

THE FOLLOWING MINUTES ARE SUBJECT TO APPROVAL BY  
THE BOARD OF SELECTMEN

The Board of Selectmen held a regular meeting January 24, 2024. The meeting was held in the Council Chambers at the Newtown Municipal Center. First Selectman Capeci called the meeting to order at 7:30p.m. and opened the meeting with salute to the flag.

**PRESENT:** First Selectman A. Jeffrey Capeci, Selectman Michelle Embree Ku and Selectman Daniel Cruson,

**ALSO PRESENT:** Finance Director Robert Tait, Library Interim Director Jennifer Nash, C.H. Booth Library Board Chair Elaine Corbo, and members Alexa Skalandunas, Betsy Litt, Cara Reilly, Alex Villamil, Susan Kealey and Don Studley, Director of Public Works Fred Hurley and three members of the public.

**VOTER COMMENTS:** none.

**ACCEPTANCE MINUTES:** Selectman Embree Ku moved to approve the minutes of the regular meeting of January 22, 2024. Selectman Cruson seconded. The motion passed unanimously.

**COMMUNICATIONS:** The Connecticut State Historic Preservation Office has a meeting March 22, if everything goes to plan Winn Development will be at that meeting relative to the project at Fairfield Hills.

**FINANCE DIRECTORS REPORT:** Mr. Tait went over the General Fund Budget Report (att.) The estimated year end saving is \$680,000. Mr. Tait hopes to put this amount in the year end transfer to the Medical Self Insurance Fund.

**OLD BUSINESS:**

**Discussion and possible action:**

- 1. C.H. Booth Library budget:** (att.) Don Studley thanked the Board of Selectmen and went over the financial portion of the power point presentation (att.) David Schill reviewed general maintenance of the C.H. Booth Library. The projects schedule is dependent on lead time on materials. Mr. Tait explained insurance information can be found in the outside agency area of the budget book. Mr. Studley touched upon fundraising items.
- 2. Department of Public Works budget:** (att.) Mr. Hurley explained DPW has four different budgets: Highway, Winter Maintenance, the Transfer Station and Public Building Maintenance. Overall, the budget has a 1.735% increase. Road work is increased \$100,000 in the operational budget as it is no longer bonded in the CIP. There may be remediation money available the Batchelder site. Going out to bid will determine how much it would cost to remediate the property; it will be open to funding. Mr. Hurley spoke to Capital requests (pg. 111). The Town sweeps 1/3 of town, the remaining 2/3 of town is contracted out. The sweeping contract bid and cost will increase. There are two items in Reserve Capital and Non-Recurring (pg. 219), the body replacement and the rail replacement and are both designated. Mr. Hurley will get more information from the fleet manager relative to vehicles. Mr. Hurley covered Winter Maintenance and the Transfer Station. There will be changes in the cost of recycling and solid waste. They are moving forward with the leaf and food compost area. There are no new personnel assigned to the transfer station. There will be extra staff in the spring relative to registration. Mr. Hurley spoke of different areas of the transfer station. Capital investment in cans will pay the Town back in one year. The camera system will be upgraded. An additional

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*Debbie Andia Valverde*  
NEWTOWN TOWN CLERK

expenditure is to replace two wells at the transfer station relative to groundwater monitoring. In the Public Building budget, the electricity account decreased. Energy savings have been implemented through Virtual Net Metering and Direct Solar. The budget wasn't adjusted for Town Hall South; it's a minimal expense for minimal level of service. We are protecting the asset until it sells.

## **NEW BUSINESS**

### **Discussion and possible action:**

1. **Grant Acceptance SS4A (Safe Streets and Roads for All) grant:** Selectman Embree Ku moved to accept the Safe streets and Roads for All grant in the amount of \$100,000. Selectman Cruson seconded. Mr. Hurley said the goal is to reduce pedestrian and vehicular fatalities. LoCIP grants may also be available. DOT has offered to help. Selectman Embree Ku amended her motion to change the amount of the grant to \$80,000. Selectman Cruson seconded. The motion, as amended, unanimously passed. There is currently a group working on this; the group may expand.
2. **Resolution:** Selectman Embree Ku moved the resolution REGARDING THE AUTHORIZATION, ISSUANCE AND SALE OF TOWN OF NEWTOWN, CONNECTICUT GENERAL OBLIGATIONS REFUNDING BONDS NOT TO EXCEED \$10,000,000 AND further move to waive the reading of the entire resolution (att.). Selectman Cruson seconded. Mr. Tait said as of January 11, there is a savings of \$346K. The motion unanimously passed.

## **RECURRING BUSINESS:**

### **Discussion and possible action:**

1. **Appointments/Reappointments:** none.
2. **Driveway Bond Release/Extension:** none.
3. **Tax Refunds:** none.

**VOTER COMMENTS:** none.

## **ANNOUNCEMENTS:**

**ADJOURNMENT:** Having no further business the regular Board of Selectmen meeting was adjourned at 8:49p.m.

*Attachments: General Fund Budget Report, 1/24/24; Library Budget; Library PowerPoint; DPW Budget, SS4A Financial Impact Statement, bond Refunding Resolution*

Respectfully submitted,  
*Susan Marcinek*

# REVENUES

| 101 - GENERAL FUND                  | 1/24/2024     |                    |                |                                       |
|-------------------------------------|---------------|--------------------|----------------|---------------------------------------|
| <u>ACCOUNT TITLE</u>                | <u>BUDGET</u> | <u>YTD REVENUE</u> | <u>BALANCE</u> | <u>Estimated</u><br><u>YE Savings</u> |
| <b><u>PROP TAXES</u></b>            |               |                    |                |                                       |
| CURRENT TAXES                       | 116,129,860   | 68,074,665         | 48,055,195     |                                       |
| DELINQUENT TAXES                    | 625,000       | 457,392            | 167,608        | 150,000                               |
| INTEREST & PENALTIES                | 450,000       | 201,412            | 248,588        |                                       |
| SUPPL MOTOR VEHICLE                 | 1,200,000     | 209,201            | 990,799        | (150,000)                             |
| TELCOM TAXES                        | 47,000        | -                  | 47,000         |                                       |
| <b><u>INTERGOV</u></b>              |               |                    |                |                                       |
| IN LIEU OF TAXES                    | 514,949       | 566,444            | (51,495)       | 51,000                                |
| VETERANS ADDL EXEMPT                | 16,000        | 9,656              | 6,344          |                                       |
| TOTALLY DISABLED                    | 1,400         | 1,108              | 292            |                                       |
| MUNICIPAL PROJECTS                  | 235,371       | -                  | 235,371        |                                       |
| TOWN AID FOR ROADS                  | 466,459       | 468,253            | (1,794)        |                                       |
| STATE REVENUE SHARING               | 400,000       | 688,049            | (288,049)      | 288,000                               |
| MUNICIPAL STABILIZATION             | 267,960       | 267,960            | -              |                                       |
| MASHANTUCKET PEQUOT GRANT           | 829,098       | 276,366            | 552,732        |                                       |
| LOCIP GRANT                         | 205,601       | -                  | 205,601        |                                       |
| EDUCATION COST SHARING              | 4,299,938     | 1,123,923          | 3,176,015      | 235,000                               |
| HEALTH SVS - ST ROSE                | 29,997        | 26,886             | 3,111          |                                       |
| OTHER STATE GRANTS                  | 698,858       | 695,836            | 3,022          |                                       |
| <b><u>CHG FOR SVS</u></b>           |               |                    |                |                                       |
| TOWN CLERK CONVEYANCE               | 600,000       | 392,691            | 207,309        | 50,000                                |
| TOWN CLERK - OTHER                  | 225,000       | 102,185            | 122,815        |                                       |
| BUILDING PERMITS                    | 600,000       | 328,395            | 271,605        |                                       |
| PARK & REC PROGRAMS                 | 235,000       | 71,067             | 163,933        |                                       |
| TRANSFER STA FEES                   | 475,000       | 190,176            | 284,824        |                                       |
| OTHER PERMITS                       | 10,000        | 850                | 9,150          |                                       |
| SEWER/WATER                         | 135,000       | 135,000            | -              |                                       |
| SCHOOL ACTIVITIES                   | 30,000        | -                  | 30,000         |                                       |
| LAND USE PERMITS                    | 70,000        | 31,173             | 38,827         |                                       |
| TUITION                             | 37,620        | 21,098             | 16,523         |                                       |
| SR CTR MEMBERSHIP                   | 20,000        | 8,249              | 11,751         |                                       |
| <b><u>INVESTMENT INCOME</u></b>     |               |                    |                |                                       |
| INTEREST                            | 1,750,000     | 1,219,392          | 530,608        | 650,000                               |
| <b><u>MISCELLANEOUS REVENUE</u></b> |               |                    |                |                                       |
| BOARD OF SELECTMEN                  | 175,000       | 69,104             | 105,896        |                                       |
| POLICE                              | 40,000        | 13,177             | 26,823         |                                       |
| BOARD OF EDUCATION                  | 25,000        | 4,141              | 20,859         |                                       |
| <b><u>OTHER FINANCING</u></b>       |               |                    |                |                                       |
| TRANSFER IN                         | 250,000       | -                  | 250,000        |                                       |
| USE OF FUND BALANCE                 | 1,500,680     | -                  | 1,500,680      | (1,500,000)                           |
|                                     | 132,595,791   | 75,653,848         | 56,941,943     | (226,000)                             |

# EXPENDITURES

| 101 - GENERAL FUND       | 1/24/2024 |        |             |         |         |                         |                         |
|--------------------------|-----------|--------|-------------|---------|---------|-------------------------|-------------------------|
| ACCOUNT TITLE            | BUDGET    | PO'S   | YTD EXPENSE | BALANCE | % SPENT | Estimated<br>YE Savings | Comments                |
| <b>SELECTMEN</b>         |           |        |             |         |         |                         |                         |
| SALARIES - REGULAR       | 198,429   | -      | 110,097     | 88,332  | 55.5%   |                         |                         |
| GROUP INSURANCE          | 25,654    | -      | 25,014      | 640     | 97.5%   |                         |                         |
| SOCIAL SEC CONTRI        | 14,201    | -      | 8,547       | 5,654   | 60.2%   |                         |                         |
| RETIREMENT CONTRI        | 13,022    | -      | 13,022      | -       | 100.0%  |                         |                         |
| OTHER EMPL BENEFITS      | 10,300    | -      | 6,360       | 3,940   | 61.7%   |                         |                         |
| PROF SVS - LEGAL         | 200,000   | 31,500 | 121,077     | 47,423  | 76.3%   |                         |                         |
| DUES, TRAVEL & EDUCATION | 2,000     | -      | 126         | 1,874   | 6.3%    |                         |                         |
| OFFICE SUPPLIES          | 1,500     | 84     | 748         | 669     | 55.4%   |                         |                         |
| OTHER EXPENDITURES       | 5,000     | 51     | 4,641       | 308     | 93.8%   |                         |                         |
|                          | 470,106   | 31,635 | 289,631     | 148,840 | 68.3%   |                         |                         |
| <b>SELECT OTHER</b>      |           |        |             |         |         |                         |                         |
| SOCIAL SEC CONTRI        | 3,500     | -      | 1,548       | 1,952   | 44.2%   |                         |                         |
| REPAIR & MAINTENANCE SEP | 1,600     | -      | 139         | 1,461   | 8.7%    |                         |                         |
| COPIER LEASING           | 30,000    | 24,450 | 5,550       | -       | 100.0%  |                         |                         |
| POSTAGE                  | 55,000    | 7,934  | 17,994      | 29,071  | 47.1%   |                         |                         |
| ADVERTISING              | 25,000    | -      | 9,614       | 15,386  | 38.5%   |                         |                         |
| MEETING CLERKS           | 50,000    | 4,500  | 21,620      | 23,880  | 52.2%   |                         |                         |
|                          | 165,100   | 36,884 | 56,466      | 71,750  | 56.5%   |                         |                         |
| <b>HUMAN RES</b>         |           |        |             |         |         |                         |                         |
| SALARIES - REGULAR       | 91,575    | -      | 52,691      | 38,884  | 57.5%   |                         |                         |
| GROUP INSURANCE          | 19,494    | -      | 19,123      | 371     | 98.1%   |                         |                         |
| SOCIAL SEC CONTRI        | 7,006     | -      | 3,892       | 3,114   | 55.6%   |                         |                         |
| RETIREMENT CONTRI        | 4,579     | -      | 2,635       | 1,944   | 57.5%   |                         |                         |
| PROF SVS - OFFICIAL      | 14,000    | 150    | 7,809       | 6,041   | 56.8%   |                         |                         |
| DUES, TRAVEL & EDUCATION | 1,000     | -      | -           | 1,000   | 0.0%    |                         |                         |
|                          | 137,654   | 150    | 86,150      | 51,354  | 62.7%   |                         |                         |
| <b>SOCIAL SVS</b>        |           |        |             |         |         |                         |                         |
| SALARIES - REGULAR       | 256,602   | -      | 140,024     | 116,578 | 54.6%   | 3,000                   | staff vacancy           |
| GROUP INSURANCE          | 46,276    | -      | 44,991      | 1,285   | 97.2%   |                         |                         |
| SOCIAL SEC CONTRI        | 19,608    | -      | 9,914       | 9,694   | 50.6%   |                         |                         |
| RETIREMENT CONTRI        | 14,463    | -      | 9,328       | 5,135   | 64.5%   |                         |                         |
| FEES & PROF SERVICES     | 3,000     | -      | 1,943       | 1,058   | 64.8%   |                         |                         |
| DUES, TRAVEL & EDUCATION | 1,000     | -      | 37          | 963     | 3.7%    |                         |                         |
| OFFICE SUPPLIES          | 2,500     | -      | 456         | 2,044   | 18.2%   |                         |                         |
| OTHER EXPENDITURES       | 2,000     | -      | 1,113       | 887     | 55.7%   |                         |                         |
| CONTRIBUTIONS TO INDIVID | 5,000     | -      | 3,886       | 1,114   | 77.7%   |                         |                         |
|                          | 350,449   | -      | 211,692     | 138,757 | 60.4%   |                         |                         |
| <b>TAX COLL</b>          |           |        |             |         |         |                         |                         |
| SALARIES - REGULAR       | 253,388   | -      | 137,847     | 115,541 | 54.4%   | 13,000                  | staff vacancy           |
| SALARIES - PART TIME     | 13,798    | -      | 11,354      | 2,445   | 82.3%   |                         |                         |
| SALARIES - SEASONAL      | 5,138     | -      | -           | 5,138   | 0.0%    |                         |                         |
| SALARIES - OVERTIME      | 2,569     | -      | 255         | 2,314   | 9.9%    |                         |                         |
| GROUP INSURANCE          | 98,121    | -      | 97,049      | 1,072   | 98.9%   |                         |                         |
| SOCIAL SEC CONTRI        | 21,077    | -      | 10,890      | 10,187  | 51.7%   | 1,000                   |                         |
| RETIREMENT CONTRI        | 20,206    | -      | 23,517      | (3,311) | 116.4%  |                         | Adjust for new employee |
| DUES, TRAVEL & EDUCATION | 2,000     | 700    | 1,175       | 125     | 93.8%   |                         |                         |
| OFFICE SUPPLIES          | 4,500     | -      | 4,494       | 6       | 99.9%   |                         |                         |
|                          | 420,797   | 700    | 286,582     | 133,515 | 68.3%   |                         |                         |
| <b>PURCHASING</b>        |           |        |             |         |         |                         |                         |
| SALARIES - REGULAR       | 51,375    | -      | 59,225      | (7,850) | 115.3%  |                         | BOE to be charged 50%   |
| GROUP INSURANCE          | 26,327    | -      | 25,399      | 928     | 96.5%   |                         |                         |
| SOCIAL SEC CONTRI        | 3,930     | -      | 4,570       | (640)   | 116.3%  |                         | BOE to be charged 50%   |
| RETIREMENT CONTRI        | 2,569     | -      | 2,961       | (392)   | 115.3%  |                         | BOE to be charged 50%   |
| DUES, TRAVEL & EDUCATION | 500       | -      | -           | 500     | 0.0%    |                         |                         |
|                          | 84,701    | -      | 92,156      | (7,455) | 108.8%  |                         |                         |
| <b>TOWN CLERK</b>        |           |        |             |         |         |                         |                         |
| SALARIES - REGULAR       | 201,669   | -      | 106,049     | 95,620  | 52.6%   | 17,000                  | staff vacancy           |
| GROUP INSURANCE          | 72,541    | -      | 72,145      | 396     | 99.5%   |                         |                         |
| SOCIAL SEC CONTRI        | 15,437    | -      | 7,929       | 7,508   | 51.4%   | 1,000                   |                         |
| RETIREMENT CONTRI        | 11,527    | -      | 10,574      | 953     | 91.7%   |                         |                         |
| PROF SVS - OFFICIAL      | 500       | -      | 250         | 250     | 50.0%   |                         |                         |
| PRINTING,BINDING & MICRO | 20,000    | 669    | 14,042      | 5,289   | 73.6%   |                         |                         |
| DUES, TRAVEL & EDUCATION | 2,000     | 150    | 1,108       | 742     | 62.9%   |                         |                         |
| OFFICE SUPPLIES          | 2,500     | -      | 1,655       | 845     | 66.2%   |                         |                         |
|                          | 326,174   | 819    | 213,753     | 111,602 | 65.8%   |                         |                         |

| ACCOUNT TITLE            | BUDGET  | PO'S   | YTD EXPENSE | BALANCE | % SPENT | Estimated<br>YE Savings | Comments                     |
|--------------------------|---------|--------|-------------|---------|---------|-------------------------|------------------------------|
| <b>REGISTRARS</b>        |         |        |             |         |         |                         |                              |
| SALARIES - REGULAR       | 75,467  | -      | 43,500      | 31,967  | 57.6%   |                         |                              |
| SALARIES - PART TIME     | 20,880  | -      | 10,873      | 10,007  | 52.1%   |                         |                              |
| SALARIES - SEASONAL      | 55,000  | -      | 23,584      | 31,416  | 42.9%   |                         |                              |
| SOCIAL SEC CONTRI        | 11,578  | -      | 4,691       | 6,887   | 40.5%   |                         |                              |
| REPAIR & MAINTENANCE SEP | 2,250   | -      | 2,250       | -       | 100.0%  |                         |                              |
| DUES, TRAVEL & EDUCATION | 4,000   | -      | 3,825       | 175     | 95.6%   |                         |                              |
| OFFICE SUPPLIES          | 1,800   | -      | 151         | 1,649   | 8.4%    |                         |                              |
| OTHER EXPENDITURES       | 25,175  | -      | 13,992      | 11,183  | 55.6%   |                         |                              |
|                          | 196,150 | -      | 102,867     | 93,283  | 52.4%   |                         |                              |
| <b>ASSESSOR</b>          |         |        |             |         |         |                         |                              |
| SALARIES - REGULAR       | 257,983 | -      | 132,500     | 125,483 | 51.4%   | 15,000                  | staff vacancy                |
| GROUP INSURANCE          | 54,056  | -      | 53,572      | 484     | 99.1%   |                         |                              |
| SOCIAL SEC CONTRI        | 19,753  | -      | 9,959       | 9,794   | 50.4%   | 1,000                   |                              |
| RETIREMENT CONTRI        | 15,317  | -      | 10,454      | 4,863   | 68.3%   |                         |                              |
| OTHER EMPL BENEFITS      | 650     | -      | 325         | 325     | 50.0%   |                         |                              |
| PROF SVS - AUDIT         | 3,000   | -      | -           | 3,000   | 0.0%    |                         |                              |
| DUES, TRAVEL & EDUCATION | 3,000   | -      | 1,874       | 1,126   | 62.5%   |                         |                              |
| OFFICE SUPPLIES          | 4,600   | 189    | 4,411       | -       | 100.0%  |                         |                              |
|                          | 358,359 | 189    | 213,095     | 145,076 | 59.5%   |                         |                              |
| <b>FINANCE</b>           |         |        |             |         |         |                         |                              |
| SALARIES - REGULAR       | 407,571 | -      | 235,328     | 172,243 | 57.7%   |                         |                              |
| GROUP INSURANCE          | 98,298  | -      | 97,359      | 939     | 99.0%   |                         |                              |
| SOCIAL SEC CONTRI        | 31,152  | -      | 16,839      | 14,313  | 54.1%   |                         |                              |
| RETIREMENT CONTRI        | 42,305  | -      | 40,800      | 1,505   | 96.4%   |                         |                              |
| DUES, TRAVEL & EDUCATION | 2,000   | -      | 1,214       | 786     | 60.7%   |                         |                              |
| OFFICE SUPPLIES          | 4,635   | 3,150  | 1,013       | 472     | 89.8%   |                         |                              |
| OTHER EXPENDITURES       | 2,000   | -      | 355         | 1,645   | 17.8%   |                         |                              |
|                          | 587,961 | 3,150  | 392,908     | 191,904 | 67.4%   |                         |                              |
| <b>TECH</b>              |         |        |             |         |         |                         |                              |
| SALARIES - REGULAR       | 345,992 | -      | 170,837     | 175,155 | 49.4%   | 23,000                  | staff vacancy                |
| GROUP INSURANCE          | 64,735  | -      | 63,203      | 1,532   | 97.6%   |                         |                              |
| SOCIAL SEC CONTRI        | 26,417  | -      | 12,902      | 13,515  | 48.8%   | 2,000                   |                              |
| RETIREMENT CONTRI        | 20,793  | -      | 14,341      | 6,452   | 69.0%   |                         |                              |
| FEES & PROF SERVICES     | 24,000  | -      | 3,734       | 20,266  | 15.6%   |                         |                              |
| SOFTWARE/HARDWARE MA     | 270,260 | 2,293  | 245,611     | 22,356  | 91.7%   |                         |                              |
| DUES, TRAVEL & EDUCATION | 10,000  | -      | -           | 10,000  | 0.0%    |                         |                              |
| OFFICE SUPPLIES          | 8,000   | -      | 2,436       | 5,564   | 30.5%   |                         |                              |
| MACH & EQUIP - TECHNOLO  | 30,000  | -      | 2,450       | 27,550  | 8.2%    |                         |                              |
|                          | 800,197 | 2,293  | 515,515     | 282,390 | 64.7%   |                         |                              |
| <b>SENIOR SVS</b>        |         |        |             |         |         |                         |                              |
| SALARIES - REGULAR       | 90,168  | -      | 52,078      | 38,090  | 57.8%   |                         |                              |
| SALARIES - PART TIME     | 3,500   | -      | 1,180       | 2,320   | 33.7%   |                         |                              |
| GROUP INSURANCE          | 29,507  | -      | 29,601      | (94)    | 100.3%  |                         | Adjust for life ins increase |
| SOCIAL SEC CONTRI        | 7,192   | -      | 3,588       | 3,604   | 49.9%   |                         |                              |
| RETIREMENT CONTRI        | 4,526   | -      | 2,599       | 1,927   | 57.4%   |                         |                              |
| PROGRAM EXPENDITURES     | 40,000  | -      | 24,121      | 15,879  | 60.3%   |                         |                              |
| SPECIAL EVENTS           | 15,000  | -      | 5,671       | 9,329   | 37.8%   |                         |                              |
| SENIOR BUS CONTRACT      | 165,500 | 68,958 | 96,542      | -       | 100.0%  |                         |                              |
| DUES, TRAVEL & EDUCATION | 700     | -      | -           | 700     | 0.0%    |                         |                              |
| OFFICE SUPPLIES          | 1,500   | -      | 777         | 723     | 51.8%   |                         |                              |
| PROGRAM SUPPLIES         | 2,000   | -      | 788         | 1,212   | 39.4%   |                         |                              |
| OTHER EXPENDITURES       | 3,000   | -      | 1,601       | 1,399   | 53.4%   |                         |                              |
|                          | 362,593 | 68,958 | 218,547     | 75,088  | 79.3%   |                         |                              |
| <b>T.H.B.O.M.</b>        |         |        |             |         |         |                         |                              |
| GROUP INSURANCE          | 56,018  | -      | 56,030      | (12)    | 100.0%  |                         | Adjust for life ins increase |
| RETIREMENT CONTRI        | 5,200   | -      | 5,200       | -       | 100.0%  |                         |                              |
| CONTRIBUTIONS TO OUTSIDE | 150,000 | -      | 150,000     | -       | 100.0%  |                         |                              |
|                          | 211,218 | -      | 211,230     | (12)    | 100.0%  |                         |                              |
| <b>UNEMPLOYMENT</b>      |         |        |             |         |         |                         |                              |
| UNEMPLOYMENT             | 5,000   | -      | 497         | 4,503   | 9.9%    |                         |                              |
| <b>PROBATE</b>           |         |        |             |         |         |                         |                              |
| PROF SVS - OFFICIAL      | 9,001   | -      | -           | 9,001   | 0.0%    |                         |                              |
|                          |         |        |             |         |         |                         |                              |
|                          |         |        |             |         |         |                         |                              |
|                          |         |        |             |         |         |                         |                              |

| ACCOUNT TITLE            | BUDGET    | PO'S   | YTD EXPENSE | BALANCE   | % SPENT | Estimated<br>YE Savings | Comments                     |
|--------------------------|-----------|--------|-------------|-----------|---------|-------------------------|------------------------------|
| <b>OPEB</b>              |           |        |             |           |         |                         |                              |
| GROUP INSURANCE          | 91,685    | -      | 91,685      | -         | 100.0%  |                         |                              |
| OPEB                     | 100,000   | -      | 100,000     | -         | 100.0%  |                         |                              |
|                          | 191,685   | -      | 191,685     | -         | 100.0%  |                         |                              |
| <b>PROF ORG</b>          |           |        |             |           |         |                         |                              |
| OTHER EXPENDITURES       | 41,756    | -      | 41,506      | 250       | 99.4%   |                         |                              |
| <b>ECC</b>               |           |        |             |           |         |                         |                              |
| SALARIES - REGULAR       | 651,170   | -      | 383,157     | 268,013   | 58.8%   |                         |                              |
| SALARIES - OVERTIME      | 84,000    | -      | 59,629      | 24,371    | 71.0%   |                         |                              |
| GROUP INSURANCE          | 124,215   | -      | 121,800     | 2,415     | 98.1%   |                         |                              |
| SOCIAL SEC CONTRI        | 56,241    | -      | 32,188      | 24,053    | 57.2%   |                         |                              |
| RETIREMENT CONTRI        | 44,559    | -      | 39,101      | 5,458     | 87.8%   |                         |                              |
| OTHER EMPL BENEFITS      | 2,000     | -      | 287         | 1,714     | 14.3%   |                         |                              |
| REPAIR & MAINTENANCE SER | 35,000    | -      | -           | 35,000    | 0.0%    |                         |                              |
| RENTAL OF EQIPMENT       | 275,000   | 25,293 | 166,942     | 82,765    | 69.9%   |                         |                              |
| OTHER PURCHASED SERVICE  | 1,500     | -      | -           | 1,500     | 0.0%    |                         |                              |
| DUES, TRAVEL & EDUCATION | 2,000     | -      | 500         | 1,500     | 25.0%   |                         |                              |
| OFFICE SUPPLIES          | 400       | -      | 271         | 129       | 67.7%   |                         |                              |
| CAPITAL OUTLAY           | -         | -      | -           | -         |         |                         |                              |
|                          | 1,276,085 | 25,293 | 803,874     | 446,918   | 65.0%   |                         |                              |
| <b>POLICE</b>            |           |        |             |           |         |                         |                              |
| SALARIES - REGULAR       | 4,402,028 | -      | 2,664,736   | 1,737,292 | 60.5%   |                         |                              |
| SALARIES - SSO           | -         | -      | 18,118      | (18,118)  |         |                         | Accounts rec - St. Rose      |
| SALARIES - OVERTIME      | 216,675   | -      | 166,638     | 50,037    | 76.9%   |                         |                              |
| GROUP INSURANCE          | 990,315   | -      | 974,936     | 15,379    | 98.4%   |                         |                              |
| SOCIAL SEC CONTRI        | 353,330   | -      | 209,641     | 143,689   | 59.3%   |                         |                              |
| RETIREMENT CONTRI        | 1,362,584 | -      | 1,323,320   | 39,264    | 97.1%   |                         |                              |
| OTHER EMPL BENEFITS      | 93,900    | 605    | 35,284      | 58,011    | 38.2%   |                         |                              |
| SOFTWARE/HARDWARE MAI    | 85,420    | 6,950  | 33,431      | 45,039    | 47.3%   |                         |                              |
| OTHER PURCHASED SERVICE  | 24,150    | -      | 4,120       | 20,030    | 17.1%   |                         |                              |
| CONTRACTUAL SERVICES     | 49,601    | -      | 8,774       | 40,827    | 17.7%   |                         |                              |
| DUES, TRAVEL & EDUCATION | 69,380    | 2,319  | 32,612      | 34,449    | 50.3%   |                         |                              |
| OFFICE SUPPLIES          | 4,725     | -      | 1,552       | 3,173     | 32.8%   |                         |                              |
| MACH & EQUIP - VEHICLES  | 196,500   | -      | 123,602     | 72,898    | 62.9%   |                         |                              |
| EQUIPMENT                | 37,621    | -      | 8,137       | 29,484    | 21.6%   |                         |                              |
| CAPITAL OUTLAY           | -         | -      | -           | -         |         |                         |                              |
| OTHER EXPENDITURES       | 11,825    | 88     | 5,264       | 6,474     | 45.3%   |                         |                              |
|                          | 7,898,054 | 9,962  | 5,610,165   | 2,277,928 | 71.2%   |                         |                              |
| <b>FIRE</b>              |           |        |             |           |         |                         |                              |
| SALARIES - REGULAR       | 201,605   | -      | 116,601     | 85,004    | 57.8%   |                         |                              |
| SALARIES - PART TIME     | 23,066    | -      | 12,955      | 10,111    | 56.2%   |                         |                              |
| GROUP INSURANCE          | 30,867    | -      | 32,159      | (1,292)   | 104.2%  |                         | Adjust for life ins increase |
| SOCIAL SEC CONTRI        | 17,165    | -      | 9,921       | 7,244     | 57.8%   |                         |                              |
| RETIREMENT CONTRI        | 15,091    | -      | 13,789      | 1,302     | 91.4%   |                         |                              |
| OTHER EMPL BENEFITS      | 347,500   | 374    | 70,998      | 276,128   | 20.5%   |                         |                              |
| PROF SVS - OFFICIAL      | 20,000    | -      | 8,635       | 11,365    | 43.2%   |                         |                              |
| WATER/SEWERAGE           | 3,000     | -      | 1,491       | 1,509     | 49.7%   |                         |                              |
| HYDRANTS                 | 92,000    | -      | 43,024      | 48,976    | 46.8%   |                         |                              |
| REPAIR & MAINTENANCE SER | 58,735    | -      | 23,516      | 35,219    | 40.0%   |                         |                              |
| RADIO & PAGER SERVICE    | 6,500     | -      | 912         | 5,588     | 14.0%   |                         |                              |
| TRUCK REPAIR             | 69,510    | -      | 68,351      | 1,159     | 98.3%   |                         |                              |
| INSURANCE, OTHER THAN EN | 80,000    | -      | 49,454      | 30,546    | 61.8%   |                         |                              |
| DUES, TRAVEL & EDUCATION | 73,000    | 2,500  | 38,326      | 32,174    | 55.9%   |                         |                              |
| OFFICE SUPPLIES          | 1,500     | -      | 530         | 970       | 35.3%   |                         |                              |
| ENERGY - NATURAL GAS     | 18,000    | -      | 7,511       | 10,489    | 41.7%   |                         |                              |
| ENERGY - ELECTRICITY     | 55,000    | -      | 31,779      | 23,221    | 57.8%   |                         |                              |
| ENERGY - BOTTLED GAS     | 8,000     | -      | 3,169       | 4,831     | 39.6%   |                         |                              |
| ENERGY - OIL/NATURAL GAS | 22,000    | -      | 8,391       | 13,609    | 38.1%   |                         |                              |
| FIRE EQUIPMENT           | 78,264    | -      | 39,912      | 38,352    | 51.0%   |                         |                              |
| CAPITAL OUTLAY           | 89,871    | -      | 75,233      | 14,638    | 83.7%   |                         |                              |
| CONTRIBUTIONS TO OUTSID  | 145,000   | -      | 145,000     | -         | 100.0%  |                         |                              |
|                          | 1,455,674 | 2,874  | 801,656     | 651,144   | 55.3%   |                         |                              |
|                          |           |        |             |           |         |                         |                              |
|                          |           |        |             |           |         |                         |                              |
|                          |           |        |             |           |         |                         |                              |
|                          |           |        |             |           |         |                         |                              |
|                          |           |        |             |           |         |                         |                              |

| ACCOUNT TITLE                 | BUDGET    | PO'S    | YTD EXPENSE | BALANCE | % SPENT | Estimated<br>YE Savings | Comments                |
|-------------------------------|-----------|---------|-------------|---------|---------|-------------------------|-------------------------|
| <b>EMERG MGT</b>              |           |         |             |         |         |                         |                         |
| SALARIES - PART TIME          | 18,500    | -       | 10,500      | 8,000   | 56.8%   |                         |                         |
| SOCIAL SEC CONTRI             | 1,415     | -       | 803         | 612     | 56.8%   |                         |                         |
| CONTRACTUAL SERVICES          | 19,175    | -       | 15,138      | 4,037   | 78.9%   |                         |                         |
| OFFICE SUPPLIES               | 1,000     | -       | 108         | 892     | 10.8%   |                         |                         |
|                               | 40,090    | -       | 26,550      | 13,540  | 66.2%   |                         |                         |
| <b>ANIMAL CONTROL</b>         |           |         |             |         |         |                         |                         |
| SALARIES - REGULAR            | 95,119    | -       | 57,282      | 37,837  | 60.2%   |                         |                         |
| SALARIES - PART TIME          | 35,322    | -       | 34,203      | 1,119   | 96.8%   |                         |                         |
| GROUP INSURANCE               | 33,389    | -       | 33,383      | 6       | 100.0%  |                         |                         |
| SOCIAL SEC CONTRI             | 9,979     | -       | 6,902       | 3,077   | 69.2%   |                         |                         |
| RETIREMENT CONTRI             | 7,065     | -       | 6,533       | 533     | 92.5%   |                         |                         |
| OTHER EMPL BENEFITS           | 350       | -       | -           | 350     | 0.0%    |                         |                         |
| PROF SVS - OTHER              | 500       | -       | -           | 500     | 0.0%    |                         |                         |
| DUES, TRAVEL & EDUCATION      | 500       | -       | -           | 500     | 0.0%    |                         |                         |
| OFFICE SUPPLIES               | 500       | -       | -           | 500     | 0.0%    |                         |                         |
| CAPITAL OUTLAY                | -         | -       | -           | -       |         |                         |                         |
|                               | 182,724   | -       | 138,303     | 44,421  | 75.7%   |                         |                         |
| <b>INSURANCE</b>              |           |         |             |         |         |                         |                         |
| INSURANCE, OTHER THAN EM      | 1,095,000 | 259,694 | 813,420     | 21,886  | 98.0%   |                         |                         |
| OTHER EXPENDITURES            | 25,000    | 13,999  | 11,000      | 1       | 100.0%  |                         |                         |
|                               | 1,120,000 | 273,692 | 824,420     | 21,888  | 98.0%   |                         |                         |
| <b>LAKE AUTHORITIES</b>       |           |         |             |         |         |                         |                         |
| OTHER PURCHASED SERVICE       | 73,117    | -       | 73,117      | -       | 100.0%  |                         |                         |
|                               |           |         |             |         |         |                         |                         |
| <b>HEALTH DIST</b>            |           |         |             |         |         |                         |                         |
| GROUP INSURANCE               | 111,913   | -       | 111,051     | 862     | 99.2%   |                         |                         |
| RETIREMENT CONTRI             | 28,208    | -       | 20,999      | 7,209   | 74.4%   |                         |                         |
| OTHER PURCHASED SERVICE       | 317,808   | -       | 317,808     | -       | 100.0%  |                         |                         |
|                               | 457,929   | -       | 449,858     | 8,071   | 98.2%   |                         |                         |
| <b>CHILD ADV. CTR.</b>        |           |         |             |         |         |                         |                         |
| GROUP INSURANCE               | 119,451   | -       | 118,828     | 623     | 99.5%   |                         |                         |
| RETIREMENT CONTRI             | 31,645    | -       | 36,140      | (4,495) | 114.2%  |                         | Adjust for new employee |
| CONTRIBUTIONS TO OUTSID       | -         | -       | -           | -       |         |                         |                         |
|                               | 151,096   | -       | 154,968     | (3,872) | 102.6%  |                         |                         |
| <b>OUTSIDE AGENCIES</b>       |           |         |             |         |         |                         |                         |
| CONTRIBUTIONS TO OUTSID       | 113,645   | -       | 113,395     | 250     | 99.8%   |                         |                         |
|                               |           |         |             |         |         |                         |                         |
| <b>NW SAFETY COMM</b>         |           |         |             |         |         |                         |                         |
| OTHER PURCHASED SERVICE       | 11,590    | -       | 11,489      | 101     | 99.1%   |                         |                         |
|                               |           |         |             |         |         |                         |                         |
| <b>EMERG MED SVS</b>          |           |         |             |         |         |                         |                         |
| OTHER PURCHASED SERVICE       | 270,000   | 49,824  | 220,176     | -       | 100.0%  |                         |                         |
|                               |           |         |             |         |         |                         |                         |
| <b>YOUTH &amp; FAMILY SVS</b> |           |         |             |         |         |                         |                         |
| GROUP INSURANCE               | 40,478    | -       | 38,380      | 2,098   | 94.8%   |                         |                         |
| CONTRIBUTIONS TO OUTSID       | 266,000   | 153,127 | 51,042      | 61,831  | 76.8%   |                         |                         |
|                               | 306,478   | 153,127 | 89,423      | 63,929  | 79.1%   |                         |                         |
| <b>NW CT EMS</b>              |           |         |             |         |         |                         |                         |
| OTHER PURCHASED SERVICE       | 250       | -       | -           | 250     | 0.0%    |                         |                         |
|                               |           |         |             |         |         |                         |                         |
| <b>NEWTOWN PARADE</b>         |           |         |             |         |         |                         |                         |
| INSURANCE, OTHER THAN EM      | 1,600     | -       | -           | 1,600   | 0.0%    |                         |                         |
|                               |           |         |             |         |         |                         |                         |
| <b>NW CONSERV DIST</b>        |           |         |             |         |         |                         |                         |
| OTHER PURCHASED SERVICE       | 1,040     | -       | 1,040       | -       | 100.0%  |                         |                         |
|                               |           |         |             |         |         |                         |                         |
| <b>BUILDING OFFICIAL</b>      |           |         |             |         |         |                         |                         |
| SALARIES - REGULAR            | 271,296   | -       | 156,389     | 114,907 | 57.6%   |                         |                         |
| GROUP INSURANCE               | 113,000   | -       | 112,469     | 531     | 99.5%   |                         |                         |
| SOCIAL SEC CONTRI             | 20,800    | -       | 11,394      | 9,407   | 54.8%   |                         |                         |
| RETIREMENT CONTRI             | 23,900    | -       | 22,985      | 915     | 96.2%   |                         |                         |
| OTHER EMPL BENEFITS           | 1,000     | -       | 650         | 350     | 65.0%   |                         |                         |
| PROF SVS - OTHER              | -         | -       | -           | -       |         |                         |                         |
| DUES, TRAVEL & EDUCATION      | 1,000     | -       | 200         | 800     | 20.0%   |                         |                         |
| OFFICE SUPPLIES               | 2,400     | 21      | 499         | 1,881   | 21.6%   |                         |                         |
|                               | 433,396   | 21      | 304,585     | 128,791 | 70.3%   |                         |                         |
|                               |           |         |             |         |         |                         |                         |



| ACCOUNT TITLE            | BUDGET    | PO'S    | YTD EXPENSE | BALANCE   | % SPENT | Estimated<br>YE Savings | Comments                |
|--------------------------|-----------|---------|-------------|-----------|---------|-------------------------|-------------------------|
| <b>P &amp; R</b>         |           |         |             |           |         |                         |                         |
| SALARIES - REGULAR       | 1,096,994 | -       | 573,240     | 523,754   | 52.3%   | 100,000                 | staff vacancy           |
| SALARIES - PART TIME     | 36,421    | -       | 23,844      | 12,577    | 65.5%   |                         |                         |
| SALARIES - SEASONAL      | 301,531   | -       | 298,441     | 3,090     | 99.0%   |                         |                         |
| SALARIES - OVERTIME      | 63,550    | -       | 52,262      | 11,288    | 82.2%   |                         |                         |
| GROUP INSURANCE          | 324,961   | -       | 322,350     | 2,611     | 99.2%   |                         |                         |
| SOCIAL SEC CONTRI        | 114,595   | -       | 71,742      | 42,853    | 62.6%   |                         |                         |
| RETIREMENT CONTRI        | 80,037    | -       | 70,489      | 9,548     | 88.1%   |                         |                         |
| OTHER EMPL BENEFITS      | 15,350    | 600     | 10,649      | 4,101     | 73.3%   |                         |                         |
| CONTRACTUAL SERVICES     | 317,265   | 9,401   | 262,119     | 45,745    | 85.6%   |                         |                         |
| DUES, TRAVEL & EDUCATION | 10,000    | -       | 2,990       | 7,010     | 29.9%   |                         |                         |
| GENERAL SUPPLIES         | 12,000    | -       | 10,503      | 1,497     | 87.5%   |                         |                         |
| OFFICE SUPPLIES          | 3,000     | 112     | 1,130       | 1,758     | 41.4%   |                         |                         |
| SIGNS                    | 6,000     | -       | 383         | 5,617     | 6.4%    |                         |                         |
| POOL SUPPLIES            | 33,959    | -       | 4,842       | 29,117    | 14.3%   |                         |                         |
| GENERAL MAINTENANCE SU   | 39,312    | 53      | 16,397      | 22,862    | 41.8%   |                         |                         |
| GROUND'S MAINTENANCE SU  | 189,049   | -       | 137,165     | 51,884    | 72.6%   |                         |                         |
| CAPITAL OUTLAY           | 35,000    | -       | 3,995       | 31,005    | 11.4%   |                         |                         |
|                          | 2,679,024 | 10,166  | 1,862,542   | 806,316   | 69.9%   |                         |                         |
| <b>CONTINGENCY</b>       |           |         |             |           |         |                         |                         |
| CONTINGENCY              | 97,280    | -       | -           | 97,280    | 0.0%    |                         |                         |
| <b>DEBT SERVICE</b>      |           |         |             |           |         |                         |                         |
| BOND PRINCIPAL           | 7,455,861 | -       | 4,360,038   | 3,095,823 | 58.5%   | 300,000                 | Refunding savings       |
| BOND INTEREST            | 2,343,371 | -       | 1,090,166   | 1,253,205 | 46.5%   |                         |                         |
|                          | 9,799,232 | -       | 5,450,204   | 4,349,028 | 55.6%   |                         |                         |
| <b>LEG COUNCIL</b>       |           |         |             |           |         |                         |                         |
| PROF SVS - AUDIT         | 47,940    | -       | 47,940      | -         | 100.0%  |                         |                         |
| OTHER EXPENDITURES       | 14,000    | 14,000  | -           | -         | 100.0%  |                         |                         |
|                          | 61,940    | 14,000  | 47,940      | -         | 100.0%  |                         |                         |
| <b>BLDG MAINT</b>        |           |         |             |           |         |                         |                         |
| SALARIES - REGULAR       | 93,422    | -       | 33,064      | 60,358    | 35.4%   | 36,000                  | staff vacancy           |
| SALARIES - OVERTIME      | 6,000     | -       | 2,074       | 3,926     | 34.6%   |                         |                         |
| GROUP INSURANCE          | 52,893    | -       | 52,708      | 185       | 99.6%   |                         |                         |
| SOCIAL SEC CONTRI        | 7,331     | -       | 2,627       | 4,704     | 35.8%   |                         |                         |
| RETIREMENT CONTRI        | 4,214     | -       | 2,574       | 1,640     | 61.1%   |                         |                         |
| OTHER EMPL BENEFITS      | 650       | -       | 425         | 225       | 65.4%   |                         |                         |
| WATER/SEWERAGE           | 141,404   | 36,799  | 26,330      | 78,275    | 44.6%   |                         |                         |
| REPAIR & MAINTENANCE SEE | 60,000    | 5,157   | 17,546      | 37,297    | 37.8%   |                         |                         |
| CONTRACTUAL SERVICES     | 270,000   | 80,245  | 138,901     | 50,854    | 81.2%   |                         |                         |
| GENERAL MAINTENANCE SU   | 10,000    | 653     | 3,553       | 5,794     | 42.1%   |                         |                         |
| ENERGY - ELECTRICITY     | 353,000   | 113,239 | 110,185     | 129,576   | 63.3%   |                         |                         |
| ENERGY - OIL/NATURAL GAS | 167,050   | 92,432  | 33,565      | 41,053    | 75.4%   |                         |                         |
| CAPITAL OUTLAY           | -         | -       | -           | -         |         |                         |                         |
|                          | 1,165,964 | 328,525 | 423,551     | 413,888   | 64.5%   |                         |                         |
| <b>LIBRARY</b>           |           |         |             |           |         |                         |                         |
| GROUP INSURANCE          | 2,000     | -       | 1,520       | 480       | 76.0%   |                         |                         |
| RETIREMENT CONTRI        | 23,762    | -       | 18,559      | 5,203     | 78.1%   |                         |                         |
| CONTRIBUTIONS TO OUTSIDE | 1,301,469 | 267,542 | 802,626     | 231,301   | 82.2%   |                         |                         |
|                          | 1,327,231 | 267,542 | 822,706     | 236,983   | 82.1%   |                         |                         |
| <b>DISTRICT CONTRI</b>   |           |         |             |           |         |                         |                         |
| OTHER EXPENDITURES       | 5,000     | -       | -           | 5,000     | 0.0%    |                         |                         |
| <b>ECONOMIC DEV</b>      |           |         |             |           |         |                         |                         |
| SALARIES - REGULAR       | 82,399    | -       | 31,627      | 50,772    | 38.4%   | 14,000                  | staff vacancy           |
| GROUP INSURANCE          | 2,568     | -       | 2,453       | 115       | 95.5%   |                         |                         |
| SOCIAL SEC CONTRI        | 6,304     | -       | 2,371       | 3,933     | 37.6%   |                         |                         |
| RETIREMENT CONTRI        | 7,083     | -       | 8,162       | (1,079)   | 115.2%  |                         | Adjust for new employee |
| FEES & PROF SERVICES     | 42,250    | 4,057   | 11,931      | 26,262    | 37.8%   |                         |                         |
| DUES, TRAVEL & EDUCATION | 4,000     | -       | 285         | 3,715     | 7.1%    |                         |                         |
| OFFICE SUPPLIES          | 500       | -       | 18          | 482       | 3.6%    |                         |                         |
|                          | 145,104   | 4,057   | 56,847      | 84,200    | 42.0%   |                         |                         |
| <b>GRANTS ADMIN</b>      |           |         |             |           |         |                         |                         |
| SALARIES - REGULAR       | 25,194    | -       | 12,834      | 12,360    | 50.9%   |                         |                         |
| SOCIAL SEC CONTRI        | 1,943     | -       | 873         | 1,070     | 44.9%   |                         |                         |
| RETIREMENT CONTRI        | 2,183     | -       | 2,183       | -         | 100.0%  |                         |                         |
|                          | 29,320    | -       | 15,889      | 13,431    | 54.2%   |                         |                         |

| <u>ACCOUNT TITLE</u>         | <u>BUDGET</u> | <u>PO'S</u> | <u>YTD EXPENSE</u> | <u>BALANCE</u> | <u>% SPENT</u> | <u>Estimated</u>  | <u>Comments</u> |
|------------------------------|---------------|-------------|--------------------|----------------|----------------|-------------------|-----------------|
|                              |               |             |                    |                |                | <u>YE Savings</u> |                 |
| <b>SUSTAIN ENERGY</b>        |               |             |                    |                |                |                   |                 |
| OTHER EXPENDITURES           | 300           | -           | -                  | 300            | 0.0%           |                   |                 |
|                              |               |             |                    |                |                |                   |                 |
| <b>CAPITAL &amp; NON-REC</b> |               |             |                    |                |                |                   |                 |
| TRANSFER OUT                 | 1,300,180     | -           | 1,300,180          | -              | 100.0%         |                   |                 |
|                              |               |             |                    |                |                |                   |                 |
| <b>FHA</b>                   |               |             |                    |                |                |                   |                 |
| GROUP INSURANCE              | 151           | -           | 151                | -              | 100.0%         |                   |                 |
| FEEES & PROF SERVICES        | 40,000        | -           | -                  | 40,000         | 0.0%           |                   |                 |
|                              | 40,151        | -           | 151                | 40,000         | 0.4%           |                   |                 |
| <b>OTHER FINANCING USES</b>  |               |             |                    |                |                |                   |                 |
| TRANSFER OUT                 | 1,545         | -           | -                  | 1,545          | 0.0%           |                   |                 |
|                              |               |             |                    |                |                |                   |                 |
| <b>GRAND TOTAL</b>           | 47,526,140    | 2,380,354   | 31,391,464         | 13,754,322     | 71.1%          | 680,000           |                 |

**DEPARTMENT: LIBRARY****MISSION/DESCRIPTION**

The Cyrenius 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. The library accomplishes this with free educational programs and materials resources.

Web site: <http://chboothlibrary.org/>

Library annual reports: <http://www.chboothlibrary.org/annual-reports/>

**BUDGET HIGHLIGHTS**

The budget amount for the library contribution is \$1,475,000 (excluding town contributions for life insurance and pension) for fiscal year 2024-2025, which is an increase of \$ 173,531 or 13.33%.

**Exhibits**

**LIBRARY BUDGET****DEPARTMENT: LIBRARY**

| LIBRARY                           | 2021 - 2022<br>ACTUALS | 2022 - 2023<br>ACTUALS | 2023 - 2024 |           |              | 2024 - 2025 BUDGET        |                 |                    |               | CHANGE |         |        |
|-----------------------------------|------------------------|------------------------|-------------|-----------|--------------|---------------------------|-----------------|--------------------|---------------|--------|---------|--------|
|                                   |                        |                        | ADOPTED     | AMENDED   | 12/31 ACTUAL | 1st SELECTMAN<br>PROPOSED | BOS<br>PROPOSED | BOF<br>RECOMMENDED | LC<br>ADOPTED | \$     | %       |        |
|                                   |                        |                        |             |           |              |                           |                 |                    |               |        |         |        |
| GROUP INSURANCE                   | 1,889                  | 2,000                  | 2,000       | 2,000     | 1,302        | 2,000                     |                 |                    |               |        |         | 0.00%  |
| RETIREMENT CONTRIBUTIONS          | 25,124                 | 25,354                 | 23,762      | 23,762    | 17,116       | 23,151                    |                 |                    |               |        | (612)   | -2.57% |
| CONTRIBUTIONS TO OUTSIDE AGENCIES | 1,381,000              | 1,381,469              | 1,301,469   | 1,301,469 | 802,626      | 1,475,000                 |                 |                    |               |        | 173,531 | 13.33% |
|                                   | 1,408,013              | 1,408,822              | 1,327,231   | 1,327,231 | 821,044      | 1,500,151                 |                 |                    |               |        | 172,919 | 13.03% |

**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 needed to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 293 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 has funded the library's budget at an approximate 84% rate. The other 16% comes from grants, fees, fund raising and investment income. The Library has requested a Town contribution of \$1,479,976 which is \$30,600 more than the prior year library request or a 2.11% increase. However the Town reduced the library's prior year request by \$148K. The Town has proposed a contribution of \$1,475,000 in 2024-25. The following is the library's internal budget information (next page):



**DEPARTMENT: LIBRARY****BUDGET OVERVIEW**

Town funding to the C H Booth Library has declined significantly since 2020-2021. The Library received \$1,395,351 for the 2020-2021 fiscal year but \$1,301,469 for the 2023-2024 fiscal year- a reduction of \$93,882. In order to keep the Library functioning without a significant reduction in services, the Library has utilized their cash reserves. For the year ended June 30, 2024 the Library has budgeted the use of \$147,907 of reserves to produce a balanced budget. The Library has also earmarked \$200,000 of reserve funds for smaller capital projects that do not qualify for inclusion in the town's CIP. Apart from a 10% operating reserve which has been set aside as a cushion from unforeseen cash flow or emergency needs, all reserves have been exhausted. In order to avoid a reduction in Library services the Library is requesting \$1,479,976 (excluding town contributions for life insurance and pension) for the 2024-2025 fiscal year. This represents a 6% increase from 2020-2021 funding levels.

**REVENUE/EXPENDITURE HIGHLIGHTS****Revenues:**

- Increased fund-raising revenue of \$19,500
- Increased investment income of \$8,044
- Increased town grant of \$178,507
- Total increased revenue of 13.2%

**Expenditures:**

- No new staff additions. 2.99% wage increases; 9% health insurance increase
- Operating expenses (books, programs, technology) strictly controlled-\$12,398 decrease
- Occupancy expenses increased \$18,971 due to aging building needs
- Total increased expenditures of \$55,919 (3.3%)
- Income and expenditures (\$105,000) from the independent Friends of the CH Booth Library net to zero and are not included above. These funds are used to support library materials and programming.

CYRENIUS H BOOTH LIBRARY  
Proposed 2024-2025 Annual Budget

## DEPARTMENT: LIBRARY

|                          | 2021- 2022 |                 | 2022- 2023 |                 | 2023-2024              |                 | 2024-2025       |            | 23-24/24-25 |  |
|--------------------------|------------|-----------------|------------|-----------------|------------------------|-----------------|-----------------|------------|-------------|--|
| INCOME                   | Actual     | Approved Budget | Actual     | Approved Budget | Actual 7/1/23-11/30/23 | Approved Budget | Proposed Budget | Difference | % Change    |  |
| GRANTS                   |            |                 |            |                 |                        |                 |                 |            |             |  |
| State of Connecticut     | 23,557     | -               | 4,261      | -               | -                      | -               | 4,276           | 4,276      | 13.7%       |  |
| Town of Newtown          | 1,381,000  | 1,381,000       | 1,381,469  | 1,381,469       | 650,735                | 1,301,469       | 1,479,976       | 178,507    | 0.0%        |  |
| Town of Newtown-Pension  | 25,124     | -               | 25,354     | -               | 10,564                 | 25,354          | 25,354          | -          | -16.7%      |  |
| Other Grants             | 24,924     | 12,500          | 14,652     | 15,000          | 2,000                  | 15,000          | 12,500          | (2,500)    | 13.4%       |  |
| Total Grants             | 1,454,605  | 1,393,500       | 1,425,736  | 1,396,469       | 663,299                | 1,341,823       | 1,522,106       | 180,283    |             |  |
| OPERATIONS               |            |                 |            |                 |                        |                 |                 |            |             |  |
| Fines & Misc. Sales      | 4,236      | 10,916          | 1,475      | 5,000           | 187                    | 2,500           | 500             | (2,000)    | -80.0%      |  |
| Photocopy Revenue        | 3,187      | 6,000           | 3,782      | 5,000           | 1,665                  | 5,000           | 4,000           | (1,000)    | -20.0%      |  |
| Other Operating          | 1,299      | 2,000           | 523        | 1,500           | 424                    | 1,500           | 500             | (1,000)    | -66.7%      |  |
| Total Operations         | 8,722      | 18,916          | 5,780      | 11,500          | 2,276                  | 9,000           | 5,000           | (4,000)    | -44.4%      |  |
| FUND RAISING             |            |                 |            |                 |                        |                 |                 |            |             |  |
| Annual Fund Drive        | 61,443     | 43,500          | 62,693     | 43,500          | 41,841                 | 54,500          | 61,000          | 6,500      | 11.9%       |  |
| TT Road Race             | 48,172     | 25,000          | 48,182     | 25,000          | 64,171                 | 27,500          | 47,000          | 19,500     | 70.9%       |  |
| Bequests/gifts           | 20,704     | 12,500          | 49,959     | 25,000          | 17,049                 | 36,000          | 25,000          | (11,000)   | -30.6%      |  |
| Fund Raising Other       | 1,235      | 11,500          | 2,316      | 13,000          | 2,062                  | 15,500          | 20,000          | 4,500      | 29.0%       |  |
| Total Fund Raising       | 131,554    | 92,500          | 163,150    | 106,500         | 125,123                | 133,500         | 153,000         | 19,500     | 14.6%       |  |
| INVESTMENT INCOME        |            |                 |            |                 |                        |                 |                 |            |             |  |
| Knotts Estate            | 15,650     | 15,000          | 16,814     | 15,000          | 6,050                  | 15,000          | 16,500          | 1,500      | 10.0%       |  |
| Income from Interest     | 318        | -               | 1,146      | -               | 599                    | 12,500          | 7,094           | (5,406)    | -43.2%      |  |
| Other Unrestricted Funds | 1,798      | -               | 934        | -               | 413                    | -               | -               | -          | 33.0%       |  |
| Hawley Trust             | 43,402     | 45,000          | 53,702     | 45,000          | 15,000                 | 37,600          | 50,000          | 12,400     | -100.0%     |  |
| Restricted Funds         | 66         | 450             | 417        | 450             | 222                    | 450             | -               | (450)      | 12.3%       |  |
| Total Investment Income  | 61,234     | 60,450          | 73,013     | 60,450          | 22,284                 | 65,550          | 73,594          | 8,044      |             |  |
| INCOME SUBTOTAL          | 1,656,115  | 1,565,366       | 1,667,679  | 1,574,919       | 812,982                | 1,549,873       | 1,753,700       | 203,827    | 13.2%       |  |
| EXPENSES                 |            |                 |            |                 |                        |                 |                 |            |             |  |
| PERSONNEL                |            |                 |            |                 |                        |                 |                 |            |             |  |
| Salaries                 | 875,255    | 908,942         | 994,605    | 933,938         | 399,819                | 957,287         | 985,910         | 28,623     | 3.0%        |  |
| Vacation Accrual         | (1,156)    | -               | 2,387      | -               | 104,218                | 205,952         | 224,488         | 18,536     | 9.0%        |  |
| Benefits                 | 200,654    | 188,635         | 194,057    | 194,294         | 10,564                 | 25,354          | 25,354          | -          | 0.0%        |  |
| Benefits- Pension        | 25,124     | -               | 25,354     | -               | 30,056                 | 73,235          | 75,422          | 2,187      | 3.0%        |  |
| Unemployment             | 334        | 69,534          | 76,969     | 71,446          | 544,657                | 1,261,828       | 1,311,174       | 49,346     | 3.9%        |  |
| Social Security          | 65,875     | 1,167,111       | 1,302,498  | 1,199,679       |                        |                 |                 |            |             |  |
| Total Personnel          | 1,166,085  | 1,167,111       | 1,302,498  | 1,199,679       |                        |                 |                 |            |             |  |

**DEPARTMENT: LIBRARY**

|                             | 2021- 2022 |                 | 2022- 2023 |                 | 2023-2024              |                 | 2024-2025       |            | 23-24/24-25 |  |
|-----------------------------|------------|-----------------|------------|-----------------|------------------------|-----------------|-----------------|------------|-------------|--|
|                             | Actual     | Approved Budget | Actual     | Approved Budget | Actual 7/1/23-11/30/23 | Approved Budget | Proposed Budget | Difference | % Change    |  |
| LIBRARY OPERATIONS          |            |                 |            |                 |                        |                 |                 |            |             |  |
| Museum                      | -          | 3,000           | -          | 3,000           | 645                    | 5,000           | 500             | (4,500)    | -90.0%      |  |
| Maintenance                 | 366        | 4,500           | 935        | 6,500           | -                      | 3,150           | 3,000           | (150)      | -4.8%       |  |
| Equipment                   | 2,723      | 52,374          | 3,884      | 52,500          | 1,785                  | 6,887           | 7,000           | 113        | 1.6%        |  |
| Contractual Services        | 69,058     | 27,494          | 73,060     | 26,500          | 32,838                 | 54,250          | 39,500          | (14,750)   | -27.2%      |  |
| Total AV Software           | 27,494     | 46,734          | 26,565     | 47,902          | 10,057                 | 25,500          | 22,500          | (3,000)    | -11.8%      |  |
| Bibliomation                | 46,734     | 63,000          | 46,737     | 55,000          | 48,241                 | 48,241          | 46,795          | (1,446)    | -3.0%       |  |
| Books                       | 64,687     | (45)            | 52,740     | 450             | 27,853                 | 48,822          | 48,822          | -          | 0.0%        |  |
| Total Books-spec. funds     |            | 16,000          | -          | 16,000          | -                      | 450             | -               | (450)      | -100.0%     |  |
| Databases                   | 11,872     | 2,685           | 12,219     | 2,700           | 13,319                 | 16,000          | 13,000          | (3,000)    | -18.8%      |  |
| Memberships                 | 2,920      | 12,500          | 2,645      | 15,000          | 1,515                  | 2,700           | 2,700           | -          | 0.0%        |  |
| Other Grants                | 24,515     | 5,000           | 13,080     | 19,500          | 4,126                  | 15,000          | 12,500          | (2,500)    | -16.7%      |  |
| Periodicals                 | 5,003      | 19,000          | 4,944      | 19,500          | 4,513                  | 5,000           | 4,900           | (100)      | -2.0%       |  |
| Programs                    | 19,557     | 4,000           | 18,859     | 3,000           | 5,260                  | 20,000          | 16,000          | (4,000)    | -20.0%      |  |
| Professional Development    | 4,269      | 25,500          | 2,652      | 25,500          | 487                    | 3,000           | 3,000           | -          | 0.0%        |  |
| Technology (incl CEN costs) | 34,208     | 281,243         | 26,541     | 278,552         | 11,219                 | 26,775          | 48,160          | 21,385     | 79.9%       |  |
| Total Library Operations    | 313,361    | 6,000           | 284,861    | 6,000           | 161,858                | 280,775         | 268,377         | (12,398)   | -4.4%       |  |
| OCCUPANCY                   |            |                 |            |                 |                        |                 |                 |            |             |  |
| Supplies                    | 9,008      | 26,358          | 9,331      | 26,358          | 3,572                  | 6,180           | 10,000          | 3,820      | 61.8%       |  |
| Contractual Services        | 30,345     | 44,000          | 23,740     | 44,000          | 7,290                  | 27,149          | 27,149          | -          | 0.0%        |  |
| Electricity                 | 50,068     | 14,000          | 37,209     | 14,000          | 20,476                 | 45,320          | 40,000          | (5,320)    | -11.7%      |  |
| Heat                        | 19,292     | 2,000           | 23,422     | 29,500          | 3,610                  | 14,420          | 25,000          | 10,580     | 73.4%       |  |
| Maintenance                 | 57,529     | 2,000           | 17,466     | 2,000           | 4,905                  | 26,560          | 35,000          | 8,440      | 31.8%       |  |
| Telephone                   | 3,746      | 4,000           | 1,268      | 2,000           | 600                    | 2,060           | 2,000           | (60)       | -2.9%       |  |
| Water                       | 2,112      | 2,300           | 2,492      | 4,000           | 934                    | 4,120           | 3,000           | (1,120)    | -27.2%      |  |
| Equipment                   | 4,582      | 135,158         | 2,903      | 2,300           | 5,366                  | 2,369           | 5,000           | 2,631      | 111.1%      |  |
| Total Occupancy             | 176,682    | 1,615,512       | 117,831    | 1,633,389       | 46,753                 | 128,178         | 147,149         | 18,971     | 14.8%       |  |
| ADMINISTRATION              |            |                 |            |                 |                        |                 |                 |            |             |  |
| Annual Fund Drive           | -          | -               | -          | -               | -                      | -               | -               | -          | 0.0%        |  |
| Turkey Trot Road Race       | -          | -               | -          | -               | -                      | -               | -               | -          | 0.0%        |  |
| Bequests/gifts              | -          | -               | -          | -               | -                      | -               | -               | -          | 0.0%        |  |
| Fund Raising Other          | -          | 2,000           | -          | 2,000           | -                      | -               | -               | -          | 0.0%        |  |
| Postage/petty cash          | 1,207      | 20,000          | 1,309      | 15,000          | 278                    | 2,000           | 2,000           | -          | 0.0%        |  |
| Professional Services       | 45,316     | 9,000           | 13,450     | 9,000           | 10,000                 | 15,000          | 15,000          | -          | 0.0%        |  |
| Office Supplies             | 8,642      | 1,000           | 9,477      | 1,000           | 3,361                  | 9,000           | 9,000           | -          | 0.0%        |  |
| Working contingency         | 1,325      | 32,000          | 2,229      | 1,000           | 353                    | 1,000           | 1,000           | -          | 0.0%        |  |
| Total Administration        | 56,490     | 1,615,512       | 26,465     | 27,000          | 13,992                 | 27,000          | 27,000          | -          | 0.0%        |  |
| EXPENSE TOTAL               | 1,712,618  | 1,615,512       | 1,731,655  | 1,633,389       | 767,260                | 1,697,781       | 1,753,700       | 55,919     | 3.3%        |  |
| Profit/Loss                 | (56,503)   | (50,146)        | (63,976)   | (58,470)        | 45,722                 | (147,908)       | -               | -          |             |  |

**DEPARTMENT: LIBRARY**

**CYRENIUS H. BOOTH LIBRARY**

**SURPLUS ANALYSIS**

|                                     |         |                                                            |
|-------------------------------------|---------|------------------------------------------------------------|
| Audited surplus at June 30, 2023    | 546,618 |                                                            |
| Designated for June 30, 2024 budget | 147,907 | Required to balance budget as originally submitted to town |
| Designated for capital improvements | 200,000 | As approved by Library Board per project listing           |
| Designated for operating reserve    | 185,870 | In accordance with Board of Finance policy (10%)           |
| Undesignated surplus                | 12,841  |                                                            |
|                                     | 546,618 |                                                            |

**DEPARTMENT: RESERVE FOR CAPITAL NONRECURRING****ACCOUNT DETAIL****Reserve Cap & Non Recurring:** The requested \$ 1,000,000 comprises the following:

| <u>Description</u>                       |             |           |
|------------------------------------------|-------------|-----------|
| <b>INFORMATION TECHNOLOGY</b>            |             |           |
| IT storage equipment                     |             | 25,000    |
| Convert to ADP payroll services          |             | 65,000    |
|                                          | Dept. Total | 90,000    |
| <b>FIRE</b>                              |             |           |
| Personal protective equipment            |             | 150,000   |
| <b>HIGHWAY</b>                           |             |           |
| New all-season body replacement          |             | 110,000   |
| Frame rail replacement for dump truck    |             | 85,000    |
|                                          | Dept. Total | 195,000   |
| <b>PUBLIC BUILDING MAINTENANCE</b>       |             |           |
| PW camera upgrade                        |             | 35,000    |
| <b>PARKS &amp; RECREATION:</b>           |             |           |
| Skid steer                               |             | 87,000    |
| Toro lease to own                        |             | 38,500    |
|                                          |             | 125,500   |
| <b>BOARD OF EDUCATION:</b>               |             |           |
| BOE building & site maintenance projects |             |           |
| BOE technology equipment                 |             |           |
|                                          | Dept. Total | -         |
| <b>TOTAL DESIGNATED</b>                  |             | 595,500   |
| <b>UNDESIGNATED</b>                      |             | 404,500   |
| <b>GRAND TOTAL</b>                       |             | 1,000,000 |

**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 2024-25 has increased by \$234,149 or 2.61 %. The increase is mainly due to increases in wages & benefits. Plus the planned increase in roads of \$100,000.

Without the increase in roads the Highway budget would have increased by \$134,149 or 1.49%.

**HIGHWAY BUDGET**

|                               | 2021 - 2022<br>ACTUALS | 2022 - 2023<br>ACTUALS | 2023 - 2024 |           |              | 2024 - 2025 BUDGET        |                 |                    | CHANGE        |          |
|-------------------------------|------------------------|------------------------|-------------|-----------|--------------|---------------------------|-----------------|--------------------|---------------|----------|
|                               |                        |                        | ADOPTED     | AMENDED   | 12/31 ACTUAL | 1st SELECTMAN<br>PROPOSED | BOS<br>PROPOSED | BOF<br>RECOMMENDED | LC<br>ADOPTED |          |
|                               |                        |                        |             |           |              |                           |                 |                    |               |          |
| <b>HIGHWAY</b>                |                        |                        |             |           |              |                           |                 |                    |               |          |
| SALARIES & WAGES - FULL TIME  | 2,656,922              | 2,603,732              | 2,810,087   | 2,810,155 | 1,372,763    | 2,892,276                 |                 |                    |               | 82,189   |
| SALARIES & WAGES - OVERTIME   | 79,780                 | 65,000                 | 60,000      | 60,000    | 61,925       | 60,000                    |                 |                    |               | -        |
| GROUP INSURANCE               | 686,361                | 704,572                | 741,083     | 761,230   | 766,370      | 827,081                   |                 |                    |               | 85,999   |
| SOCIAL SECURITY CONTRIBUTIONS | 204,423                | 197,762                | 219,562     | 219,562   | 107,567      | 225,849                   |                 |                    |               | 6,287    |
| RETIREMENT CONTRIBUTIONS      | 252,687                | 243,457                | 232,797     | 232,797   | 202,519      | 217,044                   |                 |                    |               | (15,753) |
| OTHER EMPLOYEE BENEFITS       | 44,758                 | 42,765                 | 43,665      | 43,665    | 30,234       | 49,461                    |                 |                    |               | 5,796    |
| FEES & PROFESSIONAL SERVICES  | 11,250                 | 22,866                 | 17,500      | 17,500    | 17,447       | 23,500                    |                 |                    |               | 6,000    |
| REPAIR & MAINTENANCE SERVICES | 482,480                | 466,585                | 506,625     | 506,625   | 321,151      | 522,837                   |                 |                    |               | 16,212   |
| CONTRACTUAL SERVICES          | 655,617                | 649,985                | 650,000     | 650,000   | 560,715      | 650,000                   |                 |                    |               | -        |
| DUES, TRAVEL & EDUCATION      | 5,432                  | 5,215                  | 8,000       | 8,000     | 25           | 8,000                     |                 |                    |               | -        |
| OFFICE SUPPLIES               | 1,586                  | 1,380                  | 1,700       | 1,700     | 960          | 1,700                     |                 |                    |               | -        |
| ENERGY - GASOLINE/DIESEL      | 292,204                | 358,231                | 394,400     | 394,400   | 129,580      | 341,820                   |                 |                    |               | (52,580) |
| STREET LIGHTS                 | 37,192                 | 38,107                 | 45,000      | 45,000    | 15,280       | 45,000                    |                 |                    |               | -        |
| CONSTRUCTION SUPPLIES         | 42,016                 | 34,582                 | 40,000      | 40,000    | 26,537       | 40,000                    |                 |                    |               | -        |
| STREET SIGNS                  | 17,031                 | 17,960                 | 18,000      | 18,000    | 11,332       | 18,000                    |                 |                    |               | -        |
| DRAINAGE MATERIALS            | 100,000                | 99,820                 | 100,000     | 100,000   | 80,036       | 100,000                   |                 |                    |               | -        |
| ROAD PATCHING MATERIALS       | 84,951                 | 99,209                 | 100,000     | 100,000   | 66,537       | 100,000                   |                 |                    |               | -        |
| ROAD IMPROVEMENTS             | 2,499,822              | 2,747,907              | 3,000,000   | 3,000,000 | 2,682,859    | 3,100,000                 |                 |                    |               | 100,000  |
| CAPITAL                       | 69,646                 | -                      | -           | -         | -            | -                         |                 |                    |               | -        |
|                               | 8,224,156              | 8,399,134              | 8,988,419   | 9,008,633 | 6,453,839    | 9,222,568                 | -               | -                  | -             | 234,149  |
|                               |                        |                        |             |           |              |                           |                 |                    |               | 2.61%    |

**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 2.93% in this budget. The Administrator, Assistant Administrator, Clerk, Operations Manager and the Fleet & Facility Manager positions are to the Town Hall Employees, Nutmeg Independent Labor Union. Salaries & wages for this union reflect an average increase of 2.93%.

Thirty two positions belong in the Public Works Employees, Nutmeg Independent Labor Union. Salaries & wages for this union reflect an increase of 2.99%.

Town Tree Warden stipend amount used to be accounted for in fees & professional services account.

| <b>Public Works - Highway</b>                                      |              | <b>2023 - 2024</b> |               | <b>2024 - 2025</b> |                 | <b>INCREASE (DECREASE)</b> |               |
|--------------------------------------------------------------------|--------------|--------------------|---------------|--------------------|-----------------|----------------------------|---------------|
| <b>POSITION</b>                                                    | <b>union</b> | <b># AUTH.</b>     | <b>BUDGET</b> | <b># AUTH.</b>     | <b>PROPOSED</b> | <b># AUTH.</b>             | <b>BUDGET</b> |
| Public Works Director                                              | nu           | 1                  | 127,436       | 1                  | 131,170         | 0                          | 3,734         |
| Town Engineer                                                      | nu           | 1                  | 118,163       | 1                  | 121,625         | 0                          | 3,462         |
| Administrator - Grade 2: step 4 to step 5                          | th           | 1                  | 53,937        | 1                  | 55,361          | 0                          | 1,424         |
| Assistant Administrator - Grade 1: step 3 to step 4                | th           | 1                  | 45,084        | 1                  | 46,254          | 0                          | 1,170         |
| General Superintendent - Grade 5: step 4 to step 5                 | th           | 1                  | 88,462        | 1                  | 90,834          | 0                          | 2,372         |
| Fleet Foreman - Grade 5: step 4 to step 5                          | th           | 1                  | 88,462        | 1                  | 90,834          | 0                          | 2,372         |
| Secretary - Grade 1: step 2 to step 3                              | th           | 1                  | 43,602        | 1                  | 45,260          | 0                          | 1,658         |
| Truck Driver                                                       | hwy          | 15                 | 999,006       | 15                 | 1,028,876       | 0                          | 29,870        |
| Heavy Equipment Operator                                           | hwy          | 4                  | 275,260       | 4                  | 283,490         | 0                          | 8,230         |
| Leadman                                                            | hwy          | 4                  | 280,982       | 4                  | 289,383         | 0                          | 8,401         |
| Yardman                                                            | hwy          | 1                  | 70,242        | 1                  | 72,342          | 0                          | 2,100         |
| Mechanic                                                           | hwy          | 3                  | 214,542       | 3                  | 220,957         | 0                          | 6,415         |
| District Supervisor                                                | hwy          | 4                  | 286,703       | 4                  | 295,276         | 0                          | 8,572         |
| Master Mechanic                                                    | hwy          | 1                  | 78,274        | 1                  | 80,615          | 0                          | 2,340         |
| Payment out of Classification / stipend pay on call & bucket truck |              |                    | 25,000        |                    | 25,000          |                            | -             |
| Town Tree Warden Stipend                                           |              |                    | 15,000        |                    | 15,000          |                            | -             |
|                                                                    |              | 39                 | 2,810,155     | 39                 | 2,892,276       | 0                          | 82,121        |
|                                                                    |              |                    |               |                    |                 |                            | <b>120</b>    |

**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.

**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 242, 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 240 for a description of the pension plans and a breakdown of the ARC (by department). It also includes any contributions to a defined contribution plan (if the employee is not eligible for the pension plan).

**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 \$500 Clothing and safety shoes for Highway Employees

**Fees & Professional Services:** GPS monitoring system (\$16,000), cellular data for the tablet based work order system (\$5,500) and Auto CAD for Engineering Department (\$2,000).

## 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. A 5% cost increase was projected for next year based solely on inflation pressure. Inflation has affected parts and labor costs by 3.2%.

**Contractual Services** This account may pay 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. This may also include the rehab and sealing of bridge deck. 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 to extend the useful life of the roads & various traffic calming requests from appropriate agencies. Contractual – Roadside is for roadside maintenance and sightline clearance. Contractual Safety Measures and Guiderails – The safety measurers are more limited to crosswalks, speed signs, et. The guiderails are much more substantive and expensive.

| <u>Contractual Services:</u> |  | <u>2024 - 2025</u> | <u>2023 - 24</u> |
|------------------------------|--|--------------------|------------------|
| Tree Removal                 |  | 275,000            | 275,000          |
| Safety Measures              |  | 25,000             | 25,000           |
| Bridge Repair (2)            |  | 50,000             | 50,000           |
| Line Painting                |  | 125,000            | 125,000          |
| Road Surface Maintenance     |  | 75,000             | 75,000           |
| Guiderail                    |  | 100,000            | 100,000          |
| <b>TOTAL REQUESTED</b>       |  | <b>650,000</b>     | <b>650,000</b>   |

**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 on December 31, 2024. The new contract will cover calendar 2024. The diesel contract was bid February for a contract period of 7/1/2024 – 6/30/2025. Contracted price for gasoline is \$2.64. Estimated price for diesel is \$2.70.

|         |          | Unit Price | # Gallons | Total   | Grand Total |
|---------|----------|------------|-----------|---------|-------------|
| 2021/22 | Gasoline | 1.77       | 50,000    | 88,500  |             |
|         | Diesel   | 1.84       | 75,000    | 138,000 | 226,500     |
| 2022/23 | Gasoline | 2.44       | 60,000    | 146,400 |             |
|         | Diesel   | 2.45       | 75,000    | 183,750 | 330,150     |
| 2023/24 | Gasoline | 2.94       | 60,000    | 176,400 |             |
|         | Diesel   | 2.90       | 75,000    | 217,823 | 394,400     |
| 2024/25 | Gasoline | 2.58       | 54,000    | 139,320 |             |
|         | Diesel   | 2.70       | 75,000    | 202,500 | 341,820     |

**Street Lights:** This includes the operational usage cost of street lighting, traffic signals and any chargeable cost due to equipment changes. There was an overall increase in electrical charges during the current fiscal year.

**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. Increased to reflect more internal projects and inflation.

**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.

**DEPARTMENT: HIGHWAY**

**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. This account has been increased to reflect the reality of undiminished need from more frequent freeze/thaw cycles and the resulting road damage. Failure to provide timelier patching will lead to more expensive repairs.

**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.

In total, there will be \$3,100,000 available for road improvements in 2024/25.

**Planned Road Improvements:****Planned miles**

Road overlay / reclamation & paving / drainage 18

Chip sealing 7

**Note:** The actual road list will be available closer to paving season after a post winter condition evaluation has been completed. The planned linear foot or miles of improvement are general estimates of what the total improvement package can achieve based on previous actual results.

**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.

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**Department Capital Request**

- New Ten Wheel Dump Truck with all-season body to replace a 1999 six wheel plow truck that suffers from serious body, frame rot and parts availability. \$310,000 ...**ADD TO THE NEXT CIP PROCESS**
- New All-Season body replacement for 2009 Volvo 10 wheel dump truck. This is the continued body replacement program to add 8 to 10 years of service to this truck. \$110,000 ...**TRANSFER TO CAP NON-RECURRING FUND**
- Frame rail replacement for a 2005 Mack 10 wheel dump truck. This frame is severely rotted and is in danger of breaking. This is the continued frame rail replacement program to add 8 to 10 years of service to this truck. \$85,000...**TRANSFER TO CAP NON-RECURRING FUND**
- Initiate a savings plan for the replacement of our 2013 Elgin road sweeper. This machine runs everyday during our construction season. The wear and tear on this unit is very high which requires shorter replacement intervals. We would like to fund this purchase over 4 years at \$85,000 per year for a total of \$340,000. \$85,000 ...**ADD TO THE NEXT CIP PROCESS**

ARPA funded capital:

|                                       |         |
|---------------------------------------|---------|
| Public Works 6 Wheel 8 Ton Dump Truck | 240,000 |
| Public Works Front & Bucket Loader    | 300,000 |

**DEPARTMENT: HIGHWAY**

| PUBLIC WORKS - MEASURES & INDICATORS                                                                    |             |        |        |        |       |        |        |       |       |
|---------------------------------------------------------------------------------------------------------|-------------|--------|--------|--------|-------|--------|--------|-------|-------|
| Measure/Indicator                                                                                       | Fiscal Year |        |        |        |       |        |        |       |       |
|                                                                                                         | 2015        | 2016   | 2017   | 2018   | 2019  | 2020   | 2021   | 2022  | 2023  |
| Miles of Road Projects *                                                                                | 8.67        | 8.3    | 8.2    | 25.8   | 17.72 | 33.7   | 27.65  | 16.53 | 13.5  |
| Linear Feet of Pipe installed                                                                           | 11,868      | 12,290 | 10,992 | 11,950 | 9,875 | 11,180 | 10,080 | 8,761 | 7,382 |
| <i>* Includes paving and reconstruction and chip sealing. Prior to 2018 the town did not chip seal.</i> |             |        |        |        |       |        |        |       |       |

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

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**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 280 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 2024-25 increased \$8,353 or 1.16%. The increase is mainly due to the increased cost per ton in the five year averages and additional contractual costs for street sweeping and basin cleaning required in the state storm water permit program

**WINTER MAINTENANCE BUDGET**

|                               | 2021 - 2022<br>ACTUALS | 2022 - 2023<br>ACTUALS | 2023 - 2024 |         |              | 2024 - 2025 BUDGET        |                 |                    | CHANGE        |         |
|-------------------------------|------------------------|------------------------|-------------|---------|--------------|---------------------------|-----------------|--------------------|---------------|---------|
|                               |                        |                        | ADOPTED     | AMENDED | 12/31 ACTUAL | 1st SELECTMAN<br>PROPOSED | BOS<br>PROPOSED | BOF<br>RECOMMENDED | LC<br>ADOPTED |         |
|                               |                        |                        |             |         |              |                           |                 |                    |               |         |
| <b>WINTER MAINTENANCE</b>     |                        |                        |             |         |              |                           |                 |                    |               |         |
| SALARIES & WAGES - OVERTIME   | 206,891                | 168,393                | 165,000     | 165,000 | 11,829       | 165,000                   |                 |                    |               | 0.00%   |
| SOCIAL SECURITY CONTRIBUTIONS | 13,738                 | 10,718                 | 12,623      | 12,623  | 891          | 12,623                    |                 |                    |               | 0.00%   |
| CONTRACTUAL SERVICES          | 153,381                | 169,909                | 180,000     | 180,000 | 58,023       | 202,000                   |                 |                    |               | 12.22%  |
| SAND                          | 59,670                 | 63,249                 | 65,456      | 65,456  | 37,867       | 47,160                    |                 |                    |               | -27.95% |
| SALT                          | 224,757                | 248,107                | 270,351     | 270,351 | 214,013      | 275,000                   |                 |                    |               | 1.72%   |
|                               | 24,962                 | 23,981                 | 25,000      | 25,000  | 19,750       | 25,000                    |                 |                    |               | 0.00%   |
| MACHINERY & EQUIPMENT -       | 683,397                | 684,355                | 718,430     | 718,430 | 342,373      | 726,783                   |                 |                    |               | 1.16%   |

**DEPARTMENT: WINTER MAINTENANCE****ACCOUNT DETAIL**

**Salaries & Wages – Overtime** This account is used for overtime for storms from November 15<sup>th</sup> to April 15<sup>th</sup>. An average of 2,651 hours of overtime has been required on a five year average. At the average of \$52.00 per hour (average of all rates) for overtime, the total budget for 2,651 hours is \$137,852. However, we recommend no change in this line item because we could end up with many small call outs for partial icing or other issues, that wouldn't count as a storm.

**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 737,000 linear feet (138 miles) of roadway at \$0.156 per LF for a total of \$114,972 and clean 3,000+ individual catch basins at \$27.00 per basin for a total of \$81,000. We may also contract for approximately \$6,028 of front end loader time for severe storms or for materials for winter road repair.

**Sand:** The five year rolling average for sand usage has been 2,570 ton annually. At the current price of \$18.35 per ton, the total would be \$47,160.

**Salt:** This account covers treated salt used for winter deicing. The equivalent of 2,903 tons of treated road salt has been used annually over the last five years. At a current cost per ton of \$99.63, the budget cost would be \$289,226.

**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.



**DEPARTMENT: WINTER MAINTENANCE**

| <b>WINTER MAINTENANCE - MEASURES &amp; INDICATORS</b> |                      |             |               |             |               |                           |
|-------------------------------------------------------|----------------------|-------------|---------------|-------------|---------------|---------------------------|
| <u>Measure/Indicator</u>                              | <u>(Fiscal Year)</u> |             |               |             |               | <u>5 year<br/>Average</u> |
|                                                       | <u>Actual</u>        | <u>2019</u> | <u>Actual</u> | <u>2020</u> | <u>Actual</u> |                           |
| Number of Snow Plowing Operations                     | 13                   | 13          | 8             | 20          | 7             | 15                        |
| Overtime Hours                                        | 3,395                | 2,902       | 1,790         | 3,518       | 1,650         | 3,182                     |
| Tons of Salt Used                                     | 2,895                | 3,855       | 2,041         | 4,471       | 1,255         | 3,498                     |
| Tons of Sand Used                                     | 2,817                | 3,254       | 2,021         | 3,726       | 1,032         | 2,570                     |

\*Starting in 20/21 both salt and sand are expressed in tons at a conversion rate of 1.24 tons per cy.

**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. The current result has been a recycling rate of approximately 30%, which is around the current state goal for this year but short of the eventual 40% goal.

**BUDGET HIGHLIGHTS**

The budget request for the Transfer Station department, for fiscal year 2024-25 is increased by \$37,401 or 1.99%. The increase is mainly due to an increase in

**TRANSFER STATION BUDGET**

| TRANSFER STATION              | 2021 - 2022<br>ACTUALS | 2022 - 2023<br>ACTUALS | 2023 - 2024 |           |              | 1st SELECTMAN<br>PROPOSED | 2024 - 2025 BUDGET |                    | LC<br>ADOPTED | CHANGE  |         |
|-------------------------------|------------------------|------------------------|-------------|-----------|--------------|---------------------------|--------------------|--------------------|---------------|---------|---------|
|                               |                        |                        | ADOPTED     | AMENDED   | 12/31 ACTUAL |                           | BOS<br>PROPOSED    | BOF<br>RECOMMENDED |               | \$      | %       |
| SALARIES & WAGES - FULL TIME  | 127,624                | 154,069                | 203,446     | 153,446   | 65,382       | 208,051                   |                    |                    |               | 4,605   | 2.26%   |
| SALARIES & WAGES - OVERTIME   | 39,744                 | 48,534                 | 25,000      | 60,000    | 42,895       | 25,000                    |                    |                    |               | -       | 0.00%   |
| GROUP INSURANCE               | 43,784                 | 45,275                 | 47,913      | 49,228    | 49,788       | 53,527                    |                    |                    |               | 5,614   | 11.72%  |
| SOCIAL SECURITY CONTRIBUTIONS | 11,615                 | 16,470                 | 17,476      | 17,476    | 7,384        | 17,828                    |                    |                    |               | 352     | 2.02%   |
| RETIREMENT CONTRIBUTIONS      | 18,834                 | 20,988                 | 12,698      | 12,698    | 7,807        | 12,484                    |                    |                    |               | (214)   | -1.69%  |
| OTHER EMPLOYEE BENEFITS       | 1,060                  | 2,442                  | 2,785       | 2,785     | 1,569        | 2,785                     |                    |                    |               | -       | 0.00%   |
| REPAIR & MAINTENANCE SERVICES | 3,491                  | 2,063                  | 25,000      | 25,000    | 25,397       | 20,000                    |                    |                    |               | (5,000) | -20.00% |
| CONTRACTUAL SERVICES          | 1,233,142              | 1,488,530              | 1,531,434   | 1,546,434 | 781,316      | 1,550,255                 |                    |                    |               | 18,821  | 1.23%   |
| DUES, TRAVEL & EDUCATION      | -                      | 125                    | 500         | 500       | -            | 500                       |                    |                    |               | -       | 0.00%   |
| GENERAL SUPPLIES              | 3,464                  | 1,476                  | 3,000       | 3,000     | 3,114        | 3,000                     |                    |                    |               | -       | 0.00%   |
| ENERGY - ELECTRICITY          | 3,884                  | 3,902                  | 7,776       | 7,776     | 986          | 5,000                     |                    |                    |               | (2,776) | -35.70% |
| CAPITAL                       | -                      | -                      | -           | -         | -            | 16,000                    |                    |                    |               | 16,000  |         |
|                               | 1,486,642              | 1,783,873              | 1,877,029   | 1,878,343 | 985,638      | 1,914,430                 |                    |                    |               | 37,401  | 1.99%   |

**DEPARTMENT: TRANSFER STATION**

**ACCOUNT DETAIL**

**Salaries & Wages – Full Time:**

The three positions belong in the Public Works Employees, Nutmeg Independent Labor Union. Salaries & wages for this union reflect an increase of 2.99%.

| <u>Public Works - Transfer Station</u> |              | 2023 - 2024    |               | 2024 - 2025          |                 | INCREASE (DECREASE) |               |
|----------------------------------------|--------------|----------------|---------------|----------------------|-----------------|---------------------|---------------|
| <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> |                     |               |
| Operator                               | hwy          | 1              | 68,807        | 1                    | 70,864          | 0                   | 2,057         |
| Attendant                              | hwy          | 2              | 133,204       | 2                    | 137,187         | 0                   | 3,983         |
| adjust for transfer                    |              |                | (48,565)      |                      |                 |                     | 48,565        |
|                                        |              | 3              | 153,446       | 3                    | 208,051         | 0                   | 54,605        |

**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 242, 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 240 for a description of the pension plans and a breakdown of the ARC (by department). It also includes any contributions to a defined contribution plan (if the employee is not eligible for the pension plan).

**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, as well as repairing monitoring wells.

**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.) Vendor costs have begun to rise but not substantially yet. The increase is primarily due to three things, curbside recycling pickup, increased household garbage tip fees and residential wood grinding. The increases have been partially offset by savings in the recycling tip fee and hauling charges covered by introduction of a town hook truck.

|                                                           | Adopted Budget |           |           | Inc/(dec) |
|-----------------------------------------------------------|----------------|-----------|-----------|-----------|
|                                                           | 2021-22        | 2022-23   | 2023-24   |           |
| <b><u>CONTRACTUAL SERVICES:</u></b>                       |                |           |           |           |
| Curbside Recycling Pick-Up                                | 550,000        | 756,200   | 775,200   | 812,255   |
| Demolition Waste Tip Fees                                 | 25,000         | 30,000    | 23,000    | 18,000    |
| Household Hazardous Waste Day (5 per year)                | 50,000         | 50,000    | 50,000    | 50,000    |
| MSW (Garbage) Hauling & Tip Fees                          | 294,000        | 368,000   | 342,000   | 325,000   |
| Recycling and Organics Tip Fees                           | 158,750        | 145,000   | 187,234   | 191,000   |
| Hauling of mixed recycling, leaves, MSW                   | 67,000         | 35,000    | 5,000     | 5,000     |
| Removal of Waste Oil, Freon, Tires, Leaves, Propane Tanks | 20,000         | 25,000    | 25,000    | 25,000    |
| Fees. Stickers, Floresent Bulbs and Misc. Advertising     | 4,000          | 4,000     | 4,000     | 4,000     |
| Well Testing & Monitoring                                 | 15,200         | 17,000    | 20,000    | 20,000    |
| Wood Grinding                                             | 50,000         | 75,000    | 100,000   | 100,000   |
|                                                           | 1,233,950      | 1,505,200 | 1,531,434 | 1,550,255 |
|                                                           | 1,233,950      | 1,505,200 | 1,531,434 | 1,550,255 |
|                                                           |                |           |           | 18,821    |
|                                                           |                |           |           | -         |
|                                                           |                |           |           | 18,821    |

**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 (Oak Ridge).

**Capital: (2) Well Rehabilitation \$16,000**  
(requested 40 CY & 4 CY waste cans to be sent to ARPA committee to consider amending the transfer station project)

ARPA funded capital:

|                                    |         |
|------------------------------------|---------|
| Transfer Station Site Improvements | 200,000 |
|------------------------------------|---------|

| TRANSFER STATION - MEASURES & INDICATORS |                |                |                |                |                |                |                |                |  |
|------------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|--|
| Measure/Indicator                        | (Fiscal Year)  |                |                |                |                |                |                |                |  |
|                                          | Actual<br>2016 | Actual<br>2017 | Actual<br>2018 | Actual<br>2019 | Actual<br>2020 | Actual<br>2021 | Actual<br>2022 | Actual<br>2023 |  |
| Tons of Waste Recycled                   | 5,830          | 4,680          | 4,248          | 6,623          | 4,540          | 4,281          | 5,654          | 7,250          |  |
| % of Total Waste Recycled                | 35             | 29             | 26             | 30             | 22             | 21             | 29             | 31             |  |
| Tons of Refuse Collected                 | 16,859         | 16,380         | 16,301         | 15,807         | 15,803         | 16,423         | 19,229         | 15,773         |  |

\*These totals are tied directly to reports filed with CT DEEP

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

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

**BUDGET HIGHLIGHTS**

The operational budget for the Public Building Maintenance department, for fiscal year 2024-25 is decreased by \$58,265 or -5.00 %.

The decrease is mainly due to decreased electricity costs and energy costs for heating.

**PUBLIC BUILDING MAINTENANCE BUDGET**

| PUBLIC BUILDING MAINTENANCE   | 2021 - 2022<br>ACTUALS | 2022 - 2023<br>ACTUALS | 2024 - 2025 BUDGET |           |              |                           |  |                 |  |                    |          |               |  |
|-------------------------------|------------------------|------------------------|--------------------|-----------|--------------|---------------------------|--|-----------------|--|--------------------|----------|---------------|--|
|                               |                        |                        | 2023 - 2024        |           |              | 1st SELECTMAN<br>PROPOSED |  | BOS<br>PROPOSED |  | BOF<br>RECOMMENDED |          | LC<br>ADOPTED |  |
|                               |                        |                        | ADOPTED            | AMENDED   | 12/31 ACTUAL |                           |  |                 |  |                    |          |               |  |
|                               |                        |                        |                    |           |              |                           |  |                 |  |                    |          |               |  |
| SALARIES & WAGES - FULL TIME  | 55,485                 | 52,775                 | 89,826             | 93,422    | 28,638       | 95,992                    |  |                 |  |                    | 6,165    | 6.86%         |  |
| SALARIES & WAGES - OVERTIME   | 2,295                  | 1,675                  | 6,000              |           | 2,074        | 6,000                     |  |                 |  |                    | -        | 0.00%         |  |
| GROUP INSURANCE               | 47,176                 | 48,564                 | 51,450             | 52,893    | 53,106       | 57,610                    |  |                 |  |                    | 6,160    | 11.97%        |  |
| SOCIAL SECURITY CONTRIBUTIONS | 4,001                  | 4,049                  | 7,331              | 7,331     | 2,302        | 7,802                     |  |                 |  |                    | 472      | 6.43%         |  |
| RETIREMENT CONTRIBUTIONS      | 2,707                  | 2,627                  | 4,214              | 4,214     | 2,574        | 3,202                     |  |                 |  |                    | (1,011)  | -24.00%       |  |
| OTHER EMPLOYEE BENEFITS       | 325                    | 425                    | 650                | 650       | 425          | 650                       |  |                 |  |                    | -        | 0.00%         |  |
| WATER / SEWERAGE              | 45,998                 | 63,682                 | 145,000            | 141,404   | 25,351       | 160,000                   |  |                 |  |                    | 15,000   | 10.34%        |  |
| REPAIR & MAINTENANCE SERVICES | 46,591                 | 58,353                 | 60,000             | 60,000    | 16,659       | 65,000                    |  |                 |  |                    | 5,000    | 8.33%         |  |
| CONTRACTUAL SERVICES          | 212,401                | 226,017                | 270,000            | 270,000   | 118,709      | 270,000                   |  |                 |  |                    | -        | 0.00%         |  |
| GENERAL MAINTENANCE SUPPLIES  | 6,795                  | 11,091                 | 10,000             | 10,000    | 3,417        | 10,000                    |  |                 |  |                    | -        | 0.00%         |  |
| ENERGY - ELECTRICITY          | 249,235                | 218,328                | 353,000            | 353,000   | 102,110      | 280,000                   |  |                 |  |                    | (73,000) | -20.68%       |  |
| ENERGY - OIL / NATURAL GAS    | 101,350                | 124,115                | 167,050            | 167,050   | 31,325       | 150,000                   |  |                 |  |                    | (17,050) | -10.21%       |  |
| CAPITAL                       |                        |                        |                    |           |              |                           |  |                 |  |                    |          |               |  |
|                               | 774,358                | 811,701                | 1,164,520          | 1,165,963 | 386,690      | 1,106,256                 |  |                 |  |                    | (58,265) | -5.00%        |  |

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

The maintainer positions belong to the Town Hall Employees, Nutmeg Independent Labor Union. Salaries & wages for this union reflect an average increase of 2.93%.

| <b><u>Public Works - Public Building Maintenance</u></b> |                     | <b>2023 - 2024</b>    |                      | <b>2024 - 2025</b>          |                        | <b>INCREASE (DECREASE)</b> |                      |
|----------------------------------------------------------|---------------------|-----------------------|----------------------|-----------------------------|------------------------|----------------------------|----------------------|
| <b><u>POSITION</u></b>                                   | <b><u>union</u></b> | <b><u>AMENDED</u></b> |                      | <b><u>1st SELECTMAN</u></b> |                        |                            |                      |
|                                                          |                     | <b><u># AUTH.</u></b> | <b><u>BUDGET</u></b> | <b><u># AUTH.</u></b>       | <b><u>PROPOSED</u></b> | <b><u># AUTH.</u></b>      | <b><u>BUDGET</u></b> |
| Maintainer - Grade 2: step 4 to step 5                   | th                  | 1                     | 57,533               | 1                           | 59,051                 | 0                          | 1,518                |
| Maintainer - PT                                          | th                  | 1                     | 35,889               | 1                           | 36,941                 | 0                          | 1,052                |
|                                                          |                     | 2                     | 93,422               | 2                           | 95,992                 | 0                          | 2,570                |

**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 242, 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 240 for a description of the pension plans and a breakdown of the ARC (by department). It also includes any contributions to a defined contribution plan (if the employee is not eligible for the pension plan).

**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, 6 Washington Square  
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  
New Police building

Municipal Center, 3 Primrose Street  
New Senior Center  
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, 12 Church Hill Road

*A Water and Sewer Benefit Charge for all Fairfield Hills accounts has been anticipated. The Sewer Benefit Charge is for completion of approximately \$1.9 million in system upgrades and overhauls. Half is covered by grants. Of \$2.5 million for the water project, \$1.5 million is covered by grants with the balance covered by the water benefit charge.*

**Repairs & Maintenance:** This account covers the material costs & service charges for various maintenance repairs and building system requirements. The increase is a direct reflection of coverage for greater building square footage and nominal age of some of the systems.

**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. Increase is due to new contracted services related to preventative maintenance on the now police building.

**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, Animal Control, 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) |             |            | 2024/2025         |            |             | 2023/2024  |  |  |
|-----------------|-------------------------------------------|-------------|------------|-------------------|------------|-------------|------------|--|--|
|                 | Unit Price                                | Gallons/ccf | Total      | Contract End Date | Unit Price | Gallons/ccf | Total      |  |  |
| Oil             | 2.80                                      | 8,571       | \$ 24,000  | 12/31/2023        | 2.95       | 11,000      | \$ 32,450  |  |  |
| Natural Gas     | 2.40                                      | 50,000      | \$ 120,000 | mkt rate          | 2.43       | 52,573      | \$ 127,910 |  |  |
| Propane - Parks | 4.00                                      | 1,500       | \$ 6,000   | mkt rate          | 4.04       | 1,658       | \$ 6,690   |  |  |
|                 |                                           |             | \$ 150,000 |                   |            |             | \$ 167,050 |  |  |

**Capital: \$-0-**

**ARPA funded capital:**

|                                 |         |
|---------------------------------|---------|
| Multi-purpose Building Roof     | 190,000 |
| Municipal Building Improvements | 100,000 |

**DEPARTMENT: PUBLIC BUILDING MAINTENANCE****Cost breakdown by Building by Entity (Town/BOE/Community Center):**

|                               | Total<br>Town | Municipal Center |         | Police<br>Bldg. | NEW<br>PD | MultiPurpose<br>Bldg. | Animal<br>Control | Town<br>Garage | EOC<br>Bldg. | Wellness<br>Center | Trades Lane |       | P & R<br>Utilities | Other<br>Town Bldg | Sr Center |
|-------------------------------|---------------|------------------|---------|-----------------|-----------|-----------------------|-------------------|----------------|--------------|--------------------|-------------|-------|--------------------|--------------------|-----------|
|                               |               | Town             | BOE*    |                 |           |                       |                   |                |              |                    | Town        | BOE*  |                    |                    |           |
|                               |               | 68%              | 32%     |                 |           |                       |                   |                |              |                    | 70%         | 30%   |                    |                    |           |
| SALARIES & WAGES-FULLTIME     | 95,992        |                  |         |                 | 38,397    |                       |                   |                |              |                    |             |       |                    |                    | 57,595    |
| SALARIES & WAGES-OVERTIME     | 6,000         |                  |         |                 | 3,000     |                       |                   |                |              |                    |             |       |                    |                    | 3,000     |
| GROUP INSURANCE               | 57,610        |                  |         |                 | 28,805    |                       |                   |                |              |                    |             |       |                    |                    | 28,805    |
| SOCIAL SECURITY CONTRIBUTIONS | 7,802         |                  |         |                 | 3,167     |                       |                   |                |              |                    |             |       |                    |                    | 4,636     |
| RETIREMENT CONTRIBUTIONS      | 3,202         |                  |         |                 | 1,345     |                       |                   |                |              |                    |             |       |                    |                    | 1,857     |
| OTHER EMPLOYEE BENEFITS       | 650           |                  |         |                 | 325       |                       |                   |                |              |                    |             |       |                    |                    | 325       |
| WATER / SEWERAGE              | 160,000       | 99,796           | 46,964  | 1,710           | 3,743     | 3,178                 | 7,623             | 2,358          | 4,835        | 1,240              | 3,912       | 1,678 | 24,123             | 3,494              | 3,988     |
| REPAIR & MAINTENANCE SERVICES | 65,000        | 21,101           | 2,957   | 1,080           | 24,567    | 3,324                 | 2,538             | 6,008          | 648          | 540                |             |       |                    |                    | 5,194     |
| CONTRACTUAL SERVICES          | 270,000       | 112,795          | 53,080  |                 | 57,944    | 13,765                | 20,335            | 18,581         | 10,750       | 11,568             |             |       | 5,321              |                    | 18,941    |
| GENERAL MAINTENANCE SUPPLIES  | 10,000        | 4,000            | 1,900   |                 | 4,000     |                       | 1,000             |                |              | 1,000              |             |       |                    |                    |           |
| ENERGY - ELECTRICITY          | 280,000       | 64,303           | 30,260  | 10,970          | 32,731    | 21,696                | 3,446             | 18,106         | 8,430        | 6,086              |             |       | 56,013             | 16,962             | 41,258    |
| ENERGY - OIL/NATURAL GAS      | 150,000       | 26,031           | 12,249  | 10,522          | 22,192    | 12,359                | 10,702            | 19,972         | 5,903        | 2,849              | 17,847      | 7,648 | 10,198             | 1,304              | 10,121    |
| SUBTOTAL                      | 1,106,256     | 328,026          | 147,411 | 24,282          | 220,215   | 54,322                | 45,643            | 65,025         | 30,567       | 23,283             | 21,759      | 9,326 | 95,655             | 21,760             | 175,719   |
| CAPITAL                       |               |                  |         |                 |           |                       |                   |                |              |                    |             |       |                    |                    |           |
| GRAND TOTAL                   | 1,106,256     | 328,026          | 147,411 | 24,282          | 220,215   | 54,322                | 45,643            | 65,025         | 30,567       | 23,283             | 21,759      | 9,326 | 95,655             | 21,760             | 175,719   |

Trades Lane electric - that is for star power. BOE pays for electric usage

• Not included in Public Building Maintenance budget

DATE: 1/23/2024

**RESOLUTION WITH RESPECT TO THE AUTHORIZATION, ISSUANCE AND  
SALE OF NOT EXCEEDING \$10,000,000 TOWN OF NEWTOWN,  
CONNECTICUT GENERAL OBLIGATION REFUNDING BONDS**

**RESOLVED:**

**Section 1.** Not exceeding \$10,000,000 General Obligation Refunding Bonds (the "Refunding Bonds") of the Town of Newtown, Connecticut (the "Town") may be issued in one or more series and in such principal amounts as the First Selectman and the Financial Director shall determine to be in the best interests of the Town for the purpose of achieving net present value savings and/or to restructure debt service payments of the Town. The Refunding Bonds are hereby authorized to refund all or any portion of any one or more series of the Town's outstanding General Obligation Bonds (the "Refunded Bonds"). The Refunding Bonds shall be issued and sold either in a negotiated underwriting or a competitive offering, and at such time or times as the First Selectman and the Financial Director shall determine to be most opportune for the Town. If the Refunding Bonds are sold in a negotiated underwriting, the First Selectman and the Financial Director shall appoint the managing underwriter. The Refunding Bonds shall mature in such amounts and on such date or dates as shall be determined by the First Selectman and the Financial Director, in accordance with the provisions of the Connecticut General Statutes, as amended, and shall bear interest payable at such rate or rates as shall be determined by the First Selectman and the Financial Director. The Refunding Bonds shall be executed in the name and on behalf of the Town by the manual or facsimile signatures of the First Selectman and the Financial Director, bear the Town seal or a facsimile thereof, and be approved as to their legality by Robinson & Cole LLP, Bond Counsel. The Refunding Bonds shall be general obligations of the Town and each of the Refunding Bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The aggregate denominations, form, details, and other particulars thereof, including the terms of any rights of redemption and redemption prices, the designation of the certifying, paying, registrar and transfer agent, shall be subject to the approval of the First Selectman and the Financial Director. The net proceeds of the sale of the Refunding Bonds, after payment of underwriter's discount and other costs of issuance, shall be deposited in an irrevocable escrow account in an amount sufficient to pay the principal of, interest and redemption premium, if any, due on the Refunded Bonds to maturity or earlier redemption pursuant to the plan of refunding. The First Selectman and the Financial Director, are authorized to appoint an escrow agent and other professionals and to execute and deliver any and all escrow, investment and related agreements necessary to provide for such payments on the Refunded Bonds and to provide for the transactions contemplated hereby. The First Selectman and the Financial Director, are authorized to prepare and distribute preliminary and final Official Statements of the Town for use in connection with the offering and sale of the Refunding Bonds, and they are hereby authorized to execute and deliver on behalf of the Town a Bond Purchase Agreement, a Continuing Disclosure Agreement, a Tax Regulatory Agreement and such other agreements and documents necessary or desirable for the issuance of the Refunding Bonds and the payment of Refunded Bonds. The Town may issue taxable bonds or notes as the issuance of such taxable bonds or notes is hereby determined to be in the public interest.

**Section 2.** This resolution shall be effective until December 31, 2024.

**C. H. Booth Library**  
**Surplus Analysis-23/24 Fiscal Year**

**Audited surplus at June 30,2023     \$       546,618.00**

|                                            |                     |                                                            |
|--------------------------------------------|---------------------|------------------------------------------------------------|
| Designated for June 30,2024 budget deficit | \$       147,907.00 | Required to balance budget as originally submitted to town |
| Designated for capital improvements        | \$       200,000.00 | As approved by Library Board                               |
| Designated for operating reserve-10%       | \$       185,870.00 | In accordance with Board of Finance policy (10%)           |
| Undesignated surplus                       | \$       12,841.00  |                                                            |
| Total Summary                              | \$       546,618.00 |                                                            |

## C.H. BOOTH LIBRARY - 2024 BUDGET

### EXPENDITURES

|                | 23/24 Budget     | 24/25 Proposed   | Difference    |
|----------------|------------------|------------------|---------------|
| Personnel      | 1,236,474        | 1,285,820        | 49,346        |
| Town-Pension   | 25,354           | 25,354           | -             |
| Operations     | 280,775          | 268,377          | (12,398)      |
| Occupancy      | 128,178          | 147,149          | 18,971        |
| Administration | 27,000           | 27,000           | -             |
|                | <u>1,697,781</u> | <u>1,753,700</u> | <u>55,919</u> |

### Surplus Funds Used for Operations

|           |                |
|-----------|----------------|
| 2020-2021 | -              |
| 2021-2022 | 106,300        |
| 2022-2023 | 136,022        |
| 2023-2024 | <u>147,907</u> |
|           | <u>390,229</u> |

### REVENUE

|                   | 23/24 Budget     | 24/25 Proposed   | Difference     |
|-------------------|------------------|------------------|----------------|
| Town-Grant        | 1,301,469        | 1,479,976        | 178,507        |
| Town-Pension      | 25,354           | 25,354           | -              |
| Fund Raising      | 133,500          | 153,000          | 19,500         |
| Investment income | 65,550           | 73,594           | 8,044          |
| Other             | 24,001           | 21,776           | (2,225)        |
|                   | <u>1,549,874</u> | <u>1,753,700</u> | <u>203,826</u> |
| Surplus Funds     | <u>147,907</u>   | -                | -              |
|                   | <u>1,697,781</u> |                  |                |

### Town Funding:

|           | Grant     | Pension | Total     |                 |
|-----------|-----------|---------|-----------|-----------------|
| 2020-2021 | 1,395,351 | 28,557  | 1,423,908 |                 |
| 2021-2022 | 1,381,000 | 27,013  | 1,408,013 | (15,895)        |
| 2022-2023 | 1,381,469 | 26,152  | 1,407,621 | (392)           |
| 2023-2024 | 1,301,469 | 25,762  | 1,327,231 | (80,390)        |
|           |           |         |           | <u>(96,677)</u> |



## C. H. Booth Library Building & Grounds Work Summary Report

- Following are lists of repairs and upgrades to be completed using the Library “Fund Balance” in accordance with direction from Legislative Council and Board of Finance during the development of budget 2023/24.
- Each Category lists a number of Subcategory items with estimated cost and priority.
- The scope of work was developed for each Category, then recently updated based upon employee feedback, budget, and priority.
- Subcategory items have been combined under one scope, and the use of General Contractor is being considered to make bidding process more efficient and economical.
- Total Estimated cost for all listed work is \$200,000 (with 3% Contingency)

## C. H. Booth Library

### Building & Grounds Work Summary Report

#### General Maintenance:

| <u>Subcategory</u>                            | <u>Priority</u> | <u>Estimated Cost</u> |
|-----------------------------------------------|-----------------|-----------------------|
| Fix ceiling Panels                            | High            | \$ 7,000.00           |
| Fix vents and water damaged ceiling           | High            | \$ 4,000.00           |
| Front Entrance Stair Tread                    | High            | \$ 1,000.00           |
| Painting (Stairwell, Hallway, Entryway)       | Med             | \$ 2,000.00           |
| Library Signs/ Directory/ Emergency Signs     | High            | \$ 30,000.00          |
| Outdoor Sign                                  | High            | \$ 3,000.00           |
| New AV Equipment for Meeting Rooms (New Item) | High            | \$ 11,000.00          |

## GENERAL MAINTENANCE



Ceiling Tile  
Childrens Room



First Floor Ceiling  
Tile Stairwell



Second Floor Ceiling  
Tile Stairwell



Breakroom Vent  
Water Damage



Main Entrance  
Stair Tread



Bathroom Vent  
Water Damage



Storage Closet  
Water Damage

## C. H. Booth Library

### Building & Grounds Work Summary Report

#### Carpet & Flooring:

| <u>Subcategory</u>                                | <u>Priority</u> | <u>Estimated Cost</u> |
|---------------------------------------------------|-----------------|-----------------------|
| Resurface Stairwell Stairs                        | High            | \$ 13,000.00          |
| Childrens Storytime Room – repair & replace floor | High            | \$ 5,000.00           |



Storytime Room Floor



Stairwell Stairs

## C. H. Booth Library

### Building & Grounds Work Summary Report

#### Cabinets & Furniture:

| <u>Subcategory</u>                                               | <u>Priority</u> | <u>Estimated Cost</u> |
|------------------------------------------------------------------|-----------------|-----------------------|
| Childrens Storytime Room - replace cabinets                      | High            | \$ 15,000.00          |
| Childrens Storytime Room - replace sink/ countertop and cabinets | High            | \$ 4,000.00           |
| Childrens Room Circulation Desk (New Item)                       | High            | \$ 70,000.00          |
| Breakroom - New Cabinets                                         | Med             | \$ 17,000.00          |
| Meeting Room Kitchen (New Item)                                  | High            | \$ 18,000.00          |

## CABNIETS & FURNITURE



Storytime Room Cabinets



Storytime Room Sink & Backsplash



Meeting Room Kitchen



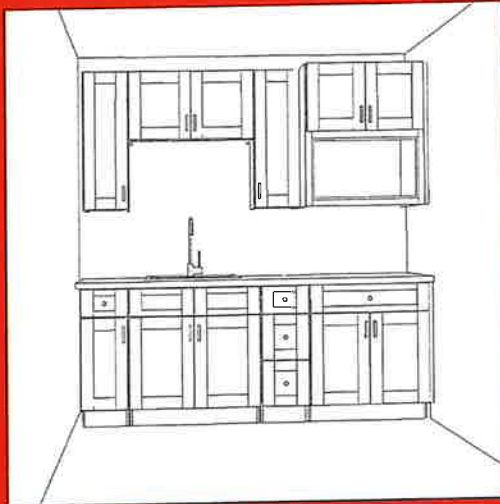
Breakroom Cabinets



Circulation Desk



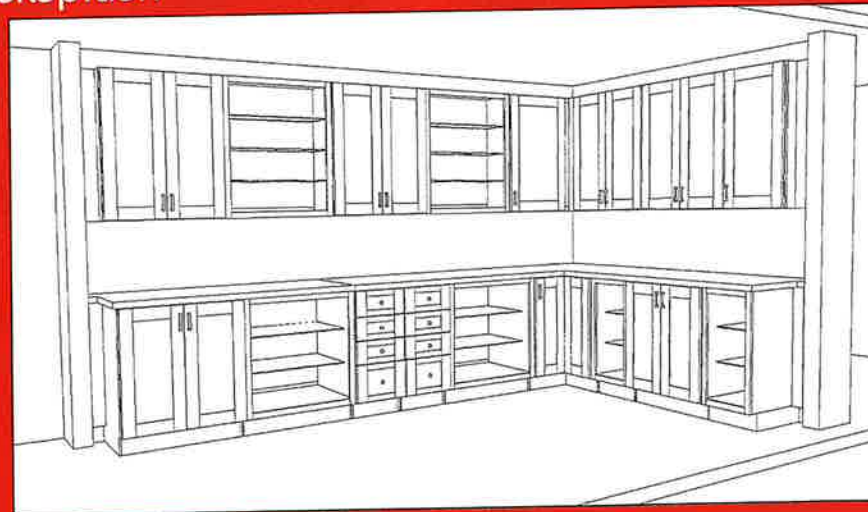
## CABINETS & FURNITURE DESIGN DETAILS



Storytime Room/ Break Room  
Sink & Backsplash



Meeting Room Kitchen



Storytime Room Cabinets

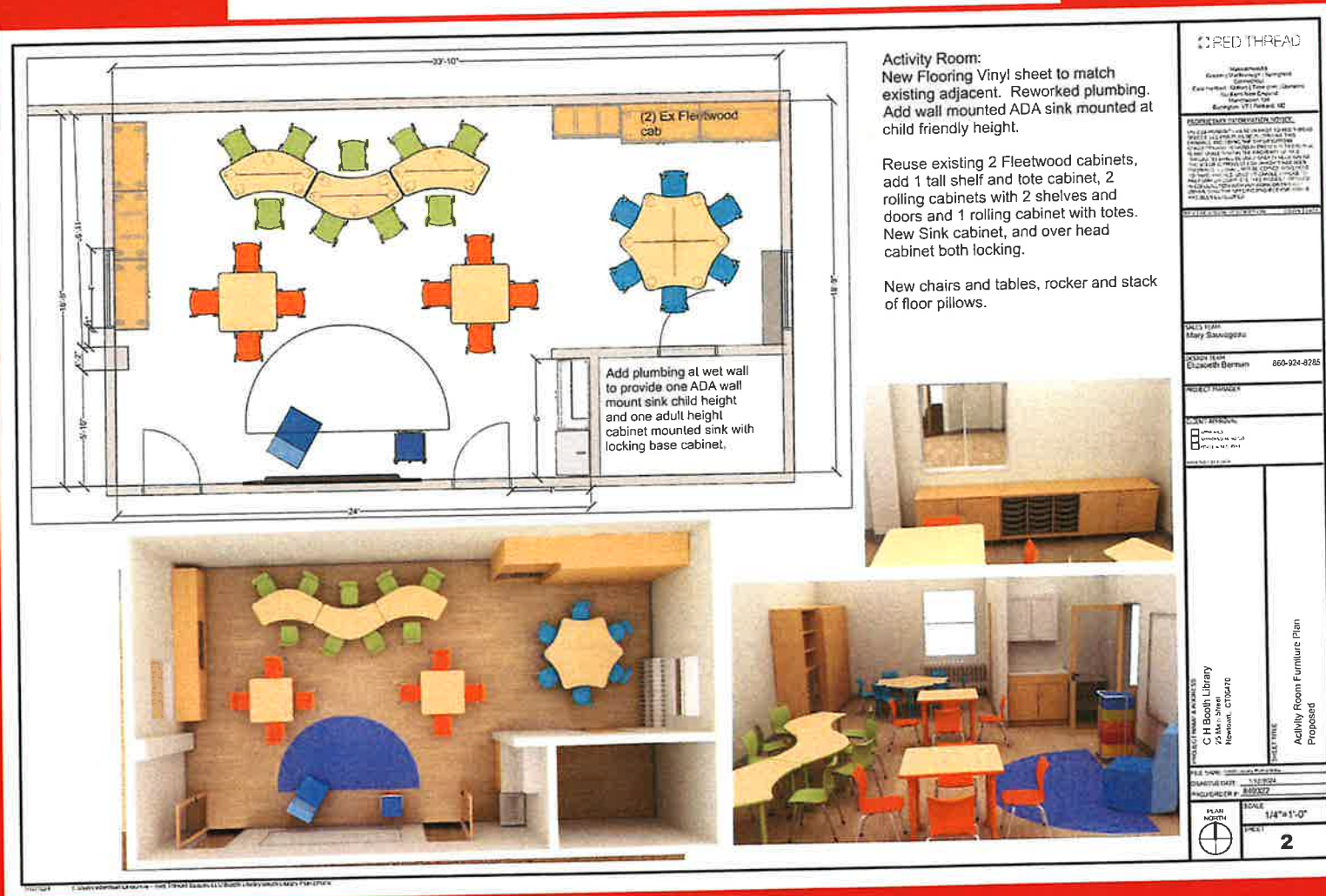


## CABINETS & FURNITURE DESIGN DETAILS



## Children's Room Circulation Desk

# CABINETS & FURNITURE DESIGN DETAILS



Story Time Room Design

# Project Schedule

|    | Activity Name                                      | Duration<br>(Days) | Start Date | Finish Date | Feb 24 |    |    |    | Mar 24 |    |    |    | Apr 24 |   |    |    | May 24 |   |    |
|----|----------------------------------------------------|--------------------|------------|-------------|--------|----|----|----|--------|----|----|----|--------|---|----|----|--------|---|----|
|    |                                                    |                    |            |             | 4      | 11 | 18 | 25 | 3      | 10 | 17 | 24 | 31     | 7 | 14 | 21 | 28     | 5 | 12 |
| 1  | Childrens Storytime Room - Flooring                | 4.00               | 2/7/24     | 2/12/24     |        |    |    |    |        |    |    |    |        |   |    |    |        |   |    |
| 2  | Childrens Storytime Room - Ceiling                 | 2.00               | 2/5/24     | 2/6/24      |        |    |    |    |        |    |    |    |        |   |    |    |        |   |    |
| 3  | Childrens Storytime Room - Cabinets                | 25.00              | 2/13/24    | 3/18/24     |        |    |    |    |        |    |    |    |        |   |    |    |        |   |    |
| 4  | Childrens Storytime Room - Sink/ Countertop        | 10.00              | 3/19/24    | 4/1/24      |        |    |    |    |        |    |    |    |        |   |    |    |        |   |    |
| 5  | Childrens Room Circulation Desk                    | 60.00              | 2/5/24     | 4/26/24     |        |    |    |    |        |    |    |    |        |   |    |    |        |   |    |
| 6  | Meeting Room Kitchen                               | 30.00              | 4/2/24     | 5/13/24     |        |    |    |    |        |    |    |    |        |   |    |    |        |   |    |
| 7  | Breakroom - Cabnets, eiling and Vent               | 10.00              | 2/7/24     | 2/20/24     |        |    |    |    |        |    |    |    |        |   |    |    |        |   |    |
| 8  | Stairwell - Flooring and Painting                  | 20.00              | 2/13/24    | 3/11/24     |        |    |    |    |        |    |    |    |        |   |    |    |        |   |    |
| 9  | Front Entrance - Stairs & Painting (Weather Issue) | 10.00              | 4/1/24     | 4/12/24     |        |    |    |    |        |    |    |    |        |   |    |    |        |   |    |
| 10 | Signs (Supply Issue)                               | 10.00              | 2/16/24    | 2/29/24     |        |    |    |    |        |    |    |    |        |   |    |    |        |   |    |
|    |                                                    |                    |            |             | 4      | 11 | 18 | 25 | 3      | 10 | 17 | 24 | 31     | 7 | 14 | 21 | 28     | 5 | 12 |

# Fund Balance Summary Sheet

| Category                                                          | Subcategory         | Priority | Estimated Cost | Funded | Contractor | Actual Cost                         | Source of Funds | Town CIP# | Readiness        | Assigned | Actual Cost | Status      |
|-------------------------------------------------------------------|---------------------|----------|----------------|--------|------------|-------------------------------------|-----------------|-----------|------------------|----------|-------------|-------------|
| Childrens Rooms                                                   |                     |          |                |        |            |                                     |                 |           |                  |          |             |             |
| Childrens Storytime Room - replace book cabinets/remove counter   | Cabinets/ Furniture | High     | \$ 14,000.00   | Yes    | TBD        | \$ 15,236.74                        | Fund Balance    | N/A       | Reviewing Bids   | AS & DS  |             |             |
| Childrens Storytime Room - replace sink/ countertop and cabinets  | Cabinets/ Furniture | High     | \$ 8,000.00    | Yes    | TBD        | \$ 4,403.50                         | Fund Balance    | N/A       | Reviewing Bids   | AS & DS  |             |             |
| Childrens Storytime Room - Fix Ceiling                            | General Maintenance | High     | \$ 2,000.00    | Yes    | TBD        | \$ 7,138.56                         | Fund Balance    | N/A       | Reviewing Bids   | AS & DS  |             |             |
| Childrens Storytime Room - replace floor                          | carpet/ flooring    | High     | \$ 4,000.00    | Yes    | TBD        | \$ 4,824.00                         | Fund Balance    | N/A       | Reviewing Bids   | AS & DS  |             |             |
| Childrens Room - Circulation desk (NEW)                           | Cabinets/ Furniture | High     | \$ 60,000.00   | Yes    | Estimated  | \$ 60,000.00                        | Fund Balance    | N/A       | Working on Scope | AS & DS  |             |             |
| Childrens Room - Family Seating Furniture                         | Cabinets/ Furniture | High     | \$ 10,000.00   | Yes    | Estimated  | \$ 10,000.00                        | Fund Balance    | N/A       |                  | AS & DS  |             |             |
| Stairwell                                                         |                     |          |                |        |            |                                     |                 |           |                  |          |             |             |
| Resurface Stairwell Stairs                                        | carpet/ flooring    | High     | \$ 8,000.00    | Yes    | TBD        | \$ -                                | Fund Balance    | N/A       | Reviewing Bids   | AS & DS  |             |             |
| Fix stairwell ceiling tiles                                       | General Maintenance | High     | \$ 2,000.00    | Yes    | TBD        | \$ -                                | Fund Balance    | N/A       | Reviewing Bids   | AS & DS  |             |             |
| Paint Stairwell                                                   | painting            | High     | \$ 3,000.00    | Yes    | TBD        | \$ 13,000.00                        | Fund Balance    | N/A       | Reviewing Bids   | AS & DS  |             |             |
| Meeting Room                                                      |                     |          |                |        |            | \$18,743.67                         | Fund Balance    | N/A       | Reviewing Bids   | AS & DS  |             |             |
| Meeting Room Kitchen - replace sink/countertop and cabinets (NEW) | Cabinets/ Furniture | Med      | \$ 23,000.00   | Yes    | TBD        |                                     |                 |           |                  |          |             |             |
| Breakroom Area                                                    |                     |          |                |        |            |                                     | Fund Balance    | N/A       | Reviewing Bids   | AS & DS  |             |             |
| Breakroom - fix vent and damaged ceiling                          | General Maintenance | High     | \$ 2,000.00    | Yes    | TBD        | \$ 17,078.17                        | Fund Balance    | N/A       | Reviewing Bids   | AS & DS  |             |             |
| Breakroom - New Cabinets/ countertop/ sink                        | Cabinets/ Furniture | Med      | \$ 3,000.00    | Yes    | TBD        |                                     |                 |           |                  |          |             |             |
| Update Book Keepers Bathroom                                      | Cabinets/ Furniture | On Hold  |                | No     | N/A        |                                     |                 | N/A       | N/A              |          |             |             |
| Carpet                                                            |                     |          |                |        |            |                                     |                 |           |                  |          |             |             |
| Replace carpet - Entryway to Main Desk                            | carpet/ flooring    | On Hold  |                | No     | N/A        |                                     |                 | N/A       | N/A              |          |             |             |
| Replace Carpet Misc Locations                                     | carpet/ flooring    | On Hold  |                | No     | N/A        |                                     |                 | N/A       | N/A              |          |             |             |
| Flooring                                                          |                     |          |                |        |            |                                     |                 |           |                  |          |             |             |
| Replace Tile 2nd Floor Restroom                                   | carpet/ flooring    | On Hold  |                | No     | N/A        |                                     |                 | N/A       | Out to Bid       |          |             |             |
| New Tile 3rd floor bathroom                                       | carpet/ flooring    | On Hold  |                | No     | N/A        |                                     |                 | N/A       | Out to Bid       |          |             |             |
| Lighting                                                          |                     |          |                |        |            |                                     |                 |           |                  |          |             |             |
| Lighting Level Three (replace pendants)                           | electrical          | On Hold  |                | No     | N/A        |                                     |                 | N/A       | Reviewing Bids   |          |             |             |
| Lighting for Hawley/ Museum Area                                  | electrical          | On Hold  |                | No     |            |                                     |                 | N/A       | Reviewing Bids   |          |             |             |
| Lighting for Art Gallery/ Main Stairway                           | electrical          | On Hold  |                | No     |            |                                     |                 | N/A       | Reviewing Bids   |          |             |             |
| Miscellaneous                                                     |                     |          |                |        |            |                                     |                 |           |                  |          |             |             |
| Fix Ceiling 3rd Floor Bathroom                                    | General Maintenance | High     | \$ 2,000.00    | Yes    |            |                                     | Fund Balance    | N/A       | Reviewing Bids   | AS & DS  |             |             |
| Exterior - Front Entry                                            |                     |          |                |        |            |                                     |                 |           |                  |          |             |             |
| Front Entrance Stair Tread                                        | General Maintenance | High     | \$ 300.00      | Yes    | TBD        | \$ -                                | Fund Balance    | N/A       | Reviewing Bids   | AS & DS  |             |             |
| Repaint Exterior Front Entryway                                   | painting            | Med      | \$ 600.00      | Yes    | TBD        | \$ 1,263.54                         | Fund Balance    | N/A       | Reviewing Bids   | AS & DS  |             |             |
| Signage                                                           |                     |          |                |        |            |                                     |                 |           |                  |          |             |             |
| Interior Signage                                                  | Signs               | High     | \$ 30,000.00   | Yes    | Signarama  | \$ 29,223.00                        | Fund Balance    | N/A       | Contracted       | JN       |             | In Progress |
| Outdoor Sign                                                      | Signs               | High     | \$ 3,000.00    | Yes    | Signarama  | \$ 2,200.00                         | Fund Balance    | N/A       | Contracted       | JN       |             | In Progress |
| Sound Equipment                                                   |                     |          |                |        |            |                                     |                 |           |                  |          |             |             |
| AV Equipment - Meeting Room (NEW)                                 | Equipment           | High     | \$ 14,000.00   | Yes    | TBD        | \$ 10,877.24                        | TBD             | N/A       | Scope of Work    | JN       |             |             |
| Estimated Total                                                   |                     |          | \$ 188,900.00  |        |            | \$ 193,988.42                       |                 |           |                  |          |             |             |
| Original Fund Balance Budget                                      |                     |          | \$200,000.00   |        |            | Original Fund Balance Budget        | \$200,000.00    |           |                  |          |             |             |
| Estimated Total                                                   |                     |          | \$ 188,900.00  |        |            | Actual Cost - Committed to date     | \$ 193,988.42   |           |                  |          |             |             |
| Estimated Remaining Fund Balance Funds                            |                     |          | \$11,100.00    |        |            | Actual Remaining Fund Balance Funds | \$6,011.58      |           |                  |          |             |             |