

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

The Board of Selectmen held a regular meeting Thursday, January 30, 2020, in the Council Chamber of Newtown Municipal Center, 3 Primrose Street, Newtown. First Selectman Rosenthal called the meeting to order at 7:30p.m.

PRESENT: First Selectman Daniel C. Rosenthal, Selectman Maureen Crick Owen and Selectman Jeff Capeci.

ALSO PRESENT: Robert Tait, Finance Director; Director of IT Al Miles, Chief Viadero, Captain Vanghele of the Newtown Police Department, Edmond Town Hall Board of Managers Chair Jennifer Chaudhary, Vice Chair Jennifer Guman and Operations Manager Sheila Torres.

VOTER COMMENTS: none.

ACCEPTANCE OF MINUTES: Selectman Crick Owen moved to accept the meeting minutes of 1/23/20. Selectman Capeci seconded. All in favor. Selectman Crick Owen moved to accept the meeting minutes of 1/27/20. Selectman Capeci seconded. All in favor.

COMMUNICATIONS: There was no special session on tolls; there will be only a hearing.

FINANCE DIRECTORS REPORT: Mr. Tait reported the Town and Board of Education is one month into the new accounting system, which is fully operational. It is a learning process. The Edmond Town Hall will be on it; it is a more robust system.

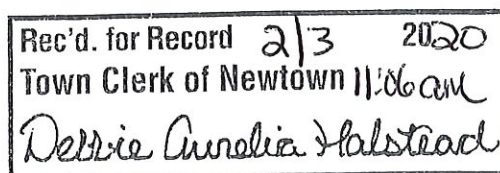
OLD BUSINESS

Discussion and possible action:

1. Board of Selectmen FY 2020-2021 budget

Discussion and possible action to include, but not limited to:

- **Information Technology** – (att.) Mr. Miles updated the board on his department. The year has been challenging but successful. The Community Center implementation went well as did the new finance system. Security enhancements have been made and the firewall will continue to be enhanced. The department has been working with the Police Department on their move, with Department of Public Works on GIS and with the building department to reduce costs in their systems, as the fees have increased significantly. As far as challenges there are problems with the routers and switches; they are very old. The switches should be changed out every five to six years; our switches are ten years old. As the PD transitions to the new building Mr. Miles will work on storage. Mr. Miles believes there could be savings in the initial fees should various web hosting sites be consolidated. However, he pointed out that initial fee could go up depending on usage and storage. First Selectman Rosenthal noted that Economic Development has a few websites and hired a firm to help consolidate websites. Mr. Miles reported most of his five year plan has been completed in two and a half years. He would like to replace 25% of PC's.
- **Police** – (att.). There is a 2.80% increase in the budget, mainly due to contractual increases, wages and retirement contributions. Line by line there are not substantial increases. Vehicle purchases include up fitting and trade in allowance. Private institutions use the older utility vehicles for security; the savings opportunity will be explored. There is nothing in the operating budget for the new police building. The radio repair line item will decrease with the new radio system.



- **Edmond Town Hall** – Interest on the trust is used toward operational costs. The board is trying to change the way Edmond Town Hall business is done but with a very lean staff. A power point was presented (att.). The theater is being used in many different ways; there were 36 live performances in the theater during the last fiscal year. With Borough approval to expand rental possibilities, Ms. Torres anticipates revenue can be increase \$30,000 per year. The board believes it will take at least five to see the benefits from the changes put in place. First Selectman Rosenthal thinks it will be sooner than that. The Mary Hawley Society has been re-energized, are in the original stages with a newly appointed board, working on a mission statement and looking for new members. The Mary Hawley Society is important for fundraising but also in providing potential sponsors with the option of making a donation vs. just a sponsorship. First Selectman Rosenthal stated he's seen changes in the two years he's been in office and believes the board will see the benefits; success will follow. The revenue from the trust is not meeting the intended purpose as the trust was created seventy years ago. The Probate Court can be petitioned to unlock more, or all, funds. The Town Attorney will work on the narrative; the funding will be used for the benefit of the building. Mr. Tait said that if the trust fund is unlocked the money is a one time revenue item that would go into the Town Hall fund balance, the investment income will go up; it gives more flexibility. This money would augment what the board already gets. The Edmond Town Hall Special Revenue Fund is \$160,000.

NEW BUSINESS

Discussion and possible action:

1. **Appointments/Reappointments/Vacancies/Openings:** Selectman Crick Owen moved the re-appointments of Reginald Heard (U) to the Board of Ethics for a term to expire 1/6/24 and James Stiewing (D) as a Constable for a term to expire 1/6/22. Selectman Capeci seconded. All in favor.
2. **Driveway Bond Release/Extension:** none.
3. **Tax Refunds:** none.

VOTER COMMENTS: none.

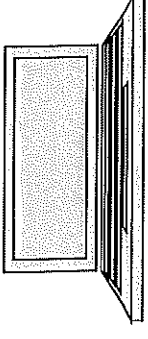
ANNOUNCEMENTS: The budget vote will be Feb. 3.

EXECUTIVE SESSION: Selectman Crick Owen moved to go into Executive Session to discuss Legal Matters: Strategy and negotiations with respect to potential litigation concerning design, construction and management of the Community Center/Senior Center. Selectman Capeci seconded. All in favor. Executive session was entered into at 8:40pm and returned to regular session at 9:15pm with no motion taken.

ADJOURNMENT: Having no further business the regular Board of Selectmen meeting adjourned at 9:15p.m.

Attachments: IT budget; Police budget; Edmond Town Hall power point & budget;

Respectfully submitted,
Sue Marcinek, Clerk

DEPARTMENT: TECHNOLOGY DEPARTMENT**MISSION/DESCRIPTION**

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

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

The GIS maintains the database of all town properties that include detailed information on residential homes, property boundary lines, wetlands, sewer lines and fire hydrants. This database is used by the Police Department and Dispatch to verify caller location to help ensure that emergency services arrive directly to the location of concern. The GIS database is also used to track work order progress in the DPW department and document town infrastructure repairs. Online services to residents include home alarm registration, building permit registration, and reporting issues to DPW such as road repair, trees down or snow plowing concerns.

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

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

DEPARTMENT: TECHNOLOGY DEPARTMENT**BUDGET HIGHLIGHTS**

The budget for the Technology department, for fiscal year 2020-21 has increased by \$29,369 or 3.66%. Increase is mainly due to an increase in salaries & wages and retirement contributions; an increase software/hardware; offset by a decrease in technology equipment.

TECHNOLOGY DEPARTMENT BUDGET

TECHNOLOGY DEPARTMENT	2017 - 2018		2018 - 2019		2019 - 2020		1st SELECTMAN		2020 - 2021 BUDGET		LC		CHANGE	
	ACTUALS		ACTUALS		ADOPTED		PROPOSED		BOF		ADOPTED		\$	
SALARIES & WAGES - FULL TIME	280,484	296,606	313,193	313,193	313,193	313,193	321,201	321,201					8,007	2.56%
GROUP INSURANCE	59,016	56,083	55,693	55,693	55,693	55,693	56,146	56,146					453	0.81%
SOCIAL SECURITY CONTRIBUTIONS	20,429	21,645	23,959	23,959	23,959	23,959	24,572	24,572					613	2.56%
RETIREMENT CONTRIBUTIONS	15,335	18,075	21,556	21,556	21,556	21,556	19,822	19,822					(1,734)	-8.04%
FEES & PROFESSIONAL SERVICES	24,491	55,084	32,000	32,000	32,000	32,000	40,000	40,000					8,000	25.00%
SOFTWARE/HARDWARE	180,409	262,760	282,125	282,125	282,125	282,125	304,285	304,285					22,160	7.85%
DUES, TRAVEL & EDUCATION	3,804	6,975	10,000	10,000	10,000	10,000	7,500	7,500					(2,500)	-25.00%
OFFICE SUPPLIES	10,932	6,113	9,580	9,580	9,580	9,580	9,000	9,000					(580)	-6.05%
EQUIPMENT - TECHNOLOGY	29,988	15,232	55,000	55,000	55,000	55,000	49,950	49,950					(5,050)	-9.18%
	624,888	738,572	803,106	803,106	803,106	803,106	832,476	832,476					29,369	3.66%

DEPARTMENT: TECHNOLOGY DEPARTMENT**ACCOUNT DETAIL**

Salaries & Wages – Full Time: Two full time positions in the IT department are non-union positions. Non union positions reflect an increase of 2.25% in this budget. Two full time positions belong to the Town Hall Employees CSEA, Local 2001 SEIU Union Salaries & wages for this union reflect an increase of 2.25%. The IT Operations Supervisor has a salary enhancement of \$2,000 to reflect the market for IT professionals.

Technology	2019 - 2020		2020 - 2021		INCREASE (DECREASE)	
	AMENDED		1st SELECTMAN			
	union	# AUTH.	BUDGET	# AUTH.	PROPOSED	# AUTH.
POSITION						
IT Director	nu	1	125,572	1	128,397	0
IT Operations Supervisor	nu	1	71,877	1	75,494	0
GIS Software Specialist	th	1	49,916	1	50,000	0
Technology Specialist	th	1	65,828	1	67,309	0
	4		313,193	4	321,201	0
						8,008

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 245, 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 needed to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 243 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: TECHNOLOGY DEPARTMENT

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

	2019-20	2020-21
Fees & Professional Services:		
E-PLUS, SMARTNET / ERGO GROUP	12,000	13,000
E-PLUS, MANAGED SERVICES	20,000	20,000
UPGRADE MOC SWITCHES	-	7,000
MOVE EQUIPMENT FOR NETWORKING	-	-
	32,000	40,000

DEPARTMENT: TECHNOLOGY DEPARTMENT

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

SOFTWARE/HARDWARE:		2019-20	2020-21	DIFF	Comment
Assessor Department					
Vision - Assessor	CAMA system maintenance/web hosting	22,000	15,000	(7,000)	
Quality Data System	Assessor	23,000	26,000	3,000	
New England GeoSystem	Assessor map xpress interactive public GIS	4,000	4,500	500	
LexisNexis - Assessor		1,500	1,500	-	
Tax Department					
Quality Data System	Tax Collector	23,000	23,500	500	
LexisNexis - Tax Collector		3,000	2,160	(840)	
Server hardware maintenance		14,000	15,000	1,000	
Town Clerk Department					
CivicPlus website hosting & support for live stream		-	4,500	4,500	
Virtual Town Hall - Town web site		8,500	8,500	-	
Building Department					
Viewpoint permit system		10,000	15,000	5,000	
Parks & Recreation					
Vermont Systems - maintenance for webtrac-rectrack-risograph (Recreation)		7,000	5,800	(1,200)	
Public Works					
New England GeoSystem - Public Works citizen request management system		4,000	4,500	500	
Finance Department					
Effnace Software		26,725	26,725	-	
IT Department					
GIS system maintenance - ESR		17,000	17,000	-	
Renew microsoft office licenses		10,000	12,000	2,000	
Annual state internet fee		3,600	3,600	-	
Other		2,000	2,000	-	
Fiber Tech		3,500	7,000	3,500	
New England GeoSystem - Professional GIS mapping consulting services		4,000	4,000	-	
E-mail Storage		22,000	26,000	4,000	
Department of MV		7,000	7,000	-	
Fortinnet Support - Network security		4,000	4,000	-	
Forsette - Firewall support		7,000	6,500	(500)	
Computer Environment Monitoring		3,000	3,500	500	
Public Safety Data Network usage fees		2,500	2,500	-	
UPS maintenance		-	6,500	6,500	
NOVUS hardware, maintenance and support		49,800	50,000	200	
		282,125	304,285	22,160	

DEPARTMENT: TECHNOLOGY DEPARTMENT

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

<u>Description:</u>	<u>2019-20</u>	<u>2020-21</u>
Productivity tools training	4,000	3,000
On going IT department Training	6,000	4,500
	10,000	7,500

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

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

<u>CAPITAL EQUIPMENT:</u>	<u>2019-20</u>	<u>2020-21</u>
Replacement PCs and Equipment	20,000	49,950
Remote management cards	2,000	-
Cisco phone upgrade	25,000	-
Establish second internet connection: switching equipment	8,000	-
Upgrade firewall (planned FEMA request for \$15,000)	-	-
Upgrade HP main switch (planned FEMA request for \$75,000)	-	-
	55,000	49,950

Budget Goals and Priorities

- Keeping the budget increase as low as possible; while preserving same services; while increasing the capital road account by \$250,000.
- Phase 3 (out of 3) of the new pension actuarial calculation method (best practice) and reduction of the pension discount rate from 7.5% to 7.0% as recommended by the Pension Committee.
- Difficulty in addressing capital replacement needs puts a finer point on need to plan and build capital non-recurring through lower reliance on debt and corresponding debt service. The following deferred capital items will need to be addressed during the FEMA appropriation request process or thru fiscal year end budget transfers to capital non-recurring fund:
 - Move IT equipment for networking\$10,000
 - Upgrade IT firewall and HP main switch\$90,000
 - Fire turn out gear and other safety gear\$99,000
 - Transfer station cardboard mechanical compactor\$40,000
 - Public Building overhead doors and installation of cameras\$21,000

Note: this is not an all inclusive capital list for FEMA (only includes items in this budget request)

DEPARTMENT: POLICE**MISSION/DESCRIPTION**

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

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

MISSION STATEMENT

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

BUDGET HIGHLIGHTS

The budget for the Police Department has increased by \$195,980 or 2.80%. This is mainly due to an increase in salaries & wages and retirement contributions.



POLICE BUDGET

POLICE	2017 - 2018 ACTUALS	2018 - 2019 ACTUALS	2020 - 2021 BUDGET						LC ADOPTED	CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED		\$	%
SALARIES & WAGES - FULL TIME	3,927,003	4,039,557	4,175,713	4,175,713	2,171,550	4,263,151				87,438	2.09%
SALARIES & WAGES - PART TIME	-	-	-	-	-	-				-	
SALARIES & WAGES - SEASONAL	18,084	22,424	22,250	22,250	9,336	22,250				-	0.00%
SALARIES & WAGES - SSO	-	-	-	-	13,541	-				-	
SALARIES & WAGES - OVERTIME	153,324	131,281	158,400	158,400	60,238	158,400				-	0.00%
GROUP INSURANCE	914,746	858,664	852,379	852,379	836,228	861,370				8,991	1.05%
SOCIAL SECURITY CONTRIBUTIONS	305,929	312,099	333,262	333,262	162,783	339,951				6,689	2.01%
RETIREMENT CONTRIBUTIONS	850,368	1,015,819	1,032,126	1,032,126	1,018,720	1,118,117				85,991	8.33%
OTHER EMPLOYEE BENEFITS	50,996	67,757	73,850	73,850	28,742	73,850				-	0.00%
SOFTWARE/HARDWARE	108,014	61,027	74,446	74,446	43,850	77,349				2,903	3.90%
OTHER PURCHASED SERVICES	12,035	18,670	22,000	22,000	9,460	23,000				1,000	4.55%
CONTRACTUAL SERVICES	17,623	35,905	37,475	37,475	14,465	38,425				950	2.54%
DUES, TRAVEL & EDUCATION	36,926	67,321	56,850	56,850	29,411	50,000				(6,850)	-12.05%
OFFICE SUPPLIES	5,550	5,232	4,500	4,500	1,401	4,500				-	0.00%
POLICE VEHICLES	114,000	121,497	126,654	126,654	42,773	134,096				7,442	5.88%
POLICE EQUIPMENT	26,027	56,481	32,600	32,600	5,286	33,425				825	2.53%
CAPITAL	-	-	-	-	-	-				-	
OTHER EXPENDITURES	4,629	6,033	6,700	6,700	2,811	7,300				600	8.96%
	6,545,252	6,819,766	7,009,204	7,009,204	4,450,596	7,205,184		-	-	195,980	2.80%

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

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

The Newtown Police Union represents all sworn officers except for the police chief and captain. A 2.25% salary increase has been estimated, as a contract has not been finalized yet. The additional increases are due to contractual step increases built in within the salary structure of the sworn staff. Any offsetting decreases are due to turnover and the resulting lower salary step.

The Civilian Personnel represented by Nutmeg Independent Public Safety Employees, NIPSEU are comprised of the following employees reflected in this budget cycle: Records Manager, Administrative Assistant, all receiving a 2.25% increase attributed to contractual agreements. The Chief's Executive Assistant is a non-union position and a 2.25% increase is reflected in this budget.

Salaries & Wages – Full Time – CONTINUED

DEPARTMENT: POLICE

Police	POSITION	2019 - 2020		2020 - 2021		INCREASE (DECREASE)	
		union	AMENDED	# AUTH.	1st SELECTMAN PROPOSED	# AUTH.	BUDGET
	<u>Uniformed</u>						
Chief of Police		nu	1	126,797	1	129,650	- 2,853
Captain		nu	1	112,533	1	115,065	- 2,532
Lieutenant - Step 5		pol	3	306,024	3	312,910	- 6,886
Detective Sergeant - Step 5		pol	0	-	0	-	-
Administrative Sergeant - Step 5		pol	1	93,298	1	95,397	- 2,099
Sergeant - Step 3		pol	6	555,288	6	567,782	- 12,494
Sergeant - Step 2		pol	0	-	0	-	-
Sergeant - Step 1		pol	0	-	0	-	-
Detective - Step 5		pol	3	245,478	3	251,001	- 5,523
Officer - Step 5		pol	28	2,242,128	28	2,292,576	- 50,448
Officer - Step 4		pol	0	-	1	76,189	1 76,189
Officer - Step 3		pol	1	69,796	1	71,366	- 1,570
Officer - Step 2		pol	1	65,536	0	-	(1) (65,536)
Officer - Step 1		pol	0	-	0	-	-
Officer - Step H - new hire savings		pol	0	-	0	-	-
Total Uniformed			45	3,816,878	45	3,911,936	- 95,058
Holiday, premium, longevity, stipends & degree incentive pay				187,660		187,660	-
Executive Assistant (5 days to 4 days per week)		nu	1	56,021	1	45,825	- (10,196)
Administrative Assistant		disp	1	51,246	1	52,399	- 1,153
Records Manager		disp	1	63,258	1	64,681	- 1,423
Longevity				650		650	-
Grand Total			48	4,175,713	48	4,263,151	- 87,438

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

DEPARTMENT: POLICE

Salaries & Wages – Overtime This account fulfills contractual vacancies and is also intended to meet the NDPS projected workload for criminal investigations, motor vehicle investigations, enforcement activities, firearms training and other similar training sessions, public education activities, Labor Day parade activities, Christmas Tree Lighting activities, some school related activities (i.e. basketball, soccer and football security), other associated public safety functions and other police related activities. The increases are attributed to contractual raises and increases in vacation time for tenured officers.

	<u>OVERTIME REASON</u>	<u>2019-20</u>	<u>2020-21</u>
	Scheduled Officer Shift Coverage	36,900	38,500
	Non Scheduled Officer Shift Coverage	60,250	62,000
	Investigations	22,550	23,100
	Training	22,550	23,100
	Unscheduled Non-discretionary	16,150	17,050
	Decrease to prior year amount		(5,350)
	TOTAL	158,400	158,400

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 245, 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 243 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: POLICE

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

<u>UNIFORM ALLOWANCE:</u>	<u>2019-20</u>	<u>2020-21</u>
Officer Uniform Allowance (\$800 X 45 Officers=\$36,000)	36,000	36,000
Uniform Costs for Special Officers, Traffic Agents, School Traffic Agents	2,000	2,000
Cleaning of Uniforms Cost	13,000	13,850
Vest Covers for Officers	6,750	7,450
Initial Issue for New Officers	8,000	8,350
New Vests for Officers	8,100	9,650
Decrease to prior year amount		-3,450
	73,850	73,850

Software / Hardware: The line item represents the costs associated with our entire networked computer system including maintenance costs, and licensing fees. It also includes the licensing fees associated with the Mobile Data Telecommunication Computers within each cruiser. All these costs are contractual and anticipated increases have been indicated by vendors. The decrease is attributed to the final NexGen payment being made in the past budget cycle. Two new software packages have been added for accreditation, which will be required by POSTC in the future and for LPR operations.

	<u>2019-20</u>	<u>2020-21</u>
	25,250	26,750
NetMotion XE Policy Maintenance	3,550	3,700
Mobile Data Terminal Cruiser Costs	24,950	26,000
Selex ES (LPR Software) (license plate)	4,292	4,395
AccComm (training tracking software)	3,912	3,912
POSS Scheduling Software Maintenance	3,750	3,750
Power DMS Accreditation Software	3,895	3,995
Leonardo LPR Maintnce Software	4,847	4,847
	74,446	77,349

DEPARTMENT: POLICE

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

<u>ACCOUNT DETAIL:</u>	<u>2019-20</u>	<u>2020-21</u>
MDT repair and service	3,600	3,900
Fairfield County Radio Interoperability	3,000	3,000
Vehicle electronic repair and service	6,500	6,900
Cell phone/portable radio repairs and service	8,900	9,200
	22,000	23,000

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

<u>SERVICES:</u>	<u>2019-20</u>	<u>2020-21</u>
Business machine service and maintenance	3,000	3,000
EAP for police officers and dispatchers	4,500	4,500
Police Radar/Lasar maintenance and repairs	3,000	3,250
Respiratory medical evaluations-OSHA Requirement (45 X \$120)	5,400	5,600
Medical inoculations and testing-OSHA Requirement	1,500	1,800
Live Scan (AFIS) Maintenance	6,675	6,875
Voice Recording Maintenance	2,600	2,600
UPS Maintenance	3,300	3,300
Traffic Engineering/Consulting	2,500	2,500
Promotional Exam	5,000	5,000
Other services	-	
	37,475	38,425

DEPARTMENT: POLICE

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

<u>EDUCATION ACCOUNT DETAIL:</u>			
	2019-20	2020-21	Change
Dues for professional training organizations	2,350	2,500	150
Books, publications and magazines	1,500	1,500	0
Advanced educational reimbursement costs for Officers	3,800	3,900	100
Annual Firearms, TASAR training costs	16,500	16,850	350
MRT, HAZ-MAT and Bloodborne Pathogens training costs	3,500	3,600	100
Supervisory and support staff training costs	3,000	3,000	0
K-9 training costs	3,450	3,450	0
Off-site training courses for personnel	6,500	6,750	250
Training supplies	3,500	3,800	300
Mandatory SSO training at POST	1,250	1,500	250
ESU training supplies	11,500	11,500	0
Off set by special revenue fund	-	(8,350)	-8,350
	56,850	50,000	-6,850

Office Supplies: Office supplies.

DEPARTMENT: POLICE

Police Vehicles: Since 2012, the Department had begun the process of replacing the standard issue Ford Crown Victoria front line patrol vehicle. Standardization is truly important and warranted as a best practice in the industry. Since 2012, the department began to purchase AWD Police rated utility patrol vehicles. Last year, FY 2019/2020 saw an increase in vehicle cost due to a mid-year model change by Ford Motor Company. This change was both internal and external resulting in a unfitting increase to the new vehicles, prohibiting the use of some equipment from the vehicles being traded-in. Total cost per vehicle is as follows:

32,941 x 3 = 98,823 (vehicles only)

14,240 x 3 = 42,722 (up fitting cost)

-2,500 x 3 = 7,500 (trade-in)

134,096 Total cost for purchase and unfitting of 3 front line vehicles

See page 301 for a police vehicle inventory.

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

<u>PROGRAM EQUIPMENT / SUPPLIES:</u>	<u>2019-20</u>	<u>2020-21</u>
Camera Systems Supplies and Repairs	3,500	3,500
Crime Scene Supplies and Equipment	2,000	2,150
Prisoner Supplies / Intoximeter Supplies	1,850	1,950
First Aid Equipment and Supplies	7,000	7,125
Youth Development Supplies	8,750	8,750
HAZ-MAT Equipment and Supplies	1,000	1,200
SSO Equipment and Supplies	5,000	5,000
CPA and SPA Supplies	2,000	2,250
Kitchen supplies and equipment	1,500	1,500
	32,600	33,425

DEPARTMENT: POLICE

Capital: No capital items have been budgeted for.

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

	2019-20	2020-21
MISCELLANEOUS:		
Dues for Professional Organizations	1,900	2,100
Investigation Costs	1,500	1,500
Prisoner Holding Costs	1,200	1,500
Professional Meetings Costs	500	600
Shipping Costs	150	150
Event Costs	250	250
Misc.	1,200	1,200
	6,700	7,300

Edmond Town Hall

State of the Business

Final -Friday, January 31, 2020



The Vision



Create a Culture of Excellence

Reenergize and improve staffing
Efficient staff communication
Operational Stability through cross training, planning etc.



Create Financial Stability

More competitive by allowing more robust programming and events
• Increase revenue
• Reduce Costs



Communicate Value and Respect

Encourage respect among fellow employees
Renewed pride evident to the public – Become an ETH ambassador



Develop Key Partnerships

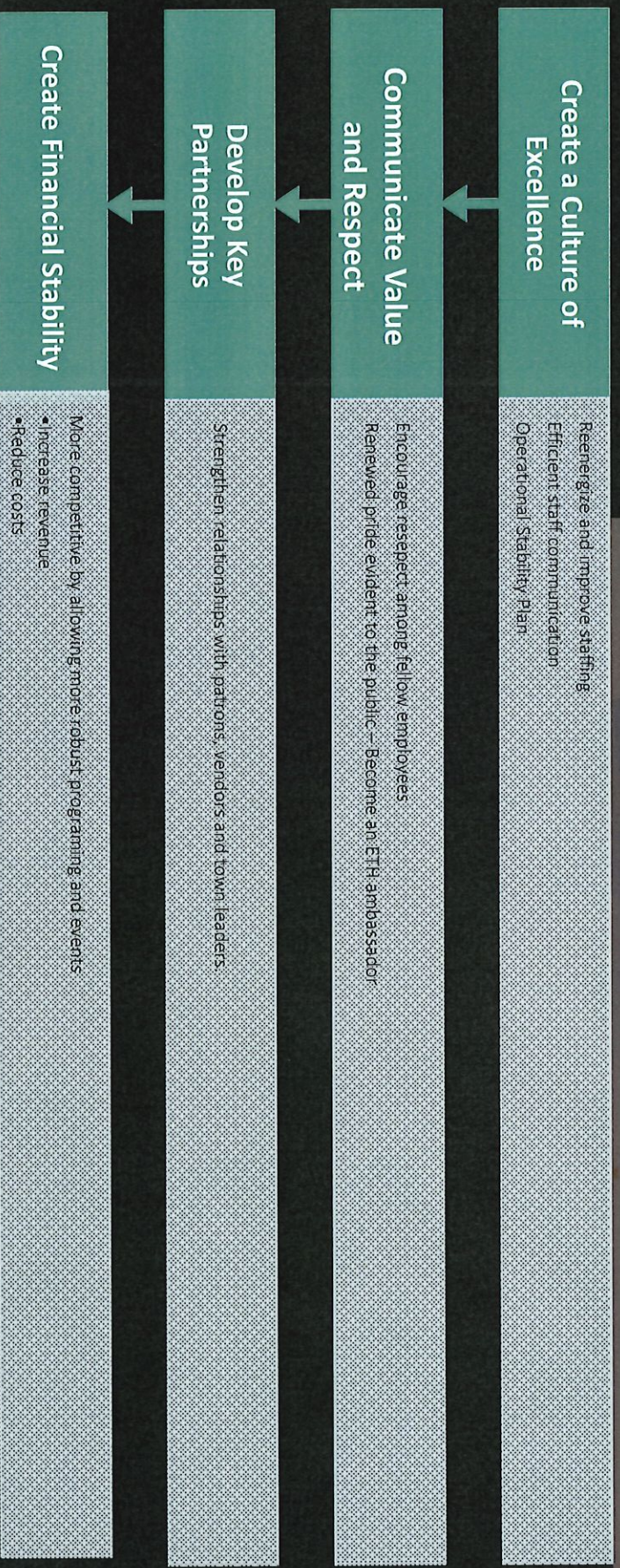
Strengthen relationships with patrons, vendors and town leaders.

Revenue Streams

Lines of Business - Entertainment, Rental and Event Space and Services

- **Theater:** Movies, Live Shows, Concession, Advertising
- **Event Rentals:** Alexandria Room, Gym, 4 Meeting Rooms
- **Tenant Rentals:** Leasable Spaces

Meeting the Vision



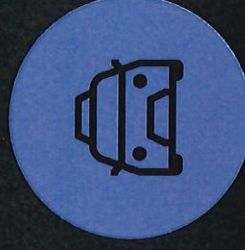
Business Results



ETH REVENUE IS DECLINING.



MOVIE REVENUE
CONTINUES TO DECLINE.



ADDITIONAL COMPETITION
ON THE HORIZON FOR THE
RENTAL BUSINESS.



What do we need to work on?

- Increase revenue
- Reduce costs
- Aging building
 - Internal and external
- Communications
 - Key partnerships
- Organizational infrastructure



Improve Business Results

Offer different types of events/entertainment

- Various Live performances via theater rentals or in house sponsored (ETH sponsored)
- Music Series
- Special events
- Birthday parties
- Conferences
- Drama, comedy, fundraiser theater rentals

Find ways to improve profitability

- Improve lines of business processes
- Rental process
- Individual job process
- Reduce costs
- Use town purchasing agent
- Job synergy, cross training, amplification

Improve Ability to Host Live Performances

- **COMPLETED:** Theater safety improvements
- Alexandria Room AC improvements
- **IN PROCESS:** lighting needs of the theater and ADA compliant bathrooms.
- Reorganize staffing structure to meet business needs.

Use Business Resources Differently

- **IN PROCESS:** Use spaces differently
- Gym: Wrestling team
- Theater, live performances and conferences
- Rental space
- Movies and/or schedules could change. Showings may be limited to a certain number of days or times of the year.
- Use technology more

Modernize Organization Structure

- **IN PROCESS:** Restructure the organization by modernizing the staffing structure to meet the needs of the business. e.g., technical director role
- Do the current job descriptions align with the needs of the business?
- Improve staff scheduling
- Utilize current and new staff differently and more efficiently
- Consolidate tasks where needed.

Improving Results

Key Partnerships

- Reengaged Mary Hawley Society for fundraising
- Working to energize new members of Mary Hawley Society
- Gained music sponsorship from Newtown Savings Bank
- Have worked with town leadership to adopt processes (e.g. purchasing agent, be part of CIP process,

Communications

- Continue to have staff meetings
- Have opened communication lines between Board and staff
- Have improved communication with town leadership so they understand our needs and our efforts
- Need to continue efforts on external communication

Building Infrastructure

- Completed theater safety components and Alexandria AC improvements
- Have developed list of necessary improvements to seek town support through CIP process
- Remain vigilant about building care

Improving Results

Edmond Town Hall 20/21 Budget

Fiscal Year	Total/Projected* Revenue	Total/Projected Expenses	Town Contribution ¹	Employee Benefits ²	Total Town Contribution
20/21*	611,528	659,350	125,000	55,365	180,365
19/20*	644,040	595,863	125,000	54,151	179,151
18/19	589,075	582,741	95,000	56,109	151,109
17/18	598,960	660,961	85,000	58,191	143,191

¹number included in total revenue

² remainder of town contribution pays benefits for 4 full-time employees

SERVICES

- ▶ **Open 8 am – 11 pm, 7 Days**
- ▶ **Live entertainment services have expanded greatly**
- ▶ **150,000 plus users per year**
- ▶ **Affordable venue for family entertainment, milestone celebrations, sports activities**
- ▶ **Space for civic activities**
- ▶ **Small business support**
- ▶ **Excellent ratings Yelp, Google**

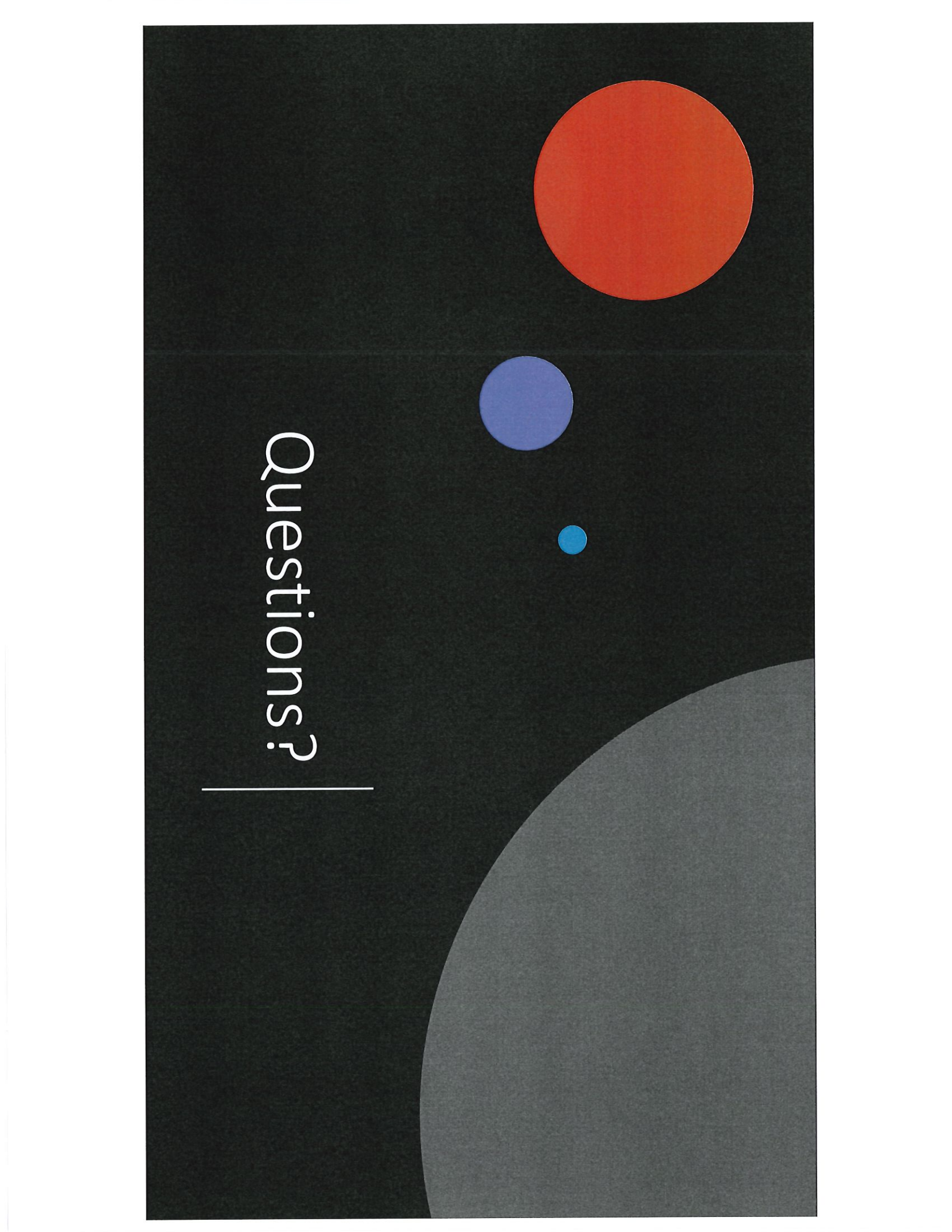
CHALLENGES

- Expensive due to age and deferred maintenance
- Some operations funding must be used for maintenance 17 – 29%
- Technology upgrades require higher expenses in some cases
- Movie revenue continues to decline
- Greater maintenance expenses and demands on small staff due to heavier building use
- Staffing investments needed to take business to next level

Edmond Town Hall 20/21 Budget

GOOD NEWS

- Long term relationship: NYWA
- Many more live performances (36 past fiscal year, despite closure)
- Host for NewArts production of 'A Christmas Carol' December 2020
- Launch of first music series, preparing the second series
- Key tenant move
- Investments in two of three critical areas: Theater, Alexandria Room
- Re-energized Mary Hawley Society
- Employing PT technical assistance
- Have begun re-organization review

An abstract graphic featuring a black background with several celestial bodies. In the top right, there is a large red circle. Below it and to the left is a medium-sized blue circle, and further down and to the left is a small light blue circle. In the bottom right corner, a large grey circle is partially visible, representing a horizon or a celestial body. The word "Questions?" is written in white, oriented vertically on the left side of the image.

Questions?

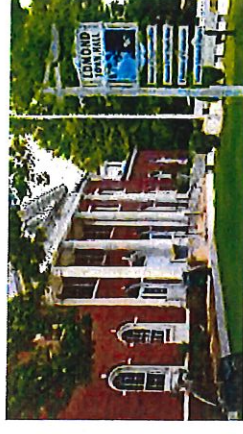
DEPARTMENT: TOWN HALL BOARD OF MANAGERS**MISSION/DESCRIPTION**

The administration of the Edmond Town Hall is as unique as the building itself. While the title is vested in the Town, a bi-partisan elected Board of Managers run the building. A full time manager supervises the maintenance of the building, which includes a movie theater.

The building also offers a variety of rooms for all occasions, including the Alexandria Room for weddings, parties and recitals; and a gymnasium for sports, parties and craft shows. Smaller meeting rooms are also available. For arrangements, call the Managers office at 270-4285.

The Board of Managers is composed of six members serving six year terms. At each regular Town Election, two members are elected, both of whom may not be members of the same political party. According to Town Charter, the Board "shall have the exclusive care and maintenance of Edmond Town Hall and all grounds and buildings appurtenant thereto, together with all powers and duties prescribed for said Board by Special Act No. 98 of the 1931 session by which it was created, as amended by Special Act No. 517 of the 1953 session".

Web site: http://www.newtown-ct.gov/Public_Documents/NewtownCT_BComm/MANAGERS

**BUDGET HIGHLIGHTS**

The budget for THBOM has been increased by \$853 or 0.48%.

The Town continues to support the THBOM for major capital items thru the CIP process (Capital Improvement Plan).

DEPARTMENT: TOWN HALL BOARD OF MANAGERS**TOWN HALL BOARD OF MANAGERS BUDGET**

	2017 - 2018 ACTUALS	2018 - 2019 ACTUALS	2019 - 2020				2020 - 2021 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED		\$	%
TOWN HALL BOARD OF MANAGERS												
GROUP INSURANCE	52,022	48,703	48,404	48,404	48,044	48,958					554	1.14%
RETIREMENT CONTRIBUTIONS	6,169	7,827	6,107	6,107	6,107	6,407					300	4.90%
CONTRIBUTIONS TO OUTSIDE	85,000	95,000	125,000	125,000	125,000	125,000					-	0.00%
	143,191	151,530	179,511	179,511	179,151	180,364	-	-	-		853	0.48%

ACCOUNT DETAIL

Group Insurance; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 245, for a breakdown of medical benefit costs and the distribution of costs to the various departments. . The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 243 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).

Contributions to Outside Agencies: The contribution to the Edmond Town Hall Board of Manager's Special Revenue fund has remained the same. The Town has included major capital expenditures for the ETHBOM in its Capital Improvement Plan. \$268,000 in 2020-21, \$700,000 in 2022-23.

BOM APPROVED BUDGET 12/10/19

EDMOND TOWN HALL BOARD OF MANAGERS BUDGET SUMMARY -2020-2021

The 2019/2020 fiscal year saw a great deal of positive change for Edmond Town Hall. With the support of the town we were able to replace the 32-year old air conditioner in the Alexandria Room and extend cooling to the kitchen and adjacent areas. We also made major safety renovations in the theater, which will make it possible to host more live performances. The Board launched its first music series with support from Newtown Savings Bank and Newtown Rotary. The Mary Hawley Society has been re-energized with new officers and members and a renewed focus on helping support our needs. While movie revenue continues to decline, live shows and other offerings are increasing. In the coming year, we will continue to focus on live programming as well as organization realignment.

	BOM				
	ACTUAL	ACTUAL	ESTIMATED	APPROVED	APPROVED
	2017/2018	2018/2019	2019/2020	BUDGET	BUDGET
				2019/2020	2020/2021
BUILDING REVENUE					
EVENT REVENUE	168,106	162,686	180,856	163,600	170,841
LEASE REVENUE	32,969	45,919	40,322	46,982	41,900
LIVE EVENTS	2,599	15,960	22,406	5,000	24,800
OTHER REVENUE	136,844	144,191	179,588	178,200	174,474 *
TOTAL BUILDING REVENUE:	340,518	368,757	423,172	393,782	412,015
BUILDING EXPENDITURES					
TOTAL PERSONNEL EXPENSE	203,466	198,965	203,608	231,881	240,532
TOTAL UTILITIES	59,903	60,139	61,601	66,153	64,000
OFFICE / BUILDING EXPENSE	17,213	18,634	38,445	19,192	39,320
OTHER	8,134	13,185	6,153	7,000	-
TOTAL BUILDING OPERATIONS	288,715	290,923	309,807	324,226	343,852
OUTSIDE SERVICES	35,337	36,594	31,382	50,953	29,930
REPAIRS AND MAINTENANCE	64,831	46,535	40,758	64,196	81,283
TOTAL BUILDING EXPENDITURES	388,884	374,052	381,947	439,375	455,065
GROSS OPERATING PROFIT (LOSS) - BLDG	(48,366)	(5,296)	41,225	(45,593)	(43,049)
THEATRE OPERATIONS					
THEATRE REVENUE	258,442	220,318	220,868	247,000	199,510
THEATRE EXPENDITURES	272,077	208,689	213,916	233,859	204,286
GROSS OPERATING PROFIT (LOSS) - THEATRE	(13,635)	11,629	6,952	13,141	(4,775)
NET INCOME (LOSS)	(62,001)	6,333	48,178	(32,452)	(47,825)
TOWN CONTRIBUTION	85,000	95,000	125,000	125,000	125,000
	APPROVED	APPROVED	APPROVED	APPROVED	REQUESTED

* Includes invest.income, donations, town cont. of \$125k

EDMOND TOWN HALL BOARD APPROVED BUDGET 2020-2021 (12/10/19)

EDMOND TOWN HALL BOM APPROVED BUDGET 2020-2021								
			ACTUAL 2017-2018	ACTUAL 2018-2019	ESTIMATED ACTUAL 2019-2020	APPROVED BUDGET 2019-2020	PROPOSED BUDGET 2020- 2021	
BUILDING REVENUE								
3100 · ROOM RENTALS								
	3110 · ALEXANDRIA ROOM							
		3111 · Alexandria Room Rental	43,677	45,129	54,880	47,500	45,000	
		3112 · Kitchen Rental	8,080	6,168	7,522	5,000	5,000	
		3113 · China Rental	525	225	225	-		
		3114 · Other/Dressing Room Rental	190	380	638	-	500	
	Total 3110 · ALEXANDRIA ROOM		52,472	51,901	63,265	52,500	50,500	
	3120 · GYMNASIUM		45,427	52,982	55,376	45,500	54,571	
	3130 · THEATRE		59,473	45,329	50,749	55,000	55,000	
	3140 · MEETING ROOMS							
		3141 · Lower Meeting Room	2,723	4,132	3,599	2,730	3,000	
		3142 · Old Court Room	1,908	3,347	2,857	1,946	2,500	
		3143 · Meeting Room 2	75	60		235	90	
		3144 · Mary Hawley Room	1,035	330	120	1,035	200	
		3145 · Meeting Room 3	4,290	3,960	4,080	4,290	4,080	
		3140 · MEETING ROOMS - Other	90	-		-	-	
	Total 3140 · MEETING ROOMS		10,121	11,829	10,656	10,235	9,870	
	3150 · A / V Equipment Rentals							
		3151 · Microphone Rental	333	123	218	200	-	
		3152 · Speaker Rental	78	123	98	-	-	
		3153 · TV Rental	14	-	30	-	-	
		3150 · A / V Equipment Rentals - Other	24	250	240	-	500	
	Total 3150 · A / V Equipment Rentals		447	495	585	200	500	
	3190 · Rent - Storage		165	150	225	165	400	
	Total 3100 · ROOM RENTALS		168,106	162,686	180,856	163,600	170,841	
	3200 · TENANT RENTALS							
		3201 · LSOD studio	14,447	14,856	13,692	15,302	16,000	
		3202 · Enrichment Club	8,216	8,462	7,801	8,695	8,900	
		3203 · Chamber of Commerce	4,272	4,400	4,433	4,521	5,000	
		3205 · Borough	1,034	5,000	8,000	5,000	3,000	
		3208 · Avielle Foundation	5,000	13,200	6,396	13,464	9,000	
	Total 3200 · TENANT RENTALS		32,969	45,919	40,322	46,982	41,900	
	3300 · SPECIAL EVENTS							
		3303 · Laser Spectacular Fundraiser	3,998	1,567	2,277	-	-	
		3305 · Live Events - ETH Sponsored	-	1,429	3,382	4,000	12,000	
		3308 · Dark Night Cabaret	-	1,780	1,780	-		
		3310 · Bar Sales	352	6,176	6,286	1,000	6,800	
		3300 · Special Events - non ETH Sponsored	(1,750)	5,009	8,681	-	6,000	
	Total 3300 · SPECIAL EVENTS		2,599	15,960	22,406	5,000	24,800	

EDMOND TOWN HALL BOARD APPROVED BUDGET 2020-2021 (12/10/19)

			ACTUAL 2017-2018	ACTUAL 2018-2019	ESTIMATED ACTUAL 2019-2020	APPROVED BUDGET 2019-2020	PROPOSED BUDGET 2020- 2021
		3500 · OTHER INCOME					
		3410 · Soda Machine	300	40		300	-
		3501 · Hawley Trust Interest	45,110	46,995	47,208	46,000	47,000
		3502 · Bank Interest	147	126	113	100	126
		3503 · Town of Newtown-Contrib	85,000	95,000	125,000	125,000	125,000
		3520. CIP Allocations			3,583		
		Total 3500 · OTHER INCOME	130,557	142,161	175,904	171,400	172,126
		3600 · DONATIONS TO SPECIAL PROJECTS					
		3605 · Donation Public/Building	-	216	216	-	216
		3630 · Adopt-a-Chair Donations	3,950	-	300	6,000	-
		3650 · Restoration Donations	1,851	1,682	845	800	2,000
		3660 · " Light Up The Theater" Donations			1,929		
		3680 · Building Donations	486	132	394	-	132
		Total 3600 · DONATIONS TO SPECIAL PROJECTS	6,287	2,030	3,684	6,800	2,348
		TOTAL BUILDING REVENUE	340,518	368,757	423,172	393,782	412,015
		MOVIE REVENUE					
		5100 · TICKETS					
		5110 · Ingersoll Auto	18,895	27,375	33,063	-	28,196
		5100 · TICKETS - Other	103,770	81,976	75,137	119,000	69,700
		Total 5100 · TICKETS	122,665	109,351	108,200	119,000	97,896
		5200 · CONCESSIONS	105,057	93,157	94,347	100,000	83,841
		5300 · GIFT CERTIFICATES	1,287	732	607	1,200	500
		5500 · Candy Rebate Income	26	-		-	-
		5600 · Advertising Income					
		5601 · Screen Ads - Slides	3,108	1,305	2,077	2,583	1,500
		5602 · Screen Ads - Videos	11,713	6,000	3,750	9,588	5,000
		5603 · Movie Preview Sponsor	5,330	2,790	5,130	5,330	4,000
		Total 5600 · Advertising Income	20,150	10,095	10,957	17,500	10,500
		5900 · OTHER INCOME - THEATRE					
		5902 · Sunday Cinema Series	9,185	6,983	6,757	-	6,773
		5903 · Rooster Film Festival	72	-		-	-
		5900 · TOTAL OTHER INCOME - THEATRE	9,257	6,983	6,757	9,300	6,773
		TOTAL MOVIE INCOME	258,442	220,318	220,868	247,000	199,510
		TOTAL BUILDING AND MOVIE INCOME	598,959	589,075	644,040	640,782	611,526

EDMOND TOWN HALL BOARD APPROVED BUDGET 2020-2021 (12/10/19)

			ACTUAL 2017-2018	ACTUAL 2018-2019	ESTIMATED ACTUAL 2019-2020	APPROVED BUDGET 2019-2020	PROPOSED BUDGET 2020- 2021
BUILDING EXPENDITURES							
PERSONNEL							
	4110 · Salaries						
	4111 · Building Administrator		60,500	60,500	60,500	60,500	60,500
	4112 · Payroll-MGT-Office		21,007	21,603	22,228	32,000	32,000
	4114 · Payroll-MNT		77,040	71,035	74,528	84,296	84,296
	4115 · Payroll-NHT		31,028	31,555	32,088	33,000	35,000
	4116 · Employee Recognition		810	450	450	-	500
	4117 Per Diem Staff						12,500
	Total 4110 · Salaries		190,386	185,143	189,794	209,796	224,796
	4120 · Employer FICA & Med.-BLDG		11,969	13,472	13,814	13,975	15,736
	4130 · State Unemployment		1,110	-		1,310	-
	4140 · Personnel Contingency		-	350		6,800	-
	Total 4100 · SALARIES		203,466	198,965	203,608	231,881	240,532
ADMINISTRATIVE/OPERATION EXPENDITURES							
UTILITIES							
	4410 · Electricity		33,486	29,881	33,595	37,698	34,000
	4420 · Gas		19,515	23,400	21,569	21,000	22,000
	4430 · Water		2,713	2,837	2,867	3,045	3,500
	4450 · Telephone		2,517	2,598	2,400	2,727	2,800
	4460 · Internet		1,673	1,423	1,170	1,683	1,700
	Total 4400 · UTILITIES		59,903	60,139	61,601	66,153	64,000
OUTSIDE SERVICES							
	4510 · Refuse Removal		4,572	4,999	4,999	4,998	5,200
	4515 · Alarm System		4,526	2,492	4,903	744	2,000
	4520 · BOM Meeting Minutes		1,750	1,625	1,500	2,000	1,500
	4525 · Boiler		2,275	2,175	1,950	2,060	2,200
	4530 · HVAC		5,715	4,190	2,195	8,091	-
	4535 · Generator		1,075	-		1,100	-
	4540 · Pest Control		1,860	1,550	1,550	1,860	1,550
	4545 · Computer Servicing		3,300	4,950	6,600	6,600	6,000
	4546 · Web Site						
	4546-01 · Web Hosting		193	193	193	600	600
	4546-02 · Live at ETH - Web Site Updates		425	28	28	-	-

EDMOND TOWN HALL BOARD APPROVED BUDGET 2020-2021 (12/10/19)

			ACTUAL 2017-2018	ACTUAL 2018-2019	ESTIMATED ACTUAL 2019-2020	APPROVED BUDGET 2019-2020	PROPOSED BUDGET 2020- 2021
		Total 4546 · Web Site	618	220	220	600	600
		4550 · Landscaping	1,043	1,705	1,705	2,000	2,000
		4555 · Snow Removal	2,860	2,599	2,599	5,000	3,200
		4560 · Elevator	240	-		1,300	-
		4565 · Legal Services	768	9,259	2,164	10,000	5,000
		4566 · Consulting Fees	965	-	392	-	400
		4570 · Piano Tuning	280	280	280	600	280
		4580 · Fire Supression System	195	-		-	-
		4585 · Electricians	2,555	-		3,000	
		4595 · Plumbing	100	549	324	1,000	
		Other (Security Exp)	642				
		Total 4500 · OUTSIDE SERVICES	35,337	36,594	31,382	50,953	29,930
		REPAIRS AND MAINTENANCE					
		4610 · Building Repairs	5,935	3,384	8,425	25,000	35,000
		4620 · Building Supplies	24,648	13,479	7,166	25,200	25,000
		4625 · Equip Inspections/Maint.	760	6,650	1,500	4,996	3,000
		4640 · Maintenance					
		4640-02 · Contract Renewals	7,641	7,056	6,850	-	7,000
		4640-03 · Regular Maintenance	5,135	6,886	8,971	9,000	-
		Maintenance - Other		1,396	1,396		
		Total 4640 · Maintenance	12,776	15,338	17,217	9,000	7,000
		4645 · Landscaping	125	13	13	-	-
		4650 · Unexpected Repairs	20,586	7,644	6,409		-
		4600 · REPAIRS AND MAINTENANCE - Other	-	28	28	-	-
		4660 · Sinking Fund (Capital Improvements)	-	37	3,284		11,283
		Total 4600 · REPAIRS AND MAINTENANCE	64,831	46,535	40,758	64,196	81,283
		OFFICE & BUILDING EXPENSES					
		4710 · Office Supplies	2,174	2,153	2,806	5,200	4,500
		4721 · Credit Card Fees/ Bank Charges	3,120	1,680	2,117	-	3,000
		4722 · Permits	180	400	590	3,200	720
		4725 · Water Cooler	95	122	200	-	150
		4745 · Postage	353	253	302	-	300
		4750 · Dues and Subscriptions	847	1,185	1,302	-	1,500
		4751 · Advertising/Marketing	1,707	1,775	1,481	-	3,600
		4765 · Computer Supplies	270	353	353	2,792	500
		4775 · Continuing Education	565	350		-	350
		Total 4700 · OFFICE	9,310	8,272	9,151	11,192	14,620

EDMOND TOWN HALL BOARD APPROVED BUDGET 2020-2021 (12/10/19)

			ACTUAL 2017-2018	ACTUAL 2018-2019	ESTIMATED ACTUAL 2019-2020	APPROVED BUDGET 2019-2020	PROPOSED BUDGET 2020- 2021
		4800 · BUILDING EXPENSES					
		4810 · Equipment	2,335	-	2,915	3,000	3,000
		4815 · Building Supplies	379	3,366	9,807	-	-
		4820 · Alexandria Room Supplies	3,592	59	34	4,500	-
		4825 · Bar/Liquor Items	-	2,392	2,169	-	6,000
		4870 · Seasonal Items	101	146	202	500	200
		4880 · Marketing Expense	218	577	577	-	
		4885 · THR Birthday/Meeting Expenses	1,279	375	421	-	500
		4886 · Live Events/ Special Events	-	3,377	13,100	-	15,000
		4800 · BUILDING EXPENSES - Other	-	69	69	-	-
		Total 4800 · BUILDING EXPENSES	7,904	10,362	29,294	8,000	24,700
		SPECIAL PROJECTS					
		4953 · Theatre Revitalization Project	960	-		-	-
		4953 · Theatre Revitalization Project - Other	-	2,950		2,000	
		Total 4953 · Theatre Revitalization Project	-	2,950		2,000	-
		4971 · Office Renovations	7,088	5,535	190	5,000	-
		4982 · Theatre Improvements	86	4,700	4,700	-	-
		Other Special Projects	-		1,263		-
		Total 4900 · SPECIAL PROJECTS	8,134	13,185	6,153	7,000	-
		TOTAL BUILDING EXPENDITURES	388,884	374,052	381,947	439,375	455,065
		THEATER EXPENDITURES					
		7100 · FILMS					
		7105 · FILM RENTALS	49,616	42,703	44,888	50,000	40,000
		7110 · Film Transport	1,598	959	1,438	1,580	1,000
		Total 7100 · FILMS	51,214	43,661	46,326	51,580	41,000
		7200 · CONCESSIONS					
		7210 · Snacks	17,757	8,812	11,140	17,120	15,000
		7220 · Popcorn	10,140	8,143	9,899	10,140	10,000
		7230 · Beverages	10,253	10,518	8,754	10,253	10,000
		7270 · Paper Products	494	2,893	2,088	487	3,000
		7200 · CONCESSIONS - Other	-	15	15	-	-
		Total 7200 · CONCESSIONS	38,644	30,382	31,896	38,000	38,000
		7300 · SALES AND USE TAX	6,821	5,871	6,158	6,900	6,000
		7400 · SALARIES					
		7410 · Payroll-MGT-Theatre	46,839	46,659	46,659	48,000	46,659
		7420 · Payroll-TKT	11,068	9,358	8,784	11,000	9,400
		7430 · Payroll-PRJ	8,056	8,847	8,814	8,000	8,000
		7440 · Payroll-CON	27,411	24,836	23,894	29,000	25,000
		7450 · Payroll - THR Inventory	4,331	4,140	4,140	4,000	4,000
		Total 7400 · SALARIES	97,704	93,840	92,291	100,000	93,059
		7500 · Employer FICA & Med.-THEA	9,759	6,754	6,629	7,500	6,514

EDMOND TOWN HALL BOARD APPROVED BUDGET 2020-2021 (12/10/19)

			ACTUAL 2017-2018	ACTUAL 2018-2019	ESTIMATED ACTUAL 2019-2020	APPROVED BUDGET 2019-2020	PROPOSED BUDGET 2020- 2021
		7600 · ADVERTISING					
		7601 · Advertising Expense	9,681	9,374	11,000	9,600	10,000
		7602 · Screen Advertising Commission	8,176	3,860	2,926	6,580	4,000
		7603 · Screen Advertising Expenses	274	430	365	-	500
		Total 7600 · ADVERTISING	18,132	13,664	14,291	16,180	14,500
		7700 · OUTSIDE SERVICES					
		7710 · SECURITY	-	213	213	-	213
		7720 · Maintenance / Support Contracts	17,500	10,000	10,000	10,000	5,000
		7700 · OUTSIDE SERVICES - Other	-	72	72	-	-
		Total 7700 · OUTSIDE SERVICES	17,500	10,284	10,284	10,000	5,213
		7900 · OTHER EXPENSES					
		7910 · SUPPLIES	408	100	40	699	-
		7930 · Permits & Fees	-	60	60		-
		7950 · EQUIPMENT	29,430	1,544	1,544	3,000	-
		7980 · Sunday Cinema Series	2,466	2,528	4,396	-	-
		Total 7900 · OTHER EXPENSES	32,304	4,233	6,041	3,699	-
		TOTAL THEATER EXPENSES	272,077	208,689	213,916	233,859	204,286
		TOTAL BUILDING AND THEATER EXPENDITURES	660,961	582,742	595,863	673,234	659,350
		NET INCOME (LOSS)	(62,001)	6,333	48,178	(32,452)	(47,825)
		3503 · Town of Newtown-Contrib	85,000	95,000	125,000	125,000	125,000

