

# TOWN OF NEWINGTON ANNUAL BUDGET

Town Manager's  
Proposed Budget



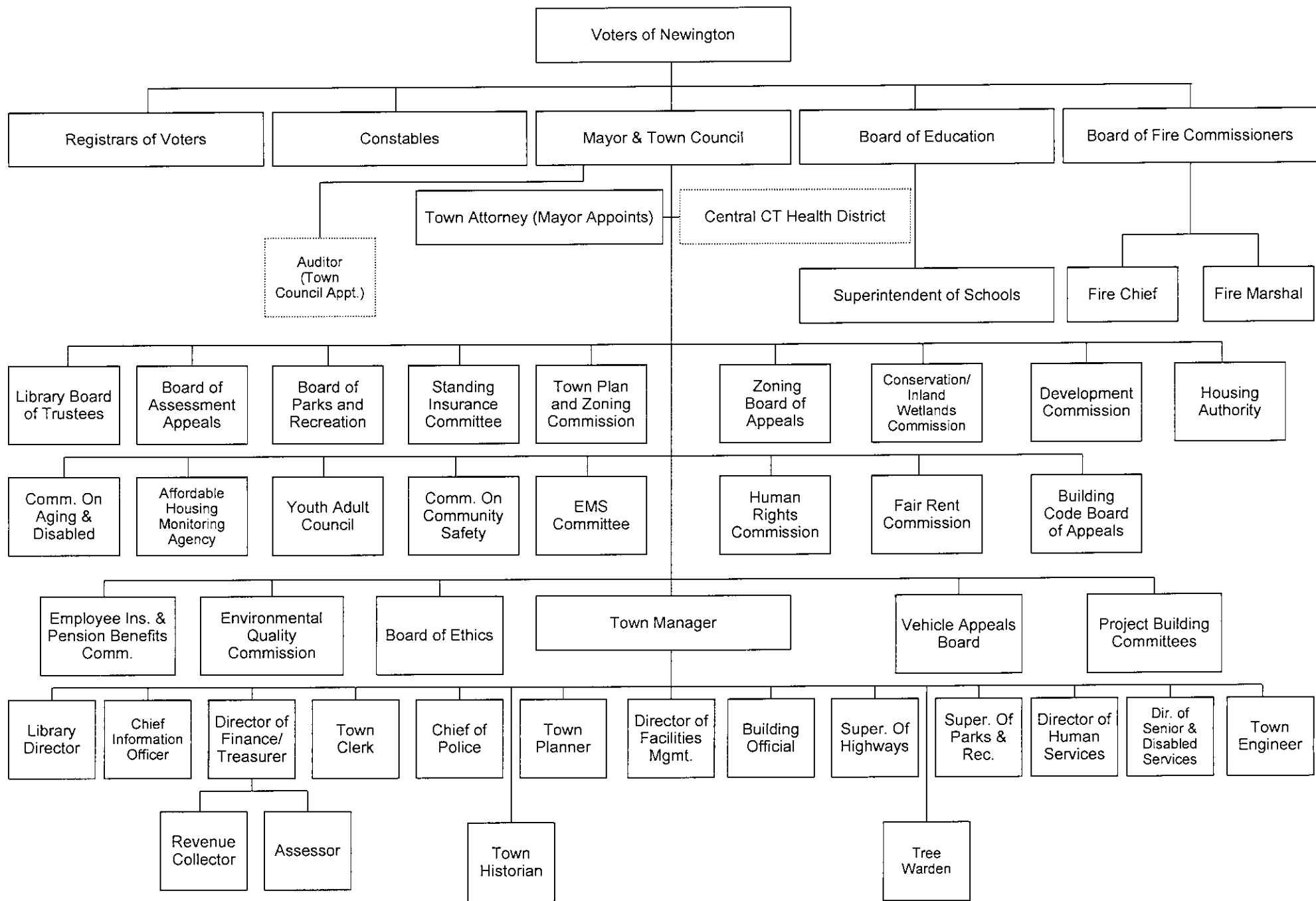
2024-2025

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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 Council Adopted	2023-2024 Estimated	2024-2025 Governor Proposed	Change from 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 Grant 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 REVISED BUDGET	2023-24 REVISED BUDGET	TOWN OF NEWINGTON  GENERAL FUND BUDGET SUMMARY	2023-2024		\$ CHANGE FROM PREVIOUS BUDGET	PERCENT CHANGE FROM PREVIOUS BUDGET
			MANAGER PROPOSED	TOWN COUNCIL ADOPTED		
		BUDGET APPROPRIATIONS:				
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	TOTAL APPROPRIATIONS - TOWN AND BOARD	142,996,627	0	5,484,054	4.0%
		LESS:				
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%
		LESS:				
2,976,000	3,685,370	General Fund Balance Applied	2,825,000	-	-860,370	-23.4%
96,142,933	95,663,801	AMOUNT TO BE RAISED BY CURRENT TAXES	100,441,347	0	4,777,546	5.0%
2,844,147,194	2,869,308,438	NET GRAND LIST	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	NET ADJUSTED GRAND LIST	2,556,892,060	0	27,895,583	1.1%
2,497,680,426	2,493,590,526	NET ADJUSTED COLLECTIBLE GRAND LIST	2,521,095,571	0	27,505,045	1.1%
		(\$ VALUE OF ONE MILL = \$2,521,095)				
38.49	38.36	MILL RATE	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 Actual	2023-2024 Original Budget	2023-2024 Revised Budget	BUDGET APPROPRIATIONS	2024-2025 Manager Proposed	Change from revised budget		% of Total 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					
				Change from revised budget				
2022-2023	2023-2024	2023-2024	BUDGET APPROPRIATIONS	2024-2025			%	
Actual	Original Budget	Revised Budget		Manager Proposed	\$	%	of Total	
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 Actual	2023-2024 Original Budget	2023-2024 Revised Budget	BUDGET APPROPRIATIONS	2024-2025 Manager Proposed	Change from revised budget		% of Total 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 Htfd. 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	Summary	

2022-2023 Actual	2023-2024 Original Budget	2023-2024 Revised Budget	BUDGET APPROPRIATIONS	2024-2025 Manager Proposed	Change from revised budget		% of Total 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 Actual	2023-2024 Council Adopted	2023-2024 Estimated	Revenue Source	2024-2025 Manager Proposed	2023-2024 Council Adopted	Change from estimated budget	
						\$	%
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 Actual	2023-2024 Council Adopted	2023-2024 Estimated	Revenue Source	2024-2025 Manager Proposed	2023-2024 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 Actual	2023-2024 Council Adopted	2023-2024 Estimated	Revenue Source	2024-2025 Manager Proposed	2023-2024 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 Actual	2023-2024 Council Adopted	2023-2024 Estimated	Revenue Source	2024-2025 Manager Proposed	2023-2024 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 Actual	2023-2024 Council Adopted	2023-2024 Estimated	Revenue Source	2024-2025 Manager Proposed	2023-2024 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
<u>PERSONNEL SUMMARY</u>				
		2023-2024	2024-2025	2024-2025
<u>Positions (in work years)</u>		<u>Authorized</u>	<u>Requested</u>	<u>Proposed</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

	2023-2024 <u>Authorized</u>	2023-2024 <u>Requested</u>	2023-2024 <u>Proposed</u>	2023-2024 <u>Approved</u>
<u>Positions (in work years)</u>				
<u>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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	TOWN MANAGER		120

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	PROBATE COURT		130

#### EXPLANATION

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION GENERAL GOVERNMENT	ACTIVITY ELECTIONS	PROGRAM	CODE 140
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#### EXPLANATION

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

- Registration of electors in person, by mail-in, online (OLR), High School Registration, unfunded Voter Registration Session (VRS) and Election Day Registration (EDR).
- Maintenance preparation includes, annual inspection and maintenance from LHS voting machine company, programming, ordering materials for all aspects for voting, checking on all styles of ballots, setup of all voting equipment and signage which includes the mobile Election on Wheels (EOW) movable cabinets which moves to every district, all polling places within the town for Elections.
- Set up for all polling places for Elections, which includes Central Counting of Absentee Ballots, Election Day Registration (EDR), online (OLR), Set up and inspection of all 18 election tabulators, 18 ballot boxes, 32 ultimate power supply units (UPS), related election equipment phone lines to polling places and the implementation of 10 IVS (handicapped accessible) voting machines, (7) Election on Wheels (EOWs)
- Unfunded Mandated special registration sessions for each election and primary following the SOTS Election Calendar daily. Below find annual unfunded mandates added every year.
  - Online variations updated as soon as received by ROV thru SOTS mainframe.
  - Overseeing all Elections includes, Primaries, any Referendums, Town Committee members of each party's endorsements and candidates for their upcoming slates.
  - The Registrar of Voters annually attends 10 hours of instructional training at two, 3-day sessions conducted by Registrar of Voters Association of Connecticut and Secretary of the State's office. Also included are 4 county meetings a year for the certification of Registrars.
  - Perform annual canvass which includes extensive mailings to track electors who have moved within town, out of town, out of state, duplicate records, deceased out of state, not voting for 10 years, and daily updates with the DMV.
  - The SOTS now has mandated that all Registrars of Voters be certified by UCONN as Election Administrators.
  - Conduct training sessions for all poll workers for each election by state statute.
  - Perform and maintain mailing of permanent absentee voters to update their voting status.
  - Every four years all district Moderators and Assistant Registrars must be certified at a five-hour class in order to work the polls.
  - Registrars are responsible for the distribution and receiving of absentee ballot applications, the delivery of absentee ballots and overseeing the voting process at all six of the institutions in Newington.
- 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	FINANCE	ACCOUNTING & ADMINISTRATION	151

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	FINANCE	ASSESSOR	152

### EXPLANATION

The Assessor's primary duty is to determine the value of all taxable and tax exempt Real and Personal Property for the purpose of equitable tax distribution throughout the Town of Newington. Real Property is assessed at 70% of a base year of value established at the time of the last revaluation which was effective as of October 1, 2020. Commercial Personal Property and Motor Vehicles are also assessed at 70% annually. The 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	FINANCE	BOARD OF ASSESSMENT APPEALS	153

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2022-2023 OPERATION

- The Board of Assessment Appeals met for 1 day 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	FINANCE	REVENUE COLLECTOR	154

#### EXPLANATION

The Office of the Revenue Collector is responsible for the collection, process and depositing of property taxes in accordance with Connecticut General Statutes §12-130; serves as the central depository of revenue for the Town Clerk's Office, Parks and Recreation, Senior Center, Police, Library, Building, Engineering, Sanitation, Human Services, Fire and Finance Departments. The office is also responsible for the input of parking tickets into the system, and for collecting parking violation fines. The Revenue Office is responsible for approximately 75% of the revenue for the Town of Newington. In addition, the collector must enforce payment of delinquent taxes as required by the State Statutes, using recommended collection methods; by balancing collections daily as well as scanning checks directly into the Town's bank account which safeguards the collected revenues. As another safety measure, Brinks has been hired to pick up the cash deposits.

#### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	FINANCE	AUDITING	155

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	FINANCE	PURCHASING	157

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	TOWN ATTORNEY		160

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	TOWN CLERK & RECORDS ADMIN.		170

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2023-2024 OPERATION

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024 (Through 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	PERSONNEL		180

### EXPLANATION

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

### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	GENERAL SERVICES	FACILITIES MANAGEMENT	191

#### EXPLANATION

The Facilities Department maintains and operates Town buildings with a focus on energy efficiency, safety/security, and (ADA) accessibility. Town buildings 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	ACTIVITY	PROGRAM	CODE
General Government	General Services	Facilities Management	0191

2022-2023 Actual	2022-2023 Original Budget	2023-2024 Revised Budget		2024-2025 Department Request	2024-2025 Manager Proposed	Change from 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%
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	GENERAL SERVICES	CENTRAL SERVICES	195

#### EXPLANATION

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

#### OBJECTIVES

- Continue to maintain postage equipment, photocopiers, fax machines, and other items that are shared by more than one department
- To realize savings through the bulk purchase of commonly used 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	GENERAL SERVICES	INFORMATION TECHNOLOGY	197

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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**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 Authorized</u>	<u>2024-2025 Requested</u>	<u>2024-2025 Proposed</u>	<u>2024-2025 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	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	POLICE	ADMINISTRATION	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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM PATROL	CODE 212
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#### EXPLANATION

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

#### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM INVESTIGATION	CODE 213
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#### EXPLANATION

- Conducts original and follow-up investigation of all major crimes and complex crimes that require prolonged investigation or special training and expertise.
- Conducts vice and criminal intelligence operations and narcotics investigations and operations.
- Conducts crime scene processing.
- Conducts evidence processing and 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	POLICE	TRAFFIC	214

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	POLICE	COMMUNICATIONS	215

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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EXPLANATION

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

HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM SUPPORT SERVICES	CODE 218
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### EXPLANATION

The Support Services Division assists all other operations in the Police Department including 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 Pubic 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	POLICE	VEHICLES	220

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	POLICE	ANIMAL CONTROL	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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	ADMINISTRATION	230

# PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2023-2024 Authorized</u>	<u>2024-2025 Requested</u>	<u>2024-2025 Proposed</u>	<u>2024-2025 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	

## Fire Marshal

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	ADMINISTRATION	231

#### EXPLANATION

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

#### OBJECTIVES

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries includes AFSME employees at 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM FIRE FIGHTING	CODE 232
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#### EXPLANATION

This program reflects the following:

- Costs directly related to the suppression of fires
- Costs of outfitting and equipping the volunteer department. 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM FIRE PREVENTION	CODE 233
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#### EXPLANATION

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

Ongoing programs include, but are not limited to:

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

#### OBJECTIVES

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	FIRE TRAINING	234

#### EXPLANATION

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

#### OBJECTIVES

- To fully utilize the capacities of the fire training tower facility at Milk Lane.
- Certification of firefighters interested in the rating of Firefighter I and Firefighter II, U. S. Standard and Fire Officer I.
- 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	FIRE STATIONS	235

#### EXPLANATION

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

#### OBJECTIVES

##### Building Equipment

- Revolving Furniture Fund – Co #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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM FIRE MARSHAL	CODE 238
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### EXPLANATION

Pursuant to Connecticut General Statutes Chapter 541, the local Fire Marshal is required to perform the following activities and responsibilities:

- **Code Enforcement**

- The Fire Marshal's Office is responsible for approximately 1,250 occupancies which require inspections (all buildings except one- and two-family dwellings) based on the frequency prescribed by the Connecticut General Statutes and Office of the State Fire Marshal
- Conduct review of plans and specifications for various occupancies and facilities being proposed within the town for compliance with Connecticut State Fire Safety Code and Connecticut Fire Prevention Code
- Issue permits for the use, transportation and storage of explosives (blasting) to ensure compliance with Connecticut General Statutes and the Connecticut Explosives Regulations.
- Inspect and enforce the regulations concerning Flammable/Combustible Liquids, Liquified Petroleum Gas and Liquefied Natural Gas
- Review, permit and inspect all fireworks and special effects displays to ensure compliance with the Connecticut Fireworks and Special Effects Code
- Inspect and enforce the Connecticut requirements regarding the sale and use of sparklers and fountains

- **Fire Investigation**

- Investigate the origin, cause, and circumstance of all fires and explosions within the Town and provide a report to the Office of the State Fire Marshal

- **Administrative**

- Manage projects required by local ordinance (wood stove inspections, fire lanes, hazardous materials, etc)
- Maintain certification by attending continuing education and career development programs

### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	SAFETY OFFICER	240

#### EXPLANATION

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Due to Coronavirus this budget has reflected the need for continued safety supplies due to the number of high cases.
- 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	REGIONAL FIRE TRAINING TOWER	242

#### EXPLANATION

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

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

2022 - 2023 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	STREET LIGHTING		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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION CODE	ACTIVITY	PROGRAM
PUBLIC SAFETY	EMERGENCY MANAGEMENT	260

#### EXPLANATION

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

#### OBJECTIVES

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	EMERGENCY MEDICAL SERVICE		270

#### EXPLANATION

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Fringe Benefits is increased 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	HYDRANTS		280

#### EXPLANATION

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

This program funds the rental charges for the following hydrants:

New Britain Water Company	24
MDC	732

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Increased to reflect MDC rate change from \$150 to \$155
- Same rate to New Britain Water Company, \$390

Function	Activity	Program	Code
Public Safety	Hydrants	Hydrants	0280

2022 - 2023 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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**PUBLIC WORKS**

## PUBLIC WORKS

310 ENGINEERING

320 HIGHWAY

350 SOLID WASTE SERVICES (Formerly Sanitation)

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	ENGINEERING		310

PERSONNEL SUMMARY

	2023-2024 <u>Authorized</u>	2024-2025 <u>Requested</u>	2024-2025 <u>Proposed</u>	2024-2025 <u>Approved</u>
<u>Positions (in work years)</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 <b>PUBLIC WORKS</b>	ACTIVITY <b>ENGINEERING</b>	PROGRAM	CODE <b>310</b>
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### 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	HIGHWAY	SUMMARY	320

# PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2023-2024 Authorized</u>	<u>2024-2025 Requested</u>	<u>2024-2025 Proposed</u>	<u>2024-2025 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 PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM ADMINISTRATION	CODE 321
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#### EXPLANATION

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

#### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	HIGHWAY	HIGHWAY OPERATIONS	322

### EXPLANATION

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

### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	HIGHWAY	SNOW AND ICE CONTROL	324

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM VEHICLES & EQUIPMENT	CODE 327
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#### EXPLANATION

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

#### HIGHLIGHTS OF FY 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 Actual	2023-2024 Original Budget	2023-2025 Revised Budget		2024-2025 Department Request	2024-2025 Manager Proposed	Change from 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%
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FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM LEAF COLLECTION	CODE 328
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#### EXPLANATION

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

#### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	SOLID WASTE SERVICES	SUMMARY	350

PERSONNEL SUMMARY

	2023-2024 <u>Authorized</u>	2024-2025 <u>Requested</u>	2024-2025 <u>Proposed</u>	2024-2025 <u>Approved</u>
<u>Positions (in work years)</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 PUBLIC WORKS	ACTIVITY SOLID WASTE SERVICES	PROGRAM REFUSE COLLECTION	CODE 351
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#### EXPLANATION

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

#### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	SOLID WASTE SERVICES	REFUSE DISPOSAL	352

#### EXPLANATION

This program provides funding for the disposal of non-recyclable curbside refuse generated from residential households, condominium complexes 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION PUBLIC WORKS	ACTIVITY SOLID WASTE SERVICES	PROGRAM RECYCLING	CODE 353
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#### EXPLANATION

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

#### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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**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 <u>Authorized</u>	2024-2025 <u>Requested</u>	2024-2025 <u>Proposed</u>	2024-2025 <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
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#### EXPLANATION

The Planning Department is responsible for numerous planning, zoning, and inland wetlands functions as well as environmental protection, economic development, mapping and other functions as outlined below.

- Develops plans and regulations.
- Monitors federal, state and local plans and programs to maximize their benefits and minimize their liabilities to the community.
- Assists in the design of Town projects (e.g. landscaping, parking lots, beautifications and recreational facilities.)
- Reviews applications to the Town Planning & Zoning Commission to ensure compliance with the Plan of Conservation and Development as well as the Zoning, and Subdivision Regulations, and encourage good development.
- Reviews applications to the Conservation Commission to ensure development is compliance with the Inland Wetlands and Watercourses Regulations.
- Updates the standards of Zoning, Subdivision, and Inland Wetlands and Watercourses Regulations as needed.
- Leads the Economic Development team in discussions with potential developers to assist them with the local approval process.
- Conducts land use education and other programs.

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

- Professional and clerical support to the Town Planning and Zoning Commission, Zoning Board of Appeals, Conservation Commission, Economic Development Commission, Affordable Housing Monitoring Agency, Open Space Committee, and other boards or commissions as assigned by the Town Manager.
- Planning services to the Town Council and the Town Manager, providing short-range and long-range perspective on development opportunities.
- Zoning enforcement.
- Blight enforcement.
- Grant management as assigned by the Town Manager. Currently includes the Community Connectivity/Complete Streets DOT grant; and the on-going HUD-funded residential rehab program.
- Facilitates the Small Cities Grants program.

#### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY PLNG & DEVEL.	PLANNING & DEVELOPMENT	TOWN PLAN & ZONING COMMISSION	430

#### EXPLANATION

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

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

#### HIGHLIGHTS OF FY 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	Activity	Program	Code
Community Planning & Developmt	Town Planning & Zoning	Town Plan & Zoning Comm.	0430

2022 - 2023 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY PLNG & DEVEL.	PLANNING & DEVELOPMENT	ZONING BOARD OF APPEALS	440

#### EXPLANATION

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

#### HIGHLIGHTS OF CY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMM. PLANNING & DEV.	BUILDING DEPARTMENT		450

### EXPLANATION

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

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

### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMM. PLANNING & DEV.	CONSERVATION COMMISSION		460

#### EXPLANATION

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

#### HIGHLIGHTS OF 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY PLNG & DEVEL.	ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT COMMISSION	472

#### EXPLANATION

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

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

#### HIGHLIGHTS OF FY 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	Activity	Program	Code
Community Planning & Developmt	Economic Development	Development Commission	0472

2022 - 2023 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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**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	Activity	Program	Code
Public Health	Health Services	Health Services	0511

2022 - 2023 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC HEALTH	HEALTH SERVICES	Environmental Health	512

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2021-2022 OPERATION

- None

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Public Health	Health Services	Environmental Health	0512

2022 - 2023 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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**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 <u>Authorized</u>	2024-2025 <u>Requested</u>	2024-2025 <u>Proposed</u>	2024-2025 <u>Approved</u>
<u>Positions (in work years)</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	

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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES	SR. AND DIS. CENTER SERVICES	CENTER OPERATION	644

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES	SR. AND DIS. CENTER SERVICES	DIAL-A-RIDE	645

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 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	Activity	Program	Code
Community Services	Sr. and Dis. Center Services	Dial-A-Ride	0645

2022 - 2023 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES	BOARDS AND COMMISSIONS	COMM. ON AGING & DISABLED	671

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 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 Community Services	Activity Boards and Commissions	Program Commission on Aging & Disabled	Code 0671
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2022 - 2023 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES	BOARDS AND COMMISSIONS	HUMAN RIGHTS COMMISSION	673

#### EXPLANATION

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

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

#### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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**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 Authorized</u>	<u>2024-2025 Requested</u>	<u>2024-2025 Proposed</u>	<u>2024-2025 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
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### EXPLANATION

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

### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM CHILDREN'S SERVICES	CODE 712
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### EXPLANATION

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

### HIGHLIGHTS OF FY 2023-2024 OPERATION

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- 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC LIBRARY	OPERATIONS	REF. AND COMMUNITY SERVICES	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	Activity	Program	Code
Public Library	Library Operations	Reference and Community Svcs	0713

2022 - 2023 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC LIBRARY	OPERATIONS	BUILDING	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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM COLLECTION MANAGEMENT	CODE 715
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### EXPLANATION

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

### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM CIRCULATION	CODE 716
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### EXPLANATION

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

### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC LIBRARY	HUBBARD BOOK FUND		730

#### EXPLANATION

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

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

2022 - 2023 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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## **PARKS & RECREATION**

## PARKS AND RECREATION

810 ADMINISTRATION

830 GROUNDS MAINTENANCE

FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION		SUMMARY	800
<b>PERSONNEL SUMMARY</b>			
<u>Positions (in work years)</u>	<u>2022-2023 Authorized</u>	<u>2023-2024 Requested</u>	<u>2023-2024 Proposed</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	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION	ADMINISTRATION		810

### EXPLANATION

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

### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION	GROUNDS MAINTENANCE	PARKS AND PUBLIC GROUNDS	831

#### EXPLANATION

This division provides maintenance and upkeep for all park, school and municipal grounds, including 3 major parks, 9 neighborhood parks, 4 town greens, 5 firehouses, the Police Department, the Town Library, Senior and Disabled Center, Town Hall, 7 miles of pathways, 3 cemeteries, 2 outdoor pools, 7 school grounds, 2 historic houses, 2 farm properties, and the center of Town for a total of over 300 acres. Responsibilities include turf, tree and shrub management, leaf removal from parks, schools, town buildings and roadsides, athletic field preparation and paint lining, apparatus and equipment maintenance, litter and refuse removal, and winter snow and sanding operations. It also provides for the year-round maintenance of the community garden plots, picnic and recreation facilities, Skate Park, several miles of hiking/biking trails, public rights of way, cul-de-sacs, roadside mowing and flower beds and decorative planters.

#### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION	GROUND MAINTENANCE	CEMETERIES	832

### EXPLANATION

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

- West Meadow Cemetery, which opened in 1977 and was expanded in 1990, in 2010, and again in 2022, was designed with maintenance efficiency standards and services over 140 interments per year.
- Center Cemetery, which dates back to the 1700s, is sold to capacity and continues to average 5 or 6 interments per year and requires labor-intensive maintenance.
- Church Street Cemetery is an ancient, inactive cemetery which is maintained by Parks and Grounds.

### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION	GROUNDS MAINTENANCE	HISTORICAL PROPERTIES	833

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION	GROUNDS MAINTENANCE	TREE MAINTENANCE	834

#### EXPLANATION

Under the Superintendent of Parks and Recreation's direction, the tree maintenance program is responsible for the maintenance of all roadside trees which are valued at over 30 million dollars. This program also maintains all of the trees located in the parks, on school grounds, and municipal properties.

#### HIGHLIGHTS OF FY 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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**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 Actual	2023-2024 Original Budget	2023-2024 Revised Budget		2024-2025 Department Request	2024-2025 Manager Proposed	Change from 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%
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FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	GREATER HARTFORD TRANSIT DISTRICT		930

#### EXPLANATION

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Increase to reflect 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	EMPLOYEE BENEFITS	SUMMARY	940

#### EXPLANATION

This account provides for:

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

Based on the Town's Agent of Record's estimated claims and other costs for the plan after considering the past years' experience is a (estimate) 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 Actual	2023-2024 Original Budget	2023-2024 Revised Budget		2024-2025 Department Request	2024-2025 Manager Proposed	Change from 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%
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FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	DONATIONS AND CONTRIBUTIONS		950

#### EXPLANATION

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

- Memorial Day
- Community Access Television
- NVFD Veterans

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None

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

2022-2023 Actual	2023-2024 Original Budget	2023-2024 Revised Budget		2024-2025 Department Request	2024-2025 Manager Proposed	Change from 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%
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48500FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	CONTINGENCY	MANAGER'S CONTINGENCY	961

#### EXPLANATION

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

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

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

2022 - 2023 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	CONTINGENCY	SPECIAL CONTINGENCY	962

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 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: 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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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**DEBT/MDC**

1000 DEBT SERVICE

FUNCTION	ACTIVITY	PROGRAM	CODE
DEBT SERVICE			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 Actual	2023-2024 Original Budget	2023-2024 Revised Budget		2024-2025 Department Request	2024-2025 Manager Proposed	Change from 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%
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1050 METROPOLITAN DISTRICT COMMISSION

FUNCTION	ACTIVITY	PROGRAM	CODE
METROPOLITAN DISTRICT	METROPOLITAN DISTRICT TAX		1051

### EXPLANATION

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

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

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

	<u>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 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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**CIP/EQR**



## CAPITAL IMPROVEMENTS

FUNCTION	ACTIVITY	PROGRAM	CODE						
CAPITAL IMPROVEMENTS		SUMMARY		1100					
EXPLANATION									
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	
General Government	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	
Public Safety	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	186,665						-	
	Fire Marshall Chevy Tahoe (to add 3rd vehicle)	57,000						-	
	Emergency Mgmt - Respiratory Protection for all first responders	116,157	116,157					116,157	
	Local Bridge & Dam Inspection and Maintenance	75,000	50,000					50,000	
Public Works	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	
	Community Development	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
Parks And Recreation	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						-	
Education	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	
Subtotal Capital Improvements		15,446,460	6,853,332	200,000	400,000	-	-	6,253,332	
Equipment Replacement	Equipment Replacement Reserve	1,246,300	1,246,300					1,246,300	
	Lease Purchase & Other Payments	168,191	168,191					168,191	
Annual Debt Service Payments		2,519,005	2,519,005					2,519,005	
GRAND TOTAL		19,379,956	10,786,828					10,186,828	

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

2022 - 2023 Actual	2023 - 2024 Original Budget	2023 - 2024 Revised Budget		2024 - 2025 Department Request	2024 - 2025 Manager Proposed	Change from Revised 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 %
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EQUIPMENT RESERVE

FUNCTION	ACTIVITY	PROGRAM	CODE
EQUIPMENT RESERVE	SUMMARY		2000

#### EXPLANATION

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- The formulation of the "Equipment Replacement Schedule" provides the full life cycle projection of each piece of existing equipment as it is acquired in the motor vehicle fleet. This 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 Depreciation Funding</u>	<u>Lease 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 Actual	2023-2024 Original Budget	2023-2024 Revised Budget		2024-2025 Department Request	2024-2025 Manager Proposed	Change from 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%
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**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> <u>Actual</u>	<u>2023-2024</u> <u>Budget</u>	<u>2023-2024</u> <u>Estimated</u>	<u>2024-2025</u> <u>Proposed</u>	<u>2024-2025</u> <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 Actual	2023-2024 Original Budget	2023-2024 Revised Budget		2024-2025 Department Request	2024-2025 Manager Proposed	Change from 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%
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## 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 SPECIAL REVENUE FUNDS			ACTIVITY SUMMARY	PROGRAM 2000	CODE 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		2024-2025			
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION		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		
372,033	281,000	326,950	TOTAL RECEIPTS		271,000	271,000		
2,244,967	1,875,490	2,289,621	TOTAL AVAILABLE FUNDS		2,231,251	2,231,251		
			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	-	-		
282,296	547,520	329,370	TOTAL APPROPRIATIONS		357,860	357,860		
1,962,671	1,327,970	1,960,251	CLOSING BALANCE		1,873,391	1,873,391		

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 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	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 (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	-	
219,654	217,750	224,786	TOTAL RECEIPTS	224,786	224,786	-	
333,597	561,693	348,866	TOTAL AVAILABLE FUNDS	372,652	372,652	-	
			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	-	
209,517	201,000	201,000	TOTAL APPROPRIATIONS	200,000	200,000	-	
124,080	360,693	147,866	CLOSING BALANCE	172,652	172,652	-	

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
1,765,748	1,873,779	1,664,470	TOTAL RECEIPTS		1,985,325	1,985,325
2,660,630	2,873,779	2,664,470	TOTAL AVAILABLE FUNDS		2,985,325	2,985,325
			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
1,660,630	1,712,268	1,664,470	TOTAL APPROPRIATIONS		1,895,134	1,895,134
1,000,000	1,161,511	1,000,000	CLOSING BALANCE		1,090,191	1,090,191

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY HUMAN SERVICES - NEEDS & DONATIONS	PROGRAM 2011/20620	CODE 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	
184,306	113,000	128,000	TOTAL RECEIPTS	113,000	113,000	-
656,956	601,175	679,619	TOTAL AVAILABLE FUNDS	659,619	659,619	-
			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	
105,337	113,000	133,000	TOTAL APPROPRIATIONS	113,000	113,000	-
551,619	488,175	546,619	CLOSING BALANCE	546,619	546,619	-

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	-
			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 OTHER FUNDS			ACTIVITY INSURANCE RESERVE FUND		PROGRAM 2007/20925		CODE 5007	
2022-23			2023-2024		2023-2024			
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION		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		
335,646	125,000	125,000	TOTAL RECEIPTS		125,000	125,000	-	
1,162,404	1,076,758	987,959	TOTAL AVAILABLE FUNDS		892,959	892,959	-	
			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		
299,445	289,979	220,000	TOTAL APPROPRIATIONS		225,000	225,000	-	
862,959	786,779	767,959	CLOSING BALANCE		667,959	667,959	-	



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

#### EXPLANATION

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

FUNCTION			ACTIVITY		PROGRAM		CODE
OTHER FUNDS			PUBLIC SCHOOL CAPITAL IMPROVEMENT PROGRAM		3003/31193		5008
2022-23	2023-2024		2024-2025				
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION		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	
1,264,774	1,200,000	1,265,000	TOTAL RECEIPTS		1,200,000	1,200,000	-
2,416,901	2,058,616	2,413,207	TOTAL AVAILABLE FUNDS		2,230,450	2,230,450	-
			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			
1,268,694	1,392,757	1,382,757	TOTAL APPROPRIATIONS		1,200,000	1,200,000	-
1,148,207	665,859	1,030,450	CLOSING BALANCE		1,030,450	1,030,450	-

FUNCTION	ACTIVITY	PROGRAM	CODE
OTHER FUNDS		HEALTH BENEFITS FUND	5009

### EXPLANATION

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

### MAJOR BUDGET CHANGES AND COMMENTARY

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

The cost of the self-insured medical benefits program for Town and Board of Education active participants for FY 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		2024-2025			
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION		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		
12,335,335	12,983,520	12,357,643	TOTAL RECEIPTS		14,573,797	14,573,797		
17,574,559	20,278,532	18,845,214	TOTAL AVAILABLE FUNDS		20,986,695	20,986,695		
			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		
11,086,989	10,875,475	12,432,316	TOTAL APPROPRIATIONS		13,588,050	13,588,050		
6,487,571	9,403,057	6,412,898	ENDING CASH BALANCE - JUNE 30		7,398,645	7,398,645		
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	ACTIVITY	PROGRAM	CODE
OTHER FUNDS	LAND ACQUISITION FUND		5010

#### EXPLANATION

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

FUNCTION			ACTIVITY	PROGRAM	CODE	
OTHER FUNDS			LAND ACQUISITION FUND	3004/34001	5010	
2022-23			EXPENDITURE CLASSIFICATION	2024-2025		
2022-23	2023-2024			DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS				
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		2024-2025		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
48,408	-	77,107	OPENING BALANCE		61,837	61,837	
			ACTUAL/ESTIMATED RECEIPTS				
153,523		-	7010 Transfer from Recreation Fund		91,626	91,626	
5,319			6203 Cancelled Prior Year Encumbrances				
158,842	-	-	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 OTHER FUNDS			ACTIVITY TECHNOLOGY FUND		PROGRAM 3006/36197		CODE 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		
1,926,274	1,926,274	2,376,106	TOTAL AVAILABLE FUNDS	2,376,106	2,336,106	-	
168	450,000	450,000	APPROPRIATIONS:				
			88179      Technology Fund Expenditures	450,000	410,000		
168	450,000	450,000	TOTAL APPROPRIATIONS	450,000	410,000	-	
1,926,106	1,476,274	1,926,106	CLOSING BALANCE	1,926,106	1,926,106	-	

## **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**

<b><u>8101</u></b>	<b><u>Full Time</u></b>  Covers all full time town employees. Employees are reported by classification.
<b><u>8102</u></b>	<b><u>Overtime</u></b>  Covers all overtime used by full time employees.
<b><u>8103</u></b>	<b><u>Part Time</u></b>  Covers part-time employees who are not assigned to seasonal activities. Stenographic work done for boards and agencies is included in this category.
<b><u>8104</u></b>	<b><u>Seasonal</u></b>  Covers part-time employees who are assigned to seasonal activities. Part-time snow removal and summer recreation workers are included in this category.
<b><u>8105</u></b>	<b><u>Longevity</u></b>  Covers payments of longevity to qualified full time employees.
<b><u>8108</u></b>	<b><u>Education Incentive</u></b>  Covers education incentive payments per Police Union contract.
<b><u>8110</u></b>	<b><u>Fringe Benefits</u></b>  Provides for fringe benefit costs of positions which are covered by grants that require separate accounting. Payment to firefighters deferred compensation fund.
<b><u>8112</u></b>	<b><u>Injury Compensation</u></b>  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 \$4,965,700 Issued 2/2013 1.58% true interest cost	Refunding of Police Station I & II \$4,844,300 Issued 2/2013 1.58% true interest cost	Town Hall/Community Center \$ 6,750,000.00 Issued 6/2019 2.70% true interest cost	Town Hall/Community Center \$ 2,250,000.00 Issued 6/2019 2.70% true interest cost	Town Hall/Community Center \$ 11,250,000.00 issued 6/2020 1.88% true interest cost	Town Hall/Community Center \$ 3,750,000.00 issued 6/2020 1.88% true interest cost	Anna Reynolds School \$ 10,000,000.00 issued 6/2023 4.00% 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								
TOTALS	\$251,000	\$569,000	\$5,400,000	\$1,800,000	\$9,562,500	\$3,187,500	\$10,000,000	\$30,770,000

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 \$4,965,700 Issued 2/2013 1.58%	Refunding of Police Station I & II \$4,844,300 Issued 2/2013 1.58%	Town Hall/Community Center \$ 6,750,000.00 Issued 6/2019 2.70%	Town Hall/Community Center \$ 2,250,000.00 Issued 6/2019 2.70%	Town Hall/Community Center \$ 11,250,000.00 issued 6/2020 1.88%	Town Hall/Community Center \$ 3,750,000.00 issued 6/2020 1.88%	Anna Reynolds School \$ 9,500,000.00 issued 6/2023 4.00%	Total Interest Payments	Offset Interest with Available Premium	Net Interest Payments
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	\$195,750	\$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 (# of Persons)				PART-TIME PERSONNEL (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 <u>Per Audit</u>	June 30, 2024 <u>Estimated</u>	June 30, 2025 <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>	\$ 3,685,000 *	\$2,825,000
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 (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		TAX STRUCTURE 2022-23	
Town Elections:	Odd years	10/1/21 Net Grand List:	\$2,844,147,194
Town Council (members + Mayor)		10/1/21 Net Supplemental List:	\$37,497,019
Board of Education (members):	9	Mili Rate:	38.49
Board of Fire Commissioners:	9	Assessment Ratio:	70%
Registrars of Voters:	3	Last Revaluation:	10/1/2020
Registered Voters (Active) as of	21,030	EDUCATION	
Republicans	4,098	Total Classroom Teachers	368.0
Democrats	7,756	Public School Enrollment	3,913
Minor Parties	314	Teacher/Pupil ratio:	10.6
Unaffiliated	8,862	2022-23 Appropriation per Pupil:	\$20,086
PUBLIC SAFETY - POLICE		Elementary Schools (PK-4):	4
# of Police Stations:	1	Students (Oct 2022)	1444
# of Police Districts:	5-9	Middle Schools (5-8):	2
# of Police Officers:		Students (Oct 2022)	1141
Police Chief	1	High School (9-12):	1
Dispatchers	8	Students (Oct 2022)	1328
Police Officers	44	Special Education	
# of Vehicles:	47	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	542.0	
Total		717.0	