

# TOWN OF NEWINGTON ANNUAL BUDGET

Town Manager's  
Proposed Budget



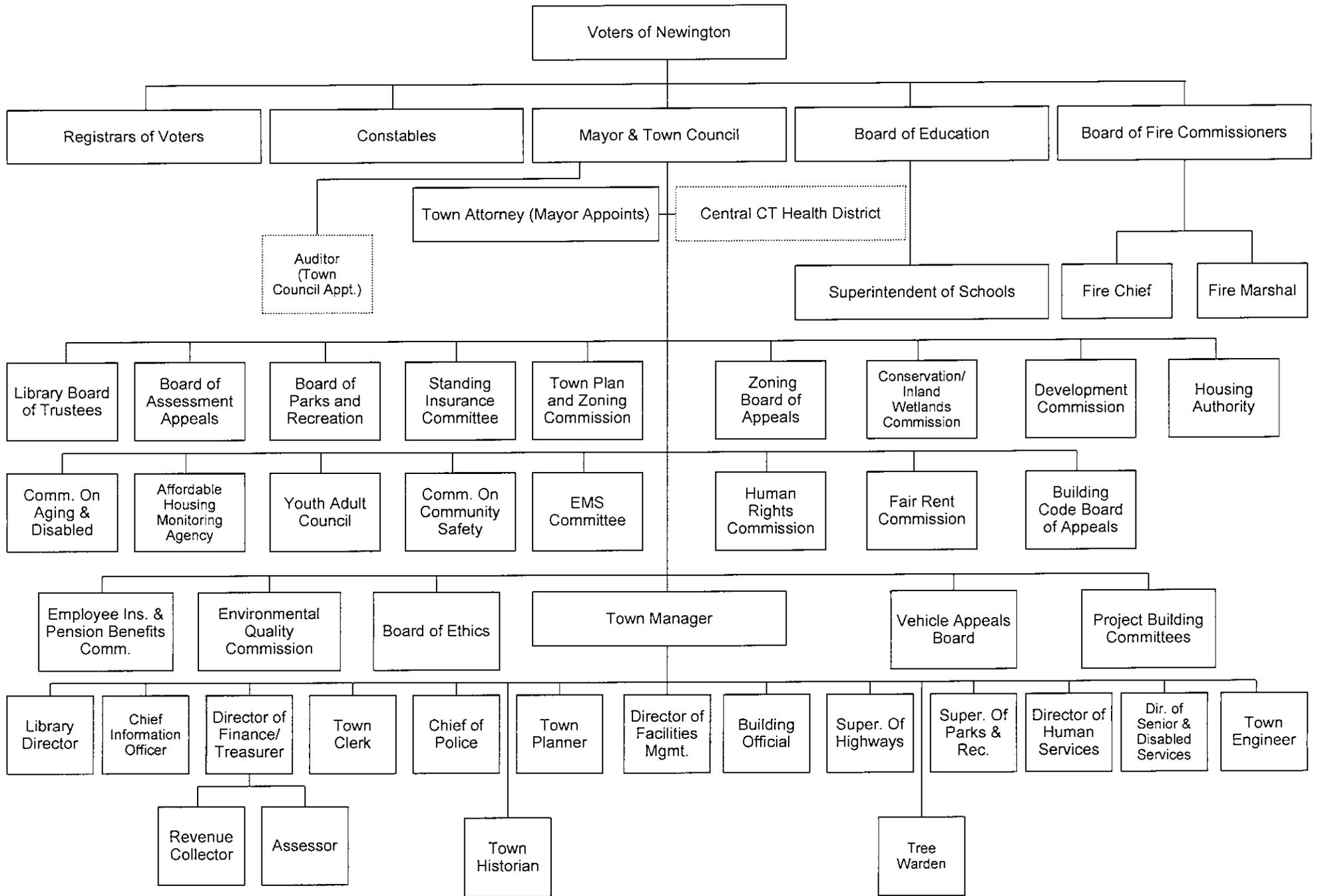
2024-2025

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Jaime Trevethan  
Acting Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

March 1, 2024

Dear Mayor Trister and Members of the Newington Town Council:

On behalf of the Town of Newington, I am pleased to present the Town Manager's proposed Fiscal Year 2024-2025 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 minimal increases outside of major contractual drivers, and for their cooperation throughout the process.

Despite our hard work, this year was made even more challenging because of the many drivers that impacted the budget such as the State of Connecticut's budget deficit and limited growth of taxable real estate, and the continued effects of the pandemic.

As presented for Town Council consideration and potential amendments, the budget totals \$142,996,627 - an increase of \$5,484,054 or 4.0% greater than FY2023-2024. The major drivers for the \$5,484,054 increase are contractual wages, increased material and contractual service costs, medical claims rising and increased Board of Education expenses. These obligatory increases were slightly reduced by the decreased in debt service payments..

|                   | FY 2023-24    | FY 2024-25    | \$ Change   | % Change |
|-------------------|---------------|---------------|-------------|----------|
| Total Town Budget | \$137,512,573 | \$142,996,627 | \$5,484,054 | 4.0%     |

The MDC assessment for this year includes a small budget decrease of -0.2% (or \$7,267). MDC's budget is on a calendar year basis and the total amount was kept flat for their 2024 calendar year. Our decrease is due to an allocation update between the member Towns that are part of the MDC consortium.

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As we consider the amount of Municipal Aid for the FY 2024-25 budget as presented by Governor Lamont, the current proposal shows an increase in assistance of \$1.5 million compared to the estimated amount we should receive for FY 2023-24 and \$1.8 million compared to the adopted budget for FY 2023-24. The increases are in the areas of the ECS grant and Motor Vehicle Reimbursement, which is based on prior year grand list.

| Revenue Source             | 2023-2024<br>Council Adopted | 2023-2024<br>Estimated | 2024-2025<br>Governor Proposed | Change from<br>adopted budget |
|----------------------------|------------------------------|------------------------|--------------------------------|-------------------------------|
| <b>TOTAL MUNICIPAL AID</b> | <b>23,377,071</b>            | <b>23,696,998</b>      | <b>25,189,054</b>              | <b>1,811,983</b>              |

The FY2024-25 budget that I am recommending includes all of the Governor's Proposed FY2024-25 Municipal Aid Estimates. My proposed budget considers the actual grants received from the State in FY 2023-24 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 2024-25 budget come from the following sources:

| Type                 | \$                 | %            |
|----------------------|--------------------|--------------|
| Property Tax         | 100,441,347        | 70.3         |
| Motor Vehicle Tax    | 10,579,524         | 7.4          |
| Non-Tax Revenue      | 29,150,756         | 20.4         |
| General Fund Balance | 2,825,000          | 1.9          |
| <b>TOTAL</b>         | <b>142,996,627</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 2023-24   | FY 2024-25   | \$ Change   | % Change |
|--------------------|--------------|--------------|-------------|----------|
| General Government | \$40,834,962 | \$42,407,204 | \$1,572,242 | 3.85%    |

Limiting the increase in General Government operations to 3.85% was a very mindful and thoughtful process again this year—in large part achieved through the cooperation and creativity of the department heads. There were no new major initiatives added to this budget.

All department heads were extremely committed to retaining their staff and avoiding any layoffs. Staffing changes include 1) reinstatement of funding for a position in the engineering department, and 2) partial year funding for Deputy Finance positions due to anticipated retirement. Information Technology & Systems software maintenance increased mainly due to contract renewals that occur on a multi-year basis for firewalls, servers and the network. Inflation has caused an increase in pricing across all departments. Employee Benefits increased in total \$944,664 primarily driven by past year bad medical claim history and the increase in retirements. All departments made cuts where possible, without affecting services to the public, to try and offset these rising expenses..

Board of Education

As submitted by the Superintendent, the Board of Education budget reflected a 7.99% increase in appropriations over last year. I suggested a further reduction of \$3,275,506 to achieve a 4.0% increase, in line with General Government Operations. The Connecticut State Statutes do not mandate line-item accountability for the Board of Education.

|                    | FY 2023-24   | FY 2024-25   | \$ Change   | % Change |
|--------------------|--------------|--------------|-------------|----------|
| Board of Education | \$82,199,830 | \$85,491,604 | \$3,291,774 | 4.0%     |

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 FY2023-24 was \$4,868,658. FY2024-25 will see a rate decrease of \$7,267 or -0.2%.

Debt Service

Debt service, which funds the payment of principal and interest on the Town's outstanding debt, is decreasing as a result of the final payments for the bond refunding done in 2013. The Town's current outstanding debt of about \$30.7 million puts us in good standing with a credit rating of AA+. There will be an anticipated bond issuance in the spring of 2025 which 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 \$7,667,823, for Pay-As-You-Go projects. This amount coupled with other financing sources of \$600,000 will generate a total CIP contribution of \$8.27 million.

| Capital Improvement Program Adopted for Fiscal Year 2024-2025 |           |   |  |                  |
|---|-----------|---|--|------------------|
| PROJECT TITLE   | \$        | PROJECT TITLE                                       |  | \$               |
| Town Beautification Project                                   | 25,000    | Drainage Maintenance                                |  | 50,000           |
| Comprehensive Revision of Town Zoning Regulations             | 50,000    | Drainage Improvement                                |  | 100,000          |
| General Property Improvements                                 | 95,000    | Flood Control System Dredging                       |  | 40,000           |
| HVAC Replacement for Police Department                        | 85,000    | MS4 Compliance/Stormwater Management                |  | 80,000           |
| Town Building Mechanical System Reserve                       | 100,000   | Crack Sealing Roads                                 |  | 75,000           |
| Historical Properties   | 50,000    | Town Park, Cemetery Bldg Signs                      |  | 45,000           |
| Tax Revaluation Reserve                                       | 25,000    | Transfer to Land Acquisition                        |  | 20,000           |
| Transfer to Technology Fund                                   | 410,000   | Park, Pool, Playgrounds & Greenspaces               |  | 200,000          |
| Radio Lease   | 610,000   | Town Parks, ADA Compliant Paths, Walkways & Parking |  | 15,000           |
| Patrol Car Dashboard Cameras                                  | 25,000    | Seymour Park Playground                             |  | 400,000          |
| Police Body Cameras Replacement                               | 50,333    | Radio Replacement Reserve                           |  | 40,000           |
| Fire Department PPE   | 115,000   | Equipment Replacement Reserve                       |  | 1,246,300        |
| Fire Training Tower Improvement                               | 123,821   | Lease Purchase Payments                             |  | 168,191          |
| Respiratory Protection - First Responders                     | 116,157   | <b>Total Town Share</b>                             |  | <b>7,044,802</b> |
| Matching Grant Fund   | 225,000   |   |  |                  |
| Local Bridge & Dam Inspection and Maintenance                 | 50,000    | Districtwide HVAC Replacement                       |  | 500,000          |
| Road Resurfacing/Reconstruction                               | 1,750,000 | Bus Replacement Program                             |  | 598,021          |
| Traffic Signal Reserve  | 65,000    | Appro to Public School CIP                          |  | 125,000          |
| Sidewalk Curb Ramps   | 75,000    | <b>Total Board of Education Share</b>               |  | <b>1,223,021</b> |
| Sidewalk/Pavers/Curbs Maint & Repair                          | 195,000   |   |  |                  |
| Ton Bldg. Pavement Maint/Improvement                          | 75,000    | <b>GRAND TOTAL</b>                                  |  | <b>8,267,823</b> |
| Garfield Street Sidewalk/Crosswalk                            | 250,000   |   |  |                  |

### Grand List

The October 1, 2023 Grand List totals \$2,897,444,763 representing an increase of 0.98% from the 2022 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 increased by 1.1% when compared to the 2022 Net Grand List after adjustments. This is due to the fact that the motor vehicle value was relatively flat this year while other areas of our Net Grand List grew and motor vehicles are capped at a mill rate set by the State.

The 2023 net real estate Grand List increased from \$2,528,996,477 to \$2,556,892,060—an increase of \$27,895,583 or 1.1%. This increase is attributable to the increased assessed value of Real Estate and personal property, which went up 0.66 and 5.72% respectively. These figures are subject to further adjustments by the Board of Assessment Appeals and pending future court cases.

A comparison of the 2022 and the 2023 Grand Lists is as follows:

| Category          | 2022          | 2023          | % Change | \$ Change  |
|-------------------|---------------|---------------|----------|------------|
| Real Estate       | 2,336,065,427 | 2,351,653,310 | 0.66     | 15,587,883 |
| Personal Property | 202,931,050   | 215,238,750   | 6.06     | 12,307,700 |
| Motor Vehicle     | 330,311,961   | 330,552,703   | 0.07     | 240,742    |
| Total             | 2,869,308,438 | 2,897,444,763 | 0.98     | 28,136,325 |

| Tax Exempt                   | 2022        | 2022        | % Change | \$ Change  |
|------------------------------|-------------|-------------|----------|------------|
| Tax Exempt Real Estate       | 414,532,650 | 421,498,900 | 1.68     | 6,966,240  |
| Tax Exempt Personal Property | 105,633,890 | 118,190,020 | 11.89    | 12,556,130 |

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 - 2023 GRAND LIST**

| 2023 | Taxpayer                                    | Total          |               |                | % of Total Taxable Grand List |
|------|---|----------------|---------------|----------------|-------------------------------|
|      |   | Gross          | Exemptions    | Net            |                               |
| 1    | Conn Light & Power Company                  | \$ 78,928,990  | \$ -          | \$ 78,928,990  | 2.72%                         |
| 2    | Newington Gross LLC                         | \$ 19,529,360  | \$ -          | \$ 19,529,360  | 0.67%                         |
| 3    | TLG Newington LLC                           | \$ 18,547,440  | \$ -          | \$ 18,547,440  | 0.64%                         |
| 4    | Newington VF LLC                            | \$ 18,200,000  | \$ -          | \$ 18,200,000  | 0.63%                         |
| 5    | IREIT Newington Fair LLC                    | \$ 16,404,710  | \$ -          | \$ 16,404,710  | 0.57%                         |
| 6    | Brixmor GA Turnpike Plaza LLC               | \$ 16,100,000  | \$ -          | \$ 16,100,000  | 0.56%                         |
| 7    | 475 Willard Associates LLC (Shelbourne)     | \$ 15,374,940  | \$ -          | \$ 15,374,940  | 0.53%                         |
| 8    | Conn Natural Gas Corp                       | \$ 13,243,080  | \$ -          | \$ 13,243,080  | 0.46%                         |
| 9    | Residences of Newington LLP                 | \$ 11,680,400  | \$ -          | \$ 11,680,400  | 0.40%                         |
| 10   | Hayes Kaufman Newington                     | \$ 11,200,000  | \$ -          | \$ 11,200,000  | 0.39%                         |
| 11   | Target Corporation                          | \$ 11,130,840  | \$ -          | \$ 11,130,840  | 0.38%                         |
| 12   | Lowe's Home Centers Inc.                    | \$ 11,099,010  | \$ -          | \$ 11,099,010  | 0.38%                         |
| 13   | NE Farmington Owner LLC                     | \$ 10,038,440  | \$ -          | \$ 10,038,440  | 0.35%                         |
| 14   | Agree Eastern LLC                           | \$ 9,541,420   | \$ -          | \$ 9,541,420   | 0.33%                         |
| 15   | Furniture Executives NO 4 LP                | \$ 8,820,000   | \$ -          | \$ 8,820,000   | 0.30%                         |
| 16   | Hartford Hospital                           | \$ 7,521,220   | \$ -          | \$ 7,521,220   | 0.26%                         |
| 17   | Cohen Family Limited Partnership            | \$ 7,173,780   | \$ -          | \$ 7,173,780   | 0.25%                         |
| 18   | Brown Development LLC                       | \$ 6,909,000   | \$ -          | \$ 6,909,000   | 0.24%                         |
| 19   | Griswold Hills of Newington LTD Partnership | \$ 6,612,480   | \$ -          | \$ 6,612,480   | 0.23%                         |
| 20   | Fennwoode Apartments LLC                    | \$ 6,531,000   | \$ -          | \$ 6,531,000   | 0.23%                         |
| 21   | Berlin Newington Associates LLC             | \$ 6,300,000   | \$ -          | \$ 6,300,000   | 0.22%                         |
| 22   | GKN Aerospace Newington LLC                 | \$ 25,294,200  | \$ 19,069,240 | \$ 6,224,960   | 0.21%                         |
| 23   | Mandell Properties LLC                      | \$ 6,090,000   | \$ -          | \$ 6,090,000   | 0.21%                         |
| 24   | 505 Newington Stolley LLC                   | \$ 5,908,060   | \$ -          | \$ 5,908,060   | 0.20%                         |
| 25   | Landmark Apartments LLC                     | \$ 5,892,430   | \$ -          | \$ 5,892,430   | 0.20%                         |
|      |   | \$ 354,070,800 | \$ 19,069,240 | \$ 335,001,560 | 11.56%                        |

**Motor Vehicles**

The 2023 motor vehicle component of the Grand List increased by \$240,742, or 0.07% over the 2022 Grand List. With the passage by the State two years ago 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 39.84 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 2024-25 budget applies \$2,825,000 from the General Fund balance which is a decrease from last year's funding. This will leave an estimated, projected unreserved balance as of June 30, 2024 of approximately \$25.9 million, or approximately 18.1% of the FY 2024-25 budget. Consistent with the Town's policy and credit rating criteria, at least 10% of expenditures, or approximately \$14.3 million is set aside as a minimum cushion, which leaves \$12.3 million for future budgets.

### Mill Rate

**Effective with the October 1, 2023 taxable Grand List, the proposed mill rate for fiscal year 2024-25 is 39.84 mills, an increase of 1.48 mills or 3.9%.**

### Budget Next Steps

- Pursuant to the Town of Newington Charter Article VIII – Financial Provisions (in summary): 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.
- Public Hearings: Thereafter, 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. After consideration of the budget and within 30 days after holding the first public hearing, the Council shall hold the second public hearing. The Public Hearings for the FY 2024-25 budget are scheduled as follows:
  - Tuesday, March 12, 2024 at 6:00 p.m. – Town Manager's Proposed Budget
  - Tuesday, April 2, 2024 at 6:00 p.m. – Town Council's Proposed Budget

Information regarding the Public Hearings will be posted in the Town Clerk's Office and in newspapers having circulation in town.

- Town Council Modifications and Adoption: 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.

### Conclusion

I extend my heartfelt gratitude to 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 working with the Town Council to complete a budget that is effective, fiscally responsible and in the best interest of the residents of Newington. Recognizing that taxpayer's resources (both residential and commercial) are limited, the impact of any proposed increase in the mill rate has been a primary consideration as this budget has been prepared.

Respectfully submitted,



Jaime Trevethan  
Acting Town Manager

## 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 2023-24 amount expected to be spent by June 30th.

|                       | FY 2024-2025 |  |
|-----------------------|--------------|--|
| Postage               | \$0.68       | Per first class letter; \$0.02 increase from 2023 rate |
| Telephone             | 0.0%         | No change from 2023                                    |
| Electricity           | 3.9%         | Increase from 2023                                     |
| Water                 | \$3.80       | Per ccf, no change from the 2023 rate                  |
| Special Sewer Service | \$5.90       | Per ccf, no change from the 2023 rate                  |
| Natural Gas           | 0.0%         | No change from 2023                                    |
| Propane Heat          | 0.0%         | No change from 2023                                    |
| Unleaded Gasoline     | 0.0%         | No change from 2023                                    |
| Diesel Fuel           | 0.0%         | No change from 2023                                    |
| Transportation        | 0.67         | Per mile; \$.015 increase from 2023 rate               |

2. All Full Time salaries for FY 2024-25 are budgeted at 26.1 pay periods, 0.1 more than was budgeted in FY 2023-24.
3. The actual negotiated increases for Nutmeg Independent Public Safety Employees Union (NIPSE) are included in the departmental budgets for FY 2024-25.
4. AFSCME Local 2930 employees are budgeted at current 2023-2024 rates.
5. Administrative and Part Time salaries included in the departmental budgets are based on an anticipated increase to FY 2023-24 rates.
6. All minimum wage employees reflect the scheduled increase to \$15.69 as of 1/1/24.

## 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 2024-25 is \$142,996,627 which represents the estimated expenditures for FY 2024-26. 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                                    | \$29,150,756  |
| Appropriated Fund Balance                           | \$2,825,000   |
| Motor Vehicle Tax                                   | \$10,579,524  |
| Tax Revenues (Amount To Be Raised by Current Taxes) | \$100,441,347 |

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 2024-25 total \$29,150,756 which reflects an increase of \$1,559,173 from the adopted FY 2023-24 levels. State Aid estimates for FY 2024-25 are based on Governor Lamont's 2024-25 proposed budget which will not be approved until approximately May 2024.

The FY 2024-25 budget applies \$2,825,000 from the General Fund balance, which is a decrease from the amount for FY 2023-24 due to the prior year one year MOU with the Board of Education. This will leave an estimated, projected unassigned fund balance as of June 30, 2024 of approximately \$25.9 million, or approximately 18.1% of the FY 2024-25 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, 2023 Net Grand List                              | \$2,897,444,763 |
| Estimated Legal Tax Deductions and Exemptions               | \$10,000,000    |
| Less Motor Vehicles (mill rate cap at 32.46 as per HB-5506) | \$330,552,703   |
| 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, 2023 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 \$2,521,095,571, 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 2024-25 of 39.84 (tax levy per \$1,000 of assessed value) or an increase of 1.48 mills, up 3.9% from FY 2023-24 levels.

| 2022-23<br>REVISED<br>BUDGET | 2023-24<br>REVISED<br>BUDGET | TOWN OF NEWINGTON<br><br>GENERAL FUND BUDGET SUMMARY    | 2023-2024           |                         | \$<br>CHANGE<br>FROM<br>PREVIOUS<br>BUDGET | PERCENT<br>CHANGE<br>FROM<br>PREVIOUS<br>BUDGET |
|------------------------------|------------------------------|---|---------------------|-------------------------|--|---|
|                              |                              |   | MANAGER<br>PROPOSED | TOWN COUNCIL<br>ADOPTED |  |   |
|                              |                              | <b>BUDGET APPROPRIATIONS:</b>                           |                     |                         |  |   |
| 39,259,262                   | 40,834,962                   | Town Government Operations                              | 42,407,204          | 0                       | 1,572,242                                  | 3.85%   |
| 78,660,124                   | 82,199,830                   | Board of Education Operations                           | 85,491,604          | 0                       | 3,291,774                                  | 4.00%   |
| 4,886,175                    | 4,868,658                    | Metropolitan District Comm. Payment                     | 4,861,391           | 0                       | -7,267                                     | -0.2%   |
| 1,859,080                    | 1,834,849                    | Debt Service - Town's Share (1)                         | 1,526,557           | 0                       | -308,292                                   | -16.8%  |
| 668,990                      | 1,560,283                    | Debt Service - Education's Share (1)                    | 992,448             | 0                       | -567,835                                   | -36.4%  |
| 8,044,114                    | 6,034,091                    | Capital Improvements & Equip. Res. - Town's Share (2)   | 6,444,802           | 0                       | 410,711                                    | 6.8%  |
| 813,725                      | 125,000                      | Capital Improvements - Education's Share (2)            | 1,223,021           | 0                       | 1,098,021                                  | 878.4%  |
| 10,300                       | 7,500                        | Empl. Leave Liability Res. Fund (3)                     | 5,800               | 0                       | -1,700                                     | -22.7%  |
| 49,300                       | 47,400                       | Empl. Leave Liability Res. Fund - Education's Share (3) | 43,800              | 0                       | -3,600                                     | -7.6%   |
| 134,251,070                  | 137,512,573                  | <b>TOTAL APPROPRIATIONS - TOWN AND BOARD</b>            | 142,996,627         | 0                       | 5,484,054                                  | 4.0%  |
|                              |                              | <b>LESS:</b>  |                     |                         |  |   |
| 25,498,376                   | 27,591,583                   | Estimated Revenues from Non-Tax Sources                 | 29,150,756          | 0                       | 1,559,173                                  | 5.7%  |
| 9,633,761                    | 10,571,819                   | Estimated Revenues from Motor Vehicle Tax               | 10,579,524          | 0                       | 7,705                                      | 0.1%  |
|                              |                              | <b>LESS:</b>  |                     |                         |  |   |
| 2,976,000                    | 3,685,370                    | General Fund Balance Applied                            | 2,825,000           | -                       | -860,370                                   | -23.4%  |
| 96,142,933                   | 95,663,801                   | <b>AMOUNT TO BE RAISED BY CURRENT TAXES</b>             | 100,441,347         | 0                       | 4,777,546                                  | 5.0%  |
| 2,844,147,194                | 2,869,308,438                | <b>NET GRAND LIST</b>                                   | 2,897,444,763       | 0                       | 28,136,325                                 | 1.0%  |
| 301,002,746                  | 330,311,961                  | LESS: Motor Vehicle                                     | 330,552,703         | 0                       | 240,742                                    | 0.1%  |
| 10,000,000                   | 10,000,000                   | LESS: Est. Value of Legal Corrections & Exemptions      | 10,000,000          | 0                       | 0  | 0.0%  |
| 2,533,144,448                | 2,528,996,477                | <b>NET ADJUSTED GRAND LIST</b>                          | 2,556,892,060       | 0                       | 27,895,583                                 | 1.1%  |
| 2,497,680,426                | 2,493,590,526                | <b>NET ADJUSTED COLLECTIBLE GRAND LIST</b>              | 2,521,095,571       | 0                       | 27,505,045                                 | 1.1%  |
|                              |                              | (\$ VALUE OF ONE MILL = \$2,521,095)                    |                     |                         |  |   |
| 38.49                        | 38.36                        | <b>MILL RATE</b>  | 39.84               | 0.00                    | 1.48                                       | 3.9%  |

(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

# APPROPRIATIONS

# TOWN APPROPRIATIONS SUMMARIES

## EXPLANATION OF THE APPROPRIATION PAGES

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

|                               |   |
|-------------------------------|---|
| 2022-2023 Actual:             | These figures are the actual funds spent during FY 2022-2023.   |
| 2023-2024 Original Budget:    | These figures equal the original budget adopted for FY 2023-2024.   |
| 2023-2024 Revised Budget:     | These figures equal the original budget adopted for FY 2023-2024, plus all interdepartmental and intradepartmental transfers. |
| 2024-2025 Department Request: | These figures represent the departments' requests for FY 2024-2025 based on criteria set forth by the Town Manager.           |
| 2024-2025 Manager Proposed:   | These figures equal the Department Request amounts with any adjustments made by the Town Manager.                             |
| Change from Previous Budget:  | These figures compare the FY 2023-2024 Revised Budget column to the FY 2024-2025 Manager Proposed column.                     |

|                            |          |         |
|----------------------------|----------|---------|
| FUNCTION                   | ACTIVITY | PROGRAM |
| Town Government Operations | Summary  |         |

| 2022-2023<br>Actual   | 2023-2024<br>Original Budget | 2023-2024<br>Revised Budget | BUDGET APPROPRIATIONS                | 2024-2025<br>Manager Proposed | Change from revised budget |        | % of Total<br>Change |
|-----------------------|------------------------------|-----------------------------|--------------------------------------|-------------------------------|----------------------------|--------|----------------------|
|                       |                              |                             |                                      |                               | \$                         | %      |                      |
| <u>Object Summary</u> |                              |                             |                                      |                               |                            |        |                      |
| 17,171,394            | 19,193,998                   | 19,167,998                  | 100 Personal Services                | 19,716,192                    | 548,194                    | 2.86%  | 34.87%               |
| 17,912,673            | 19,300,921                   | 19,281,916                  | 200 Contractual Services             | 20,240,854                    | 958,938                    | 4.97%  | 60.99%               |
| 1,586,713             | 1,814,580                    | 1,860,405                   | 300 Materials and Supplies           | 1,911,910                     | 51,505                     | 2.77%  | 3.28%                |
| 398,976               | 392,963                      | 392,143                     | 400 Capital Outlay                   | 405,748                       | 13,605                     | 3.47%  | 0.87%                |
| 132,500               | 132,500                      | 132,500                     | 500 Transfers to Other Funds         | 132,500                       | 0                          | 0.00%  | 0.00%                |
| 37,202,256            | 40,834,962                   | 40,834,962                  | TOTAL                                | 42,407,204                    | 1,572,242                  | 3.85%  | 100.00%              |
| 5,874,051             | 6,536,306                    | 6,659,306                   | 100 General Government               | 6,826,685                     | 167,379                    | 2.51%  | 10.65%               |
| 9,273,031             | 10,273,855                   | 10,273,855                  | 200 Public Safety                    | 10,577,364                    | 303,509                    | 2.95%  | 19.30%               |
| 5,221,038             | 5,749,364                    | 5,749,364                   | 300 Public Works                     | 6,117,799                     | 368,435                    | 6.41%  | 23.43%               |
| 566,524               | 658,826                      | 660,326                     | 400 Community Planning & Development | 671,535                       | 11,209                     | 1.70%  | 0.71%                |
| 213,373               | 231,615                      | 236,136                     | 500 Public Health                    | 261,057                       | 24,921                     | 10.55% | 1.59%                |
| 1,030,492             | 1,136,868                    | 1,136,868                   | 600 Community Services               | 1,178,951                     | 42,083                     | 3.70%  | 2.68%                |
| 1,725,416             | 1,891,048                    | 1,891,048                   | 700 Public Library                   | 1,953,517                     | 62,469                     | 3.30%  | 3.97%                |
| 1,863,909             | 2,162,019                    | 2,181,019                   | 800 Parks & Recreation               | 2,049,390                     | -131,629                   | -6.04% | -8.37%               |
| 11,434,422            | 12,195,061                   | 12,047,040                  | 900 Insurance-Miscellaneous          | 12,770,906                    | 723,866                    | 6.01%  | 46.04%               |
| 37,202,256            | 40,834,962                   | 40,834,962                  | TOTAL                                | 42,407,204                    | 1,572,242                  | 3.85%  | 100.00%              |

| FUNCTION                              | ACTIVITY | PROGRAM |
|---------------------------------------|----------|---------|
| Total Appropriations - Town and Board |          |         |
|                                       | Summary  |         |

| 2022-2023<br>Actual | 2023-2024<br>Original Budget | 2023-2024<br>Revised Budget | BUDGET APPROPRIATIONS                 | 2024-2025<br>Manager Proposed | Change from revised budget |         | %<br>of Total<br>Change |
|---------------------|------------------------------|-----------------------------|---------------------------------------|-------------------------------|----------------------------|---------|-------------------------|
|                     |                              |                             |                                       |                               | \$                         | %       |                         |
|                     |                              |                             | 0100 General Government               |                               |                            |         |                         |
| 56,847              | 54,687                       | 54,687                      | 0110 Town Council                     | 54,873                        | 186                        | 0.34%   | 0.00%                   |
| 659,720             | 655,119                      | 655,119                     | 0120 Town Manager                     | 772,107                       | 116,988                    | 17.86%  | 2.13%                   |
| 38,807              | 39,992                       | 39,992                      | 0130 Courts                           | 41,000                        | 1,008                      | 2.52%   | 0.02%                   |
| 174,321             | 219,749                      | 219,749                     | 0140 Elections                        | 230,755                       | 11,006                     | 5.01%   | 0.20%                   |
| 1,546,486           | 1,675,413                    | 1,675,413                   | 0150 Finance                          | 1,735,471                     | 60,058                     | 3.58%   | 1.10%                   |
| 191,073             | 172,025                      | 285,025                     | 0160 Town Attorney                    | 172,025                       | -113,000                   | -39.65% | -2.06%                  |
| 223,930             | 281,691                      | 281,691                     | 0170 Town Clerk                       | 291,001                       | 9,310                      | 3.31%   | 0.17%                   |
| 51,324              | 43,190                       | 53,190                      | 0180 Personnel                        | 48,190                        | -5,000                     | -9.40%  | -0.09%                  |
| 2,931,543           | 3,394,440                    | 3,394,440                   | 0190 General Services                 | 3,481,263                     | 86,823                     | 2.56%   | 1.58%                   |
| 5,874,051           | 6,536,306                    | 6,659,306                   | TOTAL                                 | 6,826,685                     | 167,379                    | 2.51%   | 3.05%                   |
|                     |                              |                             | 0200 Public Safety                    |                               |                            |         |                         |
| 7,667,922           | 8,381,201                    | 8,381,201                   | 0210 Police Department                | 8,636,922                     | 255,721                    | 3.05%   | 4.66%                   |
| 1,158,833           | 1,352,444                    | 1,352,444                   | 0230 Fire Department                  | 1,392,922                     | 40,478                     | 2.99%   | 0.74%                   |
| 285,080             | 300,000                      | 300,000                     | 0250 Street Lighting                  | 305,000                       | 5,000                      | 1.67%   | 0.09%                   |
| 8,310               | 37,050                       | 37,050                      | 0260 Emergency Management             | 38,700                        | 1,650                      | 4.45%   | 0.03%                   |
| 37,915              | 84,000                       | 84,000                      | 0270 Emergency Medical Services       | 81,000                        | -3,000                     | -3.57%  | -0.05%                  |
| 114,972             | 119,160                      | 119,160                     | 0280 Hydrants                         | 122,820                       | 3,660                      | 3.07%   | 0.07%                   |
| 9,273,032           | 10,273,855                   | 10,273,855                  | TOTAL                                 | 10,577,364                    | 303,509                    | 2.95%   | 5.53%                   |
|                     |                              |                             | 0300 Public Works                     |                               |                            |         |                         |
| 221,765             | 268,159                      | 268,159                     | 0310 Engineering                      | 360,562                       | 92,403                     | 34.46%  | 1.68%                   |
| 2,599,326           | 2,907,688                    | 2,907,688                   | 0320 Highway Department               | 3,003,172                     | 95,484                     | 3.28%   | 1.74%                   |
| 2,399,947           | 2,573,517                    | 2,573,517                   | 0350 Solid Waste Services             | 2,754,065                     | 180,548                    | 7.02%   | 3.29%                   |
| 5,221,038           | 5,749,364                    | 5,749,364                   | TOTAL                                 | 6,117,799                     | 368,435                    | 6.41%   | 6.72%                   |
|                     |                              |                             | 0400 Community Planning & Development |                               |                            |         |                         |
| 313,696             | 311,087                      | 311,087                     | 0420 Planning and Development         | 320,118                       | 9,031                      | 2.90%   | 0.16%                   |
| 13,380              | 18,583                       | 18,583                      | 0430 Town Plan and Zoning             | 18,792                        | 209                        | 1.12%   | 0.00%                   |
| 2,525               | 2,541                        | 2,541                       | 0440 Zoning Board of Appeals          | 2,573                         | 32                         | 1.26%   | 0.00%                   |
| 232,407             | 317,267                      | 317,267                     | 0450 Building Department              | 320,135                       | 2,868                      | 0.90%   | 0.05%                   |
| 3,226               | 6,869                        | 8,369                       | 0460 Conservation Commission          | 7,409                         | -960                       | -11.47% | -0.02%                  |
| 1,289               | 2,479                        | 2,479                       | 0470 Economic Development             | 2,508                         | 29                         | 1.17%   | 0.00%                   |
| 566,523             | 658,826                      | 660,326                     | TOTAL                                 | 671,535                       | 11,209                     | 1.70%   | 0.20%                   |

| FUNCTION                              | ACTIVITY | PROGRAM |
|---------------------------------------|----------|---------|
| Total Appropriations - Town and Board |          |         |
|                                       | Summary  |         |

| 2022-2023<br>Actual | 2023-2024<br>Original Budget | 2023-2024<br>Revised Budget | BUDGET APPROPRIATIONS               | 2024-2025<br>Manager Proposed | Change from revised budget |        | %<br>of Total<br>Change |
|---------------------|------------------------------|-----------------------------|-------------------------------------|-------------------------------|----------------------------|--------|-------------------------|
|                     |                              |                             |                                     |                               | \$                         | %      |                         |
|                     |                              |                             | 0500 Public Health                  |                               |                            |        |                         |
| 213,373             | 231,615                      | 236,136                     | 0510 Health Services                | 261,057                       | 24,921                     | 10.55% | 0.45%                   |
| 213,373             | 231,615                      | 236,136                     | TOTAL                               | 261,057                       | 24,921                     | 10.55% | 0.45%                   |
|                     |                              |                             | 0600 Community Services             |                               |                            |        |                         |
| 464,472             | 526,787                      | 526,787                     | 0610 Human Services                 | 537,837                       | 11,050                     | 2.10%  | 0.20%                   |
| 564,562             | 606,402                      | 606,402                     | 0640 Senior and Disabled Center     | 637,214                       | 30,812                     | 5.08%  | 0.56%                   |
| 1,457               | 3,679                        | 3,679                       | 0670 Boards and Commissions         | 3,900                         | 221                        | 6.01%  | 0.00%                   |
| 1,030,491           | 1,136,868                    | 1,136,868                   | TOTAL                               | 1,178,951                     | 42,083                     | 3.70%  | 0.77%                   |
|                     |                              |                             | 0700 Public Library                 |                               |                            |        |                         |
| 1,725,010           | 1,891,018                    | 1,891,018                   | 0710 Library Operations             | 1,953,487                     | 62,469                     | 3.30%  | 1.14%                   |
| 406                 | 30                           | 30                          | 0730 Hubbard Book Fund              | 30                            | 0                          | 0.00%  | 0.00%                   |
| 1,725,416           | 1,891,048                    | 1,891,048                   | TOTAL                               | 1,953,517                     | 62,469                     | 3.30%  | 1.14%                   |
|                     |                              |                             | 0800 Parks & Recreation             |                               |                            |        |                         |
| 241,124             | 253,323                      | 253,323                     | 0810 Parks & Recreation Administr.  | 262,852                       | 9,529                      | 3.76%  | 0.17%                   |
| 1,622,785           | 1,908,696                    | 1,927,696                   | 0830 Grounds Maintenance            | 1,786,538                     | -141,158                   | -7.32% | -2.57%                  |
| 1,863,909           | 2,162,019                    | 2,181,019                   | TOTAL                               | 2,049,390                     | -131,629                   | -6.04% | -2.40%                  |
|                     |                              |                             | 0900 Insurance - Miscellaneous      |                               |                            |        |                         |
| 913,267             | 999,168                      | 999,168                     | 0910 Municipal Insurance            | 1,023,262                     | 24,094                     | 2.41%  | 0.44%                   |
| 5,191               | 5,502                        | 5,502                       | 0930 Greater Hdfd. Transit District | 5,830                         | 328                        | 5.96%  | 0.01%                   |
| 10,461,409          | 10,781,891                   | 10,781,891                  | 0940 Employee Benefits              | 11,323,314                    | 541,423                    | 5.02%  | 9.87%                   |
| 20,000              | 20,000                       | 20,000                      | 0950 Special Community Activities   | 20,000                        | 0                          | 0.00%  | 0.00%                   |
| 34,556              | 388,500                      | 240,479                     | 0960 Contingency                    | 398,500                       | 158,021                    | 65.71% | 2.88%                   |
| 11,434,423          | 12,195,061                   | 12,047,040                  | TOTAL                               | 12,770,906                    | 723,866                    | 6.01%  | 13.20%                  |

| FUNCTION                              | ACTIVITY | PROGRAM |
|---------------------------------------|----------|---------|
| Total Appropriations - Town and Board |          |         |

| 2022-2023<br>Actual | 2023-2024<br>Original Budget | 2023-2024<br>Revised Budget | BUDGET APPROPRIATIONS             | 2024-2025<br>Manager Proposed | Change from revised budget |         | %<br>of Total<br>Change |
|---------------------|------------------------------|-----------------------------|-----------------------------------|-------------------------------|----------------------------|---------|-------------------------|
|                     |                              |                             |                                   |                               | \$                         | %       |                         |
|                     |                              |                             | 1000 Debt Service                 |                               |                            |         |                         |
| 733,131             | 1,060,132                    | 1,060,132                   | 1010 Interest Expense             | 634,005                       | -426,127                   | -40.20% | -7.77%                  |
| 1,850,000           | 2,335,000                    | 2,335,000                   | 1020 Principal Payments           | 1,885,000                     | -450,000                   | -19.27% | -8.21%                  |
| 2,583,131           | 3,395,132                    | 3,395,132                   | TOTAL                             | 2,519,005                     | -876,127                   | -25.81% | -15.98%                 |
|                     |                              |                             | 1050 Metropolitan District        |                               |                            |         |                         |
| 4,887,062           | 4,868,658                    | 4,868,658                   | 1051 MDC Assessment               | 4,861,391                     | -7,267                     | -0.15%  | -0.13%                  |
| 4,887,062           | 4,868,658                    | 4,868,658                   | TOTAL                             | 4,861,391                     | -7,267                     | -0.15%  | -0.13%                  |
|                     |                              |                             | 1100 Capital Improvements         |                               |                            |         |                         |
| 8,903,995           | 4,929,400                    | 4,929,400                   | 1100 Capital Improvements Program | 6,253,332                     | 1,323,932                  | 26.86%  | 24.14%                  |
| 8,903,995           | 4,929,400                    | 4,929,400                   | TOTAL                             | 6,253,332                     | 1,323,932                  | 26.86%  | 24.14%                  |
|                     |                              |                             | 2000 Equipment Reserve            |                               |                            |         |                         |
| 1,310,424           | 1,229,691                    | 1,229,691                   | 2500 Equipment Reserve CIP        | 1,414,491                     | 184,800                    | 15.03%  | 3.37%                   |
| 1,310,424           | 1,229,691                    | 1,229,691                   | TOTAL                             | 1,414,491                     | 184,800                    | 15.03%  | 3.37%                   |
|                     |                              |                             | 3000 Employee Leave Liability     |                               |                            |         |                         |
| 49,300              | 47,400                       | 47,400                      | 3100 ELLF-Board of Education      | 43,800                        | -3,600                     | -7.59%  | -0.07%                  |
| 10,300              | 7,500                        | 7,500                       | 3200 ELLF-Town Operations         | 5,800                         | -1,700                     | -22.67% | -0.03%                  |
| 59,600              | 54,900                       | 54,900                      | TOTAL                             | 49,600                        | -5,300                     | -9.65%  | -0.10%                  |
|                     |                              |                             | 4000 Board of Education           |                               |                            |         |                         |
| 78,587,032          | 82,199,830                   | 82,199,830                  | 4000 Board of Education           | 85,491,604                    | 3,291,774                  | 4.00%   | 60.02%                  |
| 78,587,032          | 82,199,830                   | 82,199,830                  | TOTAL                             | 85,491,604                    | 3,291,774                  | 4.00%   | 60.02%                  |
| 133,533,500         | 137,512,573                  | 137,512,573                 | GRAND TOTALS                      | 142,996,627                   | 5,484,054                  | 3.99%   | 100.00%                 |

**REVENUES**

## GENERAL FUND REVENUES

## EXPLANATION OF GENERAL FUND REVENUES

### 5000 Taxes

The current levy and Motor Vehicles for FY 2024-25 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, 2023. The amount to be raised by taxes of \$100,441,347 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, 2023 Net Grand List of \$2,897,444.763 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 2024-25 is 39.84 on all real estate and personal property, an increase of 1.48 mills from the FY 2023-24 mill rate of 38.36 or 1.48%. Motor Vehicles will continue 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, 2023 to August 1, 2024; i.e., after the Grand List of October 1, 2023 is set. This account is flat compared to the 2023-24 fiscal year. Property categorized as prorated during the interim period will be reflected in the October 1, 2024 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, 2023. Historically we have not collected any revenue for this and therefore are keeping our estimate at zero for the FY 2024-25.

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 2022 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 \$13,276 from the amount received during the FY 2023-24. We expect the amount for the new Tiered Pilot Program to be \$3,842,905 for the FY 2024-25.

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 \$2,158,709. 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 \$6,001,614, in FY2024-25 for the new pilot based on Governor Lamont's proposed FY 2024-25 budget proposal. It is expected that we will also receive a disabled exemption and additional veteran exemption total \$22,780 under this category.

| 2022-2023<br>Actual | 2023-2024<br>Council Adopted | 2023-2024<br>Estimated | Revenue Source                        | 2024-2025<br>Manager Proposed | 2023-2024<br>Council Adopted | Change from estimated budget<br>\$ | %     |
|---------------------|------------------------------|------------------------|---------------------------------------|-------------------------------|------------------------------|------------------------------------|-------|
| TAXES               |                              |                        |                                       |                               |                              |                                    |       |
| 96,385,823          | 95,663,801                   | 95,663,801             | 5001 Current Levy                     | 100,441,347                   | -                            | 4,777,546                          | 5.0%  |
| 1,237,320           | 1,130,637                    | 1,130,637              | 5002 Prorated Motor Vehicles          | 1,130,637                     | -                            | -                                  | 0.0%  |
| 643,997             | 400,000                      | 400,000                | 5004 Prior Year Tax Levies            | 400,000                       | -                            | -                                  | 0.0%  |
| 517,072             | 350,000                      | 350,000                | 5005 Interest & Liens                 | 350,000                       | -                            | -                                  | 0.0%  |
| 9,426,112           | 10,571,819                   | 10,371,819             | 5007 Motor Vehicles                   | 10,579,524                    | -                            | 207,705                            | 2.0%  |
| 108,210,324         | 108,116,257                  | 107,916,257            | SUBTOTAL                              | 112,901,508                   | -                            | 4,985,251                          | 4.6%  |
| PILOTS              |                              |                        |                                       |                               |                              |                                    |       |
| 3,840,421           | 3,748,760                    | 3,856,181              | 5102 Tiered PILOT                     | 3,842,905                     | -                            | (13,276.00)                        | -0.3% |
| 5,789               | 5,789                        | 5,683                  | 5105 Disabled Exemption               | 5,683                         | -                            | -                                  | 0.0%  |
| 19,264              | 19,264                       | 17,097                 | 5107 Add'l Veteran's Exemption        | 17,097                        | -                            | -                                  | 0.0%  |
| 1,726,165           | 2,056,244                    | 2,056,244              | 6026 Motor Vehicle Property Tax Grant | 2,158,709                     | -                            | 102,465.00                         | 5.0%  |
| 5,591,639           | 5,830,057                    | 5,935,205              | SUBTOTAL                              | 6,024,394                     | -                            | 89,189                             | 1.5%  |

#### 5200 Assessments

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

#### 5300 Licenses and Permits

The largest item under the Licenses and Permits category is building permits. Building permit income is estimated at \$500,000, which is \$250,000 decrease for the amount budgeted for the FY 2023-24. Estimated amounts for the FY 2023-24 are lower than budgeted amounts due to some economic development construction that we do not anticipate taking place this year.

#### 5400 Rentals

This category reflects revenues the Town receives from rental payment for use of its property including the Town Hall, the Senior and Disabled Center, the Newington High School cell tower land lease agreement and the Indian Hill Country Club. Income at IHCC of \$48,000 reflects the PILOT on the property.

#### 5500 Investment Income

The Interest Earnings category reflects income earned from temporary investments made when the Town's cash in a given period exceeds the Town's immediate disbursement needs. Short term interest rates have been 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 2024-25 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.

| 2022-2023<br>Actual | 2023-2024<br>Council Adopted | 2023-2024<br>Estimated | Revenue Source                 | 2024-2025<br>Manager Proposed | 2023-2024<br>Council Adopted | Change from estimated budget |         |
|---------------------|------------------------------|------------------------|--------------------------------|-------------------------------|------------------------------|------------------------------|---------|
|                     |                              |                        |                                |                               |                              | \$                           | %       |
| ASSESSMENTS         |                              |                        |                                |                               |                              |                              |         |
| 16,349              | 16,349                       | 16,205                 | 5201 New Meadow Housing        | 16,205                        | -                            | -                            | 0.0%    |
| 16,349              | 16,349                       | 16,205                 | SUBTOTAL                       | 16,205                        | -                            | -                            | 0.0%    |
| LICENSES & PERMITS  |                              |                        |                                |                               |                              |                              |         |
| 1,291,124           | 750,000                      | 550,000                | 5301 Building Permits          | 500,000                       | -                            | (50,000)                     | -9.1%   |
| 4,020               | 2,000                        | 2,000                  | 5302 Vendor's Permits          | 2,000                         | -                            | -                            | 0.0%    |
| 17,375              | 10,000                       | 10,000                 | 5305 Gun Permits               | 10,000                        | -                            | -                            | 0.0%    |
| 360                 | 500                          | 500                    | 5306 Raffle & Bingo Permits    | 500                           | -                            | -                            | 0.0%    |
| 19,640              | 20,000                       | 20,000                 | 5308 Work Within Rights of Way | 20,000                        | -                            | -                            | 0.0%    |
| 1,200               | 2,000                        | 2,000                  | 5310 Refuse Handling Licenses  | 2,000                         | -                            | -                            | 0.0%    |
| 1,333,719           | 784,500                      | 584,500                | SUBTOTAL                       | 534,500                       | -                            | (50,000)                     | -8.6%   |
| RENTALS             |                              |                        |                                |                               |                              |                              |         |
| -                   | 2,000                        | -                      | 5402 Town Hall Rental Receipts | -                             | -                            | -                            | #DIV/0! |
| 48,000              | 48,000                       | 48,000                 | 5403 Indian Hill Country Club  | 48,000                        | -                            | -                            | 0.0%    |
| 60,571              | 50,000                       | 50,000                 | 5404 Other Town Property       | 50,000                        | -                            | -                            | 0.0%    |
| 108,571             | 100,000                      | 98,000                 | SUBTOTAL                       | 98,000                        | -                            | -                            | 0.0%    |
| INVESTMENT INCOME   |                              |                        |                                |                               |                              |                              |         |
| 1,758,120           | 250,000                      | 1,300,000              | 5501 Interest Earnings         | 400,000                       | -                            | (900,000)                    | -69.2%  |
| 1,758,120           | 250,000                      | 1,300,000              | SUBTOTAL                       | 400,000                       | -                            | (900,000)                    | -69.2%  |
| FINES               |                              |                        |                                |                               |                              |                              |         |
| 14,655              | 11,000                       | 11,000                 | 5602 Parking Tickets           | 11,000                        | -                            | -                            | 0.0%    |
| 100                 | -                            | 100                    | 5601 Littering                 | -                             | -                            | (100)                        | -100.0% |
| 15,048              | 10,000                       | 10,000                 | 5603 False Alarms              | 10,000                        | -                            | -                            | 0.0%    |
| -                   | 1,000                        | 1,000                  | 5605 Blighted Premises         | 1,000                         | -                            | -                            | 0.0%    |
| -                   | -                            | -                      | 5727 False Alarms              | -                             | -                            | -                            | -       |
| -                   | -                            | -                      | 5606 Snow Removal Fines        | -                             | -                            | -                            | 0.0%    |
| 20,896              | -                            | -                      | 5607 Zoning Citation Fines     | -                             | -                            | -                            | #DIV/0! |

#### 5700 Charges for Services

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

The largest revenue source in this category are the Town Clerk fees budgeted at \$600,000 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 \$600,000 for the FY 2023-24 which is the same as the proposed budget for FY 2024-25.

#### 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 2024-25.

| 2022-2023<br>Actual | 2023-2024<br>Council Adopted | 2023-2024<br>Estimated | Revenue Source                     | 2024-2025<br>Manager Proposed | 2023-2024<br>Council Adopted | Change from estimated budget |         |  |
|---------------------|------------------------------|------------------------|------------------------------------|-------------------------------|------------------------------|------------------------------|---------|--|
|                     |                              |                        |                                    |                               |                              | \$                           | %       |  |
| 50,699              | 22,000                       | 22,100                 | SUBTOTAL                           | 22,000                        | -                            | (100)                        | -0.5%   |  |
|                     |                              |                        | CHARGES FOR SERVICES               |                               |                              |                              |         |  |
| 3,000               | 5,000                        | 5,000                  | 5702 Conservation Commission       | 5,000                         | -                            | -                            | 0.0%    |  |
| 1,300               | 600                          | 600                    | 5703 Zoning Board of Appeals       | 600                           | -                            | -                            | 0.0%    |  |
| 9,335               | 30,000                       | 25,000                 | 5704 Town Planning & Zoning        | 25,000                        | -                            | -                            | 0.0%    |  |
| 725,112             | 575,000                      | 600,000                | 5705 Town Clerk Fees               | 600,000                       | -                            | -                            | 0.0%    |  |
| 5,330               | 10,000                       | 10,000                 | 5706 Police                        | 10,000                        | -                            | -                            | 0.0%    |  |
| 1,045               | 2,000                        | 1,000                  | 5707 Human Services-Counseling Fee | 2,000                         | -                            | 1,000                        | 100.0%  |  |
| 868                 | 3,000                        | 3,000                  | 5708 Library - Overdue Fines       | 3,000                         | -                            | -                            | 0.0%    |  |
| 2,586               | 2,000                        | 2,000                  | 5709 Dial-A-Ride Tickets           | 2,000                         | -                            | -                            | 0.0%    |  |
| 950                 | 1,000                        | 1,000                  | 5711 Engineering Fees              | 1,000                         | -                            | -                            | 0.0%    |  |
| 17,100              | 20,000                       | 20,000                 | 5712 Scrap Metal Curbside          | 20,000                        | -                            | -                            | 0.0%    |  |
| -                   | -                            | -                      | 5713 Health Department Fees        | -                             | -                            | -                            | 0.0%    |  |
| -                   | -                            | -                      | 5714 Senior & Disabled Center Fees | -                             | -                            | -                            | 0.0%    |  |
| 850                 | -                            | 1,000                  | 5727 Fire Marshall Fees            | 1,000                         | -                            | -                            | 0.0%    |  |
| 767,476             | 648,600                      | 668,600                | SUBTOTAL                           | 669,600                       | -                            | 1,000                        | 0.2%    |  |
|                     |                              |                        | REFUNDS & REIMBURS.                |                               |                              |                              |         |  |
| 24,725              | 10,000                       | 10,000                 | 5802 Refunds-Town                  | 10,000                        | -                            | -                            | 0.0%    |  |
| 426,021             | 10,000                       | 10,000                 | 5803 Refunds-Schools               | 10,000                        | -                            | -                            | 0.0%    |  |
| 1,546               | 2,000                        | 2,000                  | 5822 Recycling Rebates             | 2,000                         | -                            | -                            | 0.0%    |  |
| 452,292             | 22,000                       | 22,000                 | SUBTOTAL                           | 22,000                        | -                            | -                            | 0.0%    |  |
|                     |                              |                        | SALE-TOWN PROPERTY                 |                               |                              |                              |         |  |
| 14,388              | 5,000                        | 6,500                  | 5902 Other                         | 5,000                         | -                            | (1,500)                      | -23.1%  |  |
| -                   | -                            | -                      | 5903 Sale of Land                  | -                             | -                            | -                            | #DIV/0! |  |
| 251                 | 300                          | 300                    | 5904 Library-Sale of Earbuds       | 300                           | -                            | -                            | 0.0%    |  |

#### 6000 State Aid

The State Aid category includes all General Fund revenues from the State that are not included in the State PILOT category (#5100). Estimating revenues for this category continue to be most challenging for FY 2024-25 as the Governor and legislator have only just started the budget process for the 2024-25 aid. This category shows funding increased \$1,402,867 from FY 2023-24 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 \$15,311,720 this year. The Governor's budget proposes the amount for the FY 2024-25 at \$16,727,003. A new item in this category for the 2023-24 fiscal year is Cannabis Tax, which is estimated at \$100,000.

In FY 2024-25, 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 the same compared to the FY 2023-24 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 2024-25 from FEMA.

| 2022-2023<br>Actual | 2023-2024<br>Council Adopted | 2023-2024<br>Estimated | Revenue Source                        | 2024-2025<br>Manager Proposed | 2023-2024<br>Council Adopted | Change from estimated budget |         |
|---------------------|------------------------------|------------------------|---------------------------------------|-------------------------------|------------------------------|------------------------------|---------|
|                     |                              |                        |                                       |                               |                              | \$                           | %       |
| 14,639              | 5,300                        | 6,800                  | SUBTOTAL                              | 5,300                         | -                            | (1,500)                      | -22.1%  |
|                     |                              |                        | STATE-AID                             |                               |                              |                              |         |
| 164,924             | 164,924                      | 164,924                | 6005 Mashantucket Pequot Fund         | 164,924                       | -                            | -                            | 0.0%    |
| 21,076              | 20,368                       | 21,076                 | 6006 Youth Services Bureau            | 21,076                        | -                            | -                            | 0.0%    |
| 78,793              | 85,000                       | 80,000                 | 6013 Telecommunications Tax           | 80,000                        | -                            | -                            | 0.0%    |
| -                   | 18,459                       | 18,459                 | 6015 Emergency Management Grant       | 18,459                        | -                            | -                            | 0.0%    |
| -                   | -                            | 6,600                  | 6016 Controlling Interest Tax         | -                             | -                            | (6,600)                      | 0.0%    |
| 2,208,124           | 1,785,740                    | 1,785,740              | 6022 Grants for Municipal Projects    | 1,785,740                     | -                            | -                            | 0.0%    |
| 233,279             | 100,000                      | 300,000                | 6027 Cannabis Tax                     | 300,000                       | -                            | -                            | 0.0%    |
| 12,000              | 10,000                       | 10,000                 | 6028 Fire Response State Road Reimb   | 10,000                        | -                            | -                            | 0.0%    |
| -                   | -                            | -                      | 6030 Miscellaneous State Grants       | -                             | -                            | -                            | 0.0%    |
| 52,967              | 50,803                       | 57,458                 | 6054 Adult Education                  | 57,458                        | -                            | -                            | 0.0%    |
| -                   | -                            | -                      | 6056 School Building Grants           | -                             | -                            | -                            | #DIV/0! |
| 6,220               | -                            | 5,816                  | 6058 Health Services                  | -                             | -                            | (5,816)                      | 0.0%    |
| -                   | -                            | -                      | 6060 Special Education - Excess Costs | -                             | -                            | -                            | 0.0%    |
| 14,397,126          | 15,311,720                   | 15,311,720             | 6062 Education Cost Sharing Grant     | 16,727,003                    | -                            | 1,415,283                    | 9.2%    |
| 17,174,509          | 17,547,014                   | 17,761,793             | SUBTOTAL                              | 19,164,660                    | -                            | 1,402,867                    | 7.9%    |
|                     |                              |                        | FEDERAL AID                           |                               |                              |                              |         |
| 11,370              | 9,000                        | 9,000                  | 6101 Senior Citizen Trans Aid         | 9,000                         | -                            | -                            | 0.0%    |
| 57,816              | -                            | -                      | 6114 FEMA Storm Assistance            | -                             | -                            | -                            | #DIV/0! |

6200 Miscellaneous

This category includes revenues that are not easily classified in the above revenue categories such as closeout of prior year purchase orders. In FY 2024-25, \$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 (\$214,360) 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.

| 2022-2023<br>Actual | 2023-2024<br>Council Adopted | 2023-2024<br>Estimated | Revenue Source                          | 2024-2025<br>Manager Proposed | 2023-2024<br>Council Adopted | Change from estimated budget |        |
|---------------------|------------------------------|------------------------|---|-------------------------------|------------------------------|------------------------------|--------|
|                     |                              |                        |   |                               |                              | \$                           | %      |
| 69,186              | 9,000                        | 9,000                  | SUBTOTAL                                | 9,000                         | -                            | -                            | 0.0%   |
|                     |                              |                        | MISCELLANEOUS                           |                               |                              |                              |        |
| 147,545             | 90,000                       | 90,000                 | 6203 Cancelled PY Encumbrances          | 90,000                        | -                            | -                            | 0.0%   |
| -                   | -                            | -                      | 6201 Other-Miscellaneous                | -                             | -                            | -                            | 0.0%   |
| 147,545             | 90,000                       | 90,000                 | SUBTOTAL                                | 90,000                        | -                            | -                            | 0.0%   |
|                     |                              |                        | DONATIONS                               |                               |                              |                              |        |
| -                   | -                            | -                      | 6302 United Way (Human Services)        | -                             | -                            | -                            | 0.0%   |
| -                   | -                            | -                      | SUBTOTAL                                | -                             | -                            | -                            | 0.0%   |
|                     |                              |                        | TRF FROM OTHER FUNDS                    |                               |                              |                              |        |
| 55,061              | -                            | -                      | 7001 Transfer from CNRE Fund            | -                             | -                            | -                            | 0.0%   |
| -                   | -                            | -                      | 7002 Transfer from Public Building Fund | -                             | -                            | -                            | 0.0%   |
| 182,794             | 386,026                      | 386,026                | 7012 Transfer from Cemetery Fund        | 214,360                       | -                            | (171,666)                    | -44.5% |
| 869                 | 70                           | 70                     | 7021 Transfer From Cemetery Trust       | 70                            | -                            | -                            | 0.0%   |
| 30                  | 30                           | 30                     | 7022 Transfer from Hubbard Fund         | 30                            | -                            | -                            | 0.0%   |
| 238,754             | 386,126                      | 386,126                | SUBTOTAL                                | 214,460                       | -                            | (171,666)                    | -44.5% |
| 135,933,822         | 133,827,203                  | 134,816,586            | TOTAL                                   | 140,171,627                   | -                            | 5,355,041                    | 4.0%   |

**GENERAL GOVERNMENT**

## GENERAL GOVERNMENT

- 110 TOWN COUNCIL
- 120 TOWN MANAGER
- 130 COURTS
- 140 ELECTIONS
- 150 FINANCE
- 160 TOWN ATTORNEY
- 170 TOWN CLERK/RECORDS ADMINISTRATION
- 180 PERSONNEL
- 190 GENERAL SERVICES

|                    |          |         |      |
|--------------------|----------|---------|------|
| FUNCTION           | ACTIVITY | PROGRAM | CODE |
| GENERAL GOVERNMENT |          | SUMMARY | 100  |

PERSONNEL SUMMARY

|  | 2023-2024         | 2024-2025        | 2024-2025       | 2024-2025       |
|--|-------------------|------------------|-----------------|-----------------|
| <u>Positions (in work years)</u>                 | <u>Authorized</u> | <u>Requested</u> | <u>Proposed</u> | <u>Approved</u> |
| <u>Town Manager</u>                              |                   |                  |                 |                 |
| Town Manager                                     | 1.0               | 1.0              | 1.0             |                 |
| Assistant Town Manager                           | 1.0               | 1.0              | 1.0             |                 |
| Director of Admin. Services                      | 1.0               | 1.0              | 1.0             |                 |
| Assistant to the Town Manager for Administration | 1.0               | 1.0              | 1.0             |                 |
| Insurance and Benefits Administrator             | 1.0               | 1.0              | 1.0             |                 |
| Clerical Floater                                 | <u>1.0</u>        | <u>1.0</u>       | <u>1.0</u>      |                 |
|  | 6.0               | 6.0              | 6.0             |                 |
| <u>Elections</u>                                 |                   |                  |                 |                 |
| Registrar of Voters (PT)                         | 1.2               | 1.2              | 1.2             |                 |
| <u>Finance</u>                                   |                   |                  |                 |                 |
| Director of Finance                              | 1.0               | 1.0              | 1.0             |                 |
| Deputy Director of Finance                       | 1.0               | 1.0              | 1.0             |                 |
| Trainee Deputy Director of Finance               | 0.0               | 0.2              | 0.2             |                 |
| Account Clerk II                                 | 2.0               | 2.0              | 2.0             |                 |
| Accounts Administrator(PT)                       | 0.0               | 0.0              | 0.0             |                 |
| Town Assessor                                    | 1.0               | 1.0              | 1.0             |                 |
| Deputy Assessor                                  | 1.0               | 1.0              | 1.0             |                 |
| Assessment Technician II                         | 1.0               | 1.0              | 1.0             |                 |
| Assessment Technician I                          | 1.0               | 1.0              | 1.0             |                 |
| Revenue Collector                                | 1.0               | 1.0              | 1.0             |                 |
| Assistant Revenue Collector                      | 1.0               | 1.0              | 1.0             |                 |
| Revenue Clerk (C6)                               | 0.0               | 0.0              | 0.0             |                 |
| Revenue Clerk (C8)                               | <u>1.0</u>        | <u>1.0</u>       | <u>1.0</u>      |                 |
|  | 11.0              | 11.2             | 11.2            |                 |
| <u>Town Clerk</u>                                |                   |                  |                 |                 |
| Town Clerk                                       | 1                 | 1                | 1               |                 |
| Assistant Town Clerk                             | <u>2</u>          | <u>2</u>         | <u>2</u>        |                 |
|  | 3                 | 3                | 3               |                 |

|                    |          |         |      |
|--------------------|----------|---------|------|
| FUNCTION           | ACTIVITY | PROGRAM | CODE |
| GENERAL GOVERNMENT |          | SUMMARY | 100  |

PERSONNEL SUMMARY

|   | <u>2023-2024</u><br><u>Authorized</u> | <u>2023-2024</u><br><u>Requested</u> | <u>2023-2024</u><br><u>Proposed</u> | <u>2023-2024</u><br><u>Approved</u> |
|---|---------------------------------------|--------------------------------------|-------------------------------------|-------------------------------------|
| <u>Positions (in work years)</u>                    |                                       |                                      |                                     |                                     |
| <u>Facilities Management</u>                        |                                       |                                      |                                     |                                     |
| Director of Facilities Management                   | 1.0                                   | 1.0                                  | 1.0                                 |                                     |
| Operations/Project Manager                          | 1.0                                   | 1.0                                  | 1.0                                 |                                     |
| Facilities Electrician                              | 1.0                                   | 1.0                                  | 1.0                                 |                                     |
| Air Conditioning & Heating Control Mechanic (LT-17) | 1.0                                   | 1.0                                  | 1.0                                 |                                     |
| Heating & Ventilating Mechanic (LT-15)              | 0.0                                   | 0.0                                  | 0.0                                 |                                     |
| Carpenter (LT-14)                                   | 1.0                                   | 1.0                                  | 1.0                                 |                                     |
| Head Custodian                                      | <u>1.0</u>                            | <u>1.0</u>                           | <u>1.0</u>                          |                                     |
|   | 6.0                                   | 6.0                                  | 6.0                                 |                                     |
| <u>Information Systems &amp; Technology</u>         |                                       |                                      |                                     |                                     |
| Chief Information Officer                           | 1.0                                   | 1.0                                  | 1.0                                 |                                     |
| Network Administrator/Project Leader                | 1.0                                   | 1.0                                  | 1.0                                 |                                     |
| Network Applications Specialist                     | 3.0                                   | 3.0                                  | 3.0                                 |                                     |
| GIS/IT Specialist                                   | <u>1.0</u>                            | <u>1.0</u>                           | <u>1.0</u>                          |                                     |
|   | 6.0                                   | 6.0                                  | 6.0                                 |                                     |
| <u>Seasonal (work hours)</u>                        |                                       |                                      |                                     |                                     |
| Finance   | 0.0                                   | 0.0                                  | 0.0                                 |                                     |
| Town Clerk  | 235.0                                 | 235.0                                | 235.0                               |                                     |
| Central Services                                    | <u>30.0</u>                           | <u>30.0</u>                          | <u>30.0</u>                         |                                     |
|   | 265.0                                 | 265.0                                | 265.0                               |                                     |
| <u>Town Council</u>                                 |                                       |                                      |                                     |                                     |
| Clerk of the Council (PT)                           | 1.0                                   | 1.0                                  | 1.0                                 |                                     |
| <u>Town Attorney</u>                                |                                       |                                      |                                     |                                     |
| Town Attorney (Retainer)                            | 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 2023-2024 OPERATION

- John Wallace Middle School Renovation Project bond resolution sent to referendum
- Authorized an agreement between the Town of Newington and American Medical Response (AMR) for professional ambulance services effective July 1, 2023 through June 30, 2025
- Approved Proclamations:
  - Affirming the Town's commitment to the Americans with Disabilities Act, and honoring the 33rd Anniversary
  - Recognizing Kent Stoddard as the 2022 Volunteer of the Year
  - Roadway Dedication for the Newington Veteran Firefighters Association
- Appointed Clifton Larsen Allen LLP as Auditor for the Town of Newington
- Entered into a three-year budget stabilization program with Connecticut Interlocal Risk Management Agency (CIRMA), effective July 1, 2023 through June 30, 2026
- Approved amendments to the Newington Code of Ordinances:
  - Chapter 388, Taxation, Article IX, Tax Relief Program for Certain Homeowners Age 65 or over and Permanently or Totally Disabled
  - Chapter 388, Taxation, Article V, Municipal Option to Exempt Certain Motor Vehicles (FKA – Ambulance-Type Motor Vehicles Exemption) Chapter 388, Article VIII, Property Tax Exemption for Gold Star Parents and Spouses
  - Chapter 8, Article V, Commission on Aging and Disabled, Section 8-16, Membership, terms
- Approved accepting grant awards for:
  - Connecticut Recreation Trails Program Grant
  - Fiscal Year (FY) 2021 Staffing for Adequate Fire and Emergency Response (SAFER) Grant
  - Connecticut State Library for the Historic Documents Preservation Grant for Fiscal Year 2024
  - 2023 Neglected Cemetery Account Grant
  - 2023 Connecticut STEAP Grant

### OBJECTIVES

- To develop short and long-range goals and objectives that will provide direction for the Town in future years.
- To adopt the 2024-2025 annual budget, the 2024-2025 through 2028-2029 Long Range Capital Improvement Plan, and to set the Mill Rate for 2024-2025.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Increased Printing and Binding to reflect actual costs.

|                    |              |              |      |
|--------------------|--------------|--------------|------|
| Function           | Activity     | Program      | Code |
| General Government | Town Council | Town Council | 0110 |

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                    | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |        |
|--------------------------------|-----------------------------------|----------------------------------|------------------------------------|--------------------------------------|------------------------------------|----------------------------------|--------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                    |                                      |                                    |                                  |        |
| 5,573                          | 5,100                             | 5,100                            | 8103 Part Time                     | 5,177                                | 5,177                              | 77                               | 1.51 % |
| 5,573                          | 5,100                             | 5,100                            | OBJECT TOTAL                       | 5,177                                | 5,177                              | 77                               | 1.51 % |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                    |                                      |                                    |                                  |        |
| 5,339                          | 2,500                             | 2,500                            | 8201 Public Notification           | 2,500                                | 2,500                              | 0                                | 0.00 % |
| 44,110                         | 43,937                            | 43,937                           | 8202 Dues and Subscriptions        | 43,937                               | 43,937                             | 0                                | 0.00 % |
| 0                              | 50                                | 50                               | 8204 Conferences,Meetings,Training | 50                                   | 50                                 | 0                                | 0.00 % |
| 1,580                          | 1,491                             | 1,491                            | 8216 Printing and Binding          | 1,491                                | 1,600                              | 109                              | 7.31 % |
| 51,029                         | 47,978                            | 47,978                           | OBJECT TOTAL                       | 47,978                               | 48,087                             | 109                              | 0.23 % |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                    |                                      |                                    |                                  |        |
| 100                            | 200                               | 200                              | 8301 Office Supplies               | 200                                  | 200                                | 0                                | 0.00 % |
| 144                            | 1,409                             | 1,409                            | 8310 Other Materials               | 1,409                                | 1,409                              | 0                                | 0.00 % |
| 244                            | 1,609                             | 1,609                            | OBJECT TOTAL                       | 1,609                                | 1,609                              | 0                                | 0.00 % |

|        |        |        |       |        |        |     |        |
|--------|--------|--------|-------|--------|--------|-----|--------|
| 56,847 | 54,687 | 54,687 | TOTAL | 54,764 | 54,873 | 186 | 0.34 % |
|--------|--------|--------|-------|--------|--------|-----|--------|

| 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 2023-2024 OPERATION

- Attended Town Council meetings and performed research and follow-up of deliverables
- 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
- Participated in the interview process for numerous positions
- Worked with staff on grant applications and projects
- Conducted research related to the Town's Emergency Operations Center, including tours of various facilities in neighboring communities
- Attended several civic events

### OBJECTIVES

- Continue the emphasis on the capital needs of all Town facilities and the future provision of Town services
- 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 anticipated raises for Admin employees.
- Other Materials was increased to reflect trend.

|                    |              |              |      |
|--------------------|--------------|--------------|------|
| Function           | Activity     | Program      | Code |
| General Government | Town Manager | Town Manager | 0120 |

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                     | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |         |
|--------------------------------|-----------------------------------|----------------------------------|-------------------------------------|--------------------------------------|------------------------------------|----------------------------------|---------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                     |                                      |                                    |                                  |         |
| 631,492                        | 617,738                           | 617,738                          | 8101 Full time salaries             | 740,476                              | 734,476                            | 116,738                          | 18.90 % |
| 631,492                        | 617,738                           | 617,738                          | OBJECT TOTAL                        | 740,476                              | 734,476                            | 116,738                          | 18.90 % |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                     |                                      |                                    |                                  |         |
| 680                            | 1,836                             | 1,586                            | 8202 Dues and Subscriptions         | 1,836                                | 1,836                              | 250                              | 15.76 % |
| 392                            | 2,600                             | 2,600                            | 8204 Conferences,Meetings,Training  | 2,600                                | 2,600                              | 0                                | 0.00 %  |
| 275                            | 280                               | 280                              | 8216 Printing and Binding           | 280                                  | 280                                | 0                                | 0.00 %  |
| 24,717                         | 30,000                            | 30,000                           | 8217 Consultants/Special Contractor | 30,000                               | 30,000                             | 0                                | 0.00 %  |
| 844                            | 1,200                             | 1,200                            | 8220 Other Contractual Services     | 1,200                                | 1,200                              | 0                                | 0.00 %  |
| 26,909                         | 35,916                            | 35,666                           | OBJECT TOTAL                        | 35,916                               | 35,916                             | 250                              | 0.70 %  |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                     |                                      |                                    |                                  |         |
| 637                            | 715                               | 715                              | 8301 Office Supplies                | 715                                  | 715                                | 0                                | 0.00 %  |
| 683                            | 750                               | 1,000                            | 8310 Other Materials                | 750                                  | 1,000                              | 0                                | 0.00 %  |
| 1,320                          | 1,465                             | 1,715                            | OBJECT TOTAL                        | 1,465                                | 1,715                              | 0                                | 0.00 %  |

|         |         |         |       |         |         |         |         |
|---------|---------|---------|-------|---------|---------|---------|---------|
| 659,720 | 655,119 | 655,119 | TOTAL | 777,857 | 772,107 | 116,988 | 17.86 % |
|---------|---------|---------|-------|---------|---------|---------|---------|

| 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

- Proposed budget contains an estimated increase of almost 3% over prior year budget.

|                    |               |               |      |
|--------------------|---------------|---------------|------|
| Function           | Activity      | Program       | Code |
| General Government | Probate Court | Probate Court | 0130 |

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                 | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |        |
|-----------------------|-----------------------------------|----------------------------------|---------------------------------|--------------------------------------|------------------------------------|----------------------------------|--------|
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>        |                                      |                                    |                                  |        |
| 38,807                | 39,992                            | 39,992                           | 8220 Other Contractual Services | 41,000                               | 41,000                             | 1,008                            | 2.52 % |
| 38,807                | 39,992                            | 39,992                           | OBJECT TOTAL                    | 41,000                               | 41,000                             | 1,008                            | 2.52 % |

|        |        |        |       |        |        |       |        |
|--------|--------|--------|-------|--------|--------|-------|--------|
| 38,807 | 39,992 | 39,992 | TOTAL | 41,000 | 41,000 | 1,008 | 2.52 % |
|--------|--------|--------|-------|--------|--------|-------|--------|

| FUNCTION<br>GENERAL GOVERNMENT | ACTIVITY<br>ELECTIONS | PROGRAM | CODE<br>140 |
|--------------------------------|-----------------------|---------|-------------|
|--------------------------------|-----------------------|---------|-------------|

**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.
- The Secretary of State tentative release date July 2024 for new Connecticut Voter System
- 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 filing cabinets with issues increasing with the implementation of Early Voting.

**OBJECTIVES**

- The implementation of Early Voting will occur with the Presidential Preference Primary in April and continue with the Presidential Election in November.
- New coursework for Registrar Certification released by SOTS/ UCONN released 12/01/2023 to be completed.
- Apply a formulation for a yearly audit of ROV's internal records.

**MAJOR BUDGET CHANGES AND COMMENTARY**

- Significantly increased workload with Early Voting will require competitive compensation.
- Equipment Maintenance reflects increased costs that are out of our control.
- Printing and Binding includes ballots/memory cards for August/September primary and November Presidential election.
- Other Contractual Services reflects increased wages for all poll workers to be competitive with area towns.
- Early Voting requires substantial allocations for Polling location, hiring staff, technological infrastructure and securing resources ie: safe for ballot storage/ Voting documentation and forms.

|                    |           |           |      |
|--------------------|-----------|-----------|------|
| Function           | Activity  | Program   | Code |
| General Government | Elections | Elections | 0140 |

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                      | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |          |
|--------------------------------|-----------------------------------|----------------------------------|--------------------------------------|--------------------------------------|------------------------------------|----------------------------------|----------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                      |                                      |                                    |                                  |          |
| 86,795                         | 86,635                            | 86,635                           | 8103 Part Time                       | 88,366                               | 88,366                             | 1,731                            | 2.00 %   |
| 86,795                         | 86,635                            | 86,635                           | OBJECT TOTAL                         | 88,366                               | 88,366                             | 1,731                            | 2.00 %   |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                      |                                      |                                    |                                  |          |
| 1,468                          | 1,200                             | 1,200                            | 8201 Public Notification             | 1,200                                | 1,200                              | 0                                | 0.00 %   |
| 170                            | 300                               | 300                              | 8202 Dues and Subscriptions          | 300                                  | 300                                | 0                                | 0.00 %   |
| 95                             | 660                               | 660                              | 8203 Transportation                  | 660                                  | 660                                | 0                                | 0.00 %   |
| 2,710                          | 5,200                             | 5,200                            | 8204 Conferences, Meetings, Training | 3,800                                | 3,800                              | -1,400                           | -26.92 % |
| 35                             | 650                               | 650                              | 8205 Postage and Shipping            | 650                                  | 650                                | 0                                | 0.00 %   |
| 4,500                          | 6,239                             | 6,239                            | 8212 Equipment Maintenance           | 6,350                                | 6,350                              | 111                              | 1.78 %   |
| 10,897                         | 23,225                            | 23,225                           | 8216 Printing and Binding            | 29,375                               | 29,375                             | 6,150                            | 26.48 %  |
| 66,658                         | 94,390                            | 94,390                           | 8220 Other Contractual Services      | 101,004                              | 98,804                             | 4,414                            | 4.68 %   |
| 86,532                         | 131,864                           | 131,864                          | OBJECT TOTAL                         | 143,339                              | 141,139                            | 9,275                            | 7.03 %   |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                      |                                      |                                    |                                  |          |
| 276                            | 550                               | 550                              | 8301 Office Supplies                 | 550                                  | 550                                | 0                                | 0.00 %   |
| 298                            | 350                               | 350                              | 8302 Technical Supplies              | 350                                  | 350                                | 0                                | 0.00 %   |
| 420                            | 350                               | 350                              | 8310 Other Materials                 | 350                                  | 350                                | 0                                | 0.00 %   |
| 994                            | 1,250                             | 1,250                            | OBJECT TOTAL                         | 1,250                                | 1,250                              | 0                                | 0.00 %   |

|         |         |         |       |         |         |        |        |
|---------|---------|---------|-------|---------|---------|--------|--------|
| 174,321 | 219,749 | 219,749 | TOTAL | 232,955 | 230,755 | 11,006 | 5.01 % |
|---------|---------|---------|-------|---------|---------|--------|--------|

| 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 2023-2024 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, 2022 for the 30th consecutive year.
- Continued financial planning support for the improvements to aging infrastructure.
- Administered the budget process to allocate the remainder of the ARPA funding.
- Floater position was filled starting in July 2022. This is a shared position with the Town Manager, and Tax Offices.
- Working to automate functions for additional efficiency. Our continued work with Tyler to put in place the recruiting system for new employees is one example.

**OBJECTIVES**

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

**MAJOR BUDGET CHANGES AND COMMENTARY**

- Full Time Salaries reflects Administrative and AFSCME employees at their rates as of 7/1/23.
- Additional Full Time Staff member is being added for the last two or three months of the fiscal year to train with the current Deputy Finance Director in anticipation of their retirement in the Fall of 2025.

|                    |          |                               |      |
|--------------------|----------|-------------------------------|------|
| Function           | Activity | Program                       | Code |
| General Government | Finance  | Accounting and Administration | 0151 |

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                      | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |         |
|--------------------------------|-----------------------------------|----------------------------------|--------------------------------------|--------------------------------------|------------------------------------|----------------------------------|---------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                      |                                      |                                    |                                  |         |
| 371,790                        | 372,721                           | 372,721                          | 8101 Full time salaries              | 410,936                              | 405,936                            | 33,215                           | 8.91 %  |
| 371,790                        | 372,721                           | 372,721                          | OBJECT TOTAL                         | 410,936                              | 405,936                            | 33,215                           | 8.91 %  |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                      |                                      |                                    |                                  |         |
| 440                            | 510                               | 510                              | 8202 Dues and Subscriptions          | 520                                  | 520                                | 10                               | 1.96 %  |
| 235                            | 680                               | 680                              | 8204 Conferences, Meetings, Training | 680                                  | 680                                | 0                                | 0.00 %  |
| 189                            | 240                               | 240                              | 8212 Equipment Maintenance           | 240                                  | 240                                | 0                                | 0.00 %  |
| 573                            | 580                               | 580                              | 8220 Other Contractual Services      | 600                                  | 600                                | 20                               | 3.45 %  |
| 1,437                          | 2,010                             | 2,010                            | OBJECT TOTAL                         | 2,040                                | 2,040                              | 30                               | 1.49 %  |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                      |                                      |                                    |                                  |         |
| 330                            | 600                               | 600                              | 8301 Office Supplies                 | 600                                  | 600                                | 0                                | 0.00 %  |
| 810                            | 1,474                             | 1,474                            | 8302 Technical Supplies              | 1,374                                | 1,374                              | -100                             | -6.78 % |
| 1,141                          | 2,074                             | 2,074                            | OBJECT TOTAL                         | 1,974                                | 1,974                              | -100                             | -4.82 % |

|         |         |         |       |         |         |        |        |
|---------|---------|---------|-------|---------|---------|--------|--------|
| 374,368 | 376,805 | 376,805 | TOTAL | 414,950 | 409,950 | 33,145 | 8.80 % |
|---------|---------|---------|-------|---------|---------|--------|--------|

|                                |                     |                     |             |
|--------------------------------|---------------------|---------------------|-------------|
| FUNCTION<br>GENERAL GOVERNMENT | ACTIVITY<br>FINANCE | PROGRAM<br>ASSESSOR | CODE<br>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 2023 Grand List consists of around 12,550 real estate parcels, 1,500 commercial personal property accounts and 28,350 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, 19 blind exemptions, 1,950 special assessment adjustments for veterans/additional veteran exemptions, and 145 disabled exemptions for Newington taxpayers.

### HIGHLIGHTS OF FY 2023-2024 OPERATION

- 39 tax appeals have been filed by commercial property owners as a result of the 2020 Revaluation. At the conclusion of FY2023, 35 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 4 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

- Various line items increased for rising costs and additional needs of department.

|                    |          |          |      |
|--------------------|----------|----------|------|
| Function           | Activity | Program  | Code |
| General Government | Finance  | Assessor | 0152 |

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                     | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |          |
|--------------------------------|-----------------------------------|----------------------------------|-------------------------------------|--------------------------------------|------------------------------------|----------------------------------|----------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                     |                                      |                                    |                                  |          |
| 282,274                        | 368,732                           | 368,732                          | 8101 Full time salaries             | 376,070                              | 376,070                            | 7,338                            | 1.99 %   |
| 43,203                         | 0                                 | 0                                | 8103 Part Time                      | 0                                    | 0                                  | 0                                | ****     |
| 200                            | 300                               | 300                              | 8105 Longevity                      | 400                                  | 400                                | 100                              | 33.33 %  |
| 325,677                        | 369,032                           | 369,032                          | OBJECT TOTAL                        | 376,470                              | 376,470                            | 7,438                            | 2.02 %   |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                     |                                      |                                    |                                  |          |
| 4,003                          | 5,550                             | 5,550                            | 8202 Dues and Subscriptions         | 6,500                                | 6,500                              | 950                              | 17.12 %  |
| 2,640                          | 3,150                             | 3,150                            | 8204 Conferences,Meetings,Training  | 4,000                                | 4,000                              | 850                              | 26.98 %  |
| 74                             | 200                               | 200                              | 8212 Equipment Maintenance          | 200                                  | 200                                | 0                                | 0.00 %   |
| 5,031                          | 6,500                             | 6,500                            | 8216 Printing and Binding           | 6,750                                | 6,750                              | 250                              | 3.85 %   |
| 5,000                          | 6,000                             | 6,000                            | 8217 Consultants/Special Contractor | 6,500                                | 6,500                              | 500                              | 8.33 %   |
| 16,747                         | 21,400                            | 21,400                           | OBJECT TOTAL                        | 23,950                               | 23,950                             | 2,550                            | 11.92 %  |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                     |                                      |                                    |                                  |          |
| 263                            | 500                               | 500                              | 8301 Office Supplies                | 1,000                                | 1,000                              | 500                              | 100.00 % |
| 263                            | 500                               | 500                              | OBJECT TOTAL                        | 1,000                                | 1,000                              | 500                              | 100.00 % |

|         |         |         |       |         |         |        |        |
|---------|---------|---------|-------|---------|---------|--------|--------|
| 342,688 | 390,932 | 390,932 | TOTAL | 401,420 | 401,420 | 10,488 | 2.68 % |
|---------|---------|---------|-------|---------|---------|--------|--------|

|                                |                     |  |             |
|--------------------------------|---------------------|--|-------------|
| FUNCTION<br>GENERAL GOVERNMENT | ACTIVITY<br>FINANCE | PROGRAM<br>BOARD OF ASSESSMENT APPEALS | CODE<br>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 in March 2023 and heard a total of 13 appeals for the October 1, 2022 Grand List/October 1, 2021 Supplemental Motor Vehicle List.
- Motor vehicle hearings were held in September 2023 where they heard a total of 18 appeals for the October 1, 2022 Grand List.

#### OBJECTIVES

- To hear appeals filed for the 2023 Grand List and the 2022 Supplemental Motor Vehicle Grand List.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Request funds to pay for Board of Assessment Appeal workshop education/training.

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

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                    | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |        |
|-----------------------|-----------------------------------|----------------------------------|------------------------------------|--------------------------------------|------------------------------------|----------------------------------|--------|
|                       |                                   |                                  | <u>PERSONAL SERVICES</u>           |                                      |                                    |                                  |        |
| 1,500                 | 1,500                             | 1,500                            | 8103 Part Time                     | 1,500                                | 1,500                              | 0                                | 0.00 % |
| 1,500                 | 1,500                             | 1,500                            | OBJECT TOTAL                       | 1,500                                | 1,500                              | 0                                | 0.00 % |
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>           |                                      |                                    |                                  |        |
| 0                     | 0                                 | 0                                | 8204 Conferences,Meetings,Training | 200                                  | 200                                | 200                              | ****   |
| 0                     | 0                                 | 0                                | OBJECT TOTAL                       | 200                                  | 200                                | 200                              | ****   |

|       |       |       |       |       |       |     |         |
|-------|-------|-------|-------|-------|-------|-----|---------|
| 1,500 | 1,500 | 1,500 | TOTAL | 1,700 | 1,700 | 200 | 13.33 % |
|-------|-------|-------|-------|-------|-------|-----|---------|

|                                |                     |                              |             |
|--------------------------------|---------------------|------------------------------|-------------|
| FUNCTION<br>GENERAL GOVERNMENT | ACTIVITY<br>FINANCE | PROGRAM<br>REVENUE COLLECTOR | CODE<br>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 2023-2024 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.
- 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.
- IRS information is available online and can also be printed for filing their Federal Taxes.

**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 Administrative raises and AFSCME at 2023-24 rates.
- Consultants/Special Contractor increased for tax bill processing due to the rise in paper costs. Physical tax bills are still necessary for payments. Combining motor vehicle tax bills onto a single statement aids in controlling the cost.

|                    |          |                   |      |
|--------------------|----------|-------------------|------|
| Function           | Activity | Program           | Code |
| General Government | Finance  | Revenue Collector | 0154 |

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                     | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |         |
|--------------------------------|-----------------------------------|----------------------------------|-------------------------------------|--------------------------------------|------------------------------------|----------------------------------|---------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                     |                                      |                                    |                                  |         |
| 243,788                        | 251,125                           | 251,125                          | 8101 Full time salaries             | 259,650                              | 259,650                            | 8,525                            | 3.39 %  |
| 243,788                        | 251,125                           | 251,125                          | OBJECT TOTAL                        | 259,650                              | 259,650                            | 8,525                            | 3.39 %  |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                     |                                      |                                    |                                  |         |
| 397                            | 950                               | 950                              | 8201 Public Notification            | 950                                  | 950                                | 0                                | 0.00 %  |
| 120                            | 195                               | 195                              | 8202 Dues and Subscriptions         | 195                                  | 195                                | 0                                | 0.00 %  |
| 861                            | 1,370                             | 1,370                            | 8204 Conferences,Meetings,Training  | 1,370                                | 1,370                              | 0                                | 0.00 %  |
| 12,400                         | 13,736                            | 13,736                           | 8205 Postage and Shipping           | 13,736                               | 13,736                             | 0                                | 0.00 %  |
| 0                              | 125                               | 125                              | 8212 Equipment Maintenance          | 125                                  | 125                                | 0                                | 0.00 %  |
| 2,095                          | 2,095                             | 2,095                            | 8216 Printing and Binding           | 2,095                                | 2,095                              | 0                                | 0.00 %  |
| 14,655                         | 12,970                            | 12,970                           | 8217 Consultants/Special Contractor | 15,400                               | 15,400                             | 2,430                            | 18.74 % |
| 491,122                        | 558,000                           | 558,000                          | 8224 Elderly Tax Relief Program     | 558,000                              | 558,000                            | 0                                | 0.00 %  |
| 521,651                        | 589,441                           | 589,441                          | OBJECT TOTAL                        | 591,871                              | 591,871                            | 2,430                            | 0.41 %  |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                     |                                      |                                    |                                  |         |
| 385                            | 600                               | 600                              | 8301 Office Supplies                | 600                                  | 600                                | 0                                | 0.00 %  |
| 2,481                          | 3,340                             | 3,340                            | 8302 Technical Supplies             | 3,340                                | 3,340                              | 0                                | 0.00 %  |
| 2,866                          | 3,940                             | 3,940                            | OBJECT TOTAL                        | 3,940                                | 3,940                              | 0                                | 0.00 %  |
| <u>CAPITAL OUTLAY</u>          |                                   |                                  |                                     |                                      |                                    |                                  |         |
| 3,706                          | 0                                 | 0                                | 8406 Office Equipment               | 0                                    | 0                                  | 0                                | ****    |
| 3,706                          | 0                                 | 0                                | OBJECT TOTAL                        | 0                                    | 0                                  | 0                                | ****    |

|         |         |         |       |         |         |        |        |
|---------|---------|---------|-------|---------|---------|--------|--------|
| 772,010 | 844,506 | 844,506 | TOTAL | 855,461 | 855,461 | 10,955 | 1.30 % |
|---------|---------|---------|-------|---------|---------|--------|--------|

|                                |                     |                     |             |
|--------------------------------|---------------------|---------------------|-------------|
| FUNCTION<br>GENERAL GOVERNMENT | ACTIVITY<br>FINANCE | PROGRAM<br>AUDITING | CODE<br>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 2022-2023 OPERATION

- The auditing firm of Clifton, Larson, Allen, LLP (formerly Blum Shapiro) conducted the audit of the FY 2022-2023 financial records during the FY 2023-2024.

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 went out for RFP during the spring of 2023. This will be the second year of a four year engagement for audit services. A fee increase of \$2,300 or 3.6% over FY 2023-24 actual expenses are included in this years' budget request.

|                    |          |          |      |
|--------------------|----------|----------|------|
| Function           | Activity | Program  | Code |
| General Government | Finance  | Auditing | 0155 |

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                     | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |        |
|-----------------------|-----------------------------------|----------------------------------|-------------------------------------|--------------------------------------|------------------------------------|----------------------------------|--------|
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>            |                                      |                                    |                                  |        |
| 0                     | 40                                | 40                               | 8201 Public Notification            | 40                                   | 40                                 | 0                                | 0.00 % |
| 55,120                | 60,630                            | 60,630                           | 8217 Consultants/Special Contractor | 65,900                               | 65,900                             | 5,270                            | 8.69 % |
| 55,120                | 60,670                            | 60,670                           | OBJECT TOTAL                        | 65,940                               | 65,940                             | 5,270                            | 8.69 % |

|        |        |        |       |        |        |       |        |
|--------|--------|--------|-------|--------|--------|-------|--------|
| 55,120 | 60,670 | 60,670 | TOTAL | 65,940 | 65,940 | 5,270 | 8.69 % |
|--------|--------|--------|-------|--------|--------|-------|--------|

| 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 2023-2024 OPERATION

- Contracts were awarded for the Senior Center Window Replacement contract and Auditing Services contract
- The Town went out to RFP for a consultant to help conduct a Town Center Master Plan

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
- Revise purchasing procedure manual for ease of use by departments

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

|                    |          |            |      |
|--------------------|----------|------------|------|
| Function           | Activity | Program    | Code |
| General Government | Finance  | Purchasing | 0157 |

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                          | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |        |
|-----------------------|-----------------------------------|----------------------------------|--------------------------|--------------------------------------|------------------------------------|----------------------------------|--------|
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u> |                                      |                                    |                                  |        |
| 800                   | 1,000                             | 1,000                            | 8201 Public Notification | 1,000                                | 1,000                              | 0                                | 0.00 % |
| 800                   | 1,000                             | 1,000                            | OBJECT TOTAL             | 1,000                                | 1,000                              | 0                                | 0.00 % |

|     |       |       |       |       |       |   |        |
|-----|-------|-------|-------|-------|-------|---|--------|
| 800 | 1,000 | 1,000 | TOTAL | 1,000 | 1,000 | 0 | 0.00 % |
|-----|-------|-------|-------|-------|-------|---|--------|

| 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 2023-2024 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.

### OBJECTIVES

- Placement of a permanent town attorney following the 2023 election

### MAJOR BUDGET CHANGES AND COMMENTARY

- Consultants/Special Contractor decreased only when compared to Revised Budget for 2023-2024, due to budget appropriation for numerous legal issues. It is the same figure as the Adopted prior year budget.

|                    |               |               |      |
|--------------------|---------------|---------------|------|
| Function           | Activity      | Program       | Code |
| General Government | Town Attorney | Town Attorney | 0160 |

| 2022 - 2023<br>Actual    | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                     | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |          |
|--------------------------|-----------------------------------|----------------------------------|-------------------------------------|--------------------------------------|------------------------------------|----------------------------------|----------|
| <u>PROFESSIONAL SVCS</u> |                                   |                                  |                                     |                                      |                                    |                                  |          |
| 1,825                    | 1,825                             | 1,825                            | 8202 Dues and Subscriptions         | 1,825                                | 1,825                              | 0                                | 0.00 %   |
| 59,048                   | 40,000                            | 153,000                          | 8217 Consultants/Special Contractor | 40,000                               | 40,000                             | -113,000                         | -73.86 % |
| 130,200                  | 130,200                           | 130,200                          | 8220 Other Contractual Services     | 130,200                              | 130,200                            | 0                                | 0.00 %   |
| 191,073                  | 172,025                           | 285,025                          | OBJECT TOTAL                        | 172,025                              | 172,025                            | -113,000                         | -39.65 % |

|         |         |         |       |         |         |          |          |
|---------|---------|---------|-------|---------|---------|----------|----------|
| 191,073 | 172,025 | 285,025 | TOTAL | 172,025 | 172,025 | -113,000 | -39.65 % |
|---------|---------|---------|-------|---------|---------|----------|----------|

|                                |   |         |             |
|--------------------------------|---|---------|-------------|
| FUNCTION<br>GENERAL GOVERNMENT | ACTIVITY<br>TOWN CLERK & RECORDS ADMIN. | PROGRAM | CODE<br>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 2023-2024 OPERATION**

|                    | 2016-2017 | 2017-2018 | 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 | 2023-2024<br>(Through<br>12/31/2023) |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------------------------|
| Documents Recorded | 4,988     | 4,623     | 4,584     | 4,752     | 6,113     | 5,618     | 4,575     | 2,245                                |
| Recording Fees     | \$153,983 | \$140,108 | \$123,618 | \$153,460 | \$232,054 | \$199,632 | \$131,485 | 69,705                               |
| Conveyance Tax     | \$401,905 | \$332,349 | \$274,399 | \$346,984 | \$476,251 | \$702,332 | \$510,153 | 246,998                              |

- 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. Continued to expand records available for searching.
- Completed the \$8,000 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 31-111.
- Previously approved for the use of \$180,000 in ARPA funding to complete imaging and back indexing to Volume 1 for Land Records. Initial project record set from Volume 149-281 have been added to the online portal for accessibility. Remaining volumes should be completed and supplied within the 2024-2025 fiscal year.
- Engaged staff in professional development opportunities through the Connecticut Town Clerks Association (CTCA).
- Attended the Annual CTCA Fall 2023 and Spring of 2024 Town Clerk conferences.
- Municipal Election was held on November 7, 2023 and the office issued 634 Absentee Ballots to residents from applications received.

**OBJECTIVES 2024-2025**

- Procure a \$8,000 Historic Document Preservation Grant to continue replacement of compact binder covers to allow for improved record accessibility.
- Continue 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. The remainder of the Town Council minute books encompassing 1983-2005 are proposed for completion.
- Continue to upload prior years of Town Council & Board/Commission minutes into searchable database (Laserfiche).
- Expand use of LaserFiche Records Management software to town departments and implement online public portal for public records search.
- 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 has almost been completed. Additional cabinets will be purchased to complete the project and allow for future storage.

**MAJOR BUDGET CHANGES AND COMMENTARY**

- Full Time Salaries includes Administrative increases.
- Dues & Subscriptions increased to add newly certified Assistant Town Clerk to IIMC Professional Development.
- Equipment Maintenance decrease due to in-house scanning and printing on non-leased equipment.
- Printing & Binding increase due to vendor costs for archival supplies.
- Other Contractual Services increase due to in Land Record Auditor fee. Reduction in estimated records for microfilming.
- Technical Supplies increase in cost for Archival supplies.

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

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                    | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |          |
|--------------------------------|-----------------------------------|----------------------------------|------------------------------------|--------------------------------------|------------------------------------|----------------------------------|----------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                    |                                      |                                    |                                  |          |
| 181,387                        | 247,792                           | 247,792                          | 8101 Full time salaries            | 256,207                              | 256,207                            | 8,415                            | 3.40 %   |
| 8,042                          | 0                                 | 0                                | 8103 Part Time                     | 0                                    | 0                                  | 0                                | ****     |
| 5,616                          | 4,700                             | 4,700                            | 8104 Seasonal                      | 4,700                                | 4,700                              | 0                                | 0.00 %   |
| 195,044                        | 252,492                           | 252,492                          | OBJECT TOTAL                       | 260,907                              | 260,907                            | 8,415                            | 3.33 %   |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                    |                                      |                                    |                                  |          |
| 1,771                          | 0                                 | 0                                | 8201 Public Notification           | 0                                    | 0                                  | 0                                | ****     |
| 570                            | 695                               | 695                              | 8202 Dues and Subscriptions        | 745                                  | 745                                | 50                               | 7.19 %   |
| 96                             | 117                               | 117                              | 8203 Transportation                | 134                                  | 134                                | 17                               | 14.53 %  |
| 1,329                          | 1,075                             | 1,075                            | 8204 Conferences,Meetings,Training | 1,075                                | 1,075                              | 0                                | 0.00 %   |
| 1,581                          | 1,597                             | 1,597                            | 8211 Facilities Rental & Storage   | 1,605                                | 1,605                              | 8                                | 0.50 %   |
| 956                            | 1,847                             | 1,847                            | 8212 Equipment Maintenance         | 1,276                                | 1,276                              | -571                             | -30.91 % |
| 285                            | 300                               | 300                              | 8216 Printing and Binding          | 450                                  | 450                                | 150                              | 50.00 %  |
| 8,227                          | 11,387                            | 11,387                           | 8220 Other Contractual Services    | 11,629                               | 11,629                             | 242                              | 2.13 %   |
| 14,815                         | 17,018                            | 17,018                           | OBJECT TOTAL                       | 16,914                               | 16,914                             | -104                             | -0.61 %  |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                    |                                      |                                    |                                  |          |
| 380                            | 391                               | 391                              | 8301 Office Supplies               | 440                                  | 440                                | 49                               | 12.53 %  |
| 13,101                         | 11,790                            | 11,790                           | 8302 Technical Supplies            | 12,740                               | 12,740                             | 950                              | 8.06 %   |
| 13,481                         | 12,181                            | 12,181                           | OBJECT TOTAL                       | 13,180                               | 13,180                             | 999                              | 8.20 %   |
| <u>CAPITAL OUTLAY</u>          |                                   |                                  |                                    |                                      |                                    |                                  |          |
| 590                            | 0                                 | 0                                | 8406 Office Equipment              | 0                                    | 0                                  | 0                                | ****     |
| 590                            | 0                                 | 0                                | OBJECT TOTAL                       | 0                                    | 0                                  | 0                                | ****     |

|         |         |         |       |         |         |       |        |
|---------|---------|---------|-------|---------|---------|-------|--------|
| 223,930 | 281,691 | 281,691 | TOTAL | 291,001 | 291,001 | 9,310 | 3.31 % |
|---------|---------|---------|-------|---------|---------|-------|--------|

| 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 2023-2024 OPERATION

- Through January 2024, 11 full-time employees retired/resigned, 12 full time and several part-time employees were hired and/or promoted and several part-time employees were transferred and/or promoted
- 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

- Consultants/Special Contractor reflects rising costs of recruiting Police especially.

| Function           | Activity  | Program   | Code |
|--------------------|-----------|-----------|------|
| General Government | Personnel | Personnel | 0180 |

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                     | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |          |
|-----------------------|-----------------------------------|----------------------------------|-------------------------------------|--------------------------------------|------------------------------------|----------------------------------|----------|
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>            |                                      |                                    |                                  |          |
| 900                   | 2,000                             | 2,000                            | 8201 Public Notification            | 2,000                                | 2,000                              | 0                                | 0.00 %   |
| 0                     | 35                                | 35                               | 8202 Dues and Subscriptions         | 35                                   | 35                                 | 0                                | 0.00 %   |
| 516                   | 5,645                             | 5,645                            | 8204 Conferences,Meetings,Training  | 5,645                                | 5,645                              | 0                                | 0.00 %   |
| 49,754                | 35,000                            | 45,000                           | 8217 Consultants/Special Contractor | 39,250                               | 40,000                             | -5,000                           | -11.11 % |
| 51,169                | 42,680                            | 52,680                           | OBJECT TOTAL                        | 46,930                               | 47,680                             | -5,000                           | -9.49 %  |
|                       |                                   |                                  | <u>MATERIAL &amp; SUPPLIES</u>      |                                      |                                    |                                  |          |
| 154                   | 510                               | 510                              | 8301 Office Supplies                | 510                                  | 510                                | 0                                | 0.00 %   |
| 154                   | 510                               | 510                              | OBJECT TOTAL                        | 510                                  | 510                                | 0                                | 0.00 %   |

|        |        |        |       |        |        |        |         |
|--------|--------|--------|-------|--------|--------|--------|---------|
| 51,324 | 43,190 | 53,190 | TOTAL | 47,440 | 48,190 | -5,000 | -9.40 % |
|--------|--------|--------|-------|--------|--------|--------|---------|

| 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 include 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

- Kelsey House exterior wood replacement and painting
- Roof replacement of Fire Station #1
- Roof replacement of Police Dept shoot house
- Church Hill Pool House asbestos abatement
- New Automatic door opener installed at the food pantry
- Replacement of Highway Dept. emergency generator
- Expansion to (2) overhead doors at the Highway Dept.
- New top soil hoop house at Highway Dept.
- Expansion to (1) overhead door at the Parks Garage.
- Roof and siding replacement of the large Parks Building
- Renovation of 3 study room in the library
- Upgrade Library HVAC fan and duct work.
- Police Dept. HVAC replacement design work.
- Senior and Disabled Center window replacement project
- Senior and Disabled Center Generator replacement project

### OBJECTIVES

- Perform feasibility studies on Highway Garage and Grounds Garage
- Increase operational effectiveness and efficiency of town owned buildings and building infrastructure.
- Identify facility improvements to Town buildings.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries adjusted to account for new Carpenter Position, Admin raises and AFSCME at 2023-2024 rates.
- Most accounts remained the same, or increased to reflect contractual increases, needs and historical trends.
- Facilities Maintenance, Construction & Maintenance Materials and Heating Fuel were decreased to reflect trend.

|                                |                              |                                  |              |
|--------------------------------|------------------------------|----------------------------------|--------------|
| FUNCTION<br>General Government | ACTIVITY<br>General Services | PROGRAM<br>Facilities Management | CODE<br>0191 |
|--------------------------------|------------------------------|----------------------------------|--------------|

| 2022-2023<br>Actual             | 2022-2023<br>Original<br>Budget | 2023-2024<br>Revised<br>Budget |   | 2024-2025<br>Department<br>Request | 2024-2025<br>Manager<br>Proposed | Change from<br>revised budget |         |
|---------------------------------|---------------------------------|--------------------------------|---|------------------------------------|----------------------------------|-------------------------------|---------|
| <u>PERSONAL SERVICES</u>        |                                 |                                |   |                                    |                                  |                               |         |
| 461,127                         | 537,078                         | 537,078                        | 8101 Full Time                            | 553,653                            | 553,653                          | 16,575                        | 3.09%   |
| 7,484                           | 9,575                           | 9,575                          | 8102 Overtime                             | 9,575                              | 9,575                            | 0                             | 0.00%   |
| 1,150                           | 1,250                           | 1,250                          | 8105 Longevity                            | 1,250                              | 1,250                            | 0                             | 0.00%   |
| 469,761                         | 547,903                         | 547,903                        | OBJECT SUBTOTAL                           | 564,478                            | 564,478                          | 16,575                        | 3.03%   |
| <u>PROFESSIONAL SERVICES</u>    |                                 |                                |   |                                    |                                  |                               |         |
| 475                             | 600                             | 600                            | 8202 Dues and Subscriptions               | 600                                | 600                              | 0                             | 0.00%   |
| 942                             | 1,400                           | 1,400                          | 8204 Conferences, Meetings, Training      | 1,400                              | 1,400                            | 0                             | 0.00%   |
| 534,176                         | 518,882                         | 518,882                        | 8206 Utilities                            | 538,882                            | 538,882                          | 20,000                        | 3.85%   |
| 545                             | 600                             | 600                            | 8207 Clothing Allowance                   | 600                                | 600                              | 0                             | 0.00%   |
| 2,500                           | 2,550                           | 2,550                          | 8209 Uniform Rental & Cleaning            | 2,550                              | 2,550                            | 0                             | 0.00%   |
| 41,187                          | 50,700                          | 50,700                         | 8212 Equipment Maintenance                | 63,700                             | 61,700                           | 11,000                        | 21.70%  |
| 70,389                          | 88,300                          | 88,300                         | 8213 Facilities Maintenance               | 82,300                             | 79,300                           | -9,000                        | -10.19% |
| 287,877                         | 292,587                         | 292,587                        | 8220 Other Contractual Services           | 302,590                            | 298,090                          | 5,503                         | 1.88%   |
| 938,091                         | 955,619                         | 955,619                        | OBJECT SUBTOTAL                           | 992,622                            | 983,122                          | 27,503                        | 2.88%   |
| <u>MATERIALS &amp; SUPPLIES</u> |                                 |                                |   |                                    |                                  |                               |         |
| 55                              | 1,000                           | 1,000                          | 8301 Office Supplies                      | 1,000                              | 1,000                            | 0                             | 0.00%   |
| 203                             | 5,500                           | 5,500                          | 8302 Technical Supplies                   | 5,500                              | 5,500                            | 0                             | 0.00%   |
| 368                             | 600                             | 600                            | 8303 Uniforms and Clothing                | 600                                | 600                              | 0                             | 0.00%   |
| 21,484                          | 27,230                          | 27,230                         | 8305 Cleaning Supplies                    | 27,230                             | 27,230                           | 0                             | 0.00%   |
| 26,935                          | 30,200                          | 30,200                         | 8306 Construction & Maintenance Materials | 30,200                             | 28,200                           | -2,000                        | -6.62%  |
| 142,692                         | 165,250                         | 165,250                        | 8308 Heating Fuel                         | 165,250                            | 160,250                          | -5,000                        | -3.03%  |
| 0                               | 500                             | 500                            | 8310 Other Materials                      | 500                                | 500                              | 0                             | 0.00%   |
| 191,737                         | 230,280                         | 230,280                        | OBJECT SUBTOTAL                           | 230,280                            | 223,280                          | -7,000                        | -3.04%  |
| <u>CAPITAL OUTLAY</u>           |                                 |                                |   |                                    |                                  |                               |         |
| 3511                            | 5,000                           | 5,000                          | 8405 Construction & Maint Equipment       | 5,000                              | 5,000                            | 0                             | 0.00%   |
| 1416                            | 2,500                           | 2,500                          | 8406 Office Equipment                     | 2,500                              | 2,500                            | 0                             | 0.00%   |
| 4783                            | 5,500                           | 5,500                          | 8407 Building Equipment                   | 5,500                              | 5,500                            | 0                             | 0.00%   |
| 10,118                          | 12,500                          | 12,500                         | 8408 Building Improvements                | 12,500                             | 12,500                           | 0                             | 0.00%   |
| 19,828                          | 25,500                          | 25,500                         | OBJECT SUBTOTAL                           | 25,500                             | 25,500                           | 0                             | 0.00%   |

|           |           |           |       |           |           |        |       |
|-----------|-----------|-----------|-------|-----------|-----------|--------|-------|
| 1,619,417 | 1,759,302 | 1,759,302 | TOTAL | 1,812,880 | 1,796,380 | 37,078 | 2.11% |
|-----------|-----------|-----------|-------|-----------|-----------|--------|-------|

| 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 supplies

MAJOR BUDGET CHANGES AND COMMENTARY

- Seasonal was deleted due to lack of use in last few years.
- Equipment Rental reflects three new copier leases due to completed leases.

|                    |                  |                  |      |
|--------------------|------------------|------------------|------|
| Function           | Activity         | Program          | Code |
| General Government | General Services | Central Services | 0195 |

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |         |
|-----------------------|-----------------------------------|----------------------------------|--------------------------------|--------------------------------------|------------------------------------|----------------------------------|---------|
|                       |                                   |                                  | <u>PERSONAL SERVICES</u>       |                                      |                                    |                                  |         |
| 0                     | 459                               | 459                              | 8104 Seasonal                  | 459                                  | 0                                  | -459                             | 0.00 %  |
| 0                     | 459                               | 459                              | OBJECT TOTAL                   | 459                                  | 0                                  | -459                             | 0.00 %  |
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>       |                                      |                                    |                                  |         |
| 39,051                | 39,930                            | 39,930                           | 8205 Postage and Shipping      | 39,930                               | 39,930                             | 0                                | 0.00 %  |
| 5,978                 | 6,120                             | 6,120                            | 8210 Equipment Rental          | 6,120                                | 11,148                             | 5,028                            | 82.16 % |
| 2,715                 | 4,250                             | 4,250                            | 8212 Equipment Maintenance     | 4,250                                | 4,250                              | 0                                | 0.00 %  |
| 47,744                | 50,300                            | 50,300                           | OBJECT TOTAL                   | 50,300                               | 55,328                             | 5,028                            | 10.00 % |
|                       |                                   |                                  | <u>MATERIAL &amp; SUPPLIES</u> |                                      |                                    |                                  |         |
| 11,984                | 13,000                            | 13,000                           | 8301 Office Supplies           | 13,000                               | 13,000                             | 0                                | 0.00 %  |
| 11,984                | 13,000                            | 13,000                           | OBJECT TOTAL                   | 13,000                               | 13,000                             | 0                                | 0.00 %  |

|        |        |        |       |        |        |       |        |
|--------|--------|--------|-------|--------|--------|-------|--------|
| 59,728 | 63,759 | 63,759 | TOTAL | 63,759 | 68,328 | 4,569 | 7.17 % |
|--------|--------|--------|-------|--------|--------|-------|--------|

|                                |                              |                                   |             |
|--------------------------------|------------------------------|-----------------------------------|-------------|
| FUNCTION<br>GENERAL GOVERNMENT | ACTIVITY<br>GENERAL SERVICES | PROGRAM<br>INFORMATION TECHNOLOGY | CODE<br>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 2024-2025 OPERATION

- Town Employee and Citizen Self Service portal development
- Microsoft 365 Government migration for all Town and Emergency Services
- Emergency Services Bodycam and in-vehicle camera solution implementation
- Network Security infrastructure software and hardware improvements
- Managed network expansion for town and Emergency Services facilities, Traffic Camera and, Radio projects
- Continued maintenance of mobile cellular communication devices
- End user device (workstations, tablets & laptops) deployments
- Security auditing and network hardening
- Continued development of the Geographic Information System internal and internet facing portals

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 includes anticipated raises for Admin employees.
- Equipment Maintenance increases are due to higher maintenance costs for Munis (Finance), Quality Data Services (Assessor and Tax), Managed File Transfer (Town), Facilities Management (Facilities), Firewall (Town), Switching and Wireless (Town), and Audio Video Support and Maintenance (Town).
- Other Contractual Services includes addition of network backhaul support for the Emergency services traffic camera and radio project.
- Technical Supplies reduced to trend.

|                    |                  |                        |      |
|--------------------|------------------|------------------------|------|
| Function           | Activity         | Program                | Code |
| General Government | General Services | Information Technology | 0197 |

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                    | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |         |
|--------------------------------|-----------------------------------|----------------------------------|------------------------------------|--------------------------------------|------------------------------------|----------------------------------|---------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                    |                                      |                                    |                                  |         |
| 445,706                        | 596,174                           | 596,174                          | 8101 Full time salaries            | 611,300                              | 611,300                            | 15,126                           | 2.54 %  |
| 445,706                        | 596,174                           | 596,174                          | OBJECT TOTAL                       | 611,300                              | 611,300                            | 15,126                           | 2.54 %  |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                    |                                      |                                    |                                  |         |
| 0                              | 964                               | 964                              | 8202 Dues and Subscriptions        | 964                                  | 964                                | 0                                | 0.00 %  |
| 0                              | 4,300                             | 4,300                            | 8204 Conferences,Meetings,Training | 4,300                                | 4,300                              | 0                                | 0.00 %  |
| 138,157                        | 143,520                           | 143,520                          | 8208 Telephone                     | 143,520                              | 143,520                            | 0                                | 0.00 %  |
| 568,269                        | 689,645                           | 689,645                          | 8212 Equipment Maintenance         | 717,095                              | 717,095                            | 27,450                           | 3.98 %  |
| 69,780                         | 102,000                           | 102,000                          | 8220 Other Contractual Services    | 105,600                              | 105,600                            | 3,600                            | 3.53 %  |
| 776,206                        | 940,429                           | 940,429                          | OBJECT TOTAL                       | 971,479                              | 971,479                            | 31,050                           | 3.30 %  |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                    |                                      |                                    |                                  |         |
| 31                             | 100                               | 100                              | 8301 Office Supplies               | 100                                  | 100                                | 0                                | 0.00 %  |
| 21,951                         | 22,676                            | 22,676                           | 8302 Technical Supplies            | 22,676                               | 21,676                             | -1,000                           | -4.41 % |
| 7,488                          | 9,500                             | 9,500                            | 8307 Equipment Parts               | 9,500                                | 9,500                              | 0                                | 0.00 %  |
| 29,470                         | 32,276                            | 32,276                           | OBJECT TOTAL                       | 32,276                               | 31,276                             | -1,000                           | -3.10 % |
| <u>CAPITAL OUTLAY</u>          |                                   |                                  |                                    |                                      |                                    |                                  |         |
| 1,016                          | 2,500                             | 2,500                            | 8402 Technical Equipment           | 2,500                                | 2,500                              | 0                                | 0.00 %  |
| 1,016                          | 2,500                             | 2,500                            | OBJECT TOTAL                       | 2,500                                | 2,500                              | 0                                | 0.00 %  |

|           |           |           |       |           |           |        |        |
|-----------|-----------|-----------|-------|-----------|-----------|--------|--------|
| 1,252,398 | 1,571,379 | 1,571,379 | TOTAL | 1,617,555 | 1,616,555 | 45,176 | 2.87 % |
|-----------|-----------|-----------|-------|-----------|-----------|--------|--------|

**PUBLIC SAFETY**

## 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>2023-2024<br/>Authorized</u> | <u>2024-2025<br/>Requested</u> | <u>2024-2025<br/>Proposed</u> | <u>2024-2025<br/>Approved</u> |
|--|---------------------------------|--------------------------------|-------------------------------|-------------------------------|
| <u>Administrative</u>  |                                 |                                |                               |                               |
| Chief of Police  | 1.0                             | 1.0                            | 1.0                           |                               |
| Administrative Secretary III                                   | 1.0                             | 1.0                            | 1.0                           |                               |
| Administrative Assistant to the Chief                          | 1.0                             | 1.0                            | 1.0                           |                               |
| Administrative Sergeant  | 1.0                             | 1.0                            | 1.0                           |                               |
| <u>Patrol</u>  |                                 |                                |                               |                               |
| Lieutenant   | 1.0                             | 1.0                            | 1.0                           |                               |
| Sergeant   | 6.0                             | 6.0                            | 6.0                           |                               |
| Police Officer   | 29.0                            | 29.0                           | 29.0                          |                               |
| <u>Investigation</u>   |                                 |                                |                               |                               |
| Lieutenant   | 1.0                             | 1.0                            | 1.0                           |                               |
| Sergeant   | 1.0                             | 1.0                            | 1.0                           |                               |
| Detective  | 3.0                             | 3.0                            | 3.0                           |                               |
| Police Officer   | 2.0                             | 2.0                            | 2.0                           |                               |
| Youth Officer  | 1.0                             | 1.0                            | 1.0                           |                               |
| Administrative Secretary I                                     | 1.0                             | 1.0                            | 1.0                           |                               |
| Civilian Evidence/Property Room Clerk (unfunded in FY 2021-22) | 0.0                             | 0.0                            | 0.0                           |                               |
| <u>Traffic</u>   |                                 |                                |                               |                               |
| Equipment Operator II (transferred from Highway)               | 1.0                             | 1.0                            | 1.0                           |                               |
| Seasonal Employee (transferred from Highway)                   | 0.5                             | 0.5                            | 0.5                           |                               |
| <u>Communications</u>  |                                 |                                |                               |                               |
| Dispatcher   | 8.0                             | 8.0                            | 8.0                           |                               |
| <u>Support Services</u>  |                                 |                                |                               |                               |
| Lieutenant   | 1.0                             | 1.0                            | 1.0                           |                               |
| Sergeant   | 1.0                             | 1.0                            | 1.0                           |                               |
| Community Service Officer                                      | 1.0                             | 1.0                            | 1.0                           |                               |
| Professional Standards Officer                                 | 1.0                             | 1.0                            | 1.0                           |                               |
| School Resource Officer  | 1.0                             | 1.0                            | 1.0                           |                               |
| Traffic Enforcement Officer                                    | 1.0                             | 1.0                            | 1.0                           |                               |
| Police Records Supervisor                                      | 1.0                             | 1.0                            | 1.0                           |                               |
| Administrative Secretary I                                     | 1.0                             | 1.0                            | 1.0                           |                               |
| Administrative Clerk (PT)                                      | 0.5                             | 0.5                            | 0.5                           |                               |
| <u>Canine Control</u>  |                                 |                                |                               |                               |
| Animal Control Officer   | 1.0                             | 1.0                            | 1.0                           |                               |
| Animal Control Officer (PT)                                    | 0.0                             | 0.0                            | 0.0                           |                               |
|  | 68.0                            | 68.0                           | 68.0                          |                               |

|                           |                    |                           |             |
|---------------------------|--------------------|---------------------------|-------------|
| FUNCTION<br>PUBLIC SAFETY | ACTIVITY<br>POLICE | PROGRAM<br>ADMINISTRATION | CODE<br>211 |
|---------------------------|--------------------|---------------------------|-------------|

**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 2023-2024 OPERATION**

**Administration:** After testing a new vest from Angel Armor, it was determined that a vest of this caliber is necessary for the safety of the officers. The department has moved forward to provide new bulletproof vest carriers for the department giving the officers additional protection. The dept. continues to pursue a new radio system for the Police Dept and should have a new system in place by the end of the fiscal year.

**Staffing:** The police department hired seven new police officers. Officers John Smith, Adam Goncalves and Jeremy Rivera were hired as certified Connecticut police officers, who transferred from other police departments. Officer Evan Kowalski was hired as an entry level officer and is being trained at the Police Academy. Also hired was a full time Animal Control Officer, ACO Sawallich who transferred from another agency. There are several candidates in their final stages of being hired and should be hired before the end of the fiscal year.

**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:

| Calendar Year | Calls for Service | Part 1 (Major) Crimes | Criminal Arrests | DUI Arrests | Traffic Violations | MV Accidents |
|---------------|-------------------|-----------------------|------------------|-------------|--------------------|--------------|
| 2022          | 26,224            | 1,162                 | 698              | 89          | 2,948              | 1,336        |
| 2021          | 22,942            | 1,593                 | 690              | 76          | 1,884              | 1,233        |
| 2020          | 23,454            | 892                   | 667              | 68          | 2,269              | 1,078        |
| 2019          | 24,193            | 815                   | 845              | 136         | 4,170              | 1,498        |
| 2018          | 24,927            | 819                   | 867              | 85          | 3,851              | 1,466        |
| 2017          | 27,378            | 980                   | 848              | 94          | 5,562              | 1,454        |

**MAJOR BUDGET CHANGES AND COMMENTARY**

- Full Time Salaries reflects contractual raises for Police Union members and AFSCME at 2023-24 rates.
- Overtime reduced to reflect trend.
- Longevity decreased due to retirements.
- Dues and Subscriptions increase in price of CREST participation and Executive Search subscription
- Conferences, Meetings, Training increased for CPCA meeting participation and CPCA expo participation.
- Consultants/Special Contractor increase for Starchase contract, psychological exams mandate, cleaning of cells for COVID.
- Increase in Office Equipment for 2 desk chairs.

|               |                   |                       |      |
|---------------|-------------------|-----------------------|------|
| Function      | Activity          | Program               | Code |
| Public Safety | Police Department | Police Administration | 0211 |

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                     | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |           |  |
|--------------------------------|-----------------------------------|----------------------------------|-------------------------------------|--------------------------------------|------------------------------------|----------------------------------|-----------|--|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                     |                                      |                                    |                                  |           |  |
| 379,508                        | 415,865                           | 415,865                          | 8101 Full time salaries             | 421,773                              | 416,773                            | 908                              | 0.22 %    |  |
| 1,315                          | 8,740                             | 8,740                            | 8102 Overtime                       | 5,500                                | 5,500                              | -3,240                           | -37.07 %  |  |
| 9,272                          | 0                                 | 0                                | 8103 Part Time                      | 0                                    | 0                                  | 0                                | ****      |  |
| 3,000                          | 3,200                             | 3,200                            | 8105 Longevity                      | 2,750                                | 2,750                              | -450                             | -14.06 %  |  |
| 393,095                        | 427,805                           | 427,805                          | OBJECT TOTAL                        | 430,023                              | 425,023                            | -2,782                           | -0.65 %   |  |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                     |                                      |                                    |                                  |           |  |
| 8,820                          | 9,039                             | 9,039                            | 8202 Dues and Subscriptions         | 11,739                               | 11,739                             | 2,700                            | 29.87 %   |  |
| 816                            | 580                               | 580                              | 8204 Conferences,Meetings,Training  | 960                                  | 960                                | 380                              | 65.52 %   |  |
| 1,923                          | 2,000                             | 2,000                            | 8207 Clothing Allowance             | 2,000                                | 2,000                              | 0                                | 0.00 %    |  |
| 23,250                         | 36,060                            | 36,060                           | 8217 Consultants/Special Contractor | 51,710                               | 51,710                             | 15,650                           | 43.40 %   |  |
| 34,809                         | 47,679                            | 47,679                           | OBJECT TOTAL                        | 66,409                               | 66,409                             | 18,730                           | 39.28 %   |  |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                     |                                      |                                    |                                  |           |  |
| 764                            | 1,375                             | 1,375                            | 8302 Technical Supplies             | 1,375                                | 1,375                              | 0                                | 0.00 %    |  |
| 764                            | 1,375                             | 1,375                            | OBJECT TOTAL                        | 1,375                                | 1,375                              | 0                                | 0.00 %    |  |
| <u>CAPITAL OUTLAY</u>          |                                   |                                  |                                     |                                      |                                    |                                  |           |  |
| 127                            | 300                               | 300                              | 8406 Office Equipment               | 3,500                                | 3,500                              | 3,200                            | 1066.67 % |  |
| 127                            | 300                               | 300                              | OBJECT TOTAL                        | 3,500                                | 3,500                              | 3,200                            | 1066.67 % |  |

|         |         |         |       |         |         |        |        |
|---------|---------|---------|-------|---------|---------|--------|--------|
| 428,795 | 477,159 | 477,159 | TOTAL | 501,307 | 496,307 | 19,148 | 4.01 % |
|---------|---------|---------|-------|---------|---------|--------|--------|

|                           |                    |                   |             |
|---------------------------|--------------------|-------------------|-------------|
| FUNCTION<br>PUBLIC SAFETY | ACTIVITY<br>POLICE | PROGRAM<br>PATROL | CODE<br>212 |
|---------------------------|--------------------|-------------------|-------------|

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 2023-2024 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.
- Focus on establishing directed patrols in residential and commercial areas in attempts to reduce vehicle theft.
- Explore potential of resurrecting the K-9 program.
- Continue to increase efforts to recruit and retain Officers.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects contractual raises for Police Union members, as well as step adjustments.
- Overtime increased for contractual raises for Police Union members; reduction for give back days are reflected in the training account.
- Technical Supplies reflects substantial price increases for AED supplies, flares, Narcan (demand and costs).
- Uniforms and Clothing – uniforms for new hires has increased; increase in costs for bulletproof vests
- Other Materials reflects increase in costs for law books.
- Increase in Technical Equipment for replacements of citation printers (\$1040 each).

|               |                   |               |      |
|---------------|-------------------|---------------|------|
| Function      | Activity          | Program       | Code |
| Public Safety | Police Department | Police Patrol | 0212 |

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                    | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |          |
|--------------------------------|-----------------------------------|----------------------------------|------------------------------------|--------------------------------------|------------------------------------|----------------------------------|----------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                    |                                      |                                    |                                  |          |
| 3,527,057                      | 3,730,809                         | 3,730,809                        | 8101 Full time salaries            | 3,789,416                            | 3,789,416                          | 58,607                           | 1.57 %   |
| 959,588                        | 726,993                           | 726,993                          | 8102 Overtime                      | 758,062                              | 758,062                            | 31,069                           | 4.27 %   |
| 4,486,645                      | 4,457,802                         | 4,457,802                        | OBJECT TOTAL                       | 4,547,478                            | 4,547,478                          | 89,676                           | 2.01 %   |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                    |                                      |                                    |                                  |          |
| 82                             | 8,215                             | 8,215                            | 8202 Dues and Subscriptions        | 8,215                                | 8,215                              | 0                                | 0.00 %   |
| 118                            | 90                                | 90                               | 8204 Conferences,Meetings,Training | 90                                   | 90                                 | 0                                | 0.00 %   |
| 29,000                         | 37,000                            | 37,000                           | 8207 Clothing Allowance            | 37,000                               | 37,000                             | 0                                | 0.00 %   |
| 0                              | 400                               | 400                              | 8212 Equipment Maintenance         | 400                                  | 400                                | 0                                | 0.00 %   |
| 29,200                         | 45,705                            | 45,705                           | OBJECT TOTAL                       | 45,705                               | 45,705                             | 0                                | 0.00 %   |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                    |                                      |                                    |                                  |          |
| 20,772                         | 21,125                            | 21,125                           | 8302 Technical Supplies            | 27,506                               | 27,506                             | 6,381                            | 30.21 %  |
| 29,349                         | 27,618                            | 72,618                           | 8303 Uniforms and Clothing         | 43,625                               | 43,625                             | -28,993                          | -39.93 % |
| 2,600                          | 2,600                             | 2,600                            | 8310 Other Materials               | 2,900                                | 2,900                              | 300                              | 11.54 %  |
| 52,720                         | 51,343                            | 96,343                           | OBJECT TOTAL                       | 74,031                               | 74,031                             | -22,312                          | -23.16 % |
| <u>CAPITAL OUTLAY</u>          |                                   |                                  |                                    |                                      |                                    |                                  |          |
| 37,610                         | 39,878                            | 39,878                           | 8402 Technical Equipment           | 48,978                               | 48,978                             | 9,100                            | 22.82 %  |
| 37,610                         | 39,878                            | 39,878                           | OBJECT TOTAL                       | 48,978                               | 48,978                             | 9,100                            | 22.82 %  |

|           |           |           |       |           |           |        |        |
|-----------|-----------|-----------|-------|-----------|-----------|--------|--------|
| 4,606,175 | 4,594,728 | 4,639,728 | TOTAL | 4,716,192 | 4,716,192 | 76,464 | 1.65 % |
|-----------|-----------|-----------|-------|-----------|-----------|--------|--------|

|                           |                    |                          |             |
|---------------------------|--------------------|--------------------------|-------------|
| FUNCTION<br>PUBLIC SAFETY | ACTIVITY<br>POLICE | PROGRAM<br>INVESTIGATION | CODE<br>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 2023-2024 OPERATION

- The Newington Detective Division continues to add to its crime scene processing technology equipment. The Newington Police Detective Division looks to stay 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.
- The Newington Police 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.
- 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.

OBJECTIVES

- Support the Patrol Division by assisting in criminal investigations.
- Maintain open communication and professional relationships with internal divisions, other law enforcement agencies and the judicial system thereby enhancing the ability of the department to arrest and prosecute criminal offenders.
- Continue to participate in and support regional investigative initiatives.
- 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 reflects contractual raises for Police Union members and AFSCME at 2023-24 rates. The increase appears larger due to a budget transfer in 2023-24.
- Overtime increased due to contractual raises for Police Union members.
- Other Contractual Services reflects increase of fees for property destruction.

|               |                   |                      |      |
|---------------|-------------------|----------------------|------|
| Function      | Activity          | Program              | Code |
| Public Safety | Police Department | Police Investigation | 0213 |

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                 | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |         |
|--------------------------------|-----------------------------------|----------------------------------|---------------------------------|--------------------------------------|------------------------------------|----------------------------------|---------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                 |                                      |                                    |                                  |         |
| 688,704                        | 940,434                           | 895,434                          | 8101 Full time salaries         | 962,367                              | 962,367                            | 66,933                           | 7.47 %  |
| 39,944                         | 92,793                            | 92,793                           | 8102 Overtime                   | 93,826                               | 93,826                             | 1,033                            | 1.11 %  |
| 728,649                        | 1,033,227                         | 988,227                          | OBJECT TOTAL                    | 1,056,193                            | 1,056,193                          | 67,966                           | 6.88 %  |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                 |                                      |                                    |                                  |         |
| 150                            | 150                               | 150                              | 8202 Dues and Subscriptions     | 150                                  | 150                                | 0                                | 0.00 %  |
| 7,000                          | 8,000                             | 8,000                            | 8207 Clothing Allowance         | 8,000                                | 8,000                              | 0                                | 0.00 %  |
| 0                              | 3,650                             | 3,650                            | 8212 Equipment Maintenance      | 3,650                                | 3,650                              | 0                                | 0.00 %  |
| 3,986                          | 4,590                             | 4,590                            | 8220 Other Contractual Services | 5,590                                | 5,590                              | 1,000                            | 21.79 % |
| 11,136                         | 16,390                            | 16,390                           | OBJECT TOTAL                    | 17,390                               | 17,390                             | 1,000                            | 6.10 %  |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                 |                                      |                                    |                                  |         |
| 4,886                          | 6,191                             | 6,191                            | 8302 Technical Supplies         | 6,191                                | 6,191                              | 0                                | 0.00 %  |
| 3,781                          | 4,021                             | 4,021                            | 8310 Other Materials            | 4,021                                | 4,021                              | 0                                | 0.00 %  |
| 8,667                          | 10,212                            | 10,212                           | OBJECT TOTAL                    | 10,212                               | 10,212                             | 0                                | 0.00 %  |

|         |           |           |       |           |           |        |        |
|---------|-----------|-----------|-------|-----------|-----------|--------|--------|
| 748,451 | 1,059,829 | 1,014,829 | TOTAL | 1,083,795 | 1,083,795 | 68,966 | 6.80 % |
|---------|-----------|-----------|-------|-----------|-----------|--------|--------|

| 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 2023-2024 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 reflects AFSCME at 2023-24 rates.
- Part Time reflects anticipated raise for Crossing Guards.

|               |                   |         |      |
|---------------|-------------------|---------|------|
| Function      | Activity          | Program | Code |
| Public Safety | Police Department | Traffic | 0214 |

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                            | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |        |
|--------------------------------|-----------------------------------|----------------------------------|----------------------------|--------------------------------------|------------------------------------|----------------------------------|--------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                            |                                      |                                    |                                  |        |
| 69,684                         | 69,420                            | 69,420                           | 8101 Full time salaries    | 71,785                               | 71,785                             | 2,365                            | 3.41 % |
| 5,604                          | 5,006                             | 5,006                            | 8102 Overtime              | 5,006                                | 5,006                              | 0                                | 0.00 % |
| 146,853                        | 175,027                           | 175,027                          | 8103 Part Time             | 178,122                              | 178,122                            | 3,095                            | 1.77 % |
| 1,000                          | 1,000                             | 1,000                            | 8105 Longevity             | 1,000                                | 1,000                              | 0                                | 0.00 % |
| 223,141                        | 250,453                           | 250,453                          | OBJECT TOTAL               | 255,913                              | 255,913                            | 5,460                            | 2.18 % |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                            |                                      |                                    |                                  |        |
| 150                            | 150                               | 150                              | 8207 Clothing Allowance    | 150                                  | 150                                | 0                                | 0.00 % |
| 1,000                          | 1,000                             | 1,000                            | 8212 Equipment Maintenance | 1,000                                | 1,000                              | 0                                | 0.00 % |
| 1,150                          | 1,150                             | 1,150                            | OBJECT TOTAL               | 1,150                                | 1,150                              | 0                                | 0.00 % |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                            |                                      |                                    |                                  |        |
| 12,548                         | 12,500                            | 12,500                           | 8302 Technical Supplies    | 12,500                               | 12,500                             | 0                                | 0.00 % |
| 670                            | 690                               | 690                              | 8303 Uniforms and Clothing | 690                                  | 690                                | 0                                | 0.00 % |
| 0                              | 250                               | 250                              | 8310 Other Materials       | 250                                  | 250                                | 0                                | 0.00 % |
| 13,217                         | 13,440                            | 13,440                           | OBJECT TOTAL               | 13,440                               | 13,440                             | 0                                | 0.00 % |

|         |         |         |       |         |         |       |        |
|---------|---------|---------|-------|---------|---------|-------|--------|
| 237,508 | 265,043 | 265,043 | TOTAL | 270,503 | 270,503 | 5,460 | 2.06 % |
|---------|---------|---------|-------|---------|---------|-------|--------|

| 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 2023-2024 OPERATIONS

- Hired an eighth Public Safety Dispatcher, which brings our communications center to full staff.
- New dispatch consoles were installed as part of the State radio system project
- Researched new dispatch terminals furniture for the communications center. Source of funding will be decided in the future.
- 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.
- Utilized the Prepared Live program to obtain video and text from callers on wireless devices.

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 reflects contractual raises for Dispatchers (NIPSE union) and step increases.
- Overtime decreased due to changes in holiday differential.
- Equipment Maintenance decrease due to the LPR service contract.

|               |                   |                      |      |
|---------------|-------------------|----------------------|------|
| Function      | Activity          | Program              | Code |
| Public Safety | Police Department | Police Communication | 0215 |

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                 | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |         |
|--------------------------------|-----------------------------------|----------------------------------|---------------------------------|--------------------------------------|------------------------------------|----------------------------------|---------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                 |                                      |                                    |                                  |         |
| 579,980                        | 620,696                           | 620,696                          | 8101 Full time salaries         | 633,276                              | 633,276                            | 12,580                           | 2.03 %  |
| 183,129                        | 175,681                           | 175,681                          | 8102 Overtime                   | 175,382                              | 175,382                            | -299                             | -0.17 % |
| 763,109                        | 796,377                           | 796,377                          | OBJECT TOTAL                    | 808,658                              | 808,658                            | 12,281                           | 1.54 %  |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                 |                                      |                                    |                                  |         |
| 696                            | 350                               | 350                              | 8202 Dues and Subscriptions     | 350                                  | 350                                | 0                                | 0.00 %  |
| 5,600                          | 5,600                             | 5,600                            | 8207 Clothing Allowance         | 5,600                                | 5,600                              | 0                                | 0.00 %  |
| 42,354                         | 51,335                            | 51,335                           | 8212 Equipment Maintenance      | 48,504                               | 48,504                             | -2,831                           | -5.51 % |
| 1,416                          | 2,000                             | 2,000                            | 8220 Other Contractual Services | 2,000                                | 2,000                              | 0                                | 0.00 %  |
| 50,066                         | 59,285                            | 59,285                           | OBJECT TOTAL                    | 56,454                               | 56,454                             | -2,831                           | -4.78 % |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                 |                                      |                                    |                                  |         |
| 833                            | 835                               | 835                              | 8302 Technical Supplies         | 835                                  | 835                                | 0                                | 0.00 %  |
| 833                            | 835                               | 835                              | OBJECT TOTAL                    | 835                                  | 835                                | 0                                | 0.00 %  |

|         |         |         |       |         |         |       |        |
|---------|---------|---------|-------|---------|---------|-------|--------|
| 814,008 | 856,497 | 856,497 | TOTAL | 865,947 | 865,947 | 9,450 | 1.10 % |
|---------|---------|---------|-------|---------|---------|-------|--------|

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 2023-2024 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.
- Received a COPS Grant which was used to purchase a MILO Training Simulator for scenario-based training. The remainder of grant funds will be used for Law Enforcement Active De-Escalation Strategies training for the Department
- 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
- 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 Simunition 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 MILO system for interactive scenario-based training on Taser, Firearms, OC, and decision making.

MAJOR BUDGET CHANGES AND COMMENTARY

- Overtime reflects contractual obligations for Police Union (NIPSE) members.
- Conferences Meetings Trainings reflects increase in recruitment and fees associated with training at the Academy; additional fees required for specialty training in divisions where promotions occur and lateral movement.
- Technical Supplies increased due to rise in cost of less lethal supplies including taser cartridges, batteries and a request for 10 taser replacements due to them being discontinued/antiquated.

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

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                      | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |         |
|--------------------------------|-----------------------------------|----------------------------------|--------------------------------------|--------------------------------------|------------------------------------|----------------------------------|---------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                      |                                      |                                    |                                  |         |
| 167,800                        | 146,205                           | 146,205                          | 8102 Overtime                        | 148,545                              | 148,545                            | 2,340                            | 1.60 %  |
| 600                            | 300                               | 300                              | 8108 Education Incentive             | 300                                  | 300                                | 0                                | 0.00 %  |
| 168,400                        | 146,505                           | 146,505                          | OBJECT TOTAL                         | 148,845                              | 148,845                            | 2,340                            | 1.60 %  |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                      |                                      |                                    |                                  |         |
| 1,035                          | 1,015                             | 1,015                            | 8202 Dues and Subscriptions          | 1,015                                | 1,015                              | 0                                | 0.00 %  |
| 33,336                         | 37,665                            | 37,665                           | 8204 Conferences, Meetings, Training | 54,657                               | 54,657                             | 16,992                           | 45.11 % |
| 600                            | 3,000                             | 3,000                            | 8221 Higher Education Support        | 3,000                                | 3,000                              | 0                                | 0.00 %  |
| 34,971                         | 41,680                            | 41,680                           | OBJECT TOTAL                         | 58,672                               | 58,672                             | 16,992                           | 40.77 % |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                      |                                      |                                    |                                  |         |
| 33,525                         | 53,291                            | 53,291                           | 8302 Technical Supplies              | 75,735                               | 75,735                             | 22,444                           | 42.12 % |
| 1,085                          | 1,196                             | 1,196                            | 8310 Other Materials                 | 1,196                                | 1,196                              | 0                                | 0.00 %  |
| 34,610                         | 54,487                            | 54,487                           | OBJECT TOTAL                         | 76,931                               | 76,931                             | 22,444                           | 41.19 % |

|         |         |         |       |         |         |        |         |
|---------|---------|---------|-------|---------|---------|--------|---------|
| 237,981 | 242,672 | 242,672 | TOTAL | 284,448 | 284,448 | 41,776 | 17.22 % |
|---------|---------|---------|-------|---------|---------|--------|---------|

| FUNCTION      | ACTIVITY | PROGRAM          | CODE |
|---------------|----------|------------------|------|
| PUBLIC SAFETY | POLICE   | SUPPORT SERVICES | 218  |

### EXPLANATION

The Support Services Division assists all other operations in the Police Department including accreditation, 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 2023-2024 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 an outreach tool to communicate with the public. An official Department Instagram page was also created.
- Continued the School Resource Officer program at Newington High School.
- Continued Department-sponsored community outreach events such as the Stuff-A-Cruiser Toy Drive, Cram-A-Cruiser Food Drive, National Night Out, Newington Senior and Disabled Center Public Safety Picnic, Newington Police and Fire Golf Classic, and the Newington Public Safety Day.
- Conducted ongoing recruitment for both entry level and certified police officer candidates by attending the Staff the Front Lines career fair in Hartford, as well as college-level career fairs at Central Connecticut State University and Norwich University in Vermont. We also registered for future career fairs at POST University and the University of Connecticut.
- Achieved State of Connecticut Tier 1 Accreditation through the Police Officer Standards and Training Council.

### OBJECTIVES

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

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects contractual raises for Police Union (NIPSE) members and AFSCME at 2023-24 rates.
- Overtime reflects contractual raises for Police Union (NIPSE) members.
- Clothing Allowance increased for contractual obligations for (6) Police Union (NIPSE) members, under-budgeted in current budget.
- Increase in Equipment Rental for new lease on copiers.
- Other Contractual Services increased to allow for job fairs at various locations throughout the year for recruitment.

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

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                 | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |         |
|--------------------------------|-----------------------------------|----------------------------------|---------------------------------|--------------------------------------|------------------------------------|----------------------------------|---------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                 |                                      |                                    |                                  |         |
| 494,908                        | 707,891                           | 707,891                          | 8101 Full time salaries         | 725,817                              | 725,817                            | 17,926                           | 2.53 %  |
| 6,699                          | 58,894                            | 58,894                           | 8102 Overtime                   | 65,033                               | 65,033                             | 6,139                            | 10.42 % |
| 28,538                         | 19,585                            | 19,585                           | 8103 Part Time                  | 19,960                               | 19,960                             | 375                              | 1.91 %  |
| 530,145                        | 786,370                           | 786,370                          | OBJECT TOTAL                    | 810,810                              | 810,810                            | 24,440                           | 3.11 %  |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                 |                                      |                                    |                                  |         |
| 5,000                          | 5,000                             | 4,100                            | 8207 Clothing Allowance         | 6,000                                | 6,000                              | 1,900                            | 46.34 % |
| 10,358                         | 29,164                            | 29,164                           | 8209 Uniform Rental & Cleaning  | 29,164                               | 29,164                             | 0                                | 0.00 %  |
| 5,762                          | 5,900                             | 6,800                            | 8210 Equipment Rental           | 7,520                                | 7,520                              | 720                              | 10.59 % |
| 0                              | 200                               | 200                              | 8212 Equipment Maintenance      | 200                                  | 200                                | 0                                | 0.00 %  |
| 1,999                          | 1,999                             | 1,999                            | 8216 Printing and Binding       | 1,999                                | 1,999                              | 0                                | 0.00 %  |
| 5,104                          | 8,256                             | 8,256                            | 8220 Other Contractual Services | 11,256                               | 11,256                             | 3,000                            | 36.34 % |
| 28,223                         | 50,519                            | 50,519                           | OBJECT TOTAL                    | 56,139                               | 56,139                             | 5,620                            | 11.12 % |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                 |                                      |                                    |                                  |         |
| 4,305                          | 4,900                             | 4,900                            | 8301 Office Supplies            | 4,900                                | 4,900                              | 0                                | 0.00 %  |
| 600                            | 600                               | 600                              | 8302 Technical Supplies         | 600                                  | 600                                | 0                                | 0.00 %  |
| 4,905                          | 5,500                             | 5,500                            | OBJECT TOTAL                    | 5,500                                | 5,500                              | 0                                | 0.00 %  |

|         |         |         |       |         |         |        |        |
|---------|---------|---------|-------|---------|---------|--------|--------|
| 563,273 | 842,389 | 842,389 | TOTAL | 872,449 | 872,449 | 30,060 | 3.57 % |
|---------|---------|---------|-------|---------|---------|--------|--------|

|                           |                    |                     |             |
|---------------------------|--------------------|---------------------|-------------|
| FUNCTION<br>PUBLIC SAFETY | ACTIVITY<br>POLICE | PROGRAM<br>VEHICLES | CODE<br>220 |
|---------------------------|--------------------|---------------------|-------------|

EXPLANATION

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

HIGHLIGHTS OF FY 2023-2024

- No highlights for current fiscal year.

OBJECTIVES

- Maintain a fully operational fleet of police vehicles.

MAJOR BUDGET CHANGES AND COMMENTARY

- Motor Vehicle Maintenance reflects increased cost to cover car detailing.

|               |                   |                 |      |
|---------------|-------------------|-----------------|------|
| Function      | Activity          | Program         | Code |
| Public Safety | Police Department | Police Vehicles | 0220 |

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |         |
|-----------------------|-----------------------------------|----------------------------------|--------------------------------|--------------------------------------|------------------------------------|----------------------------------|---------|
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>       |                                      |                                    |                                  |         |
| 5,335                 | 6,700                             | 6,700                            | 8214 Motor Vehicle Maintenance | 7,700                                | 7,700                              | 1,000                            | 14.93 % |
| 5,335                 | 6,700                             | 6,700                            | OBJECT TOTAL                   | 7,700                                | 7,700                              | 1,000                            | 14.93 % |

|       |       |       |       |       |       |       |         |
|-------|-------|-------|-------|-------|-------|-------|---------|
| 5,335 | 6,700 | 6,700 | TOTAL | 7,700 | 7,700 | 1,000 | 14.93 % |
|-------|-------|-------|-------|-------|-------|-------|---------|

|                           |                    |                           |             |
|---------------------------|--------------------|---------------------------|-------------|
| FUNCTION<br>PUBLIC SAFETY | ACTIVITY<br>POLICE | PROGRAM<br>ANIMAL CONTROL | CODE<br>222 |
|---------------------------|--------------------|---------------------------|-------------|

EXPLANATION

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

HIGHLIGHTS OF FY 2023-2024 OPERATIONS

- In July, 2023 a full-time Animal Control Officer was hired. This position 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.
- Work with the Highway Department to design a new Animal Control Officer vehicle that meets the Officer's needs.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salary reflects anticipated raise for Animal Control Officer. Cost is shared evenly with Wethersfield Police.
- Overtime increased due to 4 hour minimum on call outs for Animal Control Officer.

|               |                   |                |      |
|---------------|-------------------|----------------|------|
| Function      | Activity          | Program        | Code |
| Public Safety | Police Department | Animal Control | 0222 |

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                    | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |          |
|--------------------------------|-----------------------------------|----------------------------------|------------------------------------|--------------------------------------|------------------------------------|----------------------------------|----------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                    |                                      |                                    |                                  |          |
| 23,949                         | 30,888                            | 30,888                           | 8101 Full time salaries            | 31,536                               | 31,536                             | 648                              | 2.10 %   |
| 1,018                          | 2,546                             | 2,546                            | 8102 Overtime                      | 5,295                                | 5,295                              | 2,749                            | 107.97 % |
| 24,968                         | 33,434                            | 33,434                           | OBJECT TOTAL                       | 36,831                               | 36,831                             | 3,397                            | 10.16 %  |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                    |                                      |                                    |                                  |          |
| 0                              | 200                               | 200                              | 8204 Conferences,Meetings,Training | 200                                  | 200                                | 0                                | 0.00 %   |
| 0                              | 1,500                             | 1,500                            | 8220 Other Contractual Services    | 1,500                                | 1,500                              | 0                                | 0.00 %   |
| 0                              | 1,700                             | 1,700                            | OBJECT TOTAL                       | 1,700                                | 1,700                              | 0                                | 0.00 %   |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                    |                                      |                                    |                                  |          |
| 1,426                          | 1,050                             | 1,050                            | 8303 Uniforms and Clothing         | 1,050                                | 1,050                              | 0                                | 0.00 %   |
| 1,426                          | 1,050                             | 1,050                            | OBJECT TOTAL                       | 1,050                                | 1,050                              | 0                                | 0.00 %   |

|        |        |        |       |        |        |       |        |
|--------|--------|--------|-------|--------|--------|-------|--------|
| 26,394 | 36,184 | 36,184 | TOTAL | 39,581 | 39,581 | 3,397 | 9.39 % |
|--------|--------|--------|-------|--------|--------|-------|--------|

|               |                 |                |      |
|---------------|-----------------|----------------|------|
| FUNCTION      | ACTIVITY        | PROGRAM        | CODE |
| PUBLIC SAFETY | FIRE DEPARTMENT | ADMINISTRATION | 230  |

PERSONNEL SUMMARY

| <u>Positions (in work years)</u> | <u>2023-2024<br/>Authorized</u> | <u>2024-2025<br/>Requested</u> | <u>2024-2025<br/>Proposed</u> | <u>2024-2025<br/>Approved</u> |
|----------------------------------|---------------------------------|--------------------------------|-------------------------------|-------------------------------|
| <u>Fire Administration</u>       |                                 |                                |                               |                               |
| Fire Chief (PT)                  | 1.0                             | 1.0                            | 1.0                           |                               |
| Assistant Chief (PT)             | 1.0                             | 1.0                            | 1.0                           |                               |
| Deputy Chief (PT)                | 3.0                             | 3.0                            | 3.0                           |                               |
| Administrative Secretary I       | <u>1.0</u>                      | <u>1.0</u>                     | <u>1.0</u>                    |                               |
|                                  | 6.0                             | 6.0                            | 6.0                           |                               |
| <br><u>Fire Marshal</u>          |                                 |                                |                               |                               |

|                           |                             |                           |             |
|---------------------------|-----------------------------|---------------------------|-------------|
| FUNCTION<br>PUBLIC SAFETY | ACTIVITY<br>FIRE DEPARTMENT | PROGRAM<br>ADMINISTRATION | CODE<br>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 2023-2024 contractual rates.
- Part Time salaries reflects anticipated raises.
- Dues and Subscriptions increased for addition of CT State Fire Dept meetings
- Equipment Maintenance increased for copier maintenance.
- Conferences and Meetings continue to be deleted per the direction of the Town Manager.

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

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                             | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |         |
|--------------------------------|-----------------------------------|----------------------------------|-----------------------------|--------------------------------------|------------------------------------|----------------------------------|---------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                             |                                      |                                    |                                  |         |
| 62,751                         | 62,504                            | 62,504                           | 8101 Full time salaries     | 64,624                               | 64,624                             | 2,120                            | 3.39 %  |
| 36,297                         | 36,867                            | 36,867                           | 8103 Part Time              | 37,604                               | 37,604                             | 737                              | 2.00 %  |
| 1,000                          | 1,000                             | 1,000                            | 8105 Longevity              | 1,000                                | 1,000                              | 0                                | 0.00 %  |
| 100,049                        | 100,371                           | 100,371                          | OBJECT TOTAL                | 103,228                              | 103,228                            | 2,857                            | 2.85 %  |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                             |                                      |                                    |                                  |         |
| 1,990                          | 1,530                             | 1,530                            | 8202 Dues and Subscriptions | 2,500                                | 2,500                              | 970                              | 63.40 % |
| 980                            | 1,000                             | 1,000                            | 8212 Equipment Maintenance  | 1,250                                | 1,250                              | 250                              | 25.00 % |
| 127                            | 550                               | 550                              | 8216 Printing and Binding   | 550                                  | 550                                | 0                                | 0.00 %  |
| 3,097                          | 3,080                             | 3,080                            | OBJECT TOTAL                | 4,300                                | 4,300                              | 1,220                            | 39.61 % |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                             |                                      |                                    |                                  |         |
| 1,000                          | 2,000                             | 2,000                            | 8301 Office Supplies        | 2,000                                | 2,000                              | 0                                | 0.00 %  |
| 1,000                          | 2,000                             | 2,000                            | OBJECT TOTAL                | 2,000                                | 2,000                              | 0                                | 0.00 %  |

|         |         |         |       |         |         |       |        |
|---------|---------|---------|-------|---------|---------|-------|--------|
| 104,145 | 105,451 | 105,451 | TOTAL | 109,528 | 109,528 | 4,077 | 3.87 % |
|---------|---------|---------|-------|---------|---------|-------|--------|

|                           |                             |                          |             |
|---------------------------|-----------------------------|--------------------------|-------------|
| FUNCTION<br>PUBLIC SAFETY | ACTIVITY<br>FIRE DEPARTMENT | PROGRAM<br>FIRE FIGHTING | CODE<br>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

- Uniform Rental & Cleaning reflects rising cost of cleaning uniforms.
- Motor Vehicle Maintenance increased for additional needs. Repairs needed for SCBA bottle storage cylinders in E-3
- Consultants/Special Contractor reflects the increase of department physicals with our provider. Additional increase is for the new NFPA lung x-ray mandate every five years.
- Technical Supplies includes increased cost of department operating expenses and for replacement of AFFF foam to F-500 extinguishing agent since state law banning use of AFFF passed.
- Other Materials reflects additional costs of awards night dinner and the addition of summer picnic.
- All item costs reflect our latest purchase pricing from vendors.
- Technical equipment includes Hurst tools for continued upgrade to current standards for today's construction; Red MMX modules for increased tracking of all department functions for ISO reporting; Storage shed for headquarters to free up space on lower bay.

|               |                 |               |      |
|---------------|-----------------|---------------|------|
| Function      | Activity        | Program       | Code |
| Public Safety | Fire Department | Fire Fighting | 0232 |

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                     | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |          |
|--------------------------------|-----------------------------------|----------------------------------|-------------------------------------|--------------------------------------|------------------------------------|----------------------------------|----------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                     |                                      |                                    |                                  |          |
| 423,899                        | 526,817                           | 526,817                          | 8110 Fringe Benefits                | 526,817                              | 526,817                            | 0                                | 0.00 %   |
| 423,899                        | 526,817                           | 526,817                          | OBJECT TOTAL                        | 526,817                              | 526,817                            | 0                                | 0.00 %   |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                     |                                      |                                    |                                  |          |
| 752                            | 1,000                             | 1,000                            | 8209 Uniform Rental & Cleaning      | 2,000                                | 2,000                              | 1,000                            | 100.00 % |
| 3,871                          | 12,750                            | 12,750                           | 8212 Equipment Maintenance          | 13,250                               | 13,250                             | 500                              | 3.92 %   |
| 9,033                          | 12,000                            | 12,000                           | 8214 Motor Vehicle Maintenance      | 17,000                               | 17,000                             | 5,000                            | 41.67 %  |
| 23,690                         | 33,306                            | 33,306                           | 8217 Consultants/Special Contractor | 35,000                               | 35,000                             | 1,694                            | 5.09 %   |
| 28,000                         | 29,000                            | 29,000                           | 8218 Contributions and Subsidies    | 29,000                               | 29,000                             | 0                                | 0.00 %   |
| 65,346                         | 88,056                            | 88,056                           | OBJECT TOTAL                        | 96,250                               | 96,250                             | 8,194                            | 9.31 %   |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                     |                                      |                                    |                                  |          |
| 58,772                         | 37,595                            | 37,595                           | 8302 Technical Supplies             | 50,095                               | 45,095                             | 7,500                            | 19.95 %  |
| 50,522                         | 25,000                            | 25,000                           | 8303 Uniforms and Clothing          | 25,000                               | 25,000                             | 0                                | 0.00 %   |
| 22,833                         | 19,500                            | 20,320                           | 8310 Other Materials                | 27,000                               | 27,000                             | 6,680                            | 32.87 %  |
| 132,127                        | 82,095                            | 82,915                           | OBJECT TOTAL                        | 102,095                              | 97,095                             | 14,180                           | 17.10 %  |
| <u>CAPITAL OUTLAY</u>          |                                   |                                  |                                     |                                      |                                    |                                  |          |
| 19,193                         | 67,065                            | 60,595                           | 8402 Technical Equipment            | 60,500                               | 60,500                             | -95                              | -0.16 %  |
| 19,193                         | 67,065                            | 60,595                           | OBJECT TOTAL                        | 60,500                               | 60,500                             | -95                              | -0.16 %  |

|         |         |         |       |         |         |        |        |
|---------|---------|---------|-------|---------|---------|--------|--------|
| 640,565 | 764,033 | 758,383 | TOTAL | 785,662 | 780,662 | 22,279 | 2.94 % |
|---------|---------|---------|-------|---------|---------|--------|--------|

|                           |                             |                            |             |
|---------------------------|-----------------------------|----------------------------|-------------|
| FUNCTION<br>PUBLIC SAFETY | ACTIVITY<br>FIRE DEPARTMENT | PROGRAM<br>FIRE PREVENTION | CODE<br>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

- Technical Supplies increased for additional needs.
- Other Materials includes posters, plastic helmets and other school resource items.

|               |                 |                 |      |
|---------------|-----------------|-----------------|------|
| Function      | Activity        | Program         | Code |
| Public Safety | Fire Department | Fire Prevention | 0233 |

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                 | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |          |
|--------------------------------|-----------------------------------|----------------------------------|---------------------------------|--------------------------------------|------------------------------------|----------------------------------|----------|
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                 |                                      |                                    |                                  |          |
| 0                              | 150                               | 150                              | 8202 Dues and Subscriptions     | 150                                  | 150                                | 0                                | 0.00 %   |
| 2,000                          | 2,000                             | 2,000                            | 8216 Printing and Binding       | 2,000                                | 2,000                              | 0                                | 0.00 %   |
| 150                            | 500                               | 500                              | 8220 Other Contractual Services | 500                                  | 500                                | 0                                | 0.00 %   |
| 2,150                          | 2,650                             | 2,650                            | OBJECT TOTAL                    | 2,650                                | 2,650                              | 0                                | 0.00 %   |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                 |                                      |                                    |                                  |          |
| 0                              | 60                                | 60                               | 8302 Technical Supplies         | 500                                  | 500                                | 440                              | 733.33 % |
| 1,182                          | 250                               | 250                              | 8310 Other Materials            | 1,500                                | 1,500                              | 1,250                            | 500.00 % |
| 1,182                          | 310                               | 310                              | OBJECT TOTAL                    | 2,000                                | 2,000                              | 1,690                            | 545.16 % |
| <u>CAPITAL OUTLAY</u>          |                                   |                                  |                                 |                                      |                                    |                                  |          |
| 0                              | 200                               | 200                              | 8402 Technical Equipment        | 0                                    | 0                                  | -200                             | 0.00 %   |
| 0                              | 200                               | 200                              | OBJECT TOTAL                    | 0                                    | 0                                  | -200                             | 0.00 %   |

|       |       |       |       |       |       |       |         |
|-------|-------|-------|-------|-------|-------|-------|---------|
| 3,332 | 3,160 | 3,160 | TOTAL | 4,650 | 4,650 | 1,490 | 47.15 % |
|-------|-------|-------|-------|-------|-------|-------|---------|

|                           |                             |                          |             |
|---------------------------|-----------------------------|--------------------------|-------------|
| FUNCTION<br>PUBLIC SAFETY | ACTIVITY<br>FIRE DEPARTMENT | PROGRAM<br>FIRE TRAINING | CODE<br>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.
- Continue to provide opportunities for further education for our firefighters/officers to help in our ISO rating.
- Roof prop for training tower allowing firefighters a safe training area to train with power tools on pitched roofs for vallation purposes.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Other Contractual reflects increased cost of Fire Academy classes.

|               |                 |               |      |
|---------------|-----------------|---------------|------|
| Function      | Activity        | Program       | Code |
| Public Safety | Fire Department | Fire Training | 0234 |

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                 | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |        |
|-----------------------|-----------------------------------|----------------------------------|---------------------------------|--------------------------------------|------------------------------------|----------------------------------|--------|
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>        |                                      |                                    |                                  |        |
| 565                   | 800                               | 800                              | 8202 Dues and Subscriptions     | 800                                  | 800                                | 0                                | 0.00 % |
| 48,652                | 55,645                            | 55,645                           | 8220 Other Contractual Services | 137,000                              | 57,000                             | 1,355                            | 2.44 % |
| 49,217                | 56,445                            | 56,445                           | OBJECT TOTAL                    | 137,800                              | 57,800                             | 1,355                            | 2.40 % |
|                       |                                   |                                  | <u>CAPITAL OUTLAY</u>           |                                      |                                    |                                  |        |
| 7,591                 | 0                                 | 0                                | 8402 Technical Equipment        | 0                                    | 0                                  | 0                                | ****   |
| 7,591                 | 0                                 | 0                                | OBJECT TOTAL                    | 0                                    | 0                                  | 0                                | ****   |

|        |        |        |       |         |        |       |        |
|--------|--------|--------|-------|---------|--------|-------|--------|
| 56,808 | 56,445 | 56,445 | TOTAL | 137,800 | 57,800 | 1,355 | 2.40 % |
|--------|--------|--------|-------|---------|--------|-------|--------|

|                           |                             |                          |             |
|---------------------------|-----------------------------|--------------------------|-------------|
| FUNCTION<br>PUBLIC SAFETY | ACTIVITY<br>FIRE DEPARTMENT | PROGRAM<br>FIRE STATIONS | CODE<br>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 #1
- Ice Machine Service
- Bay door maintenance all stations
- Replace garage doors for Chapman Street Firehouse
- Replace HVAC unit at Co #2, current unit unrepairable
- Landscaping at headquarters around new sign from Safer Grant
- Repair rotting soffits at fire museum on Main Street

### 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 |

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                             | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |          |
|-----------------------|-----------------------------------|----------------------------------|-----------------------------|--------------------------------------|------------------------------------|----------------------------------|----------|
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>    |                                      |                                    |                                  |          |
| 31,707                | 43,400                            | 43,400                           | 8213 Facilities Maintenance | 43,400                               | 43,400                             | 0                                | 0.00 %   |
| 31,707                | 43,400                            | 43,400                           | OBJECT TOTAL                | 43,400                               | 43,400                             | 0                                | 0.00 %   |
|                       |                                   |                                  | <u>CAPITAL OUTLAY</u>       |                                      |                                    |                                  |          |
| 10,745                | 14,450                            | 20,100                           | 8407 Building Equipment     | 13,900                               | 13,900                             | -6,200                           | -30.85 % |
| 41,249                | 33,700                            | 33,700                           | 8408 Building Improvements  | 35,000                               | 35,000                             | 1,300                            | 3.86 %   |
| 51,993                | 48,150                            | 53,800                           | OBJECT TOTAL                | 48,900                               | 48,900                             | -4,900                           | -9.11 %  |

|        |        |        |       |        |        |        |         |
|--------|--------|--------|-------|--------|--------|--------|---------|
| 83,700 | 91,550 | 97,200 | TOTAL | 92,300 | 92,300 | -4,900 | -5.04 % |
|--------|--------|--------|-------|--------|--------|--------|---------|

| FUNCTION      | ACTIVITY        | PROGRAM      | CODE |
|---------------|-----------------|--------------|------|
| PUBLIC SAFETY | FIRE DEPARTMENT | FIRE MARSHAL | 238  |

### 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 2023-2024 OPERATION

- Finished FY 23/24 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 anticipated administrative raises.
- Promotion of per-diem staff member to full-time Assistant Fire Marshal in FY 2023-2024 which provides a staff of 2 full-time (FM, AFM), 3 part-time (20 hour per week) Deputy Fire Marshals, and 3 per-diem Fire Inspectors
- Decrease to Technical Supplies due to prior year purchase of fire equipment storage solution for new pickup.
- Decrease to Uniforms and Training to reflect prior year purchase of turnout gear.
- Addition of Technical Equipment for the purchase of 3 bodycams.

| Function      | Activity        | Program      | Code |
|---------------|-----------------|--------------|------|
| Public Safety | Fire Department | Fire Marshal | 0238 |

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                    | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |          |
|--------------------------------|-----------------------------------|----------------------------------|------------------------------------|--------------------------------------|------------------------------------|----------------------------------|----------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                    |                                      |                                    |                                  |          |
| 139,767                        | 202,880                           | 202,880                          | 8101 Full time salaries            | 208,595                              | 208,595                            | 5,715                            | 2.82 %   |
| 57,830                         | 69,477                            | 69,477                           | 8103 Part Time                     | 69,477                               | 69,477                             | 0                                | 0.00 %   |
| 197,596                        | 272,357                           | 272,357                          | OBJECT TOTAL                       | 278,072                              | 278,072                            | 5,715                            | 2.10 %   |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                    |                                      |                                    |                                  |          |
| 1,901                          | 2,840                             | 2,840                            | 8202 Dues and Subscriptions        | 2,840                                | 2,840                              | 0                                | 0.00 %   |
| 1,800                          | 3,000                             | 3,000                            | 8204 Conferences,Meetings,Training | 3,000                                | 3,000                              | 0                                | 0.00 %   |
| 0                              | 1,500                             | 1,500                            | 8212 Equipment Maintenance         | 1,400                                | 1,400                              | -100                             | -6.67 %  |
| 3,701                          | 7,340                             | 7,340                            | OBJECT TOTAL                       | 7,240                                | 7,240                              | -100                             | -1.36 %  |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                    |                                      |                                    |                                  |          |
| 653                            | 700                               | 700                              | 8301 Office Supplies               | 700                                  | 700                                | 0                                | 0.00 %   |
| 4,371                          | 6,150                             | 6,150                            | 8302 Technical Supplies            | 3,500                                | 3,500                              | -2,650                           | -43.09 % |
| 4,670                          | 6,575                             | 6,575                            | 8303 Uniforms and Clothing         | 3,175                                | 3,175                              | -3,400                           | -51.71 % |
| 1,675                          | 1,388                             | 1,388                            | 8310 Other Materials               | 1,500                                | 1,500                              | 112                              | 8.07 %   |
| 11,369                         | 14,813                            | 14,813                           | OBJECT TOTAL                       | 8,875                                | 8,875                              | -5,938                           | -40.09 % |
| <u>CAPITAL OUTLAY</u>          |                                   |                                  |                                    |                                      |                                    |                                  |          |
| 10,102                         | 0                                 | 0                                | 8402 Technical Equipment           | 7,500                                | 3,500                              | 3,500                            | ****     |
| 10,102                         | 0                                 | 0                                | OBJECT TOTAL                       | 7,500                                | 3,500                              | 3,500                            | ****     |

|         |         |         |       |         |         |       |        |
|---------|---------|---------|-------|---------|---------|-------|--------|
| 222,768 | 294,510 | 294,510 | TOTAL | 301,687 | 297,687 | 3,177 | 1.08 % |
|---------|---------|---------|-------|---------|---------|-------|--------|

|                           |                             |                           |             |
|---------------------------|-----------------------------|---------------------------|-------------|
| FUNCTION<br>PUBLIC SAFETY | ACTIVITY<br>FIRE DEPARTMENT | PROGRAM<br>SAFETY OFFICER | CODE<br>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.
- Contracted services for both hose testing and pump testing. This will aide in ISO reporting requirements.
- Purchase of hose washer to remove carcinogens on hose so we begin to comply with the cancer act requirements.

MAJOR BUDGET CHANGES AND COMMENTARY

- Other Contractual increased for adding of contracted hose testing.

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

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                 | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |         |
|-----------------------|-----------------------------------|----------------------------------|---------------------------------|--------------------------------------|------------------------------------|----------------------------------|---------|
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>        |                                      |                                    |                                  |         |
| 15,425                | 20,720                            | 20,720                           | 8220 Other Contractual Services | 53,720                               | 33,720                             | 13,000                           | 62.74 % |
| 15,425                | 20,720                            | 20,720                           | OBJECT TOTAL                    | 53,720                               | 33,720                             | 13,000                           | 62.74 % |
|                       |                                   |                                  | <u>MATERIAL &amp; SUPPLIES</u>  |                                      |                                    |                                  |         |
| 4,954                 | 9,175                             | 9,175                            | 8302 Technical Supplies         | 9,175                                | 9,175                              | 0                                | 0.00 %  |
| 4,954                 | 9,175                             | 9,175                            | OBJECT TOTAL                    | 9,175                                | 9,175                              | 0                                | 0.00 %  |
|                       |                                   |                                  | <u>CAPITAL OUTLAY</u>           |                                      |                                    |                                  |         |
| 25,636                | 5,900                             | 5,900                            | 8402 Technical Equipment        | 5,900                                | 5,900                              | 0                                | 0.00 %  |
| 25,636                | 5,900                             | 5,900                            | OBJECT TOTAL                    | 5,900                                | 5,900                              | 0                                | 0.00 %  |

|        |        |        |       |        |        |        |         |
|--------|--------|--------|-------|--------|--------|--------|---------|
| 46,015 | 35,795 | 35,795 | TOTAL | 68,795 | 48,795 | 13,000 | 36.32 % |
|--------|--------|--------|-------|--------|--------|--------|---------|

| FUNCTION      | ACTIVITY        | PROGRAM                      | CODE |
|---------------|-----------------|------------------------------|------|
| PUBLIC SAFETY | FIRE DEPARTMENT | REGIONAL FIRE TRAINING TOWER | 242  |

EXPLANATION

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

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

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

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                    | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |        |
|-----------------------|-----------------------------------|----------------------------------|------------------------------------|--------------------------------------|------------------------------------|----------------------------------|--------|
|                       |                                   |                                  | <u>T/F'S TO OTHER FUNDS</u>        |                                      |                                    |                                  |        |
| 1,500                 | 1,500                             | 1,500                            | 8517 Trans.to Miscellaneous Grants | 1,500                                | 1,500                              | 0                                | 0.00 % |
| 1,500                 | 1,500                             | 1,500                            | OBJECT TOTAL                       | 1,500                                | 1,500                              | 0                                | 0.00 % |

|       |       |       |       |       |       |   |        |
|-------|-------|-------|-------|-------|-------|---|--------|
| 1,500 | 1,500 | 1,500 | TOTAL | 1,500 | 1,500 | 0 | 0.00 % |
|-------|-------|-------|-------|-------|-------|---|--------|

|                           |                             |         |             |
|---------------------------|-----------------------------|---------|-------------|
| FUNCTION<br>PUBLIC SAFETY | ACTIVITY<br>STREET LIGHTING | PROGRAM | CODE<br>250 |
|---------------------------|-----------------------------|---------|-------------|

EXPLANATION

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

OBJECTIVES

- Continue to track malfunctions and outages of streetlights.

MAJOR BUDGET CHANGES AND COMMENTARY

- No major changes this year. Budget will increase \$5,000 or 1.67% compared to the 2023-24 fiscal year due to estimated utility fee increases.

|               |                 |                 |      |
|---------------|-----------------|-----------------|------|
| Function      | Activity        | Program         | Code |
| Public Safety | Street Lighting | Street Lighting | 0250 |

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                          | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |        |
|-----------------------|-----------------------------------|----------------------------------|--------------------------|--------------------------------------|------------------------------------|----------------------------------|--------|
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u> |                                      |                                    |                                  |        |
| 285,080               | 300,000                           | 300,000                          | 8206 Utilities           | 305,000                              | 305,000                            | 5,000                            | 1.67 % |
| 285,080               | 300,000                           | 300,000                          | OBJECT TOTAL             | 305,000                              | 305,000                            | 5,000                            | 1.67 % |

|         |         |         |       |         |         |       |        |
|---------|---------|---------|-------|---------|---------|-------|--------|
| 285,080 | 300,000 | 300,000 | TOTAL | 305,000 | 305,000 | 5,000 | 1.67 % |
|---------|---------|---------|-------|---------|---------|-------|--------|

| FUNCTION<br>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**

- Increase in Conferences, Meetings, Training to include education in CPR, Hoarding Response and Rehabilitation Operations.
- Increase Uniforms and Clothing to include Emergency Management position.

|               |                      |                      |      |
|---------------|----------------------|----------------------|------|
| Function      | Activity             | Program              | Code |
| Public Safety | Emergency Management | Emergency Management | 0260 |

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                    | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |          |
|--------------------------------|-----------------------------------|----------------------------------|------------------------------------|--------------------------------------|------------------------------------|----------------------------------|----------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                    |                                      |                                    |                                  |          |
| 0                              | 26,000                            | 26,000                           | 8101 Full time salaries            | 26,100                               | 26,100                             | 100                              | 0.38 %   |
| 6,050                          | 6,000                             | 6,000                            | 8103 Part Time                     | 6,000                                | 6,000                              | 0                                | 0.00 %   |
| 6,050                          | 32,000                            | 32,000                           | OBJECT TOTAL                       | 32,100                               | 32,100                             | 100                              | 0.31 %   |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                    |                                      |                                    |                                  |          |
| 0                              | 50                                | 50                               | 8202 Dues and Subscriptions        | 100                                  | 100                                | 50                               | 100.00 % |
| 670                            | 1,500                             | 1,500                            | 8204 Conferences,Meetings,Training | 2,500                                | 2,500                              | 1,000                            | 66.67 %  |
| 670                            | 1,550                             | 1,550                            | OBJECT TOTAL                       | 2,600                                | 2,600                              | 1,050                            | 67.74 %  |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                    |                                      |                                    |                                  |          |
| 1,590                          | 2,500                             | 2,500                            | 8302 Technical Supplies            | 2,500                                | 2,500                              | 0                                | 0.00 %   |
| 0                              | 1,000                             | 1,000                            | 8303 Uniforms and Clothing         | 1,500                                | 1,500                              | 500                              | 50.00 %  |
| 1,590                          | 3,500                             | 3,500                            | OBJECT TOTAL                       | 4,000                                | 4,000                              | 500                              | 14.29 %  |

|       |        |        |       |        |        |       |        |
|-------|--------|--------|-------|--------|--------|-------|--------|
| 8,310 | 37,050 | 37,050 | TOTAL | 38,700 | 38,700 | 1,650 | 4.45 % |
|-------|--------|--------|-------|--------|--------|-------|--------|

FUNCTION  
PUBLIC SAFETY

ACTIVITY  
EMERGENCY MEDICAL SERVICE

PROGRAM

CODE  
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 last year to match the Stipends being given to the Fire Department. For the 2024-25 this was reduced \$3,000 to reflect the actual payments from prior year with .
- 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 will stay flat to the 2023-24 budgeted amount.

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

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                    | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |         |
|-----------------------|-----------------------------------|----------------------------------|------------------------------------|--------------------------------------|------------------------------------|----------------------------------|---------|
|                       |                                   |                                  | <u>PERSONAL SERVICES</u>           |                                      |                                    |                                  |         |
| 20,915                | 57,000                            | 57,000                           | 8110 Fringe Benefits               | 54,000                               | 54,000                             | -3,000                           | -5.26 % |
| 20,915                | 57,000                            | 57,000                           | OBJECT TOTAL                       | 54,000                               | 54,000                             | -3,000                           | -5.26 % |
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>           |                                      |                                    |                                  |         |
| 1,000                 | 1,000                             | 1,000                            | 8204 Conferences,Meetings,Training | 1,000                                | 1,000                              | 0                                | 0.00 %  |
| 10,000                | 20,000                            | 20,000                           | 8220 Other Contractual Services    | 20,000                               | 20,000                             | 0                                | 0.00 %  |
| 11,000                | 21,000                            | 21,000                           | OBJECT TOTAL                       | 21,000                               | 21,000                             | 0                                | 0.00 %  |
|                       |                                   |                                  | <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                              | 0                                | 0.00 %  |
| 6,000                 | 6,000                             | 6,000                            | OBJECT TOTAL                       | 6,000                                | 6,000                              | 0                                | 0.00 %  |

|        |        |        |       |        |        |        |         |
|--------|--------|--------|-------|--------|--------|--------|---------|
| 37,915 | 84,000 | 84,000 | TOTAL | 81,000 | 81,000 | -3,000 | -3.57 % |
|--------|--------|--------|-------|--------|--------|--------|---------|

FUNCTION  
PUBLIC SAFETY

ACTIVITY  
HYDRANTS

PROGRAM

CODE  
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 \$150 to \$155
- Same rate to New Britain Water Company, \$390

|               |          |          |      |
|---------------|----------|----------|------|
| Function      | Activity | Program  | Code |
| Public Safety | Hydrants | Hydrants | 0280 |

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                          | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |        |
|-----------------------|-----------------------------------|----------------------------------|--------------------------|--------------------------------------|------------------------------------|----------------------------------|--------|
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u> |                                      |                                    |                                  |        |
| 114,972               | 119,160                           | 119,160                          | 8219 Hydrants            | 122,820                              | 122,820                            | 3,660                            | 3.07 % |
| 114,972               | 119,160                           | 119,160                          | OBJECT TOTAL             | 122,820                              | 122,820                            | 3,660                            | 3.07 % |

|         |         |         |       |         |         |       |        |
|---------|---------|---------|-------|---------|---------|-------|--------|
| 114,972 | 119,160 | 119,160 | TOTAL | 122,820 | 122,820 | 3,660 | 3.07 % |
|---------|---------|---------|-------|---------|---------|-------|--------|

**PUBLIC WORKS**

## 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>2023-2024<br/>Authorized</u> | <u>2024-2025<br/>Requested</u> | <u>2024-2025<br/>Proposed</u> | <u>2024-2025<br/>Approved</u> |
|---|---------------------------------|--------------------------------|-------------------------------|-------------------------------|
| Town Engineer                                       | 1.0                             | 1.0                            | 1.0                           |                               |
| Assistant Town Engineer                             | 1.0                             | 1.0                            | 1.0                           |                               |
| Engineering Technologist I (unfunded in FY 2021-22) | 0.0                             | 1.0                            | 1.0                           |                               |
| Administrative Secretary II                         | <u>0.5</u>                      | <u>0.5</u>                     | <u>0.5</u>                    |                               |
|   | 2.5                             | 3.5                            | 3.5                           |                               |

| FUNCTION     | ACTIVITY    | PROGRAM | CODE |
|--------------|-------------|---------|------|
| PUBLIC WORKS | ENGINEERING |         | 310  |

### EXPLANATION

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

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

### ENGINEERING SERVICE HIGHLIGHTS

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

### OBJECTIVES

- Promote economic development in TON.
- Design and construct new Town infrastructure.
- Provide survey services for boundary survey, topographic survey, and construction survey for TON infrastructure and TON projects.
- Assign building numbers (addresses) to new/existing buildings.
- Prepare capital improvement plan (CIP) for Town infrastructure (dams, roads, bridges, sidewalks, retaining walls, drainage systems, flood control system, etc.) with the focus to reduce maintain cost, increase public safety, and reduce liability.
- Evaluate/manage 104 miles of road and prioritize streets to be paved (maintenance/improvements) as part of the CIP, based on available funds.
- Evaluate/manage public facility parking lots be paved (maintenance/improvements) as part of the CIP, based on available funds.
- Evaluate/manage 60 miles of sidewalk for slip/trip/fall hazards to be repaired as part of the CIP, based on available funds.
- Evaluate/manage drainage features, including dams and flood control system, for maintenance or repair as part of the CIP, based on available funds.
- Evaluate/manage retaining walls for repair as part of the CIP program, based on available funds.
- Review contractor licenses and excavation permits for utility and driveway construction within Town right-of-way to protect existing infrastructure.
- Operate and maintain/update Town drainage system and GIS database.
- Review plans and drainage calculations for conformance with Planning and Zoning and Inland Wetland regulations and to protect existing infrastructure.
- Support Conservation Commission and Planning and Zoning Commission.
- Apply for Grants for: 1) STEAP – Mill Pond Falls Pedestrian bridge replacement (\$240,000); 2) Community Connectivity Grant – Main Street sidewalk extension (\$500,000); 3) LOTCIP – Maple Hill Avenue & Alumni Road complete Streets grant revisions (\$4,100,000) pending reauthorization; 4) EV Charging Station grant – two stations each with two chargers for Town Hall parking lot, in concert with the reconstruction of Garfield Street.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects anticipated Administrative raises and AFSCME at 2023-24 rates.
- Continued part time budget allocation for summer intern.
- Other Contractual Services increased for stormwater testing formerly in Facilities budget, which is scheduled and approved by Engineering.
- Other line items were changed to better reflect needs.

|              |             |             |      |
|--------------|-------------|-------------|------|
| Function     | Activity    | Program     | Code |
| Public Works | Engineering | Engineering | 0310 |

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                      | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |          |
|--------------------------------|-----------------------------------|----------------------------------|--------------------------------------|--------------------------------------|------------------------------------|----------------------------------|----------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                      |                                      |                                    |                                  |          |
| 211,321                        | 248,879                           | 248,879                          | 8101 Full time salaries              | 336,882                              | 336,882                            | 88,003                           | 35.36 %  |
| 0                              | 2,000                             | 2,000                            | 8102 Overtime                        | 2,000                                | 2,000                              | 0                                | 0.00 %   |
| 8,442                          | 7,000                             | 7,000                            | 8103 Part Time                       | 7,000                                | 7,000                              | 0                                | 0.00 %   |
| 100                            | 200                               | 200                              | 8105 Longevity                       | 0                                    | 0                                  | -200                             | 0.00 %   |
| 219,863                        | 258,079                           | 258,079                          | OBJECT TOTAL                         | 345,882                              | 345,882                            | 87,803                           | 34.02 %  |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                      |                                      |                                    |                                  |          |
| 443                            | 720                               | 720                              | 8202 Dues and Subscriptions          | 720                                  | 720                                | 0                                | 0.00 %   |
| 0                              | 150                               | 150                              | 8203 Transportation                  | 250                                  | 250                                | 100                              | 66.67 %  |
| 669                            | 2,360                             | 2,360                            | 8204 Conferences, Meetings, Training | 2,360                                | 2,360                              | 0                                | 0.00 %   |
| 0                              | 400                               | 400                              | 8207 Clothing Allowance              | 400                                  | 400                                | 0                                | 0.00 %   |
| 0                              | 300                               | 300                              | 8212 Equipment Maintenance           | 300                                  | 300                                | 0                                | 0.00 %   |
| 0                              | 200                               | 200                              | 8216 Printing and Binding            | 200                                  | 200                                | 0                                | 0.00 %   |
| 780                            | 2,000                             | 2,000                            | 8217 Consultants/Special Contractor  | 2,000                                | 2,000                              | 0                                | 0.00 %   |
| 0                              | 3,000                             | 3,000                            | 8220 Other Contractual Services      | 3,000                                | 7,500                              | 4,500                            | 150.00 % |
| 1,891                          | 9,130                             | 9,130                            | OBJECT TOTAL                         | 9,230                                | 13,730                             | 4,600                            | 50.38 %  |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                      |                                      |                                    |                                  |          |
| 11                             | 400                               | 400                              | 8301 Office Supplies                 | 400                                  | 400                                | 0                                | 0.00 %   |
| 0                              | 500                               | 500                              | 8302 Technical Supplies              | 500                                  | 500                                | 0                                | 0.00 %   |
| 0                              | 50                                | 50                               | 8303 Uniforms and Clothing           | 50                                   | 50                                 | 0                                | 0.00 %   |
| 11                             | 950                               | 950                              | OBJECT TOTAL                         | 950                                  | 950                                | 0                                | 0.00 %   |

|         |         |         |       |         |         |        |         |
|---------|---------|---------|-------|---------|---------|--------|---------|
| 221,765 | 268,159 | 268,159 | TOTAL | 356,062 | 360,562 | 92,403 | 34.46 % |
|---------|---------|---------|-------|---------|---------|--------|---------|

|                          |                     |                    |             |
|--------------------------|---------------------|--------------------|-------------|
| FUNCTION<br>PUBLIC WORKS | ACTIVITY<br>HIGHWAY | PROGRAM<br>SUMMARY | CODE<br>320 |
|--------------------------|---------------------|--------------------|-------------|

PERSONNEL SUMMARY

| <u>Positions (in work years)</u>                        | <u>2023-2024<br/>Authorized</u> | <u>2024-2025<br/>Requested</u> | <u>2024-2025<br/>Proposed</u> | <u>2024-2025<br/>Approved</u> |
|---|---------------------------------|--------------------------------|-------------------------------|-------------------------------|
| Highway Superintendent                                  | 1.0                             | 1.0                            | 1.0                           |                               |
| Assistant Highway Superintendent (unfunded FY2021-2022) | 0.0                             | 0.0                            | 0.0                           |                               |
| Administrative Secretary III                            | 1.0                             | 1.0                            | 1.0                           |                               |
| Crew Foreperson   | 2.0                             | 2.0                            | 2.0                           |                               |
| Mechanic Foreperson                                     | 1.0                             | 1.0                            | 1.0                           |                               |
| Equipment Mechanic II                                   | 5.0                             | 5.0                            | 5.0                           |                               |
| Mason   | 1.0                             | 1.0                            | 1.0                           |                               |
| Equipment Operator III                                  | 2.0                             | 2.0                            | 2.0                           |                               |
| Equipment Operator II                                   | 5.0                             | 4.0                            | 4.0                           |                               |
| Equipment Operator I                                    | 2.0                             | 3.0                            | 3.0                           |                               |
| Parts Coordinator (PT)                                  | <u>0.5</u>                      | <u>0.5</u>                     | <u>0.5</u>                    |                               |
|   | 20.5                            | 20.5                           | 20.5                          |                               |
| Total Overtime  | 4,174                           | 4,174                          | 4,174                         |                               |
| Total Seasonal  | 2,727                           | 2,727                          | 2,727                         |                               |

|                          |                     |                           |             |
|--------------------------|---------------------|---------------------------|-------------|
| FUNCTION<br>PUBLIC WORKS | ACTIVITY<br>HIGHWAY | PROGRAM<br>ADMINISTRATION | CODE<br>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 2023-2024 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 Engineering Department with the Maple Hill Ave and Robbins Ave LOTCIP project
- Assisted Town Manager with Public Works Team meetings
- Hosted annual Hazardous Waste collection event
- Coordinated milling and paving of Eagle Park pathway
- Completed various paving projects at Clem Lemire Complex
- Coordinated with CT State DOT to upgrade and install Emergency Vehicle Pre-Emption on traffic signals along the Berlin Turnpike

### OBJECTIVES

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

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries includes anticipated Administrative raises and AFSCME at 2023-2024 rates.
- Consultants/Special Contractor and Other Materials reflect a prior year transfer, as well as a new vendor for Hearing tests.

|              |                    |                        |      |
|--------------|--------------------|------------------------|------|
| Function     | Activity           | Program                | Code |
| Public Works | Highway Department | Highway Administration | 0321 |

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                     | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |         |
|--------------------------------|-----------------------------------|----------------------------------|-------------------------------------|--------------------------------------|------------------------------------|----------------------------------|---------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                     |                                      |                                    |                                  |         |
| 187,159                        | 188,753                           | 188,753                          | 8101 Full time salaries             | 195,139                              | 195,139                            | 6,386                            | 3.38 %  |
| 8,300                          | 8,900                             | 8,900                            | 8105 Longevity                      | 8,500                                | 8,500                              | -400                             | -4.49 % |
| 195,459                        | 197,653                           | 197,653                          | OBJECT TOTAL                        | 203,639                              | 203,639                            | 5,986                            | 3.03 %  |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                     |                                      |                                    |                                  |         |
| 50                             | 50                                | 50                               | 8202 Dues and Subscriptions         | 50                                   | 50                                 | 0                                | 0.00 %  |
| 2,180                          | 2,180                             | 2,180                            | 8204 Conferences,Meetings,Training  | 2,180                                | 2,180                              | 0                                | 0.00 %  |
| 2,365                          | 3,000                             | 3,000                            | 8207 Clothing Allowance             | 3,000                                | 3,000                              | 0                                | 0.00 %  |
| 10,128                         | 10,295                            | 10,295                           | 8209 Uniform Rental & Cleaning      | 10,295                               | 10,295                             | 0                                | 0.00 %  |
| 441                            | 1,100                             | 1,100                            | 8212 Equipment Maintenance          | 1,100                                | 1,100                              | 0                                | 0.00 %  |
| 802                            | 980                               | 1,225                            | 8217 Consultants/Special Contractor | 1,260                                | 1,260                              | 35                               | 2.86 %  |
| 15,966                         | 17,605                            | 17,850                           | OBJECT TOTAL                        | 17,885                               | 17,885                             | 35                               | 0.20 %  |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                     |                                      |                                    |                                  |         |
| 515                            | 720                               | 720                              | 8301 Office Supplies                | 720                                  | 720                                | 0                                | 0.00 %  |
| 683                            | 3,374                             | 3,129                            | 8310 Other Materials                | 3,374                                | 3,374                              | 245                              | 7.83 %  |
| 1,198                          | 4,094                             | 3,849                            | OBJECT TOTAL                        | 4,094                                | 4,094                              | 245                              | 6.37 %  |

|         |         |         |       |         |         |       |        |
|---------|---------|---------|-------|---------|---------|-------|--------|
| 212,623 | 219,352 | 219,352 | TOTAL | 225,618 | 225,618 | 6,266 | 2.86 % |
|---------|---------|---------|-------|---------|---------|-------|--------|

| FUNCTION     | ACTIVITY | PROGRAM            | CODE |
|--------------|----------|--------------------|------|
| PUBLIC WORKS | HIGHWAY  | HIGHWAY OPERATIONS | 322  |

### EXPLANATION

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

### HIGHLIGHTS OF FY 2023 - 2024 OPERATION

- Completed the mill and overlay of the following roads totaling approximately 4.8 miles: Fifth St, Theodore St, Bayberry Rd, Coburn Cir, Prince Ave, Buena Vista Ave., Monte Vista Ave, Seymour Ave, Ridgeway St, Dix Ave, Kinnear Ave, Sixth St, Coburn Ave, Sunrise Ave, Hazelmere Ct, Stuart St, Frederick St, Vivian St, Johnson St, Seventh St, Eighth St, and Walsh Ave.
- Completed biannual vegetation grinding at the Town Landfill
- 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
- Paved Eagle Park and Clem Lemire pathways
- Installed ADA accessible sidewalk on Maple Hill Avenue
- Completed several storm water catch basin repairs and rebuilds town wide
- Completed waterway clearing and vegetation control at various locations as needed
- Constructed generator pad and assisted Facilities with the relocation at Highway Department
- Completed major drainage repairs and upgrades on Henry Avenue and Hawley Street

### OBJECTIVES

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

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries and Overtime reflect AFSCME at 2023-2024 rates.
- Seasonal increased due to increased hourly wage to facilitate hiring.

|              |                    |                    |      |
|--------------|--------------------|--------------------|------|
| Function     | Activity           | Program            | Code |
| Public Works | Highway Department | Highway Operations | 0322 |

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                     | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |         |
|--------------------------------|-----------------------------------|----------------------------------|-------------------------------------|--------------------------------------|------------------------------------|----------------------------------|---------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                     |                                      |                                    |                                  |         |
| 1,253,080                      | 1,315,309                         | 1,315,309                        | 8101 Full time salaries             | 1,360,061                            | 1,360,061                          | 44,752                           | 3.40 %  |
| 34,125                         | 29,834                            | 29,834                           | 8102 Overtime                       | 30,725                               | 30,725                             | 891                              | 2.99 %  |
| 2,421                          | 15,855                            | 15,855                           | 8104 Seasonal                       | 19,026                               | 19,026                             | 3,171                            | 20.00 % |
| 1,289,626                      | 1,360,998                         | 1,360,998                        | OBJECT TOTAL                        | 1,409,812                            | 1,409,812                          | 48,814                           | 3.59 %  |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                     |                                      |                                    |                                  |         |
| 835                            | 4,150                             | 4,150                            | 8220 Other Contractual Services     | 4,150                                | 4,150                              | 0                                | 0.00 %  |
| 835                            | 4,150                             | 4,150                            | OBJECT TOTAL                        | 4,150                                | 4,150                              | 0                                | 0.00 %  |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                     |                                      |                                    |                                  |         |
| 3,502                          | 3,800                             | 3,800                            | 8302 Technical Supplies             | 3,800                                | 3,800                              | 0                                | 0.00 %  |
| 446                            | 945                               | 945                              | 8303 Uniforms and Clothing          | 945                                  | 945                                | 0                                | 0.00 %  |
| 129                            | 150                               | 150                              | 8304 Agricultural Supplies          | 150                                  | 150                                | 0                                | 0.00 %  |
| 23,717                         | 12,000                            | 12,000                           | 8306 Constr.& Maintenance Materials | 12,000                               | 12,000                             | 0                                | 0.00 %  |
| 1,608                          | 1,241                             | 1,241                            | 8310 Other Materials                | 1,241                                | 1,241                              | 0                                | 0.00 %  |
| 29,402                         | 18,136                            | 18,136                           | OBJECT TOTAL                        | 18,136                               | 18,136                             | 0                                | 0.00 %  |

|           |           |           |       |           |           |        |        |
|-----------|-----------|-----------|-------|-----------|-----------|--------|--------|
| 1,319,863 | 1,383,284 | 1,383,284 | TOTAL | 1,432,098 | 1,432,098 | 48,814 | 3.53 % |
|-----------|-----------|-----------|-------|-----------|-----------|--------|--------|

|                          |                     |                                 |             |
|--------------------------|---------------------|---------------------------------|-------------|
| FUNCTION<br>PUBLIC WORKS | ACTIVITY<br>HIGHWAY | PROGRAM<br>SNOW AND ICE CONTROL | CODE<br>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 2023-2024 OPERATION

- There was 0 snow/ice events As of 12/31/2022
- No accumulation of snow/ice
- No usage of enhanced salt product
- No overtime hours

#### OBJECTIVES

- Keep Town roads open during snow and ice storms and provide a safe transportation network for emergency vehicles and motorists
- Utilize Town forces and equipment in an efficient and effective manner

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Overtime reflects AFSCME at 2023-2024 rates.
- Technical Supplies increased for rising cost of these supplies.
- Increase in per ton cost of salt mainly due to fuel increases is reflected in Construction & Maintenance Materials.

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

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                      | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |         |
|-----------------------|-----------------------------------|----------------------------------|--------------------------------------|--------------------------------------|------------------------------------|----------------------------------|---------|
|                       |                                   |                                  | <u>PERSONAL SERVICES</u>             |                                      |                                    |                                  |         |
| 54,087                | 133,578                           | 133,578                          | 8102 Overtime                        | 137,519                              | 137,519                            | 3,941                            | 2.95 %  |
| 54,087                | 133,578                           | 133,578                          | OBJECT TOTAL                         | 137,519                              | 137,519                            | 3,941                            | 2.95 %  |
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>             |                                      |                                    |                                  |         |
| 899                   | 1,000                             | 1,000                            | 8217 Consultants/Special Contractor  | 1,000                                | 1,000                              | 0                                | 0.00 %  |
| 899                   | 1,000                             | 1,000                            | OBJECT TOTAL                         | 1,000                                | 1,000                              | 0                                | 0.00 %  |
|                       |                                   |                                  | <u>MATERIAL &amp; SUPPLIES</u>       |                                      |                                    |                                  |         |
| 9,300                 | 5,000                             | 5,000                            | 8302 Technical Supplies              | 7,500                                | 6,500                              | 1,500                            | 30.00 % |
| 552                   | 600                               | 600                              | 8303 Uniforms and Clothing           | 600                                  | 600                                | 0                                | 0.00 %  |
| 160,895               | 219,375                           | 219,375                          | 8306 Constr. & Maintenance Materials | 231,106                              | 231,106                            | 11,731                           | 5.35 %  |
| 2,133                 | 4,297                             | 4,297                            | 8310 Other Materials                 | 4,297                                | 4,297                              | 0                                | 0.00 %  |
| 172,880               | 229,272                           | 229,272                          | OBJECT TOTAL                         | 243,503                              | 242,503                            | 13,231                           | 5.77 %  |

|         |         |         |       |         |         |        |        |
|---------|---------|---------|-------|---------|---------|--------|--------|
| 227,866 | 363,850 | 363,850 | TOTAL | 382,022 | 381,022 | 17,172 | 4.72 % |
|---------|---------|---------|-------|---------|---------|--------|--------|

|                          |                     |                                 |             |
|--------------------------|---------------------|---------------------------------|-------------|
| FUNCTION<br>PUBLIC WORKS | ACTIVITY<br>HIGHWAY | PROGRAM<br>VEHICLES & EQUIPMENT | CODE<br>327 |
|--------------------------|---------------------|---------------------------------|-------------|

### 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 2023 – 2024 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
- Assisted Facilities Department with the procurement of new generator at Senior Center

### 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

- Full Time Salaries reflects AFSCME at 2023-2024 rates.
- Part Time includes anticipated raise for current employee.
- Equipment Maintenance and Motor Vehicle Maintenance increased for rising costs.
- Technical Supplies increased for new software required to work on new Ford trucks.
- Rising costs of parts is reflected in increase in Equipment Parts.
- Change in Other Materials is due to a prior year budget transfer.
- Budget increase reflects rising costs in maintenance/materials/equipment parts.

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

| 2022-2023<br>Actual             | 2023-2024<br>Original<br>Budget | 2023-2025<br>Revised<br>Budget |                                      | 2024-2025<br>Department<br>Request | 2024-2025<br>Manager<br>Proposed | Change from<br>revised budget |        |
|---------------------------------|---------------------------------|--------------------------------|--------------------------------------|------------------------------------|----------------------------------|-------------------------------|--------|
| <u>PERSONAL SERVICES</u>        |                                 |                                |                                      |                                    |                                  |                               |        |
| 33,452                          | 34,486                          | 34,486                         | 8102 Overtime                        | 35,871                             | 35,871                           | 1,385                         | 4.02%  |
| 18,768                          | 18,506                          | 18,506                         | 8103 Part Time                       | 18,871                             | 18,871                           | 365                           | 1.97%  |
| 52,220                          | 52,992                          | 52,992                         | OBJECT SUBTOTAL                      | 54,742                             | 54,742                           | 1,750                         | 3.30%  |
| <u>PROFESSIONAL SERVICES</u>    |                                 |                                |                                      |                                    |                                  |                               |        |
| 499                             | 684                             | 684                            | 8202 Dues and Subscriptions          | 684                                | 684                              | 0                             | 0.00%  |
| 522                             | 1,000                           | 1,000                          | 8204 Conferences, Meetings, Training | 2,000                              | 1,000                            | 0                             | 0.00%  |
| 2,000                           | 2,400                           | 2,400                          | 8207 Tool Allowance                  | 2,400                              | 2,400                            | 0                             | 0.00%  |
| 2,672                           | 2,700                           | 2,700                          | 8212 Equipment Maintenance           | 4,200                              | 4,200                            | 1,500                         | 55.56% |
| 90,035                          | 47,170                          | 47,170                         | 8214 Motor Vehicle Maintenance       | 52,170                             | 48,170                           | 1,000                         | 2.12%  |
| 95,728                          | 53,954                          | 53,954                         | OBJECT SUBTOTAL                      | 61,454                             | 56,454                           | 2,500                         | 4.63%  |
| <u>MATERIALS &amp; SUPPLIES</u> |                                 |                                |                                      |                                    |                                  |                               |        |
| 11,190                          | 17,880                          | 17,880                         | 8302 Technical Supplies              | 21,380                             | 21,380                           | 3,500                         | 19.57% |
| 296,372                         | 289,544                         | 289,544                        | 8307 Equipment Parts                 | 304,021                            | 299,021                          | 9,477                         | 3.27%  |
| 328,193                         | 457,900                         | 457,900                        | 8309 Motor Fuel and Lubricants       | 457,900                            | 457,900                          | 0                             | 0.00%  |
| 2,846                           | 3,000                           | 3,000                          | 8310 Other Materials                 | 3,500                              | 3,500                            | 500                           | 16.67% |
| 638,601                         | 768,324                         | 768,324                        | OBJECT SUBTOTAL                      | 786,801                            | 781,801                          | 13,477                        | 1.75%  |

|         |         |         |       |         |         |        |       |
|---------|---------|---------|-------|---------|---------|--------|-------|
| 786,549 | 875,270 | 875,270 | TOTAL | 902,997 | 892,997 | 17,727 | 2.03% |
|---------|---------|---------|-------|---------|---------|--------|-------|

|                          |                     |                            |             |
|--------------------------|---------------------|----------------------------|-------------|
| FUNCTION<br>PUBLIC WORKS | ACTIVITY<br>HIGHWAY | PROGRAM<br>LEAF COLLECTION | CODE<br>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 2023-2024 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

- Seasonal includes increased rates due to minimum wage increase and difficulty in filling these positions.

|              |                    |                 |      |
|--------------|--------------------|-----------------|------|
| Function     | Activity           | Program         | Code |
| Public Works | Highway Department | Leaf Collection | 0328 |

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |         |
|-----------------------|-----------------------------------|----------------------------------|--------------------------------|--------------------------------------|------------------------------------|----------------------------------|---------|
|                       |                                   |                                  | <u>PERSONAL SERVICES</u>       |                                      |                                    |                                  |         |
| 31,459                | 35,972                            | 35,972                           | 8102 Overtime                  | 35,972                               | 35,972                             | 0                                | 0.00 %  |
| 18,906                | 27,525                            | 27,525                           | 8104 Seasonal                  | 33,030                               | 33,030                             | 5,505                            | 20.00 % |
| 50,365                | 63,497                            | 63,497                           | OBJECT TOTAL                   | 69,002                               | 69,002                             | 5,505                            | 8.67 %  |
|                       |                                   |                                  | <u>MATERIAL &amp; SUPPLIES</u> |                                      |                                    |                                  |         |
| 1,436                 | 1,810                             | 1,810                            | 8302 Technical Supplies        | 1,810                                | 1,810                              | 0                                | 0.00 %  |
| 625                   | 625                               | 625                              | 8303 Uniforms and Clothing     | 625                                  | 625                                | 0                                | 0.00 %  |
| 2,061                 | 2,435                             | 2,435                            | OBJECT TOTAL                   | 2,435                                | 2,435                              | 0                                | 0.00 %  |

|        |        |        |       |        |        |       |        |
|--------|--------|--------|-------|--------|--------|-------|--------|
| 52,426 | 65,932 | 65,932 | TOTAL | 71,437 | 71,437 | 5,505 | 8.35 % |
|--------|--------|--------|-------|--------|--------|-------|--------|

|              |                      |         |      |
|--------------|----------------------|---------|------|
| FUNCTION     | ACTIVITY             | PROGRAM | CODE |
| PUBLIC WORKS | SOLID WASTE SERVICES | SUMMARY | 350  |

PERSONNEL SUMMARY

|                                    | 2023-2024         | 2024-2025        | 2024-2025       | 2024-2025       |
|------------------------------------|-------------------|------------------|-----------------|-----------------|
| <u>Positions (in work years)</u>   | <u>Authorized</u> | <u>Requested</u> | <u>Proposed</u> | <u>Approved</u> |
| Landfill Attendant/Maintainer (PT) | 0.4               | 0.4              | 0.4             |                 |
| Sanitation Clerk (PT)              | <u>0.5</u>        | <u>0.5</u>       | <u>0.5</u>      |                 |
|                                    | 0.9               | 0.9              | 0.9             |                 |
| Total Overtime                     | 40                | 40               | 40              |                 |

|                          |                                  |                              |             |
|--------------------------|----------------------------------|------------------------------|-------------|
| FUNCTION<br>PUBLIC WORKS | ACTIVITY<br>SOLID WASTE SERVICES | PROGRAM<br>REFUSE COLLECTION | CODE<br>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 2023-2024 OPERATION

- Approximately 9,350 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
- Solicited bid specifications for residential and condominium refuse collection

#### 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 and new housing developments

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

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                 | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |        |
|-----------------------|-----------------------------------|----------------------------------|---------------------------------|--------------------------------------|------------------------------------|----------------------------------|--------|
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>        |                                      |                                    |                                  |        |
| 810,679               | 835,844                           | 835,844                          | 8220 Other Contractual Services | 903,859                              | 902,599                            | 66,755                           | 7.99 % |
| 810,679               | 835,844                           | 835,844                          | OBJECT TOTAL                    | 903,859                              | 902,599                            | 66,755                           | 7.99 % |
|                       |                                   |                                  | <u>MATERIAL &amp; SUPPLIES</u>  |                                      |                                    |                                  |        |
| 13,965                | 9,800                             | 9,800                            | 8302 Technical Supplies         | 10,500                               | 9,800                              | 0                                | 0.00 % |
| 13,965                | 9,800                             | 9,800                            | OBJECT TOTAL                    | 10,500                               | 9,800                              | 0                                | 0.00 % |

|         |         |         |       |         |         |        |        |
|---------|---------|---------|-------|---------|---------|--------|--------|
| 824,644 | 845,644 | 845,644 | TOTAL | 914,359 | 912,399 | 66,755 | 7.89 % |
|---------|---------|---------|-------|---------|---------|--------|--------|

|                          |                                  |                            |             |
|--------------------------|----------------------------------|----------------------------|-------------|
| FUNCTION<br>PUBLIC WORKS | ACTIVITY<br>SOLID WASTE SERVICES | PROGRAM<br>REFUSE DISPOSAL | CODE<br>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

- Overtime reflects AFSCME at 2023-2024 rates.
- Part Time includes anticipated raises for current employees.
- Other Contractual Services increased due to trash disposal cost increases.
- Coordinated multi town bid for trash and recycling disposal.

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

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                 | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |        |
|-----------------------|-----------------------------------|----------------------------------|---------------------------------|--------------------------------------|------------------------------------|----------------------------------|--------|
|                       |                                   |                                  | <u>PERSONAL SERVICES</u>        |                                      |                                    |                                  |        |
| 2,232                 | 2,099                             | 2,099                            | 8102 Overtime                   | 2,161                                | 2,161                              | 62                               | 2.95 % |
| 29,850                | 37,129                            | 37,129                           | 8103 Part Time                  | 37,862                               | 37,862                             | 733                              | 1.97 % |
| 32,082                | 39,228                            | 39,228                           | OBJECT TOTAL                    | 40,023                               | 40,023                             | 795                              | 2.03 % |
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>        |                                      |                                    |                                  |        |
| 1,116,337             | 1,241,159                         | 1,241,159                        | 8220 Other Contractual Services | 1,296,115                            | 1,295,495                          | 54,336                           | 4.38 % |
| 1,116,337             | 1,241,159                         | 1,241,159                        | OBJECT TOTAL                    | 1,296,115                            | 1,295,495                          | 54,336                           | 4.38 % |
|                       |                                   |                                  | <u>MATERIAL &amp; SUPPLIES</u>  |                                      |                                    |                                  |        |
| 0                     | 500                               | 500                              | 8310 Other Materials            | 500                                  | 500                                | 0                                | 0.00 % |
| 0                     | 500                               | 500                              | OBJECT TOTAL                    | 500                                  | 500                                | 0                                | 0.00 % |
|                       |                                   |                                  | <u>CAPITAL OUTLAY</u>           |                                      |                                    |                                  |        |
| 28,000                | 0                                 | 0                                | 8402 Technical Equipment        | 0                                    | 0                                  | 0                                | ****   |
| 28,000                | 0                                 | 0                                | OBJECT TOTAL                    | 0                                    | 0                                  | 0                                | ****   |

|           |           |           |       |           |           |        |        |
|-----------|-----------|-----------|-------|-----------|-----------|--------|--------|
| 1,176,419 | 1,280,887 | 1,280,887 | TOTAL | 1,336,638 | 1,336,018 | 55,131 | 4.30 % |
|-----------|-----------|-----------|-------|-----------|-----------|--------|--------|

|                          |                                  |                      |             |
|--------------------------|----------------------------------|----------------------|-------------|
| FUNCTION<br>PUBLIC WORKS | ACTIVITY<br>SOLID WASTE SERVICES | PROGRAM<br>RECYCLING | CODE<br>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 2023-2024 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
- Solicited bid specifications for residential and condominium recycling collection

### 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 and new housing developments

|              |                      |           |      |
|--------------|----------------------|-----------|------|
| Function     | Activity             | Program   | Code |
| Public Works | Solid Waste Services | Recycling | 0353 |

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                 | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |         |
|-----------------------|-----------------------------------|----------------------------------|---------------------------------|--------------------------------------|------------------------------------|----------------------------------|---------|
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>        |                                      |                                    |                                  |         |
| 398,884               | 446,986                           | 446,986                          | 8220 Other Contractual Services | 509,974                              | 505,648                            | 58,662                           | 13.12 % |
| 398,884               | 446,986                           | 446,986                          | OBJECT TOTAL                    | 509,974                              | 505,648                            | 58,662                           | 13.12 % |

|         |         |         |       |         |         |        |         |
|---------|---------|---------|-------|---------|---------|--------|---------|
| 398,884 | 446,986 | 446,986 | TOTAL | 509,974 | 505,648 | 58,662 | 13.12 % |
|---------|---------|---------|-------|---------|---------|--------|---------|

**PLANNING/DEVELOPMENT**

# 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

|   | 2023-2024<br><u>Authorized</u> | 2024-2025<br><u>Requested</u> | 2024-2025<br><u>Proposed</u> | 2024-2025<br><u>Approved</u> |
|---|--------------------------------|-------------------------------|------------------------------|------------------------------|
| <u>Positions (in work years)</u>                  |                                |                               |                              |                              |
| <u>Planning and Development</u>                   |                                |                               |                              |                              |
| Town Planner                                      | 1.0                            | 1.0                           | 1.0                          |                              |
| Zoning Enforcement Officer/Assistant Town Planner | 1.0                            | 1.0                           | 1.0                          |                              |
| Administrative Secretary II                       | <u>1.0</u>                     | <u>1.0</u>                    | <u>1.0</u>                   |                              |
|   | 3.0                            | 3.0                           | 3.0                          |                              |
| <u>Building Department</u>                        |                                |                               |                              |                              |
| Building Official                                 | 1.0                            | 1.0                           | 1.0                          |                              |
| Assistant Building Official                       | 1.0                            | 1.0                           | 1.0                          |                              |
| Assistant Building Official (PT)                  | 0.2                            | 0.0                           | 0.0                          |                              |
| Administrative Secretary II                       | 0.5                            | 0.5                           | 0.5                          |                              |
| Temporary Assistant Building Official             | 0.6                            | 0.0                           | 0.0                          |                              |
| Assistant Building Official (new position)        | <u>0.0</u>                     | <u>1.0</u>                    | <u>1.0</u>                   |                              |
|   | 3.3                            | 3.5                           | 3.5                          |                              |
| <u>Town Planning and Zoning</u>                   |                                |                               |                              |                              |
| Recording Clerk (PT)                              | 1.0                            | 1.0                           | 1.0                          |                              |
| <u>Zoning Board of Appeals</u>                    |                                |                               |                              |                              |
| Recording Clerk (PT)                              | 1.0                            | 1.0                           | 1.0                          |                              |
| <u>Conservation Commission</u>                    |                                |                               |                              |                              |
| Recording Clerk (PT)                              | 1.0                            | 1.0                           | 1.0                          |                              |
| <u>Economic Development</u>                       |                                |                               |                              |                              |
| Recording Clerk (PT)                              | 1.0                            | 1.0                           | 1.0                          |                              |

FUNCTION  
COMMUNITY PLNG & DEVEL.

ACTIVITY  
PLANNING & DEVELOPMENT

PROGRAM  
ADMINISTRATION

CODE  
420

### 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 2023-24 OPERATIONS

- Supported the TPZ in the review and action on: 7 site plan/site plan modification applications; 14 special permit applications; 2 Sec. 8-24 referrals to the Town Council; and 4 zoning text amendment applications.
- Supported the Conservation Commission in the review and action and 11 wetland applications.
- Acted upon 123 zoning and blight complaints issuing 13 notices of zoning violation and 16 notices of blight violation.
- Approved 109 zoning permit applications.
- Issued 11 Certificates of Zoning Compliance.
- Working with attorneys on 2 court cases involving zoning and blight violations.
- Obtained CT DEEP Recreations Trails Grant and Federal DOT Safe Streets for All Grant.

### OBJECTIVES

- Conduct comprehensive rewrite of both the Town Zoning and Subdivision Regulations.
- Conduct Town Center Economic Development Master Plan and support community vision for the Town Center.
- Develop an annual POCD implementation plan for 2024, 2025 and 2026.
- Work with Conservation and Open Space Commissions on identification of priorities and preferable areas for open space acquisition and development of enhanced resource.
- 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 and AFSCME at 2023-24 contracted rates.
- Dues and Subscriptions and Other Materials were reduced to reflect expected need in 2024-25.

|                                 |                          |                          |      |
|---------------------------------|--------------------------|--------------------------|------|
| Function                        | Activity                 | Program                  | Code |
| Community Planning & Developmnt | Planning and Development | Planning and Development | 0420 |

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                    | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |          |
|-----------------------|-----------------------------------|----------------------------------|------------------------------------|--------------------------------------|------------------------------------|----------------------------------|----------|
|                       |                                   |                                  | <u>PERSONAL SERVICES</u>           |                                      |                                    |                                  |          |
| 258,179               | 285,737                           | 285,737                          | 8101 Full time salaries            | 295,443                              | 295,443                            | 9,706                            | 3.40 %   |
| 258,179               | 285,737                           | 285,737                          | OBJECT TOTAL                       | 295,443                              | 295,443                            | 9,706                            | 3.40 %   |
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>           |                                      |                                    |                                  |          |
| 1,012                 | 1,625                             | 1,625                            | 8202 Dues and Subscriptions        | 1,525                                | 1,525                              | -100                             | -6.15 %  |
| 279                   | 1,250                             | 1,250                            | 8204 Conferences,Meetings,Training | 1,250                                | 1,250                              | 0                                | 0.00 %   |
| 54,000                | 21,500                            | 21,500                           | 8220 Other Contractual Services    | 21,500                               | 21,500                             | 0                                | 0.00 %   |
| 55,291                | 24,375                            | 24,375                           | OBJECT TOTAL                       | 24,275                               | 24,275                             | -100                             | -0.41 %  |
|                       |                                   |                                  | <u>MATERIAL &amp; SUPPLIES</u>     |                                      |                                    |                                  |          |
| 226                   | 300                               | 300                              | 8301 Office Supplies               | 300                                  | 300                                | 0                                | 0.00 %   |
| 0                     | 675                               | 675                              | 8310 Other Materials               | 100                                  | 100                                | -575                             | -85.19 % |
| 226                   | 975                               | 975                              | OBJECT TOTAL                       | 400                                  | 400                                | -575                             | -58.97 % |

|         |         |         |       |         |         |       |        |
|---------|---------|---------|-------|---------|---------|-------|--------|
| 313,696 | 311,087 | 311,087 | TOTAL | 320,118 | 320,118 | 9,031 | 2.90 % |
|---------|---------|---------|-------|---------|---------|-------|--------|

| 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 2023-24 OPERATIONS (to date 1/2/24)

- Approved 7 site plan/site plan modification applications;
- Approved 14 special permit applications;
- Approved 2 Sec. 8-24 referrals to the Town Council;
- Approved 4 zoning text amendment applications;

#### OBJECTIVES FOR FY 2024-25

- Conduct comprehensive review and rewrite of both the Town Zoning and Subdivision Regulations.
- Develop an annual POCD implementation plan for 2024, 2025 and 2026.
- Work on developing plans for areas of special interest as identified in current POCD.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time reflects anticipated increase in wages.

|   |                                    |                                     |              |
|---|------------------------------------|-------------------------------------|--------------|
| Function<br>Community Planning &<br>Developmt | Activity<br>Town Planning & Zoning | Program<br>Town Plan & Zoning Comm. | Code<br>0430 |
|---|------------------------------------|-------------------------------------|--------------|

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                    | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |        |
|-----------------------|-----------------------------------|----------------------------------|------------------------------------|--------------------------------------|------------------------------------|----------------------------------|--------|
|                       |                                   |                                  | <u>PERSONAL SERVICES</u>           |                                      |                                    |                                  |        |
| 8,713                 | 10,483                            | 10,483                           | 8103 Part Time                     | 10,692                               | 10,692                             | 209                              | 1.99 % |
| 8,713                 | 10,483                            | 10,483                           | OBJECT TOTAL                       | 10,692                               | 10,692                             | 209                              | 1.99 % |
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>           |                                      |                                    |                                  |        |
| 4,532                 | 7,500                             | 7,500                            | 8201 Public Notification           | 7,500                                | 7,500                              | 0                                | 0.00 % |
| 135                   | 500                               | 500                              | 8204 Conferences,Meetings,Training | 500                                  | 500                                | 0                                | 0.00 % |
| 4,667                 | 8,000                             | 8,000                            | OBJECT TOTAL                       | 8,000                                | 8,000                              | 0                                | 0.00 % |
|                       |                                   |                                  | <u>MATERIAL &amp; SUPPLIES</u>     |                                      |                                    |                                  |        |
| 0                     | 100                               | 100                              | 8310 Other Materials               | 100                                  | 100                                | 0                                | 0.00 % |
| 0                     | 100                               | 100                              | OBJECT TOTAL                       | 100                                  | 100                                | 0                                | 0.00 % |

|        |        |        |       |        |        |     |        |
|--------|--------|--------|-------|--------|--------|-----|--------|
| 13,380 | 18,583 | 18,583 | TOTAL | 18,792 | 18,792 | 209 | 1.12 % |
|--------|--------|--------|-------|--------|--------|-----|--------|

| 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 2023-2024 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 fiscal year.

OBJECTIVES FOR CY 2024-2025

- 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 reflects anticipated increase in wages.

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

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |        |
|-----------------------|-----------------------------------|----------------------------------|--------------------------------|--------------------------------------|------------------------------------|----------------------------------|--------|
|                       |                                   |                                  | <u>PERSONAL SERVICES</u>       |                                      |                                    |                                  |        |
| 1,599                 | 1,631                             | 1,631                            | 8103 Part Time                 | 1,663                                | 1,663                              | 32                               | 1.96 % |
| 1,599                 | 1,631                             | 1,631                            | OBJECT TOTAL                   | 1,663                                | 1,663                              | 32                               | 1.96 % |
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>       |                                      |                                    |                                  |        |
| 926                   | 900                               | 900                              | 8201 Public Notification       | 900                                  | 900                                | 0                                | 0.00 % |
| 926                   | 900                               | 900                              | OBJECT TOTAL                   | 900                                  | 900                                | 0                                | 0.00 % |
|                       |                                   |                                  | <u>MATERIAL &amp; SUPPLIES</u> |                                      |                                    |                                  |        |
| 0                     | 10                                | 10                               | 8301 Office Supplies           | 10                                   | 10                                 | 0                                | 0.00 % |
| 0                     | 10                                | 10                               | OBJECT TOTAL                   | 10                                   | 10                                 | 0                                | 0.00 % |

|       |       |       |       |       |       |    |        |
|-------|-------|-------|-------|-------|-------|----|--------|
| 2,525 | 2,541 | 2,541 | TOTAL | 2,573 | 2,573 | 32 | 1.26 % |
|-------|-------|-------|-------|-------|-------|----|--------|

|                                   |                                 |         |             |
|-----------------------------------|---------------------------------|---------|-------------|
| FUNCTION<br>COMM. PLANNING & DEV. | ACTIVITY<br>BUILDING DEPARTMENT | PROGRAM | CODE<br>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 2023-2024 OPERATION

- During the first 6 months of fiscal year of 2023-24, the Building Department received 1145 applications, issued 3 Certificates of Occupancy, and conducted 1349 field inspections.
- Certificates of Occupancy were issued for 2 single family residences – 45 Peckham Farm Drive and 75 Peckham Farm Drive. There was 1 Certificate of Occupancy for commercial – Zen Leaf at 2903 Berlin Turnpike.
- A Permit was issued for a new single family residence at 35 Peckham Farm Drive.
- A Permit was issued for a new single family residence at 25 Peckham Farm Drive.
- An Application was submitted for a new single family residence at 15 Peckham Farm Drive.
- A Permit was issued for a new restaurant, Shah's Halal Food at 26 Fenn Road.
- An Application was submitted for a new restaurant, Haven Hot Chicken at 12 Fenn Road.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries includes a request to hire an Assistant Building Official (FT) (\$70,000-\$85,000/per year). Additional staff is needed as many large commercial and residential developments are being constructed. This is instead of the Part Time staff in the prior year budget.

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

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                    | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |         |
|--------------------------------|-----------------------------------|----------------------------------|------------------------------------|--------------------------------------|------------------------------------|----------------------------------|---------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                    |                                      |                                    |                                  |         |
| 217,845                        | 223,582                           | 223,582                          | 8101 Full time salaries            | 316,450                              | 316,450                            | 92,868                           | 41.54 % |
| 12,465                         | 90,000                            | 90,000                           | 8103 Part Time                     | 0                                    | 0                                  | -90,000                          | 0.00 %  |
| 230,310                        | 313,582                           | 313,582                          | OBJECT TOTAL                       | 316,450                              | 316,450                            | 2,868                            | 0.91 %  |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                    |                                      |                                    |                                  |         |
| 300                            | 835                               | 835                              | 8202 Dues and Subscriptions        | 835                                  | 835                                | 0                                | 0.00 %  |
| 0                              | 100                               | 100                              | 8203 Transportation                | 100                                  | 100                                | 0                                | 0.00 %  |
| 725                            | 800                               | 800                              | 8204 Conferences,Meetings,Training | 800                                  | 800                                | 0                                | 0.00 %  |
| 202                            | 500                               | 500                              | 8207 Clothing Allowance            | 500                                  | 500                                | 0                                | 0.00 %  |
| 1,227                          | 2,235                             | 2,235                            | OBJECT TOTAL                       | 2,235                                | 2,235                              | 0                                | 0.00 %  |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                    |                                      |                                    |                                  |         |
| 630                            | 500                               | 500                              | 8301 Office Supplies               | 500                                  | 500                                | 0                                | 0.00 %  |
| 240                            | 950                               | 950                              | 8310 Other Materials               | 950                                  | 950                                | 0                                | 0.00 %  |
| 870                            | 1,450                             | 1,450                            | OBJECT TOTAL                       | 1,450                                | 1,450                              | 0                                | 0.00 %  |

|         |         |         |       |         |         |       |        |
|---------|---------|---------|-------|---------|---------|-------|--------|
| 232,407 | 317,267 | 317,267 | TOTAL | 320,135 | 320,135 | 2,868 | 0.90 % |
|---------|---------|---------|-------|---------|---------|-------|--------|

### 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 2023-2024 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 anticipated increase in wages.
- Public Notification reflects budget transfer in prior year.

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

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                    | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |          |
|-----------------------|-----------------------------------|----------------------------------|------------------------------------|--------------------------------------|------------------------------------|----------------------------------|----------|
|                       |                                   |                                  | <u>PERSONAL SERVICES</u>           |                                      |                                    |                                  |          |
| 2,460                 | 5,019                             | 5,019                            | 8103 Part Time                     | 5,119                                | 5,119                              | 100                              | 1.99 %   |
| 2,460                 | 5,019                             | 5,019                            | OBJECT TOTAL                       | 5,119                                | 5,119                              | 100                              | 1.99 %   |
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>           |                                      |                                    |                                  |          |
| 766                   | 1,000                             | 2,500                            | 8201 Public Notification           | 1,490                                | 1,490                              | -1,010                           | -40.40 % |
| 0                     | 550                               | 550                              | 8202 Dues and Subscriptions        | 500                                  | 500                                | -50                              | -9.09 %  |
| 0                     | 300                               | 300                              | 8204 Conferences,Meetings,Training | 300                                  | 300                                | 0                                | 0.00 %   |
| 766                   | 1,850                             | 3,350                            | OBJECT TOTAL                       | 2,290                                | 2,290                              | -1,060                           | -31.64 % |

|       |       |       |       |       |       |      |          |
|-------|-------|-------|-------|-------|-------|------|----------|
| 3,226 | 6,869 | 8,369 | TOTAL | 7,409 | 7,409 | -960 | -11.47 % |
|-------|-------|-------|-------|-------|-------|------|----------|

| 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 2023-2024 OPERATIONS

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

### OBJECTIVES FOR 2024-2025

- Provide continued input to the 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

- Part Time increased due to anticipated raise for recording clerk.

|   |                                  |                                   |              |
|---|----------------------------------|-----------------------------------|--------------|
| Function<br>Community Planning &<br>Developmt | Activity<br>Economic Development | Program<br>Development Commission | Code<br>0472 |
|---|----------------------------------|-----------------------------------|--------------|

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                 | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |        |
|-----------------------|-----------------------------------|----------------------------------|---------------------------------|--------------------------------------|------------------------------------|----------------------------------|--------|
|                       |                                   |                                  | <u>PERSONAL SERVICES</u>        |                                      |                                    |                                  |        |
| 1,289                 | 1,479                             | 1,479                            | 8103 Part Time                  | 1,508                                | 1,508                              | 29                               | 1.96 % |
| 1,289                 | 1,479                             | 1,479                            | OBJECT TOTAL                    | 1,508                                | 1,508                              | 29                               | 1.96 % |
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>        |                                      |                                    |                                  |        |
| 0                     | 1,000                             | 1,000                            | 8220 Other Contractual Services | 1,000                                | 1,000                              | 0                                | 0.00 % |
| 0                     | 1,000                             | 1,000                            | OBJECT TOTAL                    | 1,000                                | 1,000                              | 0                                | 0.00 % |

|       |       |       |       |       |       |    |        |
|-------|-------|-------|-------|-------|-------|----|--------|
| 1,289 | 2,479 | 2,479 | TOTAL | 2,508 | 2,508 | 29 | 1.17 % |
|-------|-------|-------|-------|-------|-------|----|--------|

**PUBLIC HEALTH**

## 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 COVID-19 pandemic and other outbreaks that occur. Review on at least an annual basis all of the services that they provided including such things as flu clinics. 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 10% over current actual payments. Same increase as we had for the 2023-24 fiscal year.

|                           |                             |                            |              |
|---------------------------|-----------------------------|----------------------------|--------------|
| Function<br>Public Health | Activity<br>Health Services | Program<br>Health Services | Code<br>0511 |
|---------------------------|-----------------------------|----------------------------|--------------|

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                 | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |         |
|-----------------------|-----------------------------------|----------------------------------|---------------------------------|--------------------------------------|------------------------------------|----------------------------------|---------|
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>        |                                      |                                    |                                  |         |
| 213,248               | 230,308                           | 234,829                          | 8220 Other Contractual Services | 259,750                              | 259,750                            | 24,921                           | 10.61 % |
| 213,248               | 230,308                           | 234,829                          | OBJECT TOTAL                    | 259,750                              | 259,750                            | 24,921                           | 10.61 % |
|                       |                                   |                                  | <u>MATERIAL &amp; SUPPLIES</u>  |                                      |                                    |                                  |         |
| 0                     | 807                               | 807                              | 8302 Technical Supplies         | 807                                  | 807                                | 0                                | 0.00 %  |
| 0                     | 807                               | 807                              | OBJECT TOTAL                    | 807                                  | 807                                | 0                                | 0.00 %  |

|         |         |         |       |         |         |        |         |
|---------|---------|---------|-------|---------|---------|--------|---------|
| 213,248 | 231,115 | 235,636 | TOTAL | 260,557 | 260,557 | 24,921 | 10.58 % |
|---------|---------|---------|-------|---------|---------|--------|---------|

| 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 |

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |        |
|-----------------------|-----------------------------------|----------------------------------|--------------------------------|--------------------------------------|------------------------------------|----------------------------------|--------|
|                       |                                   |                                  | <u>MATERIAL &amp; SUPPLIES</u> |                                      |                                    |                                  |        |
| 125                   | 500                               | 500                              | 8310 Other Materials           | 500                                  | 500                                | 0                                | 0.00 % |
| 125                   | 500                               | 500                              | OBJECT TOTAL                   | 500                                  | 500                                | 0                                | 0.00 % |

|     |     |     |       |     |     |   |        |
|-----|-----|-----|-------|-----|-----|---|--------|
| 125 | 500 | 500 | TOTAL | 500 | 500 | 0 | 0.00 % |
|-----|-----|-----|-------|-----|-----|---|--------|

**COMMUNITY SERVICE**

## 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

|  | 2023-2024         | 2024-2025        | 2024-2025       | 2024-2025       |
|--|-------------------|------------------|-----------------|-----------------|
| <u>Positions (in work years)</u>           | <u>Authorized</u> | <u>Requested</u> | <u>Proposed</u> | <u>Approved</u> |
| <b><u>Human Services</u></b>               |                   |                  |                 |                 |
| Director of Human Services                 | 1.0               | 1.0              | 1.0             |                 |
| Youth Services/Clinical Casework Coord.    | 1.0               | 1.0              | 1.0             |                 |
| Human Services Coordinator                 | 1.0               | 1.0              | 1.0             |                 |
| Caseworker II (Formerly Social Worker II ) | 1.0               | 1.0              | 1.0             |                 |
| Youth Services Coordinator                 | 1.0               | 1.0              | 1.0             |                 |
| Youth Worker (PT)                          | 0.5               | 0.5              | 0.5             |                 |
| Administrative Secretary I                 | 1.0               | 1.0              | 1.0             |                 |
| Administrative Secretary (PT)              | 0.4               | 0.4              | 0.4             |                 |
| Caseworker (PT)                            | <u>0.2</u>        | <u>0.2</u>       | <u>0.2</u>      |                 |
| Total                                      | 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             |                 |
| Program Coordinator                        | 1.0               | 1.0              | 1.0             |                 |
| Administrative Coordinator                 | 1.0               | 1.0              | 1.0             |                 |
| Social Worker I                            | 1.0               | 1.0              | 1.0             |                 |
| Administrative Secretary I                 | 1.0               | 1.0              | 1.0             |                 |
| Elderly Worker                             | 1.0               | 1.0              | 1.0             |                 |
| Special Olympics Coordinator (PT)          | 0.1               | 0.1              | 0.1             |                 |
| Morning Set-up Person (PT)                 | 0.5               | 0.5              | 0.5             |                 |
| Clerical Office Assistant (PT)             | 0.0               | 0.5              | 0.5             |                 |
| Head Dial-A-Ride Driver                    | 1.0               | 1.0              | 1.0             |                 |
| Dial-A-Ride Driver (PT)                    | 1.5               | 1.5              | 1.5             |                 |
| Sub. Dial-A-Ride Driver                    | <u>0.1</u>        | <u>0.1</u>       | <u>0.1</u>      |                 |
|  | 9.2               | 9.7              | 9.7             |                 |
| <b><u>Comm. On Aging and Disabled</u></b>  |                   |                  |                 |                 |
| Recording Clerk (PT)                       | 1.0               | 1.0              | 1.0             |                 |

FUNCTION  
COMMUNITY SERVICES

ACTIVITY  
HUMAN SERVICES

PROGRAM

CODE  
610

#### 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 2023-2024 OPERATION

- We saw a significant increase in the number of cases presenting with multiple complicated issues; a noted increase in housing needs, lack of access to emergency shelters and available affordable housing; an increased need for oil assistance at the same time as limited availability from Operation Fuel; and an increase in police referrals identifying residents in the community with complicated home health needs.
- Our Youth Program Coordinator retired after 17 plus years of service. We are in the process of second interviews for a replacement for Rik Huggard. Summer Youth programs and SCORE- after school programs were offered with attendance by a core group of ongoing participants. We have seen increased participation of those with varying additional needs: academic, social or emotional. Rik will stay on as our part time youth worker to allow for a smooth transition and to provide oversight of the challenge course/share safety protocols required for adventure- based programming.
- The food bank continues to offer monthly access to client choice or pick-up of pre-packed food & delivery options for those who are homebound or have transportation limitations. 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. Social Media was helpful in filling a shortage of food donations over the late spring and summer months. We have been exploring options for local donations to help with a decrease in supply of frozen meat options that we typically get from CT Foodshare.
- 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.
- Our Clinical Services Coordinator position was filled by Kayla Hendrickson. She immediately began reaching out to the community and schools to make them aware of our services; modified our Youth & Family Counseling Program Brochure; updated both clinical & JRB forms; visited our local mental health and substance use disorder treatment providers; developed a curriculum to offer one on one & or in small groups to youth struggling with Cannabis use; developed a group curriculum for Mighty Minds: Navigating Emotions & Relationships; and taken on the lead role in Coordination and facilitation of our Juvenile Review Board and supervising our JRB case assistant.
- 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 in 2022.
- Over 150 volunteers work with us throughout the year in a number of capacities including: clerical assistance, food sorting, stocking, picking up of donations, greeting and assisting our shoppers, packing bags for those who pick up pre-packed, delivering food to homebound, assisting with Holiday Food & Gift Program in November & December among other needed tasks that assist our operations.
- Preparation for our Holiday Food and Gift Program started in July and was very successful this year, realizing an increase of 30 households and 50 individuals. We worked with Businesses, Civic Organizations, Scouting groups, Houses of Worship, numerous individual residents, all schools, Town Hall Staff, The Fire Department & Fire Marshall's Office & the Police – Stuff A Cruiser Program. We continued to collaborate with Park & Recreation Department for accessible space for the gift program & the Library for parking lot space for drive through food distribution.

#### OBJECTIVES

- Review programs/services to ensure human service needs of Newington residents are addressed and enhanced in a cost-effective manner.
- Enhance our web page- ensuring that frequently needed information is easily accessible and updated frequently
- Fill vacancies on Commissions.
- 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.
- Develop and reinstitute a Wellness series of presentations for the community at large.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries and Part Time reflects AFSCME at current 2023-2024 rates and anticipated raises for Admin and Part Time employees.
- Increase in costs for CLASS dues, addition of a line item for a Language Services contact required for interpretation services for residents as needed, cost of ADA compliant Port a Potties, and increase in copier lease & cost per copy contract.

|                    |                |                |      |
|--------------------|----------------|----------------|------|
| Function           | Activity       | Program        | Code |
| Community Services | Human Services | Human Services | 0610 |

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                     | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |          |
|--------------------------------|-----------------------------------|----------------------------------|-------------------------------------|--------------------------------------|------------------------------------|----------------------------------|----------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                     |                                      |                                    |                                  |          |
| 396,852                        | 456,792                           | 456,792                          | 8101 Full time salaries             | 466,051                              | 465,512                            | 8,720                            | 1.91 %   |
| 42,506                         | 43,734                            | 43,734                           | 8103 Part Time                      | 44,846                               | 44,846                             | 1,112                            | 2.54 %   |
| 9,776                          | 10,500                            | 10,500                           | 8104 Seasonal                       | 10,500                               | 10,500                             | 0                                | 0.00 %   |
| 700                            | 800                               | 800                              | 8105 Longevity                      | 900                                  | 900                                | 100                              | 12.50 %  |
| 449,833                        | 511,826                           | 511,826                          | OBJECT TOTAL                        | 522,297                              | 521,758                            | 9,932                            | 1.94 %   |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                     |                                      |                                    |                                  |          |
| 776                            | 820                               | 820                              | 8202 Dues and Subscriptions         | 870                                  | 870                                | 50                               | 6.10 %   |
| 0                              | 100                               | 100                              | 8203 Transportation                 | 100                                  | 100                                | 0                                | 0.00 %   |
| 659                            | 2,403                             | 2,403                            | 8204 Conferences,Meetings,Training  | 1,353                                | 1,353                              | -1,050                           | -43.70 % |
| 479                            | 1,050                             | 1,050                            | 8212 Equipment Maintenance          | 1,700                                | 1,700                              | 650                              | 61.90 %  |
| 350                            | 240                               | 240                              | 8216 Printing and Binding           | 240                                  | 240                                | 0                                | 0.00 %   |
| 6,412                          | 6,118                             | 6,118                            | 8217 Consultants/Special Contractor | 6,683                                | 6,683                              | 565                              | 9.24 %   |
| 2,000                          | 1,500                             | 1,500                            | 8218 Contributions and Subsidies    | 1,500                                | 1,500                              | 0                                | 0.00 %   |
| 10,676                         | 12,231                            | 12,231                           | OBJECT TOTAL                        | 12,446                               | 12,446                             | 215                              | 1.76 %   |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                     |                                      |                                    |                                  |          |
| 764                            | 600                               | 600                              | 8301 Office Supplies                | 600                                  | 600                                | 0                                | 0.00 %   |
| 3,199                          | 2,130                             | 2,130                            | 8310 Other Materials                | 3,033                                | 3,033                              | 903                              | 42.39 %  |
| 3,963                          | 2,730                             | 2,730                            | OBJECT TOTAL                        | 3,633                                | 3,633                              | 903                              | 33.08 %  |

|         |         |         |       |         |         |        |        |
|---------|---------|---------|-------|---------|---------|--------|--------|
| 464,472 | 526,787 | 526,787 | TOTAL | 538,376 | 537,837 | 11,050 | 2.10 % |
|---------|---------|---------|-------|---------|---------|--------|--------|

| 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 2023-2024 OPERATION.

- Achieved a complete post-pandemic reopening of in-person activities and services, including regular and special programs, classes and activities, transportation, nutrition, the Giving Garden, Coffee and Gift Shops, bus trip committee, social work, information and referral and other assistance.
- 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, remote and hybrid programs.
- Offered -based health programs, including LiveWell Diabetes Self-Management 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 and classes, movies, games and socials, scam-prevention programs, arts, crafts and music, dance, pickleball, billiards, woodworking, 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.
- Received a competitive grant from the National Council on Aging to help remove barriers for older adults who wish to receive a COVID-19 or flu vaccine but cannot due to financial, transportation, health or technology challenges. Newington is the grant fiduciary for the funding for the Central CT Health District and it's member towns and is working closely with CCHD to provide vaccine clinics, outreach, and resources to area older adults.
- Collaborated with the EMD and Human Services to distribute COVID-19 test kits and masks several times throughout the year. Hosted flu and COVID vaccine/booster clinics in conjunction with the Central CT Health District.
- Held the popular EXPO healthy aging resource fair for the first time since 2019, with 50 vendors and an estimated 350-400 members in attendance.
- Continued to develop collaborative programs with the CCSU, CT Association of Senior Center Personnel (CASCP), and other Town Departments, including the annual Public Safety Picnic, The Friends of the Library Book Sale, Park and Recreation, and Human Services.
- Daily in-person congregate lunch was served to anyone age 60+ at noon each weekday. As of December 2023, an average of 35-50 older adults participate in lunch daily. Meals on Wheels volunteers deliver 60-65 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.
- The Center was featured in the US Dept of Health and Human Services midcourse report regarding physical activity guidelines and implementation strategies for older adults.
- Continued focus on preventative maintenance, safety, and general ambiance of the facility.

### OBJECTIVES

- Assess and respond to the changing needs of older adults and adults with disabilities in the community and provide programs and services that improve well-being.
- 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.

### MAJOR BUDGET CHANGES AND COMMENTARY

- One part-time clerical assistant position (19 hours per week) is requested to address the significantly increased workload for front office staff after part-time staff was reduced during pandemic building closures.
- Printing and program items adjusted to trend
- Other Contractual reflects use of in-kind donations for services

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

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                    | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |          |  |
|--------------------------------|-----------------------------------|----------------------------------|------------------------------------|--------------------------------------|------------------------------------|----------------------------------|----------|--|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                    |                                      |                                    |                                  |          |  |
| 415,476                        | 420,944                           | 420,944                          | 8101 Full time salaries            | 433,338                              | 432,298                            | 11,354                           | 2.70 %   |  |
| 18,317                         | 18,024                            | 28,024                           | 8103 Part Time                     | 35,644                               | 35,644                             | 7,620                            | 27.19 %  |  |
| 600                            | 700                               | 700                              | 8105 Longevity                     | 800                                  | 800                                | 100                              | 14.29 %  |  |
| 434,393                        | 439,668                           | 449,668                          | OBJECT TOTAL                       | 469,782                              | 468,742                            | 19,074                           | 4.24 %   |  |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                    |                                      |                                    |                                  |          |  |
| 0                              | 330                               | 330                              | 8202 Dues and Subscriptions        | 330                                  | 330                                | 0                                | 0.00 %   |  |
| 190                            | 400                               | 400                              | 8204 Conferences,Meetings,Training | 400                                  | 400                                | 0                                | 0.00 %   |  |
| 1,165                          | 1,175                             | 1,175                            | 8210 Equipment Rental              | 1,175                                | 1,175                              | 0                                | 0.00 %   |  |
| 3,030                          | 3,735                             | 3,735                            | 8212 Equipment Maintenance         | 3,735                                | 3,735                              | 0                                | 0.00 %   |  |
| 912                            | 1,200                             | 1,200                            | 8213 Facilities Maintenance        | 1,200                                | 1,200                              | 0                                | 0.00 %   |  |
| 801                            | 1,550                             | 1,550                            | 8216 Printing and Binding          | 1,550                                | 1,200                              | -350                             | -22.58 % |  |
| 3,412                          | 7,080                             | 7,080                            | 8220 Other Contractual Services    | 6,480                                | 5,400                              | -1,680                           | -23.73 % |  |
| 9,511                          | 15,470                            | 15,470                           | OBJECT TOTAL                       | 14,870                               | 13,440                             | -2,030                           | -13.12 % |  |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                    |                                      |                                    |                                  |          |  |
| 547                            | 1,000                             | 1,000                            | 8301 Office Supplies               | 1,000                                | 1,000                              | 0                                | 0.00 %   |  |
| 2,706                          | 3,240                             | 3,240                            | 8302 Technical Supplies            | 3,240                                | 3,240                              | 0                                | 0.00 %   |  |
| 3,254                          | 4,240                             | 4,240                            | OBJECT TOTAL                       | 4,240                                | 4,240                              | 0                                | 0.00 %   |  |
| <u>CAPITAL OUTLAY</u>          |                                   |                                  |                                    |                                      |                                    |                                  |          |  |
| 0                              | 200                               | 200                              | 8402 Technical Equipment           | 200                                  | 200                                | 0                                | 0.00 %   |  |
| 0                              | 200                               | 200                              | OBJECT TOTAL                       | 200                                  | 200                                | 0                                | 0.00 %   |  |

|         |         |         |       |         |         |        |        |
|---------|---------|---------|-------|---------|---------|--------|--------|
| 447,158 | 459,578 | 469,578 | TOTAL | 489,092 | 486,622 | 17,044 | 3.63 % |
|---------|---------|---------|-------|---------|---------|--------|--------|

| 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 2023-2024 OPERATION

- Rides are provided by appointment for medical appointments, to and from the Center, for shopping, errands, pharmacy, salon and hair appointments, bank trips, quick errands and more.
- Drivers also staffed drive through events, provided 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. Medical transportation is provided to the towns of: West Hartford, Hartford, Farmington, Bloomfield, Glastonbury, East Hartford, New Britain, Rocky Hill and Wethersfield.
- Staff updated the Dial A Ride user guidelines to assure the best possible service, efficiency and safety for riders.

OBJECTIVES

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects AFSCME employees at 2023-2024 rates.
- Part Time includes AFSCME at 2023-2024 rates and also reflects budget transfer in prior year.
- Printing costs reduced slightly to trend

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

| 2022 - 2023<br>Actual    | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |          |
|--------------------------|-----------------------------------|----------------------------------|--------------------------------|--------------------------------------|------------------------------------|----------------------------------|----------|
| <u>PERSONAL SERVICES</u> |                                   |                                  |                                |                                      |                                    |                                  |          |
| 64,568                   | 64,314                            | 64,314                           | 8101 Full time salaries        | 66,482                               | 66,482                             | 2,168                            | 3.37 %   |
| 232                      | 1,000                             | 1,000                            | 8102 Overtime                  | 1,000                                | 1,000                              | 0                                | 0.00 %   |
| 50,905                   | 78,840                            | 68,840                           | 8103 Part Time                 | 80,690                               | 80,690                             | 11,850                           | 17.21 %  |
| 1,700                    | 1,850                             | 1,850                            | 8105 Longevity                 | 1,950                                | 1,950                              | 100                              | 5.41 %   |
| 117,405                  | 146,004                           | 136,004                          | OBJECT TOTAL                   | 150,122                              | 150,122                            | 14,118                           | 10.38 %  |
| <u>PROFESSIONAL SVCS</u> |                                   |                                  |                                |                                      |                                    |                                  |          |
| 0                        | 120                               | 120                              | 8214 Motor Vehicle Maintenance | 120                                  | 120                                | 0                                | 0.00 %   |
| 0                        | 700                               | 700                              | 8216 Printing and Binding      | 350                                  | 350                                | -350                             | -50.00 % |
| 0                        | 820                               | 820                              | OBJECT TOTAL                   | 470                                  | 470                                | -350                             | -42.68 % |

|         |         |         |       |         |         |        |         |
|---------|---------|---------|-------|---------|---------|--------|---------|
| 117,405 | 146,824 | 136,824 | TOTAL | 150,592 | 150,592 | 13,768 | 10.06 % |
|---------|---------|---------|-------|---------|---------|--------|---------|

| 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 2023-2024 OPERATION

- Provided policy oversight to the Senior and Disabled Center. Although several meetings were cancelled due to lack of quorum, members received and commented on reports.
- Successfully proposed an ordinance change, which the Town Council successfully completed, to reduce Commission membership from nine to seven, which reduces the required quorum to hold a meeting from five to four members. As a result, fewer meetings have been cancelled due to a lack of quorum.
- Sponsored the annual Volunteer Appreciation Dinner, in which the AARP Tax Aide Program volunteers were collectively honored as the SDC Volunteers of the Year.

OBJECTIVES

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time reflects anticipated raise for recording clerk.
- Printing and Binding reduced to trend.

|                                |                                    |  |              |
|--------------------------------|------------------------------------|--|--------------|
| Function<br>Community Services | Activity<br>Boards and Commissions | Program<br>Commission on Aging &<br>Disabled | Code<br>0671 |
|--------------------------------|------------------------------------|--|--------------|

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                  | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |          |
|-----------------------|-----------------------------------|----------------------------------|----------------------------------|--------------------------------------|------------------------------------|----------------------------------|----------|
|                       |                                   |                                  | <u>PERSONAL SERVICES</u>         |                                      |                                    |                                  |          |
| 0                     | 1,109                             | 1,109                            | 8103 Part Time                   | 1,530                                | 1,530                              | 421                              | 37.96 %  |
| 0                     | 1,109                             | 1,109                            | OBJECT TOTAL                     | 1,530                                | 1,530                              | 421                              | 37.96 %  |
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>         |                                      |                                    |                                  |          |
| 59                    | 500                               | 500                              | 8216 Printing and Binding        | 300                                  | 300                                | -200                             | -40.00 % |
| 898                   | 1,260                             | 1,260                            | 8218 Contributions and Subsidies | 1,260                                | 1,260                              | 0                                | 0.00 %   |
| 957                   | 1,760                             | 1,760                            | OBJECT TOTAL                     | 1,560                                | 1,560                              | -200                             | -11.36 % |
|                       |                                   |                                  | <u>MATERIAL &amp; SUPPLIES</u>   |                                      |                                    |                                  |          |
| 0                     | 60                                | 60                               | 8301 Office Supplies             | 60                                   | 60                                 | 0                                | 0.00 %   |
| 0                     | 60                                | 60                               | OBJECT TOTAL                     | 60                                   | 60                                 | 0                                | 0.00 %   |

|     |       |       |       |       |       |     |        |
|-----|-------|-------|-------|-------|-------|-----|--------|
| 957 | 2,929 | 2,929 | TOTAL | 3,150 | 3,150 | 221 | 7.55 % |
|-----|-------|-------|-------|-------|-------|-----|--------|

| 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 2023-2024 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 Book Reading was held in August to introduce the concept of inclusion & accepting of each other's differences to young people & their families.

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 |

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                 | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |        |
|-----------------------|-----------------------------------|----------------------------------|---------------------------------|--------------------------------------|------------------------------------|----------------------------------|--------|
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>        |                                      |                                    |                                  |        |
| 500                   | 750                               | 750                              | 8220 Other Contractual Services | 750                                  | 750                                | 0                                | 0.00 % |
| 500                   | 750                               | 750                              | OBJECT TOTAL                    | 750                                  | 750                                | 0                                | 0.00 % |

|     |     |     |       |     |     |   |        |
|-----|-----|-----|-------|-----|-----|---|--------|
| 500 | 750 | 750 | TOTAL | 750 | 750 | 0 | 0.00 % |
|-----|-----|-----|-------|-----|-----|---|--------|

**LIBRARY**

## LIBRARY

710 LIBRARY OPERATIONS

730 HUBBARD BOOK FUND

|          |          |         |      |
|----------|----------|---------|------|
| FUNCTION | ACTIVITY | PROGRAM | CODE |
| LIBRARY  |          | SUMMARY | 700  |

PERSONNEL SUMMARY

| <u>Positions (in work years)</u>                 | <u>2023-24<br/>Authorized</u> | <u>2024-2025<br/>Requested</u> | <u>2024-2025<br/>Proposed</u> | <u>2024-2025<br/>Approved</u> |
|--|-------------------------------|--------------------------------|-------------------------------|-------------------------------|
| <b><u>Administration</u></b>                     |                               |                                |                               |                               |
| Library Director                                 | 1.0                           | 1.0                            | 1.0                           |                               |
| Assistant Library Director                       | 1.0                           | 1.0                            | 1.0                           |                               |
| Librarian II                                     | 1.0                           | 1.0                            | 1.0                           |                               |
| <b><u>Children's Services</u></b>                |                               |                                |                               |                               |
| Librarian III                                    | 1.0                           | 1.0                            | 1.0                           |                               |
| Librarian I                                      | 1.0                           | 1.0                            | 1.0                           |                               |
| Library Technician                               | 1.0                           | 1.0                            | 1.0                           |                               |
| Librarian (PT)                                   | 0.1                           | 0.1                            | 0.1                           |                               |
| Library Technician (PT)                          | 1.3                           | 1.3                            | 1.3                           |                               |
| <b><u>Reference &amp; Community Services</u></b> |                               |                                |                               |                               |
| Librarian III                                    | 2.0                           | 2.0                            | 2.0                           |                               |
| Librarian I                                      | 2.0                           | 2.3                            | 2.0                           |                               |
| Library Technician                               | 0.0                           | 0.0                            | 0.0                           |                               |
| Librarian (PT)                                   | 1.3                           | 1.3                            | 1.3                           |                               |
| Library Technician (PT)                          | 1.4                           | 1.4                            | 1.4                           |                               |
| <b><u>Building</u></b>                           |                               |                                |                               |                               |
| Maintenance Technician (PT)                      | 0.4                           | 0.4                            | 0.4                           |                               |
| Library Monitor (PT)                             | 0.3                           | 0.3                            | 0.3                           |                               |
| <b><u>Collection Management</u></b>              |                               |                                |                               |                               |
| Librarian III                                    | 0.7                           | 0.7                            | 0.7                           |                               |
| Librarian I                                      | 0.0                           | 0.7                            | 0.0                           |                               |
| Library Technician (PT)                          | 0.3                           | 0.3                            | 0.3                           |                               |
| <b><u>Circulation</u></b>                        |                               |                                |                               |                               |
| Librarian III                                    | 0.3                           | 0.3                            | 0.3                           |                               |
| Librarian II                                     | 1.0                           | 1.0                            | 1.0                           |                               |
| Library Technician                               | 1.0                           | 1.0                            | 1.0                           |                               |
| Librarian (PT)                                   | 1.0                           | 1.3                            | 1.3                           |                               |
| Library Technician (PT)                          | 1.7                           | 1.4                            | 1.4                           |                               |
| Pages (PT)                                       | <u>2.5</u>                    | <u>2.5</u>                     | <u>2.5</u>                    |                               |
|  | 23.3                          | 24.3                           | 23.3                          |                               |
| <b><u>Seasonal (hours)</u></b>                   |                               |                                |                               |                               |
| Circulation                                      | 473.0                         | 473.0                          | 473.0                         |                               |

FUNCTION  
PUBLIC LIBRARY

ACTIVITY  
OPERATIONS

PROGRAM  
ADMINISTRATION

CODE  
711

### 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 2023-2024 OPERATION

- The Library Board of Trustees Newington Library 5K Challenge Road Race fundraiser was held on May 21, 2023, celebrating its 26<sup>th</sup> year and the most successful race to date.
- Worked with the Library Board of Trustees Facility & Site Committee to address future space needs of the library.
- Worked with the Friends of the Library fundraising efforts that included two indoor book sales, *Winterfest*, and a fall membership drive.
- Library was open six days a week and once again opened for 25 Sundays from November to May.
- Continued using social media to promote library programs and services.
- The Town replaced all staff and public computers with new computers and monitors.
- Replaced 12+ year-old public copiers and FAX machine with new models to better serve our patrons.
- Added the Meeting Owl System, a conferencing system that contains two devices with 360° cameras and microphones that integrate with Zoom. to allow remote attendees to see and interact with the speaker and the audience.
- Maintained the library website on a regular basis to keep it current and relevant for our patrons.
- Worked with the iREAD 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 2024-2025

- Work with the Town to address the current space constraints and other building-related concerns.
- Repurpose and upgrade several public areas, as well as, staff areas in the library with grant money.
- 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.
- Continue to offer professional staff development opportunities.
- Work to offer effective and relevant library services to the community within the budget and staffing levels available.
- Oversee the completion of the Library's 2024-2025 Plan of Work.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Increase in Full Time Salaries due to anticipated Admin rate increases and AFSCME at current 2023-2024 rates.
- Increase in Longevity due to increases for current employees per the AFSME contract.
- Dues & Subscriptions increased due to ALA membership.
- Printing and Binding reflects increased costs.
- Increase in Data Services due to a Library Connection Inc. CONNECT fee increase.

|                |                    |                        |      |
|----------------|--------------------|------------------------|------|
| Function       | Activity           | Program                | Code |
| Public Library | Library Operations | Library Administration | 0711 |

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                      | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |         |
|--------------------------------|-----------------------------------|----------------------------------|--------------------------------------|--------------------------------------|------------------------------------|----------------------------------|---------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                      |                                      |                                    |                                  |         |
| 284,338                        | 294,688                           | 294,688                          | 8101 Full time salaries              | 304,693                              | 304,693                            | 10,005                           | 3.40 %  |
| 1,600                          | 2,050                             | 2,050                            | 8105 Longevity                       | 2,600                                | 2,600                              | 550                              | 26.83 % |
| 285,938                        | 296,738                           | 296,738                          | OBJECT TOTAL                         | 307,293                              | 307,293                            | 10,555                           | 3.56 %  |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                      |                                      |                                    |                                  |         |
| 2,274                          | 2,381                             | 2,381                            | 8202 Dues and Subscriptions          | 2,409                                | 2,409                              | 28                               | 1.18 %  |
| 0                              | 415                               | 415                              | 8203 Transportation                  | 415                                  | 415                                | 0                                | 0.00 %  |
| 1,223                          | 1,382                             | 1,382                            | 8204 Conferences, Meetings, Training | 1,382                                | 1,382                              | 0                                | 0.00 %  |
| 1,570                          | 2,000                             | 2,000                            | 8205 Postage and Shipping            | 2,000                                | 2,000                              | 0                                | 0.00 %  |
| 651                            | 650                               | 650                              | 8210 Equipment Rental                | 650                                  | 650                                | 0                                | 0.00 %  |
| 612                            | 300                               | 300                              | 8216 Printing and Binding            | 547                                  | 547                                | 247                              | 82.33 % |
| 45,505                         | 44,795                            | 44,795                           | 8222 Data Services                   | 44,840                               | 44,840                             | 45                               | 0.10 %  |
| 51,836                         | 51,923                            | 51,923                           | OBJECT TOTAL                         | 52,243                               | 52,243                             | 320                              | 0.62 %  |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                      |                                      |                                    |                                  |         |
| 906                            | 628                               | 628                              | 8301 Office Supplies                 | 628                                  | 628                                | 0                                | 0.00 %  |
| 906                            | 628                               | 628                              | OBJECT TOTAL                         | 628                                  | 628                                | 0                                | 0.00 %  |

|         |         |         |       |         |         |        |        |
|---------|---------|---------|-------|---------|---------|--------|--------|
| 338,679 | 349,289 | 349,289 | TOTAL | 360,164 | 360,164 | 10,875 | 3.11 % |
|---------|---------|---------|-------|---------|---------|--------|--------|

|                            |                        |                                |             |
|----------------------------|------------------------|--------------------------------|-------------|
| FUNCTION<br>PUBLIC LIBRARY | ACTIVITY<br>OPERATIONS | PROGRAM<br>CHILDREN'S SERVICES | CODE<br>712 |
|----------------------------|------------------------|--------------------------------|-------------|

### 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 2023-2024 OPERATION

- 
- The *Sliva Young People's Literary Series*, made possible by an endowment that brings a well-known children's author to all third and fourth graders in Newington, was held virtually in February 2023 with best-selling children's author and illustrator Dan Santat.
- Offered a winter reading program, *Reading is a Treat*, and a summer reading program, *Find Your Voice*.
- Presented 438 educational programs to 14,248 children and their caregivers.
- Continued outreach on a regular basis to preschools and daycares with staff visiting centers as well as children being bused to the library.
- Continued in-person class visits to the library for all elementary school students to learn about library resources.
- Staff continued recording 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.
- Highlighted Social Emotional Learning books for children within the collection to allow for easier browsing or parents who are interested in helping their children manage emotions and build healthy relationships.
- Staff answered 8,642 reference questions over the year.
- Added four Launchpads, pre-loaded tablets with games that help children learn, for in-house use.

### OBJECTIVES FOR 2024-2025

- 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.
- Offer more parent programming to give parents access to resources and information that may help them on their parenting journey.
- Add additional programming for patrons ages 3 and under.
- Build the language section of children's books to better serve Newington's diverse population.
- 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 desks.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects AFSCME at current 2023-2024 rates.
- Increase in Overtime due to more Overtime hours worked.
- Decrease in Part Time due to change in personnel.
- Dues and Subscriptions reflects prior year budget transfer.
- Decrease in Printing and Binding to offset increase in Other Contractual Services due to rising cost for movie licensing.

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

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                  | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |          |
|--------------------------------|-----------------------------------|----------------------------------|----------------------------------|--------------------------------------|------------------------------------|----------------------------------|----------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                  |                                      |                                    |                                  |          |
| 231,505                        | 230,594                           | 230,594                          | 8101 Full time salaries          | 238,397                              | 238,397                            | 7,803                            | 3.38 %   |
| 3,106                          | 2,693                             | 2,693                            | 8102 Overtime                    | 3,090                                | 3,090                              | 397                              | 14.74 %  |
| 76,276                         | 80,496                            | 80,496                           | 8103 Part Time                   | 78,597                               | 78,597                             | -1,899                           | -2.36 %  |
| 310,887                        | 313,783                           | 313,783                          | OBJECT TOTAL                     | 320,084                              | 320,084                            | 6,301                            | 2.01 %   |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                  |                                      |                                    |                                  |          |
| 4,596                          | 7,310                             | 5,610                            | 8202 Dues and Subscriptions      | 7,310                                | 7,310                              | 1,700                            | 30.30 %  |
| 0                              | 525                               | 525                              | 8216 Printing and Binding        | 415                                  | 415                                | -110                             | -20.95 % |
| 4,826                          | 1,760                             | 3,460                            | 8220 Other Contractual Services  | 1,870                                | 1,870                              | -1,590                           | -45.95 % |
| 9,422                          | 9,595                             | 9,595                            | OBJECT TOTAL                     | 9,595                                | 9,595                              | 0                                | 0.00 %   |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                  |                                      |                                    |                                  |          |
| 107                            | 200                               | 200                              | 8301 Office Supplies             | 200                                  | 200                                | 0                                | 0.00 %   |
| 293                            | 350                               | 350                              | 8310 Other Materials             | 350                                  | 350                                | 0                                | 0.00 %   |
| 400                            | 550                               | 550                              | OBJECT TOTAL                     | 550                                  | 550                                | 0                                | 0.00 %   |
| <u>CAPITAL OUTLAY</u>          |                                   |                                  |                                  |                                      |                                    |                                  |          |
| 38,929                         | 38,919                            | 38,919                           | 8401 Public Circulation Material | 38,919                               | 38,919                             | 0                                | 0.00 %   |
| 38,929                         | 38,919                            | 38,919                           | OBJECT TOTAL                     | 38,919                               | 38,919                             | 0                                | 0.00 %   |

|         |         |         |       |         |         |       |        |
|---------|---------|---------|-------|---------|---------|-------|--------|
| 359,639 | 362,847 | 362,847 | TOTAL | 369,148 | 369,148 | 6,301 | 1.74 % |
|---------|---------|---------|-------|---------|---------|-------|--------|

FUNCTION  
PUBLIC LIBRARY

ACTIVITY  
OPERATIONS

PROGRAM  
REF. AND COMMUNITY SERVICES

CODE  
713

### 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 2023-2024 OPERATION

- Staff handled 38,635 reference transactions from the public and pulled and processed 32,837 items for interlibrary loans for patrons.
- Teen Librarian Sarah Riordan began her new full-time position on July 1, 2023. This position had not been funded since 2020.
- Adult and teen programming included in-person and virtual formats. Offered 47 programs to 950 teens that promoted creativity and literacy. Presented 170 cultural, literature-based, and educational programs for more than 4,498 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.
- 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.
- Worked with the ELL teacher at the high school to get high-interest, low-level books and library cards into the hands of his students.
- After receiving new laptops from the town, began offering in-person, hands-on technology programs to our patrons.
- Added *A to Z World Travel* database and *Niche Academy*, an online site of ready-to-use tutorials for public use.
- Continued collaboration with GFWC for delivery of library materials to homebound patrons and senior living facilities.

### OBJECTIVES FOR 2024-2025

- Continue to offer a varied selection of programs that promote literacy and creativity for teen and adults.
- 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 desks.
- Continue to build relationships with teens, both at the library and at the schools to better serve this population.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects AFSCME at current 2023-2024 rates.
- Increase in Overtime due to more overtime hours worked.
- Increase in Part Time due to a step increase and anticipated rate increases.
- Decrease in Printing and Binding in order to offset the increase in Other Contractual Services due to rising cost for movie licensing.
- Public Circulation Material increased to reflect needs.

|                            |                                |   |              |
|----------------------------|--------------------------------|---|--------------|
| Function<br>Public Library | Activity<br>Library Operations | Program<br>Reference and Community Svcs | Code<br>0713 |
|----------------------------|--------------------------------|---|--------------|

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                  | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |          |
|--------------------------------|-----------------------------------|----------------------------------|----------------------------------|--------------------------------------|------------------------------------|----------------------------------|----------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                  |                                      |                                    |                                  |          |
| 236,514                        | 302,334                           | 302,334                          | 8101 Full time salaries          | 342,138                              | 323,699                            | 21,365                           | 7.07 %   |
| 2,425                          | 1,852                             | 1,852                            | 8102 Overtime                    | 2,724                                | 2,724                              | 872                              | 47.08 %  |
| 144,915                        | 159,874                           | 160,874                          | 8103 Part Time                   | 165,116                              | 165,116                            | 4,242                            | 2.64 %   |
| 383,855                        | 464,060                           | 465,060                          | OBJECT TOTAL                     | 509,978                              | 491,539                            | 26,479                           | 5.69 %   |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                  |                                      |                                    |                                  |          |
| 54,709                         | 58,544                            | 58,544                           | 8202 Dues and Subscriptions      | 58,544                               | 58,544                             | 0                                | 0.00 %   |
| 324                            | 425                               | 425                              | 8216 Printing and Binding        | 315                                  | 315                                | -110                             | -25.88 % |
| 1,972                          | 1,190                             | 1,190                            | 8220 Other Contractual Services  | 1,300                                | 1,300                              | 110                              | 9.24 %   |
| 57,006                         | 60,159                            | 60,159                           | OBJECT TOTAL                     | 60,159                               | 60,159                             | 0                                | 0.00 %   |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                  |                                      |                                    |                                  |          |
| 1,324                          | 1,608                             | 1,608                            | 8301 Office Supplies             | 1,608                                | 1,608                              | 0                                | 0.00 %   |
| 0                              | 225                               | 225                              | 8310 Other Materials             | 225                                  | 225                                | 0                                | 0.00 %   |
| 1,324                          | 1,833                             | 1,833                            | OBJECT TOTAL                     | 1,833                                | 1,833                              | 0                                | 0.00 %   |
| <u>CAPITAL OUTLAY</u>          |                                   |                                  |                                  |                                      |                                    |                                  |          |
| 134,176                        | 134,451                           | 134,451                          | 8401 Public Circulation Material | 134,451                              | 137,451                            | 3,000                            | 2.23 %   |
| 134,176                        | 134,451                           | 134,451                          | OBJECT TOTAL                     | 134,451                              | 137,451                            | 3,000                            | 2.23 %   |

|         |         |         |       |         |         |        |        |
|---------|---------|---------|-------|---------|---------|--------|--------|
| 576,360 | 660,503 | 661,503 | TOTAL | 706,421 | 690,982 | 29,479 | 4.46 % |
|---------|---------|---------|-------|---------|---------|--------|--------|

FUNCTION  
PUBLIC LIBRARY

ACTIVITY  
OPERATIONS

PROGRAM  
BUILDING

CODE  
714

### EXPLANATION

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

### HIGHLIGHTS OF FY 2023-2024 OPERATIONS

- Lack of adequate parking continued to be an issue during regular library hours.
- Balancing the heating and cooling continued to be problematic.
- The walls and ceiling area around the skylights were repaired and painted. This area was damaged due to leaks.
- The cleaning service Environmental Services continues to keep the library clean and inviting to the public.
- Due to high humidity during the summer and an HVAC system that is unable to handle it, the walls in all three study rooms bubbled. The walls were repaired and repainted later in the year.
- Completed some painting and a number of minor building projects and maintenance upgrades.

### OBJECTIVES FOR 2024-2025

- Work with the Library Board of Trustees and the town to address problems with the skylight.
- 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 repurpose space, when possible, to address space issues.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Increase in Part Time 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 |

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                 | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |        |
|-----------------------|-----------------------------------|----------------------------------|---------------------------------|--------------------------------------|------------------------------------|----------------------------------|--------|
|                       |                                   |                                  | <u>PERSONAL SERVICES</u>        |                                      |                                    |                                  |        |
| 15,402                | 23,580                            | 23,580                           | 8103 Part Time                  | 24,548                               | 24,548                             | 968                              | 4.11 % |
| 15,402                | 23,580                            | 23,580                           | OBJECT TOTAL                    | 24,548                               | 24,548                             | 968                              | 4.11 % |
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>        |                                      |                                    |                                  |        |
| 196                   | 1,164                             | 1,164                            | 8212 Equipment Maintenance      | 1,164                                | 1,164                              | 0                                | 0.00 % |
| 0                     | 1,104                             | 1,104                            | 8213 Facilities Maintenance     | 1,104                                | 1,104                              | 0                                | 0.00 % |
| 1,412                 | 2,184                             | 2,184                            | 8220 Other Contractual Services | 2,364                                | 2,364                              | 180                              | 8.24 % |
| 1,607                 | 4,452                             | 4,452                            | OBJECT TOTAL                    | 4,632                                | 4,632                              | 180                              | 4.04 % |
|                       |                                   |                                  | <u>MATERIAL &amp; SUPPLIES</u>  |                                      |                                    |                                  |        |
| 169                   | 175                               | 175                              | 8305 Cleaning Supplies          | 175                                  | 175                                | 0                                | 0.00 % |
| 169                   | 175                               | 175                              | OBJECT TOTAL                    | 175                                  | 175                                | 0                                | 0.00 % |

|        |        |        |       |        |        |       |        |
|--------|--------|--------|-------|--------|--------|-------|--------|
| 17,178 | 28,207 | 28,207 | TOTAL | 29,355 | 29,355 | 1,148 | 4.07 % |
|--------|--------|--------|-------|--------|--------|-------|--------|

|                            |                        |                                  |             |
|----------------------------|------------------------|----------------------------------|-------------|
| FUNCTION<br>PUBLIC LIBRARY | ACTIVITY<br>OPERATIONS | PROGRAM<br>COLLECTION MANAGEMENT | CODE<br>715 |
|----------------------------|------------------------|----------------------------------|-------------|

### 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 2023-2024 OPERATION

- Selected, ordered, and processed 22,211 items, including books, eBooks, DVDs, CDs, magazines, and museum passes.
- Maintained a physical collection of 169,421 items and a digital collection of more than 126,977 downloadable media.
- Due to high demand for electronic media, staff continued to increase downloadable eBooks 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 students continue to be increased to support the needs of the Newington Public schools' curriculum.
- Increased Library of Things collection, a circulating collection of non-traditional items that now includes WiFi hotspots, lawn games, ukuleles, and vegetable and flower seeds as part of the seed library.
- Continued to use of volunteers who donated 482 hours to the library to help with specific library duties.
- 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.
- Continued to have an unfunded Full-Time Librarian I position in this department that would assist with tech services duties and public desk.

### OBJECTIVES FOR 2024-2025

- Reassign duties back to the Librarian I position relating to Collection Management and allowing other positions to expand their responsibilities in Circulation.
- 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

- Full Time Salaries reflects AFSCME at current 2023-2024 rates. The library is now fully open 6 days a week during the year and 7 days a week from November to May. All areas of operation including circulation, information assistance, number of people entering building, programming, and tech use are nearing pre-COVID levels.
- Decrease in Overtime due to fewer overtime hours worked.
- Decrease in Printing and Binding because funds were reappropriated to 10711-8216 Printing and Binding.

|                |                    |                       |      |
|----------------|--------------------|-----------------------|------|
| Function       | Activity           | Program               | Code |
| Public Library | Library Operations | Collection Management | 0715 |

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |          |
|-----------------------|-----------------------------------|----------------------------------|--------------------------------|--------------------------------------|------------------------------------|----------------------------------|----------|
|                       |                                   |                                  | <u>PERSONAL SERVICES</u>       |                                      |                                    |                                  |          |
| 60,553                | 60,315                            | 60,315                           | 8101 Full time salaries        | 105,381                              | 62,356                             | 2,041                            | 3.38 %   |
| 1,292                 | 1,293                             | 1,293                            | 8102 Overtime                  | 665                                  | 665                                | -628                             | -48.57 % |
| 14,516                | 16,198                            | 16,198                           | 8103 Part Time                 | 16,484                               | 16,484                             | 286                              | 1.77 %   |
| 76,362                | 77,806                            | 77,806                           | OBJECT TOTAL                   | 122,530                              | 79,505                             | 1,699                            | 2.18 %   |
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>       |                                      |                                    |                                  |          |
| 242                   | 500                               | 500                              | 8216 Printing and Binding      | 0                                    | 0                                  | -500                             | 0.00 %   |
| 242                   | 500                               | 500                              | OBJECT TOTAL                   | 0                                    | 0                                  | -500                             | 0.00 %   |
|                       |                                   |                                  | <u>MATERIAL &amp; SUPPLIES</u> |                                      |                                    |                                  |          |
| 7,922                 | 8,100                             | 8,100                            | 8302 Technical Supplies        | 8,100                                | 8,100                              | 0                                | 0.00 %   |
| 7,922                 | 8,100                             | 8,100                            | OBJECT TOTAL                   | 8,100                                | 8,100                              | 0                                | 0.00 %   |

|        |        |        |       |         |        |       |        |
|--------|--------|--------|-------|---------|--------|-------|--------|
| 84,526 | 86,406 | 86,406 | TOTAL | 130,630 | 87,605 | 1,199 | 1.39 % |
|--------|--------|--------|-------|---------|--------|-------|--------|

|                            |                        |                        |             |
|----------------------------|------------------------|------------------------|-------------|
| FUNCTION<br>PUBLIC LIBRARY | ACTIVITY<br>OPERATIONS | PROGRAM<br>CIRCULATION | CODE<br>716 |
|----------------------------|------------------------|------------------------|-------------|

### EXPLANATION

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

### HIGHLIGHTS OF FY 2023-2024 OPERATION

- During the year, 113,636 people visited the library. The library is open 6 days a week throughout the year and 7 days a week from November to May. Patrons checked out 259,299 items during the year.
- Circulation of digital materials continued to be high. 37,342 items were downloaded from the library's digital collection.
- 8,843 people in Newington have library cards. People can apply for new library cards through the mail or in person.
- Worked with Newington elementary schools to provide library cards to students who did not have one prior to library visits. Staff was able to issue 430 new cards and update 162 as a result.
- Offered automatic renewals on most library materials for Newington patrons.
- Continued to promote email notification to patrons to cut down on the expense of mailing these notifications.

### OBJECTIVES FOR 2024-2025

- 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.
- Work to streamline the interlibrary loan delivery process.
- Continue to offer excellent customer service at the public desks.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects AFSCME at current 2023-2024 rates and a step increase for a full-time employee.
- Decrease on Overtime due to fewer Overtime hours worked.
- Increase in Part Time due to step increases, anticipated raises and increase due to MLS degree.
- Increase in Seasonal due to increase in minimum wage.

|                |                    |             |      |
|----------------|--------------------|-------------|------|
| Function       | Activity           | Program     | Code |
| Public Library | Library Operations | Circulation | 0716 |

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                           | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |          |
|--------------------------------|-----------------------------------|----------------------------------|---------------------------|--------------------------------------|------------------------------------|----------------------------------|----------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                           |                                      |                                    |                                  |          |
| 171,677                        | 174,284                           | 174,284                          | 8101 Full time salaries   | 180,192                              | 180,192                            | 5,908                            | 3.39 %   |
| 1,837                          | 554                               | 554                              | 8102 Overtime             | 286                                  | 286                                | -268                             | -48.38 % |
| 166,652                        | 219,650                           | 219,650                          | 8103 Part Time            | 226,151                              | 226,151                            | 6,501                            | 2.96 %   |
| 7,103                          | 7,805                             | 6,805                            | 8104 Seasonal             | 8,131                                | 8,131                              | 1,326                            | 19.49 %  |
| 347,268                        | 402,293                           | 401,293                          | OBJECT TOTAL              | 414,760                              | 414,760                            | 13,467                           | 3.36 %   |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                           |                                      |                                    |                                  |          |
| 371                            | 482                               | 482                              | 8216 Printing and Binding | 482                                  | 482                                | 0                                | 0.00 %   |
| 371                            | 482                               | 482                              | OBJECT TOTAL              | 482                                  | 482                                | 0                                | 0.00 %   |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                           |                                      |                                    |                                  |          |
| 989                            | 991                               | 991                              | 8302 Technical Supplies   | 991                                  | 991                                | 0                                | 0.00 %   |
| 989                            | 991                               | 991                              | OBJECT TOTAL              | 991                                  | 991                                | 0                                | 0.00 %   |

|         |         |         |       |         |         |        |        |
|---------|---------|---------|-------|---------|---------|--------|--------|
| 348,628 | 403,766 | 402,766 | TOTAL | 416,233 | 416,233 | 13,467 | 3.34 % |
|---------|---------|---------|-------|---------|---------|--------|--------|

| 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<br>Public Library | Activity<br>Hubbard Book Fund | Program<br>Hubbard Book Fund | Code<br>0730 |
|----------------------------|-------------------------------|------------------------------|--------------|

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                 | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |        |
|-----------------------|-----------------------------------|----------------------------------|---------------------------------|--------------------------------------|------------------------------------|----------------------------------|--------|
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>        |                                      |                                    |                                  |        |
| 406                   | 30                                | 30                               | 8220 Other Contractual Services | 30                                   | 30                                 | 0                                | 0.00 % |
| 406                   | 30                                | 30                               | OBJECT TOTAL                    | 30                                   | 30                                 | 0                                | 0.00 % |

|     |    |    |       |    |    |   |        |
|-----|----|----|-------|----|----|---|--------|
| 406 | 30 | 30 | TOTAL | 30 | 30 | 0 | 0.00 % |
|-----|----|----|-------|----|----|---|--------|

# **PARKS & RECREATION**

## PARKS AND RECREATION

810 ADMINISTRATION

830 GROUNDS MAINTENANCE

| FUNCTION   | ACTIVITY | PROGRAM           |                  | CODE             |
|--|----------|-------------------|------------------|------------------|
| PARKS AND RECREATION                                   |          | SUMMARY           |                  | 800              |
| <u>PERSONNEL SUMMARY</u>                               |          |                   |                  |                  |
|  |          | 2022-2023         | 2023-2024        | 2023-2024        |
| <u>Positions (in work years)</u>                       |          | <u>Authorized</u> | <u>Requested</u> | <u>Proposed</u>  |
|  |          |                   |                  | <u>2023-2024</u> |
|  |          |                   |                  | <u>Approved</u>  |
| <b><u>Administration</u></b>                           |          |                   |                  |                  |
| Superintendent of Parks and Recreation                 |          | 1.0               | 1.0              | 1.0              |
| Recreation Supervisors*                                |          | 2.0               | 2.0              | 2.0              |
| Recreation Supervisor**                                |          | 1.0               | 1.0              | 1.0              |
| Administrative Secretary I                             |          | 1.0               | 1.0              | 1.0              |
| Administrative Secretary I*                            |          | <u>1.0</u>        | <u>1.0</u>       | <u>1.0</u>       |
|  |          | 6.0               | 6.0              | 6.0              |
| <b><u>Parks and Grounds</u></b>                        |          |                   |                  |                  |
| Supervisor of Parks, Grounds & Cemeteries***           |          | 1.0               | 1.0              | 1.0              |
| Groundskeeper Foreperson                               |          | 1.0               | 1.0              | 0.0              |
| Groundskeeper IV                                       |          | 1.0               | 1.0              | 1.0              |
| Groundskeeper I  |          | 9.0               | 5.0              | 5.0              |
| Groundskeeper II                                       |          | 0.0               | 2.0              | 2.0              |
| Groundskeeper III                                      |          | 0.0               | 2.0              | 2.0              |
| Parks Mechanic II                                      |          | 1.0               | 1.0              | 1.0              |
| Town Center Maintainer (Beautification Worker) (PT)    |          | <u>0.3</u>        | <u>0.3</u>       | <u>0.3</u>       |
|  |          | 13.3              | 13.3             | 12.3             |
| <b><u>Cemeteries</u></b>                               |          |                   |                  |                  |
| Groundskeeper Foreperson - Parks, Grounds & Cemeteries |          | 0.0               | 1.0              | 1.0              |
| Groundskeeper IV                                       |          | 1.0               | 0.0              | 0.0              |
| Groundskeeper I  |          | 3.0               | 0.0              | 0.0              |
| Parks Laborer (Cemetery Maintainer) (PT)               |          | 0.4               | 0.4              | 0.4              |
| Office Assistant (PT)                                  |          | <u>0.5</u>        | <u>0.6</u>       | <u>0.6</u>       |
|  |          | 4.9               | 2.0              | 2.0              |
| <b><u>Overtime (work hours)</u></b>                    |          |                   |                  |                  |
| Parks & Grounds  |          | 1,947.3           | 1,947.3          | 1,947.3          |
| Cemeteries   |          | <u>280.4</u>      | <u>272.2</u>     | <u>272.2</u>     |
|  |          | 2,227.7           | 2,219.5          | 2,219.5          |
| <b><u>Seasonal (work hours)</u></b>                    |          |                   |                  |                  |
| Maintenance Parks & Grounds – Maintainer               |          | 6,936.0           | 6,936.0          | 6,936.0          |
| Maintenance Cemetery – Maintainer                      |          | <u>960.0</u>      | <u>960.0</u>     | <u>960.0</u>     |
|  |          | 7,896.0           | 7,896.0          | 7,896.0          |
| <b><u>Board of Parks and Recreation</u></b>            |          |                   |                  |                  |
| Recording Clerk  |          | 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<br>PARKS AND RECREATION | ACTIVITY<br>ADMINISTRATION | PROGRAM | CODE<br>810 |
|----------------------------------|----------------------------|---------|-------------|

EXPLANATION

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

HIGHLIGHTS OF FY 2023-2024 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 anticipated Administrative raises and current 2023-2024 AFSCME rates. As in prior years, one AFSCME Administrative Secretary position and two of the Recreation Supervisors are being charged in full back to the Recreation Fund, as well as part of the third Recreation Supervisor.
- Conferences, Meetings, Training increased due to increase in cost of sessions and total attended.

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

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                    | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |         |
|-----------------------|-----------------------------------|----------------------------------|------------------------------------|--------------------------------------|------------------------------------|----------------------------------|---------|
|                       |                                   |                                  | <u>PERSONAL SERVICES</u>           |                                      |                                    |                                  |         |
| 236,269               | 244,993                           | 244,993                          | 8101 Full time salaries            | 253,822                              | 253,822                            | 8,829                            | 3.60 %  |
| 236,269               | 244,993                           | 244,993                          | OBJECT TOTAL                       | 253,822                              | 253,822                            | 8,829                            | 3.60 %  |
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>           |                                      |                                    |                                  |         |
| 960                   | 1,380                             | 1,380                            | 8202 Dues and Subscriptions        | 1,380                                | 1,380                              | 0                                | 0.00 %  |
| 1,470                 | 2,600                             | 2,600                            | 8204 Conferences,Meetings,Training | 3,300                                | 3,300                              | 700                              | 26.92 % |
| 1,030                 | 1,800                             | 1,800                            | 8210 Equipment Rental              | 1,800                                | 1,800                              | 0                                | 0.00 %  |
| 0                     | 350                               | 350                              | 8212 Equipment Maintenance         | 350                                  | 350                                | 0                                | 0.00 %  |
| 3,460                 | 6,130                             | 6,130                            | OBJECT TOTAL                       | 6,830                                | 6,830                              | 700                              | 11.42 % |
|                       |                                   |                                  | <u>MATERIAL &amp; SUPPLIES</u>     |                                      |                                    |                                  |         |
| 1,382                 | 1,900                             | 1,900                            | 8301 Office Supplies               | 1,900                                | 1,900                              | 0                                | 0.00 %  |
| 13                    | 300                               | 300                              | 8310 Other Materials               | 300                                  | 300                                | 0                                | 0.00 %  |
| 1,394                 | 2,200                             | 2,200                            | OBJECT TOTAL                       | 2,200                                | 2,200                              | 0                                | 0.00 %  |

|         |         |         |       |         |         |       |        |
|---------|---------|---------|-------|---------|---------|-------|--------|
| 241,124 | 253,323 | 253,323 | TOTAL | 262,852 | 262,852 | 9,529 | 3.76 % |
|---------|---------|---------|-------|---------|---------|-------|--------|

| 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 2023-2024 OPERATION

- Installed new playscape, bituminous paths, chess and checker tables, pickleball court and repainted basketball court at Eagle Park.
- Completed construction on new synthetic field turf on multipurpose field at Clem Lemire.
- Installed brand new, state-of-the-art, multi-sport scoreboard and new bleachers at multipurpose field at Clem Lemire.
- Parks staff completed field renovation of softball infield at Churchill Park.
- 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.
- Planted thousands of flowers, at the 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.
- Undertaking the challenge of finding non-lethal methods to prevent Canada Geese from establishing nests at Mill Pond Park.
- Town athletic fields continue to be regarded as the finest fields in Central CT by out-of-town visitors.
- Parks staff purchased new automated field striping machine that runs off GPS.

### 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

- The Full Time Salaries reflects AFSCME at current 2023-2024 rates and anticipated Administrative raises, partially offset by the Groundskeeper Foreperson position being unfunded while the Foreman charged to Cemetery assumes Parks and Grounds as well
- The Part Time and Seasonal line item reflects increase in state minimum wage and need to attract applicants.
- The Equipment Rental line item increased due to rising costs and increased demand for park and school portable bathrooms resulting in additional quantity of portable bathrooms.
- Other Contractual Services decreased for Mill Pond tennis court clay and har-tru done in prior year, partially offset by addition of fees to cover fire and police services during Night of Lights and June event weekend, as well as cellular service for robotic field painter.
- Technical Supplies and Agricultural Supplies decreased to reduce total budget.
- Paint for the painting of one pool and wading pool was added back to Construction and Maintenance Materials after using ARPA funds last year.

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

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                     | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |          |
|--------------------------------|-----------------------------------|----------------------------------|-------------------------------------|--------------------------------------|------------------------------------|----------------------------------|----------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                     |                                      |                                    |                                  |          |
| 907,823                        | 919,669                           | 938,669                          | 8101 Full time salaries             | 1,044,531                            | 954,267                            | 15,598                           | 1.66 %   |
| 123,621                        | 105,001                           | 105,001                          | 8102 Overtime                       | 105,001                              | 105,001                            | 0                                | 0.00 %   |
| 7,031                          | 8,190                             | 8,190                            | 8103 Part Time                      | 9,184                                | 9,184                              | 994                              | 12.14 %  |
| 116,388                        | 141,900                           | 141,900                          | 8104 Seasonal                       | 149,760                              | 149,760                            | 7,860                            | 5.54 %   |
| 4,450                          | 4,950                             | 4,950                            | 8105 Longevity                      | 5,350                                | 5,350                              | 400                              | 8.08 %   |
| 1,159,312                      | 1,179,710                         | 1,198,710                        | OBJECT TOTAL                        | 1,313,826                            | 1,223,562                          | 24,852                           | 2.07 %   |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                     |                                      |                                    |                                  |          |
| 175                            | 600                               | 600                              | 8202 Dues and Subscriptions         | 600                                  | 600                                | 0                                | 0.00 %   |
| 4,637                          | 3,070                             | 3,070                            | 8204 Conferences,Meetings,Training  | 3,070                                | 3,070                              | 0                                | 0.00 %   |
| 2,414                          | 2,100                             | 2,100                            | 8207 Clothing Allowance             | 2,100                                | 2,100                              | 0                                | 0.00 %   |
| 27,575                         | 34,424                            | 34,424                           | 8210 Equipment Rental               | 35,423                               | 35,423                             | 999                              | 2.90 %   |
| 2,172                          | 4,758                             | 4,758                            | 8212 Equipment Maintenance          | 4,758                                | 4,758                              | 0                                | 0.00 %   |
| 33,044                         | 32,089                            | 32,089                           | 8220 Other Contractual Services     | 20,689                               | 16,689                             | -15,400                          | -47.99 % |
| 70,018                         | 77,041                            | 77,041                           | OBJECT TOTAL                        | 66,640                               | 62,640                             | -14,401                          | -18.69 % |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                     |                                      |                                    |                                  |          |
| 69,412                         | 61,259                            | 61,259                           | 8302 Technical Supplies             | 61,259                               | 59,759                             | -1,500                           | -2.45 %  |
| 5,284                          | 7,580                             | 7,580                            | 8303 Uniforms and Clothing          | 7,580                                | 7,580                              | 0                                | 0.00 %   |
| 70,119                         | 85,580                            | 85,580                           | 8304 Agricultural Supplies          | 88,619                               | 82,617                             | -2,963                           | -3.46 %  |
| 12,190                         | 16,500                            | 16,500                           | 8306 Constr.& Maintenance Materials | 42,020                               | 41,020                             | 24,520                           | 148.61 % |
| 6,356                          | 5,000                             | 5,000                            | 8307 Equipment Parts                | 5,000                                | 5,000                              | 0                                | 0.00 %   |
| 6,481                          | 5,700                             | 5,700                            | 8310 Other Materials                | 5,700                                | 5,700                              | 0                                | 0.00 %   |
| 169,842                        | 181,619                           | 181,619                          | OBJECT TOTAL                        | 210,178                              | 201,676                            | 20,057                           | 11.04 %  |
| <u>CAPITAL OUTLAY</u>          |                                   |                                  |                                     |                                      |                                    |                                  |          |
| 9,156                          | 11,600                            | 11,600                           | 8402 Technical Equipment            | 11,600                               | 11,600                             | 0                                | 0.00 %   |
| 9,156                          | 11,600                            | 11,600                           | OBJECT TOTAL                        | 11,600                               | 11,600                             | 0                                | 0.00 %   |

|           |           |           |       |           |           |        |        |
|-----------|-----------|-----------|-------|-----------|-----------|--------|--------|
| 1,408,328 | 1,449,970 | 1,468,970 | TOTAL | 1,602,244 | 1,499,478 | 30,508 | 2.08 % |
|-----------|-----------|-----------|-------|-----------|-----------|--------|--------|

|                                  |                                 |                       |             |
|----------------------------------|---------------------------------|-----------------------|-------------|
| FUNCTION<br>PARKS AND RECREATION | ACTIVITY<br>GROUNDS MAINTENANCE | PROGRAM<br>CEMETERIES | CODE<br>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 2023-2024 OPERATION

- Final row of expansion planned for Section F at West Meadow Cemetery.
- The process of replacing aging and oversized arborvitae has begun in Section D.
- The annual Cherish Our Children memorial service was held in September.
- There were over 136 total interments in 2023 in both Newington cemeteries.
- The Wreaths Across America ceremony was held at West Meadow cemetery in December.
- Restored or repaired approximately 40 ancient headstones in Center Cemetery.
- There were over 120 grave sales in 2023.
- 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 current 2023-2024 rates. The three Groundskeeper I positions that were never filled have been removed.
- Part Time reflects increase in hours and increase in rates to compete with minimum wage increases.
- Seasonal line item increased to compete with minimum wage increases.
- The Agricultural Supplies line item reflects an anticipated 15% increase in fertilizer costs.

|                    |                     |            |      |
|--------------------|---------------------|------------|------|
| Function           | Activity            | Program    | Code |
| Parks & Recreation | Grounds Maintenance | Cemeteries | 0832 |

| 2022 - 2023<br>Actual          | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                     | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |          |
|--------------------------------|-----------------------------------|----------------------------------|-------------------------------------|--------------------------------------|------------------------------------|----------------------------------|----------|
| <u>PERSONAL SERVICES</u>       |                                   |                                  |                                     |                                      |                                    |                                  |          |
| 83,749                         | 278,155                           | 278,155                          | 8101 Full time salaries             | 97,346                               | 97,346                             | -180,809                         | -65.00 % |
| 4,405                          | 17,109                            | 17,109                           | 8102 Overtime                       | 17,109                               | 17,109                             | 0                                | 0.00 %   |
| 23,968                         | 33,701                            | 33,701                           | 8103 Part Time                      | 40,000                               | 40,000                             | 6,299                            | 18.69 %  |
| 0                              | 15,360                            | 15,360                           | 8104 Seasonal                       | 18,000                               | 18,000                             | 2,640                            | 17.19 %  |
| 1,000                          | 1,000                             | 1,000                            | 8105 Longevity                      | 1,000                                | 1,000                              | 0                                | 0.00 %   |
| 113,121                        | 345,325                           | 345,325                          | OBJECT TOTAL                        | 173,455                              | 173,455                            | -171,870                         | -49.77 % |
| <u>PROFESSIONAL SVCS</u>       |                                   |                                  |                                     |                                      |                                    |                                  |          |
| 0                              | 400                               | 400                              | 8202 Dues and Subscriptions         | 400                                  | 400                                | 0                                | 0.00 %   |
| 2,897                          | 2,120                             | 2,120                            | 8206 Utilities                      | 2,120                                | 2,120                              | 0                                | 0.00 %   |
| 5,100                          | 3,500                             | 3,500                            | 8220 Other Contractual Services     | 3,500                                | 3,500                              | 0                                | 0.00 %   |
| 7,997                          | 6,020                             | 6,020                            | OBJECT TOTAL                        | 6,020                                | 6,020                              | 0                                | 0.00 %   |
| <u>MATERIAL &amp; SUPPLIES</u> |                                   |                                  |                                     |                                      |                                    |                                  |          |
| 3,063                          | 3,400                             | 3,400                            | 8302 Technical Supplies             | 3,400                                | 3,400                              | 0                                | 0.00 %   |
| 4,986                          | 9,181                             | 9,181                            | 8304 Agricultural Supplies          | 9,385                                | 9,385                              | 204                              | 2.22 %   |
| 1,900                          | 4,300                             | 4,300                            | 8306 Constr.& Maintenance Materials | 4,300                                | 4,300                              | 0                                | 0.00 %   |
| 9,949                          | 16,881                            | 16,881                           | OBJECT TOTAL                        | 17,085                               | 17,085                             | 204                              | 1.21 %   |
| <u>CAPITAL OUTLAY</u>          |                                   |                                  |                                     |                                      |                                    |                                  |          |
| 11,165                         | 17,000                            | 17,000                           | 8402 Technical Equipment            | 17,000                               | 17,000                             | 0                                | 0.00 %   |
| 157                            | 800                               | 800                              | 8406 Office Equipment               | 800                                  | 800                                | 0                                | 0.00 %   |
| 11,322                         | 17,800                            | 17,800                           | OBJECT TOTAL                        | 17,800                               | 17,800                             | 0                                | 0.00 %   |

|         |         |         |       |         |         |          |          |
|---------|---------|---------|-------|---------|---------|----------|----------|
| 142,389 | 386,026 | 386,026 | TOTAL | 214,360 | 214,360 | -171,666 | -44.47 % |
|---------|---------|---------|-------|---------|---------|----------|----------|

|                                  |                                 |                                  |             |
|----------------------------------|---------------------------------|----------------------------------|-------------|
| FUNCTION<br>PARKS AND RECREATION | ACTIVITY<br>GROUNDS MAINTENANCE | PROGRAM<br>HISTORICAL PROPERTIES | CODE<br>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 2023-2024 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 |

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                            | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |        |
|-----------------------|-----------------------------------|----------------------------------|----------------------------|--------------------------------------|------------------------------------|----------------------------------|--------|
|                       |                                   |                                  | <u>CAPITAL OUTLAY</u>      |                                      |                                    |                                  |        |
| 0                     | 500                               | 500                              | 8408 Building Improvements | 500                                  | 500                                | 0                                | 0.00 % |
| 0                     | 500                               | 500                              | OBJECT TOTAL               | 500                                  | 500                                | 0                                | 0.00 % |

|   |     |     |       |     |     |   |        |
|---|-----|-----|-------|-----|-----|---|--------|
| 0 | 500 | 500 | TOTAL | 500 | 500 | 0 | 0.00 % |
|---|-----|-----|-------|-----|-----|---|--------|

| 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 2023-2024 OPERATION

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

### OBJECTIVES

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

### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

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

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                     | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |        |
|-----------------------|-----------------------------------|----------------------------------|-------------------------------------|--------------------------------------|------------------------------------|----------------------------------|--------|
|                       |                                   |                                  | <u>PERSONAL SERVICES</u>            |                                      |                                    |                                  |        |
| 1,313                 | 1,750                             | 1,750                            | 8101 Full time salaries             | 1,750                                | 1,750                              | 0                                | 0.00 % |
| 1,313                 | 1,750                             | 1,750                            | OBJECT TOTAL                        | 1,750                                | 1,750                              | 0                                | 0.00 % |
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>            |                                      |                                    |                                  |        |
| 2,363                 | 2,450                             | 2,450                            | 8204 Conferences,Meetings,Training  | 2,450                                | 2,450                              | 0                                | 0.00 % |
| 64,150                | 60,000                            | 60,000                           | 8217 Consultants/Special Contractor | 60,000                               | 60,000                             | 0                                | 0.00 % |
| 66,513                | 62,450                            | 62,450                           | OBJECT TOTAL                        | 62,450                               | 62,450                             | 0                                | 0.00 % |
|                       |                                   |                                  | <u>MATERIAL &amp; SUPPLIES</u>      |                                      |                                    |                                  |        |
| 4,243                 | 8,000                             | 8,000                            | 8302 Technical Supplies             | 8,000                                | 8,000                              | 0                                | 0.00 % |
| 4,243                 | 8,000                             | 8,000                            | OBJECT TOTAL                        | 8,000                                | 8,000                              | 0                                | 0.00 % |

|        |        |        |       |        |        |   |        |
|--------|--------|--------|-------|--------|--------|---|--------|
| 72,068 | 72,200 | 72,200 | TOTAL | 72,200 | 72,200 | 0 | 0.00 % |
|--------|--------|--------|-------|--------|--------|---|--------|

**INSURANCE/MISCELLANEOUS**

## 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
- Crime
- Cyber
- Surety Bonds
- Fee for the Town's Insurance Agent of Record.

### HIGHLIGHTS OF FY 2023-2024 OPERATION

- USI Insurance Services of Connecticut served as the Town's Agent of Record for the second year of their appointment
- The Town went out to bid for our Liability, Auto, Property (LAP) and Worker's Compensation (WC) packages; a huge undertaking for staff and the broker, however, a worthwhile endeavor to analyze major lines of coverage. In the end, Traveler's and CIRMA quoted renewals for the July 2023 effective date, but only CIRMA was competitive.
- Beginning in early 2023, the DAS and CIRMA conducted risk management site walk-throughs at all town offices and buildings for the first time.

### OBJECTIVES

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

### MAJOR BUDGET CHANGES AND COMMENTARY

- The Town entered into a 3-year budget stabilization agreement with CIRMA which caps the maximum renewal costs for the LAP policies for three fiscal years through the 2025-2026 renewal.
- The current anticipated maximum increase is + 5% over the 2023-2024 renewal cost.
- The Cyber insurance market continues to fluctuate and the proposed increase of 7.5% is in line with where increases have been seen in earlier renewals in our area.
- CIRMA's re-insurer for Builder's Risk policies (which we will need for the John Wallace and EOC projects) is in flux at this moment and may bring an increase in the future.

|                           |                     |         |      |
|---------------------------|---------------------|---------|------|
| FUNCTION                  | ACTIVITY            | PROGRAM | CODE |
| Insurance - Miscellaneous | Municipal Insurance |         | 0910 |

| 2022-2023<br>Actual | 2023-2024<br>Original<br>Budget | 2023-2024<br>Revised<br>Budget |                                    | 2024-2025<br>Department<br>Request | 2024-2025<br>Manager<br>Proposed | Change from<br>revised budget |       |
|---------------------|---------------------------------|--------------------------------|------------------------------------|------------------------------------|----------------------------------|-------------------------------|-------|
| Object Summary      |                                 |                                |                                    |                                    |                                  |                               |       |
| 788,267             | 874,168                         | 874,168                        | 200 Contractual Services           | 908,262                            | 898,262                          | 24,094                        | 2.76% |
| 125,000             | 125,000                         | 125,000                        | 500 Transfers to Other Funds       | 125,000                            | 125,000                          | 0                             | 0.00% |
| 913,267             | 999,168                         | 999,168                        |                                    | 1,033,262                          | 1,023,262                        | 24,094                        | 2.41% |
| Program Summary     |                                 |                                |                                    |                                    |                                  |                               |       |
| 347,054             | 408,334                         | 408,334                        | 0911 Workers Compensation          | 430,344                            | 420,344                          | 12,010                        | 2.94% |
| 177,364             | 185,877                         | 185,877                        | 0912 General Liability & Auto Ins. | 189,432                            | 189,432                          | 3,555                         | 1.91% |
| 78,253              | 79,583                          | 79,583                         | 0914 Umbrella Liability            | 82,243                             | 82,243                           | 2,660                         | 3.34% |
| 43,168              | 43,902                          | 43,902                         | 0915 Police Professional Liability | 45,863                             | 45,863                           | 1,961                         | 4.47% |
| 53,574              | 54,484                          | 54,484                         | 0916 Public Official Liability     | 57,011                             | 57,011                           | 2,527                         | 4.64% |
| 44,388              | 45,542                          | 45,542                         | 0919 Property Coverage             | 46,923                             | 46,923                           | 1,381                         | 3.03% |
| 26,966              | 36,346                          | 36,346                         | 0920 Other Coverage                | 36,346                             | 36,346                           | 0                             | 0.00% |
| 0                   | 100                             | 100                            | 0921 Surety Bonds                  | 100                                | 100                              | 0                             | 0.00% |
| 17,500              | 20,000                          | 20,000                         | 0922 Agent Fees                    | 20,000                             | 20,000                           | 0                             | 0.00% |
| 125,000             | 125,000                         | 125,000                        | 0925 Reimbursement Insurance Fund  | 125,000                            | 125,000                          | 0                             | 0.00% |

|         |         |         |       |           |           |        |       |
|---------|---------|---------|-------|-----------|-----------|--------|-------|
| 913,267 | 999,168 | 999,168 | TOTAL | 1,033,262 | 1,023,262 | 24,094 | 2.41% |
|---------|---------|---------|-------|-----------|-----------|--------|-------|

| 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 anticipated calculated charge from Greater Hartford Transit District.

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

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                  | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |        |
|-----------------------|-----------------------------------|----------------------------------|----------------------------------|--------------------------------------|------------------------------------|----------------------------------|--------|
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>         |                                      |                                    |                                  |        |
| 5,191                 | 5,502                             | 5,502                            | 8218 Contributions and Subsidies | 5,830                                | 5,830                              | 328                              | 5.96 % |
| 5,191                 | 5,502                             | 5,502                            | OBJECT TOTAL                     | 5,830                                | 5,830                              | 328                              | 5.96 % |

|       |       |       |       |       |       |     |        |
|-------|-------|-------|-------|-------|-------|-----|--------|
| 5,191 | 5,502 | 5,502 | TOTAL | 5,830 | 5,830 | 328 | 5.96 % |
|-------|-------|-------|-------|-------|-------|-----|--------|

|                                       |                               |                    |             |
|---------------------------------------|-------------------------------|--------------------|-------------|
| FUNCTION<br>INSURANCE – MISCELLANEOUS | ACTIVITY<br>EMPLOYEE BENEFITS | PROGRAM<br>SUMMARY | CODE<br>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) 10% increase. The 2024-2025 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 \$2,824,407. Additionally, based on the Town's actuary evaluation for OPEB, the contribution to the trust of \$574,401 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 \$362,745.

The 2024 wage base for Social Security taxes is \$168,600. All 2024 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 \$45,043 or less than 1%.

The 2024-2025 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 |

| 2022-2023<br>Actual | 2023-2024<br>Original<br>Budget | 2023-2024<br>Revised<br>Budget |                          | 2024-2025<br>Department<br>Request | 2024-2025<br>Manager<br>Proposed | Change from<br>revised budget |       |
|---------------------|---------------------------------|--------------------------------|--------------------------|------------------------------------|----------------------------------|-------------------------------|-------|
| Object Summary      |                                 |                                |                          |                                    |                                  |                               |       |
| 10,461,410          | 10,781,891                      | 10,781,891                     | 200 Contractual Services | 11,726,555                         | 11,323,314                       | 541,423                       | 5.02% |
| 10,461,410          | 10,781,891                      | 10,781,891                     |                          | 11,726,555                         | 11,323,314                       | 541,423                       | 5.02% |
| Program Summary     |                                 |                                |                          |                                    |                                  |                               |       |
| 3,734,470           | 3,777,300                       | 3,777,300                      | 0941 Medical insurance   | 4,212,094                          | 3,808,853                        | 31,553                        | 0.84% |
| 33,321              | 48,571                          | 48,571                         | 0942 Life Insurance      | 50,120                             | 50,120                           | 1,549                         | 3.19% |
| 5,672,866           | 5,739,416                       | 5,739,416                      | 0943 Retirement          | 6,202,235                          | 6,202,235                        | 462,819                       | 8.06% |
| 655,518             | 758,824                         | 758,824                        | 0944 Social Security     | 796,103                            | 796,103                          | 37,279                        | 4.91% |
| 245,158             | 287,187                         | 287,187                        | 0945 Medicare Taxes      | 294,949                            | 294,949                          | 7,762                         | 2.70% |
| 120,077             | 170,593                         | 170,593                        | 0946 Other Benefits      | 171,054                            | 171,054                          | 461                           | 0.27% |

|            |            |            |       |            |            |         |       |
|------------|------------|------------|-------|------------|------------|---------|-------|
| 10,461,410 | 10,781,891 | 10,781,891 | TOTAL | 11,726,555 | 11,323,314 | 541,423 | 5.02% |
|------------|------------|------------|-------|------------|------------|---------|-------|

| 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 |

| 2022-2023<br>Actual | 2023-2024<br>Original<br>Budget | 2023-2024<br>Revised<br>Budget |                                  | 2024-2025<br>Department<br>Request | 2024-2025<br>Manager<br>Proposed | Change from<br>revised budget |          |
|---------------------|---------------------------------|--------------------------------|----------------------------------|------------------------------------|----------------------------------|-------------------------------|----------|
| Object Summary      |                                 |                                |                                  |                                    |                                  |                               |          |
| 20,000              | 20,000                          | 20,000                         | 200 Contractual Services         | 20,000                             | 20,000                           | 0                             | 0.00%    |
| 20,000              | 20,000                          | 20,000                         |                                  | 20,000                             | 20,000                           | 0                             | 0.00%    |
| Program Summary     |                                 |                                |                                  |                                    |                                  |                               |          |
| 5,000               | 5,000                           | 5,000                          | 0953 Memorial Day Parade         | 5,000                              | 5,000                            | 0                             | 0.00%    |
| 0                   | 0                               | 0                              | 0954 Town 150th Anniversary      | 0                                  | 0                                | 0                             | -100.00% |
| 10,000              | 10,000                          | 10,000                         | 0956 Community Access Television | 10,000                             | 10,000                           | 0                             | 0.00%    |
| 5,000               | 5,000                           | 5,000                          | 0957 NVFA - Veterans             | 5,000                              | 5,000                            | 0                             | 0.00%    |

|        |        |        |       |        |        |   |       |
|--------|--------|--------|-------|--------|--------|---|-------|
| 20,000 | 20,000 | 20,000 | TOTAL | 20,000 | 20,000 | 0 | 0.00% |
|--------|--------|--------|-------|--------|--------|---|-------|

| 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 | Manager's Contingency | 0961 |

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                 | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |        |
|-----------------------|-----------------------------------|----------------------------------|---------------------------------|--------------------------------------|------------------------------------|----------------------------------|--------|
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>        |                                      |                                    |                                  |        |
| 34,556                | 48,500                            | 48,500                           | 8220 Other Contractual Services | 48,500                               | 48,500                             | 0                                | 0.00 % |
| 34,556                | 48,500                            | 48,500                           | OBJECT TOTAL                    | 48,500                               | 48,500                             | 0                                | 0.00 % |

|        |        |        |       |        |        |   |        |
|--------|--------|--------|-------|--------|--------|---|--------|
| 34,556 | 48,500 | 48,500 | TOTAL | 48,500 | 48,500 | 0 | 0.00 % |
|--------|--------|--------|-------|--------|--------|---|--------|

| 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 2023-2024 OPERATIONS**

The following table shows the total original appropriations in Contingency programs, less the Town Council's approved transfers from the Special Contingency program to other departmental budgets in FY 2023-24 through February 9, 2024:

|   |           |
|---|-----------|
| Original Appropriation  | \$340,000 |
| Less: Transfers to Other Departments:<br>Council Transfers as of 2/9/2024 | \$148,021 |
| Amended Budget Appropriation  | \$191,979 |

**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.

|                         |             |                     |      |
|-------------------------|-------------|---------------------|------|
| Function                | Activity    | Program             | Code |
| Insurance-Miscellaneous | Contingency | Special Contingency | 0962 |

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                 | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |         |
|-----------------------|-----------------------------------|----------------------------------|---------------------------------|--------------------------------------|------------------------------------|----------------------------------|---------|
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>        |                                      |                                    |                                  |         |
| 0                     | 340,000                           | 191,979                          | 8220 Other Contractual Services | 350,000                              | 350,000                            | 158,021                          | 82.31 % |
| 0                     | 340,000                           | 191,979                          | OBJECT TOTAL                    | 350,000                              | 350,000                            | 158,021                          | 82.31 % |

|   |         |         |       |         |         |         |         |
|---|---------|---------|-------|---------|---------|---------|---------|
| 0 | 340,000 | 191,979 | TOTAL | 350,000 | 350,000 | 158,021 | 82.31 % |
|---|---------|---------|-------|---------|---------|---------|---------|

**DEBT/MDC**

1000 DEBT SERVICE

|                          |          |         |              |
|--------------------------|----------|---------|--------------|
| FUNCTION<br>DEBT SERVICE | ACTIVITY | PROGRAM | CODE<br>1000 |
|--------------------------|----------|---------|--------------|

**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 2023. In spring 2025 we plan on going out to bond for the remainder of the Anna Reynolds and Town Hall project.

**MAJOR BUDGET CHANGES AND COMMENTARY**

| <u>Serial Bonds</u>   | <u>Year Issued</u> | <u>Outstanding as of 7/1/2024</u> | <u>Principal Paid 2024-25</u> | <u>Interest Paid 2024-25</u> | <u>Total Payment</u> | <u>True Interest Cost %</u> | <u>Year Retired</u> |
|---|--------------------|-----------------------------------|-------------------------------|------------------------------|----------------------|-----------------------------|---------------------|
| Anna Reynolds School  | 2023               | 9,500,000                         | 500,000                       | 46,573                       | 546,573              | 4.00                        | 2043                |
| Town Hall Building Project                                    | 2020               | 9,000,000                         | 562,500                       | 252,000                      | 814,500              | 1.88                        | 2040                |
| Town Hall Building Project – BOE                              | 2020               | 3,000,000                         | 187,500                       | 84,000                       | 271,500              | 1.88                        | 2040                |
| Town Hall Building Project                                    | 2019               | 5,062,500                         | 337,500                       | 185,625                      | 523,125              | 2.70                        | 2039                |
| Town Hall Building Project - BOE                              | 2019               | 1,687,500                         | 112,500                       | 61,875                       | 174,375              | 2.70                        | 2039                |
| Education Facilities I & II Refunding (E. Green & R. Chaffee) | 2013               | 0                                 | 0                             | 0                            | 0                    | 1.58                        | 2024                |
| Police Station I & II Refunding                               | 2013               | 185,000                           | 185,000                       | 3,932                        | 188,932              | 1.58                        | 2025                |
| Total   |                    | 28,435,000                        | 1,885,000                     | 634,005                      | 2,519,005            |                             |                     |

Debt service payments decreased by \$876,127 in fiscal year 2024-2025 due to the final payment on the portion of the refund bond from 2013 for the school projects at E. Green and R. Chaffee and the premium funding we received when we went out to bond for the Anna Reynolds project.

|              |          |         |      |
|--------------|----------|---------|------|
| FUNCTION     | ACTIVITY | PROGRAM | CODE |
| Debt Service | Summary  |         | 1000 |

| 2022-2023<br>Actual | 2023-2024<br>Original<br>Budget | 2023-2024<br>Revised<br>Budget |                          | 2024-2025<br>Department<br>Request | 2024-2025<br>Manager<br>Proposed | Change from<br>revised budget |         |
|---------------------|---------------------------------|--------------------------------|--------------------------|------------------------------------|----------------------------------|-------------------------------|---------|
|                     |                                 |                                | Object Summary           |                                    |                                  |                               |         |
| 2,583,131           | 3,395,132                       | 3,395,132                      | 200 Contractual Services | 2,519,005                          | 2,519,005                        | -876,127                      | -25.81% |
| 2,583,131           | 3,395,132                       | 3,395,132                      |                          | 2,519,005                          | 2,519,005                        | -876,127                      | -25.81% |
|                     |                                 |                                | Program Summary          |                                    |                                  |                               |         |
| 733,131             | 1,060,132                       | 1,060,132                      | 1014 Interest Expense    | 634,005                            | 634,005                          | -426,127                      | -40.20% |
| 1,850,000           | 2,335,000                       | 2,335,000                      | 1024 Principal Payments  | 1,885,000                          | 1,885,000                        | -450,000                      | -19.27% |

|           |           |           |  |           |           |          |         |
|-----------|-----------|-----------|--|-----------|-----------|----------|---------|
| 2,583,131 | 3,395,132 | 3,395,132 |  | 2,519,005 | 2,519,005 | -876,127 | -25.81% |
|-----------|-----------|-----------|--|-----------|-----------|----------|---------|

1050 METROPOLITAN DISTRICT COMMISSION

|                                   |                                       |         |              |
|-----------------------------------|---------------------------------------|---------|--------------|
| FUNCTION<br>METROPOLITAN DISTRICT | ACTIVITY<br>METROPOLITAN DISTRICT TAX | PROGRAM | CODE<br>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>2022</u>       | <u>%</u>      | <u>2023</u>       | <u>%</u>      | <u>2024</u>       | <u>%</u>      |
|--------------|-------------------|---------------|-------------------|---------------|-------------------|---------------|
| Hartford     | \$14,067,500      | 26.50%        | \$13,923,310      | 26.24%        | \$13,826,794      | 26.05%        |
| E. Hartford  | 6,264,400         | 11.80%        | 6,227,300         | 11.74%        | 6,178,994         | 11.64%        |
| NEWINGTON    | 4,799,100         | 9.05%         | 4,776,720         | 9.00%         | 4,767,022         | 8.99%         |
| Wethersfield | 4,252,500         | 8.01%         | 4,266,270         | 8.04%         | 4,270,904         | 8.05%         |
| Windsor      | 4,698,600         | 8.85%         | 4,712,920         | 8.88%         | 4,751,784         | 8.95%         |
| Bloomfield   | 3,868,400         | 7.29%         | 3,831,630         | 7.20%         | 3,869,024         | 7.28%         |
| Rocky Hill   | 3,206,800         | 6.05%         | 3,294,640         | 6.20%         | 3,352,446         | 6.32%         |
| W. Hartford  | <u>11,919,300</u> | <u>22.45%</u> | <u>12,043,810</u> | <u>22.70%</u> | <u>12,059,632</u> | <u>22.72%</u> |
| TOTAL        | \$53,076,600      | 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 2024-25 budget. Newington's budgeted funds for the MDC include 50% of the MDC's 2024 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 2024 MDC tax for Newington and the amount paid on the 2023 MDC tax (i.e., 50%) during FY 2023-24.

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

| 2022 - 2023<br>Actual | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                 | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |         |
|-----------------------|-----------------------------------|----------------------------------|---------------------------------|--------------------------------------|------------------------------------|----------------------------------|---------|
|                       |                                   |                                  | <u>PROFESSIONAL SVCS</u>        |                                      |                                    |                                  |         |
| 4,887,062             | 4,868,658                         | 4,868,658                        | 8220 Other Contractual Services | 4,861,391                            | 4,861,391                          | -7,267                           | -0.15 % |
| 4,887,062             | 4,868,658                         | 4,868,658                        | OBJECT TOTAL                    | 4,861,391                            | 4,861,391                          | -7,267                           | -0.15 % |

|           |           |           |       |           |           |        |         |
|-----------|-----------|-----------|-------|-----------|-----------|--------|---------|
| 4,887,062 | 4,868,658 | 4,868,658 | TOTAL | 4,861,391 | 4,861,391 | -7,267 | -0.15 % |
|-----------|-----------|-----------|-------|-----------|-----------|--------|---------|

**CIP/EQR**

CAPITAL IMPROVEMENTS

| FUNCTION   | ACTIVITY  | PROGRAM            |                       |                | CODE           |                         |                          |                     |
|--|---|--------------------|-----------------------|----------------|----------------|-------------------------|--------------------------|---------------------|
| CAPITAL IMPROVEMENTS   |   | SUMMARY            |                       |                | 1100           |                         |                          |                     |
| <b>EXPLANATION</b>   |   |                    |                       |                |                |                         |                          |                     |
| Summaries of FY 2024-25 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 2024-2025 Through 2028-2029. |   |                    |                       |                |                |                         |                          |                     |
|  |   |                    | STATE AID             |                |                |                         |                          |                     |
|  | Project Title   | Department Request | Town Manager Proposed | LoCIP          | Town Aid Roads | Municipal Grants in Aid | Capital Project Balances | General Fund Budget |
| <b>General Government</b>  | Revaluation   | 25,000             | 25,000                |                |                |                         |                          | 25,000              |
|  | Town Beautification Project   | 25,000             | 25,000                |                |                |                         |                          | 25,000              |
|  | General Property Improvements                                       | 125,000            | 95,000                |                |                |                         |                          | 95,000              |
|  | Radio Lease   | 610,000            | 610,000               |                |                |                         |                          | 610,000             |
|  | Historic Properties   | 50,000             | 50,000                |                |                |                         |                          | 50,000              |
|  | Transfer to Technology Fund   | 450,000            | 410,000               |                |                |                         |                          | 410,000             |
|  | HVAC Replacement for Police Department                              | 85,000             | 85,000                |                |                |                         |                          | 85,000              |
|  | Town Building Mechanical Systems Reserve                            | 100,000            | 100,000               |                |                |                         |                          | 100,000             |
| <b>Public Safety</b>   | Radio Replacement Reserve   | 40,000             | 40,000                |                |                |                         |                          | 40,000              |
|  | Patrol Car Dashboard Cameras Replacement Reserve                    | 25,000             | 25,000                |                |                |                         |                          | 25,000              |
|  | Police Body Cameras Replacement Reserve                             | 50,333             | 50,333                |                |                |                         |                          | 50,333              |
|  | Police Communications Center Console Project                        | 138,284            | -                     |                |                |                         |                          | -                   |
|  | Fire Department PPE Replacement (Personal Protective Equip)         | 115,000            | 115,000               |                |                |                         |                          | 115,000             |
|  | Fire Training Tower Improvements                                    | 150,000            | 123,821               |                |                |                         |                          | 123,821             |
|  | Fire Personal Thermal Imaging Cameras                               | 80,000             | -                     |                |                |                         |                          | -                   |
|  | Fire SCBA SYMS Upgrade  | 150,000            | -                     |                |                |                         |                          | -                   |
|  | Fire Prevention Educational Trailer                                 | 186,685            | -                     |                |                |                         |                          | -                   |
|  | Fire Marshall Chevy Tahoe (to add 3rd vehicle)                      | 57,000             | -                     |                |                |                         |                          | -                   |
|  | Emergency Mgmt - Respiratory Protection for all first responders    | 116,157            | 116,157               |                |                |                         |                          | 116,157             |
| <b>Public Works</b>  | Local Bridge & Dam Inspection and Maintenance                       | 75,000             | 50,000                |                |                |                         |                          | 50,000              |
|  | Road Resurfacing/Reconstruction                                     | 1,750,000          | 1,750,000             | 200,000        | 400,000        |                         |                          | 1,150,000           |
|  | Public Building Resurfacing Program                                 | 75,000             | 75,000                |                |                |                         |                          | 75,000              |
|  | Alumni Road Improvements  | 100,000            | -                     |                |                |                         |                          | -                   |
|  | Garfield Street Sidewalk/Crosswalk Improvements                     | 250,000            | 250,000               |                |                |                         |                          | 250,000             |
|  | Sidewalk Curb Ramps   | 75,000             | 75,000                |                |                |                         |                          | 75,000              |
|  | Sidewalk, Pavers & Curbs Maintain & Repair or Remove & Replace      | 475,000            | 195,000               |                |                |                         |                          | 195,000             |
|  | Elm Hill Business District Streetscape                              | 100,000            | -                     |                |                |                         |                          | -                   |
|  | Drainage Maintenance  | 50,000             | 50,000                |                |                |                         |                          | 50,000              |
|  | Drainage Improvements   | 300,000            | 100,000               |                |                |                         |                          | 100,000             |
|  | Matching Grant Fund   | 225,000            | 225,000               |                |                |                         |                          | 225,000             |
|  | Stonewall Repair  | 25,000             | -                     |                |                |                         |                          | -                   |
|  | Flood Control System Dredging                                       | 700,000            | -                     |                |                |                         |                          | -                   |
|  | Flood Control System Maintenance Reserve                            | 40,000             | 40,000                |                |                |                         |                          | 40,000              |
|  | Camp Avenue Road Resurfacing  | 125,000            | -                     |                |                |                         |                          | -                   |
|  | MS4 Compliance/Stormwater Management Plan                           | 80,000             | 80,000                |                |                |                         |                          | 80,000              |
|  | Crack Sealing Roads   | 75,000             | 75,000                |                |                |                         |                          | 75,000              |
|  | Pavement Markings on Roads  | 50,000             | -                     |                |                |                         |                          | -                   |
|  | Traffic Signal Reserve  | 65,000             | 65,000                |                |                |                         |                          | 65,000              |
| <b>Community Development</b>   | Comprehensive Revision of Town Zoning Regulations                   | 50,000             | 50,000                |                |                |                         |                          | 50,000              |
|  | Land Acquisition Fund for Open Space purchases                      | 20,000             | 20,000                |                |                |                         |                          | 20,000              |
| <b>Parks And Recreation</b>  | Mill Pond Family Destination Pool & Splashpad                       | 5,000,000          | -                     |                |                |                         |                          | -                   |
|  | Park, Pool, Playgrounds & Greenspace Improvements                   | 200,000            | 200,000               |                |                |                         |                          | 200,000             |
|  | Town Parks ADA Compliant Paths, Walkways & Parking                  | 50,000             | 15,000                |                |                |                         |                          | 15,000              |
|  | Town Park, Cemetery and Historical Buildings Signs                  | 45,000             | 45,000                |                |                |                         |                          | 45,000              |
|  | Synthetic Turf Field Replacement Reserve                            | 50,000             | -                     |                |                |                         |                          | -                   |
|  | Seymour Park Playground, Rubber Surface & ADA Compliant Paths       | 400,000            | 400,000               |                |                |                         |                          | 400,000             |
|  | Mill Pond Wading Pool Filter  | 35,000             | -                     |                |                |                         |                          | -                   |
|  | Churchill & Mill Pond Bathhouse Renovations                         | 160,000            | -                     |                |                |                         |                          | -                   |
|  | Churchill Basketball, Tennis, Pickleball Court Renovations & Lights | 650,000            | -                     |                |                |                         |                          | -                   |
|  | Skate Park Renovations and Improvements                             | 50,000             | -                     |                |                |                         |                          | -                   |
| <b>Education</b>   | Appr. To Public School CIP Reserve                                  | 125,000            | 125,000               |                |                |                         |                          | 125,000             |
|  | School Districtwide HVAC Replacement                                | 500,000            | 500,000               |                |                |                         |                          | 500,000             |
|  | Garfield Street School Bus Yard Paving                              | 300,000            | -                     |                |                |                         |                          | -                   |
|  | School Bus Replacement Program                                      | 598,021            | 598,021               |                |                |                         |                          | 598,021             |
| <b>Subtotal Capital Improvements</b>   |   | <b>15,446,460</b>  | <b>6,853,332</b>      | <b>200,000</b> | <b>400,000</b> |                         |                          | <b>6,253,332</b>    |
| <b>Equipment Replacement</b>   | Equipment Replacement Reserve                                       | 1,246,300          | 1,246,300             |                |                |                         |                          | 1,246,300           |
|  | Lease Purchase & Other Payments                                     | 168,191            | 168,191               |                |                |                         |                          | 168,191             |
| <b>Annual Debt Service Payments</b>  |   | <b>2,519,005</b>   | <b>2,519,005</b>      |                |                |                         |                          | <b>2,519,005</b>    |
| <b>GRAND TOTAL</b>   |   | <b>19,379,956</b>  | <b>10,786,828</b>     |                |                |                         |                          | <b>10,186,828</b>   |

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

| 2022 - 2023<br>Actual       | 2023 - 2024<br>Original<br>Budget | 2023 - 2024<br>Revised<br>Budget |                                      | 2024 - 2025<br>Department<br>Request | 2024 - 2025<br>Manager<br>Proposed | Change from<br>Revised<br>budget |          |
|-----------------------------|-----------------------------------|----------------------------------|--------------------------------------|--------------------------------------|------------------------------------|----------------------------------|----------|
| <u>T/F'S TO OTHER FUNDS</u> |                                   |                                  |                                      |                                      |                                    |                                  |          |
| 5,602,415                   | 3,784,400                         | 3,784,400                        | 8501 T/F to Capital Non-Recurring    | 14,041,460                           | 5,648,332                          | 1,863,932                        | 49.25 %  |
| 2,706,580                   | 550,000                           | 550,000                          | 8502 T/F to Public Building Fund     | 210,000                              | 50,000                             | -500,000                         | -90.91 % |
| 125,000                     | 125,000                           | 125,000                          | 8503 T/F to School CIP Fund          | 125,000                              | 125,000                            | 0                                | 0.00 %   |
| 20,000                      | 20,000                            | 20,000                           | 8504 Transfer to Land Acquisition Fd | 20,000                               | 20,000                             | 0                                | 0.00 %   |
| 450,000                     | 450,000                           | 450,000                          | 8505 Trf to Technology Fund          | 450,000                              | 410,000                            | -40,000                          | -8.89 %  |
| 8,903,995                   | 4,929,400                         | 4,929,400                        | OBJECT TOTAL                         | 14,846,460                           | 6,253,332                          | 1,323,932                        | 26.86 %  |

|           |           |           |       |            |           |           |         |
|-----------|-----------|-----------|-------|------------|-----------|-----------|---------|
| 8,903,995 | 4,929,400 | 4,929,400 | TOTAL | 14,846,460 | 6,253,332 | 1,323,932 | 26.86 % |
|-----------|-----------|-----------|-------|------------|-----------|-----------|---------|

# EQUIPMENT RESERVE

|                               |                     |         |              |
|-------------------------------|---------------------|---------|--------------|
| FUNCTION<br>EQUIPMENT RESERVE | ACTIVITY<br>SUMMARY | PROGRAM | CODE<br>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 was revised in 2022-2023 to better reflect when equipment should be replaced.
- The appropriation for 2024-2025 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 2024-2025:

|                      | <u>Annual<br/>Depreciation<br/>Funding</u> | <u>Lease<br/>Payments</u> |
|----------------------|--|---------------------------|
| General Government   | \$54,275                                   |                           |
| Public Safety Police | 159,487                                    |                           |
| Public Safety Patrol | 236,208                                    |                           |
| Public Safety Fire   | 30,465                                     | 168,191                   |
| Highway              | 606,502                                    |                           |
| Parks & Grounds      | 159,563                                    |                           |
| Total                | <u>\$1,246,500</u>                         | <u>\$168,191</u>          |

\$494,943 Estimated June 30, 2024 Balance  
 1,414,691 July 1, 2024 General Fund Appropriation  
1,494,852 Estimated Purchases  
\$414,782 Estimated June 30, 2025 Balance

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

| 2022-2023<br>Actual | 2023-2024<br>Original<br>Budget | 2023-2024<br>Revised<br>Budget |                              | 2024-2025<br>Department<br>Request | 2024-2025<br>Manager<br>Proposed | Change from<br>revised budget |        |
|---------------------|---------------------------------|--------------------------------|------------------------------|------------------------------------|----------------------------------|-------------------------------|--------|
|                     |                                 |                                | Object Summary               |                                    |                                  |                               |        |
| 1,310,424           | 1,229,691                       | 1,229,691                      | 500 Transfers to Other Funds | 1,414,491                          | 1,414,491                        | 184,800                       | 15.03% |
|                     |                                 |                                | Program Summary              |                                    |                                  |                               |        |
| 1,310,424           | 1,229,691                       | 1,229,691                      | 2500 Equipment Reserve       | 1,414,491                          | 1,414,491                        | 184,800                       | 15.03% |

|           |           |           |  |           |           |         |        |
|-----------|-----------|-----------|--|-----------|-----------|---------|--------|
| 1,310,424 | 1,229,691 | 1,229,691 |  | 1,414,491 | 1,414,491 | 184,800 | 15.03% |
|-----------|-----------|-----------|--|-----------|-----------|---------|--------|

**ELLR/BOE**

# 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>2022-2023</u><br><u>Actual</u> | <u>2023-2024</u><br><u>Budget</u> | <u>2023-2024</u><br><u>Estimated</u> | <u>2024-2025</u><br><u>Proposed</u> | <u>2024-2025</u><br><u>Approved</u> |
|------------------------------------|-----------------------------------|-----------------------------------|--------------------------------------|-------------------------------------|-------------------------------------|
| OPENING BALANCE                    | 614,253                           | 507,853                           | 575,582                              | 546,482                             |                                     |
| <u>ACTUAL/ESTIMATED RECEIPTS</u>   |                                   |                                   |                                      |                                     |                                     |
| Board of Education Appropriation   | 49,300                            | 47,400                            | 47,400                               | 43,800                              |                                     |
| Town Operations Appropriation      | 10,300                            | 7,500                             | 7,500                                | 5,800                               |                                     |
| Interest                           | <u>41,102</u>                     | <u>11,000</u>                     | <u>11,000</u>                        | <u>11,000</u>                       |                                     |
| TOTAL RECEIPTS                     | 100,702                           | 65,900                            | 65,900                               | 60,600                              |                                     |
| AVAILABLE FUNDS                    | 714,955                           | 573,753                           | 641,482                              | 607,082                             |                                     |
| <u>EXPENDITURES/APPROPRIATIONS</u> |                                   |                                   |                                      |                                     |                                     |
| Board of Education Terminations    | 0                                 | 40,000                            | 40,000                               | 40,000                              |                                     |
| Town Operation Terminations        | 134,652                           | 50,000                            | 50,000                               | 50,000                              |                                     |
| Investment Expense                 | 4,721                             | 5,000                             | 5,000                                | 5,000                               |                                     |
| Actuarial Evaluation               | <u>0</u>                          | <u>0</u>                          | <u>0</u>                             | <u>0</u>                            |                                     |
| TOTAL EXPENDITURES/APPROPRIATIONS  | 139,373                           | 95,000                            | 95,000                               | 95,000                              |                                     |
| CLOSING BALANCE                    | 575,582                           | 478,753                           | 546,482                              | 512,082                             |                                     |

|                               |          |         |      |
|-------------------------------|----------|---------|------|
| FUNCTION                      | ACTIVITY | PROGRAM | CODE |
| Employee Leave Liability Fund | Summary  |         | 3000 |

| 2022-2023<br>Actual | 2023-2024<br>Original<br>Budget | 2023-2024<br>Revised<br>Budget |   | 2024-2025<br>Department<br>Request | 2024-2025<br>Manager<br>Proposed | Change from<br>revised budget |         |
|---------------------|---------------------------------|--------------------------------|---|------------------------------------|----------------------------------|-------------------------------|---------|
| Object Summary      |                                 |                                |   |                                    |                                  |                               |         |
| 59,600              | 54,900                          | 54,900                         | 500 Transfers to Other Funds            | 49,600                             | 49,600                           | -5,300                        | -9.65%  |
| Program Summary     |                                 |                                |   |                                    |                                  |                               |         |
| 49,300              | 47,400                          | 47,400                         | 3100 Board of Educ Employee Leave Liab. | 43,800                             | 43,800                           | -3,600                        | -7.59%  |
| 10,300              | 7,500                           | 7,500                          | 3200 Town Employee Leave Liability      | 5,800                              | 5,800                            | -1,700                        | -22.67% |

|        |        |        |  |        |        |        |        |
|--------|--------|--------|--|--------|--------|--------|--------|
| 59,600 | 54,900 | 54,900 |  | 49,600 | 49,600 | -5,300 | -9.65% |
|--------|--------|--------|--|--------|--------|--------|--------|

BOARD OF EDUCATION

## BOARD OF EDUCATION FINAL PROGRAM STRUCTURE

| <u>PROGRAM</u>                   | <u>2023 - 2024</u>  | <u>2024 - 2025</u>  |
|----------------------------------|---------------------|---------------------|
| Art                              | \$856,292           | \$915,483           |
| Career/Technical Education       | \$800,984           | \$835,452           |
| Education Technology             | \$1,970,881         | \$2,121,091         |
| English/Language Arts            | \$4,394,746         | \$3,773,955         |
| World Language                   | \$1,339,216         | \$1,383,996         |
| Mathematics                      | \$4,073,630         | \$3,903,999         |
| Music                            | \$1,131,272         | \$1,175,880         |
| Wellness                         | \$1,519,722         | \$1,574,184         |
| Reading                          | \$3,725,423         | \$4,263,991         |
| Science                          | \$3,277,539         | \$2,887,962         |
| STEM                             | \$763,842           | \$900,255           |
| Social Studies                   | \$3,651,806         | \$3,487,680         |
| Special Education                | \$12,361,732        | \$14,735,733        |
| Homebound K-12                   | \$137,170           | \$144,870           |
| Continuing/Adult Education       | \$117,274           | \$126,666           |
| Student Activities-Non-Athletics | \$175,222           | \$179,988           |
| Student Activities - Athletics   | \$567,459           | \$615,132           |
| School Counseling                | \$1,307,924         | \$1,417,567         |
| Health/Nursing Services          | \$785,438           | \$825,953           |
| Psychological Services           | \$1,524,998         | \$1,684,471         |
| Speech/Hearing                   | \$838,025           | \$900,652           |
| English Learners                 | \$578,438           | \$825,849           |
| Curriculum & Assessment          | \$322,423           | \$367,926           |
| Media/Library Services           | \$766,440           | \$783,151           |
| General Supplies                 | \$254,952           | \$265,999           |
| Central Direction                | \$1,992,357         | \$2,122,885         |
| Building Direction               | \$4,220,722         | \$4,695,839         |
| Staff Development & Evaluation   | \$95,733            | \$85,560            |
| Board of Education               | \$306,360           | \$303,360           |
| Maintenance                      | \$2,503,508         | \$2,855,287         |
| Plant Operations                 | \$5,382,823         | \$5,685,306         |
| Transportation                   | \$4,104,796         | \$4,220,207         |
| Insurance                        | \$839,410           | \$878,340           |
| Other Salaries                   | \$1,038,764         | \$1,221,648         |
| Employee Benefits                | \$14,365,259        | \$16,080,043        |
| Community Services               | \$107,250           | \$120,750           |
| <b>TOTAL</b>                     | <b>\$82,199,830</b> | <b>\$88,367,110</b> |
| <b>TOWN MANAGER PROPOSED</b>     |                     | <b>\$85,491,604</b> |

**SPEC. FUNDS**

## 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 2023-2024 include:

- 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 with over 500 kids attending Camp RECreate, over 100 kids attending Summer Sunshine and the 2 week program, Camp S'More, had its biggest year ever with over 200 kids.
- 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 and 2,000 participants in swim lessons.
- The Creative Playtime Preschool at the Community Center hosts over 40 students.
- Local (Newington Parks & Recreation) Building a Strong Community Awards: B&M Tree Service, Kiwanis Club of Newington, Eric O'Neil, and Bonavita Luxury Lavs.

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<br>SPECIAL REVENUE FUNDS |                   |                     | ACTIVITY<br>SUMMARY                       | PROGRAM<br>2000    | CODE<br>5000      |                            |
|-----------------------------------|-------------------|---------------------|---|--------------------|-------------------|----------------------------|
| 2022-23                           | 2023-2024         |                     | EXPENDITURE CLASSIFICATION                | 2024-2025          |                   |                            |
| ACTUAL                            | REVISED BUDGET    | ESTIMATED 12 MONTHS |   | DEPARTMENT REQUEST | MANAGER PROPOSED  | Change from Revised Budget |
| 282,296                           | 547,520           | 329,370             | Cemetery Fund                             | 357,860            | 357,860           | (189,660)                  |
| 475,392                           | 450,000           | 430,000             | Road Aid Maintenance Fund                 | 420,000            | 420,000           | (30,000)                   |
| 209,517                           | 201,000           | 201,000             | Local Capital Improvement Program Fund    | 200,000            | 200,000           | (1,000)                    |
| 1,660,630                         | 1,712,268         | 1,664,470           | Recreation Programs Fund                  | 1,895,134          | 1,895,134         | 182,866                    |
| 105,337                           | 113,000           | 133,000             | Human Services - Needs & Donations        | 113,000            | 113,000           | -                          |
| 45,515                            | 46,000            | 45,200              | Senior & Disabled Center Donations        | 42,000             | 42,000            | (4,000)                    |
| 299,445                           | 289,979           | 220,000             | Insurance Reserve Fund                    | 225,000            | 225,000           | (64,979)                   |
| 1,268,694                         | 1,392,757         | 1,382,757           | Public School Capital Improvement Program | 1,200,000          | 1,200,000         | (192,757)                  |
| 11,086,989                        | 10,875,475        | 12,432,316          | Health Benefits Fund                      | 13,588,050         | 13,588,050        | 2,712,575                  |
| -                                 | 20,000            | -                   | Land Acquisition Fund                     | 20,000             | 20,000            | -                          |
| 130,143                           | -                 | 15,270              | Recreation Capital Improvement Program    | 135,000            | 135,000           | 135,000                    |
| 168                               | 450,000           | 450,000             | Technology Fund                           | 450,000            | 410,000           | (40,000)                   |
| <u>15,564,126</u>                 | <u>16,097,999</u> | <u>17,303,383</u>   | TOTAL APPROPRIATIONS                      | <u>18,646,044</u>  | <u>18,606,044</u> | <u>2,508,045</u>           |

| FUNCTION              |                  |                     | ACTIVITY  | PROGRAM            | CODE             |                 |
|-----------------------|------------------|---------------------|---|--------------------|------------------|-----------------|
| SPECIAL REVENUE FUNDS |                  |                     | CEMETERY FUND                                       | 2001/20832         | 5001             |                 |
| 2022-2023             | 2023-2024        |                     | EXPENDITURE CLASSIFICATION                          | 2024-2025          |                  |                 |
| ACTUAL                | ADJUSTED BUDGET  | ESTIMATED 12 MONTHS |   | DEPARTMENT REQUEST | MANAGER PROPOSED | COUNCIL ADOPTED |
| 1,872,934             | 1,594,490        | 1,962,671           | OPENING BALANCE                                     | 1,960,251          | 1,960,251        |                 |
|                       |                  |                     | ACTUAL/ESTIMATED RECEIPTS                           |                    |                  |                 |
| 38,100                | -                | -                   | 5503 Net Appreciation                               |                    |                  |                 |
| 50,623                | 25,000           | 40,000              | 5506 Investment Income                              | 25,000             | 25,000           |                 |
| 126,435               | 135,000          | 135,000             | 5701 Interment Charges                              | 120,000            | 120,000          |                 |
| 155,675               | 120,000          | 150,000             | 5905 Grave Sales                                    | 125,000            | 125,000          |                 |
| 1,200                 | 1,000            | 1,950               | 6030 State Grant - Veteran Markers                  | 1,000              | 1,000            |                 |
| <u>372,033</u>        | <u>281,000</u>   | <u>326,950</u>      | TOTAL RECEIPTS                                      | <u>271,000</u>     | <u>271,000</u>   | -               |
| <u>2,244,967</u>      | <u>1,875,490</u> | <u>2,289,621</u>    | TOTAL AVAILABLE FUNDS                               | <u>2,231,251</u>   | <u>2,231,251</u> | -               |
|                       |                  |                     | APPROPRIATIONS:                                     |                    |                  |                 |
|                       |                  |                     | Transfer to General Fund for Operating Expenditures |                    |                  |                 |
| 182,794               | 418,520          | 190,870             | 87011 in Program #832                               | 214,360            | 214,360          |                 |
|                       | 500              | 500                 | 87012 Pamphlets for Purchasers                      | 500                | 500              |                 |
| 42,000                | 45,000           | 45,000              | 87013 Capital Outlay - Grounds Care Equipment       | 45,000             | 45,000           |                 |
| -                     | 1,000            | 1,000               | 87014 Office Equipment                              | 1,000              | 1,000            |                 |
|                       | 15,000           | 15,000              | 87015 Capital Improvements - Trees & Shrubs         | 25,000             | 25,000           |                 |
| 44,375                | 60,000           | 60,000              | 87016 Capital Improvements - Other                  | 60,000             | 60,000           |                 |
| 3,710                 | 1,500            | 1,500               | 87017 Refunds (prior years sales)                   | 6,000              | 6,000            |                 |
| -                     | 3,000            | 3,000               | 87020 Faceplate Inscriptions                        | 3,000              | 3,000            |                 |
| -                     | 3,000            | 3,000               | 87021 Consultants/Special Contractor                | 3,000              | 3,000            |                 |
| 9,417                 | -                | 9,500               | 89206 Investment Expenses                           | -                  | -                |                 |
| <u>282,296</u>        | <u>547,520</u>   | <u>329,370</u>      | TOTAL APPROPRIATIONS                                | <u>357,860</u>     | <u>357,860</u>   | -               |
| <u>1,962,671</u>      | <u>1,327,970</u> | <u>1,960,251</u>    | CLOSING BALANCE                                     | <u>1,873,391</u>   | <u>1,873,391</u> | -               |

| FUNCTION              |                 |                     | ACTIVITY  | PROGRAM            | CODE             |                 |  |
|-----------------------|-----------------|---------------------|---|--------------------|------------------|-----------------|--|
| SPECIAL REVENUE FUNDS |                 |                     | ROAD AID MAINTENANCE  | 2003/20322         | 5002             |                 |  |
| 2022-23               | 2023-2024       |                     | EXPENDITURE CLASSIFICATION  | 2024-2025          |                  |                 |  |
| ACTUAL                | ADJUSTED BUDGET | ESTIMATED 12 MONTHS |   | DEPARTMENT REQUEST | MANAGER PROPOSED | COUNCIL ADOPTED |  |
| 135,649               | 51,384          | 73,186              | OPENING BALANCE   | 56,115             | 56,115           |                 |  |
|                       |                 |                     | ACTUAL/ESTIMATED RECEIPTS   |                    |                  |                 |  |
| 412,929               | 412,929         | 412,929             | 6030 State Grants   | 412,929            | 412,929          | -               |  |
| 412,929               | 412,929         | 412,929             | TOTAL RECEIPTS  | 412,929            | 412,929          | -               |  |
| 548,578               | 464,313         | 486,115             | TOTAL AVAILABLE FUNDS   | 469,044            | 469,044          | -               |  |
|                       |                 |                     | APPROPRIATIONS:   |                    |                  |                 |  |
| 466,441               | 400,000         | 410,000             | 87092 Pavement Resurfacing - Vendor<br><i>2023-2024 Theodore St, Bayberry Rd, Coburn Cir, Prince Ave, Buena Vista Ave, Monte Vista Ave, Fifth St, Seymour Ave; 2024-2025 Roads to be determined</i> | 400,000            | 400,000          |                 |  |
| 8,951                 | 20,000          | 20,000              | 87093 Pavement Patching Materials   | 20,000             | 20,000           |                 |  |
| -                     | 30,000          | -                   | 87096 Pavement Crack Sealing  | -                  | -                | -               |  |
| 475,392               | 450,000         | 430,000             | TOTAL APPROPRIATIONS  | 420,000            | 420,000          | -               |  |
| 73,186                | 14,313          | 56,115              | CLOSING BALANCE   | 49,044             | 49,044           | -               |  |

| FUNCTION              |                 |                     | ACTIVITY                                     | PROGRAM            | CODE             |                 |  |
|-----------------------|-----------------|---------------------|--|--------------------|------------------|-----------------|--|
| SPECIAL REVENUE FUNDS |                 |                     | LOCAL CAPITAL IMPROVEMENT PROGRAM<br>(LoCIP) | 2004/20323         | 5003             |                 |  |
| 2022-23               | 2023-2024       |                     | EXPENDITURE CLASSIFICATION                   | 2024-2025          |                  |                 |  |
| ACTUAL                | ADJUSTED BUDGET | ESTIMATED 12 MONTHS |  | DEPARTMENT REQUEST | MANAGER PROPOSED | COUNCIL ADOPTED |  |
| 113,943               | 343,943         | 124,080             | OPENING BALANCE                              | 147,866            | 147,866          |                 |  |
|                       |                 |                     | ACTUAL/ESTIMATED RECEIPTS                    |                    |                  |                 |  |
| 10,137                | 10,000          | 10,000              | 5705 Licenses, Permits & Fees                | 10,000             | 10,000           |                 |  |
| 209,517               | 207,750         | 214,786             | 6030 State Grants                            | 214,786            | 214,786          | -               |  |
| <u>219,654</u>        | <u>217,750</u>  | <u>224,786</u>      | TOTAL RECEIPTS                               | <u>224,786</u>     | <u>224,786</u>   | -               |  |
| <u>333,597</u>        | <u>561,693</u>  | <u>348,866</u>      | TOTAL AVAILABLE FUNDS                        | <u>372,652</u>     | <u>372,652</u>   | -               |  |
|                       |                 |                     | APPROPRIATIONS:                              |                    |                  |                 |  |
| 209,517               |                 |                     | Prior Year Projects                          |                    |                  |                 |  |
| -                     | 201,000         | 201,000             | 2023-2024 Roads to be determined             |                    |                  |                 |  |
| -                     | -               | -                   | 2024-2025 Roads to be determined             | 200,000            | 200,000          | -               |  |
| <u>209,517</u>        | <u>201,000</u>  | <u>201,000</u>      | TOTAL APPROPRIATIONS                         | <u>200,000</u>     | <u>200,000</u>   | -               |  |
| <u>124,080</u>        | <u>360,693</u>  | <u>147,866</u>      | CLOSING BALANCE                              | <u>172,652</u>     | <u>172,652</u>   | -               |  |

| FUNCTION              |                  |                     | ACTIVITY                             | PROGRAM            | CODE             |                 |
|-----------------------|------------------|---------------------|--------------------------------------|--------------------|------------------|-----------------|
| SPECIAL REVENUE FUNDS |                  |                     | RECREATION                           | 2010               | 5004             |                 |
| 2022-23               |                  | 2023-2024           |                                      | 2024-2025          |                  |                 |
| ACTUAL                | ADJUSTED BUDGET  | ESTIMATED 12 MONTHS | EXPENDITURE CLASSIFICATION           | DEPARTMENT REQUEST | MANAGER PROPOSED | COUNCIL ADOPTED |
| 894,882               | 1,000,000        | 1,000,000           | OPENING BALANCE                      | 1,000,000          | 1,000,000        |                 |
|                       |                  |                     | ACTUAL/ESTIMATED RECEIPTS            |                    |                  |                 |
| 38,325                | 12,000           | 40,000              | 5503 Net Appreciation                | 12,000             | 12,000           |                 |
| 38,984                | 12,000           | 40,000              | 5506 Interest Earnings               | 15,000             | 15,000           |                 |
| 731                   |                  |                     | 6203 Cancelled Purchase Orders       |                    |                  |                 |
| 630,656               | 502,980          | 502,980             | 20801 Summer Camp                    | 750,000            | 750,000          |                 |
| 295,450               | 237,224          | 280,000             | 20802 Preschool                      | 267,800            | 267,800          |                 |
| 196,423               | 481,700          | 250,000             | 20803 Youth                          | 296,600            | 296,600          |                 |
| 76,044                | 120,520          | 80,000              | 20804 Adult                          | 127,300            | 127,300          |                 |
| 20,825                | 37,400           | 37,400              | 20805 Seniors                        | 39,600             | 39,600           |                 |
| 105,526               | 133,600          | 107,000             | 20806 Aquatics                       | 164,775            | 164,775          |                 |
| -                     | 4,180            | 3,000               | 20807 Special Needs                  | 4,500              | 4,500            |                 |
| 26,275                | 21,450           | 21,450              | 20808 Concessions/Vending            | 23,250             | 23,250           |                 |
| 145,991               | 89,200           | 145,000             | 20809 Facilities                     | 99,500             | 99,500           |                 |
| 135,557               | 111,350          | 107,640             | 20810 Extravaganza                   | 97,350             | 97,350           |                 |
| 54,961                | 110,175          | 50,000              | 20812 Special Events                 | 87,650             | 87,650           | -               |
| <u>1,765,748</u>      | <u>1,873,779</u> | <u>1,664,470</u>    | TOTAL RECEIPTS                       | <u>1,985,325</u>   | <u>1,985,325</u> | -               |
| <u>2,660,630</u>      | <u>2,873,779</u> | <u>2,664,470</u>    | TOTAL AVAILABLE FUNDS                | <u>2,985,325</u>   | <u>2,985,325</u> | -               |
|                       |                  |                     | APPROPRIATIONS:                      |                    |                  |                 |
| 153,523               |                  | 91,626              | 8526 Transfer to Recreation CIP Fund |                    |                  |                 |
| 9,430                 | -                | 9,500               | 89206 Investment Expense             |                    |                  |                 |
| 389,995               | 376,900          | 376,900             | 20801 Summer Camp                    | 494,250            | 494,250          |                 |
| 193,073               | 179,239          | 179,239             | 20802 Preschool                      | 194,239            | 194,239          |                 |
| 130,569               | 285,348          | 180,000             | 20803 Youth                          | 290,238            | 290,238          |                 |
| 27,587                | 47,725           | 30,000              | 20804 Adult                          | 48,148             | 48,148           |                 |
| 8,704                 | 13,950           | 13,950              | 20805 Seniors                        | 13,950             | 13,950           |                 |
| 226,220               | 240,925          | 240,925             | 20806 Aquatics                       | 256,507            | 256,507          |                 |
| -                     | 4,400            | 4,400               | 20807 Special Needs                  | 4,400              | 4,400            |                 |
| 25,906                | 21,875           | 21,875              | 20808 Concessions/Vending            | 22,100             | 22,100           |                 |
| 31,847                | 31,000           | 31,000              | 20809 Facilities                     | 33,800             | 33,800           |                 |
| 62,419                | 80,300           | 54,449              | 20810 Extravaganza                   | 90,300             | 90,300           |                 |
| 401,357               | 430,606          | 430,606             | 20812 Special Events                 | 447,202            | 447,202          | -               |
| <u>1,660,630</u>      | <u>1,712,268</u> | <u>1,664,470</u>    | TOTAL APPROPRIATIONS                 | <u>1,895,134</u>   | <u>1,895,134</u> | -               |
| <u>1,000,000</u>      | <u>1,161,511</u> | <u>1,000,000</u>    | CLOSING BALANCE                      | <u>1,090,191</u>   | <u>1,090,191</u> | -               |

| FUNCTION<br>SPECIAL REVENUE FUNDS |                 |                     | ACTIVITY<br>HUMAN SERVICES - NEEDS & DONATIONS                           | PROGRAM<br>2011/20620 | CODE<br>5005     |                 |
|-----------------------------------|-----------------|---------------------|--|-----------------------|------------------|-----------------|
| 2022-23                           | 2023-2024       |                     | EXPENDITURE CLASSIFICATION   | 2024-2025             |                  |                 |
| ACTUAL                            | ADJUSTED BUDGET | ESTIMATED 12 MONTHS |  | DEPARTMENT REQUEST    | MANAGER PROPOSED | COUNCIL ADOPTED |
| 472,650                           | 488,175         | 551,619             | OPENING BALANCE  | 546,619               | 546,619          |                 |
|                                   |                 |                     | ACTUAL/ESTIMATED RECEIPTS  |                       |                  |                 |
| 149,678                           | 85,000          | 100,000             | 6305 Donations - Special Needs   | 85,000                | 85,000           |                 |
| 34,628                            | 25,000          | 25,000              | 6306 Donations- Prevention, Social Work & Challenge Course               | 25,000                | 25,000           |                 |
| -                                 | 3,000           | 3,000               | 6307 YAC Contributions   | 3,000                 | 3,000            |                 |
| <u>184,306</u>                    | <u>113,000</u>  | <u>128,000</u>      | TOTAL RECEIPTS   | <u>113,000</u>        | <u>113,000</u>   | -               |
| <u>656,956</u>                    | <u>601,175</u>  | <u>679,619</u>      | TOTAL AVAILABLE FUNDS  | <u>659,619</u>        | <u>659,619</u>   | -               |
|                                   |                 |                     | APPROPRIATIONS:  |                       |                  |                 |
| 81,194                            | 85,000          | 100,000             | 87400 Special Needs - holiday food baskets, food bank, energy assistance | 85,000                | 85,000           |                 |
| 23,143                            | 25,000          | 30,000              | 87410 Prevention, Social Work & Challenge Course - consultants           | 25,000                | 25,000           |                 |
| 1,000                             | 3,000           | 3,000               | 87420 YAC Contributions to & Scholarships                                | 3,000                 | 3,000            |                 |
| <u>105,337</u>                    | <u>113,000</u>  | <u>133,000</u>      | TOTAL APPROPRIATIONS   | <u>113,000</u>        | <u>113,000</u>   | -               |
| <u>551,619</u>                    | <u>488,175</u>  | <u>546,619</u>      | CLOSING BALANCE  | <u>546,619</u>        | <u>546,619</u>   | -               |

| FUNCTION              |                 |                     | ACTIVITY                           |                    | PROGRAM          | CODE            |
|-----------------------|-----------------|---------------------|------------------------------------|--------------------|------------------|-----------------|
| SPECIAL REVENUE FUNDS |                 |                     | SENIOR & DISABLED CENTER DONATIONS |                    | 2701/20651       | 5006            |
| 2022-23               | 2022-2023       |                     | 2023-2024                          |                    |                  |                 |
| ACTUAL                | ADJUSTED BUDGET | ESTIMATED 12 MONTHS | EXPENDITURE CLASSIFICATION         | DEPARTMENT REQUEST | MANAGER PROPOSED | COUNCIL ADOPTED |
| 200,746               | 202,046         | 196,545             | OPENING BALANCE                    | 194,845            | 194,845          |                 |
|                       |                 |                     | ACTUAL/ESTIMATED RECEIPTS          |                    |                  |                 |
| 3,799                 | 10,000          | 5,000               | 5715 Senior ID Membership Fees     | 10,000             | 10,000           |                 |
| 6,872                 | 8,000           | 6,500               | 5722 Coffee Shop                   | 8,000              | 8,000            |                 |
| 9,116                 | 15,000          | 10,000              | 5724 Gift Shop                     | 15,000             | 15,000           |                 |
| 21,527                | 21,000          | 22,000              | 6311 Donations                     | 21,000             | 21,000           |                 |
| 41,314                | 54,000          | 43,500              | TOTAL RECEIPTS                     | 54,000             | 54,000           | -               |
| 242,060               | 256,046         | 240,045             | TOTAL AVAILABLE FUNDS              | 248,845            | 248,845          | -               |
|                       |                 |                     | APPROPRIATIONS:                    |                    |                  |                 |
| 2,217                 | 9,000           | 5,000               | 87968 Membership Expenses          | 5,000              | 5,000            |                 |
| 6,406                 | 6,000           | 5,700               | 87919 Coffee Shop Expenses         | 6,000              | 6,000            |                 |
| 7,830                 | 11,000          | 9,500               | 87920 Gift Shop Expenses           | 11,000             | 11,000           |                 |
| 29,062                | 20,000          | 25,000              | 87918 Donations Expenses           | 20,000             | 20,000           |                 |
| 45,515                | 46,000          | 45,200              | TOTAL APPROPRIATIONS               | 42,000             | 42,000           | -               |
| 196,545               | 210,046         | 194,845             | CLOSING BALANCE                    | 206,845            | 206,845          | -               |

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<br>OTHER FUNDS |                  |                     | ACTIVITY<br>INSURANCE RESERVE FUND                 | PROGRAM<br>2007/20925 | CODE<br>5007     |                 |
|-------------------------|------------------|---------------------|--|-----------------------|------------------|-----------------|
| 2022-23                 | 2023-2024        |                     | EXPENDITURE CLASSIFICATION                         | 2023-2024             |                  |                 |
| ACTUAL                  | ADJUSTED BUDGET  | ESTIMATED 12 MONTHS |  | DEPARTMENT REQUEST    | MANAGER PROPOSED | COUNCIL ADOPTED |
| 826,758                 | 951,758          | 862,959             | OPENING BALANCE                                    | 767,959               | 767,959          |                 |
|                         |                  |                     | ACTUAL/ESTIMATED RECEIPTS                          |                       |                  |                 |
| 210,646                 | -                | -                   | 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          |                 |
| <u>335,646</u>          | <u>125,000</u>   | <u>125,000</u>      | TOTAL RECEIPTS                                     | <u>125,000</u>        | <u>125,000</u>   | -               |
| <u>1,162,404</u>        | <u>1,076,758</u> | <u>987,959</u>      | TOTAL AVAILABLE FUNDS                              | <u>892,959</u>        | <u>892,959</u>   | -               |
|                         |                  |                     | APPROPRIATIONS:                                    |                       |                  |                 |
| 43,604                  | 58,057           | 45,000              | 87251 Losses from deductibles and uninsured        | 50,000                | 50,000           |                 |
| 255,841                 | 231,922          | 175,000             | 87253 Insurance Payments (deductibles, retro, etc) | 175,000               | 175,000          |                 |
| <u>299,445</u>          | <u>289,979</u>   | <u>220,000</u>      | TOTAL APPROPRIATIONS                               | <u>225,000</u>        | <u>225,000</u>   | -               |
| <u>862,959</u>          | <u>786,779</u>   | <u>767,959</u>      | CLOSING BALANCE                                    | <u>667,959</u>        | <u>667,959</u>   | -               |

| FUNCTION    | ACTIVITY   | PROGRAM | CODE |
|-------------|--|---------|------|
| OTHER FUNDS | PUBLIC SCHOOL CAPITAL IMPROVEMENT<br>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             |                 |
| 2022-23          | 2023-2024        |                     | EXPENDITURE CLASSIFICATION                |  |            | 2024-2025          |                  |                 |
| ACTUAL           | ADJUSTED BUDGET  | ESTIMATED 12 MONTHS |   |  |            | DEPARTMENT REQUEST | MANAGER PROPOSED | COUNCIL ADOPTED |
| 1,152,127        | 858,616          | 1,148,207           | OPENING BALANCE                           |  |            | 1,030,450          | 1,030,450        |                 |
|                  |                  |                     | ACTUAL/ESTIMATED RECEIPTS                 |  |            |                    |                  |                 |
| 125,000          | 125,000          | 125,000             | 7032                                      | General Fund Appropriations                      |            | 125,000            | 125,000          |                 |
| 87,102           |                  |                     | 6203                                      | Cancelled PY Encumbrances                        |            |                    |                  |                 |
| 42,390           | 2,000            | 40,000              | 5506                                      | Interest Earnings                                |            | 2,000              | 2,000            |                 |
| 906,155          | 1,000,000        | 1,000,000           | 5751                                      | Tuition Receipts                                 |            | 1,000,000          | 1,000,000        |                 |
| 104,127          | 73,000           | 100,000             | 5401                                      | School Rental Receipts                           |            | 73,000             | 73,000           |                 |
| <u>1,264,774</u> | <u>1,200,000</u> | <u>1,265,000</u>    | TOTAL RECEIPTS                            |  |            | <u>1,200,000</u>   | <u>1,200,000</u> | -               |
| <u>2,416,901</u> | <u>2,058,616</u> | <u>2,413,207</u>    | TOTAL AVAILABLE FUNDS                     |  |            | <u>2,230,450</u>   | <u>2,230,450</u> | -               |
|                  |                  |                     | APPROPRIATIONS:                           |  |            |                    |                  |                 |
|                  | 50,000           | 50,000              | 88957                                     | Painting   |            | 50,000             | 50,000           |                 |
|                  | 50,000           | 50,000              | 88959                                     | Carpeting  |            | 50,000             | 50,000           |                 |
| -                | 60,000           | 50,000              | 88452                                     | Districtwide Security and Safety                 |            | 60,000             | 60,000           |                 |
|                  |                  |                     | 88453                                     | Districtwide Furniture Replacement               |            |                    |                  |                 |
| 628,288          | 810,462          | 810,462             | 88555                                     | Technology Equipment/Infrastructure              |            | 750,000            | 750,000          |                 |
| 219,834          | 160,000          | 160,000             | 88651                                     | Districtwide HVAC                                |            | 160,000            | 160,000          |                 |
|                  |                  |                     | 88851                                     | Athletic Improvements                            |            |                    |                  |                 |
|                  |                  |                     | 88355                                     | Districtwide Bathroom Renovations                |            |                    |                  |                 |
| 29,791           | 50,000           | 50,000              | 88356                                     | Districtwide Playground Renovations              |            | 50,000             | 50,000           |                 |
| 187,102          | -                | -                   | 88252                                     | Track/Tennis/Basketball Surface Restoration      |            |                    |                  |                 |
| -                |                  |                     | 88152                                     | Districtwide Lighting Improvements               |            |                    |                  |                 |
| -                |                  |                     | 88354                                     | Districtwide Corridor/Exterior Doors             |            |                    |                  |                 |
| -                |                  |                     | 88757                                     | Districtwide Roof Reserve                        |            |                    |                  |                 |
| 184,743          | 182,295          | 182,295             | 88758                                     | Districtwide Blacktop/Paving                     |            | 50,000             | 50,000           |                 |
| 18,936           | 30,000           | 30,000              | 88950                                     | Districtwide Vehicles                            |            | 30,000             | 30,000           |                 |
| -                |                  |                     | 88050                                     | Town Hall Furniture, Fixtures & Equipment (FF&E) |            |                    |                  |                 |
| -                |                  |                     | 88153                                     | Transition Academy                               |            |                    |                  |                 |
| -                |                  |                     | 88155                                     | Districtwide Building Systems & Controls         |            |                    |                  |                 |
| -                |                  |                     | 88156                                     | Districtwide Environmental Services              |            |                    |                  |                 |
| -                |                  |                     | 88157                                     | Districtwide Sidewalks & Concrete                |            |                    |                  |                 |
| <u>1,268,694</u> | <u>1,392,757</u> | <u>1,382,757</u>    | TOTAL APPROPRIATIONS                      |  |            | <u>1,200,000</u>   | <u>1,200,000</u> | -               |
| <u>1,148,207</u> | <u>665,859</u>   | <u>1,030,450</u>    | CLOSING BALANCE                           |  |            | <u>1,030,450</u>   | <u>1,030,450</u> | -               |

**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 2024-2025 is estimated to be \$13.6 million per figures obtained from the Town's Agent of Record. This represents a 2.8% increase from the 2023-24 original budget for the Town and a 15.4% increase for the Board of Education. This increase is attributable to claim trends, current market conditions and health care reform. The costs of funding the plan are offset by employee co-pays, interest earnings and prior year settlement income which total approximately \$1,900,000. The Town comprises approximately 22% of total health care costs. The Town's contribution totals approximately \$2.8 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, 2023 reconciliation for the 2022-23 plan year, the Town and the Board of Education earned a credit of \$487,469 and \$166,370 respectively. The Board of Education elected to reduce their contributions for the remainder of the 2023-24 year.

| 2022-23 Plan Year | Town      | Board of Education |
|-------------------|-----------|--------------------|
| Credit (Deficit)  | \$487,469 | \$166,370          |

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              |                 |
| 2022-23           | 2023-2024         |                     | EXPENDITURE CLASSIFICATION                 | 2024-2025          |                   |                 |
| ACTUAL            | ADJUSTED BUDGET   | ESTIMATED 12 MONTHS |  | DEPARTMENT REQUEST | MANAGER PROPOSED  | COUNCIL ADOPTED |
| 5,239,224         | 7,295,012         | 6,487,571           | OPENING CASH BALANCE - JULY 1              | 6,412,898          | 6,412,898         |                 |
|                   |                   |                     | ACTUAL/ESTIMATED RECEIPTS                  |                    |                   |                 |
|                   |                   |                     | General Fund Appropriations:               |                    |                   |                 |
| 2,573,520         | 2,573,520         | 2,573,520           | Town Operations                            | 2,824,407          | 2,824,407         |                 |
| 7,448,018         | 8,535,000         | 7,434,123           | Board of Education                         | 9,849,390          | 9,849,390         |                 |
| -                 | -                 | -                   | Stop Loss Recoveries and Settlements       |                    |                   |                 |
| 258,729           | 75,000            | 250,000             | Interest Earnings                          | 100,000            | 100,000           |                 |
| 2,055,068         | 1,800,000         | 2,100,000           | COBRA & Employee Copays                    | 1,800,000          | 1,800,000         |                 |
| <u>12,335,335</u> | <u>12,983,520</u> | <u>12,357,643</u>   | TOTAL RECEIPTS                             | <u>14,573,797</u>  | <u>14,573,797</u> | -               |
| <u>17,574,559</u> | <u>20,278,532</u> | <u>18,845,214</u>   | TOTAL AVAILABLE FUNDS                      | <u>20,986,695</u>  | <u>20,986,695</u> | -               |
|                   |                   |                     | APPROPRIATIONS:                            |                    |                   |                 |
|                   |                   |                     | Benefit payments:                          |                    |                   |                 |
| 1,653,522         | 1,752,157         | 2,270,000           | Town Claims                                | 2,541,525          | 2,541,525         |                 |
| 8,456,831         | 8,054,441         | 9,037,000           | Board of Education/Cafeteria Claims        | 9,808,677          | 9,808,677         |                 |
| 976,635           | 1,068,877         | 1,125,316           | Administrative Fees and other costs        | 1,237,848          | 1,237,848         |                 |
| <u>11,086,989</u> | <u>10,875,475</u> | <u>12,432,316</u>   | TOTAL APPROPRIATIONS                       | <u>13,588,050</u>  | <u>13,588,050</u> | -               |
| <u>6,487,571</u>  | <u>9,403,057</u>  | <u>6,412,898</u>    | ENDING CASH BALANCE - JUNE 30              | <u>7,398,645</u>   | <u>7,398,645</u>  | -               |
| 2,022,071         | 1,961,320         | 2,261,400           | RESERVE: 20% of 2023-2024 CLAIMS           | 2,470,040          | 2,470,040         | -               |
| 1,065,000         | 1,065,000         | 1,065,000           | ESTIMATED CLAIMS INCURRED BUT NOT REPORTED | 1,065,000          | 1,065,000         | -               |
| 3,087,071         | 3,026,320         | 3,326,400           | TOTAL RECOMMENDED RESERVE                  | 3,535,040          | 3,535,040         | -               |

FUNCTION

OTHER FUNDS

ACTIVITY

LAND ACQUISITION FUND

PROGRAM

CODE

5010

EXPLANATION

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

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

| FUNCTION    |                 |                     | ACTIVITY                          | PROGRAM            | CODE             |                 |  |
|-------------|-----------------|---------------------|-----------------------------------|--------------------|------------------|-----------------|--|
| OTHER FUNDS |                 |                     | LAND ACQUISITION FUND             | 3004/34001         | 5010             |                 |  |
| 2022-23     | 2023-2024       |                     | EXPENDITURE CLASSIFICATION        | 2024-2025          |                  |                 |  |
| ACTUAL      | ADJUSTED BUDGET | ESTIMATED 12 MONTHS |                                   | DEPARTMENT REQUEST | MANAGER PROPOSED | COUNCIL ADOPTED |  |
| 132,166     | 152,166         | 152,166             | OPENING BALANCE                   | 172,166            | 172,166          |                 |  |
|             |                 |                     | ACTUAL/ESTIMATED RECEIPTS         |                    |                  |                 |  |
|             |                 |                     | 6030 Marcap Open Space Grant      |                    |                  |                 |  |
| 20,000      | 20,000          | 20,000              | 7032 General Fund Appropriations  | 20,000             | 20,000           |                 |  |
| 20,000      | 20,000          | 20,000              | TOTAL RECEIPTS                    | 20,000             | 20,000           | -               |  |
| 152,166     | 172,166         | 172,166             | TOTAL AVAILABLE FUNDS             | 192,166            | 192,166          | -               |  |
|             |                 |                     | APPROPRIATIONS:                   |                    |                  |                 |  |
| -           |                 |                     | 88040 Open Space Appraisals       |                    |                  |                 |  |
| -           | 20,000          | -                   | 88240 Open Space Land Acquisition | 20,000             | 20,000           |                 |  |
| -           | 20,000          | -                   | TOTAL APPROPRIATIONS              | 20,000             | 20,000           | -               |  |
| 152,166     | 152,166         | 172,166             | CLOSING BALANCE                   | 172,166            | 172,166          | -               |  |

| 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.

MAJOR BUDGET CHANGES AND COMMENTARY

- Funds are available to budget for Park and Playfield Improvements.

| FUNCTION    |                 |                     | ACTIVITY   | PROGRAM            | CODE             |                 |  |
|-------------|-----------------|---------------------|--|--------------------|------------------|-----------------|--|
| OTHER FUNDS |                 |                     | RECREATION CIP FUND  | 3005/35831         | 5011             |                 |  |
| 2022-23     | 2023-2024       |                     | EXPENDITURE CLASSIFICATION                                     | 2024-2025          |                  |                 |  |
| ACTUAL      | ADJUSTED BUDGET | ESTIMATED 12 MONTHS |  | DEPARTMENT REQUEST | MANAGER PROPOSED | COUNCIL ADOPTED |  |
| 48,408      | -               | 77,107              | OPENING BALANCE  | 61,837             | 61,837           |                 |  |
| 153,523     | -               | -                   | ACTUAL/ESTIMATED RECEIPTS                                      |                    |                  |                 |  |
| 5,319       | -               | -                   | 7010 Transfer from Recreation Fund                             | 91,626             | 91,626           |                 |  |
| 158,842     | -               | -                   | 6203 Cancelled Prior Year Encumbrances                         |                    |                  |                 |  |
|             |                 |                     | TOTAL RECEIPTS   | 91,626             | 91,626           | -               |  |
| 207,250     | -               | 77,107              | TOTAL AVAILABLE FUNDS  | 153,463            | 153,463          | -               |  |
|             |                 |                     | APPROPRIATIONS:  |                    |                  |                 |  |
| 130,143     | -               | 15,270              | 88080 Park and Playfield Renovations                           | 135,000            | 135,000          |                 |  |
| -           | -               | -                   | 88081 Community Center Furniture & Equipment                   | -                  | -                |                 |  |
| -           | -               | -                   | 88082 Sports Court Basketball Crack Maintenance & Color Coding | -                  | -                | -               |  |
| 130,143     | -               | 15,270              | TOTAL APPROPRIATIONS   | 135,000            | 135,000          | -               |  |
| 77,107      | -               | 61,837              | CLOSING BALANCE  | 18,463             | 18,463           | -               |  |

| 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.

MAJOR BUDGET CHANGES AND COMMENTARY

- Technology Fund Expenditures were reduced this year to assist with budget reductions.

| FUNCTION         |                  |                     | ACTIVITY                           |                    |                  | PROGRAM         |  | CODE |
|------------------|------------------|---------------------|------------------------------------|--------------------|------------------|-----------------|--|------|
| OTHER FUNDS      |                  |                     | TECHNOLOGY FUND                    |                    |                  | 3006/36197      |  | 5012 |
| 2022-23          | 2023-2024        |                     | EXPENDITURE CLASSIFICATION         | 2024-2025          |                  |                 |  |      |
| ACTUAL           | ADJUSTED BUDGET  | ESTIMATED 12 MONTHS |                                    | DEPARTMENT REQUEST | MANAGER PROPOSED | COUNCIL ADOPTED |  |      |
| 1,476,274        | 1,476,274        | 1,926,106           | OPENING BALANCE                    | 1,926,106          | 1,926,106        |                 |  |      |
| -                | -                |                     | ACTUAL/ESTIMATED RECEIPTS          |                    |                  |                 |  |      |
|                  |                  |                     | 7001 Transfer from CNRE Fund       | -                  | -                |                 |  |      |
| 450,000          | 450,000          | 450,000             | 7032 Transfer from General Fund    | 450,000            | 410,000          |                 |  |      |
| 450,000          | 450,000          | 450,000             | TOTAL RECEIPTS                     | 450,000            | 410,000          |                 |  |      |
| <u>1,926,274</u> | <u>1,926,274</u> | <u>2,376,106</u>    | TOTAL AVAILABLE FUNDS              | <u>2,376,106</u>   | <u>2,336,106</u> | -               |  |      |
|                  |                  |                     | APPROPRIATIONS:                    |                    |                  |                 |  |      |
| 168              | 450,000          | 450,000             | 88179 Technology Fund Expenditures | 450,000            | 410,000          |                 |  |      |
| <u>168</u>       | <u>450,000</u>   | <u>450,000</u>      | TOTAL APPROPRIATIONS               | <u>450,000</u>     | <u>410,000</u>   | -               |  |      |
| <u>1,926,106</u> | <u>1,476,274</u> | <u>1,926,106</u>    | CLOSING BALANCE                    | <u>1,926,106</u>   | <u>1,926,106</u> | -               |  |      |

## **APPENDICES**

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

APPENDIX A

TOWN OF NEWINGTON

STANDARD ACCOUNT DEFINITION AND EXPLANATION

Personal Services

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

## Contractual Services

### 8201 Public Notification

Publication of legal notices and other advertising.

### 8202 Dues and Subscriptions

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

### 8203 (Travel and) Transportation

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

### 8204 Conferences, Meetings and Training

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

### 8205 Postage and Shipping

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

### 8206 Utilities

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

### 8207 Clothing Allowance or Tool Allowance

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

### 8208 Telephone

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

### 8209 Uniform Rental and Cleaning

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

8210      Equipment Rental

Rental costs for equipment rented for Town use.

8211      Facilities Rental and Storage

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

8212      Equipment Maintenance

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

8213      Facilities Maintenance

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

8214      Motor Vehicle Maintenance

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

8216      Printing and Binding

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

8217      Consultants, Special Contractors and Fees

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

8218      Contributions and Subsidies

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

8219      Hydrants

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

8220      Other Contractual Services

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

8221      Higher Educational Support

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

8222      Data Services

Cost of outside computer data services.

8224      Elderly Tax Relief

Costs directly associated with the Elderly Tax Relief Program.

8225      Special Needs

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

8226      Adventure Based Challenge Course

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

**Materials and Supplies**

8301      Office Supplies

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

8302      Technical Supplies

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

8303      Uniforms and Clothing

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

8304      Agricultural Supplies

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

8305      Cleaning Supplies

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

8306      Construction and Maintenance Materials

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

8307      Equipment Parts

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

8308      Fuel

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

8309      Motor Fuel and Lubricant

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

8310      Other Materials and Supplies

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

**Capital Outlay**

8401      Public Circulation Material

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

8402      Technical Equipment

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

8403      Passenger Cars

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

8404      Trucks and Tractors

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

8405      Construction and Maintenance Equipment

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

8406      Office Equipment

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

8407      Building Equipment

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

8408      Building Improvements

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

8409      Other

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

## Transfers to Other Funds

8501      Transfers to Capital and Non-Recurring Expenditures Fund

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

8502      Transfers to Public Building Fund

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

8503      Transfers to Public School Capital Improvements Projects Reserve Fund

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

8504      Transfers to Land Acquisition Fund

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

8505      Transfers to Technology Fund

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

8511      Transfers to Recreation Fund

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

8512      Transfers to Employee Leave Liability Reserve Fund

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

8513      Transfers to Insurance Reserve Fund

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

8517      Transfers to Miscellaneous Grants Fund

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

APPENDIX B

SUMMARY OF ACCOUNTING POLICIES

1. General

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

2. Fund Accounting

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

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

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

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

- Permanent Fund Types – Permanent Funds are used to account for trust funds in which only the trust income may be expended. They are accounted for on an accrual basis. The Town's permanent funds are the Cemetery Trust Fund, Hubbard (Library) Book Fund, and the Tri-centennial Fund.

- Capital Projects - The Capital Projects Funds are used to account for financial resources used for the acquisition and/or construction of major capital facilities. Control over each project is achieved by the constraints imposed by each project's authorization. The Capital Projects Fund includes the Capital and Non-recurring Expenditures Fund, the Public Building Fund, the Land Acquisition Fund, the Public School Capital Improvements Reserve Fund, the Recreation Capital Improvements Fund and the Technology Fund. The Equipment Reserve account is part of the Capital and Non-Recurring Expenditures Fund.
- \* Proprietary Fund Types – are used to account for operations that are organized to be self-supporting through user charges. The Town has an internal service fund to account for the self-insurance activities related to providing health benefits to its current employees and the Insurance Reserve Fund.
- \* Fiduciary Fund Types - are used to account for assets held by the Town in a trustee capacity or as an agent for individuals, private organizations, or others. The Town's fiduciary funds are:
  - The Pension Trust Fund is used to account for the accumulation of resources to be used for future retirement benefits for Town personnel except Newington teachers who belong to a State-administered pension plan. The Town's pension trust fund includes the Municipal Employees Fund, the Police Pension Fund, the Administrative Retirement Fund, and the Volunteer Firefighters Pension Fund.
  - Other Post Employment Benefit Fund is used to account for the accumulation of resources and activities related to providing health benefits to its retired employees.
  - Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Agency Funds include Student Activity (accounts for the various student activities and clubs in the Town's schools) and Youth Activity.

### 3. Basis of Accounting

The Governmental, and Agency Funds follow the modified accrual basis of accounting whereby revenues are recognized in the accounting period in which they become both measurable and available to finance operations of the fiscal period. The major sources of revenue that are recognized under the modified accrual basis are property taxes and funds received from the State of Connecticut and the Federal government. Expenditures are recognized in the accounting period in which the fund liability is incurred.

The Proprietary Fund Types and Fiduciary Fund Types follow the accrual basis of accounting whereby revenues are recognized when earned and expenses are recognized when incurred.

## APPENDIX C

### BUDGETING AND BUDGETARY CONTROL

1. General

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

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

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

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

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

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

ARTICLE VIII. FINANCIAL PROVISIONS

§ C-801. Fiscal Year.

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

§ C-802. General Form of Budget Preparation.

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

§ C-803. Departmental Estimates.

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

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

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

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

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

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

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

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

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

§ C-807. Special Appropriations.

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

§ C-808. Transfer of Appropriation.

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

§ C-809. Effect of Appropriation.

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

§ C-810. Lapse of Appropriation.

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

§ C-811. Borrowing to Meet Emergency Appropriations.

In the absence of unappropriated funds to meet emergency appropriations under the provisions of Article IV, § C-408, of this Charter, the Council may by resolution authorize the issuance of notes, each of which shall be designated "Emergency Note" and may be renewed from time to time, but all such notes of any fiscal year and any renewals thereof shall be paid not later than the last day of the fiscal year next succeeding the fiscal year in which the emergency appropriation was made.

§ C-812. Notes Redeemable Prior to Maturity.

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

§ C-813. Competitive Bidding.

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

§ C-814. Contracts for Public Works.

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

§ C-815. Payments of Claims.

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

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

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

§ C-817. Official Bonds.

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

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

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

§ C-819. Annual Audit.

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

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

| Fiscal Year Ending June 30, | Refunding of Education Facilities I & II<br>\$4,965,700<br>Issued 2/2013<br>1.58%<br>true interest cost | Refunding of Police Station I & II<br>\$4,844,300<br>Issued 2/2013<br>1.58%<br>true interest cost | Town Hall/Community Center<br>\$ 6,750,000.00<br>Issued 6/2019<br>2.70%<br>true interest cost | Town Hall/Community Center<br>\$ 2,250,000.00<br>Issued 6/2019<br>2.70%<br>true interest cost | Town Hall/Community Center<br>\$ 11,250,000.00<br>issued 6/2020<br>1.88%<br>true interest cost | Town Hall/Community Center<br>\$ 3,750,000.00<br>issued 6/2020<br>1.88%<br>true interest cost | Anna Reynolds School<br>\$ 10,000,000.00<br>issued 6/2023<br>4.00%<br>true interest cost | Total Principal Payments |
|-----------------------------|---|---|---|---|--|---|--|--------------------------|
| 2024                        | \$251,000   | \$384,000   | \$337,500   | \$112,500   | \$562,500  | \$187,500   | \$500,000  | \$2,335,000              |
| 2025                        |   | \$185,000   | \$337,500   | \$112,500   | \$562,500  | \$187,500   | \$500,000  | \$1,885,000              |
| 2026                        |   |   | \$337,500   | \$112,500   | \$562,500  | \$187,500   | \$500,000  | \$1,700,000              |
| 2027                        |   |   | \$337,500   | \$112,500   | \$562,500  | \$187,500   | \$500,000  | \$1,700,000              |
| 2028                        |   |   | \$337,500   | \$112,500   | \$562,500  | \$187,500   | \$500,000  | \$1,700,000              |
| 2029                        |   |   | \$337,500   | \$112,500   | \$562,500  | \$187,500   | \$500,000  | \$1,700,000              |
| 2030                        |   |   | \$337,500   | \$112,500   | \$562,500  | \$187,500   | \$500,000  | \$1,700,000              |
| 2031                        |   |   | \$337,500   | \$112,500   | \$562,500  | \$187,500   | \$500,000  | \$1,700,000              |
| 2032                        |   |   | \$337,500   | \$112,500   | \$562,500  | \$187,500   | \$500,000  | \$1,700,000              |
| 2033                        |   |   | \$337,500   | \$112,500   | \$562,500  | \$187,500   | \$500,000  | \$1,700,000              |
| 2034                        |   |   | \$337,500   | \$112,500   | \$562,500  | \$187,500   | \$500,000  | \$1,700,000              |
| 2035                        |   |   | \$337,500   | \$112,500   | \$562,500  | \$187,500   | \$500,000  | \$1,700,000              |
| 2036                        |   |   | \$337,500   | \$112,500   | \$562,500  | \$187,500   | \$500,000  | \$1,700,000              |
| 2037                        |   |   | \$337,500   | \$112,500   | \$562,500  | \$187,500   | \$500,000  | \$1,700,000              |
| 2038                        |   |   | \$337,500   | \$112,500   | \$562,500  | \$187,500   | \$500,000  | \$1,700,000              |
| 2039                        |   |   | \$337,500   | \$112,500   | \$562,500  | \$187,500   | \$500,000  | \$1,700,000              |
| 2040                        |   |   |   |   | \$562,500  | \$187,500   | \$500,000  | \$1,250,000              |
| 2041                        |   |   |   |   |  |   | \$500,000  | \$500,000                |
| 2042                        |   |   |   |   |  |   | \$500,000  | \$500,000                |
| 2043                        |   |   |   |   |  |   | \$500,000  | \$500,000                |
| 2044                        |   |   |   |   |  |   |  |                          |
| <b>TOTALS</b>               | <b>\$251,000</b>  | <b>\$569,000</b>  | <b>\$5,400,000</b>  | <b>\$1,800,000</b>  | <b>\$9,562,500</b>   | <b>\$3,187,500</b>  | <b>\$10,000,000</b>  | <b>\$30,770,000</b>      |

Note: Figures above include serial bonds outstanding as of July 1, 2023

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

| Fiscal Year Ending June 30, | Refunding of Education Facilities I & II                 | Refunding of Police Station I & II                       | Town Hall/Community Center                                   | Town Hall/Community Center                                   | Town Hall/Community Center                                    | Town Hall/Community Center                                   | Anna Reynolds School   | Total Interest Payments | Offset Interest with |             |
|-----------------------------|--|--|--|--|---|--|--|-------------------------|----------------------|-------------|
|                             | \$4,965,700 Issued 2/2013<br>1.58%<br>true interest cost | \$4,844,300 Issued 2/2013<br>1.58%<br>true interest cost | \$ 6,750,000.00 Issued 6/2019<br>2.70%<br>true interest cost | \$ 2,250,000.00 Issued 6/2019<br>2.70%<br>true interest cost | \$ 11,250,000.00 issued 6/2020<br>1.88%<br>true interest cost | \$ 3,750,000.00 issued 6/2020<br>1.88%<br>true interest cost | \$ 9,500,000.00 issued 6/2023<br>4.00%<br>true interest cost |                         | Available            | Premium     |
| 2024                        | \$5,113  | \$11,518   | \$202,500  | \$67,500   | \$280,125   | \$93,375   | \$437,583  | \$1,097,714             | (\$20,000)           | \$1,077,714 |
| 2025                        |  | \$3,932  | \$185,625  | \$61,875   | \$252,000   | \$84,000   | \$420,000  | \$1,007,432             | (\$373,427)          | \$634,005   |
| 2026                        |  |  | \$168,750  | \$56,250   | \$223,875   | \$74,625   | \$395,000  | \$918,500               |                      | \$918,500   |
| 2027                        |  |  | \$151,875  | \$50,625   | \$196,750   | \$65,250   | \$370,000  | \$833,500               |                      | \$833,500   |
| 2028                        |  |  | \$138,375  | \$46,125   | \$173,250   | \$57,750   | \$345,000  | \$760,500               |                      | \$760,500   |
| 2029                        |  |  | \$124,875  | \$41,625   | \$150,750   | \$50,250   | \$320,000  | \$687,500               |                      | \$687,500   |
| 2030                        |  |  | \$111,375  | \$37,125   | \$133,875   | \$44,625   | \$295,000  | \$622,000               |                      | \$622,000   |
| 2031                        |  |  | \$97,875   | \$32,625   | \$117,000   | \$39,000   | \$270,000  | \$556,500               |                      | \$556,500   |
| 2032                        |  |  | \$84,375   | \$28,125   | \$105,750   | \$35,250   | \$245,000  | \$498,500               |                      | \$498,500   |
| 2033                        |  |  | \$70,875   | \$23,625   | \$94,500  | \$31,500   | \$220,000  | \$440,500               |                      | \$440,500   |
| 2034                        |  |  | \$60,750   | \$20,250   | \$83,250  | \$27,750   | \$200,000  | \$392,000               |                      | \$392,000   |
| 2035                        |  |  | \$50,625   | \$16,875   | \$72,000  | \$24,000   | \$180,000  | \$343,500               |                      | \$343,500   |
| 2036                        |  |  | \$40,500   | \$13,500   | \$60,750  | \$20,250   | \$140,000  | \$275,000               |                      | \$275,000   |
| 2037                        |  |  | \$30,375   | \$10,125   | \$49,219  | \$16,406   | \$120,000  | \$226,125               |                      | \$226,125   |
| 2038                        |  |  | \$20,250   | \$6,750  | \$37,406  | \$12,469   | \$100,000  | \$176,875               |                      | \$176,875   |
| 2039                        |  |  | \$10,125   | \$3,375  | \$25,313  | \$8,438  | \$80,000   | \$127,250               |                      | \$127,250   |
| 2040                        |  |  |  |  | \$12,656  | \$4,219  | \$60,000   | \$76,875                |                      | \$76,875    |
| 2041                        |  |  |  |  |   |  | \$40,000   | \$40,000                |                      | \$40,000    |
| 2042                        |  |  |  |  |   |  | \$20,000   | \$20,000                |                      | \$20,000    |
| 2043                        |  |  |  |  |   |  |  |                         |                      |             |
| 2044                        |  |  |  |  |   |  |  |                         |                      |             |
| TOTALS                      | \$5,113  | \$15,450   | \$1,549,125  | \$516,375  | \$2,067,469   | \$689,156  | \$4,257,583  | \$9,100,271             | (\$393,427)          | \$8,706,844 |

Note: Figures above include serial bonds outstanding as of July 1, 2023

**APPENDIX E**

**TOWN OF NEWINGTON'S BUDGET CALENDAR  
2024-2025**

On or about

|                               |   |
|-------------------------------|---|
| October 26, 2023              | 5 year <u>Capital Improvement Plan</u> request forms submitted to department heads.   |
| November 28, 2023             | Budget request forms submitted to department heads for ensuing FY operations.   |
| December 8, 2023              | Department heads finalize their Capital Improvement Plans and submit to Town Manager.   |
| January 15, 2024              | 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, 2024              | Grand List of taxable property applicable to ensuing fiscal year is finalized subject to Board of Assessment Appeals approval.        |
| March 1, 2024                 | Budget submitted to Town Council.   |
| March 12, 2024                | Town Manager makes formal budget presentation to Town Council and gives overview.   |
| March 12, 2024                | First public hearing held on the budget - the Town Manager's Proposed Budget.   |
| March 23, 2024                | Town Manager submits Proposed Long-Range Capital Improvement Plan to Town Council.  |
| Months of March & April, 2024 | Town Council holds budget work sessions.  |
| April 2, 2024                 | Second public hearing held on the budget - the Town Council's Recommended Budget. Special meeting after hearing to finalize budget.   |
| April 16, 2024                | Town Council adopts budget.   |
| July 1, 2024                  | 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 2024-25**

| FUNCTION                                    | FULL-TIME PERSONNEL<br>(# of Persons) |              |              |              | PART-TIME PERSONNEL<br>(Full-time Equivalents) |             |             |             |
|---|---------------------------------------|--------------|--------------|--------------|--|-------------|-------------|-------------|
|   | 2021-2022                             | 2022-2023    | 2023-2024    | 2024-2025    | 2021-2022                                      | 2022-2023   | 2023-2024   | 2024-2025   |
| <b>GENERAL GOVERNMENT</b>                   |                                       |              |              |              |  |             |             |             |
| Town Manager                                | 4                                     | 6            | 6            | 6            | 0.5  | 0           | 0           | 0           |
| Elections                                   |                                       |              |              |              | 1.2  | 1.2         | 1.2         | 1.2         |
| Finance                                     | 10                                    | 10           | 11           | 11.2         | 1  | 0.5         | 0           | 0           |
| Town Clerk/Records                          | 2                                     | 3            | 3            | 3            | 0.5  | 0           | 0           | 0           |
| General Services                            | 9                                     | 12           | 12           | 12           | 0  | 0           | 0           | 0           |
| <b>PUBLIC SAFETY</b>                        |                                       |              |              |              |  |             |             |             |
| Police                                      | 64                                    | 65           | 67           | 67           | 2  | 1           | 1           | 1           |
| Fire  | 3                                     | 3            | 4            | 4            | 0  | 0           | 0           | 0           |
| <b>PUBLIC WORKS</b>                         |                                       |              |              |              |  |             |             |             |
| Engineering                                 | 2.5                                   | 2.5          | 2.5          | 3.5          |  |             |             |             |
| Highway                                     | 20                                    | 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          | 3.5          | 0.2  | 0.2         | 0.2         | 0           |
| Economic Development                        |                                       |              |              |              |  |             |             |             |
| <b>COMMUNITY SERVICES</b>                   |                                       |              |              |              |  |             |             |             |
| Human Services                              | 6                                     | 6            | 6            | 6            | 1.1  | 1.1         | 1.1         | 1.1         |
| Senior and Disabled Center                  | 6                                     | 7            | 7            | 7            | 3.4  | 2.2         | 2.2         | 2.7         |
| <b>PUBLIC LIBRARY</b>                       |                                       |              |              |              |  |             |             |             |
| Operations                                  | 12                                    | 12           | 13           | 13           | 10.3   | 10.3        | 10.3        | 10.3        |
| <b>PARKS &amp; RECREATION</b>               |                                       |              |              |              |  |             |             |             |
| Administration                              | 6                                     | 6            | 6            | 6            |  |             |             |             |
| Grounds Maintenance                         | 15                                    | 17           | 17           | 13           | 1.2  | 1.2         | 1.2         | 1.3         |
| <b>TOTAL PERSONNEL</b>                      | <b>165.0</b>                          | <b>175.0</b> | <b>180.0</b> | <b>178.2</b> | <b>22.8</b>                                    | <b>19.1</b> | <b>18.6</b> | <b>19.0</b> |

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

|  | June 30, 2023    | June 30, 2024         | June 30, 2025      |
|--|------------------|-----------------------|--------------------|
|  | <u>Per Audit</u> | <u>Estimated</u>      | <u>Projected</u>   |
| General Fund Balance:  |                  |                       |                    |
| Fund Balance   | 33,824,000       | \$ 29,624,000         | \$25,939,000       |
| LESS: Assigned to Subsequent Fiscal Year   | <u>3,685,000</u> | <u>\$ 3,685,000</u> * | <u>\$2,825,000</u> |
| Unassigned Fund Balance  | 30,139,000       | 25,939,000 **         | 23,114,000         |
| LESS: Minimum Financial Cushion to Retain (@ 10% of next budget)                                       | -                | <u>13,751,257</u>     | <u>13,969,678</u>  |
| Remaining Projected Unreserved, Undesignated Fund Balance<br>(i.e. Available for future appropriation) |                  | 12,187,743            | 9,144,322          |

\*/ Equals the amount of fund balance applied to the FY 2024-25 budget

\*\*/ Estimated unassigned fund balance equals 16.2% of the FY 2024-54 Budget, or approximately 8.3 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, 2023**

**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:    | 30,493            |

**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 |           | 21,030 |
| Republicans                      | 4,098     |        |
| Democrats                        | 7,756     |        |
| Minor Parties                    | 314       |        |
| Unaffiliated                     | 8,862     |        |

**TAX STRUCTURE 2022-23**

|                                |                 |
|--------------------------------|-----------------|
| 10/1/21 Net Grand List:        | \$2,844,147,194 |
| 10/1/21 Net Supplemental List: | \$37,497,019    |
| Mili Rate:                     | 38.49           |
| Assessment Ratio:              | 70%             |
| Last Revaluation:              | 10/1/2020       |

**EDUCATION**

|                                  |          |
|----------------------------------|----------|
| Total Classroom Teachers         | 368.0    |
| Public School Enrollment         | 3,913    |
| Teacher/Pupil ratio:             | 10.6     |
| 2022-23 Appropriation per Pupil: | \$20,086 |

**PUBLIC SAFETY - POLICE**

|                        |    |     |
|------------------------|----|-----|
| # of Police Stations:  |    | 1   |
| # of Police Districts: |    | 5-9 |
| # of Police Officers:  |    |     |
| Police Chief           | 1  |     |
| Dispatchers            | 8  |     |
| Police Officers        | 44 |     |
| # of Vehicles:         |    | 47  |

|                            |      |
|----------------------------|------|
| Elementary Schools (PK-4): | 4    |
| Students (Oct 2022)        | 1444 |
| Middle Schools (5-8):      | 2    |
| Students (Oct 2022)        | 1141 |
| High School (9-12):        | 1    |
| Students (Oct 2022)        | 1328 |
| Special Education          |      |
| Students (Oct 2022)        | 652  |

**PUBLIC SAFETY - FIRE PROTECTION**

|                              |  |    |
|------------------------------|--|----|
| # of Fire Companies:         |  | 4  |
| # of Volunteer Firefighters: |  | 96 |
| # of Vehicles:               |  | 23 |

**PUBLIC SAFETY - EMERGENCY MEDICAL SERVICES**

|                            |  |    |
|----------------------------|--|----|
| # of Volunteers (average): |  | 48 |
| # of Ambulances:           |  | 4  |

**FULL-TIME EMPLOYEES (2022-23)**

|   |       |              |
|---|-------|--------------|
| Town General Government:                            |       | 175          |
| Board of Education (Full-Time Equivalents):         |       |              |
| Certified Teachers                                  | 368.0 |              |
| Certified - Administration                          | 29.0  |              |
| Total Certified                                     | 397.0 |              |
| Classified Personnel (clerical, custodial, transp.) | 145   |              |
|   | 542.0 | <u>542.0</u> |
| Total   |       | 717.0        |