

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

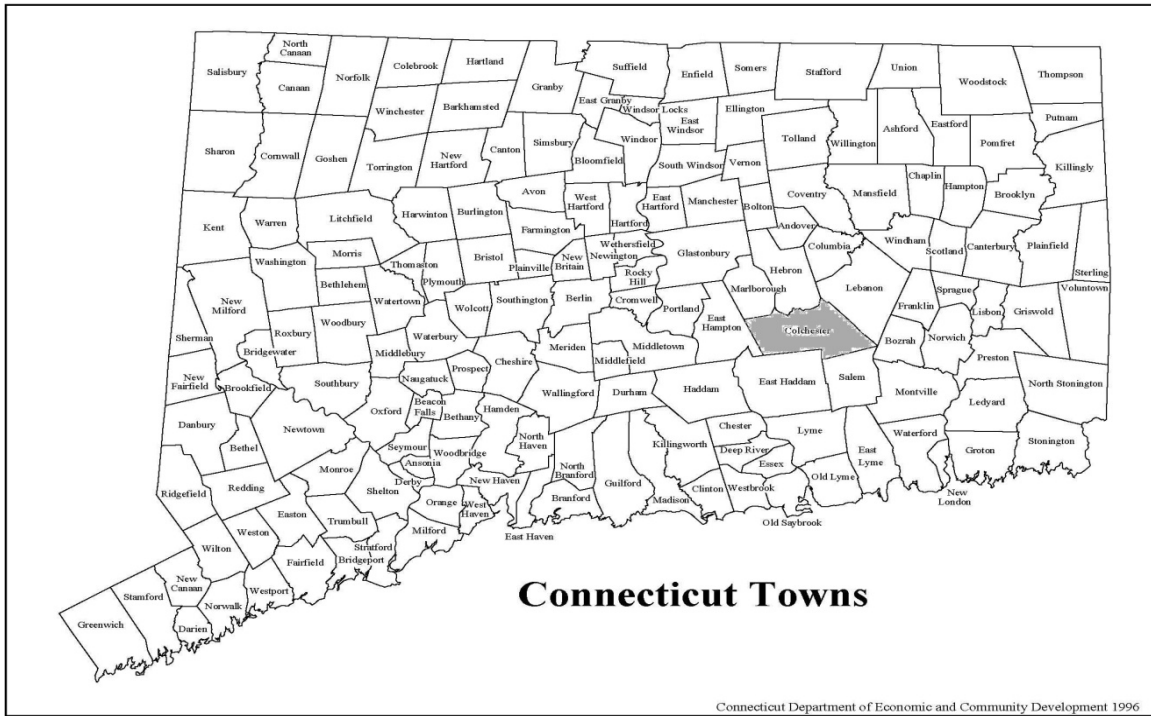
Item _____

- 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

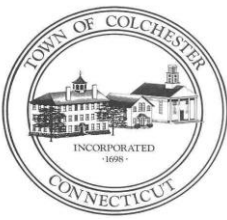
The Town has a Selectmen -Town Meeting form of government, with a Board of Selectmen consisting of five elected members serving concurrent two-year terms and a Board of Finance consisting of six elected members serving overlapping six-year terms. Powers and privileges are conferred and granted to the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

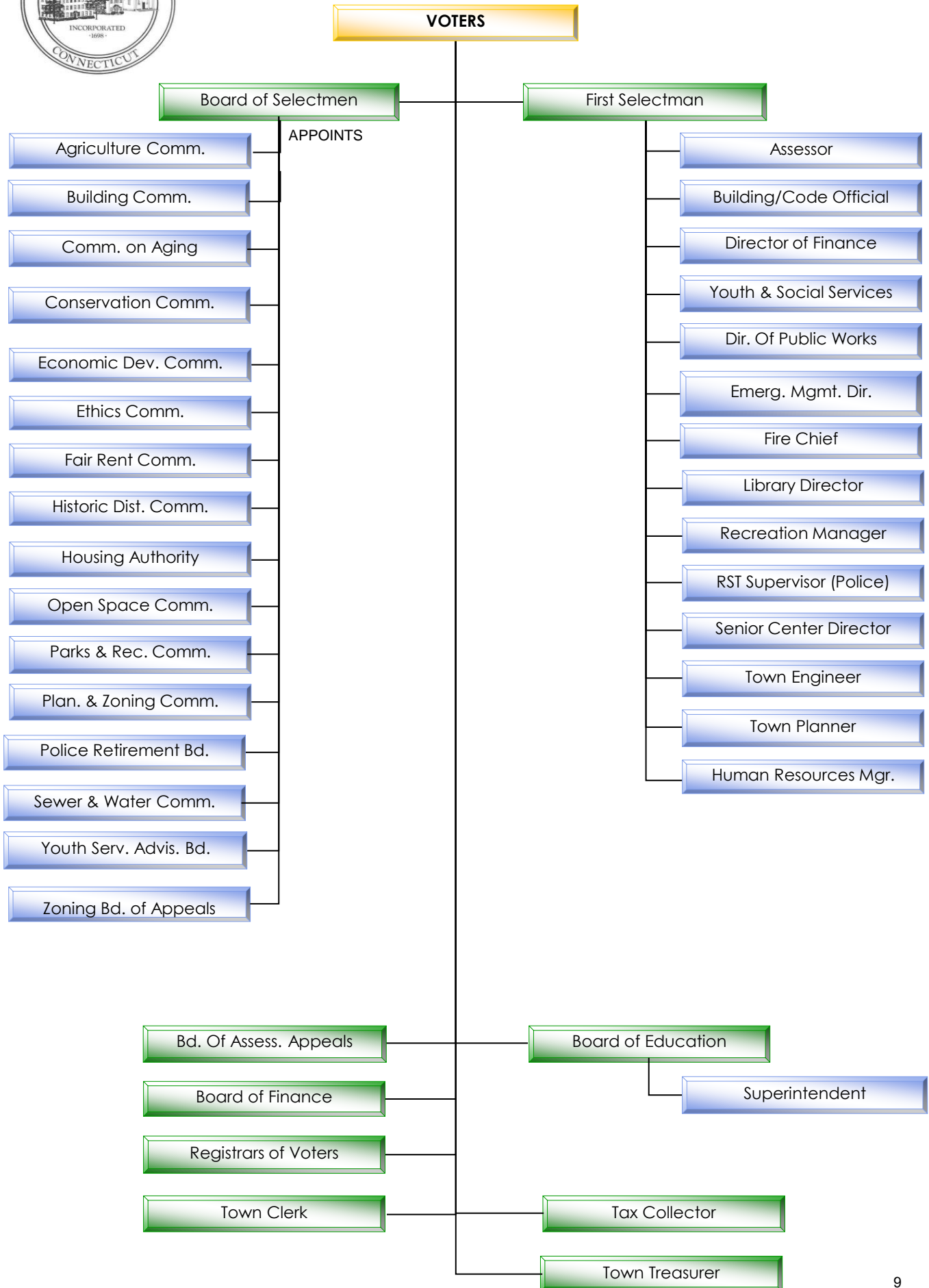
The Board of Finance is responsible for presenting to the Town voters the budgets for all Town Departments and the Combined Budget and has all of the powers and performs all of the duties conferred or imposed upon Boards of Finance by the General Statutes. The Board of Finance has the authority to approve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

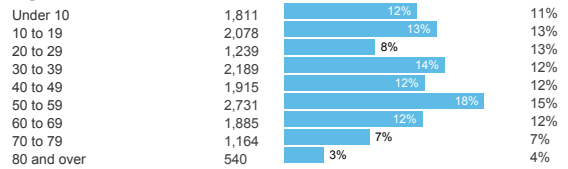
Data from Municipalities, 2023

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

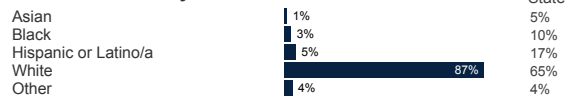
Demographics

ACS, 2017–2021

Age Distribution



Race and Ethnicity

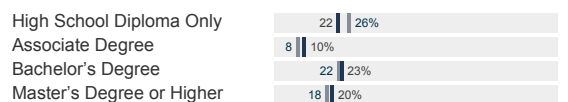


Hispanic includes those of any race. Remaining racial groups include only non-hispanic. 'Other' includes American Indian, Alaska Native, Native Hawaiian, Pacific Islander, two or more races.

Language Spoken at Home



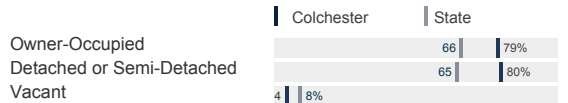
Educational Attainment



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

	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

	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

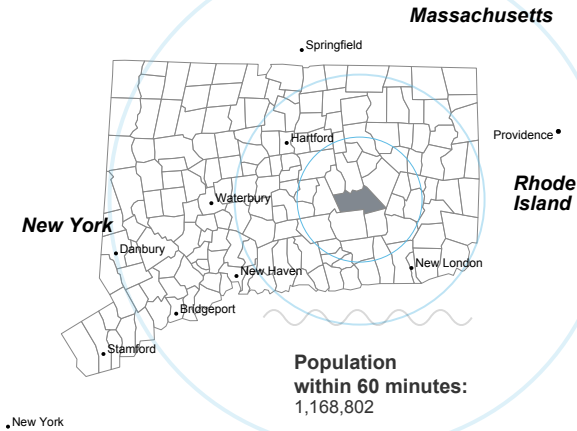


Self-Employment Rate*



*ACS, 2017–2021

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



Access

ACS, 2017–2021

	Colchester	State
Mean Commute Time *	31 min	26 min
No Access to a Car	2 8%	8 8%
No Internet Access	7 9%	10 9%

Commute Mode

Public Transport	1 4%
Walking or Cycling	1 3%
Driving	82 84%
Working From Home *	10 12%

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

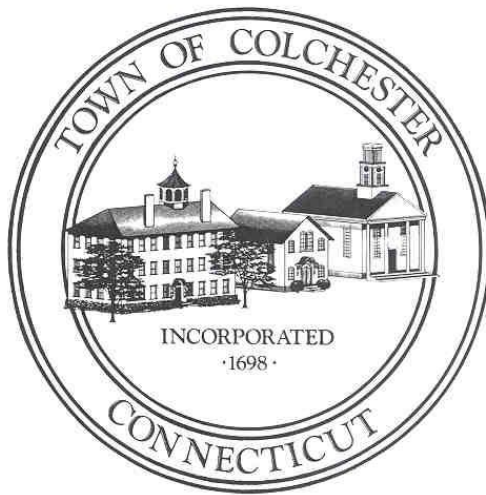




Section Two – Budget Summary and Overview

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.

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.

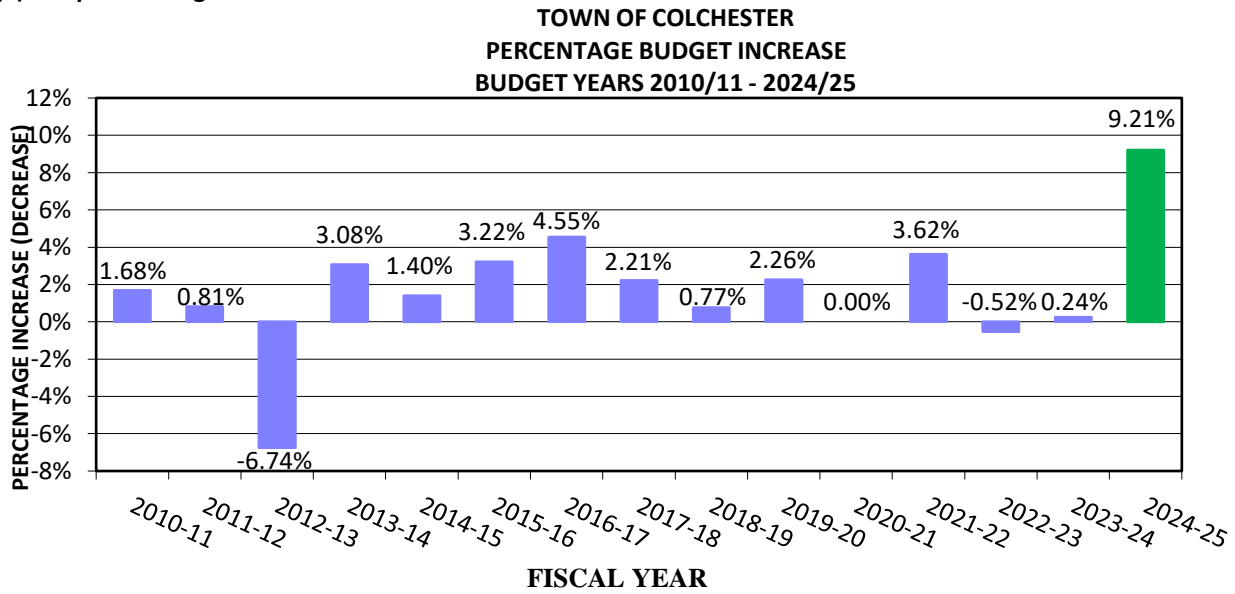
TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET

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	17,102,056 (2)	1,441,916	9.21%	28.67	

(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	45,542,958
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>46,648,493</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>

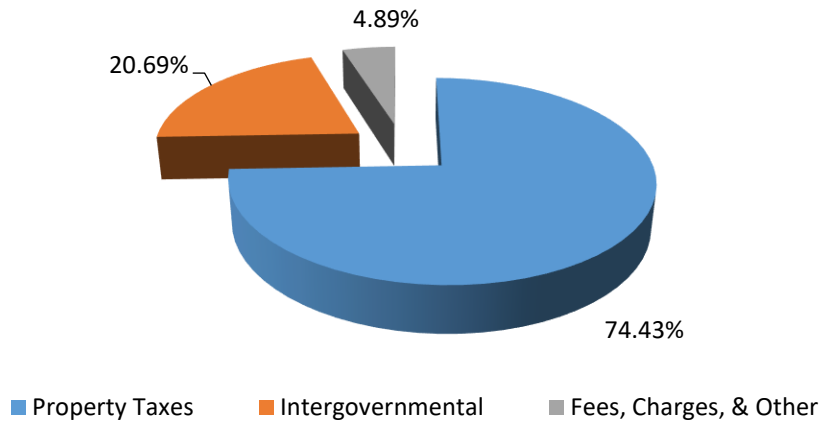
**TOWN OF COLCHESTER
FY2024-2025 PROPOSED BUDGET**

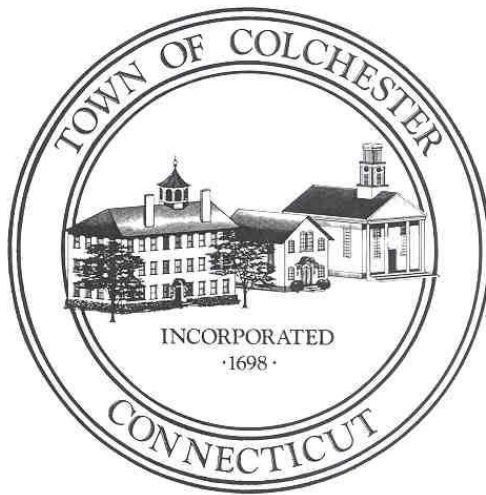
	FY 2021-2022 Actual Revenues	FY 2022-2023 Unaudited Revenues	FY 2023-2024 Adopted Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget
Charges for Services:					
Ambulance Fees	652,960	553,908	650,120	600,000	600,000
Recreation Fees	3,975	5,436	3,000	3,000	3,000
Vendor permits	800	560	500	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>2,010,915</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
	54,836	54,342	47,500	58,878	52,000
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	589,161	266,000	296,000	1,167,153	0
Total revenues	58,221,148	59,030,466	59,639,491	61,818,459	62,678,131

Revenue Sources by Type





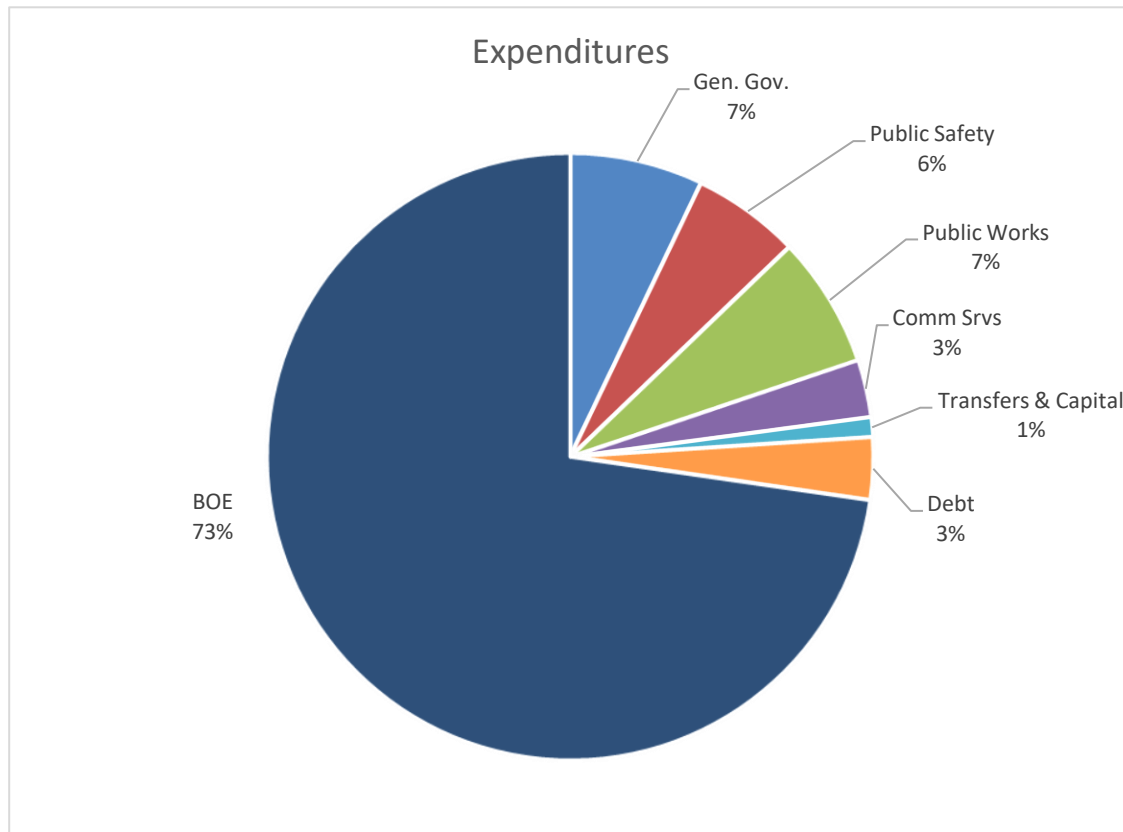
EXPENDITURE SUMMARY



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	PROJECTED EXPENDITURES FY 2023-2024	PROPOSED BUDGET FY 2024-2025
GENERAL GOVERNMENT	3,840,111	4,014,349	3,961,659	4,386,566	4,446,879
PUBLIC SAFETY	3,373,329	3,385,251	3,235,482	3,564,034	3,595,000
PUBLIC WORKS	3,979,835	3,488,146	3,903,394	3,802,666	4,413,268
COMMUNITY & HUMAN SERVICES	1,707,365	1,776,890	1,831,041	1,781,705	1,918,345
DEBT	2,075,164	1,850,164	2,075,164	1,839,164	2,075,164
TRANSFERS	901,180	1,186,013	653,400	1,405,061	653,400
TOTAL TOWN	15,876,984	15,700,813	15,660,140	16,779,196	17,102,056
BOARD OF EDUCATION	41,407,831	42,021,910	43,979,351	43,979,351	45,576,075
TOTAL BUDGET	57,284,815	57,722,723	59,639,491	60,758,547	62,678,131



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>	PROJECTED EXPENDITURES <u>FY 2023-2024</u>	PROPOSED BUDGET <u>FY 2024-2025</u>
LEGISLATIVE					
BOARDS AND COMMISSIONS	23,317	17,885	25,500	42,721	34,088
CONTINGENCY					
CONTINGENCY	0	0	63,828	0	71,509
MUNICIPAL MANAGEMENT					
FIRST SELECTMAN	204,014	199,225	221,583	205,596	222,928
HUMAN RESOURCES	46,159	39,221	83,725	74,175	129,941
FINANCE					
FINANCE	331,619	397,129	350,431	553,237	485,211
TAX OFFICE	175,609	178,047	197,652	178,113	197,268
ASSESSOR'S OFFICE	303,488	319,619	321,261	331,544	350,969
DEVELOPMENT AND PLANNING					
PLANNING/BUILDING CODE ADMIN.	483,735	449,893	482,247	467,651	510,496
TOWN CLERK					
TOWN CLERK	173,478	179,013	187,248	183,724	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>	PROJECTED EXPENDITURES <u>FY 2023-2024</u>	PROPOSED BUDGET <u>FY 2024-2025</u>
REGISTRARS OF VOTERS					
REGISTRARS OF VOTERS	80,631	83,028	89,353	99,031	104,536
LEGAL & INSURANCES AND PROBATE					
LEGAL & INSURANCES	1,918,072	2,032,970	1,836,897	2,097,334	2,023,725
PROBATE	5,342	5,916	5,915	5,915	6,220
INFORMATION TECHNOLOGY					
INFORMATION TECHNOLOGY	94,647	112,403	96,019	147,525	118,855
TOTAL GENERAL GOVERNMENT	3,840,111	4,014,349	3,961,659	4,386,566	4,446,879

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>	PROJECTED EXPENDITURES <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	1,787,465	1,863,119
FIRE/EMERGENCY PROTECTION					
FIRE/EMERGENCY MEDICAL SERVICES	1,550,292	1,677,252	1,563,116	1,763,263	1,720,648
EMERGENCY MANAGEMENT					
EMERGENCY MANAGEMENT	18,102	14,378	13,598	13,306	11,233
TOTAL PUBLIC SAFETY	3,373,329	3,385,251	3,235,482	3,564,034	3,595,000

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>	PROJECTED EXPENDITURES <u>FY 2023-2024</u>	PROPOSED BUDGET <u>FY 2024-2025</u>
PUBLIC WORKS					
PUBLIC WORKS ADMINISTRATION	181,263	112,971	102,834	96,857	101,074
HIGHWAY	1,720,757	1,346,697	1,611,623	1,541,004	1,756,497
FLEET SERVICES	413,751	427,330	435,987	447,648	486,374
GROUNDS MAINTENANCE	539,366	499,018	615,014	556,012	758,339
SNOW REMOVAL FACILITIES	538,202	470,422	530,808	461,628	507,897
	143,765	143,391	114,908	198,068	236,484
ENGINEERING					
ENGINEERING	121,577	124,464	128,210	128,130	134,135
TRANSFER STATION					
TRANSFER STATION	321,154	363,853	364,010	373,319	432,468
TOTAL PUBLIC WORKS	3,979,835	3,488,146	3,903,394	3,802,666	4,413,268

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>	PROJECTED EXPENDITURES <u>FY 2023-2024</u>	PROPOSED BUDGET <u>FY 2024-2025</u>
YOUTH & SOCIAL SERVICES					
YOUTH & SOCIAL SERVICES	410,132	376,892	411,450	413,611	438,823
HEALTH					
CHATHAM HEALTH DISTRICT	206,624	208,343	217,944	217,944	219,030
COMMUNITY AGENCIES					
COLCHESTER C3	25,000	25,000	25,000	25,000	25,000
LIBRARY					
CRAGIN MEMORIAL LIBRARY	626,756	644,774	674,238	649,845	717,288
RECREATION					
RECREATION	143,840	192,374	145,771	139,378	151,106
SENIOR SERVICES					
SENIOR SERVICES	295,013	329,507	356,638	335,927	367,098
TOTAL COMMUNITY & HUMAN SERVICES	1,707,365	1,776,890	1,831,041	1,781,705	1,918,345

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>	PROJECTED EXPENDITURES <u>FY 2023-2024</u>	PROPOSED BUDGET <u>FY 2024-2025</u>
DEBT					
DEBT SERVICE	2,075,164	1,850,164	2,075,164	1,839,164	2,075,164
TRANSFERS					
OTHER FINANCING USES	901,180	1,186,013	653,400	1,405,061	653,400
TOTAL DEBT & TRANSFERS	2,976,344	3,036,177	2,728,564	3,244,225	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>	PROJECTED ACTUAL <u>FY 2023-2024</u>	PROPOSED BUDGET <u>FY 2024-2025</u>
EDUCATION	41,407,831	42,021,910	43,979,351	43,979,351	45,576,075

SECTION THREE

Taxation & Collections

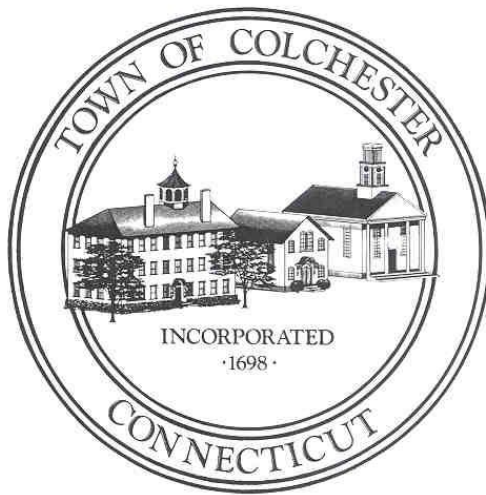




Section Three – Taxation & Collections

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	45,576,075	14,373,492	2,075,164	653,400	62,678,131
Estimated Revenue	12,871,413	4,263,760	0	0	17,135,173
Amount to be Raised by Taxation	32,704,662	10,109,732	2,075,164	653,400	45,542,958
MILLS	20.34	6.29	1.29	0.41	28.33

MILL RATE CALCULATION

	DOLLARS	MILLS
Amount to be Raised by Taxation	45,542,958	28.33
Reserve for Uncollected Revenue (estimated 98.8% collection rate)	546,516	0.34
TOTAL TAX WARRANT	46,089,474	28.67

Grand List	1,607,447,400	2024-25 Proposed Mill Rate	28.67
Estimated Prorates	1,500,000	2023-24 Mill Rate	27.22
M. V. Supplement	19,500,000	Increase in Mill Rate	1.45
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: May 8, 2024



SECTION FOUR

Department Operating Budgets





TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET

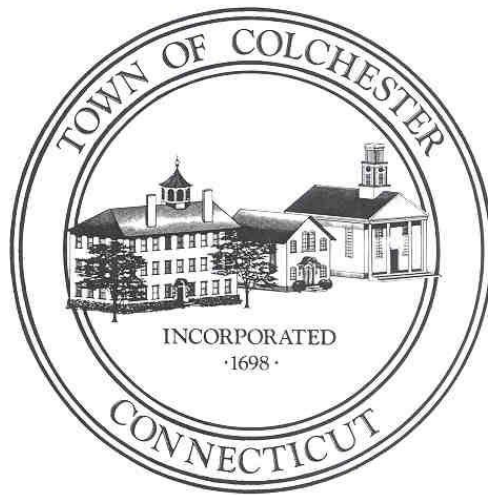
**Section Four – FY 2024-2025 Proposed Operating Budget
(by Department)**

Item _____

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



General Government

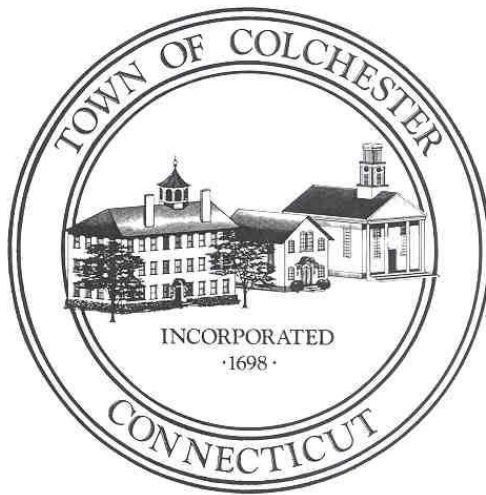


TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET

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>	FY 2021-2022 ACTUAL <u>EXPENDITURES</u>	FY 2022-2023 UNAUDITED <u>EXPENDITURES</u>	FY 2023-2024 ADOPTED <u>BUDGET</u>	FY 2023-2024 PROJECTED <u>EXPENDITURES</u>	FY 2024-2025 PROPOSED <u>BUDGET</u>
Overtime	0	0	0	1,474	3,519
Contractual, Temporary, Occassional Payroll	6,138	3,550	5,067	2,790	2,860
FICA	31	0	115	113	269
Office Supplies	0	0	50	0	50
Mileage, Training & Meetings	195	197	350	300	350
Financial & Accounting	13,659	11,020	13,978	30,537	18,850
Professional Services	2,995	2,775	4,800	6,725	7,400
Postage	0	1	0	0	0
Legal Notices	0	44	40	33	40
Printing & Publications	299	298	1,100	749	750
TOTAL	23,317	17,885	25,500	42,721	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.

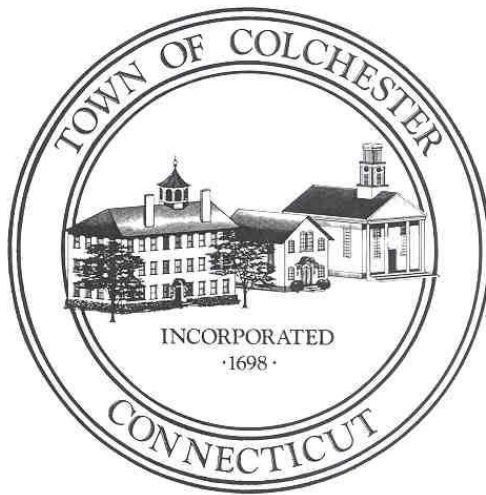
**TOWN OF COLCHESTER
PROPOSED BUDGET**

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 2023-2024 PROJECTED <u>EXPENDITURES</u>	FY 2024-2025 PROPOSED <u>BUDGET</u>
Contingency	0	0	63,828	0	71,509
TOTAL	0	0	63,828	0	71,509

**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		71,509
Reserve for unanticipated expenditures	1.00	73,643.00	73,643		(2,134)	
TOTAL CONTINGENCY				73,643	(2,134)	71,509



**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 2023-2024 PROJECTED EXPENDITURES</u>	<u>FY 2024-2025 PROPOSED BUDGET</u>
Regular Payroll	159,255	150,776	160,783	153,513	163,405
Overtime	0	0	0	0	0
Contractual, Temporary, Occasional Payroll	0	0	0	0	0
Employee Related Insurances	540	409	526	475	526
FICA & Retirement	15,737	16,240	20,634	19,749	21,462
Copier	1,559	3,431	2,203	2,350	2,203
Office Supplies	1,180	292	1,400	500	1,400
Mileage, Training & Meetings	0	0	0	0	0
Professional Memberships	19,355	18,983	18,818	18,983	18,573
Legal	0	0	0	0	0
Professional Services	1,176	2,111	11,000	3,180	8,300
Postage	2,673	2,345	2,594	2,834	2,594
Printing & Publications	0	89	0	0	0
Property Tax	162	229	175	247	265
Equipment Repairs	0	30	150	0	150
Recognition Programs	2,377	4,290	3,300	3,765	4,050
TOTAL	204,014	199,225	221,583	205,596	222,928

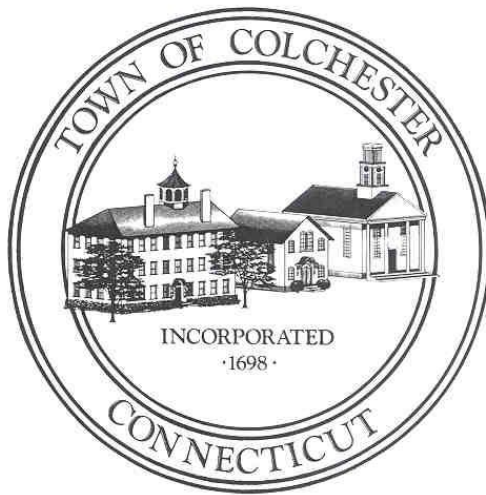
Legal budget reclassified to Legal & Insurances - prior years' actuals, and current year adopted budget and projected actuals have been reclassified for comparison purposes

**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>	FY 2021-2022 ACTUAL EXPENDITURES	FY 2022-2023 UNAUDITED EXPENDITURES	FY 2023-2024 ADOPTED BUDGET	FY 2023-2024 PROJECTED EXPENDITURES	FY 2024-2025 PROPOSED BUDGET
Regular Payroll	38,075	34,460	71,000	65,039	74,160
Employee Related Insurances	0	0	24	110	264
FICA & Retirement	3,350	2,236	9,691	7,767	10,123
Office Supplies	0	0	150	50	150
Mileage, Training & Meetings	48	120	0	28	0
Professional Memberships	0	0	0	0	0
Legal	0	0	0	0	0
Professional Services	1,880	1,700	1,900	300	1,300
Advertising	2,211	450	250	300	600
Printing & Publications	595	255	710	581	710
Contract Settlements	0	0	0	0	42,634
TOTAL	46,159	39,221	83,725	74,175	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

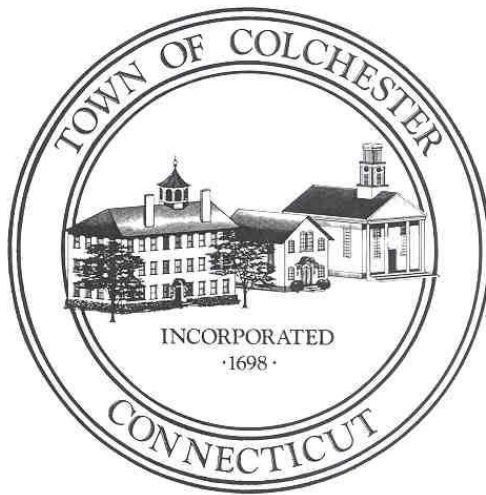
<u>ACCOUNT</u>	FY 2021-2022 ACTUAL EXPENDITURES	FY 2022-2023 UNAUDITED EXPENDITURES	FY 2023-2024 ADOPTED BUDGET	FY 2023-2024 PROJECTED EXPENDITURES	FY 2024-2025 PROPOSED BUDGET
Regular Payroll	233,965	234,748	269,089	320,568	383,756
Overtime	238	255	0	2,241	0
Contractual, Temporary, Occasional Payroll	5,403	8,200	5,538	107,219	5,704
Employee Related Insurances	737	4,995	789	801	1,051
FICA & Retirement	31,939	25,025	37,632	55,023	57,296
Copier	1,522	974	1,256	1,768	1,256
Office Supplies	814	1,882	1,300	1,822	1,300
Mileage, Training & Meetings	646	0	0	0	1,500
Professional Memberships	482	0	0	65	385
Data Processing	28,833	27,489	29,657	28,298	29,613
Professional Services	26,156	87,909	2,920	33,432	1,350
Postage	884	2,153	2,000	2,000	2,000
Service Contracts	0	3,499	250	0	0
TOTAL	331,619	397,129	350,431	553,237	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

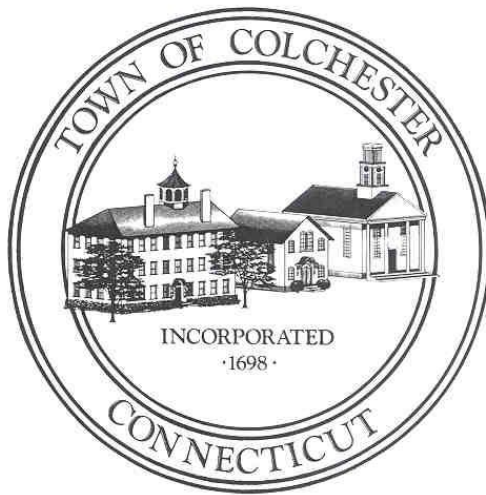
<u>ACCOUNT</u>	FY 2021-2022 ACTUAL EXPENDITURES	FY 2022-2023 UNAUDITED EXPENDITURES	FY 2023-2024 ADOPTED BUDGET	FY 2023-2024 PROJECTED EXPENDITURES	FY 2024-2025 PROPOSED BUDGET
Regular Payroll	119,598	121,311	132,735	115,524	129,209
Overtime	0	0	0	0	0
Contractual, Temporary, Occasional Payroll	2,610	1,124	3,000	1,500	3,000
Employee Related Insurances	503	427	526	579	526
FICA & Retirement	16,724	16,910	19,506	16,701	19,435
Office Supplies	1,588	1,904	2,500	2,500	2,500
Mileage, Training & Meetings	2,948	2,296	3,500	2,500	3,500
Professional Memberships	95	95	155	95	145
Data Processing	15,617	15,331	17,000	17,500	18,223
Postage	14,115	16,146	16,500	18,500	18,000
Service Contracts	1,231	1,645	1,450	1,650	1,650
Legal Notices	580	858	780	1,064	1,080
TOTAL	175,609	178,047	197,652	178,113	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>	FY 2021-2022 ACTUAL EXPENDITURES	FY 2022-2023 UNAUDITED EXPENDITURES	FY 2023-2024 ADOPTED BUDGET	FY 2023-2024 PROJECTED EXPENDITURES	FY 2024-2025 PROPOSED BUDGET
Regular Payroll	234,308	239,818	244,273	251,768	268,301
Overtime	1,423	885	1,120	1,120	1,160
Employee Related Insurances	831	619	882	829	882
FICA & Retirement	35,153	35,735	38,168	39,428	43,386
Copier	2,184	1,944	2,452	2,452	2,062
Office Supplies	2,033	2,181	750	1,850	2,200
Other Purchased Supplies	0	0	50	50	50
Technical Reference Materials	1,303	1,856	980	980	1,860
Mileage, Training & Meetings	2,595	8,744	8,000	8,000	7,500
Professional Memberships	350	435	465	475	530
Data Processing	21,848	20,507	20,171	20,642	21,038
Professional Services	0	5,000	2,000	2,000	0
Postage	1,460	1,895	1,950	1,950	2,000
TOTAL	303,488	319,619	321,261	331,544	350,969

**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		0
Personal property audits	1.00	5,000.00	5,000		(5,000)	
44217 - POSTAGE				2,000		2,000
TOTAL ASSESSOR'S OFFICE				355,969	(5,000)	350,969



**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 2023-2024 PROJECTED EXPENDITURES</u>	<u>FY 2024-2025 PROPOSED BUDGET</u>
Regular Payroll	369,997	318,414	372,007	361,548	378,027
Overtime	1,909	911	1,500	1,637	2,376
Contractual, Temporary, Occasional Payroll	10,288	42,515	0	10,400	13,000
Employee Related Insurances	1,313	852	1,594	1,108	1,594
FICA & Retirement	52,727	46,816	55,910	55,458	58,867
Copier	4,001	2,995	4,740	3,000	4,607
Office Supplies	2,196	2,973	1,500	1,100	3,000
Technical Reference Materials	0	0	350	350	600
Mileage, Training & Meetings	280	2,254	2,850	925	5,355
Professional Memberships	10,833	10,619	14,000	13,425	14,000
Legal	0	0	0	0	0
Professional Services	14,640	4,282	10,000	1,350	10,000
Postage	423	432	500	400	750
Service Contracts	11,630	12,240	11,000	12,500	12,100
Legal Notices	1,690	2,264	3,000	2,485	5,000
Printing & Publications	45	698	500	465	1,000
Telephone	0	0	0	0	0
Vehicle Maintenance	0	0	0	500	100
Vehicle Fuel	1,763	1,628	2,796	1,000	120
TOTAL	483,735	449,893	482,247	467,651	510,496

**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>	FY 2021-2022 ACTUAL EXPENDITURES	FY 2022-2023 UNAUDITED EXPENDITURES	FY 2023-2024 ADOPTED BUDGET	FY 2023-2024 PROJECTED EXPENDITURES	FY 2024-2025 PROPOSED BUDGET
Regular Payroll	119,677	129,457	132,553	132,148	136,340
Overtime	576	325	0	0	500
Contractual, Temporary, Occasional Payroll	120	0	500	0	0
Employee Related Insurances	503	409	526	490	526
FICA & Retirement	16,406	17,981	19,251	19,191	20,437
Copier	2,935	2,786	3,118	2,700	3,000
Office Supplies	1,550	1,733	1,800	1,300	1,700
Technical Reference Materials	1,195	1,195	1,195	1,195	1,195
Mileage, Training & Meetings	1,109	1,260	1,350	500	1,050
Professional Memberships	225	474	455	700	435
Indexing & Recording	18,847	18,543	20,000	18,200	18,500
Postage	2,212	1,121	2,200	1,800	2,000
Legal Notices	4,203	1,815	1,500	1,800	1,700
Printing & Publications	2,462	830	1,600	2,500	2,200
Micro Filming	1,120	889	1,200	1,000	1,250
Equipment Repairs	338	195	0	200	300
TOTAL	173,478	179,013	187,248	183,724	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

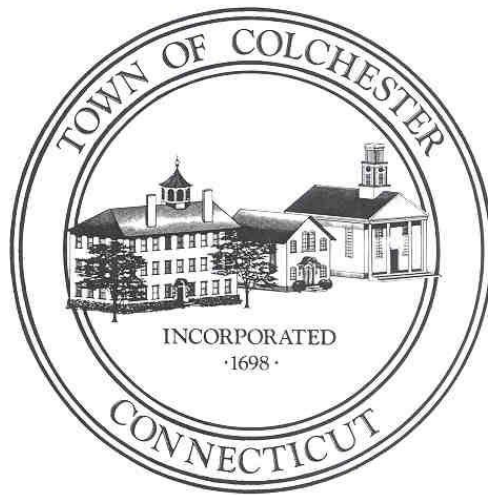
<u>ACCOUNT</u>	FY 2021-2022 ACTUAL EXPENDITURES	FY 2022-2023 UNAUDITED EXPENDITURES	FY 2023-2024 ADOPTED BUDGET	FY 2023-2024 PROJECTED EXPENDITURES	FY 2024-2025 PROPOSED BUDGET
Regular Payroll	30,718	30,461	31,224	31,146	32,082
Contractual, Temporary, Occasional Payroll	24,686	27,989	37,000	40,212	45,800
FICA	2,579	2,330	2,389	2,383	2,454
Office Supplies	1,005	1,733	600	1,525	900
Other Purchased Supplies	2,970	2,236	2,000	3,641	3,500
Mileage, Training & Meetings	1,401	1,349	2,000	2,480	4,000
Professional Memberships	160	0	160	200	200
Professional Services	1,266	2,384	1,300	1,852	2,600
Postage	2,398	1,412	1,000	1,309	2,000
Service Contracts	3,480	3,680	3,680	3,680	4,000
Printing & Publications	9,968	9,454	8,000	10,553	6,000
Equipment Repairs	0	0	0	50	1,000
Office Equipment	0	0	0	0	0
TOTAL	80,631	83,028	89,353	99,031	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>	FY 2021-2022 ACTUAL EXPENDITURES	FY 2022-2023 UNAUDITED EXPENDITURES	FY 2023-2024 ADOPTED BUDGET	FY 2023-2024 PROJECTED EXPENDITURES	FY 2024-2025 PROPOSED BUDGET
Health Insurance	1,118,668	1,101,915	1,087,399	1,087,399	1,123,290
Other Post Employment Benefits	0	0	0	0	0
Workers Compensation Insurance	439,628	406,025	406,044	441,525	454,771
Legal	72,387	241,706	68,500	255,000	100,000
Municipal Insurance	251,416	277,194	263,714	308,670	334,424
Unemployment Compensation	35,973	6,130	11,240	4,740	11,240
TOTAL	1,918,072	2,032,970	1,836,897	2,097,334	2,023,725

**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.

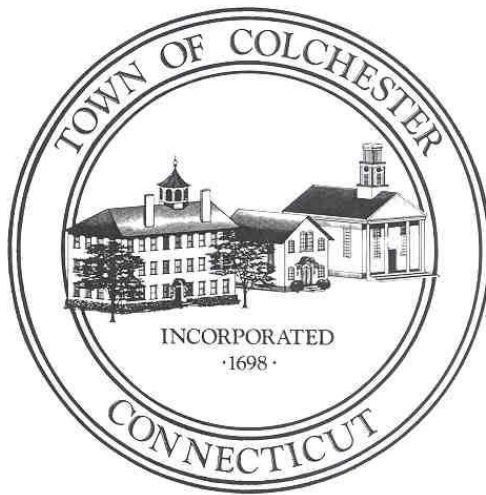
**TOWN OF COLCHESTER
PROPOSED BUDGET**

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 2023-2024 PROJECTED <u>EXPENDITURES</u>	FY 2024-2025 PROPOSED <u>BUDGET</u>
Windham/Colchester Probate District	5,342	5,916	5,915	5,915	6,220
TOTAL	5,342	5,916	5,915	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				6,220		6,220
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			
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

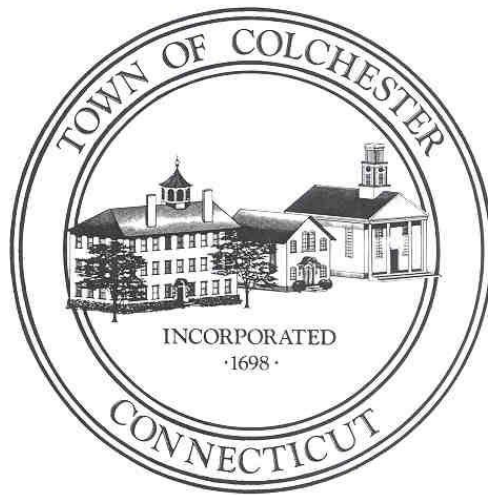
<u>ACCOUNT</u>	FY 2021-2022 ACTUAL EXPENDITURES	FY 2022-2023 UNAUDITED EXPENDITURES	FY 2023-2024 ADOPTED BUDGET	FY 2023-2024 PROJECTED EXPENDITURES	FY 2024-2025 PROPOSED BUDGET
Other Supplies	885	0	1,800	1,800	1,800
Professional Services	93,762	112,403	94,219	145,725	117,055
TOTAL	94,647	112,403	96,019	147,525	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

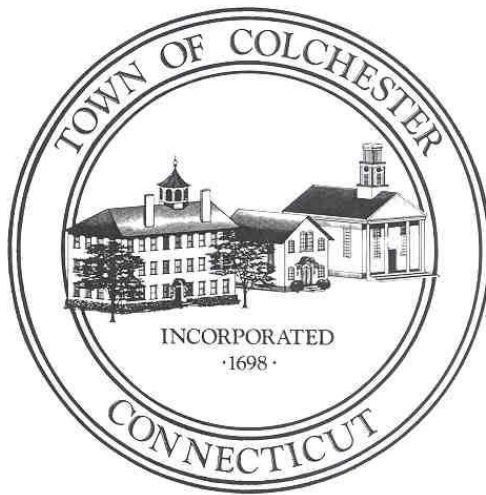


TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET

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

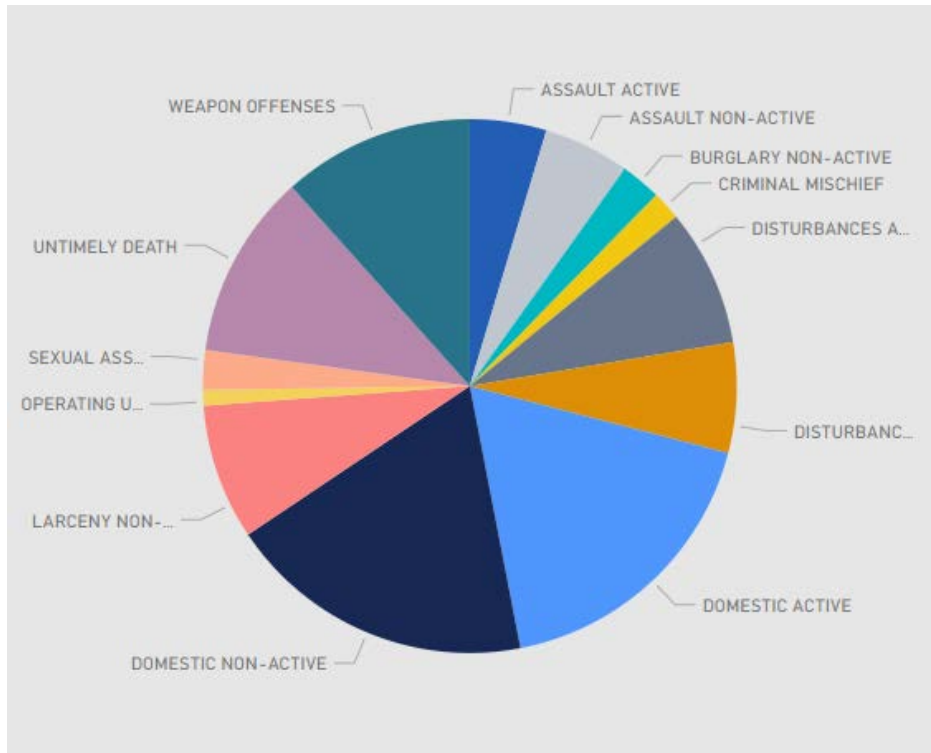
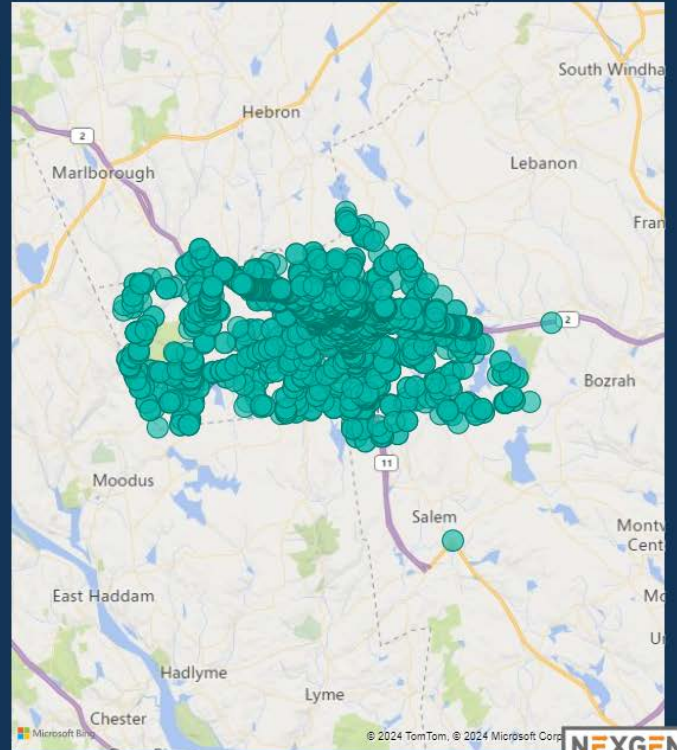
Crosstrain K9 Magnum in Tracking/Searches

- 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 2023-2024 PROJECTED EXPENDITURES</u>	<u>FY 2024-205 PROPOSED BUDGET</u>
Regular Payroll	916,323	889,519	972,886	880,956	979,788
Overtime	226,302	198,215	150,000	272,532	190,600
Employee Related Insurances	5,061	4,141	5,577	4,997	5,607
FICA & Retirement	286,924	258,466	218,328	326,259	334,894
Copier	1,824	1,766	1,808	1,487	2,008
Office Supplies	777	4,147	1,500	1,900	2,500
Uniform Purchases	11,191	32,829	8,050	4,000	11,450
Police Equipment	47,375	17,266	27,000	43,000	27,501
Mileage, Training & Meetings	28,352	20,578	23,050	9,500	24,400
Professional Memberships	3,863	3,799	4,583	4,583	4,755
Resident Trooper	201,245	161,828	154,601	154,601	180,472
Resident Trooper Overtime	14,071	17,684	17,500	12,500	17,500
Software Fees	0	4,212	0	0	3,636
Professional Services	11,585	11,885	12,650	12,000	13,915
Postage	100	109	150	200	250
Printing & Publications	395	435	300	150	600
Telephone	6,414	7,251	6,360	6,000	8,043
Equipment Repairs	2,206	452	975	800	3,400
Vehicle Maintenance	15,614	17,665	12,000	12,000	15,800
Vehicle Fuel	25,313	41,374	41,450	40,000	36,000
TOTAL	1,804,935	1,693,621	1,658,768	1,787,465	1,863,119

**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		27,501
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		(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	(61,022)	1,863,119

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

Department: Fire Department/Emergency Medical Services

Mission Statement:

To provide quality fire, rescue and medical services for the Colchester community with pride, dedication & excellence.

Vision Statement:

We strive to be recognized as a progressive, innovative and cohesive public safety leader committed to providing exemplary service to the community.

Organizational/Core Values:

Service Excellence; Diversity; Integrity; Respect; Teamwork; Innovation

Description:

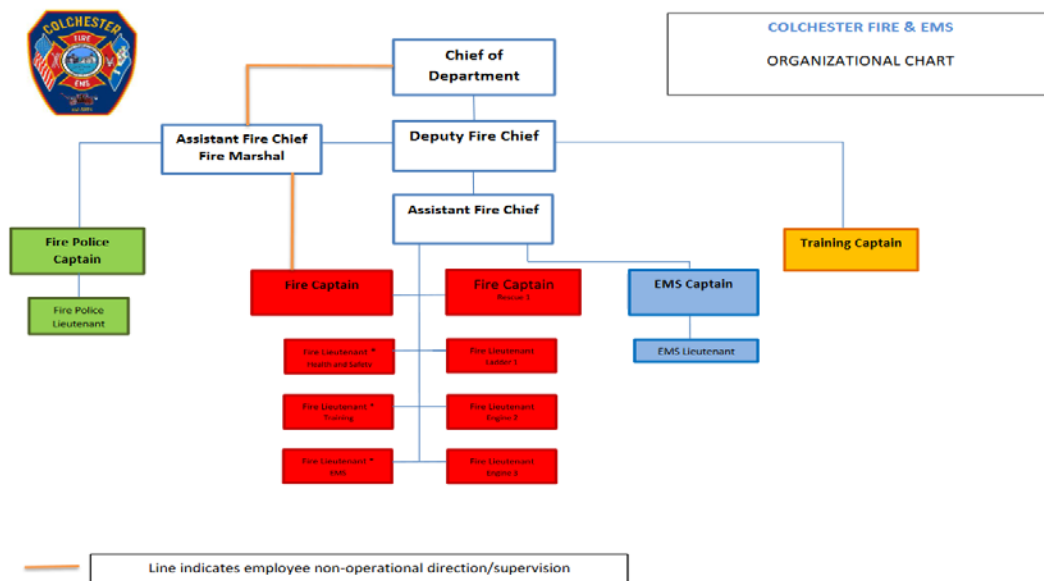
Colchester Fire & EMS protects lives and property from fire and hazardous incident damage and provides timely emergency medical services in the Town of Colchester and other neighboring municipalities. The department incorporates up-to-date and efficient fire prevention, fire suppression, hazardous incident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

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

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

Colchester Fire & EMS bills for ambulance transport through patients' insurance. This revenue is reflected in Ambulance Fees for Service in annual Fiscal Year Budgets.

Staffing/Organizational Chart:



*Career Officer collateral duties as assigned by the Chief of Department

- 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.

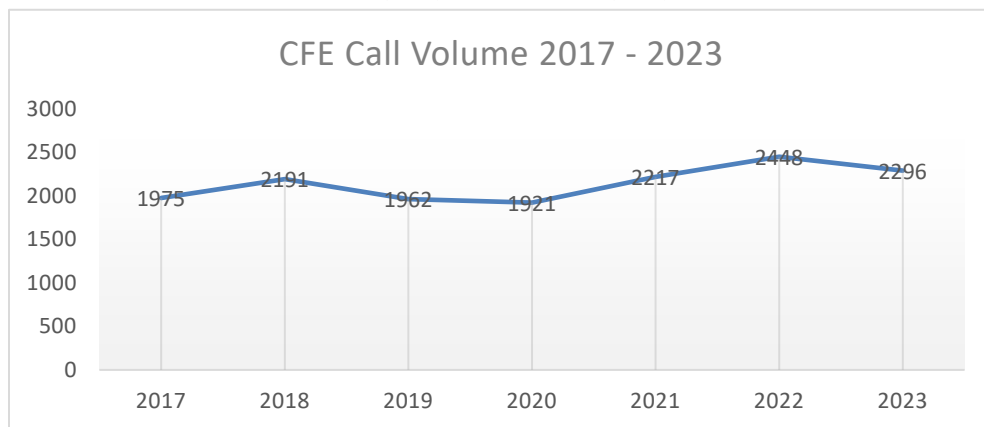
Measures (January 1 – December 31, 2023)

- **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 2023-2024 PROJECTED EXPENDITURES</u>	<u>FY 2024-205 PROPOSED BUDGET</u>
Regular Payroll	730,134	749,085	868,051	941,112	997,861
Overtime	205,795	163,673	51,452	101,452	51,452
Contractual, Temporary, Occasional Payroll	41,615	62,663	36,195	57,907	43,229
Employee Related Insurances	3,047	2,466	4,399	3,746	4,536
FICA & Retirement	119,108	121,824	129,719	165,598	165,112
Copier	2,401	1,824	2,140	2,380	2,380
Office Supplies	2,949	2,878	2,500	1,800	1,500
Safety Equipment	51,104	53,445	61,260	78,000	57,468
Custodial/Maintenance Supplies	3,163	2,655	3,500	2,850	3,500
Operating Supplies	598	6,055	500	450	500
Technical Reference Materials	165	203	350	300	350
Emergency Medical Supplies	31,256	22,302	23,000	23,500	23,000
Fire Equipment Supplies	25,990	39,051	29,125	23,618	23,125
Firefighting Foam	1,617	1,350	1,000	1,100	1,000
Mileage, Training & Meetings	28,271	22,809	29,000	25,000	29,000
Professional Memberships	2,364	2,568	2,800	2,700	2,800
Legal	0	0	0	0	0
Professional Services	15,531	25,499	17,500	23,000	22,000
Postage	137	58	150	175	150
Service Contracts	87,613	134,074	91,222	98,000	98,312
Advertising	0	0	0	0	0
Printing & Publications	0	353	0	0	0
Fuel Compensation	46,164	46,833	45,000	45,000	45,000
Physicals & Testing	4,174	7,726	6,000	14,000	15,000
Telephone	13,372	14,090	13,453	17,700	14,173
Fuel & Heating	14,868	16,819	16,000	15,000	13,900
Water	0	251	300	275	300
Electricity	18,915	21,067	25,000	19,800	21,500
Equipment Repairs	8,044	9,163	6,500	4,800	5,500
Building Repairs	22,984	13,973	5,000	9,000	5,000
Vehicle Maintenance	33,403	65,178	50,000	39,000	30,000
Vehicle Fuel	35,510	51,611	41,000	46,000	43,000
Machinery & Equipment	0	15,706	0	0	0
Building & Grounds Improvements	0	0	1,000	0	0
TOTAL	1,550,292	1,677,252	1,563,116	1,763,263	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	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 2023-2024 PROJECTED EXPENDITURES</u>	<u>FY 2024-205 PROPOSED BUDGET</u>
Regular Payroll	5,124	5,314	5,191	5,314	5,474
FICA	392	406	397	407	419
Office Supplies	0	923	0	0	0
Other Purchased Supplies	3,500	1,621	2,000	1,200	1,000
Emergency Medical Supplies	0	0	0	0	0
Mileage, Training and Meetings	200	74	200	275	0
Postage	0	0	0	0	0
Service Contracts	825	442	510	840	340
Printing & Publications	0	182	0	0	0
Telephone	4,773	5,298	4,800	4,770	4,000
Equipment Repairs	3,288	118	500	500	0
TOTAL	18,102	14,378	13,598	13,306	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>	FY 2021-2022 ACTUAL EXPENDITURES	FY 2022-2023 UNAUDITED EXPENDITURES	FY 2023-2024 ADOPTED BUDGET	FY 2023-2024 PROJECTED EXPENDITURES	FY 2024-2025 PROPOSED BUDGET
Regular Payroll	158,449	93,324	82,545	83,156	85,720
Employee Related Insurances	396	66	593	298	237
FICA & Retirement	20,294	7,140	17,871	11,943	12,655
Copier	275	576	290	290	362
Office Supplies	506	290	300	300	400
Safety Equipment	0	0	0	70	400
Mileage, Training & Meetings	0	0	0	75	450
Professional Memberships	75	0	0	0	500
Professional Services	0	10,204	0	0	0
Postage	22	12	25	25	100
Advertising	0	0	0	0	0
Telephone	1,246	1,359	1,210	700	0
Vehicle Maintenance	0	0	0	0	100
Vehicle Fuel	0	0	0	0	150
TOTAL	181,263	112,971	102,834	96,857	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**

HIGHWAY

<u>ACCOUNT</u>	FY 2021-2022 ACTUAL EXPENDITURES	FY 2022-2023 UNAUDITED EXPENDITURES	FY 2023-2024 ADOPTED BUDGET	FY 2023-2024 PROJECTED EXPENDITURES	FY 2024-2025 PROPOSED BUDGET
Regular Payroll	456,329	473,075	455,913	384,191	555,052
Overtime	15,181	23,974	15,000	25,000	20,000
Contractual, Temporary, Occasional Payroll	5,538	0	0	19,380	5,200
Employee Related Insurances	1,615	1,466	1,913	1,587	2,152
FICA & Retirement	64,122	68,355	66,791	63,401	94,209
Copier	669	1,030	768	825	790
Safety Equipment	3,191	3,841	4,166	3,225	5,380
Other Purchased Supplies	157,483	58,336	135,052	100,000	107,308
Mileage, Training & Meetings	6,576	1,307	500	700	5,500
Professional Services	140,305	159,750	158,604	195,000	162,589
Equipment Rental	180	0	1,000	1,500	7,000
Uniform Rental	2,424	1,894	2,496	3,000	3,107
Telephone	0	0	0	150	960
Traffic Control	64,054	64,863	65,000	65,000	65,000
Equipment Repairs	0	0	0	0	0
Vehicle Maintenance	130,995	134,676	100,000	110,000	125,000
Vehicle Fuel	52,095	58,501	64,420	56,370	57,250
Road Improvements	620,000	295,629	540,000	511,675	540,000
TOTAL	1,720,757	1,346,697	1,611,623	1,541,004	1,756,497

**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		540,000
Road improvement/pavement maintenance	1.00	700,000.00	700,000		(160,000)	
TOTAL HIGHWAY				1,976,992	(220,495)	1,756,497

**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 2023-2024 PROJECTED EXPENDITURES</u>	<u>FY 2024-2025 PROPOSED BUDGET</u>
Regular Payroll	278,276	290,895	297,413	299,167	338,308
Overtime	4,074	3,303	4,000	10,000	4,200
Contractual, Temporary, Occasional Payroll	1,950	1,800	1,800	1,800	1,800
Employee Related Insurances	1,028	832	1,074	1,004	1,074
FICA & Retirement	40,989	44,188	46,445	47,622	55,563
Office Supplies	372	476	450	450	400
Safety Equipment	1,397	841	1,400	1,400	3,431
Custodial/Maintenance Supplies	1,298	1,220	1,300	1,300	1,000
Fleet Repair & Maintenance Supplies	24,680	26,334	20,000	25,000	25,000
Mileage, Training & Meetings	0	0	0	800	800
Professional Memberships	200	200	200	225	225
Professional Services	777	1,193	2,090	965	1,065
Service Contracts	15,429	19,386	18,609	17,544	17,139
Uniform Rental	1,717	1,770	2,100	2,184	2,300
Telephone	0	0	0	0	480
Fuel & Heating	11,717	6,138	10,105	9,247	7,470
Electricity	12,604	13,189	13,000	13,000	13,000
Equipment Repairs	335	1,809	800	2,322	1,300
Building Repairs	5,955	5,953	6,000	6,000	5,000
Vehicle Maintenance	5,492	3,682	3,500	3,500	3,500
Vehicle Fuel	5,461	4,121	5,701	4,118	3,319
Buildings & Grounds Improvements	0	0	0	0	0
TOTAL	413,751	427,330	435,987	447,648	486,374

**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		0
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		(6,000)	
Town garage roof leak repairs	1.00	2,500.00	2,500		(2,500)	
TOTAL FLEET SERVICES				504,224	(17,850)	486,374

**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 2023-2024 PROJECTED EXPENDITURES</u>	<u>FY 2024-2025 PROPOSED BUDGET</u>
Regular Payroll	339,249	301,420	370,708	268,075	339,855
Overtime	11,515	10,333	7,500	40,000	7,800
Contractual, Temporary, Occasional Payroll	0	0	0	0	53,568
Employee Related Insurances	1,720	1,343	1,674	1,230	1,435
FICA & Retirement	47,456	45,145	52,412	44,914	61,092
Safety Equipment	954	3,095	2,500	2,500	2,200
Custodial/Maintenance Supplies	4,174	2,876	3,000	3,200	3,000
Grounds Maintenance Supplies	31,996	20,022	49,000	46,000	140,031
Other Purchased Supplies	7,469	8,558	6,000	6,000	6,350
Mileage, Training & Meetings	276	465	500	1,500	2,300
Professional Services	2,951	3,036	16,090	25,000	10,834
Service Contracts	7,814	8,351	13,980	13,980	30,580
Equipment Rental	0	0	0	400	5,420
Uniform Rental	2,077	1,798	2,700	2,800	2,940
Telephone	840	2,093	1,560	1,560	3,384
Fuel & Heating	1,344	930	1,000	553	1,000
Water & Sewer	0	221	100	0	100
Electricity	17,958	17,368	20,000	20,000	20,000
Equipment Repairs	0	518	1,200	300	1,200
Building Repairs	9,676	14,523	10,000	23,000	7,500
Other Repairs	2	3,518	1,500	1,000	1,500
Vehicle Maintenance	31,995	36,388	35,000	37,000	35,000
Vehicle Fuel	19,900	17,017	18,590	17,000	21,250
TOTAL	539,366	499,018	615,014	556,012	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**

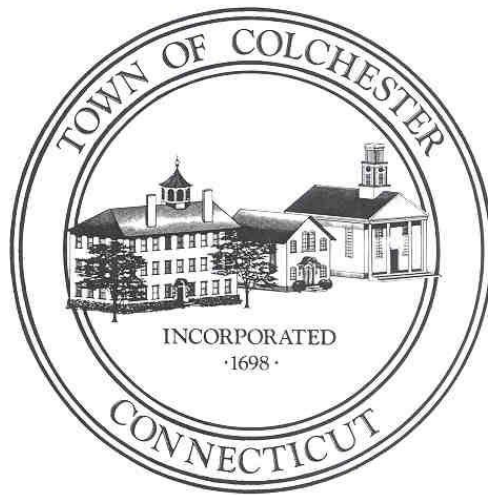
	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	TOTAL PROPOSED
42331 - CUSTODIAL/MAINTENANCE SUPPLIES				3,000		3,000
Custodial supplies for restrooms at RecPlex & Grounds Maintenance Building	1.00	3,000.00	3,000			
42334 - GROUNDS MAINTENANCE SUPPLIES				143,231		140,031
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 <u>EXPENDITURES</u>	FY 2022-2023 UNAUDITED <u>EXPENDITURES</u>	FY 2023-2024 ADOPTED <u>BUDGET</u>	FY 2023-2024 PROJECTED <u>EXPENDITURES</u>	FY 2024-2025 PROPOSED <u>BUDGET</u>
Overtime	141,634	73,908	110,000	102,769	114,000
FICA	10,467	5,115	8,415	7,862	8,721
Sand & Salt Supplies	176,956	207,814	176,393	183,497	196,796
Other Purchased Supplies	8,340	19,845	11,000	7,500	10,300
Professional Services	200,805	163,740	225,000	160,000	178,080
TOTAL	538,202	470,422	530,808	461,628	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>	FY 2021-2022 ACTUAL EXPENDITURES	FY 2022-2023 UNAUDITED EXPENDITURES	FY 2023-2024 ADOPTED BUDGET	FY 2023-2024 PROJECTED EXPENDITURES	FY 2024-2025 PROPOSED BUDGET
Regular Payroll	14,771	17,502	17,278	62,655	86,639
Overtime	0	0	0	1,500	1,600
Employee Related Insurances	0	0	0	139	240
FICA & Retirement	811	0	1,322	8,809	12,763
Safety Equipment	0	0	0	200	600
Custodial/Maintenance Supplies	3,872	5,471	4,000	7,500	6,000
Paint & Paint Supplies	0	942	100	1,000	1,500
Mileage, Training & Meetings	0	0	0	0	250
Professional Services	3,747	5,850	0	4,500	2,100
Service Contracts	24,689	37,793	9,780	9,780	19,280
Telephone	16,607	16,254	13,680	17,000	17,160
Fuel & Heating	11,039	2,876	11,248	7,485	10,982
Electricity	49,777	36,798	47,500	47,500	47,500
Building Repairs	18,452	19,905	10,000	30,000	26,920
Vehicle Maintenance	0	0	0	0	1,000
Vehicle Fuel	0	0	0	0	1,950
TOTAL	143,765	143,391	114,908	198,068	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.

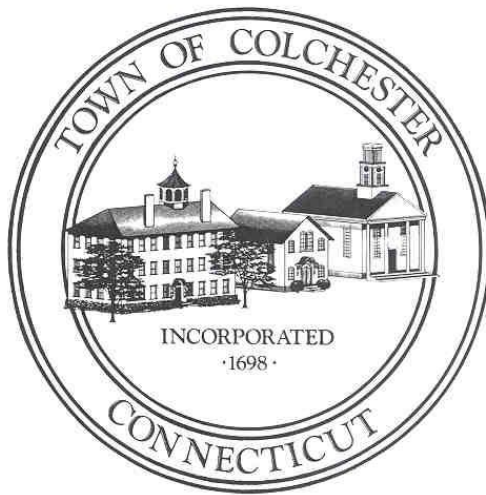
**TOWN OF COLCHESTER
PROPOSED BUDGET**

ENGINEERING

<u>ACCOUNT</u>	FY 2021-2022 ACTUAL <u>EXPENDITURES</u>	FY 2022-2023 UNAUDITED <u>EXPENDITURES</u>	FY 2023-2024 ADOPTED <u>BUDGET</u>	FY 2023-2024 PROJECTED <u>EXPENDITURES</u>	FY 2024-2025 PROPOSED <u>BUDGET</u>
Regular Payroll	104,918	107,262	109,659	109,658	112,925
Employee Related Insurances	338	262	357	339	357
FICA & Retirement	15,674	16,270	17,044	17,102	17,613
Copier	0	0	0	0	0
Mileage, Training & Meetings	87	100	500	400	500
Professional Memberships	560	570	650	631	640
Vehicle Maintenance	0	0	0	0	1,200
Vehicle Fuel	0	0	0	0	900
TOTAL	121,577	124,464	128,210	128,130	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>	FY 2021-2022 ACTUAL EXPENDITURES	FY 2022-2023 UNAUDITED EXPENDITURES	FY 2023-2024 ADOPTED BUDGET	FY 2023-2024 PROJECTED EXPENDITURES	FY 2024-2025 PROPOSED BUDGET
Regular Payroll	70,135	77,494	95,135	67,322	106,906
Overtime	6,543	5,330	3,000	13,483	3,100
Employee Related Insurances	185	323	479	375	479
FICA & Retirement	6,221	7,500	13,791	11,567	18,037
Office Supplies	0	0	0	0	1,200
Safety Equipment	0	79	200	50	400
Other Purchased Supplies	8,720	170	1,146	200	3,306
Transportation	171,055	194,503	170,000	227,942	216,300
Mileage, Training & Meetings	411	283	680	250	700
Professional Services	37,792	44,138	32,221	30,000	52,870
Service Contracts	7,423	1,614	1,830	1,830	2,610
Uniform Rental	1,347	1,259	1,300	1,300	1,300
Landfill Operation	800	1,701	29,800	1,000	1,000
Telephone	1,351	1,281	1,440	3,500	1,560
Electricity	1,894	1,771	1,800	2,300	1,800
Building Repairs	0	586	500	50	1,000
Household Hazardous Waste Disposal	988	899	1,000	250	10,000
Vehicle Maintenance	3,207	21,283	5,200	7,500	6,000
Vehicle Fuel	3,082	3,639	4,488	4,400	3,900
TOTAL	321,154	363,853	364,010	373,319	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			

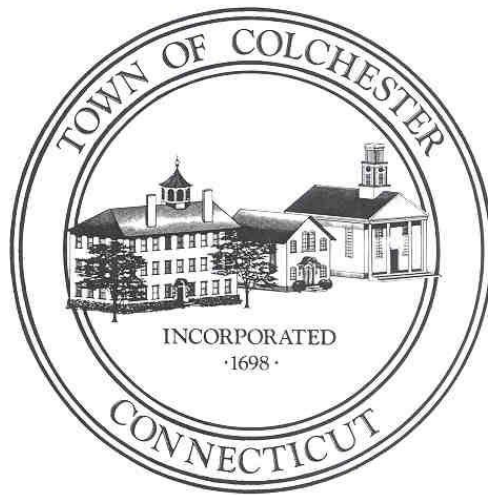
**TOWN OF COLCHESTER
FY 2024-2025 PROPOSED BUDGET - DETAIL**

	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

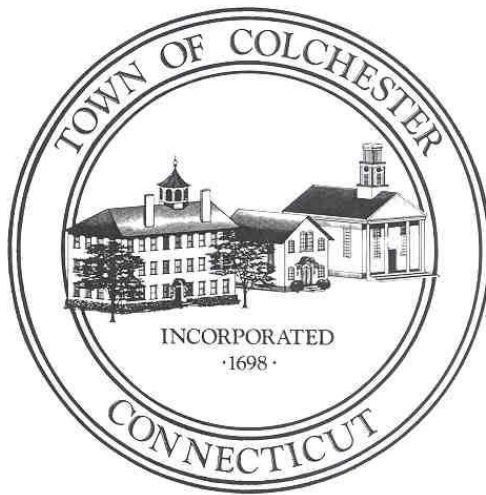
Community & Human Services



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>	FY 2021-2022 ACTUAL EXPENDITURES	FY 2022-2023 UNAUDITED EXPENDITURES	FY 2023-2024 ADOPTED BUDGET	FY 2023-2024 PROJECTED EXPENDITURES	FY 2024-2025 PROPOSED BUDGET
Regular Payroll	308,084	296,103	322,745	322,846	333,631
Overtime	62	0	0	0	0
Contractual, Temporary, Occasional Payroll	8,332	3,894	12,564	11,247	12,942
Employee Related Insurances	1,324	938	1,372	1,124	1,372
FICA & Retirement	47,771	43,321	51,339	51,255	55,455
Copier	2,075	1,618	1,940	1,740	1,740
Office Supplies	1,480	1,200	1,000	1,000	1,200
Custodial/Maintenance Supplies	414	710	750	750	750
Mileage, Training & Meetings	1,500	1,508	600	600	1,200
Professional Memberships	575	695	575	695	695
Professional Services	6,972	948	300	410	700
Postage	833	232	600	400	600
Service Contracts	5,264	2,603	2,323	2,544	2,330
Printing & Publications	100	0	100	100	100
Telephone	3,438	3,710	3,000	3,900	4,320
Fuel & Heating	4,241	4,564	3,432	4,000	3,468
Electricity	2,691	1,936	2,500	2,800	2,520
Building Repairs	2,037	319	2,000	2,000	1,000
Vehicle Maintenance	2,455	546	300	300	3,000
Vehicle Fuel	1,163	2,430	1,510	1,900	1,800
Programs	9,321	9,617	2,500	4,000	10,000
TOTAL	410,132	376,892	411,450	413,611	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 2023-2024 PROJECTED <u>EXPENDITURES</u>	FY 2024-2025 PROPOSED <u>BUDGET</u>
Chatham Health District	206,624	208,343	217,944	217,944	219,030
TOTAL	206,624	208,343	217,944	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				219,030		219,030
Per capita fees	1.00	219,030.00	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.

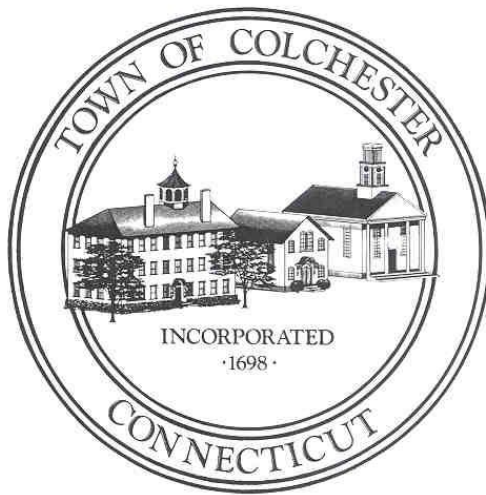
**TOWN OF COLCHESTER
PROPOSED BUDGET**

COMMUNITY AGENCIES

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

**TOWN OF COLCHESTER
FY 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 2023-2024 PROJECTED EXPENDITURES</u>	<u>FY 2024-2025 PROPOSED BUDGET</u>
Regular Payroll	405,059	409,583	439,762	431,897	462,265
Overtime	0	0	0	281	0
Employee Related Insurances	1,347	1,198	1,538	1,435	1,548
FICA & Retirement	52,531	54,517	57,402	61,509	65,366
Copier	4,194	8,620	4,696	6,025	9,184
Office Supplies	3,596	3,133	2,800	1,763	3,900
Custodial/Maintenance Supplies	4,224	4,828	5,000	3,093	7,581
Books, Magazines, & Periodicals	53,416	52,976	50,000	39,987	54,000
Library Media Supplies	3,719	3,689	2,000	1,910	4,000
Mileage, Training & Meetings	743	945	500	500	1,000
Professional Memberships	1,358	1,151	1,405	1,392	1,415
Software Fees	32,654	32,700	32,700	28,035	28,871
Postage	68	70	75	15	75
Service Contracts	12,099	20,078	12,690	18,833	21,181
Printing & Publications	0	0	2,640	640	640
Telephone	3,748	5,031	4,200	4,448	4,548
Fuel & Heating	10,659	9,742	12,480	9,949	11,232
Water & Sewer	3,269	3,142	3,650	3,945	2,982
Electricity	31,076	29,037	37,000	31,970	33,000
Equipment Repairs	862	240	750	0	750
Building Repairs	1,964	3,334	2,200	2,000	3,000
Programs	170	760	750	218	750
TOTAL	626,756	644,774	674,238	649,845	717,288

**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		462,265
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		11,340	
Part-time Library Assistant (17.5 hrs/week) - includes weekend desk coverage	1.00	15,566.00	15,566		(1,286)	
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		(1,240)	
Part-time Library Assistant (3.5 hrs/week) - includes weekend desk coverage	1.00	2,953.00	2,953		(245)	
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) - Substitute	1.00	0.00	0		1,586	
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		65,366
FICA/Medicare	1.00	34,586.00	34,586		774	
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		54,000
Books, magazines, DVDs, music, audiobooks, ebooks and databases for all ages	1.00	53,000.00	53,000		1,000	
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		28,871
Library Connection Inc. (LCI) - consortium membership, regionalization, resource sharing, & integrated library software system	1.00	29,871.00	29,871		(1,000)	
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	10,929	717,288

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>	FY 2021-2022 ACTUAL EXPENDITURES	FY 2022-2023 UNAUDITED EXPENDITURES	FY 2023-2024 ADOPTED BUDGET	FY 2023-2024 PROJECTED EXPENDITURES	FY 2024-2025 PROPOSED BUDGET
Regular Payroll	118,554	133,840	118,190	114,868	122,160
Contractual, Temporary, Occasional Payroll	630	860	840	630	840
Employee Related Insurances	492	466	620	482	620
FICA & Retirement	16,407	17,727	17,550	17,976	19,583
Copier	1,841	1,915	2,088	3,268	1,788
Office Supplies	1,811	875	1,500	875	1,900
Mileage, Training & Meetings	2,731	1,159	2,800	25	2,500
Professional Memberships	850	1,017	1,135	470	545
Professional Services	119	32,760	620	468	620
Postage	128	123	140	53	200
Telephone	277	282	288	263	350
Buildings & Grounds Improvements	0	1,350	0	0	0
TOTAL	143,840	192,374	145,771	139,378	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>	FY 2021-2022 ACTUAL EXPENDITURES	FY 2022-2023 UNAUDITED EXPENDITURES	FY 2023-2024 ADOPTED BUDGET	FY 2023-2024 PROJECTED EXPENDITURES	FY 2024-2025 PROPOSED BUDGET
Regular Payroll	199,632	219,142	245,005	228,724	253,664
Overtime	0	158	0	0	0
Contractual, Temporary, Occasional Payroll	2,209	1,672	0	750	2,000
Employee Related Insurances	1,068	832	1,123	1,055	1,127
FICA & Retirement	27,395	30,122	33,728	32,088	35,307
Copier	3,041	2,621	2,772	2,250	1,272
Office Supplies	1,023	1,360	1,000	850	1,500
Custodial/Maintenance Supplies	419	1,574	1,600	1,500	4,000
Mileage, Training & Meetings	53	175	100	135	275
Professional Memberships	0	100	509	150	245
Professional Services	18,004	19,111	20,867	21,400	19,680
Postage	1	568	100	100	680
Service Contracts	2,373	2,642	3,770	3,100	4,496
Printing & Publications	0	850	400	225	1,000
Telephone	4,184	4,905	4,620	5,250	5,772
Fuel & Heating	10,438	11,115	12,520	11,000	9,880
Electricity	5,870	5,069	6,000	5,000	6,000
Equipment Repairs	0	54	500	0	0
Building Repairs	1,960	2,578	1,500	1,950	0
Vehicle Maintenance	1,921	6,117	4,000	4,000	4,000
Vehicle Fuel	15,422	18,742	16,524	16,400	16,200
TOTAL	295,013	329,507	356,638	335,927	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						
				253,664		253,664
40101 - REGULAR PAYROLL						
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			
				3,000		2,000
40105 - CONTRACTUAL TEMPORARY, OCCASIONAL						
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)	
				1,127		1,127
41210 - EMPLOYEE RELATED INSURANCE						
Life/AD&D Insurance	1.00	656.00	656			
Long Term Disability insurance	1.00	471.00	471			
				35,383		35,307
41230 - FICA & RETIREMENT						
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			
				3,672		1,272
42233 - COPIER						
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**

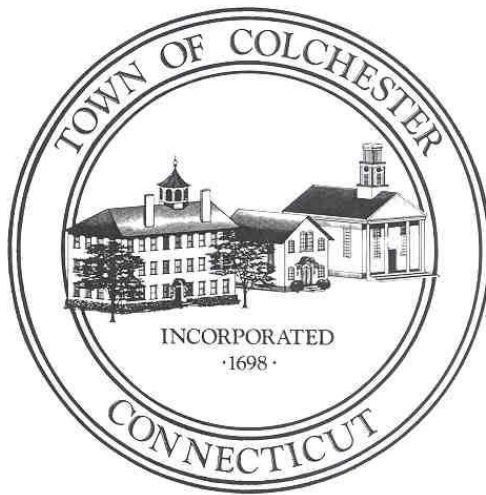
DEBT SERVICE

<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 2023-2024 PROJECTED <u>EXPENDITURES</u>	FY 2024-2025 PROPOSED <u>BUDGET</u>
Bond Principal	1,495,000	1,190,000	1,405,000	1,180,000	1,170,000
Bond Interest	580,164	660,164	670,164	659,164	905,164
TOTAL	2,075,164	1,850,164	2,075,164	1,839,164	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						
			540,000	1,170,000		1,170,000
Advance Refunding Bond Issue 3/1/12 - Refunding 2002 & 2005 bond issues						
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						
			12,420	905,164		905,164
Advance Refunding Bond Issue 3/1/12 - Refunding 2002 & 2005 bond issues						
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 2023-2024 PROJECTED <u>EXPENDITURES</u>	FY 2024-2025 PROPOSED <u>BUDGET</u>
Transfer to Capital Reserve	561,525	629,177	501,000	501,000	501,000
Transfer to Snow Reserve	18,361	66,792	0	69,180	0
Transfer to Animal Control Fund	47,259	48,359	58,000	58,000	58,000
Transfer to Capital Improvement Fund	139,725	82,375	94,400	336,759	94,400
Transfer to Debt Service Fund	134,310	359,310	0	440,122	0
TOTAL	901,180	1,186,013	653,400	1,405,061	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						
			50,000	501,000		501,000
			351,000			
			100,000			
50496 - ACO - TOWN FUNDING						
			58,000	58,000		58,000
50500 - TRANSFER TO CAPITAL						
			28,000	94,400		94,400
			10,000			
			19,900			
			18,000			
			6,000			
			5,000			
			3,000			
			2,000			
			2,500			
TOTAL TRANSFERS				653,400	0	653,400