

# TOWN OF NEWINGTON ANNUAL BUDGET

Council Adopted  
Budget



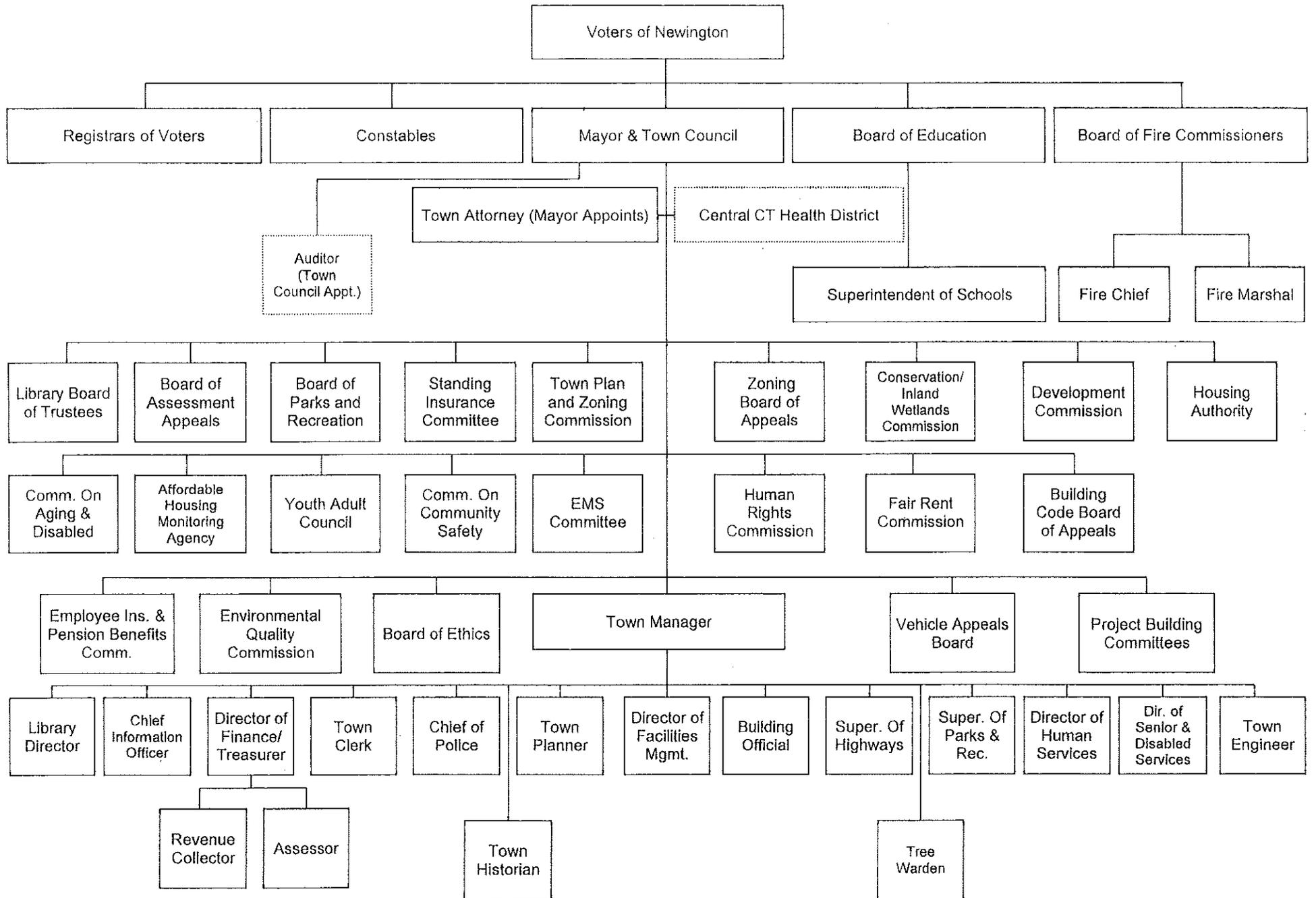
2016-2017

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Tanya D. Lane  
Acting Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

April 5, 2016

Dear Newington Resident and Taxpayer:

On behalf of the Town of Newington, we present the Town's Adopted Fiscal Year 2016-2017 budget for General Government Operations and the Board of Education. The budget preparation goals were to maintain current levels of services to the residents and to control appropriations in an environment of increased costs and limited revenue growth. Departments reduced their budgets so that the tax impact could be kept as low as possible. This was a very challenging task.

As presented, the budget totals \$115,616,505—an increase of \$2,022,028 or 1.8% greater than FY2015-2016. The major drivers for the increase are due to contractual wages, rising costs for healthcare, retirement and MDC sewer assessment.

	FY 2015-16	FY 2016-17	\$ Change	% Change
Total Town Budget	\$113,594,454	\$115,616,482	\$2,022,028	1.8%

### General Government

	FY 2015-16	FY 2016-17	\$ Change	% Change
General Government	\$33,396,226	\$34,608,768	\$1,212,542	3.6%

Limiting the increase in General Government operations to 3.6% was a very mindful, thoughtful and difficult process for everyone. There were no new initiatives added to this budget. Most decreases were the result of reviewing the historical trends within departments. Departmental requests for funding which were budgeted in the past, but that hadn't been fully utilized were carefully analyzed. Fulfilling requests for additional personnel were extremely rare and were usually achieved by obtaining efficiencies in other areas within the requesting department.

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It can be argued that any departmental decrease can affect the delivery of services, but by limiting some discretionary spending and delaying some purchases, we should still be able to uphold our continued commitment to maintain quality services. However, further reductions could affect personnel which would definitely affect the delivery of service and ultimately the quality of life for Newington residents.

Board of Education

The Board of Education budget reflects a 0.5% increase in appropriations over last year. The Connecticut State Statutes do not mandate line-item accountability for the Board of Education.

	FY 2015-16	FY 2016-17	\$ Change	% Change
Board of Education	\$69,840,928	\$70,185,928	\$345,000	0.5%

Employee Benefits

The overall cost of employee benefits such as medical insurance, dental, retirement, life insurance and payroll taxes has increased 9.3%. Health claims alone are expected to increase 16.9% over last year primarily due to major illnesses and an aging workforce.

Municipal Insurance

USI Insurance Services of Connecticut will enter into year two of a three-year contract as the Town’s Agent of Record. Including the excess liability policies, all coverage continues to be provided by CIRMA (The Connecticut Interlocal Risk Management Agency). The Town is in a budget stabilization program with CIRMA for its liability, automobile and property coverage.

Metropolitan District Commission

The Town of Newington is a member of a regional authority that provides water and waste water (sewer) service to the Town of Newington and seven other municipalities. The MDC funding for FY2015-16 was \$3,404,400. FY2016-17 will see an increase of \$254,150 or 7.5% partially due to MDC’s increase in their operating budget and also attributable is the shift of the tax levy amongst the member towns.

Debt Service

Debt service, which funds the payment of principal and interest on the Town’s outstanding debt, is decreasing as a result of no additional bonding. The Town’s current outstanding debt of about \$7 million puts us in good standing with a credit rating of AA+. However, there are some proposed building projects on the horizon that may alter the Town’s position of having some of the lowest debt ratios in the State.

Capital Improvement Program (CIP)

Some of the most vital assets of a community are its public facilities and infrastructure. In order to best serve the needs of the community and its taxpayers these assets must be maintained appropriately. The CIP is a mechanism through which important initiatives may be undertaken without the Town having to issue bonds. The aggressive Pay-As-You-Go program addresses the capital needs of the Town in a comprehensive fashion. Since its inception, the Town has earmarked an annual contribution of \$6.3 million to be used for capital purchases and debt payments. This year the adopted budget includes a contribution of \$5,878,705, a 4.4% increase over last year.

Capital Improvement Program Adopted For Fiscal Year 2016-2017

Project Title	\$	Project Title	\$
Marcap Property Acquisition	15,638	Appr. To Public School CIP Reserve	125,000
Town Hall Improvements	733,462	J. Wallace Classroom Wings Reconfiguration	1,000,000
Senior & Disabled Ctr Asbestos & Lead Abatement	290,000	General Property School Improvements	300,000
Highway Garage HVAC Conversion to Natural Gas	215,000	School Technology	188,828
General Property Improvements	175,000	Districtwide HVAC Replacement	150,000
Town Buildings Mechanical Reserve	100,000	NHS Code Compliance	104,377
Parks Garage Boiler & HVAC Replacement	70,000	J. Patterson Classroom AC - Phase I	100,000
Senior & Disabled Ctr HVAC Replacement	62,000	School Bus	100,000
Town Buildings Sidewalk Replacement & Repairs	25,000	School Driveways, Parking Lots & Sidewalks	75,000
Historic Property Upgrades - Kelsey & Kellogg Eddy House	25,000		
Information Technology Reserve	164,500		
Radio Replacement Reserve	40,000		
Fire Dept SCBA Replacement Phase II of II	237,500		
Fire Dept Personal Protective Equipment Replacement	72,000		
Fire Co 3 Shingled Roof Replacement	40,000		
Fire Dept 5" Fire Hose Replacement	30,000		
Fire Co 2 & 3 Chimney Removal	25,000		
Road Resurfacing/Reconstruction	286,000		
Drainage Improvements	100,000		
Sidewalk Repair	50,000		
Public Building Resurfacing Program	25,000		
Stonewall Repair	25,000		
Elton Drive Terminus Construction	25,000		
Landfill Conversion to Transfer Station	100,000		
Traffic Signal Repair & Replacement Reserve	25,000		
Park, Pool and Playfield Improvements	125,000		
Synthetic Turf Replacement Reserve	25,000		
Equipment Replacement Reserve	436,000		
Fire Apparatus Lease Purchase	193,400		
<b>Total Town Share</b>	<b>3,735,500</b>	<b>Total School Share</b>	<b>2,143,205</b>
<b>Grand Total</b>			<b>5,878,705</b>

### Grand List

The October 1, 2015 Grant List totals \$2,608,603,929 representing an increase of 2.2% from the 2014 Grand List (subsequent to the Board of Assessment Appeals review). The 2015 net real estate Grand List increased from \$2,198,497,030 to \$2,255,336,493—an increase of \$56,839,463 or 2.6%. This increase is primarily attributable to the State mandated revaluation of all real estate parcels.

Additionally, new construction and improvements to properties that had building permits added over \$3 million to the Grand List. The new condos at Harvest Village contributed to the majority of that increase. The Board of Assessment Appeals and continuing court actions reduced the Grand List by over \$4 million.

A comparison of the 2014 and the 2015 Grand Lists is as follows:

Category	2014	2015	% Change	\$ Change
Real Estate	2,198,497,030	2,255,336,493	2.6	56,839,463
Personal Property	136,180,879	132,838,631	-2.5	-3,342,248
Motor Vehicle	216,823,515	220,426,790	1.7	3,603,275
Total	2,551,501,424	2,608,603,929	2.2	57,102,505

Manufacturing Equipment Exemption	2014	2015	% Change	\$ Change
Gross Personal Property	214,781,469	216,315,631	0.7	1,534,162
Equipment Exemption & Other	78,600,590	83,477,000	6.2	4,876,410
Net Personal Property	136,180,879	132,838,631	-2.5	-3,342,248

**TOWN OF NEWINGTON TOP TAX PAYERS - 2015 GRAND LIST  
AFTER BOARD OF ASSESSMENT APPEALS**

2015	<u>Taxpayer</u>	<u>Gross Assessment</u>	<u>% of GL</u>	<u>Exemption</u>	<u>Net Grand List</u>
1	CONNECTICUT LIGHT & POWER CO	\$38,085,750	1.5%	\$0	\$38,085,750
2	GKN AEROSPACE NEWINGTON LLC	\$25,474,730	1.0%	\$24,106,280	\$1,368,450
3	IREIT NEWINGTON FAIR LLC	\$21,509,790	0.8%	\$0	\$21,509,790
4	NEWINGTON VF L L C	\$20,300,000	0.8%	\$0	\$20,300,000
5	NEWINGTON GROSS LLC	\$19,462,690	0.7%	\$0	\$19,462,690
6	TLG NEWINGTON LLC	\$18,315,500	0.7%	\$0	\$18,315,500
7	BRIXMOR GA TURNPIKE PLAZA LLC	\$17,850,000	0.7%	\$0	\$17,850,000
8	HAYES KAUFMAN NEWINGTON	\$17,164,240	0.7%	\$0	\$17,164,240
9	SAPUTO DAIRY FOODS USA	\$14,121,800	0.5%	\$10,998,480	\$3,123,320
10	MANDELL PROPERTIES LLC	\$13,758,650	0.5%	\$5,408,280	\$8,350,370
11	HARTFORD HOSPITAL	\$12,877,320	0.5%	\$0	\$12,877,320
12	SCELZA/LANDMARKCAMBRIDGE/BALDWIN APTS	\$12,546,400	0.5%	\$0	\$12,546,400
13	BALF COMPANY THE	\$10,576,610	0.4%	\$1,472,450	\$9,104,160
14	RENO PROPERTIES II LLC	\$10,160,710	0.4%	\$1,997,010	\$8,163,700
15	LOWES HOME CENTERS INC #623	\$10,150,000	0.4%	\$0	\$10,150,000
16	TARGET CORPORATION T 1802	\$9,940,000	0.4%	\$0	\$9,940,000
17	FURNITURE EXECUTIVES NO 4 L P	\$9,800,000	0.4%	\$0	\$9,800,000
18	NEWINGTON 2007 LLC	\$8,823,820	0.3%	\$0	\$8,823,820
19	BRE SELECT HOTELS PROPERTIES LLC	\$8,695,690	0.3%	\$0	\$8,695,690
20	COHEN FAMILY LIMITED PARTNERSH	\$7,121,810	0.3%	\$0	\$7,121,810
21	BERLIN NEWINGTON ASSOCIATES LLC	\$7,055,240	0.3%	\$0	\$7,055,240
22	CONNECTICUT NATURAL GAS	\$6,753,820	0.3%	\$0	\$6,753,820
23	GRISWOLD HILLS OF NEWINGTON LTD PARTNER	\$6,489,000	0.2%	\$0	\$6,489,000
24	FENNWOODE DEVELOPMENT LLC	\$6,144,600	0.2%	\$0	\$6,144,600
25	CERES NEWINGTON ASSOCIATES LLC	\$5,968,900	0.2%	\$0	\$5,968,900
		\$339,147,070	13.0%	\$43,982,500	\$295,164,570

This list reflects the gross assessment for the properties. Some accounts receive manufacturing exemptions which reduce the actual tax paid.

Motor Vehicles

The 2015 motor vehicle component of the Grand List increased by \$3,603,275, or 1.7% over the 2014 Grand List. During their 2015 session, Connecticut legislators passed Public Act 15-244 a law that provided a capped mill rate for all motor vehicles throughout the State. For the 2015 Grand List the mill rate is mandated to be 32 mills for those towns that have higher mill rates. Newington's budget includes motor vehicle taxes on based on the 32 mill rate which represents a tax loss or shifting to other sectors of approximately \$837, 622. While the Town is slated to receive \$668,057 in State Municipal Aid to remediate this loss of revenue (which will be derived from income as result of an increase in sales tax) a gap of \$169,565 remains. At the time of Newington's budget adoption, the State of Connecticut is struggling to balance its budget and reductions to these State Municipal Aid estimates may occur.

Assessor analysis of Motor Vehicle Tax Cap			
2016 Grand List	\$220,426,790	\$220,426,790	Loss Revenue
	0.0358	0.032	
	\$7,891,279	\$7,053,657	\$837,622

Revenues

The revenues to finance the adopted FY 2016-17 budget come from the following sources:

Type	\$	%
Property Tax	90,072,062	77.9
Non-Tax Revenue	23,044,420	19.9
General Fund Balance	2,500,000	2.2
TOTAL	115,616,482	100.0

The largest source of revenues is generated by the property tax. Included in non-tax revenues are State of Connecticut grants, principally PILOT (Payment In Lieu Of Taxes) and education grants, and locally-generated revenues such as interest earnings, charges for services, licenses and permit fees. The Town of Newington relies very heavily on the property tax for the bulk of its revenues. If the Grand List or municipal aid does not increase, the only new revenue that can be used to balance the budget would be a tax increase. To minimize the tax increase, substantial reductions were made for fiscal year 2016-17.

Undesignated, Unreserved Fund Balance

The FY 2016-17 budget applies \$2,500,000 from the General Fund balance which is an increase from last year's funding. This will leave an estimated, projected unreserved balance as of June 30, 2016 of approximately \$13.8 million, or approximately 11.9% of the FY 2016-17 budget. Consistent with the Town's policy and credit rating criteria, at least 10% of expenditures, or approximately \$11.6 million is set aside as a minimum cushion, which leaves \$2 million for future budgets.

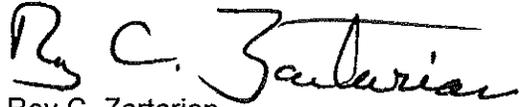
Mill Rate

Effective with the October 1, 2015 taxable Grand List, the adopted mill rate for fiscal year 2016-17 is 35.75 mills, a decrease of 0.05 mills or - 0.2%.

Conclusion

My appreciation goes to all who assisted in the preparation of the budget proposal, including staff, boards, commissions and other interested parties. Particular thanks goes to Acting Town Manager Tanya Lane, Finance Director Ann Harter, Deputy Finance Director Lisa Rydecki, Assistant to the Town Manager Jaime Trevethan and Administrative Secretary Jane Kallinich, whose tireless work made this budget possible.

Very truly yours,

A handwritten signature in black ink, appearing to read "Roy C. Zartarian". The signature is written in a cursive style with a large, stylized "R" and "Z".

Roy C. Zartarian  
Mayor

## MAJOR ASSUMPTIONS

1. Projected heating fuel, motor fuel and utility costs:

Energy costs are budgeted by using a percentage decrease or increase from the revised 2015-16 amount expected to be spent by June 30th.

	FY 2016-2017	
Postage	\$0.49	Per first class letter; no change from 2016 rate
Telephone	12.4%	Increase over 2016 usage
Electricity	5.0%	Decrease from 2016 usage
Water	\$2.66	Per ccf; \$0.13 increase over 2016 rate
Special Sewer Service	\$3.25	Per ccf; \$0.35 increase over 2016 rate
Natural Gas	5.0%	Decrease from 2016 usage
Heating Fuel Oil	5.0%	Decrease from 2016 usage
Unleaded Gasoline	41.4%	Decrease from 2016 rate
Diesel Fuel	34.5%	Decrease from 2016 rate

2. The actual negotiated increases for the IBPO Local 443 employees are included in the departmental budgets.
3. Administrative salaries, AFSCME Local 2930 and part-time wages included in the departmental budgets are based on FY 2015-16 rates. Potential increases for FY 2016-17 are included in the Town Council Contingency account (10962).
4. In order to properly budget wages to June 30, 2017, Full Time Salaries reflects 26.1 pay periods compared to 26.2 pay periods in FY 2015-16. This is reflected throughout all departments in this budget.

## EXPLANATION OF THE CALCULATION OF THE MILL RATE

The following explains how the mill rate is calculated using figures presented on the adjacent page.

The total budget appropriation for FY 2016-17 is \$115,616,482 which represents the estimated expenditures for FY 2016-17. It includes expenditures to provide the following municipal services as authorized in the Town's charter: public safety (police, fire and emergency medical services), library, parks and recreation, solid waste services, street construction and maintenance, health and human services, community development, education, public improvements, and general administrative services. The budget includes operating and capital expenditures. These appropriations will be financed by four sources of revenues:

Non-tax Revenues	\$23,044,420
Revenues from Motor Vehicles at a Tax Cap	\$6,954,906
Appropriated Fund Balance	\$2,500,000
Tax Revenues (Amount To Be Raised by Current Taxes)	\$83,117,156

Included in Non-tax Revenues are State of Connecticut grants, principally PILOT and education grants, and locally-generated revenues such as interest earnings, charges for services, licenses and permit fees. Non-tax revenues in FY 2016-17 total \$23,044,420 which reflects an increase of \$1.4 million from the adopted FY 2015-16 levels. State Aid estimates for FY 2016-17 are based on Governor Malloy's 2016-17 proposed budget as submitted to the General Assembly in February 2016.

A new category is Revenues from Motor Vehicles Tax which is pursuant to the State of Connecticut PA 15-244 Sec. 206 which states for the assessment year commencing October 1, 2015, the mill rate for motor vehicles shall not exceed 32 mills. The \$6,954,906 is based on a Net Adjusted Collectible Grand List for Motor Vehicles in the amount of \$217,340,815.

The FY 2016-17 budget applies \$2,500,000 from the General Fund balance, an increase of \$250,000 from FY 2015-16. This will leave an estimated, projected unassigned fund balance as of June 30, 2016 of approximately \$13.8 million, or approximately 11.7% of the FY 2016-17 expenditure budget which is the acceptable level as set forth by the credit industry standards.

The last category, Tax Revenues, or the "Amount To Be Raised by Current Taxes," is calculated on a residual basis; that is, whatever appropriations are not financed through Non-tax Revenues, Motor Vehicles Taxes or Appropriated Fund Balance are financed by the Amount To Be Raised by Current Taxes. The calculation of the mill rate takes into account the Amount To Be Raised by Current Taxes and the following:

October 1, 2015 Net Grand List (less the Motor Vehicle component)	\$2,388,167,083
Estimated Legal Tax Deductions and Exemptions	\$30,000,000
Estimated Tax Collection Rate	98.6%

The Net Grand List is subsequent to the review of the Board of Assessment Appeals and represents the taxable property in the Town on October 1, 2015 which includes real estate, and personal properties and subtracts exemption values for State-mandated exemption programs for the elderly, local exemptions for veterans, legal deductions by the court and estimated corrections by the Assessor's office. The State of Connecticut reimburses the Town for the revenues lost from some exemption programs. The Estimated Tax Collection Rate of 98.6% takes into account the actual amount of taxes estimated to be received during the year they are levied.

Taking the Net Grand List (after review by the Board of Assessment Appeals), subtracting the Estimated Legal Deductions & Exemptions, and multiplying the resulting figure by the Tax Collection Rate of 98.6% yields an amount of \$2,325,152,744, the "Net Adjusted Collectible Grand List." This figure is then divided into the "Amount To Be Raised by Current Taxes" the quotient of which is then multiplied by 1,000. The result of this calculation is a Mill Rate for the FY 2016-17 of 35.75 (tax levy per \$1,000 of assessed value) or a decrease of 0.05, down 0.2% from FY 2015-16 levels.

2014-2015 REVISED BUDGET	2015-2016 REVISED BUDGET	TOWN OF NEWINGTON  GENERAL FUND BUDGET SUMMARY	2016-2017		\$ CHANGE FROM PREVIOUS BUDGET	PERCENT CHANGE FROM PREVIOUS BUDGET
			MANAGER PROPOSED	TOWN COUNCIL ADOPTED		
		BUDGET APPROPRIATIONS:				
32,325,862	33,396,226	Town Government Operations	34,551,359	34,608,768	1,212,542	3.6%
68,039,471	69,840,928	Board of Education Operations	72,285,360	70,185,928	345,000	0.5%
3,216,800	3,404,400	Metropolitan District Comm. Payment	3,658,550	3,658,550	254,150	7.5%
593,291	510,462	Debt Service - Town's Share(1)	494,546	494,546	-15,916	-3.1%
1,083,640	717,369	Debt Service - Education's Share(1)	697,085	697,085	-20,284	-2.8%
3,303,134	2,998,841	Capital Improvements & Equip. Res. - Town's Share(2)	3,935,500	3,735,500	736,659	24.6%
1,428,194	2,633,328	Capital Improvements - Education's Share(2)	2,143,205	2,143,205	-490,123	-18.6%
69,700	69,700	Empl. Leave Liability Res. Fund (3)	69,700	69,700	0	0.0%
23,200	23,200	Empl. Leave Liability Res. Fund - Education's Share(3)	23,200	23,200	0	0.0%
110,083,292	113,594,454	TOTAL APPROPRIATIONS - TOWN AND BOARD	117,858,505	115,616,482	2,022,028	1.8%
		LESS:				
20,676,340	21,631,417	Estimated Revenues from Non-Tax Sources	23,044,420	23,044,420	1,413,003	6.5%
		Estimated Revenues from Motor Vehicle Tax (4)	6,954,906	6,954,906	6,954,906	
		LESS:				
2,400,000	2,250,000	General Fund Balance Applied	2,500,000	2,500,000	250,000	11.1%
87,006,952	89,713,037	AMOUNT TO BE RAISED BY CURRENT TAXES	85,359,179	83,117,156	-6,595,881	-7.4%
2,548,042,597	2,551,501,424	NET GRAND LIST	2,615,695,201	2,608,593,873	57,092,449	2.2%
10,000,000	10,000,000	LESS: Motor Vehicle	220,426,790	220,426,790		
		LESS: Est. Value of Legal Corrections & Exemptions	50,000,000	30,000,000		
2,538,042,597	2,541,501,424	NET ADJUSTED GRAND LIST	2,345,268,411	2,358,167,083	-183,334,341	
2,502,510,001	2,505,920,404	NET ADJUSTED COLLECTIBLE GRAND LIST	2,312,434,653	2,325,152,744	-180,767,660	-7.2%
		(\$ VALUE OF ONE MILL = \$2,325,153)				
34.77	35.80	MILL RATE	36.91	35.75	-0.05	-0.2%

(1) Total Debt Service appears on page 7 of Gen. Govt. operations summary

(2) Total CIP appears on page 7 of Gen. Govt. operations summary

(3) Total ELLR appears on page 7 of Gen. Govt. operations summary

(4) Net Adjusted Collectible Grand List for Motor Vehicles \$217,340,815 @ mill rate cap of 32.0



## TOWN APPROPRIATIONS SUMMARIES

## EXPLANATION OF THE APPROPRIATION PAGES

The following is a definition of each of the columns on the appropriations pages:

2014-2015 Actual:	These figures are the actual funds spent during FY 2014-2015.
2015-2016 Original Budget:	These figures equal the original budget adopted for FY 2015-2016.
2015-2016 Revised Budget:	These figures equal the original budget adopted for FY 2015-2016, plus all interdepartmental and intradepartmental transfers.
2016-2017 Department Request:	These figures represent the departments' requests for FY 2016-2017 based on criteria set forth by the Town Manager.
2016-2017 Manager Proposed:	These figures equal the Department Request amounts with any adjustments made by the Town Manager.
2016-2017 Council Adopted	These figures equal the Town Manager amounts with any adjustments made by the Town Council.
Change from Previous Budget:	These figures compare the FY 2015-2016 Revised Budget column to the FY 2016-2017 Council Adopted column.

FUNCTION	ACTIVITY	PROGRAM
Town Government Operations	Summary	

2014-2015 Actual	2015-2016 Original Budget	2015-2016 Revised Budget	BUDGET APPROPRIATIONS	2016-2017 Manager Proposed	2016-2017 Council Adopted	Change from revised budget	
						\$	%
<u>Object Summary</u>							
15,233,808	15,573,434	15,712,560	100 Personal Services	15,886,230	15,926,274	213,714	1.36%
13,884,516	15,637,251	15,474,325	200 Contractual Services	16,691,122	16,703,487	1,229,162	7.94%
1,494,346	1,565,739	1,581,608	300 Materials and Supplies	1,432,151	1,432,151	-149,457	-9.45%
513,974	387,302	395,233	400 Capital Outlay	359,356	364,356	-30,877	-7.81%
11,977	232,500	232,500	500 Transfers to Other Funds	182,500	182,500	-50,000	-21.51%
31,138,621	33,396,226	33,396,226	TOTAL	34,551,359	34,608,768	1,212,542	3.63%
4,499,106	4,771,190	4,845,384	100 General Government	4,838,385	4,838,385	-6,999	-0.14%
7,964,566	8,242,384	8,247,564	200 Public Safety	8,412,047	8,461,090	213,526	2.59%
4,881,587	4,962,387	4,939,127	300 Public Works	4,871,569	4,871,569	-67,558	-1.37%
524,794	522,269	548,809	400 Community Planning & Development	547,396	547,396	-1,413	-0.26%
150,256	157,675	158,575	500 Public Health	161,899	161,899	3,324	2.10%
1,010,502	1,027,616	1,041,646	600 Community Services	1,014,386	1,014,386	-27,260	-2.62%
1,709,655	1,735,113	1,758,658	700 Public Library	1,713,891	1,714,892	-43,766	-2.49%
1,544,323	1,642,878	1,648,478	800 Parks & Recreation	1,644,384	1,644,384	-4,094	-0.25%
8,853,832	10,334,714	10,207,985	900 Insurance-Miscellaneous	11,347,402	11,354,767	1,146,782	11.23%
31,138,621	33,396,226	33,396,226	TOTAL	34,551,359	34,608,768	1,212,542	3.63%

FUNCTION	ACTIVITY	PROGRAM
Total Appropriations - Town and Board	Summary	

2014-2015 Actual	2015-2016 Original Budget	2015-2016 Revised Budget	BUDGET APPROPRIATIONS	2016-2017 Manager Proposed	2016-2017 Council Adopted	Change from revised budget	
						\$	%
			0100 General Government				
48,602	51,058	51,113	0110 Town Council	51,108	51,108	-5	-0.01%
419,592	408,358	452,058	0120 Town Manager	437,888	437,888	-14,170	-3.13%
39,470	39,472	39,991	0130 Courts	39,992	39,992	1	0.00%
137,775	148,824	149,924	0140 Elections	163,846	163,846	13,922	9.29%
1,228,808	1,211,734	1,227,089	0150 Finance	1,224,217	1,224,217	-2,872	-0.23%
180,200	130,200	130,200	0160 Town Attorney	130,200	130,200	0	0.00%
182,044	177,503	180,303	0170 Town Clerk	186,247	186,247	5,944	3.30%
48,133	44,808	44,808	0180 Personnel	42,808	42,808	-2,000	-4.46%
2,214,482	2,559,233	2,569,898	0190 General Services	2,562,079	2,562,079	-7,819	-0.30%
4,499,106	4,771,190	4,845,384	TOTAL	4,838,385	4,838,385	-6,999	-0.14%
			0200 Public Safety				
6,689,155	6,897,308	6,900,358	0210 Police Department	7,094,235	7,143,278	242,920	3.52%
852,682	918,276	920,406	0230 Fire Department	890,212	890,212	-30,194	-3.28%
315,000	315,000	315,000	0250 Street Lighting	315,000	315,000	0	0.00%
3,134	4,050	4,050	0260 Emergency Management	4,050	4,050	0	0.00%
28,145	31,000	31,000	0270 Emergency Medical Services	31,000	31,000	0	0.00%
76,450	76,750	76,750	0280 Hydrants	77,550	77,550	800	1.04%
7,964,566	8,242,384	8,247,564	TOTAL	8,412,047	8,461,090	213,526	2.59%
			0300 Public Works				
286,601	296,883	299,518	0310 Engineering	298,435	298,435	-1,083	-0.36%
2,741,111	2,641,902	2,645,482	0320 Highway Department	2,510,441	2,510,441	-135,041	-5.10%
1,853,875	2,023,602	1,994,127	0350 Solid Waste Services	2,062,693	2,062,693	68,566	3.44%
4,881,587	4,962,387	4,939,127	TOTAL	4,871,569	4,871,569	-67,558	-1.37%
			0400 Community Planning & Development				
215,843	211,260	215,310	0420 Planning and Development	215,903	215,903	593	0.28%
13,800	15,337	15,487	0430 Town Plan and Zoning	17,557	17,557	2,070	13.37%
1,984	2,338	2,388	0440 Zoning Board of Appeals	2,388	2,388	0	0.00%
209,008	209,130	212,880	0450 Building Department	212,314	212,314	-566	-0.27%
4,868	4,938	5,453	0460 Conservation Commission	5,068	5,068	-385	-7.06%
79,291	79,266	97,291	0470 Economic Development	94,166	94,166	-3,125	-3.21%
524,794	522,269	548,809	TOTAL	547,396	547,396	-1,413	-0.26%

FUNCTION	ACTIVITY	PROGRAM
Total Appropriations - Town and Board	Summary	

2014-2015 Actual	2015-2016 Original Budget	2015-2016 Revised Budget	BUDGET APPROPRIATIONS	2016-2017 Manager Proposed	2016-2017 Council Adopted	Change from revised budget	
						\$	%
			0500 Public Health				
150,256	157,675	158,575	0510 Health Services	161,899	161,899	3,324	2.10%
150,256	157,675	158,575	TOTAL	161,899	161,899	3,324	2.10%
			0600 Community Services				
461,173	467,561	474,061	0610 Human Services	457,263	457,263	-16,798	-3.54%
541,606	551,195	558,725	0640 Senior and Disabled Center	547,855	547,855	-10,870	-1.95%
7,723	8,860	8,860	0670 Boards and Commissions	9,268	9,268	408	4.60%
1,010,502	1,027,616	1,041,646	TOTAL	1,014,386	1,014,386	-27,260	-2.62%
			0700 Public Library				
1,709,640	1,735,083	1,758,628	0710 Library Operations	1,713,861	1,714,862	-43,766	-2.49%
15	30	30	0730 Hubbard Book Fund	30	30	0	0.00%
1,709,655	1,735,113	1,758,658	TOTAL	1,713,891	1,714,892	-43,766	-2.49%
			0800 Parks & Recreation				
332,233	309,788	315,388	0810 Parks & Recreation Administr.	326,036	326,036	10,648	3.38%
1,212,090	1,333,090	1,333,090	0830 Grounds Maintenance	1,318,348	1,318,348	-14,742	-1.11%
1,544,323	1,642,878	1,648,478	TOTAL	1,644,384	1,644,384	-4,094	-0.25%
			0900 Insurance - Miscellaneous				
747,113	991,910	991,910	0910 Municipal Insurance	964,161	964,161	-27,749	-2.80%
2,930	2,930	2,930	0930 Greater Htfd. Transit District	2,930	2,930	0	0.00%
8,024,633	8,945,654	8,945,654	0940 Employee Benefits	9,774,793	9,782,158	836,504	9.35%
30,000	25,000	25,000	0950 Special Community Activities	25,000	25,000	0	0.00%
49,156	369,220	242,491	0960 Contingency	580,518	580,518	338,027	139.40%
8,853,832	10,334,714	10,207,985	TOTAL	11,347,402	11,354,767	1,146,782	11.23%

FUNCTION	ACTIVITY	PROGRAM
Total Appropriations - Town and Board	Summary	

2014-2015 Actual	2015-2016 Original Budget	2015-2016 Revised Budget	BUDGET APPROPRIATIONS	2016-2017 Manager Proposed	2016-2017 Council Adopted	Change from revised budget	
						\$	%
			1000 Debt Service				
231,911	187,831	187,831	1010 Interest Expense	156,631	156,631	-31,200	-16.61%
1,445,000	1,040,000	1,040,000	1020 Principal Payments	1,035,000	1,035,000	-5,000	-0.48%
1,676,911	1,227,831	1,227,831	TOTAL	1,191,631	1,191,631	-36,200	-2.95%
			1050 Metropolitan District				
3,216,800	3,404,400	3,404,400	1051 MDC Assessment	3,658,550	3,658,550	254,150	7.47%
3,216,800	3,404,400	3,404,400	TOTAL	3,658,550	3,658,550	254,150	7.47%
			1100 Capital Improvements				
4,336,328	5,078,928	5,078,928	1100 Capital Improvements Program	5,449,305	5,249,305	170,377	3.35%
4,336,328	5,078,928	5,078,928	TOTAL	5,449,305	5,249,305	170,377	3.35%
			2000 Equipment Reserve				
395,000	553,241	553,241	2500 Equipment Reserve CIP	629,400	629,400	76,159	13.77%
395,000	553,241	553,241	TOTAL	629,400	629,400	76,159	13.77%
			3000 Employee Leave Liability				
23,200	23,200	23,200	3100 ELLF-Board of Education	23,200	23,200	0	0.00%
69,700	69,700	69,700	3200 ELLF-Town Operations	69,700	69,700	0	0.00%
92,900	92,900	92,900	TOTAL	92,900	92,900	0	0.00%
			4000 Board of Education				
67,979,116	69,840,928	69,840,928	4000 Board of Education	72,285,360	70,185,928	345,000	0.49%
67,979,116	69,840,928	69,840,928	TOTAL	72,285,360	70,185,928	345,000	0.49%
108,835,676	113,594,454	113,594,454	GRAND TOTALS	117,858,505	115,616,482	2,022,028	1.78%

## GENERAL FUND REVENUES

## EXPLANATION OF GENERAL FUND REVENUES

### 5000 Taxes

The current levy for FY 2016-17 is based on the Net Grand List (prior to the Board of Assessment Appeals review) of all taxable real estate and personal property located in the Town as of October 1, 2015. The amount to be raised by taxes of \$83,117,156 is equal to budget appropriations for Town Government and Board of Education operations less estimated receipts from non-tax sources, taxes on motor vehicles and appropriated fund balance. The mill rate (taxes per \$1000 of assessed value) is then calculated using the October 1, 2015 Net Grand List of \$2,608,593,873, less the value of motor vehicles of \$220,426,790, estimated legal exemptions and deductions of \$30,000,000, and an estimated tax collection rate of 98.6%. The mill rate for FY 2016-17 is 35.75, a decrease of 0.05 mills from the FY 2015-16 mill rate of 35.80, or 0.2%. The calculation of the mill rate is presented on page 1 and explained on page xii.

Supplemental motor vehicle taxes are based on vehicles expected to be registered in Newington during the interim period of October 2, 2015 to August 1, 2016; i.e., after the Grand List of October 1, 2015 is set. This account is down by \$95,997 as the tax on motor vehicles is capped at a mill rate of 32.0 per state law. Property categorized as prorated during the interim period will be reflected in the October 1, 2015 Grand List and included in the current levy for the next fiscal year. Prorated real estate taxes are paid on new construction receiving a Certificate of Occupancy after October 1, 2015. It is estimated \$50,000 will be received from this source in FY 2016-17. As with prorated motor vehicles, these properties will be fully reflected in the October 1, 2015 Grand List.

Prior year taxes are the anticipated collections of delinquent taxes due from previous fiscal years. Revenue from delinquent taxes is expected to remain the same as FY 2015-16 estimates. Interest payments and liens collected are related to the amount of prior year taxes collected. The related interest rate is charged on outstanding balances at 18% per year in accordance with State Statutes.

The Motor Vehicles category for FY 2015-16 is based on the Net Grand List (prior to the Board of Assessment Appeals review) of all taxable motor vehicle property registered in the Town as of October 1, 2015. Revenues from this account are calculated in accordance with the recently adopted State of Connecticut Public Act 15-244 Sec. 206 which states for the assessment year commencing October 1, 2015, the mill rate for motor vehicles shall not exceed 32 mills. The \$6,954,906 is based on a Net Grand List value of motor vehicles of \$220,426,790, applying an estimated tax collection rate of 98.6% and the capped 32.0 mill rate.

### 5100 Payments in Lieu of Taxes (PILOTs)

PILOTs are designed to partially replace tax revenues that were once received or would have been received if the property were taxable. Examples of State-administered PILOTs include general hospitals in Newington, State property in Newington, tax exemptions for low-income elderly and disabled residents and for new regulation of the mill rate tax cap on motor vehicles

The reimbursement for State-owned real property is in the amount of \$564,544. The reimbursement for State-owned real property is declared by Statute to be 45% of the 2014 Grand List exempt value of the real estate. The private hospital reimbursement is calculated at 77% by Statute but contains an incremental reimbursement factor of 77% which is applied to the 2014 Grand List exempt value of real estate. For FY2016-17, an additional PILOT grant in the amount of \$176,884 is funded through the Municipal Revenue Sharing Account.

Overall the Town expects to receive approximately \$181,854 less revenue in FY 2016-17 in total for this category as reimbursement rates are impacted when State appropriations are not sufficient to fully fund the grants.

Estimates of these State grants and others utilize Governor Malloy's proposed FY 2016-17 budget.

2014-2015 Actual	2015-16 Council Adopted	2015-16 Estimated	Revenue Source	2016-2017 Manager Proposed	2016-2017 Council Adopted	Change from estimated budget		
						\$	%	
<b>TAXES</b>								
87,369,808	89,713,037	89,775,861	5001 Current Levy	85,359,179	83,117,156	(6,658,705)	-7.4%	
887,843	826,350	904,873	5002 Prorated Motor Vehicles	808,876	808,876	(95,997)	-10.6%	
8,869	50,000	16,089	5003 Prorated Real Estate	50,000	50,000	33,911	210.8%	
546,336	440,000	500,000	5004 Prior Year Tax Levies	480,000	480,000	(20,000)	-4.0%	
364,249	320,000	345,000	5005 Interest & Liens	345,000	345,000	0	0.0%	
			5007 Motor Vehicles	6,954,906	6,954,906	6,954,906	***	
89,177,106	91,349,387	91,541,823	SUBTOTAL	93,997,961	91,755,938	214,115	0.2%	
<b>PILOTS</b>								
749,383	718,533	571,476	5101 State-Owned PILOT	564,544	564,544	(6,932)	-1.2%	
6,000	6,000	4,000	5104 Elderly Freeze Exemption	4,000	4,000	0	0.0%	
5,468	5,468	5,415	5105 Disabled Exemption	5,415	5,415	0	0.0%	
273,014	273,014	285,837	5106 Elderly Circuit Breaker	285,837	285,837	0	0.0%	
30,385	30,385	31,432	5107 Add'l Veteran's Exemption	31,432	31,432	0	0.0%	
1,633,915	1,893,374	1,893,314	5109 Tax Exempt Colleges & Hospital	1,541,508	1,541,508	(351,806)	-18.6%	
			5111 Municipal Revenue Sharing	176,884	176,884	176,884	***	
2,698,165	2,926,774	2,791,474	SUBTOTAL	2,609,620	2,609,620	(181,854)	-6.5%	

#### 5200 Assessments

Assessments replace tax revenues that would have been received if the property were taxable similar to PILOTs in the previous category (#5100) but this income source is derived from the property owner rather than the State of Connecticut. The Assessor for the Town has determined that the New Meadow Elderly Housing, Inc. entity is exempt from property tax in accordance with Connecticut state statutes. This property is leased from the Town to New Meadow to operate a 32 unit subsidized elderly residential housing complex. On July 8, 2008 The Town and New Meadow signed a PILOT (payment in lieu of tax) agreement whereby New Meadow contracted to make an annual payment of 4% of gross rental income. This PILOT is the product of that contractual calculation.

#### 5300 Licenses and Permits

The largest item under the Licenses and Permits category is building permits. Building permit income is estimated at \$290,000, which is the \$25,000 less than the estimated level in FY 2015-16.

#### 5400 Rentals

This category reflects revenues the Town receives from rental payment for use of its property including the Town Hall, the Senior and Disabled Center, the Newington High School cell tower land lease agreement and the Indian Hill Country Club. Income at IHCC of \$60,000 reflects the PILOT on the property.

#### 5500 Investment Income

The Interest Earnings category reflects income earned from temporary investments made when the Town's cash in a given period exceeds the Town's immediate disbursement needs. Due to actions of the Federal Reserve, short term interest rates are forecast to remain low causing the estimate for FY 2016-17 to increase slightly over the FY 2015-16 revised estimate of \$68,500.

#### 5600 Fines

This revenue category includes revenues received from parking fines, false alarms and blighted property. Income from these sources is estimated at \$36,500.

2014-2015 Actual	2015-16 Council Adopted	2015-16 Estimated	Revenue Source	2016-2017 Manager Proposed	2016-2017 Council Adopted	Change from estimated budget	
						\$	%
<b>ASSESSMENTS</b>							
14,729	14,729	14,163	5201 New Meadow Housing	14,163	14,163	0	0.0%
14,729	14,729	14,163	SUBTOTAL	14,163	14,163	0	0.0%
<b>LICENSES &amp; PERMITS</b>							
315,647	290,000	315,000	5301 Building Permits	290,000	290,000	(25,000)	-7.9%
245	1,000	1,000	5302 Vendor's Permits	1,000	1,000	0	0.0%
10,640	10,000	10,000	5305 Gun Permits	10,000	10,000	0	0.0%
323	500	500	5306 Raffle & Bingo Permits	500	500	0	0.0%
17,800	12,000	12,000	5308 Work Within Rights of Way	12,000	12,000	0	0.0%
	2,000	1,680	5310 Refuse Handling Licenses	2,000	2,000	320	19.1%
344,655	315,500	340,180	SUBTOTAL	315,500	315,500	(24,680)	-7.3%
<b>RENTALS</b>							
3,384	3,600	3,600	5402 Town Hall Rental Receipts	3,600	3,600	0	0.0%
60,000	60,000	48,000	5403 Indian Hill Country Club	60,000	60,000	12,000	25.0%
49,896	44,000	44,000	5404 Other Town Property	44,000	44,000	0	0.0%
113,280	107,600	95,600	SUBTOTAL	107,600	107,600	12,000	12.6%
<b>INVESTMENT INCOME</b>							
74,208	68,500	68,500	5501 Interest Earnings	71,350	71,350	2,850	4.2%
74,208	68,500	68,500	SUBTOTAL	71,350	71,350	2,850	4.2%
<b>FINES</b>							
299			5601 Littering			0	***
26,441	20,000	20,000	5602 Parking Tickets	20,000	20,000	0	0.0%
2,772	15,000	15,000	5603 False Alarms	15,000	15,000	0	0.0%
124,000		27,000	5604 Ambulance Response Overages			(27,000)	-100.0%
1,447	1,500	1,500	5605 Blighted Premises	1,500	1,500	0	0.0%
106		507	5606 Snow Removal Fines			(507)	-100.0%
155,065	36,500	64,007	SUBTOTAL	36,500	36,500	(27,507)	-43.0%

#### 5700 Charges for Services

This revenue category includes fees and charges for various services as outlined in the Newington Code of Ordinances. It includes items such as library overdue fines, Dial-a-Ride trip fees, fees collected for the family counseling program, Police Department fees, application fees to various Town commissions and recording fees of the Town Clerk function.

The largest revenue source in this category are the Town Clerk fees estimated at \$475,000 which include fees collected for land conveyances, deeds recorded, and vital statistics. Estimates for conveyance tax revenue, the main source for this account, are based on the \$2.50 per thousand rate. Revenues in this category remain fairly constant with FY 2014-15 levels.

#### 5800 Refunds and Reimbursements

The Refunds-Town line item includes miscellaneous reimbursements for Town expenditures. Refunds-Schools includes miscellaneous reimbursements for school expenditures. It is anticipated the Town will receive a rebate for 2,800 tons of recyclables at a reduced rate of \$5.00 from \$15.00 per ton creating a decrease of \$28,260 in this line item.

#### 5900 Sale of Town Property

This category includes proceeds from the sale of Town-owned property. No increase in revenue is estimated in this account in FY 2015-16.

2014-2015 Actual	2015-16 Council Adopted	2015-16 Estimated	Revenue Source	2016-2017 Manager Proposed	2016-2017 Council Adopted	Change from estimated budget		
						\$	%	
<b>CHARGES FOR SERVICES</b>								
4,478	9,000	9,000	5702 Conservation Commission	9,000	9,000	0	0.0%	
395	100	200	5703 Zoning Board of Appeals	100	100	(100)	-50.0%	
15,025	9,000	9,000	5704 Town Planning & Zoning	9,000	9,000	0	0.0%	
468,940	475,000	490,000	5705 Town Clerk Fees	475,000	475,000	(15,000)	-3.1%	
9,051	8,000	8,000	5706 Police	8,000	8,000	0	0.0%	
6,980	14,500	14,500	5707 Human Services-Counseling Fee	14,500	14,500	0	0.0%	
18,486	19,000	19,000	5708 Library - Overdue Fines	19,000	19,000	0	0.0%	
5,518	5,000	5,000	5709 Dial-A-Ride Tickets	5,000	5,000	0	0.0%	
1,835	1,275	1,275	5711 Engineering Fees	1,275	1,275	0	0.0%	
14,032	25,000	25,000	5712 Scrap Metal Curbside	3,500	3,500	(21,500)	-86.0%	
20	100		5714 Senior & Disabled Center Fees			0	***	
	100		5718 Library-out-of state loans			0	***	
544,760	566,075	580,975	SUBTOTAL	544,375	544,375	(36,600)	-6.3%	
<b>REFUNDS &amp; REIMBURS.</b>								
54,016	35,000	35,000	5802 Refunds-Town	35,000	35,000	0	0.0%	
58,677	10,000	10,000	5803 Refunds-Schools	10,000	10,000	0	0.0%	
78,256	57,260	62,260	5822 Recycling Rebates	34,000	34,000	(28,260)	-45.4%	
190,949	102,260	107,260	SUBTOTAL	79,000	79,000	(28,260)	-26.4%	
<b>SALE-TOWN PROPERTY</b>								
164		30,157	5902 Other			(30,157)	-100.0%	
5,200			5903 Sale of Land			0	***	
331	200	200	5904 Library-Sale of Jump Drives	300	300	100	50.0%	
5,695	200	30,357	SUBTOTAL	300	300	(30,057)	-99.0%	

#### 6000 State Aid

As previously noted, estimates of grants from the State were obtained from the Governor's 2016-17 proposed budget. The State Aid category includes all General Fund revenues from the State that are not included in the State PILOT category (#5100). This category shows an overall increase of \$1,667,405 from FY 2015-16 estimated levels.

The majority of the increases are from the introduction of two new grants both derived from the State's Municipal Revenue Sharing Account (MRSA) which is funded with sales tax revenue. Newington's share of MRSA (Account #6011) is \$937,100 and \$668,057 from Motor Vehicle Property Tax Grants which compensates towns for the loss of revenue due to the Motor Vehicle Mill Rate (MVMR) cap.

The Education Cost Sharing (ECS) Grant is based on a State distribution formula. This grant remained at a constant level of \$13,224,900 as provided in the Governor's budget.

In FY 2016-17, \$930,336 is expected from School Building Grant revenues for capital projects such as the Newington High School Career Technical Project.

#### 6100 Federal Aid

Revenue to the Town from the federal government through the Greater Hartford Transit District is estimated to be \$9,000.

2014-2015 Actual	2015-16 Council Adopted	2015-16 Estimated	Revenue Source	2016-2017 Manager Proposed	2016-2017 Council Adopted	Change from estimated budget		
						\$	%	
STATE-AID								
1,158	1,250	1,250	6003 Public Library	1,250	1,250	0	0.0%	
254,786	283,836	257,480	6005 Mashantucket Pequot Fund	248,823	248,823	(8,657)	-3.4%	
23,029	22,875	22,875	6006 Youth Services Bureau	22,875	22,875	0	0.0%	
4,015	4,500	4,500	6007 Alcohol and Drug Abuse	4,500	4,500	0	0.0%	
			6011 Municipal Revenue Sharing	937,100	937,100	937,100	***	
73,979			6012 Tax Relief			0	***	
75,493	80,300	80,300	6013 Telecommunications Tax	80,300	80,300	0	0.0%	
14,610	4,500	14,000	6015 Emergency Management Grant	14,000	14,000	0	0.0%	
18,551			6016 Controlling Interest Tax			0	***	
863,254	917,869	917,869	6022 Grants for Municipal Projects	917,869	917,869	0	0.0%	
			6026 Motor Vehicle Property Tax Grant	668,057	668,057	668,057	***	
4,978	5,133	4,928	6052 Transportation-Non-public	6,153	6,153	1,225	24.9%	
229,869	233,876	209,860	6053 Transportation-Public	282,408	282,408	72,548	34.6%	
33,945	34,276	37,852	6054 Adult Education	36,648	36,648	(1,204)	-3.2%	
1,012,699	932,000	932,000	6056 School Building Grants	930,336	930,336	(1,664)	-0.2%	
14,801	17,515	15,000	6058 Health Services	15,000	15,000	0	0.0%	
13,062,892	13,031,837	13,224,900	6062 Education Cost Sharing Grant	13,224,900	13,224,900	0	0.0%	
15,688,059	15,569,767	15,722,814	SUBTOTAL	17,390,219	17,390,219	1,667,405	10.6%	
FEDERAL AID								
14,504	9,000	9,000	6101 Senior Citizen Trans Aid	9,000	9,000	0	0.0%	
14,504	9,000	9,000	SUBTOTAL	9,000	9,000	0	0.0%	

6200 Miscellaneous

This category includes revenues that are not easily classified in the above revenue categories such as closeout of prior year purchase orders. In FY 2016-17, \$58,500 is estimated to be received.

6300 Donations

Income for United Way (\$5,593) is shown here.

7000 Transfers from Other Funds

This category represents transfers of funds to the General Fund from Other Funds. The transfer from the Cemetery Special Revenue Fund (\$118,724) offsets operating expenses reflected in Cemeteries program #832. Transfer from Cemetery Trust Funds reflects interest earnings of \$70 from several cemetery trust funds. Transfer from Hubbard Book Fund represents interest earnings of \$30 in a Library Trust Fund and offsets the Library appropriation #730. This category reflects a decrease of \$104,335 due to balances from capital projects accounts which are less than FY 2015-16.

2014-2015 Actual	2015-16 Council Adopted	2015-16 Estimated	Revenue Source	2016-2017 Manager Proposed	2016-2017 Council Adopted	Change from estimated budget	
						\$	%
<b>MISCELLANEOUS</b>							
20,016	8,500		6201 Other-Miscellaneous			0	***
123,951	50,000	58,500	6203 Cancelled PY Encumbrances	58,500	58,500	0	0.0%
143,967	58,500	58,500	SUBTOTAL	58,500	58,500	0	0.0%
<b>DONATIONS</b>							
4,545	1,750	5,593	6302 United Way (Human Services)	5,593	5,593	0	0.0%
4,545	1,750	5,593	SUBTOTAL	5,593	5,593	0	0.0%
<b>TRF FROM OTHER FUNDS</b>							
	91,200	91,200	7001 Transfer from CNRE Fund			(91,200)	-100.0%
215,336		5,247	7002 Transfer from Public Building Fund			(5,247)	-100.0%
115,722	126,612	126,612	7012 Transfer from Cemetery Fund	118,724	118,724	(7,888)	-6.2%
31	70	70	7021 Transfer From Cemetery Trust	70	70	0	0.0%
14	30	30	7022 Transfer from Hubbard Fund	30	30	0	0.0%
331,103	217,912	223,159	SUBTOTAL	118,824	118,824	(104,335)	-46.8%
109,500,789	111,344,454	111,653,405	TOTAL	115,358,505	113,116,482	1,463,077	1.3%



# GENERAL GOVERNMENT

110 TOWN COUNCIL

120 TOWN MANAGER

130 COURTS

140 ELECTIONS

150 FINANCE

160 TOWN ATTORNEY

170 TOWN CLERK/RECORDS ADMINISTRATION

180 PERSONNEL

190 GENERAL SERVICES

FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT		SUMMARY	100

PERSONNEL SUMMARY

	2015-2016 <u>Authorized</u>	2016-2017 <u>Requested</u>	2016-2017 <u>Proposed</u>	2016-2017 <u>Approved</u>
<u>Positions (in work years)</u>				
<u>Town Manager</u>				
Town Manager	1.0	1.0	1.0	1.0
Director of Admin. Services	1.0	1.0	1.0	1.0
Assistant to the Town Manager for Administration	1.0	1.0	1.0	1.0
Insurance and Benefits Administrator	1.0	1.0	1.0	1.0
Administrative Secretary I	<u>0.4</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	4.4	5.0	5.0	5.0
<u>Elections</u>				
Registrar of Voters (PT)	1.2	1.2	1.2	1.2
<u>Finance</u>				
Director of Finance	1.0	1.0	1.0	1.0
Deputy Director of Finance	1.0	1.0	1.0	1.0
Account Clerk II	2.0	2.0	2.0	2.0
Accounts Administrator(PT)	0.4	0.4	0.4	0.4
Town Assessor	1.0	1.0	1.0	1.0
Deputy Assessor	1.0	1.0	1.0	1.0
Assessment Technician II	1.0	1.0	1.0	1.0
Assessment Technician I	1.0	1.0	1.0	1.0
Revenue Collector	1.0	1.0	1.0	1.0
Assistant Revenue Collector	1.0	1.0	1.0	1.0
Revenue Clerk	1.0	1.0	1.0	1.0
Revenue Clerk (PT)	<u>0.4</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
	11.8	11.9	11.9	11.9
<u>Town Clerk</u>				
Town Clerk	1	1	1	1
Assistant Town Clerk	1	1	1	1
Assistant Town Clerk (PT)	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
	2.5	2.5	2.5	2.5

FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT		SUMMARY	100

PERSONNEL SUMMARY

	2015-2016	2016-2017	2016-2017	2016-2017
<u>Positions (in work years)</u>	<u>Authorized</u>	<u>Requested</u>	<u>Proposed</u>	<u>Approved</u>
<u>Facilities Management</u>				
Director of Facilities Management	1.0	1.0	1.0	1.0
Facilities Electrician*	0.0	1.0	0.5	0.5
Air Conditioning & Heating Control Mechanic (LT-17)	1.0	1.0	1.0	1.0
Heating & Ventilating Mechanic (LT-15)	1.0	1.0	1.0	1.0
Head Custodian I	1.0	1.0	1.0	1.0
Custodian (PT)	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	5.0	6.0	5.5	5.5
<u>Information Systems &amp; Technology</u>				
Chief Information Officer	1.0	1.0	1.0	1.0
Network Administrator/Project Leader	1.0	1.0	1.0	1.0
Network Applications Specialist	2.0	2.0	2.0	2.0
Geographic Information Systems (GIS) Coordinator	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	5.0	5.0	5.0	5.0
<u>Seasonal (work hours)</u>				
Finance	196.1	496.1	396.1	396.1
Town Clerk	173.7	235.0	235.0	235.0
Central Services	<u>60.0</u>	<u>60.0</u>	<u>60.0</u>	<u>60.0</u>
	429.8	791.1	691.1	691.1
<u>Town Council</u>				
Clerk of the Council (PT)	1.0	1.0	1.0	1.0
<u>Town Attorney</u>				
Town Attorney (Retainer)	1.0	1.0	1.0	1.0

\* Proposed to start January 2017

FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	TOWN COUNCIL		110

### EXPLANATION

Pursuant to the Town Charter, the Town Council – comprised of the Mayor and eight members elected at large for two-year terms – serves as the governing body of the Town and the fiscal authority concerning the budget and the tax rate.

The Council also:

- Appoints the Town Manager, the Town Treasurer, Town Planner and various committees that serve the Town in a policymaking and quasi-judicial capacity; and
- Acts on ordinances and resolutions establishing Town policy relative to the good order, peace, health and safety of its inhabitants.
- The Mayor appoints the Town Attorney and Clerk of the Council.

### HIGHLIGHTS OF FY 2015-2016 OPERATION

- Adopted the Fiscal Year 2015-16 budget and set a mill rate.
- Adopted a Long-Range Capital Improvement Plan for fiscal years 2015-16 through 2020-21.
- The November 2015 elections resulted in a new Mayor and five other new Town Councilors. The Mayor and the entire Town Council were elected for a two term.

### OBJECTIVES

- To develop short and long-range goals and objectives that will provide direction for the Town in future years.

### MAJOR BUDGET CHANGES AND COMMENTARY

- None

Function	Activity	Program	Code
General Government	Town Council	Town Council	0110

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PERSONAL SERVICES</u>			
2,645	3,500	3,555	8103 Part Time	3,552	3,552	3,552
2,645	3,500	3,555	OBJECT TOTAL	3,552	3,552	3,552
			<u>PROFESSIONAL SVCS</u>			
1,400	1,700	1,700	8201 Public Notification	1,700	1,700	1,700
41,711	42,821	42,821	8202 Dues and Subscriptions	42,821	42,821	42,821
0	50	45	8204 Conferences,Meetings,Training	50	50	50
1,353	1,491	1,496	8216 Printing and Binding	1,491	1,491	1,491
44,464	46,062	46,062	OBJECT TOTAL	46,062	46,062	46,062
			<u>MATERIAL &amp; SUPPLIES</u>			
459	467	467	8301 Office Supplies	509	509	509
1,034	1,029	1,029	8310 Other Materials	985	985	985
1,493	1,496	1,496	OBJECT TOTAL	1,494	1,494	1,494

48,602	51,058	51,113	TOTAL	51,108	51,108	51,108
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FUNCTION GENERAL GOVERNMENT	ACTIVITY TOWN MANAGER	PROGRAM	CODE 120
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**EXPLANATION**

The Town Manager, appointed by the Town Council for an indefinite term, serves as the Town's Chief Administrative Officer and is responsible for the overall management of all Town departments. Under the provisions of the Charter, the Town Manager serves as Personnel Director, Public Safety Director and Legal Traffic Authority. As such, the Manager is charged with informing and advising the Town Council on matters affecting the Town's welfare and recommending an executive budget for all Town agencies on an annual basis.

**HIGHLIGHTS OF FY 2015-2016 OPERATION**

- Attended several meetings of the Capitol Region Council of Governments (CRCOG).
- Continued to work with the Mid State Collaborative to (a) identify opportunities to share resources and information as a means to maximize effectiveness and efficiency of operations, and (b) coordinate lobbying efforts with the legislature.
- Administered the employee performance evaluation and goal setting process.
- Handled a number of personnel matters including but not limited to recruitment, termination, retirement, grievances, unemployment compensation and workers compensation claims.
- Attended several project meetings and several team meetings regarding various issues including the National Welding Project, Town Hall renovations, the busway and the CIP Committee
- Administered the Town's Blight Ordinance, hired and coordinated training of new staff responsible for blighted property enforcement.
- Continued to meet with several developers regarding possible development projects.
- Met with residents and local business owners on an as-needed basis to address issues and concerns.

**OBJECTIVES**

- Continue the emphasis on the capital needs of all Town facilities and the future provision of Town services.
- Ensure that the Town remains involved in efforts to improve the long term operations of the MDC and its planning for long range capital improvements.
- Continue to pursue the coordination of personnel and services through collaborations with the Mid-State Collaborative.
- Continue to encourage delivery and coordination of programming and services through collaborations with public agencies, private vendors, and non-profit organizations.
- Continue to work with representatives of CRCOG and the Department of Transportation regarding traffic related issues and how to address them.

**MAJOR BUDGET CHANGES AND COMMENTARY**

- Full Time Salaries decreased for change in personnel.

Function	Activity	Program	Code
General Government	Town Manager	Town Manager	0120

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PERSONAL SERVICES</u>			
413,185	403,732	527,547	8101 Full time salaries	443,762	433,262	433,262
413,185	403,732	527,547	OBJECT TOTAL	443,762	433,262	433,262
			<u>PROFESSIONAL SVCS</u>			
1,691	1,956	1,956	8202 Dues and Subscriptions	1,956	1,956	1,956
1,880	100	87	8204 Conferences,Meetings,Training	100	100	100
476	255	268	8216 Printing and Binding	255	255	255
1,200	1,200	1,065	8220 Other Contractual Services	1,200	1,200	1,200
5,248	3,511	3,376	OBJECT TOTAL	3,511	3,511	3,511
			<u>MATERIAL &amp; SUPPLIES</u>			
466	615	615	8301 Office Supplies	615	615	615
694	500	635	8310 Other Materials	500	500	500
1,160	1,115	1,250	OBJECT TOTAL	1,115	1,115	1,115

419,592	408,358	532,173	TOTAL	448,388	437,888	437,888
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	PROBATE COURT		130

EXPLANATION

Newington currently shares 38 percent of the cost of the Probate Court while the towns of Wethersfield and Rocky Hill share 32 percent and 30 percent, respectively. Total cost includes office rent, office supplies, and utilities. The percentage is calculated based on the relative taxable Grand Lists of the three towns. The formula is specified by State Statute Sec. 45a.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
General Government	Probate Court	Probate Court	0130

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
39,470	39,472	39,991	8220 Other Contractual Services	39,992	39,992	39,992
39,470	39,472	39,991	OBJECT TOTAL	39,992	39,992	39,992

39,470	39,472	39,991	TOTAL	39,992	39,992	39,992
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	ELECTIONS		140

### EXPLANATION

Pursuant to Connecticut General Statutes, the Registrars of Voters maintain over 25,000 records of all registered, inactive, and any elector removed from the voter's list. The Election Department provides for:

- Registration of electors in person, mail-in, on line registration, High School Registration and Election Day Registration (EDR).
- The maintenance, inspection, programming, ordering materials, checking for errors on ballots and pronunciation of names and setup of all town related voting equipment.
- Setting up all 10 polling places for Elections which includes the Central Counting of Absentee Ballots and Election Day Registration which was implemented in 2013.
- Set up and inspection of all 18 election tabulators and 18 ballot boxes, 32 ultimate power supply units (UPS), related election equipment including the phones lines to handicap voting machines and Election Line phones.
- Mandated special voter making sessions for each election.
- Annually unfunded Audits after an election.
- Overseeing all Elections, Primaries, and Special Referenda.
- Registrars are responsible for distribution of absentee ballot applications and delivering absentee ballots and overseeing the voting process at all six of the medical facilities in Newington.
- Design educational program to conduct mandated training sessions for all poll workers for each election with updated legislation that pertains to the election.
- Every two years Moderator Certification training for all Moderators to be certified.
- The Registrar of Voters annually attends 10 hours of instructional training at two, 3-day sessions conducted by Registrar of Voters Association of Connecticut and Secretary of the State office. Also including 4 county meetings a year for the certification of Registrars.
- Perform the mandated annual canvass which includes extensive mailings, to track electors who have moved with-in town and out of town, and weekly updates with the DMV.
- Perform and maintain annual mandated mailing of permanent absentee voters to update their status.
- In the upcoming year the Secretary of State will approve a vendor for poll books which is another unfunded mandate for the Registrars. Poll Books will be a computer in all districts and the Elector is checked off when voting in this manner. These books will eliminate Unofficial Checkers and the computers will be linked to the SOTS. The Registrar's Office and Town Committees will have look up access.
- The Secretary of State is striving to improve the Election Night Reporting Process (ENR). Ultimately ENR will allow for election results to be reported from individual polling places directly to SOTS and the ROV.
- Online Voting is still in its infancy. SOTS anticipates moving forward with this initiative to increase voter participation.

### OBJECTIVES

- Continue to streamline efficiency, using of computer technology.
- Continue to monitor the impact of Help America Vote Act (HAVA).
- Continue to monitor new legislative initiatives regarding elections.
- Scheduling of yearly maintenance of voting tabulators.

### MAJOR BUDGET CHANGES AND COMMENTARY

- All accounts reflect November Election and two August Primaries.
- Conferences, Meetings, Training increased for certification by UConn of both Registrar of Voters as mandated by the Secretary of State.
- Technical Supplies reflects replacement of 14 memory cards in the prior year.

Function	Activity	Program	Code
General Government	Elections	Elections	0140

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
<u>PERSONAL SERVICES</u>						
72,769	71,468	75,381	8103 Part Time	72,326	72,326	72,326
72,769	71,468	75,381	OBJECT TOTAL	72,326	72,326	72,326
<u>PROFESSIONAL SVCS</u>						
688	400	526	8201 Public Notification	400	400	400
110	120	130	8202 Dues and Subscriptions	140	140	140
417	232	578	8203 Transportation	216	216	216
920	1,600	1,300	8204 Conferences,Meetings,Training	4,800	4,500	4,500
600	875	438	8205 Postage and Shipping	875	500	500
3,600	4,109	3,600	8212 Equipment Maintenance	3,999	4,034	4,034
10,708	14,000	13,205	8216 Printing and Binding	39,500	24,400	24,400
46,983	50,420	51,545	8220 Other Contractual Services	64,250	54,780	54,780
64,027	71,756	71,322	OBJECT TOTAL	114,180	88,970	88,970
<u>MATERIAL &amp; SUPPLIES</u>						
811	500	968	8301 Office Supplies	500	500	500
0	4,900	2,205	8302 Technical Supplies	4,900	1,750	1,750
169	200	48	8310 Other Materials	300	300	300
980	5,600	3,221	OBJECT TOTAL	5,700	2,550	2,550

137,775	148,824	149,924	TOTAL	192,206	163,846	163,846
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	FINANCE	ACCOUNTING & ADMINISTRATION	151

**EXPLANATION**

The Finance Department consists of the Administration and Accounting, Assessor's and Revenue Collection Offices. The Administration and Accounting Division is responsible for administration of Town finances and accounting of all Town funds; administration of certain aspects of employee benefits program and Town's investments; is involved in revenue and cash management and debt management; and assists in the development and administration of the Town's budget.

**HIGHLIGHTS OF FY 2015-2016 OPERATION**

- Received the Certificate of Achievement in Financial Reporting from the Government Finance Officers Association for the Town's Comprehensive Annual Financial Report for the fiscal year ending June 30, 2014 for the twenty fourth consecutive year.
- Completed set up of Affordable Care Act module in Financial System to enable Benefits Administrator to comply with the Act's reporting requirement.

**OBJECTIVES**

- Continue to enhance the features of the financial management system and train departments on its functions and reporting capabilities.
- Continue to maintain adequate controls in financial reporting and achieve unqualified opinion from the independent auditors.
- Enhance the Town's financial position consistent with the best practices in municipal finance.

**MAJOR BUDGET CHANGES AND COMMENTARY**

- Full Time Salaries is reflects an increase in the portion of the Payroll Account Clerk's salary being charged to the pension funds for processing retiree payments in-house.

Function	Activity	Program	Code
General Government	Finance	Accounting and Administration	0151

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
<u>PERSONAL SERVICES</u>						
304,209	307,834	311,784	8101 Full time salaries	310,534	308,034	308,034
30,785	19,611	23,767	8103 Part Time	23,174	23,174	23,174
1,000	1,000	1,000	8105 Longevity	1,000	1,000	1,000
335,995	328,445	336,551	OBJECT TOTAL	334,708	332,208	332,208
<u>PROFESSIONAL SVCS</u>						
505	510	510	8202 Dues and Subscriptions	510	510	510
615	580	580	8204 Conferences,Meetings,Training	580	580	580
117	400	400	8212 Equipment Maintenance	400	250	250
580	580	580	8220 Other Contractual Services	580	580	580
1,817	2,070	2,070	OBJECT TOTAL	2,070	1,920	1,920
<u>MATERIAL &amp; SUPPLIES</u>						
530	600	600	8301 Office Supplies	600	600	600
1,682	1,474	1,474	8302 Technical Supplies	1,474	1,474	1,474
2,212	2,074	2,074	OBJECT TOTAL	2,074	2,074	2,074

340,024	332,589	340,695	TOTAL	338,852	336,202	336,202
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FUNCTION GENERAL GOVERNMENT	ACTIVITY FINANCE	PROGRAM ASSESSOR	CODE 152
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EXPLANATION

The Assessor's primary duty is to determine the value of all taxable and tax exempt Real and Personal Property for the purpose of equitable tax distribution throughout the Town of Newington. Real Property is assessed at 70% of a base year of value established on the October 1, 2011 revaluation. Commercial Personal Property and Motor Vehicles are also assessed at 70% annually. The Grand List consists of over 12,100 real estate parcels, 1,400 commercial personal property accounts and 30,000 taxable motor vehicles. The office is also responsible for assisting special service programs by annually updating over 550 elderly, 50 blind, 6,100 special assessment adjustments for veterans, and 250 disabled exemptions for Newington taxpayers.

HIGHLIGHTS OF FY 2015-2016 OPERATION

- Completed 7 court case appeals on the 2011 grand list which was the last revaluation.
- Continued to maintain and administer the computer interface with the Geographic Information System (GIS) to include all property data.
- Inspected and valued all residential and commercial properties that had building permits.
- Contracted with eQuality Valuation Services, llc to assist with the October 1, 2015 Revaluation of all real estate parcels. The process was nearly completed and notices to property owners were mailed out and informal hearings held.
- Filed all required reports with the State of Connecticut in a timely fashion.

OBJECTIVES

- Continue to provide taxpayers and professionals with courteous and responsive service.
- Implement the next revaluation of all real estate effective for the October 1, 2015 grand list.
- Prepare the defense with the town attorney for the commercial property court appeals from the 2015 revaluations.
- Maintain an equalized tax base according to State Statutes and professional standards.
- Meet all filing requirements of the State of Connecticut.

MAJOR BUDGET CHANGES AND COMMENTARY

- A partial restoration of prior year adjustments was made to Seasonal, Dues & Subscriptions, Conferences, Meetings & Training, Printing and Binding and Office Supplies.
- Consultants/Special Contractor reflects the reinstatement of personal property audits which generates approximately \$70,000 in revenue.

Function	Activity	Program	Code
General Government	Finance	Assessor	0152

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
<u>PERSONAL SERVICES</u>						
309,329	313,111	311,736	8101 Full time salaries	315,527	315,527	315,527
2,520	0	5,000	8104 Seasonal	4,500	3,000	3,000
900	1,000	1,000	8105 Longevity	1,000	1,000	1,000
312,750	314,111	317,736	OBJECT TOTAL	321,027	319,527	319,527
<u>PROFESSIONAL SVCS</u>						
2,324	1,700	2,592	8202 Dues and Subscriptions	2,345	2,345	2,345
1,656	2,000	1,325	8204 Conferences,Meetings,Training	2,410	2,000	2,000
2,638	2,880	2,463	8216 Printing and Binding	3,490	3,000	3,000
3,000	0	0	8217 Consultants/Special Contractor	3,000	3,000	3,000
9,618	6,580	6,380	OBJECT TOTAL	11,245	10,345	10,345
<u>MATERIAL &amp; SUPPLIES</u>						
598	0	200	8301 Office Supplies	600	600	600
598	0	200	OBJECT TOTAL	600	600	600

322,966	320,691	324,316	TOTAL	332,872	330,472	330,472
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	FINANCE	BOARD OF ASSESSMENT APPEALS	153

### EXPLANATION

The Board of Assessment Appeals (BAA) consists of three members appointed by the Council empowered to change assessments to correct any inequities, errors or omissions it may discover. The Board meets in September to review the Motor Vehicle list and during the month of March to hear aggrieved taxpayers that have filed an appeal application on or before the February 20th deadline.

### HIGHLIGHTS OF FY 2015-2016 OPERATION

- The Board of Assessment Appeals held meetings on 3 days during March 2015 to hear 14 appeals on the October 1, 2014 Grand List.
- Motor vehicle hearings were held in September 2015 with final decisions and adjustment certificates mailed within a 24-hour period.

### OBJECTIVES

- To produce a finalized Grand List that is free of inequities and errors and complies with the State of Connecticut laws for Board of Assessment Appeals.
- Hear as many as 200 appeals after the 2015 revaluation.

### MAJOR BUDGET CHANGES AND COMMENTARY

None.

Function	Activity	Program	Code
General Government	Finance	Board of Assess. Appeals	0153

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PERSONAL SERVICES</u>			
1,500	1,500	1,500	8103 Part Time	1,500	1,500	1,500
1,500	1,500	1,500	OBJECT TOTAL	1,500	1,500	1,500

1,500	1,500	1,500	TOTAL	1,500	1,500	1,500
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FUNCTION GENERAL GOVERNMENT	ACTIVITY FINANCE	PROGRAM REVENUE COLLECTOR	CODE 154
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### EXPLANATION

The Office of the Revenue Collector is responsible for the collection, process and depositing of property taxes in accordance with Connecticut General Statutes §12-130; serves as the central depository of revenue for the Town Clerk's Office, Parks and Recreation, Senior Center, Police, Library, Building, Engineering, Sanitation and Finance Departments. It is also responsible for the input of parking tickets into the system, and for collecting parking violation fines. The Revenue Office is responsible for approximately 75% of the revenue for the Town of Newington. In addition, the collector must enforce payment of delinquent taxes as required by the State Statutes, using recommended collection methods; balance collections each day and make regular deposits with a Police escort; maintain accurate collection records and controls; and secures the maximum collection of revenue due the Town and safeguards the collected revenues.

### HIGHLIGHTS OF FY 2015-2016 OPERATION

- Assign Alias Tax Warrants to local Constables and Hartford County Sheriff.
- UCC Liens are filed with the State of Connecticut for delinquent Personal Property taxes.
- When Demand Notices are not acknowledged by taxpayers a lien may be placed against the real estate for outstanding motor vehicle taxes.
- Provide prior year payment history on Newington's web-site for taxpayers' IRS information and in binders in Tax Office.
- A Bank service known as Lockbox was not used in July and January. All payments are processed in the Revenue/Tax Office.
- State of Connecticut no longer charges the municipalities for reporting delinquent motor vehicles. A program "Civils" was implemented by DMV for a direct connection with municipalities. Paper clearances or stamped registrations are no longer accepted by the DMV. Their intent is to have everyone process registration renewals and more on line with the DMV. The Tax Office is responsible to notify DMV directly via the internet when someone is cleared at the DMV.

### OBJECTIVES

- Maintain the high collection rate.
- Continue to use alternate methods for collections wherever appropriate; i.e., constables, sheriffs, and tax sales.
- Improve computer capabilities to further enhance the tax collection program.
- Continue to provide the public with accurate information along with efficient and courteous service.
- Promote opportunities for the Tax Office staff to attend training for personal development and improved customer service performance.
- Continue to initiate Tax Sales for real estate properties where tax payments are minimal, inconsistent or completely ignored.
- Enable taxpayers to make payments and review accounts on-line through Newington's web-site.

### MAJOR BUDGET CHANGES AND COMMENTARY

- A reduction was made to Postage & Shipping and Consultants/Special Contractors to reflect the conversion to a system of only one printing and mailing of tax bills in July.

Function	Activity	Program	Code
General Government	Finance	Revenue Collector	0154

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
<u>PERSONAL SERVICES</u>						
200,153	201,916	204,966	8101 Full time salaries	204,164	204,164	204,164
14,640	11,173	16,317	8103 Part Time	16,282	16,282	16,282
2,588	2,650	2,650	8104 Seasonal	2,667	2,667	2,667
217,381	215,739	223,933	OBJECT TOTAL	223,113	223,113	223,113
<u>PROFESSIONAL SVCS</u>						
805	800	800	8201 Public Notification	800	800	800
195	195	195	8202 Dues and Subscriptions	195	195	195
1,335	1,100	1,100	8204 Conferences,Meetings,Training	1,100	1,100	1,100
16,361	14,000	15,400	8205 Postage and Shipping	15,200	12,600	12,600
0	125	125	8212 Equipment Maintenance	125	125	125
1,950	1,950	1,950	8216 Printing and Binding	1,950	1,950	1,950
17,065	10,870	9,470	8217 Consultants/Special Contractor	11,070	8,670	8,670
7,318	7,700	0	8220 Other Contractual Services	0	0	0
254,071	254,520	257,650	8224 Elderly Tax Relief Program	257,650	257,650	257,650
299,100	291,260	286,690	OBJECT TOTAL	288,090	283,090	283,090
<u>MATERIAL &amp; SUPPLIES</u>						
429	700	700	8301 Office Supplies	700	600	600
986	1,590	1,590	8302 Technical Supplies	1,590	1,590	1,590
1,415	2,290	2,290	OBJECT TOTAL	2,290	2,190	2,190

517,897	509,289	512,913	TOTAL	513,493	508,393	508,393
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FUNCTION GENERAL GOVERNMENT	ACTIVITY FINANCE	PROGRAM AUDITING	CODE 155
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EXPLANATION

Connecticut General Statutes §7-392, along with regulations promulgated by the State Tax Commissioner, mandates the manner in which Town finances are recorded. The Town Charter requires that the Town Council annually appoint a firm of independent public accountants to conduct the audit.

HIGHLIGHTS OF FY 2015-2016 OPERATION

- The auditing firm of Blum Shapiro conducted the audit of the FY 2014-2015 financial records during the FY 2015-2016.

OBJECTIVES

- To examine the FY 2015-2016 financial reports of the Town and certify that they are in accordance with the provisions of the Town Charter, the Connecticut General Statutes, and generally accepted accounting standards.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
General Government	Finance	Auditing	0155

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
38	40	40	8201 Public Notification	40	40	40
45,900	46,500	46,500	8217 Consultants/Special Contractor	46,500	46,500	46,500
45,938	46,540	46,540	OBJECT TOTAL	46,540	46,540	46,540

45,938	46,540	46,540	TOTAL	46,540	46,540	46,540
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FUNCTION  
GENERAL GOVERNMENT

ACTIVITY  
FINANCE

PROGRAM  
PURCHASING

CODE  
157

EXPLANATION

The purchasing program, which provides the funds necessary to pay for the competitive bidding procedure required by the Town Charter, primarily includes the costs for legal advertisements in local newspapers. Sealed bids or proposals must be solicited for purchases over \$30,000.

HIGHLIGHTS OF FY 2015-2016 OPERATION

- Bids were awarded for cleaning services at three Town buildings.
- Formal proposals were received for lease purchase financing of the Newington Volunteer Fire Department's Pierce Velocity custom heavy duty rescue truck and related equipment.

OBJECTIVES

- Continue to maximize financial efficiency and effectiveness by preparing and advertising Bids/Requests for Proposals as necessary.
- Continue to handle the central purchasing operations for various departments to enhance buying power through economy of scale and ease the administrative burden on departments.
- Monitor the purchasing activities that departments engage in individually to ensure compliance with the guidelines set forth by the Town Charter and the Town Manager.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
General Government	Finance	Purchasing	0157

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
428	1,020	1,015	8201 Public Notification	1,000	1,000	1,000
30	30	35	8202 Dues and Subscriptions	35	35	35
25	75	75	8204 Conferences,Meetings,Training	75	75	75
483	1,125	1,125	OBJECT TOTAL	1,110	1,110	1,110

483	1,125	1,125	TOTAL	1,110	1,110	1,110
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FUNCTION  
GENERAL GOVERNMENT

ACTIVITY  
TOWN ATTORNEY

PROGRAM

CODE  
160

### EXPLANATION

The Town Attorney, appointed by the Mayor for the term of the appointing Mayor, serves as legal advisor to the Council, the Manager, and all commissions, boards, departments and offices of the Town. The Town Attorney represents the Town in any action or proceeding in which the Town or any commission, board, department or office is a party or has an interest; and in all litigation, including condemnation actions for the acquisition of land, appeals from the decisions of regulatory boards and commissions, suits for the enforcement of zoning regulations, foreclosures, payment of tax liens, and defense of the Town in damage suits.

### HIGHLIGHTS OF FY 2015-2016 OPERATION

- Opened numerous working files since July 1 (does not include many miscellaneous day to day requests and contacts with Town officials).
- Had contact with almost every Town department and various commissions and committees.
- Defense of litigation in U. S. District Court and State of Connecticut Superior Court.
- Reviewed contractual agreements to protect the Town's interests.
- In November 2015, Mayor Zartarian appointed Ben Ancona, Jr. as the new Town Attorney, Anthony Palermino as Assistant Town Attorney and Brian Giantonio as Labor Attorney.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Monthly retainer fees for Town Attorney and Labor Attorney are included in this budget.

Function	Activity	Program	Code
General Government	Town Attorney	Town Attorney	0160

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
50,000	0	59,500	8217 Consultants/Special Contractor	0	0	0
130,200	130,200	130,200	8220 Other Contractual Services	130,200	130,200	130,200
180,200	130,200	189,700	OBJECT TOTAL	130,200	130,200	130,200

180,200	130,200	189,700	TOTAL	130,200	130,200	130,200
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FUNCTION GENERAL GOVERNMENT	ACTIVITY TOWN CLERK & RECORDS ADMIN.	PROGRAM	CODE 170
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**EXPLANATION**

The office of the Town Clerk operates in accordance with the Connecticut General Statutes (Chapters 92, 93, 141, 145, 821, et al.), Town Charter and Code of Ordinances. The office interacts with State departments and agencies, records documents, maintains and preserves permanent and historical records, and responds to inquiries from the public. The office assumes an official role in the election process, tracks board and commission membership, issues various licenses and permits, updates the Code of Ordinances, and acts as Registrar of Vital Statistics.

**HIGHLIGHTS OF FY 2015-2016 OPERATION**

	2010-11	2011-12	2012-13	2013-14	2014-2015	2015-2016 (Through 12/17/15)
Documents Recorded	5,773	5,596	6,257	5,232	5,129	2381
Recording Fees	\$146,974	\$140,548	\$180,560	\$84,983	\$85,658	\$45,397
Conveyance Tax	\$192,847	\$176,020	\$241,036	\$249,367	\$257,210	\$139,437

- In September the office began to file electronically recorded documents (E-recording) on the land records. A year later, this represents 25% of our land record volume.
- Land record copy revenue from the CT Clerks online portal continues to increase each month—attorneys and title searchers offer favorable comments about this service.
- Awarded \$4,000 Historic Document Preservation grant used to scan and digitize 44 volumes of land records—electronic images available from 1989 to present. Staff also does backfile scanning during slow times.
- Installed label printers at workstations to create digital mailing and electoral labels for issuing absentee ballots. Upgrade replaces typewriters and streamlines process. This upgrade will be extremely beneficial during a Presidential Election year.
- Created, edited and published two quarterly issues of Newington Notes.
- Uploaded ten years of TPZ and Town Council minutes into searchable database, an unattained goal for several years.
- Engaged staff in professional development opportunities through CCM and Connecticut Town Clerks Association (CTCA).
- Town Clerk feted at Award Ceremony in recognition of her years of dedicated service to her (Westbrook) community conducted with dignity and distinction.

**OBJECTIVES**

- Procure \$5,000 Historic Document Preservation Grant.
- Scan and digitize land record images. Goal is to scan images back to 1976.
- Hire and train full-time assistant Town Clerk to replace Toni St. Pierre who will be retiring.
- Work with IT to allow credit card payments in the Town Clerk’s office.
- Continue to edit and publish quarterly issues of Newington News.
- Identify internal and external professional development opportunities for staff—expand knowledge and skills by cross-training staff.
- Implement State’s electronic birth registry system, and Electronic Management System for end-of-night reporting of election results.
- Upload prior years of Town Council & TPZ minutes into searchable database.
- Continue to streamline/re-design the delivery of services with an eye toward maintaining/improving fiscal efficiency.
- Deliver superb customer service.

**MAJOR BUDGET CHANGES AND COMMENTARY**

- Line items reflect increase due to funds no longer available from the Community Investment Account.

Function	Activity	Program	Code
General Government	Town Clerk & Records Admin.	Town Clerk & Records Admin.	0170

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
<u>PERSONAL SERVICES</u>						
137,357	137,883	102,133	8101 Full time salaries	140,104	139,838	139,838
16,814	16,796	10,746	8103 Part Time	16,796	16,796	16,796
3,275	2,952	15,802	8104 Seasonal	3,995	3,995	3,995
157,446	157,631	128,681	OBJECT TOTAL	160,895	160,629	160,629
<u>PROFESSIONAL SVCS</u>						
470	0	0	8202 Dues and Subscriptions	520	520	520
109	0	0	8203 Transportation	168	168	168
615	0	0	8204 Conferences,Meetings,Training	1,000	1,000	1,000
1,322	0	0	8211 Facilities Rental & Storage	1,349	1,349	1,349
0	0	0	8212 Equipment Maintenance	948	948	948
300	0	0	8216 Printing and Binding	300	300	300
12,254	11,082	11,082	8220 Other Contractual Services	11,187	11,187	11,187
15,070	11,082	11,082	OBJECT TOTAL	15,472	15,472	15,472
<u>MATERIAL &amp; SUPPLIES</u>						
391	0	0	8301 Office Supplies	391	391	391
8,263	8,790	8,790	8302 Technical Supplies	9,755	9,755	9,755
8,653	8,790	8,790	OBJECT TOTAL	10,146	10,146	10,146
<u>CAPITAL OUTLAY</u>						
875	0	0	8402 Technical Equipment	0	0	0
875	0	0	OBJECT TOTAL	0	0	0

182,044	177,503	148,553	TOTAL	186,513	186,247	186,247
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	PERSONNEL		180

### EXPLANATION

As Personnel Director, the Town Manager, supported by office staff, is responsible for all full-time classified permanent Town employees. All labor relations with administrative employees, AFSCME (including Board of Education) and IBPO positions, along with several part-time positions are the responsibilities of the Office of the Town Manager. The personnel function includes employee recruitment, interviewing, pre-screening, benefit and Town orientation, employee training and grievance handling.

### HIGHLIGHTS OF FY 2015-2016 OPERATION

- Town Manager John Salomone resigned on January 7, 2016. Town Clerk Tanya Lane was appointed as Acting Town Manager for an initial period of 90 days, per Town Charter.
- Through February 2016, four full-time employee retired, two resigned, or otherwise left full-time employment, five full-time and several part-time employees were hired and/or promoted and several part-time employees were transferred and/or promoted.
- Continued the employee performance evaluation and goal setting process
- Sponsored training seminars on various topics for General Government employees and department heads.
- Revised a number of Job Descriptions as positions became vacant.
- Hired a new Chief of Police and Parks and Recreation Superintendent

### OBJECTIVES

- To promote training in areas of diversity, sexual harassment, and "on the job" enhancement opportunities.
- To continue enhancing the various programs and functions within the personnel area to assure compliance with all federal and state regulations.
- To continue to foster growth through professional development opportunities available both internally and externally.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Consultants/Special Contractors reflects a focus on using resources more efficiently.

Function	Activity	Program	Code
General Government	Personnel	Personnel	0180

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
2,193	7,595	7,595	8201 Public Notification	7,595	7,595	7,595
35	35	35	8202 Dues and Subscriptions	35	35	35
4,581	6,645	6,645	8204 Conferences,Meetings,Training	6,645	6,645	6,645
40,816	30,023	54,023	8217 Consultants/Special Contractor	30,023	28,023	28,023
47,625	44,298	68,298	OBJECT TOTAL	44,298	42,298	42,298
			<u>MATERIAL &amp; SUPPLIES</u>			
509	510	510	8301 Office Supplies	510	510	510
509	510	510	OBJECT TOTAL	510	510	510

48,134	44,808	68,808	TOTAL	44,808	42,808	42,808
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FUNCTION GENERAL GOVERNMENT	ACTIVITY GENERAL SERVICES	PROGRAM FACILITIES MANAGEMENT	CODE 191
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EXPLANATION

The Facilities department has the responsibility of maintaining and operating the Town Hall Complex (which consists of the Police Department, the Council Chamber and Auditorium, General Administrative offices, the Board of Education offices and the Mortensen Community Center). The Town Hall complex, a former high school converted to office use in 1972, totals 89,446 square feet of which 75,906 are used for General Government and recreational purposes with the remainder occupied by the Administrative offices of the Board of Education. This program also contains those items required to administer and maintain buildings owned by the Town which are not budgeted elsewhere including the Newington Volunteer Ambulance Corps building, Historic Homes, Parks and Grounds buildings including the Cemetery chapel and the Highway Garage building structures.

HIGHLIGHTS OF FY 2015-2016 OPERATION

- Completed the exterior painting of the Kellogg Eddy House
- Started the addition on the Chapel with completion in the spring of 2015
- Repaired the dormers and replaced the dormer roof at the Library

OBJECTIVES

- Assist the New Town Hall Renovation Building Committee and Town Manager as requested in the effort to renovate the Town Hall Building and Community Center.
- Continue to develop and refine a Town wide building maintenance program that will ensure the long term use of all facilities.
- Increase operational effectiveness & efficiency of all Town Buildings and infrastructure by increasing Preventive Maintenance
- Work with all other department managers to meet their vision of facilities required to meet their specific use of Town buildings and to Promote Building-Wide Energy Efficiency.
- Identify facility improvements to all Town buildings and submit plans to achieve these improvements to the Town Manager.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries increased for the addition in January 2017 of an Electrician position. Savings from the addition of this position can be seen in Facilities Maintenance.
- Part Time decreased due to change in personnel.
- Utilities and Heating Fuel were reduced 5% to reflect savings due to energy efficiency management and upgrades.
- Equipment Maintenance increased for necessary maintenance contracts on new and existing equipment.
- Facilities Maintenance reflects savings from the addition of a full time electrician to the staff in January 2017 and the reclassification of some contracts, such as custodial, to Other Contractual. This is offset somewhat by the addition of carpet cleaning at the Police station, Senior & Disabled Center and Library.
- Other Contractual reflects addition of roof maintenance contracts and custodial contracts for Highway garage and Parks garage.
- Technical Supplies and Construction and Maintenance Materials reflect the need for more supplies and materials to complete in-house building and equipment repairs while reducing the use of outside contractors.

FUNCTION	ACTIVITY	PROGRAM	CODE
General Government	General Services	Facilities Management	0191

2014-2015 Actual	2015-2016 Original Budget	2015-2016 Revised Budget		2016-2017 Department Request	2016-2017 Manager Proposed	2016-2017 Council Adopted
<u>PERSONAL SERVICES</u>						
257,041	284,069	285,419	8101 Full Time	351,602	318,197	318,197
6,422	5,000	6,500	8102 Overtime	7,000	7,000	7,000
27,011	27,099	27,099	8103 Part Time	25,313	25,313	25,313
1,300	1,400	1,400	8105 Longevity	1,500	1,500	1,500
291,774	317,568	320,418	OBJECT SUBTOTAL	385,415	352,010	352,010
<u>PROFESSIONAL SERVICES</u>						
0	500	649	8202 Dues and Subscriptions	800	800	800
0	2,500	3,395	8204 Conferences, Meetings, Training	2,500	2,500	2,500
447,700	495,930	495,930	8206 Utilities	495,930	471,130	471,130
300	300	300	8207 Clothing Allowance	300	400	400
15,298	20,316	20,876	8212 Equipment Maintenance	27,731	26,731	26,731
275,531	267,805	266,350	8213 Facilities Maintenance	168,370	130,445	130,445
885	8,300	8,300	8220 Other Contractual Services	135,314	150,530	150,530
739,714	795,651	795,800	OBJECT SUBTOTAL	830,945	782,536	782,536
<u>MATERIALS &amp; SUPPLIES</u>						
772	1,000	1,000	8301 Office Supplies	1,000	1,000	1,000
1,361	10,500	5,820	8302 Technical Supplies	23,340	13,500	13,500
1,037	1,037	1,037	8303 Uniforms and Clothing	1,037	1,600	1,600
22,898	27,033	27,033	8305 Cleaning Supplies	27,853	27,853	27,853
13,072	30,000	27,270	8306 Construction & Maintenance Materials	65,700	65,700	65,700
166,877	283,000	283,000	8308 Heating Fuel	283,000	268,850	268,850
0	200	200	8310 Other Materials	200	200	200
206,017	352,770	345,360	OBJECT SUBTOTAL	402,130	378,703	378,703
<u>CAPITAL OUTLAY</u>						
4500	0	0	8404 Trucks & Tractors	0	0	0
3510	0	6311	8405 Construction & Maint Equipment	0	0	0
3079	0	950	8406 Office Equipment	0	0	0
8,570	0	0	8408 Building Improvements	0	0	0
19,659	0	7,261	OBJECT SUBTOTAL	0	0	0
1,257,164	1,465,989	1,468,839	TOTAL	1,618,490	1,513,249	1,513,249

FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	GENERAL SERVICES	CENTRAL SERVICES	195

EXPLANATION

The Central Services program provides for common services shared by departments within Town Hall including costs for duplication, envelopes, and postage.

OBJECTIVES

- Continue to maintain postage equipment, photocopiers, fax machines, and other items that are shared by more than one department.
- To realize savings through the bulk purchase of commonly used paper supplies.

MAJOR BUDGET CHANGES AND COMMENTARY

- Office Supplies reflects the increase in the cost of photocopy paper and envelopes.

Function	Activity	Program	Code
General Government	General Services	Central Services	0195

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PERSONAL SERVICES</u>			
447	600	600	8104 Seasonal	606	606	606
447	600	600	OBJECT TOTAL	606	606	606
			<u>PROFESSIONAL SVCS</u>			
45,195	42,330	40,170	8205 Postage and Shipping	42,330	39,930	39,930
10,157	8,112	10,512	8210 Equipment Rental	8,160	10,560	10,560
4,170	4,197	3,957	8212 Equipment Maintenance	4,197	4,197	4,197
59,522	54,639	54,639	OBJECT TOTAL	54,687	54,687	54,687
			<u>MATERIAL &amp; SUPPLIES</u>			
11,507	12,037	12,037	8301 Office Supplies	12,371	12,371	12,371
11,507	12,037	12,037	OBJECT TOTAL	12,371	12,371	12,371

71,475	67,276	67,276	TOTAL	67,664	67,664	67,664
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	GENERAL SERVICES	INFORMATION TECHNOLOGY	197

**EXPLANATION**

This program provides for the management, acquisition, maintenance, operation, and security of computer systems used by Town departments.

**HIGHLIGHTS OF FY 2015-2016 OPERATION**

- Parks and Recreation Vermont Systems software application (RecTrac/WebTrac) deployment
- Network edge switch upgrades
- Library Pay for Print and PC Reservation application deployment
- Microsoft Office 2016 upgrade and deployment
- Microsoft Windows 10 operating system upgrade and deployment
- Completion of migration from old network domain to new town domain
- Two Factor Authentication deployment to comply with PCI and CJIS audit requirements

**OBJECTIVES**

- Work with Town departments to help identify areas where technology can assist them in reaching their goals and objectives.
- Work on improving network visibility as it relates to realtime network monitoring, performance/ health monitoring, network protection and power consumption.
- Where possible, work with other communities and regional organization on cost sharing opportunities.

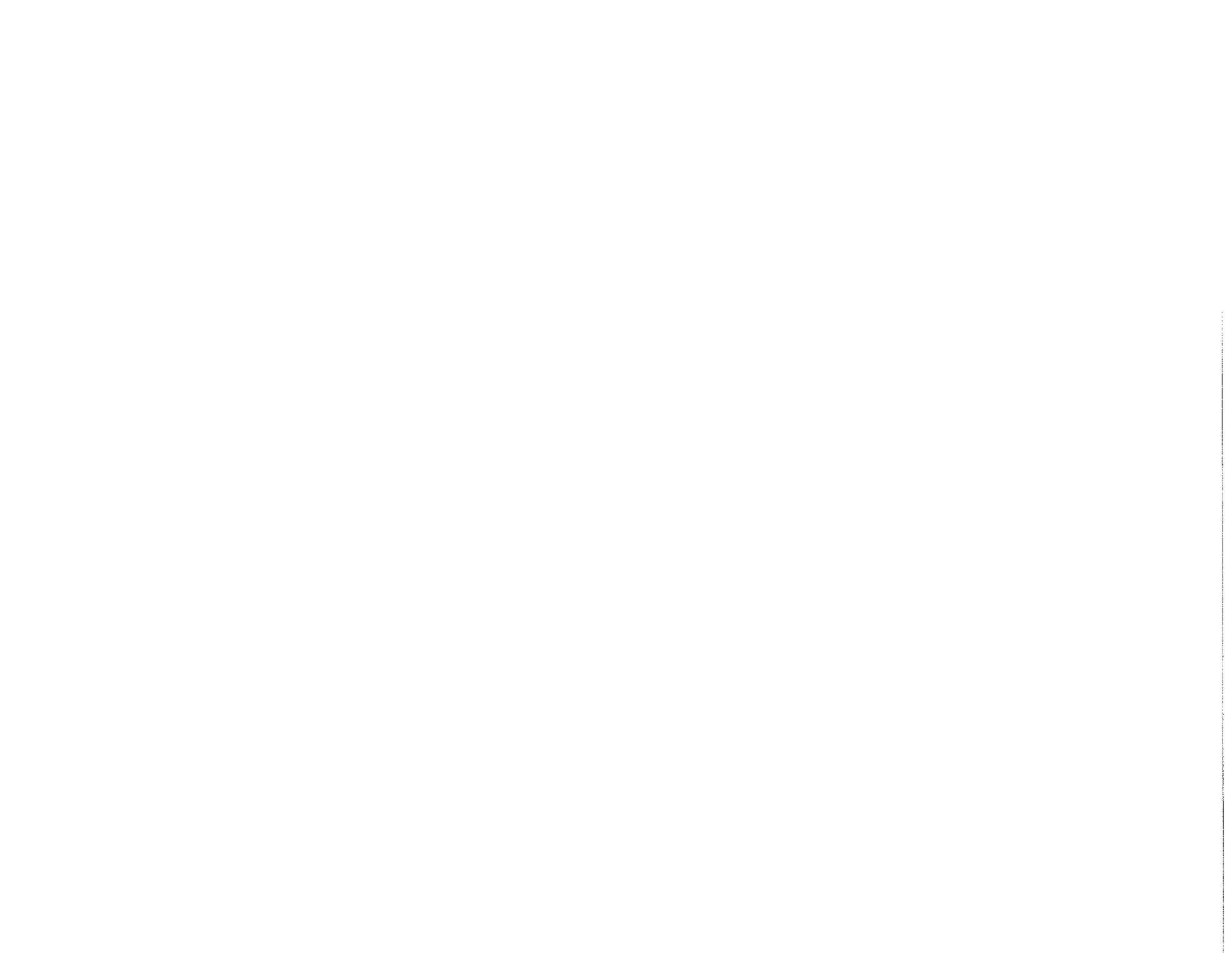
**MAJOR BUDGET CHANGES AND COMMENTARY**

- Telephone reflects expected price increases and the addition of Police cellular MDT fees which were formerly in the Police budget. These increases are partially offset by the removal of LTE service on 11 iPads issued to other users.
- Equipment Maintenance shows a decrease in costs due to Microsoft software assurance fees being paid in 2015-2016. Microsoft renewals will be due again in 2018.
- Other Contractual Services decreased to reflect changes in Police MDT maintenance fees.

Function	Activity	Program	Code
General Government	General Services	Information Technology	0197

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PERSONAL SERVICES</u>			
388,517	390,772	398,587	8101 Full time salaries	397,066	397,066	397,066
388,517	390,772	398,587	OBJECT TOTAL	397,066	397,066	397,066
			<u>PROFESSIONAL SVCS</u>			
110	964	964	8202 Dues and Subscriptions	964	964	964
563	4,800	4,800	8204 Conferences,Meetings,Training	4,800	4,800	4,800
80,879	86,250	86,250	8208 Telephone	108,000	102,238	102,238
269,612	402,617	412,417	8212 Equipment Maintenance	350,725	350,225	350,225
70,258	112,289	66,041	8220 Other Contractual Services	110,289	97,597	97,597
421,423	606,920	570,472	OBJECT TOTAL	574,778	555,824	555,824
			<u>MATERIAL &amp; SUPPLIES</u>			
18	100	100	8301 Office Supplies	100	100	100
20,586	23,176	23,176	8302 Technical Supplies	23,176	23,176	23,176
1,795	3,500	39,948	8307 Equipment Parts	3,500	3,500	3,500
22,399	26,776	63,224	OBJECT TOTAL	26,776	26,776	26,776
			<u>CAPITAL OUTLAY</u>			
53,503	1,500	1,500	8402 Technical Equipment	1,500	1,500	1,500
53,503	1,500	1,500	OBJECT TOTAL	1,500	1,500	1,500

885,843	1,025,968	1,033,783	TOTAL	1,000,120	981,166	981,166
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## PUBLIC SAFETY

210 POLICE

230 FIRE DEPARTMENT

250 STREET LIGHTING

260 EMERGENCY MANAGEMENT

270 EMERGENCY MEDICAL SERVICE

280 HYDRANTS



FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	POLICE	ADMINISTRATION	210

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2015-2016 Authorized</u>	<u>2016-2017 Requested</u>	<u>2016-2017 Proposed</u>	<u>2016-2017 Approved</u>
<u>Administrative</u>				
Chief of Police	1.0	1.0	1.0	1.0
Administrative Secretary III	1.0	1.0	1.0	1.0
Administrative Assistant to the Chief	1.0	1.0	1.0	1.0
Administrative Sergeant	1.0	1.0	1.0	1.0
<u>Patrol</u>				
Lieutenant	1.0	1.0	1.0	1.0
Sergeant	4.0	5.0	5.0	5.0
Police Officer	29.0	28.0	28.0	28.0
<u>Investigation</u>				
Lieutenant	1.0	1.0	1.0	1.0
Sergeant	1.0	1.0	1.0	1.0
Detective	2.0	2.0	2.0	2.0
Police Officer	4.0	4.0	4.0	4.0
Youth Officer	1.0	1.0	1.0	1.0
Administrative Secretary I	1.0	1.0	1.0	1.0
Civilian Evidence/Property Room Clerk	0.0	0.0	0.0	1.0
<u>Communications</u>				
Dispatcher	7.0	7.0	7.0	7.0
<u>Support Services</u>				
Lieutenant	1.0	1.0	1.0	1.0
Sergeant	3.0	3.0	3.0	3.0
Community Service Officer	1.0	1.0	1.0	1.0
School Resource Officer	1.0	1.0	0.0	1.0
Police Records Supervisor	1.0	1.0	1.0	1.0
Administrative Secretary I	1.0	1.0	1.0	1.0
Administrative Clerk (PT)	0.5	0.5	0.5	0.5
<u>Canine Control</u>				
Animal Control Officer (PT)	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	64.5	64.5	63.5	65.5
Seasonal (work hours)	352.5	352.5	255.3	255.3

FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM ADMINISTRATION	CODE 211
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**EXPLANATION**

Under the direct supervision of the Chief of Police, this unit includes long term planning for the department, budgetary preparation and implementation, purchasing, payroll, grants, police recruitment and hiring, labor issues, responding to community and citizens' needs or complaints, interdepartmental coordination, participating and assisting in regional, state and federal law enforcement initiatives, as well as coordination of building maintenance and upkeep.

**HIGHLIGHTS OF FY 2015-2016 OPERATION**

**Infrastructure:** The department continues to work with KT International in partnership with the Capitol Region Council of Governments (CRCOG) to bring a new web based Records Management System into service. The department has completed policy development, installation, training, and the implementation of Mobile Video/Audio Recording (MVR) equipment in patrol vehicles.

**Staffing:** Three police recruits completed their training at the Connecticut Police Academy and graduated on December 16, 2015. A fourth police officer was hired and began his recruit training at the police academy on December 31, 2015. The four new police officers brings the staffing level to 50 sworn officers out of an authorized strength of 51.

**Community Outreach:** On October 7, 2015, a police-community forum was held in the auditorium of the Town Hall. The event was attended by approximately 50 local residents and business owners who were given the opportunity to voice their concerns about crime, traffic, and other issues important to police department operations. The forum will be held on an annual basis. The department implemented a Crisis Intervention Team to work collaboratively with Newington Human Services and other regional mental health providers to deal more effectively with persons suffering from mental illness.

**OBJECTIVES**

- We will continue to recruit and select only the best qualified police officers for town service.
- Continue to seek grants and funding opportunities to assist in improving police service to the community.
- We will continue to improve the department's infrastructure.
- We will continue to work cooperatively with other local, state, and federal law enforcement agencies.

**MAJOR BUDGET CHANGES AND COMMENTARY**

- Dues and Subscriptions increased for Capitol Region Chief of Police dues and International Association Chiefs of Police NET service access.
- Consultant/Special Contractor reflects addition of shared fees for our participation in the Capital Region Digital Investigation Squad. Other increases include the cost of bio hazard cleanups of cruisers and prison cells and required gas mask fittings.

Services experienced by the Department are as follows:

Calendar Year	Calls for Service	Part 1 (Major) Crimes	Criminal Arrests	DUI Arrests	Traffic Violations	MV Accidents
2014	28,570	862	923	91	8,386	1,432
2013	26,977	831	909	111	6,196	1,485
2012	29,355	896	1,096	123	8,636	1,374
2011	28,301	857	1,087	115	7,593	1,507

Function	Activity	Program	Code
Public Safety	Police Department	Police Administration	0211

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
<u>PERSONAL SERVICES</u>						
353,097	349,619	349,969	8101 Full time salaries	351,257	351,257	351,257
5,888	7,254	2,720	8102 Overtime	7,459	7,459	7,459
7,450	7,650	5,650	8105 Longevity	6,750	6,750	6,750
366,435	364,523	358,339	OBJECT TOTAL	365,466	365,466	365,466
<u>PROFESSIONAL SVCS</u>						
2,580	3,110	3,110	8202 Dues and Subscriptions	4,775	4,775	4,775
720	720	720	8204 Conferences,Meetings,Training	840	840	840
2,000	2,000	1,000	8207 Clothing Allowance	2,000	2,000	2,000
8,416	900	710	8217 Consultants/Special Contractor	5,015	5,015	5,015
13,716	6,730	5,540	OBJECT TOTAL	12,630	12,630	12,630
<u>MATERIAL &amp; SUPPLIES</u>						
1,504	1,510	1,510	8302 Technical Supplies	1,510	1,510	1,510
1,504	1,510	1,510	OBJECT TOTAL	1,510	1,510	1,510
<u>CAPITAL OUTLAY</u>						
19,505	0	0	8402 Technical Equipment	0	0	0
299	300	300	8406 Office Equipment	300	300	300
19,804	300	300	OBJECT TOTAL	300	300	300

401,459	373,063	365,689	TOTAL	379,906	379,906	379,906
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FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM PATROL	CODE 212
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### EXPLANATION

Provides basic uniformed patrol coverage on a regular schedule 24 hours a day, seven days a week. The cost of regular time and overtime is included in Personnel Services and is calculated from planned staffing and anticipated off-line time.

### HIGHLIGHTS OF FY 2015-2016 OPERATION

- Continued to provide 24 hour town-wide coverage with uniformed officers and distinctively marked patrol vehicles, unmarked patrol vehicles, motorcycles, off-road utility vehicles and bicycles.
- Continued to handle all calls for service, minor complaints, sick or injured calls, first response to serious incidents and, when the opportunity presents itself, immediate follow-up to serious crimes.
- Maintained increased patrols on the Berlin Turnpike with a goal of reducing loitering, noise, criminal and traffic violations, and increasing the general safety of the public.
- Supplied fingerprinting services for town residents and business persons.
- Maintained and enhanced traffic enforcement efforts including DUI patrols and checkpoints.
- Conducted directed patrols and problem solving techniques in response to complaints of traffic, quality of life, or criminal issues.
- Continued to conduct increased motor vehicle enforcement in an effort to reduce motor vehicle accidents throughout town.

### OBJECTIVES

- Continue to provide 24 hour town-wide coverage with uniformed officers and distinctively marked patrol vehicles, unmarked patrol vehicles, motorcycles, off-road utility vehicles, and bicycles.
- Continue to handle all calls for service, minor complaints, sick or injured calls, first response to serious incidents and, when the opportunity presents itself, immediate follow-up to serious crimes.
- Conduct directed patrols and problem solving techniques in response to complaints of traffic congestion, quality of life issues, and/or criminal issues.
- Maintain increased patrols on the Berlin Turnpike with a goal of reducing loitering, noise, criminal and traffic violations, and increasing the general safety of the public.
- Continue to conduct increased motor vehicle enforcement in an effort to reduce motor vehicle accidents throughout town.
- Maintain and enhance traffic enforcement efforts including DUI patrols and checkpoints.
- Continue expansion of the patrol division's involvement in community policing and problem solving.
- Maintain and enhance customer services provided to the residential and business communities.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects shift of a police officer position to Sergeant in order to strengthen first line supervision for evenings.
- Overtime increased for contractual obligations, partially offset by new Sergeant's position reflected in full time.

Function	Activity	Program	Code
Public Safety	Police Department	Police Patrol	0212

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
<u>PERSONAL SERVICES</u>						
2,660,138	2,962,544	2,846,544	8101 Full time salaries	3,064,296	3,079,544	3,034,650
778,379	603,738	756,488	8102 Overtime	609,919	609,919	609,919
3,438,517	3,566,282	3,603,032	OBJECT TOTAL	3,674,215	3,689,463	3,644,569
<u>PROFESSIONAL SVCS</u>						
0	95	0	8202 Dues and Subscriptions	95	95	95
150	150	150	8204 Conferences,Meetings,Training	150	150	150
33,000	35,000	29,000	8207 Clothing Allowance	35,000	35,000	35,000
418	486	486	8212 Equipment Maintenance	486	486	486
1,987	2,050	2,050	8220 Other Contractual Services	2,050	2,050	2,050
35,554	37,781	31,686	OBJECT TOTAL	37,781	37,781	37,781
<u>MATERIAL &amp; SUPPLIES</u>						
6,846	7,494	7,494	8302 Technical Supplies	8,006	8,006	8,006
27,352	19,915	26,915	8303 Uniforms and Clothing	19,915	19,915	19,915
2,243	2,500	2,500	8310 Other Materials	2,500	2,500	2,500
36,440	29,909	36,909	OBJECT TOTAL	30,421	30,421	30,421
<u>CAPITAL OUTLAY</u>						
3,386	3,400	3,400	8402 Technical Equipment	3,400	3,400	3,400
3,386	3,400	3,400	OBJECT TOTAL	3,400	3,400	3,400

3,513,897	3,637,372	3,675,027	TOTAL	3,745,817	3,761,065	3,716,171
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FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM INVESTIGATION	CODE 213
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### EXPLANATION

- Conducts original and follow-up investigation of all major crimes and complex crimes that require prolonged investigation or special training and expertise.
- Conducts vice and criminal intelligence operations and narcotics investigations and operations.
- Conducts crime scene processing.
- Conducts evidence processing and inventory services for the department.
- Conducts employee background checks.

### HIGHLIGHTS OF FY 2015-2016 OPERATION

- Detective Division Personnel continued their involvement in the Mid-State Major Crime Squad which provides evidence processing services for qualifying crimes to the towns of Newington, Wethersfield, Rocky Hill, Berlin, and Cromwell. During this fiscal year, the team conducted monthly training sessions and responded to requests for service from the towns of Newington and Berlin.
- The Detective Division continued to participate in the Capital Region Digital Investigation Squad (regional computer forensics lab). The lab is located in Manchester and provides investigators with work space equipment specifically designed for the forensic examination of electronic devices such as computers, tablets, and smart phones. Additionally, this initiative provides participating investigators with specialized training opportunities in the area of computer forensics as well as additional investigative personnel to assist with large-scale cases. During this fiscal year our detective assigned to the Capital Region Digital Investigation Squad attended specialized training and also performed forensic examination on electronic devices for Newington investigations.
- Newington Detectives executed a search and seizure warrant at a residence in the south end of town. The search and seizure warrant was based on facts gathered during an ongoing narcotics investigation. Upon arrival, detectives knocked on the door and announced their presence and that fact that they were there to serve a search warrant. No one came to the door so entry into the residence was forced with the use of a ram. Upon entering the home, detectives located five individuals, including the subject of the narcotics investigation. The home was searched and detectives seized items of evidence including narcotics, packaging materials, cash, and cellular telephones. The subject of the investigation was arrested on charges related to the possession and sale of drugs.
- Detectives and members of the DEA Narcotics Task Force executed a search and seizure warrant at a room at the Grantmoor Motor Lodge. The search and seizure warrant was based on facts gathered during an ongoing narcotics investigation conducted by a Newington Detective assigned to the task force. Upon arrival, detectives entered the room and seized several items of evidence. The evidence seized included cocaine, heroin, marijuana, drug paraphernalia/packaging material, a digital scale, and U.S. currency. The subject of the investigation was present in the room and was subsequently arrested on charges including Operating a Drug Factory, Possession of Narcotics, Possession of Narcotics with Intent to Sell, and Possession of Drug Paraphernalia.
- Detectives arrested a 41 year old New Britain, CT resident after investigation revealed that he was responsible for committing an armed robbery at the Dutch Point Credit Union located at 465 Willard Avenue. He was charged with Robbery in the 1st Degree, Larceny in the 3rd Degree, and Brandishing a Facsimile Firearm.

### OBJECTIVES

- Support the Patrol Division by assisting in criminal investigations
- Maintain open communication and professional relationships with internal divisions, other law enforcement agencies and the judicial system thereby enhancing the ability of the department to arrest and prosecute criminal offenders.
- Continue to participate in and support regional investigative initiatives.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time includes contractual increases and one additional holiday at straight time, as well as a new Civilian Evidence/Property Room position.
- Overtime reflects contractual increases and reinstatement of prior year cut.

Function	Activity	Program	Code
Public Safety	Police Department	Police Investigation	0213

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PERSONAL SERVICES</u>			
864,114	870,803	832,553	8101 Full time salaries	893,759	893,759	944,459
89,307	76,132	69,132	8102 Overtime	83,433	83,433	83,433
953,421	946,935	901,685	OBJECT TOTAL	977,192	977,192	1,027,892
			<u>PROFESSIONAL SVCS</u>			
150	380	380	8202 Dues and Subscriptions	380	380	380
9,000	9,000	9,000	8207 Clothing Allowance	9,000	9,000	9,000
0	3,650	3,650	8212 Equipment Maintenance	3,650	3,650	3,650
5,914	4,036	4,036	8220 Other Contractual Services	4,036	4,036	4,036
15,064	17,066	17,066	OBJECT TOTAL	17,066	17,066	17,066
			<u>MATERIAL &amp; SUPPLIES</u>			
5,657	5,316	5,316	8302 Technical Supplies	5,316	5,316	5,316
3,597	3,696	3,696	8310 Other Materials	3,696	3,696	3,696
9,253	9,012	9,012	OBJECT TOTAL	9,012	9,012	9,012
			<u>CAPITAL OUTLAY</u>			
1,047	0	0	8402 Technical Equipment	0	0	0
1,047	0	0	OBJECT TOTAL	0	0	0

978,785	973,013	927,763	TOTAL	1,003,270	1,003,270	1,053,970
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FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM TRAFFIC	CODE 214
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EXPLANATION

Provides for the establishment, staffing and review of crossing guard posts to provide safety for pedestrians of the community during school hours at high traffic volume areas.

OBJECTIVES

- Provide safe walk routes for Newington students walking to and from school.

MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time increases for two posts added on Halleran Dr. at Fleetwood Rd. and Church St. intersections.

Function	Activity	Program	Code
Public Safety	Police Department	Traffic	0214

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PERSONAL SERVICES</u>			
124,605	127,605	130,155	8103 Part Time	140,338	140,338	140,338
124,605	127,605	130,155	OBJECT TOTAL	140,338	140,338	140,338
			<u>MATERIAL &amp; SUPPLIES</u>			
385	308	308	8303 Uniforms and Clothing	308	308	308
385	308	308	OBJECT TOTAL	308	308	308

124,990	127,913	130,463	TOTAL	140,646	140,646	140,646
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	POLICE	COMMUNICATIONS	215

### EXPLANATION

Provides for the operation of the public safety communications system serving Police, Fire, and Emergency Medical operations 24 hours a day, seven days a week.

### HIGHLIGHTS OF FY 2015-2016 OPERATIONS

- Continued updating the new Computer Aided Dispatch System (CAD) for dispatching Police, Fire and EMS.
- Continued updating the Mobile Data system allowing officers to interface directly with the CAD/RMS from their patrol cars.
- A new "Next Generation" 911 computer system was installed in the communications center. Newington Police Department was one of ten departments in the state that were selected to test the system. It is anticipated that the new system will be installed throughout the state now that testing has been completed.

### OBJECTIVES

- Continue to provide training to Public Safety Dispatchers to improve quality and service.
- Maintain and enhance customer service provided to the community with professionalism and promptness.
- Provide Town Hall and Police Department after-hour security via electronic means.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time and Overtime include contractual wage increases and one additional holiday at straight time
- Telephone increased for Detective Division/Administration/Patrol cell phones.
- Equipment Maintenance reflects addition of maintenance contract for Visionpoint video wall.
- Office Equipment increased for reinstated funding of Dispatcher chair that was cut in prior year.

Function	Activity	Program	Code
Public Safety	Police Department	Police Communication	0215

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PERSONAL SERVICES</u>			
449,194	464,061	453,061	8101 Full time salaries	478,749	478,749	478,749
179,084	162,698	201,012	8102 Overtime	170,443	170,443	170,443
628,277	626,759	654,073	OBJECT TOTAL	649,192	649,192	649,192
			<u>PROFESSIONAL SVCS</u>			
312	350	350	8202 Dues and Subscriptions	350	350	350
4,900	4,900	4,900	8207 Clothing Allowance	4,900	4,900	4,900
19,667	15,800	15,800	8208 Telephone	30,872	20,300	20,300
14,325	31,622	31,622	8212 Equipment Maintenance	37,462	37,462	37,462
500	3,719	3,719	8220 Other Contractual Services	3,719	3,719	3,719
39,704	56,391	56,391	OBJECT TOTAL	77,303	66,731	66,731
			<u>MATERIAL &amp; SUPPLIES</u>			
1,668	1,353	1,353	8302 Technical Supplies	1,353	1,353	1,353
1,668	1,353	1,353	OBJECT TOTAL	1,353	1,353	1,353
			<u>CAPITAL OUTLAY</u>			
5,220	0	0	8406 Office Equipment	1,500	1,500	1,500
5,220	0	0	OBJECT TOTAL	1,500	1,500	1,500

674,869	684,503	711,817	TOTAL	729,348	718,776	718,776
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FUNCTION  
PUBLIC SAFETY

ACTIVITY  
POLICE

PROGRAM  
EDUCATION & TRAINING

CODE  
217

### EXPLANATION

The primary goal of the Education and Training Program of the Newington Police Department is to provide adequate, timely and up to date training to each of its members in order to maintain State of Connecticut certification. Training consists of four basic categories: Recruit Training, Field Training Officer (FTO Program), In-Service Training for State of Connecticut Certification, and Specialized Training.

### HIGHLIGHTS OF FY 2015-2016 OPERATION

- Conducted firearms training and low light qualifications for all Department members.
- Maintained the COLLECT certification of Department's Officers, communications, and clerical staff
- Continued monthly training of officers assigned to the Emergency Response Team.
- Maintained certifications of department members with patrol rifles and the X-26 Taser.
- Trained officers in the use of Less-Lethal Shotguns.
- Monthly training of Department's K-9 officer.
- Maintained certification of officers as Emergency Medical Responders.

### OBJECTIVES

- Recertification for state certified officers and NCIC-COLLECT users.
- Provide spring and fall firearms qualification including low light training for all officers.
- Continue interactive scenario based training using Simmunitions weapons and inert Tasers in the range "shoot house".
- Continue monthly training of the Department's K-9 Officer.
- Maintain Emergency Medical Response status of officers expiring in 2016/2017.
- Maintain Taser certification of department personnel.
- State of Connecticut recertification training for officers expiring in 2016/2017.
- Continue training on the Laser Shot system for interactive scenario based training on Taser, Firearms, OC, and decision making.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Overtime reflects contractual increases and additional State mandatory training.
- Conference, Meetings, Training increased for POST recruit training and recertification training.

Function	Activity	Program	Code
Public Safety	Police Department	Police Education & Training	0217

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PERSONAL SERVICES</u>			
111,499	120,943	115,943	8102 Overtime	130,461	130,461	130,461
600	600	600	8108 Education Incentive	600	600	600
112,099	121,543	116,543	OBJECT TOTAL	131,061	131,061	131,061
			<u>PROFESSIONAL SVCS</u>			
0	235	235	8202 Dues and Subscriptions	260	260	260
13,483	19,475	19,475	8204 Conferences,Meetings,Training	22,325	22,325	22,325
0	3,000	3,000	8221 Higher Education Support	3,000	3,000	3,000
13,483	22,710	22,710	OBJECT TOTAL	25,585	25,585	25,585
			<u>MATERIAL &amp; SUPPLIES</u>			
40,550	38,008	36,093	8302 Technical Supplies	38,248	38,248	38,248
1,755	1,772	1,772	8310 Other Materials	1,772	1,772	1,772
42,305	39,780	37,865	OBJECT TOTAL	40,020	40,020	40,020

167,888	184,033	177,118	TOTAL	196,666	196,666	196,666
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	POLICE	SUPPORT SERVICES	218

#### EXPLANATION

The Support Services Division assists all other operations in the Police Department including supervision of materials and supplies, maintenance of vehicles and equipment, radar/lidar certifications, records management, internal affairs investigations, citizen complaints, crime analysis, coordination of traffic enforcement, quality of life directed patrols, Community Services program, review and monitoring of patrol reports, supervision of the Community Services Officer (CSO), School Resource Officer (SRO) 50% funded by the BOE, and Training Officer (FTO) programs, special events coordination, recruit training, the TASER program, fingerprinting, communications, and animal control.

#### HIGHLIGHTS OF FY 2015-2016 OPERATION

- Deployed stealth stat speed monitoring devices to identify trouble spots and monitor traffic speeds on Newington roadways.
- The Community Services Unit conducted numerous traffic surveys aimed at reducing traffic speed through the use of a high visibility trailer.
- The Community Service Officer taught Child Safety programs in Newington Public Schools and local child-care facilities.
- The Community Service Officer taught the "Step Up" Program to all fifth through eighth graders enrolled in Newington Public Schools.
- Continued to utilize Social Media (Facebook and Twitter) as outreach tools to communicate with the public.
- Continued to conduct Citizens Police Academy programs to educate citizens on how their police department works along with the challenges facing police officers.
- Continued the School Resource Officer program at Newington High School.

#### OBJECTIVES

- Continue both high visibility monitoring of traffic speeds with the speed trailer and stealth stat units to establish safe traffic speeds.
- Continue to promote the department in positive ways through effective use of the media and the Community Service Officer program.
- Continue expansion of the division's involvement in community policing.
- Continue partnerships with community and town services to resolve quality of life issues.
- Strengthen the active partnership between the Police, school system, judicial system, and other social and criminal justice agencies.
- Educate faculty and students about the criminal justice system, particularly law enforcement, e.g., reasonable suspicion, probable cause, search and seizure, and the legal restrictions on police, school administrators and faculty.
- Interact with students, high school faculty and staff to provide increased security and safety in the learning environment.
- Investigate criminal activity occurring on or adjacent to school property.
- Proactively preclude enforcement action through collaboration with students, parents or guardians and school and community resources.
- Take enforcement action when necessary.
- Serve as a resource for students, parents and teachers for referral services on an individual basis in the areas of substance abuse, behavioral problems, domestic violence and sexual abuse.
- Serve in an advisory capacity on the Youth-Adult Council and the Newington Juvenile Review Board.
- Serve as a resource in topical areas such as substance abuse, anger management, conflict resolution, and date rape.
- Serve as a role model and mentor for all students.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time and Overtime reflect contractual wage increases and one additional holiday at straight time.
- Part Time reflects addition of Police Matrons for prisoner searches offset by reduction of overtime in Animal Control account (#222).
- Seasonal and Uniform Rental & Cleaning reflect trend.

Function	Activity	Program	Code
Public Safety	Police Department	Police Support Services	0218

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
<u>PERSONAL SERVICES</u>						
572,799	646,129	643,319	8101 Full time salaries	665,212	621,975	665,212
33,237	34,408	34,408	8102 Overtime	36,261	36,261	36,261
13,981	15,018	15,018	8103 Part Time	15,958	15,958	15,958
2,184	5,358	99	8104 Seasonal	5,439	3,939	3,939
622,200	700,913	692,844	OBJECT TOTAL	722,870	678,133	721,370
<u>PROFESSIONAL SVCS</u>						
6,000	6,000	6,000	8207 Clothing Allowance	6,000	6,000	6,000
26,037	24,400	26,685	8209 Uniform Rental & Cleaning	27,604	27,604	27,604
7,406	7,500	7,500	8210 Equipment Rental	7,500	7,500	7,500
0	200	200	8212 Equipment Maintenance	200	200	200
3,123	2,367	2,367	8216 Printing and Binding	2,367	2,367	2,367
3,562	3,960	3,960	8220 Other Contractual Services	3,960	3,960	3,960
46,129	44,427	46,712	OBJECT TOTAL	47,631	47,631	47,631
<u>MATERIAL &amp; SUPPLIES</u>						
3,879	3,900	3,900	8301 Office Supplies	3,900	3,900	3,900
99	400	400	8302 Technical Supplies	400	400	400
3,978	4,300	4,300	OBJECT TOTAL	4,300	4,300	4,300

672,307	749,640	743,856	TOTAL	774,801	730,064	773,301
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FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM VEHICLES	CODE 220
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EXPLANATION

This program provides for the operation and maintenance of vehicles permanently assigned to the Police Department.

OBJECTIVES

- Maintain a fully operational fleet of police vehicles.

MAJOR BUDGET CHANGES AND COMMENTARY

- Passenger Cars includes three new vehicles, but reflects trend on outfitting of vehicles.

Function	Activity	Program	Code
Public Safety	Police Department	Police Vehicles	0220

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
8,406	6,700	6,700	8214 Motor Vehicle Maintenance	6,700	6,700	6,700
8,406	6,700	6,700	OBJECT TOTAL	6,700	6,700	6,700
			<u>CAPITAL OUTLAY</u>			
105,939	113,454	113,454	8403 Passenger Cars	113,454	108,454	108,454
105,939	113,454	113,454	OBJECT TOTAL	113,454	108,454	108,454

114,344	120,154	120,154	TOTAL	120,154	115,154	115,154
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FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM ANIMAL CONTROL	CODE 222
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### EXPLANATION

This program provides for enforcement of State Statutes relating to animals.

### HIGHLIGHTS OF FY 2015-2016 OPERATION

- Provided roll call training to police officers in how to protect themselves from aggressive dogs.

### OBJECTIVES

- Continue to develop the regional Animal Control Officer (ACO) Program with Wethersfield Police Department.
- Continue training for the Animal Control Officers for the safe capture of animals.
- Maintain a safe environment for the town's resident's through the control of stray, sick and roaming animals.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Overtime reflects trends and reallocation for matrons in Support Services (0218).
- Part Time increased to match Wethersfield ACO wages.

Function	Activity	Program	Code
Public Safety	Police Department	Animal Control	0222

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PERSONAL SERVICES</u>			
0	3,006	0	8102 Overtime	2,211	1,211	1,211
39,965	42,261	44,206	8103 Part Time	45,127	45,127	45,127
39,965	45,267	44,206	OBJECT TOTAL	47,338	46,338	46,338
			<u>PROFESSIONAL SVCS</u>			
0	200	200	8204 Conferences,Meetings,Training	200	200	200
0	1,500	1,500	8220 Other Contractual Services	1,500	1,500	1,500
0	1,700	1,700	OBJECT TOTAL	1,700	1,700	1,700
			<u>MATERIAL &amp; SUPPLIES</u>			
650	650	650	8303 Uniforms and Clothing	650	650	650
650	650	650	OBJECT TOTAL	650	650	650

40,615	47,617	46,556	TOTAL	49,688	48,688	48,688
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	ADMINISTRATION	230

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2015-2016 Authorized</u>	<u>2016-2017 Requested</u>	<u>2016-2017 Proposed</u>	<u>2016-2017 Approved</u>
<u>Fire Administration</u>				
Fire Chief (PT)	1.0	1.0	1.0	1.0
Assistant Chief (PT)	1.0	1.0	1.0	1.0
Deputy Chief (PT)	3.0	3.0	3.0	3.0
Administrative Secretary I	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	6.0	6.0	6.0	6.0
<u>Fire Marshal</u>				
Fire Marshal	1.0	1.0	1.0	1.0
Emergency Management Officer	0.5	0.5	0.5	0.5
Deputy Fire Marshals (PT)	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>
	4.5	4.5	4.5	4.5

FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM ADMINISTRATION	CODE 231
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EXPLANATION

This program provides for the overall administration of the Fire Department, including items such as telephone, travel and transportation, paid administrative, clerical and fire watch services.

OBJECTIVES

- Continue to improve overall fire suppression operations through utilization of latest technology and equipment.

MAJOR BUDGET CHANGES AND COMMENTARY

- Transportation reflects new mileage rate of \$0.54 for 2016.

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Department Administration	0231

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
<u>PERSONAL SERVICES</u>						
52,930	54,208	54,208	8101 Full time salaries	54,001	54,001	54,001
32,690	32,816	33,316	8103 Part Time	33,181	33,181	33,181
600	700	700	8105 Longevity	800	800	800
86,219	87,724	88,224	OBJECT TOTAL	87,982	87,982	87,982
<u>PROFESSIONAL SVCS</u>						
1,456	1,955	1,955	8202 Dues and Subscriptions	1,955	1,955	1,955
5,106	5,290	5,290	8203 Transportation	5,290	4,968	4,968
2,896	5,450	450	8204 Conferences,Meetings,Training	5,450	5,450	5,450
746	875	875	8212 Equipment Maintenance	875	875	875
166	550	550	8216 Printing and Binding	550	550	550
10,369	14,120	9,120	OBJECT TOTAL	14,120	13,798	13,798
<u>MATERIAL &amp; SUPPLIES</u>						
842	1,000	1,000	8301 Office Supplies	1,000	1,000	1,000
842	1,000	1,000	OBJECT TOTAL	1,000	1,000	1,000

97,431	102,844	98,344	TOTAL	103,102	102,780	102,780
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FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM FIRE FIGHTING	CODE 232
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### EXPLANATION

This program reflects the following:

- Costs directly related to the suppression of fires
- Costs of outfitting and equipping the volunteer department
- Annual payment to the Firefighters' Pension Fund that recognizes the service of volunteer career firefighters to the community while encouraging members to remain in the volunteer service for longer periods
- Annual firefighter physicals required per OSHA regulations for firefighters

### OBJECTIVES

- To maintain a maximum number of first line firefighters through upgrading of equipment and encourage health maintenance for firefighters.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Fringe Benefits decreased to reflect required employer contribution to Defined Benefit Plan per actuarial valuation of 7/1/15.
- Uniforms and Clothing reflects FY 2015-16 purchase of emergency gear.
- Technical Equipment increased for purchase of equipment which varies from year to year. This year will include the following equipment for Truck 2: STIHL Rescue Saw and Thermal Imager; and for Rescue 1: Mounting Brackets and Hurst Connectors.

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Fighting	0232

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PERSONAL SERVICES</u>			
416,885	418,153	418,153	8110 Fringe Benefits	418,153	409,908	409,908
416,885	418,153	418,153	OBJECT TOTAL	418,153	409,908	409,908
			<u>PROFESSIONAL SVCS</u>			
1,037	1,000	1,000	8209 Uniform Rental & Cleaning	1,000	1,000	1,000
3,737	6,700	8,709	8212 Equipment Maintenance	7,000	7,000	7,000
2,265	2,500	2,500	8214 Motor Vehicle Maintenance	2,500	2,500	2,500
17,609	26,306	20,790	8217 Consultants/Special Contractor	26,306	26,306	26,306
25,000	25,000	25,000	8218 Contributions and Subsidies	25,000	25,000	25,000
0	125	125	8220 Other Contractual Services	125	0	0
49,648	61,631	58,124	OBJECT TOTAL	61,931	61,806	61,806
			<u>MATERIAL &amp; SUPPLIES</u>			
8,987	11,230	12,110	8302 Technical Supplies	10,950	10,950	10,950
37,836	28,850	49,686	8303 Uniforms and Clothing	30,000	20,000	20,000
5,248	10,600	11,116	8310 Other Materials	11,057	11,057	11,057
52,071	50,680	72,912	OBJECT TOTAL	52,007	42,007	42,007
			<u>CAPITAL OUTLAY</u>			
21,142	32,434	46,430	8402 Technical Equipment	32,807	32,807	32,807
21,142	32,434	46,430	OBJECT TOTAL	32,807	32,807	32,807

539,746	562,898	595,619	TOTAL	564,898	546,528	546,528
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	FIRE PREVENTION	233

### EXPLANATION

The fire prevention program is primarily one of public education as a means of preventing or minimizing the loss of life and property due to fire. A Captain and two Lieutenants along with several firefighters and the Support Division serve as volunteer staff assistants to provide ongoing support for all existing programs.

Ongoing programs include, but are not limited to:

- Hartford Insurance Group Junior Fire Marshal Program in elementary schools
- School visits with apparatus
- In-service fire extinguisher/fire safety training at commercial, industrial and hospital facilities
- Fire safety tips provided to local news media, library and senior center
- Helping hand packets mailed to new residents
- Fire Hawk program
- Fire Prevention Week activities and public information related to specific fire safety issues

### OBJECTIVES

- To expand and increase the education of the general public through the media, newsletters, Channel 14, the school system and civic organization presentations.

### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Prevention	0233

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
0	150	150	8202 Dues and Subscriptions	150	150	150
975	2,000	500	8216 Printing and Binding	2,000	2,000	2,000
0	500	500	8220 Other Contractual Services	500	500	500
975	2,650	1,150	OBJECT TOTAL	2,650	2,650	2,650
			<u>MATERIAL &amp; SUPPLIES</u>			
0	60	60	8302 Technical Supplies	60	60	60
694	750	750	8310 Other Materials	750	750	750
694	810	810	OBJECT TOTAL	810	810	810

1,668	3,460	1,960	TOTAL	3,460	3,460	3,460
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FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM FIRE TRAINING	CODE 234
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EXPLANATION

The fire training program covers all training activities for the Fire Department including purchase or rental of textbooks, films and miscellaneous training supplies, as well as attendance at schools such as the Connecticut State Fire School and the United States Fire Academy.

OBJECTIVES

- To fully utilize the capacities of the fire training tower facility at Milk Lane.
- Certification of firefighters interested in the rating of Firefighter I and Firefighter II, U. S. Standard and Fire Officer I.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Training	0234

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
0	650	650	8202 Dues and Subscriptions	650	650	650
15,747	34,245	31,745	8220 Other Contractual Services	33,745	33,745	33,745
15,747	34,895	32,395	OBJECT TOTAL	34,395	34,395	34,395
			<u>MATERIAL &amp; SUPPLIES</u>			
3,568	0	0	8302 Technical Supplies	0	0	0
3,568	0	0	OBJECT TOTAL	0	0	0
			<u>CAPITAL OUTLAY</u>			
14,657	0	0	8406 Office Equipment	0	0	0
14,657	0	0	OBJECT TOTAL	0	0	0

33,971	34,895	32,395	TOTAL	34,395	34,395	34,395
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FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM FIRE STATIONS	CODE 235
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### EXPLANATION

The fire stations program provides funds for the maintenance, operation and improvement of all physical plants under the jurisdiction of the Fire Department.

### OBJECTIVES

- Revolving Furniture Fund
- Executive Style Office Chairs – Company #1
- Central Vacuum – Company #3
- Gutter Heaters - Company #2
- Tables and Chairs for Kalasky Room – Company #1
- Projector Screen and Controller for Kalasky Room – Company #1
- Replacing Edging and Add Stone – Company #2
- Carpet for Office – Company #3
- Kitchen Floor Tile Replacement – Company #1
- Door and Wall to Enclose Shower – Company #3
- Replace Baseboard in Dayroom and Ice Room – Company #4
- Watch Desk Light and Dry Erase Board – Company #3

### MAJOR BUDGET CHANGES AND COMMENTARY

- Facilities Maintenance was reduced to reflect trend.
- Building Equipment and Building Improvements vary from year to year and reflect the above objectives.

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Stations	0235

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
23,155	30,000	21,500	8213 Facilities Maintenance	32,000	28,000	28,000
23,155	30,000	21,500	OBJECT TOTAL	32,000	28,000	28,000
			<u>CAPITAL OUTLAY</u>			
14,505	13,380	9,685	8407 Building Equipment	15,750	14,750	14,750
1,835	25,200	20,510	8408 Building Improvements	11,875	11,875	11,875
16,340	38,580	30,195	OBJECT TOTAL	27,625	26,625	26,625

39,495	68,580	51,695	TOTAL	59,625	54,625	54,625
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FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM FIRE MARSHAL	CODE 238
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EXPLANATION

Pursuant to Connecticut General Statutes Chapter 541, the local Fire Marshal is required to enforce the State Fire Safety Code. The responsibilities of the Fire Marshal include the following:

- Investigate and report to the State Fire Marshal on every fire in town, listing injuries, probable cause, etc.;
- inspect all buildings and facilities of public service, manufacturing, and occupancies regulated by the Fire Safety Code at least once a year;
- inspect manufacturing establishment for hazardous materials;
- inspect dry cleaning establishments on a yearly basis;
- authorize blasting and provide on site monitoring;
- review new building plans for compliance with the fire code;
- inspect and approve all underground and above ground tanks as stated by the code;
- maintain hazardous material files;
- inspect all schools for code requirements annually;
- inspect and approve woodstove installations pursuant to Town ordinance; and
- demarcate fire lanes within the town pursuant to Town ordinance.

HIGHLIGHTS OF FY 2015-2016 OPERATION

- Continued inspections of new and existing properties

OBJECTIVES

- Continue to work with the public and building contractors to bring local buildings into compliance with the Connecticut Fire Safety Code.
- Maintain and enhance customer service provided to other Town departments, agencies and the community.

MAJOR BUDGET CHANGES AND COMMENTARY

- Conferences, Meetings & Training, Technical Supplies and Other Materials were reorganized to reflect trend.

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Marshal	0238

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
<u>PERSONAL SERVICES</u>						
81,074	81,385	83,015	8101 Full time salaries	82,696	82,696	82,696
43,285	40,826	40,826	8103 Part Time	41,440	41,440	41,440
124,359	122,211	123,841	OBJECT TOTAL	124,136	124,136	124,136
<u>PROFESSIONAL SVCS</u>						
1,971	750	750	8202 Dues and Subscriptions	750	750	750
1,435	2,240	1,905	8204 Conferences,Meetings,Training	2,240	2,240	2,240
389	688	688	8212 Equipment Maintenance	688	688	688
3,795	3,678	3,343	OBJECT TOTAL	3,678	3,678	3,678
<u>MATERIAL &amp; SUPPLIES</u>						
0	700	700	8301 Office Supplies	700	700	700
94	600	600	8302 Technical Supplies	600	100	100
564	1,000	1,000	8303 Uniforms and Clothing	1,000	1,000	1,000
0	970	1,305	8310 Other Materials	970	1,470	1,470
658	3,270	3,605	OBJECT TOTAL	3,270	3,270	3,270

128,812	129,159	130,789	TOTAL	131,084	131,084	131,084
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FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM SAFETY OFFICER	CODE 240
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EXPLANATION

The Safety Officer serves as a volunteer staff assistant to the Fire Chief with overall responsibility for ensuring that vehicles and related equipment function properly and safely, and that accepted safety precautions are observed in firefighting and other departmental activities. All Fire Department injuries are analyzed and corrective training procedures are suggested. Funding includes all requirements to meet OSHA safety standards.

MAJOR BUDGET CHANGES AND COMMENTARY

- Other Contractual Service increased for required calibration of Fit Tester.

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Safety Officer	0240

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
10,058	14,940	8,104	8220 Other Contractual Services	15,840	15,840	15,840
10,058	14,940	8,104	OBJECT TOTAL	15,840	15,840	15,840

10,058	14,940	8,104	TOTAL	15,840	15,840	15,840
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	REGIONAL FIRE TRAINING TOWER	242

EXPLANATION

The fire training tower facility, located behind the Highway Garage, is maintained and operated through this program. The cost is split evenly between the Towns of Berlin, Newington, and Wethersfield.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Public Safety	Fire Department	Regional Fire Training Tower	0242

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>T/F'S TO OTHER FUNDS</u>			
1,500	1,500	1,500	8517 Trans.to Miscellaneous Grants	1,500	1,500	1,500
1,500	1,500	1,500	OBJECT TOTAL	1,500	1,500	1,500

1,500	1,500	1,500	TOTAL	1,500	1,500	1,500
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FUNCTION

PUBLIC SAFETY

ACTIVITY

STREET LIGHTING

PROGRAM

CODE

250

EXPLANATION

The Street Lighting activity provides for the installation, operation and maintenance of streetlights to include new residential developments.

OBJECTIVES

- Continue to track malfunctions and outages of streetlights.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Public Safety	Street Lighting	Street Lighting	0250

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
315,000	315,000	315,000	8206 Utilities	315,000	315,000	315,000
315,000	315,000	315,000	OBJECT TOTAL	315,000	315,000	315,000

315,000	315,000	315,000	TOTAL	315,000	315,000	315,000
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FUNCTION

PUBLIC SAFETY

ACTIVITY

EMERGENCY MANAGEMENT

PROGRAM

CODE

260

EXPLANATION

Pursuant to Newington Code of Ordinances §28-4, the Emergency Management Agency is responsible for the development and maintenance of plans and programs that may be needed in order to effectively respond to an emergency caused by an attack or by any natural or man-made disaster. Members of the Local Emergency Planning Committee (LEPC) and the Director of Emergency Management are appointed by the Town Manager.

OBJECTIVES

- To attend civil preparedness training exercises.
- To ensure the Town is prepared for a major disaster or incident, including threats of bio-terrorism.
- To work in conjunction with Town departments and agencies to ensure community's preparedness.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Public Safety	Emergency Management	Emergency Management	0260

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
0	50	50	8202 Dues and Subscriptions	50	50	50
783	1,500	1,500	8204 Conferences,Meetings,Training	1,500	1,500	1,500
783	1,550	1,550	OBJECT TOTAL	1,550	1,550	1,550
			<u>MATERIAL &amp; SUPPLIES</u>			
2,352	2,500	2,500	8302 Technical Supplies	2,500	2,500	2,500
2,352	2,500	2,500	OBJECT TOTAL	2,500	2,500	2,500

3,135	4,050	4,050	TOTAL	4,050	4,050	4,050
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	EMERGENCY MEDICAL SERVICE		270

EXPLANATION

As an independent, non-profit organization, the Emergency Medical Services (NEMS) provides emergency medical services to resident's weeknights from 6:00 p.m. to 6:00 a.m. and 24 hours on weekends. As the Primary Service Area - Paramedic for the Town, services include emergency transportation of the sick and injured as well as CPR and First Aid training for townspeople and stand-by coverage at major events such as the Extravaganza and high school football games. This account provides the funding of a money purchase plan provided to volunteers of the NEMS and up to \$1,000 annually for each volunteer for enhanced pension contributions and/or a stipend.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Public Safety	Emergency Medical Service	Emergency Medical Service	0270

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PERSONAL SERVICES</u>			
23,145	25,000	25,000	8110 Fringe Benefits	25,000	25,000	25,000
23,145	25,000	25,000	OBJECT TOTAL	25,000	25,000	25,000
			<u>T/F'S TO OTHER FUNDS</u>			
5,000	6,000	6,000	8521 T/F to Volunteer Ambulance Fd	6,000	6,000	6,000
5,000	6,000	6,000	OBJECT TOTAL	6,000	6,000	6,000

28,145	31,000	31,000	TOTAL	31,000	31,000	31,000
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FUNCTION PUBLIC SAFETY	ACTIVITY HYDRANTS	PROGRAM	CODE 280
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EXPLANATION

The Fire Hydrant Program provides funds for the rental of hydrants in the town. According to the New England Insurance Rating Association, hydrants should be installed at each street intersection with intermediate hydrants not greater than 300 feet apart in business and industrial districts, and each street intersection with intermediate hydrants not greater than 500 feet apart in residential districts.

This program funds the rental charges for the following hydrants:

New Britain Water Company	23
MDC	695

MAJOR BUDGET CHANGES AND COMMENTARY

- Hydrants reflect actual amounts for FY 2015-2016, which increased due to additional hydrants on an updated list from MDC.

Function	Activity	Program	Code
Public Safety	Hydrants	Hydrants	0280

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
76,450	76,750	77,550	8219 Hydrants	77,550	77,550	77,550
76,450	76,750	77,550	OBJECT TOTAL	77,550	77,550	77,550

76,450	76,750	77,550	TOTAL	77,550	77,550	77,550
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## PUBLIC WORKS

310 ENGINEERING

320 HIGHWAY

350 SOLID WASTE SERVICES (Formerly Sanitation)



FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	ENGINEERING		310

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2015-2016 Authorized</u>	<u>2016-2017 Requested</u>	<u>2016-2017 Proposed</u>	<u>2016-2017 Approved</u>
Town Engineer	1.0	1.0	1.0	1.0
Engineering Technologist I	1.0	1.0	1.0	1.0
Engineering Technologist II	1.0	1.0	1.0	1.0
Administrative Secretary II (*)	0.5	0.0	0.5	0.5
Administrative Secretary III	0.0	0.5	0.0	0.0
Engineering Aid/Administrative Agent (Wetlands) PT	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>
	3.6	3.6	3.6	3.6

(\*) This position was authorized as Administrative Secretary I and upgraded during FY2015-2016 to Administrative Secretary II.

EXPLANATION

The department provides:

- Professional technical service required to enhance the Town's infrastructure and public property assets; and
- Staff assistance to the Planning department, Conservation Commission and other Town departments and agencies including B.O.E.

HIGHLIGHTS OF FY 2015-2016 OPERATION

- Completed design, estimate and reconstruction (by concrete sub-contractor) of the Ambulance Building walks, Garfield Street parking lot (Eversource site) LID drainage requiring an Inland Wetland Application, West Meadow Cemetery Rain Garden (All LID drainage constructed by Parks Department), Design and construction survey for the re-construction of Olympia and Oregon Avenue. Engineering designed, estimated, bid and administered the Veterans Drive drainage project (work by others). Milk Lane – reconstruction of twin 30" pipes including the re-alignment of the conveyance channel (DPW forces) administration included an Inland Wetland Application.
- Provided a continuous role assisting the MDC in administering the various "Clean Water Projects"
- The pavement management inventory data base was updated and utilized for establishing the 5-year CIP program.
- Submitted DEP Phase II Stormwater Permit report for year 2015, the report includes the Stormwater outfall testing required per permit.
- Issued and inspected approximately 244 roadway excavation permits in 2015.
- Initiated training for staff, developed resources to assist consultants with L.I.D. design (methods\techniques).
- The roadway RSR values were updated (past year mill & overlay and reconstruction projects accordingly), therefore the pavement management program will assist in roadway asset management and development of the CIP program.
- Continued to update the computerized listing of the engineering map file index so that all maps can be located electronically.
- Continued cataloging town easements on GIS so that they can be easily tracked. This resource assists both town agencies and the public.
- Continued to provide an active role in the administrative review and coordination of developer's site bonds. Engineering reviews calculations, estimates and conducts field inspections for verification of bonding amounts for consideration of the TPZ. Site bonds were administered for the Packard's Way sub-division and Harvest Ridge sub-division (Shady Hill Lane).
- Provided administrative support, design, estimates and construction inspection for the installation of walks and drainage for the B.O.E. Projects include: Kellogg School access drive and northern parking lots including the replacement of concrete sidewalks. Anna Reynolds access drive had minimal alterations to facilitate the installation of concrete sidewalks (bus queuing area).

OBJECTIVES

- Design and provide the construction survey necessary for the reconstruction of Judd Lane, Connecticut Avenue, Forest Drive and Milk lane (DPW Parking Lot – partial replacement). Additionally, Engineering will provide an upgraded pavement design for the Ambulance Building, including construction survey. Drainage design will include estimates for flooding areas such as the Park and Rec. grounds\garage.
- Prioritize the listing of streets to be paved under the 5-year CIP program.
- Continue maintaining an updated list of sidewalk trip hazards so that they can be repaired according to available funds.
- Continue (propose) to observe, catalogue and administer a maintenance plan for the town walls in various stages of deterioration.
- Issue excavation permits for utilities (eg. gas company), driveway construction and inspect accordingly.
- Drainage research, design and construction estimating will continue to be a major initiative of the 2016-2017 timeline.
- Continue to build and maintain the Town Wide Drainage network database including easement information.
- Continue to provide the estimates, surveys and designs as needed for Highway, B.O.E. and Parks Department.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Public Works	Engineering	Engineering	0310

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
<u>PERSONAL SERVICES</u>						
282,951	287,719	290,354	8101 Full time salaries	292,259	289,271	289,271
495	500	500	8102 Overtime	2,000	500	500
0	3,990	3,868	8103 Part Time	3,990	3,990	3,990
283,446	292,209	294,722	OBJECT TOTAL	298,249	293,761	293,761
<u>PROFESSIONAL SVCS</u>						
570	710	570	8202 Dues and Subscriptions	710	710	710
122	150	0	8203 Transportation	150	150	150
0	300	160	8204 Conferences,Meetings,Training	300	300	300
0	200	144	8207 Clothing Allowance	200	200	200
0	450	85	8212 Equipment Maintenance	450	450	450
9	200	0	8216 Printing and Binding	200	200	200
1,588	1,885	2,238	8220 Other Contractual Services	1,885	1,885	1,885
2,288	3,895	3,197	OBJECT TOTAL	3,895	3,895	3,895
<u>MATERIAL &amp; SUPPLIES</u>						
96	479	388	8301 Office Supplies	479	479	479
495	250	1,176	8302 Technical Supplies	250	250	250
277	50	35	8303 Uniforms and Clothing	50	50	50
868	779	1,599	OBJECT TOTAL	779	779	779

286,601	296,883	299,518	TOTAL	302,923	298,435	298,435
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	HIGHWAY	SUMMARY	320

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2015-2016 Authorized</u>	<u>2016-2017 Requested</u>	<u>2016-2017 Proposed</u>	<u>2016-2017 Approved</u>
Highway Superintendent	1.0	1.0	1.0	1.0
Assistant Highway Superintendent	1.0	1.0	1.0	1.0
Administrative Secretary III	1.0	1.0	1.0	1.0
Crew Foreperson	2.0	2.0	2.0	2.0
Mechanic Foreperson	1.0	1.0	1.0	1.0
Equipment Mechanic II	4.0	4.0	4.0	4.0
Mechanic I	1.0	1.0	1.0	1.0
Mason	1.0	1.0	1.0	1.0
Equipment Operator III	2.0	2.0	2.0	2.0
Equipment Operator II	4.0	4.0	4.0	4.0
Equipment Operator I	4.0	4.0	4.0	4.0
Parts Coordinator (PT)	0.0	0.5	0.5	0.5
Custodian (PT)	<u>0.3</u>	<u>0.3</u>	<u>0.0</u>	<u>0.0</u>
	22.3	22.8	22.5	22.5
Total Overtime	5,387	5,418	5,418	5,418
Total Seasonal	2,736	2,902	2,902	2,902

FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM ADMINISTRATION	CODE 321
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#### EXPLANATION

This program provides for the overall administration of the Highway/Sanitation Departments and its various divisions including roadway maintenance, fleet maintenance, signs and markings, sanitation, recycling and landfill operations.

#### HIGHLIGHTS OF FY 2015-2016 OPERATION

- Continued with landfill closure plan and conversion to transfer station
- Continued administrating, planning and coordinating all departmental projects, functions and procedures
- Continued planning and implementing town-wide regulatory and warning sign replacement
- Continued improvements to workplace safety programs and employee training
- Assist with blight remediation

#### OBJECTIVES

- Continue to improve on customer service
- Continue with coordination improvements in all Highway and Sanitation Department Divisions

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time reflects the custodial position being replaced with an outside cleaning service during FY2015-16. This service has been reallocated to the proposed Facilities Management (191) budget.

Function	Activity	Program	Code
Public Works	Highway Department	Highway Administration	0321

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PERSONAL SERVICES</u>			
234,886	236,992	240,492	8101 Full time salaries	239,583	239,583	239,583
5,012	5,039	2,575	8103 Part Time	5,200	0	0
12,100	12,700	12,700	8105 Longevity	13,200	13,200	13,200
251,998	254,731	255,767	OBJECT TOTAL	257,983	252,783	252,783
			<u>PROFESSIONAL SVCS</u>			
100	100	100	8202 Dues and Subscriptions	100	100	100
1,699	2,155	2,155	8204 Conferences,Meetings,Training	2,155	2,155	2,155
1,848	2,100	2,100	8207 Clothing Allowance	2,100	2,100	2,100
9,552	10,097	10,097	8209 Uniform Rental & Cleaning	10,097	10,097	10,097
631	1,100	1,100	8212 Equipment Maintenance	1,100	1,100	1,100
638	644	644	8217 Consultants/Special Contractor	644	644	644
14,468	16,196	16,196	OBJECT TOTAL	16,196	16,196	16,196
			<u>MATERIAL &amp; SUPPLIES</u>			
1,099	720	720	8301 Office Supplies	720	720	720
345	874	874	8310 Other Materials	874	874	874
1,444	1,594	1,594	OBJECT TOTAL	1,594	1,594	1,594

267,909	272,521	273,557	TOTAL	275,773	270,573	270,573
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FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM HIGHWAY OPERATIONS	CODE 322
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### EXPLANATION

This program includes all operations relating to the proper maintenance and repair of all Town roads, waterways and rights of way including storm water catch basins.

### HIGHLIGHTS OF FY 2015-2016 OPERATION

- Reconstructed Olympia Avenue and Oregon Avenue
- Reconstructed (phase 2) of Martin Kellogg Middle School parking lot along with drainage improvements
- Completed the mill and overlay of the following roads: Chestnut Road, Costello Road, Costello Place, Griswoldville Avenue (partial), Kitts Lane (partial), Michael Lane, Pickens Drive, Richard Street, Woodland Street
- Crack sealed over fourteen miles of roadway
- Completed various drainage projects town wide
- Completed several storm water catch basin repairs and rebuilds town wide
- Completed waterway clearing and vegetation control at Piper Brook and other locations as needed
- Performed blight remediation at various locations
- Replace drainage culvert at Highway Department entrance road

### OBJECTIVES

- Continue with mill and resurfacing program to promote efficient road maintenance and longevity
- Continue to improve on road reconstruction methods and cost efficiency
- Improve upon waterway maintenance methods and timetables
- Continue with crack seal program to promote roadway longevity

### MAJOR BUDGET CHANGES AND COMMENTARY

- Other Contractual Services reflects the custodial position being replaced with an outside cleaning service during FY2015-16. This service has been reallocated to the proposed Facilities Management (191) budget.
- Technical Supplies reduced to reflect trend.

Function	Activity	Program	Code
Public Works	Highway Department	Highway Operations	0322

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
<u>PERSONAL SERVICES</u>						
1,157,057	1,195,978	1,195,978	8101 Full time salaries	1,191,413	1,191,413	1,191,413
29,204	25,212	25,212	8102 Overtime	25,212	25,212	25,212
10,373	13,552	13,552	8104 Seasonal	14,168	14,168	14,168
1,196,634	1,234,742	1,234,742	OBJECT TOTAL	1,230,793	1,230,793	1,230,793
<u>PROFESSIONAL SVCS</u>						
2,015	4,150	6,694	8220 Other Contractual Services	4,150	4,150	4,150
2,015	4,150	6,694	OBJECT TOTAL	4,150	4,150	4,150
<u>MATERIAL &amp; SUPPLIES</u>						
3,125	4,500	4,500	8302 Technical Supplies	4,500	3,800	3,800
936	945	945	8303 Uniforms and Clothing	945	945	945
0	150	150	8304 Agricultural Supplies	150	150	150
11,503	12,000	12,000	8306 Constr.& Maintenance Materials	12,000	12,000	12,000
734	1,241	1,241	8310 Other Materials	1,241	1,241	1,241
16,299	18,836	18,836	OBJECT TOTAL	18,836	18,136	18,136
<u>CAPITAL OUTLAY</u>						
6,100	0	0	8405 Construction & Maint Equipment	0	0	0
6,100	0	0	OBJECT TOTAL	0	0	0

1,221,048	1,257,728	1,260,272	TOTAL	1,253,779	1,253,079	1,253,079
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FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM SNOW AND ICE CONTROL	CODE 324
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EXPLANATION

The snow and ice control program, which provides funding for the winter maintenance of all Town roads, includes plowing and salting over 100 miles of Town owned roads divided into 14 snowplow routes. The Town budgets for an average of 23 storms per year.

OBJECTIVES

- Keep Town roads open during snow and ice storms and provide a safe transportation network for emergency vehicles and motorists
- Utilize Town forces and equipment in an efficient and effective manner
- Continue with improvements to material management utilizing automated plow truck ground speed controls that provide accurate roadway salt applications and eliminate unnecessary material waste

MAJOR BUDGET CHANGES AND COMMENTARY

- Technical Supplies reflects transfer of funds to Construction & Maint Equipment in FY 2015-16 for purchase of snow blower.
- Constr. & Maintenance Materials reflects increased costs for Enhanced Salt.

Function	Activity	Program	Code
Public Works	Highway Department	Snow and Ice Control	0324

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PERSONAL SERVICES</u>			
173,227	148,440	73,440	8102 Overtime	148,440	148,440	148,440
173,227	148,440	73,440	OBJECT TOTAL	148,440	148,440	148,440
			<u>PROFESSIONAL SVCS</u>			
5,945	1,000	1,000	8217 Consultants/Special Contractor	1,000	1,000	1,000
5,945	1,000	1,000	OBJECT TOTAL	1,000	1,000	1,000
			<u>MATERIAL &amp; SUPPLIES</u>			
3,605	4,000	2,650	8302 Technical Supplies	4,000	4,000	4,000
131	600	600	8303 Uniforms and Clothing	600	600	600
252,139	141,353	161,353	8306 Constr.& Maintenance Materials	149,190	149,190	149,190
7,480	4,297	4,297	8310 Other Materials	4,297	4,297	4,297
263,355	150,250	168,900	OBJECT TOTAL	158,087	158,087	158,087
			<u>CAPITAL OUTLAY</u>			
0	0	1,350	8405 Construction & Maint Equipment	0	0	0
0	0	1,350	OBJECT TOTAL	0	0	0

442,527	299,690	244,690	TOTAL	307,527	307,527	307,527
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FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM TRAFFIC	CODE 325
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### EXPLANATION

This program provides funding for maintenance and installation of traffic safety devices (i.e., signs, pavement markings, traffic signals) for town roads

### HIGHLIGHTS OF FY 2015-2016 OPERATION

- Continued with blanket replacement of worn out regulatory and warning roadside signs by plow section
- Continued with replacement and repairs to stolen or damaged street name signs
- Completed yellow centerline, stop bar and crosswalk painting as needed Town-wide
- Continue to assist Police Department with traffic control and other departments as needed
- Continue to support Town departments with special event traffic control

### OBJECTIVES

- Continue with regulatory and warning sign replacement to comply with new federal regulations
- Continue to improve annual roadway marking program
- Continue with in-house production of signage
- Continue with maintenance and improvements to all Town owned traffic light systems

### MAJOR BUDGET CHANGES AND COMMENTARY

- Utilities reduced to reflect trend.
- Technical Supplies reflects near completion of sign replacement program.

Function	Activity	Program	Code
Public Works	Highway Department	Traffic	0325

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PERSONAL SERVICES</u>			
3,435	3,000	3,000	8102 Overtime	3,702	3,702	3,702
3,435	3,000	3,000	OBJECT TOTAL	3,702	3,702	3,702
			<u>PROFESSIONAL SVCS</u>			
15,947	22,480	19,730	8206 Utilities	22,480	18,000	18,000
6,405	1,000	1,000	8212 Equipment Maintenance	1,000	1,000	1,000
22,352	23,480	20,730	OBJECT TOTAL	23,480	19,000	19,000
			<u>MATERIAL &amp; SUPPLIES</u>			
24,275	14,979	14,979	8302 Technical Supplies	14,979	12,500	12,500
387	382	382	8303 Uniforms and Clothing	382	382	382
60	250	250	8310 Other Materials	250	250	250
24,722	15,611	15,611	OBJECT TOTAL	15,611	13,132	13,132

50,510	42,091	39,341	TOTAL	42,793	35,834	35,834
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FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM VEHICLES & EQUIPMENT	CODE 327
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#### EXPLANATION

The Central Repair Garage is responsible for preventative maintenance, emergency repairs, acquisition and disposal for Police, Fire, Ambulance, Dial-A-Ride, Parks and Grounds, Highway and General Government vehicles and equipment along with fueling facility oversight.

#### HIGHLIGHTS OF FY 2015 – 2016 OPERATION

- Completed new vehicle purchase and setup for Police, General Government, Highway and Parks and Grounds Departments

#### OBJECTIVES

- Continue to operate an effective in-house repair facility utilizing automated fleet and fuel control software
- Continue with annual training programs to remain current with ever changing technology

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Overtime, Motor Vehicle Maintenance and Equipment Parts all increased to reflect trend.
- Part Time reflects addition of Parts Coordinator/Mechanical Assistant position to enable the department to run more efficiently.
- Conferences, Meetings, Training reflects the reinstatement of training for mechanics.
- Motor Fuel and Lubricants decreased due to much lower prices for unleaded and diesel fuel.

FUNCTION Public Works	ACTIVITY Highway Department	PROGRAM Vehicles and Equipment	CODE 0327
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2014-2015 Actual	2015-2016 Original Budget	2015-2016 Revised Budget		2016-2017 Department Request	2016-2017 Manager Proposed	2016-2017 Council Adopted
<u>PERSONAL SERVICES</u>						
28,809	26,949	26,949	8102 Overtime	29,949	29,949	29,949
0	0	0	8103 Part Time	9,000	9,000	9,000
28,809	26,949	26,949	OBJECT SUBTOTAL	38,949	38,949	38,949
<u>PROFESSIONAL SERVICES</u>						
475	475	475	8202 Dues and Subscriptions	475	475	475
2,067	0	0	8204 Conferences, Meetings, Training	1,000	1,000	1,000
1,500	1,500	1,500	8207 Tool Allowance	1,500	1,500	1,500
2,112	3,500	3,500	8212 Equipment Maintenance	3,500	3,500	3,500
52,169	41,170	41,170	8214 Motor Vehicle Maintenance	47,170	47,170	47,170
58,323	46,645	46,645	OBJECT SUBTOTAL	53,645	53,645	53,645
<u>MATERIALS &amp; SUPPLIES</u>						
3,075	5,040	5,040	8302 Technical Supplies	5,040	5,040	5,040
219,057	205,000	205,000	8307 Equipment Parts	210,000	210,000	210,000
375,592	409,773	409,773	8309 Motor Fuel and Lubricants	259,350	259,350	259,350
2,241	3,000	3,000	8310 Other Materials	3,000	3,000	3,000
599,965	622,813	622,813	OBJECT SUBTOTAL	477,390	477,390	477,390
<u>CAPITAL OUTLAY</u>						
13,177	0	0	8405 Construction & Maint Equipment	0	0	0
13,177	0	0	OBJECT SUBTOTAL	0	0	0

700,274	696,407	696,407	TOTAL	569,984	569,984	569,984
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FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM LEAF COLLECTION	CODE 328
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EXPLANATION

The leaf collection program operates during the months of November and part of December consisting of 24 full and part time employees including Parks and Grounds personnel.

HIGHLIGHTS OF FY 2015 - 2016 OPERATION

- Successfully completed several leaf collection passes Town-wide before significant snowfall

OBJECTIVES

- Complete a minimum of two Town-wide collections prior to snowfall in a manner that is cost effective, expedient and efficient

MAJOR BUDGET CHANGES AND COMMENTARY

- None

Function	Activity	Program	Code
Public Works	Highway Department	Leaf Collection	0328

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PERSONAL SERVICES</u>			
38,808	50,999	48,989	8102 Overtime	48,989	48,989	48,989
16,617	20,031	22,041	8104 Seasonal	22,020	22,020	22,020
55,425	71,030	71,030	OBJECT TOTAL	71,009	71,009	71,009
			<u>MATERIAL &amp; SUPPLIES</u>			
2,797	1,810	1,810	8302 Technical Supplies	1,810	1,810	1,810
621	625	625	8303 Uniforms and Clothing	625	625	625
3,418	2,435	2,435	OBJECT TOTAL	2,435	2,435	2,435

58,843	73,465	73,465	TOTAL	73,444	73,444	73,444
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	SOLID WASTE SERVICES	SUMMARY	350

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2015-2016 Authorized</u>	<u>2016-2017 Requested</u>	<u>2016-2017 Proposed</u>	<u>2016-2017 Approved</u>
Landfill Attendant/Maintainer (PT)	0.4	0.4	0.4	0.4
Sanitation Clerk (PT)	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
	0.9	0.9	0.9	0.9
Total Overtime	40	40	40	40

FUNCTION PUBLIC WORKS	ACTIVITY SOLID WASTE SERVICES	PROGRAM REFUSE COLLECTION	CODE 351
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### EXPLANATION

This program provides for weekly curbside refuse pickup from private residences of three-family or less. Included are town-owned buildings, schools and weekly refuse pickup from those condominium complexes which have petitioned for Town service. Collections are made by two (2) private haulers under contract with the Town.

### HIGHLIGHTS OF FY 2015-2016 OPERATION

- Approximately 9,250 independent dwelling units and 2,250 condominium dwelling units were serviced by the Town-contracted weekly refuse collection, including Town buildings and schools
- Continued with a separate curbside collection of over-sized waste for independent dwelling units and condominium complexes

### OBJECTIVES

- Ensure that refuse collection services operate in a smooth, consistent and efficient manner

### MAJOR BUDGET CHANGES AND COMMENTARY

- Other Contractual Services reflects increase in costs of condominium rubbish collection and litter barrel collection.
- Technical Supplies reflects FY 2015-16 purchase of additional trash containers.

Function	Activity	Program	Code
Public Works	Solid Waste Services	Refuse Collection	0351

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
794,454	807,326	807,326	8220 Other Contractual Services	810,715	810,715	810,715
794,454	807,326	807,326	OBJECT TOTAL	810,715	810,715	810,715
			<u>MATERIAL &amp; SUPPLIES</u>			
6,811	5,010	9,010	8302 Technical Supplies	5,010	5,010	5,010
6,811	5,010	9,010	OBJECT TOTAL	5,010	5,010	5,010

801,265	812,336	816,336	TOTAL	815,725	815,725	815,725
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	SOLID WASTE SERVICES	REFUSE DISPOSAL	352

EXPLANATION

This program provides funding for the disposal of non-recyclable curbside refuse generated from residential households, condominium complexes under Town contract, public schools, and other Town-owned facilities. Also included in this account are funds associated with the processing and disposal of vegetative waste at the Town's landfill.

MAJOR BUDGET CHANGES AND COMMENTARY

- Other Contractual Services reflects changes due to increase in cost of disposal contracts.

Function	Activity	Program	Code
Public Works	Solid Waste Services	Refuse Disposal	0352

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PERSONAL SERVICES</u>			
549	1,716	1,716	8102 Overtime	1,716	1,716	1,716
25,513	27,965	28,490	8103 Part Time	29,013	29,013	29,013
26,061	29,681	30,206	OBJECT TOTAL	30,729	30,729	30,729
			<u>PROFESSIONAL SVCS</u>			
16,876	0	0	8212 Equipment Maintenance	0	0	0
626,664	756,016	732,016	8220 Other Contractual Services	781,570	781,570	781,570
643,540	756,016	732,016	OBJECT TOTAL	781,570	781,570	781,570
			<u>MATERIAL &amp; SUPPLIES</u>			
8,987	500	500	8310 Other Materials	500	500	500
8,987	500	500	OBJECT TOTAL	500	500	500

678,589	786,197	762,722	TOTAL	812,799	812,799	812,799
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	SOLID WASTE SERVICES	RECYCLING	353

EXPLANATION

This program provides funding for the collection and disposal of designated recyclable materials. Recyclables are collected curbside from residential dwelling units including condominiums, town buildings, public schools and the Town landfill.

HIGHLIGHTS OF FY 2015-2016 OPERATION

- Collected approximately 3,000 tons of recyclables

OBJECTIVES

- Continue to increase recycling rates utilizing single stream collection methods along with additional statewide product stewardship initiatives

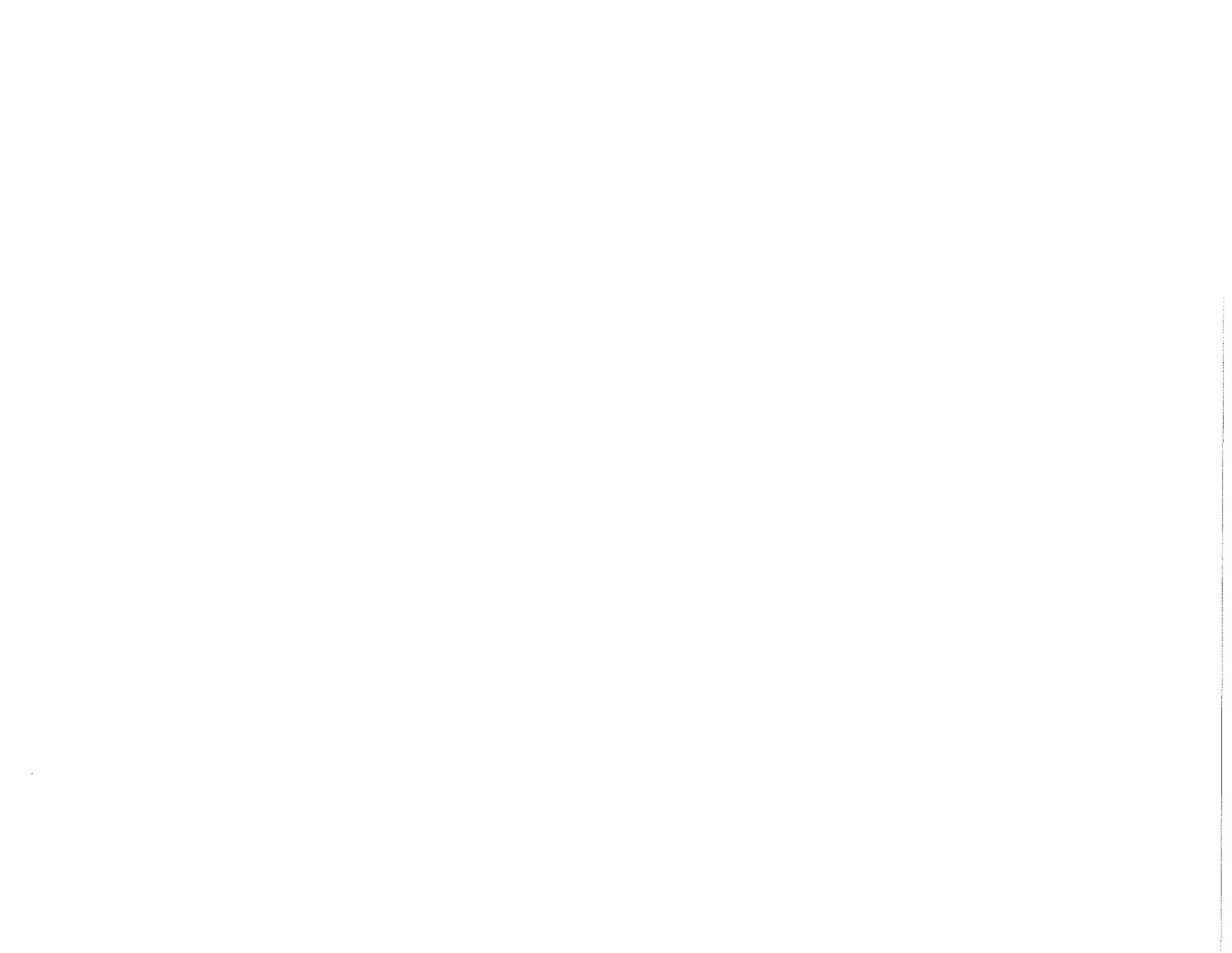
MAJOR BUDGET CHANGES AND COMMENTARY

- Other Contractual Services increased for addition of waste oil testing for Landfill and Highway Facility and quarterly ground water testing for Landfill.

Function	Activity	Program	Code
Public Works	Solid Waste Services	Recycling	0353

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
374,021	425,069	415,069	8220 Other Contractual Services	434,169	434,169	434,169
374,021	425,069	415,069	OBJECT TOTAL	434,169	434,169	434,169

374,021	425,069	415,069	TOTAL	434,169	434,169	434,169
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# COMMUNITY PLANNING AND DEVELOPMENT

420 PLANNING AND DEVELOPMENT

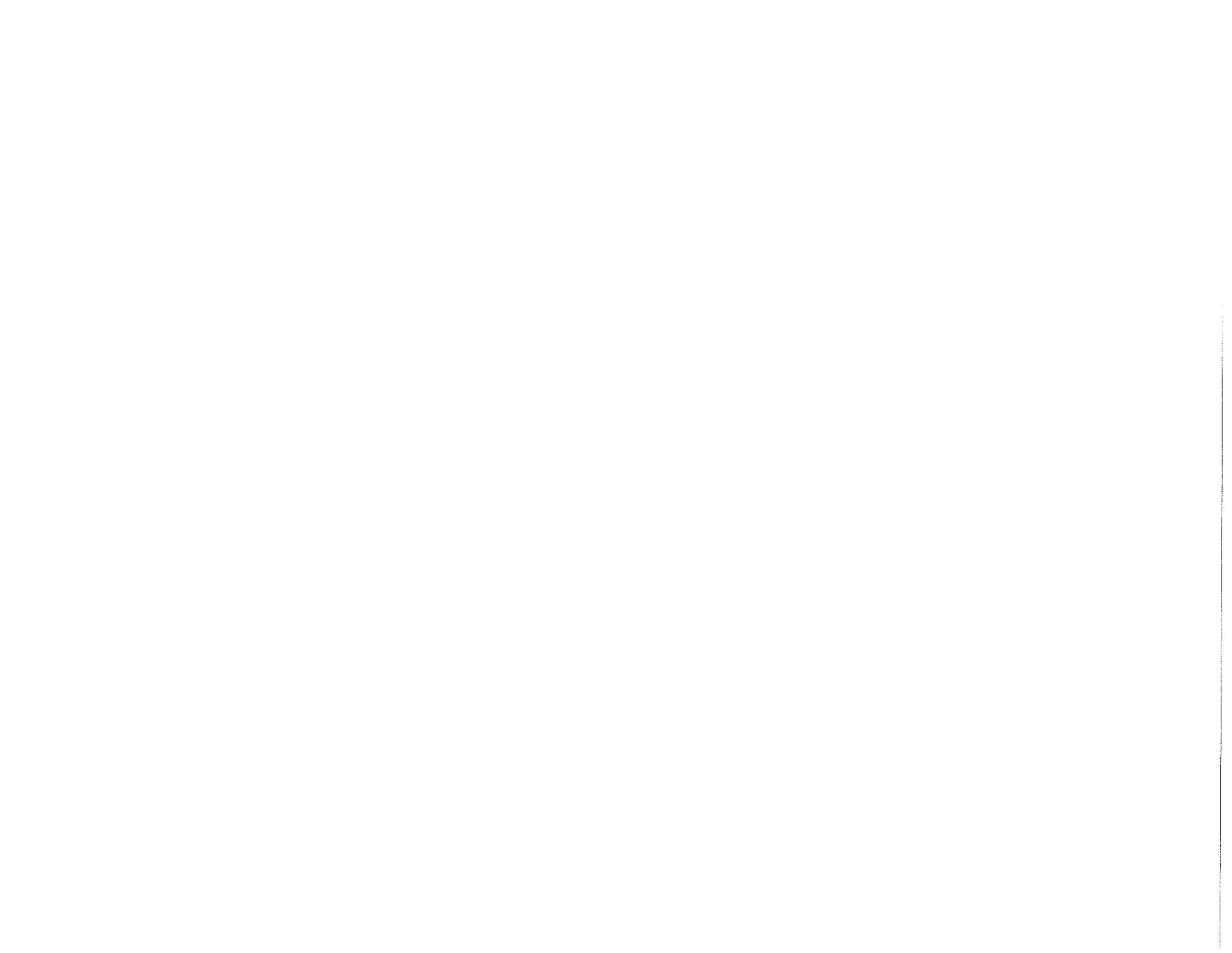
430 TOWN PLAN AND ZONING COMMISSION

440 ZONING BOARD OF APPEALS

450 BUILDING DEPARTMENT

460 CONSERVATION COMMISSION

470 ECONOMIC DEVELOPMENT



FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY PLANNING & DEVELOPMENT			400

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2015-2016 Authorized</u>	<u>2016-2017 Requested</u>	<u>2016-2017 Proposed</u>	<u>2016-2017 Approved</u>
<u>Planning and Development</u>				
Town Planner	1.0	1.0	1.0	1.0
Zoning Enforcement Officer/Assistant Town Planner	1.0	1.0	1.0	1.0
Administrative Secretary II (*)	1.0	0.0	1.0	1.0
Administrative Secretary III	<u>0.0</u>	<u>1.0</u>	<u>0.0</u>	<u>0.0</u>
	3.0	3.0	3.0	3.0
<u>Building Department</u>				
Building Official	1.0	1.0	1.0	1.0
Assistant Building Official	1.0	1.0	1.0	1.0
Assistant Building Official (PT)	0.3	0.3	0.3	0.3
Administrative Secretary II (*)	0.5	0.0	0.5	0.5
Administrative Secretary III	<u>0.0</u>	<u>0.5</u>	<u>0.0</u>	<u>0.0</u>
	2.8	2.8	2.8	2.8
<u>Town Planning and Zoning</u>				
Recording Clerk (PT)	1.0	1.0	1.0	1.0
<u>Zoning Board of Appeals</u>				
Recording Clerk (PT)	1.0	1.0	1.0	1.0
<u>Conservation Commission</u>				
Recording Clerk (PT)	1.0	1.0	1.0	1.0
<u>Economic Development</u>				
Recording Clerk (PT)	1.0	1.0	1.0	1.0
Economic Director (Retainer)	1.0	1.0	1.0	1.0

(\*) These positions were authorized as Administrative Secretary I and upgraded during FY2015-2016 to Administrative Secretary II.

FUNCTION COMMUNITY PLNG & DEVEL.	ACTIVITY PLANNING & DEVELOPMENT	PROGRAM ADMINISTRATION	C.CODE 420
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EXPLANATION

The Planning and Development Department provides information to the general public in the area of land use and development, as well as professional services and clerical support to town staff, land use boards, and elected and appointed officials, as follows:

- Professional and clerical support to the Town Plan and Zoning Commission, the Zoning Board of Appeals, the Economic Development Commission, the Affordable Housing Monitoring Agency, and beginning in 2016 the re-established Open Space Committee.
- Professional planning services to the Town Council and the Town Manager by meeting with developers and providing a long-range perspective on development opportunities.
- Conducts zoning enforcement.
- Conducts blight enforcement.
- Professional and clerical support to ad hoc committees as assigned by the Town Manager.
- Project management for special projects as assigned by the Town Manager; currently includes Phase VI of the Town Center Streetscape Project (Constance Leigh and Lowrey Place) and the on-going HUD-funded residential rehab program.
- Grant writing and management as assigned by the Town Manager; currently includes Phase VI of the Town Center Streetscape Project, the Cedar Village renovation, and the on-going HUD-funded residential rehab program.

OBJECTIVES FOR FY 2016-2017

- Continue to assist TPZ with development and adoption of "transit oriented development" zoning regulations for the two CTfastrak neighborhoods.
- Continue to assist TPZ with the comprehensive review of the zoning regulations, and adopt appropriate changes.
- Complete Phase VI of the Town Center Streetscape Project.

HIGHLIGHTS OF FY 2015-2016 OPERATIONS

- Reviewed and assisted in the approval of 282,150 square feet of new commercial construction.
- Reviewed and assisted in the approval of 8 special permits.
- Reviewed and assisted in the revision of 4 zoning or subdivision regulations.
- Wrote 2 grant applications (Electrical Vehicle Charging Station, and Ballfield Lighting for Clem Lemire Park).

MAJOR BUDGET CHANGES AND COMMENTARY

- Office Supplies and Other Materials reflect restoration of prior year cuts.
- Office Equipment includes funding for metal cabinet to store site plan mylars.

Function	Activity	Program	Code
Community Planning & Developmt	Planning and Development	Planning and Development	0420

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PERSONAL SERVICES</u>			
204,512	210,053	214,103	8101 Full time salaries	219,638	213,661	213,661
10,093	0	0	8103 Part Time	0	0	0
214,606	210,053	214,103	OBJECT TOTAL	219,638	213,661	213,661
			<u>PROFESSIONAL SVCS</u>			
647	647	647	8202 Dues and Subscriptions	647	647	647
339	285	345	8204 Conferences,Meetings,Training	295	295	295
80	50	40	8216 Printing and Binding	50	50	50
1,066	982	1,032	OBJECT TOTAL	992	992	992
			<u>MATERIAL &amp; SUPPLIES</u>			
100	175	175	8301 Office Supplies	250	250	250
71	50	0	8310 Other Materials	100	100	100
171	225	175	OBJECT TOTAL	350	350	350
			<u>CAPITAL OUTLAY</u>			
0	0	0	8406 Office Equipment	900	900	900
0	0	0	OBJECT TOTAL	900	900	900

215,843	211,260	215,310	TOTAL	221,880	215,903	215,903
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY PLNG & DEVEL.	PLANNING & DEVELOPMENT	TOWN PLAN & ZONING COMMISSION	430

**EXPLANATION**

The Town Plan and Zoning (TPZ) Commission is authorized by state statute (CGS 8-2, 8-3, 8-19, 8-23 and 8-25) and the Newington Town Charter to establish land use policies and procedures. The Commission has seven members and three alternates appointed by the Town Council and is responsible for the following:

- Review and approve/deny all plans for commercial and residential development in the Town of Newington;
- Prepare and adopt a Plan of Conservation and Development every ten years;
- Adopt Subdivision Regulations and Zoning Regulations to manage future growth; and
- Pursuant to Connecticut General Statutes §8-24, review proposed public improvements and render reports to the Town Council.

**OBJECTIVES FOR FY 2016-2017**

- Process all subdivision and zoning petitions in a timely and proper manner, respecting the rights and expectations of all citizens while promoting appropriate growth and economic development.
- Prepare and adopt “transit oriented development” zoning regulations for the CTfastrak station neighborhoods.
- Conclude the total review and revisions to the zoning regulations.

**HIGHLIGHTS OF FY 2015-2016 OPERATIONS**

- Adopted 4 zoning and subdivision regulation revisions.
- Approved 282,150 square feet of new commercial construction.
- Approved 8 special permits.

**MAJOR BUDGET CHANGES AND COMMENTARY**

- Public Notification increased to reflect trend.

Function	Activity	Program	Code
Community Planning & Developmt	Town Planning & Zoning	Town Plan & Zoning Comm.	0430

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
<u>PERSONAL SERVICES</u>						
8,136	9,662	9,812	8103 Part Time	9,807	9,807	9,807
8,136	9,662	9,812	OBJECT TOTAL	9,807	9,807	9,807
<u>PROFESSIONAL SVCS</u>						
5,033	5,425	7,915	8201 Public Notification	7,500	7,500	7,500
365	200	200	8204 Conferences,Meetings,Training	200	200	200
5,398	5,625	8,115	OBJECT TOTAL	7,700	7,700	7,700
<u>MATERIAL &amp; SUPPLIES</u>						
266	50	360	8310 Other Materials	50	50	50
266	50	360	OBJECT TOTAL	50	50	50

13,800	15,337	18,287	TOTAL	17,557	17,557	17,557
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY PLNG & DEVEL.	PLANNING & DEVELOPMENT	ZONING BOARD OF APPEALS	440

#### EXPLANATION

The Zoning Board of Appeals has five regular and three alternate members, all appointed by the Town Council. Its power and duties are defined in the Connecticut General Statutes §8-6 and include hearing petitions from property owners seeking relief from the zoning regulations, and appeals decisions made by the Zoning Enforcement Officer. The Zoning Enforcement Officer provides administrative and technical assistance to the Board.

#### OBJECTIVES FOR 2016-2017

- Provide relief to property owners in unusual situations where "exceptional difficulty or unusual hardship" would result from the strict enforcement of the zoning regulations, and from errors made by the Zoning Enforcement Officer.

#### HIGHLIGHTS OF FY 2015-2016 OPERATIONS

- The ZBA received and approved 2 applications this calendar year.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Community Planning & Developmt	Zoning Board of Appeals	Zoning Board of Appeals	0440

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PERSONAL SERVICES</u>			
960	1,412	1,462	8103 Part Time	1,462	1,462	1,462
960	1,412	1,462	OBJECT TOTAL	1,462	1,462	1,462
			<u>PROFESSIONAL SVCS</u>			
1,017	900	1,650	8201 Public Notification	900	900	900
1,017	900	1,650	OBJECT TOTAL	900	900	900
			<u>MATERIAL &amp; SUPPLIES</u>			
0	13	13	8301 Office Supplies	13	13	13
7	13	13	8310 Other Materials	13	13	13
7	26	26	OBJECT TOTAL	26	26	26

1,984	2,338	3,138	TOTAL	2,388	2,388	2,388
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMM. PLANNING & DEV.	BUILDING DEPARTMENT		450

**EXPLANATION**

The Building Department, responsible for reviewing plans, specifications and inspections of all building construction in Town, is staffed by professionals licensed by the Department of Public Safety. Three administrative members of the staff are licensed Building Officials and are qualified to review and inspect concrete work, steel construction, plumbing, heating, electrical, HVAC systems, sprinkler systems and the work of all other related trades. The Department is also responsible for the following:

- Enforcement Officers for the Newington Housing Code, Administrative Officers for Fair Rent Commission, Building Code Board of Appeals, and Vehicle Appeals Board;
- Interacting with the Director of Planning and Development, Town Engineer, Fire Marshal and Health District from the plan review stage through construction inspections and the issuance of Certificates of Occupancy; and
- Interacting with Human Services, Town Assessor, Tax Collector, Police and Fire Department for assistance.

**HIGHLIGHTS OF FY 2015-2016 OPERATION**

- During the first 6 months of fiscal year of 2015-16, the Building Department received 1235 applications, issued 18 Certificates of Occupancy and conducted 1729 field inspections.
- A Permit was issued for an Ashley Furniture Store at 56 Costello Road
- A Building Permit was issued for a 10,000 s.f. Children’s Party Center “Jump on In!” at 405 Alumni road
- 14 Building Permits were issued for new residential houses. Eight of the Permits were for Harvest Village and 9 other homes at Harvest Village received Certificates of Occupancy.
- A Building Permit was issued for the internal build out for a medical office at 2272 Berlin Turnpike

**MAJOR BUDGET CHANGES AND COMMENTARY**

- Office Supplies reduced to reflect trend.

Function	Activity	Program	Code
Community Planning & Developmnt	Building Department	Building Department	0450

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
<u>PERSONAL SERVICES</u>						
180,026	181,253	185,003	8101 Full time salaries	187,274	184,285	184,285
25,812	23,432	23,432	8103 Part Time	23,784	23,784	23,784
650	750	750	8105 Longevity	850	850	850
206,488	205,435	209,185	OBJECT TOTAL	211,908	208,919	208,919
<u>PROFESSIONAL SVCS</u>						
432	835	465	8202 Dues and Subscriptions	835	835	835
172	100	100	8203 Transportation	100	100	100
505	600	600	8204 Conferences,Meetings,Training	600	600	600
253	300	300	8207 Clothing Allowance	300	300	300
360	360	360	8220 Other Contractual Services	360	360	360
1,723	2,195	1,825	OBJECT TOTAL	2,195	2,195	2,195
<u>MATERIAL &amp; SUPPLIES</u>						
162	550	550	8301 Office Supplies	550	250	250
284	0	0	8303 Uniforms and Clothing	0	0	0
351	950	1,320	8310 Other Materials	950	950	950
797	1,500	1,870	OBJECT TOTAL	1,500	1,200	1,200

209,008	209,130	212,880	TOTAL	215,603	212,314	212,314
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FUNCTION COMM. PLANNING & DEV.	ACTIVITY CONSERVATION COMMISSION	PROGRAM	CODE 460
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EXPLANATION

The Conservation Commission, comprised of seven members and three alternates appointed by the Town Council for terms of four years, is charged with the responsibility of advising and making recommendations to the Manager, the Council and other boards and commissions of the Town regarding the development and conservation of natural resources. The Commission has been designated as the local regulatory agency for the Inland Wetland and Water Courses Act. It is responsible, therefore, for reviewing and approving all construction activities within a wetland, watercourse or within the 100-foot upland review area. Additionally, the Commission also serves as the Conservation Commission where by it may make recommendations to the Zoning Commission, Town Planning Commission, Economic Development Commission, Council, etc. on matters such as open space development, plan of Conservation Development, easements.

HIGHLIGHTS OF FY 2014-2015 OPERATION

- Continued successful implementation of the administrative wetland permits program.
- Successfully implemented the Wetland Agent review and approval process (Administration).
- Commissioners Clark, Zelek, Sadil and Igielski attended the annual CACIWC conference
- Commissioner Sadil completed the DEEP Municipal Inland Wetland Commissioners training program.
- Staff Agent Chris Greenlaw (Town Engineer) attended the DEEP wetland seminar on Legal & Administrative updates.
- The Town Engineer and staff (Hinckley & DiMaria) attended a seminar on Low Impact Development (design & implementation).
- The Inland Wetland Commission has continued to experience an increased number of agenda items resulting in a greater number of meetings, longer duration meetings and applications requiring greater staff and Agent participation, both in the office and field.

OBJECTIVES

- Continue review and establishment of policy(ies) related to conservation of Town's natural resources authorized under State Statute.
- Maintain, catalogue and update mapping (as amended) for the regulated inland wetlands.
- Research and review map amendments; coordinate public hearings necessary to adopt the "Official Inland Wetlands Map"
- Ensure that construction activities in lands abutting wetlands do not negatively impact the wetlands.
- Update wetlands regulations to be consistent with DEEP's model regulations; coordinate public hearing(s) as required.
- Scheduled public hearings (via I.W. meetings) to introduce Low Impact Development (L.I.D.) techniques and methods to be incorporated in the regulations.
- Schedule Commissioners to attend the DEEP training program for Municipal Inland Wetlands Agents.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Community Planning & Developmt	Conservation Commission	Conservation Commission	0460

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PERSONAL SERVICES</u>			
3,514	3,600	3,585	8103 Part Time	3,600	3,600	3,600
3,514	3,600	3,585	OBJECT TOTAL	3,600	3,600	3,600
			<u>PROFESSIONAL SVCS</u>			
1,109	993	2,008	8201 Public Notification	1,043	1,043	1,043
60	120	60	8202 Dues and Subscriptions	120	120	120
185	150	220	8204 Conferences,Meetings,Training	280	280	280
1,354	1,263	2,288	OBJECT TOTAL	1,443	1,443	1,443
			<u>MATERIAL &amp; SUPPLIES</u>			
0	75	80	8301 Office Supplies	25	25	25
0	75	80	OBJECT TOTAL	25	25	25

4,868	4,938	5,953	TOTAL	5,068	5,068	5,068
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY PLNG & DEVEL.	ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT DIRECTOR	471

EXPLANATION

The Economic Development Program promotes the orderly growth of the business and industrial resources of the town. The Economic Development Director works with the Town Manager, Town Planner, Economic Development Commission, Town Council, Town Plan and Zoning Commission, local businesses, private developers and business-oriented groups to achieve this goal.

HIGHLIGHTS OF FY 2015-2016 OPERATIONS

- Orchestrated activities directed at major development initiatives.
- Provided assistance to individual businesses seeking approvals from Town Building and Land Use departments.
- Assisted businesses interested in expanding within, or relocating to, Newington.
- Prepared economic data as requested.
- Supported the activities of the Economic Development Commission.

OBJECTIVES FOR FY 2016-2017

- Direct/coordinate activities to advance progress of major development initiatives.
- Provide assistance to individual businesses seeking approvals from Town Building and Land Use departments.
- Assist businesses interested in expanding within, or relocating to, Newington.
- Prepare economic data as requested.
- Support the activities of the Economic Development Commission.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Community Planning & Developmt	Economic Development	Development Director	0471

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
779	780	839	8202 Dues and Subscriptions	780	780	780
75,960	75,960	93,460	8220 Other Contractual Services	90,960	90,960	90,960
76,739	76,740	94,299	OBJECT TOTAL	91,740	91,740	91,740

76,739	76,740	94,299	TOTAL	91,740	91,740	91,740
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY PLNG & DEVEL.	ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT COMMISSION	472

### EXPLANATION

The economic development function is responsible for planning, organizing and administering an Economic Development Program, which promotes the orderly growth of the business and industrial resources of the Town. The Economic Development Director and Town Planner provide administrative and technical support to the Commission. The Development Commission, comprised of nine members appointed by the Town Council, is charged with and responsible for the following:

- Conducting research into the economic conditions and trends of the Town;
- Making recommendations to appropriate officials and agencies regarding actions to improve Newington's economic condition and development;
- Coordinating the activities of and cooperating with unofficial bodies organized to promote such economic development.

### HIGHLIGHTS OF FY 2015-2016 OPERATIONS

- Reviewed the activities of the Economic Development Director and provided useful input.
- Commented on various development issues, including State budget challenges, CTfastrak/TOD, communications and marketing.
- Hosted the second annual "Meet the Town Officials Business Network Event", including recognition of new businesses, businesses over twenty-five years old and the Town Business of the Year.

### OBJECTIVES FOR 2016-2017

- Provide continued input to the Economic Development Director, including reporting by Commissioners of activity within their assigned districts.
- Host the third annual "Meet the Town Officials Business Network Event".
- Consider new initiatives to promote business expansion and retention.

### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Community Planning & Developmt	Economic Development	Development Commission	0472

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PERSONAL SERVICES</u>			
1,451	1,306	1,379	8103 Part Time	1,326	1,326	1,326
1,451	1,306	1,379	OBJECT TOTAL	1,326	1,326	1,326
			<u>PROFESSIONAL SVCS</u>			
0	100	80	8204 Conferences,Meetings,Training	100	100	100
1,100	1,120	1,485	8220 Other Contractual Services	1,600	1,000	1,000
1,100	1,220	1,565	OBJECT TOTAL	1,700	1,100	1,100
			<u>MATERIAL &amp; SUPPLIES</u>			
0	0	48	8301 Office Supplies	0	0	0
0	0	48	OBJECT TOTAL	0	0	0

2,551	2,526	2,992	TOTAL	3,026	2,426	2,426
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# PUBLIC HEALTH

511 HEALTH SERVICES

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC HEALTH	HEALTH SERVICES		511

EXPLANATION

Effective July 1, 2006, the Town of Newington became a member of the Central Connecticut Health District (CCHD), which also includes the Towns of Berlin, Wethersfield, and Rocky Hill. The district-wide services include environmental health, community health, and emergency preparedness for the Town's residents.

MAJOR BUDGET CHANGES AND COMMENTARY

- Other Contractual Services shows an increase in fees to Central Connecticut Health District.
- Technical Supplies & Other Materials are reduced to reflect trend.

Function	Activity	Program	Code
Public Health	Health Services	Health Services	0511

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
150,256	156,268	157,168	8220 Other Contractual Services	157,164	161,092	161,092
150,256	156,268	157,168	OBJECT TOTAL	157,164	161,092	161,092
			<u>MATERIAL &amp; SUPPLIES</u>			
0	907	907	8302 Technical Supplies	907	807	807
0	500	500	8310 Other Materials	500	0	0
0	1,407	1,407	OBJECT TOTAL	1,407	807	807

150,256	157,675	158,575	TOTAL	158,571	161,899	161,899
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## COMMUNITY SERVICES

610 HUMAN SERVICES

640 SENIOR AND DISABLED CENTER SERVICES

670 BOARDS AND COMMISSIONS



FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES		SUMMARY	600

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2015-2016 Authorized</u>	<u>2016-2017 Requested</u>	<u>2016-2017 Proposed</u>	<u>2016-2017 Approved</u>
<u>Human Services</u>				
Director of Human Services	1.0	1.0	1.0	1.0
Youth Services/Clinical Casework Coord.	1.0	1.0	1.0	1.0
Human Services Coordinator	1.0	1.0	1.0	1.0
Social Worker II	1.0	1.0	1.0	1.0
Youth Services Coordinator	1.0	1.0	1.0	1.0
Youth Worker (PT)	0.5	0.5	0.5	0.5
Administrative Secretary I	1.0	1.0	1.0	1.0
Administrative Secretary (PT)	<u>0.4</u>	<u>0.4</u>	<u>0.4</u>	<u>0.4</u>
	6.9	6.9	6.9	6.9
<u>Senior and Disabled Center</u>				
Senior and Disabled Center Director	1.0	1.0	1.0	1.0
Program Coordinator	1.0	1.0	1.0	1.0
Administrative Coordinator	1.0	1.0	1.0	1.0
Social Worker I	1.0	1.0	1.0	1.0
Administrative Secretary I	1.0	1.0	1.0	1.0
Elderly Worker/Clerical	1.0	1.0	1.0	1.0
Clerical (PT)	0.4	0.1	0.1	0.1
Special Olympics Coordinator (PT)	0.2	0.2	0.1	0.1
Evening Supervisor (PT)	0.5	0.5	0.5	0.5
Morning Set-up Person (PT)	0.3	0.5	0.5	0.5
Program Assistant-Deaf Programs (PT)	0.0	0.1	0.1	0.1
Nurse (PT)	0.3	0.2	0.2	0.2
Head Dial-A-Ride Driver	1.0	1.0	1.0	1.0
Dial-A-Ride Driver (PT)	1.5	1.5	1.5	1.5
Sub. Dial-A-Ride Driver	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>
	10.3	10.2	10.1	10.1
<u>Comm. On Aging and Disabled</u>				
Recording Clerk (PT)	1.0	1.0	1.0	1.0

FUNCTION COMMUNITY SERVICES	ACTIVITY HUMAN SERVICES	PROGRAM	CODE 610
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EXPLANATION

The Human Services Department is responsible for a comprehensive approach to planning, management, coordination and the delivery of private and public human service programs for children, youth, adults, elderly, people with disabilities and their families. Service areas include: information and referral; early childhood development; prevention and positive youth and family development, community and parent education, health and mental health, crisis intervention, social casework, and counseling, emergency shelter, housing and basic needs assistance, assistance with entitlement programs, health insurance, Medicare counseling, disability applications and other benefit programs. State grants, private contributions and fees fund some Human Service programs.

HIGHLIGHTS OF FY 2015-2016 OPERATION

- During FY 2014-2015, positive youth development grew from 2,641 to 3,115 program registrants, with some students duplicated. The Newington Outdoor Challenge Ropes Course continued to offer dynamic programming to Newington youth and outside groups including other town youth service agencies and numerous college/university, business and school groups.
- In 2015, a 24' yurt was constructed on the Newington Challenge Course. Lowes contributed by finishing the pine floors with polyurethane and donating/installing a wood stove. An Eagle scout will build a deck and handicap access ramp Spring 2016. This yurt will allow expanded year round use and programming with an indoor alternative at the challenge course.
- The Department provided prevention/education programs with topics including mental health first aid, a collaborative presentation on Hoarding. Clinical Coordinator Pat Meskill became a certified instructor in Mental Health First Aid, and has provided training to our local NEMS, with future plans with our police department and the general public. Human Services and first responders are working toward enhanced training and response for mental health calls. Having an internal instructor will afford greater flexibility and increased offerings, with cost savings.
- The Youth and Family Counseling program offered a grief support group in spring, 2015. During 2015, we provided 637 hours of counseling services. Presenting issues included family conflict, divorce/separation, death, depression, suicidal ideation and suicide, substance abuse, child neglect/abuse, relationships and others.
- In FY14-15, the Juvenile Review Board, a partnership of police, schools, court, DCF and human services received 12 referrals
- Staff handled 9,467 Information/referral requests FY 14-15, up from 7,188 the prior year. This represents a 25% increase.
- Households were assisted with a variety of basic needs that include the Food Bank(1,690 visits/7,923 bags), Outdoor Market(1584 visits/3,168 bags), Clothing Closet(478 visits/518 bags), Holiday Food, Toy and Gift Program 2015(416 households/860 individuals) and Special Needs(91 households) funding requests. This increase shows continued economic hardship facing many residents. 71 households were awarded Operation Fuel grants totaling \$30,000 energy assistance.
- The Newington HAT (Hunger Action Team) was formed toward reducing/eliminating hunger in Newington. Members represent civic, school, houses of worship, citizens, businesses and town employees.
- Over 200 volunteers and 1 college field placement intern provided thousands of service hours assisting with the Food Bank, Outdoor Market, Clothing Closet, Holiday Programs and office assistance. Volunteers are essential for the operation of these services.
- Social work services increased from 613 to 632 unduplicated cases, representing 1,725 service hours with a 3% increase. Many of these situations are quite complex and multifaceted, requiring multiple appointments and resources/services. Seniors, adults and families presented a variety of issues including financial problems, unemployment, underemployment, chronic illness, neglect/abuse, domestic conflict/violence, substance abuse, health, mental health and safe home referrals among many others. We work closely with the police, fire, school, Senior & Disabled Center, Health and others regarding at-risk and emergency situations.
- The department continues its work toward the initiation of a state wide task force on Hoarding. A second annual conference is scheduled for May, 2016.
- As a result of generalized safety concerns involving blight, fire hazards, hoarding and/or other at risk-living conditions, we have also formed a Newington Safe Homes Task Force which is comprised of town staff from Human Services, Fire, Police, Animal Control, Zoning Enforcement, Senior & Disabled Center, Town Manager, Building and Health. Through this effort we continue to work together toward a cooperative and coordinated approach, while addressing obstacles impeding resolution.

OBJECTIVES

- Reviewing and offering programs/services to insure human service needs of Newington residents are addressed and enhanced in a cost effective manner.
- Continue to develop professional competencies for staff and enhance staff support.
- Provide information, basic need and emergency assistance, casework, counseling, crisis intervention and positive development programs to residents of all ages while enhancing mental health community education and training opportunities regarding sensitivity, tolerance, support, understanding and intervention strategies.

MAJOR BUDGET CHANGES AND COMMENTARY

- Conferences, Meetings, Training, Consultants/Special Contractors and Office Supplies were adjusted to reflect trend.
- Special Needs increased to reflect additional grant revenue from the United Way.

Function	Activity	Program	Code
Community Services	Human Services	Human Services	0610

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
<u>PERSONAL SERVICES</u>						
376,053	378,569	385,069	8101 Full time salaries	383,586	383,586	383,586
20,207	33,715	33,715	8103 Part Time	33,715	33,715	33,715
10,500	10,500	10,500	8104 Seasonal	10,500	10,500	10,500
1,000	1,000	1,000	8105 Longevity	1,000	1,000	1,000
407,760	423,784	430,284	OBJECT TOTAL	428,801	428,801	428,801
<u>PROFESSIONAL SVCS</u>						
640	680	688	8202 Dues and Subscriptions	773	773	773
21	100	70	8203 Transportation	100	100	100
3,861	1,495	2,527	8204 Conferences,Meetings,Training	3,495	3,495	3,495
323	690	1,466	8212 Equipment Maintenance	690	690	690
40	420	1,180	8216 Printing and Binding	970	420	420
10,407	30,484	23,430	8217 Consultants/Special Contractor	27,866	10,283	10,283
3,600	4,100	4,100	8218 Contributions and Subsidies	4,100	4,100	4,100
2,555	2,600	2,600	8225 Special Needs	5,593	5,593	5,593
21,446	40,569	36,061	OBJECT TOTAL	43,587	25,454	25,454
<u>MATERIAL &amp; SUPPLIES</u>						
626	800	884	8301 Office Supplies	800	600	600
1,695	2,408	6,832	8310 Other Materials	2,408	2,408	2,408
2,321	3,208	7,716	OBJECT TOTAL	3,208	3,008	3,008
<u>CAPITAL OUTLAY</u>						
1,431	0	0	8406 Office Equipment	0	0	0
24,215	0	0	8407 Building Equipment	0	0	0
4,000	0	0	8408 Building Improvements	0	0	0
29,647	0	0	OBJECT TOTAL	0	0	0

461,173	467,561	474,061	TOTAL	475,596	457,263	457,263
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES	SR. AND DIS. CENTER SERVICES	CENTER OPERATION	644

### EXPLANATION

As the focal point of services for the senior and disabled residents of Newington, the Senior and Disabled Center offers a comprehensive range of programs and services including recreation, social, health, education, transportation, nutrition and social services, either directly or through partnerships in the community to promote wellness and independence.

### HIGHLIGHTS OF FY 2015-2016 OPERATION

- Served more than 3000 people through programs and services including health and fitness, life long learning, information and referral, case management, recreation, and social programs.
- Achieved National Accreditation for the 3<sup>rd</sup> time. As part of this process, developed a strategic plan with specific measurable goals to improve the wellbeing of older adults and adults with disabilities in Newington.
- Continued to offer the Aging Mastery Program with the National Council on Aging and implemented the first American Sign Language program in the nation. Also provided Matter of Balance and LiveWell Chronic Disease Self Management in ASL, the only site to do so.
- The Center's 75 registered volunteers contributed more than 7,500 hours of dedicated service.
- Continued to develop health and wellness programs focusing on prevention and education, using collaborative partners. This included a dental cleaning program coordinated by the CCHD through an Older American's Act grant.
- Through a major grant from Jefferson House Institute continued to coordinate the Matter of Balance program within a five town region and expanded into other communities on a fee for service basis.
- Expanded the "Giving Garden", a volunteer initiative to grow organic produce for Food Pantry beneficiaries with the addition of an herb garden and a perennial garden.
- Continued to seek collaborative partners within the community and region to enhance capacity for programs and services.
- Continued collaborative efforts with other Town departments including the annual "Safety Picnic" with the Newington Police Department.
- In addition to assisting residents with access to programs including Medicare Part D, ConnPace, Meals on Wheels, Renters Rebate and Energy Assistance, continued the Economic Security Screening™.
- Continued focus on preventative maintenance, safety and general ambiance of facility.

### OBJECTIVES

- Continue to address the goals developed through strategic planning.
- Continue to meet the increasing basic needs and quality of life issues for a growing older population, as the complexity of needs increases due to a shift away from institutional to home and community based care.
- Work to develop transitional programs for younger seniors as well as frail older adults.
- Continue to assess the needs and interests of senior and disabled residents, especially boomers, and offer meaningful programs.
- Continue to develop partnerships to maximize efficiency, impact and range of services.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time was reduced to reflect trend.
- Technical Equipment was deferred to fiscal year 2017-18.

Function	Activity	Program	Code
Community Services	Sr. and Dis. Center Services	Center Operation	0644

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
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PERSONAL SERVICES

343,216	345,607	351,437	8101 Full time salaries	350,093	350,093	350,093
39,653	46,120	46,120	8103 Part Time	46,544	42,818	42,818
382,869	391,727	397,557	OBJECT TOTAL	396,637	392,911	392,911

PROFESSIONAL SVCS

438	438	438	8202 Dues and Subscriptions	438	438	438
30	200	200	8204 Conferences,Meetings,Training	200	200	200
2,300	2,300	2,300	8210 Equipment Rental	2,300	2,300	2,300
2,058	4,325	4,325	8212 Equipment Maintenance	4,625	4,375	4,375
1,157	1,465	1,465	8213 Facilities Maintenance	1,465	1,465	1,465
700	700	700	8216 Printing and Binding	700	700	700
8,990	9,895	9,000	8217 Consultants/Special Contractor	9,895	9,895	9,895
3,566	3,438	3,438	8220 Other Contractual Services	3,923	3,923	3,923
19,238	22,761	21,866	OBJECT TOTAL	23,546	23,296	23,296

MATERIAL & SUPPLIES

796	800	800	8301 Office Supplies	800	800	800
4,287	3,585	3,585	8302 Technical Supplies	3,585	3,085	3,085
5,084	4,385	4,385	OBJECT TOTAL	4,385	3,885	3,885

CAPITAL OUTLAY

1,792	4,900	4,900	8402 Technical Equipment	4,900	0	0
720	0	0	8406 Office Equipment	0	0	0
2,512	4,900	4,900	OBJECT TOTAL	4,900	0	0

409,703	423,773	428,708	TOTAL	429,468	420,092	420,092
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FUNCTION COMMUNITY SERVICES	ACTIVITY SR. AND DIS. CENTER SERVICES	PROGRAM DIAL-A-RIDE	CODE 645
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#### EXPLANATION

The Dial-A-Ride program provides essential transportation to senior and disabled residents for medical appointments, shopping, personal business, socialization, special trips and group transportation.

#### HIGHLIGHTS OF FY 2015-2016 OPERATION

- Provided an average of 1,480 trips per month through traditional Dial-A-Ride to an increasingly frail population.
- Continued to provide the successful tri-town medical transportation program with Wethersfield and Rocky Hill.
- Networked and collaborated with other providers to look at future options for transportation including mobility management and public-private options and access to CTFastrak

#### OBJECTIVES

- To continue to coordinate and provide efficient transportation to senior and disabled residents.
- Continue support for continued state funding of medical transportation program.
- To work with other providers to expand options for Newington residents.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Community Services	Sr. and Dis. Center Services	Dial-A-Ride	0645

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
<u>PERSONAL SERVICES</u>						
54,541	55,754	55,754	8101 Full time salaries	55,541	55,541	55,541
741	1,496	1,496	8102 Overtime	1,496	1,000	1,000
75,970	69,252	70,952	8103 Part Time	70,102	70,102	70,102
150	300	300	8105 Longevity	500	500	500
131,402	126,802	128,502	OBJECT TOTAL	127,639	127,143	127,143
<u>PROFESSIONAL SVCS</u>						
0	120	120	8214 Motor Vehicle Maintenance	120	120	120
500	500	500	8216 Printing and Binding	500	500	500
500	620	620	OBJECT TOTAL	620	620	620

131,902	127,422	129,122	TOTAL	128,259	127,763	127,763
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES	BOARDS AND COMMISSIONS	COMM. ON AGING & DISABLED	671

EXPLANATION

Created by ordinance in September 1984, this nine member Commission implements policies established by the Town Council relevant to senior and disabled residents, advises the Town Council and other Town agencies on matters affecting the elderly and disabled and exercises policy oversight for Senior and Disabled Center operations and activities.

HIGHLIGHTS OF FY 2015-2016 OPERATION

- Actively engaged in Center's Self-Assessment and Accreditation Process
- Provided policy oversight to the Senior and Disabled Center.
- Sponsored volunteer recognition event.

OBJECTIVES

- Continue to work closely with Center staff and provide input for programming and policy oversight.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Community Services	Boards and Commissions	Commission on Aging & Disabled	0671

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PERSONAL SERVICES</u>			
1,040	1,040	1,040	8103 Part Time	1,055	1,055	1,055
1,040	1,040	1,040	OBJECT TOTAL	1,055	1,055	1,055
			<u>PROFESSIONAL SVCS</u>			
346	500	500	8216 Printing and Binding	500	500	500
1,407	1,260	1,260	8218 Contributions and Subsidies	1,260	1,260	1,260
1,753	1,760	1,760	OBJECT TOTAL	1,760	1,760	1,760
			<u>MATERIAL &amp; SUPPLIES</u>			
0	60	60	8301 Office Supplies	60	60	60
0	60	60	OBJECT TOTAL	60	60	60

2,792	2,860	2,860	TOTAL	2,875	2,875	2,875
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES	BOARDS AND COMMISSIONS	HUMAN RIGHTS COMMISSION	673

**EXPLANATION**

Created by Article V of the Newington Code of Ordinances, the purpose of the Human Rights Commission is as follows:

- To promote mutual understanding and respect among all racial, religious, ethnic, and other groups.
- To secure equality of treatment of, and opportunity for, all human beings.
- To cooperate with governmental and nongovernmental agencies with organizations having like or kindred functions to those of the commission as it deems necessary or desirable.
- To make such studies in the field of human rights as in the judgment of the commission will aid in effectuating its general purpose.
- To demonstrate to federal or state funding agencies or courts that the Town has an official body which reviews issues or challenges involving compliance with federal and state laws on human rights and which can make recommendations to the Town Council for action.

**HIGHLIGHTS OF FY 2015-2016 OPERATION**

- Human Rights Commission focused on publicizing their group and their mission and had booths at the Business Expo and Waterfall Festivals promoting programs of diversity and community issues of concern.
- They continued to distribute bookmarks and other promotional materials.
- Funding was given to the library to purchase books promoting human rights and diversity.

**OBJECTIVES**

- To continue enhancing diversity awareness opportunities within the community.
- To support Human Services Department programs and services.

**MAJOR BUDGET CHANGES AND COMMENTARY**

- Consultants/Special Contractors was reclassified to account 674 to better reflect use.

Function	Activity	Program	Code
Community Services	Boards and Commissions	Human Rights Commission	0673

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
925	1,500	1,500	8217 Consultants/Special Contractor	0	0	0
500	0	0	8218 Contributions and Subsidies	0	0	0
1,425	1,500	1,500	OBJECT TOTAL	0	0	0

1,425	1,500	1,500	TOTAL	0	0	0
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES	BOARDS AND COMMISSIONS	YOUTH-ADULT COUNCIL	674

### EXPLANATION

Created by §2-73 of the Newington Code of Ordinances, the Youth-Adult Council constitutes a board which provides:

- policy advice on the formulation, development and alteration of youth-serving programs of the Human Services Department;
- fosters cooperation and coordination among public and private youth serving agencies;
- promotes voluntary service and assistance for youth programs and enhances communication between youth and adults; and
- provides programs for community education.

### HIGHLIGHTS OF FY 2015-2016 OPERATION

- Supported substance abuse prevention programs through the Local Prevention Council State Grant.
- Sponsored Super Hoop-La Basketball Game with an increase in student teams participating.
- Provided three scholarships for graduating high school students.
- Provided financial support to the NHS Safe Graduation Party and safe driving campaign prior to proms Spring, 2016

### OBJECTIVES

- Continue to serve in an advisory capacity to the Human Services Department.
- Continue to support community education and prevention programs.
- Review programs and determine the allocation of Local Prevention Council grant funds.
- Continue to provide scholarships to graduating high school students.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Other Contractual Services increased for funds transferred from account 673 and to reflect additional grant revenue expected from Capital Area Substance Abuse Council.

Function	Activity	Program	Code
Community Services	Boards and Commissions	Youth-Adult Council	0674

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
3,506	4,500	4,500	8220 Other Contractual Services	7,143	6,393	6,393
3,506	4,500	4,500	OBJECT TOTAL	7,143	6,393	6,393

3,506	4,500	4,500	TOTAL	7,143	6,393	6,393
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# LIBRARY

710 LIBRARY OPERATIONS

730 HUBBARD BOOK FUND





FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM ADMINISTRATION	CODE 711
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### EXPLANATION

This program provides for management and coordination of all programs and services offered by the Lucy Robbins Welles Library, as well as hosting a number of unallocated department-wide expenses. Technology services are handled directly from this program.

### HIGHLIGHTS OF FY 2015-2016 OPERATION

- Worked with the Library Board of Trustees to give a formal presentation to the town council about the library space needs. After inviting the town councilors and the mayor on a tour of the library and then being invited to give a formal presentation to the Town Council about the library's space needs and the need for possible expansion, the Town Council approved the forming of a Library Renovations/Addition Project Building Committee Information in May 2015.
- A library technology team was created to address existing and emerging library technology and to handle staff and public training and technology troubleshooting.
- As part of the Library Automated Collection Management System, a Town CIP Project, staff and volunteers began tagging the library collection, which included books, audiobooks, music CDs, DVDs and Blu-Ray DVDs with RFID labels. RFID technology will allow the library to offer multiple patron self-checkout stations, streamline current library functions and offer better security and inventory control.
- Offered free meeting space 183 times for public groups and 3,202 hours of free conference/study room use for the public.
- Worked with the Friends of the Library on many fundraising efforts, including their two book sales and their Wine and Cheese Social.
- Continued to work with the Library Board on its fundraising efforts, such as the Annual 5K Road Race and on a free concert featuring the musical band *Changes in Latitude* as part of the *George C. Hanel Fine Arts Series*.
- Worked with IT to upgrade the library's wireless access points.
- Worked with the Mid-State Collaborative coordinating summer reading programs and other activities for children, teens and adults.
- A new online service added was *Author Alert*, which is a way for patrons to get notified by email or text when the library orders new titles by their favorite authors or performers.
- Provided free notary services to 167 patrons and continued to send informational packets to all new residents.
- Working with our library consortium, implemented a new integrated library system, Innovative Interface Inc., Sierra system.

### OBJECTIVES FOR 2016-2017

- Work with the Library Board of Trustees and the Library Renovations/Addition Project Building Committee toward a future expansion.
- Continue to work with the Library Board and Friends of the Library on fundraising efforts.
- Review staffing needs, skill sets and standards relative to evolving needs.
- Complete the RFID tagging as part of the Library Automated Collection Management System CIP project and go live with the new Library Automated Collection Management System which includes new self-checkout stations for the public.
- Continue to investigate possible uses of new technologies and formats as they arise.
- Investigate a new print management system to allow wireless printing for the library patrons.
- Oversee the completion of the Library's 2015-2016 Plan of Work.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Postage decreased to reflect increased email notification.
- Data Services increased slightly due to increased downloadable subscription through the consortium.

Function	Activity	Program	Code
Public Library	Library Operations	Library Administration	0711

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PERSONAL SERVICES</u>			
237,113	239,359	242,809	8101 Full time salaries	241,867	241,867	241,867
2,650	2,350	2,350	8105 Longevity	2,650	2,650	2,650
239,763	241,709	245,159	OBJECT TOTAL	244,517	244,517	244,517
			<u>PROFESSIONAL SVCS</u>			
1,795	2,145	2,250	8202 Dues and Subscriptions	2,398	2,398	2,398
171	394	224	8203 Transportation	394	394	394
1,833	1,382	1,189	8204 Conferences,Meetings,Training	1,382	1,382	1,382
1,883	4,865	2,277	8205 Postage and Shipping	2,742	2,742	2,742
638	653	636	8210 Equipment Rental	650	650	650
308	400	0	8216 Printing and Binding	400	400	400
47,191	47,322	47,022	8222 Data Services	48,081	48,081	48,081
53,819	57,161	53,598	OBJECT TOTAL	56,047	56,047	56,047
			<u>MATERIAL &amp; SUPPLIES</u>			
948	500	500	8301 Office Supplies	628	628	628
948	500	500	OBJECT TOTAL	628	628	628
			<u>CAPITAL OUTLAY</u>			
18,579	0	0	8406 Office Equipment	0	0	0
18,579	0	0	OBJECT TOTAL	0	0	0

313,109	299,370	299,257	TOTAL	301,192	301,192	301,192
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### EXPLANATION

This program includes the personnel and operating costs for services to younger patrons including reference assistance, program planning and implementation, and maintenance of the book and digital collections.

### HIGHLIGHTS OF FY 2015-2016 OPERATION

- Bestselling children's author and graphic novelist Ben Hatke, gave school presentations to 948 children in the 3<sup>rd</sup> through 5<sup>th</sup> grades in the public schools as part of the *Sliva Young People's Literary Series*.
- Added two new online services, *Power Knowledge: Earth and Science* database and *StarWalk*, an eBook service for children with a strong non-fiction collection. Both were added to support the school curriculum
- Spearheaded a successful winter reading program "*Fetch a Good Book*" with 122 children reading the equivalent of 1648 days.
- Spearheaded a successful summer reading program *Every Story Has a Hero* with 1,095 children participating.
- Presented 710 educational programs to 23,641 children and their caregivers.
- Another three new programs were added: "Let's Make Music Together," "Getting Ready for Kindergarten," a program geared to help preschoolers prepare for kindergarten and Half-Day FUN, an afterschool program that is held on the Tuesdays the schools close early.
- Added a Sunday Lego Junior Makerspace program for families that combined reading with building using Lego Bricks.
- Staff answered 20,714 reference questions over the year.
- Provided 1,062 free or reduced rate museum and local attraction passes to the public, due to the generosity of the Friends of the Library. Patrons can now print most passes from home instead of having to come to the library to pick up.
- Hired Beth Mendelsohn as a new full-time Children Library Technician. She replaced Joanne Cocolla who was promoted last year.

### OBJECTIVES FOR 2016-2017

- Maintain the present level of program offerings to preschool and school age children, changing programs to meet needs of the children.
- Continue to provide extensive support services to elementary and middle school students in all areas of the curriculum by offering current print and electronic resources.
- Continue grades K through 4 class field trips to the Library for instruction and educational programs.
- Continue to serve the 5th and 6th grades of Newington by presenting book talks and book discussions at the middle schools.
- Continue monthly outreach to the day care and early childhood centers to support early literacy efforts.
- Increase participation in the summer reading program by continuing to work closely with Newington educators and parents.
- Continue the Sliva Young People's Literary Series with another author visit to the schools.
- Continue to be present at school open houses and end of year picnics to promote library services to parents and childrens.
- Continue to work with other town departments to provide collaborative programming.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Increase in Full Time Salaries due to personnel changes and contractual step increases.
- Overtime eliminated to reflect closing of Library on all Sundays.
- Part Time decreased to reflect reduced hours due to closing of Library on all Sundays and school bus service for storytime program is no longer charged to this department as it is part of the basic Board of Education operations.
- Dues and Subscriptions reflects decreased number of databases.
- Circulation materials reflects increased demand.

Function	Activity	Program	Code
Public Library	Library Operations	Library Children's Services	0712

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
<u>PERSONAL SERVICES</u>						
174,464	180,068	188,768	8101 Full time salaries	193,870	193,870	193,870
1,721	1,130	1,190	8102 Overtime	2,038	2,038	0
77,298	73,574	75,794	8103 Part Time	75,522	72,451	68,568
253,483	254,772	265,752	OBJECT TOTAL	271,430	268,359	262,438
<u>PROFESSIONAL SVCS</u>						
8,965	9,061	7,976	8202 Dues and Subscriptions	9,060	7,310	7,310
0	94	0	8212 Equipment Maintenance	94	94	94
478	600	175	8216 Printing and Binding	600	600	600
1,761	1,777	1,777	8220 Other Contractual Services	1,801	1,801	1,801
11,204	11,532	9,928	OBJECT TOTAL	11,555	9,805	9,805
<u>MATERIAL &amp; SUPPLIES</u>						
200	200	150	8301 Office Supplies	200	200	200
718	350	306	8310 Other Materials	350	350	350
918	550	456	OBJECT TOTAL	550	550	550
<u>CAPITAL OUTLAY</u>						
36,757	36,771	37,856	8401 Public Circulation Material	38,919	38,919	38,919
36,757	36,771	37,856	OBJECT TOTAL	38,919	38,919	38,919

302,361	303,625	313,992	TOTAL	322,454	317,633	311,712
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FUNCTION  
PUBLIC LIBRARY

ACTIVITY  
OPERATIONS

PROGRAM  
REF. AND COMMUNITY SERVICES

CODE  
713

### EXPLANATION

Services provided under this program include:

- Responses to requests for information and services from the general public and the business community.
- Presentation of adult and teen informational programs on a wide variety of topics to those specific audiences.
- Coordination of Library outreach services to the community.

### HIGHLIGHTS OF FY 2015-2016 OPERATION

- The Library website was visited 104,027 times during the year.
- Staff handled 42,357 reference transactions from the public.
- Offered a variety of technology programs on downloadable media, iPad basics, computer troubleshooting, *Picasa* and *Facebook*.
- Increased the number of one on one technology troubleshooting programs which includes *Tech Troubleshooting with Teens* and *Book A Librarian* and *Tech 4 U* due to high demand.
- Offered 54 programs to 2,357 teens, with a teen summer reading program, monthly book talks and discussions with 7<sup>th</sup> and 8<sup>th</sup> graders at Martin Kellogg Middle School and a new series program titled *Teen Life Hack* that helped teens learn useful life skills.
- Presented 127 cultural, literature based and educational programs for more than 4,718 adults, including author visits, music concerts, film series, employment classes, book discussions and *Redefined Reads* that repurposes old books.
- Offered four new series programs that included *Shakespeare Sundays* film series, *A Taste of Connecticut*, *A Portrait of Jane Austen*, and *Nothing but the Best*, a Frank Sinatra film series.
- Offered an adult winter reading program with 280 participants, reading 1,827 books and an adult summer reading program with 506 participants, who read 4,392 books.
- An open full-time reference position was restructured to fulfill technology needs. Jennifer Hebert was hired as the new Digital Services Librarian.

### OBJECTIVES FOR 2016-2017

- Review and enhance the library website's online resources as finances allow, providing greater remote access to Newington residents.
- Continue to offer computer and technology classes for the public.
- Explore additional outreach services to assisted living facilities and nursing homes.
- Explore ways to do more collaborative programming with other Town departments.
- Improve and enhance the promotion of the library and its services including its presence on social media.
- Explore new and emerging technologies and train staff to learn how to use them.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Increase in Full Time Salaries due to changes in personnel and step increases.
- Overtime and Part Time reflect reduced hours due to closing of Library on all Sundays.
- Dues and Subscriptions reflects decrease in number of databases and magazines.
- Public Circulation Material decreased to reflect fewer number of books and downloadable items.

Function Public Library	Activity Library Operations	Program Reference and Community Svcs	Code 0713
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2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
<u>PERSONAL SERVICES</u>						
265,397	283,213	281,213	8101 Full time salaries	291,636	291,636	291,636
3,611	5,344	3,684	8102 Overtime	6,868	6,868	0
160,427	147,760	161,695	8103 Part Time	154,025	149,605	147,257
429,435	436,317	446,592	OBJECT TOTAL	452,529	448,109	438,893
<u>PROFESSIONAL SVCS</u>						
69,291	80,123	70,763	8202 Dues and Subscriptions	69,413	51,544	56,544
0	461	0	8212 Equipment Maintenance	300	300	300
250	500	500	8216 Printing and Binding	500	500	500
1,807	1,207	1,207	8220 Other Contractual Services	1,231	1,231	1,231
71,348	82,291	72,470	OBJECT TOTAL	71,444	53,575	58,575
<u>MATERIAL &amp; SUPPLIES</u>						
409	1,450	1,450	8301 Office Supplies	1,661	1,661	1,661
910	0	0	8302 Technical Supplies	0	0	0
1,523	225	1,650	8310 Other Materials	225	225	225
2,842	1,675	3,100	OBJECT TOTAL	1,886	1,886	1,886
<u>CAPITAL OUTLAY</u>						
132,643	138,963	148,249	8401 Public Circulation Material	144,680	128,451	133,451
1,954	0	860	8410 Furniture, Fixtures & Equipmnt	0	0	0
134,597	138,963	149,109	OBJECT TOTAL	144,680	128,451	133,451

638,222	659,246	671,271	TOTAL	670,539	632,021	632,805
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FUNCTION  
PUBLIC LIBRARY

ACTIVITY  
OPERATIONS

PROGRAM  
BUILDING

CODE  
714

### EXPLANATION

This account provides for the operation and maintenance of the Library facility.

### HIGHLIGHTS OF FY 2015-2016 OPERATION

- A new furnace that was more powerful and energy efficient and 1/3 the size, replaced the library's 30+ year old furnace that was problematic for several years.
- New ductwork was added as well as new HVAC controls in an effort to address the heating and cooling imbalance in the building.
- New LED, energy efficient light bulbs were installed to replace the older less efficient bulbs.
- Library parking lot issues were a constant challenge throughout the year. The parking is not adequate for the library and Town Hall patrons.
- Water pipes burst in the women's restroom causing flooding in the men's restroom and library lobby due to lack of insulation. Pipes also burst in the adult stacks because the warm water that runs through the pipes was turned off. More than 70 books were destroyed.
- Uneven concrete slabs in front of the library were fixed to address hazardous tripping conditions.
- Security cameras were installed to address security issues and theft in the library.
- Completed some painting and a number of minor building projects and maintenance upgrades.
- *NuLook* cleaning service was replaced by *KeeClean* cleaning service due to poor performance and theft issues.

### OBJECTIVES FOR 2016-2017

- Continue to work with the Facilities Management department to try to find a solution to the heating and cooling issues on the first floor. During the winter the cold air comes through the front doors and travels down to the reference desk. During the summer the hot air does the same. The HVAC system for the library cannot handle the heating and cooling needs.
- Continue work on minor repairs and projects that need attention.
- Continue to monitor the facility, handling problems with vandalism, inappropriate behavior and safety in a timely and professional manner.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time is reduced to reflect reduced hours due to closing of Library on all Sundays.
- Increase in Equipment Maintenance due to increase in antique clock repairs.

Function	Activity	Program	Code
Public Library	Library Operations	Library Building	0714

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PERSONAL SERVICES</u>			
19,421	18,222	18,522	8103 Part Time	18,494	7,358	17,277
19,421	18,222	18,522	OBJECT TOTAL	18,494	7,358	17,277
			<u>PROFESSIONAL SVCS</u>			
0	350	178	8212 Equipment Maintenance	635	635	635
1,030	1,150	1,480	8213 Facilities Maintenance	1,150	1,150	1,150
342	1,362	85	8220 Other Contractual Services	1,362	1,362	1,362
1,372	2,862	1,743	OBJECT TOTAL	3,147	3,147	3,147
			<u>MATERIAL &amp; SUPPLIES</u>			
151	175	175	8305 Cleaning Supplies	175	175	175
151	175	175	OBJECT TOTAL	175	175	175

20,944	21,259	20,440	TOTAL	21,816	10,680	20,599
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EXPLANATION

This account provides for the personnel and supplies needed to acquire, catalog, and process all adult, teen, and children's Library books and audiovisual materials and downloadable audio books and e-books.

HIGHLIGHTS OF FY 2015-2016 OPERATION

- Selected, ordered and processed 12,966 items, including books, e-books, DVDs, CDs, magazines and museum passes.
- Maintained a collection of over 179,492 items, plus downloadable media (e-books and audio books).
- Added additional titles to the circulating genre eReaders to offer patrons a better selection of eBooks on these devices.
- Due to demand for electronic media, staff continued to increase downloadable e-books and audio books available through the *Overdrive* online subscription service offered through our Library consortium as well as through other subscription services like *Freegal* and *Hoopla*.
- Several library collections were moved to other areas to try to address overcrowded shelving. While the digital collection grew the print collection in areas like adult fiction, teen non-fiction, children's picture books and large print needed more space. Even with the shifting the shelves are still overcrowded.
- Supervised a corps of 25 weekly volunteers, who in total worked an average of 2,324 hours during the year.
- Because system holds increased more than 160% with the library's new integrated library system, the Collection Management work space and work flow and work load has been severely impacted. The lack of space is especially cumbersome for all involved.
- Integrated RFID conversion into the library cataloging procedure of new materials and converted all other library materials as well.

OBJECTIVES FOR 2016-2017

- Continue to work with outside agencies to offer job training to disabled persons.
- Continue to use volunteer services where appropriate.
- Continue to work with CT. Library Consortium, The State Library and vendors for discounts in Library supplies.
- Investigate and evaluate e-content vendors and the e-content formats offered, such as downloadable magazines, music and video.
- Continue to address space planning through reorganization, weeding of underutilized materials and obsolete formats.
- Offer a variety of Readers' Advisory services via print and digital services as well as on the library's website, including promoting the summer and winter reading programs for all ages.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries and Part Time reflect wage increases.
- Overtime eliminated to reflect closing of Library on all Sundays.

Function	Activity	Program	Code
Public Library	Library Operations	Collection Management	0715

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PERSONAL SERVICES</u>			
83,346	95,057	95,057	8101 Full time salaries	96,849	96,849	96,849
0	0	0	8102 Overtime	833	833	0
11,824	14,310	14,310	8103 Part Time	14,524	14,524	14,524
95,170	109,367	109,367	OBJECT TOTAL	112,206	112,206	111,373
			<u>PROFESSIONAL SVCS</u>			
0	135	0	8212 Equipment Maintenance	135	135	135
361	500	390	8216 Printing and Binding	500	500	500
361	635	390	OBJECT TOTAL	635	635	635
			<u>MATERIAL &amp; SUPPLIES</u>			
9,485	10,270	10,270	8302 Technical Supplies	10,486	10,486	10,486
9,485	10,270	10,270	OBJECT TOTAL	10,486	10,486	10,486

105,016	120,272	120,027	TOTAL	123,327	123,327	122,494
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FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM CIRCULATION	CODE 716
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### EXPLANATION

This account provides for the personnel and supplies to circulate all Library materials, register Library patrons, and retrieve overdue materials.

### HIGHLIGHTS OF FY 2015-2016 OPERATION

- During the year 204,054 people visited the library and they checked out over 373,985 items.
- 13,603 people in Newington have library cards.
- New library card designs for adults and children were offered. Patrons receiving new cards, renewing cards or replacing lost cards were offered the new designs. New cards now include both a card and a key card.
- The number of downloadable e-books, audio books, digital music and movies had a 9% increase.
- The Library has provided greater interlibrary loan service to Newington residents by filling 47% more requests than last year.
- Continued to find evidence of stolen library materials both in the adult collection and the children's collection.
- New self-checkouts stations were added and will be functional in 2016.

### OBJECTIVES FOR 2016-2017

- Work with the consortium to implement periodic circulation system upgrades.
- Begin offering service at the three new self-checkout stations as part of the Library Automated Collection Management System.
- Continue to increase the database of patron email addresses for email notification, email blasts and Wowbrary.
- With the addition of RFID and the self-checkouts, look at reassigning duties to meet other needs of the library.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Overtime and Part Time reflect reduced hours due to closing of Library on all Sundays.

Function	Activity	Program	Code
Public Library	Library Operations	Circulation	0716

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
<u>PERSONAL SERVICES</u>						
146,977	151,025	151,025	8101 Full time salaries	150,448	150,448	150,448
2,151	2,195	2,325	8102 Overtime	3,136	3,136	0
171,815	171,803	174,816	8103 Part Time	174,587	169,062	169,250
6,287	4,687	4,374	8104 Seasonal	4,782	4,782	4,782
327,231	329,710	332,540	OBJECT TOTAL	332,953	327,428	324,480
<u>PROFESSIONAL SVCS</u>						
291	500	200	8216 Printing and Binding	482	482	482
291	500	200	OBJECT TOTAL	482	482	482
<u>MATERIAL &amp; SUPPLIES</u>						
2,467	1,101	901	8302 Technical Supplies	1,098	1,098	1,098
2,467	1,101	901	OBJECT TOTAL	1,098	1,098	1,098

329,988	331,311	333,641	TOTAL	334,533	329,008	326,060
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC LIBRARY	HUBBARD BOOK FUND		730

EXPLANATION

This appropriation represents an authorization to expend the interest earnings, of the Fred Hubbard Library Book Fund, which are reflected in the General Fund Revenues (Account #7022).

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Public Library	Hubbard Book Fund	Hubbard Book Fund	0730

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
15	30	30	8220 Other Contractual Services	30	30	30
15	30	30	OBJECT TOTAL	30	30	30

15	30	30	TOTAL	30	30	30
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# PARKS AND RECREATION

810 ADMINISTRATION

830 GROUNDS MAINTENANCE



FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION		SUMMARY	800

PERSONNEL SUMMARY

	2015-2016	2016-2017	2016-2017	2016-2017
	<u>Authorized</u>	<u>Requested</u>	<u>Proposed</u>	<u>Approved</u>
<u>Positions (in work years)</u>				
<b><u>Administration</u></b>				
Supt. of Parks and Recreation	1.0	1.0	1.0	1.0
Recreation Supervisors*	2.0	2.0	2.0	2.0
Administrative Secretary I	2.0	2.0	2.0	2.0
Office Clerk (PT)	<u>0.0</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
	5.0	5.5	5.5	5.5
<b><u>Parks and Grounds</u></b>				
Supervisor of Parks, Grounds & Cemeteries	0.0	1.0	1.0	1.0
Groundskeeper Foreperson	1.0	1.0	1.0	1.0
Groundskeeper IV	1.0	1.0	1.0	1.0
Groundskeeper II	2.0	1.0	1.0	1.0
Groundskeeper I	8.0	8.0	8.0	8.0
Parks Mechanic II	1.0	1.0	1.0	1.0
Custodian (PT)	0.2	0.2	0.0	0.0
Town Center Maintainer (PT)	<u>0.3</u>	<u>0.3</u>	<u>0.3</u>	<u>0.3</u>
	13.5	13.5	13.3	13.3
<b><u>Cemeteries</u></b>				
Groundskeeper IV	1.0	1.0	1.0	1.0
Account Clerk II	0.1	0.1	0.1	0.1
Parks Laborer (PT)	<u>0.5</u>	<u>0.5</u>	<u>0.4</u>	<u>0.4</u>
	1.6	1.6	1.5	1.5
<u>Overtime (work hours)</u>				
Parks & Grounds	1,597.0	1,597.0	1,597.0	1,597.0
Cemeteries	<u>350.0</u>	<u>350.0</u>	<u>286.0</u>	<u>286.0</u>
	1,947.0	1,947.0	1,883.0	1,883.0
<u>Seasonal (work hours)</u>				
Maintenance Parks & Grounds – Maintainer	<u>9,120.0</u>	<u>9,160.0</u>	<u>7,720.0</u>	<u>7,720.0</u>
	9,120.0	9,160.0	7,720.0	7,720.0
<b><u>Board of Parks and Recreation</u></b>				
Recording Clerk (PT)	1.0	1.0	1.0	1.0

\*Approximately 25% of the funding for these positions was moved to the Recreation Fund in FY 2015-16.

FUNCTION  
PARKS AND RECREATION

ACTIVITY  
ADMINISTRATION

PROGRAM

CODE  
810

### EXPLANATION

This account includes the personnel, equipment, and materials needed for the department's overall administration.

### HIGHLIGHTS OF FY 2015-2016 OPERATION

- The Extravaganza, for the eighth year in a row, was run with revenue off-setting expenses.
- A new program guide advertising program is being offered and we are actively seeking partnerships and sponsorships with local businesses.

### OBJECTIVES

- Stay current with trends in the parks and recreation industry.
- Continue to develop collaborative partners within the region to maximize efficiency.
- Follow the recommendations of the Parks and Recreation Master and Strategic Plan.
- Continue to ensure quality in all aspects of facilities, programs and service delivery.
- Continue to improve customer service by marketing and communications improvements.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time increased for addition of clerical office staff to assist with the demand of increased activities and events the department offers to citizens.
- Longevity eliminated to reflect retirement.

Function	Activity	Program	Code
Parks & Recreation	Parks & Recreation Administr.	Parks & Recreation Administr.	0810

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
<u>PERSONAL SERVICES</u>						
327,588	302,696	308,296	8101 Full time salaries	307,841	307,841	307,841
350	600	600	8103 Part Time	13,378	12,413	12,413
750	850	850	8105 Longevity	950	0	0
328,688	304,146	309,746	OBJECT TOTAL	322,169	320,254	320,254
<u>PROFESSIONAL SVCS</u>						
345	862	862	8202 Dues and Subscriptions	1,002	1,002	1,002
845	1,500	1,500	8204 Conferences,Meetings,Training	2,000	1,500	1,500
1,515	1,380	1,400	8210 Equipment Rental	1,380	1,380	1,380
0	300	280	8212 Equipment Maintenance	300	300	300
2,705	4,042	4,042	OBJECT TOTAL	4,682	4,182	4,182
<u>MATERIAL &amp; SUPPLIES</u>						
840	1,300	1,300	8301 Office Supplies	1,300	1,300	1,300
0	300	300	8310 Other Materials	300	300	300
840	1,600	1,600	OBJECT TOTAL	1,600	1,600	1,600
<u>CAPITAL OUTLAY</u>						
0	0	0	8406 Office Equipment	800	0	0
0	0	0	OBJECT TOTAL	800	0	0

332,234	309,788	315,388	TOTAL	329,251	326,036	326,036
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FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION	GROUNDS MAINTENANCE	PARKS AND PUBLIC GROUNDS	831

**EXPLANATION**

This program provides maintenance and upkeep for all park, school and municipal grounds, including 3 major parks, 9 neighborhood parks, 3 Town greens, 5 firehouses, the Town Library, Senior and Disabled Center, Town Hall, 7 miles of pathways, 3 cemeteries, 2 outdoor pools, 7 school grounds, 2 historic houses, 2 farm properties, and the center of Town for a total of over 300 acres.

Responsibilities include turf, tree and shrub management, athletic field preparation, apparatus and equipment maintenance, development work, litter and refuse removal, and winter snow and sanding operations. It also provides for the initial startup of the community garden plots, picnic and recreation facilities, Skate Park, several miles of hiking/biking trails, public rights of way, cul-de-sacs, roadside mowing and flower beds and pots.

**HIGHLIGHTS OF FY 2015-2016 OPERATION**

- Personnel performed numerous duties to ensure that the Mill Pond Park Extravaganza was a success.
- Newington hosted State Little League Regional Playoffs and Nutmeg Games.
- Division personnel prepared for the annual tree lighting in December by decorating the Center Green, Main St. Market Square and Municipal parking lot areas.

**OBJECTIVES**

- Continue to enhance beautification of Town Center.
- Maintain and enhance all parks, school and municipal grounds to provide safe and enjoyable outdoor recreational and athletic facilities for interscholastic, youth and adult league play and family recreational pursuits at Town parks.

**MAJOR BUDGET CHANGES AND COMMENTARY**

- Full Time Salaries reflects step increases.
- Part Time reflects the custodial position being replaced with outside cleaning service and moved to the Facilities (#191) budget.
- Seasonal decreased to reflect trend.
- Technical Supplies, Agricultural Supplies and Construction & Maintenance Materials were reduced to reflect trend.
- Technical Equipment includes purchase of leaf blowers and a landscape trailer.

Function	Activity	Program	Code
Parks & Recreation	Grounds Maintenance	Parks and Public Grounds	0831

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
<u>PERSONAL SERVICES</u>						
717,995	785,078	785,078	8101 Full time salaries	795,868	795,868	795,868
132,206	77,091	77,091	8102 Overtime	77,091	77,091	77,091
9,617	9,787	7,485	8103 Part Time	10,128	5,448	5,448
72,687	104,400	104,400	8104 Seasonal	116,930	96,770	96,770
3,100	3,150	3,150	8105 Longevity	3,750	3,750	3,750
935,605	979,506	977,204	OBJECT TOTAL	1,003,767	978,927	978,927
<u>PROFESSIONAL SVCS</u>						
0	500	500	8202 Dues and Subscriptions	500	500	500
1,337	2,365	2,465	8204 Conferences,Meetings,Training	2,365	2,365	2,365
1,701	1,910	1,910	8207 Clothing Allowance	1,910	1,910	1,910
9,427	7,327	9,477	8210 Equipment Rental	10,352	10,352	10,352
555	4,758	2,858	8212 Equipment Maintenance	4,758	4,758	4,758
5,425	18,989	21,191	8220 Other Contractual Services	21,189	21,189	21,189
18,445	35,849	38,401	OBJECT TOTAL	41,074	41,074	41,074
<u>MATERIAL &amp; SUPPLIES</u>						
44,712	57,390	57,390	8302 Technical Supplies	57,390	52,390	52,390
4,202	5,620	5,620	8303 Uniforms and Clothing	5,620	5,620	5,620
54,020	57,263	57,263	8304 Agricultural Supplies	57,263	53,263	53,263
11,651	15,000	15,000	8306 Constr.& Maintenance Materials	15,000	12,000	12,000
2,420	4,300	4,300	8307 Equipment Parts	4,300	4,300	4,300
3,823	3,600	3,350	8310 Other Materials	3,600	3,600	3,600
120,829	143,173	142,923	OBJECT TOTAL	143,173	131,173	131,173
<u>CAPITAL OUTLAY</u>						
9,948	11,500	16,300	8402 Technical Equipment	14,500	12,000	12,000
1,088	0	0	8409 Other	0	0	0
11,036	11,500	16,300	OBJECT TOTAL	14,500	12,000	12,000

1,085,914	1,170,028	1,174,828	TOTAL	1,202,514	1,163,174	1,163,174
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FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION	GROUNDS MAINTENANCE	CEMETERIES	832

### EXPLANATION

Parks and Grounds personnel provide maintenance and interment services for the Town cemeteries. The cost of this program is paid by the Cemetery Fund (Special Revenue Fund, Code 5001) by way of a transfer in from the fund that is reflected in General Fund Revenue #7012.

- West Meadow Cemetery, which opened in 1977 and was expanded in 1990 and again in 2010, was designed with maintenance efficiency standards and averages over 108 interments per year.
- Center Cemetery, which dates back to the 1700's, is sold to capacity and continues to average 5 or 6 interments per year and requires labor-intensive maintenance.
- Church Street cemetery is an ancient, inactive cemetery which is maintained by Parks and Grounds.

### HIGHLIGHTS OF FY 2015-2016 OPERATION

- Landscaping surrounding the chapel and Cherish the Children statue were completed.
- A memorial service was held at the Cherish the Children statue in September.
- There were 122 interments in 2015
- The Wreaths Across America ceremony was held at West Meadow Cemetery in December

### OBJECTIVES

- To provide efficient maintenance and interment services to Town operated cemeteries.
- To enforce and carry out all cemetery regulations as required by the Newington Town Charter.
- To continue to replace declining shrub beds to perennials.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Overtime and Facilities Maintenance reduced to reflect trend.
- Part Time reflects reduction of hours.
- Technical Supplies increased due to construction materials for directional signage and other property improvements.
- Technical Equipment is added for purchase of soil/stone compactor.
- Office Equipment reduced due to purchases made during FY 2015-16.

Function	Activity	Program	Code
Parks & Recreation	Grounds Maintenance	Cemeteries	0832

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
<u>PERSONAL SERVICES</u>						
69,988	74,053	74,053	8101 Full time salaries	73,801	73,801	73,801
14,169	18,371	18,371	8102 Overtime	18,371	15,012	15,012
11,109	11,377	11,377	8103 Part Time	11,408	9,000	9,000
450	550	550	8105 Longevity	650	650	650
95,717	104,351	104,351	OBJECT TOTAL	104,230	98,463	98,463
<u>PROFESSIONAL SVCS</u>						
0	150	150	8202 Dues and Subscriptions	150	150	150
1,318	1,220	2,145	8206 Utilities	1,220	1,220	1,220
0	500	500	8213 Facilities Maintenance	500	0	0
3,073	4,000	4,000	8220 Other Contractual Services	4,000	500	500
4,391	5,870	6,795	OBJECT TOTAL	5,870	1,870	1,870
<u>MATERIAL &amp; SUPPLIES</u>						
234	400	410	8302 Technical Supplies	3,400	3,400	3,400
4,088	6,691	6,681	8304 Agricultural Supplies	6,691	6,691	6,691
800	4,300	3,700	8306 Constr.& Maintenance Materials	4,300	4,300	4,300
5,122	11,391	10,791	OBJECT TOTAL	14,391	14,391	14,391
<u>CAPITAL OUTLAY</u>						
0	0	3,500	8402 Technical Equipment	17,800	4,000	4,000
0	5,000	1,175	8406 Office Equipment	1,500	0	0
0	5,000	4,675	OBJECT TOTAL	19,300	4,000	4,000

105,229	126,612	126,612	TOTAL	143,791	118,724	118,724
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FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION	GROUNDS MAINTENANCE	HISTORICAL PROPERTIES	833

### EXPLANATION

The Kellogg-Eddy House and the Kelsey House, owned by the Town of Newington, are leased to the Newington Historical Society and Trust which is responsible for rooms and areas designated as parts of the historical museums. The Parks and Grounds Division and Facilities Managements are responsible for all other maintenance aspects of the houses and grounds.

### HIGHLIGHTS OF FY 2015-2016 OPERATION

### OBJECTIVES

- In cooperation with the Newington Historical Society and Trust, preserve the Kellogg-Eddy House consistent with requirements and recommendations of the National Historical Register.
- In cooperation with the Newington Historical Society and Trust and consistent with the lease agreement between the Town of Newington and Newington Historical Society, provide a historic museum open to the public.
- Maintain the Kellogg-Eddy House grounds in a neat and orderly fashion and seek advice pertinent to the historic nature of the grounds from the Newington Historical Society and Trust.
- Continue appropriate restoration work where necessary.

### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Parks & Recreation	Grounds Maintenance	Historical Properties	0833

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>CAPITAL OUTLAY</u>			
0	500	500	8408 Building Improvements	500	500	500
0	500	500	OBJECT TOTAL	500	500	500

0	500	500	TOTAL	500	500	500
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FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION	GROUNDS MAINTENANCE	TREE MAINTENANCE	834

#### EXPLANATION

Under the Tree Warden's direction, the tree maintenance program funds contractual services to trim and remove diseased and dead trees along street rights-of-way and on public property.

#### HIGHLIGHTS OF FY 2015-2016 OPERATION

- Continued to address tree concerns to ensure safety.
- Continued the joint agreement with the Town of Wethersfield for tree service.
- Planted trees in parks and roadside areas.

#### OBJECTIVES

- Manage the municipal tree inventory to enhance public safety while preserving shade and character.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Parks & Recreation	Grounds Maintenance	Tree Maintenance	0834

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PERSONAL SERVICES</u>			
1,500	1,750	1,750	8101 Full time salaries	1,750	1,750	1,750
1,500	1,750	1,750	OBJECT TOTAL	1,750	1,750	1,750
			<u>PROFESSIONAL SVCS</u>			
729	1,200	1,200	8204 Conferences,Meetings,Training	1,200	1,200	1,200
15,800	25,000	20,200	8217 Consultants/Special Contractor	25,000	25,000	25,000
16,529	26,200	21,400	OBJECT TOTAL	26,200	26,200	26,200
			<u>MATERIAL &amp; SUPPLIES</u>			
2,918	8,000	8,000	8302 Technical Supplies	8,000	8,000	8,000
2,918	8,000	8,000	OBJECT TOTAL	8,000	8,000	8,000

20,946	35,950	31,150	TOTAL	35,950	35,950	35,950
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## INSURANCE AND MISCELLANEOUS

910 MUNICIPAL INSURANCE AND BONDS

930 GREATER HARTFORD TRANSIT DISTRICT

940 EMPLOYEE BENEFITS

950 DONATIONS AND CONTRIBUTIONS

960 CONTINGENCY

FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	MUNICIPAL INSURANCE		910

### EXPLANATION

This account funds premiums on various types of municipal insurance including:

- Worker's Compensation
- General Liability
- Auto Liability
- Auto Physical Damage
- Umbrella Liability
- Police Professional Liability
- Public Official Liability
- Property Coverage
- Surety Bonds
- Fee for the Town's Insurance Agent of Record.

### HIGHLIGHTS OF FY 2015-2016 OPERATION

- USI Insurance Services of Connecticut started a three year term as the Town's new Agent of Record, replacing People's United Insurance Agency
- Including the excess liability (Umbrella) policies, all coverage was provided by CIRMA (The Connecticut Interlocal Risk Management Agency) for programs 0911 to 0919.
- The Town is in a budget stabilization program with CIRMA for its liability, automobile and property coverage.
- Coverage was provided for some cyber liability incurred by the Town and Board of Education, in the event that personal financial information is compromised by the Town.

### OBJECTIVES

- Keep the Town's premiums low by reducing the frequency and severity of both slips and falls and materials handling injuries.
- Continue to maintain an excellent working relationship with the Agent of Record.

### MAJOR BUDGET CHANGES AND COMMENTARY

- The Town is entering the first year of a two year extension of the rate stabilization program with its insurance carrier for the workers compensation, automobile, liability and property coverage. Rates for this coverage increased by 1.5% for workers compensation and three percent for automobile, liability and property coverage.
- Funding for new coverage is included in account 0920 to allow for the use of unmanned aircraft.
- Reimbursement to Insurance Fund is reduced as the fund has reached the recommended level.

FUNCTION	ACTIVITY	PROGRAM	CODE
Insurance - Miscellaneous	Municipal Insurance		0910

2014-2015 Actual	2015-2016 Original Budget	2015-2016 Revised Budget		2016-2017 Department Request	2016-2017 Manager Proposed	2016-2017 Council Adopted
			Object Summary			
741,636	766,910	766,910	200 Contractual Services	799,161	789,161	789,161
5,477	225,000	225,000	500 Transfers to Other Funds	225,000	175,000	175,000
747,113	991,910	991,910		1,024,161	964,161	964,161
			Program Summary			
391,462	412,192	410,315	0911 Workers Compensation	417,202	417,202	417,202
132,751	129,305	133,394	0912 General Liability & Auto Ins.	135,857	135,857	135,857
59,940	58,931	60,372	0914 Umbrella Liability	62,184	62,184	62,184
35,572	34,803	35,828	0915 Police Professional Liability	36,903	36,903	36,903
43,684	43,156	44,004	0916 Public Official Liability	45,325	45,325	45,325
33,702	35,744	32,748	0919 Property Coverage	35,744	35,744	35,744
22,525	28,346	26,925	0920 Other Coverage	43,346	33,346	33,346
0	100	100	0921 Surety Bonds	100	100	100
22,000	24,333	23,224	0922 Agent Fees	22,500	22,500	22,500
5,477	225,000	225,000	0925 Reimbursement Insurance Fund	225,000	175,000	175,000

747,113	991,910	991,910	TOTAL	1,024,161	964,161	964,161
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FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	GREATER HARTFORD TRANSIT DISTRICT		930

EXPLANATION

This account includes a voluntary contribution based on cost per capita, which is used for support of the Transit District Board and its staff.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Insurance-Miscellaneous	Greater Htfd. Transit District	Greater Htfd. Transit District	0930

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
2,930	2,930	2,930	8218 Contributions and Subsidies	2,930	2,930	2,930
2,930	2,930	2,930	OBJECT TOTAL	2,930	2,930	2,930

2,930	2,930	2,930	TOTAL	2,930	2,930	2,930
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FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	EMPLOYEE BENEFITS	SUMMARY	940

### EXPLANATION

This account provides for:

- Contributions for current employee medical benefits including hospital, medical/ surgical, dental and prescriptions that is a self-insured activity accounted for in the Health Benefit Fund (5009);
- Contributions for retired employee medical benefits accounted for in the Other Post Employment Benefits (OPEB) Trust;
- Pension contributions for the Town's retirement plans (Administrative; Police IBPO; and AFSCME);
- Life and disability insurance for all full time employees;
- Social Security and Medicare taxes for full time and part time employees; and
- Disability income and unemployment compensation benefits for which the Town is responsible.

### MAJOR BUDGET CHANGES AND COMMENTARY

Based on the Town's Agent of Record's estimated claims and other costs for the plan after considering the past years' experience is up 16.9%. The 2016-2017 budgeted amount for the Town's contribution for current employees (net of co-pays, COBRA and other income) for the Blue Cross/Blue Shield ASO (Administrative Services Only) program totals \$2,478,852. Additionally, based on the Town's actuary evaluation for OPEB, the contribution to the trust is \$1,014,866, an increase of approximately \$117,000, is included.

The Town, involved in the ASO self-insurance program since March 1989, pays directly for actual claims incurred. The Town continues to explore and implement initiatives to reduce health insurance costs while meeting its contractual obligations. The employee co-insurance payment, enacted for all employee groups, also helps partially offset these additional costs. Interest earnings are deposited directly into the Health Benefits Fund in order to offset the Town's contribution.

The pension contribution requirements are based on the annual actuarial valuation. In addition to the three Defined Benefit plans, the Town's contribution to the Administrative, Municipal and NVFD defined contribution plans and police money purchase plan are included here. Overall, the Town's contribution for all these accounts increased by \$328,205 or about 6.9%.

The 2016 wage base for Social Security taxes increased to \$118,500. All 2016 wages are subject to Medicare taxes. The total tax rate remains the same at 7.65% (6.20% for Social Security and 1.45% for Medicare).

The 2016-2017 budget incorporates the requirement that the Town maintain the reserve levels for both the Town and Board of Education groups, as per the Health Benefits Memorandum of Understanding that the Town Council and the Board of Education agreed to on August 27, 1996. The agreement also allows the Town and Board of Education to reduce contributions to the Health Benefits Fund during a current fiscal year or in the subsequent year if actual paid claims are projected to be below the original expected claims estimate for the plan year.

FUNCTION	ACTIVITY	PROGRAM	CODE
Insurance - Miscellaneous	Employee Benefits	Summary	0940

2014-2015 Actual	2015-2016 Original Budget	2015-2016 Revised Budget		2016-2017 Department Request	2016-2017 Manager Proposed	2016-2017 Council Adopted
Object Summary						
8,024,633	8,945,654	8,945,654	200 Contractual Services	9,915,294	9,774,793	9,782,158
8,024,633	8,945,654	8,945,654		9,915,294	9,774,793	9,782,158
Program Summary						
2,700,899	3,183,939	3,183,939	0941 Medical Insurance	3,806,806	3,666,305	3,666,305
29,683	33,448	33,448	0942 Life Insurance	32,548	32,548	32,548
4,364,781	4,759,289	4,759,289	0943 Retirement	5,087,494	5,087,494	5,091,544
559,006	595,787	595,787	0944 Social Security	608,042	608,042	610,704
218,756	221,495	221,495	0945 Medicare Taxes	227,206	227,206	227,859
151,508	151,696	151,696	0946 Other Benefits	153,198	153,198	153,198

8,024,633	8,945,654	8,945,654	TOTAL	9,915,294	9,774,793	9,782,158
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FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	DONATIONS AND CONTRIBUTIONS		950

EXPLANATION

This program, previously entitled Special Community Activities, has been combined and accounts for donations and contributions to various community activities including:

- Memorial Day
- Cable Television
- NVFD Veterans

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

FUNCTION	ACTIVITY	PROGRAM	CODE
Insurance - Miscellaneous	Donations & Contributions	Summary	0950

2014-2015 Actual	2015-2016 Original Budget	2015-2016 Revised Budget		2016-2017 Department Request	2016-2017 Manager Proposed	2016-2017 Council Adopted
Object Summary						
30,000	25,000	25,000	200 Contractual Services	25,000	25,000	25,000
30,000	25,000	25,000		25,000	25,000	25,000
Program Summary						
5,000	5,000	5,000	0953 Memorial Day Parade	5,000	5,000	5,000
20,000	15,000	15,000	0956 Cable Television	15,000	15,000	15,000
5,000	5,000	5,000	0957 NVFD - Veterans	5,000	5,000	5,000

30,000	25,000	25,000	TOTAL	25,000	25,000	25,000
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FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	CONTINGENCY	MANAGER'S CONTINGENCY	961

EXPLANATION

This program provides a contingency for unforeseen expenses in Town Government operations.

MAJOR BUDGET CHANGES AND COMMENTARY

- The amount budgeted is one-tenth of one percent (0.1%) of the overall budget for which the Town Manager is responsible.

Function	Activity	Program	Code
Insurance-Miscellaneous	Contingency	Manager's Contingency	0961

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
41,656	48,500	48,500	8220 Other Contractual Services	48,500	48,500	48,500
41,656	48,500	48,500	OBJECT TOTAL	48,500	48,500	48,500

41,656	48,500	48,500	TOTAL	48,500	48,500	48,500
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FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	CONTINGENCY	SPECIAL CONTINGENCY	962

**EXPLANATION**

This program allows budgetary flexibility for significant unforeseen expenses and wage settlements and/or other salary increases that are not yet known. State law requires Town Council authorization for expenditures from this account. Expenditures from Special Contingency are typically transferred to the departmental budget appropriations where they more correctly should be charged to reflect the true cost of operation. As a result, the historic figures for both the current year budget and actual expenditures are net of these transfers.

**HIGHLIGHTS OF FY 2015-2016 OPERATIONS**

The following table shows the total original appropriations in Contingency programs, less the Town Council's approved transfers from the Special Contingency program to other departmental budgets in FY 2015-2016 through January 26, 2016:

Original Appropriation	\$320,720
Less: Transfers to Other Departments: Council Transfers as of 1/26/2016	\$126,729
Amended Budget Appropriation	\$193,991

**MAJOR BUDGET CHANGES AND COMMENTARY**

- The amount budgeted in Contingency is three-tenths of one percent (0.5%) of total General Fund estimated expenditure. The account was increased considerably in order to set aside sufficient funds for contract negotiations including potential wage increases for administrative, part time and AFSCME personnel.

Function	Activity	Program	Code
Insurance-Miscellaneous	Contingency	Special Contingency	0962

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
7,500	320,720	193,991	8220 Other Contractual Services	416,288	532,018	532,018
7,500	320,720	193,991	OBJECT TOTAL	416,288	532,018	532,018

7,500	320,720	193,991	TOTAL	416,288	532,018	532,018
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1000 DEBT SERVICE

EXPLANATION

Serial Bonds are a long-term method of financing capital projects whereby principal is repaid in periodic installments over the life of the issue, for a twenty (20) year period or less.

Standard & Poor's Ratings Services raised its rating on Newington's general obligation (GO) bonds to 'AA+' from 'AA' based on the implementation of its local GO criteria.

MAJOR BUDGET CHANGES AND COMMENTARY

<u>Serial Bonds</u>	<u>Year Issued</u>	<u>Outstanding as of 7/1/2016</u>	<u>Principal Paid 2016-17</u>	<u>Interest Paid 2016-17</u>	<u>Total Payment</u>	<u>True Interest Cost %</u>	<u>Year Retired</u>
Education Facilities I & II Refunding (E. Green & R. Chaffee)	2013	2,833,000	627,000	70,085	697,085	1.58	2024
Police Station I & II Refunding	2013	3,422,000	408,000	86,546	494,546	1.58	2025
Total		6,255,000	1,035,000	156,631	1,191,631		

Debt service payments decreased by \$36,200 in fiscal year 2016-2017 as no additional bond sales are scheduled. Interest payments are down due to declining principal balances.

FUNCTION	ACTIVITY		PROGRAM	CODE		
Debt Service	Summary			1000		

2014-2015 Actual	2015-2016 Original Budget	2015-2016 Revised Budget		2016-2017 Department Request	2016-2017 Manager Proposed	2016-2017 Council Adopted
			Object Summary			
1,676,911	1,227,831	1,227,831	200 Contractual Services	1,191,631	1,191,631	1,191,631
1,676,911	1,227,831	1,227,831		1,191,631	1,191,631	1,191,631
			Program Summary			
231,911	187,831	187,831	1014 Interest Expense	156,631	156,631	156,631
1,445,000	1,040,000	1,040,000	1024 Principal Payments	1,035,000	1,035,000	1,035,000

1,676,911	1,227,831	1,227,831		1,191,631	1,191,631	1,191,631
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1050 METROPOLITAN DISTRICT COMMISSION

FUNCTION METROPOLITAN DISTRICT	ACTIVITY METROPOLITAN DISTRICT TAX	PROGRAM	CODE 1051
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**EXPLANATION**

The Metropolitan District Commission (MDC) provides water and sewer service to Hartford area residents. The cost of sewer service, paid through a tax levied on the eight member towns of the MDC (Newington, Hartford, E. Hartford, Wethersfield, Windsor, Bloomfield, Rocky Hill and W. Hartford), provides funds for the operating and maintenance costs of the wastewater system and a share of MDC's general administration. The regional hazardous household waste collection program is also included.

The method for taxing member municipalities is set forth in Section 3-10 of the MDC Charter which grants the District Board the power to levy a tax on the member towns sufficient to finance the MDC's sewer operations. The tax is divided among the eight member towns in proportion to the total tax revenues received in each town averaged over the previous three years.

The following table shows the annual sewer tax levied on Newington and the other member towns for the last three years:

	<u>2014</u>	<u>%</u>	<u>2015</u>	<u>%</u>	<u>2016</u>	<u>%</u>
Hartford	\$10,374,400	28.69%	\$10,298,600	27.50%	\$10,174,900	26.13%
E. Hartford	4,213,200	11.65%	4,490,100	11.99%	4,762,000	12.23%
NEWINGTON	3,132,300	8.66%	3,287,300	8.78%	3,508,400	9.01%
Wethersfield	2,824,400	7.81%	3,022,000	8.07%	3,207,700	8.24%
Windsor	3,111,900	8.61%	3,222,600	8.61%	3,404,700	8.74%
Bloomfield	2,612,500	7.23%	2,752,400	7.35%	2,936,000	7.54%
Rocky Hill	2,089,100	5.78%	2,153,700	5.75%	2,239,700	5.75%
W. Hartford	<u>7,798,800</u>	<u>21.57%</u>	<u>8,219,700</u>	<u>21.95%</u>	<u>8,710,900</u>	<u>22.37%</u>
TOTAL	\$36,156,600	100.00%	\$37,446,400	100.00%	\$38,944,300	100.00%

(Source: MDC's 2016 Adopted Budget)

**MAJOR BUDGET CHANGES AND COMMENTARY**

The MDC's Fiscal Year (January 1 to December 31) is different from the Town's Fiscal Year (July 1 to June 30), with a result that any changes in the MDC budget are not fully reflected in the Town's 2016-17 budget. Newington's budgeted funds for the MDC include 50% of the MDC's 2015 tax bill for Newington. The remainder of Newington's budgeted funds is a lag adjustment from the previous fiscal year, equal to the difference between the total 2016 MDC tax for Newington and the amount paid on the 2015 MDC tax (i.e., 50%) during FY 2015-16. Funding is also included for sewer assessments for Newington Housing Authority units.

Function	Activity	Program	Code
Metropolitan District	Metropolitan District Tax	MDC - Assessment	1051

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
3,216,800	3,404,400	3,404,400	8220 Other Contractual Services	3,658,550	3,658,550	3,658,550
3,216,800	3,404,400	3,404,400	OBJECT TOTAL	3,658,550	3,658,550	3,658,550

3,216,800	3,404,400	3,404,400	TOTAL	3,658,550	3,658,550	3,658,550
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# CAPITAL IMPROVEMENTS

**EXPLANATION**

Summaries of FY 2016-17 capital projects are listed below and further descriptions of these projects are in a separate document, the Town's Long-Range Capital Improvements Plan FY 2016-2017 Through 2020-2021.

	Project Title	Department Request	Town Manager Proposed	CIP Committee Proposed	Town Council Tentative	Town Council Adopted	-----STATE AID-----		General Fund Budget
							LoCIP	Town Aid Roads	
<b>General Government</b>	General Property Improvements	175,000	175,000	175,000	175,000	175,000			175,000
	Town Buildings Mechanical Reserve	100,000	100,000	100,000	100,000	100,000			100,000
	Town Buildings Sidewalk Replacement & Repairs	50,000	25,000	25,000	25,000	25,000			25,000
	Town Hall/Community Center Roof Replacement	1,172,000							-
	Town Hall Improvements		786,000	733,462	733,462	733,462			733,462
	Highway Garage HVAC Conversion to Natural Gas	215,000	215,000	215,000	215,000	215,000			215,000
	Historic Property Upgrades - Kelsey & Kellogg Eddy House	50,000	25,000	25,000	25,000	25,000			25,000
	Parks Garage Boiler & HVAC Replacement	70,000	70,000	70,000	70,000	70,000			70,000
	Senior & Disabled Ctr Asbestos & Lead Abatement	290,000	290,000	290,000	290,000	290,000			290,000
	Senior & Disabled Ctr HVAC Replacement		62,000	62,000	62,000	62,000			62,000
	Micro Grid Electrical Installation Analysis	25,000							-
	Information Technology Reserve	263,450	164,500	164,500	164,500	164,500			164,500
	Townwide Fiber Optic Deployment	1,500,000	250,000						-
<b>Public Safety</b>	Radio Replacement Reserve	40,000	40,000	40,000	40,000	40,000			40,000
	Public Safety Radio System Enhancement Phase I of II	200,000	200,000						-
	Fire Dept SCBA Replacement Phase II of II	237,500	237,500	237,500	237,500	237,500			237,500
	Fire Co 2 & 3 Chimney Removal	25,000	25,000	25,000	25,000	25,000			25,000
	Fire Co 3 Shingled Roof Replacement	40,000	40,000	40,000	40,000	40,000			40,000
	Fire Dept 5" Fire Hose Replacement	60,000	30,000	30,000	30,000	30,000			30,000
	Fire Dept Personal Protective Equipment Replacement	72,000	72,000	72,000	72,000	72,000			72,000
<b>Public Works</b>	Road Resurfacing/Reconstruction	886,000	886,000	886,000	886,000	886,000	200,000	400,000	286,000
	Sidewalk Repair	50,000	50,000	50,000	50,000	50,000			50,000
	Stonewall Repair	25,000	25,000	25,000	25,000	25,000			25,000
	Public Building Resurfacing Program	25,000	25,000	25,000	25,000	25,000			25,000
	Drainage Improvements	100,000	100,000	100,000	100,000	100,000			100,000
	Elton Drive Terminus Construction	45,000	45,000	25,000	25,000	25,000			25,000
	Landfill Conversion to Transfer Station	100,000	100,000	100,000	100,000	100,000			100,000
	Traffic Signal Repair & Replacement Reserve	25,000	25,000	25,000	25,000	25,000			25,000
<b>Community Development</b>	Marcap Property Acquisition	15,638	15,638	15,638	15,638	15,638			15,638
	Transfer to Land Acquisition Fund		77,462						-
<b>Parks And Recreation</b>	Park, Pool and Playfield Improvements	200,000	100,000	75,000	125,000	125,000			125,000
	Synthetic Turf Replacement Reserve	25,000	25,000	25,000	25,000	25,000			25,000
	Churchill Park Renovations (Environmental Review)		250,000	250,000					-
	Snow Removal Equipment	175,000	175,000						-
<b>Education</b>	Appr. To Public School CIP Reserve	125,000	125,000	125,000	125,000	125,000			125,000
	J. Wallace Classroom Wings Reconfiguration	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000			1,000,000
	Districtwide HVAC Replacement	150,000	150,000	150,000	150,000	150,000			150,000
	School Driveways, Parking Lots & Sidewalks	75,000	75,000	75,000	75,000	75,000			75,000
	NHS Code Compliance	104,377	104,377	104,377	104,377	104,377			104,377
	J. Patterson Classroom AC - Phase I	100,000	100,000	100,000	100,000	100,000			100,000
	General Property School Improvements	300,000	300,000	300,000	300,000	300,000			300,000
	School Bus	100,000	100,000	100,000	100,000	100,000			100,000
	School Technology	188,828	188,828	188,828	188,828	188,828			188,828
<b>Subtotal Capital Improvements</b>		<b>8,399,793</b>	<b>6,849,305</b>	<b>6,049,305</b>	<b>5,849,305</b>	<b>5,849,305</b>	<b>200,000</b>	<b>400,000</b>	<b>5,249,305</b>
<b>Equipment Replacement</b>	Equipment Replacement Reserve	436,000	436,000	436,000	436,000	436,000			436,000
	Lease Purchase & Other Payments	193,400	193,400	193,400	193,400	193,400			193,400
<b>Annual Debt Service Payments</b>									<u>1,191,631</u>
<b>GRAND TOTAL</b>									<u><u>7,070,336</u></u>

Function	Activity	Program	Code
Capital Improvements	Capital Improvement Program	Capital Improvement Program	1100

2014- 2015 Actual	2015- 2016 Original Budget	2015- 2016 Revised Budget		2016- 2017 Department Request	2016- 2017 Manager Proposed	2016- 2017 Council Adopted
<u>T/F'S TO OTHER FUNDS</u>						
2,303,946	2,548,228	2,548,228	8501 T/F to Capital Non-Recurring	5,422,155	3,510,205	3,310,205
1,353,194	1,869,500	1,869,500	8502 T/F to Public Building Fund	2,237,000	1,798,462	1,798,462
125,000	125,000	125,000	8503 T/F to School CIP Fund	125,000	125,000	125,000
554,188	536,200	536,200	8504 Transfer to Land Acquisition Fd	15,638	15,638	15,638
4,336,328	5,078,928	5,078,928	OBJECT TOTAL	7,799,793	5,449,305	5,249,305

4,336,328	5,078,928	5,078,928	TOTAL	7,799,793	5,449,305	5,249,305
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# EQUIPMENT RESERVE

FUNCTION EQUIPMENT RESERVE	ACTIVITY SUMMARY	PROGRAM	CODE 2000
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EXPLANATION

The Equipment Reserve program provides for the replacement of existing major equipment and rolling stock. Additional information on expenditures from the Equipment Reserve is contained in the Long-Range Capital Improvement Plan (CIP) document.

MAJOR BUDGET CHANGES AND COMMENTARY

- The formulation of the "Equipment Replacement Schedule" provides the full life cycle projection of each piece of existing equipment as it is acquired in the motor vehicle fleet.
- The appropriation for 2016-2017 includes funding for: 1) annual straight-line depreciation-reserve of the entire Town fleet which reflects an increase based on the actual rising value of vehicles purchased during the past several years, 2) lease-financed payments scheduled for the fire apparatus.

The following expenditures are included for FY 2016-2017:

	<u>Annual Depreciation Funding</u>	<u>Lease Payments</u>
General Government	\$55,236	
Public Safety Police	66,372	
Public Safety Fire	9,000	193,400
Highway	230,207	
Parks & Grounds	75,185	
Total	\$436,000	\$193,400

\$200,965 Estimated June 30, 2016 Balance  
 629,400 July 1, 2016 General Fund Appropriation  
687,162 Estimated Purchases  
\$143,203 Estimated June 30, 2017 Balance

FUNCTION	ACTIVITY	PROGRAM	CODE
Equipment Reserve	Equipment Reserve-CIP	Summary	2000

2014-2015 Actual	2015-2016 Original Budget	2015-2016 Revised Budget		2016-2017 Department Request	2016-2017 Manager Proposed	2016-2017 Council Adopted
			Object Summary			
395,000	553,241	553,241	500 Transfers to Other Funds	629,400	629,400	629,400
			Program Summary			
395,000	553,241	553,241	2500 Equipment Reserve	629,400	629,400	629,400

395,000	553,241	553,241		629,400	629,400	629,400
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# EMPLOYEE LEAVE LIABILITY RESERVE FUND

FUNCTION	ACTIVITY	PROGRAM	CODE
EMPLOYEE LEAVE LIAB. RES. FUND		SUMMARY	3000

EXPLANATION

This account reflects annual allocations to the Employee Leave Liability Reserve Fund, which was established (Newington Code §48-4) for both Board of Education and General Government employees as a sound means to cover the Town's liability for accrued, unused sick leave to which employees are entitled to cash payments upon termination. This benefit has been eliminated for new hires. Contribution levels are periodically evaluated through actuarial consultation. Appropriations and Terminations are based on an actuarial evaluation performed by Milliman in 2010.

MAJOR BUDGET CHANGES AND COMMENTARY

None.

	<u>2014-2015</u> <u>Actual</u>	<u>2015-2016</u> <u>Budget</u>	<u>2015-2016</u> <u>Estimated</u>	<u>2016-2017</u> <u>Proposed</u>	<u>2016-2017</u> <u>Approved</u>
OPENING BALANCE	799,806	649,706	725,529	643,329	643,329
<u>ACTUAL/ESTIMATED RECEIPTS</u>					
Board of Education Appropriation	23,200	23,200	23,200	23,200	23,200
Town Operations Appropriation	69,700	69,700	69,700	69,700	69,700
Interest	<u>2,570</u>	<u>3,000</u>	<u>2,300</u>	<u>2,100</u>	<u>2,100</u>
TOTAL RECEIPTS	95,470	95,900	95,200	95,000	95,000
AVAILABLE FUNDS	895,276	745,606	820,729	738,329	738,329
<u>EXPENDITURES/APPROPRIATIONS</u>					
Board of Education Terminations	102,766	66,600	66,600	47,000	47,000
Town Operation Terminations	66,981	110,800	110,800	123,200	123,200
Actuarial Evaluation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES/APPROPRIATIONS	169,747	177,400	177,400	170,200	170,200
CLOSING BALANCE	725,529	568,206	643,329	568,129	568,129

FUNCTION	ACTIVITY	PROGRAM	CODE
Employee Leave Liability Fund	Summary		3000

2014-2015 Actual	2015-2016 Original Budget	2015-2016 Revised Budget		2016-2017 Department Request	2016-2017 Manager Proposed	2016-2017 Council Adopted
			Object Summary			
92,900	92,900	92,900	500 Transfers to Other Funds	92,900	92,900	92,900
			Program Summary			
23,200	23,200	23,200	3100 Board of Educ Employee Leave Liab.	23,200	23,200	23,200
69,700	69,700	69,700	3200 Town Employee Leave Liability	69,700	69,700	69,700

92,900	92,900	92,900		92,900	92,900	92,900
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# BOARD OF EDUCATION







## SPECIAL REVENUE/OTHER FUNDS

- 5001 CEMETERY FUND
- 5002 ROAD AID MAINTENANCE FUND
- 5003 LOCAL CAPITAL IMPROVEMENT PROGRAM
- 5004 RECREATION
- 5005 HUMAN SERVICES – NEEDS & DONATIONS
- 5006 SENIOR AND DISABLED CENTER DONATIONS
- 5007 INSURANCE RESERVE FUND
- 5008 PUBLIC SCHOOL CAPITAL IMPR. PROJECTS FUND
- 5009 HEALTH BENEFITS FUND
- 5010 LAND ACQUISITION FUND

FUNCTION SPECIAL REVENUE FUNDS	ACTIVITY	PROGRAM SUMMARY	CODE 5000
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**EXPLANATION**

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. In most cases, these funds do not directly affect the mill rate. The major Special Revenue Funds in Newington are as follows:

Cemetery: Accounts for reserves designated for maintaining the Town's cemeteries.

Road Aid Maintenance: Accounts for the revenues received from the State of Connecticut Town Aid Road Grant. The fund pays for selected road maintenance projects including crack sealing.

Local Capital Improvement Program (LOCIP) Fund: Funds received from the State used to finance expenditures related to infrastructure improvements, specifically for road reconstruction.

Recreation Program: This fund accounts for all the fees collected for recreation programs and the expenditures needed to operate the programs.

Highlights of FY 2015-2016 include:

- Over 600 programs/classes will be offered throughout the year, and approximately 8,000 participants will register for these programs.
- New program offerings for adults included Collage Creations, Total Barre and Insanity® Live. New program offerings for children included Little Artists and Preschool Play Nights for three to five year olds, an NHS Field Hockey Big Sister/Little Sister program, Water Polo for ages 11-15, and Middle School Teen Center for students in grades 5-8, and High School Open Gym for students in grades 9-12.
- New special events included a special screening of 'The Peanuts Movie' which was attended by over 400 residents, as well as the co-writer/director of the movie. Planning is underway for another new special event, 'Motorcycle Madness' which will be offered in May.
- A Facebook page was created, and has become a popular way to reach the community. A Pay-It-Forward promotion similar to a photo scavenger hunt was offered and gift certificates were left in town parks for residents to find.
- A new program guide advertising program was offered to local businesses who want to put advertisements in our seasonal brochure.
- Free opportunities for recreation and leisure are offered each year, including Fun Runs, Concerts at Mill Pond Park, Pictures with Santa/Winter Wonderland, free demonstration classes for Music Together, as well as free special events such as Night of Lights. Planning is underway for Touch-A-Truck, National Trails Day Celebration, Family Fishing Derby and more.
- The annual Mill Pond Park Extravaganza included a carnival, tie dye and frozen yogurt party, a new craft beer tasting, and a concert in the park, in addition to the traditional crafts, entertainment and fireworks.
- Creative Playtime Preschool Program has continued to provide programs for 3-5 year old children, with registration numbers exceeding those of the last few years. The program will be participating in free field trips to the Lucy Robbins Welles Library on several dates.
- A consignment ticket program for Six Flags, Lake Compounce and the Connecticut Science Center was offered, giving residents the opportunity to purchase discount one-day tickets at the Parks and Recreation office.

Human Services – Needs & Donations: This fund, which accounts for the financial support received by the Human Services Department through contributions from individuals, community organizations and the Youth-Adult Council, allows response to critical basic needs for disadvantaged residents, Neighbors-Helping-Neighbors program, social work services, the Adventure-Based Challenge ROPE (Rite of Passage Experience) Course at the H. P. Hood site, the annual "Hoop-La" basketball game, and a college scholarship for one Newington High School student.

Senior & Disabled Center Donations: Accounts for the revenues and expenses associated with the coffee and gift shop operations and records membership fees and donations received. All net proceeds are spent at the discretion of the Commission on Aging and Disabled.

**MAJOR BUDGET CHANGES AND COMMENTARY**

- Cemetery Fund – Capital Improvements Other decreased to reflect funding of Chapel addition in 2015-2016.

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY SUMMARY	PROGRAM		CODE
2014-15	2015-2016		EXPENDITURE CLASSIFICATION	2000	2016-2017	
ACTUAL	REVISED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
				5000		
224,977	170,712	170,712	Cemetery Fund	177,891	152,824	152,824
339,270	489,000	489,000	Road Aid Maintenance Fund	434,000	434,000	434,000
296,432	220,000	227,433	Local Capital Improvement Program Fund	200,000	200,000	200,000
714,846	853,690	830,400	Recreation Programs Fund	891,550	891,550	891,550
114,075	133,000	133,000	Human Services - Needs & Donations	133,000	133,000	133,000
44,462	43,000	43,000	Senior & Disabled Center Donations	43,000	43,000	43,000
258,943	267,196	267,196	Insurance Reserve Fund	261,244	261,244	261,244
250,000	325,000	325,000	Public School Capital Improvement Program	800,000	800,000	800,000
10,567,362	11,716,565	11,749,875	Health Benefits Fund	12,128,219	12,128,219	12,128,219
554,188	536,200	536,200	Land Acquisition Fund	15,638	15,638	15,638
<u>13,364,554</u>	<u>14,754,363</u>	<u>14,771,816</u>	TOTAL APPROPRIATIONS	<u>15,084,542</u>	<u>15,059,475</u>	<u>15,059,475</u>

FUNCTION			ACTIVITY	PROGRAM	CODE		
SPECIAL REVENUE FUNDS			CEMETERY FUND	2001/20832	5001		
2014-15	2015-2016		EXPENDITURE CLASSIFICATION	2016-2017			
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED	
1,395,316	1,383,494	1,362,019	OPENING BALANCE	1,375,107	1,375,107	1,375,107	
			ACTUAL/ESTIMATED RECEIPTS				
1,860	1,500	2,000	5506 Investment Income	1,800	1,800	1,800	
103,300	110,000	100,000	5701 Interment Charges	110,000	110,000	110,000	
86,521	111,000	80,000	5905 Grave Sales	111,000	111,000	111,000	
-	-	1,800	6030 State Grant - Veteran Markers	1,300	1,300	1,300	
<u>191,681</u>	<u>222,500</u>	<u>183,800</u>	TOTAL RECEIPTS	<u>224,100</u>	<u>224,100</u>	<u>224,100</u>	
<u>1,586,996</u>	<u>1,605,994</u>	<u>1,545,819</u>	TOTAL AVAILABLE FUNDS	<u>1,599,207</u>	<u>1,599,207</u>	<u>1,599,207</u>	
			APPROPRIATIONS:				
			Transfer to General Fund for Operating Expenditures				
115,722	126,612	126,612	87011 in Program #832	143,791	118,724	118,724	
	1,000	125	87012 Pamphlets for Purchasers	1,000	1,000	1,000	
7,151	7,500	7,500	87013 Capital Outlay - Grounds Care Equipment	24,000	24,000	24,000	
17	1,000	250	87014 Office Equipment	1,000	1,000	1,000	
	500	500	87015 Capital Improvements - Trees & Shrubs	500	500	500	
100,099	30,000	30,000	87016 Capital Improvements - Other (incl. Chapel Addition)	-	-	-	
1,989	3,000	5,300	87017 Refunds (prior years sales)	3,000	3,000	3,000	
	1,000	350	87020 Faceplate Inscriptions	1,000	1,000	1,000	
-	100	75	87021 Consultants/Special Contractor	3,600	3,600	3,600	
<u>224,977</u>	<u>170,712</u>	<u>170,712</u>	TOTAL APPROPRIATIONS	<u>177,891</u>	<u>152,824</u>	<u>152,824</u>	
<u>1,362,019</u>	<u>1,435,282</u>	<u>1,375,107</u>	CLOSING BALANCE	<u>1,421,316</u>	<u>1,446,383</u>	<u>1,446,383</u>	

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY ROAD AID MAINTENANCE	PROGRAM 2003/20322	CODE 5002	
2014-15	2016-2016		EXPENDITURE CLASSIFICATION	2016-2017		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
76,616	152,734	152,734	OPENING BALANCE	79,122	79,122	79,122
			ACTUAL/ESTIMATED RECEIPTS			
415,388	415,388	415,388	6030 State Grants	415,388	415,388	415,388
415,388	415,388	415,388	TOTAL RECEIPTS	415,388	415,388	415,388
492,004	568,122	568,122	TOTAL AVAILABLE FUNDS	494,510	494,510	494,510
			APPROPRIATIONS:			
310,201	413,100	413,100	87092 Pavement Resurfacing - Vendor <i>2015-2016 Chesnut Rd, Costello Rd, Griswoldville Tpk, Michael Ln, Woodland St</i> <i>2016-2017 Roads to be determined</i>	400,000	400,000	400,000
25,668	14,000	14,000	87093 Pavement Patching Materials	14,000	14,000	14,000
3,400	61,900	61,900	87096 Pavement Crack Sealing	20,000	20,000	20,000
339,270	489,000	489,000	TOTAL APPROPRIATIONS	434,000	434,000	434,000
152,734	79,122	79,122	CLOSING BALANCE	60,510	60,510	60,510

FUNCTION			ACTIVITY	PROGRAM	CODE	
SPECIAL REVENUE FUNDS			LOCAL CAPITAL IMPROVEMENT PROGRAM (LoCIP)	2004/20323	5003	
2014-15	2015-2016		EXPENDITURE CLASSIFICATION	2016-2017		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
250,677	166,130	261,606	OPENING BALANCE	253,205	253,205	253,205
			ACTUAL/ESTIMATED RECEIPTS			
10,929	12,000	10,000	5705 Licenses, Permits & Fees	12,000	12,000	12,000
			6022 Municipal Grants in Aid			
296,432	212,179	209,032	6030 State Grants	209,032	209,032	209,032
<u>307,361</u>	<u>224,179</u>	<u>219,032</u>	TOTAL RECEIPTS	<u>221,032</u>	<u>221,032</u>	<u>221,032</u>
<u>558,038</u>	<u>390,309</u>	<u>480,638</u>	TOTAL AVAILABLE FUNDS	<u>474,237</u>	<u>474,237</u>	<u>474,237</u>
			APPROPRIATIONS:			
296,432			Prior Year Projects			
	154,000	143,639	87141 Richard Street			
	66,000	48,794	87143 Pickens Drive			
		35,000	87109 Oregon Avenue			
-	-	-	2016-2017 Roads to be determined	200,000	200,000	200,000
<u>296,432</u>	<u>220,000</u>	<u>227,433</u>	TOTAL APPROPRIATIONS	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>
<u>261,606</u>	<u>170,309</u>	<u>253,205</u>	CLOSING BALANCE	<u>274,237</u>	<u>274,237</u>	<u>274,237</u>

FUNCTION			ACTIVITY	PROGRAM	CODE		
SPECIAL REVENUE FUNDS			RECREATION	2010	5004		
2014-15	2015-2016		EXPENDITURE CLASSIFICATION	2016-2017			
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED	
688,002	711,482	809,169	OPENING BALANCE	810,969	810,969	810,969	
			ACTUAL/ESTIMATED RECEIPTS				
1,453	1,000	1,700	5506 Interest Earnings	1,500	1,500	1,500	
212,728	212,600	220,000	20801 Playgrounds	210,500	210,500	210,500	
132,123	100,000	135,000	20802 Preschool	120,000	120,000	120,000	
187,884	182,100	180,000	20803 Youth	209,800	209,800	209,800	
102,240	113,280	100,000	20804 Adult	113,200	113,200	113,200	
18,721	20,000	18,000	20805 Seniors	20,200	20,200	20,200	
69,848	73,250	70,000	20806 Aquatics	70,300	70,300	70,300	
2,697	2,800	2,800	20807 Special Needs	2,800	2,800	2,800	
3,717	4,900	4,700	20808 Concessions/Vending	4,450	4,450	4,450	
32,775	25,000	25,000	20809 Facilities	30,800	30,800	30,800	
59,555	44,200	62,000	20810 Extravaganza	64,000	64,000	64,000	
12,271	13,500	13,000	20812 Special Events	15,000	15,000	15,000	
<u>836,013</u>	<u>792,630</u>	<u>832,200</u>	TOTAL RECEIPTS	<u>862,550</u>	<u>862,550</u>	<u>862,550</u>	
<u>1,524,015</u>	<u>1,504,112</u>	<u>1,641,369</u>	TOTAL AVAILABLE FUNDS	<u>1,673,519</u>	<u>1,673,519</u>	<u>1,673,519</u>	
			APPROPRIATIONS:				
152,785	197,366	190,000	20801 Playgrounds	196,667	196,667	196,667	
94,861	93,475	93,000	20802 Preschool	104,775	104,775	104,775	
156,100	176,035	170,000	20803 Youth	186,934	186,934	186,934	
72,141	104,668	100,000	20804 Adult	97,818	97,818	97,818	
14,632	16,739	16,000	20805 Seniors	18,039	18,039	18,039	
115,886	136,805	135,000	20806 Aquatics	137,805	137,805	137,805	
7,157	8,800	8,000	20807 Special Needs	9,100	9,100	9,100	
3,603	4,500	4,500	20808 Concessions/Vending	4,750	4,750	4,750	
6,840	8,951	8,900	20809 Facilities	9,551	9,551	9,551	
41,287	49,734	49,000	20810 Extravaganza	59,234	59,234	59,234	
49,552	56,617	56,000	20812 Special Events	66,877	66,877	66,877	
<u>714,846</u>	<u>853,690</u>	<u>830,400</u>	TOTAL APPROPRIATIONS	<u>891,550</u>	<u>891,550</u>	<u>891,550</u>	
<u>809,169</u>	<u>650,422</u>	<u>810,969</u>	CLOSING BALANCE	<u>781,969</u>	<u>781,969</u>	<u>781,969</u>	

FUNCTION			ACTIVITY	PROGRAM	CODE	
SPECIAL REVENUE FUNDS			HUMAN SERVICES - NEEDS & DONATIONS	2011/20620	5005	
2014-15	2015-2016		EXPENDITURE CLASSIFICATION	2016-2017		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
328,080	308,080	312,377	OPENING BALANCE	292,377	292,377	292,377
			ACTUAL/ESTIMATED RECEIPTS			
59,874	70,000	70,000	6305 Donations - Special Needs	70,000	70,000	70,000
35,593	40,000	40,000	6306 Donations- Prevention, Social Work & Challenge Course	40,000	40,000	40,000
2,904	3,000	3,000	6307 YAC Contributions	3,000	3,000	3,000
<u>98,371</u>	<u>113,000</u>	<u>113,000</u>	TOTAL RECEIPTS	<u>113,000</u>	<u>113,000</u>	<u>113,000</u>
<u>426,452</u>	<u>421,080</u>	<u>425,377</u>	TOTAL AVAILABLE FUNDS	<u>405,377</u>	<u>405,377</u>	<u>405,377</u>
			APPROPRIATIONS:			
52,745	60,000	60,000	87400 Special Needs - holiday food baskets, food bank, energy assistance	60,000	60,000	60,000
59,047	70,000	70,000	87410 Prevention, Social Work & Challenge Course - consultants	70,000	70,000	70,000
2,283	3,000	3,000	87420 YAC Contributions to & Scholarships	3,000	3,000	3,000
<u>114,075</u>	<u>133,000</u>	<u>133,000</u>	TOTAL APPROPRIATIONS	<u>133,000</u>	<u>133,000</u>	<u>133,000</u>
<u>312,377</u>	<u>288,080</u>	<u>292,377</u>	CLOSING BALANCE	<u>272,377</u>	<u>272,377</u>	<u>272,377</u>

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY SENIOR & DISABLED CENTER DONATIONS	PROGRAM 2701/20651	CODE 5006	
2014-15	2015-2016		EXPENDITURE CLASSIFICATION	2016-2017		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
86,020	95,020	95,669	OPENING BALANCE	101,669	101,669	101,669
			ACTUAL/ESTIMATED RECEIPTS			
15,180	14,000	14,000	5715 Senior ID Membership Fees	14,000	14,000	14,000
3,034	5,000	5,000	5722 Coffee Shop	5,000	5,000	5,000
14,982	15,000	14,000	5724 Gift Shop	14,000	14,000	14,000
20,915	16,000	16,000	6311 Donations	16,000	16,000	16,000
<u>54,111</u>	<u>50,000</u>	<u>49,000</u>	TOTAL RECEIPTS	<u>49,000</u>	<u>49,000</u>	<u>49,000</u>
<u>140,131</u>	<u>145,020</u>	<u>144,669</u>	TOTAL AVAILABLE FUNDS	<u>150,669</u>	<u>150,669</u>	<u>150,669</u>
			APPROPRIATIONS:			
3,182	3,000	3,000	87968 Membership Expenses	3,000	3,000	3,000
28,390	26,000	26,000	87918 Donations Expenses	26,000	26,000	26,000
2,028	4,000	4,000	87919 Coffee Shop Expenses	4,000	4,000	4,000
10,862	10,000	10,000	87920 Gift Shop Expenses	10,000	10,000	10,000
<u>44,462</u>	<u>43,000</u>	<u>43,000</u>	TOTAL APPROPRIATIONS	<u>43,000</u>	<u>43,000</u>	<u>43,000</u>
<u>95,669</u>	<u>102,020</u>	<u>101,669</u>	CLOSING BALANCE	<u>107,669</u>	<u>107,669</u>	<u>107,669</u>

The Senior and Disabled Center receives financial support through contributions from individuals and community organizations. Profits received from the Coffee Shoppe, Gift Shoppe, Membership Fees, donations from senior fundraisers, dances, etc., are spent at the discretion of the Commission on Aging and Disabled.

FUNCTION  
OTHER FUNDS

ACTIVITY  
INSURANCE RESERVE FUND

PROGRAM

CODE  
5007

EXPLANATION

The Insurance Reserve Fund (Town Code of Ordinances §48-1 - §48-4) was established as a means to pay for and finance the Town's obligations from uninsured losses, deductibles, and/or rating plan adjustments from its property and casualty insurance programs. Any refunds or return premiums yielded from the Town's property and casualty insurance policies or third party recoveries are accounted for in this fund. Starting in 2010-11 the fund's appropriation level shall be based on an actuarial review of open loss sensitive rating plans from prior years and projections for the current and upcoming year. Recommendations from the actuarial review will use a 75% confidence level. The appropriation level also includes projected payments for property and casualty exposures that are not included in the actuarial review.

FUNCTION OTHER FUNDS			ACTIVITY INSURANCE RESERVE FUND			PROGRAM 2007/20925		CODE 5007
2014-15	2015-2016		EXPENDITURE CLASSIFICATION			2016-2017		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS				DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
504,048	533,030	287,665	OPENING BALANCE			286,469	286,469	286,469
			ACTUAL/ESTIMATED RECEIPTS					
37,082		41,000	5814 Return Premiums from Insurance Policy					
5,477	225,000	225,000	7031 Transfers from General Fund			225,000	175,000	175,000
<u>42,559</u>	<u>225,000</u>	<u>266,000</u>	TOTAL RECEIPTS			<u>225,000</u>	<u>175,000</u>	<u>175,000</u>
<u>546,607</u>	<u>758,030</u>	<u>553,665</u>	TOTAL AVAILABLE FUNDS			<u>511,469</u>	<u>461,469</u>	<u>461,469</u>
			APPROPRIATIONS:					
61,321	50,000	50,000	87251 Losses from deductibles and uninsured			50,000	50,000	50,000
197,622	217,196	217,196	87253 Insurance Payments (deductibles, retro, etc)			211,244	211,244	211,244
<u>258,943</u>	<u>267,196</u>	<u>267,196</u>	TOTAL APPROPRIATIONS			<u>261,244</u>	<u>261,244</u>	<u>261,244</u>
<u>287,665</u>	<u>490,834</u>	<u>286,469</u>	CLOSING BALANCE			<u>250,225</u>	<u>200,225</u>	<u>200,225</u>

FUNCTION  
OTHER FUNDS

ACTIVITY  
PUBLIC SCHOOL CAPITAL IMPROVEMENT  
PROJECTS FUND

PROGRAM

CODE  
5008

EXPLANATION

In June 1989, the adoption of Town Code of Ordinances §2-10 (now §48-14) established the Public School Capital Improvement Projects Reserve Fund which provides for an annual appropriation of at least \$125,000 from the General Fund and for receipts from rentals of school buildings, tuition reimbursements to the Town for non-resident students enrolled in Newington public schools, and interest earnings to be deposited into this capital fund. The criteria for projects to be included in this fund are repairs, renovations and/or minor additions, which have a life expectancy of at least seven years and costs in excess of \$15,000 but less than the mandated fund balance, to a building and/or facility maintained by the Board of Education. The fund balance shall not exceed the sum of one million two hundred thousand dollars (\$1,200,000) at any time. All funds in excess of one million two hundred thousand dollars (\$1,200,000) are mandated to be immediately returned or deposited to the General Fund balance.

FUNCTION			ACTIVITY	PROGRAM	CODE	
OTHER FUNDS			PUBLIC SCHOOL CAPITAL IMPROVEMENT PROGRAM	3003/31193	5008	
2014-15	2015-2016		EXPENDITURE CLASSIFICATION	2016-2017		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
516,517	769,717	879,041	OPENING BALANCE	1,015,741	1,015,741	1,015,741
			ACTUAL/ESTIMATED RECEIPTS			
125,000	125,000	125,000	7032 General Fund Appropriations	125,000	125,000	125,000
1,471	800	1,700	5506 Interest Earnings	1,500	1,500	1,500
419,594	100,000	275,000	5751 Tuition Receipts	250,000	250,000	250,000
66,459	60,000	60,000	5401 School Rental Receipts	60,000	60,000	60,000
612,524	285,800	461,700	TOTAL RECEIPTS	436,500	436,500	436,500
1,129,041	1,055,517	1,340,741	TOTAL AVAILABLE FUNDS	1,452,241	1,452,241	1,452,241
			APPROPRIATIONS:			
	25,000	25,000	88957 Painting	50,000	50,000	50,000
	25,000	25,000	88959 Carpeting	50,000	50,000	50,000
	25,000	25,000	88452 Districtwide Security and Safety	50,000	50,000	50,000
	25,000	25,000	88453 Districtwide Furniture Replacement	35,000	35,000	35,000
	50,000	50,000	88555 Technology Equipment	50,000	50,000	50,000
	25,000	25,000	88651 System-wide Air Conditioning Installation	50,000	50,000	50,000
	50,000	50,000	88851 Athletic Improvements	10,000	10,000	10,000
	25,000	25,000	88355 Districtwide Bathroom Renovations	50,000	50,000	50,000
			88356 Districtwide Playground Renovations	10,000	10,000	10,000
	75,000	75,000	88550 Career Technical Facilities Modifications			
250,000			88556 J.Wallace PCB Remediation			
			88152 Districtwide Lighting Improvements	50,000	50,000	50,000
			88354 Districtwide Corridor/Exterior Doors	25,000	25,000	25,000
			88754 Arts Facility Modifications	100,000	100,000	100,000
			88755 JWMS Wing Improvements	100,000	100,000	100,000
			88756 Districtwide Underground Storage Tanks	60,000	60,000	60,000
			88757 Districtwide Roof Reserve	60,000	60,000	60,000
			88758 Districtwide Blacktop/Paving	50,000	50,000	50,000
250,000	325,000	325,000	TOTAL APPROPRIATIONS	800,000	800,000	800,000
879,041	730,517	1,015,741	CLOSING BALANCE	652,241	652,241	652,241

EXPLANATION

The Health Benefits Fund, an Internal Service Fund, pays for costs associated with providing medical benefits to the Board of Education and Town Government current employees and their families. Receipts include annual contributions from the Board of Education, Town Government (appropriation #941-8220) and Cafeteria Fund budgets. Also, Consolidated Omnibus Budget Reconciliation Act (COBRA) payments from terminated personnel who remain on the Town's insurance for a limited period of time and pay specific rates are accounted for in this fund. Employee co-pays as well as interest earnings are deposited in this fund. Expenses include actual claims, administrative fees and premiums for specific coverages. Blue Cross/Blue Shield (BC/BS) provides the Town, through the Agent of Record, with an expected claim level which is used as a basis of budgeting contributions and expenses.

MAJOR BUDGET CHANGES AND COMMENTARY

Effective March 2011, the Town adopted an ordinance to establish an Other Post-Employment Benefits Trust Fund. Pursuant to Governmental Accounting Standards Board (GASB) 45, the trust shall serve as a means to hold and invest all contributions and assets of the Town's post-employment benefits, other than pension benefits. The trust shall be for the purpose of meeting the long term obligations of the Town regarding benefits provided to certain Town and Board of Education employees, retirees, their spouses and dependents in accordance with provisions for such benefits contained in any agreement between the employees and the Town. Therefore, contributions and costs associated with retiree benefits are no longer included in the Health Benefits Fund.

The cost of the self-insured medical benefits program for Town and Board of Education active participants for FY 2015-2016 is estimated to be \$12.1 million per figures obtained from the Town's Agent of Record. This represents an increase from the 2015-16 original budget for the Town and the Board of Education of 16.9% and -0.6%, respectively. This increase is attributable to claim trends, current market conditions and health care reform. The costs of funding the plan are offset by employee co-pays, interest earnings and prior year settlement income which total approximately \$1,789,292. The Town comprises approximately 25.9% of total health care costs. The Town's contribution totals approximately \$2.5 million, an increase of \$356,684 or 17%. This contribution is equal to 100% of the estimated net cost as compared to previous years' when contributions were offset by the draw on the fund's favorable balance.

In accordance with the Health Benefits Funds Memorandum of Understanding executed in 1996, an interim projection of the Board and the Town health benefits cost for the current plan year is calculated by March 20 each year. Based on this calculation, should it be favorable, the Board and/or the Town can reduce their contributions during the remainder of the fiscal year or carry the estimated "credit" forward to the next fiscal year. In addition by October 1, a final reconciliation is conducted of any credit or shortfall for the previous plan year ending June 30th. As noted below from the September 30, 2015 reconciliation for the 2014-15 plan year, the Town earned a credit of \$61,382 while the Board of Education earned a credit of \$907,591. The Board of Education elected to reduce their contributions for the remainder of the 2015-16 year.

2014-15 Plan Year	Town	Board of Education
Credit (Deficit)	(\$57,665)	\$907,591

The Town, per the Agent of Record, maintains a reserve of 20% of expected claims to cover the Town's exposure. In addition, the Agent recommends a reserve for incurred but not reported claims attributable to our plan as of June 30.

FUNCTION			ACTIVITY	PROGRAM	CODE	
OTHER FUNDS			HEALTH BENEFITS FUND	4001/40941	5009	
2014-15	2016-2016		EXPENDITURE CLASSIFICATION	2016-2017		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
3,013,212	2,478,101	3,265,638	OPENING CASH BALANCE - JULY 1	2,233,722	2,233,722	2,233,722
			ACTUAL/ESTIMATED RECEIPTS			
			General Fund Appropriations:			
1,760,143	2,122,168	2,122,168	Town Operations	2,478,852	2,478,852	2,478,852
7,234,580	7,777,705	6,566,049	Board of Education	7,772,191	7,772,191	7,772,191
113,442	25,000	139,284	Stop Loss Recoveries and Settlements	25,000	25,000	25,000
2,638	2,400	2,400	Interest Earnings	2,400	2,400	2,400
<u>1,708,985</u>	<u>1,789,292</u>	<u>1,888,058</u>	COBRA & Employee Copays	<u>1,849,776</u>	<u>1,849,776</u>	<u>1,849,776</u>
<u>10,819,788</u>	<u>11,716,565</u>	<u>10,717,959</u>	TOTAL RECEIPTS	<u>12,128,219</u>	<u>12,128,219</u>	<u>12,128,219</u>
<u>13,833,000</u>	<u>14,194,666</u>	<u>13,983,597</u>	TOTAL AVAILABLE FUNDS	<u>14,361,941</u>	<u>14,361,941</u>	<u>14,361,941</u>
			APPROPRIATIONS:			
			Benefit payments:			
1,991,200	2,222,920	2,256,230	Town Claims	2,637,533	2,637,533	2,637,533
7,451,210	8,279,685	8,279,685	Board of Education/Cafeteria Claims	8,395,383	8,395,383	8,395,383
<u>1,124,952</u>	<u>1,213,960</u>	<u>1,213,960</u>	Administrative Fees and other costs	<u>1,095,303</u>	<u>1,095,303</u>	<u>1,095,303</u>
<u>10,567,362</u>	<u>11,716,565</u>	<u>11,749,875</u>	TOTAL APPROPRIATIONS	<u>12,128,219</u>	<u>12,128,219</u>	<u>12,128,219</u>
<u>3,265,638</u>	<u>2,478,101</u>	<u>2,233,722</u>	ENDING CASH BALANCE - JUNE 30	<u>2,233,722</u>	<u>2,233,722</u>	<u>2,233,722</u>
1,888,482	2,100,521	2,107,183	RESERVE: 20% of 2016-2017 CLAIMS	2,206,583	2,206,583	2,206,583
646,000	700,000	700,000	ESTIMATED CLAIMS INCURRED BUT NOT REPORTED	700,000	700,000	700,000
2,534,482	2,800,521	2,807,183	TOTAL RECOMMENDED RESERVE	2,906,583	2,906,583	2,906,583

FUNCTION  
OTHER FUNDS

ACTIVITY  
LAND ACQUISITION FUND

PROGRAM

CODE  
5010

EXPLANATION

The Land Acquisition Fund (Town Code of Ordinances §48-18) was established, pursuant to C.G.S. § 7-131r, so as to permit the acquisition of land and/or development rights for areas identified in the Plan of Conservation and Development and other recreation and conservation planning documents. It is the intent of this provision that the proceeds of the Land Acquisition Fund shall be used for the voluntary purchase of property or development rights for the purpose of preserving open space or for recreational or agricultural purposes.

MAJOR BUDGET CHANGES AND COMMENTARY

- Funding is continued for the last scheduled payment per the Marcap Purchase Agreement for property to be kept as Open Space.

FUNCTION OTHER FUNDS			ACTIVITY LAND ACQUISITION FUND	PROGRAM 3004/34001	CODE 5010	
2014-15	2015-2016		EXPENDITURE CLASSIFICATION	2016-2017		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
48,165	48,166	48,166	OPENING BALANCE	48,166	48,166	48,166
			ACTUAL/ESTIMATED RECEIPTS			
			6030 Marcap Open Space Grant			
554,188	536,200	536,200	7032 General Fund Appropriations	15,638	15,638	15,638
<u>554,188</u>	<u>536,200</u>	<u>536,200</u>	TOTAL RECEIPTS	<u>15,638</u>	<u>15,638</u>	<u>15,638</u>
<u>602,353</u>	<u>584,366</u>	<u>584,366</u>	TOTAL AVAILABLE FUNDS	<u>63,804</u>	<u>63,804</u>	<u>63,804</u>
			APPROPRIATIONS:			
			88040 Open Space Appraisals			
554,188	536,200	536,200	88227 Open Space Land Acquisition	15,638	15,638	15,638
<u>554,188</u>	<u>536,200</u>	<u>536,200</u>	TOTAL APPROPRIATIONS	<u>15,638</u>	<u>15,638</u>	<u>15,638</u>
<u>48,166</u>	<u>48,166</u>	<u>48,166</u>	CLOSING BALANCE	<u>48,166</u>	<u>48,166</u>	<u>48,166</u>



## APPENDICES

- A. Standard Account Definitions
- B. Summary of Accounting Policies
- C. Budgeting and Budgetary Control
- D. Schedule of Long-Term Debt
- E. Town of Newington Budget Calendar
- F. Summary of Full-time and Part-time Personnel
- G. Summary of Undesignated, Unreserved Fund Balances
- H. Miscellaneous Statistics
- I. Adopting Resolution

APPENDIX A

TOWN OF NEWINGTON

STANDARD ACCOUNT DEFINITION AND EXPLANATION

Personal Services

- 8101      Full Time  
Covers all full time town employees. Employees are reported by classification.
- 8102      Overtime  
Covers all overtime used by full time employees.
- 8103      Part Time  
Covers part-time employees who are not assigned to seasonal activities. Stenographic work done for boards and agencies is included in this category.
- 8104      Seasonal  
Covers part-time employees who are assigned to seasonal activities. Part-time snow removal and summer recreation workers are included in this category.
- 8105      Longevity  
Covers payments of longevity to qualified full time employees.
- 8108      Education Incentive  
Covers education incentive payments per Police Union contract.
- 8110      Fringe Benefits  
Provides for fringe benefit costs of positions which are covered by grants that require separate accounting. Payment to firefighters deferred compensation fund.
- 8112      Injury Compensation  
Provides payment, at workers compensation rates, for "line of duty" injuries during the initial disablement period not covered by workers compensation, if not compensated from other sources.

## Contractual Services

### 8201 Public Notification

Publication of legal notices and other advertising.

### 8202 Dues and Subscriptions

Memberships in societies and associations, subscriptions to magazines and other publications. Purchase of individual copies of publications is coded 8310. Includes periodicals acquired by the Library for public circulation.

### 8203 (Travel and) Transportation

Includes mileage, public transportation, lodging, meals and other expenses connected with official travel inside or out of town, but not travel to conferences or professional meetings which is coded 8204.

### 8204 Conferences, Meetings and Training

Travel expenses, meals, registration fees, tuition and other expenses connected with the attendance of conferences and meetings devoted to professional development, and with enrollment in, and attendance at training and educational courses. This also includes the cost of bringing in persons for the purpose of training Town personnel. For annual professional conferences of more than one day, all expenses, except travel and registration fees, are covered by a per diem allotment.

### 8205 Postage and Shipping

Cost of transportation of equipment received, disposed of, or otherwise transported, by or for the Town. This includes contract trucking. Minor shipping charges billed as part of the cost of acquisition are not included here.

### 8206 Utilities

Charges for electricity, natural gas, water service available for the Town on a continuous basis. Telephone service is separately classified 8208.

### 8207 Clothing Allowance or Tool Allowance

Allowances paid to Town employees to offset the cost of uniforms and special clothing paid for by employees. Or, in Vehicles and Equipment, allowance paid to Town mechanics to offset the cost of tools paid for by employees.

### 8208 Telephone

Charges for telephone and similar communications services provided for the Town.

### 8209 Uniform Rental and Cleaning

Rental or other charges for laundering, dry cleaning, towel service and clean rag service. Actual purchase of towels, paper towels, rags and other cleaning material are coded 8305.

8210      Equipment Rental

Rental costs for equipment rented for Town use.

8211      Facilities Rental and Storage

Rental of land, buildings, office space and storage space. Uniform rental should be charged to 8303. Equipment rental should be charged to 8210.

8212      Equipment Maintenance

The cost of repair work done on furniture or equipment (except motor vehicles, which is included in 8214) by outside forces. Maintenance contracts are included. Charges for replacement parts that include labor for installation should be included in this category.

8213      Facilities Maintenance

The cost of repair work done on buildings, pools, stadiums or other property (except equipment) by outside forces. Maintenance contracts are included. Charges for materials that include labor for installation should be included in this category.

8214      Motor Vehicle Maintenance

Repairs to passenger vehicles, trucks, tractors and other self-propelled equipment by outside forces. Maintenance or service contracts are included. Charges for replacement parts that include labor for installation should be included in this category. Washing and polishing cars and other routine maintenance are included here.

8216      Printing and Binding

All types of printing expenses including printing of office forms done by outside concerns. Includes the repair of existing books and related materials, the binding of tax rate books, etc.

8217      Consultants, Special Contractors and Fees

Cost of professional and other services by persons other than Town employees. Examples are fees for legal, medical planning and engineering services, consultants, court and notary services.

8218      Contributions and Subsidies

Payments made representing the Town's share of a public or quasi-public institution, enterprise or organization (museum, historic landmark, etc.). Also subsidies paid to groups sponsoring public events, celebrations and activities (baseball and football leagues, parades, pageants, etc.)

8219      Hydrants

All expenses related to hydrants. Includes MDC installation and rental charges.

8220      Other Contractual Services

Includes services of all types not properly chargeable against any of the other contractual service accounts. Charges for central services obtained from other Town department such as duplicating, photostating and postage are coded 8301.

8221      Higher Educational Support

Provides for tuition reimbursement for job-related higher education costs per various Union contracts. All other types of employee education programs should be included in Conferences, Meetings and Training (8204).

8222      Data Services

Cost of outside computer data services.

8224      Elderly Tax Relief

Costs directly associated with the Elderly Tax Relief Program.

8225      Special Needs

Financial assistance to eligible recipients who do not meet state income guidelines. Direct payment may include food, shelter, transportation or utilities at the discretion of the Human Services Department.

8226      Adventure Based Challenge Course

Costs directly associated with the Human Services Department's Adventure Based Challenge Course.

**Materials and Supplies**

8301      Office Supplies

Paper, forms, pens and pencils, computer paper, PC diskettes, ink and other expendable supplies used in the operation of an office. This includes supplies for typewriters, adding machines and office duplicating and copying machines (not cameras). Charges from outside firms for printing office forms are coded 8216. Charges for central services obtained from other Town departments such as duplicating, photostating and postage are included here.

8302      Technical Supplies

Cost of supplies peculiar to the using department or division, generally bearing the same name as the using division. This code used by the Health Department refers to medical materials and supplies; in Parks and Recreation it refers to recreation materials and supplies, and so on. Supplies not peculiar to the using department or division which are not properly chargeable elsewhere should be coded 8310 (example: medical supplies used by Parks and Recreation).

8303      Uniforms and Clothing

Purchased or rented clothing and related equipment worn by Town employees.

8304      Agricultural Supplies

Includes trees and shrubs, seed, fertilizer, insecticide, topsoil and other materials necessary for the landscaping or the cultivation of plants. This does not include farming or gardening tools, which are coded 8302 or 8310.

8305      Cleaning Supplies

Soaps, detergents, disinfectant, cleaning solutions, waxes, mops, brooms, buckets and other expendable cleaning supplies. Purchase of more permanent cleaning equipment (such as a polishing machine) is coded under 8400 (capital outlay). Repair parts for cleaning machines are coded 8307.

8306      Construction and Maintenance Materials

Include materials used in road building, maintenance and other construction, including lumber, plumbing and electrical fixtures, sewer pipe, cement, asphalt, sand, gravel and other street surfacing materials. Also included are winter maintenance chemicals.

8307      Equipment Parts

Parts for all types of equipment, including motor vehicles, that the Town installs. This includes parts that may be ordered for stock as well as parts ordered for the immediate repair of a specific piece of equipment. Charges for parts that include labor for installation or repair should be coded 8212 or 8213 or 8214 depending on the type of equipment.

8308      Fuel

Cost of coal, fuel oil, and other types of fuel used for heating or cooking. Electricity and natural gas are coded 8205. Fuel used in motor vehicles is coded 8309.

8309      Motor Fuel and Lubricant

Gasoline, diesel fuel, motor oil, grease and other fuel or lubricant used in the operation of motor vehicles or other motor equipment. This includes fuel used in stationary motors, such as generators.

8310      Other Materials and Supplies

All materials and supplies not otherwise classified above. This includes food, toilet articles, tools, photographic supplies (not for office copying machines, coded 8301), first aid supplies, books, pamphlets and magazines, paint and refrigeration supplies.

**Capital Outlay**

8401      Public Circulation Material

The Library would code books, periodicals and audiovisual materials for public circulation under this heading.

8402      Technical Equipment

Capital equipment peculiar to the using department or division, generally bearing the same name as the using division (see explanation for code 8302). For example, for Elections, it could include the cost of a voting machine. Technical equipment could also include the cost of specialized computer software for a department. Building maintenance equipment, however, regardless of the using department is coded 8407.

8403      Passenger Cars

Self-propelled vehicles normally carrying passengers, or light equipment, such as sedans and station wagons.

8404      Trucks and Tractors

Self-propelled vehicles used mainly for carrying, hauling or pulling loads or equipment.

8405      Construction and Maintenance Equipment

Equipment, whether self-propelled, towed or stationary, used in construction, repair or general maintenance including equipment attached to trucks or other vehicles. Includes equipment used for street and sewer maintenance and repair, vehicle repair, snow removal and grounds maintenance. Portable generators and pumps are included if related to the above, but not equipment used in building maintenance (8407).

8406      Office Equipment

Office furniture, equipment and machinery used in office operation. Includes desks, files, chairs, cabinets, typewriters, adding and accounting machines, voting machines and data processing equipment. Library furniture is also included.

8407      Building Equipment

Equipment that is part of a building or used in maintenance of a building (other than office equipment). Includes boilers, furnaces, generators, pumps, valves, partitions, electrical fixtures and similar equipment.

8408      Building Improvements

Includes the cost of improvements, of a permanent nature, to Town buildings and offices. (Expenditures for nonrecurring building improvements costing more than \$25,000, instead, are to be budgeted in the Capital Improvements Plan budget).

8409      Other

All expenses of a capital nature which do not fall into any of the above categories.

## Transfers to Other Funds

8501      Transfers to Capital and Non-Recurring Expenditures Fund

Includes contributions or transfers from the General Fund to this capital fund. Also includes contributions from the General Fund to the Equipment Reserve accounts within this fund.

8502      Transfers to Public Building Fund

Includes contributions or transfers from the General Fund to this capital fund.

8503      Transfers to Public School Capital Improvements Projects Reserve Fund

Includes contributions or transfers from the General Fund to this capital fund, as required by Town ordinance.

8511      Transfers to Recreation Fund

Includes contributions or transfers from the General Fund to this special revenue fund.

8512      Transfers to Employee Leave Liability Reserve Fund

Includes contributions or transfers from the General Fund to this special revenue fund, as required by Town ordinance.

8513      Transfers to Insurance Reserve Fund

Includes contributions or transfers from the General Fund to this special revenue fund, if needed to maintain the minimum fund balance as required by Town ordinance.

8521      Transfers to Volunteer Ambulance Fund

Includes contributions or transfers from the General Fund to this trust fund, a retirement plan established by ordinance for the Town's volunteer ambulance personnel.

APPENDIX B

SUMMARY OF ACCOUNTING POLICIES

1. General

The Town of Newington was incorporated July 10, 1871. The Town operates under a Council-Manager form of government and provides the following services as authorized by its charter: public safety (police and fire); culture and recreation; street reconstruction and maintenance, health and social services; education; sanitation; planning and zoning; and general administrative services.

2. Fund Accounting

The operations of the Town are organized on the basis of funds and account groups, each of which is considered to be a separate fiscal and accounting entity. The accounts are maintained in accordance with the principles of fund accounting. Descriptions of the Town's funds and account groups are as follows:

\* Governmental Fund Types - those through which most governmental functions of the Town are financed. The acquisition, use, and balances of the Town's expendable financial resources and related liabilities are accounted for through governmental funds. The following are the Town's governmental type funds.

- General - The General Fund is the general operating fund of the Town government. All unrestricted resources except those required to be accounted for in another fund are accounted for in this fund.
- Special Revenue - Special Revenue Funds are used to account for proceeds of special revenue sources (except for trust funds, or major capital projects) that are legally restricted to expenditure for specific purposes. The Town's special funds include:

Cafeteria Fund (Educational)	Road Aid Maintenance Fund
State & Federal Grants (Educational)	Cemetery Fund
Dog License Fund	Recreation Programs Fund
Local Capital Improvement Program Fund	Employee Leave Liability Fund
Small Cities Fund	Balf Fund
Human Services - Needs & Donations	Miscellaneous Grants Fund
Volunteer Ambulance Fund	Volunteer Firefighter's Fund
Scholarship Trust Fund	

- Permanent Fund Types – Permanent Funds are used to account for trust funds in which only the trust income may be expended. They are accounted for on an accrual basis. The Town's permanent funds are the Cemetery Trust Fund, Hubbard (Library) Book Fund, and the Tri-centennial Fund.
- Capital Projects - The Capital Projects Funds are used to account for financial resources used for the acquisition and/or construction of major capital facilities. Control over each project is achieved by the constraints imposed by each project's

authorization. The Capital Projects Fund includes the Capital and Non-recurring Expenditures Fund, the Public Building Fund, the Land Acquisition Fund and the Public School Capital Improvements Reserve Fund. The Equipment Reserve account is part of the Capital and Non-Recurring Expenditures Fund.

- \* Proprietary Fund Types – are used to account for operations that are organized to be self-supporting through user charges. The Town has an internal service fund to account for the self-insurance activities related to providing health benefits to its current employees and the Insurance Reserve Fund.
- \* Fiduciary Fund Types - are used to account for assets held by the Town in a trustee capacity or as an agent for individuals, private organizations, or others. The Town's fiduciary funds are:
  - The Pension Trust Fund is used to account for the accumulation of resources to be used for future retirement benefits for Town personnel except Newington teachers who belong to a State-administered pension plan. The Town's pension trust fund includes the Municipal Employees Fund, the Police Pension Fund, the Administrative Retirement Fund, and the Volunteer Firefighters Pension Fund.
  - Other Post Employment Benefit Fund is used to account for the accumulation of resources and activities related to providing health benefits to its retired employees.
  - Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Agency Funds include Student Activity (accounts for the various student activities and clubs in the Town's schools) and Youth Activity.

### 3. Basis of Accounting

The Governmental, and Agency Funds follow the modified accrual basis of accounting whereby revenues are recognized in the accounting period in which they become both measurable and available to finance operations of the fiscal period. The major sources of revenue that are recognized under the modified accrual basis are property taxes and 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 Proprietary Fund Types and Fiduciary Fund Types follow the accrual basis of accounting whereby revenues are recognized when earned and expenses are recognized when incurred.

## APPENDIX C

### BUDGETING AND BUDGETARY CONTROL

#### 1. General

At least 105 days before the end of the fiscal year, the Town Manager submits to the Town Council a proposed budget for the ensuing fiscal year beginning July 1. The proposed budget includes proposed expenditures and estimated revenues. Two public hearings are held on the budget; the first one within 15 days of the Town Manager's budget submission, and the second one within 30 days of the first hearing. The Town Council adopts the budget by a majority vote of all its members. The Town Council is legally required to adopt a budget for the General Fund and the Special Revenue Funds. If the Council fails to adopt the budget within ten days after the second public hearing, the Town Manager's proposed budget becomes the Town's budget.

Budgetary control is maintained by an encumbrance system. All purchases, except certain services as outlined in the Town's Purchasing Manual, require a purchase requisition and a purchase order. In addition, the Town Manager requires that purchases over \$2,500 require evidence that quotations were received and that the lowest bidder, consistent with quality, was selected. Town Charter requires formal competitive bids for expenditures of \$30,000 or more. Funds are recorded as encumbered when the purchase order is issued and expenditures are recorded when the Town issues a check or incurs a liability.

The Town Manager may transfer appropriations from one classification to another within the same department, except within the Board of Education, when the Manager deems it necessary for the proper administration of the Town. During the last six months of the fiscal year, the Town Council may transfer any unencumbered appropriation, except within the Board of Education, provided that the resolution making the transfer includes the certification of the Director of Finance that the balance of the appropriation is free of encumbrances. The Town Council may make a special appropriation provided that the resolution is \$375,000 or less and that the Director of Finance certifies that the amount to be appropriated is unencumbered and unappropriated in the Town's treasury. Special appropriations between \$375,001 and \$975,000 require a Town ordinance. Special appropriations of \$975,001 or more require a Town referendum.

All unencumbered appropriations lapse at year-end, except in the Capital Projects Fund where appropriations are continued until completion of applicable projects, which often last more than one fiscal year. Budgetary control in the Capital Projects Fund is achieved by the constraints imposed by the project authorization or grant awards to these funds.

The Town's budgeting system for the general fund and special revenue fund requires accounting for certain transactions to be on a basis other than generally accepted accounting principles (GAAP basis). The major difference between a budget and a GAAP basis is that on a budget basis encumbrances are recognized as a charge against a budget appropriation in the year in which the purchase order is issued and, accordingly, encumbrances outstanding at year-end are recorded in budgetary reports as expenditures in that year; whereas, on a GAAP basis, encumbrances at year-end are recorded as assignments of fund balance.

2. Town Charter (as revised 12/6/2012) Financial and Budget Provisions

ARTICLE VIII. FINANCIAL PROVISIONS

§ C-801. Fiscal Year.

The fiscal year of the Town shall be the Uniform Fiscal Year as defined by the Connecticut General Statutes.

§ C-802. General Form of Budget Preparation.

The Manager may, or at the request of the Council shall, require each department, office or agency of the Town supported wholly or in part by Town funds, or for which specific Town appropriation is made, including the Board of Education, to set forth, in narrative or such other form as the Manager may prescribe, a program or programs showing services, activities and work accomplished during the current year and to be accomplished during the ensuing fiscal year.

§ C-803. Departmental Estimates.

The Manager shall compile preliminary estimates for the annual budget. The head of each department, office or agency of the Town as described in § C-802 shall, at least 150 days before the end of the fiscal year, except the Board of Education which shall, at least 120 days before the end of the fiscal year, file with the Manager on forms prescribed and provided by the Manager's office a detailed estimate of the expenditures to be made by said department, office or agency and the revenue, other than tax revenues, to be collected thereby in the ensuing fiscal year and such other information as may be required by the Council or by the Manager. Each commission, board, department and office shall be entitled to an opportunity to be heard by the Manager with respect to its estimates.

§ C-804. Duties of the Manager on the Budget.

Not later than 105 days before the end of the fiscal year, the Manager shall present to the Council the proposed budget for the ensuing fiscal year for all commissions, boards, departments and offices, including the Board of Education, such budget hereinafter referred to as the Manager's Proposed Budget. At the time of its submission to the Council, the Manager shall file a copy in the office of the Town Clerk as a public record and a copy on the website and within 10 days thereafter shall cause sufficient copies of the proposed budget, including the Board of Education budget, to be prepared in order that they may be available to interested persons.

§ C-805. Duties of the Council on the Budget.

A. The Council shall hold two public hearings at which any elector or taxpayer may have the opportunity to be heard regarding appropriations for the ensuing fiscal year. The first such hearing shall be held not later than 15 days following the presentation of the proposed budget of the Manager. The Council, at least five days prior to the aforementioned first public hearing, shall cause to be published on the website and in a newspaper having circulation in the Town a notice of such public hearing and a summary of said Manager's Proposed Budget showing anticipated revenues by major sources, and proposed expenditures by functions or departments in the same form as prescribed for the budget estimates in § C-803, and shall also show the amount proposed to be raised by taxation. After consideration of the budget and within 30 days after holding the first public hearing, the Council shall hold the second public hearing. The Council, at least five days prior to the aforementioned second public hearing, shall cause to be published on the website and in a newspaper having circulation in the Town, a notice of such public hearing and summary of the tentative Town budget which it proposed to adopt in the same form as prescribed herein for publication of the Manager's Proposed Budget. Within 20 days after holding such second public hearing, the Council shall complete its consideration of the budget, and after making such modifications and amendments to said budget as it may deem advisable, it shall adopt the Town budget by a majority vote of all its members. The Council shall simultaneously fix the tax rate in mills which shall be levied on taxable property in the Town for the ensuing fiscal year. In the event the Council shall fail to adopt the Town budget on or prior to the date provided, the

Manager's Proposed Budget as submitted to the Council shall be deemed to have been finally adopted by the Council as the Town budget, and thereafter expenditures shall be in accordance with said budget. In the event the Council shall fail to fix the tax rate on or prior to the date prescribed, the Manager shall fix said tax rate in mills.

B. In accordance with the Connecticut General Statutes, the Council shall be deemed to be the budget-making authority and the legislative body of the Town and shall have all the powers and duties contained in said statutes for the creation of a "Reserve Fund for Capital and Nonrecurring Expenditures."

§ C-806. Effect of Adoption of Town Budget.

The adoption of the Town budget shall constitute the appropriation to each commission, board, office and department, or major subdivision thereof when so indicated in the budget, of the sum estimated in the budget to be expended by each unit respectively, except that the Board of Education shall have the authority to expend the total sum appropriated to it in accordance with the Connecticut General Statutes.

§ C-807. Special Appropriations.

The Council may appropriate subject to the limitations imposed in Article IV, § C-408, of this Charter, any unappropriated and unencumbered balance in the Town treasury, provided there shall be attached to the resolution or ordinance making such appropriation the certificate of the Director of Finance that such balance actually exists free from encumbrances.

§ C-808. Transfer of Appropriation.

The Manager may at any time transfer any unencumbered appropriation balance or portion thereof from one classification to another within the same department, office or agency, except within the Board of Education. The Council may transfer the whole or any part of the unencumbered balance of any appropriation, except the appropriation of the Board of Education, to any other purpose which the Council may legally appropriate money, provided that such a transfer may be made from budget appropriations only in the last six months of the fiscal year and that there shall be attached to the resolution making the transfer the certificate of the Director of Finance that such balance exists free from encumbrances. Transfers among any capital project funds may occur at any time and are not subject to the six-month limitation stated above.

§ C-809. Effect of Appropriation.

No money from any Town fund, including but not limited to the general fund, shall be expended or obligated for any expenditure incurred by any commission, board, department or office of the Town except in accordance with an appropriation by the Council. No contract, work order, purchase order or other authorization to spend money by any commission, board, department or office, except the Board of Education, shall be valid until the Director of Finance certifies in writing that there is an unexpended and unencumbered balance of an appropriation sufficient to meet the estimated cost thereof. The Director of Finance after such certification shall immediately encumber the appropriation with the estimated cost. The Board of Education shall set up its own system of budgetary control and certification of the sufficiency of unexpended and unencumbered balance of an appropriation.

§ C-810. Lapse of Appropriation.

The unencumbered balance of all general fund appropriations shall lapse at the end of the fiscal year for which they were made, and any such balance shall be credited to the general fund.

§ C-811. Borrowing to Meet Emergency Appropriations.

In the absence of unappropriated funds to meet emergency appropriations under the provisions of Article IV, § C-408, of this Charter, the Council may by resolution authorize the issuance of notes, each of which shall be designated "Emergency Note" and may be renewed from time to time,

but all such notes of any fiscal year and any renewals thereof shall be paid not later than the last day of the fiscal year next succeeding the fiscal year in which the emergency appropriation was made.

§ C-812. Notes Redeemable Prior to Maturity.

No notes shall be made payable upon demand. Any note may be made subject to redemption prior to maturity on such notice and at such time as may be stated in the note.

§ C-813. Competitive Bidding.

- A. The Council, the Board of Education, and the Library Board shall each establish rules and regulations covering purchases of goods and services for the Town, schools, and library respectively. Sealed bids or proposals shall be invited by the respective purchasing authority for any purchase or contract for purchasing, including a continuing order for contract for the purchase of the same commodity or services over a period of one year involving the expenditure of \$30,000 or more. Invitation for sealed bids or proposals shall be by giving 10 days public notice thereof by publication at least once in one newspaper having a circulation in the Town and by posting on the Town bulletin board and on the website.
- B. Sealed bids or proposals shall not be required for professional services when professional requirements or ethics prohibit such bidding, or when the Council, the Board of Education, or the Library Board shall determine, for reasons expressly stated, that sealed bids or proposals for a matter before that body are unnecessary or not in the best interests of the Town.
- C. The purchase or contract shall be let to the lowest responsible bidder, or all bids or proposals shall be rejected. All sealed bids or proposals shall be opened publicly and shall be kept for a period of one year thereafter in the office of the Purchasing Agent or the Board of Education or the Library Board, as applicable, where they shall be available for public inspection.
- D. During a state of emergency, the procurement of a competitive bid may be waived by the Town Manager to address issues of public health, safety and welfare.

§ C-814. Contracts for Public Works.

Contracts for the construction of streets, sewers, Town and school buildings and other public works with any private contractor shall be made in accordance with relevant provisions of the Connecticut General Statutes and under such rules and regulations as may be established by the Council or the Board of Education, whichever has jurisdiction. However, on any contract involving the expenditures of \$30,000 or more, sealed bids or proposals shall be invited and 10 days public notice given thereof by publication at least once in one newspaper having circulation in the Town, and by posting on the Town bulletin board and on the website, unless the Council or the Board of Education or Project Building Committee, whichever has jurisdiction, shall determine for reasons which it shall expressly state that sealed bids are not in the best interest of the Town. The purchase or contract shall be let to the lowest responsible bidder, or all bids or proposals shall be rejected. All sealed bids or proposals shall be opened publicly and shall be kept for a period of one year thereafter in the office of the Purchasing Agent or the Board of Education where they shall be available for public inspection.

§ C-815. Payments of Claims.

Payrolls, bills or other claims against the Town, except those of the Board of Education, shall not be paid until the same have been verified for correctness and legality by the Director of Finance, and all payments shall be made by check drawn on a Town bank account signed by the Town Treasurer and countersigned by the Manager. All payrolls, bills or other claims against the Board of Education shall be verified as such Board may provide, and payment shall be made by check signed by an agent designated by the Board of Education and countersigned by the Town Treasurer who shall only serve in this role to verify the amount of funds to cover such payments. The Manager and the Treasurer, on approval of the Council and the Board of Education shall each designate a deputy or deputy agent covered by the bond of said principal, who may sign or countersign certificates, payrolls, bills, claims and checks.

§ C-816. Fees Collected by Town Officials and Employees.

All fees collected by officials and employees of the Town in their official capacities shall be paid into the Town treasury, except witness fees payable to police officers and fees payable to Constables and Justices of the Peace.

§ C-817. Official Bonds.

The Manager, Town Clerk, Director of Finance, agent of the Town deposit fund, Revenue Collector, Building Official and persons authorized to sign and countersign Town checks and such other officials and employees as may be determined by the Council, shall before entering on their respective duties, execute to the Town, in the form prescribed by the Council and approved by the Town Attorney, and file with the Town Clerk, a surety bond or other adequate insurance to be fixed by the Council, conditioned upon the honest and faithful performance of such official duties. The Council, if it deems it to be in the best interest of the Town, may prescribe a name schedule bond, schedule position bond or blanket bond, or may designate which commissions, boards, departments, offices and agencies shall be covered by a specific type of the aforementioned bonds. Premiums for such bonds shall be paid by the Town.

§ C-818. Penalties for Violation of any Provision of this Charter.

Any person or persons who make or cause to be made any payment from Town monies in violation of the provisions of this Charter, or who receive such payment shall be jointly and severally liable to the Town for the full amount of such payment. Any contract, verbal or written, made in violation of this Charter shall be null and void. Any person or employee of the Town who violates any of the provisions of this Charter shall be subject to a penalty in such amount as shall be determined by ordinance, and such a violation may be grounds for removal.

§ C-819. Annual Audit.

The Council shall cause an audit of the Town accounts, including those of the Board of Education, to be made once a year, or more often if deemed necessary, by the Town Auditor as provided for in Article VI, § C-609. The report of such audit shall be public record and available for public inspection.

APPENDIX D-1  
 NEWINGTON'S LONG-TERM DEBT SCHEDULE  
 ANNUAL PRINCIPAL PAYMENTS ON EXISTING SERIAL BONDS

Fiscal Year Ending June 30,	Refunding of Education Facilities I & II Issued 2/2013 1.58% true interest cost	Refunding of Police Station I & II Issued 2/2013 1.58% true interest cost	Total Principal Payments
2017	\$627,000	\$408,000	\$1,035,000
2018	\$620,000	\$405,000	\$1,025,000
2019	\$275,000	\$420,000	\$695,000
2020	\$273,000	\$417,000	\$690,000
2021	\$267,000	\$408,000	\$675,000
2022	\$263,000	\$402,000	\$665,000
2023	\$257,000	\$393,000	\$650,000
2024	\$251,000	\$384,000	\$635,000
2025		\$185,000	\$185,000
2026			\$0
TOTALS	\$2,833,000	\$3,422,000	\$6,255,000

Note: Figures above include serial bonds outstanding as of July 1, 2016.

APPENDIX D-2  
 NEWINGTON'S LONG-TERM DEBT SCHEDULE  
 ANNUAL INTEREST PAYMENTS ON EXISTING SERIAL BONDS

Fiscal Year Ending June 30,	Refunding of Education Facilities I & II	Refunding of Police Station I & II	Total Interest Payments
	\$4,965,700 Issued 2/2013 1.58% true interest cost	\$4,844,300 Issued 2/2013 1.58% true interest cost	
2017	\$70,085	\$86,546	\$156,631
2018	\$52,211	\$73,370	\$125,581
2019	\$34,421	\$56,660	\$91,081
2020	\$26,342	\$43,889	\$70,231
2021	\$20,880	\$35,552	\$56,432
2022	\$15,536	\$27,395	\$42,931
2023	\$10,269	\$19,362	\$29,631
2024	\$5,113	\$11,518	\$16,631
2025		\$3,931	\$3,931
2026			\$0
TOTALS	\$234,857	\$358,223	\$593,080

Note: Figures above include serial bonds outstanding as of July 1, 2016.

## APPENDIX E

### TOWN OF NEWINGTON'S BUDGET CALENDAR 2016-2017

#### On or about

November 12, 2015	5 year <u>Capital Improvement Plan</u> request forms submitted to department heads.
November 12, 2015	Budget request forms submitted to department heads for ensuing FY operations.
December 4, 2015	Department heads finalize their Capital Improvement Plans and submit to Town Manager.
January 4, 2016	Department heads finalize their budget requests and submit to Town Manager.
Month of January	Town Manager analyzes departmental budget requests for ensuing fiscal year and meets with department heads regarding budget requests.
January 31, 2016	Grand List of taxable property applicable to ensuing fiscal year is finalized subject to Board of Assessment Appeals approval.
February 26, 2016	Budget submitted to Town Council.
February 26, 2016	Town Manager makes formal budget presentation to Town Council and gives overview.
March 8, 2016	First public hearing held on the budget - the Town Manager's Proposed Budget.
March 15, 2016	Town Manager submits Proposed Long-Range Capital Improvement Plan to Town Council.
Month of March, 2016	Town Council holds budget work sessions.
March 31, 2016	Second public hearing held on the budget - the Town Council's Recommended Budget. Special meeting after hearing to finalize budget.
April 5, 2016	Town Council adopts budget.
July 1, 2016	Beginning of new fiscal year. First installment of the tax bill is due.

APPENDIX F

**TOWN OF NEWINGTON  
SUMMARY OF FULL-TIME AND PART-TIME PERSONNEL  
FISCAL YEAR 2016-17**

FUNCTION	FULL-TIME PERSONNEL (# of Persons)				PART-TIME PERSONNEL (Full-time Equivalents)			
	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017
<b>GENERAL GOVERNMENT</b>								
Town Manager	4.4	4.4	4.4	5				
Elections					1.2	1.2	1.2	1.2
Finance	11	11	11	11	1	1	0.8	0.9
Town Clerk/Records	2	2	2	2	0.5	0.5	0.5	0.5
General Services	9.4	10	9	9.5	1	1	1	1
<b>PUBLIC SAFETY</b>								
Police	63	63	63	64	1.5	1.5	1.5	1.5
Fire	2	2	2	2	0.5	0.5	0.5	0.5
<b>PUBLIC WORKS</b>								
Engineering	3.5	3.5	3.5	3.5			0.1	0.1
Highway	22	22	22	22	0.3	0.3	0.3	0.5
Solid Waste Services					0.9	0.9	0.9	0.9
<b>COMMUNITY PLANNING &amp; DEVELOPMENT</b>								
Planning and Development	3	3	3	3				
Building Department	2.1	2.5	2.5	2.5	0.4	0.4	0.3	0.3
Economic Development								
<b>COMMUNITY SERVICES</b>								
Human Services	6	6	6	6	0.5	0.5	0.9	0.9
Senior and Disabled Center	7	7	7	7	3.7	3.3	3.3	3.1
<b>PUBLIC LIBRARY</b>								
Operations	14	14	14	14	11	11	10.8	10.2
<b>PARKS &amp; RECREATION</b>								
Administration	5	5	5	5				0.5
Grounds Maintenance	14	14	14	14	1.1	1.1	1.1	0.8
<b>TOTAL PERSONNEL</b>	<b>168.4</b>	<b>169.4</b>	<b>168.4</b>	<b>170.5</b>	<b>23.6</b>	<b>23.2</b>	<b>23.2</b>	<b>22.9</b>

APPENDIX G  
**TOWN OF NEWINGTON**  
**SUMMARY OF UNASSIGNED FUND BALANCE**

	June 30, 2015 <u>Per Audit</u>	June 30, 2016 <u>Estimated</u>	June 30, 2017 <u>Projected</u>
General Fund Balance:			
Fund Balance	\$18,249,335	\$16,255,335	\$13,755,335
LESS: Assigned to Subsequent Fiscal Year	<u>2,250,000</u>	<u>2,500,000</u> *	<u>1,846,837</u>
Unassigned Fund Balance	15,999,335	13,755,335 **	11,908,498
LESS: Minimum Financial Cushion to Retain (@ 10% of next budget)		<u>11,561,648</u>	<u>11,908,498</u>
Remaining Projected Unassigned Fund Balance (i.e. Available for future appropriation)		2,193,687	0

\*/ Equals the amount of fund balance applied to the FY 2016-17 budget.

\*\*/ Estimated unassigned fund balance equals 11.9% of the FY 2016-17 Budget, or approximately 6 weeks of the Town's average expenditures.

DEFINITIONS:

The equity of the fund financial statements is defined as "fund balance" and is classified in the following categories:

Assigned Fund Balance - For the General Fund this includes amounts constrained for the intent to be used for a specific purpose by Town Council or a governing board/ body/official that has been delegated authority to assign amounts by the Town Charter.

Unassigned Fund Balance - This represents fund balance in the General Fund in excess of nonspendable, restricted, committed and assigned fund balance. In recent years, Newington has maintained a balance of between 10% of General Fund expenditures as a financial cushion against unplanned circumstances affecting the Town's revenues or expenditures.

*SOURCE: Town of Newington, Comprehensive Annual Financial Report*

**APPENDIX H**  
**TOWN OF NEWINGTON**  
**MISCELLANEOUS STATISTICS**  
 June 30, 2016

**GENERAL INFORMATION**

Incorporated:	1871
Settled:	1678
Form of Government:	Council-Manager
Chief Elected Official:	Mayor
Chief Administrative Officer:	Town Manager
Area of Town:	13.2 square miles
2010 Estimated Population:	30,562

**ELECTIONS**

Town Elections:	Odd years	
Town Council (members + Mayor)		9
Board of Education (members):		9
Board of Fire Commissioners:		3
Registrars of Voters:		2
Registered Voters (Active) as of 11/2015:		16,980
Republicans	3,059	
Democrats	7,047	
Minor Parties	235	
Unaffiliated	6,639	

**TAX STRUCTURE 2015-16**

10/1/14 Net Grand List:	\$2,551,501,424
10/1/14 Net Supplemental List:	\$27,475,400
Mill Rate:	35.8
Assessment Ratio:	70%
Last Revaluation:	10/1/2011

**EDUCATION**

Total Classroom Teachers	362.3
Public School Enrollment (Oct 2015):	4,030
Teacher/Pupil ratio:	11.1
2015-16 Appropriation per Pupil:	\$17,330
Elementary Schools (PK-4):	4
Students (Oct 2015)	1426
Middle Schools (5-8):	2
Students (Oct 2015)	1294
High School (9-12):	1
Students (Oct 2015)	1264
Special Education	
Students (Oct 2015)	46

**PUBLIC SAFETY - POLICE**

# of Police Stations:		1
# of Police Districts:		5-9
# of Police Officers:		
Police Chief	1	
Dispatchers	7	
Police Officers	50	
# of Vehicles:		45

**PUBLIC SAFETY - FIRE PROTECTION**

# of Fire Companies:		4
# of Volunteer Firefighters:		105
# of Vehicles:		20

**PUBLIC SAFETY - EMERGENCY MEDICAL SERVICES**

# of Volunteers (average):		48
# of Ambulances:		5

**FULL-TIME EMPLOYEES (2015-16)**

Town General Government:		168.4
Board of Education (Full-Time Equivalents):		
Certified Teachers	362.3	
Certified - Administration	23.0	
Total Certified	385.3	
Classified Personnel (clerical, custodial, transp.)	<u>132</u>	
	517.3	
<b>Total</b>		<b><u>517.3</u></b>
		<b>685.7</b>

**APPENDIX I**  
**ADOPTING RESOLUTION**

RESOLVED:

That the following General Fund appropriations of the Town of Newington are hereby adopted for the fiscal year beginning July 1, 2016 and ending June 30, 2017, in accordance with Section 805 of the Charter of the Town of Newington:

APPROPRIATIONS:

Town Government Operations:		
General Government	\$4,838,385	
Public Safety	8,461,090	
Public Works	4,871,569	
Community Planning & Development	547,396	
Public Health	161,899	
Community Services	1,014,386	
Public Library	1,714,892	
Parks & Recreation	1,644,384	
Insurance - Miscellaneous	11,354,757	34,608,768
Debt Service		1,191,631
Metropolitan District		3,658,550
Capital Improvements		5,249,305
Equipment Reserve		629,400
Employee Leave Liability Reserve Fund		92,900
Board of Education		<u>70,185,928</u>
<b>TOTAL APPROPRIATIONS</b>		<b>\$115,616,482</b>

BE IT FURTHER RESOLVED:

That, in accordance with Section 805 of the Charter of the Town of Newington, the following General Fund estimated revenues be raised to meet these appropriations:

ESTIMATED REVENUES:

Current Taxes	\$83,117,156	
Prorated Taxes	858,876	
Prior Years Taxes	480,000	
Interest & Liens	345,000	
Motor Vehicle Tax	6,954,906	
Payments in Lieu of Taxes	2,609,620	
Assessments	14,163	
Licenses & Permits	315,500	
Rentals	107,600	
Investment Income	71,350	
Fines	36,500	
Charges for Services	544,375	
Refunds & Reimbursements	79,000	
Sale of Town Property	300	
State Aid	17,390,219	
Federal Aid	9,000	
Miscellaneous	58,500	
Donations	5,593	
Transfers from Other Funds	118,824	\$113,116,482
General Fund Balance Applied		<u>2,500,000</u>
<b>TOTAL ESTIMATED REVENUES AND APPLIED FUND BALANCE</b>		<b>\$115,616,482</b>

BE IT FURTHER RESOLVED:

That the Clerk is hereby instructed to place the accompanying General Fund Budget Summary on the record of this meeting to illustrate the above appropriations and revenue estimates.

BE IT FURTHER RESOLVED:

That the following budget is hereby adopted for the Public School Capital Improvement Projects Reserve Fund for the fiscal year beginning July 1, 2016 to June 30, 2017:

APPROPRIATIONS:

Painting	\$50,000
Carpeting	50,000
District-wide Security and Safety	50,000
District-wide Furniture Replacement	35,000
Technology Equipment	50,000
System-wide Air Conditioning Replacement	50,000
Athletic Improvements	10,000
District-wide Bathroom Renovations	50,000
Arts Facility Modifications	100,000
District-wide Playground Renovations	10,000
District-wide Lighting Improvements	50,000
JWMS Wing Improvements	100,000
District-wide Underground Storage Tanks	60,000
District-wide Roof Reserve	60,000
District-wide Corridor/Exterior Doors	25,000
District-wide Blacktop/Paving	<u>50,000</u>
<b>TOTAL APPROPRIATIONS</b>	<b>\$800,000</b>

ESTIMATED REVENUES:

General Fund Appropriations	\$125,000
Interest Earnings	1,500
Tuition Receipts	250,000
School Rental Receipts	60,000
Fund Balance	<u>363,500</u>
<b>TOTAL ESTIMATED REVENUES AND APPLIED FUND BALANCE</b>	<b>\$ 800,000</b>

## Resolution

ESTABLISHMENT OF NON-LAPSING ACCOUNT IN ACCORDANCE WITH CONNECTICUT GENERAL STATUTE 10-248a

WHEREAS, Connecticut General Statute 10-248a permits towns to establish a non-lapsing account from unexpended funds from the prior fiscal year from the budgeted appropriation for education provided such amount does not exceed 1 (one) per cent of the total budgeted appropriation for education for such prior fiscal year and;

WHEREAS, The Newington Board of Education is proposing establishment of such non-lapsing account to be used for non-capital expenditures to be financed from unexpended funds in an amount of \$515,000 which does not exceed 1% of its 2015-16 budgeted appropriations (698,409);

NOW, THEREFORE BE IT RESOLVED, That the Newington Town Council, as fiscal authority for the Town authorizes the non-lapsing account to be used for non-capital expenditures and to establish a Special Revenue account in accordance with Connecticut General Statute 10-248a.