

ANNUAL BUDGET 2017 – 2018



TOWN OF NEWTOWN, CONNECTICUT

LEGISLATIVE COUNCIL ADOPTED

APRIL 05, 2017

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A READER'S GUIDE TO THE BUDGET

This budget document is designed to serve as a policy document, a financial plan, an operations guide and a communication device. It is organized by function by department. The general fund is the only fund that has a legally adopted budget. The Financial Organization of Accounts section (page 19) describes the other various funds that comprise the financial operations of the town.

The **Fiscal Policy and Trends** section provides information on the major highlights and fiscal policies of the General Fund budget. Trends and influences that affect the policy decisions regarding spending and taxation are discussed.

The **Budget Summaries** section summarizes financial and other information, providing an overview of the budget. Included in this section are summaries of revenue by type and summaries of expenditures by function by department as well as the calculation to arrive at the mill rate and the summary grand list of taxable property used.

The **Budget Detail** section starts with the revenue estimates detail by account. Each revenue account has a description and a justification for the estimate. The expenditure detail is organized by function (General Government; Public Safety; Public Works; Health & Welfare; Planning; Recreation & Leisure; Contingency; Debt Service; Other Financing Uses and Education) then by department. Most department sections comprise a Mission Statement, Budget Highlights, a Department Budget Summary, Account Detail and Performance Measures & Indicators. In the budget highlights section, the percent increases compare 2017-18 proposed budget requests to 2016-17 amended budget. The 2016-17 estimates column represents the estimated total expenditures at the end of fiscal year 2016-17.

The **Budget Adjustments** section details the actions taken on the budget at the budget sessions of the Board of Selectmen, the Board of Finance and the Legislative Council.

The **Pension Trust** section gives additional information on the pension benefits.

The **Medical Self Insurance Fund** section gives additional information on the Medical Self Insurance Fund.

The **Capital Improvement Plan (CIP)** section gives additional information on the current approved five year CIP plan.

TOWN ORGANIZATIONAL VALUES

The Town of Newtown is dedicated to providing quality services in a cost effective manner. This commitment to quality depends upon a dedicated partnership between residents, elected officials and the employees of the Town. The Town of Newtown has expectations and values shared by all to ensure organizational excellence and quality service. They are:

Getting Close to our Residents and Businesses (Customers)

We encourage and promote communications by our employees with residents and businesses by ensuring friendly, courteous and responsive services. We further encourage resident participation in the review and development of all Town services.

Committing to the Highest Ideals of Professionalism and Integrity

We are committed to upholding the highest ideals of professionalism and integrity in performing our responsibilities. We will strive to promote an awareness and understanding of Town programs and services to residents.

Improving Relations among all Employees

We are committed to promoting the well being of employees through professional development, skill building programs, work safety programs and open lines of communication.

Using the Appropriate Technology

We recognize that in order to continue to deliver quality services we must be committed to incorporating appropriate technological advancements into our delivery of services.

Committing to Long Range Planning

We are committed to a proactive approach to the issues and challenges confronting the Town. We will utilize forecasting models and other tools to help ensure that the Town will anticipate events and make informed decisions that will help shape the future.

MAJOR PUBLIC POLICIES

Newtown must continually position itself to meet the challenges that lie ahead. The public policies below form the basis of public actions.

- Newtown must be a safe and secure place in which to live and do business.
- Newtown must be a community that actively supports and promotes recreational, cultural, and social opportunities for all citizens.
- Newtown's physical appearance must be the best it can be. This includes roads, sidewalks, and other parts of the rights of way in residential and commercial areas and the strict enforcement of public safety, zoning, housing, environmental and health codes to prevent the appearance of neglect or unsafe conditions.
- Newtown schools must continue to pursue excellence while being focused on efficiencies and economies.
- Newtown must provide superior customer service. The Town will commit itself to continuous improvement to achieve this.
- Newtown will incorporate the market forces of competition while being mindful of the need to maintain public accountability.

TOWN OF NEWTOWN'S ANNUAL BUDGET PROCESS**The Initial Budget Process**

Each October the Town department heads are given instructions and budget forms to complete (except for salary and employee benefit accounts, they are completed by the Finance department). Towards the end of November the completed budget forms are given back to the Finance Director. If the department has a board or commission it reports to, the department budgets are approved by the board or commission before being handed back to the Finance Director. During January the departments meet with the First Selectman and the Finance Director to review their budgets. After adjustments the budget becomes the First Selectman's Proposed Budget. This becomes the first budget column in the expenditure budget summary and detail sheets. A budget document is then assembled by the Finance Director. The budget process is now guided by the Charter.

Budget Process Guided by Town Charter

The Town of Newtown's fiscal year begins on July 1st and ends on June 30th. The budget cycle is determined by the requirements outlined in the Town Charter, Chapter 6, as follows:

6-05 Preparation of the Board of Selectmen and Board of Education Budget Proposals

- (a) Not later than February 14th, in such form and with such supporting data as the Board of Finance shall require, the Board of Education shall submit to the Board of Finance an itemized estimate of expenditures proposed for the provision and maintenance of good public elementary and secondary schools and an itemized estimate of all revenue other than **Town** appropriations to be received by the Board of Education for its use during the next fiscal year (the "Board of Education Budget").

- (b) At such time and in such manner as the First Selectman may require, every **Town Department** other than the Board of Education shall present to the First Selectman an itemized estimate of the expenditures to be made by and revenues to be received by such departments during the next fiscal year. After such revisions as the First Selectman may make, the First Selectman shall submit a comprehensive estimate of expenditures (the “First Selectman’s Budget”) to the Board of Selectmen by February 1st. The estimates shall be accompanied by such other reports and information as the Board of Selectmen may require. The Board of Selectmen shall then revise the estimates, as it deems desirable, and submit the revisions to the Board of Finance in such form and with supporting data as the Board of Finance shall require no later than February 14th. (the “Board of Selectmen Budget”).

6-10 Role of the Finance Director

- (a) The Finance Director shall advise all Town Departments participating in the budget process at such times and manner as they may reasonably request.
- (b) The Finance Director shall create and maintain a budget document throughout the budget process described in Sections 6-05 through 6-25. Said document shall be comprised of the proposed Board of Selectmen Budget and a single line item representing the proposed Board of Education appropriation. Estimated revenues, including sources of such revenues, and an estimated tax levy shall be added by the Finance Director to the budget document.
- (c) The Finance Director shall be responsible for causing the publication of the proposed or recommended budgets whenever publication is required by the provisions of this Charter.

6-15 Financial Review of the Proposed Budgets by the Board of Finance

- (a) The Board of Finance shall conduct a public hearing not later than the first Wednesday in March on the proposed budgets and at said hearing or any adjournment thereof it shall hear all persons eligible to vote as defined in Section 7-6 of the General Statutes who may desire to be heard relative to the proposed budgets.
- (b) The proposed budgets shall be noticed according to Subsection 1-25(b) not later than five (5) days prior to said hearing. The publication shall include the proposed budgets showing in parallel columns, for each item, the sum budgeted for the current fiscal year, the sum expended for the prior fiscal year and the sum proposed for the next fiscal year and the estimated tax rate for the next fiscal year.

- (c) The Board of Finance shall hold working sessions and shall revise the proposed budgets as it deems desirable. The Board of Finance shall:
- (1) Make such changes in any estimates or appropriations contained in the proposed budgets as it may deem proper;
 - (2) Add appropriations or estimated revenues not contained in the proposed budgets; and
 - (3) Approve a complete financial plan for the operations of the Town for the next fiscal year (the “Recommended Board of Finance Budget”) which shall contain at least the following:
 - (i) A simple, clear, general summary of the contents, showing estimated revenues and total appropriations equal in amount;
 - (ii) The proposed expenditures in detail including provisions for any adjustments to the unassigned fund balance for the prior fiscal year, for debt service requirements, and for all other expenditures for the next fiscal year, including an appropriation for contingencies to be met from current revenues. All proposed expenditures should be classified in such manner as the Board of Finance deems desirable;
 - (iii) The estimated proposed revenues and the amount required from taxes, which shall be the amounts expected to be received during the next fiscal year; and
 - (iv) An itemized comparative statement by classification of all actual expenditures and receipts during the last completed fiscal year and the budget appropriations for the current fiscal year as revised to a recent specified date, together with estimated revenues for the current fiscal year.
- (d) The Board of Finance shall submit to the Legislative Council its Recommended Board of Finance Budget for the next fiscal year by March 14th

6-20 Preparation of the Proposed Town Budget by the Legislative Council

- (a) Upon receipt of the Recommended Board of Finance Budget, the Legislative Council shall cause sufficient copies thereof to be made available for general distribution in the office of the Town Clerk and shall hold a public hearing thereon not later than the last Wednesday in March each year. At least five (5) days prior to said hearing, a notice of the public hearing together with a summary of the budget recommended by the Board of Finance showing proposed expenditures, anticipated revenues by major sources, and the amount of revenue to be raised, shall be noticed according to Subsection 1-25(b).
- (b) The Legislative Council shall have the following powers with respect to approval of any item in the proposed Town Budget:
 - (1) It shall have the power to reduce any item by a majority of at least six (6) affirmative votes;
 - (2) It may increase any item or add items above those provided in the Recommended Board of Finance Budget by an affirmative vote of at least eight (8); and
 - (3) The Legislative Council may only add or increase items up to the amounts included in the proposed Board of Selectmen and Board of Education Budgets inclusive of any amendments made in Subsection 6-20(f).
- (c) No later than the second Wednesday in April, the Legislative Council shall approve a proposed Town Budget to be submitted for final adoption at the Annual Town Budget Referendum (the “Town Budget”). If the Legislative Council shall not have approved a proposed Town Budget on or prior to said date, then the Recommended Board of Finance Budget shall be submitted for adoption at the Annual Town Budget Referendum.
- (d) If the Board of Finance shall fail to submit a Recommended Board of Finance Budget to the Legislative Council by March 14th, then the proposed Board of Selectmen and Board of Education Budgets shall be considered by the Legislative Council. The Legislative Council shall hold a public hearing on the budgets proposed by the Board of Selectmen and the Board of Education, together with estimated revenues, after giving notice and publication, all as set forth in Subsection 6-20(a). The Legislative Council shall have, when considering and acting upon the proposed Board of Selectmen and Board of Education Budgets, the same powers granted to the Board of Finance under the provisions of Subsection 6-15(c), and shall exercise said powers by a majority of at least six (6) affirmative votes.

- (e) If the Legislative Council approves a project in the Capital Improvement Plan for appropriation and funding for an amount that exceeds the Legislative Council's authority, as established in Subsection 6-35(e), the Legislative Council shall use its best efforts to have the appropriation for the project added to the ballot for the Annual Town Budget Referendum.
- (f) Prior to the final approval of a proposed Town Budget by the Legislative Council, the Board of Selectmen and the Board of Education may amend the proposed budget(s).
 - (1) Prior to the Annual Town Budget Referendum, amendments shall be submitted to the Board of Finance. If the amendments are approved by the Board of Finance, the Legislative Council shall vote on the amendments as if they were part of the Recommended Board of Finance Budget. Otherwise the amendments shall be voted on by the Legislative Council as reductions, increases or additions, as the case may be, under Subsection 6-20(b).
 - (2) Prior to subsequent budget referenda, if any, amendments made by the Board of Selectman and/or the Board of Education to budget proposals shall not be exceeded by the Legislative Council.

6-25 Annual Town Budget Referendum

- (a) The proposed Town Budget shall be submitted for adoption at a referendum to be held on the fourth Tuesday of April between the hours of 6:00 A.M. and 8:00 P.M. (the "Annual Town Budget Referendum"). Notice of the Annual Town Budget Referendum and any subsequent referenda, as may be needed, and the proposed Town Budget together with the mil rate estimated to be necessary to fund said budget, shall be filed by the Legislative Council with the Town Clerk and noticed according to Subsection 1-25(b) at least five (5) days prior to the Annual Town Budget Referendum. At the Annual Town Budget Referendum, the proposed Town Budget shall be voted on as two appropriations; one for the Board of Selectmen, and one for the Board of Education. The two appropriations shall be approved individually by a majority vote. The questions on the Annual Town Budget Referendum ballot shall be as follows:

Shall the sum of \$	_____	be appropriated for the Board of Selectmen for the fiscal year?
Shall the sum of \$	_____	be appropriated for the Board of Education for the fiscal year?

The Annual Town Budget Referendum ballots shall include two advisory questions as follows:

If the proposed sum of \$ _____ for the Board of Selectmen is not approved, should the revised budget be higher?"

Yes _____

No _____

If the proposed sum of \$ _____ for the Board of Education is not approved, should the revised budget be higher?"

Yes _____

No _____

- (b) In the event one appropriation fails and one is approved, the appropriation that is approved shall be considered adopted. In the event that a majority of those voting do not approve one or both appropriations of the proposed Town Budget, the Legislative Council shall amend only the non-approved appropriation or appropriations of the budget.
- (1) The Legislative Council shall reconsider and amend the proposed Town Budget within seven (7) calendar days. When amending the Board of Selectmen Budget, the Legislative Council shall confer with the First Selectman and members of the Board of Selectmen. When amending the Board of Education Budget, it shall confer with members of the Board of Education. The Legislative Council shall request additional financial recommendations from the Board of Finance.
- (2) The Legislative Council shall act on changes to a proposed Town Budget not approved, in whole or in part, at a budget referendum as follows:
- (i) It shall have the power by a majority of at least six (6) affirmative votes to reduce any item or increase any item up to the Recommended Board of Finance Budget. To increase any item above the Recommended Board of Finance Budget shall require a majority of at least eight (8) affirmative votes;
- (ii) The Legislative Council may only add or increase items up to the amounts included in the proposed Board of Selectmen and the Board of Education Budgets, inclusive of any amendments made in Subsection 6-20(f).

- (3) The amended proposed Town Budget shall be filed with the Town Clerk and presented for adoption by vote at a referendum, pursuant to Subsection 6-20(a), not more than fourteen (14) days following the date the proposed Town Budget was filed with the Town Clerk. The ballot for each successive referendum shall include the applicable advisory question(s).
- (c) When an appropriation of the proposed Town Budget is approved by referendum vote, the action is final and not subject to additional referenda. Similarly if one or both appropriations of the budget fail, Subsection 6-25(b) shall be repeated until both appropriations are approved by referendum vote.
- (d) When a part or parts have been approved by majority vote, the Board of Selectmen and the Board of Education shall amend the proposed Board of Selectmen or the proposed Board of Education Budget to reflect the voter approved appropriations. Said amended budgets shall be available for public inspection.
- (e) In the event a Town Budget has not been adopted by July 1st, the Town may levy, collect and expend any monies in the manner provided for in the General Statutes.

6-26 Local Questions on Ballot

- (a) The Legislative Council, with a majority vote of at least six (6) affirmative votes, may place local questions on the Annual Town Budget Referendum ballot.

6-30 Laying of Taxes

- (a) Following the adoption of the Town Budget for the next fiscal year, the Legislative Council shall meet and, with due provision for estimated and uncollectible taxes, abatements and corrections, shall lay such tax on the last completed Grand List at a mil rate that shall be sufficient, with the income from other sources, to meet the estimated expenses of the Town for the next fiscal year. The tax laid shall be based on facts known and estimates made at the time the Legislative Council acts and may be different from the mil rate estimated prior to the Annual Town Budget Referendum or any subsequent referendum even though the budget adopted is the same as the budget recommended to the Annual Town Budget Referendum or any subsequent referendum.
- (b) The Tax Collector shall collect the tax in accordance with the General Statutes. Taxes shall be delinquent and interest charged in accordance with the General Statutes and any amendments thereto. Real estate tax bills shall be due and payable in 2 semi-annual installments, July 1 and January 1.

Calendar for Fiscal Year 2017 – 2018 Budget Process

- February 13, 2017 Board of Selectmen & Board of Education submit proposed budget to the Board of Finance (no later than February the 14th per Charter).
- February 16, 2017 Board of Finance holds a public hearing on the Board of Selectmen and Board of Education proposed budgets (No later than March 7th; publish 5 days prior to hearing: 2/10/2017; per Charter).
- March 08, 2017 Board of Finance submit budget to the Legislative Council (no later than March 14th per the Charter).
- March 22, 2017 Legislative Council holds a public hearing on the Board of Finance recommended budget (no later than March 28th; publish 5 days prior to hearing: 3/17/2017; per Charter).
- April 05, 2017 Legislative Council adopts budget (no later than second Wednesday in April).
- April 25, 2017 The Annual Budget Referendum (4th Tuesday of April) (publish 4/14/2017).

Special Appropriation Process

Per the Town Charter, section 6-35 & section 6-40, the Town may appropriate additional funds during a fiscal year that is supplemental to an adopted Town Budget or capital project:

6-35 Special and Emergency Appropriations

- (a) A "Special Appropriation" is any appropriation of additional funds made during a fiscal year that is supplemental to an adopted Town Budget or capital project. An "Emergency Appropriation" is an appropriation required for an unforeseen or extraordinary event or threat to public health, safety, or welfare. The Board of Finance shall make a recommendation regarding a proposed Special Appropriation, but such a recommendation is not required for an Emergency Appropriation.
- (b) A request for a Special or Emergency Appropriation may be initiated by the First Selectman with the approval of the Board of Selectmen or by the Legislative Council. The request shall include an estimate of the funds required, the reasons therefore, and a proposed method of financing. Methods of financing include, without limitation, issuing notes or bonds of the Town or laying a special tax on the Grand List last completed. The Finance Director shall prepare a Financial Impact Statement for requests for Special Appropriations.
- (c) If the First Selectman initiates an Emergency Appropriation request, the appropriation may be approved by a majority vote of the Legislative Council. If initiated by the Legislative Council, the Emergency Appropriation must be approved by the affirmative vote of at least eight (8) members of the Legislative Council.
- (d) The Legislative Council shall request from the Board of Finance a recommendation as to whether or not a Special Appropriation should be made. The Board of Finance shall provide such recommendation within 90 days of the request. The Legislative Council may grant up to an additional 90 days upon request. After said number of days, the Council may act on the request without a recommendation from the Board of Finance.
- (e) The Legislative Council shall have the power to make Special and Emergency Appropriations, in an amount not in excess of \$1,500,000 for any one purpose during a fiscal year. Said amount shall be cumulative during the fiscal year as to all appropriations related to said purpose. The total of Special and Emergency Appropriations made by the Legislative Council for all purposes during a fiscal year shall not exceed an amount equal to one mil on the most recently completed Grand List.

Special Appropriation Process

- (f) The Legislative Council shall have the power to make Special Appropriations of any amount that are necessary to implement agreements reached through the process of collective bargaining.
- (g) The Legislative Council shall recommend to a Town referendum all Special and Emergency Appropriations that equal or exceed the Legislative Council's authority.
- (h) The Board of Finance shall recommend to the Legislative Council a method of financing the Special or Emergency Appropriation that shall be included by the Board of Selectmen in the warning of the referendum. In the case of an Emergency Appropriation and the Board of Finance is unable to make such recommendation, the Finance Director may make said recommendation.
- (i) If a Special or Emergency Appropriation is voted for a purpose requiring the expenditure or encumbrance of funds during a fiscal year for which an annual budget has been adopted but the tax has not yet been laid in accordance with Subsection 6-30(a) of this Charter, it may be financed by being included in the mil rate for said fiscal year.

6-40 Grants or Other Financial Assistance

- (a) Grants and other forms of financial assistance, whether from the State of Connecticut, the United States or any other source, shall be subject to review for their financial impact on the Town. The Finance Director or the Town Department requesting a grant or other form of financial assistance shall submit a Financial Impact Statement to the Board of Finance and the Legislative Council that evaluates the impact of the commitments and the conditions required of the Town by the grant or financial assistance on present and future Town Budgets, Town Plans for Development and Capital Improvement Plans. The Impact statement shall be submitted and reviewed before any action is taken that commits the Town to accept said grant or financial assistance.

Budget Transfers Process**7-20 TRANSFERS**

- (a) During the first 335 days of any fiscal year:
 - (1) The First Selectman and Finance Director may transfer unexpended and unencumbered balances of any appropriations within a department to another appropriation for the same department, which shall not exceed the sum of \$50,000.00. All transfers within a department that exceed the sum of \$50,000.00 shall require the approval of the Board of Finance.
 - (2) Upon the request of the Board of Selectman, the Board of Finance may transfer any unencumbered appropriation, balance or portion thereof from one department to another, which shall not exceed the sum of \$200,000.00. When transfers between departments are proposed which exceed \$200,000.00, the proposed transfers require a recommendation by the Board of Finance and the approval of the Legislative Council. The Legislative Council shall not consider such proposed transfers unless accompanied by a recommendation from the Board of Finance or unless the Board of Finance shall have failed to make such a recommendation within fifteen (15) days after notification by the First Selectman of the action taken by the Board of Selectmen.
 - (3) All appropriations or transfers from a contingency account require a recommendation by the Board of Finance and the approval of the Legislative Council.
- (b) After the first 335 days, upon request of the Finance Director, the Board of Finance shall have the power to transfer, without limitation, the unexpended and unencumbered balances of any appropriation for one department to an appropriation for another department with the approval of the Legislative Council.
- (c) Nothing contained in Section 7-20 of this Charter shall affect any appropriation contained in, or transfers within, the budget of the Board of Education.

TOWN FINANCIAL ORGANIZATION OF ACCOUNTS

The financial operations of the Town of Newtown are organized into funds, each of which is accounted for as a separate accounting entity. The funds used by the Town are outlined below, by fund type. The only fund that has a legally adopted budget is the general fund. The department responsible for the fund is in parentheses (after the fund name).

FUND TYPE – GOVERNMENTAL FUNDS

Governmental funds are those through which most governmental functions typically are financed. There are four types of governmental funds: the General Fund, Special Revenue Funds, Capital Project Funds and Permanent Funds.

General Fund – the primary operating fund of the Town. This fund is used to account for all activities of the Town, except those required to be accounted for in another fund. The General Fund accounts for the normal recurring services and activities of the Town (i.e. general government, public safety, public works, health & welfare, recreation & leisure, education, etc.). These services and activities are funded principally by property taxes, user fees and grants from other governmental units.

Special Revenue Funds – Accounts for revenues derived from specific sources that are legally restricted to finance specific activities. The Town's special revenue funds are as follows:

Adult Education (Education) – to account for tuition fees received from individuals attending night classes at the high school. Tuition fees offset the cost of teaching and instructional materials.

Cemetery Fund (Finance) – to account for donations which are used for the perpetual care of Taunton, Sandy Hook and Botsford cemeteries.

Cultural Arts (Newtown Cultural Arts Commission) – to account for cultural arts program fees. These fees pay for the cultural arts programs of the Cultural Arts Commission.

Daycare Program (Children's Adventure Center) – to account for funds received from the Federal government to provide a sub recipient grant to the Children's Adventure Center and food for the Daycare program.

Dog License (Police) – a fund created pursuant to Connecticut State Statutes to account for the sale of dog tags and the expenditures of the dog warden.

Edmond Town Hall (ETH Board of Managers) – to account for the operations of the Edmond Town Hall. Financing is provided by movie theater fees and other fees received for the use of the facility. The Town also makes a contribution.

Organization of Accounts – continued-

Education Grants (Education) – to account for funds received from the State and Federal governments for education activities. Private grants are also received.

Eichler's Cove Marina (Parks & Recreation) – to account for operations of Eichler's Cove Marina on Lake Zoar. Operations are funded by fees.

Fairfield Hills Authority (FHA) – to account for lease proceeds and common charges collected on the Fairfield Hills Campus. Funds are used for the maintenance of the common areas and other expenditures relating to the Fairfield Hills Campus.

Historic Documents (Town Clerk) – to account for fees received for each document recorded in the land records to be retained by the Town Clerk for the preservation and management of historic documents in accordance with State Statute Sec. 7-34a (d) & (e).

Law Enforcement Fund (Police) – to account for funds received from the State and Federal governments for police related activities (drug enforcement, asset forfeiture, etc).

Miscellaneous Grants (various) – to account for various reimbursement grants.

Police Private Duty (Police) – to account for police private duty services. Private duty is function of the police department where officers provide security, traffic control and oversight (after their normal work hours). A private job is billed to the customer who requires police presence and the officer serving is paid from these collections.

School Custodial (Education) – to account for fees received for the use of school facilities by outside organizations. The proceeds are used to pay for custodial service, security, audio visual services, utilities and certain incremental building maintenance costs.

School Lunch Program (Education) – to account for the operation of the public school lunch program. Funding is provided from the sale of food, Federal and State grants and USDA donated commodities.

Septage Management Ordinance (Sewer) – a fund created by ordinance to account for funds received for the purpose of self-insuring the Town against any liability caused by the discharge of prohibited material collected in Newtown and delivered to the Danbury sewage system by pumpers licensed in Newtown.

Small Cities Program (Economic & Community Development) – to record the activity under the Small Cities Community Block Grant Program.

Organization of Accounts – continued-

Town Gift Fund (various departments) – to account for funds received for specific gift purposes.

Town Recreation Fund (Parks & Recreation/Senior Center) – to account for various programs offered by the Parks & Recreation Commission, the Commission on Aging and the operations of the Teen Center for which financing is provided by individuals attending programs.

Sandy Hook Special Revenue Fund (Finance) – to account for donations as a result of the Sandy Hook tragedy.

Sandy Hook Operation Recovery Fund (Finance) – to account for business interruption insurance proceeds and costs associated with the Sandy Hook tragedy.

Capital Project Fund - account for all financial resources used for the acquisition or construction of major capital projects (not being financed by proprietary funds i.e. Water & Sewer Funds).

Capital Projects (various) – to account for bond proceeds and grants and other resources used for the acquisition or construction of major capital projects.

Capital Non-Recurring Fund (various) - to account for funds transferred from the general fund for future capital purchases and improvements (“pay as you go” as opposed to bonding).

Debt Service Fund- to account for the accumulation of resources for, and the payment of long-term debt principal, interest and related costs or other long-term liabilities.

Permanent Funds – used to report resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the reporting government’s programs.

Edmond Town Hall Endowment (ETH Board of Managers) – to account for the investments left in trust by Mary E. Hawley for the care and maintenance of Edmond Town Hall.

Hawley School Trust (Education) – to account for the investment of funds left in trust by Mary E. Hawley for the care and maintenance of Hawley School.

Newtown Flagpole Fund (Selectman) – to account for the investment of funds left in trust by Alida Pennie Knotts for the care and maintenance of the Newtown flagpole.

Organization of Accounts – continued-

The V.G. Hair and Frances E. Hair Fund (Animal Control) – to account for investment of funds left in trust by Frances E. Hair for the care and education relating to animals.

PROPRIETARY FUNDS

Proprietary funds are used to account for activities that are similar to those found in the private sector. These funds are accounted for on the flow of economic resources measurement focus and use the accrual basis of accounting. The Town has two types of propriety funds:

ENTERPRISE FUNDS

Enterprise funds account for operations that are financed in a manner similar to private business enterprises, where the intent is that costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily thru user charges.

Sewer Fund (Water & Sewer Authority) – to account for the activities of the Town's sewer operations.

Water Fund (Water & Sewer Authority) – to account for the activities of the Town's water operations.

INTERNAL SERVICE FUNDS

Internal Service funds account for the financing of goods or services provided by one department to other departments or agencies of the Town on a cost-reimbursement basis.

BOE Dental Self Insurance Fund (Education) – same as above except it only pertains to BOE employee dental costs.

Medical Self Insurance Fund (Finance) – to account for the costs of employee medical claims, stop loss insurance and third party administration. Resources to cover these costs come from the departments and agencies whose employees have these benefits. These departments and agencies are charged an "allocation rate" (similar to a premium rate charged by insurance companies).

Organization of Accounts – continued-**FIDUCIARY FUNDS**

Fiduciary funds are used to account for assets held by the Town in a trustee capacity for individuals, private organizations or other governments. The Town has two types of fiduciary funds:

TRUST FUNDS

Other Post Employment Benefits Trust Fund (OPEB Board) – this trust fund accounts for assets held for police retiree medical benefits.

Pension Trust Fund (Pension Board) – the Town has three pension plans covering substantially all of its full time employees, except teachers who are covered by the State Teachers' Retirement Fund. The General Town and Board of Education Plan is a contributory defined benefit plan. The Police Plan is a contributory defined benefit plan. The Elected Officials Plan is a contributory defined contribution plan.

AGENCY FUNDS

Agency funds are used to report resources held by the reporting government in a purely custodial capacity.

Board of Education Flex Plan (Education) – to account for employee medical savings account.

Conservation/Driveway Bonds (Finance) – to account for developers' bonds which are held to assure performance on driveway construction. Once the driveways are constructed, the bonds are released to the developers.

Performance Bonds (Finance) – to account for developers' bonds which are held to assure performance on road construction. Once the roads are constructed, the bonds are released to the developers.

Student Activities (Education) – to account for expenditures for educational extracurricular activities at the various schools. Financing is provided by individual fundraising projects.

Organization of Accounts – continued-**BASIS OF ACCOUNTING**

All General and Special Revenue Funds shall be accounted for on the modified accrual basis, under which revenues shall be recognized when actually received, or accrued when the Director of Financial Services determines them to be both measurable and available, and commitments of money shall be recorded as soon as they result in contingent liabilities to be met from available appropriations. This shall not apply to interest earnings, which may be recognized on a full-accrual basis, so as not to preclude the Town from maximizing investment earnings through utilization of long-term investments transcending one (1) or more fiscal years. Enterprise and Internal Services Funds utilize a full-accrual system of accounting. The Town shall utilize a full-encumbrance system for all funds in all financial transactions of the town. Salaries and wages of Town employees chargeable against valid personal services appropriations need not be encumbered, except at the close of the fiscal year. At the close of

the fiscal year, all salary commitments and related employee benefits, such as social security, group insurance, retirement contributions and other obligations, as evidenced by a valid purchase order or contract accruing to the current accounting period, shall be itemized in a reserve for encumbrances; said itemized encumbrances, at the discretion of the Director of Financial Services, may be met from the aggregate total of the reserve for encumbrances.

The budgetary basis follows the modified accrual basis of accounting except:

- (a) Encumbrances are recognized as a valid and proper charge against a budget appropriation in the year in which the purchase order is issued and, accordingly, encumbrances outstanding at year-end are reflected in budgetary reports as expenditures in the current year but are shown as reservations of fund balance on a GAAP basis.
- (b) The Town accounts for "on-behalf" contributions made by the State of Connecticut to the Connecticut State Teachers' Retirement System as revenue in accordance with GASB Statement No. 24, Accounting and Financial Reporting for Certain Grants and Other Financial Assistance. As such, General Fund revenue and expenses on a GAAP basis reflect the recognition of "on behalf contributions by the State."

FISCAL POLICY AND TRENDS

TOWN OF NEWTOWN BUDGET ANALYSIS 2007-08 TO 2017-18												
BOARD OF EDUCATION			BOARD OF SELECTMEN						TOTAL TOWN BUDGET		TAX RATE	
Fiscal Yr	BOE Budget	% Change	BOS Oper Budget	% Change	BOS Debt Sv Budget	% Change	BOS Total Budget	% Change	Total Budget	% Change	Mill Rate	
											Rate	% inc
2017-18	72,995,957	-0.91%	31,462,507	0.87%	8,937,068	-4.17%	40,399,575	-0.29%	113,395,532	-0.7%	33.87	0.82%
2016-17	73,665,065	2.90%	31,191,840	3.86%	9,325,474	-7.77%	40,517,314	0.93%	114,182,379	2.2%	33.60	1.60%
2015-16	71,587,946	0.34%	30,031,865	2.23%	10,110,702	-2.25%	40,142,567	1.06%	111,730,513	0.6%	33.07	-0.72%
2014-15	71,345,304	0.42%	29,377,906	1.42%	10,342,994	2.82%	39,720,900	1.78%	111,066,204	0.9%	33.31	-0.03%
2013-14	71,045,304	3.93%	28,965,599	4.45%	10,058,924	-0.01%	39,024,523	3.26%	110,069,827	3.7%	33.32	
2012-13	68,355,794	0.57%	27,731,255	-0.47%	10,059,789	3.47%	37,791,044	0.55%	106,146,838	0.6%	24.54	0.70%
2011-12	67,971,427	1.16%	27,861,255	0.24%	9,722,393	4.61%	37,583,648	1.33%	105,555,075	1.2%	24.37	1.54%
2010-11	67,194,734	1.33%	27,795,856	2.22%	9,294,025	-8.97%	37,089,881	-0.83%	104,284,615	0.5%	24.00	2.43%
2009-10	66,314,928	0.43%	27,191,792	-5.13%	10,209,974	-5.22%	37,401,766	-5.15%	103,716,694	-1.7%	23.43	0.99%
2008-09	66,031,044	5.00%	28,661,230	3.52%	10,772,170	15.74%	39,433,400	6.59%	105,464,444	5.6%	23.20	
2007-08	62,885,158		27,686,436	3.67%	9,307,283		36,993,719		99,878,877		28.10	

FISCAL POLICY & TRENDS

TAXABLE NET GRAND LIST

A key aspect of Newtown's financial well being is the taxable net grand list. In order for Newtown to prosper the net taxable grand list has to grow consistently into the future. Growth in the net taxable grand list represents new home construction and more importantly new businesses. Growth in the net taxable grand list enables Newtown to invest in capital assets and maintain the current infrastructure (capital assets such as parks, roads, sewers, bridges, new municipal building, etc.) without having to create an extra tax burden on Newtown residents. A 1/10% increase in the net taxable grand list brings Newtown \$100,000 in new taxes, taxes that current residents do not have to bear. A 1% increase in the net taxable grand list brings Newtown \$1,000,000 in new taxes. In prior decades the growth in the grand list enabled Newtown to invest in capital assets without putting an extra tax burden on the residents. Due to the recent economic downturn the grand list growth has slowed down significantly and at times has declined. This has placed an extra pressure on the budget process and on capital investments the Town can make. Below is the grand list growth for the last eleven years:

TOWN OF NEWTOWN				
NET TAXABLE GRAND LIST				
	<u>LIST YEAR</u>	<u>FISCAL YEAR</u>	<u>NET ASSESSMENT *</u>	<u>% CHANGE</u>
	2016	2017-18	3,111,856,918	0.92%
	2015	2016-17	3,083,371,154	0.27%
	2014	2015-16	3,075,109,294	0.70%
	2013	2014-15	3,053,619,090	0.54%
	2012	2013-14	3,037,213,803	REVAL YR
	2011	2012-13	3,950,412,514	0.66%
	2010	2011-12	3,924,524,807	0.42%
	2009	2010-11	3,908,204,114	-0.08%
	2008	2009-10	3,911,449,143	-0.04%
	2007	2008-09	3,912,900,563	REVAL YR
	2006	2007-08	3,042,109,216	
	* State of CT M-13 Report			
	NOTE: A 1% increase in the net taxable grand list creates approximately \$1,000,000 in new taxes.			
	A 0.1% increase (one tenth of one percent) creates approximately \$100,000 in new taxes.			

FISCAL POLICY & TRENDS**GENERAL FUND - UNASSIGNED FUND BALANCE**

Fund balance and more specifically unassigned fund balance is an important part of municipal finances. It has been a top priority of the Town to ensure that our fund balance is at an appropriate level (using best practices) which ensures financial stability and flexibility. Below is the Town's fund balance policy:

General Fund Balance Policy

Updated for GASB54 Fund Balance Reporting and Governmental Type Definitions

POLICY STATEMENT

A positive fund balance serves three important functions:

1. Eliminates the need for short term borrowing to handle cash flow between the start of the fiscal year and receipt of revenue from taxes;
2. Can be periodically used to lower taxes to smooth out major fluctuations in the property tax rates;
3. Serves as a contingency fund that enables the Town to respond to unanticipated emergencies or opportunities.

Credit rating agencies determine the adequacy of the unreserved fund balance using a complex series of financial evaluations. The size of the fund balance is an important, but not the only consideration in the Town's rating. Other important factors are the reliability of a government's revenue sources, economic conditions, community wealth factors, cash position, debt ratios, management performance, and fiscal decisions made by the legislative body.

A town's ability to accurately plan and develop sufficient fund balance is a common characteristic of highly rated municipalities.

This policy is intended to provide for a fund balance which satisfies the cash flow and contingency needs of the community, supports our positive bond rating with the rating agencies, and at the same time avoid over taxing the citizens through an excessively large fund balance.

FISCAL POLICY & TRENDS**UNASSIGNED FUND BALANCE – continued****GOVERNMENTAL FUND TYPE DEFINITIONS**

General Fund – all funds not reported in another fund

Special Revenue Funds – Used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt and capital projects. Restricted or committed revenues are the foundation for a special revenue fund.

Capital Project Funds – Used to account for and report financial resources that are restricted, committed or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

Debt Service Funds – Used to account for and report financial resources that are restricted, committed or assigned to expenditures for principal and interest, including resources being accumulated for principal and interest maturing in future years.

Permanent Funds – Used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs – that is for the benefit of the government or its citizenry. Permanent funds do NOT include private purpose trust funds.

FUND BALANCE DEFINITIONS

Fund Balance is the difference between the Town's current assets (cash, short-term investments, receivables) expected to be available to finance operations in the immediate future and its current liabilities.

Fund balance is initially characterized as being restricted and unrestricted.

FISCAL POLICY & TRENDS**UNASSIGNED FUND BALANCE – continued****Unrestricted Fund Balance Categories**

Unassigned fund balance – Amounts that are available for any purpose as defined in this policy; these amounts are reported only in the general fund. In other governmental funds, if expenditures incurred exceeded the amounts restricted, committed or assigned it may be necessary to report a negative unassigned fund balance.

When an expenditure is incurred for purposes for which committed, assigned, or unassigned amounts are available, the Town considers the fund balance to be spent in the following order: committed, assigned, and then unassigned.

Unrestricted Fund Balance is the Total Fund Balance minus the Non-spendable minus the Restricted

Restricted Fund Balance Categories are amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation

Committed fund balance– Amounts constrained to specific purposes by the Town itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purposes unless the government takes the same highest-level action to remove or change the constraint.

The decision making authority for purposes of this policy is the Board of Finance.

Assigned fund balance– Amounts the Town intends to use for a specific purpose; intent can be expressed by the Town or by and official or body to which the Town delegates the authority. Appropriations of existing fund balances to future budgets are considered assigned fund balance. The Town shall not report an assignment that will result in deficit in unassigned fund balance. Negative fund balances cannot be considered assigned.

The body authorized to assign amounts to a specific purpose for purposes of this policy is the Board of Finance.

FISCAL POLICY & TRENDS**UNASSIGNED FUND BALANCE – continued**

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balances are available, the Town considers the restricted fund balance amount to have been spent first until exhausted and then any available unrestricted fund balance.

Non-spendable fund balance– Amounts that cannot be spent because they are (a) not in spendable form (such as inventory, prepaid items, long term portions of notes receivables), or (b) legally or contractually required to be maintained intact (such as the corpus of an endowment fund).

GUIDELINES

The Board of Finance shall propose annual budgets that provide for an unrestricted (unassigned) general fund balance of not less than eight (8) percent nor more than twelve (12) percent of the total operating general fund expenditures.

In the event the unassigned fund balance is greater than twelve (12) percent at the end of any fiscal year, the excess may only be used in one or a combination of the following ways:

1. Transfer such excess to the Debt Service Fund for future debt payments.
2. Transfer such excess to the Capital or Nonrecurring Fund for future capital projects.
3. Use directly to reduce the tax rate in the subsequent year provided that care is taken to avoid a major fluctuation in the tax rate in succeeding years.

As a general rule, unrestricted (unassigned) fund balance in the general fund should represent no less than one month of operating revenues or operating expenditures (whichever is less volatile).

The following circumstances may justify a significantly higher minimum target levels:

- Significant volatility in operating revenues or operating expenditures;
- Potential drain on resources from other funds facing financial difficulties;
- Exposure to natural disasters (e.g. hurricanes);
- Reliance on a single corporate taxpayer or upon a group of corporate taxpayers in the same industry;
- Rapidly growing budgets; or
- Disparities in timing between revenue collections and expenditures.

FISCAL POLICY & TRENDS**UNASSIGNED FUND BALANCE - continued**

Annually, the Board of Finance shall monitor and modify the minimum fund balance requirements based on the aforementioned criteria. The use of unrestricted (unassigned) fund balance will be allowed under the following circumstances:

- Operating emergencies
- Unanticipated budgetary shortfalls

If at the end of a fiscal year, the unrestricted fund balance falls below eight (8) percent the Board of Finance shall prepare and submit a plan for expenditure reductions and or revenue increases. The Board of Finance shall take action necessary to restore the unrestricted fund balance to acceptable levels determined by this policy.

This policy is subject to review on a bi-annual basis, on or before the anniversary date of its final approvals. The Board of Finance is responsible to lead the review process and shall collaborate with the Legislative Council and the Board of Selectmen in that action.

--End of General Fund Balance Policy--

FISCAL POLICY & TRENDS

UNASSIGNED FUND BALANCE – continued

Below is an analysis of the Town's general fund unassigned fund balance. The Town has reached it's medium term goal of 10% unassigned fund balance to total budget.

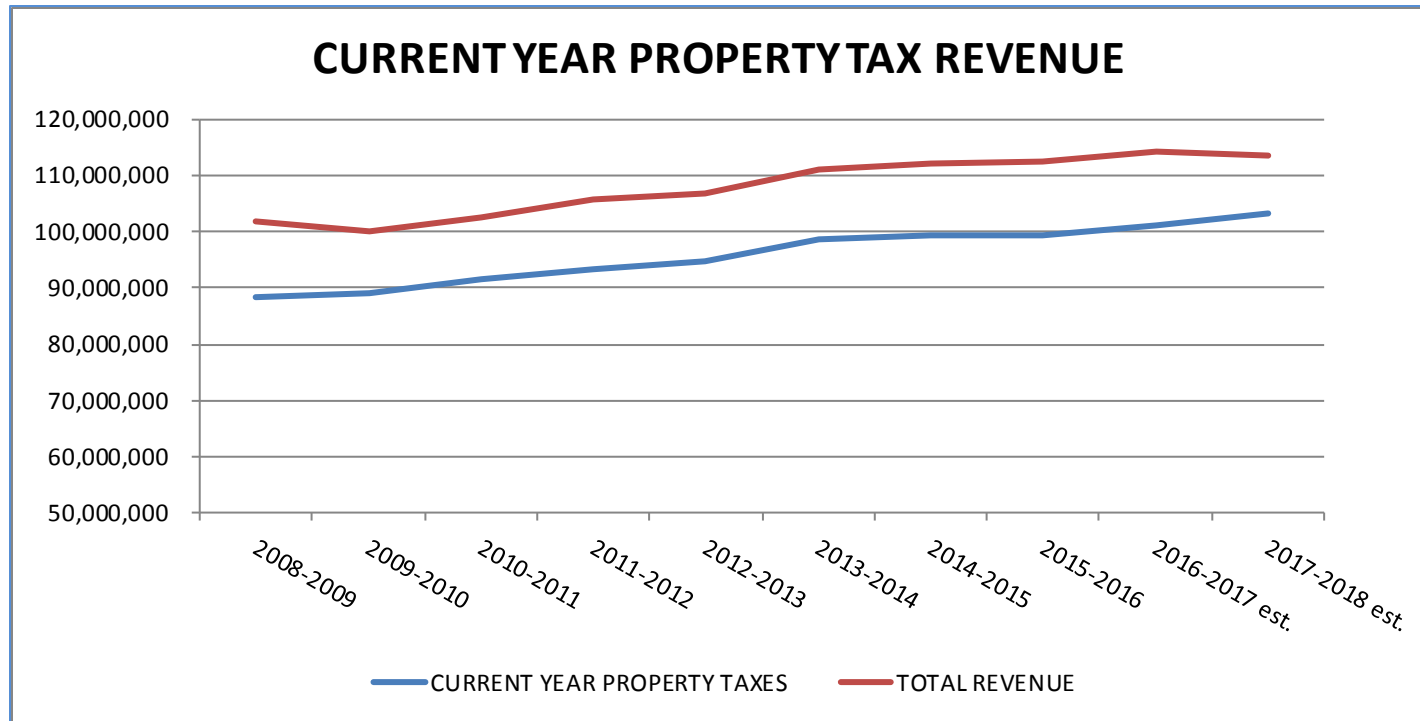
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FISCAL POLICY & TRENDS**REVENUES**

SUMMARY OF REVENUES				
	2016 - 2017	2017 - 2018		
	AMENDED	ADOPTED	Increase /	Percent
<u>REVENUE TYPE</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>(Decrease)</u>	<u>Change</u>
PROPERTY TAXES	102,836,991	104,900,767	2,063,776	2.0%
INTERGOVERNMENTAL	8,541,438	5,555,045	(2,986,393)	-35.0%
CHARGES FOR SERVICES	2,223,700	2,147,470	(76,230)	-3.4%
INVESTMENT INCOME	200,000	400,000	200,000	100.0%
OTHER REVENUES	205,250	217,250	12,000	5.8%
OTHER FINANCING SOURCES	175,000	175,000	-	0.0%
TOTAL REVENUES & OTHER RESOURCES	114,182,379	113,395,532	(786,847)	-0.7%

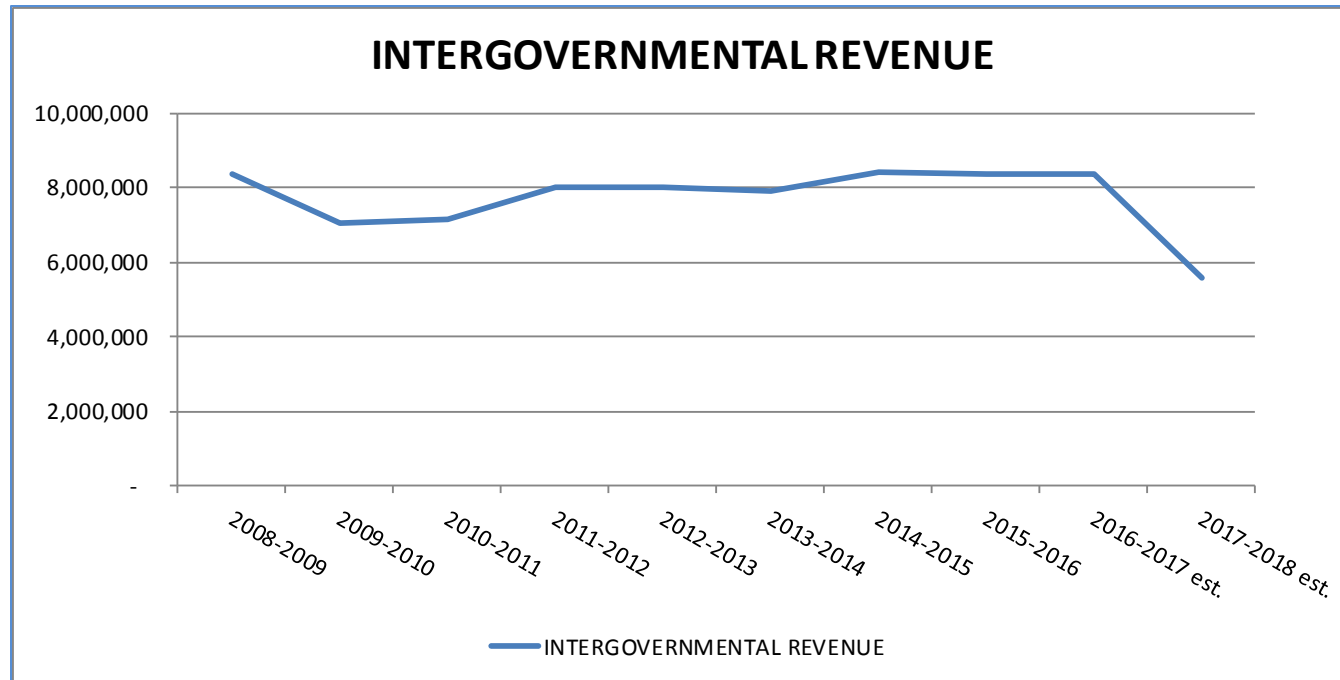
Property Taxes

- Approximately 92.5% of the general fund budget is financed by current year property tax revenue (2016-17 it was 90%). This is up from 85% experienced in the 2006-2007 budget. The increasing role of property taxes in funding the general budget is due to reductions in “other” revenue. Intergovernmental revenues (mainly revenues from the State) have been gradually decreasing, as have ‘local’ revenues tied to the economy, such as town clerk conveyance fees; building permit fees and interest from investments. See the following graph: the closer the two lines come, the higher the percent of current year taxes to total revenues.
- Increases in property tax revenue are funded by the growth in the Town’s taxable grand list (taxable property) and increases to the tax rate (mill rate).
- The successful collection of current year property taxes is important in determining property tax revenues. The Town historically collects over 99% of the current year taxes levied. The Town has assumed a 99.2% collection rate, for current taxes, for fiscal year 2017-2018. A one-tenth change in the collection rate estimate equates to \$100,000 (rounded) in tax revenue (see page 52 for the calculation of the mill rate).

FISCAL POLICY & TRENDS**REVENUES** - Continued

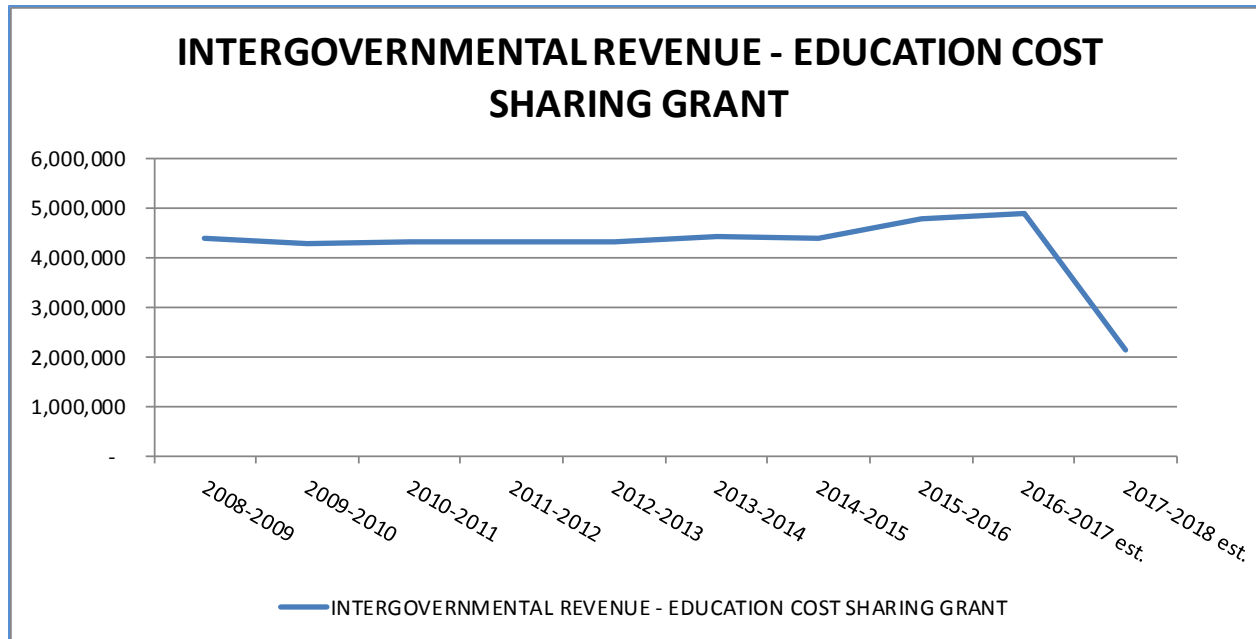
FISCAL POLICY & TRENDS**REVENUES** - Continued**Intergovernmental Revenue**

Intergovernmental revenue estimates are taken from the latest “Estimates of State Formula Aid to Municipalities” prepared by the (State) Office of Policy and Management ([OPM WEBSITE](#)) (right click – open hyperlink). The State General Assembly can and has changed these estimates over the years. These changes are typically after the Town budget has been adopted. From the chart below you can see that intergovernmental revenue has not kept up with inflation over the years. A sharper decline is evident in 2009-2010 when the economic down turn occurred. The second peak in 2011-2012 is due to a onetime grant for education. Then in 2014 – 2015 a renewed commitment was made to education. The decrease in 2017 – 2018 is due to an overall reduction in state intergovernmental revenues due to the financial condition of the state.



FISCAL POLICY & TRENDS**REVENUES** - Continued**Equalized Cost Sharing Grant(ECS grant):**

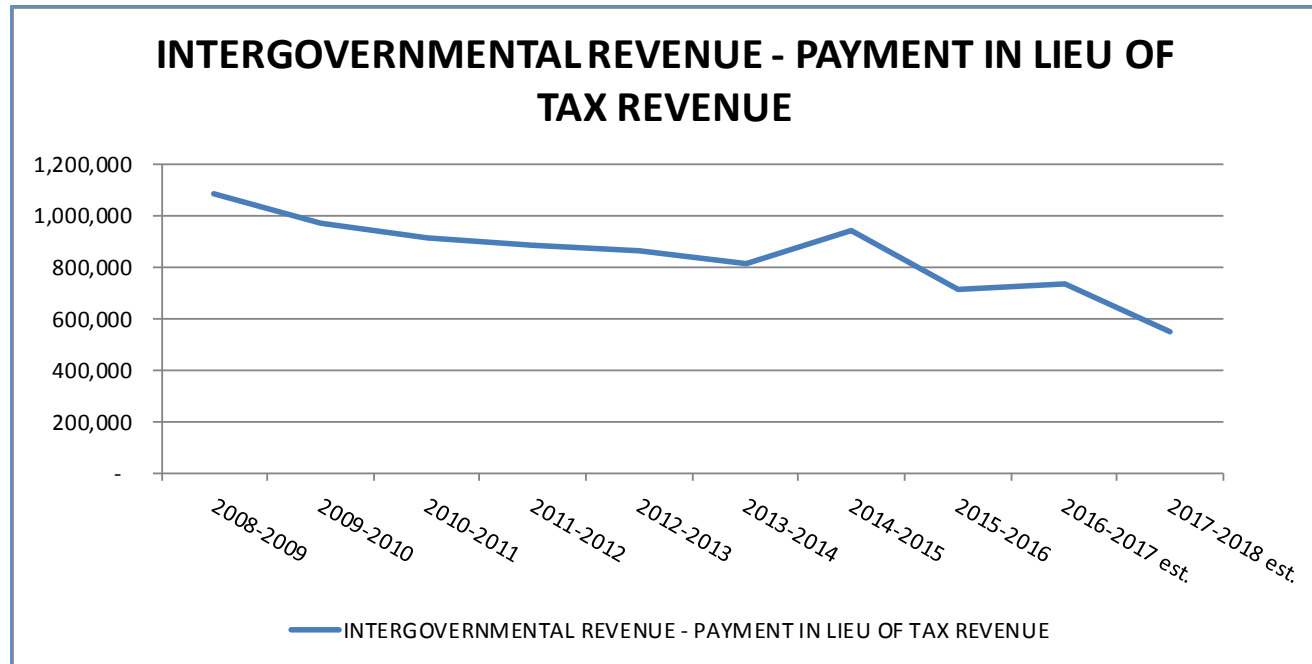
State aid for education has been essentially flat over the years except for an increase in the last two years, while local costs have gone up. Connecticut's towns and cities are still waiting for the State to fulfill the promises it made in the late 1980s when the Equalized Cost Sharing (ECS) grant began and the State Board of Education set out its 50-50 goal: (To) "increase state aid for education so that the state will pay at least 50 percent of the total statewide expenditures." Newtown's ECS grant in 2003-2004 represented 7.4% of the total education budget; in 2014-2015 it represented 6.2% of the total education budget and in 2015-2016 it represented 6.6% of the total education budget. The grant amount in 2015-16 increased around \$350,000 which is the first significant increase in years. The estimate for 2017-2018 is \$2,138,725 (a \$2,941,404 decrease). This may change as the State budget process moves on.



FISCAL POLICY & TRENDS**REVENUES** - Continued**Payment in Lieu of Tax Revenue**

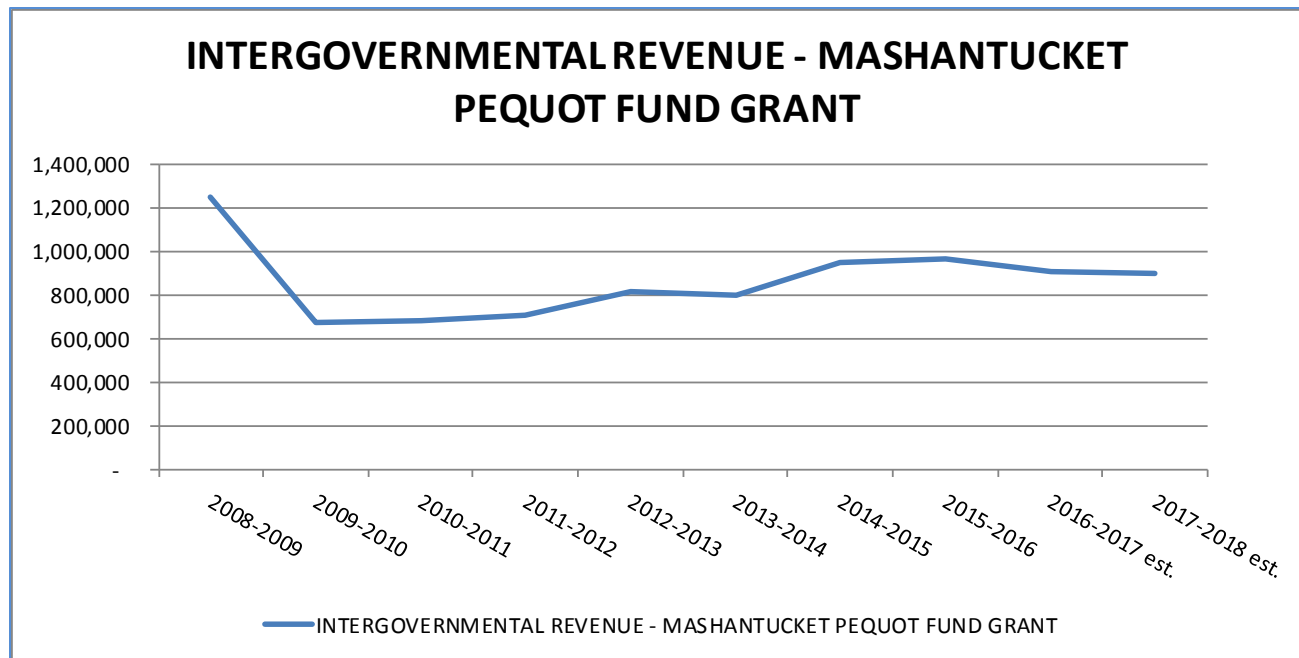
The Office of Policy and Management administers this PILOT program pursuant to CGS §12-19a, §12-19b, §12-19c, §4b-39 and §32-666. This program provides payments for real property tax losses due to exemptions applicable to state-owned real property, certain real property that is the subject of a state lease or long-term financing contract, municipally-owned airports and certain land held in trust by the federal government. This grant was cut by the State in mid-year 2016/17 by 18% due to the State budget troubles.

As can be seen from the chart below, this State grant has been decreasing over the years. The estimate for 2017-2018 is \$547,350 (a 25% cut). This can change as the state budget process moves along.



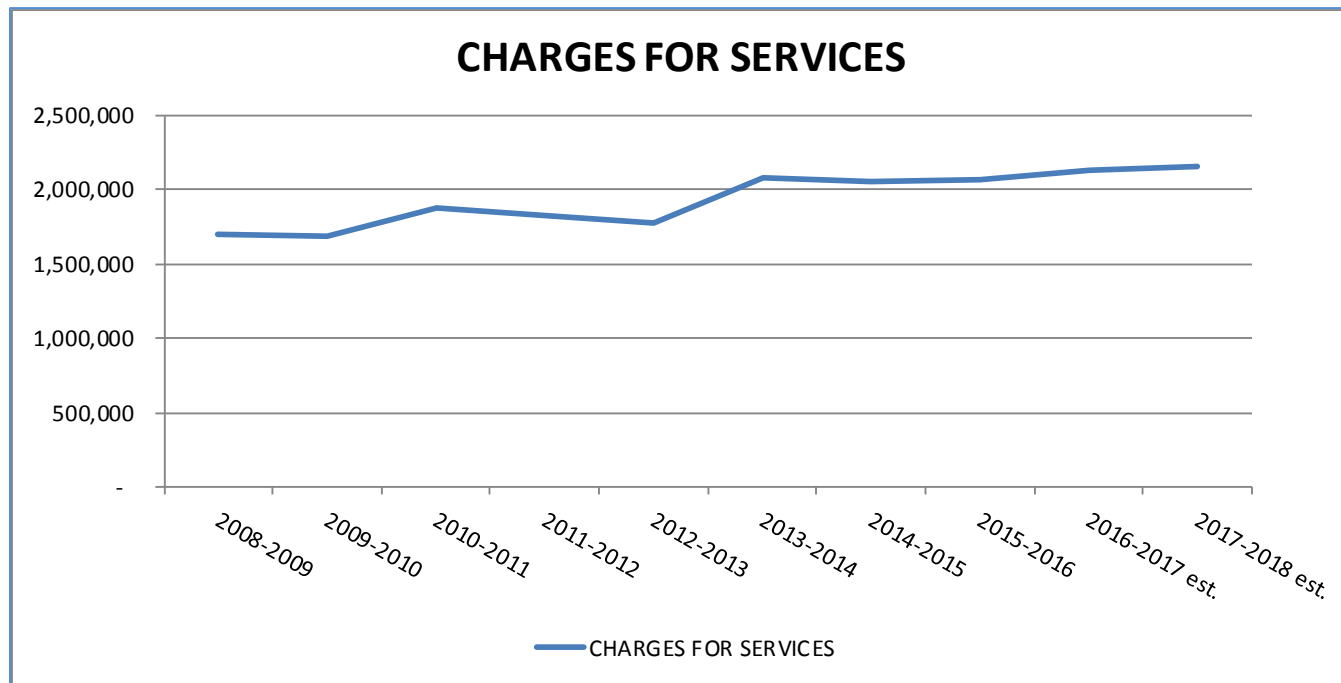
FISCAL POLICY & TRENDS**REVENUES** - Continued**Mashantucket, Pequot Fund Grant:**

The Office of Policy and Management administers this program under which payments from the proceeds of the Mashantucket Pequot and Mohegan Fund are determined pursuant to CGS §3-55i, §3-55j, and §3-55k, and Section 96 of Public Act 06-187, which is not codified but remains in effect. This grant has been reduced substantially since the economic down turn. The estimate for 2017-2018 is \$903,200 (a 0.9% cut). This can change as the state budget process moves along.



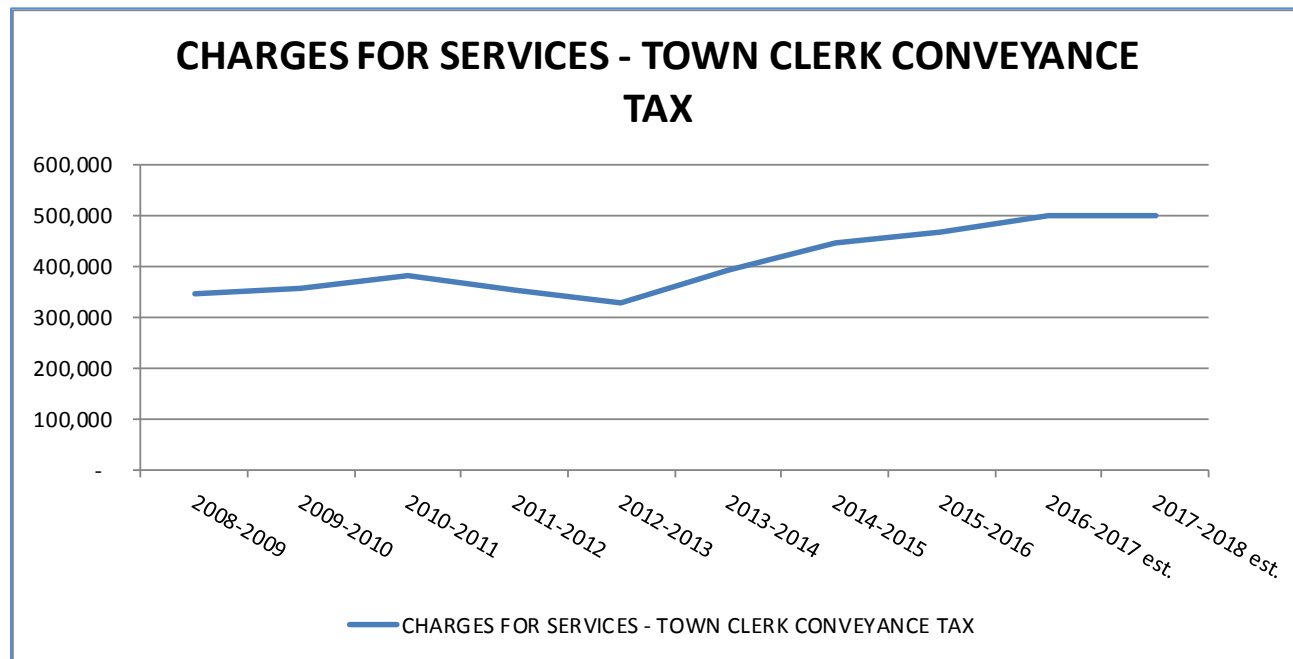
FISCAL POLICY & TRENDS**REVENUES** - Continued**Charges for Services**

Charges for services fees relate to accounts tied to the economy. Active development in the earlier years brought about higher revenues in the town clerk conveyance fees and building permit fees accounts. As the economy improves charges for services will gradually increase. The estimates for 2017-2018 have remained relatively the same.



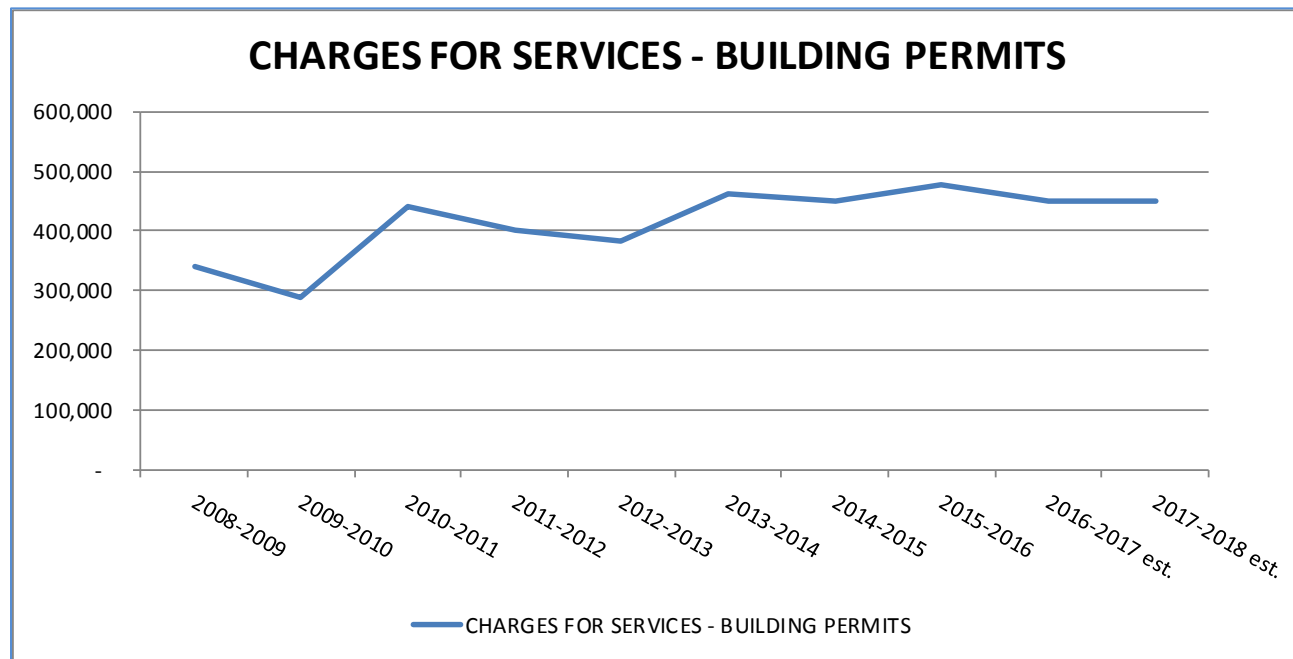
FISCAL POLICY & TRENDS**REVENUES** - Continued**Town Clerk Conveyance Fee**

Town Clerk conveyance fees are one of the major drivers in the charges for services category. As the economy improves Town Clerk conveyance fees will gradually increase. The estimates for 2017-2018 have remained the same as prior year.



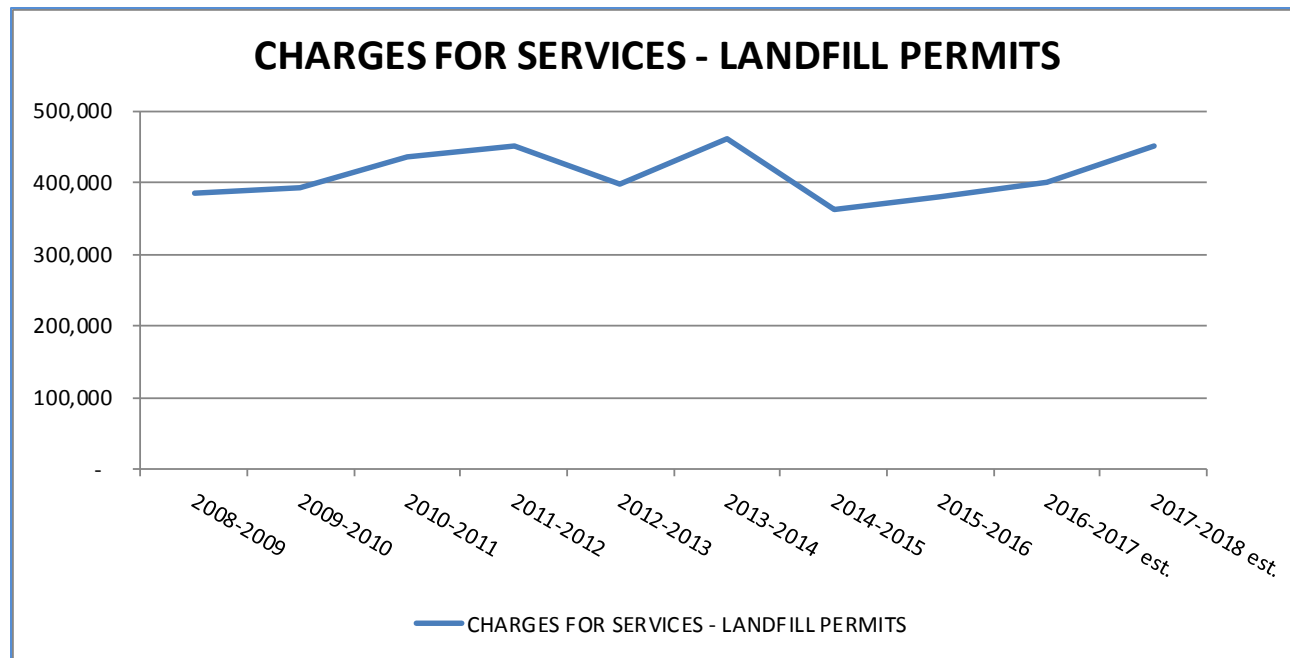
FISCAL POLICY & TRENDS**REVENUES** - Continued**Building Permit Fee:**

Building permit fees is another one of the major drivers in the charges for services category. As the economy improves, building permit fees will increase. The estimates for 2017-2018 have remained the same as prior year.



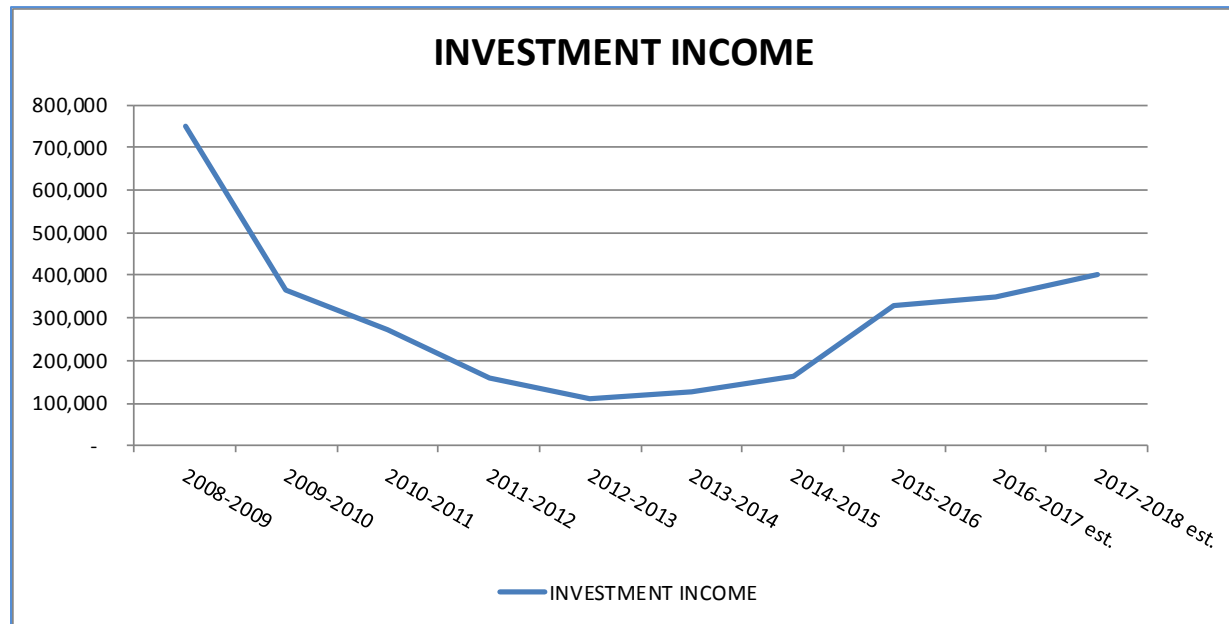
FISCAL POLICY & TRENDS**REVENUES** - Continued**Landfill Fee:**

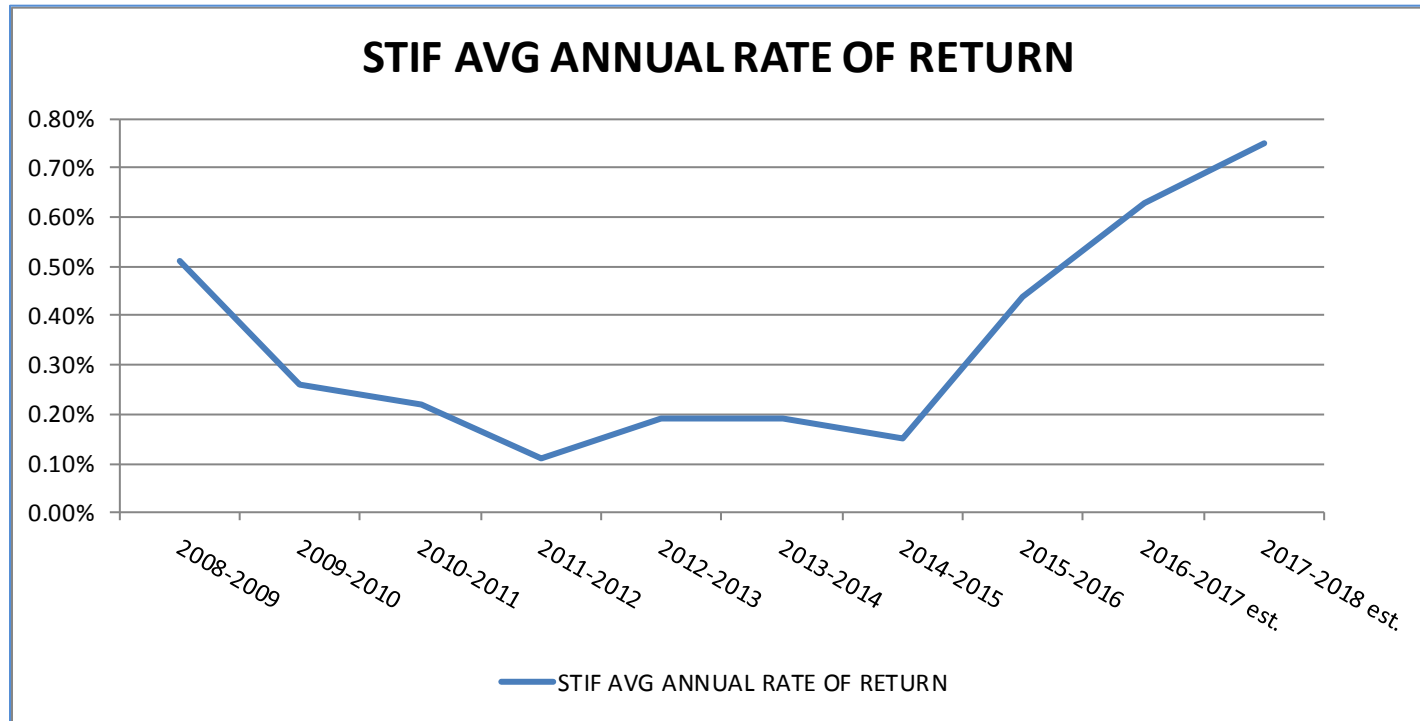
Landfill fees is one of the few accounts (in charges for services) that have not had a decline because of the economic downturn. It is more immune to the economy than the other revenue accounts.



FISCAL POLICY & TRENDS**REVENUES** - Continued**Investment Income**

Investment income was a significant amount of non tax revenue. At its peak in 2006 – 2007 income from investments was over \$1.6 million. For the last few fiscal years it has barely exceeded \$150,000. It is not surprising that the investment income chart below matches the rate of return chart on the next page. That chart shows the rates of returns earned from the State's Short Term Investment Fund (STIF) that so many municipalities and State agencies use for their operating funds. As the economy improves and interest rates start to increase this revenue source will once again play a significant role in offsetting taxes.



FISCAL POLICY & TRENDS**REVENUES** - Continued

FISCAL POLICY & TRENDS**EXPENDITURES**

SUMMARY OF EXPENDITURES by Object									
				2017 - 2018 BUDGET					
	2016 - 2017			1st SELECTMAN	BOS	BOF	LC	Increase /	Percent
	ADOPTED	AMENDED	ESTIMATED	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	(Decrease)	Change
<u>MUNICIPAL SERVICES</u>		B					A	A - B	
WAGES & SALARIES	12,168,068	12,168,068	12,168,068	12,494,899	12,489,457	12,428,713	12,428,713	260,645	2.1%
FRINGE BENEFITS	5,582,265	5,582,265	5,582,265	5,953,677	5,946,761	5,944,410	5,761,907	179,642	3.2%
INSURANCE	1,095,000	1,130,000	1,130,000	1,185,500	1,185,500	1,185,500	1,160,500	30,500	2.7%
OPERATING EXPENSES	7,225,974	7,238,272	7,238,272	7,130,131	7,130,443	7,107,159	7,087,159	(151,113)	-2.1%
CAPITAL	2,592,684	2,606,684	2,606,684	2,770,204	2,778,342	2,778,342	2,453,342	(153,342)	-5.9%
CONTINGENCY	200,000	138,702	138,702	200,000	200,000	200,000	200,000	61,298	44.2%
CONTRIBUTIONS TO OUTSIDE AGENCIES:									
TOWN AGENCIES	2,249,007	2,249,007	2,249,007	2,341,200	2,341,200	2,341,200	2,317,044	68,037	3.0%
OTHER AGENCIES	78,842	78,842	78,842	53,842	53,842	53,842	53,842	(25,000)	-31.7%
TOTAL MUNICIPAL SERVICES	31,191,840	31,191,840	31,191,840	32,129,453	32,125,545	32,039,166	31,462,507	270,667	0.9%
<u>CAPITAL FINANCING - DEBT SERVICE</u>	9,325,474	9,325,474	9,325,474	9,125,474	9,125,474	9,125,474	8,937,068	(388,406)	-4.2%
TOTAL BOARD OF SELECTMEN BUDGET	40,517,314	40,517,314	40,517,314	41,254,927	41,251,019	41,164,640	40,399,575	(117,739)	-0.3%
				Superintendent	BOE				
BOARD OF EDUCATION	73,665,065	73,665,065	73,665,065	74,996,756	75,120,605	74,827,438	72,995,957	(669,108)	-0.9%
TOTAL EXPENDITURES	114,182,379	114,182,379	114,182,379	116,251,683	116,371,624	115,992,078	113,395,532	(786,847)	-0.7%

FISCAL POLICY & TRENDS**Town Services****EXPENDITURES - Wages & Salaries**

The budget for 2017 – 2018 includes contractual increases for union employees (including step increases for police officers) and increases for non union employees. Wages and salaries increased \$260,645 or 2.1%.

This represents a combination of wage increases and police step increases as well as some salary adjustments.

Current contracts call for the following increases for unionized full-time employees (** contract to be negotiated):

Bargaining Unit

	<u>Contract Expiration</u>	<u>Wage Increase</u>
The Newtown Town Hall Employees CSEA, Local 2001 SEIU	June 30, 2018	2.00% Negotiated
The Newtown Public Works Employees Union, Local 1303-200 of Connecticut Council #4, AFSCME, AFL-CIO	June 30, 2018	2.00% Negotiated
Newtown Parks & Recreation Department Teamsters Union Local 145	June 30, 2017	2.25% Proposed ***
Newtown Police Union, Local #3153, Council #15, AFSCME, AFL-CIO	June 30, 2017	2.25% Proposed ***
Newtown Emergency Tele-communicator and Police Clerical Local 1303-136 Of Council #4, AFSCME, AFL-CIO	June 30, 2015	2.25% Proposed ***

Non union employees

The non union employee salaries in this budget reflect an increase of : 2.25%.

FISCAL POLICY & TRENDS**EXPENDITURES - Continued****Fringe Benefits**

Fringe benefits increased \$179,642 or 3.2%. Fringe benefits represent the cost of employee health insurance; life insurance; long term disability insurance; pension benefits and the employer's share of social security. These costs are allocated amongst the departments. Medical benefits, the major fringe benefit, have stayed the same due to positive medical claims experience in the medical self-insurance fund. Pension contributions have increased 12.0% due to a change to pension asset performance.

Insurance

Insurance has increased by \$30,500 or 2.7%. Insurance represents the cost of the liability-auto-property (LAP) and workers' compensation (WC) policies. Insurance costs have increased for the LAP policy due to unfavorable experience in claims and the WC policy. The Town (BOS & BOE) works closely with the Connecticut Inter-local Risk Management Agency (CIRMA) to manage our risks.

Operating Expenses

Operating expenses have decreased by (\$151,113) or -2.1%. Operating expenses represent non payroll operating expenditures such as utilities, building maintenance, supplies, contractual services, vehicle maintenance, training and continuing education, fees and professional services, equipment fuel and miscellaneous expenses. Operating expenses have remained relatively the same due to low inflation rates.

Capital

Capital has decreased by (\$153,342) or -5.9%. Capital represents expenditures of items with a useful life of more than one year, such as infrastructure, roads, motor vehicles, construction equipment, computers and office equipment. The decrease is mainly due to a decrease in the capital non recurring account of \$70,000. This decrease will be made up by using contingency funds in 2016-17. Due to the condition of roads a plan was put into place to increase the capital road account each year by \$250,000 until the account reaches \$2,000,000. 2014-15 was the first fiscal year of this plan. The capital road account request has remained at \$1,50,000 due to the uncertainty of the state financial condition. Increasing roads will resume next budget cycle.

FISCAL POLICY & TRENDS**EXPENDITURES - Continued****Contingency**

The contingency account is established to provide for unforeseen costs that might arise during the year. There are no expenditures in this account, only budget (appropriation) transfers to other budget accounts. The contingency amount for 2017-18 has remained the same.

Contributions to Outside Agencies – Town Agencies

Contributions to Town agencies has increased by \$68,037 or 3.0%. This is mainly due to an increase in contributions to the Town Hall Board of Manager's of \$10,000 and to the Cyrenius H. Booth Library of \$44,773. It was determined that both these agencies require the proposed increase to continue same service operations.

Town agencies include: Town Hall Board of Managers; Cyrenius H. Booth Library; Newtown Youth & Family Services; Newtown Health District; Children's Adventure Center and the District Probate Court.

Contributions to Outside Agencies – Other Agencies

Contributions to other agencies have decreased (\$25,000) or (31.7%). It has been a practice, over the years, to contribute amounts to certain charitable agencies that also benefit Newtown residents.

FISCAL POLICY & TRENDS**EXPENDITURES** - Continued**Board of Education**

The BOE proposed budget decreased (\$669,108) or -0.9%. Decrease is mainly due to an increase in estimated special education revenues (which off set the BOE budget line item). See the BOE budget for details and subsequent budget adjustments starting on page 273.

[BOARD OF EDUCATION BUDGET WEB PAGE](#) (right click – open hyperlink)

Teacher's pension costs are not in this budget. They are paid for by the State of Connecticut.

In fiscal year 2015/16 the State of Connecticut paid \$7,989,069 into the Teacher's Retirement System for Newtown teachers.

The State of Connecticut's net pension liability associated with the Town of Newtown teachers is \$99,707,327

The State's most recent budget proposal is that towns start paying 1/3 of the teacher annual required pension contribution. If this were to happen it would be very costly to the towns. This is not reflected in this budget.

Capital Financing – Debt Service

The annual appropriation for debt service is planned and determined by the Town's Capital Improvement Program (CIP). Planned projects still need to go thru the special appropriation process to move forward. The CIP covering fiscal years 2017 – 2018 thru 2021 – 2022 has planned \$68,570,000 (\$56,181,108 to be bonded) towards Newtown's capital infrastructure over the next five years. While the CIP continues the long term commitment to the Town's capital needs, it also reflects the economic challenges currently facing the Town. The CIP ensures the funding of necessary capital items while keeping the debt service budget at appropriate levels. Debt service has decreased (\$388,406) or (4.2%) due to a significant reduction in the current debt service schedule offset by a new bond issue in March 2017 and the application of a bond premium. The debt service amount remains well under the 9.8% budget cap established in the Town debt service policy. See page 283 for the current CIP plan.

ADOPTED BUDGET SUMMARY

		<u>Legislative Council</u>
		<u>Adopted Budget</u>
		<u>April 5, 2017</u>
<u>SUMMARY OF REVENUES & OTHER FINANCING SOURCES:</u>		
	PROPERTY TAXES	104,900,767
	INTERGOVERNMENTAL	5,555,045
	CHARGES FOR SERVICES	2,147,470
	INVESTMENT INCOME	400,000
	OTHER REVENUES	217,250
	OTHER FINANCING SOURCES	175,000
		113,395,532
<u>SUMMARY OF EXPENDITURES & OTHER FINANCING USES:</u>		
<u>BOARD OF SELECTMEN BUDGET:</u>		
<u>GENERAL GOVERNMENT</u>		
	SELECTMEN	425,214
	SELECTMEN - OTHER	171,560
	HUMAN RESOURCES	114,985
	TAX COLLECTOR	370,457
	PROBATE COURT	7,200
	TOWN CLERK	318,811
	REGISTRARS	137,050
	ASSESSOR	310,388
	FINANCE	517,856
	TECHNOLOGY DEPARTMENT	657,320
	UNEMPLOYMENT	10,000
	OPEB CONTRIBUTION	185,531
	PROFESSIONAL ORGANIZATIONS	37,702
	INSURANCE	1,150,500
	LEGISLATIVE COUNCIL	45,000
	DISTRICT CONTRIBUTIONS	10,000
	SUSTAINABLE ENERGY COMM.	1,000
	FAIRFIELD HILLS AUTHORITY	44,000
		4,514,575
<u>PUBLIC SAFETY</u>		
	EMERGENCY COMMUNICATIONS	1,140,094
	POLICE	6,927,183
	ANIMAL CONTROL	169,885
	FIRE	1,334,579
	EMERGENCY MANAGEMENT/N.U.S.A.R.	59,184
	LAKE AUTHORITIES	45,477
	N.W. SAFETY COMMUNICATION	10,839
	EMERGENCY MEDICAL SERVICES	270,000
	NW CONNECTICUT EMS COUNCIL	250
	BUILDING DEPARTMENT	440,601
		10,398,091
<u>PUBLIC WORKS</u>		
	HIGHWAY	7,033,307
	WINTER MAINTENANCE	727,047
	LANDFILL	1,391,911
	PUBLIC BUILDING MAINTENANCE	710,925
		9,863,190

CALCULATION OF TAX LEVY (MILL RATE)

<u>MILL RATE CALCULATION - 2017 / 2018</u>				
<u>Millrate Calculation</u>			<u>2016 List</u>	
➤	TOTAL NET ASSESSMENT (LESS EXEMPTIONS) Before Board of Assessment Appeals			3,111,856,918
➤	LESS THE LOSS BY USING THE STATE MANDATED MOTOR VEHICLE MILL RATE OF 32.00 (municipalities with mill rates greater than 32.00 are capped at 32.00 for MV)	\$ -	***	-
➤	EFFECTIVE ASSESSMENT ON CIRCUIT BREAKER TAX CREDIT OF	\$ 144,000		(4,247,788)
➤	EFFECTIVE ASSESSMENT ON LOCAL CREDITS: NEWTOWN ELDERLY TAX BENEFITS OF (1,650,000 less 222,000 reserved)	\$ 1,428,000		(42,123,894)
TOTAL TAXABLE NET ASSESSMENT (after adjustments and credits)				3,065,485,237
➤	Amount to be raised by taxation (from "current year taxes" - revenue budget)			103,010,767
➤	TAX LEVY - assuming a tax collection rate of (= billed amount) (Amount to be Raised divided by Collection Rate)	99.2%		103,841,499
➤	MILL RATE = (Tax Levy divided by (Taxable Net Assessment / 1,000))			33.87
		1 MILL =		3,065,485
		PRIOR YEAR MILL RATE =		33.60
		EFFECTIVE TAX (DECREASE) =		0.82%
***	New state statute states that motor vehicle taxes cannot be over 32.00 mills. This loss is partially offset by the state grant for motor vehicle property tax. The grant and the MV 32 mill is not reflected in this budget. There is great uncertainty in the state budget process at this moment.			

GRAND LIST OF TAXABLE PROPERTY

TOWN OF NEWTOWN					
2016 GRAND LIST OF TAXABLE PROPERTY - AFTER BOARD OF ASSESSMENT APPEALS (BAA)					
CREATED ON 4 / 5 /2017 BY THE ASSESSOR					
<u>TYPE OF ACCOUNTS</u>	<u># OF ACCTS</u>	<u>GROSS ASSESSMENT</u>	<u>TOTAL EXEMPTIONS</u>	<u>TOTAL NET VALUE</u>	
REAL ESTATE REGULAR	10,690	2,726,507,471	12,229,364	2,714,278,107	
REAL ESTATE ELDERLY	293	56,714,834	3,424,165	53,290,669	
TOTAL REAL ESTATE TAXABLE	10,983	2,783,222,305	15,653,529	2,767,568,776	
REAL ESTATE EXEMPT	1,155	301,105,322	301,105,322	-	
REAL ESTATE TOTALS	12,138	3,084,327,627	316,758,851	2,767,568,776	
PERSONAL PROPERTY	1,803	138,019,796	32,075,020	105,944,776	
MOTOR VEHICLE	26,809	244,609,533	5,266,167	239,343,366	
TOTAL	40,750	3,466,956,956	354,100,038	3,112,856,918	
M.V. ADJUSTMENT				(1,000,000)	
TOTAL TAXABLE	39,595	3,165,851,634		3,111,856,918	
			PRIOR YEAR FINAL #	3,083,371,154	
			% INCREASE	0.96%	
<u>SUMMARY:</u>					
		<u>TOTAL NET VALUE</u>			
REAL ESTATE REGULAR NET		2,714,278,107			
ELDERLY HOME OWNERS NET		53,290,669			
MOTOR VEHICLE NET		238,343,366			
PERSONAL PROPERTY NET		105,944,776			
TOTAL NET ASSESSMENT		3,111,856,918			

REVENUE BUDGET SUMMARY

			2016 - 2017	2016 - 2017	2016 - 2017	2017 - 2018		
	2014 - 2015	2015 - 2016	ADOPTED	AMENDED	ESTIMATED	REVENUE	Increase /	Percent
<u>REVENUE TYPE</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ESTIMATES</u>	<u>(Decrease)</u>	<u>Change</u>
				<u>A</u>		<u>B</u>		
PROPERTY TAXES	101,013,572	101,236,267	102,461,352	102,836,991	102,861,991	104,900,767	2,063,776	2.0%
INTERGOVERNMENTAL	8,390,130	8,357,781	8,917,077	8,541,438	8,361,438	5,555,045	(2,986,393)	-35.0%
CHARGES FOR SERVICES	2,050,991	2,066,876	2,223,700	2,223,700	2,123,700	2,147,470	(76,230)	-3.4%
INVESTMENT INCOME	164,812	327,598	200,000	200,000	350,000	400,000	200,000	100.0%
OTHER REVENUES	50,014	220,531	205,250	205,250	205,250	217,250	12,000	5.8%
OTHER FINANCING SOURCES	241,573	234,370	175,000	175,000	175,000	175,000	-	0.0%
TOTAL REVENUES & OTHER RESOURCES	111,911,092	112,443,423	114,182,379	114,182,379	114,077,379	113,395,532	(786,847)	-0.7%

EXPENDITURE BUDGET SUMMARY**SUMMARY BY FUNCTION / DEPARTMENT**

SUMMARY BY FUNCTION / DEPARTMENT											
						2017 - 2018 BUDGET					
	2014 - 2015	2015 - 2016	2016 - 2017			1st SELECTMAN	BOS	BOF	LC	CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	ESTIMATED	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
GENERAL GOVERNMENT				B					A	A - B	
SELECTMEN	474,008	422,779	414,268	417,768	417,768	426,131	426,131	426,131	425,214	7,446	1.8%
SELECTMEN - OTHER	225,933	176,544	229,795	170,295	170,295	171,560	171,560	171,560	171,560	1,265	0.7%
HUMAN RESOURCES	119,736	127,533	124,960	124,960	124,960	115,338	115,338	115,338	114,985	(9,975)	-8.0%
TAX COLLECTOR	335,687	347,473	359,762	364,762	364,762	374,054	374,054	374,054	370,457	5,695	1.6%
PURCHASING	-	-	-	-	-	-	-	-	-	-	
PROBATE COURT	8,062	7,514	7,372	7,372	7,372	8,000	7,200	7,200	7,200	(172)	-2.3%
TOWN CLERK	295,987	305,687	313,545	317,545	317,545	321,073	321,073	321,073	318,811	1,266	0.4%
REGISTRARS	132,930	152,824	149,151	151,151	151,151	137,050	137,050	137,050	137,050	(14,101)	-9.3%
ASSESSOR	258,491	266,342	299,600	304,400	304,400	313,112	313,112	313,112	310,388	5,988	2.0%
FINANCE	508,297	516,002	527,085	532,585	532,585	522,562	522,562	522,562	517,856	(14,729)	-2.8%
TECHNOLOGY DEPARTMENT	510,915	592,964	619,085	626,785	626,785	659,339	659,339	659,339	657,320	30,535	4.9%
UNEMPLOYMENT	646	33,656	10,000	25,000	25,000	10,000	10,000	10,000	10,000	(15,000)	-60.0%
OPEB CONTRIBUTION	257,405	297,755	185,531	185,531	185,531	187,241	187,241	187,241	185,531	-	0.0%
PROFESSIONAL ORGANIZATIONS	34,593	34,744	34,744	34,744	34,744	34,744	37,702	37,702	37,702	2,958	8.5%
INSURANCE	973,574	1,058,402	1,085,000	1,105,000	1,105,000	1,175,500	1,175,500	1,175,500	1,150,500	45,500	4.1%
LEGISLATIVE COUNCIL	44,500	46,200	47,690	47,690	47,690	45,000	45,000	45,000	45,000	(2,690)	-5.6%
DISTRICT CONTRIBUTIONS	9,810	15,000	15,000	15,000	15,000	10,000	10,000	10,000	10,000	(5,000)	-33.3%
SUSTAINABLE ENERGY COMM	4,999	5,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	-	0.0%
FAIRFIELD HILLS AUTHORITY	27,640	27,785	-	-	-	44,000	44,000	44,000	44,000	44,000	
	4,223,212	4,434,204	4,423,588	4,431,588	4,431,588	4,555,704	4,557,862	4,557,862	4,514,575	82,987	1.9%

SUMMARY BY FUNCTION / DEPARTMENT											
	2014 - 2015	2015 - 2016	2016 - 2017			2017 - 2018 BUDGET					
	ACTUALS	ACTUALS	ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	CHANGE	
										\$	%
<u>PUBLIC SAFETY</u>				B					A	A - B	
EMERGENCY COMMUNICATIONS	1,024,629	1,031,056	1,118,730	1,119,730	1,119,730	1,146,972	1,146,972	1,146,972	1,140,094	20,364	1.8%
POLICE	6,376,075	6,366,288	6,745,138	6,751,138	6,751,138	7,072,307	7,072,307	7,037,629	6,927,183	176,045	2.6%
ANIMAL CONTROL	155,806	160,583	166,975	167,975	167,975	171,246	171,246	171,246	169,885	1,910	1.1%
FIRE	1,218,654	1,266,832	1,328,821	1,328,821	1,328,821	1,336,707	1,336,499	1,336,499	1,334,579	5,758	0.4%
EMERGENCY MANAGEMENT/N.U.S.A.R.	52,093	51,770	58,080	60,080	60,080	59,184	59,184	59,184	59,184	(896)	-1.5%
LAKE AUTHORITIES	49,778	42,386	47,201	47,201	47,201	45,477	45,477	45,477	45,477	(1,724)	-3.7%
N.W. SAFETY COMMUNICATION	10,796	10,000	10,839	10,839	10,839	10,839	10,839	10,839	10,839	-	0.0%
EMERGENCY MEDICAL SERVICES	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	-	0.0%
NW CONNECTICUT EMS COUNCIL	-	250	250	250	250	250	250	250	250	-	0.0%
BUILDING DEPARTMENT	381,920	408,350	435,832	439,332	439,332	445,040	445,040	445,040	440,601	1,269	0.3%
	9,539,751	9,607,515	10,181,866	10,195,366	10,195,366	10,558,021	10,557,814	10,523,135	10,398,091	202,725	2.0%
<u>PUBLIC WORKS</u>											
HIGHWAY	6,915,185	6,900,524	6,957,671	6,986,671	6,986,671	7,334,662	7,334,662	7,317,521	7,033,307	46,636	0.7%
WINTER MAINTENANCE	985,540	698,441	789,141	789,141	789,141	727,047	727,047	727,047	727,047	(62,094)	-7.9%
TRANSFER STATION	1,327,856	1,466,716	1,384,221	1,384,221	1,384,221	1,394,242	1,394,242	1,394,242	1,391,911	7,690	0.6%
PUBLIC BUILDING MAINTENANCE	738,347	770,716	761,112	761,112	761,112	712,691	712,691	712,691	710,925	(50,187)	-6.6%
	9,966,929	9,836,397	9,892,145	9,921,145	9,921,145	10,168,643	10,168,643	10,151,502	9,863,190	(57,955)	-0.6%
<u>HEALTH AND WELFARE</u>											
SOCIAL SERVICES	141,501	184,476	316,168	317,168	317,168	334,852	334,852	334,852	333,141	15,973	5.0%
SENIOR SERVICES	312,837	312,668	329,605	331,105	331,105	340,762	340,762	340,762	339,419	8,314	2.5%
NEWTOWN HEALTH DISTRICT	384,518	383,675	394,988	394,988	394,988	402,240	402,240	402,240	397,927	2,939	0.7%
NEWTOWN YOUTH & FAMILY SERVICES	298,368	298,348	302,526	302,526	302,526	303,211	303,211	303,211	302,526	-	0.0%
CHILDREN'S ADVENTURE CENTER	142,745	143,519	142,332	142,332	142,332	142,741	142,740	142,740	137,494	(4,838)	-3.4%
OUTSIDE AGENCY CONTRIBUTIONS	88,585	88,842	78,842	78,842	78,842	53,842	53,842	53,842	53,842	(25,000)	-31.7%
	1,368,554	1,411,528	1,564,461	1,566,961	1,566,961	1,577,648	1,577,647	1,577,647	1,564,349	(2,612)	-0.2%

SUMMARY BY FUNCTION / DEPARTMENT											
	2014 - 2015 ACTUALS	2015 - 2016 ACTUALS	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN	BOS	BOF	LC		
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
PLANNING				B					A	A - B	
LAND USE	673,894	674,599	705,308	708,308	708,308	695,325	689,467	689,467	684,451	(23,857)	-3.4%
ECONOMIC & COMMUNITY DEVELOPME	117,302	74,540	76,097	77,097	77,097	99,839	99,839	99,839	99,793	22,696	29.4%
GRANTS ADMINISTRATION	-	23,008	25,401	25,401	25,401	23,007	23,007	23,007	22,843	(2,558)	
NW CONSERVATION DISTRICT	1,500	1,500	1,040	1,040	1,040	1,500	1,500	1,500	1,500	460	44.2%
	792,696	773,647	807,846	811,846	811,846	819,671	813,813	813,813	808,587	(3,259)	-0.4%
RECREATION & LEISURE											
PARKS AND RECREATION	2,263,018	2,301,532	2,414,273	2,418,273	2,418,273	2,453,258	2,453,258	2,418,698	2,406,118	(12,155)	-0.5%
LIBRARY	1,154,379	1,210,007	1,279,189	1,279,189	1,279,189	1,337,694	1,337,694	1,337,694	1,335,592	56,403	4.4%
NEWTOWN CULTURAL ARTS COMM	2,824	750	2,500	2,500	2,500	2,500	2,500	2,500	2,500	-	0.0%
NEWTOWN PARADE COMMITTEE	1,000	1,514	1,000	1,298	1,298	1,000	1,000	1,000	1,000	(298)	-23.0%
	3,421,221	3,513,803	3,696,962	3,701,260	3,701,260	3,794,452	3,794,452	3,759,892	3,745,209	43,949	1.2%
CONTINGENCY											
CONTINGENCY	-	-	200,000	138,702	138,702	200,000	200,000	200,000	200,000	61,298	44.2%
DEBT SERVICE											
DEBT SERVICE	10,306,272	10,106,365	9,325,474	9,325,474	9,325,474	9,125,474	9,125,474	9,125,474	8,937,068	(388,406)	-4.2%
OTHER FINANCING USES											
TOWN HALL BOARD OF MANAGERS	99,567	84,615	129,972	129,972	129,972	155,315	155,315	155,315	143,505	13,533	10.4%
RESERVE FOR CAP & NON-REC.EXP.	150,000	305,800	295,000	295,000	295,000	300,000	300,000	300,000	225,000	(70,000)	-23.7%
TRANSFER OUT - TO OTHER FUNDS	55,000	-	-	-	-	-	-	-	-	-	
	304,567	390,415	424,972	424,972	424,972	455,315	455,315	455,315	368,505	(56,467)	-13.3%
TOTAL BOARD OF SELECTMEN BUDGET	39,923,201	40,073,874	40,517,314	40,517,314	40,517,314	41,254,927	41,251,019	41,164,640	40,399,575	(117,739)	-0.3%
										-	
EDUCATION						<u>Superintendent</u>	<u>BOE</u>				
BOARD OF EDUCATION	71,345,304	71,587,946	73,665,065	73,665,065	73,665,065	74,996,756	75,120,605	74,827,438	72,995,957	(669,108)	-0.9%
GRAND TOTAL	111,268,505	111,661,820	114,182,379	114,182,379	114,182,379	116,251,683	116,371,624	115,992,078	113,395,532	(786,847)	-0.7%

REVENUE BUDGET DETAIL

<u>REVENUE TYPE / ACCOUNT</u>			2016 - 2017	2016 - 2017	2016 - 2017	2017 - 2018		
	2014 - 2015	2015 - 2016	ADOPTED	AMENDED	ESTIMATED	REVENUE	Increase /	Percent
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ESTIMATES</u>	<u>(Decrease)</u>	<u>Change</u>
<u>PROPERTY TAXES</u>				B		A	A - B	
CURRENT YEAR TAXES	99,143,397	99,215,491	100,571,352	100,946,991	100,946,991	103,010,767	2,063,776	2.0%
PRIOR YEAR TAXES	485,296	608,925	475,000	475,000	475,000	475,000	-	0.0%
INTEREST AND LIEN FEES	423,482	441,109	475,000	475,000	475,000	450,000	(25,000)	-5.3%
SUPPLIMENTAL MOTOR VEHICLE TAXES	898,411	912,243	875,000	875,000	900,000	900,000	25,000	2.9%
TELECOMM. PROPERTY TAX	62,986	58,499	65,000	65,000	65,000	65,000	-	0.0%
	101,013,572	101,236,267	102,461,352	102,836,991	102,861,991	104,900,767	2,063,776	2.0%
<u>INTERGOVERNMENTAL</u>								
ELD. TAX RELIEF - CIRCUIT BR.	149,044	151,508	142,796	142,796	142,796	107,000	(35,796)	-25.1%
IN LIEU OF TAX-ST OWNED PROP	946,060	717,919	738,994	733,247	733,247	547,350	(185,897)	-25.4%
VETERANS ADD'L EXEM	15,993	18,949	18,949	18,949	18,949	19,000	51	0.3%
TOTALLY DISABLED	1,931	1,948	1,947	1,947	1,947	1,947	-	0.0%
TOWN AID FOR ROADS	469,220	469,996	469,996	469,996	469,996	470,708	712	0.2%
MASHANTUCKET PEQUOT	952,649	967,137	913,492	911,124	911,124	903,200	(7,924)	-0.9%
CT SCHOOL BUILDING GRANTS	555,937	533,605	92,421	92,421	92,421	89,474	(2,947)	-3.2%
MISCELLANEOUS STATE / FEDERAL GRANTS	342,033	144,916	385,300	50,000	50,000	50,000	-	0.0%
LOCIP GRANTS	206,062	207,668	207,668	207,668	207,668	380,724	173,056	83.3%
GRANTS FOR MUNICIPAL PROJECTS	221,366	235,371	235,371	235,371	235,371	-	(235,371)	-100.0%
MUNICIPAL REVENUE SHARING (ADD'L SALES TAX)	-	-	824,747	572,949	572,949	824,747	251,798	43.9%
EDUCATION COST SHARING GRANT	4,398,056	4,787,409	4,757,982	5,080,129	4,900,129	2,138,725	(2,941,404)	-57.9%
PUBLIC SCHOOL TRANSPORT	79,452	84,121	82,318	-	-	-	-	
NON-PUB SCHOOL TRANSPORT	28,718	15,086	20,255	-	-	-	-	
HEALTH SERVICES - ST. ROSE	23,609	22,148	24,841	24,841	24,841	22,170	(2,671)	-10.8%
	8,390,130	8,357,781	8,917,077	8,541,438	8,361,438	5,555,045	(2,986,393)	-35.0%

REVENUE BUDGET DETAIL (-CONTINUED-)

REVENUE TYPE / ACCOUNT	2014 - 2015	2015 - 2016	2016 - 2017	2016 - 2017	2016 - 2017	2017 - 2018		
	ACTUAL	ACTUAL	ADOPTED	AMENDED	ESTIMATED	REVENUE	Increase /	Percent
			BUDGET	BUDGET	ACTUAL	ESTIMATES	(Decrease)	Change
CHARGES FOR SERVICES				B		A	A - B	
SENIOR CTR MEMBER FEES	6,251	5,256	5,000	5,000	5,000	5,250	250	5.0%
TOWN CLERK CONVEYANCE	445,248	467,921	450,000	450,000	500,000	500,000	50,000	11.1%
TOWN CLERK - OTHER	227,345	215,700	225,000	225,000	250,000	225,000	-	0.0%
WATER/SEWER CHARGES FOR SERVICES	120,000	120,000	120,000	120,000	120,000	120,000	-	0.0%
PARKS AND RECREATION	199,957	207,867	210,000	210,000	210,000	210,000	-	0.0%
TUITION	44,000	29,775	31,500	31,500	31,500	30,800	(700)	-2.2%
SCHOOL ACTIVITY FEES	113,216	105,751	105,950	105,950	105,950	105,170	(780)	-0.7%
BUILDING	450,219	477,851	550,000	550,000	450,000	450,000	(100,000)	-18.2%
PERMIT FEES	2,025	1,230	1,250	1,250	1,250	1,250	-	0.0%
TRANSFER STATION FEES	361,562	378,897	465,000	465,000	400,000	450,000	(15,000)	-3.2%
LAND USE	81,168	56,628	60,000	60,000	50,000	50,000	(10,000)	-16.7%
	2,050,991	2,066,876	2,223,700	2,223,700	2,123,700	2,147,470	(76,230)	-3.4%
INVESTMENT INCOME								
INTEREST ON INVESTMENTS	164,812	327,598	200,000	200,000	350,000	400,000	200,000	100.0%
OTHER REVENUES								
POLICE MISC REVENUE	18,303	63,800	3,000	3,000	3,000	15,000	12,000	400.0%
MISCELLANEOUS REVENUE	29,401	145,221	200,000	200,000	200,000	200,000	-	0.0%
MISCELLANEOUS REVENUE BOE	2,310	11,510	2,250	2,250	2,250	2,250	-	0.0%
	50,014	220,531	205,250	205,250	205,250	217,250	12,000	5.8%
OTHER FINANCING SOURCES								
TRANSFER IN	225,228	225,000	175,000	175,000	175,000	175,000	-	0.0%
OTHER	16,345	9,370	-	-	-	-		
TOTAL REVENUES & OTHER FINANCING SOURCES	111,911,092	112,443,423	114,182,379	114,182,379	114,077,379	113,395,532	(786,847)	-0.7%

REVENUE ACCOUNT DETAIL**PROPERTY TAXES**

Current Year Taxes: Current year taxes equal the total expenditure budget less all other resources (revenues):

Total expenditure budget = \$113,395,532

Total all other resources = \$ 10,384,765

Current year taxes = \$103,010,767

Prior Year Taxes: Prior year taxes represent collections of delinquent taxes from prior years. Amount estimated (budgeted) is based on collection experience and a review of major delinquent accounts.

Interest and Lien Fees: Interest and lien fees on delinquent taxes. Estimate is based on collection experience.

Supplemental Motor Vehicle Taxes: This account reflects supplemental motor vehicle tax collections. All motor vehicles registered after October 1st are billed in January (as opposed to the prior July if the motor vehicle was registered before October 1st). Estimates are arrived by using prior years experience and the condition of the economy (motor vehicle sales).

Telecommunication Property Taxes: Connecticut General Statutes allow telecommunications services companies to have their personal property assessed by the State, rather than the Assessor of the town in which it is located. These companies issue personal property tax payments directly to municipalities. Estimates are based on prior year's experience. The State does not inform the Town the amount till after the budget is approved.

REVENUE ACCOUNT DETAIL (-continued-)**INTERGOVERNMENTAL**

Link to: [Estimates of State Aid to Municipalities](#) (right click – open hyperlink)

Elderly Tax Relief – Circuit Breaker Municipalities are reimbursed for the revenue loss incurred as a result of granting real property tax credits to the elderly and totally disabled. State law provides a property tax credit program for Connecticut owners in residence of real property, who are elderly (65 and over) or totally disabled, and whose annual incomes do not exceed certain limits. An estimate is received from the Assessor.

In Lieu of Tax - State Owned Property Estimate is taken from the State's Office of Policy and Management's "Estimates of State Aid to Municipalities" publication (usually February of each year). This grant provides payments for real property tax losses due to exemptions applicable to state owned real property. The amount is not a 100% reimbursement of lost taxes. The amount from the State has been declining.

Veteran's Additional Exemptions: To reimburse towns, cities and boroughs that provide additional property tax relief for veterans and certain survivors who are already receiving exemptions/tax relief under the Veterans' Program provided for in the Connecticut General Statutes: Section 12-81 (19) through (26). State law provides a basic \$1,000 property tax exemption for certain honorably discharged veterans who actively served at least 90 days during war time, or their survivors. State law also provides an additional exemption for veterans and disabled veterans who are eligible for the basic exemption and who can meet certain income limits. Estimates are based on prior year amounts.

Totally Disabled Exemption: To reimburse municipalities that provide property tax relief to resident property owners eligible for total disability payments under Social Security or other government retirement plans. State law provides a \$1,000 property tax exemption for property owners who are permanently and totally disabled. An applicant must be permanently and totally disabled and receiving Social Security disability benefits or benefits under a federal, state or local retirement program which contains disability requirements comparable to those of the Social Security Administration. Estimates are based on prior year amounts.

REVENUE ACCOUNT DETAIL**INTERGOVERNMENTAL (-continued-)**

Town Aid for Roads: A grant to reimburse the towns for construction, reconstruction, improvement or maintenance of highways, sections of highways, bridges or structures incidental to highways and bridges or the improvement thereof, including the plowing of snow, the sanding of icy pavements, the trimming and removal of trees, the installation, replacement and maintenance of traffic signs, signals and markings, and for traffic control and vehicular safety programs, traffic and parking planning and administration, and other purposes and programs related to highways, traffic and parking, and for the purposes of providing and operating essential public transportation services and related facilities. Estimate is taken from the State's Office of Policy and Management's "Estimates of State Aid to Municipalities" publication (usually February of each year).

Mashantucket, Pequot Grant: To provide unrestricted grants to towns from the proceeds of the Mashantucket Pequot/Mohegan Fund. The Mashantucket Pequot/Mohegan Fund annually distributes a grant to each of the state's 169 municipalities. The distribution is based on numerous factors including, but not limited to, the value of state-owned property, private college and general hospitals, population, equalized net grand list, and per capita income as set forth in Sections 3-55i, j, and k of the Connecticut General Statutes. Estimate is taken from the State's Office of Policy and Management's "Estimates of State Aid to Municipalities" publication (usually February of each year).

CT School Building Grant These school construction grants are the "old" school construction grants. These grants represent partial reimbursement of bond principal and interest payments relating to school construction projects. Now towns are reimbursed on a current basis. Eligible school construction projects are now bonded on a net cost basis. These "old" grants will decrease each year until the last grant payment in 2021-2022 (equaling \$16,299). Estimate is taken from a bond amortization schedule provided by the State.

REVENUE ACCOUNT DETAIL-INTERGOVERNMENTAL (-continued-)

Miscellaneous Grants: This account is used for any miscellaneous grants received that are of a reimbursement type. Typically no revenue estimate is recorded unless there is a specific grant known.

LOCIP Grant: To provide reimbursement to cities, towns and boroughs for specific capital projects (such as road, bridge or sewer construction) as fully defined in Connecticut General Statutes Section 7-536(a)4, and to encourage development of a five year Local Capital Improvement Plan by the towns. The Local Capital Improvement Program (LoCIP) distributes funds to municipalities to reimburse the cost of eligible local capital improvement projects such as road, bridge or public building construction activities. Estimate is taken from the State's Office of Policy and Management's "Estimates of State Aid to Municipalities" publication (usually February of each year).

Grants for Municipal Projects: The Office of Policy and Management administers this program pursuant to PA 13-239 (55), PA 13-247 (128) and PA 15-1 (JSS – 55) for the construction and maintenance of public highways, roads and bridges.

Municipal Revenue Sharing (Add'l. Sales Tax): Beginning in 2016 -17, The Office of Policy and Management administers this program pursuant to PA 15-244 (207 b 4) and PA 15-4 (494 b 4).

Education Cost Sharing The Education Cost Sharing (ECS) grant has been in existence since 1989-90. It continues to be Connecticut's primary education equalization aid program. The State Department of Education administers this grant. Estimate is taken from the State's Office of Policy and Management's "Estimates of State Aid to Municipalities" publication (usually February of each year).

REVENUE ACCOUNT DETAIL-INTERGOVERNMENTAL (-continued-)

Public School Transportation Grant: The Department of Education administers the Public School Transportation grant pursuant to CGS §10-54, §10-66ee, §10-97, §10-158a, §10-266m, §10-273a and §10-277. Percentages used to reimburse local districts for public school transportation expenditures depend on local wealth, based on the ranking of each district's Adjusted Equalized Net Grand List Per Capita (AENGLC). The wealthiest 17 towns are assigned a reimbursement percentage of zero; the remaining districts are each assigned a reimbursement percentage that is more than zero and equal to or less than 60. Secondary and K-12 regional districts receive a 10 percentage point bonus. No local or regional board of education may receive an entitlement of less than \$1,000. There is a proportionate reduction of grant totals, as calculated, to the amount of the appropriation. Due to the state's current fiscal constraints, this grant program was reduced by 10% in FY2011-12. The amount available for FY2012-13 was reduced even further in anticipation of reduced transportation costs based on the outcome of the Connecticut Regional Educational Service Center Alliance study in FY 2011-12. Estimate is taken from the State's Office of Policy and Management's "Estimates of State Aid to Municipalities" publication (usually February of each year).

Non Public School Transportation Grant: The Department of Education administers the Non-public School Transportation grant pursuant to CGS §10-266m, §10-277 and §10-281. Percentages used to reimburse local districts for non-public school transportation expenditures are determined in the same manner as are the reimbursement percentages for the Public School Transportation Grant. Allowable transportation costs for non-public school children are capped at twice the per pupil public school transportation expenditure for the year prior to the expenditure year. There is a proportionate reduction of grant totals, as calculated, to the amount of the appropriation. Due to the state's current fiscal constraints, this grant program was reduced by 10% in FY2011-12. Estimate is taken from the State's Office of Policy and Management's "Estimates of State Aid to Municipalities" publication (usually February of each year).

Health Services – St. Rose: Estimate is taken from the State's Office of Policy and Management's "Estimates of State Aid to Municipalities" publication (usually February of each year).

CHARGES FOR SERVICES

Senior Center Member Fees: A fee charged to seniors participating in the senior center.

Town Clerk Conveyance: Local conveyance fees are determined by state statutes. Estimate is based on prior years experience and forecasting the economic climate.

Town Clerk – Other: Estimated copy fees; map fees and other miscellaneous fees from the Town Clerk's office (sporting licenses, dog licenses, vital fees, birth certificates, etc.). Estimate is based on prior year's experience.

REVENUE ACCOUNT DETAIL – CHARGES FOR SERVICES (-continued-)

Water/Sewer Charges for Services: This item reflects charges for services rendered to the water and sewer fund. Services are performed by the tax collector office and the finance office.

Police Recruitment: Police employment application fees. Estimate is given by the Chief of Police.

Parks & Recreation Fees: Fees for Parks & Recreation programs. These fees relate to the programs in the Parks & Recreation budget. These programs are not self supporting. They are partially funded by taxes. There are Parks & Recreation programs that are fully self supporting. These programs are financed in a special revenue fund. Estimates are based on prior years experience and input by the Parks & Recreation Department.

Tuition: Local tuition fees. Estimate is given by the Education Department.

School Activity Fees: School activity fees used to offset associated costs in the Board of Education budget. Fees relate to nurture program, parking permits, pay for participation for sports and certain building usage fees. Estimate is given by the Education Department.

Building Permits: Building permits fees. Estimate is based on prior years experience and forecasting the economic climate.

Permit Fees: Driveway bond permit fees and road excavation fees. Estimate is based on prior years experience and forecasting the economic climate.

Transfer Station Fees: Land fill fees including day pass, second car, demolition, month pass, year pass, pallets, hauler registration fee, metal sales and stumps fees. Estimate is based on prior year's experience.

Land Use Permits: Revenue from Land Use permit fees and Land Use violation fees and fines.

REVENUE ACCOUNT DETAIL (-continued-)**INVESTMENT INCOME**

Interest on Investments: Interest on investments of idle operational funds. Estimate is based on prior year's actual and forecasted economic climate.

OTHER REVENUES

Police Misc. Revenue: Alarm registration fees etc.

Miscellaneous Revenue: Miscellaneous fees not included in the revenue accounts above such as map and copy fees. Estimate is based on prior year's experience.

BOE Misc. Revenue: Estimate given by the Education Department.

OTHER FINANCING SOURCES

Transfer In: Estimated amount is the amount estimated left in the police private duty special revenue fund. The police private duty special revenue fund accounts for police special duty (after hours) activity such as traffic control at construction sites. The corresponding expenses are payroll, vehicle wear and tear, employee benefits. Any amount left in the fund at fiscal year end is transferred to the general fund. Estimate is based on prior year's experience.

EXPENDITURE BUDGET DETAIL

GENERAL GOVERNMENT FUNCTIONS

DEPARTMENT: SELECTMEN**MISSION/DESCRIPTION**

To provide leadership, vision, and oversight to ensure the effective delivery of public services. The First Selectman is elected by the people and is the chief executive officer overseeing the administrative operations of the Town government.

BUDGET HIGHLIGHTS

The budget for the Selectmen's department, for fiscal year 2017-18 is increased by \$7,446 or 1.8%. The increase is mainly due to salaries.

SELECTMEN BUDGET

SELECTMEN	2017 - 2018 BUDGET									CHANGE	
	2014 - 2015	2015 - 2016	2016 - 2017			1st SELECTMAN	BOS	BOF	LC		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	ESTIMATED	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	152,484	153,372	154,374	154,374	154,374	162,542	162,542	162,542	162,542	8,168	5.3%
GROUP INSURANCE	21,007	21,107	23,128	23,128	23,128	23,577	23,577	23,577	23,128	-	0.0%
SOCIAL SECURITY CONTRIBUTIONS	12,641	11,949	12,345	12,345	12,345	12,970	12,970	12,970	12,970	625	5.1%
RETIREMENT CONTRIBUTIONS	9,022	8,835	9,421	9,421	9,421	10,542	10,542	10,542	10,074	653	6.9%
TOWN HALL O.T. /ED. /LONGEVITY	8,000	7,595	8,000	8,000	8,000	8,000	8,000	8,000	8,000	-	0.0%
PROF SVS - LEGAL	264,518	213,328	200,000	200,000	200,000	200,000	200,000	200,000	200,000	-	0.0%
DUES, TRAVEL & EDUCATION	2,877	612	3,000	3,000	3,000	2,000	2,000	2,000	2,000	(1,000)	-33.3%
OFFICE SUPPLIES	-	2,258	-	3,500	3,500	2,500	2,500	2,500	2,500	(1,000)	-28.6%
OTHER EXPENDITURES	3,458	3,723	4,000	4,000	4,000	4,000	4,000	4,000	4,000	-	0.0%
	474,008	422,779	414,268	417,768	417,768	426,131	426,131	426,131	425,214	7,446	1.8%

DEPARTMENT: SELECTMEN**ACCOUNT DETAIL**

Salaries & Wages – Full Time: Per the Charter (2-45 (c)) “The salary for the First Selectman shall be set by the Legislative Council during the budget making process of each odd numbered year. The salary may be fixed at different rates for each year of the 2 year term. The salary shall not be changed during the 2 year term of office”.

First Selectman’s salary was increased by 2% at the Legislative Council meeting on 12/07/2016. This will be effective on 1/1/2018. This results in an annual salary of \$106,574. The salary amount below (\$105,529) is a result of increasing the salary half way thru the fiscal year.

The First Selectman’s executive assistant is a non union position. Non union positions reflect an increase of 2.25% in this budget. There is also a \$6,000 salary enhancement (another planned for 2018-19) to bring the position to the average of other similar towns.

<u>Selectmen</u>		<u>2016 - 2017</u>		<u>2017 - 2018</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
First Selectman	nu	1	104,484	1	105,529	0	1,045
Executive Assistant	nu	1	49,890	1	57,013	0	7,123
		2	154,374	2	162,542	0	8,167

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer’s share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 278, for a breakdown of medical benefit costs and the distribution of costs to the various departments. The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract. **Social Security Contributions** – this amount reflects the employer’s share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 276 for a description of the pension plans and a breakdown of the ARC (by department).

DEPARTMENT: SELECTMEN

Town Hall – OT; Education; Longevity: This account is used for employee professional education, any emergency overtime and longevity payments for Town Hall Union employees (per contract). The amount is the same as the prior year.

Professional Services - Legal: This account is used for the legal retainer for the Town Attorney. The amount is \$5,000 a month. The retainer covers general advice to the Town, including research, opinion letters, review of contracts, leases, acceptance of roads and open space acquisitions. It also includes advice to the Board of Selectmen, the Board of Finance, the Legislative Council, the Assessor; Tax Collector; Building Department; Health District; Conservation Commission; Economic Development Commission; Board of Finance; Park & Recreation Commission; Board of Assessment Appeals and the Ethics Board. It also includes attendance at various meetings as requested.

In addition, this account also covers litigation expenses not included in the retainer including union negotiations. This account budget has been amended in years of heavy litigation. The extra budget amount has come from the contingency account.

The legal account has been increased over the last several years to reflect actual experience.

Dues, Travel & Education: Covers any dues, travel expenses or conference expenses. Amount has stayed the same.

Office Supplies: Office supplies amount has been reduced to reflect actual experience.

Other Expenditures: This account is used for newspaper subscriptions and other miscellaneous Selectmen expenses that may arise. The budget amount has remained the same.

DEPARTMENT: SELECTMEN - OTHER**MISSION/DESCRIPTION**

This department accounts for town wide (centralized) clerking for committee and board meetings; copier leasing and postage; legal advertising and repairs and maintenance of office equipment. In the near future this department will be discontinued and the related budget amounts will be accounted for in their respective departments. The purchasing and control of these items will still be centralized. Office supplies has been distributed to the various department budgets.

BUDGET HIGHLIGHTS

The Selectmen – Other department budget has increased by \$1,265 or 0.7%. Increased copier leasing has been off set by decreased repair and maintenance based on actual experience.

SELECTMEN – OTHER BUDGET

						2017 - 2018 BUDGET					
	2014 - 2015	2015 - 2016	2016 - 2017			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>SELECTMEN - OTHER</u>	<u>ACTUALS</u>	<u>ACTUALS</u>	<u>ADOPTED</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>PROPOSED</u>	<u>PROPOSED</u>	<u>RECOMMENDED</u>	<u>ADOPTED</u>	<u>\$</u>	<u>%</u>
SOCIAL SECURITY CONTRIBUTIONS	1,932	3,389	2,295	2,295	2,295	3,060	3,060	3,060	3,060	765	33.3%
REPAIR & MAINTENANCE SERVICES	1,238	1,009	5,000	5,000	5,000	2,500	2,500	2,500	2,500	(2,500)	-50.0%
COPIER LEASING	36,441	40,208	40,000	40,000	40,000	43,000	43,000	43,000	43,000	3,000	7.5%
POSTAGE	53,934	58,480	55,000	55,000	55,000	55,000	55,000	55,000	55,000	-	0.0%
ADVERTISING	15,068	24,610	18,000	18,000	18,000	18,000	18,000	18,000	18,000	-	0.0%
MEETING CLERKS	49,038	48,848	50,000	50,000	50,000	50,000	50,000	50,000	50,000	-	0.0%
OFFICE SUPPLIES	50,668	-	59,500	-	-	-	-	-	-	-	
OTHER EXPENDITURES	17,615	-	-	-	-	-	-	-	-	-	
	225,933	176,544	229,795	170,295	170,295	171,560	171,560	171,560	171,560	1,265	0.7%

DEPARTMENT: SELECTMEN – OTHER**ACCOUNT DETAIL**

Social Security Contributions: – this amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act) relating to meeting clerk wages. The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare.

Repair & Maintenance: This account covers the repair and maintenance of town wide office equipment.

<u>Repair/Maintenance</u>	<u>16-17</u>	<u>Difference</u>	<u>17-18</u>	
Assessor	1,150	(430)	720	Adv.Comp. Tech. Ann. Serv. \$720
Building	150	-	150	
Communications	500	(500)	-	Cleaning Dispatcher chairs
Finance	300	(100)	200	Repairs and Mnt. For typewriter
Fire Marshal	500	(500)	-	
First Selectman	250	(250)	-	
Highway	400	(200)	200	
Land Use	400	(70)	330	typewriters(3), recorders(3) transcriber, plotter, microphones(7)
Police Department	300	(100)	200	
Senior Services	150	(150)	-	
Tax Collector	200	(200)	-	
Town Clerk	700	-	700	Map Viewer, Reader/Printer, Blue Print Machine
	5,000	(2,500)	2,500	

DEPARTMENT: SELECTMEN – OTHER

Copier Leasing: This account covers copier lease charges for all departments.

<u>Copiers</u>	<u>16-17</u>	<u>Difference</u>	<u>17-18</u>	
Staples & Excess Usage	2,000	(2,000)	-	Use supplies account
Assessor	4,000	-	4,000	
Fire Marshal	2,955	(55)	2,900	
First Selectman's Office	7,210	(10)	7,200	
Highway	2,668	4,332	7,000	
Land Use	3,950	50	4,000	
Park & Rec	3,000	-	3,000	
Police	6,525	(25)	6,500	
Registrars	1,295	5	1,300	
Senior Center	1,220	80	1,300	
Social Service	3,127	(627)	2,500	
Town Clerk	3,316	(16)	3,300	
Totals	41,266	1,734	43,000	

Postage: This account covers postage for all town departments. The budget amount is based on prior year's average experience.

Advertising: This account covers legal notices for all departments; such as Town meetings, public hearings, job postings, bid notices, etc.

DEPARTMENT: SELECTMEN – OTHER

Meeting Clerks: This account pays for clerking at the various board and committee meetings.

<u>Clerks</u>	<u>16-17</u>	<u>Difference</u>	<u>17-18</u>	
Board of Assess.	375	-	375	(3 @ \$125)
A/V Tech.	7,375	625	8,000	records meetings
Board of Ethics	500	-	500	(4 @ \$125)
Board of Finance	3,500	-	3,500	(28 @ \$125)
Board of Selectman	3,375	-	3,375	(27 @ \$125)
Commission on Aging	1,500	-	1,500	(12 @ \$125)
Conservation Commission	2,750	250	3,000	(24 @ \$125)
EDC	1,500	-	1,500	(12 @ \$125)
Employee Medical Benefits Bd.	500	-	500	(4 @ \$125)
Fire Commission	1,750	-	1,750	(14 @ \$125)
Hattertown Historic District	125	-	125	(1 @ \$125)
Inland Wetlands	2,750	-	2,750	(22 @ \$125)
Legislative Council	4,900	-	4,900	(28 @ \$175)
Parks & Recreation Comm	1,750	-	1,750	(14 @ \$125)
Pension Committee	1,000	-	1,000	(10 @ \$125)
Permanent Memorial Comm	750	-	750	(6 @ \$125)
Planning & Zoning Comm	4,200	-	4,200	(24 @ \$175)
Police Commission	1,500	-	1,500	(12 @ \$125)
Public Building Committee	3,000	-	3,000	(24 @ \$125)
Public Safety	500	-	500	(4 @ \$125)
Strategic Planning-Mun. Bldgs				
Sustainable Energy	1,250	-	1,250	(10 @ \$125)
Zoning Board of Appeals	750	-	750	(6 @ \$125)
Misc. Boards & Commissions	3,000	525	3,525	
TOTALS	48,600	1,400	50,000	

DEPARTMENT: SELECTMEN – OTHER

Office Supplies: Office supplies are no longer accounted for in this department. The budget amount was transferred to the various departments to properly reflect the actual cost of the department.

Other Expenditures: This account was for ADP (payroll) service fees. Town has now changed to the BOE accounting/payroll system resulting in annual savings of over \$20,000. This amount was transferred to IT maintenance fees.

DEPARTMENT: HUMAN RESOURCES**MISSION/DESCRIPTION**

The Town of Newtown's Human Resources Department serves to attract, develop, administer benefits, motivate and retain a diverse workforce within a supportive, safety conscious work environment.

BUDGET HIGHLIGHTS

Budget decreased (\$9,975) or (8.0%) due to a decrease in professional services relating to pension administration which is offset by an increase in salaries

HUMAN RESOURCES BUDGET

						2017 - 2018 BUDGET					
	2014 - 2015	2015 - 2016	2016 - 2017			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>HUMAN RESOURCES</u>	<u>ACTUALS</u>	<u>ACTUALS</u>	<u>ADOPTED</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>PROPOSED</u>	<u>PROPOSED</u>	<u>RECOMMENDED</u>	<u>ADOPTED</u>	<u>\$</u>	<u>%</u>
SALARIES & WAGES - FULL TIME	60,542	66,191	62,926	62,926	62,926	70,342	70,342	70,342	70,342	7,416	11.8%
GROUP INSURANCE	16,565	16,615	18,245	18,245	18,245	18,598	18,598	18,598	18,245	-	0.0%
SOCIAL SECURITY CONTRIBUTIONS	4,610	4,807	4,814	4,814	4,814	5,381	5,381	5,381	5,381	567	11.8%
RETIREMENT CONTRIBUTIONS	3,052	3,236	3,975	3,975	3,975	3,517	3,517	3,517	3,517	(458)	-11.5%
PROF SVS - OFFICIAL /	29,969	30,484	30,000	30,000	30,000	17,500	17,500	17,500	17,500	(12,500)	-41.7%
PROF SVS - PROFESSIONAL	4,997	6,200	5,000	5,000	5,000	-	-	-	-	(5,000)	-100.0%
	119,736	127,533	124,960	124,960	124,960	115,338	115,338	115,338	114,985	(9,975)	-8.0%

DEPARTMENT: HUMAN RESOURCES**ACCOUNT DETAIL**

Salaries & Wages – Full Time: The Human Resource Administrator is a non union position. Non union positions reflect an increase of 2.25% in this budget. There is also a salary enhancement of \$6,000 to get the human resource administrator position to an average salary equal to similar towns.

<u>Human Resources</u>		<u>2016 - 2017</u>		<u>2017 - 2018</u>		<u>INCREASE (DECREASE)</u>	
			AMENDED		1st SELECTMAN		
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Human Resources Admin.	nu	1	62,926	1	70,342	0	7,416

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 278 for a breakdown of medical benefit costs and the distribution of costs to the various departments. The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract. **Social Security Contributions** – this amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 276 for a description of the pension plans and a breakdown of the ARC (by department).

DEPARTMENT: HUMAN RESOURCES

Professional Services – Official/Administrative: This account did reflect the Pension actuarial services supplied to the town for current and retired employees. This included the service of preparing the pension checks. These costs will now be transferred to the pension trust fund. The pension accounting report prepared for the financial statements cannot be paid by the pension trust fund.

Professional Services - Professional: This account reflects pre-employment testing and motor vehicle reports. In addition the pension accounting report (for the financial statements) cost will also be included.

Note: The two accounts above will be combined into one account: Professional Services.

HUMAN RESOURCE - MEASURES & INDICATORS								
(Calendar Year)								
		Actual	Actual	Actual	Actual	Actual	Actual	Actual
<u>Measure/Indicator</u>		<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Work Injury - days away		58	30	132	260	78	23	268
*** 1 employee = 98 days; total represents 7 employees								

DEPARTMENT: TAX COLLECTOR**MISSION/DESCRIPTION**

To collect all taxes, interest, fees, sewer assessments and sewer use charges due to the Town of Newtown and to account for them in a timely manner. Operate the tax office in a courteous, professional and efficient manner. The Tax Collector's Office carries out duties and responsibilities in full compliance with applicable laws, regulations and ordinances.

BUDGET HIGHLIGHTS

The budget for the Tax Collector's department, for fiscal year 2017-18 has increased by \$5,695 or 1.6%. Increase is mainly due to an increase in retirement contributions due to pension asset performance and an increase in salaries and wages.

TAX COLLECTOR BUDGET

TAX COLLECTOR	2014 - 2015 ACTUALS	2015 - 2016 ACTUALS	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	206,679	211,536	215,862	215,862	215,862	220,381	220,381	220,381	220,381	4,519	2.1%
SALARIES & WAGES - PART TIME	11,370	12,499	12,500	12,150	12,500	12,500	12,500	12,500	12,500	350	2.9%
SALARIES & WAGES - SEASONAL	5,024	3,654	4,600	4,950	4,600	4,600	4,600	4,600	4,600	(350)	-7.1%
SALARIES & WAGES - OVER TIME	1,733	3,151	3,000	3,000	3,000	3,000	3,000	3,000	3,000	-	0.0%
GROUP INSURANCE	83,196	83,329	91,362	91,362	91,362	93,150	93,150	93,150	91,363	1	0.0%
SOCIAL SECURITY CONTRIBUTIONS	16,784	17,287	18,051	18,051	18,051	18,397	18,397	18,397	18,397	346	1.9%
RETIREMENT CONTRIBUTIONS	10,306	10,919	13,637	13,637	13,637	16,276	16,276	16,276	14,466	829	6.1%
DUES, TRAVEL & EDUCATION	595	328	750	750	750	750	750	750	750	-	0.0%
OFFICE SUPPLIES	-	4,770	-	5,000	5,000	5,000	5,000	5,000	5,000	-	0.0%
	335,687	347,473	359,762	364,762	364,762	374,054	374,054	374,054	370,457	5,695	1.6%

DEPARTMENT: TAX COLLECTOR**ACCOUNT DETAIL****Salaries & Wages – Full Time****Salaries & Wages – Part Time****Salaries & Wages – Seasonal****Salaries & Wages – Overtime**

The Tax Collector is a non union position. Non union positions have been given a 2.25% increase. All other full time positions belong to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.00% per contract.

<u>Tax Collector</u>		<u>2016 - 2017</u>		<u>2017 - 2018</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Tax Collector	nu	1	80,896	1	82,716	0	1,820
Assistant Tax Collector	th	1	57,166	1	58,309	0	1,143
Bookkeeper / Data Entry	th	1	39,420	1	40,208	0	788
Bookkeeper / Data Entry	th	1	38,381	1	39,148	0	768
		4	215,862	4	220,381	0	4,519
<u>PART TIME</u>							
PT Clerk	th	1	12,500	1	12,500	0	-
<u>SEASONAL</u>							
Part time summer employee		n/a	4,600	n/a	4,600	n/a	-
<u>OVERTIME</u>							
Overtime for busy collection periods		n/a	3,000	n/a	3,000	n/a	-

DEPARTMENT: TAX COLLECTOR

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 278, for a breakdown of medical benefit costs and the distribution of costs to the various departments. The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract. **Social Security Contributions** – this amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 276 for a description of the pension plans and a breakdown of the ARC (by department).

Dues, Travel & Education: This account pays for dues for state and county tax collector associations. It also pays for meeting fees for those associations. Also pays for tax collector certification courses.

Office Supplies: Office supplies.

Web site for Connecticut Tax Collectors Association: [Connecticut Tax Collectors Association, Inc](http://ConnecticutTaxCollectorsAssociation.com)

TAX COLLECTOR - MEASURES & INDICATORS							
<u>Measure/Indicator</u>	<u>GRAND LIST YEAR</u>						
	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Current Year Tax Collection Rate	99.08%	99.17%	99.12%	99.00%	99.02%	99.27%	99.19%
Number of Customer Accounts	39,415	39,270	39,350	38,973	39,044	39,250	39,263
Note: a decrease in customer accounts represents, mainly, a decrease in motor vehicle accounts.							
Number of customer accounts does not include supplemental motor vehicle.							

DEPARTMENT: PROBATE COURT**MISSION/DESCRIPTION**

Connecticut's probate court system is built on a 300-year-old foundation of commitment to service, integrity, and the rule of law. Today, in addition to their traditional role of overseeing decedents' estates and trusts, the probate courts handle a wide range of sensitive issues affecting children, the elderly, persons with intellectual disability, and individuals with psychiatric disabilities. In carrying out their responsibilities, the probate courts strive to protect the rights of individuals while affording those involved in probate matters an approachable and consumer friendly environment.

Website: [CT PROBATE COURT](#)

BUDGET HIGHLIGHTS

The Connecticut probate court system was centralized in 2011-2012. The budget item in this department represents a contribution towards the expenses of the Northern Fairfield County Probate District (45) regional probate court in Bethel. Centralizing the probate court system was done by the State of Connecticut as an efficiency measure to save money. So far it has not saved Newtown any money.

PROBATE BUDGET

	2014 - 2015 ACTUALS	2015 - 2016 ACTUALS	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>PROBATE COURT</u>											
PROF SVS - OFFICIAL /	8,062	7,514	7,372	7,372	7,372	8,000	7,200	7,200	7,200	(172)	-2.3%

DEPARTMENT: TOWN CLERK**MISSION/DESCRIPTION**

The Town Clerk's Office serves the Town by performing over 500 duties mandated by the Secretary of the State as well as over 100 duties mandated by the Town. Some of these functions include: recording and indexing of [land records](#) which include deeds, mortgages, veteran discharge records and [Survey Maps](#) from the year 1711 to the present; maintaining [vital records](#). All birth, death, marriage, civil union involving Newtown residents as well as those non-residents occurring in Newtown from the year 1711 to the present; issuing [marriage licenses](#), [dog licenses](#) and liquor licenses. Agendas of all boards and commissions and minutes are posted on Town website and hard copies of town meetings are maintained in our office. [Trade name certificates](#) for businesses doing business in the Town of Newtown are filed in our office; elections - it is the Town Clerk's responsibility to create poll and absentee ballots for all Town, State and Federal elections, primaries and referendums. The Town Clerk is also responsible for issuing, mailing and recording absentee ballots up to the point of delivery the day of the election.

Our Mission is to always provide for and serve all of the citizens of Newtown in the most fair and objective manner possible while always adhering to all of the laws of our State and Town.

BUDGET HIGHLIGHTS

The budget for the Town Clerk's department, for fiscal year 2017-18 has increased by \$1,266 or 0.4%. Increase is mainly due to an increase in retirement contributions due to pension asset performance and an increase in salaries and wages. This increase is off set by a decrease in printing and binding.

The Town Clerk has a special revenue fund for document preservation which provides around \$18,000 a year.

TOWN CLERK BUDGET

TOWN CLERK	2014 - 2015 <u>ACTUALS</u>	2015 - 2016 <u>ACTUALS</u>	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			<u>ADOPTED</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>1st SELECTMAN</u>	<u>BOS</u>	<u>BOF</u>	<u>LC</u>	<u>\$</u>	<u>%</u>
						<u>PROPOSED</u>	<u>PROPOSED</u>	<u>RECOMMENDED</u>	<u>ADOPTED</u>		
SALARIES & WAGES - FULL TIME	177,213	180,489	184,192	184,192	184,192	188,058	188,058	188,058	188,058	3,866	2.1%
GROUP INSURANCE	61,850	61,905	67,944	67,944	67,944	69,274	69,274	69,274	67,944	-	0.0%
SOCIAL SECURITY CONTRIBUTIONS	13,467	13,618	14,091	14,091	14,091	14,386	14,386	14,386	14,386	295	2.1%
RETIREMENT CONTRIBUTIONS	9,535	9,826	11,318	11,318	11,318	12,855	12,855	12,855	11,923	605	5.3%
PROF SVS - OFFICIAL /	426	429	500	500	500	500	500	500	500	-	0.0%
PRINTING, BINDING & MICROFICHING	30,497	33,916	33,000	33,000	33,000	30,000	30,000	30,000	30,000	(3,000)	-9.1%
DUES, TRAVEL & EDUCATION	3,000	2,155	2,500	2,500	2,500	2,500	2,500	2,500	2,500	-	0.0%
OFFICE SUPPLIES	-	3,349	-	4,000	4,000	3,500	3,500	3,500	3,500	(500)	-12.5%
	295,987	305,687	313,545	317,545	317,545	321,073	321,073	321,073	318,811	1,266	0.4%

ACCOUNT DETAIL

Salaries & Wages – Full Time: The Town Clerk is an elected non union position. Non union positions reflect an increase of 2.25% in this budget (charter 2-45(a) ... Town Clerk's salary shall be set from time to time by the Legislative Council...). All other full time positions belong to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.00% per contract.

Town Clerk	POSITION	union	2016 - 2017		2017 - 2018		INCREASE (DECREASE)	
			# AUTH.	AMENDED	1st SELECTMAN	# AUTH.	BUDGET	BUDGET
				BUDGET				
Town Clerk		nu	1	72,990	1	74,633	0	1,642
Assistant Town Clerk		th	3	111,201	3	113,425	0	2,224
			4	184,192	4	188,058	0	3,866

DEPARTMENT: TOWN CLERK

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 278, for a breakdown of medical benefit costs and the distribution of costs to the various departments. The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract. **Social Security Contributions** – this amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 276 for a description of the pension plans and a breakdown of the ARC (by department).

Professional Services – Official/Administrative: In accordance with Sec. 7-76 of the Connecticut General Statutes fees due to other Towns for recording births, marriages and deaths are recorded in this account.

Printing & Binding: This account reflects monthly fees for microfilm creation, offsite storage for microfilm, web hosting, software license/support, audits, indexing supplies, publication of codification of all ordinances and regulations. The Town Clerk has been able to upgrade software to the most current technology available, also adding two online features (1) enabling the public to print land records from their computers ([TOWN CLERK PORTAL](#)) which generates additional monthly revenue and (2) a Property Check, a 24/7 service that protects residents from potential property and mortgage fraud ([PROPERTY CHECK](#)) . This account also reflects the cost of printing a Town annual report. This action is in State Statute sec. 7-100. All officers, boards, commissions and departments of the Town shall submit a report of their activities during the previous fiscal year to the Town Clerk prior to October 1. The Town Clerk shall prepare and publish the annual Town report as soon as practical thereafter.

The First Selectman has decreased this account by \$3,000 due to available funds in the Town Clerk special revenue fund.

DEPARTMENT: TOWN CLERK

Dues, Travel & Education: This account covers the cost of yearly dues for the CT Town Clerks Association, the New England Clerks Association and the International Clerks Association. There are County quarterly meetings with mandatory attendance. It also covers the cost of two conferences in which attendance is required per State Statute. Also covers continuing education for Town Clerk certification and further education for all assistants.

Office Supplies: Office supplies amount has been reduced to reflect actual experience.

First Selectman has reduced this account by \$500 to reflect actual experience.

Web site for Connecticut Town Clerks Association: [CT TOWN CLERKS ASSOC](#)

TOWN CLERK - MEASURES & INDICATORS								
(calander year)								
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
<u>Measure/Indicator</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Land Records Processed	6,756	6,274	6,084	6,968	6,219	5,212	5,297	5,326
Birth Certificates	177	199	164	163	163	156	154	173
Death Certificates	192	199	204	261	217	187	174	223
Marriage Certificates	157	140	132	143	144	121	110	118
Dog Licenses	1,906	1,897	2,048	1,995	2,051	2,282	2,247	2,235
Note: Land Records indicate # of "instruments", not the # of pages in the instrument.								

DEPARTMENT: REGISTRARS**MISSION/DESCRIPTION**

The Registrars of Voters strives to increase voter enrollment and participation, maintain voter files, and conduct elections, primaries and referendums and to uphold the integrity of the electoral process.

Legal Requirements and Primary Responsibilities:

Federal/State Election Laws and Regulations and Municipal Ordinances mandate the duties and responsibilities of the department. These mandates govern the conduct of elections, primaries and referendums, registration and enrollment of voters and maintenance of voter files and election related records. Some of our duties and responsibilities include:

- Administration of elections, primaries and referendums.
- Conducting and promoting voter registration and promoting voter participation.
- Informing citizens/residents of their voting rights and responsibilities.
- Providing updates on recent changes in election laws, rules and regulations.
- Conducting the Annual Canvass of Voters.
- Certification of petition signatures.
- Appointing and training all Election Officials.
- Registrars are elected every four (4) years.

BUDGET HIGHLIGHTS

The budget for the Registrar's department, for fiscal year 2017-18 is decreased by (\$14,101) or (9.3%). This is mainly due to a decrease in the professional service election account due to decreased activity compared to the prior year.

REGISTRARS BUDGET

REGISTRARS	2014 - 2015	2015 - 2016	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	61,532	62,669	63,955	63,955	63,955	65,394	65,394	65,394	65,394	1,439	2.3%
SALARIES & WAGES - PART TIME	18,500	19,816	21,420	21,420	21,420	21,420	21,420	21,420	21,420	-	0.0%
SOCIAL SECURITY CONTRIBUTIONS	6,380	6,852	7,526	7,526	7,526	7,636	7,636	7,636	7,636	110	
PROF SVS - ELECTION	43,880	56,628	47,700	47,700	47,700	35,000	35,000	35,000	35,000	(12,700)	-26.6%
REPAIR & MAINTENANCE SERVICES	2,000	2,063	2,100	2,100	2,100	2,100	2,100	2,100	2,100	-	
DUES, TRAVEL & EDUCATION	638	3,447	6,450	6,450	6,450	3,500	3,500	3,500	3,500	(2,950)	-45.7%
OFFICE SUPPLIES	-	1,349	-	2,000	2,000	2,000	2,000	2,000	2,000	-	
	132,930	152,824	149,151	151,151	151,151	137,050	137,050	137,050	137,050	(14,101)	-9.3%

ACCOUNT DETAIL

Salaries & Wages – Full Time: The Registrars are elected non union employees. Non union positions reflect an increase of 2.25% in this budget.

The Registrars payroll account comprises the following:

Registrars		2016 - 2017		2017 - 2018		INCREASE (DECREASE)	
POSITION	union	AMENDED		1st SELECTMAN			
		# AUTH.	BUDGET	# AUTH.	PROPOSED	# AUTH.	BUDGET
Registrar	nu	2	63,955	2	65,394	0	1,439

DEPARTMENT: REGISTRARS

Salaries & Wages – Part Time: Reflects a 2.25% increase in hourly wage.

Social Security Contributions: This amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare.

Professional Services – Election: This account includes (1) Referenda: This is for all costs associated with the annual budget referendum. Additional referenda will require a transfer of funds. (2) Any primary's. An estimate is \$10,000 per party. (3) Election Expenses: This is for all costs associated with the November election.

Repair & Maintenance: The Registrars have to have an outside agency come in and test the tabulators annually. We have a contract which includes the mandated inspection as well as repairs (which are very costly and frequent).

Dues, Travel & Education: Education and training covers the cost of biannual conferences for education and law updates as well as official state training for our moderators. There are also classes for the Registrars to attend. Annual dues for the Registrars of Voters Association of Connecticut (ROVAC). Among other things this association provides professional development and is a valuable resource for the department. An additional benefit to being a member of ROVAC is discounted prices for biannual conferences.

First Selectman has reduced budget amount by \$\$2,950 due to the one time expense last year of certification courses for the two registrars.

Office Supplies: Office supplies.

Web site for ROVAC: [REGISTRARS OF VOTERS ASSOC OF CT](#)

DEPARTMENT: ASSESSOR**MISSION/DESCRIPTION**

The Assessor's Office is responsible for maintaining and creating the annual Grand List. This List includes Real Property, Personal Property, and Motor Vehicles. All assessments are at 70% of its value in accordance with provisions of the Connecticut General Statutes. Real property is land and building improvements located within the City limits. Taxation is based on the assessed value established during the last revaluation. The interim years are updated with the addition of new construction. This involves the physical inspection of new construction, i.e., new house, addition, decks, remodeling, etc. The source is usually through the building permits issued. The Personal Property list consists of all businesses located within the Town of Newtown. In general terms, personal property is everything needed to engage in a business enterprise, excluding land and any improvements thereon. The common categories are machinery, furniture and fixtures, equipment, data processing equipment, horses and ponies, and unregistered motor vehicles. Discovery of new accounts are obtained by telephone directories, newspaper articles, advertisements, trade names filed with the City Clerk, and a physical canvass of the business districts. State Statutes require all owners of business personal property to file annual lists of such property no later than November 1st, or be subject to a 25% penalty. The Motor Vehicle list is developed with the help of the Department of Motor Vehicles. Pursuant to Section 14-163 of the Connecticut General Statutes, the Commissioner of Motor Vehicles is required to furnish to the Assessor in each town, a list containing the names and addresses of the owners of motor vehicles, residing in their respective towns, as they appear on October 1st of each year, using the records of the motor vehicles department. The list is then priced and developed according to this information. The values are based on average retail from the National Automobile Dealers Association price guides recommended by the Office of Policy & Management. In addition, the Assessor is responsible for reviewing and approving various forms of property tax relief. The result of these efforts is annual reconciliation of the Grand List: a record of all Taxable and Tax-exempt property in Newtown.

BUDGET HIGHLIGHTS

The budget for the Assessor department, for fiscal year 2017-18 is increased by \$5,988 or 2.0%. Increase is mainly due to an increase in retirement contributions due to pension asset performance and a change in pension actuarial calculation and an increase in salaries and wages. Overtime has also increased due to revaluation activity.

ASSESSOR BUDGET

						2017 - 2018 BUDGET						
	2014 - 2015	2015 - 2016	2016 - 2017			1st SELECTMAN	BOS	BOF	LC	CHANGE		
<u>ASSESSOR</u>	<u>ACTUALS</u>	<u>ACTUALS</u>	<u>ADOPTED</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>PROPOSED</u>	<u>PROPOSED</u>	<u>RECOMMENDED</u>	<u>ADOPTED</u>	<u>\$</u>	<u>%</u>	
SALARIES & WAGES - FULL TIME	156,660	165,251	169,003	169,003	169,003	172,565	172,565	172,565	172,565	3,562	2.1%	
SALARIES & WAGES - PART TIME	20,219	19,273	39,600	39,600	39,600	40,392	40,392	40,392	40,392	792	2.0%	
SALARIES & WAGES - OVERTIME	4,500	2,969	3,000	3,000	3,000	3,000	3,000	3,000	3,000	-	0.0%	
GROUP INSURANCE	45,746	46,010	50,211	50,211	50,211	51,187	51,187	51,187	50,211	-	0.0%	
SOCIAL SECURITY CONTRIBUTIONS	13,060	13,755	15,958	15,958	15,958	16,291	16,291	16,291	16,291	333	2.1%	
RETIREMENT CONTRIBUTIONS	9,220	9,590	13,178	13,178	13,178	15,727	15,727	15,727	13,979	801	6.1%	
OTHER EMPLOYEE BENEFITS	75	75	150	150	150	150	150	150	150	-	0.0%	
PROF SVS - AUDIT	5,500	1,175	3,500	3,500	3,500	4,000	4,000	4,000	4,000	500	14.3%	
DUES, TRAVEL & EDUCATION	3,511	3,490	5,000	5,000	5,000	5,000	5,000	5,000	5,000	-	0.0%	
OFFICE SUPPLIES	-	4,754	-	4,800	4,800	4,800	4,800	4,800	4,800	-	0.0%	
	258,491	266,342	299,600	304,400	304,400	313,112	313,112	313,112	310,388	5,988	2.0%	

DEPARTMENT: ASSESSOR**ACCOUNT DETAIL****Salaries & Wages – Full Time****Salaries & Wages – Part Time**

The Assessor is a non union position. Non union positions reflect an increase of 2.25% in this budget. All other full time positions belong to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.00% per contract.

<u>Assessor</u>		<u>2016 - 2017</u>		<u>2017 - 2018</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Assessor	nu	1	72,757	1	74,394	0	1,637
Deputy Assessor	th	1	57,166	1	58,309	0	1,143
Data Entry Clerk	th	1	39,080	1	39,862	0	782
		3	169,003	3	172,565	0	1,925
<u>PART TIME</u>							
PT Field Technician(s) (48hr/wk x 16.83/hr x 50wk)	th	2	39,600	2	40,392	0	792

Salaries & Wages – Over Time

An increase of \$3,000 has been requested due to anticipated increased work load relating to the 2017 Revaluation. This will cover informal hearings, field inspections, field card changes and the Board of Assessment Appeal Changes.

The First Selectman has reduced this account by \$3,000. The department is has received one more part time position which should handle the extra load.

DEPARTMENT: ASSESSOR**ACCOUNT DETAIL**

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 278, for a breakdown of medical benefit costs and the distribution of costs to the various departments. The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract. **Social Security Contributions** – this amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 276 for a description of the pension plans and a breakdown of the ARC (by department).

Other Employee Benefits: No increase.

Professional Services - Audit: This account covers personal property audits (pursuant to CGS 12-53). Additional revenues, as a result of the audits, exceed the amount spent in this account several times over.

Dues, Travel & Education: Continuing education, to keep assessor certification, thru Connecticut Association of Assessing Officers (CAAO). (CAAO web site: [CT ASSOC OF ASSESSING OFFICERS](#)). This account also pays for property valuation periodicals and other educational materials.

Office Supplies: Office supplies.

ASSESSOR - MEASURES & INDICATORS							
	(GL 2009)	(GL 2010)	(GL 2011)	(GL 2012)	(GL 2013)	(GL 2014)	(GL 2015)
<u>Measure/Indicator</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Number of Real Estate Accounts	11,915	12,117	11,929	12,117	12,148	12,153	12,127
Number of Personal Property Accounts	1,900	1,855	1,892	1,887	1,865	1,850	1,782
Number of Motor Vehicle Accounts	26,535	26,236	26,182	26,242	26,334	26,540	26,557
Number of Exemptions Applied	2,291	2,393	2,466	2,393	2,345	2,336	2,304

DEPARTMENT: FINANCE**MISSION/DESCRIPTION**

The Finance Department's major areas of responsibility include budget management, payroll, purchasing, assets, accounting, debt management, investments, and financial reporting. Our mission:

- To manage and maintain financial records in conformity with generally accepted accounting principles and in compliance with State and Federal laws.
- To develop and maintain effective and efficient financial planning, reporting and central support systems in order to support the operating departments in achieving their program objectives.
- To provide the First Selectman, Board of Selectmen, Board of Finance and Legislative Council with financial information on a timely and meaningful basis.
- To provide quality service to the residents; and to safeguard the Town's assets.

BUDGET HIGHLIGHTS

The budget for the Finance department, for fiscal year 2017-18 is decreased by (\$14,729) or (2.8%). Increase is mainly due to an increase in retirement contributions due pension asset performance offset by a decrease in payroll due to the elimination of a position (by changing position tasks).

FINANCE BUDGET

	2014 - 2015 ACTUALS	2015 - 2016 ACTUALS	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
FINANCE											
SALARIES & WAGES - FULL TIME	366,233	370,013	371,219	371,219	371,219	357,084	357,084	357,084	357,084	(14,135)	-3.8%
GROUP INSURANCE	83,437	83,321	91,554	91,554	91,554	93,327	93,327	93,327	91,554	-	0.0%
SOCIAL SECURITY CONTRIBUTIONS	25,927	25,986	26,486	26,486	26,486	25,404	25,404	25,404	25,404	(1,082)	-4.1%
RETIREMENT CONTRIBUTIONS	28,413	29,433	33,451	33,451	33,451	36,372	36,372	36,372	33,439	(12)	0.0%
DUES, TRAVEL & EDUCATION	3,274	1,741	2,875	2,875	2,875	3,375	3,375	3,375	3,375	500	17.4%
OFFICE SUPPLIES	-	4,495	-	5,500	5,500	5,500	5,500	5,500	5,500	-	0.0%
OTHER EXPENDITURES	1,013	1,013	1,500	1,500	1,500	1,500	1,500	1,500	1,500	-	0.0%
	508,297	516,002	527,085	532,585	532,585	522,562	522,562	522,562	517,856	(14,729)	-2.8%

DEPARTMENT: FINANCE**ACCOUNT DETAIL**

Salaries & Wages – Full Time: The Financial Director & Assistant Finance Director are non union positions. Non union positions reflect an increase of 2.25% in this budget. All other full time positions belong to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.00% per contract.

<u>Finance</u>	<u>2016 - 2017</u>			<u>2017 - 2018</u>		<u>INCREASE (DECREASE)</u>	
	<u>union</u>	<u># AUTH.</u>	<u>AMENDED BUDGET</u>	<u># AUTH.</u>	<u>1st SELECTMAN PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
<u>POSITION</u>							
Finance Director	nu	1	147,216	1	150,528	0	3,312
Assistant Finance Director	nu	1	84,606	1	86,509	0	1,904
Accountant/Payroll	th	1	66,213	1	67,537	0	1,324
Accounts Payable Clerk	th	1	51,480	1	52,510	0	1,030
Secretary (25.0 hrs)	th	1	21,705	0	-	-1	(21,705)
		5	371,219	4	357,084	-1	(14,135)

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 278, for a breakdown of medical benefit costs and the distribution of costs to the various departments. The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract. **Social Security Contributions** – this amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 276 for a description of the pension plans and a breakdown of the ARC (by department).

DEPARTMENT: FINANCE

Dues, Travel & Education: This account pays for Government Finance Officers Association (GFOA) dues for both state and national organization. It also pays for the GFOA national conference, Connecticut GFOA quarterly meetings and other professional development meetings.

Web site for the National Government Finance Officers Association: [GOVT FINANCE DIRECTORS ASSOC](#)

This account also pays for an annual subscription to the Wall Street Journal.

Office Supplies: Office supplies.

Other Expenditures: This account pays for two software licenses: fixed assets and capital improvement plan (CIP) reporting.

FINANCE - MEASURES & INDICATORS								
	Fiscal Year							
<u>Measure/Indicator</u>	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Actual 2016</u>
GFOA Certificate for Excellence in Financial Reporting	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Audit Findings of Material Weakness	None	None	None	None	None	None	None	None
Unassigned Fund Balance as a % of General Fund Expenditures	7.20%	6.70%	7.10%	7.90%	8.80%	9.30%	9.60%	10.02%
Short Term Investment Fund Return	0.51%	0.26%	0.22%	0.12%	0.18%	0.16%	0.16%	0.44%

DEPARTMENT: TECHNOLOGY DEPARTMENT**MISSION/DESCRIPTION**

The Technology and Geographic Information System (GIS) Department provides 7x24x365 technological support to all departments within the town. This department provides strategic planning for the IT infrastructure and applications, which includes hardware and software support along with decisions regarding application deployment strategies. The organization oversees IT vendor management, desktop purchases and their deployment while maintaining the daily operation of all application and system programs. Data and network security are also significant areas managed by the department. The routers, switches, servers and firewall equipment, are vital components to the infrastructure and this department works to maintain a secure network environment, protected from hackers, viruses and other malicious intent. The staff also provides help desk support to nearly 200 town employees who require PC application assistance, PC repair, network configuration and troubleshooting, web application installations, e-mail support, backup and recovery of data and security monitoring along with telephone support.

The organization works with the Police Department to maintain Mobile Device Terminals (MDTs) used in patrol vehicles during traffic stops and other patrol activities. The IT department collaborates with 911 dispatchers, who receive approximately 6,500 emergency calls annually, to provide maintenance support for their equipment. For the Fire Department, the technology staff maintains the KNOX box codes required for emergency building access.

The GIS maintains the database of all town properties that include detailed information on residential homes, property boundary lines, wetlands, sewer lines and fire hydrants. This database is used by the Police Department and Dispatch to verify caller location to help ensure that emergency services arrive directly to the location of concern. Residents can view online inquiries concerning local properties.

The Technology and GIS department will continue to support the town and its residents by implementing processes, systems and applications that will:

- Streamline and facilitate access to town information
- Cost-effectively simplify the environment
- Secure and protect the town's technological assets and data
- Support municipal goals for improving and enhancing services

DEPARTMENT: TECHNOLOGY DEPARTMENT**BUDGET HIGHLIGHTS**

The budget for the Technology department, for fiscal year 2017-18 is increased by \$30,535 or 4.9%. Increase is mainly due to an increase in retirement contributions due to pension asset performance; an increase in salaries and wages; an increase in Software/hardware account due to increased IT security and license fees and an increase in fees and professional services relating to the town phone system.

TECHNOLOGY DEPARTMENT BUDGET

<u>TECHNOLOGY DEPARTMENT</u>	2014 - 2015	2015 - 2016	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	181,034	260,938	274,763	274,763	274,763	280,670	280,670	280,670	280,670	5,907	2.1%
GROUP INSURANCE	53,766	54,542	59,044	59,044	59,044	60,199	60,199	60,199	59,044	-	0.0%
SOCIAL SECURITY CONTRIBUTIONS	12,061	18,582	21,019	21,019	21,019	21,471	21,471	21,471	21,471	452	2.2%
RETIREMENT CONTRIBUTIONS	10,312	13,166	14,759	14,759	14,759	16,199	16,199	16,199	15,335	576	3.9%
FEES & PROFESSIONAL SERVICES	-	23,758	25,000	25,000	25,000	33,200	33,200	33,200	33,200	8,200	32.8%
SOFTWARE/HARDWARE	199,998	143,936	179,500	179,500	179,500	198,600	198,600	198,600	198,600	19,100	10.6%
DUES, TRAVEL & EDUCATION	8,244	7,155	13,000	13,000	13,000	10,000	10,000	10,000	10,000	(3,000)	-23.1%
OFFICE SUPPLIES	-	9,838	-	7,700	7,700	9,000	9,000	9,000	9,000	1,300	16.9%
EQUIPMENT - TECHNOLOGY	45,500	61,049	32,000	32,000	32,000	30,000	30,000	30,000	30,000	(2,000)	-6.3%
	510,915	592,964	619,085	626,785	626,785	659,339	659,339	659,339	657,320	30,535	4.9%

DEPARTMENT: TECHNOLOGY DEPARTMENT**ACCOUNT DETAIL**

Salaries & Wages – Full Time: Two full time positions in the IT department are non-union positions. Non union positions reflect an increase of 2.25% in this budget. Two full time positions belong to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.00% per contract.

<u>Technology</u>		<u>2016 - 2017</u>		<u>2017 - 2018</u>		<u>INCREASE (DECREASE)</u>	
<u>POSITION</u>	<u>union</u>	<u>AMENDED</u>		<u>1st SELECTMAN</u>			
		<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
IT Director	nu	1	98,544	1	100,761	0	2,217
IT Operations Supervisor	nu	1	66,300	1	67,792	0	1,492
GIS Software Specialist	th	1	43,162	1	44,025	0	863
Technology Specialist	th	1	60,000	1	61,200	0	1,200
Secretary Support (5 hours per week)			6,756		6,892		135
		4	274,763	4	280,670	0	5,907

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 278, for a breakdown of medical benefit costs and the distribution of costs to the various departments. The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract. **Social Security Contributions** – this amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 276 for a description of the pension plans and a breakdown of the ARC (by department).

DEPARTMENT: TECHNOLOGY DEPARTMENT

Fees & Professional Services: This budget line item accounts for fees & professional services relating to information technology systems and accounting systems.

<u>Fees & Professional Services:</u>	<u>2016-17</u>	<u>2017-18</u>
ATRION - TIME BANK	20,000	-
E-PLUS, SMARTNET	-	10,000
E-PLUS, MANAGED SERVICES	-	18,200
SUNGUARD/PHOENIX - ACCOUNTING SYSTEM SERVICES	5,000	5,000
	25,000	33,200

Software/Hardware Maintenance Fees: This budget line item accounts for an ongoing program to maintain the current investment in software and hardware throughout the enterprise. This line item consolidates contractual services for all the town's software and hardware.

<u>SOFTWARE/HARDWARE:</u>			
DESCRIPTION	<u>2016-17</u>	<u>2017-18</u>	<u>Comment</u>
Server hardware maintenance	20,000	20,000	contractual
Quality Data System maintenance - Tax Collector	19,000	19,000	contractual
GIS system maintenance - ESRI	15,000	17,000	License increase
Quality Data System maintenance - Assessor	11,000	14,700	contractual - add'l support and reports
Viewpoint permit system	19,000	19,000	
Sunguard/Phoenix - accounting system maintenance	10,000	10,000	
Vision - Assessor CAMA system maintenance	7,500	9,000	contractual
Renew microsoft office licenses	9,000	10,000	
VM licenses	6,000	6,000	
Virtual Town Hall - Town web site	5,500	6,400	Increase due to website upgrade
Vermont Systems - maintenance for webtrac-rectrack-risograph (Recreation)	5,000	5,000	
Other	2,000	2,000	
Fiber Tech	3,000	3,500	Fiber for internet from MOC to PD
New England GeoSystem - Assessor map xpress interactive public GIS	4,000	4,000	For online maps and map updates
New England GeoSystem - Public Works citizen request management system	3,500	3,500	Work order system, updates & web host
New England GeoSystem - Professional GIS mapping consulting services	2,500	3,000	
VIWO - Google applications service provider	10,000	10,500	Vaulting all email records for FOI.
Vaulting E-mails (E-mail storage)	9,000	10,000	Google increase to G-suite
Department of MV	7,000	7,000	
Fortinent Support - Network security	3,500	3,500	Web filtering, virus protection at the wall
Foresite - Firewall support	-	6,500	Security firewall support
Computer Enviroment Monitoring	3,000	3,000	
Public Safety Data Network usage fees	2,500	2,500	
LexisNexis - Assessor	-	1,000	
LexisNexis - Tax Collector	2,500	2,500	
	179,500	198,600	

DEPARTMENT: TECHNOLOGY DEPARTMENT

Dues, Travel & Education: There is a wide understanding that in order for government to meet the needs of the public, government must adopt technologies that conform to this strategy. This budgetary line item provides for an on-going program of training and instruction on critical applications to help users develop and enhance skill sets for their business practices. This includes technical presentations, conferences, and workshops to take advantage of rapidly changing technologies.

<u>Description:</u>	2016-17	<u>2017-18</u>
ERSI Training ***	5,000	
VMWARE Training ***	2,500	
SAN Training ***	2,500	
CISCO Switch Training ***	3,000	
CISCO IP Phone Training (two people)	-	3,000
On going IT department Training		7,000
*** Available on 12/15/2016 for training	13,000	10,000

Office Supplies: Office supplies including ink cartridges for department printers and copiers. Amount is based on experience.

Equipment - Technology: This budget line item is reserved for non-recurring expenses envisioned for the upcoming fiscal year. This items are conveyed to the department by a hardware request and then reviewed within the IT and GIS department and with the requesting department. These investments relate back to the stated goals of the department.

		2017-18	
		Dept	1st Selectman
<u>CAPITAL EQUIPMENT:</u>	<u>2016-17 ***</u>		
Replacement PC's and Equipment	-	30,000	20,000
SAN disk replacements (Storage Area Network)	12,000	2,000	2,000
Server for VM's (Virtual Machines)	15,000	-	-
Parks & Recreation Maintenance Building - Data Center - UPS (\$7,500) and Secure room (\$10,000)	-	17,500	-
Internet Broadcasting /Recording - Council Chamber	-	15,000	-
Dell Equallogic - storage	-	-	-
Replace unsupported switches	-	8,000	8,000
Firewall/Security Replacement	5,000	-	-
***\$35,000 in cap non-recurring fund for IT capital equipment			
	32,000	72,500	30,000

DEPARTMENT: UNEMPLOYMENT**DESCRIPTION**

Municipalities have a choice when it comes to paying unemployment. They can pay the tax or reimburse the fund. The Town has chosen to reimburse the unemployment compensation fund for the total amount of regular benefits extended to prior employees instead of paying unemployment insurance taxes. The Town is billed once a month by the State Department of Labor for benefits paid to past employees.

BUDGET HIGHLIGHTS

This account is a very hard account to predict. The amount actually paid depends on how soon a past employee gets gainful employment. Typically this account has had a budget of \$10,000 - \$15,000. Expenditures have ranged from \$7,000 to \$30,000 over the years. If an additional appropriation is needed it has come from contingency.

UNEMPLOYMENT BUDGET

	2014 - 2015 ACTUALS	2015 - 2016 ACTUALS	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>UNEMPLOYMENT</u>											
UNEMPLOYMENT COMPENSATION	646	33,656	10,000	25,000	25,000	10,000	10,000	10,000	10,000	(15,000)	-60.0%

DEPARTMENT: OPEB CONTRIBUTION**DESCRIPTION**

This department represents the amount contributed to the Other Post Employment Benefits (OPEB) Trust Fund for the payment of retiree medical benefits. Like the pension fund, employees that receive benefits after retirement earn those benefits each year they work. Amounts are contributed to the trust for future benefits. The Police and Teachers are eligible for retiree health benefits (the BOE budgets an amount for the teachers OPEB amounts).

BUDGET HIGHLIGHTS

Contributions to the OPEB fund started in 2009-2010 due to a new accounting pronouncement. It was a planned target to reach the annual required contribution (ARC) over a period of five years. However this has not been possible due to the economic downturn. The amount in the medical benefit account represents current retiree medical costs. The total budget amount represents a percent of the ARC for the Town (BOE has their own).

OPEB CONTRIBUTION BUDGET

						2017 - 2018 BUDGET						
	2014 - 2015	2015 - 2016	2016 - 2017			1st SELECTMAN	BOS	BOF	LC	CHANGE		
<u>OPEB CONTRIBUTION</u>	<u>ACTUALS</u>	<u>ACTUALS</u>	<u>ADOPTED</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>PROPOSED</u>	<u>PROPOSED</u>	<u>RECOMMENDED</u>	<u>ADOPTED</u>	<u>\$</u>	<u>%</u>	
GROUP INSURANCE	157,405	77,755	85,531	85,531	85,531	87,241	87,241	87,241	85,531	-	0.0%	
OTHER POST EMPLOYMENT	100,000	220,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	-	0.0%	
	257,405	297,755	185,531	185,531	185,531	187,241	187,241	187,241	185,531	-	0.0%	

DEPARTMENT: INSURANCE**DESCRIPTION**

A majority of the Town's insurance is handled thru CIRMA. The Connecticut Inter-local Risk Management Agency (CIRMA) was established as a service program of the Connecticut Conference of Municipalities (CCM) in 1980 in response to the municipal insurance crisis of the time. CIRMA has become Connecticut's leading provider of municipal risk financing and risk management services. CIRMA operates two risk pools, the Workers' Compensation and the Liability-Auto-Property pool. They also provide risk management services to self-insured municipalities (included).

CIRMA website: [CIRMA](#)

BUDGET HIGHLIGHTS

The insurance budget has increased \$45,500 or 4.1% due to an increase in insurance rates based on the insurance pool experience.

INSURANCE BUDGET

	2014 - 2015 ACTUALS	2015 - 2016 ACTUALS	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>INSURANCE</u>											
INSURANCE, OTHER THAN	962,080	1,053,402	1,075,000	1,095,000	1,095,000	1,165,500	1,165,500	1,165,500	1,140,500	45,500	4.2%
OTHER EXPENDITURES	11,494	5,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	-	0.0%
	973,574	1,058,402	1,085,000	1,105,000	1,105,000	1,175,500	1,175,500	1,175,500	1,150,500	45,500	4.1%

DEPARTMENT: INSURANCE**ACCOUNT DETAIL**

Insurance Other Than Employee Benefits: This account covers the CIRMA premium for general liability, auto and property insurance; the CIRMA premium for worker's compensation insurance; the insurance consultant's fee of \$35,000; a crime coverage policy; a treasurer bond; an auto & umbrella insurance for fire apparatus and employee motor vehicle license check fees. The insurance policy premiums have been increased 6% on advice from our insurance consultant.

Other Expenditures: This account covers the deductibles for auto and property insurance.

MEASURES & INDICATORS								
(Fiscal Year)								
<u>Measure/Indicator</u>	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Actual 2016</u>
Pot Hole Claims	9	19	10	15	7	26	26	8
Town Vehicle Claims	13	23	28	26	18	14	22	9
General Liability Claims	7	7	9	5	4	6	9	6

DEPARTMENT: PROFESSIONAL ORGANIZATIONS**MISSION/DESCRIPTION**

To participate in organizations that champion the interests of the Town of Newtown.

BUDGET HIGHLIGHTS

Dues for professional organizations have increased \$2,958 or 8.5%.

PROFESSIONAL ORGANIZATIONS BUDGET

	2014 - 2015	2015 - 2016	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN	BOS	BOF	LC	\$	%
	ACTUALS	ACTUALS				PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
PROFESSIONAL ORGANIZATIONS											
OTHER EXPENDITURES	34,593	34,744	34,744	34,744	34,744	34,744	37,702	37,702	37,702	2,958	8.5%

DEPARTMENT: PROFESSIONAL ORGANIZATIONS**ACCOUNT DETAIL**

Other Expenditures: This account pays for the following professional organizations –

	<u>PROFESSIONAL ORGANIZATIONS</u>	<u>2016 - 2017</u>	<u>2017 - 2018</u>	<u>CHANGE</u>
	WestCOG	17,465	20,423	2,958
	CMM	15,254	15,254	-
	COST	1,225	1,225	-
	REG BROWNFIELD'S	800	800	-
	TOTAL	34,744	37,702	2,958

WestCOG: The Western Connecticut Council of Governments (WestCOG) consists of 18 member towns. It is dedicated to preserving and improving the quality of life and economic vitality in western Connecticut. WestCOG works on topical areas such as transportation, housing, community development, environment and open space while providing technical and planning assistance and expertise. WestCOG provides a forum for municipalities to communicate and collaborate in addressing inter-municipal issues and needs.

Website: [WestCOG](#)

CCM: The Connecticut Conference of Municipalities (CCM) is Connecticut's statewide association of towns and cities. CCM is an inclusionary organization that celebrates the commonalities between, and champions the interests of, urban, suburban and rural communities. CCM represents municipalities at the General Assembly, before the state executive branch and regulatory agencies, and in the courts. CCM provides member towns and cities with a wide array of other services, including management assistance, individualized inquiry service, assistance in municipal labor relations, technical assistance and training, policy development, research and analysis, publications, information programs, and service programs such as workers' compensation, liability-automobile-property insurance, risk management, and energy cost-containment.

Website: [CCM](#)

DEPARTMENT: PROFESSIONAL ORGANIZATIONS

COST: COST is an advocacy organization committed to giving small towns a strong voice in the legislative process. Its members are Connecticut towns with populations of less than 30,000.

COST IS:

- **UNIQUE-** The only statewide organization dedicated exclusively to serving the interests of Connecticut's small towns.
- **INFLUENTIAL-** A public-policy advocacy group that champions the cause of Connecticut's small towns in the Connecticut legislature and the U.S. Congress.
- **RESPECTED-** A professional, issues-oriented organization highly regarded by leaders at both the state and federal levels.
- **PRACTICAL-** The most effective way for Connecticut's small towns to speak with one voice and to have an impact on state and federal decisions that affect their future.
- **SUCCESSFUL-** A skilled, politically savvy advocacy team with a strong record of accomplishment.
- **GROWING-** COST's membership has grown substantially. Today more than 85 percent of eligible Connecticut towns are now members of COST. Website: <http://www.ctcost.org/pages/index>

Regional Brownfield's: The Valley Council of Governments, through our Regional Brownfield's Partnership of West Central CT (RBP), oversees and conducts a range of assistance activities across a 25-town region for the identification, assessment and remediation of Brownfield's sites. As members, municipalities pay an annual \$800 dues fee. Members are, in turn, eligible to access funding from any of our various programs, including EPA site assessment grants and economic development loans for investigation and remediation for both public and privately-owned sites. The Valley Council of Governments also manages revolving loan funds in conjunction with the state and federal governments that potentially can provide large amounts of money for difficult site cleanups. Please read below to understand our mission and activities in greater detail.

Website: [BROWNFIELDS](#)

DEPARTMENT: LEGISLATIVE COUNCIL**MISSION/DESCRIPTION**

The Legislative Council shall annually designate an independent, certified public accounting firm to audit the books and accounts of the Town as required by the General Statutes.

BUDGET HIGHLIGHTS

Request has decreased due to the expectation of lower audit fees due to the planned RFP for audit services.

LEGISLATIVE COUNCIL BUDGET:

	2014 - 2015	2015 - 2016	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN	BOS	BOF	LC	\$	%
	ACTUALS	ACTUALS				PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>LEGISLATIVE COUNCIL</u>											
PROF SVS - AUDIT	44,000	46,200	47,690	47,690	47,690	45,000	45,000	45,000	45,000	(2,690)	-5.6%
OTHER EXPENDITURES	500	-	-	-	-	-	-	-	-	-	
	44,500	46,200	47,690	47,690	47,690	45,000	45,000	45,000	45,000	(2,690)	-5.6%

DEPARTMENT: DISTRICT CONTRIBUTIONS**MISSION/DESCRIPTION**

The Town of Newtown is made up of five districts: Sandy Hook, Hawleyville, Botsford, Dodgingtown, and the Borough. Two of those districts, Sandy Hook and Hawleyville, have established organizations which work to improve, develop, and preserve its neighborhood. The purpose of this account is to fund the work of neighborhood organizations for such items as plantings, lighting, and sidewalk repairs.

BUDGET HIGHLIGHTS

Sandy Hook district contributions are for required maintenance on the streetscape improvements.

DISTRICT CONTRIBUTIONS BUDGET

						2017 - 2018 BUDGET						
	2014 - 2015	2015 - 2016	2016 - 2017			1st SELECTMAN	BOS	BOF	LC	CHANGE		
DISTRICT CONTRIBUTIONS	ACTUALS	ACTUALS	ADOPTED	AMENDED	ESTIMATED	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%	
OTHER EXPENDITURES - HATTERTOWN	-	-	-	-	-	-	-	-	-	-		
OTHER EXPENDITURES - HAWLEYVILLE	-	-	-	-	-	-	-	-	-	-		
OTHER EXPENDITURES - SANDY HOOK	9,810	15,000	15,000	15,000	15,000	10,000	10,000	10,000	10,000	(5,000)	-33.3%	
	9,810	15,000	15,000	15,000	15,000	10,000	10,000	10,000	10,000	(5,000)	-33.3%	

DEPARTMENT: SUSTAINABLE ENERGY COMMITTEE**MISSION/DESCRIPTION**

To identify, implement and support renewable energy use, energy efficiency and energy conservation programs in which Newtown's residents, businesses, organizations and town agencies can participate.

To disseminate information relating to cost effective and environmentally conscious renewable energy use, energy efficiency and energy conservation programs.

Furthermore, the Sustainable Energy Commission will support the efforts of Town elected officials, volunteers and employees to identify and implement renewable energy use, energy efficiency and energy conservation programs.

To support, develop and organize any other such programs or innovations as recommended by the Board of Selectmen.

Web site: <http://www.gogreennewtown.com/>

BUDGET HIGHLIGHTS

The budget for the Sustainable Energy Committee, for fiscal year 2017-18 has remained the same.

SUSTAINABLE ENERGY BUDGET

	2014 - 2015 ACTUALS	2015 - 2016 ACTUALS	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
SUSTAINABLE ENERGY COMM											
OTHER EXPENDITURES	4,999	5,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	-	0.0%

DEPARTMENT: FAIRFIELD HILLS AUTHORITY**BUDGET HIGHLIGHTS**

The following services are performed by other town departments at the Fairfield Hills Campus:

PARKS & RECREATION

Mowing & landscape work in non-playing field areas. \$44,000 **

Contracted sidewalk snow removal – municipal building \$ 2,500

POLICE

Security contract \$20,000

FAIRFIELD HILLS AUTHORITY BUDGET

	2014 - 2015 ACTUALS	2015 - 2016 ACTUALS	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>FAIRFIELD HILLS AUTHORITY</u>											
SALARIES & WAGES - PART TIME	20,106	20,302	-	-	-	-	-	-	-	-	
GROUP INSURANCE	4,650	4,650	-	-	-	-	-	-	-	-	
SOCIAL SECURITY CONTRIBUTIONS	1,538	1,516	-	-	-	-	-	-	-	-	
RETIREMENT CONTRIBUTIONS	1,125	1,069	-	-	-	-	-	-	-	-	
CONTRACTUAL SERVICES **	-	-	-	-	-	44,000	44,000	44,000	44,000	44,000	
GENERAL SUPPLIES	221	248	-	-	-	-	-	-	-	-	
	27,640	27,785	-	-	-	44,000	44,000	44,000	44,000	44,000	

** This cost has been reflected in the Parks & Recreation budget; is now assigned to the Fairfield Hills Authority budget (contract service is supervised by P & R).

PUBLIC SAFETY FUNCTIONS

DEPARTMENT: EMERGENCY COMMUNICATIONS**MISSION/DESCRIPTION**

The Newtown Emergency Communications Center strives to provide the most effective emergency communications possible. To attain this goal, we must establish professional standards and attract, train and retain the qualified employees necessary to provide this service. This agency will carry out all tasks with an eye towards the future. We will strive to make innovation, cost effectiveness and cooperation our standard.

EMERGENCY COMMUNICATIONS**GOALS & ACCOMPLISHMENTS**

NECC staff continues to advance in training initiatives completing monthly on-line training from Police Legal Sciences and APCO International. Services the Center continues to promote and support to our residents is Smart911 (available on town website: www.newtown-ct.gov). The NECC is represented at the annual Health Fair and Arts Festival. The staff has been honored for its achievements, dedication and service to the Newtown community by APCO International, MECC and NENA all Public Safety Professional Organizations dedicated to Telecommunicators.

BUDGET HIGHLIGHTS

The budget for Emergency Communications, for fiscal year 2017-18 is increased by \$20,364 or 1.8%. Increase is mainly due to an increase in retirement contributions due to pension asset performance and an increase in salaries and wages. Rental of equipment has also increased due to an increase in service contracts.



DEPARTMENT: EMERGENCY COMMUNICATIONS**EMERGENCY COMMUNICATIONS BUDGET**

EMERGENCY COMMUNICATIONS						2017 - 2018 BUDGET				CHANGE	
	2014 - 2015	2015 - 2016	2016 - 2017			1st SELECTMAN	BOS	BOF	LC		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	ESTIMATED	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	499,755	497,837	586,179	586,179	586,179	598,691	598,691	598,691	598,691	12,512	2.1%
SALARIES & WAGES - OVERTIME	141,865	109,933	90,000	90,000	90,000	90,000	90,000	90,000	90,000	-	0.0%
GROUP INSURANCE	102,686	102,758	112,999	112,999	112,999	115,208	115,208	115,208	112,999	-	0.0%
SOCIAL SECURITY CONTRIBUTIONS	49,168	45,393	51,728	51,728	51,728	52,685	52,685	52,685	52,685	957	1.8%
RETIREMENT CONTRIBUTIONS	23,846	28,133	35,125	35,125	35,125	41,987	41,987	41,987	37,319	2,194	6.2%
OTHER EMPLOYEE BENEFITS	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	-	0.0%
REPAIR & MAINTENANCE SERVICES	34,171	34,232	35,158	35,158	35,158	35,158	35,158	35,158	35,158	-	0.0%
RENTAL OF EQUIPMENT	163,990	200,876	195,541	195,541	195,541	200,742	200,742	200,742	200,742	5,201	2.7%
OTHER PURCHASED SERVICES	70	1,711	3,000	3,000	3,000	3,000	3,000	3,000	3,000	-	0.0%
DUES, TRAVEL & EDUCATION	7,077	8,074	7,000	7,000	7,000	7,000	7,000	7,000	7,000	-	0.0%
OFFICE SUPPLIES	-	109	-	1,000	1,000	500	500	500	500	(500)	-50.0%
CAPITAL	-	-	-	-	-	-	-	-	-	-	-
	1,024,629	1,031,056	1,118,730	1,119,730	1,119,730	1,146,972	1,146,972	1,146,972	1,140,094	20,364	1.8%

DEPARTMENT: EMERGENCY COMMUNICATIONS**ACCOUNT DETAIL**

Salaries & Wages - Fulltime: The Director of Emergency Communications is a non union position. Non union positions reflect an increase of 2.25% in this budget. The emergency telecommunicators are in the Emergency Tele-communicator and Police Clerical Local 1303-136 Union. A contract has not been negotiated yet for 2015-2016 and beyond. An estimated increase of 1.9% for 2015-16 and 2.0% for 2016-17 is reflected in this budget (these estimates reflect the increases of other unions).

<u>Communications</u>		<u>2016 - 2017</u>		<u>2017 - 2018</u>		<u>INCREASE (DECREASE)</u>	
			<u>AMENDED</u>		<u>1st SELECTMAN</u>		
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Director of Emergency Communications	nu	1	72,732	1	74,370	0	1,637
Emergency Telecommunicator	disp	9	483,282	9	494,157	0	10,875
Holiday Pay/Longevity/Incentives			30,165		30,165		-
		10	586,179	10	598,691	0	12,512
<u>Police</u>							

Salaries & Wages - Overtime: The Communications Center is a 24-hour a day, 7 day a week – 365 day a year operation, our doors NEVER close – we may just move operations to the Emergency Operations Center. There is two staff assigned to the Center at all times unless there is extenuating or operational exceptions made and those are done very rarely. To maintain that staffing level overtime is authorized for vacations – training – sick and or personal time allocated by contract. All overtime must be authorized by the Director.

DEPARTMENT: EMERGENCY COMMUNICATIONS

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 278, for a breakdown of medical benefit costs and the distribution of costs to the various departments. The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract. **Social Security Contributions** – this amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 276 for a description of the pension plans and a breakdown of the ARC (by department).

Other Employee Benefits: For uniformity, each ETD is issued uniform jackets/vests to maintain professional image and standards. The Center articles as needed and through the use of a grant dry cleaning is provided to staff.

Repair & Maintenance: This is a contracted service agreement from Motorola that services our Town wide Communication Equipment. The service agreement is paid monthly to Motorola and provides us with 24/7 service and expires at the end of **June in 2019**. The contract highlights are Infrastructure repair with advanced replacement of parts – radio repair – network preventative maintenance as well as onsite and local repair and response.

Rental of Equipment: Equipment Rental is a unique line item within the Communications budget. This line item covers the infrastructure of the communications equipment for all emergency responders in the Town of Newtown. This equipment consists of towers – antennas – computer components at tower site locations – generators – propane for transmitter towers. The Equipment Rental budget also covers equipment that is housed at the Emergency Operations Center. All communications equipment is used to coordinate response and recovery efforts in the event of man made or natural disasters. This budget also covers the towns Wide Area Network allowing for internal and external communications between and amongst all Departments. This communication is imperative for our day to day operations and becomes more so during disaster operations. Working with IT more and more departments are connected via the WAN to include Parks – facility infrastructure and surveillance and phone systems with common goal of same source infrastructure. See detail on next page.

DEPARTMENT: EMERGENCY COMMUNICATIONS**Rental of equipment detail:**

<u>EQUIPMENT RENTAL:</u>	2016-17	2017-18
Frontier phone bills - lines for radios (T-1) / Public Works/ Senior Center / Police - Fax / elevator / alarms	79,000	79,200
CL & P monthly charges for radio equipment located at tower sites (5)	8,400	8,500
Phone & radio repairs & purchases (non contract)	10,000	10,000
VoIP telephones - replacement equipment for systems	3,500	3,700
Cell phones (Nextel - 17 phones - \$71/mth + replacements)	9,650	9,650
Tower rental (radio system - 8 Ferris Rd + S Main)	2,400	2,400
Electric / generator and propane bills (radio system tower sites)	7,500	7,600
Service contract - dispatch consoles (Northeast)	7,488	10,339
Radio / tower equipment - monthly charges		
Fiber net service - Town of Newtown (connectivity)	55,000	55,100
Maintenance of generators & AC at tower sites	3,650	3,800
Miscellaneous maintenance fees (Biddle, Medtronic, MicroKey)	4,700	5,200
Emergency repairs / equip replacement / equip enhancements	7,253	7,253
Board of Selectmen reduction as directed by LC	(3,000)	
First Selectman reduction		(2,000)
	195,541	200,742

The NECC, like the Police Department, is a 24 hour a day – 7 day a week – 365 day a year operation. Equipment is used on a continual 24 hour basis. There is a demand for our services and we must meet that demand with our equipment which much of which is redundant

Other Purchased Services: This line item deals with NECC owned Enhanced 911 equipment which allows for three stations within the Communications Center. In the event of emergencies or special operations a third Telecommunicator can be called in to either work directly at the Center in a fully redundant E-911 station or placed into the field to assist operations. All equipment must mirror the State of Connecticut equipment currently in place.

DEPARTMENT: EMERGENCY COMMUNICATIONS

Dues, Travel & Education: All Emergency Telecommunication Dispatchers (ETD) are certified by the State of Connecticut and to maintain that certification training hours must be completed over cycles of time. Each ETD is certified in Emergency Medical Dispatching (EMD) which also requires recertification to include CPR. To maintain the high level of training and discipline needed to be a telecommunicator, and to maintain state certifications, training is scheduled for all ETD's throughout the year. Currently we are utilizing continual on-line training to hone skills. This budget allows for mandatory staff meetings held at a minimum of twice a year.

Office Supplies: Office supplies reduced to reflect actual experience.

Capital: Amount (50%) represents door cabinets that house the radio equipment at the three tower locations as well as three generators. These cabinets and generators are the original equipment that were put in over 13 years ago and are in need of replacement. The replacement cost for the cabinets is between \$35-40K and include the HVAC for each. Replacing them now ahead of the entire project will cut down some costs for the future. The other (50%) would come from the town PSAP grant. Preliminary budget figures show the pricing for the generators, which include installation and maintenance, to be between \$5 -6,000.00 each.

Amount reduced to -0- by First Selectmen. \$35,000 expenditure to be paid out of the PSAP grant.

An upgrade of the radio console and many components of the radio system is currently in the capital improvement plan (CIP) in the fourth year. The radio console and many components of the radio system will go out of support at the end of 2018. The console will continue to function however repair will be more and more difficult to do and at some point it will not be repairable which includes items that make up the radio system and the console.

The equipment is the life line to all the responders in our community – Police / Fire and EMS.

DEPARTMENT: EMERGENCY COMMUNICATIONS

EMERGENCY COMMUNICATIONS - MEASURES & INDICATORS								
(Fiscal Year)								
<u>Measure/Indicator</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	
E-911 Call	6,894	7,068	8,080	6,710	6,513	7,098	7,587	
Calls for Service with Emergency Services Dispatched (includes 911 calls)	24,980	26,585	28,659	26,845	28,626	30,914	21,169	

DEPARTMENT: POLICE**MISSION/DESCRIPTION**

The men and women of the Newtown Department of Police Services are thoroughly committed to the improvement of the quality of life for all the residents of Newtown, by working in partnership with them. The Department will constantly work to maintain a safe and secure community while treating all people with dignity and respect. We will be objective and always search for new ways to improve ourselves so as to better serve the community.

Web site: [POLICE DEPT](#) (right click, open hyperlink)

MISSION STATEMENT

“It is the mission of the Newtown Police Department to protect and serve our community while honoring our badge, our integrity and the public trust. Working together with the community we will seek justice for all, while holding ourselves and others accountable for their actions under the color of law”

BUDGET HIGHLIGHTS

The budget for the Police Department has increased by \$176,045 or 2.6%. This is mainly due to an increase of 19% to the pension contribution due to pension asset performance; and a 2.25% increase in salaries and wages plus the effect of salary steps (difference between step 1 & step 2 is approximately \$3,750). Nine positions had step increases. This increase is offset by a decrease in contractual services.



POLICE BUDGET

						2017 - 2018 BUDGET						
	2014 - 2015	2015 - 2016		2016 - 2017		1st SELECTMAN	BOS	BOF	LC	CHANGE		
POLICE	ACTUALS	ACTUALS	ADOPTED	AMENDED	ESTIMATED	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%	
SALARIES & WAGES - FULL TIME	3,549,754	3,679,147	3,827,518	3,827,518	3,827,518	3,964,785	3,964,785	3,934,041	3,934,041	106,523	2.8%	
SALARIES & WAGES - PART TIME	-	-	-	-	-	-	-	-	-	-		
SALARIES & WAGES - SEASONAL	14,396	18,026	17,458	17,458	17,458	21,000	21,000	21,000	21,000	3,542	20.3%	
SALARIES & WAGES - SSO	240,865	276,544	287,616	287,616	287,616	290,976	290,976	290,976	290,976	3,360	1.2%	
SALARIES & WAGES - OVERTIME	221,618	161,489	160,000	160,000	160,000	160,000	160,000	160,000	160,000	-	0.0%	
GROUP INSURANCE	831,948	833,434	914,746	914,746	914,746	932,598	932,598	932,598	914,746	-	0.0%	
SOCIAL SECURITY CONTRIBUTIONS	305,033	312,232	328,383	328,383	328,383	339,412	339,412	337,061	337,061	8,678	2.6%	
RETIREMENT CONTRIBUTIONS	629,392	602,790	712,066	712,066	712,066	912,184	912,184	912,184	839,590	127,524	17.9%	
OTHER EMPLOYEE BENEFITS	60,738	57,149	59,250	59,250	59,250	61,250	61,250	61,250	61,250	2,000	3.4%	
SOFTWARE/HARDWARE	185,440	94,195	110,226	110,226	110,226	110,226	110,226	110,226	110,226	-	0.0%	
OTHER PURCHASED SERVICES	16,914	16,054	17,400	17,400	17,400	17,400	17,400	17,400	17,400	-	0.0%	
CONTRACTUAL SERVICES	101,101	102,445	79,475	79,475	79,475	57,475	57,475	57,475	37,475	(42,000)	-52.8%	
DUES,TRAVEL & EDUCATION	37,992	41,891	52,000	52,000	52,000	50,000	50,000	48,417	48,417	(3,583)	-6.9%	
OFFICE SUPPLIES	-	5,941	-	6,000	6,000	6,000	6,000	6,000	6,000	-	0.0%	
POLICE VEHICLES	111,000	111,000	112,500	112,500	112,500	114,000	114,000	114,000	114,000	1,500	1.3%	
POLICE EQUIPMENT	34,729	24,339	31,000	31,000	31,000	29,250	29,250	29,250	29,250	(1,750)	-5.6%	
CAPITAL	30,000	24,797	30,000	30,000	30,000	-	-	-	-	(30,000)	-100.0%	
OTHER EXPENDITURES	5,157	4,815	5,500	5,500	5,500	5,750	5,750	5,750	5,750	250	4.5%	
	6,376,075	6,366,288	6,745,138	6,751,138	6,751,138	7,072,307	7,072,307	7,037,629	6,927,183	176,045	2.6%	

DEPARTMENT: POLICE**ACCOUNT DETAIL****Salaries & Wages – Full Time**

The Chief of Police, Captain and the chief's executive assistant are non union positions. The Police Chief & Captain's salaries are set by the First Selectman and Board of Selectman under language provided in the Town Charter Section 4-40. The Board of Police Commissioners by Town Charter Section 2-160 appoints the Chief of Police and the Captain. The salary of the Police Chief is discussed as part of the contract between the Town of Newtown and Chief of Police. The salary of the Police Captain is considered under deputy department heads for the Town of Newtown.

The Newtown Police Union represents all sworn officers except for the police chief and captain. The current contract expires on 7/1/2017. A 2.25% salary increase has been used for fiscal year 2017-18. The additional increases are due to contractual step increases built in within the salary structure of the sworn staff. The offsetting decreases are due to turnover and the resulting lower salary step.

The Civilian Personnel comprises the following positions: records manager, executive assistant, administrative assistant & bookkeeper. Emergency Tele-communicator and Police Clerical Local 1303-136 Union represents all members within this category and line item except the executive assistant to the Chief of Police. A contract has not been negotiated yet for 2015-2016 and beyond. An estimated increase of 1.9% for 2015-16 and 2.0% for 2016-17 is reflected in this budget (these estimates reflect the increases of other unions).

The executive assistant is a non union position. Non union positions reflect an increase of 2.25% in this budget. This position is one of extreme importance, handling confidential employee, investigative and budgetary information. The employee occupying this position has received outstanding performance evaluations during their tenure. A salary enhancement of \$1,500 is requested for this position.

DEPARTMENT: POLICE**Salaries & Wages – Full Time – CONTINUED**

<u>POSITION</u>	<u>union</u>	<u>2016 - 2017</u>		<u>2017 - 2018</u>		<u>INCREASE (DECREASE)</u>	
		<u># AUTH.</u>	<u>AMENDED BUDGET</u>	<u># AUTH.</u>	<u>1st SELECTMAN PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
<u>Uniformed</u>							
Chief of Police	nu	1	118,320	1	120,982	-	2,662
Captain	nu	1	105,010	1	107,372	-	2,363
Lieutenant - Step 5	pol	3	285,564	3	291,990	-	6,426
Detective Sergeant - Step 5	pol	0	-	0	-	-	-
Administrative Sergeant - Step 5	pol	1	86,361	1	88,304	-	1,943
Sergeant - Step 3	pol	4	345,444	6	529,824	2	184,380
Sergeant - Step 2	pol	2	160,492	0	-	(2)	(160,492)
Sergeant - Step 1	pol	0	-	0	-	-	-
Detective - Step 5	pol	3	224,169	3	229,213	-	5,044
Officer - Step 5	pol	23	1,718,629	23	1,757,298	-	38,669
Officer - Step 4	pol	0	-	3	213,286	3	213,286
Officer - Step 3	pol	3	195,390	3	199,786	-	4,396
Officer - Step 2	pol	3	183,465	0	-	(3)	(183,465)
Officer - Step 1	pol	0	-	1	58,571	1	58,571
Officer - Step H - new hire savings	pol	1	53,789	0	-	(1)	(53,789)
Total Uniformed		45	3,476,633	45	3,596,627	-	119,994
Holiday, premium, longevity, stipends & degree incentive pay			166,400		180,000		13,600
Executive Assistant	nu	1	49,024	1	51,627	-	2,603
Administrative Assistant	disp	1	47,525	1	48,594	-	1,069
Records Assistant I	disp	1	46,613	1	46,613	-	-
Records Assistant II	disp	1	40,675	1	40,675	-	-
Longevity			650		650		-
Grand Total		49	3,827,518	49	3,964,785	-	137,267
			REDUCED BY BOF		(30,744)		

DEPARTMENT: POLICE

Salaries & Wages – Seasonal: Traffic Guards - this line item supports traffic direction and control at several schools in town. The amount specified in this line item is determined through experience of the last several years.

Salaries & Wages – SSO: The School Security Officer (SSO) positions were added to the BOS budget by the BOF in the 2014-15 budget deliberations. There are nine (9) SSO's budgeted in this budget.

<u>SCHOOL SECURITY OFFICER (SSO) COSTS:</u>				
<u>Description</u>	<u>2016-17</u>	<u>2017-18</u>	<u>Change</u>	<u>Explanation</u>
Wages - School Hours	276,696	276,696	-	9 X \$21.00 X 8 hrs X 183 days = \$276,696
Wages - Extra hours	-	-	-	Absorbed through restructuring of staffing hours
Training hours - POST	5,040	5,040	-	Mandatory - \$21 X 10 (SSO's) X 8 hrs X 3 days = \$5,040
Training hours - Range	840	840	-	Mandatory - \$21 X 10 (SSO's) X 4 hrs = \$840
PTO hours	5,040	8,400	3,360	Personal time off - \$21 X 5 days X 8 hrs X 10 SSO's = \$8,400
	287,616	290,976	3,360	
** The 10th SSO is stationed at St. Rose School. Wages are reimbursed.				

DEPARTMENT: POLICE

Salaries & Wages - Overtime: This account fulfills contractual vacancies and is also intended to meet the NDPS projected workload for criminal investigations, motor vehicle investigations, enforcement activities, firearms training and other similar training sessions, public education activities, Labor Day parade activities, Christmas Tree Lighting activities, some school related activities (i.e. basketball, soccer and football security), other associated public safety functions and other police related activities. Non-scheduled shift coverage has increased by \$10,000 due to analysis of the last 5 fiscal years averages and an attempt to reflect an actual expenditure. In addition, demands for service and events have increased during the past several years placing additional burdens on our minimum staffing.

	<u>OVERTIME REASON</u>	2016-17	<u>2017-18</u>
	Scheduled Officer Shift Coverage	30,000	30,000
	Non Scheduled Officer Shift Coverage	48,000	58,000
	Investigations	21,000	21,000
	Training	21,000	21,000
	Community Service Coverage ***	25,000	25,000
	Unscheduled Non-discretionary	15,000	15,000
	Reduced by First Selectman		(10,000)
	TOTAL	160,000	160,000
*** 119 hours for school sports = \$6,902			

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 278, for a breakdown of medical benefit costs and the distribution of costs to the various departments. The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract. **Social Security Contributions** – this amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 276 for a description of the pension plans and a breakdown of the ARC (by department).

DEPARTMENT: POLICE

Other Employee Benefits: This line item covers all uniforms allowances for all employees, contractual uniform cleaning and initial issue costs for new employees. In addition, the account will be used to outfit traffic agents. This also covers costs associated with the purchasing of replacement body armor for the officers of the department. Increase in cleaning of uniforms is contractual.

<u>UNIFORM ALLOWANCE:</u>	2016-17	<u>2017-18</u>
Officer Uniform Allowance (\$600 X 45 Officers=\$27,000)	27,000	27,000
Uniform Costs for Special Officers, Traffic Agents, School Traffic Agents	2,000	2,000
Cleaning of Uniforms Cost	10,000	12,000
Vest Covers for Officers	5,500	5,500
Initial Issue for New Officers	8,000	8,000
New Vests for Officers	6,750	6,750
	59,250	61,250

Software / Hardware: The line item represents the costs associated with our entire networked computer system including maintenance costs, and licensing fees. It also includes the licensing fees associated with the Mobile Data Telecommunication Computers within each cruiser. All these costs are contractual.

<u>POLICE SOFTWARE/HARDWARE:</u>	2016-17	<u>2017-18</u>
NEX GEN 3rd payment LEAS	49,934	49,934
NEX GEN LEAS Annual Maintenance	23,100	23,100
NetMotion XE Policy Maintenance	1,992	1,992
Mobile Data Terminal Cruiser Costs	24,000	24,000
Power DMS Software (Was POSS)	8,200	0
Selex ES (LPR Software) (license plate)	0	4,292
AccComm (training tracking software)	0	3,612
POSS Scheduling Software Maintenance	3,000	3,296
	110,226	110,226

DEPARTMENT: POLICE

Other Purchased Services: This line item reflects the average repair costs, maintenance, replacement and the potential repair costs for the fiscal year for all radio and electronic equipment within police cruisers. It also includes costs associated cell phones for department personnel. The line item also reflects costs associated with the repairs of our Department Mobile Data Terminal (MDT) system and funds the Fairfield County Radio Interoperability System which allows the PD to communicate to all Fairfield County law enforcement agencies in an emergency.

<u>ACCOUNT DETAIL:</u>	<u>2016-17</u>	<u>2017-18</u>
MDT repair and service	2,400	2,400
Fairfield County Radio Interoperability	3,000	3,000
Vehicle electronic repair and service	5,000	5,000
Cell phone/portable radio repairs and service	7,000	7,000
	17,400	17,400

Contractual Services: This account pays for the private security contract at Fairfield Hills, the upkeep, diagnostic services, repairs and maintenance of several electronic devices including the Intoxilizer 5000, voice recording devices, UPS, live scan, doctor evaluations on Officers and some software maintenance. The line item also funds an Employee Assistance Program for Officers and NECC members, and photography services for criminal investigations. \$2,500 is included in this line item to cover costs associated with Police Commission traffic consulting and design. Funds are also budgeted for anticipated promotional exams. Private security at Fairfield Hills has been reduced by more than half.

<u>SERVICES:</u>	<u>2016-17</u>	<u>2017-18</u>
Private security contract at FFH	46,000	0
Business machine service and maintenance	3,000	3,000
EAP for police officers and dispatchers	4,500	4,500
Police Radar/Lasar maintenance and repairs	3,000	3,000
Respiratory medical evaluations-OSHA Requirement (45 X \$120)	5,400	5,400
Medical inoculations and testing-OSHA Requirement	1,500	1,500
Live Scan (AFIS) Maintenance	6,675	6,675
Voice Recording Maintenance	2,600	2,600
UPS Maintenance	3,300	3,300
Traffic Engineering/Consulting	1,000	2,500
Promotional Exam	2,500	5,000
	79,475	37,475

DEPARTMENT: POLICE

Dues, Travel & Education: This line item reflects the costs associated with all training and education of staff. Law enforcement service requires a great deal of general training for each officer and staff member to maintain a professionally rounded organization. Some of the training is mandated by rule, regulation or law. Some staff is also required to receive training in disciplines unique to their positions or assignments. Any reductions will impact on our ability to maintain professional law enforcement services to our community. The increase is due to costs associated with on-going training with the Danbury Area Regional Emergency Services Unit.

	<u>2016-17</u>	<u>2017-18</u>
Dues for various professional training organizations	1,500	1,500
Books, publications and magazines	1,500	1,500
Advanced educational reimbursement costs for Officers	2,000	2,000
Annual Firearms, TASAR training costs	16,500	16,500
MRT, HAZ-MAT and Bloodborne Pathogens training costs	3,500	3,500
Supervisory and support staff training costs	3,000	3,000
K-9 training costs	3,000	3,000
Off-site training courses for personnel	6,500	6,500
Training supplies	2,000	2,000
Mandatory SSO training at POST	1,000	1,000
ESU training supplies	11,500	11,500
Reduced by First Selectman / BOF		(3,583)
	52,000	48,417

Office Supplies: Office supplies.

DEPARTMENT: POLICE

Police Vehicles: Since 2012, the Department had begun the process of replacing the standard issue Ford Crown Victoria front line patrol vehicle. Standardization is truly important and warranted as a best practice in the industry. Since 2012, the department began to purchase AWD Police rated utility patrol vehicles. The base price (from bids obtained in 2016) is approximately \$26,500 with an anticipated increase of \$500.00 per car. Modifications and additional equipment add \$12,000 to the base price of the patrol vehicle. Due to price increases and substantial change-over costs, the cost for vehicle replacement is approximately \$39,000 per car. Trade-in amounts are hard to forecast. We have allotted for \$1,000 per trade-in. Therefore the requested amount for FY 17-18 is \$114,000 (3 vehicles x \$38,000).

See page 289 for a police vehicle inventory.

Police Equipment: Account funds initiatives for our school personnel and small disposable equipment for the department. Some of the equipment purchased is traffic cones, flares, crime scene materials, first aid supplies, hazmat supplies, safety brochures, intoximeter supplies, radar maintenance and supplies, crime prevention materials and professional development manuals. It also funds community programs such as Triad, Citizen's Police Academies, Student Police Academies, Crime Prevention initiatives, and drug prevention initiatives.

<u>PROGRAM EQUIPMENT / SUPPLIES:</u>	<u>2016-17</u>	<u>2017-18</u>
Camera Systems Supplies and Repairs	2,500	2,500
Crime Scene Supplies and Equipment	2,000	2,000
Prisoner Supplies / Intoximeter Supplies	1,250	1,500
First Aid Equipment and Supplies	7,000	7,000
Youth Development Supplies	8,750	8,750
HAZ-MAT Equipment and Supplies	1,000	1,000
SSO Equipment and Supplies	5,000	5,000
CPA and SPA Supplies	2,000	2,000
Kitchen Supplies and Equipment	1,500	1,500
Reduced by the First Selectman		(2,000)
	31,000	29,250

DEPARTMENT: POLICE

Capital: The department will be continuing replacing portable radios that are scheduled for replacement. Additionally, there will be a replacement of MDT's (in-car laptops) and service firearms, which are in excess of 10 years old. The estimated cost of \$8,957 was compared to the cost to rebuild and recondition the service firearms, which was \$9,222. Total capital expenditures for the aforementioned items will be funded through the \$30,000 requested.

CAPITAL:				
SIDEARM REPLACEMENT			\$ 8,900	
IN CAR LAPTOPS	4	\$ 2,300	\$ 9,200	
RADIO REPLACEMENTS	4	\$ 2,800	\$ 11,200	
MISC			\$ 700	
REDUCED BY THE FIRST SELECTMAN			\$ (30,000)	
(TO BE FUND THRU SEIZURE FUNDS)			\$ -	

Other Expenditures: This account covers the costs of various professional associations that Officers are affiliated with and covers the costs of all petty cash distributions. This account also funds all prisoner-holding costs. This account also funds all special investigatory costs involved with criminal investigations. Prisoner holding costs have increased due to several factors involving statutory obligations not allowing the police department to release individuals being held for various charges.

Dues for Professional Organizations	1,500	1,500
Investigation Costs	1,500	1,500
Prisoner Holding Costs	750	1000
Professional Meetings Costs	250	250
Shipping Costs	150	150
Event Costs	150	150
Misc.	1,200	1,200
	5,500	5,750

DEPARTMENT: ANIMAL CONTROL**MISSION/DESCRIPTION**

The men and women of the Animal Control Department are thoroughly dedicated to the improvement of the quality of life for the residents and animals of Newtown. The Department will constantly work to maintain a safe and secure community while maintaining strong volunteer services to help with the walking and socializing of dogs. The Animal Control Department is committed to be objective and always search for new ways to improve, so as to better serve the community.

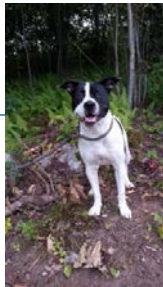
BUDGET HIGHLIGHTS

The budget for the Canine Control department, for fiscal year 2017-18 is increased by \$1,910 or 1.1%. Increase is mainly due to an increase in retirement contributions due to pension asset performance and an increase in salaries and wages.

Other funds available for Animal Control: V.G. Hair & Frances E. Hair Fund - \$64,000 (+) annually; Town Dog Fund – around \$15,000 annually. An additional full time position is funded in the V.G. Hair & Frances E. Hair fund along with some part time hours.

ANIMAL CONTROL BUDGET

						2017 - 2018 BUDGET						
	2014 - 2015	2015 - 2016		2016 - 2017		1st SELECTMAN	BOS	BOF	LC	CHANGE		
ANIMAL CONTROL	ACTUALS	ACTUALS	ADOPTED	AMENDED	ESTIMATED	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%	
SALARIES & WAGES - FULL TIME	86,218	87,836	89,613	89,613	89,613	91,529	91,529	91,529	91,529	1,916	2.1%	
SALARIES & WAGES - PART TIME	27,063	28,943	27,604	27,604	27,604	27,604	27,604	27,604	27,604	0	0.0%	
GROUP INSURANCE	28,343	28,437	31,130	31,130	31,130	31,739	31,739	31,739	31,130	-	0.0%	
SOCIAL SECURITY CONTRIBUTIONS	8,666	8,620	8,967	8,967	8,967	9,114	9,114	9,114	9,114	147	1.6%	
RETIREMENT CONTRIBUTIONS	4,347	4,570	5,661	5,661	5,661	6,760	6,760	6,760	6,008	347	6.1%	
OTHER EMPLOYEE BENEFITS	-	-	1,500	1,500	1,500	1,500	1,500	1,500	1,500	-	0.0%	
PROF SVS - OTHER	669	1,220	1,500	1,500	1,500	1,500	1,500	1,500	1,500	-	0.0%	
DUES,TRAVEL & EDUCATION	500	572	1,000	1,000	1,000	1,000	1,000	1,000	1,000	-	0.0%	
OFFICE SUPPLIES	-	385	-	1,000	1,000	500	500	500	500	(500)	-50.0%	
CAPITAL	-	-	-	-	-	-	-	-	-	-		
	155,806	160,583	166,975	167,975	167,975	171,246	171,246	171,246	169,885	1,910	1.1%	



DEPARTMENT: ANIMAL CONTROL

ACCOUNT DETAIL

Salaries & Wages – Full Time

Salaries & Wages – Part Time

The Municipal Animal Control Officer is a non union position. Non union positions reflect an increase of 2.25% in this budget. The other two positions belong to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.00% per contract.

<u>Animal Control</u>		<u>2016 - 2017</u>		<u>2017 - 2018</u>		<u>INCREASE (DECREASE)</u>	
<u>POSITION</u>	<u>union</u>	<u>AMENDED</u>		<u>1st SELECTMAN</u>		<u># AUTH.</u>	<u>BUDGET</u>
		<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>		
Municipal Animal Control Off. (53,161; 2,478 chg to dog fund)	nu	1	49,568	1	50,683	0	1,115
Assistant Animal Control Officer / (Kennel Attendant)	th	1	40,045	1	40,846	0	801
		2	89,613	2	91,529	0	1,916
<u>PART TIME</u>							
Part Time Assistant Animal Control Officers (1,900 hrs)	th	1	27,063	1	27,604	0	541

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 278, for a breakdown of medical benefit costs and the distribution of costs to the various departments. The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract. **Social Security Contributions** – this amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 276 for a description of the pension plans and a breakdown of the ARC (by department).

DEPARTMENT: ANIMAL CONTROL

Other Employee Benefits: This account purchases mandated and needed Animal Control uniforms at \$500 per person (3).

Professional Services - Other: This money will cover any costs associated with receiving necessary vaccinations (rabies, hepatitis) and testing for staff during the year.

Dues, Travel & Education: This money supports the ongoing education and training of animal control staff. Each year staff receives mandated training offered by the State of Connecticut and the National Animal Control Officers Association in laws and best practices to control the animal population.

Connecticut Municipal Animal Control Officers Association Dues	425
Association (CMACOA) Conference; National Animal Control Officers Seminar & Conference	575
	1,000

Office Supplies: Office supplies **reduced \$500 by the First Selectman based on prior experience.**

MEASURES & INDICATORS								
(Calendar Year)								
<u>Measure/Indicator</u>	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Actual 2016</u>
Dog Licenses	1,780	1,699	2,027	1,992	2,083	2,226	2,183	2,178
Animal Calls for Service	822	887	888	778	695	861	478	473
Animal Bites	16	31	36	4	-	23	16	21
Infractions	35	38	-	12	19	23	28	21
Animals Redeemed	155	122	118	122	124	124	79	59
Animals Adopted	38	25	27	27	80	65	61	75

DEPARTMENT: FIRE**MISSION/DESCRIPTION**

The Board of Fire Commissioners is comprised of seven (7) members. Each of the five (5) volunteer fire companies elects one (1) person to serve on the board, these five Commissioners elects two (2) civilian members to complete the Board.

The Board oversees the purchase and maintenance of all town-owned firefighting apparatus and major capital equipment and they oversee the general operating procedures of the combined fire companies. In addition, the Board is responsible for the operations of the Fire Marshals who inspect new and existing buildings and investigate and report on all fire and rescue calls. Currently, Newtown has one full time Fire Marshal, one full time Deputy Fire Marshal, one full time Administrative Assistant and part time Deputy Fire Marshals.

There are no paid firefighters in the Town of Newtown at this time, and five firehouses and one sub-station are manned by over 200 trained volunteers. Currently, there are (34) pieces of fire/rescue apparatus in Newtown with (20) pieces owned by the Town and the remaining apparatus purchased with monies from fund raising activities and private donations to the fire companies.

Newtown currently has five (5) main fire stations and one sub-station. Newtown's 60.38 square miles is divided into five fire districts. All five stations are owned and maintained by the individual fire departments.

Any resident who would be interested to learn more about the volunteer fire departments, or interested in volunteering, should contact the Fire Chief of their respective fire district.

Newtown Fire Companies:

SANDY HOOK VOL. FIRE & RESCUE COMPANY INC.; HAWLEYVILLE FIRE COMPANY; BOTSFORD UNITED FIRE RESCUE; NEWTOWN HOOK AND LADDER; DODGINGTOWN FIRE COMPANY; OFFICE OF THE FIRE MARSHAL

Web sites: [NEWTOWN FIRE COMPANIES](#)

DEPARTMENT: FIRE**BUDGET HIGHLIGHTS**

The FY 2017-18 Fire budget that has an increase of \$5,758 or 0.4%.

FIRE BUDGET

						2017 - 2018 BUDGET						
	2014 - 2015	2015 - 2016	2016 - 2017			1st SELECTMAN	BOS	BOF	LC	CHANGE		
FIRE	ACTUALS	ACTUALS	ADOPTED	AMENDED	ESTIMATED	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%	
SALARIES & WAGES - FULL TIME	154,066	159,184	164,506	164,506	164,506	168,106	168,106	168,106	168,106	3,600	2.2%	
SALARIES & WAGES - PART TIME	34,184	38,191	36,548	36,548	36,548	36,988	36,988	36,988	36,988	440	1.2%	
GROUP INSURANCE	26,165	26,246	28,655	28,655	28,655	29,195	29,195	29,195	28,655	-	0.0%	
SOCIAL SECURITY CONTRIBUTIONS	13,569	14,177	15,381	15,381	15,381	15,690	15,690	15,690	15,690	309	2.0%	
RETIREMENT CONTRIBUTIONS	7,768	8,301	10,392	10,392	10,392	12,415	12,415	12,415	11,035	643	6.2%	
OTHER EMPLOYEE BENEFITS	230,810	235,018	255,900	255,900	255,900	268,900	262,400	262,400	262,400	6,500	2.5%	
PROF SVS - OFFICIAL /	12,783	17,137	15,400	15,400	15,400	16,400	16,400	16,400	16,400	1,000	6.5%	
HYDRANTS	69,095	69,758	79,000	79,000	79,000	82,000	82,000	82,000	82,000	3,000	3.8%	
REPAIR & MAINTENANCE SERVICES	46,073	55,988	45,700	45,700	45,700	51,500	42,354	42,354	42,354	(3,346)	-7.3%	
RADIO & PAGER SERVICE	15,140	13,872	12,390	12,390	12,390	13,410	13,410	13,410	13,410	1,020	8.2%	
TRUCK REPAIR	89,521	88,258	100,000	100,000	100,000	97,600	96,400	96,400	96,400	(3,600)	-3.6%	
INSURANCE, OTHER THAN	60,476	61,845	70,300	70,300	70,300	60,400	60,400	60,400	60,400	(9,900)	-14.1%	
DUES,TRAVEL & EDUCATION	57,355	50,316	70,500	70,500	70,500	60,000	68,500	68,500	68,500	(2,000)	-2.8%	
OFFICE SUPPLIES	976	1,330	1,500	1,500	1,500	1,500	1,500	1,500	1,500	-	0.0%	
ENERGY - NATURAL GAS	8,350	6,595	8,800	8,800	8,800	8,800	8,800	8,800	8,800	-		
ENERGY - ELECTRICITY	62,042	54,664	49,800	49,800	49,800	49,800	49,800	49,800	49,800	-	0.0%	
ENERGY - BOTTLED GAS	6,679	3,844	5,700	5,700	5,700	5,700	5,700	5,700	5,700	-		
ENERGY - OIL	46,017	26,649	42,700	42,700	42,700	42,700	42,700	42,700	42,700	-		
FIRE EQUIPMENT	32,882	46,199	38,575	38,575	38,575	38,530	38,530	38,530	38,530	(45)	-0.1%	
CAPITAL	109,702	154,260	132,074	132,074	132,074	132,074	140,212	140,212	140,212	8,138	6.2%	
CONTRIBUTIONS TO FIRE	135,000	135,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000	-	0.0%	
	1,218,654	1,266,832	1,328,821	1,328,821	1,328,821	1,336,707	1,336,499	1,336,499	1,334,579	5,758	0.4%	

DEPARTMENT: FIRE**ACCOUNT DETAIL****Salaries & Wages – Full Time****Salaries & Wages – Part Time**

The Fire Marshalls are non union positions. Non union positions reflect an increase of 2.25% in this budget.

The full time secretary position in the Fire Marshal's Office belongs to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.00% per contract.

Part time fire marshal positions reflect an increase of 2.25%.

<u>Fire</u>		<u>2016 - 2017</u>		<u>2017 - 2018</u>		<u>INCREASE (DECREASE)</u>	
<u>POSITION</u>	<u>union</u>	<u>AMENDED</u>		<u>1st SELECTMAN</u>			
		<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Fire Marshal	nu	1	73,548	1	75,203	0	1,655
Deputy Fire Marshal	nu	1	50,223	1	51,353	0	1,130
Secretary	th	1	40,736	1	41,550	0	815
		3	164,506	3	168,106	0	3,600
<u>PART TIME</u>							
Part Time Fire Marshall***		2	19,548	2	19,988	0	440
Part Time Purchasing Agent		1	15,000	1	15,000	0	-
Board of Fire Commissioner's secretarial fees		n/a	2,000	n/a	2,000	n/a	-
			36,548		36,988	0	440
***8 hr/wk x \$22.00 + \$1,500 travel allowance and on call stipend; 8hr/wk x \$20.50 + \$1,350 travel allowance and on call stipend.							

DEPARTMENT: FIRE

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 278, for a breakdown of medical benefit costs and the distribution of costs to the various departments. The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract. **Social Security Contributions** – this amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 276 for a description of the pension plans and a breakdown of the ARC (by department).

Other Employee Benefits: This account covers the cost of the firefighter's Length of Service Awards Program (LOSAP). The budgeted amount of this policy is \$139,000. The LOSAP helps attract and retain quality, volunteer, emergency service personnel. Effective protection depends on the ability to recruit, train and retain these key individuals. The unattractive alternative is to replace volunteer departments with partially or fully paid organizations at a very high cost to the tax payers. The unacceptable alternative is a reduction in personnel resulting in a greater potential for loss of life and destruction of property. The account also covers the cost of the Response Improvement Program (another personnel retention program). An additional \$6,500 has been added to this program to enhance the day time driver sub-program. This account is also for mileage reimbursement of the part time deputy fire marshals use of their personal vehicles for fire marshal duties.

					<u>2016-17</u>	<u>2017-18</u>
Length of service awards program policy (like a pension)					139,000	139,000
Response improvement program (small stipends for responses)					50,400	50,400
Stipend - Daytime Drivers					65,000	71,500
Fire marshalls car allowance					1,500	1,500
					<u>255,900</u>	<u>262,400</u>

DEPARTMENT: FIRE

Professional Services – Official/Administrative: This account covers the cost of mandatory physicals for all members, as well as DOT exams for drivers.

	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>TOTAL</u>		
2017/18	4,400	5,400	1,600	3,400	1,600	16,400		
2016/17	4,200	5,200	1,400	3,200	1,400	15,400		

Hydrants: This account pays the annual maintenance fees on the town's pressurized fire hydrants and also pays for repairs and maintenance to the dry hydrant system. It is also used to fund new dry hydrants. No new hydrants are included in this request, however the amount of money needed for the maintenance on the pressurized hydrants has been anticipated to increase due to the number of hydrants and maintenance fees.

Repairs & Maintenance: This account covers some of the required annual maintenance of the six fire houses.

Fire House maintenance - \$14,000; Equipment maintenance (next page) \$28,354; Total = \$42,354

<u>FIRE HOUSE MAINTENANCE:</u>						
	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>TOTAL</u>
Alarm maintenance	1,000	2,000	1,000	1,000	1,000	6,000
Boiler service	500	1,000	1,500	-	-	3,000
General maintenance	-	1,000	1,000	1,000	1,000	4,000
Sprinkler testing	1,000					1,000
				Total Scheduled Maintenance		14,000
				Incidental Maintenance		-
				TOTAL		14,000

DEPARTMENT: FIRE

The Repair & Maintenance account also covers mandatory testing and associated maintenance and repair of all firefighting equipment.

<u>EQUIPMENT REPAIRS:</u>	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>FIRE MARSHAL</u>	<u>TOTAL</u>
Ground ladder test	600	540	180	300	120		1,740
Air compressor Maintenance	1,000	1,000	1,000	1,000			4,000
Air quality test	700	700	700	700			2,800
Hurst tool maintenance/repair	2,600	1,000	1,000	1,000	1,000		6,600
Air pack flow test	1,560		1,600	1,700	700	120	5,680
Air bottle hydro test	-	700	350	315	420	50	1,835
Fit testing			800	800	800		2,400
Meter service	1,000			450		500	1,950
Gear cleaning				1,500			1,500
Firehouse software						8,995	8,995
	7,460	3,940	5,630	7,765	3,040	9,665	
					meter service reduction		(1,950)
					firehouse software reduction		(7,196)
							28,354

Radio & Pager Service: This account pays for the maintenance and repairs of the fire departments radio system as well as the cellular phone service for the Fire Marshal's office.

	<u>RADIO & PAGER SERVICE</u>						
	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>FIRE MARSHAL</u>	<u>TOTAL</u>
Installs	900	900	900	900	900	180	4,680
Pager repairs	750	2,250	1,500	1,500	1,050	240	7,290
Verizon service (verizon air card - 36 #)						1,440	1,440
						TOTAL	13,410

DEPARTMENT: FIRE

Truck Repair: This account pays for the annual safety inspections and routine maintenance of the fire departments fleet of 34 vehicles, including 19 vehicles which are owned by the Town. It also pays for annual DOT testing, pump testing, pump service, generator service, and transmission service for all vehicles. Repairs to town owned vehicles only, are paid out of this account. Company owned truck repairs are the responsibility of the individual fire departments. (Note: fuel, tires, batteries and chains are budgeted in the highway department).

	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>FIRE MARSHAL</u>	<u>TOTAL</u>
Pump service & testing	1,350	2,700	1,350	1,350	1,350		8,100
Engine service	3,600	4,200	2,400	2,400	1,800		14,400
DOT inspection	1,200	1,400	1,000	800	600	500	5,500
Aerial testing	1,600	1,600					3,200
Aerial service	2,000	2,000					4,000
Truck generator	800	2,000	800	800	800		5,200
All wheel steering service							-
Bi-annual transmission svcs	2,400	2,800	1,200	1,600	1,200		9,200
Pump repair							20,000
Eng & trans repair							15,000
Other repair							13,000
	12,950	16,700	6,750	6,950	5,750	500	97,600
					Transmission service reduction		(1,200)
							96,400

Insurance Other Than Employee Benefits: This account reimburses the five fire departments for the ever increasing costs of insuring their buildings, personnel and equipment.

INSURANCE ALLOWANCE						
	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>TOTAL</u>
2017/18	15,100	17,200	15,000	600	12,500	60,400
2016/17	17,500	17,200	15,000	8,100	12,500	70,300

DEPARTMENT: FIRE

Dues, Travel & Education: This account reimburses the five fire departments, as well as the Fire Marshal's office for mandatory training of the members and staff. It also purchases fire prevention materials for use in fire prevention training in the school system.

	2016-17	2017-18	2017-18***
Hook & Ladder	14,000	14,000	12,500
Sandy Hook	18,000	18,000	18,000
Botsford	13,000	14,000	14,000
Hawleyville	9,000	9,000	9,000
Dodgingtown	7,500	7,000	6,000
Fire Marshal	9,000	9,800	9,000
First Selectman reduction		(11,800)	
	70,500	60,000	68,500
Note: Fire marshal includes \$5,000 for fire prevention.			
***	After Fire consultation, see budget adjustments on page 272.		

Office Supplies: This account is for office supplies for the Fire Marshal's office and for the BOFC secretarial work and purchasing agent.

Energy: These accounts cover the costs of electricity, oil, gas and water used in the operation of the six fire houses.

Energy – Natural Gas

Energy – Electricity

Energy – Bottled Gas

Energy - Oil

DEPARTMENT: FIRE

Fire Equipment: This account covers mandatory annual testing of fire hose. It also covers repair and replacement of all failed hose.

	FIRE HOSE					
	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>TOTAL</u>
Hose testing						-
1 "						-
1 3/4 "				600		600
2 "				700		
2 1/2 "					1,200	1,200
3 "						-
5 "		5,000	1,050	1,800		7,850
Testing per foot	2,880	5,670	1,740	2,310	1,650	14,250
Hose replacement						-
						23,900

The Fire Equipment account also covers all supplies that are consumed in the course of daily operations of the five fire departments and the fire marshal's office.

	<u>UNITS</u>	<u>2016/17</u>	<u>UNITS</u>	<u>2017/18</u>
Road Flares	160	640	160	800
Nom ex Hoods	12	320	12	360
Fire Gloves	12	540	12	600
Extrication Gloves	12	420	12	420
Barricade Tape	15	150	15	150
Meter Calibration Gas	7	2,450	7	2,625
EMS Supplies	1	3,120	1	3,120
Foam	5	750	5	750
Blades & Chains	1	750	1	750
Traffic Marking	1	400	1	400
FM Clothing	1	1,500	1	1,750
Incidental supplies		460		460
Fire Marshall				1,500
Other Supplies				945
		11,500		14,630

Testing - \$23,900; Supplies - \$14,630; Total = \$38,530.

DEPARTMENT: FIRE

Capital: This account is used to obtain new and updated equipment for the five fire departments and the fire marshal's office.

<u>CAPITAL</u>	<u>H & L</u>	<u>S.H.</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>FIRE MARSHAL</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
	# UNITS							
Turnout Gear					3		2,100	6,300
Turnout Gear		4					2,400	9,600
Boots					2		350	700
Globe Boots		4		4			375	3,000
Globe Turnout Gear				3			2,500	7,500
Lifeline Coat & Pants						2	1,800	3,600
Fire Pagers	2						500	1,000
Pagers with Chargers				4			650	2,600
Cutters Edge 20" Chain				1			2,500	2,500
Streamlight Fire Vulcan Led w/dc charger				6			160	960
HURST eDraulic Combination Tool	1						12,900	12,900
Building Generator					1		10,000	10,000
JL Hurst LP Cutter			1				6,500	6,500
HUR257R155 RAM			1				5,100	5,100
Transforming Piercing Nozzle		1					800	800
Submersible Pump		1					600	600
LED Headlights		4					225	900
Paratech Hinged Base				2			456	912
Paratech Long Shore Extension				2			394	788
Paratech Long Shore Strut				2			1,344	2,688
Paratech Multi Base				4			186	744
Paratech-Hydro Fusion				2			2,910	5,820
Camera			1				1,500	1,500
4 - Gas Meter w/ Vehicle Charger				1			2,400	2,400
Scott RIT III Pack	1						4,200	4,200
Scott SCBA Cylinder 45 min.	4						1,300	5,200
Generac Portable Generator	1						600	600
Milwaukee M18 Cordless Kit	1						300	300
Wireless Headset		1					3,250	3,250
Gear Washer & Install					1		5,000	5,000
Extension Ladder		1					800	800
I Pad						1	700	700
Firehouse Software						1	750	750
Firehouse Software Setup						0	500	-
Fire Commission Rotating Grant						1	30,000	30,000
Items in red, changed by fire dept at BOS								140,212

DEPARTMENT: FIRE

Contributions to Fire Companies: This account represents grants divided equally between the five fire departments to be used to defray annual operating expenses.

Grant \$30,000 x 5 Departments = \$150,000.

First Selectman Reduction of \$5,000 bringing total to prior year amount (\$145,000)

Measures & Indicators:

<u>FIRE - PERFORMANCE MEASURES & INDICATORS</u>							
	(Fiscal Year)						
	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Measure/Indicator	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Alarms	322	320	344	309	311	342	295
Electrical Wires/ Tree	217	219	655	299	94	143	161
Brush Fire	22	28	37	40	25	39	35
Illegal Burning	16	19	52	38	32	22	22
C.O. Detector	42	65	72	71	59	63	62
HazMat	57	51	43	43	45	59	69
Mutual Aid	10	29	19	12	34	22	32
Structure Fires	5	15	19	10	5	9	5
Rescue / Medical Calls	184	164	59	33	106	57	121
Smoke /Odor Calls	104	139	151	129	99	102	99
Vehicle Fires	12	13	8	7	12	13	5
MVA	144	74	78	116	92	119	140
Water Evacuations/Pumpouts	42	148	129	19	18	18	7
Chimney	13	10	9	14	10	8	6
Appliance	6	4	7	7	4	12	7
Public Service	16	23	54	112	98	95	110
Other	13	15	21	12	4	14	26
Total	1,225	1,336	1,757	1,271	1,048	1,137	1,202

DEPARTMENT: EMERGENCY MANAGEMENT / N.U.S.A.R.**MISSION/DESCRIPTION**

The Mission of the Newtown Emergency Management is to direct and coordinate all available resources to protect the life and property of the citizens of Newtown in the event of a disaster or crisis, through a collaborative program of prevention, planning, preparedness, response, recovery and public education.

Newtown Underwater Search and Rescue is an all volunteer emergency response team dedicated to saving lives through search and rescue operations by providing professionally trained members for water rescue and recovery incidents. Newtown Underwater Search and Rescue also promotes water safety awareness education. NUSAR is the only team in the area that provides water and ice rescue and recovery, both surface and subsurface.

Web site: [NUSAR](#)

BUDGET HIGHLIGHTS

The budget for the Emergency Management / N.U.S.A.R. department, for fiscal year 2017-18 has decreased by (\$896) or (1.5%).

					2017 - 2018 BUDGET							
	2014 - 2015	2015 - 2016	2016 - 2017			1st SELECTMAN	BOS	BOF	LC	CHANGE		
EMERGENCY MANAGEMENT/N.U.S.A.R.	ACTUALS	ACTUALS	ADOPTED	AMENDED	ESTIMATED	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%	
SALARIES & WAGES - PART TIME	9,959	12,452	12,452	12,452	12,452	6,125	6,125	6,125	6,125	(6,327)	-50.8%	
SOCIAL SECURITY CONTRIBUTIONS	532	864	953	953	953	469	469	469	469	(484)	-50.8%	
PROF SVS - OFFICIAL /	3,826	4,767	5,000	5,000	5,000	11,800	11,800	11,800	11,800	6,800	136.0%	
CONTRACTUAL SERVICES	19,994	17,563	23,470	23,470	23,470	23,470	23,470	23,470	23,470	-	0.0%	
DUES,TRAVEL & EDUCATION	2,835	2,213	4,200	4,200	4,200	4,200	4,200	4,200	4,200	-	0.0%	
OFFICE SUPPLIES	371	291	400	2,400	2,400	1,500	1,500	1,500	1,500	(900)	-37.5%	
ENERGY - ELECTRICITY	3,905	3,753	4,620	4,620	4,620	4,620	4,620	4,620	4,620	-	0.0%	
ENERGY - OIL	2,228	1,602	-	-	-	-	-	-	-	-		
CAPITAL	8,442	8,265	6,985	6,985	6,985	7,000	7,000	7,000	7,000	15	0.2%	
	52,093	51,770	58,080	60,080	60,080	59,184	59,184	59,184	59,184	(896)	-1.5%	

DEPARTMENT: DEPARTMENT: EMERGENCY MANAGEMENT / N.U.S.A.R.**ACCOUNT DETAIL**

Salaries & Wages – Part Time: Three deputy directors = 2,125; 2,125; 1,875 = 6,125.

Social Security Contributions: Social Security (FICA) – this amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare.

Professional Services – Official/Administrative: Fee for Consulting Director (\$6,800). 21 annual physicals per OSHA (for using respirators) @ \$375.00 - NUSAR members.

Contractual Services: Code Red, Security Service & Monitoring, EOP Review & Update, Radio & Pager Repair, Equipment Service & Repair, Generator Service, Internet Service.

	<u>2016-2017</u>	<u>2017-2018</u>
CodeRed	13,500	13,500
Fire & Security Monitoring & Service	1,250	1,250
Radio & Pager Repair	2,000	2,000
Equipment Service & Repair	4,000	4,000
Generator Service	1,200	1,200
Wireless Air Card	520	520
Internet Service - NUSAR	1,000	1,000
	<u>23,470</u>	<u>23,470</u>

DEPARTMENT: EMERGENCY MANAGEMENT / N.U.S.A.R.

Dues, Travel & Education: Training for NUSAR and Emergency Management & Educational Materials. Dues – State Emergency Managers Association.

Office Supplies: Office supplies for EOC

Energy: Utilities for NUSAR 28A Riverside Rd. – Oil/Heat & Power

Capital:

<u>CAPITAL:</u>	
<u>EMERGENCY MANAGEMENT:</u>	
12 desk chairs	2,100
<u>NUSAR:</u>	
LED Scene Light with Tripod (night ops)	4,000
1 dry suit & undergarments to outfit a diver (fit new or replace old)	2,600
Loud hailer & speaker for rescue boat 993	400
Hand held bull horn for rescue boat 994	200
5 Diver Ponchos	375
2 Niska stand by diver warming cape	550
2 I-Com M36 marine band portable radios	550
First Selectman adjustment	(3,775)
	<u>7,000</u>

DEPARTMENT: EMERGENCY MANAGEMENT / N.U.S.A.R.

MEASURES & INDICATORS								
(Calendar Year)								
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
<u>Measure/Indicator</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
# of Emergency Mgt work shops	8	5	5	6	9	11	15	13
# of Day Temporary Shelters Open	5	1	10+	4	4	0	0	0
# of Pandemic Flu Work shops	1	1	1	1	1	1	1	1
Dam Training	1	1	1	2	2	2	1	2
# of Code Red Alerts			26	13	8	9	4	2
NUSAR Training/drills	weekly	weekly	weekly	weekly	weekly	weekly	weekly	weekly
Major weather instances		2	4	1	3	0	3	0
Cert Training/Activation					5	4	3	7

DEPARTMENT: LAKE AUTHORITIES**MISSION/DESCRIPTION**

The Lake Zoar Authority is a multi-town organization consisting of representatives from the four towns that border the lake - [Monroe](#), [Newtown](#), [Oxford](#), and [Southbury](#). The Lake Zoar Authority is tasked with the goals of improving water quality and promoting safe boating on the lake.

Website: [LAKE ZOAR](#)

The Lake Lillinonah Authority is funded by the towns of Bridgewater, Brookfield, New Milford, Newtown, Southbury, and Roxbury to oversee environmental, safety and recreational needs of Lake Lillinonah.

Website: [LAKE LILLINONAH](#)

BUDGET HIGHLIGHTS

The budget for the Lake Zoar Authority, for fiscal year 2017-18 has decreased by (\$1,797). The budget for the Lake Lillinonah Authority, for fiscal year 2017-2018 has increased by \$73. The total lake authority's budget decreased by (\$1,724) or (3.7%).

	<u>LAKE AUTHORITIES</u>	<u>2016 - 2017</u>	<u>2017 - 2018</u>	<u>CHANGE</u>
	LAKE ZOAR	21,365	19,568	(1,797)
	LAKE LILLINONAH	25,836	25,909	73
		47,201	45,477	(1,724)

LAKE AUTHORITIES BUDGET

	2014 - 2015 ACTUALS	2015 - 2016 ACTUALS	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
<u>LAKE AUTHORITIES</u>											
OTHER PURCHASED SERVICES	49,778	42,386	47,201	47,201	47,201	45,477	45,477	45,477	45,477	(1,724)	-3.7%

DEPARTMENT: LAKE AUTHORITIES**ACCOUNT DETAIL****Other Purchased Services:**

The Lake Lillinonah Authority is funded by the towns of Bridgewater, Brookfield, New Milford, Newtown, Southbury, and Roxbury to oversee environmental, safety and recreational needs of Lake Lillinonah. The Authority authorizes a yearly budget and divides it between the Towns.

Estimated Town Contributions:		
Brookfield		25,909
New Milford		25,909
Bridgewater		25,909
Southbury		25,909
Newtown		25,909
Roxbury		12,954
		<u>142,499</u>

The Lake Zoar Authority is a multi-town organization consisting of representatives from the four towns that border the lake - [Monroe](#), [Newtown](#), [Oxford](#), and [Southbury](#). The Lake Zoar Authority is tasked with the goals of improving water quality and promoting safe boating on the lake. The Authority authorizes a yearly budget and divides it between the Towns.

The Lake Zoar Authority budget for fiscal year 2017-18 is \$98,271 (compared to \$95,458 in the prior year). This represents an increase of \$2,813 from the prior fiscal year. The main differences are:

- Cost of police officers for safety patrols.

However the specific budget funding request to each town is decreased from \$21,365 to \$19,568 due to use of \$10,000 grant.

DEPARTMENT: N.W. SAFETY COMMUNICATIONS**MISSION/DESCRIPTION**

Northwest CT Public Safety Communication Center has many functions as a modern, state of the art regional emergency communication center. Newtown participates in one of its main functions; The Regional C-MED Center (Coordinated Medical Emergency Direction).

Serving the twenty-two towns and cities of the Central Naugatuck Valley and Housatonic Valley sub-regions of Northwest EMS Region V, with coordinated ambulance communications to the five area hospitals. Northwest CT Public Safety works closely with local E.M.S. providers and the staff of local hospital emergency departments to provide the most up-to-date efficient communication system, enhancing patient care. By use of the system, a paramedic or EMT is able to talk directly with an Emergency Department Physician or Nurse to coordinate patient care.

Web site: [NW PUBLIC SAFETY](#)

BUDGET HIGHLIGHTS

The budget for the N.W. Safety Communication department, for fiscal year 2017-18 has remained the same.

N.W. SAFETY COMMUNICATIONS BUDGET

	2014 - 2015 ACTUALS	2015 - 2016 ACTUALS	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>N.W. SAFETY COMMUNICATION</u>											
OTHER PURCHASED SERVICES	10,796	10,000	10,839	10,839	10,839	10,839	10,839	10,839	10,839	-	0.0%

DEPARTMENT: EMERGENCY MEDICAL SERVICES – PARAMEDIC PROGRAM

MISSION/DESCRIPTION

Newtown Volunteer Ambulance Corps (NVAC) is a private non-profit organization made up of sixty trained Emergency Medical Technicians who volunteer their time to help others in their community. NVAC covers an area of over sixty square miles and is one of the most active volunteer EMS providers in our region with a volume of over 2,000 calls per year. Currently the NVAC has three ambulances available to provide Basic Life Support (BLS) service. In order to provide advanced life support (ALS) to our community, NVAC contracts for a paramedic to be housed 24/7 in our facility to respond to ALS calls.

Web site: [NEWTOWN VOLUNTEER AMBULANCE](http://www.newtownvolunteerambulance.com)

BUDGET HIGHLIGHTS

The budget for the Emergency Medical Services, Paramedic Program, for fiscal year 2017-18 has stayed the same as the prior year.

EMERGENCY MEDICAL SERVICES BUDGET

	2014 - 2015 ACTUALS	2015 - 2016 ACTUALS	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
EMERGENCY MEDICAL SERVICES											
OTHER PURCHASED SERVICES	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	-	0.0%



DEPARTMENT: EMERGENCY MEDICAL SERVICES – PARAMEDIC PROGRAM**ACCOUNT DETAIL****Other Purchased Services:**

Paramedic Program - \$230,000: In order to provide advanced life support to the Newtown community the Newtown Volunteer Ambulance Corps (NVAC) contracts for a paramedic 24/7. The Town of Newtown pays close to 75% of that paramedic contract, NVAC pays the remaining amount.

Ambulance - \$40,000: The Town of Newtown contributes \$40,000 a year towards the cost of a new ambulance. An ambulance is replaced once every other year (so effectively Newtown is contributing \$80,000 every other year towards a new ambulance).

MEASURES & INDICATORS								
(Calendar Year)								
Measure/Indicator	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Actual 2016
# Calls	1,946	2,038	2,158	2,159	2,348	2,332	2,482	2,478
# Patients	2,238	2,261	2,337	2,314	2,310	2,475	2,788	2,335
# Staffing hours	26,190	27,732	30,249	33,476	34,815	27,797	26,197	24,720

DEPARTMENT: N.W. CONNECTICUT EMS COUNCIL**MISSION/DESCRIPTION**

The Northwest Region Emergency Medical Services and Trauma Care Council is a 501c3 nonprofit organization. Mission Statement: It is the mission of the Northwest Region Emergency Medical Services and Trauma Care Council to promote and support a coordinated system for local Emergency Medical Services/Trauma Care Councils by providing resources and funding, enhancing education and training, promoting data collection and analysis, facilitating communication, promoting standardization, and promoting public education and injury prevention.

Web site: [NW CT EMS](#)

BUDGET HIGHLIGHTS

The budget for the N.W. Connecticut EMS Council, for fiscal year 2017-18 has remained the same over the prior year.

N.W. CONNECTICUT EMS COUNCIL BUDGET

	2014 - 2015 ACTUALS	2015 - 2016 ACTUALS	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>NW CONNECTICUT EMS COUNCIL</u>											
OTHER PURCHASED SERVICES	-	250	250	250	250	250	250	250	250	-	0.0%

DEPARTMENT: BUILDING DEPARTMENT**MISSION/DESCRIPTION**

The primary mission of the Building Department is to provide quality service to the community that is knowledgeable, efficient, comprehensive and helpful to the public. The intention is to safeguard life, health, property and public welfare by regulating and controlling the construction, quality of materials, use of all buildings and structures within the Town of Newtown. The department is responsible for the administration and enforcement of the uniform codes and related Federal, State, and Town adopted laws and ordinances. Website: [BUILDING DEPT](#)

BUDGET HIGHLIGHTS

The budget for the Building department, for fiscal year 2017-18 has increased by \$1,269 or 1.3%. Increase is mainly due to an increase in retirement contributions due pension asset performance and an increase in salaries and wages.

BUILDING DEPARTMENT BUDGET

BUILDING DEPARTMENT	2014 - 2015 ACTUALS	2015 - 2016 ACTUALS	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
SALARIES & WAGES - FULL TIME	250,859	275,460	286,530	286,530	286,530	288,406	288,406	288,406	288,406	1,876	0.7%
GROUP INSURANCE	96,759	96,391	106,225	106,225	106,225	108,295	108,295	108,295	106,225	-	0.0%
SOCIAL SECURITY CONTRIBUTIONS	18,437	18,855	21,920	21,920	21,920	22,063	22,063	22,063	22,063	143	0.7%
RETIREMENT CONTRIBUTIONS	13,656	14,284	18,101	18,101	18,101	21,300	21,300	21,300	18,931	830	4.6%
OTHER EMPLOYEE BENEFITS	909	673	975	975	975	975	975	975	975	-	0.0%
PROF SVS - OTHER	400	-	500	500	500	500	500	500	500	-	0.0%
DUES, TRAVEL & EDUCATION	900	425	1,581	1,581	1,581	1,000	1,000	1,000	1,000	(581)	-36.7%
OFFICE SUPPLIES	-	2,262	-	3,500	3,500	2,500	2,500	2,500	2,500	(1,000)	-28.6%
	381,920	408,350	435,832	439,332	439,332	445,040	445,040	445,040	440,601	1,269	0.3%

DEPARTMENT: BUILDING DEPARTMENT**ACCOUNT DETAIL**

Salaries & Wages – Full Time: The Building Official is a non union position. Non union positions reflect an increase of 2.25% in this budget. The Building Official's Administrative Assistant and the two assistant building inspectors belong to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.00% per contract.

The Building Official position has a salary enhancement of \$5,000 to bring the position in line with the average salary for Building Officials in municipalities with similar populations.

<u>Building Official</u>		<u>2016 - 2017</u>		<u>2017 - 2018</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Building Official	nu	1	83,283	1	90,157	0	6,874
Assistant Building Inspector	th	2	120,360	2	122,769	0	2,409
Secretary/Clerk	th	2	74,000	2	75,480	0	1,480
Savings from new hires			8,887		-		(8,887)
		5	286,530	5	288,406	0	1,876

Group Insurance; Social Security Contributions; Retirement Contributions: Group Insurance – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 278, for a breakdown of medical benefit costs and the distribution of costs to the various departments. The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract. Social Security Contributions – this amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. Retirement Contributions – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 276 for a description of the pension plans and a breakdown of the ARC (by department).

DEPARTMENT: BUILDING DEPARTMENT

Other Employee Benefits: Clothing allowance per union contract.

Professional Services - Other: This account is for professional consultation such as architect and engineer reviews on projects. If a larger amount is required, an amount will be requested from contingency.

Dues, Travel & Education: Continuing education classes. Also covers the purchase of up to date code books and other professional periodicals. **Reduced \$581 by the First Selectman based on prior experience.**

Office Supplies: Office supplies **reduced \$500 by the First Selectman based on prior experience.**

BUILDING DEPARTMENT - MEASURES & INDICATORS								
(Fiscal Year)								
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Measure/Indicator	2009	2010	2011	2012	2013	2014	2015	2016
Residential permits issued	1,277	1,286	1,316	1,832	1,698	1,816	1,744	1,836
Residential permit value (\$)	36,885,048	16,337,724	26,569,579	28,014,669	28,724,155	32,678,634	33,762,630	27,072,679
Commercial permits issued	194	221	194	202	215	217	275	177
Commercial permit value (\$)	28,358,958	7,031,162	16,646,128	5,914,773	5,512,706	11,248,312	10,002,096	11,968,284

PUBLIC WORKS FUNCTIONS

DEPARTMENT: HIGHWAY**MISSION/DESCRIPTION****Public Works Mission Statement:**

- Prepared and able to restore major infrastructure after natural disasters in support of emergency services and public utilities.
- Keep town wide roadways, bridges and drainage systems in good repair, open and operating under all conditions.
- Maintain the condition of public buildings and facilities independently or in support of other Town agencies.
- Provide solid waste options and a town wide recycling system.
- Support the Town vehicle fleet maintenance and operation.
- Operate Town water and wastewater facilities and systems.
- Implement or supervise major public construction projects.

BUDGET HIGHLIGHTS

The budget for the Highway department, for fiscal year 2017-18 is increased by \$46,636 or 0.7%. Increase is mainly due to an increase in wages & benefits, an increase in retirement contributions due to pension asset performance and an offset decrease in the capital account.

HIGHWAY BUDGET

						2017 - 2018 BUDGET					
	2014 - 2015	2015 - 2016		2016 - 2017		1st SELECTMAN	BOS	BOF	LC	CHANGE	
HIGHWAY	ACTUALS	ACTUALS	ADOPTED	AMENDED	ESTIMATED	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	2,266,744	2,382,385	2,462,010	2,462,010	2,462,010	2,511,877	2,511,877	2,511,877	2,511,877	49,867	2.0%
SALARIES & WAGES - OVERTIME	78,195	64,418	45,000	45,000	45,000	45,000	45,000	45,000	45,000	-	0.0%
GROUP INSURANCE	646,115	646,154	709,883	709,883	709,883	723,535	723,535	723,535	709,883	-	0.0%
SOCIAL SECURITY CONTRIBUTIONS	201,842	188,148	191,786	191,786	191,786	195,601	195,601	195,601	195,601	3,815	2.0%
RETIREMENT CONTRIBUTIONS	119,001	124,153	155,027	155,027	155,027	184,919	184,919	184,919	164,357	9,330	6.0%
OTHER EMPLOYEE BENEFITS	44,461	47,730	47,730	47,730	47,730	47,730	47,730	47,730	47,730	-	0.0%
FEES & PROFESSIONAL SERVICES	62,503	13,200	15,000	15,000	15,000	15,000	15,000	15,000	15,000	-	0.0%
REPAIR & MAINTENANCE SERVICES	482,294	496,268	482,750	482,750	482,750	482,750	482,750	482,750	482,750	-	0.0%
CONTRACTUAL SERVICES	760,449	657,921	650,000	650,000	650,000	650,000	650,000	650,000	650,000	-	0.0%
DUES,TRAVEL & EDUCATION	4,000	3,486	4,000	4,000	4,000	4,000	4,000	4,000	4,000	-	0.0%
OFFICE SUPPLIES	-	1,819	-	3,000	3,000	3,000	3,000	3,000	3,000	-	0.0%
ENERGY - GASOLINE	476,145	336,450	257,435	257,435	257,435	299,400	299,400	282,259	282,259	24,824	9.6%
STREET LIGHTS	40,769	48,905	45,000	45,000	45,000	45,000	45,000	45,000	45,000	-	0.0%
CONSTRUCTION SUPPLIES	21,192	20,258	22,000	22,000	22,000	22,000	22,000	22,000	22,000	-	0.0%
STREET SIGNS	13,002	14,878	14,000	14,000	14,000	14,000	14,000	14,000	14,000	-	0.0%
DRAINAGE MATERIALS	99,985	99,766	100,000	100,000	100,000	100,000	100,000	100,000	100,000	-	0.0%
ROAD PATCHING MATERIALS	124,999	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	-	0.0%
ROAD IMPROVEMENTS	1,246,861	1,497,385	1,500,000	1,500,000	1,500,000	1,750,000	1,750,000	1,750,000	1,500,000	-	0.0%
CAPITAL	226,629	172,200	171,050	197,050	197,050	155,850	155,850	155,850	155,850	(41,200)	-20.9%
	6,915,185	6,900,524	6,957,671	6,986,671	6,986,671	7,334,662	7,334,662	7,317,521	7,033,307	46,636	0.7%

DEPARTMENT: HIGHWAY**ACCOUNT DETAIL**

Salaries & Wages – Full Time: The Director of Public Works, Town Engineer and the Deputy Public Works Director are non union positions. Non union positions reflect an increase of 2.25% in this budget. The Administrator, Assistant Administrator, Operations Manager and the Fleet & Facility Manager positions are in the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.00% per contract. Thirty two positions belong in the Public Works Employees Union, Local 1303-200 of Connecticut Council #4, AFSCME, AFL-CIO Union. Salaries & wages for this union reflect an increase of 2.00% per contract.

<u>Public Works - Highway</u>		<u>2016 - 2017</u>		<u>2017 - 2018</u>		<u>INCREASE (DECREASE)</u>	
<u>POSITION</u>	<u>union</u>	<u>AMENDED</u>		<u>1st SELECTMAN</u>			
		<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Public Works Director	nu	1	107,996	1	110,426	0	2,430
Town Engineer	nu	1	119,973	1	122,672	0	2,699
Deputy PW Director/Asst Engineer	nu	1	86,777	1	88,729	0	1,952
Administrator	th	1	44,942	1	45,841	0	899
Assistant Administrator	th	1	37,587	1	38,339	0	752
Operations Manager	th	1	81,698	1	83,332	0	1,634
Fleet & Facility Manager	th	1	75,791	1	77,307	0	1,516
Clerk	th	1	35,163	1	35,867	0	703
Truck Driver	hwy	15	844,453	15	861,342	0	16,889
Heavy Equipment Operator	hwy	4	232,709	4	237,363	0	4,654
Leadman	hwy	4	237,554	4	242,305	0	4,751
Yardman	hwy	1	59,388	1	60,576	0	1,188
Mechanic	hwy	3	181,406	3	185,034	0	3,628
Crew Chief	hwy	4	242,397	4	247,245	0	4,848
Master Mechanic	hwy	1	66,176	1	67,500	0	1,324
Payment out of Classification			3,000		3,000		-
Stipend Pay on Call & Bucket Truck			5,000		5,000		-
		40	2,462,010	40	2,511,877	0	49,867

DEPARTMENT: HIGHWAY

Salaries & Wages - Overtime: This account covers overtime for work performed outside of normal working hours to ensure public safety. Such situations may include but are not limited to storms, assisting emergency response, trees down, motor vehicle accidents, building repairs, and ice conditions. It covers July 1 to November 15 and April 15 to June 30. The balance of overtime is covered in the Winter Maintenance Overtime account.

Medical Benefits / Social Security / Life Insurance / Pension / Long Term Disability: Medical benefits – this amount reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 278, for a breakdown of medical benefit costs and the distribution of costs to the various departments. Social Security (FICA) – this amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. Life Insurance – this amount reflects the cost of the life insurance benefit per union contract. Pension – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 276 for a description of the pension plans and a breakdown of the ARC (by department). Long Term Disability - this amount reflects the cost of the long term disability benefit per union contract.

Other Employee Benefits: This account covers uniform allowance and longevity payments per union contracts and other agreements. Also covered in this account is CDL drug testing and safety glasses for mechanics.

- 4 x \$250 Clothing (Operations Manager, Fleet Manager, Deputy Director, Town Engineer)
- 4 x \$75 Safety Shoes (Operations Manager, Fleet Manager, Deputy Director, Town Engineer)
- 34 x \$400 Clothing and safety shoes for Highway Employees

Fees & Professional Services: The Town Tree Warden is paid \$15,000 annually for the hours required to survey resident work orders and contract tree removal.

DEPARTMENT: HIGHWAY

Repairs & Maintenance: This account is used for all types of replacement costs, service charges and repair expenses necessary to maintain all Highway Department equipment and vehicles, Police Department, Car Pool and Park & Recreation vehicles. Fire Ambulance and School vehicles are also repaired although they pay for parts. This account covers purchases and replacement of any or all vehicle components or various tools and equipment required to keep the Town's vehicles and equipment in safe, legal and running order. The requested increase essentially covers inflation on material costs and the increased operational requirements of the Parks & Recreation and Police Department. This is also a reflection of increased cost to maintain the rolling stock of several other departments. However, in real terms the pressure on this account is growing from storms, general use and no replacement for years for most of the rolling stock.

Contractual Services: This account pays for the following; Tree Removal pays for outside contractors to remove hazardous trees. Contractual – Drainage covers the cost of contractors to perform small scale drainage projects on town roads, including but not limited to under drain, outlets and raising basin tops for paving projects. All of the smaller projects are basin top replacements of existing drainage systems. Large groups of basin tops failing at the same time in one area is increasingly becoming a problem. Contractual – Sealing covers crack sealing. Crack Sealing is liquid asphalt that is poured in the cracks on the road to extend the life of the road. It extends the useful life of the wearing surface. Contractual – Line Painting pays for outside contractors for highway line painting. Such roads may be newly paved roads, or existing roads where lines have faded, stop bars, and/or cross walks. Contractual – Overlays covers the installation of various wearing surfaces by outside vendors to extend the useful life of the roads & various traffic calming requests from appropriate agencies. Contractual – Roadside is for roadside maintenance and sightline clearance performed by outside contractors. See detail on next page.

DEPARTMENT: HIGHWAY

				<u>2017 - 18</u>	<u>2016 - 17</u>
<u>Contractual Services:</u>					
	Tree Removal			75,000	75,000
	Drainage:		<u>detail</u>		
		Bennett's Bridge	20,000		
		Cedar Circle	34,000		
		Hanover/Echo Valley Rd	5,000		
		Pastor's Walk	28,000		
		Hall Lane	5,000		
		Vining Rd	8,000		
	Total Drainage			100,000	255,000
	Sealing			75,000	50,000
		Equestrian Ridge	35,000		
		Green leaf Farms	40,000		
	Line Painting			20,000	20,000
	Overlays:		<u>detail</u>		
		Cedar Circle	65,000		
		Crestwood Rd	17,000		
		Turkey Hill Bridge Deck	70,000		
		Oakview Rd	17,000		
		Riverside Rd	65,000		
		Sr Ctr parking lot	20,000		
		Hall Lane	46,000		
		Washington Ave	80,000		
	Total Overlays			380,000	250,000
		TOTAL REQUESTED		<u>650,000</u>	<u>650,000</u>

DEPARTMENT: HIGHWAY

Dues, Travel & Education: Computer training seminars, safety courses and reference information are all included in this line item.

Office Supplies: Office supplies.

Energy – Fuel Oil: This covers all the fuel for Highway equipment and vehicles, Car Pool, Police, Park & Recreation vehicles, Fire and Ambulance. The current gasoline contract ends 12/31/2017. The diesel contract will be bid February 2017 for a contract period of 7/1/2017 – 6/30/2018.

		<u>Unit Price</u>	<u># Gallons</u>	<u>Total</u>	<u>Grand Total</u>
2015/16	Gasoline	2.98	55,000	163,900	
	Diesel	2.19	90,000	197,100	361,000
2016/17	Gasoline	2.33	55,000	128,150	
	Diesel	1.44	90,000	129,600	257,750
2017/18	Gasoline	2.04	55,000	112,200	
	Diesel	2.08	90,000	187,200	299,400

New diesel rate = \$1.88 which is reflected in the BOF recommended.

Street Lights: This includes the operational usage cost of street lighting, traffic signals and any chargeable cost due to equipment changes.

Construction Supplies: This account covers various construction supplies including but not limited to wood, cement, brick, fencing, grass seed, mailboxes, posts, small hand tools and small rental equipment.

Street Signs: This account is used to purchase street signs, various forms of caution or warning signs, speed limit, stop and other traffic control signs for the Police Department.

Drainage Materials: Material purchases for maintenance, repair and replacement of drainage pipes, catch basins and various related projects, both scheduled and unscheduled.

Road Patching Materials: Asphalt and sealer materials used for patching pot holes, cracks and other necessary small repairs to roads or other paved areas including various traffic calming measures are covered by this account.

DEPARTMENT: HIGHWAY

Road Improvements: This account is for the full reconstruction of roadways. For larger roads, it is broken up into sections and reconstructed in multiple budgets. It was planned to increase this account, starting in 2014-15, by \$250,000 for the next four years to reach the Capital Improvement Plan (CIP) target (funded in the highway budget) of \$2,000,000 a year. An additional \$1,000,000 is in the CIP for 2017/18 to be funded by bonding. In total, there will be \$2,750,000 available for road improvements in 2017/18 if the highway budget amount of \$1,750,000 and the CIP bonding amount of \$1,000,000 are approved (appropriated). **LEGISLATIVE COUNCIL DELAYED \$250,000 INCREASE.**

<u>Road Improvements - Public:</u>					
<u>Planned Improvements:</u>					
Birch Hill Road		120,000			
Brushy Hill Road		150,000			
Hundred Acres Road		150,000			
Huntingtown Road		140,000			
Hanover Road		85,000			
Keating Farms		100,000			
Vining/Longview Road		100,000			
Bennett's Bridge Road		75,000			
Old Farm Hill Road		200,000			
Monitor Hill Road		190,000			
Mile Hill South		100,000			
Whipporwill Hill		145,000			
New Lebbon Road		220,000			
Phyllis Lane		100,000			
Mt. Nebo Road		100,000			
Pond Brook Road		175,000			
School House Hill Road		150,000			
<u>Road Improvements - Non-public:</u>					
Lakeview Terrace		100,000			
Edge lake Design		350,000			
<u>TOTAL REQUESTED</u>		2,750,000	(Budget request = \$1,750,000; CIP bonding = \$1,000,000)		
REDUCED BY LC		(250,000)			
		2,500,000			

DEPARTMENT: HIGHWAY

Capital: This is used to purchase rolling stock (capital equipment) and for replacement components that extend the useful life of existing vehicles and other heavy equipment.

DESCRIPTION	TOTAL \$	2017-2018
* Six Wheel dump truck to replace 1989 Auto Car with 180,000 miles. This truck suffers from serious frame rot and parts availability-5 yr. capital lease. YEAR 3 of 5.	200,000	40,000
* Crew Leader medium duty truck with snow plow and sander to replace a 2005 Ford F550 with 120,000 miles -5 year capital lease. YEAR 3 of 5.	75,000	15,000
* Replace Operation Manager's 2000 Chevy Truck. It has 275,000 miles with sever frame and body rot-5 year capital lease. YEAR 3 of 5.	28,500	5,250
* Medium duty cab and chassis to replace Truck 21-2006 Ford F550. This unit suffers from frame and body rot - 5 year capital lease. YEAR 3 of 5.	54,000	10,800
*New-Six wheel dump truck to replace 1998 Ford with 140,000 miles. Serious fram rot and lack of parts availability. Year 2 of 5	200,000	40,000
*New-Crew Leader medium duty truck with snow plow and sander to replace 2006 Ford 550 with 145,000 miles. Serious frame and body rote with high maintenance. Year 2 of 5	80,000	16,000
*New-Crew Leader medium tudy truck with snow plow and sander to replace 2005 Ford 350 with 160,000 miles. Serious frame and body rot. Year 2 of 5	80,000	16,000
*New-Thirteen foot stainless steel all season body replacement for 2004 Mack. Year 2 of 5	55,000	11,000
**Six wheel dump truck to replace 1998 Ford L9000 with 140,000 that suffers from serious body rot. Year 1 of 5	205,000	41,000
**Crew leader medium duty truck with snow plow and sander to replace 2006 F350 pick up truck that suffers from serious frame and body rot as well as high maintenance costs. Year 1 of 5	85,000	17,000
**Replace 2001 Chevy 2500 garage service truck that suffers from serious frame and body rot. Year 1 of 5	85,000	17,000
**Replace deputy director 2001 chevy 2500 that suffers from serious frame and body rot. Year 1 of 5	29,000	5,800
**Replace Volvo loader tires. . Year 1 of 5	20,000	4,000
**Replace five (5) car pool vehicles: First Selectman 2002 Grand Cherokee; Building dept 2001 pick up & 2001 pick up; IT dept 2000 pick up; Land Use 2001 sedan. All have frame and body rot.	145,000	29,000
	Reduced by First Selectman.	(112,000)
Highlighted capital equipment are in year 2 & 3 of the capital non-recurring fund. See pg 265		155,850
* Existing Lease; ** New Lease; *** Purchase		

DEPARTMENT: HIGHWAY

PUBLIC WORKS - MEASURES & INDICATORS							
(Fiscal Year)							
			Actual	Actual	Actual	Actual	Actual
<u>Measure/Indicator</u>			<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Miles of Road Projects *			3.79	3.35	5.82	8.67	8.3
Linear Feet of Pipe Installed			5,870	18,290	6,090	11,868	12,290
* Includes paving & reconstruction (does not include crack sealing)							

The indicators noted above only give a snapshot of part of what the Department accomplishes each year. The line that covers "Miles of Road Projects" is limited to the actual linear footage of finish paving and drainage system installed. What is misleading is that a thousand feet of drainage may affect an entire mile of roadway. The second indicator is reflective of the significant utility infrastructure installation work now commonly undertaken by the Department

DEPARTMENT: WINTER MAINTENANCE**MISSION/DESCRIPTION**

This program consists of snow removal and sanding in the winter and removal of winter sand from the roadways and catch basins in the spring and summer. The town snow removal operation divides the town into four quadrants with a unified highway crew of seven employees responsible for each area. There is a crew leader, lead man, heavy equipment operator and four regular truck drivers in each crew. Each crew is responsible for six plow runs of 10-12 miles in length in a total road system of approximately 270 miles. In addition to clearance of roads, the operation also encompasses school and town building parking lots and Fairfield Hill campus.

BUDGET HIGHLIGHTS

The budget for the Winter Maintenance department, for fiscal year 2017-18 decreased \$62,094 or (7.9%). The decrease is due to adequate salt inventory.

WINTER MAINTENANCE BUDGET

	2014 - 2015 ACTUALS	2015 - 2016 ACTUALS	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>WINTER MAINTENANCE</u>											
SALARIES & WAGES - OVERTIME	296,370	144,004	180,661	180,661	180,661	184,431	184,431	184,431	184,431	3,770	2.1%
SOCIAL SECURITY CONTRIBUTIONS	-	11,016	13,821	13,821	13,821	14,109	14,109	14,109	14,109	288	2.1%
CONTRACTUAL SERVICES	134,105	139,428	139,450	139,450	139,450	139,550	139,550	139,550	139,550	100	0.1%
SAND	98,013	32,429	58,993	58,993	58,993	63,202	63,202	63,202	63,202	4,209	7.1%
SALT	437,053	351,593	376,216	376,216	376,216	305,755	305,755	305,755	305,755	(70,461)	-18.7%
MACHINERY & EQUIPMENT -	19,999	19,971	20,000	20,000	20,000	20,000	20,000	20,000	20,000	-	0.0%
	985,540	698,441	789,141	789,141	789,141	727,047	727,047	727,047	727,047	(62,094)	-7.9%

DEPARTMENT: WINTER MAINTENANCE**ACCOUNT DETAIL**

Salaries & Wages - Overtime: This account is used for overtime for storms from November 15th to April 15th. An average of 4,205 hours of overtime has been required on a five year average. At the current average of \$43.86 per hour (average of all rates) for overtime, the total budget for 4,205 hours is \$184,431.

Social Security Contributions: This amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare.

Contractual Services: This account covers contracted removal of winter debris from catch basins and street sweeping. The complete cleaning of all catch basins and roadways is a continuing requirement under current Federal and State storm water discharge regulations. Outside vendors will sweep 800,000 linear feet (150 miles) of roadway at \$0.112 per LF for a total of \$89,600 and clean 3,000+ individual catch basins at \$19.65 per basin for a total of \$58,950. We may also contract for approximately \$20,000 of front end loader time for severe storms.

First Selectman reduction of \$29,000. Use town sweeper more.

Sand: The five year rolling average for sand usage has been 3,521 cubic yards annually. At the current price of \$17.95 the total would be \$63,202.

Salt: This account covers treated salt used for winter deicing. The equivalent of 4,039 tons of treated road salt has been used annually over the last five years. At a current cost per ton of \$88.08, the budget cost would be \$355,755.

First Selectman reduction of \$50,000 due to salt inventories.

Machinery & Equipment: This account covers replacement parts and repairs on sanders, plows and plow blades for trucks. The full allocation has been needed each year based on the current condition of plows and sanders.



WINTER MAINTENANCE - MEASURES & INDICATORS							
(Fiscal Year)							
	Actual	Actual	Actual	Actual	Actual	Actual	
<u>Measure/Indicator</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	
Number of Snow Plowing Operations	21	6	18	23	25	14	
Overtime Hours	4,525	1,764	4,280	5,080	6,986	2,913	
Tons of Salt Used	4,786	1,419	4,323	6,103	5,815	2,536	
Yards of Sand Used	4,200	1,193	3,584	5,793	4,958	2,079	

DEPARTMENT: TRANSFER STATION**MISSION/DESCRIPTION**

The transfer station provides drop off recycling for all residents and household waste disposal for those purchasing permits. The facility operates five days a week from Tuesday to Saturday. It supports recycling of many items not included in curbside pickup such as waste oil, tires, scrap metal, waste paper and batteries & electronics. We have added both single stream recycling and a volunteer organics recycling/Compost program. The result has been recycling rate increase to 27%.

BUDGET HIGHLIGHTS

The budget request for the Transfer Station department, for fiscal year 2017-18 is increased by \$7,690 or 0.6%.

TRANSFER BUDGET

TRANSFER STATION	2014 - 2015 ACTUALS	2015 - 2016 ACTUALS	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	154,974	168,440	171,980	171,980	171,980	175,420	175,420	175,420	175,420	3,440	2.0%
SALARIES & WAGES - OVERTIME	16,566	21,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	-	0.0%
GROUP INSURANCE	41,956	41,813	46,209	46,209	46,209	47,100	47,100	47,100	46,209	-	0.0%
SOCIAL SECURITY CONTRIBUTIONS	12,764	14,047	14,304	14,304	14,304	14,567	14,567	14,567	14,567	263	1.8%
RETIREMENT CONTRIBUTIONS	8,341	8,680	10,865	10,865	10,865	12,955	12,955	12,955	11,515	650	6.0%
OTHER EMPLOYEE BENEFITS	4,800	4,797	5,563	5,563	5,563	5,800	5,800	5,800	5,800	237	4.3%
REPAIR & MAINTENANCE SERVICES	1,500	1,289	1,500	1,500	1,500	1,500	1,500	1,500	1,500	-	0.0%
CONTRACTUAL SERVICES	1,080,953	1,189,248	1,100,000	1,112,000	1,100,000	1,101,200	1,101,200	1,101,200	1,101,200	(10,800)	-1.0%
DUES, TRAVEL & EDUCATION	420	349	500	500	500	500	500	500	500	-	0.0%
GENERAL SUPPLIES	800	790	800	800	800	800	800	800	800	-	0.0%
ENERGY - ELECTRICITY	4,782	4,287	5,500	5,500	5,500	4,400	4,400	4,400	4,400	(1,100)	-20.0%
CAPITAL	-	11,976	12,000	-	12,000	15,000	15,000	15,000	15,000	15,000	
	1,327,856	1,466,716	1,384,221	1,384,221	1,384,221	1,394,242	1,394,242	1,394,242	1,391,911	7,690	0.6%

DEPARTMENT: TRANSFER STATION**ACCOUNT DETAIL****Salaries & Wages – Full Time:**

The three positions belong in the Public Works Employees Union, Local 1303-200 of Connecticut Council #4, AFSCME, AFL- CIO Union. Salaries & wages for this union reflect an increase of 2.00% per contract.

<u>Public Works - Transfer Station</u>		<u>2016 - 2017</u>		<u>2017 - 2018</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Operator	hwy	1	59,385	1	60,573	0	1,188
Attendant	hwy	2	112,595	2	114,847	0	2,252
		3	171,980	3	175,420	0	3,440

Salaries & Wages - Overtime: Covers normal circumstances of illness, vacation and injury and provides necessary coverage during the permit renewal season.

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 278, for a breakdown of medical benefit costs and the distribution of costs to the various departments. The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract. **Social Security Contributions** – this amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 276 for a description of the pension plans and a breakdown of the ARC (by department).

DEPARTMENT: TRANSFER STATION

Other Employee Benefits: Benefits required by contract for clothing, shoes for three Attendants and longevity where applicable.

Repairs & Maintenance: This covers various equipment and building repairs and maintenance.

Contractual Services: : Outside vendors provide most of the services for processing various forms of trash (household waste, demolition debris, etc.) and recycling (curbside pickup, tires, oil, stumps, propane tanks removal, etc.) Most vendor costs have run true to budget and there is very little change going forward.

<u>CONTRACTUAL SERVICES:</u>					<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Curbside Recycling Pick-Up					605,000	605,000	605,000
Demolition Waste Tip Fees					45,000	47,000	70,000
Household Hazardous Waste Day (2 per year)					28,000	28,000	28,000
MSW (Garbage) Hauling & Tip Fees					385,000	419,200	350,000
Recycling and Organics Tip Fees					28,000	23,000	28,500
Removal of Waste Oil, Freon, Tires, Leaves, Propane Tanks					30,000	15,000	18,000
Fees. Stickers, Florescent Bulbs and Misc. Advertising					25,000	14,800	7,500
Well Testing & Monitoring					12,000	12,000	14,200
Wood Grinding					42,000	36,000	50,000
					1,200,000	1,200,000	1,171,200
First Selectman reduction						(100,000)	(70,000)
					1,200,000	1,100,000	1,101,200

DEPARTMENT: TRANSFER STATION

Dues, Travel & Education: This line item covers State licensing requirements for Transfer Station and Recycling Center personnel and includes public education.

General Supplies: Various supplies are required ranging from waste bags to light bulbs.

Energy - Electricity: The town shares electrical costs for the operation of the site with the operator of the Regional Transfer Station (Wheelabrator). There have been price decreases in supply which are reflected in the decrease for this item. The new PV system at the Landfill has not been factored in because of a fall start up.

Capital: This budget includes the redesign of the recycling center after the removal of the old dog pound. This will include \$15,000 for an engineered layout.

First Selectman reduction of \$12,000. Hold on recycling bins.

TRANSFER STATION - MEASURES & INDICATORS							
(Fiscal Year)							
	Actual	Actual	Actual	Actual	Actual	Actual	Actual *
<u>Measure/Indicator</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Tons of Waste Recycled	3,462	4,767	3,610	3,096	2,975	3,917	5,830
% of Total Waste Recycled	21	27	24	21	21	27	35
Tons of Refuse Collected	16,806	17,367	15,209	14,791	14,308	14,352	16,859

*These totals are tied directly to reports filed with CT DEEP. It is interesting to note that our recycling rate has increased to 35% which puts us significantly closer to the State mandates for 2020 and beyond.

DEPARTMENT: PUBLIC BUILDING MAINTENANCE**MISSION/DESCRIPTION**

This department provides general and contracted maintenance of various public facilities including the Police building, the Multi-Purpose Center, the Animal Control building, the Town garage, the Emergency Operations building and the Municipal Center.

BUDGET HIGHLIGHTS

The budget for the Public Building Maintenance department, for fiscal year 2017-2018 decreased by (\$50,187) or (6.6%). The primary decrease in the Department request is the result of decreases in contractual obligations and utilities.

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PUBLIC BUILDING MAINTENANCE BUDGET

						2017 - 2018 BUDGET					
	2014 - 2015	2015 - 2016	2016 - 2017			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>PUBLIC BUILDING MAINTENANCE</u>	<u>ACTUALS</u>	<u>ACTUALS</u>	<u>ADOPTED</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>PROPOSED</u>	<u>PROPOSED</u>	<u>RECOMMENDED</u>	<u>ADOPTED</u>	<u>\$</u>	<u>%</u>
SALARIES & WAGES - FULL TIME	90,548	92,067	94,151	94,151	94,151	96,034	96,034	96,034	96,034	1,883	2.0%
SALARIES & WAGES - OVERTIME	9,709	12,726	11,022	11,022	11,022	11,022	11,022	11,022	11,022	-	0.0%
GROUP INSURANCE	45,289	45,200	50,070	50,070	50,070	51,048	51,048	51,048	50,070	-	0.0%
SOCIAL SECURITY CONTRIBUTIONS	7,460	7,803	8,046	8,046	8,046	8,190	8,190	8,190	8,190	144	1.8%
RETIREMENT CONTRIBUTIONS	4,567	4,752	5,948	5,948	5,948	7,092	7,092	7,092	6,304	356	6.0%
OTHER EMPLOYEE BENEFITS	461	594	650	650	650	650	650	650	650	-	0.0%
WATER / SEWERAGE	70,477	71,397	64,000	64,000	64,000	69,055	69,055	69,055	69,055	5,055	7.9%
REPAIR & MAINTENANCE SERVICES	36,767	38,998	39,000	39,000	39,000	31,950	31,950	31,950	31,950	(7,050)	-18.1%
CONTRACTUAL SERVICES	126,121	127,748	130,000	130,000	130,000	100,000	100,000	100,000	100,000	(30,000)	-23.1%
GENERAL MAINTENANCE SUPPLIES	9,500	10,894	11,000	11,000	11,000	6,100	6,100	6,100	6,100	(4,900)	-44.5%
ENERGY - ELECTRICITY	212,395	243,263	222,367	222,367	222,367	220,200	220,200	220,200	220,200	(2,167)	-1.0%
ENERGY - OIL	92,936	78,275	84,858	84,858	84,858	71,350	71,350	71,350	71,350	(13,508)	-15.9%
CAPITAL	32,117	36,999	40,000	40,000	40,000	40,000	40,000	40,000	40,000	-	0.0%
	738,347	770,716	761,112	761,112	761,112	712,691	712,691	712,691	710,925	(50,187)	-6.6%

DEPARTMENT: PUBLIC BUILDING MAINTENANCE**ACCOUNT DETAIL****Salaries & Wages – Full Time:**

The three positions are in the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.00% per contract.

<u>Public Works - Public Building Maintenance</u>		<u>2016 - 2017</u>		<u>2017 - 2018</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Head Maintainer (open position - will not be filled)	th	1	-	1	-	0	-
Maintainer	th	2	94,151	2	96,034	0	1,883
		3	94,151	3	96,034	0	1,883

Salaries & Wages - Overtime: This covers staffing for weekend cleaning of the cells at the Police Department, snow removal, and staffing during vacation or sick time.

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 278, for a breakdown of medical benefit costs and the distribution of costs to the various departments. The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract. **Social Security Contributions** – this amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 276 for a description of the pension plans and a breakdown of the ARC (by department).

DEPARTMENT: PUBLIC BUILDING MAINTENANCE

Other Employee Benefits: Clothing (\$250) and safety shoes (\$75) for two building maintenance personnel.

Water / Sewerage: Water costs at Town Garage, Town Hall South, Dog Pound, EOC, Municipal Building and other Town facilities. (\$800 to be reimbursed by Dog Fund). Sewer Use Fee for various Town facilities. Both Sewer Use and Sewer Assessment accounts pay for the following town buildings:

Ambulance Garage, 77 Main Street

Multi-Purpose Center, 14 Riverside Road

BOE/Park & Rec Maintenance Garage, 5 Trades Lane

BOE/Park & Rec Warehouse Building, 1 Trades Lane

Edmond Town Hall, 45 Main Street

Industrial Vacant Land, 6-8 Commerce Road

Library, 25 Main Street

Municipal Center, 3 Primrose Street

Meeting House, 31 Main Street

Sandy Hook Fire House, 18 Riverside Road

Town Hall South, 3 Main Street

Park & Rec's Teen Center, 53A Church Hill Road

Newtown Hook & Ladder, 45 Main Street

Repairs & Maintenance: This account covers the material costs & service charges for various maintenance repairs and building system requirements.

Contractual Services This account covers custodial contracted cleaning and rug services at Town Hall South, Public Works, Multi-Purpose Center, Municipal Building, Animal Control Facility and Emergency Operations Building. It also covers various contracted building services including tick spray at Multi-Purpose Center, fire and security alarms, annual fire extinguisher certification, garbage collection, septic pumping, bug control, HVAC repairs and other building maintenance and repair projects.

DEPARTMENT: PUBLIC BUILDING MAINTENANCE

General Maintenance Supplies: This account covers various types of paper products, maintenance items, and cleaning supplies for the Town Garage, Town Hall South, Dog Pound, Multi-Purpose Center, Municipal Center, EOC, and Police Sub-station.

Energy - Electricity: This account covers the electrical costs for Town Hall South, Multi-Purpose Center, Town Garage, Dog Pound, EOC, Municipal Building, Center for Support & Wellness and other Town facilities.

Energy - Oil: This account covers the heating costs for Town Hall South, Multi-Purpose Center, Town Garage, Dog Pound and FFH Maintenance Facility, EOC, Municipal Center and other Town facilities. This includes heating oil, natural gas and propane.

Heating Fuel		(Multi Purpose Building and Public Works)			
Year	Unit Price	Gallons/ccf	Total	Contract End Date	
2017/2018					
Oil	1.42	16,198	\$ 23,001	6/30/2017	
Natural Gas	1.19	33,486	\$ 39,848	12/31/2016	
Propane - Parks	2.09	4,067	\$ 8,500		
			<u>\$ 71,350</u>		

Capital:

<u>Capital Item</u>	<u>Amount</u>
Replace standby generator/transfer switch at PW. Current generator not able to power entire building. 5 year (internal) capital lease. Total cost = \$50,000. YEAR 2 of 5.	6,780
Replacement of two overhead garage doors at Public Works	11,000
Install security camera's at Public Works	23,000
Extra security camera's at Transfer Station	12,000
Overhaul ladies locker room and bathroom facilities at PD	18,000
First Selectman reduction.	(30,780)
	<u>40,000</u>

DEPARTMENT: PUBLIC BUILDING MAINTENANCE**Cost breakdown by Building by Entity (Town & BOE):**

	Total	Total	Municipal Center		Polic	Sr. Ctr.	Dog	Town	EOC	Wellness	Trades Lane		P & R	Other	
	<u>Town</u>	<u>BOE</u>	<u>Town</u>	<u>BOE*</u>	<u>Bldg.</u>	<u>Bldg.</u>	<u>Pound</u>	<u>Garage</u>	<u>Bldg.</u>	<u>Center</u>	<u>Town</u>	<u>BOE*</u>	<u>Utilites</u>	<u>Town</u>	
			68%	32%						<u>FFH</u>	70%	30%		<u>Buildings</u>	
SALARIES & WAGES-FULLTIME	96,034	-			48,017	48,017									
SALARIES & WAGES-OVERTIME	11,022	640	1,360	640	4,831	4,831									
GROUP INSURANCE	51,048	-			25,524	25,524									
SOCIAL SECURITY CONTRIBUTIONS	8,190	-			4,095	4,095									
RETIREMENT CONTRIBUTIONS	6,941	-			3,471	3,471									
OTHER EMPLOYEE BENEFITS	650	-			325	325									
WATER / SEWERAGE	69,055	4,020	5,858	2,757	3,250	3,775	4,300	800	2,050	375	2,947	1,263	13,500	36,500	
REPAIR & MAINTENANCE SERVICES	31,950	6,400	13,600	6,400	10,000	2,650	1,800	4,500	600	600					
CONTRACTUAL SERVICES	100,000	24,470	52,000	24,470	16,000	11,000	12,100	18,000	1,200	1,800					
GENERAL MAINTENANCE SUPPLIES	6,100	565	1,200	565	800	700	1,200	2,400	600	400					
ENERGY - ELECTRICITY	220,200	25,882	55,000	25,882	48,000	15,500	6,400	16,000	7,000	6,000			70,000	2,700	
ENERGY - OIL	71,350	12,726	17,800	8,376	6,700	10,000	3,500	13,000	1,400	2,700	10,150	4,350	8,500	1,100	
CAPITAL	70,780	-			18,000			40,780						12,000	
	743,320	74,703	146,818	69,090*	189,013	129,888	29,300*	95,480	12,850	11,875	13,097	5,613*	92,000	52,300	
*Provided for informational purposes but <u>NOT</u> included in department request															

HEALTH & WELFARE FUNCTIONS

DEPARTMENT: SOCIAL SERVICES**MISSION/DESCRIPTION**

The below content and numbers reflect the needs of Social Services and the Center for Support and Wellness. The 2017-2018 fiscal year needs are projections from the joint efforts of 2016 (March-November) which was the first year for the CSW and the first year both departments shared a budget.

It is the mission of Social Services to enhance the quality of life and self-sufficiency of people in need of social and financial services. The CSW is the single point of entry which connects members of the community with wellness resources through a strong referral system. Together, both departments provide leadership, advocacy, planning and delivery of services in partnership with public and private organizations. We are dedicated to providing services with respect, compassion and accountability.

BUDGET SUMMARY

The budget for the Social Service department, for fiscal year 2017-2018 is increased by \$15,973 or 5.0%. The increase is due to the operating budget of the Center for Support and Wellness, support of programmatic efforts for the CSW, and marketing of social services to an underserved populations. Two positions (Director for the CSW and the Care Navigator) continue to be supported in part by the Town, Praxiar Foundation, and the Newtown Sandy Hook Community Foundation (NSHCF). **A request to Praxiar of \$50,000 and a request to NSHCF for \$30,000 will help off set the cost of these two staff positions.** It has been the intention of the town to increase the amount of town support to 100% over the next 3-5 years.

HIGHLIGHTS

- Dues, travel, & Education was increased to reflect the need to keep both directors and CSW staff up to date on current trends and mental health modalities.
- Fees and professional services includes a new data base that will be used by both departments; ensuring proper tracking of services and client satisfaction. The cost of that is \$1,440.00 yearly cost.
- It is necessary to have a CSW Office Supplies line item and a Social Services line item.
- Due to the independent proximity of the CSW, and the number of staff in the CSW, more office supplies are required.

DEPARTMENT: SOCIAL SERVICES**SOCIAL SERVICES BUDGET**

						2017 - 2018 BUDGET						
	2014 - 2015	2015 - 2016	2016 - 2017			1st SELECTMAN	BOS	BOF	LC	CHANGE		
<u>SOCIAL SERVICES</u>	<u>ACTUALS</u>	<u>ACTUALS</u>	<u>ADOPTED</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>PROPOSED</u>	<u>PROPOSED</u>	<u>RECOMMENDED</u>	<u>ADOPTED</u>	<u>\$</u>	<u>%</u>	
SALARIES & WAGES - FULL TIME	91,759	128,502	200,372	200,372	200,372	209,899	209,899	209,899	209,899	9,527	4.8%	
GROUP INSURANCE	37,770	38,462	79,093	79,093	79,093	79,900	79,900	79,900	78,989	(104)	-0.1%	
SOCIAL SECURITY CONTRIBUTIONS	6,573	9,372	15,328	15,328	15,328	16,057	16,057	16,057	16,057	729	4.8%	
RETIREMENT CONTRIBUTIONS	1,832	3,656	11,275	11,275	11,275	9,496	9,496	9,496	8,696	(2,579)	-22.9%	
FEES & PROFESSIONAL SERVICES	-	-	3,000	3,000	3,000	5,000	5,000	5,000	5,000	2,000		
DUES, TRAVEL & EDUCATION	99	-	100	100	100	5,000	5,000	5,000	5,000	4,900	4900.0%	
OFFICE SUPPLIES	-	484	-	1,000	1,000	4,000	4,000	4,000	4,000	3,000	300.0%	
CONTRIBUTIONS TO INDIVIDUALS	3,468	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	-	0.0%	
OTHER EXPENDITURES	-	-	3,000	3,000	3,000	1,500	1,500	1,500	1,500	(1,500)		
	141,501	184,476	316,168	317,168	317,168	334,852	334,852	334,852	333,141	15,973	5.0%	

DEPARTMENT: SOCIAL SERVICES**ACCOUNT DETAIL**

Salaries & Wages – Full Time: The Director of Human Services, the Clinical Social Worker & the Care Navigator are a non union positions. Non union positions reflect an increase of 2.25% in this budget. The Secretary position belongs to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.00% per contract. The Clinical Social Worker and the Care Navigator positions are relatively new positions. Their authorized start date was 3/1/2016. The Care Navigator position had an authorized salary of \$45,000 in 2016-17. \$40,000 was budgeted due to planned turnover.

<u>Social Services</u>		<u>2016 - 2017</u>		<u>2017 - 2018</u>		<u>INCREASE (DECREASE)</u>	
		<u>AMENDED</u>		<u>1st SELECTMAN</u>			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Director of Human Services	nu	1	57,611	1	58,907	0	1,296
* Licensed Clinical Social Worker (\$75,000 - \$10,000 VOCA grant)	nu	1	65,000	1	66,463	0	1,463
* Care Navigator	nu	1	40,000	1	46,013	0	6,013
Secretary	th	1	37,761	1	38,517	0	755
		4	200,372	4	209,899	0	9,526

* Offset by private grants in general fund revenues (Praxiar - \$50,000 & NSHCF - \$30,000)

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 278, for a breakdown of medical benefit costs and the distribution of costs to the various departments. The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract. **Social Security Contributions** – this amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 276 for a description of the pension plans and a breakdown of the ARC (by department).

DEPARTMENT: SOCIAL SERVICES**ACCOUNT DETAIL**

Fees & Professional Services: This account is used for professional development for the clinical social worker and care navigator positions.

Dues, Travel & Education: This account is used for training programs, conferences, dues and literature for the office. It has increased due to the increase in staffing in the department.

Office Supplies: This account has increased due to the addition of the Center for Support and Wellness.

Contributions to Individuals: This account is used for emergency housing and other emergency payments for individuals. It also pays for counseling sessions provided by Newtown Youth & Family Services.

Other Expenditures: This account is used for printing and marketing for the clinical social worker and care navigator core functions.

MEASURES & INDICATORS						
(Calendar Year)						
	Actual	Actual	Actual	Actual	Actual	Actual
Measure/Indicator	2011	2012	2013	2014	2015	2016
# of Applications:						
Renters Rebate	72	71	61	75	78	70
Operation Fuel **	25	33	24	30	29	36
Energy Assistance	195	278	286	294	281	287
Backpacks	88	92	96	94	92	66
Value of Food Donated	\$8,000	\$ 20,000	\$ 21,000	\$ 19,000	\$ 25,000	\$ 25,000
Value of Big Y Bread Donations	\$5,000	\$ 7,000	\$ 7,800	\$ 8,100	\$ 9,300	\$ 6,300
Thanksgiving Baskets	69	71	81	77	80	72
Holiday Baskets	68	68	84	81	85	74
CSW Clients Served						200
CSW Community/Outreach hrs						300
**Operation Fuel has limited donations; therefore there are limited applications.						

DEPARTMENT: SENIOR SERVICES**MISSION/DESCRIPTION**

The Newtown Senior Center provides activities that promote independence, creativity, physical and emotional health, and lifelong learning for our elderly residents. It is a place to gather in a friendly environment where they may participate in social, cultural and educational programs; and enhance independence, support mental, physical and social well being. Where “Silver is Golden”.

BUDGET HIGHLIGHTS

The budget for the Senior Services department, for fiscal year 2017-2018 has increased by \$8,314 or 2.5%. Increase is mainly due to an increase of \$2,450 in the other expenditures line item for additional therapeutic art/craft programs due to expanding senior needs specifically geared to the socially isolated, less active, handicapped senior member to improve emotional well-being contributing to successful aging in place.

1 class @ \$40 a session for 52 weeks = \$2,080 plus \$920.00 for supplies.

Also the senior bus contract has increased by \$2,800 (1.9%).

SENIOR SERVICES BUDGET

SENIOR SERVICES	2014 - 2015 ACTUALS	2015 - 2016 ACTUALS	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	91,905	93,257	95,511	95,511	95,511	97,506	97,506	97,506	97,506	1,995	2.1%
SALARIES & WAGES - PART TIME	7,904	3,853	5,500	5,500	5,500	5,500	5,500	5,500	5,500	-	0.0%
GROUP INSURANCE	25,586	25,652	28,083	28,083	28,083	28,626	28,626	28,626	28,083	-	0.0%
SOCIAL SECURITY CONTRIBUTIONS	6,775	6,976	7,727	7,727	7,727	7,880	7,880	7,880	7,880	153	2.0%
RETIREMENT CONTRIBUTIONS	4,634	4,882	6,034	6,034	6,034	7,201	7,201	7,201	6,400	366	6.1%
SENIOR BUS CONTRACT	145,000	145,000	148,700	148,700	148,700	151,500	151,500	151,500	151,500	2,800	1.9%
DUES, TRAVEL & EDUCATION	122	249	1,050	500	500	1,050	1,050	1,050	1,050	550	110.0%
OFFICE SUPPLIES	-	915	-	1,500	1,500	1,500	1,500	1,500	1,500	-	0.0%
OTHER EXPENDITURES	30,912	31,884	37,000	37,550	37,550	40,000	40,000	40,000	40,000	2,450	6.5%
	312,837	312,668	329,605	331,105	331,105	340,762	340,762	340,762	339,419	8,314	2.5%

DEPARTMENT: SENIOR SERVICES**ACCOUNT DETAIL**

Salaries & Wages – Full Time: The Senior Services Director is a non union position. Non union positions reflect an increase of 2.25% in this budget. The Assistant and the Senior Aide belong to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.00% per contract.

Salaries & Wages – Part Time: See part time van driver below.

<u>Senior Services</u>		<u>2016 - 2017</u>		<u>2017 - 2018</u>		<u>INCREASE (DECREASE)</u>	
		<u>AMENDED</u>		<u>1st SELECTMAN</u>			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Senior Services Director	nu	1	57,611	1	58,907	0	1,296
Assistant	th	1	34,900	1	35,598	0	698
Senior Aide (unfilled position to remain unfilled)	th	1	-	1	-	0	-
Temporary Clerk - Part Time	nu		3,000		3,000		-
		3	95,511	3	97,506	0	1,994
<u>PART TIME</u>							
Part Time Van Driver		1	5,500	1	5,500	0	-

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 278, for a breakdown of medical benefit costs and the distribution of costs to the various departments. The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract. **Social Security Contributions** – this amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 276 for a description of the pension plans and a breakdown of the ARC (by department).

DEPARTMENT: SENIOR SERVICES

Senior Bus Contract: H.A.R.T. (Housatonic Area Regional Transit) request amount has increased by \$2,800 or 1.9%. This bus service is for 5 days a week. Saturdays and extra weekday hours service is funded through section 13(b) (Elderly & Disabled Transit grant thru the State of CT). This is a Town wide service for the whole senior and disabled community; it is not just service for the Senior Center. The estimated cost for Newtown is \$156,400. This is offset by estimated revenues (fare box) of \$4,900 for a net cost of 151,500.

HART senior services web site: [HART](#)

Dues, Travel & Education: This account allows the staff to be reimbursed for mileage when a town car is not available. It also covers dues to such organizations as: CT Association of Senior Center Personnel, National Council on Aging, Retired Senior Volunteer Program, Elder Hostel, Creative Forecasting Inc, Aging News Alert and other subscriptions to professional magazines. It pays for workshops and conferences which provide staff training development essential for implementing programs and services.

Office Supplies: Office supplies.

DEPARTMENT: SENIOR SERVICES

Other Expenditures: This account covers all program/class supplies, teacher's fees, holiday themed parties, bingo, outreach programs, inter-generational programs, informational and educational events. This account also covers pamphlets, brochures, educational and entertaining videos, CD's and DVD's and other materials for workshops, training and client use.. This account also contributes \$973.50 for the congregate meal site - Housatonic Valley Region:

Local Funding Request – Congregate meals

Assistance requested from each municipality for 2017-2018 is based upon program utilization based on data provided by Western Connecticut Area Agency on Aging, Inc. and experience from actual data over the first few weeks. Constructive Workshops Resources will maintain the rate of .30 cents per meal served. Funds received will be used only to purchase meals to homebound elders during the period of 7/1/2017 - 06/30/2018.

2017-2018 Newtown Service Estimates:

	<u>Clients</u>	<u>Meals</u>	<u>Cost</u>
Congregate Meals	27	1,306	\$ 391.80
Meals on Wheels	16	1,939	\$ 581.70
Total	43	3,245	\$ 973.50

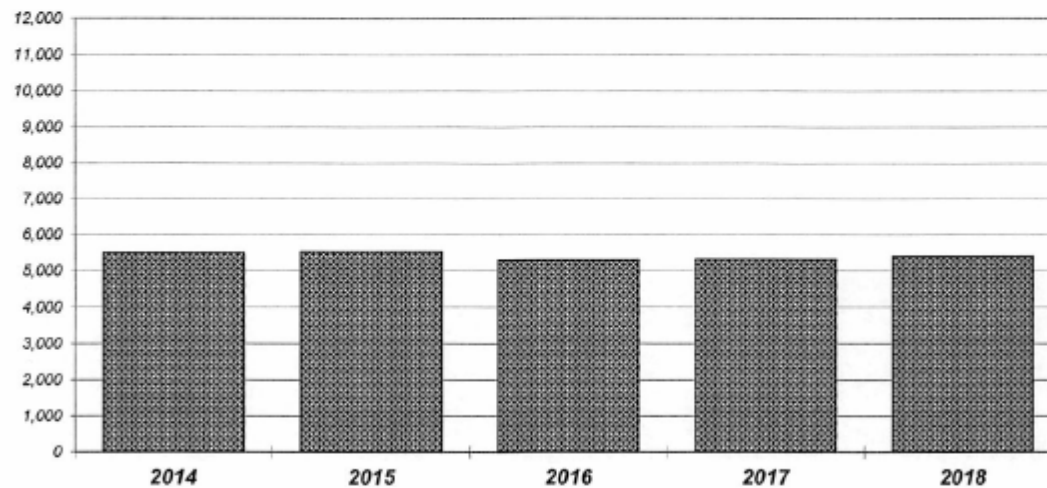
	Actual	Actual	Actual	Actual	Actual	Est.
<u>Measure/Indicator</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Paid members	376	387	365	340	390	410
Members	950	1,059	923	929	950	950
Outreach/Health programs	36	36	36	36	36	36
Trips	54	65	58	48	48	44
Programs/Classes	50	55	55	62	70	70
Meal site clients	146	131	74	51	60	43
Note: Paid members are those who pay \$20 per year (\$25 for non resident) and participates in paid classes. Members utilize flu shot clinics, income tax preparation, seminars, AARP etc. bi-weekly blood pressure screening and mealsite						

**SWEETHART OPERATING PROFILE
TOWN OF NEWTOWN**

	Weekdays	Saturdays	Hours/Wkday	Hours/Saturday	Annual Hours	Daily Trips	Annual Trips	Trips/Hour
FY 2018	260	52	15.32	8.50	4,425			
FY 2018 Total	260	52			4,425	17	5,408	1.22

*Note: Extra weekday hours (M -F) and Saturday hours on the budget sheet reflect service funded through section 13(b)

**SWEETHART RIDERSHIP HISTORY
TOWN OF NEWTOWN**



FY 2018 ridership estimate based on current trends.
FY 2017 estimate based on ridership trends from July through October 2016.

DEPARTMENT: NEWTOWN HEALTH DISTRICT**MISSION/DESCRIPTION**

Our mission is to promote and to protect the physical and environmental well-being of the citizens of the Newtown Health District through direct services, wellness and promotion programs and active support of community efforts. Health District staff enforces the requirements of the Connecticut Public Health Code and the Newtown Sanitary Code to help ensure a clean and healthy environment. Collaboration with community partners is an essential part of our operation. Delivering exceptional customer service to our residents is our priority.

Services include: Plan review, permitting and inspection of new and repaired septic systems. Review and permitting for water supply wells. Health Panel Review - a Sewer Avoidance Program unique to Newtown to review plans for lots less than one-half acre in size to ensure compliance with all agencies' Codes requirements. Plan review, licensing and inspection of food service establishments (deli's, restaurants, schools, grocery stores, etc.). Review and sign-off for building permits for proposed work to ensure compliance with CT Public Health Code. Daycare inspections. Investigation of complaints (wastewater, pollution, housing, potential vermin, etc.) and abatement of violations. Follow-up on reportable infectious diseases (i.e. tuberculosis, salmonella, e.coli) that have potential public health implications. Assist with collection, testing, notification and guidance for potential rabies exposures. Health education (health screenings, Heart health promotion, Lyme Disease and other tick-borne disease prevention, physical activity & nutrition, influenza prevention, radon awareness). Local and regional public health emergency preparedness planning, exercise, and evaluation.

The Health District staff works through education, training, exercises and real-life scenarios to maintain cutting-edge expertise for responding to ever emerging public health issues; in most recent years this has included bio-terrorism preparedness (smallpox & anthrax), school health issues, H1N1 Influenza, MRSA, groundwater contamination, public water supply issues, storm response and extended power outages.

Web site: [HEALTH DISTRICT](#)

BUDGET HIGHLIGHTS

The Request to the Town of Newtown for its local share ("other purchased services") of the Newtown Health District budget for fiscal year 2017-2018 has increased \$2,547 or 0.9%.

HEALTH DISTRICT BUDGET

	2014 - 2015 ACTUALS	2015 - 2016 ACTUALS	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
NEWTOWN HEALTH DISTRICT											
GROUP INSURANCE	95,084	95,249	104,501	104,501	104,501	106,555	106,555	106,555	104,501	-	0.0%
RETIREMENT CONTRIBUTIONS	14,093	14,664	17,659	17,659	17,659	20,310	20,310	20,310	18,051	392	2.2%
OTHER PURCHASED SERVICES	275,341	273,762	272,828	272,828	272,828	275,375	275,375	275,375	275,375	2,547	0.9%
	384,518	383,675	394,988	394,988	394,988	402,240	402,240	402,240	397,927	2,939	0.7%

ACCOUNT DETAIL

Group Insurance; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 278, for a breakdown of medical benefit costs and the distribution of costs to the various departments. The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 276 for a description of the pension plans and a breakdown of the ARC (by department).

Other Purchased Services: Newtown Health District Contribution. See Health District budget, next page:

**NEWTOWN HEALTH DISTRICT
BUDGET INFORMATION
FY 2017-2018**

Expenditures (incl in kind)		In Kind Services from:			Revenue Estimates	
		Newtown	Bridgewater	Roxbury		
Salaries	419,983				State Per Capita Grant:	
Payroll Expenses	58,142	20,897			Newtown (Town)	42,950
Operating	22,450	12,000	2,250	2,750	Newtown (Borough)	3,250
Programs/Contractual	17,885				Bridgewater	2,750
Legal/Financial	11,500				Roxbury	3,650
Transportation	14,000	11,000			Fees:	
Health Insurance	106,845	106,555			Newtown	75,000
CIRMA Insurances	22,750				Bridgewater	7,000
Capital	-				Roxbury	9,500
Contingency	5,000				Grants	15,000
Total Expenditures	678,555	150,452	2,250	2,750	Use of Fund Balance	35,000
					Total Revenue Est. before Local Contribution	194,100
					Local Contribution (Per Capita)(incl In Kind):	
					Newtown (Town)	425,827
					Bridgewater	25,336
					Roxbury	33,292
					Total Revenue Estimates	678,555

Request for local Contribution:		15		Local
District Member	population	Local Per Capita Cost	In Kind Services	Contribution Request
Town of Newtown	28,152	425,827	150,452	275,375
Town of Bridgewater	1,675	25,336	2,250	23,086
Town of Roxbury	2,201	33,292	2,750	30,542
Total	32,028	484,455		

DEPARTMENT: NEWTOWN HEALTH DISTRICT**Expenditure Detail****SALARIES**

Director of Health	93,550
Medical Advisor	10,042
Administrative Assistant	48,176
Senior Sanitarian	79,749
Assistant Sanitarian	74,483
Assistant Sanitarian	74,483
Food Service Inspector	34,500
Labor Contract	5,000
TOTAL	419,983

PAYROLL EXPENSES

Social Security	32,045
Pension	20,897
O.O.D. pension	5,200
TOTAL	58,142

OPERATING

Office supplies	1,000
Telephone	500
Field Equipment	200
Office Equip. Maintenance	200
Specimen Transportation	1,500
Clothing	1,200
Dues/Subscript.	850
District offices	17,000
TOTAL	22,450

PROGRAMS

Health Education	4,735
Medical Supplies	2,000
Educ./Training	1,500
Water Testing	900
Food Protection program	2,000
VNA Nursing	5,500
Environmental Health Services	1,250
TOTAL	17,885

LEGAL/FINANCE

Accounting	5,000
Legal	1,000
Payroll	3,000
Bookkeeper	2,500
TOTAL	11,500

TRANSPORTATION

Vehicle Leasing (3 trucks)	11,000
Transportation reimbursement	2,750
Misc. reimbursement	250
TOTAL	14,000

HEALTH INSURANCE

Health Insurance	106,555
Health Insurance Copay	-
DOH - Life	290
TOTAL	106,845

INSURANCE

Workers Comp	6,250
Other CIRMA ins	16,500
TOTAL	22,750

CONTINGENCY

Contingency	5,000
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GRAND TOTAL	678,555
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DEPARTMENT: NEWTOWN HEALTH DISTRICT

<u>Measure/Indicator</u>	(Fiscal Year)						<u>Actual</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	
Licensed Food Service Establishments	121	113	127	129	128	130	127
Soil Testing	113	93	122	94	164	111	121
Septic systems (new and repair)	100	72	110	91	116	102	122
Well permits	33	50	48	48	49	53	60
Building Permit review/sign-off	292	290	302	270	332	348	374

Performance measures and indicators for local public health services may be elusive, as the primary goal of public health is to protect health and prevent disease and injury. Quantifying disease that has been prevented can be difficult to count. In addition, some efforts of Health District staff are not readily measured by performance indicators in a table. For example, repeated visits, inspections and training sessions with an individual food service establishment, based on the specific need of the establishment is not readily measured. Similarly, the efforts of working with a resident or neighborhood to investigate and abate a potential public health nuisance do not fall into an easily measured category. Equally important are the existing, the new and the evolving relationships with community partners with whom much work is accomplished. Time spent meeting and collaborating with those partners and providing and receiving support for community work and projects is essential to Newtown's public health, but is not readily measured in metrics. The Newtown Health District will be working, along with many other health departments and districts in the State of CT, to systematically assess its performance of delivering essential services with the ultimate goal of accreditation.

DEPARTMENT: NEWTOWN YOUTH & FAMILY SERVICES**MISSION/DESCRIPTION**

Newtown Youth Family Services combines clinical services and enrichment programs to provide a continuum of care to residents of Newtown and 16 surrounding towns. We serve youth (age 4) up to Senior citizens. We have expanded our mental health services and enrichment programs greatly in the last 2 years to meet the needs of the community. Our biggest addition is programming for Senior Citizens and a social outing program for adolescents that fall on the Autism Spectrum.

NYFS is a licensed, non-profit, mental health clinic and youth service bureau. We are also the designated mental health agency for the Town. We are greatly involved with the mental healthcare in the community. We provide outpatient individual, couple, and family counseling and substance abuse treatment services. In addition we offer prevention initiatives, after school, evening and weekend programs and support groups to promote individual and community wellness.

For nearly 30 years, we have offered specialized programs and services to individuals of all ages.

Mission Statement:

Newtown Youth and Family Services, Inc. is dedicated to helping children and families achieve their highest potential.

Organizational/Affiliations/Licensures/Certifications NYFS collaborates with:

- Accredited by the Council on Accreditation (COA) a community-based behavioral health care and human service organizations
- DPH Licensed Psychiatric Outpatient Facility for Adults
- DPH Licensed Outpatient Substance Abuse Treatment Facility
- DCF Licensed Outpatient Psychiatric Clinic for Children
- State Department of Education designated Town Youth Service Bureau
- Connecticut Council of Family Services Agencies
- Connecticut Association of Non-profits
- Newtown Prevention Council

Newtown Youth & Family Services is a 501(c) (3) Non Profit Organization.

Web site: [NEWTOWN YOUTH & FAMILY SERVICES](#)

BUDGET HIGHLIGHTS

The budgeted contribution for Newtown Youth & Family Services, for fiscal year 2017-2018 has remained the same. The other increase is for health benefits.

NEWTOWN YOUTH & FAMILY SERVICES BUDGET

	2014 - 2015 ACTUALS	2015 - 2016 ACTUALS	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
NEWTOWN YOUTH & FAMILY SERVICES											
GROUP INSURANCE	33,368	33,348	36,526	36,526	36,526	37,211	37,211	37,211	36,526	-	0.0%
CONTRIBUTIONS TO OUTSIDE AGENCIES	265,000	265,000	266,000	266,000	266,000	266,000	266,000	266,000	266,000	-	0.0%
	298,368	298,348	302,526	302,526	302,526	303,211	303,211	303,211	302,526	-	0.0%

NEWTOWN YOUTH & FAMILY SERVICES**ACCOUNT DETAIL**

Contributions to Outside Agencies: The Town of Newtown contributes an amount to grant income. See overall budget below:

Newtown Youth & Family Services 2016-2017 Budget		
	2015/2016	2016/2017
Ordinary Income/Expense		
Income		
4000 · Contributed support	115,061	151,257
4500 · Grant Income	618,913	1,644,251
5000 · Earned revenues	574,388	332,306
5800 · Special events	89,000	54,000
Total Income	1,397,362	2,181,814
Expense		
7000 · Grant & contract expense	32,745	70,752
7200 · Salaries & related expenses	1,648,869	1,678,807
7500 · Other personnel expenses	12,300	36,050
8100 · Non-personnel expenses	76,357	92,310
8200 · Occupancy expenses	175,157	310,187
8300 · Travel & meetings expenses	2,000	4,000
8500 · Misc expenses	56,649	67,084
8700 · Special Events	22,500	17,500
Total Expense	2,026,577	2,276,690
Net Ordinary Income	(629,215)	(94,876)

NEWTOWN YOUTH & FAMILY SERVICES

Group Insurance: Group Insurance – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 279, for a breakdown of medical benefit costs and the distribution of costs to the various departments. The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract.

Unduplicated Service Recipients (mental health and enrichment programs):

Year	Unduplicated Service Recipients	Special Notes
2012	1,162	Plus an additional 800 walk ins after the Sandy Hook Tragedy.
2013	2,521	
2014	2,920	
2015	3,387	191% increase from 2012 to 2015.
2016	4,111	

DEPARTMENT: CHILDREN'S ADVENTURE CENTER**MISSION/DESCRIPTION**

Children's Adventure Center is a dynamic learning community dedicated to providing a superior early-learning educational experience in a warm, friendly atmosphere. We pursue our goal of excellence with a caring community of young learners, dedicated staff and supportive parents and work to develop confident students who are motivated to grow lifelong learning and academic skills, keen social intelligence and creative thinking abilities. We believe that learning is fun and fun is learning.

The Children's Adventure Center was established in Newtown in 1969 by a group of concerned community leaders as a non-profit organization to provide early childhood education for local families. The Center is governed by a volunteer Board of Directors elected annually who provide a staff of experienced early childhood professionals.

CAC is accredited by NAEYC - the National Association for the Education for Young Children - a national organization whose goal is to raise the quality of Pre-school Education through a stringent accreditation process. CAC is also licensed by the State of Connecticut Public Health Services; State Board of Education, by the Town of Newtown Health Department, State Fire Marshall and the Town Building Inspector.

Web site: [CHILDREN'S ADVENTURE CENTER](#)

BUDGET HIGHLIGHTS

The town contribution to the CAC has been reduced from \$10,000 to \$ -0- due to recent healthy financial statements. The Town makes a major contribution to the organizations health benefits.

Note: In kind payments are not shown. They represent a rent free building, heat, water, sewer and custodial services. The total cost for these in kind services is approximately \$65,000 (per Public Works).

CHILDREN'S ADVENTURE CENTER BUDGET

	2014 - 2015	2015 - 2016	2016 - 2017			2012 - 2013 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
CHILDREN'S ADVENTURE CENTER	ACTUALS	ACTUALS									
GROUP INSURANCE	100,881	100,972	111,201	111,201	111,201	113,392	113,392	113,392	111,201	-	0.0%
RETIREMENT CONTRIBUTIONS	16,864	17,547	21,131	21,131	21,131	29,348	29,348	29,348	26,293	5,162	24.4%
CONTRIBUTIONS TO OUTSIDE AGENCIES	25,000	25,000	10,000	10,000	10,000	-	-	-	-	(10,000)	-100.0%
	142,745	143,519	142,332	142,332	142,332	142,741	142,740	142,740	137,494	(4,838)	-3.4%

ACCOUNT DETAIL

Group Insurance; Retirement Contributions: Group Insurance – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 278, for a breakdown of medical benefit costs and the distribution of costs to the various departments. . The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 276 for a description of the pension plans and a breakdown of the ARC (by department).

Contributions to Outside Agencies: Contribution to Children's Adventure Center (CAC). A cash contribution to the CAC is no longer considered necessary. Financial operations over the last three years have been improved to the point of self sufficiency.

DEPARTMENT: CONTRIBUTIONS TO OUTSIDE AGENCIES

MISSION/DESCRIPTION

The Town of Newtown values the services provided by various not-for-profit agencies. The Town provides an annual contribution to those agencies who receive financial and/or in-kind support from our residents. Bi-annually, the finance office of the Town of Newtown requests documentation from agencies soliciting a budgetary contribution that those same agencies have received support from Newtown residents.

BUDGET HIGHLIGHTS

The budget for the Contributions to Outside Agencies, for fiscal year 2017-2018 has been reduced by (\$25,000) or (31.7%). Kevin's Community Center has not yet requested their 2016/17 budgeted amount. It is assumed they no longer need the town's contribution.

See table on the next page.

CONTRIBUTIONS TO OUTSIDE AGENCIES BUDGET

	2014 - 2015	2015 - 2016	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN	BOS	BOF	LC	\$	%
	ACTUALS	ACTUALS				PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
OUTSIDE AGENCY CONTRIBUTIONS											
CONTRIBUTIONS TO OUTSIDE AGENCIES	88,585	88,842	78,842	78,842	78,842	53,842	53,842	53,842	53,842	(25,000)	-31.7%

DEPARTMENT: CONTRIBUTIONS TO OUTSIDE AGENCIES**ACCOUNT DETAIL****Contributions to Outside Agencies:**

<u>OUTSIDE AGENCIES</u>	<u>2016-17</u>	<u>2017-18</u>
Visiting Nurses Association	500	500
Kevins Community Center	25,000	-
Regional Hospice	5,000	5,000
Veterans Guidance Supplies	250	250
NW Regional Mental Health Board	3,092	3,092
Womens Center of Danbury	10,000	10,000
Ability Beyond Disability	4,000	4,000
United Way of Western CT, The Volunteer Center	1,000	1,000
Newtown Parent Connection	30,000	30,000
	78,842	53,842

DEPARTMENT: CONTRIBUTIONS TO OUTSIDE AGENCIES

Visiting Nurses Association: With the cooperation of Bethel VNA and Danbury VNA the Visiting Nurse Association of Newtown provides nursing, physical therapy, and nursing aide services to Newtown residents. Resources include skin cancer screenings and cholesterol screenings.

We provide eye screenings in nursery and preschools. The VNA maintains a loan closet of medical supplies such as wheelchairs, crutches, shower seats and other items available at no cost to any Newtown resident. The VNA Thrift Shop is located from the back parking lot at Edmond Town Hall. In season donations gratefully accepted.

DEPARTMENT: CONTRIBUTIONS TO OUTSIDE AGENCIES

Regional Hospice: Regional Hospice and Home Care of Western Connecticut, founded in 1983, is a community-based, not-for-profit agency providing Hospice and Palliative Home Care throughout Western Connecticut. The agency is State licensed and certified by Medicare as both a Home Health and Hospice Program.

Our Caring Continuum - Cares at Home, Hospice, Healing Hearts - offers the right care at the right time to help those with life-limiting illness or who are coping with the loss of a loved one. Today's patients and families continue to benefit from years of experience coordinating pain and symptom management, spiritual care, emotional support, social work, and bereavement services.

We believe that through skilled and supportive care, people can approach a life-limiting illness with comfort and dignity and have the support they need if they are coping with the loss of a loved one.

Web site: [REGIONAL HOSPICE](#)

Veteran's Guidance Supplies: The Director of Veterans Affairs is directly responsible for the knowledge of laws, benefits and rights from the federal and state governments available to veterans and their dependents. The Director interviews veterans to determine initial and continuing eligibility for benefits; conducts investigations to verify information and evaluates eligibility for benefits. He prepares and files applications for benefits with appropriate local, state or federal agencies; provides information and answers inquiries regarding veteran's benefits, and interprets laws and regulations to veterans and eligible dependents. In addition, the Director prepares and files appeals of decisions denying benefits as required; makes referrals to other local, state or federal agencies offering specialized services, administers as the local Chairman for the State Soldiers, Sailors & Marine Fund. The Director speaks before interested groups on laws relating to veteran benefits; prepares reports, budgets and maintains office files and case folders. In the last 20 years, the Veterans Affairs Office has served 5,264 veterans and 11,845 family members.

Web site: <http://www.ci.danbury.ct.us/content/21015/21087/21143/default.aspx>

DEPARTMENT: CONTRIBUTIONS TO OUTSIDE AGENCIES

N.W. Regional Mental Health Board: The Northwest Regional Mental Health Board is dedicated to improving the quality of life for people in their recovery from mental illness and addiction. The board advises, advocates, plans, educates and assesses needs and programs, which promotes enhanced services.

In 1975 the state legislature established the [Catchment Area Councils](#) and Regional Mental Health Boards to ensure that citizens from every town in Connecticut could be actively involved in the kind and quality of mental health services delivered in Connecticut. The state is divided into twenty-three catchment areas (defined geographic areas, based on population) which make up five uniform Regions. Our Region consists of the forty-three towns in the northwestern part of the state. Each Catchment Area Council is comprised of representatives appointed by the towns, which are lay citizens, called consumers who in turn elect mental health professionals, called providers. Within the group of consumers are persons in recovery, family members, and interested citizens. Each Catchment Area Council elects four of its members to the Regional Mental Health Board, and from there, members are elected to the State Board. Our Regional Board voted in 1998 to include membership from the Substance Abuse community as well, in recognition of the now merged nature of the Department of Mental Health and Addiction Services.

We fulfill our legislative mandate through the following activities:

- Representation of:
 - consumers
 - family members
 - providers
 - the communities and citizens of our region
- Review and Evaluation of programs
- Report findings to the Department and the community
- Recommend funding for services
- Provide Public Education
- Plan for needed services

DEPARTMENT: CONTRIBUTIONS TO OUTSIDE AGENCIES**N.W. Regional Mental Health Board – Continued**

- Advocate for changes when needed
- Educate and train our constituent members in systems, services and advocacy
- Enhance the quality of life for persons with mental illness and substance abuse or addiction
- Develop focused committees:
 - Work Incentives
 - Consumer Action Group

The Northwest Regional Mental Health Board Inc., is a private, not-for-profit corporation, funded by the Department of Mental Health and Addition Services and the municipalities it serves.

Serving the towns of: Bantam, Barkhamsted, Beacon Falls, Bethel, Bethlehem, Bridgewater, Brookfield, Brookfield Center, Canaan, Cheshire, Colebrook, Cornwall, Cornwall Bridge, Danbury, Falls Village, Gaylordsville, Goshen, Hartland, Harwinton, Kent, Lakeville, Litchfield, Middlebury, Morris, Naugatuck, New Fairfield, New Hartford, New Milford, **Newtown**, Norfolk, North Canaan, Oakville, Prospect, Redding, Ridgefield, Roxbury, Salisbury, Sandy Hook, Sharon, Sherman, Southbury, Thomaston, Torrington, Warren, Washington, Waterbury, Watertown, Winchester, Winsted, Wolcott, and Woodbury.

Web site: [Northwest Regional Mental Health Board Home Page](#)

DEPARTMENT: CONTRIBUTIONS TO OUTSIDE AGENCIES

Women's Center of Danbury: The Women's Center provides free and confidential services to prevent or lessen the trauma associated with domestic violence, sexual assault and other major life transitions. Located at 2 West Street in Danbury, Connecticut, the Women's Center serves thirteen towns in southwestern Connecticut: Bethel, Bridgewater, Brookfield, Danbury, Kent, New Fairfield, New Milford, Newtown, Redding, Ridgefield, Roxbury, Sherman, and Washington. Last year the Women's Center provided crisis services and community education to 19,679 women, men and children. Founded by volunteers in 1975 as a place where women could gather and explore ways to improve their lives, the Women's Center quickly evolved as volunteers responded to community needs. Today, as a professional social service agency, the Women's Center of Greater Danbury continues to rely on the commitment and financial support of its volunteers and members. The Women's Center provides safe haven and support to women, men and children through its Domestic Violence, Sexual Assault and Resource Services programs.

The Women's Center of Greater Danbury, Inc. respectfully requests a grant of \$10,000 from the Town of Newtown for fiscal year 2017-2018. Since 1975 the Women's Center has been providing a safe and supportive place for all that have turned to us for assistance. Our free and confidential services include: crisis intervention, emergency shelter for victims of domestic violence, counseling, advocacy, as well as comprehensive community education and prevention programs. We are the only agency throughout the Greater Danbury area providing these state certified, victim services. During the past fiscal year, a total of 1,308 Newtown residents received services provided through our three major programs: Domestic Violence Services, Sexual Assault Services and Resource Services, including our comprehensive community education and prevention programs, so critical in terms of breaking the cycle of violence. We are grateful for your past support and hope that you grant us our requested increased allocation of \$10,000 so that together we can continue "working to end the violence."

Web site: <http://womenscenterofgreaterdanbury.org/HomePage.asp>

DEPARTMENT: CONTRIBUTIONS TO OUTSIDE AGENCIES

Ability Beyond Disability: Ability Beyond Disability is founded on five guiding principles:

1. We will offer people with disabilities the choices and services they want
2. We will continuously evolve to be successful in a changing world
3. We will improve the quality of services to make it possible for those we serve to participate in the communities and activities of their choosing
4. We will be the employer of choice for those seeking to work in the service sector of providing supports to people with disabilities
5. We will create a stable financial foundation for current operations and for the future

Ability Beyond Disability is headquartered in Bethel, Connecticut and Mt. Kisco, New York; with services ranging throughout western Connecticut and Westchester, Putnam and Dutchess Counties in New York. Our national reputation for innovation and accomplishments has resulted in referrals from around the country, including: California, Delaware, Florida, Georgia, Kentucky, Massachusetts, Michigan, Missouri, New York (including New York City), New Jersey, North Carolina, Ohio, Pennsylvania, Rhode Island and Wisconsin.

Web site: <http://abilitybeyonddisability.org/who-we-are/>

The Volunteer Center: The Volunteer Center consistently works to engage individuals and groups in volunteer opportunities that meet community needs. We do this by reaching out and connecting over 2,000 individuals each year with opportunities to serve over 200 area nonprofits, bringing numerous new volunteers into the system.

Volunteer Recruitment & Referral The Volunteer Center recruits and connects volunteers to serve nonprofit agencies. Volunteers can assist nonprofit professional staff with general administrative duties or support the work of special events. Volunteers can also be the implementers of a nonprofit's program and services, such as a mentor, hotline attendant, etc. They can help with infrastructure in areas such as: finances, public relations and technology or as Board Members to govern organizations. Our recruitment methods include our interactive website, weekly columns in our local newspapers and in-person consultations. Additionally, we manage the Court Ordered Community Service Restitution Program which places volunteers in nonprofit organizations.

DEPARTMENT: CONTRIBUTIONS TO OUTSIDE AGENCIES**The Volunteer Center – Continued**

Youth Volunteer Corps of Western Connecticut (YVC) The Youth Volunteer Corps is a team based group of diverse youth from all socioeconomic levels. The participants, ages 11-18, will learn about and address community needs with action projects while developing a lifetime commitment to service. This program has a school year and summer component.

Western Connecticut Business Volunteer Council (WCBVC) The WCBVC is a coalition of businesses and corporations in the Greater Danbury area that promotes volunteerism among their employees to benefit our community. The BVC sponsors annual initiatives to benefit low-income and at-risk children, families and seniors citizens: Spring Buddy Baskets, Back-to-School Program and Holiday Fruit Baskets. The BVC works to provide for an exchange of information and best practices and to connect the business community to the nonprofit sector.

SAVE (Seniors Add Valuable Experience) This collaborative project of the City of Danbury and The Volunteer Center serving Western Connecticut places financially qualified seniors 65+ with city departments and local Danbury funded nonprofits as volunteers. After completing 100 hours of volunteer services, the seniors are eligible for a real estate tax credit of up to \$600 per year.

Board Member Recruitment and Training We recruit volunteers with a wide variety of skill sets and backgrounds to serve on local nonprofit Boards of Directors. We conduct workshops to prepare prospective board members, strengthen existing boards, or provide a forum for the exchange of best practices.

Volunteer Management Training Series (VMTS) This curriculum builds the skills of area nonprofit organizations to utilize volunteers effectively. It was developed by The Points of Light Foundation and the Hands On Network specifically for Volunteer Centers to increase the effectiveness of nonprofit volunteer management programs. The goal is to build the capacity of local organizations to utilize volunteers effectively, to retain them and ensure volunteers have fulfilling and meaningful experiences.

Networking & Professional Development (DOVIA) Directors of Volunteers in Agencies is a professional association of directors and supervisors of various volunteer programs in Western Connecticut. DOVIA's Mission is to promote volunteer administration through workshops and educational programs and to provide a forum for the exchange of ideas and best practices.

Web site: <http://volunteerdanbury.org/index.html>

DEPARTMENT: CONTRIBUTIONS TO OUTSIDE AGENCIES

Newtown Parent Connection: The mission of the Newtown Parent Connection continues to be: "To educate and empower the community in the prevention of substance abuse and to embrace families in crisis". We use a three-pronged approach to serve the Newtown community:

Educate: We offer free public forums in order to generate community awareness regarding substance abuse. This spring we will be hosting our fourth annual "Parent University" which has, to date, been successful in reaching over 500 parents and 100 children. Parent University offers a morning of workshop sessions on topics ranging from parenting skills to substance abuse education for parents & caregivers, and educational programs for children.

Empower: We work with all factions of the town to coordinate efforts to strengthen the community's ability to banish drug use among our youth. We sponsor three ongoing support groups for families affected by substance abuse and addiction: a weekly "Hope & Support" parent group; a weekly "Grand's Place" grandparents' support group; and a monthly Bereavement Group for families that have lost a loved one due to catastrophic circumstances.

Embrace: We assist parents and youth in crisis by referring them to appropriate therapists and treatment programs suited to their needs. We have networked extensively with local and national agencies and treatment professionals to better service both those afflicted with addiction and their **family members**.

Web site: <http://www.newtownparentconnection.org/>

PLANNING FUNCTION

DEPARTMENT: LAND USE**MISSION/DESCRIPTION**

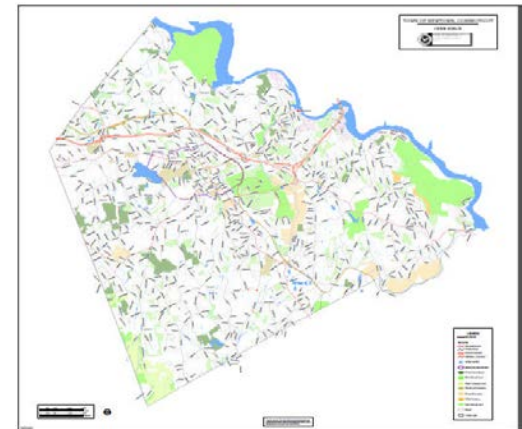
Three Agencies; Land Use, Economic and Community Development and Grants Administration were combined under the Planning Function.

The Land Use Agency responsibilities include interpretation and enforcement of the Newtown Zoning, Aquifer Protection, Forestry Practices, Open Space and Inland Wetland and Watercourses Regulations. The Agency is advisory and administrative staff for the Planning and Zoning, Inland Wetlands, Aquifer Protection and Conservation Commissions; and the Zoning Board of Appeals.

The Land Use Department performs a number of functions including:

- Performs pre- application reviews with potential developers.
- Reviews commercial and residential development applications.
- Plans for orderly Town development, including but not limited to roads, sidewalks, zone uses, utilities, public lands and emergency services.
- New business use and location assessment.
- Review building permits and certificates of occupancy.
- Authorize first cuts and lot-line revisions for properties.
- Is a member of the Health Panel Review Board.
- Manages open space reviews and acquisitions for Town purchases and subdivisions.
- Manages the FEMA Flood Plain Programs.
- Issues Notices of Violations, Citations, and Cease & Desist Orders.
- Coordinates with Town attorneys on legal actions and law suits.

Website: <http://www.Newtownconservation.org>



DEPARTMENT: LAND USE**BUDGET HIGHLIGHTS**

The budget for the Land Use department, for fiscal year 2017-2018 has decreased by (\$23,857) or (3.4%). Decrease is mainly due to a decrease in hours for the zoning liaison officer position.

LAND USE BUDGET

<u>LAND USE</u>	2014 - 2015 ACTUALS	2015 - 2016 ACTUALS	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN	BOS	BOF	LC		
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	388,723	394,122	405,670	405,670	405,670	389,609	384,167	384,167	384,167	(21,503)	-5.3%
GROUP INSURANCE	90,138	90,459	99,002	99,002	99,002	100,901	100,901	100,901	99,002	-	0.0%
SOCIAL SECURITY CONTRIBUTIONS	29,073	29,726	31,034	31,034	31,034	29,805	29,389	29,389	29,389	(1,645)	-5.3%
RETIREMENT CONTRIBUTIONS	18,534	20,591	25,627	25,627	25,627	28,035	28,035	28,035	24,918	(709)	-2.8%
OTHER EMPLOYEE BENEFITS	704	713	975	975	975	975	975	975	975	-	0.0%
PROF SVS - TECHNICAL	3,000	2,389	2,500	2,500	2,500	2,500	2,500	2,500	2,500	-	0.0%
PROF SVS - LEGAL	78,246	70,992	70,000	70,000	70,000	70,000	70,000	70,000	70,000	-	0.0%
CONTRACTUAL SERVICES	57,322	41,928	44,000	44,000	44,000	44,000	44,000	44,000	44,000	-	0.0%
PRINTING & INDEXING OPEN SPACE	5,422	18,163	20,000	20,000	20,000	20,000	20,000	20,000	20,000	-	0.0%
DUES, TRAVEL & EDUCATION	2,286	1,286	4,000	4,000	4,000	4,000	4,000	4,000	4,000	-	0.0%
GENERAL SUPPLIES	-	400	-	-	-	-	-	-	-	-	
OFFICE SUPPLIES	-	1,998	-	3,000	3,000	3,000	3,000	3,000	3,000	-	
CAPITAL	444	1,832	2,500	2,500	2,500	2,500	2,500	2,500	2,500	-	0.0%
	673,894	674,599	705,308	708,308	708,308	695,325	689,467	689,467	684,451	(23,857)	-3.4%

DEPARTMENT: LAND USE**ACCOUNT DETAIL**

Salaries & Wages – Full Time: The Land Use Agency Director, Deputy Director and Zoning Liaison Officer are non union positions. Non union positions reflect an increase of 2.25% in this budget which matches the Town Hall union increase.

The Zoning Enforcement Officer, Code Enforcement Officer, Administrative Assistant and the Secretary belong to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.00% per contract.

<u>Land Use</u>		<u>2016 - 2017</u>		<u>2017 - 2018</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Director of Planning & Land Use	nu	1	93,871	1	95,983	0	2,112
Deputy Director of Planning & Land Use	nu	1	83,482	1	85,360	0	1,878
Zoning Enforcement Officer	th	1	60,636	1	62,000	0	1,364
Administrative Assistant	th	1	40,800	1	41,616	0	816
Secretary	th	1	33,660	1	34,333	0	673
Zoning Liaison Officer (changed from 19 hr/wk to 7 hr/wk)	nu	1	31,427	1	10,000	0	(21,427)
Code Enforcement Officer	th	1	53,798	1	54,874	0	1,076
Salary Savings			7,996		-		(7,996)
		7	405,670	7	384,167	0	(21,503)

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 278, for a breakdown of medical benefit costs and the distribution of costs to the various departments. The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract. **Social Security Contributions** – this amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 276 for a description of the pension plans and a breakdown of the ARC (by department).

DEPARTMENT: LAND USE

Other Employee Benefits: Required union clothing safety allowance for work shoes and uniforms.

Professional Services - Technical: The "court stenographer" usually is the clerk of a commission that produces a written transcription of the tape recorded minutes of commission meetings for court lawsuits and appeals. The transcription of minutes is not included the clerks normal stipend. The normal stipend is paid out of the Selectmen-Other Clerks account.

Professional Services - Legal: Defense and proactive pursuit in legal requirement of land use regulations.

Contractual Services: Potential development needs in commission expert reporting. This includes the contracting of soil scientists, engineers, traffic engineers, monitoring of the town stream gages and other professional services.

Printing & Indexing Open Space: Required printing and maintenance of town Zoning, Inland Wetlands and Aquifer maps. This includes the printing of public and legal documents for the Land Use Agency. Also Open Space Indexing: Marking, recording and surveying of town-owned Open Space.

Dues, Travel & Education: Mandated course attendance for state and federal town certification for staff and commissions. This includes subscriptions for legal updates to regulations.

Office Supplies: Office supplies.

Capital: Replacement for field equipment for the action of enforcement and monitoring.

DEPARTMENT: LAND USE**MEASURES & INDICATORS**

Here are some of the accomplishments of the combined Agencies over the last few years:

1. The Agency staff has negotiated and managed all Open Space proposals, submitting the proposals to P & Z, Legislative Council and the Board of Selectmen.
2. The Agency staff has applied for \$400,000.00 in grants from various sources.
3. The Agency staff reviewed the potential development of property being assessed for Town purchase.
4. The Agency staff coordinated the USGS mod-flow model project of the Pootatuck River and has completed our aquifer Level A mapping submitted to CT DEEP. The mod-flow model will be a tool in the planning process for the town.
5. The Agency staff conducted biannual water quality sampling of 24 sites across the town including the Pootatuck River, Deep Brook, Pond Brook and various tributaries.
6. The Land Use Agency Intern program has employed students from Eastern and Western CT Universities, Bard College, Connecticut College, Vassar College, University of Vermont, University of Albany, Endicott College, Bryn Mawr College and Yale University.
7. The Agency has reviewed and coordinated an incentive housing needs study and has coordinated in public information sessions.
8. Digitized a majority of the paper plans associated with Planning and Zoning.
9. Expand our Open Space initiatives to include long-term assessment of purchases and funding sources.
10. Coordinate the revision for the Plan of Conservation and Development.
11. Coordinate the Commerce Road / Edmond Road realignment.
12. Coordinate the SHS rebuilding.
13. Coordinate the Sandy Hook Streetscape improvements.
14. Coordinate the sewer expansion for Route 6.
15. Coordinate development at 164 Mt. Pleasant, Hawleyville Post Office.
16. Review the sidewalk program and apply for grants associated with the program.
17. Defended legal appeals to town regulations, approvals of permits and denials of unsuitable activities.

DEPARTMENT: ECONOMIC & COMMUNITY DEVELOPMENT**MISSION/DESCRIPTION**

The mission of the economic and community development office is to assist with the development and implementation of strategies that help make Newtown CT an attractive location for businesses and residents in western Connecticut. The department seeks to attract new investment and works with Newtown business persons and companies to facilitate expansion and economic growth. The department strives to maintain a process of continuous improvement and investment in the community and provides leadership in collaboration, encouragement, support, and innovation, promoting a high quality of life for current and future Newtown residents.

The Newtown Economic & Community Development Department provides oversight and technical assistance with the economic development functions, grant management and various long range economic planning and development issues in and involving Newtown, including:

- Economic development activities and opportunities (real estate, business start ups, redevelopment, business growth, marketing)
- Administration of the Housing Rehabilitation Program providing loans to low income home owners and residents
- Grant administration and Project Management for community development projects including brownfields
- Long-range strategic and comprehensive planning

Website: <http://www.Newtown.org>

BUDGET HIGHLIGHTS

The budget for the Economic & Community Development department, for fiscal year 2017-2018 has increased by \$22,696 or 29.4%. Increase is mainly due to reclassifying the community development director position to a deputy director - community development/grants administrator position. This position goes from 30 hours a week to full time. **The increase is offset by the decrease in wages & salaries in the Land Use department.** This department falls under Planning.



Buy Local First

ECONOMIC & COMMUNITY DEVELOPMENT BUDGET

						2017 - 2018 BUDGET					
	2014 - 2015	2015 - 2016	2016 - 2017			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>ECONOMIC & COMMUNITY DEVELOPMENT</u>	<u>ACTUALS</u>	<u>ACTUALS</u>	<u>ADOPTED</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>PROPOSED</u>	<u>PROPOSED</u>	<u>RECOMMENDED</u>	<u>ADOPTED</u>	<u>\$</u>	<u>%</u>
SALARIES & WAGES - FULL TIME	65,433	47,869	49,852	49,852	49,852	70,000	70,000	70,000	70,000	20,148	40.4%
GROUP INSURANCE	8,149	2,080	2,288	2,288	2,288	2,334	2,334	2,334	2,288	-	0.0%
SOCIAL SECURITY CONTRIBUTIONS	5,047	3,631	3,814	3,814	3,814	5,355	5,355	5,355	5,355	1,541	40.4%
RETIREMENT CONTRIBUTIONS	8,037	2,394	2,493	2,493	2,493	3,500	3,500	3,500	3,500	1,007	40.4%
FEES & PROFESSIONAL SERVICES	29,100	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	-	0.0%
DUES, TRAVEL & EDUCATION	1,536	1,650	1,650	1,650	1,650	1,650	1,650	1,650	1,650	-	0.0%
OFFICE SUPPLIES	-	916	-	1,000	1,000	1,000	1,000	1,000	1,000	-	0.0%
	117,302	74,540	76,097	77,097	77,097	99,839	99,839	99,839	99,793	22,696	29.4%

DEPARTMENT: ECONOMIC & COMMUNITY DEVELOPMENT**ACCOUNT DETAIL**

Salaries & Wages – Full Time: The deputy director – EDC/grants administrator is a non union position. Non union positions reflect an increase of 2.25% in this budget. The community development director position has been reclassified to a deputy director -community development/grants administrator position. This position goes from 30 hours a week to full time. The increase in wages is offset by the decrease in wages & salaries in the Land Use department. This function is under the direction of the Planning function.

<u>Economic & Community Development</u>		<u>2016 - 2017</u>		<u>2017 - 2018</u>		<u>INCREASE (DECREASE)</u>	
		<u>AMENDED</u>		<u>1st SELECTMAN</u>			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Community Development Administrator (30hr/week)	nu	1	49,852	0	-	-1	(49,852)
Deputy Director - EDC/Grants administrator	nu	0	-	1	70,000	1	70,000
		1	49,852	1	70,000	0	20,148

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 278, for a breakdown of medical benefit costs and the distribution of costs to the various departments. The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract. **Social Security Contributions** – this amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 276 for a description of the pension plans and a breakdown of the ARC (by department).

Fees & Professional Services: Activities in this account include basic web site hosting and web maintenance, professional services, marketing and creative design services. Preparation of copy and research costs for brochures, advertisements and printed materials necessary to market Newtown.

DEPARTMENT: ECONOMIC & COMMUNITY DEVELOPMENT

Dues, Travel & Education: This account is for annual dues for professional organizations, professional development training and subscriptions to professional periodicals. Organizations include American Planning Association, CT Chapter and Economic Development Division, CT Economic Development Association (CEDAS), New England Economic Developers Association (NEDA), Community Builders Institute, etc.

Office Supplies: Office supplies.

DEPARTMENT: GRANT ADMINISTRATION**MISSION/DESCRIPTION**

The Grants Coordinator is responsible for researching and applying for grants appropriate to support the activities of the Planning, Land Use and Economic Development Departments and Fairfield Hills. Additional types of grants may be researched and applied for as needed. In addition, the Grants Coordinator assists in or administrates many activities regarding the grants including, but not limited to, setting schedules for projects within grant periods; necessary reporting; review and request of payments to vendors contracted to perform duties under the grants. The Coordinator works closely with appropriate departments and lending organizations during the entire course of the grants and beyond to help ensure that duties are performed in compliance with the contract.

BUDGET HIGHLIGHTS

The budget for the Economic & Community Development department, for fiscal year 2017-2018 has decreased by (\$2,558) or (10.1%). decrease is due to salaries and benefits.

GRANT ADMINISTRATION BUDGET

	2014 - 2015 ACTUALS	2015 - 2016 ACTUALS	2014 - 2015			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
GRANTS ADMINISTRATION											
SALARIES & WAGES - FULL TIME	-	20,380	22,288	22,288	22,288	20,000	20,000	20,000	20,000	(2,288)	-10.3%
SOCIAL SECURITY CONTRIBUTIONS	-	1,559	1,705	1,705	1,705	1,530	1,530	1,530	1,530	(175)	-10.3%
RETIREMENT CONTRIBUTIONS	-	1,069	1,408	1,408	1,408	1,477	1,477	1,477	1,313	(95)	-6.7%
	-	23,008	25,401	25,401	25,401	23,007	23,007	23,007	22,843	(2,558)	-10.1%

DEPARTMENT: GRANTS ADMINISTRATION**ACCOUNT DETAIL**

Salaries & Wages – Full Time: The EDC/FHA secretary/clerk belongs to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.00% per contract. This position works (50%) under the Planning function for EDC/grants administration and (50%) under the Fairfield Hills Authority.

<u>Grants Administration</u>		<u>2016 - 2017</u>		<u>2017 - 2018</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Grant Admin. To EDC/FHA secretary/clerk (\$40,000)	th	1	22,288	1	20,000	0	(2,288)
(30 to 37.5 hr/week - charged to: 50% grants; 50% FHA Spec Rev)							

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 276, for a breakdown of medical benefit costs and the distribution of costs to the various departments. The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract. **Social Security Contributions** – this amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 278 for a description of the pension plans and a breakdown of the ARC (by department). .

DEPARTMENT: N.W. CONSERVATION DISTRICT**MISSION/DESCRIPTION**

We serve 34 communities in Northwest Connecticut. NCD works to conserve local natural resources by delivering a wide variety of technical services and educational programs. We focus on watershed and open space protection, low impact development techniques, sustainable resource and energy use and promote ecosystem planning. We offer a variety Geographic Information Systems (GIS) based mapping solutions to assist you in your project planning and decision making.

Web site: <http://conservect.org/northwest/Northwest/tabid/58/Default.aspx>

BUDGET HIGHLIGHTS

The budget has increased \$460.

N.W. CONSERVATION DISTRICT BUDGET

	2014 - 2015 ACTUALS	2015 - 2016 ACTUALS	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
NW CONSERVATION DISTRICT											
OTHER PURCHASED SERVICES	1,500	1,500	1,040	1,040	1,040	1,500	1,500	1,500	1,500	460	44.2%

RECREATION & LEISURE FUNCTION

DEPARTMENT: PARKS & RECREATION**MISSION/DESCRIPTION**

To create quality recreation and leisure opportunities strengthening the community through people, parks and programs.

Web site:

http://www.newtown-ct.gov/Public_Documents/NewtownCT_Park/index

BUDGET HIGHLIGHTS

The Parks and Recreation budget has DEcreased by (\$12,155) or -0.5%. Change is mainly due to a request for an additional maintainer position, an increase in retirement contributions due pension asset performance and an increase in salaries and wages. This was offset by a transfer of \$44,000 from contractual services to the Fairfield Hills Authority budget for mowing and landscape work in non-playing fields areas (at Fairfield Hills) and a \$33,000 decrease in capital.

See budget adjustments on page 273 for BOF adjustments.



PARKS & RECREATION BUDGET

						2017 - 2018 BUDGET					
	2014 - 2015	2015 - 2016	2016 - 2017			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>PARKS AND RECREATION</u>	<u>ACTUALS</u>	<u>ACTUALS</u>	<u>ADOPTED</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>PROPOSED</u>	<u>PROPOSED</u>	<u>RECOMMENDED</u>	<u>ADOPTED</u>	<u>\$</u>	<u>%</u>
SALARIES & WAGES - FULL TIME	792,717	819,126	880,737	880,737	880,737	955,177	955,177	955,177	955,177	74,440	8.5%
SALARIES & WAGES - PART TIME	45,938	53,276	41,319	71,319	71,319	71,708	71,708	71,708	71,708	389	0.5%
SALARIES & WAGES - SEASONAL	241,775	249,275	264,275	234,275	234,275	234,275	234,275	204,275	204,275	(30,000)	-12.8%
SALARIES & WAGES - OVERTIME	90,282	55,344	56,282	56,282	56,282	56,282	56,282	56,282	56,282	-	0.0%
GROUP INSURANCE	275,761	275,890	302,849	302,849	302,849	308,780	308,780	308,780	302,849	-	0.0%
SOCIAL SECURITY CONTRIBUTIONS	92,085	92,768	95,060	95,060	95,060	100,784	100,784	100,784	100,784	5,724	6.0%
RETIREMENT CONTRIBUTIONS	40,436	48,325	56,368	56,368	56,368	67,668	67,668	67,668	61,019	4,651	8.3%
OTHER EMPLOYEE BENEFITS	10,748	12,450	12,650	12,650	12,650	13,150	13,150	13,150	13,150	500	4.0%
CONTRACTUAL SERVICES	287,252	302,078	300,400	300,400	300,400	258,400	258,400	253,840	253,840	(46,560)	-15.5%
DUES, TRAVEL & EDUCATION	11,015	9,834	10,975	10,975	10,975	10,975	10,975	10,975	10,975	-	0.0%
GENERAL SUPPLIES	10,314	11,000	11,000	11,000	11,000	12,000	12,000	12,000	12,000	1,000	9.1%
OFFICE SUPPLIES	-	2,899	-	4,000	4,000	4,000	4,000	4,000	4,000	-	0.0%
SIGNS	5,614	6,717	7,000	7,000	7,000	7,000	7,000	7,000	7,000	-	0.0%
POOL SUPPLIES	32,155	28,784	32,342	32,342	32,342	32,342	32,342	32,342	32,342	-	0.0%
GENERAL MAINTENANCE SUPPLIES	33,266	25,723	34,285	34,285	34,285	37,785	37,785	37,785	37,785	3,500	10.2%
GROUND MAINTENANCE	129,830	138,724	139,731	139,731	139,731	146,931	146,931	146,931	146,931	7,200	5.2%
CAPITAL	163,830	169,319	169,000	169,000	169,000	136,000	136,000	136,000	136,000	(33,000)	-19.5%
	2,263,018	2,301,532	2,414,273	2,418,273	2,418,273	2,453,258	2,453,258	2,418,698	2,406,118	(12,155)	-0.5%

DEPARTMENT: PARKS & RECREATION**ACCOUNT DETAIL****Salaries & Wages – Full Time:**

The Director of Parks & Recreation, Assistant Director of Parks & the Assistant Director of Recreation are non union positions. Non union positions reflect an increase of 2.25% in this budget.

Three positions belong to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.00% per contract. The operations supervisor also has a \$3,000 salary enhancement to bring the position in line with a crew chief in public works and to distance the salary from the maintainers the position supervises.

Ten positions belong to the Parks & Recreation Department Teamsters Union Local 145 Union. Positions in this union reflect an increase of 2.25%. Included is an additional position. See next page for a justification for adding a maintainer position.

<u>Parks & Recreation</u>		<u>2016 - 2017</u>		<u>2017 - 2018</u>		<u>INCREASE (DECREASE)</u>	
<u>POSITION</u>	<u>union</u>	<u>AMENDED</u>		<u>1st SELECTMAN</u>			
		<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Director of Parks & Recreation	nu	1	85,345	1	87,265	0	1,920
Assistant Director of Parks	nu	1	75,482	1	77,180	0	1,698
Assistant Director of Recreation	nu	1	62,766	1	64,178	0	1,412
Operations Supervisor (Changed from Parks Operations Sup)	th	1	55,792	1	59,908	0	4,116
Administrative Assistant	th	1	47,347	1	48,294	0	947
Secretary	th	1	35,131	1	35,833	0	703
Maintainer	p & r	9	459,015	10	521,493	1	62,478
Mechanic	p & r	1	51,980	1	53,150	0	1,170
On Call Stipends			7,879		7,876		(3)
		16	880,737	17	955,177	1	74,441

DEPARTMENT: PARKS & RECREATION**Salaries & Wages – Full Time:****ADDITIONAL MAINTAINER JUSTIFICATION**

In 2008 an additional maintainer position was approved after the need and justification was shown during the budgeting process. It was agreed to hire this new Maintainer, as of January 1, to reduce the economic impact during the first fiscal year of the new position, yet a hiring freeze had been implemented prior to January 1 that year. The position was subsequently not funded during the economic decline of the following fiscal year, however it did not reduce the need, nor eliminate the justifications for this position. Since the justification of this position the following responsibilities have been added to the Parks and Recreation Department with no additional staffing:

• <u>Newtown Hook and Ladder</u>	Added 2008, Landscaping and plowing at firehouse.
• <u>Botsford Fire</u>	Added 2009, Landscaping and plowing at firehouse.
• <u>Skate Park</u>	Added 2010, Care and upkeep of new skate park.
• <u>Dodgingtown Firehouse</u>	Added 2011, Landscaping and plowing at firehouse.
• <u>Flat Swamp Cemetery</u>	Added 2011, Landscaping and lawn care of cemetery.
• <u>Eichlers Cove Marina</u>	Added 2011, Take over full management and site care from Marchetti.
• <u>Victory Garden</u>	Added 2011, Landscaping and lawn care at garden. Seasonal pruning, irrigation upkeep and repair.
• <u>Newtown Animal Control</u>	Added 2012, Landscaping and plowing of new facility.
• <u>Hawleyville Firehouse</u>	Added 2013, Landscaping and plowing at firehouse.
• <u>Newtown Ambulance Garage</u>	Added 2014, Landscaping and plowing at new facility.
• <u>Park and Bark Dog Park</u>	Added 2014, Landscaping, plowing and water system upkeep.
• <u>Funspace</u>	Added 2014, Care and upkeep of much larger expanded playground.
• <u>FFH Trail</u>	Added 2015, Care and upkeep of almost 1 mile of new trail.
• <u>SHS</u>	Added since 2012, Planting, pruning and maintenance of benches, trees, ice rink, plaques, signs, security infrastructure and lighting post 12/14/12.
• <u>FFH Campus</u>	Continual growth, new tenants, and increased demands for use.

Considering the expanded responsibilities of the department, we can no longer stretch the staff thinner. We have reduced maintenance inputs in many areas to accommodate so many new responsibilities yet still fall short of completing required tasks. Prioritizing our daily functional needs often displaces other peripheral or project work. Field expectations have risen along with other responsibilities placed upon us although we have been forced to actually reduce our grooming efforts on fields to accomplish prioritized tasks.

It is important to realize that we want these responsibilities and welcome the challenge of growing as a department to better service the community. It is our goal to provide quality parks, playing surfaces and recreational opportunities for everyone that wishes to utilize our facilities. It is not possible for us to continue to improve and grow without the growing pains, or lack of staffing, we are currently experiencing.

While all departments have been forced to sacrifice during the tough economic climate, our facilities are now busier than ever, and require more input. Treadwell pool for example, which operated for 616 hours during the 2002 swim season, was open for over 1300 hours in 2010, and over 1600 in 2016. There is currently no other option except to grow our staff, unless we vastly reduce services, as the use of our facilities requires associated labor tasks on a daily basis.

DEPARTMENT: PARKS & RECREATION**Salaries & Wages – Part Time:**

		<u>2016 - 2017</u>		<u>2017 - 2018</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>PART TIME</u>		<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Clerical (30 hours)	th	1	19,419	1	19,808	0	388
Part Time Office Staff (see detail below)	nu	n/a	21,900	n/a	21,900	n/a	-
Part Time Maintenance	nu		30,000		30,000		
			71,319		71,708		388

Part Time Office Staff:					
<u>Teen Center Supervisors</u>				<u>2016-17</u>	<u>2017-18</u>
10 hrs. X \$15./hr. x 52 wks.				7,800	7,800
10 hrs. X \$15./hr. x 52 wks.				7,800	7,800
<u>Teen Programs Specialist</u>					
5 hrs. X \$15./hr x 52 wks				3,900	3,900
<u>Part time Office Help / Intern</u>					
Min wage and up/hr ... hours vary, approximately 250 hours				2,400	2,400
Grand Total				21,900	21,900

Salaries & Wages – Seasonal:

	<u>2016-17</u>	<u>2017-18</u>	<u>Increase</u>			
Summer Day Camp Program	100,720	100,720	-	See detail next two pages.		
Waterfront Staff	101,604	101,604	-	""		""
Rangers & Gate Attendants	31,951	31,951	-	""		""
	234,275	234,275	-			

Reduced by 30,000 by the BOF. Expenditures transferred to Eichler's Cove fund.

DEPARTMENT: PARKS & RECREATION**Salaries & Wages – Seasonal: Summer Day Camp Program:**

NEWTOWN PARKS AND RECREATION								
Day Camp Program Detail								
							2016-17	2017-18
2	Camp Directors						8,800	8,800
2	Assistant Directors						6,800	6,800
37	Counselors						82,320	82,320
	2 Day Training Session - 40 employees @ 35/day						2,800	2,800
							100,720	100,720



DEPARTMENT: PARKS & RECREATION**Salaries & Wages – Seasonal: Life Guards:**

<u>WATERFRONT STAFF</u>	<u>2016-17</u>	<u>2017-18</u>
Water Front Director	10,880	10,880
Assistant Water Front Director	9,600	9,600
4 Senior Lifeguards 40 hrs. X \$12.35/hr. x 14 wks.	27,664	27,664
Total hours of pool and beach operation is 1,592 hours (each).	25,397	25,397
the pool and beach: payrange for Red Cross Cert. guards is \$9.15 - \$11.00		
Training sessions:		
50 Guards @ their pay rate per session x 10 sessions	5,000	5,000
5 WSI's - (\$13./hr. x 14hrs. X 6 wks.	5,460	5,460
10 WSA's - (\$10.10/hr.x 14 hrs. x.6 wks.)	7,854	7,854
Fall and Winter NHS pool:		
Life Guards	9,750	9,750
Grand total	101,604	101,604

Salaries & Wages – Seasonal: Rangers & Gate Attendants:

<u>PARK RANGERS</u>	<u>2016-17</u>	<u>2017-18</u>
Seasonal Rangers	20,838	20,838
<u>GATE ATTENDANTS</u>		
<u>Treadwell</u>		
65 hrs./wk. x \$10.10/hr. x approx.12 wks.	7,351	7,351
<u>Lake Lillinonah Wardens</u>		
3 days per week @ 10.45/hr. 8 hrs a day 15 wks.	3,762	3,762
Grand Total	31,951	31,951

DEPARTMENT: PARKS & RECREATION

Salaries & Wages - Overtime: No change in request this year. Below we have tracked overtime hours associated with our tasks for the past few years. The hours listed are averages and do not take into account inclement weather, equipment failures or any special circumstances that would prevent us from completing these tasks in a timely fashion.

Available Weekly Labor (regular time):

	<u>Labor hours:</u>	<u>Admin Hours:</u>
9 - Park Maintainers.	360 hours	
1 – Mechanic.	40	
1 - Park Operations Supervisor.		40 hours
Totals:	400 hours	40 hours

The hours as listed are based on the assumption that there is no employee sick, on vacation, personal or medical leave. Vacation allocations alone add up to almost a full year collectively.

Our busy season usually starts the third week in March and ends the third week in November. Our weekly time management breaks down as follows (for the spring through late fall):

Total Labor Hours/week

• Mowing athletic fields - 4 staff, 4 days per week	128
• Mowing small areas - 2 staff, 2 days per week	32
• Grooming athletic fields - 2 staff, 5 days per week	80
• Painting/lining athletic fields - 2 staff, 3 days per week	48
• Park maintenance - 4 staff ,4 hrs/day 5 days per week	80
• Pool maintenance - 2 staff 4 hrs/day, 5 days per week	40
• Garbage - 2 staff, 2 hrs/day, 5 days per week	20
• Eichler's Cove maint. - 1 staff, 4 hrs/day, 5 days per week	20
• Teen center - 1 staff, 1 hr/day, 5 days per week	5

DEPARTMENT: PARKS & RECREATION**Salaries & Wages – OvertimeCONTINUED.....**

	<u>Labor Hours/week</u>
• FFH Garbage/dog waste – 1 staff, 2 hr/day, 5 days per wk.	10
• Fertilization – 2 staff, 8 hr/day, 0.75 days per week	12
• Dickinson Skate park – 1 staff, 1 hr/day, 5 days per week	5
• Equipment maintenance – 1 staff, 5 days per week	40
• Irrigation maintenance – 1 staff, 3 days per week	24
• Weed eating – 1 staff, 4 days per week	32
• New Trails for 2016	5
• Dog Park	5
• Fairfield Hills event clean-up for 6 events @ 4 hours	<u>24</u>
Total Labor Hours Needed:	610 (out of 400 available regular labor hours/week)

The list below depicts some of the routine tasks our department uses overtime funds for:

- Plowing or essential storm work.
- Weekend parks cleaning and pool cleaning to meet State Health Codes.
- Spring Field Preparation: Fields are required to open April 15
- Preparing fields for sports groups and tournaments
- Construction work that extends beyond the normal day when contractors are involved.
- Staffing tournaments and special events such as the Christmas Tree Lighting, Halloween parties, festivals and other large events.
- Locking gates
- Pool operation – Filter & pump operations and chemistry person 1 x per day for pool readings by a licensed pool operator.
- On Call response, as dispatched.

DEPARTMENT: PARKS & RECREATION**Salaries & Wages – Overtime.....CONTINUED.....**

Our labor force has not grown in proportion to our added responsibilities. We are currently, and have been, operating in a serious labor deficit. Routine tasks are being compromised and we are not providing the level of service that is expected. The breakdown listed does not include trails maintenance, and tree work which is substituted for mowing time during the winter.

It is imperative that we add and retain competent staff and associated equipment to meet the minimum goals of our department. It is also important to note that the labor breakdown and associated required overtime is for day-to-day routine tasks. The hours shown do not include any items from our ever-growing project list, mutual support for other departments, or consideration of emergency situations that arise.

We currently sacrifice the administrative responsibilities of our Operational Supervisors in an effort to accomplish a bare minimum. We have also been forced to cut back on items in an effort to free up labor hours. A few examples of items we have cut back on are as follows:

- Grooming fields twice per week instead of three times.
- We no longer line fields for Youth Baseball.
- We no longer line fields for Youth Softball.
- We no longer clean locker rooms at Treadwell during pool season (contracted)
- We no longer mulch all planting beds annually.
- Alternate trimming to reduce labor.
- Naturalized areas to reduce mowing.

While all departments have been forced to sacrifice during the tough economic climate, our facilities are now busier than ever, and require more input. There is currently no other option except to grow our staff, unless we vastly reduce services, as the use of our facilities requires the associated labor tasks 7 days a week to meet minimum State Health Code requirements.

DEPARTMENT: PARKS & RECREATION

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 278, for a breakdown of medical benefit costs and the distribution of costs to the various departments. The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract. **Social Security Contributions** – this amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 276 for a description of the pension plans and a breakdown of the ARC (by department).

DEPARTMENT: PARKS & RECREATION

Other Employee Benefits: Safety clothes and allowance consist of the following: Added \$500 for new employee mandated clothing.

Union mandated clothing allowance for Parks & Fields Operations Supervisors						2016-17	2017-18
and maintainers						\$ 5,000	\$ 5,500
Clothing allowance-replacement of damaged clothing						\$ 250	\$ 250
Clothing allowance for Assistant Director/Parks						\$ 500	\$ 500
Safety Equipment (union mandated)						\$ 3,200	\$ 3,200
Summer Program Staff Shirts						\$ 2,400	\$ 2,400
Lifeguard Bathing Suits						\$ 1,000	\$ 1,000
Staff shirts for Park Rangers						\$ 300	\$ 300
					Total:	\$ 12,650	\$ 13,150



DEPARTMENT: PARKS & RECREATION**Contractual Services:**

<u>CONTRACTUAL SERVICES:</u>	<u>2016-17</u>	<u>2017-18</u>	<u>Board of Education Maintenance</u>	<u>2016-17</u>	<u>2017-18</u>
Summer Bus service and special events	7,000	7,000	Lawn Maintenance Contract for Schools	63,100	63,100
Portable Toilets	6,100	6,100	sod for High school fields as needed	8,000	8,000
Tick Control for Dickinson & Treadwell (spraying and bait boxes)	5,500	5,500	4 Applications of fungicide for fields	6,000	6,000
Tennis court net replacement	1,000	1,000	Spraying of pesticides	17,500	17,500
Beautification of Parks	5,500	5,500	(grub control, fugus control and weed control)		
Dumpsters for Dickinson, Treadwell, Skate Park, Teen Ctr, Eichler's Cov	5,000	5,000	Fertilization of back fields at High School	19,000	19,000
& Dog Park, 2017-2018 increase \$3,000 for additional recycling dumpsters		3,000	Sub total	113,600	113,600
Mid State phone equipment upgrade office staff	1,500	1,500			
Septic Cleaning at Parks	4,471	4,471			
BMI required licensing for concerts and performers	305	305			
Lightning Contract @H.S. Musco	500	500	Securitas Camera Monitoring	4,000	4,000
Police Private Duty security for Teen Center	4,560	4,560	Edgework Consulting: Camp training	2,000	2,000
Treadwell - 4 applications of fungicide	8,500	8,500	Church Hill Sidewalk winter Maintenance	2,000	2,000
Winterize and Spring opening of Pool	2,000	2,000			
Cleaning Service- Treadwell Pool Building and Teen Center	14,000	14,000	Grand Total	300,400	258,400
Service Contract for Pool Controller (Chemical & Pool H2O controls)	1,600	1,600			
Service contract ASCAP dues for musical performances	364	364			
Annual Contract-alarm system Treadwell	400	400			
Contracted emergency repairs: i.e., roofs, well pumps, etc.	6,000	6,000			
Open and close irrigation systems	8,600	8,600			
State Mandated Quarterly water tests at Parks and Potable Water	1,200	1,200			
Alternate Annual Tennis Court repairs between Treadwell & Dickinson	3,500	3,000			
Fencing Repairs	8,000	8,000			
Vandalism Repairs	8,000	8,000			
Alternate Annual Basketball Court repairs Treadwell & Dickinson	1,750	1,750			
Curbing and crack repairs at park facilities	9,000	8,500			
Mowing Hawleyville & Dodgintown	2,400	2,400			
Newtown Village Cemetery mowing	3,650	3,650			
Contract mowing of small areas	14,400	14,400			
Contract mowing Fairfield Hills	44,000	-			
Sub total	178,800	136,800			
			Transferred to Teen Ctr fund by BOF.		

DEPARTMENT: PARKS & RECREATION**Dues, Travel & Education:** Education and training consist of the following:

<u>STAFF TRAINING</u>			<u>2015-16</u>	<u>2016-17</u>
CPR and First Aid training for waterfront staff and park staff			\$ 600	\$ 600
Misc. for maintainers to attend job related classes as offered			\$ 1,000	\$ 1,000
Pool Operator's Certification Course/Irrigation Technician Course			\$ 600	\$ 600
CDL Certifications and or upgrades			\$ 2,500	\$ 2,500
<u>PROFESSIONAL DUES</u>				
Director:		National Rec. and Parks Assoc.	\$ 160	\$ 160
		CT Rec. and Parks Assoc.	\$ 75	\$ 75
		CT Parks Assoc.	\$ 35	\$ 35
Asst. Director Parks:		CT Parks Assoc.	\$ 35	\$ 35
		National Rec. and Parks Assoc.	\$ 160	\$ 160
		CT Rec. and Parks Assoc.	\$ 75	\$ 75
		Sports Turf Management Assoc.	\$ 110	\$ 110
Asst. Director of Recreation:				
		National Rec. and Parks Assoc.	\$ 160	\$ 160
		CT Rec. and Parks Assoc.	\$ 75	\$ 75
<u>SUBSCRIPTIONS:</u>				
		Newtown Bee, Rec. Mgt., Parks & Ground Mgt.	\$ 90	\$ 90
<u>CONFERENCES, SEMINARS, MEETINGS</u>				
CRPA State Conference (Director, Asst. Director/Parks, Asst. Dir. Rec			\$ 890	\$ 890
New England Training Institute			\$ 360	\$ 360
CT Rec. and Parks Assoc. Quarterly Mtgs.			\$ 240	\$ 240
CT Parks Assoc. monthly mtgs.			\$ 240	\$ 240
NRPA Annual Seminars			\$ 2,500	\$ 2,500
Director's Expense			\$ 220	\$ 220
New England Regional Athletic & Sports Conference for Asst. Dir/parks				
& Operations Supervisor			\$ 850	\$ 850
TOTAL			\$ 10,975	\$ 10,975

DEPARTMENT: PARKS & RECREATION

General Supplies: \$1,000 increase for the many new additional special events and new programming: Senior Prom, Movie nights, Valentine's Dad and Daughter Dance, Garden Party, Food Truck event, Fall Festival. All New!!!!

Summer Program

Arts & Crafts Supplies \$3,800

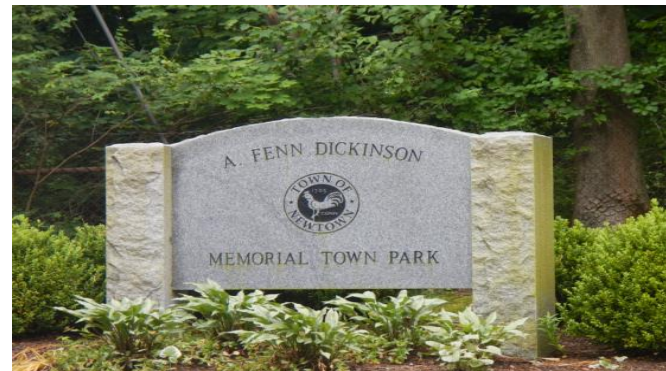
Equipment and Supplies \$2,900

First Aid Supplies \$1,650

Recreation supplies for other Programs **\$3,650**

Total: \$12,000

Signs: Signage at all of our locations is becoming increasingly necessary. The police department has told us they cannot take action unless signs are clearly posted stating rules, times, etc. Also, signs have a habit of disappearing or getting vandalized and must be replaced. Signs for A-Frame advertising, Rooster Race, Turkey Shoot, Breakfast with Santa, Summer Concerts, Dog Events, etc. have helped with our rising enrollment in programs and advertising to those who do not have children in the school system. Total: \$7,000



DEPARTMENT: PARKS & RECREATION**Pool Supplies: Major Annual Expenses:**

Chemicals- Liquid and Granular	\$20,000
Probe replacement	\$800
Pool Shut Down and Opening	\$3,600
Water	\$1,000
Pump repairs and or replacements, filter baskets, hoses, valves, Chlorine injector line and injector pump rebuild kits.	\$6,000

General Maintenance:

						<u>2016-17</u>	<u>2017-18</u>	<u>Diff</u>
Paint and stain for buildings, tables, fences, etc						4,723	4,723	-
Lumber						3,296	3,296	-
Vandalism repairs						3,090	3,090	-
Hand soap, disinfectants, paper products, etc.						3,812	3,812	-
Locks and chains						618	618	-
Replacement Barbeques						824	824	-
Bases, home plates, etc.						618	618	-
Cement						1,339	1,339	-
Tennis and basketball nets						567	567	-
Misc. hand tools, nuts, bolts, litter bags, etc.						1,236	1,236	-
Replacement flags						258	258	-
Playground maintenance and repairs						2,060	3,560	1,500
Replacement wood chips for playgrounds						2,575	2,575	-
Teen Center Maintenance						2,060	2,060	-
Maintenance and repairs for pool facilities						3,090	3,090	-
Repair recreation equipment, purchase batteries, camera equipment and DVR's etc.						2,060	2,060	-
Dog bags & recycle bags						-	2,000	2,000
Osha Compliance Projects						2,060	2,060	-
				Total:		34,285	37,785	3,500

DEPARTMENT: PARKS & RECREATION**Grounds Maintenance** \$7,200 increase:

The maintenance of Dickinson and Treadwell Parks, Orchard Hill Nature Center, Lake Lillinonah Park and Eichler's Cove, maintenance of 40+ athletic fields, school fields and other Town Parcels. Sports are playing two/three seasons per year (in some cases four seasons). Parks and Recreation special event space lining at Fairfield Hills for delineated parking. All the above increases the need for paint and resources.

2016 added facilities to maintenance needs: additional Babe Ruth field at Glander Fields; and new Fairfield Hills trail. These additions require an increase of \$6,200 for P & R maintenance of grounds.

The need to increase funds for trail maintenance is rising as we are growing our relationship with the Land Use Agency for a cooperative effort on expanding our trails along with collaborating with the Newtown Trail Committee.

We are also working to use less toxic pesticides on town property to protect the waterways and the Protect our Pollinators organization's to support positive environmental expectations and changes. We are in the process of eliminating Neonicotinoid materials. The use of the use of **low risk pesticides** is more expensive and we need to add \$1,000 to support this initiative.



DEPARTMENT: PARKS & RECREATION**Grounds Maintenance - CONTINUED:**The following are examples and estimates of major items for this account:

<u>2016-17</u>	<u>2017-18</u>	
\$25,400	\$26,400	Marking paint and lime
\$9,400	\$10,400	Top Soil
\$12,650	\$12,650	Clay/baseball MVP
\$9,200	\$10,200	Grass, seed, fertilizer
\$4,000	\$5,000	Weed control
\$800	\$1,000	Sand
\$4,500	\$4,500	90' Field at Fairfield Hills: High Meadow Field
\$9,200	\$11,200	Trail maintenance and Fairfield Hills Maintenance

Board of Education required maintenance materials (only) on eight high school fields:

\$480	\$480	Annual Soil testing
\$11,000	\$12,000	Top Dressing/Top Soil
\$7,250	\$7,250	Seed
\$4,050	\$4,050	Clay
\$8,220	\$8,220	Paint
\$2,400	\$2,400	Annual purchase of three sets of replacement tine for deep tine aerator

Other Items: Mics.

\$31,181	\$31,181
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Total:

\$139,731	\$146,931
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DEPARTMENT: PARKS & RECREATION**Capital:**

		CAPITAL		
		<u>EQUIPMENT:</u>		
		Toro 5910	23,500	Recurring annual lease payment.
		Heavy duty 1.5 ton four wheel drive truck	17,500	Internal lease payment #3 of 5.
		Heavy duty 1.5 ton four wheel drive truck	17,500	Internal lease payment #3 of 5.
		Toro 4700	14,500	Internal lease payment #2 of 5.
		Van / SUV	7,500	Lease for program and office use. Replaces 2001 van.
		Large open ramp equipment trailer	14,000	Current trailer not wide enough to transport larger tractors.
		Cut off saw/weed eaters/back pack blowers	5,000	To replace old units that are beyond repair.
		Tractor rental	7,500	Rental of turf tractor for seasonal demand.
		<u>CAPITAL PROJECTS / IMPROVEMENTS:</u>		
		Lightning detection system expansion	18,000	Continue to expand lightning detection at athletic fields.
		Gates & stonewall repair at Orchard Hill	11,000	Install new gate and repair stone wall at Orchard Hill nature preserve.
		Skatepark maintenance & expansion	60,000	Refurbish certain park components and install new quarterpipe feature.
		Total department request	196,000	
			(60,000)	**
			136,000	
		Note: Dept. capital request to the Parks & Recreation Commission totalled \$641,140. The Commission reduced the request by \$445,140.		
		** First Selectman reduced capital request by \$60,000 (from \$196,000 to \$136,000) in order to keep the additional maintainer request.		

DEPARTMENT: PARKS & RECREATION

<u>Measure/Indicator</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
# of Customers:									
Eichler's Cove Beach	210	2,369	3,419	3,482	3,246	2,815	2,750	2,334	3,982
Eichler's Cove Launch					532	457	507	557	528
Lake Lillinonah Launch							511	567	575
Treadwell Pool	14,573	18,791	29,089	25,744	24,124	20,483	19,483	20,097	19,556
# of Participants:									
Adaptive Recreation	36	39	36	60	36	37	35	35	49
Programs	23,846	28,762	39,883	36,560	30,975	30,055	30,000	30,397	31,553
Special Events **							4,000	4,403	4,991
Day Camp					572	1,041	725	960	1,045
** does not include: tree lighting & earth day approx. 4,000 participants.									

DEPARTMENT: PARKS & RECREATION

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DEPARTMENT: LIBRARY**MISSION/DESCRIPTION**

The Cyrenius H. Booth Library supports an informed community, lifelong learning, and the love of reading by promoting access for all town residents to the universe of ideas and information. Our vision is to become the best regional source for satisfying the community's information needs by offering professional assistance in discovering authoritative resources, good leisure reading, and local history .

Web site: <http://chboothlibrary.org/>

Library annual report: <http://www.chboothlibrary.org/annual-reports/>

BUDGET HIGHLIGHTS

The budget request for the library contribution is \$1,316,873 (excluding town contributions for life insurance and pension) for fiscal year 2017-2018, which is an increase of \$44,773 or 3.5%.

Regarding the library's internal operating 2017-2018 budget, see the account detail under "contributions to outside agencies" (next page).

LIBRARY BUDGET

LIBRARY	2014 - 2015 ACTUALS	2015 - 2016 ACTUALS	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
GROUP INSURANCE	1,822	1,905	1,915	1,915	1,915	1,915	1,915	1,915	1,915	(0)	0.0%
RETIREMENT CONTRIBUTIONS	4,129	4,296	5,174	5,174	5,174	18,906	18,906	18,906	16,804	11,630	224.8%
CONTRIBUTIONS TO OUTSIDE AGENCIES	1,148,428	1,203,806	1,272,100	1,272,100	1,272,100	1,316,873	1,316,873	1,316,873	1,316,873	44,773	3.5%
	1,154,379	1,210,007	1,279,189	1,279,189	1,279,189	1,337,694	1,337,694	1,337,694	1,335,592	56,403	4.4%

DEPARTMENT: LIBRARY**ACCOUNT DETAIL**

Group Insurance; Retirement Contributions: **Group Insurance** – This amount includes life insurance and long term disability. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 276 for a description of the pension plans and a breakdown of the ARC (by department).

Contributions to Outside Agencies - Library Contribution: The Town of Newtown funds the library's operating and capital budget after the application of grants, fees, fund raising and investment income. The Library has requested a Town contribution of \$1,336,873 which is of \$64,773 more than the prior year request or a 5.1% increase. The following is the library's internal budget for 2017-2018 (next page):

The First Selectman reduced the contribution by \$20,000. It has been the practice of the library to designate any unrestricted fund balance (net assets), on their financial statements, to capital improvements (around \$200,000). This was before Newtown made a major commitment in their capital improvement plan (CIP) regarding library capital improvements. The commitment to the library in the 2016-17 to 2020-21 CIP was \$250,000. The commitment in the most recent approved CIP (2017-18 to 2021-22) was \$1,258,000. This should make some fund balance available.



DEPARTMENT: LIBRARY**BUDGET OVERVIEW**

The Cyrenius H. Booth Library's budget goals for FY17-18 are to provide the growth needed for the library's continued focus on community needs in materials and programs, emerging technologies, economic development support programs, strategic planning initiatives, and archival preservation to protect our heritage, all to strengthen the library's mission. The C. H. Booth Library's mission is to promote the joy of lifelong learning, stimulate curiosity, support the exchange of ideas, and provide a welcoming gathering place for our community.

INCOME/EXPENSE HIGHLIGHTS

- Total Income \$61.8K increase in revenue (4.82%)
- \$64.8K (5.09%) increase from town
- \$2K (1.43%) increase from fundraising
- Offset by a \$5K decrease. Of this, -\$3K (-100%) due to State of CT elimination of grants to public libraries for FY17-18 and decrease of -\$2K (-4.88%) from the Hawley Trust investment income
- Expense:
- \$59.9K (5.6%) of increase goes to 2% salary and benefits increase and 3.6% increase to move a part-time position to full time
- \$1.9K (0.73%) of increase goes to library materials and programs
- Friends
- Income and Expenses from the independent Friends of the C.H. Booth Library, which support library materials and programming and net to zero are not included in the above and are detailed in the library's Financial Statements

ACCOUNT DETAIL

Income/Other Operating: As described above, increases in Fundraising and Town Grant are offset by decreased income from State of CT and Hawley Trust.

Personnel Expenses: Salaries, Benefits and Social Security reflect the recommended 2% increase and state-mandated increase in minimum wage. Additional increase in this line is to move the part-time Adult Programming position to a full-time position. This is in response to the community-needs based Strategic Plan which identified the need for increases in both programming and community outreach.

Library Operations: Changes in the budget lines under Library Operations reflect shifting patron needs and funding priorities in response to the library's Strategic Plan. The increase in the Technology line represents an added telecommunication cost for internet connectivity. This cost had been covered by the State of CT for many years but will be eliminated as of June 2017.

Occupancy Expenses:

Occupancy Expenses, which are those used to run the library facility, remain flat to prior year. There are decreases in the occupancy Contractual Services and Electricity expenses. The latter has been realized with the CIP-funded improvements. This has been off-set by an increase in maintenance line reflecting a continued commitment to maintain aging building systems.

Administration Expenses:

Administration Expenses remain flat to prior year.

DEPARTMENT: LIBRARY

	CYRENIUS H. BOOTH LIBRARY				
	PROPOSED BUDGET FOR YEAR 2017/2018				
				Budget Comparison	
	Actual 15/16	Budget 16/17	Budget 17/18	\$ Difference	% Change
INCOME					
GRANTS					
State of Connecticut	\$ 2,914.00	\$ 3,000.00	\$ -	\$ (3,000.00)	-100.00%
Town of Newtown	\$ 1,203,806.00	\$ 1,272,100.00	\$ 1,336,873.00	\$ 64,773.00	5.09%
Other Grants	\$ -	\$ 7,500.00	\$ 7,500.00	\$ -	0.00%
Total Grants	\$ 1,206,720.00	\$ 1,282,600.00	\$ 1,344,373.00	\$ 61,773.00	4.82%
OPERATIONS					
Fines & Misc. Sales	\$ 20,600.44	\$ 21,000.00	\$ 21,000.00	\$ -	0.00%
Photocopy Revenue	\$ 6,744.35	\$ 7,000.00	\$ 7,000.00	\$ -	0.00%
Other Operating	\$ 2,399.83	\$ 4,500.00	\$ 4,500.00	\$ -	0.00%
Total Operations	\$ 29,744.62	\$ 32,500.00	\$ 32,500.00	\$ -	0.00%
FUND RAISING					
Annual Fund Drive	\$ 52,297.58	\$ 60,000.00	\$ 60,000.00	\$ -	0.00%
Turkey Trot Road Race	\$ 52,550.28	\$ 62,500.00	\$ 62,500.00		
Bequests/gifts	\$ 15,204.15	\$ 15,000.00	\$ 15,000.00	\$ -	0.00%
Fund Raising Other	\$ 3,036.96	\$ 2,500.00	\$ 4,500.00	\$ 2,000.00	80.00%
Total Fund Raising	\$ 123,088.97	\$ 140,000.00	\$ 142,000.00	\$ 2,000.00	1.43%
INVESTMENT INCOME					
Knotts Estate	\$ 13,348.62	\$ 14,000.00	\$ 14,000.00	\$ -	0.00%
Hawley Trust	\$ 47,884.24	\$ 41,000.00	\$ 39,000.00	\$ (2,000.00)	-4.88%
Restricted Funds	\$ -	\$ 742.00	\$ 742.00	\$ -	0.00%
Total Investment Income	\$ 61,232.86	\$ 55,742.00	\$ 53,742.00	\$ (2,000.00)	-3.59%
INCOME TOTAL	\$ 1,420,786.45	\$ 1,510,842.00	\$ 1,572,615.00	\$ 61,773.00	4.09%

DEPARTMENT: LIBRARY

				Budget Comparison	
	Actual 15/16	Budget 16/17	Budget 17/18	\$ Difference	% Change
EXPENSES					
PERSONNEL					
Salaries	\$ 791,574.12	\$ 823,400.00	\$ 853,404.00	\$ 30,004.00	3.64%
Benefits	\$ 169,087.78	\$ 187,950.00	\$ 215,534.00	\$ 27,584.00	14.68%
Social Security	\$ 58,741.91	\$ 62,990.00	\$ 65,285.00	\$ 2,295.00	3.64%
Total Personnel	\$ 1,019,403.81	\$ 1,074,340.00	\$ 1,134,223.00	\$ 59,883.00	5.57%
LIBRARY OPERATIONS					
Maintenance	\$ -	\$ 1,500.00	\$ 1,000.00	\$ (500.00)	-33.33%
Equipment	\$ 2,336.09	\$ 2,000.00	\$ 1,500.00	\$ (500.00)	-25.00%
Contractual Services	\$ 42,859.22	\$ 45,000.00	\$ 44,000.00	\$ (1,000.00)	-2.22%
Total A/V Software	\$ 7,855.99	\$ 17,292.00	\$ 18,250.00	\$ 958.00	5.54%
Bibliomation	\$ 44,676.32	\$ 43,693.00	\$ 43,000.00	\$ (693.00)	-1.59%
Binding/misc.	\$ -	\$ 200.00	\$ 100.00	\$ (100.00)	-50.00%
Total Books	\$ 56,973.02	\$ 68,000.00	\$ 68,500.00	\$ 500.00	0.74%
Total Books-spec. funds	\$ 1,157.90	\$ 742.00	\$ 742.00	\$ -	0.00%
Total Databases	\$ 21,779.76	\$ 19,975.00	\$ 20,600.00	\$ 625.00	3.13%
Memberships	\$ 2,104.00	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%
Other Grants	\$ 2,518.31	\$ 7,500.00	\$ 7,500.00	\$ -	0.00%
Periodicals	\$ 5,052.90	\$ 5,400.00	\$ 5,000.00	\$ (400.00)	-7.41%
Total Programs	\$ 8,625.39	\$ 17,200.00	\$ 19,000.00	\$ 1,800.00	10.47%
Professional Development	\$ 2,552.19	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%
Technology (including CEN costs)	\$ 15,852.00	\$ 23,800.00	\$ 25,000.00	\$ 1,200.00	5.04%
Total Library Operations	\$ 214,343.09	\$ 257,302.00	\$ 259,192.00	\$ 1,890.00	0.73%

DEPARTMENT: LIBRARY

	<u>Actual 15/16</u>	<u>Budget 16/17</u>	<u>Budget 17/18</u>	<u>Budget Comparison</u>	
				<u>\$ Difference</u>	<u>% Change</u>
EXPENSES -continued					
OCCUPANCY					
Supplies	\$ 8,726.62	\$ 5,500.00	\$ 5,500.00	\$ -	0.00%
Contractual Services	\$ 26,144.03	\$ 28,000.00	\$ 26,500.00	\$ (1,500.00)	-5.36%
Electricity	\$ 47,519.16	\$ 54,000.00	\$ 52,000.00	\$ (2,000.00)	-3.70%
Heat	\$ 12,532.42	\$ 12,750.00	\$ 12,750.00	\$ -	0.00%
Maintenance	\$ 5,857.45	\$ 3,000.00	\$ 6,000.00	\$ 3,000.00	100.00%
Telephone	\$ 6,881.91	\$ 6,000.00	\$ 6,500.00	\$ 500.00	8.33%
Water	\$ 1,635.51	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%
Equipment	\$ 1,247.21	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%
Total Occupancy	\$ 110,544.31	\$ 112,750.00	\$ 112,750.00	\$ -	0.00%
ADMINISTRATION					
Committees	\$ -	\$ 200.00	\$ 200.00	\$ -	0.00%
Fund Raising					
Annual Fund Drive		\$ 6,500.00	\$ 6,500.00	\$ -	0.00%
Turkey Trot Road Race		\$ 19,000.00	\$ 19,000.00	\$ -	0.00%
Bequests/gifts		\$ 1,000.00	\$ 1,000.00	\$ -	0.00%
Fund Raising Other		\$ 500.00	\$ 500.00	\$ -	0.00%
Fund Raising Total **	\$ 21,692.86	\$ 27,000.00	\$ 27,000.00	\$ -	0.00%
Postage/petty cash	\$ 1,417.63	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%
Working contingency	\$ 959.27	\$ 750.00	\$ 750.00	\$ -	0.00%
Total Administration	\$ 60,577.54	\$ 66,450.00	\$ 66,450.00	\$ -	0.00%
EXPENSE TOTAL	\$ 1,404,868.75	\$ 1,510,842.00	\$ 1,572,615.00	\$ 61,773.00	4.09%

DEPARTMENT: LIBRARY**LIBRARY - MEASURES & INDICATORS**

(Fiscal Year)

	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Measure/Indicator	2010	2011	2012	2013	2014o	2015	2016
# of Items Circulated	287,991	276,667	256,464	233,972	220,650	210,307	209,894
# of Patron Visits Per Day	‡ 573	‡ 576	‡ 583	‡ 427	‡ 469	412	427
# Registered Borrowers	21,059	21,743	20,820	21,675	22,389	23,320	23,997
# of Internet Sessions	20,248	21,822	20,756	18,756	17,186	17,262	19,019
# of eBooks & eAudiobooks Circulated†	-	-	2,218	6,619	11,098	13,309	13,535
# of Database & Electronic Resource usage†	-	-	-	-	37,852	39,885	41,628
Average Daily Wireless Bandwidth Usage†	-	-	-	-	5.21GB	17.18GB	25.1GB
# of Reference Transactions†	-	-	-	-	-	19,605	21,216
# of Programs†	-	-	361	433	551	909	786
Program Attendance†	-	-	-	11,233	10,138	11,438	15,238
Value of Library Services/Return on Investment†*	-	-	-	-	\$ 3,912,085.00	\$ 4,416,998.00	\$ 4,548,865.00

† New measure or service - prior data unavailable

‡ Data compromised by system malfunction

o Flooding closed library 1/4/2014-3/8/2014 - data normalized

DEPARTMENT: NEWTOWN PARADE COMMITTEE**MISSION/DESCRIPTION**

Newtown Labor Day Parade Inc is a not for profit organization established in 1973 as Newtown Summer Festival Inc, the name changed in May, 2002 .

The Mission of the corporation is to organize a street parade annually on Labor Day drawing participants from throughout the State but primarily from volunteer groups; schools and churches in Newtown supplemented by commercial groups with interests in the Town.

The focus is primarily to feature the young people of the Town and to entertain local residents in the spirit of the original Corporation's concept of a 'fun summer festival'.

Web site: <http://newtownctlabordayparade.org/>

**BUDGET HIGHLIGHTS**

The amount requested is for the cost of insuring the parade event. The amount requested is an estimate. Any amount not spent on insurance is turned back to the Town.

NEWTOWN PARADE COMMITTEE BUDGET

						2017 - 2018 BUDGET					
	2014 - 2015	2015 - 2016	2016 - 2017			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>NEWTOWN PARADE COMMITTEE</u>	<u>ACTUALS</u>	<u>ACTUALS</u>	<u>ADOPTED</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>PROPOSED</u>	<u>PROPOSED</u>	<u>RECOMMENDED</u>	<u>ADOPTED</u>	<u>\$</u>	<u>%</u>
INSURANCE, OTHER THAN	1,000	1,514	1,000	1,298	1,298	1,000	1,000	1,000	1,000	(298)	-23.0%

DEPARTMENT: NEWTOWN CULTURAL ARTS COMMISSION**MISSION/DESCRIPTION**

The purpose of the Newtown Cultural Arts Commission shall be to stimulate, facilitate, coordinate, and cooperate with existing organizations for the development of the arts. It shall serve as an information center and focal point in the community for activities in the arts.

Website - [CULTURAL ARTS COMMISSION](#) (click here for the Cultural Arts Commission ordinance)

**BUDGET HIGHLIGHTS**

In 2008-2009 the first appropriation (\$2,000) was approved to help the new commission with its administrative expenses. In the same fiscal year an additional \$10,000 was approved to help fund the Connecticut Film Festival. Since that first year annual budget amounts have been relatively level. The budget for 2017-18 has remained the same over the prior year.

The Cultural Arts Special Revenue Fund had a fund balance of \$195,994 on June 30, 2016. The majority of this amount is from donations.

NEWTOWN CULTURAL ARTS COMMISSION BUDGET

	2014 - 2015 ACTUALS	2015 - 2016 ACTUALS	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>NEWTOWN CULTURAL ARTS COMM</u>											
OTHER EXPENDITURES	2,824	750	2,500	2,500	2,500	2,500	2,500	2,500	2,500	-	0.0%

OTHER FUNCTIONS

DEPARTMENT: CONTINGENCY**MISSION/DESCRIPTION**

The contingency account is established to provide for unforeseen costs that may arise during the year. There are no expenditures in this account, only budget transfers to other accounts.

BUDGET HIGHLIGHTS

In the prior year's expenditure columns you will see zero expenditure's for each year. This is because there are no expenditures in this account, only budget transfers. The following are the original budget amounts for this account:

<u>2009/2010</u>	<u>2010/2011</u>	<u>2011/2012</u>	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>
\$455,654	\$509,000	\$400,000	\$250,000	\$520,000**	\$250,000	\$350,000	\$200,000	\$200,000

** Includes \$270,000 for school security

CONTINGENCY BUDGET

<u>CONTINGENCY</u>	<u>2014 - 2015 ACTUALS</u>	<u>2015 - 2016 ACTUALS</u>	<u>2016 - 2017</u>			<u>2017 - 2018 BUDGET</u>				<u>CHANGE</u>	
			<u>ADOPTED</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>1st SELECTMAN</u>	<u>BOS</u>	<u>BOF</u>	<u>LC</u>	<u>\$</u>	<u>%</u>
						<u>PROPOSED</u>	<u>PROPOSED</u>	<u>RECOMMENDED</u>	<u>ADOPTED</u>		
CONTINGENCY FUND	-	-	200,000	138,702	138,702	200,000	200,000	200,000	200,000	61,298	44.2%

DEPARTMENT: DEBT SERVICE**MISSION/DESCRIPTION**

The Debt Service department accounts for annual principal and interest payments on bonds and bond anticipation notes. The related debt has been used to finance projects authorized from the Town Capital Improvement Plan (See page 282 for additional information on the Capital Improvement Plan). The Town has an approved debt management policy that states that the annual debt service amount should not be more than 9.8% of the total budget amount. This is a maximum cap. The Town is working towards keeping the limit below the 9.8% mark using 8-9% as a future goal.

BUDGET HIGHLIGHTS

The budget for the Debt Service, for fiscal year 2017-18 has decreased by (\$388,406) or (-4.2%). This is due to a significant reduction in the current debt service schedule offset by a new bond issue in March 2017 along with its premium. The decrease in the current debt service schedule is larger than the new debt service.

DEBT SERVICE BUDGET

	2014 - 2015 ACTUALS	2015 - 2016 ACTUALS	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>DEBT SERVICE</u>											
BOND PRINCIPAL	7,960,063	7,846,937	6,991,538	6,991,538	6,991,538	6,780,694	6,780,694	6,780,694	6,766,194	(225,344)	-3.2%
BOND INTEREST	2,346,209	2,259,428	2,333,936	2,333,936	2,333,936	2,344,780	2,344,780	2,344,780	2,170,874	(163,062)	-7.0%
	10,306,272	10,106,365	9,325,474	9,325,474	9,325,474	9,125,474	9,125,474	9,125,474	8,937,068	(388,406)	-4.2%

DEPARTMENT: DEBT SERVICE**ACCOUNT DETAIL****Principal:** Principal payment is comprised of:

Current debt service principal amount	\$6,130,694
March 2016 bonding issue principal amount	<u>635,500</u>
Total principal amount	\$6,766,194

Interest: Interest payment is comprised of:

Current debt service interest amount	\$2,170,852
March 2016 bonding issue interest amount	152,990
Premium from March issue applied	<u>(152,968)</u>
Total interest amount	\$2,170,874

DEPARTMENT: RESERVE FOR CAPITAL NONRECURRING**MISSION/DESCRIPTION**

This account dedicates a portion of the Town's operating budget for capital purposes (around a quarter of one percent of the budget is a standard benchmark). This provides financial flexibility and reduces long term financing of capital items. The amount budgeted in this account is transferred to the Capital Non Recurring Fund. The Capital Non Recurring Fund is a multiyear fund where funding can accumulate enabling the Town to acquire larger capital assets on a pay-as-you-go basis. This capital asset financing decision is typically done during the Capital Improvement Plan budgeting process or it can be made in the regular budget process. During midyear, if a capital asset needs replacing, the Town can have the financial flexibility to acquire the asset thru the Capital Non Recurring Fund (if funds are available).

BUDGET HIGHLIGHTS

Best practices state that funding to a capital non-recurring fund should be done on a consistent basis. It is expected that in certain budget years funding may not be available which is accepted as long as the Town goes back to steady funding. The last few years were one of those years, due to the economic climate. A decision was made in 2011-2012 to start funding the Capital Non Recurring Fund again. \$225,000 was appropriated in 2011-12 & \$250,000 was appropriated in 2012-13 and again in 2013-14. It was reduced to \$150,000 in 2014-15. The request for 2015-16 was restored it back to \$250,000. The request for 2017-18 is \$300,000.

LC REDUCED ACCOUNT BY \$75,000. \$75,000 WILL BE TRANSFERRED FROM CONTINGENCY ACCOUNT IN 2016-17. PLANNED CAPITAL ITEMS STAY THE SAME.

See account detail (next page) for planned capital items.

RESERVE FOR CAPITAL NON RECURRING BUDGET

	2014 - 2015 ACTUALS	2015 - 2016 ACTUALS	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
RESERVE FOR CAP & NON-REC.EXP.											
TRANSFER OUT	150,000	305,800	295,000	295,000	295,000	300,000	300,000	300,000	225,000	(70,000)	-23.7%

DEPARTMENT: RESERVE FOR CAPITAL NONRECURRING**ACCOUNT DETAIL**

Reserve Cap & Non Recurring: The requested \$300,000 comprises the following (in **bold** print):

Town Pooled Vehicle Replacement Program (annual request)

2017-2018 request	\$25,000
--------------------------	-----------------

Assessor Grand List revaluation on 10/1/2017

2015-2016 appropriation	\$75,000
2016-2017 appropriation	\$100,000
2017-2018 request	<u>\$225,000</u>
	\$400,000

Public Works :**Loader**

2015-2016 appropriation	\$40,000
2016-2017 appropriation	\$60,000
2017-2018 request	\$50,000
2018-2019 planned	<u>\$50,000</u>
	\$200,000

(2) Medium Duty Trucks (replace)

2017-2018 request	\$ -0-
2018-2019 planned	\$170,000

Pickup Truck (replace deputy director's)

2017-2018 request	\$ -0-
2018-2019 planned	\$30,000

Six Wheel Dump Truck

2017-2018 request	\$ -0-
2018-2019 planned	\$ -0-
2019-2020 planned	\$210,000

Parks & Recreation – Court recoating (annual request)

2015-2016 appropriation	\$10,000
2016-2017 appropriation	\$10,000
2017-2018 request	\$ -0-
2018-2019 planned	\$15,000
2019-2020 planned	\$15,000

DEPARTMENT: TOWN HALL BOARD OF MANAGERS**MISSION/DESCRIPTION**

The administration of the Edmond Town Hall is as unique as the building itself. While the title is vested in the Town, a bipartisan elected Board of Managers run the building. A full time manager supervises the maintenance of the building, which includes a movie theater.

The building also offers a variety of rooms for all occasions, including the Alexandria Room for weddings, parties and recitals; and a gymnasium for sports, parties and craft shows. Smaller meeting rooms are also available. For arrangements, call the Managers office at 270-4285.

The Board of Managers is composed of six members serving six year terms. At each regular Town Election, two members are elected, both of whom may not be members of the same political party. According to Town Charter, the Board "shall have the exclusive care and maintenance of Edmond Town Hall and all grounds and buildings appurtenant thereto, together with all powers and duties prescribed for said Board by Special Act No. 98 of the 1931 session by which it was created, as amended by Special Act No. 517 of the 1953 session".

Web site: http://www.newtown-ct.gov/Public_Documents/NewtownCT_BComm/MANAGERS

**BUDGET HIGHLIGHTS**

The budget for THBOM has been increased by \$13,533 or 10.4%. The Town had asked the THBOM to spend down their fund balance to a reasonable amount. They have done that. This year it has been determined that the Town contribution needs to increase from \$75,000 to \$95,000.

LC HAS REDUCED CONTRIBUTION BY \$10,000 (DUE TO FINANCIAL ANALYSIS).

The Town continues to support the THBOM for major capital items thru the CIP process (Capital Improvement Plan).

DEPARTMENT: TOWN HALL BOARD OF MANAGERS**TOWN HALL BOARD OF MANAGERS BUDGET**

	2014 - 2015	2015 - 2016	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>TOWN HALL BOARD OF MANAGERS</u>	<u>ACTUALS</u>	<u>ACTUALS</u>									
GROUP INSURANCE	47,463	47,426	52,336	52,336	52,336	53,373	53,373	53,373	52,336	-	0.0%
RETIREMENT CONTRIBUTIONS	2,104	2,189	2,636	2,636	2,636	6,942	6,942	6,942	6,169	3,533	134.0%
CONTRIBUTIONS TO OUTSIDE	50,000	35,000	75,000	75,000	75,000	95,000	95,000	95,000	85,000	10,000	13.3%
	99,567	84,615	129,972	129,972	129,972	155,315	155,315	155,315	143,505	13,533	10.4%

ACCOUNT DETAIL

Group Insurance; Retirement Contributions: Group Insurance – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 278, for a breakdown of medical benefit costs and the distribution of costs to the various departments. . The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 276 for a description of the pension plans and a breakdown of the ARC (by department).

Contributions to Outside Agencies: The contribution to the Edmond Town Hall Board of Manager's Special Revenue fund has been increased to \$95,000 (from \$75,000). The fund has become more self sufficient as far as operations are concerned. The Town has included major capital expenditures for the ETHBOM in its Capital Improvement Plan. \$571,000 in 2017-18, \$268,000 in 2018-19 \$250,000 in 2019-20, \$450,000 in 2020-21and \$253,000 in 2021-22.

DEPARTMENT: TRANSFER OUT - TO OTHER FUNDS**MISSION/DESCRIPTION**

Represents authorized transfers out to other funds. Usually done by an appropriation transfer request, hence there is no original budget amount.

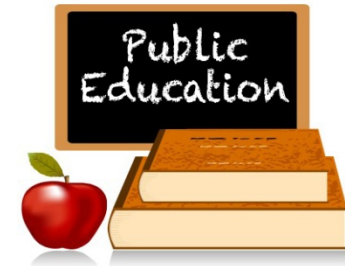
BUDGET HIGHLIGHTS

Therefore no amount is budgeted for 2017-18.

TRANSFER OUT - TO OTHER FUNDS BUDGET

<u>TRANSFER OUT - TO OTHER FUNDS</u>	2014 - 2015	2015 - 2016	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
TRANSFER OUT	55,000	-	-	-	-	-	-	-	-	-	-

EDUCATION FUNCTION

DEPARTMENT: BOARD OF EDUCATION**MISSION/DESCRIPTION**

See separate Board of Education Budget Book. Website:

<http://www.newtown.k12.ct.us/DistrictInformation/BoardofEducation/BOEBudgets/tabid/4494/Default.aspx>

BUDGET HIGHLIGHTS

See subsequent budget adjustments starting on page 273.

BOARD OF EDUCATION BUDGET

	2014 - 2015 ACTUALS	2015 - 2016 ACTUALS	2016 - 2017			2017 - 2018 BUDGET				CHANGE	
			ADOPTED	AMENDED	ESTIMATED	Superintendent	BOE	BOE	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>BOARD OF EDUCATION</u>											
EDUCATION	71,345,304	71,587,946	73,665,065	73,665,065	73,665,065	74,996,756	75,120,605	74,827,438	72,995,957	(669,108)	-0.9%

BUDGET ADJUSTMENTS

BOARD OF SELECTMEN

BOARD OF FINANCE

LEGISLATIVE COUNCIL

TOWN OF NEWTOWN				
2017 - 2018 BUDGET - BOARD OF SELECTMEN ADJUSTMENTS TO FIRST SELECTMAN PROPOSED				
	2017-2018 BUDGET	BOARD OF	2017-2018 BUDGET	
MEETING DATE	1st SELECTMAN	SELECTMEN	BOARD OF SELECTMEN	
FUNCTION / DEPARTMENT / ACCOUNT	PROPOSED	ADJUSTMENTS	PROPOSED	COMMENTS
1/23/2017				
GENERAL GOVERNMENT				
PROBATE COURT - PROF SERVICES	8,000	(800)	7,200	BUDGET REQUEST RECEIVED AFTER 1ST SELECTMAN
1/30/2017				
GENERAL GOVERNMENT				
PROFESSIONAL ORGANIZATIONS - OTHER EXP	34,744	2,958	37,702	WESTCOG BUDGET REQUEST RECEIVED AFTER 1ST SELECTMAN
PUBLIC SAFETY				
FIRE - OTHER EMPLOYEE BENEFITS	268,900	(6,500)	262,400	FIRE: FIRST SELECTMAN TOTAL REDUCTION TO DEPT
FIRE - REPAIR & MAINTENANCE SERVICES	51,500	(9,146)	42,354	REQUEST = \$26,938; BOARD OF SELECTMAN ADJUSTMENTS
FIRE - TRUCK REPAIR	97,600	(1,200)	96,400	REFLECT THE INPUT OF THE FIRE DEPT REFLECTING WHERE
FIRE - DUES, TRAVEL & EDUCATION	60,000	8,500	68,500	THE FIRST SELECTMAN REDUCTION SHOULD BE TARGETED.
FIRE - CAPITAL	132,074	8,138	140,212	NET BOS REDUCTION = \$208
PLANNING				
LAND USE - SALARIES & WAGES - FULL TIME	389,609	(5,442)	384,167	SALARY SAVINGS
LAND USE - SOCIAL SECURITY CONTRIBUTION	29,805	(416)	29,389	SALARY SAVINGS
TOTAL BOARD OF SELECTMEN ADJUSTMENTS		(3,908)		

TOWN OF NEWTOWN**2017 - 2018 BUDGET - BOARD OF FINANCE RECOMMENDED ADJUSTMENTS****3/2/2017**

2017-2018 BUDGET

BOARD OF

2017-2018 BUDGET

BOS / BOE

FINANCE

BOARD OF FINANCE

FUNCTION / DEPARTMENT / ACCOUNT**PROPOSED****ADJUSTMENTS****RECOMMENDED****COMMENTS****PUBLIC SAFETY**

POLICE - SALARIES & WAGES

3,964,785

(30,744)

3,934,041

Police personnel savings - # of staff does not change

POLICE - SOCIAL SECURITY CONTRIBUTIONS

339,412

(2,351)

337,061

POLICE - DUES, TRAVEL & EDUCATION

50,000

(1,583)

48,417

PUBLIC WORKS

HIGHWAY - ENERGY - GASOLINE

299,400

(17,141)

282,259

Savings due to new rate

RECREATION & LEISURE

PARKS & RECREATION - SALARIES & WAGES - SEASONAL

234,275

(30,000)

204,275

Operating expenses to Eichler's Cove fund

PARKS & RECREATION - CONTRACTUAL SERVICES

258,400

(4,560)

253,840

Police private duty cost to Teen Ctr fund

EDUCATION

EDUCATION LINE ITEM

75,120,605

(293,167)

74,827,438

145,000 - Dalio Foundation grant; 18,167 - energy

savings due to new rate; 103,000 - portion of

BOE operating surplus used to pay next years

final sewer assessment bill; 27,000 - portion of

BOE operating surplus used to pay maintenance
project.**TOTAL EXPENDITURE BUDGET ADJUSTMENTS****(379,546)****REVENUES**

INTERGOVERNMENTAL REVENUES

7,634,591

(579,546)

7,055,045

TAX COLLECTION RATE

99.0%

99.2%

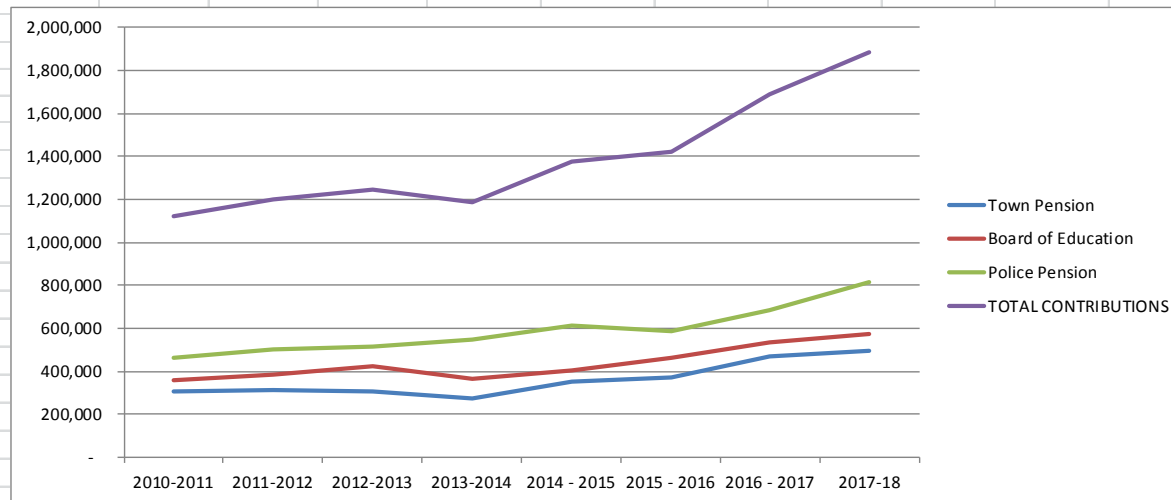
2017 - 2018 BUDGET - LEGISLATIVE COUNCIL ADJUSTMENTS				
3/29/2017	2017-2018 BUDGET	LEGISLATIVE	2017-2018 BUDGET	
	BOARD OF FINANCE	COUNCIL	LEGISLATIVE COUNCIL	COMMENTS
FUNCTION / DEPARTMENT / ACCOUNT	RECOMMENDED	ADJUSTMENTS	ADOPTED	
MEDICAL SELF-INSURANCE CONTRIBUTION				
VARIOUS DEPARTMENT GROUP INSURANCE ACCOUNTS	3,336,274	(63,630)	3,272,644	Due to improved medical claims experience since last analysis.
PENSION CONTRIBUTION				
VARIOUS DEPARTMENT RETIREMENT CONTR ACCOUNTS	1,500,485	(133,030)	1,367,455	Delay planned phase in to change in actuarial calculation and change in discount rate till next year.
DEBT SERVICE				
BOND PRINCIPAL	6,780,694	(14,500)	6,766,194	Estimate replaced by actual amounts from March
BOND INTEREST	2,344,780	(173,906)	2,170,874	bond issue. \$152,968 in interest adjustment represents the bond premium on the new issue.
TOWN HALL BOARD OF MANAGERS				
CONTRIBUTIONS	95,000	(10,000)	85,000	Reduce contribution to ETH BOM.
HIGHWAY				
ROAD IMPROVEMENTS	1,750,000	(250,000)	1,500,000	Reduction in road improvements would leave \$1,500,000 in the general fund and \$1,000,000 in the CIP funded by bonds (\$2,500,000 total)
POLICE				
CONTRACTUAL SERVICES	57,475	(20,000)	37,475	Reduction per Chief of Police.
EDUCATION				
EDUCATION LINE ITEM	74,827,438	(800,000)	72,995,957	Justification: Medical self insurance \$173k; pension \$55k;
		(1,031,481)	***	BOE 2016-17 operating surplus \$265k; delay maint projects \$272; delay pay to play price reduction \$35k.
TOTAL TO DATE	115,992,078	(2,496,546)	113,495,532	
INTERGOVERNMENTAL REVENUES (STATE)				
EDUCATION COST SHARING GRANT		(1,500,000)		Reduce state revenue estimate due to expected state reductions in municipal aid. The budget reductions above will offset the effect of this action.
				***To account for an increase in special education grants applied directly to the BOE budget. See BOE budget page 178. The grant revenue of \$1,022,579 is expected to be increased by \$1,031,481. If it does not get increased by this amount the LC will make the BOE whole.

TOWN OF NEWTOWN				
2017 - 2018 BUDGET - LEGISLATIVE COUNCIL ADJUSTMENTS				
	2017-2018 BUDGET	LEGISLATIVE	2017-2018 BUDGET	COMMENTS
4/5/2017	BOARD OF FINANCE	COUNCIL	LEGISLATIVE COUNCIL	
	RECOMMENDED	ADJUSTMENTS	ADOPTED	
<u>FUNCTION / DEPARTMENT / ACCOUNT</u>				
INSURANCE				
INSURANCE OTHER THAN	1,165,500	(25,000)	1,140,500	Due to final premium (amount) notice.
CAPITAL AND NON RECURRING				
TRANSFER OUT	300,000	(75,000)	225,000	Planned capital item,s in detail, stay the same. To account
				for this, \$75,000 from the 2016-17 contingency will
3/29/2017 REDUCTIONS		(2,496,546)		be transferred to the capital non recurring account.
TOTAL	115,992,078	(2,596,546)	113,395,532	

PENSION TRUST FUND

The Town contributes to three pension plans: Selectmen and Board of Education Personnel, Police Personnel and Elected Officials. Two of the plans, the Selectmen and Board of Education Personnel and the Police Personnel, are single employer, contributory, defined benefit pension plans. The Elected Officials plan is a single employer defined contribution pension plan. All three plans are included in one pension trust fund. The departments in the budget are charged their share of the pension contribution amount according to a percent of payroll figure determined by the actuary. The last seven years of pension contributions made are presented below:

<u>PENSION - ANNUAL REQUIRED CONTRIBUTIONS (ARC):</u>											
		<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014 - 2015</u>	<u>2015 - 2016</u>	<u>2016 - 2017</u>	<u>2017-18</u>		
Board of Selectmen:											
	Town Pension	306,790	313,102	306,465	272,205	354,822	373,516	467,138	495,371		6.0%
	Police Pension	460,540	502,513	517,812	548,620	615,427	586,601	685,944	814,974		18.8%
Board of Education											
		357,015	386,163	421,807	365,780	402,958	462,620	534,733	574,958		7.5%
TOTAL CONTRIBUTIONS		1,124,345	1,201,778	1,246,084	1,186,605	1,373,207	1,422,737	1,687,815	1,885,303		
	% increase		7%	4%	-5%	16%	4%	19%	12%		



Pension –continued-

The large increase in 2017-2018 is mainly due to pension asset performance.

Last year new tables (2015) were produced and used for 2016/17 which resulted in an increase to the pension contribution.

The elected officials plan is a defined contribution plan covering the First Selectman and the Town Clerk.

The most current actuarial report for each plan, which states the annual required contribution (ARC), which is the total amount funded in the budget, can be found on the Town web site under the Finance Department.

Reducing the discount rate used from 7.5% to 7.0% and changing to the best practice actuarial method was planned to be implemented, using a three year phase in, in 2017-18. This implementation has been delayed to 2018-19.

ACTUARIAL REPORT

There is now a 401(a) plan. This is the Town's defined contribution plan. New non-union employees (after 12/31/2013), parks & recreation union employees (after 06/30/2014), and police union employees (after 05/05/2015) cannot participate in the Town Pension Plan. They can participate in the Town defined contribution plan. The Town is negotiating with all unions to make this switch for new employees.

For town (non police) employees the employee contributes 5% of salary and the Town contributes 5%.

For police employees the employee contributes 5% of salary and the Town contributes 15%.

As a comparison the pension contribution requires the Town to contribute the following % of salary:

Town - >7.5%

Police - >21.4%

MEDICAL SELF INSURANCE FUND

The Town (both municipal and education) made the decision to go self insured for medical benefits (from a premium based plan) for the fiscal year 2010-2011. To reduce some risk the Town has purchased individual stop loss insurance in the amount of \$175,000 per claim and aggregate stop loss insurance covering any claims over 125% of the aggregate expected claims. In January 2011 the Legislative Council passed an ordinance creating the Self-funded Health Insurance Fund Committee:

SELF-FUNDED HEALTH INSURANCE FUND AND COMMITTEE ORDINANCE

1. Title
This article shall be known and may be cited as the “Self-Funded Health Insurance Fund and Committee Ordinance”.
2. Creation of Fund and Committee
The Town of Newtown, hereinafter referred to as the “Town”, by this Ordinance, authorizes the creation of the “Self-Funded Health Insurance Fund,” hereinafter referred to as the “Fund,” whose purpose is described below; and also authorizes the creation of the “Self-funded Health Insurance Fund Committee,” hereinafter referred to as the “Committee” whose responsibilities are described below.
3. Purpose of Fund
The purpose of this Fund is to hold funds to pay claims made by municipal and School District employees of the Town as required in fulfilling employee health insurance obligations of the Town of Newtown, and other such liabilities relating to those claims and obligations.
4. Partner or Partners
For the purposes of this Ordinance it is the intention of the Town of Newtown to have the Board of Selectman and Board of Education, work collaboratively as “partner” or “partners,” in connection with the Fund and the benefits paid by the Fund pursuant to the above paragraph.
5. Responsibilities of the Committee

The Committee Shall:
 - a. Serve the interests of the Municipal and Education departments of the Town.
 - b. Recommend the level of annual or other contributions to the Fund by the Town and apportionment to each of the Partners, in consultation with the insurance consultant in his work with the insurance provider.
 - c. Serve as an information bridge between the town insurance consultant and the Partners.
 - d. Work with the Town and the insurance consultant as needed in any matters pertaining to health benefits.

Ordinance Continued:**6. Members of Committee; Appointment; Terms of Office**

- a. There shall be three volunteer members of the Committee, with a preference for those who have relevant expertise and knowledge in finance, healthcare, and/or insurance.
- b. Members shall be appointed by the First Selectman with the approval of the Board of Selectmen to serve a three year term. Initially, the First Selectman shall appoint one member for a one year term, one member for a two year term and one member for a three-year term.
- c. There shall be two alternates each appointed for a two-year term. The term of the alternates shall run from January 1 of the even year through December 31 of the ensuing year. If a regular member of the Committee is absent, the Chairman of the Committee shall designate an alternate to act in the absent member's place, choosing the alternates in rotation so that they shall act as nearly equal a number of times as possible.

7. Chairman; Clerk.

- a. The Committee shall elect a Chairman, to serve for a term of one year.
- b. The Chairman shall preside at meetings and public hearings.
- c. The Committee shall utilize a clerk whose responsibility is the taking of minutes at all meetings, typing and filing the same, and performing all other clerical or recording services for the Committee.

8. Meetings

- a. The Committee shall meet quarterly and at other times as the Chairman deems necessary.
- b. The Chairman shall prepare an agenda prior to each meeting and distribute a copy to each Committee member.

9. Self-Funded Health Insurance Fund

- a. The Fund exists only to pay healthcare claims and related expenses of the plan and shall not be used for any other purpose.
- b. The Fund will build a reasonable (not to exceed three months of payments) balance to ensure that claims of covered employees can be paid during a high claim year.
- c. Investments of the Fund balance will be made in accordance with the Town's investment policy.
- d. In the event the Fund is terminated, any balance shall revert back to the general fund of the Town (after all self insurance claims have been paid) and shall be used to defray the Partners' future health insurance costs and obligations.
- e. The Fund shall continue year to year without lapsing unless terminated by the Town.

10. Severability

The provisions of this ordinance are declared to be severable and the invalidity of any portion thereof shall not affect the validity of the remainder.

Self Insurance Fund Continued:

Budgeted contributions to the medical self insurance fund have increased by 2% due to medical cost inflation.

EMPLOYEE BENEFITS - DEPARTMENT SUMMARY - 2017/18				
		2016-17	2017-18	
DEPT		Medical	Med + 2%	
Selectmen		22,438	22,886	
Human Resources		17,668	18,021	
Tax Collector		89,353	91,140	
Town Clerk		66,482	67,812	
Assessor		48,800	49,776	
Finance		88,656	90,429	
Technology		57,773	58,928	
Econ & Comm Dev		2,288	2,334	
Fairfield Hills Authority		5,115	5,217	
Communications		110,458	112,667	
Police		892,591	910,443	
Animal Control		30,439	31,048	
Fire		27,014	27,554	
Building		103,544	105,615	
Highway		682,572	696,223	
Transfer Station		44,556	45,447	
Building Maintenance		48,892	49,870	
Social Services		40,356	41,163	
Senior Center		27,150	27,693	
Land Use		94,911	96,809	
Parks & Recreation		296,562	302,493	
Edmond Town Hall		51,828	52,865	
Library		-	-	
Youth & Family Svs		34,241	34,926	
Health District		102,705	104,759	
Children's Adventure Ctr		109,586	111,778	
RETIRED		85,531	87,241	
		3,181,508	3,245,138	

THE LEGISLATIVE COUNCIL HAS REDUCED THE MEDICAL SELF INSURANCE FUND CONTRIBUTIONS TO THE PRIOR YEAR AMOUNT (0% INCREASE). THIS WAS DUE TO POSITIVE MEDICAL CLAIMS EXPERIENCE IN THE LAST THREE MONTHS.

Self-Insurance Fund Analysis:

TOWN OF NEWTOWN				TOWN OF NEWTOWN			
MEDICAL SELF INSURANCE FUND ANALYSIS @ JAN 31, 2016				MEDICAL SELF INSURANCE FUND ANALYSIS @ JAN 31, 2016			
FISCAL YEAR 2016 - 2017 FORECAST				FISCAL YEAR 2017 - 2018 FORECAST			
FUND BALANCE @ JULY 1, 2016		2,743,000		ESTIMATED FUND BALANCE @ JULY 1, 2017		3,166,000	
<u>ESTIMATED REVENUES</u>				<u>ESTIMATED REVENUES</u>			
EMPLOYER CONTRIBUTIONS:				EMPLOYER CONTRIBUTIONS:			
MUNICIPAL	3,163,000			MUNICIPAL	3,245,138		
EDUCATION	8,685,000	11,848,000		EDUCATION	8,859,408	12,104,546	
EMPLOYEE CONTRIBUTIONS:				EMPLOYEE CONTRIBUTIONS:			
MUNICIPAL	353,000			MUNICIPAL	357,000		
EDUCATION	2,200,000	2,553,000		EDUCATION	2,244,000	2,601,000	
RETIREE/COBRA/AGENCY CONTRIBUTIONS:				RETIREE/COBRA/AGENCY CONTRIBUTIONS:			
MUNICIPAL	350,000			MUNICIPAL	350,000		
EDUCATION	392,000	742,000		EDUCATION	392,000	742,000	
INTEREST EARNED ON INVESTMENTS		10,000		INTEREST EARNED ON INVESTMENTS		15,000	
TOTAL REVENUES		15,153,000		TOTAL REVENUES		15,462,546	
<u>ESTIMATED EXPENSES</u>				<u>ESTIMATED EXPENSES</u>			
CLAIMS/NAF:				CLAIMS/NAF:			
MUNICIPAL		13,625,000	FROM CLAIMS ANALYSIS	MUNICIPAL		14,374,375	
EDUCATION				EDUCATION			
ADMINISTRATIVE FEES:				ADMINISTRATIVE FEES:			
MUNICIPAL		1,050,000		MUNICIPAL		1,050,000	
EDUCATION				EDUCATION			
CONSULTANT FEES		55,000		CONSULTANT FEES		55,000	
TOTAL EXPENSES		14,730,000		TOTAL EXPENSES		15,479,375	
ESTIMATED FUND BALANCE @ JUNE 30, 2017		3,166,000	23%	ESTIMATED FUND BALANCE @ JUNE 30, 2018		3,149,171	

Employee medical premium cost shares:

[illegible]

CAPITAL IMPROVEMENT PLAN (CIP)

The Capital Improvement Plan (“CIP”) is a five-year plan identifying the Town’s capital outlay and improvement needs. As a long-range plan, the CIP reflects the Town's policy regarding future physical and economic development. By providing a planned schedule of public improvements, the CIP outlines present and future public needs and priorities. A capital improvement is defined as any expenditure for equipment, buildings, infrastructure, land acquisition, plan or project in which the cost exceeds 0.25% of the Town budget for the year in which the request is made.

Capital project planning is an ongoing process. Each year the CIP document is updated. The need or idea for capital improvements can originate from the department heads, the First Selectman, the Superintendent of Schools, and boards and commissions. These items are compiled into this document and presented annually to the Board of Finance and Legislative Council. Once approved, the CIP outlines the Town’s official commitment to funding these expenditures in the subsequent year’s budgets.

Adopting a CIP does not end with the first year. Changing needs and priorities, emergencies, cost changes, mandates and changes in technology all require the CIP to be updated annually. The Town's public facilities, streets, parks, equipment, etc. are constantly in need of repair, replacement or expansion. A growing population will require additional or new facilities. These reasons require that the CIP be updated to maintain the financial solidity of the Town. The CIP achieves the following objectives as a component of the Town’s budget and financial planning process:

- Reduces the need for "crash programs" to finance the construction of Town facilities.
- Focuses attention on community goals, needs and capabilities.
- Achieves optimum use of taxpayer dollars.
- Guides future community growth and development.
- Advance planning ensures that projects are well thought out in advance of construction.
- Provides for the orderly replacement of capital expenditures.
- Encourages a more efficient governmental administration as well as maintains a sound and stable financial program.

CAPITAL IMPROVEMENT PLAN (CIP) – Continued

The following is the CIP for fiscal years 2017-18 to 2021-22 approved by the Legislative Council on January 04, 2017:

							01/04/2017
TOWN OF NEWTOWN							
LEGISLATIVE COUNCIL CIP - (2017 / 2018 TO 2021 / 2022)							
2017 - 2018 (YEAR ONE)			Proposed Funding				
BOARD OF SELECTMEN	Dept.	Amount Requested	Bonding	Grants	General Fund	Other	
Capital Road Program	PW	2,750,000	1,000,000		1,750,000		
Bridge Replacement Program	PW	525,000	525,000				
New Senior Center - Design & Construction	Sr Svs	3,000,000	3,000,000				
Treadwell Pool Deck Replacement	P & R	400,000	400,000				
Edmond Town Hall Air Conditioning Project	ETH	571,000	571,000				
Library Renovations	LIB	273,000	273,000				
Police Facility Design	POLICE	300,000	300,000				
Town Sidewalk/Streetscape Plan	ECON DEV	200,000	200,000				
Open Space Acquisition Program	LAND USE	250,000	250,000				
BOARD OF EDUCATION							
Hawley School - Roof Replacement	BOE	850,000	540,345	309,655			
Middle School Improvements	BOE	1,800,000	1,800,000				
High School - Phase II Auditorium	BOE	750,000	750,000				
TOTALS	>>>>>>>	11,669,000	9,609,345	309,655	1,750,000	-	
2018 - 2019 (YEAR TWO)			Proposed Funding				
BOARD OF SELECTMEN	Dept.	Amount Requested	Bonding	Grants	General Fund	Other	
Capital Road Program	PW	3,000,000	1,000,000		2,000,000		
Bridge Replacement Program	PW	525,000	525,000				
Truck Washing Station - Design	PW	50,000	50,000				
FFH Building Remediation / Demolition	FFH	2,500,000	2,500,000				
Eichlers Cove Improvements Phase (2 of 2)	P & R	500,000	500,000				
Edmond Town Hall Renovations	ETH	268,000	268,000				
Library Renovations	LIB	290,000	290,000				
Police Facility - Construction Phase (1 OF 2)	POLICE	5,000,000	5,000,000				
Town Sidewalk/Streetscape Plan	ECON DEV	150,000	150,000				
Brownfields Remediation/Re-purposing	ECON DEV	200,000	200,000				
BOARD OF EDUCATION							
Middle Gate - Roof Replacement	BOE	1,590,000	1,010,763	579,237			
Hawley School - Boiler Replacement	BOE	1,712,000	1,712,000				
TOTALS	>>>>>>>	15,785,000	13,205,763	579,237	2,000,000	-	

YELLOW HIGHLIGHT PROJECTS ARE APPROVED OR DISAPPROVED AT THE BUDGET REFERENDUM.

CAPITAL IMPROVEMENT PLAN (CIP) – Continued

2019 - 2020 (YEAR THREE)			Proposed Funding			
	Dept.	Amount Requested	Bonding	Grants	General Fund	Other
BOARD OF SELECTMEN						
Capital Road Program	PW	2,250,000			2,250,000	
Bridge Replacement Program	PW	525,000	525,000			
Truck Washing Station - Construction	PW	550,000	550,000			
Police Facility - Construction Phase (2 OF 2)	POLICE	5,000,000	5,000,000			
Town Sidewalk/Streetscape Plan	ECON DEV	150,000	150,000			
Brownfields Remediation/Re-purposing	ECON DEV	200,000	200,000			
Open Space Acquisition Program	LAND USE	250,000	250,000			
FFH Building Remediation / Demolition	FFH	1,000,000	1,000,000			
Fairfield Hills Trail / Infrastructure	P & R	500,000	500,000			
Tilson Artificial Turf Replacement	P & R	500,000				500,000
Edmond Town Hall Theater Renovations	ETH	250,000	250,000			
Library Renovations	LIB	350,000	350,000			
BOARD OF EDUCATION						
Hawley School - Boiler Replacement	BOE	4,452,000	4,452,000			
TOTALS	>>>>>>>	15,977,000	13,227,000	-	2,250,000	500,000
2020 - 2021 (YEAR FOUR)			Proposed Funding			
	Dept.	Amount Requested	Bonding	Grants	General Fund	Other
BOARD OF SELECTMEN						
Capital Road Program	PW	2,500,000			2,500,000	
Bridge Replacement Program	PW	538,000	538,000			
Radio System Upgrade and Console	ECC	1,775,000	1,775,000			
Town Sidewalk/Streetscape Plan	ECON DEV	200,000	200,000			
Brownfields Remediation/Re-purposing	ECON DEV	150,000	150,000			
FFH Building Remediation / Demolition	FFH	3,000,000	3,000,000			
Dickinson Park Bathhouse & Splashpad	P & R	850,000	850,000			
Open Space Acquisition Program	LAND USE	250,000	250,000			
Edmond Town Hall Parking Lot Improvements	ETH	450,000	450,000			
Library Renovations	LIB	345,000	345,000			
BOARD OF EDUCATION						
High School - Replace / Restore Stadium Turf	BOE	1,000,000	1,000,000			
High School - Main Boiler Replacements / LED Lights	BOE	900,000	900,000			
High School - Athletic Field House	BOE	300,000	300,000			
TOTALS	>>>>>>>	12,258,000	9,758,000	-	2,500,000	-
2021 - 2022 (YEAR FIVE)			Proposed Funding			
	Dept.	Amount Requested	Bonding	Grants	General Fund	Other
BOARD OF SELECTMEN						
Capital Road Program	PW	2,500,000			2,500,000	
Bridge Replacement Program	PW	473,000	473,000			
Town Sidewalk/Streetscape Plan	ECON DEV	350,000	350,000			
FFH Building Remediation / Demolition	FFH	3,000,000	3,000,000			
Dickinson Pavilion Replacement	P & R	450,000	450,000			
Duplex Remediation for P & R use and programming	P & R	800,000	800,000			
Open Space Acquisition Program	LAND USE	250,000	250,000			
Edmond Town Hall Renovations	ETH	253,000	253,000			
BOARD OF EDUCATION						
Middle School Improvements	BOE	4,805,000	4,805,000			
TOTALS	>>>>>>>	12,881,000	10,381,000	-	2,500,000	-
GRAND TOTALS		68,570,000	56,181,108	888,892	11,000,000	500,000

CAPITAL IMPROVEMENT PLAN (CIP) – Continued

All amounts in the five years presented are carefully planned to insure that the resulting annual total debt service payments fall within the current debt service policy guidelines. Current debt service policy dictates that the annual debt service amount for any fiscal year not be more than 9.8% of the total budget amount. The 2017/18 debt service amount, in this budget, is less than 9% of the total budget amount.

The next page shows the most current Debt Forecast Schedule used to make sure that the total projects approved on the current CIP plan stay within the debt service policy statement (keeping annual budgeted debt service payments at appropriate levels)

CAPITAL IMPROVEMENT PLAN (CIP) – Continued

TOWN OF NEWTOWN 2017-2018 CIP - FORCASTED PROJECT AMOUNTS - DEBT LIMIT CALCULATION												
		current yr	2017-18 TO 2021-22 CIP									
		2016-2017	2017 - 2018	2018- 2019	2019 - 2020	2020 - 2021	2021 - 2022					
	Current	Planned	Forecasted	Forecasted	Forecasted	Forecasted	Forecasted	Total Est.				
Fiscal	Debt	2017 Bond	2018 Bond	2019 Bond	2020 Bond	2021 Bond	2022 Bond	Debt Service			Debt	
Years	Service	Issue	Issue	Issue	Issue	Issue	Issue	Fiscal Year	Forcasted	General Fund	Service	8%
Ending	Schedule	(03/15/2017)	(02/15/2018)	(02/15/2019)	(02/15/2020)	(02/15/2021)	(02/15/2022)	Total	Debt	Budget	as a % of	of
		*	**						Total	Total	Budget	Budget
PRINCIPAL AMOUNT-->		5,360,000	16,910,000	13,205,000	13,230,000	9,760,000	10,385,000	63,490,000			FIVE YEAR BORROWING AMOUNT ***	
06/30/2017	9,325,474							9,325,474	-	114,182,379	8.17%	9,134,590
06/30/2018	8,301,547	824,200						9,125,747	824,200	116,466,027	7.84%	9,317,282
06/30/2019	7,879,800	153,075	1,391,850					9,424,725	1,544,925	118,795,347	7.93%	9,503,628
06/30/2020	7,227,470	403,075	1,363,850	1,155,188				10,149,583	2,922,113	121,171,254	8.38%	9,693,700
06/30/2021	6,729,133	394,950	1,345,850	1,130,438	1,189,200			10,789,571	4,060,438	123,594,679	8.73%	9,887,574
06/30/2022	6,707,723	386,825	1,382,500	1,105,688	1,162,800	914,800		11,660,336	4,952,613	126,066,573	9.25%	10,085,326
06/30/2023	6,067,776	398,700	1,351,875	1,080,938	1,136,400	893,550	987,325	11,916,564	5,848,788	128,587,904	9.27%	10,287,032
06/30/2024	5,865,541	389,925	1,321,250	1,056,188	1,110,000	872,300	963,925	11,579,129	5,713,588	131,159,662	8.83%	10,492,773
06/30/2025	5,079,310	381,150	1,290,625	1,031,438	1,083,600	851,050	940,525	10,657,698	5,578,388	133,782,856	7.97%	10,702,628
06/30/2026	4,521,509	372,375	1,260,000	1,006,688	1,057,200	829,800	917,125	9,964,697	5,443,188	136,458,513	7.30%	10,916,681
06/30/2027	3,909,844	363,600	1,229,375	981,938	1,030,800	783,550	893,725	9,192,832	5,282,988	139,187,683	6.60%	11,135,015
2015/16 CIP CARRY OVER:												
ETH improve		200,000										
H.S. auditorium		500,000										
		700,000										
2016/17 CIP CARRY OVER:												
FILD HILL REM/DEN			1,200,000									
COMMUNITY CTR			5,000,000									
BRIDGE PROGRAM			525,000									
FIRE APPARATUS			575,000									
			7,300,000									

APPENDIX

POLICE VEHICLE INVENTORY**NEWTOWN POLICE FLEET 2017**

Vehicle #	Plate #	Make/Year	VIN #	Miles	Shield	Camera	Radar#	MDT/LPR	Rifle#	DOS
Chief	367 SCZ	Ford Explorer/2017	1FM5K8D8XHGA63006	4190	-	-	-	-	-	9/16
Captain	139 DGO	Ford Utility / 2014	1FM5K8AR0EGC38713	29350	-	-	-	-	-	6/14
LT	683 RHF	Ford Explorer / 2013	1FM5K8D86DGA55429	88963	-	-	-	-	-	8/12
Command	66 NT	Ford E-450 / 2007	1FDXE45S26DB15195	5000	-	-	-	-	-	2/07
Motorcycle (T/U)	122 NT	Harley Davidson / 2008	1HD1FMM127Y629394	XXXX	-	-	#MC	-	-	12/07
Charger (T/U)	468 WXS	Dodge Charger / 2008	2B3KA43H88H280242	74378	FR	-	S-5	TBCF-31	-	8/08
Caprice (T/U)	124 NT	Chevy Caprice / 2012	6G1MK5U26CL608768	16030	-	-	S-19	TBCF-31/LPR	#12	2/13
K9	NPDK9	Ford Utility / 2013	1FM5K8AR8DGC20751	66204	-	ARB	S-11	TBCF-31	12GA	9/13
1 (SGT)	6 NT	Ford Utility / 2015	1FM5K8AR5FGA94450	33963	Bunker	-	-	TBCF-31	#11	3/15
2 (SGT)	62 NT	Ford Expedition / 2010	1FMJU1G59AEB50009	104020	Bunker	-	-	TBCF-31	#13	3/10
3 (DB)	114 RNB	Chevy Caprice / 2012	6G1MK5U25CL649652	68466	-	-	-	-	-	-
4 (DB)	278 TYA	Chevy Impala / 2016	2G1WA5E32G1164672	5360	-	-	-	-	-	5/16
5 (DB)	318 GXY	Chevy Caprice / 2012	6G1MK5U20CL649722	81130	-	-	-	-	-	-
6 (DB)	213 RYL	Ford Crown Vic / 2003	2FABP71WX3X137539	108044	-	-	-	-	-	7/03
13 (SRO)	END DWI	Ford Crown Vic / 2010	2FABP7BV3AX111222	94755	-	-	-	-	-	-
20(SRO)	126 NT	Ford Utility / 2013	1FM5K8ARXDCG20749	90920	-	-	-	-	-	8/13
7	67NT	Ford Utility / 2017	1FM5K8AR4HGA77514	2827	-	ARB	S-14	TBCF-31	#2	11/16
8	68 NT	Ford Utility / 2015	1FM5K8AR7FGA94451	51476	-	ARB	S-16	TBCF-31	#8	3/15
9	69 NT	Ford Utility/2016	1FM5K8AR6GG889104	13809	-	ARB	S-21	TBCF-31	#5	5/16
10	70 NT	Ford Utility/2016	1FM5K8AR6GG889103	23993	FR	ARB	S-20	TBCF-31	#10	5/16
11	71 NT	Ford Utility / 2014	2FM5K8AR0EGC27419	7419	-	ARB	S-18	TBCF-31	#1	7/14
15	75NT	Ford Utility / 2017	1FM5K8AR4HGA77515	967	-	ARB	S-12	TBCF-31	#7	12/16
18	78 NT	Ford Utility / 2016	1FM5K8AR6GG889102	17412	TacDef	ARB	S-22	TBCF-31	#6	4/16
19	129 NT	Ford Utility / 2014	1FM5K8AR9EGC27418	62540	-	ARB	S-15	TBCF-31	#9	7/14
21	121 NT	Ford Utility / 2013	1FM5K8AR6DGC20750	94418	-	ARB	S-13	TBCF-31/LPR	#3	8/13
22	122 NT	Ford Utility / 2015	1FM5K8AR9FGA94452	47458	-	ARB	S-17	TBCF-31/LPR	#4	3/15
12 (spare)	72 NT	Ford Crown Vic / 2011	2FABP7BV8BX134609	93754	-	-	-	-	-	12/11
14 (spare)	74 NT	Ford Crown Vic / 2011	2FABP7BV6BX134611	89432	-	-	-	-	-	6/11
16 (spare)	76 NT	Ford Crown Vic / 2009	2FAHP71V79X109285	XXXXX	-	-	-	-	-	-
17 (spare)	127 NT	Ford Crown Vic / 2010	2FABP7BV5AX111223	94613	-	-	-	-	-	-

Prepared by Sgt. A. Bahamonde 01/2017

FIRE APPARATUS INVENTORY**Fire Apparatus in service for the town of Newtown**

			year purchased	mileage As of 9/10/14	
<u>Newtown Hook & Ladder</u>					
Rescue 113	Rescue	Company owned	2006	4,868	
Engine 112	Pumper	Company owned	1998	22,488	
Engine 111	Pumper	Town owned	1985	46,082	refurb 2006
Engine 1	Pumper	Town owned	2007	8,434	
OIC Vehicle	P/U truck	Town owned	2007	34,741	
Ladder 114	Aerial	Town Owned	2001	16,960	

Dodgingtown Fire

Tanker 229	Tanker	Town owned	1991	14,600	
Engine 223	Pumper	Company owned	1987	34,500	
Engine 221	Pumper	Town owned	2010	6,000	
OIC Vehicle	P/U truck	Town owned	2014	800	

Hawleyville Fire

Tanker 339	Tanker	Town owned	1989	14,405	
Rescue 334	Rescue	Company owned	1994	31,773	
Engine 332	Pumper	Company owned	1979	21,181	
Engine 331	Pumper	Town owned	2000	17,434	
OIC Vehicle	SUV	Town owned	2005	93,016	

Sandy Hook Fire

				after refurb total miles are 40,000+	
Tanker 9	Tanker	Town owned	1986	23,151	
Tanker 449	Tanker	Town owned	1997	17,181	
Quad 446	ATV	Town owned	2006	325.7 HOURS	
Brush 445	Brush truck	Company owned	2012	2,527	
Rescue 444	Rescue	Company owned	1997	59,717	
Engine 443	Pumper	Company owned	1988	28,809	
Engine 442	Pumper	Town owned	2003	29,716	
Engine 441	Pumper	Town owned	2010	13,751	
Quint 440	Aerial/pumper	Company owned	1992	33,677	
OIC Vehicle	P/U Truck	Town owned	2007	53,176	

Botsford Fire

Tanker 559	Tanker	Town owned	1991	3,388	
Tanker 557	Tanker	Company owned	2003	155,263	
Brush 555	Brush truck	Company owned	1985	28,817	
Engine 552	Pumper	Company owned	1987	31,262	
Engine 551	Pumper	Town owned	2005	25,830	
OIC Vehicle	SUV	Company owned	2016		

Fire Marshal's Office

FM-1	SUV		2013	13,300	
FM-2	Pick-up		2007	49,948	