

TOWN OF NEWINGTON ANNUAL BUDGET

Town Manager's
Proposed Budget



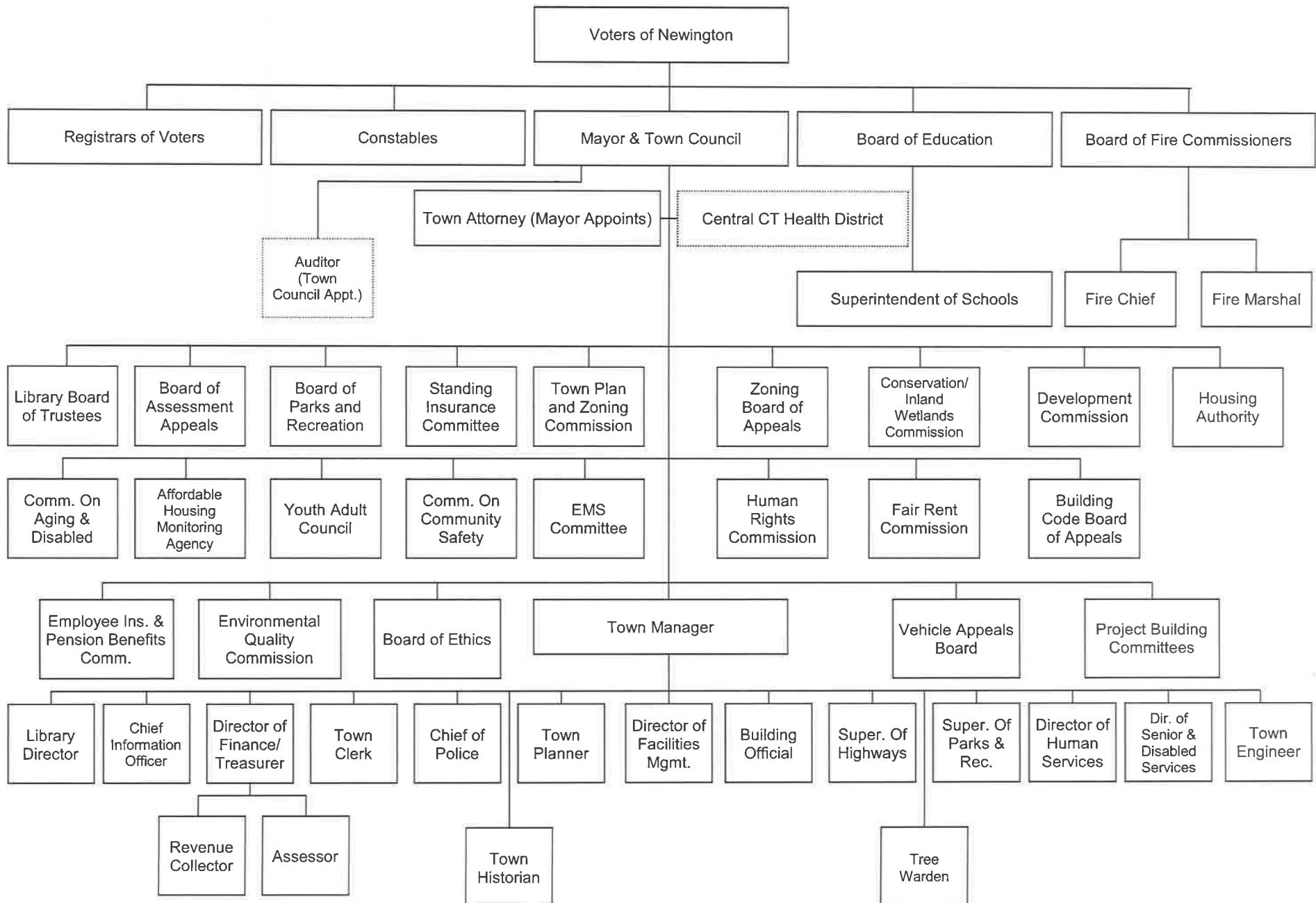
2021-2022

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Keith Chapman
Town Manager

TOWN OF NEWINGTON

200 Garfield Street Newington, Connecticut 06111

OFFICE OF THE TOWN MANAGER

February 28, 2021

Dear: Mayor DelBuono and Members of the Newington Town Council:

I am pleased to propose the 2021-22 Operating Budget and 2021-2025 Capital Improvement Plan to the Town Council. Property valuations were performed by our Assessor; revising property values based on sales recorded and income statements being the conduit in achieving this difficult task. My budget, for the second consecutive year, reflects a reduction in the mill rate. The timing of the revaluation comes in conjunction with the completion of several assessments of the town's infrastructure. The reduction of the General Government operating budget and the freezing of the School Department's operating budget, while difficult, is necessary as the town cannot impose any increase in the mill rate. The Capital Improvement Budget has skyrocketed due to the reality that our cost of operating the buildings, public safety radio system, streets and sidewalks, and motor vehicle equipment reserve fund all must increase significantly.

As you review the Town Manager's 2021-22 Annual Operating Budget and 5-year 2021-25 Capital Improvement Budget, you will find a very aggressive approach to funding reductions as well as an emphasis on approaching future expenditures on a defined planned basis.

The following issues are outlined and highlighted as I feel each topic must become part of the planning for this and future Operating and Capital Improvement Plans.

STAFFING

As you will see, there is a reduction of approximately 10 full-time General Government positions, reducing our operating costs by close to \$700,000. However, now that the town is establishing a Facilities Maintenance Plan based on the recent building condition study performed over the last year, I have added the position of Facilities Manager in my 2021-22 proposed budget. To accomplish our staff reduction goal, all Department Heads were asked to realign and consolidate the workload in their departments to help offset vacancies. Several employees were offered additional responsibilities and expanding roles, while being fairly compensated. Other employees took advantage of early retirement enhancements offered by the Administration, while others voluntarily departed service as they had been planning, thus avoiding layoffs and furloughs. Additionally, several employees' costs are now contained within enterprise funds, thus relieving the operational budget as well. Upon my arrival 15 months ago, cross-

collaboration and problem solving was not a common platform, we used a team approach to accomplishment our reduction goal. These reductions were instituted as a result of the COVID-19 pandemic.

To help ensure the health safety of our employees, I have encouraged departments to work remotely where applicable. Our staff have successfully adjusted to their remote working conditions by utilizing video and teleconferencing technology, while providing enhanced customer service to our residents.

ECONOMIC DEVELOPMENT

A review of the town's annual mill rate is concerning due primarily to the minimal economic growth, placing a larger tax burden on our residents and commercial sectors. Working collaboratively with Town staff, an Economic Development Team has been created for the purposes of promoting, recruiting and assisting investors into the town in an effort to grow the Grand List while reducing the Mill Rate. At this moment the team is proud to estimate upwards of \$150,000,000 of new development that may take place over the next 12 months. This potential level of growth, if it comes to fruition, has not been experienced in many years in Newington and is a result of town staff and developers working hand-in-hand with common goals and objectives.

An area that will become a focal point for the Economic Development Team in the future is re-development of existing private properties. The objective appears to be timely and appropriate as the available vacant land for new development will be diminishing while the private building inventory continues to age. This phenomenon is very similar to that which the town is facing with its own building infrastructure, with renovations of many town buildings being planned for the future.

Our retention efforts have continued to be a focal point, however COVID-19 has placed a significant challenge on our local business community, as mentioned during the State of the Town address in 2020.

TOWN OF NEWINGTON INFRASTRUCTURE

TOWN BUILDINGS: Over the past year, the Town of Newington has had all of its buildings inspected, analyzed, categorized and prioritized in relation to the current conditions, costs for improvements and developing a schedule of events in bringing all town buildings into first class conditions. These tasks have been time consuming and challenging for our consultants and staff. However, we now have a much clearer understanding of what is needed and how it will be accomplished. The General Government and School Department's buildings will now be addressed as a whole to ensure the town's building infrastructure are treated based on "need rather than want." It has been recognized that "kicking-the- can" down the road, delaying and deferring necessary repairs and improvements has not been in the best interest of the town.

The Town Leadership would do well to consider the elimination of all underused and unnecessary buildings as once again, "**need must take priority over want**".

PUBLIC SAFETY RADIO SYSTEM: The two-way radio communications system has served the town's various agencies well over the last 20 years. However, it has reached the end of its life cycle with the entire radio infrastructure in need of modernizing and replacement. The town hired an

independent consultant to perform a study of the entire system, inventorying, dating and evaluating the current structure, with recommendations made as how the town may wish to move forward in addressing the identified deficiencies. Our current radio vendor, has served the town for 30 plus years and has also provided their recommendations as to how the town may wish to address this multi-million-dollar challenge with their approach being more financially plausible in the years moving forward. The three Public Safety Departments, Police, Fire and Ambulance are participants through the ongoing evaluation process with the proposed CIP budget reflecting the most likely approach to be followed. This decision will modernize and provide a significant upgrade to our radio communication capabilities for Public Safety, School Department, Senior and Disabled, Highway, Parks and General Government.

INFORMATION TECHNOLOGY: The most significant change in operations of local government over the last several decades is the acceleration of the information technology function. Computers, tablets, smartphones, network storage, wireless and Internet of Things (IoT) have changed the way in which government missions are carried out. The town must recognize that the life expectancy of these tools is limited and in constant need of updating and replacing. As such, the cost for licenses, hardware, software, while reducing the need for costly staffing, must be financed to assure the town reaches and remains ahead of the curve. Training and maximum utilization are required to take advantage of the unlimited possibilities offered to the town.

STREETS AND SIDEWALKS: The town's quality of its roadway and pedestrian way systems have fallen behind due to reduced funding over the last dozen years. Originally, the roadway system was on a 20-year replacement cycle with all infrastructure within the town's right-of-way, road surface, curbing, signage and sidewalks, etc., all being updated. However, the funding level in recent years has resulted in a 25-27-year cycle resulting in the infrastructure falling into disrepair. We will now attempt to catch up and return back to the 20-year cycle by increasing the annual funding starting this year.

MOTOR VEHICLE DEPRECIATION AND REPLACEMENT SCHEDULE: The town's schedule for motor vehicle replacement has overtime fell out of sync with the original intent of the program when it was created over 25 years ago. The plan called for all motorized vehicles and rolling stock to be identified with the date of acquisition, original purchase price, life expectancy, replacement cost, as well as date of replacement for each unit. Unfortunately, the original program plan has not been followed as adopted with a complete overhaul being implemented to once again utilize the schedule as was intended.

The idea of inclusion of the school buses into the schedule is suggested as these replacements would be on a more defined optimum life cycle, rather than using the "whatever methods or materials are available" process recently implemented due to funding availability. It is being recommended that if the town is to continue to own and operate its own school buses, that the income generated from the sale of the National Welding site be directed towards the purchase of land and structure adequate to maintain the bus fleet.

Over the next several years the Fire Department will need to replace several of the vehicles in their fleet and with the costs exceeding over one million dollars each, the current Town Charter presents challenges with the need to go to referendum for purchases over \$975,000 for a single unit. This referendum requirement places the ability to outfit the Fire Department fleet in jeopardy if the referendum fails to be passed by the voters. It should be noted that several developments that are being discussed at this time would be buildings with four or five floors or more with the Fire apparatus needing to elevate to those heights.

The key to the success of all five of the Infrastructure entities discussed above is that the plans adopted must be followed as presented. Deviation from, delaying or deferring, is not in the processes of “Best Practices” and will lead the town in an adverse direction with similar challenges currently being faced.

ALTERNATIVE FUELS

Solar as an alternative energy source for our buildings will take center stage moving forward, with plans underway to schedule roof repairs and replacements being followed by the installation of solar panels to maximize the benefits of this clean, dependable and money saving technology. The potential savings over a 20-year period may exceed \$5,000,000 by installing solar on less than 10 of the buildings. Additional savings could be gained if additional buildings are identified as candidates for solar in the future.

Solar energy has been available for numerous years with many commercial, public and residential structures depending on solar to heat, power and provide electricity throughout the world. Unfortunately, Newington has only a few of its municipal buildings outfitted with solar, which over time could have saved the town at minimum tens of thousands of dollars. Over the past year our team has been in communication with solar vendors to determine which town buildings have the most potential to realize monetary benefits, with our current solar advisory team being the vendor of choice to move forward installing solar on as many buildings as possible and reviewing potential solar farms on public property. It should be noted that due to deferred building maintenance several buildings prime for solar will be delayed due to roofs not being repaired/replaced in a timely manner. The staff is currently developing a schedule for roof improvements followed by solar installation as reflected in the 2021-25 CIP plan.

Another aspect of alternative fuel opportunity is with the town’s motor vehicle fleet, with hybrid, electric and compressed natural gas (CNG), etc. all available, yet the town’s fleet contains only two hybrid vehicles. Twenty years ago, the town owned over ten CNG automobiles with the plan to have the majority of passenger vehicles to be operating on either CNG or electric. The town’s CNG fueling station, provided at no cost to the town fell into disrepair, became dated and no longer exists. The administration intends to re-introduce alternative fuel vehicles back into the fleet. The fact that we as a world society, are rapidly destroying the Ozone layer of the atmosphere due to continued emitting of pollution from fossil fuel burning, actions must be taken in an effort to minimize the damage. The administration intends to have Newington do its part to clean up the environment we all depend on.

REGIONALIZATION

Due to the multiple challenges the region is facing with increasing demands for services, limited abilities to increase local revenue and increased unfunded mandates, our neighboring towns essentially provide the same services. It appears timely that the towns of Wethersfield, Rocky Hill, Berlin and Cromwell join with Newington in identifying services and resources that can be shared to maximize services while minimizing cost for our residents and commercial sectors. The five Town Managers are now on a monthly meeting schedule intended to explore the opportunities looking to the future.

As this exciting activity progresses, expansion of this concept should be considered with our neighbors to the north with Hartford and West Hartford as well as New Britain and Farmington to our west. It must be recognized that the State of Connecticut and Federal Government will in all likelihood

continue to pass unfunded mandates onto local governments without collaboration with our neighboring municipalities funding availability will continue to diminish, while the demand for services will continue to increase.

An example of what can be accomplished rests with our ability to eliminate the current vacant GIS position, partnering with a nearby town to share their existing GIS staff member, saving Newington approximately \$35,000 annually. A second opportunity being created with Wethersfield is the pending agreement to share the costs of an animal control officer, as both towns need an ACO, however, not on a fulltime basis. The shared service will result in an estimated \$30,000 in savings. The potential savings, by regionalizing are unlimited and strongly encouraged moving forward.

Appropriations

The total appropriations proposed for 2021-2022 totals \$129,893,362 reflecting an increase of \$ 4,177,021, over FY 2020-2021. The major driver of the \$4,177,021 increase is attributed to the Capital Improvement and Equipment Reserve changes made to the budget.

	FY 2020-21	FY 2021-22	\$ Change	% Change
Total Town Budget	\$125,716,341	\$129,893,362	\$4,177,021	3.3%

The MDC assessment for this year reflects an 1.4% decrease--or \$ 65,250, due to the Commissions efforts to give the participating Town's some relief from the years of increases. MIRA, the Town's primary handler of trash and recycling is also dealing with DEEP and EPA regulations as well as the challenges of recycling markets declining coupled with the separation of trash and recycling still remaining low in percentile when Connecticut is compared to numerous other States successes in separation. It should be noted that both MDC's and MIRA's financial futures will be difficult for all of its member towns to cope with going forward.

As we consider the amount of Municipal Aid for the FY 2021-22 budget as presented by Governor Lamont, it appears that the grants are going to stay close to our estimated municipal aid in FY 2020-21. The chart below illustrates the estimate and proposed change in the State Aid.

Revenue Source	2020-2021 Council Adopted	2020-2021 Estimated	2020-2021 Governor Proposed	Change from Adopted budget
TOTAL MUNICIPAL AID	17,470,481	17,565,535	17,491,495	21,014

The FY 2021-22 budget that I am recommending includes all of the Governor's Proposed FY 2021-22 Municipal Aid Estimates. My proposed budget considers the actual grants received from the State in FY 2020-21 as a baseline for what we expect to receive in FY 2021-22.

Revenues

The revenues to finance the proposed FY 2021-22 budget come from the following sources:

Type	\$	%
Property Tax	106,614,217	82.1
Non-Tax Revenue	20,779,145	16.0
General Fund Balance	2,500,000	1.9
TOTAL	129,893,362	100.0

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.

When the Grand List or municipal aid does not escalate, the only new revenue that can be used to balance the budget is a tax increase. To minimize any tax increase, I have asked, and received, budgets from department heads that reflects our need for a balanced budget

General Government

	FY 2020-21	FY 2021-22	\$ Change	% Change
General Government	\$38,389,528	\$37,246,581	(\$1,142,947)	(2.98%)

Decreases to the budget include the elimination of several positions, as I described in under my staffing summary, reduction in the amount contributed to the Health Benefit Fund, and the decrease in calculated contributions for both OPEB and Pension Funds.

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

Board of Education

As submitted by the Board of Education budget reflects a .84% increase in appropriations over last year. I suggested a reduction of \$643,602 to achieve a 0% increase. The Board of Education requested budget does calculate include additional grant that they will be receiving from the State in the amount of \$698,374 that they had not been receiving in prior years. Connecticut State Statutes do not mandate line-item accountability for the Board of Education.

	FY 2020-21	FY 2021-22	\$ Change	% Change
Board of Education	\$76,768,011	\$76,768,011	\$0	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 the FY 2020-21 was \$4,823,600. FY 2021-22 will see a decrease of \$65,250 or -1.4%.

Debt Service

Debt service, which funds the payment of principal and interest on the Town's outstanding debt, is decreasing due to the bond premium that we received with our last bonding in May 2020. The Town will be issuing the bonds for the Anna Reynolds School project starting in May 2022 which will result in future year increases. The Town's current outstanding debt of nearly \$24.5 million puts us in good standing with a credit rating of AA+. The bond issuance of \$17 million funding over the next three years for the Anna Reynolds School project 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 the community are in 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 need for the Town to issue bonds.

The aggressive Pay-As-You-Go program will continue to address the capital needs of the Town in a comprehensive fashion. I am proposing that the Town contribute \$8,833,988 for Pay-As-You-Go projects. This amount coupled with \$600,000 from other financial sources (i.e. LOCIP and Town Aid Roads), along with our debt service payment of \$2,222,932 will generate a total CIP contribution of \$11,656,920 million.

Capital Improvement Program Adopted for Fiscal Year 2021-2022

PROJECT TITLE	PROJECT TITLE
General Property Improvements	72,200
Information Technology Reserve	450,000
Town Beautification Project	25,000
Revaluation	25,000
EMS Building Roof	204,000
Town Buildings Sidewalk Replacement & Repairs	270,000
Newington High School Roof	1,632,000
Radio Replacement Reserve	40,000
Fire Dept Co #5 Interior and Exterior Painting	40,000
Fire Dept PPE Equipment Replacement	70,000
Fire Dept. Co 4 Mechanical Systems	91,800
Radio Lease	575,000
Sidewalk Improvements - Overpasses	25,000
Drainage Maintenance	50,000
Drainage improvements	200,000
Clem Lemire Legends Field Lighting	230,000
Matching Grant Fund	120,000
Road Resurfacing/Reconstruction	1,500,000
Local Bridge & Dam Inspection	75,000
	Stonewall Repair
	50,000
	Flood Control System Maintenance Reserve
	40,000
	Public Building Resurfacing Program
	200,000
	Elm Hill Business District Streetscape
	255,000
	Newington Town Center Vision Plan
	50,000
	Comprehensive Revision of Town Zoning Regs
	15,000
	Library Carpet Replacement
	72,676
	Government Center Road Resurfacing (Garfield)
	215,000
	Traffic Signal Repair & Replacement Reserve
	50,000
	Park, Pool & Playground Improvements
	200,000
	Town Parks ADA Compliant Paths, Walkways
	50,000
	Synthetic Turf Field Replacement Reserve
	50,000
	Beechwood Park Playground & ADA Compliance
	275,000
	Lease, Purchase & Other Payments
	171,312
	Equipment Replacement Reserve
	1,133,000
	Badger Park Little League Baseball Field Reno
	95,000
	Total Town Share
	8,616,988
	Appr. To Public School CIP Reserve
	325,000
	Equipment Replacement Reserve – Buses
	492,000
	Total Board of Education Share
	817,000

Grand List

The October 1, 2020 Grand List totals \$2,775,494,396—an increase of 4.5% from the 2019 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.

The 2020 net adjusted real estate Grand List increased from \$2,647,248,824 to \$2,765,494,396—an increase of \$118,245,572 or .4.5%. This increase is attributable to the revaluation of all properties that was completed during this year. These figures are subject to further adjustments by the Board of Assessment Appeals and pending future court cases.

A comparison of the 2018 and the 2019 Grand Lists is as follows:

Category	2019	2020	% Change	\$ Change
Real Estate	2,256,364,870	2,360,307,110	4.61	103,942,240
Personal Property	163,382,550	169,607,780	3.81	6,225,230
Motor Vehicle	237,501,404	245,810,126	3.50	8,308,722
Total	2,657,248,824	2,775,725,016	4.46	118,476,192

Manufacturing Equipment Exemption	2019	2020	% Change	\$ Change
Gross Personal Property	272,068,190	274,329,110	.84	2,260,920
Equipment Exemption & Other	108,685,640	104,721,330	-3.65	-3,964,310
Net Personal Property	163,382,550	169,607,780	3.81	6,225,230

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

<u>TAXPAYER</u>		<u>TOTAL</u>			
<u>2020</u>		<u>GROSS</u>	<u>EXEMPTION</u>	<u>NET</u>	<u>MILL RATE</u>
1	CL&P COMPANY/EVERSOURCE	\$56,197,250	\$0	\$56,197,250	0.0391
2	MANDELL PROPERTIES	\$24,607,470	\$14,966,490	\$9,640,980	0.0391
3	IREIT NEWINGTON FAIR	\$23,150,610	\$0	\$23,150,610	0.0391
4	GKN AEROSPACE NEWINGTON LLC	\$22,285,800	\$17,938,680	\$4,347,120	0.0391
5	HAYES KAUFMAN NEWINGTON	\$22,000,410	\$0	\$22,000,410	0.0391
6	TLG NEWINGTON LLC	\$20,909,940	\$0	\$20,909,940	0.0391
7	BRIXMOR GA TURNPIKE PLAZA LLC	\$20,150,380	\$0	\$20,150,380	0.0391
8	NEWINGTON VF LLC	\$19,975,400	\$0	\$19,975,400	0.0391
9	NEWINGTON GROSS LLC	\$19,529,360	\$0	\$19,529,360	0.0391
10	EDAC TECHNOLOGIES CORPORATION	\$18,882,890	\$15,139,960	\$3,742,930	0.0391
11	RENO PROPERTIES & SUBSIDIARIES	\$17,889,990	\$2,542,970	\$15,347,020	0.0391
12	SCELZA/CAMBRIDGE/BALDWIN	\$15,425,890	\$0	\$15,425,890	0.0391
13	SHELBOURNE NEWINGTON LLC	\$15,047,420	\$0	\$15,047,420	0.0391
14	TARGET CORPORATION #T1802	\$13,131,000	\$0	\$13,131,000	0.0391
15	CONNECTICUT NATURAL GAS	\$12,799,220	\$0	\$12,799,220	0.0391
16	NE FARMINGTON OWNER LLC	\$12,764,850	\$0	\$12,764,850	0.0391
17	LOWES HOME CENTERS INC #623	\$12,334,840	\$0	\$12,334,840	0.0391
18	BALF/TILCON	\$11,160,670	\$1,934,700	\$9,225,970	0.0391
19	FURNITURE EXECUTIVES NO 4 LP	\$9,854,440	\$0	\$9,854,440	0.0391
20	HTFD HOSPITAL (CEDAR MT COMMONS)	\$9,156,260	\$0	\$9,156,260	0.0391
21	PRIME STORAGE NEWINGTON LLC	\$8,322,030	\$0	\$8,322,030	0.0391
22	COHEN FAMILY PROPERTIES	\$8,770,570	\$0	\$8,770,570	0.0391
23	SAPUTO DAIRY FOODS USA	\$7,280,960	\$6,790,220	\$490,740	0.0391
24	FENNWOODE DEVELOPMENT LLC	\$7,078,440	\$0	\$7,078,440	0.0391
25	BROWN DEVELOPMENT LLC	<u>\$6,909,000</u>	<u>\$0</u>	<u>\$6,909,000</u>	0.0391
TOTALS:		\$415,615,090	\$59,313,020	\$356,302,070	\$13,931,411

Motor Vehicles

The passage of Public Act 17-2 by the General Assembly decrees that all motor vehicles in the State of Connecticut shall be taxed at a mill rate not to exceed 45.00 mills. Since Newington's mill rate falls below this threshold, motor vehicles and other taxable property will be taxed at the same rate.

Undesignated, Unreserved Fund Balance

The FY 2021-22 budget applies \$2,500,000 from the General Fund balance which is the same amount as prior year funding. This will leave an estimated, projected unreserved balance as of June 30, 2021 of approximately \$20 million, or approximately 15.4% of the FY 2021-22 budget. Consistent with the Town's policy and credit rating criteria, at least 10% of expenditures, or approximately \$13 million is set aside as a minimum cushion. This will leave the same amount of funds to balance the FY 2022-23 budget.

Mill Rate

Effective with the October 1, 2020 taxable Grand List, the proposed mill rate for fiscal year 2021-22 is 39.10 mills, a decrease of .18 mills or .45%--from last year.

Conclusion

I extend my sincere gratitude to Finance Director, Janet Murphy, Deputy Finance Director, Lisa Rydecki, and Heather Shonty for their tireless work 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 taxpayers of Newington. Recognizing that taxpayer's resources (both residential and commercial) are limited, the impact of the proposed decrease in the mill rate has been a primary consideration as this budget has been prepared.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Keith Chapman".

Keith Chapman
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 2020-21 amount expected to be spent by June 30th.

	FY 2021-2022	
Postage	\$0.55	Per first class letter; No change from 2021 rate
Telephone	0.0%	No change from 2021
Electricity	0.0%	No change from 2021
Water	\$4.05	Per ccf; \$0.08 increase over 2021 rate
Special Sewer Service	\$5.31	Per ccf, \$0.16 increase over 2021 rate
Natural Gas	0.0%	No change from 2021
Heating Fuel Oil	0.0%	No change from 2021
Unleaded Gasoline	8.4%	Decrease from 2021
Diesel Fuel	0.8%	Decrease from 2021
Transportation	0.56	Per mile; \$.015 decrease from 2021 rate

2. All Full Time salaries for FY 2021-22 are budgeted at 26.1 pay periods, the same as budgeted in FY 2020-21.
3. The actual negotiated increases for the AFSCME Local 2930 employees are included in the departmental budgets for FY 2021-22.
4. IBPO Local 443 employees are included in the department budgets at current FY 2020-21 rates. Potential increases for FY 2021-22 are included in the Town Council Contingency account (10962).
5. Administrative salaries included in the departmental budgets are based on a 2% increase to FY 2020-21 rates.
6. Part-time wages included in the departmental budgets are based on a 1% increase to FY 2020-21 rates, except for minimum wage employees. All minimum wage employees reflect the scheduled increase to \$13 as of 8/1/21.

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 2021-22 is \$129,893,362 which represents the estimated expenditures for FY 2021-22. 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	\$20,779,145
Appropriated Fund Balance	\$2,500,000
Tax Revenues (Amount To Be Raised by Current Taxes)	\$106,614,217

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 2021-22 total \$20,779,145 which reflects an increase of \$80,466 from the adopted FY 2020-21 levels. State Aid estimates for FY 2021-22 are based on Governor Lamont's 2021-22 proposed budget as submitted to the General Assembly in February 2021.

The FY 2021-22 budget applies \$2,500,000 from the General Fund balance, which is flat to the amount for FY 2020-21. This will leave an estimated, projected unassigned fund balance as of June 30, 2021 of approximately \$20 million, or approximately 15.4% of the FY 2021-22 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, 2020 Net Grand List	\$2,775,494,396
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, 2020 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 \$2,726,777,474, 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 2021-22 of 39.10 (tax levy per \$1,000 of assessed value) or an decrease of 0.18, down .45% from FY 2020-21 levels.

2019-20 REVISED BUDGET	2020-21 REVISED BUDGET	TOWN OF NEWINGTON GENERAL FUND BUDGET SUMMARY	2021-2022		\$ CHANGE FROM PREVIOUS BUDGET	PERCENT CHANGE FROM PREVIOUS BUDGET
			MANAGER PROPOSED	TOWN COUNCIL TENTATIVE		
		BUDGET APPROPRIATIONS:				
37,581,156	38,389,528	Town Government Operations	37,246,581	0	-1,142,947	-2.98%
74,768,011	76,768,011	Board of Education Operations	76,768,011	0	0	0.00%
4,466,300	4,823,600	Metropolitan District Comm. Payment	4,758,350	0	-65,250	-1.4%
1,225,889	1,756,927	Debt Service - Town's Share (1)	1,564,155	0	-192,772	-11.0%
299,342	725,671	Debt Service - Education's Share (1)	658,777	0	-66,894	-9.2%
4,958,740	3,060,604	Capital Improvements & Equip. Res. - Town's Share (2)	8,016,988	0	4,956,384	161.9%
313,828	125,000	Capital Improvements - Education's Share (2)	817,000	0	692,000	553.6%
69,700	15,300	Empl. Leave Liability Res. Fund (3)	12,800	0	-2,500	-16.3%
<u>23,200</u>	<u>51,700</u>	Empl. Leave Liability Res. Fund - Education's Share (3)	<u>50,700</u>	<u>0</u>	<u>-1,000</u>	<u>-1.9%</u>
123,706,166	125,716,341	TOTAL APPROPRIATIONS - TOWN AND BOARD	129,893,362	0	4,177,021	3.3%
		LESS:				
20,270,460	20,698,679	Estimated Revenues from Non-Tax Sources	20,779,145	0	80,466	0.4%
0	0	Estimated Revenues from Motor Vehicle Tax	0	0	0	0.0%
		LESS:				
1,100,000	2,500,000	General Fund Balance Applied	2,500,000	-	0	0.0%
102,335,706	102,517,662	AMOUNT TO BE RAISED BY CURRENT TAXES	106,614,217	0	4,096,555	4.0%
2,640,574,930	2,657,248,824	NET GRAND LIST	2,775,494,396	0	118,245,572	4.5%
0	0	LESS: Motor Vehicle	0	0	0	0.0%
10,000,000	10,000,000	LESS: Est. Value of Legal Corrections & Exemptions	10,000,000	0	0	0.0%
2,630,574,930	2,647,248,824	NET ADJUSTED GRAND LIST	2,765,494,396	0	118,245,572	4.5%
2,593,746,881	2,610,187,340	NET ADJUSTED COLLECTIBLE GRAND LIST	2,726,777,474	0	116,590,134	4.5%
		(\$ VALUE OF ONE MILL = \$2,726,777)				
39.45	39.28	MILL RATE	39.10		-0.18	-0.45%

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

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

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

APPROPRIATIONS

TOWN APPROPRIATIONS SUMMARIES

EXPLANATION OF THE APPROPRIATION PAGES

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

2019-2020 Actual: These figures are the actual funds spent during FY 2019-2020.

2020-2021 Original Budget: These figures equal the original budget adopted for FY 2020-2021.

2020-2021 Revised Budget: These figures equal the original budget adopted for FY 2020-2021, plus all interdepartmental and intradepartmental transfers.

2021-2022 Department Request: These figures represent the departments' requests for FY 2021-2022 based on criteria set forth by the Town Manager.

2021-2022 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 2020-2021 Revised Budget column to the FY 2021-2022 Manager Proposed column.

FUNCTION Town Government Operations			ACTIVITY Summary	PROGRAM			
2019-2020 Actual	2020-2021 Original Budget	2020-2021 Revised Budget	BUDGET APPROPRIATIONS	2021-2022 Manager Proposed	\$	%	Change from revised budget % of Total Change
<u>Object Summary</u>							
16,232,047	17,334,077	17,363,227	100 Personal Services	17,242,949	-120,278	-0.69%	10.52%
17,564,538	18,972,658	18,941,167	200 Contractual Services	18,072,368	-868,799	-4.59%	76.01%
1,308,544	1,492,483	1,494,581	300 Materials and Supplies	1,503,458	8,877	0.59%	-0.78%
373,242	457,810	458,053	400 Capital Outlay	295,306	-162,747	-35.53%	14.24%
182,500	132,500	132,500	500 Transfers to Other Funds	132,500	0	0.00%	0.00%
35,660,871	38,389,528	38,389,528	TOTAL	37,246,581	-1,142,947	-2.98%	100.00%
4,929,858	5,265,438	5,321,638	100 General Government	5,615,128	293,490	5.52%	-25.68%
8,491,935	9,466,343	9,466,343	200 Public Safety	9,351,655	-114,688	-1.21%	10.03%
5,061,292	5,494,009	5,444,009	300 Public Works	5,217,611	-226,398	-4.16%	19.81%
535,755	480,302	557,402	400 Community Planning & Development	539,396	-18,006	-3.23%	1.58%
190,832	200,333	200,333	500 Public Health	200,333	0	0.00%	0.00%
1,054,213	1,089,364	1,120,364	600 Community Services	1,073,975	-46,389	-4.14%	4.06%
1,725,216	1,849,577	1,849,577	700 Public Library	1,739,762	-109,815	-5.94%	9.61%
1,719,427	1,863,885	1,888,885	800 Parks & Recreation	1,873,932	-14,953	-0.79%	1.31%
11,952,343	12,680,277	12,540,977	900 Insurance-Miscellaneous	11,634,789	-906,188	-7.23%	79.29%
35,660,871	38,389,528	38,389,528	TOTAL	37,246,581	-1,142,947	-2.98%	100.00%

FUNCTION Total Appropriations - Town and Board			ACTIVITY Summary	PROGRAM			
2019-2020 Actual	2020-2021 Original Budget	2020-2021 Revised Budget	BUDGET APPROPRIATIONS	2021-2022 Manager Proposed	\$	%	% of Total Change
54,695	53,784	53,784	0110 Town Council	53,642	-142	-0.26%	0.00%
476,404	397,044	421,044	0120 Town Manager	429,815	8,771	2.08%	0.26%
38,529	39,992	39,992	0130 Courts	39,992	0	0.00%	0.00%
116,760	169,108	179,608	0140 Elections	172,124	-7,484	-4.17%	-0.22%
1,544,751	1,579,107	1,579,107	0150 Finance	1,579,390	283	0.02%	0.01%
230,081	157,025	157,025	0160 Town Attorney	157,025	0	0.00%	0.00%
188,158	201,341	223,041	0170 Town Clerk	225,572	2,531	1.13%	0.07%
25,850	41,808	41,808	0180 Personnel	41,808	0	0.00%	0.00%
2,254,630	2,626,229	2,626,229	0190 General Services	2,915,760	289,531	11.02%	8.44%
4,929,858	5,265,438	5,321,638	TOTAL	5,615,128	293,490	5.52%	8.55%
0100 General Government							
7,237,262	7,907,011	7,907,011	0210 Police Department	7,832,777	-74,234	-0.94%	-2.16%
853,851	1,089,170	1,089,170	0230 Fire Department	1,052,936	-36,234	-3.33%	-1.06%
270,845	315,000	315,000	0250 Street Lighting	300,000	-15,000	-4.76%	-0.44%
0	4,050	4,050	0260 Emergency Management	11,050	7,000	172.84%	0.20%
30,145	44,000	44,000	0270 Emergency Medical Services	44,000	0	0.00%	0.00%
99,832	107,112	107,112	0280 Hydrants	110,892	3,780	3.53%	0.11%
8,491,935	9,466,343	9,466,343	TOTAL	9,351,655	-114,688	-1.21%	-3.34%
0200 Public Safety							
318,676	327,068	277,068	0310 Engineering	256,241	-20,827	-7.52%	-0.61%
2,545,072	2,739,835	2,719,835	0320 Highway Department	2,558,598	-161,237	-5.93%	-4.70%
2,197,543	2,427,106	2,447,106	0350 Solid Waste Services	2,402,772	-44,334	-1.81%	-1.29%
5,061,291	5,494,009	5,444,009	TOTAL	5,217,611	-226,398	-4.16%	-6.60%
0300 Public Works							
231,448	235,445	307,545	0420 Planning and Development	285,462	-22,083	-7.18%	-0.64%
15,499	17,508	17,508	0430 Town Plan and Zoning	17,703	195	1.11%	0.01%
1,275	2,432	2,432	0440 Zoning Board of Appeals	2,463	31	1.27%	0.00%
211,749	215,057	220,057	0450 Building Department	223,810	3,753	1.71%	0.11%
4,727	5,394	5,394	0460 Conservation Commission	5,464	70	1.30%	0.00%
71,057	4,466	4,466	0470 Economic Development	4,494	28	0.63%	0.00%
535,755	480,302	557,402	TOTAL	539,396	-18,006	-3.23%	-0.52%
0400 Community Planning & Development							

FUNCTION			ACTIVITY		PROGRAM			
Total Appropriations - Town and Board			Summary					
2019-2020 Actual	2020-2021 Original Budget	2020-2021 Revised Budget	BUDGET APPROPRIATIONS		2021-2022 Manager Proposed	\$	%	% of Total Change
			0500 Public Health					
190,832	200,333	200,333	0510 Health Services		200,333	0	0.00%	0.00%
190,832	200,333	200,333	TOTAL		200,333	0	0.00%	0.00%
			0600 Community Services					
453,275	466,631	497,631	0610 Human Services		482,278	-15,353	-3.09%	-0.45%
593,148	619,097	619,097	0640 Senior and Disabled Center		588,061	-31,036	-5.01%	-0.90%
7,790	3,636	3,636	0670 Boards and Commissions		3,636	0	0.00%	0.00%
1,054,213	1,089,364	1,120,364	TOTAL		1,073,975	-46,389	-4.14%	-1.35%
			0700 Public Library					
1,725,059	1,849,547	1,849,547	0710 Library Operations		1,739,732	-109,815	-5.94%	-3.20%
157	30	30	0730 Hubbard Book Fund		30	0	0.00%	0.00%
1,725,216	1,849,577	1,849,577	TOTAL		1,739,762	-109,815	-5.94%	-3.20%
			0800 Parks & Recreation					
333,225	339,215	339,215	0810 Parks & Recreation Administr.		242,781	-96,434	-28.43%	-2.81%
1,386,202	1,524,670	1,549,670	0830 Grounds Maintenance		1,631,151	81,481	5.26%	2.38%
1,719,427	1,863,885	1,888,885	TOTAL		1,873,932	-14,953	-0.79%	-0.44%
			0900 Insurance - Miscellaneous					
933,116	977,473	977,473	0910 Municipal Insurance		988,450	10,977	1.12%	0.32%
2,930	2,930	2,930	0930 Greater Htfd. Transit District		5,000	2,070	70.65%	0.06%
10,911,529	11,212,474	11,073,174	0940 Employee Benefits		10,229,955	-843,219	-7.61%	-24.58%
22,500	22,500	22,500	0950 Special Community Activities		27,500	5,000	22.22%	0.15%
82,268	464,900	464,900	0960 Contingency		383,884	-81,016	-17.43%	-2.36%
11,952,343	12,680,277	12,540,977	TOTAL		11,634,789	-906,188	-7.23%	-26.41%

FUNCTION Total Appropriations - Town and Board			ACTIVITY Summary	PROGRAM			
2019-2020 Actual	2020-2021 Original Budget	2020-2021 Revised Budget	BUDGET APPROPRIATIONS	2021-2022 Manager Proposed	\$	%	% of Total Change
			1000 Debt Service				
545,898	607,598	1,353,992	1010 Interest Expense	357,932	-996,060	-73.56%	-29.03%
1,140,000	1,875,000	1,875,000	1020 Principal Payments	1,865,000	-10,000	-0.53%	-0.29%
1,685,898	2,482,598	3,228,992	TOTAL	2,222,932	-1,006,060	-31.16%	-29.33%
			1050 Metropolitan District				
4,451,848	4,823,600	4,823,600	1051 MDC Assessment	4,758,350	-65,250	-1.35%	-1.90%
4,451,848	4,823,600	4,823,600	TOTAL	4,758,350	-65,250	-1.35%	-1.90%
			1100 Capital Improvements				
4,871,818	2,288,204	2,288,204	1100 Capital Improvements Program	7,037,676	4,749,472	207.56%	138.44%
4,871,818	2,288,204	2,288,204	TOTAL	7,037,676	4,749,472	207.56%	138.44%
			2000 Equipment Reserve				
787,400	897,400	897,400	2500 Equipment Reserve CIP	1,796,312	898,912	100.17%	26.20%
787,400	897,400	897,400	TOTAL	1,796,312	898,912	100.17%	26.20%
			3000 Employee Leave Liability				
23,200	51,700	51,700	3100 ELLF-Board of Education	50,700	-1,000	-1.93%	-0.03%
69,700	15,300	15,300	3200 ELLF-Town Operations	12,800	-2,500	-16.34%	-0.07%
92,900	67,000	67,000	TOTAL	63,500	-3,500	-5.22%	-0.10%
			4000 Board of Education				
74,088,376	76,768,011	76,768,011	4000 Board of Education	76,768,011	0	0.00%	0.00%
74,088,376	76,768,011	76,768,011	TOTAL	76,768,011	0	0.00%	0.00%
121,639,110	125,716,341	126,462,735	GRAND TOTALS	129,893,362	3,430,627	2.71%	100.00%

REVENUES

GENERAL FUND REVENUES

EXPLANATION OF GENERAL FUND REVENUES

5000 Taxes

The current levy and Motor Vehicles for FY 2021-22 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, 2020. The amount to be raised by taxes of \$106,614,217 is equal to budget appropriations for Town Government and Board of Education operations less estimated receipts from non-tax sources and appropriated fund balance. The mill rate (taxes per \$1000 of assessed value) is then calculated using the October 1, 2020 Net Grand List of \$2,775,494,396, less the estimated legal exemptions and deductions of \$10,000,000, and an estimated tax collection rate of 98.6%. The mill rate for FY 2021-22 is 39.10, a decrease of 0.18 mills from the FY 2020-21 mill rate of 39.28, or -.45%. The calculation of the mill rate is presented on page 1 and explained on page ix.

Supplemental motor vehicle taxes are based on vehicles expected to be registered in Newington during the interim period of October 2, 2020 to August 1, 2021; i.e., after the Grand List of October 1, 2020 is set. This account is flat compared to the 2020-21 fiscal year. Property categorized as prorated during the interim period will be reflected in the October 1, 2021 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, 2020. Historically we have not collected any revenue for this and therefore reduced our estimate to zero for the FY 2020-21 and kept it at that amount for FY 2021-22.

Prior year taxes are the anticipated collections of delinquent taxes due from previous fiscal years. Revenue from delinquent taxes is expected to be higher than the FY 2020-21 estimates and budgeted amounts. Interest payments and liens collected are related to the amount of prior year taxes collected. The related interest rate is charged on outstanding balances at 18% per year in accordance with State Statutes. Revenue from these sources is expected to increase from FY 2020-21, due especially to the expected elimination of the Property Tax Relief Program for the COVID-19 pandemic adopted by the Town Council on April 14, 2020.

5100 Payments in Lieu of Taxes (PILOTs)

PILOTs are designed to partially replace tax revenues that were once received or would have been received if the property were taxable. Examples of State-administered PILOTs include general hospitals in Newington, State property in Newington, tax exemptions for low-income elderly and disabled residents and for new regulation of the mill rate tax cap on motor vehicles.

The reimbursement for State-owned real property is declared by Statute to be 45% of the 2020 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 FY 2021-22, the amount of aid we received remained the same compared to FY 2020-21. We expect both State-Owned Pilots and Tax Exempt Colleges & Hospitals to stay at the same level as the FY 2021-22.

Overall the Town expects to receive \$1,954,589, in FY2021-22 for these two pilots based on Governor Lamont's proposed FY 2021-22 budget. It is expected that we will also receive a disabled exemption and additional veteran exemption total \$30,011 under this category.

2019-2020 Actual	2020-2021 Council Adopted	2020-2021 Estimated	Revenue Source	2021-2022 Manager Proposed	Change from estimated budget \$	Change from estimated budget %
TAXES						
94,768,573	94,233,116	94,233,116	5001 Current Levy	98,074,217	3,841,101	4.1%
1,212,586	1,130,637	1,130,637	5002 Prorated Motor Vehicles	1,130,637	-	0.0%
802,663	375,000	375,000	5004 Prior Year Tax Levies	400,000	25,000	6.7%
509,610	195,000	195,000	5005 Interest & Liens	350,000	155,000	79.5%
8,759,456	8,284,546	8,800,000	5007 Motor Vehicles	8,540,000	(260,000)	-3.0%
106,052,888	104,218,299	104,733,753	SUBTOTAL	108,494,854	3,761,101	3.6%
PILOTS						
14,719	14,719	14,719	5101 State-Owned PILOT	14,719	-	0.0%
5,233	5,000	5,000	5105 Disabled Exemption	5,000	-	0.0%
25,011	25,011	25,011	5107 Add'l Veteran's Exemption	25,011	-	0.0%
1,939,870	1,939,870	1,939,870	5109 Tax Exempt Colleges & Hospital	1,939,870	-	0.0%
1,984,833	1,984,600	1,984,600	SUBTOTAL	1,984,600	-	0.0%

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 \$325,000, which is higher than the budgeted level in FY 2021-22 due to an expected increase in scheduled fees.

5400 Rentals

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

5500 Investment Income

The Interest Earnings category reflects income earned from temporary investments made when the Town's cash in a given period exceeds the Town's immediate disbursement needs. Short term interest rates have decreased drastically this year due to the COVID-19 pandemic and are not expected to fully recover next year, causing the estimate for FY 2021-22 to be lower than the 2020-21 estimate of \$137,000 and then the 2020-21 budget of \$300,000.

5600 Fines

This revenue category includes revenues received from parking fines, false alarms and blighted property. Income from these sources is estimated at \$22,000.

2019-2020 Actual	2020-2021 Council Adopted	2020-2021 Estimated	Revenue Source	2021-2022 Manager Proposed	Change from estimated budget \$	Change from estimated budget %
ASSESSMENTS						
15,643	15,300	16,074	5201 New Meadow Housing	16,000	(74)	-0.5%
15,643	15,300	16,074	SUBTOTAL	16,000	(74)	-0.5%
LICENSES & PERMITS						
280,628	250,000	300,000	5301 Building Permits	325,000	25,000.00	8.3%
725	2,000	-	5302 Vendor's Permits	2,000	2,000.00	100.0%
8,820	10,000	7,000	5305 Gun Permits	10,000	3,000.00	42.9%
220	500	250	5306 Raffle & Bingo Permits	500	250.00	100.0%
16,100	20,000	20,000	5308 Work Within Rights of Way	20,000	-	0.0%
720	2,000	2,000	5310 Refuse Handling Licenses	2,000	-	0.0%
307,213	284,500	329,250	SUBTOTAL	359,500	30,250.00	9.2%
RENTALS						
-	2,000	-	5402 Town Hall Rental Receipts	2,000	2,000.00	100.0%
48,000	48,000	45,000	5403 Indian Hill Country Club	48,000	3,000.00	6.7%
53,348	47,000	51,558	5404 Other Town Property	50,000	(1,558)	-3.0%
101,348	97,000	96,558	SUBTOTAL	100,000	3,442	3.6%
INVESTMENT INCOME						
460,419	300,000	137,000	5501 Interest Earnings	100,000	(37,000)	-27.0%
460,419	300,000	137,000	SUBTOTAL	100,000	(37,000)	-27.0%
FINES						
9,075	11,000	7,000	5602 Parking Tickets	11,000	4,000.00	57.1%
15,150	10,000	8,000	5603 False Alarms	10,000	2,000	25.0%
97	1,000	1,500	5605 Blighted Premises	1,000	(500)	-33.3%
1,818	-	-	5606 Snow Removal Fines	-	0	#DIV/0!
-	-	-	5607 Zoning Citation Fines	-	-	0.0%
26,140	22,000	16,500	SUBTOTAL	22,000	5,500	33.3%

5700 Charges for Services

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

The largest revenue source in this category are the Town Clerk fees 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 2020-21 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 not receive a rebate for 2,800 tons of recyclables at rate of \$5.00 as we had in the past.

5900 Sale of Town Property

This category includes proceeds from the sale of Town-owned property. No increase in revenue is estimated in this account in FY 2021-22.

2019-2020 Actual	2020-2021 Council Adopted	2020-2021 Estimated	Revenue Source	2021-2022 Manager Proposed	Change from estimated budget \$	Change from estimated budget %
CHARGES FOR SERVICES						
3,904	5,000	3,000	5702 Conservation Commission	5,000	2,000	66.7%
1,040	600	2,000	5703 Zoning Board of Appeals	600	(1,400)	-70.0%
11,095	10,000	7,000	5704 Town Planning & Zoning	10,000	3,000	42.9%
567,456	475,000	475,000	5705 Town Clerk Fees	475,000	-	0.0%
11,569	10,000	9,000	5706 Police	10,000	1,000	11.1%
2,658	4,000	200	5707 Human Services-Counseling Fee	4,000	3,800	1900.0%
14,116	19,000	500	5708 Library - Overdue Fines	5,000	4,500	900.0%
2,587	5,000	400	5709 Dial-A-Ride Tickets	3,000	2,600	650.0%
657	1,275	300	5711 Engineering Fees	1,275	975	325.0%
24,872	15,000	20,000	5712 Scrap Metal Curbside	20,000	-	0.0%
-	-	-	6307 Youth-Adult Council	-	-	-
639,954	544,875	517,400	SUBTOTAL	533,875	16,475	3.2%
REFUNDS & REIMBURS.						
76,523	10,000	124,132	5802 Refunds-Town	10,000	(114,132)	-91.9%
4,514	10,000	3,000	5803 Refunds-Schools	10,000	7,000	233.3%
2,872	10,000	5,000	5822 Recycling Rebates	10,000	5,000	100.0%
83,909	30,000	132,132	SUBTOTAL	30,000	(102,132)	-77.3%
SALE-TOWN PROPERTY						
3,093	4,720	6,000	5902 Other	4,720	(1,280)	-21.3%
81	300	-	5904 Library-Sale of Earbuds	300	300	100.0%
3,174	5,020	6,000	SUBTOTAL	5,020	(980)	-16.3%

6000 State Aid

The State Aid category includes all General Fund revenues from the State that are not included in the State PILOT category (#5100). Estimating revenues for this category continue to be most challenging for FY 2021-22 as the Governor and legislator have only just started the budget process for the 2021-22 aid. This category shows flat funding from FY 2020-21 budgeted and estimated levels. Fiscal year.

The Education Cost Sharing (ECS) Grant is based on a State distribution formula that was adopted during the 2017-18 fiscal year. This grant was reduced by the General Assembly during FY 2017-18 based on this formula to a level of \$11,262,873. During the following fiscal years the amount of our grant was restored and we are estimated to receive \$13,772,951 this year. The Governor's budget proposes the same amount for the FY 2021-22 at \$13,772,951.

In FY 2021-22, there are is a small amount of funds expected from School Building Grant revenues for capital projects that have been completed but are being audited.

6100 Federal Aid

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

2019-2020 Actual	2020-2021 Council Adopted	2020-2021 Estimated	Revenue Source	2021-2022 Manager Proposed	Change from estimated budget \$	Change from estimated budget %
STATE-AID						
164,924	164,924	164,924	6005 Mashantucket Pequot Fund	164,924	-	0.0%
20,974	20,368	20,368	6006 Youth Services Bureau	20,368	-	0.0%
5,663	-	-	6007 Alcohol and Drug Abuse	-	-	0.0%
82,498	98,500	85,000	6013 Telecommunications Tax	98,500	13,500	15.9%
-	18,459	18,459	6015 Emergency Management Grant	18,459	-	0.0%
1,365,802	1,365,802	1,365,802	6022 Grants for Municipal Projects	1,365,802	-	0.0%
-	-	-	6030 Miscellaneous State Grants	-	-	0.0%
41,733	42,222	45,494	6054 Adult Education	43,236	(2,258)	-5.0%
82,011	-	107,937	6056 School Building Grants	20,000	(87,937)	-81.5%
4,374	2,655	-	6058 Health Services	2,655	2,655	100.0%
13,399,844	13,772,951	13,772,951	6062 Education Cost Sharing Grant	13,772,951	-	0.0%
15,167,823	15,485,881	15,580,935	SUBTOTAL	15,506,895	(74,040)	-0.5%
FEDERAL AID						
11,392	9,000	7,000	6101 Senior Citizen Trans Aid	9,000	2,000	28.6%
11,392	9,000	7,000	SUBTOTAL	9,000	2,000	28.6%

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 2021-22, \$60,000 is estimated to be received.

7000 Transfers from Other Funds

This category represents transfers of funds to the General Fund from Other Funds. The transfer from the Cemetery Special Revenue Fund (\$171,518) 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.

2019-2020 Actual	2020-2021 Council Adopted	2020-2021 Estimated	Revenue Source	2021-2022 Manager Proposed	Change from estimated budget \$	Change from estimated budget %
MISCELLANEOUS						
211,188 4,884	60,000	60,000	6203 Cancelled PY Encumbrances	60,000	-	0.0%
	-	-	6201 Other-Miscellaneous	-	-	0.0%
216,072	60,000	60,000	SUBTOTAL	60,000	-	0.0%
DONATIONS						
6,181	-	-	6302 United Way (Human Services)	-	-	0.0%
6,181	-	-	SUBTOTAL	-	-	0.0%
TRF FROM OTHER FUNDS						
475,667	-	-	7001 Transfer from CNRE Fund	-	-	0.0%
36,313	-	-	7002 Transfer from Public Building Fund	-	-	0.0%
158,823	159,766	159,766	7012 Transfer from Cemetery Fund	171,518	11,752	7.4%
335	70	70	7021 Transfer From Cemetery Trust	70	-	0.0%
157	30	30	7022 Transfer from Hubbard Fund	30	-	0.0%
671,295	159,866	159,866	SUBTOTAL	171,618	11,752	7.4%
125,748,284	123,216,341	123,777,068	TOTAL	127,393,362	3,616,294	2.9%

GENERAL GOVERNMENT

GENERAL GOVERNMENT

110 TOWN COUNCIL

120 TOWN MANAGER

130 COURTS

140 ELECTIONS

150 FINANCE

160 TOWN ATTORNEY

170 TOWN CLERK/RECORDS ADMINISTRATION

180 PERSONNEL

190 GENERAL SERVICES

FUNCTION GENERAL GOVERNMENT	ACTIVITY	PROGRAM SUMMARY	CODE 100
<u>PERSONNEL SUMMARY</u>			
<u>Positions (in work years)</u>	<u>2020-2021 Authorized</u>	<u>2021-2022 Requested</u>	<u>2021-2022 Proposed</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	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	4.0	4.0	4.0
<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)	0.5	0.5	0.5
Town Assessor	1.0	1.0	1.0
Deputy Assessor (FT unfunded; replaced temporarily with PT)	1.0	0.5	0.5
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	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	11.5	11.0	11.0
<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 GENERAL GOVERNMENT	ACTIVITY	PROGRAM SUMMARY	CODE 100
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PERSONNEL SUMMARY

<u>Positions (in work years)</u>	2020-2021 <u>Authorized</u>	2021-2022 <u>Requested</u>	2021-2022 <u>Proposed</u>	2021-2022 <u>Approved</u>
Facilities Management				
Director of Facilities Management	0.0	0.0	1.0	
Facilities Electrician	1.0	1.0	1.0	
Air Conditioning & Heating Control Mechanic (LT-17)	1.0	1.0	1.0	
Heating & Ventilating Mechanic (LT-15)	1.0	1.0	1.0	
Head Custodian	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	
	4.0	4.0	5.0	
Information Systems & Technology				
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 (unfunded FY 2021-22)	<u>1.0</u>	<u>0.0</u>	<u>0.0</u>	
	5.0	4.0	4.0	
Seasonal (work hours)				
Finance	321.0	321.0	321.0	
Town Clerk	235.0	235.0	235.0	
Central Services	<u>60.0</u>	<u>45.0</u>	<u>45.0</u>	
	616.0	601.0	601.0	
Town Council				
Clerk of the Council (PT)	1.0	1.0	1.0	
Town Attorney				
Town Attorney (Retainer)	1.0	1.0	1.0	

FUNCTION GENERAL GOVERNMENT	ACTIVITY TOWN COUNCIL	PROGRAM	CODE 110
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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 2020-2021 OPERATION

- Approved a bid waiver for LED lighting/HVAC improvements at John Paterson School and Martin Kellogg Middle School
- Approved bonding language for the Anna Reynolds School Project referendum, held in November.
- Approved a STEEP grant for Senior and Disabled Center improvements.
- Approved the AFSCME contract with AFSCME bargaining unit employees.
- Approved the sale of the former Barbour Road.
- Approved a non-emergency inter-agency agreement with the Mid-State Task Force.
- Dedicated Garfield Street from Main Street to Willard Avenue in honor of Richard Klett.
- Made numerous appointments to various boards and commissions.
- Adopted an ATV ordinance to address illegal vehicles operating on Town roadways.
- Approved an affordable housing study.

OBJECTIVES

- To develop short and long-range goals and objectives that will provide direction for the Town in future years.
- To adopt the 2021-22 annual budget, the 2021-22 through 2025-26 Long Range Capital Improvement Plan, and to set the Mill Rate for 2021-22.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function		Activity		Program		Code	
General Government		Town Council		Town Council		0110	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
3,722	3,562	3,562	8103 Part Time	3,634	3,634	72	2.02 %
3,722	3,562	3,562	OBJECT TOTAL	3,634	3,634	72	2.02 %
<u>PROFESSIONAL SVCS</u>							
3,747	1,700	1,700	8201 Public Notification	1,700	1,700	0	0.00 %
44,110	44,324	44,324	8202 Dues and Subscriptions	44,110	44,110	-214	-0.48 %
0	50	50	8204 Conferences,Meetings,Training	50	50	0	0.00 %
1,285	1,491	1,491	8216 Printing and Binding	1,491	1,491	0	0.00 %
49,142	47,565	47,565	OBJECT TOTAL	47,351	47,351	-214	-0.45 %
<u>MATERIAL & SUPPLIES</u>							
178	400	400	8301 Office Supplies	400	400	0	0.00 %
1,653	2,257	2,257	8310 Other Materials	2,257	2,257	0	0.00 %
1,831	2,657	2,657	OBJECT TOTAL	2,657	2,657	0	0.00 %
54,695	53,784	53,784	TOTAL	53,642	53,642	-142	-0.26 %

FUNCTION GENERAL GOVERNMENT	ACTIVITY TOWN MANAGER	PROGRAM	CODE 120
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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 2020-2021 OPERATION

- Relocated all Town Hall offices into a new municipal office building.
- Kept Town offices closed to protect employees and the public during the COVID-19 pandemic, with non-essential meetings cancelled and essential meetings held remotely.
- Participated in promotional interviews for the Police Department.
- Initiated the Municipal Administrative Training (MAT) Program.
- Met with various residents and constituencies to discuss concerns.
- Developed a policy on workplace and office appearance.
- Helped to guide the Town forces response to Tropical Storm Isaias.
- Participated in AFSCME negotiations for the bargaining unit contract with AFSCME employees.
- Received the Facilities Report from Owens, Renz and Lee, prepared by Friar Associates, on all Town and Board of Education buildings.
- Began the FY 2021-22 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

- Full Time Salaries includes Administrative salaries with a 2% increase from the 2020-21 rates and includes increases for additional job assignments.

Function		Activity		Program		Code
General Government		Town Manager		Town Manager		0120
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
474,166	389,913	413,913	8101 Full time salaries	417,289	422,684	8,771 2.12 %
474,166	389,913	413,913	OBJECT TOTAL	417,289	422,684	8,771 2.12 %
<u>PROFESSIONAL SVCS</u>						
200	1,836	1,836	8202 Dues and Subscriptions	1,836	1,836	0 0.00 %
0	2,600	2,600	8204 Conferences,Meetings,Training	2,600	2,600	0 0.00 %
40	280	280	8216 Printing and Binding	280	280	0 0.00 %
1,220	1,200	1,200	8220 Other Contractual Services	1,200	1,200	0 0.00 %
1,460	5,916	5,916	OBJECT TOTAL	5,916	5,916	0 0.00 %
<u>MATERIAL & SUPPLIES</u>						
338	715	715	8301 Office Supplies	715	715	0 0.00 %
440	500	500	8310 Other Materials	500	500	0 0.00 %
778	1,215	1,215	OBJECT TOTAL	1,215	1,215	0 0.00 %
476,404	397,044	421,044	TOTAL	424,420	429,815	8,771 2.08 %

FUNCTION GENERAL GOVERNMENT	ACTIVITY PROBATE COURT	PROGRAM	CODE 130
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EXPLANATION

Newington currently shares 37 percent of the cost of the Probate Court while the towns of Wethersfield and Rocky Hill share 32 percent and 31 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 General Government	Activity Probate Court	Program Probate Court	Code 0130
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2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>						
38,529	39,992	39,992	8220 Other Contractual Services	39,992	39,992	0 0.00 %
38,529	39,992	39,992	OBJECT TOTAL	39,992	39,992	0 0.00 %

38,529	39,992	39,992	TOTAL	39,992	39,992	0	0.00 %
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FUNCTION GENERAL GOVERNMENT	ACTIVITY ELECTIONS	PROGRAM	CODE 140
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EXPLANATION

Pursuant to Connecticut General Statutes, the Registrars of Voters maintain over 35,000 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, unfunded Voter Registration Session (VRS) and Election Day Registration (EDR).
- Maintenance preparation includes, annual inspection from LHS voting machine company, programming, ordering materials for all aspects for voting, checking on ballots, setup of all voting equipment and signage.
- Set 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 phone lines to polling places and the implementation of the 10 new IVS (handicapped accessible) voting machines.
- Unfunded Mandated special registration sessions for each election and Primary following the SOS Election Calendar daily.
- Annually unfunded Audits mandates after each election.
- Overseeing all Elections, Primaries, any Referenda's.
- Registrars are responsible for the distribution of absentee ballot applications, the delivery of absentee ballots and overseeing the voting process of all six of the medical facilities in Newington, returning several times for client rights to voting procedures.
- Conduct mandated training sessions for all poll workers for each election by state statute.
- Every four years all district Moderators and Assistant Registrars must be certified to work the polls five hour class. Another unfunded mandate to the municipalities.
- 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).
- 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 SOS now has mandated that all Registrars of Voters be certified by UCONN, which is another unfunded mandate.
- With inclusion of OLR, EDR, IVS and retention schedule changes we have over grown our space for records, equipment and cabinet issues.
- Longtime Republican Registrar of Voters, Linda Cultrera, retired in October. We welcomed new Republican Registrar of Voters, Theresa NC Avey, and Deputy, Jennifer Ancona.

OBJECTIVES

- Continue to monitor new legislative initiatives regarding elections.
- The registrars are (unfunded) mandate to utilize the Converse System to update records from DMV daily.
- Finalizing certification training for ROV.
- We need to revitalize all districts polling place signage by State Statute.

MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time decreased due to prior year transfer for Presidential election during COVID-19.
- Public Notification, Office Supplies and Other Materials deceased due to prior year additional costs of Presidential election and COVID-19.
- Equipment Maintenance reflects increased costs for tabulator maintenance.
- Printing and Binding and Other Contractual Services reflect August primaries and November election.

Function		Activity		Program		Code	
General Government		Elections		Elections		0140	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
75,033	80,689	91,189	8103 Part Time	81,867	83,505	-7,684	-8.43 %
75,033	80,689	91,189	OBJECT TOTAL	81,867	83,505	-7,684	-8.43 %
<u>PROFESSIONAL SVCS</u>							
319	1,100	1,100	8201 Public Notification	300	300	-800	-72.73 %
140	140	140	8202 Dues and Subscriptions	140	140	0	0.00 %
504	550	550	8203 Transportation	560	560	10	1.82 %
3,200	4,900	4,900	8204 Conferences,Meetings,Training	4,900	4,900	0	0.00 %
486	500	500	8205 Postage and Shipping	500	500	0	0.00 %
4,198	4,414	4,414	8212 Equipment Maintenance	4,804	4,804	390	8.84 %
5,068	16,175	16,175	8216 Printing and Binding	25,625	16,175	0	0.00 %
25,312	59,390	55,404	8220 Other Contractual Services	59,990	59,990	4,586	8.28 %
39,227	87,169	83,183	OBJECT TOTAL	96,819	87,369	4,186	5.03 %
<u>MATERIAL & SUPPLIES</u>							
644	550	3,050	8301 Office Supplies	550	550	-2,500	-81.97 %
1,800	350	350	8302 Technical Supplies	350	350	0	0.00 %
56	350	1,836	8310 Other Materials	350	350	-1,486	-80.94 %
2,500	1,250	5,236	OBJECT TOTAL	1,250	1,250	-3,986	-76.13 %
116,760	169,108	179,608	TOTAL	179,936	172,124	-7,484	-4.17 %

FUNCTION GENERAL GOVERNMENT	ACTIVITY FINANCE	PROGRAM ACCOUNTING & ADMINISTRATION	CODE 151
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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 2020-2021 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, 2020 for the twenty ninth consecutive year.
- Continued financial planning support for the Town Hall/Community Center Building project.
- In May we successfully went out to bond for the second time to secure financing for the building of the new Town Hall/Community Center.
- Assisted with the calculations regarding the renovation of Anna Reynolds that was approved at referendum in November.
- Relocated our office to the completed Town Hall during July 2020.
- Our part time staff resigned in October and we have worked to assign her duties to various staff. Created a new floater position that we will share with the Town Manager's office to cover some of the remaining job assignments.
- Established new procedures and staffing to deal with the complications of doing business during the pandemic.

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 for FY 2021-22 reflects Administrative salaries with a 2% increase from the 2020-21 rates and includes increases for additional job assignments. It also reflects AFSCME employees at the newly agreed to contractual rates.
- Part Time reflects change to a floater position at 19 hours per week at a lower clerical hourly rate.

Function		Activity		Program		Code
General Government		Finance		Accounting and Administration		0151
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
328,370	333,794	333,794	8101 Full time salaries	347,401	351,862	18,068 5.41 %
24,730	24,580	24,580	8103 Part Time	24,823	18,720	-5,860 -23.84 %
353,100	358,374	358,374	OBJECT TOTAL	372,224	370,582	12,208 3.41 %
<u>PROFESSIONAL SVCS</u>						
570	510	510	8202 Dues and Subscriptions	510	510	0 0.00 %
869	680	680	8204 Conferences,Meetings,Training	680	680	0 0.00 %
191	150	150	8212 Equipment Maintenance	150	150	0 0.00 %
550	580	580	8220 Other Contractual Services	580	580	0 0.00 %
2,180	1,920	1,920	OBJECT TOTAL	1,920	1,920	0 0.00 %
<u>MATERIAL & SUPPLIES</u>						
566	600	600	8301 Office Supplies	600	600	0 0.00 %
1,035	1,474	1,474	8302 Technical Supplies	1,474	1,474	0 0.00 %
1,602	2,074	2,074	OBJECT TOTAL	2,074	2,074	0 0.00 %
356,882	362,368	362,368	TOTAL	376,218	374,576	12,208 3.37 %

FUNCTION GENERAL GOVERNMENT	ACTIVITY FINANCE	PROGRAM ASSESSOR	CODE 152
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EXPLANATION

The Assessor's primary duty is to determine the value of all taxable and tax exempt Real and Personal Property for the purpose of equitable tax distribution throughout the Town of Newington. Real Property is assessed at 70% of a base year of value established at the time of the last revaluation which was effective as of October 1, 2020. Commercial Personal Property and Motor Vehicles are also assessed at 70% annually. The Grand List consists of over 12,500 real estate parcels, 1,474 commercial personal property accounts and over 27,750 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 2020-2021 OPERATION

- Completed the State mandated Revaluation of all real property effective for the October 1, 2020 Grand List.
- Worked with commercial property owners in assisting them with adversely affected property values due to the Covid-19 pandemic
- Continued to maintain and administer the computer interface with the Geographic Information System (GIS) to include all property data.

OBJECTIVES

- Continue to provide taxpayers and professionals with courteous and responsive service.
- Implement a more streamline and efficient reporting system for Business Personal Property.
- 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

- Deputy Assessor re-classified from full time to part time for FY21-22
- Other accounts re-allocated to better reflect actual use and need.

Function		Activity		Program		Code
General Government		Finance		Assessor		0152
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
342,003	340,623	298,375	8101 Full time salaries	272,145	274,594	-23,781 -7.97 %
0	0	42,248	8103 Part Time	42,300	42,300	52 0.12 %
0	0	0	8105 Longevity	150	150	150 ****
342,003	340,623	340,623	OBJECT TOTAL	314,595	317,044	-23,579 -6.92 %
<u>PROFESSIONAL SVCS</u>						
1,210	1,850	1,650	8202 Dues and Subscriptions	1,650	1,650	0 0.00 %
1,076	4,040	4,040	8204 Conferences,Meetings,Training	4,040	4,040	0 0.00 %
0	0	200	8212 Equipment Maintenance	200	200	0 0.00 %
5,242	5,900	5,900	8216 Printing and Binding	5,900	5,900	0 0.00 %
5,000	5,000	5,000	8217 Consultants/Special Contractor	5,000	5,000	0 0.00 %
12,528	16,790	16,790	OBJECT TOTAL	16,790	16,790	0 0.00 %
<u>MATERIAL & SUPPLIES</u>						
511	655	655	8301 Office Supplies	655	655	0 0.00 %
511	655	655	OBJECT TOTAL	655	655	0 0.00 %
355,042	358,068	358,068	TOTAL	332,040	334,489	-23,579 -6.59 %

FUNCTION GENERAL GOVERNMENT	ACTIVITY FINANCE	PROGRAM BOARD OF ASSESSMENT APPEALS	CODE 153
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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 2020-2021 OPERATION

- The Board of Assessment Appeals held meetings on three (3) days during March 2019 and heard a total of twenty one (21) appeals on the October 1, 2018.
- Motor vehicle hearings were held in November 2019 and heard a total of twenty six (26) appeals on the October 1, 2018 Grand List.

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 General Government	Activity Finance	Program Board of Assess. Appeals	Code 0153
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2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 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 %
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FUNCTION GENERAL GOVERNMENT	ACTIVITY FINANCE	PROGRAM REVENUE COLLECTOR	CODE 154
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EXPLANATION

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

HIGHLIGHTS OF FY 2020-2021 OPERATION

- To reduce expenses, the second installment for Real Estate and Personal Property taxes is included with the initial bill for the July installment. The taxpayer then has this information on-hand for any time they choose to make their January payment. It is no longer necessary for them to wait for the second installment bill to be mailed. An additional envelope is provided for mailing.
- Continue the availability for the taxpayer to view current and past tax payments which is available through our online payment system which retains payment history. This is a convenience for taxpayers when seeking IRS information as well as for title searchers, attorneys and anyone who might need tax information immediately. Access is available twenty-four hours a day so when the office is closed for holidays and weekends the information is available.
- Assigned Alias Tax Warrants to Newington Constables for the collection of delinquent Personal Property and Motor Vehicle taxes. (Stopped during Covid-19)
- UCC Liens are filed with the State of Connecticut for delinquent Personal Property taxes.
- All payments are processed in the Revenue/Tax Office, and a direct check processor is used by the Revenue and Assistant Revenue Collector to deposit check payments directly into Newington's bank account.
- On a daily basis the staff needs to take extra time to release delinquent taxpayers from a hold at the Dept. of Motor Vehicles when payments are made so the taxpayer can register a vehicle. Time is spent by getting to another computer to log into the Motor Vehicle Dept.'s web-site where only authorized individuals can release a taxpayer. The Department of Motor Vehicles has a direct connection with CT municipalities. Paper clearances or stamped registrations are no longer accepted by the Dept. of Motor Vehicles.
- Due to Covid-19 Governor Lamont issued two Executive Orders (one for July and another for the January taxes) for an option to extend the last day for tax payments from 30 to 90 days upon approval by the municipality. There were exceptions: If a Landlord rents or leases property to tenants or lessees who have been affected by Covid-19 they may apply for the Deferment Program by providing the Tax Collector with documentation for approval prior to the end of the original 30-day grace period. Banks, escrow companies and mortgage holders were the exception and only have the 30-day grace period.
- Taxpayers were encouraged to pay taxes by mail, online, or use our newly installed Tax Payment drop box to avoid direct contact with Town Hall staff.
- Masks are mandated to wear at all times.
- Due to the pandemic and extensions, the Revenue Collector issued Reminder Notices to over 7,000 taxpayers in January to alert taxpayers of the extended grace period as well as to the Landlords. To keep costs down these reminders were printed, processed and mailed by all of the staff in the Tax Office. Due to the quantity and additional time involved the reminders were being mailed in waves.

OBJECTIVES

- Maintain the highest collection rate possible.
- Continue to use alternate methods for collections wherever appropriate; i.e., constables, sheriff, and tax sales.
- Improve computer capabilities to further enhance the tax collection program.
- Continue to provide the public with accurate information along with efficient and courteous service.
- Promote opportunities for the Tax Office staff to attend meetings and classes for personal development.
- Provide opportunities for the staff to improve customer service performance by attending classes.
- Continue to initiate Tax Sales for real estate properties where the taxpayer's debt to the town continues to grow due to not maintaining and/or ignoring payment arrangements.
- Continue to provide the service for online payments with debit/credit cards and checks. Also, due to the budget reductions, the January and July installments are mailed only once in July. The taxpayers are reminded of their January installment through News Releases and the Newington website and social media.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries increased for Administrative and AFSCME raises.

Function		Activity		Program		Code	
General Government		Finance		Revenue Collector		0154	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
221,108	222,256	222,256	8101 Full time salaries	229,574	233,020	10,764	4.84 %
1,565	4,500	4,500	8104 Seasonal	4,500	4,500	0	0.00 %
222,673	226,756	226,756	OBJECT TOTAL	234,074	237,520	10,764	4.75 %
<u>PROFESSIONAL SVCS</u>							
412	950	950	8201 Public Notification	950	950	0	0.00 %
195	195	195	8202 Dues and Subscriptions	195	195	0	0.00 %
1,229	1,370	1,370	8204 Conferences,Meetings,Training	1,370	1,370	0	0.00 %
10,474	13,736	13,736	8205 Postage and Shipping	13,736	13,736	0	0.00 %
0	125	125	8212 Equipment Maintenance	125	125	0	0.00 %
1,950	1,950	1,950	8216 Printing and Binding	1,950	1,950	0	0.00 %
12,709	12,970	12,970	8217 Consultants/Special Contractor	12,970	12,970	0	0.00 %
529,206	543,029	543,029	8224 Elderly Tax Relief Program	543,029	543,029	0	0.00 %
556,174	574,325	574,325	OBJECT TOTAL	574,325	574,325	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
602	600	600	8301 Office Supplies	600	600	0	0.00 %
1,583	3,340	3,340	8302 Technical Supplies	3,340	3,340	0	0.00 %
2,186	3,940	3,940	OBJECT TOTAL	3,940	3,940	0	0.00 %
781,032	805,021	805,021	TOTAL	812,339	815,785	10,764	1.34 %

FUNCTION GENERAL GOVERNMENT	ACTIVITY FINANCE	PROGRAM AUDITING	CODE 155
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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 2019-2020 OPERATION

- The auditing firm of Blum Shapiro conducted the audit of the FY 2019-2020 financial records during the FY 2020-2021.

OBJECTIVES

- To examine the FY 2020-2021 financial reports of the Town and certify that they are in accordance with the provisions of the Town Charter, the Connecticut General Statutes, and generally accepted accounting standards.

MAJOR BUDGET CHANGES AND COMMENTARY

- Consultants/Special Contractor went out to RFP two years ago and are in the third year of their contract. As per the contract with our auditors, the audit fee for the 2021-22 fiscal year will be \$52,000.

Function General Government	Activity Finance	Program Auditing	Code 0155
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2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PROFESSIONAL SVCS</u>							
42	40	40	8201 Public Notification	40	40	0	0.00 %
50,000	51,000	51,000	8217 Consultants/Special Contractor	52,000	52,000	1,000	1.96 %
50,042	51,040	51,040	OBJECT TOTAL	52,040	52,040	1,000	1.96 %

50,042	51,040	51,040	TOTAL	52,040	52,040	1,000	1.96 %
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FUNCTION GENERAL GOVERNMENT	ACTIVITY FINANCE	PROGRAM PURCHASING	CODE 157
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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 2019-2020 OPERATION

- Proposals were received for Complete Street design services, roof replacement architectural services, and facilities management services.

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

- Public Purchasing Association of Connecticut dues and meetings for the Director of Administrative Services are no longer budgeted.

Function		Activity		Program		Code	
General Government		Finance		Purchasing		0157	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PROFESSIONAL SVCS</u>							
218	1,000	1,000	8201 Public Notification	1,000	1,000	0	0.00 %
35	35	35	8202 Dues and Subscriptions	0	0	-35	0.00 %
0	75	75	8204 Conferences,Meetings,Training	0	0	-75	0.00 %
253	1,110	1,110	OBJECT TOTAL	1,000	1,000	-110	-9.91 %
253	1,110	1,110	TOTAL	1,000	1,000	-110	-9.91 %

FUNCTION GENERAL GOVERNMENT	ACTIVITY TOWN ATTORNEY	PROGRAM	CODE 160
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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 2020-2021 OPERATION

- Opened numerous working files since July 1 (does not include many miscellaneous day to day requests and contacts with Town officials).
- Had contact with almost every Town department and various commissions and committees.
- Defense of litigation in U. S. District Court and State of Connecticut Superior Court.
- Reviewed contractual agreements to protect the Town's interests.
- Ben Ancona, Jr. continued to serve as the Town Attorney, having been appointed in November 2015 by Mayor Zartarian and reappointed in November 2019 by Mayor DelBuono. He serves as both the Town Attorney and the Town's labor attorney.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function		Activity		Program		Code		
General Government		Town Attorney		Town Attorney		0160		
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget		
<u>PROFESSIONAL SVCS</u>								
1,825	1,825	1,825	8202 Dues and Subscriptions	1,825	1,825	0	0.00 %	
98,056	25,000	25,000	8217 Consultants/Special Contractor	25,000	25,000	0	0.00 %	
130,200	130,200	130,200	8220 Other Contractual Services	130,200	130,200	0	0.00 %	
230,081	157,025	157,025	OBJECT TOTAL	157,025	157,025	0	0.00 %	
230,081		157,025	157,025	TOTAL	157,025	157,025	0	0.00 %

FUNCTION GENERAL GOVERNMENT	ACTIVITY TOWN CLERK & RECORDS ADMIN.	PROGRAM	CODE 170
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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 2020-2021 OPERATION

	2013-14	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021 (Through 12/31/2020)
Documents Recorded	5,146	5,115	5,660	4,988	4,623	4,584	4,752	2,996
Recording Fees	\$144,929	\$147,617	\$152,465	\$153,983	\$140,108	\$123,618	\$153,460	\$115,032
Conveyance Tax	\$251,802	\$252,717	\$264,495	\$401,905	\$332,349	\$274,399	\$346,984	\$265,787

- 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.
- The Land Record back filing has been completed and linked from January 1976 to current day, allowing for a 45-year search.
- Awarded \$7,500 Historic Document Preservation Grant to begin the replacement of Compact Book Covers for Land Records Volumes 1750-1451 to minimize damage to the records.
- Contractor was engaged to complete a re-indexing project of all filed Town maps to improve searchability.
- Engaged staff in professional development opportunities through the Connecticut Town Clerks Association (CTCA).
- Annual Town Clerk Spring and Fall of 2020 conferences were cancelled due to the COVID-19 pandemic.
- Assisted the Town Boards and Commissions with Virtual Meetings to ensure the continued business of the Town.
- Democratic Primary was held on August 11, 2020. The office issued 2,517 Absentee Ballots to residents from applications received.
- Republican Primary was held on August 11, 2020. The office issued 523 Absentee Ballots to residents from applications received.
- November 2020 Presidential Election was held. The office issued 6,502 Absentee Ballots to residents from applications received.

OBJECTIVES 2021-2022

- Procure a \$7,500 Historic Document Preservation Grant to continue the replacement of Compact Book Covers for Land Records Volumes prior to #1451.
- Implement online vitals request portal to allow requestors to upload and purchase Vital records and minimize mail-in requests.
- Identify internal and external professional development opportunities for staff-expand knowledge and skills by cross-training staff.
- Continued re-creation of Town Board and Commission minutes on permanent archival paper and archival binders.
- Continue to upload prior years of Town Council & Board/Commission minutes into searchable database (Laserfiche). Additional records added include, the Conservation Commission from 1972-1997; the Zoning Commission from 1929-1972; and, Economic Development Commission from 1972-2019 have been completed.
- Continue to streamline/re-design the delivery of services with an eye toward maintaining/improving fiscal efficiency.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries, Part Time and Seasonal reflect Administrative increases.
- Equipment Maintenance reflects rising costs of copier maintenance due to increased use for permanent record preservation project. This is offset with reduction in Other Contractual Services for new copier lease.

Function		Activity		Program		Code
General Government		Town Clerk & Records Admin.		Town Clerk & Records Admin.		0170
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
145,664	153,344	175,044	8101 Full time salaries	173,421	176,890	1,846 1.05 %
15,702	16,796	16,796	8103 Part Time	17,132	17,478	682 4.06 %
3,933	3,995	3,995	8104 Seasonal	4,075	4,075	80 2.00 %
165,299	174,135	195,835	OBJECT TOTAL	194,628	198,443	2,608 1.33 %
<u>PROFESSIONAL SVCS</u>						
580	590	590	8202 Dues and Subscriptions	600	600	10 1.69 %
50	168	168	8203 Transportation	112	112	-56 -33.33 %
650	1,025	1,025	8204 Conferences,Meetings,Training	1,025	1,025	0 0.00 %
1,417	1,479	1,479	8211 Facilities Rental & Storage	1,479	1,479	0 0.00 %
1,183	1,294	1,294	8212 Equipment Maintenance	1,847	1,847	553 42.74 %
0	300	300	8216 Printing and Binding	300	300	0 0.00 %
9,237	11,632	11,632	8220 Other Contractual Services	11,048	11,048	-584 -5.02 %
13,117	16,488	16,488	OBJECT TOTAL	16,411	16,411	-77 -0.47 %
<u>MATERIAL & SUPPLIES</u>						
375	391	391	8301 Office Supplies	391	391	0 0.00 %
9,366	10,327	10,327	8302 Technical Supplies	10,327	10,327	0 0.00 %
9,741	10,718	10,718	OBJECT TOTAL	10,718	10,718	0 0.00 %
188,158	201,341	223,041	TOTAL	221,757	225,572	2,531 1.13 %

FUNCTION GENERAL GOVERNMENT	ACTIVITY PERSONNEL	PROGRAM	CODE 180
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EXPLANATION

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

HIGHLIGHTS OF FY 2020-2021 OPERATION

- Through January 2021, 10 full-time employees retired, 13 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 Planner, and promoted to fill vacant Administrative, AFSCME, and Police Lieutenant and Sergeant positions.
- 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	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PROFESSIONAL SVCS</u>							
1,877	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 %
235	5,645	5,645	8204 Conferences,Meetings,Training	5,645	5,645	0	0.00 %
23,304	28,023	28,023	8217 Consultants/Special Contractor	28,023	28,023	0	0.00 %
25,451	41,298	41,298	OBJECT TOTAL	41,298	41,298	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
400	510	510	8301 Office Supplies	510	510	0	0.00 %
400	510	510	OBJECT TOTAL	510	510	0	0.00 %
25,851	41,808	41,808	TOTAL	41,808	41,808	0	0.00 %

FUNCTION GENERAL GOVERNMENT	ACTIVITY GENERAL SERVICES	PROGRAM FACILITIES MANAGEMENT	CODE 191
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EXPLANATION

The facilities department maintains and operates Town buildings with a focus on energy efficiency, safety/security, and (ADA) accessibility. Town buildings include Government Center Complex (Town Hall, Police Department, Board of Education offices and transition academy, Mortensen Community Center, Lucy Robbins Wells Library, Senior and Disabled Center) as well Newington Volunteer Ambulance Corps building, 5 active fire house buildings and 2 retired fire house buildings, 3 Historic Homes (Wells, Kellogg, Eddy), Parks and Grounds buildings including the Cemetery Chapel and Annex building as well as 2 pool building at Mill Pond Park and Churchill Park, Highway Garage building including the Police Training Building, and Indian Hill Country Club buildings. In 1972, the high school was convert for use as the Town Hall and Police Department. This year, the Transition Academy was relocated to 25 Mill Street in a temporary facility and the Transition Academy (attached to the BOE office) was razed for construction of the new Town Hall and Community Center. After razing the transition academy, construction commenced for the New Town Hall and Community Center.

HIGHLIGHTS

- Installed entrance to highway facility offices to increase building safety/security and ADA accessibility.
- Installed new doors on the Mortenson Community Center to increase ADA accessibility.
- Replaced three columns in the Churchill Park Pool Building to prevent the building from collapsing and extend the life of the building.
- Coordinated \$42,466.08 Eversource energy efficiency incentive for LID lighting to reduce energy demand in the library, police department and library.
- Upgraded Police Department hot water heating system.
- Upgraded Mill Pond Park pool building hot water heater.
- Upgraded Library restroom facilities.
- Upgraded Ambulance building HVAC system.
- Continue assessing Town Hall fire alarm issues.
- Continue assessing Police Department HVAC issues.
- Continue repairing Town Hall Roof.
- Finished cleaning up (remediating) BOE fuel spill at the Garfield Street Bus Garage.
- Routine building maintenance and cleaning.
- Set up for Town Council and Commission meetings.

OBJECTIVES

- Assist Town Hall Building Committee and Town Manager in building a new Town Hall/Community Center.
- Continue to develop and refine a Town wide building maintenance program to ensure long term use of Town facilities.
- Increase operational effectiveness and efficiency of town owned buildings and building infrastructure by increasing preventive maintenance (with the exception of the town hall and community center that will be razed following construction of the new town Hall and Community Center in 2020).
- Work with other department managers to meet their vision of facilities required to meet their specific use of Town buildings and promote building-wide energy efficiency.
- Identify facility improvements to Town buildings and submit plans to achieve improvements to the Town Manager.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries increased to reflect adding back the possible hiring of a Facilities Manager. It also includes AFSCME contractual raises.
- Utilities now includes electricity for Traffic Lights, which was transferred from Highway account 325.
- Most other accounts were reallocated or reduced to reflect new contracts, needs and trends.

FUNCTION General Government	ACTIVITY General Services	PROGRAM Facilities Management	CODE 0191
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2019-2020 Actual	2020-2021 Original Budget	2020-2021 Revised Budget		2021-2022 Department Request	2021-2022 Manager Proposed	Change from revised budget	
<u>PERSONAL SERVICES</u>							
285,653	284,574	284,574	8101 Full Time	296,056	406,056	121,482	42.69%
3,011	9,575	9,575	8102 Overtime	9,575	9,575	0	0.00%
1,800	1,900	1,900	8105 Longevity	2,050	2,050	150	7.89%
290,464	296,049	296,049	OBJECT SUBTOTAL	307,681	417,681	121,632	41.09%
<u>PROFESSIONAL SERVICES</u>							
248	400	400	8202 Dues and Subscriptions	400	400	0	0.00%
319	1,400	1,400	8204 Conferences, Meetings, Training	1,400	1,400	0	0.00%
447,039	496,454	496,454	8206 Utilities	514,454	514,454	18,000	3.63%
600	600	600	8207 Clothing Allowance	750	750	150	25.00%
1,600	1,850	1,850	8209 Uniform Rental & Cleaning	2,550	2,550	700	37.84%
12,932	18,670	18,670	8212 Equipment Maintenance	63,970	53,970	35,300	189.07%
65,826	85,326	85,326	8213 Facilities Maintenance	99,828	99,828	14,502	17.00%
133,550	157,814	157,814	8220 Other Contractual Services	169,994	169,994	12,180	7.72%
662,114	762,514	762,514	OBJECT SUBTOTAL	853,346	843,346	80,832	10.60%
<u>MATERIALS & SUPPLIES</u>							
0	1,000	1,000	8301 Office Supplies	1,000	1,000	0	0.00%
0	0	0	8302 Technical Supplies	5,500	5,500	5,500	****
212	400	400	8303 Uniforms and Clothing	400	400	0	0.00%
17,431	25,093	25,093	8305 Cleaning Supplies	25,094	25,094	1	0.00%
28,848	30,200	30,200	8306 Construction & Maintenance Materials	30,200	30,200	0	0.00%
168,218	225,350	225,350	8308 Heating Fuel	225,350	225,350	0	0.00%
0	300	300	8310 Other Materials	300	300	0	0.00%
214,709	282,343	282,343	OBJECT SUBTOTAL	287,844	287,844	5,501	1.95%
<u>CAPITAL OUTLAY</u>							
4836	5,074	5074	8405 Construction & Maint Equipment	5,074	5,074	0	0.00%
0	2,500	2500	8406 Office Equipment	2,500	2,500	0	0.00%
0	0	0	8407 Building Equipment	5,500	5,500	5,500	****
11,938	12,500	12,500	8408 Building Improvements	12,500	12,500	0	0.00%
16,774	20,074	20,074	OBJECT SUBTOTAL	25,574	25,574	5,500	27.40%
1,184,061	1,360,980	1,360,980	TOTAL	1,474,445	1,574,445	213,465	15.68%

FUNCTION GENERAL GOVERNMENT	ACTIVITY GENERAL SERVICES	PROGRAM CENTRAL SERVICES	CODE 195
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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	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
169	606	606	8104 Seasonal	555	555	-51	-8.42 %
169	606	606	OBJECT TOTAL	555	555	-51	-8.42 %
<u>PROFESSIONAL SVCS</u>							
37,516	39,930	39,930	8205 Postage and Shipping	39,930	39,930	0	0.00 %
8,720	6,084	6,084	8210 Equipment Rental	6,084	6,084	0	0.00 %
2,790	4,590	4,590	8212 Equipment Maintenance	4,590	4,590	0	0.00 %
49,026	50,604	50,604	OBJECT TOTAL	50,604	50,604	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
8,515	12,461	12,461	8301 Office Supplies	12,461	12,461	0	0.00 %
8,515	12,461	12,461	OBJECT TOTAL	12,461	12,461	0	0.00 %
57,710	63,671	63,671	TOTAL	63,620	63,620	-51	-0.08 %

FUNCTION GENERAL GOVERNMENT	ACTIVITY GENERAL SERVICES	PROGRAM INFORMATION TECHNOLOGY	CODE 197
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EXPLANATION

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

HIGHLIGHTS OF FY 2020-2021 OPERATION

- New PC deployments.
- Migration of town departments to the new Town Hall /Community Center including, but not limited to, workstations, telephone systems and core network operations.
- Deployment of new audio-visual equipment in the new Town Hall /Community Center.
- Providing technology support for COVID-19 including but not limited to, remote access for staff, access to online meetings and online training, and other business continuity.
- Created a new YouTube channel to accommodate virtual meeting streaming and meeting playback.
- New Video Management Server (VMS) 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

- Full Time Salaries reflects Administrative salary increases and reflects reduction of (1) FTE position (GIS-Technician). GIS services to be handled through contracted services.
- Equipment Maintenance (8212) increases are due to higher maintenance costs for Munis (Finance System), VMWare (Town), Geocortex (GIS/Town), Firehouse/FH Inspector (Fire/Fire Marshal), ViewPoint Cloud (Building Department), Alarm Notification Software (Police) and Plotter Maintenance (Town); also includes addition of Vision Point maintenance contract.
- Other Contractual (8220) increases are due to town website maintenance costs and the cost of sharing GIS resources with South Windsor.

Function		Activity		Program		Code
General Government		General Services		Information Technology		0197
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
394,680	426,583	426,583	8101 Full time salaries	390,098	397,900	-28,683 -6.72 %
394,680	426,583	426,583	OBJECT TOTAL	390,098	397,900	-28,683 -6.72 %
<u>PROFESSIONAL SVCS</u>						
0	964	964	8202 Dues and Subscriptions	964	964	0 0.00 %
11	4,300	4,300	8204 Conferences,Meetings,Training	4,300	4,300	0 0.00 %
117,650	124,120	124,120	8208 Telephone	124,120	124,120	0 0.00 %
414,595	553,835	553,835	8212 Equipment Maintenance	574,490	592,635	38,800 7.01 %
63,163	57,000	57,000	8220 Other Contractual Services	78,000	123,000	66,000 115.79 %
595,419	740,219	740,219	OBJECT TOTAL	781,874	845,019	104,800 14.16 %
<u>MATERIAL & SUPPLIES</u>						
0	100	100	8301 Office Supplies	100	100	0 0.00 %
20,223	22,676	22,676	8302 Technical Supplies	22,676	22,676	0 0.00 %
234	9,500	9,500	8307 Equipment Parts	9,500	9,500	0 0.00 %
20,457	32,276	32,276	OBJECT TOTAL	32,276	32,276	0 0.00 %
<u>CAPITAL OUTLAY</u>						
2,303	2,500	2,500	8402 Technical Equipment	2,500	2,500	0 0.00 %
2,303	2,500	2,500	OBJECT TOTAL	2,500	2,500	0 0.00 %
1,012,859	1,201,578	1,201,578	TOTAL	1,206,748	1,277,695	76,117 6.33 %

PUBLIC SAFETY

PUBLIC SAFETY

210 POLICE

230 FIRE DEPARTMENT

250 STREET LIGHTING

260 EMERGENCY MANAGEMENT

270 EMERGENCY MEDICAL SERVICE

280 HYDRANTS

FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM ADMINISTRATION	CODE 210
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PERSONNEL SUMMARY

Positions (in work years)	2020-2021 <u>Authorized</u>	2021-2022 <u>Requested</u>	2021-2022 <u>Proposed</u>	2021-2022 <u>Approved</u>
<u>Administrative</u>				
Chief of Police	1.0	1.0	1.0	
Administrative Secretary III	1.0	1.0	1.0	
Administrative Assistant to the Chief	1.0	1.0	1.0	
Administrative Sergeant	1.0	1.0	1.0	
<u>Patrol</u>				
Lieutenant	1.0	1.0	1.0	
Sergeant	6.0	6.0	6.0	
Police Officer	28.0	28.0	28.0	
<u>Investigation</u>				
Lieutenant	1.0	1.0	1.0	
Sergeant	1.0	1.0	1.0	
Detective	3.0	3.0	3.0	
Police Officer	2.0	2.0	2.0	
Youth Officer	1.0	1.0	1.0	
Administrative Secretary I	1.0	1.0	1.0	
Civilian Evidence/Property Room Clerk (unfunded in FY 2021-22)	1.0	0.0	0.0	
<u>Traffic</u>				
Equipment Operator II (transferred from Highway)	0.0	1.0	1.0	
Seasonal Employee (transferred from Highway)	0.0	0.5	0.5	
<u>Communications</u>				
Dispatcher	8.0	8.0	8.0	
<u>Support Services</u>				
Lieutenant	1.0	1.0	1.0	
Sergeant	2.0	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 (unfunded in FY 2021-22)	1.0	0.0	0.0	
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 (2-PT)	1.0	1.0	1.0	
	66.5	66.0	66.0	

FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM ADMINISTRATION	CODE 211
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EXPLANATION

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

HIGHLIGHTS OF FY 2020-2021 OPERATION

Administration: The police department received the final report from the Center for Policing Equity, which helps put the department on a path toward more equitable policing by providing critical information about traffic stops and use of force. The report will be shared with the members of the department, local officials and the community. The administration worked to comply with the numerous State requirements that are now mandated from the passage of the police accountability legislation.

Staffing: Lieutenant Michael Morgan and Master Police Officer/ School Resource Officer Daniel Kaufman retired from the police department after serving the community with dedication and distinction. Sergeant Christopher Perry was promoted to Lieutenant and Officer Scott Amalfi was promoted to Sergeant. The department assigned an officer to a DEA Narcotics Task Force that will be investigating narcotics trafficking in and around the Hartford region. The officer will be assigned to the task force for a minimum of two years.

Community Outreach: The department launched a new initiative called 'You caught a Brake' which was intended to improve traffic safety in Newington. Motorists found in need of a headlight or taillight repair received a voucher from a police officer in lieu of a citation to have the light repaired at no cost. The program was supported by donations from Newington businesses.

OBJECTIVES

- We will continue to recruit and select only the best qualified police officers for town service.
- We will continue to provide local residents with programs that strengthen police-community relations.
- We will work cooperatively with local and state elected officials on drafting public policy that improves public safety.
- We will continue to improve the department's infrastructure.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time salaries reflects contractual raises for AFSME employees and increases for administrative employees, offset by the hiring of a new Administrative Assistant at a lower pay rate.
- Longevity increased due to contractual raises for AFSME employees.
- Dues and Subscriptions reflects increases in International Association of Chiefs of Police and CT Police Chief Association dues and the cost to purchase Law Enforcement handbooks.
- Consultants/Special Contractors increased due to cost of cleanup of cruisers and building for biohazard / COVID-19 exposures and due to CT Police Accountability Bill which mandates psychological tests and drug screens for officers.

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
2019	24,193	815	845	136	4,170	1,498
2018	24,927	819	867	85	3,851	1,466
2017	27,378	980	848	94	5,562	1,454
2016	21,215	812	956	108	5,867	1,388
2015	26,049	985	1,011	112	5,821	1,510

Function Public Safety		Activity Police Department		Program Police Administration		Code 0211		
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget		
<u>PERSONAL SERVICES</u>								
378,100	384,747	384,747	8101 Full time salaries	380,172	384,161	-586	-0.15 %	
1,603	8,175	8,175	8102 Overtime	8,175	8,175	0	0.00 %	
4,400	3,600	3,600	8105 Longevity	3,800	3,800	200	5.56 %	
384,103	396,522	396,522	OBJECT TOTAL	392,147	396,136	-386	-0.10 %	
<u>PROFESSIONAL SVCS</u>								
5,045	7,500	7,500	8202 Dues and Subscriptions	8,083	8,083	583	7.77 %	
405	580	580	8204 Conferences,Meetings,Training	580	580	0	0.00 %	
2,000	2,000	2,000	8207 Clothing Allowance	2,000	2,000	0	0.00 %	
7,475	8,860	8,860	8217 Consultants/Special Contractor	16,915	16,915	8,055	90.91 %	
14,925	18,940	18,940	OBJECT TOTAL	27,578	27,578	8,638	45.61 %	
<u>MATERIAL & SUPPLIES</u>								
1,061	1,375	1,375	8302 Technical Supplies	1,375	1,375	0	0.00 %	
1,061	1,375	1,375	OBJECT TOTAL	1,375	1,375	0	0.00 %	
<u>CAPITAL OUTLAY</u>								
0	300	300	8406 Office Equipment	300	300	0	0.00 %	
0	300	300	OBJECT TOTAL	300	300	0	0.00 %	
400,088		417,137	417,137	TOTAL	421,400	425,389	8,252	1.98 %

FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM PATROL	CODE 212
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EXPLANATION

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

HIGHLIGHTS OF FY 2020-2021 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.
- Met the increased demand in medical care as first responders in response to the COVID-19 pandemic.
- Conducted directed patrols and problem-solving techniques in response to complaints of traffic congestion, quality of life issues, and/or criminal issues.
- Continue to conduct increased motor vehicle enforcement in an effort to reduce motor vehicle accidents throughout town.
- Continue expansion of the patrol division's involvement in community policing and problem solving.
- Maintain increased patrols on the Berlin Turnpike with a goal of reducing loitering, noise, criminal and traffic violations, and increasing the general safety of the public.
- Strengthened the relationship between patrol officers and the residential and business communities.

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.
- Supply fingerprinting services for town residents and business persons.
- Increased patrols in neighborhoods in efforts to deter and prevent property crimes involving motor vehicles.
- Maintain and enhance traffic enforcement efforts including DUI patrols and checkpoints.
- Conduct directed patrols and problem-solving techniques in response to complaints of traffic, quality of life, 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.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time salaries reflects step increases for Sergeants and Officers, a promotion to Master Police Officer and an anticipated hiring of an officer at step 2.
- Overtime decreased due to elimination of the canine handler's overtime, which has been eliminated along with the canine.
- Other Contractual for the veterinary and kennel expenses was eliminated due to the canine program being discontinued.
- Technical Supplies reflects increased cost of AED pads and batteries, as well as increase in cost to refill/refurbish fire extinguishers and inspect them yearly.
- Uniforms and Clothing includes decrease in cost for ballistic armor replacement which is partially funded with a grant.
- Technical Equipment increased due to one-time cost for installation of new modems and antennas in patrol vehicles.

Function Public Safety		Activity Police Department		Program Police Patrol		Code 0212	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
3,253,494	3,447,402	3,447,402	8101 Full time salaries	3,487,081	3,487,081	39,679	1.15 %
714,277	685,889	685,889	8102 Overtime	679,403	679,403	-6,486	-0.95 %
3,967,771	4,133,291	4,133,291	OBJECT TOTAL	4,166,484	4,166,484	33,193	0.80 %
<u>PROFESSIONAL SVCS</u>							
80	270	270	8202 Dues and Subscriptions	230	230	-40	-14.81 %
0	90	90	8204 Conferences,Meetings,Training	90	90	0	0.00 %
29,220	37,000	37,000	8207 Clothing Allowance	37,000	37,000	0	0.00 %
768	550	550	8212 Equipment Maintenance	400	400	-150	-27.27 %
1,914	2,050	4,050	8220 Other Contractual Services	0	0	-4,050	0.00 %
31,982	39,960	41,960	OBJECT TOTAL	37,720	37,720	-4,240	-10.10 %
<u>MATERIAL & SUPPLIES</u>							
21,204	18,638	16,638	8302 Technical Supplies	20,045	20,045	3,407	20.48 %
21,249	23,545	23,545	8303 Uniforms and Clothing	19,910	19,910	-3,635	-15.44 %
2,463	2,500	2,500	8310 Other Materials	2,500	2,500	0	0.00 %
44,916	44,683	42,683	OBJECT TOTAL	42,455	42,455	-228	-0.53 %
<u>CAPITAL OUTLAY</u>							
3,075	10,900	10,900	8402 Technical Equipment	39,590	39,590	28,690	263.21 %
3,075	10,900	10,900	OBJECT TOTAL	39,590	39,590	28,690	263.21 %
4,047,744	4,228,834	4,228,834	TOTAL	4,286,249	4,286,249	57,415	1.36 %

FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM INVESTIGATION	CODE 213
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EXPLANATION

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

HIGHLIGHTS OF FY 2020-2021 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 Detective Division continued to participate in the Capital Region Digital Investigation Squad (regional computer forensics lab). The lab is located in Manchester and provides investigators with work space equipment specifically designed for the forensic examination of electronic devices such as computers, tablets, and smart phones. Additionally, this initiative provides participating investigators with specialized training opportunities in the area of computer forensics as well as additional investigative personnel to assist with large-scale cases.

OBJECTIVES

- Support the Patrol Division by assisting in criminal investigations.
- Maintain a detective in the local DEA task force for progressive narcotic investigations.
- Maintain open communication and professional relationships with internal divisions, other law enforcement agencies and the judicial system thereby enhancing the ability of the department to arrest and prosecute criminal offenders.
- Continue to participate in and support regional investigative initiatives.
- Continue to provide detectives with specialized training in death investigation, crime scene processing, and digital forensics.
- Provide the community with a proactive approach in the prevention and investigation of stolen vehicles and thefts from motor vehicles.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full time salaries decreased due to the unfunding of the Civilian Evidence/Property Officer, partially offset by contractual raise for ASFME employee.

Function Public Safety		Activity Police Department		Program Police Investigation		Code 0213	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
886,127	930,294	930,294	8101 Full time salaries	938,949	891,489	-38,805	-4.17 %
47,637	90,645	90,645	8102 Overtime	90,645	90,645	0	0.00 %
933,765	1,020,939	1,020,939	OBJECT TOTAL	1,029,594	982,134	-38,805	-3.80 %
<u>PROFESSIONAL SVCS</u>							
150	380	380	8202 Dues and Subscriptions	150	150	-230	-60.53 %
8,000	8,000	8,000	8207 Clothing Allowance	8,000	8,000	0	0.00 %
2,223	3,650	3,650	8212 Equipment Maintenance	3,650	3,650	0	0.00 %
4,004	4,166	4,166	8220 Other Contractual Services	4,166	4,166	0	0.00 %
14,377	16,196	16,196	OBJECT TOTAL	15,966	15,966	-230	-1.42 %
<u>MATERIAL & SUPPLIES</u>							
4,081	5,296	5,296	8302 Technical Supplies	5,296	5,296	0	0.00 %
2,972	4,021	4,021	8310 Other Materials	4,021	4,021	0	0.00 %
7,053	9,317	9,317	OBJECT TOTAL	9,317	9,317	0	0.00 %
955,195	1,046,452	1,046,452	TOTAL	1,054,877	1,007,417	-39,035	-3.73 %

FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM TRAFFIC	CODE 214
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EXPLANATION

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

OBJECTIVES

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salary, Overtime and Longevity increased with the transfer of Equipment Operator II William Califano to the police department from Highway.
- Part Time reflects increases for Traffic guards and the addition of a summer helper for Equipment Operator II April – October.
- Increases in Clothing Allowance, Equipment Maintenance, Technical Supplies, Uniforms and Clothing and Other Materials is related to the transfer of the Equipment Operator II from Highway.

Function Public Safety	Activity Police Department		Program Traffic		Code 0214
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget	2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>					
0	0	0	8101 Full time salaries	68,320	68,320 68,320 ****
0	0	0	8102 Overtime	4,908	4,908 4,908 ****
131,503	144,574	144,574	8103 Part Time	165,986	168,918 24,344 16.84 %
0	0	0	8105 Longevity	1,000	1,000 1,000 ****
131,503	144,574	144,574	OBJECT TOTAL	240,214	243,146 98,572 68.18 %
<u>PROFESSIONAL SVCS</u>					
0	0	0	8207 Clothing Allowance	150	150 150 ****
0	0	0	8212 Equipment Maintenance	1,000	1,000 1,000 ****
0	0	0	OBJECT TOTAL	1,150	1,150 1,150 ****
<u>MATERIAL & SUPPLIES</u>					
0	0	0	8302 Technical Supplies	12,500	12,500 12,500 ****
0	308	308	8303 Uniforms and Clothing	690	690 382 124.03 %
0	0	0	8310 Other Materials	250	250 250 ****
0	308	308	OBJECT TOTAL	13,440	13,440 13,132 4263.64 %
131,503	144,882	144,882	TOTAL	254,804	257,736 112,854 77.89 %

FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM COMMUNICATIONS	CODE 215
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EXPLANATION

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

HIGHLIGHTS OF FY 2020-2021 OPERATIONS

- Continued updating the new Computer Aided Dispatch System (CAD) for dispatching Police, Fire and EMS.
- Continued updating the Mobile Data system allowing officers to interface directly with the CAD/RMS from their patrol cars.
- Implemented a new dispatch system that standardizes emergency call taking and dispatching that will provide quality information to better protect first responders.
- Relocated the emergency dispatch center to the police department training room due to the demolition of the former town hall building.

OBJECTIVES

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Full time salaries reflects step increases for IBPO members (dispatchers).
- Equipment Maintenance decreased due to Information Technology Dept. assuming cost of Microkey software renewal, partially offset by increases in other equipment maintenance items.
- Technical Supplies reflects the deletion of COLLECT printer paper which is no longer used.
- Office Equipment eliminated due to deletion of yearly dispatch chair replacement.

Function Public Safety		Activity Police Department		Program Police Communication		Code 0215		
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget		
<u>PERSONAL SERVICES</u>								
530,992	571,990	571,990	8101 Full time salaries	583,254	583,254	11,264	1.97 %	
145,246	173,748	173,748	8102 Overtime	173,748	173,748	0	0.00 %	
1,145	0	0	8103 Part Time	0	0	0	****	
677,384	745,738	745,738	OBJECT TOTAL	757,002	757,002	11,264	1.51 %	
<u>PROFESSIONAL SVCS</u>								
0	350	350	8202 Dues and Subscriptions	350	350	0	0.00 %	
4,900	5,600	5,600	8207 Clothing Allowance	5,600	5,600	0	0.00 %	
50,982	52,316	52,316	8212 Equipment Maintenance	51,101	51,101	-1,215	-2.32 %	
1,395	2,000	2,000	8220 Other Contractual Services	2,000	2,000	0	0.00 %	
57,277	60,266	60,266	OBJECT TOTAL	59,051	59,051	-1,215	-2.02 %	
<u>MATERIAL & SUPPLIES</u>								
1,044	1,353	1,353	8302 Technical Supplies	943	943	-410	-30.30 %	
1,044	1,353	1,353	OBJECT TOTAL	943	943	-410	-30.30 %	
<u>CAPITAL OUTLAY</u>								
696	1,500	1,500	8406 Office Equipment	0	0	-1,500	0.00 %	
696	1,500	1,500	OBJECT TOTAL	0	0	-1,500	0.00 %	
736,401		808,857	808,857	TOTAL	816,996	816,996	8,139	1.01 %

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

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

HIGHLIGHTS OF FY 2020-2021 OPERATION

- Conducted semiannual firearms training, which includes low light qualifications for all Department members.
- Maintained the COLLECT certification of Department's Officers, communications, and clerical staff.
- Continued monthly training of officers assigned to the Emergency Response Team.
- Maintained certifications of department members with patrol rifles and the X-26 Taser.
- Trained officers in the use of Less-Lethal Shotguns.
- Trained officers in civil disorder and crowd control.
- Maintained certification of officers as Emergency Medical Responders.
- Trained two additional officers for the Crisis Intervention Team (CIT).

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 Simmunitiions weapons and inert Tasers in the range "shoot house".
- Continue monthly training of the Department's K-9 Officer.
- Maintain Emergency Medical Response certification for all police officers.
- Continue Arrest & Control Training with review of O.C. spray and handcuffing techniques.
- Maintain Taser certification of department personnel.
- State of Connecticut recertification training for all police officers.
- Continue training on the Laser Shot system for interactive scenario-based training on Taser, Firearms, OC, and decision making.

MAJOR BUDGET CHANGES AND COMMENTARY

- Education Incentive reduced due to retirement of an employee who was receiving incentive payment.
- Dues and Subscriptions reflects addition of National Tactical Officers Association (NTOA) membership dues and renewal of paramedic license for one employee.
- Conferences, Meetings, Training includes annual user charges for new training program, Police One Academy by Lexipo.
- Technical Supplies reflects increase in cost of Taser training and duty cartridges
- Other Materials decreased with the discontinued purchase of CT motor vehicle law books for officers.

Function		Activity		Program		Code	
Public Safety		Police Department		Police Education & Training		0217	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
115,980	143,085	143,085	8102 Overtime	143,085	143,085	0	0.00 %
600	600	600	8108 Education Incentive	300	300	-300	-50.00 %
116,580	143,685	143,685	OBJECT TOTAL	143,385	143,385	-300	-0.21 %
<u>PROFESSIONAL SVCS</u>							
445	560	560	8202 Dues and Subscriptions	1,015	1,015	455	81.25 %
19,828	32,525	32,525	8204 Conferences,Meetings,Training	35,762	35,762	3,237	9.95 %
1,200	3,000	3,000	8221 Higher Education Support	3,000	3,000	0	0.00 %
21,473	36,085	36,085	OBJECT TOTAL	39,777	39,777	3,692	10.23 %
<u>MATERIAL & SUPPLIES</u>							
39,632	41,311	41,311	8302 Technical Supplies	42,191	42,191	880	2.13 %
332	1,772	1,772	8310 Other Materials	1,196	1,196	-576	-32.51 %
39,964	43,083	43,083	OBJECT TOTAL	43,387	43,387	304	0.71 %
178,017	222,853	222,853	TOTAL	226,549	226,549	3,696	1.66 %

FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM SUPPORT SERVICES	CODE 218
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EXPLANATION

The Support Services Division assists all other operations in the Police Department including supervision of materials and supplies, maintenance of vehicles and equipment, radar/lidar certifications, records management, internal affairs investigations, citizen complaints, crime analysis, coordination of traffic enforcement, quality of life directed patrols, community outreach programs, review and monitoring of patrol reports, supervision of the Community Services Officer (CSO), 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 2020-2021 OPERATION

- Updated and deployed stealth stat speed monitoring devices to identify trouble spots and monitor traffic speeds on Newington roadways.
- Continued to utilize Social Media (Facebook and Twitter) as outreach tools to communicate with the public.
- Continued the School Resource Officer program at Newington High School.

OBJECTIVES

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time salaries decreased due to unfunding of Traffic Officer, partially offset by contractual raises for AFSCME employees.
- Equipment Rental reflects slight increase in copy costs for leased copiers.

Function		Activity		Program		Code	
Public Safety		Police Department		Police Support Services		0218	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
587,343	706,818	706,818	8101 Full time salaries	716,335	622,297	-84,521	-11.96 %
16,438	60,413	60,413	8102 Overtime	60,413	60,413	0	0.00 %
14,375	18,498	18,498	8103 Part Time	18,498	18,498	0	0.00 %
618,155	785,729	785,729	OBJECT TOTAL	795,246	701,208	-84,521	-10.76 %
<u>PROFESSIONAL SVCS</u>							
6,000	6,000	6,000	8207 Clothing Allowance	6,000	6,000	0	0.00 %
19,616	29,164	29,164	8209 Uniform Rental & Cleaning	29,164	29,164	0	0.00 %
5,651	5,580	5,580	8210 Equipment Rental	5,700	5,700	120	2.15 %
0	200	200	8212 Equipment Maintenance	200	200	0	0.00 %
1,644	1,987	1,987	8216 Printing and Binding	1,999	1,999	12	0.60 %
3,711	3,960	3,960	8220 Other Contractual Services	3,960	3,960	0	0.00 %
36,622	46,891	46,891	OBJECT TOTAL	47,023	47,023	132	0.28 %
<u>MATERIAL & SUPPLIES</u>							
5,490	4,900	4,900	8301 Office Supplies	4,900	4,900	0	0.00 %
168	600	600	8302 Technical Supplies	600	600	0	0.00 %
5,658	5,500	5,500	OBJECT TOTAL	5,500	5,500	0	0.00 %
660,435	838,120	838,120	TOTAL	847,769	753,731	-84,389	-10.07 %

FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM VEHICLES	CODE 220
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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.

MAJOR BUDGET CHANGES AND COMMENTARY

- Passenger Cars eliminated with the transfer of vehicle purchases and outfitting costs to the Equipment Reserve.

Function Public Safety		Activity Police Department		Program Police Vehicles		Code 0220		
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget		
<u>PROFESSIONAL SVCS</u>								
4,226	6,700	6,700	8214 Motor Vehicle Maintenance	6,700	6,700	0	0.00 %	
4,226	6,700	6,700	OBJECT TOTAL	6,700	6,700	0	0.00 %	
<u>CAPITAL OUTLAY</u>								
85,944	141,150	141,150	8403 Passenger Cars	0	0	-141,150	0.00 %	
85,944	141,150	141,150	OBJECT TOTAL	0	0	-141,150	0.00 %	
90,170		147,850	147,850	TOTAL	6,700	6,700	-141,150	-95.47 %

FUNCTION PUBLIC SAFETY	ACTIVITY POLICE	PROGRAM ANIMAL CONTROL	CODE 222
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EXPLANATION

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

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

- None.

Function Public Safety	Activity Police Department	Program Animal Control	Code 0222		
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget	2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>					
0	1,511	1,511	8102 Overtime	1,511	1,511 0 0.00 %
36,731	47,765	47,765	8103 Part Time	47,749	47,749 -16 -0.03 %
36,731	49,276	49,276	OBJECT TOTAL	49,260	49,260 -16 -0.03 %
<u>PROFESSIONAL SVCS</u>					
75	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 %
75	1,700	1,700	OBJECT TOTAL	1,700	1,700 0 0.00 %
<u>MATERIAL & SUPPLIES</u>					
902	1,050	1,050	8303 Uniforms and Clothing	1,050	1,050 0 0.00 %
902	1,050	1,050	OBJECT TOTAL	1,050	1,050 0 0.00 %
37,708	52,026	52,026	TOTAL	52,010	52,010 -16 -0.03 %

FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM ADMINISTRATION	CODE 230
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PERSONNEL SUMMARY

<u>Positions (in work years)</u>	2020-2021 <u>Authorized</u>	2021-2022 <u>Requested</u>	2021-2022 <u>Proposed</u>	2021-2022 <u>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	
Fire Marshall's Assistant/Inspector	1.0	1.0	1.0	
Deputy Fire Marshals (PT)	<u>3.0</u>	<u>2.0</u>	<u>2.0</u>	
	5.0	4.0	4.0	
<u>Emergency Management</u>				
Emergency Management Officer (Stipend only FY2021-22)	0.0	1.0	1.0	

FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM ADMINISTRATION	CODE 231
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EXPLANATION

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

OBJECTIVES

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries includes Administrative raises and AFSME employees at 2021-2022 contractual rates.
- Part Time includes expected raises.
- Transportation is reduced due to two deputies having been assigned Town vehicles.
- Conferences, Meetings are deleted from the budget due to COVID issues.

Function		Activity		Program		Code	
Public Safety		Fire Department		Fire Department Administration		0231	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
63,675	59,143	59,143	8101 Full time salaries	61,532	61,532	2,389	4.04 %
34,664	34,187	34,187	8103 Part Time	34,874	35,572	1,385	4.05 %
0	1,000	1,000	8105 Longevity	1,000	1,000	0	0.00 %
98,338	94,330	94,330	OBJECT TOTAL	97,406	98,104	3,774	4.00 %
<u>PROFESSIONAL SVCS</u>							
1,946	1,955	1,800	8202 Dues and Subscriptions	1,530	1,530	-270	-15.00 %
4,968	4,968	4,968	8203 Transportation	2,484	2,484	-2,484	-50.00 %
2,135	5,450	450	8204 Conferences,Meetings,Training	0	0	-450	0.00 %
675	875	875	8212 Equipment Maintenance	875	875	0	0.00 %
70	550	550	8216 Printing and Binding	550	550	0	0.00 %
9,794	13,798	8,643	OBJECT TOTAL	5,439	5,439	-3,204	-37.07 %
<u>MATERIAL & SUPPLIES</u>							
943	1,000	1,000	8301 Office Supplies	1,000	1,000	0	0.00 %
943	1,000	1,000	OBJECT TOTAL	1,000	1,000	0	0.00 %
109,075	109,128	103,973	TOTAL	103,845	104,543	570	0.55 %

FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM FIRE FIGHTING	CODE 232
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EXPLANATION

This program reflects the following:

- Costs directly related to the suppression of fires
- Costs of outfitting and equipping the volunteer department
- 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

- Motor Vehicle Maintenance is reduced for rust proofing done in the prior year.
- Consultants/Special Contractor reflects prior year transfer.
- Technical Supplies increased due to increased costs and addition of Nomex hoods, helmets and SCBA face pieces.
- Uniforms and Clothing increased due to class C uniforms for members due to the Coronavirus, offset by reduction in other items.
- Other Materials reflects prior year transfer.
- Technical Equipment reflects current needs and the transfer of some items to account 10240.

Function Public Safety		Activity Fire Department		Program Fire Fighting		Code 0232	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
376,774	441,490	441,490	8110 Fringe Benefits	441,490	441,490	0	0.00 %
376,774	441,490	441,490	OBJECT TOTAL	441,490	441,490	0	0.00 %
<u>PROFESSIONAL SVCS</u>							
1,264	1,000	1,000	8209 Uniform Rental & Cleaning	1,000	1,000	0	0.00 %
11,832	8,150	8,150	8212 Equipment Maintenance	8,150	8,150	0	0.00 %
2,500	15,500	16,386	8214 Motor Vehicle Maintenance	7,500	7,500	-8,886	-54.23 %
15,537	26,306	37,806	8217 Consultants/Special Contractor	26,306	26,306	-11,500	-30.42 %
25,000	25,000	25,000	8218 Contributions and Subsidies	25,000	25,000	0	0.00 %
56,133	75,956	88,342	OBJECT TOTAL	67,956	67,956	-20,386	-23.08 %
<u>MATERIAL & SUPPLIES</u>							
19,038	16,545	15,416	8302 Technical Supplies	39,170	39,170	23,754	154.09 %
17,392	34,450	27,950	8303 Uniforms and Clothing	30,000	30,000	2,050	7.33 %
17,243	19,500	21,300	8310 Other Materials	19,500	19,500	-1,800	-8.45 %
53,673	70,495	64,666	OBJECT TOTAL	88,670	88,670	24,004	37.12 %
<u>CAPITAL OUTLAY</u>							
33,167	45,253	45,496	8402 Technical Equipment	10,967	10,967	-34,529	-75.89 %
33,167	45,253	45,496	OBJECT TOTAL	10,967	10,967	-34,529	-75.89 %
519,747	633,194	639,994	TOTAL	609,083	609,083	-30,911	-4.83 %

FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM FIRE PREVENTION	CODE 233
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EXPLANATION

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

Ongoing programs include, but are not limited to:

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

OBJECTIVES

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Printing and Binding and Other Contractual Services reflect prior year transfers.
- Other Materials is reduced to reflect actual needs.
- Technical Equipment is added for Projector Screen.

Function Public Safety	Activity Fire Department	Program Fire Prevention	Code 0233		
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget	2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>					
0	150	150	8202 Dues and Subscriptions	150	150 0 0.00 %
800	2,000	500	8216 Printing and Binding	2,000	2,000 1,500 300.00 %
0	500	200	8220 Other Contractual Services	500	500 300 150.00 %
800	2,650	850	OBJECT TOTAL	2,650	2,650 1,800 211.76 %
<u>MATERIAL & SUPPLIES</u>					
0	60	60	8302 Technical Supplies	60	60 0 0.00 %
541	750	750	8310 Other Materials	250	250 -500 -66.67 %
541	810	810	OBJECT TOTAL	310	310 -500 -61.73 %
<u>CAPITAL OUTLAY</u>					
0	0	0	8402 Technical Equipment	200	200 200 ****
0	0	0	OBJECT TOTAL	200	200 200 ****
1,341	3,460	1,660	TOTAL	3,160	3,160 1,500 90.36 %

FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM FIRE TRAINING	CODE 234
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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

- None.

Function Public Safety	Activity Fire Department	Program Fire Training	Code 0234		
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget	2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>					
0	650	650	8202 Dues and Subscriptions	650	650 0 0.00 %
33,242	51,145	51,145	8220 Other Contractual Services	51,145	51,145 0 0.00 %
33,242	51,795	51,795	OBJECT TOTAL	51,795	51,795 0 0.00 %
<hr/>					
33,242	51,795	51,795	TOTAL	51,795	51,795 0 0.00 %

FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM FIRE STATIONS	CODE 235
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EXPLANATION

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

OBJECTIVES

Building Equipment

- Revolving Furniture Fund
- Upright refrigerator – Co #3
- Vertical Blinds – Co #1
- Refrigerated water cooler - Co #1
- Vacuum system – Co #3
- Ice Machine – Co #5

Building Improvements

- None

MAJOR BUDGET CHANGES AND COMMENTARY

- These accounts vary from year to year and have changed to reflect the above objectives.

Function Public Safety	Activity Fire Department		Program Fire Stations		Code 0235
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget	2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
28,927	28,000	28,000	8213 Facilities Maintenance	28,000	28,000 0 0.00 %
28,927	28,000	28,000	OBJECT TOTAL	28,000	28,000 0 0.00 %
<u>PROFESSIONAL SVCS</u>					
2,481	7,408	7,408	8407 Building Equipment	12,305	12,305 4,897 66.10 %
3,241	14,455	14,455	8408 Building Improvements	0	0 -14,455 0.00 %
5,722	21,863	21,863	OBJECT TOTAL	12,305	12,305 -9,558 -43.72 %
<u>CAPITAL OUTLAY</u>					
34,649	49,863	49,863	TOTAL	40,305	40,305 -9,558 -19.17 %

FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM FIRE MARSHAL	CODE 238
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EXPLANATION

Pursuant to Connecticut General Statutes Chapter 541, the local Fire Marshal is required to 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 2020-2021 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

- Full Time Salaries reflects Administrative raises.
- Part Time reduced to reflect loss of one Deputy Fire Marshall. Expected raises are included for remaining two Deputies.
- Dues and Subscriptions increased for NFPA renewal.
- Conferences, Meetings and Training reflects prior year transfer.
- Equipment Maintenance increased for rising costs.
- Increase to Technical Supplies for EOS software for fire inspections.
- Uniforms and Clothing reflects prior year transfer.
- Other Materials increased for rising costs.

Function Public Safety		Activity Fire Department		Program Fire Marshal		Code 0238	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
100,926	128,382	128,382	8101 Full time salaries	128,342	141,108	12,726	9.91 %
38,266	87,360	87,360	8103 Part Time	58,240	59,405	-27,955	-32.00 %
139,192	215,742	215,742	OBJECT TOTAL	186,582	200,513	-15,229	-7.06 %
<u>PROFESSIONAL SVCS</u>							
630	750	750	8202 Dues and Subscriptions	2,700	2,700	1,950	260.00 %
1,859	2,490	305	8204 Conferences,Meetings,Training	1,790	1,790	1,485	486.89 %
497	688	2,473	8212 Equipment Maintenance	982	982	-1,491	-60.29 %
2,986	3,928	3,528	OBJECT TOTAL	5,472	5,472	1,944	55.10 %
<u>MATERIAL & SUPPLIES</u>							
448	700	700	8301 Office Supplies	700	700	0	0.00 %
55	1,000	1,000	8302 Technical Supplies	1,600	1,600	600	60.00 %
893	2,000	2,400	8303 Uniforms and Clothing	2,000	2,000	-400	-16.67 %
891	1,470	1,625	8310 Other Materials	1,800	1,800	175	10.77 %
2,287	5,170	5,725	OBJECT TOTAL	6,100	6,100	375	6.55 %
144,465	224,840	224,995	TOTAL	198,154	212,085	-12,910	-5.74 %

FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM SAFETY OFFICER	CODE 240
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EXPLANATION

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Due to Coronavirus this budget has increased for technical supplies.
- Technical Equipment is added for equipment moved out of department 232.

Function Public Safety	Activity Fire Department	Program Fire Safety Officer	Code 0240
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2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PROFESSIONAL SVCS</u>							
9,833	15,390	15,390	8220 Other Contractual Services	15,390	15,390	0	0.00 %
9,833	15,390	15,390	OBJECT TOTAL	15,390	15,390	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
0	0	0	8302 Technical Supplies	9,175	9,175	9,175	****
0	0	0	OBJECT TOTAL	9,175	9,175	9,175	****
<u>CAPITAL OUTLAY</u>							
0	0	0	8402 Technical Equipment	5,900	5,900	5,900	****
0	0	0	OBJECT TOTAL	5,900	5,900	5,900	****

9,833	15,390	15,390	TOTAL	30,465	30,465	15,075	97.95 %
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FUNCTION PUBLIC SAFETY	ACTIVITY FIRE DEPARTMENT	PROGRAM REGIONAL FIRE TRAINING TOWER	CODE 242
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EXPLANATION

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

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function Public Safety	Activity Fire Department	Program Regional Fire Training Tower	Code 0242
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2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>T/F'S TO OTHER FUNDS</u>						
1,500	1,500	1,500	8517 Trans.to Miscellaneous Grants	1,500	1,500	0 0.00 %
1,500	1,500	1,500	OBJECT TOTAL	1,500	1,500	0 0.00 %

1,500	1,500	1,500	TOTAL	1,500	1,500	0	0.00 %
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FUNCTION PUBLIC SAFETY	ACTIVITY STREET LIGHTING	PROGRAM	CODE 250
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EXPLANATION

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

OBJECTIVES

- Continue to track malfunctions and outages of streetlights.

MAJOR BUDGET CHANGES AND COMMENTARY

- Reduced budget due to improvements to light fixtures and locked in rate with Constellation.

Function Public Safety	Activity Street Lighting		Program Street Lighting		Code 0250		
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PROFESSIONAL SVCS</u>							
270,846	315,000	315,000	8206 Utilities	300,000	300,000	-15,000 -4.76 %	
270,846	315,000	315,000	OBJECT TOTAL	300,000	300,000	-15,000 -4.76 %	
270,846	315,000	315,000	TOTAL	300,000	300,000	-15,000 -4.76 %	

FUNCTION CODE	ACTIVITY	PROGRAM
PUBLIC SAFETY	EMERGENCY MANAGEMENT	260

EXPLANATION

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

OBJECTIVES

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time is added for Emergency Management Officer stipend.
- Uniforms and Clothing is added for CERT uniforms.

Function Public Safety	Activity Emergency Management	Program Emergency Management	Code 0260
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2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
0	0	0	8103 Part Time	6,000	6,000	6,000 ****
0	0	0	OBJECT TOTAL	6,000	6,000	6,000 ****
<u>PROFESSIONAL SVCS</u>						
0	50	50	8202 Dues and Subscriptions	50	50	0 0.00 %
0	1,500	1,500	8204 Conferences,Meetings,Training	1,500	1,500	0 0.00 %
0	1,550	1,550	OBJECT TOTAL	1,550	1,550	0 0.00 %
<u>MATERIAL & SUPPLIES</u>						
0	2,500	2,500	8302 Technical Supplies	2,500	2,500	0 0.00 %
0	0	0	8303 Uniforms and Clothing	1,000	1,000	1,000 ****
0	2,500	2,500	OBJECT TOTAL	3,500	3,500	1,000 40.00 %

0	4,050	4,050	TOTAL	11,050	11,050	7,000	172.84 %
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FUNCTION PUBLIC SAFETY	ACTIVITY EMERGENCY MEDICAL SERVICE	PROGRAM	CODE 270
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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

- Other Contractual Services was added last year to cover just a portion of the CMED (Coordinated Medical Emergency Directions) fee and will continue to be included this year at the same amount.

Function Public Safety		Activity Emergency Medical Service		Program Emergency Medical Service		Code 0270	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
23,145	27,000	27,000	8110 Fringe Benefits	27,000	27,000	0	0.00 %
23,145	27,000	27,000	OBJECT TOTAL	27,000	27,000	0	0.00 %
<u>PROFESSIONAL SVCS</u>							
1,000	1,000	1,000	8204 Conferences,Meetings,Training	1,000	1,000	0	0.00 %
0	10,000	10,000	8220 Other Contractual Services	10,000	10,000	0	0.00 %
1,000	11,000	11,000	OBJECT TOTAL	11,000	11,000	0	0.00 %
<u>T/FS 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 %
30,145	44,000	44,000	TOTAL	44,000	44,000	0	0.00 %

FUNCTION PUBLIC SAFETY	ACTIVITY HYDRANTS	PROGRAM	CODE 280
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EXPLANATION

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

This program funds the rental charges for the following hydrants:

New Britain Water Company	24
MDC	729

MAJOR BUDGET CHANGES AND COMMENTARY

- Increased to reflect MDC rate change from \$135 to \$140

Function Public Safety	Activity Hydrants	Program Hydrants	Code 0280
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2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>						
99,832	107,112	107,112	8219 Hydrants	110,892	110,892	3,780 3.53 %
99,832	107,112	107,112	OBJECT TOTAL	110,892	110,892	3,780 3.53 %

99,832	107,112	107,112	TOTAL	110,892	110,892	3,780	3.53 %
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PUBLIC WORKS

PUBLIC WORKS

310 ENGINEERING

320 HIGHWAY

350 SOLID WASTE SERVICES (Formerly Sanitation)

FUNCTION PUBLIC WORKS	ACTIVITY ENGINEERING	PROGRAM	CODE 310
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PERSONNEL SUMMARY

<u>Positions (in work years)</u>	2020-2021 <u>Authorized</u>	2021-2021 <u>Requested</u>	2021-2022 <u>Proposed</u>	2021-2022 <u>Approved</u>
Town Engineer	1.0	1.0	1.0	
Engineering Technologist I (unfunded FY 2021-22)	1.0	0.0	0.0	
Engineering Technologist II	1.0	1.0	1.0	
Administrative Secretary II	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	
	3.5	2.5	2.5	

FUNCTION	ACTIVITY	PROGRAM	CODE
PUBLIC WORKS	ENGINEERING		310

EXPLANATION

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

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

ENGINEERING SERVICE HIGHLIGHTS

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

OBJECTIVES

- Promote economic development in TON.
- Design and construct new Town infrastructure.
- Provide survey services for boundary survey, topographic survey, and construction survey for TON infrastructure and TON projects.
- Assign building numbers (addresses) to new/existing buildings.
- Prepare capital improvement plan (CIP) for Town infrastructure (dams, roads, bridges, sidewalks, retaining walls, drainage systems, flood control system, etc.) with the focus to reduce maintain cost, increase public safety, and reduce liability.
- Evaluate/manage 104 miles of road and prioritize streets to be paved (maintenance/improvements) as part of the CIP, based on available funds.
- Evaluate/manage public facility parking lots be paved (maintenance/improvements) as part of the CIP, based on available funds.
- Evaluate/manage 60 miles of sidewalk for slip/trip/fall hazards to be repaired as part of the CIP, based on available funds.
- Evaluate/manage drainage features, including dams and flood control system, for maintenance or repair as part of the CIP, based on available funds.
- Evaluate/manage retaining walls for repair as part of the CIP program, based on available funds.
- Review contractor licenses and excavation permits for utility and driveway construction within Town right-of-way to protect existing infrastructure.
- Operate and maintain/update Town drainage system and GIS database.
- Review plans and drainage calculations for conformance with Planning and Zoning and Inland Wetland regulations and to protect existing infrastructure.
- Support Conservation Commission and Planning and Zoning Commission.
- Apply for Grants for: 1) STEAP – Senior Center Window Replacement (\$125,000); 2) Community Connectivity Grant – Main Street sidewalk extension (\$500,000); 3) LOTCIP – Maple Hill Avenue & Alumni Road Intersection at Cedar Street (\$2,900,000)

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries and Longevity are reduced due to reduction in staff.
- Other line items were changed to better reflect needs.

Function Public Works		Activity Engineering		Program Engineering		Code 0310
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
315,178	314,563	264,563	8101 Full time salaries	236,903	244,161	-20,402 -7.71 %
1,302	2,000	2,000	8102 Overtime	2,000	2,000	0 0.00 %
300	400	400	8105 Longevity	0	0	-400 0.00 %
316,780	316,963	266,963	OBJECT TOTAL	238,903	246,161	-20,802 -7.79 %
<u>PROFESSIONAL SVCS</u>						
845	720	845	8202 Dues and Subscriptions	720	720	-125 -14.79 %
0	150	25	8203 Transportation	150	150	125 500.00 %
385	2,885	2,885	8204 Conferences,Meetings,Training	2,360	2,360	-525 -18.20 %
400	400	400	8207 Clothing Allowance	400	400	0 0.00 %
24	300	300	8212 Equipment Maintenance	300	300	0 0.00 %
0	200	200	8216 Printing and Binding	200	200	0 0.00 %
0	1,500	1,500	8217 Consultants/Special Contractor	2,000	2,000	500 33.33 %
0	3,000	3,000	8220 Other Contractual Services	3,000	3,000	0 0.00 %
1,654	9,155	9,155	OBJECT TOTAL	9,130	9,130	-25 -0.27 %
<u>MATERIAL & SUPPLIES</u>						
210	400	400	8301 Office Supplies	400	400	0 0.00 %
32	500	500	8302 Technical Supplies	500	500	0 0.00 %
0	50	50	8303 Uniforms and Clothing	50	50	0 0.00 %
242	950	950	OBJECT TOTAL	950	950	0 0.00 %
318,676	327,068	277,068	TOTAL	248,983	256,241	-20,827 -7.52 %

FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM SUMMARY	CODE 320
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PERSONNEL SUMMARY

<u>Positions (in work years)</u>	2020-2021 <u>Authorized</u>	2021-2022 <u>Requested</u>	2021-2022 <u>Proposed</u>	2021-2022 <u>Approved</u>
Highway Superintendent	1.0	1.0	1.0	1.0
Assistant Highway Superintendent (unfunded FY2021-2022)	1.0	0.0	0.0	0.0
Administrative Secretary III	1.0	1.0	1.0	1.0
Crew Foreperson	2.0	2.0	2.0	2.0
Mechanic Foreperson	1.0	1.0	1.0	1.0
Equipment Mechanic II	5.0	5.0	5.0	5.0
Mason	1.0	1.0	1.0	1.0
Equipment Operator III	2.0	2.0	2.0	2.0
Equipment Operator II	4.0	5.0	5.0	5.0
Equipment Operator I	4.0	2.0	2.0	2.0
Parts Coordinator (PT)	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
	22.5	20.5	20.5	20.5
Total Overtime	5,001	5,001	4,174	
Total Seasonal	2,902	2,902	2,902	

FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM ADMINISTRATION	CODE 321
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EXPLANATION

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

HIGHLIGHTS OF FY 2020-2021 OPERATION

- Continued with landfill closure plan and conversion to transfer station
- Planned and implemented the installation of new security gate at the Highway facility
- Continued administrating, planning and coordinating all departmental projects, functions and procedures
- Continued improvements to workplace safety programs and employee training
- Attended several COVID-19 staff meetings, coordinated A/B shifts for Highway personnel
- Attended all Environmental Quality Control Commission meetings
- Hosted annual DEEP sponsored Landfill Operator Certification class
- Composed meeting agendas for Public Works Team meeting
- Attended Materials Innovation and Recycling Authority (MIRA) solid waste disposal meeting at the State Capitol
- Hosted annual Hazardous Waste collection event

OBJECTIVES

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries reflects reduction of Assistant Superintendent position, partially offset by raises for Administrative and AFSCME employees.
- Longevity decreased due to transfer of Traffic position to Police Department.
- Other line items were changed to better reflect needs.

Function Public Works		Activity Highway Department		Program Highway Administration		Code 0321	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
264,590	263,551	243,551	8101 Full time salaries	175,272	177,380	-66,171	-27.17 %
10,950	10,400	10,400	8105 Longevity	8,800	8,800	-1,600	-15.38 %
275,540	273,951	253,951	OBJECT TOTAL	184,072	186,180	-67,771	-26.69 %
<u>PROFESSIONAL SVCS</u>							
100	100	100	8202 Dues and Subscriptions	50	50	-50	-50.00 %
1,845	2,180	2,180	8204 Conferences,Meetings,Training	2,180	2,180	0	0.00 %
1,947	3,150	3,150	8207 Clothing Allowance	3,000	3,000	-150	-4.76 %
8,580	10,097	10,097	8209 Uniform Rental & Cleaning	10,295	10,295	198	1.96 %
879	1,100	1,100	8212 Equipment Maintenance	1,100	1,100	0	0.00 %
722	794	794	8217 Consultants/Special Contractor	794	794	0	0.00 %
14,073	17,421	17,421	OBJECT TOTAL	17,419	17,419	-2	-0.01 %
<u>MATERIAL & SUPPLIES</u>							
723	720	720	8301 Office Supplies	720	720	0	0.00 %
767	874	874	8310 Other Materials	874	874	0	0.00 %
1,490	1,594	1,594	OBJECT TOTAL	1,594	1,594	0	0.00 %
<u>CAPITAL OUTLAY</u>							
21,500	0	0	8405 Construction & Maint Equipment	0	0	0	****
2,202	0	0	8406 Office Equipment	0	0	0	****
23,702	0	0	OBJECT TOTAL	0	0	0	****
314,805	292,966	272,966	TOTAL	203,085	205,193	-67,773	-24.83 %

FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM HIGHWAY OPERATIONS	CODE 322
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EXPLANATION

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

HIGHLIGHTS OF FY 2020 - 2021 OPERATION

- Completed the mill and overlay of the following roads: Wilson Avenue, Cheney Lane, Wakeley Road, Alandale Lane, Clifford Street, Coles Avenue
- Completed biannual vegetation grinding at the Town Landfill
- Completed annual town-wide roadway sweeping program
- Completed annual leaf collection program
- Completed town-wide Christmas Tree collection
- Assisted with various evictions and short term property storage
- Completed other various drainage projects town-wide
- Completed several storm water catch basin repairs and rebuilds town wide
- Completed waterway clearing and vegetation control at various locations as needed
- Constructed new concrete block loading ramp at the Transfer Station
- Completed parking lot upgrades at the Senior and Disabled Center
- Completed the reconstruction of Company Four Firehouse parking lot
- Removed deteriorated sidewalks on Garvan Street
- Provided, hauled and placed concrete blocks at various restaurants to accommodate outside dining during pandemic
- Completed storm debris cleanup following storm Isaias

OBJECTIVES

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries decreased due to transfer of Traffic position to Police Department. This was partially offset by contractual increases for AFSCME employees.
- Seasonal reflects minimum wage increases.

Function Public Works	Activity Highway Department		Program Highway Operations		Code 0322
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget	2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>					
1,290,417	1,309,176	1,309,176	8101 Full time salaries	1,293,743	1,295,942
20,397	28,085	28,085	8102 Overtime	29,217	29,217
2,392	14,784	14,784	8104 Seasonal	15,850	15,850
1,313,206	1,352,045	1,352,045	OBJECT TOTAL	1,338,810	1,341,009
<u>PROFESSIONAL SVCS</u>					
4,092	4,150	4,150	8220 Other Contractual Services	4,150	4,150
4,092	4,150	4,150	OBJECT TOTAL	4,150	4,150
<u>MATERIAL & SUPPLIES</u>					
3,680	3,800	3,800	8302 Technical Supplies	3,800	3,800
820	945	945	8303 Uniforms and Clothing	945	945
148	150	150	8304 Agricultural Supplies	150	150
21,120	12,000	12,000	8306 Constr.& Maintenance Materials	12,000	12,000
1,164	1,241	1,241	8310 Other Materials	1,241	1,241
26,931	18,136	18,136	OBJECT TOTAL	18,136	18,136
1,344,229	1,374,331	1,374,331	TOTAL	1,361,096	1,363,295
				-11,036	-0.80 %

FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM SNOW AND ICE CONTROL	CODE 324
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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 2020-2021 OPERATION

- There were 7 snow/ice events. As of 1/8/20
- 17.8 inches of snow/ice.
- Used 573.5 tons of enhanced salt.
- 635.8 hours of man hours.

OBJECTIVES

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Overtime was reduced to historical averages.
- Construction & Maintenance Materials decreased due to lower costs for enhanced salt.

Function		Activity		Program		Code	
Public Works		Highway Department		Snow and Ice Control		0324	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
67,182	165,297	165,297	8102 Overtime	171,971	130,000	-35,297	-21.35 %
67,182	165,297	165,297	OBJECT TOTAL	171,971	130,000	-35,297	-21.35 %
<u>PROFESSIONAL SVCS</u>							
899	1,000	1,000	8217 Consultants/Special Contractor	1,000	1,000	0	0.00 %
899	1,000	1,000	OBJECT TOTAL	1,000	1,000	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
3,877	4,000	4,000	8302 Technical Supplies	4,000	4,000	0	0.00 %
558	600	600	8303 Uniforms and Clothing	600	600	0	0.00 %
169,093	169,185	169,185	8306 Constr.& Maintenance Materials	152,390	152,390	-16,795	-9.93 %
2,153	4,297	4,297	8310 Other Materials	4,297	4,297	0	0.00 %
175,681	178,082	178,082	OBJECT TOTAL	161,287	161,287	-16,795	-9.43 %
243,762	344,379	344,379	TOTAL	334,258	292,287	-52,092	-15.13 %

FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM TRAFFIC	CODE 325
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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 2020-2021 OPERATION

- Continued with replacement and repairs to stolen or damaged street name and regulatory signage
- 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
- Continue to support Highway Crews with leaf collection and snow plowing operations
- Continue to assist with monthly Food Share setup
- Continue to assist Sanitation Division with recycling cart repairs and distribution

OBJECTIVES

- Continue to improve annual roadway marking program
- Continue with maintenance and improvements to all Town owned traffic light systems

MAJOR BUDGET CHANGES AND COMMENTARY

- All items for this account were moved to Police account 214.

Function Public Works	Activity Highway Department		Program Traffic		Code 0325
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget	2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>					
2,400	4,057	4,057	8102 Overtime	0	0 -4,057 0.00 %
2,400	4,057	4,057	OBJECT TOTAL	0	0 -4,057 0.00 %
<u>PROFESSIONAL SVCS</u>					
19,255	18,000	18,000	8206 Utilities	0	0 -18,000 0.00 %
221	1,000	1,000	8212 Equipment Maintenance	0	0 -1,000 0.00 %
19,477	19,000	19,000	OBJECT TOTAL	0	0 -19,000 0.00 %
<u>MATERIAL & SUPPLIES</u>					
13,824	12,500	12,500	8302 Technical Supplies	0	0 -12,500 0.00 %
241	382	382	8303 Uniforms and Clothing	0	0 -382 0.00 %
30	250	250	8310 Other Materials	0	0 -250 0.00 %
14,095	13,132	13,132	OBJECT TOTAL	0	0 -13,132 0.00 %
35,971	36,189	36,189	TOTAL	0	0 -36,189 ****

FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM VEHICLES & EQUIPMENT	CODE 327
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EXPLANATION

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

HIGHLIGHTS OF FY 2020 – 2021 OPERATION

- Completed new vehicle purchase and setup for various Town departments
- Continue to support Highway Crews with leaf collection and snow plowing operations

OBJECTIVES

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Overtime reflects contractual raises for AFSCME.
- Part Time increased to bring current employee to prevailing rates for comparable positions.
- Technical supplies includes new GPS vehicle tracking system.
- Rising costs are reflected in Equipment Parts.
- Motor Fuel and Lubricants reflects lower contractual rates for diesel and unleaded fuel.

FUNCTION Public Works	ACTIVITY Highway Department	PROGRAM Vehicles and Equipment	CODE 0327
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2019-2020 Actual	2020-2021 Original Budget	2020-2021 Revised Budget		2021-2022 Department Request	2021-2022 Manager Proposed	Change from revised budget
<u>PERSONAL SERVICES</u>						
25,109	32,822	32,822	8102 Overtime	34,145	34,145	1,323 4.03%
11,083	11,856	11,856	8103 Part Time	14,820	17,784	5,928 50.00%
36,192	44,678	44,678	OBJECT SUBTOTAL	48,965	51,929	7,251 16.23%
<u>PROFESSIONAL SERVICES</u>						
599	684	684	8202 Dues and Subscriptions	684	684	0 0.00%
405	1,000	1,000	8204 Conferences, Meetings, Training	1,000	1,000	0 0.00%
1,600	2,400	2,400	8207 Tool Allowance	2,400	2,400	0 0.00%
4,709	3,500	3,500	8212 Equipment Maintenance	2,700	2,700	-800 -22.86%
43,686	47,170	47,170	8214 Motor Vehicle Maintenance	47,170	47,170	0 0.00%
50,999	54,754	54,754	OBJECT SUBTOTAL	53,954	53,954	-800 -1.46%
<u>MATERIALS & SUPPLIES</u>						
5,784	8,385	8,385	8302 Technical Supplies	13,955	13,955	5,570 66.43%
219,569	224,400	224,400	8307 Equipment Parts	228,888	228,888	4,488 2.00%
244,367	298,400	298,400	8309 Motor Fuel and Lubricants	280,870	280,870	-17,530 -5.87%
2,971	3,000	3,000	8310 Other Materials	3,000	3,000	0 0.00%
472,691	534,185	534,185	OBJECT SUBTOTAL	526,713	526,713	-7,472 -1.40%
559,882	633,617	633,617	TOTAL	629,632	632,596	-1,021 -0.16%

FUNCTION PUBLIC WORKS	ACTIVITY HIGHWAY	PROGRAM LEAF COLLECTION	CODE 328
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EXPLANATION

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

HIGHLIGHTS OF FY 2020-2021 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 reflects AFSCME contractual raises.
- Seasonal includes raises to offset minimum wage increases.

Function Public Works	Activity Highway Department		Program Leaf Collection		Code 0328
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget	2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>					
28,151	33,898	33,898	8102 Overtime	35,267	35,267 1,369 4.04 %
15,893	22,020	22,020	8104 Seasonal	27,525	27,525 5,505 25.00 %
44,044	55,918	55,918	OBJECT TOTAL	62,792	62,792 6,874 12.29 %
<u>MATERIAL & SUPPLIES</u>					
1,790	1,810	1,810	8302 Technical Supplies	1,810	1,810 0 0.00 %
589	625	625	8303 Uniforms and Clothing	625	625 0 0.00 %
2,379	2,435	2,435	OBJECT TOTAL	2,435	2,435 0 0.00 %
46,423	58,353	58,353	TOTAL	65,227	65,227 6,874 11.78 %

FUNCTION PUBLIC WORKS	ACTIVITY SOLID WASTE SERVICES	PROGRAM SUMMARY	CODE 350
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PERSONNEL SUMMARY

<u>Positions (in work years)</u>	2020-2021 <u>Authorized</u>	2021-2022 <u>Requested</u>	2021-2022 <u>Proposed</u>	2021-2022 <u>Approved</u>
Landfill Attendant/Maintainer (PT)	0.4	0.4	0.4	
Sanitation Clerk (PT)	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	
	0.9	0.9	0.9	
Total Overtime	40	40	40	

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

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

HIGHLIGHTS OF FY 2020-2010 OPERATION

- Approximately 9,330 independent dwelling units and 2,250 condominium dwelling units were serviced by the Town-contracted weekly refuse collection, in addition to Town buildings and schools
- 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 decreased due to prior year transfer.

Function Public Works	Activity Solid Waste Services		Program Refuse Collection		Code 0351
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget	2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>					
822,396	829,028	849,028	801,787	801,787	-47,241 -5.56 %
822,396	829,028	849,028	801,787	801,787	-47,241 -5.56 %
<u>MATERIAL & SUPPLIES</u>					
10,208	9,800	9,800	9,800	9,800	0 0.00 %
10,208	9,800	9,800	9,800	9,800	0 0.00 %
832,605		838,828	858,828	TOTAL	811,587 811,587 -47,241 -5.50 %

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

This program provides funding for the disposal of non-recyclable curbside refuse generated from residential households, condominium complexes where Town service is provided, public schools, and other Town-owned facilities. Also included in this account are funds associated with the processing and disposal of vegetative waste at the Town's landfill.

MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time reflects raises, including bringing long term landfill operator up to prevailing wage for comparable positions.
- Other Contractual Services reflects expected contractual rate.

Function Public Works		Activity Solid Waste Services		Program Refuse Disposal		Code 0352		
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget		
<u>PERSONAL SERVICES</u>								
497	1,922	1,922	8102 Overtime	2,000	2,000	78	4.06 %	
30,028	30,266	30,266	8103 Part Time	33,042	35,232	4,966	16.41 %	
30,525	32,188	32,188	OBJECT TOTAL	35,042	37,232	5,044	15.67 %	
<u>PROFESSIONAL SVCS</u>								
934,919	1,143,141	1,143,141	8220 Other Contractual Services	1,098,943	1,131,745	-11,396	-1.00 %	
934,919	1,143,141	1,143,141	OBJECT TOTAL	1,098,943	1,131,745	-11,396	-1.00 %	
<u>MATERIAL & SUPPLIES</u>								
172	500	500	8310 Other Materials	500	500	0	0.00 %	
172	500	500	OBJECT TOTAL	500	500	0	0.00 %	
<u>CAPITAL OUTLAY</u>								
7,940	0	0	8409 Other	0	0	0	****	
7,940	0	0	OBJECT TOTAL	0	0	0	****	
973,556		1,175,829	1,175,829	TOTAL	1,134,485	1,169,477	-6,352	-0.54 %

FUNCTION PUBLIC WORKS	ACTIVITY SOLID WASTE SERVICES	PROGRAM RECYCLING	CODE 353
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EXPLANATION

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

HIGHLIGHTS OF FY 2019-2020 OPERATION

- Approximately 9,820 independent dwelling units and 2,250 condominium dwelling units were serviced by the Town-contracted weekly refuse collection, in addition to Town buildings and schools

OBJECTIVES

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Other Contractual reflects rising costs and increased recycling by residents.

Function	Activity		Program		Code
Public Works	Solid Waste Services		Recycling		0353
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget	2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>					
391,383	412,449	412,449	8220 Other Contractual Services	421,708	421,708 9,259 2.24 %
391,383	412,449	412,449	OBJECT TOTAL	421,708	421,708 9,259 2.24 %
391,383	412,449	412,449	TOTAL	421,708	421,708 9,259 2.24 %

PLANNING/DEVELOPMENT

COMMUNITY PLANNING AND DEVELOPMENT

420 PLANNING AND DEVELOPMENT

430 TOWN PLAN AND ZONING COMMISSION

440 ZONING BOARD OF APPEALS

450 BUILDING DEPARTMENT

460 CONSERVATION COMMISSION

470 ECONOMIC DEVELOPMENT

FUNCTION	ACTIVITY	PROGRAM	CODE
COMMUNITY PLANNING & DEVELOPMENT			400

PERSONNEL SUMMARY

Positions (in work years)	2020-2021 <u>Authorized</u>	2021-2022 <u>Requested</u>	2021-2022 <u>Proposed</u>	2021-2022 <u>Approved</u>
<u>Planning and Development</u>				
Town Planner	1.0	1.0	1.0	1.0
Zoning Enforcement Officer/Assistant Town Planner	1.0	1.0	1.0	1.0
Administrative Secretary II	<u>1.0</u> 3.0	<u>1.0</u> 3.0	<u>1.0</u> 3.0	<u>1.0</u> 3.0
<u>Building Department</u>				
Building Official	1.0	1.0	1.0	1.0
Assistant Building Official	1.0	1.0	1.0	1.0
Assistant Building Official (PT)	0.2	0.2	0.2	0.2
Administrative Secretary II	<u>0.5</u> 2.7	<u>0.5</u> 2.7	<u>0.5</u> 2.7	<u>0.5</u> 2.7
<u>Town Planning and Zoning</u>				
Recording Clerk (PT)	1.0	1.0	1.0	1.0
<u>Zoning Board of Appeals</u>				
Recording Clerk (PT)	1.0	1.0	1.0	1.0
<u>Conservation Commission</u>				
Recording Clerk (PT)	1.0	1.0	1.0	1.0
<u>Economic Development</u>				
Recording Clerk (PT)	1.0	1.0	1.0	1.0

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

The Planning 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, providing short-range and long-range perspective on development opportunities.
- Zoning enforcement.
- Blight enforcement.
- Project management for special projects as assigned by the Town Manager. Currently includes the Garfield Street "Community Connectivity/Complete Streets" project.
- Grant writing and management as assigned by the Town Manager. Currently includes the Community Connectivity/Complete Streets DOT grant; and the on-going HUD-funded residential rehab program.

HIGHLIGHTS OF FY 2020-21 OPERATIONS

- Supported the TPZ in the review and action on: 4 site plan/site plan modification applications; 2 subdivision; 7 special permit applications; 3 Sec. 8-24 referrals to the Town Council; 4 zoning text amendment applications; 1 zone map change; 1 zone change and 1 IW amendment referral.
- Approved 2 residential rehab grants for moderate-income homeowners.
- Acted upon 42 zoning violations.
- Reviewed 29 zoning permit applications.
- Issued 19 Certificates of Zoning Compliance.
- Acted upon 317 Blighted Premises complaints.

OBJECTIVES

- Adopt an Affordable Housing Plan.
- Begin construction of the Garfield Street "Community Connectivity/Complete Streets" Project (bicycle/pedestrian improvements on Garfield Street).
- Apply for "Bronze" Certification in the Sustainable CT program.
- Begin the comprehensive update of Town Zoning Regulations.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects a new Town Planner and a new Zoning Officer at higher rates, as well as AFSCME and Administrative increases for 2021-2022, offset by prior year transfer.
- Dues and Subscriptions increased for certification and dues for new Zoning Officer

Function		Activity		Program		Code
Community Planning & Developmt		Planning and Development		Planning and Development		0420
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
229,817	228,914	301,014	8101 Full time salaries	273,859	278,076	-22,938 -7.62 %
0	0	0	8105 Longevity	200	200	200 ****
229,817	228,914	301,014	OBJECT TOTAL	274,059	278,276	-22,738 -7.55 %
<u>PROFESSIONAL SVCS</u>						
750	826	826	8202 Dues and Subscriptions	1,481	1,481	655 79.30 %
725	855	855	8204 Conferences,Meetings,Training	855	855	0 0.00 %
40	0	0	8216 Printing and Binding	0	0	0 ****
0	4,500	4,500	8220 Other Contractual Services	4,500	4,500	0 0.00 %
1,515	6,181	6,181	OBJECT TOTAL	6,836	6,836	655 10.60 %
<u>MATERIAL & SUPPLIES</u>						
116	250	205	8301 Office Supplies	250	250	45 21.95 %
0	100	145	8310 Other Materials	100	100	-45 -31.03 %
116	350	350	OBJECT TOTAL	350	350	0 0.00 %
231,448	235,445	307,545	TOTAL	281,245	285,462	-22,083 -7.18 %

FUNCTION COMMUNITY PLNG & DEVEL.	ACTIVITY PLANNING & DEVELOPMENT	PROGRAM TOWN PLAN & ZONING COMMISSION	CODE 430
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EXPLANATION

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

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

HIGHLIGHTS OF CY 2020 OPERATIONS

- Approved 4 site plan/site plan modification applications;
- Approved 2 residential subdivision;
- Approved 7 special permit applications;
- Approved 3 Sec. 8-24 referrals to the Town Council;
- Approved 1 zone map change;
- Approved 1 zone change;
- Approved 4 zoning text amendment applications.

OBJECTIVES FOR CY 2021

- 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.
- Develop and approve an Affordable Housing Plan.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

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

2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
9,866	9,683	9,683	8103 Part Time	9,878	9,878	195	2.01 %
9,866	9,683	9,683	OBJECT TOTAL	9,878	9,878	195	2.01 %
<u>PROFESSIONAL SVCS</u>							
5,337	7,500	7,500	8201 Public Notification	7,500	7,500	0	0.00 %
90	275	275	8204 Conferences,Meetings,Training	275	275	0	0.00 %
5,427	7,775	7,775	OBJECT TOTAL	7,775	7,775	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
207	50	50	8310 Other Materials	50	50	0	0.00 %
207	50	50	OBJECT TOTAL	50	50	0	0.00 %

15,499	17,508	17,508	TOTAL	17,703	17,703	195	1.11 %
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FUNCTION COMMUNITY PLNG & DEVEL.	ACTIVITY PLANNING & DEVELOPMENT	PROGRAM ZONING BOARD OF APPEALS	CODE 440
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EXPLANATION

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

HIGHLIGHTS OF CY 2020 OPERATIONS

- The ZBA received and approved 4 applications for variances, and received no ZEO appeals this calendar year. A fifth variance request was determined by the Town Attorney to not need ZBA approval.

OBJECTIVES FOR CY 2020

- 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	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
809	1,506	1,506	8103 Part Time	1,537	1,537	31	2.06 %
809	1,506	1,506	OBJECT TOTAL	1,537	1,537	31	2.06 %
<u>PROFESSIONAL SVCS</u>							
459	900	900	8201 Public Notification	900	900	0	0.00 %
459	900	900	OBJECT TOTAL	900	900	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
0	13	13	8301 Office Supplies	13	13	0	0.00 %
7	13	13	8310 Other Materials	13	13	0	0.00 %
7	26	26	OBJECT TOTAL	26	26	0	0.00 %
1,275		2,432	TOTAL	2,463	2,463	31	1.27 %

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 2020-2021 OPERATION

- During the first 6 months of fiscal year of 2020-21, the Building Department received 1157 applications, issued 3 Certificates of Occupancy and 2 partial Certificates of Occupancy, and conducted 1007 field inspections.
- Certificates of Occupancy were issued for a single family residence at 177 Richard Street, a single family residence at 900 Willard Avenue, and the Community Center Kitchen in the town hall. Partial Certificates of Occupancy were issued for the new Town Hall and the gym in the town hall.
- Permits were issued to remodel the interior and exterior of the old Toys-R-Us building and for new signs for a Burlington Store located at 3491 Berlin Turnpike.
- There were five permits issued to build new single family residences. They will be located at 25 Morland Avenue, 51 East Robbins Avenue, 615 Church Street, 880 Willard Avenue, and 765 Willard Avenue.
- S.K. Lavery Appliances is located at 2543 Berlin Turnpike.
- A Demolition Permit was issued for the demolition of the old Town Hall.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time Salaries increased for Administrative raises and AFSCME at 2021-2022 contractual rates.

Function		Activity		Program		Code	
Community Planning & Developmt		Building Department		Building Department		0450	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
196,548	195,772	200,772	8101 Full time salaries	201,133	204,525	3,753	1.87 %
11,946	15,000	15,000	8103 Part Time	15,000	15,000	0	0.00 %
1,000	1,000	1,000	8105 Longevity	1,000	1,000	0	0.00 %
209,493	211,772	216,772	OBJECT TOTAL	217,133	220,525	3,753	1.73 %
<u>PROFESSIONAL SVCS</u>							
290	835	835	8202 Dues and Subscriptions	835	835	0	0.00 %
0	100	100	8203 Transportation	100	100	0	0.00 %
485	600	600	8204 Conferences,Meetings,Training	600	600	0	0.00 %
490	500	500	8207 Clothing Allowance	500	500	0	0.00 %
1,265	2,035	2,035	OBJECT TOTAL	2,035	2,035	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
194	300	300	8301 Office Supplies	300	300	0	0.00 %
796	950	950	8310 Other Materials	950	950	0	0.00 %
990	1,250	1,250	OBJECT TOTAL	1,250	1,250	0	0.00 %
211,749	215,057	220,057	TOTAL	220,418	223,810	3,753	1.71 %

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

EXPLANATION

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

HIGHLIGHTS OF 2020-2021 OPERATIONS

- Implemented the administrative wetland permits program.
- Implemented the Wetland Agent review and approval process (Administration).
- Attend CDEEP training program for Municipal Inland Wetlands Agents.

OBJECTIVES

- Review and establish policies related to conservation of Town's natural resources authorized under State Statute.
- Maintain, catalogue and update maps (as amended) for regulated wetlands.
- Research and review wetland map amendments.
- Update Official Inland Wetlands Map.
- Ensure construction activities located within regulated areas do not negatively impact wetlands or water courses.
- Update wetlands regulations to be consistent with DEEP's model regulations.
- Coordinate public hearing(s).

MAJOR BUDGET CHANGES AND COMMENTARY

- Part Time reflects prior year increase in rate.

Function		Activity		Program		Code	
Community Planning & Developmt		Conservation Commission		Conservation Commission		0460	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
3,714	3,881	3,881	8103 Part Time	3,951	3,951	70	1.80 %
3,714	3,881	3,881	OBJECT TOTAL	3,951	3,951	70	1.80 %
<u>PROFESSIONAL SVCS</u>							
785	1,043	1,043	8201 Public Notification	1,043	1,043	0	0.00 %
65	120	120	8202 Dues and Subscriptions	120	120	0	0.00 %
150	300	300	8204 Conferences,Meetings,Training	300	300	0	0.00 %
1,000	1,463	1,463	OBJECT TOTAL	1,463	1,463	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
13	50	50	8301 Office Supplies	50	50	0	0.00 %
13	50	50	OBJECT TOTAL	50	50	0	0.00 %
4,727	5,394	5,394	TOTAL	5,464	5,464	70	1.30 %

FUNCTION COMMUNITY PLNG & DEVEL.	ACTIVITY ECONOMIC DEVELOPMENT	PROGRAM ECONOMIC DEVELOPMENT DIRECTOR	CODE 471
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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 2020-2021 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 2021-2022

- 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

- None.

Function		Activity		Program		Code	
Community Planning & Developmt		Economic Development		Development Director		0471	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PROFESSIONAL SVCS</u>							
965	2,100	2,100	8202 Dues and Subscriptions	2,100	2,100	0	0.00 %
68,530	0	0	8220 Other Contractual Services	0	0	0	****
69,495	2,100	2,100	OBJECT TOTAL	2,100	2,100	0	0.00 %
-							
69,495	2,100	2,100	TOTAL	2,100	2,100	0	0.00 %

FUNCTION COMMUNITY PLNG & DEVEL.	ACTIVITY ECONOMIC DEVELOPMENT	PROGRAM ECONOMIC DEVELOPMENT COMMISSION	CODE 472
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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 2020-2021 OPERATIONS

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

OBJECTIVES FOR 2020-2021

- Provide continued input to the Economic Development Director.
- Raise topics of interest or concern regarding Economic Development opportunities and challenges.
- Consider initiatives to support the business community.
- Work cooperatively with the Newington Chamber of Commerce to achieve joint objectives.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function		Activity		Program		Code	
Community Planning & Developmt		Economic Development		Development Commission		0472	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
1,536	1,366	1,366	8103 Part Time	1,394	1,394	28	2.05 %
1,536	1,366	1,366	OBJECT TOTAL	1,394	1,394	28	2.05 %
<u>PROFESSIONAL SVCS</u>							
0	1,000	1,000	8220 Other Contractual Services	1,000	1,000	0	0.00 %
0	1,000	1,000	OBJECT TOTAL	1,000	1,000	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
27	0	0	8301 Office Supplies	0	0	0	****
27	0	0	OBJECT TOTAL	0	0	0	****
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL		2,394	
1,562		2,366		TOTAL			

PUBLIC HEALTH

PUBLIC HEALTH

511 HEALTH SERVICES

FUNCTION PUBLIC HEALTH	ACTIVITY HEALTH SERVICES	PROGRAM	CODE 511
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EXPLANATION

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

HIGHLIGHTS OF FY 2020-2021 OPERATION

- The Central Connecticut Health District (CCHD) is closely monitoring the current COVID-19 pandemic. We continue to keep our member towns updated with the latest information and offer support and resources to them and their residents.

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

Function		Activity		Program		Code	
Public Health		Health Services		Health Services		0511	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PROFESSIONAL SVCS</u>							
190,025	199,526	199,526	8220 Other Contractual Services	199,526	199,526	0	0.00 %
190,025	199,526	199,526	OBJECT TOTAL	199,526	199,526	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
807	807	807	8302 Technical Supplies	807	807	0	0.00 %
807	807	807	OBJECT TOTAL	807	807	0	0.00 %
190,832		200,333		TOTAL		200,333	

COMMUNITY SERVICE

COMMUNITY SERVICES

610 HUMAN SERVICES

640 SENIOR AND DISABLED CENTER SERVICES

670 BOARDS AND COMMISSIONS

FUNCTION COMMUNITY SERVICES	ACTIVITY HUMAN SERVICES	PROGRAM SUMMARY	CODE 610
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PERSONNEL SUMMARY

<u>Positions (in work years)</u>	2020-2021 <u>Authorized</u>	2021-2022 <u>Requested</u>	2021-2022 <u>Proposed</u>	2021-2022 <u>Approved</u>
Director of Human Services	1.0	1.0	1.0	
Youth Services/Clinical Casework Coord.	1.0	1.0	1.0	
Human Services Coordinator	1.0	1.0	1.0	
Caseworker II (Formerly Social Worker II)	1.0	1.0	1.0	
Youth Services Coordinator	1.0	1.0	1.0	
Youth Worker (PT)	0.5	0.5	0.5	
Administrative Secretary I	1.0	1.0	1.0	
Administrative Secretary (PT)	0.4	0.4	0.4	
Caseworker (PT)	<u>0.2</u>	<u>0.2</u>	<u>0.2</u>	
	7.1	7.1	7.1	
 <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/Program Coordinator (reduced to Part time FY2022)	1.0	0.5	0.5	
Social Worker I	1.0	1.0	1.0	
Administrative Secretary I	1.0	1.0	1.0	
Elderly Worker	1.0	1.0	1.0	
Clerical (PT) (unfunded FY2022)	0.5	0.0	0.0	
Special Olympics Coordinator (PT)	0.1	0.1	0.1	
Morning Set-up Person (PT)	0.5	0.5	0.5	
Program Assistant-Deaf Programs (PT)	0.1	0.0	0.0	
Nurse (PT)	0.2	0.2	0.2	
Congregate Meal Site Manager	0.5	0.5	0.5	
Head Dial-A-Ride Driver	1.0	1.0	1.0	
Dial-A-Ride Driver (PT)	1.5	1.5	1.5	
Sub. Dial-A-Ride Driver	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>	
	10.5	9.4	9.4	
 <u>Comm. On Aging and Disabled</u>				
Recording Clerk (PT)	1.0	1.0	1.0	

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 delivery of human service programs for children, youth, adults, elderly, people with disabilities and their families. Service areas include: information and referral; early childhood development; prevention and positive youth and family development, adventure based learning opportunities to develop team building, leadership and empowerment skills, community and parent education, health and mental health information, service and referrals, crisis intervention, social casework, clinical counseling, emergency shelter, crisis and disaster response, housing and basic needs assistance, assistance with entitlement programs, health insurance, Medicare counseling, disability applications and other benefit programs. A combination of municipal budget, State grants, private contributions and fees fund Human Service programs.

HIGHLIGHTS OF FY 2020-2021 OPERATION

This was a year of challenges with the onset of the Covid 19 pandemic in March 2020. This required a total revision of the methods and protocols for safe delivery of all services. All social work services: financial case management and clinical therapy were provided via phone or zoom. Youth programs were suspended in the spring of 2020 and we were able to offer small group programs starting in the summer and throughout the fall. Virtual youth program options were also explored. The food bank distribution methods were totally modified to offer a no-contact pick-up and delivery of pre-packed food. This was much more labor intensive and we had many new volunteers step to the plate to assist in providing these much needed services. The Senior & Disabled Center graciously contributed to this program by having the dial- a- ride drivers deliver food. The Holiday Food & Gift Program was also modified to provide food and gifts to 420 households and close to 1000 individuals in a no-contact pick-up or delivery method. The entire community including: private residents, town employees, civic organizations, scout groups, school groups, houses of worship & businesses contributed to this important program. The spirit of Newington was seen as the community responded generously -supporting our programs by volunteering & making financial, gift, & food donations. Staff are to be commended as they continued to provide quality services while dealing with the instability of an unprecedented pandemic. They worked as a team to support resident's and each other's anxiety around a constantly changing crisis.

OBJECTIVES

- Resolve space issues in the new food bank area: freezer capacity/venting, fans in front storage & sorting room, counter for sorting, etc. Hopefully-transition after Covid into client food selection as was the original plan. Secure space for administration of holiday food and gift program in November and December- plan (as building was being planned) was originally to use Community Center Space-need to confirm availability of this space as a town resource.
- Provide additional outreach for casework services so that residents are aware of these services: via Talk to the Mayor & nctv coverage, web page & social media.
- Enhance youth development and prevention programs expanding the use of virtual programming which may continue to be necessary as this pandemic plays out.
- Enhance our web page- insuring that frequently needed information is easily accessible and updated frequently. This appears to be an even more needed resource when so many of our services are offered virtually and the town hall being temporarily closed to the public as a result of the pandemic.
- To explore new ways to provide mental health wellness presentations for all populations and outreach establishing connections with those in need of clinical services. We can provide a warm hand off to treatment & or provide counseling to youth and family situations.
- Fill vacancies on Commissions.
- 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

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects a prior year transfer and raises for Administrative and AFSCME employees.
- Part Time includes raises for 2021-22.

Function Community Services	Activity Human Services	Program Human Services	Code 0610		
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget	2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>					
390,883	399,076	430,076	8101 Full time salaries	408,709	414,292
39,073	41,094	41,094	8103 Part Time	41,925	41,925
10,542	10,500	10,500	8104 Seasonal	10,500	10,500
1,000	1,000	1,000	8105 Longevity	600	600
441,498	451,670	482,670	OBJECT TOTAL	461,734	467,317
<u>PROFESSIONAL SVCS</u>					
735	825	825	8202 Dues and Subscriptions	865	865
0	100	100	8203 Transportation	100	100
1,334	2,943	2,943	8204 Conferences,Meetings,Training	2,943	2,943
689	690	690	8212 Equipment Maintenance	690	690
165	420	420	8216 Printing and Binding	420	420
2,321	5,083	5,083	8217 Consultants/Special Contractor	5,083	5,083
0	2,000	2,000	8218 Contributions and Subsidies	2,000	2,000
5,500	0	0	8225 Special Needs	0	0
10,743	12,061	12,061	OBJECT TOTAL	12,101	12,101
<u>MATERIAL & SUPPLIES</u>					
604	600	600	8301 Office Supplies	600	600
430	2,300	2,300	8310 Other Materials	2,260	2,260
1,034	2,900	2,900	OBJECT TOTAL	2,860	2,860
453,275	466,631	497,631	TOTAL	476,695	482,278
					-15,353
					-3.09 %

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

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

HIGHLIGHTS OF FY 2020-2021 OPERATION

- The Center continued to serve the public according to mission by rethinking, retooling and shifting all programs and services during the global pandemic. While closed to the public in March 2020, the Center continued to provide nutrition, transportation, information and referral, benefits counseling, social engagement, recreation, health and fitness programming. The Center provided high tech (zoom based), low tech (telephone) and no tech (drive through and parade-type) programs
- Offered a strong catalog of evidence-based health promotion interventions, transitioned to virtual implementation including the Aging Mastery Program, LiveWell Chronic Disease Self-Management and Diabetes Self-Management and Tai Ji Quan: Moving for Better Balance. These programs are made available at no cost to participants through collaborative grants. Also continued to provide leadership and participate in the expanded LGBT Moveable Senior Center.
- Lead efforts across the state to develop collaborative programs and partnerships including the “Virtual Senior Center” through the CT Healthy Living Collective and AARP, the WISE program, an intergenerational discussion group, and student internships with CCSU, collaborative programs with CT Association of Senior Center Personnel (CASC) and with other Town Departments including NVFD Public Safety Picnic, Parks and Recreation (including the state of the art AARP Fitlot with game benches in Clem Lemire) and Human Services.
- Implemented new programs to help address social isolation including Zero Isolation, a six-week program through Quinnipiac, the Daily Call Sheet, a volunteer based social call program with Motion Picture and Television Fund, staff wellness checks and a weekly robocall sent to more than 1,000 people per week. Also revamped newsletter to include information and activities.
- Developed a new at-home fitness program, Move to Improve, providing a fit kit, instructions and telephone outreach.
- Implemented a grab and go lunch program, providing 5 meals for pick up or delivery once a week to up to 60 participants as well as delivered Meals on Wheels to an increased number of people, without the assistance of volunteers for much of the time. Also implemented a volunteer grocery shopping program.
- Operated the “Giving Garden”, a volunteer initiative growing more than 500 lbs. of organic produce for Food Pantry beneficiaries with the addition of new irrigation and with a very limited number of volunteers.
- In addition to assisting residents with access to programs including Medicare Part D, Medicare Savings Program, Meals on Wheels, Renters Rebate and Energy Assistance and MyPlaceCT, provided income tax filing, shredding and fraud prevention activities.
- Continued focus on preventative maintenance, safety and general ambiance of facility.

OBJECTIVES

- Continue to address the goals developed through strategic planning and adjust based on public health and safety
- 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.
- 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 decreased due to un-funding the Administrative Coordinator position, partially offset by AFSCME and Administrative raises.
- Part Time reflects raises, the addition of a part time Program Coordinator to replace full time position, and the un-funding of a Clerical position.
- Dues and Subscriptions decreased due to discontinuing the Hartford Courant subscription.
- Other Contractual Services reflects increasing costs.
- Technical Equipment reflects the deferment of fitness equipment replacement due to pandemic closure.

Function	Activity		Program		Code		
Community Services	Sr. and Dis. Center Services		Center Operation		0644		
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget	2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget		
<u>PERSONAL SERVICES</u>							
395,075	404,554	404,554	8101 Full time salaries	350,726	356,510	-48,044	-11.88 %
45,076	52,390	52,390	8103 Part Time	67,781	67,781	15,391	29.38 %
300	400	400	8105 Longevity	500	500	100	25.00 %
440,450	457,344	457,344	OBJECT TOTAL	419,007	424,791	-32,553	-7.12 %
<u>PROFESSIONAL SVCS</u>							
438	438	438	8202 Dues and Subscriptions	245	245	-193	-44.06 %
135	400	400	8204 Conferences,Meetings,Training	400	400	0	0.00 %
2,429	2,585	2,585	8210 Equipment Rental	2,585	2,585	0	0.00 %
2,763	4,090	4,090	8212 Equipment Maintenance	4,090	4,090	0	0.00 %
4,760	1,465	1,465	8213 Facilities Maintenance	1,465	1,465	0	0.00 %
450	700	700	8216 Printing and Binding	700	700	0	0.00 %
2,649	5,138	5,138	8220 Other Contractual Services	5,304	5,304	166	3.23 %
13,623	14,816	14,816	OBJECT TOTAL	14,789	14,789	-27	-0.18 %
<u>MATERIAL & SUPPLIES</u>							
862	1,000	1,000	8301 Office Supplies	1,000	1,000	0	0.00 %
2,480	3,085	3,085	8302 Technical Supplies	3,085	3,085	0	0.00 %
3,342	4,085	4,085	OBJECT TOTAL	4,085	4,085	0	0.00 %
<u>CAPITAL OUTLAY</u>							
4,000	4,000	4,000	8402 Technical Equipment	200	200	-3,800	-95.00 %
4,000	4,000	4,000	OBJECT TOTAL	200	200	-3,800	-95.00 %
461,415	480,245	480,245	TOTAL	438,081	443,865	-36,380	-7.58 %

FUNCTION COMMUNITY SERVICES	ACTIVITY SR. AND DIS. CENTER SERVICES	PROGRAM DIAL-A-RIDE	CODE 645
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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 2020-2021 OPERATION

- Service was limited to essential medical appointments for most of the year due to the pandemic.
- Drivers role expanded to critical meal and grocery delivery, including grab and go meals, meals-on-wheels, grocery shopping program and Human Services Food Pantry. Drivers were essential in the packing and sorting of all meals.
- Drivers also staffed all 'parades' and drive through events, provided outreach and social connection calls.
- Continued to provide the successful tri-town medical transportation program with Wethersfield and Rocky Hill. Service continued through pandemic

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 and Part Time increased for AFSCME and part time raises.

Function Community Services	Activity Sr. and Dis. Center Services		Program Dial-A-Ride		Code 0645
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget	2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>					
61,077	60,844	60,844	8101 Full time salaries	63,302	63,302 2,458 4.04 %
0	1,000	1,000	8102 Overtime	1,000	1,000 0 0.00 %
69,555	75,088	75,088	8103 Part Time	77,774	77,774 2,686 3.58 %
1,100	1,300	1,300	8105 Longevity	1,500	1,500 200 15.38 %
131,733	138,232	138,232	OBJECT TOTAL	143,576	143,576 5,344 3.87 %
<u>PROFESSIONAL SVCS</u>					
0	120	120	8214 Motor Vehicle Maintenance	120	120 0 0.00 %
0	500	500	8216 Printing and Binding	500	500 0 0.00 %
0	620	620	OBJECT TOTAL	620	620 0 0.00 %
131,733	138,852	138,852	TOTAL	144,196	144,196 5,344 3.85 %

FUNCTION COMMUNITY SERVICES	ACTIVITY BOARDS AND COMMISSIONS	PROGRAM COMM. ON AGING & DISABLED	CODE 671
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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 2020-2021 OPERATION

- Provided policy oversight to the Senior and Disabled Center. Although most meetings were cancelled, members received and commented on reports.
- Sponsored volunteer recognition event which was provided virtually with delivery of a chicken dinner and a recognition program on NCTV.

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	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
1,066	1,066	1,066	8103 Part Time	1,066	1,066	0	0.00 %
1,066	1,066	1,066	OBJECT TOTAL	1,066	1,066	0	0.00 %
<u>PROFESSIONAL SVCS</u>							
141	500	500	8216 Printing and Binding	500	500	0	0.00 %
920	1,260	1,260	8218 Contributions and Subsidies	1,260	1,260	0	0.00 %
1,061	1,760	1,760	OBJECT TOTAL	1,760	1,760	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
0	60	60	8301 Office Supplies	60	60	0	0.00 %
0	60	60	OBJECT TOTAL	60	60	0	0.00 %
2,127	2,886	2,886	TOTAL	2,886	2,886	0	0.00 %

FUNCTION COMMUNITY SERVICES	ACTIVITY BOARDS AND COMMISSIONS	PROGRAM HUMAN RIGHTS COMMISSION	CODE 673
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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 2020-2021 OPERATION

- The purpose of the Human Rights Commission is to promote understanding and respect among all racial, religious, ethnic and other groups, and to secure equality of, and opportunity for all people.
- Human Rights Commission had many vacancies- making it difficult to hold an official meeting with required quorum.

OBJECTIVES

- To fill vacant positions
- 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

2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PROFESSIONAL SVCS</u>							
0	750	750	8220 Other Contractual Services	750	750	0	0.00 %
0	750	750	OBJECT TOTAL	750	750	0	0.00 %

0	750	750	TOTAL	750	750	0	0.00 %
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FUNCTION COMMUNITY SERVICES	ACTIVITY BOARDS AND COMMISSIONS	PROGRAM YOUTH-ADULT COUNCIL	CODE 674
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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 2019-2020 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 two scholarships for graduating high school students.
- Provided financial support to the NHS Safe Graduation Party and safe driving campaign prior to proms Spring, 2019.

OBJECTIVES

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Consultants/Special Contractors for the CASAC Alcohol and Drug Abuse grant, now the LPC grant administered by Amplify, was moved to the Miscellaneous Grant Fund in FY 2020-21 to better account for these funds. It is expected to remain constant at \$5,662.90 in annual grant revenue.

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

2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>						
5,663	0	0	8220 Other Contractual Services	0	0	0 ****
5,663	0	0	OBJECT TOTAL	0	0	0 ****

5,663	0	0	TOTAL	0	0	0	****
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LIBRARY

LIBRARY

710 LIBRARY OPERATIONS

730 HUBBARD BOOK FUND

FUNCTION LIBRARY	ACTIVITY	PROGRAM SUMMARY		CODE 700
<u>PERSONNEL SUMMARY</u>				
<u>Positions (in work years)</u>		<u>2020-2021</u>	<u>2021-2022</u>	<u>2021-2022</u>
<u>Administration</u>		<u>Authorized</u>	<u>Requested</u>	<u>Proposed</u>
Library Director	1.0	1.0	1.0	
Assistant Library Director	1.0	1.0	1.0	
Librarian II	1.0	1.0	1.0	
<u>Children's Services</u>				
Librarian III	1.0	1.0	1.0	
Librarian I	1.0	1.0	1.0	
Library Technician	1.0	1.0	1.0	
Librarian (PT)	0.1	0.1	0.1	
Library Technician (PT)	1.3	1.3	1.3	
<u>Reference & Community Services</u>				
Librarian III	2.0	2.0	2.0	
Librarian I (1.3 positions unfunded FY 2021-22)	2.3	1.3	0.0	
Library Technician (replaces 1 Librarian I)	0.0	1.0	1.0	
Librarian (PT) (0.3 position unfunded)	1.3	1.0	1.0	
Library Technician (PT)	1.4	1.4	1.4	
<u>Building</u>				
Maintenance Technician (PT)	0.4	0.4	0.4	
Library Monitor (PT)	0.5	0.3	0.3	
<u>Collection Management</u>				
Librarian III	0.7	0.7	0.7	
Librarian I (0.7 position unfunded)	0.7	0.0	0.0	
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	0.0	0.0	
Library Technician (PT)	2.3	2.7	2.7	
Pages (PT)	<u>2.5</u>	<u>2.5</u>	<u>2.5</u>	
	24.6	23.3	22.0	
<u>Seasonal (hours)</u>				
Circulation	473.0	473.0	473.0	
<u>Overtime (hours)</u>				
Reference & Community Services	52	52.0	52.0	
Circulation	22.8	22.8	22.8	
Children's Services	<u>26</u>	<u>26</u>	<u>26</u>	
	100.8	100.8	100.8	

FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM ADMINISTRATION	CODE 711
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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 2020-2021 OPERATION

- The Library Board of Trustees annual Newington Library 5K Challenge Road Race fundraiser and its annual Hanel cultural events were originally postponed due to COVID but ultimately cancelled due to the ongoing pandemic.
- Offered free meeting space and conference/study rooms 3,421 times. Due to COVID study rooms and meeting space are not available.
- Worked with the Friends of the Library fundraising efforts including their sold-out Winterfest. Their two major book sales were cancelled due to COVID but continued to work with them to offer outdoor Grab & Go book sales and to help them increase membership.
- Filled several key part-time and full-time positions with internal candidates after longtime employees retired.
- Due to the COVID pandemic and the closing of the building to the public, scheduling of staff and services to be able to handle, process and offer safe access to library materials and limited services were modified and revamped.
- Offered in person one-on-one technology assistance to the public and switched over to virtual tech help in spring 2020 due to COVID.
- Staff training and professional development opportunities were encouraged to keep staff current with technology and library trends.
- Continued using social media to promote library programs and services.
- Maintained the library website on a regular basis to keep it current and relevant for our patrons.
- When COVID hit in March 2020, created additional library webpages for patrons of all ages to offer them access to free programs, resources, and entertainment they could access from home that went beyond what was normally offered.
- Worked with the Mid-State Collaborative coordinating summer reading programs for children, teens and adults.
- Continued to work with our library consortium to share resources and obtain group purchase plans for cost savings to the library.
- Reassigned and reallocated duties due to staffing changes and because of a reduced staff due to the impact of COVID.

OBJECTIVES FOR 2021-2022

- Work with the Library Board of Trustees and the Town to address the future needs of the library building including the leaking roof and space needs.
- Continue to work with the Library Board and Friends of the Library on fundraising efforts.
- Continue to investigate possible uses of new technologies and formats as they arise.
- Investigate software and/or online service to offer wireless printing for the library patrons.
- Work to fill several part-time positions that opened in 2020.
- Work to offer effective and relevant library service to the community within the budget and staffing levels available.
- Oversee the completion of the Library's 2021-2022 Plan of Work.

MAJOR BUDGET CHANGES AND COMMENTARY

- Increase in Full-time salaries due to Administration and AFSCME pay increases.
- Decrease in longevity due to retirement longtime employee.
- Decrease in Data Services due to Library Connection Inc. CONNECT fee reduction.

Function Public Library		Activity Library Operations		Program Library Administration		Code 0711	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
265,595	264,552	264,552	8101 Full time salaries	272,303	276,213	11,661	4.41 %
2,750	2,300	2,300	8105 Longevity	2,200	2,200	-100	-4.35 %
268,345	266,852	266,852	OBJECT TOTAL	274,503	278,413	11,561	4.33 %
<u>PROFESSIONAL SVCS</u>							
2,398	2,366	2,366	8202 Dues and Subscriptions	2,376	2,376	10	0.42 %
60	394	394	8203 Transportation	415	415	21	5.33 %
140	1,382	1,382	8204 Conferences,Meetings,Training	1,382	1,382	0	0.00 %
1,179	2,000	2,000	8205 Postage and Shipping	2,000	2,000	0	0.00 %
463	650	650	8210 Equipment Rental	650	650	0	0.00 %
718	300	300	8216 Printing and Binding	300	300	0	0.00 %
48,618	49,044	49,044	8222 Data Services	46,791	46,791	-2,253	-4.59 %
53,577	56,136	56,136	OBJECT TOTAL	53,914	53,914	-2,222	-3.96 %
<u>MATERIAL & SUPPLIES</u>							
601	628	628	8301 Office Supplies	628	628	0	0.00 %
601	628	628	OBJECT TOTAL	628	628	0	0.00 %
322,522	323,616	323,616	TOTAL	329,045	332,955	9,339	2.89 %

FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM CHILDREN'S SERVICES	CODE 712
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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 2020-2021 OPERATION

- The *Sliva Young People's Literary Series*, made possible by an endowment that brings a well-known children's author to all 3rd & 4th graders in Newington was cancelled due to COVID.
- Spearheaded a winter reading program "Reading Through Time" with 118 children completing the activities log.
- Offered an online only summer reading program *Imagine Your Story* with 385 children participating due to the pandemic.
- Pre-COVID - until March 1, 2020: Presented 481 educational programs to 15,931 children and their caregivers. Offered monthly outreach programs to Newington daycare centers and preschools. Offered book talks to elementary and middle school students on a regular basis. Facilitated book discussions for the NHS Book Club. Worked with the Newington teachers to assist with materials and services for school curriculums.
- Due to COVID- March 2, 2020 forward: Presented 32 virtual educational programs to 1,181 children. Converted several regular children's programs including story times, cookbook club and science programs to virtual formats. Offered special programming via Zoom, Facebook LIVE and the Library's YouTube Channel. Offered Grab & Go craft kits on a regular basis that allowed kids to make themed crafts at home. Continued working with teachers to offers materials and services that supported the curriculum. Money was reallocated from the budget to increase the digital collection that could be used by students.
- Staff answered 12,239 reference questions over the year.
- Provided 1,239 free or reduced rate museum and local attraction passes to the public, thanks to the Friends of the Library.
- Refurbished the Parent Section of the Children's Department with funds from the Library Board of Trustees road race fundraiser and had new carpet installed in the entire children's department with funds from the Town's Capital Improvement Projects.
- Offered a new way to read a story that the whole family could enjoy with StoryWalk, a series of storyboard signs set up around Mill Pond Park that tell a complete story.

OBJECTIVES FOR 2021-2022

- Offer virtual programming to daycares and preschool and school age children, changing programs to meet the needs of the children and will move back to offering in-person programming when possible.
- Continue to provide extensive support services to elementary and middle school students in all areas of the curriculum by offering current print and electronic resources.
- Explore alternate ways to enrich the lives of the child and their families with library resources during the pandemic when traditional methods are not possible.
- Increase participation in the summer reading program by continuing to work closely with Newington educators and parents.
- Continue the *Sliva Young People's Literary Series* author visits.
- Continue to work with other town departments to provide collaborative programming.

MAJOR BUDGET CHANGES AND COMMENTARY

- Increase in Full Time Salaries per AFSME union contract.
- Increase in Part Time pay due to approved raises.

Function Public Library		Activity Library Operations		Program Library Children's Services		Code 0712	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
225,309	218,118	218,118	8101 Full time salaries	226,930	226,930	8,812	4.04 %
69,648	70,652	70,652	8103 Part Time	72,076	73,354	2,702	3.82 %
294,957	288,770	288,770	OBJECT TOTAL	299,006	300,284	11,514	3.99 %
<u>PROFESSIONAL SVCS</u>							
6,199	7,310	7,310	8202 Dues and Subscriptions	7,310	7,310	0	0.00 %
125	525	525	8216 Printing and Binding	525	525	0	0.00 %
1,887	1,959	1,959	8220 Other Contractual Services	1,969	1,969	10	0.51 %
8,210	9,794	9,794	OBJECT TOTAL	9,804	9,804	10	0.10 %
<u>MATERIAL & SUPPLIES</u>							
198	200	200	8301 Office Supplies	200	200	0	0.00 %
1,492	350	350	8310 Other Materials	350	350	0	0.00 %
1,690	550	550	OBJECT TOTAL	550	550	0	0.00 %
<u>CAPITAL OUTLAY</u>							
36,352	38,919	38,919	8401 Public Circulation Material	38,919	38,919	0	0.00 %
36,352	38,919	38,919	OBJECT TOTAL	38,919	38,919	0	0.00 %
341,209	338,033	338,033	TOTAL	348,279	349,557	11,524	3.41 %

FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM REF. AND COMMUNITY SERVICES	CODE 713
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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 2020-2021 OPERATION

- Staff handled 30,764 reference transactions from the public.
- Added a new reference service called HelpNow, an online tutoring service for students.
- Two full-time Librarian I positions have been open since February 2020. Duties and services related to these positions have been modified.
- Pre-COVID- until March 1, 2020: For Teens - Offered 47 programs to 2,004 teens and many programs that promoted creativity. Continued to offer regular book talks to the 7th as well as 8th graders language arts classes at the middle schools and facilitated book discussions for the NHS Book Club. For Adults: Presented 137 cultural, literature based and educational programs for more than 3,463 adults, including author visits, music concerts, film series, health and wellness series, and book discussions. Continued outreach to the community with monthly visits to *Cedar Mountain Commons* and *Middlewoods*, homebound services and participation at community events.
- COVID- March 2, 2020 forward: All adult and teen programming stopped. In May 2020 began offering virtual programming via Zoom, Facebook LIVE and pre-recorded programming from the library's YouTube Channel for teens and adults. Also began offering Grab & Go craft kits for teens and adults as well. Continued working with the Newington teachers to assist with materials and services for school curriculums.
- Staff continued to offer excellent service with a human voice that offered assistance and compassion despite the library building being closed and hours being modified. They answered phones, offered help with information and technology questions, reader's advisory service, scheduled curbside pickups and pulled as many materials and reserves as quickly as possible to get our materials when curbside started up again.
- Due to the pandemic *Lucy-to-Go* curbside service was initially halted and when it resumed procedures were modified to be contactless and allow patrons greater access to the collection while the building was closed.

OBJECTIVES FOR 2021-2022

- Continue to offer virtual computer, one-on-one tech help and technology classes and begin in person classes when possible.
- Offer new and varied programs that promote literacy and creativity virtually until it is safe to offer in-person programming.
- Explore different ways to offer safe outreach services to assisted living facilities and nursing homes and look for ways to expand services and outreach to the senior population.
- Explore venues for pop-up libraries 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

- Decrease in Full Time Salaries due to 1.3 open, unfunded Librarian I positions.
- Decrease in Part Time due to the elimination of a Part-time position.

Function Public Library		Activity Library Operations		Program Reference and Community Svcs		Code 0713	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
296,328	344,656	344,656	8101 Full time salaries	249,729	249,729	-94,927	-27.54 %
140,536	151,700	151,700	8103 Part Time	148,838	151,825	125	0.08 %
436,863	496,356	496,356	OBJECT TOTAL	398,567	401,554	-94,802	-19.10 %
<u>PROFESSIONAL SVCS</u>							
53,548	58,544	58,544	8202 Dues and Subscriptions	58,544	58,544	0	0.00 %
386	425	425	8216 Printing and Binding	425	425	0	0.00 %
1,272	1,389	1,389	8220 Other Contractual Services	1,399	1,399	10	0.72 %
55,206	60,358	60,358	OBJECT TOTAL	60,368	60,368	10	0.02 %
<u>MATERIAL & SUPPLIES</u>							
1,544	1,661	1,661	8301 Office Supplies	1,608	1,608	-53	-3.19 %
142	225	225	8310 Other Materials	225	225	0	0.00 %
1,686	1,886	1,886	OBJECT TOTAL	1,833	1,833	-53	-2.81 %
<u>CAPITAL OUTLAY</u>							
131,339	133,451	133,451	8401 Public Circulation Material	133,451	133,451	0	0.00 %
819	0	0	8410 Furniture, Fixtures & Equipmnt	0	0	0	****
132,158	133,451	133,451	OBJECT TOTAL	133,451	133,451	0	0.00 %
625,913	692,051	692,051	TOTAL	594,219	597,206	-94,845	-13.70 %

FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM BUILDING	CODE 714
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EXPLANATION

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

HIGHLIGHTS OF FY 2020-2021 OPERATION

- Lack of adequate parking has been ongoing due to the New Town Hall construction.
- Balancing the heating and cooling continued to be problematic.
- New carpet was installed in the Children's department and the Community Room as part of the Town's Capital Improvement Projects.
- The Parent Section in the Children's department was refurbished with new shelving and new seating with proceeds from the Library Board of Trustees annual fundraiser the Newington Library 5K Challenge road race.
- The Uncle Sam's Cleaning Service that is used by the library is problematic. The quality of cleaning of the library has been disappointing.
- A significant leak in the adult stacks in January 2020, precipitated that portion of the roof to be replaced in February to prevent further damage. The library building continues to have interior water damage from the roof and skylight leaks and falling roof tiles.
- New plantings were installed by Parks & Grounds to complete the library parking lot project in the spring of 2020.
- A 3-sided fence was installed around the two library dumpsters for better aesthetics and to prevent light from shining into the neighbors' windows on trash day.
- Completed some painting and a number of minor building projects and maintenance upgrades.
- Began acquiring and installing PPE when the pandemic hit to allow for a safer work environment for patrons and staff. Tempered glass has been installed at the three service desks and furniture has been removed or relocated for adequate social distancing.

OBJECTIVES FOR 2021-2022

- Work with the Library Board of Trustees and the Town to address problems with the library roof and skylight.
- Continue to work with the Facilities Management department to try to find a solution to the heating and cooling issues.
- 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.
- Continue to be creative and reuse space when possible to address space issues.

MAJOR BUDGET CHANGES AND COMMENTARY

- Decrease in Part Time due to elimination of one monitor position.

Function Public Library		Activity Library Operations		Program Library Building		Code 0714	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
14,243	21,764	21,764	8103 Part Time	21,203	21,216	-548	-2.52 %
14,243	21,764	21,764	OBJECT TOTAL	21,203	21,216	-548	-2.52 %
<u>PROFESSIONAL SVCS</u>							
974	1,164	1,164	8212 Equipment Maintenance	1,164	1,164	0	0.00 %
857	1,104	1,104	8213 Facilities Maintenance	1,104	1,104	0	0.00 %
1,337	1,752	1,752	8220 Other Contractual Services	1,752	1,752	0	0.00 %
3,168	4,020	4,020	OBJECT TOTAL	4,020	4,020	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
152	175	175	8305 Cleaning Supplies	175	175	0	0.00 %
152	175	175	OBJECT TOTAL	175	175	0	0.00 %
17,563	25,959	25,959	TOTAL	25,398	25,411	-548	-2.11 %

FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM COLLECTION MANAGEMENT	CODE 715
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EXPLANATION

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

HIGHLIGHTS OF FY 2020-2021 OPERATION

- Selected, ordered and processed 23,649 items, including books, e-books, DVDs, CDs, magazines and museum passes.
- Maintained a physical collection of 169,725 items and a digital collection of more than 78,024 downloadable media (e-books and audio books).
- 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 *RB Digital* and *Hoopla*.
- A full-time Librarian I position whose main job responsibility is cataloguing has been open since February 2020 and is not expected to be filled for a while due to budget constraints. Many of these duties have been reassigned to other staff until it is filled.
- In March 2020 due to COVID, the closure of the library building to the public and the lack of access to physical library materials, money from the library's print materials budget was reallocated to increase the digital collection and streaming services for Newington patrons and to support the needs of the Newington Public schools' curriculum during this time.
- Continued to weed, shift and move collections when possible to address the space constraints.
- Supervised a corps of 20 weekly volunteers, who in total worked 748 hours. Volunteer service in the building was halted in March 2020 due to COVID.
- Worked with outside agencies to offer work opportunities to disabled adults.
- Continued to process incoming and outgoing materials delivered to the library through the statewide delivery system and the supplemental delivery service provided by the library's consortium Library Connection, Inc.

OBJECTIVES FOR 2021-2022

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Decrease in Full Time salaries due to 0.7 open, unfunded Librarian I position.
- Increase in Part-time pay due to reinstated step increases, approved raises and increase in minimum wage.

Function Public Library	Activity Library Operations		Program Collection Management		Code 0715
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget	2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>					
93,963	106,094	106,094	8101 Full time salaries	59,362	59,362 -46,732 -44.05 %
13,350	12,189	12,189	8103 Part Time	14,933	14,997 2,808 23.04 %
107,313	118,283	118,283	OBJECT TOTAL	74,295	74,359 -43,924 -37.13 %
<u>PROFESSIONAL SVCS</u>					
500	500	500	8216 Printing and Binding	500	500 0 0.00 %
500	500	500	OBJECT TOTAL	500	500 0 0.00 %
<u>MATERIAL & SUPPLIES</u>					
8,023	8,100	8,100	8302 Technical Supplies	8,100	8,100 0 0.00 %
8,023	8,100	8,100	OBJECT TOTAL	8,100	8,100 0 0.00 %
115,836	126,883	126,883	TOTAL	82,895	82,959 -43,924 -34.62 %

FUNCTION PUBLIC LIBRARY	ACTIVITY OPERATIONS	PROGRAM CIRCULATION	CODE 716
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EXPLANATION

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

HIGHLIGHTS OF FY 2020-2021 OPERATION

- During the year 116,259 people visited the library and they checked out over 227,805 items. The library building was closed to the public on March 16, 2020 due to COVID.
- Circulation of physical library items was halted from March 2020 through May 2020 due to COVID. Circulation of these materials resumed in June 2020 giving access to the collection through the library's curbside service
- Circulation of the digital collection increased dramatically after March 2020 due the closing of the library building, the inability to access the physical collection for several months and other restrictions due to COVID.
- Revamped and revised the procedures and processes of handling and delivering library curbside deliveries to make it contactless and safe for staff and patrons.
- The library has never closed its book drops even when the building was closed to the public due to COVID. A new procedure was put in place to quarantine all returned items for 3 days before checking them back in to make it safe for staff to handle items that may have been exposed to the virus.
- 10,572 people in Newington have library cards. People can apply for new library cards through the mail or email rather than in person while the building is closed.
- Began offering temporary library cards that could be issued electronically in April 2020 after the library building was closed. These cards gave Newington people access to the library's digital collection and online and streaming services.
- While the three self-checkout stations in the library continued to be grow in popularity, personal service from staff was as important and greatly appreciated by patrons.
- Continued to promote email notification to patrons to cut down on the expenses to mail these notifications.

OBJECTIVES FOR 2021-2022

- 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.
- Continue to look for opportunities to increase the number of library card holders in Newington.
- Continue to streamline curbside service to make it easier for patrons and staff.
- Continue to offer excellent customer service at public desk.

MAJOR BUDGET CHANGES AND COMMENTARY

- Decrease in Full Time Salaries due to a change in personnel and different pay rates.
- Increase in Part Time due to reinstated step increases, approved raises and increase in minimum wage.
- Increase in Seasonal due to increase in minimum wage and approved raises.

Function Public Library	Activity Library Operations		Program Circulation		Code 0716
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget	2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
			<u>PERSONAL SERVICES</u>		
151,474	164,845	164,845	8101 Full time salaries	161,042	161,042 -3,803 -2.31 %
144,453	171,484	171,484	8103 Part Time	181,065	182,639 11,155 6.50 %
4,615	5,203	5,203	8104 Seasonal	6,490	6,490 1,287 24.74 %
300,542	341,532	341,532	OBJECT TOTAL	348,597	350,171 8,639 2.53 %
			<u>PROFESSIONAL SVCS</u>		
482	482	482	8216 Printing and Binding	482	482 0 0.00 %
482	482	482	OBJECT TOTAL	482	482 0 0.00 %
			<u>MATERIAL & SUPPLIES</u>		
991	991	991	8302 Technical Supplies	991	991 0 0.00 %
991	991	991	OBJECT TOTAL	991	991 0 0.00 %
302,015	343,005	343,005	TOTAL	350,070	351,644 8,639 2.52 %

FUNCTION PUBLIC LIBRARY	ACTIVITY HUBBARD BOOK FUND	PROGRAM	CODE 730
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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 Public Library	Activity Hubbard Book Fund	Program Hubbard Book Fund	Code 0730		
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget	2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>					
157	30	30	8220 Other Contractual Services	30	30 0 0.00 %
157	30	30	OBJECT TOTAL	30	30 0 0.00 %
157	30	30	TOTAL	30	30 0 0.00 %

PARKS & RECREATION

PARKS AND RECREATION

810 ADMINISTRATION

830 GROUNDS MAINTENANCE

FUNCTION PARKS AND RECREATION	ACTIVITY	PROGRAM SUMMARY		CODE 800	
<u>PERSONNEL SUMMARY</u>		<u>2020-2021 Authorized</u>	<u>2021-2022 Requested</u>	<u>2021-2022 Proposed</u>	<u>2021-2022 Approved</u>
<u>Positions (in work years)</u>					
Administration					
Superintendent of Parks and Recreation	1.0	1.0	1.0		
Recreation Supervisors*	2.0	2.0	2.0		
Recreation Supervisor**	1.0	1.0	1.0		
Administrative Secretary I*	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>		
	6.0	6.0	6.0		
Parks and Grounds					
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 I	9.0	10.0	10.0		
Parks Mechanic II	1.0	1.0	1.0		
Town Center Maintainer (Beautification Worker) (PT)	<u>0.3</u>	<u>0.3</u>	<u>0.3</u>		
	13.3	14.3	14.3		
Cemeteries					
Groundskeeper IV	1.0	1.0	1.0		
Parks Laborer (Cemetery Maintainer) (PT)	0.4	0.4	0.4		
Office Assistant (PT)	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>		
	1.9	1.9	1.9		
Overtime (work hours)					
Parks & Grounds	1,676.8	1,676.8	1,676.8		
Cemeteries	<u>286.0</u>	<u>286.0</u>	<u>286.0</u>		
	1,962.8	1,962.8	1,962.8		
Seasonal (work hours)					
Maintenance Parks & Grounds – Maintainer	8,400.0	8,400.0	6730.0		
Maintenance Cemetery – Maintainer	<u>960.0</u>	<u>960.0</u>	<u>960.0</u>		
	9,360.0	9,360.0	7,690.0		
Board of Parks and Recreation					
Recording Clerk	1.0	1.0	1.0		

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

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

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

FUNCTION PARKS AND RECREATION	ACTIVITY ADMINISTRATION	PROGRAM	CODE 810
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EXPLANATION

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

HIGHLIGHTS OF FY 2020-2021 OPERATION

- The newly built Mortensen Community Center will allow for more programs to be run, which will increase the resident interaction with the Department. Along with this, the community center will be able to hold a greater number of people, therefore allowing the Department to promote bigger events which will increase the resident and non-resident audience.
- The Department continues to recruit public/private partnerships by advertising in our quarterly program guide, which is a significant fundraiser for the Department.
- The Department has not only completely computerized its operation, allowing residents to register online, but has also integrated virtual programs. These programs allow for participants to stay in the safety and comfort of their own home while still being able to be a part of our wide range of programs. These two advances have made it convenient, economical and safe for our Department and community members.
- Due to this year's COVID-19 pandemic, we have had to cancel a significant portion of our programs as well as many of our distinguished events. These events included Touch-A-Truck, Motorcycle Madness and The Life. Be in it. Extravaganza. Instead of canceling the Night of Lights event, the Department made it a virtual event which gained over 4,000 views.
- In order to provide for the town residents in such troubling and disheartening circumstances, the Department offered free concerts in the municipal parking lot all summer, which residents were able to attend while following safety protocols.
- The FitLot Exercise Facility was built using a generous donation from the AARP. Along with this donation of over \$200,000, FitLot is providing free exercise sessions to be run for residents, facilitated by an exercise professional. This promotes health and will increase residents' ability to conduct the basic activities of daily living.

OBJECTIVES

- Stay current with trends in the parks and recreation industry.
- Continue to develop collaborative partners within the region to maximize efficiency.
- Follow the recommendations of the Parks and Recreation Master and Strategic Plans.
- Continue to provide inclusive, quality programs and construct and maintain fully accessible facilities.
- Continue to improve customer service by improving marketing and communications through social media and other forms of advertising.
- Continue implementing and developing the Management Information System (RecTrac/MainTrac).
- Conveniently offer registration and facility use information online.
- Enrich the downtown Holiday lights and decorations.

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time reflects the Recreation Supervisor position and the AFSCME Admin Secretary position both being charged in full back to the Recreation Fund starting this year. It also includes Administrative raises.

Function		Activity		Program		Code
Parks & Recreation		Parks & Recreation Administr.		Parks & Recreation Administr.		0810
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>PERSONAL SERVICES</u>						
328,920	331,338	331,338	8101 Full time salaries	231,695	235,404	-95,934 -28.95 %
300	900	900	8103 Part Time	900	900	0 0.00 %
0	0	0	8104 Seasonal	0	0	0 ****
400	500	500	8105 Longevity	0	0	-500 0.00 %
329,620	332,738	332,738	OBJECT TOTAL	232,595	236,304	-96,434 -28.98 %
<u>PROFESSIONAL SVCS</u>						
785	1,077	1,077	8202 Dues and Subscriptions	1,077	1,077	0 0.00 %
1,415	1,400	1,400	8204 Conferences,Meetings,Training	1,400	1,400	0 0.00 %
869	1,500	1,500	8210 Equipment Rental	1,500	1,500	0 0.00 %
186	300	300	8212 Equipment Maintenance	300	300	0 0.00 %
3,255	4,277	4,277	OBJECT TOTAL	4,277	4,277	0 0.00 %
<u>MATERIAL & SUPPLIES</u>						
588	1,900	1,900	8301 Office Supplies	1,900	1,900	0 0.00 %
-237	300	300	8310 Other Materials	300	300	0 0.00 %
351	2,200	2,200	OBJECT TOTAL	2,200	2,200	0 0.00 %
333,226	339,215	339,215	TOTAL	239,072	242,781	-96,434 -28.43 %

FUNCTION PARKS AND RECREATION	ACTIVITY GROUNDS MAINTENANCE	PROGRAM PARKS AND PUBLIC GROUNDS	CODE 831
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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, Skate Park, several miles of hiking/biking trails, public rights of way, cul-de-sacs, roadside mowing and flower beds and decorative planters.

HIGHLIGHTS OF FY 2020-2021 OPERATION

- Installed new irrigation system on soccer fields behind Emmanuel Christian Academy.
- Built Veterans' Memorial trailer to pay tribute to active and retired Newington military men and women.
- Due to COVID-19 virus, staff (on late notice) successfully prepared Churchill Pool for July 1 opening.
- Installed new ADA playground and AARP exercise park at Clem Lemire.
- Installed new roof on lower pavilion in Churchill Park.
- Field renovations at Legends and Memorial fields including new irrigation heads, removing lips and installing DuraEdge infield material and new sod.
- Built new temporary preschool playground.
- Prepared 110 plots, including tilling and staking, for Community Gardens at Deming Young Farm.

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 reflects AFSCME contractual increases, Administrative raise and one additional Groundskeeper I.
- Overtime reflects AFSCME contractual increases.
- Part time includes cost of living increase for downtown Beautification Worker.
- Seasonal increased for new pay scale to compete with minimum wage increases.
- Equipment rental increased for rising cost and quantity of portable bathrooms and for rental of man-lift to install Christmas decorations.
- Other Contractual Services reflects prior year transfer.
- Agricultural supplies increased for rising fertilizer expenses.
- Other Materials reflects prior year transfer.
- Technical Equipment decreased due to one time purchase of multi-pro 5800 sprayer in prior year.

Function		Activity		Program		Code	
Parks & Recreation		Grounds Maintenance		Parks and Public Grounds		0831	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
831,804	887,090	829,940	8101 Full time salaries	964,567	966,158	136,218	16.41 %
88,710	84,839	84,839	8102 Overtime	88,357	88,357	3,518	4.15 %
5,993	6,377	6,377	8103 Part Time	7,098	7,098	721	11.31 %
53,578	109,534	101,534	8104 Seasonal	138,540	105,000	3,466	3.41 %
3,550	4,250	4,250	8105 Longevity	4,850	4,850	600	14.12 %
983,634	1,092,090	1,026,940	OBJECT TOTAL	1,203,412	1,171,463	144,523	14.07 %
<u>PROFESSIONAL SVCS</u>							
330	600	600	8202 Dues and Subscriptions	600	600	0	0.00 %
2,599	3,070	3,070	8204 Conferences,Meetings,Training	3,070	3,070	0	0.00 %
1,390	2,100	2,100	8207 Clothing Allowance	2,100	2,100	0	0.00 %
14,572	17,720	17,659	8210 Equipment Rental	18,334	18,334	675	3.82 %
10,979	4,758	4,758	8212 Equipment Maintenance	4,758	4,758	0	0.00 %
8,496	0	0	8213 Facilities Maintenance	0	0	0	****
34,438	32,089	89,239	8220 Other Contractual Services	32,089	32,089	-57,150	-64.04 %
72,804	60,337	117,426	OBJECT TOTAL	60,951	60,951	-56,475	-48.09 %
<u>MATERIAL & SUPPLIES</u>							
58,238	61,149	61,210	8302 Technical Supplies	61,149	61,149	-61	-0.10 %
6,449	7,580	7,580	8303 Uniforms and Clothing	7,580	7,580	0	0.00 %
53,037	57,498	57,498	8304 Agricultural Supplies	59,990	59,990	2,492	4.33 %
15,563	13,500	13,500	8306 Constr.& Maintenance Materials	13,500	13,500	0	0.00 %
3,516	5,000	5,000	8307 Equipment Parts	5,000	5,000	0	0.00 %
5,779	5,700	13,700	8310 Other Materials	5,700	5,700	-8,000	-58.39 %
142,582	150,427	158,488	OBJECT TOTAL	152,919	152,919	-5,569	-3.51 %
<u>CAPITAL OUTLAY</u>							
9,791	24,100	24,100	8402 Technical Equipment	11,600	11,600	-12,500	-51.87 %
9,791	24,100	24,100	OBJECT TOTAL	11,600	11,600	-12,500	-51.87 %
1,208,812	1,326,954	1,326,954	TOTAL	1,428,882	1,396,933	69,979	5.27 %

FUNCTION PARKS AND RECREATION	ACTIVITY GROUNDS MAINTENANCE	PROGRAM CEMETERIES	CODE 832
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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 2020-2021 OPERATION

- The annual Cherish the Children memorial service was held in September.
- There were 133 total interments in 2020 in both Newington cemeteries.
- The Wreaths Across American ceremony was held at West Meadow cemetery in December.
- Implement new fee schedule.
- Performed seasonal fertilizer applications.

OBJECTIVES

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Full Time and Overtime reflect AFSCME contractual rates.
- Part time includes cost of living increases.
- Seasonal increased for changing minimum wage.
- Agricultural Supplies reflects increases in fertilizer.

Function		Activity		Program		Code	
Parks & Recreation		Grounds Maintenance		Cemeteries		0832	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
74,273	74,204	74,204	8101 Full time salaries	81,348	81,491	7,287	9.82 %
10,761	16,445	16,445	8102 Overtime	17,109	17,109	664	4.04 %
23,715	23,049	23,049	8103 Part Time	24,985	24,985	1,936	8.40 %
2,980	11,357	11,357	8104 Seasonal	12,326	12,326	969	8.53 %
950	1,000	1,000	8105 Longevity	1,000	1,000	0	0.00 %
112,679	126,055	126,055	OBJECT TOTAL	136,768	136,911	10,856	8.61 %
<u>PROFESSIONAL SVCS</u>							
0	400	400	8202 Dues and Subscriptions	400	400	0	0.00 %
3,066	2,120	2,120	8206 Utilities	2,120	2,120	0	0.00 %
0	3,500	3,500	8220 Other Contractual Services	3,500	3,500	0	0.00 %
3,066	6,020	6,020	OBJECT TOTAL	6,020	6,020	0	0.00 %
<u>MATERIAL & SUPPLIES</u>							
4,981	3,400	3,400	8302 Technical Supplies	3,400	3,400	0	0.00 %
9,146	6,691	6,691	8304 Agricultural Supplies	7,587	7,587	896	13.39 %
3,615	4,300	4,300	8306 Constr.& Maintenance Materials	4,300	4,300	0	0.00 %
17,742	14,391	14,391	OBJECT TOTAL	15,287	15,287	896	6.23 %
<u>CAPITAL OUTLAY</u>							
7,109	12,500	12,500	8402 Technical Equipment	12,500	12,500	0	0.00 %
0	800	800	8406 Office Equipment	800	800	0	0.00 %
7,109	13,300	13,300	OBJECT TOTAL	13,300	13,300	0	0.00 %
140,596	159,766	159,766	TOTAL	171,375	171,518	11,752	7.36 %

FUNCTION PARKS AND RECREATION	ACTIVITY GROUNDS MAINTENANCE	PROGRAM HISTORICAL PROPERTIES	CODE 833
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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 2020-2021 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

2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>CAPITAL OUTLAY</u>						
0	500	500	8408 Building Improvements	500	500	0 0.00 %
0	500	500	OBJECT TOTAL	500	500	0 0.00 %

0	500	500	TOTAL	500	500	0 0.00 %
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FUNCTION PARKS AND RECREATION	ACTIVITY GROUNDS MAINTENANCE	PROGRAM TREE MAINTENANCE	CODE 834
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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 2020-2021 OPERATION

- Continued to address tree concerns to ensure public safety.
- Staff collaborated with Yale University forestry expert to produce town wide tree inventory.
- Continued tree service agreement with Town of Wethersfield.
- Tropical Storm Isaias created damage that the Parks & Grounds Division dealt with almost daily for two months.
- Completed aerial lift truck training for entire staff.

OBJECTIVES

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Consultants/Special Contractors reflects increased tree removal demand.

Function		Activity		Program		Code	
Parks & Recreation		Grounds Maintenance		Tree Maintenance		0834	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PERSONAL SERVICES</u>							
1,750	2,000	2,000	8101 Full time salaries	1,750	1,750	-250	-12.50 %
1,750	2,000	2,000	OBJECT TOTAL	1,750	1,750	-250	-12.50 %
<u>PROFESSIONAL SVCS</u>							
2,413	2,450	2,450	8204 Conferences,Meetings,Training	2,450	2,450	0	0.00 %
25,099	25,000	52,675	8217 Consultants/Special Contractor	50,000	50,000	-2,675	-5.08 %
27,511	27,450	55,125	OBJECT TOTAL	52,450	52,450	-2,675	-4.85 %
<u>MATERIAL & SUPPLIES</u>							
3,023	8,000	5,325	8302 Technical Supplies	8,000	8,000	2,675	50.23 %
3,023	8,000	5,325	OBJECT TOTAL	8,000	8,000	2,675	50.23 %
<u>CAPITAL OUTLAY</u>							
4,509	0	0	8408 Building Improvements	0	0	0	****
4,509	0	0	OBJECT TOTAL	0	0	0	****
36,794	37,450	62,450	TOTAL	62,200	62,200	-250	-0.40 %

INSURANCE/MISCELLANEOUS

INSURANCE AND MISCELLANEOUS

910 MUNICIPAL INSURANCE AND BONDS

930 GREATER HARTFORD TRANSIT DISTRICT

940 EMPLOYEE BENEFITS

950 DONATIONS AND CONTRIBUTIONS

960 CONTINGENCY

FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	MUNICIPAL INSURANCE		910

EXPLANATION

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

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

HIGHLIGHTS OF FY 2020-2021 OPERATION

- USI Insurance Services of Connecticut served as the Town's Agent of Record for the second year of their three year appointment
- Including the excess liability (Umbrella) policies, all coverage was provided by CIRMA (The Connecticut Interlocal Risk Management Agency) for programs 0911 to 0919.
- 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

- Rates for coverage included in accounts 10912 through 10919 increased by 2.4% over expiring premiums. Account 10920 increased due to the anticipated rise in costs for cyber liability insurance coverage.

FUNCTION	ACTIVITY	PROGRAM	CODE
Insurance - Miscellaneous	Municipal Insurance		0910

2019-2020 Actual	2020-2021 Original Budget	2020-2021 Revised Budget		2021-2022 Department Request	2021-2022 Manager Proposed	Change from revised budget	
Object Summary							
808,115	852,473	852,473	200 Contractual Services	863,450	863,450	10,977	1.29%
125,000	125,000	125,000	500 Transfers to Other Funds	125,000	125,000	0	0.00%
933,115	977,473	977,473		988,450	988,450	10,977	1.12%
Program Summary							
400,328	420,349	420,349	0911 Workers Compensation	420,349	420,349	0	0.00%
162,237	170,252	170,252	0912 General Liability & Auto Ins.	173,515	173,515	3,263	1.92%
69,059	72,513	72,513	0914 Umbrella Liability	74,163	74,163	1,650	2.28%
40,763	42,803	42,803	0915 Police Professional Liability	43,680	43,680	877	2.05%
50,288	52,807	52,807	0916 Public Official Liability	54,023	54,023	1,216	2.30%
40,760	42,803	42,803	0919 Property Coverage	43,774	43,774	971	2.27%
27,180	33,346	33,346	0920 Other Coverage	36,346	36,346	3,000	9.00%
0	100	100	0921 Surety Bonds	100	100	0	0.00%
17,500	17,500	17,500	0922 Agent Fees	17,500	17,500	0	0.00%
125,000	125,000	125,000	0925 Reimbursement Insurance Fund	125,000	125,000	0	0.00%

933,115	977,473	977,473	TOTAL	988,450	988,450	10,977	1.12%
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FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	GREATER HARTFORD TRANSIT DISTRICT		930

EXPLANATION

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Increase to better reflect the Transit District request. This line item has not been increased in 12 years.

Function		Activity		Program		Code	
Insurance-Miscellaneous		Greater Htfd. Transit District		Greater Htfd. Transit District		0930	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PROFESSIONAL SVCS</u>							
2,930	2,930	2,930	8218 Contributions and Subsidies	5,000	5,000	2,070	70.65 %
2,930	2,930	2,930	OBJECT TOTAL	5,000	5,000	2,070	70.65 %
2,930		2,930		TOTAL		5,000	
2,930		2,930		5,000		2,070	
2,930		2,930		5,000		2,070	

FUNCTION INSURANCE – MISCELLANEOUS	ACTIVITY EMPLOYEE BENEFITS	PROGRAM SUMMARY	CODE 940
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EXPLANATION

This account provides for:

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

MAJOR BUDGET CHANGES AND COMMENTARY

Based on the Town's Agent of Record's estimated claims and other costs for the plan after considering the past years' experience is a (estimate) 2.4% increase. The 2021-2022 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 \$2,573,524. Additionally, based on the Town's actuary evaluation for OPEB, the contribution to the trust of \$817,200 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 decreased by \$243,712. (Pending info from Actuary)

The 2021 wage base for Social Security taxes is \$142,800. All 2021 wages are subject to Medicare taxes. The total tax rate remains the same at 7.65% (6.20% for Social Security and 1.45% for Medicare). In total these expense line items decreased by \$13,329 or less than 1%.

The 2021-2022 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

2019-2020 Actual	2020-2021 Original Budget	2020-2021 Revised Budget		2021-2022 Department Request	2021-2022 Manager Proposed	Change from revised budget
Object Summary						
10,911,528	11,212,474	11,073,174	200 Contractual Services	10,461,014	10,229,955	-843,219 -7.61%
10,911,528	11,212,474	11,073,174		10,461,014	10,229,955	-843,219 -7.61%
Program Summary						
4,317,761	4,530,452	4,391,152	0941 Medical Insurance	4,036,283	3,805,224	-585,928 -13.34%
32,298	37,581	37,581	0942 Life Insurance	36,413	36,413	-1,168 -3.11%
5,583,393	5,542,549	5,542,549	0943 Retirement	5,298,837	5,298,837	-243,712 -4.40%
598,636	683,680	683,680	0944 Social Security	665,934	665,934	-17,746 -2.60%
231,673	248,788	248,788	0945 Medicare Taxes	254,205	254,205	5,417 2.18%
147,767	169,424	169,424	0946 Other Benefits	169,342	169,342	-82 -0.05%

10,911,528	11,212,474	11,073,174	TOTAL	10,461,014	10,229,955	-843,219	-7.61%
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FUNCTION	ACTIVITY	PROGRAM	CODE
INSURANCE – MISCELLANEOUS	DONATIONS AND CONTRIBUTIONS		950

EXPLANATION

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

- Memorial Day
- Town 150th Anniversary
- Community Access Television
- NVFD Veterans

MAJOR BUDGET CHANGES AND COMMENTARY

- Memorial Day Parade funding was removed due to cancellation of 2019-2020 parade those funds will be held over and used for 2020-2021. These funds have been reinstated for the 2021-22 fiscal year.
- Town 150th Anniversary was continued to reflect need for funds to complete this celebration.

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

2019-2020 Actual	2020-2021 Original Budget	2020-2021 Revised Budget		2021-2022 Department Request	2021-2022 Manager Proposed	Change from revised budget
Object Summary						
22,500	22,500	22,500	200 Contractual Services	27,500	27,500	5,000 22.22%
22,500	22,500	22,500		27,500	27,500	5,000 22.22%
Program Summary						
5,000	0	0	0953 Memorial Day Parade	5,000	5,000	5,000 ****
5,000	7,500	7,500	0954 Town 150th Anniversary	7,500	7,500	0 0.00%
7,500	10,000	10,000	0956 Community Access Television	10,000	10,000	0 0.00%
5,000	5,000	5,000	0957 NVFA - Veterans	5,000	5,000	0 0.00%

22,500	22,500	22,500	TOTAL	27,500	27,500	5,000	22.22%
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48500FUNCTION INSURANCE – MISCELLANEOUS	ACTIVITY CONTINGENCY	PROGRAM MANAGER'S CONTINGENCY	CODE 961
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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	
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget	
<u>PROFESSIONAL SVCS</u>							
32,268	48,500	48,500	8220 Other Contractual Services	48,500	48,500	0	0.00 %
32,268	48,500	48,500	OBJECT TOTAL	48,500	48,500	0	0.00 %
32,268		48,500	TOTAL	48,500	48,500	0	0.00 %

FUNCTION INSURANCE – MISCELLANEOUS	ACTIVITY CONTINGENCY	PROGRAM SPECIAL CONTINGENCY	CODE 962
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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 2020-2021 OPERATIONS

The following table shows the total original appropriations in Contingency programs, less the Town Council's approved transfers from the Special Contingency program to other departmental budgets and the Public Building Fund in FY 2020-21 through February 19, 2021:

Original Appropriation	\$416,400
Less: Transfers to Other Departments: Council Transfers as of 2/19/2021	\$0
Amended Budget Appropriation	\$416,400

MAJOR BUDGET CHANGES AND COMMENTARY

- The amount budgeted in Contingency is three-tenths of one percent (0.3%) of total General Fund estimated expenditure. The account was decreased to reflect sufficient funds for contract negotiations for IBPO Local 443 only. Potential wage increases for administrative and part time personnel, as well as contractual increases for AFSCME personnel are in the individual department budgets.

Function Insurance-Miscellaneous		Activity Contingency		Program Special Contingency		Code 0962		
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget		
<u>PROFESSIONAL SVCS</u>								
0	416,400	416,400	8220 Other Contractual Services	411,400	335,384	-81,016	-19.46 %	
0	416,400	416,400	OBJECT TOTAL	411,400	335,384	-81,016	-19.46 %	
<u>T/F'S TO OTHER FUNDS</u>								
50,000	0	0	8502 T/F to Public Building Fund	0	0	0	****	
50,000	0	0	OBJECT TOTAL	0	0	0	****	
50,000		416,400	416,400	TOTAL	411,400	335,384	-81,016	-19.46 %

DEBT/MDC

1000 DEBT SERVICE

FUNCTION DEBT SERVICE	ACTIVITY	PROGRAM	CODE 1000
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EXPLANATION

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

Standard & Poor's Ratings Services confirmed its rating on Newington's general obligation (GO) bonds at 'AA+' during our rating review call in May of this past year prior to going out to bond on the new Town Hall/Community Center project.

MAJOR BUDGET CHANGES AND COMMENTARY

<u>Serial Bonds</u>	<u>Year Issued</u>	<u>Outstanding as of 7/1/2020</u>	<u>Principal Paid 2020-21</u>	<u>Interest Paid 2020-21</u>	<u>Total Payment</u>	<u>True Interest Cost %</u>	<u>Year Retired</u>
Town Hall Building Project	2020	10,687,500	562,500	0	562,500	1.88	2040
Town Hall Building Project – BOE	2020	3,562,500	187,500	0	187,500	1.88	2040
Town Hall Building Project	2019	6,075,000	337,500	236,250	573,750	2.70	2039
Town Hall Building Project - BOE	2019	2,025,000	112,500	78,750	191250	2.70	2039
Education Facilities I & II Refunding (E. Green & R. Chaffee)	2013	771,000	263,045	16,982	280,027	1.58	2024
Police Station I & II Refunding	2013	<u>1,634,000</u>	<u>401,955</u>	<u>25,950</u>	<u>427,905</u>	<u>1.58</u>	<u>2025</u>
Total		24,485,000	1,865,000	357,932	2,222,932		

Debt service payments decreased by \$1,006,060 in fiscal year 2021-2022 due to additional bond sale premium which we received during the May 2020 sale. This premium offsets the interest payment that is due on the 2020 bond debt.

FUNCTION Debt Service	ACTIVITY Summary	PROGRAM	CODE 1000
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2019-2020 Actual	2020-2021 Original Budget	2020-2021 Revised Budget		2021-2022 Department Request	2021-2022 Manager Proposed	Change from revised budget
Object Summary						
1,685,898	2,482,598	3,228,992	200 Contractual Services	2,222,932	2,222,932	-1,006,060 -31.16%
1,685,898	2,482,598	3,228,992		2,222,932	2,222,932	-1,006,060 -31.16%
Program Summary						
545,898	607,598	1,353,992	1014 Interest Expense	357,932	357,932	-996,060 -73.56%
1,140,000	1,875,000	1,875,000	1024 Principal Payments	1,865,000	1,865,000	-10,000 -0.53%

1,685,898	2,482,598	3,228,992	2,222,932	2,222,932	-1,006,060	-31.16%
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1050 METROPOLITAN DISTRICT COMMISSION

FUNCTION METROPOLITAN DISTRICT	ACTIVITY METROPOLITAN DISTRICT TAX	PROGRAM	CODE 1051
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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>2019</u>	<u>%</u>	<u>2020</u>	<u>%</u>	<u>2021</u>	<u>%</u>
Hartford	\$12,372,000	25.69%	\$13,035,400	25.32%	\$13,169,100	25.58%
E. Hartford	5,775,200	12.00%	6,089,300	11.83%	6,015,200	11.69%
NEWINGTON	4,318,900	8.97%	4,623,100	8.98%	4,681,000	9.09%
Wethersfield	3,979,400	8.26%	4,240,800	8.24%	4,214,100	8.19%
Windsor	4,274,900	8.88%	4,611,600	8.96%	4,551,500	8.84%
Bloomfield	3,488,600	7.25%	3,879,300	7.54%	3,808,100	7.40%
Rocky Hill	2,909,600	6.04%	3,144,100	6.11%	3,171,200	6.16%
W. Hartford	<u>11,034,500</u>	<u>22.91%</u>	<u>11,852,100</u>	<u>23.02%</u>	<u>11,865,500</u>	<u>23.05%</u>
TOTAL	\$48,153,100	100.00%	\$51,475,700	100.00%	\$51,475,700	100.00%

(Source: MDC's 2021 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 2021-22 budget. Newington's budgeted funds for the MDC include 50% of the MDC's 2021 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 2021 MDC tax for Newington and the amount paid on the 2020 MDC tax (i.e., 50%) during FY 2020-21.

Function Metropolitan District		Activity Metropolitan District Tax		Program MDC - Assessment		Code 1051
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>PROFESSIONAL SVCS</u>						
4,451,848	4,823,600	4,823,600	8220 Other Contractual Services	4,758,350	4,758,350	-65,250 -1.35 %
4,451,848	4,823,600	4,823,600	OBJECT TOTAL	4,758,350	4,758,350	-65,250 -1.35 %
4,451,848		4,823,600	4,823,600	TOTAL	4,758,350	4,758,350 -65,250 -1.35 %

CIP/EQR

CAPITAL IMPROVEMENTS

FUNCTION	ACTIVITY	PROGRAM	CODE			
CAPITAL IMPROVEMENTS		SUMMARY	1100			
EXPLANATION						
Summaries of FY 2021-22 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 2021-2022 Through 2025-2026.						
		STATE AID				
	Project Title	Department Request	Town Manager Proposed	LoCIP	Town Aid Roads	General Fund Budget
General Government	Revaluation	25,000	25,000			25,000
	Town Beautification Project	25,000	25,000			25,000
	General Property Improvements		72,200			72,200
	EMS Building Roof		204,000			204,000
	Newington High School Roof		1,632,000			1,632,000
	Information Technology Reserve	525,250	450,000			450,000
Public Safety	Radio Replacement Reserve	40,000	40,000			40,000
	Radio Lease		575,000			575,000
	Police Patrol Vehicles	179,624				-
	Fire Department PPE Replacement (Personal Protective Equip)	70,000	70,000			70,000
	Fire Co #5 Interior and Exterior Painting	40,000	40,000			40,000
	Fire Dept Co. 4 Mechanical Systems		91,800			91,800
Public Works	Local Bridge & Dam Inspection and Maintenance	75,000	75,000			75,000
	Road Resurfacing/Reconstruction	1,500,000	1,500,000	200,000	400,000	900,000
	Public Building Resurfacing Program	200,000	200,000			200,000
	Sidewalk, Pavers & Curbs Maintain & Repair or Remove & Replace	370,000	270,000			270,000
	Sidewalk Improvements - Overpasses	25,000	25,000			25,000
	Elm Hill Business District Streetscape	275,000	255,000			255,000
	Government Center Road Resurfacing (Garfield/Mozzoccoli)	215,000	215,000			215,000
	Drainage Maintenance	50,000	50,000			50,000
	Drainage Improvements	300,000	200,000			200,000
	Matching Grant Fund	120,000	120,000			120,000
	Stonewall Repair	50,000	50,000			50,000
	Flood Control System Maintenance Reserve	40,000	40,000			40,000
	MS4 Compliance/Stormwater Management Plan	25,000				-
	Traffic Signal Reserve	90,000	50,000			50,000
Community Development	Newington Town Center Vision Plan	50,000	50,000			50,000
	Newington Town Center East Concept Plan	100,000				-
	Transit Village Design District Architectural Guidelines	75,000				-
	Comprehensive Revision of Town Zoning Regulations	50,000	15,000			15,000
Community Services	Senior & Disabled Center Removal of Auditorium Stage	100,000				-
Library	Library Carpet Replacement	72,676	72,676			72,676
Parks And Recreation	Park, Pool, Playgrounds & Greenspace Improvements	200,000	200,000			200,000
	Town Parks ADA Compliant Paths, Walkways & Parking	50,000	50,000			50,000
	Synthetic Turf Field Replacement Reserve	50,000	50,000			50,000
	Beechwood Park Playground, Rubber Surface & ADA Compliant Paths	275,000	275,000			275,000
	Badger Park Little League Baseball Field Renovations	95,000	95,000			95,000
	Clem Lemire Legends Field Lighting		230,000			230,000
Education	Appr. To Public School CIP Reserve	125,000	125,000			125,000
	School Entrances (Security)	200,000	200,000			200,000
	School Roof Repair Reserve	300,000				-
Subtotal Capital Improvements		5,982,550	7,637,676	200,000	400,000	7,037,676
Equipment Replacement	Equipment Replacement Reserve	640,000	1,625,000			1,625,000
	Lease Purchase & Other Payments	241,574	171,312			171,312
Annual Debt Service Payments		2,222,932	2,222,932			2,222,932
GRAND TOTAL		9,087,056	11,656,920			11,056,920

Function		Activity		Program		Code
Capital Improvements		Capital Improvement Program		Capital Improvement Program		1100
2019 - 2020 Actual	2020 - 2021 Original Budget	2020 - 2021 Revised Budget		2021 - 2022 Department Request	2021 - 2022 Manager Proposed	Change from Revised budget
<u>T/F'S TO OTHER FUNDS</u>						
3,673,076	2,113,204	2,113,204	8501 T/F to Capital Non-Recurring	5,257,550	5,076,676	2,963,472 140.24 %
1,073,742	50,000	50,000	8502 T/F to Public Building Fund	0	1,836,000	1,786,000 3572.00 %
125,000	125,000	125,000	8503 T/F to School CIP Fund	125,000	125,000	0 0.00 %
4,871,818	2,288,204	2,288,204	OBJECT TOTAL	5,382,550	7,037,676	4,749,472 207.56 %
4,871,818	2,288,204	2,288,204	TOTAL	5,382,550	7,037,676	4,749,472 207.56 %

EQUIPMENT RESERVE

FUNCTION EQUIPMENT RESERVE	ACTIVITY SUMMARY	PROGRAM	CODE 2000
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EXPLANATION

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

MAJOR BUDGET CHANGES AND COMMENTARY

- The formulation of the "Equipment Replacement Schedule" provides the full life cycle projection of each piece of existing equipment as it is acquired in the motor vehicle fleet. This has been revised for 2021-2022 to better reflect when equipment should be replaced.
- The appropriation for 2021-2022 includes funding for: 1) annual straight-line depreciation-reserve of the entire Town fleet which reflects an increase based on the actual rising value of vehicles purchased during the past several years and an increase due to revising the replacement schedule, 2) lease-financed payments scheduled for the fire apparatus.
- Police Patrol vehicles and School Buses were added to the replacement schedule for 2021-2022.

The following expenditures are included for FY 2021-2022:

	<u>Annual Depreciation Funding</u>	<u>Lease Payments</u>
General Government	\$45,281	
Public Safety Police	64,652	
Public Safety Patrol	179,625	
Public Safety Fire	23,442	171,312
Highway	520,000	
Parks & Grounds	300,000	
School Buses	492,000	
Total	\$1,625,000	\$171,312

\$223,744 Estimated June 30, 2020 Balance
 1,796,312 July 1, 2021 General Fund Appropriation
2,005,086 Estimated Purchases
\$14,970 Estimated June 30, 2022 Balance

FUNCTION Equipment Reserve		ACTIVITY Equipment Reserve-CIP		PROGRAM Summary		CODE 2000	
2019-2020 Actual	2020-2021 Original Budget	2020-2021 Revised Budget		2021-2022 Department Request	2021-2022 Manager Proposed	Change from revised budget	
Object Summary							
787,400	897,400	897,400	500 Transfers to Other Funds	881,574	1,796,312	898,912	100.17%
Program Summary							
787,400	897,400	897,400	2500 Equipment Reserve	881,574	1,796,312	898,912	100.17%
787,400		897,400	897,400	881,574	1,796,312	898,912	100.17%

ELLR/BOE

EMPLOYEE LEAVE LIABILITY RESERVE FUND

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

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

MAJOR BUDGET CHANGES AND COMMENTARY

None.

	<u>2019-2020 Actual</u>	<u>2020-2021 Budget</u>	<u>2020-2021 Estimated</u>	<u>2021-2022 Proposed</u>
OPENING BALANCE	624,959	663,869	649,009	573,009
<u>ACTUAL/ESTIMATED RECEIPTS</u>				
Board of Education Appropriation	23,200	51,700	51,700	50,700
Town Operations Appropriation	69,700	15,300	15,300	12,800
Interest	(3,177)	11,000	11,000	11,000
TOTAL RECEIPTS	89,723	78,000	78,000	74,500
AVAILABLE FUNDS	714,682	741,869	727,009	647,509
<u>EXPENDITURES/APPROPRIATIONS</u>				
Board of Education Terminations	41,838	49,000	49,000	40,000
Town Operation Terminations	12,347	100,000	100,000	50,000
Investment Expense	2,988	5,000	5,000	5,000
Actuarial Evaluation	8,500	0	0	0
TOTAL EXPENDITURES/APPROPRIATIONS	65,673	154,000	154,000	95,000
CLOSING BALANCE	649,009	587,869	573,009	552,509

FUNCTION	ACTIVITY			PROGRAM		CODE
Employee Leave Liability Fund	Summary					3000

2019-2020 Actual	2020-2021 Original Budget	2020-2021 Revised Budget		2021-2022 Department Request	2021-2022 Manager Proposed	Change from revised budget
Object Summary						
92,900	67,000	67,000	500 Transfers to Other Funds	63,500	63,500	-3,500 -5.22%
Program Summary						
23,200	51,700	51,700	3100 Board of Educ Employee Leave Liab.	50,700	50,700	-1,000 -1.93%
69,700	15,300	15,300	3200 Town Employee Leave Liability	12,800	12,800	-2,500 -16.34%

92,900	67,000	67,000	63,500	63,500	-3,500	-5.22%
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BOARD OF EDUCATION

BOARD OF EDUCATION FINAL PROGRAM STRUCTURE

<u>PROGRAM</u>	<u>2020 - 2021</u>	<u>2021 - 2022</u>
Art	\$751,261	\$784,994
Career/Technical Education	\$718,397	\$673,812
Education Technology	\$1,761,847	\$2,027,390
English/Language Arts	\$4,270,827	\$3,992,793
World Language	\$1,365,420	\$1,409,413
Mathematics	\$4,342,738	\$4,061,019
Music	\$1,173,918	\$1,217,852
Wellness	\$1,548,038	\$1,517,191
Reading	\$4,120,721	\$3,860,117
Science	\$3,505,296	\$3,160,736
STEM	\$610,511	\$642,377
Social Studies	\$3,612,023	\$3,376,661
Special Education	\$10,804,855	\$10,587,631
Homebound K-12	\$82,200	\$83,016
Continuing/Adult Education	\$104,949	\$104,461
Student Activities-Non-Athletics	\$170,847	\$172,543
Student Activities - Athletics	\$607,407	\$617,533
School Counseling	\$1,199,824	\$1,188,188
Health/Nursing Services	\$630,007	\$712,469
Psychological Services	\$1,282,176	\$1,217,295
Speech/Hearing	\$681,843	\$737,532
English Learners	\$0	\$542,316
Curriculum & Assessment	\$324,399	\$333,452
Media/Library Services	\$826,533	\$846,958
General Supplies	\$239,260	\$241,278
Central Direction	\$1,874,188	\$1,904,075
Building Direction	\$3,916,491	\$4,003,760
Staff Development & Evaluation	\$102,560	\$101,120
Board of Education	\$567,784	\$567,884
Maintenance	\$2,226,887	\$2,208,589
Plant Operations	\$4,909,874	\$4,986,295
Transportation	\$3,364,257	\$3,421,023
Insurance	\$811,910	\$811,910
Other Salaries	\$1,216,025	\$1,217,042
Employee Benefits	\$12,942,338	\$13,979,313
Community Services	\$100,400	\$101,575
TOTAL	\$76,768,011	\$77,411,613
TOWN MANAGER PROPOSED		\$76,768,011

SPECIAL FUNDS

SPECIAL REVENUE/OTHER FUNDS

- 5001 CEMETERY FUND
- 5002 ROAD AID MAINTENANCE FUND
- 5003 LOCAL CAPITAL IMPROVEMENT PROGRAM
- 5004 RECREATION
- 5005 HUMAN SERVICES – NEEDS & DONATIONS
- 5006 SENIOR AND DISABLED CENTER DONATIONS
- 5007 INSURANCE RESERVE FUND
- 5008 PUBLIC SCHOOL CAPITAL IMPR. PROJECTS FUND
- 5009 HEALTH BENEFITS FUND
- 5010 LAND ACQUISITION FUND
- 5011 RECREATION CIP FUND

FUNCTION SPECIAL REVENUE FUNDS	ACTIVITY	PROGRAM SUMMARY	CODE 5000
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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 2020-2021 include:

- Despite our usual offerings of over 800 programs, the Department had no choice but to cancel many of these classes due to the COVID-19 pandemic. A few classes such as American Sign Language for both kids and adults were able to be held virtually.
- Facebook and Facebook Live is an effective way to reach the community in the safety of their homes.
- The program guide advertising campaign was again offered to local businesses who want to put advertisements in our seasonal brochure.
- Free and COVID-19 safe opportunities and events for recreation and leisure were: Concerts at Mill Pond Park and the downtown municipal lot, Virtual Night of Lights, and home visits from Santa for the Kindness Kids' program.
- Safely opened Churchill pool for six weeks.
- Local (Newington Parks & Recreation) Building a Strong Community Awards: Don Woods, AARP/FitLot, Tom Tallard & Newington Masons.

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

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

MAJOR BUDGET CHANGES AND COMMENTARY

- Cemetery Fund: Transfer to General Fund is for Operating Expenditures in Program #832.
- Recreation Fund: Includes enhancement of existing major community events and enhancement of fundraising efforts.

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY SUMMARY	PROGRAM 2000		CODE 5000		
2019-20	2020-2021			2021-2022				
ACTUAL	REVISED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED			
201,494	276,766	276,766	Cemetery Fund	288,375	288,518	11,752		
452,000	442,000	442,000	Road Aid Maintenance Fund	427,000	427,000	(15,000)		
159,186	200,000	200,000	Local Capital Improvement Program Fund	200,000	200,000	-		
1,133,647	1,393,317	793,465	Recreation Programs Fund	1,665,231	1,665,231	271,914		
88,122	118,000	63,000	Human Services - Needs & Donations	118,000	118,000	-		
49,738	47,000	39,700	Senior & Disabled Center Donations	47,000	47,000	-		
85,806	166,749	165,000	Insurance Reserve Fund	166,749	166,749	-		
801,684	500,000	535,000	Public School Capital Improvement Program	1,150,000	1,150,000	650,000		
8,705,149	11,138,771	10,338,771	Health Benefits Fund	11,139,771	11,139,771	1,000		
1,000	-	-	Land Acquisition Fund	-	-	-		
255,088	179,912	179,912	Recreation Capital Improvement Program	135,000	135,000	(44,912)		
11,932,914	14,462,515	13,033,614	TOTAL APPROPRIATIONS	15,337,126	15,337,269	874,754		

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY CEMETERY FUND	PROGRAM 2001/20832	CODE 5001
2019-20	2020-2021		EXPENDITURE CLASSIFICATION	2021-2022	
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED
1,536,486	1,520,163	1,603,015	OPENING BALANCE	1,552,249	1,552,249
(36,265)	-	-	ACTUAL/ESTIMATED RECEIPTS		
42,618	25,000	25,000	5503 Net Appreciation	25,000	25,000
136,720	115,000	115,000	5506 Investment Income	115,000	115,000
123,850	85,000	85,000	5701 Interment Charges		
1,100	1,000	1,000	5905 Grave Sales	85,000	85,000
			6030 State Grant - Veteran Markers	1,000	1,000
268,023	226,000	226,000	TOTAL RECEIPTS	226,000	226,000
1,804,509	1,746,163	1,829,015	TOTAL AVAILABLE FUNDS	1,778,249	1,778,249
			APPROPRIATIONS:		
			Transfer to General Fund for Operating Expenditures		
158,823	159,766	159,766	87011 in Program #832	171,375	171,518
365	1,000	1,000	87012 Pamphlets for Purchasers	1,000	1,000
31,859	38,000	38,000	87013 Capital Outlay - Grounds Care Equipment	38,000	38,000
-	1,000	1,000	87014 Office Equipment	1,000	1,000
-	1,000	1,000	87015 Capital Improvements - Trees & Shrubs	1,000	1,000
-	60,000	60,000	87016 Capital Improvements - Other	60,000	60,000
-	3,000	3,000	87017 Refunds (prior years sales)	3,000	3,000
328	1,000	1,000	87020 Faceplate Inscriptions	1,000	1,000
4,143	12,000	12,000	87021 Consultants/Special Contractor	12,000	12,000
5,976	-	-	89206 Investment Expenses		
201,494	276,766	276,766	TOTAL APPROPRIATIONS	288,375	288,518
1,603,015	1,469,397	1,552,249	CLOSING BALANCE	1,489,874	1,489,731

FUNCTION			ACTIVITY			PROGRAM		CODE		
SPECIAL REVENUE FUNDS			ROAD AID MAINTENANCE			2003/20322		5002		
2019-20	2020-2021		EXPENDITURE CLASSIFICATION			2021-2022				
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS				DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED		
142,603	105,500	104,532	OPENING BALANCE			74,735	74,735			
			ACTUAL/ESTIMATED RECEIPTS							
413,929	413,929	412,203	6030	State Grants		412,203	412,203			
413,929	413,929	412,203	TOTAL RECEIPTS			412,203	412,203			
556,532	519,429	516,735	TOTAL AVAILABLE FUNDS			486,938	486,938			
			APPROPRIATIONS:							
417,000	400,000	400,000	87092	Pavement Resurfacing - Vendor		400,000	400,000			
			<i>2020-2021 roads to be determined in Spring 2021; 2021-2022 Roads to be determined</i>							
35,000	10,000	10,000	87093	Pavement Patching Materials		10,000	10,000			
-	32,000	32,000	87096	Pavement Crack Sealing		17,000	17,000			
452,000	442,000	442,000	TOTAL APPROPRIATIONS			427,000	427,000			
104,532	77,429	74,735	CLOSING BALANCE			59,938	59,938			

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY LOCAL CAPITAL IMPROVEMENT PROGRAM (LoCIP)	PROGRAM 2004/20323	CODE 5003
2019-20	2020-2021		EXPENDITURE CLASSIFICATION	2021-2022	
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED
296,163	354,540	305,325	OPENING BALANCE	315,325	315,325
			ACTUAL/ESTIMATED RECEIPTS		
9,162	10,000	10,000	5705 Licenses, Permits & Fees	10,000	10,000
159,186	207,562	200,000	6030 State Grants	207,562	207,562
168,348	217,562	210,000	TOTAL RECEIPTS	217,562	217,562
464,511	572,102	515,325	TOTAL AVAILABLE FUNDS	532,887	532,887
			APPROPRIATIONS:		
159,186	200,000	200,000	Prior Year Projects		
-	-	-	2020-2021 Roads to be determined		
159,186	200,000	200,000	2021-2021 Roads to be determined	200,000	200,000
305,325	372,102	315,325	TOTAL APPROPRIATIONS	200,000	200,000
			CLOSING BALANCE	332,887	332,887

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY RECREATION	PROGRAM 2010	CODE 5004
2019-20	2020-2021		EXPENDITURE CLASSIFICATION	2021-2022	
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED
1,000,000	1,000,000	997,835	OPENING BALANCE	835,505	835,505
			ACTUAL/ESTIMATED RECEIPTS		
(36,265)	12,000	12,000	5503 Net Appreciation	12,000	12,000
38,180	12,000	28,000	5506 Interest Earnings	12,000	12,000
413,486	397,984	100,000	20801 Summer Camp	411,200	411,200
102,589	196,500	150,000	20802 Preschool	223,784	223,784
261,814	316,000	70,000	20803 Youth	456,000	456,000
77,695	105,800	21,000	20804 Adult	112,000	112,000
22,617	34,200	7,300	20805 Seniors	36,400	36,400
84,883	99,900	2,000	20806 Aquatics	109,700	109,700
3,853	3,800	1,000	20807 Special Needs	3,800	3,800
10,876	15,250	2,000	20808 Concessions/Vending	20,250	20,250
52,040	66,000	40,260	20809 Facilities	77,000	77,000
79,291	87,000	87,000	20810 Extravaganza	101,222	101,222
20,423	110,575	110,575	20812 Special Events	104,875	104,875
1,131,482	1,457,009	631,135	TOTAL RECEIPTS	1,680,231	1,680,231
2,131,482	2,457,009	1,628,970	TOTAL AVAILABLE FUNDS	2,515,736	2,515,736
			APPROPRIATIONS:		
170,586	-	-	8526 Transfer to Recreation CIP Fund		
5,976	-	12,000	89206 Investment Expense		
181,690	294,184	61,365	20801 Summer Camp	287,900	287,900
116,281	131,080	137,000	20802 Preschool	151,364	151,364
204,688	263,100	78,000	20803 Youth	346,100	346,100
60,677	82,533	53,000	20804 Adult	68,900	68,900
13,887	17,050	5,300	20805 Seniors	18,950	18,950
131,223	190,000	70,000	20806 Aquatics	206,000	206,000
4,706	8,700	2,000	20807 Special Needs	9,000	9,000
8,665	13,100	4,000	20808 Concessions/Vending	18,100	18,100
18,420	29,608	15,000	20809 Facilities	28,800	28,800
56,656	76,800	76,800	20810 Extravaganza	78,800	78,800
160,192	287,162	279,000	20812 Special Events	451,317	451,317
1,133,647	1,393,317	793,465	TOTAL APPROPRIATIONS	1,665,231	1,665,231
997,835	1,063,692	835,505	CLOSING BALANCE	850,505	850,505

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY HUMAN SERVICES - NEEDS & DONATIONS	PROGRAM 2011/20620		CODE 5005
2019-20	2020-2021		EXPENDITURE CLASSIFICATION	2021-2022		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
325,827	330,827	385,310		OPENING BALANCE	424,310	424,310
			ACTUAL/ESTIMATED RECEIPTS			
125,695	65,000	100,000	6305	Donations - Special Needs	65,000	65,000
21,910	55,000	2,000	6306	Donations- Prevention, Social Work & Challenge Course	55,000	55,000
-	3,000	-	6307	YAC Contributions	3,000	3,000
<u>147,605</u>	<u>123,000</u>	<u>102,000</u>	TOTAL RECEIPTS			<u>123,000</u>
<u>473,432</u>	<u>453,827</u>	<u>487,310</u>	TOTAL AVAILABLE FUNDS			<u>547,310</u>
			APPROPRIATIONS:			
63,548	60,000	60,000	87400	Special Needs - holiday food baskets, food bank, energy assistance	60,000	60,000
24,007	55,000	2,000	87410	Prevention, Social Work & Challenge Course - consultants	55,000	55,000
567	3,000	1,000	87420	YAC Contributions to & Scholarships	3,000	3,000
<u>88,122</u>	<u>118,000</u>	<u>63,000</u>	TOTAL APPROPRIATIONS			<u>118,000</u>
<u>385,310</u>	<u>335,827</u>	<u>424,310</u>	CLOSING BALANCE			<u>429,310</u>

FUNCTION SPECIAL REVENUE FUNDS			ACTIVITY SENIOR & DISABLED CENTER DONATIONS	PROGRAM 2701/20651	CODE 5006
2019-20	2020-2021		EXPENDITURE CLASSIFICATION	2021-2022	
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED
161,875	173,875	177,577	OPENING BALANCE	177,892	177,892
			ACTUAL/ESTIMATED RECEIPTS		
8,914	14,000	15	5715 Senior ID Membership Fees	14,000	14,000
7,359	9,000	-	5722 Coffee Shop	9,000	9,000
10,507	15,000	-	5724 Gift Shop	15,000	15,000
38,660	21,000	40,000	6311 Donations	21,000	21,000
65,440	59,000	40,015	TOTAL RECEIPTS	59,000	59,000
227,315	232,875	217,592	TOTAL AVAILABLE FUNDS	236,892	236,892
			APPROPRIATIONS:		
2,810	10,000	500	87968 Membership Expenses	10,000	10,000
5,720	6,000	-	87919 Coffee Shop Expenses	6,000	6,000
9,301	11,000	200	87920 Gift Shop Expenses	11,000	11,000
31,907	20,000	39,000	87918 Donations Expenses	20,000	20,000
49,738	47,000	39,700	TOTAL APPROPRIATIONS	47,000	47,000
177,577	185,875	177,892	CLOSING BALANCE	189,892	189,892

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 OTHER FUNDS	ACTIVITY INSURANCE RESERVE FUND	PROGRAM	CODE 5007
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EXPLANATION

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

FUNCTION OTHER FUNDS			ACTIVITY INSURANCE RESERVE FUND	PROGRAM 2007/20925		CODE 5007
2019-20 ACTUAL	2020-2021 ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION	2021-2022		
DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED				
715,517	847,374	829,537	OPENING BALANCE	829,537	829,537	
			ACTUAL/ESTIMATED RECEIPTS			
74,825		40,000	5814 Return Premiums from Insurance Policy			
125,000	125,000	125,000	6206 Miscellaneous - Remediation Grant			
199,825	125,000	165,000	7031 Transfers from General Fund	125,000	125,000	
915,343	972,374	994,537	TOTAL RECEIPTS	125,000	125,000	-
			TOTAL AVAILABLE FUNDS	954,537	954,537	-
			APPROPRIATIONS:			
49,130	50,000	50,000	87251 Losses from deductibles and uninsured	50,000	50,000	
36,676	116,749	115,000	87253 Insurance Payments (deductibles, retro, etc)	116,749	116,749	
85,806	166,749	165,000	TOTAL APPROPRIATIONS	166,749	166,749	-
829,537	805,625	829,537	CLOSING BALANCE	787,788	787,788	-

FUNCTION OTHER FUNDS	ACTIVITY PUBLIC SCHOOL CAPITAL IMPROVEMENT PROJECTS FUND	PROGRAM	CODE 5008
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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 OTHER FUNDS			ACTIVITY PUBLIC SCHOOL CAPITAL IMPROVEMENT PROGRAM			PROGRAM 3003/31193		CODE 5008
2019-20	2020-2021		EXPENDITURE CLASSIFICATION	2021-2022				
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED		
1,190,815	498,815	1,080,889	OPENING BALANCE		1,101,889	1,101,889		
			ACTUAL/ESTIMATED RECEIPTS					
	125,000	125,000	7032 General Fund Appropriations		125,000	125,000		
16,057	2,000	1,000	5506 Interest Earnings		2,000	2,000		
573,713	200,000	400,000	5751 Tuition Receipts		600,000	600,000		
101,989	73,000	30,000	5401 School Rental Receipts		73,000	73,000		
691,759	400,000	556,000	TOTAL RECEIPTS		800,000	800,000		
1,882,574	898,815	1,636,889	TOTAL AVAILABLE FUNDS		1,901,889	1,901,889		
			APPROPRIATIONS:					
1,134	25,000	25,000	88957 Painting		50,000	50,000		
790	25,000	25,000	88959 Carpeting		50,000	50,000		
65,803	25,000	25,000	88452 Districtwide Security and Safety		100,000	100,000		
	25,000	25,000	88453 Districtwide Furniture Replacement		25,000	25,000		
101,941	50,000	50,000	88555 Technology Equipment					
277,619	25,000	25,000	88651 Districtwide HVAC		50,000	50,000		
	25,000	25,000	88851 Athletic Improvements		25,000	25,000		
	15,000	15,000	88355 Districtwide Bathroom Renovations		25,000	25,000		
	15,000	15,000	88356 Districtwide Playground Renovations		50,000	50,000		
17,845	15,000	15,000	88152 Districtwide Lighting Improvements		15,000	15,000		
	25,000	25,000	88354 Districtwide Corridor/Exterior Doors		25,000	25,000		
	25,000	25,000	88757 Districtwide Roof Reserve		200,000	200,000		
3,407	115,000	115,000	88758 Districtwide Blacktop/Paving		65,000	65,000		
	25,000	25,000	88950 Districtwide Vehicles		40,000	40,000		
333,146		35,000	88050 Town Hall Furniture, Fixtures & Equipment (FF&E)					
	25,000	25,000	88153 Transition Academy					
	25,000	25,000	88155 Districtwide Building Systems & Controls		25,000	25,000		
	15,000	15,000	88156 Districtwide Environmental Services		55,000	55,000		
	15,000	15,000	88157 Districtwide Sidewalks & Concrete		25,000	25,000		
	15,000	15,000	88158 Districtwide Electrical Infrastructure		25,000	25,000		
	801,684	500,000	88251 John Paterson Windows & PCB/Asbestos		200,000	200,000		
			88252 Track/Tennis/Basketball Surface Restoration		100,000	100,000		
			TOTAL APPROPRIATIONS		1,150,000	1,150,000		
1,080,889	398,815	1,101,889	CLOSING BALANCE		751,889	751,889		

FUNCTION OTHER FUNDS	ACTIVITY	PROGRAM HEALTH BENEFITS FUND	CODE 5009
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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 2021-2022 is estimated to be \$11.3 million per figures obtained from the Town's Agent of Record. This represents a zero percent increase from the 2020-21 original budget for the Town and for the Board of Education. This increase is attributable to claim trends, current market conditions and health care reform. Also the High Deductible Health Plan (HDHP) with a Health Savings Account which become mandatory for IBPO employees effective July 1, 2018. This migration from the current Preferred Provider Organization (PPO) plan to the HDHP was estimated to result in a reduction in the expected claims costs. The costs of funding the plan are offset by employee co-pays, interest earnings and prior year settlement income which total approximately \$1,905,000. The Town comprises approximately 30% of total health care costs. The Town's contribution totals approximately \$2.5 million.

In accordance with the Health Benefits Funds Memorandum of Understanding executed in 1996, an interim projection of the Board and the Town health benefits cost for the current plan year is calculated by March 20 each year. Based on this calculation, should it be favorable, the Board and/or the Town can reduce their contributions during the remainder of the fiscal year or carry the estimated "credit" forward to the next fiscal year. In addition by October 1, a final reconciliation is conducted of any credit or shortfall for the previous plan year ending June 30th. As noted below from the September 30, 2020 reconciliation for the 2019-20 plan year, the Town and the Board of Education earned a credit of \$1,016,015 and \$1,355,547 respectively. The Board of Education elected to reduce their contributions for the remainder of the 2020-21 year.

2019-20 Plan Year	Town	Board of Education
Credit (Deficit)	\$1,016,015	\$1,355,547

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 OTHER FUNDS			ACTIVITY HEALTH BENEFITS FUND	PROGRAM 4001/40941	CODE 5009
2019-20	2020-2021		EXPENDITURE CLASSIFICATION	2021-2022	
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED
3,387,714	3,490,214	5,281,043	OPENING CASH BALANCE - JULY 1	4,777,070	3,490,214
			ACTUAL/ESTIMATED RECEIPTS		
			General Fund Appropriations:		
2,772,708	2,772,701	2,772,701	Town Operations	2,541,643	2,541,643
6,117,265	6,665,743	5,310,196	Board of Education	6,665,743	6,665,743
-	497,000	100,000	Stop Loss Recoveries and Settlements	100,000	100,000
54,035	35,000	5,000	Interest Earnings	5,000	5,000
1,654,470	1,646,901	1,646,901	COBRA & Employee Copays	1,800,000	1,800,000
10,598,478	11,617,345	9,834,798	TOTAL RECEIPTS	11,112,386	11,112,386
13,986,192	15,107,559	15,115,841	TOTAL AVAILABLE FUNDS	15,889,456	14,602,600
			APPROPRIATIONS:		
			Benefit payments:		
1,852,538	3,537,519	2,737,519	Town Claims	3,537,519	3,537,519
5,925,557	6,475,936	6,475,936	Board of Education/Cafeteria Claims	6,476,936	6,476,936
927,054	1,125,316	1,125,316	Administrative Fees and other costs	1,125,316	1,125,316
8,705,149	11,138,771	10,338,771	TOTAL APPROPRIATIONS	11,139,771	11,139,771
5,281,043	3,968,788	4,777,070	ENDING CASH BALANCE - JUNE 30	4,749,685	3,462,829
1,555,619	2,002,691	1,842,691	RESERVE: 20% of 2019-2020 CLAIMS	2,002,891	2,002,891
721,000	608,000	608,000	ESTIMATED CLAIMS INCURRED BUT NOT REPORTED	650,000	650,000
2,276,619	2,610,691	2,450,691	TOTAL RECOMMENDED RESERVE	2,652,891	2,652,891

FUNCTION OTHER FUNDS	ACTIVITY LAND ACQUISITION FUND	PROGRAM	CODE 5010
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EXPLANATION

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

MAJOR BUDGET CHANGES AND COMMENTARY

- None.

FUNCTION OTHER FUNDS			ACTIVITY LAND ACQUISITION FUND	PROGRAM 3004/34001	CODE 5010
2019-20	2020-2021		EXPENDITURE CLASSIFICATION	2021-2022	
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS		DEPARTMENT REQUEST	MANAGER PROPOSED
48,166	48,166	47,166	OPENING BALANCE	112,166	112,166
			ACTUAL/ESTIMATED RECEIPTS		
		65,000	6030 Marcap Open Space Grant		
			7032 General Fund Appropriations		
		65,000	TOTAL RECEIPTS		
48,166	48,166	112,166	TOTAL AVAILABLE FUNDS	112,166	112,166
			APPROPRIATIONS:		
1,000			88040 Open Space Appraisals		
			88227 Open Space Land Acquisition		
1,000			TOTAL APPROPRIATIONS		
47,166	48,166	112,166	CLOSING BALANCE	112,166	112,166

FUNCTION OTHER FUNDS	ACTIVITY RECREATION CIP FUND	PROGRAM	CODE 5011
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EXPLANATION

The Recreation CIP Fund (Town Code of Ordinances §48-32) was established to set aside money for the financing of recreation capital improvement projects. This is funded with any balance in excess of \$1,000,000 at year end from the Recreation Enterprise Fund, the earnings from investment of fund balances and such transfers and appropriations that the Town Council, from time to time, authorize. The criteria for projects to be included in this fund are repairs, renovations and/or minor additions, which have a life expectancy of at least seven years and costs in excess of \$15,000 to a building and/or facility maintained by the Town of Newington Recreation Department. Expenditures may only be used for recreation improvement projects and must conform to appropriations made by the Town Council, as requested by the Recreation Department. No other expenditures or transfers can be made from this fund. The fund balance at the end of any fiscal year will remain in the fund.

FUNCTION OTHER FUNDS			ACTIVITY RECREATION CIP FUND	PROGRAM 3005/35831	CODE 5011	
2019-20		2020-2021		2021-2022		
ACTUAL	ADJUSTED BUDGET	ESTIMATED 12 MONTHS	EXPENDITURE CLASSIFICATION	DEPARTMENT REQUEST	MANAGER PROPOSED	COUNCIL ADOPTED
429,965	224,965	345,462	OPENING BALANCE	165,550	165,550	165,550
170,586			ACTUAL/ESTIMATED RECEIPTS 7010 Transfer from Recreation Fund	-	-	-
170,586	-	-	TOTAL RECEIPTS	-	-	-
600,550	224,965	345,462	TOTAL AVAILABLE FUNDS	165,550	165,550	165,550
			APPROPRIATIONS:			
103,309	143,635	143,635	88080 Park and Playfield Renovations	135,000	135,000	
98,723	36,277	36,277	88081 Community Center Furniture & Equipment	-	-	-
53,056	-	-	88082 Sports Court Basketball Crack Maintenance & Color Coding	-	-	-
255,088	179,912	179,912	TOTAL APPROPRIATIONS	135,000	135,000	-
345,462	45,053	165,550	CLOSING BALANCE	30,550	30,550	165,550

APPENDICES

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

APPENDIX A
TOWN OF NEWINGTON
STANDARD ACCOUNT DEFINITION AND EXPLANATION

Personal Services

8101 Full Time
Covers all full time town employees. Employees are reported by classification.

8102 Overtime
Covers all overtime used by full time employees.

8103 Part Time
Covers part-time employees who are not assigned to seasonal activities. Stenographic work done for boards and agencies is included in this category.

8104 Seasonal
Covers part-time employees who are assigned to seasonal activities. Part-time snow removal and summer recreation workers are included in this category.

8105 Longevity
Covers payments of longevity to qualified full time employees.

8108 Education Incentive
Covers education incentive payments per Police Union contract.

8110 Fringe Benefits
Provides for fringe benefit costs of positions which are covered by grants that require separate accounting. Payment to firefighters deferred compensation fund.

8112 Injury Compensation
Provides payment, at workers compensation rates, for "line of duty" injuries during the initial disablement period not covered by workers compensation, if not compensated from other sources.

Contractual Services

8201 Public Notification
Publication of legal notices and other advertising.

8202 Dues and Subscriptions
Memberships in societies and associations, subscriptions to magazines and other publications. Purchase of individual copies of publications is coded 8310. Includes periodicals acquired by the Library for public circulation.

8203 (Travel and) Transportation
Includes mileage, public transportation, lodging, meals and other expenses connected with official travel inside or out of town, but not travel to conferences or professional meetings which is coded 8204.

8204 Conferences, Meetings and Training
Travel expenses, meals, registration fees, tuition and other expenses connected with the attendance of conferences and meetings devoted to professional development, and with enrollment in, and attendance at training and educational courses. This also includes the cost of bringing in persons for the purpose of training Town personnel. For annual professional conferences of more than one day, all expenses, except travel and registration fees, are covered by a per diem allotment.

8205 Postage and Shipping
Cost of transportation of equipment received, disposed of, or otherwise transported, by or for the Town. This includes contract trucking. Minor shipping charges billed as part of the cost of acquisition are not included here.

8206 Utilities
Charges for electricity, natural gas, water service available for the Town on a continuous basis. Telephone service is separately classified 8208.

8207 Clothing Allowance or Tool Allowance
Allowances paid to Town employees to offset the cost of uniforms and special clothing paid for by employees. Or, in Vehicles and Equipment, allowance paid to Town mechanics to offset the cost of tools paid for by employees.

8208 Telephone
Charges for telephone and similar communications services provided for the Town.

8209 Uniform Rental and Cleaning
Rental or other charges for laundering, dry cleaning, towel service and clean rag service. Actual purchase of towels, paper towels, rags and other cleaning material are coded 8305.

8210 Equipment Rental
Rental costs for equipment rented for Town use.

8211 Facilities Rental and Storage
Rental of land, buildings, office space and storage space. Uniform rental should be charged to 8303. Equipment rental should be charged to 8210.

8212 Equipment Maintenance
The cost of repair work done on furniture or equipment (except motor vehicles, which is included in 8214) by outside forces. Maintenance contracts are included. Charges for replacement parts that include labor for installation should be included in this category.

8213 Facilities Maintenance
The cost of repair work done on buildings, pools, stadiums or other property (except equipment) by outside forces. Maintenance contracts are included. Charges for materials that include labor for installation should be included in this category.

8214 Motor Vehicle Maintenance
Repairs to passenger vehicles, trucks, tractors and other self-propelled equipment by outside forces. Maintenance or service contracts are included. Charges for replacement parts that include labor for installation should be included in this category. Washing and polishing cars and other routine maintenance are included here.

8216 Printing and Binding
All types of printing expenses including printing of office forms done by outside concerns. Includes the repair of existing books and related materials, the binding of tax rate books, etc.

8217 Consultants, Special Contractors and Fees
Cost of professional and other services by persons other than Town employees. Examples are fees for legal, medical planning and engineering services, consultants, court and notary services.

8218 Contributions and Subsidies
Payments made representing the Town's share of a public or quasi-public institution, enterprise or organization (museum, historic landmark, etc.). Also subsidies paid to groups sponsoring public events, celebrations and activities (baseball and football leagues, parades, pageants, etc.)

8219 Hydrants
All expenses related to hydrants. Includes MDC installation and rental charges.

8220 Other Contractual Services
Includes services of all types not properly chargeable against any of the other contractual service accounts. Charges for central services obtained from other Town department such as duplicating, photostating and postage are coded 8301.

8221 Higher Educational Support
Provides for tuition reimbursement for job-related higher education costs per various Union contracts. All other types of employee education programs should be included in Conferences, Meetings and Training (8204).

8222 Data Services
Cost of outside computer data services.

8224 Elderly Tax Relief
Costs directly associated with the Elderly Tax Relief Program.

8225 Special Needs
Financial assistance to eligible recipients who do not meet state income guidelines. Direct payment may include food, shelter, transportation or utilities at the discretion of the Human Services Department.

8226 Adventure Based Challenge Course
Costs directly associated with the Human Services Department's Adventure Based Challenge Course.

Materials and Supplies

8301 Office Supplies
Paper, forms, pens and pencils, computer paper, PC diskettes, ink and other expendable supplies used in the operation of an office. This includes supplies for typewriters, adding machines and office duplicating and copying machines (not cameras). Charges from outside firms for printing office forms are coded 8216. Charges for central services obtained from other Town departments such as duplicating, photostating and postage are included here.

8302 Technical Supplies
Cost of supplies peculiar to the using department or division, generally bearing the same name as the using division. This code used by the Health Department refers to medical materials and supplies; in Parks and Recreation it refers to recreation materials and supplies, and so on. Supplies not peculiar to the using department or division which are not properly chargeable elsewhere should be coded 8310 (example: medical supplies used by Parks and Recreation).

8303 Uniforms and Clothing
Purchased or rented clothing and related equipment worn by Town employees.

8304 Agricultural Supplies
Includes trees and shrubs, seed, fertilizer, insecticide, topsoil and other materials necessary for the landscaping or the cultivation of plants. This does not include farming or gardening tools, which are coded 8302 or 8310.

8305 Cleaning Supplies
Soaps, detergents, disinfectant, cleaning solutions, waxes, mops, brooms, buckets and other expendable cleaning supplies. Purchase of more permanent cleaning equipment (such as a polishing machine) is coded under 8400 (capital outlay). Repair parts for cleaning machines are coded 8307.

8306 Construction and Maintenance Materials
Include materials used in road building, maintenance and other construction, including lumber, plumbing and electrical fixtures, sewer pipe, cement, asphalt, sand, gravel and other street surfacing materials. Also included are winter maintenance chemicals.

8307 Equipment Parts
Parts for all types of equipment, including motor vehicles, that the Town installs. This includes parts that may be ordered for stock as well as parts ordered for the immediate repair of a specific piece of equipment. Charges for parts that include labor for installation or repair should be coded 8212 or 8213 or 8214 depending on the type of equipment.

8308 Fuel
Cost of coal, fuel oil, and other types of fuel used for heating or cooking. Electricity and natural gas are coded 8205. Fuel used in motor vehicles is coded 8309.

8309 Motor Fuel and Lubricant
Gasoline, diesel fuel, motor oil, grease and other fuel or lubricant used in the operation of motor vehicles or other motor equipment. This includes fuel used in stationary motors, such as generators.

8310 Other Materials and Supplies
All materials and supplies not otherwise classified above. This includes food, toilet articles, tools, photographic supplies (not for office copying machines, coded 8301), first aid supplies, books, pamphlets and magazines, paint and refrigeration supplies.

Capital Outlay

8401 Public Circulation Material
The Library would code books, periodicals and audiovisual materials for public circulation under this heading.

8402 Technical Equipment
Capital equipment peculiar to the using department or division, generally bearing the same name as the using division (see explanation for code 8302). For example, for Elections, it could include the cost of a voting machine. Technical equipment could also include the cost of specialized computer software for a department. Building maintenance equipment, however, regardless of the using department is coded 8407.

8403 Passenger Cars
Self-propelled vehicles normally carrying passengers, or light equipment, such as sedans and station wagons.

8404 Trucks and Tractors
Self-propelled vehicles used mainly for carrying, hauling or pulling loads or equipment.

8405 Construction and Maintenance Equipment
Equipment, whether self-propelled, towed or stationary, used in construction, repair or general maintenance including equipment attached to trucks or other vehicles. Includes equipment used for street and sewer maintenance and repair, vehicle repair, snow removal and grounds maintenance. Portable generators and pumps are included if related to the above, but not equipment used in building maintenance (8407).

8406 Office Equipment
Office furniture, equipment and machinery used in office operation. Includes desks, files, chairs, cabinets, typewriters, adding and accounting machines, voting machines and data processing equipment. Library furniture is also included.

8407 Building Equipment
Equipment that is part of a building or used in maintenance of a building (other than office equipment). Includes boilers, furnaces, generators, pumps, valves, partitions, electrical fixtures and similar equipment.

8408 Building Improvements
Includes the cost of improvements, of a permanent nature, to Town buildings and offices. (Expenditures for nonrecurring building improvements costing more than \$25,000, instead, are to be budgeted in the Capital Improvements Plan budget).

8409 Other
All expenses of a capital nature which do not fall into any of the above categories.

Transfers to Other Funds

8501 Transfers to Capital and Non-Recurring Expenditures Fund

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

8502 Transfers to Public Building Fund

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

8503 Transfers to Public School Capital Improvements Projects Reserve Fund

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

8504 Transfers to Land Acquisition Fund

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

8511 Transfers to Recreation Fund

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

8512 Transfers to Employee Leave Liability Reserve Fund

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

8513 Transfers to Insurance Reserve Fund

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

8517 Transfers to Miscellaneous Grants Fund

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

APPENDIX B

SUMMARY OF ACCOUNTING POLICIES

1. General

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

2. Fund Accounting

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

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

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

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

- Capital Projects - The Capital Projects Funds are used to account for financial resources used for the acquisition and/or construction of major capital facilities. Control over each project is achieved by the constraints imposed by each project's authorization. The Capital Projects Fund includes the Capital and Non-recurring Expenditures Fund, the Public Building Fund, the Land Acquisition Fund, the Public School Capital Improvements Reserve Fund and the Recreation Capital Improvements 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	Refunding of Police Station I & II	Town Hall/Community Center	Town Hall/Community Center	Town Hall/Community Center	Town Hall/Community Center	Total Principal Payments
	\$4,965,700 Issued 2/2013 1.58% true interest cost	\$4,844,300 Issued 2/2013 1.58% true interest cost	\$ 6,750,000.00 Issued 6/2019 2.70% true interest cost	\$ 2,250,000.00 Issued 6/2019 2.70% true interest cost	\$11,250,000 issued 6/2020 1.88% true interest cost	\$3,750,000 issued 6/2020 1.88% true interest cost	
2021	\$267,000	\$408,000	\$337,500	\$112,500	\$562,500	\$187,500	\$1,875,000
2022	\$263,000	\$402,000	\$337,500	\$112,500	\$562,500	\$187,500	\$1,865,000
2023	\$257,000	\$393,000	\$337,500	\$112,500	\$562,500	\$187,500	\$1,850,000
2024	\$251,000	\$384,000	\$337,500	\$112,500	\$562,500	\$187,500	\$1,835,000
2025		\$185,000	\$337,500	\$112,500	\$562,500	\$187,500	\$1,385,000
2026			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2027			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2028			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2029			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2030			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2031			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2032			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2033			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2034			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2035			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2036			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2037			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2038			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2039			\$337,500	\$112,500	\$562,500	\$187,500	\$1,200,000
2040					\$562,500	\$187,500	\$750,000
TOTALS	\$1,038,000	\$1,772,000	\$6,412,500	\$2,137,500	\$11,250,000	\$3,750,000	\$26,360,000

Note: Figures above include serial bonds outstanding as of July 1, 2020

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

Fiscal Year	Refunding of Education Facilities I & II	Refunding of Police Station I & II	Town Hall/Community Center	Town Hall/Community Center	Town Hall/Community Center	Town Hall/Community Center	Offset Interest with Available Premium	Net Interest Payments
	Issued 2/2013	Issued 2/2013	Issued 6/2019	Issued 6/2019	issued 6/2020	issued 6/2020		
Ending June 30,	1.58%	1.58%	2.70%	2.70%	1.88%	1.88%	Total Interest Payments	
June 30,	true interest cost	true interest cost	true interest cost	true interest cost	true interest cost	true interest cost		
2021	\$20,880	\$35,552	\$253,125	\$84,375	\$361,463	\$120,488	\$875,882	(\$236,333) \$639,549
2022	\$15,536	\$27,395	\$236,250	\$78,750	\$336,375	\$112,125	\$806,431	(\$448,499) \$357,932
2023	\$10,269	\$19,362	\$219,375	\$73,125	\$308,250	\$102,750	\$733,131	(\$60,313) \$672,819
2024	\$5,113	\$11,518	\$202,500	\$67,500	\$280,125	\$93,375	\$660,131	\$660,131
2025		\$3,931	\$185,625	\$61,875	\$252,000	\$84,000	\$587,431	\$587,431
2026			\$168,750	\$56,250	\$223,875	\$74,625	\$523,500	\$523,500
2027			\$151,875	\$50,625	\$195,750	\$65,250	\$463,500	\$463,500
2028			\$138,375	\$46,125	\$173,250	\$57,750	\$415,500	\$415,500
2029			\$124,875	\$41,625	\$150,750	\$50,250	\$367,500	\$367,500
2030			\$111,375	\$37,125	\$133,875	\$44,625	\$327,000	\$327,000
2031			\$97,875	\$32,625	\$117,000	\$39,000	\$286,500	\$286,500
2032			\$84,375	\$28,125	\$105,750	\$35,250	\$253,500	\$253,500
2033			\$70,875	\$23,625	\$94,500	\$31,500	\$220,500	\$220,500
2034			\$60,750	\$20,250	\$83,250	\$27,750	\$192,000	\$192,000
2035			\$50,625	\$16,875	\$72,000	\$24,000	\$163,500	\$163,500
2036			\$40,500	\$13,500	\$60,750	\$20,250	\$135,000	\$135,000
2037			\$30,375	\$10,125	\$49,219	\$16,406	\$106,125	\$106,125
2038			\$20,250	\$6,750	\$37,406	\$12,469	\$76,875	\$76,875
2039			\$10,125	\$3,375	\$25,313	\$8,438	\$47,250	\$47,250
2040					\$12,656	\$4,219	\$16,875	\$16,875
TOTALS	\$51,798	\$97,758	\$2,257,875	\$752,625	\$3,073,556	\$1,024,519	\$7,258,131	(\$745,145) \$6,512,986

Note: Figures above include serial bonds outstanding as of July 1, 2020

APPENDIX E

TOWN OF NEWINGTON'S BUDGET CALENDAR 2021-2022

On or about

October 30, 2020 5 year Capital Improvement Plan request forms submitted to department heads.

November 30, 2020 Budget request forms submitted to department heads for ensuing FY operations.

November 13, 2020 Department heads finalize their Capital Improvement Plans and submit to Town Manager.

January 8, 2021 Department heads finalize their budget requests and submit to Town Manager.

Months of January & February Town Manager analyzes departmental budget requests for ensuing fiscal year and meets with department heads regarding budget requests.

January 31, 2021 Grand List of taxable property applicable to ensuing fiscal year is finalized subject to Board of Assessment Appeals approval.

March 1, 2021 Budget submitted to Town Council.

March 9, 2021 Town Manager makes formal budget presentation to Town Council and gives overview.

March 9, 2021 First public hearing held on the budget - the Town Manager's Proposed Budget.

March 20, 2021 Town Manager submits Proposed Long-Range Capital Improvement Plan to Town Council.

Months of March & April, 2021 Town Council holds budget work sessions.

April 6, 2021 Second public hearing held on the budget - the Town Council's Recommended Budget. Special meeting after hearing to finalize budget.

April 13, 2021 Town Council adopts budget.

July 1, 2021 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 2021-22

FUNCTION	FULL-TIME PERSONNEL (# of Persons)				PART-TIME PERSONNEL (Full-time Equivalents)			
	2018-2019	2019-2020	2020-2021	2021-2022	2018-2019	2019-2020	2020-2021	2021-2022
GENERAL GOVERNMENT								
Town Manager	5	4	4	4				
Elections					1.2	1.2	1.2	1.2
Finance	11	11	11	10	0.4	0.5	0.5	1
Town Clerk/Records	2	2	2	2	0.5	0.5	0.5	0.5
General Services	10	10	9	9	1	0.5	0	0
PUBLIC SAFETY								
Police	65	65	65	64	1.5	1.5	1.5	2
Fire	2	2	3	3	0.5	0.5	0	0
PUBLIC WORKS								
Engineering	3.5	3.5	3.5	2.5				
Highway	22	22	22	20	0.5	0.5	0.5	0.5
Solid Waste Services					0.9	0.9	0.9	0.9
COMMUNITY PLANNING & DEVELOPMENT								
Planning and Development	3	3	3	3				
Building Department	2.5	2.5	2.5	2.5	0.2	0.2	0.2	0.2
Economic Development								
COMMUNITY SERVICES								
Human Services	6	6	6	6	1	1.1	1.1	1.1
Senior and Disabled Center	7	7	7	6	3.5	3.5	3.5	3.4
PUBLIC LIBRARY								
Operations	14	14	14	12	10.2	10.2	10.6	10
PARKS & RECREATION								
Administration	6	6	6	6				
Grounds Maintenance	14	14	14	15	1.2	1.2	1.2	1.2
TOTAL PERSONNEL	173.0	172.0	172.0	165.0	22.6	22.3	21.7	22.0

APPENDIX G
TOWN OF NEWINGTON
SUMMARY OF UNASSIGNED FUND BALANCE

	June 30, 2020 <u>Per Audit</u>	June 30, 2021 <u>Estimated</u>	June 30, 2022 <u>Projected</u>
General Fund Balance:			
Fund Balance	21,975,000	\$ 20,000,000	\$17,500,000
LESS: Assigned to Subsequent Fiscal Year	<u>2,500,000</u>	<u>\$ 2,500,000</u> *	<u>\$2,500,000</u>
Unassigned Fund Balance	19,475,000	17,500,000 **	15,000,000
LESS: Minimum Financial Cushion to Retain (@ 10% of next budget)	-	<u>12,989,336</u>	<u>12,567,591</u>
Remaining Projected Unreserved, Undesignated Fund Balance (i.e. Available for future appropriation)	4,510,664	2,432,409	

*/ Equals the amount of fund balance applied to the FY 2021-22 budget

**/ Estimated unassigned fund balance equals 13.5% of the FY 2021-22 Budget, or approximately 7 weeks of the Town's average expenditures.

DEFINITIONS:

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

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

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

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

APPENDIX H
TOWN OF NEWINGTON, CONNECTICUT
MISCELLANEOUS STATISTICS

June 30, 2020

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

Town Elections:	Odd years
Town Council (members + Mayor)	
Board of Education (members):	9
Board of Fire Commissioners:	3
Registrars of Voters:	2
Registered Voters (Active) as of 11/2019:	19,653
Republicans	3,731
Democrats	7,680
Minor Parties	346
Unaffiliated	7,896

TAX STRUCTURE 2019-20

10/1/17 Net Grand List:	\$2,640,574,930
10/1/17 Net Supplemental List:	\$33,374,125
Mill Rate:	39.45
Assessment Ratio:	70%
Last Revaluation:	10/1/2015

EDUCATION

Total Classroom Teachers	358.0
Public School Enrollment (Oct 2018):	3,993
Teacher/Pupil ratio:	11.2
2019-20 Appropriation per Pupil:	\$18,725

PUBLIC SAFETY - POLICE

# of Police Stations:	1
# of Police Districts:	5-9
# of Police Officers:	
Police Chief	1
Dispatchers	8
Police Officers	50

Elementary Schools (PK-4):	4
Students (Oct 2018)	1404
Middle Schools (5-8):	2
Students (Oct 2018)	1288
High School (9-12):	1
Students (Oct 2018)	1301

of Vehicles:

38

Special Education	
Students (Oct 2018)	603

PUBLIC SAFETY - FIRE PROTECTION

# of Fire Companies:	4
# of Volunteer Firefighters:	105
# of Vehicles:	17

Elementary Schools (PK-4):	4
Students (Oct 2018)	1404
Middle Schools (5-8):	2
Students (Oct 2018)	1288

PUBLIC SAFETY - EMERGENCY MEDICAL SERVICES

# of Volunteers (average):	55
# of Ambulances:	4

Elementary Schools (PK-4):	4
Students (Oct 2018)	1404
Middle Schools (5-8):	2
Students (Oct 2018)	1288

FULL-TIME EMPLOYEES (2019-20)

Town General Government:	172
Board of Education (Full-Time Equivalents):	
Certified Teachers	358.0
Certified - Administration	21.0
Total Certified	379.0
Classified Personnel (clerical, custodial, transp.)	133
	512.0
Total	684.0