46224 - EQUIPMENT REPAIRS** | | | | **500** | | **500** |
| Maintenance, testing and repairs - Fuel monitor & delivery systems | 1.00 | 500.00 | 500 | | | |
| **46226 - BUILDING REPAIRS** | | | | **6,000** | | **6,000** |
| Maintain Interior/Exterior of Town Garage | 1.00 | 6,000.00 | 6,000 | | | |
| **46390 - VEHICLE MAINTENANCE & FUEL** | | | | **8,962** | | **8,962** |
| Unleaded gasoline - Water Department | 1,600.00 | 1.90 | 3,040 | | | |
| Estimated gross receipts tax - unleaded gasoline | 1.00 | 268.00 | 268 | | | |
| Unleaded gasoline - Fleet | 200.00 | 1.90 | 380 | | | |
| Estimated gross receipts tax - unleaded gasoline | 1.00 | 34.00 | 34 | | | |
| Diesel gasoline - Water Department | 50.00 | 2.00 | 100 | | | |
| Diesel gasoline - Fleet | 100.00 | 2.00 | 200 | | | |
| Propane for forklift | 8.00 | 30.00 | 240 | | | |
| Vehicle & Equipment Repairs for Fleet | 1.00 | 3,000.00 | 3,000 | | | |
| Propane for automatic switching 60K generator | 1,000.00 | 1.70 | 1,700 | | | |
| Required to access gasoline and diesel fuel during outages | | | | | | |
| **TOTAL FLEET SERVICES** | | | | **406,754** | **0** | **406,754** |

**Town of Colchester**
**FY 2021 – 2022**
**Proposed Budget**

## Department: Public Works – Division of Grounds Maintenance

### Mission
Properly maintain community parks, open spaces, governmental, and school grounds for public and recreational use and scholastic sport teams.

### Description

The Grounds Maintenance Division maintains approximately 370 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 -2)
Maintainer I (full time – 4)

**2020 – 2021 Accomplishments**

- Maintained over 370 acres of town and school grounds, including weekend coverage for restrooms and special events. Increased bathroom cleaning per COVID guidelines/
- Over seeded/fertilized/core aerate all RecPlex Fields, Bacon Baseball, Softball fields and Cody Camp baseball fields. Followed recommended Turf maintenance program per Henderson report on Recreation Fields. Due to COVID-19, recommendations validation became self-evident with limited use of fields in 2020. Field proof of over use and lack of irrigation, as detailed in report. Per Study and public response to BOF Survey, restricted scheduling of fields to minimize overuse was initiated.
- Continued increased use of Ruby Cohen Park by public, (Partially COVID related; StoryWalk, Picnic Area) requiring 3 times more mowing than former traditional passive use. Ancient Burying Grounds still requiring bi-weekly care, private/public partnership continued to limit Town care to once a month, including removal of two massive trees located within grave sites that required crane service without damage to ancient grave stones.
- Successfully conducted all work on school grounds prior to school opening without use of overtime and maintained such during school year.
- Conducted Facilities Work Orders completion, Youth Center, Senior Center, Town Hall, including COVID Safety issues as required by Governors Guidelines.
- Incorporated two new fields and irrigation at WJJMS into maintenance plan.
- Enacted two crew system for coverage at BOE and Town facilities.

| **Measures (January 1 – December 31)** | **2020** | **2019** | **2018** |
|---|---|---|---|
| • Hours of Mowing | 3960 | 3850 | 4250 |
| • Hours of Snow Removal | 912 | 784 | 931 |
| • Hours of Field Maintenance/Prep (*COVID) | 560* | 1230 | 1560 |
| • Hours of Trash Removal | 800 | 600 | 600 |

**2021 – 2022 Objectives**

- Dependent upon funding: Coordinate/Assist with installation of Irrigation System Components as required.
- Continue cross training within the Department in order to provide a more Mission Critical workforce.
- Continue to provide for public accessible and well maintained public spaces.
- Assist with installation of donated playground equipment.
- Continue implementing Turf Maintenance recommendations included within the Henderson Report.
- Dependent on Temporary Staff – Enhance conditions at passive recreation locations and merchant row area and Airline Trail.

**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

## GROUNDS MAINTENANCE

| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 262,469 | 299,527 | 320,735 | 317,778 | 330,488 |
| Overtime | 19,961 | 8,303 | 7,500 | 7,500 | 7,500 |
| Contractual, Temporary, Occasional Payroll | 0 | 0 | 0 | 0 | 7,800 |
| Employee Related Insurances | 1,123 | 1,321 | 1,665 | 1,641 | 1,671 |
| FICA & Retirement | 36,417 | 41,282 | 47,474 | 47,041 | 49,501 |
| Safety Equipment | 1,847 | 2,366 | 2,500 | 2,300 | 2,500 |
| Custodial/Maintenance Supplies | 2,994 | 2,162 | 3,000 | 3,000 | 3,000 |
| Grounds Maintenance Supplies | 14,736 | 24,995 | 31,000 | 13,900 | 31,000 |
| Other Purchased Supplies | 3,870 | 6,347 | 5,000 | 5,000 | 5,000 |
| Mileage, Training & Meetings | 0 | 7 | 525 | 350 | 525 |
| Professional Services | 17,115 | 14,561 | 6,150 | 11,150 | 8,850 |
| Service Contracts | 3,901 | 2,748 | 5,180 | 5,180 | 5,375 |
| Equipment Rental | 0 | 0 | 500 | 500 | 500 |
| Uniform Rental | 2,250 | 3,276 | 2,800 | 2,400 | 2,940 |
| Telephone | 515 | 340 | 300 | 1,550 | 1,620 |
| Fuel & Heating | 965 | 503 | 1,600 | 1,600 | 1,700 |
| Electricity | 29,056 | 20,964 | 30,000 | 20,000 | 33,000 |
| Equipment Repairs | 755 | 778 | 1,200 | 1,200 | 1,200 |
| Building Repairs | 3,765 | 2,413 | 1,800 | 2,000 | 2,000 |
| Other Repairs | 472 | 2,644 | 2,000 | 2,000 | 2,000 |
| Vehicle Maintenance & Fuel | 35,206 | 38,913 | 36,750 | 37,544 | 37,338 |
| **TOTAL** | **437,417** | **473,450** | **507,679** | **483,634** | **535,508** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **13203 - GROUNDS MAINTENANCE** | | | | | | |
| **40101 - REGULAR PAYROLL** | | | | **330,488** | | **330,488** |
| Public Works Supervisor | 1.00 | 66,169.00 | 66,169 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Maintainer II | 1.00 | 46,208.00 | 46,208 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Maintainer II | 1.00 | 47,043.00 | 47,043 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Maintainer I | 1.00 | 39,902.00 | 39,902 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Maintainer I | 1.00 | 44,057.00 | 44,057 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Maintainer I | 1.00 | 46,709.00 | 46,709 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Maintainer I (current vacant position) | 1.00 | 39,150.00 | 39,150 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Longevity | 1.00 | 1,250.00 | 1,250 | | | |
| **40103 - OVERTIME** | | | | **7,500** | | **7,500** |
| Overtime | 1.00 | 7,500.00 | 7,500 | | | |
| **40105 - CONTR TEMP OCCAS** | | | | **7,800** | | **7,800** |
| Summer Help - 15 wks, 4hr/day@ $13/hr | 1.00 | 7,800.00 | 7,800 | | | |
| **41210 - EMPLOYEE RELATED INS.** | | | | **1,671** | | **1,671** |
| Life/AD&D insurance | 1.00 | 819.00 | 819 | | | |
| Long Term Disability insurance | 1.00 | 852.00 | 852 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

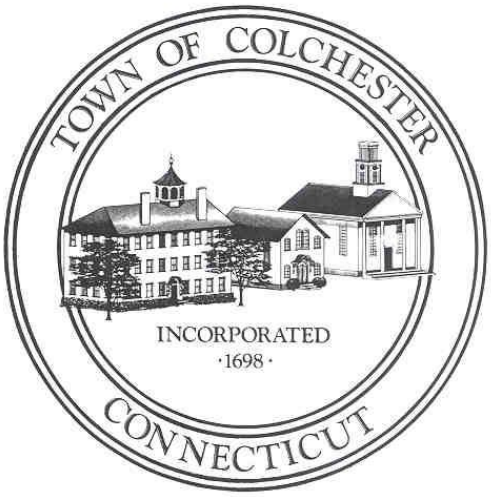
| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **41230 - FICA & RETIREMENT** | | | | **49,501** | | **49,501** |
| FICA/Medicare | 1.00 | 25,856.00 | 25,856 | | | |
| Defined Contribution 401(a) Plan - Grounds Maintenance Crew @ 7% | 1.00 | 23,048.00 | 23,048 | | | |
| FICA/Medicare -Summer Help | 1.00 | 597.00 | 597 | | | |
| New position request | | | | | | |
| **42323 - PROT CLOTHING& SAFETY EQUIP** | | | | **2,500** | | **2,500** |
| Safety shoes | 7.00 | 200.00 | 1,400 | | | |
| Gloves - work, latex & winter, eye protection, hardhats, etc. | 1.00 | 700.00 | 700 | | | |
| Replace chaps - 2 per year | 2.00 | 200.00 | 400 | | | |
| **42331 - CUSTODIAL/MAINTENANCE SUPPLIES** | | | | **3,000** | | **3,000** |
| Custodial supplies for restrooms at RecPlex & Grounds Maintenance Building | 1.00 | 3,000.00 | 3,000 | | | |
| **42334 - GROUNDS MAINTENANCE SUPPLIES** | | | | **31,000** | | **31,000** |
| Paint, Infield clay mix, topsoil, fertilizer, bark mulch Park & Town Facilities | 1.00 | 19,000.00 | 19,000 | | | |
| RecPlex annual overseeding program | 1.00 | 12,000.00 | 12,000 | | | |
| **42340 - OTHER PURCHASED SUPPLIES** | | | | **5,000** | | **5,000** |
| Motor oil and lubricants, trimmer string, tape, paint & supplies, hand tools, portable generator, small power tools | 1.00 | 5,000.00 | 5,000 | | | |
| **43213 - MILEAGE, TRAINING & MEETINGS** | | | | **525** | | **525** |
| Grounds maintenance crew training | 7.00 | 75.00 | 525 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **44208 - PROFESSIONAL SERVICES** | | | | **8,850** | | **8,850** |
| Electrical services - minor repairs for lights, gazebo, etc. | 1.00 | 2,500.00 | 2,500 | | | |
| Locksmith services | 1.00 | 250.00 | 250 | | | |
| Fence repairs - annual maintenance | 1.00 | 1,000.00 | 1,000 | | | |
| Existing Irrigation system repairs and winterization | 1.00 | 1,000.00 | 1,000 | | | |
| Tree services - one day bucket truck and crew | 1.00 | 1,800.00 | 1,800 | | | |
| Aerial lift truck for sports lighting bulb replacement | 1.00 | 1,800.00 | 1,800 | | | |
| CDL drug/alcohol testing, pre-employment physicals | 1.00 | 500.00 | 500 | | | |
| **44223 - SERVICE CONTRACTS** | | | | **5,375** | | **5,375** |
| Fire extinguisher service | 1.00 | 260.00 | 260 | | | |
| Grounds Maintenance Building security monitoring | 12.00 | 40.00 | 480 | | | |
| Heater/Boiler inspection - Parks Garage | 1.00 | 240.00 | 240 | | | |
| Skylogix annual service agreement - sports lighting | 1.00 | 1,200.00 | 1,200 | | | |
| Port-o-let Rental Town Green and Ruby Cohen - 2 HC 1 Standard 9 month coverage | 9.00 | 355.00 | 3,195 | | | |
| **44237 - EQUIPMENT RENTAL** | | | | **500** | | **500** |
| Rental of generators, sod cutter, miscellaneous equipment | 1.00 | 500.00 | 500 | | | |
| **44238 - UNIFORM RENTALS** | | | | **2,940** | | **2,940** |
| Grounds Maintenance Crew uniforms | 12.00 | 245.00 | 2,940 | | | |
| **45216 - TELEPHONE** | | | | **1,620** | | **1,620** |
| Cell Phone - PW Supervisor - monthly charges | 12.00 | 30.00 | 360 | | | |
| Comcast - WiFi for internet and camera system at spray park & grounds building | 12.00 | 105.00 | 1,260 | | | |
| **45221 - FUEL/HEATING** | | | | **1,700** | | **1,700** |
| Parks Garage - Propane | 1,000.00 | 1.70 | 1,700 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **45622 - ELECTRIC** | | | | **33,000** | | **33,000** |
| RecPlex sports lighting, Town Green, Grounds Garage, Concession Stand | 1.00 | 33,000.00 | 33,000 | | | |
| **46224 - EQUIPMENT REPAIRS** | | | | **1,200** | | **1,200** |
| General repairs on Parks equipment | 1.00 | 1,200.00 | 1,200 | | | |
| **46226 - BUILDING REPAIRS** | | | | **2,000** | | **2,000** |
| General Building repairs, Storage areas, dugouts, bathrooms, pavilion roof | 1.00 | 2,000.00 | 2,000 | | | |
| **46229 - OTHER REPAIR SERVICES** | | | | **2,000** | | **2,000** |
| Repairs for picnic tables, bleachers, batting cages, equipment, scoreboards, fountains, etc. (Not for buildings) | 1.00 | 2,000.00 | 2,000 | | | |
| **46390 - VEHICLE MAINTENANCE & FUEL** | | | | **37,338** | | **37,338** |
| Unleaded gasoline for vehicles and equipment | 5,000.00 | 1.90 | 9,500 | | | |
| Estimated gross receipts tax - unleaded gasoline | 1.00 | 838.00 | 838 | | | |
| Diesel gasoline | 1,000.00 | 2.00 | 2,000 | | | |
| Vehicle and large equipment repairs | 1.00 | 25,000.00 | 25,000 | | | |
| **TOTAL GROUNDS MAINTENANCE** | | | | **535,508** | **0** | **535,508** |


TOWN OF COLCHESTER
INCORPORATED
·1698·
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## 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 108.15 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 when necessary.

**2020 – 2021 Accomplishments**

- Responded to 21 Snow-Icing Events (through 3/31/2021), the majority were sleet/icing issues. However annual snowfall totals to date exceeded historic average of 38".
- Trained new staff for additional road routes.
- Continued one source De-Icing Material between BOE and Town Facilities.
- Continued reduced cost of treated salt by 8.6% per ton for end three year fixed price, until vendor forced out of business by State of Connecticut/New London Port Authority, wind farm deal for use of State Pier New London.
- Acquired new vendor at same price out of New Haven, Champion Salt.
- Re-marked and identified all sidewalk clearing responsibilities of Town ( i.e. adjacent to open space properties of Town within new subdivisions).
- Re-Bid Road and School Parking Lot Contracted services for 3 year period.

**2021 – 2022 Objectives**

- Continue to identify route specific issues that enhance public satisfaction level.
- Re-Bid Road and School Parking Lot Contracted Services.
- Due to DRVN treated Salt vendor having been displaced from State of Connecticut Pier in New London by State of Connecticut/Eversource/Orsted Wind Project, a new vendor salt supply was obtained. Discussions concerning increased price point per ton returning to historic level are shown within budgeted per ton cost. Alternatives will be investigated for similar product however reliability of supply will dictate.

**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**SNOW REMOVAL**

| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Overtime | 106,593 | 66,963 | 110,000 | 108,000 | 110,000 |
| FICA | 7,800 | 4,858 | 8,415 | 8,262 | 8,415 |
| Sand & Salt Supplies | 162,998 | 97,395 | 161,700 | 155,400 | 188,100 |
| Other Purchased Supplies | 20,244 | 15,049 | 25,050 | 24,150 | 25,050 |
| Professional Services | 185,530 | 157,272 | 190,000 | 205,000 | 225,000 |
| **TOTAL** | **483,165** | **341,537** | **495,165** | **500,812** | **556,565** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **13204 - SNOW REMOVAL** | | | | | | |
| **40103 - OVERTIME** | | | | **110,000** | | **110,000** |
| Town Crew - snow removal | 1.00 | 110,000.00 | 110,000 | | | |
| **41230 - FICA** | | | | **8,415** | | **8,415** |
| FICA/Medicare | 1.00 | 8,415.00 | 8,415 | | | |
| **42333 - SAND SALT GRAVEL** | | | | **188,100** | | **188,100** |
| Sand - 300 tons | 300.00 | 31.00 | 9,300 | | | |
| Treated Salt - 1,800 tons | 1,900.00 | 93.00 | 176,700 | | | |
| Icemelt for sidewalks - 6 pallets | 6.00 | 350.00 | 2,100 | | | |
| **42340 - OTHER PURCHASED SUPPLIES** | | | | **25,050** | | **25,050** |
| Mail boxes and posts | 50.00 | 45.00 | 2,250 | | | |
| Snow Plow cutting edges/blades | 1.00 | 12,000.00 | 12,000 | | | |
| Meals for town crew during snow storms | 1.00 | 10,600.00 | 10,600 | | | |
| Tools for grounds crew - shovels and spreaders | 1.00 | 200.00 | 200 | | | |
| **44208 - PROFESSIONAL SERVICES** | | | | **225,000** | | **225,000** |
| Contracted truck routes, emergency loaders, sanders and drivers<br>Contract valid through FY 2022 - 2023 | 1.00 | 132,000.00 | 132,000 | | | |
| School parking lots<br>Contract valid through FY 2022 - 2023 | 1.00 | 93,000.00 | 93,000 | | | |
| **TOTAL SNOW REMOVAL** | | | | **556,565** | **0** | **556,565** |

**Town of Colchester**
**FY 2021 – 2022**
**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 Division is responsible for the cleaning and maintenance of Town buildings, which includes: selecting vendors through a competitive bidding process to provide materials and services to meet State and local safety requirements and specific maintenance services; perform general maintenance activities; select energy suppliers through a bidding process; and advise the First Selectman of facility needs as appropriate.

### Staffing

Custodians (full time - 1)
Custodian (part time) - Senior Center and Youth Center

**2020-2021 Accomplishments**

- Continued Disinfectant Procedures in response to COVID-19
- Paint/Repair Town Hall former Probate Court Office.
- Continue maintenance that has previously resulted in equipment failure in mechanical and HVAC systems Town wide, utilizing Energy Management System data, oversee annual maintenance.
- Continue to replace 30 year old miscellaneous items throughout Town Hall. Replaced original Fire Alarm Control Box and Station. Begin Electrical Fixture/Ballast Replacements. Building Generator service and repair.
- Validate building electrical service voltage and amperage. Identify and mark emergency power circuits.
- Coordinate COVID Barriers for offices opened during pandemic.
- Recreation Complex Pavilion Roofing.
- Develop on-call list of contractors to facilitate repairs outside of service contract providers, compare to previous shared employee costs.
- Replacement of Fire Department Company One U/G Oil tank with A/G Connvault tank.
- Continue to utilize DPW existing staff skill sets to reduce contracted work.

**2021 -2022 Objectives**

- Provide for equipment required maintenance schedule per manufacturer's requirements in order to maintain guaranteed energy savings.
- Extend on-call list of contractors to facilitate repairs outside of service contract providers, compare to previous shared employee costs.
- Conduct CIP scheduled work, contract and oversight.
- Identify future labor requirements for possible expansions at facilities and retirements.

**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**FACILITIES**

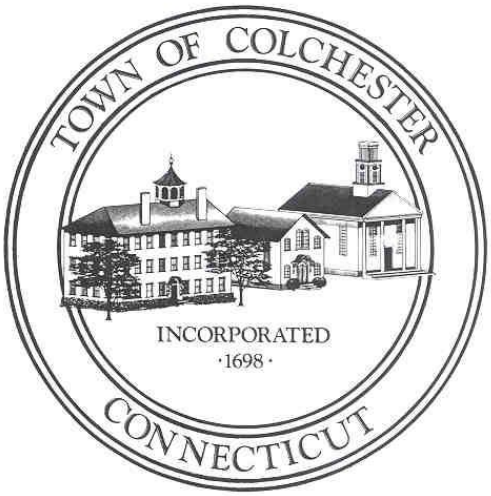
| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 9,292 | 11,479 | 14,566 | 12,153 | 15,948 |
| FICA & Retirement | 0 | 605 | 1,114 | 930 | 1,220 |
| Safety Equipment | 36 | 0 | 100 | 100 | 100 |
| Custodial/Maintenance Supplies | 4,782 | 3,683 | 5,300 | 3,000 | 5,000 |
| Paint & Paint Supplies | 827 | 441 | 1,000 | 500 | 1,000 |
| Service Contracts | 9,232 | 7,590 | 17,690 | 17,330 | 17,330 |
| Telephone | 15,990 | 14,711 | 10,140 | 16,381 | 13,680 |
| Fuel & Heating | 7,550 | 7,429 | 7,410 | 7,400 | 7,410 |
| Electricity | 50,403 | 45,284 | 47,500 | 50,000 | 47,500 |
| Building Repairs | 20,699 | 15,832 | 25,000 | 25,000 | 25,000 |
| **TOTAL** | **118,811** | **107,054** | **129,820** | **132,794** | **134,188** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **13205 - FACILITIES** | | | | | | |
| **40101 - REGULAR PAYROLL** | | | | **15,948** | | **15,948** |
| Part-time Custodian - Senior Center & Youth Services Center (19.5 hrs/week) | 1.00 | 13,233.00 | 13,233 | | | |
| Part-time Custodian - Fire Department - (4 hrs/week) | 1.00 | 2,715.00 | 2,715 | | | |
| **41230 - FICA & RETIREMENT** | | | | **1,220** | | **1,220** |
| FICA/Medicare | 1.00 | 1,220.00 | 1,220 | | | |
| **42323 - PROTECTIVE CLOTHING & SAFETY EQUIPMENT** | | | | **100** | | **100** |
| Gloves, eye protection, personal protective equipment | 1.00 | 100.00 | 100 | | | |
| **42331 - CUSTODIAL/MAINTENANCE SUPPLIES** | | | | **5,000** | | **5,000** |
| Paper goods and general cleaning supplies for Town Hall | 1.00 | 5,000.00 | 5,000 | | | |
| **42332 - PAINT & PAINT SUPPLIES** | | | | **1,000** | | **1,000** |
| Supplies to paint offices as needed | 1.00 | 1,000.00 | 1,000 | | | |
| **44223 - SERVICE CONTRACTS** | | | | **17,330** | | **17,330** |
| Security System Service and Monitoring - Town Hall | 12.00 | 40.00 | 480 | | | |
| Elevator inspection and service - Town Hall | 4.00 | 220.00 | 880 | | | |
| Emergency Generator annual service and repair - Town Hall | 1.00 | 650.00 | 650 | | | |
| Heating/cooling system maintenance - Town Hall | 1.00 | 2,400.00 | 2,400 | | | |
| Sprinkler system inspection and service - Town Hall | 1.00 | 1,500.00 | 1,500 | | | |
| PA system maintenance and repair (meeting room) - Town Hall | 1.00 | 500.00 | 500 | | | |
| Exterminating services, pest control - Town Hall | 4.00 | 180.00 | 720 | | | |
| Annual Fire Extinguisher maintenance - Town Hall | 1.00 | 200.00 | 200 | | | |
| Estimate of additional calls at contract rates - repairs - Town Hall | 1.00 | 10,000.00 | 10,000 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **45216 - TELEPHONE** | | | | **13,680** | | **13,680** |
| Emergency phone - Elevator and VoIP redundancy backup line for alarms | 12.00 | 40.00 | 480 | | | |
| CEN Internet/ VoIP - monthly charges | 4.00 | 1,500.00 | 6,000 | | | |
| Continuing Comcast VoIP and fax lines | 12.00 | 600.00 | 7,200 | | | |
| **45221 - FUEL/HEATING** | | | | **7,410** | | **7,410** |
| Heating oil - Town Hall | 3,800.00 | 1.95 | 7,410 | | | |
| **45622 - ELECTRICITY** | | | | **47,500** | | **47,500** |
| Electricity - Town Hall | 1.00 | 47,500.00 | 47,500 | | | |
| **46226 - BUILDING REPAIRS** | | | | **25,000** | | **25,000** |
| General building repairs - contracted services - Town Hall | 1.00 | 25,000.00 | 25,000 | | | |
| **TOTAL FACILITIES** | | | | **134,188** | **0** | **134,188** |


TOWN OF COLCHESTER
INCORPORATED
·1698·
CONNECTICUT

**Town of Colchester**
**FY 2021-2022**
**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)

**2020 - 2021 Accomplishments**

- Coordinated the 2020 household hazardous waste collection.
- Updated both Mail-a-map and TAR town road maps.
- Issued 4 roadwork permits and 17 driveway permits in 2020.
- Performed construction inspection for new residential subdivision roads North Pond Way and Weston Terrace off Windham Avenue; for New Dunkin Donuts site at Rte 16 and Rte 149; for Four Seasons Apartments Lebanon Ave/Rte 16: for eye care office site development at 715 Middletown Road/Rte 16; for Eversource gas line projects on Mill Street and Old Amston Road; for Colchester Land Trust trail head parking lot on Bulkeley Hill Road and for GH Trailers commercial site development on Old Hartford Road.
- Performed construction administration/inspection for reconstruction of Paper Mill Road Bridge completed under the State Local Bridge Program with 50% grant funds.

- Worked with Public Works Department to resolve drainage /winter icing issues at 92/98 Waterhole Road and on Old Amston Road. Also evaluated need for Metal Beam Rail protection in area of Stream Crossing on Marvin Road.
- Submitted requests to DOT Traffic Division to review several traffic safety issues including need for additional crosswalk signage and pavement markings along Linwood Avenue/Rte 16; Need for metal beam rail protection at end of Rte 2 East-bound off ramp to Rte 149; Concurrence for State DOT to install Rectangular Rapid Flashing Beacons at several crosswalks on Rte 85 and Old Hartford Road.
- Provided construction administration/inspection for an $831,000 LOTCIP grant for the Reconstruction of Halls Hill Road which includes milling and paving of the roadway along with pedestrian and cyclist improvements.
- Performed plan reviews for proposed Machine Shop site development at 124 Upton Road; 6 lot Residential Subdivision on Kramer Road and Chestnut Hill Road; Ganos Power Equipment site expansion on Linwood Avenue and Kmick Lane; 3 Lot Residential Subdivision on Reservoir Road and Scott Hill Road; and for 525 Norwich Avenue parking lot expansion for Construction Equipment storage.
- As the town's Legal Traffic Authority representative, reviewed and approved requests for various running, cycling and or motorcycling events with planned routes traversing Colchester.

**2021 - 2022 Objectives**

- Update State TAR map and town's Mail-A-Map.
- Coordinate and supervise the 2021 household hazardous waste collection.
- Perform construction inspection and or project administration for: North Pond Subdivision Road Construction off of Windham Ave.; Mini Storage facility site development Old Hartford Road; Commercial site development at 124 Upton Road; Ganos site development expansion Kmick Lane; and for Lebanon Avenue LOTCIP grant Streetscape Improvement Project.
- Assist Planning Dept. and Town's Design Consultant with final construction plans/bid specifications and construction administration for the recently grant funded Town Green Improvement project and for proposed Lebanon Ave. Streetscape Improvements in area between the Rail Trail Spur to Sunset Vista/Northwoods Housing developments.
- Assist Senior Center Building Committee and Design Consultant with proposed site development plans for new Senior Center at Lebanon Avenue and Louis Lane.
- Perform plan reviews for new development proposals as they are submitted.

**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**ENGINEERING**

| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 98,191 | 100,384 | 102,626 | 102,626 | 102,626 |
| Employee Related Insurances | 338 | 356 | 357 | 339 | 357 |
| FICA & Retirement | 14,783 | 15,036 | 16,001 | 16,001 | 16,001 |
| Copier | 660 | 810 | 0 | 0 | 0 |
| Office Supplies | 0 | 0 | 445 | 0 | 0 |
| Mileage, Training & Meetings | 206 | 104 | 500 | 0 | 500 |
| Professional Memberships | 610 | 610 | 650 | 610 | 650 |
| **TOTAL** | **114,788** | **117,300** | **120,579** | **119,576** | **120,134** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **13301 - ENGINEERING** | | | | | | |
| **40101 - REGULAR PAYROLL** | | | | **102,626** | | **102,626** |
| Town Engineer | 1.00 | 101,876.00 | 101,876 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Longevity | 1.00 | 750.00 | 750 | | | |
| **41210 - EMPLOYEE RELATED INS.** | | | | **357** | | **357** |
| Life/AD&D Insurance | 1.00 | 234.00 | 234 | | | |
| Long Term Disability Insurance | 1.00 | 123.00 | 123 | | | |
| **41230 - FICA & RETIREMENT** | | | | **16,001** | | **16,001** |
| FICA/Medicare | 1.00 | 7,851.00 | 7,851 | | | |
| Defined Contribution 401(a) Plan @ 8% | 1.00 | 8,150.00 | 8,150 | | | |
| **43213 - MILEAGE, TRAINING & MEETINGS** | | | | **500** | | **500** |
| Inspections, meetings, & workshops | 1.00 | 500.00 | 500 | | | |
| **43258 - PROFESSIONAL MEMBERSHIPS** | | | | **650** | | **650** |
| Membership dues - CASHO | 1.00 | 50.00 | 50 | | | |
| Membership dues - ASCE | 1.00 | 300.00 | 300 | | | |
| State of CT license fees - Professional Engineer | 1.00 | 300.00 | 300 | | | |
| **TOTAL ENGINEERING** | | | | **120,134** | **0** | **120,134** |

**Town of Colchester**
**FY 2021 – 2022**
**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. The Division also funds the Household Hazardous Waste Collection events for Colchester residents in coordination with SCRRRA annually.

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

**Staff:**
Transfer Station Operator – 2 day (shared FTE with Highway Division)
Transfer Station Equipment Operator – 2 day (shared FTE with Fleet Division)

**2020 - 2021 Accomplishments**

- Continued operation to comply with COVID-19 Social Distancing protocols. Maintained operation of Transfer Station throughout emergency declaration
- Due to Trade issues at national level, recyclables are no longer a marketable commodity and hence vast amounts are being landfilled or incinerated throughout the country. As such, disposal of single stream recycling products are no longer free and the Town is presently being charged a $60.00/ton fee by processors. No change in rates were proposed during the FY 20-21. Reduction of recycled tonnage is occurring.
- 296 Colchester households served at the Colchester Household Hazardous Waste Collection event. Total for the Colchester event regionally (billed to their respective Towns by SCCRRA) was 557 households.
- Required to increase testing of Waste Oil due to possible contamination issues.
- Increased use of facility during COVID restrictions (mostly of C&D Items).
- Trained newly hired staff to operate station.

| **Measures (January 1 – December 31)** | **2018** | **2019** | **2020** |
|---|---|---|---|
| • Waste Handled (tons): | 1452.96 | 1495.28 | 1596.26 |

**2021 – 2022 Objectives**

- Continue to market materials to the most advantageous financial provider/vendor
- Maintain fee structure unless cost become significantly over revenue.

**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**TRANSFER STATION**

| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 90,942 | 72,984 | 84,230 | 60,489 | 88,782 |
| Overtime | 5,103 | 14,254 | 5,500 | 21,978 | 5,500 |
| Employee Related Insurances | 440 | 404 | 479 | 213 | 479 |
| FICA & Retirement | 11,588 | 10,787 | 12,761 | 10,542 | 13,427 |
| Office Supplies | 29 | 78 | 250 | 250 | 250 |
| Safety Equipment | 424 | 136 | 400 | 400 | 400 |
| Other Purchased Supplies | 685 | 387 | 1,146 | 1,146 | 1,146 |
| Transportation | 121,886 | 148,776 | 146,000 | 148,000 | 148,000 |
| Mileage, Training & Meetings | 541 | 338 | 630 | 630 | 630 |
| Professional Services | 34,261 | 16,271 | 33,340 | 33,320 | 33,690 |
| Service Contracts | 786 | 773 | 1,410 | 1,770 | 1,830 |
| Uniform Rental | 670 | 514 | 780 | 485 | 780 |
| Landfill Operation | 0 | 0 | 1,000 | 950 | 1,000 |
| Telephone | 686 | 1,152 | 1,020 | 1,200 | 1,200 |
| Electricity | 1,688 | 1,528 | 1,800 | 1,800 | 1,800 |
| Building Repairs | 0 | 0 | 1,000 | 1,000 | 1,000 |
| Household Hazardous Waste Disposal | 15,266 | 1,525 | 15,000 | 15,000 | 15,000 |
| Vehicle Maintenance & Fuel | 4,024 | 5,294 | 5,500 | 8,600 | 6,000 |
| **TOTAL** | **289,019** | **275,201** | **312,246** | **307,773** | **320,914** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **13601- TRANSFER STATION** | | | | | | |
| **40101 - REGULAR PAYROLL** | | | | **88,782** | | **88,782** |
| Transfer Station Operator | 1.00 | 44,391.00 | 44,391 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Equipment Operator | 1.00 | 44,391.00 | 44,391 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| **40103 - OVERTIME** | | | | **5,500** | | **5,500** |
| Overtime (not Saturday) | 1.00 | 5,500.00 | 5,500 | | | |
| **41210 - EMPLOYEE RELATED INS.** | | | | **479** | | **479** |
| Life/AD&D Insurance | 1.00 | 234.00 | 234 | | | |
| Long Term Disability | 1.00 | 245.00 | 245 | | | |
| **41230 - FICA & RETIREMENT** | | | | **13,427** | | **13,427** |
| FICA/Medicare | 1.00 | 7,213.00 | 7,213 | | | |
| Defined Contribution 401(a) Plan @ 7% | 1.00 | 6,214.00 | 6,214 | | | |
| **42301 - OFFICE SUPPLIES** | | | | **250** | | **250** |
| Cash register supplies, wasp spray, garbage bags, rags, etc. | 1.00 | 250.00 | 250 | | | |
| **42323 - PROT CLOTHING& SAFETY EQUIP** | | | | **400** | | **400** |
| Safety boot allowance | 2.00 | 200.00 | 400 | | | |
| Gloves, dust mask, eye/ear protection, etc. | | | 0 | | | |

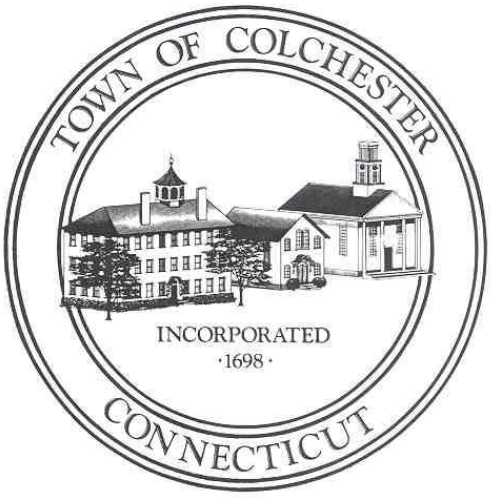
**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **42340 - OTHER PURCHASED SUPPLIES** | | | | **1,146** | | **1,146** |
| Covers, signage | 1.00 | 300.00 | 300 | | | |
| Hand tools - day to day maintenance | 1.00 | 200.00 | 200 | | | |
| Paint & paint supplies | 1.00 | 100.00 | 100 | | | |
| Sand, speedy dry, cements for roads and pad | 1.00 | 250.00 | 250 | | | |
| Ground supplies - seed, fertilizer, erosion control mats, hay bales, etc. | 1.00 | 200.00 | 200 | | | |
| Bottled water | 12.00 | 8.00 | 96 | | | |
| **43212 - TRANSPORTATION** | | | | **148,000** | | **148,000** |
| Monthly fee - Town Facilities - disposal and haul municipal solid waste (MSW), recycling, bulky, C&D, tires, waste oil & PCB test | 1.00 | 148,000.00 | 148,000 | | | |
| Note - recycling still $60/ton | | | | | | |
| **43213 - MILEAGE, TRAINING & MEETINGS** | | | | **630** | | **630** |
| 2 training courses @ $75 per course | 2.00 | 75.00 | 150 | | | |
| Mileage | 12.00 | 40.00 | 480 | | | |
| **44208 - PROFESSIONAL SERVICES** | | | | **33,690** | | **33,690** |
| Quarterly ground water monitoring - required by DEEP | 4.00 | 3,500.00 | 14,000 | | | |
| Annual report/hydrogeologic study | 1.00 | 1,800.00 | 1,800 | | | |
| Contracted grinding services | 1.00 | 15,000.00 | 15,000 | | | |
| Staff CDL physicals | 2.00 | 110.00 | 220 | | | |
| Drug/alcohol random testing | 2.00 | 35.00 | 70 | | | |
| General ground water discharge permit - water quality monitoring | 1.00 | 800.00 | 800 | | | |
| Landfill contracted hillside mowing | 1.00 | 1,800.00 | 1,800 | | | |
| **44223 - SERVICE CONTRACTS** | | | | **1,830** | | **1,830** |
| Portable restroom | 12.00 | 110.00 | 1,320 | | | |
| Annual fire extinguisher services | 1.00 | 90.00 | 90 | | | |
| Rodent and pest control | 12.00 | 35.00 | 420 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **44238 - UNIFORM RENTALS** | | | | **780** | | **780** |
| 2 employees, 52 weeks | 52.00 | 15.00 | 780 | | | |
| **44259 - LANDFILL OPERATION** | | | | **1,000** | | **1,000** |
| DEEP Transfer Station Operation | 1.00 | 850.00 | 850 | | | |
| Incidental operating expenses | 1.00 | 150.00 | 150 | | | |
| **45216 - TELEPHONE** | | | | **1,200** | | **1,200** |
| Monthly charges & DSL for credit card processing | 12.00 | 100.00 | 1,200 | | | |
| **45622 - ELECTRIC** | | | | **1,800** | | **1,800** |
| Electricity | 12.00 | 150.00 | 1,800 | | | |
| **46226 - BUILDING REPAIRS** | | | | **1,000** | | **1,000** |
| Minor repairs to Transfer Station Buildiings - storage areas, containers, lights | 1.00 | 1,000.00 | 1,000 | | | |
| **46228 - HOUSEHOLD HAZARD DISPOSAL** | | | | **15,000** | | **15,000** |
| Household Hazardous Waste collection program | 1.00 | 15,000.00 | 15,000 | | | |
| **46390 - VEHICLE MAINTENANCE & FUEL** | | | | **6,000** | | **6,000** |
| Diesel gasoline | 1,000.00 | 2.00 | 2,000 | | | |
| Equipment Repairs - JD710 | 1.00 | 4,000.00 | 4,000 | | | |
| **TOTAL TRANSFER STATION** | | | | **320,914** | **0** | **320,914** |

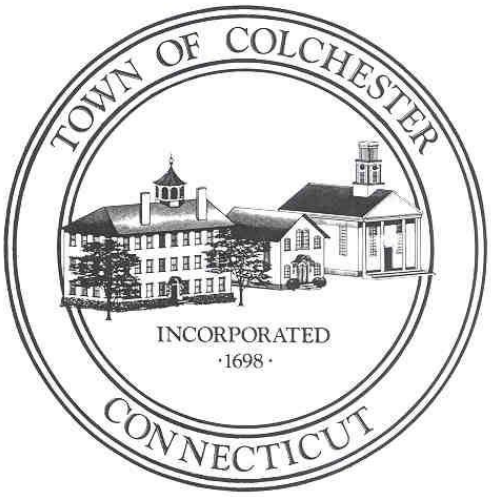
# Community & Human Services


TOWN OF COLCHESTER
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# Community & Human Services

**Departments**

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


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**Town of Colchester**
**FY 2021 – 2022**
**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

The Youth Service Bureau (YSB) provides programs to school aged youth during and after school. Programs offered include drop-in Youth Center, support groups, community service programs, leadership training, social and life skill development, parenting classes, substance abuse education, and diversion programs. Many programs occur after-school, but we also provide programs during school on topics such as: managing stress, divorce support group and friendship skills. During the summer and over school vacations, we offer a variety of cultural and recreational activities that provide our young people with opportunities to participate in safe, supervised outings, have new experiences, and meet new people.

Our YSB programs are based on the *Positive Youth Development* model, which assumes that when young people develop a sense of attachment and commitment to their families, schools, peers, and communities they will be less likely to engage in unhealthy behaviors. The philosophy supporting a positive youth development model places value on young people regardless of their situations and emphasizes their strengths and potential.

Our Social Service programs are designed to improve the well-being of individuals, families, and the community. We assist individuals and families in meeting their basic needs while maintaining the dignity and privacy of the client.

### Staffing

Director (full time)
Program Coordinators (2 - full time)
Social Services Coordinator (1 full time)
Coalition Coordinator (1 FT, grant funded)
Administrative/Program Coordinator (full time)
Youth Center Supervisors (4 - part time)
Substance Abuse Counselor (contracted, 18 hrs/week)

### FY 2020 – 2021 Accomplishments

- The challenges of the past year forced us to be creative and flexible to continue our services while following all Covid safety protocols.
- Our team quickly and effectively adopted an on-line scheduling/appointment system as well as an on-line order form for the food bank and all other social services

programs. We moved the food bank to the meeting rooms and have successfully been providing curb side pickup based on personalized orders since June 2020.

- We took over the Renters Rebate program from the Senior Center in April of 2020 and found creative ways to process the applications maintaining Covid safety protocols.
- Energy Assistance numbers fluctuated over the past two seasons. In 2019, the Senior Center stopped processing applications for Colchester seniors, so TVCCA stepped in to fill the need. TVCCA also processed the housing authority residents in 2019 because those are all elderly and disabled residents, which Youth & Social Services has historically done. In 2020, TVCCA reached out to the previous year's applicants and started the process over the phone which impacted our numbers again. Next season, we anticipate that the typical season will resume.
- Connecting with youth during a time of isolation and seclusion is a top priority of Youth Services. Although we were not able to follow our traditional summer schedule of daily field trips in 2020, we provided a variety of outdoor programming at the Youth Center.
- In response, to hybrid students struggling with attendance, participation, and work completion, we implemented the "Learning Lounge" offering middle school students a safe and supervised location with reliable Wi-Fi on their distance learning days, from 7:00am-2:00PM. Additionally, we hosted some after school in person and virtual programs. Our parent programs are all being offered virtually this year.
- In December 2020 we were notified that our proposal was selected to receive a federal Drug- Free Community grant for $625,000 over 5 years to address substance abuse prevention.

**Measures (January 1 – December 31, 2020)** **Impacted by Covid-19*

| | 2020* | 2019 | 2018 | 2017 |
|---|---|---|---|---|
| Families Served by Food Bank | 1,674 | 1,519 | 1,454 | 1,647 |
| Energy Assistance Applications | 260** | **275 | 337 | 304 |
| Households Served by Fuel Bank | 47 | 44 | 42 | 49 |
| Number of Programs | **2**11 | 333 | 273 | 290 |
| Program Participants | 2,984 | 7,596 | 6,725 | 6,048 |
| Renter's Rebate Applications Processed | 134 | 0 | 0 | 0 |
| Volunteer Hours | 600 | 1,049 | 1,566 | 1,860 |

*** TVCCA completed all the housing authority residents in 2019 when the Senior Center stopped and then completed many over the phone in 2020 due to Covid. This is temporary and will be our responsibility post pandemic. The anticipated number for 2021-2022 is 345-365 applications*

**FY 2021 – 2022 Objectives**

- Provide several trainings for parents, community members, staff and the Coalition on Developmental Assets and Developmental relationships.
- Develop the financial resources through grants and donations to start a rental assistance and security deposit program for Colchester residents.
- Provide relevant, timely, and innovative Community Conversations that engage, educate, and empower parents and teens. Programs will focus on substance abuse prevention and mental health promotion.
- Bring back the Mental Health Fair, which may be needed more than ever.

**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**YOUTH & SOCIAL SERVICES**

| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 253,009 | 253,297 | 275,791 | 264,329 | 290,080 |
| Contractual, Temporary, Occasional Payroll | 9,092 | 8,332 | 15,952 | 15,451 | 16,199 |
| Employee Related Insurances | 1,072 | 1,093 | 1,372 | 1,134 | 1,372 |
| FICA & Retirement | 35,816 | 37,616 | 45,035 | 42,051 | 46,540 |
| Copier | 1,833 | 1,811 | 2,340 | 1,800 | 1,940 |
| Office Supplies | 1,542 | 1,500 | 1,500 | 1,500 | 1,500 |
| Custodial/Maintenance Supplies | 750 | 600 | 750 | 750 | 750 |
| Mileage, Training & Meetings | 703 | 759 | 1,600 | 513 | 1,600 |
| Professional Memberships | 655 | 655 | 680 | 655 | 660 |
| Professional Services | 18,016 | 14,535 | 20,650 | 9,300 | 8,770 |
| Postage | 327 | 598 | 600 | 625 | 600 |
| Service Contracts | 1,276 | 1,392 | 1,575 | 1,500 | 1,475 |
| Printing & Publications | 300 | 150 | 150 | 150 | 150 |
| Telephone | 1,978 | 3,027 | 3,900 | 3,900 | 3,900 |
| Fuel & Heating | 2,636 | 2,365 | 2,145 | 2,800 | 2,145 |
| Electricity | 2,390 | 2,677 | 2,880 | 2,800 | 2,880 |
| Building Repairs | 2,120 | 1,430 | 2,000 | 2,000 | 2,000 |
| Vehicle Maintenance & Fuel | 3,637 | 1,148 | 2,963 | 1,335 | 3,051 |
| Programs | 11,224 | 7,997 | 12,500 | 11,000 | 12,500 |
| **TOTAL** | **348,376** | **340,982** | **394,383** | **363,593** | **398,112** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **14102 - YOUTH & SOCIAL SERVICES** | | | | | | |
| **40101 - REGULAR PAYROLL** | | | | **290,080** | | **290,080** |
| Youth & Social Services Director | 1.00 | 84,493.00 | 84,493 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Program Coordinator II (7 hrs/day) | 1.00 | 55,559.00 | 55,559 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Program Coordinator II (7 hrs/day) | 1.00 | 55,559.00 | 55,559 | | | |
| Current vacant position | | | | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Administrative Assistant & Program Coordinator (7 hrs/day) | 1.00 | 47,594.00 | 47,594 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Social Services Coordinator - (35 hrs/week) | 1.00 | 45,675.00 | 45,675 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Longevity | 1.00 | 1,200.00 | 1,200 | | | |
| **40105 - CONTR TEMP OCCAS** | | | | **16,199** | | **16,199** |
| YSB Center Supervisor (2 hrs/day, 68 days) | 1.00 | 2,337.00 | 2,337 | | | |
| YSB Center Supervisor (2 hrs/day, 68 days) | 1.00 | 2,182.00 | 2,182 | | | |
| YSB Center Supervisor (2 hrs/day, 68 days) | 1.00 | 2,337.00 | 2,337 | | | |
| YSB Center Supervisor (3 hrs/day, 77 days) | 1.00 | 4,343.00 | 4,343 | | | |
| Social Services - Fuel Assistance & Renters Rebate applications (estimated 200 hrs) | 1.00 | 5,000.00 | 5,000 | | | |
| **41210 - EMPLOYEE RELATED INS.** | | | | **1,372** | | **1,372** |
| Life/AD&D insurance | 1.00 | 761.00 | 761 | | | |
| Long Term Disability insurance | 1.00 | 611.00 | 611 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

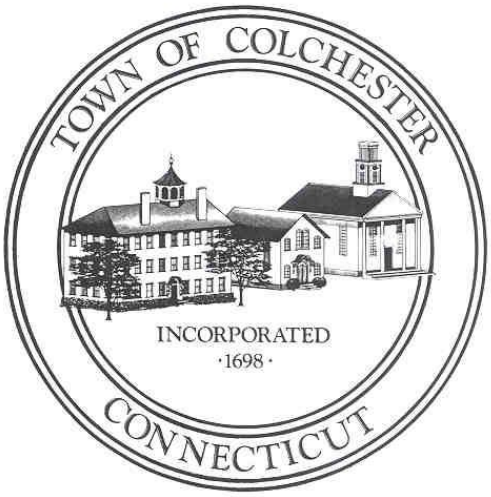
| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **41230 - FICA & RETIREMENT** | | | | **46,540** | | **46,540** |
| FICA/Medicare | 1.00 | 23,430.00 | 23,430 | | | |
| Defined Contribution 401(a) Plan - Youth & Social Services Director @ 8% | 1.00 | 6,759.00 | 6,759 | | | |
| Defined Contribution 401(a) Plan - Program Coordinators and Administrative Assistant/Program Coordinator @ 8% | 1.00 | 16,351.00 | 16,351 | | | |
| **42233 - COPIER** | | | | **1,940** | | **1,940** |
| Copier lease - Youth Services office | 12.00 | 80.00 | 960 | | | |
| Per image charges | 1.00 | 980.00 | 980 | | | |
| **42301 - OFFICE SUPPLIES** | | | | **1,500** | | **1,500** |
| **42331 - CUSTODIAL/MAINTENANCE SUPPLIES** | | | | **750** | | **750** |
| Custodial/maintenance supplies for the Youth Center | 1.00 | 750.00 | 750 | | | |
| **43213 - MILEAGE, TRAINING & MEETINGS** | | | | **1,600** | | **1,600** |
| Registration fees - training & professional development - all staff | 1.00 | 1,000.00 | 1,000 | | | |
| Mileage reimbursement - all staff | 1.00 | 600.00 | 600 | | | |
| **43258 - PROFESSIONAL MEMBERSHIPS** | | | | **660** | | **660** |
| CYSA Membership | 1.00 | 580.00 | 580 | | | |
| CT Local Administrators of Social Services | 1.00 | 80.00 | 80 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **44208 - PROFESSIONAL SERVICES** | | | | **8,770** | | **8,770** |
| Fees For Public Passenger Endorsement (DMV, physicals, background checks) | 1.00 | 300.00 | 300 | | | |
| Substance Abuse counseling program | 1.00 | 8,470.00 | 8,470 | | | |
| **44217 - POSTAGE** | | | | **600** | | **600** |
| **44223 - SERVICE CONTRACTS** | | | | **1,475** | | **1,475** |
| On-line registration/credit card payment processing | 12.00 | 30.00 | 360 | | | |
| Water cooler rental - Youth Center | 12.00 | 10.00 | 120 | | | |
| Boiler & Hot Water Heater inspection and maintenance - Youth Center | 1.00 | 480.00 | 480 | | | |
| Fire extinguisher inspection | 1.00 | 65.00 | 65 | | | |
| Fire alarm testing - Youth Center | 1.00 | 150.00 | 150 | | | |
| Fire alarm monitoring - Youth Center | 1.00 | 300.00 | 300 | | | |
| **44232 - PRINTING & PUBLICATIONS** | | | | **150** | | **150** |
| Printing (projects that can't be printed in-house) | 1.00 | 150.00 | 150 | | | |
| **45216 - TELEPHONE** | | | | **3,900** | | **3,900** |
| Youth Center phone line for fire alarm monitoring | 12.00 | 35.00 | 420 | | | |
| Youth Center phone & internet | 12.00 | 290.00 | 3,480 | | | |
| **45221 - FUEL/HEATING** | | | | **2,145** | | **2,145** |
| Heating oil - Youth Center | 1,100.00 | 1.95 | 2,145 | | | |
| **45622 - ELECTRIC** | | | | **2,880** | | **2,880** |
| Electricity - Youth Center | 12.00 | 240.00 | 2,880 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **46226 - BUILDING REPAIRS** | | | | **2,000** | | **2,000** |
| Youth Center - plumbing, HVAC, general repairs | 1.00 | 2,000.00 | 2,000 | | | |
| **46390 - VEHICLE MAINTENANCE & FUEL** | | | | **3,051** | | **3,051** |
| Unleaded gasoline | 750.00 | 1.90 | 1,425 | | | |
| Estimated gross receipts tax - unleaded gasoline | 1.00 | 126.00 | 126 | | | |
| Repairs and maintenance | 1.00 | 1,500.00 | 1,500 | | | |
| **47282 - PROGRAMS** | | | | **12,500** | | **12,500** |
| Program supplies (speakers, curriculums, materials, refreshments, etc) | 1.00 | 12,500.00 | 12,500 | | | |
| **TOTAL YOUTH & SOCIAL SERVICES** | | | | **398,112** | **0** | **398,112** |


TOWN OF COLCHESTER
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**Town of Colchester**
**FY 2021 – 2022**
**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, 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

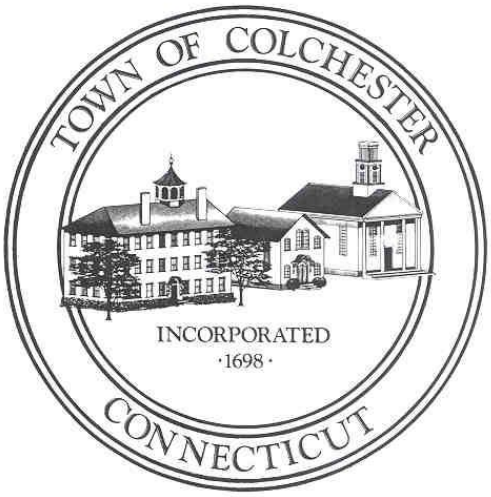
**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**HEALTH**

| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Chatham Health District | 179,204 | 189,944 | 199,882 | 198,882 | 206,624 |
| **TOTAL** | **179,204** | **189,944** | **199,882** | **198,882** | **206,624** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **14201 - HEALTH** | | | | | | |
| **47260 - CHATHAM HEALTH DISTRICT** | | | | **206,624** | | **206,624** |
| Per capita fees<br>Based on Department of Public Health July 1, 2019 population estimate of 15,809 @ $13.07 | 1.00 | 206,624.00 | 206,624 | | | |
| **TOTAL HEALTH** | | | | **206,624** | **0** | **206,624** |


TOWN OF COLCHESTER
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## Community Agencies

## Description

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

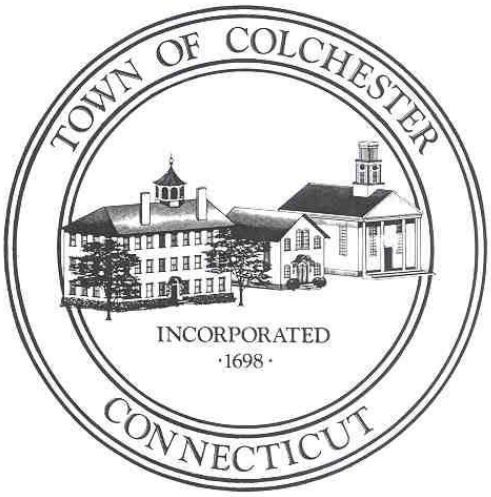
**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**COMMUNITY AGENCIES**

| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Colchester Collaborative for Children (C3) | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| **TOTAL** | **25,000** | **25,000** | **25,000** | **25,000** | **25,000** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **14301 - COMMUNITY AGENCIES** | | | | | | |
| **47270 - CONTRIBUTION TO COLCHESTER COLLABORATIVE FOR CHILDREN (C3)** | | | | **25,000** | | **25,000** |
| Contribution to C3 | 1.00 | 25,000.00 | 25,000 | | | |
| **TOTAL COMMUNITY AGENCIES** | | | | **25,000** | **0** | **25,000** |


TOWN OF COLCHESTER
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**Town of Colchester**
**FY 2021-2022**
**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 73,619 physical items and is typically open 49 hours each week. Forty percent of town residents have a valid library card. In addition to a comprehensive collection of book and media offerings, the Library provides free programs for all ages, personal service, Inter-Library Loan, public Internet computers, and Wireless Internet access to the Library's visitors. The Library also serves as a community destination, hosting hundreds of community activities for many organizations including scouts, sports league registration, and civic groups.

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

**Staffing**
Library Director
Children's & Young Adult Services Librarian
Adult Services Librarian
Library Programming Assistant (part-time)
Cataloger
Circulation Supervisor
Assistant to Children's Librarian
Library Assistants (part-time - 4)
Shelver (part-time – 3)

**2020-2021 Accomplishments**

- Cragin Memorial Library's Pandemic Response:
    - Virtual programming for all ages: live, interactive, recorded, or take & make.
    - Delivery to patrons during shutdown and afterwards for high-risk individuals.
    - Curbside services May 26 – July 7.
    - Issued 141 e-library cards to access online resources.
    - Increased supply of e-books, e-audiobooks, and e-magazines.
    - Use of electronic resources increased 20% during building shutdown.
- Conducted Census participation activities and created video guide to the Census.
- Moved entire Adult Non-Fiction book collection—12,000+ volumes
- Began collection-wide relabeling project to improve visibility and clarity for users.
- Launched 2021 Book Bingo program for adults.
- Redesigned Library newsletter for optimal online viewing.

**2020 Measures (January – December)**

| | **2020** | **2019** | **2018** |
|---|---|---|---|
| Total Items Borrowed: | 94,728 | 142,875 | 138,846 |
| Inter-Library Loan Items Borrowed: | 3,999 | 6,688 | 6,626 |
| Inter-Library Loan Items Loaned: | 5,684 | 8,237 | 8,034 |
| Computer Uses: | 3,370 | 8,681 | 9,430 |
| Reference Questions: | 6,247 | 8,570 | 8,309 |
| Total Programs: | 488 | 759 | 640 |
| Total Program Attendance: | 17,242 | 15,889 | 13,222 |
| Meeting Room Uses: | 119 | 577 | 638 |
| Meeting Room Attendance: | 990 | 4,895 | 5,104 |

**2021-2022 Objectives**

- Resume in-person programming and meetings as local health district conditions permit.
- Incorporate successful virtual programs and services into traditional programs and services.
- Update and upgrade network management of public computers.
- Launch mobile app for easy access to Library catalog and virtual museum passes.
- Children's Department will refine organization of Growing Up and Fairy Tales collections.
- Develop enriched learning & play areas for young children when local conditions permit.

**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**CRAGIN MEMORIAL LIBRARY**

| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 376,627 | 385,136 | 391,000 | 393,090 | 404,188 |
| Employee Related Insurances | 1,463 | 1,468 | 1,531 | 1,470 | 1,536 |
| FICA & Retirement | 49,014 | 50,135 | 51,378 | 51,850 | 53,019 |
| Copier | 2,778 | 3,090 | 4,210 | 3,900 | 3,996 |
| Office Supplies | 3,215 | 2,382 | 3,900 | 3,600 | 3,900 |
| Custodial/Maintenance Supplies | 3,682 | 3,537 | 5,000 | 3,750 | 5,000 |
| Books, Magazines, & Periodicals | 55,106 | 52,509 | 53,000 | 53,000 | 55,000 |
| Library Media Supplies | 2,985 | 3,114 | 4,000 | 3,700 | 4,000 |
| Mileage, Training & Meetings | 1,060 | 323 | 1,000 | 850 | 1,000 |
| Professional Memberships | 1,330 | 1,330 | 1,510 | 1,603 | 1,610 |
| Data Processing | 32,056 | 32,457 | 32,619 | 32,619 | 32,654 |
| Postage | 22 | 31 | 100 | 36 | 75 |
| Service Contracts | 8,196 | 8,423 | 9,977 | 12,170 | 12,560 |
| Printing & Publications | 640 | 812 | 0 | 0 | 0 |
| Telephone | 3,847 | 3,684 | 3,708 | 3,804 | 3,876 |
| Fuel & Heating | 9,615 | 9,116 | 7,800 | 7,752 | 7,800 |
| Water & Sewer | 3,070 | 3,162 | 3,186 | 3,166 | 3,186 |
| Electricity | 34,035 | 30,010 | 33,150 | 32,000 | 35,000 |
| Equipment Repairs | 358 | 91 | 600 | 600 | 850 |
| Building Repairs | 2,676 | 2,139 | 2,000 | 2,500 | 2,500 |
| Programs | 337 | 769 | 750 | 715 | 750 |
| Machinery & Equipment | 0 | 0 | 0 | 0 | 0 |
| **TOTAL** | **592,112** | **593,716** | **610,419** | **612,175** | **632,500** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **15101 - CRAGIN MEMORIAL LIBRARY** | | | | | | |
| **40101 - REGULAR PAYROLL** | | | | **404,188** | | **404,188** |
| Director | 1.00 | 93,819.00 | 93,819 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Adult Services Librarian (7 hrs/day) | 1.00 | 60,863.00 | 60,863 | | | |
| Children's Librarian (7 hrs/day) | 1.00 | 61,909.00 | 61,909 | | | |
| Cataloger (7 hrs/day) | 1.00 | 43,378.00 | 43,378 | | | |
| Circulation Supervisor (7 hrs/day) | 1.00 | 42,406.00 | 42,406 | | | |
| Assistant to Children's Librarian (7 hrs/day) | 1.00 | 34,691.00 | 34,691 | | | |
| Programming Assistant (13 hrs/week) | 1.00 | 14,793.00 | 14,793 | | | |
| Part-time Library Assistant (17.25 hrs/week) - includes Saturday hours | 1.00 | 14,245.00 | 14,245 | | | |
| Part-time Library Assistant (3.25 hrs/week) - includes Saturday hours | 1.00 | 2,317.00 | 2,317 | | | |
| Part-time Library Assistant (17 hrs/week) - includes Saturday hours | 1.00 | 11,909.00 | 11,909 | | | |
| Part-time Library Assistant (8.5 hrs/week) - includes Saturday hours | 1.00 | 6,238.00 | 6,238 | | | |
| Part-time Shelver (1.5 hrs/day) | 1.00 | 5,090.00 | 5,090 | | | |
| Part-time Shelver (1.5 hrs/day) | 1.00 | 5,090.00 | 5,090 | | | |
| Part-time Shelver (1.5 hrs/day) | 1.00 | 5,090.00 | 5,090 | | | |
| Longevity | 1.00 | 2,350.00 | 2,350 | | | |
| **41210 - EMPLOYEE RELATED INS.** | | | | **1,536** | | **1,536** |
| Life/AD&D insurance | 1.00 | 819.00 | 819 | | | |
| Long Term Disability insurance | 1.00 | 717.00 | 717 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **41230 - FICA & RETIREMENT** | | | | **53,019** | | **53,019** |
| FICA/Medicare | 1.00 | 30,918.00 | 30,918 | | | |
| Defined Contribution 401(a) Plan - Director @ 8% | 1.00 | 7,506.00 | 7,506 | | | |
| Defined Contribution 401(a) Plan - Staff @ 6% | 1.00 | 14,595.00 | 14,595 | | | |
| **42233 - COPIER** | | | | **3,996** | | **3,996** |
| Annual lease payments - public copier/printer | 12.00 | 232.00 | 2,784 | | | |
| Per image charges - public copier/printer | 4.00 | 303.00 | 1,212 | | | |
| **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** | | | | **5,000** | | **5,000** |
| Custodial & building maintenance supplies: cleaners, carpet shampoo, toilet paper, paper towels, lightbulbs and HVAC filters & belts | 1.00 | 5,000.00 | 5,000 | | | |
| **42342 - BOOKS, MAGAZINES & PERIODICALS** | | | | **55,000** | | **55,000** |
| Books, magazines, DVDs, music, audiobooks, ebooks and databases for all ages | 1.00 | 55,000.00 | 55,000 | | | |
| **42344 - LIBRARY MEDIA SUPPLIES** | | | | **4,000** | | **4,000** |
| Processing and repair materials for library books, magazines and media items. Library cards for patrons | 1.00 | 4,000.00 | 4,000 | | | |

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **43213 - MILEAGE, TRAINING & MEETINGS** | | | | **1,000** | | **1,000** |
| Mileage & fees - workshops, continuing education, conferences | 1.00 | 1,000.00 | 1,000 | | | |
| **43258 - PROFESSIONAL MEMBERSHIPS** | | | | **1,610** | | **1,610** |
| American Library Association (ALA) - Library Director<br>Professional journal, continuing education and discounted purchases, conference attendance | 1.00 | 148.00 | 148 | | | |
| Connecticut Library Consortium (CLC) - Institutional membership<br>Statewide Library discount program & continuing education | 1.00 | 950.00 | 950 | | | |
| Connecticut Library Association (CLA) - Library Director<br>Continuing Education and discounts. | 1.00 | 120.00 | 120 | | | |
| Public Library Association (PLA) - Library Director<br>Professional journal, continuing education and discounted purchases | 1.00 | 77.00 | 77 | | | |
| Friends of Connecticut Libraries - newsletter, fundraising and volunteer development | 1.00 | 25.00 | 25 | | | |
| Connecticut Library Association (CLA) - Adult Services Librarian and Children's and Young Adult Services Librarian<br>Continuing Education and discounts. | 2.00 | 95.00 | 190 | | | |
| Association of Connecticut - Library Boards (ACLB) -- newsletter, conference, and resources for Library Trustees | 1.00 | 100.00 | 100 | | | |
| **44205 - DATA PROCESSING** | | | | **32,654** | | **32,654** |
| Library Connection Inc. (LCI) - consortium membership<br>Regionalization, resource sharing, & integrated library software system | 1.00 | 32,654.00 | 32,654 | | | |
| **44217 - POSTAGE** | | | | **75** | | **75** |
| Business correspondence, out-of-State inter-library loans, patron notices | 1.00 | 75.00 | 75 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **44223 - SERVICE CONTRACTS** | | | | **12,560** | | **12,560** |
| HVAC system service & repair | 1.00 | 3,000.00 | 3,000 | | | |
| Elevator safety certificate | 1.00 | 240.00 | 240 | | | |
| Elevator inspections - quarterly | 4.00 | 185.00 | 740 | | | |
| Sprinkler system and inspections | 4.00 | 75.00 | 300 | | | |
| Fire alarm service & repair | 1.00 | 300.00 | 300 | | | |
| Fire alarm monitoring | 1.00 | 125.00 | 125 | | | |
| Security system service & repair | 1.00 | 100.00 | 100 | | | |
| Security system monitoring | 1.00 | 480.00 | 480 | | | |
| Fire extinguisher service | 1.00 | 600.00 | 600 | | | |
| Call backs for repairs, service & electrician | 1.00 | 3,000.00 | 3,000 | | | |
| Movie licensing fees (MPLC & MLUSA) | 1.00 | 470.00 | 470 | | | |
| Historical Hartford Courant | 1.00 | 495.00 | 495 | | | |
| Software contracts - desktop & workstation security, public | 1.00 | 910.00 | 910 | | | |
| computer session, print management & configuration management | 12.00 | 150.00 | 1,800 | | | |
| CEN Fiber internet connection - annual maintenance & monitoring | | | | | | |
| Annual Cataloging Fee | | | | | | |
| **45216 - TELEPHONE** | | | | **3,876** | | **3,876** |
| Monthly telephone charges | 12.00 | 78.00 | 936 | | | |
| Monthly VOIP service | 12.00 | 245.00 | 2,940 | | | |
| **45221 - FUEL/HEATING** | | | | **7,800** | | **7,800** |
| Heating oil - Library | 4,000.00 | 1.95 | 7,800 | | | |
| **45222 - WATER & SEWER** | | | | **3,186** | | **3,186** |
| Water - quarterly billing | 4.00 | 188.00 | 752 | | | |
| Sewer - quarterly billing | 4.00 | 162.00 | 648 | | | |
| Fire protection - quarterly billing | 4.00 | 399.00 | 1,596 | | | |
| Backflow inspection | 1.00 | 80.00 | 80 | | | |
| Backflow test | 1.00 | 110.00 | 110 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **45622 - ELECTRIC** | | | | **35,000** | | **35,000** |
| Cragin Library | 1.00 | 35,000.00 | 35,000 | | | |
| **46224 - EQUIPMENT REPAIRS** | | | | **850** | | **850** |
| Minor office equipment and furnishing repairs | 1.00 | 850.00 | 850 | | | |
| **46226 - BUILDING REPAIRS** | | | | **2,500** | | **2,500** |
| Painting and minor building repairs | 1.00 | 2,500.00 | 2,500 | | | |
| **47282 - PROGRAMS** | | | | **750** | | **750** |
| Supplies for library programs for all ages | 1.00 | 750.00 | 750 | | | |
| **TOTAL CRAGIN MEMORIAL LIBRARY** | | | | **632,500** | **0** | **632,500** |

## Department: Recreation

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

### Description
Colchester Parks and Recreation strives to build a stronger, healthier, more active community by providing safe and accessible parks and facilities, offering interesting and exciting programs and creating events that unite the Colchester community.

The Recreation Department provides a wide variety of programs and services for all ages, abilities and interests. These include camps, instructional programs, educational opportunities, trips and community events. We collaborate with many local departments, organizations, and businesses to provide diverse opportunities to the Colchester community.

While most of our prominent events and camps were cancelled due to COVID-19, we worked diligently to transition our programs in a way to support the community while meeting the federal, state, and local mandates. We found that our local parks and trails were a well-used and important community asset during the pandemic. Together with Public Works, we created opportunities and ensured services were offered without interruption for the Colchester community.

### Staffing
Recreation Director (full time)
Recreation Specialist (full-time)

**20-21 Accomplishments**

- Transitioned programs and events to support the community during COVID.
- Managed the Program Fund to ensure fiscal responsibility during a time of uncertainty.
- Transitioned to a new software program for online registrations and reservations.
- Transitioned from a quarterly "Colchester Connection" town brochure to a monthly digital email newsletter "Connecting Colchester", serving over 4000 people per month.
- Attended professional development and networking opportunities to increase professional skill, knowledge, information, and collaboration.
- Continued to improve the website with improved public access and information.
- Provided COVID -19 information and updates to Sports Leagues.
- Worked with Colchester Public Schools to assist families during COVID-19.
- Engaged in local, regional, state, and national work groups to develop strategies to serve our communities during the pandemic.
- Ensured compliance with COVID-19 mandates to provide park access in recognition of the significant role parks play in community mental and physical health and wellbeing.
- Successfully procured a wonderful new playground at the RecPlex.
- Successfully revised Town policies to decrease liability exposures.
- Successfully researched and revised endorsement and field use policies
- Successfully increased the use of technology to access our programs and activities

| **Measures (January 1 – December 31)** | **2020** | **2019** | **2018** | **2017** |
|---|---|---|---|---|
| • Programs: | 71 | 221 | 218* | 199* |
| • Program Participants: | 290 | 2661 | 1364 | 3054* |
| • Event Participants (estimate) | 2040 | 8368 | 8300 | N/A |
| • Large Events: | 23** | 25 | 29 | 26 |

*numbers do not include event attendance, community sports or sponsored organization registrations
**All Large Events were cancelled in 2020 due to COVID-19. However, events were held that complied with mandates.

**2021-2022 Objectives:**

- To continue to work with Board of Education to improve public use of facilities
- Research and implement new funding options for community events
- Seek opportunities to create positive change and growth
- Develop regional growth in the areas of inclusion, park use and community events
- Continue to update policies and procedures to facilitate equality
- Involve a High School student on the Recreation Commission
- Continue to find new ways to increase access to programs and events with priority consideration given to mandates and public safety.
- Innovate and advance community recreation with new safety expectations and initiatives.
- Continue to work with Colchester Public Schools to support families.
- Strive to be proactive in facilitating the care and community needs of our parks.

**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**RECREATION**

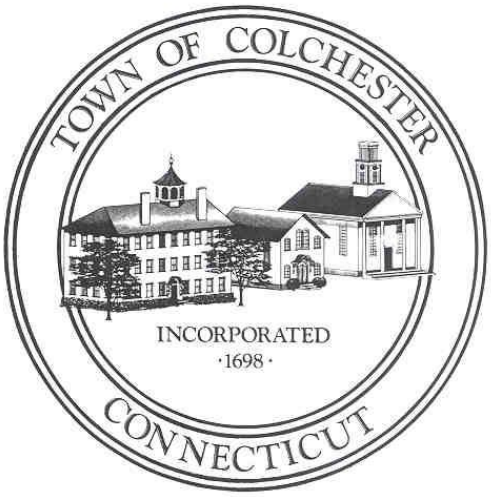
| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 121,624 | 122,770 | 127,159 | 84,396 | 109,063 |
| Overtime | 716 | 0 | 0 | 0 | 0 |
| Contractual, Temporary, Occasional Payroll | 0 | 3,632 | 840 | 700 | 840 |
| Employee Related Insurances | 503 | 503 | 526 | 353 | 620 |
| FICA & Retirement | 16,462 | 16,880 | 18,650 | 12,118 | 16,212 |
| Copier | 2,731 | 2,649 | 3,746 | 1,887 | 3,768 |
| Office Supplies | 1,993 | 1,745 | 1,900 | 1,900 | 1,900 |
| Mileage, Training & Meetings | 1,565 | 2,555 | 2,800 | 1,583 | 2,800 |
| Professional Memberships | 600 | 625 | 650 | 1,080 | 970 |
| Professional Services | 175 | 283 | 120 | 460 | 460 |
| Postage | 264 | 709 | 700 | 100 | 700 |
| Telephone | 622 | 1,278 | 1,680 | 290 | 288 |
| **TOTAL** | **147,255** | **153,629** | **158,771** | **104,867** | **137,621** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **15201 - RECREATION** | | | | | | |
| **40101 - REGULAR PAYROLL** | | | | **109,063** | | **109,063** |
| Recreation Director | 1.00 | 66,280.00 | 66,280 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Recreation Specialist | 1.00 | 42,783.00 | 42,783 | | | |
| **40105 - CONTR TEMP OCCAS** | | | | **840** | | **840** |
| Meeting Clerk - Parks & Recreation Commission | 1.00 | 840.00 | 840 | | | |
| **41210 - EMPLOYEE RELATED INS.** | | | | **620** | | **620** |
| Life/AD&D insurance. | 1.00 | 375.00 | 375 | | | |
| Long Term Disability insurance. | 1.00 | 245.00 | 245 | | | |
| **41230 - FICA & RETIREMENT** | | | | **16,212** | | **16,212** |
| FICA/Medicare | 1.00 | 8,343.00 | 8,343 | | | |
| Defined Contribution 401(a) Plan - Recreation Director @ 8% | 1.00 | 5,302.00 | 5,302 | | | |
| Defined Contribution 401(a) Plan - Recreation Specialist @ 6% | 1.00 | 2,567.00 | 2,567 | | | |
| **42233 - COPIER** | | | | **3,768** | | **3,768** |
| Monthly lease payments | 12.00 | 89.00 | 1,068 | | | |
| Copier paper | 1.00 | 300.00 | 300 | | | |
| Per image charges | 12.00 | 200.00 | 2,400 | | | |
| **42301 - OFFICE SUPPLIES** | | | | **1,900** | | **1,900** |
| **43213 - MILEAGE, TRAINING & MEETINGS** | | | | **2,800** | | **2,800** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **43258 - PROFESSIONAL MEMBERSHIPS** | | | | **970** | | **970** |
| National Recreation & Parks Association | 1.00 | 175.00 | 175 | | | |
| CT Recreation & Parks Association | 1.00 | 210.00 | 210 | | | |
| CT Conference of Municipalities - | 1.00 | 50.00 | 50 | | | |
| Certified Municipal Officer Membership | 1.00 | 535.00 | 535 | | | |
| American Camp Association Membership | | | | | | |
| **44208 - PROFESSIONAL SERVICES** | | | | **460** | | **460** |
| Canva (program to create marketing/brochure/flyer) | 1.00 | 120.00 | 120 | | | |
| ACA discounted movie license (6 month) | 1.00 | 340.00 | 340 | | | |
| **44217 - POSTAGE** | | | | **700** | | **700** |
| **45216 - TELEPHONE** | | | | **288** | | **288** |
| Cell phone (shared by staff for camps/programs) | 12.00 | 24.00 | 288 | | | |
| **TOTAL RECREATION** | | | | **137,621** | **0** | **137,621** |


TOWN OF COLCHESTER
INCORPORATED
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CONNECTICUT

**Town of Colchester**
**FY 2021-2022**
**Budget Proposal**

**Department: Senior Services**

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

**Vision Statement**
The Colchester Senior Center is a community resource dedicated to engaging, enriching and empowering seniors.

**Staffing**
Director (full time)
Program Coordinator (full time)
Administrative Assistant (full time)
Administrative Support (per Diem)
Bus Driver (1) (full time)
Bus Driver (2) (1 part time, 1 part-time, grant funded)
Making Memories Program Coordinator (part-time, grant funded)
Nutrition Site Server (contracted with TVCCA)

**2020-2021 Accomplishments**

- The Colchester Senior was impacted by the Coronavirus pandemic, causing us to close our doors to the public, effective March 16, 2020.
- The Department of Senior Services was able to successfully pivot and provide critical services to assist seniors: transportation services continued; meal deliveries increased; support and reassurance was provided through wellness checks to all members; Special Edition newsletters (April and March 2020) was developed; created virtual programming both high and low tech (including the Making Memories Program for those experiencing memory loss); created an informational weekly email blasts/robo-calls to all members from the Director; safely ran on-site appointments for AARP Tax Aide, Open Enrollment for Medicare; and scheduled community seniors ages 65+ for COVID Vaccine Clinics for first and second doses of the vaccine.
- Chaired a Regional Reopening Committee for the development of a plan to safely reopen senior centers located within the Chatham Health District, per State guidance.
- Secured grant awards totaling $113,778; including CTDOT Municipal Grant Program for medical transportation, Title III funding for the Making Memories Program, Section 5310 grant through CTDOT and CT Senior Center: CARES Act funding.
- Distributed a COVID-19 Response and Reopening Survey to CSC members, with 98% positive ratings.
- Created the Holiday Stocking Project to serve 70 low-income seniors (in lieu of our annual Holiday Box Project in collaboration with JJIS) collecting over $3,000.00.
- Managed the successful hiring and training of new Program Coordinator, returning department to full staffing.

- Director attended all Senior Center Building Committee Meetings, serving in an advisory capacity and will be assisting with public outreach about the project throughout the community, as we move toward referendum.
- Director attended monthly Commission on Aging committee meetings.
- Director participated virtually in CASCP, CAMAE and SECT professional organization meetings and trainings.

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

| | ***2020** | **2019** | **2018** |
|---|---|---|---|
| Membership Totals | **1,300 | 1,352 | 1,213 |
| Unduplicated Annual Count | 560 | 714 | 726 |
| Total Clients Served (duplicated) | 12,740 | 24,778 | 28,356 |
| Total Programs Sessions Offered | 905 | 1,749 | 1,924 |
| Transportation, non-medical (total # of rides) | 4,957 | 7,616 | 7,349 |
| Transportation, medical (total # of rides) | 1,861 | 2,016 | 1,695 |
| Information and Referrals | 6,931 | 8,494 | 4,689 |
| Making Memories Program (total units of service) | 4,286 | 3,613.50 | 3,432 |
| Volunteer Hours (total hours) | 1,948 | 4,220.5 | 4,546.75 |
| Senior Center sponsored Travel Opportunities (attendees) | 18 | 341 | 619 |
| Meals-on-Wheels Deliveries | 5,301 | 3,557 | 3,433 |
| Meals Served Onsite (Community Café/Specials) | 3,057 | 2,312 | 1,707 |

**There was a substantial impact on our statistics this year due to the global pandemic and our inability to be open to the public. None-the-less, we are pleased to have been able to continue serving the community despite the challenges to our usual means of service delivery.*

***100 members were archived due to the wellness check calls and 111 new members were registered throughout 2020. Membership went from 1,352 (Dec 2019) up to 1,384 (Mar 2020) down to 1,284 (Aug 2020) before climbing back up to 1,363 (Feb 2021).*

**2021-2022 Objectives**

- Continue to meet the needs of the senior population through innovative programs and efficient, professional services.
- Under the guidance of our Health District, safely reopen the Colchester Senior Center to the public and manage the transition of services back to in-person.
- Procure new 14 passenger wheelchair lift-equipped bus to replace the oldest in our fleet.
- Form committee to review/create a new Strategic Plan 2023-2027.
- Promote new senior center project throughout the community, as we head towards what we hope will be a successful referendum.

**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**SENIOR SERVICES**

| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 184,349 | 198,895 | 206,255 | 197,510 | 207,791 |
| Contractual, Temporary, Occasional Payroll | 1,833 | 3,678 | 3,000 | 1,000 | 3,000 |
| Employee Related Insurances | 903 | 1,001 | 1,118 | 1,003 | 1,120 |
| FICA & Retirement | 23,787 | 26,705 | 29,353 | 28,022 | 29,531 |
| Copier | 2,622 | 3,760 | 2,928 | 3,928 | 2,928 |
| Office Supplies | 743 | 906 | 1,000 | 1,000 | 1,000 |
| Custodial/Maintenance Supplies | 1,499 | 551 | 1,600 | 1,200 | 1,600 |
| Mileage, Training & Meetings | 100 | 28 | 250 | 50 | 250 |
| Professional Memberships | 100 | 225 | 295 | 245 | 295 |
| Professional Services | 16,318 | 14,112 | 18,997 | 15,095 | 15,475 |
| Postage | 0 | 660 | 500 | 660 | 550 |
| Service Contracts | 2,818 | 3,999 | 3,490 | 4,000 | 3,490 |
| Printing & Publications | 401 | 745 | 500 | 800 | 800 |
| Telephone | 3,280 | 4,082 | 3,960 | 3,960 | 3,840 |
| Fuel & Heating | 7,285 | 8,015 | 6,825 | 8,015 | 6,825 |
| Electricity | 4,964 | 5,108 | 6,000 | 6,000 | 6,000 |
| Equipment Repairs | 0 | 76 | 500 | 150 | 500 |
| Building Repairs | 3,138 | 3,987 | 1,500 | 4,000 | 2,000 |
| Vehicle Maintenance & Fuel | 13,360 | 14,990 | 14,530 | 11,105 | 15,165 |
| **TOTAL** | **267,500** | **291,523** | **302,601** | **287,743** | **302,160** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **15401 - SENIOR SERVICES** | | | | | | |
| **40101 - REGULAR PAYROLL** | | | | **207,791** | | **207,791** |
| Senior Services Director | 1.00 | 62,130.00 | 62,130 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Program Coordinator (7.5 hrs/day) | 1.00 | 45,155.00 | 45,155 | | | |
| Administrative Assistant (7.5 hrs/day) | 1.00 | 47,607.00 | 47,607 | | | |
| Union contract in negotiation - expired 6/30/2021 | | | | | | |
| Bus Driver (7 hrs/day) | 1.00 | 31,954.00 | 31,954 | | | |
| Part-time bus driver (5 hrs/day) | 1.00 | 20,945.00 | 20,945 | | | |
| **40105 - CONTR TEMP OCCAS** | | | | **3,000** | | **3,000** |
| Substitute drivers to cover employee leaves | 1.00 | 1,500.00 | 1,500 | | | |
| Temporary staff for office coverage | 1.00 | 1,500.00 | 1,500 | | | |
| **41210 - EMPLOYEE RELATED INS.** | | | | **1,120** | | **1,120** |
| Life/AD&D Insurance | 1.00 | 656.00 | 656 | | | |
| Long Term Disability insurance | 1.00 | 464.00 | 464 | | | |
| **41230 - FICA & RETIREMENT** | | | | **29,531** | | **29,531** |
| FICA/Medicare | 1.00 | 16,126.00 | 16,126 | | | |
| Defined Contribution 401(a) Plan - Senior Services Director @ 8% | 1.00 | 4,970.00 | 4,970 | | | |
| Defined Contribution 401(a) Plan - | 1.00 | 4,626.00 | 4,626 | | | |
| Program Coordinator & FT Bus driver @ 6% | | | | | | |
| Defined Contribution 401(a) Plan - Administrative Assistant @ 8% | 1.00 | 3,809.00 | 3,809 | | | |
| **42233 - COPIER** | | | | **2,928** | | **2,928** |
| Monthly lease payments | 12.00 | 124.00 | 1,488 | | | |
| Per image charges | 1.00 | 1,440.00 | 1,440 | | | |

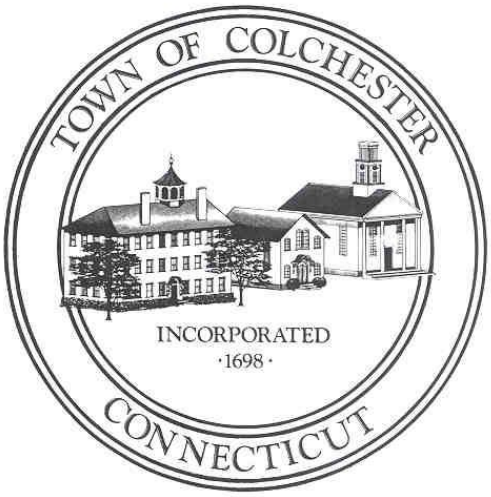
**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **42301 - OFFICE SUPPLIES** | | | | **1,000** | | **1,000** |
| Folders, cardstock, colored paper, miscellaneous supplies | 1.00 | 1,000.00 | 1,000 | | | |
| **42331 - CUSTODIAL/MAINTENANCE SUPPLIES** | | | | **1,600** | | **1,600** |
| Kitchen and bath paper goods, soap and miscellaneous disposable goods | 1.00 | 1,600.00 | 1,600 | | | |
| **43213 - MILEAGE, TRAINING & MEETINGS** | | | | **250** | | **250** |
| Mileage for meetings, training and conferences | 1.00 | 100.00 | 100 | | | |
| Local CASCP & CAMAE conferences, training for local and state programs | 1.00 | 150.00 | 150 | | | |
| **43258 - PROFESSIONAL MEMBERSHIPS** | | | | **295** | | **295** |
| National Institute of Senior Centers (NISC) | 1.00 | 145.00 | 145 | | | |
| Connecticut Association of Senior Center Personnel (CASCP) | 2.00 | 50.00 | 100 | | | |
| Connecticut Association of Municipal Agents for the Elderly | 1.00 | 50.00 | 50 | | | |
| **44208 - PROFESSIONAL SERVICES** | | | | **15,475** | | **15,475** |
| Random drug/alcohol testing for drivers | 3.00 | 50.00 | 150 | | | |
| Licenses for drivers | 2.00 | 125.00 | 250 | | | |
| MPLC Copyright license to show movies on site | 1.00 | 225.00 | 225 | | | |
| TVCCA - Nutrition Site Supervisor | 1.00 | 14,850.00 | 14,850 | | | |
| Coordinate Senior nutrition program and Meals on Wheels deliveries | | | | | | |
| **44217 - POSTAGE** | | | | **550** | | **550** |
| Mailings to clients, agencies, service providers, and funders | 1.00 | 550.00 | 550 | | | |
| **44223 - SERVICE CONTRACTS** | | | | **3,490** | | **3,490** |
| Annual inspection of fire equipment | 1.00 | 150.00 | 150 | | | |
| Pest control services | 12.00 | 85.00 | 1,020 | | | |
| Furnace/Water heater service contract | 1.00 | 700.00 | 700 | | | |
| Alarm service - monthly inspections | 12.00 | 35.00 | 420 | | | |
| MySeniorCenter data tracking system | 1.00 | 1,200.00 | 1,200 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **44232 - PRINTING & PUBLICATIONS** | | | | **800** | | **800** |
| Outreach information, marketing materials & business cards, bus inspection books | 1.00 | 800.00 | 800 | | | |
| **45216 - TELEPHONE** | | | | **3,840** | | **3,840** |
| Monthly VOIP phone service | 12.00 | 247.00 | 2,964 | | | |
| Monthly cell phone service for senior transportation drivers | 12.00 | 73.00 | 876 | | | |
| **45221 - FUEL/HEATING** | | | | **6,825** | | **6,825** |
| Heating oil | 3,500.00 | 1.95 | 6,825 | | | |
| **45622 - ELECTRIC** | | | | **6,000** | | **6,000** |
| Electricity | 1.00 | 6,000.00 | 6,000 | | | |
| **46224 - EQUIPMENT REPAIRS** | | | | **500** | | **500** |
| Small equipment repairs | 1.00 | 500.00 | 500 | | | |
| **46226 - BUILDING REPAIRS** | | | | **2,000** | | **2,000** |
| Minor building repairs | 1.00 | 2,000.00 | 2,000 | | | |
| **46390 - VEHICLE MAINTENANCE & FUEL** | | | | **15,165** | | **15,165** |
| Equipment repairs/parts | 1.00 | 4,000.00 | 4,000 | | | |
| Unleaded gasoline - Senior Center fleet | 5,400.00 | 1.90 | 10,260 | | | |
| Estimated gross receipts tax - unleaded gasoline | 1.00 | 905.00 | 905 | | | |
| **TOTAL SENIOR SERVICES** | | | | **302,160** | **0** | **302,160** |

# Debt Service


TOWN OF COLCHESTER
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**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

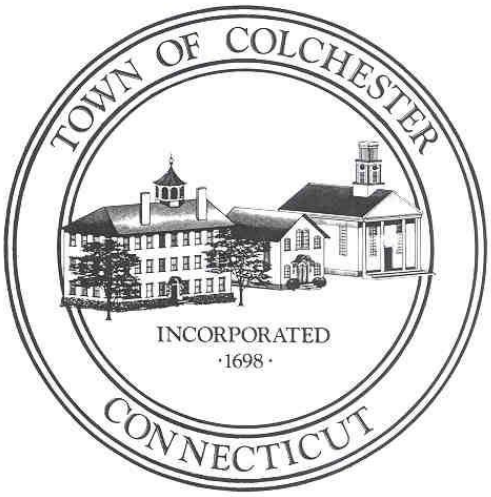
**DEBT SERVICE**

| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Bond Principal | 1,495,000 | 1,490,000 | 1,550,000 | 1,550,000 | 1,495,000 |
| Bond Interest | 215,415 | 585,164 | 525,164 | 525,164 | 580,164 |
| **TOTAL** | **1,710,415** | **2,075,164** | **2,075,164** | **2,075,164** | **2,075,164** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **18101 - DEBT SERVICE** | | | | | | |
| **49245 - BOND PRINCIPAL** | | | | **1,495,000** | | **1,495,000** |
| Advance Refunding Bond Issue 3/1/12 - Refunding 2002 & 2005 bond issues | 1.00 | 800,000.00 | 800,000 | | | |
| Bond Issue 10/17/18 - William J. Johnston Middle School (WJJMS) Project | 1.00 | 350,000.00 | 350,000 | | | |
| Bond Issue 10/16/19 - William J. Johnston Middle School (WJJMS) Project | 1.00 | 345,000.00 | 345,000 | | | |
| **49246 - BOND INTEREST** | | | | **580,164** | | **580,164** |
| Advance Refunding Bond Issue 3/1/12 - Refunding 2002 & 2005 bond issues | 1.00 | 61,115.00 | 61,115 | | | |
| Bond Issue 10/17/18 - William J. Johnston Middle School (WJJMS) Project | 1.00 | 429,563.00 | 429,563 | | | |
| Bond Issue 10/16/19 - William J. Johnston Middle School (WJJMS) Project | 1.00 | 269,431.00 | 269,431 | | | |
| Available funding - Debt Service Fund | 1.00 | (179,945.00) | (179,945) | | | |
| **TOTAL DEBT SERVICE** | | | | **2,075,164** | **0** | **2,075,164** |

# Transfers & Capital


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**TOWN OF COLCHESTER**
**PROPOSED BUDGET**

**TRANSFERS & CAPITAL**

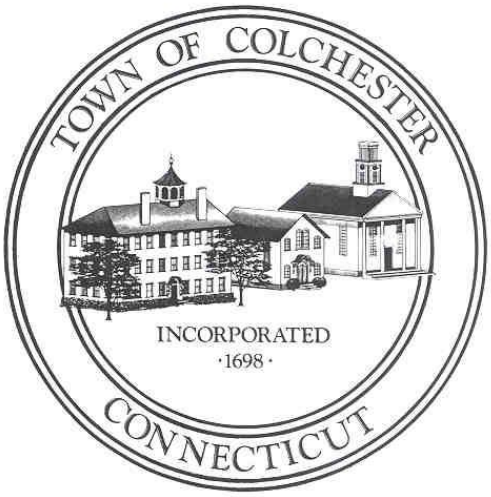
| ACCOUNT | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Transfer to Capital Reserve | 419,300 | 471,700 | 524,325 | 742,125 | 577,775 |
| Transfer to Snow Reserve | 0 | 153,627 | 0 | 0 | 0 |
| Transfer to Animal Control Fund | 35,830 | 48,272 | 48,399 | 48,399 | 47,259 |
| Transfer to Capital Improvement Fund | 687,715 | 370,741 | 153,000 | 254,799 | 509,422 |
| Transfer to Debt Service Fund | 539,621 | 134,310 | 95,612 | 95,612 | 134,310 |
| **TOTAL** | **1,682,466** | **1,178,650** | **821,336** | **1,140,935** | **1,268,766** |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

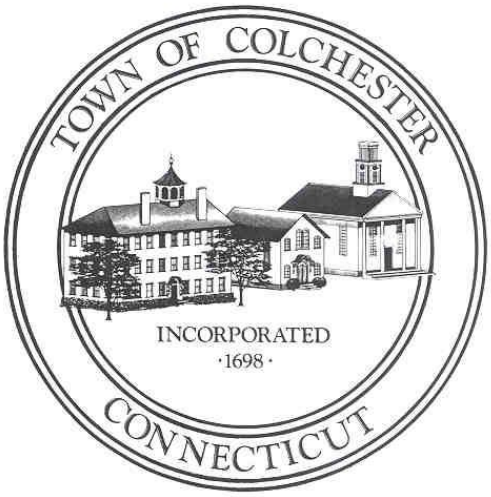
| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **18501 - TRANSFERS** | | | | | | |
| **50474 - TRANSFER TO CAPITAL RESERVE** | | | | **577,775** | | **577,775** |
| Contribution to Equipment Reserve | 1.00 | 50,000 | 50,000 | | | |
| Contribution to Vehicle Replacement Reserve | 1.00 | 427,775 | 427,775 | | | |
| Contribution to Buildings & Grounds Maintenance Capital Reserve | 1.00 | 100,000 | 100,000 | | | |
| **50496 - ACO - TOWN FUNDING** | | | | **47,259** | | **47,259** |
| General Fund contribution to support Animal Control Fund | 1.00 | 47,259 | 47,259 | | | |
| **50500 - TRANSFER TO CAPITAL** | | | | **759,922** | | **509,422** |
| Town Wide Revaluation | 1.00 | 28,000 | 28,000 | | | |
| Open Space | 1.00 | 7,500 | 7,500 | | | |
| Police cruisers | 2.00 | 51,940 | 103,880 | | | |
| Per vehicle replacement plan | | | | | | |
| Information Technology - equipment replacement | 1.00 | 20,000 | 20,000 | | | |
| Fire - SCBA units/masks/bottles - 15 year funding plan | 1.00 | 18,000 | 18,000 | | | |
| Parks & Grounds - pavement overlay & striping | 1.00 | 16,000 | 16,000 | | | |
| Cragin Library - HVAC, Boiler, Roof repair/replacement | 1.00 | 9,000 | 9,000 | | (4,500) | |
| Basketball Courts | 1.00 | 60,000 | 60,000 | | | |
| Repair/Replace Pavillion Roof | 1.00 | 14,000 | 14,000 | | | |
| Field Irrigation | 1.00 | 53,000 | 53,000 | | | |
| RecPlex - Reconstruct Tennis Courts | 1.00 | 135,000 | 135,000 | | (135,000) | |
| Youth Center Roof | 1.00 | 30,000 | 30,000 | | | |
| Planning/Code Administration - File Storage System | 1.00 | 25,000 | 25,000 | | (12,500) | |
| Fire - Replace Power Stretcher - 2018 Ford F550 Ambulance (Rescue 528) | 1.00 | 17,069 | 17,069 | | | |
| Fire - Replace ISI SCBA training bottles | 1.00 | 15,000 | 15,000 | | | |
| RecPlex - Replace Playground Equipment (combined with Incord donation) | 1.00 | 57,973 | 57,973 | | | |
| Fire - Off road Utility Vehicle with Trailer (3 yr funding plan) | 1.00 | 12,000 | 12,000 | | | |
| Cragin Library - Exterior repain, repairs and windows | 1.00 | 25,000 | 25,000 | | | |
| Fire - Windows at 52 Old Hartford Road | 1.00 | 35,000 | 35,000 | | (35,000) | |
| Fire - Parking Lot at 52 Old Hartford Road | 1.00 | 63,500 | 63,500 | | (63,500) | |
| Fleet/Highway Garage - Replace 30 year old Rooftop Heating Unit | 1.00 | 15,000 | 15,000 | | | |

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|---|---|---|---|---|---|
| **50700 - TRANSFER TO DEBT SERVICE FUND** | | | | **134,310** | | **134,310** |
| Heavy Rescue lease purchase dated 1/20/14 - payments due 7/27/21, 10/27/21, 1/27/22 and 4/27/22 | 1.00 | 51,598 | 51,598 | | | |
| Energy Project lease payment due 1/5/22 (Town share) | 1.00 | 82,712 | 82,712 | | | |
| **TOTAL TRANSFERS** | | | | **1,519,266** | **(250,500)** | **1,268,766** |


TOWN OF COLCHESTER
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# Animal Control Fund


TOWN OF COLCHESTER
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## ANIMAL CONTROL FUND

| | FY 2018-2019 ACTUAL EXPENDITURES | FY 2019-2020 ACTUAL EXPENDITURES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| **EXPENDITURES:** | | | | | |
| OTHER PURCHASED SUPPLIES | 0 | 0 | 0 | 75 | 80 |
| PROFESSIONAL SERVICES | 685 | 660 | 660 | 660 | 660 |
| DUE TO STATE OF CT | 6,072 | 0 | 0 | 0 | 0 |
| PRINTING | 72 | 72 | 0 | 0 | 0 |
| FUEL/HEATING | 1,114 | 618 | 1,040 | 390 | 510 |
| ELECTRICITY | 696 | 544 | 750 | 690 | 710 |
| BUILDING REPAIRS | 1,096 | 0 | 750 | 500 | 500 |
| REGIONAL ANIMAL CONTROL DISTRICT | 50,592 | 50,491 | 50,199 | 50,199 | 49,799 |
| **TOTAL EXPENDITURES** | 60,327 | 52,385 | 53,399 | 52,514 | 52,259 |

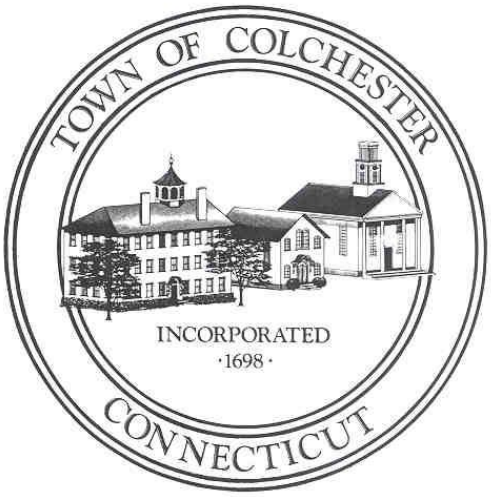
| | FY 2018-2019 ACTUAL REVENUES | FY 2019-2020 ACTUAL REVENUES | FY 2020-2021 ADOPTED BUDGET | FY 2020-2021 PROJECTED ACTUALS | FY 2021-2022 PROPOSED BUDGET |
|---|---|---|---|---|---|
| **REVENUES:** | | | | | |
| TOWN CLERK DOG LICENSES | 4,910 | 3,021 | 5,000 | 5,000 | 5,000 |
| RENT & ASSISTANT ACO | 1,560 | 0 | 0 | 0 | 0 |
| TRANSFER FROM GENERAL FUND | 35,830 | 48,272 | 48,399 | 48,399 | 47,259 |
| USE OF FUND BALANCE | 10,000 | 0 | 0 | 0 | 0 |
| **TOTAL REVENUES** | 52,300 | 51,293 | 53,399 | 53,399 | 52,259 |

## Animal Control Fund - Detail Budget

| EXPENDITURES | FY 2021-2022 PROPOSED BUDGET |
|---|---|
| OTHER PURCHASED SUPPLIES<br>License tags | 80 |
| PROFESSIONAL SERVICES<br>Exterminating services - Dog Pound | 660 |
| FUEL/HEATING | 510 |
| ELECTRICITY | 710 |
| BUILDING REPAIRS<br>Minor repairs to the dog pound | 500 |
| REGIONAL ANIMAL CONTROL DISTRICT<br>Per capita fees | 49,799 |
| **TOTAL EXPENDITURES** | **52,259** |

# SECTION FIVE

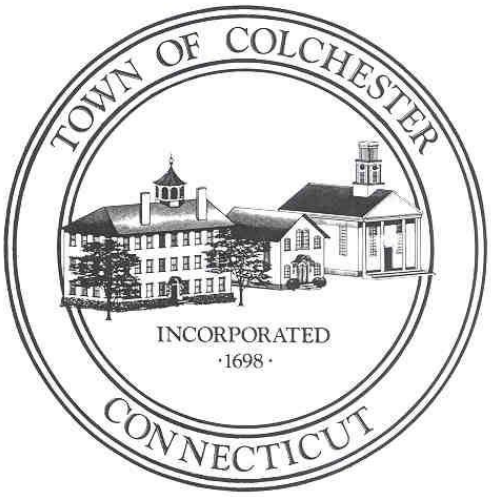
# Capital Improvement Plan


TOWN OF COLCHESTER
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# Section Five – Capital Improvement Plan

**Item**

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


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**TOWN OF COLCHESTER**
**FY2021-2022 PROPOSED BUDGET**
**CAPITAL IMPROVEMENT PLAN SUMMARY**

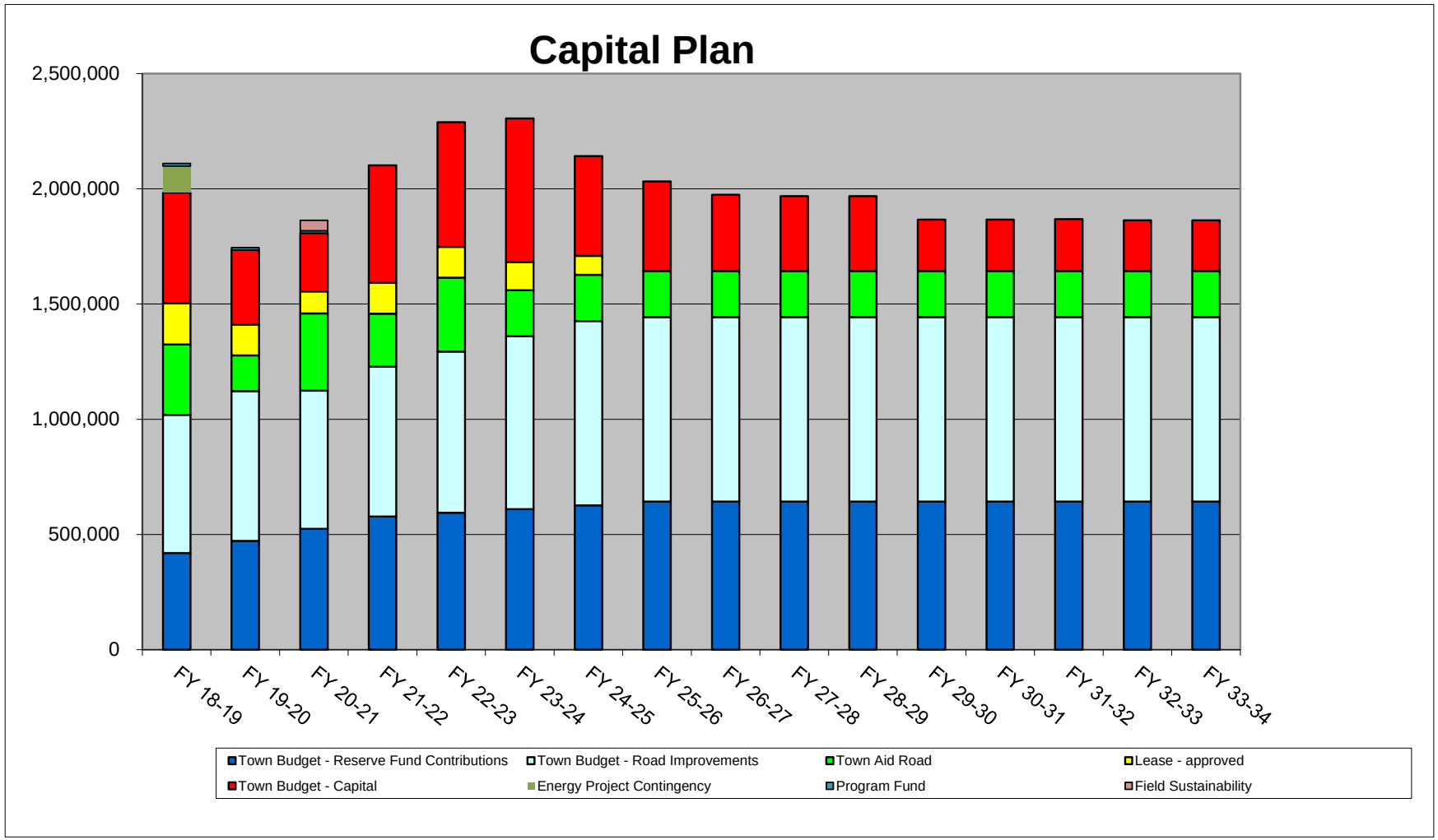
| CATEGORY/ITEM | DEPARTMENT | FUNDING SOURCE | FY21-22 | FY22-23 | FY23-24 | FY24-25 | FY25-26 |
|---|---|---|---|---|---|---|---|
| **Facilities & Grounds** | | | | | | | |
| Replacement of 3 AHUs Town Hall | Facilities | Budget | $ - | $ 8,750 | $ 8,750 | $ 8,750 | $ 8,750 |
| HVAC Replacement - Cragin Library | Facilities | Budget | $ 1,000 | $ 2,000 | $ 2,000 | $ 2,000 | $ 2,000 |
| Boiler Replacement - Cragin Library | Facilities | Budget | $ 2,000 | $ 4,000 | $ 4,000 | $ 4,000 | $ 4,000 |
| Roof Repair/Replacement - Cragin Library | Facilities | Budget | $ 1,500 | $ 3,000 | $ 3,000 | $ 3,000 | $ 3,000 |
| Basketball Courts | Recreation | Budget | $ 60,000 | $ 6,000 | $ 6,000 | $ 6,000 | $ 6,000 |
| Bath House Repairs | Recreation | Budget | | $ 15,000 | | | |
| Repair/Replace Pavillion Roof | Recreation | Budget | $ 14,000 | | | | |
| Skatepark | Recreation | Budget | | $ 10,000 | $ 10,000 | $ 10,000 | $ 10,000 |
| Fitness Trail | Recreation | Budget | | $ 8,000 | $ 8,000 | $ 8,000 | $ 8,000 |
| Field Irrigation | Recreation | Budget | $ 53,000 | $ 40,000 | $ 40,000 | | |
| Field Irrigation/Reconstruction | Recreation | Budget | | | $ 225,000 | $ 225,000 | |
| RecPlex - Reconstruct Tennis Courts | Recreation | Budget | | $ 135,000 | | | |
| Tennis Courts - 3 courts resurfacing | Recreation | Budget | | $ 4,000 | $ 4,000 | $ 4,000 | $ 4,000 |
| Splash Pad | Recreation | Budget | | $ 4,800 | $ 4,800 | $ 4,800 | $ 4,800 |
| Exterior Repaint & Repairs - 1st part windows | Library | Budget | $ 25,000 | $ 25,000 | | | |
| Youth Center Roof | Youth Service | Budget | $ 30,000 | | | | |
| Windows - 52 Old Hartford Road | Fire | Budget | | $ 35,000 | | | |
| Parking Lot - 52 Old Hartford Road | Fire | Budget | | $ 63,500 | | | |
| Pavement Overlay & Striping | Recreation | Budget | $ 16,000 | | | | |
| Replace Rooftop Heating Unit | Fleet/Highway | Budget | $ 15,000 | | | | |
| Vehicle Coverage | Fleet/Highway | Budget | | | | | $ 90,000 |
| Road Improvements | Public Works | Budget | $ 650,000 | $ 700,000 | $ 750,000 | $ 800,000 | $ 800,000 |
| Road Improvements | Public Works | Town Aid Road Grant | $ 200,000 | $ 200,000 | $ 200,000 | $ 200,000 | $ 200,000 |
| | **ANNUAL TOTAL** | | **$ 1,067,500** | **$ 1,264,050** | **$ 1,265,550** | **$ 1,275,550** | **$ 1,140,550** |

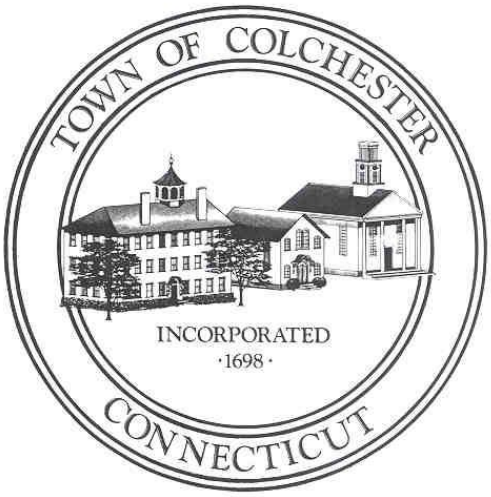
| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Equipment** | | | | | | | |
| Equipment Replacement | Information Technology | Budget | $ 20,000 | $ 20,000 | $ 20,000 | $ 20,000 | $ 20,000 |
| File Storage System | Code Enforcement | Budget | $ 12,500 | $ 12,500 | | | |
| SCBA Units/Masks/Bottles | Fire Department | Budget | $ 18,000 | $ 18,000 | $ 18,000 | $ 18,000 | $ 18,000 |
| Power Strectcher | Fire Department | Budget | $ 17,069 | | | | |
| ISI SCBA Bottles (20) | Fire Department | Budget | $ 15,000 | | | | |
| Playground Equipment - net of InCord Donation and installation savings | Recreation | Budget | $ 57,973 | $ 14,000 | $ 14,000 | $ 14,000 | $ 14,000 |
| | **ANNUAL TOTAL** | | **$ 140,542** | **$ 64,500** | **$ 52,000** | **$ 52,000** | **$ 52,000** |

**TOWN OF COLCHESTER**
**FY2021-2022 PROPOSED BUDGET**
**CAPITAL IMPROVEMENT PLAN SUMMARY**

| CATEGORY/ITEM | DEPARTMENT | FUNDING SOURCE | FY21-22 | FY22-23 | FY23-24 | FY24-25 | FY25-26 |
|---|---|---|---|---|---|---|---|
| **Vehicles** | | | | | | | |
| Senior Center Bus - grant matching funds | Senior | Vehicle Reserve | $ 15,000 | | | | |
| F-250 4x4 Pickup | Fire Marshal/Emer Mgmt | Vehicle Reserve | $ 35,000 | | | | |
| Police Cruisers | Police Department | Budget | $ 103,880 | $ 61,725 | $ 123,450 | $ 61,725 | $ 123,450 |
| Plow Truck | Public Works | Vehicle Reserve | $ 165,000 | $ 165,000 | $ 165,000 | $ 165,000 | $ 165,000 |
| Utility 128 | Fire Department | Budget | | | $ 80,000 | | |
| Off Road Utility Vehicle w/Trailer | Fire Department | Budget | $ 12,000 | $ 12,000 | $ 12,000 | | |
| Roller | Public Works | Town Aid Road Grant | $ 30,000 | | | | |
| Rail Mower | Public Works | Town Aid Road Grant | | $ 120,000 | | | |
| Scag Mower | Grounds Maintenance | Equipment Reserve | | $ 10,000 | | | |
| Skidsteer | Grounds Maintenance | Budget | | | | | $ 30,000 |
| | **ANNUAL TOTAL** | | **$ 360,880** | **$ 368,725** | **$ 380,450** | **$ 226,725** | **$ 318,450** |
| **Lease Financing** | | | | | | | |
| Heavy Rescue 128 lease (January 2014) | Fire Department | Budget | $ 51,598 | $ 51,598 | $ 38,698 | | |
| Energy Project lease (March 2013) | Facilities | Budget | $ 82,712 | $ 82,712 | $ 82,712 | $ 82,712 | |
| | **ANNUAL TOTAL** | | **$ 134,310** | **$ 134,310** | **$ 121,410** | **$ 82,712** | **$ -** |
| **Reserves** | | | | | | | |
| Revaluation | Assessor (annual funding) | Budget | $ 28,000 | $ 28,000 | $ 28,000 | $ 28,000 | $ 28,000 |
| Open Space | Planning & Zoning | Budget | $ 7,500 | $ 10,000 | $ 12,500 | $ 15,000 | $ 15,000 |
| Building & Grounds Maintenance | Facilities | Budget | $ 100,000 | $ 100,000 | $ 100,000 | $ 100,000 | $ 100,000 |
| Equipment | Various | Budget | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 |
| Fire Vehicles (excluding large apparatus) | Fire Department | Budget | $ 101,500 | $ 101,500 | $ 101,500 | $ 101,500 | $ 101,500 |
| Pick-Up Trucks | Public Works & Grounds | Budget | $ 48,300 | $ 48,300 | $ 48,300 | $ 48,300 | $ 48,300 |
| Plow Trucks | Public Works | Budget | $ 142,000 | $ 142,000 | $ 142,000 | $ 142,000 | $ 142,000 |
| Specialized Vehicles | Public Works & Grounds | Budget | $ 86,925 | $ 86,925 | $ 86,925 | $ 86,925 | $ 86,925 |
| Town Hall/Community Service Vehicles | Various | Budget | $ 32,800 | $ 32,800 | $ 32,800 | $ 32,800 | $ 32,800 |
| Police Vehicles | Police | Budget | $ 16,250 | $ 32,500 | $ 48,750 | $ 65,000 | $ 81,250 |
| | **ANNUAL TOTAL** | | **$ 613,275** | **$ 632,025** | **$ 650,775** | **$ 669,525** | **$ 685,775** |
| | **GRAND TOTAL** | | **$ 2,316,507** | **$ 2,463,610** | **$ 2,470,185** | **$ 2,306,512** | **$ 2,196,775** |

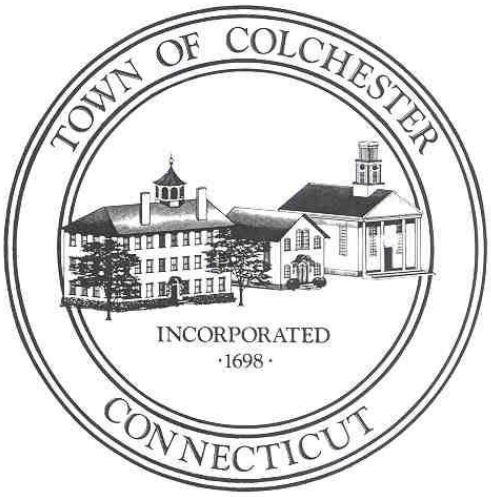
Note: Funding for the Capital Improvement Plan for all years presented, including any lease financing is subject to funding authorizations.


Capital Plan
2,500,000
2,000,000
1,500,000
1,000,000
500,000
0
FY 18-19
FY 19-20
FY 20-21
FY 21-22
FY 22-23
FY 23-24
FY 24-25
FY 25-26
FY 26-27
FY 27-28
FY 28-29
FY 29-30
FY 30-31
FY 31-32
FY 32-33
FY 33-34
Town Budget - Reserve Fund Contributions
Town Budget - Road Improvements
Town Aid Road
Lease - approved
Town Budget - Capital
Energy Project Contingency
Program Fund
Field Sustainability


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# SECTION SIX

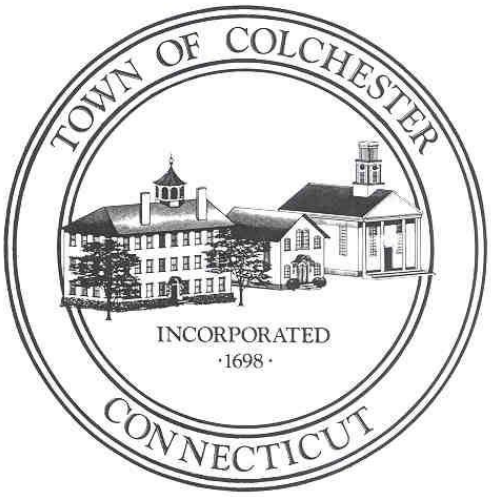
# Debt


TOWN OF COLCHESTER
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# Section Six – Debt

**Item**

- Debt Service Summary
- Chart – Debt Service Plan


TOWN OF COLCHESTER
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## Authority to Incur Debt

The Town has the power to incur indebtedness as provided by the Connecticut General Statutes and the Town Charter. The issuance of bonds and notes is approved at a referendum by the voters of the Town.

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

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

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

## Debt Summary
## As of June 30, 2020

### Outstanding Short-term Debt

As of June 30, 2020, the Town has outstanding bond anticipation notes for the William J. Johnston School Project in the amount of $2,845,000.

### Outstanding Bonded Debt[1]

| Dated Date | Final Maturity | Purpose | Interest Rate | Original Issue | Amount Outstanding |
|---|---|---|---|---|---|
| 06/03/10 ..... | 06/01/21 | Refunding | 2.25–5.00 | 4,070,000 | 390,000 |
| 03/01/12 ..... | 06/15/25 | Refunding | 2.00–4.00 | 8,400,000 | 3,260,000 |
| 10/17/18 ..... | 10/15/45 | School project | 3.00-5.00 | 12,000,000 | 12,000,000 |
| 10/16/19..... | 10/15/45 | School project | 2.50-5.00 | 7,040,000 | 7,040,000 |
| 07/31/09 ..... | 07/31/28 | Drinking Water Fund | 2.12 | 2,496,990 | 1,126,656 |
| Total ..... | | | | | $23,816,656 |

[1] Excludes the Refunded Bonds.

**Drinking Water State Revolving Fund Program**

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

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

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

**Overlapping/Underlying Debt**

The Town does not have any overlapping or underlying debt.

**Current Debt Ratios**
**As of June 30, 2020**

| | |
|---|---|
| Population, 2018[1] | 15,936 |
| Per capita income (2018)[1] | $44,990 |
| Net taxable grand list, 10/1/19 | $1,240,099,632 |
| Estimated full value @ 70% | $1,771,570,903 |
| Equalized net grand list (10/1/17)[1] | $1,818,727,792 |

| | Total Long Term Debt $23,816,656 | Overall Debt $26,661,656 | Overall Net Debt $26,661,656 |
|---|---|---|---|
| Per capita | $1,494.52 | $1,673.05 | $1,673.05 |
| To net taxable grand list | 1.92% | 2.15% | 2.15% |
| To estimated full value | 1.34% | 1.50% | 1.50% |
| To equalized net grand list | 1.31% | 1.47% | 1.47% |
| Ratio of debt per capita to per capita income | 3.32% | 3.72% | 3.72% |

[1] Source: State of Connecticut, Office of Policy and Management, Fiscal Indicators (January 2020)

## Bonded Debt Maturity Schedule[1]
## As of June 30, 2020

| Fiscal Year Ending | Principal Payments | Interest Payments | Total Payments | Cumulative Percent of Principal Retired |
|---|---|---|---|---|
| 2021 | 1,679,151 | 846,819 | 2,525,970 | 7.05 |
| 2022 | 1,626,916 | 779,979 | 2,406,895 | 13.88 |
| 2023 | 1,324,740 | 720,030 | 2,044,770 | 19.44 |
| 2024 | 1,317,624 | 673,326 | 1,990,950 | 24.98 |
| 2025 | 1,310,571 | 626,505 | 1,937,076 | 30.48 |
| 2026 | 923,580 | 575,825 | 1,499,405 | 34.36 |
| 2027 | 926,654 | 536,252 | 1,462,906 | 38.25 |
| 2028 | 929,793 | 499,112 | 1,428,905 | 42.15 |
| 2029 | 792,627 | 463,141 | 1,255,768 | 45.50 |
| 2030 | 780,000 | 431,619 | 1,211,619 | 48.75 |
| 2031 | 780,000 | 402,619 | 1,182,619 | 52.03 |
| 2032 | 780,000 | 373,306 | 1,153,306 | 55.30 |
| 2033 | 780,000 | 345,081 | 1,125,081 | 58.58 |
| 2034 | 780,000 | 317,944 | 1,097,944 | 61.85 |
| 2035 | 780,000 | 290,281 | 1,070,281 | 65.13 |
| 2036 | 780,000 | 262,106 | 1,042,106 | 68.40 |
| 2037 | 780,000 | 235,119 | 1,015,119 | 71.68 |
| 2038 | 780,000 | 209,219 | 989,219 | 74.95 |
| 2039 | 780,000 | 183,006 | 963,006 | 78.23 |
| 2040 | 780,000 | 156,481 | 936,481 | 81.50 |
| 2041 | 780,000 | 130,656 | 910,656 | 84.78 |
| 2042 | 725,000 | 106,500 | 831,500 | 87.82 |
| 2043 | 725,000 | 83,312 | 808,312 | 90.87 |
| 2044 | 725,000 | 59,953 | 784,953 | 93.91 |
| 2045 | 725,000 | 36,141 | 761,141 | 96.96 |
| 2046 | 725,000 | 12,047 | 737,047 | 100.00 |
| Total | $23,816,656 | $9,356,379 | $33,173,035 | |

[1] Excludes the Refunded Bonds.

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

## Statement of Statutory Debt Limitation
## As of June 30, 2020

**Debt Limitation Base**

| | |
|---|---|
| Total tax collections, including interest and lien fees, for the fiscal year ended June 30, 2019 | $39,796,151 |
| Reimbursement for elderly homeowners tax relief | 0 |
| Debt Limitation Base | $39,796,151 |

### Debt Margin

| Debt Limitation by Purpose | General Purpose | Schools | Sewers | Urban Renewal | Pension Deficit Funding |
|---|---|---|---|---|---|
| 2.25 x base | $89,541,340 | | | | |
| 4.50 x base | – | $179,082,680 | | | |
| 3.75 x base | – | – | $149,235,566 | | |
| 3.25 x base | – | – | – | $129,337,491 | |
| 3.00 x base | | – | – | – | $119,388,453 |
| Total debt limitation | 89,541,340 | 179,082,680 | 149,235,566 | 129,337,491 | 119,388,453 |
| Less indebtedness: [1] | | | | | |
| Bonds payable | 175,000[2] | 22,515,000 | – | – | – |
| Bond anticipation notes | | 2,845,000 | – | – | – |
| Bonds authorized but unissued | – | 5,719,547[3] | – | – | – |
| Total overall debt | 175,000 | 31,079,547 | – | – | – |
| Less estimated school construction grant progress payments | – | 4,567,398[4] | – | – | – |
| Total overall net debt | 175,000 | 26,512,149 | – | – | – |
| Debt limitation in excess of outstanding and authorized debt | $89,366,340 | $152,570,531 | $149,235,566 | $129,337,491 | $119,388,453 |

[1] Does not include the Refunded Bonds.
[2] $1,126,656 water bonds excluded by statute.
[3] Includes $48,860,000 authorization for Middle School Project approved on June 16, 2015 less school construction progress payments received as of 6/30/20.
[4] Estimated school construction grant payments not yet received for Middle School Project

The General Statutes require that in no event shall the total debt for the Town of Colchester exceed seven (7) times the annual receipts from taxation. Maximum debt for the Town of Colchester under this formula is $278,573,057.

## Five-year Debt Statement Summary

| | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---|---|---|---|---|---|
| Population[1] | 15,936 | 16,029 | 16,029 | 16,142 | 16,143 |
| Net taxable grand list | $1,240,099,632 | $1,223,066,888 | $1,213,314,735 | $1,201,704,429 | $1,216,010,210 |
| Estimated full value | $1,771,570,903 | $1,747,238,411 | $1,733,306,764 | $1,716,720,613 | $1,737,157,443 |
| Equalized net taxable grand list[2] | $1,818,727,792 | $1,718,352,556 | $1,718,352,556 | $1,686,095,860 | $1,683,452,351 |
| Per capita income[3] | $44,990 | $42,775 | $42,775 | $38,599 | $38,875 |
| Short-term debt | $2,845,000 | $8,850,000 | $20,850,000 | $9,550,000 | $– |
| Bonded debt | 23,816,656 | 18,393,101 | 8,011,896 | 9,658,096 | 11,291,756 |
| Overall debt | 26,661,656 | 27,243,101 | 28,861,896 | 19,206,096 | 11,291,756 |
| Overall net debt | $26,661,656 | $27,243,101 | $28,861,896 | $19,206,096 | $11,291,756 |

[1] FY 2019-2020, FY 2018-2019 and 2017-18 State of Connecticut, Office of Policy and Management Fiscal Indicators (January 2020 and 2019). All other years - U.S. Department of Commerce, Bureau of Census, 2010 Census, and 2010-2014, 2011-2015 & 2012-2016 American Community Survey 5 year estimates.

[2] State of Connecticut, Office of Policy and Management.

[3] FY 2019-2020, 2018-2019 and 2017-18 State of Connecticut, Office of Policy and Management Fiscal Indicators (January 2020 and 2019). All other years - U.S. Department of Commerce, Bureau of Census, 2008-2012 thru 2012-2016 American Community Survey 5 year estimates.

## Five-year Debt Statement Summary Ratios

| | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---|---|---|---|---|---|
| Overall debt: | | | | | |
| Per capita | $1,673.05 | $1,699.61 | $1,800.60 | $1,189.95 | $699.48 |
| To net taxable grand list | 2.15% | 2.23% | 2.38% | 1.60% | 0.93% |
| To estimated full value | 1.50% | 1.56% | 1.67% | 1.12% | 0.65% |
| To equalized net taxable grand list | 1.47% | 1.59% | 1.68% | 1.14% | 0.67% |
| Overall debt per capita to per capita income | 3.72% | 3.97% | 4.21% | 3.08% | 1.80% |
| Overall net debt: | | | | | |
| Per capita | $1,673.05 | $1,699.61 | $1,800.60 | $1,189.95 | $699.48 |
| To net taxable grand list | 2.15% | 2.23% | 2.38% | 1.60% | 0.93% |
| To estimated full value | 1.50% | 1.56% | 1.67% | 1.12% | 0.65% |
| To equalized net taxable grand list | 1.47% | 1.59% | 1.68% | 1.14% | 0.67% |
| Overall net debt per capita to per capita income | 3.72% | 3.97% | 4.21% | 3.08% | 1.80% |

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

| Fiscal Year Ended June 30 | Debt Service | Total Expenditures and Transfers Out | Debt Service as Ratio to Total Expenditures and Transfers Out |
|---|---|---|---|
| 2020 (unaudited)[1] | $2,241,234 | $61,921,238 | 3.62% |
| 2019 | 1,935,789 | 58,481,452 | 3.31% |
| 2018 | 1,791,665 | 61,402,643 | 2.92% |
| 2017 | 1,842,265 | 61,623,465 | 2.99% |
| 2016 | 1,901,465 | 57,933,173 | 3.28% |

[1]Debt service expenditures for FYE 6/30/20 includes $166,070 and FYE 6/30/19 includes $225,374 of bond interest paid from Debt Service Fund

## Authorized but Unissued Debt As of June 30, 2020

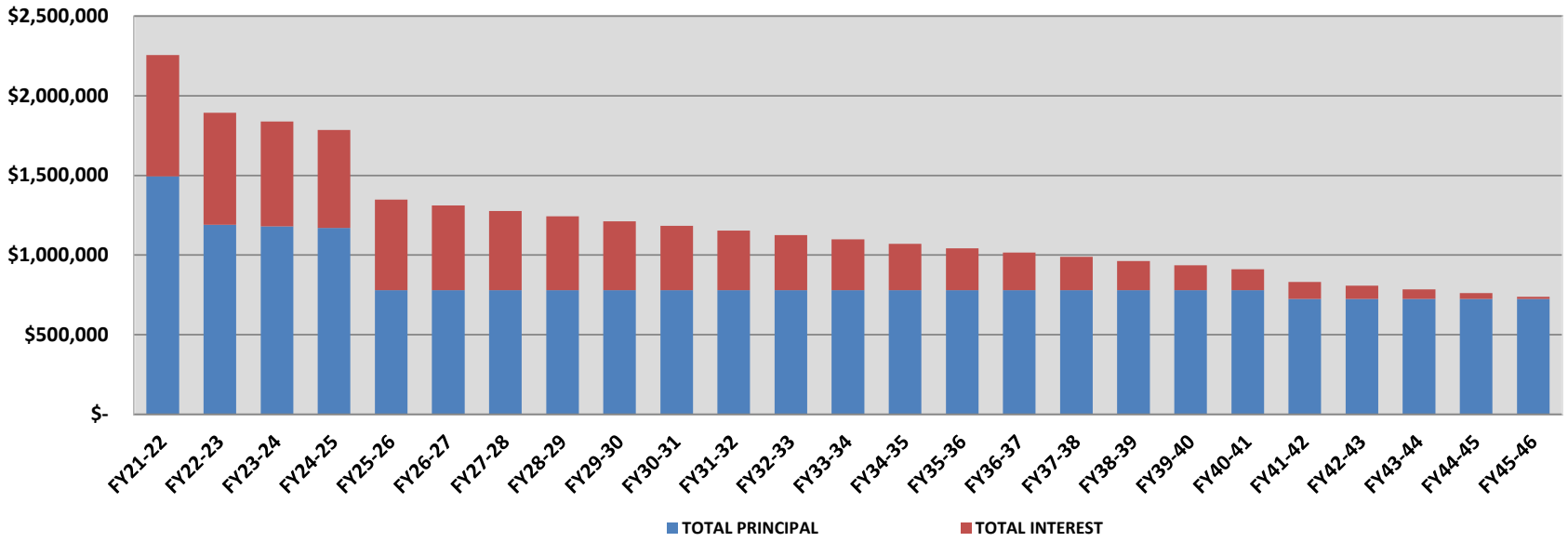
| Project | Date Authorized | Amount Authorized | Bonds Issued | Notes Issued | Grants/ Paydowns | Authorized but Unissued[1] |
|---|---|---|---|---|---|---|
| Portable classrooms | 05/09/06 | $ 850,000 | $ 425,000 | $0 | $399,712 | $ 25,288 |
| William J. Johnston Middle School[2] | 06/16/15 | 48,860,000 | 19,040,000 | 2,845,000 | 21,280,741 | 5,694,259 |
| Total | | $49,710,000 | $19,465,000 | $2,845,000 | $21,680,453 | $5,719,547 |

[1] Does not include Refunding Bonds.
[2] Does not reflect remaining estimated school construction grant payments of $4,567,398

**TOWN OF COLCHESTER**
**FY 2021 - 2022 PROPOSED BUDGET**

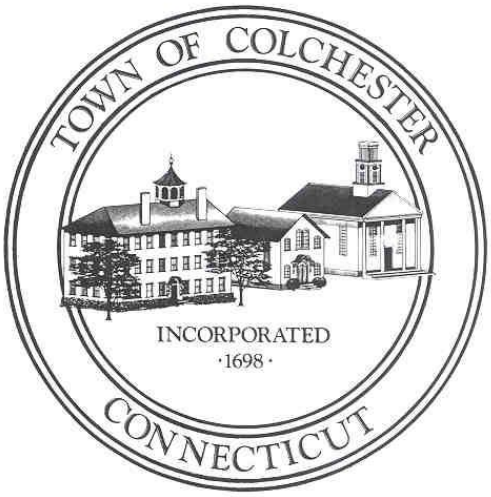
| | TOTAL PRINCIPAL | TOTAL INTEREST | Fiscal Year Total |
|---|---|---|---|
| **FY21-22** | $ 1,495,000 | $ 760,109 | $ 2,255,109 |
| **FY22-23** | $ 1,190,000 | $ 702,984 | $ 1,892,984 |
| **FY23-24** | $ 1,180,000 | $ 659,164 | $ 1,839,164 |
| **FY24-25** | $ 1,170,000 | $ 615,289 | $ 1,785,289 |
| **FY25-26** | $ 780,000 | $ 567,619 | $ 1,347,619 |
| **FY26-27** | $ 780,000 | $ 531,119 | $ 1,311,119 |
| **FY27-28** | $ 780,000 | $ 497,119 | $ 1,277,119 |
| **FY28-29** | $ 780,000 | $ 463,119 | $ 1,243,119 |
| **FY29-30** | $ 780,000 | $ 431,619 | $ 1,211,619 |
| **FY30-31** | $ 780,000 | $ 402,619 | $ 1,182,619 |
| **FY31-32** | $ 780,000 | $ 373,306 | $ 1,153,306 |
| **FY32-33** | $ 780,000 | $ 345,081 | $ 1,125,081 |
| **FY33-34** | $ 780,000 | $ 317,944 | $ 1,097,944 |
| **FY34-35** | $ 780,000 | $ 290,281 | $ 1,070,281 |
| **FY35-36** | $ 780,000 | $ 262,106 | $ 1,042,106 |
| **FY36-37** | $ 780,000 | $ 235,119 | $ 1,015,119 |
| **FY37-38** | $ 780,000 | $ 209,219 | $ 989,219 |
| **FY38-39** | $ 780,000 | $ 183,006 | $ 963,006 |
| **FY39-40** | $ 780,000 | $ 156,481 | $ 936,481 |
| **FY40-41** | $ 780,000 | $ 130,656 | $ 910,656 |
| **FY41-42** | $ 725,000 | $ 106,500 | $ 831,500 |
| **FY42-43** | $ 725,000 | $ 83,312 | $ 808,312 |
| **FY43-44** | $ 725,000 | $ 59,953 | $ 784,953 |
| **FY44-45** | $ 725,000 | $ 36,141 | $ 761,141 |
| **FY45-46** | $ 725,000 | $ 12,047 | $ 737,047 |
| | $ 21,140,000 | $ 8,431,912 | $ 29,571,912 |

# DEBT PAYMENT SCHEDULE
# GENERAL OBLIGATION BONDS



# SECTION SEVEN

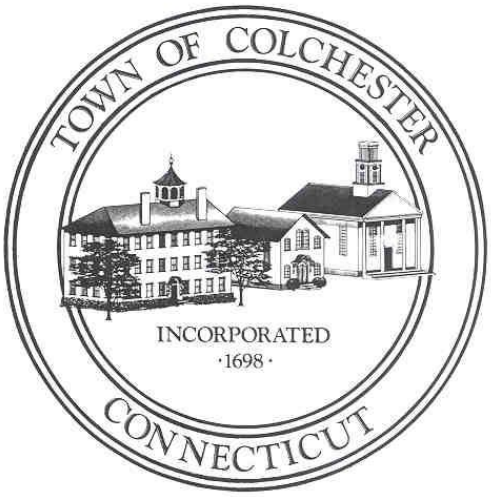
# Glossary


TOWN OF COLCHESTER
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# Section Seven – Glossary

**Item**

- Description of Funds
- Financial Policies
- Definition of Terms


TOWN OF COLCHESTER
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## Description of Funds

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

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

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

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

The Town reports the following major governmental funds:

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

The *Capital Reserve Fund* accounts for financial resources to be used for the acquisition of vehicles and equipment which are financed by General Fund appropriations and equipment financing notes issuances.

The *Capital Projects Fund* accounts for financial resources to be used for major construction or acquisition of capital facilities.

The *Johnston Building Project Fund* accounts for and reports financial resources to be used for the William J. Johnston construction and renovation project.

The *Educational Grants Fund* accounts for and reports financial resources to be used for the grants associated with education. This fund is reported as a major fund for public interest purposes.

The Town reports the following major proprietary fund:

The *Water Fund* accounts for the operating activity of the water operations.

Additionally, the Town reports the following fund types:

**Governmental Fund Types:**

*Special Revenue Funds* are used to account for and report the proceeds of specific revenue sources that are restricted, committed or assigned to expenditures for specified purposes other than debt service or

capital projects. The Town has the following non-major Special Revenue Funds: Town Aid Road, Small Cities Grants, Sewer Operating, Recreation Activities, School Cafeteria, Miscellaneous Grants, Special Gifts, Out of District Tuition, Pay to Play, Bacon Academy Summer School, and Police Special Duty.

*Capital Projects Funds* are used to account for and report resources and expenditures that are restricted, committed or assigned for the acquisition and construction of capital facilities, including those that are financed through special assessments. The Town has the following non-major Capital Projects Funds: 2009 Bond Referendum, Sewer Capital, Energy Project, Use of Schools, and BOE Capital Reserve.

The *Debt Service Fund* is used to account for and report resources and expenditures that are assigned for the payment of debt.

**Proprietary Fund Types:**

The *Internal Service Fund* is used to account for risk financing activities for medical insurance benefits.

**Fiduciary Fund Types:**

The *Pension Trust Fund* is used to account for the activities of the Town of Colchester Police Retirement Plan which accumulates resources for pension benefit payments to qualified employees.

The *Private-Purpose Trust Fund* is used to account for the receipt of private donations to be used for cemetery maintenance.

*Agency Funds* account for monies held on behalf of student groups.

| Department/Fund Matrix | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Department | General Fund | Capital Reserve Fund | Capital Projects Fund | Johnston Building Project Fund | Educational Grants Fund | Water Fund | Nonmajor Special Revenue Funds | Nonmajor Capital Projects Fund | Debt Service Fund | Internal Service Fund | Pension Trust Fund | Private Purpose Trust Fund | Agency Funds |
| General Government | X | X | X | | | | X | X | | X | | | |
| Police/Resident Trooper's Offfice | X | X | X | | | | X | X | | X | X | | |
| Fire/Emergency Medical Services | X | X | X | | | | X | X | | X | | | |
| Emergency Management | X | | X | | | | X | | | | | | |
| Animal Control | | | X | | | | X | | | | | | |
| Public Works | X | X | X | | | | X | X | | X | | X | |
| Sewer | | | X | | | | X | X | | X | | | |
| Water | | | X | | | X | | X | | X | | | |
| Youth & Social Services | X | X | X | | | | X | | | X | | | |
| Health | X | | | | | | | | | | | | |
| Community Agencies | X | | | | X | | | | | | | | |
| Cragin Memorial Library | X | | X | | | | X | | | X | | | |
| Recreation | X | X | X | | | | X | | | X | | | |
| Senior Services | X | | X | | | | X | | | X | | | |
| Education | X | | X | X | X | | X | X | | X | | | X |
| Debt Service | X | | | | | | | | X | | | | |

## Financial Policies

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

DEFINITION AND TARGET

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

The Town strives to maintain a level of Unassigned Fund Balance of 10% to 15% of its annual operating expenditures (including debt service). The level of Unassigned Fund Balance may exceed 15%, but it cannot be allowed to fall below 10% without a determination of a specific urgent situation in accordance with this policy.

Declarations of an ongoing emergency by government entities other than the Town of Colchester can allow the Board of Selectmen and Board of Finance to jointly create adjustments to the policy for the use of funds and planned restoration schedules.

CAUTIONARY ZONE (Unassigned Fund Balance less than 10% of annual operating expenditures)

If the Unassigned Fund Balance is in the Cautionary Zone of under 10%, then the Unassigned Fund Balance shall only be used in the event of a specific urgent and unexpected situation as deemed by the Board of Finance and Board of Selectmen through regular voting procedures. A supplemental appropriation shall then require recommendation by the Board of Selectmen and approval by at least four members of the Board of Finance. The Board of Finance shall adopt a plan that will restore the Unassigned Fund Balance to 10% over the next two fiscal years.

If the Unassigned Fund Balance is in the Cautionary Zone of under 10%, then the Unassigned Fund Balance shall not be used as revenue in the next Fiscal Year Budget.

CONFIDENCE ZONE (Unassigned Fund Balance 10%-12% of annual operating expenditures)

If the Unassigned Fund Balance is in the Confidence Zone of 10% to 12%, then the Unassigned Fund Balance may be used for a supplemental appropriation to fund capital projects, repayment of debt if permissible, transfers to other funds, and/or other one-time items. A supplemental appropriation in this zone shall require approval by a majority of the Board of Finance with at least three members voting to approve the appropriation.

Supplemental appropriations in this zone should avoid bringing the Unassigned Fund Balance below 10%[1]. If a supplemental appropriation would bring the Unassigned Fund Balance below 10%, then in addition to Board of Finance approval, it shall also require a recommendation from the Board of Selectmen through regular voting procedures. The Board of Finance shall adopt a plan to restore the Unassigned Fund Balance to greater than 10% over no more than the next two fiscal years.

If the Unassigned Fund Balance is in the confidence zone of 10% to 12%, then the Unassigned Fund Balance shall not be used as revenue in the next Fiscal Year Budget.

HIGH CONFIDENCE ZONE (Unassigned Fund Balance 12%-15% of annual operating expenditures)

If the Unassigned Fund Balance is in the High Confidence Zone of 12% to 15%, then the Unassigned Fund Balance may be used for a supplemental appropriation to fund capital projects, repayment of debt if permissible, transfers to other funds, and/or other one-time items. A supplemental appropriation in this zone shall require approval by a majority of the Board of Finance with at least three members voting to approve the appropriation.

Supplemental appropriations in this zone should avoid bringing the Unassigned Fund Balance below 10%[1]. If a supplemental appropriation would bring the Unassigned Fund Balance below 10%, then it shall also require approval by the Board of Selectmen through regular voting procedures. The Board of Finance shall adopt a plan to restore the Unassigned Fund Balance to greater than 10% over no more than the next two fiscal years.

If the Unassigned Fund Balance is in the High Confidence Zone of 12% to 15%, then the Unassigned Fund Balance may be used for revenue in the next Fiscal Year Budget (Mil Rate Relief)[2]. To use the Unassigned Fund Balance as revenue in this zone, the Board of Finance should identify a one-time expenditure, expected temporary revenue reduction, or temporary expense increase to occur in the next fiscal year. This shall not bring the Unassigned Fund Balance below 12% based on the Unassigned Fund Balance and expenses shown in the last Fiscal Year Audit.

If the Unassigned Fund Balance falls below 12% on subsequent Town audits, the Board of Finance shall adopt a plan to restore funds used to bring the Unassigned Fund Balance back to 12% over the next three fiscal years.

**HIGH CONFIDENCE ZONE B (Unassigned Fund Balance above 15% of annual operating expenditures)**

If the Unassigned Fund Balance is in the High Confidence Zone above 15%, then the Board of Selectmen and the Board of Finance shall identify for taxpayers possible future purposes for this money. The funds may be used for supplemental appropriations or as revenue within the budget (mil rate relief) based on regular voting procedures provided they do not bring the fund balance below 15%; procedures as described in the High Confidence Zone of 12% to 15% shall apply if the use of funds would bring the Unassigned Fund Balance below 15%.

Footnotes:

1. Based on the Unassigned Fund Balance and Expenses shown in the last Fiscal Year Town audit.

2. Because use of funds in the current year budget could create a need to replace these funds in the next budget through a tax increase, consideration should be given to allow these funds to be used in a way to allow potential availability over multiple budget years.

**(Approved by Board of Finance on 5/19/10, Amended by Board of Finance on 02/01/12, Draft Amendment reviewed by Board of Finance on 3/17/21 with amended zone ranges approved by Board of Finance on 12/16/20)**

***Contingency Policy*** – The proposed expenditure budget of the Town shall include a recommendation for a contingency fund equal to one-half (0.5%) percent of the total proposed expenditures for the Town (excluding debt service, and capital & transfers out). Transfers from this account will be made in accordance with Town Charter provisions regarding budget transfers. **(Approved by Board of Finance on 09/05/12)**

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

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

***Purchasing Policy*** –

Section A: Definitions and General Requirements
- Definitions
- Purpose
- Coordination with Other Applicable Laws
- Objectives
- Responsibility for Compliance
- Communication with Vendors
- Bulk Purchasing
- Other Forms of Purchasing
- Purchase Orders
- Expenditures Not Requiring a Purchase Order
- Request for Proposal/Competitive Bid
  - When Request for Proposal/Competitive Bid Is Not Required
  - When Request for Proposal/Competitive Bid Is Required
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Section B: Procedures for Request for Proposal/Competitive Bid
Section C: Procedures for Optional Request for Qualification
Section D: Preferred Professional Services Vendor List
Section E: Acceptance/Rejection of Bids
Section F: Waiver of Request for Proposal/Competitive Bid Process
Section G: Purchasing in Emergency Situations or Under Extraordinary Conditions
Section H: Mandatory Review of Purchasing Policy

## SECTION A - DEFINITIONS & GENERAL REQUIREMENTS

### 1. DEFINITIONS

The following terms shall have the definitions as set forth below:

*First Selectman*: as defined in the Charter of the Town of Colchester.

*Local Vendor*: a vendor whose principal place of business is located in Colchester.

*Lowest Qualified, Responsible Bidder*: the bidder offering the lowest price among those bidding who possesses the skill, ability, and integrity necessary for the performance of the work based on objective criteria considering, amongst other factors, past performance and financial responsibility.

*Purchasing Agent*: the First Selectman or Superintendent, as applicable, or his/her designee.

*Request for Proposal (RFP)*: an invitation for vendors to submit a proposal for a specific good or service.

*Request for Qualification (RFQ)*: an invitation for vendors to submit a description of relevant qualifications to perform a certain professional service.

*Superintendent*: the Superintendent of the Colchester School District.

*Vendor*: someone from whom a good or service is purchased.

### 2. PURPOSE

The purpose of this policy is to establish a systematic and uniform system for the procurement of services and goods required by any department, office or agency of the Town, including the Board of Education.

**3. COORDINATION WITH OTHER APPLICABLE LAWS**

In all respects, the provisions of this Policy shall be subject to the terms, conditions, requirements and other directives as contained in any applicable local, state or federal regulation, law, statute, policy or other directive, including but not limited to those pertaining to affirmative action and prevailing wages, as applicable.

**4. OBJECTIVES**

The objectives of this policy are as follows:

- To clearly establish the responsibility for the purchasing function as being vested with the First Selectman and Superintendent or his/her duly appointed representative(s).
- To procure services and goods from the Lowest Qualified Responsible Bidder.
- To provide an expeditious and efficient means of procuring materials, goods, or services.
- To ensure that all purchasing functions and practices are conducted in accordance with the Town charter and all other applicable local, state or federal requirements.
- To ensure that the Town and Board of Education make its purchases from local vendors whenever it is in the best interests of the Town and is consistent with this policy.

**5. RESPONSIBILITY FOR COMPLIANCE**

Compliance with this Purchasing Policy shall be monitored as follows:

a. The First Selectman and/or Superintendent, as applicable, shall bear primary, non-delegable responsibility for ensuring compliance with this policy.
b. The Purchasing Agent shall be responsible for establishing specifications and procedures for procuring goods or services, as applicable.
c. All employees, including department heads, supervisors, principals, directors and any others authorized to make purchases for the Town or Board of Education are responsible for following the provisions outlined in this policy when making purchases with Town or Board of Education funds.
d. The Chief Financial Officer or his/her designee will establish forms and processes to carry out the policies and procedures contained in this Policy, subject to the approval of the First Selectman and/or Superintendent, as applicable.

**6. COMMUNICATION WITH VENDORS**

All contracts between the Town or Board of Education and the vendor's representative shall be negotiated through the Purchasing Agent. The Purchasing Agent will refer catalogs or other advertising materials to the departments and/or schools concerned with the subject matter therein. The Purchasing Agent shall be copied on all correspondence originating from such department and/or school to/from vendors.

**7. BULK PURCHASING**

Whenever possible, the Purchasing Agent shall consolidate purchasing to obtain a more economical purchase and to avoid purchase of unnecessary or duplicative items. The Purchasing Agent shall institute systematic scheduled buying procedures for items which are used on a volume basis. Departments and schools shall comply with the ordering schedules distributed by the Purchasing Agent.

**8. ENVIRONMENTALLY-PREFERABLE PURCHASES**

Whenever possible, consideration shall be given to purchasing Environmentally Preferable Products. For purposes of this Policy, Environmentally Preferable Products are those products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Such products or services may include, but are not limited to, those which contain recycled content, minimize waste, conserve energy or water and reduce the amount of toxins disposed of or consumed.

**9. OTHER FORMS OF PURCHASING**

The Purchasing Agent is authorized to employ all methods of soliciting goods or services, including but not limited to, cooperative purchasing, on-line auctions, reverse auctions and all other methods as allowed by applicable authority.

**10. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS**

All purchases or contracts, other than those specifically exempted in this Policy shall be made by an authorized purchase order.

The function of a blanket purchase order is to establish a contract with a specific vendor for a type of good or service bought on a recurring basis where the cost of processing the individual purchase orders would frequently exceed the value of the item or service but whose cumulative value for the year is a significant amount. A blanket purchase order will be issued by the Chief Financial Officer at the beginning of a calendar quarter to a particular vendor for an estimated dollar amount to be purchased during that calendar quarter. The blanket purchase order will allow the user department to draw against the purchase order when ordering required goods during a calendar quarter.

Only authorized individuals will be allowed to pick up goods or materials.

No single item over $250 in price will be chargeable on a blanket purchase order.

Issuance of a blanket purchase order does not negate the need to utilize the quote or bid process where applicable.

**11. EXPENDITURES NOT REQUIRING A PURCHASE ORDER**

Specific expenditures may be processed for payment without submitting a Requisition/Purchase Order. Expenses of this nature are usually recurring obligations of the Town or Board of Education, and the amount to be charged is not known until after the service has been performed or until after a specified billing period has elapsed. The following items do not require purchase orders:

- Utilities
- Postage
- Legal notices
- Advertising
- Mileage or travel expenses related to Town or Board of Education business
- Professional dues and subscriptions
- Payroll deductions
- Judgments and claims
- Interfund transfers
- Debt payments
- Such other items as determined by the Purchasing Agent.

**12. REQUEST FOR PROPOSAL/COMPETITIVE BID**

For purposes of this section, if the goods or services for which the bid or proposal is invited will be purchased repeatedly over a period of twelve (12) months, the aggregate projected expenditure for the entire twelve (12) month period shall be calculated in order to determine the total value of the purchase.

**a. WHEN A REQUEST FOR PROPOSAL/COMPETITIVE BID <u>IS NOT</u> REQUIRED**

- Purchases or contracts with an anticipated value of up to $2,500 will not require quotes or bidding.
- The purchase of consumable, non-equipment goods required for the day-to-day operation of a department or school may be made without competitive quotes, proposals, or bids by said department or school provided said expenditures are within the department or school's budget and such purchases are made at or below contracted consortium, regional, State, or Federal

governmental bid quotes for the particular commodity with the approval of the Purchasing Agent.

**b. WHEN A REQUEST FOR PROPOSAL/COMPETITIVE BID IS REQUIRED**

- Purchases or contracts with an anticipated value of $2,500 and up to $5,000 shall require verbal quotes from a minimum of three (3) vendors. Verbal quotes must be summarized on the appropriate form and submitted with the purchase requisition.
- Purchases or contracts with an anticipated value of $5,000 and up to $7,500 shall require written quotes from a minimum of three (3) vendors. Emailed or faxed quotes signed by an authorized company representative on company letterhead are acceptable, as are product catalogs and online vendors. Written quotes must be submitted with the purchase requisition.
- Purchases or contracts with an anticipated value of $7,500 or more shall require use of either the Request for Proposal/Competitive Bid Process unless waived per Section F of this Policy.
- For purposes of this Paragraph (b), if a vendor declines the invitation to participate that refusal shall qualify as a response.

**c. AUTOMATIC ADJUSTMENT OF DOLLAR AMOUNT**

- The dollar amounts specified in paragraph (b) above shall be automatically adjusted in accordance with any statutory amendments to CGS 7-148v, or other statutes, as applicable.

**13. BID SECURITY**

If required by the Purchasing Agent, bids must be accompanied by security in one of the following forms: certified check, cashier's check, personal money order, letter of credit, or bid bond. The requirement for and amount of the security must be set forth in the bid advertisement. All security presented must show the "Town of Colchester" as the payee.

**14. BIDDERS LIST**

The Town and Board of Education do not maintain a formal bidders list.

**15. INSURANCE REQUIREMENTS**

An insurance certificate will be required from firms employed by the Town or Board of Education to perform work on buildings, property, or in the name of the Town or Board of Education. Such certificate shall hold the Town or Board of Education harmless as additional insured under said policies. The amount of such required coverage shall be approved by the First Selectman or Superintendent after review by the insurance consultant and/or carrier and prior to preparation of the bid specifications.

## SECTION B - PROCEDURES FOR REQUEST FOR PROPOSAL/COMPETITIVE BID

**1. PREPARATION**

Whenever a Request for Proposal/Competitive Bid is required in accordance with the requirements in "Section A: Definitions & General Requirements," the department/school shall request a bid number from the Purchasing Agent prior to preparing the specifications. The date of the bid opening will be determined in coordination with the Purchasing Agent's office. A bid folder, labeled with the bid number and goods, will be prepared by the Purchasing Agent.

**2. SPECIFICATIONS**

The department/school will prepare the bid specifications in a format approved by the Purchasing Agent, incorporating the bid number and date of bid opening in the specifications. The completed specifications should be returned to the Purchasing Agent at least ten business days prior to the anticipated date of legal notice publication.

Bid specifications must include:

- Detailed description of goods/services to be purchased.
- Requirements regarding quality of goods/services to be purchased.

- Vendor or contractor qualification requirements.
- Requirement that all communications be in writing.
- A draft contract if the purchase requires entering into a contract.
- Format of submission.
- Number of copies of bid to be submitted.
- Deadline and address for submission.
- Insurance requirements.
- Bid security requirements, if applicable.
- Name, phone number, and email address of contact person responsible for all communications with prospective bidders.
- Criteria for selection.
- Sworn statement of identity of all owners and officers
- Information on pre-submission meeting(s), if any.
- Certification of bidder compliance with terms, conditions, requirements and other directives as contained in any applicable local, state or federal regulation, law, statute, policy or other directive, including but not limited to those pertaining to affirmative action and prevailing wages, as applicable.
- Any additional information needed for submission.

No bid shall be prepared to one vendor's exact specifications to exclude another comparable or preferred vendor.

**3. NOTIFICATION OF REQUEST FOR PROPOSAL/COMPETITIVE BID**

A legal notice inviting sealed bids shall be published by the Purchasing Agent in a newspaper of general area circulation or any type of media deemed to be applicable at least twenty-one days prior to the bid opening. The notice shall contain a general description of the goods or services being bid; the contact person; the day, hour, and place of the bid opening; where and when bid packages may be obtained; bid security, if required; and other information relating to the bid. An affidavit of publication will be provided when required by the Purchasing Agent.

No earlier than the date of legal notice publication, the Purchasing Agent will send the invitation to bid to all firms and persons as requested by the user department/school, the Preferred Vendor List for services required, and any additional firms and persons the Purchasing Agent determines are qualified. A list of the firms to which the bid was sent will be included in the file for this bid.

Additional copies of the complete specifications will be prepared for firms to pick up in response to the bid advertisement.

**4. BID OPENING & AWARD**

All bids, and bid security if applicable, must be submitted to the Purchasing Agent in sealed envelopes and show on the face of the envelope the bid number, the title of the bid, and the bidder's name. All envelopes will be date and time stamped as received.

At the date and time stated in the legal notice, all bids will be opened in public, read aloud (vendor name and bid amount only) and recorded. No bids shall be accepted or opened that were not submitted in compliance with the procedures set forth in the notice advertising the bid.

The award shall be made to the bidder whose bid meets the requirements, terms and conditions contained in the bid specifications, and is the lowest among those bidders possessing the skill, ability, and integrity necessary for faithful performance of the work based on objective criteria considering past performance and financial responsibility (the "Lowest Responsible Qualified Bidder"). Bid award is not based solely on the lowest fee proposal submitted, but includes all other considerations listed below in "Lowest Responsible Qualified Bidder."

Within a reasonable time following the bid opening, the bids will be reviewed in detail by the department head/school administrators and Purchasing Agent to ensure the apparent low bidder meets all specifications of the "Lowest Responsible Qualified Bidder." If this bidder does not meet the specifications, or is not judged responsible, the next lowest bidder's bid will be reviewed for compliance with the specifications. The foregoing process will be followed until the Lowest Responsible Qualified Bidder is found.

In determining the Lowest Responsible Qualified Bidder, the following criteria will be considered, as applicable:

- The ability and capacity of the bidder to perform the work based on an evaluation of the character, integrity, reputation, and experience of the bidder. Consideration shall be given to previous work performed by the bidder for the Town or the Board of Education or for other agencies, including the quality and degree of satisfaction with the work performed.
- The financial resources of the bidder and the bidder's ability to secure any required bonds and/or insurance.
- Compliance by the bidder with all applicable federal, state, and local laws, including any licensing requirements.
- Delivery or completion time.
- Cost.
- Involvement in litigation.

**5. CONSIDERATION FOR LOCAL VENDORS**

Any Local Vendor who has submitted a bid not more than 7.5% higher than the lowest qualified responsible bidder may be awarded the bid if such local vendor agrees to accept the award at the amount and specifications of the lowest qualified responsible bidder, and meets all other conditions and requirements. Such Local Vendor shall be required to submit confirmation of its acceptance of the lower bid amount no later than 5 days after notification from the Purchasing Agent.

The provisions of this section shall not apply when the Lowest Qualified Responsible Bidder is a Local Vendor.

**6. PROCEDURES IN THE EVENT OF A TIE BID**

If there is a tie bid between or among vendors, the Purchasing Agent shall award the bid in one of the following manners:

- shared equally by the tied vendors, or
- award the bid on a rotating basis, or
- by draw in the presence of three or more witnesses.

**7. BID AWARD**

Once the Lowest Qualified Responsible Bidder is determined and an award of the bid is authorized, the Purchasing Agent shall prepare or cause to be prepared: (i) a purchase order to confirm the bid award and; (ii) when required, a contract. If required, the Purchasing Agent will bring the recommendation forward to the Board of Selectmen or Board of Education for approval as required by the Town Charter, State statutes, Board of Education policy, and this policy.

**8. POST BID NEGOTIATION**

Modifications in the proposed scope of the bid may be made after bid openings provided that the basic bid is still in its essential form and that all bidders have the same opportunity to submit new prices in writing for those changes being considered. Should all bids be in excess of funds available, the Purchasing Agent may work with the Lowest Responsible Qualified Bidder to negotiate reductions in scope until costs are within the amount of funds available.

**9. BID FILE**

The completed bid file for each Request for Proposal/Competitive Bid specific bid will contain:

- Completed record of bids
- Copy of the bid specification.
- Affidavit of publication or clipping of the bid.
- List of all firms invited to participate in the bid.
- List of all firms actually participating in the bid.
- All bids submitted.
- All correspondence related to the bid.
- Award notification
- Notice to proceed

## SECTION C - PROCEDURES FOR OPTIONAL REQUESTS FOR QUALIFICATION

Whenever the Request for Proposal/Competitive Bid involves Professional Services, the Purchasing Agent may require that all bidders also comply with a Request for Qualification process. For purposes of this section, Professional services involve the furnishing of judgment, expertise, advice or effort by persons other than Town or Board of Education employees, and do not involve the delivery of a specific end product which can be defined by bid specifications and requires professional expertise.

Examples of professional services include, but are not limited to, in-service instructional leaders, pupil services, tutors, interpreters, architects, engineers, land surveyors, soil scientists, town planners, attorneys, banking and financial advisors, insurance brokers, actuaries, auditors, temporary agencies, repair services for property, equipment, and vehicles where the nature of the repair cannot be defined in advance by bid specifications and the professional expertise of the service provider is critical.

The Purchasing Agent, with the assistance of the department/school needing service, will develop the scope of Professional Services being sought in accordance with the requirements in "Section A: Definitions & General Requirements."

**1. SPECIFICATIONS**

In addition to the requirements in Section B, the following must also be included in the RFQ:

- Project title, background, detailed description, and plans/sketches if applicable.
- Format of submission.
- Number of copies to be submitted.
- Information on pre-submission meeting(s), if any.
- Criteria for selection.
- Requirement that the fee proposal be submitted in a separate sealed envelope and not be reflected in any part of the proposal response. Fee proposal envelope must contain project cost; method of payment, i.e. lump sum, percentage, hourly rates, etc.; and distribution of the fees by phase if applicable.
- Deadline and address for submission.
- Name, phone number, and email address of contact person.
- Any additional information needed for submission.

**2. RESPONSES TO RFQ**

When an RFQ process is utilized, responses must be accompanied by a statement of professional qualifications containing the following information:

- Background statement on the firm, principals, staff availability, location, and financial stability.
- Qualifications and position with the firm of those key individuals who will be assigned to the project.
- List of similar projects and at least three references including contact information for work done within the last five years.

- Short description of vendor's approach to the project and a general time line for completion, including phases if any.
- Short description of typical fee structure. Fee information is only for assessing the firm's understanding of the project.
- Statement as to why the vendor is the best qualified to meet the needs of the Town or Board of Education.

**3. EVALUATION & AWARD WHEN REQUEST FOR QUALIFICATION PROCESS IS UTILIZED**

At the date and time stated in the notice advertising the bid, all proposals will be opened in public and recorded. No proposals shall be accepted or opened that were not submitted in compliance with the procedures set forth in the notice.

The Purchasing Agent will convene a review panel of not less than three individuals which will rank proposal submissions as follows: experience with similar projects; work approach; work schedule; staff qualifications; ability to meet requirements, terms, and conditions outlined in the RFQ; and firm's resources and stability.

A list of the most qualified firms will be developed. An interview will be conducted with a minimum of the top three qualified firms based on rankings. Fees are not to be taken into consideration as part of this determination.

After determination of the most qualified firms, the panel will open sealed envelopes containing fees. The panel will recommend a firm based on the ranking combined with the fee and will notify the Purchasing Agent by memo of its recommendation. The Purchasing Agent will bring the recommendation forward to the Board of Selectmen or Board of Education for approval as required by the Town Charter, State statutes, Board of Education policy, and this policy. A record of all proposals submitted, giving the names of the bidders, the amounts of the bids, and indicating the successful bidder shall be preserved by the Purchasing Agent in accordance with State law.

## SECTION D - PREFERRED PROFESSIONAL SERVICES VENDOR LIST

It is the intent of this process to develop a list of pre-qualified vendors for specified professional services that will be available for hire by the Town or Board of Education during the contract period. Town or Board of Education departments and schools may use vendors on this list when services are needed and when pre-approved by the First Selectman or Superintendent. This list in no way requires the departments or schools to utilize vendors from the list nor does it preclude the ability of any department or school to initiate the RFP process.

The Purchasing Agent shall utilize the Request for Proposal process to develop the list and will maintain the list of all selected vendors as well as the date of inception of the list. The list shall be viable for three years from date of inception. Selected vendors shall remain on the list from the date selected until the expiration date of the list unless removed by the Purchasing Agent. At that time, a vendor may resubmit for inclusion through the process.

Vendors may be placed on the list using the Request for Qualification process in "Section C: Procedures for Optional Requests for Qualification."

Any vendor may be removed from the list at any time by the Purchasing Agent.

The following statement must be included in materials for the Request for Proposal and Competitive Bid processes: "Submission of a response to this RFP or bid may result in your placement on our "Preferred Vendor List". Inclusion on the list is not a guarantee of work being awarded. Any vendor may be removed from the list at any time by the Purchasing Agent."

## SECTION E - ACCEPTANCE/REJECTION OF BIDS

The Purchasing Agent may reject any and all bids or quotations in whole or in part. Bids may be rejected for, but not limited to, the following reasons:

- if there is any reason to believe that collusion exists among the bidders;
- irregularities of any kind, including, without limitation, alteration of form, additions not called for, conditional bids, incomplete bids, and unexplained erasures;
- if past performance is such that the First Selectman or Superintendent feels that the bidder cannot provide satisfactory service; or
- failure to act responsibly in dealings with the Town, Board of Education, or other customers.

The Purchasing Agent shall not accept a proposal submission from any vendor if the vendor, its sole proprietor, partner(s), or company officer(s) are in default on the payment of taxes, licenses, fees, or other monies due to the Town.

The Purchasing Agent retains the right to waive any insubstantial irregularities in the bids received (i.e. typographical errors, errors in formatting, etc.).

In accordance with CGS 7-148w, the Town may, by ordinance of its legislative body, establish a process for disqualification of any contractor, for up to two years, from bidding on, applying for, or participating as a subcontractor under, contracts with the Town or Board of Education for one or more causes set forth under subsection (c) of that section. Such ordinance shall establish procedures for disqualification which shall include notice and an opportunity for a hearing to the contractor who is the subject of the proceeding.

Nothing in this section should be construed to limit in any way the right of the First Selectman or Superintendent or his/her designee to reject any and all bids.

## SECTION F - WAIVER OF REQUEST FOR PROPOSAL/COMPETITIVE BID PROCESS

In certain situations the bidding, quotation, and proposal processes described in this document may be waived even though the estimated cost exceeds the dollar threshold established in “Section A: Definitions & General Requirements.”

The formal process may be waived for any of the following reasons:

- Only one (1) reasonable or qualified source can be identified, including those furnished by a monopoly utility. The Purchasing Agent will make the final determination of single source purchases.
- Time is a critical factor.
- A formal process would result in substantially higher costs to the Town or Board of Education, or inefficient use of personnel, or cause substantial disruption of Town or Board of Education services.
- Tuition and other services as determined by Planning and Placement Team (PPT).
- Those exempted or determined by law.

The First Selectman or Superintendent may grant a waiver for any of the above-listed reasons. Upon granting such a waiver, the First Selectman or Superintendent must, in writing, state the reason(s) for granting such waiver and shall notify the Board of Selectmen or the Board of Education as applicable of such action by electronic means.

If within two business days following such notification two members or more of such board as applicable objects to the granting of such waiver then the waiver shall be suspended pending approval of the waiver by the full board. No bids shall be awarded pursuant to this process until two business days have elapsed.

A waiver for any reason other than those above requires the approval of the Board of Selectmen or the Board of Education as applicable. For a requesting department or school to obtain a waiver, a written waiver request including specific reasons for the waiver shall be provided to the First Selectman or Superintendent. The request must be signed by a department head, principal, or director. Upon receipt of the waiver request, the First Selectman or Superintendent will notify the requestor if the waiver has been granted.

## SECTION G - PURCHASING IN EMERGENCY SITUATIONS OR UNDER EXTRAORDINARY CONDITIONS

The formal process may be waived for any of the following reasons:

- In the opinion of the First Selectman or Superintendent or his/her designee, an emergency requires the purchase of goods or services to avoid injury or damage to human life or property.
- To meet a public emergency as determined and approved by the First Selectman.

Emergency situations shall be defined as situations in which:

- the operation of a department would be seriously hampered; or
- life, limb or property may be endangered; or
- the health or welfare of the general public is seriously threatened.

Extraordinary conditions shall be defined as conditions which:

- are not known until after an operation has commenced; or
- require unanticipated parts, equipment or materials to be obtained in order to complete the operation.

Under conditions enumerated above, the First Selectman/Superintendent or his/her designee, may authorize purchase of necessary goods and/or services. At the time of the purchase, the department or school will secure a sales ticket, delivery slip, or invoice for the material from the vendor.

Within the timeframe determined by the Purchasing Agent for the specific emergency or extraordinary condition, a Requisition will be prepared in the usual manner. The nature of the conditions necessitating such a purchase shall briefly be provided on the Requisition. The Chief Financial Officer will then formally issue the purchase order to the vendor which will be marked "Confirming Order - Do Not Reorder".

Purchases of this nature will be kept to an absolute minimum.

## SECTION H - MANDATORY REVIEW OF PURCHASING POLICY

Beginning five years from final adoption of this policy and no less frequently than every five years thereafter, the Board of Selectmen, Board of Education, and Board of Finance shall form a “work group” consisting of two members of each of the boards and the CFO to review this policy and recommend modifications as needed.

Approved by Board of Selectmen: 05/07/15
Approved by Board of Education: 06/09/15
Approved by Board of Finance: 06/03/15

***Use of Capital Reserve Fund Policy*** –

**USE OF CAPITAL RESERVE FUND**

Requests by Department Heads for authorization to use Capital Reserve Funds are to be made to the First Selectman and the Chief Financial Officer. Authorization for expenditures not to exceed $10,000 shall be made by the First Selectman. Authorization for expenditures exceeding $10,000 shall be approved by the Board of Finance upon recommendation of the First Selectman.

The First Selectman may authorize the over-expenditure of Capital Reserve Funds to deal with immediate matters of public safety such as a fire, weather event, or other such incident. The First Selectman shall notify the Boards at their next regular meeting, even if the items cannot be quantified yet.

Approved by Board of Selectmen: 11/6/2014
Approved by Board of Finance: 11/5/2014
Rev: 10/6/2015

**CHARTER LANGUAGE – BUDGET TRANSFERS & SUPPLEMENTAL APPROPRIATIONS (Effective 12/7/2017)**

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

**I**. As required by Article 1110 and 1111, the Board of Selectmen may recommend to the Board of Finance the approval of the following matters concerning the Board of Selectmen's budget (subject to further approval by the Town Meeting, if so required):
(1) any supplemental appropriation of funds (Article 1111); and
(2) any transfer of funds between Town departments (Article 1110).

**§ C-601 The Board of Finance**

**C**. The Board of Finance shall be responsible for presenting to the Town voters the budgets for all Town departments and the Combined Budget and shall have all of the powers and perform all of the duties conferred or imposed upon Boards of Finance by the General Statutes.
(1) The Board of Finance shall have the authority to approve supplemental appropriations from, and transfers within, the Board of Selectmen budget as recommended by the Board of Selectmen, subject to the further approval of the Town Meeting, if so required.

**ARTICLE 1110, Budget Transfers**
**§ C-1110a Budget Transfers**

- **A.** The First Selectman may authorize transfers of funds between Town departments required to handle immediate matters of public safety such as fire, weather emergencies, or similar events. The First Selectman shall notify the Board of Finance and Selectmen at their next regular meetings.
- **B.** {Reserved}
- **C.** The First Selectman and Chief Financial Officer shall approve all transfers from salary or benefit line items within a Town Department budget.
- **D.** Following recommendation by the Board of Selectmen, the Board of Finance has the authority to approve the transfer of funds between previously adopted Town Department budgets.

**ARTICLE 1111, Supplemental Appropriations**
**§ C-1111a Supplemental Appropriations**

- **A.** The First Selectman may authorize supplemental appropriations required to handle immediate matters of public safety such as fire, weather emergencies, respective or similar events. The First Selectman shall notify Boards of Finance and Selectmen at their next regular meetings.
- **B.** The Board of Finance has the authority to approve supplemental appropriations in an amount that is less than two percent (2%) of the budget to which the supplemental appropriation is being made (either the Board of Selectmen budget, excluding debt service and capital expenditures, or the Board of Education budget).

**C.** The Board of Selectmen shall call a Town Meeting to consider the approval of any supplemental appropriation in an amount that is equal to or exceeds two percent (2%) and less than three percent (3%) of the budget to which the supplemental appropriation is being made (either the Board of Selectmen budget, excluding debt service and capital expenditures, or the Board of Education budget). No such Town Meeting shall be called unless the Board of Finance has recommended such supplemental appropriation. This requirement does not pertain to appropriations of grant monies or matching funds received by the Town.

**D.** The Board of Selectmen shall call a Special Budget Referendum for approval of any supplemental appropriation in an amount that is equal to or exceeds three percent (3%) of the budget to which the transfer is being made (either the Board of Selectmen Budget, excluding debt service and capital expenditures, or the Board of Education Budget). No such referendum shall be called unless the Board of Finance recommends such supplemental appropriation. The requirement does not pertain to appropriations of grant monies or matching funds received by the Town.

Approved: 11/5/2017

***Snow Reserve Policy*** –
Due to the uncertainty in regard to;

(1) Forecasting the actual number of snowfall events
(2) The amounts of total snowfall on a "future" annual basis
(3) The wide variation from historic average snowfall totals both above and below the average
(4) To mitigate the fiscal impact in years of above average snowfall totals a Snow Reserve Fund is hereby created.

It shall be the policy of the Board of Finance and Board of Selectmen to place unexpended funds within the Public Works Department – Snow Removal budget into the Snow Reserve Fund for use in future years with above average snowfall events and/or totals, that causes an overage with in the Public Works – Snow Removal Budget.

Said transfers of funds to the Snow Reserve Fund are subject to the Budget Transfer provisions of the Town of Colchester Charter.

Approved by Board of Finance: 3/2/16
Approved by Board of Selectmen: 3/17/16

**TOWN OF COLCHESTER**
**ANNUAL BUDGET**

GLOSSARY OF TERMS

**Actuarial Determined Contribution** – The amount of money recommended to be transferred to the Police Pension Fund as determined by the Town's Actuary.

**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 difference between employee cost and total plan costs.

**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 a 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: Need Student Count x Per Student Foundation x State Aid Percentage.

- Student Need Count: Resident students plus weighting for Poverty students. Resident students (as of each 10/1) plus 30% added weight for each student eligible for Free and Reduced Price Lunch
- Foundation: Level of weighted per-student spending that ECS grants help Towns achieve. Current foundation is $11,525. Foundation is not a promise for $11,525 per student in state aid as each Town must contribute its local share.
- State aid percentage: A numerical representation of a Town's property wealth with a small adjustment for Town income. Based primarily on the Town's equalized net grand list per capita. Guaranteed minimum State aid percentage – 10% for Alliance Districts, 2% for all other Districts.

**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 actuarially determined contribution of the employer.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

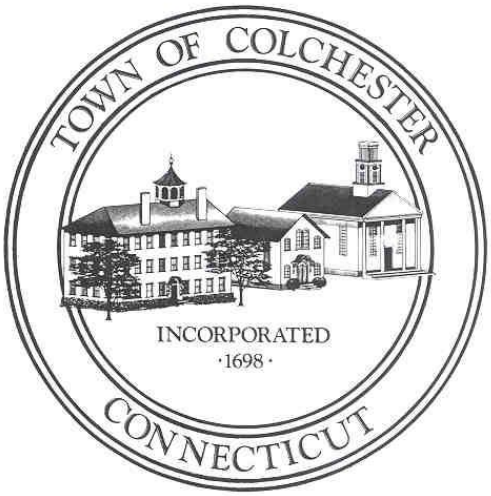
**Special Revenue Funds –** Governmental fund type used to account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects and exclusive of resources held in trust for individuals, private organizations,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

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

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

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

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


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