

# TOWN OF NEWINGTON ANNUAL BUDGET

Council Adopted  
Budget



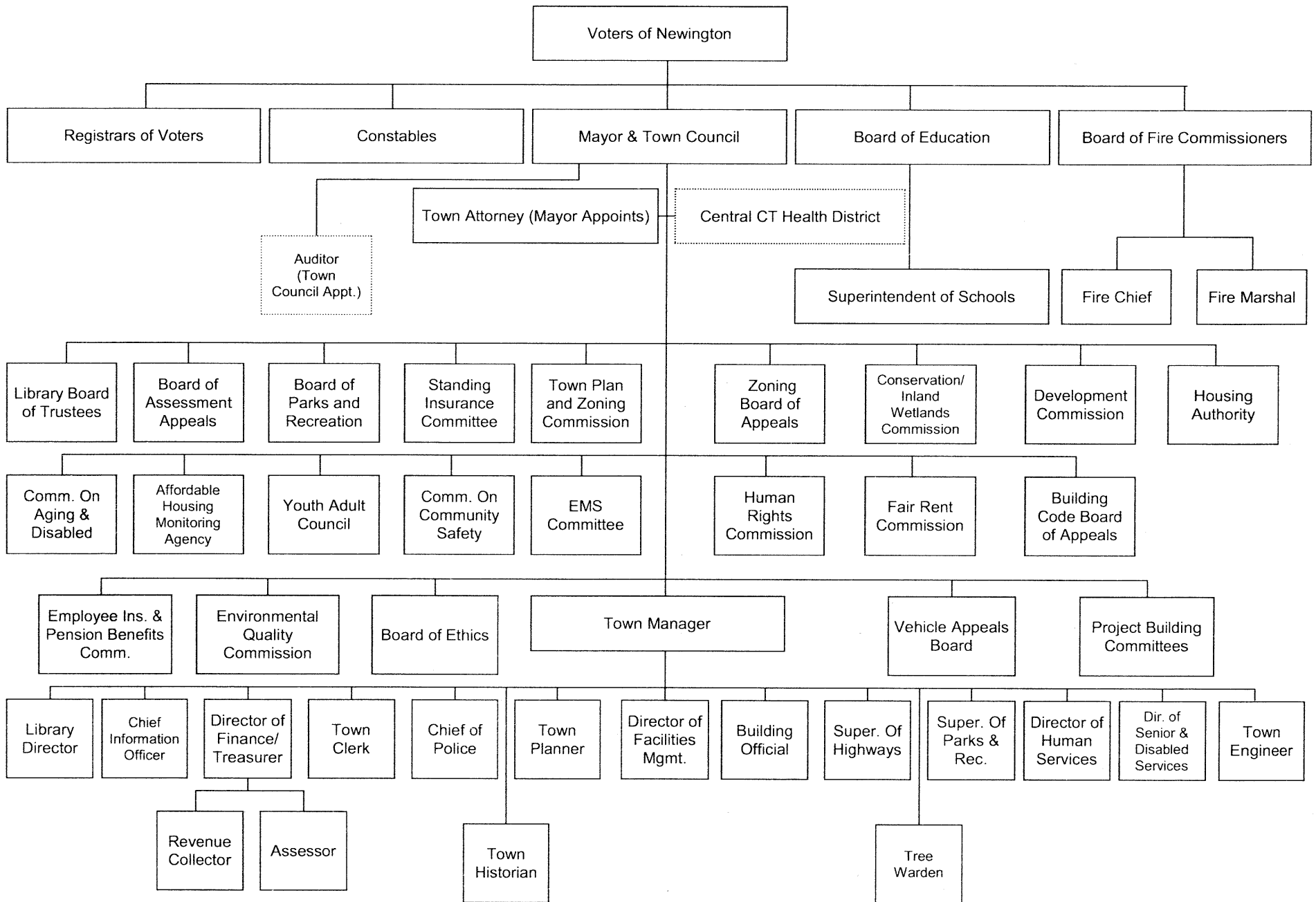
2023-2024

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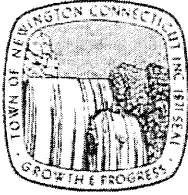
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Beth DelBuono  
Mayor

# TOWN OF NEWINGTON

200 Garfield Street Newington, Connecticut 06111

OFFICE OF THE MAYOR

April 18, 2023

Dear Newington Residents and Taxpayers:

On behalf of the Town of Newington, I am pleased to present the Town's Adopted Fiscal Year 2023-2024 budget for General Government Operations and the Board of Education. The goal is always to maintain our current levels of services to our residents while keeping the level of appropriations at a minimum. To this end, I commend each department for submitting a budget that reflected low increases. Despite our hard work, this year was made even more challenging because of the many drivers that impacted the budget such as inflation, State of Connecticut's Mill Rate Cap on Motor Vehicles and no growth of taxable real estate.

As presented, the budget totals \$137,512,573 - an increase of \$3,261,503 or 2.4% greater than FY2022-2023 adopted budget. The major drivers for the \$3,261,503 increase are due to contractual wages, inflation in areas such as fuel and parts, improvements to infrastructure and increase to debt due to going out to bond for the Anna Reynolds School Project.

	FY 2022-23	FY 2023-24	\$ Change	% Change
Total Town Budget	\$134,251,070	\$137,512,573	\$3,261,503	2.4%

The MDC assessment for this year includes a budget decrease of 0.4% or -\$17,517. MDC's budget is on a calendar year basis and the total amount was kept flat for their 2023 calendar year. Our decrease was due to an allocation updated between the Towns that are part of the MDC consortium.

As we consider the amount of Municipal Aid for the FY 2023-24 budget as presented by Governor Lamont, the current proposal shows an increase in assistance of \$1.1 million compared to the estimated amount we should receive for FY 2022-23 and \$1.4 million compared to the adopted budget for FY 2022-23. The increases are in the area of the ECS grant and Motor Vehicle Reimbursement partially offset by the reduction in Pilot funds. The chart below illustrates these comparisons and the increase in revenue from the State.

Revenue Source	2022-2023 Council Adopted	2022-2023 Estimated	2023-2024 Governor Proposed	Change from adopted budget
<b>TOTAL MUNICIPAL AID</b>	<b>21,861,827</b>	<b>22,179,866</b>	<b>23,277,071</b>	<b>1,415,244</b>

The FY2023-24 budget that I am recommending includes all of the Governor's Proposed FY2023-24 Municipal Aid Estimates. My proposed budget considers the actual grants received from the State in FY 2022-23 and does not include any adjustments that may be made by the State during their budget approval process.

### Revenues

The revenues to finance the proposed FY 2023-24 budget come from the following sources:

Type	\$	%
Property Tax	95,663,801	69.6
Motor Vehicle Tax	10,571,819	7.7
Non-Tax Revenue	27,591,583	20.0
General Fund Balance	3,685,370	2.7
<b>TOTAL</b>	<b>137,512,573</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.

If the Grand List or municipal aid does not increase, the only new revenue that can be used to balance the budget would be a tax increase. To minimize the tax increase, I have asked, and received, a budget from department heads that reflects a low increase.

### General Government

	FY 2022-23	FY 2023-24	\$ Change	% Change
General Government	\$39,259,262	\$40,834,962	\$1,575,700	4.01%

Limiting the increase in General Government operations to 4.01% was a very mindful and thoughtful process again this year—in large part achieved through the cooperation of the department heads. There were no new initiatives added to this budget.

All department heads were extremely committed to retaining their staff and avoiding any layoffs. Staffing changes include 1) an additional police officer starting in January to address public safety needs 2) funding positions at the Police Department and Library that are still in place but had been non-funded for the last two years 3) a full time position that will be split between the Fire Marshall and Emergency Management to address the additional work load there and 4) putting back funding for the Deputy Assessor to make this a full time position again. Information Technology & Systems software maintenance increased mainly due to contract renewals that occur on a mutli-year basis for firewalls, servers and the network. Inflation has caused an increase for Highway in the cost of fuel and parts for their vehicles and equipment. There are two positive improvements: 1) Energy saving systems were installed are resulting in lower utility and heating costs. This has resulted in the facilities department coming in with an overall reduction of approximately \$22,000 or 1.2%; and 2) cost of employee medical insurance for the Town stayed flat .

#### Board of Education

As submitted, the Board of Education budget reflected a 5.95% increase in appropriations over last year. I suggested a further reduction of \$1,142,152 to achieve a 4.5% increase, in line with General Government Operations. The Connecticut State Statutes do not mandate line-item accountability for the Board of Education.

	FY 2022-23	FY 2023-24	\$ Change	% Change
Board of Education	\$78,660,124	\$82,199,830	\$3,539,706	4.5%

#### 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 FY2022-23 was \$4,886,175. FY2023-24 will see a rate decrease of \$17,517 or -0.4%.

#### Debt Service

Debt service, which funds the payment of principal and interest on the Town's outstanding debt, is increasing as a result of additional bonding we will be doing this spring for the Anna Reynolds School Project. The Town's current outstanding debt of about \$22.6 million puts us in good standing with a credit rating of AA+. The anticipated bond issuance of \$10 million this spring 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 a community are its public facilities and infrastructure. In order to best serve the needs of the community and its taxpayers these assets must be maintained appropriately. The CIP is a mechanism through which important initiatives may be undertaken without the Town having to issue bonds.

The aggressive Pay-As-You-Go program will continue to address the capital needs of the Town in a comprehensive fashion. I am proposing that the Town contribute \$6,159,091, for Pay-As-You-Go projects. This amount coupled with other financing sources of \$600,000 will generate a total CIP contribution of \$6.76 million.

Capital Improvement Program Adopted for Fiscal Year 2023-2024			
PROJECT TITLE	\$	PROJECT TITLE	\$
SDC Life Safety Generator Replacement	125,000	Ton Bldg. Pavement Maint/Improvement	55,000
EDC Construction	500,000	Alumni Road Improvements	100,000
General Property Improvements	125,000	Drainage Maintenance	50,000
HVAC Replacement for Police Department	185,000	Flood Control System Dredging	100,000
Town Building Mechanical System Reserve	100,000	Camp Avenue Road Resurfacing	125,000
Historical Properties	50,000	Transfer to Land Acquisition	20,000
Tax Revaluation Reserve	25,000	Park, Pool, Playgrounds & Greenspaces	200,000
		Town Parks, ADA Compliant Paths, Walkways & Parking	50,000
Transfer to Technology Fund	450,000	Radio Replacement Reserve	40,000
Radio Lease	610,000	Equipment Replacement Reserve	1,061,500
Patrol Car Dashboard Cameras	221,400	Lease Purchase Payments	168,191
Fire Department PPE	100,000	<b>Total Town Share</b>	<b>6,634,091</b>
Fire Co. #1 Energy Efficient Radiant Heat for Bay	73,000		
Fire Dept Environmental, Security & Power Mgmt Upgrade	60,000		
Matching Grant Fund	150,000	Appro to Public School CIP	125,000
Local Bridge & Dam Inspection and Maintenance	75,000	<b>Total Board of Education Share</b>	<b>125,000</b>
Road Resurfacing/Reconstruction	1,500,000		
Traffic Signal Reserve	165,000	<b>GRAND TOTAL</b>	<b>6,759,091</b>
Sidewalk Curb Ramps	75,000		
Sidewalk/Pavers/Curbs Maint & Repair	75,000		

## Grand List

The October 1, 2022 Grant List totals \$2,869,308,438 representing an increase of 0.88% from the 2021 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. This value decreased by 0.2% when compared to the 2021 Net Grand List after adjustments. This is due to the fact that the motor vehicle value was where our Net Grand List grew this year and motor vehicles are capped at a mill rate set by the State as of last year.

The 2022 net real estate Grand List decreased from \$2,249,430,650 to \$2,236,065,427—a decrease of \$13,365,223 or -0.57%. This decrease is attributable to the settlement of court cases filed as a result of the 2020 revaluation and other revaluation-related adjustments which reduced the Grand List. These figures are subject to further adjustments by the Board of Assessment Appeals and pending future court cases.

A comparison of the 2021 and the 2022 Grand Lists is as follows:

Category	2021	2022	% Change	\$ Change
Real Estate	2,349,430,650	2,336,065,427	-0.57	-13,365,223
Personal Property	193,713,798	202,931,050	4.76	9,217,252
Motor Vehicle	301,002,746	330,311,961	9.74	29,309,215
Total	2,844,147,194	2,869,308,438	0.88	25,161,244

Tax Exempt	2021	2022	% Change	\$ Change
Tax Exempt Real Estate	415,287,110	414,532,650	-0.18	-754,450
Tax Exempt Personal Property	104,937,710	105,633,890	0.66	696,180

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

**TOWN OF NEWINGTON TOP TAX PAYERS - 2022 GRAND LIST**

2022	Taxpayer	Total			% of Total Taxable Grand List
		Gross	Exemptions	Net	
1	Conn Light & Power Company	\$ 79,367,590	\$ -	\$ 79,367,590	2.77%
2	Brixmor GA Turnpike Plaza LLC	\$ 20,150,380	\$ -	\$ 20,150,380	0.70%
3	Newington Gross LLC	\$ 19,529,360	\$ -	\$ 19,529,360	0.68%
4	TLG Newington LLC	\$ 18,547,440	\$ -	\$ 18,547,440	0.65%
5	Newington VF LLC	\$ 18,200,000	\$ -	\$ 18,200,000	0.63%
6	IREIT Newington Fair LLC	\$ 16,404,710	\$ -	\$ 16,404,710	0.57%
7	475 Willard Associates LLC (Shelbourne)	\$ 15,374,940	\$ -	\$ 15,374,940	0.54%
8	Hayes Kaufman Newington	\$ 14,280,000	\$ -	\$ 14,280,000	0.50%
9	Conn Natural Gas Corp	\$ 13,358,410	\$ -	\$ 13,358,410	0.47%
10	Target Corporation	\$ 11,134,430	\$ -	\$ 11,134,430	0.39%
11	NE Farmington Owner LLC	\$ 10,098,000	\$ -	\$ 10,098,000	0.35%
12	Lowes Home Centers Inc. #623	\$ 9,800,000	\$ -	\$ 9,800,000	0.34%
13	Agree Eastern LLC	\$ 9,541,420	\$ -	\$ 9,541,420	0.33%
14	Furniture Executives NO 4 L P	\$ 8,820,000	\$ -	\$ 8,820,000	0.31%
15	Hartford Hospital	\$ 7,499,310	\$ -	\$ 7,499,310	0.26%
16	Cohen Family Limited Partnership I	\$ 7,173,780	\$ -	\$ 7,173,780	0.25%
17	Brown Development LLC	\$ 6,909,000	\$ -	\$ 6,909,000	0.24%
18	Fennwoode Apartments LLC	\$ 6,676,320	\$ -	\$ 6,676,320	0.23%
19	Griswold Hills of Newington LTD Partnership	\$ 6,612,480	\$ -	\$ 6,612,480	0.23%
20	Berlin Newington Associates LLC	\$ 6,300,000	\$ -	\$ 6,300,000	0.22%
21	Mandell Properties LLC	\$ 6,090,000	\$ -	\$ 6,090,000	0.21%
22	Eversource Energy Service Company	\$ 5,955,360	\$ -	\$ 5,955,360	0.21%
23	Honda Lease Trust	\$ 5,947,660	\$ -	\$ 5,947,660	0.21%
24	505 Newington Stolley LLC	\$ 5,908,060	\$ -	\$ 5,908,060	0.21%
25	Landmark Apartments LLC	\$ 5,900,660	\$ -	\$ 5,900,660	0.21%
		<b>\$ 335,579,310</b>	<b>\$ -</b>	<b>\$ 335,579,310</b>	<b>11.70%</b>

**Motor Vehicles**

The 2022 motor vehicle component of the Grand List increased by \$29,309,215, or 9.74% over the 2021 Grand List. However, with the passage by the State last spring of Sec 417-418 Motor Vehicle Mill Rate Cap, beginning with the October 1, 2021 Grand List, all motor vehicles in the State of Connecticut shall be taxed at a mill rate not higher than 32.46 mills. Newington will need to calculate motor vehicle taxes on the 32.46 mill rate and not at the 38.36 current rate. The difference in tax revenue, represents a tax loss which is budgeted to be reimbursed to the Town by the State in the year following the filing of the Grand List.

Undesignated, Unreserved Fund Balance

The FY 2023-24 budget applies \$3,685,370 from the General Fund balance which is an increase from last year's funding. This will leave an estimated, projected unreserved balance as of June 30, 2023 of approximately \$25.8 million, or approximately 18.6% of the FY 2023-24 budget. Consistent with the Town's policy and credit rating criteria, at least 10% of expenditures, or approximately \$13.5 million is set aside as a minimum cushion, which leaves \$12.3 million for future budgets.

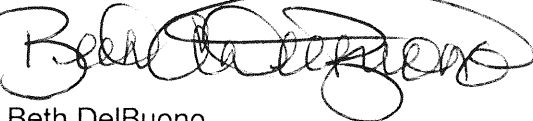
Mill Rate

Effective with the October 1, 2022 taxable Grand List, the proposed mill rate for fiscal year 2023-24 is 38.36 mills, a decrease of 0.13 mills or - 0.3%. This decrease is in line with prior year decreases or flat mill rates.

Conclusion

I extend my heartfelt gratitude to Acting Town Manager, James Krupinski, Finance Director, Janet Murphy, Deputy Finance Director, Lisa Rydecki, and Heather Shonty for their tireless work (and unending patience) 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 any proposed decrease in the mill rate has been a primary consideration as this budget has been prepared.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Beth DelBuono", written over a horizontal line.

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 2022-23 amount expected to be spent by June 30th.

	FY 2023-2024	
Postage	\$0.63	Per first class letter; \$0.03 increase from 2022 rate
Telephone	1.7%	Increase from 2022
Electricity	1.4%	Decrease from 2022
Water	\$3.80	Per ccf; \$0.29 decrease over 2022 rate
Special Sewer Service	\$5.90	Per ccf; no change from the 2022 rate
Natural Gas	4.6%	Decrease from 2022
Propane Heat	8.8%	Increase from 2022
Unleaded Gasoline	22.1%	Estimated increase from 2022
Diesel Fuel	12.1%	Estimated increase from 2022
Transportation	0.655	Per mile; \$.07 increase from 2022 rate

2. All Full Time salaries for FY 2023-24 are budgeted at 26 pay periods, 0.1 less than was budgeted in FY 2022-23.
3. The actual negotiated increases for Nutmeg Independent Public Safety Employees Union (NIPSE) are included in the departmental budgets for FY 2023-24.
4. AFSCME Local 2930 employees are budgeted at current 2022-2023 rates.
5. Administrative and Part Time salaries included in the departmental budgets are based on a 2% increase to FY 2022-23 rates.
6. All minimum wage employees reflect the scheduled increase 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 2023-24 is \$137,512,573 which represents the estimated expenditures for FY 2023-24. 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	\$27,591,583
Appropriated Fund Balance	\$3,685,370
Motor Vehicle Tax	\$10,571,819
Tax Revenues (Amount To Be Raised by Current Taxes)	\$95,663,801

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 2023-24 total \$27,591,583 which reflects an increase of \$2,093,207 from the adopted FY 2022-23 levels. State Aid estimates for FY 2023-24 are based on Governor Lamont's 2023-24 proposed budget which will not be approved until approximately May 2023.

The FY 2023-24 budget applies \$3,685,370 from the General Fund balance, which is an increase from the amount for FY 2022-23 due to a one year MOU with the Board of Education. This will leave an estimated, projected unassigned fund balance as of June 30, 2023 of approximately \$26 million, or approximately 18.9% of the FY 2023-24 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, 2022 Net Grand List	\$2,869,308,408
Estimated Legal Tax Deductions and Exemptions	\$10,000,000
Less Motor Vehicles (mill rate cap at 32.46 as per HB-5506)	\$330,311,961
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, 2022 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 \$2,493,590,526, 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 2023-24 of 38.36 (tax levy per \$1,000 of assessed value) or a decrease of 0.13 mills, down 0.33% from FY 2022-23 levels.

2021-22 REVISED BUDGET	2022-23 REVISED BUDGET	TOWN OF NEWINGTON  GENERAL FUND BUDGET SUMMARY	2023-2024		\$ CHANGE FROM PREVIOUS BUDGET	PERCENT CHANGE FROM PREVIOUS BUDGET
			MANAGER PROPOSED	TOWN COUNCIL ADOPTED		
		BUDGET APPROPRIATIONS:				
37,621,751	39,259,262	Town Government Operations	40,926,062	40,834,962	1,575,700	4.01%
76,768,011	78,660,124	Board of Education Operations	81,414,460	82,199,830	3,539,706	4.50%
4,758,350	4,886,175	Metropolitan District Comm. Payment	4,868,658	4,868,658	-17,517	-0.4%
1,564,155	1,859,080	Debt Service - Town's Share (1)	1,834,849	1,834,849	-24,231	-1.3%
658,777	668,990	Debt Service - Education's Share (1)	1,560,283	1,560,283	891,293	133.2%
7,645,364	8,044,114	Capital Improvements & Equip. Res. - Town's Share (2)	8,549,591	6,034,091	-2,010,023	-25.0%
325,000	813,725	Capital Improvements - Education's Share (2)	813,725	125,000	-688,725	-84.6%
12,800	10,300	Empl. Leave Liability Res. Fund (3)	7,500	7,500	-2,800	-27.2%
50,700	49,300	Empl. Leave Liability Res. Fund - Education's Share (3)	47,400	47,400	-1,900	-3.9%
129,404,908	134,251,070	TOTAL APPROPRIATIONS - TOWN AND BOARD	140,022,528	137,512,573	3,261,503	2.4%
		LESS:				
21,079,145	25,498,376	Estimated Revenues from Non-Tax Sources	27,191,583	27,591,583	2,093,207	8.2%
0	9,633,761	Estimated Revenues from Motor Vehicle Tax	10,571,819	10,571,819	938,058	9.7%
		LESS:				
2,500,000	2,976,000	General Fund Balance Applied	2,900,000	3,685,370	709,370	23.8%
105,825,763	96,142,933	AMOUNT TO BE RAISED BY CURRENT TAXES	99,359,126	95,663,801	-479,132	-0.5%
2,775,494,396	2,844,147,194	NET GRAND LIST	2,869,308,438	2,869,308,438	25,161,244	0.9%
0	301,002,746	LESS: Motor Vehicle	330,311,961	330,311,961	29,309,215	9.7%
10,000,000	10,000,000	LESS: Est. Value of Legal Corrections & Exemptions	10,000,000	10,000,000	0	0.0%
2,765,494,396	2,533,144,448	NET ADJUSTED GRAND LIST	2,528,996,477	2,528,996,477	-4,147,971	-0.2%
2,726,777,474	2,497,680,426	NET ADJUSTED COLLECTIBLE GRAND LIST	2,493,590,526	2,493,590,526	-4,089,899	-0.2%
		(\$ VALUE OF ONE MILL = \$2,493,590)				
38.81	38.49	MILL RATE	39.85	38.36	-0.13	-0.3%

(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:

2021-2022 Actual:	These figures are the actual funds spent during FY 2021-2022.
2022-2023 Original Budget:	These figures equal the original budget adopted for FY 2022-2023.
2022-2023 Revised Budget:	These figures equal the original budget adopted for FY 2022-2023, plus all interdepartmental and intradepartmental transfers.
2023-2024 Department Request:	These figures represent the departments' requests for FY 2023-2024 based on criteria set forth by the Town Manager.
2023-2024 Manager Proposed:	These figures equal the Department Request amounts with any adjustments made by the Town Manager.
2023-2024 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 2022-2023 Revised Budget column to the FY 2023-2024 Council Adopted column.

FUNCTION	ACTIVITY	PROGRAM
Town Government Operations	Summary	

2021-2022 Actual	2022-2023 Original Budget	2022-2023 Revised Budget	BUDGET APPROPRIATIONS  <u>Object Summary</u>	2023-2024 Manager Proposed	2023-2024 Council Adopted	Change from revised budget	
						\$	%
16,814,008	18,663,363	18,646,791	100 Personal Services	19,243,998	19,193,998	547,207	2.93%
17,297,771	18,435,057	18,461,914	200 Contractual Services	19,307,021	19,300,921	839,007	4.54%
1,366,567	1,691,858	1,681,833	300 Materials and Supplies	1,849,580	1,814,580	132,747	7.89%
319,692	336,475	336,215	400 Capital Outlay	392,963	392,963	56,748	16.88%
132,500	132,500	132,500	500 Transfers to Other Funds	132,500	132,500	0	0.00%
35,930,538	39,259,253	39,259,253	TOTAL	40,926,062	40,834,962	1,575,709	4.01%
5,492,185	6,431,049	6,472,519	100 General Government	6,616,306	6,536,306	63,787	0.99%
9,172,637	9,789,718	9,789,718	200 Public Safety	10,257,855	10,273,855	484,137	4.95%
5,044,518	5,563,359	5,563,359	300 Public Works	5,749,364	5,749,364	186,005	3.34%
535,587	662,161	662,161	400 Community Planning & Development	660,926	658,826	-3,335	-0.50%
198,122	209,305	214,555	500 Public Health	231,615	231,615	17,060	7.95%
1,023,926	1,113,974	1,113,974	600 Community Services	1,136,868	1,136,868	22,894	2.06%
1,614,742	1,782,256	1,782,256	700 Public Library	1,891,048	1,891,048	108,792	6.10%
1,729,183	2,094,588	2,114,588	800 Parks & Recreation	2,187,019	2,162,019	47,431	2.24%
11,119,638	11,612,843	11,546,123	900 Insurance-Miscellaneous	12,195,061	12,195,061	648,938	5.62%
35,930,538	39,259,253	39,259,253	TOTAL	40,926,062	40,834,962	1,575,709	4.01%

FUNCTION			ACTIVITY	PROGRAM			
Total Appropriations - Town and Board			Summary				
			BUDGET APPROPRIATIONS	2023-2024 Manager Proposed	2023-2024 Council Tentative	Change from revised budget	
2021-2022 Actual	2022-2023 Original Budget	2022-2023 Revised Budget				\$	%
			0100 General Government				
59,410	53,660	58,320	0110 Town Council	54,687	54,687	-3,633	-6.23%
488,611	723,496	723,496	0120 Town Manager	735,119	655,119	-68,377	-9.45%
25,724	39,992	39,992	0130 Courts	39,992	39,992	0	0.00%
147,636	186,136	186,136	0140 Elections	219,749	219,749	33,613	18.06%
1,571,727	1,610,478	1,610,478	0150 Finance	1,675,413	1,675,413	64,935	4.03%
156,343	157,025	177,025	0160 Town Attorney	172,025	172,025	-5,000	-2.82%
222,587	279,691	279,691	0170 Town Clerk	281,691	281,691	2,000	0.72%
47,780	41,808	58,618	0180 Personnel	43,190	43,190	-15,428	-26.32%
2,772,367	3,338,763	3,338,763	0190 General Services	3,394,440	3,394,440	55,677	1.67%
5,492,185	6,431,049	6,472,519	TOTAL	6,616,306	6,536,306	63,787	0.99%
			0200 Public Safety				
7,701,557	8,105,304	8,105,304	0210 Police Department	8,381,201	8,381,201	275,897	3.40%
1,024,135	1,214,224	1,214,224	0230 Fire Department	1,376,444	1,352,444	138,220	11.38%
286,594	300,000	300,000	0250 Street Lighting	300,000	300,000	0	0.00%
6,639	11,050	11,050	0260 Emergency Management	37,050	37,050	26,000	235.29%
42,400	44,000	44,000	0270 Emergency Medical Services	44,000	84,000	40,000	90.91%
111,312	115,140	115,140	0280 Hydrants	119,160	119,160	4,020	3.49%
9,172,637	9,789,718	9,789,718	TOTAL	10,257,855	10,273,855	484,137	4.95%
			0300 Public Works				
248,199	267,875	267,875	0310 Engineering	268,159	268,159	284	0.11%
2,457,749	2,759,706	2,759,706	0320 Highway Department	2,907,688	2,907,688	147,982	5.36%
2,338,570	2,535,778	2,535,778	0350 Solid Waste Services	2,573,517	2,573,517	37,739	1.49%
5,044,518	5,563,359	5,563,359	TOTAL	5,749,364	5,749,364	186,005	3.34%
			0400 Community Planning & Development				
281,463	318,034	318,034	0420 Planning and Development	311,087	311,087	-6,947	-2.18%
16,448	18,102	18,102	0430 Town Plan and Zoning	18,583	18,583	481	2.66%
1,486	2,525	2,525	0440 Zoning Board of Appeals	2,541	2,541	16	0.63%
228,798	313,126	313,126	0450 Building Department	317,267	317,267	4,141	1.32%
6,129	5,824	5,824	0460 Conservation Commission	6,869	6,869	1,045	17.94%
1,263	4,550	4,550	0470 Economic Development	4,579	2,479	-2,071	-45.52%
535,587	662,161	662,161	TOTAL	660,926	658,826	-3,335	-0.50%

FUNCTION	ACTIVITY	PROGRAM
Total Appropriations - Town and Board	Summary	

2021-2022 Actual	2022-2023 Original Budget	2022-2023 Revised Budget	BUDGET APPROPRIATIONS	2023-2024 Manager Proposed	2023-2024 Council Tentative	Change from revised budget	
						\$	%
			0500 Public Health				
198,122	209,305	214,555	0510 Health Services	231,615	231,615	17,060	7.95%
198,122	209,305	214,555	TOTAL	231,615	231,615	17,060	7.95%
			0600 Community Services				
474,739	515,028	515,028	0610 Human Services	526,787	526,787	11,759	2.28%
547,927	595,267	595,267	0640 Senior and Disabled Center	606,402	606,402	11,135	1.87%
1,260	3,679	3,679	0670 Boards and Commissions	3,679	3,679	0	0.00%
1,023,926	1,113,974	1,113,974	TOTAL	1,136,868	1,136,868	22,894	2.06%
			0700 Public Library				
1,614,712	1,782,226	1,782,226	0710 Library Operations	1,891,018	1,891,018	108,792	6.10%
30	30	30	0730 Hubbard Book Fund	30	30	0	0.00%
1,614,742	1,782,256	1,782,256	TOTAL	1,891,048	1,891,048	108,792	6.10%
			0800 Parks & Recreation				
235,535	249,925	249,925	0810 Parks & Recreation Administr.	253,323	253,323	3,398	1.36%
1,493,648	1,844,663	1,864,663	0830 Grounds Maintenance	1,933,696	1,908,696	44,033	2.36%
1,729,183	2,094,588	2,114,588	TOTAL	2,187,019	2,162,019	47,431	2.24%
			0900 Insurance - Miscellaneous				
967,851	1,005,365	1,005,365	0910 Municipal Insurance	999,168	999,168	-6,197	-0.62%
4,890	5,192	5,192	0930 Greater Htfd. Transit District	5,502	5,502	310	5.97%
10,085,164	10,333,786	10,333,786	0940 Employee Benefits	10,781,891	10,781,891	448,105	4.34%
17,500	20,000	20,000	0950 Special Community Activities	20,000	20,000	0	0.00%
44,233	248,500	181,780	0960 Contingency	388,500	388,500	206,720	113.72%
11,119,638	11,612,843	11,546,123	TOTAL	12,195,061	12,195,061	648,938	5.62%

FUNCTION	ACTIVITY		PROGRAM	
Total Appropriations - Town and Board	Summary			

2021-2022 Actual	2022-2023 Original Budget	2022-2023 Revised Budget	BUDGET APPROPRIATIONS	2023-2024 Manager Proposed	2023-2024 Council Tentative	Change from revised budget	
						\$	%
			1000 Debt Service				
806,431	678,070	733,131	1010 Interest Expense	1,060,132	1,060,132	327,001	44.60%
1,865,000	1,850,000	1,850,000	1020 Principal Payments	2,335,000	2,335,000	485,000	26.22%
2,671,431	2,528,070	2,583,131	TOTAL	3,395,132	3,395,132	812,001	31.43%
			1050 Metropolitan District				
4,733,290	4,886,175	4,886,175	1051 MDC Assessment	4,868,658	4,868,658	-17,517	-0.36%
4,733,290	4,886,175	4,886,175	TOTAL	4,868,658	4,868,658	-17,517	-0.36%
			1100 Capital Improvements				
6,811,052	7,547,415	8,472,415	1100 Capital Improvements Program	8,062,125	4,929,400	-3,543,015	-41.82%
6,811,052	7,547,415	8,472,415	TOTAL	8,062,125	4,929,400	-3,543,015	-41.82%
			2000 Equipment Reserve				
1,304,312	1,310,424	1,310,424	2500 Equipment Reserve CIP	1,301,191	1,229,691	-80,733	-6.16%
1,304,312	1,310,424	1,310,424	TOTAL	1,301,191	1,229,691	-80,733	-6.16%
			3000 Employee Leave Liability				
50,700	49,300	49,300	3100 ELLF-Board of Education	47,400	47,400	-1,900	-3.85%
12,800	10,300	10,300	3200 ELLF-Town Operations	7,500	7,500	-2,800	-27.18%
63,500	59,600	59,600	TOTAL	54,900	54,900	-4,700	-7.89%
			4000 Board of Education				
76,732,713	78,660,124	78,660,124	4000 Board of Education	81,414,460	82,199,830	3,539,706	4.50%
76,732,713	78,660,124	78,660,124	TOTAL	81,414,460	82,199,830	3,539,706	4.50%
128,246,836	134,251,061	135,231,122	GRAND TOTALS	140,022,528	137,512,573	2,281,451	1.69%



## GENERAL FUND REVENUES

## EXPLANATION OF GENERAL FUND REVENUES

### 5000 Taxes

The current levy and Motor Vehicles for FY 2023-24 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, 2022. The amount to be raised by taxes of \$95,663,801 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, 2022 Net Grand List of \$2,869,308,438 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 2023-24 is 38.36 on all real estate and personal property, a decrease of 0.13 mills from the FY 2022-23 mill rate of 38.49, or -0.3%. 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, 2022 to August 1, 2023; i.e., after the Grand List of October 1, 2022 is set. This account is flat compared to the 2022-23 fiscal year. Property categorized as prorated during the interim period will be reflected in the October 1, 2023 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, 2022. Historically we have not collected any revenue for this and therefore are keeping our estimate at zero for the FY 2023-24.

Prior year taxes are the anticipated collections of delinquent taxes due from previous fiscal years. Revenue from delinquent taxes is expected to be an increase from the FY 2022-23 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 2022-23 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 2021 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. Starting in FY 2021-22, the amount of aid we received changed 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 amount is expected to decrease \$91,661 from the amount received during the FY 2022-23. We expect the amount for the new Tiered Pilot Program to be \$3,748,760 for the FY 2023-24.

With the passage last 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 \$2,056,244. The plan is to keep all Towns whole by basing the amount of reimbursement on the prior year grant list.

Overall, the Town expects to receive \$5,830,057, in FY2023-24 for the new pilot based on Governor Lamont's proposed FY 2023-24 budget proposal. It is expected that we will also receive a disabled exemption and additional veteran exemption total \$25,053 under this category.

2021-2022 Actual	2022-2023 Council Adopted	2022-2023 Estimated	Revenue Source	2023-2024 Manager Proposed	2023-2024 Council Adopted	Change from estimated budget	
						\$	%
TAXES							
96,206,006	96,142,924	96,142,924	5001 Current Levy	99,359,126	95,663,801	3,216,202	3.4%
1,239,250	1,130,637	1,130,637	5002 Prorated Motor Vehicles	1,130,637	1,130,637	-	0.0%
345,604	400,000	250,000	5004 Prior Year Tax Levies	400,000	400,000	150,000	60.0%
373,771	350,000	350,000	5005 Interest & Liens	350,000	350,000	-	0.0%
9,131,506	9,633,761	9,500,000	5007 Motor Vehicles	10,571,819	10,571,819	1,071,819	11.3%
107,296,137	107,657,322	107,373,561	SUBTOTAL	111,811,582	108,116,257	4,438,021	4.1%
PILOTS							
-	-	-	5101 State-Owned PILOT	-	-	-	0.0%
3,735,023	3,735,023	3,840,421	5102 Tiered PILOT	3,748,760	3,748,760	(91,661.00)	-2.4%
5,309	5,309	5,789	5105 Disabled Exemption	5,789	5,789	-	0.0%
19,793	19,795	19,264	5107 Add'l Veteran's Exemption	19,264	19,264	-	0.0%
-	-	-	5109 Tax Exempt Colleges & Hospital	-	-	-	0.0%
	1,726,165	1,726,165	6026 Motor Vehicle Property Tax Grant	2,056,244	2,056,244	330,079.00	19.1%
3,760,125	5,486,292	5,591,639	SUBTOTAL	5,830,057	5,830,057	238,418	4.3%

#### 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 \$750,000, which is \$350,000 increase for the amount budgeted for the FY 2022-23. Estimated amounts for the FY 2022-23 are higher than budgeted amounts due to some economic development construction that we do not believe we will see again next year. A new item in this category is Cannabis Tax, which is estimated at \$100,000.

#### 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 on the rise this fiscal year and we are expecting them to stay stable along with investment returns next year, causing the proposal for FY 2023-24 to be higher than 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.

2021-2022 Actual	2022-2023 Council Adopted	2022-2023 Estimated	Revenue Source	2023-2024 Manager Proposed	2023-2024 Council Adopted	Change from estimated budget	
						\$	%
ASSESSMENTS							
16,248	16,248	16,349	5201 New Meadow Housing	16,349	16,349	-	0.0%
16,248	16,248	16,349	SUBTOTAL	16,349	16,349	-	0.0%
LICENSES & PERMITS							
575,018	400,000	1,300,000	5301 Building Permits	450,000	750,000	(850,000)	-65.4%
3,710	2,000	2,000	5302 Vendor's Permits	2,000	2,000	-	0.0%
15,345	10,000	10,000	5305 Gun Permits	10,000	10,000	-	0.0%
80	500	500	5306 Raffle & Bingo Permits	500	500	-	0.0%
17,310	20,000	20,000	5308 Work Within Rights of Way	20,000	20,000	-	0.0%
1,200	2,000	2,000	5310 Refuse Handling Licenses	2,000	2,000	-	0.0%
-	-	-	6027 Cannabis Tax	-	100,000	-	100.0%
612,663	434,500	1,334,500	SUBTOTAL	484,500	884,500	(850,000)	-63.7%
RENTALS							
-	2,000	-	5402 Town Hall Rental Receipts	2,000	2,000	2,000	#DIV/0!
51,000	48,000	48,000	5403 Indian Hill Country Club	48,000	48,000	-	0.0%
53,280	50,000	50,000	5404 Other Town Property	50,000	50,000	-	0.0%
104,280	100,000	98,000	SUBTOTAL	100,000	100,000	2,000	2.0%
INVESTMENT INCOME							
(108,325)	100,000	400,000	5501 Interest Earnings	250,000	250,000	(150,000)	-37.5%
(108,325)	100,000	400,000	SUBTOTAL	250,000	250,000	(150,000)	-37.5%
FINES							
10,435	11,000	11,000	5602 Parking Tickets	11,000	11,000	-	0.0%
200	-	100	5601 Littering	-	-	(100)	-100.0%
13,267	10,000	10,000	5603 False Alarms	10,000	10,000	-	0.0%
-	1,000	1,000	5605 Blighted Premises	1,000	1,000	-	0.0%
-	-	-	5606 Snow Removal Fines	-	-	-	0.0%
150	-	18,152	5607 Zoning Citation Fines	-	-	(18,152)	-100.0%
24,052	22,000	40,252	SUBTOTAL	22,000	22,000	(18,252)	-45.3%

#### 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 \$575,000 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 \$667,800 for the FY 2022-23 which is only slightly less than our proposed budget for FY 2023-24 of \$648,600.

#### 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 2023-24.

2021-2022 Actual	2022-2023 Council Adopted	2022-2023 Estimated	Revenue Source	2023-2024 Manager Proposed	2023-2024 Council Adopted	Change from estimated budget	
						\$	%
CHARGES FOR SERVICES							
10,591	5,000	5,000	5702 Conservation Commission	5,000	5,000	-	0.0%
1,270	600	800	5703 Zoning Board of Appeals	600	600	(200)	-25.0%
39,873	30,000	25,000	5704 Town Planning & Zoning	30,000	30,000	5,000	20.0%
980,983	500,000	600,000	5705 Town Clerk Fees	575,000	575,000	(25,000)	-4.2%
6,864	10,000	10,000	5706 Police	10,000	10,000	-	0.0%
1,585	2,000	1,000	5707 Human Services-Counseling Fee	2,000	2,000	1,000	100.0%
1,806	5,000	2,000	5708 Library - Overdue Fines	2,000	2,000	-	0.0%
1,361	3,000	3,000	5709 Dial-A-Ride Tickets	3,000	3,000	-	0.0%
241	1,000	1,000	5711 Engineering Fees	1,000	1,000	-	0.0%
18,425	20,000	20,000	5712 Scrap Metal Curbside	20,000	20,000	-	0.0%
-	-	-	5713 Health Department Fees	-	-	-	0.0%
-	-	-	5714 Senior & Disabled Center Fees	-	-	-	0.0%
1,062,999	576,600	667,800	SUBTOTAL	648,600	648,600	(19,200)	-2.9%
REFUNDS & REIMBURS.							
507,069	10,000	10,000	5802 Refunds-Town	10,000	10,000	-	0.0%
39,392	10,000	10,000	5803 Refunds-Schools	10,000	10,000	-	0.0%
1,598	2,000	2,000	5822 Recycling Rebates	2,000	2,000	-	0.0%
548,059	22,000	22,000	SUBTOTAL	22,000	22,000	-	0.0%
SALE-TOWN PROPERTY							
4,005	4,720	4,720	5902 Other	5,000	5,000	280	5.9%
-	-	1,400,000	5903 Sale of Land	-	-	(1,400,000)	-100.0%
106	300	300	5904 Library-Sale of Earbuds	300	300	-	0.0%
4,111	5,020	1,405,020	SUBTOTAL	5,300	5,300	(1,399,720)	-99.6%

#### 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 2023-24 as the Governor and legislator have only just started the budget process for the 2023-24 aid. This category shows funding increased \$858,787 from FY 2022-23 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 \$14,436,217 this year. The Governor's budget proposes the amount for the FY 2023-24 at \$15,311,720.

In FY 2023-24, there are is no amount of funds expected from School Building Grant revenues for capital projects that have been completed but are being audited. This budgeted amount is reduced compared to the FY 2022-23 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 2023-24 from FEMA.



2021-2022 Actual	2022-2023 Council Adopted	2022-2023 Estimated	Revenue Source	2023-2024 Manager Proposed	2023-2024 Council Adopted	Change from estimated budget	
						\$	%
STATE-AID							
164,924	164,924	164,924	6005 Mashantucket Pequot Fund	164,924	164,924	-	0.0%
21,160	20,368	20,368	6006 Youth Services Bureau	20,368	20,368	-	0.0%
68,333	85,000	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%
10,001	-	-	6016 Controlling Interest Tax	-	-	-	0.0%
1,785,740	1,585,740	1,785,740	6022 Grants for Municipal Projects	1,785,740	1,785,740	-	0.0%
-	-	5,000	6028 Fire Response State Road Reimb	10,000	10,000	5,000	100.0%
-	-	-	6030 Miscellaneous State Grants	-	-	-	0.0%
34,081	44,827	52,519	6054 Adult Education	50,803	50,803	(1,716)	-3.3%
94,000	20,000	20,000	6056 School Building Grants	-	-	(20,000)	-100.0%
5,528	-	-	6058 Health Services	-	-	-	0.0%
29,880	-	-	6060 Special Education - Excess Costs	-	-	-	0.0%
14,137,787	14,436,217	14,436,217	6062 Education Cost Sharing Grant	15,311,720	15,311,720	875,503	6.1%
16,351,434	16,375,535	16,588,227	SUBTOTAL	17,447,014	17,447,014	858,787	5.2%
FEDERAL AID							
11,370	9,000	9,000	6101 Senior Citizen Trans Aid	9,000	9,000	-	0.0%
289,082	-	57,816	6114 FEMA Storm Assistance	-	-	(57,816)	-100.0%
300,452	9,000	66,816	SUBTOTAL	9,000	9,000	(57,816)	-86.5%

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 2023-24, \$90,000 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 (\$386,026) 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.

2021-2022 Actual	2022-2023 Council Adopted	2022-2023 Estimated	Revenue Source	2023-2024 Manager Proposed	2023-2024 Council Adopted	Change from estimated budget	
						\$	%
			MISCELLANEOUS				
312,621	60,000	60,000	6203 Cancelled PY Encumbrances	90,000	90,000	30,000	50.0%
154	-	-	6201 Other-Miscellaneous	-	-	-	0.0%
312,775	60,000	60,000	SUBTOTAL	90,000	90,000	30,000	50.0%
			DONATIONS				
-	-	-	6302 United Way (Human Services)	-	-	-	0.0%
-	-	-	SUBTOTAL	-	-	-	0.0%
			TRF FROM OTHER FUNDS				
448,500	-	-	7001 Transfer from CNRE Fund			-	0.0%
-	-	-	7002 Transfer from Public Building Fund			-	0.0%
171,518	182,794	182,794	7012 Transfer from Cemetery Fund	386,026	386,026	203,232	111.2%
64	70	70	7021 Transfer From Cemetery Trust	70	70	-	0.0%
30	30	30	7022 Transfer from Hubbard Fund	30	30	-	0.0%
620,112	182,894	182,894	SUBTOTAL	386,126	386,126	203,232	111.1%
130,905,122	131,047,411	133,847,058	TOTAL	137,122,528	133,827,203	3,275,470	2.5%

# GENERAL GOVERNMENT

110 TOWN COUNCIL

120 TOWN MANAGER

130 COURTS

140 ELECTIONS

150 FINANCE

160 TOWN ATTORNEY

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180 PERSONNEL

190 GENERAL SERVICES

FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT		SUMMARY	100

# PERSONNEL SUMMARY

	2022-2023 <u>Authorized</u>	2023-2024 <u>Requested</u>	2023-2024 <u>Proposed</u>	2023-2024 <u>Approved</u>
<u>Positions (in work years)</u>				
<u>Town Manager</u>				
Town Manager	1.0	1.0	1.0	1.0
Assistant Town Manager	1.0	1.0	1.0	1.0
Director of Admin. Services	1.0	1.0	1.0	1.0
Assistant to the Town Manager for Administration	1.0	1.0	1.0	1.0
Insurance and Benefits Administrator	1.0	1.0	1.0	1.0
Clerical Floater	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	6.0	6.0	6.0	6.0
<u>Elections</u>				
Registrar of Voters (PT)	1.2	1.2	1.2	1.2
<u>Finance</u>				
Director of Finance	1.0	1.0	1.0	1.0
Deputy Director of Finance	1.0	1.0	1.0	1.0
Account Clerk II	2.0	2.0	2.0	2.0
Accounts Administrator(PT)	0.0	0.0	0.0	0.0
Town Assessor	1.0	1.0	1.0	1.0
Deputy Assessor (was temporarily PT; going back to FT in 2023-2024)	0.5	1.0	1.0	1.0
Assessment Technician II	1.0	1.0	1.0	1.0
Assessment Technician I	1.0	1.0	1.0	1.0
Revenue Collector	1.0	1.0	1.0	1.0
Assistant Revenue Collector	1.0	1.0	1.0	1.0
Revenue Clerk (C6)	1.0	0.0	0.0	0.0
Revenue Clerk (C8)	<u>0.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	10.5	11.0	11.0	11.0
<u>Town Clerk</u>				
Town Clerk	1	1	1	1
Assistant Town Clerk	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
	3	3	3	3

FUNCTION	ACTIVITY	PROGRAM		CODE
GENERAL GOVERNMENT		SUMMARY		100

## PERSONNEL SUMMARY

	2022-2023 Authorized	2023-2024 Requested	2023-2024 Proposed	2023-2024 Approved
<u>Positions (in work years)</u>				
<u>Facilities Management</u>				
Director of Facilities Management	1.0	1.0	1.0	1.0
Operations/Project Manager	1.0	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	0.0	0.0	0.0
Carpenter (LT-14)	0.0	1.0	1.0	1.0
Head Custodian	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	6.0	6.0	6.0	6.0
<u>Information Systems &amp; Technology</u>				
Chief Information Officer	1.0	1.0	1.0	1.0
Network Administrator/Project Leader	1.0	1.0	1.0	1.0
Network Applications Specialist	3.0	3.0	3.0	3.0
GIS/IT Specialist	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	6.0	6.0	6.0	6.0
<u>Seasonal (work hours)</u>				
Finance	0.0	0.0	0.0	0.0
Town Clerk	235.0	235.0	235.0	235.0
Central Services	<u>30.0</u>	<u>30.0</u>	<u>30.0</u>	<u>30.0</u>
	265.0	265.0	265.0	265.0
<u>Town Council</u>				
Clerk of the Council (PT)	1.0	1.0	1.0	1.0
<u>Town Attorney</u>				
Town Attorney (Retainer)	1.0	1.0	1.0	1.0

FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	TOWN COUNCIL		110

#### EXPLANATION

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

The Council also:

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

#### HIGHLIGHTS OF FY 2022-2023 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 2023-24 annual budget, the 2023-24 through 2027-28 Long Range Capital Improvement Plan, and to set the Mill Rate for 2023-24.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time, Public Notification and Office Supplies reflect historical actuals.
- Dues and Subscriptions reflects actual expected per notification.

Function	Activity	Program	Code
General Government	Town Council	Town Council	0110

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
6,001	3,780	5,980	8103 Part Time	5,100	5,100	5,100
6,001	3,780	5,980	OBJECT TOTAL	5,100	5,100	5,100
			<u>PROFESSIONAL SVCS</u>			
5,711	1,700	4,160	8201 Public Notification	2,500	2,500	2,500
44,110	44,830	44,830	8202 Dues and Subscriptions	43,937	43,937	43,937
0	50	50	8204 Conferences,Meetings,Training	50	50	50
1,288	1,491	1,491	8216 Printing and Binding	1,491	1,491	1,491
51,109	48,071	50,531	OBJECT TOTAL	47,978	47,978	47,978
			<u>MATERIAL &amp; SUPPLIES</u>			
100	400	400	8301 Office Supplies	200	200	200
2,201	1,409	1,409	8310 Other Materials	1,409	1,409	1,409
2,301	1,809	1,809	OBJECT TOTAL	1,609	1,609	1,609

59,411	53,660	58,320	TOTAL	54,687	54,687	54,687
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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 2022-2023 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 Newington Volunteer Ambulance to discuss issues pertaining to the Town.
- Worked with staff 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.
- Worked with the Public Works team to discuss various matters.
- Attended utility related workshops and meetings.
- Participated in the interview process for numerous positions.
- Began the FY 2023-24 Budget and CIP process and met with various departments regarding CIP requests for the coming years.
- Attended several civic events, such as the annual Waterfall Festival and 9-11-01 Remembrance Ceremony at 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 expected Administrative raises and an estimate for Town Manager and Assistant Town Manager.

Function	Activity	Program	Code
General Government	Town Manager	Town Manager	0120

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
469,243	686,365	686,365	8101 Full time salaries	697,738	697,738	617,738
2,089	0	0	8103 Part Time	0	0	0
471,332	686,365	686,365	OBJECT TOTAL	697,738	697,738	617,738
			<u>PROFESSIONAL SVCS</u>			
750	1,836	1,836	8202 Dues and Subscriptions	1,836	1,836	1,836
304	2,600	2,350	8204 Conferences,Meetings,Training	2,600	2,600	2,600
230	280	280	8216 Printing and Binding	280	280	280
13,231	30,000	30,000	8217 Consultants/Special Contractor	30,000	30,000	30,000
1,170	1,200	1,200	8220 Other Contractual Services	1,200	1,200	1,200
15,685	35,916	35,666	OBJECT TOTAL	35,916	35,916	35,916
			<u>MATERIAL &amp; SUPPLIES</u>			
283	715	715	8301 Office Supplies	715	715	715
1,311	500	750	8310 Other Materials	750	750	750
1,594	1,215	1,465	OBJECT TOTAL	1,465	1,465	1,465

488,611	723,496	723,496	TOTAL	735,119	735,119	655,119
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	PROBATE COURT		130

#### EXPLANATION

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
General Government	Probate Court	Probate Court	0130

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
25,724	39,992	39,992	8220 Other Contractual Services	39,992	39,992	39,992
25,724	39,992	39,992	OBJECT TOTAL	39,992	39,992	39,992

25,724	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, (7) 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 Registration is updated from the SOTS office daily. SOTS anticipate 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.

#### OBJECTIVES

- Continue to monitor new legislative initiatives regarding elections early voting.
- Continue to finalize certification training.
- Upon redistricting at the Legislative level, we must reassess the distribution of our polling locations.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Part time increased due to expected raises for Registrars and Deputy Registrars.
- Most line items reflect the November election, as well as the Presidential Primary, causing increases.
- 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	Activity	Program	Code
General Government	Elections	Elections	0140

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
87,886	85,179	85,179	8103 Part Time	86,635	86,635	86,635
87,886	85,179	85,179	OBJECT TOTAL	86,635	86,635	86,635
			<u>PROFESSIONAL SVCS</u>			
565	900	1,775	8201 Public Notification	1,200	1,200	1,200
170	200	200	8202 Dues and Subscriptions	300	300	300
158	560	560	8203 Transportation	660	660	660
2,380	4,900	4,900	8204 Conferences,Meetings,Training	5,200	5,200	5,200
50	500	500	8205 Postage and Shipping	650	650	650
4,734	5,254	5,254	8212 Equipment Maintenance	6,239	6,239	6,239
14,535	16,175	16,175	8216 Printing and Binding	23,225	23,225	23,225
36,525	71,218	69,968	8220 Other Contractual Services	94,390	94,390	94,390
59,118	99,707	99,332	OBJECT TOTAL	131,864	131,864	131,864
			<u>MATERIAL &amp; SUPPLIES</u>			
140	550	550	8301 Office Supplies	550	550	550
0	350	350	8302 Technical Supplies	350	350	350
492	350	725	8310 Other Materials	350	350	350
631	1,250	1,625	OBJECT TOTAL	1,250	1,250	1,250

147,636	186,136	186,136	TOTAL	219,749	219,749	219,749
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	FINANCE	ACCOUNTING & ADMINISTRATION	151

### EXPLANATION

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

### HIGHLIGHTS OF FY 2022-2023 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.
- Administered the Small Business Grants using the ARPA funds. First awards were made in the Spring 2022 and the second awards were done in December 2022.
- Floater position was filled starting in July 2022. This is a shared position with the Town Manager, and Tax Offices.
- Expect the Employee Self Service portal to be up and running in January 2023. Also, working with Tyler to put in place the recruiting system for new employees by the fiscal year end.

### 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 expected Administrative increases and AFSCME employees at their rates as of 7/1/22.

Function	Activity	Program	Code
General Government	Finance	Accounting and Administration	0151

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
346,859	366,955	366,955	8101 Full time salaries	372,721	372,721	372,721
1,507	0	0	8103 Part Time	0	0	0
348,365	366,955	366,955	OBJECT TOTAL	372,721	372,721	372,721
			<u>PROFESSIONAL SVCS</u>			
375	510	510	8202 Dues and Subscriptions	510	510	510
0	680	680	8204 Conferences,Meetings,Training	680	680	680
125	240	240	8212 Equipment Maintenance	240	240	240
530	580	580	8220 Other Contractual Services	580	580	580
1,030	2,010	2,010	OBJECT TOTAL	2,010	2,010	2,010
			<u>MATERIAL &amp; SUPPLIES</u>			
333	600	650	8301 Office Supplies	600	600	600
1,003	1,474	1,424	8302 Technical Supplies	1,474	1,474	1,474
1,336	2,074	2,074	OBJECT TOTAL	2,074	2,074	2,074

350,731	371,039	371,039	TOTAL	376,805	376,805	376,805
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	FINANCE	ASSESSOR	152

### 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 around 12,500 real estate parcels, 1,500 commercial personal property accounts and over 28,000 motor vehicles. The office is also responsible for assisting special service programs by annually updating over 800 state and local elderly/disabled homeowners tax credit, 23 blind exemptions, 2,200 special assessment adjustments for veterans/additional veteran exemptions, and 190 disabled exemptions for Newington taxpayers.

### HIGHLIGHTS OF FY 2022-2023 OPERATION

- 37 tax appeals have been filed by commercial property owners as a result of the 2020 Revaluation. At the conclusion of FY2022, 25 of these appeals have been settled.
- Continue to maintain and administer the computer interface with the Geographic Information System (GIS) to include all property data.

### OBJECTIVES

- Continue to attempt to resolve the remaining 14 commercial tax appeals resulting from the 2020 Revaluation.
- 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

- Fill Full Time Assistant Assessor Position, partially offset by removal of Part Time position effective July 1, 2023.
- Various line items increased for rising costs and additional needs of department.

Function	Activity	Program	Code
General Government	Finance	Assessor	0152

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
<u>PERSONAL SERVICES</u>						
286,353	285,246	285,246	8101 Full time salaries	368,732	368,732	368,732
44,242	42,300	42,300	8103 Part Time	0	0	0
100	200	200	8105 Longevity	300	300	300
330,695	327,746	327,746	OBJECT TOTAL	369,032	369,032	369,032
<u>PROFESSIONAL SVCS</u>						
1,210	3,150	4,005	8202 Dues and Subscriptions	5,550	5,550	5,550
1,907	3,150	3,245	8204 Conferences,Meetings,Training	3,150	3,150	3,150
34	200	200	8212 Equipment Maintenance	200	200	200
5,327	6,000	5,050	8216 Printing and Binding	6,500	6,500	6,500
5,000	5,000	5,000	8217 Consultants/Special Contractor	6,000	6,000	6,000
13,479	17,500	17,500	OBJECT TOTAL	21,400	21,400	21,400
<u>MATERIAL &amp; SUPPLIES</u>						
868	500	500	8301 Office Supplies	500	500	500
868	500	500	OBJECT TOTAL	500	500	500

345,042	345,746	345,746	TOTAL	390,932	390,932	390,932
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	FINANCE	BOARD OF ASSESSMENT APPEALS	153

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2022-2023 OPERATION

- The Board of Assessment Appeals met for 1 day during March 2022 and heard a total of 11 appeals for the October 1, 2021.
- Motor vehicle hearings were held in September 2022 where they heard appeals for a total of twenty motor vehicles on the October 1, 2021 Grand List.

#### OBJECTIVES

- To hear appeals filed for the 2022 Grand List and the 2021 Supplemental Motor Vehicle Grand List.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 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	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	FINANCE	REVENUE COLLECTOR	154

#### 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 has been hired to pick up the cash deposits.

#### HIGHLIGHTS OF FY 2022-2023 OPERATION

- The January installment for Real Estate and Personal Property taxes are still included with the July bills. It is the taxpayer's responsibility to retain their January bill for the second installment. It is no longer necessary for them to wait for another tax bill to be mailed and does allow them to pay before the end of each year.
- Continue the availability for the taxpayer to view current and past tax payments which are on our online payment system which retains the 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 online 24/7 when the office is closed which allows taxpayers access. This is done by a third party.
- Tax Warrants were issued to both Constables for collection.
- 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 Collector to deposit check payments into Newington's bank account daily and the Assistant Revenue Collector deposits the Town's checks from all other Town Department on Fridays.
- Daily, the staff takes extra time to release delinquent taxpayers from a hold at the Dept. Of Motor Vehicles when delinquent the same day so they can register a vehicle. Authorized staff must then log into the Motor Vehicle Dept.'s website, locate the taxpayer, look back at the taxpayer's account for their motor vehicle ID, then place that information into the Motor Vehicle system to release the taxpayer. This can only be done by the staff in the Tax Office. The Department of Motor Vehicles has a direct connection with CT municipalities. For safety, taxpayers are encouraged to pay taxes by mail, online, or to use the secure Tax Payment drop box outside the Town Hall entrance. Payments are collected several times a day from the staff.
- Masks are still encouraged when entering the Town Hall.
- In addition to the posted Legal Notices, information is also placed in local papers preceding collections in July as well as for January as a reminder for taxpayers.
- The CT State Office of Policy and Management has mandated that Revenue/Tax Collectors continue to take educational courses in order to maintain their certification by taking continuous educational courses provided by the CT Certified Municipal Collectors Committee who is under the State's guidance which is similar to the Assessor's Certification. The Tax staff continues to attend mandated Tax Courses overseen by the Office of Policy and Management.
- Taxpayers are regularly contacting the office for an additional copy of their second installment due to them being unable to locate their copy.

#### 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 and funding for the Tax Office staff to attend meetings and classes for continuing Certification.
- Continue to provide opportunities to encourage staff to enhance their personal development by attending additional classes for growth.
- 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 service for online payments with debit/credit cards and checks. The taxpayers are reminded of their January installment through News Releases, the Newington website and social media.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects a proposed promotion for the Revenue Clerk from C6 to C8, as well as expected raises for Administrative staff.
- Printing and Binding increased slightly for rising costs.

Function	Activity	Program	Code
General Government	Finance	Revenue Collector	0154

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
232,484	242,797	242,797	8101 Full time salaries	251,125	251,125	251,125
0	0	0	8104 Seasonal	0	0	0
232,484	242,797	242,797	OBJECT TOTAL	251,125	251,125	251,125
			<u>PROFESSIONAL SVCS</u>			
851	950	950	8201 Public Notification	950	950	950
40	195	195	8202 Dues and Subscriptions	195	195	195
1,044	1,370	1,370	8204 Conferences,Meetings,Training	1,370	1,370	1,370
12,231	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	2,095	2,095	2,095
10,122	12,970	12,970	8217 Consultants/Special Contractor	12,970	12,970	12,970
557,924	558,000	558,000	8224 Elderly Tax Relief Program	558,000	558,000	558,000
584,111	589,296	589,296	OBJECT TOTAL	589,441	589,441	589,441
			<u>MATERIAL &amp; SUPPLIES</u>			
540	600	600	8301 Office Supplies	600	600	600
3,160	3,340	3,340	8302 Technical Supplies	3,340	3,340	3,340
3,700	3,940	3,940	OBJECT TOTAL	3,940	3,940	3,940
			<u>CAPITAL OUTLAY</u>			
1,308	0	0	8406 Office Equipment	0	0	0
1,308	0	0	OBJECT TOTAL	0	0	0

821,602	836,033	836,033	TOTAL	844,506	844,506	844,506
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	FINANCE	AUDITING	155

#### 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 2021-2022 OPERATION

- The auditing firm of Clifton, Larson, Allen, LLP (formerly Blum Shapiro) conducted the audit of the FY 2021-2022 financial records during the FY 2022-2023.

#### OBJECTIVES

- To examine the FY 2022-2023 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 will be going out to RFP this spring since this current fiscal year is the last year of their contract. An increase of 10% was included in this years' budget request.

Function	Activity	Program	Code
General Government	Finance	Auditing	0155

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
<u>PROFESSIONAL SVCS</u>						
0	40	40	8201 Public Notification	40	40	40
52,000	55,120	55,120	8217 Consultants/Special Contractor	60,630	60,630	60,630
52,000	55,160	55,160	OBJECT TOTAL	60,670	60,670	60,670

52,000	55,160	55,160	TOTAL	60,670	60,670	60,670
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	FINANCE	PURCHASING	157

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2022-2023 OPERATION

- Proposals were received for on-call architectural services, Fire Department collection services, and Reynolds School hazardous materials testing and monitoring services.
- The Town went out to bid for improvements in the Police Department and roof replacement at the Kellogg-Eddy House.

#### 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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
852	1,000	1,000	8201 Public Notification	1,000	1,000	1,000
852	1,000	1,000	OBJECT TOTAL	1,000	1,000	1,000

852	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 2022-2023 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

- Increase amount for outside council to cover labor issues.

Function	Activity	Program	Code
General Government	Town Attorney	Town Attorney	0160

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
1,825	1,825	1,825	8202 Dues and Subscriptions	1,825	1,825	1,825
24,318	25,000	45,000	8217 Consultants/Special Contractor	40,000	40,000	40,000
130,200	130,200	130,200	8220 Other Contractual Services	130,200	130,200	130,200
156,343	157,025	177,025	OBJECT TOTAL	172,025	172,025	172,025

156,343	157,025	177,025	TOTAL	172,025	172,025	172,025
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	TOWN CLERK & RECORDS ADMIN.		170

#### 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 2022-2023 OPERATION

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023 (Through 12/31/2022)
Documents Recorded	5,660	4,988	4,623	4,584	4,752	6,113	3,060	2,393
Recording Fees	\$152,465	\$153,983	\$140,108	\$123,618	\$153,460	\$232,054	\$117,121	73,649
Conveyance Tax	\$264,495	\$401,905	\$332,349	\$274,399	\$346,984	\$476,251	\$330,099	321,863

- 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 recreation for the large format Land Record volumes in preparation for back-indexing and linking of image files for public access encompassing Volumes 114-168.
- Approve for the use of \$180,000 in ARPA funding to complete imaging and back indexing to Volume 1 for Land Records.
- Engaged staff in professional development opportunities through the Connecticut Town Clerks Association (CTCA).
- Attended the Annual CTCA Spring 2022 and Fall of 2022 Town Clerk conferences.
- Continued to assist the Town Boards and Commissions with Zoom Virtual Meetings to ensure continuity of town business.
- Democratic & Republican Primary Election August 9, 2022 & November 8, 2022 State Election was held. The office issued 101 Absentee Ballots for the Democratic Primary & 128 Absentee Ballots for the Republican Primary held on August 9, 2022. The office issued 1,597 Absentee Ballots for the State Election on November 8, 2022 to residents from applications received.

#### OBJECTIVES 2023-2024

- Procure a \$7,500 Historic Document Preservation Grant to continue the recreation of the large format Land Records volumes.
- 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).
- Entry into the Vital Index for accessibility and reporting.
- 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.
- Map reformatting project into new archival mobile map cabinets.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects expected increases for Administrative employees.
- Seasonal increased due to a prior year grant for help with absentee ballots.
- Increase in Other Contractual Services due to prior year budget transfer, partially offset by decrease to vital registry.
- Technical Supplies reflects an increase in Vendor cost for State approved Archival Permanent Records paper.

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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
<u>PERSONAL SERVICES</u>						
180,281	247,390	247,390	8101 Full time salaries	247,792	247,792	247,792
16,530	0	0	8103 Part Time	0	0	0
5,020	4,240	2,468	8104 Seasonal	4,700	4,700	4,700
201,831	251,630	249,858	OBJECT TOTAL	252,492	252,492	252,492
<u>PROFESSIONAL SVCS</u>						
0	0	1,772	8201 Public Notification	0	0	0
550	600	600	8202 Dues and Subscriptions	695	695	695
118	117	117	8203 Transportation	117	117	117
730	1,025	1,329	8204 Conferences,Meetings,Training	1,075	1,075	1,075
1,479	1,597	1,597	8211 Facilities Rental & Storage	1,597	1,597	1,597
668	1,847	1,543	8212 Equipment Maintenance	1,847	1,847	1,847
300	300	300	8216 Printing and Binding	300	300	300
7,927	11,569	10,979	8220 Other Contractual Services	11,387	11,387	11,387
11,772	17,055	18,237	OBJECT TOTAL	17,018	17,018	17,018
<u>MATERIAL &amp; SUPPLIES</u>						
294	391	391	8301 Office Supplies	391	391	391
8,689	10,615	10,615	8302 Technical Supplies	11,790	11,790	11,790
8,984	11,006	11,006	OBJECT TOTAL	12,181	12,181	12,181
<u>CAPITAL OUTLAY</u>						
0	0	590	8406 Office Equipment	0	0	0
0	0	590	OBJECT TOTAL	0	0	0

222,587	279,691	279,691	TOTAL	281,691	281,691	281,691
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	PERSONNEL		180

#### 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 2022-2023 OPERATION

- Through February 2023, 3 full-time employees retired, 12 full-time and several part-time employees were hired and/or promoted and several part-time employees were transferred and/or promoted.
- Filled the open positions of Chief Information Office, Town Planner, Carpenter, Director of Administrative Service, 3 Police Recruits, 2 Police Officers and 2 Recreation Supervisors.
- Revised a number of Job Descriptions as positions became vacant.
- Continued to work with the AFSCME Local 2930 union 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

- Re-allocation of accounts to reflect historical actuals.

Function	Activity	Program	Code
General Government	Personnel	Personnel	0180

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
529	7,595	5,933	8201 Public Notification	2,000	2,000	2,000
0	35	35	8202 Dues and Subscriptions	35	35	35
1,095	5,645	5,645	8204 Conferences, Meetings, Training	5,645	5,645	5,645
46,156	28,023	46,495	8217 Consultants/Special Contractor	35,000	35,000	35,000
47,780	41,298	58,108	OBJECT TOTAL	42,680	42,680	42,680
			<u>MATERIAL &amp; SUPPLIES</u>			
0	510	510	8301 Office Supplies	510	510	510
0	510	510	OBJECT TOTAL	510	510	510

47,780	41,808	58,618	TOTAL	43,190	43,190	43,190
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	GENERAL SERVICES	FACILITIES MANAGEMENT	191

### 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, Newington Police Department, Senior and Disabled Center as well Newington Volunteer Ambulance Corps building, 5 active Fire Stations and 2 retired fire house buildings, 2 Historic Homes (Kellogg, Kelsey), 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, Indian Hill Country Club buildings and numerous of small storage and out building.

### HIGHLIGHTS

- New counter space in the Tax office
- New EV charging Station Installed
- HVAC upgrades Fire Station #5.
- Exterior site lighting upgrades to Church Hill Park.
- Roof replacement of Fire Station #2
- Roof replacement at the Newington High School
- Roof replacement at Fire Museum
- Partial roof replacement at the Grounds Dept.
- Exhaust fan installation at Highway Garage
- Kellogg Eddy House Roof Replacement Contract award and completion.
- Upgrade to pumps and control drives for Library HVAC.
- Implementation of new contract cleaners.
- Routine building maintenance and cleaning
- Preventative Maintenance services on all HVAC equipment.
- Solar Installation (multiple Locations)
- Asset management Software implementation.

### OBJECTIVES

- 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 adjusted to account for new Carpenter Position and Admin raises due to additional duties. AFSCME at current 2022-23 rates.
- Most other accounts were reduced to actual, or increased to reflect new contracts, needs and historical trends.

FUNCTION	ACTIVITY	PROGRAM	CODE
General Government	General Services	Facilities Management	0191

2021-2022 Actual	2022-2023 Original Budget	2022-2023 Revised Budget		2023-2024 Department Request	2023-2024 Manager Proposed	2023-2024 Council Adopted
<u>PERSONAL SERVICES</u>						
398,913	524,874	524,874	8101 Full Time	537,078	537,078	537,078
6,848	9,575	9,575	8102 Overtime	9,575	9,575	9,575
1,550	2,150	2,150	8105 Longevity	1,250	1,250	1,250
407,311	536,599	536,599	OBJECT SUBTOTAL	547,903	547,903	547,903
<u>PROFESSIONAL SERVICES</u>						
390	600	600	8202 Dues and Subscriptions	600	600	600
405	1,400	1,400	8204 Conferences, Meetings, Training	1,400	1,400	1,400
463,320	526,467	526,467	8206 Utilities	518,882	518,882	518,882
1,395	600	600	8207 Clothing Allowance	600	600	600
2,185	2,550	2,550	8209 Uniform Rental & Cleaning	2,550	2,550	2,550
43,343	59,270	59,270	8212 Equipment Maintenance	50,700	50,700	50,700
79,929	87,665	87,665	8213 Facilities Maintenance	88,300	88,300	88,300
204,750	298,225	298,225	8220 Other Contractual Services	292,587	292,587	292,587
795,717	976,777	976,777	OBJECT SUBTOTAL	955,619	955,619	955,619
<u>MATERIALS &amp; SUPPLIES</u>						
48	1,000	1,000	8301 Office Supplies	1,000	1,000	1,000
1,400	5,500	5,500	8302 Technical Supplies	5,500	5,500	5,500
234	400	400	8303 Uniforms and Clothing	600	600	600
19,970	27,230	27,230	8305 Cleaning Supplies	27,230	27,230	27,230
19,020	30,200	30,200	8306 Construction & Maintenance Materials	30,200	30,200	30,200
134,836	173,250	173,250	8308 Heating Fuel	165,250	165,250	165,250
0	300	300	8310 Other Materials	500	500	500
175,508	237,880	237,880	OBJECT SUBTOTAL	230,280	230,280	230,280
<u>CAPITAL OUTLAY</u>						
5695	5,074	5,074	8405 Construction & Maint Equipment	5,000	5,000	5,000
14140	2,500	2,500	8406 Office Equipment	2,500	2,500	2,500
3205	5,500	5,500	8407 Building Equipment	5,500	5,500	5,500
30,999	12,500	12,500	8408 Building Improvements	12,500	12,500	12,500
54,039	25,574	25,574	OBJECT SUBTOTAL	25,500	25,500	25,500

1,432,575	1,776,830	1,776,830	TOTAL	1,759,302	1,759,302	1,759,302
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	GENERAL SERVICES	CENTRAL SERVICES	195

#### EXPLANATION

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

#### OBJECTIVES

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Equipment Maintenance reflects historical actuals.
- Office Supplies increased due to the rising costs.

Function	Activity	Program	Code
General Government	General Services	Central Services	0195

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
2,755	0	0	8103 Part Time	0	0	0
5,216	459	459	8104 Seasonal	459	459	459
7,970	459	459	OBJECT TOTAL	459	459	459
			<u>PROFESSIONAL SVCS</u>			
46,826	39,930	39,930	8205 Postage and Shipping	39,930	39,930	39,930
6,040	6,120	6,120	8210 Equipment Rental	6,120	6,120	6,120
3,030	4,590	4,590	8212 Equipment Maintenance	4,250	4,250	4,250
55,896	50,640	50,640	OBJECT TOTAL	50,300	50,300	50,300
			<u>MATERIAL &amp; SUPPLIES</u>			
11,619	12,461	12,461	8301 Office Supplies	13,000	13,000	13,000
11,619	12,461	12,461	OBJECT TOTAL	13,000	13,000	13,000

75,485	63,560	63,560	TOTAL	63,759	63,759	63,759
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	GENERAL SERVICES	INFORMATION TECHNOLOGY	197

### EXPLANATION

This program provides for the management, acquisition, maintenance, operation, and security of network, communication, and computer systems used by Town and emergency operations.

### HIGHLIGHTS OF FY 2023-2024 OPERATION

- Town website and public communications update and refresh
- Microsoft 365 migration and Azure cloud integration
- Continuation of the Emergency Services Bodycam and in-vehicle camera solution upgrades
- Emergency Services data facility build-out for network resiliency
- Deployment of network connectivity to Town facilities for operational integration
- Upgrade of mobile cellular communication devices
- New PC (workstations, tablets & laptops) deployments
- Security auditing and network hardening
- Continued development of the Geographic Information System

### OBJECTIVES

- Work with Town departments on projects that help them reach their goals and objectives.
- Improve network security by continuing network and performance monitoring operations and making strategic investments that provide redundancy and resiliency.
- Help Emergency Services and Town Operations deliver needed services to the citizens of the Town.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects change in personnel and expected Admin increases.
- Additional cellular data connections for field mobile terminals are reflected in Telephone with an increase.
- Added to Equipment Maintenance are maintenance contracts for public mapping portal, Vision Point for the Audio/Video equipment in the Town Hall complex and Facilities cloud-based management application.
- Other Equipment Maintenance increases are due to higher maintenance costs for Munis (Finance), Quality Data Services (Assessor and Tax), Mobile Device Management (Town) and Managed File Transfer (Town), PC Deployment (Town) and Inventory software (Town), Fleet Management (RTA) maintenance, password security (Town) and management.
- Other Contractual Services includes Network backhaul support for the Police Department traffic camera project.

Function	Activity	Program	Code
General Government	General Services	Information Technology	0197

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
415,746	603,538	603,538	8101 Full time salaries	596,174	596,174	596,174
415,746	603,538	603,538	OBJECT TOTAL	596,174	596,174	596,174
			<u>PROFESSIONAL SVCS</u>			
135	964	964	8202 Dues and Subscriptions	964	964	964
0	4,300	4,300	8204 Conferences,Meetings,Training	4,300	4,300	4,300
131,656	141,120	141,120	8208 Telephone	143,520	143,520	143,520
617,220	635,675	635,675	8212 Equipment Maintenance	689,645	689,645	689,645
68,679	78,000	78,000	8220 Other Contractual Services	102,000	102,000	102,000
817,690	860,059	860,059	OBJECT TOTAL	940,429	940,429	940,429
			<u>MATERIAL &amp; SUPPLIES</u>			
16	100	100	8301 Office Supplies	100	100	100
18,926	22,676	22,676	8302 Technical Supplies	22,676	22,676	22,676
9,461	9,500	9,500	8307 Equipment Parts	9,500	9,500	9,500
28,402	32,276	32,276	OBJECT TOTAL	32,276	32,276	32,276
			<u>CAPITAL OUTLAY</u>			
2,468	2,500	2,500	8402 Technical Equipment	2,500	2,500	2,500
2,468	2,500	2,500	OBJECT TOTAL	2,500	2,500	2,500

1,264,307	1,498,373	1,498,373	TOTAL	1,571,379	1,571,379	1,571,379
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## PUBLIC SAFETY

210 POLICE

230 FIRE DEPARTMENT

250 STREET LIGHTING

260 EMERGENCY MANAGEMENT

270 EMERGENCY MEDICAL SERVICE

280 HYDRANTS

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	POLICE	ADMINISTRATION	210

## PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2022-2023 Authorized</u>	<u>2023-2024 Requested</u>	<u>2023-2024 Proposed</u>	<u>2023-2024 Approved</u>
<u>Administrative</u>				
Chief of Police	1.0	1.0	1.0	1.0
Administrative Secretary III	1.0	1.0	1.0	1.0
Administrative Assistant to the Chief	1.0	1.0	1.0	1.0
Administrative Sergeant	1.0	1.0	1.0	1.0
<u>Patrol</u>				
Lieutenant	1.0	1.0	1.0	1.0
Sergeant	6.0	6.0	6.0	6.0
Police Officer (new position added as of 01/01/2024)	28.0	29.0	29.0	29.0
<u>Investigation</u>				
Lieutenant	1.0	1.0	1.0	1.0
Sergeant	1.0	1.0	1.0	1.0
Detective	3.0	3.0	3.0	3.0
Police Officer	2.0	2.0	2.0	2.0
Youth Officer	1.0	1.0	1.0	1.0
Administrative Secretary I	1.0	1.0	1.0	1.0
Civilian Evidence/Property Room Clerk (unfunded in FY 2021-22)	0.0	0.0	0.0	0.0
<u>Traffic</u>				
Equipment Operator II (transferred from Highway)	1.0	1.0	1.0	1.0
Seasonal Employee (transferred from Highway)	0.5	0.5	0.5	0.5
<u>Communications</u>				
Dispatcher	8.0	8.0	8.0	8.0
<u>Support Services</u>				
Lieutenant	1.0	1.0	1.0	1.0
Sergeant	1.0	1.0	1.0	1.0
Community Service Officer	1.0	1.0	1.0	1.0
Professional Standards Officer	1.0	1.0	1.0	1.0
School Resource Officer	1.0	1.0	1.0	1.0
Traffic Enforcement Officer (unfunded in FY 2021-22)	0.0	1.0	1.0	1.0
Police Records Supervisor	1.0	1.0	1.0	1.0
Administrative Secretary I	1.0	1.0	1.0	1.0
Administrative Clerk (PT)	0.5	0.5	0.5	0.5
<u>Canine Control</u>				
Animal Control Officer	1.0	1.0	1.0	1.0
Animal Control Officer (PT)	0.0	0.0	0.0	0.0
	66.0	68.0	68.0	68.0



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 2022-2023 OPERATION

Administration: The police department received a U.S. Department of Justice COPS grant in the amount of \$68,000 to focus on de-escalation training for police officers. This was a very competitive grant and the department was one of only 45 other police departments in the nation to receive the funding. In August of 2022, every department officer was issued and now required to wear a Body Worn Camera while on duty. The department purchased 55 body cameras and computer software at a cost of \$206,000. The department received 30 percent re-imbursement from the State of Connecticut.

Staffing: The police department hired seven new police officers. Officers Michael Giordano and Patrick Lacruz were hired as certified Connecticut police officers, who transferred from other police departments. Officers Mathew Shaw, Gabriella Lambros, Spencer Couillard, and Michael Moscicki were hired as entry level officers and trained at the Police Academy.

#### 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.

Services experienced by the Department are as follows:

<b>Calendar Year</b>	<b>Calls for Service</b>	<b>Part 1 (Major) Crimes</b>	<b>Criminal Arrests</b>	<b>DUI Arrests</b>	<b>Traffic Violations</b>	<b>MV Accidents</b>
<b>2021</b>	22,942	1,593	690	76	1,884	1,233
<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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries increased due to contractual raises for Nutmeg Independent Public Safety Employees Union members and expected increases for administrative employees.
- Overtime increased due to contractual raises for Nutmeg Independent Public Safety Employees Union (Police) members.
- Increase in Dues and Subscriptions for rising cost of CT LE handbook field manual.
- Consultants / Special Contractor reflects rising costs in many line items as well as new line item for Power DMS digital management software per State of CT mandated accreditation and new line item for yearly review of respirator medical evaluation questionnaire by health care professional, mandated by OSHA. (51 officers x \$30).

Function	Activity	Program	Code
Public Safety	Police Department	Police Administration	0211

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
404,633	404,440	404,440	8101 Full time salaries	415,865	415,865	415,865
0	8,547	8,547	8102 Overtime	8,740	8,740	8,740
933	0	0	8103 Part Time	0	0	0
3,300	3,000	3,000	8105 Longevity	3,200	3,200	3,200
408,867	415,987	415,987	OBJECT TOTAL	427,805	427,805	427,805
			<u>PROFESSIONAL SVCS</u>			
8,366	8,183	8,163	8202 Dues and Subscriptions	9,039	9,039	9,039
579	580	580	8204 Conferences,Meetings,Training	580	580	580
2,000	2,000	1,923	8207 Clothing Allowance	2,000	2,000	2,000
18,089	20,585	29,585	8217 Consultants/Special Contractor	36,060	36,060	36,060
29,034	31,348	40,251	OBJECT TOTAL	47,679	47,679	47,679
			<u>MATERIAL &amp; SUPPLIES</u>			
706	1,375	1,375	8302 Technical Supplies	1,375	1,375	1,375
706	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

438,607	449,010	457,913	TOTAL	477,159	477,159	477,159
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FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM PATROL	CODE 212
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#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2022-2023 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.
- Responded to an increase in town wide violent crimes to include several shooting incidents.
- 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.
- Continue directed patrols at area motels to prevent drug sales and human trafficking.
- Strengthened the relationship between patrol officers and the residential and business communities.
- Implemented the use of the StarChase GPS system to help reduce liability in vehicle pursuits, and assist in apprehending suspects involved in property crimes that flee in vehicles.
- Maintained working relationship with area Law Enforcement agencies by way of police directed phone applications and information sharing platforms.

#### OBJECTIVES FOR 2023-2024 OPERATION

- 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 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.
- Formalize the FLOCK LPR camera system for use in crime investigations.
- Bolster the patrol division and the amount of officers on the road to accommodate the increase in residential and commercial development in the town.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries increased due to contractual raises for Nutmeg Independent Public Safety Employees Union members. Also request for additional officer (53rd sworn, 30th patrol officer) to begin January 1, 2024. 52nd officer had been funded although unfilled in previous budget.
- Overtime increased due to contractual raises for Nutmeg Independent Public Safety Employees Union members.
- Dues and Subscriptions includes new line item for annual warranty / maintenance fee for FARO mapping system for Midstate Accident Reconstruction Squad (MSARS) and new line item for annual subscription for Starchase system (5 vehicle mounted launchers and 1 hand held launcher).
- Uniforms and Clothing includes increase in cost of ballistic armor for officers and also anticipating more new hires, as well as increase in cost of uniforms for new officers.

Function	Activity	Program	Code
Public Safety	Police Department	Police Patrol	0212

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
3,392,485	3,641,338	3,641,338	8101 Full time salaries	3,765,855	3,730,809	3,730,809
1,037,814	710,781	710,781	8102 Overtime	726,993	726,993	726,993
4,430,298	4,352,119	4,352,119	OBJECT TOTAL	4,492,848	4,457,802	4,457,802
			<u>PROFESSIONAL SVCS</u>			
135	230	230	8202 Dues and Subscriptions	8,215	8,215	8,215
0	90	90	8204 Conferences,Meetings,Training	90	90	90
33,000	37,000	29,000	8207 Clothing Allowance	37,000	37,000	37,000
0	400	400	8212 Equipment Maintenance	400	400	400
33,135	37,720	29,720	OBJECT TOTAL	45,705	45,705	45,705
			<u>MATERIAL &amp; SUPPLIES</u>			
11,547	21,125	21,125	8302 Technical Supplies	21,125	21,125	21,125
29,451	20,586	29,663	8303 Uniforms and Clothing	27,618	27,618	27,618
470	2,600	2,600	8310 Other Materials	2,600	2,600	2,600
41,467	44,311	53,388	OBJECT TOTAL	51,343	51,343	51,343
			<u>CAPITAL OUTLAY</u>			
29,158	39,878	39,068	8402 Technical Equipment	39,878	39,878	39,878
29,158	39,878	39,068	OBJECT TOTAL	39,878	39,878	39,878

4,534,059	4,474,028	4,474,295	TOTAL	4,629,774	4,594,728	4,594,728
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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 2022-2023 OPERATION

- 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 continues to add to its crime scene processing technology equipment. The Newington Police Detective Division looks to stay to on the forefront of this new innovative technology. These systems allow for detectives to process scenes more effectively and enhance detectives ability to process scenes with more precision and accuracy.
- 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 has also continued the implementation of 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 and Overtime increased due to contractual raises for Nutmeg Independent Public Safety Employees Union members.

Function	Activity	Program	Code
Public Safety	Police Department	Police Investigation	0213

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
873,873	927,864	927,864	8101 Full time salaries	940,434	940,434	940,434
37,073	91,467	91,467	8102 Overtime	92,793	92,793	92,793
910,945	1,019,331	1,019,331	OBJECT TOTAL	1,033,227	1,033,227	1,033,227
			<u>PROFESSIONAL SVCS</u>			
150	150	150	8202 Dues and Subscriptions	150	150	150
8,000	8,000	7,000	8207 Clothing Allowance	8,000	8,000	8,000
0	3,650	3,650	8212 Equipment Maintenance	3,650	3,650	3,650
2,718	4,550	5,360	8220 Other Contractual Services	4,590	4,590	4,590
10,868	16,350	16,160	OBJECT TOTAL	16,390	16,390	16,390
			<u>MATERIAL &amp; SUPPLIES</u>			
3,275	6,191	6,191	8302 Technical Supplies	6,191	6,191	6,191
2,011	4,021	4,021	8310 Other Materials	4,021	4,021	4,021
5,285	10,212	10,212	OBJECT TOTAL	10,212	10,212	10,212

927,099	1,045,893	1,045,703	TOTAL	1,059,829	1,059,829	1,059,829
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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.

#### HIGHLIGHTS OF FY 2022-2023 OPERATIONS

- An Equipment Operator II was transferred from the highway department to the police department to assist with traffic maintenance.

#### 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 reflects AFSCME Equipment Operator at 2022-2023 rates.
- Part Time includes expected raises for crossing guards to compete with rising minimum wages.

Function	Activity	Program	Code
Public Safety	Police Department	Traffic	0214

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
68,322	69,687	69,687	8101 Full time salaries	69,420	69,420	69,420
6,008	5,006	5,006	8102 Overtime	5,006	5,006	5,006
139,998	171,932	171,932	8103 Part Time	175,027	175,027	175,027
1,000	1,000	1,000	8105 Longevity	1,000	1,000	1,000
215,327	247,625	247,625	OBJECT TOTAL	250,453	250,453	250,453
			<u>PROFESSIONAL SVCS</u>			
150	150	150	8207 Clothing Allowance	150	150	150
0	1,000	1,000	8212 Equipment Maintenance	1,000	1,000	1,000
150	1,150	1,150	OBJECT TOTAL	1,150	1,150	1,150
			<u>MATERIAL &amp; SUPPLIES</u>			
12,761	12,500	12,500	8302 Technical Supplies	12,500	12,500	12,500
578	690	690	8303 Uniforms and Clothing	690	690	690
891	250	250	8310 Other Materials	250	250	250
14,230	13,440	13,440	OBJECT TOTAL	13,440	13,440	13,440

229,708	262,215	262,215	TOTAL	265,043	265,043	265,043
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• FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	POLICE	COMMUNICATIONS	215

## EXPLANATION

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

## HIGHLIGHTS OF FY 2022-2023 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.
- Implemented Prepared Live program to obtain video and text from callers on wireless devices
- Connected CAD with American Medical Response for officers to quickly receive up to date information on Mobile Data Terminals regarding information obtained during Emergency Medical Dispatching (EMD).

## 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 increased due to contractual raises for Nutmeg Independent Public Safety Employees Union (dispatchers) members. Also due to full staffing, there is an additional dispatcher on the schedule which results in an estimated five more holiday differential shifts paid. This occurs when a holiday falls on the day off of a dispatcher.
- Overtime decreased due to full staffing of dispatchers which results in less ½ shift overtimes on the midnight shift on Thursday, Friday and Saturday.
- Dues and Subscriptions reflects phone directories for Hartford and New Britain are no longer purchased.

Function	Activity	Program	Code
Public Safety	Police Department	Police Communication	0215

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
529,848	601,124	601,124	8101 Full time salaries	620,696	620,696	620,696
179,889	183,778	183,778	8102 Overtime	175,681	175,681	175,681
709,737	784,902	784,902	OBJECT TOTAL	796,377	796,377	796,377
			<u>PROFESSIONAL SVCS</u>			
0	1,071	1,071	8202 Dues and Subscriptions	350	350	350
4,900	5,600	5,600	8207 Clothing Allowance	5,600	5,600	5,600
38,925	51,101	51,101	8212 Equipment Maintenance	51,335	51,335	51,335
1,395	2,000	2,000	8220 Other Contractual Services	2,000	2,000	2,000
45,220	59,772	59,772	OBJECT TOTAL	59,285	59,285	59,285
			<u>MATERIAL &amp; SUPPLIES</u>			
664	835	835	8302 Technical Supplies	835	835	835
664	835	835	OBJECT TOTAL	835	835	835

755,622	845,509	845,509	TOTAL	856,497	856,497	856,497
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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 2022-2023 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
- Maintained POST recertification training for officers up for renewal
- Trained officers in active shooter response and use of force
- Trained officers in the use of the new StarChase system
- Managed recruit and lateral transfer officer training

OBJECTIVES

- Recertification for state certified officers and NCIC-COLLECT users.
- Provide spring and fall firearms qualification including low light training for all officers.
- Continue interactive scenario-based training using Simmunitions weapons and inert Tasers in the range "shoot house".
- 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 Increases due to contractual raises for Nutmeg Independent Public Safety Employees Union members.
- Conferences Meetings Trainings reflects increase in annual user charge for Police One training.
- Technical Supplies increased due to rise in cost of ammunition and use of frangible practice ammunition which is more expensive, as well as rise in cost of tasers.

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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
127,644	142,800	142,800	8102 Overtime	146,205	146,205	146,205
300	300	300	8108 Education Incentive	300	300	300
127,944	143,100	143,100	OBJECT TOTAL	146,505	146,505	146,505
			<u>PROFESSIONAL SVCS</u>			
135	1,015	1,035	8202 Dues and Subscriptions	1,015	1,015	1,015
43,790	37,457	37,457	8204 Conferences,Meetings,Training	37,665	37,665	37,665
600	3,000	3,000	8221 Higher Education Support	3,000	3,000	3,000
44,525	41,472	41,492	OBJECT TOTAL	41,680	41,680	41,680
			<u>MATERIAL &amp; SUPPLIES</u>			
21,697	43,011	34,011	8302 Technical Supplies	53,291	53,291	53,291
28	1,196	1,196	8310 Other Materials	1,196	1,196	1,196
21,725	44,207	35,207	OBJECT TOTAL	54,487	54,487	54,487

194,194	228,779	219,799	TOTAL	242,672	242,672	242,672
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FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM SUPPORT SERVICES	CODE 218
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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 2022-2023 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 including the implementation of "Atlas One," a mobile application which allows the department to quickly communication with the public.
- Continued the School Resource Officer program at Newington High School.
- Implemented PowerDMS for management of department policy and procedures to assist in complying with state mandated accreditation requirements
- Implemented Connecticut Criminal Justice Information Sharing System (CISS) which affords the ability to conduct searches in criminal investigations through numerous databases utilizing one platform to streamline investigations.
- Continued department sponsored community outreach events such as Stuff a Cruiser, Stuffing the Pantry Food Drive, Shop with a Cop, Coffee with a Cop, National Night Out, Newington Police and Fire Golf Classic and Newington Public Safety Day.
- Implemented WatchGuard Body camera program deploying cameras to all sworn personnel.

### 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 increased due to contractual raises for Nutmeg Independent Public Safety Employees Union members and added funding for traffic officer which was unfunded in previous budget.
- Overtime increased due to contractual raises for Nutmeg Independent Public Safety Employees Union members.
- Other Contractual Services reflects the addition of All Traffic Solutions yearly renewal for the Traffic Suite App which is necessary for the functioning of the radar speed display and maintenance and support contract for LiveScan.

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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
536,474	628,120	628,120	8101 Full time salaries	707,891	707,891	707,891
1,826	57,595	57,595	8102 Overtime	58,894	58,894	58,894
21,109	19,219	19,219	8103 Part Time	19,585	19,585	19,585
559,409	704,934	704,934	OBJECT TOTAL	786,370	786,370	786,370
			<u>PROFESSIONAL SVCS</u>			
4,000	5,000	5,000	8207 Clothing Allowance	5,000	5,000	5,000
9,931	29,164	29,164	8209 Uniform Rental & Cleaning	29,164	29,164	29,164
5,699	5,860	5,860	8210 Equipment Rental	5,900	5,900	5,900
90	200	200	8212 Equipment Maintenance	200	200	200
1,727	1,999	1,999	8216 Printing and Binding	1,999	1,999	1,999
3,011	4,536	4,536	8220 Other Contractual Services	8,256	8,256	8,256
24,458	46,759	46,759	OBJECT TOTAL	50,519	50,519	50,519
			<u>MATERIAL &amp; SUPPLIES</u>			
4,151	4,900	4,900	8301 Office Supplies	4,900	4,900	4,900
99	600	600	8302 Technical Supplies	600	600	600
4,250	5,500	5,500	OBJECT TOTAL	5,500	5,500	5,500

588,117	757,193	757,193	TOTAL	842,389	842,389	842,389
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	POLICE	VEHICLES	220

EXPLANATION

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

HIGHLIGHTS OF FY 2022-2023

- No highlights for current fiscal year.

OBJECTIVES

- Maintain a fully operational fleet of police vehicles.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Public Safety	Police Department	Police Vehicles	0220

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
3,632	6,700	6,700	8214 Motor Vehicle Maintenance	6,700	6,700	6,700
3,632	6,700	6,700	OBJECT TOTAL	6,700	6,700	6,700

3,632	6,700	6,700	TOTAL	6,700	6,700	6,700
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FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM ANIMAL CONTROL	CODE 222
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#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2022-2023 OPERATIONS

- The Animal Control Officer is a full-time position which is shared with the Town of Wethersfield. Each town shares the costs of expenditures.
- ACO has ensured the safety of residents and K9's at the new town dog park
- ACO ensured the safe capture and management of stray, sick, and roaming animals.

#### 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 resident's through the control of stray, sick and roaming animals.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salary and Overtime increased due to expected raise for Animal Control Officer. Cost is shared evenly with Wethersfield Police.

Function	Activity	Program	Code
Public Safety	Police Department	Animal Control	0222

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
30,111	30,706	30,706	8101 Full time salaries	30,888	30,888	30,888
173	2,521	2,521	8102 Overtime	2,546	2,546	2,546
30,284	33,227	33,227	OBJECT TOTAL	33,434	33,434	33,434
			<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>			
237	1,050	1,050	8303 Uniforms and Clothing	1,050	1,050	1,050
237	1,050	1,050	OBJECT TOTAL	1,050	1,050	1,050

30,521	35,977	35,977	TOTAL	36,184	36,184	36,184
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	ADMINISTRATION	230

# PERSONNEL SUMMARY

	2022-2023 <u>Authorized</u>	2023-2024 <u>Requested</u>	2023-2024 <u>Proposed</u>	2023-2024 <u>Approved</u>
<u>Positions (in work years)</u>				
<u>Fire Administration</u>				
Fire Chief (PT)	1.0	1.0	1.0	1.0
Assistant Chief (PT)	1.0	1.0	1.0	1.0
Deputy Chief (PT)	3.0	3.0	3.0	3.0
Administrative Secretary I	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	6.0	6.0	6.0	6.0
<u>Fire Marshal</u>				
Fire Marshal	1.0	1.0	1.0	1.0
Assistant Fire Marshal	1.0	1.0	1.0	1.0
Deputy Fire Marshals (PT)	3.0	3.0	2.0	2.0
Emergency Management Officer/Deputy Fire Marshall	<u>0.0</u>	<u>0.5</u>	<u>0.6</u>	<u>0.6</u>
	5.0	5.5	4.6	4.6
<u>Emergency Management</u>				
Emergency Management Officer (Stipend only)	1.0	1.0	1.0	1.0
Emergency Management Officer/Deputy Fire Marshall	<u>0.0</u>	<u>0.5</u>	<u>0.4</u>	<u>0.4</u>
	1.0	1.5	1.4	1.4

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	ADMINISTRATION	231

#### 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 expected raises.
- Dues and Subscriptions decreased for deletion of CT State Fire Dept meetings
- Equipment Maintenance increased for additional copier maintenance fees.
- Office Supplies reflects increased costs and needs.

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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
61,545	62,745	62,745	8101 Full time salaries	62,504	62,504	62,504
35,931	36,284	36,284	8103 Part Time	36,867	36,867	36,867
1,000	1,000	1,000	8105 Longevity	1,000	1,000	1,000
98,476	100,029	100,029	OBJECT TOTAL	100,371	100,371	100,371
			<u>PROFESSIONAL SVCS</u>			
2,166	1,955	1,955	8202 Dues and Subscriptions	1,530	1,530	1,530
518	0	0	8203 Transportation	0	0	0
838	875	1,032	8212 Equipment Maintenance	1,000	1,000	1,000
243	550	393	8216 Printing and Binding	550	550	550
3,764	3,380	3,380	OBJECT TOTAL	3,080	3,080	3,080
			<u>MATERIAL &amp; SUPPLIES</u>			
957	1,000	1,000	8301 Office Supplies	2,000	2,000	2,000
957	1,000	1,000	OBJECT TOTAL	2,000	2,000	2,000

103,196	104,409	104,409	TOTAL	105,451	105,451	105,451
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	FIRE FIGHTING	232

### EXPLANATION

This program reflects the following:

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

### OBJECTIVES

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

### MAJOR BUDGET CHANGES AND COMMENTARY

- Fringe Benefits reflects an increase to pay per call program for retention of our firefighters and the second step of increases to the stipend program.
- Equipment Maintenance and Motor Vehicle Maintenance increased for pricing increases and additional needs.
- Consultants/Special Contractor reflects the new cost of department physicals with a new provider. Additional increase is for the new NFPA lung x-ray mandate every five years.
- Contributions and Subsidies reflects additional needs at Company 5 due to large cadet program.
- Technical Supplies includes 50 pails of new F-150 extinguishing agent to replace old banned foam.
- Technical Equipment increased to reflect current needs of the department, including the cost to remove/dispose and clean all engine foam tanks-AFFF banned from use.

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Fighting	0232

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
425,654	441,490	441,490	8110 Fringe Benefits	526,817	526,817	526,817
425,654	441,490	441,490	OBJECT TOTAL	526,817	526,817	526,817
			<u>PROFESSIONAL SVCS</u>			
1,063	1,000	1,000	8209 Uniform Rental & Cleaning	1,000	1,000	1,000
2,737	8,650	8,650	8212 Equipment Maintenance	12,750	12,750	12,750
7,653	10,000	10,000	8214 Motor Vehicle Maintenance	12,000	12,000	12,000
23,204	28,000	28,000	8217 Consultants/Special Contractor	33,306	33,306	33,306
25,000	28,000	28,000	8218 Contributions and Subsidies	29,000	29,000	29,000
59,657	75,650	75,650	OBJECT TOTAL	88,056	88,056	88,056
			<u>MATERIAL &amp; SUPPLIES</u>			
39,075	67,920	67,920	8302 Technical Supplies	129,595	47,595	37,595
29,979	50,450	50,450	8303 Uniforms and Clothing	25,000	25,000	25,000
25,156	22,500	22,500	8310 Other Materials	21,500	19,500	19,500
94,210	140,870	140,870	OBJECT TOTAL	176,095	92,095	82,095
			<u>CAPITAL OUTLAY</u>			
13,806	18,468	18,468	8402 Technical Equipment	67,065	67,065	67,065
13,806	18,468	18,468	OBJECT TOTAL	67,065	67,065	67,065

593,327	676,478	676,478	TOTAL	858,033	774,033	764,033
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	FIRE PREVENTION	233

### EXPLANATION

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

Ongoing programs include, but are not limited to:

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

### OBJECTIVES

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

### MAJOR BUDGET CHANGES AND COMMENTARY

- Other Materials was reduced to historical actuals.
- Technical Equipment was added for the purchase of a projector screen for school and other presentations.



Function	Activity	Program	Code
Public Safety	Fire Department	Fire Prevention	0233

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
35	150	150	8202 Dues and Subscriptions	150	150	150
1,158	2,000	2,000	8216 Printing and Binding	2,000	2,000	2,000
899	500	500	8220 Other Contractual Services	500	500	500
2,092	2,650	2,650	OBJECT TOTAL	2,650	2,650	2,650
			<u>MATERIAL &amp; SUPPLIES</u>			
113	60	60	8302 Technical Supplies	60	60	60
250	750	750	8310 Other Materials	250	250	250
363	810	810	OBJECT TOTAL	310	310	310
			<u>CAPITAL OUTLAY</u>			
666	0	0	8402 Technical Equipment	200	200	200
666	0	0	OBJECT TOTAL	200	200	200

3,120	3,460	3,460	TOTAL	3,160	3,160	3,160
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	FIRE TRAINING	234

#### 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

- Dues and Subscriptions increased slightly for rising cost of dues.
- Other Contractual Services was revised for current training needs.
- Technical Equipment was purchased last year, showing a decrease this year.

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Training	0234

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
0	650	650	8202 Dues and Subscriptions	800	800	800
37,781	57,245	34,027	8220 Other Contractual Services	55,645	55,645	55,645
37,781	57,895	34,677	OBJECT TOTAL	56,445	56,445	56,445
			<u>CAPITAL OUTLAY</u>			
0	8,300	8,300	8402 Technical Equipment	0	0	0
0	8,300	8,300	OBJECT TOTAL	0	0	0

37,781	66,195	42,977	TOTAL	56,445	56,445	56,445
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	FIRE STATIONS	235

#### 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 #5
- Ice Machine Service
- Appliances, oven, dishwasher, microwave – Co #5
- Bay door maintenance all stations
- HVAC maintenance all stations
- Gas range and dish washer Co #1
- 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	Activity	Program	Code
Public Safety	Fire Department	Fire Stations	0235

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
44,759	36,800	36,800	8213 Facilities Maintenance	43,400	43,400	43,400
44,759	36,800	36,800	OBJECT TOTAL	43,400	43,400	43,400
			<u>CAPITAL OUTLAY</u>			
18,352	8,330	8,330	8407 Building Equipment	14,450	14,450	14,450
0	27,755	27,755	8408 Building Improvements	33,700	33,700	33,700
18,352	36,085	36,085	OBJECT TOTAL	48,150	48,150	48,150

63,111	72,885	72,885	TOTAL	91,550	91,550	91,550
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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, Liquefied 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 2022-2023 OPERATION

- Finished FY 22/23 with nearly a 70% completion rate for inspections. This involved prioritizing inspections by target hazard and working with FMO staff to maintain monthly inspection assignments

### OBJECTIVES

- Continue to work with the public and building contractors to bring local buildings into compliance with the Connecticut Fire Safety Code.
- Develop relationships with organizations and civic groups within the town to promote fire safety and code compliance.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects expected administrative raises, promotion of per-diem staff member to open Assistant Fire Marshall position and proposed addition of full time Deputy Fire Marshall/Emergency Management position (split 60/40 with Emergency Management).
- Part Time is reduced to partially offset proposed new full time position.
- Increase to Technical Supplies for fire equipment storage solution for new pickup. This will ensure the safety and longevity of the Fire Investigation equipment
- Increase to Uniform to reflect the need for Turnout gear - this is a supplement to gear provided by FD from their spare gear.

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Marshal	0238

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
<u>PERSONAL SERVICES</u>						
137,757	145,376	145,376	8101 Full time salaries	163,880	202,880	202,880
53,971	95,311	95,311	8103 Part Time	97,609	69,477	69,477
191,728	240,687	240,687	OBJECT TOTAL	261,489	272,357	272,357
<u>PROFESSIONAL SVCS</u>						
1,816	2,665	2,665	8202 Dues and Subscriptions	2,840	2,840	2,840
2,510	2,400	2,400	8204 Conferences,Meetings,Training	3,000	3,000	3,000
240	1,482	1,482	8212 Equipment Maintenance	1,500	1,500	1,500
4,566	6,547	6,547	OBJECT TOTAL	7,340	7,340	7,340
<u>MATERIAL &amp; SUPPLIES</u>						
716	700	700	8301 Office Supplies	700	700	700
967	4,148	4,148	8302 Technical Supplies	6,150	6,150	6,150
2,561	4,100	4,100	8303 Uniforms and Clothing	6,575	6,575	6,575
862	1,800	1,800	8310 Other Materials	1,388	1,388	1,388
5,106	10,748	10,748	OBJECT TOTAL	14,813	14,813	14,813
<u>CAPITAL OUTLAY</u>						
0	2,000	2,000	8402 Technical Equipment	0	0	0
0	2,000	2,000	OBJECT TOTAL	0	0	0

201,400	259,982	259,982	TOTAL	283,642	294,510	294,510
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	SAFETY OFFICER	240

#### 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.
- Replacement of mandated fit testing machine.



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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
14,672	15,740	15,740	8220 Other Contractual Services	34,720	34,720	20,720
14,672	15,740	15,740	OBJECT TOTAL	34,720	34,720	20,720
			<u>MATERIAL &amp; SUPPLIES</u>			
128	9,175	9,175	8302 Technical Supplies	9,175	9,175	9,175
128	9,175	9,175	OBJECT TOTAL	9,175	9,175	9,175
			<u>CAPITAL OUTLAY</u>			
5,900	4,400	27,618	8402 Technical Equipment	5,900	5,900	5,900
5,900	4,400	27,618	OBJECT TOTAL	5,900	5,900	5,900

20,700	29,315	52,533	TOTAL	49,795	49,795	35,795
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	REGIONAL FIRE TRAINING TOWER	242

#### EXPLANATION

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.



FUNCTION PUBLIC SAFETY	ACTIVITY STREET LIGHTING	PROGRAM	CODE 250
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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 with and estimated 6% increase from the average actual expenditures from the last 5 years.

Function	Activity	Program	Code
Public Safety	Street Lighting	Street Lighting	0250

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
286,594	300,000	300,000	8206 Utilities	300,000	300,000	300,000
286,594	300,000	300,000	OBJECT TOTAL	300,000	300,000	300,000

286,594	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

- Full Time Salaries is added for proposed addition of full time Deputy Fire Marshall/Emergency Management position. This new position will be split 40/60 with Fire Marshal.

Function	Activity	Program	Code
Public Safety	Emergency Management	Emergency Management	0260

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
0	0	0	8101 Full time salaries	0	26,000	26,000
5,700	6,000	6,000	8103 Part Time	6,000	6,000	6,000
5,700	6,000	6,000	OBJECT TOTAL	6,000	32,000	32,000
			<u>PROFESSIONAL SVCS</u>			
0	50	50	8202 Dues and Subscriptions	50	50	50
238	1,500	1,500	8204 Conferences,Meetings,Training	1,500	1,500	1,500
238	1,550	1,550	OBJECT TOTAL	1,550	1,550	1,550
			<u>MATERIAL &amp; SUPPLIES</u>			
701	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
701	3,500	3,500	OBJECT TOTAL	3,500	3,500	3,500

6,639	11,050	11,050	TOTAL	11,050	37,050	37,050
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	EMERGENCY MEDICAL SERVICE		270

#### EXPLANATION

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Fringe Benefits is increased to match the Stipends being given to the Fire Department.
- Other Contractual Services was added three years ago to cover just a portion of the CMED (Coordinated Medical Emergency Directions) fee. This year the amount we cover will be doubled.



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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
25,400	27,000	27,000	8110 Fringe Benefits	27,000	27,000	57,000
25,400	27,000	27,000	OBJECT TOTAL	27,000	27,000	57,000
			<u>PROFESSIONAL SVCS</u>			
1,000	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	20,000
11,000	11,000	11,000	OBJECT TOTAL	11,000	11,000	21,000
			<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

42,400	44,000	44,000	TOTAL	44,000	44,000	84,000
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	HYDRANTS		280

#### 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 \$145 to \$150
- Increased rate to New Britain Water Company, \$375 to \$390



## PUBLIC WORKS

310 ENGINEERING

320 HIGHWAY

350 SOLID WASTE SERVICES (Formerly Sanitation)

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	ENGINEERING		310

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2022-2023 Authorized</u>	<u>2023-2024 Requested</u>	<u>2023-2024 Proposed</u>	<u>2023-2024 Approved</u>
Town Engineer	1.0	1.0	1.0	1.0
Assistant 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
Administrative Secretary II	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
	2.5	2.5	2.5	2.5

### 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.
- 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.
- 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 various Grants to support improvements to Town infrastructure.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries for AFSCME at 2022-23 rates and Administrative includes expected increases.
- Other line items were left flat to prior year.

Function	Activity	Program	Code
Public Works	Engineering	Engineering	0310

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
<u>PERSONAL SERVICES</u>						
240,806	248,695	248,695	8101 Full time salaries	248,879	248,879	248,879
0	2,000	2,000	8102 Overtime	2,000	2,000	2,000
5,553	7,000	7,000	8103 Part Time	7,000	7,000	7,000
0	100	100	8105 Longevity	200	200	200
246,359	257,795	257,795	OBJECT TOTAL	258,079	258,079	258,079
<u>PROFESSIONAL SVCS</u>						
845	720	720	8202 Dues and Subscriptions	720	720	720
0	150	150	8203 Transportation	150	150	150
510	2,360	2,360	8204 Conferences,Meetings,Training	2,360	2,360	2,360
200	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
0	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
1,555	9,130	9,130	OBJECT TOTAL	9,130	9,130	9,130
<u>MATERIAL &amp; SUPPLIES</u>						
285	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
285	950	950	OBJECT TOTAL	950	950	950

248,199	267,875	267,875	TOTAL	268,159	268,159	268,159
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	HIGHWAY	SUMMARY	320

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2022-2023 Authorized</u>	<u>2023-2024 Requested</u>	<u>2023-2024 Proposed</u>	<u>2023-2024 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	2,727	2,727	2,727



FUNCTION  
PUBLIC WORKS

ACTIVITY  
HIGHWAY

PROGRAM  
ADMINISTRATION

CODE  
321

#### 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 2022-2023 OPERATION

- Continued administrating, planning and coordinating all departmental projects, functions and procedures
- Continued improvements to workplace safety programs and employee training
- Attended all Environmental Quality Control Commission meetings
- Assisted the Facilities Department with salt shed cover project
- Assisted the Engineering Department with the Maple Hill Ave and Robbins Ave LOTCIP project
- Coordinated multi-town purchase of John Deere Tractor with boom mower to facilitate water maintenance
- 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 reflects expected Admin increases and AFSCME at 2022-23 rates.
- Consultant/Special Contractor increased to reflect additional hearing tests needed.
- Other Materials increased for first aid supplies that were formerly paid for by Facilities.

Function	Activity	Program	Code
Public Works	Highway Department	Highway Administration	0321

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
179,917	186,035	186,035	8101 Full time salaries	188,753	188,753	188,753
7,800	8,300	8,300	8105 Longevity	8,900	8,900	8,900
187,717	194,335	194,335	OBJECT TOTAL	197,653	197,653	197,653
			<u>PROFESSIONAL SVCS</u>			
50	50	50	8202 Dues and Subscriptions	50	50	50
1,620	2,180	2,180	8204 Conferences,Meetings,Training	2,180	2,180	2,180
2,365	3,000	3,000	8207 Clothing Allowance	3,000	3,000	3,000
8,766	10,295	10,295	8209 Uniform Rental & Cleaning	10,295	10,295	10,295
159	1,100	1,100	8212 Equipment Maintenance	1,100	1,100	1,100
410	794	794	8217 Consultants/Special Contractor	980	980	980
13,370	17,419	17,419	OBJECT TOTAL	17,605	17,605	17,605
			<u>MATERIAL &amp; SUPPLIES</u>			
446	720	720	8301 Office Supplies	720	720	720
871	874	874	8310 Other Materials	3,374	3,374	3,374
1,317	1,594	1,594	OBJECT TOTAL	4,094	4,094	4,094

202,403	213,348	213,348	TOTAL	219,352	219,352	219,352
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### EXPLANATION

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

### HIGHLIGHTS OF FY 2022 - 2023 OPERATION

- Completed the mill and overlay of the following roads totaling approximately 7.0 miles: Sequin St, Golf St, Walnut St,
- Thompson St, Lydall Rd, Longview Dr, Copper Beach La, Flagler St, Harman Ct, James St, Brockett St, Gail Cir, Dartmouth Pl, Harris Dr, Lawrence La, Eleanor Pl, Fairfield Ave, Clarendon Terr (north segment), Ridgewood Rd, Berkshire Dr, Edward St, Woods Way, Settlers Knoll, Judge La, Griswoldville Ave (Waverly to Waverly), Cortland Way, Apple Hill, Budney Rd, Valentine St, Florence St, Valentine Cir, West Meadow Cemetery.
- Completed biannual vegetation grinding at the Town Landfill
- Reconstructed pathways at John Wallace school, Beacon Park and High School softball field
- Installed ADA compliant parking space at Beechwood Park
- 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 reflects AFSCME at 2022-23 rates.
- Seasonal hours reduced due to increase in hourly wage

Function	Activity	Program	Code
Public Works	Highway Department	Highway Operations	0322

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
1,207,158	1,325,994	1,325,994	8101 Full time salaries	1,315,309	1,315,309	1,315,309
26,104	29,834	29,834	8102 Overtime	29,834	29,834	29,834
2,198	15,855	15,855	8104 Seasonal	15,855	15,855	15,855
1,235,460	1,371,683	1,371,683	OBJECT TOTAL	1,360,998	1,360,998	1,360,998
			<u>PROFESSIONAL SVCS</u>			
978	4,150	4,150	8220 Other Contractual Services	4,150	4,150	4,150
978	4,150	4,150	OBJECT TOTAL	4,150	4,150	4,150
			<u>MATERIAL &amp; SUPPLIES</u>			
3,375	3,800	3,800	8302 Technical Supplies	3,800	3,800	3,800
798	945	945	8303 Uniforms and Clothing	945	945	945
0	150	150	8304 Agricultural Supplies	150	150	150
10,865	12,000	12,000	8306 Constr.& Maintenance Materials	12,000	12,000	12,000
930	1,241	1,241	8310 Other Materials	1,241	1,241	1,241
15,968	18,136	18,136	OBJECT TOTAL	18,136	18,136	18,136

1,252,406	1,393,969	1,393,969	TOTAL	1,383,284	1,383,284	1,383,284
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	HIGHWAY	SNOW AND ICE CONTROL	324

#### 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 2022-2023 OPERATION

- There was 2 snow/ice event. As of 12/31/2022
- 4.1 inches of snow/ice.
- Used 265.5 tons of enhanced salt.
- 305.9 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

- Technical Supplies increased due to rising costs.
- Construction and Maintenance Materials reflects large increase in per ton cost of salt mainly due to fuel increases.

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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
116,743	133,578	133,578	8102 Overtime	133,578	133,578	133,578
116,743	133,578	133,578	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>			
4,000	4,000	4,000	8302 Technical Supplies	5,000	5,000	5,000
606	600	600	8303 Uniforms and Clothing	600	600	600
148,324	161,076	161,076	8306 Constr. & Maintenance Materials	219,375	219,375	219,375
3,313	4,297	4,297	8310 Other Materials	4,297	4,297	4,297
156,243	169,973	169,973	OBJECT TOTAL	229,272	229,272	229,272

273,885	304,551	304,551	TOTAL	363,850	363,850	363,850
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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 2022 – 2023 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

- Part Time includes expected part time raises.
- Budget increase reflects rising costs in materials/equipment parts.
- Motor Fuel and Lubricants reflects increased rates for diesel and unleaded fuel.

FUNCTION	ACTIVITY	PROGRAM	CODE
Public Works	Highway Department	Vehicles and Equipment	0327

2021-2022 Actual	2022-2023 Original Budget	2022-2023 Revised Budget		2023-2024 Department Request	2023-2024 Manager Proposed	2023-2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
23,423	34,486	34,486	8102 Overtime	34,486	34,486	34,486
16,455	18,140	18,140	8103 Part Time	18,506	18,506	18,506
39,878	52,626	52,626	OBJECT SUBTOTAL	52,992	52,992	52,992
			<u>PROFESSIONAL SERVICES</u>			
674	684	684	8202 Dues and Subscriptions	684	684	684
679	1,000	1,000	8204 Conferences, Meetings, Training	1,000	1,000	1,000
2,400	2,400	2,400	8207 Tool Allowance	2,400	2,400	2,400
5,741	2,700	2,700	8212 Equipment Maintenance	2,700	2,700	2,700
77,837	47,170	47,170	8214 Motor Vehicle Maintenance	47,170	47,170	47,170
87,331	53,954	53,954	OBJECT SUBTOTAL	53,954	53,954	53,954
			<u>MATERIALS &amp; SUPPLIES</u>			
10,733	17,880	17,880	8302 Technical Supplies	17,880	17,880	17,880
256,756	263,221	263,221	8307 Equipment Parts	289,544	289,544	289,544
270,121	391,225	391,225	8309 Motor Fuel and Lubricants	457,900	457,900	457,900
1,418	3,000	3,000	8310 Other Materials	3,000	3,000	3,000
539,028	675,326	675,326	OBJECT SUBTOTAL	768,324	768,324	768,324

666,237	781,906	781,906	TOTAL	875,270	875,270	875,270
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	HIGHWAY	LEAF COLLECTION	328

#### 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 2022-2023 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

- None.

Function	Activity	Program	Code
Public Works	Highway Department	Leaf Collection	0328

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
34,902	35,972	35,972	8102 Overtime	35,972	35,972	35,972
25,445	27,525	27,525	8104 Seasonal	27,525	27,525	27,525
60,347	63,497	63,497	OBJECT TOTAL	63,497	63,497	63,497
			<u>MATERIAL &amp; SUPPLIES</u>			
1,845	1,810	1,810	8302 Technical Supplies	1,810	1,810	1,810
626	625	625	8303 Uniforms and Clothing	625	625	625
2,470	2,435	2,435	OBJECT TOTAL	2,435	2,435	2,435
62,817	65,932	65,932	TOTAL	65,932	65,932	65,932

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	SOLID WASTE SERVICES	SUMMARY	350

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	2022-2023 <u>Authorized</u>	2023-2024 <u>Requested</u>	2023-2024 <u>Proposed</u>	2023-2024 <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	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	SOLID WASTE SERVICES	REFUSE COLLECTION	351

#### 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 2022-2023 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
- Instituted a user fee based program for collection of over-sized waste at independent dwelling units and condominium complexes to reduce the cost of collection to the town.

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

Activity  
Solid Waste Services

Program  
Refuse Collection

Code  
0351

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
795,648	817,679	817,679	8220 Other Contractual Services	835,844	835,844	835,844
795,648	817,679	817,679	OBJECT TOTAL	835,844	835,844	835,844
			<u>MATERIAL &amp; SUPPLIES</u>			
9,800	9,800	9,800	8302 Technical Supplies	9,800	9,800	9,800
9,800	9,800	9,800	OBJECT TOTAL	9,800	9,800	9,800

2022 - 2023  
Original  
Budget

2022 - 2023  
Revised  
Budget

## PROFESSIONAL SVCS

795,648  
795,648

817,679  
817,679

817,679  
817,679

8220 Other Contractual Services  
OBJECT TOTAL

2023 - 2024  
Department  
Request

2023 - 2024  
Manager  
Proposed

2023 - 2024  
Council  
Adopted

835,844  
835,844

835,844

835,844

835,844

835,844

## MATERIAL & SUPPLIES

9,800  
9,800

9,800  
9,800

9,800  
9,800

8302 Technical Supplies  
OBJECT TOTAL

9,800  
9,800

9,800  
9,800

9,800  
9,800

805,448	827,479	827,479	TOTAL	845,644	845,644	845,644
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827,479

827,479

TOTAL

845,644

845,644

845,644

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

#### EXPLANATION

This program provides funding for the disposal of non-recyclable curbside refuse generated from residential households, condominium complexes 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

- Part Time includes expected part time raises.

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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
0	2,099	2,099	8102 Overtime	2,099	2,099	2,099
34,180	36,394	36,394	8103 Part Time	37,129	37,129	37,129
34,180	38,493	38,493	OBJECT TOTAL	39,228	39,228	39,228
			<u>PROFESSIONAL SVCS</u>			
1,105,898	1,241,159	1,241,159	8220 Other Contractual Services	1,241,159	1,241,159	1,241,159
1,105,898	1,241,159	1,241,159	OBJECT TOTAL	1,241,159	1,241,159	1,241,159
			<u>MATERIAL &amp; SUPPLIES</u>			
132	500	500	8310 Other Materials	500	500	500
132	500	500	OBJECT TOTAL	500	500	500
			<u>CAPITAL OUTLAY</u>			
5,600	0	0	8402 Technical Equipment	0	0	0
5,600	0	0	OBJECT TOTAL	0	0	0

1,145,810	1,280,152	1,280,152	TOTAL	1,280,887	1,280,887	1,280,887
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	SOLID WASTE SERVICES	RECYCLING	353

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2022-2023 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	Activity	Program	Code
Public Works	Solid Waste Services	Recycling	0353

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
387,312	428,147	428,147	8220 Other Contractual Services	446,986	446,986	446,986
387,312	428,147	428,147	OBJECT TOTAL	446,986	446,986	446,986

387,312	428,147	428,147	TOTAL	446,986	446,986	446,986
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# COMMUNITY PLANNING AND DEVELOPMENT

420 PLANNING AND DEVELOPMENT

430 TOWN PLAN AND ZONING COMMISSION

440 ZONING BOARD OF APPEALS

450 BUILDING DEPARTMENT

460 CONSERVATION COMMISSION

470 ECONOMIC DEVELOPMENT

FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY PLANNING & DEVELOPMENT			400

# PERSONNEL SUMMARY

	2022-2023 <u>Authorized</u>	2023-2024 <u>Requested</u>	2023-2024 <u>Proposed</u>	2023-2024 <u>Approved</u>
<u>Positions (in work years)</u>				
<u>Planning and Development</u>				
Town Planner	1.0	1.0	1.0	1.0
Zoning Enforcement Officer/Assistant Town Planner	1.0	1.0	1.0	1.0
Administrative Secretary II	1.0	1.0	1.0	1.0
Zoning/Blight Enforcement Officer (PT)	<u>0.0</u>	<u>0.5</u>	<u>0.0</u>	<u>0.0</u>
	3.0	3.5	3.0	3.0
<u>Building Department</u>				
Building Official	1.0	1.0	1.0	1.0
Assistant Building Official	1.0	1.0	1.0	1.0
Assistant Building Official (PT)	0.2	0.2	0.2	0.2
Administrative Secretary II	0.5	0.5	0.5	0.5
Temporary Assistant Building Official (PT)	<u>0.6</u>	<u>0.6</u>	<u>0.6</u>	<u>0.6</u>
	3.3	3.3	3.3	3.3
<u>Town Planning and Zoning</u>				
Recording Clerk (PT)	1.0	1.0	1.0	1.0
<u>Zoning Board of Appeals</u>				
Recording Clerk (PT)	1.0	1.0	1.0	1.0
<u>Conservation Commission</u>				
Recording Clerk (PT)	1.0	1.0	1.0	1.0
<u>Economic Development</u>				
Recording Clerk (PT)	1.0	1.0	1.0	1.0

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

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.

- Develops plans and regulations.
- Monitors federal, state and local plans and programs to maximize their benefits and minimize their liabilities to the community.
- Assists in the design of Town projects (e.g. landscaping, parking lots, beautifications and recreational facilities.)
- Reviews 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.
- Reviews applications to the Conservation Commission to ensure development is compliance with the Inland Wetlands and Watercourses Regulations.
- Updates the standards of Zoning, Subdivision, and Inland Wetlands and Watercourses Regulations as needed.
- Leads the Economic Development team in discussions with potential developers to assist them with the local approval process.
- Conducts 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 Planning and Zoning Commission, Zoning Board of Appeals, Conservation Commission, Economic Development Commission, Affordable Housing Monitoring Agency, Open Space Committee, and other boards or commissions 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.
- Facilitates the Small Cities Grants program.

#### HIGHLIGHTS OF FY 2022-23 OPERATIONS

- Supported the TPZ in the review and action on: 11 site plan/site plan modification applications; 4 subdivision/re-subdivision applications; 25 special permit applications; 3 Sec. 8-24 referrals to the Town Council; and 12 zoning text amendment applications.
- Acted upon 63 zoning violations.
- Approved 71 zoning permit applications.
- Issued 17 Certificates of Zoning Compliance.
- Acted upon 38 Blighted Premises complaints.
- Working with attorneys on 2 court cases involving zoning violations and 1 case which is an appeal of a TPZ decision.
- Collected a \$24,000 fine under a zoning enforcement action.

#### OBJECTIVES

- Continue comprehensive rewrite of both the Town Zoning and Subdivision Regulations.
- Complete 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 Conservation and Open Space Commissions 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.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects expected administrative raises, change in personnel and AFSCME at 2022-23 contracted rates.
- Other changes are the result of rising costs and department needs changing.

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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
275,745	293,848	293,848	8101 Full time salaries	296,959	285,737	285,737
0	17,000	0	8103 Part Time	0	0	0
0	0	0	8105 Longevity	0	0	0
275,745	310,848	293,848	OBJECT TOTAL	296,959	285,737	285,737
			<u>PROFESSIONAL SVCS</u>			
1,052	1,481	1,481	8202 Dues and Subscriptions	1,625	1,625	1,625
1,239	855	855	8204 Conferences,Meetings,Training	1,250	1,250	1,250
3,000	4,500	21,500	8220 Other Contractual Services	21,500	21,500	21,500
5,291	6,836	23,836	OBJECT TOTAL	24,375	24,375	24,375
			<u>MATERIAL &amp; SUPPLIES</u>			
427	250	250	8301 Office Supplies	300	300	300
0	100	100	8310 Other Materials	675	675	675
427	350	350	OBJECT TOTAL	975	975	975

281,463	318,034	318,034	TOTAL	322,309	311,087	311,087
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY PLNG & DEVEL.	PLANNING & DEVELOPMENT	TOWN PLAN & ZONING COMMISSION	430

#### EXPLANATION

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

- Review and 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;
- Pursuant to Connecticut General Statutes §8-24, review proposed public improvements and render reports to the Town Council.

#### HIGHLIGHTS OF FY 2022-23 OPERATIONS

- Approved 11 site plan/site plan modification applications;
- Approved 4 residential subdivisions/re-subdivisions
- Approved 25 special permit applications;
- Approved 3 Sec. 8-24 referrals to the Town Council;
- Approved 12 zoning text amendment applications;

#### OBJECTIVES FOR FY 2022-23

- Continue comprehensive review and rewrite of both the Town Zoning and Subdivision Regulations.
- Complete 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 increased for expected raises.
- Conferences, Meetings, Training increased for additional training needs for commissioners.

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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
10,642	10,277	10,277	8103 Part Time	10,483	10,483	10,483
10,642	10,277	10,277	OBJECT TOTAL	10,483	10,483	10,483
			<u>PROFESSIONAL SVCS</u>			
5,771	7,500	7,500	8201 Public Notification	7,500	7,500	7,500
0	275	275	8204 Conferences,Meetings,Training	500	500	500
5,771	7,775	7,775	OBJECT TOTAL	8,000	8,000	8,000
			<u>MATERIAL &amp; SUPPLIES</u>			
35	50	50	8310 Other Materials	100	100	100
35	50	50	OBJECT TOTAL	100	100	100

16,448	18,102	18,102	TOTAL	18,583	18,583	18,583
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY PLNG & DEVEL.	PLANNING & DEVELOPMENT	ZONING BOARD OF APPEALS	440

#### EXPLANATION

The Zoning Board of Appeals has five regular and three alternate members, all appointed by the Town Council. Its power and duties are defined in the Connecticut General Statutes §8-6 and include 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 2022 OPERATIONS

- The ZBA received 2 applications for variances (one was approved and the other is pending a public hearing), and received no ZEO appeals this calendar year.

#### OBJECTIVES FOR CY 2023

- 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

- Part Time increased for expected raises.



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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
1,045	1,599	1,599	8103 Part Time	1,631	1,631	1,631
1,045	1,599	1,599	OBJECT TOTAL	1,631	1,631	1,631
			<u>PROFESSIONAL SVCS</u>			
428	900	900	8201 Public Notification	900	900	900
428	900	900	OBJECT TOTAL	900	900	900
			<u>MATERIAL &amp; SUPPLIES</u>			
0	13	13	8301 Office Supplies	10	10	10
13	13	13	8310 Other Materials	0	0	0
13	26	26	OBJECT TOTAL	10	10	10

1,486	2,525	2,525	TOTAL	2,541	2,541	2,541
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMM. PLANNING & DEV.	BUILDING DEPARTMENT		450

### EXPLANATION

The Building Department, responsible for reviewing plans, specifications and inspections of all building construction in Town, is staffed by professionals licensed by the Department of Public Safety. 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 2022-2023 OPERATION

- During the first 6 months of fiscal year of 2022-23, the Building Department received 1093 applications, issued 10 Certificates of Occupancy, and conducted 1253 field inspections.
- Certificates of Occupancy were issued for 5 single family residences – 26 Spur Lane, 765 Willard Avenue, 615 Church Street, 285 Willard Avenue and 40 Moreland Avenue. There were 5 Certificates of Occupancy for commercial – Eagles Nest Gas & Convenience Store at 4 Hartford Avenue, Jersey Mike's Subs at 12 B Fenn Road, Tropical Smoothie Café at 12 C Fenn Road, Metro Mattress at 3475 Berlin Turnpike and Nadeau Foundations at 203 Costello Road.
- A Permit was issued for a new 4-story, 92 unit apartment building at 96 Pane Road.
- A Permit was issued for a new 4-story, 85 unit apartment building at 98 Pane Road with two garage buildings.
- A Permit was issued for a new 4-story, 92 unit apartment building at 100 Pane Road.
- A Permit was issued for a new 4-story, 75 unit apartment building at 227 Pane Road.
- A Permit was issued for a new fast food restaurant, Salsa Fresca at 12 A Fenn Road.
- A Permit was issued for a new adult daycare facility, Dilly's Training Center at 85 Kitts Lane.
- A Permit was issued for the new cannabis dispensary, Zen Leaf at 2903 Berlin Turnpike.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects Administrative expected increases and AFSCME at 2022-2023 contractual rates.
- Part Time includes request to hire a Temporary Assistant Building Official. Additional staff are needed as many large commercial and residential developments are being constructed.
- An increase is requested for Conferences, Meetings & Trainings; as costs of meetings have increased.
- Office Supplies increased as the cost for supplies crucial to the office accounted for almost the entire budget in the first few months of FY2022-2023.

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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
<u>PERSONAL SERVICES</u>						
209,667	218,841	218,841	8101 Full time salaries	223,582	223,582	223,582
15,710	90,000	90,000	8103 Part Time	90,000	90,000	90,000
500	1,000	1,000	8105 Longevity	0	0	0
225,877	309,841	309,841	OBJECT TOTAL	313,582	313,582	313,582
<u>PROFESSIONAL SVCS</u>						
470	835	835	8202 Dues and Subscriptions	835	835	835
0	100	100	8203 Transportation	100	100	100
795	600	600	8204 Conferences,Meetings,Training	800	800	800
500	500	500	8207 Clothing Allowance	500	500	500
1,765	2,035	2,035	OBJECT TOTAL	2,235	2,235	2,235
<u>MATERIAL &amp; SUPPLIES</u>						
106	300	680	8301 Office Supplies	500	500	500
1,050	950	570	8310 Other Materials	950	950	950
1,156	1,250	1,250	OBJECT TOTAL	1,450	1,450	1,450

228,798	313,126	313,126	TOTAL	317,267	317,267	317,267
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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 2022-2023 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 increased use of verbatim minutes.
- Dues and Subscriptions increased for additional needs due to 2023 requirements for commissioners.

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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
4,824	4,311	4,311	8103 Part Time	5,019	5,019	5,019
4,824	4,311	4,311	OBJECT TOTAL	5,019	5,019	5,019
			<u>PROFESSIONAL SVCS</u>			
1,193	1,043	1,043	8201 Public Notification	1,000	1,000	1,000
65	120	120	8202 Dues and Subscriptions	550	550	550
30	300	300	8204 Conferences,Meetings,Training	300	300	300
1,288	1,463	1,463	OBJECT TOTAL	1,850	1,850	1,850
			<u>MATERIAL &amp; SUPPLIES</u>			
17	50	50	8301 Office Supplies	0	0	0
17	50	50	OBJECT TOTAL	0	0	0

6,129	5,824	5,824	TOTAL	6,869	6,869	6,869
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY PLNG & DEVEL.	ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT DIRECTOR	471

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2022-2023 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 2023-2024

- 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

- Dues and Subscriptions was eliminated since it is no longer used.

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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
0	2,100	2,100	8202 Dues and Subscriptions	2,100	2,100	0
0	2,100	2,100	OBJECT TOTAL	2,100	2,100	0

0	2,100	2,100	TOTAL	2,100	2,100	0
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY PLNG & DEVEL.	ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT COMMISSION	472

#### EXPLANATION

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

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

#### HIGHLIGHTS OF FY 2022-2023 OPERATIONS

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

#### OBJECTIVES FOR 2023-2024

- Provide continued input to the Town Economic Development group.
- 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

- None.



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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
1,264	1,450	1,450	8103 Part Time	1,479	1,479	1,479
1,264	1,450	1,450	OBJECT TOTAL	1,479	1,479	1,479
			<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

1,264	2,450	2,450	TOTAL	2,479	2,479	2,479
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# PUBLIC HEALTH

511 HEALTH SERVICES

512 ENVIRONMENTAL HEALTH

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC HEALTH	HEALTH SERVICES	Health Services	511

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2022-2023 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 8% over current actual payments.

Function	Activity	Program	Code
Public Health	Health Services	Health Services	0511

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
198,092	207,998	213,248	8220 Other Contractual Services	230,308	230,308	230,308
198,092	207,998	213,248	OBJECT TOTAL	230,308	230,308	230,308
			<u>MATERIAL &amp; SUPPLIES</u>			
0	807	807	8302 Technical Supplies	807	807	807
0	807	807	OBJECT TOTAL	807	807	807

198,092	208,805	214,055	TOTAL	231,115	231,115	231,115
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC HEALTH	HEALTH SERVICES	Environmental Health	512

#### 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	Activity	Program	Code
Public Health	Health Services	Environmental Health	0512

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>MATERIAL &amp; SUPPLIES</u>			
29	500	500	8310 Other Materials	500	500	500
29	500	500	OBJECT TOTAL	500	500	500

29	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	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES		SUMMARY	600

## PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2022-2023 Authorized</u>	<u>2023-2024 Requested</u>	<u>2023-2024 Proposed</u>	<u>2023-2024 Approved</u>
<b><u>Human Services</u></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><u>Senior and Disabled Center</u></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 Coordinator	1.0	1.0	1.0	1.0
Social Worker I	1.0	1.0	1.0	1.0
Administrative Secretary I	1.0	1.0	1.0	1.0
Elderly Worker	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)	0.0	0.0	0.0	0.0
Congregate Meal Site Manager	0.0	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>
	9.2	9.2	9.2	9.2
<b><u>Comm. On Aging and Disabled</u></b>				
Recording Clerk (PT)	1.0	1.0	1.0	1.0



#### 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 2022-2023 OPERATION

- This year revealed a community gradually exiting the negative impact of the Covid pandemic. Clients were extremely pleased to be making connections in person for counseling and casework, shopping and choosing their own groceries and holiday gifts, participating in in-person youth adventure programs and community presentations. Numerus households, however revealed issues that had been unattended to during covid now creating more complex needs to be addressed.
- We saw a significant increase in the number of cases presenting with multiple complicated issues thus requiring more hours of case management to reach service goals. Available resources were constantly modified – thus requiring ongoing education and updates on current eligibility requirements and benefits so as to best connect residents with all possible resources to assist them.
- Youth programs were offered in-person following recommended safety practices-summer programs saw increased attendance with a core group of ongoing participants. This allows for valuable connections to be made between youth and facilitators and families. Some increased participation of those with varying needs: academic, social or emotional.
- The food bank added client choice (clients shop in person to select their food) back this year-while maintaining delivery and pick-up of pre-packed food. We were assisted with an average of 200 volunteer hours each month. Wellness checks/conversations continued to be provided to Food Bank recipients as they scheduled their appointments.
- Collaboration with the other three towns in our Health district -using LPC (Local Prevention Council) grant funds & SOR (State Opioid Response) grant funds- resulted in increased dollars that could be spent on prevention & positive Substance use messaging.
- We secured easily accessible space for administration of holiday food and gift program in November and December- through collaboration with P&R providing space for gift distribution and the library providing parking lot space for drive through food distribution.
- Staff provided quality services untangling the web of intertwined needs that were presented. A noted increase in housing needs, lack of access to emergency shelters, increased need for oil assistance with a decreased benefit amount at the same time we see increased oil prices, difficulty in connecting in a timely manner to mental health and substance use disorder treatment.
- We instituted a centralized database system that can keep HIPPA compliant case notes, registrations for programs, document volunteer hours and donations, and track various service programs such as the food bank and the holiday food and gift program. We are still learning the available features and functions of this system.
- Our Clinical Services Coordinator position was vacated after just over a year of service – clinical services were provided to numerous students referred by the schools, police & parents; several mental health presentations were provided; and a Mental Health and General Health Wellness Fair was held. We are currently seeking candidates to fill this position asap.
- Over 150 volunteers continued to assist in the provision of services. Great appreciation goes out to all of our volunteers.

#### OBJECTIVES

- Enhance program opportunities for youth who might be identified as pre- at risk youth.
- Enhance our web page- ensuring that frequently needed information is easily accessible and updated frequently
- To fill the Clinical Coordinator position allowing for continued mental health wellness presentations for all populations and outreach establishing connections with those in need of clinical services. We hope to provide a warm hand connecting residents to treatment & /or provide short term counseling directly to youth and family as appropriate.
- Fill vacancies on Commissions.
- Review programs/services to ensure 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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries and Part Time reflects expected increases, except for AFSME which is at 2022-23 rates.
- Reduced hours for contracted therapists in order to add contract for Data Base that will keep HIPPA compliant case notes and allow for registrations for programs including food bank, youth programs, and presentations.

Function	Activity	Program	Code
Community Services	Human Services	Human Services	0610

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
<u>PERSONAL SERVICES</u>						
413,282	445,239	445,239	8101 Full time salaries	454,965	456,792	456,792
36,968	43,628	43,628	8103 Part Time	43,734	43,734	43,734
10,278	10,500	10,500	8104 Seasonal	10,500	10,500	10,500
600	700	700	8105 Longevity	800	800	800
461,127	500,067	500,067	OBJECT TOTAL	509,999	511,826	511,826
<u>PROFESSIONAL SVCS</u>						
775	780	780	8202 Dues and Subscriptions	820	820	820
0	100	100	8203 Transportation	100	100	100
2,316	2,943	2,943	8204 Conferences,Meetings,Training	2,403	2,403	2,403
1,029	550	550	8212 Equipment Maintenance	1,050	1,050	1,050
40	240	240	8216 Printing and Binding	240	240	240
5,068	6,118	6,118	8217 Consultants/Special Contractor	6,118	6,118	6,118
1,000	2,000	2,000	8218 Contributions and Subsidies	1,500	1,500	1,500
10,228	12,731	12,731	OBJECT TOTAL	12,231	12,231	12,231
<u>MATERIAL &amp; SUPPLIES</u>						
595	600	600	8301 Office Supplies	600	600	600
2,789	1,630	1,630	8310 Other Materials	2,130	2,130	2,130
3,384	2,230	2,230	OBJECT TOTAL	2,730	2,730	2,730

474,739	515,028	515,028	TOTAL	524,960	526,787	526,787
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES	SR. AND DIS. CENTER SERVICES	CENTER OPERATION	644

#### EXPLANATION

As the focal point of services for the senior and disabled residents of Newington, the Senior and Disabled Center improves the well-being 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 2022-2023 OPERATION

- In Spring 2022, the Center earned National Accreditation status from the National Council on Aging (NCOA) and the National Institute of Senior Centers (NISC).
- With guidance from the Emergency Management Department and Central CT Health District, the Center completed a gradual reopening of in-person activities and services beginning in January 2022. As of December 2022, all in-person programs have returned, along with several new programs.
- Hybrid and remote options remain for members who cannot or prefer not to participate in person. The Center's mission to improve well-being drives decision-making with a focus on staying healthy, active, and connected via in-person, high-tech, low-tech, and no-tech programs.
- Offered a catalog of evidence-based health programs, including LiveWell Chronic Disease Self-Management, Matter of Balance, and Tai Ji Quan: Moving for Better Balance; all made available at no cost to participants through collaborative grants.
- Offered a variety of special and regular programs planned within the scope of eight dimensions of wellness: physical, social, environmental, financial, spiritual, purpose and emotional wellness. Popular programs included expert speaker presentations on various physical and mental health-related topics, exercise room, classes and groups, movies, games and socials, history lessons, financial awareness and scam-prevention programs, arts, crafts and music, dance, indoor sports such as pickleball and cornhole, billiards, woodworking, computer room and tech help, meditation and mindfulness, strategies for successful aging, Medicare/Medicaid, and elder law, among others.
- Continued to provide leadership and participate in the expanded LGBT Moveable Senior Center, including planning for a revamped statewide initiative in collaboration with the CT Healthy Living Collective (in-progress).
- Collaborated with the EMD and Human Services to distribute COVID-19 test kits and masks several times throughout the year via drive-thrus, pickups, and deliverers.
- Hosted flu and COVID vaccine/booster clinics in conjunction with the Central CT Health District.
- Continued to develop collaborative programs with the CCSU, CT Association of Senior Center Personnel (CASCP), and other Town Departments, including NVFD Public Safety Picnic, The Friends of the Library Book Sale, Park and Recreation, and Human Services.
- Daily in-person congregate lunch returned in April 2022, with a hot lunch served to anyone age 60+ at noon each weekday. As of December 2022, an average of 35-40 older adults participate in lunch daily. Meals on Wheels volunteers deliver 55-60 hot meals to Newington recipients daily.
- 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 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 the facility.

#### 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; identify and reach out to potential new members/underserved groups.
- Build on the professional services of the Center and ensure a safe, welcoming, and well-maintained facility.
- Provide programs, services, and activities that improve well-being.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects expected increases for Admin employees.
- Part Time increased due to minimum wage.
- Dues and Subscriptions, Equipment Maintenance, Other Contractual Services and Technical Supplies were adjusted to trend.

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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
<u>PERSONAL SERVICES</u>						
406,942	409,567	409,567	8101 Full time salaries	420,944	420,944	420,944
17,282	17,271	17,271	8103 Part Time	18,024	18,024	18,024
500	600	600	8105 Longevity	700	700	700
424,724	427,438	427,438	OBJECT TOTAL	439,668	439,668	439,668
<u>PROFESSIONAL SVCS</u>						
0	245	245	8202 Dues and Subscriptions	330	330	330
364	400	400	8204 Conferences,Meetings,Training	400	400	400
1,165	1,175	1,175	8210 Equipment Rental	1,175	1,175	1,175
1,910	3,515	3,515	8212 Equipment Maintenance	3,735	3,735	3,735
1,187	1,200	1,200	8213 Facilities Maintenance	1,200	1,200	1,200
1,254	1,550	1,550	8216 Printing and Binding	1,550	1,550	1,550
2,452	7,755	7,755	8220 Other Contractual Services	7,080	7,080	7,080
8,333	15,840	15,840	OBJECT TOTAL	15,470	15,470	15,470
<u>MATERIAL &amp; SUPPLIES</u>						
813	1,000	1,000	8301 Office Supplies	1,000	1,000	1,000
3,031	3,940	3,940	8302 Technical Supplies	3,240	3,240	3,240
3,844	4,940	4,940	OBJECT TOTAL	4,240	4,240	4,240
<u>CAPITAL OUTLAY</u>						
0	200	200	8402 Technical Equipment	200	200	200
0	200	200	OBJECT TOTAL	200	200	200

436,901	448,418	448,418	TOTAL	459,578	459,578	459,578
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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 2022-2023 OPERATION

- Provided full in-town service with pandemic related mitigation strategies throughout the year. Rides are provided for medical appointments, to and from the Center, for shopping, errands, pharmacy, salon and hair appointments and more.
- Drivers continued to provide critical nutrition and program delivery including 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 and assisted in the office and building as their schedules allow.
- Continued to provide the successful tri-town medical transportation program with Wethersfield and Rocky Hill. Service continued through pandemic without interruption. Medical transportation is provided to the towns of: West Hartford, Hartford, Farmington, Bloomfield, Glastonbury, East Hartford, New Britain, Rocky Hill and Wethersfield.

#### 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

- Printing and Binding increased for rising costs.

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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
63,303	64,561	64,561	8101 Full time salaries	64,314	64,314	64,314
0	1,000	1,000	8102 Overtime	1,000	1,000	1,000
46,103	78,968	78,968	8103 Part Time	78,840	78,840	78,840
1,500	1,700	1,700	8105 Longevity	1,850	1,850	1,850
110,906	146,229	146,229	OBJECT TOTAL	146,004	146,004	146,004
			<u>PROFESSIONAL SVCS</u>			
120	120	120	8214 Motor Vehicle Maintenance	120	120	120
0	500	500	8216 Printing and Binding	700	700	700
120	620	620	OBJECT TOTAL	820	820	820

111,026	146,849	146,849	TOTAL	146,824	146,824	146,824
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES	BOARDS AND COMMISSIONS	COMM. ON AGING & DISABLED	671

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2022-2023 OPERATION

- Provided policy oversight to the Senior and Disabled Center. Although most meetings were cancelled, members received and commented on reports.
- Sponsored the first in-person Volunteer Appreciation Dinner since 2019 on August 2, 2022

#### OBJECTIVES

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None

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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
0	1,109	1,109	8103 Part Time	1,109	1,109	1,109
0	1,109	1,109	OBJECT TOTAL	1,109	1,109	1,109
			<u>PROFESSIONAL SVCS</u>			
0	500	500	8216 Printing and Binding	500	500	500
1,260	1,260	1,260	8218 Contributions and Subsidies	1,260	1,260	1,260
1,260	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

1,260	2,929	2,929	TOTAL	2,929	2,929	2,929
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES	BOARDS AND COMMISSIONS	HUMAN RIGHTS COMMISSION	673

#### EXPLANATION

Created by Article I 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 2022-2023 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.
- Well attended Community Conversation was held in December- Human Rights month.

#### OBJECTIVES

- To fill vacant positions and officially reinstate expired 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	Activity	Program	Code
Community Services	Boards and Commissions	Human Rights Commission	0673

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 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	ACTIVITY	PROGRAM	CODE
LIBRARY		SUMMARY	700

# PERSONNEL SUMMARY

	2022-23 <u>Authorized</u>	2023-2024 <u>Requested</u>	2023-2024 <u>Proposed</u>	2023-2024 <u>Approved</u>
<u>Positions (in work years)</u>				
<b><u>Administration</u></b>				
Library Director	1.0	1.0	1.0	1.0
Assistant Library Director	1.0	1.0	1.0	1.0
Librarian II	1.0	1.0	1.0	1.0
<b><u>Children's Services</u></b>				
Librarian III	1.0	1.0	1.0	1.0
Librarian I	1.0	1.0	1.0	1.0
Library Technician	1.0	1.0	1.0	1.0
Librarian (PT)	0.1	0.1	0.1	0.1
Library Technician (PT)	1.3	1.3	1.3	1.3
<b><u>Reference &amp; Community Services</u></b>				
Librarian III	2.0	2.0	2.0	2.0
Librarian I (1.3 positions unfunded in FY 2021-22)	0.0	2.0	2.0	2.0
Library Technician (received degree - promoted to Librarian I)	1.0	0.0	0.0	0.0
Librarian (PT)	1.3	1.3	1.3	1.3
Library Technician (PT)	1.4	1.4	1.4	1.4
<b><u>Building</u></b>				
Maintenance Technician (PT)	0.4	0.4	0.4	0.4
Library Monitor (PT)	0.3	0.3	0.3	0.3
<b><u>Collection Management</u></b>				
Librarian III	0.7	0.7	0.7	0.7
Librarian I (0.7 position unfunded in FY 2021-22)	0.0	0.0	0.0	0.0
Library Technician (PT)	0.3	0.3	0.3	0.3
<b><u>Circulation</u></b>				
Librarian III	0.3	0.3	0.3	0.3
Librarian II	1.0	1.0	1.0	1.0
Library Technician	1.0	1.0	1.0	1.0
Librarian (PT)	0.0	1.0	1.0	1.0
Library Technician (PT) (received degree - promoted to Librarian I)	2.7	1.7	1.7	1.7
Pages (PT)	<u>2.5</u>	<u>2.5</u>	<u>2.5</u>	<u>2.5</u>
	22.3	23.3	23.3	23.3
<b><u>Seasonal (hours)</u></b>				
Circulation	473.0	473.0	473.0	473.0
<b><u>Overtime (hours)</u></b>				
Reference & Community Services	32.5	22.75	22.75	22.75
Collection	13.7	13.65	13.65	13.65
Circulation	22.1	5.85	5.85	5.85
Children's Services	<u>39</u>	<u>32.5</u>	<u>32.5</u>	<u>32.5</u>
	107.3	74.8	74.8	74.8

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

This account 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 account.

### HIGHLIGHTS OF FY 2022-2023 OPERATION

- The Library Board of Trustees Newington Library 5K Challenge Road Race fundraiser was held in May 2022, celebrating its 25<sup>th</sup> anniversary with Marathon Champion Bill Rodgers once again running the race to support the library and the town.
- Worked with the Friends of the Library fundraising efforts that included two indoor book sales, *an I Love Lucy Fundraiser*, and worked to increase membership.
- Opened meeting spaces and study rooms for the public, expanded in-person library services and began offering in-person programming once again.
- Increased library hours to six days a week and opened for 25 Sundays from November to May.
- The library now has two notaries for the public that offer free notary service six days a week as well as one evening.
- Continued using social media to promote library programs and services.
- Upgraded software for printable museum passes and added *Springshare*, a new software that allows patrons to register for programs online.
- Added 10 Wi-Fi Hotspots for circulation, funded by a grant from the *Hartford Foundation for Public Giving Newington Greater Together Community Fund*.
- Maintained the library website on a regular basis to keep it current and relevant for our patrons.
- Worked with the Mid-State Collaborative to coordinate 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.

### OBJECTIVES FOR 2023-2024

- Work with the Town to address the current space constraints and other building related concerns.
- Work with the Library Board of Trustees and the Town to address the future needs of the library building.
- Continue to work with the Library Board and the Friends of the Library on fundraising efforts.
- Continue to investigate uses of new technologies and formats as they arise.
- Investigate software and/or online services, to offer wireless printing for the library patrons.
- Work 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 expected rate increases for Admin and a step increase for the Business Manager. AFSCME is at 2022-23 rates.
- Increase in Longevity due to contractual increases for current employees and the addition of another full-time employee.
- Decrease in Data Services due to a Library Connection Inc. CONNECT fee reduction.

Function	Activity	Program	Code
Public Library	Library Operations	Library Administration	0711

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
266,311	282,734	282,734	8101 Full time salaries	294,688	294,688	294,688
1,200	1,600	1,600	8105 Longevity	2,050	2,050	2,050
267,511	284,334	284,334	OBJECT TOTAL	296,738	296,738	296,738
			<u>PROFESSIONAL SVCS</u>			
2,345	2,376	2,376	8202 Dues and Subscriptions	2,381	2,381	2,381
0	415	415	8203 Transportation	415	415	415
610	1,382	1,382	8204 Conferences,Meetings,Training	1,382	1,382	1,382
844	2,000	2,000	8205 Postage and Shipping	2,000	2,000	2,000
653	650	650	8210 Equipment Rental	650	650	650
220	300	300	8216 Printing and Binding	300	300	300
47,341	45,628	45,628	8222 Data Services	44,795	44,795	44,795
52,013	52,751	52,751	OBJECT TOTAL	51,923	51,923	51,923
			<u>MATERIAL &amp; SUPPLIES</u>			
1,036	628	628	8301 Office Supplies	628	628	628
1,400	0	0	8302 Technical Supplies	0	0	0
2,436	628	628	OBJECT TOTAL	628	628	628

321,961	337,713	337,713	TOTAL	349,289	349,289	349,289
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FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM CHILDREN'S SERVICES	CODE 712
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### EXPLANATION

This account 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 2022-2023 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 held virtually in March 2022 with best-selling children's author Sandra Markle.
- Offered an online winter reading program "*Get Smitten with Books*" and an in-person summer reading program "*Oceans of Possibilities*."
- Presented 260 educational programs to 8,453 children and their caregivers. Resumed in-person programming as well as some via Zoom.
- Resumed outreach to preschools and daycares with staff visiting centers as well as children being bused to the library on a regular basis.
- Resumed class visits to the library for all elementary school students to learn about library resources.
- Staff recorded book talks for elementary and middle school students in the fall, winter, and spring to highlight new books and Nutmeg books that were shown to students during class.
- Continued working with teachers to offer materials and services that supported the curriculum.
- Staff answered 4,755 reference questions over the year.
- Introduced two new services for children and families, *Topic Totes for Teachers*, totes filled with library materials on a specific topic for teachers and *Sight Word Reading Bundles* for parents teaching their children to read.

### OBJECTIVES FOR 2023-2024

- 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 of 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

- Slight decrease in Full-Time Salaries due to change in pay periods.
- Increase in Part Time is for expected raises.
- Decrease on Overtime due to fewer Overtime hours worked.
- Slight increase in Other Contractual Services due to increase for movie licensing.



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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
226,945	231,481	231,481	8101 Full time salaries	230,594	230,594	230,594
3,529	3,132	3,132	8102 Overtime	2,693	2,693	2,693
71,426	79,000	79,000	8103 Part Time	80,496	80,496	80,496
301,900	313,613	313,613	OBJECT TOTAL	313,783	313,783	313,783
			<u>PROFESSIONAL SVCS</u>			
3,978	7,310	4,610	8202 Dues and Subscriptions	7,310	7,310	7,310
0	525	0	8216 Printing and Binding	525	525	525
3,029	1,658	4,883	8220 Other Contractual Services	1,760	1,760	1,760
7,007	9,493	9,493	OBJECT TOTAL	9,595	9,595	9,595
			<u>MATERIAL &amp; SUPPLIES</u>			
123	200	200	8301 Office Supplies	200	200	200
122	350	350	8310 Other Materials	350	350	350
245	550	550	OBJECT TOTAL	550	550	550
			<u>CAPITAL OUTLAY</u>			
39,677	38,919	38,919	8401 Public Circulation Material	38,919	38,919	38,919
39,677	38,919	38,919	OBJECT TOTAL	38,919	38,919	38,919

348,829	362,575	362,575	TOTAL	362,847	362,847	362,847
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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 account 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 2022-2023 OPERATION

- Staff handled 39,322 reference transactions from the public.
- Staff pulled and processed 21,971 items for curbside pickups and interlibrary loans for patrons.
- Expanded outreach and delivery services to Newington homebound patrons and the senior living facilities thanks to a collaboration with the GWFC of Newington/Wethersfield and the library's Head of Community Services.
- Adult and teen programming included in-person and virtual formats. Offered 39 programs to 519 teens that promoted creativity and literacy. Presented 185 cultural, literature based, and educational programs for more than 5,336 adults. Also offered Grab & Go craft kits for teens and adults as well Grab & Go puzzles, coloring packets, and *Spice It to Go* kits for adults.
- Offered two virtual author events with national best-selling authors Stewart O'Nan and Martha Hall Kelly. Each event was in collaboration with area libraries.
- 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 for teens.
- Began offering in-person one-on-one technology help to our patrons.

### OBJECTIVES FOR 2023-2024

- Begin in person computer classes.
- Continue to offer a varied selection of programs that promote literacy and creativity for teen and adults.
- Expand one-on-one technology help for patrons.
- 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

- Increase in Full Time Salaries due to reinstatement of the formerly unfunded full-time Librarian I -Teen Librarian position and step increase for the other Librarian I.
- Decrease on Overtime due to fewer Overtime hours worked.
- Increase in Part-Time Salaries due to a step increase and expected raises.
- Slight increase in Other Contractual Services due to increase for movie licensing.

Function	Activity	Program	Code
Public Library	Library Operations	Reference and Community Svcs	0713

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
220,592	233,564	233,564	8101 Full time salaries	302,334	302,334	302,334
1,485	2,620	2,620	8102 Overtime	1,852	1,852	1,852
139,436	154,084	154,084	8103 Part Time	159,874	159,874	159,874
361,514	390,268	390,268	OBJECT TOTAL	464,060	464,060	464,060
			<u>PROFESSIONAL SVCS</u>			
52,388	58,544	58,544	8202 Dues and Subscriptions	58,544	58,544	58,544
0	425	425	8216 Printing and Binding	425	425	425
664	1,088	1,088	8220 Other Contractual Services	1,190	1,190	1,190
53,052	60,057	60,057	OBJECT TOTAL	60,159	60,159	60,159
			<u>MATERIAL &amp; SUPPLIES</u>			
906	1,608	1,608	8301 Office Supplies	1,608	1,608	1,608
3,591	225	225	8310 Other Materials	225	225	225
4,497	1,833	1,833	OBJECT TOTAL	1,833	1,833	1,833
			<u>CAPITAL OUTLAY</u>			
123,854	134,451	134,451	8401 Public Circulation Material	134,451	134,451	134,451
123,854	134,451	134,451	OBJECT TOTAL	134,451	134,451	134,451

542,917	586,609	586,609	TOTAL	660,503	660,503	660,503
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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 2022-2023 OPERATION

- New technology furniture for all public computers on the first floor paid for by the ARPA Grant for Public Libraries.
- Lack of adequate parking continued to be an issue during regular library hours.
- Balancing the heating and cooling continued to be problematic.
- The carpet on the first floor of the library was replaced. The was funded by Town Capital Improvement money
- A new cleaning service Environmental Services was hired and we love them. The library is as clean as it has ever been.
- A large portion of the library roof was replaced during the summer. This project was funded by the Town.
- Significant leaks from the roof drain caused water damage in 4 areas of the library. Facilities is working with the insurance company to repair it.
- Completed some painting and a number of minor building projects and maintenance upgrades.

### OBJECTIVES FOR 2023-2024

- Work with the Library Board of Trustees and the Town to address problems with the skylight.
- 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

- Increase in Part Time Salaries due to minimum wage increases.
- Increase in Other Contractual Services to cover anticipated increase of maintenance fees for security cameras.

Function	Activity	Program	Code
Public Library	Library Operations	Library Building	0714

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
<u>PERSONAL SERVICES</u>						
15,366	22,292	22,292	8103 Part Time	23,580	23,580	23,580
15,366	22,292	22,292	OBJECT TOTAL	23,580	23,580	23,580
<u>PROFESSIONAL SVCS</u>						
306	1,164	1,164	8212 Equipment Maintenance	1,164	1,164	1,164
689	1,104	1,104	8213 Facilities Maintenance	1,104	1,104	1,104
1,671	1,953	1,953	8220 Other Contractual Services	2,184	2,184	2,184
2,666	4,221	4,221	OBJECT TOTAL	4,452	4,452	4,452
<u>MATERIAL &amp; SUPPLIES</u>						
0	175	175	8305 Cleaning Supplies	175	175	175
0	175	175	OBJECT TOTAL	175	175	175

18,032	26,688	26,688	TOTAL	28,207	28,207	28,207
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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 2022-2023 OPERATION

- Selected, ordered, and processed 28,666 items, including books, e-books, DVDs, CDs, magazines, and museum passes.
- Maintained a physical collection of 168,725 items and a digital collection of more than 123,738 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*.
- Digital materials for elementary, middle school, and high school aged students continue to be increased to support the needs of the Newington Public schools' curriculum.
- Resumed use of volunteers in the library to help with specific library duties. Use of volunteers was halted due to the pandemic.
- 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.
- Continue to have an unfunded Full-Time Librarian I position in this department that would assist with tech services duties and public desk.

### OBJECTIVES FOR 2023-2024

- 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

- Slight decrease in Full Time Salaries due to a change in pay periods.
- Increase in Part-Time Salaries due to a step increase and expected raises.

Function	Activity	Program	Code
Public Library	Library Operations	Collection Management	0715

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
<u>PERSONAL SERVICES</u>						
59,361	60,547	60,547	8101 Full time salaries	60,315	60,315	60,315
1,300	1,268	1,268	8102 Overtime	1,293	1,293	1,293
7,736	15,015	15,015	8103 Part Time	16,198	16,198	16,198
68,396	76,830	76,830	OBJECT TOTAL	77,806	77,806	77,806
<u>PROFESSIONAL SVCS</u>						
295	500	500	8216 Printing and Binding	500	500	500
295	500	500	OBJECT TOTAL	500	500	500
<u>MATERIAL &amp; SUPPLIES</u>						
7,932	8,100	8,100	8302 Technical Supplies	8,100	8,100	8,100
7,932	8,100	8,100	OBJECT TOTAL	8,100	8,100	8,100

76,624	85,430	85,430	TOTAL	86,406	86,406	86,406
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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 2022-2023 OPERATION

- During the year, 71,388 people visited the library. The building opened in the spring of April 2021 and has remained open despite the fluctuation in the COVID rates. Patrons checked out 191,218 items during the year.
- Circulation of physical materials was done through in-person checkouts and a contactless curbside delivery service. 3,173 curbside deliveries were made by staff during the year.
- Circulation of digital materials continued to be high. 33,146 items were download from the library's digital collection.
- 8,529 people in Newington have library cards. People can apply for new library cards through the mail or in person.
- Offered automatic renewals on most library materials for Newington patrons.
- Continued to promote email notification to patrons to cut down on the expenses of mailing these notifications.

### OBJECTIVES FOR 2023-2024

- 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.
- Work with the Newington Schools to provide library cards for students who do not have them to give them access to all of the library's print and digital resources.
- Continue training and building a cohesive Circulation department with the many new employees.
- Work to streamline the interlibrary loan delivery process.
- Continue to offer excellent customer service at the public desk.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Increase in Full-Time for a step increase for a full-time employee.
- Decrease on Overtime due to fewer Overtime hours worked.
- Increase in Part-Time Salaries due to step increases, raises due to MLS degree and expected raises for part timers.
- Increase in Seasonal due to increase in minimum wage and raises.



Function	Activity	Program	Code
Public Library	Library Operations	Circulation	0716

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PERSONAL SERVICES</u>			
152,025	171,657	171,657	8101 Full time salaries	174,284	174,284	174,284
1,687	1,911	1,911	8102 Overtime	554	554	554
144,346	200,732	200,732	8103 Part Time	219,650	219,650	219,650
6,147	7,438	7,438	8104 Seasonal	7,805	7,805	7,805
304,205	381,738	381,738	OBJECT TOTAL	402,293	402,293	402,293
			<u>PROFESSIONAL SVCS</u>			
275	482	482	8216 Printing and Binding	482	482	482
275	482	482	OBJECT TOTAL	482	482	482
			<u>MATERIAL &amp; SUPPLIES</u>			
1,871	991	991	8302 Technical Supplies	991	991	991
1,871	991	991	OBJECT TOTAL	991	991	991

306,351	383,211	383,211	TOTAL	403,766	403,766	403,766
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC LIBRARY	HUBBARD BOOK FUND		730

#### EXPLANATION

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
30	30	30	8220 Other Contractual Services	30	30	30
30	30	30	OBJECT TOTAL	30	30	30

30	30	30	TOTAL	30	30	30
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## PARKS AND RECREATION

810 ADMINISTRATION

830 GROUNDS MAINTENANCE

FUNCTION	ACTIVITY	PROGRAM	CODE	
PARKS AND RECREATION		SUMMARY	800	
PERSONNEL SUMMARY				
	2022-2023	2023-2024	2023-2024	2023-2024
Positions (in work years)	Authorized	Requested	Proposed	Approved
Administration				
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*	2.0	2.0	2.0	2.0
	6.0	6.0	6.0	6.0
Parks and Grounds				
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	9.0	9.0	9.0	9.0
Parks Mechanic II	1.0	1.0	1.0	1.0
Town Center Maintainer (Beautification Worker) (PT)	0.3	0.3	0.3	0.3
	13.3	13.3	13.3	13.3
Cemeteries				
Groundskeeper IV	1.0	1.0	1.0	1.0
Groundskeeper I	3.0	3.0	3.0	3.0
Parks Laborer (Cemetery Maintainer) (PT)	0.4	0.4	0.4	0.4
Office Assistant (PT)	0.5	0.5	0.5	0.5
	4.9	4.9	4.9	4.9
Overtime (work hours)				
Parks & Grounds	1,947.3	1,947.3	1,947.3	1,947.3
Cemeteries	280.4	280.4	280.4	280.4
	2,227.7	2,227.7	2,227.7	2,227.7
Seasonal (work hours)				
Maintenance Parks & Grounds – Maintainer	6,936.0	6,936.0	6,936.0	6,936.0
Maintenance Cemetery – Maintainer	960.0	960.0	960.0	960.0
	7,896.0	7,896.0	7,896.0	7,896.0
Board of Parks and Recreation				
Recording Clerk	1.0	1.0	1.0	1.0

\*These 3 positions are charged in full to the Recreation Fund.

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

\*\*\*2.5 percent of the funding for this position is charged to the Cemetery Fund.

FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION	ADMINISTRATION		810

### EXPLANATION

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

### HIGHLIGHTS OF FY 2022-2023 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, summer camp, 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

- The Full Time Salaries line item reflects expected Administrative raises, a step increase for one AFSCME Administrative Secretary and additional hours for both AFSCME Admin Secretaries to cover commission meetings; partially offset by decrease due to personnel change. 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.
- Part Time is removed as clerk no longer required for Park and Rec Commission meetings.
- Conferences and Meetings increased to reflect additional attendees and increased costs of CRPA annual conference.
- Other line items increased due to rising costs.

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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
<u>PERSONAL SERVICES</u>						
231,644	242,548	242,548	8101 Full time salaries	244,993	244,993	244,993
0	900	900	8103 Part Time	0	0	0
231,644	243,448	243,448	OBJECT TOTAL	244,993	244,993	244,993
<u>PROFESSIONAL SVCS</u>						
848	1,077	1,007	8202 Dues and Subscriptions	1,380	1,380	1,380
1,030	1,400	1,470	8204 Conferences,Meetings,Training	2,600	2,600	2,600
953	1,500	1,500	8210 Equipment Rental	1,800	1,800	1,800
17	300	300	8212 Equipment Maintenance	350	350	350
2,848	4,277	4,277	OBJECT TOTAL	6,130	6,130	6,130
<u>MATERIAL &amp; SUPPLIES</u>						
985	1,900	1,900	8301 Office Supplies	1,900	1,900	1,900
58	300	300	8310 Other Materials	300	300	300
1,043	2,200	2,200	OBJECT TOTAL	2,200	2,200	2,200

235,535	249,925	249,925	TOTAL	253,323	253,323	253,323
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FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION	GROUNDS MAINTENANCE	PARKS AND PUBLIC GROUNDS	831

### EXPLANATION

This division provides maintenance and upkeep for all park, school and municipal grounds, including 3 major parks, 9 neighborhood parks, 4 town greens, 5 firehouses, the Police Department, 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, 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 2022-2023 OPERATION

- Installed new playscape, bituminous paths, chess and checker tables, and cornhole boards and repainted basketball court at Beechwood Park.
- Completed construction on new field lights for Legends Baseball Field at Clem Lemire.
- Installed brand new, state-of-the-art, baseball scoreboards at Legends Baseball Field at Clem Lemire.
- Completed ballfield reconstruction at the Newington High School Alumni Baseball Field.
- Both Churchill Park and Mill Pond Park Pools were reopened for the entire summer season.
- 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.
- Planted thousands of flowers, at the new greenhouse, at the Parks & Grounds facility to assist with town beautification.
- Purchased and installed new seasonal street flags that were hung on Main Street, Market Square, Constance Leigh Drive and Garfield Street.
- Designed and planted flowers, in the shape of a large blue "N", on Mazzocchi Way.
- Installed a brand new, state-of-the-art, soccer and lacrosse scoreboard at the Newington High School north fields.
- Town athletic fields continue to be regarded as the finest fields in Central CT by out-of-town visitors.
- New pavilion installed at the Municipal Parking Lot island for public gatherings and concerts.
- Newly purchased excavator enables Parks staff to remove overgrown vegetation on Mill Pond, enhancing views and aesthetics.

### OBJECTIVES

- Continue to enhance beautification of the town center.
- Maintain and enhance all parks, school and municipal grounds to provide safe, enjoyable, and accessible outdoor recreational and athletic facilities for interscholastic, youth and adult league play and family recreational pursuits at town properties.
- Continue to make the entire park system ADA accessible.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects AFSCME at 2022-2023 rates and expected Administrative raises.
- Part Time reflects state minimum wage increases.
- Seasonal increased for proposed raises in all positions to attract workers.
- Equipment Rental increased due to rising costs and increased demand for park and school portable bathrooms resulting in additional quantity of portable bathrooms.
- Agricultural Supplies increased due to rising fertilizer expenses. Grass seed costs are anticipated to rise, by over 10%, due to the supply chain problem.
- Increase in Construction and Maintenance Materials due to rising costs.



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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
<u>PERSONAL SERVICES</u>						
846,537	920,700	920,700	8101 Full time salaries	919,669	919,669	919,669
138,274	105,001	105,001	8102 Overtime	105,001	105,001	105,001
10,993	7,781	7,781	8103 Part Time	8,190	8,190	8,190
63,109	120,720	120,720	8104 Seasonal	141,900	141,900	141,900
4,350	4,450	4,450	8105 Longevity	4,950	4,950	4,950
1,063,263	1,158,652	1,158,652	OBJECT TOTAL	1,179,710	1,179,710	1,179,710
<u>PROFESSIONAL SVCS</u>						
600	600	600	8202 Dues and Subscriptions	600	600	600
1,590	3,070	4,760	8204 Conferences,Meetings,Training	3,070	3,070	3,070
1,403	2,100	2,100	8207 Clothing Allowance	2,100	2,100	2,100
22,163	19,041	24,041	8210 Equipment Rental	34,424	34,424	34,424
2,628	4,758	4,758	8212 Equipment Maintenance	4,758	4,758	4,758
34,398	32,089	34,389	8220 Other Contractual Services	32,089	32,089	32,089
62,781	61,658	70,648	OBJECT TOTAL	77,041	77,041	77,041
<u>MATERIAL &amp; SUPPLIES</u>						
88,848	61,259	68,259	8302 Technical Supplies	61,259	61,259	61,259
5,252	7,580	7,580	8303 Uniforms and Clothing	7,580	7,580	7,580
54,108	79,064	74,764	8304 Agricultural Supplies	85,580	85,580	85,580
14,602	13,500	13,500	8306 Constr.& Maintenance Materials	41,500	41,500	16,500
6,048	5,000	5,000	8307 Equipment Parts	5,000	5,000	5,000
5,596	5,700	5,700	8310 Other Materials	5,700	5,700	5,700
174,455	172,103	174,803	OBJECT TOTAL	206,619	206,619	181,619
<u>CAPITAL OUTLAY</u>						
12,355	11,600	9,600	8402 Technical Equipment	11,600	11,600	11,600
12,355	11,600	9,600	OBJECT TOTAL	11,600	11,600	11,600

1,312,855	1,404,013	1,413,703	TOTAL	1,474,970	1,474,970	1,449,970
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FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION	GROUNDS MAINTENANCE	CEMETERIES	832

### EXPLANATION

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

- West Meadow Cemetery, which opened in 1977 and was expanded in 1990, in 2010, and again in 2022, was designed with maintenance efficiency standards and services over 140 interments per year.
- Center Cemetery, which dates back to the 1700s, 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 2022-2023 OPERATION

- Completed expansion in Section F of West Meadow Cemetery. 130 graves immediately available for sale to public.
- New bituminous roadway through West Meadow Cemetery was installed.
- The annual Cherish Our Children memorial service was held in September.
- There were over 140 total interments in 2022 in both Newington cemeteries.
- The Wreaths Across America ceremony was held at West Meadow cemetery in December.
- There were over 60 grave sales in 2022.
- 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 plant new shrub beds and perennials.

### MAJOR BUDGET CHANGES AND COMMENTARY

- The Full Time and Overtime line items reflect AFSCME at 2022-2023 contractual rates.
- Part Time increased due to expected raise for clerical position and increases to attract cemetery workers.
- The Agricultural Supplies line item reflects an anticipated 15% increase in fertilizer costs.
- Technical Equipment reflects replacement of zero turn mower.

Function	Activity	Program	Code
Parks & Recreation	Grounds Maintenance	Cemeteries	0832

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
<u>PERSONAL SERVICES</u>						
77,993	278,274	278,274	8101 Full time salaries	278,155	278,155	278,155
2,678	17,109	15,609	8102 Overtime	17,109	17,109	17,109
29,057	30,540	30,540	8103 Part Time	33,701	33,701	33,701
0	15,360	15,360	8104 Seasonal	15,360	15,360	15,360
1,000	1,000	1,000	8105 Longevity	1,000	1,000	1,000
110,728	342,283	340,783	OBJECT TOTAL	345,325	345,325	345,325
<u>PROFESSIONAL SVCS</u>						
300	400	400	8202 Dues and Subscriptions	400	400	400
2,809	2,120	2,870	8206 Utilities	2,120	2,120	2,120
1,167	3,500	5,100	8220 Other Contractual Services	3,500	3,500	3,500
4,276	6,020	8,370	OBJECT TOTAL	6,020	6,020	6,020
<u>MATERIAL &amp; SUPPLIES</u>						
3,665	3,400	3,400	8302 Technical Supplies	3,400	3,400	3,400
6,809	8,647	7,797	8304 Agricultural Supplies	9,181	9,181	9,181
4,265	4,300	4,300	8306 Constr.& Maintenance Materials	4,300	4,300	4,300
14,739	16,347	15,497	OBJECT TOTAL	16,881	16,881	16,881
<u>CAPITAL OUTLAY</u>						
12,150	12,500	11,500	8402 Technical Equipment	17,000	17,000	17,000
360	800	760	8406 Office Equipment	800	800	800
12,510	13,300	12,260	OBJECT TOTAL	17,800	17,800	17,800

142,252	377,950	376,910	TOTAL	386,026	386,026	386,026
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FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION	GROUNDS MAINTENANCE	HISTORICAL PROPERTIES	833

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2022-2023 OPERATION

- None.

#### OBJECTIVES

- Maintain the outside grounds in cooperation with the Facilities Department.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>CAPITAL OUTLAY</u>			
0	500	500	8408 Building Improvements	500	500	500
0	500	500	OBJECT TOTAL	500	500	500

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

#### EXPLANATION

Under the Superintendent of Parks and Recreation'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 of the trees located in the parks, on school grounds, and municipal properties.

#### HIGHLIGHTS OF FY 2022-2023 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

- Consultants/Special Contractor increased for additional call for tree work with management of street trees.

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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 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>			
263	2,450	2,450	8204 Conferences,Meetings,Training	2,450	2,450	2,450
36,300	50,000	65,000	8217 Consultants/Special Contractor	60,000	60,000	60,000
36,562	52,450	67,450	OBJECT TOTAL	62,450	62,450	62,450
			<u>MATERIAL &amp; SUPPLIES</u>			
228	8,000	4,350	8302 Technical Supplies	8,000	8,000	8,000
228	8,000	4,350	OBJECT TOTAL	8,000	8,000	8,000

38,540	62,200	73,550	TOTAL	72,200	72,200	72,200
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## INSURANCE AND MISCELLANEOUS

910 MUNICIPAL INSURANCE AND BONDS

930 GREATER HARTFORD TRANSIT DISTRICT

940 EMPLOYEE BENEFITS

950 DONATIONS AND CONTRIBUTIONS

960 CONTINGENCY



FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	MUNICIPAL INSURANCE		910

### EXPLANATION

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

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

### HIGHLIGHTS OF FY 2022-2023 OPERATION

- USI Insurance Services of Connecticut served as the Town's Agent of Record for the first 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

- Overall, these accounts decreased by 0.6%. Only accounts 10912 and 10919 increased, by 2% and 2.2% respectively. All the other accounts decreased, with account 10911 decreasing by 2%, 10914 decreasing by 1%, 0915 decreasing by 0.7% and 10916 decreasing by 2.6%.

FUNCTION	ACTIVITY	PROGRAM	CODE
Insurance - Miscellaneous	Municipal Insurance		0910

2021-2022 Actual	2022-2023 Original Budget	2022-2023 Revised Budget		2023-2024 Department Request	2023-2024 Manager Proposed	2023-2024 Council Adopted
Object Summary						
842,852	880,365	880,365	200 Contractual Services	874,168	874,168	874,168
125,000	125,000	125,000	500 Transfers to Other Funds	125,000	125,000	125,000
967,852	1,005,365	1,005,365		999,168	999,168	999,168
Program Summary						
400,328	416,344	416,344	0911 Workers Compensation	408,334	408,334	408,334
175,101	182,435	182,435	0912 General Liability & Auto Ins.	185,877	185,877	185,877
78,818	80,395	80,395	0914 Umbrella Liability	79,583	79,583	79,583
43,360	44,229	44,229	0915 Police Professional Liability	43,902	43,902	43,902
54,869	55,967	55,967	0916 Public Official Liability	54,484	54,484	54,484
43,675	44,549	44,549	0919 Property Coverage	45,542	45,542	45,542
29,201	36,346	36,346	0920 Other Coverage	36,346	36,346	36,346
0	100	100	0921 Surety Bonds	100	100	100
17,500	20,000	20,000	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

967,852	1,005,365	1,005,365	TOTAL	999,168	999,168	999,168
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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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
4,890	5,192	5,192	8218 Contributions and Subsidies	5,502	5,502	5,502
4,890	5,192	5,192	OBJECT TOTAL	5,502	5,502	5,502

4,890	5,192	5,192	TOTAL	5,502	5,502	5,502
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FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	EMPLOYEE BENEFITS	SUMMARY	940

### EXPLANATION

This account provides for:

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

### MAJOR BUDGET CHANGES AND COMMENTARY

Based on the Town's Agent of Record's estimated claims and other costs for the plan after considering the past years' experience is a (estimate) 0% increase. The 2023-2024 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 \$797,600 is included.

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

The pension contribution requirements are based on the annual actuarial valuation. In addition to the three Defined Benefit plans, the Town's contribution to the Administrative, Municipal and NVFD defined contribution plans and police money purchase plan are included here. Overall, the Town's contribution for all these accounts increased by \$325,748.

The 2023 wage base for Social Security taxes is \$160,200. All 2023 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 \$51,666 or less than 1%.

The 2023-2024 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

2021-2022 Actual	2022-2023 Original Budget	2022-2023 Revised Budget		2023-2024 Department Request	2023-2024 Manager Proposed	2023-2024 Council Adopted
			Object Summary			
10,085,164	10,333,786	10,333,786	200 Contractual Services	11,138,023	10,456,143	10,456,143
10,085,164	10,333,786	10,333,786		11,138,023	10,456,143	10,456,143
			Program Summary			
3,785,214	3,780,324	3,780,324	0941 Medical Insurance	4,133,432	3,777,300	3,777,300
35,533	38,385	38,385	0942 Life Insurance	48,571	48,571	48,571
5,285,329	5,358,624	5,358,624	0943 Retirement	5,739,416	5,739,416	5,739,416
628,717	719,258	719,258	0944 Social Security	758,824	758,824	758,824
234,010	268,133	268,133	0945 Medicare Taxes	287,187	287,187	287,187
116,361	169,062	169,062	0946 Other Benefits	170,593	170,593	170,593

10,085,164	10,333,786	10,333,786	TOTAL	11,138,023	10,781,891	10,781,891
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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

- None

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

2021-2022 Actual	2022-2023 Original Budget	2022-2023 Revised Budget		2023-2024 Department Request	2023-2024 Manager Proposed	2023-2024 Council Adopted
			Object Summary			
17,500	20,000	20,000	200 Contractual Services	20,000	20,000	20,000
17,500	20,000	20,000		20,000	20,000	20,000
			Program Summary			
5,000	5,000	5,000	0953 Memorial Day Parade	5,000	5,000	5,000
7,500	0	0	0954 Town 150th Anniversary	0	0	0
0	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

17,500	20,000	20,000	TOTAL	20,000	20,000	20,000
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48500FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	CONTINGENCY	MANAGER'S CONTINGENCY	961

EXPLANATION

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

MAJOR BUDGET CHANGES AND COMMENTARY

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



FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	CONTINGENCY	SPECIAL CONTINGENCY	962

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2022-2023 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 2022-23 through February 28, 2023:

Original Appropriation	\$200,000
Less: Transfers to Other Departments:	
Council Transfers as of 2/28/2023	\$ 66,720
Amended Budget Appropriation	\$133,280

#### MAJOR BUDGET CHANGES AND COMMENTARY

- The amount budgeted in Contingency is two-tenths of one percent (0.2%) of total General Fund estimated expenditure. Included are potential contractual increases for AFSCME personnel. Individual department budgets include potential wage increases for administrative and part time personnel, as well as contractual increases for Nutmeg Independent Public Safety Employees.



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 2021. In spring 2023 we will be going out to bond for the work being done at Anna Reynolds.

#### MAJOR BUDGET CHANGES AND COMMENTARY

<u>Serial Bonds</u>	<u>Year Issued</u>	<u>Outstanding as of 7/1/2023</u>	<u>Principal Paid 2023-24</u>	<u>Interest Paid 2023-24</u>	<u>Total Payment</u>	<u>True Interest Cost %</u>	<u>Year Retired</u>
Anna Reynolds School	2023	10,000,000	500,000	400,000	900,000	4.00	2043
Town Hall Building Project	2020	9,562,500	562,500	280,125	842,625	1.88	2040
Town Hall Building Project – BOE	2020	3,187,500	187,500	93,375	280,875	1.88	2040
Town Hall Building Project	2019	5,400,000	337,500	202,500	540,000	2.70	2039
Town Hall Building Project - BOE	2019	1,800,000	112,500	67,500	180,000	2.70	2039
Education Facilities I & II Refunding (E. Green & R. Chaffee)	2013	195,000	195,000	4,408	199,408	1.58	2024
Police Station I & II Refunding	2013	625,000	440,000	12,224	452,224	1.58	2025
Total		30,770,000	2,335,000	1,060,132	3,395,132		

Debt service payments increased by \$867,062 in fiscal year 2023-2024 due to additional bonding that we will be going out for in the spring 2023.

FUNCTION	ACTIVITY	PROGRAM	CODE
Debt Service	Summary		1000

2021-2022 Actual	2022-2023 Original Budget	2022-2023 Revised Budget		2023-2024 Department Request	2023-2024 Manager Proposed	2023-2024 Council Adopted
			Object Summary			
2,671,431	2,528,070	2,583,131	200 Contractual Services	3,395,132	3,395,132	3,395,132
2,671,431	2,528,070	2,583,131		3,395,132	3,395,132	3,395,132
			Program Summary			
806,431	678,070	733,131	1014 Interest Expense	1,060,132	1,060,132	1,060,132
1,865,000	1,850,000	1,850,000	1024 Principal Payments	2,335,000	2,335,000	2,335,000

2,671,431	2,528,070	2,583,131		3,395,132	3,395,132	3,395,132
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1050 METROPOLITAN DISTRICT COMMISSION



FUNCTION	ACTIVITY	PROGRAM	CODE
METROPOLITAN DISTRICT	METROPOLITAN DISTRICT TAX		1051

### 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>2021</u>	<u>%</u>	<u>2022</u>	<u>%</u>	<u>2023</u>	<u>%</u>
Hartford	\$13,169,100	25.58%	\$14,067,500	26.50%	\$13,923,310	26.24%
E. Hartford	6,015,200	11.69%	6,264,400	11.80%	6,227,300	11.74%
NEWINGTON	4,681,000	9.09%	4,799,100	9.05%	4,776,720	9.00%
Wethersfield	4,214,100	8.19%	4,252,500	8.01%	4,266,270	8.04%
Windsor	4,551,500	8.84%	4,698,600	8.85%	4,712,920	8.88%
Bloomfield	3,808,100	7.40%	3,868,400	7.29%	3,831,630	7.20%
Rocky Hill	3,171,200	6.16%	3,206,800	6.05%	3,294,640	6.20%
W. Hartford	<u>11,865,500</u>	<u>23.05%</u>	<u>11,919,300</u>	<u>22.45%</u>	<u>12,043,810</u>	<u>22.70%</u>
TOTAL	\$51,475,700	100.00%	\$53,076,600	100.00%	\$53,076,600	100.00%

(Source: MDC's 2023 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 2023-24 budget. Newington's budgeted funds for the MDC include 50% of the MDC's 2023 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 2023 MDC tax for Newington and the amount paid on the 2022 MDC tax (i.e., 50%) during FY 2022-23.

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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
			<u>PROFESSIONAL SVCS</u>			
4,733,290	4,886,175	4,886,175	8220 Other Contractual Services	4,868,658	4,868,658	4,868,658
4,733,290	4,886,175	4,886,175	OBJECT TOTAL	4,868,658	4,868,658	4,868,658

4,733,290	4,886,175	4,886,175	TOTAL	4,868,658	4,868,658	4,868,658
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## CAPITAL IMPROVEMENTS

FUNCTION	ACTIVITY	PROGRAM	CODE								
CAPITAL IMPROVEMENTS		SUMMARY	1100								
EXPLANATION											
Summaries of FY 2023-24 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 2023-2024 Through 2027-2028.											
		-----STATE AID-----									
	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						-	
	General Property Improvements	125,000	125,000	125,000	125,000					125,000	
	Town Bldgs Roof Replacement and Repairs	400,000	300,000	300,000						-	
	Fire Storage Building on Chapman Street	185,000	185,000	185,000						-	
	Radio Lease	610,000	610,000	610,000	610,000					610,000	
	SDC Life Safetu Generator Replacement	125,000	125,000	125,000	125,000					125,000	
	Historic Properties	50,000	50,000	50,000	50,000					50,000	
	Transfer to Technology Fund	450,000	450,000	450,000	450,000					450,000	
	EOC Construction	500,000	500,000	500,000	500,000					500,000	
	HVAC Replacement for Police Department	185,000	185,000	185,000	185,000					185,000	
	Highway and Parks Garage	2,000,000	459,000	459,000						-	
	Town Building Mechanical Systems Reserve	100,000	100,000	100,000	100,000					100,000	
	Town Hall Entry Canopies	100,000	100,000	100,000						-	
Public Safety	Radio Replacement Reserve	40,000	40,000	40,000	40,000					40,000	
	Patrol Car Dashboard Cameras (20)	221,400	221,400	221,400	221,400					221,400	
	Fire Department PPE Replacement (Personal Protective Equip)	100,000	100,000	100,000	100,000					100,000	
	Fire Co #1 Enery Efficient Radiant Heat System for Bay	80,000	73,000	73,000	73,000					73,000	
	Fire Dept environmental, Security & Power Mgmt Upgrade	60,000	60,000	60,000	60,000					60,000	
	Fire Headquarters Electronic Sign	75,000								-	
	Fire Marshall Chevy Tahoe (to add 3rd vehicle)	66,000								-	
	Ambulance First Response Medic Vehicle	49,500								-	
	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			900,000	
Public Building Resurfacing Program		75,000	55,000	55,000	55,000					55,000	
Alumni Road Improvements		100,000	100,000	100,000	100,000					100,000	
Garfield Street Sidewalk/Crosswalk Improvements		250,000	200,000	200,000						-	
Sidewalk Curb Ramps		75,000	75,000	75,000	75,000					75,000	
Sidewalk, Pavers & Curbs Maintain & Repair or Remove & Replace		475,000	75,000	75,000	75,000					75,000	
Sidewalk Improvements - Pedestrian Overpasses		30,000								-	
Elm Hill Business District Streetscape		100,000	100,000	100,000						-	
Drainage Maintenance		50,000	50,000	50,000	50,000					50,000	
Drainage Improvements		300,000								-	
Matching Grant Fund		250,000	150,000	150,000	150,000					150,000	
Stonewall Repair		25,000								-	
Flood Control System Dredging		700,000	100,000	100,000	100,000					100,000	
Flood Control System Maintenance Reserve		40,000								-	
Camp Avenue Road Resurfacing		125,000	125,000	125,000	125,000					125,000	
MS4 Compliance/Stormwater Management Plan		50,000								-	
Traffic Signal Reserve		165,000	165,000	165,000	165,000					165,000	
Community Development		Comprehensive Revision of Town Zoning Regulations	50,000	50,000	50,000						-
		Transit Village Design District Architectural Guidelines Cedar St	100,000	50,000	50,000						-
		Land Acquisition Fund for Open Space purchases	20,000	20,000	20,000	20,000					20,000
Parks And Recreation		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	800,000	600,000	600,000						-
	Eagle Park Playground, Rubber Surface & ADA Compliant Paths	375,000	375,000	375,000						-	
	Skate Park Additions	50,000								-	
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						-	
	School Bus Replacement Program	488,725	488,725	488,725						-	
Subtotal Capital Improvements		12,415,625	8,662,125	8,662,125	5,529,400	200,000	400,000	-	-	4,929,400	
Equipment Replacement	Equipment Replacement Reserve	1,133,000	1,133,000	1,133,000	1,061,500					1,061,500	
	Lease Purchase & Other Payments	168,191	168,191	168,191	168,191					168,191	
Annual Debt Service Payments		3,395,132	3,395,132	3,395,132	3,395,132					3,395,132	
GRAND TOTAL		17,111,948	13,358,448	13,358,448	10,154,223					9,554,223	

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

2021 - 2022 Actual	2022 - 2023 Original Budget	2022 - 2023 Revised Budget		2023 - 2024 Department Request	2023 - 2024 Manager Proposed	2023 - 2024 Council Adopted
<u>T/F'S TO OTHER FUNDS</u>						
4,830,052	5,402,415	5,402,415	8501 T/F to Capital Non-Recurring	8,270,625	6,158,125	3,784,400
1,836,000	1,550,000	2,475,000	8502 T/F to Public Building Fund	2,950,000	1,309,000	550,000
125,000	125,000	125,000	8503 T/F to School CIP Fund	125,000	125,000	125,000
20,000	20,000	20,000	8504 Transfer to Land Acquisition Fd	20,000	20,000	20,000
0	450,000	450,000	8505 Trf to Technology Fund	450,000	450,000	450,000
6,811,052	7,547,415	8,472,415	OBJECT TOTAL	11,815,625	8,062,125	4,929,400

6,811,052	7,547,415	8,472,415	TOTAL	11,815,625	8,062,125	4,929,400
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EQUIPMENT RESERVE

FUNCTION	ACTIVITY	PROGRAM	CODE
EQUIPMENT RESERVE	SUMMARY		2000

#### 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 2023-2024 to better reflect when equipment should be replaced.
- The appropriation for 2023-2024 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 2023-2024:

	<u>Annual Depreciation Funding</u>	<u>Lease Payments</u>
General Government	\$42,318	
Public Safety Police	0	
Public Safety Patrol	195,246	
Public Safety Fire	25,466	168,191
Highway	641,516	
Parks & Grounds	156,954	
Total	<u>\$1,061,500</u>	<u>\$168,191</u>

\$426,803 Estimated June 30, 2023 Balance  
 1,229,691 July 1, 2023 General Fund Appropriation  
1,168,867 Estimated Purchases  
\$487,627 Estimated June 30, 2024 Balance

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

2021-2022 Actual	2022-2023 Original Budget	2022-2023 Revised Budget		2023-2024 Department Request	2023-2024 Manager Proposed	2023-2024 Council Adopted
			Object Summary			
1,304,312	1,310,424	1,310,424	500 Transfers to Other Funds	1,301,191	1,301,191	1,229,691
			Program Summary			
1,304,312	1,310,424	1,310,424	2500 Equipment Reserve	1,301,191	1,301,191	1,229,691

1,304,312	1,310,424	1,310,424		1,301,191	1,301,191	1,229,691
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## EMPLOYEE LEAVE LIABILITY RESERVE FUND

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

#### EXPLANATION

This account reflects annual allocations to the Employee Leave Liability Reserve Fund, which was established (Newington Code §48-4) for both Board of Education and General Government employees as a sound means to cover the Town's liability for accrued, unused sick leave to which employees are entitled to cash payments upon termination. This benefit has been eliminated for new hires. Contribution levels are periodically evaluated through actuarial consultation. Appropriations and Terminations are based on an actuarial evaluation performed by Milliman in 2019.

#### MAJOR BUDGET CHANGES AND COMMENTARY

None.

	<u>2021-2022</u> <u>Actual</u>	<u>2022-2023</u> <u>Budget</u>	<u>2022-2023</u> <u>Estimated</u>	<u>2023-2024</u> <u>Proposed</u>	<u>2023-2024</u> <u>Adopted</u>
OPENING BALANCE	709,848	680,848	614,253	507,853	507,853
<u>ACTUAL/ESTIMATED RECEIPTS</u>					
Board of Education Appropriation	50,700	49,300	49,300	47,400	47,400
Town Operations Appropriation	12,800	10,300	10,300	7,500	7,500
Interest	<u>(38,767)</u>	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>
TOTAL RECEIPTS	24,733	70,600	70,600	65,900	65,900
AVAILABLE FUNDS	734,581	751,448	684,853	573,753	573,753
<u>EXPENDITURES/APPROPRIATIONS</u>					
Board of Education Terminations	113,318	40,000	40,000	40,000	40,000
Town Operation Terminations	1,797	50,000	132,000	50,000	50,000
Investment Expense	5,213	5,000	5,000	5,000	5,000
Actuarial Evaluation	<u>0</u>	<u>8,500</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES/APPROPRIATIONS	120,328	103,500	177,000	95,000	95,000
CLOSING BALANCE	614,253	647,948	507,853	478,753	478,753

FUNCTION	ACTIVITY	PROGRAM	CODE
Employee Leave Liability Fund	Summary		3000

2021-2022 Actual	2022-2023 Original Budget	2022-2023 Revised Budget		2023-2024 Department Request	2023-2024 Manager Proposed	2023-2024 Council Adopted
			Object Summary			
63,500	59,600	59,600	500 Transfers to Other Funds	54,900	54,900	54,900
			Program Summary			
50,700	49,300	49,300	3100 Board of Educ Employee Leave Liab.	47,400	47,400	47,400
12,800	10,300	10,300	3200 Town Employee Leave Liability	7,500	7,500	7,500

63,500	59,600	59,600		54,900	54,900	54,900
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# BOARD OF EDUCATION

## BOARD OF EDUCATION FINAL PROGRAM STRUCTURE

<u>PROGRAM</u>	<u>2022 - 2023</u>	<u>2023 - 2024</u>
Art	\$803,387	\$847,343
Career/Technical Education	\$819,557	\$838,605
Education Technology	\$1,904,370	\$2,011,167
English/Language Arts	\$4,340,042	\$4,837,945
World Language	\$1,400,789	\$1,442,731
Mathematics	\$4,010,036	\$4,124,334
Music	\$1,172,022	\$1,118,099
Wellness	\$1,475,987	\$1,519,477
Reading	\$3,455,968	\$3,839,792
Science	\$3,284,055	\$3,445,746
STEM	\$740,334	\$779,160
Social Studies	\$3,463,217	\$3,721,714
Special Education	\$11,029,664	\$12,176,522
Homebound K-12	\$83,016	\$137,170
Continuing/Adult Education	\$103,341	\$108,334
Student Activities-Non-Athletics	\$173,856	\$175,222
Student Activities - Athletics	\$629,789	\$587,189
School Counseling	\$1,245,444	\$1,299,404
Health/Nursing Services	\$743,730	\$784,918
Psychological Services	\$1,336,140	\$1,508,716
Speech/Hearing	\$772,779	\$826,121
English Learners	\$611,151	\$565,433
Curriculum & Assessment	\$332,958	\$306,912
Media/Library Services	\$776,706	\$789,241
General Supplies	\$252,370	\$254,528
Central Direction	\$1,919,442	\$1,968,889
Building Direction	\$4,108,102	\$4,172,389
Staff Development & Evaluation	\$101,600	\$115,733
Board of Education	\$318,084	\$306,360
Maintenance	\$2,203,971	\$2,503,630
Plant Operations	\$5,255,779	\$5,548,370
Transportation	\$3,770,876	\$4,115,487
Insurance	\$811,910	\$839,410
Other Salaries	\$1,110,767	\$1,256,882
Employee Benefits	\$13,996,135	\$14,365,259
Community Services	\$102,750	\$103,750
<b>TOTAL</b>	<b>\$78,660,124</b>	<b>\$83,341,982</b>
TOWN MANAGER PROPOSED		\$81,414,460
TOWN COUNCIL ADOPTED		\$82,199,830

## 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	ACTIVITY	PROGRAM	CODE
SPECIAL REVENUE FUNDS		SUMMARY	5000

### 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 2022-2023 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.
- Mill Pond and Churchill Pools opened for a full schedule again with close to 41,000 visitors.
- The Creative Playtime Preschool at the Community Center hosts over 40 students.
- Local (Newington Parks & Recreation) Building a Strong Community Awards: Happy Harry's Wine and Liquor Warehouse, Campbell Cooling LLC, Victor and Donna Fontana, and Carol Anest and Diana Serra.

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	PROGRAM 2000		CODE 5000
2021-22	2022-2023		EXPENDITURE CLASSIFICATION	2023-2024		
ACTUAL	REVISED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
255,259	529,944	534,444	Cemetery Fund	547,520	547,520	547,520
413,325	430,000	497,194	Road Aid Maintenance Fund	430,000	430,000	430,000
187,869	200,000	200,000	Local Capital Improvement Program Fund	200,000	200,000	200,000
1,434,183	1,759,662	1,578,392	Recreation Programs Fund	1,712,268	1,712,268	1,712,268
89,212	118,000	117,475	Human Services - Needs & Donations	113,000	113,000	113,000
23,353	47,000	45,200	Senior & Disabled Center Donations	46,000	46,000	46,000
268,969	299,609	220,000	Insurance Reserve Fund	289,979	289,979	289,949
1,276,008	1,000,000	1,068,304	Public School Capital Improvement Program	1,200,000	1,200,000	1,200,000
11,823,362	10,563,008	11,002,732	Health Benefits Fund	10,875,475	10,875,475	10,875,475
-	20,000	-	Land Acquisition Fund	20,000	20,000	20,000
138,875	140,000	140,000	Recreation Capital Improvement Program	-	-	-
160,051	450,000	450,000	Technology Fund	450,000	450,000	450,000
<u>16,070,466</u>	<u>15,557,223</u>	<u>15,853,741</u>	TOTAL APPROPRIATIONS	<u>15,884,242</u>	<u>15,884,242</u>	<u>15,884,212</u>



FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY CEMETERY FUND		PROGRAM 2001/20832		CODE 5001
2021-22	2022-2023				2023-2024		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
1,924,706	1,874,188	1,872,934	OPENING BALANCE		1,594,490	1,594,490	1,594,490
			ACTUAL/ESTIMATED RECEIPTS				
(111,551)		-	5503 Net Appreciation				
36,118	25,000	35,000	5506 Investment Income		25,000	25,000	25,000
138,555	120,000	120,000	5701 Interment Charges		135,000	135,000	135,000
139,365	100,000	100,000	5905 Grave Sales		120,000	120,000	120,000
1,000	1,000	1,000	6030 State Grant - Veteran Markers		1,000	1,000	1,000
<u>203,487</u>	<u>246,000</u>	<u>256,000</u>	TOTAL RECEIPTS		<u>281,000</u>	<u>281,000</u>	<u>281,000</u>
<u>2,128,193</u>	<u>2,120,188</u>	<u>2,128,934</u>	TOTAL AVAILABLE FUNDS		<u>1,875,490</u>	<u>1,875,490</u>	<u>1,875,490</u>
			APPROPRIATIONS:				
			Transfer to General Fund for Operating Expenditures				
171,518	410,444	410,444	87011 in Program #832		418,520	418,520	418,520
	500	500	87012 Pamphlets for Purchasers		500	500	500
26,298	42,000	42,000	87013 Capital Outlay - Grounds Care Equipment		45,000	45,000	45,000
997	1,000	1,000	87014 Office Equipment		1,000	1,000	1,000
	5,000	5,000	87015 Capital Improvements - Trees & Shrubs		15,000	15,000	15,000
41,014	60,000	60,000	87016 Capital Improvements - Other		60,000	60,000	60,000
1,575	3,000	3,000	87017 Refunds (prior years sales)		1,500	1,500	1,500
1,000	3,000	3,000	87020 Faceplate Inscriptions		3,000	3,000	3,000
2,455	5,000	5,000	87021 Consultants/Special Contractor		3,000	3,000	3,000
10,401	-	4,500	89206 Investment Expenses		-	-	-
<u>255,259</u>	<u>529,944</u>	<u>534,444</u>	TOTAL APPROPRIATIONS		<u>547,520</u>	<u>547,520</u>	<u>547,520</u>
<u>1,872,934</u>	<u>1,590,244</u>	<u>1,594,490</u>	CLOSING BALANCE		<u>1,327,970</u>	<u>1,327,970</u>	<u>1,327,970</u>

FUNCTION			ACTIVITY	PROGRAM	CODE	
SPECIAL REVENUE FUNDS			ROAD AID MAINTENANCE	2003/20322	5002	
2021-22	2022-2023		EXPENDITURE CLASSIFICATION	2023-2024		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
137,054	121,974	135,649	OPENING BALANCE	51,384	51,384	51,384
			ACTUAL/ESTIMATED RECEIPTS			
411,920	412,203	412,929	6030 State Grants	412,929	412,929	412,929
411,920	412,203	412,929	TOTAL RECEIPTS	412,929	412,929	412,929
548,974	534,177	548,578	TOTAL AVAILABLE FUNDS	464,313	464,313	464,313
			APPROPRIATIONS:			
393,697	400,000	457,194	87092 Pavement Resurfacing - Vendor 2022-2023 Golf St, Walnut St, Thompson St, Lydall Rd, Longview Dr, Copper Beech Ln, Flagler St, Harman Ct, Fairfield Ave, Valentine Cir, Lawrence Ln; 2023-2024 Roads to be determined	400,000	400,000	400,000
19,629	10,000	10,000	87093 Pavement Patching Materials	10,000	10,000	10,000
-	20,000	30,000	87096 Pavement Crack Sealing	20,000	20,000	20,000
413,325	430,000	497,194	TOTAL APPROPRIATIONS	430,000	430,000	430,000
135,649	104,177	51,384	CLOSING BALANCE	34,313	34,313	34,313

FUNCTION			ACTIVITY	PROGRAM	CODE	
SPECIAL REVENUE FUNDS			LOCAL CAPITAL IMPROVEMENT PROGRAM (LoCIP)	2004/20323	5003	
2021-22	2022-2023		EXPENDITURE CLASSIFICATION	2023-2024		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
315,462	333,024	326,193	OPENING BALANCE	343,943	343,943	343,943
			ACTUAL/ESTIMATED RECEIPTS			
10,731	10,000	10,000	5705 Licenses, Permits & Fees	10,000	10,000	10,000
187,869	207,750	207,750	6030 State Grants	214,786	214,786	214,786
198,600	217,750	217,750	TOTAL RECEIPTS	224,786	224,786	224,786
514,063	550,774	543,943	TOTAL AVAILABLE FUNDS	568,729	568,729	568,729
			APPROPRIATIONS:			
187,648			Prior Year Projects			
221	200,000	200,000	2022-2023 Roads to be determined			
-	-	-	2023-2024 Roads to be determined	200,000	200,000	200,000
187,869	200,000	200,000	TOTAL APPROPRIATIONS	200,000	200,000	200,000
326,193	350,774	343,943	CLOSING BALANCE	368,729	368,729	368,729

FUNCTION			ACTIVITY		PROGRAM		CODE	
SPECIAL REVENUE FUNDS			RECREATION		2010		5004	
						2023-2024		
2021-22	2022-2023		EXPENDITURE CLASSIFICATION			DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS						
1,000,000	1,000,000	894,882	OPENING BALANCE			1,000,000	1,000,000	1,000,000
			ACTUAL/ESTIMATED RECEIPTS					
(114,247)	12,000	40,000	5503	Net Appreciation		12,000	12,000	12,000
35,421	12,000	40,000	5506	Interest Earnings		12,000	12,000	12,000
470,062	467,980	450,000	20801	Summer Camp		502,980	502,980	502,980
211,978	237,224	293,653	20802	Preschool		237,224	237,224	237,224
226,377	481,700	301,500	20803	Youth		481,700	481,700	481,700
71,161	120,520	80,000	20804	Adult		120,520	120,520	120,520
13,809	37,400	25,000	20805	Seniors		37,400	37,400	37,400
106,087	133,600	107,000	20806	Aquatics		133,600	133,600	133,600
3,216	4,180	3,000	20807	Special Needs		4,180	4,180	4,180
8,401	21,450	25,000	20808	Concessions/Vending		21,450	21,450	21,450
140,241	89,200	145,000	20809	Facilities		89,200	89,200	89,200
91,012	111,350	103,357	20810	Extravaganza		111,350	111,350	111,350
65,547	110,175	70,000	20812	Special Events		110,175	110,175	110,175
1,329,065	1,838,779	1,683,510	TOTAL RECEIPTS			1,873,779	1,873,779	1,873,779
2,329,065	2,838,779	2,578,392	TOTAL AVAILABLE FUNDS			2,873,779	2,873,779	2,873,779
			APPROPRIATIONS:					
		91,592	8526	Transfer to Recreation CIP Fund				
10,434	-	9,500	89206	Investment Expense				
326,697	328,130	330,000	20801	Summer Camp		376,900	376,900	376,900
235,717	164,804	165,000	20802	Preschool		179,239	179,239	179,239
167,400	348,560	165,000	20803	Youth		285,348	285,348	285,348
35,969	74,400	50,000	20804	Adult		47,725	47,725	47,725
4,421	19,950	10,000	20805	Seniors		13,950	13,950	13,950
199,042	224,400	228,000	20806	Aquatics		240,925	240,925	240,925
2,375	4,400	2,300	20807	Special Needs		4,400	4,400	4,400
20,532	19,300	21,000	20808	Concessions/Vending		21,875	21,875	21,875
26,693	31,000	31,000	20809	Facilities		31,000	31,000	31,000
20,634	78,800	63,000	20810	Extravaganza		80,300	80,300	80,300
384,270	465,918	412,000	20812	Special Events		430,606	430,606	430,606
1,434,183	1,759,662	1,578,392	TOTAL APPROPRIATIONS			1,712,268	1,712,268	1,712,268
894,882	1,079,117	1,000,000	CLOSING BALANCE			1,161,511	1,161,511	1,161,511

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY HUMAN SERVICES - NEEDS & DONATIONS	PROGRAM 2011/20620	CODE 5005	
2021-22	2022-2023			2023-2024		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION	DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
436,314	457,099	472,650	OPENING BALANCE	488,175	488,175	488,175
			ACTUAL/ESTIMATED RECEIPTS			
97,425	75,000	100,000	6305 Donations - Special Needs	85,000	85,000	85,000
28,122	45,000	30,000	6306 Donations- Prevention, Social Work & Challenge Course	25,000	25,000	25,000
-	3,000	3,000	6307 YAC Contributions	3,000	3,000	3,000
125,548	123,000	133,000	TOTAL RECEIPTS	113,000	113,000	113,000
561,862	580,099	605,650	TOTAL AVAILABLE FUNDS	601,175	601,175	601,175
			APPROPRIATIONS:			
64,295	70,000	85,000	87400 Special Needs - holiday food baskets, food bank, energy assistance	85,000	85,000	85,000
23,087	45,000	30,000	87410 Prevention, Social Work & Challenge Course - consultants	25,000	25,000	25,000
1,830	3,000	2,475	87420 YAC Contributions to & Scholarships	3,000	3,000	3,000
89,212	118,000	117,475	TOTAL APPROPRIATIONS	113,000	113,000	113,000
472,650	462,099	488,175	CLOSING BALANCE	488,175	488,175	488,175

FUNCTION			ACTIVITY	PROGRAM	CODE	
SPECIAL REVENUE FUNDS			SENIOR & DISABLED CENTER DONATIONS	2701/20651	5006	
2021-22	2022-2023		EXPENDITURE CLASSIFICATION	2023-2024		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
192,218	191,318	200,746	OPENING BALANCE	202,046	202,046	202,046
			ACTUAL/ESTIMATED RECEIPTS			
553	14,000	5,000	5715 Senior ID Membership Fees	10,000	10,000	10,000
700	9,000	6,500	5722 Coffee Shop	8,000	8,000	8,000
46	15,000	10,000	5724 Gift Shop	15,000	15,000	15,000
30,581	21,000	25,000	6311 Donations	21,000	21,000	21,000
31,880	59,000	46,500	TOTAL RECEIPTS	54,000	54,000	54,000
224,099	250,318	247,246	TOTAL AVAILABLE FUNDS	256,046	256,046	256,046
			APPROPRIATIONS:			
1,757	10,000	5,000	87968 Membership Expenses	9,000	9,000	9,000
1,227	6,000	5,700	87919 Coffee Shop Expenses	6,000	6,000	6,000
54	11,000	9,500	87920 Gift Shop Expenses	11,000	11,000	11,000
20,315	20,000	25,000	87918 Donations Expenses	20,000	20,000	20,000
23,353	47,000	45,200	TOTAL APPROPRIATIONS	46,000	46,000	46,000
200,746	203,318	202,046	CLOSING BALANCE	210,046	210,046	210,046

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	ACTIVITY	PROGRAM	CODE
OTHER FUNDS	INSURANCE RESERVE FUND		5007

#### EXPLANATION

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

FUNCTION			ACTIVITY		PROGRAM		CODE
OTHER FUNDS			INSURANCE RESERVE FUND		2007/20925		5007
2021-22	2022-2023		EXPENDITURE CLASSIFICATION	2023-2024			
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED	
885,612	964,632	826,758	OPENING BALANCE	951,758	951,758	951,758	
			ACTUAL/ESTIMATED RECEIPTS				
85,115	-	220,000	5814 Return Premiums from Insurance Policy				
			6206 Miscellaneous - Remediation Grant				
125,000	125,000	125,000	7031 Transfers from General Fund	125,000	125,000	125,000	
210,115	125,000	345,000	TOTAL RECEIPTS	125,000	125,000	125,000	
1,095,727	1,089,632	1,171,758	TOTAL AVAILABLE FUNDS	1,076,758	1,076,758	1,076,758	
			APPROPRIATIONS:				
42,543	67,687	45,000	87251 Losses from deductibles and uninsured	58,057	58,057	58,027	
226,425	231,922	175,000	87253 Insurance Payments (deductibles, retro, etc)	231,922	231,922	231,922	
268,969	299,609	220,000	TOTAL APPROPRIATIONS	289,979	289,979	289,949	
826,758	790,023	951,758	CLOSING BALANCE	786,779	786,779	786,809	



FUNCTION	ACTIVITY	PROGRAM	CODE
OTHER FUNDS	PUBLIC SCHOOL CAPITAL IMPROVEMENT PROJECTS FUND		5008

#### EXPLANATION

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

FUNCTION			ACTIVITY		PROGRAM		CODE
OTHER FUNDS			PUBLIC SCHOOL CAPITAL IMPROVEMENT PROGRAM		3003/31193		5008
2021-22	2022-2023				2023-2024		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
1,350,791	858,616	1,152,127	OPENING BALANCE		1,200,000	1,200,000	1,200,000
			ACTUAL/ESTIMATED RECEIPTS				
125,000	125,000	125,000	7032	General Fund Appropriations	125,000	125,000	125,000
2,500			6203	Cancelled PY Encumbrances			
3,104	2,000	29,000	5506	Interest Earnings	2,000	2,000	2,000
862,354	800,000	1,285,000	5751	Tuition Receipts	1,000,000	1,000,000	1,000,000
84,386	73,000	80,000	5401	School Rental Receipts	73,000	73,000	73,000
1,077,344	1,000,000	1,519,000	TOTAL RECEIPTS		1,200,000	1,200,000	1,200,000
2,428,135	1,858,616	2,671,127	TOTAL AVAILABLE FUNDS		2,400,000	2,400,000	2,400,000
			APPROPRIATIONS:				
	30,000		88957	Painting	50,000	50,000	50,000
	30,000		88959	Carpeting	50,000	50,000	50,000
45,240			88452	Districtwide Security and Safety	60,000	60,000	60,000
			88453	Districtwide Furniture Replacement			
	750,000	750,000	88555	Technology Equipment/Infrastructure	750,000	750,000	750,000
106,183	60,000	219,834	88651	Districtwide HVAC	160,000	160,000	160,000
			88851	Athletic Improvements			
			88355	Districtwide Bathroom Renovations			
	50,000	29,791	88356	Districtwide Playground Renovations	50,000	50,000	50,000
15,028			88152	Districtwide Lighting Improvements			
28,578			88354	Districtwide Corridor/Exterior Doors			
341,275			88757	Districtwide Roof Reserve			
493,571	50,000	49,743	88758	Districtwide Blacktop/Paving	50,000	50,000	50,000
63,089	30,000	18,936	88950	Districtwide Vehicles	30,000	30,000	30,000
1,573			88050	Town Hall Furniture, Fixtures & Equipment (FF&E)			
			88153	Transition Academy			
63,648			88155	Districtwide Building Systems & Controls			
31,988			88156	Districtwide Environmental Services			
85,836			88157	Districtwide Sidewalks & Concrete			
1,276,008	1,000,000	1,068,304	TOTAL APPROPRIATIONS		1,200,000	1,200,000	1,200,000
1,152,127	858,616	1,602,823	CLOSING BALANCE		1,200,000	1,200,000	1,200,000

FUNCTION	ACTIVITY	PROGRAM	CODE
OTHER FUNDS		HEALTH BENEFITS FUND	5009

### 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 2023-2024 is estimated to be \$12.1 million per figures obtained from the Town's Agent of Record. This represents a zero percent increase from the 2022-23 original budget for the Town and a 4.8% increase 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, 2022 reconciliation for the 2021-22 plan year, the Town and the Board of Education earned a credit of \$68,142 and \$156,577 respectively. The Board of Education elected to reduce their contributions for the remainder of the 2022-23 year.

2021-22 Plan Year	Town	Board of Education
Credit (Deficit)	\$68,142	\$156,577

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

FUNCTION			ACTIVITY	PROGRAM	CODE	
OTHER FUNDS			HEALTH BENEFITS FUND	4001/40941	5009	
2021-22	2022-2023		EXPENDITURE CLASSIFICATION	2023-2024		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
5,838,539	7,900,819	5,239,224	OPENING CASH BALANCE - JULY 1	7,295,012	7,295,012	7,295,012
			ACTUAL/ESTIMATED RECEIPTS			
			General Fund Appropriations:			
2,573,520	2,573,520	2,573,520	Town Operations	2,573,520	2,573,520	2,573,520
6,770,638	6,665,743	8,535,000	Board of Education	8,535,000	8,535,000	8,535,000
-	-		Stop Loss Recoveries and Settlements			
17,355	5,000	150,000	Interest Earnings	75,000	75,000	75,000
1,862,534	1,800,000	1,800,000	COBRA & Employee Copays	1,800,000	1,800,000	1,800,000
11,224,047	11,044,263	13,058,520	TOTAL RECEIPTS	12,983,520	12,983,520	12,983,520
17,062,586	18,945,082	18,297,744	TOTAL AVAILABLE FUNDS	20,278,532	20,278,532	20,278,532
			APPROPRIATIONS:			
			Benefit payments:			
2,422,596	1,752,157	1,552,416	Town Claims	1,752,157	1,752,157	1,752,157
8,460,773	7,685,535	8,325,000	Board of Education/Cafeteria Claims	8,054,441	8,054,441	8,054,441
939,993	1,125,316	1,125,316	Administrative Fees and other costs	1,068,877	1,068,877	1,068,877
11,823,362	10,563,008	11,002,732	TOTAL APPROPRIATIONS	10,875,475	10,875,475	10,875,475
5,239,224	8,382,074	7,295,012	ENDING CASH BALANCE - JUNE 30	9,403,057	9,403,057	9,403,057
2,176,674	1,887,538	1,975,483	RESERVE: 20% of 2022-2023 CLAIMS	1,961,320	1,961,320	1,961,320
-	650,000	650,000	ESTIMATED CLAIMS INCURRED BUT NOT REPORTED	650,000	650,000	650,000
2,176,674	2,537,538	2,625,483	TOTAL RECOMMENDED RESERVE	2,611,320	2,611,320	2,611,320

FUNCTION	ACTIVITY	PROGRAM	CODE
OTHER FUNDS	LAND ACQUISITION FUND		5010

#### EXPLANATION

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

FUNCTION			ACTIVITY			PROGRAM		CODE	
OTHER FUNDS			LAND ACQUISITION FUND			3004/34001		5010	
2021-22			2022-2023			2023-2024			
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION			DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED	
47,166	132,166	132,166	OPENING BALANCE			152,166	152,166	152,166	
			ACTUAL/ESTIMATED RECEIPTS						
			6030	Marcap Open Space Grant					
85,000	20,000	20,000	7032	General Fund Appropriations		20,000	20,000	20,000	
85,000	20,000	20,000	TOTAL RECEIPTS			20,000	20,000	20,000	
132,166	152,166	152,166	TOTAL AVAILABLE FUNDS			172,166	172,166	172,166	
			APPROPRIATIONS:						
-			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	
132,166	132,166	152,166	CLOSING BALANCE			152,166	152,166	152,166	

FUNCTION	ACTIVITY	PROGRAM	CODE
OTHER FUNDS	RECREATION CIP FUND		5011

# 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			ACTIVITY			PROGRAM		CODE
OTHER FUNDS			RECREATION CIP FUND			3005/35831		5011
2021-22	2022-2023		EXPENDITURE CLASSIFICATION			2023-2024		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS				DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
187,283	190,150	48,408	OPENING BALANCE			-	-	-
-		91,592	ACTUAL/ESTIMATED RECEIPTS			-	-	-
			7010 Transfer from Recreation Fund			-	-	-
-	-	91,592	TOTAL RECEIPTS			-	-	-
187,283	190,150	140,000	TOTAL AVAILABLE FUNDS			-	-	-
			APPROPRIATIONS:					
136,742	140,000	140,000	88080 Park and Playfield Renovations			-		
2,133			88081 Community Center Furniture & Equipment			-		
-	-	-	88082 Sports Court Basketball Crack Maintenance & Color Coding			-	-	-
138,875	140,000	140,000	TOTAL APPROPRIATIONS			-	-	-
48,408	50,150	-	CLOSING BALANCE			-	-	-



FUNCTION	ACTIVITY	PROGRAM	CODE
OTHER FUNDS	TECHNOLOGY FUND		5012

# 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			ACTIVITY			PROGRAM		CODE	
OTHER FUNDS			TECHNOLOGY FUND			3006/36197		5012	
2021-22	2022-2023					2023-2024			
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION	DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
-	636,325	1,476,274	OPENING BALANCE				1,476,274	1,476,274	1,476,274
			ACTUAL/ESTIMATED RECEIPTS						
1,636,325	-		7001 Transfer from CNRE Fund				-	-	-
-	450,000	450,000	7032 Transfer from General Fund				450,000	450,000	450,000
1,636,325	450,000	450,000	TOTAL RECEIPTS				450,000	450,000	450,000
1,636,325	1,086,325	1,926,274	TOTAL AVAILABLE FUNDS				1,926,274	1,926,274	1,926,274
			APPROPRIATIONS:						
160,051	450,000	450,000	88179 Technology Fund Expenditures				450,000	450,000	450,000
160,051	450,000	450,000	TOTAL APPROPRIATIONS				450,000	450,000	450,000
1,476,274	636,325	1,476,274	CLOSING BALANCE				1,476,274	1,476,274	1,476,274

## **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

	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	
Fiscal	\$4,965,700	\$4,844,300	\$ 6,750,000.00	\$ 2,250,000.00	\$ 11,250,000.00	\$ 3,750,000.00	
Year	Issued 2/2013	Issued 2/2013	Issued 6/2019	Issued 6/2019	issued 6/2020	issued 6/2020	
Ending	1.58%	1.58%	2.70%	2.70%	1.88%	1.88%	Total Principal
June 30,	true interest cost	true interest cost	true interest cost	true interest cost	true interest cost	true interest cost	Payments
<hr/>							
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
TOTALS	\$771,000	\$1,364,000	\$6,075,000	\$2,025,000	\$10,687,500	\$3,562,500	\$24,485,000

Note: Figures above include serial bonds outstanding as of July 1, 2022

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

	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			
Fiscal	\$4,965,700	\$4,844,300	\$ 6,750,000.00	\$ 2,250,000.00	\$ 11,250,000.00	\$ 3,750,000.00		Offset	
Year	Issued 2/2013	Issued 2/2013	Issued 6/2019	Issued 6/2019	issued 6/2020	issued 6/2020		Interest with	
Ending	1.58%	1.58%	2.70%	2.70%	1.88%	1.88%	Total Interest	Available	Net Interest
June 30,	true interest cost	true interest cost	true interest cost	true interest cost	true interest cost	true interest cost	Payments	Premium	Payments
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
TOTALS	\$30,918	\$62,206	\$2,004,750	\$668,250	\$2,712,094	\$904,031	\$6,382,249	(\$508,812)	\$5,873,438

Note: Figures above include serial bonds outstanding as of July 1, 2022

## **APPENDIX E**

### **TOWN OF NEWINGTON'S BUDGET CALENDAR 2023-2024**

#### **On or about**

October 26, 2022	5 year <u>Capital Improvement Plan</u> request forms submitted to department heads.
October 26, 2022	Budget request forms submitted to department heads for ensuing FY operations.
December 9, 2022	Department heads finalize their Capital Improvement Plans and submit to Town Manager.
January 4, 2023	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, 2023	Grand List of taxable property applicable to ensuing fiscal year is finalized subject to Board of Assessment Appeals approval.
March 3, 2023	Budget submitted to Town Council.
March 14, 2023	Town Manager makes formal budget presentation to Town Council and gives overview.
March 14, 2023	First public hearing held on the budget - the Town Manager's Proposed Budget.
March 25, 2023	Town Manager submits Proposed Long-Range Capital Improvement Plan to Town Council.
Months of March & April, 2023	Town Council holds budget work sessions.
April 4, 2023	Second public hearing held on the budget - the Town Council's Recommended Budget. Special meeting after hearing to finalize budget.
April 18, 2023	Town Council adopts budget.
July 1, 2023	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)			
	2020-2021	2021-2022	2022-2023	2023-2024	2020-2021	2021-2022	2022-2023	2023-2024
<b>GENERAL GOVERNMENT</b>								
Town Manager	4	4	6	6		0.5	0	0
Elections					1.2	1.2	1.2	1.2
Finance	11	10	10	11	0.5	1	0.5	0
Town Clerk/Records	2	2	3	3	0.5	0.5	0	0
General Services	9	9	12	12	0	0	0	0
<b>PUBLIC SAFETY</b>								
Police	65	64	65	67	1.5	2	1	1
Fire	3	3	3	4	0	0	0	0
<b>PUBLIC WORKS</b>								
Engineering	3.5	2.5	2.5	2.5				
Highway	22	20	20	20	0.5	0.5	0.5	0.5
Solid Waste Services					0.9	0.9	0.9	0.9
<b>COMMUNITY PLANNING &amp; DEVELOPMENT</b>								
Planning and Development	3	3	3	3				
Building Department	2.5	2.5	2.5	2.5	0.2	0.2	0.2	0.2
Economic Development								
<b>COMMUNITY SERVICES</b>								
Human Services	6	6	6	6	1.1	1.1	1.1	1.1
Senior and Disabled Center	7	6	7	7	3.5	3.4	2.2	2.2
<b>PUBLIC LIBRARY</b>								
Operations	14	12	12	13	10.6	10.3	10.3	10.3
<b>PARKS &amp; RECREATION</b>								
Administration	6	6	6	6				
Grounds Maintenance	14	15	17	17	1.2	1.2	1.2	1.2
<b>TOTAL PERSONNEL</b>	<b>172.0</b>	<b>165.0</b>	<b>175.0</b>	<b>180.0</b>	<b>21.7</b>	<b>22.8</b>	<b>19.1</b>	<b>18.6</b>

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

	June 30, 2022 <u>Per Audit</u>	June 30, 2023 <u>Estimated</u>	June 30, 2024 <u>Projected</u>
General Fund Balance:			
Fund Balance	28,800,000	\$ 28,724,000	\$25,748,000
LESS: Assigned to Subsequent Fiscal Year	<u>2,976,000</u>	\$ 2,900,000 *	<u>\$2,500,000</u>
Unassigned Fund Balance	25,824,000	25,824,000 **	23,248,000
LESS: Minimum Financial Cushion to Retain (@ 10% of next budget)	-	<u>13,425,107</u>	<u>13,969,678</u>
Remaining Projected Unreserved, Undesignated Fund Balance (i.e. Available for future appropriation)		12,398,893	9,278,322

\*/ Equals the amount of fund balance applied to the FY 2023-24 budget

\*\*/ Estimated unassigned fund balance equals 16.6% of the FY 2023-24 Budget, or approximately 8.5 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, 2022**

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)		9	
Board of Education (members):		9	
Board of Fire Commissioners:		3	
Registrars of Voters:		2	
Registered Voters (Active) as of		20,583	
Republicans	3,957		
Democrats	7,700		
Minor Parties	335		
Unaffiliated	8,591		
TAX STRUCTURE 2021-22			
		10/1/20 Net Grand List:	\$2,729,781,934
		10/1/20 Net Supplemental List:	\$35,292,394
		Mill Rate:	38.81
		Assessment Ratio:	70%
		Last Revaluation:	10/1/2020
EDUCATION			
		Total Classroom Teachers	367.0
		Public School Enrollment (Oct 2018):	3,900
		Teacher/Pupil ratio:	10.6
		2021-22 Appropriation per Pupil:	\$19,171
PUBLIC SAFETY - POLICE			
# of Police Stations:		1	
# of Police Districts:		5-9	
# of Police Officers:			
Police Chief	1		
Dispatchers	8		
Police Officers	45		
# of Vehicles:		45	
PUBLIC SAFETY - FIRE PROTECTION			
# of Fire Companies:		4	
# of Volunteer Firefighters:		94	
# of Vehicles:		23	
PUBLIC SAFETY - EMERGENCY MEDICAL SERVICES			
# of Volunteers (average):		50	
# of Ambulances:		4	
FULL-TIME EMPLOYEES (2020-21)			
Town General Government:			173
Board of Education (Full-Time Equivalents):			
Certified Teachers	367.0		
Certified - Administration	30.0		
Total Certified	397.0		
Classified Personnel (clerical, custodial, transp.)	<u>146</u>		
	543.0		
Total			<u>543.0</u>
			716.0

**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, 2023 and ending June 30, 2024, in accordance with Section 805 of the Charter of the Town of Newington:

APPROPRIATIONS:

Town Government Operations:		
General Government	\$6,536,306	
Public Safety	10,273,855	
Public Works	5,749,364	
Community Develop. & Improvement	658,826	
Public Health	231,615	
Community Services	1,136,868	
Public Library	1,891,048	
Parks & Recreation	2,162,019	
Insurance - Miscellaneous	12,195,061	40,834,962
Debt Service		3,395,132
Metropolitan District		4,868,658
Capital Improvements		4,929,400
Equipment Reserve		1,229,691
Employee Leave Liability Reserve Fund		54,900
Board of Education		<u>82,199,830</u>
<b>TOTAL APPROPRIATIONS</b>		<b>\$137,512,573</b>



BE IT FURTHER RESOLVED:

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

ESTIMATED REVENUES:

Current Taxes	\$95,663,801	
Prorated Taxes	1,130,637	
Prior Years Taxes	400,000	
Interest & Liens	350,000	
Motor Vehicle Tax	10,571,819	
Payments in Lieu of Taxes	5,830,057	
Cannabis Tax	100,000	
Assessments	16,349	
Licenses & Permits	784,500	
Rentals	100,000	
Investment Income	250,000	
Fines	22,000	
Charges for Services	648,600	
Refunds & Reimbursements	22,000	
Sale of Town Property	5,300	
State Aid	17,447,014	
Federal Aid	9,000	
Miscellaneous	90,000	
Transfers from Other Funds	386,126	<b>\$133,827,203</b>
General Fund Balance Applied		<u>3,685,370</u>
<b>TOTAL ESTIMATED REVENUES AND APPLIED FUND BALANCE</b>		<b>\$137,512,573</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, 2023 to June 30, 2024:

APPROPRIATIONS:

Painting	\$50,000
Carpeting	50,000
Technology Equipment/Infrastructure	750,000
District-wide Playground Renovations	60,000
District-wide Security and Safety	160,000
District-wide Playground Renovations	50,000
District-wide Blacktop/Paving	50,000
District-wide Vehicles	<u>30,000</u>
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,200,000</b>

ESTIMATED REVENUES:

General Fund Appropriations	\$125,000
Interest Earnings	2,000
Tuition Receipts	1,000,000
School Rental Receipts	<u>73,000</u>
<b>TOTAL ESTIMATED REVENUES</b>	<b>\$ 1,200,000</b>