

# TOWN OF NEWINGTON ANNUAL BUDGET

Town Manager's  
Proposed Budget



2017-2018

## TABLE OF CONTENTS

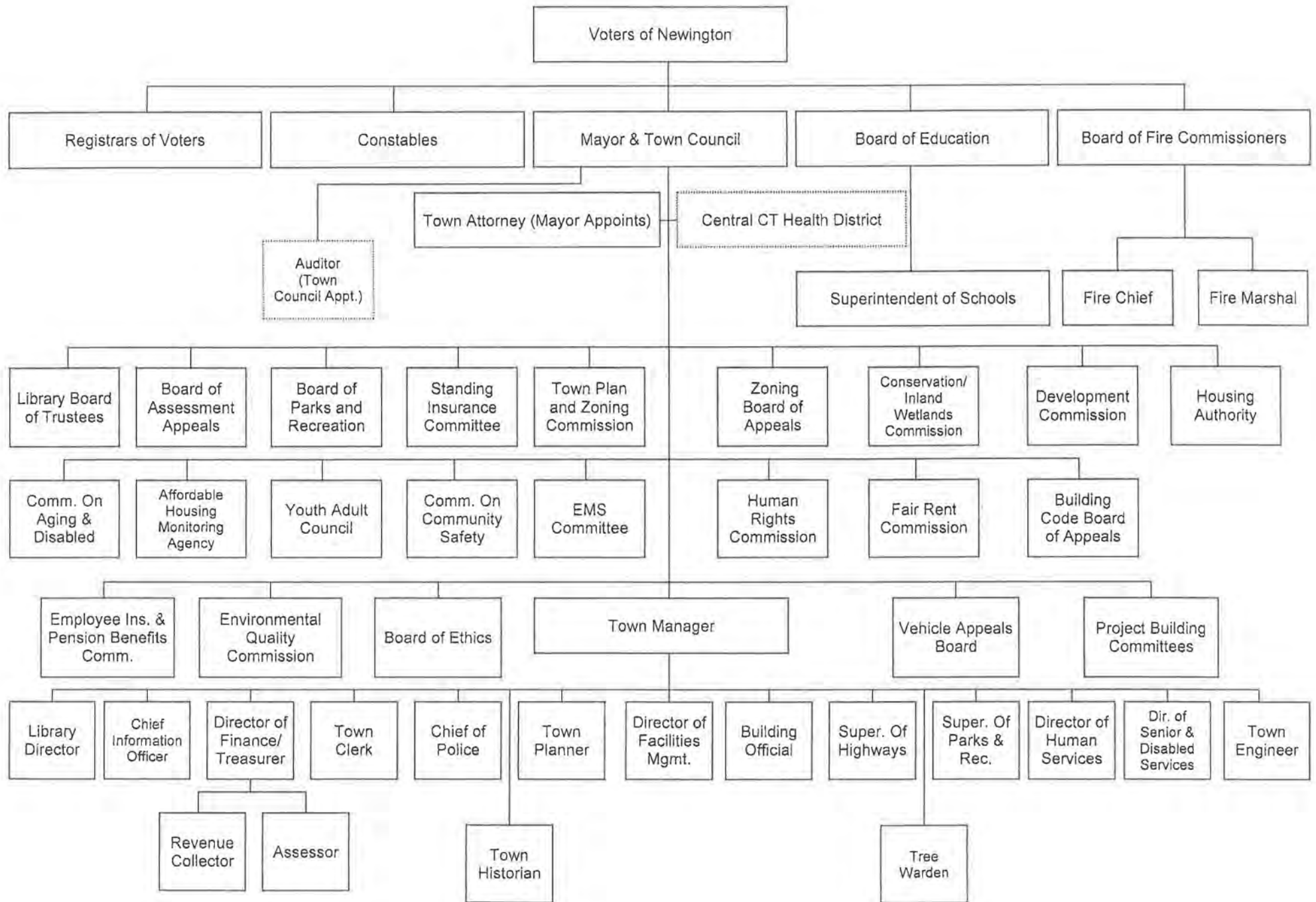
	<u>Page</u>		<u>Code</u>
Newington Town Organization		Comm. Planning & Development Appropriations	400
Budget Message	i	Planning and Development	420
Budget Assumptions	ix	Town Plan and Zoning Comm.	430
Explanation of Mill Rate	x	Zoning Board of Appeals	440
		Building Department	450
General Fund Budget Summary	1	Conservation Commission	460
Town Appropriations Summaries	3	Economic Development	470
General Fund Revenues	9		
	<u>Code</u>	Public Health Appropriations	500
General Government Appropriations	100	Health Services	511
Town Council	110		
Town Manager	120	Community Services Appropriations	600
Courts	130	Human Services	610
Elections	140	Senior and Disabled Center	640
Finance	150	Boards and Commissions	670
Town Attorney	160		
Town Clerk/Records Admin.	170	Public Library Appropriations	700
Personnel	180	Operations	710
General Services	190	Hubbard Book Fund	730
Public Safety Appropriations	200		
Police Department	210	Parks and Recreation Appropriations	800
Fire Department	230	Administration	810
Street Lighting	250	Recreation	820
Emergency Management	260	Grounds Maintenance	830
Emergency Medical Services	270		
Hydrants	280	Insurance-Miscellaneous Appropriations	900
Volunteer Incentive Program	290	Municipal Insurance & Bonds	910
Public Works Appropriations	300	Greater Hartford Transit Distr.	930
Engineering	310	Employee Benefits	940
Highway	320	Donations and Contributions	950
Solid Waste Services	350	Contingency	960

## TABLE OF CONTENTS

	<u>Code</u>
Debt Service Appropriations	1000
Metropolitan District Appropriation	1051
Capital Improvements Appropriation	1100
Equipment Reserve Appropriation	2000
Employee Leave Liability Fund Appropriation	3000
Board of Education	
Special Revenue/Other Funds	5000
Cemetery Fund	5001
Road Aid Maintenance Fund	5002
Local Capital Improvement Program (LOCIP) Fund	5003
Recreation	5004
Human Services – Needs & Donations	5005
Senior and Disabled Center Donations	5006
Insurance Reserve Fund	5007
Public School Capital Impr, Projects Fund	5008
Health Benefits Fund	5009
Land Acquisition Fund	5010

### Appendices

- A. Standard Account Definition
- B. Summary of Accounting Policies
- C. Budgeting and Budgetary Control
- D. Schedules of Long-Term Debt
- E. Budget Calendar
- F. Summary of Personnel
- G. Summary of Undesignated Fund Balances
- H. Miscellaneous Statistics







Tanya D. Lane  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

March 3, 2017

Dear Mayor Zartarian and Members of the Newington Town Council:

On behalf of the Town of Newington, I am pleased to present the Town Manager's proposed Fiscal Year 2017-2018 budget for General Government Operations and the Board of Education. The goal is always to maintain our current levels of services to our residents while keeping the level of appropriations at a minimum. To this end, I commend each department for submitting a budget that reflected nearly a 0% increase. Despite our hard work, this year was made even more challenging because of the many drivers that impacted the budget such as the State of Connecticut's budget deficit and limited growth of taxable real estate.

As presented, the budget totals \$117,631,120 - an increase of \$2,014,638 or 1.7% greater than FY2016-2017 – the lowest increase this century. The major drivers for the \$2,014,638 increase are due to retirement and contractual wages. These obligatory increases were offset by cost containment in the medical plan.

	FY 2016-17	FY 2017-18	\$ Change	% Change
Total Town Budget	\$115,616,482	\$117,631,120	\$2,014,638	1.7%

The MDC assessment for this year includes a budget increase of 7% (or \$256,600). While we are hopeful that Hartford meets its obligation to MDC, there is no provision in my proposed budget to cover Newington's additional assessment of \$718,100 should Hartford fail to make their payments.

As we consider the amount of Municipal Aid for the FY 2017-18 budget as presented by Governor Malloy, it appears at first glance there is a net gain. However, such is not the case. When comparing the State Aid in the FY 2016-17 adopted budget to the anticipated amount of revenue expected to be received from the State, there is a reduction of over \$1 million. The chart below illustrates these comparisons and the loss in revenue from the State.

Revenue Source	2016-2017 Council Adopted	2016-2017 Estimated	2017-2018 Governor Proposed	Change from adopted budget
<b>TOTAL MUNICIPAL AID</b>	<b>18,731,967</b>	<b>17,514,209</b>	<b>17,693,570</b>	<b>(1,038,397)</b>

The FY2017-18 budget that I am recommending does not include all of the Governor's Proposed FY2017-18 Municipal Aid Estimates. The Governor's Proposed Budget requires several changes that need approval by the General Assembly such as the Teachers' Pension Benefits and the Hospital Property Tax. My proposed budget considers the actual grants received from the State in FY 2016-17.

### Revenues

The revenues to finance the proposed FY 2017-18 budget come from the following sources:

Type	\$	%
Property Tax	94,625,559	80.4
Non-Tax Revenue	21,005,561	17.9
General Fund Balance	2,000,000	1.7
<b>TOTAL</b>	<b>117,631,120</b>	<b>100.0</b>

The largest source of revenues is generated by the property tax. Included in non-tax revenues are State of Connecticut grants, principally PILOT (Payment In Lieu Of Taxes) and education grants, and locally-generated revenues such as interest earnings, charges for services, licenses and permit fees. The Town of Newington relies very heavily on the property tax for the bulk of its revenues.

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

### General Government

	FY 2016-17	FY 2017-18	\$ Change	% Change
General Government	\$34,608,768	\$35,315,423	\$706,655	2.0%

Limiting the increase in General Government operations to 2% was a very mindful and thoughtful process again this year—in large part achieved through the cooperation of the department heads. There were no new initiatives added to this budget.

All department heads were extremely committed to retaining their staff and avoiding any layoffs. Staffing changes include 1) an additional dispatcher to address public safety needs with the savings reached from other divisions within the Police Department, and 2) the full-year of the electrician in the Facilities Department who was hired in January. As a result it is anticipated that a savings of \$40,000 will be achieved by replacing outside electrical vendors with the newly hired electrician. Information Technology & Systems software maintenance increased mainly due to contract renewals that occur on a multi-year basis for firewalls, servers and the network. There are two positive improvements: 1) Energy saving systems were installed resulting in lower heating costs of \$13,500 or 5%; and 2) Cost of employee medical insurance increased less than one half of one percent (0.3%).

We have maintained the decreases achieved in the last budget while upholding our continued commitment to maintaining quality services. I anticipate achieving this goal again this year. However, further reductions could affect personnel which would definitely affect the delivery of service and the quality of life for our Newington residents.

#### Board of Education

As submitted, the Board of Education budget reflected a 3.12% increase in appropriations over last year. I suggested a further reduction of \$786,958 to achieve a 2% increase, in line with General Government Operations. The Connecticut State Statutes do not mandate line-item accountability for the Board of Education.

	FY 2016-17	FY 2017-18	\$ Change	% Change
Board of Education	\$70,185,928	\$71,589,647	\$1,403,719	2.0%

#### Metropolitan District Commission

The Town of Newington is a member of a regional authority that provides water and waste water (sewer) service to the Town of Newington and seven other municipalities. The MDC funding for FY2016-17 was \$3,658,550. FY2017-18 will see a rate increase of \$256,600 or 7%.

#### Debt Service

Debt service, which funds the payment of principal and interest on the Town's outstanding debt, is decreasing as a result of no additional bonding. The Town's current outstanding debt of about \$6 million puts us in good standing with a credit rating of AA+. The anticipated bond issuance of \$25 million (should the voters approve this at referendum) will slightly alter the Town's position of having some of the lowest debt ratios in the State.

### Capital Improvement Program (CIP)

Some of the most vital assets of a community are its public facilities and infrastructure. In order to best serve the needs of the community and its taxpayers these assets must be maintained appropriately. The CIP is a mechanism through which important initiatives may be undertaken without the Town having to issue bonds.

The aggressive Pay-As-You-Go program will continue to address the capital needs of the Town in a comprehensive fashion. Since its inception, the Town has earmarked an annual contribution of \$6.3 million to be used for capital purchases and debt payments. This year we continue to use the \$6.3 million benchmark as we transition to an updated approach earmarking 5.8% of the budget in FY2018-19. I am proposing that the Town contribute \$5,149,419, for Pay-As-You-Go projects. This amount coupled with our debt service payment of \$1,150,581 and other financing sources of \$418,000 will generate a total CIP contribution of \$6.718 million.

Capital Improvement Program Proposed For Fiscal Year 2017-2018			
PROJECT TITLE	\$	PROJECT TITLE	\$
General Property Improvements	165,000	Appr. To Public School CIP Reserve	125,000
Town Buildings Mechanical Reserve	50,000	J.Wallace Classroom Wings Reconfiguration	1,000,000
Information Technology Reserve	333,246	School Bus Replacement Program	573,642
Town Roof Replacement (includes Kellogg Eddy Roof)	575,000	School Technology Reserve	188,828
Townwide Fiber Optic Deployment	250,000		
Radio Replacement Reserve	40,000		
Public Safety Communications Tower Replacement	240,000		
Fire Department Personal Protective Equip. Replacement	72,000		
Fire Department 5" Fire Hose Replacement	30,000		
Road Resurfacing/Reconstruction	469,303		
Landfill Conversion to Transfer Station	400,000		
Park, Pool & Playfield Improvements	75,000		
Synthetic Turf Field Replacement Reserve	25,000		
Churchill Park Handicap Accessible 2-5 yr old Playscape	55,000		
Snow Removal/Roadside Mowing Equipment	175,000		
Equipment Replacement Reserve	458,000		
Lease Purchase Payments	267,400		
<b>Total Town Share</b>	<b>3,679,949</b>	<b>Total Board of Education Share</b>	<b>1,887,470</b>
<b>Grand Total</b>			<b>5,567,419</b>

## Grand List

The October 1, 2016 Grand List totals \$2,610,601,359 representing a decrease of 0.19% from the 2015 Grand List (subject to the Board of Assessment Appeals review). It should be noted that the Net Grand List (the Grand List less the estimated value for legal corrections and exemptions) is used to calculate the mill rate. This value increased by 0.8% when compared to the 2015 Net Grand List after adjustments.

The 2016 net real estate Grand List decreased from \$2,262,420,450 to \$2,248,194,470—a decrease of \$13,225,980 or -0.58%. This decrease is attributable to the settlement of ten court cases filed as a result of the 2015 revaluation and other revaluation-related adjustments which reduced the Grand List by \$7,323,150. In addition, another \$2,922,560 was removed from the taxable portion of the 2016 Grand List as a result of Hartford Hospital occupying a major commercial property owned by them that was formerly being leased to a taxable entity. These figures are subject to further adjustments by the Board of Assessment Appeals and pending future court cases.

A comparison of the 2015 and the 2016 Grand Lists is as follows:

Category	2015	2016	% Change	\$ Change
Real Estate	2,262,420,450	2,248,194,470	-0.58	-13,225,980
Personal Property	132,847,961	138,650,243	4.47	5,802,282
Motor Vehicle	220,426,790	222,756,646	1.06	2,329,856
Total	2,615,695,201	2,610,601,359	-0.19	-5,093,842

Manufacturing Equipment Exemption	2015	2016	% Change	\$ Change
Gross Personal Property	216,324,961	221,486,573	2.39	5,161,612
Equipment Exemption & Other	83,477,000	82,836,330	-0.77	-640,670
Net Personal Property	132,847,961	138,650,243	4.37	5,802,282

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



**TOWN OF NEWINGTON TOP TAX PAYERS - 2016 GRAND LIST**

<u>2016</u>	<u>Taxpayer</u>	<u>Gross Assessment</u>	<u>% of GL</u>	<u>Exemption</u>	<u>Net Grand List</u>
1	CONNECTICUT LIGHT & POWER CO	\$43,710,840	1.7%	\$0	\$43,710,840
2	GKN AEROSPACE NEWINGTON LLC	\$27,002,290	1.0%	\$21,294,450	\$5,707,840
3	IREIT NEWINGTON FAIR LLC	\$21,509,790	0.8%	\$0	\$21,509,790
4	NEWINGTON VF L L C	\$20,300,000	0.8%	\$0	\$20,300,000
5	NEWINGTON GROSS LLC	\$19,462,690	0.7%	\$0	\$19,462,690
6	MANDELL PROPERTIES LLC	\$19,361,370	0.7%	\$11,604,020	\$7,757,350
7	TLG NEWINGTON LLC	\$18,315,500	0.7%	\$0	\$18,315,500
8	BRIXMOR GA TURNPIKE PLAZA LLC	\$17,850,000	0.7%	\$0	\$17,850,000
9	HAYES KAUFMAN NEWINGTON	\$13,085,740	0.5%	\$0	\$13,085,740
10	SCELZA/LANDMARKCAMBRIDGE/BALDWIN APTS	\$12,455,830	0.5%	\$0	\$12,455,830
11	LOWES HOME CENTERS INC #623	\$11,174,440	0.4%	\$0	\$11,174,440
12	TARGET CORPORATION T 1802	\$10,742,060	0.4%	\$0	\$10,742,060
13	SAPUTO DAIRY FOODS USA	\$10,665,590	0.4%	\$9,886,350	\$779,240
14	BALF COMPANY THE	\$10,576,610	0.4%	\$1,472,450	\$9,104,160
15	RENO PROPERTIES II LLC	\$10,160,710	0.4%	\$1,997,010	\$8,163,700
16	FURNITURE EXECUTIVES NO 4 L P	\$9,800,000	0.4%	\$0	\$9,800,000
17	NEWINGTON 2007 LLC	\$8,823,820	0.3%	\$0	\$8,823,820
18	BRE SELECT HOTELS PROPERTIES LLC	\$8,695,690	0.3%	\$0	\$8,695,690
19	COHEN FAMILY LIMITED PARTNERSH	\$7,121,810	0.3%	\$0	\$7,121,810
20	BERLIN NEWINGTON ASSOCIATES LLC	\$7,055,240	0.3%	\$0	\$7,055,240
21	CONNECTICUT NATURAL GAS	\$6,753,820	0.3%	\$0	\$6,753,820
22	GRISWOLD HILLS OF NEWINGTON LTD PARTNER	\$6,489,000	0.2%	\$0	\$6,489,000
23	FENNWOODE DEVELOPMENT LLC	\$6,144,600	0.2%	\$0	\$6,144,600
24	CERES NEWINGTON ASSOCIATES LLC	<u>\$5,968,900</u>	<u>0.2%</u>	<u>\$0</u>	<u>\$5,968,900</u>
		\$333,226,340	12.8%	\$46,254,280	\$286,972,060

**Motor Vehicles**

The 2016 motor vehicle component of the Grand List increased by \$2,329,856, or 1.06% over the 2015 Grand List. However, with the passage by the General Assembly of Public Act 15-244 and Public Act 2016-3, beginning with the October 1, 2016 Grand List, all motor vehicles in the State of Connecticut shall be taxed at a mill rate not higher than 32.00 mills. Newington will need to calculate motor vehicle taxes on the 32.00 mill rate and not at the 37.36 current rate. The difference in tax revenue, represents a tax loss or shifting to other sectors of the tax base of approximately \$835,337. However, Governor Malloy's budget has Newington slated to receive \$688,057 in Municipal Aid to remediate this loss of revenue.

#### Undesignated, Unreserved Fund Balance

The FY 2017-18 budget applies \$2,000,000 from the General Fund balance which is a decrease from last year's funding. This will leave an estimated, projected unreserved balance as of June 30, 2017 of approximately \$13.1 million, or approximately 11.1% of the FY 2017-18 budget. Consistent with the Town's policy and credit rating criteria, at least 10% of expenditures, or approximately \$11.7 million is set aside as a minimum cushion, which leaves \$1 million for future budgets.

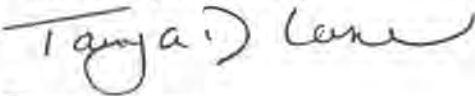
#### Mill Rate

Effective with the October 1, 2016 taxable Grand List, the proposed mill rate for fiscal year 2017-18 is 37.36 mills, an increase of 1.61 mills or 4.5%. This increase is higher than last year which is in large part attributable to the uncertainty of State reimbursements.

#### Conclusion

I extend my heartfelt gratitude to Finance Director, Ann Harter, Deputy Finance Director, Lisa Rydecki, Jaime Trevethan and Jane Kallinich for their tireless work (and unending patience) in producing this complicated document. I look forward to working with the Town Council to complete a budget that is effective, fiscally responsible and in the best interest of the residents of Newington. Recognizing that taxpayer's resources (both residential and commercial) are limited, the impact of any proposed increase in the mill rate has been a primary consideration as this budget has been prepared.

Respectfully submitted,



Tanya D. Lane  
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 2016-17 amount expected to be spent by June 30th.

	FY 2017-2018	
Postage	\$0.49	Per first class letter; no change from 2017 rate
Telephone	29.6%	Increase over 2017 usage; Additional cellular fees
Electricity	0.0%	No change from 2017
Water	\$2.77	Per ccf; \$0.11 increase over 2017 rate
Special Sewer Service	\$3.50	Per ccf; \$0.25 increase over 2017 rate
Natural Gas	5.0%	Decrease from 2017 usage
Heating Fuel Oil	5.0%	Decrease from 2017 usage
Unleaded Gasoline	0.0%	No change from 2017
Diesel Fuel	0.0%	No change from 2017
Transportation	0.535	Per mile; \$.005 decrease from 2017 rate

2. The actual negotiated increases for the AFSCME Local 2930 employees are included in the departmental budgets for FY 2017-18. Estimated increases for FY 2016-17 are included in the Town Council Contingency account (10962) as such the FY 2016-17 departmental budgets are based on FY 2015-16 rates.
3. Administrative salaries and part-time wages included in the departmental budgets are based on FY 2015-16 rates. Potential increases for FY 2016-17 and FY 2017-18 are included in the Town Council Contingency account (10962).
4. IBPO Local 443 wages included in the departmental budgets are based on FY 2016-17 rates. Potential increases for FY 2017-18 are included in the Town Council Contingency account (10962).
5. In order to properly budget wages to June 30, 2018, Full Time Salaries reflects 26.0 pay periods compared to 26.1 pay periods in FY 2016-17. This is reflected throughout all departments in this budget.



## 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 2017-18 is \$117,631,120 which represents the estimated expenditures for FY 2017-18. 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	\$21,005,561
Revenues from Motor Vehicles at a Tax Cap	\$7,028,418
Appropriated Fund Balance	\$2,000,000
Tax Revenues (Amount To Be Raised by Current Taxes)	\$87,597,141

Included in Non-tax Revenues are State of Connecticut grants, principally PILOT and education grants, and locally-generated revenues such as interest earnings, charges for services, licenses and permit fees. Non-tax revenues in FY 2017-18 total \$21,005,561 which reflects a decrease of \$2 million from the adopted FY 2016-17 levels. State Aid estimates for FY 2017-18 are based on Governor Malloy's 2017-18 proposed budget as submitted to the General Assembly in February 2017 with some exceptions.

The revenues from Motor Vehicles Tax is pursuant to the State of Connecticut PA 15-244 Sec. 206 which states for the assessment year commencing October 1, 2015, the mill rate for motor vehicles shall not exceed 32 mills. The \$7,028,418 is based on a Net Adjusted Collectible Grand List for Motor Vehicles in the amount of \$219,638,053.

The FY 2017-18 budget applies \$2,000,000 from the General Fund balance, a decrease of \$500,000 from FY 2016-17. This will leave an estimated, projected unassigned fund balance as of June 30, 2017 of approximately \$13.1 million, or approximately 11.1% of the FY 2017-18 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, 2016 Net Grand List (less the Motor Vehicle component)	\$2,377,844,713
Estimated Legal Tax Deductions and Exemptions	\$10,000,000
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, 2016 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 multiplying the resulting figure by the Tax Collection Rate of 98.6% yields an amount of \$2,344,554,887, 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 2017-18 of 37.36 (tax levy per \$1,000 of assessed value) or an increase of 1.61, up 4.5% from FY 2016-17 levels.

2015-2016 REVISED BUDGET	2016-2017 REVISED BUDGET	TOWN OF NEWINGTON  GENERAL FUND BUDGET SUMMARY	2017-2018		\$ CHANGE FROM PREVIOUS BUDGET	PERCENT CHANGE FROM PREVIOUS BUDGET
			DEPARTMENT REQUEST	MANAGER PROPOSED		
		BUDGET APPROPRIATIONS:				
33,396,226	34,608,768	Town Government Operations	35,585,869	35,315,423	706,655	2.0%
69,840,928	70,185,928	Board of Education Operations	72,376,605	71,589,647	1,403,719	2.0%
3,404,400	3,658,550	Metropolitan District Comm. Payment	4,633,250	3,915,150	256,600	7.0%
510,462	494,546	Debt Service - Town's Share (1)	478,370	478,370	-16,176	-3.3%
717,369	697,085	Debt Service - Education's Share (1)	672,211	672,211	-24,874	-3.6%
2,998,841	3,735,500	Capital Improvements & Equip. Res. - Town's Share (2)	7,639,350	3,679,949	-55,551	-1.5%
2,633,328	2,143,205	Capital Improvements - Education's Share (2)	2,332,961	1,887,470	-255,735	-11.9%
69,700	69,700	Empl. Leave Liability Res. Fund (3)	69,700	69,700	0	0.0%
23,200	23,200	Empl. Leave Liability Res. Fund - Education's Share (3)	23,200	23,200	0	0.0%
113,594,454	115,616,482	TOTAL APPROPRIATIONS - TOWN AND BOARD	123,811,516	117,631,120	2,014,638	1.7%
		LESS:				
21,631,417	23,044,420	Estimated Revenues from Non-Tax Sources	20,951,783	21,005,561	-2,038,859	-8.9%
	6,954,906	Estimated Revenues from Motor Vehicle Tax	7,028,418	7,028,418	73,512	1.1%
		LESS:				
2,250,000	2,500,000	General Fund Balance Applied	2,500,000	2,000,000	-500,000	-20.0%
89,713,037	83,117,156	AMOUNT TO BE RAISED BY CURRENT TAXES	93,331,315	87,597,141	4,479,985	5.4%
2,551,501,424	2,608,593,873	NET GRAND LIST	2,610,601,359	2,610,601,359	2,007,486	0.1%
	220,426,790	LESS: Motor Vehicle	222,756,646	222,756,646		
10,000,000	30,000,000	LESS: Est. Value of Legal Corrections & Exemptions	10,000,000	10,000,000		
2,541,501,424	2,358,167,083	NET ADJUSTED GRAND LIST	2,377,844,713	2,377,844,713		
2,505,920,404	2,325,152,744	NET ADJUSTED COLLECTIBLE GRAND LIST	2,344,554,887	2,344,554,887	19,402,143	0.8%
		(\$ VALUE OF ONE MILL = \$2,344,555)				
35.80	35.75	MILL RATE	39.81	37.36	1.61	4.5%

(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

(4) Net Adjusted Collectible Grand List for Motor Vehicles \$219,638,053 @ mill rate cap of 32.0

## TOWN APPROPRIATIONS SUMMARIES

### EXPLANATION OF THE APPROPRIATION PAGES

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

2015-2016 Actual:	These figures are the actual funds spent during FY 2015-2016.
2016-2017 Original Budget:	These figures equal the original budget adopted for FY 2016-2017.
2016-2017 Revised Budget:	These figures equal the original budget adopted for FY 2016-2017, plus all interdepartmental and intradepartmental transfers.
2017-2018 Department Request:	These figures represent the departments' requests for FY 2017-2018 based on criteria set forth by the Town Manager.
2017-2018 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 2016-2017 Revised Budget column to the FY 2017-2018 Council Adopted column.

FUNCTION	ACTIVITY	PROGRAM
Town Government Operations	Summary	

2015-2016 Actual	2016-2017 Original Budget	2016-2017 Revised Budget	BUDGET APPROPRIATIONS  <u>Object Summary</u>	2017-2018 Manager Proposed	Change from revised budget		% of Total Change
					\$	%	
15,539,621	15,926,274	15,911,499	100 Personal Services	16,091,405	179,906	1.13%	25.46%
15,513,668	16,703,487	16,707,169	200 Contractual Services	17,195,565	488,396	2.92%	69.11%
1,314,805	1,432,151	1,436,357	300 Materials and Supplies	1,432,806	-3,551	-0.25%	-0.50%
447,527	364,356	372,843	400 Capital Outlay	413,147	40,304	10.81%	5.70%
232,500	182,500	180,900	500 Transfers to Other Funds	182,500	1,600	0.88%	0.23%
33,048,121	34,608,768	34,608,768	TOTAL	35,315,423	706,655	2.04%	100.00%
4,677,739	4,838,385	4,838,385	100 General Government	4,953,501	115,116	2.38%	16.29%
8,186,424	8,461,090	8,461,090	200 Public Safety	8,499,649	38,559	0.46%	5.46%
4,610,774	4,871,569	4,871,569	300 Public Works	4,978,602	107,033	2.20%	15.15%
550,051	547,396	547,396	400 Community Planning & Development	545,282	-2,114	-0.39%	-0.30%
158,570	161,899	161,899	500 Public Health	176,780	14,881	9.19%	2.11%
1,020,613	1,014,386	1,014,386	600 Community Services	1,018,986	4,600	0.45%	0.65%
1,755,463	1,714,892	1,714,892	700 Public Library	1,753,155	38,263	2.23%	5.41%
1,568,010	1,644,384	1,644,384	800 Parks & Recreation	1,705,771	61,387	3.73%	8.69%
10,520,477	11,354,767	11,354,767	900 Insurance-Miscellaneous	11,683,697	328,930	2.90%	46.55%
33,048,121	34,608,768	34,608,768	TOTAL	35,315,423	706,655	2.04%	100.00%

FUNCTION	ACTIVITY	PROGRAM
Total Appropriations - Town and Board	Summary	

2015-2016 Actual	2016-2017 Original Budget	2016-2017 Revised Budget	BUDGET APPROPRIATIONS	2017-2018 Manager Proposed	Change from revised budget		% of Total Change
					\$	%	
			0100 General Government				
50,930	51,108	51,108	0110 Town Council	52,608	1,500	2.93%	0.07%
531,152	437,888	437,888	0120 Town Manager	436,206	-1,682	-0.38%	-0.08%
39,991	39,992	39,992	0130 Courts	39,992	0	0.00%	0.00%
145,520	163,846	163,846	0140 Elections	116,863	-46,983	-28.68%	-2.33%
1,223,332	1,224,217	1,224,217	0150 Finance	1,244,199	19,982	1.63%	0.99%
189,700	130,200	130,200	0160 Town Attorney	156,025	25,825	19.83%	1.28%
137,312	186,247	186,247	0170 Town Clerk	177,000	-9,247	-4.96%	-0.46%
67,208	42,808	42,808	0180 Personnel	42,808	0	0.00%	0.00%
2,292,594	2,562,079	2,562,079	0190 General Services	2,687,800	125,721	4.91%	6.24%
4,677,739	4,838,385	4,838,385	TOTAL	4,953,501	115,116	2.38%	5.71%
			0200 Public Safety				
6,890,168	7,143,278	7,143,278	0210 Police Department	7,160,285	17,007	0.24%	0.84%
872,251	890,212	890,212	0230 Fire Department	896,764	6,552	0.74%	0.33%
315,000	315,000	315,000	0250 Street Lighting	330,000	15,000	4.76%	0.74%
455	4,050	4,050	0260 Emergency Management	4,050	0	0.00%	0.00%
31,000	31,000	31,000	0270 Emergency Medical Services	31,000	0	0.00%	0.00%
77,550	77,550	77,550	0280 Hydrants	77,550	0	0.00%	0.00%
8,186,424	8,461,090	8,461,090	TOTAL	8,499,649	38,559	0.46%	1.91%
			0300 Public Works				
295,647	298,435	298,435	0310 Engineering	317,113	18,678	6.26%	0.93%
2,438,874	2,510,441	2,510,441	0320 Highway Department	2,578,527	68,086	2.71%	3.38%
1,876,254	2,062,693	2,062,693	0350 Solid Waste Services	2,082,962	20,269	0.98%	1.01%
4,610,775	4,871,569	4,871,569	TOTAL	4,978,602	107,033	2.20%	5.31%
			0400 Community Planning & Development				
215,263	215,903	215,903	0420 Planning and Development	216,771	868	0.40%	0.04%
18,287	17,557	17,557	0430 Town Plan and Zoning	17,557	0	0.00%	0.00%
3,131	2,388	2,388	0440 Zoning Board of Appeals	2,388	0	0.00%	0.00%
210,898	212,314	212,314	0450 Building Department	209,233	-3,081	-1.45%	-0.15%
5,486	5,068	5,068	0460 Conservation Commission	5,088	20	0.39%	0.00%
96,987	94,166	94,166	0470 Economic Development	94,245	79	0.08%	0.00%
550,052	547,396	547,396	TOTAL	545,282	-2,114	-0.39%	-0.10%



FUNCTION	ACTIVITY	PROGRAM
Total Appropriations - Town and Board	Summary	

2015-2016 Actual	2016-2017 Original Budget	2016-2017 Revised Budget	BUDGET APPROPRIATIONS	2017-2018 Manager Proposed	Change from revised budget		% of Total Change
					\$	%	
			0500 Public Health				
158,570	161,899	161,899	0510 Health Services	176,780	14,881	9.19%	0.74%
158,570	161,899	161,899	TOTAL	176,780	14,881	9.19%	0.74%
			0600 Community Services				
461,056	457,263	457,263	0610 Human Services	458,489	1,226	0.27%	0.06%
552,547	547,855	547,855	0640 Senior and Disabled Center	551,229	3,374	0.62%	0.17%
7,009	9,268	9,268	0670 Boards and Commissions	9,268	0	0.00%	0.00%
1,020,612	1,014,386	1,014,386	TOTAL	1,018,986	4,600	0.45%	0.23%
			0700 Public Library				
1,755,434	1,714,862	1,714,862	0710 Library Operations	1,753,125	38,263	2.23%	1.90%
29	30	30	0730 Hubbard Book Fund	30	0	0.00%	0.00%
1,755,463	1,714,892	1,714,892	TOTAL	1,753,155	38,263	2.23%	1.90%
			0800 Parks & Recreation				
314,770	326,036	326,036	0810 Parks & Recreation Administr.	322,099	-3,937	-1.21%	-0.20%
1,253,240	1,318,348	1,318,348	0830 Grounds Maintenance	1,383,672	65,324	4.95%	3.24%
1,568,010	1,644,384	1,644,384	TOTAL	1,705,771	61,387	3.73%	3.05%
			0900 Insurance - Miscellaneous				
991,903	964,161	964,161	0910 Municipal Insurance	985,586	21,425	2.22%	1.06%
2,930	2,930	2,930	0930 Greater Htfd. Transit District	2,930	0	0.00%	0.00%
9,455,515	9,782,158	9,782,158	0940 Employee Benefits	10,013,524	231,366	2.37%	11.48%
25,000	25,000	25,000	0950 Special Community Activities	25,000	0	0.00%	0.00%
45,128	580,518	580,518	0960 Contingency	656,657	76,139	13.12%	3.78%
10,520,476	11,354,767	11,354,767	TOTAL	11,683,697	328,930	2.90%	16.33%

FUNCTION	ACTIVITY	PROGRAM
Total Appropriations - Town and Board	Summary	

2015-2016 Actual	2016-2017 Original Budget	2016-2017 Revised Budget	BUDGET APPROPRIATIONS	2017-2018 Manager Proposed	Change from revised budget		% of Total Change
					\$	%	
			1000 Debt Service				
187,831	156,631	156,631	1010 Interest Expense	125,581	-31,050	-19.82%	-1.54%
1,040,000	1,035,000	1,035,000	1020 Principal Payments	1,025,000	-10,000	-0.97%	-0.50%
1,227,831	1,191,631	1,191,631	TOTAL	1,150,581	-41,050	-3.44%	-2.04%
			1050 Metropolitan District				
3,395,710	3,658,550	3,658,550	1051 MDC Assessment	3,915,150	256,600	7.01%	12.74%
3,395,710	3,658,550	3,658,550	TOTAL	3,915,150	256,600	7.01%	12.74%
			1100 Capital Improvements				
5,078,928	5,249,305	5,249,305	1100 Capital Improvements Program	4,842,019	-407,286	-7.76%	-20.22%
5,078,928	5,249,305	5,249,305	TOTAL	4,842,019	-407,286	-7.76%	-20.22%
			2000 Equipment Reserve				
553,241	629,400	629,400	2500 Equipment Reserve CIP	725,400	96,000	15.25%	4.77%
553,241	629,400	629,400	TOTAL	725,400	96,000	15.25%	4.77%
			3000 Employee Leave Liability				
23,200	23,200	23,200	3100 ELLF-Board of Education	23,200	0	0.00%	0.00%
69,700	69,700	69,700	3200 ELLF-Town Operations	69,700	0	0.00%	0.00%
92,900	92,900	92,900	TOTAL	92,900	0	0.00%	0.00%
			4000 Board of Education				
69,325,742	70,185,928	70,185,928	4000 Board of Education	71,589,647	1,403,719	2.00%	69.68%
69,325,742	70,185,928	70,185,928	TOTAL	71,589,647	1,403,719	2.00%	69.68%
112,722,473	115,616,482	115,616,482	GRAND TOTALS	117,631,120	2,014,638	1.74%	100.00%



## GENERAL FUND REVENUES

## EXPLANATION OF GENERAL FUND REVENUES

### 5000 Taxes

The current levy for FY 2017-18 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, 2016. The amount to be raised by taxes of \$87,597,141 is equal to budget appropriations for Town Government and Board of Education operations less estimated receipts from non-tax sources, taxes on motor vehicles and appropriated fund balance. The mill rate (taxes per \$1000 of assessed value) is then calculated using the October 1, 2016 Net Grand List of \$2,610,601,359, less the value of motor vehicles of \$222,756,646, estimated legal exemptions and deductions of \$10,000,000, and an estimated tax collection rate of 98.6%. The mill rate for FY 2017-18 is 37.36, an increase of 1.61 mills from the FY 2016-17 mill rate of 35.75, or 4.5%. The calculation of the mill rate is presented on page 1 and explained on page xii.

Supplemental motor vehicle taxes are based on vehicles expected to be registered in Newington during the interim period of October 2, 2016 to August 1, 2017; i.e., after the Grand List of October 1, 2016 is set. This account is down by \$299,680 as it is anticipated that the Town will not experience the same vehicle purchases with the current supplemental list as it was unusually higher than previous years coupled with the tax on motor vehicles is capped at a mill rate of 32.0 per state law. Property categorized as prorated during the interim period will be reflected in the October 1, 2017 Grand List and included in the current levy for the next fiscal year. Prorated real estate taxes are paid on new construction receiving a Certificate of Occupancy after October 1, 2016. It is estimated \$50,000 will be received from this source in FY 2017-18. As with prorated motor vehicles, these properties will be fully reflected in the October 1, 2017 Grand List.

Prior year taxes are the anticipated collections of delinquent taxes due from previous fiscal years. Revenue from delinquent taxes is expected to remain the same as FY 2015-16 estimates. 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 slightly based on historical trend.

The Motor Vehicles category for FY 2017-18 is based on the Net Grand List (prior to the Board of Assessment Appeals review) of all taxable motor vehicle property registered in the Town as of October 1, 2016. Revenues from this account are calculated in accordance with the recently adopted State of Connecticut Public Act 15-244 Sec. 206 which states for the assessment year commencing October 1, 2015, the mill rate for motor vehicles shall not exceed 32 mills. The \$7,028,418 is based on a Net Grand List value of motor vehicles of \$222,756,646, applying an estimated tax collection rate of 98.6% and the capped 32.0 mill rate.

It should be noted that the Town Manager's Proposed FY 2017-18 budget does not consider the Hospital Property Tax of \$2,140,262 as proposed by Governor Malloy.

### 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 in the amount of \$477,113. The reimbursement for State-owned real property is declared by Statute to be 45% of the 2015 Grand List exempt value of the real estate. The private hospital reimbursement PILOT is calculated at a rate of 77% of the annual property tax loss. However, statutory language provides for a proportional reduction of that rate based on available funds in the annual State budget. For FY2017-18, an additional PILOT grant in the amount of \$176,884 is funded through the Municipal Revenue Sharing Account.

Overall the Town expects to receive approximately \$22,672 more revenue in FY 2017-18 in total for this category based on Governor Malloy's proposed FY 2017-18 budget.

2015-2016 Actual	2016-2017 Council Adopted	2016-2017 Estimated	Revenue Source	2017-2018 Manager Proposed	Change from estimated budget	
					\$	%

#### TAXES

90,258,129	83,117,156	83,117,156	5001 Current Levy	87,597,141	4,479,985	5.4%
916,429	808,876	1,117,105	5002 Prorated Motor Vehicles	817,425	(299,680)	-26.8%
16,089	50,000		5003 Prorated Real Estate	50,000	50,000	***
624,280	480,000	480,000	5004 Prior Year Tax Levies	490,000	10,000	2.1%
425,164	345,000	345,000	5005 Interest & Liens	355,000	10,000	2.9%
	6,954,906	7,535,389	5007 Motor Vehicles	7,028,418	(506,971)	-6.7%
92,240,091	91,755,938	92,594,650	SUBTOTAL	96,337,984	3,743,334	4.0%

#### PILOTS

571,476	564,544	560,153	5101 State-Owned PILOT	477,113	(83,040)	-14.8%
4,000	4,000		5104 Elderly Freeze Exemption		0	***
5,415	5,415	5,057	5105 Disabled Exemption	5,057	0	0.0%
285,837	285,837	271,697	5106 Elderly Circuit Breaker	271,697	0	0.0%
31,432	31,432	28,401	5107 Add'l Veteran's Exemption	28,401	0	0.0%
1,893,314	1,541,508	1,529,519	5109 Tax Exempt Colleges & Hospital	1,627,558	98,039	6.4%
	176,884	169,211	5111 Municipal Revenue Sharing	176,884	7,673	4.5%
2,791,474	2,609,620	2,564,038	SUBTOTAL	2,586,710	22,672	0.9%

#### 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 \$250,000, which is the \$40,000 less than the estimated level in FY 2016-17.

#### 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 \$52,334 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 are forecasted to remain low causing the estimate for FY 2017-18 to increase slightly over the FY 2016-17 revised estimate of \$71,350.

#### 5600 Fines

This revenue category includes revenues received from parking fines, false alarms and blighted property. Income from these sources is estimated at \$37,500.

2015-2016 Actual	2016-2017 Council Adopted	2018-2017 Estimated	Revenue Source	2017-2018 Manager Proposed	Change from estimated budget	
					\$	%
			<b>ASSESSMENTS</b>			
14,163	14,163	14,609	5201 New Meadow Housing	14,609	0	0.0%
14,163	14,163	14,609	SUBTOTAL	14,609	0	0.0%
			<b>LICENSES &amp; PERMITS</b>			
346,898	290,000	290,000	5301 Building Permits	250,000	(40,000)	-13.8%
360	1,000	1,000	5302 Vendor's Permits	1,000	0	0.0%
18,330	10,000	10,000	5305 Gun Permits	10,000	0	0.0%
201	500	500	5306 Raffle & Bingo Permits	500	0	0.0%
12,175	12,000	12,000	5308 Work Within Rights of Way	12,000	0	0.0%
2,880	2,000	2,000	5310 Refuse Handling Licenses	2,000	0	0.0%
380,844	315,500	315,500	SUBTOTAL	275,500	(40,000)	-12.7%
			<b>RENTALS</b>			
3,755	3,600	3,600	5402 Town Hall Rental Receipts	3,600	0	0.0%
48,000	60,000	54,000	5403 Indian Hill Country Club	52,334	(1,666)	-3.1%
48,451	44,000	44,000	5404 Other Town Property	44,000	0	0.0%
100,206	107,600	101,600	SUBTOTAL	99,934	(1,666)	-1.6%
			<b>INVESTMENT INCOME</b>			
76,041	71,350	71,350	5501 Interest Earnings	75,000	3,650	5.1%
76,041	71,350	71,350	SUBTOTAL	75,000	3,650	5.1%
			<b>FINES</b>			
19,214	20,000	20,000	5602 Parking Tickets	20,000	0	0.0%
15,048	15,000	15,000	5603 False Alarms	15,000	0	0.0%
829	1,500	2,779	5605 Blighted Premises	2,500	(279)	-10.0%
506		400	5606 Snow Removal Fines		(400)	-100.0%
35,597	36,500	38,179	SUBTOTAL	37,500	(679)	-1.8%

#### 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 estimated at \$475,000 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 remain fairly constant with FY 2016-17 levels.

#### 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 receive a rebate for 2,800 tons of recyclables at rate of \$5.00.

#### 5900 Sale of Town Property

This category includes proceeds from the sale of Town-owned property. No increase in revenue is estimated in this account in FY 2017-18.

2015-2016 Actual	2016-2017 Council Adopted	2016-2017 Estimated	Revenue Source	2017-2018 Manager Proposed	Change from estimated budget	
					\$	%
CHARGES FOR SERVICES						
10,924	9,000	9,000	5702 Conservation Commission	9,000	0	0.0%
770	100	600	5703 Zoning Board of Appeals	600	0	0.0%
10,721	9,000	9,000	5704 Town Planning & Zoning	9,000	0	0.0%
480,397	475,000	500,000	5705 Town Clerk Fees	475,000	(25,000)	-5.0%
12,632	8,000	8,000	5706 Police	8,000	0	0.0%
4,700	14,500	5,000	5707 Human Services-Counseling Fee	5,000	0	0.0%
19,004	19,000	19,000	5708 Library - Overdue Fines	19,000	0	0.0%
5,013	5,000	5,000	5709 Dial-A-Ride Tickets	5,000	0	0.0%
1,155	1,275	1,275	5711 Engineering Fees	1,275	0	0.0%
11,661	3,500	11,500	5712 Scrap Metal Curbside	11,500	0	0.0%
556,977	544,375	568,375	SUBTOTAL	543,375	(25,000)	-4.4%
REFUNDS & REIMBURS.						
15,327	35,000	35,000	5802 Refunds-Town	35,000	0	0.0%
27,670	10,000	10,000	5803 Refunds-Schools	10,000	0	0.0%
74,730	34,000	34,000	5822 Recycling Rebates	34,000	0	0.0%
117,727	79,000	79,000	SUBTOTAL	79,000	0	0.0%
SALE-TOWN PROPERTY						
21,462		32,093	5902 Other		(32,093)	-100.0%
430	300	300	5904 Library-Sale of Jump Drives	300	0	0.0%
21,892	300	32,393	SUBTOTAL	300	(32,093)	-99.1%



#### 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 was most challenging for FY 2017-18 as Governor Malloy's budget includes several changes that require new legislation as such are not reflected in this budget. This category shows an overall decrease of \$514,495 from FY 2016-17 estimated levels.

One the major changes is from the two recently implemented grants both derived from the State's Municipal Revenue Sharing Account (MRSA) which is funded with sales tax revenue. Newington's share of MRSA (Account #6011) is \$937,100 and \$668,057 from Motor Vehicle Property Tax Grants which compensates towns for the loss of revenue due to the Motor Vehicle Mill Rate (MVMR) cap. The additional revenue estimated from these sources is offset by the elimination of the Grants for Municipal Projects funding which is based on Governor Malloy's proposed FY 2017-18 budget.

The Education Cost Sharing (ECS) Grant is based on a State distribution formula. This grant was reduced by the General Assembly during FY 2016-17 to a level of \$12,983,806 which is the basis for the FY 2017-18 revenue estimate. Per analysis from Connecticut Conference of Municipalities (CCM), the Governor's budget proposes two major changes to ECS funding: 1) transferring \$450 million to a new grant for special education and 2) redistributing the remaining \$1.6 billion under a new formula giving more weight to communities with higher poverty levels. Under this plan, Newington would lose \$2,821,777. It should be noted that the Town Manager's Proposed FY 2017-18 budget does not consider the new Special Education grant of \$3,879,121 as this funding would be offset by the additional cost of \$3,457,889 as Newington's contribution to the Teachers' Retirement Board system. These changes require approval by the General Assembly.

In FY 2017-18, \$378,000 is expected from School Building Grant revenues for capital projects such as the Newington High School Career Technical Project.

#### 6100 Federal Aid

Revenue to the Town from the federal government through the Greater Hartford Transit District is estimated to be \$9,000.



2015-2016 Actual	2016-2017 Council Adopted	2016-2017 Estimated	Revenue Source	2017-2018 Manager Proposed	Change from estimated budget.	
					\$	%
STATE-AID						
1,087	1,250	1,250	6003 Public Library	1,250	0	0.0%
267,867	248,823	248,178	6005 Mashantucket Pequot Fund	245,693	(2,485)	-1.0%
22,073	22,875	11,222	6006 Youth Services Bureau	11,222	0	0.0%
5,643	4,500	4,500	6007 Alcohol and Drug Abuse	4,500	0	0.0%
	937,100	651,000	6011 Municipal Revenue Sharing	937,100	286,100	44.0%
98,221	80,300	80,300	6013 Telecommunications Tax	80,300	0	0.0%
14,610	14,000	18,459	6015 Emergency Management Grant	18,459	(0)	0.0%
6,031			6016 Controlling Interest Tax		0	***
917,869	917,869	917,869	6022 Grants for Municipal Projects		(917,869)	-100.0%
	668,057		6026 Motor Vehicle Property Tax Grant	668,057	668,057	***
6,249	6,153		6052 Transportation-Non-public		0	***
278,999	282,408		6053 Transportation-Public		0	***
38,583	36,648	33,262	6054 Adult Education	37,300	4,038	12.1%
906,283	930,336	930,336	6056 School Building Grants	378,000	(552,336)	-59.4%
19,537	15,000	15,000	6058 Health Services	15,000	0	0.0%
93,143			6060 Special Education-Excess Costs		0	***
13,161,718	13,224,900	12,983,806	6062 Education Cost Sharing Grant	12,983,806	0	0.0%
15,837,913	17,390,219	15,895,182	SUBTOTAL	15,380,687	(514,495)	-3.2%
FEDERAL AID						
7,140	9,000	9,000	6101 Senior Citizen Trans Aid	9,000	0	0.0%
7,140	9,000	9,000	SUBTOTAL	9,000	0	0.0%

#### 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 2017-18, \$58,500 is estimated to be received.

#### 6300 Donations

Income for United Way (\$6,000) is shown here.

#### 7000 Transfers from Other Funds

This category represents transfers of funds to the General Fund from Other Funds. The transfer from the Cemetery Special Revenue Fund (\$126,921) 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.

2015-2016 Actual	2016-2017 Council Adopted	2016-2017 Estimated	Revenue Source	2017-2018 Manager Proposed	Change from estimated budget	
					\$	%
			MISCELLANEOUS			
459			6201 Other-Miscellaneous		0	***
63,494	58,500	58,500	6203 Cancelled PY Encumbrances	58,500	0	0.0%
63,953	58,500	58,500	SUBTOTAL	58,500	0	0.0%
			DONATIONS			
2,797	5,593	6,000	6302 United Way (Human Services)	6,000	0	0.0%
2,797	5,593	6,000	SUBTOTAL	6,000	0	0.0%
			TRF FROM OTHER FUNDS			
91,200			7001 Transfer from CNRE Fund		0	***
5,247			7002 Transfer from Public Building Fund		0	***
126,612	118,724	118,724	7012 Transfer from Cemetery Fund	126,921	8,197	6.9%
61	70	70	7021 Transfer From Cemetery Trust	70	0	0.0%
29	30	30	7022 Transfer from Hubbard Fund	30	0	0.0%
223,149	118,824	118,824	SUBTOTAL	127,021	8,197	6.9%
112,469,964	113,116,482	112,467,200	TOTAL	115,631,120	3,163,920	2.8%

## 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>2016-2017 Authorized</u>	<u>2017-2018 Requested</u>	<u>2017-2018 Proposed</u>	<u>2017-2018 Approved</u>
<u>Town Manager</u>				
Town Manager	1.0	1.0	1.0	
Director of Admin. Services	1.0	1.0	1.0	
Assistant to the Town Manager for Administration	1.0	1.0	1.0	
Insurance and Benefits Administrator	1.0	1.0	1.0	
Administrative Secretary I	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	
	5.0	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	
Account Clerk II	2.0	2.0	2.0	
Accounts Administrator(PT)	0.4	0.4	0.4	
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	1.0	1.0	1.0	
Revenue Clerk (PT)	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	
	11.9	11.9	11.9	
<u>Town Clerk</u>				
Town Clerk	1	1	1	
Assistant Town Clerk	1	1	1	
Assistant Town Clerk (PT)	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	
	2.5	2.5	2.5	

FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT		SUMMARY	100

# PERSONNEL SUMMARY

	2016-2017 <u>Authorized</u>	2017-2018 <u>Requested</u>	2017-2018 <u>Proposed</u>	2017-2018 <u>Approved</u>
<u>Positions (in work years)</u>				
<u>Facilities Management</u>				
Director of Facilities Management	1.0	1.0	1.0	
Facilities Electrician*	0.5	1.0	1.0	
Air Conditioning & Heating Control Mechanic (LT-17)	1.0	1.0	1.0	
Heating & Ventilating Mechanic (LT-15)	1.0	1.0	1.0	
Head Custodian I	1.0	1.0	1.0	
Custodian (PT)	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	
	5.5	6.0	6.0	
<u>Information Systems &amp; Technology</u>				
Chief Information Officer	1.0	1.0	1.0	
Network Administrator/Project Leader	1.0	1.0	1.0	
Network Applications Specialist	2.0	2.0	2.0	
Geographic Information Systems (GIS) Coordinator	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	
	5.0	5.0	5.0	
<u>Seasonal (work hours)</u>				
Finance	396.1	496.1	496.1	
Town Clerk	235.0	235.0	235.0	
Central Services	<u>60.0</u>	<u>60.0</u>	<u>60.0</u>	
	691.1	791.1	791.1	
<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	

\* Position authorized to start January 2017

FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	TOWN COUNCIL		110

#### EXPLANATION

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

The Council also:

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

#### HIGHLIGHTS OF FY 2016-2017 OPERATION

- Adopted the Fiscal Year 2016-17 budget and set a mill rate of 35.75 mills.
- Adopted a Long-Range Capital Improvement Plan for fiscal years 2016-17 through 2020-21.
- Appointed Tanya D. Lane to the position of Town Manager
- Amended several Town Ordinances including the EMS and Environmental Quality Commission ordinances as well as the Blighted Premises Code.
- Approved agreements between the Town and American Medical Response (AMR) and the Town and Indian Hill Country Club.
- Granted a bid waiver to Peirce Manufacturing for the purchase of new fire apparatus (Engine 1)
- Authorized the Town Manager to retain engineering services for a traffic study of Alumni Road and Cedar Street.
- Honored several staff members in their retirements and residents for volunteer services and achievements.
- Made numerous appointments to various boards and commissions.

#### OBJECTIVES

- To develop short and long-range goals and objectives that will provide direction for the Town in future years.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Dues and Subscriptions reflects slight increase for Capital Region Council of Governments membership.
- The increase in Other Materials is for recognition chairs that are only ordered every other year.

Function	Activity	Program	Code
General Government	Town Council	Town Council	0110

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
3,668	3,552	3,552	8103 Part Time	3,552	3,552	0	0.00 %
3,668	3,552	3,552	OBJECT TOTAL	3,552	3,552	0	0.00 %
			<u>PROFESSIONAL SVCS</u>				
1,665	1,700	1,353	8201 Public Notification	1,700	1,700	347	25.65 %
42,821	42,821	43,168	8202 Dues and Subscriptions	43,427	43,427	259	0.60 %
0	50	50	8204 Conferences,Meetings,Training	50	50	0	0.00 %
1,496	1,491	1,491	8216 Printing and Binding	1,491	1,491	0	0.00 %
45,982	46,062	46,062	OBJECT TOTAL	46,668	46,668	606	1.32 %
			<u>MATERIAL &amp; SUPPLIES</u>				
467	509	509	8301 Office Supplies	509	509	0	0.00 %
813	985	985	8310 Other Materials	1,879	1,879	894	90.76 %
1,280	1,494	1,494	OBJECT TOTAL	2,388	2,388	894	59.84 %

50,930	51,108	51,108	TOTAL	52,608	52,608	1,500	2.93 %
--------	--------	--------	-------	--------	--------	-------	--------



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 2016-2017 OPERATION

- Met with the Public Works team to discuss various matters.
- Attended Town Council meetings and performed research and follow-up of deliverables.
- Met with various organizations such as the Central CT Health District and Newington Volunteer Ambulance to discuss issues pertaining to the Town.
- Worked with staff on enforcement of various blighted properties.
- Met with staff, union and legal representatives regarding personnel issues.
- Met with various residents and constituencies to discuss concerns.
- Continued work related to the AFSCME union contract negotiations.
- Attended the Town Hall Renovations Project Building Committee meetings and continued with the process of appointing a project architect.
- Worked with the Town Website Committee regarding changes and updates to the Town of Newington's website.
- Participated in the interview process for the Town Clerk, Civilian Evidence & Property Officer and the Assistant Building Official positions.
- Began the FY 2017-18 Budget and CIP process and met with various departments regarding CIP requests for the coming years.

#### OBJECTIVES

- Continue the emphasis on the capital needs of all Town facilities and the future provision of Town services.
- Ensure that the Town remains involved in efforts to improve the long term operations of the MDC and its planning for long range capital improvements.
- Continue to pursue the coordination of personnel and services through collaborations with the Mid-State Collaborative.
- Continue to encourage delivery and coordination of programming and services through collaborations with public agencies, private vendors, and non-profit organizations.
- Continue to work with representatives of CRCOG and the Department of Transportation regarding traffic related issues and how to address them.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
General Government	Town Manager	Town Manager	0120

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
527,547	433,262	433,262	8101 Full time salaries	431,580	431,580	-1,682	-0.39 %
527,547	433,262	433,262	OBJECT TOTAL	431,580	431,580	-1,682	-0.39 %
<u>PROFESSIONAL SVCS</u>							
1,480	1,956	1,956	8202 Dues and Subscriptions	1,956	1,956	0	0.00 %
69	100	100	8204 Conferences,Meetings,Training	100	100	0	0.00 %
268	255	255	8216 Printing and Binding	255	255	0	0.00 %
600	1,200	1,200	8220 Other Contractual Services	1,200	1,200	0	0.00 %
2,416	3,511	3,511	OBJECT TOTAL	3,511	3,511	0	0.00 %
<u>MATERIAL &amp; SUPPLIES</u>							
615	615	615	8301 Office Supplies	615	615	0	0.00 %
574	500	500	8310 Other Materials	500	500	0	0.00 %
1,189	1,115	1,115	OBJECT TOTAL	1,115	1,115	0	0.00 %

531,152	437,888	437,888	TOTAL	436,206	436,206	-1,682	-0.38 %
---------	---------	---------	-------	---------	---------	--------	---------

FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	PROBATE COURT		130

#### EXPLANATION

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
General Government	Probate Court	Probate Court	0130

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
39,991	39,992	39,992	8220 Other Contractual Services	39,992	39,992	0	0.00 %
39,991	39,992	39,992	OBJECT TOTAL	39,992	39,992	0	0.00 %

39,991	39,992	39,992	TOTAL	39,992	39,992	0	0.00 %
--------	--------	--------	-------	--------	--------	---	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	ELECTIONS		140

### EXPLANATION

Pursuant to Connecticut General Statutes, the Registrars of Voters maintain over 25,000 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, on line registration (OLR), High School Registration and Election Day Registration (EDR).
- The preparation and maintenance includes, inspection, programming, ordering materials, checking for errors on ballots for misspelling, pronunciation of candidates and setup of all town related voting equipment and signage.
- Setting up for all 10 polling places for Elections, which includes Central Counting of Absentee Ballots, Election Day Registration (EDR), on-line (OLR).
- Set up and inspection of all 18 election tabulators, 18 ballot boxes, 32 ultimate power supply units (UPS), related election equipment as phone lines to polling places and the implementation of the new IVS handicapped accessible voting machines which were very favorable to the Electors.
- Unfunded Mandated special registration sessions for each election and following the SOS Election Calendar daily.
- Annually unfunded Audits mandates after each election.
- Overseeing all Elections, Primaries, and Special Referenda.
- Registrars are responsible for the distribution of absentee ballot applications the delivery of absentee ballots and overseeing the voting process at all six of the medical facilities in Newington.
- Design educational program to conduct mandated training sessions for all poll workers for each election with updated legislation that pertains to the election.
- Every two years Moderator Certification training for all Moderators to be certified, unfunded mandate.
- 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 office. Also including 4 county meetings a year for the certification of Registrars.
- Perform the unfunded mandate of the annual canvass which includes extensive mailings, to track electors who have moved with-in town, out of town, and daily updates with the DMV.
- Perform and maintain annual mandated mailing of permanent absentee voters to update their status.
- The Secretary of State is striving to improve the Election Night Reporting Process (ENR). Ultimately ENR will allow for election results to be reported from individual polling places directly to SOTS and the ROV.
- Online Voting is updated from the SOS office daily. SOTS anticipates moving forward with this initiative to increase voter participation.
- Scheduling of yearly maintenance of voting tabulators.
- The Department of Justice visited one of our polling places this year and results were good.

### OBJECTIVES

- Continue to monitor new legislative initiatives regarding elections.
- In the upcoming year the Secretary of State will be approving a vendor for poll books after they meet RFP requirements, another unfunded mandate for the Registrars. Poll Books will be a computer in all districts and the Elector is checked off when voting in this manner. These books will eliminate Unofficial Checkers and the computers will be linked to the SOTS by a cloud. The Registrar's Office and Town Committees will only have look up access.
- The registrars are also now (unfunded) mandated to utilize the Converse system to update records from DMV daily.
- The November Presidential Election saw an 85.5% turnout.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Most accounts are decreased to reflect November Election only, while prior year included November election and two August primaries.
- Conferences, Meetings, Training increased to allow two additional attendees at the Fall Conference.

Function	Activity	Program	Code
General Government	Elections	Elections	0140

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
75,049	72,326	72,326	8103 Part Time	72,108	72,108	-218	-0.30 %
75,049	72,326	72,326	OBJECT TOTAL	72,108	72,108	-218	-0.30 %
			<u>PROFESSIONAL SVCS</u>				
639	400	400	8201 Public Notification	200	200	-200	-50.00 %
130	140	140	8202 Dues and Subscriptions	140	140	0	0.00 %
551	216	361	8203 Transportation	351	351	-10	-2.77 %
1,040	4,500	4,500	8204 Conferences, Meetings, Training	4,800	4,800	300	6.67 %
17	500	500	8205 Postage and Shipping	500	500	0	0.00 %
3,600	4,034	4,034	8212 Equipment Maintenance	4,034	4,034	0	0.00 %
11,915	24,400	24,400	8216 Printing and Binding	5,600	5,600	-18,800	-77.05 %
51,570	54,780	54,780	8220 Other Contractual Services	28,130	28,130	-26,650	-48.65 %
69,461	88,970	89,115	OBJECT TOTAL	43,755	43,755	-45,360	-50.90 %
			<u>MATERIAL &amp; SUPPLIES</u>				
979	500	500	8301 Office Supplies	500	500	0	0.00 %
0	1,750	1,605	8302 Technical Supplies	350	350	-1,255	-78.19 %
30	300	300	8310 Other Materials	150	150	-150	-50.00 %
1,009	2,550	2,405	OBJECT TOTAL	1,000	1,000	-1,405	-58.42 %

145,520	163,846	163,846	TOTAL	116,863	116,863	-46,983	-28.68 %
---------	---------	---------	-------	---------	---------	---------	----------

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 2016-2017 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, 2015 for the twenty fifth consecutive year.

#### OBJECTIVES

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time salaries increased due to AFSCME contract raises.



Function	Activity	Program	Code
General Government	Finance	Accounting and Administration	0151

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
311,751	308,034	308,034	8101 Full time salaries	306,798	312,050	4,016	1.30 %
24,820	23,174	23,174	8103 Part Time	23,174	23,174	0	0.00 %
1,000	1,000	1,000	8105 Longevity	1,000	1,000	0	0.00 %
337,571	332,208	332,208	OBJECT TOTAL	330,972	336,224	4,016	1.21 %
<u>PROFESSIONAL SVCS</u>							
505	510	510	8202 Dues and Subscriptions	510	510	0	0.00 %
495	580	580	8204 Conferences,Meetings,Training	580	580	0	0.00 %
134	250	250	8212 Equipment Maintenance	250	250	0	0.00 %
580	580	580	8220 Other Contractual Services	580	580	0	0.00 %
1,714	1,920	1,920	OBJECT TOTAL	1,920	1,920	0	0.00 %
<u>MATERIAL &amp; SUPPLIES</u>							
462	600	600	8301 Office Supplies	600	600	0	0.00 %
1,182	1,474	1,474	8302 Technical Supplies	1,474	1,474	0	0.00 %
1,644	2,074	2,074	OBJECT TOTAL	2,074	2,074	0	0.00 %

340,929	336,202	336,202	TOTAL	334,966	340,218	4,016	1.19 %
---------	---------	---------	-------	---------	---------	-------	--------

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, 2015. Commercial Personal Property and Motor Vehicles are also assessed at 70% annually. The Grand List consists of over 12,100 real estate parcels, 1,400 commercial personal property accounts and 30,000 taxable motor vehicles. The office is also responsible for assisting special service programs by annually updating over 550 elderly, 50 blind, 6,100 special assessment adjustments for veterans, and 250 disabled exemptions for Newington taxpayers.

### HIGHLIGHTS OF FY 2016-2017 OPERATION

- Resolved eleven (11) of the fourteen (14) court appeals that were filed on the 2015 Grand List as a result of the Revaluation.
- Continued to maintain and administer the computer interface with the Geographic Information System (GIS) to include all property data.
- Inspected and valued all residential and commercial properties that had building permits.
- eQuality Valuation Services assisted Assessor with the completion of the October 1, 2015 Revaluation of all real estate parcels.
- Filed all required reports with the State of Connecticut in a timely fashion.

### OBJECTIVES

- Continue to provide taxpayers and professionals with courteous and responsive service.
- Implement a more streamline and efficient reporting system for Business Personal Property.
- Prepare the defense with the town attorney for the remaining three (3) commercial property court appeals from the 2015 revaluations.
- 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 increased to reflect adoption of AFSCME contract, partially offset by decrease due to change in personnel with hiring of new Assessor.
- A restoration of prior year cuts was made to Seasonal to assist Assessor's office through peak work flow periods.
- Increased Consultants/Special Contractor to do additional Personal Property Audits, which has generated about \$70,000 in increased tax revenue since inception of program.

Function	Activity	Program	Code
General Government	Finance	Assessor	0152

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
311,715	315,527	315,527	8101 Full time salaries	312,686	318,302	2,775	0.88 %
3,857	3,000	3,000	8104 Seasonal	4,500	4,500	1,500	50.00 %
1,000	1,000	1,000	8105 Longevity	1,000	1,000	0	0.00 %
316,572	319,527	319,527	OBJECT TOTAL	318,186	323,802	4,275	1.34 %
<u>PROFESSIONAL SVCS</u>							
2,592	2,345	1,882	8202 Dues and Subscriptions	2,345	2,345	463	24.60 %
1,280	2,000	2,000	8204 Conferences, Meetings, Training	2,000	2,000	0	0.00 %
2,463	3,000	3,463	8216 Printing and Binding	3,000	3,000	-463	-13.37 %
0	3,000	3,000	8217 Consultants/Special Contractor	5,000	5,000	2,000	66.67 %
6,335	10,345	10,345	OBJECT TOTAL	12,345	12,345	2,000	19.33 %
<u>MATERIAL &amp; SUPPLIES</u>							
199	600	600	8301 Office Supplies	600	600	0	0.00 %
199	600	600	OBJECT TOTAL	600	600	0	0.00 %

323,106	330,472	330,472	TOTAL	331,131	336,747	6,275	1.90 %
---------	---------	---------	-------	---------	---------	-------	--------

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 to correct any inequities, errors or omissions it may discover. The Board meets in September to review the Motor Vehicle list and during the month of March to hear aggrieved taxpayers that have filed an appeal application on or before the February 20th deadline.

#### HIGHLIGHTS OF FY 2016-2017 OPERATION

- The Board of Assessment Appeals held meetings on four (4) days during March 2016 and heard a total of ninety two (92) appeals on the October 1, 2015 Grand List which was the date of the last revaluation.
- Motor vehicle hearings were held in September 2016 with final decisions and adjustment certificates mailed within a 24-hour period.

#### OBJECTIVES

- To produce a finalized Grand List that is free of inequities and errors and complies with the State of Connecticut laws for Board of Assessment Appeals.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
1,500	1,500	1,500	8103 Part Time	1,500	1,500	0	0.00 %
1,500	1,500	1,500	OBJECT TOTAL	1,500	1,500	0	0.00 %

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

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 and Finance Departments. It 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; balance collections each day and make regular deposits with a Police escort; maintain accurate collection records and controls; and secures the maximum collection of revenue due the Town and safeguards the collected revenues.

### HIGHLIGHTS OF FY 2016-2017 OPERATION

- Mail all Real Estate and Personal Property bills only in July with second installment bill included, to omit the January mailing.
- Assign Alias Tax Warrants to local Constables and Hartford County Sheriff when necessary.
- UCC Liens are filed with the State of Connecticut for delinquent Personal Property taxes.
- Provide prior year payment history on Newington's web-site for taxpayers' IRS information and in binders in Tax Office.
- All payments are processed in the Revenue/Tax Office, and a direct check processor is used by the Revenue and Assistant Revenue Collector to deposit check payments directly into Newington's bank account.
- State of Connecticut no longer charges the municipalities for reporting delinquent motor vehicles. A program "Civls" was implemented by The Department of Motor Vehicles for a direct connection with municipalities. Paper clearances or stamped registrations are no longer accepted by the Department of Motor Vehicles. The Tax Office is responsible for notifying the Motor Vehicle Dept. directly via the internet to clear all delinquent taxpayers. Every motor vehicle must be paid in taxpayers name before release may be issued according to

### OBJECTIVES

- Maintain a high collection rate
- Continue to use alternate methods for collections wherever appropriate; i.e., constables, sheriff, and tax sales.
- Improve computer capabilities to further enhance the tax collection program.
- Continue to provide the public with accurate information along with efficient and courteous service.
- Promote opportunities for the Tax Office staff to attend meetings and classes for personal development.
- Provide opportunities for the staff to improve customer service performance.
- Continue to initiate Tax Sales for real estate properties where taxes are being ignored, or taxpayers debt grows from inconsistent or small payments.
- Provide taxpayers with the ability to view accounts on-line and make payments on-line through Newington's web-site.
- On a daily basis, taxpayers and title searchers request to be able to access accounts on-line for viewing and payment.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time salaries increased due to AFSCME contract raises.
- An increase was made to Consultants/Special Contractors to reflect actual costs.
- Elderly Tax Relief Program was increased to reflect trend.

Function	Activity	Program	Code
General Government	Finance	Revenue Collector	0154

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
204,938	204,164	204,164	8101 Full time salaries	203,381	205,539	1,375	0.67 %
14,386	16,282	16,282	8103 Part Time	16,282	16,282	0	0.00 %
2,906	2,667	2,667	8104 Seasonal	2,667	2,667	0	0.00 %
222,230	223,113	223,113	OBJECT TOTAL	222,330	224,488	1,375	0.62 %
<u>PROFESSIONAL SVCS</u>							
590	800	800	8201 Public Notification	800	800	0	0.00 %
183	195	195	8202 Dues and Subscriptions	195	195	0	0.00 %
751	1,100	1,100	8204 Conferences, Meetings, Training	1,100	1,100	0	0.00 %
15,378	12,600	12,600	8205 Postage and Shipping	15,666	12,736	136	1.08 %
78	125	125	8212 Equipment Maintenance	125	125	0	0.00 %
1,900	1,950	1,950	8216 Printing and Binding	1,950	1,950	0	0.00 %
10,408	8,670	8,670	8217 Consultants/Special Contractor	9,670	10,300	1,630	18.80 %
257,650	257,650	257,650	8224 Elderly Tax Relief Program	261,500	263,500	5,850	2.27 %
286,938	283,090	283,090	OBJECT TOTAL	291,006	290,706	7,616	2.69 %
<u>MATERIAL &amp; SUPPLIES</u>							
194	600	600	8301 Office Supplies	600	600	0	0.00 %
1,511	1,590	1,590	8302 Technical Supplies	1,590	1,590	0	0.00 %
1,704	2,190	2,190	OBJECT TOTAL	2,190	2,190	0	0.00 %

510,873	508,393	508,393	TOTAL	515,526	517,384	8,991	1.77 %
---------	---------	---------	-------	---------	---------	-------	--------



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 2016-2017 OPERATION

- The auditing firm of Blum Shapiro conducted the audit of the FY 2015-2016 financial records during the FY 2016-2017.

#### OBJECTIVES

- To examine the FY 2016-2017 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 increased per contract.

Function	Activity	Program	Code
General Government	Finance	Auditing	0155

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PROFESSIONAL SVCS</u>							
38	40	40	8201 Public Notification	40	40	0	0.00 %
46,500	46,500	46,500	8217 Consultants/Special Contractor	47,200	47,200	700	1.51 %
46,538	46,540	46,540	OBJECT TOTAL	47,240	47,240	700	1.50 %

46,538	46,540	46,540	TOTAL	47,240	47,240	700	1.50 %
--------	--------	--------	-------	--------	--------	-----	--------

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 2016-2017 OPERATION

- Bids were awarded for the heating system replacement at the Highway Garage and for improvements at the schools.
- Formal proposals were received for architectural and construction manager services for the Town Hall renovations project.

#### OBJECTIVES

- Continue to maximize financial efficiency and effectiveness by preparing and advertising Bids/Requests for Proposals as necessary.
- Continue to handle the central purchasing operations for various departments to enhance buying power through economy of scale and ease the administrative burden on departments.
- Monitor the purchasing activities that departments engage in individually to ensure compliance with the guidelines set forth by the Town Charter and the Town Manager.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
General Government	Finance	Purchasing	0157

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
323	1,000	1,000	8201 Public Notification	1,000	1,000	0	0.00 %
35	35	35	8202 Dues and Subscriptions	35	35	0	0.00 %
30	75	75	8204 Conferences,Meetings,Training	75	75	0	0.00 %
388	1,110	1,110	OBJECT TOTAL	1,110	1,110	0	0.00 %

388	1,110	1,110	TOTAL	1,110	1,110	0	0.00 %
-----	-------	-------	-------	-------	-------	---	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	TOWN ATTORNEY		160

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2016-2017 OPERATION

- Opened numerous working files since July 1 (does not include many miscellaneous day to day requests and contacts with Town officials).
- Had contact with almost every Town department and various commissions and committees.
- Defense of litigation in U. S. District Court and State of Connecticut Superior Court.
- Reviewed contractual agreements to protect the Town's interests.
- Ben Ancona, Jr. was appointed as the new Town Attorney in November 2016 by Mayor Zartarian.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Dues and Subscriptions was added to share the cost of Lexis-Nexis fees for the Town Attorney.
- Consultants/Special Contractor was added for Special Counsel.

Function	Activity	Program	Code
General Government	Town Attorney	Town Attorney	0160

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
0	0	0	8202 Dues and Subscriptions	825	825	825	****
59,500	0	0	8217 Consultants/Special Contractor	25,000	25,000	25,000	****
130,200	130,200	130,200	8220 Other Contractual Services	130,200	130,200	0	0.00 %
189,700	130,200	130,200	OBJECT TOTAL	156,025	156,025	25,825	19.83 %

189,700	130,200	130,200	TOTAL	156,025	156,025	25,825	19.83 %
---------	---------	---------	-------	---------	---------	--------	---------

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 2016-2017 OPERATION

	2010-11	2011-12	2012-13	2013-14	2014-2015	2015-2016	2016-2017 (Through 12/31/2016)
Documents Recorded	5,773	5,596	6,257	5,232	5,129	5,658	2,628
Recording Fees	\$146,974	\$140,548	\$180,560	\$84,983	\$85,658	\$86,426	\$41,289
Conveyance Tax	\$192,847	\$176,020	\$241,036	\$249,367	\$257,210	\$262,183	\$260,134

- Land record copy revenue from the CT Clerks online portal continues to increase each month-attorneys and title searchers offer favorable comments about this service.
- Awarded \$5,000 Historic Document Preservation grant used to scan and digitize 73 volumes of land records-electronic images now available from 4/10/1985 to present. Staff also does backfile scanning during slow times.
- Uploaded twenty-five years of Trade Name certificates, scanned and linked, into the Land Record system for public and internal access.
- Engaged staff in professional development opportunities through CCM and Connecticut Town Clerks Association (CTCA).
- On August 22, 2016 the new Town Clerk, James E. Krupinski, started in the office.
- Town Clerk attended the Annual Fall Town Clerk's Conference September 21-23, 2016.

#### OBJECTIVES 2017-2018

- Procure \$5,000 Historic Document Preservation Grant.
- Continue scanning and digitizing of land record images. Goal is to scan images back to 1976.
- Hire and train part-time assistant Town Clerk to replace Theresa Freeman who resigned in October 2016.
- Work with IT to allow credit card payments in the Town Clerk's office.
- Identify internal and external professional development opportunities for staff-expand knowledge and skills by cross-training staff.
- Continue to upload prior years of Town Council & Board/Commission minutes into searchable database (Laserfiche).
- Continue to streamline/re-design the delivery of services with an eye toward maintaining/improving fiscal efficiency.
- Deliver superb customer service.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time salaries reflects change in personnel.
- Other Contractual Services reflect increase in Land Record Auditor costs.



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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
102,095	139,838	139,838	8101 Full time salaries	130,000	130,000	-9,838	-7.04 %
9,773	16,796	10,572	8103 Part Time	16,796	16,796	6,224	58.87 %
15,427	3,995	10,219	8104 Seasonal	3,995	3,995	-6,224	-60.91 %
127,295	160,629	160,629	OBJECT TOTAL	150,791	150,791	-9,838	-6.12 %
<u>PROFESSIONAL SVCS</u>							
0	520	520	8202 Dues and Subscriptions	550	550	30	5.77 %
0	168	168	8203 Transportation	168	168	0	0.00 %
0	1,000	1,000	8204 Conferences, Meetings, Training	1,000	1,000	0	0.00 %
0	1,349	1,349	8211 Facilities Rental & Storage	1,378	1,378	29	2.15 %
0	948	948	8212 Equipment Maintenance	881	881	-67	-7.07 %
0	300	300	8216 Printing and Binding	300	300	0	0.00 %
6,433	11,187	11,187	8220 Other Contractual Services	11,776	11,776	589	5.27 %
6,433	15,472	15,472	OBJECT TOTAL	16,053	16,053	581	3.76 %
<u>MATERIAL &amp; SUPPLIES</u>							
0	391	391	8301 Office Supplies	391	391	0	0.00 %
3,583	9,755	9,755	8302 Technical Supplies	9,765	9,765	10	0.10 %
3,583	10,146	10,146	OBJECT TOTAL	10,156	10,156	10	0.10 %

137,312	186,247	186,247	TOTAL	177,000	177,000	-9,247	-4.96 %
---------	---------	---------	-------	---------	---------	--------	---------

FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	PERSONNEL		180

#### EXPLANATION

As Personnel Director, the Town Manager, supported by office staff, is responsible for all 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 2016-2017 OPERATION

- Through January 2017, 4 full-time employees retired, 4 resigned, or otherwise left full-time employment, 7 full-time and several part-time employees were hired and/or promoted and several part-time employees were transferred and/or promoted.
- Hired a new Town Clerk and Assessor
- Sponsored training seminars on various topics for General Government employees and department heads.
- Revised a number of Job Descriptions as positions became vacant.
- Continued with the collective bargaining process with the AFSCME Local 2930 union.

#### 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

- None.

Function	Activity	Program	Code
General Government	Personnel	Personnel	0180

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PROFESSIONAL SVCS</u>							
3,365	7,595	7,595	8201 Public Notification	7,595	7,595	0	0.00 %
35	35	35	8202 Dues and Subscriptions	35	35	0	0.00 %
6,216	6,645	6,645	8204 Conferences,Meetings,Training	6,645	6,645	0	0.00 %
57,423	28,023	28,023	8217 Consultants/Special Contractor	28,023	28,023	0	0.00 %
67,039	42,298	42,298	OBJECT TOTAL	42,298	42,298	0	0.00 %
<u>MATERIAL &amp; SUPPLIES</u>							
168	510	510	8301 Office Supplies	510	510	0	0.00 %
168	510	510	OBJECT TOTAL	510	510	0	0.00 %

67,208	42,808	42,808	TOTAL	42,808	42,808	0	0.00 %
--------	--------	--------	-------	--------	--------	---	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	GENERAL SERVICES	FACILITIES MANAGEMENT	191

#### EXPLANATION

The Facilities department has the responsibility of maintaining and operating the Town Hall Complex (which consists of the Police Department, the Council Chamber and Auditorium, General Administrative offices, the Board of Education offices and the Mortensen Community Center). The Town Hall complex, a former high school converted to office use in 1972, totals 89,446 square feet of which 75,906 are used for General Government and recreational purposes with the remainder occupied by the Administrative offices of the Board of Education. This program also contains those items required to administer and maintain buildings owned by the Town which are not budgeted elsewhere including the Newington Volunteer Ambulance Corps building, Historic Homes, Parks and Grounds buildings including the Cemetery Chapel, Highway Garage building structures, Senior & Disable Center and the Lucy Robbins Welles Library.

#### HIGHLIGHTS OF FY 2016-2017 OPERATION

- Completed repairs to the Kellogg Eddy House due to frozen water lines & filled the position of a part-time caretaker to oversee the home.
- Finished the addition of the new Chapel Annex to help Parks & Rec. better serve the cemetery patrons.
- Performed energy upgrades to the Kelsey house and installed a new roof and painted the exterior.
- Installed new high efficiency heating equipment in Fire Houses 1, 2 & 3
- Installed a new high efficiency heating boiler in the Lucy Robbins Welles Library & started upgrading the original first floor windows to new efficiency windows to help reduce energy costs.
- Abated all hazardous materials which consisted of asbestos and insulation material in the tunnels under the Senior & Disabled Center for a safer working environment.
- Started the conversion of the oil heating equipment to high efficiency natural gas for greater energy savings and occupant comfort to be completed the spring of 2017.
- Upgraded all street & parking lot pole lighting at Market Square & surrounding areas to high efficiency LED
- Installed energy upgrades to the main parks & grounds garage along with a new high efficiency heating & A/C system

#### OBJECTIVES

- Assist the New Town Hall Renovation Building Committee and Town Manager as requested in the effort to renovate or build new the Town Hall Building and Community Center.
- Continue to develop and refine a Town wide building maintenance program that will ensure the long term use of all facilities.
- Increase operational effectiveness & efficiency of all Town Buildings and infrastructure by increasing Preventive Maintenance
- Work with all other department managers to meet their vision of facilities required to meet their specific use of Town buildings and to Promote Building-Wide Energy Efficiency.
- Identify facility improvements to all Town buildings and submit plans to achieve these improvements to the Town Manager.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries increased for the addition in January 2017 of an Electrician position and to reflect adoption of AFSCME contract.
- Conferences, Meetings, Training reflects additional training needs for Electrician.
- Heating Fuel was decreased 5% to reflect trend and savings due to new energy-efficient equipment.
- Capital Outlay includes audio/visual equipment for conference rooms, differential pressure sensor, flooring & lighting, Parks storage garage siding & painting, security camera system and refinishing of flooring at Kellogg Eddy House.

FUNCTION	ACTIVITY	PROGRAM	CODE
General Government	General Services	Facilities Management	0191

2015-2016 Actual	2016-2017 Original Budget	2016-2017 Revised Budget		2017-2018 Department Request	2017-2018 Manager Proposed	Change from revised budget	
<u>PERSONAL SERVICES</u>							
285,291	318,197	318,197	8101 Full Time	350,510	359,236	41,039	12.90%
10,716	7,000	7,000	8102 Overtime	7,000	7,000	0	0.00%
23,841	25,313	27,213	8103 Part Time	27,664	27,664	451	1.66%
1,400	1,500	1,500	8105 Longevity	1,600	1,600	100	6.67%
321,248	352,010	353,910	OBJECT SUBTOTAL	386,774	395,500	41,590	11.75%
<u>PROFESSIONAL SERVICES</u>							
649	800	800	8202 Dues and Subscriptions	800	800	0	0.00%
3,395	2,500	2,500	8204 Conferences, Meetings, Training	3,000	3,000	500	20.00%
455,603	471,130	471,130	8206 Utilities	471,130	471,130	0	0.00%
300	400	400	8207 Clothing Allowance	600	600	200	50.00%
16,009	26,731	26,731	8212 Equipment Maintenance	28,381	28,381	1,650	6.17%
228,500	130,445	126,605	8213 Facilities Maintenance	110,980	110,980	-15,628	-12.34%
195	150,530	150,530	8220 Other Contractual Services	145,895	145,895	-4,635	-3.08%
704,651	782,536	778,696	OBJECT SUBTOTAL	760,786	760,786	-17,910	-2.30%
<u>MATERIALS &amp; SUPPLIES</u>							
289	1,000	342	8301 Office Supplies	1,000	1,000	658	192.40%
5,820	13,500	13,500	8302 Technical Supplies	4,750	4,750	-8,750	-64.81%
999	1,600	1,600	8303 Uniforms and Clothing	2,000	2,000	400	25.00%
22,619	27,853	27,853	8305 Cleaning Supplies	28,153	28,153	300	1.08%
15,033	65,700	62,800	8306 Construction & Maintenance Materials	35,550	35,550	-27,250	-43.39%
118,880	268,850	268,850	8308 Heating Fuel	268,850	255,350	-13,500	-5.02%
39	200	350	8310 Other Materials	200	200	-150	-42.86%
163,679	378,703	375,295	OBJECT SUBTOTAL	340,503	327,003	-48,292	-12.87%
<u>CAPITAL OUTLAY</u>							
4876	0	0	8402 Technical Equipment	4,700	4,700	4,700	****
0	0	0	8404 Trucks & Tractors	1,000	1,000	1,000	****
6307	0	1340	8405 Construction & Maint Equipment	0	0	-1,340	-100.00%
1286	0	4008	8406 Office Equipment	3,500	3,500	-508	-12.67%
4225	0	0	8407 Building Equipment	0	0	0	0.00%
3,995	0	0	8408 Building Improvements	22,000	22,000	22,000	****
20,689	0	5,348	OBJECT SUBTOTAL	31,200	31,200	25,852	483.40%
1,210,267	1,513,249	1,513,249	TOTAL	1,519,263	1,514,489	1,240	0.08%

FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	GENERAL SERVICES	CENTRAL SERVICES	195

#### EXPLANATION

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

#### OBJECTIVES

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
General Government	General Services	Central Services	0195

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
487	606	606	8104 Seasonal	606	606	0	0.00 %
487	606	606	OBJECT TOTAL	606	606	0	0.00 %
<u>PROFESSIONAL SVCS</u>							
39,957	39,930	37,361	8205 Postage and Shipping	39,930	39,930	2,569	6.88 %
10,222	10,560	13,161	8210 Equipment Rental	10,560	10,560	-2,601	-19.76 %
3,432	4,197	4,197	8212 Equipment Maintenance	4,197	4,197	0	0.00 %
53,611	54,687	54,719	OBJECT TOTAL	54,687	54,687	-32	-0.06 %
<u>MATERIAL &amp; SUPPLIES</u>							
11,694	12,371	12,339	8301 Office Supplies	12,371	12,371	32	0.26 %
11,694	12,371	12,339	OBJECT TOTAL	12,371	12,371	32	0.26 %

65,791	67,664	67,664	TOTAL	67,664	67,664	0	0.00 %
--------	--------	--------	-------	--------	--------	---	--------



FUNCTION	ACTIVITY	PROGRAM	CODE
GENERAL GOVERNMENT	GENERAL SERVICES	INFORMATION TECHNOLOGY	197

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2016-2017 OPERATION

- Parks and Recreation - Vermont Systems software application (RecTrac/WebTrac) deployment
- Police Department - NexGen Computer Aided Dispatch, Records Management and Mobile Deployment
- Fire Department - NexGen NexResponder Mobile Deployment
- Microsoft Office 2016 deployment testing
- Microsoft Windows 10 operating system deployment testing
- Completion of network migration from old domain to new town domain
- Two Factor Authentication deployment to comply with PCI and CJIS audit requirements
- Police Department - Watchguard Video System deployment for selected patrol vehicles
- New town website deployment

#### OBJECTIVES

- Work with Town departments to help identify areas where technology can assist them in reaching their goals and objectives.
- Work on improving network visibility as it relates to realtime network monitoring, performance/ health monitoring, network protection and power consumption.
- Where possible, work with other communities and regional organization on cost sharing opportunities.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Telephone reflects the transfer of the telephone budget from Police Communications Department (#215) and expected price increases due to the addition of Fire Department cellular fees for NexGen NexResponder application.
- Equipment Maintenance fees increased due to term renewals, including Firewalls, Netmotion Server, Wireless Network and many more.
- Other Contractual Services decreased to reflect changes in Police MDT maintenance fees paid to CRCOG and removal of fees paid for Fire Department devices that are no longer needed.

Function	Activity	Program	Code
General Government	General Services	Information Technology	0197

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
385,902	397,066	397,066	8101 Full time salaries	394,723	394,723	-2,343	-0.59 %
385,902	397,066	397,066	OBJECT TOTAL	394,723	394,723	-2,343	-0.59 %
<u>PROFESSIONAL SVCS</u>							
110	964	964	8202 Dues and Subscriptions	964	964	0	0.00 %
4,083	4,800	4,800	8204 Conferences,Meetings,Training	4,800	4,800	0	0.00 %
89,199	102,238	102,238	8208 Telephone	158,820	158,820	56,582	55.34 %
408,263	350,225	350,225	8212 Equipment Maintenance	450,475	450,475	100,250	28.62 %
60,369	97,597	97,597	8220 Other Contractual Services	67,589	67,589	-30,008	-30.75 %
562,024	555,824	555,824	OBJECT TOTAL	682,648	682,648	126,824	22.82 %
<u>MATERIAL &amp; SUPPLIES</u>							
0	100	100	8301 Office Supplies	100	100	0	0.00 %
27,647	23,176	23,176	8302 Technical Supplies	23,176	23,176	0	0.00 %
39,463	3,500	3,500	8307 Equipment Parts	3,500	3,500	0	0.00 %
67,110	26,776	26,776	OBJECT TOTAL	26,776	26,776	0	0.00 %
<u>CAPITAL OUTLAY</u>							
1,500	1,500	1,500	8402 Technical Equipment	1,500	1,500	0	0.00 %
1,500	1,500	1,500	OBJECT TOTAL	1,500	1,500	0	0.00 %

1,016,536	981,166	981,166	TOTAL	1,105,647	1,105,647	124,481	12.69 %
-----------	---------	---------	-------	-----------	-----------	---------	---------

## 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>2016-2017 Authorized</u>	<u>2017-2018 Requested</u>	<u>2017-2018 Proposed</u>	<u>2017-2018 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	5.0	6.0	6.0	
Police Officer	28.0	27.0	27.0	
<u>Investigation</u>				
Lieutenant	1.0	1.0	1.0	
Sergeant	1.0	1.0	1.0	
Detective	2.0	3.0	3.0	
Police Officer	4.0	3.0	3.0	
Youth Officer	1.0	1.0	1.0	
Administrative Secretary I	1.0	1.0	1.0	
Civilian Evidence/Property Room Clerk	1.0	1.0	1.0	
<u>Communications</u>				
Dispatcher	7.0	8.0	8.0	
<u>Support Services</u>				
Lieutenant	1.0	1.0	1.0	
Sergeant	3.0	2.0	2.0	
Community Service Officer	1.0	1.0	1.0	
School Resource Officer	1.0	1.0	1.0	
Traffic Enforcement Officer	0.0	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 (PT)	1.0	1.0	1.0	
	65.5	66.5	66.5	
Seasonal (work hours)	255.3	0.0	0.0	

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 2016-2017 OPERATION

Infrastructure: The department signed an agreement with NexGen Public Safety Solutions for the purchase of a new integrated Records Management System (RMS) and Computer Aided Dispatch (CAD) System. The new RMS/CAD System will greatly improve the overall efficiency of the police department.

Staffing: The department saw the retirements of two veteran Public Safety Dispatchers. The department hired a Civilian Evidence/Property Officer, which was funded in the previous year's operating budget.

Community Outreach: The department established a Police-Community Council, which was formed to provide an opportunity for community members and the Newington Police Department to meet together in a collaborative process toward implementation of Community Policing. In effort to strengthen ties with local youth, the department worked in partnership with Keeney Manufacturing of Newington and offered the Newington Police Youth Academy. During a week in June, eighteen local youth worked side by side with Newington police officers with the hope of encouraging them to consider a career in law enforcement or public service. On October 20, 2016, the department held a police-community forum in the auditorium of Town Hall. The forum included a presentation on survival strategies when caught in an "active shooter" situation, and a question and answer period on issues related to police services.

OBJECTIVES:

- We will continue to recruit and select only the best qualified police officers for town service.
- We will continue to provide local residents with programs that strengthen police-community relations.
- We will continue to make fundamental changes in the department to move more toward a community policing model.
- We will continue to improve the department's infrastructure.
- We will continue to work cooperatively with other local, state, and federal law enforcement agencies.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time salaries increased for AFSCME contract raises.
- Longevity reflects reduction due to retirements
- Consultants/Special Contractor reflects additional fees for Glastonbury regional digital investigation lab.

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
2015	26,049	985	1,011	112	5,821	1,510
2014	28,570	862	923	91	8,386	1,432
2013	26,977	831	909	111	6,196	1,485
2012	29,355	896	1,096	123	8,636	1,374
2011	28,301	857	1,087	115	7,593	1,507

Function	Activity	Program	Code
Public Safety	Police Department	Police Administration	0211

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
352,926	351,257	351,257	8101 Full time salaries	349,914	352,540	1,283	0.37 %
2,720	7,459	7,459	8102 Overtime	7,459	7,459	0	0.00 %
5,650	6,750	6,750	8105 Longevity	4,850	4,850	-1,900	-28.15 %
361,296	365,466	365,466	OBJECT TOTAL	362,223	364,849	-617	-0.17 %
<u>PROFESSIONAL SVCS</u>							
3,090	4,775	4,775	8202 Dues and Subscriptions	4,775	4,775	0	0.00 %
498	840	840	8204 Conferences,Meetings,Training	840	840	0	0.00 %
1,000	2,000	2,000	8207 Clothing Allowance	2,000	2,000	0	0.00 %
710	5,015	5,015	8217 Consultants/Special Contractor	6,015	6,015	1,000	19.94 %
5,297	12,630	12,630	OBJECT TOTAL	13,630	13,630	1,000	7.92 %
<u>MATERIAL &amp; SUPPLIES</u>							
1,131	1,510	1,510	8302 Technical Supplies	1,510	1,510	0	0.00 %
1,131	1,510	1,510	OBJECT TOTAL	1,510	1,510	0	0.00 %
<u>CAPITAL OUTLAY</u>							
0	300	300	8406 Office Equipment	300	300	0	0.00 %
5,701	0	0	8410 Furniture, Fixtures & Equipmnt	0	0	0	****
5,701	300	300	OBJECT TOTAL	300	300	0	0.00 %

373,425	379,906	379,906	TOTAL	377,663	380,289	383	0.10 %
---------	---------	---------	-------	---------	---------	-----	--------



FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM PATROL	CODE 212
---------------------------	--------------------	-------------------	-------------

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2016-2017 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.
- Maintained 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.
- Continued expansion of the patrol division's involvement in community policing and problem solving.
- Maintained and enhanced customer services provided to the residential and business communities.
- A new Patrol Sergeant position was created and is utilized as additional supervision and support for the Patrol division. The position allows Patrol supervisors to respond to more calls for service, assist in training patrol officers, and conduct administrative duties during their shift.
- Continued to conduct increased motor vehicle enforcement in an effort to reduce motor vehicle accidents throughout town.

#### OBJECTIVES

- Continue to provide 24 hour town-wide coverage with uniformed officers and distinctively marked patrol vehicles, unmarked patrol vehicles, motorcycles, off-road utility vehicles, and bicycles.
- Continue to handle all calls for service, minor complaints, sick or injured calls, first response to serious incidents and, when the opportunity presents itself, immediate follow-up to serious crimes.
- Conduct directed patrols and problem solving techniques in response to complaints of traffic congestion, quality of life issues, and/or criminal issues
- 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 to conduct increased motor vehicle enforcement in an effort to reduce motor vehicle accidents throughout town.
- Maintain and enhance traffic enforcement efforts including DUI patrols and checkpoints.
- Continue expansion of the patrol division's involvement in community policing and problem solving.
- Maintain and enhance customer services provided to the residential and business communities.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries decreased for changes in personnel and one less holiday differential for all personnel.
- Overtime increased for holiday adjustments
- Dues and Subscriptions increased for Safe Kids car seat certifications.
- Technical Supplies increased for addition of Narcan supplies
- Increase in Uniforms and Clothing reflects cost of Department of Homeland Security's mandate to replace Emergency Response Team (ERT) ballistic vests every five years.



Function	Activity	Program	Code
Public Safety	Police Department	Police Patrol	0212

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
2,843,024	3,034,650	3,034,650	8101 Full time salaries	2,990,015	2,990,015	-44,635	-1.47 %
753,221	609,919	609,919	8102 Overtime	619,212	619,212	9,293	1.52 %
3,596,245	3,644,569	3,644,569	OBJECT TOTAL	3,609,227	3,609,227	-35,342	-0.97 %
<u>PROFESSIONAL SVCS</u>							
0	95	95	8202 Dues and Subscriptions	245	245	150	157.89 %
0	150	150	8204 Conferences, Meetings, Training	150	150	0	0.00 %
29,000	35,000	35,000	8207 Clothing Allowance	35,000	35,000	0	0.00 %
0	486	486	8212 Equipment Maintenance	486	486	0	0.00 %
1,593	2,050	2,050	8220 Other Contractual Services	2,050	2,050	0	0.00 %
30,593	37,781	37,781	OBJECT TOTAL	37,931	37,931	150	0.40 %
<u>MATERIAL &amp; SUPPLIES</u>							
7,418	8,006	8,006	8302 Technical Supplies	10,006	10,006	2,000	24.98 %
29,623	19,915	19,915	8303 Uniforms and Clothing	41,915	41,915	22,000	110.47 %
1,494	2,500	2,500	8310 Other Materials	2,500	2,500	0	0.00 %
38,535	30,421	30,421	OBJECT TOTAL	54,421	54,421	24,000	78.89 %
<u>CAPITAL OUTLAY</u>							
5,281	3,400	3,400	8402 Technical Equipment	3,400	3,400	0	0.00 %
5,281	3,400	3,400	OBJECT TOTAL	3,400	3,400	0	0.00 %

3,670,654	3,716,171	3,716,171	TOTAL	3,704,979	3,704,979	-11,192	-0.30 %
-----------	-----------	-----------	-------	-----------	-----------	---------	---------

#### 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 inventory services for the department.
- Conducts employee background checks.

#### HIGHLIGHTS OF FY 2016-2017 OPERATION

- Detective Division Personnel continued their involvement in the Mid-State Major Crime Squad which provides evidence processing services for qualifying crimes to the towns of Newington, Wethersfield, Rocky Hill, Berlin, and Cromwell. The team conducted monthly training sessions and responded to requests for service from the towns of Newington and Cromwell.
- The Detective Division continued to participate in the Capital Region Digital Investigation Squad (regional computer forensics lab). The lab is located in Manchester and provides investigators with work space equipment specifically designed for the forensic examination of electronic devices such as computers, tablets, and smart phones. 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. Our detective assigned to the Capital Region Digital Investigation Squad attended specialized training and also performed forensic examination on electronic devices for Newington investigations.
- A Full Time civilian evidence and property officer was hired and added to the staff of this division. Included in the responsibilities is custody and control over the depts. evidence/property room. This individual is also assigned tasks that include management of digital media requests, applicant/firearms permit fingerprinting, and court liaison.
- Detectives participated in a multi-agency narcotics operation headed by the DEA Hartford Residence Office. This operation was the result of a lengthy investigation into the sale of fentanyl, a powerful synthetic opiate. One home in Newington was searched in connection with this operation and a quantity of fentanyl was found. A resident of this home was the subject of an arrest warrant connected to this case. That individual was located in the home and arrested.
- Detectives arrested an individual of Hartford for two counts of Robbery 1<sup>st</sup> degree, Conspiracy to commit robbery in the 1<sup>st</sup> degree, assault in the 2<sup>nd</sup> degree, larceny in the 4<sup>th</sup> degree, larceny in the 6<sup>th</sup> degree, reckless endangerment in the 1<sup>st</sup> degree, and carrying a dangerous weapon. He was arrested on two outstanding arrest warrants alleging that he participated in the robbery of a Subway and Quick Stop in town. He was alleged to be armed during both robberies while one clerk was assaulted. His bond was set at \$450,000. A second individual was charged for his participation and held on \$100,000 bond.

#### OBJECTIVES

- Support the Patrol Division by assisting in criminal investigations
- Maintain open communication and professional relationships with internal divisions, other law enforcement agencies and the judicial system thereby enhancing the ability of the department to arrest and prosecute criminal offenders.
- Continue to participate in and support regional investigative initiatives.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time salaries reflects reduction in holiday pay at straight time, partially offset by AFSCME contract raises.

Function	Activity	Program	Code
Public Safety	Police Department	Police Investigation	0213

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
832,625	944,459	944,459	8101 Full time salaries	941,714	944,002	-457	-0.05 %
65,474	83,433	83,433	8102 Overtime	83,451	83,451	18	0.02 %
898,099	1,027,892	1,027,892	OBJECT TOTAL	1,025,165	1,027,453	-439	-0.04 %
<u>PROFESSIONAL SVCS</u>							
200	380	380	8202 Dues and Subscriptions	380	380	0	0.00 %
9,000	9,000	9,000	8207 Clothing Allowance	9,000	9,000	0	0.00 %
3,525	3,650	3,650	8212 Equipment Maintenance	3,650	3,650	0	0.00 %
3,992	4,036	4,036	8220 Other Contractual Services	4,036	4,036	0	0.00 %
16,717	17,066	17,066	OBJECT TOTAL	17,066	17,066	0	0.00 %
<u>MATERIAL &amp; SUPPLIES</u>							
5,232	5,316	5,316	8302 Technical Supplies	5,316	5,316	0	0.00 %
3,686	3,696	3,696	8310 Other Materials	3,696	3,696	0	0.00 %
8,918	9,012	9,012	OBJECT TOTAL	9,012	9,012	0	0.00 %

923,733	1,053,970	1,053,970	TOTAL	1,051,243	1,053,531	-439	-0.04 %
---------	-----------	-----------	-------	-----------	-----------	------	---------

FUNCTION  
PUBLIC SAFETY

ACTIVITY  
POLICE

PROGRAM  
TRAFFIC

CODE  
214

EXPLANATION

Provides for the establishment, staffing and review of crossing guard posts to provide safety for pedestrians of the community during school hours at high traffic volume areas.

OBJECTIVES

- Provide safe walk routes for Newington students walking to and from school.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Public Safety	Police Department	Traffic	0214

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
127,574	140,338	140,338	8103 Part Time	140,338	140,338	0	0.00 %
127,574	140,338	140,338	OBJECT TOTAL	140,338	140,338	0	0.00 %
			<u>MATERIAL &amp; SUPPLIES</u>				
305	308	308	8303 Uniforms and Clothing	308	308	0	0.00 %
305	308	308	OBJECT TOTAL	308	308	0	0.00 %

127,879	140,646	140,646	TOTAL	140,646	140,646	0	0.00 %
---------	---------	---------	-------	---------	---------	---	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	POLICE	COMMUNICATIONS	215

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2016-2017 OPERATIONS

- Implemented a new Computer Aided Dispatch (CAD) for dispatching Police, Fire, and EMS
- Hired 2 new dispatchers to fill vacancies created by retirements

#### OBJECTIVES

- Continue to provide training to Public Safety Dispatchers to improve quality and service.
- Maintain and enhance customer service provided to the community with professionalism and promptness.
- Provide Town Hall and Police Department after-hour security via electronic means.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time salaries includes addition of one dispatcher to alleviate mandatory call ins for coverage and reduce overtime.
- Clothing Allowance increased for additional dispatcher.
- Telephone transferred to Information Technology (#197) budget.
- Equipment Maintenance increased for maintenance of alarm board, camera system for booking and CAD/RMS.

Function	Activity	Program	Code
Public Safety	Police Department	Police Communication	0215

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
451,633	478,749	478,749	8101 Full time salaries	508,756	508,756	30,007	6.27 %
206,695	170,443	170,443	8102 Overtime	170,443	170,443	0	0.00 %
658,327	649,192	649,192	OBJECT TOTAL	679,199	679,199	30,007	4.62 %
<u>PROFESSIONAL SVCS</u>							
0	350	350	8202 Dues and Subscriptions	350	350	0	0.00 %
4,900	4,900	4,900	8207 Clothing Allowance	5,600	5,600	700	14.29 %
14,447	20,300	20,300	8208 Telephone	0	0	-20,300	0.00 %
26,216	37,462	37,462	8212 Equipment Maintenance	51,976	51,976	14,514	38.74 %
3,155	3,719	3,719	8220 Other Contractual Services	3,719	3,719	0	0.00 %
48,718	66,731	66,731	OBJECT TOTAL	61,645	61,645	-5,086	-7.62 %
<u>MATERIAL &amp; SUPPLIES</u>							
1,092	1,353	1,353	8302 Technical Supplies	1,353	1,353	0	0.00 %
1,092	1,353	1,353	OBJECT TOTAL	1,353	1,353	0	0.00 %
<u>CAPITAL OUTLAY</u>							
0	1,500	1,500	8406 Office Equipment	1,500	1,500	0	0.00 %
0	1,500	1,500	OBJECT TOTAL	1,500	1,500	0	0.00 %

708,138	718,776	718,776	TOTAL	743,697	743,697	24,921	3.47 %
---------	---------	---------	-------	---------	---------	--------	--------



FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM EDUCATION & TRAINING	CODE 217
---------------------------	--------------------	---------------------------------	-------------

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2016-2017 OPERATION

- Conducted firearms training and low light qualifications for all Department members.
- Maintained the COLLECT certification of Department's Officers, communications, and clerical staff
- Continued monthly training of officers assigned to the Emergency Response Team.
- Maintained certifications of department members with patrol rifles and the X-26 Taser.
- Trained officers in the use of Less-Lethal Shotguns.
- Monthly training of Department's K-9 officer.
- Maintained certification of officers as Emergency Medical Responders.

#### OBJECTIVES

- Recertification for state certified officers and NCIC-COLLECT users.
- Provide spring and fall firearms qualification including low light training for all officers.
- Continue interactive scenario based training using Simmunitions weapons and inert Tasers in the range "shoot house".
- Continue monthly training of the Department's K-9 Officer.
- Maintain Emergency Medical Response status of officers expiring in 2017/2018.
- Maintain Taser certification of department personnel.
- State of Connecticut recertification training for officers expiring in 2017/2018.
- Continue training on the Laser Shot system for interactive scenario based training on Taser, Firearms, OC, and decision making.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Education Incentive reflects a reduction in degree programs being taken by officers.
- Conference, Meetings, Training increased for POST recruit training and recertification training.

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
118,456	130,461	130,461	8102 Overtime	130,461	130,461	0	0.00 %
300	600	600	8108 Education Incentive	300	300	-300	-50.00 %
118,756	131,061	131,061	OBJECT TOTAL	130,761	130,761	-300	-0.23 %
<u>PROFESSIONAL SVCS</u>							
200	260	260	8202 Dues and Subscriptions	260	260	0	0.00 %
19,369	22,325	22,325	8204 Conferences,Meetings,Training	23,325	23,325	1,000	4.48 %
1,200	3,000	3,000	8221 Higher Education Support	3,000	3,000	0	0.00 %
20,769	25,585	25,585	OBJECT TOTAL	26,585	26,585	1,000	3.91 %
<u>MATERIAL &amp; SUPPLIES</u>							
36,074	38,248	38,248	8302 Technical Supplies	38,248	38,248	0	0.00 %
1,768	1,772	1,772	8310 Other Materials	1,772	1,772	0	0.00 %
37,842	40,020	40,020	OBJECT TOTAL	40,020	40,020	0	0.00 %
<u>CAPITAL OUTLAY</u>							
1,915	0	0	8402 Technical Equipment	0	0	0	****
1,915	0	0	OBJECT TOTAL	0	0	0	****

179,282	196,666	196,666	TOTAL	197,366	197,366	700	0.36 %
---------	---------	---------	-------	---------	---------	-----	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	POLICE	SUPPORT SERVICES	218

#### EXPLANATION

The Support Services Division assists all other operations in the Police Department including supervision of materials and supplies, maintenance of vehicles and equipment, radar/lidar certifications, records management, internal affairs investigations, citizen complaints, crime analysis, coordination of traffic enforcement, quality of life directed patrols, Community Services program, review and monitoring of patrol reports, supervision of the Community Services Officer (CSO), School Resource Officer (SRO) 50% funded by the BOE, and Training Officer (FTO) programs, special events coordination, recruit training, the TASER program, fingerprinting, communications, and animal control.

#### HIGHLIGHTS OF FY 2016-2017 OPERATION

- Deployed stealth stat speed monitoring devices to identify trouble spots and monitor traffic speeds on Newington roadways.
- The Community Services Unit conducted numerous traffic surveys aimed at reducing traffic speed through the use of a high visibility trailer.
- The Community Service Officer taught Child Safety programs in Newington Public Schools and local child-care facilities.
- The Community Service Officer taught the "Step Up" Program to all fifth through eighth graders enrolled in Newington Public Schools.
- Continued to utilize Social Media (Facebook and Twitter) as outreach tools to communicate with the public.
- Continued to conduct Citizens Police Academy programs to educate citizens on how their police department works along with the challenges facing police officers.
- Continued the School Resource Officer program at Newington High School.
- Assigned a police officer to the division as a Traffic Enforcement Officer to enforce traffic laws throughout town.

#### OBJECTIVES

- Continue both high visibility monitoring of traffic speeds with the speed trailer and stealth stat units to establish safe traffic speeds.
- Continue to promote the department in positive ways through effective use of the media and the Community Service Officer program.
- Continue expansion of the division's involvement in community policing.
- Continue partnerships with community and town services to resolve quality of life issues.
- Strengthen the active partnership between the Police, school system, judicial system, and other social and criminal justice agencies.
- Educate faculty and students about the criminal justice system, particularly law enforcement, e.g., reasonable suspicion, probable cause, search and seizure, and the legal restrictions on police, school administrators and faculty.
- Interact with students, high school faculty and staff to provide increased security and safety in the learning environment.
- Investigate criminal activity occurring on or adjacent to school property.
- Proactively preclude enforcement action through collaboration with students, parents or guardians and school and community resources.
- Take enforcement action when necessary.
- 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.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time decreased for one Sergeant position reassigned to the Patrol Division and replaced with a Patrol Officer working as Traffic Enforcement Officer and reduction in holiday pay. This is partially offset by AFSCME contract raises.
- Overtime reflects holiday pay change in day of the week.
- Seasonal eliminated with the addition of Civilian Evidence/Property Room position and use of new system.
- Office Supplies increased to reflect additional costs for office supplies per change in distribution.
- Technical supplies reflects increased costs for special events.

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
643,744	665,212	665,212	8101 Full time salaries	640,257	645,171	-20,041	-3.01 %
36,558	36,261	36,261	8102 Overtime	37,113	37,113	852	2.35 %
15,160	15,958	15,958	8103 Part Time	15,958	15,958	0	0.00 %
99	3,939	3,939	8104 Seasonal	0	0	-3,939	0.00 %
695,561	721,370	721,370	OBJECT TOTAL	693,328	698,242	-23,128	-3.21 %
<u>PROFESSIONAL SVCS</u>							
6,000	6,000	6,000	8207 Clothing Allowance	6,000	6,000	0	0.00 %
27,469	27,604	27,604	8209 Uniform Rental & Cleaning	27,604	27,604	0	0.00 %
7,397	7,500	7,500	8210 Equipment Rental	7,500	7,500	0	0.00 %
0	200	200	8212 Equipment Maintenance	200	200	0	0.00 %
2,354	2,367	2,367	8216 Printing and Binding	2,367	2,367	0	0.00 %
3,821	3,960	3,960	8220 Other Contractual Services	3,960	3,960	0	0.00 %
47,040	47,631	47,631	OBJECT TOTAL	47,631	47,631	0	0.00 %
<u>MATERIAL &amp; SUPPLIES</u>							
3,764	3,900	3,900	8301 Office Supplies	4,900	4,900	1,000	25.64 %
394	400	400	8302 Technical Supplies	600	600	200	50.00 %
4,159	4,300	4,300	OBJECT TOTAL	5,500	5,500	1,200	27.91 %

746,760	773,301	773,301	TOTAL	746,459	751,373	-21,928	-2.84 %
---------	---------	---------	-------	---------	---------	---------	---------

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.

#### OBJECTIVES

- Maintain a fully operational fleet of police vehicles.
- Purchase three new vehicles annually.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Passenger Cars reflects increased safety features when outfitting vehicles such as door panels with Angel Armor protection.

Function	Activity	Program	Code
Public Safety	Police Department	Police Vehicles	0220

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
6,695	6,700	6,700	8214 Motor Vehicle Maintenance	6,700	6,700	0	0.00 %
6,695	6,700	6,700	OBJECT TOTAL	6,700	6,700	0	0.00 %
			<u>CAPITAL OUTLAY</u>				
113,371	108,454	108,454	8403 Passenger Cars	132,048	132,048	23,594	21.75 %
113,371	108,454	108,454	OBJECT TOTAL	132,048	132,048	23,594	21.75 %

120,066	115,154	115,154	TOTAL	138,748	138,748	23,594	20.49 %
---------	---------	---------	-------	---------	---------	--------	---------

EXPLANATION

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

HIGHLIGHTS OF FY 2016-2017 OPERATION

- Trained the ACOs in the use of shotguns to humanely euthanize animals that are sick or severely injured.
- Trained the ACOs as Police Matrons to be utilized in the absence of female officers..

OBJECTIVES

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Overtime reflects four call ins and four holiday pays
- Part Time increased to match Wethersfield ACO wages.



Function	Activity	Program	Code
Public Safety	Police Department	Animal Control	0222

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
0	1,211	1,211	8102 Overtime	1,442	1,442	231	19.08 %
39,583	45,127	45,127	8103 Part Time	45,864	45,864	737	1.63 %
39,583	46,338	46,338	OBJECT TOTAL	47,306	47,306	968	2.09 %
			<u>PROFESSIONAL SVCS</u>				
0	200	200	8204 Conferences,Meetings,Training	200	200	0	0.00 %
0	1,500	1,500	8220 Other Contractual Services	1,500	1,500	0	0.00 %
0	1,700	1,700	OBJECT TOTAL	1,700	1,700	0	0.00 %
			<u>MATERIAL &amp; SUPPLIES</u>				
650	650	650	8303 Uniforms and Clothing	650	650	0	0.00 %
650	650	650	OBJECT TOTAL	650	650	0	0.00 %

40,233	48,688	48,688	TOTAL	49,656	49,656	968	1.99 %
--------	--------	--------	-------	--------	--------	-----	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	ADMINISTRATION	230

# PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2016-2017 Authorized</u>	<u>2017-2018 Requested</u>	<u>2017-2018 Proposed</u>	<u>2017-2018 Approved</u>
<u>Fire Administration</u>				
Fire Chief (PT)	1.0	1.0	1.0	
Assistant Chief (PT)	1.0	1.0	1.0	
Deputy Chief (PT)	3.0	3.0	3.0	
Administrative Secretary I	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	
	6.0	6.0	6.0	
<u>Fire Marshall</u>				
Fire Marshal	1.0	1.0	1.0	
Emergency Management Officer	0.5	0.5	0.5	
Deputy Fire Marshals (PT)	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>	
	4.5	4.5	4.5	

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	ADMINISTRATION	231

#### EXPLANATION

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

#### OBJECTIVES

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time increased to reflect adoption of AFSCME contract.
- Conferences, Meetings, Training reflects fiscal year 2016-2017 transfer of funds to 10232-8310 for awards night.

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
54,199	54,001	54,001	8101 Full time salaries	53,794	56,082	2,081	3.85 %
33,308	33,181	33,181	8103 Part Time	33,054	33,054	-127	-0.38 %
700	800	800	8105 Longevity	900	900	100	12.50 %
88,208	87,982	87,982	OBJECT TOTAL	87,748	90,036	2,054	2.33 %
<u>PROFESSIONAL SVCS</u>							
1,828	1,955	1,955	8202 Dues and Subscriptions	1,955	1,955	0	0.00 %
5,290	4,968	4,968	8203 Transportation	4,968	4,968	0	0.00 %
105	5,450	3,450	8204 Conferences, Meetings, Training	5,450	5,450	2,000	57.97 %
473	875	875	8212 Equipment Maintenance	875	875	0	0.00 %
256	550	550	8216 Printing and Binding	550	550	0	0.00 %
7,952	13,798	11,798	OBJECT TOTAL	13,798	13,798	2,000	16.95 %
<u>MATERIAL &amp; SUPPLIES</u>							
967	1,000	1,000	8301 Office Supplies	1,000	1,000	0	0.00 %
967	1,000	1,000	OBJECT TOTAL	1,000	1,000	0	0.00 %

97,126	102,780	100,780	TOTAL	102,546	104,834	4,054	4.02 %
--------	---------	---------	-------	---------	---------	-------	--------

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
- Annual payment to the Firefighters' Pension Fund that recognizes the service of volunteer career firefighters to the community while encouraging members to remain in the volunteer service for longer periods
- Annual firefighter physicals required per OSHA regulations for firefighters

#### OBJECTIVES

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Equipment Maintenance increased for identification maker service.
- Technical Supplies reflects increased costs for gloves.
- Uniforms and Clothing increased due to additional needs and rising costs of specialized uniforms.
- Other Materials reflects increased cost of Awards Night Dinner.
- Technical Equipment decreased for purchase of equipment which varies from year to year. This year will include the following equipment: Engine 3 Scene Light; Tac 2 Anchor Plates for Rescue Stabilization and Rope Rescue Truck Cache Kit; Engine 2 Anchor Plates for Rescue Stabilization; Engine 1 Equipment Mounting Brackets; Hazmat Division GMI Meters; Truck 1 Thermal Imager.
- The increase in Consultants/Special Contractors and the decreases in Uniform Rentals & Cleaning and Motor Vehicle Maintenance are due to transfers between accounts in fiscal year 2016-2017.

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Fighting	0232

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
411,924	409,908	409,908	8110 Fringe Benefits	409,908	409,908	0	0.00 %
411,924	409,908	409,908	OBJECT TOTAL	409,908	409,908	0	0.00 %
<u>PROFESSIONAL SVCS</u>							
847	1,000	2,500	8209 Uniform Rental & Cleaning	1,000	1,000	-1,500	-60.00 %
9,058	7,000	4,081	8212 Equipment Maintenance	7,500	7,500	3,419	83.78 %
2,250	2,500	4,500	8214 Motor Vehicle Maintenance	2,500	2,500	-2,000	-44.44 %
15,663	26,306	18,681	8217 Consultants/Special Contractor	26,306	26,306	7,625	40.82 %
25,000	25,000	25,000	8218 Contributions and Subsidies	25,000	25,000	0	0.00 %
116	0	0	8220 Other Contractual Services	0	0	0	****
52,934	61,806	54,762	OBJECT TOTAL	62,306	62,306	7,544	13.78 %
<u>MATERIAL &amp; SUPPLIES</u>							
11,339	10,950	10,950	8302 Technical Supplies	12,220	12,220	1,270	11.60 %
44,418	20,000	23,000	8303 Uniforms and Clothing	27,155	27,155	4,155	18.07 %
8,474	11,057	13,057	8310 Other Materials	14,650	14,650	1,593	12.20 %
64,231	42,007	47,007	OBJECT TOTAL	54,025	54,025	7,018	14.93 %
<u>CAPITAL OUTLAY</u>							
40,968	32,807	36,726	8402 Technical Equipment	32,754	32,754	-3,972	-10.82 %
40,968	32,807	36,726	OBJECT TOTAL	32,754	32,754	-3,972	-10.82 %

570,057	546,528	548,403	TOTAL	558,993	558,993	10,590	1.93 %
---------	---------	---------	-------	---------	---------	--------	--------

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

- None.



Function	Activity	Program	Code
Public Safety	Fire Department	Fire Prevention	0233

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PROFESSIONAL SVCS</u>							
0	150	150	8202 Dues and Subscriptions	150	150	0	0.00 %
126	2,000	2,000	8216 Printing and Binding	2,000	2,000	0	0.00 %
0	500	500	8220 Other Contractual Services	500	500	0	0.00 %
126	2,650	2,650	OBJECT TOTAL	2,650	2,650	0	0.00 %
<u>MATERIAL &amp; SUPPLIES</u>							
0	60	60	8302 Technical Supplies	60	60	0	0.00 %
696	750	875	8310 Other Materials	750	750	-125	-14.29 %
696	810	935	OBJECT TOTAL	810	810	-125	-13.37 %

822	3,460	3,585	TOTAL	3,460	3,460	-125	-3.49 %
-----	-------	-------	-------	-------	-------	------	---------

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	FIRE TRAINING	234

#### EXPLANATION

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

#### OBJECTIVES

- To fully utilize the capacities of the fire training tower facility at Milk Lane.
- Certification of firefighters interested in the rating of Firefighter I and Firefighter II, U. S. Standard and Fire Officer I.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Other Contractual Service reflects additional professional training services.

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Training	0234

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
0	650	650	8202 Dues and Subscriptions	650	650	0	0.00 %
23,125	33,745	33,745	8220 Other Contractual Services	36,745	36,745	3,000	8.89 %
23,125	34,395	34,395	OBJECT TOTAL	37,395	37,395	3,000	8.72 %

23,125	34,395	34,395	TOTAL	37,395	37,395	3,000	8.72 %
--------	--------	--------	-------	--------	--------	-------	--------

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

- Revolving Furniture Fund
- Single Bowl Sink – Company #2 (Dayroom)
- Manitowic Ice Maker with Bin – Company #4
- Garage Door Safety Kit – Company #2
- Projector Screen Installation – Company #1 (Kalasky Room)
- Large Ceiling Fan Replacement - Company #1

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Building Equipment and Building Improvements vary from year to year and have changed to reflect the above objectives.

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Stations	0235

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
15,046	28,000	28,000	8213 Facilities Maintenance	28,000	28,000	0	0.00 %
15,046	28,000	28,000	OBJECT TOTAL	28,000	28,000	0	0.00 %
			<u>CAPITAL OUTLAY</u>				
9,684	14,750	14,750	8407 Building Equipment	12,475	12,475	-2,275	-15.42 %
19,835	11,875	11,875	8408 Building Improvements	6,500	6,500	-5,375	-45.26 %
29,519	26,625	26,625	OBJECT TOTAL	18,975	18,975	-7,650	-28.73 %

44,565	54,625	54,625	TOTAL	46,975	46,975	-7,650	-14.00 %
--------	--------	--------	-------	--------	--------	--------	----------

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	FIRE DEPARTMENT	FIRE MARSHAL	238

#### EXPLANATION

Pursuant to Connecticut General Statutes Chapter 541, the local Fire Marshal is required to enforce the State Fire Safety Code. The responsibilities of the Fire Marshal include the following:

- Investigate and report to the State Fire Marshal on every fire in town, listing injuries, probable cause, etc.;
- inspect all buildings and facilities of public service, manufacturing, and occupancies regulated by the Fire Safety Code at least once a year;
- inspect manufacturing establishment for hazardous materials;
- inspect dry cleaning establishments on a yearly basis;
- authorize blasting and provide on site monitoring;
- review new building plans for compliance with the fire code;
- inspect and approve all underground and above ground tanks as stated by the code;
- maintain hazardous material files;
- inspect all schools for code requirements annually;
- inspect and approve woodstove installations pursuant to Town ordinance; and
- demarcate fire lanes within the town pursuant to Town ordinance.

#### HIGHLIGHTS OF FY 2016-2017 OPERATION

- Continued inspections of new and existing properties

#### OBJECTIVES

- Continue to work with the public and building contractors to bring local buildings into compliance with the Connecticut Fire Safety Code.
- Maintain and enhance customer service provided to other Town departments, agencies and the community.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Public Safety	Fire Department	Fire Marshal	0238

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
83,013	82,696	82,696	8101 Full time salaries	82,379	82,379	-317	-0.38 %
39,864	41,440	41,440	8103 Part Time	41,440	41,440	0	0.00 %
122,877	124,136	124,136	OBJECT TOTAL	123,819	123,819	-317	-0.26 %
			<u>PROFESSIONAL SVCS</u>				
415	750	750	8202 Dues and Subscriptions	750	750	0	0.00 %
1,151	2,240	2,240	8204 Conferences, Meetings, Training	2,240	2,240	0	0.00 %
382	688	688	8212 Equipment Maintenance	688	688	0	0.00 %
1,948	3,678	3,678	OBJECT TOTAL	3,678	3,678	0	0.00 %
			<u>MATERIAL &amp; SUPPLIES</u>				
581	700	700	8301 Office Supplies	700	700	0	0.00 %
160	100	100	8302 Technical Supplies	100	100	0	0.00 %
865	1,000	1,000	8303 Uniforms and Clothing	1,000	1,000	0	0.00 %
560	1,470	1,470	8310 Other Materials	1,470	1,470	0	0.00 %
2,166	3,270	3,270	OBJECT TOTAL	3,270	3,270	0	0.00 %

126,990	131,084	131,084	TOTAL	130,767	130,767	-317	-0.24 %
---------	---------	---------	-------	---------	---------	------	---------



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 Service decreased due to a plentiful supply of SCBA bottles.

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
8,064	15,840	15,840	8220 Other Contractual Services	12,840	12,840	-3,000	-18.94 %
8,064	15,840	15,840	OBJECT TOTAL	12,840	12,840	-3,000	-18.94 %

8,064	15,840	15,840	TOTAL	12,840	12,840	-3,000	-18.94 %
-------	--------	--------	-------	--------	--------	--------	----------

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 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 %
-------	-------	-------	-------	-------	-------	---	--------

FUNCTION PUBLIC SAFETY	ACTIVITY STREET LIGHTING	PROGRAM	CODE 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

- This budget was increased to reflect actual experience in current year.

Function	Activity	Program	Code
Public Safety	Street Lighting	Street Lighting	0250

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
315,000	315,000	315,000	8206 Utilities	330,000	330,000	15,000	4.76 %
315,000	315,000	315,000	OBJECT TOTAL	330,000	330,000	15,000	4.76 %

315,000	315,000	315,000	TOTAL	330,000	330,000	15,000	4.76 %
---------	---------	---------	-------	---------	---------	--------	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	EMERGENCY MANAGEMENT		260

#### EXPLANATION

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

#### OBJECTIVES

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.



Function	Activity	Program	Code
Public Safety	Emergency Management	Emergency Management	0260

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
0	50	50	8202 Dues and Subscriptions	50	50	0	0.00 %
439	1,500	1,500	8204 Conferences,Meetings,Training	1,500	1,500	0	0.00 %
439	1,550	1,550	OBJECT TOTAL	1,550	1,550	0	0.00 %
			<u>MATERIAL &amp; SUPPLIES</u>				
16	2,500	2,500	8302 Technical Supplies	2,500	2,500	0	0.00 %
16	2,500	2,500	OBJECT TOTAL	2,500	2,500	0	0.00 %

455	4,050	4,050	TOTAL	4,050	4,050	0	0.00 %
-----	-------	-------	-------	-------	-------	---	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC SAFETY	EMERGENCY MEDICAL SERVICE		270

#### EXPLANATION

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
25,000	25,000	25,000	8110 Fringe Benefits	25,000	25,000	0	0.00 %
25,000	25,000	25,000	OBJECT TOTAL	25,000	25,000	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 %

31,000	31,000	31,000	TOTAL	31,000	31,000	0	0.00 %
--------	--------	--------	-------	--------	--------	---	--------

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	23
MDC	695

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Public Safety	Hydrants	Hydrants	0280

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
77,550	77,550	77,550	8219 Hydrants	77,550	77,550	0	0.00 %
77,550	77,550	77,550	OBJECT TOTAL	77,550	77,550	0	0.00 %

77,550	77,550	77,550	TOTAL	77,550	77,550	0	0.00 %
--------	--------	--------	-------	--------	--------	---	--------



## 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>2016-2017 Authorized</u>	<u>2017-2018 Requested</u>	<u>2017-2018 Proposed</u>	<u>2017-2018 Approved</u>
Town Engineer	1.0	1.0	1.0	
Engineering Technologist I	1.0	1.0	1.0	
Engineering Technologist II	1.0	1.0	1.0	
Administrative Secretary II	0.5	0.5	0.5	
Engineering Aid/Administrative Agent (Wetlands) PT	<u>0.1</u>	<u>0.0</u>	<u>0.0</u>	
	3.6	3.5	3.5	

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	ENGINEERING		310

#### EXPLANATION

The department provides:

- Professional technical service required to enhance the Town's infrastructure and public property assets; and
- Staff assistance to the Planning department, Conservation Commission and other Town departments and agencies including B.O.E.

#### HIGHLIGHTS OF FY 2016-2017 OPERATION

- Completed design, estimate and reconstruction (by concrete sub-contractor) of the Ambulance Building Parking Lot, Milk lane (Highway access driveway and parking lot – Phase I) that also required an Inland Wetland Application including plans, documents, etc. Engineering provided the necessary survey, design, and estimate for the reconstruction of Forest Drive.
- Provided a continuous role assisting the MDC in administering the various "Clean Water Projects".
- Submitted DEP Phase II Stormwater Permit report for year 2016, the report includes the Stormwater outfall testing required per permit.
- Issued and inspected approximately 159 roadway excavation permits in 2016.
- Initiated training for staff (webinars) and continued to developed resources to assist consultants with L.I.D. design (methods\techniques).
- The roadway RSR values were updated (past year mill & overlay and reconstruction projects accordingly), therefore the pavement management program will assist in roadway asset management and development of the 5 year CIP program.
- Implemented scanning of Engineering plans including a continued effort to catalogue and update the computerized listing of the engineering map file index so that all maps can be located electronically.
- Continued cataloging town easements on GIS so that they can be easily tracked. This resource assists both town agencies and the public.
- Continued to provide an active role in the administrative review and coordination of developer's site bonds. Engineering reviews calculations, estimates and conducts field inspections for verification of bonding amounts for consideration of the TPZ. Site bonds were administered and/or updated for: Harvest Ridge and Newington Ridge Preserve.
- Engineering provided administrative support, design, estimates and construction stakeout for the installation of a new parking lot, access drive, walks, lighting, etc. for the B.O.E. projects at: Anna Reynolds School access drive, the new eastern parking lot at Chaffee School including the replacement of bituminous access walks\drives on the western side of the school. The Engineering department also provided plans and documents to facilitate the required Inland Wetland Permit for the associated operations within regulated areas. The operations included the installation of an additional play scape with upgraded (safety) play surface, grading and minimal drainage.

#### OBJECTIVES

- Design and provide the construction survey necessary for the reconstruction of Judd Lane, Highway Garage parking Lot (Phase II), Elton Drive (turn a round). Additionally, Engineering will provide an upgraded pavement design for the Fire House #4, including construction survey. Drainage design will include estimates for flooding areas such as the Park and Rec. grounds\garage and roadways, as needed.
- Prioritize the listing of streets to be paved under the 5-year CIP program.
- Continue maintaining an updated list of sidewalk trip hazards so that they can be repaired according to available funds.
- Continue (propose) to observe, catalogue and administer a maintenance plan for the town walls in various stages of deterioration.
- Issue excavation permits for utilities (eg. gas company), driveway construction and inspect accordingly.
- Drainage research, design and construction estimating will continue to be an initiative of the 2017-2018 timeline.
- Continue to build and maintain the Town Wide Drainage network database including easement information.
- Continue to provide the estimates, surveys and designs as needed for Highway, B.O.E. and Parks Department.
- Continue to provide administrative review of plans and drainage calculations for conformance with TPZ and Inland Wetland Regulations.
- Plan and coordinate efforts to transition the existing DEEP MS4 permit to the new requirements as required by law.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time increased to reflect adoption of AFSCME contract.
- Part Time was eliminated due to need for Consultants.
- Conferences, Meetings, Training increased for additional training needs.
- Consultants/Special Contractors reflects need to hire environmental consultants for MS4 Stormwater Plan and research\investigation of soils, habitat and/or environmental concern, and Surveying Consultant to provide survey, easement, plan or design.
- Other Contractual Services increased for Stormwater Phase II Permit Requirements

Function	Activity	Program	Code
Public Works	Engineering	Engineering	0310

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
290,350	289,271	289,271	8101 Full time salaries	288,162	296,183	6,912	2.39 %
500	500	500	8102 Overtime	2,000	500	0	0.00 %
0	3,990	3,990	8103 Part Time	0	0	-3,990	0.00 %
0	0	0	8105 Longevity	100	100	100	****
290,849	293,761	293,761	OBJECT TOTAL	290,262	296,783	3,022	1.03 %
<u>PROFESSIONAL SVCS</u>							
570	710	570	8202 Dues and Subscriptions	710	710	140	24.56 %
4	150	150	8203 Transportation	150	150	0	0.00 %
159	300	685	8204 Conferences,Meetings,Training	750	750	65	9.49 %
144	200	200	8207 Clothing Allowance	200	300	100	50.00 %
85	450	395	8212 Equipment Maintenance	450	450	55	13.92 %
0	200	40	8216 Printing and Binding	200	200	160	400.00 %
0	0	0	8217 Consultants/Special Contractor	16,000	13,000	13,000	****
2,238	1,885	1,885	8220 Other Contractual Services	4,000	4,000	2,115	112.20 %
3,200	3,895	3,925	OBJECT TOTAL	22,460	19,560	15,635	398.34 %
<u>MATERIAL &amp; SUPPLIES</u>							
388	479	479	8301 Office Supplies	470	470	-9	-1.88 %
1,175	250	220	8302 Technical Supplies	250	250	30	13.64 %
34	50	50	8303 Uniforms and Clothing	50	50	0	0.00 %
1,598	779	749	OBJECT TOTAL	770	770	21	2.80 %

295,647	298,435	298,435	TOTAL	313,492	317,113	18,678	6.26 %
---------	---------	---------	-------	---------	---------	--------	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	HIGHWAY	SUMMARY	320

# PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2016-2017 Authorized</u>	<u>2017-2018 Requested</u>	<u>2017-2018 Proposed</u>	<u>2017-2018 Approved</u>
Highway Superintendent	1.0	1.0	1.0	
Assistant Highway Superintendent	1.0	1.0	1.0	
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	4.0	5.0	5.0	
Mechanic I	1.0	0.0	0.0	
Mason	1.0	1.0	1.0	
Equipment Operator III	2.0	2.0	2.0	
Equipment Operator II	4.0	4.0	4.0	
Equipment Operator I	4.0	4.0	4.0	
Parts Coordinator (PT)	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	
	22.5	22.5	22.5	
Total Overtime	5,418	5,418	5,418	
Total Seasonal	2,902	2,902	2,902	

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	HIGHWAY	ADMINISTRATION	321

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2016-2017 OPERATION

- Continued with landfill closure plan and conversion to transfer station
- Continued administrating, planning and coordinating all departmental projects, functions and procedures
- Continued planning and implementing town-wide regulatory and warning sign replacement
- Continued improvements to workplace safety programs and employee training
- Assist with blight remediation

#### OBJECTIVES

- Continue to improve on customer service
- Continue with coordination improvements in all Highway and Sanitation Department Divisions

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time increased for AFSCME raises.
- Clothing Allowance increased per AFSCME contract.

Function	Activity	Program	Code
Public Works	Highway Department	Highway Administration	0321

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
240,492	239,583	239,583	8101 Full time salaries	238,665	241,291	1,708	0.71 %
2,494	0	0	8103 Part Time	0	0	0	****
12,750	13,200	13,200	8105 Longevity	13,550	13,550	350	2.65 %
255,736	252,783	252,783	OBJECT TOTAL	252,215	254,841	2,058	0.81 %
<u>PROFESSIONAL SVCS</u>							
100	100	100	8202 Dues and Subscriptions	100	100	0	0.00 %
1,940	2,155	2,005	8204 Conferences, Meetings, Training	2,155	2,155	150	7.48 %
1,726	2,100	2,100	8207 Clothing Allowance	2,100	3,150	1,050	50.00 %
9,426	10,097	10,097	8209 Uniform Rental & Cleaning	10,097	10,097	0	0.00 %
567	1,100	1,100	8212 Equipment Maintenance	1,100	1,100	0	0.00 %
612	644	644	8217 Consultants/Special Contractor	644	644	0	0.00 %
14,371	16,196	16,046	OBJECT TOTAL	16,196	17,246	1,200	7.48 %
<u>MATERIAL &amp; SUPPLIES</u>							
795	720	720	8301 Office Supplies	720	720	0	0.00 %
234	874	874	8310 Other Materials	874	874	0	0.00 %
1,029	1,594	1,594	OBJECT TOTAL	1,594	1,594	0	0.00 %
<u>CAPITAL OUTLAY</u>							
665	0	0	8406 Office Equipment	0	0	0	****
665	0	0	OBJECT TOTAL	0	0	0	****

271,801	270,573	270,423	TOTAL	270,005	273,681	3,258	1.20 %
---------	---------	---------	-------	---------	---------	-------	--------

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

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2016-2017 OPERATION

- Completed the reconstruction of Ruth Chaffee School Parking Lot (east side)
- Completed the construction of new playscape at Ruth Chaffee School
- Completed the reconstruction of 800' pathway at Ruth Chaffee School
- Reconstructed 300' section of Forest Drive
- Reconstructed the end of Pine Street
- Reconstructed the entranceway road and partial parking lot area at the Highway Department Facility
- Completed the paving and grading surrounding new sidewalks installed at Anna Reynolds School
- Completed the mill and overlay of the following roads: Franklin Circle, Salem Drive, Kitts Lane (partial), Forest Drive, Urban Lane, Dalewood Road, Deepwood Road, Dogwood Lane, Gilbert Road (partial), Avery Road, High Ridge Drive, Pine Street, Juniper Street, Elm Ridge Terrace, Tremont Street (partial) Puritan Lane, Revere Drive, intersections of Hawley Street and Cedar Street, Constance Leigh Drive and Cedar Street
- Completed annual town-wide roadway sweeping program
- Completed drainage improvements on Edward / Tremont Streets
- 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 Piper Brook and other locations as needed
- Performed blight remediation at various locations

#### OBJECTIVES

- Continue with mill and resurfacing 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 and Overtime increased for AFSCME raises.
- Technical Supplies reflects a transfer in the prior year to Technical Equipment.



Function	Activity	Program	Code
Public Works	Highway Department	Highway Operations	0322

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
1,179,636	1,191,413	1,191,413	8101 Full time salaries	1,183,894	1,234,688	43,275	3.63 %
22,594	25,212	25,212	8102 Overtime	25,212	26,494	1,282	5.08 %
9,257	14,168	14,168	8104 Seasonal	14,784	14,784	616	4.35 %
1,211,488	1,230,793	1,230,793	OBJECT TOTAL	1,223,890	1,275,966	45,173	3.67 %
<u>PROFESSIONAL SVCS</u>							
6,684	4,150	4,150	8220 Other Contractual Services	4,150	4,150	0	0.00 %
6,684	4,150	4,150	OBJECT TOTAL	4,150	4,150	0	0.00 %
<u>MATERIAL &amp; SUPPLIES</u>							
3,606	3,800	2,530	8302 Technical Supplies	3,800	3,800	1,270	50.20 %
958	945	945	8303 Uniforms and Clothing	945	945	0	0.00 %
147	150	150	8304 Agricultural Supplies	150	150	0	0.00 %
8,986	12,000	12,000	8306 Constr.& Maintenance Materials	12,000	12,000	0	0.00 %
626	1,241	1,241	8310 Other Materials	1,241	1,241	0	0.00 %
14,322	18,136	16,866	OBJECT TOTAL	18,136	18,136	1,270	7.53 %
<u>CAPITAL OUTLAY</u>							
0	0	1,270	8402 Technical Equipment	0	0	-1,270	0.00 %
4,375	0	0	8405 Construction & Maint Equipment	0	0	0	****
4,375	0	1,270	OBJECT TOTAL	0	0	-1,270	0.00 %

1,236,869	1,253,079	1,253,079	TOTAL	1,246,176	1,298,252	45,173	3.60 %
-----------	-----------	-----------	-------	-----------	-----------	--------	--------

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 2016-2017 OPERATION

- Responded to 13 snow / ice events totaling 33.3"

#### 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
- Continue with improvements to material management utilizing automated plow truck ground speed controls that provide accurate roadway salt applications and eliminate unnecessary material waste

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Overtime increased for AFSCME raises.

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
69,166	148,440	148,440	8102 Overtime	148,440	157,488	9,048	6.10 %
69,166	148,440	148,440	OBJECT TOTAL	148,440	157,488	9,048	6.10 %
			<u>PROFESSIONAL SVCS</u>				
899	1,000	1,000	8217 Consultants/Special Contractor	1,000	1,000	0	0.00 %
899	1,000	1,000	OBJECT TOTAL	1,000	1,000	0	0.00 %
			<u>MATERIAL &amp; SUPPLIES</u>				
2,602	4,000	4,000	8302 Technical Supplies	4,000	4,000	0	0.00 %
599	600	600	8303 Uniforms and Clothing	600	600	0	0.00 %
160,116	149,190	170,690	8306 Constr. & Maintenance Materials	149,190	149,190	-21,500	-12.60 %
4,712	4,297	4,297	8310 Other Materials	4,297	4,297	0	0.00 %
168,030	158,087	179,587	OBJECT TOTAL	158,087	158,087	-21,500	-11.97 %
			<u>CAPITAL OUTLAY</u>				
1,349	0	0	8405 Construction & Maint Equipment	0	0	0	****
1,349	0	0	OBJECT TOTAL	0	0	0	****

239,444	307,527	329,027	TOTAL	307,527	316,575	-12,452	-3.78 %
---------	---------	---------	-------	---------	---------	---------	---------

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	HIGHWAY	TRAFFIC	325

#### EXPLANATION

This program provides funding for maintenance and installation of traffic safety devices (i.e., signs, pavement markings, traffic signals) for town roads

#### HIGHLIGHTS OF FY 2016-2017 OPERATION

- Continued with blanket replacement of worn out regulatory and warning roadside signs by plow section
- Continued with replacement and repairs to stolen or damaged street name signs
- Completed yellow centerline, stop bar and crosswalk painting as needed Town-wide
- Continue to assist Police Department with traffic control and other departments as needed
- Continue to support Town departments with special event traffic control

#### OBJECTIVES

- Continue with regulatory and warning sign replacement to comply with new federal regulations
- Continue to improve annual roadway marking program
- Continue with in-house production of signage
- Continue with maintenance and improvements to all Town owned traffic light systems

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Public Works	Highway Department	Traffic	0325

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
4,665	3,702	3,702	8102 Overtime	3,702	3,861	159	4.29 %
4,665	3,702	3,702	OBJECT TOTAL	3,702	3,861	159	4.29 %
<u>PROFESSIONAL SVCS</u>							
16,964	18,000	18,000	8206 Utilities	18,000	18,000	0	0.00 %
984	1,000	1,000	8212 Equipment Maintenance	1,000	1,000	0	0.00 %
17,947	19,000	19,000	OBJECT TOTAL	19,000	19,000	0	0.00 %
<u>MATERIAL &amp; SUPPLIES</u>							
14,644	12,500	12,500	8302 Technical Supplies	12,500	12,500	0	0.00 %
388	382	382	8303 Uniforms and Clothing	382	382	0	0.00 %
12	250	250	8310 Other Materials	250	250	0	0.00 %
15,044	13,132	13,132	OBJECT TOTAL	13,132	13,132	0	0.00 %
<u>CAPITAL OUTLAY</u>							
2,750	0	0	8402 Technical Equipment	0	0	0	****
2,750	0	0	OBJECT TOTAL	0	0	0	****

40,407	35,834	35,834	TOTAL	35,834	35,993	159	0.44 %
--------	--------	--------	-------	--------	--------	-----	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	HIGHWAY	VEHICLES & EQUIPMENT	327

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2016 – 2017 OPERATION

- Completed new vehicle purchase and setup for Police, General Government, Highway and Parks and Grounds Departments

#### 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 increased for AFSCME raises.
- Tool Allowance reflects changes per AFSCME contract.
- Equipment Parts increased to reflect trend.

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

2015-2016 Actual	2016-2017 Original Budget	2016-2017 Revised Budget		2017-2018 Department Request	2017-2018 Manager Proposed	Change from revised budget	
<u>PERSONAL SERVICES</u>							
26,011	29,949	29,949	8102 Overtime	29,949	31,234	1,285	4.29%
0	9,000	9,000	8103 Part Time	9,090	9,090	90	1.00%
26,011	38,949	38,949	OBJECT SUBTOTAL	39,039	40,324	1,375	3.53%
<u>PROFESSIONAL SERVICES</u>							
499	475	584	8202 Dues and Subscriptions	475	475	-109	-18.66%
0	1,000	1,150	8204 Conferences, Meetings, Training	1,000	1,000	-150	-13.04%
1,500	1,500	1,500	8207 Tool Allowance	1,500	2,400	900	60.00%
3,476	3,500	3,500	8212 Equipment Maintenance	3,500	3,500	0	0.00%
51,203	47,170	64,170	8214 Motor Vehicle Maintenance	47,170	47,170	-17,000	-26.49%
56,678	53,645	70,904	OBJECT SUBTOTAL	53,645	54,545	-16,359	-23.07%
<u>MATERIALS &amp; SUPPLIES</u>							
5,010	5,040	5,335	8302 Technical Supplies	5,040	5,040	-295	-5.53%
222,266	210,000	209,596	8307 Equipment Parts	215,000	215,000	5,404	2.58%
270,582	259,350	239,850	8309 Motor Fuel and Lubricants	259,350	259,350	19,500	8.13%
2,975	3,000	3,000	8310 Other Materials	3,000	3,000	0	0.00%
500,833	477,390	457,781	OBJECT SUBTOTAL	482,390	482,390	24,609	5.38%
<u>CAPITAL OUTLAY</u>							
899	0	0	8409 Other	0	0	0	0.00%
899	0	0	OBJECT SUBTOTAL	0	0	0	0.00%

584,421	569,984	567,634	TOTAL	575,074	577,259	9,625	1.70%
---------	---------	---------	-------	---------	---------	-------	-------

FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM LEAF COLLECTION	CODE 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 2016 - 2017 OPERATION

- Successfully completed several leaf collection passes Town-wide before significant snowfall

#### 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 increased for AFSCME raises.



Function	Activity	Program	Code
Public Works	Highway Department	Leaf Collection	0328

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
41,659	48,989	30,989	8102 Overtime	48,989	52,312	21,323	68.81 %
21,848	22,020	21,020	8104 Seasonal	22,020	22,020	1,000	4.76 %
63,508	71,009	52,009	OBJECT TOTAL	71,009	74,332	22,323	42.92 %
			<u>MATERIAL &amp; SUPPLIES</u>				
1,809	1,810	1,810	8302 Technical Supplies	1,810	1,810	0	0.00 %
616	625	625	8303 Uniforms and Clothing	625	625	0	0.00 %
2,425	2,435	2,435	OBJECT TOTAL	2,435	2,435	0	0.00 %

65,932	73,444	54,444	TOTAL	73,444	76,767	22,323	41.00 %
--------	--------	--------	-------	--------	--------	--------	---------

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	SOLID WASTE SERVICES	SUMMARY	350

PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2016-2017 Authorized</u>	<u>2017-2018 Requested</u>	<u>2017-2018 Proposed</u>	<u>2017-2018 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 2016-2017 OPERATION

- Approximately 9,273 independent dwelling units and 2,250 condominium dwelling units were serviced by the Town-contracted weekly refuse collection, including Town buildings and schools
- Continued with a separate curbside collection of over-sized waste for independent dwelling units and condominium complexes

#### 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 contract increases
- Technical Supplies increased due to need for additional automated trash and recycling containers

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PROFESSIONAL SVCS</u>							
802,020	810,715	810,715	8220 Other Contractual Services	813,301	813,301	2,586	0.32 %
802,020	810,715	810,715	OBJECT TOTAL	813,301	813,301	2,586	0.32 %
<u>MATERIAL &amp; SUPPLIES</u>							
8,672	5,010	5,975	8302 Technical Supplies	9,800	9,800	3,825	64.02 %
8,672	5,010	5,975	OBJECT TOTAL	9,800	9,800	3,825	64.02 %

810,691	815,725	816,690	TOTAL	823,101	823,101	6,411	0.78 %
---------	---------	---------	-------	---------	---------	-------	--------

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

- Other Contractual Services increased due to trash disposal bid increases

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
356	1,716	1,716	8102 Overtime	1,716	1,832	116	6.76 %
28,343	29,013	29,013	8103 Part Time	29,013	29,013	0	0.00 %
28,699	30,729	30,729	OBJECT TOTAL	30,729	30,845	116	0.38 %
<u>PROFESSIONAL SVCS</u>							
650,472	781,570	780,605	8220 Other Contractual Services	794,347	794,347	13,742	1.76 %
650,472	781,570	780,605	OBJECT TOTAL	794,347	794,347	13,742	1.76 %
<u>MATERIAL &amp; SUPPLIES</u>							
156	500	500	8310 Other Materials	500	500	0	0.00 %
156	500	500	OBJECT TOTAL	500	500	0	0.00 %

679,327	812,799	811,834	TOTAL	825,576	825,692	13,858	1.71 %
---------	---------	---------	-------	---------	---------	--------	--------

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 2016-2017 OPERATION

- Collected approximately 3,000 tons of recyclables

#### OBJECTIVES

- Continue to increase recycling rates utilizing single stream collection methods along with additional statewide product stewardship initiatives

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None

Function	Activity	Program	Code
Public Works	Solid Waste Services	Recycling	0353

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
386,236	434,169	434,169	8220 Other Contractual Services	434,169	434,169	0	0.00 %
386,236	434,169	434,169	OBJECT TOTAL	434,169	434,169	0	0.00 %

386,236	434,169	434,169	TOTAL	434,169	434,169	0	0.00 %
---------	---------	---------	-------	---------	---------	---	--------



## COMMUNITY PLANNING AND DEVELOPMENT

420 PLANNING AND DEVELOPMENT

430 TOWN PLAN AND ZONING COMMISSION

440 ZONING BOARD OF APPEALS

450 BUILDING DEPARTMENT

460 CONSERVATION COMMISSION

470 ECONOMIC DEVELOPMENT

FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY PLANNING & DEVELOPMENT			400

# PERSONNEL SUMMARY

	2016-2017 <u>Authorized</u>	2017-2018 <u>Requested</u>	2017-2018 <u>Proposed</u>	2017-2018 <u>Approved</u>
<u>Positions (in work years)</u>				
<u>Planning and Development</u>				
Town Planner	1.0	1.0	1.0	
Zoning Enforcement Officer/Assistant Town Planner	1.0	1.0	1.0	
Administrative Secretary II	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	
	3.0	3.0	3.0	
<u>Building Department</u>				
Building Official	1.0	1.0	1.0	
Assistant Building Official	1.0	1.0	1.0	
Assistant Building Official (PT)	0.3	0.3	0.3	
Administrative Secretary II	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	
	2.8	2.8	2.8	
<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	
Economic Director (Retainer)	1.0	1.0	1.0	

#### EXPLANATION

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

- Professional and clerical support to the Town Plan and Zoning Commission, the Zoning Board of Appeals, the Economic Development Commission, the Affordable Housing Monitoring Agency, the Open Space Committee, and other committees as assigned by the Town Manager.
- Planning services to the Town Council and the Town Manager by providing short-range and long-range perspective on development opportunities.
- Conducts zoning enforcement.
- Conducts blight enforcement.
- Project management for special projects as assigned by the Town Manager; currently includes Phase VI of the Town Center Streetscape Project (Constance Leigh and Lowrey Place) and the 2017 MS4 Permit registration.
- Grant writing and management as assigned by the Town Manager; currently includes Phase VI of the Town Center Streetscape Project, the Cedar Village renovation, and the on-going HUD-funded residential rehab program.

#### HIGHLIGHTS OF FY 2016-2017 OPERATIONS

- Assisted with the comprehensive update of the Zoning Regulations.
- Reviewed and assisted in the approval of 23,402 square feet of new commercial construction.
- Reviewed and assisted in the approval of 19 special permits.
- Prepared 10 separate revisions to the zoning regulations.
- Prepared 1 grant application (Structural Analysis of Deming Farmhouse foundation).
- Managed the Small Cities grant for the Cedar Village renovation project, completed in Fall 2016.
- Assisted with the Town's 2017 MS4 Permit Registration process.
- Acted upon 148 zoning violations.
- Reviewed 397 zoning permit applications.
- Issued 13 Certificates of Zoning Compliance.
- Assisted in the re-write of the Newington Blighted Premises Code.
- Acted upon 93 Blighted Premises complaints.

#### OBJECTIVES FOR FY 2017-2018

- Continue to coordinate the Alumni Road/Maple Hill Avenue Traffic Signal project.
- Continue to assist TPZ with developing Open Space zoning regulations.
- Complete the Town Center Streetscape Project Phase VI (Constance Leigh Drive).
- Implement the recommendations of the 2016 Road Safety Audit prepared by CT DOT.
- Prepare Brownfield remediation grant application for Garfield Street.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time salaries increased due to AFSCME contract raises.
- Conferences, Meetings, Training increased to reflect requirements to retain certification.
- Office Equipment reduced due to purchases made during FY2016-17.

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
214,074	213,661	213,661	8101 Full time salaries	212,843	215,209	1,548	0.72 %
0	0	0	8103 Part Time	0	0	0	****
214,074	213,661	213,661	OBJECT TOTAL	212,843	215,209	1,548	0.72 %
			<u>PROFESSIONAL SVCS</u>				
647	647	647	8202 Dues and Subscriptions	647	647	0	0.00 %
339	295	295	8204 Conferences,Meetings,Training	515	515	220	74.58 %
40	50	50	8216 Printing and Binding	50	50	0	0.00 %
1,026	992	992	OBJECT TOTAL	1,212	1,212	220	22.18 %
			<u>MATERIAL &amp; SUPPLIES</u>				
163	250	250	8301 Office Supplies	250	250	0	0.00 %
0	100	100	8310 Other Materials	100	100	0	0.00 %
163	350	350	OBJECT TOTAL	350	350	0	0.00 %
			<u>CAPITAL OUTLAY</u>				
0	900	900	8406 Office Equipment	0	0	-900	0.00 %
0	900	900	OBJECT TOTAL	0	0	-900	0.00 %

215,263	215,903	215,903	TOTAL	214,405	216,771	868	0.40 %
---------	---------	---------	-------	---------	---------	-----	--------

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

#### HIGHLIGHTS OF CY 2016 OPERATIONS

- Adopted 10 zoning and subdivision regulation revisions.
- Approved 23,402 square feet of new commercial construction.
- Approved 19 special permits.
- Completed the comprehensive review and revision of the zoning regulations.
- Prepared and adopted TOD (transit-oriented development) zoning regulations for CTfastrak Cedar Street Station area.

#### OBJECTIVES FOR FY 2017-2018

- Process all subdivision and zoning petitions in a timely and proper manner, respecting the rights and expectations of all citizens while promoting appropriate growth and economic development.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
9,478	9,807	9,807	8103 Part Time	9,807	9,807	0	0.00 %
9,478	9,807	9,807	OBJECT TOTAL	9,807	9,807	0	0.00 %
			<u>PROFESSIONAL SVCS</u>				
8,284	7,500	7,500	8201 Public Notification	7,500	7,500	0	0.00 %
170	200	200	8204 Conferences,Meetings,Training	200	200	0	0.00 %
8,454	7,700	7,700	OBJECT TOTAL	7,700	7,700	0	0.00 %
			<u>MATERIAL &amp; SUPPLIES</u>				
355	50	50	8310 Other Materials	50	50	0	0.00 %
355	50	50	OBJECT TOTAL	50	50	0	0.00 %

18,287	17,557	17,557	TOTAL	17,557	17,557	0	0.00 %
--------	--------	--------	-------	--------	--------	---	--------

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 hearing petitions from property owners seeking relief from the zoning regulations, and appeals decisions made by the Zoning Enforcement Officer. The Zoning Enforcement Officer provides administrative and technical assistance to the Board.

#### HIGHLIGHTS OF CY 2016 OPERATIONS

- The ZBA received and acted on 13 applications for variances or ZEO appeals this calendar year.

#### OBJECTIVES FOR 2017-2018

- Provide relief to property owners in unusual situations where "exceptional difficulty or unusual hardship" would result from the strict enforcement of the zoning regulations, and from errors made by the Zoning Enforcement Officer.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
1,455	1,462	1,462	8103 Part Time	1,462	1,462	0	0.00 %
1,455	1,462	1,462	OBJECT TOTAL	1,462	1,462	0	0.00 %
			<u>PROFESSIONAL SVCS</u>				
1,650	900	900	8201 Public Notification	900	900	0	0.00 %
1,650	900	900	OBJECT TOTAL	900	900	0	0.00 %
			<u>MATERIAL &amp; SUPPLIES</u>				
13	13	13	8301 Office Supplies	13	13	0	0.00 %
13	13	13	8310 Other Materials	13	13	0	0.00 %
26	26	26	OBJECT TOTAL	26	26	0	0.00 %

3,131	2,388	2,388	TOTAL	2,388	2,388	0	0.00 %
-------	-------	-------	-------	-------	-------	---	--------



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 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 2016-2017 OPERATION

- During the first 6 months of fiscal year of 2016-17, the Building Department received 1052 applications, issued 12 Certificates of Occupancy and conducted 1160 field inspections.
- A Permit was issued to build a new Starbucks to be located at 14 Fenn Road
- A Certificate of Occupancy was issued for the Damato Chiropractic Center located at 123 Lowrey Place.
- Eight Building Permits were issued for new residential houses.
- The Wood-N-Tap Restaurant located at 3375 Berlin Turnpike was issued a Certificate of Occupancy
- A Certificate of Occupancy was issued for the Select Comfort Sleep Number located at 1593 Southeast Rd.
- Medicare Express / Primary Care Walk-In Clinic located at 2288 Berlin Turnpike received a Certificate of Occupancy.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time decreased due to the retirement of the Assistant Building Official and hiring of his replacement at a lower salary.
- Clothing was increased to reflect additional need.
- Other Contractual Services reflects the discontinuance of the PayPal monthly service fee.

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
184,987	184,285	184,285	8101 Full time salaries	180,031	181,214	-3,071	-1.67 %
22,046	23,784	23,784	8103 Part Time	23,784	23,784	0	0.00 %
750	850	850	8105 Longevity	950	950	100	11.76 %
207,783	208,919	208,919	OBJECT TOTAL	204,765	205,948	-2,971	-1.42 %
<u>PROFESSIONAL SVCS</u>							
407	835	835	8202 Dues and Subscriptions	835	835	0	0.00 %
59	100	100	8203 Transportation	100	100	0	0.00 %
270	600	600	8204 Conferences, Meetings, Training	600	600	0	0.00 %
332	300	300	8207 Clothing Allowance	500	500	200	66.67 %
360	360	360	8220 Other Contractual Services	0	0	-360	0.00 %
1,427	2,195	2,195	OBJECT TOTAL	2,035	2,035	-160	-7.29 %
<u>MATERIAL &amp; SUPPLIES</u>							
373	250	250	8301 Office Supplies	300	300	50	20.00 %
1,314	950	950	8310 Other Materials	950	950	0	0.00 %
1,688	1,200	1,200	OBJECT TOTAL	1,250	1,250	50	4.17 %

210,898	212,314	212,314	TOTAL	208,050	209,233	-3,081	-1.45 %
---------	---------	---------	-------	---------	---------	--------	---------

FUNCTION	ACTIVITY	PROGRAM	CODE
COMM. PLANNING & DEV.	CONSERVATION COMMISSION		460

#### EXPLANATION

The Conservation Commission, comprised of seven members and three alternates appointed by the Town Council for terms of four years, is charged with the responsibility of advising and making recommendations to the Manager, the Council and other boards and commissions of the Town regarding the development and conservation of natural resources. The Commission has been designated as the local regulatory agency for the Inland Wetland and Water Courses Act. It is responsible, therefore, for reviewing and approving all construction activities within a wetland, watercourse or within the 100-foot upland review area. Additionally, the Commission also serves as the Conservation Commission where by it may make recommendations to the Zoning Commission, Town Planning Commission, Economic Development Commission, Council, etc. on matters such as open space development, plan of Conservation Development, easements.

#### HIGHLIGHTS OF FY 2016-2017 OPERATION

- Continued successful implementation of the administrative wetland permits program.
- Successfully implemented the Wetland Agent review and approval process (Administration).
- Commissioners Clark, Arbur, Bachand and Casasanta attended the annual CACIWC conference
- Commissioner Bachand completed the DEEP Municipal Inland Wetland Commissioners training program.
- Staff Agent Chris Greenlaw (Town Engineer) attended the DEEP wetland seminar on Legal & Administrative updates.
- The Town Engineer and staff (John DiMaria) attended a webinar (UCONN – CLEAR) on "Ground Water".
- The Town Engineer attended a webinar on Low Impact Development (design & implementation).
- The Inland Wetland Commission has continued to experience an increased number of agenda items resulting in a greater number of meetings, longer duration meetings and applications requiring greater staff and Agent participation, both in the office and field.

#### OBJECTIVES

- Continue review and establishment of policy(ies) related to conservation of Town's natural resources authorized under State Statute.
- Maintain, catalogue and update mapping (as amended) for the regulated inland wetlands.
- Research and review map amendments; coordinate public hearings necessary to adopt the "Official Inland Wetlands Map"
- Ensure that construction activities in lands abutting wetlands do not negatively impact the wetlands.
- Update wetlands regulations to be consistent with DEEP's model regulations; coordinate public hearing(s) as required.
- Scheduled public hearings (via I.W. meetings) to introduce Low Impact Development (L.I.D.) techniques and methods to be incorporated in the regulations.
- Schedule Commissioners to attend the DEEP training program for Municipal Inland Wetlands Agents.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
3,230	3,600	3,600	8103 Part Time	3,600	3,600	0	0.00 %
3,230	3,600	3,600	OBJECT TOTAL	3,600	3,600	0	0.00 %
			<u>PROFESSIONAL SVCS</u>				
1,899	1,043	1,043	8201 Public Notification	1,043	1,043	0	0.00 %
60	120	120	8202 Dues and Subscriptions	120	120	0	0.00 %
220	280	280	8204 Conferences,Meetings,Training	300	300	20	7.14 %
2,179	1,443	1,443	OBJECT TOTAL	1,463	1,463	20	1.39 %
			<u>MATERIAL &amp; SUPPLIES</u>				
77	25	25	8301 Office Supplies	25	25	0	0.00 %
77	25	25	OBJECT TOTAL	25	25	0	0.00 %

5,486	5,068	5,068	TOTAL	5,088	5,088	20	0.39 %
-------	-------	-------	-------	-------	-------	----	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY PLNG & DEVEL.	ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT DIRECTOR	471

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2016-2017 OPERATIONS

- Orchestrated activities directed at major development initiatives.
- Provided assistance to individual businesses seeking approvals from Town Building and Land Use departments.
- Assisted businesses interested in expanding within, or relocating to, Newington.
- Prepared economic data as requested.
- Supported the activities of the Economic Development Commission.

#### OBJECTIVES FOR FY 2017-2018

- Direct/coordinate activities to advance progress of major development initiatives.
- Provide assistance to individual businesses seeking approvals from Town Building and Land Use departments.
- Assist businesses interested in expanding within, or relocating to, Newington.
- Prepare economic data as requested.
- Support the activities of the Economic Development Commission.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Dues and Subscriptions reflects increase in cost of Loopnet subscription.

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
839	780	780	8202 Dues and Subscriptions	959	959	179	22.95 %
93,460	90,960	90,960	8220 Other Contractual Services	90,960	90,960	0	0.00 %
94,299	91,740	91,740	OBJECT TOTAL	91,919	91,919	179	0.20 %

94,299	91,740	91,740	TOTAL	91,919	91,919	179	0.20 %
--------	--------	--------	-------	--------	--------	-----	--------

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 2016-2017 OPERATIONS

- Reviewed the activities of the Economic Development Director and provided useful input.
- Adopted new Goals and Strategies.
- Established Working Groups focusing on Social Media, Website Design, Literature & Brochures, Business Events & Awards, Student Programs and Economic Data and Reporting.
- Commented on various development issues, including improving connections with the business community and new communications and promotion initiatives.
- Presented an overview of Economic Development Services offered by the Town at a breakfast co-hosted with the Chamber of Commerce for the business community.

#### OBJECTIVES FOR 2017-2018

- Provide continued input to the Economic Development Director, including reporting by Commissioners of activity within their assigned districts.
- Co-host additional event(s) targeted to the business community.
- Develop and pursue initiatives of the Working Groups, including an improved website and presence on social media.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Conferences, Meetings, Training was eliminated based on trend.



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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
1,333	1,326	1,326	8103 Part Time	1,326	1,326	0	0.00 %
1,333	1,326	1,326	OBJECT TOTAL	1,326	1,326	0	0.00 %
<u>PROFESSIONAL SVCS</u>							
0	100	100	8204 Conferences,Meetings,Training	0	0	-100	0.00 %
1,316	1,000	1,000	8220 Other Contractual Services	1,000	1,000	0	0.00 %
1,316	1,100	1,100	OBJECT TOTAL	1,000	1,000	-100	-9.09 %
<u>MATERIAL &amp; SUPPLIES</u>							
39	0	0	8301 Office Supplies	0	0	0	****
39	0	0	OBJECT TOTAL	0	0	0	****

2,687	2,426	2,426	TOTAL	2,326	2,326	-100	-4.12 %
-------	-------	-------	-------	-------	-------	------	---------



# PUBLIC HEALTH

511 HEALTH SERVICES

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC HEALTH	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.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Other Contractual Services reflects an increase in the annual per capita membership fee charged to towns from \$5.25 to \$5.75.

Function	Activity	Program	Code
Public Health	Health Services	Health Services	0511

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
157,163	161,092	161,092	8220 Other Contractual Services	161,092	175,973	14,881	9.24 %
157,163	161,092	161,092	OBJECT TOTAL	161,092	175,973	14,881	9.24 %
			<u>MATERIAL &amp; SUPPLIES</u>				
907	807	807	8302 Technical Supplies	807	807	0	0.00 %
500	0	0	8310 Other Materials	0	0	0	****
1,407	807	807	OBJECT TOTAL	807	807	0	0.00 %

158,570	161,899	161,899	TOTAL	161,899	176,780	14,881	9.19 %
---------	---------	---------	-------	---------	---------	--------	--------

## COMMUNITY SERVICES

610 HUMAN SERVICES

640 SENIOR AND DISABLED CENTER SERVICES

670 BOARDS AND COMMISSIONS

FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES		SUMMARY	600

# PERSONNEL SUMMARY

<u>Positions (in work years)</u>	<u>2016-2017 Authorized</u>	<u>2017-2018 Requested</u>	<u>2017-2018 Proposed</u>	<u>2017-2018 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	
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	
Social Worker (PT)*	<u>0.0</u>	<u>0.1</u>	<u>0.1</u>	
Total	6.9	7.0	7.0	
<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/Clerical	1.0	1.0	1.0	
Clerical (PT)	0.1	0.5	0.5	
Special Olympics Coordinator (PT)	0.1	0.1	0.1	
Evening Supervisor (PT)	0.5	0.0	0.0	
Morning Set-up Person (PT)	0.5	0.5	0.5	
Program Assistant-Deaf Programs (PT)	0.1	0.1	0.1	
Nurse (PT)	0.2	0.2	0.2	
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>	
	10.1	10.0	10.0	
<u>Comm. On Aging and Disabled</u>				
Recording Clerk (PT)	1.0	1.0	1.0	

\*Changed from contractual position to Part Time.

FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES	HUMAN SERVICES		610

#### EXPLANATION

The Human Services Department is responsible for a comprehensive approach to planning, management, coordination and the delivery of private and public 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, community and parent education, health and mental health, crisis intervention, social casework, and counseling, emergency shelter, housing and basic needs assistance, assistance with entitlement programs, health insurance, Medicare counseling, disability applications and other benefit programs. State grants, private contributions and fees fund some Human Service programs.

#### HIGHLIGHTS OF FY 2016-2017 OPERATION

- During FY 2015-2016, positive youth development grew from 3,115 to 3,373, an 8% increase in program registrants, with some students duplicated. The Newington Outdoor Challenge Ropes Course continued to offer dynamic programming to Newington youth and outside groups including other town youth service agencies and numerous college/university, business and school groups.
- In 2016, a handicap accessible ramp was added to our 24' yurt at the Newington Challenge Course thanks to a local Eagle Scout project. We anticipate adding a generator in the near future. Overnight retreats have been held with groups in addition to its use as an outdoor adventure classroom.
- The Department provided prevention/education programs with topics including mental health first aid, a collaborative Conference on Hoarding and other mental health topics with a combined attendance of 700 individuals. The Youth and Family Counseling program offered a LGBTQ support group in spring, 2016. During 2016, we provided 408 hours of counseling services. By offering several educational presentations, we were able to reach more residents. Counseling topics included issues such as family conflict, divorce/separation, death, depression, suicidal ideation and suicide, substance abuse, child neglect/abuse, relationships.
- In FY15-16, the Juvenile Review Board, a partnership of police, schools, court, DCF and human services received 15 referrals, a 25% increase from the prior year.
- Staff handled another increase with 10, 906 information/referral requests FY 15-16, up from 9,467 the prior year. This represents an almost 12% increase.
- During FY 15-16, households were assisted with a variety of basic needs that include the Food Bank (1,621 visits/7,938bags), Outdoor Market (1601visits/4,803 bags), Clothing Closet (458 visits/531 bags), Holiday Food, Toy and Gift Program (415 households/862 individuals) and Special Needs (85 households) funding requests. Economic hardship continues to effect many residents. 74 households were awarded Operation Fuel grants totaling \$29,005 energy assistance.
- Newington HAT (Hunger Action Team) continues to work toward mission of reducing/eliminating hunger in Newington. Over 200 volunteers and 2 college field placement interns provided thousands of service hours assisting with the Food Bank, Outdoor Market, Clothing Closet, Holiday Programs and office assistance. Volunteers are essential for the operation of these services.
- Social work services averaged about 100 cases monthly, representing 1,831 service hours with a slight increase in service hours. Many of these situations are quite complex and multifaceted, requiring multiple appointments and resources/services. Seniors, adults and families presented a variety of issues including financial problems, unemployment, underemployment, chronic illness, neglect/abuse, domestic conflict/violence, substance abuse, health, mental health and safe home referrals among many others. We work closely with the police, fire, school, Senior & Disabled Center, Health and others regarding at-risk and emergency situations.
- Through our leadership, the Hoarding Working Group will hold a third annual conference May, 2017. We successfully lobbied and Senate Bill 119-forming a statewide taskforce to study hoarding was passed May, 2016. Director Karen Futoma was appointed by the Governor to serve on this task force, to represent municipal human services.
- The Newington Safe Homes Task Force which is comprised of town staff from Human Services, Fire, Police, Animal Control, Zoning Enforcement, Senior & Disabled Center, Town Manager, Building and Health continues to work together toward a cooperative and coordinated approach to resolution.
- Several staff attended a CIT (Crisis Intervention Team) training along with three Newington Police Officers to enhance our team response to residents.
- Carol LaBrecque received a Chamber of Commerce Public Safety Award for her work efforts with our most vulnerable residents.
- Director Futoma received an award from CLASS (CT Local Administrators of Social Services) as outstanding member of the year for her statewide leadership in addressing hoarding and her department leadership.

#### OBJECTIVES

- Reviewing and offering programs/services to insure human service needs of Newington residents are addressed and enhanced in a cost effective manner.
- Continue to develop professional competencies for staff and enhance staff support.
- Provide information, basic need and emergency assistance, casework, counseling, crisis intervention and positive development programs to all ages while enhancing mental health community education/training opportunities regarding sensitivity, tolerance, support, understanding and intervention strategies.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time increased for AFSCME raises.
- Assistant casework contractor position converted to part time social worker, effective January 2017.
- Special Needs increased to reflect additional grant revenue from the United Way.

Function	Activity	Program	Code
Community Services	Human Services	Human Services	0610

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
385,048	383,586	383,586	8101 Full time salaries	382,117	384,405	819	0.21 %
31,808	33,715	36,040	8103 Part Time	38,915	38,915	2,875	7.98 %
10,500	10,500	10,500	8104 Seasonal	10,500	10,500	0	0.00 %
1,000	1,000	1,000	8105 Longevity	1,000	1,000	0	0.00 %
428,356	428,801	431,126	OBJECT TOTAL	432,532	434,820	3,694	0.86 %
<u>PROFESSIONAL SVCS</u>							
688	773	773	8202 Dues and Subscriptions	773	773	0	0.00 %
69	100	100	8203 Transportation	100	100	0	0.00 %
2,526	3,495	3,495	8204 Conferences,Meetings,Training	3,495	3,495	0	0.00 %
1,408	690	690	8212 Equipment Maintenance	690	690	0	0.00 %
1,075	420	420	8216 Printing and Binding	420	420	0	0.00 %
12,535	10,283	7,958	8217 Consultants/Special Contractor	5,083	5,083	-2,875	-36.13 %
4,100	4,100	4,100	8218 Contributions and Subsidies	4,100	4,100	0	0.00 %
2,600	5,593	5,593	8225 Special Needs	6,000	6,000	407	7.28 %
25,001	25,454	23,129	OBJECT TOTAL	20,661	20,661	-2,468	-10.67 %
<u>MATERIAL &amp; SUPPLIES</u>							
884	600	600	8301 Office Supplies	600	600	0	0.00 %
6,816	2,408	2,408	8310 Other Materials	2,408	2,408	0	0.00 %
7,699	3,008	3,008	OBJECT TOTAL	3,008	3,008	0	0.00 %

461,056	457,263	457,263	TOTAL	456,201	458,489	1,226	0.27 %
---------	---------	---------	-------	---------	---------	-------	--------



FUNCTION FUNCTION	ACTIVITY ACTIVITY	PROGRAM PROGRAM	CODE CODE
COMMUNITY SERVICES	SR. AND DIS. CENTER SERVICES	CENTER OPERATION	644

### EXPLANATION

As the focal point of services for the senior and disabled residents of Newington, the Senior and Disabled Center offers a comprehensive range of programs and services including recreation, social, health, education, transportation, nutrition and social services, either directly or through partnerships in the community to promote wellness and independence.

### HIGHLIGHTS OF FY 2016-2017 OPERATION

- Served more than 3000 people through programs and services including health and fitness, life long learning, information and referral, case management, recreation, and social programs. New programs include "Roaming Trainers", weight training, bereavement support and woodworking.
- Continued to offer the Aging Mastery Program, Matter of Balance and LiveWell Chronic Disease Self Management and Diabetes Self Management in English and in ASL, the only site to do so. Also continued to provide leadership and participate in the expanded LGBT Moveable Senior Center.
- Participated as one of three communities selected through a competitive process in the Department of Social Services Care Through Community Leadership group, developing a partner network in Newington to improve access to long term services and supports.
- The Center's 75 registered volunteers contributed more than 7,500 hours of dedicated service.
- Continued to develop health and wellness programs focusing on prevention and education, using collaborative partners. This included a dental cleaning program coordinated by the CCHD through an Older American's Act grant.
- Through a major grant from Jefferson House Institute continued to coordinate the Matter of Balance program within a five town region and developed collaborative relationships with public health to expand.
- Expanded the "Giving Garden", a volunteer initiative to grow organic produce for Food Pantry beneficiaries with the construction of a shed and composter through Boy Scout Eagle projects.
- Continued to seek collaborative partners within the community and region to enhance capacity for programs and services.
- Continued collaborative efforts with other Town departments including the annual "Safety Picnic" with the Newington Police Department.
- In addition to assisting residents with access to programs including Medicare Part D, ConnPace, Meals on Wheels, Renters Rebate and Energy Assistance, continued the Economic Security Screening™.
- Continued focus on preventative maintenance, safety and general ambiance of facility.

### OBJECTIVES

- Continue to address the goals developed through strategic planning.
- Continue to meet the increasing basic needs and quality of life issues for a growing older population, as the complexity of needs increases due to a shift away from institutional to home and community based care.
- Work to develop transitional programs for younger seniors as well as frail older adults.
- Continue to assess the needs and interests of senior and disabled residents, especially boomers, and offer meaningful programs.
- Continue to develop partnerships to maximize efficiency, impact and range of services.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time salaries increased due to AFSCME contract raises.
- Part Time decreased to reflect change in personnel.
- Technical Equipment was deferred for a second year in a row.



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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
351,426	350,093	350,093	8101 Full time salaries	348,752	351,040	947	0.27 %
40,912	42,818	42,818	8103 Part Time	41,389	41,389	-1,429	-3.34 %
0	0	0	8105 Longevity	100	100	100	****
392,338	392,911	392,911	OBJECT TOTAL	390,241	392,529	-382	-0.10 %
<u>PROFESSIONAL SVCS</u>							
438	438	438	8202 Dues and Subscriptions	438	438	0	0.00 %
80	200	400	8204 Conferences,Meetings,Training	200	200	-200	-50.00 %
2,303	2,300	2,300	8210 Equipment Rental	2,300	2,300	0	0.00 %
3,914	4,375	4,375	8212 Equipment Maintenance	4,375	4,375	0	0.00 %
1,119	1,465	1,465	8213 Facilities Maintenance	1,465	1,465	0	0.00 %
651	700	700	8216 Printing and Binding	700	700	0	0.00 %
8,512	9,895	9,895	8217 Consultants/Special Contractor	9,895	9,895	0	0.00 %
3,574	3,923	3,723	8220 Other Contractual Services	3,923	3,923	200	5.37 %
20,591	23,296	23,296	OBJECT TOTAL	23,296	23,296	0	0.00 %
<u>MATERIAL &amp; SUPPLIES</u>							
800	800	800	8301 Office Supplies	800	800	0	0.00 %
3,638	3,085	3,085	8302 Technical Supplies	3,085	3,085	0	0.00 %
4,438	3,885	3,885	OBJECT TOTAL	3,885	3,885	0	0.00 %
<u>CAPITAL OUTLAY</u>							
4,900	0	0	8402 Technical Equipment	0	0	0	****
895	0	0	8409 Other	0	0	0	****
5,795	0	0	OBJECT TOTAL	0	0	0	****

423,162	420,092	420,092	TOTAL	417,422	419,710	-382	-0.09 %
---------	---------	---------	-------	---------	---------	------	---------

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 2016-2017 OPERATION

- Provided an average of 1,257 trips per month through traditional Dial-A-Ride to an increasingly frail population.
- Continued to provide the successful tri-town medical transportation program with Wethersfield and Rocky Hill.
- Networked and collaborated with other providers to look at future options for transportation including mobility management and public-private options and access to CTFastrak

#### 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 increased due to AFSCME contract raises.
- Part Time increased due to AFSCME contract raise for 50 hour driver and substitute drivers.

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
55,782	55,541	55,541	8101 Full time salaries	55,328	57,699	2,158	3.89 %
229	1,000	1,000	8102 Overtime	1,000	1,000	0	0.00 %
72,574	70,102	70,102	8103 Part Time	69,233	71,500	1,398	1.99 %
300	500	500	8105 Longevity	700	700	200	40.00 %
128,886	127,143	127,143	OBJECT TOTAL	126,261	130,899	3,756	2.95 %
<u>PROFESSIONAL SVCS</u>							
0	120	120	8214 Motor Vehicle Maintenance	120	120	0	0.00 %
500	500	500	8216 Printing and Binding	500	500	0	0.00 %
500	620	620	OBJECT TOTAL	620	620	0	0.00 %

129,386	127,763	127,763	TOTAL	126,881	131,519	3,756	2.94 %
---------	---------	---------	-------	---------	---------	-------	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES	BOARDS AND COMMISSIONS	COMM. ON AGING & DISABLED	671

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2016-2017 OPERATION

- Actively engaged in Center's Self-Assessment and Accreditation Process
- Provided policy oversight to the Senior and Disabled Center.
- Sponsored volunteer recognition event.

#### OBJECTIVES

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
739	1,055	1,055	8103 Part Time	1,055	1,055	0	0.00 %
739	1,055	1,055	OBJECT TOTAL	1,055	1,055	0	0.00 %
<u>PROFESSIONAL SVCS</u>							
500	500	500	8216 Printing and Binding	500	500	0	0.00 %
1,251	1,260	1,260	8218 Contributions and Subsidies	1,260	1,260	0	0.00 %
1,751	1,760	1,760	OBJECT TOTAL	1,760	1,760	0	0.00 %
<u>MATERIAL &amp; SUPPLIES</u>							
0	60	60	8301 Office Supplies	60	60	0	0.00 %
0	60	60	OBJECT TOTAL	60	60	0	0.00 %

2,489	2,875	2,875	TOTAL	2,875	2,875	0	0.00 %
-------	-------	-------	-------	-------	-------	---	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY SERVICES	BOARDS AND COMMISSIONS	HUMAN RIGHTS COMMISSION	673

#### EXPLANATION

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

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

#### HIGHLIGHTS OF FY 2016-2017 OPERATION

- Human Rights Commission focused on publicizing their group and their mission and had a booth at the Business Expo promoting programs of diversity and community issues of concern.
- They continued to distribute bookmarks and other promotional materials.
- T-shirts were purchased for members to assist in marketing at events.

#### OBJECTIVES

- To continue enhancing diversity awareness opportunities within the community.
- To support Human Services Department programs and services.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
823	0	0	8217 Consultants/Special Contractor	0	0	0	****
823	0	0	OBJECT TOTAL	0	0	0	****

823	0	0	TOTAL	0	0	0	****
-----	---	---	-------	---	---	---	------

FUNCTION COMMUNITY SERVICES	ACTIVITY BOARDS AND COMMISSIONS	PROGRAM YOUTH-ADULT COUNCIL	CODE 674
--------------------------------	------------------------------------	--------------------------------	-------------

#### EXPLANATION

Created by §2-73 of the Newington Code of Ordinances, the Youth-Adult Council constitutes a board which provides:

- policy advice on the formulation, development and alteration of youth-serving programs of the Human Services Department;
- fosters cooperation and coordination among public and private youth serving agencies;
- promotes voluntary service and assistance for youth programs and enhances communication between youth and adults; and provides programs for community education.

#### HIGHLIGHTS OF FY 2016-2017 OPERATION

- Supported substance abuse prevention programs through the Local Prevention Council State Grant.
- Sponsored Super Hoop-La Basketball Game with student teams participating from all elementary and middle schools.
- Provided three scholarships for graduating high school students.
- A community service mini-grant was offered to all elementary and middle schools, with one project in process.
- Provides financial support to the NHS Safe Graduation Party and safe driving campaign prior to proms Spring, 2017

#### OBJECTIVES

- Continue to serve in an advisory capacity to the Human Services Department.
- Continue to support community education and prevention programs.
- Review programs and determine the allocation of Local Prevention Council grant funds.
- Continue to provide scholarships to graduating high school students.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None



Function	Activity	Program	Code
Community Services	Boards and Commissions	Youth-Adult Council	0674

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
3,697	6,393	6,393	8220 Other Contractual Services	6,393	6,393	0	0.00 %
3,697	6,393	6,393	OBJECT TOTAL	6,393	6,393	0	0.00 %

3,697	6,393	6,393	TOTAL	6,393	6,393	0	0.00 %
-------	-------	-------	-------	-------	-------	---	--------

## LIBRARY

710 LIBRARY OPERATIONS

730 HUBBARD BOOK FUND

FUNCTION LIBRARY	ACTIVITY		PROGRAM SUMMARY	CODE 700
PERSONNEL SUMMARY				
	2016-2017 <u>Authorized</u>	2017-2018 <u>Requested</u>	2017-2018 <u>Proposed</u>	2017-2018 <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)	1.2	1.2	1.2	
<u>Reference &amp; Community Services</u>				
Librarian III	2.0	2.0	2.0	
Librarian I	2.3	2.3	2.3	
Librarian (PT)	1.3	1.3	1.3	
Library Technician (PT)	1.4	1.4	1.4	
<u>Building</u>				
Maintenance Technician (PT)	0.3	0.3	0.3	
Library Monitor (PT)	0.5	0.5	0.5	
<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)	0.5	0.5	0.5	
Library Technician (PT)	2.2	2.2	2.2	
Pages (PT)	<u>2.4</u>	<u>2.4</u>	<u>2.4</u>	
	24.2	24.2	24.2	
<u>Seasonal (hours)</u>				
Circulation	473.0	473.0	473.0	

FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM ADMINISTRATION	CODE 711
----------------------------	------------------------	---------------------------	-------------

### EXPLANATION

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

### HIGHLIGHTS OF FY 2016-2017 OPERATION

- Worked with the Library Board of Trustees, the Library Renovations/Addition Project Building Committee and library consultants to move forward on a feasibility study for a possible library expansion.
- Completed the Library Automated Collection Management System, a Town CIP Project: all library materials are tagged with RFID technology that allows multiple self-checkout stations, ability to streamline library functions, offer better security and inventory control.
- Due to a \$60,000 budget cut, the library materials budget was reduced and Sunday library hours were eliminated.
- Offered free meeting space 962 times for in-house use and public groups and 4,020 hours of free conference/study room use.
- Worked with the Friends of the Library on many fundraising efforts, including their two book sales and their Wine and Cheese Social.
- Continued to work with the Library Board on its fundraising efforts, including the Annual 5K Road Race (which celebrated its 20<sup>th</sup> year) and on a free concert featuring the musical band *Acoustic Eidolon* as part of the *George C. Hanel Fine Arts Series*.
- Worked with IT to add new staff and patron laptops that were used for technology instruction for the public.  
Worked with IT to add additional wireless access points in the library for better WiFi coverage.
- Added two additional iPads in the Children's department for older children to use in-house that were preload with educational apps.
- Offered more one-on-one technology assistance to the public to meet the demand including *Tech Troubleshooting with Teens*, *Tech 4 U* and *Book a Librarian*.
- Participated in the world-wide library event called *Outside the Lines* from September 11- 17, by setting up a pop-up library in different locations throughout the community to promote library services. Some places included the Newington VA Hospital, CT FastTrack, school open houses and McDonalds.
- Worked with the Mid-State Collaborative coordinating summer reading programs and other activities for children, teens and adults.
- Provided free notary services to 228 patrons and continued to send informational packets to all new residents.
- Continued to work with our library consortium to share resources and obtain group purchase plans for cost savings to the library.

### OBJECTIVES FOR 2017-2018

- Work with the Library Board of Trustees and the Library Renovations/Addition Project Building Committee toward a future expansion.
- Continue to work with the Library Board and Friends of the Library on fundraising efforts.
- Review staffing needs, skill sets and standards relative to evolving needs.
- Continue to investigate possible uses of new technologies and formats as they arise.
- Redesign the library's website as part of the Town website redesign.
- Investigate software and/or online service to offer wireless printing for the library patrons.
- Oversee the completion of the Library's 2017-2018 Plan of Work.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time increased for AFSCME contract raises.
- Postage decreased to reflect increased email notification.
- Data Services decreased due to prior year transfer from Reference & Community Service (#713) for internet access.

Function	Activity	Program	Code
Public Library	Library Operations	Library Administration	0711

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
242,783	241,867	241,867	8101 Full time salaries	240,940	243,826	1,959	0.81 %
2,350	2,650	2,650	8105 Longevity	2,950	2,950	300	11.32 %
245,133	244,517	244,517	OBJECT TOTAL	243,890	246,776	2,259	0.92 %
<u>PROFESSIONAL SVCS</u>							
2,246	2,398	2,398	8202 Dues and Subscriptions	2,398	2,398	0	0.00 %
218	394	394	8203 Transportation	394	394	0	0.00 %
1,207	1,382	1,382	8204 Conferences,Meetings,Training	1,382	1,382	0	0.00 %
2,201	2,742	2,742	8205 Postage and Shipping	2,566	2,566	-176	-6.42 %
636	650	650	8210 Equipment Rental	650	650	0	0.00 %
0	400	400	8216 Printing and Binding	400	400	0	0.00 %
46,936	48,081	49,881	8222 Data Services	48,374	48,374	-1,507	-3.02 %
53,443	56,047	57,847	OBJECT TOTAL	56,164	56,164	-1,683	-2.91 %
<u>MATERIAL &amp; SUPPLIES</u>							
498	628	628	8301 Office Supplies	628	628	0	0.00 %
498	628	628	OBJECT TOTAL	628	628	0	0.00 %

299,074	301,192	302,992	TOTAL	300,682	303,568	576	0.19 %
---------	---------	---------	-------	---------	---------	-----	--------

### EXPLANATION

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

### HIGHLIGHTS OF FY 2016-2017 OPERATION

- Bestselling children's author Dana Alison Levy, gave school presentations to 1,170 children in the 3<sup>rd</sup> through 5<sup>th</sup> grades in the public schools as part of the *Sliva Young People's Literary Series*.
- Spearheaded a successful winter reading program "Be a Smart Cookie READ" with 128 children reading the equivalent of 2,375 days.
- Spearheaded a successful summer reading program *Get Ready, Set ... READ* with 1,045 children participating.
- Presented 736 educational programs to 25,184 children and their caregivers.
- Offered a new infant program titled "Babies Love Art", a program that allowed infants to explore texture, color, shape and creativity.
- Staff answered 21,107 reference questions over the year.
- Decreased Dues/Subscription- Electronic due to budget cuts.
- Provided 1,242 free or reduced rate museum and local attraction passes to the public, due to the generosity of the Friends of the Library.
- Hired Sarah Riordan as a new part-time Children Library Technician. She replaced Robin Stumpf.

### OBJECTIVES FOR 2017-2018

- Maintain the present level of program offerings to preschool and school age children, changing programs to meet needs of the children.
- 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.
- Continue grades K through 4 class field trips to the Library for instruction and educational programs.
- Continue to serve the 5th and 6th grades of Newington by presenting book talks and book discussions at the middle schools.
- Continue monthly outreach to the day care and early childhood centers to support early literacy efforts.
- Increase participation in the summer reading program by continuing to work closely with Newington educators and parents.
- Continue the *Sliva Young People's Literary Series* with another author visit to the schools.
- Continue to be present at school open houses and end of year picnics to promote library services to parents and childrens.
- Continue to work with other town departments to provide collaborative programming.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Increase in Full Time Salaries due to AFSCME contract raises and step increases.
- Part Time decreased due to personnel changes.

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
187,109	193,870	193,870	8101 Full time salaries	198,328	206,830	12,960	6.68 %
1,190	0	0	8102 Overtime	0	0	0	****
70,694	68,568	68,568	8103 Part Time	65,613	65,613	-2,955	-4.31 %
258,993	262,438	262,438	OBJECT TOTAL	263,941	272,443	10,005	3.81 %
<u>PROFESSIONAL SVCS</u>							
7,975	7,310	7,560	8202 Dues and Subscriptions	7,310	7,310	-250	-3.31 %
0	94	94	8212 Equipment Maintenance	94	94	0	0.00 %
175	600	600	8216 Printing and Binding	525	525	-75	-12.50 %
1,747	1,801	1,801	8220 Other Contractual Services	1,818	1,818	17	0.94 %
9,897	9,805	10,055	OBJECT TOTAL	9,747	9,747	-308	-3.06 %
<u>MATERIAL &amp; SUPPLIES</u>							
150	200	200	8301 Office Supplies	200	200	0	0.00 %
306	350	350	8310 Other Materials	350	350	0	0.00 %
456	550	550	OBJECT TOTAL	550	550	0	0.00 %
<u>CAPITAL OUTLAY</u>							
37,847	38,919	38,669	8401 Public Circulation Material	38,919	38,919	250	0.65 %
37,847	38,919	38,669	OBJECT TOTAL	38,919	38,919	250	0.65 %

307,193	311,712	311,712	TOTAL	313,157	321,659	9,947	3.19 %
---------	---------	---------	-------	---------	---------	-------	--------



FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC LIBRARY	OPERATIONS	REF. AND COMMUNITY SERVICES	713

## EXPLANATION

Services provided under this program include:

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

## HIGHLIGHTS OF FY 2016-2017 OPERATION

- The Library website was visited 109,756 times during the year.
- Staff handled 42,537 reference transactions from the public.
- Decreased Dues/Subscription- Electronic and Print due to budget cuts.
- Offered a variety of technology programs on *Twitter Basics*, *Video Chat Apps*, *Word and Excel 2013 Basis*, *computer troubleshooting*, and technology assistance.
- Offered 55 programs to 2,203 teens, including a teen summer reading program, *Teen Life Hack* series that helped teens learn useful life skills, Teen Nerd Day, celebrating "Smart is Cool" and many programs that promoted creativity.
- Presented 155 cultural, literature based and educational programs for more than 5,892 adults, including author visits, music concerts, film series, health and wellness series, book discussions and *Redefined Reads* that repurposes old books.
- Offered a new series program titles *Made in Connecticut* that highlighted companies that made their products in Connecticut. Programs included Lyman Orchards, Cow Pots of East Canaan and Beer Making with Thomas Hooker.
- Offered an adult winter reading program with 252 participants, reading 1,581 books and an adult summer reading program with 468 participants, who read 3,693 books.

## OBJECTIVES FOR 2017-2018

- Review and enhance the library website's online resources as finances allow, providing greater remote access to Newington residents.
- Continue to offer computer and technology classes as well as one-on-one technology assistance for the public.
- Offer new and varied programs that promote literacy and creativity.
- Explore additional outreach services to assisted living facilities and nursing homes.
- Explore venues for pop-up library as part of outreach services.
- Explore ways to do more collaborative programming with other Town departments.
- 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 public desk.

## MAJOR BUDGET CHANGES AND COMMENTARY

- Increase in Full Time Salaries due to AFSCME contract raises and step increases.
- Part Time decreased due to personnel changes.
- Printing/binding decreased due to reduction in printing.
- Other Contractual Services reflects increase in annual movie licensing fee.
- Public Circulation material increased due to prior year transfer to Administration (#711) for internet access.



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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
280,904	291,636	291,636	8101 Full time salaries	294,762	307,385	15,749	5.40 %
3,683	0	0	8102 Overtime	0	0	0	****
164,737	147,257	147,257	8103 Part Time	143,404	143,404	-3,853	-2.62 %
449,324	438,893	438,893	OBJECT TOTAL	438,166	450,789	11,896	2.71 %
<u>PROFESSIONAL SVCS</u>							
66,654	56,544	56,544	8202 Dues and Subscriptions	56,544	56,544	0	0.00 %
0	300	300	8212 Equipment Maintenance	300	300	0	0.00 %
497	500	500	8216 Printing and Binding	425	425	-75	-15.00 %
1,093	1,231	1,231	8220 Other Contractual Services	1,248	1,248	17	1.38 %
68,245	58,575	58,575	OBJECT TOTAL	58,517	58,517	-58	-0.10 %
<u>MATERIAL &amp; SUPPLIES</u>							
1,449	1,661	1,661	8301 Office Supplies	1,661	1,661	0	0.00 %
645	225	225	8310 Other Materials	225	225	0	0.00 %
2,094	1,886	1,886	OBJECT TOTAL	1,886	1,886	0	0.00 %
<u>CAPITAL OUTLAY</u>							
153,156	133,451	131,651	8401 Public Circulation Material	133,451	133,451	1,800	1.37 %
855	0	0	8410 Furniture, Fixtures & Equipmnt	0	0	0	****
154,011	133,451	131,651	OBJECT TOTAL	133,451	133,451	1,800	1.37 %

673,674	632,805	631,005	TOTAL	632,020	644,643	13,638	2.16 %
---------	---------	---------	-------	---------	---------	--------	--------

EXPLANATION

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

HIGHLIGHTS OF FY 2016-2017 OPERATION

- A new fire alarm system was installed.
- HVAC duct work was completed early in the year.
- Library parking lot issues were a constant challenge throughout the year. The parking is not adequate for the library and Town Hall patrons.
- Heating and cooling were challenging throughout the year. The current HVAC system is not adequate for the cold winters and hot summers.
- Five pines trees that lined the library driveway and hung over the library roof were cut down by Parks & Ground.
- Theft of library materials and a break-in to the library offered many challenges to staff.
- Completed some painting and a number of minor building projects and maintenance upgrades.

OBJECTIVES FOR 2017-2018

- Continue to work with the Facilities Management department to try to find a solution to the heating and cooling issues on the first floor. During the winter the cold air comes through the front doors and travels down to the reference desk. During the summer the hot air does the same. The HVAC system for the library cannot handle the heating and cooling needs.
- Continue work on minor repairs and projects that need attention.
- Continue to monitor the facility, handling problems with vandalism, inappropriate behavior and safety in a timely and professional manner.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function	Activity	Program	Code
Public Library	Library Operations	Library Building	0714

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
17,503	17,277	17,277	8103 Part Time	17,277	17,277	0	0.00 %
17,503	17,277	17,277	OBJECT TOTAL	17,277	17,277	0	0.00 %
			<u>PROFESSIONAL SVCS</u>				
177	635	635	8212 Equipment Maintenance	635	635	0	0.00 %
1,470	1,150	1,150	8213 Facilities Maintenance	1,150	1,150	0	0.00 %
85	1,362	1,362	8220 Other Contractual Services	1,362	1,362	0	0.00 %
1,733	3,147	3,147	OBJECT TOTAL	3,147	3,147	0	0.00 %
			<u>MATERIAL &amp; SUPPLIES</u>				
175	175	175	8305 Cleaning Supplies	175	175	0	0.00 %
175	175	175	OBJECT TOTAL	175	175	0	0.00 %

19,411	20,599	20,599	TOTAL	20,599	20,599	0	0.00 %
--------	--------	--------	-------	--------	--------	---	--------

### 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 2016-2017 OPERATION

- Selected, ordered and processed 12,735 items, including books, e-books, DVDs, CDs, magazines and museum passes.
- Maintained a collection of over 174,629 items, plus downloadable media (e-books and audio books).
- Integrated the records for Hoopla digital materials into the library catalog so now all items available through Hoopla are searchable in the library's online catalog.
- Added bestselling titles to the circulating genre eReaders to offer patrons a better selection of eBooks on these devices.
- Due to demand for electronic media, staff continued to increase downloadable e-books and audio books available through the *Overdrive* online subscription service offered through our Library consortium as well as through other subscription services like *Freegal* and *Hoopla*.
- Continued to weed, shift and move collections when possible to address the space constraints. While the digital collection grew, the print collection in areas like adult fiction, teen non-fiction, children's picture books and large print continued to be used heavily and needed more space. Even with the shifting the shelves are still overcrowded.
- Supervised a corps of 20 weekly volunteers, who in total worked an average of 1,107 hours during the year.
- Due to cuts in funding for the statewide delivery system, the processing and deliveries were severely impacted causing massive backlogs and delays in receiving in-coming and outgoing deliveries.
- Completed the RFID tagging of all library materials as part of the new system.

### OBJECTIVES FOR 2017-2018

- Continue to work with outside agencies to offer job training to disabled persons.
- Continue to use volunteer services where appropriate.
- Continue to work with CT. Library Consortium, The State Library and vendors for discounts in Library supplies.
- Investigate and evaluate e-content vendors and the e-content formats offered, such as downloadable magazines, music and video.
- Continue to address space planning through reorganization, weeding of underutilized materials and obsolete formats.
- Offer a variety of Readers' Advisory services via print and digital services as well as on the library's website, including promoting the summer and winter reading programs for all ages.

### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time increased for AFSCME contract raises.

Function	Activity	Program	Code
Public Library	Library Operations	Collection Management	0715

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
94,176	96,849	96,849	8101 Full time salaries	96,478	100,610	3,761	3.88 %
13,862	14,524	14,524	8103 Part Time	14,524	14,524	0	0.00 %
108,038	111,373	111,373	OBJECT TOTAL	111,002	115,134	3,761	3.38 %
			<u>PROFESSIONAL SVCS</u>				
0	135	135	8212 Equipment Maintenance	135	135	0	0.00 %
389	500	500	8216 Printing and Binding	500	500	0	0.00 %
389	635	635	OBJECT TOTAL	635	635	0	0.00 %
			<u>MATERIAL &amp; SUPPLIES</u>				
9,965	10,486	10,486	8302 Technical Supplies	10,486	10,486	0	0.00 %
9,965	10,486	10,486	OBJECT TOTAL	10,486	10,486	0	0.00 %

118,393	122,494	122,494	TOTAL	122,123	126,255	3,761	3.07 %
---------	---------	---------	-------	---------	---------	-------	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC LIBRARY	OPERATIONS	CIRCULATION	716

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2016-2017 OPERATION

- During the year 191,419 people visited the library and they checked out over 350,104 items.
- 13,049 people in Newington have library cards.
- The number of downloadable e-books, audio books, digital music and movies had a 9% increase.
- Continued to find evidence of stolen library materials both in the adult collection and the children's collection.
- Three new self-checkouts stations were added to the library with two across from the Circulation desk and one upstairs outside the children's department, and they became operational during the summer months.
- All DVDs and Blu-Rays were moved from the drawers behind the Circulation desk to their cases on the shelves. This allowed the area behind the desk to be redesigned to allow more space for reserve items and to process materials from deliveries.
- Circulation and patron visits decreased due to Sunday closings.

#### OBJECTIVES FOR 2017-2018

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.
- With the addition of RFID and the self-checkouts, look at reassigning duties to meet other needs of the library.
- Continue to offer excellent customer service at public desk.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time increased for AFSCME contract raises.
- Part Time increased due to step increases and increase in minimum wage.

Function	Activity	Program	Code
Public Library	Library Operations	Circulation	0716

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
151,001	150,448	150,448	8101 Full time salaries	149,872	156,309	5,861	3.90 %
2,324	0	0	8102 Overtime	0	0	0	****
178,851	169,250	169,250	8103 Part Time	173,730	173,730	4,480	2.65 %
4,419	4,782	4,782	8104 Seasonal	4,782	4,782	0	0.00 %
336,594	324,480	324,480	OBJECT TOTAL	328,384	334,821	10,341	3.19 %
<u>PROFESSIONAL SVCS</u>							
198	482	482	8216 Printing and Binding	482	482	0	0.00 %
198	482	482	OBJECT TOTAL	482	482	0	0.00 %
<u>MATERIAL &amp; SUPPLIES</u>							
898	1,098	1,098	8302 Technical Supplies	1,098	1,098	0	0.00 %
898	1,098	1,098	OBJECT TOTAL	1,098	1,098	0	0.00 %

337,690	326,060	326,060	TOTAL	329,964	336,401	10,341	3.17 %
---------	---------	---------	-------	---------	---------	--------	--------

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
29	30	30	8220 Other Contractual Services	30	30	0	0.00 %
29	30	30	OBJECT TOTAL	30	30	0	0.00 %

29	30	30	TOTAL	30	30	0	0.00 %
----	----	----	-------	----	----	---	--------

## PARKS AND RECREATION

810 ADMINISTRATION

830 GROUNDS MAINTENANCE

FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION		SUMMARY	800

# PERSONNEL SUMMARY

	2016-2017 <u>Authorized</u>	2017-2018 <u>Requested</u>	2017-2018 <u>Proposed</u>	2017-2018 <u>Approved</u>
<u>Positions (in work years)</u>				
<b><u>Administration</u></b>				
Supt. of Parks and Recreation	1.0	1.0	1.0	
Recreation Supervisors*	2.0	2.0	2.0	
Administrative Secretary I	2.0	2.0	2.0	
Office Clerk (PT)	0.5	0.6	0.4	
	5.5	5.6	5.4	
<b><u>Parks and Grounds</u></b>				
Supervisor of Parks, Grounds & Cemeteries	1.0	1.0	1.0	
Groundskeeper Foreperson	1.0	1.0	1.0	
Groundskeeper IV	1.0	1.0	1.0	
Groundskeeper II	1.0	1.0	1.0	
Groundskeeper I	8.0	8.0	8.0	
Parks Mechanic II	1.0	1.0	1.0	
Town Center Maintainer (Beautification Worker) (PT)	0.3	0.3	0.3	
Gardener (PT)	0.0	0.3	0.0	
	13.3	13.6	13.3	
<b><u>Cemeteries</u></b>				
Groundskeeper IV	1.0	1.0	1.0	
Account Clerk II	0.1	0.0	0.0	
Parks Laborer (Cemetery Maintainer) (PT)	0.4	0.5	0.4	
Office Assistant (PT)	0.0	1.2	0.4	
	1.5	2.7	1.8	
<u>Overtime (work hours)</u>				
Parks & Grounds	1,597.0	1,768.0	1676.8	
Cemeteries	286.0	286.0	286.0	
	1,883.0	2,054.0	1,962.8	
<u>Seasonal (work hours)</u>				
Maintenance Parks & Grounds – Maintainer	7,720.0	8,400.0	8,400.0	
	7,720.0	8,400.0	8,400.0	
<b><u>Board of Parks and Recreation</u></b>				
Recording Clerk	1.0	1.0	1.0	

\*Approximately 25% of the funding for these positions is charged to the Recreation 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 2016-2017 OPERATION

- For the eighth year in a row, the Life. Be In It. Extravaganza was run with revenue off-setting expenses.
- The Program Guide advertising program is being offered for the second year, and we are actively seeking partnerships and sponsorships with local businesses.

#### OBJECTIVES

- Stay current with trends in the parks and recreation industry.
- Continue to develop collaborative partners within the region to maximize efficiency.
- Follow the recommendations of the Parks and Recreation Master and Strategic Plan.
- Continue to ensure quality in all aspects of facilities, programs and service delivery.
- Continue to improve customer service by improving marketing and communications.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Decrease in Full Time is due to change in personnel.
- Longevity added to reflect staff's tenure.

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
309,997	307,841	307,841	8101 Full time salaries	306,545	303,729	-4,112	-1.34 %
450	12,413	12,413	8103 Part Time	20,700	12,413	0	0.00 %
400	0	0	8105 Longevity	200	200	200	****
310,847	320,254	320,254	OBJECT TOTAL	327,445	316,342	-3,912	-1.22 %
<u>PROFESSIONAL SVCS</u>							
535	1,002	1,002	8202 Dues and Subscriptions	1,077	1,077	75	7.49 %
960	1,500	1,500	8204 Conferences,Meetings,Training	3,100	1,400	-100	-6.67 %
1,514	1,380	1,380	8210 Equipment Rental	1,380	1,380	0	0.00 %
0	300	300	8212 Equipment Maintenance	1,800	300	0	0.00 %
3,009	4,182	4,182	OBJECT TOTAL	7,357	4,157	-25	-0.60 %
<u>MATERIAL &amp; SUPPLIES</u>							
914	1,300	1,300	8301 Office Supplies	1,700	1,300	0	0.00 %
0	300	300	8310 Other Materials	300	300	0	0.00 %
914	1,600	1,600	OBJECT TOTAL	2,000	1,600	0	0.00 %
<u>CAPITAL OUTLAY</u>							
0	0	0	8406 Office Equipment	3,000	0	0	****
0	0	0	OBJECT TOTAL	3,000	0	0	****

314,770	326,036	326,036	TOTAL	339,802	322,099	-3,937	-1.21 %
---------	---------	---------	-------	---------	---------	--------	---------

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

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2016-2017 OPERATION

- Personnel performed numerous duties to ensure that the Life Be In It Extravaganza was a success.
- Newington hosted State Little League Regional Playoffs and Nutmeg Games.
- Division personnel prepared for the annual tree lighting in December by decorating the Center Green, Main St. Market Square and Municipal parking lot areas.
- New lights were purchased and installed for the annual tree lighting.
- Athletic fields were well maintained despite difficult growing conditions.
- Installation of drainage and rubber safety surface at Mill Pond Park playscapes.
- Assisted a Gold Star candidate in the planning, upgrading and maintenance of the sensory garden at Mill Pond Park.
- Repaired and replaced pavers at 3 pedestrian crossings on Market Square.

#### OBJECTIVES

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time and Overtime increased for AFSCME contract raises.
- Overtime hours increased to reflect more accurately the time required for snow removal at schools, Extravaganza preparation and clean up at Newington High School football games.
- Seasonal account increased to enhance the workforce with one additional 680 hour Maintainer I.
- Clothing Allowance reflects adoption of new AFSCME contract.
- Increase in Equipment Rental due to need for 60' man-lift for the installation of Christmas lights/decorations and rising costs of portable bathrooms.
- Other Contractual Service reflects increased costs, especially of herbicide treatments for ponds and preparation of Mill Pond Park tennis courts.
- Technical Supplies reflects increasing cost and required quantity of field paint.
- Uniforms and Clothing reflects additional safety items, coveralls and uniforms.
- Construction & Maintenance Materials increased to continue addressing maintenance and vandalism at the athletic fields, parks and public buildings.
- Technical Equipment includes the purchase of aerators for Mill Pond and a Bobcat grapppler bucket attachment.

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
757,986	795,868	795,868	8101 Full time salaries	794,722	825,735	29,867	3.75 %
83,521	77,091	77,091	8102 Overtime	85,516	82,866	5,775	7.49 %
7,341	5,448	5,448	8103 Part Time	11,739	5,515	67	1.23 %
74,995	96,770	96,770	8104 Seasonal	107,580	103,740	6,970	7.20 %
3,150	3,750	3,750	8105 Longevity	3,750	4,350	600	16.00 %
926,992	978,927	978,927	OBJECT TOTAL	1,003,307	1,022,206	43,279	4.42 %
<u>PROFESSIONAL SVCS</u>							
25	500	500	8202 Dues and Subscriptions	600	600	100	20.00 %
2,387	2,365	2,365	8204 Conferences,Meetings,Training	3,420	3,070	705	29.81 %
1,093	1,910	1,400	8207 Clothing Allowance	2,800	2,100	700	50.00 %
10,054	10,352	10,352	8210 Equipment Rental	12,728	12,728	2,376	22.95 %
2,368	4,758	4,758	8212 Equipment Maintenance	4,758	4,758	0	0.00 %
20,001	21,189	21,189	8220 Other Contractual Services	23,964	23,964	2,775	13.10 %
35,928	41,074	40,564	OBJECT TOTAL	48,270	47,220	6,656	16.41 %
<u>MATERIAL &amp; SUPPLIES</u>							
53,314	52,390	52,390	8302 Technical Supplies	57,390	54,890	2,500	4.77 %
9,347	5,620	6,130	8303 Uniforms and Clothing	6,880	7,580	1,450	23.65 %
56,962	53,263	53,263	8304 Agricultural Supplies	57,255	53,255	-8	-0.02 %
13,127	12,000	12,000	8306 Constr.& Maintenance Materials	15,000	13,000	1,000	8.33 %
4,114	4,300	4,300	8307 Equipment Parts	4,300	4,300	0	0.00 %
3,409	3,600	3,600	8310 Other Materials	4,100	4,100	500	13.89 %
140,273	131,173	131,683	OBJECT TOTAL	144,925	137,125	5,442	4.13 %
<u>CAPITAL OUTLAY</u>							
16,041	12,000	12,000	8402 Technical Equipment	13,600	13,600	1,600	13.33 %
16,041	12,000	12,000	OBJECT TOTAL	13,600	13,600	1,600	13.33 %

1,119,234	1,163,174	1,163,174	TOTAL	1,210,102	1,220,151	56,977	4.90 %
-----------	-----------	-----------	-------	-----------	-----------	--------	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION	GROUNDS MAINTENANCE	CEMETERIES	832

#### EXPLANATION

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

- West Meadow Cemetery, which opened in 1977 and was expanded in 1990 and again in 2010, was designed with maintenance efficiency standards and averages over 120 interments per year.
- Center Cemetery, which dates back to the 1700's, is sold to capacity and continues to average 5 or 6 interments per year and requires labor-intensive maintenance.
- Church Street cemetery is an ancient, inactive cemetery which is maintained by Parks and Grounds.

#### HIGHLIGHTS OF FY 2016-2017 OPERATION

- Landscaping surrounding the chapel and Cherish the Children statue were completed.
- A memorial service was held at the Cherish the Children statue in September.
- There were 122 interments in 2016.
- The Wreaths Across America ceremony was held at West Meadow Cemetery in December.
- New directional signage and maps were installed.

#### OBJECTIVES

- To provide efficient maintenance and interment services to Town operated cemeteries.
- To enforce and carry out all cemetery regulations as required by the Newington Town Charter.
- To continue to replace declining shrub beds and perennials.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time salaries increased due to AFSCME contract raises.
- Overtime reflects AFSCME contract raises.
- Other Contractual Services increased for disposal of soil now required due to the landfill closing.
- Technical Equipment reflects purchase of sod cutter.



Function	Activity	Program	Code
Parks & Recreation	Grounds Maintenance	Cemeteries	0832

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
69,916	73,801	65,751	8101 Full time salaries	65,499	68,307	2,556	3.89 %
8,031	15,012	15,012	8102 Overtime	15,012	15,653	641	4.27 %
5,638	9,000	17,050	8103 Part Time	39,039	17,050	0	0.00 %
550	650	650	8105 Longevity	750	750	100	15.38 %
84,134	98,463	98,463	OBJECT TOTAL	120,300	101,760	3,297	3.35 %
<u>PROFESSIONAL SVCS</u>							
0	150	150	8202 Dues and Subscriptions	150	150	0	0.00 %
2,025	1,220	2,120	8206 Utilities	2,120	2,120	0	0.00 %
624	0	0	8213 Facilities Maintenance	0	0	0	****
3,445	500	500	8220 Other Contractual Services	6,500	3,500	3,000	600.00 %
6,094	1,870	2,770	OBJECT TOTAL	8,770	5,770	3,000	108.30 %
<u>MATERIAL &amp; SUPPLIES</u>							
393	3,400	3,400	8302 Technical Supplies	3,400	3,400	0	0.00 %
6,586	6,691	6,691	8304 Agricultural Supplies	6,691	6,691	0	0.00 %
3,220	4,300	3,400	8306 Constr. & Maintenance Materials	4,300	4,300	900	26.47 %
10,199	14,391	13,491	OBJECT TOTAL	14,391	14,391	900	6.67 %
<u>CAPITAL OUTLAY</u>							
2,443	4,000	4,000	8402 Technical Equipment	5,000	5,000	1,000	25.00 %
1,080	0	0	8406 Office Equipment	0	0	0	****
3,523	4,000	4,000	OBJECT TOTAL	5,000	5,000	1,000	25.00 %

103,949	118,724	118,724	TOTAL	148,461	126,921	8,197	6.90 %
---------	---------	---------	-------	---------	---------	-------	--------

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 Managements are responsible for all other maintenance aspects of the houses and grounds.

#### HIGHLIGHTS OF FY 2016-2017 OPERATION

#### OBJECTIVES

- In cooperation with the Facilities Department, maintain the outside grounds.

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>CAPITAL OUTLAY</u>				
198	500	500	8408 Building Improvements	500	500	0	0.00 %
198	500	500	OBJECT TOTAL	500	500	0	0.00 %

198	500	500	TOTAL	500	500	0	0.00 %
-----	-----	-----	-------	-----	-----	---	--------

FUNCTION	ACTIVITY	PROGRAM	CODE
PARKS AND RECREATION	GROUNDS MAINTENANCE	TREE MAINTENANCE	834

#### EXPLANATION

Under the Tree Warden's direction, the tree maintenance program funds the maintenance of all roadside trees which are valued over 30 million dollars. This program also maintains all the trees in parks and all municipal buildings.

#### HIGHLIGHTS OF FY 2016-2017 OPERATION

- Continued to address tree concerns to ensure safety.
- Sent the Tree Warden and two Groundskeepers to safety training classes.
- Continued the joint agreement with the Town of Wethersfield for tree service.
- Planted trees in parks and roadside areas.

#### 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

- Conferences, Meetings, Training reflects increased costs of specialized training.

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PERSONAL SERVICES</u>				
1,750	1,750	1,750	8101 Full time salaries	2,000	1,750	0	0.00 %
1,750	1,750	1,750	OBJECT TOTAL	2,000	1,750	0	0.00 %
			<u>PROFESSIONAL SVCS</u>				
1,098	1,200	1,200	8204 Conferences,Meetings,Training	1,900	1,350	150	12.50 %
19,642	25,000	25,000	8217 Consultants/Special Contractor	25,000	25,000	0	0.00 %
20,740	26,200	26,200	OBJECT TOTAL	26,900	26,350	150	0.57 %
			<u>MATERIAL &amp; SUPPLIES</u>				
7,368	8,000	8,000	8302 Technical Supplies	8,000	8,000	0	0.00 %
7,368	8,000	8,000	OBJECT TOTAL	8,000	8,000	0	0.00 %

29,858	35,950	35,950	TOTAL	36,900	36,100	150	0.42 %
--------	--------	--------	-------	--------	--------	-----	--------

## INSURANCE AND MISCELLANEOUS

910 MUNICIPAL INSURANCE AND BONDS

930 GREATER HARTFORD TRANSIT DISTRICT

940 EMPLOYEE BENEFITS

950 DONATIONS AND CONTRIBUTIONS

960 CONTINGENCY

FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	MUNICIPAL INSURANCE		910

#### EXPLANATION

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

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

#### HIGHLIGHTS OF FY 2016-2017 OPERATION

- USI Insurance Services of Connecticut served the second year of a three year term as the Town's Agent of Record.
- Including the excess liability (Umbrella) policies, all coverage was provided by CIRMA (The Connecticut Interlocal Risk Management Agency) for programs 0911 to 0919.
- The Town is in a budget stabilization program with CIRMA for its liability, automobile and property coverage.
- Coverage was provided for some cyber liability incurred by the Town and Board of Education, in the event that personal financial information is compromised by the Town.

#### 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 the second year of a two year extension of the rate stabilization program with its insurance carrier for the workers compensation, automobile, liability and property coverage. Rates for this coverage increased by 1.5% for workers compensation and 3% for automobile, liability and property coverage.

FUNCTION	ACTIVITY	PROGRAM	CODE
Insurance - Miscellaneous	Municipal Insurance		0910

2015-2016 Actual	2016-2017 Original Budget	2016-2017 Revised Budget		2017-2018 Department Request	2017-2018 Manager Proposed	Change from revised budget	
			Object Summary				
766,903	789,161	790,761	200 Contractual Services	810,586	810,586	19,825	2.51%
225,000	175,000	173,400	500 Transfers to Other Funds	175,000	175,000	1,600	0.92%
991,903	964,161	964,161		985,586	985,586	21,425	2.22%
			Program Summary				
411,035	417,202	417,202	0911 Workers Compensation	423,461	423,461	6,259	1.50%
133,394	135,857	140,934	0912 General Liability & Auto Ins.	144,569	144,569	3,635	2.58%
60,371	62,184	62,184	0914 Umbrella Liability	64,049	64,049	1,865	3.00%
35,827	36,903	36,903	0915 Police Professional Liability	38,011	38,011	1,108	3.00%
44,004	45,325	45,325	0916 Public Official Liability	46,685	46,685	1,360	3.00%
32,748	35,744	35,791	0919 Property Coverage	37,865	37,865	2,074	5.79%
26,924	33,346	29,822	0920 Other Coverage	33,346	33,346	3,524	11.82%
100	100	100	0921 Surety Bonds	100	100	0	0.00%
22,500	22,500	22,500	0922 Agent Fees	22,500	22,500	0	0.00%
225,000	175,000	173,400	0925 Reimbursement Insurance Fund	175,000	175,000	1,600	0.92%

991,903	964,161	964,161	TOTAL	985,586	985,586	21,425	2.22%
---------	---------	---------	-------	---------	---------	--------	-------



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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
2,930	2,930	2,930	8218 Contributions and Subsidies	2,930	2,930	0	0.00 %
2,930	2,930	2,930	OBJECT TOTAL	2,930	2,930	0	0.00 %

2,930	2,930	2,930	TOTAL	2,930	2,930	0	0.00 %
-------	-------	-------	-------	-------	-------	---	--------

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 up slightly by 1.2%. The 2017-2018 budgeted amount for the Town's contribution for current employees (net of co-pays, COBRA and other income) for the Blue Cross/Blue Shield ASO (Administrative Services Only) program totals \$2,491,046. Additionally, based on the Town's actuary evaluation for OPEB, the contribution to the trust is \$1,014,866 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 \$206,714 or about 4.1%.

The 2017 wage base for Social Security taxes increased to \$127,200. All 2017 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).

The 2017-2018 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

2015-2016 Actual	2016-2017 Original Budget	2016-2017 Revised Budget		2017-2018 Department Request	2017-2018 Manager Proposed	Change from revised budget	
			Object Summary				
9,455,515	9,782,158	9,782,158	200 Contractual Services	10,410,472	10,013,524	231,366	2.37%
9,455,515	9,782,158	9,782,158		10,410,472	10,013,524	231,366	2.37%
			Program Summary				
3,772,494	3,666,305	3,666,305	0941 Medical Insurance	3,974,781	3,677,833	11,528	0.31%
31,421	32,548	32,548	0942 Life Insurance	34,359	32,975	427	1.31%
4,694,664	5,091,544	5,091,544	0943 Retirement	5,398,258	5,298,258	206,714	4.06%
591,382	610,704	610,704	0944 Social Security	618,660	618,660	7,956	1.30%
227,125	227,859	227,859	0945 Medicare Taxes	230,841	230,841	2,982	1.31%
138,429	153,198	153,198	0946 Other Benefits	153,573	154,957	1,759	1.15%

9,455,515	9,782,158	9,782,158	TOTAL	10,410,472	10,013,524	231,366	2.37%
-----------	-----------	-----------	-------	------------	------------	---------	-------

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
- Cable Television
- NVFD Veterans

#### MAJOR BUDGET CHANGES AND COMMENTARY

- None.

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

2015-2016 Actual	2016-2017 Original Budget	2016-2017 Revised Budget		2017-2018 Department Request	2017-2018 Manager Proposed	Change from revised budget	
			Object Summary				
25,000	25,000	25,000	200 Contractual Services	25,000	25,000	0	0.00%
25,000	25,000	25,000		25,000	25,000	0	0.00%
			Program Summary				
5,000	5,000	5,000	0953 Memorial Day Parade	5,000	5,000	0	0.00%
15,000	15,000	15,000	0956 Cable Television	15,000	15,000	0	0.00%
5,000	5,000	5,000	0957 NVFD - Veterans	5,000	5,000	0	0.00%

25,000	25,000	25,000	TOTAL	25,000	25,000	0	0.00%
--------	--------	--------	-------	--------	--------	---	-------

FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	CONTINGENCY	MANAGER'S CONTINGENCY	961

#### EXPLANATION

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

#### MAJOR BUDGET CHANGES AND COMMENTARY

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

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
43,995	48,500	48,500	8220 Other Contractual Services	48,500	48,500	0	0.00 %
43,995	48,500	48,500	OBJECT TOTAL	48,500	48,500	0	0.00 %
			<u>CAPITAL OUTLAY</u>				
1,133	0	0	8406 Office Equipment	0	0	0	****
1,133	0	0	OBJECT TOTAL	0	0	0	****

45,128	48,500	48,500	TOTAL	48,500	48,500	0	0.00 %
--------	--------	--------	-------	--------	--------	---	--------



FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	CONTINGENCY	SPECIAL CONTINGENCY	962

#### EXPLANATION

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

#### HIGHLIGHTS OF FY 2016-2017 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 2016-2017 through February 23, 2017:

Original Appropriation	\$532,018
Less: Transfers to Other Departments: Council Transfers as of 2/23/2017	\$ 0
Amended Budget Appropriation	\$532,018

#### MAJOR BUDGET CHANGES AND COMMENTARY

- The amount budgeted in Contingency is five-tenths of one percent (0.5%) of total General Fund estimated expenditure. The account was increased in order to set aside sufficient funds for contract negotiations including potential wage increases for administrative, part time and IBPO personnel.

Function	Activity	Program	Code
Insurance-Miscellaneous	Contingency	Special Contingency	0962

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
0	532,018	532,018	8220 Other Contractual Services	608,157	608,157	76,139	14.31 %
0	532,018	532,018	OBJECT TOTAL	608,157	608,157	76,139	14.31 %

0	532,018	532,018	TOTAL	608,157	608,157	76,139	14.31 %
---	---------	---------	-------	---------	---------	--------	---------

1000 DEBT SERVICE

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 raised its rating on Newington's general obligation (GO) bonds to 'AA+' from 'AA' based on the implementation of its local GO criteria.

MAJOR BUDGET CHANGES AND COMMENTARY

<u>Serial Bonds</u>	<u>Year Issued</u>	<u>Outstanding as of 7/1/2017</u>	<u>Principal Paid 2017-18</u>	<u>Interest Paid 2017-18</u>	<u>Total Payment</u>	<u>True Interest Cost %</u>	<u>Year Retired</u>
Education Facilities I & II Refunding (E. Green & R. Chaffee)	2013	2,206,000	620,000	52,211	672,211	1.58	2024
Police Station I & II Refunding	2013	3,014,000	405,000	73,370	478,370	1.58	2025
Total		5,220,000	1,025,000	125,581	1,150,581		

Debt service payments decreased by \$41,050 in fiscal year 2017-2018 as no additional bond sales are scheduled. Interest payments are down due to declining principal balances.

FUNCTION	ACTIVITY	PROGRAM	CODE
Debt Service	Summary		1000

2015-2016 Actual	2016-2017 Original Budget	2016-2017 Revised Budget		2017-2018 Department Request	2017-2018 Manager Proposed	Change from revised budget	
			Object Summary				
1,227,831	1,191,631	1,191,631	200 Contractual Services	1,150,581	1,150,581	-41,050	-3.44%
1,227,831	1,191,631	1,191,631		1,150,581	1,150,581	-41,050	-3.44%
			Program Summary				
187,831	156,631	156,631	1014 Interest Expense	125,581	125,581	-31,050	-19.82%
1,040,000	1,035,000	1,035,000	1024 Principal Payments	1,025,000	1,025,000	-10,000	-0.97%

1,227,831	1,191,631	1,191,631		1,150,581	1,150,581	-41,050	-3.44%
-----------	-----------	-----------	--	-----------	-----------	---------	--------

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>2015</u>	<u>%</u>	<u>2016</u>	<u>%</u>	<u>2017 Base</u> <u>Amount</u>	<u>Contingent</u> <u>Amount</u>	<u>2017</u>	<u>%</u>
Hartford	\$10,298,600	27.50%	\$10,174,900	26.13%	\$10,963,200	\$2,097,800	\$13,061,000	26.31%
E. Hartford	4,490,100	11.99%	4,762,000	12.23%	5,059,400	968,200	6,027,600	12.14%
NEWINGTON	3,287,300	8.78%	3,508,400	9.01%	3,752,900	718,100	4,471,000	9.01%
Wethersfield	3,022,000	8.07%	3,207,700	8.24%	3,408,200	652,100	4,060,300	8.18%
Windsor	3,222,600	8.61%	3,404,700	8.74%	3,656,900	699,700	4,356,600	8.78%
Bloomfield	2,752,400	7.35%	2,936,000	7.54%	3,067,100	586,900	3,654,000	7.36%
Rocky Hill	2,153,700	5.75%	2,239,700	5.75%	2,475,800	473,800	2,949,600	5.94%
W. Hartford	<u>8,219,700</u>	<u>21.95%</u>	<u>8,710,900</u>	<u>22.37%</u>	<u>9,286,900</u>	<u>1,777,000</u>	<u>11,063,900</u>	<u>22.29%</u>
TOTAL	\$37,446,400	100.00%	\$38,944,300	100.00%	\$41,670,400	\$7,973,600	\$49,644,000	100.00%

(Source: MDC's 2017 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 2017-18 budget. Newington's budgeted funds for the MDC include 50% of the MDC's 2016 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 2017 MDC tax for Newington and the amount paid on the 2016 MDC tax (i.e., 50%) during FY 2016-17.

In addition to the base tax levied by the MDC, an additional Contingent Amount was levied in the event that the base amount is not paid in full by the City of Hartford. This additional amount is not included in the Town Manager's Proposed budget.

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
			<u>PROFESSIONAL SVCS</u>				
3,395,710	3,658,550	3,658,550	8220 Other Contractual Services	4,633,250	3,915,150	256,600	7.01 %
3,395,710	3,658,550	3,658,550	OBJECT TOTAL	4,633,250	3,915,150	256,600	7.01 %

3,395,710	3,658,550	3,658,550	TOTAL	4,633,250	3,915,150	256,600	7.01 %
-----------	-----------	-----------	-------	-----------	-----------	---------	--------



## CAPITAL IMPROVEMENTS

FUNCTION	ACTIVITY	CODE
CAPITAL IMPROVEMENTS	SUMMARY	1100

#### EXPLANATION

Summaries of FY 2017-18 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 2017-2018 Through 2021-2022.

		-STATE AID-					
	Project Title	Department Request	Town Manager Proposed	CIP Committee Proposed	Town Aid Roads	Capital Project Balances	General Fund Budget
General Government	General Property Improvements	175,000	165,000	165,000			165,000
	Town Buildings Mechanical Reserve	100,000	50,000	50,000			50,000
	Town Buildings Sidewalk Replacement & Repairs	25,000	25,000	25,000		25,000	-
	Town Roof Replacement (includes Kellogg Eddy Roof)	900,000	900,000	575,000			575,000
	Senior & Disabled Ctr HVAC Replacement	71,750	71,750	71,750		71,750	-
	Historic Property Upgrades - Kellogg Eddy House Roof	53,000	53,000				-
	Senior & Disabled Center Boiler Replacements	55,000	55,000				-
	Senior & Disabled Center Bldg Energy Management System	100,000					-
	Information Technology Reserve	414,700	335,000	335,000		1,754	333,246
	Townwide Fiber Optic Deployment	750,000	250,000	250,000			250,000
	Technology Costs Associated with Town Hall Renovation	750,000	500,000				-
	Highway Garage Bldg Upgrades & Repairs	115,000					-
Highway Garage Building Addition	267,500					-	
Public Safety	Radio Replacement Reserve	40,000	40,000	40,000			40,000
	Public Safety Communications Tower Replacement	240,000	240,000	240,000			240,000
	Fire Dept Personal Protective Equipment Replacement	72,000	72,000	72,000			72,000
	Fire Dept 5" Fire Hose Replacement	30,000	30,000	30,000			30,000
	Fire Co #1 Energy Efficient Radieant Heat System	40,000					-
	Fire Co #2, #3, #4 & #5 Energy Efficient Lighting	45,000					-
	Fire Dept HQ Energy Efficient A/C Replacement	35,000					-
	Fire Co #4 Firehouse Replacement	150,000					-
	Fire Co #3 Firehouse Replacement	150,000					-
	Fire Co #3 Interior Interior and Exterior Painting	25,000					-
	Fire Co #3 Resurface Bay Floor	35,000					-
	Fire Co #1 Bathroom Remodel	50,000					-
Public Works	Road Resurfacing/Reconstruction	1,000,000	900,000	900,000	400,000	30,697	469,303
	Sidewalk Repair	75,000	75,000	75,000		75,000	-
	Stonewall Repair	25,000					-
	Public Building Resurfacing Program	25,000	25,000				-
	Drainage Improvements	25,000	25,000				-
	Landfill Conversion to Transfer Station	800,000	800,000	400,000			400,000
	Park, Pool and Playfield Improvements	150,000	75,000	75,000			75,000
Parks And Recreation	Synthetic Turf Replacement Reserve	25,000	25,000	25,000			25,000
	Churchill Park Handicap Accessible 2-5 yr old Playscape	55,000	55,000	55,000			55,000
	Snow Removal/Roadside Mowing Equipment	220,000	175,000	175,000			175,000
	Town Parks ADA Compliant Paths	75,000					-
	Beechwood Park Rubber Sfty Surface/ADA Compliant Paths	150,000					-
	Appr. To Public School CIP Reserve	125,000	125,000	125,000			125,000
	J. Wallace Classroom Wings Reconfiguration	1,000,000	1,000,000	1,000,000			1,000,000
Education	School Bus Program	644,133	644,133	584,376		10,734	573,642
	School Technology Reserve	188,828	188,828	188,828			188,828
	School Districtwide HVAC Replacement	150,000	150,000				-
	School Driveways, Parking Lots & Sidewalks	75,000	75,000				-
	School Roof Repair Reserve	150,000	150,000				-
	Subtotal Capital Improvements	9,646,911	7,274,711	5,456,954	400,000	214,935	4,842,019
	Equipment Replacement	Equipment Replacement Reserve	458,000	458,000	458,000		
	Lease Purchase & Other Payments	267,400	267,400	267,400			267,400
Annual Debt Service Payments							1,150,581
GRAND TOTAL							6,718,000

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

2015 - 2016 Actual	2016 - 2017 Original Budget	2016 - 2017 Revised Budget		2017 - 2018 Department Request	2017 - 2018 Manager Proposed	Change from Revised budget	
<u>T/F'S TO OTHER FUNDS</u>							
2,548,228	3,310,205	3,310,205	8501 T/F to Capital Non-Recurring	6,539,411	3,142,019	-168,186	-5.08 %
1,869,500	1,798,462	1,798,462	8502 T/F to Public Building Fund	2,582,500	1,575,000	-223,462	-12.43 %
125,000	125,000	125,000	8503 T/F to School CIP Fund	125,000	125,000	0	0.00 %
536,200	15,638	15,638	8504 Transfer to Land Acquisition Fd	0	0	-15,638	0.00 %
5,078,928	5,249,305	5,249,305	OBJECT TOTAL	9,246,911	4,842,019	-407,286	-7.76 %

5,078,928	5,249,305	5,249,305	TOTAL	9,246,911	4,842,019	-407,286	-7.76 %
-----------	-----------	-----------	-------	-----------	-----------	----------	---------

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.
- The appropriation for 2017-2018 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, 2) lease-financed payments scheduled for the fire apparatus.

The following expenditures are included for FY 2016-2017:

	<u>Annual Depreciation Funding</u>	<u>Lease Payments</u>
General Government	\$64,666	
Public Safety Police	68,315	
Public Safety Fire	10,055	267,400
Highway	242,813	
Parks & Grounds	72,151	
Total	<u>\$458,000</u>	<u>\$267,400</u>

\$146,503 Estimated June 30, 2017 Balance  
 725,400 July 1, 2017 General Fund Appropriation  
 790,378 Estimated Purchases  
\$81,525 Estimated June 30, 2018 Balance

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

2015-2016 Actual	2016-2017 Original Budget	2016-2017 Revised Budget		2017-2018 Department Request	2017-2018 Manager Proposed	Change from revised budget	
			Object Summary				
553,241	629,400	629,400	500 Transfers to Other Funds	725,400	725,400	96,000	15.25%
			Program Summary				
553,241	629,400	629,400	2500 Equipment Reserve	725,400	725,400	96,000	15.25%

553,241	629,400	629,400		725,400	725,400	96,000	15.25%
---------	---------	---------	--	---------	---------	--------	--------

## 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 2010.

#### MAJOR BUDGET CHANGES AND COMMENTARY

None.

	<u>2015-2016</u> <u>Actual</u>	<u>2016-2017</u> <u>Budget</u>	<u>2016-2017</u> <u>Estimated</u>	<u>2017-2018</u> <u>Proposed</u>	<u>2017-2018</u> <u>Approved</u>
OPENING BALANCE	725,529	643,329	684,564	610,649	
<u>ACTUAL/ESTIMATED RECEIPTS</u>					
Board of Education Appropriation	23,200	23,200	23,200	23,200	
Town Operations Appropriation	69,700	69,700	69,700	69,700	
Interest	<u>3,402</u>	<u>2,100</u>	<u>3,385</u>	<u>3,100</u>	
TOTAL RECEIPTS	96,302	95,000	96,285	96,000	
AVAILABLE FUNDS	821,831	738,329	780,849	706,649	
<u>EXPENDITURES/APPROPRIATIONS</u>					
Board of Education Terminations	89,130	47,000	47,000	49,000	
Town Operation Terminations	48,137	123,200	123,200	108,300	
Actuarial Evaluation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL EXPENDITURES/APPROPRIATIONS	137,267	170,200	170,200	157,300	
CLOSING BALANCE	684,564	568,129	610,649	549,349	



FUNCTION	ACTIVITY	PROGRAM	CODE
Employee Leave Liability Fund	Summary		3000

2015-2016 Actual	2016-2017 Original Budget	2016-2017 Revised Budget		2017-2018 Department Request	2017-2018 Manager Proposed	Change from revised budget	
			Object Summary				
92,900	92,900	92,900	500 Transfers to Other Funds	92,900	92,900	0	0.00%
			Program Summary				
23,200	23,200	23,200	3100 Board of Educ Employee Leave Liab.	23,200	23,200	0	0.00%
69,700	69,700	69,700	3200 Town Employee Leave Liability	69,700	69,700	0	0.00%

92,900	92,900	92,900		92,900	92,900	0	0.00%
--------	--------	--------	--	--------	--------	---	-------

## BOARD OF EDUCATION FINAL PROGRAM STRUCTURE

<u>PROGRAM</u>	<u>2015 - 2016</u>	<u>2016 - 2017</u>	<u>2017 - 2018</u>
Art	\$641,051	\$674,794	\$705,547
Workforce Development	\$752,634	\$743,173	\$769,665
Education Technology	\$2,063,544	\$1,980,828	\$1,916,477
English/Language Arts	\$3,940,906	\$3,940,292	\$4,171,079
World Language	\$1,221,094	\$1,284,885	\$1,320,518
Mathematics	\$3,901,712	\$4,174,653	\$4,407,975
Music	\$1,259,081	\$1,190,832	\$1,207,798
Wellness	\$1,406,198	\$1,460,567	\$1,495,133
Reading	\$3,586,951	\$3,841,063	\$4,039,130
Science	\$3,375,291	\$3,377,009	\$3,546,521
STEM	\$551,249	\$645,899	\$722,450
Social Studies	\$3,602,887	\$3,671,664	\$3,713,758
Special Education	\$7,630,224	\$7,562,739	\$8,309,907
Homebound K-12	\$78,027	\$67,000	\$76,000
Continuing/Adult Education	\$112,173	\$94,433	\$94,672
Student Activities-Non-Athletics	\$152,724	\$161,933	\$162,958
Student Activities - Athletics	\$551,041	\$547,727	\$562,790
School Counseling	\$1,193,887	\$1,238,427	\$1,272,278
Health/Nursing Services	\$563,130	\$642,519	\$653,113
Psychological Services	\$852,273	\$880,013	\$905,623
Speech/Hearing	\$538,735	\$612,225	\$622,851
Curriculum & Assessment	\$339,495	\$425,936	\$398,468
Media/Library Services	\$993,429	\$882,717	\$908,422
General Supplies	\$197,491	\$269,677	\$271,250
Central Direction	\$1,603,168	\$1,746,671	\$1,776,651
Building Direction	\$3,874,330	\$3,669,019	\$3,663,175
Staff Development & Evaluation	\$112,785	\$159,286	\$93,092
Board of Education	\$334,037	\$480,365	\$498,275
Maintenance	\$4,759,677	\$2,416,611	\$2,658,390
Plant Operations	\$4,016,628	\$4,578,832	\$4,631,631
Transportation	\$3,054,619	\$2,727,131	\$2,763,645
Insurance	\$600,109	\$689,770	\$718,846
Other Salaries	\$688,473	\$1,085,736	\$1,193,360
Employee Benefits	\$10,721,434	\$12,143,706	\$12,005,886
Community Services	\$55,254	\$117,796	\$119,271
<b>TOTAL</b>	<b>\$69,325,741</b>	<b>\$70,185,928</b>	<b>\$72,376,605</b>
<b>TOWN MANAGER PROPOSED</b>			<b>\$71,589,647</b>

## 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

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 2016-2017 include:

- Over 750 programs/classes were offered throughout the year, and approximately 8,000 participants registered for these programs.
- New program offerings included Karate (adults & children), Club TotalRec for students in grades 5 through 12, Exercise the Right Choice (After School Program for grades K through 4), Camp S'More for students in Kindergarten through grade 4, free tennis lessons as part of Summer Camp RECreate campers in grades 1 & 2 and the enhancement of the Counselor-In-Training program.
- New special events included Motorcycle Madness—an event drawing over 400 motorcycles. A garden party was held for community garden participants to meet one another, enjoy organic refreshments, exchange recipes and listen to community gardening pointers.
- Facebook continues to be an effective way to reach the community. A Pay-It-Forward promotion similar to a photo scavenger hunt was offered for the second year and gift certificates were left in town parks for residents to find.
- The program guide advertising program was again offered to local businesses who want to put advertisements in our seasonal brochure.
- Free opportunities and events for recreation and leisure are offered each year, including Fun Runs, (additional) Concerts at Mill Pond Park (including cookie giveaways donated by local businesses), Pictures with Santa / Winter Wonderland, demonstration classes, Night of Lights, Touch a Truck, National Trails Day Bird Walk, Family Fishing Derby, family fishing classes and more.
- Several events were added to the 35<sup>th</sup> annual Life. Be In It. Extravaganza, including Helicopter Rides, Hot Air Balloon, Soccer Shootout, 4-day carnival (previously only 3 days), professional bands, the CT National Guard 102d Army Band and a much larger fireworks' display. The weeklong events also included a family tie dye and frozen yogurt party, family pool party, craft beer tasting, concert in the park, traditional crafts and entertainment.
- A consignment ticket program for Six Flags, Lake Compounce and the Connecticut Science Center was offered, giving residents the opportunity to purchase discount one-day tickets at the Parks and Recreation office.

Human Services – Needs & Donations: This fund, which accounts for the financial support received by the Human Services Department through contributions from individuals, community organizations and the Youth-Adult Council, allows response to critical basic needs for disadvantaged residents, Neighbors-Helping-Neighbors program, social work services, the Adventure-Based Challenge ROPE (Rite of Passage Experience) Course at the H. P. Hood site, the annual "Hoop-La" basketball game, and a college scholarship for one Newington High School student.

Senior & Disabled Center Donations: Accounts for the revenues and expenses associated with the coffee and gift shop operations and records membership fees and donations received. All net proceeds are spent at the discretion of the Commission on Aging and Disabled.

## MAJOR BUDGET CHANGES AND COMMENTARY

- Cemetery Fund – Consultants/Special Contractor increased to reflect funding to complete the Legacy software project.
- Local Capital Improvement Fund – The State of Connecticut notified towns that this grant funding is frozen until further notice. Therefore, projects are not scheduled for FY 2017-2018.

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY SUMMARY	PROGRAM 2000		CODE 5000
2015-16	2016-2017		EXPENDITURE CLASSIFICATION	2017-2018		
ACTUAL	REVISED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	Change from Revised Budget
165,539	152,824	153,468	Cemetery Fund	192,501	170,961	18,137
475,256	434,000	434,000	Road Aid Maintenance Fund	434,000	434,000	-
227,666	200,000	124,274	Local Capital Improvement Program Fund	-	-	(200,000)
840,724	944,294	916,250	Recreation Programs Fund	1,058,148	1,058,148	113,854
119,082	133,000	133,000	Human Services - Needs & Donations	133,000	133,000	-
35,664	43,000	43,000	Senior & Disabled Center Donations	43,000	43,000	-
138,371	261,244	261,244	Insurance Reserve Fund	184,303	184,303	(76,941)
337,318	800,000	800,000	Public School Capital Improvement Program	370,000	370,000	(430,000)
10,643,187	12,128,219	12,128,219	Health Benefits Fund	10,458,752	10,458,752	(1,669,467)
536,200	15,638	15,638	Land Acquisition Fund	-	-	(15,638)
<u>13,519,008</u>	<u>15,112,219</u>	<u>15,009,093</u>	TOTAL APPROPRIATIONS	<u>12,873,704</u>	<u>12,852,164</u>	<u>(2,260,055)</u>

FUNCTION			ACTIVITY		PROGRAM		CODE
SPECIAL REVENUE FUNDS			CEMETERY FUND		2001/20832		5001
2015-16	2016-2017				2017-2018		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
1,362,019	1,375,107	1,359,966	OPENING BALANCE		1,401,398	1,401,398	
			ACTUAL/ESTIMATED RECEIPTS				
3,561	1,800	3,600	5506	Investment Income	3,600	3,600	
89,950	110,000	110,000	5701	Interment Charges	110,000	110,000	
68,175	111,000	80,000	5905	Grave Sales	70,000	70,000	
1,800	1,300	1,300	6030	State Grant - Veteran Markers	1,300	1,300	-
163,486	224,100	194,900	TOTAL RECEIPTS		184,900	184,900	-
1,525,505	1,599,207	1,554,866	TOTAL AVAILABLE FUNDS		1,586,298	1,586,298	-
			APPROPRIATIONS:				
			Transfer to General Fund for Operating Expenditures				
126,612	118,724	118,724	87011	in Program #832	148,461	126,921	
260	1,000	1,000	87012	Pamphlets for Purchasers	1,000	1,000	
6,447	24,000	24,000	87013	Capital Outlay - Grounds Care Equipment	25,000	25,000	
335	1,000	1,000	87014	Office Equipment	1,000	1,000	
494	500	500	87015	Capital Improvements - Trees & Shrubs	500	500	
25,005	540	539	87016	Capital Improvements - Other	540	540	
6,065	3,000	3,645	87017	Refunds (prior years sales)	3,000	3,000	
320	1,000	1,000	87020	Faceplate Inscriptions	1,000	1,000	
-	3,060	3,060	87021	Consultants/Special Contractor	12,000	12,000	-
165,539	152,824	153,468	TOTAL APPROPRIATIONS		192,501	170,961	-
1,359,966	1,446,383	1,401,398	CLOSING BALANCE		1,393,797	1,415,337	-



FUNCTION			ACTIVITY	PROGRAM	CODE	
SPECIAL REVENUE FUNDS			ROAD AID MAINTENANCE	2003/20322	5002	
2015-16	2016-2017		EXPENDITURE CLASSIFICATION	2017-2018		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
152,734	79,122	93,730	OPENING BALANCE	75,364	75,364	
			ACTUAL/ESTIMATED RECEIPTS			
416,252	415,388	415,634	6030 State Grants	415,634	415,634	-
416,252	415,388	415,634	TOTAL RECEIPTS	415,634	415,634	-
568,987	494,510	509,364	TOTAL AVAILABLE FUNDS	490,998	490,998	-
			APPROPRIATIONS:			
384,416	400,000	400,000	87092 Pavement Resurfacing - Vendor 2016-2017 Avery Rd, Deepwood Dr, Elm Ridge Terr, Gilbert Rd (Tomlin to Lloyd), Kilts Ln (Tpke to Ann), Pine St, Puritan Ln, Revere Dr. 2017-2018 Roads to be determined	400,000	400,000	
28,940	14,000	14,000	87093 Pavement Patching Materials	14,000	14,000	
61,900	20,000	20,000	87096 Pavement Crack Sealing	20,000	20,000	-
475,256	434,000	434,000	TOTAL APPROPRIATIONS	434,000	434,000	-
93,730	60,510	75,364	CLOSING BALANCE	56,998	56,998	-

FUNCTION			ACTIVITY	PROGRAM	CODE		
SPECIAL REVENUE FUNDS			LOCAL CAPITAL IMPROVEMENT PROGRAM (LoCIP)	2004/20323	5003		
2015-16	2016-2017		EXPENDITURE CLASSIFICATION	2016-2017			
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED	
167,749	177,233	177,233	OPENING BALANCE	62,959	62,959		
			ACTUAL/ESTIMATED RECEIPTS				
11,370	12,000	10,000	5705 Licenses, Permits & Fees	10,000	10,000		
225,781	209,032	-	6030 State Grants	-	-	-	
237,151	221,032	10,000	TOTAL RECEIPTS	10,000	10,000	-	
404,899	398,265	187,233	TOTAL AVAILABLE FUNDS	72,959	72,959	-	
			APPROPRIATIONS:				
227,666			Prior Year Projects				
	46,000	37,692	87144 High Ridge Road				
	127,000	86,370	87145 Tremont St- Edwards to Red Rock				
	27,000	212	87148 Forest Dr Cul de Sac - east 500'				
			2017-2018 Roads to be determined	-	-	-	
227,666	200,000	124,274	TOTAL APPROPRIATIONS	-	-	-	
177,233	198,265	62,959	CLOSING BALANCE	72,959	72,959	-	



FUNCTION			ACTIVITY		PROGRAM	CODE
SPECIAL REVENUE FUNDS			RECREATION		2010	5004
2015-16	2016-2017		EXPENDITURE CLASSIFICATION		2017-2018	
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS			DEPARTMENT REQUEST	MANAGER PROPOSED
809,169	810,969	900,448	OPENING BALANCE		1,019,030	1,019,030
			ACTUAL/ESTIMATED RECEIPTS			
2,782	1,500	4,000	5506	Interest Earnings	2,000	2,000
231,382	210,500	300,000	20801	Playgrounds	274,500	274,500
145,121	120,000	123,000	20802	Preschool	149,800	149,800
209,416	257,800	257,800	20803	Youth	271,198	271,198
104,850	113,200	105,000	20804	Adult	108,900	108,900
24,693	20,200	25,000	20805	Seniors	20,200	20,200
74,994	70,300	73,000	20806	Aquatics	70,900	70,900
2,032	2,800	2,475	20807	Special Needs	2,800	2,800
4,178	4,450	4,450	20808	Concessions/Vending	5,250	5,250
42,824	30,800	35,000	20809	Facilities	39,500	39,500
63,147	75,000	82,107	20810	Extravaganza	88,600	88,600
26,585	15,000	23,000	20812	Special Events	24,500	24,500
932,004	921,550	1,034,832	TOTAL RECEIPTS		1,058,148	1,058,148
1,741,172	1,732,519	1,935,280	TOTAL AVAILABLE FUNDS		2,077,178	2,077,178
			APPROPRIATIONS:			
201,601	200,667	200,000	20801	Playgrounds	214,767	214,767
104,991	104,775	104,000	20802	Preschool	114,325	114,325
186,587	229,278	225,000	20803	Youth	240,268	240,268
88,828	92,304	90,000	20804	Adult	89,085	89,085
16,632	18,039	15,000	20805	Seniors	18,039	18,039
116,618	137,805	135,000	20806	Aquatics	158,505	158,505
8,307	9,100	9,000	20807	Special Needs	9,300	9,300
4,118	4,750	4,750	20808	Concessions/Vending	5,050	5,050
13,640	9,551	9,500	20809	Facilities	12,849	12,849
41,511	67,898	59,000	20810	Extravaganza	82,444	82,444
57,892	70,127	65,000	20812	Special Events	113,516	113,516
840,724	944,294	916,250	TOTAL APPROPRIATIONS		1,058,148	1,058,148
900,448	788,225	1,019,030	CLOSING BALANCE		1,019,030	1,019,030

FUNCTION			ACTIVITY	PROGRAM	CODE	
SPECIAL REVENUE FUNDS			HUMAN SERVICES - NEEDS & DONATIONS	2011/20620	5005	
2015-16	2016-2017		EXPENDITURE CLASSIFICATION	2017-2018		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
312,377	292,377	331,440	OPENING BALANCE	311,440	311,440	
			ACTUAL/ESTIMATED RECEIPTS			
71,068	70,000	70,000	6305 Donations - Special Needs	70,000	70,000	
66,335	40,000	40,000	6306 Donations- Prevention, Social Work & Challenge Course	40,000	40,000	
742	3,000	3,000	6307 YAC Contributions	3,000	3,000	-
138,145	113,000	113,000	TOTAL RECEIPTS	113,000	113,000	-
450,522	405,377	444,440	TOTAL AVAILABLE FUNDS	424,440	424,440	-
			APPROPRIATIONS:			
50,306	60,000	60,000	87400 Special Needs - holiday food baskets, food bank, energy assistance	60,000	60,000	
64,698	70,000	70,000	87410 Prevention, Social Work & Challenge Course - consultants	70,000	70,000	
4,078	3,000	3,000	87420 YAC Contributions to & Scholarships	3,000	3,000	-
119,082	133,000	133,000	TOTAL APPROPRIATIONS	133,000	133,000	-
331,440	272,377	311,440	CLOSING BALANCE	291,440	291,440	-

FUNCTION			ACTIVITY		PROGRAM		CODE
SPECIAL REVENUE FUNDS			SENIOR & DISABLED CENTER DONATIONS		2701/20651		5006
2015-16	2016-2017				2017-2018		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
95,669	101,669	115,717	OPENING BALANCE		121,717	121,717	
			ACTUAL/ESTIMATED RECEIPTS				
15,459	14,000	14,000	5715 Senior ID Membership Fees		14,000	14,000	
7,517	5,000	5,000	5722 Coffee Shop		5,000	5,000	
15,543	14,000	14,000	5724 Gift Shop		14,000	14,000	
17,193	16,000	16,000	6311 Donations		16,000	16,000	-
55,712	49,000	49,000	TOTAL RECEIPTS		49,000	49,000	-
151,381	150,669	164,717	TOTAL AVAILABLE FUNDS		170,717	170,717	-
			APPROPRIATIONS:				
1,977	3,000	3,000	87968 Membership Expenses		3,000	3,000	
18,308	26,000	26,000	87918 Donations Expenses		26,000	26,000	
3,800	4,000	4,000	87919 Coffee Shop Expenses		4,000	4,000	
11,579	10,000	10,000	87920 Gift Shop Expenses		10,000	10,000	-
35,664	43,000	43,000	TOTAL APPROPRIATIONS		43,000	43,000	-
115,717	107,669	121,717	CLOSING BALANCE		127,717	127,717	-

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	
2015-16		2016-2017		EXPENDITURE CLASSIFICATION	2017-2018			
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	DEPARTMENT REQUEST		MANAGER PROPOSED	COUNCIL ADOPTED		
287,665	286,469	415,818	OPENING BALANCE	382,974	382,974			
			ACTUAL/ESTIMATED RECEIPTS					
41,524		55,000	5814 Return Premiums from Insurance Policy					
225,000	175,000	173,400	7031 Transfers from General Fund	175,000	175,000	-		
266,524	175,000	228,400	TOTAL RECEIPTS	175,000	175,000	-		
554,189	461,469	644,218	TOTAL AVAILABLE FUNDS	557,974	557,974	-		
			APPROPRIATIONS:					
47,295	50,000	50,000	87251 Losses from deductibles and uninsured	50,000	50,000			
91,076	211,244	211,244	87253 Insurance Payments (deductibles, retro, etc)	134,303	134,303	-		
138,371	261,244	261,244	TOTAL APPROPRIATIONS	184,303	184,303	-		
415,818	200,225	382,974	CLOSING BALANCE	373,671	373,671	-		

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	
2015-16	2016-2017		EXPENDITURE CLASSIFICATION			2017-2018		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS				DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
879,041	1,015,741	1,102,521	OPENING BALANCE			744,521	744,521	
			ACTUAL/ESTIMATED RECEIPTS					
125,000	125,000	125,000	7032	General Fund Appropriations		125,000	125,000	
2,816	1,500	4,000	5506	Interest Earnings		1,500	1,500	
361,938	250,000	250,000	5751	Tuition Receipts		150,000	150,000	
71,043	60,000	63,000	5401	School Rental Receipts		73,500	73,500	
560,798	436,500	442,000	TOTAL RECEIPTS			350,000	350,000	
1,439,839	1,452,241	1,544,521	TOTAL AVAILABLE FUNDS			1,094,521	1,094,521	
			APPROPRIATIONS:					
50,000	50,000	50,000	88957	Painting		25,000	25,000	
50,000	50,000	50,000	88959	Carpeting		25,000	25,000	
	50,000	50,000	88452	Districtwide Security and Safety		25,000	25,000	
	35,000	35,000	88453	Districtwide Furniture Replacement		10,000	10,000	
50,000	50,000	50,000	88555	Technology Equipment		50,000	50,000	
	50,000	50,000	88651	System-wide Air Conditioning Installation		15,000	15,000	
	10,000	10,000	88851	Athletic Improvements		10,000	10,000	
75,000	50,000	50,000	88355	Districtwide Bathroom Renovations		25,000	25,000	
112,318	10,000	10,000	88356	Districtwide Playground Renovations		10,000	10,000	
	50,000	50,000	88152	Districtwide Lighting Improvements		20,000	20,000	
	25,000	25,000	88354	Districtwide Corridor/Exterior Doors		25,000	25,000	
	100,000	100,000	88754	Arts Facility Modifications		20,000	20,000	
	100,000	100,000	88755	JWMS Wing Improvements		50,000	50,000	
	60,000	60,000	88756	Districtwide Underground Storage Tanks		25,000	25,000	
	60,000	60,000	88757	Districtwide Roof Reserve		25,000	25,000	
	50,000	50,000	88758	Districtwide Blacktop/Paving		10,000	10,000	
337,318	800,000	800,000	TOTAL APPROPRIATIONS			370,000	370,000	
1,102,521	652,241	744,521	CLOSING BALANCE			724,521	724,521	



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 2016-2017 is estimated to be \$10.5 million per figures obtained from the Town's Agent of Record. This represents an increase from the 2016-17 original budget for the Town and the Board of Education of 1.2% and -13.6%, respectively. The Town's increase is attributable to claim trends, current market conditions and health care reform. On the Board of Education side the High Deductible Health Plan (HDHP) with a Health Savings Account will become mandatory for the teachers effective July 1, 2017. This migration from the current Preferred Provider Organization (PPO) plan to the HDHP is estimated to result in a reduction in the expected claims costs. The costs of funding the plan are offset by employee co-pays, interest earnings and prior year settlement income which total approximately \$1,898,689. The Town comprises approximately 25.9% of total health care costs. The Town's contribution totals approximately \$2.5 million, an increase of \$12,194 or .05%.

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, 2016 reconciliation for the 2015-16 plan year, the Town had a deficit of \$213,439 while the Board of Education earned a credit of \$1,286,179. The Board of Education elected to reduce their contributions for the remainder of the 2016-17 year.

2015-16 Plan Year	Town	Board of Education
Credit (Deficit)	(\$213,439)	\$1,286,179

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	
2015-16		2016-2017		2017-2018		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION	DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
3,265,638	2,233,722	3,965,595	OPENING CASH BALANCE - JULY 1	2,490,823	2,490,823	
			ACTUAL/ESTIMATED RECEIPTS			
			General Fund Appropriations:			
2,722,168	2,478,852	2,478,852	Town Operations	2,491,046	2,491,046	
6,650,008	7,772,191	5,992,514	Board of Education	6,069,017	6,069,017	
138,860	25,000	143,455	Stop Loss Recoveries and Settlements	25,000	25,000	
4,624	2,400	12,795	Interest Earnings	13,000	13,000	
1,827,484	1,849,776	2,025,831	COBRA & Employee Copays	1,860,689	1,860,689	
11,343,144	12,128,219	10,653,447	TOTAL RECEIPTS	10,458,752	10,458,752	
14,608,782	14,361,941	14,619,042	TOTAL AVAILABLE FUNDS	12,949,575	12,949,575	
			APPROPRIATIONS:			
			Benefit payments:			
2,527,379	2,637,533	2,637,533	Town Claims	3,306,835	3,306,835	
7,020,142	8,395,383	8,395,383	Board of Education/Cafeteria Claims	6,031,422	6,031,422	
1,095,666	1,095,303	1,095,303	Administrative Fees and other costs	1,120,495	1,120,495	
10,643,187	12,128,219	12,128,219	TOTAL APPROPRIATIONS	10,458,752	10,458,752	
3,965,595	2,233,722	2,490,823	ENDING CASH BALANCE - JUNE 30	2,490,823	2,490,823	
1,909,504	2,206,583	2,206,583	RESERVE: 20% of 2017-2018 CLAIMS	1,867,651	1,867,651	
721,000	700,000	700,000	ESTIMATED CLAIMS INCURRED BUT NOT REPORTED	700,000	700,000	
2,630,504	2,906,583	2,906,583	TOTAL RECOMMENDED RESERVE	2,567,651	2,567,651	

FUNCTION  
OTHER FUNDS

ACTIVITY  
LAND ACQUISITION FUND

PROGRAM

CODE  
5010

EXPLANATION

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Funding per the Marcap Purchase Agreement was completed in FY 2016-2017.

FUNCTION OTHER FUNDS			ACTIVITY LAND ACQUISITION FUND		PROGRAM 3004/34001		CODE 5010	
2015-16			2016-2017		2017-2018			
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED	
48,166	48,166	48,166	OPENING BALANCE		48,166	48,166		
			ACTUAL/ESTIMATED RECEIPTS					
			6030	Marcap Open Space Grant				
536,200	15,638	15,638	7032	General Fund Appropriations				
536,200	15,638	15,638	TOTAL RECEIPTS		-	-	-	
584,366	63,804	63,804	TOTAL AVAILABLE FUNDS		48,166	48,166	-	
			APPROPRIATIONS:					
			88040	Open Space Appraisals				
536,200	15,638	15,638	88227	Open Space Land Acquisition	-	-	-	
536,200	15,638	15,638	TOTAL APPROPRIATIONS		-	-	-	
48,166	48,166	48,166	CLOSING BALANCE		48,166	48,166	-	

## **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

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.

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.

8521 Transfers to Volunteer Ambulance Fund

Includes contributions or transfers from the General Fund to this trust fund, a retirement plan established by ordinance for the Town's volunteer ambulance personnel.

## 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)	Road Aid Maintenance Fund
State & Federal Grants (Educational)	Cemetery Fund
Dog License Fund	Recreation Programs Fund
Local Capital Improvement Program Fund	Employee Leave Liability Fund
Small Cities Fund	Balf Fund
Human Services - Needs & Donations	Miscellaneous Grants Fund
Volunteer Ambulance Fund	Volunteer Firefighter's Fund
Scholarship Trust Fund	Student Technology Insurance 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 and the Public School Capital Improvements Reserve Fund. The Equipment Reserve account is part of the Capital and Non-Recurring Expenditures Fund.

- Proprietary Fund Types – are used to account for operations that are organized to be self-supporting through user charges. The Town has an internal service fund to account for the self-insurance activities related to providing health benefits to its current employees and the Insurance Reserve Fund.
- Fiduciary Fund Types - are used to account for assets held by the Town in a trustee capacity or as an agent for individuals, private organizations, or others. The Town's fiduciary funds are:
  - The Pension Trust Fund is used to account for the accumulation of resources to be used for future retirement benefits for Town personnel except Newington teachers who belong to a State-administered pension plan. The Town's pension trust fund includes the Municipal Employees Fund, the Police Pension Fund, the Administrative Retirement Fund, and the Volunteer Firefighters Pension Fund.
  - Other Post Employment Benefit Fund is used to account for the accumulation of resources and activities related to providing health benefits to its retired employees.
  - Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Agency Funds include Student Activity (accounts for the various student activities and clubs in the Town's schools) and Youth Activity.

### 3. Basis of Accounting

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

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

## APPENDIX C

### BUDGETING AND BUDGETARY CONTROL

#### 1. General

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

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

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

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

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



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

ARTICLE VIII. FINANCIAL PROVISIONS

§ C-801. Fiscal Year.

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

§ C-802. General Form of Budget Preparation.

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

§ C-803. Departmental Estimates.

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

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

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

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

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

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

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

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

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

#### § C-807. Special Appropriations.

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

#### § C-808. Transfer of Appropriation.

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

#### § C-809. Effect of Appropriation.

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

#### § C-810. Lapse of Appropriation.

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

#### § C-811. Borrowing to Meet Emergency Appropriations.

In the absence of unappropriated funds to meet emergency appropriations under the provisions of Article IV, § C-408, of this Charter, the Council may by resolution authorize the issuance of notes, each of which shall be designated "Emergency Note" and may be renewed from time to time,



but all such notes of any fiscal year and any renewals thereof shall be paid not later than the last day of the fiscal year next succeeding the fiscal year in which the emergency appropriation was made.

§ C-812. Notes Redeemable Prior to Maturity.

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

§ C-813. Competitive Bidding.

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

§ C-814. Contracts for Public Works.

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

§ C-815. Payments of Claims.

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

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

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

§ C-817. Official Bonds.

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

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

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

§ C-819. Annual Audit.

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

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

Fiscal Year Ending June 30,	Refunding of Education Facilities I & II \$4,992,000 Issued 2/2013 1.58% true interest cost	Refunding of Police Station I & II \$4,818,000 Issued 2/2013 1.58% true interest cost	Total Principal Payments
2018	\$620,000	\$405,000	\$1,025,000
2019	\$275,000	\$420,000	\$695,000
2020	\$273,000	\$417,000	\$690,000
2021	\$267,000	\$408,000	\$675,000
2022	\$263,000	\$402,000	\$665,000
2023	\$257,000	\$393,000	\$650,000
2024	\$251,000	\$384,000	\$635,000
2025		\$185,000	\$185,000
2026			\$0
TOTALS	\$2,206,000	\$3,014,000	\$5,220,000

Note: Figures above include serial bonds outstanding as of July 1, 2017.

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

Fiscal Year Ending June 30,	Refunding of Education Facilities I & II \$4,965,700 Issued 2/2013 1.58% true interest cost	Refunding of Police Station I & II \$4,844,300 Issued 2/2013 1.58% true interest cost	Total Interest Payments
2018	\$52,211	\$73,370	\$125,581
2019	\$34,421	\$56,660	\$91,081
2020	\$26,342	\$43,889	\$70,231
2021	\$20,880	\$35,552	\$56,432
2022	\$15,536	\$27,395	\$42,931
2023	\$10,269	\$19,362	\$29,631
2024	\$5,113	\$11,518	\$16,631
2025		\$3,931	\$3,931
2026			\$0
TOTALS	\$164,772	\$271,677	\$436,449

Note: Figures above include serial bonds outstanding as of July 1, 2017

## APPENDIX E

### **TOWN OF NEWINGTON'S BUDGET CALENDAR 2017-2018**

#### On or about

October 26, 2016	5 year <u>Capital Improvement Plan</u> request forms submitted to department heads.
October 26, 2016	Budget request forms submitted to department heads for ensuing FY operations.
November 18, 2016	Department heads finalize their Capital Improvement Plans and submit to Town Manager.
January 3, 2017	Department heads finalize their budget requests and submit to Town Manager.
Month of January	Town Manager analyzes departmental budget requests for ensuing fiscal year and meets with department heads regarding budget requests.
January 31, 2017	Grand List of taxable property applicable to ensuing fiscal year is finalized subject to Board of Assessment Appeals approval.
March 3, 2017	Budget submitted to Town Council.
March 6, 2017	Town Manager makes formal budget presentation to Town Council and gives overview.
March 14, 2017	First public hearing held on the budget - the Town Manager's Proposed Budget.
March 21, 2017	Town Manager submits Proposed Long-Range Capital Improvement Plan to Town Council.
Month of March, 2017	Town Council holds budget work sessions.
April 4, 2017	Second public hearing held on the budget - the Town Council's Recommended Budget. Special meeting after hearing to finalize budget.
April 18, 2017	Town Council adopts budget.
July 1, 2017	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 2017-18**

FUNCTION	FULL-TIME PERSONNEL (# of Persons)				PART-TIME PERSONNEL (Full-time Equivalents)			
	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018
<b>GENERAL GOVERNMENT</b>								
Town Manager	4.4	4.4	5	5				
Elections					1.2	1.2	1.2	1.2
Finance	11	11	11	11	1	0.8	0.9	0.9
Town Clerk/Records	2	2	2	2	0.5	0.5	0.5	0.5
General Services	10	9	9.5	10	1	1	1	1
<b>PUBLIC SAFETY</b>								
Police	63	63	64	65	1.5	1.5	1.5	1.5
Fire	2	2	2	2	0.5	0.5	0.5	0.5
<b>PUBLIC WORKS</b>								
Engineering	3.5	3.5	3.5	3.5		0.1	0.1	
Highway	22	22	22	22	0.3	0.3	0.5	0.5
Solid Waste Services					0.9	0.9	0.9	0.9
<b>COMMUNITY PLANNING &amp; DEVELOPMENT</b>								
Planning and Development	3	3	3	3				
Building Department	2.5	2.5	2.5	2.5	0.4	0.3	0.3	0.3
Economic Development								
<b>COMMUNITY SERVICES</b>								
Human Services	6	6	6	6	0.5	0.9	0.9	1
Senior and Disabled Center	7	7	7	7	3.3	3.3	3.1	3
<b>PUBLIC LIBRARY</b>								
Operations	14	14	14	14	11	10.8	10.2	10.2
<b>PARKS &amp; RECREATION</b>								
Administration	5	5	5	5			0.5	0.4
Grounds Maintenance	14	14	14	14	1.1	1.1	0.8	0.8
<b>TOTAL PERSONNEL</b>	169.4	168.4	170.5	172.0	23.2	23.2	22.9	22.7

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

	June 30, 2016 <u>Per Audit</u>	June 30, 2017 <u>Estimated</u>	June 30, 2018 <u>Projected</u>
General Fund Balance:			
Fund Balance	\$17,481,640	\$15,066,006	\$13,066,006
LESS: Assigned to Subsequent Fiscal Year	<u>2,500,000</u>	<u>2,000,000</u> *	<u>1,008,850</u>
Unassigned Fund Balance	14,981,640	13,066,006 **	12,057,156
LESS: Minimum Financial Cushion to Retain (@ 10% of next budget)		<u>11,763,079</u>	<u>12,057,156</u>
Remaining Projected Unassigned Fund Balance (i.e. Available for future appropriation)		1,302,927	0

\*/ Equals the amount of fund balance applied to the FY 2017-18 budget.

\*\*/ Estimated unassigned fund balance equals 11.1% of the FY 2017-18 Budget, or approximately 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**  
**MISCELLANEOUS STATISTICS**  
June 30, 2017

**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
2010 Estimated Population:	30,562

**ELECTIONS**

	Odd years	
Town Elections:		
Town Council (members + Mayor)		9
Board of Education (members):		9
Board of Fire Commissioners:		3
Registrars of Voters:		2
Registered Voters (Active) as of 11/2016:		18,955
Republicans	3,583	
Democrats	7,758	
Minor Parties	286	
Unaffiliated	7,328	

**TAX STRUCTURE 2016-17**

10/1/15 Net Grand List:	\$2,615,659,201
10/1/15 Net Supplemental List:	\$33,599,672
Mill Rate:	35.75
Assessment Ratio:	70%
Last Revaluation:	10/1/2015

**EDUCATION**

Total Classroom Teachers	359.2
Public School Enrollment (Oct 2016):	4,008
Teacher/Pupil ratio:	11.2
2016-17 Appropriation per Pupil:	\$17,511

**PUBLIC SAFETY - POLICE**

# of Police Stations:		1
# of Police Districts:		5-9
# of Police Officers:		
Police Chief	1	
Dispatchers	7	
Police Officers	50	
# of Vehicles:		45

Elementary Schools (PK-4):	4
Students (Oct 2016)	1449

Middle Schools (5-8):	2
Students (Oct 2016)	1288

High School (9-12):	1
Students (Oct 2016)	1271

Special Education	
Students (Oct 2016)	48

**PUBLIC SAFETY - FIRE PROTECTION**

# of Fire Companies:		4
# of Volunteer Firefighters:		105
# of Vehicles:		20

**PUBLIC SAFETY - EMERGENCY MEDICAL SERVICES**

# of Volunteers (average):		48
# of Ambulances:		5

**FULL-TIME EMPLOYEES (2016-17)**

Town General Government:		170.5
Board of Education (Full-Time Equivalents):		
Certified Teachers	359.2	
Certified - Administration	21.5	
Total Certified	380.7	
Classified Personnel (clerical, custodial, transp.)	133	
	513.7	
Total		<u>513.7</u> 684.2