

Town of Colchester



FY 2024 – 2025 PROPOSED BUDGET



Town Website



TABLE OF CONTENTS

| | <u>PAGE</u> |
|--|-------------|
| Table of Contents | 1 |
| | |
| Section One – Introduction | 3 |
| • Town Description | 7 |
| • Government Description (Form of Government) | 8 |
| • Organizational Chart | 9 |
| • Principal Municipal Officials | 10 |
| • Town Profile | 11 |
| | |
| Section Two – Budget Summary and Overview | 13 |
| • Budget Process | 17 |
| • Fund Structure | 24 |
| • Basis of Accounting/Budgeting | 26 |
| • Budget History (Adopted & Percentage Change) | 27 |
| • Revenue Summary | 29 |
| • Expenditure Summary | 35 |
| | |
| Section Three – Taxation and Collections | 45 |
| • Budget Summary | 49 |
| • Mill Rate Calculation | 49 |
| | |
| Section Four – Department Operating Budgets | 51 |
| • General Government | 55 |
| • Public Safety | 127 |
| • Public Works | 155 |
| • Community & Human Services | 207 |
| • Debt Service | 245 |
| • Transfers | 249 |



SECTION ONE

Introduction





TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET

Section One – Introduction

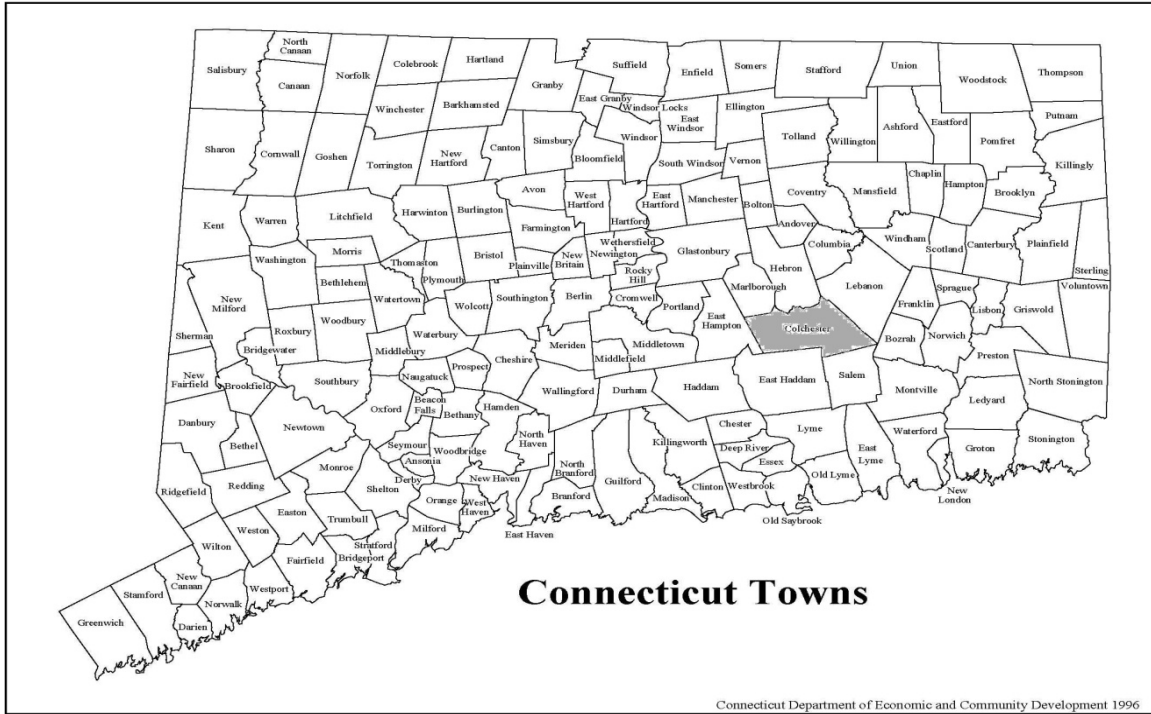
Item _____

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



**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET**

Description of the Town of Colchester



The Town was incorporated in 1698 and covers an area of 49.1 square miles, located approximately 25 miles southeast of Hartford, Connecticut, the State capital. The Town is intersected by Connecticut Route 2, which connects with Interstate 91 in Hartford and Interstate 95 in North Stonington. Colchester is bordered on the north by the towns of Marlborough and Hebron, on the south by East Haddam and Salem, on the east by Lebanon, and on the west by East Hampton. Easy access to interstate highways, abundance of undeveloped land, affordable housing stock, and availability of public water and sewers, as well as its pleasant rural setting has attracted growth to the Town. About 89% of Colchester is zoned for residential purposes. Colchester’s population was estimated to be 15,572 by the Connecticut Department of Public Health as of July 1, 2022.

As of July 1, 2021, the Town of Colchester had a population density per square mile of 316.7 or 42.5% of the State average, per capita income of \$48,144 or 100.6% of the State-wide per capita income, and a median household income of \$104,527 or 125.1% of the State-wide median household income. The Town’s debt per capita (bonds) was \$1,449 compared to the State average of \$2,725, net pension liability per capita was \$17 compared to the State average of \$1,290 and the net other post-employment benefits per capita was \$582 compared to the State average of \$2,320; the Town’s tax collection rate of 98.8% as compared to the State average of 98.6%; and the unemployment rate as of December 2022 of 3.4% was 0.8 percent lower than the State average of 4.2%. Out of 169 towns in Connecticut (with rankings starting with the highest in each category), Colchester ranked 74th in population, 108th in population density, 103rd in bonded debt per capita, 115th in net pension liability per capita, 65th in net other postemployment benefits per capita, 62nd in median household income, and 133rd in unemployment for calendar year 2022. (*Municipal Fiscal Indicators*, CT Office of Policy & Management, July 2023 – latest document available).

TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET

Form of Government

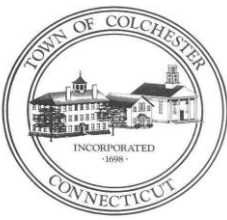
The Town has a Selectmen -Town Meeting form of government, with a Board of Selectmen consisting of five elected members serving concurrent two-year terms and a Board of Finance consisting of six elected members serving overlapping six-year terms. Powers and privileges are conferred and granted to the 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.

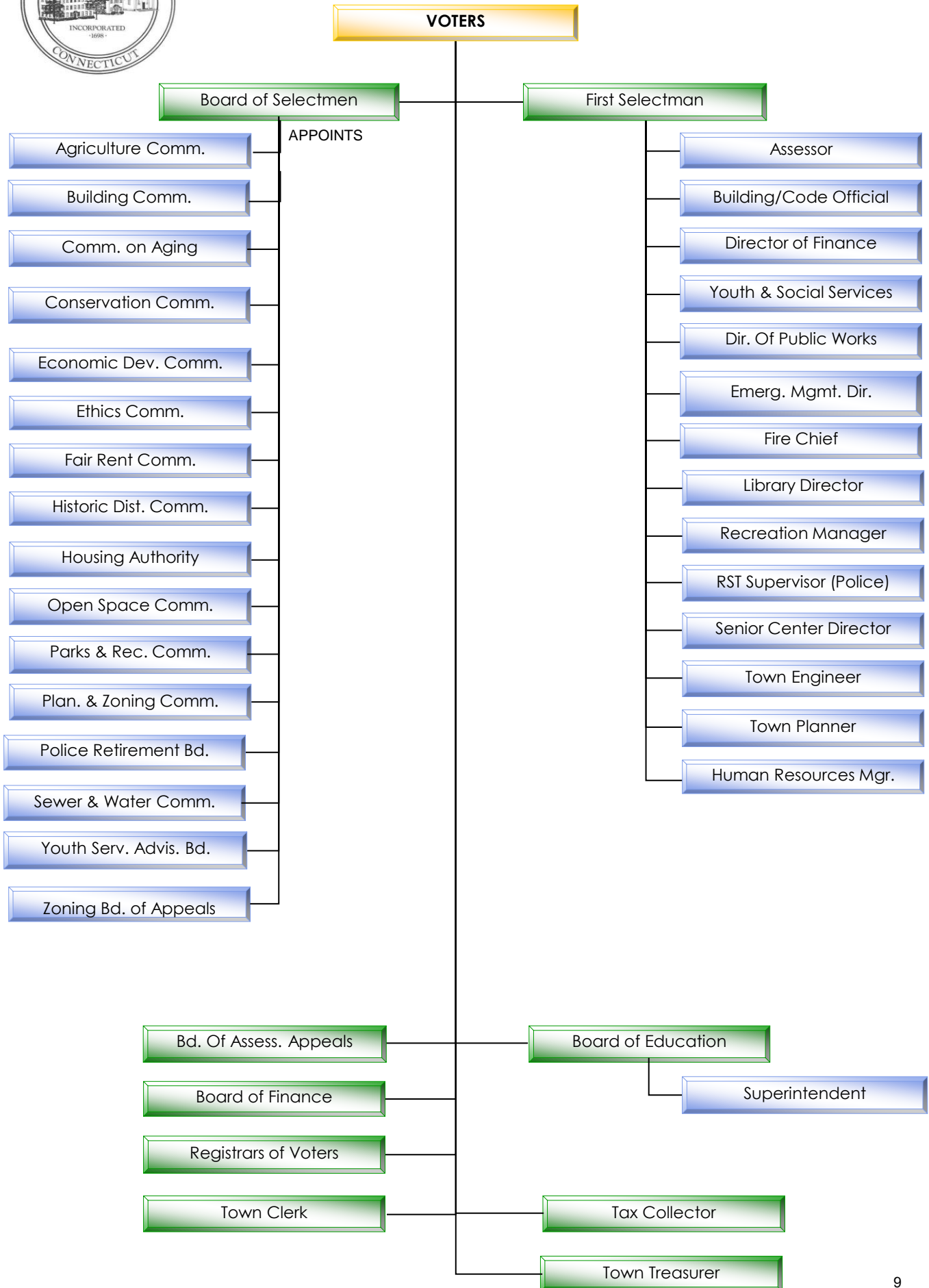
The Board of Finance is responsible for presenting to the Town voters the budgets for all Town Departments and the Combined Budget and has all of the powers and performs all of the duties conferred or imposed upon Boards of Finance by the General Statutes. The Board of Finance has the authority to approve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

Bernie Dennler, First Selectman
Rosemary Coyle
Cliff O'Donal

Art Shilosky, Vice Chair
Denise Turner

Board of Finance

Scott Chapman, Chair
Michael Egan, Vice Chair
Karen Belding

Michael Hayes
John Thomas
Timothy Vaillancourt

Board of Education

Alexander Oliphant, Chair
Christopher Rivers, Vice Chair
Margo Gignac, Secretary
Donna Antonacci

Rosemary Gignac
Michelle Millington
Stefanie Tracey-Calash

Administration

Acting Director of Town Finance
Town Clerk
Town Treasurer
Tax Collector
Superintendent of Schools

Michelle Marceau
Gayle Furman
Sean Gillespie
Michele Wyatt
Daniel Sullivan

Colchester, Connecticut

General

| ACS, 2017–2021 | Colchester | State |
|--|------------|-----------|
| Current Population | 15,552 | 3,605,330 |
| Land Area <i>mi</i> ² | 49 | 4,842 |
| Population Density <i>people per mi</i> ² | 318 | 745 |
| Number of Households | 6,097 | 1,397,324 |
| Median Age | 43 | 41 |
| Median Household Income | \$104,527 | \$83,572 |
| Poverty Rate | 7% | 10% |

Economy

Top Industries

| Lightcast, 2021 (2 and 3 digit NAICS) | Jobs | Share of Industry |
|--|-------|-------------------|
| 1 Government <i>Local Government</i> | 1,724 | 64% |
| 2 Health Care and Social Assistance <i>Nursing and Residential Care Facilities</i> | 802 | 49% |
| 3 Retail Trade <i>Food and Beverage Stores</i> | 693 | 39% |
| 4 Accommodation and Food Services <i>Food Services and Drinking Places</i> | 385 | 94% |
| 6 Manufacturing <i>Transportation Equipment Manufacturing</i> | 369 | 76% |
| Total Jobs, All Industries | 5,197 | |

SOTS Business Registrations

Secretary of the State, August 2023

New Business Registrations by Year

| Year | 2018 | 2019 | 2020 | 2021 | 2022 |
|-------|------|------|------|------|------|
| Total | 92 | 71 | 92 | 121 | 132 |

Total Active Businesses 1,168

Key Employers

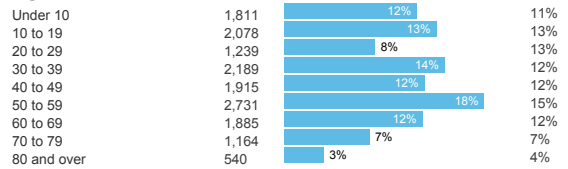
Data from Municipalities, 2023

- 1** S&S Arts And Crafts Factory
- 2** Caring Community
- 3** Incord
- 4** Carefree Building Co
- 5** Alpha Q

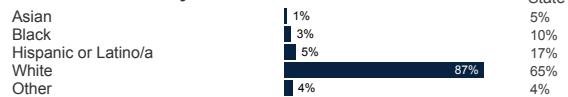
Demographics

ACS, 2017–2021

Age Distribution



Race and Ethnicity

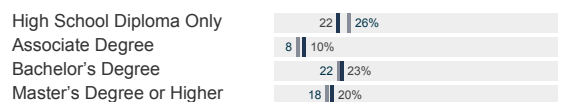


Hispanic includes those of any race. Remaining racial groups include only non-hispanic. 'Other' includes American Indian, Alaska Native, Native Hawaiian, Pacific Islander, two or more races.

Language Spoken at Home



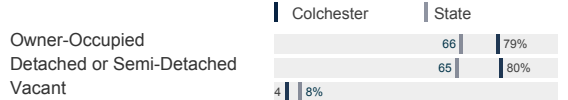
Educational Attainment



Housing

ACS, 2017–2021

| | Colchester | State |
|-------------------|------------|-----------|
| Median Home Value | \$268,900 | \$286,700 |
| Median Rent | \$1,301 | \$1,260 |
| Housing Units | 6,339 | 1,527,039 |



Schools

CT Department of Education, 2022-23

School Districts

| School District | Available Grades | Total Enrollment | Pre-K Enrollment | 4-Year Grad Rate (2021-22) |
|----------------------------|------------------|------------------|------------------|----------------------------|
| Colchester School District | PK-12 | 2,235 | 106 | 87% |
| Statewide | - | 513,513 | 19,014 | 89% |

Smarter Balanced Assessments

Met or Exceeded Expectations, 2021-22

| School District | Math | ELA |
|----------------------------|------|-----|
| Colchester School District | 64% | 63% |
| Statewide | 42% | 48% |

Colchester, Connecticut

Labor Force

CT Department of Labor, 2022

| | Colchester | State |
|------------|------------|-----------|
| Employed | 9,142 | 1,851,993 |
| Unemployed | 319 | 80,470 |

Unemployment Rate



Self-Employment Rate*



*ACS, 2017–2021

Catchment Areas of 15mi, 30mi, and 60mi



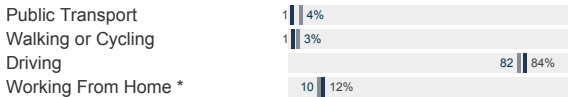
Access

ACS, 2017–2021

| | Colchester | State |
|---------------------|------------|--------|
| Mean Commute Time * | 31 min | 26 min |



Commute Mode



Public Transit

| | |
|-----------------------------|---------|
| CT <i>transit</i> Service | Express |
| Other Public Bus Operations | - |
| Train Service | - |

* 5 year estimates include pre-pandemic data

Fiscal Indicators

CT Office of Policy and Management, State FY 2020-21

Municipal Revenue

| | |
|---------------------------------------|--------------|
| Total Revenue | \$62,281,793 |
| Property Tax Revenue | \$41,165,635 |
| <i>per capita</i> | \$2,646 |
| <i>per capita, as % of state avg.</i> | 82% |
| Intergovernmental Revenue | \$19,045,300 |
| Revenue to Expenditure Ratio | 104% |

Municipal Expenditure

| | |
|-------------------|--------------|
| Total Expenditure | \$60,047,949 |
| Educational | \$46,211,815 |
| Other | \$13,836,134 |

Grand List

| | |
|---|-----------------|
| Equalized Net Grand List | \$1,956,061,777 |
| <i>per capita</i> | \$126,189 |
| <i>per capita, as % of state avg.</i> | 78% |
| Commercial/Industrial Share of Net Grand List | 10% |
| Actual Mill Rate | 32.84 |
| Equalized Mill Rate | 20.97 |

Municipal Debt

| | |
|---------------------------------------|--------------|
| Moody's Rating (2023) | Aa3 |
| S&P Rating (2023) | AA+ |
| Total Indebtedness | \$22,458,863 |
| <i>per capita</i> | \$1,449 |
| <i>per capita, as % of state avg.</i> | 53% |
| <i>as percent of expenditures</i> | 37% |
| Annual Debt Service | \$2,791,151 |
| <i>as % of expenditures</i> | 5% |



Search AdvanceCT's **SiteFinder**, Connecticut's most comprehensive online database of available commercial properties. advancect.org/site-selection/ct-sitefinder

About Town Profiles

The Connecticut Town Profiles are two-page reports of demographic and economic information for each of Connecticut's 169 municipalities. Reports for data are available from profiles.ctdata.org

Feedback is welcome, and should be directed to info@ctdata.org

These Profiles can be used free of charge by external organizations, as long as *AdvanceCT* and *CTData Collaborative* are cited. No representation or warranties, expressed or implied, are given regarding the accuracy of this information.

SECTION TWO

Budget Summary & Overview

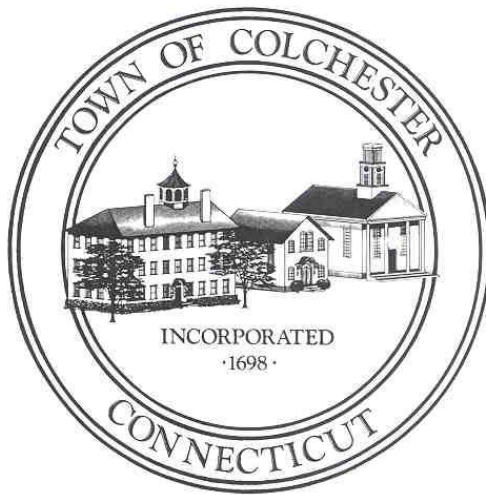




Section Two – Budget Summary and Overview

Item

- Budget Process
- Fund Structure
- Basis of Accounting/Budgeting
- Budget History (Adopted & Percentage Change)
- 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 - May

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.

TOWN CHARTER/ORDINANCES (amended November 2017)

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

ARTICLE XI

Special Referenda and Special Budget Referenda

ARTICLE 1105

Annual Budget Meeting

C-1105a. Annual Budget Meeting.

- A. The Board of Selectmen shall convene a special Town Meeting (the “Annual Budget Meeting”) for the purpose of considering the annual Combined Budget at such hour and at such place as the Board of Selectmen may determine or as the General Statutes may require. The Town’s Chief Financial Officer, or his or her designee, as well as at least two representatives from each of the Boards of Education, Selectmen (one being the First Selectman, or his or her designee in extenuating circumstances) and Finance, shall be present at the Annual Budget Meeting and shall be available to respond to questions of the Town Voters.
- B. At the Annual Budget Meeting, the members of the Boards of Selectmen and Education shall, with respect to their respective budgets:
 - 1) provide their proposed budget to the Town Voters;
 - 2) have available for review by the Town Voters a summary of each department’s proposed budget with a comparison to the amount budgeted in the current fiscal year;
 - 3) if feasible, have available for review by the Town Voters a summary of each department’s proposed budget and the amount estimated to be actually expended in the current fiscal year.
- C. At the Annual Budget Meeting, the Town Voters in attendance may reduce, but not increase, the Board of Selectmen Budget and/or the Board of Education Budget upon the passage of a proper motion(s) (as hereafter defined). A proper motion shall:
 - 1) stipulate a specific dollar amount for reduction;
 - 2) stipulate the budget to which such reduction shall be charged (either the Board of Selectmen or the Board of Education budget);
 - 3) in the case of the Board of Selectmen Budget, the specific department’s budget to be reduced must be stipulated. Reductions may not be made to the capital expenditures or debt service line items of the budget.
 - 4) in case of the Board of Education Budget, only the bottom line may be reduced.

- D. If the Board of Selectmen’s Budget excluding capital expenditures and debt service, or the Board of Education’s Budget differs from that first presented by an amount equal to or in excess of one percent (1.0%), the Annual Budget Meeting shall be continued to a second meeting held no less than two business days following the first meeting. At this second meeting, the proper motion(s) shall again be introduced to and acted upon by the Town Voters in attendance. Should the proper motion(s) pass at this second meeting, the proper motion(s) shall become effective and shall be incorporated into the proposed Combined Budget.

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

ARTICLE 1106
The Annual Budget Referendum

C-1106a. The Annual Budget Referendum

The Annual Budget Referendum shall be held on such date as determined by the Annual Budget Meeting. A minimum of two questions shall appear on the ballot for the Annual Budget Referendum. The first question shall require a vote of “Yes” or “No” on whether to approve the Board of Selectmen Budget (including debt service and capital expenditure budgets) as recommended by the Annual Budget Meeting. The second question shall require a vote of “Yes” or “No” on whether to approve the Board of Education Budget as recommended by the Annual Budget Meeting. The Board of Finance may, at its discretion, also direct that an advisory question appear on the ballot for either or both budgets. Such advisory question(s) shall require a response of either “Too High” or “Too Low” to describe the proposed level of spending.

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

C-1106b. Recount of Annual Budget Referendum

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

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

ARTICLE XI
Special Referenda and Special Budget Referenda

C-1103. Special Budget Referenda.

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

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

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

ARTICLE 1107
Real Estate Purchases, Sales and Transfers

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

- A. Notwithstanding any other provisions of this Charter, the Board of Selectmen shall call a Town Meeting for consideration of the following actions:
- 1) approving real property purchases by the Town not previously budgeted for by the Town, for which the consideration given is an amount equal to or in excess of two percent (2.0%) of the Board of Selectmen Budget, excluding debt service and capital expenditures;
 - 2) approving the sale or other transfer of real property by the Town for which the appraised value of the real property that is the subject of such transaction is an amount equal to or in excess of 2.0% of the Board of Selectmen Budget, excluding debt service and capital expenditures.
- B. If the thresholds outlined above are not met such that a Town Meeting is required, the Board of Finance has the authority to approve real estate purchases and transfers following recommendation by the Board of Selectmen.

ARTICLE 1108
Leases

C-1108a. Leases.

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

TOWN OF COLCHESTER
FY 2024-2025 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 2024-2025 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.

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 *American Rescue Plan Act Fund* accounts for the use of the Federal grant awarded to the Town.

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

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, Miscellaneous Grants, Special Gifts, Police Special Duty, School Cafeteria, Educational Grants, Out of District Tuition, Pay to Play, Bacon Academy Summer School, and School Activity.

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, Capital Projects, 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 2024-2025 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 *Permanent Fund* is used to account for the receipt of private donations to be used for cemetery maintenance.

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.

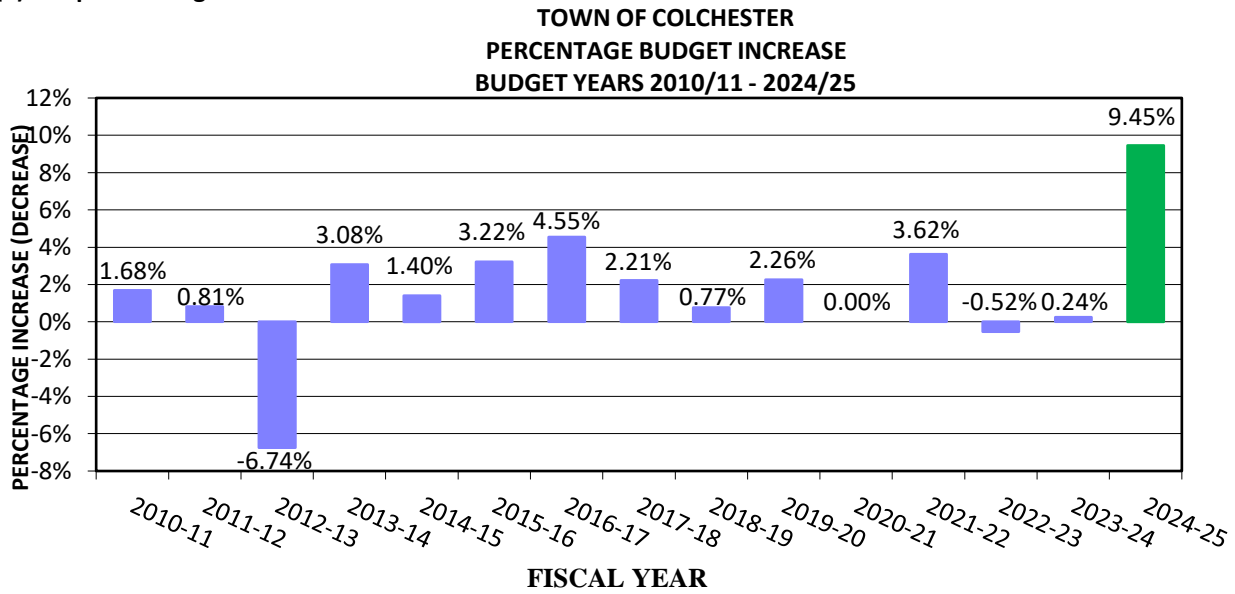
TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET

BUDGET HISTORY - Town Operating, Debt Service & Capital

| <u>FISCAL YEAR</u> | <u>ADOPTED BUDGET</u> | <u>DOLLAR INCREASE</u> | <u>PERCENT INCREASE</u> | <u>MILL RATE</u> | |
|--------------------|-----------------------|------------------------|-------------------------|------------------|-----|
| 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 | 15,704,962 | 549,097 | 3.62% | 33.05 | |
| 2022-23 | 15,622,901 | (82,061) | -0.52% | 26.82 | (1) |
| 2023-24 | 15,660,140 | 37,239 | 0.24% | 27.22 | |
| 2024-25 | 17,140,569 (2) | 1,480,429 | 9.45% | 28.80 | |

(1) Revaluation Year

(2) Proposed Budget





REVENUE SUMMARY



**TOWN OF COLCHESTER
FY2024-2025 PROPOSED BUDGET**

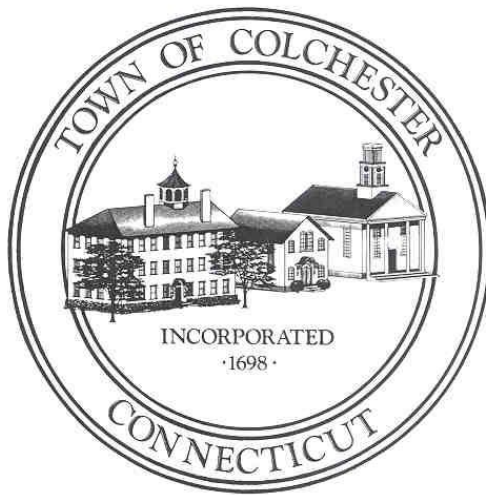
| | FY 2021-2022 Actual Revenues | FY 2022-2023 Unaudited Revenues | FY 2023-2024 Adopted Budget | FY 2023-2024 Projected Actuals | FY 2024-2025 Proposed Budget |
|---------------------------------------|---|--|--|---|---|
| REVENUES: | | | | | |
| Property Taxes: | | | | | |
| Current taxes | 41,859,722 | 41,043,338 | 42,263,624 | 42,943,364 | 45,751,471 |
| Delinquent taxes | 311,903 | 489,382 | 400,000 | 450,000 | 400,000 |
| Interest & lien fees | 277,061 | 275,286 | 250,000 | 250,000 | 250,000 |
| Tax Stabilization Payments | 0 | 455,535 | 455,535 | 455,535 | 455,535 |
| Total property taxes | <u>42,448,686</u> | <u>42,263,541</u> | <u>43,369,159</u> | <u>44,098,899</u> | <u>46,857,006</u> |
| Intergovernmental: | | | | | |
| In lieu of taxes - PILOT | 127,245 | 128,058 | 118,658 | 118,658 | 120,428 |
| Motor Vehicle Property Tax Grant | 0 | 91,276 | 0 | 0 | 0 |
| Mashantucket Pequot/Mohegan Fund | 23,167 | 23,167 | 23,167 | 23,167 | 23,167 |
| Municipal Stabilization Grant | 134,167 | 134,167 | 0 | 0 | 0 |
| Supplemental Revenue Sharing | 0 | 0 | 134,167 | 134,167 | 134,167 |
| Municipal Revenue Sharing (PA 22-118) | 0 | 315,045 | 0 | 393,409 | 0 |
| Distribution to Towns | 5,570 | 11,585 | 6,000 | 6,000 | 6,000 |
| Disability Exemptions | 1,511 | 1,378 | 1,500 | 1,507 | 1,510 |
| Additional Veterans Exemptions | 5,789 | 4,279 | 5,500 | 3,082 | 3,470 |
| Local Capital Improvement | 115,651 | 0 | 113,760 | 170,181 | 169,928 |
| Youth Services Grant | 17,918 | 17,732 | 17,500 | 17,835 | 17,835 |
| Emergency Management | 7,486 | 0 | 0 | 0 | 0 |
| CARES Act DOL Unemployment | 10,583 | 0 | 0 | 0 | 0 |
| Total | <u>449,087</u> | <u>726,687</u> | <u>420,252</u> | <u>868,006</u> | <u>476,505</u> |
| Intergovernmental - Education: | | | | | |
| ECS | 11,974,619 | 12,060,135 | 12,040,218 | 12,020,539 | 12,040,218 |
| Special Education - Excess Costs | 323,458 | 450,000 | 699,752 | 471,247 | 450,000 |
| Total | <u>12,298,077</u> | <u>12,510,135</u> | <u>12,739,970</u> | <u>12,491,786</u> | <u>12,490,218</u> |
| Total intergovernmental | <u>12,747,164</u> | <u>13,236,822</u> | <u>13,160,222</u> | <u>13,359,792</u> | <u>12,966,723</u> |

**TOWN OF COLCHESTER
FY2024-2025 PROPOSED BUDGET**

| | FY 2021-2022 Actual Revenues | FY 2022-2023 Unaudited Revenues | FY 2023-2024 Adopted Budget | FY 2023-2024 Projected Actuals | FY 2024-2025 Proposed Budget |
|------------------------------------|---|--|--|---|---|
| Charges for Services: | | | | | |
| Ambulance Fees | 652,960 | 553,908 | 650,120 | 600,000 | 580,000 |
| Recreation Fees | 3,975 | 5,436 | 3,000 | 3,000 | 3,000 |
| Vendor permits | 800 | 560 | 500 | 855 | 800 |
| Copier fees | 20,062 | 10,664 | 10,520 | 11,110 | 11,550 |
| ZBA fees | 0 | 1,100 | 350 | 350 | 350 |
| Conservation Commission fees | 3,667 | 2,543 | 2,000 | 1,970 | 2,000 |
| Zoning and Planning fees | 11,009 | 11,240 | 8,500 | 9,740 | 9,500 |
| Building fees | 461,364 | 725,035 | 500,000 | 497,000 | 500,000 |
| Fire marshal inspection fees | 230 | 120 | 120 | 120 | 120 |
| Conveyance tax | 291,706 | 241,163 | 250,000 | 213,400 | 215,000 |
| Town Clerk fees | 142,252 | 94,158 | 110,000 | 90,100 | 100,000 |
| Sports licenses | 229 | 226 | 200 | 240 | 250 |
| Land Records - Town | 2,299 | 1,791 | 2,000 | 1,700 | 1,800 |
| Pistol permits | 7,000 | 5,600 | 8,000 | 8,540 | 8,750 |
| Road inspection fees | 51,284 | 5,732 | 5,000 | 7,442 | 5,000 |
| Transfer Station fees | 165,694 | 161,506 | 138,000 | 165,000 | 165,000 |
| Library fines & fees | 2,782 | 3,655 | 3,000 | 3,900 | 4,100 |
| Dial-A-Ride | 1,815 | 2,411 | 2,500 | 2,500 | 2,500 |
| Tuition | 502,582 | 492,034 | 412,800 | 516,770 | 381,195 |
| Total charges for services | <u>2,321,710</u> | <u>2,318,882</u> | <u>2,106,610</u> | <u>2,133,737</u> | <u>1,990,915</u> |
| Revenues from use of money: | | | | | |
| Investment interest earnings | 59,591 | 890,879 | 660,000 | 1,000,000 | 1,000,000 |

**TOWN OF COLCHESTER
FY2024-2025 PROPOSED BUDGET**

| | FY 2021-2022 Actual Revenues | FY 2022-2023 Unaudited Revenues | FY 2023-2024 Adopted Budget | FY 2023-2024 Projected Actuals | FY 2024-2025 Proposed Budget |
|---|---|--|--|---|---|
| Other revenues: | | | | | |
| Telecommunication property tax | 24,399 | 28,765 | 35,000 | 42,255 | 40,000 |
| Elderly Housing/Dublin Village | 14,841 | 13,091 | 12,000 | 12,000 | 12,000 |
| Miscellaneous | 4,858 | 1,708 | 0 | 2,000 | 0 |
| Insurance Reimbursement | 9,467 | 8,483 | 0 | 2,623 | 0 |
| State Fund for Building Inspection fees | 1,271 | 2,295 | 500 | 0 | 0 |
| | <u>54,836</u> | <u>54,342</u> | <u>47,500</u> | <u>58,878</u> | <u>52,000</u> |
| Other financing sources: | | | | | |
| Cancellation of encumbrances | 33,944 | 0 | 0 | 0 | 0 |
| Use of Fund Balance | 555,217 | 266,000 | 296,000 | 1,167,153 | 0 |
| Transfers from Other Funds | 0 | 0 | 0 | 0 | 0 |
| Total other financing sources | <u>589,161</u> | <u>266,000</u> | <u>296,000</u> | <u>1,167,153</u> | <u>0</u> |
| Total revenues | <u>58,221,148</u> | <u>59,030,466</u> | <u>59,639,491</u> | <u>61,818,459</u> | <u>62,866,644</u> |



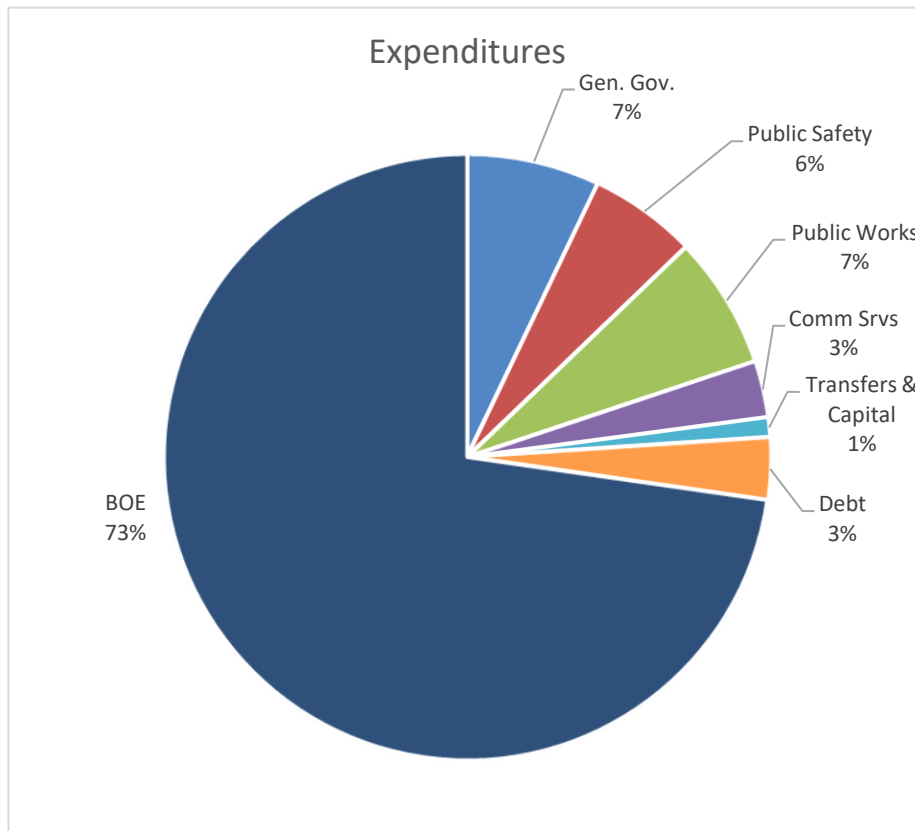
EXPENDITURE SUMMARY



TOWN OF COLCHESTER
 FY2024-2025
 PROPOSED BUDGET

**TOWN OF COLCHESTER
 BUDGET SUMMARY BY FUNCTION**

| | ACTUAL EXPENDITURES FY 2021-2022 | UNAUDITED EXPENDITURES FY 2022-2023 | ADOPTED BUDGET FY 2023-2024 | PROPOSED BUDGET FY 2024-2025 |
|----------------------------|---|--|--|---|
| GENERAL GOVERNMENT | 3,840,111 | 4,014,349 | 3,961,659 | 4,452,071 |
| PUBLIC SAFETY | 3,373,329 | 3,385,251 | 3,235,482 | 3,598,250 |
| PUBLIC WORKS | 3,979,835 | 3,488,146 | 3,903,394 | 4,454,268 |
| COMMUNITY & HUMAN SERVICES | 1,707,365 | 1,776,870 | 1,831,041 | 1,907,416 |
| DEBT | 2,075,164 | 1,892,984 | 2,075,164 | 2,075,164 |
| TRANSFERS | 901,180 | 894,221 | 653,400 | 653,400 |
| TOTAL TOWN | 15,876,984 | 15,451,821 | 15,660,140 | 17,140,569 |
| BOARD OF EDUCATION | 41,407,831 | 42,021,910 | 43,979,351 | 45,726,075 |
| TOTAL BUDGET | 57,284,815 | 57,473,731 | 59,639,491 | 62,866,644 |



TOWN OF COLCHESTER
 FY2024-2025
 PROPOSED BUDGET

SUMMARY - GENERAL GOVERNMENT

| | ACTUAL EXPENDITURES <u>FY 2021-2022</u> | UNAUDITED EXPENDITURES <u>FY 2022-2023</u> | ADOPTED BUDGET <u>FY 2023-2024</u> | PROPOSED BUDGET <u>FY 2024-2025</u> |
|---------------------------------|--|---|---|--|
| LEGISLATIVE | | | | |
| BOARDS AND COMMISSIONS | 23,317 | 17,885 | 25,500 | 34,088 |
| CONTINGENCY | | | | |
| CONTINGENCY | 0 | 0 | 63,828 | 71,701 |
| MUNICIPAL MANAGEMENT | | | | |
| FIRST SELECTMAN | 204,014 | 199,225 | 221,583 | 222,928 |
| HUMAN RESOURCES | 46,159 | 39,221 | 83,725 | 129,941 |
| FINANCE | | | | |
| FINANCE | 331,619 | 397,129 | 350,431 | 485,211 |
| TAX OFFICE | 175,609 | 178,047 | 197,652 | 197,268 |
| ASSESSOR'S OFFICE | 303,488 | 319,619 | 321,261 | 355,969 |
| DEVELOPMENT AND PLANNING | | | | |
| PLANNING/BUILDING CODE ADMIN. | 483,735 | 449,893 | 482,247 | 510,496 |
| TOWN CLERK | | | | |
| TOWN CLERK | 173,478 | 179,013 | 187,248 | 191,133 |

TOWN OF COLCHESTER
 FY2024-2025
 PROPOSED BUDGET

SUMMARY - GENERAL GOVERNMENT (CONTINUED)

| | ACTUAL EXPENDITURES <u>FY 2021-2022</u> | UNAUDITED EXPENDITURES <u>FY 2022-2023</u> | ADOPTED BUDGET <u>FY 2023-2024</u> | PROPOSED BUDGET <u>FY 2024-2025</u> |
|---|--|---|---|--|
| REGISTRARS OF VOTERS | | | | |
| REGISTRARS OF VOTERS | 80,631 | 83,028 | 89,353 | 104,536 |
| LEGAL & INSURANCES AND PROBATE | | | | |
| LEGAL & INSURANCES | 1,918,072 | 2,032,970 | 1,836,897 | 2,023,725 |
| PROBATE | 5,342 | 5,916 | 5,915 | 6,220 |
| INFORMATION TECHNOLOGY | | | | |
| INFORMATION TECHNOLOGY | 94,647 | 112,403 | 96,019 | 118,855 |
| TOTAL GENERAL GOVERNMENT | 3,840,111 | 4,014,349 | 3,961,659 | 4,452,071 |

TOWN OF COLCHESTER
 FY2022-2023
 PROPOSED BUDGET

SUMMARY - PUBLIC SAFETY

| | ACTUAL EXPENDITURES <u>FY 2021-2022</u> | UNAUDITED EXPENDITURES <u>FY 2022-2023</u> | ADOPTED BUDGET <u>FY 2023-2024</u> | PROPOSED BUDGET <u>FY 2024-2025</u> |
|----------------------------------|--|---|---|--|
| POLICE PROTECTION | | | | |
| POLICE/RESIDENT TROOPER'S OFFICE | 1,804,935 | 1,693,621 | 1,658,768 | 1,866,369 |
| FIRE/EMERGENCY PROTECTION | | | | |
| FIRE/EMERGENCY MEDICAL SERVICES | 1,550,292 | 1,677,252 | 1,563,116 | 1,720,648 |
| EMERGENCY MANAGEMENT | | | | |
| EMERGENCY MANAGEMENT | 18,102 | 14,378 | 13,598 | 11,233 |
| TOTAL PUBLIC SAFETY | 3,373,329 | 3,385,251 | 3,235,482 | 3,598,250 |

TOWN OF COLCHESTER
 FY2022-2023
 PROPOSED BUDGET

SUMMARY - PUBLIC WORKS

| | ACTUAL EXPENDITURES <u>FY 2021-2022</u> | UNAUDITED EXPENDITURES <u>FY 2022-2023</u> | ADOPTED BUDGET <u>FY 2023-2024</u> | PROPOSED BUDGET <u>FY 2024-2025</u> |
|-----------------------------|--|---|---|--|
| PUBLIC WORKS | | | | |
| PUBLIC WORKS ADMINISTRATION | 181,263 | 112,971 | 102,834 | 101,074 |
| HIGHWAY | 1,720,757 | 1,346,697 | 1,611,623 | 1,791,497 |
| FLEET SERVICES | 413,751 | 427,330 | 435,987 | 492,374 |
| GROUNDS MAINTENANCE | 539,366 | 499,018 | 615,014 | 758,339 |
| SNOW REMOVAL | 538,202 | 470,422 | 530,808 | 507,897 |
| FACILITIES | 143,765 | 143,391 | 114,908 | 236,484 |
| ENGINEERING | | | | |
| ENGINEERING | 121,577 | 124,464 | 128,210 | 134,135 |
| TRANSFER STATION | | | | |
| TRANSFER STATION | 321,154 | 363,853 | 364,010 | 432,468 |
| TOTAL PUBLIC WORKS | 3,979,835 | 3,488,146 | 3,903,394 | 4,454,268 |

TOWN OF COLCHESTER
 FY 2024-2025
 PROPOSED BUDGET

SUMMARY - COMMUNITY & HUMAN SERVICES

| | ACTUAL EXPENDITURES <u>FY 2021-2022</u> | UNAUDITED EXPENDITURES <u>FY 2022-2023</u> | ADOPTED BUDGET <u>FY 2023-2024</u> | PROPOSED BUDGET <u>FY 2024-2025</u> |
|---|--|---|---|--|
| YOUTH & SOCIAL SERVICES | | | | |
| YOUTH & SOCIAL SERVICES | 410,132 | 376,872 | 411,450 | 438,823 |
| HEALTH | | | | |
| CHATHAM HEALTH DISTRICT | 206,624 | 208,343 | 217,944 | 219,030 |
| COMMUNITY AGENCIES | | | | |
| COLCHESTER C3 | 25,000 | 25,000 | 25,000 | 25,000 |
| LIBRARY | | | | |
| CRAGIN MEMORIAL LIBRARY | 626,756 | 644,774 | 674,238 | 706,359 |
| RECREATION | | | | |
| RECREATION | 143,840 | 192,374 | 145,771 | 151,106 |
| SENIOR SERVICES | | | | |
| SENIOR SERVICES | 295,013 | 329,507 | 356,638 | 367,098 |
| TOTAL COMMUNITY & HUMAN SERVICES | 1,707,365 | 1,776,870 | 1,831,041 | 1,907,416 |

TOWN OF COLCHESTER
FY2024-2025
PROPOSED BUDGET

SUMMARY - DEBT & TRANSFERS

| | ACTUAL EXPENDITURES <u>FY 2021-2022</u> | UNAUDITED EXPENDITURES <u>FY 2022-2023</u> | ADOPTED BUDGET <u>FY 2023-2024</u> | PROPOSED BUDGET <u>FY 2024-2025</u> |
|-----------------------------------|--|---|---|--|
| DEBT | | | | |
| DEBT SERVICE | 2,075,164 | 1,892,984 | 2,075,164 | 2,075,164 |
| TRANSFERS | | | | |
| OTHER FINANCING USES | 901,180 | 894,221 | 653,400 | 653,400 |
| TOTAL DEBT & TRANSFERS | 2,976,344 | 2,787,205 | 2,728,564 | 2,728,564 |

TOWN OF COLCHESTER
FY2024-2025
PROPOSED BUDGET

SUMMARY - EDUCATION

| | ACTUAL EXPENDITURES <u>FY 2021-2022</u> | UNAUDITED EXPENDITURES <u>FY 2022-2023</u> | ADOPTED BUDGET <u>FY 2023-2024</u> | PROPOSED BUDGET <u>FY 2024-2025</u> |
|------------------|--|---|---|--|
| EDUCATION | 41,407,831 | 42,021,910 | 43,979,351 | 45,726,075 |

SECTION THREE

Taxation & Collections





Section Three – Taxation & Collections

Item _____

- Budget Summary
- Mill Rate Calculation



**Town of Colchester
FY 2024-2025 Proposed Budget
Budget Summary & Mill Rate Calculation**

BUDGET SUMMARY

| | EDUCATION | TOWN | DEBT SERVICE | TRANSFERS/ CAPITAL | TOTAL |
|--|-------------------|-------------------|-------------------------|-------------------------------|-------------------|
| Appropriations | 45,726,075 | 14,412,005 | 2,075,164 | 653,400 | 62,866,644 |
| Estimated Revenue | 12,871,413 | 4,243,760 | 0 | 0 | 17,115,173 |
| Amount to be Raised by Taxation | 32,854,662 | 10,168,245 | 2,075,164 | 653,400 | 45,751,471 |
| MILLS | 20.43 | 6.32 | 1.29 | 0.41 | 28.46 |

MILL RATE CALCULATION

| | DOLLARS | MILLS |
|--|-------------------|--------------|
| Amount to be Raised by Taxation | 45,751,471 | 28.46 |
| Reserve for Uncollected Revenue (estimated 98.8% collection rate) | 549,018 | 0.34 |
| TOTAL TAX WARRANT | 46,300,489 | 28.80 |

| | | | |
|---|----------------------------|-----------------------------------|--------------|
| Grand List | 1,607,447,400 | 2024-25 Proposed Mill Rate | 28.80 |
| Estimated Prorates | 1,500,000 | 2023-24 Mill Rate | 27.22 |
| M. V. Supplement | 19,500,000 | Increase in Mill Rate | 1.58 |
| Less Estimated BAA and adjustments | <u>(4,500,000)</u> | | |
| List Net | 1,623,947,400 | | |
| Less Bloom Energy assessment | <u>(16,100,000)</u> | | |
| List Net for Mill rate calculation | 1,607,847,400 | | |

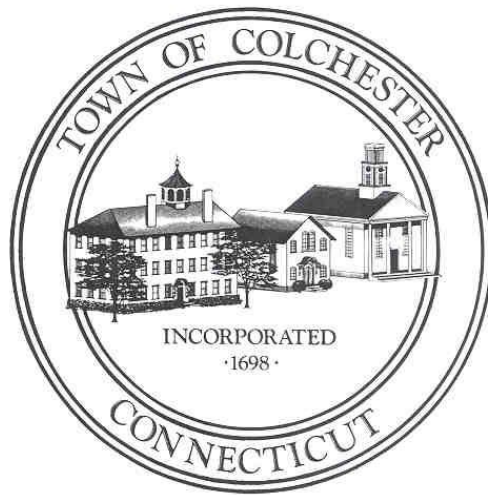
Dated: April 3, 2024



SECTION FOUR

Department Operating Budgets





TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET

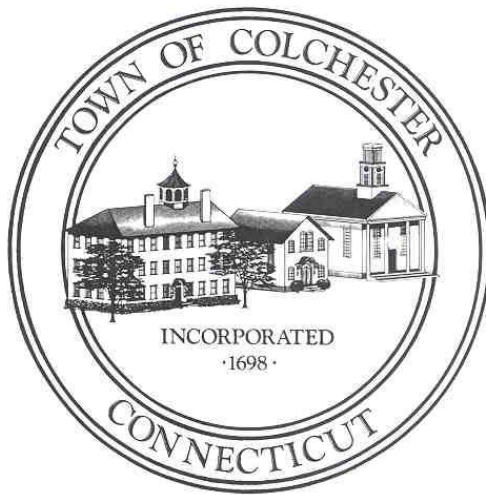
**Section Four – FY 2024-2025 Proposed Operating Budget
(by Department)**

Item _____

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



General Government



TOWN OF COLCHESTER
FY 2024-2025 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/Elections
- Legal & Insurances
- Probate
- Information Technology



**Town of Colchester
FY 2024 - 2025
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
- Norton Park Committee

**TOWN OF COLCHESTER
PROPOSED BUDGET**

BOARDS & COMMISSIONS

| <u>ACCOUNT</u> | <u>FY 2021-2022 ACTUAL EXPENDITURES</u> | <u>FY 2022-2023 UNAUDITED EXPENDITURES</u> | <u>FY 2023-2024 ADOPTED BUDGET</u> | <u>FY 2024-2025 PROPOSED BUDGET</u> |
|--|---|--|--|---|
| Overtime | 0 | 0 | 0 | 3,519 |
| Contractual, Temporary, Occasional Payroll | 6,138 | 3,550 | 5,067 | 2,860 |
| FICA | 31 | 0 | 115 | 269 |
| Office Supplies | 0 | 0 | 50 | 50 |
| Mileage, Training & Meetings | 195 | 197 | 350 | 350 |
| Financial & Accounting | 13,659 | 11,020 | 13,978 | 18,850 |
| Professional Services | 2,995 | 2,775 | 4,800 | 7,400 |
| Postage | 0 | 1 | 0 | 0 |
| Legal Notices | 0 | 44 | 40 | 40 |
| Printing & Publications | 299 | 298 | 1,100 | 750 |
| TOTAL | 23,317 | 17,885 | 25,500 | 34,088 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 11105 - BOARDS AND COMMISSIONS | | | | | | |
| 40103 - OVERTIME | | | | 3,519 | | 3,519 |
| Meeting Clerk - Historic District Commission | 1.00 | 229.00 | 229 | | | |
| Meeting Clerk - Board of Finance | 1.00 | 3,290.00 | 3,290 | | | |
| 40105 - CONTRACTUAL TEMPORARY, OCCASIONAL | | | | 2,860 | | 2,860 |
| 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 - Norton Park Committee | 12.00 | 70.00 | 840 | | | |
| Board member stipend - Board of Assessment Appeals | 3.00 | 300.00 | 900 | | | |
| 41230 - FICA | | | | 269 | | 269 |
| FICA/Medicare for Meeting Clerks | 1.00 | 269.00 | 269 | | | |
| 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 | | | | 18,850 | | 18,850 |
| Independent audit (Town share) | 1.00 | 18,850.00 | 18,850 | | | |
| 44208 - PROFESSIONAL SERVICES | | | | 7,400 | | 7,400 |
| Police Retirement Plan - actuarial services (every other year valuations) | 1.00 | 4,000.00 | 4,000 | | | |
| Police Retirement Plan - disclosure information/accounting reports required for financial statements | 1.00 | 3,100.00 | 3,100 | | | |
| Pension calculation for potential retirees | 1.00 | 300.00 | 300 | | | |
| 44230 - LEGAL NOTICES | | | | 40 | | 40 |
| Board of Assessment Appeals | 1.00 | 40.00 | 40 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 44232 - PRINTING & PUBLICATIONS | | | | 750 | | 750 |
| Commission on Aging - Senior Resource guide | 1.00 | 300.00 | 300 | | | |
| Printing of adopted budget | 1.00 | 450.00 | 450 | | | |
| TOTAL BOARDS AND COMMISSIONS | | | | 34,088 | 0 | 34,088 |

**Town of Colchester
FY 2024 - 2025
Proposed Budget**

Department: Contingency

Description

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

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

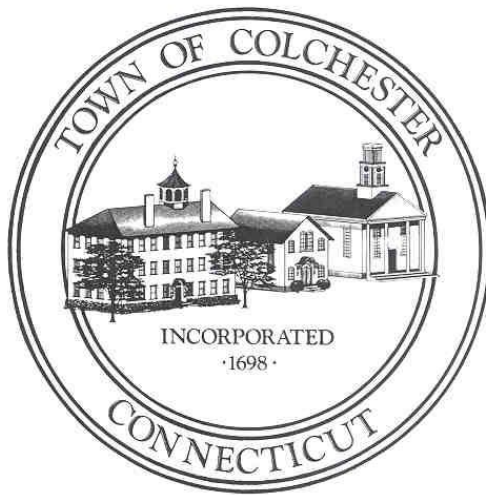
**TOWN OF COLCHESTER
PROPOSED BUDGET**

CONTINGENCY

| <u>ACCOUNT</u> | FY 2021-2022 ACTUAL <u>EXPENDITURES</u> | FY 2022-2023 UNAUDITED <u>EXPENDITURES</u> | FY 2023-2024 ADOPTED <u>BUDGET</u> | FY 2024-2025 PROPOSED <u>BUDGET</u> |
|-----------------------|--|---|---|--|
| Contingency | 0 | 0 | 63,828 | 71,701 |
| TOTAL | 0 | 0 | 63,828 | 71,701 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|----------------|-------------------|
| 11110 - CONTINGENCY | | | | | | |
| 50900 - CONTINGENCY | | | | 73,643 | | 71,701 |
| Reserve for unanticipated expenditures | 1.00 | 73,643.00 | 73,643 | | (1,942) | |
| TOTAL CONTINGENCY | | | | 73,643 | (1,942) | 71,701 |



**Town of Colchester
FY 2024-2025
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 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.

First Selectman Bernie Dennler entered office November 20, 2023.

Staffing

First Selectman (full-time)

Executive Assistant to the First Selectman (full-time)

Department Assistant (part-time)

2023-2024 Accomplishments:

- Implementation of American Rescue Plan Act-funded projects including the installation of field irrigation at the Recreation Complex, creation of a parking lot at the new Sablitz open space property, roof work at Youth Center, replacement of Town Hall roof, and Social Services financial assistance grant
- Received grant awards for construction of Norton Park in the amount of \$500,000 and \$250,000 – in addition to grant applications that are currently outstanding; site work by Public Works began in December 2023 with construction for Norton Park Phase 1 expected to go out to bid in spring or early summer
- Replacement of fire fleet as authorized by 2021 referendum, including resolution of tanker truck issue, while remaining within project's authorized budget; four of five vehicles entered service between December 2023 and February 2024 with tanker delivered expected in summer
- Began construction of new Senior Center and brought project back to successful referendum in November 2023 to ensure completion

- Reorganization of the Finance Department, including retaining the services of the Town's former Chief Financial Officer as a Finance Department Advisor, and the hiring of a Deputy Finance Director who previously served the joint-Finance Department; completed overdue FY22 audit with FY23 audit now underway
- Restructuring of Human Resources Department with the hire of a full-time Human Resources Manager in January 2024 with no additional budgetary impact
- Reengaged with Southeastern CT Council of Governments which is supporting Lebanon Ave streetscapes project to build new sidewalks that will connect our downtown to developments at Highland Farms, Four Seasons, and the 55+ community of Northwoods with full funding from CTDOT
- Creation of ad-hoc committees by Board of Selectmen to address Recreation Needs & Coordination and Facilities Planning to develop recommendations for future of recreation fields and other assets and future of sites like the old Senior Center and the current Youth Center

2024-2025 Objectives:

- Restore financial stability by presenting and adopting a transparent budget that accurately reflects and funds the Town of Colchester's services for the first time since the beginning of the COVID19 pandemic
- Ensure future financial stability by completing an orderly transition in the Town of Colchester Finance Department, and a return to timely submission of state required audits
- When FY23 audit is completed, authorize bonding for fire apparatus and senior center in October 2024 which are currently being carried by short-term notes
- Work with Recreation Needs & Coordination Ad-Hoc committee to develop and implement recommendations regarding potential future projects to address recreation needs, including investment at the Bacon Academy athletic complex
- Work with Public Works Director to reestablish a Town-wide Capital Improvement Plan
- Work with Planning Department on development of 2025 Plan of Conservation and Development to provide an updated 10-year plan for Colchester
- Begin construction of Norton Park Phase 1 while seeking additional grant opportunities for Phase 2
- Begin construction of Lebanon Ave streetscape project
- Encumber remaining ARPA funds for projects with Board of Selectmen
- Launch ClearGov Financial Transparency Software in Summer 2024

**TOWN OF COLCHESTER
PROPOSED BUDGET**

FIRST SELECTMAN

| <u>ACCOUNT</u> | <u>FY 2021-2022 ACTUAL EXPENDITURES</u> | <u>FY 2022-2023 UNAUDITED EXPENDITURES</u> | <u>FY 2023-2024 ADOPTED BUDGET</u> | <u>FY 2024-2025 PROPOSED BUDGET</u> |
|--|---|--|--|---|
| Regular Payroll | 159,255 | 150,776 | 160,783 | 163,405 |
| Overtime | 0 | 0 | 0 | 0 |
| Contractual, Temporary, Occasional Payroll | 0 | 0 | 0 | 0 |
| Employee Related Insurances | 540 | 409 | 526 | 526 |
| FICA & Retirement | 15,737 | 16,240 | 20,634 | 21,462 |
| Copier | 1,559 | 3,431 | 2,203 | 2,203 |
| Office Supplies | 1,180 | 292 | 1,400 | 1,400 |
| Mileage, Training & Meetings | 0 | 0 | 0 | 0 |
| Professional Memberships | 19,355 | 18,983 | 18,818 | 18,573 |
| Legal | 0 | 0 | 0 | 0 |
| Professional Services | 1,176 | 2,111 | 11,000 | 8,300 |
| Postage | 2,673 | 2,345 | 2,594 | 2,594 |
| Printing & Publications | 0 | 89 | 0 | 0 |
| Property Tax | 162 | 229 | 175 | 265 |
| Equipment Repairs | 0 | 30 | 150 | 150 |
| Recognition Programs | 2,377 | 4,290 | 3,300 | 4,050 |
| TOTAL | 204,014 | 199,225 | 221,583 | 222,928 |

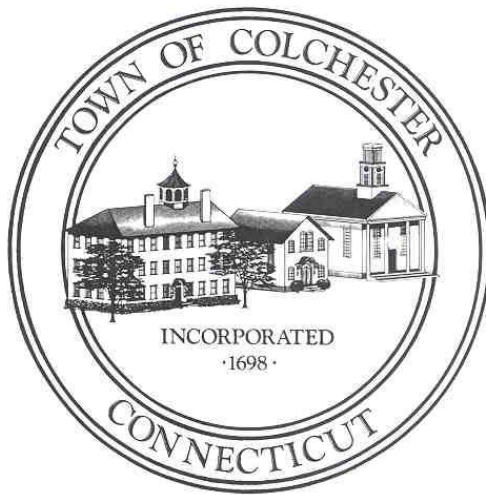
Legal budget reclassified to Legal & Insurances - prior years' actuals, and current year adopted budget and projected actuals have been reclassified for comparison purposes

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 11201 - FIRST SELECTMAN | | | | | | |
| 40101 - REGULAR PAYROLL | | | | 171,838 | | 163,405 |
| First Selectman | 1.00 | 82,400.00 | 82,400 | | | |
| Executive Assistant to the First Selectman | 1.00 | 66,950.00 | 66,950 | | | |
| Department Clerk (12.5 hrs/week) | 1.00 | 22,488.00 | 22,488 | | (8,433) | |
| 41210 - EMPLOYEE RELATED INSURANCE | | | | 526 | | 526 |
| Life/AD&D Insurance | 1.00 | 281.00 | 281 | | | |
| Long Term Disability | 1.00 | 245.00 | 245 | | | |
| 41230 - FICA & RETIREMENT | | | | 22,107 | | 21,462 |
| FICA/Medicare | 1.00 | 13,146.00 | 13,146 | | (645) | |
| Defined Contribution 401(a) Plan @ 6% | 1.00 | 8,961.00 | 8,961 | | | |
| 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 | | | | 1,400 | | 1,400 |
| General office supplies & postage meter supplies | 1.00 | 1,400.00 | 1,400 | | | |
| 43258 - PROFESSIONAL MEMBERSHIPS | | | | 18,573 | | 18,573 |
| Southeast CT Council of Governments | 1.00 | 8,555.00 | 8,555 | | | |
| 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 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|----------------|-------------------|
| 44203 - LEGAL | | | | 0 | | 0 |
| Reallocation to Legal & Insurances budget | | | | | | |
| 44208 - PROFESSIONAL SERVICES | | | | 8,300 | | 8,300 |
| Constant contact - communication with citizens | 1.00 | 600.00 | 600 | | | |
| Survey Monkey - BOF budget survey to citizens | 1.00 | 400.00 | 400 | | | |
| Transparency software | 1.00 | 7,300.00 | 7,300 | | | |
| 44217 - POSTAGE | | | | 2,594 | | 2,594 |
| Postage | 1.00 | 500.00 | 500 | | | |
| Postage meter - quarterly lease payments | 4.00 | 523.50 | 2,094 | | | |
| 45250 - PROPERTY TAXES | | | | 265 | | 265 |
| Property taxes paid to Town of Hebron | 1.00 | 265.00 | 265 | | | |
| 46224 - EQUIPMENT REPAIRS | | | | 150 | | 150 |
| Office equipment repairs | 1.00 | 150.00 | 150 | | | |
| 47242 - PARADES & CELEBRATIONS | | | | 4,800 | | 4,050 |
| Memorial Day | 1.00 | 3,000.00 | 3,000 | | | |
| Employee/Elected Official recognition & bereavement | 1.00 | 300.00 | 300 | | | |
| Veterans Coffeehouses - supplies | 1.00 | 1,500.00 | 1,500 | | (750) | |
| TOTAL FIRST SELECTMAN | | | | 232,756 | (9,828) | 222,928 |



**Town of Colchester
FY 2024-2025
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; onboarding; performance management/discipline and training.

Description

The Human Resources Office administers the Human Resources functions of the Town of Colchester in coordination with the First Selectman.

Staffing

Human Resources Manager

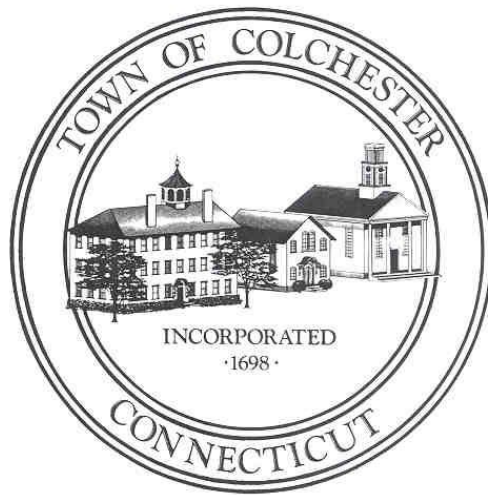
**TOWN OF COLCHESTER
PROPOSED BUDGET**

HUMAN RESOURCES

| <u>ACCOUNT</u> | <u>FY 2021-2022 ACTUAL EXPENDITURES</u> | <u>FY 2022-2023 UNAUDITED EXPENDITURES</u> | <u>FY 2023-2024 ADOPTED BUDGET</u> | <u>FY 2024-2025 PROPOSED BUDGET</u> |
|------------------------------|--|---|---|--|
| Regular Payroll | 38,075 | 34,460 | 71,000 | 74,160 |
| Employee Related Insurances | 0 | 0 | 24 | 264 |
| FICA & Retirement | 3,350 | 2,236 | 9,691 | 10,123 |
| Office Supplies | 0 | 0 | 150 | 150 |
| Mileage, Training & Meetings | 48 | 120 | 0 | 0 |
| Professional Memberships | 0 | 0 | 0 | 0 |
| Legal | 0 | 0 | 0 | 0 |
| Professional Services | 1,880 | 1,700 | 1,900 | 1,300 |
| Advertising | 2,211 | 450 | 250 | 600 |
| Printing & Publications | 595 | 255 | 710 | 710 |
| Contract Settlements | 0 | 0 | 0 | 42,634 |
| TOTAL | 46,159 | 39,221 | 83,725 | 129,941 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 11205 - HUMAN RESOURCES | | | | | | |
| 40101 - REGULAR PAYROLL | | | | | | |
| Human Resources Manager | 1.00 | 74,160.00 | 74,160 | 74,160 | | 74,160 |
| 41210 - EMPLOYEE RELATED INSURANCE | | | | | | |
| Life/AD&D Insurance | 1.00 | 141.00 | 141 | 264 | | 264 |
| Long Term Disability | 1.00 | 123.00 | 123 | | | |
| 41230 - FICA & RETIREMENT | | | | | | |
| FICA/Medicare | 1.00 | 5,673.00 | 5,673 | 10,123 | | 10,123 |
| Defined Contribution 401(a) Plan @ 6% | 1.00 | 4,450.00 | 4,450 | | | |
| 42301 - OFFICE SUPPLIES | | | | | | |
| General office supplies | 1.00 | 150.00 | 150 | 150 | | 150 |
| 44203 - LEGAL | | | | | | |
| Reallocation to Legal & Insurances budget | | | | | | 0 |
| 44208 - PROFESSIONAL SERVICES | | | | | | |
| Section 125 Plan Administration fees | 12.00 | 25.00 | 300 | 1,300 | | 1,300 |
| Third Party Administrator for Heart & Hypertension Claims management | 1.00 | 1,000.00 | 1,000 | | | |
| 44231 - ADVERTISING | | | | | | |
| Position advertising | 1.00 | 600.00 | 600 | 600 | | 600 |
| 44232 - PRINTING & PUBLICATIONS | | | | | | |
| Forms, booklets, and employee notifications | 1.00 | 80.00 | 80 | 710 | | 710 |
| Mandated Department of Labor (DOL) posters | 1.00 | 630.00 | 630 | | | |
| 50950 - CONTRACT SETTLEMENTS | | | | | | |
| Estimated smount for settlement of union contract expiring 6/30/2024 | 1.00 | 42,634.00 | 42,634 | 42,634 | | 42,634 |
| TOTAL HUMAN RESOURCES | | | | 129,941 | 0 | 129,941 |



**Town of Colchester
FY 2024-2025
Proposed Budget**

Department: Finance

Mission

To maintain all financial records and process all financial transactions of the Town 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, Board of Finance, Board of Selectmen, and Town 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, coordinating all purchases for the Town and reviewing all fiscal requests to determine budgetary compliance. The department is also responsible for administration of the Town risk management program for property, liability, auto and workers compensation insurance, and the self-insured health insurance program for active and retired employees.

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

Town Finance Director
Deputy Director of Town Finance*
Accountant
Payroll and Accounts Payable Assistant

Treasurer (elected-stipend position)

*Position added in January 2024 by Board of Selectmen

2023-2024 Issues

Prior to June 2022, the Town of Colchester and Board of Education shared a single joint Finance Department under the leadership of a shared Chief Financial Officer. Since the break up of the offices in 2022, the Town Finance Department has struggled – seeing significant staffing

turnover. The Town has fallen behind on its audits, with both the FY21-22 and FY22-23 audits becoming overdue. This has implications for the Town's ability to bond for existing debt for projects like the Senior Center and Fire Apparatus replacement – and limits the ability to bond for future projects that may be under consideration.

The Town had relied on outside help from contractors such as Robert Half to assist with performing work that would normally be completed in-house by Town employees, such as monthly reconciliation of bank accounts.

In January 2024, in response to this ongoing and costly disruption, the Board of Selectmen began a reorganization of the department, including the hire of a Deputy Director of Town Finance.

2024-2025 Goals

- Complete reorganization of department as a four-person office including both a Finance Director and a Deputy Director, following the break-up of the joint-Finance Department in June 2022
- Return to timely submission of audits, including the audit of the fiscal year ending June 30, 2024
- Address and correct any findings of the FY21-22 and FY22-23 audits, including resuming the timely reconciliation of bank statements
- Launch ClearGov Financial Transparency Software in Summer 2024

**TOWN OF COLCHESTER
PROPOSED BUDGET**

FINANCE

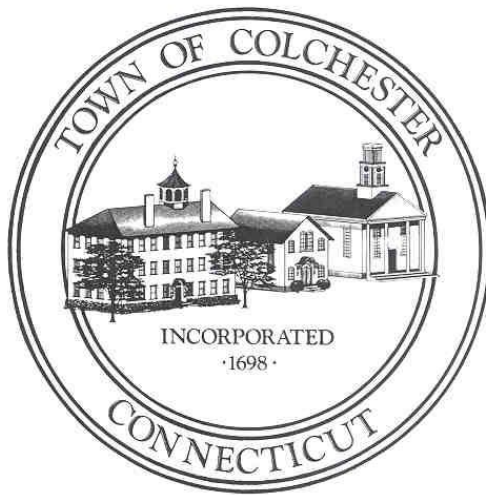
| <u>ACCOUNT</u> | <u>FY 2021-2022 ACTUAL EXPENDITURES</u> | <u>FY 2022-2023 UNAUDITED EXPENDITURES</u> | <u>FY 2023-2024 ADOPTED BUDGET</u> | <u>FY 2024-2025 PROPOSED BUDGET</u> |
|--|--|---|---|--|
| Regular Payroll | 233,965 | 234,748 | 269,089 | 383,756 |
| Overtime | 238 | 255 | 0 | 0 |
| Contractual, Temporary, Occasional Payroll | 5,403 | 8,200 | 5,538 | 5,704 |
| Employee Related Insurances | 737 | 4,995 | 789 | 1,051 |
| FICA & Retirement | 31,939 | 25,025 | 37,632 | 57,296 |
| Copier | 1,522 | 974 | 1,256 | 1,256 |
| Office Supplies | 814 | 1,882 | 1,300 | 1,300 |
| Mileage, Training & Meetings | 646 | 0 | 0 | 1,500 |
| Professional Memberships | 482 | 0 | 0 | 385 |
| Data Processing | 28,833 | 27,489 | 29,657 | 29,613 |
| Professional Services | 26,156 | 87,909 | 2,920 | 1,350 |
| Postage | 884 | 2,153 | 2,000 | 2,000 |
| Service Contracts | 0 | 3,499 | 250 | 0 |
| TOTAL | 331,619 | 397,129 | 350,431 | 485,211 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 11301 - FINANCE | | | | | | |
| 40101 - REGULAR PAYROLL | | | | 383,756 | | 383,756 |
| Town Director of Finance | 1.00 | 126,381.00 | 126,381 | | | |
| Deputy Director of Finance - New position added in FY 23/24 | 1.00 | 108,150.00 | 108,150 | | | |
| Accountant | 1.00 | 84,254.00 | 84,254 | | | |
| Payroll & Accounts Payable Assistant | 1.00 | 64,971.00 | 64,971 | | | |
| 40105 - CONTRACTUAL TEMPORARY, OCCASIONAL | | | | 5,704 | | 5,704 |
| Treasurer | 1.00 | 5,704.00 | 5,704 | | | |
| 41210 - EMPLOYEE RELATED INSURANCE | | | | 1,051 | | 1,051 |
| Life/AD&D Insurance | 1.00 | 562.00 | 562 | | | |
| Long Term Disability Insurance | 1.00 | 489.00 | 489 | | | |
| 41230 - FICA & RETIREMENT | | | | 57,296 | | 57,296 |
| FICA/Medicare | 1.00 | 29,794.00 | 29,794 | | | |
| Defined Contribution 401(a) Plan - Director of Finance & Deputy Director of Finance @ 6% | 1.00 | 14,072.00 | 14,072 | | | |
| Defined Contribution 401(a) Plan - Accountant @ 9% | 1.00 | 7,583.00 | 7,583 | | | |
| Defined Contribution 401(a) Plan - Payroll & A/P Assistant @ 9% | 1.00 | 5,847.00 | 5,847 | | | |
| 42233 - COPIER | | | | 1,256 | | 1,256 |
| Monthly lease payments | 12.00 | 88.00 | 1,056 | | | |
| Per image charges | 1.00 | 200.00 | 200 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 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 | 900.00 | 900 | | | |
| Copy paper | 1.00 | 400.00 | 400 | | | |
| 43213 - MILEAGE, TRAINING & MEETINGS | | | | 1,500 | | 1,500 |
| Staff Training - Finance, Payroll/Personnel, technology, Munis | 1.00 | 1,500.00 | 1,500 | | | |
| 43258 - PROFESSIONAL MEMBERSHIPS | | | | 385 | | 385 |
| CTGFOA memberships | 3.00 | 65.00 | 195 | | | |
| National GFOA membership | 1.00 | 190.00 | 190 | | | |
| 44205 - SOFTWARE FEES | | | | 29,613 | | 29,613 |
| Munis contract (shared with BOE) | 1.00 | 28,113.00 | 28,113 | | | |
| Check stock, Direct deposit paystubs, tax forms | 1.00 | 1,500.00 | 1,500 | | | |
| 44208 - PROFESSIONAL SERVICES | | | | 1,350 | | 1,350 |
| Small Cities grant reporting | 1.00 | 250.00 | 250 | | | |
| Continuing disclosure filings - outstanding bond issues | 1.00 | 1,100.00 | 1,100 | | | |
| Shared cost with BOE | | | | | | |
| 44217 - POSTAGE | | | | 2,000 | | 2,000 |
| TOTAL FINANCE | | | | 485,211 | 0 | 485,211 |



**Town of Colchester
FY 2024-2025
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 public. Delinquent tax collection and enforcement continued as a high priority during the fiscal year. We work with DMV, state marshals, collection agencies and an attorney to assist in the collection of delinquent taxes.

Staffing

Tax Collector – Michele Wyatt CCMC; CCMO (full time)
Assistant Tax Collector – Bernadette Buck (full time)

2023-2024 Accomplishments

- Achieved 98.42% 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 Taxpayers additional collections fees
- Worked with taxpayers to pay down their bills.
- Maintained CCMO certification through Connecticut Conference of Municipalities
- Attended continuing education programs and tax collection software training for tax collectors.
- Elected as president of the New London Tax Collector's Association.
- Worked with youth about the function and rolls of the tax office and money management.

| Measures (Jan 1 – Dec 31) | 2023 | 2022 | 2021 | 2020 |
|----------------------------------|-------------|-------------|-------------|-------------|
| Bill sent | 29,589 | 28,965 | 21,100 | 24,529 |
| Delinquent statements & demands | 11,547 | 9,453 | 8942 | 10,951 |
| Liens recorded | 117 | 97 | 90 | 115 |
| Accounts with attorney | 12 | 14 | 3 | 6 |

2024-2025 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, New London County Tax Collectors' Association, CCMC and Northeast Regional Tax Collectors and Treasurers Association.
- Continue to serve on the board of the New London County Tax Collector's Association as President
- Continue to serve on the CTX association as a board of directors.
- Achieve at least a 98.8% tax collection rate or better.
- Continue with outreach activities such as Junior Achievements/CIVIS classes at Bacon Academy to help the public obtain a better understanding of the tax office's activities and functions.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

TAX OFFICE

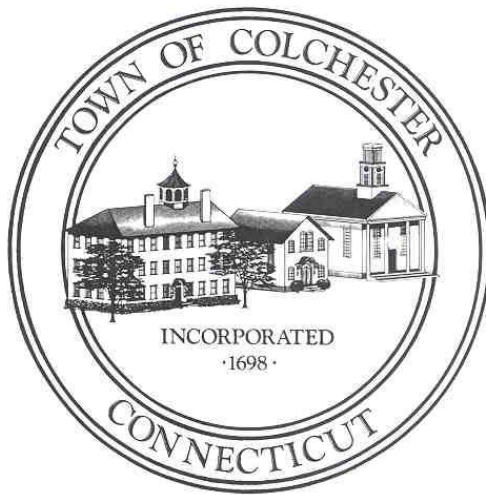
| <u>ACCOUNT</u> | <u>FY 2021-2022 ACTUAL EXPENDITURES</u> | <u>FY 2022-2023 UNAUDITED EXPENDITURES</u> | <u>FY 2023-2024 ADOPTED BUDGET</u> | <u>FY 2024-2025 PROPOSED BUDGET</u> |
|--|--|---|---|--|
| Regular Payroll | 119,598 | 121,311 | 132,735 | 129,209 |
| Overtime | 0 | 0 | 0 | 0 |
| Contractual, Temporary, Occasional Payroll | 2,610 | 1,124 | 3,000 | 3,000 |
| Employee Related Insurances | 503 | 427 | 526 | 526 |
| FICA & Retirement | 16,724 | 16,910 | 19,506 | 19,435 |
| Office Supplies | 1,588 | 1,904 | 2,500 | 2,500 |
| Mileage, Training & Meetings | 2,948 | 2,296 | 3,500 | 3,500 |
| Professional Memberships | 95 | 95 | 155 | 145 |
| Data Processing | 15,617 | 15,331 | 17,000 | 18,223 |
| Postage | 14,115 | 16,146 | 16,500 | 18,000 |
| Service Contracts | 1,231 | 1,645 | 1,450 | 1,650 |
| Legal Notices | 580 | 858 | 780 | 1,080 |
| TOTAL | 175,609 | 178,047 | 197,652 | 197,268 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 11303 - TAX OFFICE | | | | | | |
| 40101 - REGULAR PAYROLL | | | | 129,209 | | 129,209 |
| Tax Collector | 1.00 | 76,908.00 | 76,908 | | | |
| Assistant Tax Collector - Non Certified (7.5 hrs/day) | 1.00 | 52,301.00 | 52,301 | | | |
| 40105 - CONTRACTUAL TEMPORARY, OCCASIONAL | | | | 3,000 | | 3,000 |
| Temporary staff for office coverage | 1.00 | 3,000.00 | 3,000 | | | |
| 41210 - EMPLOYEE RELATED INSURANCE | | | | 526 | | 526 |
| Life/AD&D Insurance | 1.00 | 281.00 | 281 | | | |
| Long Term Disability Insurance | 1.00 | 245.00 | 245 | | | |
| 41230 - FICA & RETIREMENT | | | | 19,435 | | 19,435 |
| FICA/Medicare | 1.00 | 10,114.00 | 10,114 | | | |
| Defined Contribution 401(a) Plan - Tax Collector @ 6% | 1.00 | 4,614.00 | 4,614 | | | |
| Defined Contribution 401(a) Plan - Assistant Tax Collector @ 9% | 1.00 | 4,707.00 | 4,707 | | | |
| 42301 - OFFICE SUPPLIES | | | | 2,500 | | 2,500 |
| General office supplies | 1.00 | 2,500.00 | 2,500 | | | |
| 43213 - MILEAGE, TRAINING & MEETINGS | | | | 3,500 | | 3,500 |
| Annual workshops, training, professional organization meetings, certification classes fees, and mileage | 1.00 | 3,500.00 | 3,500 | | | |
| 43258 - PROFESSIONAL MEMBERSHIPS | | | | 145 | | 145 |
| CT Tax Collectors Association - annual membership dues | 1.00 | 75.00 | 75 | | | |
| New London County Collectors Association - annual membership dues | 1.00 | 40.00 | 40 | | | |
| Northeast Regional Tax Collector's & Treasurers Association | 1.00 | 30.00 | 30 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 44205 - SOFTWARE FEES | | | | 18,223 | | 18,223 |
| Annual software support fees | 1.00 | 5,700.00 | 5,700 | | | |
| Annual Subscription fee - Tax records Web Hosting | 1.00 | 2,250.00 | 2,250 | | | |
| Annual Hardware maintenance Plan - Epson TMU675 Validator | 2.00 | 500.00 | 1,000 | | | |
| Disaster Recovery (DRaaS) restoration service | 1.00 | 513.00 | 513 | | | |
| Final posted rate book per CT State Statutes | 1.00 | 990.00 | 990 | | | |
| Binding Final Posted Books | 1.00 | 170.00 | 170 | | | |
| Printing & processing of all tax bills including delinquent demand Intent to lien notices and past due notices | 1.00 | 7,600.00 | 7,600 | | | |
| 44217 - POSTAGE | | | | 18,000 | | 18,000 |
| Tax bills, delinquent notices, demand letters, balance bills, and correspondence | 1.00 | 18,000.00 | 18,000 | | | |
| 44223 - SERVICE CONTRACTS | | | | 1,650 | | 1,650 |
| DMV Civls web program | 1.00 | 250.00 | 250 | | | |
| Locksmith - required by CT General Statutes | 1.00 | 200.00 | 200 | | | |
| Lexis Nexis People Finder Search Engine | 12.00 | 100.00 | 1,200 | | | |
| 44230 - LEGAL NOTICES | | | | 1,080 | | 1,080 |
| Legal notices required by CT General Statutes | 6.00 | 180.00 | 1,080 | | | |
| TOTAL TAX OFFICE | | | | 197,268 | 0 | 197,268 |



**Town of Colchester
FY 2024-2025
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

2023-2024 Accomplishments

- Inspected & reviewed residential properties in the field for accuracy in comparison to our town data/property record card.
- Maintained & updated a special revaluation section of the town websites as part of our on-going public relations program.
- Mailed 688 increase assessment notices Real Estate & Personal Property.
- Filed all state reports for reimbursement and to meet requirements in a timely manner.
- Continued training of new employees to achieve proficiency in CT assessment laws, local ordinances, and use of our three computer systems.
- 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 taxpayer to answer questions and concerns relating to 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.
- Received re-certification from the State of Connecticut as a CT municipal assessor authorized to sign a Grand List.

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

| | <u>2023</u> | <u>2022</u> | <u>2021</u> | <u>2020</u> |
|--|-------------|-------------|-------------|-------------|
| • Properties field reviewed for Revaluation: | 287 | 307 | 5,475 | 192* |
| • Real Estate Appraisals: | 569 | 690 | 6,483 | 590 |
| • Motor Vehicles Valued: | 20,141 | 19,201 | 19,076 | 18,352 |
| • Personal Property Accounts Processed: | 847 | 852 | 895 | 875 |

2024-2025 Objectives

- Extend professional development and training for two new employees.
- Work towards getting employees certified so they can value property independently.
- Construct a contract for the 2026 town-wide revaluation.
- Award contract(s) for the 2026 town-wide revaluation.
- Begin the 2025 revaluation in a timely manner and no later than October/November 2024.
- Resolve pending litigation arising from the 2021 town-wide revaluation.
- Conduct some of the 2026 revaluation inspections in-house this year in order to reduce the overall cost of the project.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

ASSESSOR'S OFFICE

| <u>ACCOUNT</u> | <u>FY 2021-2022 ACTUAL EXPENDITURES</u> | <u>FY 2022-2023 UNAUDITED EXPENDITURES</u> | <u>FY 2023-2024 ADOPTED BUDGET</u> | <u>FY 2024-2025 PROPOSED BUDGET</u> |
|-------------------------------|--|---|---|--|
| Regular Payroll | 234,308 | 239,818 | 244,273 | 268,301 |
| Overtime | 1,423 | 885 | 1,120 | 1,160 |
| Employee Related Insurances | 831 | 619 | 882 | 882 |
| FICA & Retirement | 35,153 | 35,735 | 38,168 | 43,386 |
| Copier | 2,184 | 1,944 | 2,452 | 2,062 |
| Office Supplies | 2,033 | 2,181 | 750 | 2,200 |
| Other Purchased Supplies | 0 | 0 | 50 | 50 |
| Technical Reference Materials | 1,303 | 1,856 | 980 | 1,860 |
| Mileage, Training & Meetings | 2,595 | 8,744 | 8,000 | 7,500 |
| Professional Memberships | 350 | 435 | 465 | 530 |
| Data Processing | 21,848 | 20,507 | 20,171 | 21,038 |
| Professional Services | 0 | 5,000 | 2,000 | 5,000 |
| Postage | 1,460 | 1,895 | 1,950 | 2,000 |
| TOTAL | 303,488 | 319,619 | 321,261 | 355,969 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 11304 - ASSESSOR'S OFFICE | | | | | | |
| 40101 - REGULAR PAYROLL | | | | 268,301 | | 268,301 |
| Assessor | 1.00 | 126,690.00 | 126,690 | | | |
| Deputy Assessor | 1.00 | 84,623.00 | 84,623 | | | |
| Assistant Assessor - Non Certified (8 hrs/day) | 1.00 | 55,788.00 | 55,788 | | | |
| Longevity | 1.00 | 1,200.00 | 1,200 | | | |
| 40103 - OVERTIME | | | | 1,160 | | 1,160 |
| Overtime | 1.00 | 1,160.00 | 1,160 | | | |
| 41210 - EMPLOYEE RELATED INSURANCE | | | | 882 | | 882 |
| Life/AD&D Insurance | 1.00 | 515.00 | 515 | | | |
| Long term Disability Insurance | 1.00 | 367.00 | 367 | | | |
| 41230 - FICA & RETIREMENT | | | | 43,386 | | 43,386 |
| FICA/Medicare | 1.00 | 20,614.00 | 20,614 | | | |
| Defined Contribution 401(a) Plan - Assessor @ 8% | 1.00 | 10,135.00 | 10,135 | | | |
| Defined Contribution 401(a) Plan - Deputy Assessor, and Assistant to Assessor @ 9% | 1.00 | 12,637.00 | 12,637 | | | |
| 42233 - COPIER | | | | 2,062 | | 2,062 |
| Monthly lease payments | 12.00 | 106.00 | 1,272 | | | |
| Per image charges | 1.00 | 580.00 | 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 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 42343 - TECHNICAL REFERENCE MATERIALS | | | | 1,860 | | 1,860 |
| Subscription - NADA pricing guides, computer schedule, trailer/recreation vehicle guides | 1.00 | 1,860.00 | 1,860 | | | |
| 43213 - MILEAGE, TRAINING & MEETINGS | | | | 7,500 | | 7,500 |
| Mileage - use of personal vehicles (not Assessor) to perform fieldwork, attend court hearings. Registration and mileage for State meetings and OPM training | 1.00 | 3,900.00 | 3,900 | | | |
| Mileage stipend per union contract - Assessor | 12.00 | 300.00 | 3,600 | | | |
| 43258 - PROFESSIONAL MEMBERSHIPS | | | | 530 | | 530 |
| CAAO - CT Association of Assessing Officers | 2.00 | 95.00 | 190 | | | |
| IAAO - International Association of Assessing Officers | 1.00 | 240.00 | 240 | | | |
| SPA - Society of Professional Assessors | 1.00 | 30.00 | 30 | | | |
| GNLAAA - Greater New London Area Assessors Association | 1.00 | 20.00 | 20 | | | |
| NRAAO - Northeastern Regional Association of Assessing Officers | 1.00 | 50.00 | 50 | | | |
| 44205 - SOFTWARE FEES | | | | 21,038 | | 21,038 |
| Quality Data Service Contract, including disaster recovery | 1.00 | 11,800.00 | 11,800 | | | |
| Vision CAMA - maintenance contract | 1.00 | 7,900.00 | 7,900 | | | |
| DMV service contract | 1.00 | 300.00 | 300 | | | |
| LEXISNEXIS Service contract | 12.00 | 86.50 | 1,038 | | | |
| 44208 - PROFESSIONAL SERVICES | | | | 5,000 | | 5,000 |
| Personal property audits | 1.00 | 5,000.00 | 5,000 | | | |
| 44217 - POSTAGE | | | | 2,000 | | 2,000 |
| TOTAL ASSESSOR'S OFFICE | | | | 355,969 | 0 | 355,969 |



Town of Colchester
FY 2024-2025
Proposed Budget

Department: Code Administration (Land Use Department + Building Department)

Mission

As utilized for budgetary purposes, the department banner of Code Administration consists of both the Land Use Department and Building Department, combined. Together, we provide customer-oriented services related to the plans, policies, regulations and codes that apply to land development and building construction. With a primary mission of protecting the health, safety and general welfare of our constituents, we aim to facilitate the development and conservation of the built and natural environments in a manner that enhances the quality of life for Colchester's residents and visitors alike.

Description

Code Administration encompasses the municipal service disciplines of building, planning, zoning, wetlands, conservation, economic development, and historic preservation. Co-located in Suite 105 in Colchester Town Hall, we work in close cooperation with the Engineering Department, and the office of the Chatham Health District Sanitarian. Collectively, our staff are responsible for the formulation, implementation, and enforcement of plans, policies, regulations and codes related to land development, natural resource protection, building construction and civil infrastructure. Public Health services are provided through the Town's partnership with the Chatham Health District.

The Department assists residents, the general public, builders, development professionals, other municipal departments and staff with all matters relating to land use, and provides technical staff support and administrative services to Colchester's land use agencies. These agencies include the Planning & Zoning Commission (P&ZC), Economic Development Commission (EDC), Conservation Commission (CC), Zoning Board of Appeals (ZBA), Historic District Commission (HDC) and Open Space Advisory Committee (OSAC), as well as the Norton Park Committee (NPC).

Staffing

Planning Director (full time)
Building Official (full time)
Assistant Planner & Zoning Enforcement Officer (full time)
Wetlands Enforcement Officer (full time)
Land Use Assistant (full time)

FY 2023-2024 Accomplishments

- Development proposals approved and construction completed on several new businesses in Town, as well as sizeable expansions for existing businesses. Many of these included significant improvements to unutilized or underutilized existing spaces and/or buildings.
- Incorporated all Land Development (Zoning) Regulation amendments approved from 2015 to present into master document.
- Completed SHPO required State-Level documentation for the former Norton Paper Mill and Dam, prepared and were awarded a \$250,000 grant from CT DEEP for environmental cleanup and continued progress toward remediation and development of Norton Park.
- Received \$13,750 in supplemental funding and closed out CT DECD environmental assessment grant for Brown's Mill on Comstock Bridge Road.

- Brought Land Development (Zoning) Regulations into compliance with Statutory revisions resulting from Public Acts (PA21-1 through PA 23-142).
- Streamlined Department documents and procedures and for zoning and blight enforcement.
- EDC created new “Shop Local” campaign with retro CT License plate window clings for local businesses.
- Adopted Land Development (Zoning) Regulations amendments intended to incentivize the production of affordable housing and diversify Colchester’s housing stock.
- Submitting application for Bronze Certification from Sustainable CT in April 2024.

Measures (January 1, 2023 - December 31, 2023)

| PermitLink Online Permitting Software | 2023 | 2022 | 2021 |
|--|---------------------|-------------------|-------------------|
| Applications Processed | 1348 | 1250 | 1195 |
| Residential Applications Approved (Houses): | 56 | 66 | 42 |
| Residential Applications Approved (Other): | 1145 | 1101 | 899 |
| Commercial Applications Approved: | 44 | 83 | 51 |
| Building Inspections: | 1068 | 1057 | 181 |
| Fees Collected: | 555,957 | 682,173 | 439,706 |
| Total Cost of Construction (\$): | 68,379,038 * | 32,222,177 | 18,531,793 |

| Land Use Board & Commission Applications | 2023 | 2022 | 2021 |
|---|-------------|-------------|-------------|
| P&ZC - Regulation Amendment | 3 | 3 | - |
| P&ZC - Zoning Map Amendment | 3 | 2 | - |
| P&ZC - Special Permit | 4 | 2 | - |
| P&ZC - Site Plan Review | 8 | 7 | - |
| P&ZC - Subdivision/Resubdivision | 0 | 1 | - |
| ZBA - Appeal of ZEO Decision | 1 | 0 | - |
| ZBA - Variance | 3 | 0 | - |
| CC - Commission Issued Permit | 4 | 7 | - |
| CC - Agent Issued Permit | 13 | 4 | - |
| HDC - Certificate of Appropriateness | 3 | 1 | - |
| EDC – C-TIP Recommendation | 0 | 2 | - |

* This number appears abnormally high but is as provided by the PermitLink software. Several large municipal projects permitted in 2023 were exempt from payment of permit fees.

FY 2024-2025 Objectives

- See construction of Phase 1 of Norton Park (northerly portion) completed and continue working towards environmental remediation of the former Norton Paper Mill (southerly portion).
- Complete 10-year update of the Plan of Conservation & Development that is due June 2025.
- Coordinate with Town Engineer, Public Works and Parks & Recreation Departments to seek out grant funding opportunities to maintain and improve our Town facilities.
- Continue implementation of green energy infrastructure throughout Town.
- Assist as necessary to see the Lebanon Ave pedestrian improvement project completed and begin planning for next pedestrian improvement project(s).
- Plan for physical improvements to beautify the Colchester Spur of the Air Line State Park Trail.
- Attract new businesses to Colchester while ensuring our existing businesses are successful.
- Continue to explore alternative means of revenue generation for the Town.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

PLANNING/BUILDING CODE ADMINISTRATION

| <u>ACCOUNT</u> | <u>FY 2021-2022 ACTUAL EXPENDITURES</u> | <u>FY 2022-2023 UNAUDITED EXPENDITURES</u> | <u>FY 2023-2024 ADOPTED BUDGET</u> | <u>FY 2024-2025 PROPOSED BUDGET</u> |
|--|---|--|--|---|
| Regular Payroll | 369,997 | 318,414 | 372,007 | 378,027 |
| Overtime | 1,909 | 911 | 1,500 | 2,376 |
| Contractual, Temporary, Occasional Payroll | 10,288 | 42,515 | 0 | 13,000 |
| Employee Related Insurances | 1,313 | 852 | 1,594 | 1,594 |
| FICA & Retirement | 52,727 | 46,816 | 55,910 | 58,867 |
| Copier | 4,001 | 2,995 | 4,740 | 4,607 |
| Office Supplies | 2,196 | 2,973 | 1,500 | 3,000 |
| Technical Reference Materials | 0 | 0 | 350 | 600 |
| Mileage, Training & Meetings | 280 | 2,254 | 2,850 | 5,355 |
| Professional Memberships | 10,833 | 10,619 | 14,000 | 14,000 |
| Legal | 0 | 0 | 0 | 0 |
| Professional Services | 14,640 | 4,282 | 10,000 | 10,000 |
| Postage | 423 | 432 | 500 | 750 |
| Service Contracts | 11,630 | 12,240 | 11,000 | 12,100 |
| Legal Notices | 1,690 | 2,264 | 3,000 | 5,000 |
| Printing & Publications | 45 | 698 | 500 | 1,000 |
| Telephone | 0 | 0 | 0 | 0 |
| Vehicle Maintenance | 0 | 0 | 0 | 100 |
| Vehicle Fuel | 1,763 | 1,628 | 2,796 | 120 |
| TOTAL | 483,735 | 449,893 | 482,247 | 510,496 |

Legal budget reclassified to Legal & Insurances - prior years' actuals, and current year adopted budget and projected actuals have been reclassified for comparison purposes

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 11411 - PLANNING/BUILDING CODE ADMINISTRATION | | | | | | |
| 40101 - REGULAR PAYROLL | | | | 378,027 | | 378,027 |
| Town Planner | 1.00 | 105,318.00 | 105,318 | | | |
| Building Official (6 hrs/day) | 1.00 | 74,776.00 | 74,776 | | | |
| Zoning Enforcement Officer/Assistant Planner | 1.00 | 75,267.00 | 75,267 | | | |
| Wetlands Enforcement Officer | 1.00 | 59,071.00 | 59,071 | | | |
| Land Use Assistant (8 hrs/day) | 1.00 | 63,595.00 | 63,595 | | | |
| 40103 - OVERTIME | | | | 2,376 | | 2,376 |
| Meeting Clerk - Planning & Zoning Commission | 1.00 | 1,919.00 | 1,919 | | | |
| Meeting Clerk - Zoning Board of Appeals | 1.00 | 457.00 | 457 | | | |
| 40105 - CONTRACTUAL TEMPORARY, OCCASIONAL | | | | 13,000 | | 13,000 |
| Coverage for Building Official | 1.00 | 3,000.00 | 3,000 | | | |
| Norton Park consultant | 1.00 | 10,000.00 | 10,000 | | | |
| 41210 - EMPLOYEE RELATED INSURANCE | | | | 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 | | | | 58,867 | | 58,867 |
| FICA/Medicare | 1.00 | 30,095.00 | 30,095 | | | |
| Defined Contribution 401(a) Plan - Town Planner @ 6% | 1.00 | 6,319.00 | 6,319 | | | |
| Defined Contribution 401(a) Plan - ZEO, Building Official and Wetlands Officer @ 8% | 1.00 | 16,729.00 | 16,729 | | | |
| Defined Contribution 401(a) Plan - Land Use Assistant @ 9% | 1.00 | 5,724.00 | 5,724 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|----------------|-------------------|
| 42233 - COPIER | | | | 4,607 | | 4,607 |
| Per image charges | 1.00 | 1,320.00 | 1,320 | | | |
| Copy paper and other supplies | 1.00 | 275.00 | 275 | | | |
| Monthly lease payments | 12.00 | 251.00 | 3,012 | | | |
| 42301 - OFFICE SUPPLIES | | | | 4,000 | (1,000) | 3,000 |
| 42343 - TECHNICAL REFERENCE MATERIALS | | | | 600 | | 600 |
| Building code amendments | 1.00 | 600.00 | 600 | | | |
| 43213 - MILEAGE, TRAINING & MEETINGS | | | | 5,355 | | 5,355 |
| Mileage for use of personal vehicles | 1.00 | 4,355.00 | 4,355 | | | |
| Classes, seminars, conferences attended by staff, Board & Commission members | 1.00 | 1,000.00 | 1,000 | | | |
| 43258 - PROFESSIONAL MEMBERSHIPS | | | | 14,000 | | 14,000 |
| Professional Organization fees/membership dues | 1.00 | 1,500.00 | 1,500 | | | |
| Staff and Board & Commission members | | | | | | |
| Salmon River Watershed & Conservation Compact | 1.00 | 5,500.00 | 5,500 | | | |
| Southeastern CT Enterprise Region (SeCTER) | 1.00 | 7,000.00 | 7,000 | | | |
| 44203 - LEGAL | | | | | | 0 |
| Reallocation to Legal & Insurances budget | | | | | | |
| 44208 - PROFESSIONAL SERVICES | | | | 10,000 | | 10,000 |
| Grant administration and professional consulting services | 1.00 | 10,000.00 | 10,000 | | | |
| Plan of Conservation and Development | | | | | | |
| 44217 - POSTAGE | | | | 750 | | 750 |
| 44223 - SERVICE CONTRACTS | | | | 12,100 | | 12,100 |
| Electronic Permitting software | 1.00 | 12,100.00 | 12,100 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|----------------|-------------------|
| 44230 - LEGAL NOTICES | | | | 5,000 | | 5,000 |
| Public Hearing and Decision notices | 1.00 | 5,000.00 | 5,000 | | | |
| 44232 - PRINTING & PUBLICATIONS | | | | 1,000 | | 1,000 |
| Print updates to department documents Plan of Conservation & Development update 2025 will require professional printing. Special projects | 1.00 | 1,000.00 | 1,000 | | | |
| 46390 - VEHICLE MAINTENANCE | | | | 100 | | 100 |
| Vehicle repairs | 1.00 | 100.00 | 100 | | | |
| 46391 - VEHICLE FUEL | | | | 120 | | 120 |
| Unleaded gasoline | 40.00 | 3.00 | 120 | | | |
| TOTAL PLANNING/BUILDING CODE ADMINISTRATION | | | | 511,496 | (1,000) | 510,496 |

**Town of Colchester
FY 2024-2025
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 and 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)

2023-2024 Accomplishments

- Attained the Certified Municipal Clerk Certification from the International Institute of Municipal Clerks
- Ran #1 Dog Contest
- Served as a member of the Education Committee for the Connecticut Town Clerk’s Association
- Served as Chair of the Town Clerk of the Year Committee for the Connecticut Town Clerk’s Association
- Served as Vice President of New London County Town Clerk’s Association
- Scanned and microfilmed vital records onto software system for printing to preserve originals
- Restored damaged town and land record volumes
- Implemented e-recording for Conveyance recordings

| Measures (July 2022-June 2023) | 2022/2023 | 2021/2022 | 2020/2021 |
|--|------------------|------------------|------------------|
| • Land Record Recordings: | 2,523 | 3,357 | 3,501 |
| • Absentee Ballots Issued: | 953 | 1,395 | 5,347 |
| • Dog Licenses Issued: | 1,601 | 1,453 | 1,445 |
| • Marriage Licenses Issued: | 60 | 60 | 65 |
| • Birth, Marriage, & Death Cert. Issued: | 1,039 | 568 | 451 |
| • Burial/Cremation Certificates issued: | 246 | 205 | 144 |
| • Sporting Licenses Issued: | 226 | 229 | 251 |
| • Documents Notarized: | 1,376 | 1,283 | 1,140 |
| • Revenue Collected | \$309,562 | \$387,690 | \$383,538 |

2024-2025 Objectives

- Implement direct GL revenues directly from IQS to Munis
- Implement a Boards and Commissions tracking system
- Continue Restoring older books for preservation
- Continue back-scanning maps for our on-line system
- Continue scanning vital records to Land Record System
- Run #1 Dog Contest and attend Bark for the Park to initiate dog registration
- Serve as Vice President for our New London County Town Clerk’s Association
- Serve as Chair of the Town Clerk of the Year Committee for the Connecticut Town Clerk’s Association

**TOWN OF COLCHESTER
PROPOSED BUDGET**

TOWN CLERK

| <u>ACCOUNT</u> | <u>FY 2021-2022 ACTUAL EXPENDITURES</u> | <u>FY 2022-2023 UNAUDITED EXPENDITURES</u> | <u>FY 2023-2024 ADOPTED BUDGET</u> | <u>FY 2024-2025 PROPOSED BUDGET</u> |
|--|--|---|---|--|
| Regular Payroll | 119,677 | 129,457 | 132,553 | 136,340 |
| Overtime | 576 | 325 | 0 | 500 |
| Contractual, Temporary, Occasional Payroll | 120 | 0 | 500 | 0 |
| Employee Related Insurances | 503 | 409 | 526 | 526 |
| FICA & Retirement | 16,406 | 17,981 | 19,251 | 20,437 |
| Copier | 2,935 | 2,786 | 3,118 | 3,000 |
| Office Supplies | 1,550 | 1,733 | 1,800 | 1,700 |
| Technical Reference Materials | 1,195 | 1,195 | 1,195 | 1,195 |
| Mileage, Training & Meetings | 1,109 | 1,260 | 1,350 | 1,050 |
| Professional Memberships | 225 | 474 | 455 | 435 |
| Indexing & Recording | 18,847 | 18,543 | 20,000 | 18,500 |
| Postage | 2,212 | 1,121 | 2,200 | 2,000 |
| Legal Notices | 4,203 | 1,815 | 1,500 | 1,700 |
| Printing & Publications | 2,462 | 830 | 1,600 | 2,200 |
| Micro Filming | 1,120 | 889 | 1,200 | 1,250 |
| Equipment Repairs | 338 | 195 | 0 | 300 |
| TOTAL | 173,478 | 179,013 | 187,248 | 191,133 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 11501 - TOWN CLERK | | | | | | |
| 40101 - REGULAR PAYROLL | | | | 136,340 | | 136,340 |
| Town Clerk | 1.00 | 76,720.00 | 76,720 | | | |
| Assistant Town Clerk - Certified (7.5 hrs/day) | 1.00 | 59,620.00 | 59,620 | | | |
| 40103 - OVERTIME | | | | 500 | | 500 |
| Overtime - additional hours for office coverage | 1.00 | 500.00 | 500 | | | |
| 41210 - EMPLOYEE RELATED INSURANCE | | | | 526 | | 526 |
| Life/AD&D Insurance | 1.00 | 281.00 | 281 | | | |
| Long Term Disability Insurance | 1.00 | 245.00 | 245 | | | |
| 41230 - FICA & RETIREMENT | | | | 20,437 | | 20,437 |
| FICA/Medicare | 1.00 | 10,468.00 | 10,468 | | | |
| Defined Contribution Plan - 401(a) - Town Clerk @ 6% | 1.00 | 4,603.00 | 4,603 | | | |
| Defined Contribution Plan - 401(a) - Assistant Town Clerk @ 9% | 1.00 | 5,366.00 | 5,366 | | | |
| 42233 - COPIER | | | | 3,000 | | 3,000 |
| Monthly lease payments | 12.00 | 164.00 | 1,968 | | | |
| Per image charges | 1.00 | 482.00 | 482 | | | |
| Paper & supplies for regular and map copier | 1.00 | 550.00 | 550 | | | |
| 42301 - OFFICE SUPPLIES | | | | 1,900 | | 1,700 |
| Pens, vital paper, folders, paper, map strips, and other supplies | 1.00 | 1,900.00 | 1,900 | | (200) | |
| 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 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|----------------|-------------------|
| 43213 - MILEAGE, TRAINING & MEETINGS | | | | 1,300 | (250) | 1,050 |
| State mandated training - classes, conferences, other training | 1.00 | 1,050.00 | 1,050 | | | |
| Mileage - classes, conferences, county meetings | 1.00 | 250.00 | 250 | | | |
| 43258 - PROFESSIONAL MEMBERSHIPS | | | | 485 | | 435 |
| CT Town Clerks' Association | 1.00 | 150.00 | 150 | | | |
| New England Association of Town Clerks | 1.00 | 50.00 | 50 | | (50) | |
| International Institute of Municipal Clerks | 1.00 | 210.00 | 210 | | | |
| New London County Town Clerks' Association | 1.00 | 75.00 | 75 | | | |
| 44207 - INDEXING & RECORDING | | | | 19,000 | | 18,500 |
| Land Records - indexing & imaging - monthly contracted services | 12.00 | 1,400.00 | 16,800 | | | |
| Auditing services | 1.00 | 2,200.00 | 2,200 | | (500) | |
| 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 | | | | 2,200 | | 2,200 |
| Minute books for boards & commissions | 1.00 | 700.00 | 700 | | | |
| Codification for updates to code book & ordinances | 1.00 | 1,500.00 | 1,500 | | | |
| 44271 - MICRO FILMING | | | | 1,250 | | 1,250 |
| Annual microfilming & storage of maps. | 1.00 | 500.00 | 500 | | | |
| Microfilm creation | 1.00 | 750.00 | 750 | | | |
| 46224 - EQUIPMENT REPAIRS | | | | 300 | | 300 |
| Office Equipment repairs | 1.00 | 300.00 | 300 | | | |
| TOTAL TOWN CLERK | | | | 192,133 | (1,000) | 191,133 |



**Town of Colchester
FY 2024-2025
Proposed Budget**

Department: Elections

The registrar's budget has increased for the 2024-2025 budget cycle for 2 main reasons: 1) payroll for significant personnel increase due to early voting and 2) our mandated budget was cut last cycle, and we are currently out of compliance, which are expenses the town is required to pay for by State Statutes.

Elections we will be preparing for this budget year include:

1. Special Election (Probate Judge)
 - a. 4 days early voting with full staff
 - b. To be held in all 3 district locations

2. Referendum for Budget #2 July 2024

3. Primary for State election August 2024
 - a. 7 days early voting with full staff
 - b. To be held in all 3 district locations

4. Possible Referendum for Field Project No Sooner than October 2024

5. Presidential Election November 2024
 - a. 14 days early voting with full staff
 - b. To be held in all 3 district locations

6. Referendum for Budget #1 2025-2026 May 2025

7. Referendum for Budget #2 June 2025

A minimum of personnel for early voting is 5 with a backup of 2 on-call increasing our occasional personnel line by an additional \$17,000.

Registrars are in an especially difficult position, because our biggest expenditures are for state-mandated equipment and personnel, and yet we are left with unsecured funding sources. Next year, the Secretary of State is going to require entirely new Tabulator machines, and it's unclear whether each town will have to finance those purchases, training, storage, transportation, and implementation of them.

Registrars must complete mandatory training, attend conferences, join in on mandated remote training and debriefing for Early Voting, coordinate with Fire and Police, the Town Clerk, and others in Town Hall

A lot goes into this work that happens behind the scenes, and the consequence of losing well-trained, dedicated, and experienced Registrars could be deeply detrimental and very chaotic for the voters of Colchester.

There was a \$10,500 grant awarded to every town in CT to help defray the cost of Early Voting expenses, including salaries to registrars and other personnel for extra time spent. We must track and report the use of this money by the end of 2024.

As we operate under the Secretary of State of Connecticut, most of our functions are bare bones and mandated by the State of Connecticut.

Juliane M Shilosky Republican Registrar
Sara Mussen Democratic Registrar

**TOWN OF COLCHESTER
PROPOSED BUDGET**

REGISTRARS OF VOTERS

| <u>ACCOUNT</u> | <u>FY 2021-2022 ACTUAL EXPENDITURES</u> | <u>FY 2022-2023 UNAUDITED EXPENDITURES</u> | <u>FY 2023-2024 ADOPTED BUDGET</u> | <u>FY 2024-2025 PROPOSED BUDGET</u> |
|--|---|--|--|---|
| Regular Payroll | 30,718 | 30,461 | 31,224 | 32,082 |
| Contractual, Temporary, Occasional Payroll | 24,686 | 27,989 | 37,000 | 45,800 |
| FICA | 2,579 | 2,330 | 2,389 | 2,454 |
| Office Supplies | 1,005 | 1,733 | 600 | 900 |
| Other Purchased Supplies | 2,970 | 2,236 | 2,000 | 3,500 |
| Mileage, Training & Meetings | 1,401 | 1,349 | 2,000 | 4,000 |
| Professional Memberships | 160 | 0 | 160 | 200 |
| Professional Services | 1,266 | 2,384 | 1,300 | 2,600 |
| Postage | 2,398 | 1,412 | 1,000 | 2,000 |
| Service Contracts | 3,480 | 3,680 | 3,680 | 4,000 |
| Printing & Publications | 9,968 | 9,454 | 8,000 | 6,000 |
| Equipment Repairs | 0 | 0 | 0 | 1,000 |
| Office Equipment | 0 | 0 | 0 | 0 |
| TOTAL | 80,631 | 83,028 | 89,353 | 104,536 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 11601 - REGISTRARS OF VOTERS | | | | | | |
| 40101 - REGULAR PAYROLL | | | | | | |
| Registrar of Voters (2) | 2.00 | 16,041.00 | 32,082 | 32,082 | | 32,082 |
| 40105 - CONTRACTUAL TEMPORARY, OCCASIONAL | | | | | | |
| Primary (August 2024) - 3 locations | 1.00 | 4,500.00 | 4,500 | 45,800 | | 45,800 |
| Referendum - Budget (possible 2 votes) | 2.00 | 4,000.00 | 8,000 | | | |
| Referendum - Bonding (project to be determined) | 1.00 | 4,000.00 | 4,000 | | | |
| Presidential election - 3 locations | 1.00 | 7,500.00 | 7,500 | | | |
| Stipends to Registrars & Deputy Registrars | 1.00 | 5,000.00 | 5,000 | | | |
| Early voting | 1.00 | 16,800.00 | 16,800 | | | |
| 41230 - FICA | | | | | | |
| FICA/Medicare - Registrars | 1.00 | 2,454.00 | 2,454 | 2,454 | | 2,454 |
| 42301 - OFFICE SUPPLIES | | | | | | |
| 42340 - OTHER PURCHASED SUPPLIES | | | | | | |
| Meals for poll workers & canvassing supplies | 1.00 | 3,500.00 | 3,500 | 3,500 | | 3,500 |
| 43213 - MILEAGE, TRAINING & MEETINGS | | | | | | |
| Certification training at UCONN | 1.00 | 4,000.00 | 4,000 | 4,000 | | 4,000 |
| 43258 - PROFESSIONAL MEMBERSHIPS | | | | | | |
| Annual dues - ROVAC | 2.00 | 100.00 | 200 | 200 | | 200 |

**TOWN OF COLCHESTER
FY 2024-2025 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 | | | | 4,000 | | 4,000 |
| Accuvote - annual maintenance agreement | 1.00 | 2,500.00 | 2,500 | | | |
| Voter checklist software - licensing & maintenance fees | 1.00 | 1,500.00 | 1,500 | | | |
| 44232 - PRINTING & PUBLICATIONS | | | | 6,000 | | 6,000 |
| Printing of ballots, signage and boards | 1.00 | 6,000.00 | 6,000 | | | |
| 46224 - EQUIPMENT REPAIRS | | | | 1,000 | | 1,000 |
| Tabulator machines and batteries | 1.00 | 1,000.00 | 1,000 | | | |
| 48416 - OFFICE EQUIPMENT | | | | 16,000 | | 0 |
| 6 drawer locking fireproof cabinets (2) | 2.00 | 8,000.00 | 16,000 | | (16,000) | |
| Purchase to be funded through Equipment Reserve | | | | | | |
| TOTAL REGISTRARS OF VOTERS | | | | 120,536 | (16,000) | 104,536 |



**Town of Colchester
FY 2024 - 2025
Proposed Budget**

Department: Legal & Insurances

Description

Legal costs for the Town were reallocated from the First Selectman, Human Resources, and Planning & Code Administration budgets. This includes costs for general legal matters, assessment appeals, contract negotiations and other labor related legal matters, land use issues including enforcement, and litigation.

This section also 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**

LEGAL & INSURANCES

| <u>ACCOUNT</u> | <u>FY 2021-2022 ACTUAL EXPENDITURES</u> | <u>FY 2022-2023 UNAUDITED EXPENDITURES</u> | <u>FY 2023-2024 ADOPTED BUDGET</u> | <u>FY 2024-2025 PROPOSED BUDGET</u> |
|--------------------------------|---|--|--|---|
| Health Insurance | 1,118,668 | 1,101,915 | 1,087,399 | 1,123,290 |
| Other Post Employment Benefits | 0 | 0 | 0 | 0 |
| Workers Compensation Insurance | 439,628 | 406,025 | 406,044 | 454,771 |
| Legal | 72,387 | 241,706 | 68,500 | 100,000 |
| Municipal Insurance | 251,416 | 277,194 | 263,714 | 334,424 |
| Unemployment Compensation | 35,973 | 6,130 | 11,240 | 11,240 |
| TOTAL | 1,918,072 | 2,032,970 | 1,836,897 | 2,023,725 |

Legal budgets reclassified from First Selectman, Human Resources, and Planning - prior years' actuals, and current year adopted budget and projected actuals reclassified for comparison purposes

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 11701 - LEGAL & INSURANCES | | | | | | |
| 41211 - HEALTH INSURANCE | | | | | | |
| Projected claims - 100% | 1.00 | 1,031,762.00 | 1,031,762 | 1,123,290 | | 1,123,290 |
| Per Lockton estimate dated 11/13/23 | | | | | | |
| Administrative fees | 1.00 | 226,990.00 | 226,990 | | | |
| Per Lockton estimate dated 11/13/23 | | | | | | |
| Estimated employer contributions to employee Health Savings accounts (High deductible Health plan) | 1.00 | 87,400.00 | 87,400 | | | |
| Consultant (Lockton) fees (Town share) | 1.00 | 11,751.00 | 11,751 | | | |
| Per Lockton estimate dated 11/13/23 | | | | | | |
| Consultant (PPI Benefits) fees (Town share) - employee benefits | 1.00 | 11,100.00 | 11,100 | | | |
| Actuarial fees - OPEB | 1.00 | 9,000.00 | 9,000 | | | |
| Increase funding for expected claims based on 33% of deficit 12/31/23 balance in Town health insurance Reserve Fund plus 15% risk corridor | 1.00 | 147,200.00 | 147,200 | | | |
| Employee contributions | 1.00 | (252,000.00) | (252,000) | | | |
| Reduce funding for approximate amount allocated to Sewer/Water | 1.00 | (50,991.00) | (50,991) | | | |
| Reduce budget contribution to Self Insurance Reserve to phase in change in funding methodology over 10 years (starting FY 18/19) | 1.00 | (98,922.00) | (98,922) | | | |
| 41260 - WORKERS' COMP INSURANCE | | | | | | |
| Workers Compensation premium | 1.00 | 434,447.00 | 434,447 | 454,771 | | 454,771 |
| Per estimate from USI Connecticut dated 12/20/23 | | | | | | |
| Workers Compensation Insurance - Taxes and Fees | 1.00 | 20,324.00 | 20,324 | | | |
| Per estimate from USI Connecticut dated 12/20/23 | | | | | | |
| 44203 - LEGAL | | | | | | |
| General legal matters | 1.00 | 10,000.00 | 10,000 | 100,000 | | 100,000 |
| Assessment appeals | 1.00 | 20,000.00 | 20,000 | | | |
| Contract negotiations and other labor/personnel related matters - | 1.00 | 20,000.00 | 20,000 | | | |
| Land use issues, including enforcement | 1.00 | 10,000.00 | 10,000 | | | |
| Litigation | 1.00 | 40,000.00 | 40,000 | | | |
| Reallocation from First Selectman, Human Resources, and Planning & Code Administration | | | | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 44206 - MUNICIPAL INSURANCE | | | | 334,424 | | 334,424 |
| Property/Inland Marine/Crime, including Boiler Per estimate from USI Connecticut dated 12/20/23 | 1.00 | 50,104.00 | 50,104 | | | |
| General Liability Per estimate from USI Connecticut dated 12/20/23 | 1.00 | 28,380.00 | 28,380 | | | |
| Employee Benefit Liability Per estimate from USI Connecticut dated 12/20/23 | 1.00 | 292.00 | 292 | | | |
| Law Enforcement Liability Per estimate from USI Connecticut dated 12/20/23 | 1.00 | 11,356.00 | 11,356 | | | |
| Public Officials, including Employment Practices Liability Per estimate from USI Connecticut dated 12/20/23 | 1.00 | 34,631.00 | 34,631 | | | |
| Umbrella (annual) Per estimate from USI Connecticut dated 12/20/23 | 1.00 | 61,905.00 | 61,905 | | | |
| Crime Per estimate from USI Connecticut dated 12/20/23 | 1.00 | 864.00 | 864 | | | |
| Bond (Tax Collector & Assistant Tax Collector) Per estimate from USI Connecticut dated 12/20/23 | 1.00 | 1,098.00 | 1,098 | | | |
| Fiduciary liability - Police Retirement Board Per estimate from USI Connecticut dated 12/20/23 | 1.00 | 1,451.00 | 1,451 | | | |
| Fire Department Package (VFIS), including umbrella Per estimate from USI Connecticut dated 12/20/23 | 1.00 | 59,233.00 | 59,233 | | | |
| Fire Department - Accident/sickness Per estimate from USI Connecticut dated 12/20/23 | 1.00 | 2,763.00 | 2,763 | | | |
| Cyber Liability Per estimate from USI Connecticut dated 12/20/23 | 1.00 | 18,680.00 | 18,680 | | | |
| Automobile Liability & Physical Damage Per estimate from USI Connecticut dated 12/20/23 | 1.00 | 41,818.00 | 41,818 | | | |
| Miscellaneous Adds & Changes Per estimate from USI Connecticut dated 12/20/23 | 1.00 | 2,000.00 | 2,000 | | | |
| Insurance broker fees Per estimate from USI Connecticut dated 12/20/23 | 1.00 | 18,849.00 | 18,849 | | | |
| Heart Hypertension Claims Advisory Services | 1.00 | 1,000.00 | 1,000 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 44243 - UNEMPLOYMENT COMPENSATION | | | | 11,240 | | 11,240 |
| Unemployment compensation paid per case | 1.00 | 10,000.00 | 10,000 | | | |
| Third Party Administrator & claims management fees | 4.00 | 310.00 | 1,240 | | | |
| TOTAL LEGAL & INSURANCES | | | | 2,023,725 | 0 | 2,023,725 |



**Town of Colchester
FY 2024 – 2025
Proposed Budget**

Department: Probate

Description

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

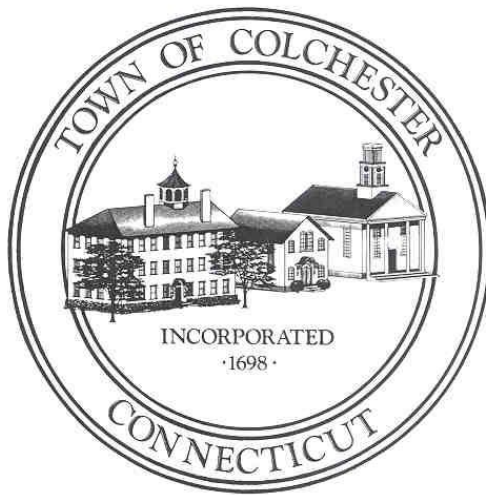
**TOWN OF COLCHESTER
PROPOSED BUDGET**

PROBATE

| <u>ACCOUNT</u> | FY 2021-2022 ACTUAL <u>EXPENDITURES</u> | FY 2022-2023 UNAUDITED <u>EXPENDITURES</u> | FY 2023-2024 ADOPTED <u>BUDGET</u> | FY 2024-2025 PROPOSED <u>BUDGET</u> |
|-------------------------------------|--|---|---|--|
| Windham/Colchester Probate District | 5,342 | 5,916 | 5,915 | 6,220 |
| TOTAL | 5,342 | 5,916 | 5,915 | 6,220 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 11702 - PROBATE | | | | | | |
| 47250 - WINDHAM-COLCHESTER PROBATE | | | | | | |
| Per capita fees - per letter dated 3/6/24 from Probate Court based on Department of Public Health 7/122 population estimate of 15,572 | 1.00 | 6,220.00 | 6,220 | 6,220 | | 6,220 |
| TOTAL PROBATE | | | | 6,220 | 0 | 6,220 |



**Town of Colchester
FY 2024-2025
Proposed Budget**

Department: Information Technology

Mission

To sustain and improve the quality of life for the Town's residents by aligning technology, people, and process towards sustainable municipal goals. Among the department's goals is enhancing the delivery of town services through electronic systems. Another department goal is to maintain the security and integrity of data and systems that are critical to the operations of the town.

Description

The Information Technology Department for Colchester consists of several roles fulfilled by the Town and a vetted contractor, Novus Insight. The roles include a virtual Chief Information Officer, Systems Administrator, and Desktop Support Staff. Through the combined efforts of these roles, the Town's technology systems are optimized and maintained 365 days a year. While there are three roles in the technology department, there are several staff that fulfill the roles, some of which are Town personnel.

Staffing

Contract services with Novus Insight:

- Virtual Chief Information Officer
- Systems Administrator
- Desktop Support

2023 - 2024 Accomplishments

- Remediation of fire department IT environment
- Remediation of Water & Sewer IT environment
- Data discovery and mapping project
- Implementation of security services program
- Began server consolidation and SharePoint migration

2024 - 2025 Objectives

- Continue to encourage "Remote" Ticket System Usage
- Review Ticket System Metrics with Town Administration on a Quarterly Basis
- Complete implementation of server consolidation and SharePoint migration
- Complete configuration of IT environment for new Senior Center
- Explore shared VOIP options for Town facilities as potential cost-savings following implementation at Senior Center

**TOWN OF COLCHESTER
PROPOSED BUDGET**

INFORMATION TECHNOLOGY

| <u>ACCOUNT</u> | FY 2021-2022 ACTUAL EXPENDITURES | FY 2022-2023 UNAUDITED EXPENDITURES | FY 2023-2024 ADOPTED BUDGET | FY 2024-2025 PROPOSED BUDGET |
|-----------------------|---|--|--|---|
| Other Supplies | 885 | 0 | 1,800 | 1,800 |
| Professional Services | 93,762 | 112,403 | 94,219 | 117,055 |
| TOTAL | 94,647 | 112,403 | 96,019 | 118,855 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 11801 - INFORMATION TECHNOLOGY | | | | | | |
| 42315 - OTHER SUPPLIES | | | | | | |
| Cables, network cards, memory, surge suppressors, video cards, hard drives, etc. | 1.00 | 1,800.00 | 1,800 | 1,800 | | 1,800 |
| 44208 - PROFESSIONAL SERVICES | | | | | | |
| Website Hosting & Support (Virtual Town Hall) | 1.00 | 5,000.00 | 5,000 | 117,055 | | 117,055 |
| Geographic Information System - software licensing (MapXpress GCX Internal GIS Application) | 1.00 | 2,750.00 | 2,750 | | | |
| Geographic Information System - Online viewer (MapXpress Interactive Public GIS) | 1.00 | 3,300.00 | 3,300 | | | |
| Geographic Information System - software licensing (ArcGIS) | 1.00 | 3,550.00 | 3,550 | | | |
| Datacard CD800 card printer maintenance | 1.00 | 445.00 | 445 | | | |
| Domain name - colchesterct.gov | 1.00 | 400.00 | 400 | | | |
| Monthly contracted services - Managed Support services, including endpoint management program | 12.00 | 5,023.00 | 60,276 | | | |
| Monthly contracted services for IT security program | 12.00 | 520.00 | 6,240 | | | |
| Monthly contracted services - Veeam backup services (private cloud services) | 12.00 | 483.50 | 5,802 | | | |
| Microsoft licensing - Exchange online plan 2 | 77.00 | 98.00 | 7,546 | | | |
| Microsoft 365 licensing (business premium) | 68.00 | 262.00 | 17,816 | | | |
| Hybrid meeting room and cart - annual service contract | 1.00 | 3,930.00 | 3,930 | | | |
| TOTAL INFORMATION TECHNOLOGY | | | | 118,855 | 0 | 118,855 |



Public Safety

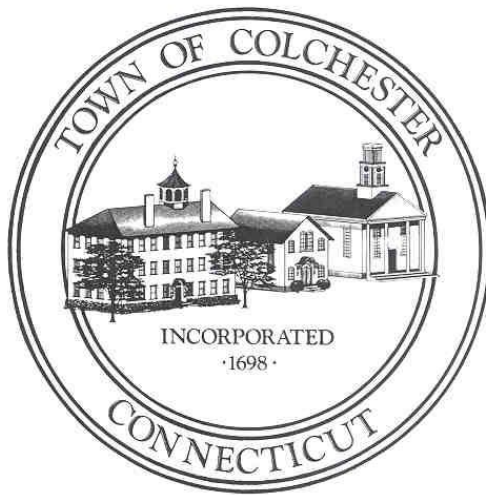


TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET

Public Safety

Departments

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



Town of Colchester
FY 2024-2025
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. In addition, the SRO program aids after-school activities and athletic events. A backup SRO program was initiated to maintain a sworn Law Enforcement Officer presence at schools during the absence of the primary SRO. This joint venture between the school system and the Colchester Police/Resident State Trooper's Office, which 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. (Corporal) - 1
- Assistant to Department Head (1 Civilian - full time)

Patrol Officers (8 full-time)

- Corporals - 5
- Police Officer First Class - 1
- Police Officer - 2

FY23-24 Accomplishments

Promoted 1 Corporal to Sergeant

Promoted 1 Officer to the rank of Officer First Class

Promoted 1 Officer First Class to Corporal

- Maintained staffing at 10 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.

Completed triannual POST training for applicable Officers.

Glock 47 Firearm transition for Officers

E-Ticket printer update to current fleet of cruisers

3 Ford F-150 series trucks ordered.

ATV/UTV program established. Numerous Officers attended DEEP training on these vehicles. ATV/UTV purchased with donated funds.

E-Bicycle program initiated; 2 Trek E-Bicycles purchased with donated funds.

- Continued Armorer training for 2 officers to reduce maintenance outsourcing for department firearms
- Participated in the Juvenile Review Board with Youth Services
- Participated in Prescription Drug Drop-Box Program
- Processed of over 120 Town Pistol Permits

- Acquired State of CT Grant funds for Driving under the Influence Enforcement through the Connecticut Department of Transportation.

Acquired Grant Funds (\$50,000) for ARPA Rural Road Speed Enforcement Grant

Acquired Grant Funds (\$60,000) for High-Risk Rural Road Enforcement Grant and for the purchase of 4 Speed Lasers

Acquired Grant Funds (\$153,000) for COPS Accreditation Grant

Acquired new Narcotics Detection K9 Magnum for community demonstrations, and patrol searches during motor vehicle stops to combat illegal drug transactions and transportation.

Utilized Facility K9 Skipper for Critical Incident Debriefs, community policing, and to assist with SRO duties.

Utilized Patrol K9 Dutch for wanted person tracks, lost persons searches, community policing, and evidence recovery.

Reached State Tier-1 Accreditation

2024 – 2025 Objectives

- Hire one Police Officer 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

Crosstrain K9 Dutch in Firearms Detection

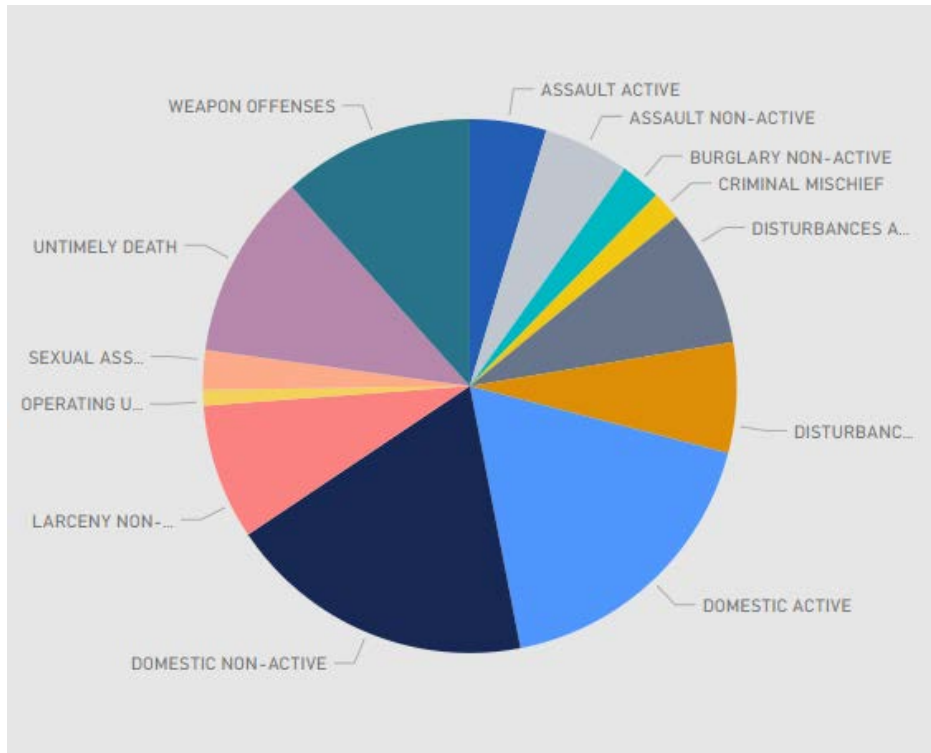
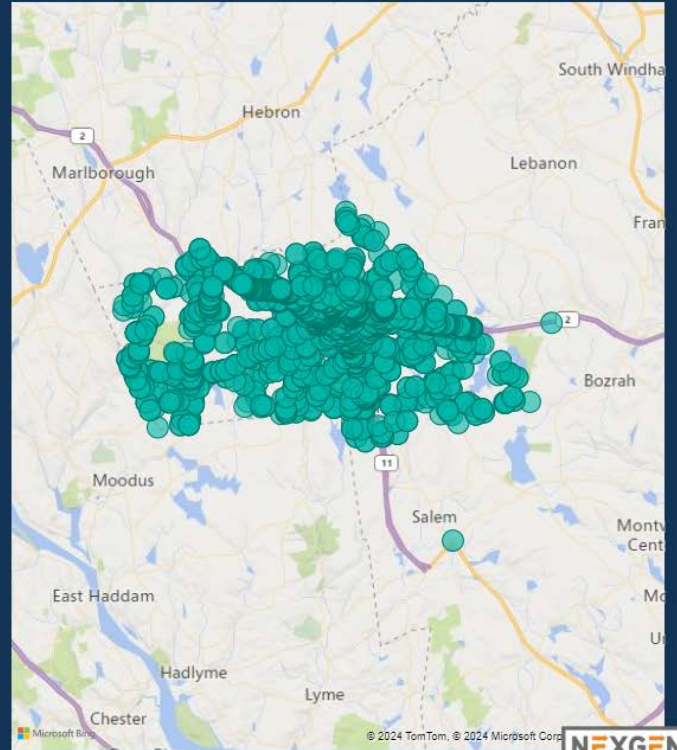
Crosstrain K9 Magnum in Tracking/Searches

- Maintain and oversee training requirements and evaluations (both psychological and medical) for all sworn police officers related to the 2020 Connecticut Police Reform Bill



Traffic Incidents by Type

Traffic Incidents by Type and Year



01/01/2023

00:00

12/31/2023

23:59

Colchester

- OR -

Badge numbers separated by commas (###,###,###)

Summary Report

| Statistic | Total |
|---|-------|
| Total Calls for Service | 9614 |
| Total Accidents With Report | 196 |
| Total Accidents Without Report | 24 |
| Total Fatal Accidents | 1 |
| Total Fatalities | 1 |
| Total Serious Injury Accidents | 2 |
| Total Minor Injury Accidents | 2 |
| Total Noninjury Accidents | 200 |
| Total Accident Dwis | 10 |
| Total Onsight Dwis | 53 |
| Total Dwis | 66 |
| Total Other Reportables | 432 |
| Total Nonreportables | 6484 |
| Total Motorist Assists | 211 |
| Total Citations Primary Charge | 936 |
| Total Citations All Charges | 936 |
| Total Warnings Primary Charge | 0 |
| Total Warnings All Charges | 1376 |
| Total Seatbelt Citations Primary Charge | 0 |
| Total Seatbelt Citations All Charges | 2 |
| Total Seatbelt Warnings All Charges | 0 |

**TOWN OF COLCHESTER
PROPOSED BUDGET**

POLICE/RESIDENT TROOPER'S OFFICE

| <u>ACCOUNT</u> | <u>FY 2021-2022 ACTUAL EXPENDITURES</u> | <u>FY 2022-2023 UNAUDITED EXPENDITURES</u> | <u>FY 2023-2024 ADOPTED BUDGET</u> | <u>FY 2024-205 PROPOSED BUDGET</u> |
|------------------------------|---|--|--|--|
| Regular Payroll | 916,323 | 889,519 | 972,886 | 979,788 |
| Overtime | 226,302 | 198,215 | 150,000 | 190,600 |
| Employee Related Insurances | 5,061 | 4,141 | 5,577 | 5,607 |
| FICA & Retirement | 286,924 | 258,466 | 218,328 | 334,894 |
| Copier | 1,824 | 1,766 | 1,808 | 2,008 |
| Office Supplies | 777 | 4,147 | 1,500 | 2,500 |
| Uniform Purchases | 11,191 | 32,829 | 8,050 | 11,450 |
| Police Equipment | 47,375 | 17,266 | 27,000 | 30,751 |
| Mileage, Training & Meetings | 28,352 | 20,578 | 23,050 | 24,400 |
| Professional Memberships | 3,863 | 3,799 | 4,583 | 4,755 |
| Resident Trooper | 201,245 | 161,828 | 154,601 | 180,472 |
| Resident Trooper Overtime | 14,071 | 17,684 | 17,500 | 17,500 |
| Software Fees | 0 | 4,212 | 0 | 3,636 |
| Professional Services | 11,585 | 11,885 | 12,650 | 13,915 |
| Postage | 100 | 109 | 150 | 250 |
| Printing & Publications | 395 | 435 | 300 | 600 |
| Telephone | 6,414 | 7,251 | 6,360 | 8,043 |
| Equipment Repairs | 2,206 | 452 | 975 | 3,400 |
| Vehicle Maintenance | 15,614 | 17,665 | 12,000 | 15,800 |
| Vehicle Fuel | 25,313 | 41,374 | 41,450 | 36,000 |
| TOTAL | 1,804,935 | 1,693,621 | 1,658,768 | 1,866,369 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 12101 - POLICE | | | | | | |
| 40101 - REGULAR PAYROLL | | | | 979,788 | | 979,788 |
| Sergeant - Union contract in negotiaton | 1.00 | 101,811.00 | 101,811 | | | |
| Corporal - Union contract in negotiation | 1.00 | 96,591.00 | 96,591 | | | |
| Corporal - Union contract in negotiation | 1.00 | 96,591.00 | 96,591 | | | |
| Corporal - Union contract in negotiation | 1.00 | 96,591.00 | 96,591 | | | |
| Corporal - Union contract in negotiation | 1.00 | 92,874.00 | 92,874 | | | |
| Corporal - Union contract in negotiation | 1.00 | 92,874.00 | 92,874 | | | |
| Corporal - Union contract in negotiation | 1.00 | 92,874.00 | 92,874 | | | |
| Police Officer First Class - Union contract in negotiation | 1.00 | 84,021.00 | 84,021 | | | |
| Police Officer - Union contract in negotiation | 1.00 | 75,962.00 | 75,962 | | | |
| Police Officer - Union contract in negotiation | 1.00 | 88,156.00 | 88,156 | | | |
| Police Officer (current vacant position) - Union contract in negotiation | 1.00 | 75,962.00 | 75,962 | | | |
| Assistant to Department Head (8 hrs/day) | 1.00 | 63,595.00 | 63,595 | | | |
| Longevity | 1.00 | 7,400.00 | 7,400 | | | |
| School Resource Officer salary to be paid by BOE (Corporal) | 1.00 | (92,874.00) | (92,874) | | | |
| Shift differential | 1.00 | 7,360.00 | 7,360 | | | |
| 40103 - OVERTIME | | | | 224,752 | | 190,600 |
| Patrol overtime | 1.00 | 200,000.00 | 200,000 | | (25,000) | |
| Overtime - Canine Officers (2) | 1.00 | 15,600.00 | 15,600 | | | |
| Assitant to Department Head - after hours appointments for pistol permits | 1.00 | 9,152.00 | 9,152 | | (9,152) | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 41210 - EMPLOYEE RELATED INSURANCE | | | | 5,607 | | 5,607 |
| Life/AD&D Insurance | 1.00 | 2,715.00 | 2,715 | | | |
| Long Term Disability Insurance. | 1.00 | 2,892.00 | 2,892 | | | |
| 41230 - FICA & RETIREMENT | | | | 337,507 | | 334,894 |
| FICA/Medicare | 1.00 | 99,252.00 | 99,252 | | (2,613) | |
| Defined Benefit Pension Plan - Police Officers hired prior to 1/1/12 @ 34.157% of base pay (estimate based on actuarial valuation as of 7/1/22) | 1.00 | 197,197.00 | 197,197 | | | |
| Defined contribution 401(a) Plan @ 8% - Police Officers hired after 1/1/12 | 1.00 | 33,358.00 | 33,358 | | | |
| Defined Contribution 401(a) Plan - Assistant to Department Head @ 9% | 1.00 | 5,724.00 | 5,724 | | | |
| FICA/Medicare - shift differential | 1.00 | 564.00 | 564 | | | |
| Defined Benefit/Defined Contribution 401(a) Plan - shift differential | 1.00 | 1,412.00 | 1,412 | | | |
| 42233 - COPIER | | | | 2,008 | | 2,008 |
| Copier lease - monthly payments | 12.00 | 109.00 | 1,308 | | | |
| Per image charges | 1.00 | 200.00 | 200 | | | |
| Copy paper | 1.00 | 500.00 | 500 | | | |
| 42301 - OFFICE SUPPLIES | | | | 2,500 | | 2,500 |
| General office supplies | 1.00 | 2,500.00 | 2,500 | | | |
| 42324 - UNIFORM PURCHASES | | | | 11,450 | | 11,450 |
| Body armor - vests | 4.00 | 750.00 | 3,000 | | | |
| Boot allowance | 6.00 | 300.00 | 1,800 | | | |
| Patches; promotional, damage | 10.00 | 50.00 | 500 | | | |
| Uniform shirts & pants - protective clothing | 10.00 | 175.00 | 1,750 | | | |
| Replace web gear, belts, flashlights, lighted traffic batons | 10.00 | 200.00 | 2,000 | | | |
| Ceremonial uniform equipment, hats, (Class A) | 4.00 | 600.00 | 2,400 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 42338 - POLICE EQUIPMENT & SUPPLIES | | | | 36,551 | | 30,751 |
| OC Replacement, BWC Mounsts, portable radio | 4.00 | 250.00 | 1,000 | | | |
| K9 Food | 12.00 | 275.00 | 3,300 | | | |
| K9 heat alarm, accident investigation equipment, fingerprint and DNA kits, on-scene PPE | 3.00 | 1,400.00 | 4,200 | | | |
| Axon (BWC, Taser, Data) - Yearly Contract | 1.00 | 24,801.00 | 24,801 | | (5,800) | |
| Stopstick tire deflation devices for cruisers | 10.00 | 325.00 | 3,250 | | | |
| 43213 - MILEAGE, TRAINING & MEETINGS | | | | 24,400 | | 24,400 |
| State mandated training & reimbursement for travel | 1.00 | 2,000.00 | 2,000 | | | |
| Ammunition (duty pistol/duty rifle) | 1.00 | 11,000.00 | 11,000 | | | |
| Armorer's and firearms training for Armorer | 1.00 | 1,250.00 | 1,250 | | | |
| POSTC class dues | 1.00 | 1,100.00 | 1,100 | | | |
| Drug screening (mandatory for recertification) | 5.00 | 440.00 | 2,200 | | | |
| Wellness screening (mandatory for recertification) | 5.00 | 230.00 | 1,150 | | | |
| Out of State training lodging | 1.00 | 1,200.00 | 1,200 | | | |
| Training courses and Officer specialties (i.e. Firearms/Use of Force instruction/POST recertification classes | 10.00 | 450.00 | 4,500 | | | |
| 43258 - PROFESSIONAL MEMBERSHIPS | | | | 4,755 | | 4,755 |
| Law Enforcement Council (L.E.C.) | 1.00 | 4,675.00 | 4,675 | | | |
| DEA substance license - annual fee | 1.00 | 80.00 | 80 | | | |
| 44200 - RESIDENT TROOPER | | | | 180,472 | | 180,472 |
| Resident Trooper Supervisor | 1.00 | 180,472.00 | 180,472 | | | |
| Per letter from State of CT dated 2/14/24 | | | | | | |
| 44204 - RESIDENT TROOPER OT | | | | 17,500 | | 17,500 |
| Trooper (State Police) overtime | 1.00 | 17,500.00 | 17,500 | | | |
| 44205 - SOFTWARE FEES | | | | 15,323 | | 3,636 |
| License plate readers - annual contract | 1.00 | 9,500.00 | 9,500 | | (9,500) | |
| PowerDMS - Yearly contract | 1.00 | 5,823.00 | 5,823 | | (2,187) | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|-----------------|-------------------|
| 44208 - PROFESSIONAL SERVICES | | | | 13,915 | | 13,915 |
| Uniform allowance - 11 officers, 230 days/officer, \$5/day | 1.00 | 13,915.00 | 13,915 | | | |
| 44217 - POSTAGE | | | | 250 | | 250 |
| 44232 - PRINTING & PUBLICATIONS | | | | 600 | | 600 |
| Legal updates and publications | 1.00 | 600.00 | 600 | | | |
| 45216 - TELEPHONE | | | | 8,043 | | 8,043 |
| Mobile data terminal service | 1.00 | 6,639.00 | 6,639 | | | |
| Comcast monthly service charges | 1.00 | 1,404.00 | 1,404 | | | |
| 46224 - EQUIPMENT REPAIRS | | | | 3,400 | | 3,400 |
| Radar/Laser calibration - 6 units, 2 times/year | 12.00 | 100.00 | 1,200 | | | |
| Electronic maintenance (vehicle equipment, MDT, emergency lights, MVR) | 1.00 | 2,200.00 | 2,200 | | | |
| 46390 - VEHICLE MAINTENANCE | | | | 19,320 | | 15,800 |
| Vehicle repairs | 1.00 | 15,000.00 | 15,000 | | | |
| Vehicle contract cleanings - hazmat/general cleanings | 1.00 | 4,320.00 | 4,320 | | (3,520) | |
| 46391 - VEHICLE FUEL | | | | 36,000 | | 36,000 |
| Unleaded gasoline | 12,000.00 | 3.00 | 36,000 | | | |
| TOTAL POLICE | | | | 1,924,141 | (57,772) | 1,866,369 |

- Fire/EMS Chief (full-time)
- Deputy Chief (Volunteer)
- Assistant Chief/Fire Marshal (full-time)
- Administrative Assistant Fire/EMS (full-time)
- Captain (full-time)
- Lieutenant (3 – full-time)
- Firefighter/Emergency Medical Technicians (6 - full-time) 24/7 coverage

Volunteer Interior Firefighters – 30 (*Personnel who are trained/cleared to conduct interior fire suppression activities. 21 are EMR or EMT certified to provide medical care*)

Volunteer Support Firefighters – 7 (*Personnel who are trained/cleared to provide exterior scene support. 3 are certified to provide medical care*)

Volunteer Fire Police – 14 (*Personnel who are trained to assist with traffic control at emergency incidents. 5 are certified to provide medical care*)

Volunteer Emergency Medical Technicians – 14 (*Personnel that can provide medical care at the basic life support level*)

2023-2024 Accomplishments:

- Responded to 2,296 total calls for service – Fire/ EMS (Year 2023)
 - 772 Fire related responses
 - 1524 EMS related responses
- Scheduled training/drill sessions (Year 2023) - 211
- Provided support to Town sponsored events (*ex. Santa Ride, 5K Resolution Run, Airline Trail ghost Run, COVID supply distributions, Colchester Day*)
- Awarded an AFG FEMA Grant to install Direct Source Diesel Exhaust Systems in both fire stations for health & Safety of personnel and community.
- Upgraded obsolete technology with much needed portable radio communications for officers and on all apparatus for personnel operating at emergency incidents.
- Updating of training requirements & policy to ensure skills & competencies are maintained while creating a quantity sufficient for a work/life balance to enhance volunteer personnel responses/retention.
- Develop a Succession Plan to provide a roadmap for personnel interested in advancing in the department and taking on leadership roles.
- Rebranding of the organization to reflect the community and provide for a collaborative environment for all stakeholders, both internal and external, that is all-inclusive and attractive for personnel to want to be a part of and join.
- Establishment of a town ordinance creating Colchester Fire & EMS as a municipal fire department in the Town of Colchester.
- Provided 4 Community CPR & Stop the Bleed offerings FREE to residents at Fire HQ; 30 residents were trained.
- 11 Fire Safety & Education Events provided to the community with 699 contacts in attendance at the various offerings.

- Smoke Alarm & Fire prevention CRR event held at Westchester Village installing over 44 smoke alarms in over 24 homes.
- 8 volunteers on probation; 0 new volunteer members going through on boarding process.

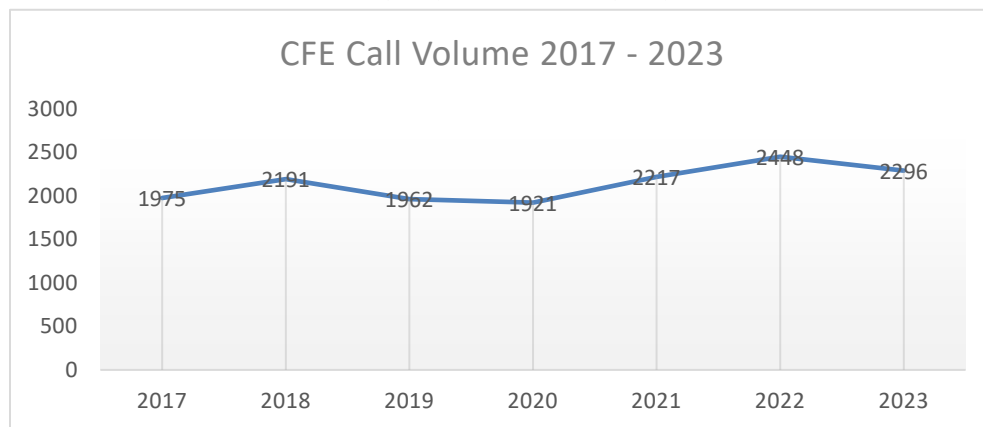
Measures (January 1 – December 31, 2023)

- **Total Calls = 2,296**
- Total Personnel Hours – Calls/Emergency = 15,888
- Training Personnel Hours = 3,700

| | <u>2023</u> | <u>2022</u> | <u>2021</u> | <u>2020</u> | <u>2019</u> | <u>2018</u> | <u>2017</u> |
|-------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| • Fire Marshal Inspections | 716 | 804 | 307 | 102* | 786 | 614 | 572 |
| • FM Violations Issued | 120 | 176 | 172 | 76* | 327 | 249 | 374 |
| • Fire Calls: | 420** | 336** | 59 | 64 | 44 | 57 | 48 |
| • Rescue/Medical Calls: | 1529 | 1878 | 1630 | 1219 | 1334 | 1455 | 1275 |
| • Hazmat/Elec. | 64 | 63 | 50 | 83 | 45 | 78 | 65 |
| • Other Calls (Service): | 280 | 171 | 190 | 342 | 261 | 418 | 336 |
| • Mutual Aid (given/received) | 240/165 | 202/74 | 328 | 293 | 340 | 347 | 210 |

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

** Includes false alarms (165), Good Intent (192) as well as fire calls



- Average Overall Response Times – EMS = 8:57 Minutes (*Turnout & Travel Time*)
 - Colchester LEMSP Performance Standard = Priority 1/7 Min; Priority 2/9 Min
- Average Overall Response Times – Fire = 7:50 Minutes (*Turnout & Travel Time*)
 - Response time meets NFPA 1720 – 2020 Edition for Rural Community (<500 per sq mile Population for rural communities)

2024-2025 Objectives

- Continued focus on volunteer recruitment and retention; Completion of a study for development of a Strategic Master Plan to focus on future facility, equipment and staffing needs for Colchester Fire & EMS.
- Addition of 2 career Firefighter/EMTs to provide for 3 career firefighter/EMTs on each of the four rotating shifts, 24/7.
- Continue to provide quality training at a quantity that ensures skills and competencies are maintained, but not to excessively utilize personnel time creating a manageable work/life balance.
- Provide training and development on the leadership & management for the fire department utilizing in-house instructors and outside vendors.
- Develop a partnership with the Colchester School system to provide an in-school program to provide exposure to fire & EMS services to high school students.
- Continue development of the Community Risk Reduction Program to reduce risk within the community and decrease calls for service; Establish a Fall Prevention Program
- Continually seek Federal Grant Opportunities to support Colchester Fire & EMS Mission and needs.
- Offer quarterly Community CPR free to the public; Offer Fire Safety Training and education to the community.
- Enhance communication capabilities by aligning with the state radio system for interoperability with town departments and mutual aid partners.
- Creation and maintenance of procedures and policies that align with the department mission to ensure continuity and uniformity throughout the organization.
- Creation of a Regional Confined Space Rescue Team with our mutual aid partners from Hebron FD & East Hampton FD.
- Quarterly and annual evaluation reviews of department statistics to ensure services provided are meeting the communities' expectations as well as industrial standards.
- Create and maintain a fiscally responsible operation budget to assist in the growing needs of the fire department; creation of a seven-year capital plan the illustrates and establishes improvement needs of facilities, apparatus and equipment.
- Review and update the current agreement with the Colchester Hayward Volunteer Fire Company to reflect the current needs of the department and town with relation to services, reimbursements, recruitment/retention, etc.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

FIRE/EMERGENCY MEDICAL SERVICES

| <u>ACCOUNT</u> | <u>FY 2021-2022 ACTUAL EXPENDITURES</u> | <u>FY 2022-2023 UNAUDITED EXPENDITURES</u> | <u>FY 2023-2024 ADOPTED BUDGET</u> | <u>FY 2024-205 PROPOSED BUDGET</u> |
|--|---|--|--|--|
| Regular Payroll | 730,134 | 749,085 | 868,051 | 997,861 |
| Overtime | 205,795 | 163,673 | 51,452 | 51,452 |
| Contractual, Temporary, Occasional Payroll | 41,615 | 62,663 | 36,195 | 43,229 |
| Employee Related Insurances | 3,047 | 2,466 | 4,399 | 4,536 |
| FICA & Retirement | 119,108 | 121,824 | 129,719 | 165,112 |
| Copier | 2,401 | 1,824 | 2,140 | 2,380 |
| Office Supplies | 2,949 | 2,878 | 2,500 | 1,500 |
| Safety Equipment | 51,104 | 53,445 | 61,260 | 57,468 |
| Custodial/Maintenance Supplies | 3,163 | 2,655 | 3,500 | 3,500 |
| Operating Supplies | 598 | 6,055 | 500 | 500 |
| Technical Reference Materials | 165 | 203 | 350 | 350 |
| Emergency Medical Supplies | 31,256 | 22,302 | 23,000 | 23,000 |
| Fire Equipment Supplies | 25,990 | 39,051 | 29,125 | 23,125 |
| Firefighting Foam | 1,617 | 1,350 | 1,000 | 1,000 |
| Mileage, Training & Meetings | 28,271 | 22,809 | 29,000 | 29,000 |
| Professional Memberships | 2,364 | 2,568 | 2,800 | 2,800 |
| Legal | 0 | 0 | 0 | 0 |
| Professional Services | 15,531 | 25,499 | 17,500 | 22,000 |
| Postage | 137 | 58 | 150 | 150 |
| Service Contracts | 87,613 | 134,074 | 91,222 | 98,312 |
| Advertising | 0 | 0 | 0 | 0 |
| Printing & Publications | 0 | 353 | 0 | 0 |
| Fuel Compensation | 46,164 | 46,833 | 45,000 | 45,000 |
| Physicals & Testing | 4,174 | 7,726 | 6,000 | 15,000 |
| Telephone | 13,372 | 14,090 | 13,453 | 14,173 |
| Fuel & Heating | 14,868 | 16,819 | 16,000 | 13,900 |
| Water | 0 | 251 | 300 | 300 |
| Electricity | 18,915 | 21,067 | 25,000 | 21,500 |
| Equipment Repairs | 8,044 | 9,163 | 6,500 | 5,500 |
| Building Repairs | 22,984 | 13,973 | 5,000 | 5,000 |
| Vehicle Maintenance | 33,403 | 65,178 | 50,000 | 30,000 |
| Vehicle Fuel | 35,510 | 51,611 | 41,000 | 43,000 |
| Machinery & Equipment | 0 | 15,706 | 0 | |
| Building & Grounds Improvements | 0 | 0 | 1,000 | 0 |
| TOTAL | 1,550,292 | 1,677,252 | 1,563,116 | 1,720,648 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 12202 - FIRE/EMERGENCY MEDICAL SERVICES | | | | | | |
| 40101 - REGULAR PAYROLL | | | | 997,861 | | 997,861 |
| Fire Chief | 1.00 | 110,262.00 | 110,262 | | | |
| Captain | 1.00 | 92,340.00 | 92,340 | | | |
| Lieutenant/Shift Supervisor | 1.00 | 87,840.00 | 87,840 | | | |
| Lieutenant/Shift Supervisor | 1.00 | 87,840.00 | 87,840 | | | |
| Lieutenant/Shift Supervisor | 1.00 | 87,840.00 | 87,840 | | | |
| Firefighter/EMT | 1.00 | 65,433.00 | 65,433 | | | |
| Firefighter/EMT | 1.00 | 57,505.00 | 57,505 | | | |
| Firefighter/EMT | 1.00 | 57,505.00 | 57,505 | | | |
| Firefighter/EMT | 1.00 | 57,505.00 | 57,505 | | | |
| Firefighter/EMT | 1.00 | 57,505.00 | 57,505 | | | |
| Firefighter/EMT | 1.00 | 53,508.00 | 53,508 | | | |
| Fire Marshal | 1.00 | 78,520.00 | 78,520 | | | |
| Assistant to Department Head (8 hrs/day) | 1.00 | 63,595.00 | 63,595 | | | |
| Longevity | 1.00 | 5,000.00 | 5,000 | | | |
| Holiday pay per union contract | 1.00 | 35,663.00 | 35,663 | | | |
| 40103 - OVERTIME | | | | 51,452 | | 51,452 |
| Overtime | 1.00 | 51,452.00 | 51,452 | | | |
| 40105 - CONTRACTUAL TEMPORARY, OCCASIONAL | | | | 43,229 | | 43,229 |
| Deputy Chief | 1.00 | 7,800.00 | 7,800 | | | |
| Assistant Chief | 1.00 | 5,200.00 | 5,200 | | | |
| Captains (4) | 4.00 | 1,716.00 | 6,864 | | | |
| Lieutenants (5) | 5.00 | 673.00 | 3,365 | | | |
| Ambulance staffing | 1.00 | 20,000.00 | 20,000 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 41210 - EMPLOYEE RELATED INSURANCE | | | | 4,536 | | 4,536 |
| Life/AD&D Insurance | 1.00 | 2,949.00 | 2,949 | | | |
| Long Term Disability Insurance | 1.00 | 1,587.00 | 1,587 | | | |
| 41230 - FICA & RETIREMENT | | | | 165,112 | | 165,112 |
| FICA/Medicare | 1.00 | 80,851.00 | 80,851 | | | |
| Defined Contribution 401(a) Plan - Fire Chief @ 8% | 1.00 | 8,821.00 | 8,821 | | | |
| Defined Contribution 401(a) Plan - Assistant to Department Head @ 9% | 1.00 | 5,724.00 | 5,724 | | | |
| Defined Contribution 401(a) Plan - Fire Union @ 9% | 1.00 | 63,434.00 | 63,434 | | | |
| Defined Contribution 401(a) Plan - Fire Marshal @ 8% | 1.00 | 6,282.00 | 6,282 | | | |
| 42233 - COPIER | | | | 2,380 | | 2,380 |
| Monthly lease payments | 12.00 | 120.00 | 1,440 | | | |
| Copy Paper | 10.00 | 40.00 | 400 | | | |
| Monthly lease payments - color copier | 12.00 | 45.00 | 540 | | | |
| 42301 - OFFICE SUPPLIES | | | | 2,000 | | 1,500 |
| General office supplies | 1.00 | 2,000.00 | 2,000 | | (500) | |
| 42323 - PROTECTIVE CLOTHING & SAFETY EQUIPMENT | | | | 58,468 | | 57,468 |
| Turnout gear sets | 7.00 | 6,424.00 | 44,968 | | | |
| Protective clothing repair | 1.00 | 1,500.00 | 1,500 | | | |
| Flame-resistant work uniforms for paid staff per union contract | 11.00 | 1,000.00 | 11,000 | | | |
| Cadet turnout gear - helmet and boots | 1.00 | 1,000.00 | 1,000 | | (1,000) | |
| 42331 - CUSTODIAL/MAINTENANCE SUPPLIES | | | | 3,500 | | 3,500 |
| Cleaning & maintenance supplies for station and grounds | 1.00 | 3,500.00 | 3,500 | | | |
| 42340 - OPERATING SUPPLIES | | | | 500 | | 500 |
| Cleaning agents, vehicle maintenance supplies, water softener salts, wax, rags, etc. | 1.00 | 500.00 | 500 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|----------------|-------------------|
| 42343 - TECHNICAL REFERENCE MATERIALS | | | | 350 | | 350 |
| Annual periodicals & subscriptions for various Fire Rescue & EMS topics | 1.00 | 350.00 | 350 | | | |
| 42345 - EMERGENCY MEDICAL SUPPLIES | | | | 23,000 | | 23,000 |
| Emergency food | 1.00 | 1,000.00 | 1,000 | | | |
| EMS Supplies - replenishment of all Town department first aid kits, first responder bags, glucometry readings, Narcan | 1.00 | 22,000.00 | 22,000 | | | |
| 42346 - FIRE EQUIPMENT SUPPLIES | | | | 24,125 | (1,000) | 23,125 |
| Batteries, Hazmat materials, sealant, fire extinguishers, breathing air, fasteners | 1.00 | 7,000.00 | 7,000 | | | |
| Hazmat meters, gas meters, module replacement cal materials | 1.00 | 1,600.00 | 1,600 | | | |
| Replacement of portable radios , batteries and pagers | 1.00 | 5,000.00 | 5,000 | | | |
| Fire Police equipment (personnel gear & equipment) | 1.00 | 1,500.00 | 1,500 | | | |
| Replacement of fire hose | 1.00 | 3,000.00 | 3,000 | | | |
| Hydro test 10 pressurized water extinguishers | 1.00 | 4,525.00 | 4,525 | | | |
| Rescue equipment - trench, water, ice rescue | 1.00 | 1,500.00 | 1,500 | | | |
| 42347 - FIRE FIGHTING FOAM | | | | 1,000 | | 1,000 |
| 43213 - MILEAGE, TRAINING & MEETINGS | | | | 29,000 | | 29,000 |
| Meeting, training & conference travel | 1.00 | 500.00 | 500 | | | |
| Mandatory training OSHA, NFPA, etc. | 1.00 | 26,500.00 | 26,500 | | | |
| Public Fire prevention materials (Fire Marshal) | 1.00 | 500.00 | 500 | | | |
| Recruitment and retention | 1.00 | 1,500.00 | 1,500 | | | |
| 43258 - PROFESSIONAL MEMBERSHIPS | | | | 2,800 | | 2,800 |
| Professional Affiliations - dues for NFPA, Fire Chiefs, Safety Officers | 1.00 | 2,800.00 | 2,800 | | | |
| 44208 - PROFESSIONAL SERVICES | | | | 22,000 | | 22,000 |
| Comstar payments -percent of revenue from ambulance billings | 1.00 | 22,000.00 | 22,000 | | | |
| 44217 - POSTAGE | | | | 150 | | 150 |
| Postage fees to send out equipment for repair/return postage of repaired items, Fire Marshal letters | 1.00 | 150.00 | 150 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 44223 - SERVICE CONTRACTS | | | | 98,312 | | 98,312 |
| Emergency dispatch services | 1.00 | 32,000.00 | 32,000 | | | |
| Paramedic services - Middlesex Paramedics | 1.00 | 17,500.00 | 17,500 | | | |
| Breathing air testing | 1.00 | 2,050.00 | 2,050 | | | |
| Annual furnace/hot water maintenance (Company 1) | 1.00 | 2,900.00 | 2,900 | | | |
| EMS Biohazard waste removal - required | 1.00 | 1,200.00 | 1,200 | | | |
| Annual fire pump testing/certifications | 1.00 | 2,625.00 | 2,625 | | | |
| Annual ground ladder testing & certification | 1.00 | 723.00 | 723 | | | |
| Annual aerial ladder testing & certification | 1.00 | 625.00 | 625 | | | |
| Annual hydraulic rescue tool service (base set & additional tools) | 1.00 | 2,034.00 | 2,034 | | | |
| Overhead door preventative maintenance/repairs - Company 1 & 2 | 1.00 | 1,250.00 | 1,250 | | | |
| Annual stretchers preventative maintenance inspection and chair stair inspections/repairs/parts | 1.00 | 9,857.00 | 9,857 | | | |
| Fire Extinguisher inspections, recharging, hydrotesting | 1.00 | 1,000.00 | 1,000 | | | |
| Emergency generator services - Company 2 | 1.00 | 800.00 | 800 | | | |
| Building Alarm system testing and monitoring | 2.00 | 150.00 | 300 | | | |
| Kitchen hood inspections | 1.00 | 250.00 | 250 | | | |
| Sprinkler system - quarterly inspections | 1.00 | 360.00 | 360 | | | |
| ESO Firehouse - fire incidents CAD integration, asset checklist bundle & bundles (fire incidents, inspections, properties, personnel management, hydrants, activities) | 1.00 | 10,898.00 | 10,898 | | | |
| Air-fill station - breathing air compressor service contract | 1.00 | 850.00 | 850 | | | |
| Fire hose testing 15,200 ft - includes re-coupling/testing | 1.00 | 5,040.00 | 5,040 | | | |
| Fire alarm testing, monitoring & maintenance service contract - Company 1 | 1.00 | 1,000.00 | 1,000 | | | |
| IamResponding system | 1.00 | 660.00 | 660 | | | |
| Exterminating Services - Company 1 & 2 | 1.00 | 750.00 | 750 | | | |
| Annual maintenance/servicing of aerial ladder | 1.00 | 2,500.00 | 2,500 | | | |
| Annual air conditioning inspection/maintenance - Company 1 | 1.00 | 600.00 | 600 | | | |
| Boiler inspection - Company 1 & 2 | 1.00 | 240.00 | 240 | | | |
| Annual inspection - above ground Convault (fuel) | 1.00 | 300.00 | 300 | | | |
| 44243 - COMPENSATION | | | | 45,000 | | 45,000 |
| Fuel compensation for volunteer staff | 1.00 | 45,000.00 | 45,000 | | | |
| 44286 - PHYSICALS & TESTING | | | | 16,000 | | 15,000 |
| Physicals & Testing - required for employment and service | 1.00 | 16,000.00 | 16,000 | | (1,000) | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|----------------|-------------------|
| 45216 - TELEPHONE | | | | 14,173 | | 14,173 |
| Headquarters phone, fax & internet | 1.00 | 7,765.00 | 7,765 | | | |
| Cell phone service - Fire Chief & Fire Marshal | 1.00 | 2,688.00 | 2,688 | | | |
| ipads - Chief & FMO & Deputy Chief | 1.00 | 3,720.00 | 3,720 | | | |
| 45221 - FUEL/HEATING | | | | 13,900 | | 13,900 |
| Heating oil - Company 1 - 7 furnaces, 2 hot water heaters, generator | 1.00 | 9,000.00 | 9,000 | | | |
| Propane - stove - Company 1 | 1.00 | 600.00 | 600 | | | |
| Heating oil - Company 2 | 1.00 | 4,000.00 | 4,000 | | | |
| Propane - Company 2 | 1.00 | 300.00 | 300 | | | |
| 45350 - WATER | | | | 300 | | 300 |
| Static & dry hydrants | 1.00 | 300.00 | 300 | | | |
| 45622 - ELECTRICITY | | | | 21,500 | | 21,500 |
| Electricity - Company 1 | 1.00 | 15,000.00 | 15,000 | | | |
| Electricity - Company 2 | 1.00 | 6,500.00 | 6,500 | | | |
| 46224 - EQUIPMENT REPAIRS | | | | 6,500 | | 5,500 |
| Radio & alarm repairs, lights & sirens | 1.00 | 4,000.00 | 4,000 | | | |
| Security system- continuous - entry identification | 1.00 | 500.00 | 500 | | | |
| Repair/maintenance of small engine tools, building/grounds maintenance equipment and other equipment | 1.00 | 1,000.00 | 1,000 | | | |
| SCBA - ISI repair parts for breathing apparatus | 1.00 | 1,000.00 | 1,000 | | (1,000) | |
| 46226 - BUILDING REPAIRS | | | | 5,000 | | 5,000 |
| Plumbing, electrical, miscellaneous building repairs | 1.00 | 5,000.00 | 5,000 | | | |
| 46390 - VEHICLE MAINTENANCE | | | | 30,000 | | 30,000 |
| Truck repairs & parts | 1.00 | 30,000.00 | 30,000 | | | |
| 46391 - VEHICLE FUEL | | | | 43,000 | | 43,000 |
| Unleaded gasoline | 3,500.00 | 3.00 | 10,500 | | | |
| Diesel gasoline | 10,000.00 | 3.25 | 32,500 | | | |
| TOTAL FIRE/EMERGENCY MEDICAL SERVICES | | | | 1,725,148 | (4,500) | 1,720,648 |

Town of Colchester
FY 2024 - 2025
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)

2023 – 2024 Accomplishments

- Maintain and operate Town wide Emergency siren program (ongoing).
- Continued coordination throughout Town and School to enhance response to critical events.
- Researched cost for upgrades or replacement of the town wide emergency siren program.

2024 - 2025 Objectives

- Update EOC IT infrastructure by connecting the EOC to the State of CT Education Network fiber-optic system.
- Develop local Pet Sheltering Plan in conjunction with American Red Cross
- Participate in local Public Safety Working Group continuing 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.
- Obtain funding in order to re-establish an active Community Emergency Response Team (CERT) program.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

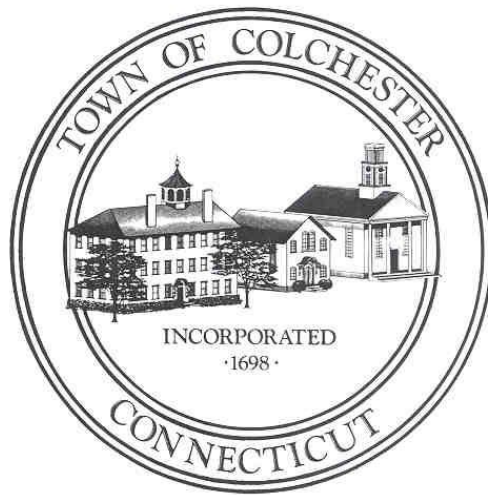
EMERGENCY MANAGEMENT

| <u>ACCOUNT</u> | <u>FY 2021-2022 ACTUAL EXPENDITURES</u> | <u>FY 2022-2023 UNAUDITED EXPENDITURES</u> | <u>FY 2023-2024 ADOPTED BUDGET</u> | <u>FY 2024-205 PROPOSED BUDGET</u> |
|--------------------------------|---|--|--|--|
| Regular Payroll | 5,124 | 5,314 | 5,191 | 5,474 |
| FICA | 392 | 406 | 397 | 419 |
| Office Supplies | 0 | 923 | 0 | 0 |
| Other Purchased Supplies | 3,500 | 1,621 | 2,000 | 1,000 |
| Emergency Medical Supplies | 0 | 0 | 0 | 0 |
| Mileage, Training and Meetings | 200 | 74 | 200 | 0 |
| Postage | 0 | 0 | 0 | 0 |
| Service Contracts | 825 | 442 | 510 | 340 |
| Printing & Publications | 0 | 182 | 0 | 0 |
| Telephone | 4,773 | 5,298 | 4,800 | 4,000 |
| Equipment Repairs | 3,288 | 118 | 500 | 0 |
| TOTAL | 18,102 | 14,378 | 13,598 | 11,233 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|----------------|-------------------|
| 12301 - EMERGENCY MANAGEMENT | | | | | | |
| 40101 - REGULAR PAYROLL | | | | 5,474 | | 5,474 |
| Emergency Management Director - stipend | 1.00 | 2,954.00 | 2,954 | | | |
| Deputy Emergency Management Director - stipend | 1.00 | 2,520.00 | 2,520 | | | |
| 41230 - FICA | | | | 419 | | 419 |
| FICA/Medicare | 1.00 | 419.00 | 419 | | | |
| 42340 - OTHER PURCHASED SUPPLIES | | | | 2,000 | | 1,000 |
| Supplies for planned activation of EOC for training or live emergency events Includes radio replacements, batteries for radios, and sirens | | 1.00 | 2,000 | | (1,000) | |
| 43213 - MILEAGE, TRAINING & MEETINGS | | | | 300 | | 0 |
| EMD training, State programs, mileage | 1.00 | 300.00 | 300 | | (300) | |
| 44223 - SERVICE CONTRACTS | | | | 840 | | 340 |
| Emergency Operations Center - Alarm monitoring | 1.00 | 500.00 | 500 | | (500) | |
| Emergency Operations Center - monthly pest control/exterminating services | 4.00 | 85.00 | 340 | | | |
| 45216 - TELEPHONE | | | | 4,800 | | 4,000 |
| Internet, static IP, U-verse, DSL, Centrix, fax, phone lines | 1.00 | 4,800.00 | 4,800 | | (800) | |
| 46224 - EQUIPMENT REPAIRS | | | | 500 | | 0 |
| Antenna replacement, sirens and other equipment repairs | 1.00 | 500.00 | 500 | | (500) | |
| TOTAL EMERGENCY MANAGEMENT | | | | 14,333 | (3,100) | 11,233 |

Public Works



TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET

Public Works

Departments

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



**Town of Colchester
FY 2024-2025
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 (shared position with Sewer & Water)

Assistant to the Department Head – Public Works (shared position with Sewer & Water)

**TOWN OF COLCHESTER
PROPOSED BUDGET**

PUBLIC WORKS ADMINISTRATION

| <u>ACCOUNT</u> | <u>FY 2021-2022 ACTUAL EXPENDITURES</u> | <u>FY 2022-2023 UNAUDITED EXPENDITURES</u> | <u>FY 2023-2024 ADOPTED BUDGET</u> | <u>FY 2024-2025 PROPOSED BUDGET</u> |
|------------------------------|---|--|--|---|
| Regular Payroll | 158,449 | 93,324 | 82,545 | 85,720 |
| Employee Related Insurances | 396 | 66 | 593 | 237 |
| FICA & Retirement | 20,294 | 7,140 | 17,871 | 12,655 |
| Copier | 275 | 576 | 290 | 362 |
| Office Supplies | 506 | 290 | 300 | 400 |
| Safety Equipment | 0 | 0 | 0 | 400 |
| Mileage, Training & Meetings | 0 | 0 | 0 | 450 |
| Professional Memberships | 75 | 0 | 0 | 500 |
| Professional Services | 0 | 10,204 | 0 | |
| Postage | 22 | 12 | 25 | 100 |
| Advertising | 0 | 0 | 0 | 0 |
| Telephone | 1,246 | 1,359 | 1,210 | 0 |
| Vehicle Maintenance | 0 | 0 | 0 | 100 |
| Vehicle Fuel | 0 | 0 | 0 | 150 |
| TOTAL | 181,263 | 112,971 | 102,834 | 101,074 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 13200 - PUBLIC WORKS ADMINISTRATION | | | | | | |
| 40101 - REGULAR PAYROLL | | | | 85,720 | | 85,720 |
| Public Works Director (40% Town, 10% BOE & 50% Sewer & Water) | 1.00 | 53,923.00 | 53,923 | | | |
| Assistant to Department Head - 8 hrs/day (50% Town & 50% S/W) | 1.00 | 31,797.00 | 31,797 | | | |
| 41210 - EMPLOYEE RELATED INSURANCE | | | | 237 | | 237 |
| Life/AD&D Insurance | 1.00 | 127.00 | 127 | | | |
| Long Term Disability | 1.00 | 110.00 | 110 | | | |
| 41230 - FICA & RETIREMENT | | | | 12,655 | | 12,655 |
| FICA/Medicare | 1.00 | 6,558.00 | 6,558 | | | |
| Defined Contribution 401(a) Plan - Director of Public Works @ 6% (40% Town, 10% BOE & 50% S&W) | 1.00 | 3,235.00 | 3,235 | | | |
| Defined Contribution 401(a) Plan - Assistant to Department Head @ 9% (50% Town, 50% S&W) | 1.00 | 2,862.00 | 2,862 | | | |
| 42233 - COPIER | | | | 362 | | 362 |
| Copier - monthly lease payments | 12.00 | 26.00 | 312 | | | |
| Per image charges | 1.00 | 50.00 | 50 | | | |
| 42301 - OFFICE SUPPLIES | | | | 400 | | 400 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 42323 - PROTECTIVE CLOTHING & SAFETY EQUIPMENT | | | | 400 | | 400 |
| Clothing and PPE | 1.00 | 400.00 | 400 | | | |
| 43213 - MILEAGE, TRAINING & MEETINGS | | | | 450 | | 450 |
| OSHA Training, mileage | 1.00 | 250.00 | 250 | | | |
| APWA Conferences | 1.00 | 200.00 | 200 | | | |
| 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 | | | |
| 46390 - VEHICLE MAINTENANCE | | | | 100 | | 100 |
| Vehicle repair parts | 1.00 | 100.00 | 100 | | | |
| 46391 - VEHICLE FUEL | | | | 150 | | 150 |
| Unleaded gasoline | 50.00 | 3.00 | 150 | | | |
| TOTAL PUBLIC WORKS ADMINISTRATION | | | | 101,074 | 0 | 101,074 |

**Town of Colchester
FY 2024 – 2025
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 - 5)

Assisted 3 days a week by Transfer Station employee.

2023 – 2024 Accomplishments

- Assisted the Water Department in numerous projects (water line at rec fields, water line on James Street, and assisted with water main breaks throughout town and other miscellaneous tasks).
- Repainted 25 miles of Collector Road center lines and stop bars.
- Cleaned and replaced multiple out of date or damaged road and street signs, this includes chevrons, and named street signs.
- Responded to multiple winter call-ins for snow and ice control.
- Completed removal of over 25% of identified damaged/dead trees in the town Right of Ways.
- Filled in potholes throughout the town (ongoing).
- Trimmed and chipped brush on the plow routes in preparation for winter and worked closely with Eversource to reduce outages and ensure maximum efficiency during storms.
- Cleaned up storm damaged trees after major events.

- Addressed driveway apron repairs due to changes in grades of road, or possible plow damage.
- Drainage detention basin cleaning and outlet swale cleaning, to prevent flooding on town streets (Ongoing).
- Removed beaver dams interfering with drainage and within pipes – River Road, Old Amston Road, Cabin Road, Ruby Cohen Park, Miles Standish Road, Pickerel Lake Road (Ongoing).
- Repaired and graded almost 9 miles of dirt roads.
- Completed town wide road sweeping per MS4 DEEP requirements.
- Replaced damaged I-beam and wire guard rails town-wide (On-Going).
- Completed two rounds of town wide roadside mowing.
- Trimmed nuisance weeds around guardrails throughout the town.
- Removed litter along the side of town roads.
- Trained numerous new employees on snow removal and plow routes.
- Replaced curbing and repaired damaged lawns as a result of winter snow operations.
- Repaired and replaced multiple catch basin tops and structures that were damaged due to time and other wear and tear.
- Repainted catch basin location lines to improve locating catch basins during winter months.
- Marked out electrical and communication boxes to prevent plows from contacting them through the town.
- Made essential repairs to the transfer station fixing guardrails and addressing sink holes.
- Repaired multiple town wide washouts due to heavy rain.
- Assisted Fire Department and First Responders in closing roads during emergencies.
- Repaired driveway water drainage issue at the back parking lot of Cragin Library.
- Removed old wooden fence at the Town Green.
- Set up Memorial Day Parade stage and decorations.
- Crack sealed a portion of Bull Hill Road.
- Provided contracted catch basin cleanings, town crew provided traffic control.
- Assisted grounds department with spreading top soil as part of town green improvement grant.

2024 – 2025 Objectives

- Continue to utilize Contracted and rental options, such as paving equipment, road grading, catch basin cleaning 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.
- Repaint 25 miles of Collector Road center lines and stop bars.
- Rebuild drainage system on Elm Street.
- Introduce Paint-A-Plow so that all grades get to come up with a theme and paint a plow blade.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

| <u>ACCOUNT</u> | <u>HIGHWAY</u> | | | |
|--|---|--|--|---|
| | <u>FY 2021-2022 ACTUAL EXPENDITURES</u> | <u>FY 2022-2023 UNAUDITED EXPENDITURES</u> | <u>FY 2023-2024 ADOPTED BUDGET</u> | <u>FY 2024-2025 PROPOSED BUDGET</u> |
| Regular Payroll | 456,329 | 473,075 | 455,913 | 555,052 |
| Overtime | 15,181 | 23,974 | 15,000 | 20,000 |
| Contractual, Temporary, Occasional Payroll | 5,538 | 0 | 0 | 5,200 |
| Employee Related Insurances | 1,615 | 1,466 | 1,913 | 2,152 |
| FICA & Retirement | 64,122 | 68,355 | 66,791 | 94,209 |
| Copier | 669 | 1,030 | 768 | 790 |
| Safety Equipment | 3,191 | 3,841 | 4,166 | 5,380 |
| Other Purchased Supplies | 157,483 | 58,336 | 135,052 | 107,308 |
| Mileage, Training & Meetings | 6,576 | 1,307 | 500 | 5,500 |
| Professional Services | 140,305 | 159,750 | 158,604 | 162,589 |
| Equipment Rental | 180 | 0 | 1,000 | 7,000 |
| Uniform Rental | 2,424 | 1,894 | 2,496 | 3,107 |
| Telephone | 0 | 0 | 0 | 960 |
| Traffic Control | 64,054 | 64,863 | 65,000 | 65,000 |
| Equipment Repairs | 0 | 0 | 0 | 0 |
| Vehicle Maintenance | 130,995 | 134,676 | 100,000 | 125,000 |
| Vehicle Fuel | 52,095 | 58,501 | 64,420 | 57,250 |
| Road Improvements | 620,000 | 295,629 | 540,000 | 575,000 |
| TOTAL | 1,720,757 | 1,346,697 | 1,611,623 | 1,791,497 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 13201 - HIGHWAY | | | | | | |
| 40101 - REGULAR PAYROLL | | | | 555,052 | | 555,052 |
| Highway Working Supervisor | 1.00 | 83,520.00 | 83,520 | | | |
| Highway Maintainer 4 | 1.00 | 67,589.00 | 67,589 | | | |
| Highway Maintainer 4 | 1.00 | 67,589.00 | 67,589 | | | |
| Highway Maintainer 4 | 1.00 | 67,589.00 | 67,589 | | | |
| Highway Maintainer 2 | 1.00 | 53,453.00 | 53,453 | | | |
| Highway Maintainer 2 | 1.00 | 53,453.00 | 53,453 | | | |
| Highway Maintainer 2 (current vacant position) | 1.00 | 53,453.00 | 53,453 | | | |
| Highway Maintainer 2 (current vacant position) | 1.00 | 53,453.00 | 53,453 | | | |
| Highway Maintainer 2 (current vacant position) | 1.00 | 53,453.00 | 53,453 | | | |
| Longevity | 1.00 | 1,500.00 | 1,500 | | | |
| 40103 - OVERTIME | | | | 20,000 | | 20,000 |
| Roads Overtime (not snow) | 1.00 | 20,000.00 | 20,000 | | | |
| 40105 - CONTRACTUAL TEMPORARY, OCCASIONAL | | | | 5,200 | | 5,200 |
| Tree Warden stipend | 52.00 | 100.00 | 5,200 | | | |
| 41210 - EMPLOYEE RELATED INSURANCE | | | | 2,152 | | 2,152 |
| Life/AD&D Insurance | 1.00 | 1,053.00 | 1,053 | | | |
| Long Term Disability | 1.00 | 1,099.00 | 1,099 | | | |
| 41230 - FICA & RETIREMENT | | | | 94,209 | | 94,209 |
| FICA/Medicare | 1.00 | 44,389.00 | 44,389 | | | |
| Defined Contribution 401(a) Plan - Road Crew @ 9% | 1.00 | 49,820.00 | 49,820 | | | |
| 42233 - COPIER | | | | 790 | | 790 |
| Copier - monthly lease payments | 12.00 | 44.00 | 528 | | | |
| Copier Lease Payment | 1.00 | 262.00 | 262 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 42323 - PROTECTIVE CLOTHING & SAFETY EQUIPMENT | | | | 5,380 | | 5,380 |
| Safety Shoes | 9.00 | 200.00 | 1,800 | | | |
| Rain gear - OSHA reflective | 10.00 | 85.00 | 850 | | | |
| Gloves - Summer | 60.00 | 5.00 | 300 | | | |
| Gloves - Winter | 20.00 | 10.00 | 200 | | | |
| Forestry hard hat/visor replacement | 3.00 | 110.00 | 330 | | | |
| Eye Protection | 10.00 | 15.00 | 150 | | | |
| Rubber boots | 10.00 | 55.00 | 550 | | | |
| Coverall replacements | 8.00 | 100.00 | 800 | | | |
| Safety Traffic Vests - OSHA compliant reflectivity | 10.00 | 40.00 | 400 | | | |
| 42340 - OTHER PURCHASED SUPPLIES | | | | 114,303 | | 107,308 |
| Meals in storms/call-in (not snow events) | 1.00 | 200.00 | 200 | | | |
| Catch basin blocks for raising or repairing tops, one pallet | 1.00 | 4,000.00 | 4,000 | | | |
| Misc. items (bottled gas, rags, degreaser, flashlights, batteries), etc. | 1.00 | 1,000.00 | 1,000 | | | |
| 500 tons Class 2 asphalt | 500.00 | 91.00 | 45,500 | | | |
| 40/tons cold patch | 40.00 | 100.00 | 4,000 | | | |
| Drainage 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, etc. | 10.00 | 50.00 | 500 | | | |
| Annual stop bars & crosswalks painting & supplies | 15.00 | 533.00 | 7,995 | | (6,995) | |
| SAND, SALT, GRAVEL, CEMENT | | | | | | |
| Cement & ready mix concrete | 1.00 | 3,000.00 | 3,000 | | | |
| Drainage stone & Rip Rap for road drainage repairs - 500 tons | 500.00 | 30.00 | 15,000 | | | |
| Topsoil for backup curb repairs - 60 tons | 60.00 | 24.00 | 1,440 | | | |
| Erosion ground supplies, seed, haybales, etc. | 1.00 | 1,000.00 | 1,000 | | | |
| TRAFFIC CONTROL SIGNS | | | | | | |
| Street signs, Traffic Control signs, cones | 1.00 | 7,000.00 | 7,000 | | | |
| Catch basin tops, manhole covers, risers for emergency repairs | 8.00 | 646.00 | 5,168 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 43213 - MILEAGE, TRAINING & MEETINGS | | | | 5,500 | | 5,500 |
| Training programs, mileage reimbursements | 1.00 | 5,500.00 | 5,500 | | | |
| 44208 - PROFESSIONAL SERVICES | | | | 212,589 | | 162,589 |
| Tree removal services - bucket truck & crew | 1.00 | 150,000.00 | 150,000 | | (50,000) | |
| Catch basin Vacuum truck contractor services | 12.00 | 1,957.00 | 23,484 | | | |
| PHYSICALS: | | | | | | |
| DOT - CDL annual physicals | 9.00 | 135.00 | 1,215 | | | |
| 2 staff pulmonary testing (respirator monitoring) | 2.00 | 140.00 | 280 | | | |
| CDL drug and alcohol testing | 9.00 | 110.00 | 990 | | | |
| Combined CDL testing for post accident/reasonable cause | 2.00 | 100.00 | 200 | | | |
| Pre-employment physicals | 5.00 | 185.00 | 925 | | | |
| Hearing tests per OSHA regulations | 9.00 | 55.00 | 495 | | | |
| 35 miles of centerline (double yellow) line painting | 35.00 | 1,000.00 | 35,000 | | | |
| 44237 - EQUIPMENT RENTAL | | | | 10,500 | | 7,000 |
| Specialty 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 | | (3,500) | |
| 44238 - UNIFORM RENTALS | | | | 3,107 | | 3,107 |
| Uniform rental | 52.00 | 59.75 | 3,107 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|------------------|-------------------|
| 45216 - TELEPHONE | | | | 960 | | 960 |
| Mobile phones/hotspots | 12.00 | 80.00 | 960 | | | |
| 45389 - TRAFFIC CONTROL LIGHTS | | | | 65,000 | | 65,000 |
| Electricity for streetlights and traffic control lights | 1.00 | 65,000.00 | 65,000 | | | |
| 46390 - VEHICLE MAINTENANCE | | | | 125,000 | | 125,000 |
| Vehicle repair parts | 1.00 | 125,000.00 | 125,000 | | | |
| 46391 - VEHICLE FUEL | | | | 57,250 | | 57,250 |
| Unleaded gasoline | 5,000.00 | 3.00 | 15,000 | | | |
| Diesel gasoline | 13,000.00 | 3.25 | 42,250 | | | |
| 48439 - ROAD IMPROVEMENT | | | | 700,000 | | 575,000 |
| Road improvement/pavement maintenance | 1.00 | 700,000.00 | 700,000 | | (125,000) | |
| TOTAL HIGHWAY | | | | 1,976,992 | (185,495) | 1,791,497 |

**Town of Colchester
FY 2024 – 2025
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 that works out of the Town Garage. Fleet maintains the Town's \$15+ 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 x 2).

Mechanic II (full time).

Mechanic Helper (3 days/week).

2023 – 2024 Accomplishments

- Completely realigned the vehicle and equipment side of the Capital Improvement Plan.
- Completed plow truck proposal to strengthen our winter operations.
- Completed an engineering inspection of water intrusion damage for the garage.
- Replaced one rooftop heating unit.
- Overhauled valves on fire apparatus to meet pump testing standards.
- Created specs and oversaw roof replacement of the salt shed.
- Created specs, ordered and oversaw the building of a 45,000lb Highway Department plow/dump truck.
- Created specs and ordered one Ford F550 truck, installed flatbed dump, plow and sander.
- Created specs and ordered a new over-the-rail roadside mower.
- Created specs and ordered a new compact tractor for Grounds.
- Created specs and ordered three Ford F150 Police Responder pickups.
- Created specs and ordered three Ford F550 trucks, installed mason dump bodies, plows and sanders in-house.
- Created specs, ordered, and oversaw the outfitting of a new Police Responder pickup.
- Created specs and ordered a new Fire Marshal F150 pickup.
- Created specs and ordered and outfitted a new Deputy Chief F150 pickup.
- Completed engine refurb on two Hwy plow/dump trucks.
- 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 was ready to go by March 30th.
- 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 secure necessary tools & equipment to stay current with technology.

| Measures (1/1/2023 – 12/31/2023) | 2023 | 2022 | <u>2021</u> |
|---|-------------|-------------|--------------------|
| • Work Orders Completed | 1310 | 1242 | 1188 |

2024 – 2025 Objectives

- Strive for a safe and healthy work environment.
- Complete the installation of a 400 amp electrical service.
- Complete the installation of a 60KW generator with an automatic transfer switch.
- Continue on-line training courses to meet OSHA requirements.
- Continue with CONN OSHA’s Consultation Services.
- Continue building repairs and maintenance in-house to lower the cost.
- Continue on upgrading maintenance for our fire apparatus.
- Have 100% of seasonal equipment serviced and ready to go for March 30th.
- 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 remaining snow removal equipment fully operational by November 15.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

FLEET SERVICES

| <u>ACCOUNT</u> | <u>FY 2021-2022 ACTUAL EXPENDITURES</u> | <u>FY 2022-2023 UNAUDITED EXPENDITURES</u> | <u>FY 2023-2024 ADOPTED BUDGET</u> | <u>FY 2024-2025 PROPOSED BUDGET</u> |
|--|--|---|---|--|
| Regular Payroll | 278,276 | 290,895 | 297,413 | 338,308 |
| Overtime | 4,074 | 3,303 | 4,000 | 4,200 |
| Contractual, Temporary, Occasional Payroll | 1,950 | 1,800 | 1,800 | 1,800 |
| Employee Related Insurances | 1,028 | 832 | 1,074 | 1,074 |
| FICA & Retirement | 40,989 | 44,188 | 46,445 | 55,563 |
| Office Supplies | 372 | 476 | 450 | 400 |
| Safety Equipment | 1,397 | 841 | 1,400 | 3,431 |
| Custodial/Maintenance Supplies | 1,298 | 1,220 | 1,300 | 1,000 |
| Fleet Repair & Maintenance Supplies | 24,680 | 26,334 | 20,000 | 25,000 |
| Mileage, Training & Meetings | 0 | 0 | 0 | 800 |
| Professional Memberships | 200 | 200 | 200 | 225 |
| Professional Services | 777 | 1,193 | 2,090 | 1,065 |
| Service Contracts | 15,429 | 19,386 | 18,609 | 17,139 |
| Uniform Rental | 1,717 | 1,770 | 2,100 | 2,300 |
| Telephone | 0 | 0 | 0 | 480 |
| Fuel & Heating | 11,717 | 6,138 | 10,105 | 7,470 |
| Electricity | 12,604 | 13,189 | 13,000 | 13,000 |
| Equipment Repairs | 335 | 1,809 | 800 | 1,300 |
| Building Repairs | 5,955 | 5,953 | 6,000 | 5,000 |
| Vehicle Maintenance | 5,492 | 3,682 | 3,500 | 3,500 |
| Vehicle Fuel | 5,461 | 4,121 | 5,701 | 3,319 |
| Buildings & Grounds Improvements | 0 | | 0 | 6,000 |
| TOTAL | 413,751 | 427,330 | 435,987 | 492,374 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 13202 - FLEET SERVICES | | | | | | |
| 40101 - REGULAR PAYROLL | | | | 338,308 | | 338,308 |
| Fleet Maintenance Supervisor | 1.00 | 101,329.00 | 101,329 | | | |
| Mechanic 3 | 1.00 | 83,520.00 | 83,520 | | | |
| Mechanic 3 | 1.00 | 83,520.00 | 83,520 | | | |
| Mechanic 2 | 1.00 | 67,589.00 | 67,589 | | | |
| Longevity | 1.00 | 2,350.00 | 2,350 | | | |
| 40103 - OVERTIME | | | | 4,200 | | 4,200 |
| Overtime | 1.00 | 4,200.00 | 4,200 | | | |
| 40105 - CONTRACTUAL TEMPORARY, OCCASIONAL | | | | 1,800 | | 1,800 |
| Tool allowance - 3 employees @ \$50 per month | 3.00 | 600.00 | 1,800 | | | |
| 41210 - EMPLOYEE RELATED INSURANCE | | | | 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 | | | | 55,563 | | 55,563 |
| FICA/Medicare | 1.00 | 26,340.00 | 26,340 | | | |
| Defined Contribution 401(a) Plan - Fleet Maintenance Supervisor @ 8% | 1.00 | 8,106.00 | 8,106 | | | |
| Defined Contribution 401(a) Plan - Mechanics @ 9% | 1.00 | 21,117.00 | 21,117 | | | |
| 42301 - OFFICE SUPPLIES | | | | 450 | | 400 |
| Copy/Printer Paper | 2.00 | 25.00 | 50 | | | |
| General Office Supplies | 1.00 | 100.00 | 100 | | (50) | |
| Printer Supplies | 1.00 | 300.00 | 300 | | | |
| 42323 - PROTECTIVE CLOTHING & SAFETY EQUIPMENT | | | | 3,431 | | 3,431 |
| 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 | | | |
| Replace AED device (every 10 years) | 1.00 | 2,031.00 | 2,031 | | | |
| 42331 - CUSTODIAL/MAINTENANCE SUPPLIES | | | | 1,300 | | 1,000 |
| Paper towels, toilet paper, soaps & cleaning supplies | 1.00 | 1,300.00 | 1,300 | | (300) | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 42341 - FLEET REPAIR & MAINT SUPPLIES | | | | 27,500 | | 25,000 |
| Shop supplies, oils & lubricants, nuts, bolts, welding & grinding supplies, etc. | 1.00 | 27,500.00 | 27,500 | | (2,500) | |
| 43213 - MILEAGE, TRAINING & MEETINGS | | | | 800 | | 800 |
| On-line training required by OSHA & Federal DOT | 4.00 | 200.00 | 800 | | | |
| 43258 - PROFESSIONAL MEMBERSHIPS | | | | 225 | | 225 |
| Motor Transport Association membership | 1.00 | 225.00 | 225 | | | |
| 44208 - PROFESSIONAL SERVICES | | | | 1,065 | | 1,065 |
| OSHA required audiograms | 4.00 | 55.00 | 220 | | | |
| Random Drug Testing | 4.00 | 110.00 | 440 | | | |
| CDL physicals | 3.00 | 135.00 | 405 | | | |
| 44223 - SERVICE CONTRACTS | | | | 18,139 | | 17,139 |
| Annual Cummings Software Update | 1.00 | 720.00 | 720 | | | |
| Annual Domestic Vehicle Diagnostic Software Update | 1.00 | 584.00 | 584 | | | |
| Annual fire alarm and fire extinguisher inspections | 1.00 | 250.00 | 250 | | | |
| Annual monitoring - Security & Fire Alarm | 1.00 | 1,000.00 | 1,000 | | (1,000) | |
| Annual Navistar software update | 1.00 | 1,388.00 | 1,388 | | | |
| Annual Overhead Hoist Inspection | 3.00 | 210.00 | 630 | | | |
| Annual Pressure Washer Service | 1.00 | 600.00 | 600 | | | |
| Annual RTA software maintenance fee | 1.00 | 2,700.00 | 2,700 | | | |
| Annual Service of propane heating units | 1.00 | 500.00 | 500 | | | |
| Annual Tire Pressure monitoring update | 1.00 | 315.00 | 315 | | | |
| Annual vehicle lift inspection | 2.00 | 125.00 | 250 | | | |
| Annual vehicle repair (not diagnostic) software update | 1.00 | 1,788.00 | 1,788 | | | |
| Boiler inspection (due March 2025) | 1.00 | 100.00 | 100 | | | |
| Fire extinguisher testing/replacement (not inspection) | 1.00 | 500.00 | 500 | | | |
| Internet | 12.00 | 262.00 | 3,144 | | | |
| Oil Filter Removal | 2.00 | 110.00 | 220 | | | |
| Oxygen, Acetylene & Welding Gas bottle lease | 1.00 | 600.00 | 600 | | | |
| Overhead door service/repair | 1.00 | 1,000.00 | 1,000 | | | |
| Parts washer service | 4.00 | 310.00 | 1,240 | | | |
| Waste gas removal | 1.00 | 250.00 | 250 | | | |
| Cloud Management of Fuel Management Software | 1.00 | 360.00 | 360 | | | |
| Oil & Water Separator cleaning (every 3 years) | | | 0 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|-----------------|-------------------|
| 44238 - UNIFORM RENTALS | | | | 2,300 | | 2,300 |
| Uniforms and cloth wipers | 1.00 | 2,300.00 | 2,300 | | | |
| 45216 - TELEPHONE | | | | 480 | | 480 |
| Annual cost for Fleet Supervisor cell phone | 12.00 | 40.00 | 480 | | | |
| 45221 - FUEL/HEATING | | | | 7,470 | | 7,470 |
| Propane - Town Garage | 3,500.00 | 1.66 | 5,810 | | | |
| Propane - Wash Bay | 1,000.00 | 1.66 | 1,660 | | | |
| 45622 - ELECTRICITY | | | | 13,000 | | 13,000 |
| Electricity - Town Garage complex | 1.00 | 13,000.00 | 13,000 | | | |
| 46224 - EQUIPMENT REPAIRS | | | | 1,300 | | 1,300 |
| Maintenance, testing and repairs - Fuel management & delivery systems | 1.00 | 1,300.00 | 1,300 | | | |
| 46226 - BUILDING REPAIRS | | | | 6,000 | | 5,000 |
| Maintain Interior/Exterior - Town Garage, Salt Shed, Wash Bay | 1.00 | 6,000.00 | 6,000 | | (1,000) | |
| 46390 - VEHICLE MAINTENANCE | | | | 3,500 | | 3,500 |
| Vehicle & Equipment Repairs for Fleet | 1.00 | 3,500.00 | 3,500 | | | |
| 46391 - VEHICLE FUEL | | | | 3,319 | | 3,319 |
| Unleaded gasoline - Water Department | 1,000.00 | 3.00 | 3,000 | | | |
| Unleaded gasoline - Fleet | 50.00 | 3.00 | 150 | | | |
| Diesel Fuel - Fleet | 52.00 | 3.25 | 169 | | | |
| 48417 - BUILDINGS & GROUNDS IMPROVEMENTS | | | | 13,000 | | 6,000 |
| Salt shed painting | 1.00 | 4,500.00 | 4,500 | | (4,500) | |
| Highway Dept. salt tent - new cover | 1.00 | 6,000.00 | 6,000 | | | |
| Town garage roof leak repairs | 1.00 | 2,500.00 | 2,500 | | (2,500) | |
| TOTAL FLEET SERVICES | | | | 504,224 | (11,850) | 492,374 |

**Town of Colchester
FY 2024 – 2025
Proposed Budget**

Department: Public Works - Division of Grounds

Mission

Provide safe and beautiful athletic fields and outdoor public spaces for the residents and families of Colchester.

Description

Grounds is a division of Colchester's Public Works Department that works out of the Colchester Recreation Complex. The Grounds department maintains over 100 Acres of Athletic Fields and Open Space and 2 miles of walking paths in Colchester's various Parks, schools, and municipal buildings. In the winter, grounds plows parking lots and clears sidewalks at Colchester's municipal buildings.

Staffing

Grounds Working Supervisor (full time).

Maintainer II (full time x 2).

Maintainer I (full time x 3).

2023 – 2024 Accomplishments

- Mowing and weed whacking at all town properties and schools
- Seeding and fertilizing of all town properties and schools
- Continual preparation of the fields and the complex and the schools
- Maintained town bathrooms and trash receptacles at RecPlex and Town Green
- Put up and maintained the Christmas lights and walking path arches
- Coordination of splash pad repair and reopening prior to the end of summer
- Coordination & Monitoring of the APRA funded Irrigation Project
- Assisted Irrigation Contractor rock excavation and site clean up
- Athletic Field preparation after irrigation installation
- New stairs installed between R5 and R8
- Laid down new playground mulch at the RecPlex and at Bacon Academy
- Laid new mulch in garden beds at the Town Hall
- Additional Reseed and stabilization of football field at Bacon Academy after wet fall games
- Landscaping and spreading of Topsoil at the new walking path on the Town Green
- Cleared brush/trees for site survey work of Norton park
- Utilized a rental windstorm for fall leaf maintenance of airline trails
- Maintained athletic fields, bathrooms, trash during Statewide soccer and lacrosse tournaments.

- Fabrication and painting of new voting signs
- Trained new employees with routine work and snow removal
- Continue support with highway, fleet, and facilities

2024 – 2025 Objectives

- Increase Grounds staff by 3 part time employees to meet labor needs at School and Town Properties.
- Perform additional maintenance and placing of amendments at the RecPlex as recommended by field feasibility Study.
- Start a new sand topdressing initiative. Place ¼” of on RecPlex fields twice annually to level grade and improve drainage as recommended by Field Maintenance Plan.
- Increase solid tine aeration effort from twice a year to five times a year to reduce compaction of RecPlex fields and improve drainage recommended by Field Maintenance Plan.
- Maintain and operate new irrigation system at RecPlex in tandem with drought prevention additive recommended by Field Maintenance Plan.
- Increase mowing frequency on athletic fields at the RecPlex from once a week to twice a week as recommended by Field Maintenance Plan
- Fund a fenceline spray initiative to improve RecPlex aesthetics.
- Increase infield maintenance frequency from once a week to twice a week during sport season
- Increase infield decompaction from twice a year to once a month March to November
- Increase infield lip maintenance from once a year to once a month March to November
- Hold mandatory training for diamond sport volunteers on pregame infield maintenance at the beginning of season
- Continue labor support of Recreation department events and sports league tournaments
- Continue maintenance of airline trail
- Continue grounds maintenance, refuse clean up, and bathroom cleaning at the RecPlex and other municipal open spaces and parks
- Continue operation and maintenance of splash pad filtration system
- Verti Drain aerate Bacon Academy sports fields to improve drainage and compaction
- Reconstruct scour pad outlets and jet existing perforated underdrains on Bacon Academy sports fields to improve drainage
- Install a curtain drain to daylight on Bacon Academy softball field 3rd base line to improve drainage
- Laser Grade diamond sports fields at Bacon Academy and select fields at the RecPlex to reduce safety risks and to improve drainage.
- Repair severe washouts due to extreme weather on Airline trail and at the RecPlex R8 to R5 Stairs
- Repaint bath house, splash pad, and splash pad fixtures.
- Continue revitalization of the gazebo on the town green and replace existing trash receptacles.
- Install positive protection barrier to restrict vehicles from playground to R6
- Participate in Pollinator Pathways programs to increase native biodiversity reduce hand mowing manhours.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

GROUNDS MAINTENANCE

| <u>ACCOUNT</u> | <u>FY 2021-2022 ACTUAL EXPENDITURES</u> | <u>FY 2022-2023 UNAUDITED EXPENDITURES</u> | <u>FY 2023-2024 ADOPTED BUDGET</u> | <u>FY 2024-2025 PROPOSED BUDGET</u> |
|--|---|--|--|---|
| Regular Payroll | 339,249 | 301,420 | 370,708 | 339,855 |
| Overtime | 11,515 | 10,333 | 7,500 | 7,800 |
| Contractual, Temporary, Occasional Payroll | 0 | 0 | 0 | 53,568 |
| Employee Related Insurances | 1,720 | 1,343 | 1,674 | 1,435 |
| FICA & Retirement | 47,456 | 45,145 | 52,412 | 61,092 |
| Safety Equipment | 954 | 3,095 | 2,500 | 2,200 |
| Custodial/Maintenance Supplies | 4,174 | 2,876 | 3,000 | 3,000 |
| Grounds Maintenance Supplies | 31,996 | 20,022 | 49,000 | 140,031 |
| Other Purchased Supplies | 7,469 | 8,558 | 6,000 | 6,350 |
| Mileage, Training & Meetings | 276 | 465 | 500 | 2,300 |
| Professional Services | 2,951 | 3,036 | 16,090 | 10,834 |
| Service Contracts | 7,814 | 8,351 | 13,980 | 30,580 |
| Equipment Rental | 0 | 0 | 0 | 5,420 |
| Uniform Rental | 2,077 | 1,798 | 2,700 | 2,940 |
| Telephone | 840 | 2,093 | 1,560 | 3,384 |
| Fuel & Heating | 1,344 | 930 | 1,000 | 1,000 |
| Water & Sewer | 0 | 221 | 100 | 100 |
| Electricity | 17,958 | 17,368 | 20,000 | 20,000 |
| Equipment Repairs | 0 | 518 | 1,200 | 1,200 |
| Building Repairs | 9,676 | 14,523 | 10,000 | 7,500 |
| Other Repairs | 2 | 3,518 | 1,500 | 1,500 |
| Vehicle Maintenance | 31,995 | 36,388 | 35,000 | 35,000 |
| Vehicle Fuel | 19,900 | 17,017 | 18,590 | 21,250 |
| TOTAL | 539,366 | 499,018 | 615,014 | 758,339 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 13203 - GROUNDS MAINTENANCE | | | | | | |
| 40101 - REGULAR PAYROLL | | | | 339,855 | | 339,855 |
| Grounds Working Supervisor | 1.00 | 74,375.00 | 74,375 | | | |
| Grounds Maintainer 2 | 1.00 | 53,453.00 | 53,453 | | | |
| Grounds Maintainer 2 (current vacant position) | 1.00 | 53,453.00 | 53,453 | | | |
| Grounds Maintainer 1 | 1.00 | 52,158.00 | 52,158 | | | |
| Grounds Maintainer 1 | 1.00 | 52,158.00 | 52,158 | | | |
| Grounds Maintainer 1 | 1.00 | 52,158.00 | 52,158 | | | |
| Longevity | 1.00 | 2,100.00 | 2,100 | | | |
| 40103 - OVERTIME | | | | 7,800 | | 7,800 |
| Overtime | 1.00 | 7,800.00 | 7,800 | | | |
| 40105 - CONTRACTUAL TEMPORARY, OCCASIONAL | | | | 53,568 | | 53,568 |
| Seasonal Grounds Maintainers (3 positions) April - October (new position requests) | 3.00 | 17,856.00 | 53,568 | | | |
| 41210 - EMPLOYEE RELATED INS. | | | | 1,435 | | 1,435 |
| Life/AD&D insurance | 1.00 | 702.00 | 702 | | | |
| Long Term Disability insurance | 1.00 | 733.00 | 733 | | | |
| 41230 - FICA & RETIREMENT | | | | 61,092 | | 61,092 |
| FICA/Medicare | 1.00 | 26,596.00 | 26,596 | | | |
| Defined Contribution 401(a) Plan - Grounds Maintenance Crew @ 9% | 1.00 | 30,398.00 | 30,398 | | | |
| FICA/Medicare Seasonal Grounds Maintainers (3 positions) April - October (new position requests) | 3.00 | 1,366.00 | 4,098 | | | |
| 42323 - PROTECTIVE CLOTHING & SAFETY EQUIPMENT | | | | 2,200 | | 2,200 |
| Safety shoes | 6.00 | 200.00 | 1,200 | | | |
| Gloves (work, latex & winter), eye protection, hardhats, safety vests etc. | 1.00 | 600.00 | 600 | | | |
| Replace chaps - 2 per year | 2.00 | 200.00 | 400 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 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 | | | | 143,231 | | 140,031 |
| Pavement line paint, Infield clay mix, topsoil, fertilizer, bark mulch Park & Town Facilities | 1.00 | 43,961.00 | 43,961 | | | |
| Overseeding program | 1.00 | 64,750.00 | 64,750 | | | |
| RecPlex Drought Additive | 1.00 | 2,500.00 | 2,500 | | | |
| RecPlex & Town Green Fertilizer Program | 1.00 | 20,120.00 | 20,120 | | | |
| RecPlex Bio Stimulus Program | 2.00 | 3,200.00 | 6,400 | | (3,200) | |
| Field Irrigation | 1.00 | 3,000.00 | 3,000 | | | |
| Playground Maintenance | 1.00 | 2,000.00 | 2,000 | | | |
| Playground Inspection | 1.00 | 500.00 | 500 | | | |
| 42340 - OTHER PURCHASED SUPPLIES | | | | 7,350 | | 6,350 |
| Fuel mix oil, flags, lubricants, trimmer, string, various hand tools small power tools, miscellaneous items | 1.00 | 7,000.00 | 7,000 | | (1,000) | |
| Unscheduled overtime meal money (not for snow) | 1.00 | 350.00 | 350 | | | |
| 43213 - MILEAGE, TRAINING & MEETINGS | | | | 2,300 | | 2,300 |
| Grounds maintenance crew training | 1.00 | 2,300.00 | 2,300 | | | |
| 44208 - PROFESSIONAL SERVICES | | | | 15,834 | | 10,834 |
| Electrical services - minor repairs for lights, gazebo, Town Green, etc. | 1.00 | 1,500.00 | 1,500 | | | |
| Locksmith services | 1.00 | 250.00 | 250 | | | |
| Fence repairs - annual maintenance | 1.00 | 10,000.00 | 10,000 | | (5,000) | |
| Existing Irrigation system repairs and winterization | 1.00 | 720.00 | 720 | | | |
| Aerial lift truck for sports lighting bulb replacement | 2.00 | 982.00 | 1,964 | | | |
| Pre-employment physicals and hearing tests | 7.00 | 100.00 | 700 | | | |
| CCM Drug Testing Consortium | 7.00 | 100.00 | 700 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 44223 - SERVICE CONTRACTS | | | | 38,480 | | 30,580 |
| Fire extinguisher service | 1.00 | 260.00 | 260 | | | |
| Grounds Maintenance Building - security monitoring | 12.00 | 40.00 | 480 | | | |
| Heater/Boiler inspection - Maintenance building | 1.00 | 240.00 | 240 | | | |
| Skylogix annual service agreement - sports lighting | 1.00 | 1,500.00 | 1,500 | | | |
| Port-o-let Rental Town Green and Ruby Cohen - 2 HC 1 Standard 9 month coverage | 9.00 | 900.00 | 8,100 | | | |
| POGP System | 1.00 | 2,200.00 | 2,200 | | (2,200) | |
| POGP Membership | 12.00 | 100.00 | 1,200 | | (1,200) | |
| Pesticide application for weeds, spray fencelines twice, five applications | 7.00 | 3,500.00 | 24,500 | | (4,500) | |
| 44237 - EQUIPMENT RENTAL | | | | 5,420 | | 5,420 |
| Windstorm Rental | 2.00 | 210.00 | 420 | | | |
| Stumpgrinder | 2.00 | 250.00 | 500 | | | |
| Topdresser | 4.00 | 500.00 | 2,000 | | | |
| Sprayer for Bio-Stimulus | 5.00 | 500.00 | 2,500 | | | |
| 44238 - UNIFORM RENTALS | | | | 2,940 | | 2,940 |
| Grounds Maintenance Crew uniforms | 12.00 | 245.00 | 2,940 | | | |
| 45216 - TELEPHONE | | | | 3,384 | | 3,384 |
| Cell Phone - PW Supervisor - monthly charges | 12.00 | 40.00 | 480 | | | |
| Comcast - WiFi for internet and camera system at spray park & Grounds Maintenance Building | 12.00 | 242.00 | 2,904 | | | |
| 45221 - FUEL/HEATING | | | | 1,000 | | 1,000 |
| Parks Garage - Propane | 1.00 | 1,000.00 | 1,000 | | | |
| 45222 - WATER & SEWER | | | | 100 | | 100 |
| Water usage - field irrigation | 1.00 | 100.00 | 100 | | | |
| 45622 - ELECTRICITY | | | | 20,000 | | 20,000 |
| RecPlex sports lighting, Town Green, Grounds Garage, Concession Stand | 1.00 | 20,000.00 | 20,000 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|-----------------|-------------------|
| 46224 - EQUIPMENT REPAIRS | | | | 1,200 | | 1,200 |
| General repairs on Parks equipment | 1.00 | 1,200.00 | 1,200 | | | |
| 46226 - BUILDING REPAIRS | | | | 10,000 | | 7,500 |
| General Building repairs, bathroom repairs, Pavilion, splashpad | 1.00 | 10,000.00 | 10,000 | | (2,500) | |
| 46229 - OTHER REPAIR SERVICES | | | | 1,500 | | 1,500 |
| Repairs for picnic tables, bleachers, batting cages, miscellaneous equipment, fountains, etc (not buildings) | 1.00 | 1,500.00 | 1,500 | | | |
| 46390 - VEHICLE MAINTENANCE | | | | 35,000 | | 35,000 |
| Vehicle and large equipment repairs | 1.00 | 35,000.00 | 35,000 | | | |
| 46391 - VEHICLE FUEL | | | | 21,250 | | 21,250 |
| Unleaded gasoline | 6,000.00 | 3.00 | 18,000 | | | |
| Diesel Fuel | 1,000.00 | 3.25 | 3,250 | | | |
| TOTAL GROUNDS MAINTENANCE | | | | 777,939 | (19,600) | 758,339 |



**Town of Colchester
FY 2024 – 2025
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 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, 2 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.

2023 – 2024 Accomplishments

- Responded to several Snow-Icing Events (through 3/8/2024).
- Trained new staff for additional road routes.
- Continued one source De-Icing Material between BOE and Town Facilities.
- Secured Bulk Treated Road Salt Contract to ensure deliveries.
- Re-marked and identified all sidewalk clearing responsibilities of Town (i.e. adjacent to open space properties of Town within new subdivisions).
- Continued School Parking Lot Contracted services.

2024 – 2025 Objectives

- Continue to identify route specific issues that enhance public satisfaction level.
- Introduce Paint-A-Plow so that all grades get to come up with a theme and paint a plow blade.
- Continue training staff on proper plowing techniques to reduce damage repair needed in spring.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

SNOW REMOVAL

| <u>ACCOUNT</u> | FY 2021-2022 ACTUAL EXPENDITURES | FY 2022-2023 UNAUDITED EXPENDITURES | FY 2023-2024 ADOPTED BUDGET | FY 2024-2025 PROPOSED BUDGET |
|--------------------------|---|--|--|---|
| Overtime | 141,634 | 73,908 | 110,000 | 114,000 |
| FICA | 10,467 | 5,115 | 8,415 | 8,721 |
| Sand & Salt Supplies | 176,956 | 207,814 | 176,393 | 196,796 |
| Other Purchased Supplies | 8,340 | 19,845 | 11,000 | 10,300 |
| Professional Services | 200,805 | 163,740 | 225,000 | 178,080 |
| TOTAL | 538,202 | 470,422 | 530,808 | 507,897 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|-----------------|-------------------|
| 13204 - SNOW REMOVAL | | | | | | |
| 40103 - OVERTIME | | | | | | |
| Town Crew - snow removal | 1.00 | 114,000.00 | 114,000 | 114,000 | | 114,000 |
| 41230 - FICA | | | | | | |
| FICA/Medicare | 1.00 | 8,721.00 | 8,721 | 8,721 | | 8,721 |
| 42333 - SAND SALT GRAVEL | | | | | | |
| Sand - 100 tons | 100.00 | 34.00 | 3,400 | 232,376 | | 196,796 |
| Treated Salt - 1,900 tons reduced to 1600 tons | 1,900.00 | 118.60 | 225,340 | | (35,580) | |
| Icemelt for sidewalks - 6 pallets | 6.00 | 606.00 | 3,636 | | | |
| 42340 - OTHER PURCHASED SUPPLIES | | | | | | |
| Mail boxes and posts | 30.00 | 55.00 | 1,650 | 25,300 | | 10,300 |
| Plow blades | 1.00 | 15,000.00 | 15,000 | | (15,000) | |
| Meals for town crew during snow events | 1.00 | 7,000.00 | 7,000 | | | |
| Tools for grounds crew - shovels, spreaders, grade stakes | 1.00 | 1,650.00 | 1,650 | | | |
| 44208 - PROFESSIONAL SERVICES | | | | | | |
| Contracted truck routes, emergency loaders, sanders and drivers Town Roads 2 Routes | 1.00 | 73,920.00 | 73,920 | 178,080 | | 178,080 |
| Contract valid through FY 23-24 estimate based on 4 yrs of 3% increase School parking lots | 1.00 | 104,160.00 | 104,160 | | | |
| Contract valid through FY 23-24 estimate based on 4 yrs of 3% increase | | | | | | |
| TOTAL SNOW REMOVAL | | | | 558,477 | (50,580) | 507,897 |

**Town of Colchester
FY 2024 – 2025
Proposed Budget**

Department: Public Works - Division of Facilities

Mission

To maintain aesthetics and functionality of municipal buildings and building equipment. To monitor and facilitate capital projects and contracted work on town buildings.

Description

Facilities is a division of Colchester's Public Works Department that works out of the Colchester Town Hall. The Facilities Department maintains over 11 municipal buildings and many outbuildings. During the winter the Facilities Maintainer operates a F-550 plow route.

Staffing

Facilities Maintainer (full time).

2023 – 2024 Accomplishments

- Monitored Roof installation, interior repairs, mold removal, lead abatement, door replacement, gutter replacement, and chimney repair at the Youth Center.
- Performed a full recoat of the ceilings and walls on the interior of the Youth Center
- Installation and maintenance of Sump pump, crawlspace dehumidifiers, and buried drain at Youth Center
- Serviced traps and sinks in multiple town buildings
- Raise and Lowered flags at municipal buildings per state direction
- Replaced multiple burnt out bulbs, stained ceiling tiles, and HVAC filters at municipal buildings.
- Removed exhaust hood & piping, replaced missing windowpanes, and installed a TV and paint wall at the Senior Center
- Stained picnic pavilion at the RecPlex.
- Prepped bathroom buildings at R8 and Splashpad for Paint
- Repeatedly restarted tripping furnaces in Town Hall and Fire Department throughout winter and scheduled heat loss required for repairs in tandem with mild weather to minimize impact to staff while repairs were made.
- Monitored replacement of wired space heaters in the Elmwood Station and Town Hall
- Full paint of 4 bathrooms and break room, replaced batteries on emergency exit lighting and signs, supervised replacement of lock cylinders, monitored and supported roofing project contractor, and temporary repair of HVAC cooling tower at Town Hall
- Regular Exterior inspection of Town Hall and improvement of its exterior aesthetic.
- Assisting in the moving and disposal of furniture in Town buildings
- Assisting in the setup and moving of furniture at Town Hall for public events

- Coordinated repairs for security camera system at Town Hall, RecPlex, Town Garage, and Transfer Station
- Responded to Security Alarm calls for Town buildings.

2024 – 2025 Objectives

- Continue to convert lights to LED as needed when replacement is required
- Continue to service sinks, HVAC filters, and ceiling tiles in municipal buildings
- Continue to operate flags per state direction for municipal buildings
- Continue to assist in moving furniture for public events at town hall
- Continue to repair the buildings as they break
- Continue to respond to security alarms
- Learn additional plow routes and obtain CDL to better cover highway department or contractor absences.
- Repair HVAC system at Town Hall utilizing ARPA funding
- Solicit bids on Natural Gas boiler at the Town Hall for Natural Gas conversion
- Paint outbuildings, scoreboards, and signage at the RecPlex
- Facia board replacement/sealing and heating thermostat replacement at Water Department buildings
- Move Water Department supply shed electrical panel indoors.
- Clean the building and paint the front deck at the Youth Center.
- Women’s Bathroom floor repair at the Senior Center.
- Sealing and painting, replacement of broken seal windows at Town hall.
- Replacement of rotten metal doors and frames at Town hall
- Repainting of Town Hall Sign
- Replace the broken window at Library.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

FACILITIES

| <u>ACCOUNT</u> | <u>FY 2021-2022 ACTUAL EXPENDITURES</u> | <u>FY 2022-2023 UNAUDITED EXPENDITURES</u> | <u>FY 2023-2024 ADOPTED BUDGET</u> | <u>FY 2024-2025 PROPOSED BUDGET</u> |
|--------------------------------|--|---|---|--|
| Regular Payroll | 14,771 | 17,502 | 17,278 | 86,639 |
| Overtime | 0 | 0 | 0 | 1,600 |
| Employee Related Insurances | 0 | 0 | 0 | 240 |
| FICA & Retirement | 811 | 0 | 1,322 | 12,763 |
| Safety Equipment | 0 | 0 | 0 | 600 |
| Custodial/Maintenance Supplies | 3,872 | 5,471 | 4,000 | 6,000 |
| Paint & Paint Supplies | 0 | 942 | 100 | 1,500 |
| Mileage, Training & Meetings | 0 | 0 | 0 | 250 |
| Professional Services | 3,747 | 5,850 | 0 | 2,100 |
| Service Contracts | 24,689 | 37,793 | 9,780 | 19,280 |
| Telephone | 16,607 | 16,254 | 13,680 | 17,160 |
| Fuel & Heating | 11,039 | 2,876 | 11,248 | 10,982 |
| Electricity | 49,777 | 36,798 | 47,500 | 47,500 |
| Building Repairs | 18,452 | 19,905 | 10,000 | 26,920 |
| Vehicle Maintenance | 0 | 0 | 0 | 1,000 |
| Vehicle Fuel | 0 | 0 | 0 | 1,950 |
| TOTAL | 143,765 | 143,391 | 114,908 | 236,484 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 13205 - FACILITIES | | | | | | |
| 40101 - REGULAR PAYROLL | | | | 86,639 | | 86,639 |
| Part-time Custodian - Senior Center & Youth Services Center (19.5 hrs/week) | 1.00 | 16,449.00 | 16,449 | | | |
| Part-time Custodian - Fire Department - (4 hrs/week) | 1.00 | 3,374.00 | 3,374 | | | |
| Facility Maintainer (reallocated from Grounds Maintenance budget) | 1.00 | 66,816.00 | 66,816 | | | |
| 40103 - OVERTIME | | | | 1,600 | | 1,600 |
| Overtime | 1.00 | 1,600.00 | 1,600 | | | |
| 41210 - EMPLOYEE RELATED INSURANCE | | | | 240 | | 240 |
| Life/AD&D Insurance | 1.00 | 117.00 | 117 | | | |
| Long-term Disability Insurance | 1.00 | 123.00 | 123 | | | |
| 41230 - FICA & RETIREMENT | | | | 12,763 | | 12,763 |
| FICA/Medicare | 1.00 | 6,750.00 | 6,750 | | | |
| Defined Contribution 401(a) Plan -Facilities Manager @ 9% | 1.00 | 6,013.00 | 6,013 | | | |
| 42323 - PROTECTIVE CLOTHING & SAFETY EQUIPMENT | | | | 600 | | 600 |
| Safety Shoes | 1.00 | 200.00 | 200 | | | |
| Rain gear OSHA reflective | 1.00 | 85.00 | 85 | | | |
| Gloves - Summer | 6.00 | 5.00 | 30 | | | |
| Gloves - winter 2 pair | 2.00 | 10.00 | 20 | | | |
| Forestry Hard hat/visor replacement | 1.00 | 110.00 | 110 | | | |
| Eye Protection | 1.00 | 15.00 | 15 | | | |
| Coverall Replacement | 1.00 | 100.00 | 100 | | | |
| Safety Traffic Vests - OSHA compliant/reflectivity | 1.00 | 40.00 | 40 | | | |
| 42331 - CUSTODIAL/MAINTENANCE SUPPLIES | | | | 6,000 | | 6,000 |
| Paper goods and general cleaning supplies for Town Hall | 1.00 | 6,000.00 | 6,000 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 42332 - PAINT & PAINT SUPPLIES | | | | 1,500 | | 1,500 |
| Paint & general painting - repair supplies | 1.00 | 1,500.00 | 1,500 | | | |
| 43213 - MILEAGE, TRAINING & MEETINGS | | | | 250 | | 250 |
| OSHA Training, mileage, professional development | 1.00 | 250.00 | 250 | | | |
| 43208 - PROFESSIONAL SERVICES | | | | 2,100 | | 2,100 |
| Combo truck sanitary services | 1.00 | 2,100.00 | 2,100 | | | |
| 44223 - SERVICE CONTRACTS | | | | 19,280 | | 19,280 |
| Security System Monitoring - Town Hall | 12.00 | 50.00 | 600 | | | |
| Elevator inspection and service - Town Hall | 4.00 | 220.00 | 880 | | | |
| Emergency Generator annual service and repair - Town Hall | 1.00 | 1,000.00 | 1,000 | | | |
| Heating/cooling system maintenance - Town Hall | 1.00 | 1,000.00 | 1,000 | | | |
| Sprinkler system inspection and service - Town Hall | 1.00 | 1,000.00 | 1,000 | | | |
| Exterminating services, pest control - Town Hall | 4.00 | 200.00 | 800 | | | |
| Estimate for repairs outside of annual service - Town Hall | 1.00 | 14,000.00 | 14,000 | | | |
| 45216 - TELEPHONE | | | | 17,160 | | 17,160 |
| 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 | 850.00 | 10,200 | | | |
| Mobile Phone/Hotspot | 12.00 | 40.00 | 480 | | | |
| 45221 - FUEL/HEATING | | | | 10,982 | | 10,982 |
| Heating oil - Town Hall | 3,800.00 | 2.89 | 10,982 | | | |
| 45622 - ELECTRICITY | | | | 47,500 | | 47,500 |
| Electricity - Town Hall | 1.00 | 47,500.00 | 47,500 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 46226 - BUILDING REPAIRS | | | | 26,920 | | 26,920 |
| General building repairs - contracted services - Town Hall | 1.00 | 25,000.00 | 25,000 | | | |
| Flags for Town Hall | 8.00 | 115.00 | 920 | | | |
| Tools for Facility Maintenance | 1.00 | 1,000.00 | 1,000 | | | |
| 46390 - VEHICLE MAINTENANCE | | | | 1,000 | | 1,000 |
| Vehicle repair parts | 1.00 | 1,000.00 | 1,000 | | | |
| 46391 - VEHICLE FUEL | | | | 1,950 | | 1,950 |
| Unleaded gasoline | 650.00 | 3.00 | 1,950 | | | |
| TOTAL FACILITIES | | | | 236,484 | 0 | 236,484 |

**Town of Colchester
FY 2024 - 2025
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)

2023- 2024 Accomplishments

- Coordinated the 2023 household hazardous waste collection.
- Updated both Mail-a-map and TAR town road maps.
- Issued 4 roadwork permits and 23 driveway permits from Jan. 1, 2023 to December 31, 2023.
- Performed construction inspection for new residential subdivision roads North Pond Way phase 2 and Greenwich Place off Windham Ave. and Jordan Lane off Cabin Road; for carwash expansion at 44 Amston Rd., Early learning Center at 111 Norwich Ave., Commercial warehouse site for Incord at 76 & 96 Upton Rd., New Senior Center at Louis La. And Town Green Bicycle & Pedestrian Improvements project funded by a (\$397,000 Community Connectivity Program Grant) and Colchester Fire HQ parking lot and Drainage reconstruction project.
- Prepared site plans, construction cost estimate, bid documents and DOT encroachment permit application for proposed Trail Head parking lot on Rte. 16/Middletown Rd. (Sablitz Open Space Property).

- Worked with PWD to resolve drainage easement issue on Skyview Drive, to address traffic safety issue at Vancedarfield Road intersection with Scofield Road resolved with installation of stop sign and stop bar on Vancedarfield Road, to address parking easement issues at Old Town Hall/Youth Center site (40 Norwich Ave.), to address Paper Mill Road sightline issues, to address traffic safety issue on Williams Road with proposal for sightline clearing and MBR installation along sharp curve, to address traffic safety issues on Bush Rock Road with recommendation to install “Narrow Road Ahead” signs with 20 mph advisory speed limit signs and to address drainage issue on gravel portion of Miller Road and Caverly Mill Road.
- Submitted requests to DOT traffic division to review several traffic safety issues including: State DOT project 0172-0505 consisting of installation of RRFB’s on Municipal Road (Old Hartford Rd. at Rail Trail crossing – near Rte. 149); State DOT project 0172-0508 consisting of installing Horizontal curve warning signs on local roads; State DOT project 0172-0501 consisting of Traffic signal improvements along Rte. 16 and Rte. 85; Also made request to State DOT to install crosswalks at several locations along Rte. 16/Linwood Ave. including from Stop & Shop plaza drive to Kmick La. And to address need for illumination on Routes 149 and 16.
- Performed plan reviews for proposed Ark Distillery site at 200 Lebanon Ave.; Carwash site expansion at 44 Amston Rd.; Early Learning Center at 111 Norwich Ave.; Commercial Warehouse for Incord at 76 & 96 Upton Rd.; New Senior Center at Louis Lane; 24 lot residential subdivision Jordan Alley off of Cabin Rd.; 20 unit Multi-family development off of Wall St., Wedding Venue barn/site improvements at 12 & 24 Broadway, 19 unit Multi-family apartments at 203 Amston Road, modified site plan for 120 Linwood Ave. (revised parking and sidewalk along Rte. 16) and Commercial development plan for 131 Linwood Ave/Rte.16 (Galaxy Development).
- 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.
- Worked with SCCOG staff: to participate in Regional grant application under the SS4A (safe streets for all) program to promote improvements to several intersections along Rte. 16 and Rte. 354 and with SCCOG/Town Consultant to finalize LOTCIP grant application for Lebanon Ave. Streetscape Improvements phase 3.
- Performed Re-Review of State DOT reports for municipal bridges under 20 feet in length and provided summary of recommendations to PWD regarding needed repairs.
- Followed up with DOT to secure installation of RRFB’s at Route 85 (South Main Street) near Pierce La., Route 149 (Westchester Rd.) near Airline State Park Trail and Route 616 (Norwich Ave.) at the Bacon Academy at no cost to Town (State Project 0172-0495)

2024 - 2025 Objectives

- Update State TAR map and town's Mail-A-Map.
- Coordinate and supervise the 2024 household hazardous waste collection.
- Perform construction inspection and or project administration for: Jordan Alley 24 lot Residential Subdivision; proposed 20 Unit multifamily development off of Wall Street; Ark Distillery site improvements at 200 Lebanon Ave., Site Improvements for 12 & 24 Broadway, Lebanon Ave. Streetscape Improvements phase 3, North Pond Subdivision phase 2, 19 unit multi-family apartments at 203 Amston Rd./Rte 85 and new Senior Center on Louis La./Lebanon Ave.
- Assist Planning Dept. and Town's Design Consultant with final construction plans/bid specifications and construction administration for the proposed Lebanon Ave. Streetscape Improvements phase 3 in area between the Rail Trail Spur to Sunset Vista/Northwoods Housing developments to be funded by (\$774,000 LOTCIP Grant).
- Assist Senior Center Building Committee and Design Consultant with proposed site development plans and construction inspection/administration for new Senior Center at Lebanon Avenue and Louis Lane.
- Assist Public Works Department with pavement management issues.
- Perform plan reviews for new development proposals as they are submitted.

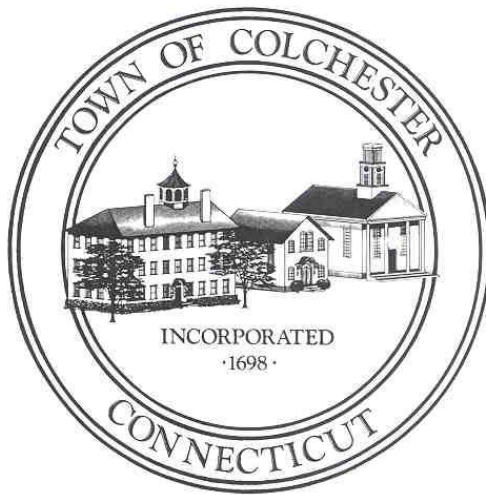
**TOWN OF COLCHESTER
PROPOSED BUDGET**

ENGINEERING

| <u>ACCOUNT</u> | <u>FY 2021-2022 ACTUAL EXPENDITURES</u> | <u>FY 2022-2023 UNAUDITED EXPENDITURES</u> | <u>FY 2023-2024 ADOPTED BUDGET</u> | <u>FY 2024-2025 PROPOSED BUDGET</u> |
|------------------------------|--|---|---|--|
| Regular Payroll | 104,918 | 107,262 | 109,659 | 112,925 |
| Employee Related Insurances | 338 | 262 | 357 | 357 |
| FICA & Retirement | 15,674 | 16,270 | 17,044 | 17,613 |
| Copier | 0 | 0 | 0 | 0 |
| Mileage, Training & Meetings | 87 | 100 | 500 | 500 |
| Professional Memberships | 560 | 570 | 650 | 640 |
| Vehicle Maintenance | 0 | 0 | 0 | 1,200 |
| Vehicle Fuel | 0 | 0 | 0 | 900 |
| TOTAL | 121,577 | 124,464 | 128,210 | 134,135 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 13301 - ENGINEERING | | | | | | |
| 40101 - REGULAR PAYROLL | | | | 112,925 | | 112,925 |
| Town Engineer | 1.00 | 112,175.00 | 112,175 | | | |
| Longevity | 1.00 | 750.00 | 750 | | | |
| 41210 - EMPLOYEE RELATED INSURANCE | | | | 357 | | 357 |
| Life/AD&D Insurance | 1.00 | 234.00 | 234 | | | |
| Long Term Disability Insurance | 1.00 | 123.00 | 123 | | | |
| 41230 - FICA & RETIREMENT | | | | 17,613 | | 17,613 |
| FICA/Medicare | 1.00 | 8,639.00 | 8,639 | | | |
| Defined Contribution 401(a) Plan @ 8% | 1.00 | 8,974.00 | 8,974 | | | |
| 43213 - MILEAGE, TRAINING & MEETINGS | | | | 500 | | 500 |
| Inspections, meetings, & workshops | 1.00 | 500.00 | 500 | | | |
| 43258 - PROFESSIONAL MEMBERSHIPS | | | | 640 | | 640 |
| Membership dues - CASHO | 1.00 | 50.00 | 50 | | | |
| Membership dues - ASCE | 1.00 | 305.00 | 305 | | | |
| State of CT license fees - Professional Engineer | 1.00 | 285.00 | 285 | | | |
| 46390 - VEHICLE MAINTENANCE | | | | 1,200 | | 1,200 |
| Vehicle repairs - tires & brakes | 1.00 | 1,200.00 | 1,200 | | | |
| 46391 - VEHICLE FUEL | | | | 900 | | 900 |
| Unleaded gasoline | 300.00 | 3.00 | 900 | | | |
| TOTAL ENGINEERING | | | | 134,135 | 0 | 134,135 |



**Town of Colchester
FY 2024 – 2025
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 Fleet Division)

Transfer Station Equipment Operator – 2 day (shared FTE with Highway Division)

2023 - 2024 Accomplishments

- Held the Colchester Household Hazardous Waste Collection event.
- Trained newly hired staff to operate station.
- Installed cameras to help with ongoing scavenging issues.
- Visited Montville Transfer Station for ideas on ways to improve our facility and increase efficiency.

| Measures (January 1 – December 31) | <u>2021</u> | <u>2022</u> | <u>2023</u> |
|---|--------------------|--------------------|--------------------|
| • Waste Handled (tons): | 1495.28 | 1596.26 | 1650 |

2024 – 2025 Objectives

- Research and possibly implement new payment system (to possibly include credit card, sticker system and compactors).
- Maintain fee structure unless cost becomes significantly over revenue.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

TRANSFER STATION

| <u>ACCOUNT</u> | <u>FY 2021-2022 ACTUAL EXPENDITURES</u> | <u>FY 2022-2023 UNAUDITED EXPENDITURES</u> | <u>FY 2023-2024 ADOPTED BUDGET</u> | <u>FY 2024-2025 PROPOSED BUDGET</u> |
|------------------------------------|--|---|---|--|
| Regular Payroll | 70,135 | 77,494 | 95,135 | 106,906 |
| Overtime | 6,543 | 5,330 | 3,000 | 3,100 |
| Employee Related Insurances | 185 | 323 | 479 | 479 |
| FICA & Retirement | 6,221 | 7,500 | 13,791 | 18,037 |
| Office Supplies | 0 | 0 | 0 | 1,200 |
| Safety Equipment | 0 | 79 | 200 | 400 |
| Other Purchased Supplies | 8,720 | 170 | 1,146 | 3,306 |
| Transportation | 171,055 | 194,503 | 170,000 | 216,300 |
| Mileage, Training & Meetings | 411 | 283 | 680 | 700 |
| Professional Services | 37,792 | 44,138 | 32,221 | 52,870 |
| Service Contracts | 7,423 | 1,614 | 1,830 | 2,610 |
| Uniform Rental | 1,347 | 1,259 | 1,300 | 1,300 |
| Landfill Operation | 800 | 1,701 | 29,800 | 1,000 |
| Telephone | 1,351 | 1,281 | 1,440 | 1,560 |
| Electricity | 1,894 | 1,771 | 1,800 | 1,800 |
| Building Repairs | 0 | 586 | 500 | 1,000 |
| Household Hazardous Waste Disposal | 988 | 899 | 1,000 | 10,000 |
| Vehicle Maintenance | 3,207 | 21,283 | 5,200 | 6,000 |
| Vehicle Fuel | 3,082 | 3,639 | 4,488 | 3,900 |
| TOTAL | 321,154 | 363,853 | 364,010 | 432,468 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 13601- TRANSFER STATION | | | | | | |
| 40101 - REGULAR PAYROLL | | | | 106,906 | | 106,906 |
| Transfer Station Operator | 1.00 | 53,453.00 | 53,453 | | | |
| Transfer Station Equipment Operator | 1.00 | 53,453.00 | 53,453 | | | |
| 40103 - OVERTIME | | | | 3,100 | | 3,100 |
| Overtime | 1.00 | 3,100.00 | 3,100 | | | |
| 41210 - EMPLOYEE RELATED INSURANCE | | | | 479 | | 479 |
| Life/AD&D Insurance | 1.00 | 234.00 | 234 | | | |
| Long Term Disability | 1.00 | 245.00 | 245 | | | |
| 41230 - FICA & RETIREMENT | | | | 18,037 | | 18,037 |
| FICA/Medicare | 1.00 | 8,415.00 | 8,415 | | | |
| Defined Contribution 401(a) Plan @ 9% | 1.00 | 9,622.00 | 9,622 | | | |
| 42301 - OFFICE SUPPLIES | | | | 1,200 | | 1,200 |
| Miscellaneous office supplies, register/POS equipment | 1.00 | 300.00 | 300 | | | |
| POS Membership and Permit Program | 12.00 | 75.00 | 900 | | | |
| 42323 - PROTECTIVE CLOTHING & SAFETY EQUIPMENT | | | | 400 | | 400 |
| Safety boots | 2.00 | 200.00 | 400 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 42340 - OTHER PURCHASED SUPPLIES | | | | 5,381 | | 3,306 |
| Signage, covers, post repair, bases, warning | 9.00 | 415.00 | 3,735 | | (2,075) | |
| Hand tools - day to day maintenance | 1.00 | 1,000.00 | 1,000 | | | |
| Paint & paint supplies | 1.00 | 100.00 | 100 | | | |
| Sand, speed dry, spill kits, cements/patch for roads and pad | 1.00 | 250.00 | 250 | | | |
| Ground supplies - seed, fertilizer, erosion control supplies | 1.00 | 200.00 | 200 | | | |
| Bottled water | 12.00 | 8.00 | 96 | | | |
| 43212 - TRANSPORTATION | | | | 216,300 | | 216,300 |
| Monthly waste fees for Town facilities disposal & hauling of all Transfer Station materials (MSW, recycling, bulky, C&D, tires, waste oils, PCB testing) | 1.00 | 216,300.00 | 216,300 | | | |
| 43213 - MILEAGE, TRAINING & MEETINGS | | | | 700 | | 700 |
| Training courses | 2.00 | 250.00 | 500 | | | |
| Mileage | 1.00 | 200.00 | 200 | | | |
| 44208 - PROFESSIONAL SERVICES | | | | 52,870 | | 52,870 |
| Quarterly ground water monitoring of former landfill site - required by DEEP | 1.00 | 25,750.00 | 25,750 | | | |
| Contracted grinding services | 1.00 | 25,000.00 | 25,000 | | | |
| CDL physicals | 2.00 | 110.00 | 220 | | | |
| CDL drug & alcohol testing | 2.00 | 50.00 | 100 | | | |
| Landfill contracted hillside mowing - former landfill | 1.00 | 1,800.00 | 1,800 | | | |
| 44223 - SERVICE CONTRACTS | | | | 2,610 | | 2,610 |
| Portable restroom and servicing | 12.00 | 110.00 | 1,320 | | | |
| Annual fire extinguisher services | 1.00 | 90.00 | 90 | | | |
| Rodent and pest control | 12.00 | 100.00 | 1,200 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|----------------|-------------------|
| 44238 - UNIFORM RENTALS | | | | 1,300 | | 1,300 |
| Uniform rentals - 2 employees | 52.00 | 25.00 | 1,300 | | | |
| 44259 - LANDFILL OPERATION | | | | 1,000 | | 1,000 |
| DEEP Transfer Station Operation | 1.00 | 1,000.00 | 1,000 | | | |
| 45216 - TELEPHONE | | | | 1,560 | | 1,560 |
| Monthly charges - Phone/DSL - credit card machine & camera system | 12.00 | 130.00 | 1,560 | | | |
| 45622 - ELECTRICITY | | | | 1,800 | | 1,800 |
| Electricity - Shed/Storage garage | 1.00 | 1,800.00 | 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 | | 10,000 |
| Household Hazardous Waste collection program | 1.00 | 15,000.00 | 15,000 | | (5,000) | |
| 46390 - VEHICLE MAINTENANCE | | | | 6,000 | | 6,000 |
| Backhoe repair, tires, hoses/hydraulics drivetrain, oil | 1.00 | 6,000.00 | 6,000 | | | |
| 46391 - VEHICLE FUEL | | | | 3,900 | | 3,900 |
| Diesel gasoline | 1,200.00 | 3.25 | 3,900 | | | |
| TOTAL TRANSFER STATION | | | | 439,543 | (7,075) | 432,468 |

Community & Human Services



Community & Human Services

Departments

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



Town of Colchester
FY 2024 – 2025
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. Some of the programs we offer 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. 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 and supervised outings, try out 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 clients.

Staffing

- Director
- Program Coordinators (2)
- Social Services Coordinator
- Prevention Coordinator (grant funded)
- Administrative/Program Coordinator
- Youth Center Supervisors (3 PT)
- Diversion Case Manager (PT, grant funded)

Measures (January 1 – December 31), Table 1

| | 2023 | 2022 | 2021 | 2020* | 2019 |
|---|-------|-------|-------|-------|-------|
| <i>Families Served by Food Bank</i> | 1,273 | 1,401 | 1,597 | 1,674 | 1,519 |
| <i>Energy Assistance Applications</i> | 147 | 98 | 251 | 260 | 275 |
| <i>Households Served by Fuel Bank</i> | 28 | 26 | 47 | 47 | 44 |
| <i>Number of Programs</i> | 279 | 267 | 240 | 211 | 333 |
| <i>Program Participants</i> | 7,066 | 5,076 | 4,054 | 2,984 | 7,596 |
| <i>Renter's Rebate Applications Processed</i> | 116 | 135 | 142 | 134 | 0 |
| <i>Volunteer Hours</i> | 1,210 | 556 | 674 | 600 | 1,049 |

**Impacted by Covid-19*

Accomplishments

- This year our program coordinators introduced alternative-to-lunch programs both the middle and high school designed to provide a supportive place to eat lunch or hang out comfortably during a time that for some kids, is the hardest part of the day. On average, 75 kids attend the “Chill Lounge” at Bacon each day it is offered and about 30 kids attend the new Middle school option, so far.
- YSS is sponsoring or co-sponsoring multiple Mental Health promotion days at both the middle and High Schools. These events include speakers, break out discussions and activities as well as mental health promotion booths of activities designed to promote wellness and provide resources.
- The annual Resolution Run drew 226 runners and raised over \$5,000 for our Youth Services donation account to fund program scholarships, the youth leadership award and larger purchases for the Youth Center such as electronics and game tables.
- In addition to the statistics in the provided in table 1, Social Services also provided approximately 200 people services though support/information, state/federal application assistance, housing/rental assistance, and other financial support made possible by grants, foundations, and donations.
- In March 2021 Youth Services hired our first Coalition Coordinator to manage the Drug Free Communities grant and further develop the Youth FIRST Coalition. In a short amount of time, they have developed new branding and marketing initiatives, recruited new members and sector representatives, and partnered with the school to administer youth surveys related to substance use and developmental assets.

Grants received:

| | | |
|-------------------------------|---|-----------|
| United Way of SE CT | EFSP Grant for housing assistance | \$10,000 |
| CDC Drug Free Community Grant | Coalition building and Prevention | \$125,000 |
| SERAC | Opioid Prevention | \$10,000 |
| DCF JRB Grant | Support kids in diversion programs | \$10,700 |
| DCF YSB State Grants | YSB Operations | \$33,736 |
| SE CT Community Foundation | Endowment from Herden Fund for Social Services and at-risk youth and families | \$36,000 |

FY 2024– 2025 Objectives

- Provide a 4 day per week after school program at Wm J Johnston aimed at supporting students growth and development; academically, socially and emotionally.
- Establish a committee to determine the needs of Youth and Social Services, and ultimately a building committee to move the Youth Center out of the current space which is in terrible condition and doesn’t meet our space and program needs.
- We will successfully write a competitive continuation grant to the CDC for a second five year grant for Drug free Communities for \$625,000.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

YOUTH & SOCIAL SERVICES

| <u>ACCOUNT</u> | <u>FY 2021-2022 ACTUAL EXPENDITURES</u> | <u>FY 2022-2023 UNAUDITED EXPENDITURES</u> | <u>FY 2023-2024 ADOPTED BUDGET</u> | <u>FY 2024-2025 PROPOSED BUDGET</u> |
|--|---|--|--|---|
| Regular Payroll | 308,084 | 296,103 | 322,745 | 333,631 |
| Overtime | 62 | 0 | 0 | 0 |
| Contractual, Temporary, Occasional Payroll | 8,332 | 3,894 | 12,564 | 12,942 |
| Employee Related Insurances | 1,324 | 938 | 1,372 | 1,372 |
| FICA & Retirement | 47,771 | 43,321 | 51,339 | 55,455 |
| Copier | 2,075 | 1,618 | 1,940 | 1,740 |
| Office Supplies | 1,480 | 1,200 | 1,000 | 1,200 |
| Custodial/Maintenance Supplies | 414 | 710 | 750 | 750 |
| Mileage, Training & Meetings | 1,500 | 1,508 | 600 | 1,200 |
| Professional Memberships | 575 | 695 | 575 | 695 |
| Professional Services | 6,972 | 948 | 300 | 700 |
| Postage | 833 | 232 | 600 | 600 |
| Service Contracts | 5,264 | 2,603 | 2,323 | 2,330 |
| Printing & Publications | 100 | 0 | 100 | 100 |
| Telephone | 3,438 | 3,710 | 3,000 | 4,320 |
| Fuel & Heating | 4,241 | 4,564 | 3,432 | 3,468 |
| Electricity | 2,691 | 1,936 | 2,500 | 2,520 |
| Building Repairs | 2,037 | 319 | 2,000 | 1,000 |
| Vehicle Maintenance | 2,455 | 546 | 300 | 3,000 |
| Vehicle Fuel | 1,163 | 2,430 | 1,510 | 1,800 |
| Programs | 9,321 | 9,617 | 2,500 | 10,000 |
| TOTAL | 410,132 | 376,892 | 411,450 | 438,823 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 14102 - YOUTH & SOCIAL SERVICES | | | | | | |
| 40101 - REGULAR PAYROLL | | | | 333,631 | | 333,631 |
| Youth & Social Services Director | 1.00 | 93,035.00 | 93,035 | | | |
| Program Coordinator II (35 hrs/week) | 1.00 | 61,027.00 | 61,027 | | | |
| Program Coordinator II (35 hrs/week) | 1.00 | 61,027.00 | 61,027 | | | |
| Administrative Assistant & Program Coordinator (35 hrs/week) | 1.00 | 55,815.00 | 55,815 | | | |
| Social Services Coordinator - (35 hrs/week) | 1.00 | 61,027.00 | 61,027 | | | |
| Longevity | 1.00 | 1,700.00 | 1,700 | | | |
| 40105 - CONTRACTUAL TEMPORARY, OCCASIONAL | | | | 12,942 | | 12,942 |
| YSB Center Supervisor (2.5 hrs/day, 72 days) | 1.00 | 3,337.00 | 3,337 | | | |
| YSB Center Supervisor (2.5 hrs/day, 72 days) | 1.00 | 3,894.00 | 3,894 | | | |
| YSB Center Supervisor (2.5 hrs/day, 72 days) | 1.00 | 3,894.00 | 3,894 | | | |
| YSB Center Supervisor (84 hours for trips) | 1.00 | 1,817.00 | 1,817 | | | |
| 41210 - EMPLOYEE RELATED INSURANCE | | | | 1,372 | | 1,372 |
| Life/AD&D insurance | 1.00 | 761.00 | 761 | | | |
| Long Term Disability insurance | 1.00 | 611.00 | 611 | | | |
| 41230 - FICA & RETIREMENT | | | | 55,455 | | 55,455 |
| FICA/Medicare | 1.00 | 26,513.00 | 26,513 | | | |
| Defined Contribution 401(a) Plan - Youth & Social Services Director @ 8% | 1.00 | 7,443.00 | 7,443 | | | |
| Defined Contribution 401(a) Plan - Program Coordinators, Social Services Coordinator, Administrative Assistant/Program Coordinator @ 9% | 1.00 | 21,499.00 | 21,499 | | | |
| 42233 - COPIER | | | | 1,740 | | 1,740 |
| Copier lease | 12.00 | 80.00 | 960 | | | |
| Per image charges | 1.00 | 780.00 | 780 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 42301 - OFFICE SUPPLIES | | | | 1,200 | | 1,200 |
| 42331 - CUSTODIAL/MAINTENANCE SUPPLIES | | | | 750 | | 750 |
| Custodial/maintenance supplies for the Youth Center | 1.00 | 750.00 | 750 | | | |
| 43213 - MILEAGE, TRAINING & MEETINGS | | | | 1,200 | | 1,200 |
| Registration fees - training & professional development | 1.00 | 1,200.00 | 1,200 | | | |
| 43258 - PROFESSIONAL MEMBERSHIPS | | | | 695 | | 695 |
| CYSA Membership | 1.00 | 575.00 | 575 | | | |
| CLASS Membership CT Local Administrators of Social Services | 1.00 | 120.00 | 120 | | | |
| 44208 - PROFESSIONAL SERVICES | | | | 700 | | 700 |
| Fees For Public Passenger Endorsement (DMV, physicals, background checks) | 1.00 | 700.00 | 700 | | | |
| 44217 - POSTAGE | | | | 600 | | 600 |
| 44223 - SERVICE CONTRACTS | | | | 2,880 | | 2,330 |
| Youth program registration software | 1.00 | 360.00 | 360 | | | |
| Social Services scheduling/database program | 1.00 | 480.00 | 480 | | (480) | |
| Online Food Bank order form program | 1.00 | 350.00 | 350 | | (350) | |
| Canva Pro | 1.00 | 120.00 | 120 | | (120) | |
| Veoci | 1.00 | 225.00 | 225 | | (225) | |
| Charity tracker software | | | | | 625 | |
| Water cooler rental - Youth Center | 1.00 | 85.00 | 85 | | | |
| Boiler & Hot Water Heater inspection and maintenance - Youth Center | 1.00 | 80.00 | 80 | | | |
| Fire extinguisher inspection - Youth Center | 1.00 | 80.00 | 80 | | | |
| Fire alarm annual testing and inspection - Youth Center | 1.00 | 500.00 | 500 | | | |
| Fire alarm monitoring - Youth Center | 1.00 | 600.00 | 600 | | | |
| 44232 - PRINTING & PUBLICATIONS | | | | 100 | | 100 |
| Printing (projects that can't be printed in-house) | 1.00 | 100.00 | 100 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|----------------|-------------------|
| 45216 - TELEPHONE | | | | 4,320 | | 4,320 |
| Youth Center phone line for fire alarm monitoring | 12.00 | 60.00 | 720 | | | |
| Youth Center phone & internet | 12.00 | 300.00 | 3,600 | | | |
| 45221 - FUEL/HEATING | | | | 3,468 | | 3,468 |
| Heating oil - Youth Center | 1,200.00 | 2.89 | 3,468 | | | |
| 45622 - ELECTRIC | | | | 2,520 | | 2,520 |
| Electricity - Youth Center | 1.00 | 2,520.00 | 2,520 | | | |
| 46226 - BUILDING REPAIRS | | | | 2,000 | | 1,000 |
| Youth Center - plumbing, HVAC, general repairs | 1.00 | 2,000.00 | 2,000 | | (1,000) | |
| 46390 - VEHICLE MAINTENANCE & FUEL | | | | 3,000 | | 3,000 |
| Repairs and maintenance | 1.00 | 3,000.00 | 3,000 | | | |
| 46391 - FUEL | | | | 1,800 | | 1,800 |
| Unleaded gasoline | 600.00 | 3.00 | 1,800 | | | |
| 47282 - PROGRAMS | | | | 12,500 | | 10,000 |
| Program supplies | 1.00 | 12,500.00 | 12,500 | | (2,500) | |
| TOTAL YOUTH & SOCIAL SERVICES | | | | 442,873 | (4,050) | 438,823 |

**Town of Colchester
FY 2024 – 2025
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> | FY 2021-2022 ACTUAL <u>EXPENDITURES</u> | FY 2022-2023 UNAUDITED <u>EXPENDITURES</u> | FY 2023-2024 ADOPTED <u>BUDGET</u> | FY 2024-2025 PROPOSED <u>BUDGET</u> |
|-------------------------|--|---|---|--|
| Chatham Health District | 206,624 | 208,343 | 217,944 | 219,030 |
| TOTAL | 206,624 | 208,343 | 217,944 | 219,030 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 14201 - HEALTH | | | | | | |
| 47260 - CHATHAM HEALTH DISTRICT | | | | | | |
| Per capita fees | 1.00 | 219,030.00 | 219,030 | 219,030 | | 219,030 |
| TOTAL HEALTH | | | | 219,030 | 0 | 219,030 |



**Town of Colchester
FY 2024 - 2025
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.

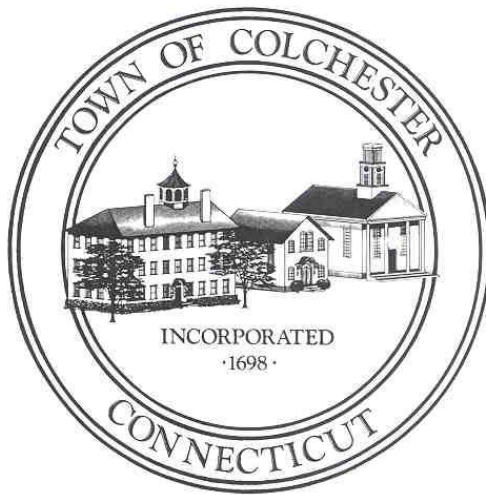
TOWN OF COLCHESTER
PROPOSED BUDGET

COMMUNITY AGENCIES

| <u>ACCOUNT</u> | <u>FY 2021-2022 ACTUAL EXPENDITURES</u> | <u>FY 2022-2023 UNAUDITED EXPENDITURES</u> | <u>FY 2023-2024 ADOPTED BUDGET</u> | <u>FY 2024-2025 PROPOSED BUDGET</u> |
|--|---|--|--|---|
| Colchester Collaborative for Children (C3) | 25,000 | 25,000 | 25,000 | 25,000 |
| TOTAL | 25,000 | 25,000 | 25,000 | 25,000 |

**TOWN OF COLCHESTER
FY 2024-2025 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 2024 — 2025
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 81,176 physical items and is 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 Wi-Fi access to the Library's visitors. The Library is a community destination, hosting hundreds of programs and offering meeting and activity space for many organizations including scouts, sports league registration, and civic groups.

The Cragin Memorial Library Board of Trustees, as created by the original Deed of Trust in 1905, serves as an advisory board to the Library. Friends of Cragin Memorial Library raises funds and supports Library Museum Passes, library programs for all ages, and special collections.

Staffing

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

2023-2024 Accomplishments

- Received \$19,519.50 State grant to pay for equipment and installation of equipment to upgrade the Library’s Internet connections and network. Work to be completed spring/summer 2024.
- Returned to pre-pandemic activity levels
- Added new educational kits to children’s collection
- Collaborated with C-3 to build a comprehensive collection of Parenting titles, including ebooks and e-audiobooks.
- Introduced three new Community Art Shows for all ages:
 - Mini Art show on 4”x4” canvases
 - Nature Photography
 - Fall Collaborative Art
- Created an updated College & Career collection
- Expanded puzzle collection, offering seasonal rotation of choices

2023 Measures (January – December)

| | <u>2023</u> | <u>2022</u> | <u>2021</u> |
|------------------------------------|-------------|-------------|-------------|
| Total Items Borrowed: | 141,046 | 132,726 | 123,223 |
| Inter-Library Loan Items Borrowed: | 7,517 | 7,393 | 7,459 |
| Inter-Library Loan Items Loaned: | 8,938 | 8,623 | 8,237 |
| Computer Uses: | 4,479 | 4,346 | 3,741 |
| *Wi-Fi Uses: | 27,032 | 19,063 | 5,540 |
| Reference Questions: | 8,480 | 7,878 | 7,094 |
| Total Programs: | 601 | 592 | 457 |
| Total Program Attendance: | 12,399 | 13,351 | 13,327 |
| Meeting Room Uses: | 979 | 580 | 98 |
| Meeting Room Attendance: | 6,487 | 4,368 | 463 |

**New software to count Wi-Fi usage introduced in 2021.*

2024-2025 Goals

- Complete strategic planning process with input from community stakeholders.
- Host “Family Place Library” accreditation visit.
- Expand Library of Things collection.
- Launch collection of children’s audio players and content.
- Increase collaboration with Colchester Public Schools
- Optimize Library website and refresh communications.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

CRAGIN MEMORIAL LIBRARY

| <u>ACCOUNT</u> | <u>FY 2021-2022 ACTUAL EXPENDITURES</u> | <u>FY 2022-2023 UNAUDITED EXPENDITURES</u> | <u>FY 2023-2024 ADOPTED BUDGET</u> | <u>FY 2024-2025 PROPOSED BUDGET</u> |
|---------------------------------|---|--|--|---|
| Regular Payroll | 405,059 | 409,583 | 439,762 | 452,110 |
| Employee Related Insurances | 1,347 | 1,198 | 1,538 | 1,548 |
| FICA & Retirement | 52,531 | 54,517 | 57,402 | 64,592 |
| Copier | 4,194 | 8,620 | 4,696 | 9,184 |
| Office Supplies | 3,596 | 3,133 | 2,800 | 3,900 |
| Custodial/Maintenance Supplies | 4,224 | 4,828 | 5,000 | 7,581 |
| Books, Magazines, & Periodicals | 53,416 | 52,976 | 50,000 | 53,000 |
| Library Media Supplies | 3,719 | 3,689 | 2,000 | 4,000 |
| Mileage, Training & Meetings | 743 | 945 | 500 | 1,000 |
| Professional Memberships | 1,358 | 1,151 | 1,405 | 1,415 |
| Software Fees | 32,654 | 32,700 | 32,700 | 29,871 |
| Postage | 68 | 70 | 75 | 75 |
| Service Contracts | 12,099 | 20,078 | 12,690 | 21,181 |
| Printing & Publications | 0 | 0 | 2,640 | 640 |
| Telephone | 3,748 | 5,031 | 4,200 | 4,548 |
| Fuel & Heating | 10,659 | 9,742 | 12,480 | 11,232 |
| Water & Sewer | 3,269 | 3,142 | 3,650 | 2,982 |
| Electricity | 31,076 | 29,037 | 37,000 | 33,000 |
| Equipment Repairs | 862 | 240 | 750 | 750 |
| Building Repairs | 1,964 | 3,334 | 2,200 | 3,000 |
| Programs | 170 | 760 | 750 | 750 |
| TOTAL | 626,756 | 644,774 | 674,238 | 706,359 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 15101 - CRAGIN MEMORIAL LIBRARY | | | | | | |
| 40101 - REGULAR PAYROLL | | | | 452,110 | | 452,110 |
| Director | 1.00 | 103,305.00 | 103,305 | | | |
| Adult Services Librarian (7 hrs/day) | 1.00 | 68,001.00 | 68,001 | | | |
| Children's Librarian (7 hrs/day) | 1.00 | 69,170.00 | 69,170 | | | |
| Cataloger (7 hrs/day) | 1.00 | 48,452.00 | 48,452 | | | |
| Circulation Supervisor (7 hrs/day) | 1.00 | 47,374.00 | 47,374 | | | |
| Assistant to Children's Librarian (7 hrs/day) | 1.00 | 38,769.00 | 38,769 | | | |
| Programming Assistant (19 hrs/week) | 1.00 | 23,278.00 | 23,278 | | | |
| Part-time Library Assistant (17.5 hrs/week) - includes weekend desk coverage | 1.00 | 15,566.00 | 15,566 | | | |
| Part-time Library Assistant (14 hrs/week) - includes weekend desk coverage | 1.00 | 11,810.00 | 11,810 | | | |
| Programming Assistant (3.5 hrs/week) - includes weekend desk coverage | 1.00 | 4,288.00 | 4,288 | | | |
| Part-time Library Assistant (3.5 hrs/week) - includes weekend desk coverage | 1.00 | 2,953.00 | 2,953 | | | |
| Part-time Library Assistant (3.5 hrs/week) - includes weekend desk coverage | 1.00 | 2,953.00 | 2,953 | | | |
| Part-time Shelver (9 hrs/wk) | 1.00 | 7,592.00 | 7,592 | | | |
| Part-time Shelver (8 hrs/wk) | 1.00 | 6,749.00 | 6,749 | | | |
| Longevity | 1.00 | 1,850.00 | 1,850 | | | |
| 41210 - EMPLOYEE RELATED INSURANCE | | | | 1,548 | | 1,548 |
| Life/AD&D insurance | 1.00 | 819.00 | 819 | | | |
| Long Term Disability insurance | 1.00 | 729.00 | 729 | | | |
| 41230 - FICA & RETIREMENT | | | | 64,592 | | 64,592 |
| FICA/Medicare | 1.00 | 34,586.00 | 34,586 | | | |
| Defined Contribution 401(a) Plan - Director @ 8% | 1.00 | 8,264.00 | 8,264 | | | |
| Defined Contribution 401(a) Plan - Staff @ 8% | 1.00 | 21,742.00 | 21,742 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 42233 - COPIER | | | | 9,184 | | 9,184 |
| Annual lease payments - public copier/printer | 12.00 | 232.00 | 2,784 | | | |
| Per image charges - public copier/printer | 4.00 | 1,600.00 | 6,400 | | | |
| 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 | | | | 7,581 | | 7,581 |
| Custodial & building maintenance supplies: cleaners, carpet shampoo, toilet paper, paper towels, lightbulbs and HVAC filters & belts | 1.00 | 5,300.00 | 5,300 | | | |
| New AED and 4-year AED pads | 1.00 | 2,281.00 | 2,281 | | | |
| 42342 - BOOKS, MAGAZINES & PERIODICALS | | | | 53,000 | | 53,000 |
| Books, magazines, DVDs, music, audiobooks, ebooks and databases for all ages | 1.00 | 53,000.00 | 53,000 | | | |
| 42344 - LIBRARY MEDIA SUPPLIES | | | | 4,000 | | 4,000 |
| Barcodes, processing and repair materials for library books, magazines and media items. Library cards for patrons | 1.00 | 4,000.00 | 4,000 | | | |
| 43213 - MILEAGE, TRAINING & MEETINGS | | | | 1,000 | | 1,000 |
| Mileage & fees - workshops, continuing education, conferences | 1.00 | 1,000.00 | 1,000 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 43258 - PROFESSIONAL MEMBERSHIPS | | | | 1,415 | | 1,415 |
| American Library Association (ALA) - Library Director Professional journal, continuing education and discounted purchases, conference attendance | 1.00 | 125.00 | 125 | | | |
| Connecticut Library Consortium (CLC) - Institutional membership Statewide Library discount program & continuing education | 1.00 | 835.00 | 835 | | | |
| Connecticut Library Association (CLA) - Library Director Continuing Education and discounts. | 1.00 | 120.00 | 120 | | | |
| Public Library Association (PLA) - Library Director Professional journal, continuing education and discounted purchases | 1.00 | 85.00 | 85 | | | |
| Friends of Connecticut Libraries - newsletter, fundraising and volunteer development | 1.00 | 25.00 | 25 | | | |
| Connecticut Library Association (CLA) - Adult Services Librarian and Childrens and Young Adult Services Librarian - discounted continuing education | 1.00 | 190.00 | 190 | | | |
| ACLB Association of CT Library Boards | 1.00 | 35.00 | 35 | | | |
| 44205 - SOFTWARE FEES | | | | 29,871 | | 29,871 |
| Library Connection Inc. (LCI) - consortium membership, regionalization, resource sharing, & integrated library software system | 1.00 | 29,871.00 | 29,871 | | | |
| 44217 - POSTAGE | | | | 75 | | 75 |
| Business correspondence, out-of-State inter-library loans, patron notices | 1.00 | 75.00 | 75 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 44223 - SERVICE CONTRACTS | | | | 21,181 | | 21,181 |
| HVAC system service & repair | 1.00 | 7,500.00 | 7,500 | | | |
| Elevator service & repair | 1.00 | 650.00 | 650 | | | |
| Elevator inspections | 1.00 | 800.00 | 800 | | | |
| Sprinkler system service and inspections | 4.00 | 85.00 | 340 | | | |
| Fire alarm system service and repairs | 1.00 | 840.00 | 840 | | | |
| Fire alarm monitoring | 1.00 | 600.00 | 600 | | | |
| Security system - service and repairs | 1.00 | 100.00 | 100 | | | |
| Security system monitoring | 1.00 | 600.00 | 600 | | | |
| Fire extinguisher service | 1.00 | 220.00 | 220 | | | |
| Call backs for repairs - plumber & electrician | 1.00 | 3,000.00 | 3,000 | | | |
| Movie licensing fees (MPLC & MLUSA) | 1.00 | 560.00 | 560 | | | |
| Historical Hartford Courant | 1.00 | 530.00 | 530 | | | |
| Software contracts - desktop & workstation security, public session & print management, public workstation configuration management, patron self-check software, WIFI & program tracking software | 1.00 | 3,115.00 | 3,115 | | | |
| CEN fiber internet connection - annual maintenance & monitoring | 4.00 | 519.00 | 2,076 | | | |
| JobNow database - resource for job seekers, including resume and interview assistance | 1.00 | 250.00 | 250 | | | |
| 44232 - PRINTING & PUBLICATIONS | | | | 640 | | 640 |
| Library cost share of Colchester Connection | 32.00 | 20.00 | 640 | | | |
| 45216 - TELEPHONE | | | | 4,548 | | 4,548 |
| Monthly telephone charges | 12.00 | 118.00 | 1,416 | | | |
| Monthly VOIP service | 12.00 | 261.00 | 3,132 | | | |
| 45221 - FUEL/HEATING | | | | 11,232 | | 11,232 |
| Heating oil - Library | 3,600.00 | 3.12 | 11,232 | | | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 45222 - WATER & SEWER | | | | 2,982 | | 2,982 |
| Water - quarterly billing | 4.00 | 153.00 | 612 | | | |
| Sewer - quarterly billing | 4.00 | 120.00 | 480 | | | |
| Fire protection - quarterly billing | 4.00 | 425.00 | 1,700 | | | |
| Backflow inspection | 1.00 | 80.00 | 80 | | | |
| Backflow test | 1.00 | 110.00 | 110 | | | |
| 45622 - ELECTRICITY | | | | 33,000 | | 33,000 |
| Cragin Library | 1.00 | 33,000.00 | 33,000 | | | |
| 46224 - EQUIPMENT REPAIRS | | | | 750 | | 750 |
| Minor office equipment and furnishing repairs | 1.00 | 750.00 | 750 | | | |
| 46226 - BUILDING REPAIRS | | | | 3,000 | | 3,000 |
| Painting, small repairs, minor plumbing, electrical, and heating repairs | 1.00 | 3,000.00 | 3,000 | | | |
| 47282 - PROGRAMS | | | | 750 | | 750 |
| Supplies & equipment for library programs | 1.00 | 750.00 | 750 | | | |
| TOTAL CRAGIN MEMORIAL LIBRARY | | | | 706,359 | 0 | 706,359 |

Town of Colchester

FY 2024-2025

Proposed Budget

Department: Recreation

MISSION

Colchester Parks and Recreation strives to enhance the quality of life for the Colchester community by offering high-quality events, parks, and programs, facilities, and services that foster lifelong learning,

COLCHESTER PARKS AND RECREATION COMMISSION AND DEPARTMENT

The Colchester Recreation Commission is comprised of Colchester residents who volunteer to guide the best practices and policies of the Recreation Department. They promote healthy, positive recreational activities for our community. The Commission provides departmental oversight and offers recommendations for improvements and advancements. The Recreation Commission is an advisory commission, appointed by the Board of Selectman.

The Recreation Department is staffed by a full-time Recreation Director, Recreation Supervisor and Recreation Specialist (currently vacant). The department offers a wide variety of programs, activities, events, and camps. Every effort is made to ensure that opportunities are available for all members of the community. Rather than tax dollars, the program fund supports all programs, activities, camps, and events. The Recreation Department works closely with town departments, local organizations, businesses, Board of Education, and school staff to facilitate community offerings.

STAFFING

Recreation Director (full time)

Recreation Supervisor (full time)

Recreation Specialist (full-time, currently vacant)

2023 ACCOMPLISHMENTS

- Awarded the 2022 CRPA Inclusive or Adaptive Program of Merit award for our Summer Day Camp program.
- Awarded the SDE Grant from the State of Connecticut for camp services, for the 3rd year in a row.
- To date, we have been awarded \$390,000 in camp funding.
- Inspiring cooperation to include special needs students in our camps and programs.
- Offered scholarships to offset camp and program expenses for 100 campers in 2023.
- New Park signs were installed at the RecPlex.
- Updated security cameras were installed at the RecPlex.
- Provided after-school opportunities at our Half Day Hooray program.
- Worked closely with school staff and custodians to build important relationships.
- Financial analysis of current programs and events to create a sustainable program fund.

- Introduced new programs, events, and activities.
- Worked with area towns to offer unique events.
- Continue to offer sponsorship opportunities to residents, organizations, and businesses.
- Attended professional development opportunities and networking events.
- Developed partnerships with town departments, local organizations, and businesses.
- Survey program participants to gain a better understanding of the community needs.
- Updated website with improved public access and information.
- Managed the Program Fund to ensure fiscal responsibility.
- Published the monthly digital email newsletter serving over 4000 people per month.
- Published the “Colchester Connection” mailed to every household three times a year.
- Managed all field requests and permits for the Colchester Sports Leagues.
- With ARPA funding, we designed and installed a new, ADA accessible playground, pickleball courts, improved the basketball courts and installed field irrigation on R1-R7 at the RecPlex.
- We will continue to work on building a new skatepark, re-building the tennis courts, and making repairs and improvements to the Splashpad.
- Developed a Strategic Plan to determine the future direction of recreational needs.

MEASURES

| | 2023 | 2022 | 2021 |
|------------------------------|-------------|-------------|-------------|
| Adult program participants | 745 | 507 | 418 |
| Youth program participants | 405 | 302 | 162 |
| Summer day camp participants | 920 | 811 | 747 |

2024 OBJECTIVES:

- Complete and implement Strategic Plan with Recreation Commission.
- Continue to work with the 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.
- Continue to update policies and procedures to facilitate equality.
- Recruit and engage a high school student as a member of the Recreation Commission.
- Continue to increase access to programs and events.
- Innovate and advance community recreation based on outcomes of Strategic Plan.
- Continue to work with Colchester Youth and Social Services to support families.
- Strive to be proactive in facilitating the care and maintenance of our parks.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

RECREATION

| <u>ACCOUNT</u> | <u>FY 2021-2022 ACTUAL EXPENDITURES</u> | <u>FY 2022-2023 UNAUDITED EXPENDITURES</u> | <u>FY 2023-2024 ADOPTED BUDGET</u> | <u>FY 2024-2025 PROPOSED BUDGET</u> |
|--|--|---|---|--|
| Regular Payroll | 118,554 | 133,840 | 118,190 | 122,160 |
| Contractual, Temporary, Occasional Payroll | 630 | 860 | 840 | 840 |
| Employee Related Insurances | 492 | 466 | 620 | 620 |
| FICA & Retirement | 16,407 | 17,727 | 17,550 | 19,583 |
| Copier | 1,841 | 1,915 | 2,088 | 1,788 |
| Office Supplies | 1,811 | 875 | 1,500 | 1,900 |
| Mileage, Training & Meetings | 2,731 | 1,159 | 2,800 | 2,500 |
| Professional Memberships | 850 | 1,017 | 1,135 | 545 |
| Professional Services | 119 | 32,760 | 620 | 620 |
| Postage | 128 | 123 | 140 | 200 |
| Telephone | 277 | 282 | 288 | 350 |
| Buildings & Grounds Improvements | 0 | 1,350 | 0 | |
| TOTAL | 143,840 | 192,374 | 145,771 | 151,106 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 15201 - RECREATION | | | | | | |
| 40101 - REGULAR PAYROLL | | | | 122,160 | | 122,160 |
| Recreation Director | 1.00 | 75,556.00 | 75,556 | | | |
| Recreation Specialist (current vacant position) | 1.00 | 46,604.00 | 46,604 | | | |
| 40105 - CONTRACTUAL TEMPORARY, OCCASIONAL | | | | 840 | | 840 |
| Meeting Clerk - Recreation Commission | 12.00 | 70.00 | 840 | | | |
| 41210 - EMPLOYEE RELATED INSURANCE | | | | 620 | | 620 |
| Life/AD&D insurance. | 1.00 | 375.00 | 375 | | | |
| Long Term Disability insurance. | 1.00 | 245.00 | 245 | | | |
| 41230 - FICA & RETIREMENT | | | | 19,583 | | 19,583 |
| FICA/Medicare | 1.00 | 9,345.00 | 9,345 | | | |
| Defined Contribution 401(a) Plan - Recreation Director @ 8% | 1.00 | 6,044.00 | 6,044 | | | |
| Defined Contribution 401(a) Plan - Recreation Specialist @ 9% | 1.00 | 4,194.00 | 4,194 | | | |
| 42233 - COPIER | | | | 1,788 | | 1,788 |
| Monthly lease payments | 12.00 | 89.00 | 1,068 | | | |
| Per image charges | 1.00 | 720.00 | 720 | | | |
| 42301 - OFFICE SUPPLIES | | | | 1,900 | | 1,900 |
| 43213 - MILEAGE, TRAINING & MEETINGS | | | | 2,500 | | 2,500 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 43258 - PROFESSIONAL MEMBERSHIPS | | | | 545 | | 545 |
| National Recreation & Parks Association | 1.00 | 180.00 | 180 | | | |
| CT Recreation & Parks Association | 1.00 | 315.00 | 315 | | | |
| CT Conference of Municipalities - Certified Municipal Officer membership | 1.00 | 50.00 | 50 | | | |
| 44208 - PROFESSIONAL SERVICES | | | | 620 | | 620 |
| Canva (program to create marketing/brochure/flyer) | 1.00 | 120.00 | 120 | | | |
| Survey Monkey License | 1.00 | 500.00 | 500 | | | |
| 44217 - POSTAGE | | | | 200 | | 200 |
| 45216 - TELEPHONE | | | | 350 | | 350 |
| Cell phone (shared by staff for camps/programs) | 1.00 | 350.00 | 350 | | | |
| TOTAL RECREATION | | | | 151,106 | 0 | 151,106 |



**Town of Colchester
FY 2024-2025
Proposed Budget**

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 (2) (1 full time, 1 full time, grant funded)

Bus Driver (2) (part time)

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

Nutrition Site Server (contracted with TVCCA)

2023-2024 Accomplishments

- Realized historic growth across most service lines: membership, program attendance, program sessions offered, transportation services and mileage, information and referral services, volunteer hours served and meals served/delivered. (see outcome measures chart)
- Approval of new Medical Driver position through budget process for additional resources to meet the increased demand for services.
- Assisted in planning/participation of the Groundbreaking Ceremony for the new Colchester Senior Center at 15 Louis Lane in April, 2023.
- Assisted in public education which resulted in a passed referendum (by over 75% of vote) for an additional appropriation of \$1.5 million to adequately fund the completion the new Senior Center.
- In collaboration with the Strategic Planning Team, completed a revised and BoS approved Strategic Plan for the Department of Senior Services, 2023-2027
- Created a Senior Benefits Counselor (volunteer position) to assist members with SNAP, Renters Rebate, Energy Assistance and other beneficial programs.
- Secured grant awards totaling \$94,965; including CTDOT Municipal Grant Program for medical transportation, Title III funding for the Making Memories Program, ARPA Funding for the new Senior Center's HVAC system and NCOA's Vaccine Uptake Initiative Funding.
- Secured donations in the amount of \$21,500.77.
- Director attended bi-monthly Senior Center Building Committee Meetings, in an advisory capacity.
- Director participated in monthly Commission on Aging committee meetings.
- Director participated virtually and in-person in CASCP (professional organization) meetings and trainings.

Measures (January 1 – December 31)

| | 2023 | 2022 | 2021 |
|--|---------|---------|--------|
| Membership Totals | 1,770 | 1,640 | 1,470 |
| Unduplicated Annual Count | 826 | 781 | 653 |
| Total Clients Served (duplicated) | 30,800 | 25,617 | 17,387 |
| Total Programs Sessions Offered | 1,821 | 1,694 | 1,311 |
| Transportation, non-medical (total # of rides) | 7,034 | 6,547 | 5,867 |
| Transportation, medical (total # of rides) | 2,329 | 2,610 | 2,124 |
| Transportation mileage for In-Town Transportation | 26,845 | 25,185 | 22,913 |
| Information and Referrals | 10,225 | 10,211 | 9,643 |
| Making Memories Program (total units of service) | 2,266 | 2,436 | 2984.5 |
| Volunteer Hours (total hours) | 4,592.5 | 3,671.5 | 2,172 |
| Senior Center sponsored Travel Opportunities (attendees) | 348 | 356 | 107 |
| Meals-on-Wheels Deliveries | 7,815 | 6,324 | 5,718 |
| Meals Served Onsite (Community Café/Specials) | 4,229 | 4,420 | 3,689 |

2024-2025 Objectives

- Continue to meet the needs of the senior population through innovative programs and efficient, professional services.
- Procure new 14-passenger wheelchair lift-equipped bus to replace the oldest in our fleet through approved Section 5310 grant with CTDOT. Due to procurement delays, funding opportunities through the Section 5310 Program were suspended in 2021-2023.
- Evaluate need to increase resources for additional In-Town Transportation Services, create a plan for the future in cooperation with the First Selectman.
- Continue working with the Senior Center Building Committee throughout the building construction and for a smooth transition into the new senior center, anticipated in August 2024.
- Grow Senior Services into the potential that a having a new, larger and fully-equipped facility will allow.
- Explore expansion of Town revenues through the rental of the “Event Space” (Multipurpose Room/Kitchen), and assist the Board of Selectmen in the creation of policies for event rentals.

**TOWN OF COLCHESTER
PROPOSED BUDGET**

SENIOR SERVICES

| <u>ACCOUNT</u> | <u>FY 2021-2022 ACTUAL EXPENDITURES</u> | <u>FY 2022-2023 UNAUDITED EXPENDITURES</u> | <u>FY 2023-2024 ADOPTED BUDGET</u> | <u>FY 2024-2025 PROPOSED BUDGET</u> |
|--|--|---|---|--|
| Regular Payroll | 199,632 | 219,142 | 245,005 | 253,664 |
| Overtime | 0 | 158 | 0 | 0 |
| Contractual, Temporary, Occasional Payroll | 2,209 | 1,672 | 0 | 2,000 |
| Employee Related Insurances | 1,068 | 832 | 1,123 | 1,127 |
| FICA & Retirement | 27,395 | 30,122 | 33,728 | 35,307 |
| Copier | 3,041 | 2,621 | 2,772 | 1,272 |
| Office Supplies | 1,023 | 1,360 | 1,000 | 1,500 |
| Custodial/Maintenance Supplies | 419 | 1,574 | 1,600 | 4,000 |
| Mileage, Training & Meetings | 53 | 175 | 100 | 275 |
| Professional Memberships | 0 | 100 | 509 | 245 |
| Professional Services | 18,004 | 19,111 | 20,867 | 19,680 |
| Postage | 1 | 568 | 100 | 680 |
| Service Contracts | 2,373 | 2,642 | 3,770 | 4,496 |
| Printing & Publications | 0 | 850 | 400 | 1,000 |
| Telephone | 4,184 | 4,905 | 4,620 | 5,772 |
| Fuel & Heating | 10,438 | 11,115 | 12,520 | 9,880 |
| Electricity | 5,870 | 5,069 | 6,000 | 6,000 |
| Equipment Repairs | 0 | 54 | 500 | 0 |
| Building Repairs | 1,960 | 2,578 | 1,500 | 0 |
| Vehicle Maintenance | 1,921 | 6,117 | 4,000 | 4,000 |
| Vehicle Fuel | 15,422 | 18,742 | 16,524 | 16,200 |
| TOTAL | 295,013 | 329,507 | 356,638 | 367,098 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 15401 - SENIOR SERVICES | | | | | | |
| 40101 - REGULAR PAYROLL | | | | 253,664 | | 253,664 |
| Senior Services Director | 1.00 | 70,988.00 | 70,988 | | | |
| Program Coordinator (7.5 hrs/day) | 1.00 | 54,962.00 | 54,962 | | | |
| Administrative Assistant (7.5 hrs/day) | 1.00 | 52,301.00 | 52,301 | | | |
| Bus Driver (7 hrs/day) | 1.00 | 34,403.00 | 34,403 | | | |
| Part-time bus driver (5 hrs/day) | 1.00 | 22,551.00 | 22,551 | | | |
| Part-time bus driver (20 hrs/week) | 1.00 | 18,009.00 | 18,009 | | | |
| Longevity | 1.00 | 450.00 | 450 | | | |
| 40105 - CONTRACTUAL TEMPORARY, OCCASIONAL | | | | 3,000 | | 2,000 |
| Substitute drivers to cover employee leaves | 1.00 | 1,500.00 | 1,500 | | (500) | |
| Temporary staff for office coverage | 1.00 | 1,500.00 | 1,500 | | (500) | |
| 41210 - EMPLOYEE RELATED INSURANCE | | | | 1,127 | | 1,127 |
| Life/AD&D Insurance | 1.00 | 656.00 | 656 | | | |
| Long Term Disability insurance | 1.00 | 471.00 | 471 | | | |
| 41230 - FICA & RETIREMENT | | | | 35,383 | | 35,307 |
| FICA/Medicare | 1.00 | 19,635.00 | 19,635 | | (76) | |
| Defined Contribution 401(a) Plan - Senior Services Director @ 8% | 1.00 | 5,679.00 | 5,679 | | | |
| Defined Contribution 401(a) Plan - Program Coordinator & FT Bus driver @ 6% | 1.00 | 5,362.00 | 5,362 | | | |
| Defined Contribution 401(a) Plan - Administrative Assistant @ 9% | 1.00 | 4,707.00 | 4,707 | | | |
| 42233 - COPIER | | | | 3,672 | | 1,272 |
| Monthly lease payments | 12.00 | 106.00 | 1,272 | | | |
| Per image charges | 1.00 | 2,400.00 | 2,400 | | (2,400) | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 42301 - OFFICE SUPPLIES | | | | 1,750 | | 1,500 |
| Folders, cardstock, colored paper, copy paper, miscellaneous supplies | 1.00 | 1,750.00 | 1,750 | | (250) | |
| 42331 - CUSTODIAL/MAINTENANCE SUPPLIES | | | | 4,000 | | 4,000 |
| Kitchen and bath paper goods, soap and miscellaneous disposable goods in current Senior Center building | 1.00 | 400.00 | 400 | | | |
| Kitchen and bath paper goods, soap and miscellaneous disposable goods in new Senior Center building | 3.00 | 1,200.00 | 3,600 | | | |
| 43213 - MILEAGE, TRAINING & MEETINGS | | | | 275 | | 275 |
| Mileage for meetings, training and conferences | 1.00 | 125.00 | 125 | | | |
| Local CASCP, CAMAE & AARP conferences, training for local & state programs | 1.00 | 150.00 | 150 | | | |
| 43258 - PROFESSIONAL MEMBERSHIPS | | | | 295 | | 245 |
| National Institute of Senior Centers (NISC) | 1.00 | 145.00 | 145 | | | |
| Connecticut Association of Senior Center Personnel (CASCP) | 2.00 | 50.00 | 100 | | | |
| Connecticut Association of Municipal Agents for the Elderly | 1.00 | 50.00 | 50 | | (50) | |
| 44208 - PROFESSIONAL SERVICES | | | | 19,680 | | 19,680 |
| Random drug/alcohol testing for drivers | 2.00 | 100.00 | 200 | | | |
| Licenses for drivers | 2.00 | 125.00 | 250 | | | |
| MPLC Copyright license to show movies on site | 1.00 | 270.00 | 270 | | | |
| TVCCA - Nutrition Site Supervisor | 12.00 | 1,580.00 | 18,960 | | | |
| Coordinate Senior nutrition program and Meals on Wheels deliveries | | | | | | |
| 44217 - POSTAGE | | | | 1,020 | | 680 |
| Mailings to clients, agencies, service providers, and funders | 1.00 | 1,020.00 | 1,020 | | (340) | |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|-----------------|-------------------|
| 44223 - SERVICE CONTRACTS | | | | 4,496 | | 4,496 |
| Annual inspection of fire equipment | 1.00 | 250.00 | 250 | | | |
| Pest control services | 1.00 | 1,811.00 | 1,811 | | | |
| Furnace/Water heater service contract | 1.00 | 750.00 | 750 | | | |
| Alarm service - monthly inspections | 12.00 | 25.00 | 300 | | | |
| MySeniorCenter data tracking system | 1.00 | 1,200.00 | 1,200 | | | |
| Annual subscription to Activity Connections Program | 1.00 | 185.00 | 185 | | | |
| 44232 - PRINTING & PUBLICATIONS | | | | 1,500 | | 1,000 |
| Outreach information, marketing materials & business cards, bus inspection books | 1.00 | 1,500.00 | 1,500 | | (500) | |
| 45216 - TELEPHONE | | | | 5,772 | | 5,772 |
| Monthly VOIP phone service - existing Senior Center | 4.00 | 275.00 | 1,100 | | | |
| Monthly cell phone service for senior transportation drivers | 4.00 | 88.00 | 352 | | | |
| Monthly VOIP phone service - new Senior Center building | 8.00 | 540.00 | 4,320 | | | |
| 45221 - FUEL/HEATING | | | | 9,880 | | 9,880 |
| Heating oil - existing Senior Center | 1.00 | 1,000.00 | 1,000 | | | |
| Natural Gas for heating and cooking - new Senior Center | 1.00 | 8,880.00 | 8,880 | | | |
| 45622 - ELECTRIC | | | | 17,862 | | 6,000 |
| Electricity - existing Senior Center | 1.00 | 1,500.00 | 1,500 | | | |
| Electricity - new Senior Center | 1.00 | 16,362.00 | 16,362 | | (11,862) | |
| 46390 - VEHICLE MAINTENANCE & FUEL | | | | 4,000 | | 4,000 |
| Equipment repairs/parts | 1.00 | 4,000.00 | 4,000 | | | |
| 46391 - VEHICLE FUEL | | | | 16,200 | | 16,200 |
| Unleaded gasoline | 5,400.00 | 3.00 | 16,200 | | | |
| TOTAL SENIOR SERVICES | | | | 383,576 | (16,478) | 367,098 |

Debt Service



**TOWN OF COLCHESTER
PROPOSED BUDGET**

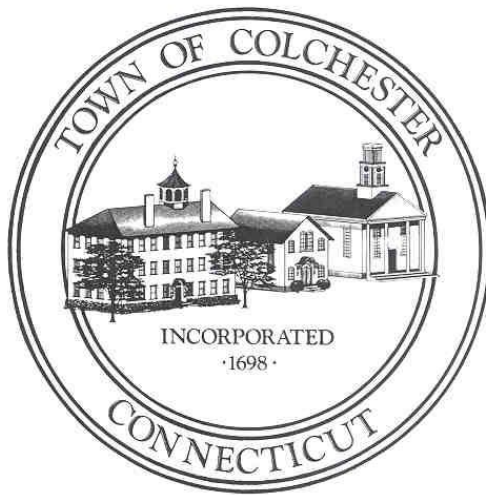
DEBT SERVICE

| <u>ACCOUNT</u> | FY 2021-2022 ACTUAL <u>EXPENDITURES</u> | FY 2022-2023 UNAUDITED <u>EXPENDITURES</u> | FY 2023-2024 ADOPTED <u>BUDGET</u> | FY 2024-2025 PROPOSED <u>BUDGET</u> |
|-----------------------|--|---|---|--|
| Bond Principal | 1,495,000 | 1,190,000 | 1,405,000 | 1,170,000 |
| Bond Interest | 580,164 | 702,984 | 670,164 | 905,164 |
| TOTAL | 2,075,164 | 1,892,984 | 2,075,164 | 2,075,164 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|--|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 18101 - DEBT SERVICE | | | | | | |
| 49245 - BOND PRINCIPAL | | | | | | |
| Advance Refunding Bond Issue 3/1/12 - Refunding 2002 & 2005 bond issues | | | 540,000 | 1,170,000 | | 1,170,000 |
| Bond Issue 10/17/18 - William J. Johnston Middle School (WJJMS) Project | | | 350,000 | | | |
| Bond Issue 10/16/19 - William J. Johnston Middle School (WJJMS) Project | | | 280,000 | | | |
| 49246 - BOND INTEREST | | | | | | |
| Advance Refunding Bond Issue 3/1/12 - Refunding 2002 & 2005 bond issues | | | 12,420 | 905,164 | | 905,164 |
| Bond Issue 10/17/18 - William J. Johnston Middle School (WJJMS) Project | | | 377,063 | | | |
| Bond Issue 10/16/19 - William J. Johnston Middle School (WJJMS) Project | | | 225,806 | | | |
| BAN interest due October 2024 - Fire Apparatus/Senior Center/WJJMS Project (April 2024 BAN issue) | | | 342,788 | | | |
| Estimated interest due April 2025 - Fire Apparatus/Senior Center/ WJJMS Project (anticipated October 2024 bond issue) | | | 325,000 | | | |
| Available funding - Debt Service Fund for payment of BAN interest due October 2024 | | | (342,788) | | | |
| Available funding - Debt Service Fund for portion of bond interest payment due April 2025 (anticipated October 2024 bond issue) | | | (35,125) | | | |
| TOTAL DEBT SERVICE | | | | 2,075,164 | 0 | 2,075,164 |

Transfers & Capital



**TOWN OF COLCHESTER
PROPOSED BUDGET**

TRANSFERS & CAPITAL

| <u>ACCOUNT</u> | FY 2021-2022 ACTUAL <u>EXPENDITURES</u> | FY 2022-2023 UNAUDITED <u>EXPENDITURES</u> | FY 2023-2024 ADOPTED <u>BUDGET</u> | FY 2024-2025 PROPOSED <u>BUDGET</u> |
|--------------------------------------|--|---|---|--|
| Transfer to Capital Reserve | 561,525 | 629,177 | 501,000 | 501,000 |
| Transfer to Snow Reserve | 18,361 | 0 | 0 | 0 |
| Transfer to Animal Control Fund | 47,259 | 48,359 | 58,000 | 58,000 |
| Transfer to Capital Improvement Fund | 139,725 | 82,375 | 94,400 | 94,400 |
| Transfer to Debt Service Fund | 134,310 | 134,310 | 0 | 0 |
| TOTAL | 901,180 | 894,221 | 653,400 | 653,400 |

**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | TOTAL PROPOSED |
|---|------------------|-------------------|-----------------|--------------------------------|------------|-------------------|
| 18501 - TRANSFERS | | | | | | |
| 50474 - TRANSFER TO CAPITAL RESERVE | | | | | | |
| Contribution to Equipment Reserve | | | 50,000 | 501,000 | | 501,000 |
| Contribution to Vehicle Replacement Reserve | | | 351,000 | | | |
| Contribution to Buildings & Grounds Maintenance Capital Reserve | | | 100,000 | | | |
| 50496 - ACO - TOWN FUNDING | | | | | | |
| General Fund contribution to support Animal Control Fund | | | 58,000 | 58,000 | | 58,000 |
| 50500 - TRANSFER TO CAPITAL | | | | | | |
| Town Wide Revaluation | | | 28,000 | 94,400 | | 94,400 |
| Open Space | | | 10,000 | | | |
| Information Technology - equipment replacement | | | 19,900 | | | |
| Fire - SCBA units/masks/bottles - 15 year funding plan | | | 18,000 | | | |
| Cragin Library - HVAC, Boiler, Roof repair/replacement | | | 6,000 | | | |
| Town Hall - replacement of AHUs - multi year funding plan | | | 5,000 | | | |
| Basketball Courts - 10 year funding plan for future replacement | | | 3,000 | | | |
| RecPlex - Tennis Courts resurfacing - 15 year funding plan for future resurfacing | | | 2,000 | | | |
| Skatepark - 10 year funding plan for reconstruction/replacement | | | 2,500 | | | |
| TOTAL TRANSFERS | | | | 653,400 | 0 | 653,400 |