

Town of Colchester



FY 2021 – 2022 PROPOSED BUDGET



Town Website



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SECTION ONE

Introduction





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

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
FY 2021-2022 PROPOSED BUDGET



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Colchester
Connecticut**

For the Fiscal Year Beginning

July 1, 2019

Christopher P. Morill

Executive Director

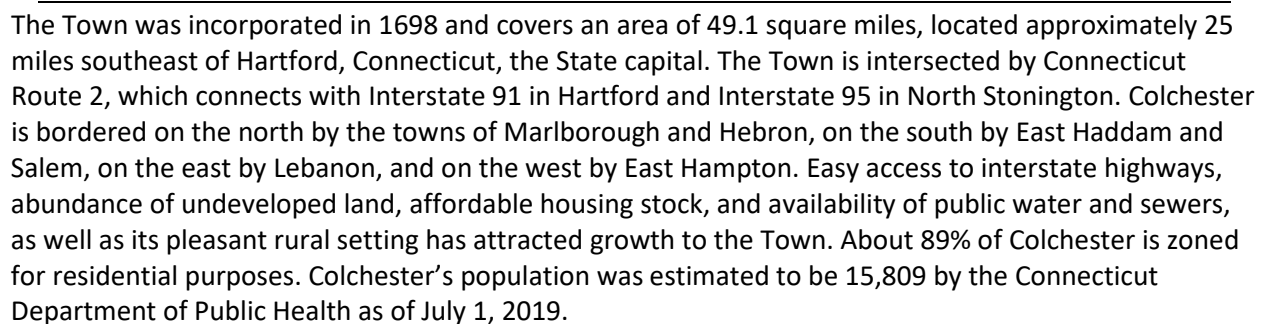
The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Town of Colchester, Connecticut for its annual budget for the fiscal year beginning July 1, 2019.

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.



Description of the Town of Colchester



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

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.

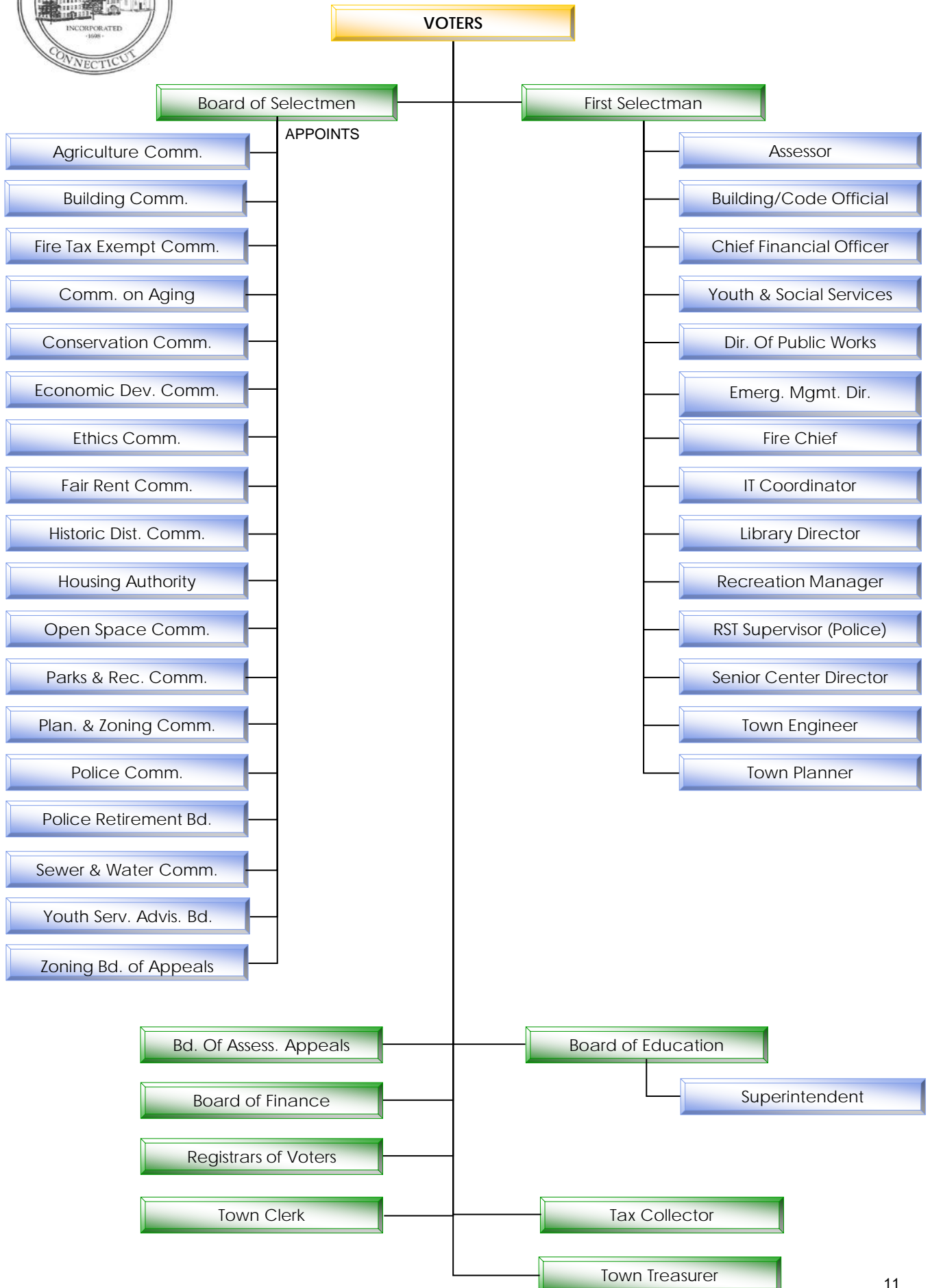
The Board of Finance is responsible for presenting to the Town voters the budgets for all Town Departments and the Combined Budget and has all of the powers and performs all of the duties conferred or imposed upon Boards of Finance by the General Statutes. The Board of Finance has the authority to approve 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
Deputy CFO
Town Clerk
Town Treasurer
Tax Collector
Superintendent of Schools

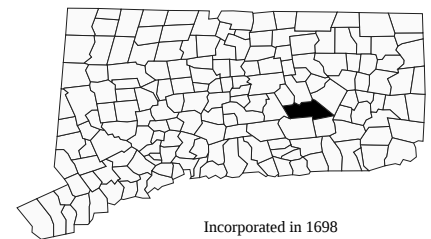
N. Maggie Cosgrove
Keri Rowley
Gayle Furman
Jennifer Pulse
Michele Wyatt
Jeffrey Burt

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	Super Stop and Shop
Incord	Harrington Court
Alpha Q	

Education

2018-2019 School Year

	Grades	Enrollment
Colchester School District	PK-12	2321

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%

Pre-K Enrollment (PSIS)

	2018-2019
Colchester School District	97

Rate of Chronic Absenteeism (2017-2018)

	All
Connecticut	10.7%
Colchester School District	7.4%

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%

Public vs Private Enrollment (2013-2017)

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

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
Norwich, CT	180
Lebanon, CT	173
East Haddam, CT	120
East Hampton, CT	106
Salem, CT	97
Hebron, CT	91
Colchester, CT	1,067
Norwich, CT	352
Groton, CT	343
Glastonbury, CT	327
Hartford, CT	229
Montville, CT	191
Manchester, CT	172

Quality of Life

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

	Town	State
Property	424	1,777
Violent	72	228

Distance to Major Cities

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

Disengaged Youth (2013-2017)

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

	Town
Library circulation per capita	7.29

Residential Utilities

Electric Provider
Eversource Energy
(800) 286-2000
Water Provider
Connecticut Water Company
(800) 286-5700
Cable Provider
Comcast Norwich
(800) 266-2278

SECTION TWO

Budget Summary & Overview





TOWN OF COLCHESTER
FY 2021-2022 PROPOSED BUDGET

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



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);

**TOWN OF COLCHESTER
FY 2021-2022 PROPOSED 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

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

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

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

(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.

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

BUDGET CALENDAR

JANUARY

20 – Budget Forum	6:30 PM	Zoom
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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	

***Schedule after 5/4/21 Public Hearing subject to change**

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.

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

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.

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

General Fund Revenues and Expenditures

	<u>Actual 2019-2020</u>	<u>Actual 2018-2019</u>	<u>Actual 2017-2018</u>	<u>Actual 2016-2017</u>	<u>Actual 2015-2016</u>
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

TOWN OF COLCHESTER
FY2021-2022 PROPOSED BUDGET

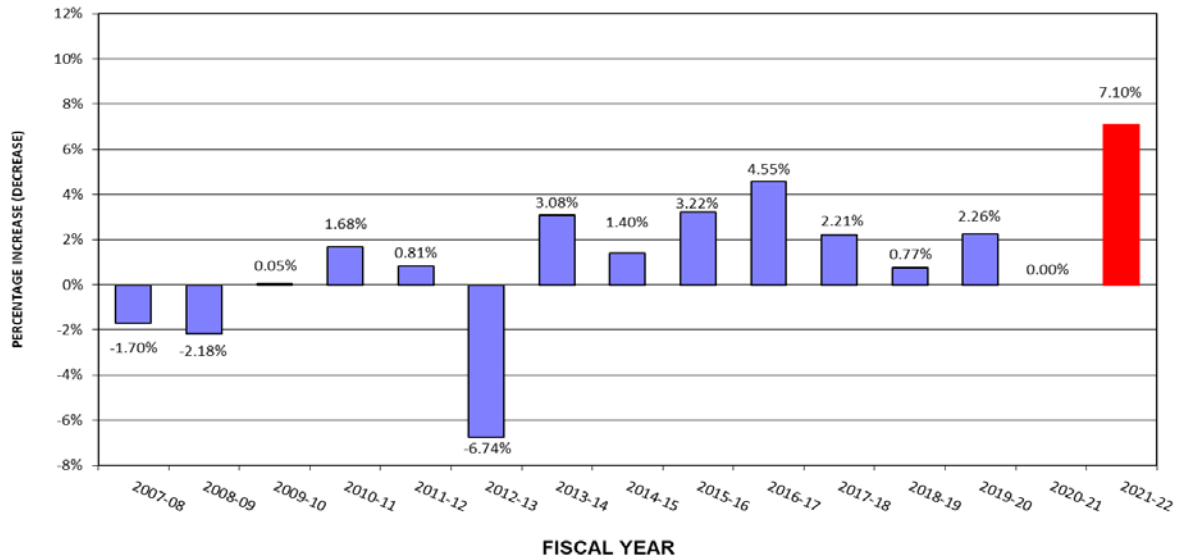
BUDGET HISTORY - Town Operating, Debt Service & Capital

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	16,232,544 (2)	1,076,679	7.10%	TBD	

(1) Revaluation Year

(2) Proposed Budget

TOWN OF COLCHESTER
PERCENTAGE BUDGET INCREASE
BUDGET YEARS 2007/08 - 2021/22



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

MUNICIPAL EMPLOYEE HISTORY*

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
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

<u>Employees</u>	<u>Bargaining Unit</u>	<u>Contract Expiration Date</u>	<u>FY 2021-22 Wage Increase</u>
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

<u>Employees</u>	<u>No. of Employees¹</u>	<u>Salaries & Wages¹</u>
Public Works	20	\$1,020,806
Town Clerical	16	\$737,771
Fire/Ambulance	8	\$483,947
Administrators	12	\$968,910
Police ²	13	\$983,334
Library	5	\$243,247
Non-Union	11	\$580,007
Elected	3	\$234,877
TOTAL	88	\$5,252,899

EMPLOYEE BENEFITS

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Health Insurance Cost	\$1,004,860	\$860,562	\$874,951	\$916,343	\$1,045,603	\$1,119,768

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



**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	42,740,116
Delinquent taxes	575,624	300,629	375,000	310,000	400,000
Interest & lien fees	342,189	276,035	250,000	225,000	275,000
Total property taxes	40,028,244	40,759,158	41,410,675	41,108,311	43,415,116
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

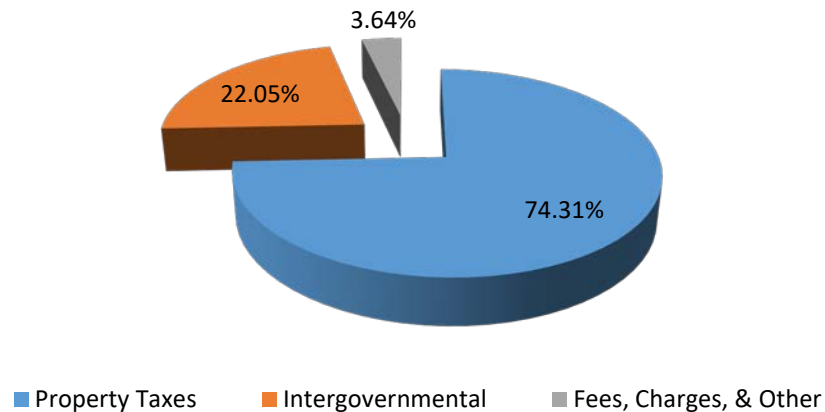
**TOWN OF COLCHESTER
FY2021-2022 PROPOSED BUDGET**

	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
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	300,000
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	862,810

**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
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	336,000
Total other financing sources	305,616	414,089	314,000	714,930	336,000
 Total revenues	 56,294,390	 56,606,465	 56,472,475	 56,604,606	 58,423,774

Revenue Sources by Type





EXPENDITURE SUMMARY

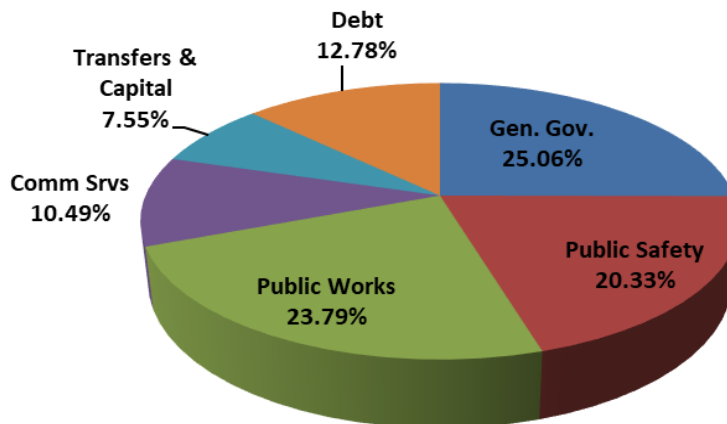


TOWN OF COLCHESTER
FY2021-2022
PROPOSED BUDGET

**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	4,068,243
PUBLIC SAFETY	2,885,321	2,874,674	3,100,772	3,084,543	3,299,340
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	1,225,766
TOTAL TOWN	14,720,845	14,616,470	15,155,865	15,273,251	16,232,544
BOARD OF EDUCATION	40,367,299	41,262,496	41,316,610	41,397,941	42,191,230
TOTAL BUDGET	55,088,144	55,878,966	56,472,475	56,671,192	58,423,774

Expenditures by Type



TOWN OF COLCHESTER
FY2021-2022
PROPOSED BUDGET

SUMMARY - GENERAL GOVERNMENT

	ACTUAL EXPENDITURES <u>FY 2018-2019</u>	ACTUAL EXPENDITURES <u>FY 2019-2020</u>	ADOPTED BUDGET <u>FY 2020-2021</u>	PROJECTED ACTUAL <u>FY 2020-2021</u>	PROPOSED BUDGET <u>FY 2021-2022</u>
LEGISLATIVE					
BOARDS AND COMMISSIONS	32,007	21,830	27,424	30,648	26,076
CONTINGENCY					
CONTINGENCY	0	0	60,992	0	64,535
MUNICIPAL MANAGEMENT					
FIRST SELECTMAN	243,930	274,339	241,464	239,094	243,236
HUMAN RESOURCES	9,542	74,957	107,712	62,519	204,777
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

TOWN OF COLCHESTER
FY2021-2022
PROPOSED BUDGET

SUMMARY - GENERAL GOVERNMENT (CONTINUED)

	ACTUAL EXPENDITURES <u>FY 2018-2019</u>	ACTUAL EXPENDITURES <u>FY 2019-2020</u>	ADOPTED BUDGET <u>FY 2020-2021</u>	PROJECTED ACTUAL <u>FY 2020-2021</u>	PROPOSED BUDGET <u>FY 2021-2022</u>
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	1,867,997
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	4,068,243

TOWN OF COLCHESTER
FY2021-2022
PROPOSED BUDGET

SUMMARY - PUBLIC SAFETY

	ACTUAL EXPENDITURES <u>FY 2018-2019</u>	ACTUAL EXPENDITURES <u>FY 2019-2020</u>	ADOPTED BUDGET <u>FY 2020-2021</u>	PROJECTED ACTUAL <u>FY 2020-2021</u>	PROPOSED BUDGET <u>FY 2021-2022</u>
POLICE PROTECTION					
POLICE/RESIDENT TROOPER'S OFFICE	1,597,040	1,575,189	1,637,859	1,693,835	1,823,831
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	3,299,340

TOWN OF COLCHESTER
FY2021-2022
PROPOSED BUDGET

SUMMARY - PUBLIC WORKS

	ACTUAL EXPENDITURES <u>FY 2018-2019</u>	ACTUAL EXPENDITURES <u>FY 2019-2020</u>	ADOPTED BUDGET <u>FY 2020-2021</u>	PROJECTED ACTUAL <u>FY 2020-2021</u>	PROPOSED BUDGET <u>FY 2021-2022</u>
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

TOWN OF COLCHESTER
FY 2021-2022
PROPOSED BUDGET

SUMMARY - COMMUNITY & HUMAN SERVICES

	ACTUAL EXPENDITURES <u>FY 2018-2019</u>	ACTUAL EXPENDITURES <u>FY 2019-2020</u>	ADOPTED BUDGET <u>FY 2020-2021</u>	PROJECTED ACTUAL <u>FY 2020-2021</u>	PROPOSED BUDGET <u>FY 2021-2022</u>
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

TOWN OF COLCHESTER
FY2021-2022
PROPOSED BUDGET

SUMMARY - DEBT & TRANSFERS

	ACTUAL EXPENDITURES <u>FY 2018-2019</u>	ACTUAL EXPENDITURES <u>FY 2019-2020</u>	ADOPTED BUDGET <u>FY 2020-2021</u>	PROJECTED ACTUAL <u>FY 2020-2021</u>	PROPOSED BUDGET <u>FY 2021-2022</u>
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	1,225,766
TOTAL DEBT & TRANSFERS	3,392,881	3,253,814	2,896,500	3,216,099	3,300,930

TOWN OF COLCHESTER
FY2021-2022
PROPOSED BUDGET

SUMMARY - EDUCATION

	ACTUAL EXPENDITURES <u>FY 2018-2019</u>	ACTUAL EXPENDITURES <u>FY 2019-2020</u>	ADOPTED BUDGET <u>FY 2020-2021</u>	PROJECTED ACTUAL <u>FY 2020-2021</u>	PROPOSED BUDGET <u>FY 2021-2022</u>
EDUCATION	40,367,299	41,262,496	41,316,610	41,397,941	42,191,230

SECTION THREE

Taxation & Collections





TOWN OF COLCHESTER
FY 2021-2022 PROPOSED BUDGET

Section Three – Taxation & Collections

Item _____

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



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

BUDGET SUMMARY

	EDUCATION	TOWN	DEBT SERVICE	TRANSFERS/ CAPITAL	TOTAL
Appropriations	42,191,230	12,931,614	2,075,164	1,225,766	58,423,774
Estimated Revenue	12,823,278	2,524,380	0	336,000	15,683,658
Amount to be Raised by Taxation	29,367,952	10,407,234	2,075,164	889,766	42,740,116
MILLS	22.98	8.14	1.62	0.70	33.44

MILL RATE CALCULATION

	DOLLARS	MILLS
Amount to be Raised by Taxation	42,740,116	33.44
Reserve for Uncollected Revenue (estimated 98.8% collection rate)	512,881	0.40
TOTAL TAX WARRANT	43,252,997	33.84

Grand List	1,259,592,300	2021-22 Proposed Mill Rate	33.84
Estimated Prorates	3,200,000	2020-21 Mill Rate	32.84
M. V. Supplement	19,000,000	Increase in Mill Rate	1.00
Less Estimated BAA and adjustments	<u>(3,500,000)</u>		
List Net	1,278,292,300		

Dated: May 4, 2021

TOWN OF COLCHESTER
FY 2021-2022 PROPOSED BUDGET

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





TOWN OF COLCHESTER
FY 2021-2022 PROPOSED BUDGET

**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



General Government



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

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



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

Boards and Commissions

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

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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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	3.00	70.00	210			
Funded through budget until Referendum for project						
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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
Contingency	0	0	60,992	0	64,535
TOTAL	0	0	60,992	0	64,535

**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		64,535
Reserve for unanticipated expenditures	1.00	65,299.00	65,299		(764)	
TOTAL CONTINGENCY				65,299	(764)	64,535



**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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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
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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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	1,900
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	204,777

**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)	1.00	9,876.00	9,876			
Additional hours request						
41210 - EMPLOYEE RELATED INS.				78		78
Life/AD&D Insurance - Department Clerk (shared position with FS)	1.00	47.00	47			
Benefit eligibility due to increased hours to support Human Resources						
Long Term Disability - Department Clerk (shared position with FS)	1.00	31.00	31			
Benefit eligibility due to increased hours to support Human Resources						
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)	1.00	756.00	756			
Additional hours request						
Defined Contribution 401(a) Plan @ 3% - Department Clerk (shared position with First Selectman)	1.00	296.00	296			
Benefit eligibility due to increased hours to support Human Resources						
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 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		1,900
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		(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	1.00	120,147.00	120,147			
Public Works, Fire, Town Administrators, Town Clerical						
Contracts expired 6/30/2021)						
TOTAL HUMAN RESOURCES				214,777	(10,000)	204,777



**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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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
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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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	2.00	75.00	150			
Tax Collector & Assistant Tax Collector						
New London County Collectors Association - annual membership dues	2.00	20.00	40			
Tax Collector & Assistant Tax Collector						

**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 Civils 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
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

	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
• 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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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
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)	<u>2020</u>	<u>2019</u>	<u>2018</u>
• 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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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			
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 - 10 hrs/week	1.00	1,497.00	1,497		(749)	
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)	<u>2020</u>	<u>2019</u>	<u>2018</u>
• 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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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
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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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
Training 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
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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
Health Insurance	872,909	1,014,599	1,045,603	1,044,582	1,119,768
Other Post Employment Benefits	0	0	0	0	0
Workers Compensation Insurance	543,318	411,230	455,756	470,230	496,426
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	1,867,997

TOWN OF COLCHESTER
FY 2021 - 2022 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
11701 - INSURANCES						
41211 - HEALTH INSURANCE				1,121,693		1,119,768
Projected claims - 100%	1.00	1,347,280.00	1,347,280			
Per Lockton estimate dated 12/28/20						
Fixed expenses - retention premium (ASO fees), Managed benefits fees, network access fees	1.00	35,482.00	35,482			
Per Lockton estimate dated 12/28/20						
Fixed expenses - Individual & Aggregate stop-loss insurance premiums	1.00	158,994.00	158,994			
Per Lockton estimate dated 12/28/20						
Estimated employer contributions to employee Health Savings accounts	1.00	102,600.00	102,600			
High deductible Health plan						
Consultant fees (Town share)	1.00	10,998.00	10,998			
Per Lockton estimate dated 12/28/20						
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)	1.00	3,300.00	3,300		(1,925)	
New position requests (2) - Police Officers						
41260 - WORKERS' COMP INSURANCE				501,838		496,426
Workers Compensation premium	1.00	493,742.00	493,742			
Per estimate from USI Connecticut dated 12/29/20						
Adjust Workers Compensation - 2 additional Police Officers	2.00	4,048.00	8,096		(5,412)	
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
44206 - MUNICIPAL INSURANCE				245,703		245,703
Property/Inland Marine/Crime, including Boiler Per estimate from USI Connecticut dated 12/29/20	1.00	33,232.00	33,232			
General Liability Per estimate from USI Connecticut dated 12/29/20	1.00	22,570.00	22,570			
Law Enforcement Liability Per estimate from USI Connecticut dated 12/29/20	1.00	9,306.00	9,306			
Automobile Per estimate from USI Connecticut dated 12/29/20	1.00	20,828.00	20,828			
Public Officials, including Employment Practices Liability Per estimate from USI Connecticut dated 12/29/20	1.00	29,184.00	29,184			
Umbrella (annual) Per estimate from USI Connecticut dated 12/29/20	1.00	46,198.00	46,198			
Crime Per estimate from USI Connecticut dated 12/29/20	1.00	821.00	821			
Fire Department Package (VFIS), including umbrella Per estimate from USI Connecticut dated 12/29/20	1.00	51,488.00	51,488			
Fire Department - Accident/sickness Per estimate from USI Connecticut dated 12/29/20	1.00	2,834.00	2,834			
Bond (Tax Collector & Assistant Tax Collector) Per estimate from USI Connecticut dated 12/29/20	1.00	1,109.00	1,109			
Fiduciary liability - Police Retirement Board Per estimate from USI Connecticut dated 12/29/20	1.00	1,437.00	1,437			
Cyber Liability Per estimate from USI Connecticut dated 12/29/20	1.00	6,396.00	6,396			
Miscellaneous Adds & Changes Per estimate from USI Connecticut dated 12/29/20	1.00	2,000.00	2,000			
Insurance broker fees Per estimate from USI Connecticut dated 12/29/20	1.00	18,300.00	18,300			
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	(7,337)	1,867,997

**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

<u>ACCOUNT</u>	FY 2018-2019 ACTUAL <u>EXPENDITURES</u>	FY 2019-2020 ACTUAL <u>EXPENDITURES</u>	FY 2020-2021 ADOPTED <u>BUDGET</u>	FY 2020-2021 PROJECTED <u>ACTUALS</u>	FY 2021-2022 PROPOSED <u>BUDGET</u>
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
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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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



TOWN OF COLCHESTER
FY 2021-2022 PROPOSED BUDGET

Public Safety

Departments

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



**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)	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
• 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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
Regular Payroll	872,825	860,324	921,129	929,946	966,892
Overtime	142,375	154,437	143,799	170,753	150,000
Employee Related Insurances	5,218	5,131	5,598	5,347	5,845
FICA & Retirement	240,554	242,681	263,304	271,140	298,418
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	13,525
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	1,823,831

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		966,892
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		(5,612)	
New hire to replace retirement of Corporal effective 8/2/2021						
Police Officer	1.00	66,586.00	66,586		(33,675)	
New position request - hire date 1/3/2022						
Police Officer	1.00	66,586.00	66,586		(55,361)	
New position request - hire date 5/2/2022						
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		5,845
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		(331)	
New position requests						
Long Term Disability Insurance for additional Police Officers (2)	2.00	203.50	407		(289)	
New position requests						
41230 - FICA & RETIREMENT				313,230		298,418
FICA/Medicare	1.00	88,540.00	88,540			
Defined Benefit Pension Plan - Police Officers hired prior to 1/1/12 @ 27.063% of base pay (estimate based on actuarial valuation as of 7/1/20)	1.00	172,885.00	172,885			
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		(7,240)	
Defined Contribution 401(a) Plan @ 8% - Additional Police Officers (2)	2.00	5,327.00	10,654		(7,572)	
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			
Police Academy - New hire to replace retirement of Corporal	1.00	3,800.00	3,800			
Police Academy - Additional Police 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		13,525
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		(1,425)	
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	(111,505)	1,823,831



**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

	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
• 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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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

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

	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 Marshal 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			

**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				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			

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

	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 equipment for repair/return postage of repaired items	1.00	400.00	400			

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				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 (mobile phone app for personal cell phone)	12.00	56.00	672			
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			

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

	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.	1.00	2,500.00	2,500			
Joint infrastructure program for water distribution system						
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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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 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
FY 2021-2022 PROPOSED BUDGET**

Public Works

Departments

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



**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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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
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)	<u>2020</u>	<u>2019</u>	<u>2018</u>
• % 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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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			

**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				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
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 obtain necessary tools & equipment to stay current with new technology.

Measures (1/1/2020 – 12/31/2020)	2020	2019	<u>2018</u>
• 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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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 Diagnostic 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			
Oxygen, 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)	<u>2020</u>	<u>2019</u>	<u>2018</u>
• 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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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
FY 2021 – 2022
Proposed Budget**

Department: Public Works – Snow Removal

Mission

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

Description

The Town work forces along contractors conduct Snow Removal and De-icing of 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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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	1.00	132,000.00	132,000			
Contract valid through FY 2022 - 2023						
School parking lots	1.00	93,000.00	93,000			
Contract valid through FY 2022 - 2023						
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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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
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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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)	<u>2018</u>	<u>2019</u>	<u>2020</u>
• 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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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 Buildings - 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
FY 2021-2022 PROPOSED BUDGET

Community & Human Services

Departments

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



**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	211	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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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
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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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	1.00	206,624.00	206,624			
Based on Department of Public Health July 1, 2019 population estimate of 15,809 @ \$13.07						
TOTAL HEALTH				206,624	0	206,624



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

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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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
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)

	<u>2020</u>	<u>2019</u>	<u>2018</u>
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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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			

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
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	1.00	148.00	148			
Professional journal, continuing education and discounted purchases, conference attendance						
Connecticut Library Consortium (CLC) - Institutional membership	1.00	950.00	950			
Statewide Library discount program & continuing education						
Connecticut Library Association (CLA) - Library Director	1.00	120.00	120			
Continuing Education and discounts.						
Public Library Association (PLA) - Library Director	1.00	77.00	77			
Professional journal, continuing education and discounted purchases						
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	2.00	95.00	190			
Continuing Education and discounts.						
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	1.00	32,654.00	32,654			
Regionalization, resource sharing, & integrated library software system						
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

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

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)	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
• 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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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
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 CASC, 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

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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 CASCPC & 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 (CASCPC)	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
PROPOSED BUDGET**

DEBT SERVICE

<u>ACCOUNT</u>	FY 2018-2019 ACTUAL <u>EXPENDITURES</u>	FY 2019-2020 ACTUAL <u>EXPENDITURES</u>	FY 2020-2021 ADOPTED <u>BUDGET</u>	FY 2020-2021 PROJECTED <u>ACTUALS</u>	FY 2021-2022 PROPOSED <u>BUDGET</u>
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



**TOWN OF COLCHESTER
PROPOSED BUDGET**

TRANSFERS & CAPITAL

<u>ACCOUNT</u>	<u>FY 2018-2019 ACTUAL EXPENDITURES</u>	<u>FY 2019-2020 ACTUAL EXPENDITURES</u>	<u>FY 2020-2021 ADOPTED BUDGET</u>	<u>FY 2020-2021 PROJECTED ACTUALS</u>	<u>FY 2021-2022 PROPOSED BUDGET</u>
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	466,422
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	1,225,766

**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		466,422
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		(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		(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		(12,000)	
Cragin Library - Exterior repair, 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	(293,500)	1,225,766



Animal Control Fund



TOWN OF COLCHESTER
FY2021-2022 PROPOSED BUDGET

ANIMAL CONTROL FUND

	<u>FY 2018-2019</u>	<u>FY 2019-2020</u>	<u>FY 2020-2021</u>	<u>FY 2020-2021</u>	<u>FY 2021-2022</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ADOPTED</u>	<u>PROJECTED</u>	<u>PROPOSED</u>
	<u>EXPENDITURES</u>	<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>ACTUALS</u>	<u>BUDGET</u>
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

	<u>FY 2018-2019</u>	<u>FY 2019-2020</u>	<u>FY 2020-2021</u>	<u>FY 2020-2021</u>	<u>FY 2021-2022</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ADOPTED</u>	<u>PROJECTED</u>	<u>PROPOSED</u>
	<u>REVENUES</u>	<u>REVENUES</u>	<u>BUDGET</u>	<u>ACTUALS</u>	<u>BUDGET</u>
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

TOWN OF COLCHESTER
FY2021-2022 PROPOSED BUDGET

Animal Control Fund - Detail Budget

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

SECTION FIVE

Capital Improvement Plan





TOWN OF COLCHESTER
FY 2021-2022
PROPOSED BUDGET

Section Five – Capital Improvement Plan

Item _____

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



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		\$ 1,051,500	\$ 1,280,050	\$ 1,265,550	\$ 1,275,550	\$ 1,140,550

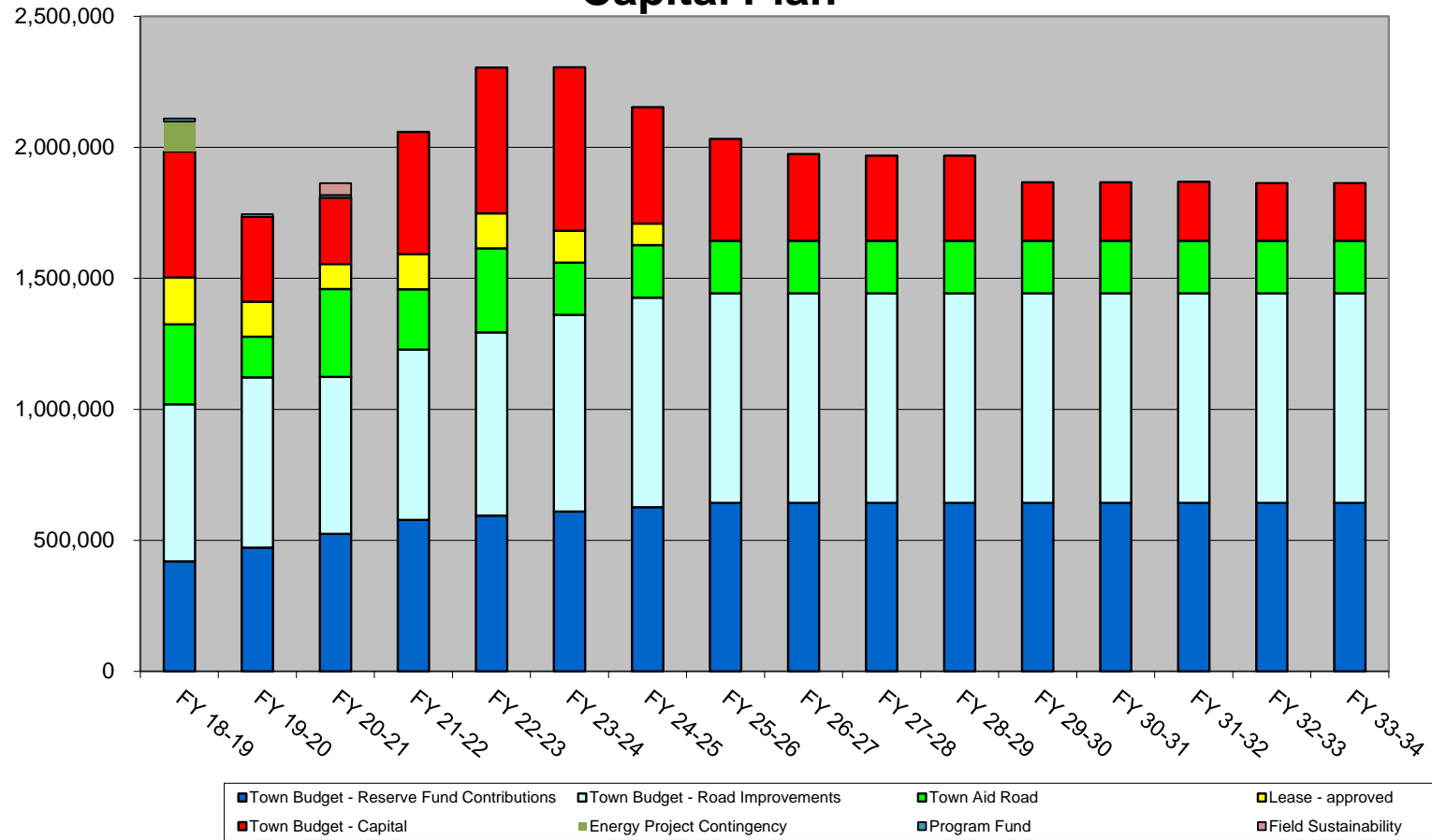
Equipment							
Equipment Replacement	Information Technology	Budget	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
File Storage System	Code Enforcement	Budget	\$ 12,500	\$ 12,500			
SCBA Units/Masks/Bottles	Fire Department	Budget	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
Power Strectcher	Fire Department	Budget	\$ 17,069				
Playground Equipment - net of InCord Donation and installation savings	Recreation	Budget	\$ 57,973	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
	ANNUAL TOTAL		\$ 125,542	\$ 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		\$ 348,880	\$ 368,725	\$ 380,450	\$ 238,725	\$ 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			\$ 2,273,507	\$ 2,479,610	\$ 2,470,185	\$ 2,318,512	\$ 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





SECTION SIX

Debt





TOWN OF COLCHESTER
FY 2021-2022 PROPOSED BUDGET

Section Six – Debt

Item

- Debt Service Summary
- Chart – Debt Service Plan



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

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 1/20th (1/30th for sewer projects and certain school projects) of the estimated net project cost (CGS Sec. 7-378a). The term of the bond issue is reduced by the amount of time temporary financing exceeds two years.

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

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

**Debt 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 Debt¹

<u>Dated Date</u>	<u>Final Maturity</u>	<u>Purpose</u>	<u>Interest Rate</u>	<u>Original Issue</u>	<u>Amount Outstanding</u>
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	<u>1,126,656</u>
Total					\$23,816,656

¹ Excludes the Refunded Bonds.

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

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 <u>\$23,816,656</u>	Overall Debt <u>\$26,661,656</u>	Overall Net Debt <u>\$26,661,656</u>
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)

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

**Bonded Debt Maturity Schedule¹
As of June 30, 2020**

<u>Fiscal Year Ending</u>	<u>Principal Payments</u>	<u>Interest Payments</u>	<u>Total Payments</u>	<u>Cumulative Percent of Principal Retired</u>
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	<u>725,000</u>	<u>12,047</u>	<u>737,047</u>	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**

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

**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

<u>Debt Limitation by Purpose</u>	<u>General Purpose</u>	<u>Schools</u>	<u>Sewers</u>	<u>Urban Renewal</u>	<u>Pension Deficit Funding</u>
2.25 x base	\$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.

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

Five-year Debt Statement Summary

	<u>2019-20</u>	<u>2018-19</u>	<u>2017-18</u>	<u>2016-17</u>	<u>2015-16</u>
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	<u>23,816,656</u>	<u>18,393,101</u>	<u>8,011,896</u>	<u>9,658,096</u>	<u>11,291,756</u>
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

	<u>2019-20</u>	<u>2018-19</u>	<u>2017-18</u>	<u>2016-17</u>	<u>2015-16</u>
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%

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

**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%

¹Debt 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 Unissued¹
Portable classrooms	05/09/06	\$ 850,000	\$ 425,000	\$0	\$399,712	\$ 25,288
William J. Johnston Middle School ²	06/16/15	<u>48,860,000</u>	<u>19,040,000</u>	<u>2,845,000</u>	<u>21,280,741</u>	<u>5,694,259</u>
Total		\$49,710,000	\$19,465,000	\$2,845,000	\$21,680,453	\$5,719,547

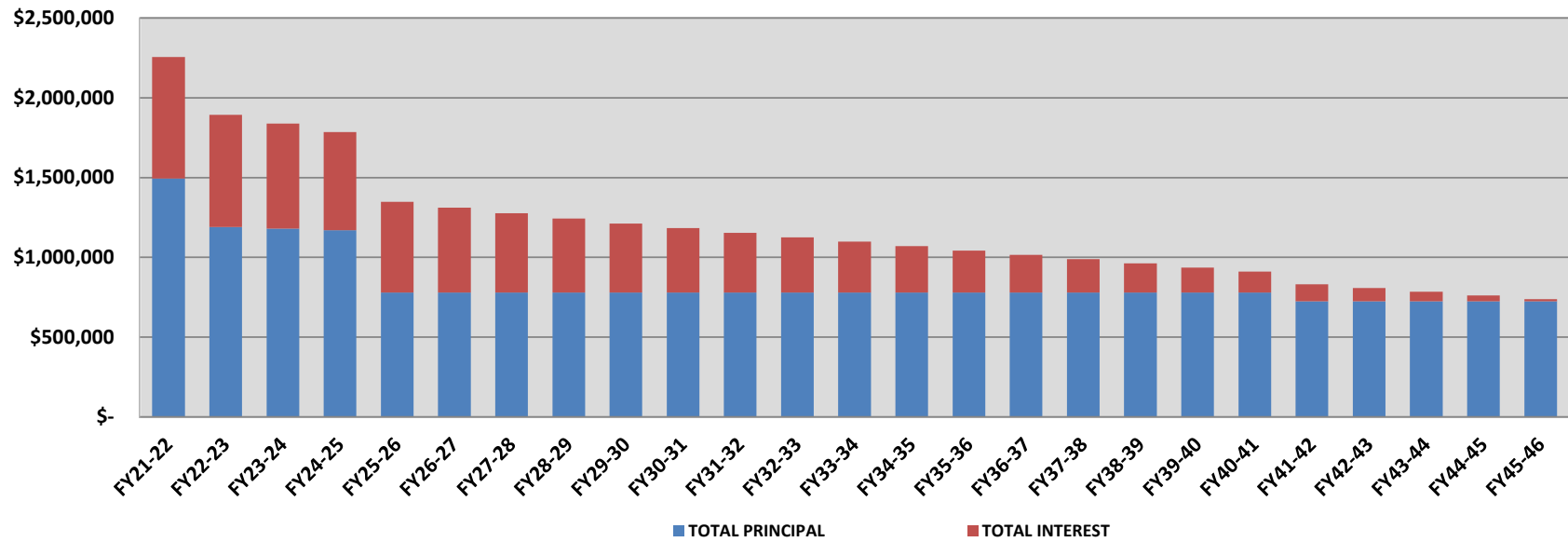
¹ Does not include Refunding Bonds.

² Does not reflect remaining estimated school construction grant payments of \$4,567,398

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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

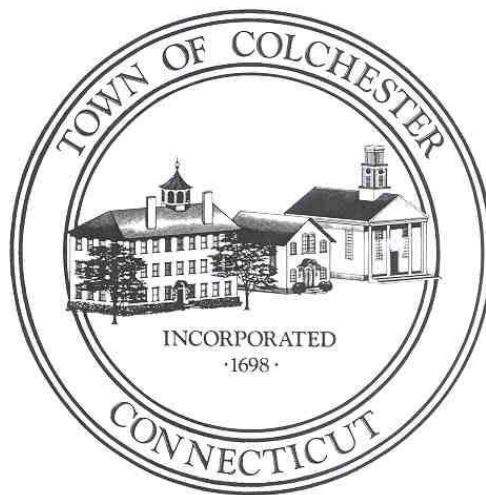




Section Seven – Glossary

Item

- Description of Funds
- Financial Policies
- Definition of Terms



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

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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													
		Capital	Capital	Johnston			Nonmajor	Nonmajor				Private	
	General	Reserve	Projects	Building	Educational	Water	Special	Capital	Debt	Internal	Pension	Purpose	Agency
Department	Fund	Fund	Fund	Project	Grants	Fund	Revenue	Projects	Service	Service	Trust	Trust	Funds
General Government	X	X	X				X	X		X			
Police/Resident Trooper's Office	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.

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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
 - Automatic Adjustment of Dollar Amount
- Bid Security
- Insurance Requirements

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 IS NOT 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.

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- 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."

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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.

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- 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).

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- 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 ($1/10^{\text{th}}$) of a penny or \$1.00 of tax for each \$1,000 of assessed value.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

