

# TOWN OF NEWINGTON ANNUAL BUDGET

Council Adopted  
Budget



2022-2023

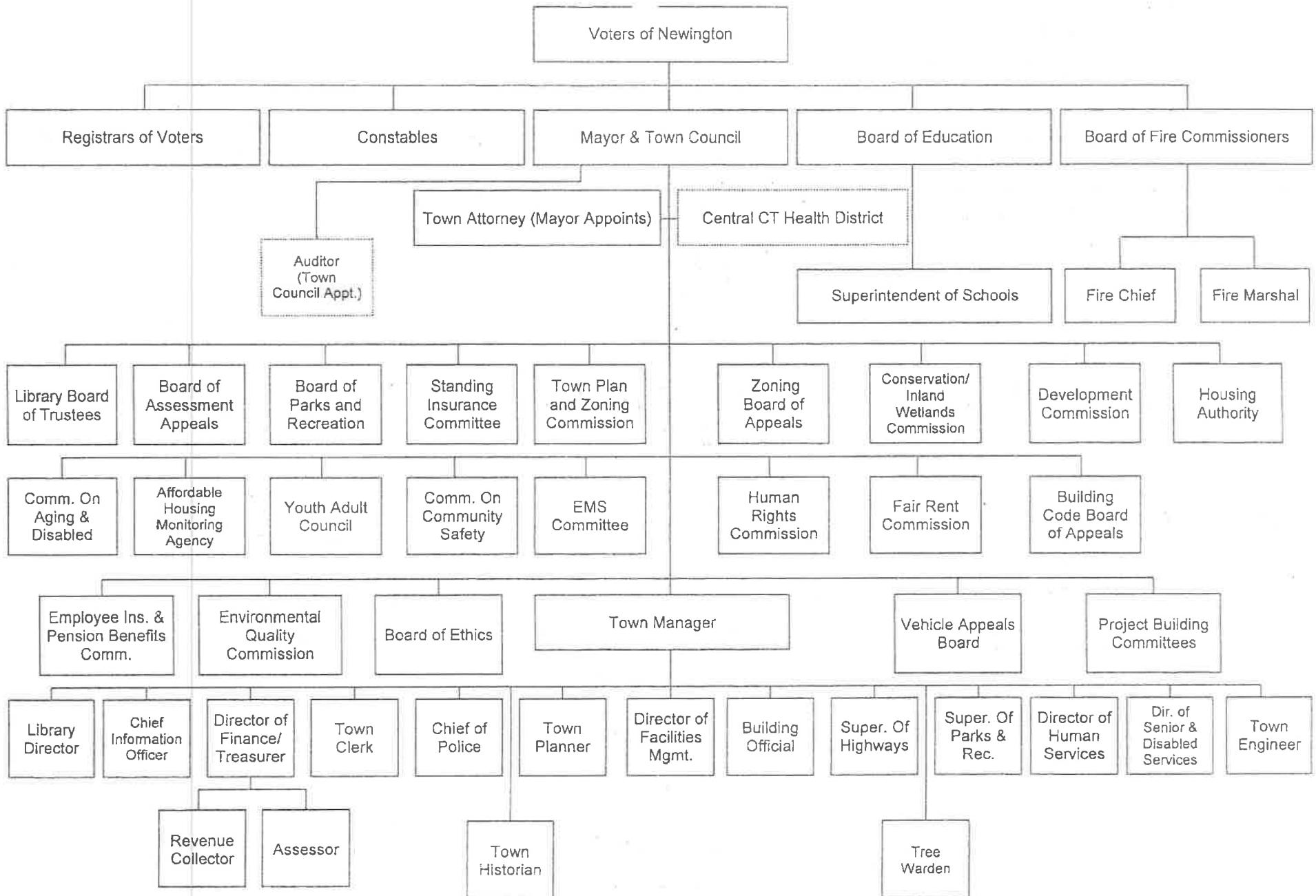


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Beth DelBuono  
Mayor

# TOWN OF NEWINGTON

200 Garfield Street Newington, Connecticut 06111

OFFICE OF THE TOWN MAYOR

April 19, 2022

Dear Newington Residents and Taxpayers:

On behalf of the Town of Newington, I am pleased to present the Town's Adopted Fiscal Year 2022-23 budget for General Operations and the Board of Education. This budget, for the third consecutive year, reflects a reduction in the mill rate. The unusual phenomenon of the values of automobile, real estate and personal property holding or increasing their market value, combined with modest expansion of the Grand List being the conduit in achieving this difficult task. The timing of the material shortages due to COVID-19, with consumer demand resulting in a short supply of products and materials, have resulted in values of products being increased substantially that is being noted as these inflated costs will negatively impact on the Town's ability to purchase as well. The stabilization of the General Government operating budget and the modest increase for the School Department's operating budget, while less than we all desire, is necessary as the Town cannot impose increases in the Mill Rate, increasing the cost for our tax payers. The Capital Improvement Budget has leveled off and now is stabilized due to the reality that our cost of operating the buildings, public safety radio system, streets and sidewalks and the motor vehicle equipment all must, going forward, be funded and maintained to avoid future dilemmas that were addressed last and this year.

The adopted 2022-23 Annual Budget as well as the 2022-26 Capital Improvement Budget follow a very reasonable approach to funding the Towns needs on a defined planned basis. The Town cannot allow the wide swings in the funding and expenditure levels to reoccur in the future as was allowed in the past. We must proceed with the concepts of "needs must take priority over wants", and we must operate within our abilities to fund the operations, rather than "kicking the can down the road". While the last 12 months has afforded the Federal and State Governments to distribute excessive amounts of funding for programs that were gladly accepted by the local municipal governments, there will be a price to be paid in the future, and we must be prepared. Cost reductions, increased efficiencies and thinking outside the box will be required in the upcoming years, that cannot be ignored today.

The following issues are outlined as I feel each topic must become part of the planning for this and future Operating and Capital Improvement Plans.

## **STAFFING**

As you will see, there is an increase of full time General Government positions. We now have a clearer understanding of our staffing needs, with an additional 12 months of knowledge and experience, with adjustments being introduced that will add value to the operations. You will also find that consultant services costs are reduced as an offset in certain areas. The Information Technology and Facilities Management functions are being enhanced and re-aligned as both operations have suffered greatly due to lack of funding and other higher priorities. Additional full time staffing in both areas will greatly benefit the town's operations. In addition, enhanced staffing in the Town Clerk's office and the creation of an administrative floater position serving numerous departments during peak demand times, will smooth out the work flow moving forward. The COVID-19 pandemic is now going on over 2 years with what appears to be a light at the end of the tunnel, with vaccines, masks and social distancing all playing a large part in conquering this challenge.

## **ECONOMIC DEVELOPMENT**

The Economic Development Team, assembled 24 months ago, has performed magically with new commercial development in the Fenn Road/Myra Cohen Way vicinity. Restaurants, retailers, a car wash, and a multi-level \$11,000,000 hotel are underway as of this time. To the east, a \$59,000,000, 5-story luxury, market rate rental residential community is in the final approval stages and is planned to break ground this spring. Moving further east on Cedar Street is the affordable Dakota rental residential community at a cost of \$32,000,000 preparing to break ground this spring. Further east, on Cedar Street, into Newington Center, the former Keeney Manufacturing Plant is now under new ownership, with our Economic Development team working closely with the owners in identifying potential tenants including Data Mail of Newington leasing 20,000 sq. ft. of the high bay building in this prime real estate. In addition, the former food store on Lowery Place is of interest by several retailers and is anticipated to be occupied this summer. An additional draw to the Center will be created with the Town working in collaboration with Hartford Health Care, constructing a Dog Friendly Park on John Stewart Drive. On East Cedar Street, at the top of the hill, a mixed-use new development is going through the preliminary stages with our team, in anticipation of seeking regulatory approvals from the Town and State over the next several months totaling \$12,000,000 in development. 3333 Berlin Turnpike has all of its approvals in place with two developers, building commercial and residential, breaking ground within weeks developing a \$100,000,000 project on the 24-acre site. In addition, the team has been working closely with several additional residential projects in the southern portion of Town that will, if successful, result in an additional \$80,000,000 of investment.

As stated last year, an area that will become a focal point for the team, in the future, is re-development of existing private properties. The objective appears to be timely, and appropriate, as the available vacant land for new development will be diminishing as the private building inventory continues to age. I cannot stress enough: the Town will exhaust its available undeveloped land for development over the next several years. Once that occurs, the ability to grow the Grand List will be essentially depended on re-development, and the challenges will become very difficult. Planning for stagnant Grand list growth in the future must be planned for now! We must learn to live within our means.

## TOWN OF NEWINGTON INFRASTRUCTURE

**TOWN BUILDINGS:** The Town of Newington has commenced long overdue improvements to numerous buildings, with the Library, Ambulance, Town Hall, High School, Senior Center, Kellogg Eddy House, American Legion, all receiving a variety of improvements, many which were identified in the Owens Evaluation Report compiled last year. Our newly hired Facilities Manager has scrutinized the Owens Report, inspected all Town Buildings, conversed with the various building occupants and a portion of his findings and recommendations are contained within the CIP plan. We are currently transitioning into solar as the alternative energy source for our buildings, with plans underway to schedule roof repairs and replacements being followed by the installation of solar panels to maximize the benefits of this clean, dependable and money-saving technology. Solar is currently being designed by our consultant for the Town Hall, Senior Center, Parks Garage, Fire Station 3 and 2, and four schools: John Paterson, Elizabeth Green, Ruth Chaffee, and the High School.

**PUBLIC SAFETY RADIO SYSTEM:** The proposed public safety radio system has been tested and evaluated by all three public safety-first response operations with all now agreeing to the new technology and infrastructure to be purchased and implemented. This decision will modernize and provide the state-of-art communication system that will also include the upgrades for the School, Senior and Disabled Center, Highway and Park Department's needs. During the last year, our IT Director worked with the three Departments, the State of Connecticut and various vendors to bring forward a logical approach to address the safety needs of the town in a cost-effective manner looking forward well into the future.

**STREETS AND SIDEWALKS:** The Town's roadway and pedestrian way systems fell behind due to reduced funding over the last dozen years; however, the plan placed into motion in 2021-22 has resulted in the doubling of the roads' mileage that is milled and resurfaced annually. The paving program is now on a 20-year plan with all roads included to assure the pothole and pavement failures are minimized. Under the 20-year replacement cycle, all infrastructure within the Town's rights-of-way, road surface, curbing, signage and sidewalks etc. are all being updated to assure the Town remain on a planned 20-year cycle.

**MOTOR VEHICLE DEPRECIATION AND REPLACEMENT SCHEDULE:** The Town's schedule for motor vehicle replacement had, over time, fell out of sync with the original intent when created over 25 years ago. The plan now calls for all motorized motor vehicles and rolling stock to be identified, with the date of acquisition, original purchase price, life expectancy, replacement cost, as well as date of replacement tracked for each unit. This re-activation of the plan will assure all vehicles and equipment are utilized to the maximum life cycle, and removed from service in a planned replacement program to avoid the highs and lows previously experienced.

With regards to the needs of the Fire Department, with the cost of replacing several of their vehicles exceeding over one million dollars each, the current Town Charter presents challenges with the need to go to referendum for purchases over \$975,000 for a single unit. This referendum requirement places the ability to outfit the Fire Department fleet in jeopardy, if the referendum fails to be passed by the voters. It should be noted that several developments that are being discussed at this time will be buildings with four or five floors or more with the Fire apparatus needing to elevate to those heights.

The key to the success of all three of the Infrastructure entities discussed above is that the plans adopted must be followed as presented. Deviation from, delaying or deferring, is not in the processes of “Best Practices” and will lead the Town in an adverse direction with similar challenges currently being faced.

## **ALTERNATIVE FUELS**

Solar energy has been available for numerous years, with many commercial, public and residential structures depending on solar to heat, power and provide electricity throughout the world. Newington, unfortunately has only a few of its municipal buildings outfitted with solar, which, over time could have saved the Town, at minimum, tens of thousands of dollars. Over the past year, our team has been in communication with solar vendors to determine which Town buildings pose potentially monetary benefits, with Verogy being the vendor of choice to move forward installing solar on as many buildings as possible as well as potential solar farms on public property. It should be noted that due to deferred building maintenance, several buildings prime for solar had been delayed due to roofs not being repaired/replaced in a timely manner. The staff has now developed a schedule for roof improvements followed by solar installation as reflected in the 2022-26 CIP plan.

Another aspect of alternative fuel opportunity is with the Town’s motor vehicle fleet, with hybrid, electric and compressed natural gas (CNG), etc. all available, yet the Town’s fleet contains only two hybrid vehicles. Twenty years ago, the Town owned over ten CNG automobiles with the plan to have the majority of passenger vehicles to be operating on either CNG or electric. The Town’s CNG fueling station, provided at no cost to the Town fell into disrepair, became dated and no longer exists. The administration intends to re-introduce alternative fuel vehicles back into the fleet. The fact that we as a world society are rapidly destroying the Ozone layer of the atmosphere due to continued emitting of pollution from fossil fuel burning, actions must be taken in an effort to minimize the damage. The administration intends to have Newington do its part to clean up the environment we all depend on.

## **REGIONALIZATION**

Due to the multiple challenges the region is facing with increasing demands for services, limited abilities to increase local revenue, increased unfunded mandates, and the realization that our neighboring towns and Newington all essentially provide the same services, it appears timely that the towns of Wethersfield, Rocky Hill, Berlin and Cromwell join with Newington in identifying services and resources that can be shared to maximize services while minimizing cost for our residents and commercial sectors. The five Town Managers are now on a monthly meeting schedule intended to explore the opportunities looking to the future.

As this exciting activity progresses, expansion of this concept should be considered with our neighbors to the north with Hartford, West Hartford as well as New Britain and Farmington to our west. It must be recognized that the State of Connecticut and Federal Government will in all likelihood continue to pass unfunded mandates onto the local governments; and without collaboration with our neighboring municipalities, funding availability will continue to diminish, while the demand for services will continue to increase.

## Appropriations

The total appropriations proposed for 2022-2023 totals \$134,023,411 reflecting an increase of \$ 4,618,503, over FY 2021-2022. The major driver of the \$4,618,503 increase is attributed to debt service payment, capital improvements and salary increases for both the Town and Board of Education budgets.

	FY 2021-22	FY 2022-23	\$ Change	% Change
Total Town Budget	\$129,404,908	\$134,023,411	\$4,618,503	3.6%

The MDC assessment for this year reflects an 2.69% increase--or \$127,825, due to the Commission's efforts to give the participating Towns some relief from the years of increases. MIRA, the Town's primary handler of trash and recycling, is also dealing with DEEP and EPA regulations as well as the challenges of recycling markets declining coupled with the separation of trash and recycling still remaining low in percentile when Connecticut is compared to numerous other States successes in separation. It should be noted that both MDC's and MIRA's financial futures will be difficult for all of its member towns to cope with going forward.

As we consider the amount of Municipal Aid for the FY 2022-23 budget as presented by Governor Lamont, it appears that the grants are going to stay close to what we are estimated to receive in municipal aid in FY 2021-22. This is still a large increase from what was budgeted due to the increase aid for the Pilot Programs, Municipal Grants in Aid and Education Cost Share. The chart below illustrates the estimate and proposed change in the State Aid.

Revenue Source	2021-2022 Council Adopted	2021-2022 Estimated	2022-2023 Governor Proposed	Change from Adopted budget
<b>TOTAL MUNICIPAL AID</b>	<b>17,491,495</b>	<b>20,030,994</b>	<b>21,861,827</b>	<b>4,370,332</b>

The adopted FY 2022-23 budget includes all of the Governor's Proposed FY 2022-23 Municipal Aid Estimates. This budget considers the actual grants received from the State in FY 2021-22 as a baseline for what we expect to receive in FY 2022-23.

## Revenues

The revenues to finance the proposed FY 2022-23 budget come from the following sources:

Type	\$	%
Property Tax	105,776,685	78.9
Non-Tax Revenue	25,270,726	18.9
General Fund Balance	2,976,000	2.2
<b>TOTAL</b>	<b>134,023,411</b>	<b>100.0</b>

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.

When the Grand List or municipal aid does not escalate, the only new revenue that can be used to balance the budget is a tax increase. To minimize any tax increase, I have asked, and received, budgets from department heads that reflect our need for a balanced budget

## General Government

	FY 2021-22	FY 2022-23	\$ Change	% Change
General Government	\$37,621,751	\$39,031,603	\$1,409,852	3.75%

Increases to the budget include the addition of several positions, as I described in under my staffing summary, rising cost for materials and contracted services along with steady cost in all other areas.

We have maintained the decreases achieved in the last budget while upholding our continued commitment to maintaining quality services but are finding with the reduced staff, that is getting harder to achieve. Our goal is to continue delivery of all services and the quality of life for our Newington residents.

### Board of Education

As submitted by the Superintendent of Schools, Board of Education budget reflects a 4.54% increase in appropriations over last year. Our adopted budget is a \$1,892,113 increase or 2.46%. Connecticut State Statutes do not mandate line-item accountability for the Board of Education.

	FY 2021-22	FY 2022-23	\$ Change	% Change
Board of Education	\$76,768,011	\$78,660,124	\$1,892,113	2.46%

### 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 the FY 2021-22 was \$4,886,175. FY 2022-23 will see an increase of \$127,825 or 2.7%.

### Debt Service

Debt service, which funds the payment of principal and interest on the Town's outstanding debt, is increasing due to the bond premium that we received with our last bonding in May 2020 having been used up. The Town will be issuing the bonds for the Anna Reynolds School project starting in the next year which will result in future year increases. The Town's current outstanding debt of nearly \$22.6 million puts us in good standing with a credit rating of AA+. The bond issuance of \$17 million funding over the next three years for the Anna Reynolds School project will slightly 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 the community are in 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 need for the Town to issue bonds.

The aggressive Pay-As-You-Go program will continue to address the capital needs of the Town in a comprehensive fashion. I am proposing that the Town contribute \$8,057,839 for Pay-As-You-Go projects. This amount coupled with \$800,000 from other financial sources (i.e. LOCIP, Municipal Grants in Aid and Town Aid Roads), along with our debt service payment of \$2,528,070 will generate a total CIP contribution of \$11,385,909 million.

Capital Improvement Program Adopted for Fiscal Year 2022-2023

PROJECT TITLE	PROJECT TITLE
General Property Improvements	Stonewall Repair
Transfer to Technology Fund	Flood Control System Maintenance Reserve
Town Beautification Project	Public Building Resurfacing Program
Revaluation	Elm Hill Business District Streetscape
Demolition of Fire Storage Building – Chapman St.	Newington Town Center Economic Study
Town Buildings Sidewalk Replacement & Repairs	Comprehensive Revision of Town Zoning Regs
Roof Replacement – Newington High School	Historical Properties
Radio Replacement Reserve	Transit Village – Newington Junction
Firehouses – replace all door openers	Traffic Signal Repair & Replacement Reserve
Fire Dept PPE Equipment Replacement	Park, Pool & Playground Improvements
Fire Alpine Red NMX Software	Town Parks ADA Compliant Paths, Walkways
Radio Lease	Synthetic Turf Field Replacement Reserve
Sidewalk Improvements – Overpasses	Beechwood Park Playground & ADA Compliance
Drainage Maintenance	Lease, Purchase & Other Payments
Clem Lemire Legends Field Lighting	Equipment Replacement Reserve
Matching Grant Fund	Transfer to Land Acquisition
Road Resurfacing/Reconstruction	<b>Total Town Share</b>
Local Bridge & Dam Inspection	Appr. To Public School CIP Reserve
MS4 Compliance/Stormwater Management	Equipment Replacement Reserve – Buses
	<b>Total Board of Education Share</b>

## Grand List

The October 1, 2021 Grand List totals \$2,844,147,194—an increase of 3.28% from the 2020 Grand List (subject to the Board of Assessment Appeals review). It should be noted that the Net Grand List (the Grand List less the estimated value for legal corrections and exemptions) is used to calculate the mill rate.

The 2021 net adjusted real estate Grand List increased from \$2,346,549,366 to \$2,349,430,650—an increase of \$2,881,284 or .012%. This increase reduced from last year when the revaluation of all properties was completed. These figures are subject to further adjustments by the Board of Assessment Appeals and pending future court cases.

A comparison of the 2020 and the 2021 Grand Lists is as follows:

Category	2020	2021	% Change	\$ Change
Real Estate	2,346,549,366	2,349,430,650	0.12	2,881,284
Personal Property	167,119,281	193,713,798	15.91	26,594,517
Motor Vehicle	240,180,761	301,002,746	25.32	60,821,985
Total	2,753,849,408	2,844,147,194	3.28	90,297,786

Manufacturing Equipment Exemption	2020	2021	% Change	\$ Change
Gross Personal Property	272,068,190	274,329,110	.84	2,260,920
Equipment Exemption & Other	108,685,640	104,721,330	-3.65	-3,964,310
Net Personal Property	163,382,550	169,607,780	3.81	6,225,230

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

<u>TAXPAYER</u>		<u>TOTAL</u>		<u>Mill Rate</u>	<u>Taxes</u>
<u>2021</u>		<u>GROSS</u>	<u>EXEMPTION</u>		
1	CL&P COMPANY/EVERSOURCE	\$ 74,524,860	\$ -	\$ 74,524,860	0.03781 \$ 2,817,784.96
2	IREIT NEWINGTON FAIR	\$ 23,150,610	\$ -	\$ 23,150,610	0.03781 \$ 875,324.56
3	HAYES KAUFMAN NEWINGTON	\$ 21,229,420	\$ -	\$ 21,229,420	0.03781 \$ 802,684.37
4	TLG NEWINGTON LLC	\$ 20,909,940	\$ -	\$ 20,909,940	0.03781 \$ 790,604.83
5	MANDELL PROPERTIES	\$ 20,300,660	\$ 6,763,590	\$ 13,537,070	0.03781 \$ 511,836.62
6	BRIXMOR GA TURNPIKE PLAZA LLC	\$ 20,150,380	\$ -	\$ 20,150,380	0.03781 \$ 761,885.87
7	NEWINGTON VF LLC	\$ 19,975,400	\$ -	\$ 19,975,400	0.03781 \$ 755,269.87
8	NEWINGTON GROSS LLC	\$ 19,529,360	\$ -	\$ 19,529,360	0.03781 \$ 738,405.10
9	EDAC TECHNOLOGIES CORP/HANWHA	\$ 19,436,820	\$ 15,596,320	\$ 3,742,930	0.03781 \$ 141,520.18
10	RENO PROPERTIES & SUBSIDIARIES	\$ 16,609,030	\$ 2,347,470	\$ 14,261,560	0.03781 \$ 539,229.58
11	GKN AEROSPACE NEWINGTON LLC	\$ 16,504,010	\$ 13,831,350	\$ 2,672,660	0.03781 \$ 101,053.27
12	SCELZA/CAMBRIDGE/BALDWIN	\$ 15,253,600	\$ -	\$ 15,253,600	0.03781 \$ 576,738.62
13	SHELBOURNE NEWINGTON LLC	\$ 15,047,420	\$ -	\$ 15,047,420	0.03781 \$ 568,942.95
14	CONNECTICUT NATURAL GAS	\$ 14,645,080	\$ -	\$ 14,645,080	0.03781 \$ 553,730.47
15	TARGET CORPORATION #T1802	\$ 12,801,970	\$ -	\$ 12,801,970	0.03781 \$ 484,042.49
16	LOWES HOME CENTERS INC #623	\$ 12,585,270	\$ -	\$ 12,585,270	0.03781 \$ 475,849.06
17	BALF/TILCON	\$ 11,816,320	\$ 2,285,680	\$ 9,530,640	0.03781 \$ 360,353.50
18	NE FARMINGTON OWNER LLC	\$ 10,121,730	\$ -	\$ 10,121,730	0.03781 \$ 382,702.61
19	FURNITURE EXECUTIVES NO 4 LP	\$ 9,854,100	\$ -	\$ 9,854,100	0.03781 \$ 372,583.52
20	COHEN FAMILY PROPERTIES	\$ 8,770,570	\$ -	\$ 8,770,570	0.03781 \$ 331,615.25
21	PRIME STORAGE NEWINGTON LLC	\$ 8,326,830	\$ -	\$ 8,326,830	0.03781 \$ 314,837.44
22	HTFD HOSPITAL (CEDAR MT COMMONS)	\$ 7,505,720	\$ -	\$ 7,505,720	0.03781 \$ 283,791.27
23	BROWN DEVELOPMENT LLC	\$ 6,909,000	\$ -	\$ 6,909,000	0.03781 \$ 261,229.29
24	FENNWOODE DEVELOPMENT LLC	\$ 6,721,200	\$ -	\$ 6,721,200	0.03781 \$ 254,128.57
25	SAPUTO DAIRY FOODS USA	\$ 6,655,300	\$ 6,132,300	\$ 523,000	0.03781 \$ 19,774.63
<b>TOTALS:</b>		<b>\$ 419,334,600</b>	<b>\$ 46,956,710</b>	<b>\$ 372,280,320</b>	<b>\$ 14,075,918.90</b>

### Motor Vehicles

The passage of HB-5506 by the General Assembly decrees that all motor vehicles in the State of Connecticut shall be taxed at a mill rate not to exceed 32.46 mills. Since Newington's mill rate falls above this threshold, motor vehicles will be taxed at a different rate than all other taxable property. This change is reflected in the adopted budget along with the estimate that the State has of what they will be reimbursing the Town to make up the difference in collection between the two rates.

### Undesignated, Unreserved Fund Balance

The FY 2022-23 budget applies \$2,976,000 from the General Fund balance which is an increase of \$476,00 from prior year funding due to an MOU with the Board of Education that they would return to the town this amount by the end of the 2022 fiscal year. This will leave an estimated, projected unreserved balance as of June 30, 2022 of approximately \$24 million, or approximately 18.06% of the FY 2022-23 budget. Consistent with the Town's policy and credit rating criteria, at least 10% of expenditures, or approximately \$13 million is set aside as a minimum cushion. This will leave the same amount of funds to balance the FY 2023-24 budget.

### Mill Rate

Effective with the October 1, 2021 taxable Grand List, the adopted mill rate for fiscal year 2022-23 is 38.49 mills, a decrease of 0.34 mills or .88% -from last year, for all taxable property other than Motor Vehicles. As per HB-5506, Motor Vehicles shall be taxed at a rate of 32.46 mills effective with the October 1, 2021 taxable Grand list.

### Conclusion

I extend my sincere gratitude to the Town Manager, Keith Chapman, Finance Director, Janet Murphy, Deputy Finance Director, Lisa Rydecki, and Heather Shonty for their tireless work in producing this complicated document. I look forward to implementing this budget that is effective, fiscally responsible and in the best interest of the taxpayers of Newington. Recognizing that taxpayer's resources (both residential and commercial) are limited, the impact of the proposed decrease in the mill rate has been a primary consideration as this budget has been prepared.

Respectfully submitted,



Beth DelBuono  
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 2021-22 amount expected to be spent by June 30th.

		FY 2022-2023
Postage	\$0.55	Per first class letter; No change from 2022 rate
Telephone	13.7%	Increase from 2021
Electricity	1.6%	Increase from 2021
Water	\$4.09	Per ccf; \$0.04 increase over 2021 rate
Special Sewer Service	\$5.90	Per ccf; \$0.59 increase over 2021 rate
Natural Gas	14.2%	Decrease from 2021
Heating Fuel Oil	0.1%	Decrease from 2021
Unleaded Gasoline	28.4%	Estimated increase from 2021
Diesel Fuel	77.4%	Estimated increase from 2021
Transportation	0.585	Per mile; \$.025 increase from 2021 rate

2. All Full Time salaries for FY 2022-23 are budgeted at 26.1 pay periods, the same as budgeted in FY 2021-22.
3. The actual negotiated increases for the AFSCME Local 2930 employees and Nutmeg Independent Public Safety Employees Union (NIPSE) are included in the departmental budgets for FY 2022-23.
4. Administrative and Part Time salaries included in the departmental budgets are based on a 2% increase to FY 2021-22 rates.
5. All minimum wage employees reflect the scheduled increase to \$14 as of 7/1/22 and to \$15 as of 6/1/23.

## 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 2022-23 is \$134,023,411 which represents the estimated expenditures for FY 2022-23. 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	\$25,270,726
Appropriated Fund Balance	\$2,976,000
Tax Revenues (Amount To Be Raised by Current Taxes)	\$105,776,685

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 2022-23 total \$25,270,726 which reflects an increase of \$4,191,581 from the adopted FY 2021-22 levels. State Aid estimates for FY 2022-23 are based on Governor Lamont's 2022-23 proposed budget with adjustments as approved in May 2022.

The FY 2022-23 budget applies \$2,976,000 from the General Fund balance, which is an increase from the amount for FY 2021-22 due to a one year MOU with the Board of Education. This will leave an estimated, projected unassigned fund balance as of June 30, 2022 of approximately \$24 million, or approximately 18.1% of the FY 2022-23 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, 2021 Net Grand List	\$2,844,147,194
Estimated Legal Tax Deductions and Exemptions	\$10,000,000
Less Motor Vehicles (mill rate cap at 32.46 as per HB-5506)	\$301,002,746
Estimated Tax Collection Rate	98.6%

The Net Grand List is subject to the review of the Board of Assessment Appeals and represents the taxable property in the Town on October 1, 2021 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 (before review by the Board of Assessment Appeals), subtracting the Estimated Legal Deductions & Exemptions and motor vehicles, and then multiplying the resulting figure by the Tax Collection Rate of 98.6% yields an amount of \$2,297,680,426, 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 2022-23 of 38.49 (tax levy per \$1,000 of assessed value) or a decrease of 0.32, down 0.82% from FY 2021-22 levels.

2020-21 REVISED BUDGET	2021-22 REVISED BUDGET	TOWN OF NEWINGTON GENERAL FUND BUDGET SUMMARY	2022-2023		\$ CHANGE FROM PREVIOUS BUDGET	PERCENT CHANGE FROM PREVIOUS BUDGET
			MANAGER PROPOSED	TOWN COUNCIL ADOPTED		
		BUDGET APPROPRIATIONS:				
38,389,528	37,621,751	Town Government Operations	38,804,273	39,031,603	1,409,852	3.75%
76,768,011	76,768,011	Board of Education Operations	78,068,011	78,660,124	1,892,113	2.46%
4,823,600	4,758,350	Metropolitan District Comm. Payment	4,886,175	4,886,175	127,825	2.7%
1,756,927	1,564,155	Debt Service - Town's Share (1)	1,859,080	1,859,080	294,925	18.9%
725,671	658,777	Debt Service - Education's Share (1)	668,990	668,990	10,213	1.6%
3,060,604	7,645,364	Capital Improvements & Equip. Res. - Town's Share (2)	7,744,114	8,044,114	398,750	5.2%
125,000	325,000	Capital Improvements - Education's Share (2)	813,725	813,725	488,725	150.4%
15,300	12,800	Empl. Leave Liability Res. Fund (3)	10,300	10,300	-2,500	-19.5%
<u>51,700</u>	<u>50,700</u>	Empl. Leave Liability Res. Fund - Education's Share (3)	<u>49,300</u>	<u>49,300</u>	<u>-1,400</u>	<u>-2.8%</u>
125,716,341	129,404,908	TOTAL APPROPRIATIONS - TOWN AND BOARD	132,903,968	134,023,411	4,618,503	3.6%
		LESS:				
20,698,679	21,079,145	Estimated Revenues from Non-Tax Sources	23,452,561	25,270,726	4,191,581	19.9%
0	0	Estimated Revenues from Motor Vehicle Tax	0	9,633,761	9,633,761	100.0%
		LESS:				
2,500,000	2,500,000	General Fund Balance Applied	2,500,000	2,976,000	476,000	19.0%
102,517,662	105,825,763	AMOUNT TO BE RAISED BY CURRENT TAXES	106,951,407	96,142,924	-9,682,839	-9.2%
2,657,248,824	2,775,494,396	NET GRAND LIST	2,844,147,194	2,844,147,194	68,652,798	2.5%
0	0	LESS: Motor Vehicle	0	301,002,746	301,002,746	100.0%
10,000,000	10,000,000	LESS: Est. Value of Legal Corrections & Exemptions	10,000,000	10,000,000	0	0.0%
2,647,248,824	2,765,494,396	NET ADJUSTED GRAND LIST	2,834,147,194	2,533,144,448	-232,349,948	-8.4%
2,610,187,340	2,726,777,474	NET ADJUSTED COLLECTIBLE GRAND LIST	2,794,469,133	2,497,680,426	-229,097,049	-8.4%
		(\$ VALUE OF ONE MILL = \$2,497,680)				
39.28	38.81	MILL RATE	38.27	38.49	-0.32	-0.82%

(1)Total Debt Service appears on page 8 of Gen. Govt. operations summary

(2)Total CIP appears on page 8 of Gen. Govt. operations summary

(3)Total ELLR appears on page 8 of Gen. Govt. operations summary



## TOWN APPROPRIATIONS SUMMARIES

## EXPLANATION OF THE APPROPRIATION PAGES

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

2020-2021 Actual:	These figures are the actual funds spent during FY 2020-2021.
2021-2022 Original Budget:	These figures equal the original budget adopted for FY 2021-2022.
2021-2022 Revised Budget:	These figures equal the original budget adopted for FY 2021-2022, plus all interdepartmental and intradepartmental transfers.
2022-2023 Department Request:	These figures represent the departments' requests for FY 2022-2023 based on criteria set forth by the Town Manager.
2022-2023 Manager Proposed:	These figures equal the Department Request amounts with any adjustments made by the Town Manager.
2022-2023 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 2021-2022 Revised Budget column to the FY 2022-2023 Council Adopted column.

FUNCTION			ACTIVITY		PROGRAM			
Town Government Operations			Summary					
2020-2021 Actual	2021-2022 Original Budget	2021-2022 Revised Budget	BUDGET APPROPRIATIONS		2022-2023 Manager Proposed	2022-2023 Council Adopted	\$	%
<u>Object Summary</u>								
16,302,745	17,382,949	17,530,171	100 Personal Services		18,216,207	18,468,207	938,036	5.35%
17,367,864	18,287,038	18,124,084	200 Contractual Services		18,427,233	18,402,563	278,479	1.54%
1,313,687	1,503,958	1,501,624	300 Materials and Supplies		1,691,858	1,691,858	190,234	12.67%
480,530	295,306	313,372	400 Capital Outlay		336,475	336,475	23,103	7.37%
132,500	132,500	132,500	500 Transfers to Other Funds		132,500	132,500	0	0.00%
<b>35,597,326</b>	<b>37,601,751</b>	<b>37,601,751</b>	<b>TOTAL</b>		<b>38,804,273</b>	<b>39,031,603</b>	<b>1,429,852</b>	<b>3.80%</b>
4,932,051	5,915,128	5,958,818	100 General Government		6,241,049	6,431,049	472,231	7.92%
8,902,450	9,351,655	9,480,075	200 Public Safety		9,789,718	9,789,718	309,643	3.27%
5,172,016	5,272,281	5,274,781	300 Public Works		5,618,029	5,563,359	288,578	5.47%
551,695	539,396	549,596	400 Community Planning & Development		570,161	662,161	112,565	20.48%
70,201	200,833	200,833	500 Public Health		209,305	209,305	8,472	4.22%
997,380	1,073,975	1,081,475	600 Community Services		1,113,974	1,113,974	32,499	3.01%
1,608,045	1,739,762	1,739,762	700 Public Library		1,782,256	1,782,256	42,494	2.44%
1,848,879	1,873,932	1,881,432	800 Parks & Recreation		1,899,432	1,899,432	18,000	0.96%
11,514,609	11,634,789	11,434,979	900 Insurance-Miscellaneous		11,580,349	11,580,349	145,370	1.27%
<b>35,597,326</b>	<b>37,601,751</b>	<b>37,601,751</b>	<b>TOTAL</b>		<b>38,804,273</b>	<b>39,031,603</b>	<b>1,429,852</b>	<b>3.80%</b>

FUNCTION			ACTIVITY	PROGRAM			
Total Appropriations - Town and Board			Summary				
2020-2021 Actual	2021-2022 Original Budget	2021-2022 Revised Budget	BUDGET APPROPRIATIONS	2022-2023 Manager Proposed	2022-2023 Council Adopted	Change from revised budget	
0100 General Government							
41,951	53,642	55,812	0110 Town Council	53,660	53,660	-2,152	-3.86%
421,032	569,815	569,815	0120 Town Manager	533,496	723,496	153,681	26.97%
33,517	39,992	39,992	0130 Courts	39,992	39,992	0	0.00%
174,162	172,124	172,124	0140 Elections	186,136	186,136	14,012	8.14%
1,512,324	1,579,390	1,594,290	0150 Finance	1,610,478	1,610,478	16,188	1.02%
142,155	157,025	157,025	0160 Town Attorney	157,025	157,025	0	0.00%
223,041	225,572	230,232	0170 Town Clerk	279,691	279,691	49,459	21.48%
24,434	41,808	56,768	0180 Personnel	41,808	41,808	-14,960	-26.35%
2,359,435	3,075,760	3,082,760	0190 General Services	3,338,763	3,338,763	256,003	8.30%
4,932,051	5,915,128	5,958,818	TOTAL	6,241,049	6,431,049	472,231	7.92%
0200 Public Safety							
7,437,074	7,832,777	7,960,777	0210 Police Department	8,105,304	8,105,304	144,527	1.82%
1,034,975	1,052,936	1,052,936	0230 Fire Department	1,214,224	1,214,224	161,288	15.32%
285,630	300,000	300,000	0250 Street Lighting	300,000	300,000	0	0.00%
3,897	11,050	11,050	0260 Emergency Management	11,050	11,050	0	0.00%
33,762	44,000	44,000	0270 Emergency Medical Services	44,000	44,000	0	0.00%
107,112	110,892	111,312	0280 Hydrants	115,140	115,140	3,828	3.44%
8,902,450	9,351,655	9,480,075	TOTAL	9,789,718	9,789,718	309,643	3.27%
0300 Public Works							
264,646	256,241	258,741	0310 Engineering	267,875	267,875	9,134	3.53%
2,562,418	2,558,598	2,558,598	0320 Highway Department	2,759,706	2,759,706	201,108	7.86%
2,344,952	2,457,442	2,457,442	0350 Solid Waste Services	2,590,448	2,535,778	78,336	3.19%
5,172,016	5,272,281	5,274,781	TOTAL	5,618,029	5,563,359	288,578	5.47%
0400 Community Planning & Development							
307,063	285,462	290,904	0420 Planning and Development	301,034	318,034	27,130	9.33%
17,964	17,703	17,461	0430 Town Plan and Zoning	18,102	18,102	641	3.67%
1,822	2,463	2,463	0440 Zoning Board of Appeals	2,525	2,525	62	2.52%
218,064	223,810	228,810	0450 Building Department	238,126	313,126	84,316	36.85%
5,388	5,464	5,464	0460 Conservation Commission	5,824	5,824	360	6.59%
1,394	4,494	4,494	0470 Economic Development	4,550	4,550	56	1.25%
551,695	539,396	549,596	TOTAL	570,161	662,161	112,565	20.48%

FUNCTION			ACTIVITY	PROGRAM		
Total Appropriations - Town and Board			Summary			
2020-2021 Actual	2021-2022 Original Budget	2021-2022 Revised Budget	BUDGET APPROPRIATIONS	2022-2023 Manager Proposed	2022-2023 Council Adopted	Change from revised budget \$      %
0500 Public Health						
70,201	200,833	200,833	0510 Health Services	209,305	209,305	8,472      4.22%
70,201	200,833	200,833	TOTAL	209,305	209,305	8,472      4.22%
0600 Community Services						
469,986	482,278	489,778	0610 Human Services	515,028	515,028	25,250      5.16%
525,103	588,061	588,061	0640 Senior and Disabled Center	595,267	595,267	7,206      1.23%
2,291	3,636	3,636	0670 Boards and Commissions	3,679	3,679	43      1.18%
997,380	1,073,975	1,081,475	TOTAL	1,113,974	1,113,974	32,499      3.01%
0700 Public Library						
1,608,035	1,739,732	1,739,732	0710 Library Operations	1,782,226	1,782,226	42,494      2.44%
10	30	30	0730 Hubbard Book Fund	30	30	0      0.00%
1,608,045	1,739,762	1,739,762	TOTAL	1,782,256	1,782,256	42,494      2.44%
0800 Parks & Recreation						
299,214	242,781	250,281	0810 Parks & Recreation Administr.	249,925	249,925	-356      -0.14%
1,549,665	1,631,151	1,631,151	0830 Grounds Maintenance	1,649,507	1,649,507	18,356      1.13%
1,848,879	1,873,932	1,881,432	TOTAL	1,899,432	1,899,432	18,000      0.96%
0900 Insurance - Miscellaneous						
954,325	988,450	988,450	0910 Municipal Insurance	1,005,365	1,005,365	16,915      1.71%
2,930	5,000	5,000	0930 Greater Htfd. Transit District	5,192	5,192	192      3.84%
10,486,416	10,229,955	10,229,955	0940 Employee Benefits	10,301,292	10,301,292	71,337      0.70%
22,500	27,500	27,500	0950 Special Community Activities	20,000	20,000	-7,500      -27.27%
48,438	383,884	184,074	0960 Contingency	248,500	248,500	64,426      35.00%
11,514,609	11,634,789	11,434,979	TOTAL	11,580,349	11,580,349	145,370      1.27%

FUNCTION			ACTIVITY	PROGRAM			
Total Appropriations - Town and Board			Summary				
2020-2021 Actual	2021-2022 Original Budget	2021-2022 Revised Budget	BUDGET APPROPRIATIONS	2022-2023 Manager Proposed	2022-2023 Council Adopted	\$	Change from revised budget %
1000 Debt Service							
875,881	357,932	806,432	1010 Interest Expense	678,070	678,070	-128,362	-15.92%
1,875,000	1,865,000	1,865,000	1020 Principal Payments	1,850,000	1,850,000	-15,000	-0.80%
2,750,881	2,222,932	2,671,432	TOTAL	2,528,070	2,528,070	-143,362	-5.37%
1050 Metropolitan District							
4,815,605	4,758,350	4,758,350	1051 MDC Assessment	4,886,175	4,886,175	127,825	2.69%
4,815,605	4,758,350	4,758,350	TOTAL	4,886,175	4,886,175	127,825	2.69%
1100 Capital Improvements							
2,817,164	6,686,052	6,686,052	1100 Capital Improvements Program	7,247,415	7,547,415	861,363	12.88%
2,817,164	6,686,052	6,686,052	TOTAL	7,247,415	7,547,415	861,363	12.88%
2000 Equipment Reserve							
1,634,487	1,304,312	1,304,312	2500 Equipment Reserve CIP	1,310,424	1,310,424	6,112	0.47%
1,634,487	1,304,312	1,304,312	TOTAL	1,310,424	1,310,424	6,112	0.47%
3000 Employee Leave Liability							
51,700	50,700	50,700	3100 ELLF-Board of Education	49,300	49,300	-1,400	-2.76%
15,300	12,800	12,800	3200 ELLF-Town Operations	10,300	10,300	-2,500	-19.53%
67,000	63,500	63,500	TOTAL	59,600	59,600	-3,900	-6.14%
4000 Board of Education							
75,826,894	76,768,011	76,768,011	4000 Board of Education	78,068,011	78,660,124	1,892,113	2.46%
75,826,894	76,768,011	76,768,011	TOTAL	78,068,011	78,660,124	1,892,113	2.46%
123,509,357	129,404,908	129,853,408	GRAND TOTALS	132,903,968	134,023,411	4,170,003	3.21%

## GENERAL FUND REVENUES

## EXPLANATION OF GENERAL FUND REVENUES

### 5000 Taxes

The current levy and Motor Vehicles for FY 2022-23 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, 2021. The amount to be raised by taxes of \$96,142,924 is equal to budget appropriations for Town Government and Board of Education operations less estimated receipts from non-tax sources, less estimated motor vehicles tax receipt and appropriated fund balance. The mill rate (taxes per \$1000 of assessed value) is then calculated using the October 1, 2021 Net Grand List of \$2,844,147,194 less the estimated legal exemptions and deductions of \$10,000,000, less the motor vehicle grand list value and an estimated tax collection rate of 98.6%. The mill rate for FY 2022-23 is 38.49 on all real estate and personal property, a decrease of 0.32 mills from the FY 2021-22 mill rate of 38.81, or -0.82%. Motor Vehicles will this year be taxed at a mill rate of 32.46 mills as per the passage of HB-5506 by the State of Connecticut. The calculation of the mill rate is presented on page 1 and explained on page ix.

Supplemental motor vehicle taxes are based on vehicles expected to be registered in Newington during the interim period of October 2, 2021 to August 1, 2022; i.e., after the Grand List of October 1, 2021 is set. This account is flat compared to the 2021-22 fiscal year. Property categorized as prorated during the interim period will be reflected in the October 1, 2022 Grand List and included in the current levy for the next fiscal year. The supplemental motor vehicle tax will also be capped at the 32.46 mills. Prorated real estate taxes are paid on new construction receiving a Certificate of Occupancy after October 1, 2021. Historically we have not collected any revenue for this and therefore are keeping our estimate at zero for the FY 2022-23.

Prior year taxes are the anticipated collections of delinquent taxes due from previous fiscal years. Revenue from delinquent taxes is expected to be less than the FY 2021-22 estimates and flat to the current budgeted amounts. 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. Revenue from these sources is expected to stay flat to the FY 2021-22 budgeted amount.

### 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 declared by Statute to be 45% of the 2020 Grand List exempt value of the real estate. The private hospital reimbursement PILOT is calculated at a rate of 77% of the annual property tax loss. However, statutory language provides for a proportional reduction of that rate based on available funds in the annual State budget. For FY 2021-22, the amount of aid we received remained the same as the State moved to reallocate the funds so that we now receive one grant called Tiered Pilot program instead of the State-Owned Pilot and Tax Exempt Colleges & Hospital. The decision was also made to increase the amount we would receive from \$1,954,589 to \$3,735,023. We expect the amount for the new Tiered Pilot Program to stay at the same level for the FY 2022-23.

With the passage this year of the HB-5506 Motor Vehicle Mill Rate Cap reduction, the state will be offsetting the difference of this mill rate cap with a grant estimated at \$1,726,165. The plan is to keep all Towns whole for the first few years and then to reduce the amount that the state will fund to make up the difference.

Overall the Town expects to receive \$5,486,292, in FY2022-23 for the new pilot based on Governor Lamont's proposed FY 2022-23 budget. It is expected that we will also receive a disabled exemption and additional veteran exemption total \$25,104 under this category.

2020-2021 Actual	2021-2022 Council Adopted	2021-2022 Estimated	Revenue Source	2022-2023 Manager Proposed	2022-2023 Council Adopted	Change from estimated budget \$	Change from estimated budget %
TAXES							
94,642,609	97,285,763	97,285,763	5001 Current Levy	98,411,407	96,142,924	(1,142,839)	-1.2%
985,425	1,130,637	1,130,637	5002 Prorated Motor Vehicles	1,130,637	1,130,637	-	0.0%
292,302	400,000	525,000	5004 Prior Year Tax Levies	400,000	400,000	(125,000)	-23.8%
378,030	350,000	350,000	5005 Interest & Liens	350,000	350,000	-	0.0%
8,954,518	8,540,000	9,020,153	5007 Motor Vehicles	8,540,000	9,633,761	613,608	6.8%
105,252,884	107,706,400	108,311,553	SUBTOTAL	108,832,044	107,657,322	(654,231)	-0.6%
PILOTS							
14,719	14,719	-	5101 State-Owned PILOT	-	-	-	0.0%
-	-	3,735,023	5102 Tiered PILOT	3,735,023	3,735,023	-	0.0%
5,149	5,000	5,309	5105 Disabled Exemption	5,309	5,309	-	0.0%
22,782	25,011	19,795	5107 Add'l Veteran's Exemption	19,795	19,795	-	0.0%
1,939,870	1,939,870	-	5109 Tax Exempt Colleges & Hospital	-	-	-	0.0%
			6026 Motor Vehicle Property Tax Grant	-	1,726,165	1,726,165.00	100.0%
1,982,520	1,984,600	3,760,127	SUBTOTAL	3,760,127	5,486,292	1,726,165	0.0%

## 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 \$400,000, which is \$75,000 increase for the amount budgeted for the FY 2021-22. Estimated amounts for the FY 2021-22 are higher than budgeted amounts due to some economic development construction that we do not believe we will see again next year.

## 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 \$48,000 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. Short term interest rates have been drastically reduced due to the COVID-19 pandemic and are not expected to fully recover next year, causing the estimate for FY 2022-23 to remain the same as the current year budget.

## 5600 Fines

This revenue category includes revenues received from parking fines, false alarms and blighted property. Income from these sources is estimated at \$22,000.

2020-2021 Actual	2021-2022 Council Adopted	2021-2022 Estimated	Revenue Source	2022-2023 Manager Proposed	2022-2023 Council Adopted	Change from estimated budget \$	Change from estimated budget %
ASSESSMENTS							
16,074	16,000	16,248	5201 New Meadow Housing	16,248	16,248	-	0.0%
16,074	16,000	16,248	SUBTOTAL	16,248	16,248	-	0.0%
LICENSES & PERMITS							
381,944	325,000	400,000	5301 Building Permits	325,000	400,000	-	-18.8%
3,110	2,000	2,000	5302 Vendor's Permits	2,000	2,000	-	0.0%
30,094	10,000	10,000	5305 Gun Permits	10,000	10,000	-	0.0%
100	500	500	5306 Raffle & Bingo Permits	500	500	-	0.0%
28,625	20,000	20,000	5308 Work Within Rights of Way	20,000	20,000	-	0.0%
2,160	2,000	2,000	5310 Refuse Handling Licenses	2,000	2,000	-	0.0%
446,033	359,500	434,500	SUBTOTAL	359,500	434,500	-	0.0%
RENTALS							
-	2,000	-	5402 Town Hall Rental Receipts	2,000	2,000	2,000	100.0%
45,000	48,000	48,000	5403 Indian Hill Country Club	48,000	48,000	-	0.0%
51,560	50,000	50,000	5404 Other Town Property	50,000	50,000	-	0.0%
96,560	100,000	98,000	SUBTOTAL	100,000	100,000	2,000	2.0%
INVESTMENT INCOME							
299,053	100,000	70,000	5501 Interest Earnings	100,000	100,000	30,000	42.9%
299,053	100,000	70,000	SUBTOTAL	100,000	100,000	30,000	42.9%
FINES							
6,577	11,000	11,000	5602 Parking Tickets	11,000	11,000	-	0.0%
100	-	-	5601 Littering	-	-	-	0.0%
12,078	10,000	10,000	5603 False Alarms	10,000	10,000	-	0.0%
1,220	1,000	1,000	5605 Blighted Premises	1,000	1,000	-	0.0%
713	-	-	5606 Snow Removal Fines	-	-	-	0.0%
-	-	-	5607 Zoning Citation Fines	-	-	-	0.0%
20,688	22,000	22,000	SUBTOTAL	22,000	22,000	-	0.0%

#### 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 budgeted at \$500,000 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 are estimated to be much higher at \$700,000 for the FY 2021-22 due to some large real estate transactions and we do not expect to be receiving this much revenue for FY 2022-23.

#### 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 not receive a rebate for 2,800 tons of recyclables at rate of \$5.00 as we had in the past.

#### 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 2022-23.

2020-2021 Actual	2021-2022 Council Adopted	2021-2022 Estimated	Revenue Source	2022-2023 Manager Proposed	2022-2023 Council Adopted	Change from estimated budget \$	Change from estimated budget %
CHARGES FOR SERVICES							
7,410	5,000	5,000	5702 Conservation Commission	5,000	5,000	-	0.0%
1,820	600	800	5703 Zoning Board of Appeals	600	600	(200)	-25.0%
21,405	10,000	25,000	5704 Town Planning & Zoning	13,000	30,000	5,000	20.0%
778,542	475,000	700,000	5705 Town Clerk Fees	500,000	500,000	(200,000)	-28.6%
9,923	10,000	10,000	5706 Police	10,000	10,000	-	0.0%
25	4,000	1,000	5707 Human Services-Counseling Fee	2,000	2,000	1,000	100.0%
636	5,000	5,000	5708 Library - Overdue Fines	5,000	5,000	-	0.0%
296	3,000	3,000	5709 Dial-A-Ride Tickets	3,000	3,000	-	0.0%
368	1,275	1,000	5711 Engineering Fees	1,000	1,000	-	0.0%
27,490	20,000	20,000	5712 Scrap Metal Curbside	20,000	20,000	-	0.0%
480	-	-	5713 Health Department Fees	-	-	-	0.0%
137	-	-	5714 Senior & Disabled Center Fees	-	-	-	0.0%
848,532	533,875	770,800	SUBTOTAL	559,600	576,600	(194,200)	-25.2%
REFUNDS & REIMBURS.							
252,283	10,000	20,000	5802 Refunds-Town	10,000	10,000	(10,000)	-50.0%
8,369	10,000	31,000	5803 Refunds-Schools	10,000	10,000	(21,000)	-67.7%
3,026	10,000	2,000	5822 Recycling Rebates	2,000	2,000	-	0.0%
263,678	30,000	53,000	SUBTOTAL	22,000	22,000	(31,000)	-58.5%
SALE-TOWN PROPERTY							
10,198	4,720	4,720	5902 Other	4,720	4,720	-	0.0%
65,000	-	-	5903 Sale of Land	-	-	-	0.0%
-	300	300	5904 Library-Sale of Earbuds	300	300	-	0.0%
75,198	5,020	5,020	SUBTOTAL	5,020	5,020	-	0.0%

#### 6000 State Aid

The State Aid category includes all General Fund revenues from the State that are not included in the State PILOT category (#5100). Estimating revenues for this category continue to be most challenging for FY 2022-23 as the Governor and legislator have only just started the budget process for the 2022-23 aid. This category shows flat funding from FY 2021-22 estimated levels.

The Education Cost Sharing (ECS) Grant is based on a State distribution formula that was adopted during the 2017-18 fiscal year. This grant was reduced by the General Assembly during FY 2017-18 based on this formula to a level of \$11,262,873. During the following fiscal years, the amount of our grant was restored and we are estimated to receive \$14,131,800 this year. The Governor's budget proposes the same amount for the FY 2022-23 at \$14,436,217.

In FY 2022-23, there are is a small amount of funds expected from School Building Grant revenues for capital projects that have been completed but are being audited. This budgeted amount is flat to the FY 2021-22 figure.

#### 6100 Federal Aid

Revenue to the Town from the federal government through the Greater Hartford Transit District is estimated to be \$9,000. There will be no additional funds received in the FY 2022-23 from FEMA.

2020-2021 Actual	2021-2022 Council Adopted	2021-2022 Estimated	Revenue Source		2022-2023 Manager Proposed	2022-2023 Council Adopted	Change from estimated budget \$	Change from estimated budget %
<b>STATE-AID</b>								
164,924	164,924	164,924	6005	Mashantucket Pequot Fund	164,924	164,924	-	0.0%
21,163	20,368	20,368	6006	Youth Services Bureau	20,368	20,368	-	0.0%
85,005	98,500	85,000	6013	Telecommunications Tax	85,000	85,000	-	0.0%
-	18,459	18,459	6015	Emergency Management Grant	18,459	18,459	-	0.0%
8,779	-	-	6016	Controlling Interest Tax	-	-	-	0.0%
1,365,802	1,365,802	1,785,740	6022	Grants for Municipal Projects	1,585,740	1,585,740	(200,000)	-11.2%
4,214	-	-	6030	Miscellaneous State Grants	-	-	-	0.0%
47,905	43,236	44,576	6054	Adult Education	44,827	44,827	251	0.6%
121,278	20,000	20,000	6056	School Building Grants	20,000	20,000	-	0.0%
5,593	2,655	-	6058	Health Services	-	-	-	0.0%
900,920	-	-	6060	Special Education - Excess Costs	-	-	-	0.0%
13,706,543	13,772,951	14,131,800	6062	Education Cost Sharing Grant	14,436,217	14,436,217	304,417	2.2%
16,432,126	15,506,895	16,270,867	<b>SUBTOTAL</b>		16,375,535	16,375,535	104,668	0.6%
<b>FEDERAL AID</b>								
11,370	9,000	9,000	6101	Senior Citizen Trans Aid	9,000	9,000	-	0.0%
-	300,000	300,000	6114	FEMA Storm Assistance	-	-	(300,000)	-100.0%
11,370	309,000	309,000	<b>SUBTOTAL</b>		9,000	9,000	(300,000)	-97.1%

**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 2022-23, \$60,000 is estimated to be received.

**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 (\$182,794) 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.

2020-2021 Actual	2021-2022 Council Adopted	2021-2022 Estimated	Revenue Source	2022-2023 Manager Proposed	2022-2023 Council Adopted	Change from estimated budget \$	Change from estimated budget %
MISCELLANEOUS							
1,244,279	60,000	60,000	6203 Cancelled PY Encumbrances	60,000	60,000	-	0.0%
-	-	-	6201 Other-Miscellaneous	-	-	-	0.0%
1,244,279	60,000	60,000	SUBTOTAL	60,000	60,000	-	0.0%
DONATIONS							
-	-	-	6302 United Way (Human Services)	-	-	-	0.0%
-	-	-	SUBTOTAL	-	-	-	0.0%
TRF FROM OTHER FUNDS							
746,394	-	-	7001 Transfer from CNRE Fund	-	-	-	0.0%
-	-	-	7002 Transfer from Public Building Fund	-	-	-	0.0%
159,766	171,518	171,518	7012 Transfer from Cemetery Fund	182,794	182,794	11,276	6.6%
22	70	70	7021 Transfer From Cemetery Trust	70	70	-	0.0%
10	30	30	7022 Transfer from Hubbard Fund	30	30	-	0.0%
906,192	171,618	171,618	SUBTOTAL	182,894	182,894	11,276	6.6%
127,895,187	126,904,908	130,352,733	TOTAL	130,403,968	131,047,411	694,678	0.5%



## 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 GENERAL GOVERNMENT	ACTIVITY	PROGRAM SUMMARY		CODE 100
<u>PERSONNEL SUMMARY</u>				
<u>Positions (in work years)</u>		<u>2021-2022 Authorized</u>	<u>2022-2023 Requested</u>	<u>2022-2023 Proposed</u>
<u>Town Manager</u>				
Town Manager		1.0	1.0	1.0
Assistant Town Manager		0.5	0.0	0.0
Director of Admin. Services		1.0	1.0	1.0
Assistant to the Town Manager for Administration		1.0	1.0	1.0
Insurance and Benefits Administrator		1.0	1.0	1.0
Clerical Floater		0.0	0.2	1.0
		4.5	4.2	5.0
				6.0
<u>Elections</u>				
Registrar of Voters (PT)		1.2	1.2	1.2
<u>Finance</u>				
Director of Finance		1.0	1.0	1.0
Deputy Director of Finance		1.0	1.0	1.0
Account Clerk II		2.0	2.0	2.0
Accounts Administrator(PT)		0.5	0.3	0.0
Town Assessor		1.0	1.0	1.0
Deputy Assessor (FT unfunded; replaced temporarily with PT)		0.5	0.5	0.5
Assessment Technician II		1.0	1.0	1.0
Assessment Technician I		1.0	1.0	1.0
Revenue Collector		1.0	1.0	1.0
Assistant Revenue Collector		1.0	1.0	1.0
Revenue Clerk		1.0	1.0	1.0
		11.0	10.8	10.5
				10.5
<u>Town Clerk</u>				
Town Clerk		1	1	1
Assistant Town Clerk		1	2	2
Assistant Town Clerk (PT)		0.5	0.5	0
		2.5	3.5	3
				3

FUNCTION GENERAL GOVERNMENT	ACTIVITY	ACTIVITY	PROGRAM SUMMARY	CODE 100	
<u>PERSONNEL SUMMARY</u>		2021-2022 <u>Authorized</u>	2022-2023 <u>Requested</u>	2022-2023 <u>Proposed</u>	2022-2023 <u>Approved</u>
<u>Positions (in work years)</u>					
<b>Facilities Management</b>					
Director of Facilities Management		1.0	1.0	1.0	1.0
Operations/Project Manager		0.0	1.0	1.0	1.0
Facilities Electrician		1.0	1.0	1.0	1.0
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		1.0	1.0	1.0	1.0
		5.0	6.0	6.0	6.0
<b>Information Systems &amp; Technology</b>					
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	3.0	3.0	3.0
GIS/IT Specialist		0.0	0.0	1.0	1.0
		4.0	5.0	6.0	6.0
<b>Seasonal (work hours)</b>					
Finance		321.0	321.0	0.0	0.0
Town Clerk		235.0	235.0	235.0	235.0
Central Services		45.0	30.0	30.0	30.0
		601.0	586.0	265.0	265.0
<b>Town Council</b>					
Clerk of the Council (PT)		1.0	1.0	1.0	1.0
<b>Town Attorney</b>					
Town Attorney (Retainer)		1.0	1.0	1.0	1.0

FUNCTION GENERAL GOVERNMENT	ACTIVITY TOWN COUNCIL	PROGRAM	CODE 110
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#### 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 2021-2022 OPERATION

- All meetings were either “hybrid” or held remotely due to COVID-19.
- Municipal elections were held in November, electing Town Council members for a two-year term.
- Appointed Newfield Construction of Hartford as the Construction Manager for the Anna Reynolds School Project.
- Approved installation of an air handler stabilizer at the Town Hall.
- Adopted the Land Acquisition Fund Ordinance.
- Approved the lease agreement for a Municipal Dog Park.
- Referred the Municipal Dog Park and the Anna Reynolds School project to the Town Plan and Zoning Commission for §8-24 review.
- Approved Proclamations for the Building a Strong Community Award recipients.

#### OBJECTIVES

- To develop short and long-range goals and objectives that will provide direction for the Town in future years.
- To adopt the 2022-23 annual budget, the 2022-23 through 2026-27 Long Range Capital Improvement Plan, and to set the Mill Rate for 2022-23.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time reflects raise for Council Clerk.
- A 3% anticipated increase was budgeted in Dues and Subscriptions for the Capitol Region Council of Governments (CRCOG) dues.
- Other Materials decreased due to only expecting to order one chair for former Town Council members.

Function General Government		Activity Town Council		Program Town Council		Code 0110	
2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget			2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>							
5,347	3,634	4,804	8103 Part Time		3,780	3,780	3,780
5,347	3,634	4,804	OBJECT TOTAL		3,780	3,780	3,780
<u>PROFESSIONAL SVCS</u>							
1,264	1,700	2,700	8201 Public Notification		1,700	1,700	1,700
34,042	44,110	44,110	8202 Dues and Subscriptions		44,830	44,830	44,830
0	50	50	8204 Conferences,Meetings,Training		50	50	50
1,182	1,491	1,491	8216 Printing and Binding		1,491	1,491	1,491
36,488	47,351	48,351	OBJECT TOTAL		48,071	48,071	48,071
<u>MATERIAL &amp; SUPPLIES</u>							
116	400	400	8301 Office Supplies		400	400	400
0	2,257	2,257	8310 Other Materials		1,409	1,409	1,409
116	2,657	2,657	OBJECT TOTAL		1,809	1,809	1,809
41,951	53,642	55,812	TOTAL		53,660	53,660	53,660

FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	TOWN MANAGER		120

### 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 2021-2022 OPERATION

- Attended Town Council meetings and performed research and follow-up of deliverables.
- Met with various organizations such as the Central CT Health District and our Public Safety Departments to discuss issues pertaining to the Town and COVID-19.
- Worked with staff and residents on enforcement of various blighted properties.
- Met with staff, union and legal representatives regarding personnel issues.
- Met with various residents and constituencies to discuss concerns.
- Implemented weekly Department Head leadership meetings, some topics include management techniques, problem solving and out-of-the-box thinking.
- Attended meetings with our Economic Development Team, to discuss opportunities and current projects in the pipeline with developers.
- Introduced light energy efficiencies and met with experts in the solar industry to discuss solar panels for Town and Board of Education facilities.
- Coordinated monthly meetings with surrounding Town Managers from Wethersfield, Rocky Hill, Cromwell, and Berlin to find ways to economize operations, and expand service levels through blending local resources.
- Participated in the interview process for numerous positions.
- Began the FY 2022-23 Budget and CIP process and met with various departments regarding CIP requests for the upcoming years.
- Attended several civic events, such as the annual Extravaganza, Night of Lights and Veterans Ceremony at the Fire Department Headquarters.

### 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 includes Administrative increases and the addition of a new Floater position to be shared with Finance and Revenue Collector as needed. Also included is a Full Time Assistant Town Manager position instead of the Part Time position.
- Part Time is removed as Assistant Town Manager position will now be Full Time.

Function General Government	Activity Town Manager	Program Town Manager	Code 0120
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
418,160	422,684	422,684	8101 Full time salaries	457,499	526,365	686,365
0	140,000	120,000	8103 Part Time	149,360	0	0
418,160	562,684	542,684	OBJECT TOTAL	606,859	526,365	686,365
<u>PROFESSIONAL SVCS</u>						
200	1,836	1,836	8202 Dues and Subscriptions	1,836	1,836	1,836
419	2,600	1,520	8204 Conferences,Meetings,Training	2,600	2,600	2,600
265	280	280	8216 Printing and Binding	280	280	280
0	0	20,000	8217 Consultants/Special Contractor	0	0	30,000
1,210	1,200	1,200	8220 Other Contractual Services	1,200	1,200	1,200
2,094	5,916	24,836	OBJECT TOTAL	5,916	5,916	35,916
<u>MATERIAL &amp; SUPPLIES</u>						
195	715	715	8301 Office Supplies	715	715	715
583	500	1,580	8310 Other Materials	500	500	500
778	1,215	2,295	OBJECT TOTAL	1,215	1,215	1,215

421,032	569,815	569,815	TOTAL	613,990	533,496	723,496
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FUNCTION <b>GENERAL GOVERNMENT</b>	ACTIVITY <b>PROBATE COURT</b>	PROGRAM	CODE <b>130</b>
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**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 General Government	Activity Probate Court	Program Probate Court	Code 0130
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PROFESSIONAL SVCS</u>						
33,517	39,992	39,992	8220 Other Contractual Services	39,992	39,992	39,992
33,517	39,992	39,992	OBJECT TOTAL	39,992	39,992	39,992

33,517	39,992	39,992	TOTAL	39,992	39,992	39,992
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FUNCTION GENERAL GOVERNMENT	ACTIVITY ELECTIONS	PROGRAM	CODE 140
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#### EXPLANATION

Pursuant to Connecticut General Statutes, the Registrars of Voters maintain over 50,000 records of all registered, inactive, and any elector removed from the voter's list. The Election Department provides for:

- Registration of electors in person, by mail-in, online (OLR), High School Registration, unfunded Voter Registration Session (VRS) and Election Day Registration (EDR).
- Maintenance preparation includes, annual inspection and maintenance from LHS voting machine company, programming, ordering materials for all aspects for voting, checking on all styles of ballots, setup of all voting equipment and signage which includes the mobile Election on Wheels (EOW) movable cabinets which moves to every district, all polling places within the town for Elections.
- Set up for all polling places for Elections, which includes Central Counting of Absentee Ballots, Election Day Registration (EDR), online (OLR), Set up and inspection of all 18 election tabulators, 18 ballot boxes, 32 ultimate power supply units (UPS), related election equipment phone lines to polling places and the implementation of 10 IVS (handicapped accessible) voting machines, (8) Election on Wheels (EOWs)
- Unfunded Mandated special registration sessions for each election and primary following the SOTS Election Calendar daily. Below find annual unfunded mandates added every year.

Online variations updated as soon as received by ROV thru SOTS mainframe.

Overseeing all Elections includes, Primaries, any Referendums, Town Committee members of each party's endorsements and candidates for their upcoming slates.

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's office. Also included are 4 county meetings a year for the certification of Registrars.

Perform annual canvass which includes extensive mailings to track electors who have moved within town, out of town, out of state, duplicate records, deceased out of state, not voting for 10 years, and daily updates with the DMV.

The SOTS now has mandated that all Registrars of Voters be certified by UCONN as Election Administrators.

Conduct training sessions for all poll workers for each election by state statute.

Perform and maintain mailing of permanent absentee voters to update their voting status.

Every four years all district Moderators and Assistant Registrars must be certified at a five hour class in order to work the polls.

Registrars are responsible for the distribution and receiving of absentee ballot applications, the delivery of absentee ballots and overseeing the voting process at all six of the institutions in Newington, returning several times for client rights to voting procedures.

- The Secretary of State is striving to improve the Election Night Reporting Process (ENR).
- Online Voting is updated from the SOTS office daily. SOTS anticipates moving forward with this initiative to increase voter participation.
- With inclusion of OLR, EDR, IVS and retention schedule changes we have outgrown our space for records, equipment and cabinet issues even in our new facility.
- Our newly appointed Republican Registrar and 2 Deputy Registrars have exceeded all expectations and are a great new asset to our Newington Voter delegation.

#### OBJECTIVES

- Continue to monitor new legislative initiatives regarding elections.
- Continue to finalize certification training.
- Upon redistricting at the Legislative level we must reassess the distribution of our polling locations.
- Adjust to upcoming mandates which includes the loss of an Assembly District in town.
- Adjust to the unusual increase in thousands of Absentee Ballots returned during COVID-19 pandemic which continues.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Part time increased due to raises for Registrars and Deputy Registrars.
- Public Notification, Dues & Subscriptions and Equipment Maintenance reflect increased costs that are out of our control.
- Other Contractual Services reflects hiring a moving company to move election equipment and increases for all poll workers to entice people to volunteer so we can be fully staffed for primaries and the election.
- Current voting machines will be replaced with new technology.

Function General Government		Activity Elections		Program Elections		Code 0140
2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
86,707	83,505	83,505	8103 Part Time	85,179	85,179	85,179
86,707	83,505	83,505	OBJECT TOTAL	85,179	85,179	85,179
<u>PROFESSIONAL SVCS</u>						
0	300	600	8201 Public Notification	900	900	900
140	140	170	8202 Dues and Subscriptions	200	200	200
85	560	560	8203 Transportation	560	560	560
270	4,900	4,900	8204 Conferences,Meetings,Training	4,900	4,900	4,900
39	500	500	8205 Postage and Shipping	500	500	500
4,345	4,804	4,804	8212 Equipment Maintenance	5,254	5,254	5,254
13,381	16,175	16,033	8216 Printing and Binding	16,175	16,175	16,175
44,379	59,990	59,660	8220 Other Contractual Services	71,826	71,218	71,218
62,639	87,369	87,227	OBJECT TOTAL	100,315	99,707	99,707
<u>MATERIAL &amp; SUPPLIES</u>						
3,051	550	550	8301 Office Supplies	550	550	550
0	350	350	8302 Technical Supplies	350	350	350
21,765	350	492	8310 Other Materials	350	350	350
24,816	1,250	1,392	OBJECT TOTAL	1,250	1,250	1,250
174,162	172,124	172,124	TOTAL	186,744	186,136	186,136

FUNCTION GENERAL GOVERNMENT	ACTIVITY FINANCE	PROGRAM ACCOUNTING & ADMINISTRATION	CODE 151
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### 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 2021-2022 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, 2021 for the twenty ninth consecutive year.
- Continued financial planning support for the improvements to aging infrastructure.
- In June we successfully went out to bid for financing of the new Fire Truck.
- Handled the various COVID relief grants that were received. This included compiling a list of eligible projects, recording all expenditures, and reporting these items to the Federal and State Government.
- Still working on filling the floater position that we will share with the Town Manager's office.
- Established new procedures and staffing to deal with the complications of doing business during the pandemic. Proposal for a new employee self-service portal was discussed and hope to have it implemented by the end of the fiscal year.

### 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 reflects Administrative raises and AFSCME employees at contractual rates.
- Part Time is removed due to a full time floater position added to the Town Manager's department (120).
- Equipment Maintenance increased for new copier.

Function General Government	Activity Finance	Program Accounting and Administration	Code 0151
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
343,162	351,862	351,862	8101 Full time salaries	366,955	366,955	366,955
7,480	18,720	18,720	8103 Part Time	10,400	0	0
350,642	370,582	370,582	OBJECT TOTAL	377,355	366,955	366,955
<u>PROFESSIONAL SVCS</u>						
440	510	510	8202 Dues and Subscriptions	510	510	510
1,275	680	680	8204 Conferences,Meetings,Training	680	680	680
135	150	150	8212 Equipment Maintenance	240	240	240
530	580	580	8220 Other Contractual Services	580	580	580
2,380	1,920	1,920	OBJECT TOTAL	2,010	2,010	2,010
<u>MATERIAL &amp; SUPPLIES</u>						
483	600	600	8301 Office Supplies	600	600	600
1,082	1,474	1,474	8302 Technical Supplies	1,474	1,474	1,474
1,566	2,074	2,074	OBJECT TOTAL	2,074	2,074	2,074

354,588	374,576	374,576	TOTAL	381,439	371,039	371,039
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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 at the time of the last revaluation which was effective as of October 1, 2020. Commercial Personal Property and Motor Vehicles are also assessed at 70% annually. The Grand List consists of over 12,500 real estate parcels, 1,474 commercial personal property accounts and over 27,750 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 2021-2022 OPERATION

- Continued to make adjustments and corrections to property values as a result of the 2020 Revaluation.
- Worked with the Town Attorney in an attempt to resolve 32 tax appeals filed by commercial property owners as a result of the 2020 Revaluation. At the conclusion of FY2021, 4 of the appeals were successfully settled.
- Continued to maintain and administer the computer interface with the Geographic Information System (GIS) to include all property data.

### OBJECTIVES

- Continue working with the Town Attorney to settle the remaining 28 commercial tax appeals resulting from the 2020 Revaluation.
- Work with the Human Resources office to successfully fill an Assessment Technician position vacancy created by retirement and the Town Assessor position vacancy.
- 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

- Full Time Salaries increased for Administrative and AFSCME raises.
- Dues and Subscriptions reflects a substantial price increase for auto pricing guide per DMV.

Function General Government		Activity Finance		Program Assessor		Code 0152
2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
286,566	274,594	274,594	8101 Full time salaries	285,246	285,246	285,246
26,880	42,300	42,300	8103 Part Time	42,300	42,300	42,300
0	150	150	8105 Longevity	200	200	200
313,446	317,044	317,044	OBJECT TOTAL	327,746	327,746	327,746
<u>PROFESSIONAL SVCS</u>						
1,210	1,650	1,650	8202 Dues and Subscriptions	3,150	3,150	3,150
737	4,040	4,040	8204 Conferences,Meetings,Training	3,150	3,150	3,150
37	200	200	8212 Equipment Maintenance	200	200	200
5,102	5,900	5,900	8216 Printing and Binding	6,000	6,000	6,000
0	5,000	5,000	8217 Consultants/Special Contractor	5,000	5,000	5,000
7,087	16,790	16,790	OBJECT TOTAL	17,500	17,500	17,500
<u>MATERIAL &amp; SUPPLIES</u>						
186	655	655	8301 Office Supplies	500	500	500
186	655	655	OBJECT TOTAL	500	500	500
320,719	334,489	334,489	TOTAL	345,746	345,746	345,746

FUNCTION GENERAL GOVERNMENT	ACTIVITY FINANCE	PROGRAM BOARD OF ASSESSMENT APPEALS	CODE 153
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#### 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 2021-2022 OPERATION

- The Board of Assessment Appeals held meetings on five (5) days during March 2021 and heard a total of one hundred and seven (107) appeals on the October 1, 2020 Grand List as a result of the State mandated property revaluation.
- Motor vehicle hearings were held in September 2021 and heard a total of eight (8) appeals on the October 1, 2020 Grand List.

#### 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.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function General Government	Activity Finance	Program Board of Assess. Appeals	Code 0153
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 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, Human Services, Fire and Finance Departments. The office 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; by balancing collections daily as well as scanning checks directly into the Town's bank account which safeguards the collected revenues. As another safety measure Brinks was hired to pick up the cash deposits.

#### HIGHLIGHTS OF FY 2021-2022 OPERATION

- To reduce expenses, the second installment for Real Estate and Personal Property taxes is included with the initial bill for the July installment. The taxpayer then has this information on-hand for any time they choose to make their January payment. It is no longer necessary for them to wait for the second installment bill to be mailed. An additional envelope is provided for mailing.
- Continue the availability for the taxpayer to view current and past tax payments which is available through our online payment system which retains payment history. This is a convenience for taxpayers when seeking IRS information as well as for title searchers, attorneys and anyone who might need tax information immediately. Access is available twenty-four hours a day so when the office is closed for holidays and weekends the information is available.
- Assigned Alias Tax Warrants to Newington Constables for the collection of delinquent Personal Property and Motor Vehicle taxes. (Stopped during Covid-19)
- UCC Liens are filed with the State of Connecticut for delinquent Personal Property taxes.
- All payments are processed in the Revenue/Tax Office, and a direct check processor is used by the Revenue and Assistant Revenue Collector to deposit check payments directly into Newington's bank account.
- On a daily basis the staff needs to take extra time to release delinquent taxpayers from a hold at the Dept. of Motor Vehicles when payments are made so the taxpayer can register a vehicle. Time is spent by getting to another computer to log into the Motor Vehicle Dept.'s web-site where only authorized individuals can release a taxpayer. The Department of Motor Vehicles has a direct connection with CT municipalities. Paper clearances or stamped registrations are no longer accepted by the Dept. of Motor Vehicles.
- Due to Covid-19 Governor Lamont issued two Executive Orders (one for July and another for the January taxes) for an option to extend the last day for tax payments from 30 to 90 days upon approval by the municipality. There were exceptions: If a Landlord rents or leases property to tenants or lessees who have been affected by Covid-19 they may apply for the Deferment Program by providing the Tax Collector with documentation for approval prior to the end of the original 30-day grace period. Banks, escrow companies and mortgage holders were the exception and only have the 30-day grace period.
- Taxpayers were encouraged to pay taxes by mail, online, or use our newly installed Tax Payment drop box to avoid direct contact with Town Hall staff.
- Masks are mandated to wear at all times.
- Due to the pandemic and extensions, the Revenue Collector issued Reminder Notices to over 7,000 taxpayers in January to alert taxpayers of the extended grace period as well as to the Landlords. To keep costs down these reminders were printed, processed and mailed by all of the staff in the Tax Office. Due to the quantity and additional time involved the reminders were being mailed in waves.

#### OBJECTIVES

- Maintain the highest collection rate possible.
- Continue to use alternate methods for collections wherever appropriate; i.e., constables, sheriff, 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 meetings and classes for personal development.
- Provide opportunities for the staff to improve customer service performance by attending classes.
- Continue to initiate Tax Sales for real estate properties where the taxpayer's debt to the town continues to grow due to not maintaining and/or ignoring payment arrangements.
- Continue to provide the service for online payments with debit/credit cards and checks. Also, due to the budget reductions, the January and July installments are mailed only once in July. The taxpayers are reminded of their January installment through News Releases and the Newington website and social media.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries increased for Administrative and AFSCME raises.
- Local Elderly Tax Relief reflects actual benefits for FY 2021-22.

Function General Government	Activity Finance	Program Revenue Collector	Code 0154
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
210,792	233,020	233,020	8101 Full time salaries	242,797	242,797	242,797
2,288	4,500	3,192	8104 Seasonal	4,500	0	0
213,080	237,520	236,212	OBJECT TOTAL	247,297	242,797	242,797
<u>PROFESSIONAL SVCS</u>						
846	950	950	8201 Public Notification	950	950	950
165	195	70	8202 Dues and Subscriptions	195	195	195
50	1,370	1,495	8204 Conferences,Meetings,Training	1,370	1,370	1,370
11,560	13,736	13,736	8205 Postage and Shipping	13,736	13,736	13,736
0	125	125	8212 Equipment Maintenance	125	125	125
1,900	1,950	1,950	8216 Printing and Binding	1,950	1,950	1,950
13,176	12,970	12,970	8217 Consultants/Special Contractor	12,970	12,970	12,970
541,931	543,029	557,929	8224 Elderly Tax Relief Program	558,000	558,000	558,000
569,627	574,325	589,225	OBJECT TOTAL	589,296	589,296	589,296
<u>MATERIAL &amp; SUPPLIES</u>						
594	600	600	8301 Office Supplies	600	600	600
995	3,340	3,340	8302 Technical Supplies	3,340	3,340	3,340
1,589	3,940	3,940	OBJECT TOTAL	3,940	3,940	3,940
<u>CAPITAL OUTLAY</u>						
0	0	1,308	8406 Office Equipment	0	0	0
0	0	1,308	OBJECT TOTAL	0	0	0

784,297	815,785	830,685	TOTAL	840,533	836,033	836,033
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FUNCTION <b>GENERAL GOVERNMENT</b>	ACTIVITY <b>FINANCE</b>	PROGRAM <b>AUDITING</b>	CODE <b>155</b>
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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 2020-2021 OPERATION

- The auditing firm of Clifton, Larson, Allen, LLP (formerly Blum Shapiro) conducted the audit of the FY 2020-2021 financial records during the FY 2021-2022.

#### OBJECTIVES

- To examine the FY 2021-2022 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

- Consultants/Special Contractor went out to RFP three years ago and this is the last year of their contract. We will be going out to bid for this service in spring of 2023 and expect an increase in the cost. An increase of 6% was included in this years' budget request.

Function General Government	Activity Finance	Program Auditing	Code 0155
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PROFESSIONAL SVCS</u>						
0	40	40	8201 Public Notification	40	40	40
51,000	52,000	52,000	8217 Consultants/Special Contractor	55,120	55,120	55,120
51,000	52,040	52,040	OBJECT TOTAL	55,160	55,160	55,160
51,000	52,040	52,040	TOTAL	55,160	55,160	55,160

FUNCTION GENERAL GOVERNMENT	ACTIVITY FINANCE	PROGRAM PURCHASING	CODE 157
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#### 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 2021-2022 OPERATION

- Proposals were received for commissioning services for the Anna Reynolds School project.
- The Town went out to bid for the cleaning of police uniforms and for cleaning services at a number of Town buildings.

#### 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

2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PROFESSIONAL SVCS</u>						
221	1,000	1,000	8201 Public Notification	1,000	1,000	1,000
221	1,000	1,000	OBJECT TOTAL	1,000	1,000	1,000

221	1,000	1,000	TOTAL	1,000	1,000	1,000
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	TOWN ATTORNEY		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 2021-2022 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.
- Ben Ancona, Jr. continued to serve as the Town Attorney, having been appointed in November 2015 by Mayor Zartarian and reappointed in November 2019 by Mayor DelBuono. He serves as both the Town Attorney and the Town's labor attorney. His retainer for these two positions was combined starting in July 2021.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function General Government	Activity Town Attorney	Program Town Attorney	Code 0160
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PROFESSIONAL SVCS</u>						
1,825	1,825	1,825	8202 Dues and Subscriptions	1,825	1,825	1,825
10,130	25,000	25,000	8217 Consultants/Special Contractor	25,000	25,000	25,000
130,200	130,200	130,200	8220 Other Contractual Services	130,200	130,200	130,200
142,155	157,025	157,025	OBJECT TOTAL	157,025	157,025	157,025

142,155	157,025	157,025	TOTAL	157,025	157,025	157,025
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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 2021-2022 OPERATION

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022 (Through 12/31/2021)
Documents Recorded	5,115	5,660	4,988	4,623	4,584	4,752	6,113	3,060
Recording Fees	\$147,617	\$152,465	\$153,983	\$140,108	\$123,618	\$153,460	\$232,054	\$117,121
Conveyance Tax	\$252,717	\$264,495	\$401,905	\$332,349	\$274,399	\$346,984	\$476,251	\$330,099

- Land record copy revenue from the CT Clerks online portal continues to increase each month. This service was a benefit to attorneys, title searchers and the public during the COVID-19 pandemic.
- Completed the \$7,500 Historic Document Preservation Grant for replacement of Compact Book Covers for Land Records volumes 1,750-1,451, to minimize damage to the records and improve access.
- Awarded \$7,500 Historic Document Preservation Grant to continue the replacement of Compact Book covers covering Land Record volumes 1,450-1,151, to minimize damage to the records and improve access.
- Contractor completed a re-indexing project of all filed Town maps to improve searchability. New indexes were printed for public vault access.
- Lower Town Hall basement storage cages were installed for Town Board of Education and Facilities areas. Cold storage record shelving was installed to manage limited storage within main office locations for the Town, Facilities Department & Board of Education.
- Engaged staff in professional development opportunities through the Connecticut Town Clerks Association (CTCA).
- Attended the Annual CTCA Virtual Spring 2021 and in-person Fall of 2021 Town Clerk conferences.
- Continued to assist the Town Boards and Commissions with Zoom Virtual Meetings to ensure continuity of town business.
- Held training session, on August 11, 2021, with department staff members to transfer virtual meeting duties to the staff liaisons.
- November 2021 Municipal Election was held. The office issued 1,044 Absentee Ballots to residents from applications received.
- Online Permitium Vitals request portal with implemented in April 2021, seeing improved request turn-around times for residents.

#### OBJECTIVES 2022-2023

- Procure a \$7,500 Historic Document Preservation Grant to image and re-create large Land Record volumes in preparation for back-indexing and linking of image files for public access.
- Identify internal and external professional development opportunities for staff-expand knowledge and skills by cross-training staff.
- Continued re-creation of Town Board and Commission minutes on permanent archival paper and archival binders.
- Continue to upload prior years of Town Council & Board/Commission minutes into searchable database (Laserfiche).
- Continue to streamline/re-design the delivery of services with an eye toward maintaining/improving fiscal efficiency. Reviewing Credit Card acceptance in office and online for all services.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries to include a proposed Full-time staff position. It also includes Administrative increases, as does Seasonal.
- Part Time is removed, since there will be a Full Time position in its place.
- Facilities Rental & Storage increased due to quantity and cost increases. Quantity increase based on the number of new rolls created during the year.
- Other Contractual Services reflects an increase in the annual Land Records Auditor fee and increase of recorded documents.
- Technical Supplies reflects an increase in Vendor cost for State approved Archival Permanent Records paper.

Function General Government	Activity Town Clerk & Records Admin.	Program Town Clerk & Records Admin.	Code 0170
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
176,805	176,890	181,550	8101 Full time salaries	247,390	247,390	247,390
16,919	17,478	17,478	8103 Part Time	17,824	0	0
2,312	4,075	4,075	8104 Seasonal	4,240	4,240	4,240
196,036	198,443	203,103	OBJECT TOTAL	269,454	251,630	251,630
<u>PROFESSIONAL SVCS</u>						
565	600	600	8202 Dues and Subscriptions	600	600	600
0	112	112	8203 Transportation	117	117	117
90	1,025	1,025	8204 Conferences,Meetings,Training	1,025	1,025	1,025
1,527	1,479	1,479	8211 Facilities Rental & Storage	1,597	1,597	1,597
739	1,847	1,847	8212 Equipment Maintenance	1,847	1,847	1,847
0	300	300	8216 Printing and Binding	300	300	300
10,540	11,048	11,048	8220 Other Contractual Services	11,569	11,569	11,569
13,461	16,411	16,411	OBJECT TOTAL	17,055	17,055	17,055
<u>MATERIAL &amp; SUPPLIES</u>						
741	391	391	8301 Office Supplies	391	391	391
7,573	10,327	10,327	8302 Technical Supplies	10,615	10,615	10,615
8,314	10,718	10,718	OBJECT TOTAL	11,006	11,006	11,006
<u>CAPITAL OUTLAY</u>						
5,230	0	0	8406 Office Equipment	0	0	0
5,230	0	0	OBJECT TOTAL	0	0	0

223,041

225,572

230,232

TOTAL

297,515

279,691

279,691

FUNCTION GENERAL GOVERNMENT	ACTIVITY PERSONNEL	PROGRAM	CODE 180
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#### EXPLANATION

As Personnel Director, the Town Manager is responsible for hiring and supervising the 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 2021-2022 OPERATION

- Through January 2022, 11 full-time employees retired or resigned, 12 full-time and several part-time employees were hired and/or promoted and several part-time employees were transferred and/or promoted.
- Hired a new Facilities Director and filled the Library Business Manager and Senior and Disabled Center Director positions.
- Revised a number of Job Descriptions as positions became vacant.
- Continued to work with the AFSCME Local 2930 union and Nutmeg Independent Public Safety Employees Union (NIPSEU) on administering their contracts.

#### 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

- The reflected changes are all due to a budget transfer in fiscal year 2021-22.

Function General Government	Activity Personnel	Program Personnel	Code 0180
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PROFESSIONAL SVCS</u>						
177	7,595	4,000	8201 Public Notification	7,595	7,595	7,595
0	35	35	8202 Dues and Subscriptions	35	35	35
30	5,645	2,145	8204 Conferences,Meetings,Training	5,645	5,645	5,645
24,227	28,023	50,483	8217 Consultants/Special Contractor	28,023	28,023	28,023
24,434	41,298	56,663	OBJECT TOTAL	41,298	41,298	41,298
<u>MATERIAL &amp; SUPPLIES</u>						
0	510	105	8301 Office Supplies	510	510	510
0	510	105	OBJECT TOTAL	510	510	510

24,434	41,808	56,768	TOTAL	41,808	41,808	41,808
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FUNCTION GENERAL GOVERNMENT	ACTIVITY GENERAL SERVICES	PROGRAM FACILITIES MANAGEMENT	CODE 191
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#### EXPLANATION

The Facilities Department maintains and operates Town buildings with a focus on energy efficiency, safety/security, and (ADA) accessibility. Town buildings includes the Newington Municipal Complex (Town Hall, Public Schools Administration offices, Transition Academy and Mortensen Community Center) Lucy Robbins Wells Library, police department, Senior and Disabled Center as well Newington Volunteer Ambulance Corps building, 5 active Fire Stations and 2 retired fire house buildings, 3 Historic Homes (Wells, Kellogg, Eddy), Parks and Grounds buildings including the Cemetery Chapel and Annex building as well as 2 pool building at Mill Pond Park and Churchill Park, Highway Garage building including the Police Training Building, and Indian Hill Country Club buildings.

#### HIGHLIGHTS

- Completion and transition into the New Municipal Complex building.
- Installation of protective glass at all public facing counters to reduce the risk of COVID.
- HVAC upgrades to the Senior and Disabled Center consisting of 5 new RTU, Heat Pump, Chiller and By-Pass valve.
- Exterior site lighting upgrades to the Senior and Disabled Center.
- Roof replacement at the Library- Architectural shingles and a portion of EPDM.
- Roof replacement at the American Legion building.
- Roof replacement at NEMS building
- Roof replacement at the Kellogg Eddy House.
- Masonry wall replacement at the NEMS building.
- Installation of Gas and Electricity to the Parks and Grounds green house.
- Relocation of Facilities Maintenance shop.
- Kellogg Eddy House Grant award and roof replacement.
- Upgrade to pumps and control drives for Police Department HVAC.
- Installation of irrigation at multiple locations.
- Routine building maintenance and cleaning
- Preventative Maintenance services on all HVAC equipment.
- Electrical upgrades for street lighting, traffic lights and seasonal decorations.
- Completion of Owens Report

#### OBJECTIVES

- Implementation of a Building Management Software solution
- Develop and refine a Town wide master plan for all Town buildings.
- Increase operational effectiveness and efficiency of town owned buildings and building infrastructure by increasing preventive maintenance schedules.
- Identify facility improvements to Town buildings utilizing the Owens report.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries increased to reflect adding an Operations/Project Manager, Admin raises and AFSCME contractual raises.
- Most other accounts were reallocated, reduced, or increased to reflect new contracts, needs and historical trends.

FUNCTION General Government			ACTIVITY General Services	PROGRAM Facilities Management	CODE 0191	
2020-2021 Actual	2021-2022 Original Budget	2021-2022 Revised Budget		2022-2023 Department Request	2022-2023 Manager Proposed	2022-2023 Council Adopted
<u>PERSONAL SERVICES</u>						
290,319	406,056	406,056	8101 Full Time	524,874	524,874	524,874
4,134	9,575	9,575	8102 Overtime	9,575	9,575	9,575
1,900	2,050	2,050	8105 Longevity	2,150	2,150	2,150
296,353	417,681	417,681	OBJECT SUBTOTAL	536,599	536,599	536,599
<u>PROFESSIONAL SERVICES</u>						
475	400	400	8202 Dues and Subscriptions	600	600	600
390	1,400	1,400	8204 Conferences, Meetings, Training	1,400	1,400	1,400
469,064	514,454	514,454	8206 Utilities	526,467	526,467	526,467
522	750	750	8207 Clothing Allowance	600	600	600
2,382	2,550	2,550	8209 Uniform Rental & Cleaning	2,550	2,550	2,550
8,771	53,970	53,970	8212 Equipment Maintenance	59,270	59,270	59,270
89,392	99,828	99,828	8213 Facilities Maintenance	87,665	87,665	87,665
130,015	329,994	329,994	8220 Other Contractual Services	298,225	298,225	298,225
701,011	1,003,346	1,003,346	OBJECT SUBTOTAL	976,777	976,777	976,777
<u>MATERIALS &amp; SUPPLIES</u>						
64	1,000	1,000	8301 Office Supplies	1,000	1,000	1,000
0	5,500	5,500	8302 Technical Supplies	5,500	5,500	5,500
0	400	400	8303 Uniforms and Clothing	400	400	400
12,369	25,094	25,094	8305 Cleaning Supplies	27,230	27,230	27,230
14,929	30,200	30,200	8306 Construction & Maintenance Materials	30,200	30,200	30,200
120,329	225,350	225,350	8308 Heating Fuel	173,250	173,250	173,250
0	300	300	8310 Other Materials	300	300	300
147,691	287,844	287,844	OBJECT SUBTOTAL	237,880	237,880	237,880
<u>CAPITAL OUTLAY</u>						
3075	5,074	5074	8405 Construction & Maint Equipment	5,074	5,074	5,074
0	2,500	2500	8406 Office Equipment	2,500	2,500	2,500
0	5,500	5500	8407 Building Equipment	5,500	5,500	5,500
3,127	12,500	12,500	8408 Building Improvements	12,500	12,500	12,500
6,202	25,574	25,574	OBJECT SUBTOTAL	25,574	25,574	25,574
1,151,257	1,734,445	1,734,445	TOTAL	1,776,830	1,776,830	1,776,830

FUNCTION GENERAL GOVERNMENT	ACTIVITY GENERAL SERVICES	PROGRAM CENTRAL SERVICES	CODE 195
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#### 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

- A slight increase is included in line item 210 (Equipment Rental) to cover new leases for the Revenue Collector's copier and the Building/Engineering/Planning/Facilities copier.

Function		Activity		Program		Code	
General Government		General Services		Central Services		0195	
2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget			2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>							
144	0	0	8103 Part Time		0	0	0
41	555	555	8104 Seasonal		459	459	459
185	555	555	OBJECT TOTAL		459	459	459
<u>PROFESSIONAL SVCS</u>							
40,860	39,930	39,930	8205 Postage and Shipping		39,930	39,930	39,930
5,961	6,084	6,084	8210 Equipment Rental		6,120	6,120	6,120
3,559	4,590	4,590	8212 Equipment Maintenance		4,590	4,590	4,590
50,379	50,604	50,604	OBJECT TOTAL		50,640	50,640	50,640
<u>MATERIAL &amp; SUPPLIES</u>							
11,512	12,461	12,461	8301 Office Supplies		12,461	12,461	12,461
11,512	12,461	12,461	OBJECT TOTAL		12,461	12,461	12,461
62,076	63,620	63,620	TOTAL		63,560	63,560	63,560

FUNCTION GENERAL GOVERNMENT	ACTIVITY GENERAL SERVICES	PROGRAM INFORMATION TECHNOLOGY	CODE 197
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#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2022-2023 OPERATION

- New PC (workstations, tablets & laptops) deployments
- Deployment of new office productivity applications (MS Office)
- Bodycam and In-Car Camera deployments for Police Department
- CAD, Mobile & RMS Deployment for Fire Department
- Deployment of new software modules for Finance Department
- Deployment of new Video Management Server
- Deployment of fiber optic cabling to several town buildings
- Deployment of new telephone systems at Highway Department and Newington Volunteer Fire Department HQ/ CO1

#### 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 departments, communities and regional organizations on cost sharing opportunities.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time salaries reflect administrative salary increases and addition of (2) FTE positions - (1) Network Application Specialist and (1) GIS/IT Specialist.
- Telephone Services (8208) increases are due to 15 mobile devices being added to accommodate NVFD request and increase in rates by Cox and Frontier.
- Equipment Maintenance (8212) increases are due to higher maintenance costs for Munis (Finance System), Quality Data Services (Assessor and Tax Departments), Off-site backup services (Town), Fire Department Software Maintenance (NVFD), Vermont Systems (Parks & Rec), Mobile Device Management (Town) and Managed File Transfer (Town), Multi-Factor Authentication Services (Town).
- Other Contractual Services decreased due to GIS services no longer being contracted out, but handled by new full time position.

Function General Government		Activity General Services		Program Information Technology		Code 0197
2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
394,115	397,900	404,900	8101 Full time salaries	612,573	603,538	603,538
394,115	397,900	404,900	OBJECT TOTAL	612,573	603,538	603,538
<u>PROFESSIONAL SVCS</u>						
814	964	964	8202 Dues and Subscriptions	964	964	964
1,515	4,300	4,300	8204 Conferences,Meetings,Training	4,300	4,300	4,300
140,229	124,120	124,120	8208 Telephone	141,120	141,120	141,120
524,697	592,635	592,635	8212 Equipment Maintenance	635,675	635,675	635,675
52,258	123,000	123,000	8220 Other Contractual Services	78,000	78,000	78,000
719,514	845,019	845,019	OBJECT TOTAL	860,059	860,059	860,059
<u>MATERIAL &amp; SUPPLIES</u>						
12	100	100	8301 Office Supplies	100	100	100
18,575	22,676	22,676	8302 Technical Supplies	22,676	22,676	22,676
9,149	9,500	9,500	8307 Equipment Parts	9,500	9,500	9,500
27,736	32,276	32,276	OBJECT TOTAL	32,276	32,276	32,276
<u>CAPITAL OUTLAY</u>						
4,737	2,500	2,500	8402 Technical Equipment	2,500	2,500	2,500
4,737	2,500	2,500	OBJECT TOTAL	2,500	2,500	2,500
1,146,103	1,277,695	1,284,695	TOTAL	1,507,408	1,498,373	1,498,373



## PUBLIC SAFETY

210 POLICE

230 FIRE DEPARTMENT

250 STREET LIGHTING

260 EMERGENCY MANAGEMENT

270 EMERGENCY MEDICAL SERVICE

280 HYDRANTS



FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM ADMINISTRATION		CODE 210
<u>PERSONNEL SUMMARY</u>				
<u>Positions (in work years)</u>		<u>2021-2022</u> <u>Authorized</u>	<u>2022-2023</u> <u>Requested</u>	<u>2022-2023</u> <u>Proposed</u>
<u>Administrative</u>				<u>2022-2023</u> <u>Approved</u>
Chief of Police		1.0	1.0	1.0
Administrative Secretary III		1.0	1.0	1.0
Administrative Assistant to the Chief		1.0	1.0	1.0
Administrative Sergeant		1.0	1.0	1.0
<u>Patrol</u>				
Lieutenant		1.0	1.0	1.0
Sergeant		6.0	6.0	6.0
Police Officer		28.0	28.0	28.0
<u>Investigation</u>				
Lieutenant		1.0	1.0	1.0
Sergeant		1.0	1.0	1.0
Detective		3.0	3.0	3.0
Police Officer		2.0	2.0	2.0
Youth Officer		1.0	1.0	1.0
Administrative Secretary I		1.0	1.0	1.0
Civilian Evidence/Property Room Clerk (unfunded in FY 2021-22)		0.0	0.0	0.0
<u>Traffic</u>				
Equipment Operator II (transferred from Highway)		1.0	1.0	1.0
Seasonal Employee (transferred from Highway)		0.5	0.5	0.5
<u>Communications</u>				
Dispatcher		8.0	8.0	8.0
<u>Support Services</u>				
Lieutenant		1.0	1.0	1.0
Sergeant		2.0	1.0	1.0
Community Service Officer		1.0	1.0	1.0
Professional Standards Officer		0.0	1.0	1.0
School Resource Officer		1.0	1.0	1.0
Traffic Enforcement Officer (unfunded in FY 2021-22)		0.0	0.0	0.0
Police Records Supervisor		1.0	1.0	1.0
Administrative Secretary I		1.0	1.0	1.0
Administrative Clerk (PT)		0.5	0.5	0.5
<u>Canine Control</u>				
Animal Control Officer		0.0	1.0	1.0
Animal Control Officer (PT)		1.0	0.0	0.0
		66.0	66.0	66.0

FUNCTION <b>PUBLIC SAFETY</b>	ACTIVITY <b>POLICE</b>	PROGRAM <b>ADMINISTRATION</b>	CODE <b>211</b>
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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 2021-2022 OPERATION

Administration: The police department signed an agreement with Motorola Solutions to lease 55 WatchGuard VISTA Body Worn Cameras for a 5-year period. The total cost of the lease is \$206,000. The department will be reimbursed 30 percent of the cost by State of Connecticut Office of Policy and Management.

On January 1, 2022, the department replaced a paper-based pistol permit application process to an online service. The new on-line service offered by Permitium makes the process more efficient and manageable for department staff.

The department equipped 5 patrol cars with a High-Speed Pursuit Alternative known as StarChase. The system allows police officers to track fleeing vehicles that engage officers in a high-speed pursuit with a GPS marker deployed by the officer. The equipment was funded by a grant from the State of Connecticut Office of Policy and Management.

Staffing: The department continues to struggle with finding qualified police applicants. The department saw the retirements of two veteran officers, three sergeants, and a lieutenant. The department began offering a \$5,000 sign on bonus to Connecticut certified police officers in an effort to attract more applicants.

#### OBJECTIVES

- We will continue to recruit and select only the best qualified police officers for town service.
- We will continue to provide local residents with programs that strengthen police-community relations.
- We will work cooperatively with local and state elected officials on drafting public policy that improves public safety.
- We will continue to improve the department's infrastructure.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries- increase due to contractual raises for Nutmeg Independent Public Safety Employees Union (Police), AFSME and administrative employees. Partially offset by one less holiday falling on the days off of the administrative sergeant (paid straight time when holiday falls on day off).
- Overtime- Increase due to contractual raises.
- Overall decrease due to retirement of a Lieutenant.
- Consultants/Special Contractor- Increase in cost for COVID-19 cleaning of police cruisers & cells and for participation in the State of CT MRAP 1033 program. Also added new line items for cost of COVID-19 cleaning of rooms / larger areas, IPMA-HR Police test booklets-entry level, BWC (body worn camera) Audit / Quality Improvement Evaluation software yearly renewal, and for Professional Standards Tracker software yearly renewal.

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
<b>2020</b>	23,454	892	667	68	2,269	1,078
<b>2019</b>	24,193	815	845	136	4,170	1,498
<b>2018</b>	24,927	819	867	85	3,851	1,466
<b>2017</b>	27,378	980	848	94	5,562	1,454
<b>2016</b>	21,215	812	956	108	5,867	1,388

Function Public Safety		Activity Police Department		Program Police Administration		Code 0211
2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
386,254	384,161	384,161	8101 Full time salaries	404,440	404,440	404,440
1,572	8,175	8,175	8102 Overtime	8,547	8,547	8,547
16	0	0	8103 Part Time	0	0	0
3,600	3,800	3,800	8105 Longevity	3,000	3,000	3,000
391,442	396,136	396,136	OBJECT TOTAL	415,987	415,987	415,987
<u>PROFESSIONAL SVCS</u>						
7,500	8,083	8,933	8202 Dues and Subscriptions	8,183	8,183	8,183
174	580	580	8204 Conferences,Meetings,Training	580	580	580
2,000	2,000	2,000	8207 Clothing Allowance	2,000	2,000	2,000
9,624	16,915	16,915	8217 Consultants/Special Contractor	27,935	20,585	20,585
19,298	27,578	28,428	OBJECT TOTAL	38,698	31,348	31,348
<u>MATERIAL &amp; SUPPLIES</u>						
1,144	1,375	1,375	8302 Technical Supplies	1,375	1,375	1,375
1,144	1,375	1,375	OBJECT TOTAL	1,375	1,375	1,375
<u>CAPITAL OUTLAY</u>						
0	300	300	8406 Office Equipment	300	300	300
0	300	300	OBJECT TOTAL	300	300	300
411,884	425,389	426,239	TOTAL	456,360	449,010	449,010

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 2021-2022 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.
- Met the increased demand in medical care as first responders in response to the COVID-19 pandemic.
- Conducted directed patrols and problem-solving techniques in response to complaints of traffic congestion, quality of life issues, and/or criminal issues.
- Continue to conduct increased motor vehicle enforcement in an effort to reduce motor vehicle accidents throughout town.
- Continue expansion of the patrol division's involvement in community policing and problem solving.
- 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.
- Strengthened the relationship between patrol officers and the residential and business communities.

#### 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.
- Continue to provide immediate and effective patient care as First Responders amid the COVID-19 pandemic.
- Continue to build on the strong relationship between patrol officers and both the residential and business communities.
- Provide business and home owners realistic strategies for safeguarding property and encourage cooperation with others in the community to combat property crime.
- Continue to increase efforts in the area of traffic enforcement in an effort to reduce motor vehicle accidents.
- Continue to provide resources to crime victims; including domestic incidents, property crimes involving larcenies and burglaries, and financial crimes involving identify theft and fraud.
- Continue to provide directed patrols and community involvement in quality of life issues, criminal issues, and traffic concerns.
- Continue to maintain increased patrols on the Berlin Turnpike to include the motels/hotels, to reduce drug and human trafficking crimes, noise complaints involving traffic congestion, larcenies, and increasing the general safety of the public.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries- increase due to contractual raises for Nutmeg Independent Public Safety Employees Union (Police) members. Offset by savings of one less holiday falling on the days off of the patrol Lieutenant (paid straight time when holiday falls on day off).
- Overtime- increase due to contractual raises.
- Technical Supplies- increase due to new line item for COVID-19 Protection / cleaning supplies and increase in latex glove prices.
- Uniforms and Clothing- increase in cost of ballistic armor for officers.
- Other Materials- increase in eye glass reimbursement due to on duty damage per contract.
- Technical Equipment-New line item for USB drives for surveillance recordings.

Function Public Safety	Activity Police Department	Program Police Patrol	Code 0212
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
3,401,282	3,487,081	3,615,081	8101 Full time salaries	3,641,338	3,641,338	3,641,338
793,424	679,403	679,403	8102 Overtime	710,781	710,781	710,781
4,194,707	4,166,484	4,294,484	OBJECT TOTAL	4,352,119	4,352,119	4,352,119
<u>PROFESSIONAL SVCS</u>						
80	230	230	8202 Dues and Subscriptions	230	230	230
0	90	90	8204 Conferences,Meetings,Training	90	90	90
37,000	37,000	37,000	8207 Clothing Allowance	37,000	37,000	37,000
0	400	400	8212 Equipment Maintenance	400	400	400
4,037	0	0	8220 Other Contractual Services	0	0	0
41,117	37,720	37,720	OBJECT TOTAL	37,720	37,720	37,720
<u>MATERIAL &amp; SUPPLIES</u>						
16,213	20,045	17,045	8302 Technical Supplies	23,125	21,125	21,125
6,009	19,910	33,910	8303 Uniforms and Clothing	20,586	20,586	20,586
775	2,500	2,500	8310 Other Materials	2,600	2,600	2,600
22,997	42,455	53,455	OBJECT TOTAL	46,311	44,311	44,311
<u>CAPITAL OUTLAY</u>						
15,502	39,590	39,590	8402 Technical Equipment	39,878	39,878	39,878
15,502	39,590	39,590	OBJECT TOTAL	39,878	39,878	39,878
4,274,323	4,286,249	4,425,249	TOTAL	4,476,028	4,474,028	4,474,028

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	POLICE	INVESTIGATION	213

#### 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 property inventory services for the department.
- Conducts Town of Newington employee background checks.

#### HIGHLIGHTS OF FY 2021-2022 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.
- 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.
- The Newington Police Detective Division added new photographic technology to its crime scene processing equipment. The Newington Police Department is the first police department in the state to acquire this new innovative technology. This system will allow detectives to process scenes with more precision and accuracy.
- The Detective Division has also acquired and received training in the Project Lifesaver system. This system is designed for "at risk" individuals who are prone to the life threatening behavior of wandering. The primary mission of Project Lifesaver is to provide timely response to save lives and reduce potential injury for adults and children with the propensity to wander due to a cognitive condition.

#### OBJECTIVES

- Support the Patrol Division by assisting in criminal investigations.
- Maintain a detective in the local DEA task force for progressive narcotic 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.
- Continue to provide detectives with specialized training in death investigation, crime scene processing, and digital forensics.
- Provide the community with a proactive approach in the prevention and investigation of stolen vehicles and thefts from motor vehicles.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries- increase due to contractual raises for Nutmeg Independent Public Safety Employees Union members, partially offset by one less holiday falling on the days off of division members (paid straight time when holiday falls on day off members).
- Overtime increased due to contractual raises, partially offset by the elimination of overtime for the civilian property officer which is currently unfunded.
- Other Contractual Services- increase in pre-employment and general background checks.
- Technical Supplies- increase in price of drug test kits and new line item for USB / computer drives to store seized phone data.

Function Public Safety		Activity Police Department		Program Police Investigation		Code 0213
2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
955,224	891,489	891,489	8101 Full time salaries	927,864	927,864	927,864
40,611	90,645	90,645	8102 Overtime	91,467	91,467	91,467
995,836	982,134	982,134	OBJECT TOTAL	1,019,331	1,019,331	1,019,331
<u>PROFESSIONAL SVCS</u>						
150	150	150	8202 Dues and Subscriptions	150	150	150
8,000	8,000	8,000	8207 Clothing Allowance	8,000	8,000	8,000
1,662	3,650	3,650	8212 Equipment Maintenance	3,650	3,650	3,650
3,501	4,166	4,166	8220 Other Contractual Services	4,550	4,550	4,550
13,313	15,966	15,966	OBJECT TOTAL	16,350	16,350	16,350
<u>MATERIAL &amp; SUPPLIES</u>						
5,106	5,296	5,296	8302 Technical Supplies	6,191	6,191	6,191
6,551	4,021	4,021	8310 Other Materials	4,021	4,021	4,021
11,657	9,317	9,317	OBJECT TOTAL	10,212	10,212	10,212
1,020,805	1,007,417	1,007,417	TOTAL	1,045,893	1,045,893	1,045,893

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	POLICE	TRAFFIC	214

#### EXPLANATION

Provides staffing and review of crossing guard posts for student safety during school hours at high traffic volume areas, and funding for maintenance and installation of the traffic safety devices (i.e., signs, pavement markings, traffic signals) for town roads.

#### OBJECTIVES

- Provide safe walk routes for Newington students walking to and from school.
- Continue to provide the Board of Education with safety reviews of walking routes for students.
- Continue to maintain and improve roadway signage and markings.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries and Overtime increased due to contractual raise for ASME position Equipment Operator II.
- Part Time salaries increased due to raises for school crossing guards.

Function Public Safety	Activity Police Department	Program Traffic	Code 0214
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
781	68,320	68,320	8101 Full time salaries	69,687	69,687	69,687
177	4,908	4,908	8102 Overtime	5,006	5,006	5,006
104,536	168,918	168,918	8103 Part Time	171,932	171,932	171,932
127	0	0	8104 Seasonal	0	0	0
0	1,000	1,000	8105 Longevity	1,000	1,000	1,000
105,621	243,146	243,146	OBJECT TOTAL	247,625	247,625	247,625
<u>PROFESSIONAL SVCS</u>						
0	150	150	8207 Clothing Allowance	150	150	150
0	1,000	650	8212 Equipment Maintenance	1,000	1,000	1,000
0	1,150	800	OBJECT TOTAL	1,150	1,150	1,150
<u>MATERIAL &amp; SUPPLIES</u>						
0	12,500	12,850	8302 Technical Supplies	12,500	12,500	12,500
0	690	690	8303 Uniforms and Clothing	690	690	690
0	250	250	8310 Other Materials	250	250	250
0	13,440	13,790	OBJECT TOTAL	13,440	13,440	13,440

105,621	257,736	257,736	TOTAL	262,215	262,215	262,215
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FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM COMMUNICATIONS	CODE 215
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#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2021-2022 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.

#### 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 Salaries- increase due to contractual raises for Nutmeg Independent Public Safety Employees Union (dispatchers) members. Also, three holidays fall on the days off of the senior public safety dispatcher (paid straight time when holiday falls on day off) as opposed to one the previous fiscal year.
- Overtime increased due to contractual raises and increasing the extra four hour shifts from 72 to 78 which need to be contractually filled on the weekends. The previous budget incorrectly listed the number of shifts as 72. A partial decrease was also realized in this calculation since the senior public safety dispatcher is able to work one less holiday than the previous fiscal year based on the number of holiday's falling on scheduled working days.
- Dues and Subscriptions increased due to purchase of city phone directories for New Britain and Hartford.

Function Public Safety		Activity Police Department		Program Police Communication		Code 0215
2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
455,347	583,254	583,254	8101 Full time salaries	601,124	601,124	601,124
184,521	173,748	173,748	8102 Overtime	183,778	183,778	183,778
639,868	757,002	757,002	OBJECT TOTAL	784,902	784,902	784,902
<u>PROFESSIONAL SVCS</u>						
696	350	350	8202 Dues and Subscriptions	1,071	1,071	1,071
5,600	5,600	5,600	8207 Clothing Allowance	5,600	5,600	5,600
51,394	51,101	51,101	8212 Equipment Maintenance	51,101	51,101	51,101
1,395	2,000	2,000	8220 Other Contractual Services	2,000	2,000	2,000
59,085	59,051	59,051	OBJECT TOTAL	59,772	59,772	59,772
<u>MATERIAL &amp; SUPPLIES</u>						
1,003	943	943	8302 Technical Supplies	835	835	835
1,003	943	943	OBJECT TOTAL	835	835	835
<u>CAPITAL OUTLAY</u>						
1,500	0	0	8406 Office Equipment	0	0	0
1,500	0	0	OBJECT TOTAL	0	0	0
701,456	816,996	816,996	TOTAL	845,509	845,509	845,509

**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 2021-2022 OPERATION**

- Conducted semiannual firearms training, which includes 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.
- Trained officers in De-escalation Tactics.
- 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 Simmunition weapons and inert Tasers in the range "shoot house".
- Maintain Emergency Medical Response certification for all police officers.
- Continue Arrest & Control Training with review of O.C. spray and handcuffing techniques.
- Continue De-escalation Tactics training.
- Maintain Taser certification of department personnel.
- State of Connecticut recertification training for all police officers.
- 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 decreased due to removal of Lieutenant training from budget because they generally do not generate overtime. This was partially offset by contractual raises.
- Conferences, Meetings, Training reflects an increase in fees from for recertification of police officers and increase of yearly fee for Police One on line training.
- Technical Supplies increased due to rising prices to replace tasers at five a year.

Function Public Safety		Activity Police Department		Program Police Education & Training		Code 0217
2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
98,328	143,085	143,085	8102 Overtime	142,800	142,800	142,800
300	300	300	8108 Education Incentive	300	300	300
98,628	143,385	143,385	OBJECT TOTAL	143,100	143,100	143,100
<u>PROFESSIONAL SVCS</u>						
275	1,015	1,015	8202 Dues and Subscriptions	1,015	1,015	1,015
33,145	35,762	40,762	8204 Conferences,Meetings,Training	37,457	37,457	37,457
1,583	3,000	3,000	8221 Higher Education Support	3,000	3,000	3,000
35,003	39,777	44,777	OBJECT TOTAL	41,472	41,472	41,472
<u>MATERIAL &amp; SUPPLIES</u>						
50,316	42,191	25,341	8302 Technical Supplies	43,011	43,011	43,011
267	1,196	1,196	8310 Other Materials	1,196	1,196	1,196
50,583	43,387	26,537	OBJECT TOTAL	44,207	44,207	44,207
184,215	226,549	214,699	TOTAL	228,779	228,779	228,779

FUNCTION <b>PUBLIC SAFETY</b>	ACTIVITY <b>POLICE</b>	PROGRAM <b>SUPPORT SERVICES</b>	CODE <b>218</b>
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#### 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 outreach programs, review and monitoring of patrol reports, supervision of the Community Services Officer (CSO), and Training Officer programs, special events coordination, recruit training, the TASER program, fingerprinting, communications, and animal control.

#### HIGHLIGHTS OF FY 2021-2022 OPERATION

- Updated and deployed stealth stat speed monitoring devices to identify trouble spots and monitor traffic speeds on Newington roadways.
- Continued to utilize Social Media as outreach tools to communicate with the public.
- 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.
- 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.
- Broaden the SRO's (School Resource Officer) exposure within the school system.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects contractual raises for Nutmeg Independent Public Safety Employees Union (Police) members and AFSME members. This was partially offset by a decrease realized by replacing the second support services sergeant with a professional standards officer. Also, additional savings were realized from one less holiday falling on the days off of division personnel (paid straight time when holiday falls on day off) and the removal of holiday differential pay made to the traffic officer which is currently unfunded.
- Overtime decreases due to change in personnel - retiring senior Lieutenant who could work as many as 9 holidays was replaced with new Lieutenant who can only work three holidays. Additional savings were realized by replacing the second support services sergeant with the professional standards officer and the removal of overtime pay made to the traffic officer which is currently unfunded.
- Part Time reflects increase due to raise for part time clerk typist.
- Clothing Allowance decreased due to non-funding of traffic officer.
- Equipment Rental increased due to cost for copier charges.
- Other Contractual Services reflects addition of a phone for use by the Community Services Officer.

Function Public Safety	Activity Police Department	Program Police Support Services	Code 0218
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
507,238	622,297	622,297	8101 Full time salaries	628,120	628,120	628,120
-1,694	60,413	60,413	8102 Overtime	57,595	57,595	57,595
17,782	18,498	18,498	8103 Part Time	19,219	19,219	19,219
523,327	701,208	701,208	OBJECT TOTAL	704,934	704,934	704,934
<u>PROFESSIONAL SVCS</u>						
4,000	6,000	6,000	8207 Clothing Allowance	5,000	5,000	5,000
13,300	29,164	29,164	8209 Uniform Rental & Cleaning	29,164	29,164	29,164
5,677	5,700	5,700	8210 Equipment Rental	5,860	5,860	5,860
0	200	200	8212 Equipment Maintenance	200	200	200
1,072	1,999	1,999	8216 Printing and Binding	1,999	1,999	1,999
2,500	3,960	3,960	8220 Other Contractual Services	4,536	4,536	4,536
26,549	47,023	47,023	OBJECT TOTAL	46,759	46,759	46,759
<u>MATERIAL &amp; SUPPLIES</u>						
3,898	4,900	4,900	8301 Office Supplies	4,900	4,900	4,900
323	600	600	8302 Technical Supplies	600	600	600
4,221	5,500	5,500	OBJECT TOTAL	5,500	5,500	5,500

554,097	753,731	753,731	TOTAL	757,193	757,193	757,193
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FUNCTION <b>PUBLIC SAFETY</b>	ACTIVITY <b>POLICE</b>	PROGRAM <b>VEHICLES</b>	CODE <b>220</b>
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**EXPLANATION**

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

**HIGHLIGHTS OF FY 2021-2022**

- The purchase of vehicles was transferred to the CIP budget and is administered by the Highway Department. The police department maintains a maintenance account only for the vehicles.

**OBJECTIVES**

- Maintain a fully operational fleet of police vehicles.

**MAJOR BUDGET CHANGES AND COMMENTARY**

- No budget changes.

Function Public Safety		Activity Police Department		Program Police Vehicles		Code 0220
2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PROFESSIONAL SVCS</u>						
272	6,700	6,700	8214 Motor Vehicle Maintenance	6,700	6,700	6,700
272	6,700	6,700	OBJECT TOTAL	6,700	6,700	6,700
<u>CAPITAL OUTLAY</u>						
140,975	0	0	8403 Passenger Cars	0	0	0
140,975	0	0	OBJECT TOTAL	0	0	0
141,247		6,700	TOTAL	6,700	6,700	6,700

FUNCTION <b>PUBLIC SAFETY</b>	ACTIVITY <b>POLICE</b>	PROGRAM <b>ANIMAL CONTROL</b>	CODE <b>222</b>
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#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2021-2022 OPERATIONS

- The Animal Control Officer became a full-time position which is shared with the Town of Wethersfield. Each town shares the costs of expenditures. The full-time position provides better stability and continuity of services in that there won't be a high turn over of part time employees as previously experienced.

#### OBJECTIVES

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salary reflects creation of a full time Animal Control Officer. Cost is shared evenly with Wethersfield Police, so this figure is 50% of total salary.
- Overtime increased due to overtime for the full time Animal Control Officer for responses after hours to wildlife and domestic animal complaints.
- Part Time reflects the elimination of two part time Animal Control Officers.

Function Public Safety		Activity Police Department		Program Animal Control		Code 0222
2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
14,257	0	0	8101 Full time salaries	30,706	30,706	30,706
0	1,511	1,511	8102 Overtime	2,521	2,521	2,521
29,169	47,749	47,749	8103 Part Time	0	0	0
43,426	49,260	49,260	OBJECT TOTAL	33,227	33,227	33,227
<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>						
0	1,050	1,050	8303 Uniforms and Clothing	1,050	1,050	1,050
0	1,050	1,050	OBJECT TOTAL	1,050	1,050	1,050
43,426	52,010	52,010	TOTAL	35,977	35,977	35,977



FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM ADMINISTRATION	CODE 230
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PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2021-2022 Authorized</u>	<u>2022-2023 Requested</u>	<u>2022-2023 Proposed</u>	<u>2022-2023 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	1.0	1.0	1.0	1.0
Fire IT Specialist	<u>0.0</u>	<u>1.0</u>	<u>0.0</u>	<u>0.0</u>
	6.0	7.0	6.0	6.0
<u>Fire Marshall</u>				
Fire Marshal	1.0	1.0	1.0	1.0
Fire Marshall's Assistant/Inspector	1.0	1.0	1.0	1.0
Deputy Fire Marshals (PT)	<u>2.0</u>	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>
	4.0	5.0	5.0	5.0
<u>Emergency Management</u>				
Emergency Management Officer (Stipend only)	1.0	1.0	1.0	1.0

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

- Full Time Salaries includes AFSME employees at 2022-2023 contractual rates.
- Part Time salaries reflects raises.
- Dues and Subscriptions increased for addition of CT State Fire Dept meetings
- Transportation has been eliminated as all Chiefs have now been assigned town vehicles.
- Conferences and Meetings continue to be deleted per the direction of the Town Manager.

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

2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
60,335	61,532	61,532	8101 Full time salaries	147,745	62,745	62,745
31,386	35,572	35,572	8103 Part Time	36,284	36,284	36,284
1,000	1,000	1,000	8105 Longevity	1,000	1,000	1,000
92,721	98,104	98,104	OBJECT TOTAL	185,029	100,029	100,029
<u>PROFESSIONAL SVCS</u>						
1,080	1,530	2,180	8202 Dues and Subscriptions	1,955	1,955	1,955
3,105	2,484	518	8203 Transportation	0	0	0
866	875	875	8212 Equipment Maintenance	875	875	875
447	550	550	8216 Printing and Binding	550	550	550
5,498	5,439	4,123	OBJECT TOTAL	3,380	3,380	3,380
<u>MATERIAL &amp; SUPPLIES</u>						
1,473	1,000	1,000	8301 Office Supplies	1,000	1,000	1,000
1,473	1,000	1,000	OBJECT TOTAL	1,000	1,000	1,000
<u>CAPITAL OUTLAY</u>						
9,395	0	0	8406 Office Equipment	0	0	0
9,395	0	0	OBJECT TOTAL	0	0	0

109,087	104,543	103,227	TOTAL	189,409	104,409	104,409
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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

- Motor Vehicle Maintenance increased for pricing increases and additional needs.
- Consultants/Special Contractor reflects the new cost of department physicals with a new provider.
- Contributions and Subsidies reflects additional needs at Company 5 due to large cadet program.
- Technical Supplies increased due to the cost of current pricing and need for brackets and cables to install new tablets in vehicles.
- Uniforms and Clothing increased for Class A uniforms and rising cost of boots and hoods.
- Other Materials reflects additional costs of awards night dinner.
- Technical Equipment reflects current needs of the department.

Function Public Safety	Activity Fire Department	Program Fire Fighting	Code 0232
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
441,490	441,490	441,490	8110 Fringe Benefits	441,490	441,490	441,490
441,490	441,490	441,490	OBJECT TOTAL	441,490	441,490	441,490
<u>PROFESSIONAL SVCS</u>						
385	1,000	1,000	8209 Uniform Rental & Cleaning	1,000	1,000	1,000
3,313	8,150	8,150	8212 Equipment Maintenance	8,650	8,650	8,650
15,951	7,500	7,500	8214 Motor Vehicle Maintenance	10,000	10,000	10,000
29,663	26,306	26,306	8217 Consultants/Special Contractor	111,690	28,000	28,000
25,000	25,000	25,000	8218 Contributions and Subsidies	28,000	28,000	28,000
74,312	67,956	67,956	OBJECT TOTAL	159,340	75,650	75,650
<u>MATERIAL &amp; SUPPLIES</u>						
15,405	39,170	39,170	8302 Technical Supplies	67,920	67,920	67,920
28,931	30,000	30,000	8303 Uniforms and Clothing	50,450	50,450	50,450
16,059	19,500	27,000	8310 Other Materials	22,500	22,500	22,500
60,395	88,670	96,170	OBJECT TOTAL	140,870	140,870	140,870
<u>CAPITAL OUTLAY</u>						
46,996	10,967	10,967	8402 Technical Equipment	18,468	18,468	18,468
46,996	10,967	10,967	OBJECT TOTAL	18,468	18,468	18,468

623,193	609,083	616,583	TOTAL	760,168	676,478	676,478
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FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM FIRE PREVENTION	CODE 233
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### 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

- Slight increase to reflect the increase in pricing.

Function Public Safety	Activity Fire Department	Program Fire Prevention	Code 0233
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PROFESSIONAL SVCS</u>						
0	150	150	8202 Dues and Subscriptions	150	150	150
829	2,000	1,534	8216 Printing and Binding	2,000	2,000	2,000
0	500	500	8220 Other Contractual Services	500	500	500
829	2,650	2,184	OBJECT TOTAL	2,650	2,650	2,650
<u>MATERIAL &amp; SUPPLIES</u>						
14	60	60	8302 Technical Supplies	60	60	60
749	250	250	8310 Other Materials	750	750	750
762	310	310	OBJECT TOTAL	810	810	810
<u>CAPITAL OUTLAY</u>						
0	200	666	8402 Technical Equipment	0	0	0
0	200	666	OBJECT TOTAL	0	0	0

1,591	3,160	3,160	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

- Increase in Other Contractual reflects the addition of training props for members to become proficient in techniques, including two rescue manikins. Also, costs for FF-1 and FF-2 classes have increased slightly.
- Budget also reflects an increase in Technical Equipment for a window rescue prop, as well as a storage container to keep the department's training props and equipment secure at the training facility.

Function Public Safety	Activity Fire Department	Program Fire Training	Code 0234
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PROFESSIONAL SVCS</u>						
0	650	0	8202 Dues and Subscriptions	650	650	650
51,562	51,145	43,645	8220 Other Contractual Services	57,245	57,245	57,245
51,562	51,795	43,645	OBJECT TOTAL	57,895	57,895	57,895
<u>CAPITAL OUTLAY</u>						
0	0	0	8402 Technical Equipment	8,300	8,300	8,300
0	0	0	OBJECT TOTAL	8,300	8,300	8,300

51,562	51,795	43,645	TOTAL	66,195	66,195	66,195
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FUNCTION <b>PUBLIC SAFETY</b>	ACTIVITY <b>FIRE DEPARTMENT</b>	PROGRAM <b>FIRE STATIONS</b>	CODE <b>235</b>
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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

#### Building Equipment

- Revolving Furniture Fund – Co #4
- Ice Machine
- Appliances, oven, dishwasher, microwave – Co #4
- Door replacement - Co #2
- Bay doors, seals, openers – Co #1
- Bay doors, openers, seals and panels – Co #3
- Front door – Co #4
- Recycle dumpster – Co #1 Headquarters

### MAJOR BUDGET CHANGES AND COMMENTARY

- These accounts vary from year to year and have changed to reflect the above objectives.

Function Public Safety	Activity Fire Department	Program Fire Stations	Code 0235
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PROFESSIONAL SVCS</u>						
28,318	28,000	29,967	8213 Facilities Maintenance	36,800	36,800	36,800
28,318	28,000	29,967	OBJECT TOTAL	36,800	36,800	36,800
<u>CAPITAL OUTLAY</u>						
5,296	12,305	21,352	8407 Building Equipment	8,330	8,330	8,330
25,989	0	0	8408 Building Improvements	27,755	27,755	27,755
31,285	12,305	21,352	OBJECT TOTAL	36,085	36,085	36,085

59,603	40,305	51,319	TOTAL	72,885	72,885	72,885
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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 perform the following activities and responsibilities:

- **Code Enforcement**
  - The Fire Marshal's Office is responsible for approximately 1,250 occupancies which require inspections (all buildings except one- and two-family dwellings) based on the frequency prescribed by the Connecticut General Statutes and Office of the State Fire Marshal
  - Conduct review of plans and specifications for various occupancies and facilities being proposed within the town for compliance with Connecticut State Fire Safety Code and Connecticut Fire Prevention Code
  - Issue permits for the use, transportation and storage of explosives (blasting) to ensure compliance with Connecticut General Statutes and the Connecticut Explosives Regulations.
  - Inspect and enforce the regulations concerning Flammable/Combustible Liquids, Liquified Petroleum Gas and Liquefied Natural Gas
  - Review, permit and inspect all fireworks and special effects displays to ensure compliance with the Connecticut Fireworks and Special Effects Code
  - Inspect and enforce the Connecticut requirements regarding the sale and use of sparklers and fountains
- **Fire Investigation**
  - Investigate the origin, cause, and circumstance of all fires and explosions within the Town and provide a report to the Office of the State Fire Marshal
- **Administrative**
  - Manage projects required by local ordinance (wood stove inspections, fire lanes, hazardous materials, etc)
  - Maintain certification by attending continuing education and career development programs

#### HIGHLIGHTS OF FY 2021-2022 OPERATION

- Increased the number of fire officials without increasing the overall budget
- Development of a 3-year strategic plan in an attempt to comply with inspection frequency requirements.

#### 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

- Full Time Salaries reflects Administrative raises.
- Replace the part-time position removed in 2020-21 budget to bring the office to full staff with 2 Full-time positions, 3 part-time positions (20 hours per week), and two per-diem positions.
- Dues and Subscriptions was reduced to provide membership for critical organizations only.
- Conferences, Meetings and Training reduced to reflect current needs.
- Increase to Technical Supplies for critical equipment needed to perform fire investigations.
- Increase to Uniform budget to reflect the staffing increase.
- Technical Equipment was added for the purchase of a digital camera and accessories for fire investigations.

Function Public Safety	Activity Fire Department	Program Fire Marshal	Code 0238
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
125,471	141,108	141,108	8101 Full time salaries	145,376	145,376	145,376
33,629	59,405	59,405	8103 Part Time	95,311	95,311	95,311
159,100	200,513	200,513	OBJECT TOTAL	240,687	240,687	240,687
<u>PROFESSIONAL SVCS</u>						
160	2,700	2,700	8202 Dues and Subscriptions	2,665	2,665	2,665
0	1,790	2,240	8204 Conferences,Meetings,Training	2,400	2,400	2,400
1,785	982	532	8212 Equipment Maintenance	1,482	1,482	1,482
1,945	5,472	5,472	OBJECT TOTAL	6,547	6,547	6,547
<u>MATERIAL &amp; SUPPLIES</u>						
2,081	700	700	8301 Office Supplies	700	700	700
5,029	1,600	1,250	8302 Technical Supplies	4,148	4,148	4,148
2,586	2,000	2,750	8303 Uniforms and Clothing	4,100	4,100	4,100
1,625	1,800	1,400	8310 Other Materials	1,800	1,800	1,800
11,321	6,100	6,100	OBJECT TOTAL	10,748	10,748	10,748
<u>CAPITAL OUTLAY</u>						
0	0	0	8402 Technical Equipment	2,000	2,000	2,000
0	0	0	OBJECT TOTAL	2,000	2,000	2,000

172,366	212,085	212,085	TOTAL	259,982	259,982	259,982
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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

- Due to Coronavirus this budget has reflected the need for continued safety supplies due to the number of high cases.
- Technical equipment reflects a change due to all metering sensors and testing equipment being moved from Firefighting Technical Equipment to Safety.

Function Public Safety	Activity Fire Department	Program Fire Safety Officer	Code 0240
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PROFESSIONAL SVCS</u>						
16,073	15,390	15,390	8220 Other Contractual Services	15,740	15,740	15,740
16,073	15,390	15,390	OBJECT TOTAL	15,740	15,740	15,740
<u>MATERIAL &amp; SUPPLIES</u>						
0	9,175	128	8302 Technical Supplies	9,175	9,175	9,175
0	9,175	128	OBJECT TOTAL	9,175	9,175	9,175
<u>CAPITAL OUTLAY</u>						
0	5,900	5,900	8402 Technical Equipment	4,400	4,400	4,400
0	5,900	5,900	OBJECT TOTAL	4,400	4,400	4,400

16,073	30,465	21,418	TOTAL	29,315	29,315	29,315
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FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM REGIONAL FIRE TRAINING TOWER	CODE 242
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#### 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 Public Safety	Activity Fire Department	Program Regional Fire Training Tower	Code 0242
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 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 <b>PUBLIC SAFETY</b>	ACTIVITY: <b>STREET LIGHTING</b>	PROGRAM	CODE <b>250</b>
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#### 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

- No major changes this year. Budget will remain flat.

Function Public Safety	Activity Street Lighting	Program Street Lighting	Code 0250
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PROFESSIONAL SVCS</u>						
285,630	300,000	300,000	8206 Utilities	300,000	300,000	300,000
285,630	300,000	300,000	OBJECT TOTAL	300,000	300,000	300,000

285,630	300,000	300,000		TOTAL	300,000	300,000	300,000
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FUNCTION CODE	ACTIVITY	PROGRAM
PUBLIC SAFETY	EMERGENCY MANAGEMENT	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 Public Safety	Activity Emergency Management	Program Emergency Management	Code 0260
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
0	6,000	6,000	8103 Part Time	6,000	6,000	6,000
0	6,000	6,000	OBJECT TOTAL	6,000	6,000	6,000
<u>PROFESSIONAL SVCS</u>						
0	50	50	8202 Dues and Subscriptions	50	50	50
0	1,500	1,500	8204 Conferences,Meetings,Training	1,500	1,500	1,500
0	1,550	1,550	OBJECT TOTAL	1,550	1,550	1,550
<u>MATERIAL &amp; SUPPLIES</u>						
3,897	2,500	2,500	8302 Technical Supplies	2,500	2,500	2,500
0	1,000	1,000	8303 Uniforms and Clothing	1,000	1,000	1,000
3,897	3,500	3,500	OBJECT TOTAL	3,500	3,500	3,500

3,897	11,050	11,050	TOTAL	11,050	11,050	11,050
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FUNCTION PUBLIC SAFETY	ACTIVITY EMERGENCY MEDICAL SERVICE	PROGRAM	CODE 270
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#### 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

- Other Contractual Services was added two years ago to cover just a portion of the CMED (Coordinated Medical Emergency Directions) fee and will continue to be included this year at the same amount.

Function Public Safety	Activity Emergency Medical Service	Program Emergency Medical Service	Code 0270
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
17,762	27,000	27,000	8110 Fringe Benefits	27,000	27,000	27,000
17,762	27,000	27,000	OBJECT TOTAL	27,000	27,000	27,000
<u>PROFESSIONAL SVCS</u>						
0	1,000	1,000	8204 Conferences,Meetings,Training	1,000	1,000	1,000
10,000	10,000	10,000	8220 Other Contractual Services	10,000	10,000	10,000
10,000	11,000	11,000	OBJECT TOTAL	11,000	11,000	11,000
<u>T/F'S TO OTHER FUNDS</u>						
6,000	6,000	6,000	8521 T/F to Volunteer Ambulance Fd	6,000	6,000	6,000
6,000	6,000	6,000	OBJECT TOTAL	6,000	6,000	6,000

33,762	44,000	44,000	TOTAL	44,000	44,000	44,000
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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	24
MDC	732

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Increased to reflect MDC rate change from \$140 to \$145
- Increased number of hydrants with MDC, 729 to 732
- Increased rate to New Britain Water Company, \$368 to \$375

Function Public Safety	Activity Hydrants	Program Hydrants	Code 0280
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PROFESSIONAL SVCS</u>						
107,112	110,892	111,312	8219 Hydrants	115,140	115,140	115,140
107,112	110,892	111,312	OBJECT TOTAL	115,140	115,140	115,140

107,112	110,892	111,312	TOTAL	115,140	115,140	115,140
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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

Positions (in work years)	2021-2022 <u>Authorized</u>	2022-2023 <u>Requested</u>	2022-2023 <u>Proposed</u>	2022-2023 <u>Approved</u>
Town Engineer	1.0	1.0	1.0	1.0
Engineering Technologist I (unfunded in FY 2021-22)	0.0	0.0	0.0	0.0
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
	2.5	2.5	2.5	2.5

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	ENGINEERING		310

### EXPLANATION

The Engineering Department provides technical service (engineering, estimating and surveying):

- Evaluate, maintain and operate existing Town infrastructure (Town infrastructure is aging).
- Design and construct new Town infrastructure.
- Assist and support Town Council, Town Manager, Town departments (Planning, Facilities, Parks, Highway), BOE, Commissions (Conservation Commission and Planning and Zoning Commission) with engineering (planning, design, construction) and infrastructure matters (site safety, access, drainage, etc.).

### ENGINEERING SERVICE HIGHLIGHTS

- Promoted economic development in TON.
- Coordinated engineering infrastructure projects in TON and regulatory agencies (CDEEP, CDOT, etc.).
- Provided survey, engineering and environmental services for TON projects (Planning, Facilities, Parks, Highway).
- Prepared engineering concepts and designs for TON projects (Planning, Facilities, Parks, Highway) to improve TON infrastructure.
- Reviewed excavation and driveway permits to promote economic development in TON.
- Inspected Piper Brook and Mill Brook (South Branch Park River Flood Control System) with CTDEEP+NRCS to protect/manage infrastructure.
- Reviewed CNG, MDC, New Britain Water and Eversource utility projects and CDOT projects in Newington.
- Coordinated TON transportation projects (roads, traffic signals, EVPS, etc.) with CDOT transportation projects in Newington.
- Coordinated facility assessment for nearly 50 TON and BOE buildings. Assist with managing TON facilities related to infrastructure.
- Coordinated Eversource and MDC contribution to TON road CIP and resurfacing about two miles of TON roads (\$500,000).
- Managed design for Complete Street Project - Robbins Avenue and Maple Hill Avenue.
- Applied for and manage grants for TON infrastructure improvements.

### OBJECTIVES

- Promote economic development in TON.
- Design and construct new Town infrastructure.
- Provide survey services for boundary survey, topographic survey, and construction survey for TON infrastructure and TON projects.
- Assign building numbers (addresses) to new/existing buildings.
- Prepare capital improvement plan (CIP) for Town infrastructure (dams, roads, bridges, sidewalks, retaining walls, drainage systems, flood control system, etc.) with the focus to reduce maintain cost, increase public safety, and reduce liability.
- Evaluate/manage 104 miles of road and prioritize streets to be paved (maintenance/improvements) as part of the CIP, based on available funds.
- Evaluate/manage public facility parking lots be paved (maintenance/improvements) as part of the CIP, based on available funds.
- Evaluate/manage 60 miles of sidewalk for slip/trip/fall hazards to be repaired as part of the CIP, based on available funds.
- Evaluate/manage drainage features, including dams and flood control system, for maintenance or repair as part of the CIP, based on available funds.
- Evaluate/manage retaining walls for repair as part of the CIP program, based on available funds.
- Review contractor licenses and excavation permits for utility and driveway construction within Town right-of-way to protect existing infrastructure.
- Operate and maintain/update Town drainage system and GIS database.
- Review plans and drainage calculations for conformance with Planning and Zoning and Inland Wetland regulations and to protect existing infrastructure.
- Support Conservation Commission and Planning and Zoning Commission.
- Apply for Grants for: 1) STEAP – Senior Center Window Replacement (\$125,000); 2) Community Connectivity Grant – Main Street sidewalk extension (\$500,000); 3) LOTCIP – Maple Hill Avenue & Alumni Road Intersection at Cedar Street (\$2,900,000)

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries increase for Admin raises and AFSCME at 2022-23 rates.
- Added part time budget allocation for summer intern.
- Other line items were changed to better reflect needs.

Function Public Works	Activity Engineering	Program Engineering	Code 0310
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
261,543	244,161	246,661	8101 Full time salaries	252,179	248,695	248,695
350	2,000	2,000	8102 Overtime	2,000	2,000	2,000
95	0	0	8103 Part Time	7,000	7,000	7,000
0	0	0	8105 Longevity	100	100	100
261,987	246,161	248,661	OBJECT TOTAL	261,279	257,795	257,795
<u>PROFESSIONAL SVCS</u>						
845	720	845	8202 Dues and Subscriptions	720	720	720
0	150	25	8203 Transportation	150	150	150
285	2,360	2,360	8204 Conferences,Meetings,Training	2,360	2,360	2,360
196	400	400	8207 Clothing Allowance	400	400	400
0	300	300	8212 Equipment Maintenance	300	300	300
0	200	200	8216 Printing and Binding	200	200	200
1,175	2,000	2,000	8217 Consultants/Special Contractor	2,000	2,000	2,000
0	3,000	3,000	8220 Other Contractual Services	3,000	3,000	3,000
2,501	9,130	9,130	OBJECT TOTAL	9,130	9,130	9,130
<u>MATERIAL &amp; SUPPLIES</u>						
158	400	400	8301 Office Supplies	400	400	400
0	500	500	8302 Technical Supplies	500	500	500
0	50	50	8303 Uniforms and Clothing	50	50	50
158	950	950	OBJECT TOTAL	950	950	950

264,646	256,241	258,741	TOTAL	271,359	267,875	267,875
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	HIGHWAY	SUMMARY	320

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2022-2023</u>	<u>2022-2023</u>
	<u>Authorized</u>	<u>Requested</u>	<u>Proposed</u>	<u>Approved</u>
Highway Superintendent	1.0	1.0	1.0	1.0
Assistant Highway Superintendent (unfunded FY2021-2022)	0.0	0.0	0.0	0.0
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	5.0	5.0	5.0	5.0
Mason	1.0	1.0	1.0	1.0
Equipment Operator III	2.0	2.0	2.0	2.0
Equipment Operator II	5.0	5.0	5.0	5.0
Equipment Operator I	2.0	2.0	2.0	2.0
Parts Coordinator (PT)	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
	20.5	20.5	20.5	20.5
Total Overtime	4,174	4,174	4,174	4,174
Total Seasonal	2,902	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, sanitation, recycling and transfer station operations.

### HIGHLIGHTS OF FY 2021-2022 OPERATION

- Finalized landfill closure plan and conversion to transfer station
- Continued administrating, planning and coordinating all departmental projects, functions and procedures
- Continued improvements to workplace safety programs and employee training
- Attended several COVID-19 staff meetings, coordinated A/B shifts for Highway personnel
- Attended all Environmental Quality Control Commission meetings
- Assisted Town Manager with Public Works Team meetings
- Hosted annual Hazardous Waste collection event
- Continued with Covid-19 Protocol during ever-changing positivity rate throughout the year

### OBJECTIVES

- Continue to improve on customer service
- Continue with coordination improvements in all Highway and Sanitation Department Divisions
- Continue to research cost effective strategies in managing all department division budgets

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects Admin raise and AFSCME at 2022-23 rates.

Function Public Works	Activity Highway Department	Program Highway Administration	Code 0321
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
239,393	177,380	177,380	8101 Full time salaries	186,035	186,035	186,035
9,650	8,800	8,800	8105 Longevity	8,300	8,300	8,300
249,043	186,180	186,180	OBJECT TOTAL	194,335	194,335	194,335
<u>PROFESSIONAL SVCS</u>						
100	50	50	8202 Dues and Subscriptions	50	50	50
1,483	2,180	2,180	8204 Conferences,Meetings,Training	2,180	2,180	2,180
2,603	3,000	3,000	8207 Clothing Allowance	3,000	3,000	3,000
8,248	10,295	10,295	8209 Uniform Rental & Cleaning	10,295	10,295	10,295
739	1,100	1,100	8212 Equipment Maintenance	1,100	1,100	1,100
541	794	794	8217 Consultants/Special Contractor	794	794	794
13,714	17,419	17,419	OBJECT TOTAL	17,419	17,419	17,419
<u>MATERIAL &amp; SUPPLIES</u>						
627	720	720	8301 Office Supplies	720	720	720
888	874	874	8310 Other Materials	874	874	874
1,515	1,594	1,594	OBJECT TOTAL	1,594	1,594	1,594

264,272	205,193	205,193	TOTAL	213,348	213,348	213,348
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	HIGHWAY	HIGHWAY OPERATIONS	322

### 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 2021 - 2022 OPERATION

- Completed the mill and overlay of the following roads totaling 9.0 miles: Spring roads - Center Ct, Connecticut Ave, Elliott Ln, Fennwood Cir, Holly Dr, Kimberley Rd, Olive St, Roseleah Ave, Thomas St, West Hartford and West Hill Rd. Fall roads – Bismark Ave, Briarwood Rd, Burdon Ln, Bushy Hill Rd, North Main St, Cedarwood Ln, Chapman St, Cinnamon Rd, Commerce Ct, Crestview Dr, Cricket Ln, Dewey Ave, Dowd St, Edmund St, Ellsworth St, Hawley St, Jeffrey Ln, Kitts Ln (North), Miles Ave, Mountain Rd (portion), Nathan Hale Dr, Neil Dr, Nutmeg Ln, Rosewood Dr, Starr Ave, Summit St (cul de sac), Thornton Dr and Victoria Ave
- Completed biannual vegetation grinding at the Town Landfill
- Reconstructed Beacon Park Pathway
- Completed annual town-wide roadway sweeping program
- Completed town-wide Christmas Tree collection
- Assisted with various evictions and short term property storage
- Completed other various drainage projects town-wide
- Completed several storm water catch basin repairs and rebuilds town wide
- Completed waterway clearing and vegetation control at various locations as needed
- Continued to haul and place concrete blocks at various restaurants to accommodate outside dining as the pandemic/variants prolonged throughout the year

### OBJECTIVES

- Continue with mill and overlay paving 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

- Full Time Salaries increased for AFSCME contractual increases.
- Overtime reflects contractual raises for AFSCME.

Function Public Works	Activity Highway Department	Program Highway Operations	Code 0322
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
1,201,422	1,295,942	1,295,942	8101 Full time salaries	1,325,994	1,325,994	1,325,994
79,579	29,217	29,217	8102 Overtime	29,834	29,834	29,834
0	15,850	15,850	8104 Seasonal	15,855	15,855	15,855
1,281,001	1,341,009	1,341,009	OBJECT TOTAL	1,371,683	1,371,683	1,371,683
<u>PROFESSIONAL SVCS</u>						
3,851	4,150	4,150	8220 Other Contractual Services	4,150	4,150	4,150
3,851	4,150	4,150	OBJECT TOTAL	4,150	4,150	4,150
<u>MATERIAL &amp; SUPPLIES</u>						
2,732	3,800	3,800	8302 Technical Supplies	3,800	3,800	3,800
939	945	945	8303 Uniforms and Clothing	945	945	945
150	150	150	8304 Agricultural Supplies	150	150	150
7,668	12,000	12,000	8306 Constr.& Maintenance Materials	12,000	12,000	12,000
1,703	1,241	1,241	8310 Other Materials	1,241	1,241	1,241
13,193	18,136	18,136	OBJECT TOTAL	18,136	18,136	18,136

1,298,045	1,363,295	1,363,295	TOTAL	1,393,969	1,393,969	1,393,969
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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

### HIGHLIGHTS OF FY 2021-2022 OPERATION

- There were 10 snow/ice events. As of 1/5/2022
- 34.8 inches of snow/ice.
- Used 1894.25 tons of enhanced salt.
- 1862.40 total of man hours.

### 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

### MAJOR BUDGET CHANGES AND COMMENTARY

- Overtime reflects contractual raises for AFSCME.
- Construction and Maintenance materials increased due to rising costs of sand and enhanced salt.

Function Public Works	Activity Highway Department	Program Snow and Ice Control	Code 0324
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
120,777	130,000	130,000	8102 Overtime	133,578	133,578	133,578
120,777	130,000	130,000	OBJECT TOTAL	133,578	133,578	133,578
<u>PROFESSIONAL SVCS</u>						
899	1,000	1,000	8217 Consultants/Special Contractor	1,000	1,000	1,000
899	1,000	1,000	OBJECT TOTAL	1,000	1,000	1,000
<u>MATERIAL &amp; SUPPLIES</u>						
3,999	4,000	4,000	8302 Technical Supplies	4,000	4,000	4,000
594	600	600	8303 Uniforms and Clothing	600	600	600
188,125	152,390	152,390	8306 Constr.& Maintenance Materials	161,076	161,076	161,076
2,633	4,297	4,297	8310 Other Materials	4,297	4,297	4,297
195,352	161,287	161,287	OBJECT TOTAL	169,973	169,973	169,973

317,027	292,287	292,287	TOTAL	304,551	304,551	304,551
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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 2021 – 2022 OPERATION

- Completed new vehicle purchase and setup for various Town departments
- Continue to support Highway Crews with various construction projects, leaf collection and snow plowing operations

### 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 reflects contractual raises for AFSCME.
- Part Time increased for raises.
- Budget increase reflects rising costs in materials/equipment parts
- Motor Fuel and Lubricants reflects increase rates for diesel and unleaded fuel.

FUNCTION Public Works	ACTIVITY Highway Department	PROGRAM Vehicles and Equipment	CODE 0327
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2020-2021 Actual	2021-2022 Original Budget	2021-2022 Revised Budget		2022-2023 Department Request	2022-2023 Manager Proposed	2022-2023 Council Adopted
<u>PERSONAL SERVICES</u>						
41,543	34,145	34,145	8102 Overtime	34,486	34,486	34,486
12,806	17,784	17,784	8103 Part Time	18,140	18,140	18,140
54,349	51,929	51,929	OBJECT SUBTOTAL	52,626	52,626	52,626
<u>PROFESSIONAL SERVICES</u>						
499	684	684	8202 Dues and Subscriptions	684	684	684
0	1,000	1,000	8204 Conferences, Meetings, Training	1,000	1,000	1,000
2,301	2,400	2,400	8207 Tool Allowance	2,400	2,400	2,400
5,300	2,700	2,700	8212 Equipment Maintenance	2,700	2,700	2,700
49,803	47,170	47,170	8214 Motor Vehicle Maintenance	47,170	47,170	47,170
57,903	53,954	53,954	OBJECT SUBTOTAL	53,954	53,954	53,954
<u>MATERIALS &amp; SUPPLIES</u>						
8,669	13,955	13,955	8302 Technical Supplies	17,880	17,880	17,880
249,196	228,888	228,888	8307 Equipment Parts	263,221	263,221	263,221
217,076	280,870	280,870	8309 Motor Fuel and Lubricants	391,225	391,225	391,225
3,539	3,000	3,000	8310 Other Materials	3,000	3,000	3,000
478,480	526,713	526,713	OBJECT SUBTOTAL	675,326	675,326	675,326

590,732	632,596	632,596	TOTAL	781,906	781,906	781,906
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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 early December consisting of 24 full and part time employees including Parks and Grounds personnel.

#### HIGHLIGHTS OF FY 2021-2022 OPERATION

- Successfully completed five (5) leaf collection passes Town-wide

#### 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

- Overtime reflects AFSCME contractual raises.

Function Public Works	Activity Highway Department	Program Leaf Collection	Code 0328
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
33,260	35,267	35,267	8102 Overtime	35,972	35,972	35,972
20,270	27,525	27,525	8104 Seasonal	27,525	27,525	27,525
53,530	62,792	62,792	OBJECT TOTAL	63,497	63,497	63,497
<u>MATERIAL &amp; SUPPLIES</u>						
1,894	1,810	1,810	8302 Technical Supplies	1,810	1,810	1,810
631	625	625	8303 Uniforms and Clothing	625	625	625
2,526	2,435	2,435	OBJECT TOTAL	2,435	2,435	2,435

56,055	65,227	65,227	TOTAL	65,932	65,932	65,932
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FUNCTION PUBLIC WORKS	ACTIVITY SOLID WASTE SERVICES	PROGRAM SUMMARY	CODE 350
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PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2021-2022</u> <u>Authorized</u>	<u>2022-2023</u> <u>Requested</u>	<u>2022-2023</u> <u>Proposed</u>	<u>2022-2023</u> <u>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 2021-2022 OPERATION

- Approximately 9,335 independent dwelling units and 2,250 condominium dwelling units were serviced by the Town-contracted weekly refuse collection, in addition to Town buildings and schools
- Continued with a separate curbside collection of over-sized waste for independent dwelling units and condominium complexes
- Negotiated contract extensions for trash collection services with current vendor

### OBJECTIVES

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

### MAJOR BUDGET CHANGES AND COMMENTARY

- Other Contractual Services increased due to collection cost increase

Function Public Works	Activity Solid Waste Services		Program Refuse Collection		Code 0351
2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget	2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PROFESSIONAL SVCS</u>					
843,329	801,787	801,787	8220 Other Contractual Services	817,679	817,679
843,329	801,787	801,787	OBJECT TOTAL	817,679	817,679
<u>MATERIAL &amp; SUPPLIES</u>					
11,806	9,800	9,800	8302 Technical Supplies	9,800	9,800
11,806	9,800	9,800	OBJECT TOTAL	9,800	9,800
855,135	811,587	811,587	TOTAL	827,479	827,479

FUNCTION PUBLIC WORKS	ACTIVITY SOLID WASTE SERVICES	PROGRAM REFUSE DISPOSAL	CODE 352
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#### EXPLANATION

This program provides funding for the disposal of non-recyclable curbside refuse generated from residential households, condominium complexes where Town service is provided, 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 increased due to trash disposal cost increases

Function Public Works		Activity Solid Waste Services		Program Refuse Disposal		Code 0352
2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
294	2,000	2,000	8102 Overtime	2,099	2,099	2,099
33,995	35,232	35,232	8103 Part Time	36,394	36,394	36,394
34,289	37,232	37,232	OBJECT TOTAL	38,493	38,493	38,493
<u>PROFESSIONAL SVCS</u>						
1,064,131	1,186,415	1,186,415	8220 Other Contractual Services	1,295,829	1,295,829	1,241,159
1,064,131	1,186,415	1,186,415	OBJECT TOTAL	1,295,829	1,295,829	1,241,159
<u>MATERIAL &amp; SUPPLIES</u>						
343	500	500	8310 Other Materials	500	500	500
343	500	500	OBJECT TOTAL	500	500	500
1,098,764	1,224,147	1,224,147	TOTAL	1,334,822	1,334,822	1,280,152

FUNCTION PUBLIC WORKS	ACTIVITY SOLID WASTE SERVICES	PROGRAM RECYCLING	CODE 353
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#### 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 2021-2022 OPERATION

- Approximately 9,335 independent dwelling units and 2,250 condominium dwelling units were serviced by the Town-contracted weekly refuse collection, in addition to Town buildings and schools
- Negotiated contract extension for recycling collection with current vendor

#### 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 due to collection cost increases

Function Public Works	Activity Solid Waste Services	Program Recycling	Code 0353
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PROFESSIONAL SVCS</u>						
391,053	421,708	421,708	8220 Other Contractual Services	428,147	428,147	428,147
391,053	421,708	421,708	OBJECT TOTAL	428,147	428,147	428,147

391,053	421,708	421,708	TOTAL	-	428,147	428,147	428,147
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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
<u>PERSONNEL SUMMARY</u>		2021-2022	2022-2023
<u>Positions (in work years)</u>		<u>Authorized</u>	<u>Requested</u>
<u>Planning and Development</u>			<u>Proposed</u>
Town Planner		1.0	1.0
Zoning Enforcement Officer/Assistant Town Planner		1.0	1.0
Administrative Secretary II		1.0	0.5
Administrative Secretary III		<u>0.0</u>	<u>0.5</u>
		3.0	3.0
<u>Building Department</u>			<u>Approved</u>
Building Official		1.0	1.0
Assistant Building Official		1.0	1.0
Assistant Building Official (PT)		0.2	0.2
Administrative Secretary II		<u>0.5</u>	<u>0.5</u>
		2.7	2.7
<u>Town Planning and Zoning</u>			
Recording Clerk (PT)		1.0	1.0
<u>Zoning Board of Appeals</u>			
Recording Clerk (PT)		1.0	1.0
<u>Conservation Commission</u>			
Recording Clerk (PT)		1.0	1.0
<u>Economic Development</u>			
Recording Clerk (PT)		1.0	1.0

FUNCTION COMMUNITY PLNG & DEVEL. <u>EXPLANATION</u>	ACTIVITY PLANNING & DEVELOPMENT	PROGRAM ADMINISTRATION	CODE 420
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The Planning Department is responsible for numerous planning, zoning and inland wetlands functions as well as environmental protection, economic development, mapping and other functions as outlined below.

- Develop plans and regulations.
- Monitor federal, state and local plans and programs to maximize their benefits and minimize their liabilities to the community.
- Assist in the design of Town projects (e.g. landscaping, parking lots, beautifications and recreational facilities.)
- Review applications to the Town Planning & Zoning Commission to ensure compliance with the Plan of Conservation and Development as well as the Zoning, and Subdivision Regulations, and encourage good development.
- Review applications to the Conservation Commission to ensure development is compliance with the Inland Wetlands and Watercourses Regulations.
- Update the standards of Zoning, Subdivision, and Inland Wetlands and Watercourses Regulations.
- Conduct land use education and other programs.

The Planning Department also 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, the Open Space Committee, and other committees as assigned by the Town Manager.
- Planning services to the Town Council and the Town Manager, providing short-range and long-range perspective on development opportunities.
- Zoning enforcement.
- Blight enforcement.
- Grant management as assigned by the Town Manager. Currently includes the Community Connectivity/Complete Streets DOT grant; and the on-going HUD-funded residential rehab program.

#### HIGHLIGHTS OF FY 2021-22 OPERATIONS

- Supported the TPZ in the review and action on: 4 site plan/site plan modification applications; 0 subdivision; 7 special permit applications; 2 Sec. 8-24 referrals to the Town Council; 8 zoning text amendment applications; 1 zone map change; and 1 Balf Quarry Biennial Review.
- Approved 1 residential rehab grants for moderate-income homeowners.
- Acted upon 65 zoning violations.
- Reviewed 106 zoning permit applications.
- Issued 12 Certificates of Zoning Compliance.
- Acted upon 37 Blighted Premises complaints.

#### OBJECTIVES

- Begin comprehensive rewrite of Town Zoning and Subdivision Regulations.
- Conduct Newington Junction Historic Loop Planning Study as per terms of 2022 CT Humanities Grant.
- Develop an annual POCD implementation plan for 2023, 2024 and 2025.
- Work with CC/Open Space Commission on identification of a priority one property for review by CT ERT.
- Work on developing plans for areas of special interest as identified in current POCD.
- Continue to work on the Sustainable CT certification.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects administrative raises and AFSCME at contracted rates.
- Part Time is added for additional assistance needed on a temporary basis.
- Other changes are the result of a prior year budget transfer.

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

2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
303,737	278,076	283,276	8101 Full time salaries	297,333	293,848	293,848
0	0	0	8103 Part Time	0	0	17,000
50	200	200	8105 Longevity	0	0	0
303,787	278,276	283,476	OBJECT TOTAL	297,333	293,848	310,848
<u>PROFESSIONAL SVCS</u>						
50	1,481	1,173	8202 Dues and Subscriptions	1,481	1,481	1,481
932	855	1,205	8204 Conferences,Meetings,Training	855	855	855
1,727	4,500	4,500	8220 Other Contractual Services	4,500	4,500	4,500
2,709	6,836	6,878	OBJECT TOTAL	6,836	6,836	6,836
<u>MATERIAL &amp; SUPPLIES</u>						
423	250	450	8301 Office Supplies	250	250	250
144	100	100	8310 Other Materials	100	100	100
566	350	550	OBJECT TOTAL	350	350	350

307,063	285,462	290,904	TOTAL	304,519	301,034	318,034
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FUNCTION COMMUNITY PLNG & DEVEL.	ACTIVITY PLANNING & DEVELOPMENT.	PROGRAM TOWN PLAN & ZONING COMMISSION	CODE 430
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### 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 act upon proposals 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.

### HIGHLIGHTS OF FY 2021-22 OPERATIONS

- Approved 15 site plan/site plan modification applications;
- Approved 2 residential subdivisions;
- Approved 2 commercial subdivisions;
- Approved 1 subdivision map filing extension;
- Approved 24 special permit applications;
- Approved 3 Sec. 8-24 referrals to the Town Council;
- Approved 2 zone map change;
- Approved 12 zoning text amendment applications;
- Approved 1 subdivision text amendment.

### OBJECTIVES FOR FY 2022-23

- Begin comprehensive rewrite of Town Zoning and Subdivision Regulations.
- Conduct Newington Junction Historic Loop Planning Study as per terms of 2022 CT Humanities Grant.
- Develop an annual POCD implementation plan for 2023, 2024 and 2025.
- Work on developing plans for areas of special interest as identified in current POCD.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time reflects raise for Recording Secretary.

Function		Activity		Program		Code
Community Planning & Developmt		Town Planning & Zoning		Town Plan & Zoning Comm.		0430
2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
8,975	9,878	9,878	8103 Part Time	10,277	10,277	10,277
8,975	9,878	9,878	OBJECT TOTAL	10,277	10,277	10,277
<u>PROFESSIONAL SVCS</u>						
8,909	7,500	7,500	8201 Public Notification	7,500	7,500	7,500
80	275	0	8204 Conferences,Meetings,Training	275	275	275
8,989	7,775	7,500	OBJECT TOTAL	7,775	7,775	7,775
<u>MATERIAL &amp; SUPPLIES</u>						
0	50	83	8310 Other Materials	50	50	50
0	50	83	OBJECT TOTAL	50	50	50
17,964	17,703	17,461	TOTAL	18,102	18,102	18,102

FUNCTION COMMUNITY PLNG & DEVEL.	ACTIVITY PLANNING & DEVELOPMENT	PROGRAM ZONING BOARD OF APPEALS	CODE 440
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#### 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 acting on petitions from property owners seeking relief from the zoning regulations, and appeals from decisions made by the Zoning Enforcement Officer. The Zoning Enforcement Officer provides administrative and technical assistance to the Board.

#### HIGHLIGHTS OF CY 2021 OPERATIONS

- The ZBA received and approved 4 applications for variances, and received no ZEO appeals this calendar year. Two additional variance requests were denied.

#### OBJECTIVES FOR CY 2022

- 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.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function		Activity		Program			Code
Community Planning & Developmt		Zoning Board of Appeals		Zoning Board of Appeals			0440
2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted	
<u>PERSONAL SERVICES</u>							
1,433	1,537	1,537	8103 Part Time	1,599	1,599	1,599	
1,433	1,537	1,537	OBJECT TOTAL	1,599	1,599	1,599	
<u>PROFESSIONAL SVCS</u>							
389	900	900	8201 Public Notification	900	900	900	
389	900	900	OBJECT TOTAL	900	900	900	
<u>MATERIAL &amp; SUPPLIES</u>							
0	13	13	8301 Office Supplies	13	13	13	
0	13	13	8310 Other Materials	13	13	13	
0	26	26	OBJECT TOTAL	26	26	26	
1,822		2,463	2,463	TOTAL	2,525	2,525	2,525

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. Two full time and one part time 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 2021-2022 OPERATION

- During the first 6 months of fiscal year of 2021-22, the Building Department received 1036 applications, issued 7 Certificates of Occupancy, and conducted 1161 field inspections.
- Certificates of Occupancy were issued for 3 single family residences – 25 Moreland Avenue, 5 Deming Farm Drive and 51 East Robbins Avenue. There were 4 Certificates of Occupancy for commercial – a maintenance garage with offices at 90 Faith Road, Dicks Sporting Goods at 1603 Southeast Road, an 80' x 40' new storage building at 187 Costello Road and a new 28' x 36' new addition and renovation at 135 Fenn Road.
- A Permit was issued for a new restaurant, Craftbird Sandos and Tenders to replace Wings of Newington at 1044 Main Street.
- A Permit was issued for a new gas station / convenience store located at 4 Hartford Avenue.
- A Permit was issued for a car wash to be built at 2530 Berlin Turnpike.
- A Permit was issued for interior renovations of the closed Verizon store for a medical center at 3219 Berlin Turnpike.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries increased for Administrative raises and AFSCME at 2022-2023 contractual rates.
- Part Time increased for additional assistance needed on a temporary basis.

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

2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
200,522	204,525	209,525	8101 Full time salaries	218,841	218,841	218,841
14,773	15,000	15,000	8103 Part Time	15,000	15,000	90,000
1,000	1,000	1,000	8105 Longevity	1,000	1,000	1,000
216,295	220,525	225,525	OBJECT TOTAL	234,841	234,841	309,841
<u>PROFESSIONAL SVCS</u>						
300	835	635	8202 Dues and Subscriptions	835	835	835
0	100	0	8203 Transportation	100	100	100
75	600	800	8204 Conferences,Meetings,Training	600	600	600
463	500	500	8207 Clothing Allowance	500	500	500
838	2,035	1,935	OBJECT TOTAL	2,035	2,035	2,035
<u>MATERIAL &amp; SUPPLIES</u>						
111	300	300	8301 Office Supplies	300	300	300
819	950	1,050	8310 Other Materials	950	950	950
930	1,250	1,350	OBJECT TOTAL	1,250	1,250	1,250

218,063	223,810	228,810	TOTAL	238,126	238,126	313,126
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMM. PLANNING & DEV.	CONSERVATION COMMISSION		460

### EXPLANATION

The Conservation Commission, advises and makes recommendations to the Town Manager, Town Council, and other Town commissions regarding conservation of natural resources (open space development, plan of conservation development, and conservation easements). The Commission is comprised of seven members and three alternate members appointed by the Town Council for terms of four years. The Commission is the local regulatory agency for the Inland Wetland and Water Courses Act. The Commission reviews proposed construction activities within a wetland and watercourse and within the 100-foot upland review area.

### HIGHLIGHTS OF 2021-2022 OPERATIONS

- Implemented the administrative wetland permits program.
- Implemented the Wetland Agent review and approval process (Administration).
- Attend CDEEP training program for Municipal Inland Wetlands Agents.

### OBJECTIVES

- Review and establish policies related to conservation of Town's natural resources authorized under State Statute.
- Maintain, catalogue and update maps (as amended) for regulated wetlands.
- Research and review wetland map amendments.
- Update Official Inland Wetlands Map.
- Ensure construction activities located within regulated areas do not negatively impact wetlands or water courses.
- Update wetlands regulations to be consistent with DEEP's model regulations.
- Coordinate public hearing(s).

### MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time reflects increase in rate.

Function	Activity		Program		Code
Community Planning & Developmt	Conservation Commission		Conservation Commission		0460
2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget	2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>					
3,875	3,951	3,951	8103 Part Time	4,311	4,311
3,875	3,951	3,951	OBJECT TOTAL	4,311	4,311
<u>PROFESSIONAL SVCS</u>					
1,143	1,043	1,043	8201 Public Notification	1,043	1,043
65	120	120	8202 Dues and Subscriptions	120	120
80	300	300	8204 Conferences,Meetings,Training	300	300
1,288	1,463	1,463	OBJECT TOTAL	1,463	1,463
<u>MATERIAL &amp; SUPPLIES</u>					
225	50	50	8301 Office Supplies	50	50
225	50	50	OBJECT TOTAL	50	50
5,388	5,464	5,464	TOTAL	5,824	5,824

FUNCTION COMMUNITY PLNG & DEVEL.	ACTIVITY ECONOMIC DEVELOPMENT	PROGRAM ECONOMIC DEVELOPMENT DIRECTOR	CODE 471
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#### 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 2021-2022 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 2022-2023

- 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

2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PROFESSIONAL SVCS</u>						
0	2,100	2,100	8202 Dues and Subscriptions	2,100	2,100	2,100
0	2,100	2,100	OBJECT TOTAL	2,100	2,100	2,100

0	2,100	2,100	TOTAL	2,100	2,100	2,100
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FUNCTION COMMUNITY PLNG & DEVEL.	ACTIVITY ECONOMIC DEVELOPMENT	PROGRAM ECONOMIC DEVELOPMENT COMMISSION	CODE 472
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#### 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 2021-2022 OPERATIONS

- Reviewed the activities of the Economic Development Director and provided useful input.
- Commented on various development issues.

#### OBJECTIVES FOR 2022-2023

- Provide continued input to the Economic Development Director.
- Raise topics of interest or concern regarding Economic Development opportunities and challenges.
- Consider initiatives to support the business community.
- Work cooperatively with the Newington Chamber of Commerce to achieve joint objectives.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time increased due to raise for recording clerk.

Function		Activity		Program		Code
Community Planning & Developmt		Economic Development		Development Commission		0472
2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
1,394	1,394	1,394	8103 Part Time	1,450	1,450	1,450
1,394	1,394	1,394	OBJECT TOTAL	1,450	1,450	1,450
<u>PROFESSIONAL SVCS</u>						
0	1,000	1,000	8220 Other Contractual Services	1,000	1,000	1,000
0	1,000	1,000	OBJECT TOTAL	1,000	1,000	1,000
1,394		2,394		TOTAL		2,450
1,394		2,394		2,450		2,450



# PUBLIC HEALTH

511 HEALTH SERVICES

512 ENVIRONMENTAL HEALTH

FUNCTION PUBLIC HEALTH	ACTIVITY HEALTH SERVICES	PROGRAM Health Services	CODE 511
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#### 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.

#### HIGHLIGHTS OF FY 2021-2022 OPERATION

- The Central Connecticut Health District (CCHD) is closely monitoring the current COVID-19 pandemic. We continue to keep our member towns updated with the latest information and offer support and resources to them and their residents.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Increased amount 5% over current actual payments.

Function Public Health	Activity Health Services		Program Health Services		Code 0511
2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget	2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PROFESSIONAL SVCS</u>					
69,496	199,526	199,526	8220 Other Contractual Services	207,998	207,998
69,496	199,526	199,526	OBJECT TOTAL	207,998	207,998
<u>MATERIAL &amp; SUPPLIES</u>					
705	807	807	8302 Technical Supplies	807	807
705	807	807	OBJECT TOTAL	807	807
70,201	200,333	200,333	TOTAL	208,805	208,805
					208,805

FUNCTION PUBLIC HEALTH	ACTIVITY HEALTH SERVICES	PROGRAM Environmental Health	CODE 512
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**EXPLANATION**

This account will be used by the Environmental Commission for the Sustainable CT Project.

**HIGHLIGHTS OF FY 2021-2022 OPERATION**

- None

**MAJOR BUDGET CHANGES AND COMMENTARY**

- None.

Function Public Health	Activity Health Services	Program Environmental Health	Code 0512
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>MATERIAL &amp; SUPPLIES</u>						
0	500	500	8310 Other Materials	500	500	500
0	500	500	OBJECT TOTAL	500	500	500

0	500	500	TOTAL	500	500	500
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## COMMUNITY SERVICES

610 HUMAN SERVICES

640 SENIOR AND DISABLED CENTER SERVICES

670 BOARDS AND COMMISSIONS



FUNCTION COMMUNITY SERVICES	ACTIVITY	PROGRAM SUMMARY		CODE 600
POSITIONS (in work years)	2021-2022 <u>Authorized</u>	2022-2023 <u>Requested</u>	2022-2023 <u>Proposed</u>	2022-2023 <u>Approved</u>
<b><u>PERSONNEL SUMMARY</u></b>				
<b>Human Services</b>				
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
Caseworker II (Formerly 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)	0.4	0.4	0.4	0.4
Caseworker (PT)	<u>0.2</u>	<u>0.2</u>	<u>0.2</u>	<u>0.2</u>
Total	7.1	7.1	7.1	7.1
<b>Senior and Disabled Center</b>				
Senior and Disabled Center Director	1.0	1.0	1.0	1.0
Program Coordinator	1.0	1.0	1.0	1.0
Administrative/Program Coordinator (reduced to PT then ma	0.5	0.0	0.0	0.0
Administrative Coordinator	0.0	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	1.0	1.0	1.0	1.0
Special Olympics Coordinator (PT)	0.1	0.1	0.1	0.1
Morning Set-up Person (PT)	0.5	0.5	0.5	0.5
Nurse (PT)	0.2	0.0	0.0	0.0
Congregate Meal Site Manager	0.5	0.0	0.0	0.0
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>
	9.4	9.2	9.2	9.2
<b>Comm. On Aging and Disabled</b>				
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 delivery of 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, adventure based learning opportunities to develop team building, leadership and empowerment skills, community and parent education, health and mental health information, service and referrals, crisis intervention, social casework, clinical counseling, emergency shelter, crisis and disaster response, housing and basic needs assistance, assistance with entitlement programs, health insurance, Medicare counseling, disability applications and other benefit programs. A combination of municipal budget, State grants, private contributions and fees fund Human Service programs.

#### HIGHLIGHTS OF FY 2021-2022 OPERATION

- Continued to modify response to ongoing evolving status of COVID pandemic.
- Financial case management was provided through a combination of in-person, phone, email & virtual as indicated by each specific case. Complex cases presented requiring more service hours per case. Many new & ever-changing resources required staying up to date and trained on latest resources- often in response to Covid Pandemic.
- Positive Youth Development & Adventure programming returned to close to pre-covid participation levels during Summer & Fall. Programs were facilitated- ever mindful of best practices in Covid safety protocols. Both parents & youth expressed appreciation for the ability to participate in these safe programs and reconnect with peers and staff.
- Our clinical services coordinator position was filled: connections were re-established with schools & clinical services were provided through direct one to one counseling and connecting clients to appropriate services. A series of Mental Health presentations with a focus on thriving and several therapeutic groups are being planned to be launched after the first of the year.
- Food Bank and Holiday Food & Gift Program continued to offer services to many- providing food through no-contact pick-up or delivery and selection of gifts outside following mask & distance requirements.
- Over 150 volunteers continued to assist in the provision of services. Great appreciation goes out to all of our volunteers who allow us to provide all our services.
- A departmental video-describing our services and thanking our volunteers was created to be aired on Newington Cable TV.
- Collaboration with the other three towns in our Health district -using LPC (Local Prevention Council) grant funds & SOR(State Opioid Response)grant funds- thus increasing dollars that could be spent on prevention & positive messaging.
- Worked collaboratively with Newington police & CCHD to explore options for funding to expand after hours provision of Mental Health & Substance Use services.

#### OBJECTIVES

- Transition after Covid stabilizes into client choice for food selection.
- Secure space for administration of holiday food and gift program in November and December- plan (as building was being planned) was originally to use Community Center Space-need to confirm availability of a dedicated space during November & December as a town resource. This is a program that has been provided for over 25 years and is supported by every sector of our community including: individual residents, houses of worship, schools, civic organizations, scouting groups, businesses, town employees, and political organizations.
- Provide additional outreach for casework services so that residents are aware of these services: via Talk to the Mayor & nctv coverage, web page & social media.
- Enhance youth development and prevention programs expanding the use of virtual programming and outdoor activities insuring covid safety protocols.
- Enhance our web page- insuring that frequently needed information is easily accessible and updated frequently
- To explore new ways to provide mental health wellness presentations for all populations and outreach establishing connections with those in need of clinical services. We can provide a warm hand off to treatment & or provide counseling to youth and family situations.
- Fill vacancies on Commissions.
- Review 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 all ages
- Explore database to use for clinical, adult casework, youth programs, & holiday program registration.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries and Part Time reflects raises for all groups of employees.
- Clinical Supervision added to Consultants/Other Contractual, offset by decreases in other line items.

Function Community Services	Activity Human Services	Program Human Services	Code 0610
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
417,868	414,292	421,792	8101 Full time salaries	445,239	445,239	445,239
31,715	41,925	41,925	8103 Part Time	43,628	43,628	43,628
2,220	10,500	10,500	8104 Seasonal	10,500	10,500	10,500
750	600	600	8105 Longevity	700	700	700
452,553	467,317	474,817	OBJECT TOTAL	500,067	500,067	500,067
<u>PROFESSIONAL SVCS</u>						
735	865	865	8202 Dues and Subscriptions	780	780	780
0	100	100	8203 Transportation	100	100	100
965	2,943	2,943	8204 Conferences,Meetings,Training	2,943	2,943	2,943
1,396	690	690	8212 Equipment Maintenance	550	550	550
328	420	420	8216 Printing and Binding	240	240	240
1,522	5,083	5,083	8217 Consultants/Special Contractor	6,118	6,118	6,118
0	2,000	2,000	8218 Contributions and Subsidies	2,000	2,000	2,000
0	0	0	8225 Special Needs	0	0	0
4,944	12,101	12,101	OBJECT TOTAL	12,731	12,731	12,731
<u>MATERIAL &amp; SUPPLIES</u>						
587	600	600	8301 Office Supplies	600	600	600
2,405	2,260	2,260	8310 Other Materials	1,630	1,630	1,630
2,992	2,860	2,860	OBJECT TOTAL	2,230	2,230	2,230
<u>CAPITAL OUTLAY</u>						
9,497	0	0	8406 Office Equipment	0	0	0
9,497	0	0	OBJECT TOTAL	0	0	0

469,986	482,278	489,778	TOTAL	515,028	515,028	515,028
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FUNCTION COMMUNITY SERVICES	ACTIVITY SR. AND DIS. CENTER SERVICES	PROGRAM CENTER OPERATION	CODE 644
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#### EXPLANATION

As the focal point of services for the senior and disabled residents of Newington, the Senior and Disabled Center improves the wellbeing of older adults and adults with disabilities through a comprehensive range of programs and services including wellness, recreation, social, health, education, transportation, nutrition and social services, either directly or through partnerships in the community.

#### HIGHLIGHTS OF FY 2021-2022 OPERATION

- Successfully transitioned leadership mid-year with the retirement of Director Dianne Stone and the appointment of Director Jaime Trevethan.
- The Center was significantly impacted by the COVID-19 pandemic and, as the infection rate fluctuated there was a continual reassessment and revision of plans. The mission, to improve well-being, drove decision making with a focus on staying healthy, staying active and staying connected. The Center developed new communication tools and a high tech (virtual), low tech (telephone) and no-tech (in-person with no contact or social distancing) framework to engage people. This included in-person, outdoor, remote and hybrid options.
- Offered a strong catalog of evidence-based health promotion interventions, with in-person, virtual and hybrid options including the Aging Mastery Program, LiveWell Chronic Disease Self-Management and Diabetes Self-Management, Matter of Balance and Tai Ji Quan: Moving for Better Balance. These programs are made available at no cost to participants through collaborative grants. Also continued to provide leadership and participate in the expanded LGBT Moveable Senior Center.
- Offered strategies and programs to help address social isolation including Zero Isolation, a six-week program through Quinnipiac, the Daily Call Sheet, a volunteer based social call program with Motion Picture and Television Fund, staff wellness checks and a weekly robocall sent to more than 1,000 people per week. Also provided at-home program kits while Center was not open to the public.
- Lead efforts across the state to develop collaborative programs and partnerships including a virtual senior center initiative with the State Aging and Disability Services Department, the WISE program, an intergenerational discussion group, and student internships with CCSU, collaborative programs with CT Association of Senior Center Personnel (CASCP) and with other Town Departments including NVFD Public Safety Picnic, Parks and Recreation and Human Services.
- Continued to provide a grab and go lunch program while in-person dining was suspended, providing 5 meals for pick up or delivery once a week to up to 60 participants as well as delivered Meals on Wheels to an average of 50 residents daily, Monday through Friday.
- Operated the "Giving Garden", an initiative of dedicated volunteers growing more than 500 lbs. of organic produce for Food Pantry beneficiaries
- In addition to assisting residents with access to programs including Medicare Part D, Medicare Savings Program, Meals on Wheels, Renters Rebate and Energy Assistance and MyPlaceCT, provided income tax filing, shredding and fraud prevention activities.
- Continued focus on preventative maintenance, safety and general ambiance of facility.
- Director Diane Stone retired and Jaime Trevethan was promoted to replace her.

#### OBJECTIVES

- Continue to assess and respond to the changing needs of older adults and people with disabilities in the community.
- Continue efforts to strengthen community engagement to support aging in place.
- Build on the professional services of the Center and ensure a safe, welcoming and well-maintained facility.
- Provide programs, services and activities that improve wellbeing.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time salaries increased due to the addition of a full time position instead of a part time position. This was partially offset by changes in staffing after retirement of director.
- Part Time salaries decreased to reflect the elimination of vacant part time positions.
- Other Contractual and Technical Supplies increased to provide additional resources for programs and services offered in various ways during the pandemic and eventually post-pandemic and for rising costs.
- Equipment Rental and Equipment Maintenance decreased due to new copier.

Function		Activity		Program		Code	
Community Services		Sr. and Dis. Center Services		Center Operation		0644	
2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget			2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>							
360,328	356,510	356,510	8101 Full time salaries		409,567	409,567	409,567
46,375	67,781	67,781	8103 Part Time		17,271	17,271	17,271
400	500	500	8105 Longevity		600	600	600
407,103	424,791	424,791	OBJECT TOTAL		427,438	427,438	427,438
<u>PROFESSIONAL SVCS</u>							
291	245	245	8202 Dues and Subscriptions		245	245	245
0	400	400	8204 Conferences,Meetings,Training		400	400	400
2,343	2,585	2,585	8210 Equipment Rental		1,175	1,175	1,175
3,018	4,090	4,090	8212 Equipment Maintenance		3,515	3,515	3,515
710	1,465	1,465	8213 Facilities Maintenance		1,200	1,200	1,200
450	700	750	8216 Printing and Binding		1,550	1,550	1,550
1,952	5,304	5,304	8220 Other Contractual Services		7,755	7,755	7,755
8,765	14,789	14,839	OBJECT TOTAL		15,840	15,840	15,840
<u>MATERIAL &amp; SUPPLIES</u>							
537	1,000	950	8301 Office Supplies		1,000	1,000	1,000
1,639	3,085	3,085	8302 Technical Supplies		3,940	3,940	3,940
2,176	4,085	4,035	OBJECT TOTAL		4,940	4,940	4,940
<u>CAPITAL OUTLAY</u>							
0	200	200	8402 Technical Equipment		200	200	200
0	200	200	OBJECT TOTAL		200	200	200
418,043	443,865	443,865	TOTAL		448,418	448,418	448,418

FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES	SR. AND DIS. CENTER SERVICES	DIAL-A-RIDE	645

#### 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 2021-2022 OPERATION

- Provided full service with pandemic related mitigation strategies throughout the year.
- Drivers continued to provide critical nutrition and program delivery including grab and go meals, meals-on-wheels and program materials. Drivers were essential in the packing and sorting of all meals.
- Drivers also staffed all 'parades' and drive through events, provided outreach and social connection calls.
- Continued to provide the successful tri-town medical transportation program with Wethersfield and Rocky Hill. Service continued through pandemic

#### 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

- Full Time Salaries and Part Time increased for AFSCME and part time raises.

Function		Activity		Program		Code	
Community Services		Sr. and Dis. Center Services		Dial-A-Ride		0645	
2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget			2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>							
62,782	63,302	63,302	8101 Full time salaries		64,561	64,561	64,561
0	1,000	1,000	8102 Overtime		1,000	1,000	1,000
42,977	77,774	77,774	8103 Part Time		78,968	78,968	78,968
1,300	1,500	1,500	8105 Longevity		1,700	1,700	1,700
107,060	143,576	143,576	OBJECT TOTAL		146,229	146,229	146,229
<u>PROFESSIONAL SVCS</u>							
0	120	120	8214 Motor Vehicle Maintenance		120	120	120
0	500	500	8216 Printing and Binding		500	500	500
0	620	620	OBJECT TOTAL		620	620	620
107,060		144,196	144,196	TOTAL	146,849	146,849	146,849

FUNCTION COMMUNITY SERVICES	ACTIVITY BOARDS AND COMMISSIONS	PROGRAM COMM. ON AGING & DISABLED	CODE 671
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#### 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 2021-2022 OPERATION

- Provided policy oversight to the Senior and Disabled Center. Although most meetings were cancelled, members received and commented on reports.
- Sponsored volunteer recognition event which was provided virtually with delivery of a chicken dinner and a recognition program on NCTV.

#### OBJECTIVES

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time increased due to raise for recording clerk.

Function		Activity		Program		Code
Community Services		Boards and Commissions		Commission on Aging & Disabled		0671
2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
1,066	1,066	1,066	8103 Part Time	1,109	1,109	1,109
1,066	1,066	1,066	OBJECT TOTAL	1,109	1,109	1,109
<u>PROFESSIONAL SVCS</u>						
0	500	500	8216 Printing and Binding	500	500	500
1,225	1,260	1,260	8218 Contributions and Subsidies	1,260	1,260	1,260
1,225	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
2,291	2,886	2,886	TOTAL	2,929	2,929	2,929

FUNCTION COMMUNITY SERVICES	ACTIVITY BOARDS AND COMMISSIONS	PROGRAM HUMAN RIGHTS COMMISSION	CODE 673
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### 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 2021-2022 OPERATION

- The purpose of the Human Rights Commission is to promote understanding and respect among all racial, religious, ethnic and other groups, and to secure equality of, and opportunity for all people.
- Human Rights Commission had many vacancies- making it difficult to hold an official meeting with required quorum. Communications with Town Manager, Town Clerk & Town Council to fill those vacancies.
- Survey was put out to the community in order to assess identified areas of perceived discrimination.

### OBJECTIVES

- To fill vacant positions
- To continue enhancing diversity awareness opportunities within the community as informed by Survey results.
- To support Human Services Department programs and services.

### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function Community Services	Activity Boards and Commissions	Program Human Rights Commission	Code 0673
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PROFESSIONAL SVCS</u>						
0	750	750	8220 Other Contractual Services	750	750	750
0	750	750	OBJECT TOTAL	750	750	750

0	750	750	TOTAL	750	750	750
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# LIBRARY

710 LIBRARY OPERATIONS

730 HUBBARD BOOK FUND



FUNCTION LIBRARY	ACTIVITY	PROGRAM SUMMARY		CODE 700
<u>PERSONNEL SUMMARY</u>				
<u>Positions (in work years)</u>		<u>2021-2022</u> <u>Authorized</u>	<u>2022-2023</u> <u>Requested</u>	<u>2022-2023</u> <u>Proposed</u>
<u>Administration</u>				<u>2022-2023</u> <u>Approved</u>
Library Director		1.0	1.0	1.0
Assistant Library Director		1.0	1.0	1.0
Librarian II		1.0	1.0	1.0
<u>Children's Services</u>				
Librarian III		1.0	1.0	1.0
Librarian I		1.0	1.0	1.0
Library Technician		1.0	1.0	1.0
Librarian (PT)		0.1	0.1	0.1
Library Technician (PT)		1.3	1.3	1.3
<u>Reference &amp; Community Services</u>				
Librarian III		2.0	2.0	2.0
Librarian I (1.3 positions unfunded FY 2021-22)		0.0	0.0	0.0
Library Technician (replaces 1 Librarian I)		1.0	1.0	1.0
Librarian (PT)		1.3	1.3	1.3
Library Technician (PT)		1.4	1.4	1.4
<u>Building</u>				
Maintenance Technician (PT)		0.4	0.4	0.4
Library Monitor (PT)		0.3	0.3	0.3
<u>Collection Management</u>				
Librarian III		0.7	0.7	0.7
Librarian I (0.7 position unfunded)		0.0	0.0	0.0
Library Technician (PT)		0.3	0.3	0.3
<u>Circulation</u>				
Librarian III		0.3	0.3	0.3
Librarian II		1.0	1.0	1.0
Library Technician		1.0	1.0	1.0
Librarian (PT)		0.0	0.0	0.0
Library Technician (PT)		2.7	2.7	2.7
Pages (PT)		<u>2.5</u>	<u>2.5</u>	<u>2.5</u>
		22.3	22.3	22.3
<u>Seasonal (hours)</u>				
Circulation		473.0	473.0	473.0
				473.0
<u>Overtime (hours)</u>				
Reference & Community Services		52.0	32.5	32.5
Collection		0.0	13.7	13.7
Circulation		22.8	22.1	22.1
Children's Services		<u>26</u>	<u>39</u>	<u>39</u>
		100.8	107.3	107.3
				107.3

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 2021-2022 OPERATION

- The Library Board of Trustees annual Newington Library 5K Challenge Road Race fundraiser was held in October 2021. Former Newington resident and 4-time winner of the Boston and NYC marathons ran the race to support the library and the town.
- Due to COVID study rooms and meeting space were not available.
- Worked with the Friends of the Library fundraising efforts that were changed dramatically due to COVID. Their two major book sales were cancelled but they did offer outdoor book sales, outdoor book donation days and worked to increase membership.
- Filled several key part-time and full-time positions with internal candidates after longtime employees retired.
- With the library building closed most of the year due to COVID, scheduled additional staff on public desks to better serve patrons via phone, email and curbside delivery service.
- Staff scheduling included having two separate teams of employees working opposite days to minimize impact on library operations and ability to remain open should one team be impacted by COVID.
- Reopened the library for browsing and computer use only on April 28, 2021. Continued offering virtual programming only.
- Offered virtual tech help to patrons as well as virtual tech help programs.
- Continued using social media to promote library programs and services.
- Maintained the library website on a regular basis to keep it current and relevant for our patrons.
- Worked with the Mid-State Collaborative coordinating summer reading programs for children, teens and adults.
- Continued to work with our library consortium to share resources and obtain group purchase plans for cost savings to the library.
- Hired a new Business Manager after the previous Business Manager was promoted to Head of Reference.

### OBJECTIVES FOR 2022-2023

- Work with the Library Board of Trustees and the Town to address the future needs of the library building including the skylight and space needs.
- Continue to work with the Library Board and Friends of the Library on fundraising efforts.
- Continue to add back more services to the library when possible as the COVID rates decrease.
- Open meeting space and study rooms and work with staff to offer in-person programming with post-pandemic guidelines.
- Continue to investigate uses of new technologies and formats as they arise.
- Investigate software and/or online service to offer wireless printing for the library patrons.
- Work to with new department heads and supervisors to develop their managerial skill and build a cohesive team.
- Work to offer effective and relevant library service to the community within the budget and staffing levels available.
- Oversee the completion of the Library's 2022-2023 Plan of Work.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Increase in Full Time Salaries due to Admin and AFSCME rate increases, partially offset by a decrease due to change in personnel for Business Manager.
- Decrease in longevity due to retirement longtime employee.
- Decrease in Data Services due to Library Connection Inc. CONNECT fee reduction.

Function Public Library	Activity Library Operations	Program Library Administration	Code 0711
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
269,549	276,213	276,213	8101 Full time salaries	282,734	282,734	282,734
1,300	2,200	2,200	8105 Longevity	1,600	1,600	1,600
270,849	278,413	278,413	OBJECT TOTAL	284,334	284,334	284,334
<u>PROFESSIONAL SVCS</u>						
2,078	2,376	2,376	8202 Dues and Subscriptions	2,376	2,376	2,376
0	415	415	8203 Transportation	415	415	415
489	1,382	1,382	8204 Conferences,Meetings,Training	1,382	1,382	1,382
1,727	2,000	1,950	8205 Postage and Shipping	2,000	2,000	2,000
605	650	700	8210 Equipment Rental	650	650	650
282	300	300	8216 Printing and Binding	300	300	300
46,313	46,791	46,791	8222 Data Services	45,628	45,628	45,628
51,493	53,914	53,914	OBJECT TOTAL	52,751	52,751	52,751
<u>MATERIAL &amp; SUPPLIES</u>						
271	628	628	8301 Office Supplies	628	628	628
271	628	628	OBJECT TOTAL	628	628	628

322,613	332,955	332,955	TOTAL	337,713	337,713	337,713
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FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM CHILDREN'S SERVICES	CODE 712
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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 2021-2022 OPERATION

- The *Sliva Young People's Literary Series*, made possible by an endowment that brings a well-known children's author to all 3<sup>rd</sup> & 4<sup>th</sup> graders in Newington was cancelled again due to COVID.
- Spearheaded an online winter reading program "Reading Rules" and a summer reading program "Tales and Tails."
- Presented 227 educational programs to 4,980 children and their caregivers. Live virtual programming was offered via Zoom. Prerecorded programming was uploaded to the library's YouTube Channel and made available from the library's website. Also offered Grab & Go craft kits for kids on a weekly basis and outdoor story times during the warmer months.
- Continued working with teachers to offers materials and services that supported the curriculum. Money was reallocated from the budget to increase the digital collection that could be used by students.
- Staff answered 4,755 reference questions over the year.
- Introduced two new services for children and families, *Topic Totes*, totes filled with library materials on a specific topic and *Book Bundles*, a bundle of 10 customized books chosen by a librarian on a specific topic based on a request from a child or parent.
- Reorganized and shifted children's picture books to make the collection easier to browse. Added additional shelving and replaced chairs in this area to make it more inviting.
- The StoryWalk location was moved to the perimeter of the library property.

### OBJECTIVES FOR 2022-2023

- Continue to offer virtual programming and Grab & Go kits and move back to offering in-person programming when possible.
- 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.
- Explore alternate ways to enrich the lives children and their families with library resources when traditional methods are not possible.
- 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* author visits.
- Work with other town departments, organizations and area libraries to provide collaborative programming.
- Continue to offer excellent customer service at the public desk.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Increase in Full-Time Salaries per AFSME union contract.
- Increase in Part-Time pay due to raises and increased hours for the Library to be open on Sundays.
- Overtime is added for the addition of Sunday hours.
- Decrease in Other Contractual Services due to better pricing through the CLC consortium for movie licensing.

Function Public Library	Activity Library Operations	Program Library Children's Services	Code 0712
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
222,516	226,930	226,930	8101 Full time salaries	231,481	231,481	231,481
0	0	0	8102 Overtime	3,132	3,132	3,132
69,071	73,354	73,354	8103 Part Time	79,000	79,000	79,000
291,587	300,284	300,284	OBJECT TOTAL	313,613	313,613	313,613
<u>PROFESSIONAL SVCS</u>						
5,712	7,310	7,310	8202 Dues and Subscriptions	7,310	7,310	7,310
115	525	0	8216 Printing and Binding	525	525	525
1,912	1,969	1,969	8220 Other Contractual Services	1,658	1,658	1,658
7,739	9,804	9,279	OBJECT TOTAL	9,493	9,493	9,493
<u>MATERIAL &amp; SUPPLIES</u>						
199	200	200	8301 Office Supplies	200	200	200
1,484	350	130	8310 Other Materials	350	350	350
1,683	550	330	OBJECT TOTAL	550	550	550
<u>CAPITAL OUTLAY</u>						
40,350	38,919	39,664	8401 Public Circulation Material	38,919	38,919	38,919
40,350	38,919	39,664	OBJECT TOTAL	38,919	38,919	38,919

341,358	349,557	349,557	TOTAL	362,575	362,575	362,575
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FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM REF. AND COMMUNITY SERVICES	CODE 713
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### 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 2021-2022 OPERATION

- Staff handled 41,225 reference transactions from the public.
- Added a new reference service called *Newsbank*, an online service that provides archives of local and national newspapers.
- Reorganized teen services due to the full-time Teen librarian position being unfunded in the current budget.
- Books-for-You, our delivery services to Newington homebound patrons was expanded to include the senior living facilities thanks to a collaboration with the GWFC of Newington/Wethersfield. This was especially important when outreach was suspended due to COVID.
- Most adult and teen programming became virtual. Offered 42 programs to 835 teens that promoted creativity and literacy. Presented 134 cultural, literature based and educational programs for more than 3,206 adults. Offered Live programming via Zoom. Prerecorded programming was uploaded to the library's YouTube Channel and made available from the library's website. Also offered Grab & Go craft kits for teens and adults as well Grab& Go puzzle and coloring packets for adults.
- Collaborated with area libraries, the Newington Chamber of Commerce and town departments to offer a wider variety of programming.
- Continued working with the Newington teachers to assist with materials and services for school curriculums.
- Staff continued to offer excellent service with a human voice despite the library building being closed and hours being modified for most of the year. They answered phones, offered help with information and technology questions, reader's advisory service, scheduled curbside pickups and pulled materials and reserves as quickly as possible to get our materials to our patrons.
- Hired a New Head of Reference after longtime department head retired.

### OBJECTIVES FOR 2022-2023

- Continue to offer virtual computer, one-on-one tech help and technology classes and begin in person classes when possible.
- Offer new and varied programs that promote literacy and creativity virtually until it is safe to offer in-person programming.
- Explore different ways to offer safe outreach services to assisted living facilities and nursing homes and look for ways to expand services and outreach to the senior population.
- Reevaluate online services to find the best value for the library and its patrons.
- Explore ways to do more collaborative programming with other Town departments, local organizations and area libraries.
- 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 on how to use them.
- Continue to offer excellent customer service at the public desk.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Decrease in Full Time Salaries due to change in full time position and the Sunday hours being distributed to the correct accounts.
- Increase in Overtime and Part Time due to raises and the addition of Sunday hours.
- Decrease in Other Contractual Services due to better pricing through the CLC consortium for movie licensing.
- Increase in Public Materials – Downloadable to cover increased used of digital formats.

Function Public Library		Activity Library Operations		Program Reference and Community Svcs		Code 0713
2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
232,866	249,729	249,729	8101 Full time salaries	233,564	233,564	233,564
0	0	0	8102 Overtime	2,620	2,620	2,620
142,345	151,825	151,825	8103 Part Time	154,084	154,084	154,084
375,211	401,554	401,554	OBJECT TOTAL	390,268	390,268	390,268
<u>PROFESSIONAL SVCS</u>						
59,813	58,544	58,544	8202 Dues and Subscriptions	58,544	58,544	58,544
134	425	425	8216 Printing and Binding	425	425	425
1,097	1,399	1,399	8220 Other Contractual Services	1,088	1,088	1,088
61,044	60,368	60,368	OBJECT TOTAL	60,057	60,057	60,057
<u>MATERIAL &amp; SUPPLIES</u>						
1,040	1,608	1,608	8301 Office Supplies	1,608	1,608	1,608
-100	225	225	8310 Other Materials	225	225	225
940	1,833	1,833	OBJECT TOTAL	1,833	1,833	1,833
<u>CAPITAL OUTLAY</u>						
132,140	133,451	133,451	8401 Public Circulation Material	134,451	134,451	134,451
132,140	133,451	133,451	OBJECT TOTAL	134,451	134,451	134,451
569,335		597,206	597,206	TOTAL	586,609	586,609

FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM BUILDING	CODE 714
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### EXPLANATION

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

### HIGHLIGHTS OF FY 2021-2022 OPERATION

- Revamped many areas of the building with PPE to make workspace and public space safer for everyone. This included installation of tempered glass at all public service desks, new water fountain, reduced seating for the public and relocated computers for the public.
- Lack of adequate parking continued to be an issue during regular library hours.
- Balancing the heating and cooling continued to be problematic.
- New carpet was installed on most of the first floor as part of the Town's Capital Improvement Projects.
- New seating and additional book shelves were installed in the Children's department with funds from a grant.
- Uncle Sam's Cleaning Service that is used by the library was once again very problematic.
- There were several significant leaks in the adult stacks and skylights throughout the year. The library building continues to have interior water damage from the leaks and falling roof tiles.
- Completed some painting and a number of minor building projects and maintenance upgrades.

### OBJECTIVES FOR 2022-2023

- Work with the Library Board of Trustees and the Town to address problems with the skylight.
- Work with Facilities Management on the roof replacement project for a large portion of the shingle roof planned for the coming year.
- Work with Facilities Management on the carpet installation project for most of the first floor planned for the coming year.
- Continue to work with the Facilities Management department to address building issues.
- Continue work on minor repairs and projects that need attention.
- Continue to address the parking issues with the Town.
- Continue to monitor the facility, handling problems with vandalism, inappropriate behavior and safety in a timely and professional manner.
- Continue to be creative and reuse space when possible to address space issues.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time reflects rate increases, including minimum wage increases.
- Increase in Other Contractual Services to cover anticipated increase of maintenance fees for security cameras.

Function Public Library	Activity Library Operations	Program Library Building	Code 0714
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
14,818	21,216	21,216	8103 Part Time	22,292	22,292	22,292
14,818	21,216	21,216	OBJECT TOTAL	22,292	22,292	22,292
<u>PROFESSIONAL SVCS</u>						
43	1,164	1,164	8212 Equipment Maintenance	1,164	1,164	1,164
500	1,104	1,104	8213 Facilities Maintenance	1,104	1,104	1,104
1,337	1,752	1,752	8220 Other Contractual Services	1,953	1,953	1,953
1,879	4,020	4,020	OBJECT TOTAL	4,221	4,221	4,221
<u>MATERIAL &amp; SUPPLIES</u>						
52	175	175	8305 Cleaning Supplies	175	175	175
52	175	175	OBJECT TOTAL	175	175	175

16,749	25,411	25,411	TOTAL	26,688	26,688	26,688
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FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM COLLECTION MANAGEMENT	CODE 715
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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 2021-2022 OPERATION

- Selected, ordered and processed 28,511 items, including books, e-books, DVDs, CDs, magazines and museum passes.
- Maintained a physical collection of 169,052 items and a digital collection of more than 112,774 downloadable media (e-books and audio books).
- Due to high 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 Hoopla.
- With the full-time Librarian I cataloguing position unfunded due to budget constraints, many of the duties have been streamlined or reassigned when possible.
- Digital materials for elementary, middle school and high school aged students were increased to support the needs of the Newington Public schools' curriculum.
- Continued to weed, shift and move collections when possible to address the space constraints.
- Continued to process incoming and outgoing materials delivered to the library through the statewide delivery system and the supplemental delivery service provided by the library's consortium Library Connection, Inc.
- Hired a new Head of Collection Management in October 2021 after her predecessor resigned.

### OBJECTIVES FOR 2022-2023

- Continue to restructure duties from the open position to be able to process new materials and maintain the library's collection.
- Evaluate, continue to develop and offer easy access to library's print and digital collections to meet the needs of the Newington community.
- 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

- Increase in Full Time Salaries per AFSME union contract.
- Overtime increased for the addition of Sunday hours.

Function Public Library	Activity Library Operations	Program Collection Management	Code 0715
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
61,673	59,362	59,362	8101 Full time salaries	60,547	60,547	60,547
0	0	0	8102 Overtime	1,268	1,268	1,268
12,381	14,997	14,997	8103 Part Time	15,015	15,015	15,015
74,054	74,359	74,359	OBJECT TOTAL	76,830	76,830	76,830
<u>PROFESSIONAL SVCS</u>						
524	500	500	8216 Printing and Binding	500	500	500
524	500	500	OBJECT TOTAL	500	500	500
<u>MATERIAL &amp; SUPPLIES</u>						
7,445	8,100	8,100	8302 Technical Supplies	8,100	8,100	8,100
7,445	8,100	8,100	OBJECT TOTAL	8,100	8,100	8,100

82,022	82,959	82,959	TOTAL	85,430	85,430	85,430
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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 2021-2022 OPERATION

- During the year 8,356 people visited the library. The building reopened on April 28, 2021 for browsing and computer use. Patrons checked out 156,393 items during the year.
- Circulation of physical materials was primarily done through the library contactless curbside delivery service until the library reopened on April 28, 2021 and patrons could check out materials in-person or continue with the curbside service. 15,996 curbside deliveries were made by staff during the year.
- Circulation of digital materials continue to be high. 37,400 items were download from the library's digital collection.
- Continued to revamp and revise procedures and processes of handling and delivering library curbside deliveries to make it more efficient for staff and patrons. Patrons can now pick up requests via curbside service within 1-2 hours.
- Quarantining of retuned library materials was stopped in June 2020.
- 10,253 people in Newington have library cards. People can apply for new library cards through the mail or in person
- Continued offering temporary library cards that could be issued electronically that gave Newington residents access to the library's digital collection and online and streaming services until they could get a permanent library card.
- Revamped the interlibrary loan process after the State Library changed its statewide delivery procedures.
- Continued to promote email notification to patrons to cut down on the expenses to mail these notifications.
- Had several key personnel changes with a new Circulation Supervisor and the hiring of several Part-Time Circulation staff.

### OBJECTIVES FOR 2022-2023

- Work with the consortium to implement periodic circulation system upgrades.
- Continue to increase the database of patron email addresses for email notification, email blasts and Wowbrary.
- Work to increase the number of Newington library card holders.
- Continue training and building a cohesive Circulation department with the many new employees.
- Work to streamline the interlibrary loan delivery process.
- Continue to streamline curbside service to make it easier for patrons and staff.
- Continue to offer excellent customer service at the public desk.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Increase in Full-Time Salaries per AFSME union contract and step increase for full-time employee.
- Overtime is added for Sunday hours.
- Part Time reflects step increases, raises and two increases in minimum wage.
- Increase in Seasonal due to increase in minimum wage and raises.

Function Public Library	Activity Library Operations	Program Circulation	Code 0716
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
148,673	161,042	161,042	8101 Full time salaries	171,657	171,657	171,657
0	0	0	8102 Overtime	1,911	1,911	1,911
124,967	182,639	182,639	8103 Part Time	200,732	200,732	200,732
1,084	6,490	6,490	8104 Seasonal	7,438	7,438	7,438
274,724	350,171	350,171	OBJECT TOTAL	381,738	381,738	381,738
<u>PROFESSIONAL SVCS</u>						
363	482	482	8216 Printing and Binding	482	482	482
363	482	482	OBJECT TOTAL	482	482	482
<u>MATERIAL &amp; SUPPLIES</u>						
872	991	991	8302 Technical Supplies	991	991	991
872	991	991	OBJECT TOTAL	991	991	991

275,958	351,644	351,644	TOTAL	383,211	383,211	383,211
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FUNCTION <b>PUBLIC LIBRARY</b>	ACTIVITY <b>HUBBARD BOOK FUND</b>	PROGRAM	CODE <b>730</b>
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**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 Public Library	Activity Hubbard Book Fund	Program Hubbard Book Fund	Code 0730
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PROFESSIONAL SVCS</u>						
10	30	30	8220 Other Contractual Services	30	30	30
10	30	30	OBJECT TOTAL	30	30	30

10	30	30	TOTAL	30	30	30
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# PARKS AND RECREATION

810 ADMINISTRATION

830 GROUNDS MAINTENANCE



FUNCTION <b>PARKS AND RECREATION</b>	ACTIVITY	PROGRAM SUMMARY		CODE 800	
<u>PERSONNEL SUMMARY</u>					
		2021-2022 <u>Authorized</u>	2022-2023 <u>Requested</u>	2022-2023 <u>Proposed</u>	2022-2023 <u>Approved</u>
<u>Positions (in work years)</u>					
<b>Administration</b>					
Superintendent of Parks and Recreation		1.0	1.0	1.0	1.0
Recreation Supervisors*		2.0	2.0	2.0	2.0
Recreation Supervisor**		1.0	1.0	1.0	1.0
Administrative Secretary I*		<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>
		6.0	6.0	6.0	6.0
<b>Parks and Grounds</b>					
Supervisor of Parks, Grounds & Cemeteries***		1.0	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 I		10.0	9.0	9.0	9.0
Parks Mechanic II		1.0	1.0	1.0	1.0
Town Center Maintainer (Beautification Worker) (PT)		<u>0.3</u>	<u>0.3</u>	<u>0.3</u>	<u>0.3</u>
		14.3	13.3	13.3	13.3
<b>Cemeteries</b>					
Groundskeeper IV		1.0	1.0	1.0	1.0
Parks Laborer (Cemetery Maintainer) (PT)		0.4	0.4	0.4	0.4
Office Assistant (PT)		<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
		1.9	1.9	1.9	1.9
<u>Overtime (work hours)</u>					
Parks & Grounds		1,676.8	1,947.3	1,947.3	1,947.3
Cemeteries		<u>286.0</u>	<u>280.4</u>	<u>280.4</u>	<u>280.4</u>
		1,962.8	2,227.7	2,227.7	2,227.7
<u>Seasonal (work hours)</u>					
Maintenance Parks & Grounds – Maintainer		6730.0	6,936.0	6,936.0	6,936.0
Maintenance Cemetery – Maintainer		<u>960.0</u>	<u>960.0</u>	<u>960.0</u>	<u>960.0</u>
		7,690.0	7,896.0	7,896.0	7,896.0
<b>Board of Parks and Recreation</b>					
Recording Clerk		1.0	1.0	1.0	1.0

\*3 positions (2 Recreation Supervisors & 1 Administrative Secretary I) are charged in full to the Recreation Fund.

\*\*\$15,284 of the funding for this position is charged to the Recreation Fund.

\*\*\*7.4 percent of the funding for this position is charged to the Cemetery Fund.

FUNCTION PARKS AND RECREATION	ACTIVITY ADMINISTRATION	PROGRAM	CODE 810
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### EXPLANATION

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

### HIGHLIGHTS OF FY 2021-2022 OPERATION

- The Life. Be in it. Extravaganza was planned with revenue off-setting expenses.
- The Department continues to recruit public/private partnerships by advertising in our quarterly program guide, which is a significant fundraiser for the Department.
- Online registration utilizing WebTrac (a module of RecTrac) continues to be successful and has been expanded to include registration for the pickleball and badminton leagues, as well as the youth basketball program offered to hundred of participants.

### 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 Plans.
- Continue to provide inclusive, quality programs and construct and maintain fully accessible facilities.
- Continue to improve customer service by improving marketing and communications through social media and other forms of advertising.
- Continue implementing and developing the Management Information System (RecTrac/MainTrac).
- Conveniently offer registration and facility use information online.
- Enrich the downtown Holiday lights and decorations.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects Administrative raises, AFSCME contractual increases and one AFSCME Admin Secretary position now being charged in full back to the Recreation Fund. As in prior years, two of the Recreation Supervisors are also being charged in full back to the Recreation Fund, as well as part of the third Recreation Supervisor.

Function Parks & Recreation		Activity Parks & Recreation Administr.		Program Parks & Recreation Administr.		Code 0810
2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
295,238	235,404	242,904	8101 Full time salaries	242,548	242,548	242,548
1,446	900	900	8103 Part Time	900	900	900
250	0	0	8105 Longevity	0	0	0
296,935	236,304	243,804	OBJECT TOTAL	243,448	243,448	243,448
<u>PROFESSIONAL SVCS</u>						
889	1,077	1,077	8202 Dues and Subscriptions	1,077	1,077	1,077
335	1,400	1,400	8204 Conferences,Meetings,Training	1,400	1,400	1,400
869	1,500	1,500	8210 Equipment Rental	1,500	1,500	1,500
36	300	300	8212 Equipment Maintenance	300	300	300
2,128	4,277	4,277	OBJECT TOTAL	4,277	4,277	4,277
<u>MATERIAL &amp; SUPPLIES</u>						
151	1,900	1,900	8301 Office Supplies	1,900	1,900	1,900
0	300	300	8310 Other Materials	300	300	300
151	2,200	2,200	OBJECT TOTAL	2,200	2,200	2,200
299,214	242,781	250,281	TOTAL	249,925	249,925	249,925

FUNCTION PARKS AND RECREATION	ACTIVITY GROUNDS MAINTENANCE	PROGRAM PARKS AND PUBLIC GROUNDS	CODE 831
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### EXPLANATION

This division 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, leaf removal from parks, schools, town buildings and roadsides, athletic field preparation and paint lining, apparatus and equipment maintenance, development work, litter and refuse removal, and winter snow and sanding operations. It also provides for the year-round maintenance 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 decorative planters.

### HIGHLIGHTS OF FY 2021-2022 OPERATION

- Installed new playscape, bituminous paths, chess and checker tables, and bocce courts and repainted basketball court at Beacon Park.
- Commenced construction on new field lights for Legends baseball field at Clem Lemire to be completed in July of 2022-2023 fiscal year.
- Complete ballfield reconstruction at both High School softball fields and the Little League Field located on Wilson Road, Badger Field.
- Both Churchill Park and Mill Pond Park Pools were reopened for the entire summer season.
- Installed new irrigation system at Town Hall and Police Department and completed partial irrigation system at library.
- Prepared 110 plots, including tilling and staking, for Community Gardens at Deming Young Farm
- Preventative maintenance and grooming performed on synthetic field at Clem Lemire.
- Constructed new greenhouse at Parks & Grounds facility for to assist with town beautification.
- Purchased and installed additional lighted holiday street decorations
- Designed and planted a two-sided American flag on Mazzoccoli Way in the shape of an American Flag

### OBJECTIVES

- Continue to enhance beautification of the 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.
- Continue to make the entire park system ADA accessible

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects AFSCME contractual increases and Administrative raises, as well as the elimination of a Groundskeeper I position which had been added last year.
- Overtime reflects AFSCME contractual increases and budgeting based on 5 year average.
- Part Time and Seasonal increased for raises and new pay scale to adhere to state minimum wage increases.
- Equipment rental increased due to rising costs and increased demand for park and school portable bathrooms resulting in additional quantity of portable bathrooms. Also, for increased cost for man-lift rental to install Christmas decorations.
- Agricultural supplies increased due to rising fertilizer expenses. Grass seed costs are anticipated to double in price next year due to the extended drought in the Pacific North West

Function Parks & Recreation		Activity Grounds Maintenance		Program Parks and Public Grounds		Code 0831
2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>						
860,283	966,158	966,158	8101 Full time salaries	920,700	920,700	920,700
124,322	88,357	88,357	8102 Overtime	105,001	105,001	105,001
10,544	7,098	7,098	8103 Part Time	7,781	7,781	7,781
56,177	105,000	105,000	8104 Seasonal	120,720	120,720	120,720
4,000	4,850	4,850	8105 Longevity	4,450	4,450	4,450
1,055,325	1,171,463	1,171,463	OBJECT TOTAL	1,158,652	1,158,652	1,158,652
<u>PROFESSIONAL SVCS</u>						
260	600	600	8202 Dues and Subscriptions	600	600	600
3,007	3,070	2,070	8204 Conferences,Meetings,Training	3,070	3,070	3,070
752	2,100	2,100	8207 Clothing Allowance	2,100	2,100	2,100
10,464	18,334	16,834	8210 Equipment Rental	19,041	19,041	19,041
3,757	4,758	3,258	8212 Equipment Maintenance	4,758	4,758	4,758
90,764	32,089	34,656	8220 Other Contractual Services	32,089	32,089	32,089
109,004	60,951	59,518	OBJECT TOTAL	61,658	61,658	61,658
<u>MATERIAL &amp; SUPPLIES</u>						
81,273	61,149	71,049	8302 Technical Supplies	61,259	61,259	61,259
5,854	7,580	7,580	8303 Uniforms and Clothing	7,580	7,580	7,580
50,033	59,990	55,339	8304 Agricultural Supplies	79,064	79,064	79,064
15,213	13,500	13,584	8306 Constr.& Maintenance Materials	13,500	13,500	13,500
5,361	5,000	6,000	8307 Equipment Parts	5,000	5,000	5,000
15,397	5,700	5,700	8310 Other Materials	5,700	5,700	5,700
173,131	152,919	159,252	OBJECT TOTAL	172,103	172,103	172,103
<u>CAPITAL OUTLAY</u>						
24,221	11,600	12,600	8402 Technical Equipment	11,600	11,600	11,600
24,221	11,600	12,600	OBJECT TOTAL	11,600	11,600	11,600
1,361,680	1,396,933	1,402,833	TOTAL	1,404,013	1,404,013	1,404,013

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 services over 130 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 2021-2022 OPERATION

- Completed expansion in Section F of West Meadow Cemetery. 130 graves immediately available for sale to public.
- Restored 64 historic monuments that were in disrepair in Center Cemetery for safety and preservation purposes.
- The annual Cherish the Children memorial service was held in September.
- There were 135 total interments in 2021 in both Newington cemeteries.
- The Wreaths Across America ceremony was held at West Meadow cemetery in December.
- Implemented a new fee schedule.
- Performed seasonal fertilizer applications.

### 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 and perennials.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time and Overtime reflect AFSCME contractual rates.
- Part time and seasonal increased to reflect the state minimum wage increase
- Agricultural Supplies reflects increases in fertilizer. Grass seed costs are expected to double in price due to the extended drought in the Pacific North West

Function		Activity		Program		Code	
Parks & Recreation		Grounds Maintenance		Cemeteries		0832	
2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget			2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>							
76,678	81,491	81,491	8101 Full time salaries		83,118	83,118	83,118
5,170	17,109	17,109	8102 Overtime		17,109	17,109	17,109
21,966	24,985	24,985	8103 Part Time		30,540	30,540	30,540
0	12,326	12,326	8104 Seasonal		15,360	15,360	15,360
1,000	1,000	1,000	8105 Longevity		1,000	1,000	1,000
104,814	136,911	136,911	OBJECT TOTAL		147,127	147,127	147,127
<u>PROFESSIONAL SVCS</u>							
0	400	400	8202 Dues and Subscriptions		400	400	400
2,760	2,120	2,120	8206 Utilities		2,120	2,120	2,120
4,350	3,500	3,500	8220 Other Contractual Services		3,500	3,500	3,500
7,110	6,020	6,020	OBJECT TOTAL		6,020	6,020	6,020
<u>MATERIAL &amp; SUPPLIES</u>							
3,117	3,400	3,400	8302 Technical Supplies		3,400	3,400	3,400
3,048	7,587	7,587	8304 Agricultural Supplies		8,647	8,647	8,647
4,143	4,300	4,300	8306 Constr.& Maintenance Materials		4,300	4,300	4,300
10,308	15,287	15,287	OBJECT TOTAL		16,347	16,347	16,347
<u>CAPITAL OUTLAY</u>							
12,500	12,500	12,500	8402 Technical Equipment		12,500	12,500	12,500
0	800	800	8406 Office Equipment		800	800	800
12,500	13,300	13,300	OBJECT TOTAL		13,300	13,300	13,300
134,732	171,518	171,518	TOTAL		182,794	182,794	182,794

FUNCTION <b>PARKS AND RECREATION</b>	ACTIVITY <b>GROUNDS MAINTENANCE</b>	PROGRAM <b>HISTORICAL PROPERTIES</b>	CODE <b>833</b>
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#### **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 2021-2022 OPERATION**

#### **OBJECTIVES**

- Maintain the outside grounds in cooperation with the Facilities Department

#### **MAJOR BUDGET CHANGES AND COMMENTARY**

- None.

Function Parks & Recreation	Activity Grounds Maintenance	Program Historical Properties	Code 0833
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<b><u>CAPITAL OUTLAY</u></b>						
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 PARKS AND RECREATION	ACTIVITY GROUNDS MAINTENANCE	PROGRAM TREE MAINTENANCE	CODE 834
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#### EXPLANATION

Under the Tree Warden's direction, the tree maintenance program is responsible for the maintenance of all roadside trees which are valued at over 30 million dollars. This program also maintains all the trees at parks and all municipal and school grounds.

#### HIGHLIGHTS OF FY 2021-2022 OPERATION

- Continued to address tree concerns to ensure public safety.
- Continued tree service agreement with Town of Wethersfield.
- Continued to work on updating the town tree inventory

#### OBJECTIVES

- Manage the municipal tree inventory to enhance public safety while preserving shade, clean air and character of the Town.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function		Activity		Program		Code	
Parks & Recreation		Grounds Maintenance		Tree Maintenance		0834	
2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget			2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PERSONAL SERVICES</u>							
1,750	1,750	1,750	8101 Full time salaries		1,750	1,750	1,750
1,750	1,750	1,750	OBJECT TOTAL		1,750	1,750	1,750
<u>PROFESSIONAL SVCS</u>							
75	2,450	1,450	8204 Conferences,Meetings,Training		2,450	2,450	2,450
49,909	50,000	50,000	8217 Consultants/Special Contractor		50,000	50,000	50,000
49,984	52,450	51,450	OBJECT TOTAL		52,450	52,450	52,450
<u>MATERIAL &amp; SUPPLIES</u>							
1,519	8,000	3,100	8302 Technical Supplies		8,000	8,000	8,000
1,519	8,000	3,100	OBJECT TOTAL		8,000	8,000	8,000
53,253	62,200	56,300	TOTAL		62,200	62,200	62,200



## **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 2021-2022 OPERATION

- USI Insurance Services of Connecticut served as the Town's Agent of Record for the final year of their appointment
- Including the excess liability (Umbrella) policies, all coverage was provided by CIRMA (The Connecticut Interlocal Risk Management Agency) for programs 0911 to 0919.

### 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

- Rates for coverage included in accounts 10912 through 10919 increased by 2% over expiring premiums. Account 10911 increased by 4% over the expiring premium.

FUNCTION	ACTIVITY		PROGRAM		CODE
Insurance - Miscellaneous	Municipal Insurance				0910

2020-2021 Actual	2021-2022 Original Budget	2021-2022 Revised Budget		2022-2023 Department Request	2022-2023 Manager Proposed	2022-2023 Council Adopted
Object Summary						
829,325	863,450	863,450	200 Contractual Services	880,365	880,365	880,365
125,000	125,000	125,000	500 Transfers to Other Funds	125,000	125,000	125,000
954,325	988,450	988,450		1,005,365	1,005,365	1,005,365
Program Summary						
400,328	420,349	420,349	0911 Workers Compensation	416,344	416,344	416,344
171,093	173,515	173,515	0912 General Liability & Auto Ins.	182,435	182,435	182,435
72,421	74,163	74,163	0914 Umbrella Liability	80,395	80,395	80,395
42,655	43,680	43,680	0915 Police Professional Liability	44,229	44,229	44,229
52,754	54,023	54,023	0916 Public Official Liability	55,967	55,967	55,967
47,403	43,774	43,774	0919 Property Coverage	44,549	44,549	44,549
25,171	36,346	36,346	0920 Other Coverage	36,346	36,346	36,346
0	100	100	0921 Surety Bonds	100	100	100
17,500	17,500	17,500	0922 Agent Fees	20,000	20,000	20,000
125,000	125,000	125,000	0925 Reimbursement Insurance Fund	125,000	125,000	125,000

954,325	988,450	988,450	TOTAL	1,005,365	1,005,365	1,005,365
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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

- Increase to reflect calculated charge from Greater Hartford Transit District.

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

2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PROFESSIONAL SVCS</u>						
2,930	5,000	5,000	8218 Contributions and Subsidies	5,192	5,192	5,192
2,930	5,000	5,000	OBJECT TOTAL	5,192	5,192	5,192

2,930	5,000	5,000	TOTAL	5,192	5,192	5,192
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FUNCTION INSURANCE – MISCELLANEOUS	ACTIVITY EMPLOYEE BENEFITS	PROGRAM SUMMARY	CODE 940
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### 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 a (estimate) 0% increase. The 2022-2023 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 \$2,804,583. Additionally, based on the Town's actuary evaluation for OPEB, the contribution to the trust of \$817,200 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 decreased by \$36,333.

The 2022 wage base for Social Security taxes is \$147,000. All 2022 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). In total these expense line items increased by \$52,320 or less than 1%.

The 2022-2023 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

2020-2021 Actual	2021-2022 Original Budget	2021-2022 Revised Budget		2022-2023 Department Request	2022-2023 Manager Proposed	2022-2023 Council Adopted
Object Summary						
10,486,415	10,229,955	10,229,955	200 Contractual Services	10,301,292	10,301,292	10,301,292
10,486,415	10,229,955	10,229,955		10,301,292	10,301,292	10,301,292
Program Summary						
4,023,057	3,805,224	3,805,224	0941 Medical Insurance	3,780,324	3,780,324	3,780,324
32,437	36,413	36,413	0942 Life Insurance	38,385	38,385	38,385
5,492,557	5,298,837	5,298,837	0943 Retirement	5,341,060	5,341,060	5,341,060
600,078	665,934	665,934	0944 Social Security	707,158	707,158	707,158
230,568	254,205	254,205	0945 Medicare Taxes	265,303	265,303	265,303
107,718	169,342	169,342	0946 Other Benefits	169,062	169,062	169,062

10,486,415	10,229,955	10,229,955	TOTAL	10,301,292	10,301,292	10,301,292
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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
- Community Access Television
- NVFD Veterans

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Town 150<sup>th</sup> Anniversary celebration was during the 2021 fiscal year so funding for this was discontinued.

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

2020-2021 Actual	2021-2022 Original Budget	2021-2022 Revised Budget		2022-2023 Department Request	2022-2023 Manager Proposed	2022-2023 Council Adopted
<b>Object Summary</b>						
22,500	27,500	27,500	200 Contractual Services	20,000	20,000	20,000
22,500	27,500	27,500		20,000	20,000	20,000
<b>Program Summary</b>						
0	5,000	5,000	0953 Memorial Day Parade	5,000	5,000	5,000
7,500	7,500	7,500	0954 Town 150th Anniversary	0	0	0
10,000	10,000	10,000	0956 Community Access Television	10,000	10,000	10,000
5,000	5,000	5,000	0957 NVFA - Veterans	5,000	5,000	5,000

22,500	27,500	27,500	TOTAL	20,000	20,000	20,000
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48500FUNCTION INSURANCE – MISCELLANEOUS	ACTIVITY: CONTINGENCY	PROGRAM MANAGER'S CONTINGENCY	CODE 961
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#### 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 Insurance-Miscellaneous	Activity Contingency	Program Manager's Contingency	Code 0961
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PROFESSIONAL SVCS</u>						
48,438	48,500	48,500	8220 Other Contractual Services	48,500	48,500	48,500
48,438	48,500	48,500	OBJECT TOTAL	48,500	48,500	48,500

48,438	48,500	48,500	TOTAL	48,500	48,500	48,500
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FUNCTION INSURANCE – MISCELLANEOUS	ACTIVITY CONTINGENCY	PROGRAM SPECIAL CONTINGENCY	CODE 962
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#### 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 2021-2022 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 and the Public Building Fund in FY 2021-22 through February 15, 2022:

Original Appropriation	\$335,384
Less: Transfers to Other Departments: Council Transfers as of 2/15/2022	\$199,810
Amended Budget Appropriation	\$135,574

#### MAJOR BUDGET CHANGES AND COMMENTARY

- The amount budgeted in Contingency is two-tenths of one percent (0.2%) of total General Fund estimated expenditure. The account was decreased to reflect only the base amount of \$200,000. Potential wage increases for administrative and part time personnel, as well as contractual increases for AFSCME personnel and Nutmeg Independent Public Safety Employees are in the individual department budgets.

Function	Activity	Program	Code
Insurance-Miscellaneous	Contingency	Special Contingency	0962

2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PROFESSIONAL SVCS</u>						
0	335,384	135,574	8220 Other Contractual Services	200,000	200,000	200,000
0	335,384	135,574	OBJECT TOTAL	200,000	200,000	200,000

0	335,384	135,574	TOTAL	200,000	200,000	200,000
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1000 DEBT SERVICE

FUNCTION DEBT SERVICE	ACTIVITY	PROGRAM	CODE 1000
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#### 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 confirmed its rating on Newington's general obligation (GO) bonds at 'AA+' during our rating review call in May of this past year prior to going out to bond on the new Town Hall/Community Center project.

#### MAJOR BUDGET CHANGES AND COMMENTARY

<u>Serial Bonds</u>	<u>Year Issued</u>	<u>Outstanding as of 7/1/2022</u>	<u>Principal Paid 2022-23</u>	<u>Interest Paid 2022-23</u>	<u>Total Payment</u>	<u>True Interest Cost %</u>	<u>Year Retired</u>
Town Hall Building Project	2020	10,125,000	562,500	266,953	829,453	1.88	2040
Town Hall Building Project – BOE	2020	3,375,000	187,500	88,985	276,485	1.88	2040
Town Hall Building Project	2019	5,737,500	337,500	219,375	556,875	2.70	2039
Town Hall Building Project - BOE	2019	1,912,500	112,500	73,125	185,625	2.70	2039
Education Facilities I & II Refunding (E. Green & R. Chaffee)	2013	394,000	199,000	7,880	206,880	1.58	2024
Police Station I & II Refunding	2013	1,076,000	<u>451,000</u>	<u>21,752</u>	<u>472,752</u>	1.58	2025
<b>Total</b>		22,620,000	1,850,000	678,070	2,528,070		

Debt service payments increased by \$305,138 in fiscal year 2022-2023 due to additional bond sale premium which we received during the May 2020 sale to offset the interest payment in prior years, being used up.

FUNCTION Debt Service	ACTIVITY Summary	PROGRAM	CODE 1000
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2020-2021 Actual	2021-2022 Original Budget	2021-2022 Revised Budget		2022-2023 Department Request	2022-2023 Manager Proposed	2022-2023 Council Adopted
<b>Object Summary</b>						
2,750,881	2,222,932	2,671,432	200 Contractual Services	2,528,070	2,528,070	2,528,070
2,750,881	2,222,932	2,671,432		2,528,070	2,528,070	2,528,070
<b>Program Summary</b>						
875,881	357,932	806,432	1014 Interest Expense	678,070	678,070	678,070
1,875,000	1,865,000	1,865,000	1024 Principal Payments	1,850,000	1,850,000	1,850,000

2,750,881	2,222,932	2,671,432		2,528,070	2,528,070	2,528,070
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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. Funding is also included for sewer assessments for Newington Housing Authority units.

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>2020</u>	<u>%</u>	<u>2021</u>	<u>%</u>	<u>2022</u>	<u>%</u>
Hartford	\$13,035,400	25.32%	\$13,169,100	25.58%	\$14,067,500	26.50%
E. Hartford	6,089,300	11.83%	6,015,200	11.69%	6,264,400	11.80%
NEWINGTON	4,623,100	8.98%	4,681,000	9.09%	4,799,100	9.05%
Wethersfield	4,240,800	8.24%	4,214,100	8.19%	4,252,500	8.01%
Windsor	4,611,600	8.96%	4,551,500	8.84%	4,698,600	8.85%
Bloomfield	3,879,300	7.54%	3,808,100	7.40%	3,868,400	7.29%
Rocky Hill	3,144,100	6.11%	3,171,200	6.16%	3,206,800	6.05%
W. Hartford	<u>11,852,100</u>	<u>23.02%</u>	<u>11,865,500</u>	<u>23.05%</u>	<u>11,919,300</u>	<u>22.45%</u>
TOTAL	\$51,475,700	100.00%	\$51,475,700	100.00%	\$53,076,600	100.00%

(Source: MDC's 2022 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 2022-23 budget. Newington's budgeted funds for the MDC include 50% of the MDC's 2022 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 2022 MDC tax for Newington and the amount paid on the 2021 MDC tax (i.e., 50%) during FY 2021-22.

Function Metropolitan District	Activity Metropolitan District Tax	Program MDC - Assessment	Code 1051
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2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>PROFESSIONAL SVCS</u>						
4,815,605	4,758,350	4,758,350	8220 Other Contractual Services	4,886,175	4,886,175	4,886,175
4,815,605	4,758,350	4,758,350	OBJECT TOTAL	4,886,175	4,886,175	4,886,175

4,815,605	4,758,350	4,758,350	TOTAL	4,886,175	4,886,175	4,886,175
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# CAPITAL IMPROVEMENTS

FUNCTION	ACTIVITY	PROGRAM	CODE							
CAPITAL IMPROVEMENTS		SUMMARY		STATE AID						
EXPLANATION		Summaries of FY 2022-23 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 2022-2023 Through 2026-2027.								
	Project Title	Department Request	Town Manager Proposed	Town Council Tentative	Town Council Adopted	LoCIP	Town Aid Roads	Municipal Grants in Aid	Capital Project Balances	General Fund Budget
General Government	Revaluation	25,000	25,000	25,000	25,000					25,000
	Town Beautification Project	25,000	25,000	25,000	25,000					25,000
	General Property Improvements	125,000	125,000	125,000	125,000					125,000
	Town Bldgs Roof Replacement and Repairs (per Owens Report)	1,500,000	1,500,000	1,500,000	1,500,000					1,500,000
	Fire Storage Building on Chapman Street	185,000	185,000	185,000	185,000					185,000
	Radio Lease	610,000	610,000	610,000	610,000					610,000
	Fire Alpine Red NMX Software Project	83,690	83,690	83,690	83,690					83,690
	Historic Properties					50,000				50,000
	Transfer to Technology Fund	450,000	450,000	450,000	450,000					450,000
Public Safety	Radio Replacement Reserve	40,000	40,000	40,000	40,000					40,000
	Fire Department PPE Replacement (Personal Protective Equip)	85,000	85,000	85,000	85,000					85,000
	Firehouses (all 5) Replacement of Door Openers	30,000	30,000	30,000	30,000					30,000
Public Works	Local Bridge & Dam Inspection and Maintenance	75,000	75,000	75,000	75,000					75,000
	Road Resurfacing/Reconstruction	1,500,000	1,500,000	1,500,000	1,500,000	200,000	400,000	200,000		700,000
	Public Building Resurfacing Program	270,000	150,000	150,000	150,000					150,000
	Sidewalk, Pavers & Curbs Maintain & Repair or Remove & Replace	375,000	300,000	300,000	300,000					300,000
	Sidewalk Improvements - Overpasses	30,000	30,000	30,000	30,000					30,000
	Elm Hill Business District Streetscape	275,000	275,000	275,000	275,000					275,000
	Drainage Maintenance	50,000	50,000	50,000	50,000					50,000
	Drainage Improvements	300,000	-	-	-					-
	Matching Grant Fund	225,000	225,000	225,000	575,000					575,000
	Stonewall Repair	50,000	50,000	50,000	50,000					50,000
	Flood Control System Maintenance Reserve	40,000	40,000	40,000	40,000					40,000
	MS4 Compliance/Stormwater Management Plan	80,000	80,000	80,000	80,000					80,000
	Traffic Signal Reserve	55,000	55,000	55,000	55,000					55,000
Community Development	Comprehensive Revision of Town Zoning Regulations	50,000	50,000	50,000	50,000					50,000
	Newington Town Center Economic Study and Concept Plan	150,000	150,000	150,000	150,000					150,000
	Transit Village Design District Architectural Guidelines Cedar St	100,000	100,000	100,000						-
	Transit Village Design District Architectural Guidelines Newington Junction	50,000	50,000	50,000	50,000					50,000
	Land Acquisition Fund for Open Space purchases	20,000	20,000	20,000	20,000					20,000
Parks And Recreation	Clem Lemire Legends Field Lighting	200,000	200,000	200,000	200,000					200,000
	Park, Pool, Playgrounds & Greenspace Improvements	200,000	200,000	200,000	200,000					200,000
	Town Parks ADA Compliant Paths, Walkways & Parking	50,000	50,000	50,000	50,000					50,000
	Synthetic Turf Field Replacement Reserve	50,000	50,000	50,000	50,000					50,000
	Beechwood Park Playground, Rubber Surface & ADA Compliant Paths	375,000	375,000	375,000	375,000					375,000
Education	Appr. To Public School CIP Reserve	125,000	125,000	125,000	125,000					125,000
	School Entrances (Security)	200,000	200,000	200,000	200,000					200,000
	School Bus Replacement Program	488,725	488,725	488,725	488,725					488,725
Subtotal Capital Improvements		8,542,415	8,047,415	8,047,415	8,347,415	200,000	400,000	200,000	-	7,547,415
Equipment Replacement	Equipment Replacement Reserve	1,133,000	1,133,000	1,133,000	1,133,000					1,133,000
	Lease Purchase & Other Payments	177,424	177,424	177,424	177,424					177,424
Annual Debt Service Payments		2,528,070	2,528,070	2,528,070	2,528,070					2,528,070
GRAND TOTAL		12,380,909	11,885,909	11,885,909	12,185,909					11,385,909

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

2020 - 2021 Actual	2021 - 2022 Original Budget	2021 - 2022 Revised Budget		2022 - 2023 Department Request	2022 - 2023 Manager Proposed	2022 - 2023 Council Adopted
<u>T/F/S TO OTHER FUNDS</u>						
2,523,364	4,705,052	4,705,052	8501 T/F to Capital Non-Recurring	5,647,415	5,152,415	5,402,415
168,800	1,836,000	1,836,000	8502 T/F to Public Building Fund	1,500,000	1,500,000	1,550,000
125,000	125,000	125,000	8503 T/F to School CIP Fund	125,000	125,000	125,000
0	20,000	20,000	8504 Transfer to Land Acquistion Fd	20,000	20,000	20,000
0	0	0	8505 Trf to Technology Fund	450,000	450,000	450,000
2,817,164	6,686,052	6,686,052	OBJECT TOTAL	7,742,415	7,247,415	7,547,415

2,817,164	6,686,052	6,686,052	TOTAL	7,742,415	7,247,415	7,547,415
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# EQUIPMENT RESERVE

FUNCTION <b>EQUIPMENT RESERVE</b>	ACTIVITY <b>SUMMARY</b>	PROGRAM	CODE <b>2000</b>
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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. This has been revised for 2022-2023 to better reflect when equipment should be replaced.
- The appropriation for 2022-2023 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 and an increase due to revising the replacement schedule, 2) lease-financed payments scheduled for the fire apparatus.

The following expenditures are included for FY 2022-2023:

	<u>Annual Depreciation Funding</u>	<u>Lease Payments</u>
General Government	\$42,318	
Public Safety Police	71,500	
Public Safety Patrol	194,757	
Public Safety Fire	23,990	177,424
Highway	645,754	
Parks & Grounds	154,681	
<b>Total</b>	<b>\$1,133,000</b>	<b>\$177,424</b>

\$123,868 Estimated June 30, 2022 Balance  
 1,310,424 July 1, 2022 General Fund Appropriation  
 1,114,566 Estimated Purchases  
\$319,726 Estimated June 30, 2023 Balance

FUNCTION Equipment Reserve	ACTIVITY Equipment Reserve-CIP	PROGRAM Summary	CODE 2000
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2020-2021 Actual	2021-2022 Original Budget	2021-2022 Revised Budget		2022-2023 Department Request	2022-2023 Manager Proposed	2022-2023 Council Adopted
Object Summary						
1,634,487	1,304,312	1,304,312	500 Transfers to Other Funds	1,310,424	1,310,424	1,310,424
Program Summary						
1,634,487	1,304,312	1,304,312	2500 Equipment Reserve	1,310,424	1,310,424	1,310,424

1,634,487	1,304,312	1,304,312			1,310,424	1,310,424	1,310,424
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# EMPLOYEE LEAVE LIABILITY RESERVE FUND

FUNCTION EMPLOYEE LEAVE LIAB. RES. FUND	ACTIVITY	PROGRAM SUMMARY	CODE 3000
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### 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 2019.

### MAJOR BUDGET CHANGES AND COMMENTARY

None.

	<u>2020-2021 Actual</u>	<u>2021-2022 Budget</u>	<u>2021-2022 Estimated</u>	<u>2022-2023 Proposed</u>	<u>2022-2023 Adopted</u>
OPENING BALANCE	649,015	573,009	709,848	680,848	680,848
<b>ACTUAL/ESTIMATED RECEIPTS</b>					
Board of Education Appropriation	51,700	50,700	50,700	49,300	49,300
Town Operations Appropriation	15,300	12,800	12,800	10,300	10,300
Interest	<u>141.198</u>	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>
TOTAL RECEIPTS	208,198	74,500	74,500	70,600	70,600
AVAILABLE FUNDS	857,213	647,509	784,348	751,448	751,448
<b>EXPENDITURES/APPROPRIATIONS</b>					
Board of Education Terminations	39,723	40,000	40,000	40,000	40,000
Town Operation Terminations	103,256	50,000	50,000	50,000	50,000
Investment Expense	4,387	5,000	5,000	5,000	5,000
Actuarial Evaluation	<u>0</u>	<u>0</u>	<u>8,500</u>	<u>8,500</u>	<u>8,500</u>
TOTAL EXPENDITURES/APPROPRIATIONS	147,366	95,000	103,500	103,500	103,500
CLOSING BALANCE	709,848	552,509	680,848	647,948	647,948

FUNCTION	ACTIVITY	PROGRAM	CODE
Employee Leave Liability Fund	Summary		3000

2020-2021 Actual	2021-2022 Original Budget	2021-2022 Revised Budget	2022-2023 Department Request	2022-2023 Manager Proposed	2022-2023 Council Adopted
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**Object Summary**

67,000	63,500	63,500	500 Transfers to Other Funds	59,600	59,600	59,600
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**Program Summary**

51,700	50,700	50,700	3100 Board of Educ Employee Leave Liab.	49,300	49,300	49,300
15,300	12,800	12,800	3200 Town Employee Leave Liability	10,300	10,300	10,300

67,000	63,500	63,500	59,600	59,600	59,600
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# BOARD OF EDUCATION

## BOARD OF EDUCATION FINAL PROGRAM STRUCTURE

<u>PROGRAM</u>	<u>2021 - 2022</u>	<u>2022 - 2023</u>
Art	\$791,134	\$793,689
Career/Technical Education	\$723,000	\$767,657
Education Technology	\$2,029,492	\$1,940,006
English/Language Arts	\$4,315,948	\$4,456,376
World Language	\$1,341,352	\$1,388,844
Mathematics	\$3,879,218	\$4,215,041
Music	\$1,133,780	\$1,160,448
Wellness	\$1,528,879	\$1,521,581
Reading	\$3,523,820	\$3,599,293
Science	\$3,108,362	\$3,500,749
STEM	\$708,723	\$730,169
Social Studies	\$3,348,788	\$3,712,274
Special Education	\$10,654,598	\$11,007,700
Homebound K-12	\$83,016	\$83,016
Continuing/Adult Education	\$105,721	\$103,341
Student Activities-Non-Athletics	\$172,529	\$173,856
Student Activities - Athletics	\$614,283	\$629,789
School Counseling	\$1,205,391	\$1,254,648
Health/Nursing Services	\$693,719	\$748,780
Psychological Services	\$1,263,050	\$1,335,240
Speech/Hearing	\$737,597	\$772,779
English Learners	\$586,252	\$611,153
Curriculum & Assessment	\$317,841	\$323,268
Media/Library Services	\$846,382	\$765,381
General Supplies	\$241,278	\$252,370
Central Direction	\$1,847,092	\$1,888,879
Building Direction	\$4,008,851	\$4,053,199
Staff Development & Evaluation	\$101,120	\$101,600
Board of Education	\$567,884	\$318,084
Maintenance	\$2,205,083	\$2,214,618
Plant Operations	\$4,988,746	\$5,268,096
Transportation	\$3,480,649	\$3,767,877
Insurance	\$811,910	\$811,910
Other Salaries	\$1,165,237	\$1,184,260
Employee Benefits	\$13,535,711	\$13,996,135
Community Services	\$101,575	\$102,750
<b>TOTAL</b>	<b>\$76,768,011</b>	<b>\$79,554,856</b>
TOWN MANAGER PROPOSED		\$78,068,011
TOWN COUNCIL ADOPTED		\$78,660,124



## 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
- 5011 RECREATION CIP FUND
- 5012 TECHNOLOGY FUND

FUNCTION SPECIAL REVENUE FUNDS	ACTIVITY Revenues	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 2021-2022 include:

- Programs and classes began running in person again after a year of virtual programming due to the COVID-19 pandemic. Programs were held in parks and facilities, including the newly rebuilt Mortensen Community Center. Over 800 in person and virtual programs were offered and attended by over 8,000 participants.
- Facebook and Facebook Live continue to be valuable tools used to reach the community.
- Summer Camps were back this year, as was the Life Be In It Extravaganza.
- Three different free music concert series were offered, including summer concert series at Mill Pond Park, Saturday night concerts in the municipal parking lot and Sunday concerts accompanying the Kiwanis Flea Market, all attracting hundreds of people.
- Safely opened Mill Pond and Churchill pools for a full schedule with 25,000 visitors.
- The Creative Playtime Preschool moved from their old home at the Church of Christ to their brand-new classroom at the Community Center with over 40 students.
- Local (Newington Parks & Recreation) Building a Strong Community Awards: Newington Rotary Club, The Flood Law Firm, Hinding Sports Builders and McBride Wayside Carpet.

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: Transfer to General Fund is for Operating Expenditures in Program #832.
- Recreation Fund: Includes enhancement of existing major community events and enhancement of fundraising efforts.

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY SUMMARY  EXPENDITURE CLASSIFICATION	PROGRAM 2000		CODE 5000	
2020-21	2021-2022			2022-2023			
ACTUAL	REVISED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED	
258,564	288,518	286,518	Cemetery Fund	302,294	302,294	302,294	
379,772	427,000	427,000	Road Aid Maintenance Fund	430,000	430,000	430,000	
185,045	200,000	200,000	Local Capital Improvement Program Fund	200,000	200,000	200,000	
746,479	1,665,231	1,396,400	Recreation Programs Fund	1,759,662	1,759,662	1,759,662	
68,643	118,000	103,000	Human Services - Needs & Donations	118,000	118,000	118,000	
37,923	47,000	33,900	Senior & Disabled Center Donations	47,000	47,000	47,000	
154,036	166,749	270,000	Insurance Reserve Fund	299,609	299,609	299,609	
822,339	1,150,000	1,291,275	Public School Capital Improvement Program	1,000,000	1,000,000	1,000,000	
9,635,314	11,139,771	10,563,008	Health Benefits Fund	10,563,008	10,563,008	10,563,008	
-	20,000	-	Land Acquisition Fund	20,000	20,000	20,000	
175,941	135,000	137,133	Recreation Capital Improvement Program	140,000	140,000	140,000	
-	1,636,325	1,000,000	Technology Fund	450,000	450,000	450,000	
<u>12,464,055</u>	<u>16,993,594</u>	<u>15,708,234</u>	<u>TOTAL APPROPRIATIONS</u>	<u>15,329,573</u>	<u>15,329,573</u>	<u>15,329,573</u>	

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY CEMETERY FUND	PROGRAM 2001/20832		CODE 5001
2020-21	2021-2022		EXPENDITURE CLASSIFICATION	2022-2023		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
1,603,015	1,552,249	1,924,706	OPENING BALANCE	1,874,188	1,874,188	1,874,188
			ACTUAL/ESTIMATED RECEIPTS			
248,870		-	5503 Net Appreciation			
31,009	25,000	25,000	5506 Investment Income	25,000	25,000	25,000
130,800	115,000	115,000	5701 Interment Charges	120,000	120,000	120,000
168,575	85,000	95,000	5905 Grave Sales	100,000	100,000	100,000
1,000	1,000	1,000	6030 State Grant - Veteran Markers	1,000	1,000	1,000
580,255	226,000	236,000	TOTAL RECEIPTS	246,000	246,000	246,000
2,183,270	1,778,249	2,160,706	TOTAL AVAILABLE FUNDS	2,120,188	2,120,188	2,120,188
			APPROPRIATIONS:			
			Transfer to General Fund for Operating Expenditures			
159,766	171,518	171,518	87011 in Program #832	182,794	182,794	182,794
	1,000	500	87012 Pamphlets for Purchasers	500	500	500
34,097	38,000	38,000	87013 Capital Outlay - Grounds Care Equipment	42,000	42,000	42,000
	1,000	1,000	87014 Office Equipment	1,000	1,000	1,000
	1,000	500	87015 Capital Improvements - Trees & Shrubs	5,000	5,000	5,000
50,759	60,000	60,000	87016 Capital Improvements - Other	60,000	60,000	60,000
3,924	3,000	3,000	87017 Refunds (prior years sales)	3,000	3,000	3,000
752	1,000	1,000	87020 Faceplate Inscriptions	3,000	3,000	3,000
500	12,000	5,000	87021 Consultants/Special Contractor	5,000	5,000	5,000
8,765	-	6,000	89206 Investment Expenses			
258,564	288,518	286,518	TOTAL APPROPRIATIONS	302,294	302,294	302,294
1,924,706	1,489,731	1,874,188	CLOSING BALANCE	1,817,894	1,817,894	1,817,894

FUNCTION			ACTIVITY			PROGRAM		CODE
SPECIAL REVENUE FUNDS			ROAD AID MAINTENANCE			2003/20322		5002
2020-21	2021-2022		EXPENDITURE CLASSIFICATION			2022-2023		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS				DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
104,623	74,735	137,054	OPENING BALANCE			121,974	121,974	121,974
			ACTUAL/ESTIMATED RECEIPTS					
412,203	412,203	411,920	6030 State Grants			412,203	412,203	412,203
412,203	412,203	411,920	TOTAL RECEIPTS			412,203	412,203	412,203
516,826	486,938	548,974	TOTAL AVAILABLE FUNDS			534,177	534,177	534,177
			APPROPRIATIONS:					
370,172	400,000	400,000	87092 Pavement Resurfacing - Vendor <i>2021-2022 Crestview Dr, Hawley St, Edmund St, Ellsworth St, Summit St cul-de-sac, Thornton Dr (segment west), Burdon Ln, Bushy Hill Dr; 2022-2023 Roads to be determined</i>			400,000	400,000	400,000
9,600	10,000	10,000	87093 Pavement Patching Materials			10,000	10,000	10,000
	17,000	17,000	87096 Pavement Crack Sealing			20,000	20,000	20,000
379,772	427,000	427,000	TOTAL APPROPRIATIONS			430,000	430,000	430,000
137,054	59,938	121,974	CLOSING BALANCE			104,177	104,177	104,177

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY LOCAL CAPITAL IMPROVEMENT PROGRAM (LoCIP)	PROGRAM 2004/20323	CODE 5003
2020-21	2021-2022		EXPENDITURE CLASSIFICATION	2022-2023	
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED
305,325	315,325	315,462	OPENING BALANCE	333,024	333,024
			ACTUAL/ESTIMATED RECEIPTS		
10,137	10,000	10,000	5705 Licenses, Permits & Fees	10,000	10,000
185,045	207,562	207,562	6030 State Grants	207,750	207,750
195,182	217,562	217,562	TOTAL RECEIPTS	217,750	217,750
500,507	532,887	533,024	TOTAL AVAILABLE FUNDS	550,774	550,774
			APPROPRIATIONS:		
185,045	200,000	200,000	Prior Year Projects		
-	-	-	2021-2022 Roads to be determined		
185,045	200,000	200,000	2022-2023 Roads to be determined	200,000	200,000
315,462	332,887	333,024	TOTAL APPROPRIATIONS	200,000	200,000
			CLOSING BALANCE	350,774	350,774

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY RECREATION	PROGRAM 2010	CODE 5004
2020-21	2021-2022		EXPENDITURE CLASSIFICATION	2022-2023	
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED
997,835	835,505	997,835	OPENING BALANCE	1,000,000	1,000,000
			ACTUAL/ESTIMATED RECEIPTS		
252,619	12,000	12,000	5503 Net Appreciation	12,000	12,000
30,829	12,000	18,000	5506 Interest Earnings	12,000	12,000
105,503	411,200	374,000	20801 Summer Camp	467,980	467,980
91,114	223,784	230,000	20802 Preschool	237,224	237,224
65,101	456,000	370,000	20803 Youth	481,700	481,700
29,009	112,000	68,704	20804 Adult	120,520	120,520
7,318	36,400	10,000	20805 Seniors	37,400	37,400
39,265	109,700	70,000	20806 Aquatics	133,600	133,600
	3,800	3,200	20807 Special Needs	4,180	4,180
2,281	20,250	8,300	20808 Concessions/Vending	21,450	21,450
67,003	77,000	77,000	20809 Facilities	89,200	89,200
5,356	101,222	90,361	20810 Extravaganza	111,350	111,350
51,084	104,875	67,000	20812 Special Events	110,175	110,175
746,479	1,680,231	1,398,565	TOTAL RECEIPTS	1,838,779	1,838,779
1,744,314	2,515,736	2,396,400	TOTAL AVAILABLE FUNDS	2,838,779	2,838,779
			APPROPRIATIONS:		
17,762		140,000	8526 Transfer to Recreation CIP Fund		
8,777		9,000	89206 Investment Expense		
102,765	287,900	280,000	20801 Summer Camp	328,130	328,130
104,814	151,364	150,000	20802 Preschool	164,804	164,804
69,778	346,100	210,000	20803 Youth	348,560	348,560
33,709	68,900	50,000	20804 Adult	74,400	74,400
4,000	18,950	5,000	20805 Seniors	19,950	19,950
124,531	206,000	170,000	20806 Aquatics	224,400	224,400
1,300	9,000	2,400	20807 Special Needs	4,400	4,400
5,895	18,100	17,000	20808 Concessions/Vending	19,300	19,300
14,016	28,800	25,000	20809 Facilities	31,000	31,000
11,499	78,800	30,000	20810 Extravaganza	78,800	78,800
247,633	451,317	308,000	20812 Special Events	465,918	465,918
746,479	1,665,231	1,396,400	TOTAL APPROPRIATIONS	1,759,662	1,759,662
997,835	850,505	1,000,000	CLOSING BALANCE	1,079,117	1,079,117

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY HUMAN SERVICES - NEEDS & DONATIONS	PROGRAM 2011/20620	CODE 5005
2020-21	2021-2022		EXPENDITURE CLASSIFICATION	2022-2023	
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED
				COUNCIL ADOPTED	
385,310	424,310	437,099	OPENING BALANCE	457,099	457,099
			ACTUAL/ESTIMATED RECEIPTS		
109,041	65,000	85,000	6305 Donations - Special Needs	75,000	75,000
11,391	55,000	35,000	6306 Donations- Prevention, Social Work & Challenge Course	45,000	45,000
-	3,000	3,000	6307 YAC Contributions	3,000	3,000
120,432	123,000	123,000	TOTAL RECEIPTS	123,000	123,000
505,742	547,310	560,099	TOTAL AVAILABLE FUNDS	580,099	580,099
			APPROPRIATIONS:		
64,797	60,000	70,000	87400 Special Needs - holiday food baskets, food bank, energy assistance	70,000	70,000
2,846	55,000	30,000	87410 Prevention, Social Work & Challenge Course - consultants	45,000	45,000
1,000	3,000	3,000	87420 YAC Contributions to & Scholarships	3,000	3,000
68,643	118,000	103,000	TOTAL APPROPRIATIONS	118,000	118,000
437,099	429,310	457,099	CLOSING BALANCE	462,099	462,099

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY SENIOR & DISABLED CENTER DONATIONS	PROGRAM 2701/20651	CODE 5006
2020-21	2021-2022		EXPENDITURE CLASSIFICATION	2022-2023	
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED
177,577	177,892	192,218	OPENING BALANCE	191,318	191,318
			ACTUAL/ESTIMATED RECEIPTS		
15	14,000	-	5715 Senior ID Membership Fees	14,000	14,000
	9,000	-	5722 Coffee Shop	9,000	9,000
	15,000	-	5724 Gift Shop	15,000	15,000
52,549	21,000	33,000	6311 Donations	21,000	21,000
52,564	59,000	33,000	TOTAL RECEIPTS	59,000	59,000
230,141	236,892	225,218	TOTAL AVAILABLE FUNDS	250,318	250,318
			APPROPRIATIONS:		
440	10,000	1,900	87968 Membership Expenses	10,000	10,000
140	6,000	-	87919 Coffee Shop Expenses	6,000	6,000
183	11,000	-	87920 Gift Shop Expenses	11,000	11,000
37,160	20,000	32,000	87918 Donations Expenses	20,000	20,000
37,923	47,000	33,900	TOTAL APPROPRIATIONS	47,000	47,000
192,218	189,892	191,318	CLOSING BALANCE	203,318	203,318

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
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#### 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
2020-21 ACTUAL	2021-2022 ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION	2022-2023		
DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED				
842,111	885,612	885,612	OPENING BALANCE	839,632	839,632	839,632
			ACTUAL/ESTIMATED RECEIPTS			
72,537	-	99,020	5814 Return Premiums from Insurance Policy			
125,000	125,000	125,000	6206 Miscellaneous - Remediation Grant	125,000	125,000	125,000
197,537	125,000	224,020	7031 Transfers from General Fund			
1,039,648	1,010,612	1,109,632	TOTAL RECEIPTS	125,000	125,000	125,000
			TOTAL AVAILABLE FUNDS	964,632	964,632	964,632
			APPROPRIATIONS:			
57,084	50,000	50,000	87251 Losses from deductibles and uninsured	67,687	67,687	67,687
96,952	116,749	220,000	87253 Insurance Payments (deductibles, retro, etc)	231,922	231,922	231,922
154,036	166,749	270,000	TOTAL APPROPRIATIONS	299,609	299,609	299,609
885,612	843,863	839,632	CLOSING BALANCE	665,023	665,023	665,023

FUNCTION OTHER FUNDS	ACTIVITY PUBLIC SCHOOL CAPITAL IMPROVEMENT PROJECTS FUND	PROGRAM	CODE 5008
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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 OTHER FUNDS			ACTIVITY PUBLIC SCHOOL CAPITAL IMPROVEMENT PROGRAM			PROGRAM 3003/31193		CODE 5008
2020-21	2021-2022		EXPENDITURE CLASSIFICATION			2022-2023		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS				DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
1,205,889	1,226,889	1,350,791	OPENING BALANCE			858,616	858,616	858,616
			ACTUAL/ESTIMATED RECEIPTS					
125,000	125,000	125,000	7032 General Fund Appropriations			125,000	125,000	125,000
30,022			6203 Cancelled PY Encumbrances					
1,057	2,000	1,100	5506 Interest Earnings			2,000	2,000	2,000
785,794	600,000	600,000	5751 Tuition Receipts			800,000	800,000	800,000
25,369	73,000	73,000	5401 School Rental Receipts			73,000	73,000	73,000
967,241	800,000	799,100	TOTAL RECEIPTS			1,000,000	1,000,000	1,000,000
2,173,130	2,026,889	2,149,891	TOTAL AVAILABLE FUNDS			1,858,616	1,858,616	1,858,616
			APPROPRIATIONS:					
	50,000	50,000	88957 Painting			30,000	30,000	30,000
	50,000	50,000	88959 Carpeting			30,000	30,000	30,000
201,652	100,000	100,000	88452 Districtwide Security and Safety					
	25,000	25,000	88453 Districtwide Furniture Replacement					
			88555 Technology Equipment/Infrastructure			750,000	750,000	750,000
293,563	50,000	50,000	88651 Districtwide HVAC			60,000	60,000	60,000
24,876	25,000	25,000	88851 Athletic Improvements					
	25,000	25,000	88355 Districtwide Bathroom Renovations					
	50,000	50,000	88356 Districtwide Playground Renovations			50,000	50,000	50,000
1,946	15,000	15,000	88152 Districtwide Lighting Improvements					
	25,000	25,000	88354 Districtwide Corridor/Exterior Doors					
	200,000	341,275	88757 Districtwide Roof Reserve					
4,646	65,000	65,000	88758 Districtwide Blacktop/Paving			50,000	50,000	50,000
	40,000	40,000	88950 Districtwide Vehicles			30,000	30,000	30,000
170,759			88050 Town Hall Furniture, Fixtures & Equipment (FF&E)					
24,913			88153 Transition Academy					
	25,000	25,000	88155 Districtwide Building Systems & Controls					
	55,000	55,000	88156 Districtwide Environmental Services					
	25,000	25,000	88157 Districtwide Sidewalks & Concrete					
	25,000	25,000	88158 Districtwide Electrical Infrastructure					
99,984			88159 M. Kellogg Boiler Room Chimney					
	200,000	200,000	88251 John Paterson Windows & PCB/Asbestos					
	100,000	100,000	88252 Track/Tennis/Basketball Surface Restoration					
822,339	1,150,000	1,291,275	TOTAL APPROPRIATIONS			1,000,000	1,000,000	1,000,000
1,350,791	876,889	858,616	CLOSING BALANCE			858,616	858,616	858,616

FUNCTION OTHER FUNDS	ACTIVITY	PROGRAM HEALTH BENEFITS FUND	CODE 5009
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## 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 2022-2023 is estimated to be \$11.3 million per figures obtained from the Town's Agent of Record. This represents a zero percent increase from the 2021-22 original budget for the Town and for the Board of Education. This increase is attributable to claim trends, current market conditions and health care reform. Also the High Deductible Health Plan (HDHP) with a Health Savings Account which become mandatory for IBPO employees effective July 1, 2018. This migration from the current Preferred Provider Organization (PPO) plan to the HDHP was estimated to result in a reduction in the expected claims costs. The costs of funding the plan are offset by employee co-pays, interest earnings and prior year settlement income which total approximately \$1,805,000. The Town comprises approximately 30% of total health care costs. The Town's contribution totals approximately \$2.5 million.

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, 2021 reconciliation for the 2020-21 plan year, the Town and the Board of Education earned a credit of \$1,298,381 and \$701,490 respectively. The Board of Education elected to reduce their contributions for the remainder of the 2021-22 year.

2020-21 Plan Year	Town	Board of Education
Credit (Deficit)	\$1,298,381	\$701,490

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 OTHER FUNDS			ACTIVITY HEALTH BENEFITS FUND	PROGRAM 4001/40941	CODE 5009	
2020-21	2021-2022		EXPENDITURE CLASSIFICATION	2022-2023		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
5,281,042	4,777,070	5,838,539	OPENING CASH BALANCE - JULY 1	7,900,819	7,900,819	7,900,819
			ACTUAL/ESTIMATED RECEIPTS			
			General Fund Appropriations:			
2,772,708	2,541,643	2,541,643	Town Operations	2,541,643	2,541,643	2,541,643
5,558,371	6,665,743	8,278,645	Board of Education	6,665,743	6,665,743	6,665,743
-	100,000	-	Stop Loss Recoveries and Settlements	-	-	-
5,594	5,000	5,000	Interest Earnings	5,000	5,000	5,000
1,856,138	1,800,000	1,800,000	COBRA & Employee Copays	1,800,000	1,800,000	1,800,000
10,192,811	11,112,386	12,625,288	TOTAL RECEIPTS	11,012,386	11,012,386	11,012,386
15,473,853	15,889,456	18,463,827	TOTAL AVAILABLE FUNDS	18,913,205	18,913,205	18,913,205
			APPROPRIATIONS:			
			Benefit payments:			
1,340,943	3,537,519	1,752,157	Town Claims	1,752,157	1,752,157	1,752,157
7,367,307	6,476,936	7,685,535	Board of Education/Cafeteria Claims	7,685,535	7,685,535	7,685,535
927,064	1,125,316	1,125,316	Administrative Fees and other costs	1,125,316	1,125,316	1,125,316
9,635,314	11,139,771	10,563,008	TOTAL APPROPRIATIONS	10,563,008	10,563,008	10,563,008
5,838,539	4,749,685	7,900,819	ENDING CASH BALANCE - JUNE 30	8,350,197	8,350,197	8,350,197
1,741,650	2,002,891	1,887,538	RESERVE: 20% of 2021-2022 CLAIMS	1,887,538	1,887,538	1,887,538
721,000	608,000	608,000	ESTIMATED CLAIMS INCURRED BUT NOT REPORTED	650,000	650,000	650,000
2,462,650	2,610,891	2,495,538	TOTAL RECOMMENDED RESERVE	2,537,538	2,537,538	2,537,538

FUNCTION OTHER FUNDS	ACTIVITY LAND ACQUISITION FUND	PROGRAM	CODE 5010
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#### 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

- None.

FUNCTION OTHER FUNDS			ACTIVITY LAND ACQUISITION FUND	PROGRAM 3004/34001	CODE 5010	
2020-21	2021-2022		EXPENDITURE CLASSIFICATION	2022-2023		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
47,166	132,166	47,166	OPENING BALANCE	132,166	132,166	132,166
			ACTUAL/ESTIMATED RECEIPTS			
			6030 Marcap Open Space Grant			
-	20,000	85,000	7032 General Fund Appropriations	20,000	20,000	20,000
-	20,000	85,000	TOTAL RECEIPTS	20,000	20,000	20,000
47,166	152,166	132,166	TOTAL AVAILABLE FUNDS	152,166	152,166	152,166
			APPROPRIATIONS:			
-	20,000	-	88040 Open Space Appraisals			
-	20,000	-	88240 Open Space Land Acquisition	20,000	20,000	20,000
-	20,000	-	TOTAL APPROPRIATIONS	20,000	20,000	20,000
47,166	132,166	132,166	CLOSING BALANCE	132,166	132,166	132,166

FUNCTION OTHER FUNDS	ACTIVITY RECREATION CIP FUND	PROGRAM	CODE 5011
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#### EXPLANATION

The Recreation CIP Fund (Town Code of Ordinances §48-32) was established to set aside money for the financing of recreation capital improvement projects. This is funded with any balance in excess of \$1,000,000 at year end from the Recreation Enterprise Fund, the earnings from investment of fund balances and such transfers and appropriations that the Town Council, from time to time, authorize. 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 to a building and/or facility maintained by the Town of Newington Recreation Department. Expenditures may only be used for recreation improvement projects and must conform to appropriations made by the Town Council, as requested by the Recreation Department. No other expenditures or transfers can be made from this fund. The fund balance at the end of any fiscal year will remain in the fund.

FUNCTION OTHER FUNDS			ACTIVITY RECREATION CIP FUND	PROGRAM 3005/35831	CODE 5011
2020-21	2021-2022		EXPENDITURE CLASSIFICATION	2022-2023	
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED
345,462	165,550	187,283	OPENING BALANCE	190,150	190,150
17,762		140,000	ACTUAL/ESTIMATED RECEIPTS 7010 Transfer from Recreation Fund	-	-
17,762	-	140,000	TOTAL RECEIPTS	-	-
363,224	165,550	327,283	TOTAL AVAILABLE FUNDS	190,150	190,150
APPROPRIATIONS:					
141,798	135,000	135,000	88080 Park and Playfield Renovations	140,000	140,000
34,143		2,133	88081 Community Center Furniture & Equipment	-	-
-	-	-	88082 Sports Court Basketball Crack Maintenance & Color Coding	-	-
175,941	135,000	137,133	TOTAL APPROPRIATIONS	140,000	140,000
187,283	30,550	190,150	CLOSING BALANCE	50,150	50,150

FUNCTION OTHER FUNDS	ACTIVITY TECHNOLOGY FUND	PROGRAM	CODE 5012
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EXPLANATION

The Technology Fund (Town Code of Ordinances §48-36) was established to account for and finance the Town's repair and replacement costs of technology hardware, software and professional services associated with the Town of Newington. It shall also serve as a means to set aside funds to cover software licensing expenses. It is to be funded by the Town Council each year, in conjunction with formulating the annual budget of the Town, with appropriate fund transfers from the General Fund. Expenditures from said fund shall conform to appropriations made by the Town Council, as requested by the Technology Department, in accordance with Article VIII of the Town Charter. No other expenditures shall be made from said fund nor shall any transfer be made from said fund for any purpose not authorized herein. The fund balance at the end of any fiscal year will remain in the fund.

FUNCTION OTHER FUNDS			ACTIVITY TECHNOLOGY FUND	PROGRAM 3006/36197	CODE 5012	
2020-21	2021-2022		EXPENDITURE CLASSIFICATION	2022-2023		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
-	-	-	OPENING BALANCE	636,325	636,325	636,325
-	1,636,325	1,636,325	ACTUAL/ESTIMATED RECEIPTS			
-	-	-	7001 Transfer from CNRE Fund	-	-	-
-	1,636,325	1,636,325	7032 Transfer from General Fund	450,000	450,000	450,000
-	1,636,325	1,636,325	TOTAL RECEIPTS	450,000	450,000	450,000
-	1,636,325	1,636,325	TOTAL AVAILABLE FUNDS	1,086,325	1,086,325	1,086,325
-	1,636,325	1,000,000	APPROPRIATIONS:			
-	1,636,325	1,000,000	88179 Technology Fund Expenditures	450,000	450,000	450,000
-	1,636,325	1,000,000	TOTAL APPROPRIATIONS	450,000	450,000	450,000
-	636,325	636,325	CLOSING BALANCE	636,325	636,325	636,325



## **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.

### 8504 Transfers to Land Acquisition Fund

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

### 8505 Transfers to Technology Fund

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

### 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.

### 8517 Transfers to Miscellaneous Grants Fund

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

**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)	Cemetery Fund
State & Federal Grants (Educational)	Recreation Programs Fund
Dog License Fund	Employee Leave Liability Fund
Local Capital Improvement Program Fund	Balf Fund
Small Cities Fund	Miscellaneous Grants Fund
Human Services - Needs & Donations	Volunteer Firefighter's Fund
Volunteer Ambulance Fund	Student Technology Insurance Fund
Scholarship Trust Fund	Board of Education Non-Lapsing Fund
Road Aid Maintenance 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, the Public School Capital Improvements Reserve Fund, the Recreation Capital Improvements Fund and the Technology 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	Refunding of Police Station I & II	Town Hall/Community Center	Town Hall/Community Center	Town Hall/Community Center	Town Hall/Community Center	Total Principal Payments
	\$4,965,700 Issued 2/2013 1.58% true interest cost	\$4,844,300 Issued 2/2013 1.58% true interest cost	\$ 6,750,000.00 Issued 6/2019 2.70% true interest cost	\$ 2,250,000.00 Issued 6/2019 2.70% true interest cost	\$11,250,000 issued 6/2020 1.88% true interest cost	\$3,750,000 issued 6/2020 1.88% true interest cost	
2022	\$263,000	\$402,000	\$337,500	\$112,500	\$562,500	\$187,500	\$1,865,000
2023	\$257,000	\$393,000	\$337,500	\$112,500	\$562,500	\$187,500	\$1,850,000
2024	\$251,000	\$384,000	\$337,500	\$112,500	\$562,500	\$187,500	\$1,835,000
2025		\$185,000	\$337,500	\$112,500	\$562,500	\$187,500	\$1,385,000
2026			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2027			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2028			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2029			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2030			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2031			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2032			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2033			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2034			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2035			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2036			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2037			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2038			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2039			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2040					\$562,500	\$187,500	\$750,000
<b>TOTALS</b>	<b>\$1,038,000</b>	<b>\$1,772,000</b>	<b>\$6,412,500</b>	<b>\$2,137,500</b>	<b>\$11,250,000</b>	<b>\$3,750,000</b>	<b>\$26,360,000</b>

Note: Figures above include serial bonds outstanding as of July 1, 2021

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

Fiscal Year	Refunding of Education Facilities I & II	Refunding of Police Station I & II	Town		Town		Offset Interest with Available Premium	Net Interest Payments
			Hall/Community Center	Issued 6/2019	Hall/Community Center	Issued 6/2019		
Ending June 30,	1.58%	1.58%	2.70%	2.70%	1.88%	1.88%	Total Interest Payments	
June 30,	true interest cost	true interest cost	true interest cost	true interest cost	true interest cost	true interest cost		
2022	\$15,536	\$27,395	\$236,250	\$78,750	\$336,375	\$112,125	\$806,431	(\$448,499) \$357,932
2023	\$10,269	\$19,362	\$219,375	\$73,125	\$308,250	\$102,750	\$733,131	(\$60,313) \$672,819
2024	\$5,113	\$11,518	\$202,500	\$67,500	\$280,125	\$93,375	\$660,131	\$660,131
2025		\$3,931	\$185,625	\$61,875	\$252,000	\$84,000	\$587,431	\$587,431
2026			\$168,750	\$56,250	\$223,875	\$74,625	\$523,500	\$523,500
2027			\$151,875	\$50,625	\$195,750	\$65,250	\$463,500	\$463,500
2028			\$138,375	\$46,125	\$173,250	\$57,750	\$415,500	\$415,500
2029			\$124,875	\$41,625	\$150,750	\$50,250	\$367,500	\$367,500
2030			\$111,375	\$37,125	\$133,875	\$44,625	\$327,000	\$327,000
2031			\$97,875	\$32,625	\$117,000	\$39,000	\$286,500	\$286,500
2032			\$84,375	\$28,125	\$105,750	\$35,250	\$253,500	\$253,500
2033			\$70,875	\$23,625	\$94,500	\$31,500	\$220,500	\$220,500
2034			\$60,750	\$20,250	\$83,250	\$27,750	\$192,000	\$192,000
2035			\$50,625	\$16,875	\$72,000	\$24,000	\$163,500	\$163,500
2036			\$40,500	\$13,500	\$60,750	\$20,250	\$135,000	\$135,000
2037			\$30,375	\$10,125	\$49,219	\$16,406	\$106,125	\$106,125
2038			\$20,250	\$6,750	\$37,406	\$12,469	\$76,875	\$76,875
2039			\$10,125	\$3,375	\$25,313	\$8,438	\$47,250	\$47,250
2040					\$12,656	\$4,219	\$16,875	\$16,875
<b>TOTALS</b>	<b>\$51,798</b>	<b>\$97,758</b>	<b>\$2,257,875</b>	<b>\$752,625</b>	<b>\$3,073,556</b>	<b>\$1,024,519</b>	<b>\$7,258,131</b>	<b>(\$745,145) \$6,512,986</b>

Note: Figures above include serial bonds outstanding as of July 1, 2021

## APPENDIX E

### **TOWN OF NEWINGTON'S BUDGET CALENDAR 2022-2023**

#### On or about

November 29, 2021	5 year <u>Capital Improvement Plan</u> request forms submitted to department heads.
November 29, 2021	Budget request forms submitted to department heads for ensuing FY operations.
December 10, 2021	Department heads finalize their Capital Improvement Plans and submit to Town Manager.
January 5, 2022	Department heads finalize their budget requests and submit to Town Manager.
Months of January & February	Town Manager analyzes departmental budget requests for ensuing fiscal year and meets with department heads regarding budget requests.
January 31, 2022	Grand List of taxable property applicable to ensuing fiscal year is finalized subject to Board of Assessment Appeals approval.
March 4, 2022	Budget submitted to Town Council.
March 8, 2022	Town Manager makes formal budget presentation to Town Council and gives overview.
March 8, 2022	First public hearing held on the budget - the Town Manager's Proposed Budget.
March 19, 2022	Town Manager submits Proposed Long-Range Capital Improvement Plan to Town Council.
Months of March & April, 2022	Town Council holds budget work sessions.
April 5, 2022	Second public hearing held on the budget - the Town Council's Recommended Budget. Special meeting after hearing to finalize budget.
April 19, 2022	Town Council adopts budget.
July 1, 2022	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 2022-23**

FUNCTION	FULL-TIME PERSONNEL (# of Persons)				PART-TIME PERSONNEL (Full-time Equivalents)			
	2019-2020	2020-2021	2021-2022	2022-2023	2019-2020	2020-2021	2021-2022	2022-2023
GENERAL GOVERNMENT								
Town Manager	4	4	4	6			0.5	0
Elections					1.2	1.2	1.2	1.2
Finance	11	11	10	10	0.5	0.5	1	0.5
Town Clerk/Records	2	2	2	3	0.5	0.5	0.5	0
General Services	10	9	9	12	0.5	0	0	0
PUBLIC SAFETY								
Police	65	65	64	65	1.5	1.5	2	1
Fire	2	3	3	3	0.5	0	0	0
PUBLIC WORKS								
Engineering	3.5	3.5	2.5	2.5				
Highway	22	22	20	20	0.5	0.5	0.5	0.5
Solid Waste Services					0.9	0.9	0.9	0.9
COMMUNITY PLANNING & DEVELOPMENT								
Planning and Development	3	3	3	3				
Building Department	2.5	2.5	2.5	2.5	0.2	0.2	0.2	0.2
Economic Development								
COMMUNITY SERVICES								
Human Services	6	6	6	6	1.1	1.1	1.1	1.1
Senior and Disabled Center	7	7	6	7	3.5	3.5	3.4	2.2
PUBLIC LIBRARY								
Operations	14	14	12	12	10.2	10.6	10.3	10.3
PARKS & RECREATION								
Administration	6	6	6	6				
Grounds Maintenance	14	14	15	14	1.2	1.2	1.2	1.2
TOTAL PERSONNEL	172.0	172.0	165.0	172.0	22.3	21.7	22.8	19.1

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

	June 30, 2021	June 30, 2022	June 30, 2023
	<u>Per Audit</u>	<u>Estimated</u>	<u>Projected</u>
General Fund Balance:			
Fund Balance	23,329,000	\$ 24,476,000	\$21,500,000
LESS: Assigned to Subsequent Fiscal Year	<u>2,500,000</u>	<u>\$ 2,976,000</u>	<u>\$2,500,000</u>
Unassigned Fund Balance	20,829,000	21,500,000 **	19,000,000
LESS: Minimum Financial Cushion to Retain (@ 10% of next budget)		<u>12,940,491</u>	<u>13,290,397</u>
Remaining Projected Unreserved, Undesignated Fund Balance (i.e. Available for future appropriation)		8,559,509	5,709,603

\*/ Equals the amount of fund balance applied to the FY 2022-23 budget

\*\*/ Estimated unassigned fund balance equals 14.3% of the FY 2022-23 Budget, or approximately 7 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, CONNECTICUT**  
**MISCELLANEOUS STATISTICS**  
**JUNE 30, 2021**

**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
2020 Estimated Population:	30,536

**ELECTIONS**

Town Elections:	Odd years
Town Council (members + Mayor)	
Board of Education (members):	9
Board of Fire Commissioners:	9
Registrars of Voters:	3
Registered Voters (Active) as of	20,362
Republicans	3,876
Democrats	7,744
Minor Parties	358
Unaffiliated	8,384

**PUBLIC SAFETY - POLICE**

# of Police Stations:	1
# of Police Districts:	5-9
# of Police Officers:	
Police Chief	1
Dispatchers	7
Police Officers	48
# of Vehicles:	42

**PUBLIC SAFETY - FIRE PROTECTION**

# of Fire Companies:	4
# of Volunteer Firefighters:	102
# of Vehicles:	24

**PUBLIC SAFETY - EMERGENCY MEDICAL SERVICES**

# of Volunteers (average):	55
# of Ambulances:	4

**TAX STRUCTURE 2020-21**

10/1/19 Net Grand List:	\$2,657,248,824
10/1/19 Net Supplemental List:	\$27,707,000
Mill Rate:	39.28
Assessment Ratio:	70%
Last Revaluation:	10/1/2020

**EDUCATION**

Total Classroom Teachers	358.0
Public School Enrollment (Oct 2018):	3,951
Teacher/Pupil ratio:	11.0
2019-20 Appropriation per Pupil:	\$18,924

**Elementary Schools (PK-4):**

Students (Oct 2020)	1429
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**Middle Schools (5-8):**

Students (Oct 2020)	1239
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**High School (9-12):**

Students (Oct 2020)	1283
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**Special Education**

Students (Oct 2020)	629
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**FULL-TIME EMPLOYEES (2020-21)**

Town General Government:	172
Board of Education (Full-Time Equivalents):	
Certified Teachers	358.0
Certified - Administration	29.0
Total Certified	387.0
Classified Personnel (clerical, custodial, transp.)	141
	528.0
Total	700.0

**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, 2022 and ending June 30, 2023, in accordance with Section 805 of the Charter of the Town of Newington:

APPROPRIATIONS:

Town Government Operations:

General Government	\$6,431,049
Public Safety	9,789,718
Public Works	5,563,359
Community Develop. & Improvement	662,161
Public Health	209,305
Community Services	1,113,974
Public Library	1,782,256
Parks & Recreation	1,899,432
Insurance - Miscellaneous	11,580,349
	39,031,603

Debt Service	2,528,070
Metropolitan District	4,886,175
Capital Improvements	7,547,415
Equipment Reserve	1,310,424
Employee Leave Liability Reserve Fund	59,600
Board of Education	<u>78,660,124</u>

**TOTAL APPROPRIATIONS** **\$134,023,411**

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	\$96,142,924
Prorated Taxes	1,130,637
Prior Years Taxes	400,000
Interest & Liens	350,000
Motor Vehicle Tax	9,633,761
Payments in Lieu of Taxes	5,486,292
Assessments	16,248
Licenses & Permits	434,500
Rentals	100,000
Investment Income	100,000
Fines	22,000
Charges for Services	576,600
Refunds & Reimbursements	22,000
Sale of Town Property	5,020
State Aid	16,375,535
Federal Aid	9,000
Miscellaneous	60,000
Transfers from Other Funds	182,894
General Fund Balance Applied	<b>\$131,047,411</b>
	<hr/>
<b>TOTAL ESTIMATED REVENUES AND APPLIED FUND BALANCE</b>	<b>\$134,023,411</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, 2022 to June 30, 2023:

**APPROPRIATIONS:**

Painting	\$30,000
Carpeting	30,000
Technology Equipment/Infrastructure	750,000
System wide HVAC Installation	60,000
District-wide Playground Renovations	50,000
District-wide Blacktop/Paving	50,000
District-wide Vehicles	<u>30,000</u>
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,000,000</b>

**ESTIMATED REVENUES:**

General Fund Appropriations	\$125,000
Interest Earnings	2,000
Tuition Receipts	800,000
School Rental Receipts	<u>73,000</u>
<b>TOTAL ESTIMATED REVENUES</b>	<b>\$ 1,000,000</b>

