

TOWN OF NEWINGTON ANNUAL BUDGET

Town Manager's
Proposed Budget



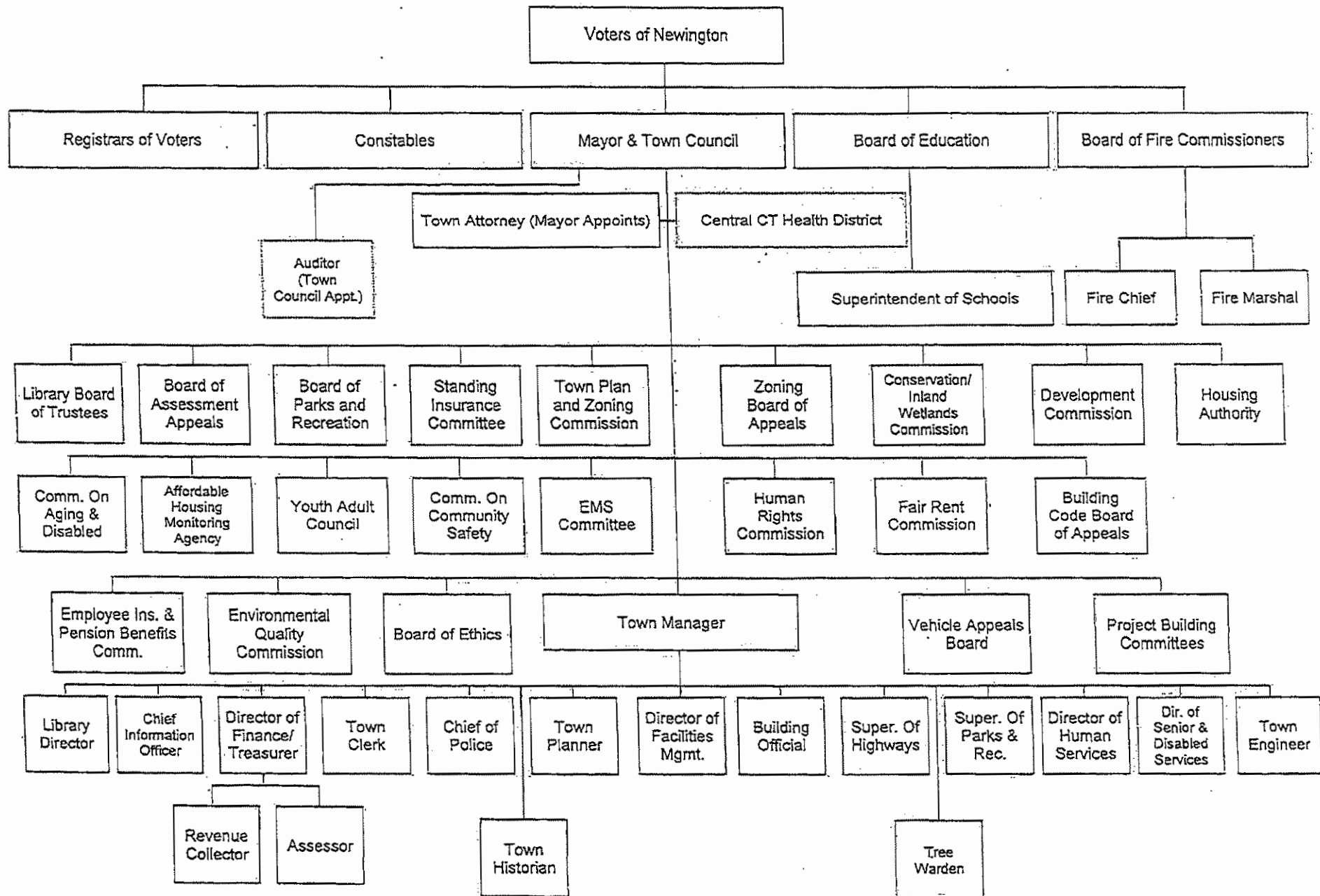
2025-2026

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Jonathan Altshul
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

February 28, 2025

Dear Mayor Trister and Members of the Newington Town Council:

I am pleased to present the Town Manager's proposed Fiscal Year 2025-2026 budget for General Government Operations and the Board of Education. Newington is a first-rate community, blessed with a top-tier school system, safe streets, and a deep-rooted sense of community. This budget is a road map for all Town departments to ensure that Newington continues to be one of the premier communities in which to live, work, learn and play in Connecticut.

The goal is always to maintain our current service levels and control mill rate increases as much as possible. To this end, I commend each department for submitting a fiscally-responsible budget with minimal discretionary increases, and for their cooperation throughout the process.

Despite our hard work, this year was made even more challenging due to many economic and budgetary variables outside the Town's control, including a state-mandated change in how motor vehicle assessments are calculated, actuarially-calculated increases for legacy pension plan contributions, increases for health insurance premiums due to recent trends in claims history, contractual salary increases and new debt service obligations for school building improvements. Collectively, these pressures added \$4 million to the proposed budget. As a result, this budget is extraordinarily lean and hews as much as possible to the discretionary spending levels authorized by Council last year.

As presented for Town Council consideration, the budget totals \$153,383,666 - an increase of \$9,969,750 or 6.95% greater than FY2024-2025.

	FY 2024-25	FY 2025-26	\$ Change	% Change
Total Town Budget	\$143,363,916	\$153,333,666	\$9,969,750	6.95%

Phone: (860) 665-8510 Fax: (860) 665-8507
townmanager@newingtonct.gov
www.newingtonct.gov

Revenues

The revenues to finance the proposed FY 2025-26 budget come from the following sources:

Type	\$	%
Real Estate and Personal Property Tax	107,595,306	70.2
Motor Vehicle Tax	9,358,670	6.1
Non-Tax Revenue	33,054,690	21.5
General Fund Balance	3,325,000	2.2
TOTAL	153,333,666	100.0

The largest source of revenues is generated by real estate and personal property tax, representing 70.2% of total revenues. Non-tax revenues compromise 21.5% of our revenues, and include State of Connecticut grants, principally payment in lieu of taxes from tax-exempt properties, education grants, motor vehicle reimbursements, locally-generated revenues such as interest earnings, charges for services, licenses and permit fees, and transfers from other funds. The Town of Newington relies very heavily on property tax for the bulk of its revenues.

This budget also includes a \$150,000 increase in building permit fees, reflecting a proposed increase from the current fee structure of \$50 for the first \$4,000 of construction costs and \$11 for every \$1,000 thereafter to \$50 for the first \$3,000 in construction costs and \$15 for every \$1,000 thereafter. At this proposed rate, Newington's permit fees would be consistent with, and in most cases slightly lower than, the building permit fees charged in other area municipalities. This fee increase is intended to better recover the cost of the Building Department's services.

The Interest Income projection is increased by \$100,000 to \$800,000, which is a conservative estimate based on the current interest rate environment. However, given uncertainty about the direction of future interest rate cuts by the Federal Reserve or broader inflationary trends, it is not recommended that this line item be adjusted upwards.

Grand List

The October 1, 2024 Grant List totals \$2,889,882,730, representing a decrease of 0.26% from the 2023 Grand List, subject to the Board of Assessment Appeals review. This is due to the state-mandated change in how motor vehicle assessments are calculated. Whereas previously, motor vehicle assessments were calculated based on a retail value, beginning with the 2024 Grand List, they are now based on the original Manufacturer Suggested Retail Price and multiplied by a fixed depreciation coefficient, beginning at 85% in year 1 and decreasing by 5% per year down to a minimum assessment of \$500. As a result, the Motor Vehicle Assessments fell by 11.54% this year from \$330,552,703 to \$292,407,635. Importantly, unlike the mill rate for real estate and personal property, which is established by the Town Council, the mill rate for motor vehicles is capped by the State at 32.46 mills. While the State does reimburse Towns for lost motor vehicle tax revenue due to this cap in the following year, next year's state payment would not be adjusted to reflect the impact of the new assessment formula.

However, the assessed value of other assets increased, which helped offset the motor vehicle assessment decline. Real Estate assessments increased by 0.67%, while Personal Property assessments on businesses increased by 6.88%. Meanwhile, exempt real estate assessments increased by 4.45%, while exempt personal property assessments decreased by 14.79%.

A comparison of the 2023 and the 2024 Grand Lists is as follows:

Category	2023	2024	% Change	\$ Change
Real Estate	2,351,653,310	2,367,428,286	0.67%	15,774,976
Personal Property	215,238,750	230,046,809	6.88%	14,808,059
Motor Vehicle	330,552,703	292,407,635	-11.54%	(38,145,068)
Total	2,897,444,763	2,889,882,730	-0.26%	(7,562,033)

Tax Exempt	2023	2024	% Change	\$ Change
Tax Exempt Real Estate	421,498,900	410,246,760	-2.67	(\$11,252,140)
Tax Exempt Personal Property	118,190,020	100,710,977	-14.79	(\$17,479,043)

TOWN OF NEWINGTON TOP TAX PAYERS - 2024 GRAND LIST

2024	Taxpayer	Total			% of Total Taxable Grand List
		Gross	Exemptions	Net	
1	Conn Light & Power Company	\$ 82,345,770	\$ -	\$ 82,345,770	2.85%
2	Newington Gross LLC	\$ 19,529,360	\$ -	\$ 19,529,360	0.68%
3	172 Kitts LLC	\$ 18,547,440	\$ -	\$ 18,547,440	0.64%
4	Newington UE LLC	\$ 18,200,000	\$ -	\$ 18,200,000	0.63%
5	Brixmor GA Turnpike Plaza LLC	\$ 16,100,000	\$ -	\$ 16,100,000	0.56%
6	IREIT Newington Fair LLC	\$ 15,957,300	\$ -	\$ 15,957,300	0.55%
7	Hanwa Aerospace USA LLC	\$ 31,136,840	\$ 15,197,160	\$ 15,939,680	0.55%
8	Hayes Kaufman Newington	\$ 15,375,940	\$ -	\$ 15,375,940	0.53%
9	475 Willard Associates LLC (Shelbourne)	\$ 15,374,940	\$ -	\$ 15,374,940	0.53%
10	Residences at Newington LLP	\$ 29,175,960	\$ 14,587,980	\$ 14,587,980	0.50%
11	Connecticut Natural Gas Corp	\$ 13,260,530	\$ -	\$ 13,260,530	0.46%
12	Target Corporation	\$ 11,175,810	\$ -	\$ 11,175,810	0.39%
13	Lowes Home Centers Inc.	\$ 11,144,090	\$ -	\$ 11,144,090	0.39%
14	NE Farmington Owner LLC	\$ 10,293,000	\$ -	\$ 10,293,000	0.36%
15	Agree Eastern LLC	\$ 9,541,420	\$ -	\$ 9,541,420	0.33%
16	Furniture Executives NO 4 LP	\$ 8,856,310	\$ -	\$ 8,856,310	0.31%
17	Newington Ice Arena LLC	\$ 8,025,950	\$ -	\$ 8,025,950	0.28%
18	Hartford Hospital	\$ 17,700,720	\$ 10,163,400	\$ 7,537,320	0.26%

19	Cohen Family Limited Partnership	\$ 7,173,780	\$ -	\$ 7,173,780	0.25%
20	Brown Development LLC	\$ 6,909,000	\$ -	\$ 6,909,000	0.24%
21	Mandell Properties LLC	\$ 6,790,000	\$ -	\$ 6,790,000	0.23%
22	Fennwoode Apartments LLC	\$ 6,661,830	\$ -	\$ 6,661,830	0.23%
23	Griswold Hills of Newington LTD Partnership	\$ 6,613,640	\$ -	\$ 6,613,640	0.23%
24	Berlin Newington Associates LLC	\$ 6,300,000	\$ -	\$ 6,300,000	0.22%
25	505 Newington Stolley LLC	\$ 5,908,060	\$ -	\$ 5,908,060	0.20%
		\$ 398,097,690	\$ 39,948,540	\$ 335,001,560	12.40%

Municipal Aid

The proposed 2025-2026 budget reflects an increase in Municipal Aid of \$0.5 million or about 2.0% compared with FY 2024-25 estimates and \$0.5 million from 2024-2025 adopted levels, reflecting the increases outlined in Governor Lamont's proposed state budget. This aggregate increase is due to proposed increases in our Education Cost Sharing grant (+254,450) and Motor Vehicle Reimbursement (+\$491,631), but offset by a decline in Payment in Lieu of Taxes (PILOT) (-\$236,929) for tax exempt properties.

Revenue Source	2024-2025 Council Adopted	2024-2025 Estimated	2025-2026 Governor Proposed	Change from adopted budget
TOTAL MUNICIPAL AID	25,189,053	25,296,929	25,698,518	509,465

Expenses

General Government

	FY 2024-25	FY 2025-26	\$ Change	% Change
General Government	\$42,449,493	\$44,972,461	\$2,522,968	5.94%

Limiting the increase in General Government operations to 5.94% was a very mindful and thoughtful process this year, which was achieved in large part through the cooperation and creativity of the department heads. There are no new major initiatives added to this budget.

Approximately 90% of the increase in the General Government proposed budget are due to variables outside the Town's control, including contractual salary increases (\$991,665), health insurance premium increases (\$614,572), legacy pension plan liabilities (\$614,946) and utilities due to higher electricity costs (\$60,000). Other new budget requests are modest and are critical to government operations, including:

- \$6,130 increase for the Registrars of Voters to primarily to comply with new state unfunded mandates for poll worker certifications, tabulators and early voting requirements.
- \$5,400 increase for audit services, due to a contractual rate increase

- \$62,000 to fully implement the new License Plate Reader system for the Police Department.
- \$6,360 for software upgrades for police officer and dispatcher trainings
- \$188,183 in additional funding for Firefighter fringe benefits, due to increasing the Pay per Call budget to better reflect actual costs (+126,490), 20 additional \$2,000 stipends to reflect growth in the volunteer roster (+\$40,000), and an actuarially-calculated increase in firefighter defined benefit pension contribution (+\$12,925)
- Other increases in the Fire Department budget including an increase for technical equipment (+\$49,500) to reflect the cost of outfitting the new engine #2 and an increase in firefighter physical costs (+\$15,000) to comply with National Fire Protection Association guidelines.
- \$55,800 increase (+18.3%) in utility costs for street lights due to higher electricity costs
- \$24,192 increase (+2.7%) in refuse collection costs per the Town's refuse contract
- \$43,069 increase in Town Planner's budget to reflect half-year funding for a new Planning Technician position
- \$17,536 increase for Central Connecticut Health District assessment
- \$10,000 increase for Library circulation materials, the first proposed increase in ten years, despite rising unit costs.
- \$5,000 (20%) increase for porta-potties to reflect 5% vendor's fee increase and more porta-potties in Town parks
- Restoration of \$21,000 for tennis court maintenance, which was accidentally not included in the 2024-2025 budget
- \$4,500 for Parks goose control and \$6,850 for Dog Park mowing, both of which had been charged to TMO's budget for the past few years
- \$10,318 increase in agricultural supplies, including fertilizer, seed and herbicide, due to price increases
- A \$24,992 increase for commercial insurance policy premiums, pursuant to year 3 of budget stabilization plan for insurance premiums
- \$14,250 for a new vision benefit add-on, as the Town's insurance policy currently provides no vision benefits.

All department heads were extremely committed to maintaining their existing headcount in order to work with existing resources, as only one new part-year position in the Planning Department is proposed. In addition, this budget freezes the vacant Network Applications Specialist position until January 1, 2026, and increases the amount allocated from the Enterprise Fund by \$19,000 for the cost of an existing Recreation Supervisor, which will reduce pressure on the General Fund proportionately.

Board of Education

As presented to Council on February 5, the Superintendent's Proposed Budget to the Board of Education reflected a 6.86% increase in appropriations over last year. I suggested a further reduction of \$800,000 to achieve a 5.94% increase, in line with the proposed increase in General Government Operations. The Board of Education will present their final recommended budget to Council on March 11, 2025.

	FY 2024-25	FY 2025-26	\$ Change	% Change
Board of Education	\$87,089,625	\$92,263,371	\$5,173,746	5.94%

Metropolitan District Commission (MDC)

The MDC assessment for this year includes a small increase of 0.6% (or \$30,133) from \$4,861,391 to \$4,891,524. This nominal increase is possible due to MDC using its budget surplus from 2024 to control the growth in members' 2025 contributions. Note that MDC's budget is on a calendar year basis.

Debt Service

This budget reflects an additional \$589,495 in debt service, primarily due to the upcoming issuance of bonds for the recently-completed Anna Reynolds Elementary School renovation project. It is proposed that this new debt obligations be phased in over two years, so that another \$400,000 in debt service obligations would be incurred in the 2026-2027 fiscal year.

Special Contingency

\$340,000 is budgeted as a special contingency, a \$10,000 reduction from the current year. This amount would cover unexpected budget overruns, as well as potential salary increases for employees represented by the Teamsters, who have worked without a salary increase for the past year.

Undesignated, Unreserved Fund Balance

The FY 2025-26 budget applies \$3,325,000 from the General Fund balance, which is the same as last year. This will leave an estimated, projected unreserved balance as of June 30, 2025 of approximately \$28.2 million, or approximately 18.4% of the FY 2025-26 budget. Consistent with the Town's policy and credit rating criteria, at least 10% of expenditures, or approximately \$15.3 million is set aside as a minimum cushion, which leaves \$12.9 million for future budgets.

Capital Improvement Plan

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. I am proposing that the Town contribute \$6,527,446 for Pay-As-You-Go projects, an increase of \$257,664 or 4.11% over the current year. However, should the Town be successful with its grant application for a Small Town Economic Assistance Program grant for the renovation of Candlewyck Park—which we should be notified about in early April, prior to budget adoption—this funding level could be decreased by \$450,000.

As discussed on February 5, the Superintendent's Proposed Budget to the Board of Education requests \$1,562,364 in CIP funding next year, an increase of \$1,437,364 over the current year. In particular, the request includes \$1,137,364 for school bus replacement and \$300,000 to pave the Garfield Street school bus parking lot to minimize undercarriage damage to its bus fleet.

The aggressive Pay-As-You-Go program will continue to address the capital needs of the Town in a comprehensive fashion. I am proposing the Town contribute \$8,089,810 for Pay-As-You-Go projects. This amount coupled with other financing sources of \$1,230,000 will generate a CIP contribution of \$9.3 million:

Capital Improvement Program Adopted for Fiscal Year 2025-2026

PROJECT TITLE	\$	PROJECT TITLE	\$
Town Center Study Implementation	25,000	Ton Bldg. Pavement Maint/Improvement	75,000
General Property Improvements	125,000	New Britain Ave. Business District Streetscape	100,000
Parks & Grounds Garage Improvements	250,000	Security Instrument Replacement	45,000
Highway Garage Improvements	250,000	Drainage Maintenance	50,000
Town Building Mechanical System Reserve	100,000	Flood Control System Dredging	100,000
Historical Properties	40,000	Crack Sealing Roads	75,000
Tax Revaluation Reserve	25,000	Library Upgrade/Replacement of RFID System	47,334
Transfer to Technology Fund	450,000	Transfer to Land Acquisition	20,000
Radio Lease	610,000	Park, Pool, Playgrounds & Greenspaces	200,000
Patrol Car Dashboard Cameras	75,000	Synthetic Turf Field Replacement Reserve	50,000
Police Body Cameras Replacement	67,000	Town Parks, ADA Compliant Paths, Walkways & Parking	25,000
SDC Security Improvements	100,000	Candlewyck Park	450,000
Town Hall Annex Renovations	75,000	Radio Replacement Reserve	40,000
Fire Department PPE	125,000	Equipment Replacement Reserve	1,289,921
Renovation of Chapman Street Firehouse	150,000	Lease Purchase Payments	168,191
Fire Co. 3 Expansion	100,000	Total Town Share	7,757,446
Matching Grant Fund	250,000		
Local Bridge & Dam Inspection and Maintenance	50,000	Garfield Street School Bus Yard Paving	300,000
Road Resurfacing/Reconstruction	1,750,000	Bus Replacement Program	1,137,364
Traffic Signal Reserve	65,000	Appro to Public School CIP	125,000
Sidewalk Curb Ramps	75,000	Total Board of Education Share	1,562,364
Sidewalk/Pavers/Curbs Maint & Repair	215,000		
Police Department Security Improvements	50,000	GRAND TOTAL	9,319,810

Mill Rate

Effective with the October 1, 2024 taxable Grand List, the proposed mill rate for fiscal year 2025-26 is 42.17 mills, an increase of 2.50 mills or 6.3%. At this mill rate, Newington's tax rate would be consistent with a number of other municipalities in our region, but higher than others, as summarized in the table below. However, importantly, because Newington's last revaluation occurred in 2020, our 2024 Grand List does not yet reflect the substantial increase in real estate prices that occurred throughout the county between approximately 2021 and 2023. Therefore, our mill rate may appear artificially high compared to many other municipalities in our area that have had a revaluation since the pandemic-era housing boom.

Town	Last Reval	'24-'25 Mill Rate	Proposed '25-'26 Mill Rate
East Hartford	2021	44.0	TBD
Wethersfield	2024	42.63	TBD
West Hartford	2021	42.35	TBD
Newington	2020	39.62	42.17
New Britain	2022	39.59	TBD
Bloomfield	2024	37.49	TBD
Southington	2024	31.44	TBD
Windsor	2023	30.32	TBD
Berlin	2022	30.21	TBD
Rocky Hill	2023	29.17	TBD
Cromwell	2022	26.67	TBD

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 2025-26 budget are scheduled as follows:
 - Tuesday, March 11, 2025 at 6:00 p.m. – Town Manager's Proposed Budget
 - Tuesday, April 8, 2025 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 Assistant Town Manager Lauren Rhines for their tireless work in producing this complicated document, as well as all of the Department Heads and Town Staff who were involved in developing budget proposals. I look forward to working with the Town Council to adopt 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,

Jonathan

Jonathan Altshul
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 2024-25 amount expected to be spent by June 30th.

	FY 2025-2026	
Postage	\$0.73	Per first class letter, \$0.05 increase from 2024 rate
Telephone	3.8%	Decrease from 2024
Electricity	11.1%	Increase from 2024
Water	\$3.91	Per ccf, \$0.11 increase from the 2024 rate
Sewer Service	\$9.00	Per month; no change from the 2024 rate
Natural Gas	0.0%	No change from 2024
Propane Heat	0.0%	No change from 2024
Unleaded Gasoline	6.9%	Average decrease from 2024
Diesel Fuel	18.9%	Decrease from 2024
Transportation	0.70	Per mile; \$.03 increase from 2024 rate

2. All Full Time salaries for FY 2025-26 are budgeted at 26.1 pay periods, the same as what was budgeted in FY 2024-25.
3. The actual negotiated increases for Nutmeg Independent Public Safety Employees Union (NIPSE) and AFSCME Local 2930 employees are included in the departmental budgets for FY 2025-26.
4. Teamsters salaries are included in the departmental budgets at 2023-24 rates.
5. Administrative and Part Time salaries included in the departmental budgets are based on an anticipated increase to FY 2024-25 rates.
6. All minimum wage employees reflect the scheduled increase to \$16.35 as of 1/1/25.

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 2025-26 is \$153,333,666 which represents the estimated expenditures for FY 2025-26. 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	\$33,054,690
Appropriated Fund Balance	\$3,325,000
Motor Vehicle Tax	\$9,358,670
Tax Revenues (Amount To Be Raised by Current Taxes)	\$107,595,306

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 and transfers from other funds. Non-tax revenues in FY 2025-26 total \$33,054,690 which reflects an increase of \$3,603,934 from the adopted FY 2024-25 levels. State Aid estimates for FY 2025-26 are based on Governor Lamont's 2025-26 proposed budget which will not be approved until approximately May 2025.

The FY 2025-26 budget applies \$3,325,000 from the General Fund balance, which is consistent with the FY 2024-25 budgeted amount. This will leave an estimated, projected unassigned fund balance as of June 30, 2025 of approximately \$28.2 million, or approximately 18.4% of the FY 2025-26 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, 2024 Net Grand List	\$2,889,882,730
Estimated Legal Tax Deductions and Exemptions	\$10,000,000
Less Motor Vehicles (mill rate cap at 32.46 as per HB-5506)	\$292,407,635
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, 2024 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 \$2,551,250,444, 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 2025-26 of 42.17 (tax levy per \$1,000 of assessed value) or an increase of 2.50 mills, up 6.3% from FY 2024-25 levels.

2023-24 REVISED BUDGET	2024-25 REVISED BUDGET	TOWN OF NEWINGTON GENERAL FUND BUDGET SUMMARY	2025-26		\$ CHANGE FROM PREVIOUS BUDGET	PERCENT CHANGE FROM PREVIOUS BUDGET
			MANAGER PROPOSED	TOWN COUNCIL ADOPTED		
		BUDGET APPROPRIATIONS:				
40,834,962	42,449,493	Town Government Operations	44,972,461	0	2,522,968	5.94%
82,199,830	87,089,625	Board of Education Operations	92,263,371	0	5,173,746	5.94%
4,868,658	4,861,391	Metropolitan District Comm. Payment	4,891,524	0	30,133	0.62%
1,834,849	1,526,557	Debt Service - Town's Share (1)	1,512,625	0	-13,932	-0.91%
1,560,283	992,448	Debt Service - Education's Share (1)	1,595,875	0	603,427	60.80%
6,034,091	6,269,802	Capital Improvements & Equip. Res. - Town's Share (2)	5,527,446	0	257,644	4.11%
125,000	125,000	Capital Improvements - Education's Share (2)	1,562,364	0	1,437,364	1149.89%
7,500	5,800	Empl. Leave Liability Res. Fund (3)	3,100	0	-2,700	-46.55%
47,400	43,800	Empl. Leave Liability Res. Fund - Education's Share (3)	4,900	0	-38,900	-88.81%
137,512,573	143,363,916	TOTAL APPROPRIATIONS - TOWN AND BOARD	153,333,666	0	9,969,750	6.95%
		LESS:				
27,591,583	29,450,756	Estimated Revenues from Non-Tax Sources	33,054,690	0	3,603,934	12.2%
10,571,819	10,579,524	Estimated Revenues from Motor Vehicle Tax	9,358,670	0	-1,220,854	-11.5%
		LESS:				
3,685,370	3,325,000	General Fund Balance Applied	3,325,000	0	0	0.0%
95,663,801	100,008,636	AMOUNT TO BE RAISED BY CURRENT TAXES	107,595,306	0	7,586,670	7.6%
2,869,308,438	2,897,444,763	NET GRAND LIST	2,889,882,730	0	-7,562,033	-0.3%
330,311,961	330,552,703	LESS: Motor Vehicle	292,407,635	0	-38,145,068	-11.5%
10,000,000	10,000,000	LESS: Est. Value of Legal Corrections & Exemptions	10,000,000	0	0	0.0%
2,528,996,477	2,556,892,060	NET ADJUSTED GRAND LIST	2,587,475,095	0	30,583,035	1.2%
2,493,590,526	2,521,095,571	NET ADJUSTED COLLECTIBLE GRAND LIST	2,551,250,444	0	30,154,873	1.2%
		(\$ VALUE OF ONE MILL = \$2,551,250)				
38.36	39.67	MILL RATE	42.17	0.00	2.50	6.3%

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

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

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

APPROPRIATIONS

TOWN APPROPRIATIONS SUMMARIES

EXPLANATION OF THE APPROPRIATION PAGES

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

2023-2024 Actual:	These figures are the actual funds spent during FY 2023-2024.
2024-2025 Original Budget:	These figures equal the original budget adopted for FY 2024-2025.
2024-2025 Revised Budget:	These figures equal the original budget adopted for FY 2024-2025, plus all interdepartmental and intradepartmental transfers.
2025-2026 Department Request:	These figures represent the departments' requests for FY 2025-2026 based on criteria set forth by the Town Manager.
2025-2026 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 2024-2025 Revised Budget column to the FY 2025-2026 Manager Proposed column.

FUNCTION	ACTIVITY	PROGRAM
Town Government Operations	Summary	

2023-2024 Actual	2024-2025 Original Budget	2024-2025 Revised Budget	BUDGET APPROPRIATIONS <u>Object Summary</u>	2025-2026 Manager Proposed	Change from revised budget		% of Total Change
					\$	%	
17,888,990	19,675,291	19,772,691	100 Personal Services	20,650,738	878,047	4.44%	34.80%
18,863,004	20,336,044	20,235,669	200 Contractual Services	21,902,720	1,667,051	8.24%	66.07%
1,700,052	1,909,910	1,912,885	300 Materials and Supplies	1,876,788	-36,097	-1.89%	-1.43%
372,311	395,748	395,748	400 Capital Outlay	409,715	13,967	3.53%	0.55%
132,500	132,500	132,500	500 Transfers to Other Funds	132,500	0	0.00%	0.00%
38,956,857	42,449,493	42,449,493	TOTAL	44,972,461	2,522,968	5.94%	100.00%
6,482,799	6,758,585	6,815,085	100 General Government	6,752,184	-62,901	-0.92%	-2.49%
9,576,172	10,569,364	10,683,964	200 Public Safety	11,425,446	741,482	6.94%	29.39%
5,431,616	6,176,691	6,176,691	300 Public Works	6,286,322	109,631	1.77%	4.35%
573,526	671,535	673,870	400 Community Planning & Development	709,986	36,116	5.36%	1.43%
234,829	251,819	251,819	500 Public Health	269,355	17,536	6.96%	0.70%
1,017,443	1,214,593	1,214,593	600 Community Services	1,236,341	21,748	1.79%	0.86%
1,853,403	1,985,712	1,985,712	700 Public Library	2,111,991	126,279	6.36%	5.01%
1,915,473	2,047,390	2,054,390	800 Parks & Recreation	2,148,300	93,910	4.57%	3.72%
11,871,596	12,773,804	12,593,369	900 Insurance-Miscellaneous	14,032,536	1,439,167	11.43%	57.04%
38,956,857	42,449,493	42,449,493	TOTAL	44,972,461	2,522,968	5.94%	100.00%

FUNCTION	ACTIVITY		PROGRAM				
Total Appropriations - Town and Board			Summary				
			BUDGET APPROPRIATIONS		Change from revised budget		%
2023-2024 Actual	2024-2025 Original Budget	2024-2025 Revised Budget		2025-2026 Manager Proposed	\$	%	of Total Change
			0100 General Government				
54,259	54,873	60,373	0110 Town Council	54,936	-5,437	-9.01%	-0.07%
835,838	692,107	692,107	0120 Town Manager	639,196	-52,911	-7.64%	-0.65%
39,795	41,000	41,000	0130 Courts	41,000	0	0.00%	0.00%
199,792	230,755	230,755	0140 Elections	254,849	24,094	10.44%	0.29%
1,632,391	1,735,471	1,735,471	0150 Finance	1,734,802	-669	-0.04%	-0.01%
318,037	186,425	221,425	0160 Town Attorney	186,425	-35,000	-15.81%	-0.43%
281,686	291,001	291,001	0170 Town Clerk	285,319	-5,682	-1.95%	-0.07%
60,557	48,190	64,190	0180 Personnel	48,985	-15,205	-23.69%	-0.19%
3,060,444	3,478,763	3,478,763	0190 General Services	3,506,672	27,909	0.80%	0.34%
6,482,799	6,758,585	6,815,085	TOTAL	6,752,184	-62,901	-0.92%	-0.77%
			0200 Public Safety				
7,685,346	8,628,922	8,628,922	0210 Police Department	9,170,422	541,500	6.28%	6.63%
1,381,040	1,392,922	1,482,922	0230 Fire Department	1,640,342	157,420	10.62%	1.93%
297,196	305,000	329,000	0250 Street Lighting	360,800	31,800	9.67%	0.39%
20,668	38,700	38,700	0260 Emergency Management	41,587	2,887	7.46%	0.04%
73,290	81,000	81,000	0270 Emergency Medical Services	81,000	0	0.00%	0.00%
118,632	122,820	123,420	0280 Hydrants	131,295	7,875	6.38%	0.10%
9,576,172	10,569,364	10,683,964	TOTAL	11,425,446	741,482	6.94%	9.08%
			0300 Public Works				
212,303	360,562	360,562	0310 Engineering	375,476	14,914	4.14%	0.18%
2,742,408	3,003,172	3,003,172	0320 Highway Department	3,065,527	62,355	2.08%	0.76%
2,476,905	2,812,957	2,812,957	0350 Solid Waste Services	2,845,319	32,362	1.15%	0.40%
5,431,616	6,176,691	6,176,691	TOTAL	6,286,322	109,631	1.77%	1.34%
			0400 Community Planning & Development				
308,431	320,118	320,118	0420 Planning and Development	357,441	37,323	11.66%	0.46%
15,390	18,792	18,792	0430 Town Plan and Zoning	19,006	214	1.14%	0.00%
2,790	2,573	2,808	0440 Zoning Board of Appeals	2,726	-82	-2.92%	0.00%
238,768	320,135	320,135	0450 Building Department	319,357	-778	-0.24%	-0.01%
7,242	7,409	9,109	0460 Conservation Commission	7,917	-1,192	-13.09%	-0.01%
905	2,508	2,908	0470 Economic Development	3,539	631	21.70%	0.01%
573,526	671,535	673,870	TOTAL	709,986	36,116	5.36%	0.44%

FUNCTION	ACTIVITY	PROGRAM
Total Appropriations - Town and Board	Summary	

2023-2024 Actual	2024-2025 Original Budget	2024-2025 Revised Budget	BUDGET APPROPRIATIONS	2025-2026 Manager Proposed	Change from revised budget		% of Total Change
					\$	%	
			0500 Public Health				
234,829	251,819	251,819	0510 Health Services	269,355	17,536	6.96%	0.21%
234,829	251,819	251,819	TOTAL	269,355	17,536	6.96%	0.21%
			0600 Community Services				
471,268	559,741	559,741	0610 Human Services	567,232	7,491	1.34%	0.09%
542,907	650,952	650,952	0640 Senior and Disabled Center	664,928	13,976	2.15%	0.17%
3,268	3,900	3,900	0670 Boards and Commissions	4,181	281	7.21%	0.00%
1,017,443	1,214,593	1,214,593	TOTAL	1,236,341	21,748	1.79%	0.27%
			0700 Public Library				
1,852,817	1,985,682	1,985,682	0710 Library Operations	2,111,961	126,279	6.36%	1.55%
586	30	30	0730 Hubbard Book Fund	30	0	0.00%	0.00%
1,853,403	1,985,712	1,985,712	TOTAL	2,111,991	126,279	6.36%	1.55%
			0800 Parks & Recreation				
255,177	262,852	269,852	0810 Parks & Recreation Administr.	249,271	-20,581	-7.63%	-0.25%
1,660,296	1,784,538	1,784,538	0830 Grounds Maintenance	1,899,029	114,491	6.42%	1.40%
1,915,473	2,047,390	2,054,390	TOTAL	2,148,300	93,910	4.57%	1.15%
			0900 Insurance - Miscellaneous				
974,136	1,023,262	1,023,262	0910 Municipal Insurance	1,048,254	24,992	2.44%	0.31%
5,496	5,830	5,830	0930 Greater Htfd. Transit District	5,802	-28	-0.48%	0.00%
10,833,464	11,326,212	11,326,212	0940 Employee Benefits	12,569,980	1,243,768	10.98%	15.22%
10,000	20,000	20,000	0950 Special Community Activities	20,000	0	0.00%	0.00%
48,500	398,500	218,065	0960 Contingency	388,500	170,435	78.16%	2.09%
11,871,596	12,773,804	12,593,369	TOTAL	14,032,536	1,439,167	11.43%	17.62%

FUNCTION	ACTIVITY	PROGRAM
Total Appropriations - Town and Board	Summary	

2023-2024 Actual	2024-2025 Original Budget	2024-2025 Revised Budget	BUDGET APPROPRIATIONS	2025-2026 Manager Proposed	Change from revised budget		% of Total Change
					\$	%	
			1000 Debt Service				
1,097,715	634,005	634,005	1010 Interest Expense	1,158,500	524,495	82.73%	6.42%
2,335,000	1,885,000	1,885,000	1020 Principal Payments	1,950,000	65,000	3.45%	0.80%
3,432,715	2,519,005	2,519,005	TOTAL	3,108,500	589,495	23.40%	7.22%
			1050 Metropolitan District				
4,796,503	4,861,391	1,796,868	1051 MDC Assessment	4,891,524	3,094,656	172.23%	37.88%
4,796,503	4,861,391	1,796,868	TOTAL	4,891,524	3,094,656	172.23%	37.88%
			1100 Capital Improvements				
4,929,400	4,980,311	9,844,834	1100 Capital Improvements Program	6,631,698	-3,213,136	-32.64%	-39.33%
4,929,400	4,980,311	9,844,834	TOTAL	6,631,698	-3,213,136	-32.64%	-39.33%
			2000 Equipment Reserve				
1,229,691	1,414,491	1,414,491	2500 Equipment Reserve CIP	1,458,112	43,621	3.08%	0.53%
1,229,691	1,414,491	1,414,491	TOTAL	1,458,112	43,621	3.08%	0.53%
			3000 Employee Leave Liability				
47,400	43,800	43,800	3100 ELLF-Board of Education	3,100	-40,700	-92.92%	-0.50%
7,500	5,800	5,800	3200 ELLF-Town Operations	4,900	-900	-15.52%	-0.01%
54,900	49,600	49,600	TOTAL	8,000	-41,600	-83.87%	-0.51%
			4000 Board of Education				
81,818,341	87,089,625	87,089,625	4000 Board of Education	92,263,371	5,173,746	5.94%	63.33%
81,818,341	87,089,625	87,089,625	TOTAL	92,263,371	5,173,746	5.94%	63.33%
135,218,407	143,363,916	145,163,916	GRAND TOTALS	153,333,666	8,169,750	5.63%	100.00%

GENERAL FUND REVENUES

EXPLANATION OF GENERAL FUND REVENUES

5000 Taxes

The current levy and Motor Vehicles for FY 2025-26 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, 2024. The amount to be raised by taxes of \$107,595,306 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, 2024 Net Grand List of \$2,889,882,730 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 2025-26 is 42.17 on all real estate and personal property, an increase of 2.50 mills from the FY 2024-25 mill rate of 39.67 or 6.3%. 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, 2024 to August 1, 2025; i.e., after the Grand List of October 1, 2024 is set. This account has decreased \$124,370 compared to the 2024-25 fiscal year due to the change of vehicle valuation set by the State. Property categorized as prorated during the interim period will be reflected in the October 1, 2025 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, 2024. Historically we have not collected any revenue for this and therefore are keeping our estimate at zero for the FY 2025-26.

Prior year taxes are the anticipated collections of delinquent taxes due from previous fiscal years. Revenue from delinquent taxes is expected flat to the FY 2024-25 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 increase \$50,000 compared to the 2024-25 adopted budget 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 2023 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 \$236,928 from the amount received during the FY 2024-25. We expect the amount for the new Tiered Pilot Program to be \$3,605,976 for the FY 2025-26.

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 \$2,650,341. 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 \$6,277,686, in FY2025-26 for the new pilot based on Governor Lamont's proposed FY 2025-26 budget proposal. It is expected that we will also receive a disabled exemption and additional veteran exemption total \$21,369 under this category.

2023-2024 Actual	2024-2025 Council Adopted	2024-2025 Estimated	Revenue Source	2025-2026 Manager Proposed	2025-2026 Council Adopted	Change from estimated budget	
						\$	%
TAXES							
96,479,306	100,008,636	95,663,801	5001 Current Levy	107,595,306	-	11,931,505	12.5%
1,168,785	1,130,637	1,130,637	5002 Prorated Motor Vehicles	1,006,267	-	(124,370)	-11.0%
119,155	400,000	300,000	5004 Prior Year Tax Levies	400,000	-	100,000	33.3%
485,678	350,000	400,000	5005 Interest & Liens	400,000	-	-	0.0%
10,242,497	10,579,524	10,371,819	5007 Motor Vehicles	9,358,670	-	(1,013,149)	-9.8%
108,495,421	112,468,797	107,866,257	SUBTOTAL	118,760,243	-	10,893,986	10.1%
PILOTS							
3,856,181	3,842,904	3,842,904	5102 Tiered PILOT	3,605,976	-	(236,928)	-6.2%
5,683	5,683	5,616	5105 Disabled Exemption	5,616	-	-	0.0%
17,097	17,097	15,753	5107 Add'l Veteran's Exemption	15,753	-	-	0.0%
2,056,244	2,158,709	2,158,709	6026 Motor Vehicle Property Tax Grant	2,650,341	-	491,632	22.8%
5,935,205	6,024,393	6,022,982	SUBTOTAL	6,277,686	-	254,704	4.2%

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 \$650,000, which is \$150,000 increase from the amount budgeted for the FY 2024-25. Proposed budget amounts for the FY 2025-26 are higher due to a proposed building permit fee increase.

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 but recently have started to decline. We do not know what to expect from the market in the coming year. Therefore, we only proposed a \$100,000 increase compared to the current fiscal year for FY 2025-26 budget.

5600 Fines

This revenue category includes revenues received from parking fines, false alarms and blighted property. Income from these sources is estimated at \$29,000.

2023-2024 Actual	2024-2025 Council Adopted	2024-2025 Estimated	Revenue Source	2025-2026 Manager Proposed	2025-2026 Council Adopted	Change from estimated budget	
						\$	%
			ASSESSMENTS				
16,205	16,205	16,712	5201 New Meadow Housing	16,712	-	-	0.0%
16,205	16,205	16,712	SUBTOTAL	16,712	-	-	0.0%
			LICENSES & PERMITS				
498,990	500,000	600,000	5301 Building Permits	650,000	-	50,000	8.3%
3,970	2,000	4,000	5302 Vendor's Permits	2,000	-	(2,000)	-50.0%
13,430	10,000	14,000	5305 Gun Permits	14,000	-	-	0.0%
265	500	200	5306 Raffle & Bingo Permits	500	-	300	150.0%
15,525	20,000	15,000	5308 Work Within Rights of Way	15,000	-	-	0.0%
1,200	2,000	2,000	5310 Refuse Handling Licenses	2,000	-	-	0.0%
533,380	534,500	635,200	SUBTOTAL	683,500	-	48,300	7.6%
			RENTALS				
48,000	48,000	48,000	5403 Indian Hill Country Club	48,000	-	-	0.0%
56,340	50,000	165,000	5404 Other Town Property	58,000	-	(107,000)	-64.9%
104,340	98,000	213,000	SUBTOTAL	106,000	-	(107,000)	-50.2%
			INVESTMENT INCOME				
2,752,395	700,000	1,300,000	5501 Interest Earnings	800,000	-	(500,000)	-38.5%
2,752,395	700,000	1,300,000	SUBTOTAL	800,000	-	(500,000)	-38.5%
			FINES				
16,156	11,000	15,000	5602 Parking Tickets	15,000	-	-	0.0%
100	-	-	5601 Littering	-	-	-	-100.0%
9,309	10,000	13,000	5603 False Alarms	13,000	-	-	0.0%
-	1,000	500	5605 Blighted Premises	1,000	-	500	100.0%
184	-	-	5606 Snow Removal Fines	-	-	-	0.0%
300	-	200	5607 Zoning Citation Fines	-	-	(200)	-100.0%
26,049	22,000	28,700	SUBTOTAL	29,000	-	300	1.1%

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 \$700,000 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 \$700,000 for the FY 2024-25 which is the same as the proposed budget for FY 2025-26.

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. During the 2024-25 fiscal year the Town did sell the National Welding property. There are no anticipated sales during the 2025-26 fiscal year.

2023-2024 Actual	2024-2025 Council Adopted	2024-2025 Estimated	Revenue Source	2025-2026 Manager Proposed	2025-2026 Council Adopted	Change from estimated budget	
						\$	%
CHARGES FOR SERVICES							
3,985	5,000	5,000	5702 Conservation Commission	5,000	-	-	0.0%
1,040	600	600	5703 Zoning Board of Appeals	600	-	-	0.0%
11,175	25,000	15,000	5704 Town Planning & Zoning	15,000	-	-	0.0%
677,039	600,000	700,000	5705 Town Clerk Fees	700,000	-	-	0.0%
4,699	10,000	8,000	5706 Police	8,000	-	-	0.0%
280	2,000	2,000	5707 Human Services-Counseling Fee	2,000	-	-	0.0%
1,133	3,000	1,000	5708 Library - Overdue Fines	1,000	-	-	0.0%
3,307	2,000	2,000	5709 Dial-A-Ride Tickets	2,000	-	-	0.0%
477	1,000	500	5711 Engineering Fees	1,000	-	500	100.0%
15,882	20,000	17,000	5712 Scrap Metal Curbside	17,000	-	-	0.0%
-	-	-	5713 Health Department Fees	-	-	-	0.0%
4	-	4	5714 Senior & Disabled Center Fees	-	-	(4)	0.0%
300	1,000	1,000	5727 Fire Marshall Fees	1,000	-	-	0.0%
719,321	669,600	752,104	SUBTOTAL	752,600	-	496	0.1%
REFUNDS & REIMBURS.							
(671)	10,000	15,000	5802 Refunds-Town	10,000	-	(5,000)	-33.3%
2,297	10,000	5,000	5803 Refunds-Schools	10,000	-	5,000	100.0%
2,166	2,000	2,000	5822 Recycling Rebates	2,000	-	-	0.0%
3,792	22,000	22,000	SUBTOTAL	22,000	-	-	0.0%
SALE-TOWN PROPERTY							
7,987	5,000	10,000	5902 Other	5,000	-	(5,000)	-50.0%
-	-	1,434,250	5903 Sale of Land	-	-	(1,434,250)	-100.0%
374	300	300	5904 Library-Sale of Earbuds	300	-	-	0.0%
8,361	5,300	1,444,550	SUBTOTAL	5,300	-	(1,439,250)	-99.6%

6000 State Aid

The State Aid category includes all General Fund revenues from the State that are not included in the State PILOT category (#5100). Estimating revenues for this category continue to be most challenging for FY 2025-26 as the Governor and legislator have only just started the budget process for the 2025-26 aid. This category shows funding increased \$146,885 from FY 2024-25 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 \$16,727,003 this year. The Governor's budget proposes the amount for the FY 2025-26 at \$16,981,453. A new item from prior years in this category is Cannabis Tax, which is estimated at \$300,000 to cover the Human Services expenses allowed under this grant. Any additional funding from Cannabis Tax over the \$300,000 shall be accounted for under the Miscellaneous Grants Fund.

In FY 2025-26, 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 2024-25 budgeted figure.

6100 Federal Aid

Revenue to the Town from the federal government through the Greater Hartford Transit District is estimated to be \$3,000. There will be no anticipated funds received in the FY 2025-26 for Senior Citizen Transit Aid or FEMA.

2023-2024 Actual	2024-2025 Council Adopted	2024-2025 Estimated	Revenue Source	2025-2026 Manager Proposed	2025-2026 Council Adopted	Change from estimated budget	
						\$	%
STATE-AID							
164,924	164,924	164,924	6005 Mashantucket Pequot Fund	164,924	-	-	0.0%
21,193	21,076	21,076	6006 Youth Services Bureau	21,076	-	-	0.0%
805,754	-	-	6011 Municipal Revenue Sharing	-	-	-	0.0%
108,413	80,000	80,000	6013 Telecommunications Tax	80,000	-	-	0.0%
15,302	18,459	18,459	6015 Emergency Management Grant	18,459	-	-	0.0%
6,600	-	5,445	6016 Controlling Interest Tax	-	-	(5,445)	0.0%
1,785,740	1,785,740	1,785,740	6022 Grants for Municipal Projects	1,785,740	-	-	0.0%
300,000	300,000	300,000	6027 Cannabis Tax	300,000	-	-	0.0%
6,000	10,000	10,000	6028 Fire Response State Road Reimb	10,000	-	-	0.0%
-	-	-	6030 Miscellaneous State Grants	-	-	-	0.0%
57,458	57,458	57,458	6054 Adult Education	54,180	-	(3,278)	-5.7%
-	-	97,902	6056 School Building Grants	-	-	(97,902)	-100.0%
5,816	-	5,940	6058 Health Services	5,000	-	(940)	0.0%
-	-	-	6060 Special Education - Excess Costs	-	-	-	0.0%
15,344,698	16,727,003	16,727,003	6062 Education Cost Sharing Grant	16,981,453	-	254,450	1.5%
18,621,898	19,164,660	19,273,947	SUBTOTAL	19,420,832	-	146,885	0.8%
FEDERAL AID							
11,370	9,000	3,000	6101 Senior Citizen Trans Aid	-	-	(3,000)	-100.0%
-	-	-	6114 FEMA Storm Assistance	-	-	-	0.0%
11,370	9,000	3,000	SUBTOTAL	-	-	(3,000)	-100.0%

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 2025-26, \$120,000 is estimated to be received.

7000 Transfers from Other Funds

This category represents transfers of funds to the General Fund from Other Funds. For the first time this year we will be seeing a transfer from the BOE Non-Lapsing fund in the amount of \$2,797,496. These funds are proposed by the BOE to offset some of the FY 2025-26 expense increases. The transfer from the Cemetery Special Revenue Fund (\$217,197) 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.

2023-2024 Actual	2024-2025 Council Adopted	2024-2025 Estimated	Revenue Source	2025-2026 Manager Proposed	2025-2026 Council Adopted	Change from estimated budget	
						\$	%
			MISCELLANEOUS				
170,629	90,000	120,000	6203 Cancelled PY Encumbrances	120,000	-	-	0.0%
-	-	-	6201 Other-Miscellaneous	-	-	-	0.0%
170,629	90,000	120,000	SUBTOTAL	120,000	-	-	0.0%
			DONATIONS				
-	-	-	6302 United Way (Human Services)	-	-	-	0.0%
-	-	-	SUBTOTAL	-	-	-	0.0%
			TRF FROM OTHER FUNDS				
20,000	-	223,165	7001 Transfer from CNRE Fund	-	-	(223,165)	0.0%
-	-	-	7002 Transfer from Public Building Fund	-	-	-	0.0%
-	-	-	7004 Transfer from BOE Non-Lapsing	2,797,496	-	2,797,496	100.0%
190,870	214,360	214,360	7012 Transfer from Cemetery Fund	217,197	-	2,837	1.3%
1,256	70	70	7021 Transfer from Cemetery Trust	70	-	-	0.0%
586	30	30	7022 Transfer from Hubbard Fund	30	-	-	0.0%
212,712	214,460	437,625	SUBTOTAL	3,014,793	-	2,577,168	588.9%
137,611,078	140,038,915	138,136,077	TOTAL	150,008,666	-	11,872,589	8.6%

GENERAL GOVERNMENT

GENERAL GOVERNMENT

110 TOWN COUNCIL

120 TOWN MANAGER

130 COURTS

140 ELECTIONS

150 FINANCE

160 TOWN ATTORNEY

170 TOWN CLERK/RECORDS ADMINISTRATION

180 PERSONNEL

190 GENERAL SERVICES

FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT		SUMMARY	100

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2024-2025 Authorized</u>	<u>2025-2026 Requested</u>	<u>2025-2026 Proposed</u>	<u>2025-2026 Approved</u>
<u>Town Manager</u>				
Town Manager	1.0	1.0	1.0	
Assistant Town Manager/Director of Admin Services	1.0	1.0	1.0	
Director of Admin. Services	1.0	0.0	0.0	
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	1.0	0.0	0.0	
HR/Finance Assistant	<u>0.0</u>	<u>1.0</u>	<u>1.0</u>	
	6.0	5.0	5.0	
<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	0.2	0.5	0.5	
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>	
	11.2	11.5	11.5	
<u>Town Clerk</u>				
Town Clerk	1	1	1	
Assistant Town Clerk	2	2	2	
Records Retention Administrator	<u>0</u>	<u>1</u>	<u>0</u>	
	3	4	3	

FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT		SUMMARY	100

PERSONNEL SUMMARY

	2024-2025 <u>Authorized</u>	2025-2026 <u>Requested</u>	2025-2026 <u>Proposed</u>	2025-2026 <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	
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 & Technology</u>				
Chief Information Officer	1.0	1.0	1.0	
Network Administrator/Project Leader	2.0	2.0	2.0	
Network Applications Specialist*	2.0	2.0	2.0	
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>0.0</u>	<u>0.0</u>	
	265.0	235.0	235.0	
<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	

* One position cut to half a year funding

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, 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 2024-2025 OPERATION

- Appointed Jonathan Altshul as Town Manager following national search
- Approved Proclamations:
 - For National Recreation and Parks Month
 - Retirement of employee Richard Wall
 - Americans with Disabilities Act (ADA) 34th Anniversary
 - Peyton Jambard for Raising Funds in Support of Got Lunch Newington
 - Newington Public Schools Teacher of the Year Jeff Helming
 - 2024 Building a Strong Community Awards to: Jill Price, Meg Sautter, Physical Therapy and Sports Medicine Centers, and Wethersfield-Rocky Hill Elks Lodge 2308
- Added or revised Human Resources / Finance Staff Assistant, Mason, Assistant Town Manager, and Athletic Trainer job descriptions to the Classified Plan
- Sent Mill Pond Pool Project to referendum
- Adopted Local Emergency Medical Services Plan 2024 Update
- Awarded contracts for John Wallace Middle School Building Project architectural and engineering services, owner's project manager, and construction manager
- Authorized a Special Appropriation for the purchase of 28 Garfield Street property

OBJECTIVES

- To develop short and long-range goals and objectives that will provide direction for the Town in future years.
- To adopt the 2025-2026 annual budget, the 2025-2026 through 2029-2030 Long Range Capital Improvement Plan, and to set the Mill Rate for 2025-2026.

MAJOR BUDGET CHANGES AND COMMENTARY

- No major budgetary changes are recommended

Function	Activity	Program	Code
General Government	Town Council	Town Council	0110

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
5,739	5,177	7,177	8103 Part Time	5,282	5,282	-1,895	-26.40 %
5,739	5,177	7,177	OBJECT TOTAL	5,282	5,282	-1,895	-26.40 %
<u>PROFESSIONAL SVCS</u>							
2,475	2,500	5,883	8201 Public Notification	2,500	2,500	-3,383	-57.50 %
43,937	43,937	44,054	8202 Dues and Subscriptions	44,054	44,054	0	0.00 %
34	50	50	8204 Conferences,Meetings,Training	50	50	0	0.00 %
1,841	1,600	1,600	8216 Printing and Binding	1,500	1,500	-100	-6.25 %
48,287	48,087	51,587	OBJECT TOTAL	48,104	48,104	-3,483	-6.75 %
<u>MATERIAL & SUPPLIES</u>							
0	200	200	8301 Office Supplies	200	200	0	0.00 %
232	1,409	1,409	8310 Other Materials	1,350	1,350	-59	-4.19 %
232	1,609	1,609	OBJECT TOTAL	1,550	1,550	-59	-3.67 %

54,259	54,873	60,373	TOTAL	54,936	54,936	-5,437	-9.01 %
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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 2024-2025 OPERATION

- Attended Town Council meetings and performed research and follow-up of deliverables
- Worked with staff on enforcement of various blighted properties
- Met with various residents and constituencies to discuss concerns
- Conducted negotiations for the AFSCME Union; and moved final contract to Town Council for approval in December 2024
- Revised and brought to Town Council for adoption the Assistant Town Manager job description; conducted search for Assistant Town Manager
- Participated in the interview process for numerous positions
- Worked with staff on grant applications and projects
- 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 how to address traffic related issues

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries includes anticipated raises for Admin employees. Two positions were combined into one - the Assistant Town Manager and the Director of Admin Services.
- Some line items for training, or participatory dues for state and regional organizations increased.

Function	Activity	Program	Code
General Government	Town Manager	Town Manager	0120

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
789,945	654,476	654,476	8101 Full time salaries	601,568	601,568	-52,908	-8.08 %
789,945	654,476	654,476	OBJECT TOTAL	601,568	601,568	-52,908	-8.08 %
			<u>PROFESSIONAL SVCS</u>				
1,389	1,836	1,836	8202 Dues and Subscriptions	3,303	3,303	1,467	79.90 %
2,832	2,600	2,600	8204 Conferences,Meetings,Training	3,675	3,675	1,075	41.35 %
0	280	280	8216 Printing and Binding	200	200	-80	-28.57 %
40,049	30,000	30,000	8217 Consultants/Special Contractor	29,000	29,000	-1,000	-3.33 %
0	1,200	1,200	8220 Other Contractual Services	0	0	-1,200	0.00 %
44,270	35,916	35,916	OBJECT TOTAL	36,178	36,178	262	0.73 %
			<u>MATERIAL & SUPPLIES</u>				
574	715	715	8301 Office Supplies	600	600	-115	-16.08 %
1,049	1,000	1,000	8310 Other Materials	850	850	-150	-15.00 %
1,623	1,715	1,715	OBJECT TOTAL	1,450	1,450	-265	-15.45 %

835,838	692,107	692,107	TOTAL	639,196	639,196	-52,911	-7.64 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	PROBATE COURT		130

EXPLANATION

Newington currently shares 35 percent of the cost of the Probate Court while the towns of Wethersfield and Rocky Hill share 30 percent and 35 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 does not include an increase since the current year budget should come in with a surplus.

Function	Activity	Program	Code
General Government	Probate Court	Probate Court	0130

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
39,795	41,000	41,000	8220 Other Contractual Services	41,000	41,000	0	0.00 %
39,795	41,000	41,000	OBJECT TOTAL	41,000	41,000	0	0.00 %

39,795	41,000	41,000	TOTAL	41,000	41,000	0	0.00 %
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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 Same Day Registration (SDR).
- 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, Same Day Registration (SDR), Early Voting (EV), 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 and Early Voting which 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.

Registrars' office attends monthly meetings scheduled with SOTS.

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 2025 for new Connecticut Voter System
- Online Voting Registration is updated from the SOTS office daily. SOTS anticipates moving forward with this initiative to increase voter participation.
- With inclusion of OLR, SDR, 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

- SOTS will release new equipment for the upcoming election training and maintenance schedules on all equipment TBD
- Focus on Voter outreach.
- Apply a formulation for a yearly audit of ROV's internal records.

MAJOR BUDGET CHANGES AND COMMENTARY

- Other Contractual Services increased for Early Voting costs, August/September Primary and anticipated wage increases for poll workers in line with all part time employees.
- Public Notification, Dues & Subscriptions and Equipment Maintenance reflect increased costs that are out of our control.
- Early Voting requires substantial allocations for Polling location, hiring staff, technological infrastructure and securing resources.

Function	Activity	Program	Code
General Government	Elections	Elections	0140

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
88,735	88,366	88,366	8103 Part Time	90,389	90,389	2,023	2.29 %
88,735	88,366	88,366	OBJECT TOTAL	90,389	90,389	2,023	2.29 %
			<u>PROFESSIONAL SVCS</u>				
1,806	1,200	1,200	8201 Public Notification	1,500	1,500	300	25.00 %
170	300	300	8202 Dues and Subscriptions	300	300	0	0.00 %
416	660	660	8203 Transportation	660	660	0	0.00 %
6,215	3,800	3,800	8204 Conferences, Meetings, Training	2,000	2,000	-1,800	-47.37 %
84	650	650	8205 Postage and Shipping	650	650	0	0.00 %
4,530	6,350	6,350	8212 Equipment Maintenance	11,880	11,880	5,530	87.09 %
14,836	29,375	29,375	8216 Printing and Binding	31,775	31,775	2,400	8.17 %
82,689	98,804	98,804	8220 Other Contractual Services	123,416	114,445	15,641	15.83 %
110,747	141,139	141,139	OBJECT TOTAL	172,181	163,210	22,071	15.64 %
			<u>MATERIAL & SUPPLIES</u>				
309	550	550	8301 Office Supplies	550	550	0	0.00 %
0	350	350	8302 Technical Supplies	350	350	0	0.00 %
0	350	350	8310 Other Materials	350	350	0	0.00 %
309	1,250	1,250	OBJECT TOTAL	1,250	1,250	0	0.00 %

199,792	230,755	230,755	TOTAL	263,820	254,849	24,094	10.44 %
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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 2024-2025 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, 2023 for the 31st consecutive year.
- Continued financial planning support for the improvements to aging infrastructure.
- Finished encumbering the remainder of the ARPA funding.
- Floater position was filled starting in October 2024. This is a full-time shared position with the Town Manager, and Tax Offices.
- With the resignation of the Assessor, working with the office staff to development personnel to fill that vacancy.
- 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 expected Administrative raises and AFSCME contractual rates.
- Additional Full Time Staff member is being added for the last six months of the fiscal year to train with the current Deputy Finance Director in anticipation of their retirement at the end of the fiscal year 2026.

Function	Activity	Program	Code
General Government	Finance	Accounting and Administration	0151

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
379,351	405,936	405,936	8101 Full time salaries	436,355	426,355	20,419	5.03 %
0	0	0	8105 Longevity	100	100	100	****
379,351	405,936	405,936	OBJECT TOTAL	436,455	426,455	20,519	5.05 %
			<u>PROFESSIONAL SVCS</u>				
505	520	520	8202 Dues and Subscriptions	520	520	0	0.00 %
580	680	680	8204 Conferences,Meetings,Training	680	680	0	0.00 %
0	240	240	8212 Equipment Maintenance	240	240	0	0.00 %
530	600	600	8220 Other Contractual Services	600	600	0	0.00 %
1,615	2,040	2,040	OBJECT TOTAL	2,040	2,040	0	0.00 %
			<u>MATERIAL & SUPPLIES</u>				
726	600	600	8301 Office Supplies	600	600	0	0.00 %
1,320	1,374	1,374	8302 Technical Supplies	1,374	1,374	0	0.00 %
2,046	1,974	1,974	OBJECT TOTAL	1,974	1,974	0	0.00 %

383,012	409,950	409,950	TOTAL	440,469	430,469	20,519	5.01 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	FINANCE	ASSESSOR	152

EXPLANATION

The Assessor's primary duty is to determine the value of all taxable and tax exempt Real and Personal Property for the purpose of equitable tax distribution throughout the Town of Newington. Real Property is assessed at 70% of a base year of value established at the time of the last revaluation which was effective as of October 1, 2020. Commercial Personal Property and Motor Vehicles are also assessed at 70% annually. The Grand List consists of around 12,500 real estate parcels, 1,500 commercial personal property accounts and over 28,000 motor vehicles. The office is also responsible for assisting special service programs by annually updating over 800 state and local elderly/disabled homeowners tax credit, 23 blind exemptions, 2,200 special assessment adjustments for veterans/additional veteran exemptions, and 190 disabled exemptions for Newington taxpayers.

HIGHLIGHTS OF FY 2023-2024 OPERATION

- 37 tax appeals have been filed by property owners as a result of the 2020 Revaluation. At the conclusion of FY2024, all of these appeals have been settled.
- Measure and listed multiple new commercial construction projects to include Meadow Commons, The Pike Apartments, and the Woodspring Suites Hotel.
- Implemented legislative changes to the Motor Vehicle Grand List.
- Began a program of sending out Personal Property welcome packets to all newly registered business located within Newington, allowing the office to build positive relationships with business owners.
- Continue to maintain and administer the computer interface with the Geographic Information System (GIS) to include all property data.

OBJECTIVES

- Conduct a state mandated, town wide Real Estate revaluation for the 2025 Grand List.
- Maintain an equalized tax base according to State Statutes and professional standards.
- Meet all filing requirements of the State of Connecticut.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects AFSCME employees at contractual rates and Teamsters employees at FY 2023-2024 rates.
- Increase in Consultants/Special Contractors due to increases in subscription pricing.
- In-house printing and mailing of certain state mandated forms and letters provided savings in Printing and Binding.

Function	Activity	Program	Code
General Government	Finance	Assessor	0152

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
345,781	376,070	376,070	8101 Full time salaries	370,821	370,821	-5,249	-1.40 %
4,726	0	0	8103 Part Time	0	0	0	****
300	400	400	8105 Longevity	0	0	-400	0.00 %
350,808	376,470	376,470	OBJECT TOTAL	370,821	370,821	-5,649	-1.50 %
			<u>PROFESSIONAL SVCS</u>				
5,724	6,500	6,500	8202 Dues and Subscriptions	6,500	6,500	0	0.00 %
1,575	4,000	4,000	8204 Conferences,Meetings,Training	4,000	4,000	0	0.00 %
91	200	200	8212 Equipment Maintenance	200	200	0	0.00 %
6,087	6,750	6,750	8216 Printing and Binding	5,000	5,000	-1,750	-25.93 %
6,000	6,500	6,500	8217 Consultants/Special Contractor	7,150	7,150	650	10.00 %
19,477	23,950	23,950	OBJECT TOTAL	22,850	22,850	-1,100	-4.59 %
			<u>MATERIAL & SUPPLIES</u>				
492	1,000	1,000	8301 Office Supplies	1,000	1,000	0	0.00 %
492	1,000	1,000	OBJECT TOTAL	1,000	1,000	0	0.00 %

370,776	401,420	401,420	TOTAL	394,671	394,671	-6,749	-1.68 %
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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 2023-2024 OPERATION

- The Board of Assessment Appeals met for one day during March 2024 and heard a total of 14 appeals for the October 1, 2023 Grand List.
- Motor vehicle hearings were held in September 2024 where they heard appeals for a total of 26 vehicles on the October 1, 2023 Grand List.

OBJECTIVES

- To hear appeals filed for the 2024 Grand List and the 2023 Supplemental Motor Vehicle Grand List.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
1,000	1,500	1,500	8103 Part Time	1,500	1,500	0	0.00 %
1,000	1,500	1,500	OBJECT TOTAL	1,500	1,500	0	0.00 %
			<u>PROFESSIONAL SVCS</u>				
0	200	200	8204 Conferences,Meetings,Training	200	200	0	0.00 %
0	200	200	OBJECT TOTAL	200	200	0	0.00 %

1,000	1,700	1,700	TOTAL	1,700	1,700	0	0.00 %
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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 2024-2025 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 in the beginning of the year.
- 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 as an online reminder on the Town's website.
- 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.
- The Motor Vehicle Dept. added several hundred motor vehicle accounts after July 1st which required additional time and increased the calls from taxpayers.

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 Salary reflects contractual raise for AFSCME employee and Teamster employees at FY 2023-2024 rates.
- Postage and tax bill processing has increased due to the rise in postage and paper costs. Physical tax bills are still necessary for payments. Combining motor vehicle tax bills onto a club bill reduces the number and cost of individual tax bills mailed.
- Elderly Tax Relief Program was reduced to reflect trend.

Function	Activity	Program	Code
General Government	Finance	Revenue Collector	0154

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
250,953	259,650	259,650	8101 Full time salaries	257,911	257,911	-1,739	-0.67 %
250,953	259,650	259,650	OBJECT TOTAL	257,911	257,911	-1,739	-0.67 %
<u>PROFESSIONAL SVCS</u>							
319	950	950	8201 Public Notification	950	950	0	0.00 %
40	195	195	8202 Dues and Subscriptions	195	195	0	0.00 %
911	1,370	1,370	8204 Conferences,Meetings,Training	1,370	1,370	0	0.00 %
15,616	13,736	13,736	8205 Postage and Shipping	15,861	15,861	2,125	15.47 %
0	125	125	8212 Equipment Maintenance	125	125	0	0.00 %
4,090	2,095	2,095	8216 Printing and Binding	2,120	2,120	25	1.19 %
15,297	15,400	15,400	8217 Consultants/Special Contractor	15,400	15,400	0	0.00 %
497,508	558,000	558,000	8224 Elderly Tax Relief Program	558,000	538,000	-20,000	-3.58 %
533,782	591,871	591,871	OBJECT TOTAL	594,021	574,021	-17,850	-3.02 %
<u>MATERIAL & SUPPLIES</u>							
360	600	600	8301 Office Supplies	600	600	0	0.00 %
2,435	3,340	3,340	8302 Technical Supplies	3,340	3,340	0	0.00 %
2,794	3,940	3,940	OBJECT TOTAL	3,940	3,940	0	0.00 %
<u>CAPITAL OUTLAY</u>							
8,343	0	0	8406 Office Equipment	0	0	0	****
8,343	0	0	OBJECT TOTAL	0	0	0	****

795,873	855,461	855,461	TOTAL	855,872	835,872	-19,589	-2.29 %
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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 2023-2024 OPERATION

- The auditing firm of Clifton, Larson, Allen, LLP (formerly Blum Shapiro) conducted the audit of the FY 2023-2024 financial records during the FY 2024-2025.

OBJECTIVES

- To examine the FY 2023-2024 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 third year of a four-year engagement for audit services. A fee increase of \$5,400 or 8.2% over FY 2024-25 budgeted expenses are included in this years' budget request.

Function	Activity	Program	Code
General Government	Finance	Auditing	0155

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
0	40	40	8201 Public Notification	40	40	0	0.00 %
81,730	65,900	65,900	8217 Consultants/Special Contractor	71,300	71,300	5,400	8.19 %
81,730	65,940	65,940	OBJECT TOTAL	71,340	71,340	5,400	8.19 %

81,730	65,940	65,940	TOTAL	71,340	71,340	5,400	8.19 %
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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 2024-2025 OPERATION

- Contracts were awarded for: Police Department HVAC and Roof Project, Emergency Operations Center Design Services, John Wallace Middle School Building Project architectural and engineering services, owner's project manager, and construction manager, Town Hall Canopy Project, Revaluation Services, and Sanitation Services
- Contracts are forthcoming for: Health Benefits Consultant, Liability Insurance Agent of Record

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

- Reduced slightly to reflect trend.

Function	Activity	Program	Code
General Government	Finance	Purchasing	0157

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
0	1,000	1,000	8201 Public Notification	750	750	-250	-25.00 %
0	1,000	1,000	OBJECT TOTAL	750	750	-250	-25.00 %

0	1,000	1,000	TOTAL	750	750	-250	-25.00 %
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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. Effective February 2024, the Town Attorney is Matt Ritter of Shipman and Goodwin.

HIGHLIGHTS OF FY 2024-2025 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

- Continue to review and revise agreements between the Town and non-Town entities as well as Union contract negotiations

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
General Government	Town Attorney	Town Attorney	0160

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
0	1,825	1,825	8202 Dues and Subscriptions	1,825	1,825	0	0.00 %
188,000	40,000	40,000	8217 Consultants/Special Contractor	40,000	40,000	0	0.00 %
130,037	144,600	179,600	8220 Other Contractual Services	144,600	144,600	-35,000	-19.49 %
318,037	186,425	221,425	OBJECT TOTAL	186,425	186,425	-35,000	-15.81 %

318,037	186,425	221,425	TOTAL	186,425	186,425	-35,000	-15.81 %
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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 2024-2025 OPERATION

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025 (Through 12/25/2024)
Documents Recorded	4,623	4,584	4,752	6,113	5,618	4,575	4,323	2,103
Recording Fees	\$140,108	\$123,618	\$153,460	\$232,054	\$199,632	\$131,485	\$129,991	\$69,435
Conveyance Tax	\$332,349	\$274,399	\$346,984	\$476,251	\$702,332	\$510,153	\$452,768	\$340,736

- Land record copy revenue from the CT Clerks online portal continues to be steady. This service was a benefit to attorneys, title searchers and the public during the COVID-19 pandemic. Continuing to expand online records available for searching.
- Completed the \$8,000 Historic Document Preservation Grant for to continue replacement of compact binder covers to allow for improved record accessibility. This project is projected to be completed during the next Fiscal Year.
- Utilizing previously approved ARPA funds in the amount of \$180,000 to complete imaging and back indexing to Volume 1 for Land Records. Initial project record set from Volume 149-281 was added to the online portal for accessibility. Remaining volumes are being organized for offsite indexing and linking for completion during the 2024-2025 fiscal year.
- Engaged staff in professional development opportunities with the Connecticut Town Clerks Association (CTCA) through annual conferences and educational training.
- All office staff attended the Annual CTCA Fall 2024 and received presentations from state agencies on upcoming election and business filing changes.
- Presidential Election was held on November 5, 2024 and the office issued 1,246 Absentee Ballots to residents from applications received.

OBJECTIVES 2025-2026

- Procure a \$8,000 Historic Document Preservation Grant to complete the replacement of compact binder covers to allow for improved record accessibility. The new binders have the benefit of improving accessibility and protecting the permanent records of the town.
- Continue internal and external professional development opportunities for staff-expand knowledge and skills by cross-training staff.
- Ongoing project for 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 during this cycle.
- Continue department project to upload prior years of Town Council & Board/Commission minutes into searchable database (Laserfiche). Once the Town Council records from 1983-2005 have been completed the public portal (LaserFiche) is proposed to go online for public record searches.
- Proposed expansion of LaserFiche Records Management software to town departments to assist in records retention by moving all records to digital. This expansion proposes an increase in staffing to include a Records Retention Administrator to manage the full project and assist the departments.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full time salaries reflects Teamster employees at FY 2023-2024 rates.
- Conferences, Meetings, Training increase to reflect actual costs of attendance. Previously covered with Historic Preservation funds account.
- Facilities Rental & Storage increased due to quantity of new rolls created during each year. Increase of \$0.20 /roll in storage costs.
- Equipment Maintenance decrease due to in-house scanning and printing on non-leased equipment.
- Increase to Other Contractual Services due to proposed replacement of 2013 copier with a new 4-year lease.
- Technical Supplies reflects increase in cost for Archival supplies (Binders & Archival paper).

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
246,826	256,207	256,207	8101 Full time salaries	248,744	248,744	-7,463	-2.91 %
155	0	0	8103 Part Time	0	0	0	****
5,514	4,700	4,700	8104 Seasonal	4,700	4,700	0	0.00 %
252,495	260,907	260,907	OBJECT TOTAL	253,444	253,444	-7,463	-2.86 %
			<u>PROFESSIONAL SVCS</u>				
695	745	775	8202 Dues and Subscriptions	775	775	0	0.00 %
97	134	134	8203 Transportation	140	140	6	4.48 %
1,130	1,075	1,075	8204 Conferences,Meetings,Training	1,690	1,690	615	57.21 %
1,597	1,605	1,605	8211 Facilities Rental & Storage	1,882	1,882	277	17.26 %
656	1,276	1,246	8212 Equipment Maintenance	1,179	1,179	-67	-5.38 %
300	450	450	8216 Printing and Binding	450	450	0	0.00 %
10,480	11,629	11,629	8220 Other Contractual Services	12,249	12,249	620	5.33 %
14,955	16,914	16,914	OBJECT TOTAL	18,365	18,365	1,451	8.58 %
			<u>MATERIAL & SUPPLIES</u>				
1,123	440	440	8301 Office Supplies	440	440	0	0.00 %
13,113	12,740	12,740	8302 Technical Supplies	13,070	13,070	330	2.59 %
14,236	13,180	13,180	OBJECT TOTAL	13,510	13,510	330	2.50 %

281,686	291,001	291,001	TOTAL	285,319	285,319	-5,682	-1.95 %
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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 2024-2025 OPERATION

- Through January 2025, 8 full-time employees retired/resigned, 24 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; and negotiated contract updates effective July 1, 2024
- Conducted mandatory sexual harassment training for all town employees
- Held employee Health Fair

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 employee recruitment, especially for the Police Department

Function	Activity	Program	Code
General Government	Personnel	Personnel	0180

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
<u>PROFESSIONAL SVCS</u>							
900	2,000	2,000	8201 Public Notification	1,000	1,000	-1,000	-50.00 %
0	35	35	8202 Dues and Subscriptions	35	35	0	0.00 %
1,826	5,645	5,645	8204 Conferences,Meetings,Training	5,500	5,500	-145	-2.57 %
57,379	40,000	56,000	8217 Consultants/Special Contractor	42,000	42,000	-14,000	-25.00 %
60,105	47,680	63,680	OBJECT TOTAL	48,535	48,535	-15,145	-23.78 %
<u>MATERIAL & SUPPLIES</u>							
452	510	510	8301 Office Supplies	450	450	-60	-11.76 %
452	510	510	OBJECT TOTAL	450	450	-60	-11.76 %

60,557	48,190	64,190	TOTAL	48,985	48,985	-15,205	-23.69 %
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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, and , 2 Historic Homes (Kellogg, Kelsey), Parks and Grounds buildings including the Cemetery Chapel and Annex building, Highway Garage building including the Police Training Building, Indian Hill Country Club buildings and numerous of small storage and out building.

HIGHLIGHTS

- Renovation to library children's department offices
- Police Dept. HVAC replacement design work and contract award
- Senior and Disabled Center window replacement project
- Senior and Disabled Center Generator replacement project
- Perform feasibility studies on Highway Garage and Grounds Garage
- Basement drainage and sump pump in Kellogg Eddy House
- New electrical service in Kellogg Eddy House
- Police monument project
- Security camera upgrades at Highway Garage
- ADA Self Audits

OBJECTIVES

- Increase operational effectiveness and efficiency of town owned buildings and building infrastructure.
- Identify facility improvements to Town buildings.
- OSHA compliance
- ADA compliance

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects contractual raises for AFSCME, anticipated raise for Admin, and Teamsters at FY 2023-2024 rates.
- Utilities increased to reflect rising rates for energy and water.
- Equipment Maintenance decreased due to gym floor being done every other year (was done in FY 2025).
- Increase in Other Contractual Services is for contractual increases for cleaning contracts and automated door services.

FUNCTION		ACTIVITY		PROGRAM		CODE	
General Government		General Services		Facilities Management		0191	
2023-2024 Actual	2024-2025 Original Budget	2024-2025 Revised Budget		2025-2026 Department Request	2025-2026 Manager Proposed	Change from revised budget	
<u>PERSONAL SERVICES</u>							
511,425	553,653	553,653	8101 Full Time	575,395	575,395	21,742	3.93%
8,588	9,575	9,575	8102 Overtime	9,575	9,575	0	0.00%
1,250	1,250	1,250	8105 Longevity	1,450	1,450	200	16.00%
521,263	564,478	564,478	OBJECT SUBTOTAL	586,420	586,420	21,942	3.89%
<u>PROFESSIONAL SERVICES</u>							
475	600	600	8202 Dues and Subscriptions	600	600	0	0.00%
0	1,400	1,400	8204 Conferences, Meetings, Training	1,400	1,400	0	0.00%
509,818	538,882	538,882	8206 Utilities	598,882	598,882	60,000	11.13%
526	600	600	8207 Clothing Allowance	800	800	200	33.33%
2,441	2,550	2,550	8209 Uniform Rental & Cleaning	2,650	2,650	100	3.92%
41,436	59,200	59,200	8212 Equipment Maintenance	45,000	45,000	-14,200	-23.99%
103,174	79,300	79,300	8213 Facilities Maintenance	79,300	79,300	0	0.00%
285,279	298,090	298,090	8220 Other Contractual Services	312,443	312,443	14,353	4.81%
943,149	980,622	980,622	OBJECT SUBTOTAL	1,041,075	1,041,075	60,453	6.16%
<u>MATERIALS & SUPPLIES</u>							
182	1,000	1,000	8301 Office Supplies	1,000	1,000	0	0.00%
3,030	5,500	5,500	8302 Technical Supplies	5,500	5,500	0	0.00%
502	600	600	8303 Uniforms and Clothing	600	600	0	0.00%
24,443	27,230	27,230	8305 Cleaning Supplies	27,230	27,230	0	0.00%
25,509	28,200	28,200	8306 Construction & Maintenance Materials	28,200	28,200	0	0.00%
120,518	160,250	160,250	8308 Heating Fuel	160,250	160,250	0	0.00%
0	500	500	8310 Other Materials	500	500	0	0.00%
174,184	223,280	223,280	OBJECT SUBTOTAL	223,280	223,280	0	0.00%
<u>CAPITAL OUTLAY</u>							
1013	5,000	5,000	8405 Construction & Maint Equipment	5,000	5,000	0	0.00%
1830	2,500	2,500	8406 Office Equipment	2,500	2,500	0	0.00%
3890	5,500	5,500	8407 Building Equipment	5,500	5,500	0	0.00%
10,367	12,500	12,500	8408 Building Improvements	12,500	12,500	0	0.00%
17,100	25,500	25,500	OBJECT SUBTOTAL	25,500	25,500	0	0.00%
1,655,696	1,793,880	1,793,880	TOTAL	1,876,275	1,876,275	82,395	4.59%

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

- Increase requested due to postage cost increases

Function	Activity	Program	Code
General Government	General Services	Central Services	0195

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
0	0	0	8104 Seasonal	0	0	0	****
0	0	0	OBJECT TOTAL	0	0	0	****
			<u>PROFESSIONAL SVCS</u>				
50,693	39,930	39,930	8205 Postage and Shipping	41,250	41,250	1,320	3.31 %
6,189	11,148	11,148	8210 Equipment Rental	11,148	11,148	0	0.00 %
3,135	4,250	4,250	8212 Equipment Maintenance	4,250	4,250	0	0.00 %
60,017	55,328	55,328	OBJECT TOTAL	56,648	56,648	1,320	2.39 %
			<u>MATERIAL & SUPPLIES</u>				
14,088	13,000	13,000	8301 Office Supplies	11,500	11,500	-1,500	-11.54 %
14,088	13,000	13,000	OBJECT TOTAL	11,500	11,500	-1,500	-11.54 %

74,106	68,328	68,328	TOTAL	68,148	68,148	-180	-0.26 %
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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 2025-2026 OPERATION

- Continued deployment of Microsoft 365 cloud-based email and application solution Town agencies
- Migrated PD evidence management solution to MS365 integrated solution
- Provided upgraded network deployments at Town facilities utilizing fiber optic connections
- Replaced core firewalls to defend town infrastructure from bad actors
- Provided Technology support for the implementation of a PD time management application
- Replace aging mobile devices unable to run latest OS updates
- Contributed to the PD Dispatch replacement furniture project
- Replace main building UPS in PD Main Data Facility (MDF)
- Continue work on Town Emergency Operations Center/Annex building project
- Streamlined and upgraded Town website ensuring compliance with ADA
- Continue work on the radio system communications conversion to the State CLRMN solution
- Maintained and expanded use of the Town's Multi-Factor Authentication (MFA) and Security Information and Event Management (SIEM) platforms for compliance
- Replaced Wireless Access Points that are End-of-Support
- Enhanced public internet access throughout the Town and at municipal facilities
- Managed the Town GIS, providing support, map creation, data maintenance and development

OBJECTIVES

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects Teamsters at FY 2023-24 rates and anticipated raise for Admin employee. Network Application Specialist open position was reduced by half to January 2026 start.
- Telephone reflects negotiated rate reductions from Verizon.
- Equipment Maintenance decrease due to negotiated contract with Munis FME(Finance) and review of recurring service costs. Increases in maintenance attributed to quotes received for Town and Emergency Services server virtualization platform. Increases also noted in Department specific software by provided quotations.
- Other Contractual Services includes addition of network backhaul support for the Emergency services traffic camera and radio projects.

Function	Activity	Program	Code
General Government	General Services	Information Technology	0197

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
426,694	611,300	611,300	8101 Full time salaries	606,884	566,884	-44,416	-7.27 %
426,694	611,300	611,300	OBJECT TOTAL	606,884	566,884	-44,416	-7.27 %
			<u>PROFESSIONAL SVCS</u>				
0	964	964	8202 Dues and Subscriptions	964	964	0	0.00 %
85	4,300	4,300	8204 Conferences, Meetings, Training	3,625	3,625	-675	-15.70 %
131,568	143,520	143,520	8208 Telephone	138,000	138,000	-5,520	-3.85 %
676,115	717,095	717,095	8212 Equipment Maintenance	714,600	714,600	-2,495	-0.35 %
69,541	105,600	105,600	8220 Other Contractual Services	104,400	104,400	-1,200	-1.14 %
877,309	971,479	971,479	OBJECT TOTAL	961,589	961,589	-9,890	-1.02 %
			<u>MATERIAL & SUPPLIES</u>				
20	100	100	8301 Office Supplies	100	100	0	0.00 %
18,332	21,676	21,676	8302 Technical Supplies	21,676	21,676	0	0.00 %
8,288	9,500	9,500	8307 Equipment Parts	9,500	9,500	0	0.00 %
26,640	31,276	31,276	OBJECT TOTAL	31,276	31,276	0	0.00 %
			<u>CAPITAL OUTLAY</u>				
0	2,500	2,500	8402 Technical Equipment	2,500	2,500	0	0.00 %
0	2,500	2,500	OBJECT TOTAL	2,500	2,500	0	0.00 %

1,330,642	1,616,555	1,616,555	TOTAL	1,602,249	1,562,249	-54,306	-3.36 %
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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>2024-2025 Authorized</u>	<u>2025-2026 Requested</u>	<u>2025-2026 Proposed</u>	<u>2025-2026 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 II	1.0	1.0	1.0	
P.O. Evidence/Property Room Clerk 1/2 yr (unfunded in FY 2024-25)	0.0	0.5	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	9.0	9.0	
<u>Support Services</u>				
Lieutenant	1.0	1.0	1.0	
Sergeant	1.0	2.0	2.0	
Community Service Officer	1.0	1.0	1.0	
Professional Standards Officer	1.0	0.0	0.0	
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	69.5	69.0	

FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM ADMINISTRATION	CODE 211
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EXPLANATION

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

HIGHLIGHTS OF FY 2024-2025 OPERATIONS

Administration: The dept. continues to work towards the installation of the License Plate Reader system. Three of the eight proposed intersections have cameras installed, and we are exploring options for the installation of cameras at the remaining five intersections. Once all eight intersection have cameras installed, we will select a vendor to provide LPR services. We have begun using the InTime program for all department scheduling and time management. We are nearing the completion of the transfer to State radio system and hope to successfully integrate all Police, Fire, and EMS radio systems with the new Motorola radios.

Staffing: The police department hired six new police officers. Officers Evan Olsson, Daniel Pekoske, Johnathan Sykes, and Alex Clifford were hired as certified police officers, who transferred from other police departments. Officer's Mark Addamo and Anthony Cascone were hired as entry level officers and are being trained at the Police Academy. There are several candidates in their final stages of being hired and should be hired before the end of the fiscal year.

OBJECTIVES FOR 2025-2026 OPERATIONS

- 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
2023	29,947	1,337	773	71	3,615	1,335
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 members, as well as anticipated Admin raises.
- Overtime reflects contractual raises for Police Union members.
- Longevity decreased due to retirements.
- Dues and Subscriptions increased due to CRCPA and CPCA dues; CT LE manuals, and INTIME software annual fee (new).
- Increase in Conferences, Meetings, Training for additional command staff to attend CPCA meetings and expo show.
- Clothing Allowance increased for command staff.
- Consultant/Special Contractors increased for Starchase contract, respirator review by medical personnel and Canine veterinary services.

Function	Activity	Program	Code
Public Safety	Police Department	Police Administration	0211

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
274,514	416,773	416,773	8101 Full time salaries	437,904	437,904	21,131	5.07 %
0	5,500	5,500	8102 Overtime	5,623	5,623	123	2.24 %
57,623	0	0	8103 Part Time	0	0	0	****
2,900	2,750	2,750	8105 Longevity	1,850	1,850	-900	-32.73 %
335,037	425,023	425,023	OBJECT TOTAL	445,377	445,377	20,354	4.79 %
<u>PROFESSIONAL SVCS</u>							
8,660	11,739	11,739	8202 Dues and Subscriptions	29,206	29,206	17,467	148.79 %
486	960	960	8204 Conferences, Meetings, Training	1,480	1,480	520	54.17 %
1,000	2,000	2,000	8207 Clothing Allowance	3,000	3,000	1,000	50.00 %
36,033	51,710	51,710	8217 Consultants/Special Contractor	57,290	57,290	5,580	10.79 %
46,179	66,409	66,409	OBJECT TOTAL	90,976	90,976	24,567	36.99 %
<u>MATERIAL & SUPPLIES</u>							
1,375	1,375	1,375	8302 Technical Supplies	875	875	-500	-36.36 %
1,375	1,375	1,375	OBJECT TOTAL	875	875	-500	-36.36 %
<u>CAPITAL OUTLAY</u>							
287	3,500	3,500	8406 Office Equipment	3,500	3,500	0	0.00 %
287	3,500	3,500	OBJECT TOTAL	3,500	3,500	0	0.00 %

382,878	496,307	496,307	TOTAL	540,728	540,728	44,421	8.95 %
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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 2024-2025 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.
- 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.
- Continued partnership with Inter-Community Health to provide social services to community members in need.
- Implemented K9 unit with K9 Ray to assist in crime apprehension, drug detection, community outreach, search and rescue, and evidence recovery.

OBJECTIVES FOR 2025-2026 OPERATIONS

- 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, immediate follow-up to serious crimes.
- Continue to build on the strong relationship between patrol officers and the community.
- 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 safety.
- 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.
- Implement the FLOCK LPR camera system for use in crime investigations.
- Bolster the patrol division to accommodate the increase in residential and commercial development in the town.
- Continue partnership with Inter-Community Health to provide social services to the community.
- Continue utilization of the K-9 unit to support community outreach, crime suppression, drug detection, search and rescue, evidence recovery.
- Continue to increase efforts to recruit and retain Officers.
- Focus on establishing directed patrols in residential and commercial areas in attempts to reduce vehicle theft and property crimes.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects contractual raises for Police Union members and step adjustments.
- Overtime reflects contractual raises for Police Union members and 30 additional leave shifts for Sergeants per trend.
- Increase in Dues and Subscriptions due to addition of annual fees for LPR multiple camera system for various intersections in town.
- Technical Supplies increased for addition of canine food for the year.
- Decrease in Uniforms and Clothing due to less ballistic vests expiring this year.
- Technical Equipment reflects decrease in citation printers and modems/antennas for patrol cars.

Function	Activity	Program	Code
Public Safety	Police Department	Police Patrol	0212

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
3,483,493	3,789,416	3,789,416	8101 Full time salaries	4,007,808	4,007,808	218,392	5.76 %
927,641	758,062	758,062	8102 Overtime	797,772	797,772	39,710	5.24 %
4,411,134	4,547,478	4,547,478	OBJECT TOTAL	4,805,580	4,805,580	258,102	5.68 %
<u>PROFESSIONAL SVCS</u>							
430	8,215	8,215	8202 Dues and Subscriptions	63,876	63,876	55,661	677.55 %
0	90	90	8204 Conferences, Meetings, Training	180	180	90	100.00 %
32,000	37,000	37,000	8207 Clothing Allowance	37,000	37,000	0	0.00 %
400	400	400	8212 Equipment Maintenance	400	400	0	0.00 %
32,830	45,705	45,705	OBJECT TOTAL	101,456	101,456	55,751	121.98 %
<u>MATERIAL & SUPPLIES</u>							
41,174	27,506	27,506	8302 Technical Supplies	28,506	28,506	1,000	3.64 %
69,345	43,625	43,625	8303 Uniforms and Clothing	42,161	42,161	-1,464	-3.36 %
2,456	2,900	2,900	8310 Other Materials	2,900	2,900	0	0.00 %
112,974	74,031	74,031	OBJECT TOTAL	73,567	73,567	-464	-0.63 %
<u>CAPITAL OUTLAY</u>							
38,625	38,978	38,978	8402 Technical Equipment	8,288	8,288	-30,690	-78.74 %
38,625	38,978	38,978	OBJECT TOTAL	8,288	8,288	-30,690	-78.74 %

4,595,563	4,706,192	4,706,192	TOTAL	4,988,891	4,988,891	282,699	6.01 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	POLICE	INVESTIGATION	213

EXPLANATION

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

HIGHLIGHTS OF FY 2024-2025 OPERATION

- The Detective Division continues to look for ways to add investigative resources to provide the best possible services to the Department and the community. The Detective Division secured a Task Force Officer position on the Drug Enforcement Administration's Hartford Regional Office task force in an effort to combat the drug problem plaguing communities in the region. This task force is made up of federal, state, and local law enforcement investigators from the Capitol Region communities and focuses their efforts on interrupting and dismantling drug trafficking organizations. This position was allocated to the 2 year rotating Detective.
- The Detective Division made use of a State-issued Auto Theft Grant to fund an officer taking part in the Greater Hartford Regional Auto Theft Task Force, which is based out of Hartford PD. The Detective takes part in the regional initiative one-day per week. Having an investigator on this task force has enhanced our operations through information sharing and apprehending those responsible for committing auto-theft related crimes in the Capital Region.
- The Det. Division has arranged to send the supervisor to the Federal Bureau of Investigations Northern Connecticut Violent Gangs Task Force on a part-time basis. Through this partnership, the Dept will have access to federal law enforcement resources to help enhance our operations.
- The Det. Division recently signed a memorandum of understanding with Homeland Security Investigations called a SLOT MOU (State and Local Overtime). This consists of dedicated federal funding for state and local law enforcement who work with Homeland Security Investigations on a case. The depart. will be reimbursed, up to a certain amount, for overtime costs incurred as a result of the investigations.
- The Det. Division continues 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 FOR 2025-2026 OPERATIONS

- 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 to the investigation of narcotics complaints, stolen vehicles and thefts from motor vehicles.
- Continue to grow our relationships with our local, state, and federal law enforcement partners to improve operational efficiency.
- Allow detectives to perform these important assignments by hiring a property and evidence investigator to handle these duties.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects contractual raises for Police Union members and AFSCME members, as well as the Admin Secretary upgrade from C8 to C9 approved in FY 2025.
- Overtime reflects contractual raises for Police Union members and an overall reduction to reflect trend.
- Decrease in Other Materials due to current supply of prisoner blankets.

Function	Activity	Program	Code
Public Safety	Police Department	Police Investigation	0213

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
722,847	962,367	962,367	8101 Full time salaries	1,040,569	988,205	25,838	2.68 %
36,706	93,826	93,826	8102 Overtime	58,284	73,284	-20,542	-21.89 %
759,553	1,056,193	1,056,193	OBJECT TOTAL	1,098,853	1,061,489	5,296	0.50 %
			<u>PROFESSIONAL SVCS</u>				
150	150	150	8202 Dues and Subscriptions	150	150	0	0.00 %
6,000	8,000	8,000	8207 Clothing Allowance	8,000	8,000	0	0.00 %
3,650	3,650	3,650	8212 Equipment Maintenance	3,650	3,650	0	0.00 %
4,141	5,590	5,590	8220 Other Contractual Services	5,590	5,590	0	0.00 %
13,941	17,390	17,390	OBJECT TOTAL	17,390	17,390	0	0.00 %
			<u>MATERIAL & SUPPLIES</u>				
5,711	6,191	6,191	8302 Technical Supplies	6,191	6,191	0	0.00 %
3,264	4,021	4,021	8310 Other Materials	3,023	3,023	-998	-24.82 %
8,975	10,212	10,212	OBJECT TOTAL	9,214	9,214	-998	-9.77 %

782,468	1,083,795	1,083,795	TOTAL	1,125,457	1,088,093	4,298	0.40 %
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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 2024-2025 OPERATIONS

A new sign making software and equipment has been purchased to replace antiquated equipment no longer usable for traffic maintenance.

OBJECTIVES FOR 2025-2026 OPERATIONS

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

MAJOR BUDGET CHANGES AND COMMENTARY

Full Time Salaries reflects contractual raises for Police Union members.
Overtime reflects contractual raises for Police Union members.
Decrease in Part Time due to trend, partially offset by anticipated raises.

Function	Activity	Program	Code
Public Safety	Police Department	Traffic	0214

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
71,748	71,785	71,785	8101 Full time salaries	76,149	76,149	4,364	6.08 %
3,567	5,006	5,006	8102 Overtime	5,471	5,471	465	9.29 %
151,286	178,122	178,122	8103 Part Time	162,076	162,076	-16,046	-9.01 %
1,000	1,000	1,000	8105 Longevity	1,000	1,000	0	0.00 %
227,601	255,913	255,913	OBJECT TOTAL	244,696	244,696	-11,217	-4.38 %
			<u>PROFESSIONAL SVCS</u>				
150	150	150	8207 Clothing Allowance	150	150	0	0.00 %
260	1,000	1,000	8212 Equipment Maintenance	1,000	1,000	0	0.00 %
410	1,150	1,150	OBJECT TOTAL	1,150	1,150	0	0.00 %
			<u>MATERIAL & SUPPLIES</u>				
12,111	12,500	12,500	8302 Technical Supplies	12,500	12,500	0	0.00 %
666	690	690	8303 Uniforms and Clothing	690	690	0	0.00 %
0	250	250	8310 Other Materials	250	250	0	0.00 %
12,777	13,440	13,440	OBJECT TOTAL	13,440	13,440	0	0.00 %

240,788	270,503	270,503	TOTAL	259,286	259,286	-11,217	-4.15 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	POLICE	COMMUNICATIONS	215
<u>EXPLANATION</u>			

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 2024-2025 OPERATIONS

Hired a ninth Public Safety Dispatcher, which brings our communications center to full staff to assist with more coverage and less overtime
 New dispatch consoles were installed as part of the State radio system project
 Utilized the Prepared Live program to obtain video and text from callers on wireless devices.
 Continued updating the new Computer Aided Dispatch System (CAD) for dispatching Police, Fire, and EMS.
 Continued updating the Mobile data system allowing officers to interface directly with the CAD/RMS from their patrol cars.

OBJECTIVES FOR 2025-2026 OPERATIONS

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 Dispatches (NIPSE Union), step increases and additional dispatcher added in FY 2025.
 Overtime decreased to reflect coverage of vacant shifts by additional dispatcher, partially offset by contractual raises for Police Union members.
 Decrease in Part Time due to trend, partially offset by anticipated raises.
 Clothing Allowance now includes additional dispatcher.
 Increase in Equipment Maintenance due to Total Response annual fees increasing.
 Technical Supplies increased due to the need for 3 ipads for dispatch desk controls per IT.

Function	Activity	Program	Code
Public Safety	Police Department	Police Communication	0215

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
560,322	633,276	633,276	8101 Full time salaries	724,613	724,613	91,337	14.42 %
182,346	175,382	175,382	8102 Overtime	148,076	148,076	-27,306	-15.57 %
742,669	808,658	808,658	OBJECT TOTAL	872,689	872,689	64,031	7.92 %
			<u>PROFESSIONAL SVCS</u>				
65	350	350	8202 Dues and Subscriptions	350	350	0	0.00 %
4,200	5,600	5,600	8207 Clothing Allowance	6,300	6,300	700	12.50 %
46,467	48,504	48,504	8212 Equipment Maintenance	50,990	50,990	2,486	5.13 %
1,983	2,000	2,000	8220 Other Contractual Services	2,000	2,000	0	0.00 %
52,715	56,454	56,454	OBJECT TOTAL	59,640	59,640	3,186	5.64 %
			<u>MATERIAL & SUPPLIES</u>				
706	835	835	8302 Technical Supplies	4,732	4,732	3,897	466.71 %
706	835	835	OBJECT TOTAL	4,732	4,732	3,897	466.71 %

796,090	865,947	865,947	TOTAL	937,061	937,061	71,114	8.21 %
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PUBLIC SAFETY	PROGRAM POLICE	CODE EDUCATION & TRAINING	217
<u>EXPLANATION</u>			

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 2024-2025 OPERATIONS

- 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.
- Training for three CREST operators and one CREST negotiator.
- 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 FOR 2025-2026 OPERATIONS

- 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 raises for Police Union members, mandatory regional response team training, crisis negotiator training and canine training.
- Increase in Dues and Subscriptions for Cert Assist to track officer training and Telepartner online training for dispatchers.
- Technical Supplies increased for addition of training targets and supplies.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
141,243	148,545	148,545	8102 Overtime	193,780	193,780	45,235	30.45 %
600	300	300	8108 Education Incentive	300	300	0	0.00 %
141,843	148,845	148,845	OBJECT TOTAL	194,080	194,080	45,235	30.39 %
			<u>PROFESSIONAL SVCS</u>				
885	1,015	1,015	8202 Dues and Subscriptions	7,375	7,375	6,360	626.60 %
38,083	54,657	54,657	8204 Conferences,Meetings,Training	54,757	54,757	100	0.18 %
600	3,000	3,000	8221 Higher Education Support	3,000	3,000	0	0.00 %
39,568	58,672	58,672	OBJECT TOTAL	65,132	65,132	6,460	11.01 %
			<u>MATERIAL & SUPPLIES</u>				
50,970	75,735	75,735	8302 Technical Supplies	75,985	75,985	250	0.33 %
1,012	1,196	1,196	8310 Other Materials	1,196	1,196	0	0.00 %
51,983	76,931	76,931	OBJECT TOTAL	77,181	77,181	250	0.32 %

233,394	284,448	284,448	TOTAL	336,393	336,393	51,945	18.26 %
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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 2024-2025 OPERATIONS

- The K-9 program was reinstituted. K-9 Ray was hired.
- Continued to utilize social media as an outreach tool to communicate with the public.
- Continued the School Resource Officer program at Newington High School.
- Continued Department-sponsored community outreach events such as the Stuff-A-Cruiser Toy Drive, Cram-A-Cruiser Food Drive, National Night Out, Newington Senior and Disabled Center Public Safety Picnic, Newington Police and Fire Golf Classic, and the Newington Public Safety Day.
- Updated and deployed stealth stat speed monitoring devices to identify trouble spots and monitor traffic speeds on Newington roadways.
- Achieved State of Connecticut Tier 2 Accreditation through the Police Officer Standards and Training Council.
- Conducted ongoing recruitment for both entry level and certified police officer candidates.

OBJECTIVES FOR 2025-2026 OPERATIONS

- Continue to manage accreditation program while progressing towards State tier III 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 members and AFSCME members, additional Sergeant in this department and step increases.
- Overtime reflects contractual raises for Police Union members.
- Part Time reflects anticipated raises.
- Decrease in Uniform Rental & Cleaning due to 3 year trend.
- Technical Supplies increased for addition of handouts for career days, read-athon, National Night Out and promoting the Police department.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
520,548	725,817	725,817	8101 Full time salaries	790,239	790,239	64,422	8.88 %
29,418	65,033	65,033	8102 Overtime	67,396	67,396	2,363	3.63 %
28,122	19,960	19,960	8103 Part Time	20,345	20,345	385	1.93 %
578,088	810,810	810,810	OBJECT TOTAL	877,980	877,980	67,170	8.28 %
			<u>PROFESSIONAL SVCS</u>				
2,000	6,000	6,000	8207 Clothing Allowance	6,000	6,000	0	0.00 %
12,538	29,164	29,164	8209 Uniform Rental & Cleaning	21,604	21,604	-7,560	-25.92 %
6,400	7,520	7,520	8210 Equipment Rental	7,520	7,520	0	0.00 %
130	200	200	8212 Equipment Maintenance	200	200	0	0.00 %
1,954	1,999	1,999	8216 Printing and Binding	1,999	1,999	0	0.00 %
8,841	13,256	13,256	8220 Other Contractual Services	13,256	13,256	0	0.00 %
31,862	58,139	58,139	OBJECT TOTAL	50,579	50,579	-7,560	-13.00 %
			<u>MATERIAL & SUPPLIES</u>				
4,751	4,900	4,900	8301 Office Supplies	4,900	4,900	0	0.00 %
599	600	600	8302 Technical Supplies	5,600	5,600	5,000	833.33 %
5,350	5,500	5,500	OBJECT TOTAL	10,500	10,500	5,000	90.91 %

615,301	874,449	874,449	TOTAL	939,059	939,059	64,610	7.39 %
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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 2024-2025 OPERATIONS

- No highlights for current fiscal year.

OBJECTIVES FOR 2025-2026 OPERATIONS

- Maintain a fully operational fleet of police vehicles.

MAJOR BUDGET CHANGES AND COMMENTARY

- None

Function	Activity	Program	Code
Public Safety	Police Department	Police Vehicles	0220

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
6,645	7,700	7,700	8214 Motor Vehicle Maintenance	7,700	7,700	0	0.00 %
6,645	7,700	7,700	OBJECT TOTAL	7,700	7,700	0	0.00 %

6,645	7,700	7,700	TOTAL	7,700	7,700	0	0.00 %
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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 2024-2025 OPERATIONS

- Request made to make ACO full time employee of the Newington Police Dept.
- 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 FOR 2025-2026 OPERATIONS

- Work with the Highway Department to design a new Animal Control Officer vehicle that meets the Officer's needs.
- Continue training for the Animal Control Officer for the safe capture of animals.
- Maintain a safe environment for the town's residents through the control of stray, sick and roaming animals.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects no longer sharing the Animal Control Officer with Wethersfield and anticipated raise.
- Overtime reflects anticipated raise.

Function	Activity	Program	Code
Public Safety	Police Department	Animal Control	0222

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
28,372	31,536	31,536	8101 Full time salaries	64,964	64,964	33,428	106.00 %
3,230	5,295	5,295	8102 Overtime	5,547	5,547	252	4.76 %
31,603	36,831	36,831	OBJECT TOTAL	70,511	70,511	33,680	91.44 %
			<u>PROFESSIONAL SVCS</u>				
68	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 %
68	1,700	1,700	OBJECT TOTAL	1,700	1,700	0	0.00 %
			<u>MATERIAL & SUPPLIES</u>				
550	1,050	1,050	8303 Uniforms and Clothing	1,000	1,000	-50	-4.76 %
550	1,050	1,050	OBJECT TOTAL	1,000	1,000	-50	-4.76 %

32,220	39,581	39,581	TOTAL	73,211	73,211	33,630	84.97 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	ADMINISTRATION	230

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2024-2025 Authorized</u>	<u>2025-2026 Requested</u>	<u>2025-2026 Proposed</u>	<u>2025-2026 Approved</u>
<u>Fire Administration</u>				
Fire Chief (PT)	1.0	0.0	1.0	
Fire Chief (FT)	0.0	1.0	0.0	
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	
<u>Fire Marshal</u>				
Fire Marshal	1.0	1.0	1.0	
Assistant Fire Marshal	1.0	1.0	1.0	
Deputy Fire Marshals (PT)	2.0	1.0	2.0	
Emergency Management Officer/Deputy Fire Marshall	0.6	0.0	0.0	
Administrative Aide II	<u>0.0</u>	<u>0.6</u>	<u>0.6</u>	
	4.6	3.6	4.6	
<u>Emergency Management</u>				
Emergency Management Officer (Stipend only)	1.0	1.0	1.0	
Emergency Management Officer/Deputy Fire Marshall	0.4	0.0	0.0	
Administrative Aide II	<u>0.0</u>	<u>0.4</u>	<u>0.4</u>	
	1.4	1.4	1.4	

FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM ADMINISTRATION	CODE 231
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EXPLANATION

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

OBJECTIVES

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries includes AFSME employees at 2025-2026 contractual rates.
- Part Time salaries reflects anticipated raises.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
64,358	64,624	64,624	8101 Full time salaries	193,565	68,565	3,941	6.10 %
35,583	37,604	37,604	8103 Part Time	29,036	38,504	900	2.39 %
1,000	1,000	1,000	8105 Longevity	1,000	1,000	0	0.00 %
100,941	103,228	103,228	OBJECT TOTAL	223,601	108,069	4,841	4.69 %
<u>PROFESSIONAL SVCS</u>							
1,830	2,500	2,500	8202 Dues and Subscriptions	2,500	2,500	0	0.00 %
959	1,250	1,250	8212 Equipment Maintenance	1,250	1,250	0	0.00 %
0	550	550	8216 Printing and Binding	550	550	0	0.00 %
2,789	4,300	4,300	OBJECT TOTAL	4,300	4,300	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
854	2,000	2,000	8301 Office Supplies	2,000	2,000	0	0.00 %
854	2,000	2,000	OBJECT TOTAL	2,000	2,000	0	0.00 %

104,585	109,528	109,528	TOTAL	229,901	114,369	4,841	4.42 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	FIRE FIGHTING	232

EXPLANATION

This program reflects the following:

- Costs directly related to the suppression of fires
- Costs of outfitting and equipping the volunteer department. All wearable items have expiration dates of ten years.
- Annual payment to the Firefighters' Pension Fund that recognizes the service of volunteer career firefighters to the community while encouraging members to remain in the volunteer service for longer periods
- Annual firefighter physicals required per OSHA regulations for firefighters
- Increase in Fringe benefits to reflect current costs with increased call volume
- Cold water rescue craft
- Public Safety Picnic

OBJECTIVES

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Fringe Benefits has major increase for Pay Per Call based on prior year actual and for additional members getting Stipends.
- Consultants/Special Contractor reflects the increase of annual physicals. Per NFPA/OSHA, physicals must now be done annually. Also a new increase is for the new NFPA lung x-ray mandate every five years.
- Other Materials reflects additional costs for the public safety picnic including Police Department, Fire Department and EMS.
- Technical Equipment reflects new equipment costs for Engine 2, expected to be delivered in September/October 2025.
- Various accounts were decreased to reflect current needs.

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Fighting	0232

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
618,243	526,817	616,817	8110 Fringe Benefits	706,232	706,232	89,415	14.50 %
618,243	526,817	616,817	OBJECT TOTAL	706,232	706,232	89,415	14.50 %
<u>PROFESSIONAL SVCS</u>							
771	2,000	2,000	8209 Uniform Rental & Cleaning	2,000	2,000	0	0.00 %
11,402	13,250	13,250	8212 Equipment Maintenance	12,950	12,950	-300	-2.26 %
11,882	17,000	17,000	8214 Motor Vehicle Maintenance	12,000	12,000	-5,000	-29.41 %
28,720	35,000	35,000	8217 Consultants/Special Contractor	50,000	50,000	15,000	42.86 %
29,000	29,000	29,000	8218 Contributions and Subsidies	29,000	29,000	0	0.00 %
81,774	96,250	96,250	OBJECT TOTAL	105,950	105,950	9,700	10.08 %
<u>MATERIAL & SUPPLIES</u>							
28,087	45,095	45,095	8302 Technical Supplies	38,120	38,120	-6,975	-15.47 %
29,474	25,000	25,000	8303 Uniforms and Clothing	25,000	25,000	0	0.00 %
13,503	27,000	27,000	8310 Other Materials	28,000	28,000	1,000	3.70 %
71,064	97,095	97,095	OBJECT TOTAL	91,120	91,120	-5,975	-6.15 %
<u>CAPITAL OUTLAY</u>							
49,945	60,500	60,500	8402 Technical Equipment	110,000	110,000	49,500	81.82 %
49,945	60,500	60,500	OBJECT TOTAL	110,000	110,000	49,500	81.82 %

821,026	780,662	870,662	TOTAL	1,013,302	1,013,302	142,640	16.38 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	FIRE PREVENTION	233

EXPLANATION

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

Ongoing programs include, but are not limited to:

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

OBJECTIVES

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

MAJOR BUDGET CHANGES AND COMMENTARY

Printing and Binding was reduced based on trend.

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Prevention	0233

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
94	150	150	8202 Dues and Subscriptions	150	150	0	0.00 %
1,630	2,000	2,000	8216 Printing and Binding	1,500	1,500	-500	-25.00 %
1,532	500	500	8220 Other Contractual Services	500	500	0	0.00 %
3,257	2,650	2,650	OBJECT TOTAL	2,150	2,150	-500	-18.87 %
			<u>MATERIAL & SUPPLIES</u>				
0	500	500	8302 Technical Supplies	500	500	0	0.00 %
250	1,500	1,500	8310 Other Materials	1,500	1,500	0	0.00 %
250	2,000	2,000	OBJECT TOTAL	2,000	2,000	0	0.00 %

3,507	4,650	4,650	TOTAL	4,150	4,150	-500	-10.75 %
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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.

MAJOR BUDGET CHANGES AND COMMENTARY

- Dues and Subscriptions increased for IFSI membership dues for additional instructors.

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Training	0234

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
800	800	800	8202 Dues and Subscriptions	1,800	1,800	1,000	125.00 %
61,599	57,000	57,000	8220 Other Contractual Services	57,000	57,000	0	0.00 %
62,399	57,800	57,800	OBJECT TOTAL	58,800	58,800	1,000	1.73 %

62,399	57,800	57,800	TOTAL	58,800	58,800	1,000	1.73 %
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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 #2
- Recycling Dumpster at Headquarters
- Materials for tote rack
- Gear storage racks for bay Co-2

Building Improvements

- Painting and misc improvements at all companies
- Upgrade to Door Locks

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
63,680	43,400	43,400	8213 Facilities Maintenance	43,400	43,400	0	0.00 %
63,680	43,400	43,400	OBJECT TOTAL	43,400	43,400	0	0.00 %
			<u>CAPITAL OUTLAY</u>				
28,412	13,900	13,900	8407 Building Equipment	8,500	8,500	-5,400	-38.85 %
33,700	35,000	35,000	8408 Building Improvements	30,900	30,900	-4,100	-11.71 %
62,112	48,900	48,900	OBJECT TOTAL	39,400	39,400	-9,500	-19.43 %

125,792	92,300	92,300	TOTAL	82,800	82,800	-9,500	-10.29 %
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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 1,300 occupancies which require inspections (all buildings except one- and two-family dwellings) based on the frequency prescribed by the Connecticut General Statutes and Office of the State Fire Marshal
- Conduct review of plans and specifications for various occupancies and facilities being proposed within the town for compliance with Connecticut State Fire Safety Code and Connecticut Fire Prevention Code
- Issue permits for the use, transportation and storage of explosives (blasting) to ensure compliance with Connecticut General Statutes and the Connecticut Explosives Regulations.
- Inspect and enforce the regulations concerning Flammable/Combustible Liquids, Liquefied Petroleum Gas and Liquefied Natural Gas
- Review, permit and inspect all fireworks and special effects displays to ensure compliance with the Connecticut Fireworks and Special Effects Code
- Inspect and enforce the Connecticut requirements regarding the sale and use of sparklers and fountains

Fire Investigation

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

Administrative

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

HIGHLIGHTS OF FY 2024-2025 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

Target hazard occupancies (Residential and Educational) maintain compliance with 100% of these buildings being inspected:

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.

Part Time includes anticipated raises. Included are 2 part time (20 hrs per week) Deputy Fire Marshals and 5 per-diem Fire Inspectors.

Increase in Dues and Subscriptions is for Fire Rescue 1 online training module.

Motor Vehicle Maintenance was added for vehicle cleaning and equipment mounting.

Increase in Uniforms and Clothing for the addition of Class A uniforms for two staff members.

Other Materials reflects the purchase of Alpine Software permitting/billing module and Alpine/RedNMX reporting module.

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Marshal	0238

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
165,652	208,595	208,595	8101 Full time salaries	219,893	219,893	11,298	5.42 %
48,151	69,477	69,477	8103 Part Time	118,200	75,048	5,571	8.02 %
213,803	278,072	278,072	OBJECT TOTAL	338,093	294,941	16,869	6.07 %
			<u>PROFESSIONAL SVCS</u>				
2,033	2,840	2,840	8202 Dues and Subscriptions	3,935	3,935	1,095	38.56 %
6,944	3,000	3,000	8204 Conferences, Meetings, Training	1,800	1,800	-1,200	-40.00 %
1,481	1,400	1,400	8212 Equipment Maintenance	1,400	1,400	0	0.00 %
0	0	0	8214 Motor Vehicle Maintenance	1,000	1,000	1,000	****
10,457	7,240	7,240	OBJECT TOTAL	8,135	8,135	895	12.36 %
			<u>MATERIAL & SUPPLIES</u>				
888	700	700	8301 Office Supplies	700	700	0	0.00 %
5,852	3,500	3,500	8302 Technical Supplies	2,300	2,300	-1,200	-34.29 %
5,462	3,175	3,175	8303 Uniforms and Clothing	5,500	5,500	2,325	73.23 %
816	1,500	1,500	8310 Other Materials	3,500	3,500	2,000	133.33 %
13,018	8,875	8,875	OBJECT TOTAL	12,000	12,000	3,125	35.21 %
			<u>CAPITAL OUTLAY</u>				
0	3,500	3,500	8402 Technical Equipment	2,600	2,600	-900	-25.71 %
0	3,500	3,500	OBJECT TOTAL	2,600	2,600	-900	-25.71 %

237,279	297,687	297,687	TOTAL	360,828	317,676	19,989	6.71 %
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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

- Other Contractual Services increased for contracted hose testing for pump truck.
- Technical Equipment reflects only equipment needed for this year.
- Due to Coronavirus this budget has reflected the need for continued safety supplies.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
12,437	33,720	33,720	8220 Other Contractual Services	37,220	35,720	2,000	5.93 %
12,437	33,720	33,720	OBJECT TOTAL	37,220	35,720	2,000	5.93 %
			<u>MATERIAL & SUPPLIES</u>				
7,655	9,175	9,175	8302 Technical Supplies	9,175	9,175	0	0.00 %
7,655	9,175	9,175	OBJECT TOTAL	9,175	9,175	0	0.00 %
			<u>CAPITAL OUTLAY</u>				
4,861	5,900	5,900	8402 Technical Equipment	2,850	2,850	-3,050	-51.69 %
4,861	5,900	5,900	OBJECT TOTAL	2,850	2,850	-3,050	-51.69 %

24,953	48,795	48,795	TOTAL	49,245	47,745	-1,050	-2.15 %
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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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 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

- It appears that we will be over budget for the 2024-2025 fiscal year \$23,000. The rate increase that we ended up getting was significantly higher than anticipated at 10.4%. Based on that, the Budget request for the 2025-26 fiscal year will increase \$44,200 or 10% compared to the 2024-25 fiscal year anticipated actual expenses.

Function	Activity	Program	Code
Public Safety	Street Lighting	Street Lighting	0250

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
297,196	305,000	329,000	8206 Utilities	360,800	360,800	31,800	9.67 %
297,196	305,000	329,000	OBJECT TOTAL	360,800	360,800	31,800	9.67 %

297,196	305,000	329,000	TOTAL	360,800	360,800	31,800	9.67 %
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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

- Full Time reflects anticipated raise for Admin employee.
- Increase in Technical Supplies for CERT supply storage needs at the EOC.
- Uniforms and Clothing increased to reflect needs.

Function	Activity	Program	Code
Public Safety	Emergency Management	Emergency Management	0260

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
929	26,100	26,100	8101 Full time salaries	26,987	26,987	887	3.40 %
6,000	6,000	6,000	8103 Part Time	6,000	6,000	0	0.00 %
6,929	32,100	32,100	OBJECT TOTAL	32,987	32,987	887	2.76 %
<u>PROFESSIONAL SVCS</u>							
0	100	100	8202 Dues and Subscriptions	100	100	0	0.00 %
2,711	2,500	2,500	8204 Conferences,Meetings,Training	2,500	2,500	0	0.00 %
2,711	2,600	2,600	OBJECT TOTAL	2,600	2,600	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
10,028	2,500	2,500	8302 Technical Supplies	4,000	4,000	1,500	60.00 %
1,000	1,500	1,500	8303 Uniforms and Clothing	2,000	2,000	500	33.33 %
11,028	4,000	4,000	OBJECT TOTAL	6,000	6,000	2,000	50.00 %

20,668	38,700	38,700	TOTAL	41,587	41,587	2,887	7.46 %
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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 \$2,000 annually for each volunteer for enhanced pension contributions and/or a stipend.

MAJOR BUDGET CHANGES AND COMMENTARY

- Fringe Benefits is expected to come in with a surplus for the 2024-25 fiscal year. Due to this, no increase is planned in this budget line for the 2025-26 budget request.
- Other Contractual Services was added four years ago to cover just a portion of the CMED (Coordinated Medical Emergency Directions) fee. This year the requested amount is flat to the 2024-25 budgeted amount.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
46,290	54,000	54,000	8110 Fringe Benefits	54,000	54,000	0	0.00 %
46,290	54,000	54,000	OBJECT TOTAL	54,000	54,000	0	0.00 %
			<u>PROFESSIONAL SVCS</u>				
1,000	1,000	1,000	8204 Conferences, Meetings, Training	1,000	1,000	0	0.00 %
20,000	20,000	20,000	8220 Other Contractual Services	20,000	20,000	0	0.00 %
21,000	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 %

73,290	81,000	81,000	TOTAL	81,000	81,000	0	0.00 %
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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	739

MAJOR BUDGET CHANGES AND COMMENTARY

- Increased to reflect MDC rate change from \$155 to \$165
- Same rate to New Britain Water Company, \$390

Function	Activity	Program	Code
Public Safety	Hydrants	Hydrants	0280

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
118,632	122,820	123,420	8219 Hydrants	131,295	131,295	7,875	6.38 %
118,632	122,820	123,420	OBJECT TOTAL	131,295	131,295	7,875	6.38 %

118,632	122,820	123,420	TOTAL	131,295	131,295	7,875	6.38 %
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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

<u>Positions (in work years)</u>	<u>2024-2025 Authorized</u>	<u>2025-2026 Requested</u>	<u>2025-2026 Proposed</u>	<u>2025-2026 Approved</u>
Town Engineer	1.0	1.0	1.0	
Assistant Town Engineer	1.0	1.0	1.0	
Engineering Technologist I	1.0	1.0	1.0	
Administrative Secretary II	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	
	3.5	3.5	3.5	0.0

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	ENGINEERING		310

EXPLANATION

The Engineering Department provides technical services and support to other departments (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, plan review, 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 – Alumni Road and Maple Hill Avenue.
- Managed construction for Complete Street Project - Robbins Avenue and Maple Hill Avenue.
- Applied for and managed 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 maintenance costs, 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 to 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 or assist applying for Grants for: 1) RAISE grant – Berlin TPKE joint safety study with CRCOG, CTDOT, Berlin and Wethersfield (\$2,000,000); 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 AFSCME contractual rates, step increases for newly filled positions and Teamster position at 2023-2024 rate.

Function	Activity	Program	Code
Public Works	Engineering	Engineering	0310

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
201,721	336,882	332,682	8101 Full time salaries	351,796	351,796	19,114	5.75 %
0	2,000	2,000	8102 Overtime	2,000	2,000	0	0.00 %
7,870	7,000	7,000	8103 Part Time	7,000	7,000	0	0.00 %
209,591	345,882	341,682	OBJECT TOTAL	360,796	360,796	19,114	5.59 %
<u>PROFESSIONAL SVCS</u>							
611	720	720	8202 Dues and Subscriptions	720	720	0	0.00 %
0	250	250	8203 Transportation	250	250	0	0.00 %
439	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 %
300	2,000	2,000	8217 Consultants/Special Contractor	2,000	2,000	0	0.00 %
0	7,500	7,500	8220 Other Contractual Services	7,500	7,500	0	0.00 %
1,350	13,730	13,730	OBJECT TOTAL	13,730	13,730	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
401	400	1,600	8301 Office Supplies	400	400	-1,200	-75.00 %
869	500	3,500	8302 Technical Supplies	500	500	-3,000	-85.71 %
93	50	50	8303 Uniforms and Clothing	50	50	0	0.00 %
1,362	950	5,150	OBJECT TOTAL	950	950	-4,200	-81.55 %

212,303	360,562	360,562	TOTAL	375,476	375,476	14,914	4.14 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	HIGHWAY	SUMMARY	320

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2024-2025 Authorized</u>	<u>2025-2026 Requested</u>	<u>2025-2026 Proposed</u>	<u>2025-2026 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	3.0	3.0	
Equipment Operator I	2.0	4.0	4.0	
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 2024-2025 OPERATION

- Continued administrating, planning and coordinating all departmental projects, functions and procedures
- Continued improvements to workplace safety programs and employee training
- Assisted the Engineering Department with the Maple Hill Ave and Robbins Ave LOTCIP project
- Hosted annual Hazardous Waste collection event
- Coordinated milling and paving of John Wallace Middle School Parking Lot
- Coordinated various paving projects at Clem Lemire Complex
- Coordinated upgrade to traffic signal at the intersection of Church and Richard Streets
- Coordinated major drainage improves on Hawley Street, Henry Avenue and Parks and Grounds Facility
- Worked with outside contractor to crack seal 20 miles of Town Roads

OBJECTIVES

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects AFSCME at contractual rates and anticipated raise for Admin.
- Increased costs are included in Conferences, Meetings, Training.
- Clothing Allowance increased per AFSCME contract.
- Uniform Rental & Cleaning reflects increased costs.

Function	Activity	Program	Code
Public Works	Highway Department	Highway Administration	0321

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
190,850	195,139	195,139	8101 Full time salaries	203,255	203,255	8,116	4.16 %
8,250	8,500	8,500	8105 Longevity	8,150	8,150	-350	-4.12 %
199,100	203,639	203,639	OBJECT TOTAL	211,405	211,405	7,766	3.81 %
			<u>PROFESSIONAL SVCS</u>				
50	50	50	8202 Dues and Subscriptions	50	50	0	0.00 %
1,946	2,180	2,180	8204 Conferences, Meetings, Training	2,290	2,290	110	5.05 %
2,106	3,000	3,000	8207 Clothing Allowance	3,800	3,800	800	26.67 %
9,173	10,295	10,295	8209 Uniform Rental & Cleaning	10,809	10,809	514	4.99 %
1,112	1,100	1,100	8212 Equipment Maintenance	1,100	1,100	0	0.00 %
1,225	1,260	1,260	8217 Consultants/Special Contractor	1,260	1,260	0	0.00 %
15,613	17,885	17,885	OBJECT TOTAL	19,309	19,309	1,424	7.96 %
			<u>MATERIAL & SUPPLIES</u>				
502	720	720	8301 Office Supplies	720	720	0	0.00 %
2,368	3,374	3,374	8310 Other Materials	3,374	3,374	0	0.00 %
2,870	4,094	4,094	OBJECT TOTAL	4,094	4,094	0	0.00 %

217,582	225,618	225,618	TOTAL	234,808	234,808	9,190	4.07 %
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FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM HIGHWAY OPERATIONS	CODE 322
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EXPLANATION

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

HIGHLIGHTS OF FY 2024 - 2025 OPERATION

- Completed the mill and overlay of the following roads totaling approximately 6.0 miles: Indian Hill Rd, Tunxis Rd, Stamm Rd, Berkeley Cir, Winterberry Ct, Oak St, Berkeley Pl, Bittersweet Ct, Ancienty Hwy, Brook St, Mohawk Cir, Roberts St, Beechwood Ct, Jefferson Ct, Occhialini Ct, Raymond St, Mulberry Ct, Boulevard, Butternut Ln, Coolidge Ave, Pepper Bush Ln, Lloyd St, Boylston St (Carr Ave to Howard St), Hickory Hill Ln, Howard St and Carr 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
- Assisted Fire Department in improving concrete retaining wall at the Fire Tower Training Facility
- Assisted Town Hall in preparation of lighting upgrades
- Completed other various drainage projects town-wide
- Completed several storm water catch basin repairs and rebuilds town wide
- Completed waterway clearing and vegetation control at various locations as needed

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 reflects AFSCME at contractual rates and step increases.
- Overtime reflects AFSCME at contractual rates.
- Seasonal was increased to attract workers and compete with increased minimum wage.

Function	Activity	Program	Code
Public Works	Highway Department	Highway Operations	0322

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
1,283,066	1,360,061	1,360,061	8101 Full time salaries	1,432,810	1,432,810	72,749	5.35 %
47,325	30,725	30,725	8102 Overtime	32,591	32,591	1,866	6.07 %
12,260	19,026	19,026	8104 Seasonal	21,140	21,140	2,114	11.11 %
1,342,652	1,409,812	1,409,812	OBJECT TOTAL	1,486,541	1,486,541	76,729	5.44 %
			<u>PROFESSIONAL SVCS</u>				
360	4,150	4,150	8220 Other Contractual Services	4,150	4,150	0	0.00 %
360	4,150	4,150	OBJECT TOTAL	4,150	4,150	0	0.00 %
			<u>MATERIAL & SUPPLIES</u>				
3,001	3,800	3,800	8302 Technical Supplies	3,800	3,800	0	0.00 %
820	945	945	8303 Uniforms and Clothing	945	945	0	0.00 %
150	150	150	8304 Agricultural Supplies	150	150	0	0.00 %
9,786	12,000	12,000	8306 Constr.& Maintenance Materials	12,000	12,000	0	0.00 %
485	1,241	1,241	8310 Other Materials	1,241	1,241	0	0.00 %
14,241	18,136	18,136	OBJECT TOTAL	18,136	18,136	0	0.00 %

1,357,253	1,432,098	1,432,098	TOTAL	1,508,827	1,508,827	76,729	5.36 %
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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 2024-2025 OPERATION

- There were five (5) snow/ice events As of 12/31/2024
- Total accumulation of snow/ice was 7.2"
- Two Hundred Fifteen (215) tons of enhanced salt product used
- Two Hundred Sixty- two (262) 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 contractual rates.
- Increase in Technical Supplies reflects rising costs in materials/equipment parts
- Constr. & Maintenance Materials is reduced for lower contracted rate for enhanced salt.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
78,492	137,519	137,519	8102 Overtime	148,560	148,560	11,041	8.03 %
78,492	137,519	137,519	OBJECT TOTAL	148,560	148,560	11,041	8.03 %
			<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 & SUPPLIES</u>				
4,712	6,500	6,500	8302 Technical Supplies	7,500	7,500	1,000	15.38 %
533	600	600	8303 Uniforms and Clothing	600	600	0	0.00 %
168,616	231,106	231,106	8306 Constr.& Maintenance Materials	231,106	209,290	-21,816	-9.44 %
2,403	4,297	4,297	8310 Other Materials	4,297	4,297	0	0.00 %
176,264	242,503	242,503	OBJECT TOTAL	243,503	221,687	-20,816	-8.58 %

255,655	381,022	381,022	TOTAL	393,063	371,247	-9,775	-2.57 %
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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 2024 – 2025 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 with Town Wide mobile radio upgrades

OBJECTIVES

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Overtime reflects AFSCME at contractual rates.
- Part Time reflects anticipated raises.
- Rising costs are reflected in Equipment Maintenance, Motor Vehicle Maintenance and Technical Supplies.
- Equipment Parts includes addition of laser plow guides, as well as increased costs.
- Motor Fuel and Lubricants reflects lower contracted rates for diesel and unleaded fuel.

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

2023-2024 Actual	2024-2025 Original Budget	2024-2025 Revised Budget		2025-2026 Department Request	2025-2026 Manager Proposed	Change from revised budget	
<u>PERSONAL SERVICES</u>							
35,918	35,871	35,871	8102 Overtime	38,057	38,057	2,186	6.09%
19,336	18,871	18,871	8103 Part Time	19,246	19,246	375	1.99%
55,254	54,742	54,742	OBJECT SUBTOTAL	57,303	57,303	2,561	4.68%
<u>PROFESSIONAL SERVICES</u>							
684	684	684	8202 Dues and Subscriptions	684	684	0	0.00%
846	1,000	1,000	8204 Conferences, Meetings, Training	1,000	1,000	0	0.00%
1,926	2,400	2,400	8207 Tool Allowance	2,400	2,400	0	0.00%
2,635	4,200	4,200	8212 Equipment Maintenance	5,700	5,700	1,500	35.71%
54,198	48,170	48,170	8214 Motor Vehicle Maintenance	52,170	52,170	4,000	8.30%
60,289	56,454	56,454	OBJECT SUBTOTAL	61,954	61,954	5,500	9.74%
<u>MATERIALS & SUPPLIES</u>							
16,330	21,380	21,380	8302 Technical Supplies	23,830	23,830	2,450	11.46%
330,460	299,021	299,021	8307 Equipment Parts	311,146	311,147	12,126	4.06%
384,884	457,900	457,900	8309 Motor Fuel and Lubricants	428,500	409,500	-48,400	-10.57%
7,033	3,500	3,500	8310 Other Materials	3,500	3,500	0	0.00%
738,707	781,801	781,801	OBJECT SUBTOTAL	766,976	747,977	-33,824	-4.33%
854,251	892,997	892,997	TOTAL	886,233	867,234	-25,763	-2.89%

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	HIGHWAY	LEAF COLLECTION	328

EXPLANATION

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

HIGHLIGHTS OF FY 2024-2025 OPERATION

- Successfully completed three (3) leaf collection passes Town-wide. Collection expedited due to very dry conditions

OBJECTIVES

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Overtime reflects AFSCME at contractual rates.
- Seasonal increased to attract workers and compete with increased minimum wage.

Function	Activity	Program	Code
Public Works	Highway Department	Leaf Collection	0328

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
34,938	35,972	35,972	8102 Overtime	40,606	40,606	4,634	12.88 %
18,360	33,030	33,030	8104 Seasonal	40,370	40,370	7,340	22.22 %
53,298	69,002	69,002	OBJECT TOTAL	80,976	80,976	11,974	17.35 %
			<u>MATERIAL & SUPPLIES</u>				
3,735	1,810	1,810	8302 Technical Supplies	1,810	1,810	0	0.00 %
633	625	625	8303 Uniforms and Clothing	625	625	0	0.00 %
4,368	2,435	2,435	OBJECT TOTAL	2,435	2,435	0	0.00 %

57,666	71,437	71,437	TOTAL	83,411	83,411	11,974	16.76 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	SOLID WASTE SERVICES	SUMMARY	350

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2024-2025 Authorized</u>	<u>2025-2026 Requested</u>	<u>2024-2025 Proposed</u>	<u>2024-2025 Approved</u>
Landfill Attendant/Maintainer (PT)	0.4	0.4	0.4	
Sanitation Clerk (PT)	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	
	0.9	0.9	0.9	
Total Overtime	40	40	40	

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

EXPLANATION

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

HIGHLIGHTS OF FY 2024-2025 OPERATION

- Approximately 9,360 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.
- Technical Supplies reflects additional needs to replace automated trash and recycling containers.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
835,268	996,639	992,664	8220 Other Contractual Services	1,016,856	1,016,856	24,192	2.44 %
835,268	996,639	992,664	OBJECT TOTAL	1,016,856	1,016,856	24,192	2.44 %
			<u>MATERIAL & SUPPLIES</u>				
22,758	9,800	13,775	8302 Technical Supplies	15,000	15,000	1,225	8.89 %
22,758	9,800	13,775	OBJECT TOTAL	15,000	15,000	1,225	8.89 %

858,026	1,006,439	1,006,439	TOTAL	1,031,856	1,031,856	25,417	2.53 %
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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 contractual rates.
- Part Time reflects anticipated raises and new clerk at lower rate than previous employee.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
3,826	2,161	2,161	8102 Overtime	2,303	2,303	142	6.57 %
26,300	37,862	37,862	8103 Part Time	36,391	36,391	-1,471	-3.89 %
30,126	40,023	40,023	OBJECT TOTAL	38,694	38,694	-1,329	-3.32 %
			<u>PROFESSIONAL SVCS</u>				
1,166,289	1,295,495	1,295,495	8220 Other Contractual Services	1,295,495	1,295,495	0	0.00 %
1,166,289	1,295,495	1,295,495	OBJECT TOTAL	1,295,495	1,295,495	0	0.00 %
			<u>MATERIAL & SUPPLIES</u>				
0	500	500	8310 Other Materials	500	500	0	0.00 %
0	500	500	OBJECT TOTAL	500	500	0	0.00 %

1,196,415	1,336,018	1,336,018	TOTAL	1,334,689	1,334,689	-1,329	-0.10 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	SOLID WASTE SERVICES	RECYCLING	353

EXPLANATION

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

HIGHLIGHTS OF FY 2024-2025 OPERATION

- Approximately 9,345 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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
422,464	470,500	470,500	8220 Other Contractual Services	478,774	478,774	8,274	1.76 %
422,464	470,500	470,500	OBJECT TOTAL	478,774	478,774	8,274	1.76 %

422,464	470,500	470,500	TOTAL	478,774	478,774	8,274	1.76 %
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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

472 ECONOMIC DEVELOPMENT

FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY PLANNING & DEVELOPMENT			400

PERSONNEL SUMMARY

	2024-2025 <u>Authorized</u>	2025-2026 <u>Requested</u>	2025-2026 <u>Proposed</u>	2025-2026 <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	
Planning Technician (new position to begin January 2026)	0.0	1.0	0.5	
Administrative Secretary II	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	
	3.0	4.0	3.5	
<u>Building Department</u>				
Building Official	1.0	1.0	1.0	
Assistant Building Official	2.0	2.0	2.0	
Administrative Secretary II	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	
	3.5	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	

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.
- Updates the standards of Zoning, Subdivision, and related codes and ordinances 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, 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 and Blight enforcement.
- Grant management as assigned by the Town Manager. Currently includes project specific grants and the Small Cities Grant program including the on-going HUD-funded residential rehab program.

HIGHLIGHTS OF FY 2024-25 OPERATIONS (to date 12/31/24)

- Supported the TPZ and ZBA in the review and action on: 3 site plan/site plan modification applications; 5 special permit applications; 1 pre-application review and 1 zoning text amendment; and 4 ZBA variance applications.
- ZEO/Assistant Town Planner: received 658 questions and complaints; performed 179 property inspections; issued 25 zoning violation notices and 31 blight notices; approved 175 zoning permit applications; issued 7 certificates of zoning compliance; and removed 427 illegal signs.
- Performed inspections and review for site plan compliance and zoning certification for Certificates of Occupancy including 96-100 Pane Road, 227 Pane Road, 77 Pane Road, 712 Cedar Street, and other commercial and residential projects.
- Received judgment in the Town's favor for one case (zoning and blight violations) and continued legal action of one additional case (zoning violations).
- Commenced the Town Center Economic Development Master Plan.

OBJECTIVES

- Perform and adopt an update to the Town of Newington Affordable Housing Plan. Plan update required by 5/25/26 (CGS 8-30J).
- Develop an implementation strategy to support the Town Center community vision upon completion of the Town Center Economic Development Master Plan.
- Begin comprehensive rewrite of both the Town Zoning and Subdivision Regulations.
- Conduct Historic Resource Inventory update to advance a historic resource preservation strategy.
- Develop plans for areas of special interest as identified in current POCD.
- Execute grants for Cedar Street SS4A, DEEP Recreation Trails grant in conjunction with West Hartford, and support Town Engineer on streetscape grants.
- Support regional partner grants including the multi-town and multi-agency Berlin Turnpike Raise Grant and the multi-jurisdictional Resilient CT 2.0 program.
- Work with Conservation and Open Space Commissions on furthering initiatives for open space acquisition and development of enhanced resource.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects AFSCME at contractual rates, anticipated raise for Admin and Teamster position at 2023-2024 rate. There is also the addition of a new position - Planning Technician - as of January 1, 2026 to advance department objectives.
- Other Contractual Services was reduced since the need will be less with the addition of the new full time Planning Technician.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
288,124	295,443	295,443	8101 Full time salaries	386,260	343,191	47,748	16.16 %
288,124	295,443	295,443	OBJECT TOTAL	386,260	343,191	47,748	16.16 %
			<u>PROFESSIONAL SVCS</u>				
888	1,525	1,525	8202 Dues and Subscriptions	1,250	1,250	-275	-18.03 %
444	1,250	1,250	8204 Conferences, Meetings, Training	1,100	1,100	-150	-12.00 %
18,000	21,500	21,500	8220 Other Contractual Services	21,500	11,500	-10,000	-46.51 %
19,332	24,275	24,275	OBJECT TOTAL	23,850	13,850	-10,425	-42.95 %
			<u>MATERIAL & SUPPLIES</u>				
225	300	300	8301 Office Supplies	300	300	0	0.00 %
750	100	100	8310 Other Materials	100	100	0	0.00 %
975	400	400	OBJECT TOTAL	400	400	0	0.00 %

308,431	320,118	320,118	TOTAL	410,510	357,441	37,323	11.66 %
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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 2024-25 OPERATIONS (to date 12/31/24)

- Approved 2 site plan/site plan modification applications;
- Approved 4 special permit applications (1 withdrawn);
- Approved 1 zoning text amendment applications;
- Held 1 pre-application review meetings with follow-ups.
- Processed site plan bonding for commercial sites to further economic activity while ensuring compliance with Town development standards.

OBJECTIVES FOR FY 2025-26

- Conduct comprehensive review and rewrite of both the Town Zoning and Subdivision Regulations.
- Develop an annual POCD implementation plan for 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 raise.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
8,427	10,692	10,692	8103 Part Time	10,906	10,906	214	2.00 %
8,427	10,692	10,692	OBJECT TOTAL	10,906	10,906	214	2.00 %
<u>PROFESSIONAL SVCS</u>							
6,963	7,500	7,500	8201 Public Notification	7,500	7,500	0	0.00 %
0	500	500	8204 Conferences,Meetings,Training	500	500	0	0.00 %
6,963	8,000	8,000	OBJECT TOTAL	8,000	8,000	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
0	100	100	8310 Other Materials	100	100	0	0.00 %
0	100	100	OBJECT TOTAL	100	100	0	0.00 %

15,390	18,792	18,792	TOTAL	19,006	19,006	214	1.14 %
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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 FY 2024-2025 OPERATIONS

- The ZBA received 4 applications for variances (2 approved and 2 withdrawn), and received no ZEO appeals this fiscal year to date.

OBJECTIVES FOR FY 2025-2026

- 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 raise.
- Small increase to Public Notification budget for legal advertisements to reflect trend.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
1,631	1,663	1,663	8103 Part Time	1,696	1,696	33	1.98 %
1,631	1,663	1,663	OBJECT TOTAL	1,696	1,696	33	1.98 %
			<u>PROFESSIONAL SVCS</u>				
1,159	900	1,135	8201 Public Notification	1,020	1,020	-115	-10.13 %
1,159	900	1,135	OBJECT TOTAL	1,020	1,020	-115	-10.13 %
			<u>MATERIAL & SUPPLIES</u>				
0	10	10	8301 Office Supplies	10	10	0	0.00 %
0	10	10	OBJECT TOTAL	10	10	0	0.00 %

2,790	2,573	2,808	TOTAL	2,726	2,726	-82	-2.92 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
COMM. PLANNING & DEV.	BUILDING DEPARTMENT		450

EXPLANATION

The Building Department, responsible for reviewing plans, specifications and inspections of all building construction in Town, is staffed by professionals licensed by the Department of Public Safety. Three full 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 2024-2025 OPERATION

- During the first 6 months of fiscal year of 2024-25, the Building Department received 1165 applications, issued 20 Certificates of Occupancy, and conducted 1300 field inspections.
- Certificates of Occupancy were issued for 6 single family residences:
 - 15 Peckham Farm Drive
 - 25 Peckham Farm Drive
 - 35 Peckham Farm Drive
 - 90 Peckham Farm Drive
 - 57 Harding Avenue
 - 39 Robbins Avenue
- Certificates of Occupancy were issued for 3 residential apartment complexes:
 - 227 Pane Road, The Pike Apartments for (2) 4-story, 75 unit apartments.
 - 100 Pane Road, Millyard Apartments for (1) 4-story, 92 unit apartments.
 - 96 Pane Road, Millyard Apartments for (1) 4-story, 92 unit apartments.
- There were 11 Certificates of Occupancy for commercial properties, including the Flash Car Wash at 16 Fenn Road and the WoodSpring Suites Hotel at 712 Cedar Street.
- A Permit was issued for 3384 Berlin Turnpike, Dave's Hot Chicken for a tenant fitout.
- A Permit was issued for 3025 Berlin Turnpike, Hungry Bowl for a tenant fitout.
- A Permit was issued for a new garage/office space at 161 Carr Avenue.
- An Application was submitted for a new 4-story, 45 unit apartment complex at 69 Culver Street.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects AFSCME at contractual rates, Admin with anticipated raise and Teamsters at 2023-24 rates.
- Increase to Conferences, Meetings and Training for training of newly hired Assistant Building Official.
- Clothing Allowance increased for additional employee.
- Increased Other Materials for additional needs due to Building Code books that need to be updated.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
235,001	316,450	316,450	8101 Full time salaries	314,122	314,122	-2,328	-0.74 %
866	0	0	8103 Part Time	0	0	0	****
235,866	316,450	316,450	OBJECT TOTAL	314,122	314,122	-2,328	-0.74 %
			<u>PROFESSIONAL SVCS</u>				
405	835	835	8202 Dues and Subscriptions	735	735	-100	-11.98 %
0	100	100	8203 Transportation	100	100	0	0.00 %
550	800	800	8204 Conferences, Meetings, Training	1,500	1,500	700	87.50 %
444	500	500	8207 Clothing Allowance	600	600	100	20.00 %
1,399	2,235	2,235	OBJECT TOTAL	2,935	2,935	700	31.32 %
			<u>MATERIAL & SUPPLIES</u>				
666	500	500	8301 Office Supplies	500	500	0	0.00 %
836	950	950	8310 Other Materials	1,800	1,800	850	89.47 %
1,502	1,450	1,450	OBJECT TOTAL	2,300	2,300	850	58.62 %

238,767	320,135	320,135	TOTAL	319,357	319,357	-778	-0.24 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	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 2024-2025 OPERATIONS

- Maintained the administrative wetland permits program.
- Maintained the Wetland Agent review and approval process (Administration).
- Attended CT DEEP training program for Municipal Inland Wetlands Agents.
- Renewed membership in CT Assoc. of Conservation and Inland Wetlands Commissions (CACIWC).
- Several commissioners attended the CACIWC annual conference.

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 meetings and hearings.

MAJOR BUDGET CHANGES AND COMMENTARY

- Conservation Commission budget control moved from the Assistant Town Planner back to the Town Engineer.
- Part Time reflects anticipated raise.
- Public Notification increased to reflect actual trend.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
4,601	5,119	5,119	8103 Part Time	5,222	5,222	103	2.01 %
4,601	5,119	5,119	OBJECT TOTAL	5,222	5,222	103	2.01 %
			<u>PROFESSIONAL SVCS</u>				
2,561	1,490	3,190	8201 Public Notification	1,895	1,895	-1,295	-40.60 %
0	500	500	8202 Dues and Subscriptions	500	500	0	0.00 %
80	300	300	8204 Conferences,Meetings,Training	300	300	0	0.00 %
2,641	2,290	3,990	OBJECT TOTAL	2,695	2,695	-1,295	-32.46 %

7,242	7,409	9,109	TOTAL	7,917	7,917	-1,192	-13.09 %
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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.
- Undertook the Explore Newington Passport Program.

OBJECTIVES FOR 2024-2025

- Provide continued input to the Economic Development Group.
- Raise topics of interest or concern regarding Economic Development opportunities and challenges.
- Undertake 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.
- Other Contractual Services increased due to request from the Commission for business promotion events for visibility and patronage of local businesses and for PR materials.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
905	1,508	1,908	8103 Part Time	1,539	1,539	-369	-19.34 %
905	1,508	1,908	OBJECT TOTAL	1,539	1,539	-369	-19.34 %
			<u>PROFESSIONAL SVCS</u>				
0	1,000	1,000	8220 Other Contractual Services	5,000	2,000	1,000	100.00 %
0	1,000	1,000	OBJECT TOTAL	5,000	2,000	1,000	100.00 %

905	2,508	2,908	TOTAL	6,539	3,539	631	21.70 %
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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 2023-2024 OPERATION

- The Central Connecticut Health District (CCHD) is closely monitoring all 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 7% over current actual payments.

Function	Activity	Program	Code
Public Health	Health Services	Health Services	0511

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
234,829	250,512	250,512	8220 Other Contractual Services	268,048	268,048	17,536	7.00 %
234,829	250,512	250,512	OBJECT TOTAL	268,048	268,048	17,536	7.00 %
			<u>MATERIAL & SUPPLIES</u>				
0	807	807	8302 Technical Supplies	807	807	0	0.00 %
0	807	807	OBJECT TOTAL	807	807	0	0.00 %

234,829	251,319	251,319	TOTAL	268,855	268,855	17,536	6.98 %
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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 2023-2024 OPERATION

- None

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Public Health	Health Services	Environmental Health	0512

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>MATERIAL & SUPPLIES</u>				
0	500	500	8310 Other Materials	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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COMMUNITY SERVICE

COMMUNITY SERVICES

610 HUMAN SERVICES

640 SENIOR AND DISABLED CENTER SERVICES

670 BOARDS AND COMMISSIONS

FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES		SUMMARY	610

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2024-2025 Authorized</u>	<u>2025-2026 Requested</u>	<u>2025-2026 Proposed</u>	<u>2025-2026 Approved</u>
<u>Human Services</u>				
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)	0.2	0.2	0.2	
Additional assistance (PT)	<u>0.2</u>	<u>0.2</u>	<u>0.2</u>	
Total	7.3	7.3	7.3	
<u>Senior and Disabled Center</u>				
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)	0.5	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>	
	9.7	9.7	9.7	
<u>Comm. On Aging and Disabled</u>				
Recording Clerk (PT)	0.1	0.1	0.1	

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 worked with throughout the year increasing from 1025 cumulative cases to 1503 cumulative cases with caseworkers seeing an average of 125 cases monthly. We saw a continued increase in housing needs, lack of access to emergency shelters and available affordable housing. We also saw an increase in cases that required much guidance, coaching and direction- often disabled adults – fending for themselves for the first time after parents passed. Caseworker Tarantello renewed her certification as a CHOICES counselor which offers counseling/guidance to any resident in making choices regarding Medicare.
- Our Youth Program Coordinator was replaced in February of 2024 with Brett Manion who has his Masters in education: K-12 guidance. Brett initiated an Adult to youth mentoring program. This was initially offered to youth who were referred to the Juvenile Review Board and will be expanded to more youth in the spring of 2025.
- 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. We experienced a significant increase in food donations this past holiday cycle of 2024- to the extent that storage became an issue. We all have boxes of food in our offices.
- Collaboration with the other three towns in our Health district (Berlin, Rocky Hill, & Wethersfield) -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. This will continue into 2025 as we submit a four - town application to address opioid & mental health awareness.
- Our Clinical Services Coordinator continues in the lead role in coordination and facilitation of our Juvenile Review Board and supervising our JRB case assistant.
- 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. Every sector of our community including: 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 the drive through food distribution in November.

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.
- Expand Wellness series of presentations for the community at large.
- Offer community presentation on Cannabis laws, use, and treatment for mis-use.
- Develop supportive services for those impacted by Opioid misuse- including person with Substance Use Disorder, their family & loved ones. Provide community awareness/education programs on same.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects AFSCME at contracted rates, anticipate raise for Admin and Teamsters at 2023-2024 rates.
- Part Time includes anticipated raises.
- Equipment Maintenance increase due to increase in anticipated costs for Repair & maintenance of 9 freezers / refrigerators
- Increase in use of business cards for outreach is included in Printing and Binding.
- Contributions and Subsidies includes adding back contribution to Domestic Violence resource as this is a needed resource for a portion of our client population.
- Other Materials includes increased cost of food for volunteer recognition dinner & increased cost for ADA accessible Porta Potties at Challenge Course.

Function	Activity	Program	Code
Community Services	Human Services	Human Services	0610

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
407,856	465,512	463,512	8101 Full time salaries	469,761	469,761	6,249	1.35 %
39,800	51,750	51,750	8103 Part Time	53,213	53,213	1,463	2.83 %
9,075	10,500	10,500	8104 Seasonal	10,500	10,500	0	0.00 %
800	900	900	8105 Longevity	1,000	1,000	100	11.11 %
457,531	528,662	526,662	OBJECT TOTAL	534,474	534,474	7,812	1.48 %
<u>PROFESSIONAL SVCS</u>							
820	870	870	8202 Dues and Subscriptions	870	870	0	0.00 %
111	100	100	8203 Transportation	100	100	0	0.00 %
2,403	1,353	1,353	8204 Conferences,Meetings,Training	1,353	1,353	0	0.00 %
861	1,700	1,700	8212 Equipment Maintenance	1,950	1,950	250	14.71 %
150	240	240	8216 Printing and Binding	440	440	200	83.33 %
4,901	6,683	8,683	8217 Consultants/Special Contractor	6,483	6,483	-2,200	-25.34 %
2,000	1,500	1,500	8218 Contributions and Subsidies	2,250	2,250	750	50.00 %
0	10,000	10,000	8220 Other Contractual Services	10,000	10,000	0	0.00 %
0	5,000	5,000	8225 Special Needs	5,000	5,000	0	0.00 %
11,246	27,446	29,446	OBJECT TOTAL	28,446	28,446	-1,000	-3.40 %
<u>MATERIAL & SUPPLIES</u>							
592	600	600	8301 Office Supplies	600	600	0	0.00 %
1,899	3,033	3,033	8310 Other Materials	3,712	3,712	679	22.39 %
2,491	3,633	3,633	OBJECT TOTAL	4,312	4,312	679	18.69 %

471,268	559,741	559,741	TOTAL	567,232	567,232	7,491	1.34 %
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FUNCTION COMMUNITY SERVICES	ACTIVITY SR. AND DIS. CENTER SERVICES	PROGRAM CENTER OPERATION	CODE 644
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EXPLANATION

As the focal point of services for the senior and disabled residents of Newington, the Senior and Disabled Center improves the 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 2024-2025 OPERATION.

- Offered various 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.
- 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.
- Provided full-service social work, benefits application assistance and information and referral services to older adults in Newington.
- 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.
- Received \$90,000 in ARPA funding as approved through the State Unit on Aging, for various programming and facilities improvements, all with a focus on general health improvement for older adults and COVID mitigation.
- 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.
- Held the popular EXPO healthy aging resource fair with 50 vendors and an estimated 350-400 members in attendance.
- Held the annual Safety Picnic with fire, police and EMS personnel cooking, serving, and socializing with members. The Police Department provided a brief educational presentation.
- The Bus Trip Committee offered bus day trips to various New England and New York destinations.
- Continued to develop collaborative programs with the CCSU, CT Association of Senior Center Personnel (CASC), 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 2024, an average of 35-50 older adults participate in lunch daily. Meals on Wheels volunteers deliver 60-65 hot meals to Newington recipients daily.
- As of November 1, 2024, state and federal funding was reduced for the Meals on Wheels and Congregate Lunch programs, resulting in a shortfall of approximately 191 meals per week for an indeterminate period. The Center will continue to provide meals without interruption, with funding from sponsors, donations, ARPA allocations and Council budget allocations.
- Operated the Giving Garden, an initiative of dedicated volunteers growing more than 500 lbs. of organic produce for Food Pantry beneficiaries.
- Partnered with AARP to offer free tax preparation services and driver/car safety courses to members.
- Held a weekly volunteer-run Tech Help program to assist older adults with using technology and electronic devices.
- Operated the Durable Medical Equipment loaning program, which provides donated equipment such as wheelchairs, walkers and commodes for residents to borrow for any period of time as needed.
- 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.
- Introduce additional evidence-based and intergenerational programming of interest and benefit to older and disabled adults.
- 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

- Full Time Salaries reflects AFSCME at contractual rates, anticipated raises for Admin and Teamsters at 2023-2024 rates.
- Part Time includes minimum wage increase.
- Dues and Subscriptions increased for addition of Hartford Courant print subscription at request of members.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
369,476	432,298	432,298	8101 Full time salaries	435,340	435,340	3,042	0.70 %
27,067	35,644	35,644	8103 Part Time	36,056	36,056	412	1.16 %
700	800	800	8105 Longevity	900	900	100	12.50 %
397,242	468,742	468,742	OBJECT TOTAL	472,296	472,296	3,554	0.76 %
			<u>PROFESSIONAL SVCS</u>				
100	330	330	8202 Dues and Subscriptions	505	505	175	53.03 %
280	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 %
2,848	3,735	3,735	8212 Equipment Maintenance	3,735	3,735	0	0.00 %
769	1,200	1,200	8213 Facilities Maintenance	1,200	1,200	0	0.00 %
1,139	1,200	1,200	8216 Printing and Binding	1,200	1,200	0	0.00 %
0	13,738	13,738	8217 Consultants/Special Contractor	13,738	13,738	0	0.00 %
7,047	5,400	5,400	8220 Other Contractual Services	5,400	5,400	0	0.00 %
13,349	27,178	27,178	OBJECT TOTAL	27,353	27,353	175	0.64 %
			<u>MATERIAL & SUPPLIES</u>				
389	1,000	1,000	8301 Office Supplies	1,000	1,000	0	0.00 %
1,779	3,240	3,240	8302 Technical Supplies	3,240	3,240	0	0.00 %
2,168	4,240	4,240	OBJECT TOTAL	4,240	4,240	0	0.00 %

412,759	500,160	500,160	TOTAL	503,889	503,889	3,729	0.75 %
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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 2024-2025 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 contractual rates.
- Part Time reflects AFSCME employee at contractual rate and vacant driver position with a \$3.00/hour increase to reflect current competitive rates.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
66,209	66,482	66,482	8101 Full time salaries	70,533	70,533	4,051	6.09 %
183	1,000	1,000	8102 Overtime	1,000	1,000	0	0.00 %
61,906	80,690	80,690	8103 Part Time	87,036	87,036	6,346	7.86 %
1,850	1,950	1,950	8105 Longevity	2,000	2,000	50	2.56 %
130,148	150,122	150,122	OBJECT TOTAL	160,569	160,569	10,447	6.96 %
			<u>PROFESSIONAL SVCS</u>				
0	120	120	8214 Motor Vehicle Maintenance	120	120	0	0.00 %
0	350	350	8216 Printing and Binding	350	350	0	0.00 %
0	470	470	OBJECT TOTAL	470	470	0	0.00 %

130,148	150,592	150,592	TOTAL	161,039	161,039	10,447	6.94 %
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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 seven-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 2024-2025 OPERATION

- Provided policy oversight to the Senior and Disabled Center.
- Sponsored the annual Volunteer Appreciation Dinner, in which the Congregate Lunch Nutrition 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.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
1,350	1,530	1,530	8103 Part Time	1,561	1,561	31	2.03 %
1,350	1,530	1,530	OBJECT TOTAL	1,561	1,561	31	2.03 %
			<u>PROFESSIONAL SVCS</u>				
0	300	300	8216 Printing and Binding	300	300	0	0.00 %
1,168	1,260	1,260	8218 Contributions and Subsidies	1,260	1,260	0	0.00 %
1,168	1,560	1,560	OBJECT TOTAL	1,560	1,560	0	0.00 %
			<u>MATERIAL & SUPPLIES</u>				
0	60	60	8301 Office Supplies	60	60	0	0.00 %
0	60	60	OBJECT TOTAL	60	60	0	0.00 %

2,518	3,150	3,150	TOTAL	3,181	3,181	31	0.98 %
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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

- Other Contractual Services reflects increase in costs for Human Rights Commission to allow for effective programming.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
750	750	750	8220 Other Contractual Services	1,000	1,000	250	33.33 %
750	750	750	OBJECT TOTAL	1,000	1,000	250	33.33 %

750	750	750	TOTAL	1,000	1,000	250	33.33 %
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LIBRARY

LIBRARY

710 LIBRARY OPERATIONS

730 HUBBARD BOOK FUND

FUNCTION LIBRARY	ACTIVITY	PROGRAM SUMMARY	CODE 700
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PERSONNEL SUMMARY

	2024-25 <u>Authorized</u>	2025-2026 <u>Requested</u>	2025-2026 <u>Proposed</u>	2025-2026 <u>Approved</u>
<u>Positions (in work years)</u>				
<u>Administration</u>				
Library Director	1.0	1.0	1.0	
Assistant Library Director	1.0	1.0	1.0	
Librarian II	1.0	1.0	1.0	
<u>Children's Services</u>				
Librarian III	1.0	1.0	1.0	
Librarian I	1.0	1.0	1.0	
Library Technician	1.0	1.0	1.0	
Librarian (PT)	0.1	0.1	0.1	
Library Technician (PT)	1.3	1.3	1.3	
<u>Reference & Community Services</u>				
Librarian III	2.0	2.0	2.0	
Librarian I	2.3	2.3	2.3	
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	
<u>Building</u>				
Maintenance Technician (PT)	0.4	0.5	0.5	
Library Monitor (PT)	0.3	0.1	0.1	
<u>Collection Management</u>				
Librarian III	0.7	0.7	0.7	
Librarian I	0.7	0.7	0.7	
Library Technician (PT)	0.3	0.3	0.3	
<u>Circulation</u>				
Librarian III	0.3	0.3	0.3	
Librarian II	1.0	1.0	1.0	
Library Technician	1.0	1.0	1.0	
Librarian (PT)	1.3	1.3	1.3	
Library Technician (PT)	1.4	1.6	1.6	
Pages (PT)	<u>2.5</u>	<u>2.5</u>	<u>2.5</u>	
	24.3	24.4	24.4	
<u>Seasonal (hours)</u>				
Circulation	473.0	473.0	473.0	
<u>Overtime (hours)</u>				
Reference Services	32.5	48.8	48.8	
Circulation	2.9	2.9	2.9	
Collection	6.8	6.8	6.8	
Children's Services	<u>35.8</u>	<u>39.0</u>	<u>39.0</u>	
	78.0	97.5	97.5	

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 2024-2025 OPERATION

- Library celebrated 85 years of service to the Newington community in 2024.
- The Library Board of Trustees Newington Library 5K Road Race fundraiser was held on May 19, 2024, celebrating its 27th year.
- Worked with the Library Board of Trustees Facility & Site Committee to address future space needs and future expansion 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.
- Offers professional development opportunities for staff to attend and/or present at workshops and conferences.
- Offered free meeting and study room space 3,488 times for in-house use, public groups and conference/study room use.
- Received two grants from the *Hartford Foundation for Public Giving Newington Community Fund* to purchase assistive technology for use in the library and the *Triumph Group Charitable Foundation* to add STEM-based programming and library materials for children and teens.
- The *George G. Hanel Fine Art Series*, made possible by an endowment to bring two cultural events to the library each year, offered two concerts, featuring jazz musician Lynn Roby Knapp in September and The Sugartones Holiday Concert in December.
- 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 2025-2026

- 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 2025-2026 Plan of Work.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects expected raise for Admin, AFSCME per union contract and Teamster at FY 2024 rate.
- Increase in Longevity due to increases for current employees per the AFSME contract.
- Dues & Subscriptions increased due to CLC membership.
- Equipment Rental reflects anticipated increased cost in postage meter rental.
- Increase in Data Services due to a Library Connection Inc CONNECT fee increase.

Function	Activity	Program	Code
Public Library	Library Operations	Library Administration	0711

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
296,999	304,693	304,693	8101 Full time salaries	310,398	310,398	5,705	1.87 %
2,000	2,600	2,600	8105 Longevity	3,300	3,300	700	26.92 %
298,999	307,293	307,293	OBJECT TOTAL	313,698	313,698	6,405	2.08 %
<u>PROFESSIONAL SVCS</u>							
1,524	2,409	2,409	8202 Dues and Subscriptions	2,455	2,455	46	1.91 %
0	415	415	8203 Transportation	415	415	0	0.00 %
1,041	1,382	1,382	8204 Conferences, Meetings, Training	1,382	1,382	0	0.00 %
1,186	2,000	2,000	8205 Postage and Shipping	2,000	2,000	0	0.00 %
817	650	650	8210 Equipment Rental	715	715	65	10.00 %
354	547	547	8216 Printing and Binding	547	547	0	0.00 %
43,869	44,840	44,840	8222 Data Services	45,948	45,948	1,108	2.47 %
48,791	52,243	52,243	OBJECT TOTAL	53,462	53,462	1,219	2.33 %
<u>MATERIAL & SUPPLIES</u>							
682	628	628	8301 Office Supplies	628	628	0	0.00 %
682	628	628	OBJECT TOTAL	628	628	0	0.00 %

348,472	360,164	360,164	TOTAL	367,788	367,788	7,624	2.12 %
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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 2024-2025 OPERATION

- The *Sliva Young People's Literary Series*, made possible by an endowment that brings a well-known children's author to all third and fourth graders in Newington, was held in February 2024 with best-selling children's author and illustrator Jarrett Krosoczka.
- Offered a winter reading program, *Read Around the World*, and a summer reading program, *Read Renew Repeat*.
- Presented 440 educational programs to 16,089 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
- Continued working with teachers to offer materials and services that supported the curriculum.
- Staff answered 6,865 reference questions over the year.
- Added two online databases for children, parents and teachers: *LOTE4Kids* that offers digital books for children in World Languages and *Educate Station* which provides quality educational content for homeschooling families and teachers.

OBJECTIVES FOR 2025-2026

- 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.
- Incorporate additional technology-related materials such as a circulating Launchpad collection and a circulating Tonieboxes.
- Build our Language section to represent the diverse population of Newington.
- Continue the *Sliva Young People's Literary Series* author visits.
- Utilize social media accounts more to promote reader advisory services for children and teens.
- 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

- Increase in Full Time Salaries due AFSCME per union contract.
- Increase in Overtime due to more Overtime hours worked and pay AFSCME contractual rates.
- Part Time includes anticipated raises and step increase.
- Increase in Public Circulation Materials due to requested 5% increase.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
237,418	238,397	238,397	8101 Full time salaries	252,909	252,909	14,512	6.09 %
2,858	3,090	3,090	8102 Overtime	3,505	3,505	415	13.43 %
72,939	78,597	78,597	8103 Part Time	83,087	83,087	4,490	5.71 %
313,215	320,084	320,084	OBJECT TOTAL	339,501	339,501	19,417	6.07 %
			<u>PROFESSIONAL SVCS</u>				
5,946	7,310	7,310	8202 Dues and Subscriptions	7,310	7,310	0	0.00 %
0	415	415	8216 Printing and Binding	415	415	0	0.00 %
3,629	1,870	1,870	8220 Other Contractual Services	1,870	1,870	0	0.00 %
9,575	9,595	9,595	OBJECT TOTAL	9,595	9,595	0	0.00 %
			<u>MATERIAL & SUPPLIES</u>				
197	200	200	8301 Office Supplies	200	200	0	0.00 %
346	350	350	8310 Other Materials	350	350	0	0.00 %
544	550	550	OBJECT TOTAL	550	550	0	0.00 %
			<u>CAPITAL OUTLAY</u>				
36,475	38,919	38,919	8401 Public Circulation Material	40,870	40,870	1,951	5.01 %
36,475	38,919	38,919	OBJECT TOTAL	40,870	40,870	1,951	5.01 %

359,808	369,148	369,148	TOTAL	390,516	390,516	21,368	5.79 %
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FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM REF. AND COMMUNITY SERVICES	CODE 713
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EXPLANATION

Services provided under this account include:

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

HIGHLIGHTS OF FY 2023-2024 OPERATION

- Staff handled 38,973 reference transactions, 1,649 tech help interactions from the public, and pulled and processed 22,516 items for interlibrary loans for patrons.
- With the addition of a full-time teen librarian in July 2023, teen services were expanded to include more reader's advisory, outreach to the schools and additional programming. Offered 67 programs to 1,854 (a 95% increase in attendance) to teens that promoted creativity and collaboration.
- Presented 236 cultural, literature-based, and educational programs for more than 11,664 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 the Newington Chamber of Commerce, local organizations, 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.
- 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

- Increase in Full Time Salaries reflects AFSCME at contractual rates, step increase for Teen Librarian I position and full year of the Librarian I position (0.3 here) reinstated as of January 1, 2025.
- Increase in Overtime due to more overtime hours worked and pay increase per AFSCME union contract.
- Dues & Subscriptions-Print increase offset by decrease in Dues and Subscription-Electronic.
- Decrease in Office Supplies to offset anticipated increase in postage meter rental and maintenance fees for security cameras.
- Increase in Public Circulation Materials due to requested 5% increase.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
308,475	332,918	332,918	8101 Full time salaries	371,435	371,435	38,517	11.57 %
1,568	2,724	2,724	8102 Overtime	4,336	4,336	1,612	59.18 %
157,505	165,116	165,116	8103 Part Time	168,337	168,337	3,221	1.95 %
467,549	500,758	500,758	OBJECT TOTAL	544,108	544,108	43,350	8.66 %
<u>PROFESSIONAL SVCS</u>							
57,774	58,544	58,544	8202 Dues and Subscriptions	58,544	58,544	0	0.00 %
0	315	315	8216 Printing and Binding	315	315	0	0.00 %
840	1,300	1,300	8220 Other Contractual Services	1,300	1,300	0	0.00 %
58,613	60,159	60,159	OBJECT TOTAL	60,159	60,159	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
1,254	1,608	1,608	8301 Office Supplies	1,347	1,347	-261	-16.23 %
1,650	225	225	8310 Other Materials	225	225	0	0.00 %
2,904	1,833	1,833	OBJECT TOTAL	1,572	1,572	-261	-14.24 %
<u>CAPITAL OUTLAY</u>							
137,024	137,451	137,451	8401 Public Circulation Material	144,307	144,307	6,856	4.99 %
137,024	137,451	137,451	OBJECT TOTAL	144,307	144,307	6,856	4.99 %

666,090	700,201	700,201	TOTAL	750,146	750,146	49,945	7.13 %
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FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM BUILDING	CODE 714
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EXPLANATION

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

HIGHLIGHTS OF FY 2024-2025 OPERATIONS

- Lack of adequate parking continued to be an issue during regular library hours.
- Balancing the heating and cooling continued to be problematic.
- The cleaning service Environmental Services continues to keep the library clean and inviting to the public.
- The exterior of the building was power washed removing mold, dirt and grime.
- Replaced 36-year-old furniture in the quiet study area with new tech friendly study tables and lounge chairs under the atrium.
- Completed some painting and a number of minor building projects and maintenance upgrades.

OBJECTIVES FOR 2025-2026

- 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.
- Reconfigure two staff work areas and the quiet study area with new furniture.

MAJOR BUDGET CHANGES AND COMMENTARY

- Decrease in Part Time due to removal of Monitor #2 position and adding hours into Part-Time Maintenance Tech position.
- 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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
16,793	24,548	24,548	8103 Part Time	22,094	22,094	-2,454	-10.00 %
16,793	24,548	24,548	OBJECT TOTAL	22,094	22,094	-2,454	-10.00 %
			<u>PROFESSIONAL SVCS</u>				
439	1,164	1,164	8212 Equipment Maintenance	1,164	1,164	0	0.00 %
1,083	1,104	1,104	8213 Facilities Maintenance	1,104	1,104	0	0.00 %
1,766	2,364	2,364	8220 Other Contractual Services	2,560	2,560	196	8.29 %
3,287	4,632	4,632	OBJECT TOTAL	4,828	4,828	196	4.23 %
			<u>MATERIAL & SUPPLIES</u>				
167	175	175	8305 Cleaning Supplies	175	175	0	0.00 %
167	175	175	OBJECT TOTAL	175	175	0	0.00 %

20,247	29,355	29,355	TOTAL	27,097	27,097	-2,258	-7.69 %
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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 2024-2025 OPERATION

- Selected, ordered, and processed 35,473 items, including books, eBooks, DVDs, CDs, magazines, and museum passes.
- Maintained a physical collection of 163,315 items and a digital collection of more than 90,016 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*.
- Continued to add digital to support the needs of the Newington Public schools' curriculum.
- Added a collection of circulating video games for adults.
- Added more eBooks in foreign languages to our digital collection.
- Revised and updated the Library Materials Selection Policy.
- Continued to use of volunteers who donated 532 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.
- The Full-Time Librarian I position was filled in January 2025 working (0.7 here). This position had been unfunded since 2022.

OBJECTIVES FOR 2025-2026

- Reevaluate work flow in this department due to the addition of the Full-Time Librarian I.
- Increase the Multi-Language Learners collection for teens and adults.
- Evaluate, continue to develop, and offer easy access to library's print and digital collections to meet the needs of the Newington community.
- Continue to use volunteer services where appropriate.
- Continue to work with CT Library Consortium, the State Library, and vendors for discounts in library supplies.
- Investigate and evaluate e-content vendors and the e-content formats offered, such as downloadable magazines, music, and video.
- Continue to address space planning through reorganization, weeding of underutilized materials, and obsolete formats.
- Offer a variety of readers' advisory services via print and digital services as well as on the library's website, including promoting the summer and winter reading programs for all ages.

MAJOR BUDGET CHANGES AND COMMENTARY

- Increase in Full Time Salaries due to a full year of the Librarian I position (0.7 here) reinstated as of January 1, 2025 and AFSCME at contractual rates.
- Increase in Overtime due to pay increase per AFSCME union contract.
- Part Time reflects anticipated raises.

Function	Activity	Program	Code
Public Library	Library Operations	Collection Management	0715

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
62,149	85,332	85,332	8101 Full time salaries	114,635	114,635	29,303	34.34 %
1,160	665	665	8102 Overtime	705	705	40	6.02 %
15,189	16,484	16,484	8103 Part Time	16,853	16,853	369	2.24 %
78,498	102,481	102,481	OBJECT TOTAL	132,193	132,193	29,712	28.99 %
<u>PROFESSIONAL SVCS</u>							
500	0	0	8216 Printing and Binding	0	0	0	****
500	0	0	OBJECT TOTAL	0	0	0	****
<u>MATERIAL & SUPPLIES</u>							
8,050	8,100	8,100	8302 Technical Supplies	8,100	8,100	0	0.00 %
8,050	8,100	8,100	OBJECT TOTAL	8,100	8,100	0	0.00 %

87,048	110,581	110,581	TOTAL	140,293	140,293	29,712	26.87 %
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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 2024-2025 OPERATION

- During the year, 125,114 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 262,094 items during the year.
- Circulation of digital materials continued to be high. 42,189 items were downloaded from the library's digital collection.
- 9,188 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.
- 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 2025-2026

- 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

- Increase in Full Time Salaries due to pay increases per AFSCME union contract.
- Decrease on Overtime due to fewer Overtime hours worked and pay increase per AFSCME union contract.
- Part Time and Seasonal reflect increase in minimum wage.

Function	Activity	Program	Code
Public Library	Library Operations	Circulation	0716

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
179,452	180,192	180,192	8101 Full time salaries	191,183	191,183	10,991	6.10 %
497	286	286	8102 Overtime	303	303	17	5.94 %
182,968	226,151	226,151	8103 Part Time	234,691	234,691	8,540	3.78 %
6,795	8,131	8,131	8104 Seasonal	8,471	8,471	340	4.18 %
369,712	414,760	414,760	OBJECT TOTAL	434,648	434,648	19,888	4.80 %
			<u>PROFESSIONAL SVCS</u>				
482	482	482	8216 Printing and Binding	482	482	0	0.00 %
482	482	482	OBJECT TOTAL	482	482	0	0.00 %
			<u>MATERIAL & SUPPLIES</u>				
958	991	991	8302 Technical Supplies	991	991	0	0.00 %
958	991	991	OBJECT TOTAL	991	991	0	0.00 %

371,152	416,233	416,233	TOTAL	436,121	436,121	19,888	4.78 %
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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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
586	30	30	8220 Other Contractual Services	30	30	0	0.00 %
586	30	30	OBJECT TOTAL	30	30	0	0.00 %

586	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	
<u>PERSONNEL SUMMARY</u>					
<u>Positions (in work years)</u>		2024-2025 <u>Authorized</u>	2025-2026 <u>Requested</u>	2025-2026 <u>Proposed</u>	2025-2026 <u>Approved</u>
<u>Administration</u>					
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	
<u>Parks and Grounds</u>					
Supervisor of Parks, Grounds & Cemeteries***		1.0	1.0	1.0	
Groundskeeper Foreperson		0.0	0.0	0.0	
Groundskeeper IV		2.0	2.0	2.0	
Groundskeeper I (Dept Request level has one new position at request of AFSCME)		5.0	6.0	5.0	
Groundskeeper II		2.0	2.0	2.0	
Groundskeeper III		2.0	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	14.3	13.3	
<u>Cemeteries</u>					
Groundskeeper Foreperson - Parks, Grounds & Cemeteries		1.0	1.0	1.0	
Groundskeeper IV		0.0	0.0	0.0	
Parks Laborer (Cemetery Maintainer) (PT)		0.4	0.4	0.4	
Office Assistant (PT)		<u>0.6</u>	<u>0.6</u>	<u>0.6</u>	
		2.0	2.0	2.0	
<u>Overtime (work hours)</u>					
Parks & Grounds		1,947.3	2,372.3	2,372.3	
Cemeteries		<u>272.2</u>	<u>272.2</u>	<u>272.2</u>	
		2,219.5	2,272.2	2,272.2	
<u>Seasonal (work hours)</u>					
Maintenance Parks & Grounds – Maintainer		7,091.0	5,821.0	5,821.0	
Maintenance Cemetery – Maintainer		<u>960.0</u>	<u>960.0</u>	<u>960.0</u>	
		8,051.0	7,896.0	7,896.0	
<u>Board of Parks and Recreation</u>					
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 2024-2025 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 hundreds of participants.

OBJECTIVES

- Stay current with trends in the Parks and Recreation industry.
- Continue to develop collaborative partners within the region to maximize efficiency.
- 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, decorations, and celebration.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects anticipated Administrative raise, Teamsters at 2023-2024 rates and contractual 2025-2026 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. The amount being charged to the Recreation Fund for the third Recreation Supervisor was increased this year.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
248,889	253,822	260,822	8101 Full time salaries	259,897	240,181	-20,641	-7.91 %
248,889	253,822	260,822	OBJECT TOTAL	259,897	240,181	-20,641	-7.91 %
			<u>PROFESSIONAL SVCS</u>				
670	1,380	1,380	8202 Dues and Subscriptions	1,380	1,380	0	0.00 %
2,600	3,300	3,300	8204 Conferences, Meetings, Training	3,360	3,360	60	1.82 %
1,585	1,800	1,800	8210 Equipment Rental	1,800	1,800	0	0.00 %
161	350	350	8212 Equipment Maintenance	350	350	0	0.00 %
5,017	6,830	6,830	OBJECT TOTAL	6,890	6,890	60	0.88 %
			<u>MATERIAL & SUPPLIES</u>				
1,031	1,900	1,900	8301 Office Supplies	1,900	1,900	0	0.00 %
240	300	300	8310 Other Materials	300	300	0	0.00 %
1,271	2,200	2,200	OBJECT TOTAL	2,200	2,200	0	0.00 %

255,177	262,852	269,852	TOTAL	268,987	249,271	-20,581	-7.63 %
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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 2024-2025 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.
- 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.
- Purchased ABI Force state-of-the-art laser ballfield grader.

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 contractual 2025-2026 rates and Teamster position at 2023-2024 rate.
- Overtime reflects AFSCME at contractual 2025-2026 rates and an increase to bring up to trend. Offset by reduction in Seasonal.
- Part Time increased for anticipated raise necessary due to increase in minimum wage.
- Seasonal reflects decrease to bring in line with trend and anticipated raises necessary to attract applicants. This reduction is offset by increase in Overtime.
- Clothing Allowance increased per AFSCME contract.
- Increase in Equipment Rental due to rising costs and increased demand for park and school portable bathrooms resulting in additional quantity of portable bathrooms.
- Other Contractual Services has an increase because the spring prep work at Mill Pond tennis courts was inadvertently removed from last year's budget request, plus addition of USDA geese control and dog park mowing which were previously charged to Manager's Contingency.
- Agricultural supplies increased due to rising prices.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
949,026	954,267	954,267	8101 Full time salaries	1,070,305	1,004,408	50,141	5.25 %
146,116	105,001	105,001	8102 Overtime	135,606	135,606	30,605	29.15 %
7,636	9,184	9,184	8103 Part Time	9,828	9,828	644	7.01 %
92,822	149,760	149,760	8104 Seasonal	132,855	132,855	-16,905	-11.29 %
4,950	5,350	5,350	8105 Longevity	5,550	5,550	200	3.74 %
1,200,550	1,223,562	1,223,562	OBJECT TOTAL	1,354,144	1,288,247	64,685	5.29 %
<u>PROFESSIONAL SVCS</u>							
600	600	600	8202 Dues and Subscriptions	600	600	0	0.00 %
1,778	3,070	3,070	8204 Conferences, Meetings, Training	3,070	3,070	0	0.00 %
1,050	2,100	2,100	8207 Clothing Allowance	2,800	2,800	700	33.33 %
34,075	35,423	36,423	8210 Equipment Rental	40,423	40,423	4,000	10.98 %
624	4,758	4,758	8212 Equipment Maintenance	4,758	4,758	0	0.00 %
34,820	16,689	16,689	8220 Other Contractual Services	42,189	48,769	32,080	192.22 %
72,947	62,640	63,640	OBJECT TOTAL	93,840	100,420	36,780	57.79 %
<u>MATERIAL & SUPPLIES</u>							
67,227	59,759	59,759	8302 Technical Supplies	59,759	59,759	0	0.00 %
5,260	7,580	7,580	8303 Uniforms and Clothing	7,580	7,580	0	0.00 %
75,831	82,617	82,617	8304 Agricultural Supplies	91,806	91,806	9,189	11.12 %
10,694	41,020	40,020	8306 Constr. & Maintenance Materials	41,020	41,020	1,000	2.50 %
4,669	5,000	5,000	8307 Equipment Parts	5,000	5,000	0	0.00 %
4,654	5,700	5,700	8310 Other Materials	5,700	5,700	0	0.00 %
168,335	201,676	200,676	OBJECT TOTAL	210,865	210,865	10,189	5.08 %
<u>CAPITAL OUTLAY</u>							
11,024	11,600	11,600	8402 Technical Equipment	11,600	11,600	0	0.00 %
11,024	11,600	11,600	OBJECT TOTAL	11,600	11,600	0	0.00 %

1,452,856	1,499,478	1,499,478	TOTAL	1,670,449	1,611,132	111,654	7.45 %
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FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION	GROUNDS MAINTENANCE	CEMETERIES	832

EXPLANATION

Parks and Grounds personnel provide maintenance and interment services for the three 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 2024-2025 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 145 total interments in 2024 in both Newington cemeteries.
- The Wreaths Across America ceremony was held at West Meadow cemetery in December.
- Restored or repaired approximately 20 ancient headstones in Center Cemetery.
- There were over 120 grave sales in 2024.
- 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

- Full Time reflects AFSCME at contractual 2025-2026 rates and small portion of Teamster position at 2023-2024 rate.
- Part Time reflects a decrease to fix miscalculation in prior year.
- The Agricultural Supplies line item reflects an anticipated increase in fertilizer costs.

Function	Activity	Program	Code
Parks & Recreation	Grounds Maintenance	Cemeteries	0832

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
96,743	97,346	97,346	8101 Full time salaries	102,653	102,653	5,307	5.45 %
918	17,109	17,109	8102 Overtime	17,109	17,109	0	0.00 %
19,323	40,000	40,000	8103 Part Time	36,400	36,400	-3,600	-9.00 %
0	18,000	18,000	8104 Seasonal	18,000	18,000	0	0.00 %
1,000	1,000	1,000	8105 Longevity	1,000	1,000	0	0.00 %
117,984	173,455	173,455	OBJECT TOTAL	175,162	175,162	1,707	0.98 %
<u>PROFESSIONAL SVCS</u>							
200	400	400	8202 Dues and Subscriptions	400	400	0	0.00 %
2,750	2,120	2,120	8206 Utilities	2,120	2,120	0	0.00 %
4,076	3,500	3,500	8220 Other Contractual Services	3,500	3,500	0	0.00 %
7,026	6,020	6,020	OBJECT TOTAL	6,020	6,020	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
2,472	3,400	3,400	8302 Technical Supplies	3,400	3,400	0	0.00 %
7,418	9,385	9,385	8304 Agricultural Supplies	10,515	10,515	1,130	12.04 %
2,243	4,300	4,300	8306 Constr. & Maintenance Materials	4,300	4,300	0	0.00 %
12,133	17,085	17,085	OBJECT TOTAL	18,215	18,215	1,130	6.61 %
<u>CAPITAL OUTLAY</u>							
6,194	17,000	17,000	8402 Technical Equipment	17,000	17,000	0	0.00 %
320	800	800	8406 Office Equipment	800	800	0	0.00 %
6,514	17,800	17,800	OBJECT TOTAL	17,800	17,800	0	0.00 %

143,657	214,360	214,360	TOTAL	217,197	217,197	2,837	1.32 %
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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 2024-2025 OPERATION

- The Department staff regraded the Kelsey House property to enhance water flow away from the house.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 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 2024-2025 OPERATION

- Continued to address tree concerns to ensure public safety.
- 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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
1,750	1,750	1,750	8101 Full time salaries	1,750	1,750	0	0.00 %
1,750	1,750	1,750	OBJECT TOTAL	1,750	1,750	0	0.00 %
<u>PROFESSIONAL SVCS</u>							
390	2,450	2,450	8204 Conferences,Meetings,Training	2,450	2,450	0	0.00 %
60,000	60,000	60,000	8217 Consultants/Special Contractor	60,000	60,000	0	0.00 %
60,390	62,450	62,450	OBJECT TOTAL	62,450	62,450	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
1,642	6,000	6,000	8302 Technical Supplies	6,000	6,000	0	0.00 %
1,642	6,000	6,000	OBJECT TOTAL	6,000	6,000	0	0.00 %

63,782	70,200	70,200	TOTAL	70,200	70,200	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 2024-2025 OPERATION

- USI Insurance Services of Connecticut served as the Town's Agent of Record for the third year of their appointment
- Risk management site walk-throughs at all town offices and buildings continued into this year
- The review of the Employee Health & Safety Manual commenced

OBJECTIVES

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

MAJOR BUDGET CHANGES AND COMMENTARY

- The Town is entering year three of the 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 2024-2025 renewal cost.
- The Cyber insurance market continues to fluctuate and the proposed increase of 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) may bring an increase in the future.

FUNCTION	ACTIVITY	PROGRAM	CODE
Insurance - Miscellaneous	Municipal Insurance		0910

2023-2024 Actual	2024-2025 Original Budget	2024-2025 Revised Budget		2025-2026 Department Request	2025-2026 Manager Proposed	Change from revised budget	
Object Summary							
849,137	898,262	898,262	200 Contractual Services	923,254	923,254	24,992	2.78%
125,000	125,000	125,000	500 Transfers to Other Funds	125,000	125,000	0	0.00%
974,137	1,023,262	1,023,262		1,048,254	1,048,254	24,992	2.44%
Program Summary							
400,328	420,344	420,344	0911 Workers Compensation	420,344	420,344	0	0.00%
180,412	189,432	189,432	0912 General Liability & Auto Ins.	200,665	200,665	11,233	5.93%
78,320	82,243	82,243	0914 Umbrella Liability	87,119	87,119	4,876	5.93%
43,679	45,863	45,863	0915 Police Professional Liability	48,582	48,582	2,719	5.93%
54,296	57,011	57,011	0916 Public Official Liability	60,392	60,392	3,381	5.93%
44,733	46,923	46,923	0919 Property Coverage	49,706	49,706	2,783	5.93%
29,869	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%

974,137	1,023,262	1,023,262	TOTAL	1,048,254	1,048,254	24,992	2.44%
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FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	GREATER HARTFORD TRANSIT DISTRICT		930

EXPLANATION

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

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
5,496	5,830	5,830	8218 Contributions and Subsidies	6,150	5,802	-28	-0.48 %
5,496	5,830	5,830	OBJECT TOTAL	6,150	5,802	-28	-0.48 %

5,496	5,830	5,830	TOTAL	6,150	5,802	-28	-0.48 %
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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) 22% increase. The 2025-2026 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 \$3,448,068. Additionally, based on the Town's actuary evaluation for OPEB, the contribution to the trust of \$545,862 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 \$617,844.

The 2025 wage base for Social Security taxes is \$176,100. All 2025 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 \$4,950 or less than 1%.

The 2025-2026 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

2023-2024 Actual	2024-2025 Original Budget	2024-2025 Revised Budget		2025-2026 Department Request	2025-2026 Manager Proposed	Change from revised budget	
Object Summary							
10,833,463	11,326,212	11,326,212	200 Contractual Services	12,569,980	12,569,980	1,243,768	10.98%
10,833,463	11,326,212	11,326,212		12,569,980	12,569,980	1,243,768	10.98%
Program Summary							
3,733,742	3,808,853	3,808,853	0941 Medical Insurance	4,423,710	4,423,710	614,857	16.14%
33,607	50,120	50,120	0942 Life Insurance	51,612	51,612	1,492	2.98%
6,031,707	6,205,133	6,205,133	0943 Retirement	6,820,079	6,820,079	614,946	9.91%
680,514	796,103	796,103	0944 Social Security	800,000	800,000	3,897	0.49%
243,135	294,949	294,949	0945 Medicare Taxes	296,000	296,000	1,051	0.36%
110,758	171,054	171,054	0946 Other Benefits	178,579	178,579	7,525	4.40%

10,833,463	11,326,212	11,326,212	TOTAL	12,569,980	12,569,980	1,243,768	10.98%
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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

2023-2024 Actual	2024-2025 Original Budget	2024-2025 Revised Budget		2025-2026 Department Request	2025-2026 Manager Proposed	Change from revised budget	
			Object Summary				
10,000	20,000	20,000	200 Contractual Services	20,000	20,000	0	0.00%
10,000	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	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%

10,000	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 flat to the prior year for which the Town Manager is responsible.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
48,500	48,500	48,500	8220 Other Contractual Services	48,500	48,500	0	0.00 %
48,500	48,500	48,500	OBJECT TOTAL	48,500	48,500	0	0.00 %

48,500	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 2024-2025 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 2024-25 through February 12, 2025:

Original Appropriation	\$350,000
Less: Transfers to Other Departments:	
Council Transfers as of 2/12/2025	\$180,435
Amended Budget Appropriation	\$169,565

MAJOR BUDGET CHANGES AND COMMENTARY

- The amount budgeted in Contingency was decreased by \$10,000. A base contingency amount is included, as well as potential contractual increases for possible Teamsters Union employees.

Function	Activity	Program	Code
Insurance-Miscellaneous	Contingency	Special Contingency	0962

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
0	350,000	169,565	8220 Other Contractual Services	350,000	340,000	170,435	100.51 %
0	350,000	169,565	OBJECT TOTAL	350,000	340,000	170,435	100.51 %

0	350,000	169,565	TOTAL	350,000	340,000	170,435	100.51 %
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DEBT/MDC

1000 DEBT SERVICE

FUNCTION DEBT SERVICE	ACTIVITY	PROGRAM	CODE 1000
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EXPLANATION

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

Standard & Poor's Ratings Services confirmed its rating on Newington's general obligation (GO) bonds at 'AA+' during our rating review call in May 2023. In spring 2025 we plan on going out to bond for the Anna Reynolds and Town Hall project.

MAJOR BUDGET CHANGES AND COMMENTARY

<u>Serial Bonds</u>	<u>Year Issued</u>	<u>Outstanding as of 7/1/2025</u>	<u>Principal Paid 2025-26</u>	<u>Interest Paid 2025-26</u>	<u>Total Payment</u>	<u>True Interest Cost %</u>	<u>Year Retired</u>
Anna Reynolds School	2025	7,000,000	150,000	120,000	270,000	4.0	2045
Town Hall Building Project	2025	3,000,000	100,000	120,000	220,000	4.0	2045
Anna Reynolds School	2023	9,000,000	500,000	395,000	895,000	4.00	2043
Town Hall Building Project	2020	8,437,500	562,500	223,875	786,375	1.88	2040
Town Hall Building Project – BOE	2020	2,812,500	187,500	74,625	262,125	1.88	2040
Town Hall Building Project	2019	4,725,000	337,500	168,750	506,250	2.70	2039
Town Hall Building Project - BOE	2019	1,575,000	112,500	56,250	168,750	2.70	2039
Total		36,550,000	1,950,000	1,158,500	3,108,500		

Debt service payments increased by \$589,495 in fiscal year 2025-2026 due to estimate for new bonding that we will be going out for in the spring of 2025 and the premium funding we received when we went out to bond for the Anna Reynolds project no longer available for the 2025-26 fiscal year.

FUNCTION	ACTIVITY	PROGRAM	CODE
Debt Service	Summary		1000

2023-2024 Actual	2024-2025 Original Budget	2024-2025 Revised Budget		2025-2026 Department Request	2025-2026 Manager Proposed		Change from revised budget	
			Object Summary					
3,432,715	2,519,005	2,519,005	200 Contractual Services	3,518,500	3,108,500	0	589,495	23.40%
3,432,715	2,519,005	2,519,005		3,518,500	3,108,500	0	589,495	23.40%
			Program Summary					
1,097,715	634,005	634,005	1014 Interest Expense	1,318,500	1,158,500	0	524,495	82.73%
2,335,000	1,885,000	1,885,000	1024 Principal Payments	2,200,000	1,950,000	0	65,000	3.45%

3,432,715	2,519,005	2,519,005		3,518,500	3,108,500		589,495	23.40%
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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>2023</u>	<u>%</u>	<u>2024</u>	<u>%</u>	<u>2025</u>	<u>%</u>
Hartford	\$13,923,310	26.24%	\$13,826,794	26.05%	\$13,817,887	26.04%
E. Hartford	6,227,300	11.74%	6,178,994	11.64%	6,130,552	11.55%
NEWINGTON	4,776,720	9.00%	4,767,022	8.99%	4,791,089	9.03%
Wethersfield	4,266,270	8.04%	4,270,904	8.05%	4,239,858	7.99%
Windsor	4,712,920	8.88%	4,751,784	8.95%	4,795,922	9.04%
Bloomfield	3,831,630	7.20%	3,869,024	7.28%	3,750,383	7.06%
Rocky Hill	3,294,640	6.20%	3,352,446	6.32%	3,373,184	6.35%
W. Hartford	<u>12,043,810</u>	<u>22.70%</u>	<u>12,059,632</u>	<u>22.72%</u>	<u>12,177,725</u>	<u>22.94%</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 2025-26 budget. Newington's budgeted funds for the MDC include 50% of the MDC's 2025 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 2025 MDC tax for Newington and the amount paid on the 2024 MDC tax (i.e., 50%) during FY 2024-25.

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
4,796,503	4,861,391	1,796,868	8220 Other Contractual Services	4,891,524	4,891,524	3,094,656	172.23 %
4,796,503	4,861,391	1,796,868	OBJECT TOTAL	4,891,524	4,891,524	3,094,656	172.23 %

4,796,503	4,861,391	1,796,868	TOTAL	4,891,524	4,891,524	3,094,656	172.23 %
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CIP/EQR

CAPITAL IMPROVEMENTS

FUNCTION	ACTIVITY	PROGRAM	CODE
CAPITAL IMPROVEMENTS	SUMMARY		1100
EXPLANATION			
Summaries of FY 2025-26 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 2025-2026 Through 2029-2030.			
		STATE AID	
	Project Title	Department Request	Town Manager Proposed
General Government	Town Center Study Implementation	25,000	25,000
	Revaluation	25,000	25,000
	General Property Improvements	125,000	125,000
	Town Building Mechanical Systems Reserve	100,000	100,000
	Radio Lease	610,000	610,000
	Historic Properties	50,000	40,000
	Transfer to Technology Fund	450,000	450,000
	Grounds Maintenance Garage Improvements	250,000	250,000
	Highway & Fleet Maintenance Garage Improvements	250,000	250,000
	SDC Security Improvements	100,000	100,000
	Town Hall Annex Renovations	75,000	75,000
	Police Department Security Improvements	50,000	50,000
	Library HVAC Replacement	150,000	
	Library Security Improvements	75,000	
	Chapman Street Storage Bldg	200,000	150,000
Public Safety	Radio Replacement Reserve	40,000	40,000
	Patrol Car Dashboard Cameras Replacement Reserve	75,000	75,000
	Police Body Cameras Replacement Reserve	67,000	67,000
	Fire Department PPE Replacement (Personal Protective Equip)	125,000	125,000
	Fire Co 2 Apparatus Bay Flooring	70,000	
	Fire Co. 3 Expansion	350,000	100,000
	Fire Marshall Additional Vehicle (Explorer)	65,000	
	Emergency Management Rehab Shelter	38,000	
Public Works	Matching Grant Fund	250,000	250,000
	Local Bridge & Dam Inspection and Maintenance	130,000	50,000
	Road Resurfacing/Reconstruction	1,750,000	1,750,000
	Sidewalk Curb Ramps	75,000	75,000
	Sidewalk, Pavers & Curbs Maintain & Repair or Remove & Replace	475,000	215,000
	New Britain Ave. Business District Streetscape	100,000	100,000
	Public Building Resurfacing Program	75,000	75,000
	Survey Instrument Replacement	45,000	45,000
	Drainage Maintenance	50,000	50,000
	Flood Control System Dredging	350,000	100,000
	Crack Sealing Roads	100,000	75,000
	Pavement Markings on Roads	65,000	
	Traffic Signal Reserve	65,000	65,000
Community Development	Land Acquisition Fund for Open Space purchases	20,000	20,000
Library	Library Upgrade/Replacement of RFID System	47,334	47,334
Parks And Recreation	Park, Pool, Playgrounds & Greenspace Improvements	200,000	200,000
	Town Parks ADA Compliant Paths, Walkways & Parking	50,000	25,000
	Synthetic Turf Field Replacement Reserve	50,000	50,000
	Candlewyck Park Playground, Rubber Surface & ADA Compliant Paths	450,000	450,000
	Churchill Basketball, Tennis, Pickleball Court Renovations & Lights	650,000	
	Skate Park Renovations and Improvements	50,000	
	Churchill & Mill Pond Bathhouse Renovations	160,000	
Education	Appr. To Public School CIP Reserve	125,000	125,000
	Garfield Street School Bus Yard Paving	300,000	300,000
	School Bus Replacement Program (Bubble Allotment)	1,137,364	1,137,364
Subtotal Capital Improvements		10,134,698	7,861,698
Equipment Replacement	Equipment Replacement Reserve	1,289,921	1,289,921
	Lease Purchase & Other Payments	168,191	168,191
Annual Debt Service Payments		3,518,500	3,108,500
GRAND		15,111,310	12,428,310

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
<u>T/F'S TO OTHER FUNDS</u>							
3,784,400	4,385,311	7,136,784	8501 T/F to Capital Non-Recurring	7,674,698	5,321,698	-1,815,086	-25.43 %
550,000	40,000	2,153,050	8502 T/F to Public Building Fund	1,135,000	715,000	-1,438,050	-66.79 %
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	410,000	410,000	8505 Trf to Technology Fund	450,000	450,000	40,000	9.76 %
4,929,400	4,980,311	9,844,834	OBJECT TOTAL	9,404,698	6,631,698	-3,213,136	-32.64 %

4,929,400	4,980,311	9,844,834	TOTAL	9,404,698	6,631,698	-3,213,136	-32.64 %
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EMPLOYEE LEAVE LIABILITY RESERVE FUND

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

EXPLANATION

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

MAJOR BUDGET CHANGES AND COMMENTARY

None.

	<u>2023-2024</u> <u>Actual</u>	<u>2024-2025</u> <u>Budget</u>	<u>2024-2025</u> <u>Estimated</u>	<u>2025-2026</u> <u>Proposed</u>	<u>2025-2026</u> <u>Approved</u>
OPENING BALANCE	575,585	546,482	644,894	569,194	
<u>ACTUAL/ESTIMATED RECEIPTS</u>					
Board of Education Appropriation	47,400	43,800	43,800	4,900	
Town Operations Appropriation	7,500	5,800	5,800	3,100	
Interest	<u>68,272</u>	<u>11,000</u>	<u>20,000</u>	<u>20,000</u>	
TOTAL RECEIPTS	123,172	60,600	69,600	28,000	
AVAILABLE FUNDS	698,757	607,082	714,494	597,194	
<u>EXPENDITURES/APPROPRIATIONS</u>					
Board of Education Terminations	48,714	40,000	90,000	40,000	
Town Operation Terminations	0	50,000	50,000	50,000	
Investment Expense	5,149	5,000	5,300	5,300	
Actuarial Evaluation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL EXPENDITURES/APPROPRIATIONS	53,863	95,000	145,300	95,300	
CLOSING BALANCE	644,894	512,082	569,194	501,894	

FUNCTION	ACTIVITY	PROGRAM	CODE
Employee Leave Liability Fund	Summary		3000

2023-2024 Actual	2024-2025 Original Budget	2024-2025 Revised Budget		2025-2026 Department Request	2025-2026 Manager Proposed	Change from revised budget	
			Object Summary				
54,900	49,600	49,600	500 Transfers to Other Funds	8,000	8,000	-41,600	-83.87%
			Program Summary				
47,400	43,800	43,800	3100 Board of Educ Employee Leave Liab.	3,100	3,100	-40,700	-92.92%
7,500	5,800	5,800	3200 Town Employee Leave Liability	4,900	4,900	-900	-15.52%

54,900	49,600	49,600		8,000	8,000	-41,600	-83.87%
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BOARD OF EDUCATION

BOARD OF EDUCATION FINAL PROGRAM STRUCTURE

<u>PROGRAM</u>	<u>2024-2025</u>	<u>2024 - 2025</u>
Art	\$918,944	\$924,974
Career/Technical Education	\$735,009	\$756,989
Education Technology	\$2,118,254	\$2,500,971
English/Language Arts	\$3,420,564	\$3,722,486
World Language	\$1,381,956	\$1,368,148
Mathematics	\$3,765,164	\$3,974,374
Music	\$1,173,786	\$1,178,465
Wellness	\$1,573,061	\$1,616,519
Reading	\$3,534,531	\$3,594,387
Science	\$2,988,732	\$3,242,514
STEM	\$870,495	\$903,711
Social Studies	\$3,351,860	\$3,715,974
Special Education	\$14,768,916	\$15,833,152
Homebound K-12	\$144,870	\$136,094
Continuing/Adult Education	\$133,635	\$138,814
Student Activities-Non-Athletics	\$179,988	\$193,193
Student Activities - Athletics	\$620,132	\$655,762
School Counseling	\$1,479,916	\$1,579,603
Health/Nursing Services	\$832,006	\$918,066
Psychological Services	\$1,684,176	\$1,802,888
Speech/Hearing	\$900,496	\$1,091,395
English Learners	\$885,424	\$896,133
Curriculum & Assessment	\$292,120	\$391,929
Media/Library Services	\$716,735	\$744,041
General Supplies	\$265,999	\$268,447
Central Direction	\$2,219,129	\$2,090,794
Building Direction	\$4,708,000	\$4,878,455
Staff Development & Evaluation	\$85,560	\$85,960
Board of Education	\$303,360	\$310,800
Maintenance	\$2,880,287	\$2,933,036
Plant Operations	\$5,575,821	\$5,840,070
Transportation	\$4,284,013	\$4,563,552
Insurance	\$878,340	\$927,049
Other Salaries	\$1,217,555	\$1,266,982
Employee Benefits	\$16,080,041	\$17,092,786
Community Services	\$120,750	\$126,400
TOTAL	\$87,089,625	\$92,264,913
TOWN MANAGER PROPOSED		\$92,263,371

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 2024-2025 include:

- Programs were held in parks and facilities, including the newly rebuilt Mortensen Community Center. Over 850 in person and virtual programs were offered and attended by over 8,500 participants.
- Summer Camps were back this year with over 600 kids attending Camp RECreate, Summer Sunshine and Camp S'More programs.
- Music Concert Series at Mill Pond Park, the municipal parking lot and the Kiwanis Flea Market continued to draw hundreds to each performance.
- Mill Pond and Churchill Pools welcomed over 43,000 visitors, offering swim lessons, lifeguard training, water safety classes and end-of-summer pool parties.
- The Creative Playtime Preschool at the Community Center enrolled 38 students.
- Local (Newington Parks & Recreation) Building a Strong Community Awards: Physical Therapy & Sports Medicine Center, Meg Sauter, Jill Price, and the Elks Lodge of Rocky Hill and Wethersfield.
- The 42nd annual Life. Be In It. Extravaganza featured live music, a carnival, craft fair and fireworks, drawing thousands of attendees.
- Newington Goes Country, Food Truck Friday and Night of Lights attracted over 6,000 each.
- Mortensen Community Center hosted pickleball, badminton, volleyball and basketball leagues, serving over 1,200 participants across all age groups.
- Cornhole leagues remained a favorite outdoor activity with 40 adult teams.

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 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
2023-24	2024-2025		EXPENDITURE CLASSIFICATION	2025-2026		
ACTUAL	REVISED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	Change from Revised Budget
243,677	357,860	367,860	Cemetery Fund	360,697	360,697	2,837
371,856	420,000	350,709	Road Aid Maintenance Fund	430,000	430,000	10,000
480,445	200,000	543,170	Local Capital Improvement Program Fund	330,000	330,000	130,000
2,011,513	1,895,134	1,873,910	Recreation Programs Fund	1,966,249	1,986,249	91,115
130,055	113,000	139,000	Human Services - Needs & Donations	136,500	136,500	23,500
50,766	42,000	58,000	Senior & Disabled Center Donations	62,000	62,000	20,000
5,825	225,000	225,000	Insurance Reserve Fund	225,000	225,000	-
1,257,842	1,200,000	1,200,000	Public School Capital Improvement Program	1,200,000	1,200,000	-
12,905,720	13,588,050	14,124,525	Health Benefits Fund	15,797,850	15,797,850	2,209,800
-	20,000	-	Land Acquisition Fund	20,000	20,000	-
15,131	135,000	135,000	Recreation Capital Improvement Program	225,000	225,000	90,000
5,500	450,000	350,000	Technology Fund	450,000	450,000	-
<u>17,478,330</u>	<u>18,646,044</u>	<u>19,367,174</u>	TOTAL APPROPRIATIONS	<u>21,203,296</u>	<u>21,223,296</u>	<u>2,577,252</u>

FUNCTION			ACTIVITY		PROGRAM		CODE
SPECIAL REVENUE FUNDS			CEMETERY FUND		2001/20832		5001
2023-2024			2024-2025		2025-2026		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
1,962,671	1,960,251	2,229,984	OPENING BALANCE		2,148,124	2,148,124	
			ACTUAL/ESTIMATED RECEIPTS				
87,349		10,000	5503	Net Appreciation			
63,658	25,000	30,000	5506	Investment Income	18,000	18,000	
143,105	120,000	120,000	5701	Interment Charges	150,000	150,000	
214,479	125,000	125,000	5905	Grave Sales	125,000	125,000	
2,400	1,000	1,000	6030	State Grant - Veteran Markers	1,000	1,000	
510,991	271,000	286,000	TOTAL RECEIPTS		294,000	294,000	-
2,473,661	2,231,251	2,515,984	TOTAL AVAILABLE FUNDS		2,442,124	2,442,124	-
			APPROPRIATIONS:				
			Transfer to General Fund for Operating Expenditures				
190,870	214,360	214,360	87011	in Program #832	217,197	217,197	
-	500	500	87012	Pamphlets for Purchasers	500	500	
24,278	45,000	45,000	87013	Capital Outlay - Grounds Care Equipment	45,000	45,000	
370	1,000	1,000	87014	Office Equipment	1,000	1,000	
15,000	25,000	25,000	87015	Capital Improvements - Trees & Shrubs	25,000	25,000	
2,900	60,000	60,000	87016	Capital Improvements - Other	60,000	60,000	
	6,000	6,000	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	
10,258	-	10,000	89206	Investment Expenses	-	-	
243,677	357,860	367,860	TOTAL APPROPRIATIONS		360,697	360,697	-
2,229,984	1,873,391	2,148,124	CLOSING BALANCE		2,081,427	2,081,427	-

FUNCTION			ACTIVITY			PROGRAM		CODE	
SPECIAL REVENUE FUNDS			ROAD AID MAINTENANCE			2003/20322		5002	
2023-2024	2024-2025		EXPENDITURE CLASSIFICATION			2025-2026			
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS				DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED	
73,186	56,115	113,326	OPENING BALANCE			174,614	174,614		
			ACTUAL/ESTIMATED RECEIPTS						
411,996	412,929	411,997	6030 State Grants			411,997	411,997		
411,996	412,929	411,997	TOTAL RECEIPTS			411,997	411,997		-
485,182	469,044	525,323	TOTAL AVAILABLE FUNDS			586,611	586,611		-
			APPROPRIATIONS:						
352,468	400,000	330,000	87092 Pavement Resurfacing - Vendor 2024-2025 Indian Hill Rd, Tunxis Rd, Stamm Rd, Berkeley Cir, Winterberry Ct; 2025-2026 Roads to be determined			400,000	400,000		
19,388	20,000	20,000	87093 Pavement Patching Materials			20,000	20,000		
-	-	709	87096 Pavement Crack Sealing			10,000	10,000		-
371,856	420,000	350,709	TOTAL APPROPRIATIONS			430,000	430,000		-
113,326	49,044	174,614	CLOSING BALANCE			156,611	156,611		-

FUNCTION			ACTIVITY		PROGRAM		CODE
SPECIAL REVENUE FUNDS			LOCAL CAPITAL IMPROVEMENT PROGRAM (LoCIP)		2004/20323		5003
2023-2024			2024-2025		2025-2026		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
124,080	147,866	133,430	OPENING BALANCE		142,401	142,401	
			ACTUAL/ESTIMATED RECEIPTS				
9,683	10,000	9,000	5705	Licenses, Permits & Fees	9,500	9,500	
480,112	214,786	543,142	6030	State Grants	327,620	327,620	
489,795	224,786	552,142	TOTAL RECEIPTS		337,120	337,120	-
613,875	372,652	685,572	TOTAL AVAILABLE FUNDS		479,521	479,521	-
			APPROPRIATIONS:				
480,445			Prior Year Projects				
			2024-2025 Mohawk Cir, Roberts St, Berkeley Pl, Raymond St, Bittersweet Ct, Beechwood Ct, Mulberry Ct, Ancient Hwy, Jefferson Ct, Brook St, Occhialini Ct				
-	200,000	543,170	2025-2026 Roads to be determined		330,000	330,000	
-	-	-					
480,445	200,000	543,170	TOTAL APPROPRIATIONS		330,000	330,000	-
133,430	172,652	142,401	CLOSING BALANCE		149,521	149,521	-

FUNCTION			ACTIVITY		PROGRAM		CODE
SPECIAL REVENUE FUNDS			RECREATION		2010		5004
2023-24	2024-2025		2025-2026				
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
1,000,000	1,000,000	1,000,000	OPENING BALANCE		1,000,000	1,000,000	
			ACTUAL/ESTIMATED RECEIPTS				
87,349	12,000	25,000	5503	Net Appreciation	12,000	12,000	
46,205	15,000	25,000	5506	Interest Earnings	15,000	15,000	
			6203	Cancelled Purchase Orders			
688,408	750,000	717,000	20801	Summer Camp	770,000	770,000	
311,378	267,800	324,000	20802	Preschool	269,500	269,500	
226,448	296,600	236,000	20803	Youth	265,600	265,600	
95,998	127,300	100,000	20804	Adult	116,200	116,200	
33,941	39,600	35,300	20805	Seniors	39,600	39,600	
105,846	164,775	110,110	20806	Aquatics	164,775	164,775	
-	4,500		20807	Special Needs	4,500	4,500	
21,671	23,250	22,700	20808	Concessions/Vending	29,250	29,250	
232,191	99,500	108,000	20809	Facilities	151,500	151,500	
115,942	97,350	121,800	20810	Extravaganza	104,350	104,350	
46,136	87,650	49,000	20812	Special Events	90,150	90,150	
2,011,513	1,985,325	1,873,910	TOTAL RECEIPTS		2,032,425	2,032,425	-
3,011,513	2,985,325	2,873,910	TOTAL AVAILABLE FUNDS		3,032,425	3,032,425	-
			APPROPRIATIONS:				
319,857		106,360	8526	Transfer to Recreation CIP Fund			
10,269	-	11,000	89206	Investment Expense			
487,600	494,250	508,000	20801	Summer Camp	548,350	548,350	
180,434	194,239	187,600	20802	Preschool	205,964	225,964	
169,093	290,238	177,500	20803	Youth	252,224	252,224	
24,720	48,148	25,750	20804	Adult	45,532	45,532	
10,141	13,950	10,500	20805	Seniors	11,450	11,450	
250,237	256,507	260,200	20806	Aquatics	294,757	294,757	
-	4,400		20807	Special Needs	4,400	4,400	
22,399	22,100	23,500	20808	Concessions/Vending	25,350	25,350	
43,345	33,800	45,500	20809	Facilities	36,800	36,800	
68,735	90,300	72,000	20810	Extravaganza	91,800	91,800	
424,682	447,202	446,000	20812	Special Events	449,622	449,622	
2,011,513	1,895,134	1,873,910	TOTAL APPROPRIATIONS		1,966,249	1,986,249	-
1,000,000	1,090,191	1,000,000	CLOSING BALANCE		1,066,176	1,046,176	-

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY HUMAN SERVICES - NEEDS & DONATIONS	PROGRAM 2011/20620	CODE 5005	
2023-24	2024-2025		EXPENDITURE CLASSIFICATION	2025-2026		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
551,619	546,619	560,127	OPENING BALANCE	553,127	553,127	-
			ACTUAL/ESTIMATED RECEIPTS			
116,350	85,000	110,000	6305 Donations - Special Needs	110,000	110,000	-
20,991	25,000	20,000	6306 Donations- Prevention, Social Work & Challenge Course	25,000	25,000	-
1,222	3,000	2,000	6307 YAC Contributions	1,500	1,500	-
138,563	113,000	132,000	TOTAL RECEIPTS	136,500	136,500	-
690,182	659,619	692,127	TOTAL AVAILABLE FUNDS	689,627	689,627	-
			APPROPRIATIONS:			
106,803	85,000	107,000	87400 Special Needs - holiday food baskets, food bank, energy assistance	110,000	110,000	-
22,252	25,000	30,000	87410 Prevention, Social Work & Challenge Course - consultants	25,000	25,000	-
1,000	3,000	2,000	87420 YAC Contributions to & Scholarships	1,500	1,500	-
130,055	113,000	139,000	TOTAL APPROPRIATIONS	136,500	136,500	-
560,127	546,619	553,127	CLOSING BALANCE	553,127	553,127	-

FUNCTION			ACTIVITY		PROGRAM		CODE
SPECIAL REVENUE FUNDS			SENIOR & DISABLED CENTER DONATIONS		2701/20651		5006
2023-2024		2024-2025				2025-2026	
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
200,746	194,845	196,117	OPENING BALANCE		222,217	222,217	-
			ACTUAL/ESTIMATED RECEIPTS				
1,782	10,000	5,000	5715	Senior ID Membership Fees	5,000	5,000	-
8,065	8,000	8,100	5722	Coffee Shop	8,000	8,000	-
10,949	15,000	11,000	5724	Gift Shop	11,000	11,000	-
25,341	21,000	60,000	6311	Donations	40,000	40,000	-
46,137	54,000	84,100	TOTAL RECEIPTS		64,000	64,000	-
246,883	248,845	280,217	TOTAL AVAILABLE FUNDS		286,217	286,217	-
			APPROPRIATIONS:				
2,065	5,000	2,000	87968	Membership Expenses	4,000	4,000	-
8,551	6,000	8,000	87919	Coffee Shop Expenses	8,000	8,000	-
8,727	11,000	8,000	87920	Gift Shop Expenses	10,000	10,000	-
31,423	20,000	40,000	87918	Donations Expenses	40,000	40,000	-
50,766	42,000	58,000	TOTAL APPROPRIATIONS		62,000	62,000	-
196,117	206,845	222,217	CLOSING BALANCE		224,217	224,217	-

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

FUNCTION	ACTIVITY	PROGRAM	CODE
OTHER FUNDS	INSURANCE RESERVE FUND		5007

EXPLANATION

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

FUNCTION			ACTIVITY		PROGRAM		CODE	
OTHER FUNDS			INSURANCE RESERVE FUND		2007/20925		5007	
2023-24			2024-2025		2025-2026			
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED	
862,958	767,959	982,133	OPENING BALANCE		914,842	914,842	-	
			ACTUAL/ESTIMATED RECEIPTS					
-	-	32,709	5814 Return Premiums from Insurance Policy					
			6206 Miscellaneous - Remediation Grant					
125,000	125,000	125,000	7031 Transfers from General Fund		125,000	125,000	-	
125,000	125,000	157,709	TOTAL RECEIPTS		125,000	125,000	-	
987,958	892,959	1,139,842	TOTAL AVAILABLE FUNDS		1,039,842	1,039,842	-	
			APPROPRIATIONS:					
28,211	50,000	50,000	87251 Losses from deductibles and uninsured		50,000	50,000	-	
(22,386)	175,000	175,000	87253 Insurance Payments (deductibles, retro, etc)		175,000	175,000	-	
5,825	225,000	225,000	TOTAL APPROPRIATIONS		225,000	225,000	-	
982,133	667,959	914,842	CLOSING BALANCE		814,842	814,842	-	

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	
2023-24	2024-2025		EXPENDITURE CLASSIFICATION			2025-2026		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS				DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
1,148,207	1,030,450	1,058,484	OPENING BALANCE			1,113,484	1,113,484	
			ACTUAL/ESTIMATED RECEIPTS					
125,000	125,000	125,000	7032	General Fund Appropriations		125,000	125,000	
6,350			6203	Cancelled PY Encumbrances				
63,535	2,000	40,000	5506	Interest Earnings		2,000	2,000	
860,476	1,000,000	1,000,000	5751	Tuition Receipts		1,000,000	1,000,000	
112,758	73,000	90,000	5401	School Rental Receipts		73,000	73,000	
1,168,119	1,200,000	1,255,000	TOTAL RECEIPTS			1,200,000	1,200,000	-
2,316,326	2,230,450	2,313,484	TOTAL AVAILABLE FUNDS			2,313,484	2,313,484	-
			APPROPRIATIONS:					
	50,000		88957	Painting		50,000	50,000	
	50,000		88959	Carpeting		50,000	50,000	
11,988	60,000	60,000	88452	Districtwide Security and Safety		60,000	60,000	
			88453	Districtwide Furniture Replacement				
780,860	750,000	750,000	88555	Technology Equipment/Infrastructure		750,000	750,000	
	160,000	290,000	88651	Districtwide HVAC		160,000	160,000	
		28,000	88851	Athletic Improvements				
200,250	50,000		88355	Districtwide Bathroom Renovations				
			88356	Districtwide Playground Renovations		50,000	50,000	
			88252	Track/Tennis/Basketball Surface Restoration				
			88152	Districtwide Lighting Improvements				
			88354	Districtwide Corridor/Exterior Doors				
			88757	Districtwide Roof Reserve				
161,368	50,000		88758	Districtwide Blacktop/Paving		50,000	50,000	
103,376	30,000	72,000	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				
1,257,842	1,200,000	1,200,000	TOTAL APPROPRIATIONS			1,200,000	1,200,000	-
1,058,484	1,030,450	1,113,484	CLOSING BALANCE			1,113,484	1,113,484	

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 2025-2026 is estimated to be \$15.8 million per figures obtained from the Town's Agent of Record. This represents a 30% increase from the 2024-25 original budget for the Town and a 6.2% 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 \$2,200,000. The Town comprises approximately 28.3% of total health care costs. The Town's contribution totals approximately \$3.5 million.

In accordance with the Health Benefits Funds Memorandum of Understanding executed in 1996, an interim projection of the Board and the Town health benefits cost for the current plan year is calculated by March 20 each year. Based on this calculation, should it be favorable, the Board and/or the Town can reduce their contributions during the remainder of the fiscal year or carry the estimated "credit" forward to the next fiscal year. In addition, by October 1, a final reconciliation is conducted of any credit or shortfall for the previous plan year ending June 30th. As noted below from the September 30, 2024 reconciliation for the 2023-24 plan year, the Town and the Board of Education had a deficit of (\$379,467) and (\$407,010) respectively.

2023-24 Plan Year	Town	Board of Education
Credit (Deficit)	(\$379,467)	(\$407,010)

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	
2023-2024			EXPENDITURE CLASSIFICATION	2025-2026		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
6,487,571	6,412,898	6,295,776	OPENING CASH BALANCE - JULY 1	7,095,048	7,095,048	-
			ACTUAL/ESTIMATED RECEIPTS			
			General Fund Appropriations:			
2,573,520	2,824,407	2,824,407	Town Operations	3,448,068	3,448,068	-
7,531,614	9,849,390	9,849,390	Board of Education	10,460,052	10,460,052	-
-	-		Stop Loss Recoveries and Settlements			
404,176	100,000	250,000	Interest Earnings	200,000	200,000	-
2,204,614	1,800,000	2,000,000	COBRA & Employee Copays	2,000,000	2,000,000	-
12,713,924	14,573,797	14,923,797	TOTAL RECEIPTS	16,108,120	16,108,120	-
19,201,495	20,986,695	21,219,573	TOTAL AVAILABLE FUNDS	23,203,168	23,203,168	-
			APPROPRIATIONS:			
			Benefit payments:			
2,737,278	2,541,525	3,078,000	Town Claims	4,106,052	4,106,052	-
9,054,975	9,808,677	9,808,677	Board of Education/Cafeteria Claims	10,416,815	10,416,815	-
1,113,466	1,237,848	1,237,848	Administrative Fees and other costs	1,274,983	1,274,983	-
12,905,720	13,588,050	14,124,525	TOTAL APPROPRIATIONS	15,797,850	15,797,850	-
6,295,776	7,398,645	7,095,048	ENDING CASH BALANCE - JUNE 30	7,405,318	7,405,318	-
2,358,451	2,470,040	2,577,335	RESERVE: 20% of 2024-2025 CLAIMS	2,904,573	2,904,573	-
1,104,000	1,104,000	1,104,000	ESTIMATED CLAIMS INCURRED BUT NOT REPORTED	1,104,000	1,104,000	1,104,000
3,462,451	3,574,040	3,681,335	TOTAL RECOMMENDED RESERVE	4,008,573	4,008,573	1,104,000

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 OTHER FUNDS			ACTIVITY LAND ACQUISITION FUND	PROGRAM 3004/34001	CODE 5010		
2023-24		2024-2025		EXPENDITURE CLASSIFICATION	2025-2026		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	DEPARTMENT REQUEST		MANAGER PROPOSED	COUNCIL ADOPTED	
152,166	172,166	172,166	OPENING BALANCE	192,166	192,166	-	
			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	-	
172,166	192,166	192,166	TOTAL AVAILABLE FUNDS	212,166	212,166	-	
			APPROPRIATIONS:				
-			88040 Open Space Appraisals				
-	20,000	-	88240 Open Space Land Acquisition	20,000	20,000	-	
-	20,000	-	TOTAL APPROPRIATIONS	20,000	20,000	-	
172,166	172,166	192,166	CLOSING BALANCE	192,166	192,166	-	

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	
2023-24		2024-2025		EXPENDITURE CLASSIFICATION		2025-2026			
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	DEPARTMENT REQUEST			MANAGER PROPOSED	COUNCIL ADOPTED		
77,106	61,837	381,832	OPENING BALANCE		353,192	353,192			
			ACTUAL/ESTIMATED RECEIPTS						
319,857	91,626	106,360	7010 Transfer from Recreation Fund		66,176	46,176			
			6203 Cancelled Prior Year Encumbrances						
319,857	91,626	106,360	TOTAL RECEIPTS		66,176	46,176		-	
396,964	153,463	488,192	TOTAL AVAILABLE FUNDS		419,368	399,368		-	
			APPROPRIATIONS:						
15,131	135,000	135,000	88080 Park and Playfield Renovations		225,000	225,000			
-	-	-	88081 Community Center Furniture & Equipment		-	-			
-	-	-	88082 Sports Court Basketball Crack Maintenance & Color Coding		-	-		-	
15,131	135,000	135,000	TOTAL APPROPRIATIONS		225,000	225,000		-	
381,832	18,463	353,192	CLOSING BALANCE		194,368	174,368		-	

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

- The Technology Fund Expenditures were increased to the amount from two years ago.

FUNCTION			ACTIVITY		PROGRAM		CODE	
OTHER FUNDS			TECHNOLOGY FUND		3006/36197		5012	
2023-24			2024-2025		2025-2026			
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED	
1,926,106	1,926,106	2,379,832	OPENING BALANCE		2,439,832	2,439,832	-	
			ACTUAL/ESTIMATED RECEIPTS					
9,226	-		7001 Transfer from CNRE Fund		-	-		
450,000	410,000	410,000	7032 Transfer from General Fund		450,000	450,000	-	
459,226	410,000	410,000	TOTAL RECEIPTS		450,000	450,000	-	
2,385,332	2,336,106	2,789,832	TOTAL AVAILABLE FUNDS		2,889,832	2,889,832	-	
			APPROPRIATIONS:					
5,500	450,000	350,000	88179 Technology Fund Expenditures		450,000	450,000	-	
5,500	450,000	350,000	TOTAL APPROPRIATIONS		450,000	450,000	-	
2,379,832	1,886,106	2,439,832	CLOSING BALANCE		2,439,832	2,439,832	-	

CAPITAL IMPROVEMENTS

FUNCTION	ACTIVITY	PROGRAM	CODE
CAPITAL IMPROVEMENTS	SUMMARY		1100
EXPLANATION			
Summaries of FY 2025-26 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 2025-2026 Through 2029-2030.			
		STATE AID	
	Project Title	Department Request	Town Manager Proposed
		LoCIP	Town Aid Roads
		Municipal Grants in Aid	Capital Non-Recurring Expenditure Fund
			General Fund Budget
General Government	Town Center Study Implementation	25,000	25,000
	Revaluation	25,000	25,000
	General Property Improvements	125,000	125,000
	Town Building Mechanical Systems Reserve	100,000	100,000
	Radio Lease	610,000	610,000
	Historic Properties	50,000	40,000
	Transfer to Technology Fund	450,000	450,000
	Grounds Maintenance Garage Improvements	250,000	250,000
	Highway & Fleet Maintenance Garage Improvements	250,000	250,000
	SDC Security Improvements	100,000	100,000
	Town Hall Annex Renovations	75,000	75,000
	Police Department Security Improvements	50,000	50,000
	Library HVAC Replacement	150,000	-
	Library Security Improvements	75,000	-
	Chapman Street Storage Bldg	200,000	150,000
Public Safety	Radio Replacement Reserve	40,000	40,000
	Patrol Car Dashboard Cameras Replacement Reserve	75,000	75,000
	Police Body Cameras Replacement Reserve	67,000	67,000
	Fire Department PPE Replacement (Personal Protective Equip)	125,000	125,000
	Fire Co 2 Apparatus Bay Flooring	70,000	-
	Fire Co. 3 Expansion	350,000	100,000
	Fire Marshall Additional Vehicle (Explorer)	65,000	-
	Emergency Management Rehab Shelter	38,000	-
Public Works	Matching Grant Fund	250,000	250,000
	Local Bridge & Dam Inspection and Maintenance	130,000	50,000
	Road Resurfacing/Reconstruction	1,750,000	1,750,000
	Sidewalk Curb Ramps	75,000	75,000
	Sidewalk, Pavers & Curbs Maintain & Repair or Remove & Replace	475,000	215,000
	New Britain Ave. Business District Streetscape	100,000	100,000
	Public Building Resurfacing Program	75,000	75,000
	Survey Instrument Replacement	45,000	45,000
	Drainage Maintenance	50,000	50,000
	Flood Control System Dredging	350,000	100,000
	Crack Sealing Roads	100,000	75,000
	Pavement Markings on Roads	65,000	-
	Traffic Signal Reserve	65,000	65,000
Community Development	Land Acquisition Fund for Open Space purchases	20,000	20,000
Library	Library Upgrade/Replacement of RFID System	47,334	47,334
Parks And Recreation	Park, Pool, Playgrounds & Greenspace Improvements	200,000	200,000
	Town Parks ADA Compliant Paths, Walkways & Parking	50,000	25,000
	Synthetic Turf Field Replacement Reserve	50,000	50,000
	Candlewyck Park Playground, Rubber Surface & ADA Compliant Paths	450,000	450,000
	Churchill Basketball, Tennis, Pickleball Court Renovations & Lights	650,000	-
	Skate Park Renovations and Improvements	50,000	-
	Churchill & Mill Pond Bathhouse Renovations	160,000	-
Education	Appr. To Public School CIP Reserve	125,000	125,000
	Garfield Street School Bus Yard Paving	300,000	300,000
	School Bus Replacement Program (Bubble Allotment)	1,137,364	1,137,364
Subtotal Capital Improvements		10,134,698	7,861,698
Equipment Replacement	Equipment Replacement Reserve	1,289,921	1,289,921
	Lease Purchase & Other Payments	168,191	168,191
Annual Debt Service Payments		3,518,500	3,108,500
GRAND TOTAL		15,111,310	12,428,310

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

2023 - 2024 Actual	2024 - 2025 Original Budget	2024 - 2025 Revised Budget		2025 - 2026 Department Request	2025 - 2026 Manager Proposed	Change from Revised budget	
<u>T/F'S TO OTHER FUNDS</u>							
3,784,400	4,385,311	7,136,784	8501 T/F to Capital Non-Recurring	7,674,698	5,321,698	-1,815,086	-25.43 %
550,000	40,000	2,153,050	8502 T/F to Public Building Fund	1,135,000	715,000	-1,438,050	-66.79 %
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	410,000	410,000	8505 Trf to Technology Fund	450,000	450,000	40,000	9.76 %
4,929,400	4,980,311	9,844,834	OBJECT TOTAL	9,404,698	6,631,698	-3,213,136	-32.64 %

4,929,400	4,980,311	9,844,834	TOTAL	9,404,698	6,631,698	-3,213,136	-32.64 %
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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 2025-2026 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 2025-2026:

	<u>Annual Depreciation Funding</u>	<u>Lease Payments</u>
General Government	\$103,623	
Public Safety Police	178,456	
Public Safety Patrol	206,858	
Public Safety Fire	71,029	168,191
Highway	580,890	
Parks & Grounds	149,065	
Total	<u>\$1,289,921</u>	<u>\$168,191</u>

\$451,721 Estimated June 30, 2025 Balance
 1,458,112 July 1, 2025 General Fund Appropriation
1,547,296 Estimated Purchases
\$362,537 Estimated June 30, 2026 Balance

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

2023-2024 Actual	2024-2025 Original Budget	2024-2025 Revised Budget		2025-2026 Department Request	2025-2026 Manager Proposed	Change from revised budget	
			Object Summary				
1,229,691	1,414,491	1,414,491	500 Transfers to Other Funds	1,458,112	1,458,112	43,621	3.08%
			Program Summary				
1,229,691	1,414,491	1,414,491	2500 Equipment Reserve	1,458,112	1,458,112	43,621	3.08%

1,229,691	1,414,491	1,414,491		1,458,112	1,458,112	43,621	3.08%
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APPENDICES

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

APPENDIX A

TOWN OF NEWINGTON

STANDARD ACCOUNT DEFINITION AND EXPLANATION

Personal Services

8101 Full Time

Covers all full time town employees. Employees are reported by classification.

8102 Overtime

Covers all overtime used by full time employees.

8103 Part Time

Covers part-time employees who are not assigned to seasonal activities. Stenographic work done for boards and agencies is included in this category.

8104 Seasonal

Covers part-time employees who are assigned to seasonal activities. Part-time snow removal and summer recreation workers are included in this category.

8105 Longevity

Covers payments of longevity to qualified full time employees.

8108 Education Incentive

Covers education incentive payments per Police Union contract.

8110 Fringe Benefits

Provides for fringe benefit costs of positions which are covered by grants that require separate accounting. Payment to firefighters deferred compensation fund.

8112 Injury Compensation

Provides payment, at workers compensation rates, for "line of duty" injuries during the initial disablement period not covered by workers compensation, if not compensated from other sources.

Contractual Services

8201 Public Notification

Publication of legal notices and other advertising.

8202 Dues and Subscriptions

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

8203 (Travel and) Transportation

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

8204 Conferences, Meetings and Training

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

8205 Postage and Shipping

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

8206 Utilities

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

8207 Clothing Allowance or Tool Allowance

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

8208 Telephone

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

8209 Uniform Rental and Cleaning

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

8210 Equipment Rental

Rental costs for equipment rented for Town use.

8211 Facilities Rental and Storage

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

8212 Equipment Maintenance

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

8213 Facilities Maintenance

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

8214 Motor Vehicle Maintenance

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

8216 Printing and Binding

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

8217 Consultants, Special Contractors and Fees

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

8218 Contributions and Subsidies

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

8219 Hydrants

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

8220 Other Contractual Services

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

8221 Higher Educational Support

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

8222 Data Services

Cost of outside computer data services.

8224 Elderly Tax Relief

Costs directly associated with the Elderly Tax Relief Program.

8225 Special Needs

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

8226 Adventure Based Challenge Course

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

Materials and Supplies

8301 Office Supplies

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

8302 Technical Supplies

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

8303 Uniforms and Clothing

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

8304 Agricultural Supplies

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

8305 Cleaning Supplies

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

8306 Construction and Maintenance Materials

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

8307 Equipment Parts

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

8308 Fuel

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

8309 Motor Fuel and Lubricant

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

8310 Other Materials and Supplies

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

Capital Outlay

8401 Public Circulation Material

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

8402 Technical Equipment

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

8403 Passenger Cars

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

8404 Trucks and Tractors

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

8405 Construction and Maintenance Equipment

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

8406 Office Equipment

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

8407 Building Equipment

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

8408 Building Improvements

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

8409 Other

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

Transfers to Other Funds

8501 Transfers to Capital and Non-Recurring Expenditures Fund

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

8502 Transfers to Public Building Fund

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

8503 Transfers to Public School Capital Improvements Projects Reserve Fund

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

8504 Transfers to Land Acquisition Fund

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

8505 Transfers to Technology Fund

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

8511 Transfers to Recreation Fund

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

8512 Transfers to Employee Leave Liability Reserve Fund

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

8513 Transfers to Insurance Reserve Fund

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

8517 Transfers to Miscellaneous Grants Fund

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

APPENDIX B

SUMMARY OF ACCOUNTING POLICIES

1. General

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

2. Fund Accounting

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

- * Governmental Fund Types - those through which most governmental functions of the Town are financed. The acquisition, use, and balances of the Town's expendable financial resources and related liabilities are accounted for through governmental funds. The following are the Town's governmental type funds.
 - General - The General Fund is the general operating fund of the Town government. All unrestricted resources except those required to be accounted for in another fund are accounted for in this fund.
 - Special Revenue - Special Revenue Funds are used to account for proceeds of special revenue sources (except for trust funds, or major capital projects) that are legally restricted to expenditure for specific purposes. The Town's special funds include:

Cafeteria Fund (Educational)	Cemetery Fund
State & Federal Grants (Educational)	Recreation Programs Fund
Dog License Fund	Employee Leave Liability Fund
Local Capital Improvement Program Fund	Balf Fund
Small Cities Fund	Miscellaneous Grants Fund
Human Services - Needs & Donations	Volunteer Firefighter's Fund
Volunteer Ambulance Fund	Student Technology Insurance Fund
Scholarship Trust Fund	Board of Education Non-Lapsing Fund
Road Aid Maintenance Fund	
- Permanent Fund Types - Permanent Funds are used to account for trust funds in which only the trust income may be expended. They are accounted for on an accrual basis. The Town's permanent funds are the Cemetery Trust Fund; Hubbard (Library) Book Fund, and the Tri-centennial Fund.

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

3. Basis of Accounting

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

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

APPENDIX C

BUDGETING AND BUDGETARY CONTROL

1. General

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

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

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

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

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

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

ARTICLE VIII. FINANCIAL PROVISIONS

§ C-801. Fiscal Year.

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

§ C-802. General Form of Budget Preparation.

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

§ C-803. Departmental Estimates.

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

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

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

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

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

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

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

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

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

§ C-807. Special Appropriations.

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

§ C-808. Transfer of Appropriation.

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

§ C-809. Effect of Appropriation.

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

§ C-810. Lapse of Appropriation.

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

§ C-811. Borrowing to Meet Emergency Appropriations.

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

§ C-812. Notes Redeemable Prior to Maturity.

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

§ C-813. Competitive Bidding.

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

§ C-814. Contracts for Public Works.

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

§ C-815. Payments of Claims.

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

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

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

§ C-817. Official Bonds.

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

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

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

§ C-819. Annual Audit.

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

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

	Refunding of Education Facilities I & II	Refunding of Police Station I & II	Town Hall/Community Center	Town Hall/Community Center	Town Hall/Community Center	Town Hall/Community Center	Anna Reynolds School	
Fiscal	\$4,965,700	\$4,844,300	\$ 6,750,000.00	\$ 2,250,000.00	\$ 11,250,000.00	\$ 3,750,000.00	\$ 10,000,000.00	
Year	Issued 2/2013	Issued 2/2013	Issued 6/2019	Issued 6/2019	issued 6/2020	issued 6/2020	issued 6/2023	
Ending	1.58%	1.58%	2.70%	2.70%	1.88%	1.88%	4.00%	Total Principal
June 30,	true interest cost	true interest cost	true interest cost	true interest cost	true interest cost	true interest cost	true interest cost	Payments
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
TOTALS	\$0	\$185,000	\$5,062,500	\$1,687,500	\$9,000,000	\$3,000,000	\$9,500,000	\$28,435,000

Note: Figures above include serial bonds outstanding as of July 1, 2024

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

Fiscal Year Ending	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	Offset Interest with Available	Net Interest
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							\$10,000	\$10,000		\$10,000
TOTALS	\$0	\$3,932	\$1,346,625	\$448,875	\$1,787,344	\$595,781	\$3,830,000	\$8,012,557	(\$373,427)	\$7,639,130

Note: Figures above include serial bonds outstanding as of July 1, 2024

APPENDIX E

TOWN OF NEWINGTON'S BUDGET CALENDAR 2025-2026

On or about

October 25, 2024	5 year <u>Capital Improvement Plan</u> request forms submitted to department heads.
November 11, 2024	Budget request forms submitted to department heads for ensuing FY operations.
December 6, 2024	Department heads finalize their Capital Improvement Plans and submit to Town Manager.
January 3, 2025	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, 2025	Grand List of taxable property applicable to ensuing fiscal year is finalized subject to Board of Assessment Appeals approval.
March 3, 2025	Budget submitted to Town Council.
March 11, 2025	Town Manager makes formal budget presentation to Town Council and gives overview.
March 11, 2025	First public hearing held on the budget - the Town Manager's Proposed Budget.
March 15, 2025	Town Manager submits Proposed Long-Range Capital Improvement Plan to Town Council.
Months of March & April, 2024	Town Council holds budget work sessions.
April 8, 2025	Second public hearing held on the budget - the Town Council's Recommended Budget. Special meeting after hearing to finalize budget.
April 22, 2025	Town Council adopts budget.
July 1, 2025	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 2025-26**

FUNCTION	FULL-TIME PERSONNEL (# of Persons)				PART-TIME PERSONNEL (Full-time Equivalents)			
	2022-2023	2023-2024	2024-2025	2025-2026	2022-2023	2023-2024	2024-2025	2025-2026
GENERAL GOVERNMENT								
Town Manager	6	6	6	5	0	0	0	0
Elections					1.2	1.2	1.2	1.2
Finance	10	11	11.2	11.5	0.5	0	0	0
Town Clerk/Records	3	3	3	3	0	0	0	0
General Services	12	12	12	12	0	0	0	0
PUBLIC SAFETY								
Police	65	67	67	68	1	1	1	1
Fire	3	4	4	4	0	0	0	0
PUBLIC WORKS								
Engineering	2.5	2.5	3.5	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
COMMUNITY PLANNING & DEVELOPMENT								
Planning and Development	3	3	3	3.5				
Building Department	2.5	2.5	3.5	3.5	0.2	0.2	0	0
Economic Development								
COMMUNITY SERVICES								
Human Services	6	6	6	6	1.1	1.1	1.3	1.3
Senior and Disabled Center	7	7	7	7	2.2	2.2	2.7	2.7
PUBLIC LIBRARY								
Operations	12	13	14	14	10.3	10.3	10.3	10.4
PARKS & RECREATION								
Administration	6	6	6	6				
Grounds Maintenance	17	17	14	14	1.2	1.2	1.3	1.3
TOTAL PERSONNEL	175.0	180.0	180.2	181.0	19.1	18.6	19.2	19.3

APPENDIX G
TOWN OF NEWINGTON
SUMMARY OF UNASSIGNED FUND BALANCE

	June 30, 2024 <u>Per Audit</u>	June 30, 2025 <u>Estimated</u>	June 30, 2026 <u>Projected</u>
General Fund Balance:			
Fund Balance	36,200,000	\$ 34,875,000	\$31,550,000
LESS: Assigned to Subsequent Fiscal Year	<u>3,325,000</u>	\$ 3,325,000 *	<u>\$3,325,000</u>
Unassigned Fund Balance	32,875,000	31,550,000 **	28,225,000
LESS: Minimum Financial Cushion to Retain (@ 10% of next budget)		<u>14,336,392</u>	<u>15,338,367</u>
Remaining Projected Unreserved, Undesignated Fund Balance (i.e. Available for future appropriation)		17,213,608	12,886,633

* / Equals the amount of fund balance applied to the FY 2025-26 budget

** / Estimated unassigned fund balance equals 18.4% of the FY 2025-26 Budget, or approximately 9.6 weeks of the Town's average expenditures.

DEFINITIONS:

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

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

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

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

APPENDIX H
TOWN OF NEWINGTON, CONNECTICUT
MISCELLANEOUS STATISTICS
JUNE 30, 2024

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 2023-24	
Town Elections:	Odd years		10/1/21 Net Grand List:	\$286,257,043
Town Council (members + Mayor)		9	10/1/21 Net Supplemental List:	\$40,092,239
Board of Education (members):		9	Mill Rate:	39.67
Board of Fire Commissioners:		3	Assessment Ratio:	70%
Registrars of Voters:		2	Last Revaluation:	10/1/2020
Registered Voters (Active) as of		21,157		
Republicans	4,179			
Democrats	7,695			
Minor Parties	309			
Unaffiliated	8,974			
PUBLIC SAFETY - POLICE			EDUCATION	
# of Police Stations:		1	Total Classroom Teachers	368.0
# of Police Districts:		5-9	Public School Enrollment	3,859
# of Police Officers:			Teacher/Pupil ratio:	10.5
Police Chief	1		2023-234Appropriation per Pupil:	\$0
Dispatchers	8			
Police Officers	47			
# of Vehicles:		48	Elementary Schools (PK-4):	4
			Students (Oct 2023)	1413
			Middle Schools (5-8):	2
			Students (Oct 2023)	1163
			High School (9-12):	1
			Students (Oct 2023)	1283
			Special Education	
			Students (Oct 2023)	656
PUBLIC SAFETY - FIRE PROTECTION				
# of Fire Companies:		4		
# of Volunteer Firefighters:		96		
# of Vehicles:		25		
PUBLIC SAFETY - EMERGENCY MEDICAL SERVICES				
# of Volunteers (average):		45		
# of Ambulances:		4		
FULL-TIME EMPLOYEES (2023-24)				
Town General Government:			179	
Board of Education (Full-Time Equivalents):				
Certified Teachers	371.0			
Certified - Administration	30.0			
Total Certified	401.0			
Classified Personnel (clerical, custodial, transp.)	145			
	546.0		546.0	
Total			725.0	