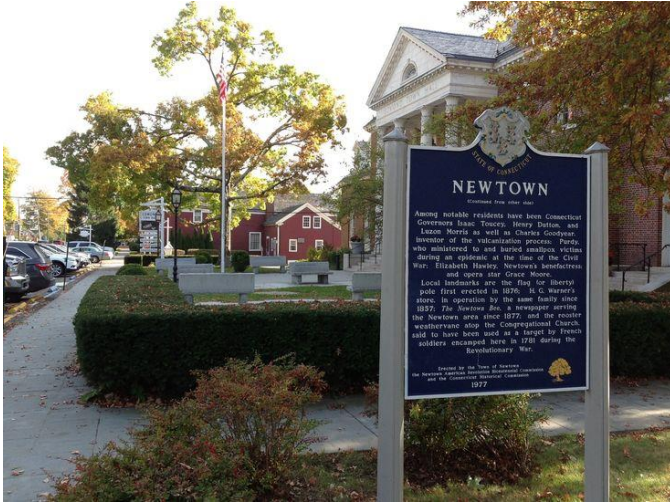


ANNUAL BUDGET 2021 - 2022



TOWN OF NEWTOWN, CONNECTICUT



LEGISLATIVE COUNCIL - ADOPTED

APRIL 07, 2021

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A READER'S GUIDE TO THE BUDGET

This budget document is designed to serve as a policy document, a financial plan, an operations guide and a communication device. It is organized by function by department. The general fund is the only fund that has a legally adopted budget. The Financial Organization of Accounts section (page 20) describes the other various funds that comprise the financial operations of the town.

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

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

The **Budget Detail** section starts with the revenue estimates detail by account. Each revenue account has a description and a justification for the estimate. The expenditure detail is organized by function (General Government; Public Safety; Public Works; Health & Welfare; Planning; Recreation & Leisure; Contingency; Debt Service; Other Financing Uses and Education) then by department. Most department sections comprise a Mission Statement, Budget Highlights, a Department Budget Summary, Account Detail and Performance Measures & Indicators. **In the budget highlights section, the percent increases compare 2021-22 proposed budget requests to 2020-21 adopted budget.** The 2020-21 actual 12/31 column represents the fiscal year to date expenditures up to December 31, 2020.

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

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

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

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

The **Newtown Community Center** section provides a review of the Newtown Community Center Special Revenue Fund budget approved by the Community Center Committee. This budget is not part of the general fund budget. It is shown for informational purposes.

TOWN ORGANIZATIONAL VALUES

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

Getting Close to our Residents and Businesses (Customers)

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

Committing to the Highest Ideals of Professionalism and Integrity

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

Improving Relations among all Employees

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

Using the Appropriate Technology

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

Committing to Long Range Planning

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

MAJOR PUBLIC POLICIES

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

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

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

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

Budget Process Guided by Town Charter

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

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

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

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

6-10 Role of the Finance Director

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

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

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

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

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

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

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

6-25 Annual Town Budget Referendum

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

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

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

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

Yes _____

No _____

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

Yes _____

No _____

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

(3) The amended proposed Town Budget shall be filed with the Town Clerk and presented for adoption by vote at a referendum, pursuant to Subsection 6-20(a), not more than fourteen (14) days following the date the proposed Town Budget was filed with the Town Clerk. The ballot for each successive referendum shall include the applicable advisory question(s).

(c) When an appropriation of the proposed Town Budget is approved by referendum vote, the action is final and not subject to additional referenda. Similarly if one or both appropriations of the budget fail, Subsection 6-25(b) shall be repeated until both appropriations are approved by referendum vote.

(d) When a part or parts have been approved by majority vote, the Board of Selectmen and the Board of Education shall amend the proposed Board of Selectmen or the proposed Board of Education Budget to reflect the voter approved appropriations. Said amended budgets shall be available for public inspection.

(e) In the event a Town Budget has not been adopted by July 1st, the Town may levy, collect and expend any monies in the manner provided for in the General Statutes.

6-26 Local Questions on Ballot

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

6-30 Laying of Taxes

(a) Following the adoption of the Town Budget for the next fiscal year, the Legislative Council shall meet and, with due provision for estimated and uncollectible taxes, abatements and corrections, shall lay such tax on the last completed Grand List at a mil rate that shall be sufficient, with the income from other sources, to meet the estimated expenses of the Town for the next fiscal year. The tax laid shall be based on facts known and estimates made at the time the Legislative Council acts and may be different from the mil rate estimated prior to the Annual Town Budget Referendum or any subsequent referendum even though the budget adopted is the same as the budget recommended to the Annual Town Budget Referendum or any subsequent referendum.

(b) The Tax Collector shall collect the tax in accordance with the General Statutes. Taxes shall be delinquent and interest charged in accordance with the General Statutes and any amendments thereto. Real estate tax bills shall be due and payable in 2 semi-annual installments, July 1 and January 1.

Calendar for Fiscal Year 2021 – 2022 Budget Process

- February 08, 2021 Board of Selectmen & Board of Education submit proposed budget to the Board of Finance (no later than February the 14th per Charter).
- February 11, 2021 Board of Finance holds a public hearing on the Board of Selectmen and Board of Education proposed budgets (No later than March 7th; publish 5 days prior to hearing: 2/05/2021; per Charter).
- March 03, 2021 Board of Finance submit budget to the Legislative Council (no later than March 14th per the Charter).
- March 17, 2021 Legislative Council holds a public hearing on the Board of Finance recommended budget (no later than March 28th; publish 5 days prior to hearing: 3/12/2021; per Charter).
- April 07, 2021 Legislative Council adopts budget.
- April 27, 2021 The Annual Budget Referendum (4th Tuesday of April; publish 10 days prior: April 16th; per Charter.)

Special Appropriation Process

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

6-35 Special and Emergency Appropriations

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

Special Appropriation Process

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

6-40 Grants or Other Financial Assistance

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

Budget Transfers Process**7-20 TRANSFERS**

- (a) During the first 335 days of any fiscal year:
 - (1) The First Selectman and Finance Director may transfer unexpended and unencumbered balances of any appropriations within a department to another appropriation for the same department, which shall not exceed the sum of \$50,000. All transfers within a department that exceed the sum of \$50,000 shall require the approval of the Board of Finance.
 - (2) Upon the request of the Board of Selectman, the Board of Finance may transfer any unencumbered appropriation, balance or portion thereof from one department to another, which shall not exceed the sum of \$200,000. When transfers between departments are proposed which exceed \$200,000, the proposed transfers require a recommendation by the Board of Finance and the approval of the Legislative Council. The Legislative Council shall not consider such proposed transfers unless accompanied by a recommendation from the Board of Finance or unless the Board of Finance shall have failed to make such a recommendation within fifteen (15) days after notification by the First Selectman of the action taken by the Board of Selectmen.
 - (3) All appropriations or transfers from a contingency account require a recommendation by the Board of Finance and the approval of the Legislative Council.
- (b) After the first 335 days, upon request of the Finance Director, the Board of Finance shall have the power to transfer, without limitation, the unexpended and unencumbered balances of any appropriation for one department to an appropriation for another department with the approval of the Legislative Council.
- (c) Nothing contained in Section 7-20 of this Charter shall affect any appropriation contained in, or transfers within, the budget of the Board of Education.

TOWN FINANCIAL ORGANIZATION OF ACCOUNTS

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

FUND TYPE – GOVERNMENTAL FUNDS

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

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

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

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

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

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

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

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

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

Organization of Accounts – continued-

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

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

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

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

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

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

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

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

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

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

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

Organization of Accounts – continued-

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

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

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

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

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

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

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

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

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

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

Organization of Accounts – continued-

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

FUND TYPE - PROPRIETARY FUNDS

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

ENTERPRISE FUNDS

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

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

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

INTERNAL SERVICE FUNDS

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

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

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

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

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

TRUST FUNDS

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

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

AGENCY FUNDS

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

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

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

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

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

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

All General and Special Revenue Funds shall be accounted for on the modified accrual basis, under which revenues shall be recognized when actually received, or accrued when the Director of Financial Services determines them to be both measurable and available, and commitments of money shall be recorded as soon as they result in contingent liabilities to be met from available appropriations. This shall not apply to interest earnings, which may be recognized on a full-accrual basis, so as not to preclude the Town from maximizing investment earnings through utilization of long-term investments transcending one (1) or more fiscal years. Enterprise and Internal Services Funds utilize a full-accrual system of accounting. The Town shall utilize a full-encumbrance system for all funds in all financial transactions of the town. Salaries and wages of Town employees chargeable against valid personal services appropriations need not be encumbered, except at the close of the fiscal year. At the close of the fiscal year, all salary commitments and related employee benefits, such as social security, group insurance, retirement contributions and other obligations, as evidenced by a valid purchase order or contract accruing to the current accounting period, shall be itemized in a reserve for encumbrances; said itemized encumbrances, at the discretion of the Director of Financial Services, may be met from the aggregate total of the reserve for encumbrances.

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

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

FISCAL POLICY AND TRENDS

ADOPTED BUDGET ANALYSIS 2007-08 TO 2021-22													
BOARD OF EDUCATION				BOARD OF SELECTMEN						TOTAL TOWN BUDGET		TAX RATE	
		BOE	%	BOS Operating	%	BOS Debt Sv	%	BOS Total	%	Total	%	Mill Rate	
	Fiscal Yr	Budget	Change	Budget	Change	Budget	Change	Budget	Change	Budget	Change	Rate	% inc/decr
1	2021-22	79,697,698	1.33%	33,810,198	0.96%	9,711,658	2.38%	43,521,856	1.27%	123,219,554	1.31%	34.65	-0.32%
2	2020-21	78,651,776	0.70%	33,488,962	1.70%	9,485,797	2.56%	42,974,759	1.89%	121,626,535	1.12%	34.76	-0.03%
3	2019-20	78,104,410	2.70%	32,930,385	2.66%	9,249,118	2.88%	42,179,503	2.71%	120,283,913	2.70%	34.77	1.55%
4	2018-19	76,054,231	2.31%	32,076,599	2.98%	8,990,368	0.60%	41,066,967	2.45%	117,121,198	2.35%	34.24	reval
5	2017-18	74,340,674	0.92%	31,149,271	-0.14%	8,937,068	-4.17%	40,086,339	-1.06%	114,427,013	0.21%	33.87	0.80%
6	2016-17	73,665,065	2.90%	31,191,840	3.85%	9,325,474	-7.73%	40,517,314	0.93%	114,182,379	2.19%	33.60	1.60%
7	2015-16	71,587,946	0.34%	30,036,165	1.09%	10,106,402	-1.94%	40,142,567	0.31%	111,730,513	0.33%	33.07	-0.72%
8	2014-15	71,345,304	0.42%	29,712,212	2.58%	10,306,719	2.46%	40,018,931	2.55%	111,364,235	1.18%	33.31	-0.03%
9	2013-14	71,045,304	3.96%	28,965,599	4.45%	10,058,924	-0.01%	39,024,523	3.26%	110,069,827	3.72%	33.32	reval
10	2012-13	68,335,794	0.54%	27,731,255	-1.35%	10,059,789	6.20%	37,791,044	0.55%	106,126,838	0.54%	24.54	0.70%
11	2011-12	67,971,427	1.16%	28,111,255	1.13%	9,472,393	1.92%	37,583,648	1.33%	105,555,075	1.22%	24.37	1.54%
12	2010-11	67,194,734	1.33%	27,795,856	3.63%	9,294,025	-4.90%	37,089,881	1.35%	104,284,615	1.34%	24.00	2.43%
13	2009-10	66,314,928	0.43%	26,822,834	-6.41%	9,772,953	-9.28%	36,595,787	-7.20%	102,910,715	-2.42%	23.43	0.99%
14	2008-09	66,031,044	5.00%	28,661,230	3.31%	10,772,170	15.74%	39,433,400	6.43%	105,464,444	5.53%	23.20	reval
15	2007-08	62,885,158		27,743,436		9,307,283		37,050,719		99,935,877		28.10	

FISCAL POLICY & TRENDS

TAXABLE NET GRAND LIST

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

TOWN OF NEWTOWN				
NET TAXABLE GRAND LIST				
	<u>LIST YEAR</u>	<u>FISCAL YEAR</u>	<u>NET ASSESSMENT *</u>	<u>% CHANGE</u>
	2020	2021-22	3,267,296,611	1.64%
	2019	2020-21	3,214,505,823	0.82%
	2018	2019-20	3,188,485,898	0.97%
	2017	2018-19	3,157,978,964	REVAL YR
	2016	2017-18	-	-100.00%
	2015	2016-17	3,083,371,154	0.27%
	2014	2015-16	3,075,109,294	0.70%
	2013	2014-15	3,053,619,090	0.54%
	2012	2013-14	3,037,213,803	REVAL YR
	2011	2012-13	3,950,412,514	0.66%
	2010	2011-12	3,924,524,807	0.42%
	2009	2010-11	3,908,204,114	-0.08%
	2008	2009-10	3,911,449,143	-0.04%
	2007	2008-09	3,912,900,563	REVAL YR
	2006	2007-08	3,042,109,216	
* State of CT M-13 Report. 2020 is before Board of Assessment Appeals.				
NOTE: A 1% increase in the net taxable grand list creates approximately \$1,000,000 in new taxes.				
A 0.1% increase (one tenth of one percent) creates approximately \$100,000 in new taxes.				

FISCAL POLICY & TRENDS

GENERAL FUND - UNASSIGNED FUND BALANCE

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

General Fund Balance Policy

Updated for GASB54 Fund Balance Reporting and Governmental Type Definitions

POLICY STATEMENT

A positive fund balance serves three important functions:

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

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

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

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

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

General Fund – all funds not reported in another fund

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

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

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

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

FUND BALANCE DEFINITIONS

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

Fund balance is initially characterized as being restricted and unrestricted.

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

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

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

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

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

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

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

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

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

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

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

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

GUIDELINES

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

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

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

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

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

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

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

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

- Operating emergencies
- Unanticipated budgetary shortfalls

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

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

-End of General Fund Balance Policy--

FISCAL POLICY & TRENDS

UNASSIGNED FUND BALANCE – continued

Below is an analysis of the Town's general fund unassigned fund balance.

TOWN OF NEWTOWN										
GENERAL FUND, FUND BALANCE ANALYSIS										
FOR FISCAL YEARS 2011-12 THRU 2020-21										
	FISCAL YEAR									
	<u>2020-21</u>	<u>2019-20</u>	<u>2018-19</u>	<u>2017-18</u>	<u>2016-17</u>	<u>2015-16</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2012-13</u>	<u>2011-12</u>
TOTAL ADOPTED BUDGET AMOUNT	121,626,535	120,283,913	117,621,198	115,127,013	114,182,379	111,730,513	111,364,235	110,069,827	106,146,838	105,555,075
GENERAL FUND, FUND BALANCE:										
		b	a							
FUND BALANCE - UNASSIGNED	14,595,184	16,737,825	15,652,861	12,826,790	12,301,299	11,444,280	10,608,535	10,242,495	9,390,049	8,379,750
% OF TOTAL BUDGET	12.0%	13.9%	13.3%	11.1%	10.8%	10.2%	9.5%	9.3%	8.8%	7.9%
FUND BALANCE - ASSIGNED & COMMITTED	600,000	558,051	1,004,489	565,790	963,885	868,010	671,843	958,996	1,416,183	810,891
TOTAL FUND BALANCE	15,195,184	17,295,876	16,657,350	13,392,580	13,265,184	12,312,290	11,306,923	11,201,491	10,806,232	9,190,641
% OF TOTAL BUDGET	12.5%	14.4%	14.2%	11.6%	11.6%	11.0%	10.2%	10.2%	10.2%	8.7%
		ESTIMATE								
a	Unassigned fund balance includes a receivable of \$1,708,294 relating to a FEMA grant. Without it the unassigned as a % of budget = 11.9%.									
b	Unassigned fund balance includes an education budget surplus amount of \$1,355,984. Without it the unassigned as a % of budget = 12.8%.									
	Excess unassigned fund balance is expected to go towards COVID expenditures not budgeted for and capital & non-recurring fund.									

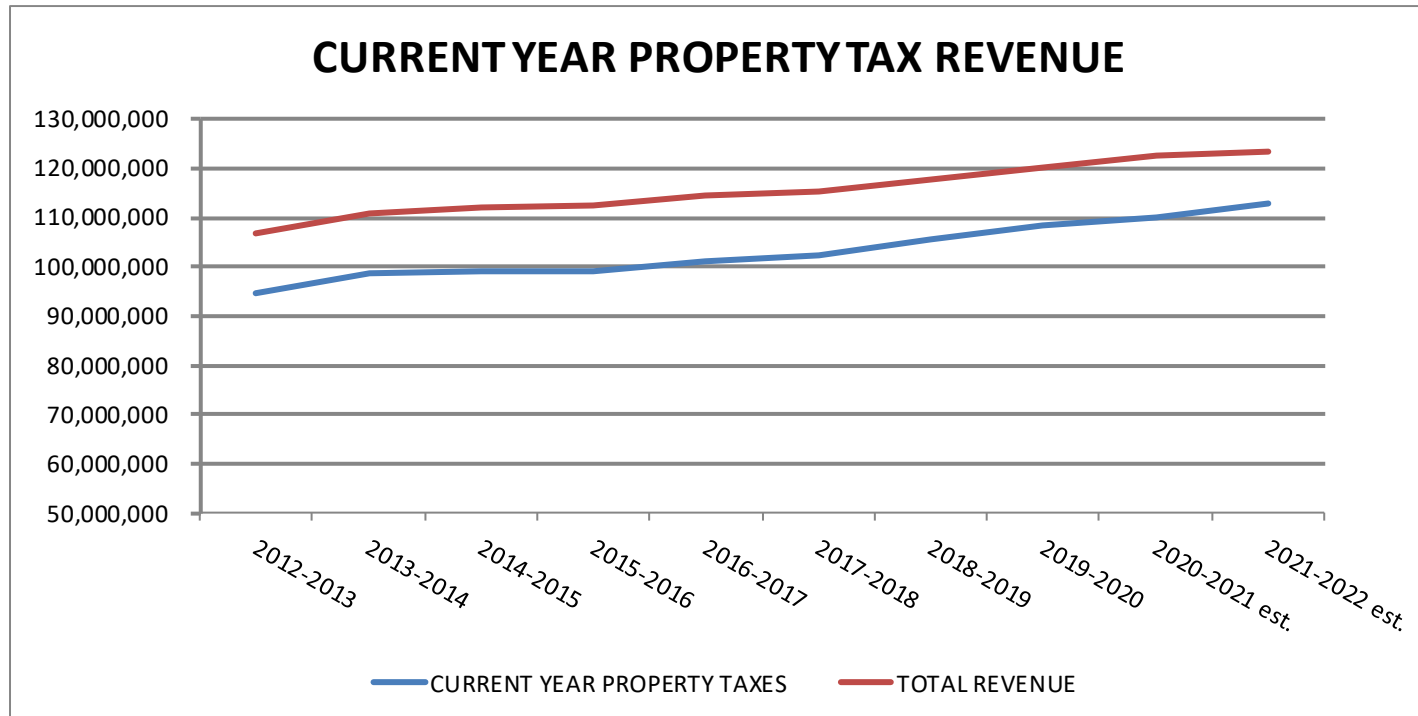
FISCAL POLICY & TRENDS

REVENUES

			2020 - 2021	2020 - 2021	2020 - 2021	2021 - 2022		
	2018 - 2019	2019 - 2020	ADOPTED	AMENDED	12/31	REVENUE	Increase /	Percent
<u>REVENUE TYPE</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ESTIMATES</u>	<u>(Decrease)</u>	<u>Change</u>
			<u>A</u>			<u>B</u>		
PROPERTY TAXES	107,411,022	110,566,918	111,212,009	111,212,009	61,581,925	112,850,056	1,638,047	1.47%
INTERGOVERNMENTAL	7,127,975	7,051,021	6,783,686	6,783,686	2,102,617	7,026,158	242,472	3.57%
CHARGES FOR SERVICES	2,195,584	2,159,489	2,169,840	2,169,840	1,495,565	2,332,340	162,500	7.49%
INVESTMENT INCOME	1,196,136	729,934	950,000	950,000	115,452	500,000	(450,000)	-47.37%
OTHER REVENUES	172,359	161,665	211,000	211,000	123,037	211,000	-	0.00%
OTHER FINANCING SOURCES	400,000	400,000	300,000	700,000	-	300,000	-	0.00%
TOTAL REVENUES & OTHER RESOURCES	118,503,076	121,069,027	121,626,535	122,026,535	65,418,596	123,219,554	1,593,019	1.31%

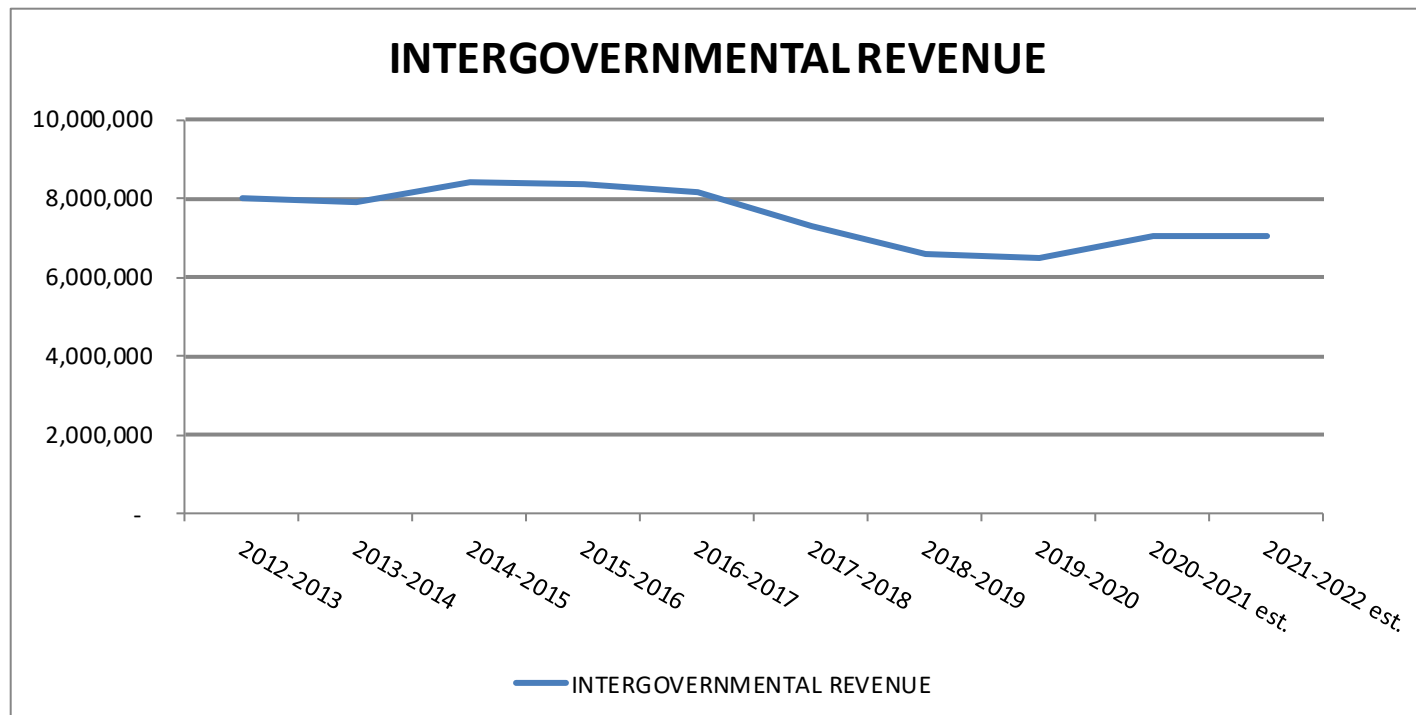
Property Taxes

- Approximately 92% of the general fund budget is financed by current year property tax revenue (2016-17 it was 90%). This is up from 85% experienced in the 2006-2007 budget. The increasing role of property taxes in funding the general budget is due to reductions in “other” revenue. Intergovernmental revenues (mainly revenues from the State) have been gradually decreasing. Recently ‘local’ revenues tied to the economy, such as town clerk conveyance fees; building permit fees and interest from investments have been recovering with the economy. See the following graph: the closer the two lines come, the higher the percent of current year taxes to total revenues.
- Increases in property tax revenue are funded by the growth in the Town’s taxable grand list (taxable property) and increases to the tax rate (mill rate).
- The successful collection of current year property taxes is important in determining property tax revenues. The Town historically collects over 99% of the current year taxes levied. The Town has assumed a 99.2% collection rate, for current taxes, for fiscal year 2021-2022. A one-tenth change in the collection rate estimate equates to \$100,000 (rounded) in tax revenue (see page 53 for the calculation of the mill rate).

FISCAL POLICY & TRENDS**REVENUES** - Continued

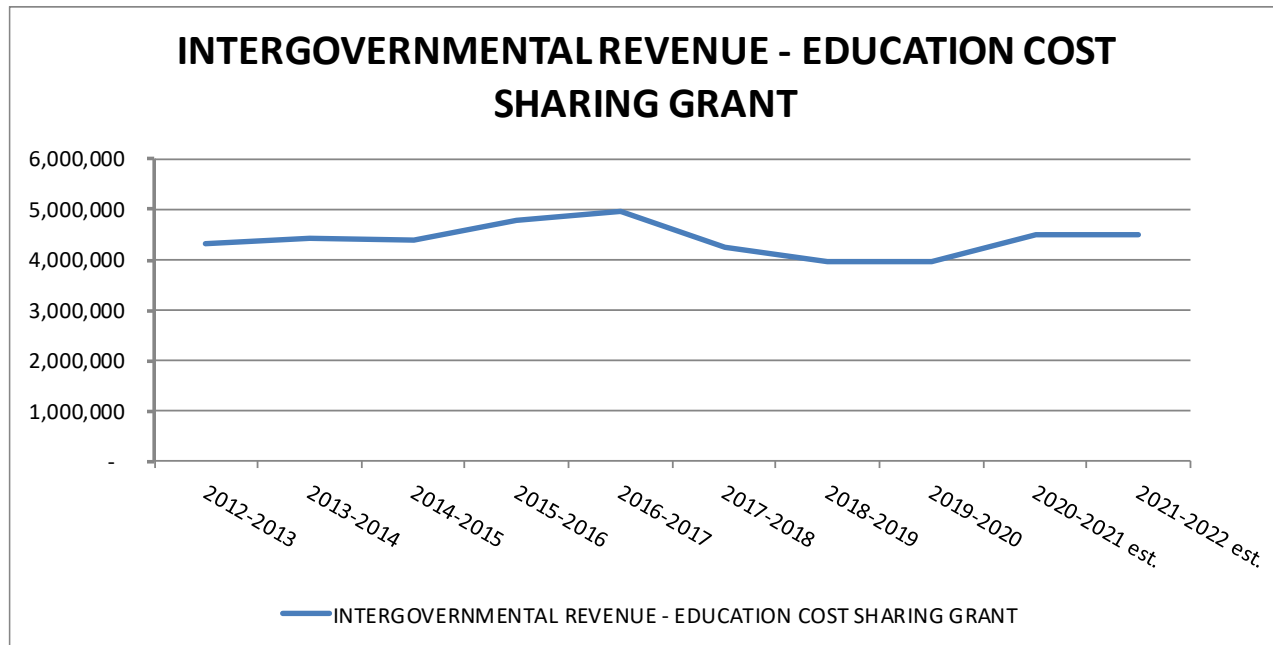
FISCAL POLICY & TRENDS**REVENUES** - Continued**Intergovernmental Revenue**

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



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

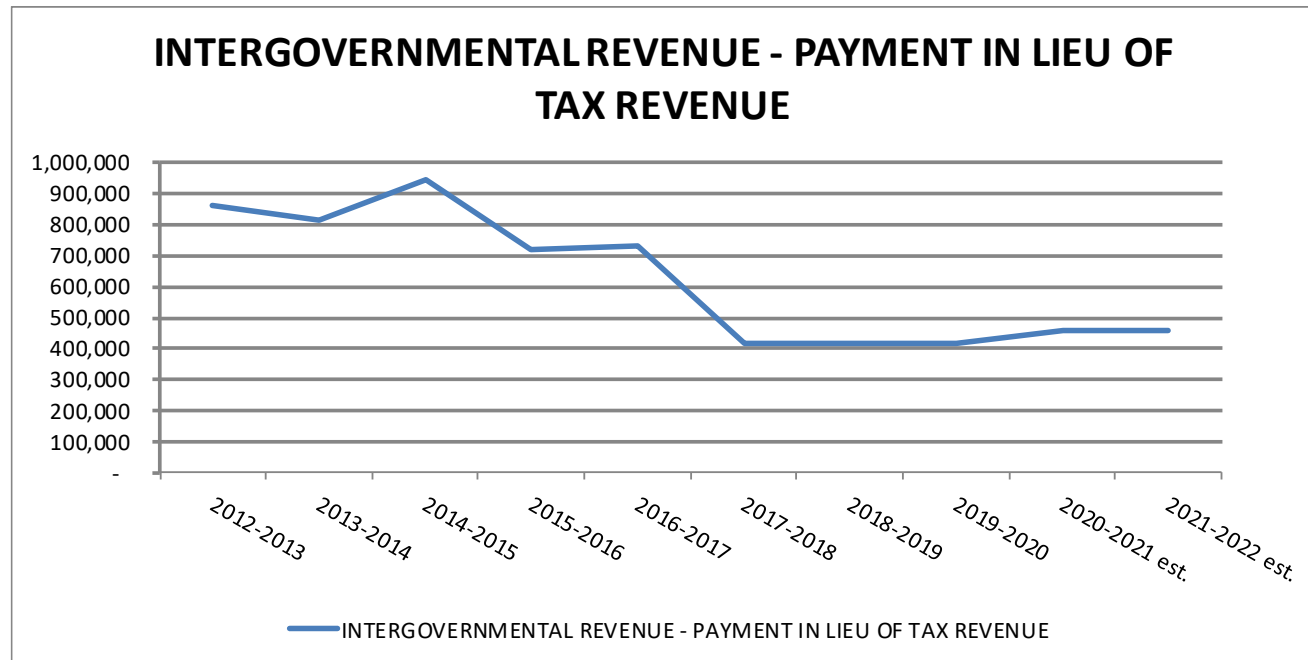
State aid for education has been essentially flat over the years except for an increase in 2015-16, while local costs have gone up. Connecticut's towns and cities are still waiting for the State to fulfill the promises it made in the late 1980s when the Equalized Cost Sharing (ECS) grant began and the State Board of Education set out its 50-50 goal: (To) "increase state aid for education so that the state will pay at least 50 percent of the total statewide expenditures." Newtown's ECS grant in 2003-2004 represented 7.4% of the total town education budget; in 2014-2015 it represented 6.2% of the total education budget and in 2015-2016 it represented 6.6% of the total education budget. The grant amount in 2015-16 increased around \$350,000 which is the first significant increase in years. 2017-18 then took a dive. The estimate for 2021-2022 is \$4,495,691. This can change as the State budget process moves on.



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

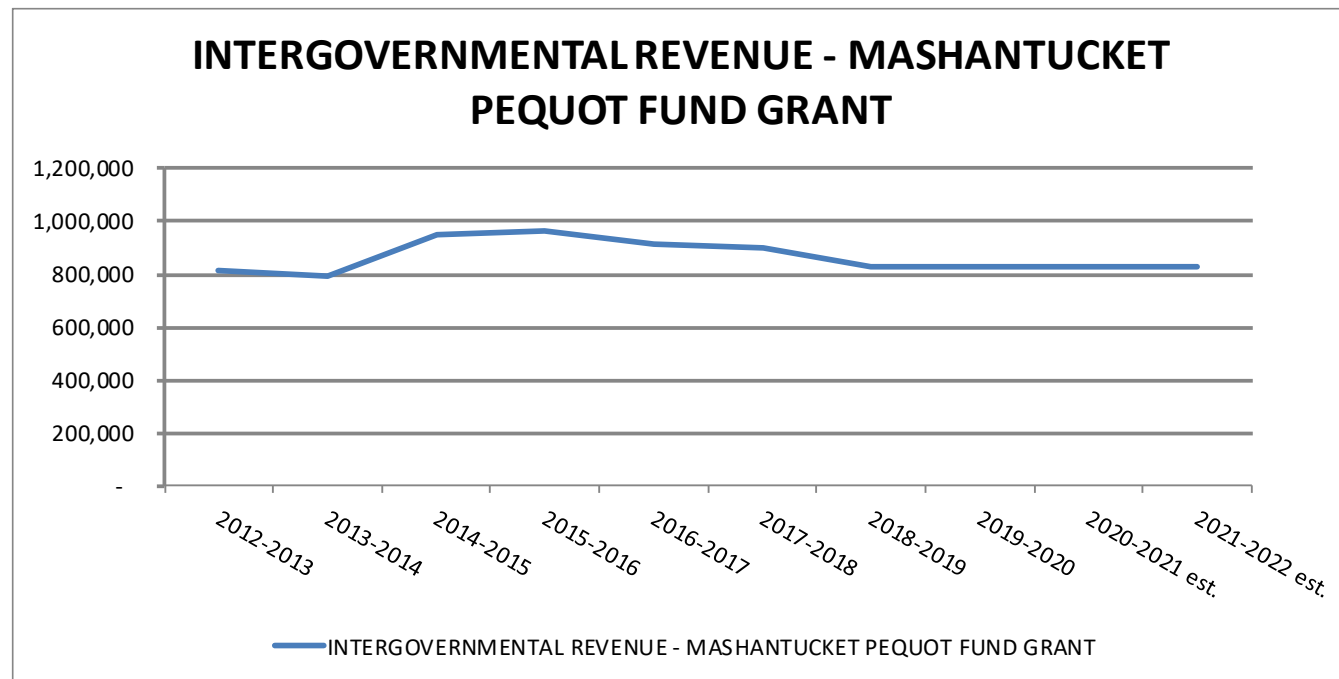
The Office of Policy and Management administers this PILOT program pursuant to CGS §12-19a, §12-19b, §12-19c, §4b-39 and §32-666. This program provides payments for real property tax losses due to exemptions applicable to state-owned real property, certain real property that is the subject of a state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

As can be seen from the chart below, this State grant has been decreasing over the years. The estimate for 2021-2022 is \$456,363. This will change as the state budget process moves along.



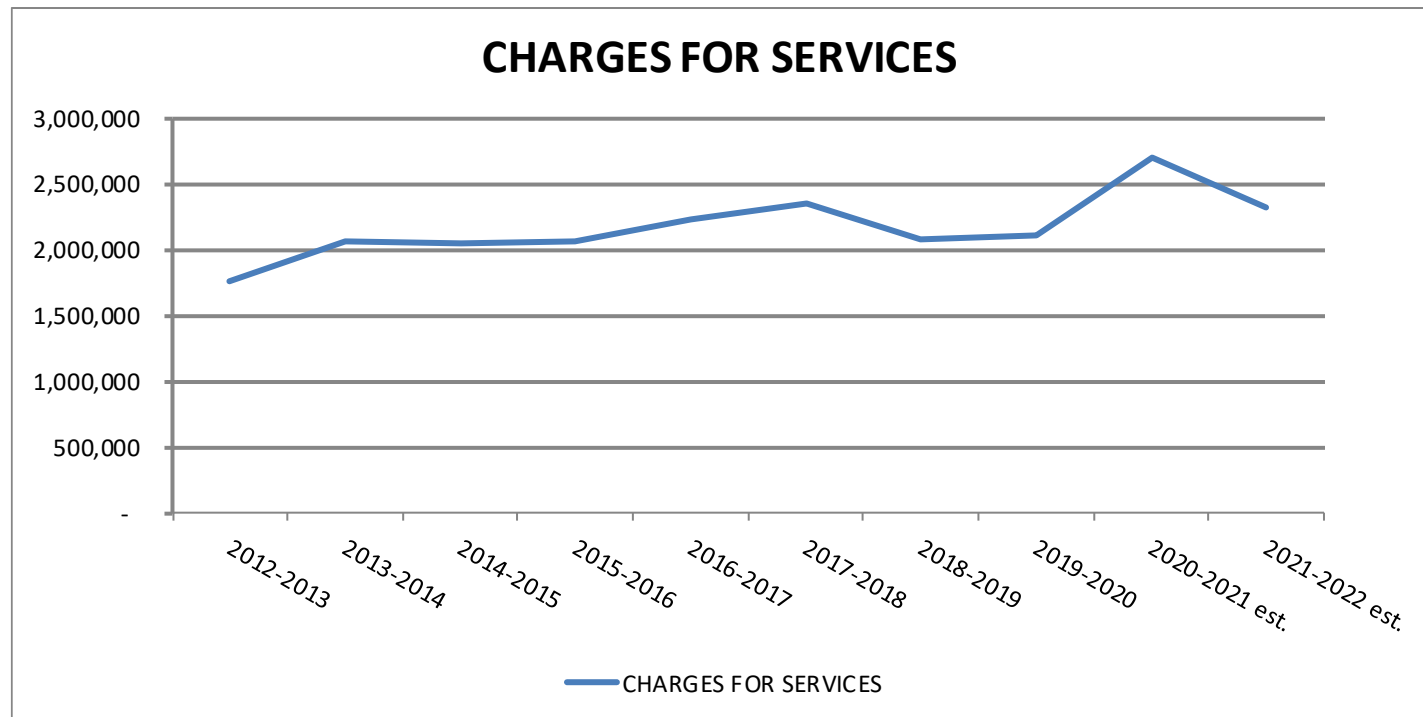
FISCAL POLICY & TRENDS**REVENUES** - Continued**Mashantucket, Pequot Fund Grant:**

The Office of Policy and Management administers this program under which payments from the proceeds of the Mashantucket Pequot and Mohegan Fund are determined pursuant to CGS §3-55i, §3-55j, and §3-55k, and Section 96 of Public Act 06-187, which is not codified but remains in effect. This grant has been reduced since the economic down turn. The estimate for 2021-2022 is \$829,098. This will change as the state budget process moves along.



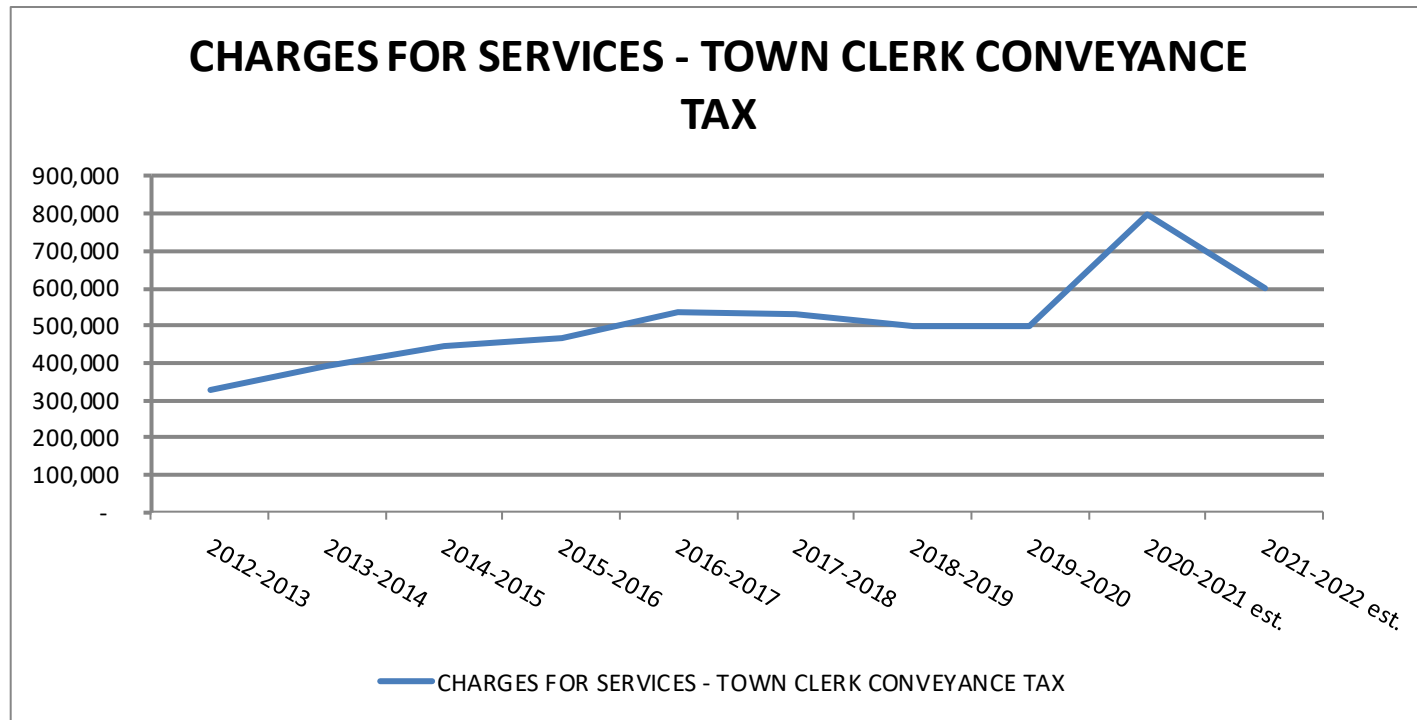
FISCAL POLICY & TRENDS**REVENUES** - Continued**Charges for Services**

Charges for services fees relate to accounts tied to the economy. Active development in the earlier years brought about higher revenues in the town clerk conveyance fees and building permit fees accounts. As the economy improves charges for services will gradually increase. The estimates for 2021-2022 have decreased due to the surge in town clerk activity in 2020-21 due mainly to refinancing. It is unsure if it will continue to that extent in 2021-22.



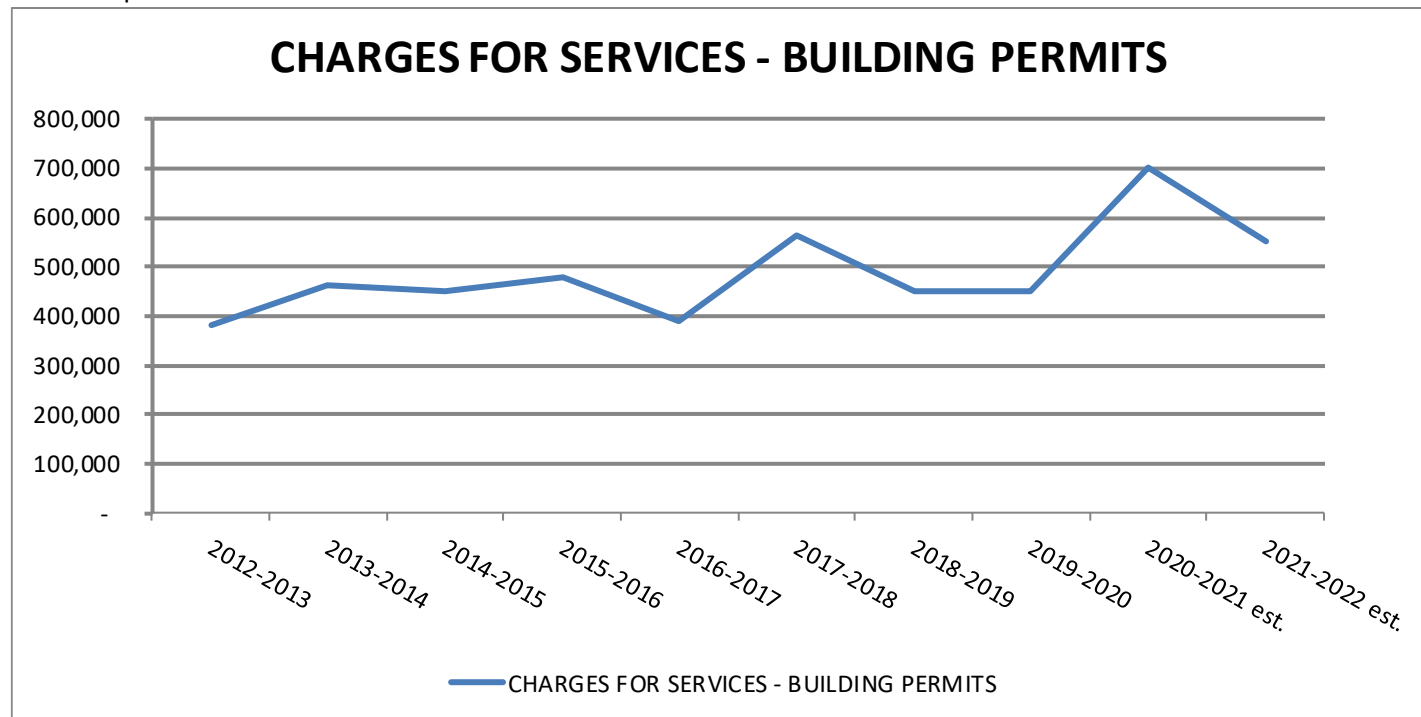
FISCAL POLICY & TRENDS**REVENUES** - Continued**Town Clerk Conveyance Fee**

Town Clerk conveyance fees are one of the major drivers in the charges for services category. As the economy improves Town Clerk conveyance fees will gradually increase. The estimates for 2021-2022 are higher than 2019-20 but not as high as 2020-21 where refinancing activity was at its peak.



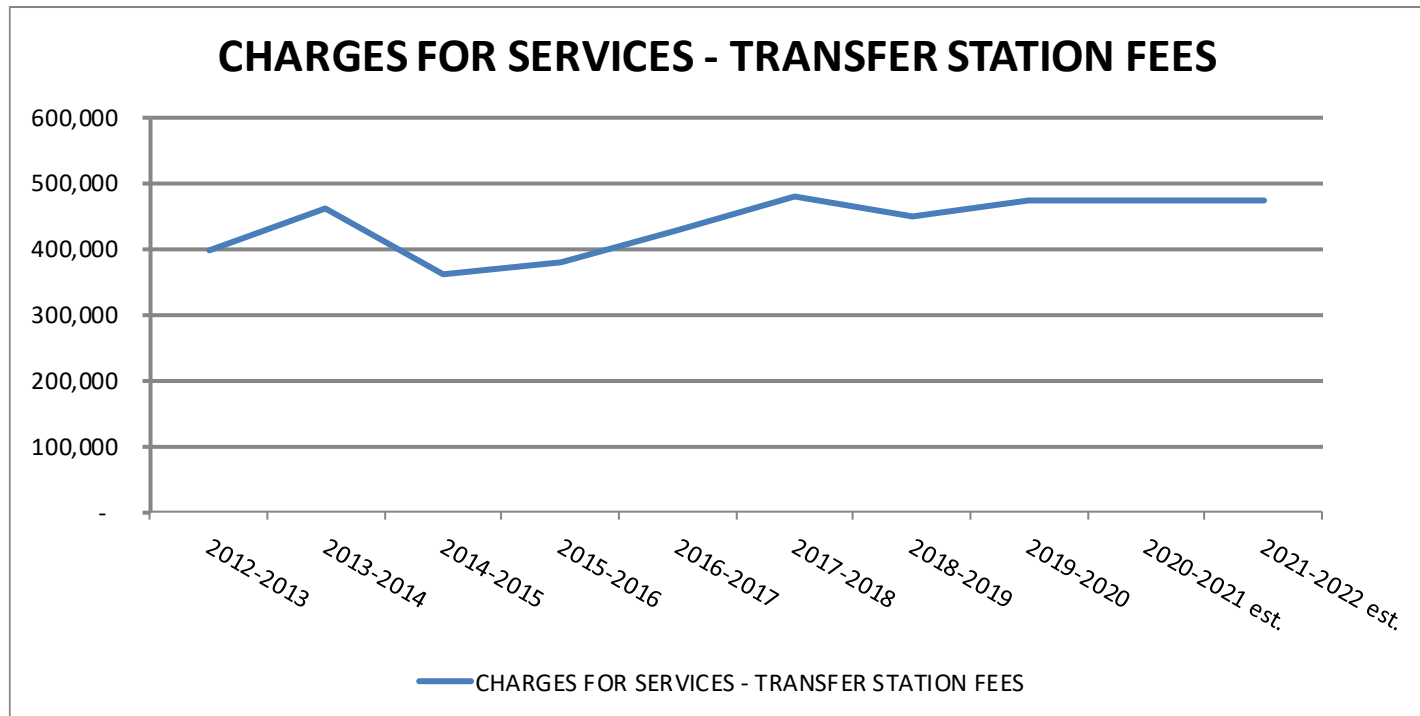
FISCAL POLICY & TRENDS**REVENUES** - Continued**Building Permit Fee:**

Building permit fees is another one of the major drivers in the charges for services category. As the economy improves, building permit fees will increase. The estimates for 2021-2022 are higher than 2019-20. They are lower than the 2020-21 estimates where building activity could be at its peak.



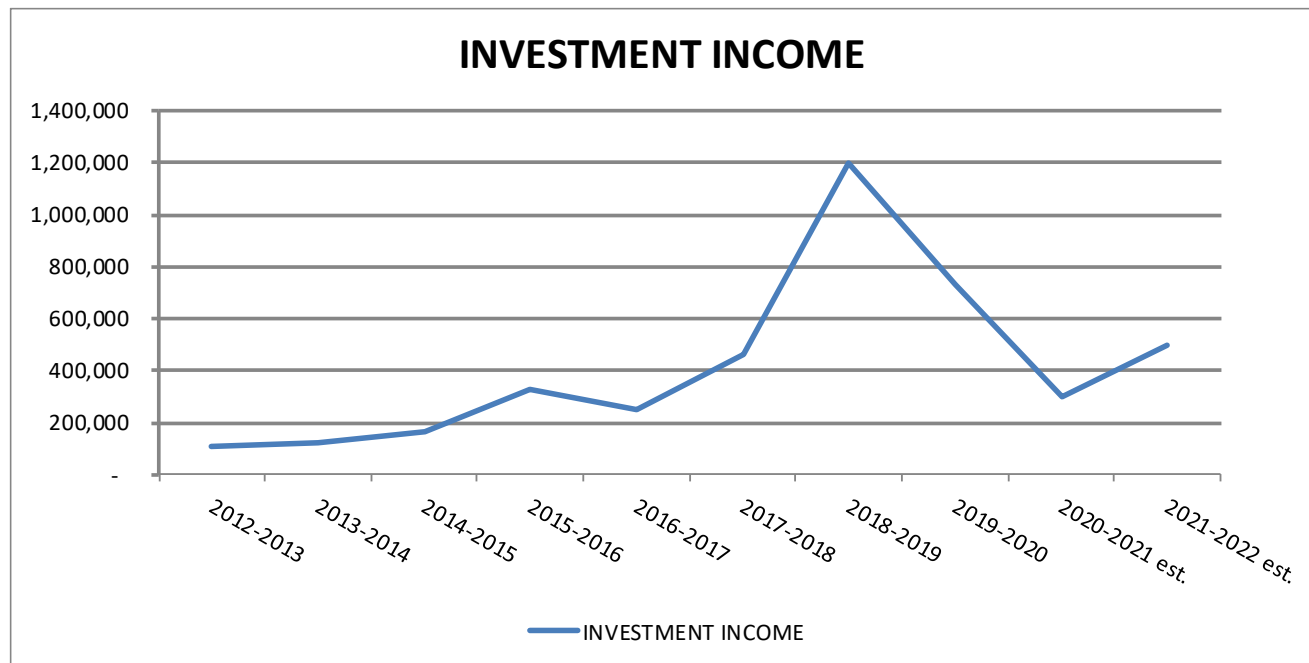
FISCAL POLICY & TRENDS**REVENUES** - Continued**Landfill Fee:**

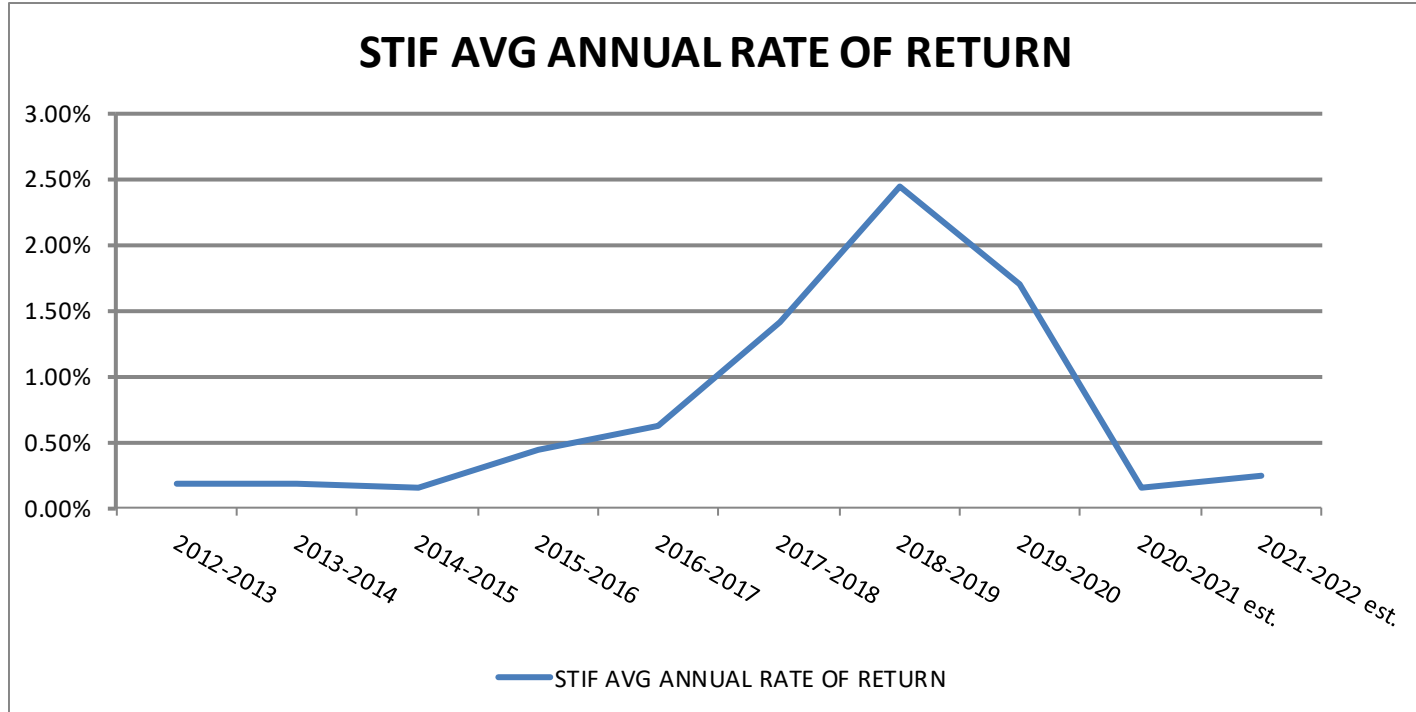
Landfill fees is one of the few accounts (in charges for services) that have not had a decline because of the economic downturn. It is more immune to the economy than the other revenue accounts. The estimates for 2021-2022 have remained the same as the prior year.



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

Investment income was a significant amount of non tax revenue. At its peak in 2006 – 2007 income from investments was over \$1.6 million. In fiscal years 2011-12 thru 2014-15 it barely exceeded \$150,000. It is not surprising that the investment income chart below matches the rate of return chart on the next page. That chart shows the rates of returns earned from the State's Short Term Investment Fund (STIF) that so many municipalities and State agencies use for their operating funds. As the economy improves and interest rates start to increase this revenue source will once again play a significant role in offsetting taxes. However you can see what happens to this revenue source when interest rates get close to 0%.



FISCAL POLICY & TRENDS**REVENUES** - Continued

FISCAL POLICY & TRENDS**EXPENDITURES****SUMMARY OF EXPENDITURES by Object**

	2020 - 2021			2021 - 2022 BUDGET				Increase / (Decrease)	Percent Change
	ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC		
				PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>MUNICIPAL SERVICES</u>	B						A	A - B	
WAGES & SALARIES	12,970,255	12,970,255	6,323,439	13,229,132	13,229,132	13,229,132	13,229,132	258,877	2.00%
FRINGE BENEFITS	6,178,050	6,178,050	5,401,108	6,353,797	6,353,797	6,353,797	6,353,797	175,747	2.84%
INSURANCE	1,118,500	1,118,500	1,085,629	1,118,500	1,118,500	1,118,500	1,118,500	-	0.00%
OPERATING EXPENSES	7,595,820	7,595,820	5,008,779	7,484,328	7,483,323	7,483,323	7,483,323	(112,497)	-1.48%
CAPITAL	2,740,399	2,740,399	2,474,305	3,117,633	3,106,364	2,959,567	2,959,567	219,168	8.00%
CONTINGENCY	140,000	140,000	-	140,000	140,000	115,000	115,000	(25,000)	-17.86%
CONTRIBUTIONS TO OUTSIDE AGENCIES:								-	
TOWN AGENCIES	2,462,096	2,462,096	1,870,331	2,466,934	2,466,934	2,466,934	2,466,934	4,838	0.20%
OTHER AGENCIES	63,842	63,842	11,000	83,945	83,945	83,945	83,945	20,103	31.49%
TOTAL MUNICIPAL SERVICES	33,268,962	33,268,962	22,174,591	33,994,269	33,981,995	33,810,198	33,810,198	541,236	1.63%
CAPITAL FINANCING - DEBT SERVICE	9,485,797	9,485,797	5,796,541	9,723,932	9,723,932	9,711,658	9,711,658	225,861	2.38%
TRANSFER OUT TO CAP & NON RECURRING AND OTHER FUNDS	220,000	620,000	620,000	220,000	220,000	220,000	-	(220,000)	-100.00%
TOTAL BOARD OF SELECTMEN BUDGET	42,974,759	43,374,759	28,591,132	43,938,201	43,925,927	43,741,856	43,521,856	547,097	1.27%
				Superintendent	BOE				
BOARD OF EDUCATION	78,651,776	78,651,776	-	81,080,697	80,682,470	80,192,979	79,697,698	1,045,922	1.33%
TOTAL EXPENDITURES	121,626,536	122,026,535	28,591,132	125,018,898	124,608,397	123,934,835	123,219,554	1,593,019	1.31%

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

The budget for 2021 – 2022 includes contractual increases for union employees (including step increases for police officers) and increases for non union employees. Wages and salaries increased \$258,877 or 2.0% (compared with prior year adopted).

This represents a combination of wage increases and police step decreases (due to new police hires) as well as some salary adjustments.

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

Bargaining Unit

	<u>Contract Expiration</u>	<u>Wage Increase</u>
The Newtown Town Hall Employees CSEA, Local 2001 SEIU	June 30, 2023	2.50% Negotiated
The Newtown Public Works Employees Union, Local 1303-200 of Connecticut Council #4, AFSCME, AFL-CIO	June 30, 2022	2.50% Negotiated
Newtown Parks & Recreation Department Teamsters Union Local 145	June 30, 2023	2.25% Negotiated
Newtown Police Union, Local #3153, Council #15, AFSCME, AFL-CIO	June 30, 2024	2.00% Negotiated
Newtown Emergency Tele-communicator and Police Clerical Local 1303-136 Of Council #4, AFSCME, AFL-CIO	June 30, 2021	2.50% Estimate ***

Non union employees

The non union employee salaries in this budget reflect an increase of : 2.50%.

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

Fringe benefits increased \$175,747 or 2.84%. Fringe benefits represent the cost of employee health insurance; life insurance; long term disability insurance; pension benefits; defined contribution retirement plans and the employer's share of social security. These costs are allocated amongst the departments. Medical benefits, the major fringe benefit, have increased 3% due to medical claims experience in the medical self-insurance fund. Pension contributions have remained the same as prior year. The main reason the pension contribution remained (for the most part) the same is the continued contraction of the active participant base due to the closure of the pension to new hires. There was a minor change in the mortality tables, plus the beginning of a five year phase-in for a change in interest rates from 7.0% to 6.5%.

Insurance

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

Operating Expenses

Operating expenses have decreased by (\$112,497) or -1.48%. Operating expenses represent non payroll operating expenditures such as utilities, building maintenance, supplies, contractual services, vehicle maintenance, training and continuing education, fees and professional services, equipment fuel and miscellaneous expenses. Decrease is mainly due to the reduced cost in energy supplies and winter maintenance supplies.

Capital

Capital has increased by \$25,861 or 0.27%. Capital represents expenditures of items with a useful life of more than one year, such as infrastructure, roads, motor vehicles, construction equipment, computers and office equipment. The increase is mainly due an increase in the roads account offset by a decrease of \$220,000 in the transfer to capital & non-recurring fund. Due to the condition of roads, a plan was put into place to increase the capital road account each year by \$250,000 until the account reaches \$3,000,000. 2014-15 was the first fiscal year of this plan. The road account is up to \$2,500,000 (in this budget). The decrease in transfer to capital & non-recurring will be covered by the planned use of fund balance in the 2020-21 budget (according to the fund balance policy 12% CAP).

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

The contingency account is established to provide for unforeseen costs that might arise during the year. There are no expenditures in this account, only budget (appropriation) transfers to other budget accounts. The contingency amount for 2021-22 has been reduced by \$25,000 to an amount of \$115,000 (by the Board of Finance).

Contributions to Outside Agencies – Town Agencies

Contributions to Town agencies has increased by \$4,838 or 0.20%.

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

Contributions to Outside Agencies – Other Agencies

Contributions to other agencies has increase by \$20,103 or 31.49%. This is mainly due to an additional contribution to Parent Connection to supplement family foundations.

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

The BOE budget increased \$1,045,922 or 1.33%. See the BOE budget for details. See Board of Finance adjustments on page 288.

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

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

In fiscal year 2019-20 the State of Connecticut paid \$ 11,221,140 into the Teacher's Retirement System for Newtown teachers.

The State of Connecticut's net pension liability associated with the Town of Newtown teachers is \$ 144,298,000 (using a 6.9% discount rate).

Capital Financing – Debt Service

The annual appropriation for debt service is planned and determined by the Town's Capital Improvement Program (CIP). Planned projects still need to go thru the special appropriation process to move forward. The CIP covering fiscal years 2021 – 2022 thru 2025 – 2026 has planned \$58,453,055 (\$40,218,055 to be bonded) towards Newtown's capital infrastructure over the next five years. While the CIP continues the long term commitment to the Town's capital needs, it also reflects the economic challenges currently facing the Town. The CIP ensures the funding of necessary capital items while keeping the debt service budget at appropriate levels. Debt service has increased \$ 225,861 or 2.38% due to a reduction in the current debt service schedule offset by a new bond issue in March 2021 and the application of debt service funds. The debt service amount remains under the 9.0% budget cap established in the Town debt service policy. See page 297 for the current CIP plan.

BUDGET SUMMARY

					LEGISLATIVE COUNCIL
					ADOPTED
					<u>April 7, 2021</u>
<u>SUMMARY OF REVENUES & OTHER FINANCING SOURCES:</u>					
	PROPERTY TAXES				112,850,056
	INTERGOVERNMENTAL				7,026,158
	CHARGES FOR SERVICES				2,332,340
	INVESTMENT INCOME				500,000
	OTHER REVENUES				211,000
	OTHER FINANCING SOURCES				300,000
					<u>123,219,554</u>
<u>SUMMARY OF EXPENDITURES & OTHER FINANCING USES:</u>					
<u>BOARD OF SELECTMEN BUDGET:</u>					
<u>GENERAL GOVERNMENT</u>					
	SELECTMEN				447,760
	SELECTMEN - OTHER				168,000
	HUMAN RESOURCES				122,026
	TAX COLLECTOR				395,787
	PURCHASING				77,633
	PROBATE COURT				8,400
	TOWN CLERK				309,439
	REGISTRARS				169,742
	ASSESSOR				352,754
	FINANCE				564,696
	TECHNOLOGY DEPARTMENT				816,186
	UNEMPLOYMENT				8,000
	OPEB CONTRIBUTION				181,663
	PROFESSIONAL ORGANIZATIONS				40,658
	INSURANCE				1,110,500
	LEGISLATIVE COUNCIL				46,000
	DISTRICT CONTRIBUTIONS				7,500
	SUSTAINABLE ENERGY COMM.				300
	FAIRFIELD HILLS AUTHORITY				40,000
					<u>4,867,045</u>
<u>PUBLIC SAFETY</u>					
	EMERGENCY COMMUNICATIONS				1,180,474
	POLICE				7,398,311
	ANIMAL CONTROL				172,566
	FIRE				1,413,106
	EMERGENCY MANAGEMENT/N.U.S.A.R.				63,645
	LAKE AUTHORITIES				53,735
	N.W. SAFETY COMMUNICATION				11,590
	EMERGENCY MEDICAL SERVICES				270,000
	NW CONNECTICUT EMS COUNCIL				250
	BUILDING DEPARTMENT				434,828
					<u>10,998,505</u>
<u>PUBLIC WORKS</u>					
	HIGHWAY				8,232,627
	WINTER MAINTENANCE				625,144
	LANDFILL				1,545,653
	PUBLIC BUILDING MAINTENANCE				847,861
					<u>11,251,285</u>

BUDGET SUMMARY (-continued-)

				LEGISLATIVE COUNCIL ADOPTED April 7, 2021	
SUMMARY OF EXPENDITURES & OTHER FINANCING USES (-continued-):					
HEALTH AND WELFARE					
	HUMAN SERVICES - SOCIAL SERVICES			331,971	
	HUMAN SERVICES - SENIOR SERVICES			325,030	
	NEWTOWN HEALTH DISTRICT			420,348	
	NEWTOWN YOUTH & FAMILY SERVICES			302,466	
	CHILDREN'S ADVENTURE CENTER			141,465	
	OUTSIDE AGENCY CONTRIBUTIONS			83,945	
				<u>1,605,225</u>	
PLANNING					
	LAND USE			722,456	
	ECONOMIC DEVELOPMENT COMM.			136,672	
	GRANTS ADMINISTRATION			28,255	
	NW CONSERVATION DISTRICT			1,040	
				<u>888,423</u>	
RECREATION & LEISURE					
	PARKS AND RECREATION			2,480,660	
	LIBRARY			1,407,621	
	NEWTOWN CULTURAL ARTS COMM			-	
	NEWTOWN PARADE COMMITTEE			1,400	
				<u>3,889,681</u>	
CONTINGENCY					
	CONTINGENCY			115,000	
DEBT SERVICE					
	DEBT SERVICE			9,711,658	
OTHER FINANCING USES					
	TOWN HALL MANAGERS			195,034	
	RESERVE CAP & NONRECURRING EXP			-	
				<u>195,034</u>	
TOTAL BOARD OF SELECTMEN BUDGET				<u>43,521,856</u>	
BOARD OF EDUCATION BUDGET:					
EDUCATION					
	BOARD OF EDUCATION			79,697,698	
TOTAL EXPENDITURES & OTHER FINANCING USES				<u>123,219,554</u>	
TAX INFORMATION:					
				<u>2020 - 2021</u>	<u>2021 - 2022</u>
NET TAXABLE GRAND LIST				3,214,505,823	3,267,296,611
AMOUNT OF REVENUE TO BE RAISED BY CURRENT TAXES				109,190,009	110,768,056
ASSUMED TAX COLLECTION RATE				99.20%	99.30%
TAX LEVY (including the addition of elderly tax credits)				111,729,574	113,207,898
MILL RATE				34.76	34.65
TAX RATE PERCENT DECREASE				-0.03%	-0.32%

<u>MILL RATE CALCULATION - 2021 / 2022</u>			
			<u>2020 Grand List</u>
TOTAL NET TAXABLE ASSESSMENT (LESS EXEMPTIONS) Before Board of Assessment Appeals			3,268,796,611
ADJUST FOR BOARD OF ASSESSMENT APPEALS ESTIMATED ADJUSTMENTS			(1,500,000)
			3,267,296,611
AMOUNT TO BE RAISED BY TAXATION - (from "current year taxes" - revenue budget)			110,768,056
TAX LEVY - assuming a tax collection rate of	99.3%		111,548,898
(Tax Levy = billed amount = Amount to be Raised by Taxation divided by Collection Rate)			
Add Tax Credits:			
* Newtown Elderly Tax Benefit (1,650,000 less 265,000 reserved)			1,385,000
* State Elderly Circuit Breaker Program			154,000
* Volunteer Fire, Ambulance and Underwater Rescue Personnel Tax Credit Program			120,000
ADJUSTED TAX LEVY			113,207,898
MILL RATE (= Tax Levy divided by (Taxable Net Assessment / 1,000))			34.65
EFFECTIVE TAX INCREASE			-0.32%
	PRIOR YEAR MILL RATE =		34.76
	1 MILL =		3,219,416

GRAND LIST OF TAXABLE PROPERTY

TOWN OF NEWTOWN					
PRELIMINARY 2020 GRAND LIST OF TAXABLE PROPERTY - BEFORE BOARD OF ASSESSMENT APPEALS (BAA)					
2/11/2021					
<u>TYPE OF ACCOUNTS</u>	<u># OF ACCTS</u>	<u>GROSS ASSESSMENT</u>	<u>TOTAL EXEMPTIONS</u>	<u>TOTAL NET VALUE</u>	
TOTAL REAL ESTATE TAXABLE	11,053	2,872,338,895	17,904,803	2,854,434,092	
REAL ESTATE EXEMPT	1,153	307,070,730	307,070,730	-	
REAL ESTATE TOTALS	12,206	3,179,409,625	324,975,533	2,854,434,092	
PERSONAL PROPERTY	1,703	180,860,617	30,505,044	150,355,573	
MOTOR VEHICLE	25,841	267,684,260	3,677,314	264,006,946	
TOTAL	39,750	3,627,954,502	359,157,891	3,268,796,611	
TOTAL TAXABLE	38,597	3,320,883,772	52,087,161	3,268,796,611	
			PRIOR YEAR FINAL #	3,216,005,823	
			\$ INCREASE	52,790,788	
			% INCREASE	1.64%	
SUMMARY:		<u>PRIOR YEAR</u>	<u>TOTAL NET VALUE</u>	<u>CHANGE</u>	
REAL ESTATE NET		2,832,221,818	2,854,434,092	22,212,274	0.78%
MOTOR VEHICLE NET		250,813,759	264,006,946	13,193,187	5.26%
PERSONAL PROPERTY NET		132,970,246	150,355,573	17,385,327	13.07%
TOTAL NET ASSESSMENT		3,216,005,823	3,268,796,611	52,790,788	1.64%
Source: Assessor					

REVENUE BUDGET SUMMARY

			2020 - 2021	2020 - 2021	2020 - 2021	2021 - 2022		
	2018 - 2019	2019 - 2020	ADOPTED	AMENDED	12/31	REVENUE	Increase /	Percent
<u>REVENUE TYPE</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ESTIMATES</u>	<u>(Decrease)</u>	<u>Change</u>
			<u>A</u>			<u>B</u>		
PROPERTY TAXES	107,411,022	110,566,918	111,212,009	111,212,009	61,581,925	112,850,056	1,638,047	1.47%
INTERGOVERNMENTAL	7,127,975	7,051,021	6,783,686	6,783,686	2,102,617	7,026,158	242,472	3.57%
CHARGES FOR SERVICES	2,195,584	2,159,489	2,169,840	2,169,840	1,495,565	2,332,340	162,500	7.49%
INVESTMENT INCOME	1,196,136	729,934	950,000	950,000	115,452	500,000	(450,000)	-47.37%
OTHER REVENUES	172,359	161,665	211,000	211,000	123,037	211,000	-	0.00%
OTHER FINANCING SOURCES	400,000	400,000	300,000	700,000	-	300,000	-	0.00%
TOTAL REVENUES & OTHER RESOURCES	118,503,076	121,069,027	121,626,535	122,026,535	65,418,596	123,219,554	1,593,019	1.31%

EXPENDITURE BUDGET SUMMARY

SUMMARY BY FUNCTION / DEPARTMENT											
	2018 - 2019	2019 - 2020	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
GENERAL GOVERNMENT			B						A	A - B	
SELECTMEN	441,922	397,335	443,852	443,852	250,648	447,760	447,760	447,760	447,760	3,908	0.88%
SELECTMEN - OTHER	165,021	148,555	168,500	168,500	83,942	168,000	168,000	168,000	168,000	(500)	-0.30%
HUMAN RESOURCES	114,840	110,722	119,257	119,257	68,119	122,026	122,026	122,026	122,026	2,769	2.32%
TAX COLLECTOR	347,865	378,105	389,097	389,097	242,846	395,787	395,787	395,787	395,787	6,690	1.72%
PURCHASING	29,564	72,972	75,667	75,667	45,860	77,633	77,633	77,633	77,633	1,966	2.60%
PROBATE COURT	5,652	5,915	8,315	8,315	-	8,400	8,400	8,400	8,400	85	1.02%
TOWN CLERK	302,303	313,459	308,917	308,917	198,534	309,439	309,439	309,439	309,439	522	0.17%
REGISTRARS	146,871	163,558	167,711	167,711	104,077	169,742	169,742	169,742	169,742	2,031	1.21%
ASSESSOR	304,467	287,487	331,286	331,286	193,123	352,754	352,754	352,754	352,754	21,468	6.48%
FINANCE	525,807	539,106	555,755	555,755	339,734	564,696	564,696	564,696	564,696	8,941	1.61%
TECHNOLOGY DEPARTMENT	738,572	746,898	832,476	832,476	423,325	816,186	816,186	816,186	816,186	(16,290)	-1.96%
UNEMPLOYMENT	8,703	28,332	8,000	8,000	133	8,000	8,000	8,000	8,000	-	0.00%
OPEB CONTRIBUTION	179,116	178,531	179,285	179,285	179,285	181,663	181,663	181,663	181,663	2,378	1.33%
PROFESSIONAL ORGANIZATIONS	40,658	40,658	40,658	40,658	33,481	40,658	40,658	40,658	40,658	-	0.00%
INSURANCE	1,102,818	1,098,943	1,110,500	1,110,500	1,085,496	1,110,500	1,110,500	1,110,500	1,110,500	-	0.00%
LEGISLATIVE COUNCIL	44,000	54,245	45,000	45,000	45,000	46,000	46,000	46,000	46,000	1,000	2.22%
DISTRICT CONTRIBUTIONS	2,524	4,029	7,500	7,500	-	7,500	7,500	7,500	7,500	-	0.00%
SUSTAINABLE ENERGY COMM	291	-	300	300	-	300	300	300	300	-	0.00%
FAIRFIELD HILLS AUTHORITY	43,999	44,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	-	0.00%
	4,544,992	4,612,851	4,832,076	4,832,076	3,333,603	4,867,045	4,867,045	4,867,045	4,867,045	34,969	0.72%

EXPENDITURE BUDGET SUMMARY (continued)

SUMMARY BY FUNCTION / DEPARTMENT (continued)											
						2021 - 2022 BUDGET					
	2018 - 2019	2019 - 2020	2020 - 2021			1st SELECTMAN	BOS	BOF	LC	CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
<u>PUBLIC SAFETY</u>			B						A	A - B	
EMERGENCY COMMUNICATIONS	1,066,451	1,095,890	1,160,923	1,160,923	630,712	1,180,474	1,180,474	1,180,474	1,180,474	19,551	1.68%
POLICE	6,819,766	6,923,831	7,160,184	7,160,184	4,538,102	7,398,311	7,398,311	7,398,311	7,398,311	238,127	3.33%
ANIMAL CONTROL	157,480	163,886	169,445	169,445	98,632	172,566	172,566	172,566	172,566	3,121	1.84%
FIRE	1,337,835	1,380,099	1,396,825	1,396,825	874,933	1,458,872	1,447,603	1,413,106	1,413,106	16,281	1.17%
EMERGENCY MANAGEMENT/N.U.S.A.R.	54,083	52,666	64,577	64,577	33,582	73,950	72,945	63,645	63,645	(932)	-1.44%
LAKE AUTHORITIES	44,670	45,776	45,692	45,692	46,947	53,735	53,735	53,735	53,735	8,043	17.60%
N.W. SAFETY COMMUNICATION	11,140	11,363	11,590	11,590	11,489	11,590	11,590	11,590	11,590	-	0.00%
EMERGENCY MEDICAL SERVICES	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	-	0.00%
NW CONNECTICUT EMS COUNCIL	-	-	250	250	-	250	250	250	250	-	0.00%
BUILDING DEPARTMENT	431,084	400,016	427,455	427,455	259,493	434,828	434,828	434,828	434,828	7,373	1.72%
	10,192,509	10,343,527	10,706,941	10,706,941	6,763,891	11,054,576	11,042,302	10,998,505	10,998,505	291,564	2.72%
<u>PUBLIC WORKS</u>											
HIGHWAY	7,519,334	7,517,439	7,955,646	7,955,646	5,525,213	8,232,627	8,232,627	8,232,627	8,232,627	276,981	3.48%
WINTER MAINTENANCE	725,000	703,374	744,832	744,832	301,436	625,144	625,144	625,144	625,144	(119,688)	-16.07%
TRANSFER STATION	1,497,426	1,556,385	1,558,282	1,558,282	1,380,049	1,610,653	1,610,653	1,545,653	1,545,653	(12,629)	-0.81%
PUBLIC BUILDING MAINTENANCE	804,041	821,694	818,136	818,136	674,378	857,861	857,861	847,861	847,861	29,725	3.63%
	10,545,800	10,598,892	11,076,896	11,076,896	7,881,076	11,326,285	11,326,285	11,251,285	11,251,285	174,389	1.57%
<u>HEALTH AND WELFARE</u>											
SOCIAL SERVICES	273,123	269,349	323,241	323,241	179,063	331,971	331,971	331,971	331,971	8,730	2.70%
SENIOR SERVICES	339,274	303,566	322,030	322,030	235,546	325,030	325,030	325,030	325,030	3,000	0.93%
NEWTOWN HEALTH DISTRICT	399,636	403,337	415,103	415,103	407,261	420,348	420,348	420,348	420,348	5,245	1.26%
NEWTOWN YOUTH & FAMILY SERVICES	301,209	301,436	301,660	301,660	231,847	302,466	302,466	302,466	302,466	806	0.27%
CHILDREN'S ADVENTURE CENTER	135,924	139,338	142,005	142,005	140,686	141,465	141,465	141,465	141,465	(540)	-0.38%
OUTSIDE AGENCY CONTRIBUTIONS	53,565	63,842	63,842	63,842	11,000	83,945	83,945	83,945	83,945	20,103	31.49%
	1,502,731	1,480,868	1,567,881	1,567,881	1,205,403	1,605,225	1,605,225	1,605,225	1,605,225	37,344	2.38%

EXPENDITURE BUDGET SUMMARY (continued)

SUMMARY BY FUNCTION / DEPARTMENT (continued)											
	2018 - 2019	2019 - 2020	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
PLANNING			B						A	A - B	
LAND USE	662,685	678,228	711,211	711,211	385,284	722,456	722,456	722,456	722,456	11,245	1.58%
ECONOMIC & COMMUNITY DEVELOPMENT	109,191	128,787	135,352	135,352	59,984	136,672	136,672	136,672	136,672	1,320	0.98%
GRANTS ADMINISTRATION	22,797	26,233	27,817	27,817	15,072	28,255	28,255	28,255	28,255	438	1.57%
NW CONSERVATION DISTRICT	1,040	1,040	1,040	1,040	-	1,040	1,040	1,040	1,040	-	0.00%
	795,713	834,288	875,420	875,420	460,339	888,423	888,423	888,423	888,423	13,003	1.49%
RECREATION & LEISURE											
PARKS AND RECREATION	2,410,223	2,431,629	2,465,020	2,465,020	1,439,742	2,508,660	2,508,660	2,480,660	2,480,660	15,640	0.63%
LIBRARY	1,351,873	1,382,059	1,422,964	1,422,964	910,674	1,407,621	1,407,621	1,407,621	1,407,621	(15,343)	-1.08%
NEWTOWN CULTURAL ARTS COMM	2,500	-	-	-	-	-	-	-	-	-	
NEWTOWN PARADE COMMITTEE	1,090	1,090	1,400	1,400	-	1,400	1,400	1,400	1,400	-	0.00%
	3,765,685	3,814,777	3,889,384	3,889,384	2,350,416	3,917,681	3,917,681	3,889,681	3,889,681	297	0.01%
CONTINGENCY											
CONTINGENCY	-	-	140,000	140,000	-	140,000	140,000	115,000	115,000	(25,000)	-17.86%
DEBT SERVICE											
DEBT SERVICE	8,982,368	9,246,142	9,485,797	9,485,797	5,796,541	9,723,932	9,723,932	9,711,658	9,711,658	225,861	2.38%
OTHER FINANCING USES											
TOWN HALL BOARD OF MANAGERS	151,530	179,608	180,364	180,364	179,864	195,034	195,034	195,034	195,034	14,670	8.13%
RESERVE FOR CAP & NON-REC.EXP.	783,364	2,484,175	220,000	620,000	620,000	220,000	220,000	220,000	-	(220,000)	#####
TRANSFER OUT - TO OTHER FUNDS	-	127,192	-	-	-	-	-	-	-	-	
	934,894	2,790,975	400,364	800,364	799,864	415,034	415,034	415,034	195,034	(205,330)	-51.29%
TOTAL BOARD OF SELECTMEN BUDGET	41,264,692	43,722,321	42,974,759	43,374,759	28,591,132	43,938,201	43,925,927	43,741,856	43,521,856	547,097	1.27%
BOARD OF EDUCATION						<u>Superintendent</u>	<u>BOE</u>				
EDUCATION	76,054,231	76,748,424	78,651,776	78,651,776		81,080,697	80,682,470	80,192,979	79,697,698	1,045,922	1.33%
GRAND TOTAL	117,318,923	120,470,745	121,626,535	122,026,535		125,018,898	124,608,397	123,934,835	123,219,554	1,593,019	1.31%

REVENUE BUDGET DETAIL

<u>REVENUE TYPE / ACCOUNT</u>	2018 - 2019	2019 - 2020	2020 - 2021	2020 - 2021	2020 - 2021	2021 - 2022		
	2018 - 2019	2019 - 2020	ADOPTED	AMENDED	12/31	REVENUE	Increase /	Percent
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ESTIMATES</u>	<u>(Decrease)</u>	<u>Change</u>
<u>PROPERTY TAXES</u>			B			A	A - B	
CURRENT YEAR TAXES	105,338,703	108,301,627	109,190,009	109,190,009	61,135,718	110,768,056	1,578,047	1.45%
PRIOR YEAR TAXES	567,966	677,779	500,000	500,000	297,194	550,000	50,000	10.00%
INTEREST AND LIEN FEES	370,732	445,609	375,000	375,000	149,013	375,000	-	0.00%
SUPPLIMENTAL MOTOR VEHICLE TAXES	1,086,323	1,097,177	1,100,000	1,100,000	-	1,110,000	10,000	0.91%
TELECOMM. PROPERTY TAX	47,298	44,726	47,000	47,000	-	47,000	-	0.00%
	107,411,022	110,566,918	111,212,009	111,212,009	61,581,925	112,850,056	1,638,047	1.47%
<u>INTERGOVERNMENTAL</u>								
ELD. TAX RELIEF - CIRCUIT BR.	-	-	-	-	-	-	-	
IN LIEU OF TAX-ST OWNED PROP	456,363	456,363	456,363	456,363	456,363	456,363	-	0.00%
VETERANS ADD'L EXEM	19,033	15,548	19,033	19,033	16,059	16,059	(2,974)	-15.63%
TOTALLY DISABLED	1,643	1,533	1,643	1,643	1,398	1,398	(245)	-14.91%
TOWN AID FOR ROADS	470,587	471,024	470,587	470,587	234,742	470,587	-	0.00%
MASHANTUCKET PEQUOT	829,098	829,098	829,098	829,098	-	829,098	-	0.00%
CT SCHOOL BUILDING GRANTS	-	-	-	-	-	-	-	
MISCELLANEOUS STATE / FEDERAL GRANTS	26,639	42,376	25,000	25,000	2,173	25,000	-	0.00%
LOCIP GRANTS	241,178	207,543	206,461	206,461	-	206,461	-	0.00%
GRANTS FOR MUNICIPAL PROJECTS	235,371	235,371	235,371	235,371	-	235,371	-	0.00%
MUNICIPAL STABILIZATION GRANT	267,960	267,960	267,960	267,960	267,960	267,960	-	0.00%
EDUCATION COST SHARING GRANT	4,557,326	4,501,064	4,250,000	4,250,000	1,123,923	4,495,691	245,691	5.78%
PUBLIC SCHOOL TRANSPORT	-	-	-	-	-	-	-	
NON-PUB SCHOOL TRANSPORT	-	-	-	-	-	-	-	
HEALTH SERVICES - ST. ROSE	22,777	23,141	22,170	22,170	-	22,170	-	0.00%
	7,127,975	7,051,021	6,783,686	6,783,686	2,102,617	7,026,158	242,472	3.57%

REVENUE BUDGET DETAIL (-CONTINUED-)

REVENUE TYPE / ACCOUNT			2020 - 2021	2020 - 2021	2020 - 2021	2021 - 2022		
	2018 - 2019	2019 - 2020	ADOPTED	AMENDED	12/31	REVENUE	Increase /	Percent
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ESTIMATES</u>	(Decrease)	Change
CHARGES FOR SERVICES				B		A	A - B	
SENIOR CTR MEMBER FEES/PROGRAM FEES	9,960	13,109	20,000	20,000	9,485	20,000	-	0.00%
TOWN CLERK CONVEYANCE	488,906	556,736	500,000	500,000	496,201	600,000	100,000	20.00%
TOWN CLERK - OTHER	196,648	239,226	200,000	200,000	169,817	225,000	25,000	12.50%
WATER/SEWER CHARGES FOR SERVICES	125,000	125,000	125,000	125,000	125,000	135,000	10,000	8.00%
PARKS AND RECREATION	225,000	146,253	225,000	225,000	21,479	200,000	(25,000)	-11.11%
TUITION	38,096	32,340	32,340	32,340	45,788	32,340	-	0.00%
SCHOOL ACTIVITY FEES	20,000	20,000	30,000	30,000	-	30,000	-	0.00%
BUILDING	556,847	495,812	500,000	500,000	411,857	550,000	50,000	10.00%
PERMIT FEES	5,375	8,088	2,500	2,500	1,225	5,000	2,500	100.00%
TRANSFER STATION FEES	465,104	440,722	475,000	475,000	178,514	475,000	-	0.00%
LAND USE	64,649	82,203	60,000	60,000	36,198	60,000	-	0.00%
	2,195,584	2,159,489	2,169,840	2,169,840	1,495,565	2,332,340	162,500	7.49%
INVESTMENT INCOME								
INTEREST ON INVESTMENTS	1,196,136	729,934	950,000	950,000	115,452	500,000	(450,000)	-47.37%
OTHER REVENUES								
POLICE MISC REVENUE	32,139	30,015	30,000	30,000	26,581	30,000	-	0.00%
MISCELLANEOUS REVENUE	133,648	127,386	175,000	175,000	93,843	175,000	-	0.00%
MISCELLANEOUS REVENUE BOE	6,571	4,264	6,000	6,000	2,613	6,000	-	0.00%
	172,359	161,665	211,000	211,000	123,037	211,000	-	0.00%
OTHER FINANCING SOURCES								
TRANSFER IN	400,000	400,000	300,000	300,000	-	300,000	-	0.00%
USE OF FUND BALANCE	-	-	-	400,000	-	-	-	
TOTAL REVENUES & OTHER FINANCING SOURCES	118,503,076	121,069,027	121,626,535	122,026,535	65,418,596	123,219,554	1,593,019	1.31%

REVENUE ACCOUNT DETAIL**PROPERTY TAXES**

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

Total expenditure budget = \$123,219,554

Total all other resources = \$ 12,451,498

Current year taxes = \$110,768,056

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

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

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

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

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

Elderly Tax Relief – Circuit Breaker Municipalities are reimbursed for the revenue loss incurred as a result of granting real property tax credits to the elderly and totally disabled. State law provides a property tax credit program for Connecticut owners in residence of real property, who are elderly (65 and over) or totally disabled, and whose annual incomes do not exceed certain limits. An estimate is received from the Assessor. **THE STATE HAS STOPPED REIMBURSING TOWNS IN 2017-18. TO DATE THERE ARE NO STATE MONIES AVAILABLE FOR THIS PROGRAM.**

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

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

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

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

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

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

CT School Building Grant: These school construction grants are the "old" school construction grants. These grants represent partial reimbursement of bond principal and interest payments relating to school construction projects. Now towns are reimbursed on a current basis. Eligible school construction projects are now bonded on a net cost basis. **These "old" grants were paid off in 2018-19.**

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

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

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

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

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

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

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

Public School Transportation Grant: The Department of Education administers the Public School Transportation grant pursuant to CGS §10-54, §10-66ee, §10-97, §10-158a, §10-266m, §10-273a and §10-277. Percentages used to reimburse local districts for public school transportation expenditures depend on local wealth, based on the ranking of each district's Adjusted Equalized Net Grand List Per Capita (AENGLC). The wealthiest 17 towns are assigned a reimbursement percentage of zero; the remaining districts are each assigned a reimbursement percentage that is more than zero and equal to or less than 60. Secondary and K-12 regional districts receive a 10 percentage point bonus. No local or regional board of education may receive an entitlement of less than \$1,000. There is a proportionate reduction of grant totals, as calculated, to the amount of the appropriation. Due to the state's current fiscal constraints, this grant program was reduced by 10% in FY2011-12. The amount available for FY2012-13 was reduced even further in anticipation of reduced transportation costs based on the outcome of the Connecticut Regional Educational Service Center Alliance study in FY 2011-12. Estimate is taken from the State's Office of Policy and Management's "Estimates of State Aid to Municipalities" publication (usually February of each year). **FUNDING HAS BEEN REDUCED TO -0-**

Non Public School Transportation Grant: The Department of Education administers the Non-public School Transportation grant pursuant to CGS §10-266m, §10-277 and §10-281. Percentages used to reimburse local districts for non-public school transportation expenditures are determined in the same manner as are the reimbursement percentages for the Public School Transportation Grant. Allowable transportation costs for non-public school children are capped at twice the per pupil public school transportation expenditure for the year prior to the expenditure year. There is a proportionate reduction of grant totals, as calculated, to the amount of the appropriation. Due to the state's current fiscal constraints, this grant program was reduced by 10% in FY2011-12. Estimate is taken from the State's Office of Policy and Management's "Estimates of State Aid to Municipalities" publication (usually February of each year). **FUNDING HAS BEEN REDUCED TO -0-**

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

CHARGES FOR SERVICES

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

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

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

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

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

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

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

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

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

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

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

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

REVENUE ACCOUNT DETAIL**INVESTMENT INCOME**

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

OTHER REVENUES

Police Misc. Revenue: Alarm registration fees etc.

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

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

OTHER FINANCING SOURCES

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

EXPENDITURE BUDGET DETAIL

GENERAL GOVERNMENT FUNCTIONS

DEPARTMENT: SELECTMEN**MISSION/DESCRIPTION**

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

BUDGET HIGHLIGHTS

The budget for the Selectmen's department, for fiscal year 2021-22 is increased by \$3,908 or 0.88%. The increase is mainly due to general wage increases and benefits.

SELECTMEN BUDGET

	2018 - 2019	2019 - 2020	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>SELECTMEN</u>	<u>ACTUALS</u>	<u>ACTUALS</u>									
SALARIES & WAGES - FULL TIME	170,843	174,223	178,073	178,073	88,097	181,970	181,970	181,970	181,970	3,897	2.19%
GROUP INSURANCE	22,289	22,187	22,387	22,387	21,597	23,025	23,025	23,025	23,025	638	2.85%
SOCIAL SECURITY CONTRIBUTIONS	13,069	13,171	13,623	13,623	7,072	13,921	13,921	13,921	13,921	298	2.19%
RETIREMENT CONTRIBUTIONS	11,746	13,232	13,769	13,769	13,769	13,344	13,344	13,344	13,344	(425)	-3.09%
TOWN HALL O.T. /ED. /LONGEVITY	7,571	7,970	8,000	8,000	7,813	8,000	8,000	8,000	8,000	-	0.00%
PROF SVS - LEGAL	209,664	160,411	200,000	200,000	108,374	200,000	200,000	200,000	200,000	-	0.00%
DUES, TRAVEL & EDUCATION	1,741	1,299	2,000	2,000	264	2,000	2,000	2,000	2,000	-	0.00%
OFFICE SUPPLIES	1,307	1,046	2,000	2,000	603	1,500	1,500	1,500	1,500	(500)	-25.00%
OTHER EXPENDITURES	3,692	3,796	4,000	4,000	3,059	4,000	4,000	4,000	4,000	-	0.00%
	441,922	397,335	443,852	443,852	250,648	447,760	447,760	447,760	447,760	3,908	0.88%

DEPARTMENT: SELECTMEN**ACCOUNT DETAIL**

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

First Selectman’s salary was increased by 2% at the Legislative Council meeting on 04/03/2019.

The First Selectman’s executive assistant is a non union position. Non union positions reflect an increase of 2.50% in this budget.

<u>Selectmen</u>		<u>2020 - 2021</u>		<u>2021 - 2022</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
First Selectman		1	110,852	1	113,069	0	2,217
Executive Assistant	nu	1	67,221	1	68,902	0	1,681
adjust							-
		2	178,073	2	181,970	0	3,898

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 293, 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 291 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: SELECTMEN

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

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

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

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

Office Supplies: Office supplies.

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

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

This department accounts for town wide (centralized) clerking for committee and board meetings; copier leasing and postage; legal advertising and repairs and maintenance of office equipment.

BUDGET HIGHLIGHTS

The Selectmen – Other department budget has decreased by (\$500).

SELECTMEN – OTHER BUDGET

	2018 - 2019	2019 - 2020	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
<u>SELECTMEN - OTHER</u>	<u>ACTUALS</u>	<u>ACTUALS</u>									
SOCIAL SECURITY CONTRIBUTIONS	3,645	2,526	3,500	3,500	1,432	3,500	3,500	3,500	3,500	-	0.00%
REPAIR & MAINTENANCE SERVICES	643	1,107	2,000	2,000	-	1,500	1,500	1,500	1,500	(500)	-25.00%
COPIER LEASING	43,512	44,274	45,000	45,000	23,190	43,000	43,000	43,000	43,000	(2,000)	-4.44%
POSTAGE	41,253	43,909	48,000	48,000	30,539	50,000	50,000	50,000	50,000	2,000	4.17%
ADVERTISING	21,633	15,879	20,000	20,000	5,012	20,000	20,000	20,000	20,000	-	0.00%
MEETING CLERKS	54,335	40,860	50,000	50,000	23,769	50,000	50,000	50,000	50,000	-	0.00%
	165,021	148,555	168,500	168,500	83,942	168,000	168,000	168,000	168,000	(500)	-0.30%

DEPARTMENT: SELECTMEN – OTHER**ACCOUNT DETAIL**

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

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

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

<u>Copiers</u>	<u>2019-20</u>	<u>2020-21</u>	<u>Difference</u>
Assessor/Tax Collector	4,250	4,250	-
Fire marshal	3,000	3,000	-
First Selectman's Office	7,500	7,500	-
Highway	7,500	7,500	-
Land Use	4,000	4,000	-
Parks & Recreation	3,250	2,250	(1,000)
Police	6,750	6,750	-
Registrars	1,500	1,500	-
Senior Center	1,500	1,500	-
Social Services	2,250	2,250	-
Town Clerk	3,500	3,500	-
TOTAL	45,000	44,000	(1,000)

DEPARTMENT: SELECTMEN – OTHER

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

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

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

<u>Clerks</u>	<u>20-21</u>	<u>21-22</u>	<u>Difference</u>	
Board of Assess.	375	375	-	(3 @ \$125)
A/V Tech.	8,000	8,000	-	records meetings
Board of Ethics	500	500	-	(4 @ \$125)
Board of Finance	3,500	3,500	-	(28 @ \$125)
Board of Selectman	3,375	3,375	-	(27 @ \$125)
Commission on Aging	1,500	1,500	-	(12 @ \$125)
Conservation Commission	3,000	3,000	-	(24 @ \$125)
EDC	1,500	1,500	-	(12 @ \$125)
Emplee Medical Benefits Bd.	500	500	-	(4 @ \$125)
Fire Commission	1,750	1,750	-	(14 @ \$125)
Hattertown Historic District	125	125	-	(1 @ \$125)
Inland Wetlands	2,750	2,750	-	(22 @ \$125)
Legislative Council	4,900	4,900	-	(28 @ \$175)
Parks & Recreation Comm	1,750	1,750	-	(14 @ \$125)
Pension Committee	1,000	1,000	-	(10 @ \$125)
Permanent Memorial Comm	750	750	-	(6 @ \$125)
Planning & Zoning Comm	4,200	4,200	-	(24 @ \$175)
Police Commission	1,500	1,500	-	(12 @ \$125)
Public Building Committee	3,000	3,000	-	(24 @ \$125)
Public Safety	500	500	-	(4 @ \$125)
Strategic Planning-Mun. Bldgs			-	
Sustainable Energy	1,250	1,250	-	(10 @ \$125)
Zoning Board of Appeals	750	750	-	(6 @ \$125)
Misc. Boards & Commissions	3,525	3,525	-	
TOTALS	50,000	50,000	-	

DEPARTMENT: HUMAN RESOURCES**MISSION/DESCRIPTION**

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

BUDGET HIGHLIGHTS

Budget increased \$2,769 or 2.32% due mainly to salaries and benefits.

HUMAN RESOURCES BUDGET

	2018 - 2019	2019 - 2020	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
HUMAN RESOURCES	ACTUALS	ACTUALS									
SALARIES & WAGES - FULL TIME	71,925	73,543	80,198	80,198	40,048	82,203	82,203	82,203	82,203	2,005	2.50%
GROUP INSURANCE	16,589	16,758	16,914	16,914	16,779	17,425	17,425	17,425	17,425	511	3.02%
SOCIAL SECURITY CONTRIBUTIONS	5,288	5,381	6,135	6,135	2,969	6,289	6,289	6,289	6,289	154	2.50%
RETIREMENT CONTRIBUTIONS	3,595	3,677	4,010	4,010	2,002	4,110	4,110	4,110	4,110	100	2.50%
PROF SVS - OFFICIAL /	17,192	10,901	10,000	10,000	5,044	11,000	11,000	11,000	11,000	1,000	10.00%
DUES, TRAVEL & EDUCATION	250	461	2,000	2,000	1,276	1,000	1,000	1,000	1,000	(1,000)	-50.00%
	114,840	110,722	119,257	119,257	68,119	122,026	122,026	122,026	122,026	2,769	2.32%

DEPARTMENT: HUMAN RESOURCES**ACCOUNT DETAIL**

Salaries & Wages – Full Time: The Human Resource Administrator is a non union position. Non union positions reflect an increase of 2.50% in this budget.

<u>Human Resources</u>		<u>2020 - 2021</u>		<u>2021 - 2022</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Human Resources Admin.	nu	1	80,198	1	82,203	0	2,005

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 293 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 291 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: HUMAN RESOURCES

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

HUMAN RESOURCE - MEASURES & INDICATORS							
(Fiscal Year)							
<u>Measure/Indicator</u>	Actual	Actual	Actual	Actual	Actual	Actual	Actual
	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
Worker's Compensation:							
Number of Claims Reported	37	34	32	44	31	38	29
Total Paid Plus Reserved	\$ 682,628	\$ 148,173	\$ 42,759	\$ 798,930	\$ 301,398	\$ 606,297	\$ 20,207

DEPARTMENT: TAX COLLECTOR**MISSION/DESCRIPTION**

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

BUDGET HIGHLIGHTS

The budget for the Tax Collector's department, for fiscal year 2021-22 has increased by \$6,690 or 1.72%. Increase is mainly due to an increase in salaries & wages and benefits.

TAX COLLECTOR BUDGET

	2018 - 2019	2019 - 2020	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
TAX COLLECTOR	ACTUALS	ACTUALS									
SALARIES & WAGES - FULL TIME	202,022	228,837	234,103	234,103	117,523	239,956	239,956	239,956	239,956	5,853	2.50%
SALARIES & WAGES - PART TIME	12,166	12,428	12,781	12,781	2,020	13,101	13,101	13,101	13,101	320	2.50%
SALARIES & WAGES - SEASONAL	5,815	4,958	5,000	5,000	1,327	5,000	5,000	5,000	5,000	-	0.00%
SALARIES & WAGES - OVER TIME	2,322	2,537	3,000	3,000	2,243	2,500	2,500	2,500	2,500	(500)	-16.67%
GROUP INSURANCE	84,779	84,334	85,124	85,124	83,989	87,652	87,652	87,652	87,652	2,528	2.97%
SOCIAL SECURITY CONTRIBUTIONS	16,249	17,903	19,499	19,499	8,913	19,933	19,933	19,933	19,933	434	2.22%
RETIREMENT CONTRIBUTIONS	18,762	23,111	24,790	24,790	24,790	22,845	22,845	22,845	22,845	(1,945)	-7.84%
DUES, TRAVEL & EDUCATION	750	325	1,000	1,000	-	1,000	1,000	1,000	1,000	-	0.00%
OFFICE SUPPLIES	4,999	3,672	3,800	3,800	2,041	3,800	3,800	3,800	3,800	-	0.00%
	347,865	378,105	389,097	389,097	242,846	395,787	395,787	395,787	395,787	6,690	1.72%

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

The Tax Collector is a non union position. Non union positions have been given a 2.50% increase. All other full time positions belong to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.50%.

<u>Tax Collector</u>		<u>2020 - 2021</u>		<u>2021 - 2022</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Tax Collector	nu	1	88,426	1	90,636	0	2,211
Assistant Tax Collector	th	1	62,182	1	63,737	0	1,555
Bookkeeper / Data Entry	th	1	41,748	1	42,791	0	1,044
Bookkeeper / Data Entry	th	1	41,748	1	42,791	0	1,044
Budget Transfer Due to Position Long Term Disability			-				-
		4	234,103	4	239,956	0	5,853
<u>PART TIME</u>							
PT Clerk	th	1	12,781	1	13,101	0	320
<u>SEASONAL</u>							
Part time summer employee		n/a	5,000	n/a	5,000	n/a	-
<u>OVERTIME</u>							
Overtime for busy collection periods		n/a	3,000	n/a	2,500	n/a	(500)

DEPARTMENT: TAX COLLECTOR

Group Insurance; Social Security Contributions; Retirement Contributions: Group Insurance – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 293, 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 291 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).

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

Office Supplies: Office supplies.

Web site for Connecticut Tax Collectors Association: [Connecticut Tax Collectors Association, Inc.](#)

TAX COLLECTOR - MEASURES & INDICATORS											
Measure/Indicator	GRAND LIST YEAR										
	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Current Year Tax Collection Rate	99.1%	99.2%	99.1%	99.0%	99.0%	99.3%	99.2%	99.3%	99.3%	99.3%	
Number of Customer Accounts	39,415	39,270	39,350	38,973	39,044	39,250	39,263	39,610	39,600	39,776	40,777
Note: if a decrease in customer accounts occurs, it typically represents a decrease in motor vehicle accounts (as opposed to real estate or personal property).											
Number of customer accounts does not include supplemental motor vehicle.											

DEPARTMENT: PURCHASING**MISSION/DESCRIPTION**

To obtain the best value – quality, cost, and delivery – for all products and services purchased for our customers, the residents of the Town of Newtown.

BUDGET HIGHLIGHTS

This is the second full fiscal year utilizing a Town Purchasing Agent. The department is shared with the Board of Education (50%). The budget has increased \$1,966 or 2.60% due to salaries & benefits.

PURCHASING BUDGET

	2018 - 2019 ACTUALS	2019 - 2020 ACTUALS	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
<u>PURCHASING</u>											
SALARIES & WAGES - FULL TIME	26,644	45,329	46,405	46,405	22,217	47,565	47,565	47,565	47,565	1,160	2.50%
GROUP INSURANCE	-	22,607	22,892	22,892	20,894	23,551	23,551	23,551	23,551	659	2.88%
SOCIAL SECURITY CONTRIBUTIONS	1,939	2,960	3,550	3,550	1,638	3,639	3,639	3,639	3,639	89	2.50%
RETIREMENT CONTRIBUTIONS	981	2,077	2,320	2,320	1,110	2,378	2,378	2,378	2,378	58	2.51%
DUES, TRAVEL & EDUCATION	-	-	500	500	-	500	500	500	500	-	0.00%
	29,564	72,972	75,667	75,667	45,860	77,633	77,633	77,633	77,633	1,966	2.60%

DEPARTMENT: PURCHASING**ACCOUNT DETAIL**

Salaries & Wages – Full Time: The Purchasing Agent is a non union position. Non union positions reflect an increase of 2.50% in this budget.

<u>Purchasing</u>		<u>2020 - 2021</u>		<u>2021 - 2022</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Purchasing Agent (50% BOS & 50% BOE)	nu	1	46,405	1	47,565	0	1,160
							-
		1	46,405	1	47,565	0	1,160

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 293, 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 291 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).

Dues, Travel & Education: This account pays for dues for state and national purchasing associations. It also pays for meeting fees for those associations.

DEPARTMENT: PROBATE COURT

MISSION/DESCRIPTION

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

Website: [CT PROBATE COURT](#)

BUDGET HIGHLIGHTS

The Connecticut probate court system was centralized in 2011-2012. The budget item in this department represents a contribution towards the expenses of the Northern Fairfield County Probate District (45) regional probate court in Bethel. Centralizing the probate court system was accomplished by the State of Connecticut. The budget request has increased by \$85 or 1.0%.

PROBATE BUDGET

	2018 - 2019 ACTUALS	2019 - 2020 ACTUALS	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
PROBATE COURT											
PROF SVS - OFFICIAL /	5,652	5,915	8,315	8,315	-	8,400	8,400	8,400	8,400	85	1.02%

DEPARTMENT: TOWN CLERK**MISSION/DESCRIPTION**

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

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

BUDGET HIGHLIGHTS

The budget for the Town Clerk's department, for fiscal year 2021-22 has increased by \$522 or 0.17%.

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

TOWN CLERK BUDGET

						2021 - 2022 BUDGET					
	2018 - 2019	2019 - 2020		2020 - 2021		1st SELECTMAN	BOS	BOF	LC	CHANGE	
TOWN CLERK	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	182,233	182,862	186,976	186,976	95,209	191,651	191,651	191,651	191,651	4,675	2.50%
GROUP INSURANCE	62,390	62,419	62,992	62,992	62,371	64,751	64,751	64,751	64,751	1,759	2.79%
SOCIAL SECURITY CONTRIBUTIONS	13,531	13,684	14,304	14,304	7,054	14,661	14,661	14,661	14,661	357	2.50%
RETIREMENT CONTRIBUTIONS	14,236	16,623	13,845	13,845	14,890	13,275	13,275	13,275	13,275	(570)	-4.11%
PROF SVS - OFFICIAL /	382	205	500	500	-	500	500	500	500	-	0.00%
PRINTING, BINDING & MICROFICHING	25,000	33,164	25,000	25,000	16,108	20,000	20,000	20,000	20,000	(5,000)	-20.00%
DUES,TRAVEL & EDUCATION	2,500	1,939	2,500	2,500	275	2,000	2,000	2,000	2,000	(500)	-20.00%
OFFICE SUPPLIES	2,031	2,562	2,800	2,800	2,626	2,600	2,600	2,600	2,600	(200)	-7.14%
	302,303	313,459	308,917	308,917	198,534	309,439	309,439	309,439	309,439	522	0.17%

ACCOUNT DETAIL

Salaries & Wages – Full Time: The Town Clerk is an elected non union position. Non union positions reflect an increase of 2.50% in this budget. All other full time positions belong to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.50%.

		2020 - 2021		2021 - 2022		INCREASE (DECREASE)	
		AMENDED		1st SELECTMAN			
		# AUTH.	BUDGET	# AUTH.	PROPOSED	# AUTH.	BUDGET
Town Clerk	nu	1	83,142	1	85,220	0	2,079
Assistant Town Clerk	th	2	83,641	2	85,732	0	2,091
Assistant Town Clerk - Part Time (19 hours per week)		1	20,194	1	20,699	0	505
		4	186,976	4	191,651	0	4,674

DEPARTMENT: TOWN CLERK

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 293, 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 291 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).

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

Printing & Binding: This account reflects monthly fees for microfilm creation, offsite storage for microfilm, web hosting, software license/support, audits, indexing supplies, publication of codification of all ordinances and regulations. The Town Clerk has been able to upgrade software to the most current technology available enabling the public to print land records and survey maps from their computers (TOWN CLERK PORTAL) <https://www.searchiqs.com/CTNEWT/Login.aspx> which generates additional monthly revenue.

DEPARTMENT: TOWN CLERK

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

Office Supplies: Office supplies amount reflect actual experience.

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

TOWN CLERK - MEASURES & INDICATORS											
(calander year)											
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
<u>Measure/Indicator</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Land Records Processed	6,274	6,084	6,968	6,219	5,212	5,297	5,326	5,303	4,796	4,863	5,841
Birth Certificates	199	164	163	163	156	154	173	185	207	189	193
Death Certificates	199	204	261	217	187	174	223	234	220	258	287
Marriage Certificates	140	132	143	144	121	110	118	153	141	107	254
Dog Licenses	1,897	2,048	1,995	2,051	2,282	2,247	2,235	2,178	2,129	2,063	1,923
Note: Land Records indicate # of "instruments", not the # of pages in the instrument.											

DEPARTMENT: REGISTRARS**MISSION/DESCRIPTION**

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

Legal Requirements and Primary Responsibilities:

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

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

BUDGET HIGHLIGHTS

The budget for the Registrar's department, for fiscal year 2021-22 is increased by \$2,031 or 1.21%. Increase is mainly due to an increase in salaries & wages and benefits.

Election workers have been properly reclassified to employees from independent contractors.

REGISTRARS BUDGET

REGISTRARS	2018 - 2019 ACTUALS	2019 - 2020 ACTUALS	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
SALARIES & WAGES - FULL TIME	66,866	68,370	69,909	69,909	34,939	71,656	71,656	71,656	71,656	1,747	2.50%
SALARIES & WAGES - PART TIME	17,299	19,926	20,000	20,000	7,944	20,000	20,000	20,000	20,000	-	0.00%
SALARIES & WAGES - SEASONAL	-	-	33,000	33,000	32,910	33,000	33,000	33,000	33,000	-	0.00%
SOCIAL SECURITY CONTRIBUTIONS	6,890	6,309	9,402	9,402	4,495	9,536	9,536	9,536	9,536	134	1.43%
PROF SVS - ELECTION	48,552	64,462	-	-	-	-	-	-	-	-	-
REPAIR & MAINTENANCE SERVICES	2,030	2,000	2,100	2,100	1,054	2,250	2,250	2,250	2,250	150	7.14%
DUES, TRAVEL & EDUCATION	3,237	2,056	3,500	3,500	1,340	3,500	3,500	3,500	3,500	-	0.00%
OFFICE SUPPLIES	1,999	435	1,800	1,800	609	1,800	1,800	1,800	1,800	-	0.00%
OTHER EXPENDITURES	-	-	28,000	28,000	20,785	28,000	28,000	28,000	28,000	-	0.00%
	146,871	163,558	167,711	167,711	104,077	169,742	169,742	169,742	169,742	2,031	1.21%

ACCOUNT DETAIL

Salaries & Wages – Full Time: The Registrars are elected non union employees. Non union positions reflect an increase of 2.50% in this budget.

The Registrars payroll account comprises the following:

POSITION	union	2020 - 2021		2021 - 2022		INCREASE (DECREASE)	
		# AUTH.	AMENDED	# AUTH.	1st SELECTMAN	# AUTH.	BUDGET
			BUDGET		PROPOSED		
Registrar	nu	2	69,908	2	71,656	0	1,748

DEPARTMENT: REGISTRARS

Salaries & Wages – Part Time: Reflects a 2.50% increase in hourly wage.

Salaries & Wages – Seasonal: Election worker wages.

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

Professional Services – Election: This account has been discontinued. Expenditures are now found in the Salaries & Wages – Seasonal account and the Other Expenditures account.

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

Dues, Travel & Education: Education and training covers the cost of biannual conferences for education and law updates as well as official state training for our moderators. There are also classes for the Registrars to attend.

Annual dues for the Registrars of Voters Association of Connecticut (ROVAC). Among other things this association provides professional development and is a valuable resource for the department. An additional benefit to being a member of ROVAC is discounted prices for biannual conferences.

Office Supplies: Office supplies.

Other Expenditures: Includes all election expenditures other than wages.

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

DEPARTMENT: ASSESSOR**MISSION/DESCRIPTION**

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

BUDGET HIGHLIGHTS

The budget for the Assessor department, for fiscal year 2021-22 is increased by \$21,468 or 6.48%. Increase is mainly due to an increase in salaries & wages and benefits.

DEPARTMENT: ASSESSOR**ASSESSOR BUDGET**

ASSESSOR	2018 - 2019	2019 - 2020	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	217,432	192,939	231,560	231,560	119,186	255,832	255,832	255,832	255,832	24,272	10.48%
SALARIES & WAGES - PART TIME	-	-	-	-	-	-	-	-	-	-	-
SALARIES & WAGES - OVERTIME	165	5,784	4,000	4,000	1,551	-	-	-	-	(4,000)	-100.00%
GROUP INSURANCE	47,443	46,400	46,981	46,981	45,771	48,338	48,338	48,338	48,338	1,357	2.89%
SOCIAL SECURITY CONTRIBUTIONS	16,106	14,361	18,020	18,020	9,051	19,571	19,571	19,571	19,571	1,551	8.61%
RETIREMENT CONTRIBUTIONS	14,691	22,859	20,700	20,700	16,099	19,438	19,438	19,438	19,438	(1,262)	-6.10%
OTHER EMPLOYEE BENEFITS	75	325	325	325	650	325	325	325	325	-	0.00%
PROF SVS - AUDIT	2,963	1,001	3,000	3,000	-	3,000	3,000	3,000	3,000	-	0.00%
DUES, TRAVEL & EDUCATION	3,500	1,185	3,500	3,500	297	3,500	3,500	3,500	3,500	-	0.00%
OFFICE SUPPLIES	2,093	2,633	3,200	3,200	519	2,750	2,750	2,750	2,750	(450)	-14.06%
	304,467	287,487	331,286	331,286	193,123	352,754	352,754	352,754	352,754	21,468	6.48%

ACCOUNT DETAIL**Salaries & Wages – Full Time****Salaries & Wages – Part Time**

The Assessor is a non union position. Non union positions reflect an increase of 2.50% in this budget. All other full time positions belong to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.50%.

The assessor's salary has been increased to reflect the current market for assessors in Connecticut

Assessor	union	2020 - 2021		2021 - 2022		INCREASE (DECREASE)	
		AMENDED		1st SELECTMAN			
		# AUTH.	BUDGET	# AUTH.	PROPOSED	# AUTH.	BUDGET
Assessor	nu	1	79,529	1	100,000	0	20,471
Deputy Assessor	th	1	62,181	1	63,736	0	1,555
Data Entry Clerk	th	1	42,509	1	43,572	0	1,063
Field Technician	th	1	47,341	1	48,524	0	1,184
		4	231,560	4	255,832	0	24,272

DEPARTMENT: ASSESSOR**ACCOUNT DETAIL****Salaries & Wages – Over Time**

Over time covers informal hearings, field inspections, field card changes and the Board of Assessment Appeal Changes.

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 293, 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 291 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: ASSESSOR

Other Employee Benefits: No increase.

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

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

Office Supplies: Office supplies.

ASSESSOR - MEASURES & INDICATORS									
	(GL 2011)	(GL 2012)	(GL 2013)	(GL 2014)	(GL 2015)	(GL 2016)	(GL 2017)	(GL 2018)	(GL 2019)
<u>Measure/Indicator</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
Number of Real Estate Accounts	11,929	12,117	12,148	12,153	12,127	12,138	12,149	12,177	12,187
Number of Personal Property Accounts	1,892	1,887	1,865	1,850	1,782	1,803	1,670	1,656	1,622
Number of Motor Vehicle Accounts	26,182	26,242	26,334	26,540	26,557	26,809	26,853	26,954	26,933

DEPARTMENT: FINANCE**MISSION/DESCRIPTION**

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

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

BUDGET HIGHLIGHTS

The budget for the Finance department, for fiscal year 2021-22 is increased by \$8,941 or 1.61%. Increase is mainly due to an increase in salaries & wages and benefits.

FINANCE BUDGET

FINANCE						2021 - 2022 BUDGET					
	2018 - 2019	2019 - 2020	2020 - 2021			1st SELECTMAN	BOS	BOF	LC	CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	363,918	373,018	381,420	381,420	190,645	390,956	390,956	390,956	390,956	9,536	2.50%
GROUP INSURANCE	85,498	84,638	85,191	85,191	84,134	87,911	87,911	87,911	87,911	2,720	3.19%
SOCIAL SECURITY CONTRIBUTIONS	25,781	26,317	29,179	29,179	12,782	29,908	29,908	29,908	29,908	729	2.50%
RETIREMENT CONTRIBUTIONS	40,401	47,653	50,390	50,390	50,390	47,222	47,222	47,222	47,222	(3,168)	-6.29%
DUES, TRAVEL & EDUCATION	2,726	1,990	3,375	3,375	830	2,000	2,000	2,000	2,000	(1,375)	-40.74%
OFFICE SUPPLIES	4,534	3,913	4,500	4,500	953	4,500	4,500	4,500	4,500	-	0.00%
OTHER EXPENDITURES	2,949	1,577	1,700	1,700	-	2,200	2,200	2,200	2,200	500	29.41%
	525,807	539,106	555,755	555,755	339,734	564,696	564,696	564,696	564,696	8,941	1.61%

DEPARTMENT: FINANCE**ACCOUNT DETAIL**

Salaries & Wages – Full Time: The Financial Director & Assistant Finance Director are non union positions. Non union positions reflect an increase of 2.50% in this budget. All other full time positions belong to the Town Hall Employees CSEA, Local 2001 SEIU Union Salaries & wages for this union reflect an increase of 2.50%.

<u>Finance</u>		<u>2020 - 2021</u>		<u>2021 - 2022</u>		<u>INCREASE (DECREASE)</u>	
		<u>AMENDED</u>		<u>1st SELECTMAN</u>			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Finance Director	nu	1	160,919	1	164,942	0	4,023
Assistant Finance Director	nu	1	92,481	1	94,793	0	2,312
Accountant/Payroll	th	1	72,023	1	73,823	0	1,801
Accounts Payable Clerk	th	1	55,997	1	57,397	0	1,400
		4	381,420	4	390,956	0	9,536

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 293, 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 291 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: FINANCE

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

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

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

Office Supplies: Office supplies.

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

FINANCE - MEASURES & INDICATORS										
	Fiscal Year									
Measure/Indicator	Actual 2010-11	Actual 2011-12	Actual 2012-13	Actual 2013-14	Actual 2014-15	Actual 2015-16	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20
GFOA Certificate for Excellence in Financial Reporting	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Audit Findings of Material Weakness	None	None	None	None	None	None	None	None	None	None
Unassigned Fund Balance as a % of General Fund Expenditures	7.10%	7.90%	8.80%	9.30%	9.60%	10.02%	10.75%	11.14%	13.36%	13.92%
Short Term Investment Fund Return (6/30)	0.22%	0.12%	0.18%	0.16%	0.16%	0.44%	0.61%	1.98%	2.42%	0.25%
* Without FEMA grant amount fund balance = 11.90%										

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 2021-22 has decreased by (\$16,290) or -1.96%. Decrease is mainly due to an increase in salaries & wages offset by a decrease in technology equipment.

TECHNOLOGY DEPARTMENT BUDGET

	2018 - 2019	2019 - 2020	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>TECHNOLOGY DEPARTMENT</u>	<u>ACTUALS</u>	<u>ACTUALS</u>									
SALARIES & WAGES - FULL TIME	296,606	302,869	321,201	321,201	160,501	329,231	329,231	329,231	329,231	8,030	2.50%
GROUP INSURANCE	56,083	55,584	56,146	56,146	54,938	57,966	57,966	57,966	57,966	1,820	3.24%
SOCIAL SECURITY CONTRIBUTIONS	21,645	22,535	24,572	24,572	11,949	25,186	25,186	25,186	25,186	614	2.50%
RETIREMENT CONTRIBUTIONS	18,075	22,680	19,822	19,822	13,471	19,518	19,518	19,518	19,518	(304)	-1.53%
FEES & PROFESSIONAL SERVICES	55,084	31,362	40,000	40,000	30,190	35,000	35,000	35,000	35,000	(5,000)	-12.50%
SOFTWARE/HARDWARE	262,760	253,748	304,285	304,285	150,606	302,785	302,785	302,785	302,785	(1,500)	-0.49%
DUES, TRAVEL & EDUCATION	6,975	193	7,500	7,500	50	8,000	8,000	8,000	8,000	500	6.67%
OFFICE SUPPLIES	6,113	7,507	9,000	9,000	1,619	8,500	8,500	8,500	8,500	(500)	-5.56%
EQUIPMENT - TECHNOLOGY	15,232	50,419	49,950	49,950	-	30,000	30,000	30,000	30,000	(19,950)	-39.94%
	738,572	746,898	832,476	832,476	423,325	816,186	816,186	816,186	816,186	(16,290)	-1.96%

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 2.50% 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 2.50%.

<u>Technology</u>		<u>2020 - 2021</u>		<u>2021 - 2022</u>		<u>INCREASE (DECREASE)</u>	
			<u>AMENDED</u>		<u>1st SELECTMAN</u>		
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
IT Director	nu	1	128,397	1	131,607	0	3,210
IT Operations Supervisor	nu	1	75,494	1	77,382	0	1,887
GIS Software Specialist	th	1	50,000	1	51,250	0	1,250
Technology Specialist	th	1	67,309	1	68,992	0	1,683
		4	321,201	4	329,231	0	8,030

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 293, 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 291 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 .

	<u>Fees & Professional Services:</u>		<u>2020-21</u>	<u>2021-22</u>	
	E-PLUS, SMARTNET / ERGO GROUP		13,000	15,000	
	E-PLUS, MANAGED SERVICES		20,000	20,000	
	UPGRADE MOC SWITCHES		7,000	-	
			40,000	35,000	

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:				
<u>DESCRIPTION</u>	<u>2020-21</u>	<u>2021-22</u>	<u>DIFF</u>	<u>Comment</u>
<u>Assessor Department:</u>				
Vision - Assessor CAMA system maintenance/web hosting	15,000	15,000	-	
Quality Data System maintenance - Assessor	26,000	26,000	-	
New England GeoSystem - Assessor map xpress interactive public GIS	4,500	4,500	-	
LexisNexis - Assessor	1,500	1,500	-	
<u>Tax Department:</u>				
Quality Data System maintenance - Tax Collector	23,500	23,500	-	
LexisNexis - Tax Collector	2,160	2,160	-	
Server hardware maintenance	15,000	15,000	-	
<u>Town Clerk Department:</u>				
CivicPlus website hosting & support for live stream	4,500	5,000	500	Streaming in HD
Virtual Town Hall - Town web site	8,500	8,500	-	
<u>Building Department:</u>				
Viewpoint permit system	15,000	15,000	-	
<u>Parks & Recreation:</u>				
Vermont Systems - maintenance for webtrac-rectrack-risograph (Recreation)	5,800	5,800	-	
<u>Public Works:</u>				
New England GeoSystem - Public Works citizen request management system	4,500	4,500	-	
<u>Finance Department</u>				
Efinance Software	26,725	26,725	-	
<u>IT Department</u>				
GIS system maintenance - ESRI	17,000	17,000	-	
Renew microsoft office licenses	12,000	10,000	(2,000)	
Annual state internet fee	3,600	3,600	-	
Other	2,000	2,000	-	
Fiber Tech	7,000	7,000	-	
New England GeoSystem - Professional GIS mapping consulting services	4,000	4,000	-	
E-mail Storage	26,000	26,000	-	Email, and retention of all emails
Department of MV	7,000	7,000	-	
Fortinent Support - Network security	4,000	4,000	-	
Foresite - Firewall support	6,500	6,500	-	
Computer Enviroment Monitoring	3,500	3,500	-	
Public Safety Data Network usage fees	2,500	2,500	-	
UPS maintenance	6,500	6,500	-	Mtc and battery replacement
NOVUS hardware, maintenance and support	50,000	50,000	-	
	304,285	302,785	(1,500)	

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>2020-21</u>	<u>2021-22</u>
Productivity tools training	3,000	3,000
On going IT department Training	4,500	5,000
	7,500	8,000

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

Equipment - Technology: This budget line item is reserved for non-recurring expenses envisioned for the upcoming fiscal year. 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>			2020-21	2021-22
Replacement PC's and Equipment			49,950	30,000

DEPARTMENT: UNEMPLOYMENT**DESCRIPTION**

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

BUDGET HIGHLIGHTS

This account is a very hard account to predict. The amount actually paid depends on how soon a past employee gets gainful employment. Typically this account has had a budget of \$8,000 - \$15,000. Expenditures have ranged from \$7,000 to \$30,000 over the years. If an additional appropriation is needed it has come from contingency.

UNEMPLOYMENT BUDGET

	2018 - 2019	2019 - 2020	2020 - 2021		12/31 ACTUAL	2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED		1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED		
<u>UNEMPLOYMENT</u>	<u>ACTUALS</u>	<u>ACTUALS</u>								\$	%
UNEMPLOYMENT COMPENSATION	8,703	28,332	8,000	8,000	133	8,000	8,000	8,000	8,000	-	0.00%

DEPARTMENT: OPEB CONTRIBUTION**DESCRIPTION**

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

BUDGET HIGHLIGHTS

Contributions to the OPEB fund started in 2009-2010 due to a new accounting pronouncement. It was a planned target to reach the annual required contribution (ARC) over a period of five years. However this has not been possible due to the economic downturn. The amount in the medical benefit account represents current retiree medical costs. The total budget amount represents a percent of the ARC for the Town (BOE contributes \$100,000 to OPEB).

OPEB CONTRIBUTION BUDGET

	2018 - 2019	2019 - 2020	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
	ACTUALS	ACTUALS				PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>OPEB CONTRIBUTION</u>											
GROUP INSURANCE	79,116	78,531	79,285	79,285	79,285	81,663	81,663	81,663	81,663	2,378	3.00%
OTHER POST EMPLOYMENT	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	-	0.00%
	179,116	178,531	179,285	179,285	179,285	181,663	181,663	181,663	181,663	2,378	1.33%

DEPARTMENT: INSURANCE**DESCRIPTION**

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

CIRMA website: [CIRMA](#)

BUDGET HIGHLIGHTS

The insurance budget has remained the same due to favorable claim experience.

INSURANCE BUDGET

	2018 - 2019	2019 - 2020	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC		
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
<u>INSURANCE</u>	<u>ACTUALS</u>	<u>ACTUALS</u>									
INSURANCE, OTHER THAN	1,100,420	1,097,428	1,100,500	1,100,500	1,077,885	1,100,500	1,100,500	1,100,500	1,100,500	-	0.00%
OTHER EXPENDITURES	2,398	1,516	10,000	10,000	7,611	10,000	10,000	10,000	10,000	-	0.00%
	1,102,818	1,098,943	1,110,500	1,110,500	1,085,496	1,110,500	1,110,500	1,110,500	1,110,500	-	0.00%

DEPARTMENT: INSURANCE**ACCOUNT DETAIL**

Insurance Other Than Employee Benefits: This account covers the CIRMA premium for general liability, auto and property insurance; the CIRMA premium for worker's compensation insurance; the insurance consultant's fee of \$35,000; a crime coverage policy; a treasurer bond; an auto & umbrella insurance for fire apparatus and employee motor vehicle license check fees. The insurance policy premium for general liability has remained the same. Worker's compensation insurance premium is the same as the prior year.

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

MEASURES & INDICATORS										
(Fiscal Year)										
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
<u>Measure/Indicator</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Pot Hole Claims	10	15	7	26	26	8	13	18	17	22
Town Vehicle Claims	28	26	18	14	22	9	6	15	13	7
General Liability Claims	9	5	4	6	9	6	5	3	4	5

DEPARTMENT: PROFESSIONAL ORGANIZATIONS**MISSION/DESCRIPTION**

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

BUDGET HIGHLIGHTS

Dues for professional organizations have remained the same.

PROFESSIONAL ORGANIZATIONS BUDGET

	2018 - 2019	2019 - 2020	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED		
PROFESSIONAL ORGANIZATIONS	ACTUALS	ACTUALS								\$	%
OTHER EXPENDITURES	40,658	40,658	40,658	40,658	33,481	40,658	40,658	40,658	40,658	-	0.00%

DEPARTMENT: PROFESSIONAL ORGANIZATIONS**ACCOUNT DETAIL**

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

	<u>PROFESSIONAL ORGANIZATIONS</u>	<u>2020 - 2021</u>	<u>2021 - 2022</u>	<u>CHANGE</u>	
	WestCOG	23,379	23,379	-	
	CCM	15,254	15,254	-	
	COST	1,225	1,225	-	
	REG BROWNFIELD'S	800	800	-	
	TOTAL	40,658	40,658	-	

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

Website: [WestCOG](#)

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

Website: [CCM](#)

DEPARTMENT: PROFESSIONAL ORGANIZATIONS

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

COST IS:

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

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

DEPARTMENT: LEGISLATIVE COUNCIL**MISSION/DESCRIPTION**

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

BUDGET HIGHLIGHTS

Request has increased due to contracted fee schedule.

LEGISLATIVE COUNCIL BUDGET:

	2018 - 2019 ACTUALS	2019 - 2020 ACTUALS	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>LEGISLATIVE COUNCIL</u>											
PROF SVS - AUDIT/OTHER	44,000	54,245	45,000	45,000	45,000	46,000	46,000	46,000	46,000	1,000	2.22%
	44,000	54,245	45,000	45,000	45,000	46,000	46,000	46,000	46,000	1,000	2.22%

DEPARTMENT: DISTRICT CONTRIBUTIONS**MISSION/DESCRIPTION**

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

BUDGET HIGHLIGHTS

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

DISTRICT CONTRIBUTIONS BUDGET

	2018 - 2019	2019 - 2020	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
<u>DISTRICT CONTRIBUTIONS</u>	<u>ACTUALS</u>	<u>ACTUALS</u>									
OTHER EXPENDITURES - HATTERTOWN	-		-	-	-	-	-	-	-	-	
OTHER EXPENDITURES - HAWLEYVILLE	-		-	-	-	-	-	-	-	-	
OTHER EXPENDITURES - SANDY HOOK	2,524	4,029	7,500	7,500	-	7,500	7,500	7,500	7,500	-	0.00%
	2,524	4,029	7,500	7,500	-	7,500	7,500	7,500	7,500	-	0.00%

DEPARTMENT: SUSTAINABLE ENERGY COMMITTEE

MISSION/DESCRIPTION

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

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

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

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

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

BUDGET HIGHLIGHTS

The budget for the Sustainable Energy Committee, for fiscal year 2021-22 has remained the same. This amount is for supplies and materials. The Sustainable Energy Committee may request additional amounts as the need requires.

SUSTAINABLE ENERGY BUDGET

	2018 - 2019 ACTUALS	2019 - 2020 ACTUALS	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>SUSTAINABLE ENERGY COMM</u>											
OTHER EXPENDITURES	291	-	300	300	-	300	300	300	300	-	0.00%

DEPARTMENT: FAIRFIELD HILLS AUTHORITY**MISSION/DESCRIPTION**

The Town of Newtown acquired the former Fairfield Hills Hospital property from the State of Connecticut in 2004. A comprehensive reuse vision for the property was presented in the Fairfield Hills Master Plan. The Town of Newtown established the Fairfield Hills Authority, a municipal development agency, to implement the Master Plan.

Web site: <http://www.newtown-ct.gov/fairfield-hills-authority>

BUDGET HIGHLIGHTS

The budget for Fairfield Hills Authority, for fiscal year 2021-22, has remained the same.

FAIRFIELD HILLS AUTHORITY BUDGET

	2018 - 2019	2019 - 2020	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
FAIRFIELD HILLS AUTHORITY	ACTUALS	ACTUALS									
SALARIES & WAGES - PART TIME	-	-	-	-	-	-	-	-	-	-	-
GROUP INSURANCE	-	-	-	-	-	-	-	-	-	-	-
FEES & PROFESSIONAL SERVICES	40,000	40,000	-	-	-	-	-	-	-	-	-
REPAIR & MAINTENANCE SERVICES	3,999	4,000	-	-	-	-	-	-	-	-	-
CONTRACTUAL SERVICES	-	-	40,000	40,000	40,000	40,000	40,000	40,000	40,000	-	0.00%
	43,999	44,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	-	0.00%

ACCOUNT DETAIL

Contractual Services: Mowing & landscape work in non-playing field areas. Contract is managed by the Parks & Recreation Department.

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PUBLIC SAFETY FUNCTIONS

DEPARTMENT: EMERGENCY COMMUNICATIONS**MISSION/DESCRIPTION**

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

EMERGENCY COMMUNICATIONS**GOALS & ACCOMPLISHMENTS**

NECC staff continues to advance in training initiatives completing monthly on-line training from Police Legal Sciences - APCO International and NENA. Services the Center continues to promote and support to our residents is Smart911 and CodeRED (available on town website: www.newtown-ct.gov) with RapidSOS soon to be deployed. The NECC maintains a presence within the community by being involved in community events to inform the community of 911 activities and support of staff. The staff has been honored for its achievements, dedication and service to the Newtown community by APCO International, MECCA and NENA all Public Safety Professional Organizations dedicated to Tele communicators.

BUDGET HIGHLIGHTS

The budget for Emergency Communications, for fiscal year 2021-22 is increased by \$19,551 or 1.68%. Increase is mainly due to an increase in salaries & wages.



DEPARTMENT: EMERGENCY COMMUNICATIONS**EMERGENCY COMMUNICATIONS BUDGET**

						2021 - 2022 BUDGET					
	2018 - 2019	2019 - 2020	2020 - 2021			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>EMERGENCY COMMUNICATIONS</u>	<u>ACTUALS</u>	<u>ACTUALS</u>	<u>ADOPTED</u>	<u>AMENDED</u>	<u>12/31 ACTUAL</u>	<u>PROPOSED</u>	<u>PROPOSED</u>	<u>RECOMMENDED</u>	<u>ADOPTED</u>	<u>\$</u>	<u>%</u>
SALARIES & WAGES - FULL TIME	569,850	563,855	596,011	596,011	309,389	614,885	614,885	614,885	614,885	18,874	3.17%
SALARIES & WAGES - OVERTIME	79,311	123,994	84,000	84,000	42,358	84,000	84,000	84,000	84,000	-	0.00%
GROUP INSURANCE	107,237	106,393	107,514	107,514	105,091	111,274	111,274	111,274	111,274	3,760	3.50%
SOCIAL SECURITY CONTRIBUTIONS	48,997	50,558	52,021	52,021	26,096	53,465	53,465	53,465	53,465	1,444	2.78%
RETIREMENT CONTRIBUTIONS	45,965	55,548	44,975	44,975	36,717	42,850	42,850	42,850	42,850	(2,125)	-4.72%
OTHER EMPLOYEE BENEFITS	2,000	1,488	2,000	2,000	733	2,000	2,000	2,000	2,000	-	0.00%
REPAIR & MAINTENANCE SERVICES	35,365	30,445	35,000	35,000	20,299	35,000	35,000	35,000	35,000	-	0.00%
RENTAL OF EQUIPMENT	175,388	161,424	235,502	235,502	89,820	233,100	233,100	233,100	233,100	(2,402)	-1.02%
OTHER PURCHASED SERVICES	(1,329)	-	1,500	1,500	-	1,500	1,500	1,500	1,500	-	0.00%
DUES, TRAVEL & EDUCATION	3,501	1,884	2,000	2,000	-	2,000	2,000	2,000	2,000	-	0.00%
OFFICE SUPPLIES	166	302	400	400	210	400	400	400	400	-	0.00%
CAPITAL	-	-	-	-	-	-	-	-	-	-	-
	1,066,451	1,095,890	1,160,923	1,160,923	630,712	1,180,474	1,180,474	1,180,474	1,180,474	19,551	1.68%

DEPARTMENT: EMERGENCY COMMUNICATIONS**ACCOUNT DETAIL**

Salaries & Wages - Fulltime: The Director of Emergency Communications is a non union position. Non union positions reflect an increase of 2.50% in this budget. The emergency tele communicators are in the Nutmeg Independent Public Safety Employees, NIPSEU Union. The current contract ends on 06/30/2021. Salaries & wages for this union reflect an increase of 2.50% which is an estimate.

<u>Communications</u>		<u>2020 - 2021</u>		<u>2021 - 2022</u>		<u>INCREASE (DECREASE)</u>	
			AMENDED		1st SELECTMAN		
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Director of Emergency Communications	nu	1	79,506	1	81,493	0	1,988
Emergency Telecommunicator	disp	9	488,441	9	500,652	0	12,211
Holiday Pay/Longevity/Incentives			28,065		32,740		4,675
		10	596,011	10	614,885	0	18,874

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

DEPARTMENT: EMERGENCY COMMUNICATIONS

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 293, 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 291 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: For uniformity, each ETD is issued uniform jackets/vests to maintain professional image and standards. The Center articles as needed and through the use of a grant dry cleaning is provided to staff.

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

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

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

<u>EQUIPMENT RENTAL:</u>	<u>2020-21</u>	<u>2021-22</u>	<u>Change</u>
Frontier phone bills - lines for radios (T-1) / Public Works / Senior Center-Comm Center / Police - Fax / elevator / alarms	79,220	84,000	4,780
CL & P monthly charges for radio equipment located at tower sites (5)	8,800	8,900	100
Phone & radio repairs & purchases (non contract)	10,000	10,000	-
			-
VoIP telephones - replacement equipment for systems	3,700	3,700	-
Cell phones (Nextel - 17 phones - \$71/mth + replacements)	14,000	15,100	1,100
Tower rental (radio system - 8 Ferris Rd + S Main)	2,600	2,600	-
Electric / generator and propane bills (radio system tower sites)	7,700	7,900	200
Service contracts - HVAC & Generators w/24x7 Support	10,782	2,400	(8,382)
Radio / tower equipment			-
Fiber net service - Town of Newtown (connectivity)	81,700	81,700	-
Public safety data network relocation annual operating lease (fiber)***	4,000	4,000	-
Miscellaneous maintenance fees (Biddle, Medtronic, MicroKey)	6,000	5,800	(200)
Emergency repairs / equip replacement / equip enhancements	7,000	7,000	-
			-
*** New fiber lease regarding redundancy relating to new police station still being negotiated. First year will be charged to PSAP grant.	235,502	233,100	(2,402)

The NECC, like the Police Department, is a 24 hour a day – 7 day a week – 365 day a year operation. Equipment is used on a continual 24 hour basis. There is a demand for our services and we must meet that demand with our equipment. Some equipment is redundant to prevent loss of service. With the move to the new Police Department new fiber and state connectivity was required with no state support for the services. This included all phones and radio lines.

DEPARTMENT: EMERGENCY COMMUNICATIONS

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

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

Office Supplies: Office supplies reduced to reflect actual experience.

Capital: An upgrade of the radio console and components of the radio system is currently in process (Phase 1) with an anticipated date of the NECC occupying their new space at the new police facility. Phase 1 has been approved for bonding (went thru the CIP process). Phase 2 of the project is the replacement of portables – mobiles – pages and antenna (receive and transmit) components. This will go thru the approval process in the first half of 2021.

DEPARTMENT: EMERGENCY COMMUNICATIONS

EMERGENCY COMMUNICATIONS - MEASURES & INDICATORS											
		(Fiscal Year)									
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
<u>Measure/Indicator</u>		<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
E-911 Call		7,068	8,080	6,710	6,513	7,098	7,587	6,745	7,553	6,548	7,211
Calls for Service with Emergency Services Dispatched (includes 911 calls)		26,585	28,659	26,845	28,626	30,914	21,169	13,717	9,270	13,812	14,406

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 \$238,127 or 3.33%. This is mainly due to an increase in salaries & wages and retirement contributions.



POLICE BUDGET

						2021 - 2022 BUDGET					
	2018 - 2019	2019 - 2020	2020 - 2021			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>POLICE</u>	<u>ACTUALS</u>	<u>ACTUALS</u>	<u>ADOPTED</u>	<u>AMENDED</u>	<u>12/31 ACTUAL</u>	<u>PROPOSED</u>	<u>PROPOSED</u>	<u>RECOMMENDED</u>	<u>ADOPTED</u>	<u>\$</u>	<u>%</u>
SALARIES & WAGES - FULL TIME	4,039,557	4,167,512	4,263,151	4,263,151	2,174,473	4,331,234	4,331,234	4,331,234	4,331,234	68,083	1.60%
SALARIES & WAGES - PART TIME	-	-	-	-	-	-	-	-	-	-	-
SALARIES & WAGES - SEASONAL	22,424	14,840	22,250	22,250	2,200	22,250	22,250	22,250	22,250	-	0.00%
SALARIES & WAGES - SSO	-	-	-	-	-	-	-	-	-	-	-
SALARIES & WAGES - OVERTIME	131,281	119,769	158,400	158,400	76,438	162,980	162,980	162,980	162,980	4,580	2.89%
GROUP INSURANCE	858,664	853,530	861,370	861,370	843,827	885,731	885,731	885,731	885,731	24,361	2.83%
SOCIAL SECURITY CONTRIBUTIONS	312,099	316,271	339,951	339,951	166,441	345,510	345,510	345,510	345,510	5,559	1.64%
RETIREMENT CONTRIBUTIONS	1,015,819	1,032,040	1,118,117	1,118,117	1,115,199	1,221,238	1,221,238	1,221,238	1,221,238	103,121	9.22%
OTHER EMPLOYEE BENEFITS	67,757	59,459	73,850	73,850	27,025	81,800	81,800	81,800	81,800	7,950	10.77%
SOFTWARE/HARDWARE	61,027	74,327	77,349	77,349	41,466	80,649	80,649	80,649	80,649	3,300	4.27%
OTHER PURCHASED SERVICES	18,670	21,999	23,000	23,000	4,353	23,000	23,000	23,000	23,000	-	0.00%
CONTRACTUAL SERVICES	35,905	32,759	38,425	38,425	11,021	47,550	47,550	47,550	47,550	9,125	23.75%
DUES, TRAVEL & EDUCATION	67,321	56,359	50,000	50,000	9,966	58,350	58,350	58,350	58,350	8,350	16.70%
OFFICE SUPPLIES	5,232	4,469	4,500	4,500	2,213	4,500	4,500	4,500	4,500	-	0.00%
POLICE VEHICLES	121,497	141,597	89,096	89,096	56,819	91,044	91,044	91,044	91,044	1,948	2.19%
POLICE EQUIPMENT	56,481	17,291	33,425	33,425	4,746	35,175	35,175	35,175	35,175	1,750	5.24%
CAPITAL	-	6,036	-	-	-	-	-	-	-	-	-
OTHER EXPENDITURES	6,033	5,573	7,300	7,300	1,915	7,300	7,300	7,300	7,300	-	0.00%
	6,819,766	6,923,831	7,160,184	7,160,184	4,538,102	7,398,311	7,398,311	7,398,311	7,398,311	238,127	3.33%

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 2.00% salary increase is reflected in this budget per union contract. 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 2.50%, an estimate used until a contract is signed. The Chief's Executive Assistant is a non-union position and a 2.50% increase is reflected in this budget.

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

<u>Police</u>		<u>2020 - 2021</u>		<u>2021 - 2022</u>		<u>INCREASE (DECREASE)</u>	
			AMENDED		1st SELECTMAN		
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
<u>Uniformed</u>							
Chief of Police	nu	1	129,650	1	132,567	-	2,917
Captain	nu	1	115,065	1	117,654	-	2,589
Lieutenant - Step 5	pol	3	312,910	3	319,167	-	6,257
Detective Sergeant - Step 5	pol	0	-	0	-	-	-
Administrative Sergeant - Step 5	pol	1	95,397	1	97,273	-	1,876
Sergeant - Step 3	pol	6	567,782	6	579,138	-	11,356
Sergeant - Step 2	pol	0	-	0	-	-	-
Sergeant - Step 1	pol	0	-	0	-	-	-
Detective - Step 5	pol	3	251,001	3	255,795	-	4,794
Officer - Step 5	pol	28	2,292,576	27	2,254,905	(1)	(37,671)
Officer - Step 4	pol	1	76,189	2	155,424	1	79,235
Officer - Step 3	pol	1	71,366	0	-	(1)	(71,366)
Officer - Step 2	pol	0	-	0	-	-	-
Officer - Step 1	pol	0	-	1	64,023	1	64,023
Officer - Step H - new hire savings	pol	0	-	0	-	-	-
Total Uniformed		45	3,911,936	45	3,975,946	-	64,010
Holiday, premium, longevity, stipends & degree incentive pay			187,660		187,660		-
Executive Assistant	nu	1	45,825	1	46,971	-	1,146
Administrative Assistant	disp	1	52,399	1	53,709	-	1,310
Records Manager	disp	1	64,681	1	66,298	-	1,617
Longevity			650		650		-
Grand Total		48	4,263,151	48	4,331,234	-	68,083

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>2020-21</u>	<u>2021-22</u>	
	Scheduled Officer Shift Coverage	36,900	39,370	
	Non Scheduled Officer Shift Coverage	60,250	63,400	
	Investigations	22,550	23,620	
	Training	22,550	23,620	
	Unscheduled Non-discretionary	16,150	12,970	
	TOTAL	158,400	162,980	

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 293, 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 291 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>2020-21</u>	<u>2021-22</u>
Officer Uniform Allowance (\$900 X 45 Officers=\$40,500) **	36,000	40,500
Uniform Costs for Special Officers, Traffic Agents, School Traffic Agents	2,000	2,000
Cleaning of Uniforms Cost	13,000	13,500
Vest Covers for Officers	6,750	7,750
Initial Issue for New Officers	8,000	8,500
New Vests for Officers	8,100	9,550
	73,850	81,800

** Actual 2020-21 amount was \$38,250. Contract was settled after budget process (\$850 x 45 = \$38,250)

Software / Hardware: The line item represents the costs associated with our entire networked computer system including maintenance costs, and licensing fees. It also includes the licensing fees associated with the Mobile Data Telecommunication Computers within each cruiser. All these costs are contractual 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>2020-21</u>	<u>2021-22</u>
NexGen CAD/RMS Software	26,750	27,250
NetMotion XE Policy Maintenance	3,700	3,700
Mobile Data Terminal Cruiser Costs	26,000	26,000
Selex ES (LPR Software) (license plate)	4,395	4,395
AccComm (training tracking software)	3,912	3,912
POSS Scheduling Software Maintenance	3,750	3,750
Power DMS Accreditation Software	3,995	3,995
Leonardo LPR Maintnce Software	4,847	4,847
AFIS NexGen Implementation		2,800
	77,349	80,649

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>2020-21</u>	<u>2021-22</u>
MDT repair and service	3,900	3,900
Fairfield County Radio Interoperability	3,000	3,000
Vehicle electronic repair and service	6,900	6,900
Cell phone/portable radio repairs and service	9,200	9,200
	23,000	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. Additional cost are attributed to the Police Accountability Bill requiring drug and psychological testing of officers as part of the recertification process.

<u>SERVICES:</u>	<u>2020-21</u>	<u>2021-22</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	3,250	3,250
Respiratory medical evaluations-OSHA Requirement (45 X \$120)	5,600	5,600
Medical inoculations and testing-OSHA Requirement	1,800	2,100
Live Scan (AFIS) Maintenance	6,875	6,875
Voice Recording Maintenance	2,600	2,800
UPS Maintenance	3,300	3,300
Traffic Engineering/Consulting	2,500	2,500
Promotional Exam	5,000	5,000
Other services (police accountability bill mandates)	-	8,625
	38,425	47,550

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>			
	<u>2020-21</u>	<u>2021-22</u>	<u>Change</u>
Dues for professional training organizations	2,500	2,500	0
Books, publications and magazines	1,500	1,500	0
Advanced educational reimbursement costs for Officers	3,900	3,900	0
Annual Firearms, TASAR training costs	16,850	16,850	0
MRT, HAZ-MAT and Bloodborne Pathogens training costs	3,600	3,600	0
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	6,750	6,750	0
Training supplies	3,800	3,800	0
Mandatory SSO training at POST	1,500	1,500	0
ESU training supplies	11,500	11,500	0
Off set by special revenue fund	(8,350)		8,350
	50,000	58,350	8,350

Office Supplies: Office supplies.

DEPARTMENT: POLICE

Police Vehicles: 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 2020/2021 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 an up-fitting 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)

14,466 x 3 = 43,400 (upfitting cost)

-2,000 x 3 = 6,000 (trade- in)

136,565 Total cost for purchase and upfitting of 3 front line vehicles. One vehicle will be purchased out of fed/state asset fund. Budget will fund \$91,044.

See page 306 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>2020-21</u>	<u>2021-22</u>
Camera Systems Supplies and Repairs	3,500	3,500
Crime Scene Supplies and Equipment	2,150	2,150
Prisoner Supplies / Intoximeter Supplies	1,950	1,950
First Aid Equipment and Supplies	7,125	7,125
Youth Development Supplies	8,750	8,750
HAZ-MAT Equipment and Supplies	1,200	2,950
SSO Equipment and Supplies	5,000	5,000
CPA and SPA Supplies	2,250	2,250
Kitchen supplies and equipment	1,500	1,500
	33,425	35,175

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.

<u>MISCELLANEOUS:</u>	<u>2020-21</u>	<u>2021-22</u>
Dues for Professional Organizations	2,100	2,100
Investigation Costs	1,500	1,500
Prisoner Holding Costs	1,500	1,500
Professional Meetings Costs	600	600
Shipping Costs	150	150
Event Costs	250	250
Misc.	1,200	1,200
	7,300	7,300

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DEPARTMENT: ANIMAL CONTROL**MISSION/DESCRIPTION**

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

BUDGET HIGHLIGHTS

The budget for the Canine Control department, for fiscal year 2021-22 has increased by \$3,121 or 1.84%. Increase is mainly due to salary and benefits.

Other funds available for Animal Control: V.G. Hair & Frances E. Hair Fund - \$71,494 (+) annually; Town Dog Fund – around \$15,000 annually. An additional full time position is funded in the V.G. Hair & Frances E. Hair fund along with some part time hours.

ANIMAL CONTROL BUDGET

<u>ANIMAL CONTROL</u>	2018 - 2019 ACTUALS	2019 - 2020 ACTUALS	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
SALARIES & WAGES - FULL TIME	81,004	83,487	85,462	85,462	33,303	87,598	87,598	87,598	87,598	2,136	2.50%
SALARIES & WAGES - PART TIME	26,488	31,875	32,720	32,720	21,825	33,538	33,538	33,538	33,538	818	2.50%
GROUP INSURANCE	29,334	28,904	29,172	29,172	28,788	29,823	29,823	29,823	29,823	651	2.23%
SOCIAL SECURITY CONTRIBUTIONS	8,692	8,719	9,041	9,041	5,303	9,267	9,267	9,267	9,267	226	2.50%
RETIREMENT CONTRIBUTIONS	7,792	8,437	9,050	9,050	9,050	8,340	8,340	8,340	8,340	(710)	-7.85%
OTHER EMPLOYEE BENEFITS	1,497	1,262	2,500	2,500	-	2,500	2,500	2,500	2,500	-	0.00%
PROF SVS - OTHER	870	160	500	500	90	500	500	500	500	-	0.00%
DUES, TRAVEL & EDUCATION	1,267	500	500	500	160	500	500	500	500	-	0.00%
OFFICE SUPPLIES	536	542	500	500	112	500	500	500	500	-	0.00%
CAPITAL	-	-	-	-	-	-	-	-	-	-	-
	157,480	163,886	169,445	169,445	98,632	172,566	172,566	172,566	172,566	3,121	1.84%

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

The Municipal Animal Control Officer is a non union position. Non union positions reflect an increase of 2.50% in this budget. The other two positions belong to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.50% per contract.

<u>Animal Control</u>		<u>2020 - 2021</u>		<u>2021 - 2022</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Municipal Animal Control Off. (\$59,482; 2,650 chg to dog fund)	nu	1	56,832	1	58,252	0	1,421
Assistant Kennal Attendent	th	1	28,630	1	29,346	0	716
		2	85,462	2	87,598	0	2,137
<u>PART TIME</u>							
Part Time Assistant Animal Control Officers (1,900 to 2,600 hrs)	th	1	32,720	1	33,538	0	818

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 293, 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 291 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: ANIMAL CONTROL

Other Employee Benefits: This account purchases mandated and needed Animal Control uniforms.

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

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

Connecticut Municipal Animal Control Officers Association Dues	425	
Educational Seminar	75	
	<u>500</u>	

Office Supplies: Office supplies

MEASURES & INDICATORS											
	(Calendar Year)										
<u>Measure/Indicator</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Dog Licenses	1,699	2,027	1,992	2,083	2,226	2,183	2,178	2,162	2,118	2,012	1,818
Animal Calls for Service	887	888	778	695	861	478	473	544	471	433	388
Animal Bites	31	36	4	-	23	16	21	16	10	4	6
Infractions	38	-	12	19	23	28	21	24	18	10	2
Animals Redeemed	122	118	122	124	124	79	59	96	90	65	14
Animals Adopted	25	27	27	80	65	61	75	63	49	54	25

DEPARTMENT: FIRE**MISSION/DESCRIPTION**

The Town of Newtown is served by an all-volunteer fire service. Due to its size (60.38Square miles) the town is divided into five (5) geographical sections, each served by its own fire company housed in independently owned fire stations. There are five (5) main stations and one (1) substation. The companies are Newtown Hook & Ladder, Dodgingtown, Hawleyville, Sandy Hook and Botsford. Currently there are 34 pieces of fire/rescue apparatus. Nineteen (19) of these are owned by the Town and the remaining have been purchased by the companies with monies raised by fund raising activities and private donations. The duties of the fire companies are not limited to only fighting fires. They also respond to medical calls, motor vehicle accidents, hazardous conditions calls (i.e.: Wires down, hazardous materials etc.) search and rescue operations, automatic alarms and public service events.

The fire companies are overseen by the Board of Fire Commissioners (BOFC) which is comprised of seven (7) members. Five (5) members represent the five fire companies and there are two (2) civilian members. The BOFC oversees the purchase and maintenance of all town owned firefighting apparatus and all capital equipment. They also oversee the general operating procedures of the combined fire companies.

In addition, the BOFC is responsible for overseeing the Fire Marshal's Office (hiring and appointing the Fire Marshal and Deputies and budgeting for office operations). The Fire Marshal's office inspect all commercial buildings annually, investigate and report on fires, issue permits (Blasting, Tank Removals, Open Burn), site plan reviews for subdivisions and all commercial projects, plan reviews of all new commercial building specs as well as many the inspections throughout construction of commercial building, the fire marshal's office takes pride in inspecting 100% of all businesses and 3+ family residence annually. Currently, Newtown has one (1) full time Marshal, one full time Deputy/Purchasing Agent, one (1) full time Administrative Assistant, two (2) part time deputies and one (1) deputy liaison to the police department for the Town of Newtown.

While responsible financial planning is a large concern for the BOFC there is a larger concern for the safety of our fire fighters who volunteer to protect the residents of Newtown. We have a moral obligation to make sure they are properly equipped to tackle any emergency they may encounter each fiscal year.

Newtown Fire Companies:

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

Web sites: [NEWTOWN FIRE COMPANIES](#)

DEPARTMENT: FIRE**BUDGET HIGHLIGHTS**

The FY 2021-22 Fire budget that has an increase of \$16,281 or 1.17%. The increase is mainly due to increases in the length of service awards program in the employee benefit account (the length of service awards program is a small pension like program); increase in fire equipment and capital items.

FIRE BUDGET

FIRE	2018 - 2019 ACTUALS	2019 - 2020 ACTUALS	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
SALARIES & WAGES - FULL TIME	174,030	182,152	186,479	186,479	92,331	191,140	191,140	191,140	191,140	4,661	2.50%
SALARIES & WAGES - PART TIME	15,070	14,832	21,367	21,367	8,002	21,901	21,901	21,901	21,901	534	2.50%
GROUP INSURANCE	26,818	26,689	26,929	26,929	25,948	27,702	27,702	27,702	27,702	773	2.87%
SOCIAL SECURITY CONTRIBUTIONS	14,391	14,662	15,900	15,900	7,703	16,298	16,298	16,298	16,298	398	2.50%
RETIREMENT CONTRIBUTIONS	14,478	18,395	19,747	19,747	19,747	18,198	18,198	18,198	18,198	(1,549)	-7.84%
OTHER EMPLOYEE BENEFITS	298,453	290,287	312,500	312,500	234,012	323,500	323,500	323,500	323,500	11,000	3.52%
PROF SVS - OFFICIAL /	21,975	15,216	17,600	17,600	4,985	18,600	18,600	18,600	18,600	1,000	5.68%
WATER/SEWER	2,978	2,940	3,000	3,000	1,049	3,000	3,000	3,000	3,000	-	0.00%
HYDRANTS	86,917	86,892	93,600	93,600	37,840	87,000	87,000	87,000	87,000	(6,600)	-7.05%
REPAIR & MAINTENANCE SERVICES	48,032	68,693	43,315	43,315	37,237	48,475	48,475	48,475	48,475	5,160	11.91%
RADIO & PAGER SERVICE	19,195	14,338	19,440	19,440	2,715	21,360	21,360	21,360	21,360	1,920	9.88%
TRUCK REPAIR	64,047	75,432	80,800	80,800	55,947	83,100	83,100	83,100	83,100	2,300	2.85%
INSURANCE, OTHER THAN	59,546	67,604	71,200	71,200	30,635	76,284	76,284	76,284	76,284	5,084	7.14%
DUES, TRAVEL & EDUCATION	71,201	59,863	71,500	71,500	34,016	73,000	73,000	73,000	73,000	1,500	2.10%
OFFICE SUPPLIES	1,218	1,113	1,400	1,400	210	1,500	1,500	1,500	1,500	100	7.14%
ENERGY - NATURAL GAS	16,951	13,994	16,000	16,000	4,279	16,000	16,000	16,000	16,000	-	0.00%
ENERGY - ELECTRICITY	59,737	54,071	62,200	62,200	23,954	52,200	52,200	52,200	52,200	(10,000)	-16.08%
ENERGY - BOTTLED GAS	4,727	4,811	7,000	7,000	1,694	7,000	7,000	7,000	7,000	-	0.00%
ENERGY - OIL	18,382	18,033	19,000	19,000	5,141	19,000	19,000	19,000	19,000	-	0.00%
FIRE EQUIPMENT	36,265	68,091	60,108	60,108	18,547	71,377	60,108	60,108	60,108	-	0.00%
CAPITAL	138,423	136,991	102,740	102,740	83,942	137,237	137,237	102,740	102,740	-	0.00%
CONTRIBUTIONS TO FIRE	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000	-	0.00%
	1,337,835	1,380,099	1,396,825	1,396,825	874,933	1,458,872	1,447,603	1,413,106	1,413,106	16,281	1.17%

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

The Fire Marshalls are non union positions. Non union positions reflect an increase of 2.50% in this budget.

The full time secretary position in the Fire Marshal's Office belongs to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.50%.

Part time fire marshal positions reflect an increase of 2.50%.

<u>Fire</u>		<u>2020 - 2021</u>		<u>2021 - 2022</u>		<u>INCREASE (DECREASE)</u>	
		<u>AMENDED</u>		<u>1st SELECTMAN</u>			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Fire Marshal	nu	1	83,089	1	85,167	0	2,077
Deputy Fire Marshal	nu	1	56,988	1	58,413	0	1,425
Administrative Assistant	th	1	46,401	1	47,561	0	1,160
adjust			(136)				136
		3	186,342	3	191,140	0	4,798
<u>PART TIME</u>							
Part Time Fire Marshall***		2	21,367	2	21,901	0	534
			21,367		21,901	0	534
***8 hr/wk x \$24.00 + \$1,500 travel allowance and on call stipend; 8hr/wk x \$22.50 + \$1,350 travel allowance and on call stipend.							

DEPARTMENT: FIRE

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 293, 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 291 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 the cost of the firefighter's Length of Service Awards Program (LOSAP). The budgeted amount of this policy is \$ 185,000. The LOSAP helps attract and retain quality, volunteer, emergency service personnel. Effective protection depends on the ability to recruit, train and retain these key individuals. The unattractive alternative is to replace volunteer departments with partially or fully paid organizations at a very high cost to the tax payers. The unacceptable alternative is a reduction in personnel resulting in a greater potential for loss of life and destruction of property. The account also covers the cost of the Response Improvement Program and Daytime Drivers Stipend Program (another personnel retention program). Additional amount for daytime drivers represents a daytime driver for Hawleyville and Dodgingtown. This account is also for mileage reimbursement of the part time deputy fire marshals use of their personal vehicles for fire marshal duties.

					<u>2020-21</u>	<u>2021-22</u>	
Length of service awards program policy (like a pension)					177,000	185,000	
Response improvement program (small stipends for responses)					50,500	52,000	
Stipend - Daytime Drivers					83,500	83,500	
Fire marshalls car allowance					1,500	1,500	
Fire marshalls clothing allowance (used to be in fire equipment)						1,500	
					312,500	323,500	

DEPARTMENT: FIRE

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

	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>TOTAL</u>
2021/22	4,400	7,000	1,600	4,000	1,600	18,600
2020/21	4,400	6,000	1,600	3,800	1,800	17,600

Hydrants: This account pays the annual maintenance fees on the town's pressurized fire hydrants and also pays for repairs and maintenance to the dry hydrant system. It is also used to fund new dry hydrants. No new hydrants are included in this request.

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

Fire House maintenance - \$ 13,700 ; Equipment maintenance (next page) \$ 34,775 ; Total = \$48,475

<u>FIRE HOUSE MAINTENANCE:</u>	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>TOTAL</u>
Alarm maintenance	1,000	2,000	1,000	1,000	1,000	6,000
Boiler service			1,500			1,500
Generator maintenance	1,000	1,000	1,000	500	500	4,000
Sprinkler testing	1,000					1,000
Water, sewer, septic			350	850		1,200
Total Scheduled Maintenance	3,000	3,000	3,850	2,350	1,500	13,700
2020-21	3,000	3,000	2,300	2,300	1,800	12,400

DEPARTMENT: FIRE

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

<u>EQUIPMENT REPAIRS:</u>							
	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>FIRE MARSHAL</u>	<u>TOTAL</u>
Ground ladder test	600	540	120	330	240		1,830
Air compressor Maintenance	1,000	1,000	1,000	1,000	1,000		5,000
Air quality test	700	700	700	700	700		3,500
Hurst tool maintenance/repair	1,000	2,000	1,000	1,000	1,000		6,000
SCBA flow test	1,560	1,750	1,600	1,200	700		6,810
SCBA hydro test		1,400	350	315	350		2,415
SCBA Fit testing			600	800	480		1,880
Fire house cloud						2,200	2,200
Gear cleaning and Repair/Test		2,700	540	1,500	400		5,140
Replacement blade for hurst cutter							-
	4,860	10,090	5,910	6,845	4,870	2,200	34,775
2020-21	4,860	7,040	5,570	5,245	4,400	3,800	30,915

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

<u>RADIO & PAGER SERVICE</u>							
	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>FIRE MARSHAL</u>	<u>TOTAL</u>
Installs	1,000	1,000	1,000	1,200	1,000		5,200
Pager repairs	1,250	7,500	1,250	2,500	1,250	250	14,000
IPAD-Verizon Air Card						1,440	1,440
Tablet Cellular service 2GB				720			720
						TOTAL	21,360
2020-21	2,250	5,500	3,500	3,700	2,300	2,190	19,440

DEPARTMENT: FIRE

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

TRUCK MAINTENANCE								
	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>FIRE MARSHAL</u>	<u>SHARED</u>	<u>TOTAL</u>
Pump service & testing	1,350	2,700	1,350	1,350	1,350			8,100
Engine service	1,500	2,400	1,500	900	900			7,200
DOT inspection	1,200	1,600	1,000	800	600	400		5,600
Aerial testing	1,600	1,600		1,600				4,800
Aerial service and Repair	3,000	3,000		3,000				9,000
Truck generator	800	2,000	800	1,200	400			5,200
All wheel steering service								-
Bi-annual transmission svcs	1,500	1,800	1,200	900	900			6,300
Batteries		900						900
Pump repair								-
Eng & trans repair								-
Other							39,000	39,000
50% of transmission sv each yr		(1,800)	(1,200)					(3,000)
	10,950	14,200	4,650	9,750	4,150	400	39,000	83,100
2020-21	9,450	14,200	5,550	9,150	3,450	-	39,000	80,800

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

INSURANCE ALLOWANCE						
	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>TOTAL</u>
2021/22	15,500	22,500	19,084	7,000	12,200	76,284
2020/21	15,100	22,500	15,000	6,800	11,800	71,200
Note: Board of Fire Commission may reallocate as deemed appropriate.						

DEPARTMENT: FIRE

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

	2020-21	2021-22	<u>Diff</u>
Hook & Ladder	12,500	13,000	500
Sandy Hook	18,000	18,500	500
Botsford	14,000	14,000	-
Hawleyville	11,000	11,500	500
Dodgingtown	6,000	6,000	-
Fire Marshal	10,000	10,000	-
	71,500	73,000	1,500
Note: Board of Fire Commission may reallocate as deemed appropriate.			
Note: Fire marshal includes \$6,000 for fire prevention.			

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

Energy: These accounts cover the costs of electricity, oil, gas and water used in the operation of the six fire houses. Electricity reduced due to the installation of solar panels.

Energy – Natural Gas

Energy – Electricity

Energy – Bottled Gas

Energy - Oil

DEPARTMENT: FIRE

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

FIRE HOSE	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>TOTAL</u>
Hose testing	2,880	5,700	1,800	2,490	1,500	14,370
1"		450				450
1 1/2"				450		450
1 3/4 "			2,750	1,500	1,200	5,450
2 "						-
2 1/2 "	1,600		3,480	400		5,480
3 "	800		1,170	2,495		4,465
5 "	3,000		1,800			4,800
Nozzle/appliance		800		360		1,160
Hard suction						-
	8,280	6,950	11,000	7,695	2,700	36,625
2020-21	9,480	5,940	5,830	4,560	1,620	27,430

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

FIREFIGHTER SUPPLIES	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>TOTAL</u>
Speedy Dry		400	200	240	48	888
Road Flares		640	320	320		1,280
Nomex Hoods	940	2,350	450	1,350	450	5,540
Fire Gloves	3,000	2,304	720	1,350	450	7,824
Extrication Gloves		1,440	320	600	320	2,680
Barricade Tape		200	100	50	40	390
Gas Meter Calibration	350	1,400		1,400	1,400	4,550
EMS Supplies	2,500	2,000	1,000	1,000	1,000	7,500
Traffic Cones & Barricade Tape						-
Gear cleaning and testing						-
Foam		2,150		1,050		3,200
Narcan		300		500	100	900
	6,790	13,184	3,110	7,860	3,808	34,752
2020-21	-	17,296	6,190	10,210	2,482	32,678

Testing - \$36,625 ; Supplies - \$34,752 ; Total = \$ 71,377. (prior year = \$60,108) **Board of Selectmen reduced amount back to prior year.**

DEPARTMENT: FIRE

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

<u>CAPITAL</u>	<u>H & L</u>	<u>S.H.</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>FIRE MARSHAL</u>	<u>SHARED</u>	<u>TOTAL</u>
See detail on next page	21,147	18,929	24,276	26,009	14,400	2,476		107,237
Rotating Grant		30,000						30,000
BOF reduction (proposal to finance out of capital & non-recurring using fund balance)								(34,497)
						TOTAL		102,740
						2020-21		72,740
								30,000
								102,740

***** SEE NEXT PAGE FOR CAPITAL DETAIL**

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

Grant \$29,000 x 5 Departments = \$145,000.

Capital: Continued

Hook & Ladder	Quantity	Unit Cost	Total Cost	Sandy Hook	Quantity	Unit Cost	Total Cost
Whaly 500R nav arch	1	1,800	1,800	Traffic adviser T9	1	3,360	3,360
Water rescue PPE	4	2,098	8,392	Steps T9	1	1,053	1,053
Rescuer accessories	4	150	600	Steps 441 (F&R)	2	1,053	2,106
Motorola XE500 radio mics	5	500	2,500	14" battery cut off saw	1	2,500	2,500
Minitor VI 5 chnl pager w/amp base	5	500	2,500	Milwaukee 16" chainsaw	2	550	1,100
Mustang commander exposure suit	4	1,200	4,800	Portable pump (gas)	1	1,000	1,000
Reach pole system	1	555	555	Submersible pumps	2	775	1,550
Capitol Total			21,147	TFT 1 1/2" nozzle	1	1,050	1,050
				Kochek 2 1/2" hydrant gate	1	375	375
Dodgingtown	Quantity	Unit Cost	Total Cost	300' of 1" webbing	300		135
221 camera mirrors	1	1,400	1,400	Tri jet fogger	1	2,600	2,600
229 lighting	1	1,400	1,400	salvage master	1	2,100	2,100
221 rear lighting	1	1,000	1,000	ROTATING GRANT			30,000
Used ATV and trailer	1	5,800	5,800	Capitol Total			48,929
Nozzles	2	900	1,800				
Vent saw	1	1,800	1,800	Botsford	Quantity	Unit Cost	Total Cost
Smoke efector	1	1,200	1,200	Blitz fire package	1	3,770	3,770
Capitol Total			14,400	Griphoist TU28 rescue kit	2	3,000	6,000
				StreamlightFire vulcan kit	12	153	1,836
				Morning pride Ben 2 Hhlmet	6	420	2,520
				RPI class 3 harness	6	200	1,200
				Stihl MS461R chainsaw	1	1,600	1,600
				Kochek 6" floting strainer	1	700	700
				Kochik 6" low profile strainer with syphon	1	550	550
Hawleyville	Quantity	Unit Cost	Total Cost	Gas alert micro chip X3 detector	2	675	1,350
Tractel rescue grip hoist kit TU28K	1	2,996	2,996	Sensikit TKX gas leak detector	2	400	800
Elkhart XD mid range foam tubes	2	350	700	Firehooks unlimited Ax and Haligan	2	400	800
Bail out system and belt	5	600	3,000	RPI bailouy system	3	1,050	3,150
Pull out tray 2200lb rating bed of 337	1	2,500	2,500	Capitol Total			24,276
Apple I-pad 4th gen 64GB cellular	2	679	1,358				
Hurst spreader SP777E2	1	13,000	13,000	Fire Marshal	Quantity	Unit Cost	Total Cost
Multiple extrication tool holder	1	1,600	1,600	Code Books	16	156	2,476
Havis DS tab 101&TC device case & dock	3	285	855				-
				Capitol Total			2,476
				SHARED ESO FIRE SUIT TO BE PURCHASED		25,000	
				WITH YEAR END SAVINGS			
				Board of Finance reduction			(34,497)
Capitol Total			26,009	GRAND TOTAL CAPITAL BUDGET =			102,740
				Note: Major expenditures on turn out gear and other equipment will be financed thru the capital non-recurring fund.			

DEPARTMENT: FIRE**Measures & Indicators:**

<u>FIRE - PERFORMANCE MEASURES & INDICATORS</u>									
	(Fiscal Year)								
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Measure/Indicator	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>
Alarms	344	309	311	342	295	282	339	369	317
Electrical Wires/ Tree	655	299	94	143	161	126	616	224	167
Brush Fire	37	40	25	39	35	33	47	17	35
Illegal Burning	52	38	32	22	22	19	32	29	37
C.O. Detector	72	71	59	63	62	49	73	54	51
HazMat	43	43	45	59	69	39	48	45	29
Mutual Aid	19	12	34	22	32	19	37	22	19
Structure Fires	19	10	5	9	5	8	7	6	12
Rescue / Medical Calls	59	33	106	57	121	148	178	199	208
Smoke /Odor Calls	151	129	99	102	99	114	111	113	132
Vehicle Fires	8	7	12	13	5	16	8	18	14
MVA	78	116	92	119	140	119	172	181	134
Water Evacuations/Pumpouts	129	19	18	18	7	7	27	30	9
Chimney	9	14	10	8	6	5	9	12	10
Appliance	7	7	4	12	7	6	6	19	145
Public Service	54	112	98	95	110	122	123	87	7
Other	21	12	4	14	26	3	11	5	8
Total	1,225	1,336	1,048	1,137	1,202	1,115	1,844	1,430	1,334

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

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

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

BUDGET HIGHLIGHTS

The budget for the Emergency Management / N.U.S.A.R. department, for fiscal year 2021-22 has decreased by (\$932) or (1.44%). Decrease is due to a decrease in capital offset by an increase in salaries & contractual services.

<u>EMERGENCY MANAGEMENT/N.U.S.A.R.</u>	2018 - 2019	2019 - 2020	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
SALARIES & WAGES - PART TIME	12,925	14,925	14,925	14,925	8,775	16,925	16,925	16,925	16,925	2,000	13.40%
SOCIAL SECURITY CONTRIBUTIONS	826	941	1,142	1,142	470	1,295	1,295	1,295	1,295	153	13.38%
PROF SVS - OFFICIAL /	3,243	4,987	4,000	4,000	-	7,505	6,500	6,500	6,500	2,500	62.50%
CONTRACTUAL SERVICES	19,121	23,308	27,210	27,210	16,773	28,725	28,725	28,725	28,725	1,515	5.57%
DUES, TRAVEL & EDUCATION	1,888	1,410	3,000	3,000	200	3,000	3,000	3,000	3,000	-	0.00%
OFFICE SUPPLIES	695	1,398	1,000	1,000	260	1,000	1,000	1,000	1,000	-	0.00%
ENERGY - ELECTRICITY	3,395	3,836	3,500	3,500	1,421	4,200	4,200	4,200	4,200	700	20.00%
ENERGY - OIL	2,272	1,861	2,000	2,000	-	2,000	2,000	2,000	2,000	-	0.00%
CAPITAL	9,718	-	7,800	7,800	5,684	9,300	9,300	-	-	(7,800)	-100.00%
	54,083	52,666	64,577	64,577	33,582	73,950	72,945	63,645	63,645	(932)	-1.44%

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

Salaries & Wages – Part Time: : Director = 7,800 + three deputy directors = 3,125; 3,125; 2,875 = 16,925. Increase represents a \$500 increase (each) for director and three deputy directors. Justification for increase is due to increase in hours due to COVID19 and many storms.

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

Professional Services – Official/Administrative: Annual physicals per OSHA (for using respirators) @ \$495.00 - NUSAR members. Physical price increase

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

	<u>2020-2021</u>	<u>2021-2022</u>
CodeRed	13,500	14,175
Fire & Security Monitoring & Service	1,500	1,500
Radio & Pager Repair	1,750	1,750
Equipment Service & Repair	4,300	4,300
Generator Service	1,500	1,500
First Net Service	2,160	3,000
Internet Service - NUSAR	1,000	1,000
Trailer Supplies	1,500	1,500
Other	-	-
	27,210	28,725

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

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

Office Supplies: Office supplies for EOC

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

Capital:

- | | |
|--|----------------|
| 1. 2 Dry suit and undergarments, one for driver and one a replacement of older suit - | \$5,400 |
| 2. Breathing air cascade storage bottles w/ valves & supply air whips - | <u>\$3,900</u> |
| | \$9,300 |
| 3. Reduced by BOF (proposal to finance out of capital & non-recurring using fund balance | <u>(9,300)</u> |
| | -0- |

MEASURES & INDICATORS									
	(Calendar Year)								
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Measure/Indicator	2012	2013	2014	2015	2016	2017	2018	2019	2020
# of Emergency Mgt work shops	6	9	11	15	13	15	15	13	0
# of Day Temporary Shelters Open	4	4	0	0	0	0	0	0	0
# of Pandemic COVID19	1	1	1	1	1	1	0	0	101
Dam Training	2	2	2	1	2	3	1	2	1 Zoom
# of Code Red Alerts	13	8	9	4	2	7	18	24	10
NUSAR Training/drills	weekly	weekly	weekly	weekly	weekly	weekly	weekly	weekly	weekly
Major weather instances	1	3	0	3	0	2	2	2	3
Cert Training/Activation		5	4	3	7	4	4	15	9
warming/cooling/showers/charging							12	15	6

DEPARTMENT: LAKE AUTHORITIES**MISSION/DESCRIPTION**

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

Website: [LAKE ZOAR](#)

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

Website: [LAKE LILLINONAH](#)

BUDGET HIGHLIGHTS

The budget for the Lake Zoar Authority, for fiscal year 2021-22 has increased by \$3,841. The budget for the Lake Lillinonah Authority, for fiscal year 2021-2022 has increased by \$4,118.

	<u>LAKE AUTHORITIES</u>	<u>2020 - 2021</u>	<u>2021 - 2022</u>	<u>CHANGE</u>	
	LAKE ZOAR	19,867	23,708	3,841	
	LAKE LILLINONAH	25,909	30,027	4,118	
		45,776	53,735	7,959	

LAKE AUTHORITIES BUDGET

	2018 - 2019	2019 - 2020	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
<u>LAKE AUTHORITIES</u>											
OTHER PURCHASED SERVICES	44,670	45,776	45,692	45,692	46,947	53,735	53,735	53,735	53,735	8,043	17.60%

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

The Lake Lillinonah Authority is funded by the towns of Bridgewater, Brookfield, New Milford, Newtown, Southbury, and Roxbury to oversee environmental, safety and recreational needs of Lake Lillinonah. The Authority authorizes a yearly budget and divides it between the Towns. The Lake Lillinonah Authority total budget for fiscal year 2021-22 is \$165,10 (compared to \$149,400 in the prior year). This represents an increase of \$15,750 from the prior fiscal year. Increase is mainly due to an increase in law enforcement

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

The Lake Zoar Authority total budget for fiscal year 2021-22 is \$114,831 (compared to \$110,132 in the prior year). This represents an increase of \$4,699 from the prior fiscal year. Increase is mainly due to an increase in law enforcement salaries.

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

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

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

Web site: [NW PUBLIC SAFETY](#)

BUDGET HIGHLIGHTS

The budget for the N.W. Safety Communication department, for fiscal year 2021-22 has remained the same.

N.W. SAFETY COMMUNICATIONS BUDGET

						2021 - 2022 BUDGET					
	2018 - 2019	2019 - 2020		2020 - 2021		1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>N.W. SAFETY COMMUNICATION</u>	<u>ACTUALS</u>	<u>ACTUALS</u>	<u>ADOPTED</u>	<u>AMENDED</u>	<u>12/31 ACTUAL</u>	<u>PROPOSED</u>	<u>PROPOSED</u>	<u>RECOMMENDED</u>	<u>ADOPTED</u>	\$	%
OTHER PURCHASED SERVICES	11,140	11,363	11,590	11,590	11,489	11,590	11,590	11,590	11,590	-	0.00%

DEPARTMENT: EMERGENCY MEDICAL SERVICES – PARAMEDIC PROGRAM

MISSION/DESCRIPTION

Newtown Volunteer Ambulance Association, Inc. (NVAA) is a private non-profit organization made up of approximately fifty trained and state certified Emergency Medical Technicians who volunteer their time by responding to help others in their community. NVAA covers an area of over 60 square miles and is one of the most active volunteer EMS providers in our region with an average volume of over 2,300 calls over the last five years. Currently, NVAA has four ambulances available to provide Basic Life Support (BLS) services. In order to provide Advanced Life Support (ALS) to our community, NVAA contracts for a paramedic to be housed 24/7 in our facility to respond to ALS calls.

BUDGET HIGHLIGHTS

The budget for the Emergency Medical Services, Paramedic Program, for fiscal year 2021-22 has remained the same as the prior year.

EMERGENCY MEDICAL SERVICES BUDGET

	2018 - 2019 ACTUALS	2019 - 2020 ACTUALS	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
<u>EMERGENCY MEDICAL SERVICES</u>											
OTHER PURCHASED SERVICES	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	-	0.00%



DEPARTMENT: EMERGENCY MEDICAL SERVICES – PARAMEDIC PROGRAM

ACCOUNT DETAIL

Other Purchased Services:

Paramedic Program - \$230,000: In order to provide Advanced Life Support (ALS) to the Newtown community, Newtown Volunteer Ambulance Association, Inc. (NVAA) contracts for a paramedic 24/7. The Town of Newtown pays a majority portion of the paramedic contract, NVAA pays the remaining amount. In 2006 NVAA commenced providing ALS service to the community. At that time, the Town's portion of the paramedic contract was about 75%. The cost of the paramedic contract has risen steadily over the years. Today, the Town's share of the paramedic contract is 63% and NVAA's is 37%. Western CT Health Network (Danbury Hospital) purchased Danbury Ambulance Service (prior provider of paramedics) in early 2020. NVAA, along with the Town, entered into a new 5 year contract with WCHN effective 07.01.2020. Each year the contract price increases by 2.5%.

Ambulance - \$40,000: The Town of Newtown contributes \$40,000 a year towards the cost a new ambulance. An ambulance is replaced every two to three years (so effectively Newtown is contributing \$80,000 - \$120,000 towards a new ambulance). The cost of an ambulance (exclusive of outfitting the interior with meds, equipment, etc.) can range from \$150,000 - \$250,000 depending on the size and type of ambulance.

MEASURES & INDICATORS										
(Calendar Year)										
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
<u>Measure/Indicator</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
# Calls	2,158	2,159	2,348	2,332	2,482	2,478	2,126	2,666	2,643	2,347
# Patients	2,337	2,314	2,310	2,475	2,788	2,335	1,838	2,831	2,678	2,065
# Staffing hours	30,249	33,476	34,815	27,797	26,197	24,720	22,776	19,236	17,788	16,808

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

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

Web site: [NW CT EMS](#)

BUDGET HIGHLIGHTS

The budget for the N.W. Connecticut EMS Council, for fiscal year 2021-22 has remained the same over the prior year.

N.W. CONNECTICUT EMS COUNCIL BUDGET

	2018 - 2019 ACTUALS	2019 - 2020 ACTUALS	2020 - 2021		12/31 ACTUAL	2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED		1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
NW CONNECTICUT EMS COUNCIL											
OTHER PURCHASED SERVICES	-	-	250	250	-	250	250	250	250	-	0.00%

DEPARTMENT: BUILDING DEPARTMENT**MISSION/DESCRIPTION**

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

BUDGET HIGHLIGHTS

The budget for the Building department, for fiscal year 2021-22 has increased by \$7,373 or 1.72%. Increase is due to salary and benefits.

BUILDING DEPARTMENT BUDGET

	2018 - 2019	2019 - 2020	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
<u>BUILDING DEPARTMENT</u>	<u>ACTUALS</u>	<u>ACTUALS</u>									
SALARIES & WAGES - FULL TIME	282,252	251,383	274,404	274,404	123,420	281,264	281,264	281,264	281,264	6,860	2.50%
GROUP INSURANCE	98,489	97,421	98,401	98,401	96,982	100,868	100,868	100,868	100,868	2,467	2.51%
SOCIAL SECURITY CONTRIBUTIONS	21,253	18,535	20,992	20,992	9,140	21,517	21,517	21,517	21,517	525	2.50%
RETIREMENT CONTRIBUTIONS	24,554	30,889	29,058	29,058	29,058	26,778	26,778	26,778	26,778	(2,280)	-7.85%
OTHER EMPLOYEE BENEFITS	678	650	1,000	1,000	650	1,000	1,000	1,000	1,000	-	0.00%
PROF SVS - OTHER	-	65	-	-	-	-	-	-	-	-	
DUES, TRAVEL & EDUCATION	961	360	1,200	1,200	-	1,000	1,000	1,000	1,000	(200)	-16.67%
OFFICE SUPPLIES	2,898	714	2,400	2,400	243	2,400	2,400	2,400	2,400	-	0.00%
	431,084	400,016	427,455	427,455	259,493	434,828	434,828	434,828	434,828	7,373	1.72%

DEPARTMENT: BUILDING DEPARTMENT**ACCOUNT DETAIL**

Salaries & Wages – Full Time: The Building Official is a non union position. Non union positions reflect an increase of 2.50% in this budget. The Building Official's Administrative Assistant and the two assistant building inspectors belong to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.50%.

<u>Building Official</u>		<u>2020 - 2021</u>		<u>2021 - 2022</u>		<u>INCREASE (DECREASE)</u>	
		<u>AMENDED</u>		<u>1st SELECTMAN</u>			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Building Official	nu	1	96,381	1	98,790	0	2,410
Assistant Building Inspector (one open position reduced to part time.)	th	1.5	92,433	1.5	94,744	0	2,311
Secretary/Clerk	th	1	40,248	1	41,254	0	1,006
Executive Secretary	th	1	45,343	1	46,476	0	1,134
		4.5	274,404	4.5	281,264	0	6,860

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 293, 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 291 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: BUILDING DEPARTMENT

Other Employee Benefits: Clothing allowance per union contract.

Professional Services - Other:

Dues, Travel & Education: Continuing education classes. Also covers the purchase of up to date code books and other professional periodicals.

Office Supplies: Office supplies.

BUILDING DEPARTMENT - MEASURES & INDICATORS										
(Fiscal Year)										
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
<u>Measure/Indicator</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Residential permits issued	1,316	1,832	1,698	1,816	1,744	1,836	1,203	1,540	1,919	1,599
Residential permit value (\$)	26,569,579	28,014,669	28,724,155	32,678,634	33,762,630	27,072,679	21,371,715	25,448,319	31,286,444	30,049,272
Commercial permits issued	194	202	215	217	275	177	196	236	250	190
Commercial permit value (\$)	16,646,128	5,914,773	5,512,706	11,248,312	10,002,096	11,968,284	10,614,106	27,878,457	15,113,933	13,624,866

PUBLIC WORKS FUNCTIONS

DEPARTMENT: HIGHWAY**MISSION/DESCRIPTION**

Public Works Mission Statement:

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

BUDGET HIGHLIGHTS

Before adjustments by the Finance Director and Selectman, the budget for the Highway department, for fiscal year 2020-21 is increased by \$276,981 or 3.48%. The increase is mainly due to increases in wages & benefits, retirement contributions, along with the major increase of \$250,000 in the Capital Road Improvement line item. Without the \$250,000 increase in roads, the highway budget increase would be \$26,981 or 0.34%.

HIGHWAY BUDGET

						2021 - 2022 BUDGET					
	2018 - 2019	2019 - 2020	2020 - 2021			1st SELECTMAN	BOS	BOF	LC	CHANGE	
HIGHWAY	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	2,389,976	2,399,425	2,684,651	2,684,651	1,285,041	2,751,143	2,751,143	2,751,143	2,751,143	66,492	2.48%
SALARIES & WAGES - OVERTIME	30,661	67,826	45,000	45,000	39,504	45,000	45,000	45,000	45,000	-	0.00%
GROUP INSURANCE	658,155	652,939	659,009	659,009	647,666	681,256	681,256	681,256	681,256	22,247	3.38%
SOCIAL SECURITY CONTRIBUTIONS	182,942	190,263	208,818	208,818	108,034	213,905	213,905	213,905	213,905	5,087	2.44%
RETIREMENT CONTRIBUTIONS	213,169	255,053	259,898	259,898	249,544	241,523	241,523	241,523	241,523	(18,375)	-7.07%
OTHER EMPLOYEE BENEFITS	44,967	50,292	46,100	46,100	28,896	46,100	46,100	46,100	46,100	-	0.00%
FEES & PROFESSIONAL SERVICES	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	-	0.00%
REPAIR & MAINTENANCE SERVICES	488,890	449,111	482,600	482,600	203,419	482,600	482,600	482,600	482,600	-	0.00%
CONTRACTUAL SERVICES	731,976	713,209	650,000	650,000	393,671	650,000	650,000	650,000	650,000	-	0.00%
DUES, TRAVEL & EDUCATION	3,020	3,370	4,000	4,000	4,000	8,000	8,000	8,000	8,000	4,000	100.00%
OFFICE SUPPLIES	1,580	1,459	1,600	1,600	852	1,600	1,600	1,600	1,600	-	0.00%
ENERGY - GASOLINE	270,322	286,307	287,970	287,970	121,690	226,500	226,500	226,500	226,500	(61,470)	-21.35%
STREET LIGHTS	40,119	41,864	45,000	45,000	31,698	45,000	45,000	45,000	45,000	-	0.00%
CONSTRUCTION SUPPLIES	25,072	22,801	25,000	25,000	23,996	30,000	30,000	30,000	30,000	5,000	20.00%
STREET SIGNS	14,169	14,722	14,000	14,000	14,761	18,000	18,000	18,000	18,000	4,000	28.57%
DRAINAGE MATERIALS	99,987	99,992	100,000	100,000	59,822	100,000	100,000	100,000	100,000	-	0.00%
ROAD PATCHING MATERIALS	98,392	84,203	85,000	85,000	28,058	85,000	85,000	85,000	85,000	-	0.00%
ROAD IMPROVEMENTS	1,749,693	1,999,230	2,250,000	2,250,000	2,177,562	2,500,000	2,500,000	2,500,000	2,500,000	250,000	11.11%
CAPITAL	461,243	170,372	92,000	92,000	92,000	92,000	92,000	92,000	92,000	-	0.00%
	7,519,334	7,517,439	7,955,646	7,955,646	5,525,213	8,232,627	8,232,627	8,232,627	8,232,627	276,981	3.48%

DEPARTMENT: HIGHWAY**ACCOUNT DETAIL**

Salaries & Wages – Full Time: The Director of Public Works, Town Engineer and the Deputy Public Works Director are non union positions. Non union positions reflect an increase of 2.50% in this budget. The Administrator, Assistant Administrator, Clerk, Operations Manager and the Fleet & Facility Manager positions are in the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.50%. Thirty two positions belong in the Public Works Employees Union, Local 1303-200 of Connecticut Council #4, AFSCME, AFL-CIO Union. Salaries & wages for this union reflect an increase of 2.50% per contract.

<u>Public Works - Highway</u>		<u>2020 - 2021</u>		<u>2021 - 2022</u>		<u>INCREASE (DECREASE)</u>	
			<u>AMENDED</u>		<u>1st SELECTMAN</u>		
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Public Works Director	nu	1	118,049	1	121,000	0	2,951
Town Engineer	nu	1	131,140	1	134,418	0	3,278
Assitstant Town Engineer (was deputy PW director/asst engineer)	nu	1	76,688	1	78,605	0	1,917
Administrator	th	1	50,184	1	51,439	0	1,255
Assistant Administrator	th	1	41,820	1	42,866	0	1,046
Operations Manager	th	1	81,800	1	83,845	0	2,045
Fleet & Facility Manager	th	1	82,414	1	84,474	0	2,060
Clerk	th	1	39,729	1	40,722	0	993
Truck Driver	hwy	15	923,263	15	946,344	0	23,082
Heavy Equipment Operator	hwy	4	254,391	4	260,750	0	6,360
Leadman	hwy	4	259,678	4	266,170	0	6,492
Yardman	hwy	1	64,916	1	66,539	0	1,623
Mechanic	hwy	3	198,276	3	203,233	0	4,957
District Supervisor	hwy	4	264,966	4	271,590	0	6,624
Master Mechanic	hwy	1	72,339	1	74,148	0	1,808
Payment out of Classification			20,000		20,000		-
Stipend Pay on Call & Bucket Truck			5,000		5,000		-
Budget Transfer Due to Position Absence							
		40	2,684,651	40	2,751,143	0	66,491

DEPARTMENT: HIGHWAY

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

Medical Benefits / Social Security / Life Insurance / Pension / Long Term Disability: Medical benefits – this amount reflects the amount charged by the Medical Self Insurance Fund for the employer’s share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 293, for a breakdown of medical benefit costs and the distribution of costs to the various departments. Social Security (FICA) – this amount reflects the employer’s share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. Life Insurance – this amount reflects the cost of the life insurance benefit per union contract. Pension – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 291 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). Long Term Disability - this amount reflects the cost of the long term disability benefit per union contract.

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

- 4 x \$250 Clothing (Operations Manager, Fleet Manager, Deputy Director, Town Engineer)
- 4 x \$75 Safety Shoes (Operations Manager, Fleet Manager, Deputy Director, Town Engineer)
- 34 x \$500 Clothing and safety shoes for Highway Employees

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

DEPARTMENT: HIGHWAY

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 December 31, 2021. The diesel contract will be bid January/February 2021 for a contract period of 7/1/2021 – 6/30/2022.

		<u>Unit Price</u>	<u># Gallons</u>	<u>Total</u>	<u>Grand Total</u>	
2018/19	Gasoline	2.02	55,000	111,100		
	Diesel	1.89	90,000	170,100	281,200	
2019/20	Gasoline	1.74	60,000	104,184		
	Diesel	2.02	80,000	161,600	265,784	
2020/21	Gasoline	2.04	55,000	112,200		
	Diesel	2.17	81,000	175,770	287,970	
2021/22	Gasoline	1.77	50,000	88,500		
	Diesel	1.84	75,000	138,000	226,500	

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

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

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

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

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.

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 \$3,000,000 available for road improvements in 2021/22 if the highway budget amount of \$2,500,000 and the CIP bonding amount of \$500,000 are approved (appropriated).

Planned Road Improvements:

	<u>Planned miles</u>
Road overlay / reclamation & paving / drainage	15
Chip sealing	10

Note: The actual road list will be available closer to paving season after a post winter condition evolution 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.

	2021/2022 CAPITAL EQUIPMENT REQUEST	<u>Budget Request</u>	<u>Included in Capital & Non-Recurring</u>	***
	10 wheel dump truck with stainless steel all season body and snow plow for \$250,000.		\$250,000	
	All season truck body replacement for service life extension of Truck 3 for \$60,000. This body is severely rotted.		\$60,000	
	All season truck body replacement for service life extension of Truck 15 for \$60,000. This body is severely rotted.		\$60,000	
	Frame rail replacement for service life extension of Truck 28 for \$66,000. This frame is severely rotted and its structural integrity is compromised.	\$66,000		
	Replace (2) 11' foot snow plows, these plows have been in service for many years and have reached their end of service life \$13,000, each for a total of \$26,000.	\$26,000		
	Total Request	<u>\$92,000</u>	<u>\$370,000</u>	

*** See capital non-recurring fund detail on page 263.

DEPARTMENT: HIGHWAY

PUBLIC WORKS - MEASURES & INDICATORS									
(Fiscal Year)									
<u>Measure/Indicator</u>		Actual <u>2013</u>	Actual <u>2014</u>	Actual <u>2015</u>	Actual <u>2016</u>	Actual <u>2017</u>	Actual <u>2018</u>	Actual <u>2019</u>	Actual <u>2020</u>
Miles of Road Projects *		3.35	5.82	8.67	8.3	8.2	25.8	17.72	33.7
Linear Feet of Pipe Installed		18,290	6,090	11,868	12,290	10,992	11,950	9,875	11,180
* Includes paving & reconstruction & chip sealing (prior to 2018 town did not chip seal)									

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 270 miles. In addition to clearance of roads, the operation also encompasses school and town building parking lots and Fairfield Hill campus.

BUDGET HIGHLIGHTS

The budget for the Winter Maintenance department, for fiscal year 2021-22 decreased (\$119,688) or (16.07%). The decrease is mainly due to the reduction in treated salt prices and lower five year averages.

WINTER MAINTENANCE BUDGET

	2018 - 2019	2019 - 2020	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
	ACTUALS	ACTUALS				PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>WINTER MAINTENANCE</u>											
SALARIES & WAGES - OVERTIME	181,608	156,477	200,314	200,314	30,236	180,000	180,000	180,000	180,000	(20,314)	-10.14%
SOCIAL SECURITY CONTRIBUTIONS	13,893	3,398	15,324	15,324	2,248	13,770	13,770	13,770	13,770	(1,554)	-10.14%
CONTRACTUAL SERVICES	149,999	163,186	160,000	160,000	144,542	160,000	160,000	160,000	160,000	-	0.00%
SAND	81,252	69,282	80,237	80,237	55,884	60,608	60,608	60,608	60,608	(19,629)	-24.46%
SALT	273,248	286,206	263,957	263,957	62,684	185,766	185,766	185,766	185,766	(78,191)	-29.62%
MACHINERY & EQUIPMENT -	24,999	24,825	25,000	25,000	5,843	25,000	25,000	25,000	25,000	-	0.00%
	725,000	703,374	744,832	744,832	301,436	625,144	625,144	625,144	625,144	(119,688)	-16.07%

DEPARTMENT: WINTER MAINTENANCE**ACCOUNT DETAIL**

Salaries & Wages – Overtime: This account is used for overtime for storms from November 15th to April 15th. An average of 3,222 hours of overtime has been required on a five year average. At the current average of \$47 per hour (average of all rates) for overtime, the total budget for 3,222 hours is \$151,434. \$28,566 was added due to a low contingency amount budgeted.

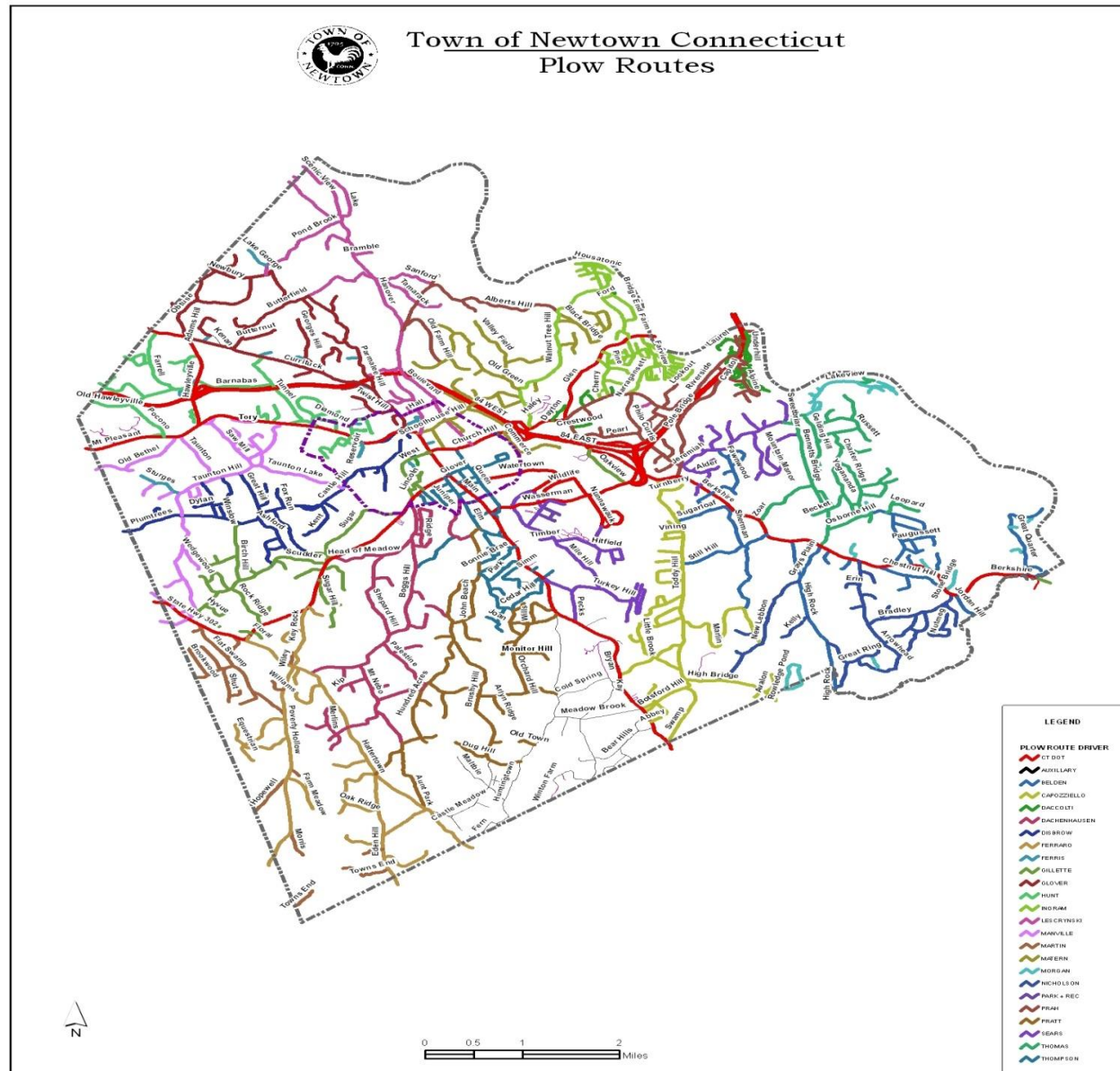
Social Security Contributions: This amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare.

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 \$0.106 per LF for a total of \$78,200 and clean 3,000+ individual catch basins at \$20.60 per basin for a total of \$61,800. We may also contract for approximately \$20,000 of front end loader time for severe storms.

Sand: The five year rolling average for sand usage has been 2,450 cubic yards annually, which is equivalent to 3,038 tons. At the current price of \$19.95 per ton, the total would be \$60,608.

Salt: This account covers treated salt used for winter deicing. The equivalent of 2,959 tons of treated road salt has been used annually over the last five years. At a current cost per ton of \$62.78, the budget cost would be \$185,766.

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

WINTER MAINTENANCE - MEASURES & INDICATORS						
(Fiscal Year)						
	Actual	Actual	Actual	Actual	Actual	5 year
<u>Measure/Indicator</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>Average</u>
Number of Snow Plowing Operations	14	15	20	13	8	14
Overtime Hours	2,913	3,708	4,306	3,395	1,790	3,222
Tons of Salt Used	2,536	3,092	4,229	2,895	2,041	2,959
Yards of Sand Used	2,079	2,571	3,699	2,272	1,630	2,450

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 22%, 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 2021-22 is decreased by (\$12,629) or (0.81%). The decrease is due to a decrease in contractual services.

TRANSFER STATION BUDGET

	2018 - 2019 ACTUALS	2019 - 2020 ACTUALS	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
TRANSFER STATION											
SALARIES & WAGES - FULL TIME	170,815	150,071	188,022	188,022	30,739	192,722	192,722	192,722	192,722	4,700	2.50%
SALARIES & WAGES - OVERTIME	15,027	33,195	25,000	25,000	28,994	25,000	25,000	25,000	25,000	-	0.00%
GROUP INSURANCE	42,956	44,036	43,490	43,490	42,028	44,008	44,008	44,008	44,008	518	1.19%
SOCIAL SECURITY CONTRIBUTIONS	14,421	12,058	16,296	16,296	4,382	16,656	16,656	16,656	16,656	360	2.21%
RETIREMENT CONTRIBUTIONS	14,934	18,513	19,910	19,910	19,910	18,349	18,349	18,349	18,349	(1,561)	-7.84%
OTHER EMPLOYEE BENEFITS	6,139	1,040	7,864	7,864	90	3,868	3,868	3,868	3,868	(3,996)	-50.81%
REPAIR & MAINTENANCE SERVICES	1,249	1,197	2,000	2,000	1,431	3,000	3,000	3,000	3,000	1,000	50.00%
CONTRACTUAL SERVICES	1,210,965	1,269,168	1,250,000	1,250,000	1,243,351	1,233,950	1,233,950	1,233,950	1,233,950	(16,050)	-1.28%
DUES, TRAVEL & EDUCATION	125	150	500	500	500	500	500	500	500	-	0.00%
GENERAL SUPPLIES	795	1,608	1,000	1,000	955	3,000	3,000	3,000	3,000	2,000	200.00%
ENERGY - ELECTRICITY	5,006	4,597	4,200	4,200	7,670	4,600	4,600	4,600	4,600	400	9.52%
CAPITAL	14,993	20,751	-	-	-	65,000	65,000	-	-	-	-
	1,497,426	1,556,385	1,558,282	1,558,282	1,380,049	1,610,653	1,610,653	1,545,653	1,545,653	(12,629)	-0.81%

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

The three positions belong in the Public Works Employees Union, Local 1303-200 of Connecticut Council #4, AFSCME, AFL- CIO Union. Salaries & wages for this union reflect an increase of 2.50% per contract.

<u>Public Works - Transfer Station</u>		<u>2020 - 2021</u>		<u>2021 - 2022</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Operator	hwy	1	64,919	1	66,542	0	1,623
Attendant	hwy	2	123,103	2	126,180	0	3,078
adjust							-
		3	188,022	3	192,722	0	4,701

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 293, 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 291 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.

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. Increase is mainly due to recycling curbside pick up off set by savings related to acquisition of hook truck.

	Adopted Budget			Request	Inc/(decr)
	2018-19	2019-20	2020-21	2021-22	
<u>CONTRACTUAL SERVICES:</u>					
Curbside Recycling Pick-Up	548,000	626,000	550,000	550,000	-
Demolition Waste Tip Fees	84,000	86,000	85,000	25,000	(60,000)
Household Hazardous Waste Day (5 per year)	32,000	42,000	48,000	50,000	2,000
MSW (Garbage) Hauling & Tip Fees	423,500	430,000	350,000	* 294,000	(56,000)
Recycling and Organics Tip Fees	16,500	30,000	126,500	158,750	32,250
Hauling of mixed recycling, leaves, MSW				67,000	67,000
Removal of Waste Oil, Freon, Tires, Leaves, Propaine Tanks	12,500	18,000	20,000	20,000	-
Fees. Stickers, Floresent Bulbs and Misc. Advertising	7,500	3,000	4,000	4,000	-
Well Testing & Monitoring	15,000	15,000	15,200	15,200	-
Wood Grinding	72,000	-	51,300	50,000	(1,300)
	1,211,000	1,250,000	1,250,000	1,233,950	(16,050)
First Selectman reduction	(61,000)				-
	1,150,000	1,250,000	1,250,000	1,233,950	(16,050)
* savings due to addition of hook truck in capital					

DEPARTMENT: TRANSFER STATION

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

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

Energy - Electricity: The town shares electrical costs for the operation of the site with the operator of the Regional Transfer Station (Wheelabrator).

Capital: \$65,000 (1 OF 2) internal lease for:

One – used heavy duty hook truck \$100,000

Four – new heavy duty 40 CY containers 30,000

\$130,000

Reduced by BOF (proposal to finance from capital & non-recurring using fund balance) (130,000)

-0-

Truck and containers would be used to replace the work currently performed by a contractor saving the Town \$65,000 a year in contractual services.

TRANSFER STATION - MEASURES & INDICATORS								
(Fiscal Year)								
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
<u>Measure/Indicator</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Tons of Waste Recycled	3,096	2,975	3,917	5,830	4,680	4248	6623	4540
% of Total Waste Recycled	21	21	27	35	29	26	30	22
Tons of Refuse Collected	14,791	14,308	14,352	16,859	16,380	16,301	15,807	15,803

*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 budget for the Public Building Maintenance department, for fiscal year 2021-2022 increased by \$29,725 or 3.63%. The increase is mainly due to five items. Adding a part time (25 hour/wk) maintenance worker; anticipation of water benefit assessment at Fairfield Hills; increased maintenance of aging HVAC; and increased contractual services for increased building square footage. On a brighter note, electricity will be down due to solar and getting new building systems under control.

PUBLIC BUILDING MAINTENANCE BUDGET

<u>PUBLIC BUILDING MAINTENANCE</u>	2018 - 2019 ACTUALS	2019 - 2020 ACTUALS	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	93,275	78,568	81,956	81,956	40,449	85,290	85,290	85,290	85,290	3,334	4.07%
SALARIES & WAGES - OVERTIME	14,965	6,180	12,000	12,000	748	6,000	6,000	6,000	6,000	(6,000)	-50.00%
GROUP INSURANCE	46,098	45,353	45,797	45,797	45,533	47,164	47,164	47,164	47,164	1,367	2.99%
SOCIAL SECURITY CONTRIBUTIONS	8,002	6,296	7,188	7,188	3,036	6,984	6,984	6,984	6,984	(204)	-2.84%
RETIREMENT CONTRIBUTIONS	8,176	11,321	5,052	5,052	2,574	4,347	4,347	4,347	4,347	(705)	-13.96%
OTHER EMPLOYEE BENEFITS	534	465	975	975	650	650	650	650	650	(325)	-33.33%
WATER / SEWERAGE	44,894	59,301	52,973	52,973	64,860	70,000	70,000	70,000	70,000	17,027	32.14%
REPAIR & MAINTENANCE SERVICES	34,825	37,288	36,300	36,300	19,538	54,654	54,654	54,654	54,654	18,354	50.56%
CONTRACTUAL SERVICES	119,434	168,537	143,672	143,672	145,473	214,331	214,331	214,331	214,331	70,659	49.18%
GENERAL MAINTENANCE SUPPLIES	4,812	26,153	3,780	3,780	6,241	6,840	6,840	6,840	6,840	3,060	80.95%
ENERGY - ELECTRICITY	260,777	238,984	310,000	310,000	248,028	250,538	250,538	250,538	250,538	(59,462)	-19.18%
ENERGY - OIL	132,366	81,847	111,663	111,663	90,468	101,063	101,063	101,063	101,063	(10,600)	-9.49%
CAPITAL	35,883	61,401	6,780	6,780	6,780	10,000	10,000	-	-	(6,780)	-100.00%
	804,041	821,694	818,136	818,136	674,378	857,861	857,861	847,861	847,861	29,725	3.63%

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

The maintainer positions are in the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.50%.

<u>Public Works - Public Building Maintenance</u>		<u>2020 - 2021</u>		<u>2021 - 2022</u>		<u>INCREASE (DECREASE)</u>	
			AMENDED		1st SELECTMAN		
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Maintainer	th	1	51,206	1.5	85,290	0.5	34,084
Facilities manager at Community Center/Senior Center - 50%	nu	0.5	30,750	0	-	-0.5	(30,750)
		1.5	81,956	1.5	85,290	0	3,334

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 293, 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 291 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

There is anticipated "Water Benefit Charge" for all Fairfield Hills accounts which is responsible for the main increase.

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.

DEPARTMENT: PUBLIC BUILDING MAINTENANCE

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

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

Increase is due to the addition of the Senior Center and the Police Facility. This account will be reduced once the old police building is off line.

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

	Heating Fuel	(Multi Purpose Building and Public Works)			
	Year	Unit Price	Gallons/ccf	Total	Contract End Date
	2021/2022				
	Oil	1.86	11,000	\$ 20,457	6/30/2021
	Natural Gas	1.45	52,573	\$ 76,231	mkt rate
	Propane - Parks	2.65	1,658	\$ 4,394	mkt rate
				\$ 101,083	

Capital:

	Continue window abatement and refurbishment at Municipal Building	10,000
	Reduced by BOF (proposal to finance from capital & non-recurring to be funded by fund balance)	(10,000)
		-

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

	Total	Municipal	Center	Police	NEW	MultiPurpose	Animal	Town	EOC	Wellness	Trades	Lane	P & R	Other	
	Town	Town	BOE*	Bldg.	PD	Bldg.	Control	Garage	Bldg.	Center	Town	BOE*	Utilites	Town Bldg	Sr Center
		68%	32%								70%	30%			
SALARIES & WAGES-FULLTIME	85,290	21,323			42,645										21,323
SALARIES & WAGES-OVERTIME	6,000				3,000										3,000
GROUP INSURANCE	47,164	11,791			23,582										11,791
SOCIAL SECURITY CONTRIBUTIONS	6,984	1,746			3,492										1,746
RETIREMENT CONTRIBUTIONS	4,347	1,087			2,174										1,087
OTHER EMPLOYEE BENEFITS	650				325										325
WATER / SEWERAGE	70,000	13,228	5,712	5,000	12,000	3,872	8,100	1,787	3,575	645	995	233	13,693	5,216	1,889
REPAIR & MAINTENANCE SERVICES	54,654	13,347	6,281	3,686	18,431	1,714	350	5,072	553	1,216	-	-	-	9,215	1,069
CONTRACTUAL SERVICES	214,331	57,120	26,880	15,000	90,000	7,236	6,779	15,375	2,654	2,166				5,000	13,001
GENERAL MAINTENANCE SUPPLIES	6,840	2,040	940		2,500	400	400	600	100	400					400
ENERGY - ELECTRICITY	250,538	48,280	22,720	10,000	50,000	16,185	5,877	14,765	6,900	4,600	6,491		55,790	650	31,000
ENERGY - OIL/NATURAL GAS	101,063	14,348	6,752	8,000	20,000	8,400	3,500	17,200	2,030	3,675	10,840	4,646	5,135	695	7,240
SUBTOTAL	847,861	184,310	69,285	41,686	268,148	37,807	25,006	54,799	15,812	12,702	18,326	4,879	74,618	20,776	93,870
CAPITAL	10,000	10,000	4,705												
GRAND TOTAL	857,861	194,310	73,990	41,686	268,148	37,807	25,006	54,799	15,812	12,702	18,326	4,879	74,618	20,776	93,870
Trades Lane electric - that is for star power. BOE pays for electric usage															
* Not included in Public Building Maintenance budget															

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HEALTH & WELFARE FUNCTIONS

DEPARTMENT: HUMAN SERVICE - SOCIAL SERVICES

MISSION/DESCRIPTION

Supporting a high quality of life for the Newtown community through services, programs and information that promote mental, physical and social well-being.

The social service programs within the Human Services Department seek to enhance the quality of life and self-sufficiency of people in need of social and financial services. The team provides advocacy, case management, crisis intervention, assistance with daily living, and referrals for long term sustainability.

BUDGET SUMMARY

The budget for the Social Service department, for fiscal year 2021-2022 increased by \$8,730 or 2.70%. The increase is due to salary and benefits and an increase for Contributions to Individuals due to increased financial needs due to residents affected by the pandemic.

HIGHLIGHTS

The Department of Human Services was created in 2019-20 combining Social Services, Senior Services and Community Wellness into one department. A new staffing plan was developed and with the current team in place services are streamlined and, more importantly, enhanced in our delivery of services in this key area for our community.

SOCIAL SERVICES BUDGET

	2018 - 2019 ACTUALS	2019 - 2020 ACTUALS	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
<u>SOCIAL SERVICES</u>											
SALARIES & WAGES - FULL TIME	188,074	208,676	234,664	234,664	117,293	240,530	240,530	240,530	240,530	5,866	2.50%
GROUP INSURANCE	39,618	19,625	40,021	40,021	38,906	41,548	41,548	41,548	41,548	1,527	3.82%
SOCIAL SECURITY CONTRIBUTIONS	15,221	15,426	17,952	17,952	8,635	18,401	18,401	18,401	18,401	449	2.50%
RETIREMENT CONTRIBUTIONS	17,865	11,804	14,105	14,105	9,297	13,993	13,993	13,993	13,993	(112)	-0.80%
FEES & PROFESSIONAL SERVICES	2,498	1,160	4,000	4,000	3,933	4,000	4,000	4,000	4,000	-	0.00%
DUES, TRAVEL & EDUCATION	954	4,145	4,000	4,000	-	4,000	4,000	4,000	4,000	-	0.00%
OFFICE SUPPLIES	2,717	3,152	2,500	2,500	301	2,500	2,500	2,500	2,500	-	0.00%
CONTRIBUTIONS TO INDIVIDUALS	2,799	4,000	4,000	4,000	36	5,000	5,000	5,000	5,000	1,000	25.00%
OTHER EXPENDITURES	3,379	1,361	1,999	1,999	663	1,999	1,999	1,999	1,999	-	0.00%
	273,123	269,349	323,241	323,241	179,063	331,971	331,971	331,971	331,971	8,730	2.70%

DEPARTMENT: HUMAN SERVICE - SOCIAL SERVICES

ACCOUNT DETAIL

Salaries & Wages – Full Time: The Director of Human / Senior Services, the Social Worker & the Social Services Coordinator are a non union positions. Non union positions reflect an increase of 2.50% in this budget. The Secretary position belongs to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.50%.

<u>Social Services</u>		<u>2020 - 2021</u>		<u>2021 - 2022</u>		<u>INCREASE (DECREASE)</u>	
		<u>AMENDED</u>		<u>1st SELECTMAN</u>			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Director of Human / Senior Services	nu	1	81,800	1	83,845	0	2,045
Clinical Manager of Human Services (was social worker)	nu	1	64,418	1	66,028	0	1,610
Care Navigator (was social service coordinator)	nu	1	46,013	1	47,163	0	1,150
Case Manager / Administrative Assistant (was secretary)	th	1	42,434	1	43,495	0	1,061
		4	234,664	4	240,530	0	5,867

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 293, 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 291 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: HUMAN SERVICE - SOCIAL SERVICES**ACCOUNT DETAIL**

Fees & Professional Services: This account is used for professional development for the DHS team members. Fees for the CSW website and the CiVi client database are also included.

Dues, Travel & Education: This account is used for training programs, conferences, dues and literature for the office.

Office Supplies: This account has remained the same.

Contributions to Individuals: This account is used for emergency financial assistance including housing stabilization and basic needs such as food and energy. It also pays for counseling sessions for residents without insurance if needed.

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

MEASURES & INDICATORS							
(Calendar Year)							
<u>Measure/Indicator</u>	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Actual 2020</u>
# of Applications:							
Renters Rebate	75	78	70	74	78	77	81
Operation Fuel **	30	29	36	29	25	16	15
Energy Assistance	294	281	287	207	154	137	107
Backpacks	94	92	66	78	69	33	17
Value of Food Donated	\$ 19,000	\$ 25,000	\$ 25,000	\$ 21,000	\$ 19,000	\$ 14,000	\$ 20,000
Value of Big Y Bread Donations	\$ 8,100	\$ 9,300	\$ 6,300	NA	NA	NA	NA
Thanksgiving Baskets	77	80	72	73	73	72	79
Holiday Baskets	81	85	74	71	68	62	97
CSW Clients Served			200	400	400	400	350
**Operation Fuel is no longer a fuel bank starting in July, 2020							

DEPARTMENT: HUMAN SERVICES - SENIOR SERVICES

MISSION/DESCRIPTION

With the partnership of Social Service program staff all aging residents in need of resources, to ensure their physical, emotional, and mental health needs are met, will receive support and services through Senior Services. In addition, the Newtown Senior Center, *Center for Active Living* provides activities that promote independence, creativity, physical and emotional health, and lifelong learning for our senior residents. The Senior Center is a hub for senior residents providing programs for engagement in social, cultural and educational programs; to enhance independence and support mental, physical and social well being.

BUDGET HIGHLIGHTS

The budget for the Senior Services department, for fiscal year 2021-2022 has increased by \$3,000 or effectively 0.93%.

The Program Coordinator is a shared position between the Community Center (70%) and the Senior Center (30%).

The Public Works Building Maintenance division budgets \$ 93,870 for building maintenance and utilities for the senior center.

SENIOR SERVICES BUDGET

SENIOR SERVICES	2018 - 2019 ACTUALS	2019 - 2020 ACTUALS	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
SALARIES & WAGES - FULL TIME	79,472	52,079	55,113	55,113	27,692	56,491	56,491	56,491	56,491	1,378	2.50%
SALARIES & WAGES - PART TIME	4,569	13,500	15,000	15,000	5,590	16,000	16,000	16,000	16,000	1,000	6.67%
GROUP INSURANCE	25,813	25,300	25,554	25,554	25,365	26,327	26,327	26,327	26,327	773	3.02%
SOCIAL SECURITY CONTRIBUTIONS	6,216	4,658	5,364	5,364	2,487	5,546	5,546	5,546	5,546	182	3.38%
RETIREMENT CONTRIBUTIONS	8,624	8,677	5,099	5,099	4,783	4,767	4,767	4,767	4,767	(332)	-6.51%
SENIOR BUS CONTRACT	153,800	157,600	160,700	160,700	160,700	160,700	160,700	160,700	160,700	-	0.00%
DUES, TRAVEL & EDUCATION	579	-	700	700	-	700	700	700	700	-	0.00%
OFFICE SUPPLIES	1,500	3,902	1,500	1,500	955	1,500	1,500	1,500	1,500	-	0.00%
OTHER EXPENDITURES	58,701	37,850	53,000	53,000	7,973	53,000	53,000	53,000	53,000	-	0.00%
	339,274	303,566	322,030	322,030	235,546	325,030	325,030	325,030	325,030	3,000	0.93%

DEPARTMENT: HUMAN SERVICES - SENIOR SERVICES**ACCOUNT DETAIL**

Salaries & Wages – Full Time: The Human Services Director and Program Coordinator are non union positions. Non union positions reflect an increase of 2.50% in this budget. The Assistant belongs to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.50%.

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

<u>Senior Services</u>		<u>2020 - 2021</u>		<u>2021 - 2022</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Human / Senior Services Director (used to be senior services director)	nu	1	-	1	-	*	0
Assistant	th	1	41,923	1	42,971	0	1,048
Program Coordinator (\$43,968: 70% comm ctr; 30% sr ctr)	nu	1	13,190	1	13,520	0	330
* Salary is in the Social Services budget.		3	55,113	3	56,491	0	1,378
<u>PART TIME</u>							
Senior Ctr Aide (\$15hr/19hr per wk)/Part Time Van Driver			15,000		16,000		1,000

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 293, 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 291 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: HUMAN SERVICES - SENIOR SERVICES

Senior Bus Contract: H.A.R.T. (Housatonic Area Regional Transit) request amount has remained the same from the last FY. This bus service is for 5 days a week. Saturdays and extra weekday hours service is funded through section 13(b) (Elderly & Disabled Transit grant thru the State of CT). This is a Town wide service for the whole senior and disabled community; it is not just service for the Senior Center. The estimated cost for Newtown is \$160,700.

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

Dues, Travel & Education: This account allows the staff to be reimbursed for mileage when a town car is not available. It also covers dues to such organizations as: CT Association of Senior Center Personnel and National Council on Aging. It pays for workshops and conferences which provide staff training development essential for implementing programs and services.

Office Supplies: Office supplies.

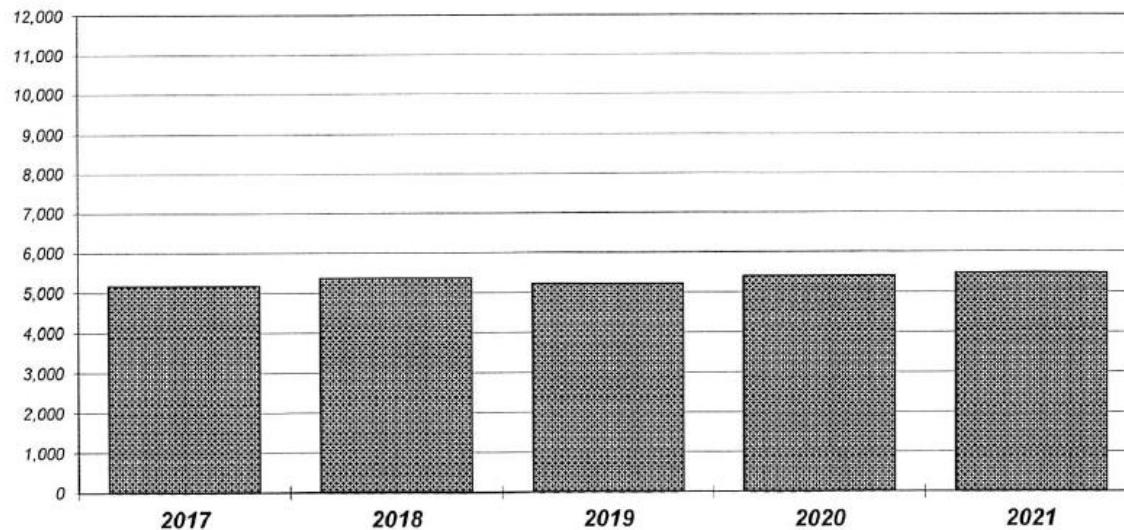
Other Expenditures: This account covers all program/class supplies, teacher's fees, holiday themed parties, social gatherings, outreach programs, inter-generational programs, informational and educational events. This account also covers subscriptions for the My Senior Center database, Zoom and Constant Contact, the systems which allow Senior Center staff to provide ongoing information and virtual programming. Congregate meals are also included.

DEPARTMENT: SENIOR SERVICES

	Weekdays	Saturdays	Hours/Wkday	Hours/Saturday	Annual Hours	Daily Trips	Annual Trips	Trips/Hour
FY 2021	254	52	15.35	8.50	4,341			
FY 2021 Total	254	52			4,341	18	5,481	1.26

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

***SWEETHART RIDERSHIP HISTORY
TOWN OF NEWTOWN***



FY 2020 estimate based on ridership trends from July through October 2019.
FY 2021 ridership estimate based on current trends.

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

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

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

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

Web site: [HEALTH DISTRICT](#)

BUDGET HIGHLIGHTS

The Town of Newtown budget amount for its local share ("other purchased services") of the Newtown Health District budget for fiscal year 2021-2022 has increased \$5,000 or 1.75%. The budget in total (including retirement and group insurance) has increased \$5,245 or 1.26%.

HEALTH DISTRICT BUDGET

	2018 - 2019 ACTUALS	2019 - 2020 ACTUALS	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>NEWTOWN HEALTH DISTRICT</u>											
GROUP INSURANCE	96,647	96,166	97,025	97,025	96,391	99,880	99,880	99,880	99,880	2,855	2.94%
RETIREMENT CONTRIBUTIONS	24,666	22,247	33,078	33,078	25,870	30,468	30,468	30,468	30,468	(2,610)	-7.89%
OTHER PURCHASED SERVICES	278,323	284,925	285,000	285,000	285,000	290,000	290,000	290,000	290,000	5,000	1.75%
	399,636	403,337	415,103	415,103	407,261	420,348	420,348	420,348	420,348	5,245	1.26%

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 293, 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 291 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 Purchased Services: Newtown Health District Contribution. The Town contribution to the Health District (\$290,000) is an estimate at this time. The Health District has committed all its resources to the pandemic. Therefore the Health District will present its budget at a later time.

See Health District budget, next page:

DEPARTMENT: NEWTOWN HEALTH DISTRICT

Detail Budget Information:

***** TO BE PRESENTED AT A LATER TIME (DUE TO COVID WORKLOAD)*****

DEPARTMENT: NEWTOWN HEALTH DISTRICT

***** TO BE PRESENTED AT A LATER TIME*****

DEPARTMENT: NEWTOWN HEALTH DISTRICT

MEASURES & INDICATORS										
(Fiscal Year)										
Measure/Indicator	Actual 2010-11	Actual 2011-12	Actual 2012-13	Actual 2013-14	Actual 2014-15	Actual 2015-16	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20
Licensed Food Service Establishments	113	127	129	128	130	127	124	128	122	
Soil Testing	93	122	94	164	111	121	126	146	117	
Septic systems (new and repair)	72	110	91	116	102	122	124	128	122	
Well permits	50	48	48	49	53	60	81	74	43	
Building Permit review/sign-off	290	302	270	332	348	374	368	341	375	

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

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

Newtown Youth Family Services is a licensed, non-profit, mental health clinic and youth service bureau. We are the designated mental health agency for the Town. NYFS combines clinical services and enrichment programs to provide a continuum of care for individuals and families, ages 4 to older adults. We provide outpatient individual, couple, and family counseling and substance abuse treatment services. In addition we offer prevention initiatives, after school, evening and weekend programs and support groups to promote individual and community wellness. We have expanded our mental health services and enrichment programs greatly in the last 8 years to meet the needs of the community. We are proud of our programming for adolescents and adults that fall on the Autism Spectrum and/or have siblings with special needs as well as our established mentoring/leadership program at the High School called FUSION!

We are pleased with our many partnerships in the community and are always looking to expand those opportunities. For nearly 35 years, we have offered specialized programs and services to residents in the Newtown community and will continue to focus on what the community needs.

Mission Statement:

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

Organizational/Affiliations/Licensures/Certifications NYFS collaborates with:

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

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

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

DEPARTMENT: NEWTOWN YOUTH & FAMILY SERVICES

BUDGET HIGHLIGHTS

The budgeted contribution for Newtown Youth & Family Services, for fiscal year 2021-2022, has remained the same. Group insurance contribution has increased by \$806. Overall the Newtown Youth & Family Services budget has increased by \$806 or 0.27%.

NEWTOWN YOUTH & FAMILY SERVICES BUDGET

	2018 - 2019 ACTUALS	2019 - 2020 ACTUALS	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>NEWTOWN YOUTH & FAMILY SERVICES</u>											
GROUP INSURANCE	35,209	35,436	35,660	35,660	33,673	36,466	36,466	36,466	36,466	806	2.26%
CONTRIBUTIONS TO OUTSIDE AGENCIES	266,000	266,000	266,000	266,000	198,174	266,000	266,000	266,000	266,000	-	0.00%
	301,209	301,436	301,660	301,660	231,847	302,466	302,466	302,466	302,466	806	0.27%

NEWTOWN YOUTH & FAMILY SERVICES**ACCOUNT DETAIL**

Contributions to Outside Agencies: The Town of Newtown contributes an amount to grant income (\$266,000). See audited financials below:

Statement of Activities

For the Year Ended June 30, 2020

	Without Donor Restrictions	With Donor Restrictions	Total
Public Support and Revenue			
<u>Public Support</u>			
Grants	\$ 777,772	\$ -	\$ 777,772
United Way	597	-	597
Fundraising events, net	20,633	-	20,633
Contributions	18,563	1,212	19,775
Net Assets Released from restriction	28,350	(28,350)	-
Total Public Support	845,915	(27,138)	818,777
<u>Revenue</u>			
Services fees and other	957,393	-	957,393
Investment return, net	108,113	(4,508)	103,605
Total Public Support and Revenue	1,911,421	(31,646)	1,879,775
Expenses			
Program services	1,595,954	-	1,595,954
Management and general	315,734	-	315,734
Total Expenses	1,911,688	-	1,911,688
Changes in net assets	(267)	(31,646)	(31,913)
Net Assets - beginning of year	3,463,028	171,949	3,634,977
Net Assets - end of year	<u>\$ 3,462,761</u>	<u>\$ 140,303</u>	<u>\$ 3,603,064</u>

NEWTOWN YOUTH & FAMILY SERVICES

Group Insurance: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 293, for a breakdown of medical benefit costs and the distribution of costs to the various departments. The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract.

Unduplicated Service Recipients (mental health and enrichment programs):

Year	Unduplicated Service Recipients	Special Notes
2012	1,162	Plus an additional 800 walkins after the SHES tragedy.
2013	2,521	
2014	2,920	
2015	3,387	191% increase from 2012 to 2015
2016	4,111	
2017	5,194	
2018	4,699	
2019	3,930	Decrease in school district support as planned
2020	3,442	Decrease in school support, summer programing /enrichment activities due to COVID-19.

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

The Children's Adventure Center is a top rated NAEYC Preschool with extended care. We are open year round, weekdays, between 7am and 6pm, offering partial day and full day programs during the school year and summer months. We provide a warm, positive environment where your child can develop confidence, academic and social skills, and creative thinking within a caring community of young learners. We provide various options to meet the needs of children and families. Our parents appreciate that we have an excellent, experienced cook that provides early breakfast, fresh hot lunches made on the premises, and nutritious snacks for all students. Meals and snacks are at no extra charge.

Our Mission - The Children's Adventure Center is a dynamic learning community dedicated to providing a superior educational experience that challenges, encourages, supports, and prepares every child for success in a changing world. As a caring community of dedicated staff and supportive parents, unified in the pursuit of excellence, our vision for the center is to develop confident students who are motivated to grow as lifelong learners with strong academic skills, inquisitive attitudes, keen social intelligence, creativity, and critical thinking abilities.

Our History - The Children's Adventure Center was established in Newtown in 1969 by a group of concerned community leaders, as a non-profit organization, to provide early childhood education for local families. While researching a place for the Children's Adventure Center, the school opened in a barn on the property of the United Methodist Church in Sandy Hook, CT. Volunteers came and helped repair and prepare the center for the children and staff. In 1971, the center relocated to a contemporary building on 14 Riverside Road.

The Center is governed by a volunteer Board of Directors elected annually.

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

BUDGET HIGHLIGHTS

The town contribution to the CAC was reduced to \$ -0- in 2017-18 . The Town makes a major contribution to the organizations health benefits.

DEPARTMENT: CHILDREN'S ADVENTURE CENTER

CHILDREN'S ADVENTURE CENTER BUDGET

	2018 - 2019 ACTUALS	2019 - 2020 ACTUALS	2020 - 2021			2020 - 2021 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
CHILDREN'S ADVENTURE CENTER											
GROUP INSURANCE	103,133	102,474	103,444	103,444	102,599	106,611	106,611	106,611	106,611	3,167	3.06%
RETIREMENT CONTRIBUTIONS	32,792	36,864	38,561	38,561	38,087	34,854	34,854	34,854	34,854	(3,707)	-9.61%
CONTRIBUTIONS TO OUTSIDE AGENCIES	-	-	-	-	-	-	-	-	-	-	-
	135,924	139,338	142,005	142,005	140,686	141,465	141,465	141,465	141,465	(540)	-0.38%

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 293, 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 needed to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 291 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: Contribution to Children's Adventure Center (CAC) ended in fiscal year 2016-17 (\$10,000). A cash contribution to the CAC was no longer considered necessary. Financial operations had improved to the point of self sufficiency. However the Center has felt the effects of COVID restrictions.

DEPARTMENT: CONTRIBUTIONS TO OUTSIDE AGENCIES

MISSION/DESCRIPTION

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

BUDGET HIGHLIGHTS

The budget for the Contributions to Outside Agencies, for fiscal year 2021-2022 has increased by \$20,103. Increase is due mainly to additional contribution to Parent Connection to supplement family foundations.

See table on the next page.

CONTRIBUTIONS TO OUTSIDE AGENCIES BUDGET

	2018 - 2019 ACTUALS	2019 - 2020 ACTUALS	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>OUTSIDE AGENCY CONTRIBUTIONS</u>											
CONTRIBUTIONS TO OUTSIDE AGENCIES	53,565	63,842	63,842	63,842	11,000	83,945	83,945	83,945	83,945	20,103	31.49%

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

<u>OUTSIDE AGENCIES</u>	<u>2020-21</u>	<u>2021-22</u>
Visiting Nurses Association	500	500
Regional Hospice	5,000	6,000
Veterans Guidance Supplies	250	250
NW Regional Mental Health Board	3,092	4,195
Womens Center of Danbury	10,000	10,000
Ability Beyond Disability	4,000	5,000
United Way of Western CT, The Volunteer Center	1,000	1,000
Newtown Parent Connection	30,000	50,000
Kevin's Community Center	10,000	7,000
	63,842	83,945

DEPARTMENT: CONTRIBUTIONS TO OUTSIDE AGENCIES

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

We provide eye screenings in nursery and preschools. The VNA Thrift Shop is located from the back parking lot at Edmond Town Hall. In season donations gratefully accepted.

DEPARTMENT: CONTRIBUTIONS TO OUTSIDE AGENCIES

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

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

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

Web site: [REGIONAL HOSPICE](#)

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

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

DEPARTMENT: CONTRIBUTIONS TO OUTSIDE AGENCIES

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

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

We fulfill our legislative mandate through the following activities:

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

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

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

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

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

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

DEPARTMENT: CONTRIBUTIONS TO OUTSIDE AGENCIES

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

Since 1975 the Women's Center has been providing a safe and supportive place for all that have turned to us for assistance. Our free and confidential services include: crisis intervention, emergency shelter for victims of domestic violence, counseling, advocacy, as well as comprehensive community education and prevention programs. We are the only agency throughout the Greater Danbury area providing these state certified, victim services. During the past fiscal year, a total of 1,308 Newtown residents received services provided through our three major programs: Domestic Violence Services, Sexual Assault Services and Resource Services, including our comprehensive community education and prevention programs, so critical in terms of breaking the cycle of violence.

DEPARTMENT: CONTRIBUTIONS TO OUTSIDE AGENCIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DEPARTMENT: CONTRIBUTIONS TO OUTSIDE AGENCIES

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

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

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

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

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

DEPARTMENT: CONTRIBUTIONS TO OUTSIDE AGENCIES**Kevin's Community Center:**

Kevin's Community Center Medical Outreach Program has officially launched.

This program will replace the traditional in-office primary care services that was the cornerstone of the KCC mission for the past 18 years. The medical outreach program will encompass educational and community programs, in addition to referrals to medical services and specialty care to network providers in our community. Kevin's Community Center will no longer be seeing patients but will assist you with finding the right care for your needs.

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

PLANNING FUNCTION

DEPARTMENT: LAND USE**MISSION/DESCRIPTION**

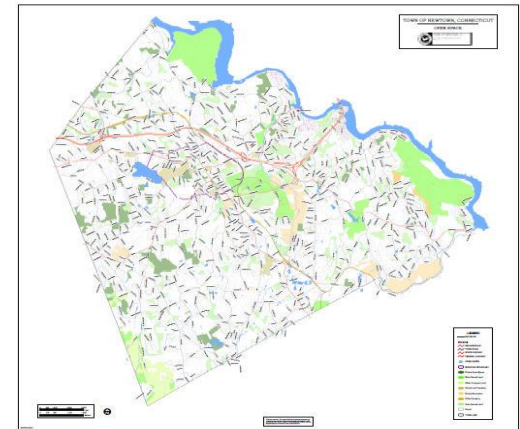
Three Agencies; Land Use, Economic and Community Development and Grants Administration were combined under the Planning Function.

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

The Land Use Department performs a number of functions including:

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

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



DEPARTMENT: LAND USE**BUDGET HIGHLIGHTS**

The budget for the Land Use department, for fiscal year 2021-2022 has increased by \$11,245 or 1.58%. Increase is mainly due to salaries and wages.

LAND USE BUDGET

<u>LAND USE</u>	2018 - 2019	2019 - 2020	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	347,017	391,685	400,516	400,516	195,744	411,577	411,577	411,577	411,577	11,061	2.76%
GROUP INSURANCE	92,004	91,950	92,994	92,994	90,432	95,559	95,559	95,559	95,559	2,565	2.76%
SOCIAL SECURITY CONTRIBUTIONS	25,857	29,186	30,639	30,639	14,606	31,486	31,486	31,486	31,486	847	2.76%
RETIREMENT CONTRIBUTIONS	32,166	39,437	42,412	42,412	42,412	39,185	39,185	39,185	39,185	(3,227)	-7.61%
OTHER EMPLOYEE BENEFITS	500	955	1,000	1,000	650	1,000	1,000	1,000	1,000	-	0.00%
PROF SVS - TECHNICAL	1,907	1,866	2,250	2,250	-	2,250	2,250	2,250	2,250	-	0.00%
PROF SVS - LEGAL	97,759	54,080	70,000	70,000	24,510	70,000	70,000	70,000	70,000	-	0.00%
CONTRACTUAL SERVICES	40,383	42,693	44,000	44,000	10,760	44,000	44,000	44,000	44,000	-	0.00%
PRINTING & INDEXING OPEN SPACE	18,699	18,788	20,000	20,000	4,516	20,000	20,000	20,000	20,000	-	0.00%
DUES, TRAVEL & EDUCATION	2,248	4,556	3,000	3,000	165	3,000	3,000	3,000	3,000	-	0.00%
OFFICE SUPPLIES	2,141	2,061	2,400	2,400	606	2,400	2,400	2,400	2,400	-	0.00%
CAPITAL	2,004	971	2,000	2,000	884	2,000	2,000	2,000	2,000	-	0.00%
	662,685	678,228	711,211	711,211	385,284	722,456	722,456	722,456	722,456	11,245	1.58%

DEPARTMENT: LAND USE**ACCOUNT DETAIL**

Salaries & Wages – Full Time: The Land Use Agency Director, Deputy Director and Zoning Liaison Officer are non union positions. Non union positions reflect an increase of 2.50% in this budget.

The Zoning Enforcement Officer, Code Enforcement Officer, Administrative Assistant and the Secretary belong to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.50%.

<u>Land Use</u>		<u>2020 - 2021</u>		<u>2021 - 2022</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Director of Planning & Land Use	nu	1	102,609	1	105,174	0	2,565
Deputy Director of Planning & Land Use	nu	1	91,253	1	93,534	0	2,281
Zoning Enforcement Officer	th	1	66,118	1	67,771	0	1,653
Administrative Assistant	th	1	44,380	1	45,489	0	1,109
Secretary	th	1	37,638	1	39,628	0	1,989
Code Enforcement Officer	th	1	58,518	1	59,981	0	1,463
		6	400,515	6	411,577	0	11,061

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 293, 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 291 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: LAND USE

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

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

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

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

Printing & Indexing Open Space: Required Open Space Indexing: marking, recording and surveying of town-owned Open Space. Care and Custody of all Town Open Space.

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

Office Supplies: Office supplies, printing and maintenance of town Zoning, Inland Wetlands and Aquifer maps. This includes the printing of public and legal documents for the Land Use Agency.

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

DEPARTMENT: LAND USE**MEASURES & INDICATORS**

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

1. The Agency staff has negotiated and managed all Open Space proposals, submitting the proposals to P & Z, Legislative Council and the Board of Selectmen.
2. The Agency staff has applied for \$850,000 in grants from various sources.
3. The Agency staff reviewed the potential development of property being assessed for Town purchase.
4. The Agency staff coordinated the USGS mod-flow model project of the Pootatuck River and has completed our aquifer Level A mapping submitted to CT DEEP. The mod-flow model will be a tool in the planning process for the town.
5. The Agency staff conducts biannual water quality sampling of 24 sites across the town including the Pootatuck River, Deep Brook, Pond Brook and various tributaries.
6. The Land Use Agency Intern program has engaged students from Eastern and Western CT Universities, Bard College, Connecticut College, Vassar College, University of Vermont, University of Albany, Endicott College, Bryn Mawr College and Yale University.
7. The Agency has reviewed and coordinated an incentive housing needs study and has coordinated in public information sessions.
8. Continue to digitize the paper plans associated with Planning and Zoning.
9. Expand our Open Space initiatives to include long-term assessment of purchases and funding sources.
10. Coordinated the revision for the Plan of Conservation and Development.
11. Coordinated the Commerce Road / Edmond Road realignment.
12. Coordinated the Batchelder Grant funding and solar reuse.
13. Coordinated the Sandy Hook Streetscape improvements.
14. Coordinated the sewer expansion for Route 6.
15. Coordinate development along Hawleyville area.
16. Review the sidewalk program and apply for grants associated with the program.
17. Defended legal appeals to town regulations, approvals of permits and denials of unsuitable activities.
18. Coordinated the South Main Sidewalks project/grant.

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

The mission of the Economic and Community Development Department is to assist with the development and implementation of strategies that help make Newtown CT an attractive location for businesses and residents in Western Connecticut. The department seeks to attract new investment and works with Newtown business persons and companies to facilitate expansion and economic growth. Branding, a strong presence on the internet and marketing are integral to positioning Newtown as a progressive location to live and/or run a business. The department strives to maintain a process of continuous improvement and investment in the community and provides leadership in collaboration, encouragement, support, and innovation, promoting a high quality of life for current and future Newtown residents.

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

- Economic development activities and opportunities (real estate, business start ups, redevelopment, business growth, marketing)
- Grant administration and project management for community development projects including brownfields
- Long-range strategic and comprehensive planning

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

<https://www.newtownsandyhookeats.com/>

<https://www.newtown-ct.gov/economic-and-community-development>

BUDGET HIGHLIGHTS

The budget request for the Economic and Community Development department, for fiscal year 2021-2022, has increased by \$1,320 or 0.98%. This is mainly due to an increase in salaries & benefits off set by a decrease in fees and professional services.

ECONOMIC & COMMUNITY DEVELOPMENT BUDGET

						2021 - 2022 BUDGET					
	2018 - 2019	2019 - 2020	2020 - 2021			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>ECONOMIC & COMMUNITY DEVELOPMENT</u>	<u>ACTUALS</u>	<u>ACTUALS</u>	<u>ADOPTED</u>	<u>AMENDED</u>	<u>12/31 ACTUAL</u>	<u>PROPOSED</u>	<u>PROPOSED</u>	<u>RECOMMENDED</u>	<u>ADOPTED</u>	<u>\$</u>	<u>%</u>
SALARIES & WAGES - FULL TIME	69,338	74,650	76,330	76,330	38,152	78,238	78,238	78,238	78,238	1,908	2.50%
GROUP INSURANCE	2,116	2,500	2,500	2,500	2,121	2,500	2,500	2,500	2,500	-	0.00%
SOCIAL SECURITY CONTRIBUTIONS	5,223	5,618	5,839	5,839	2,870	5,985	5,985	5,985	5,985	146	2.50%
RETIREMENT CONTRIBUTIONS	-	7,535	8,083	8,083	8,083	7,449	7,449	7,449	7,449	(634)	-7.85%
FEES & PROFESSIONAL SERVICES	29,983	36,309	40,000	40,000	7,369	40,000	40,000	40,000	40,000	-	0.00%
DUES, TRAVEL & EDUCATION	1,999	2,000	2,000	2,000	1,189	2,000	2,000	2,000	2,000	-	0.00%
OFFICE SUPPLIES	532	175	600	600	200	500	500	500	500	(100)	-16.67%
	109,191	128,787	135,352	135,352	59,984	136,672	136,672	136,672	136,672	1,320	0.98%

DEPARTMENT: ECONOMIC & COMMUNITY DEVELOPMENT**ACCOUNT DETAIL**

Salaries & Wages – Full Time: The deputy director – EDC/grants administrator is a non union position. Non union positions reflect an increase of 2.50% in this budget.

<u>Economic & Community Development</u>		<u>2020 - 2021</u>		<u>2021 - 2022</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Deputy Director - EDC/Grants administrator	nu	1	76,330	1	78,238	0	1,908
		1	76,330	1	78,238	0	1,908

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 293, 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 291 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: ECONOMIC & COMMUNITY DEVELOPMENT

Fees & Professional Services: Activities in this account include basic web site hosting and web maintenance, website redesign and security upgrade, professional services, marketing and creative design services as well as preparation of copy and research costs for brochures, advertisements and printed materials necessary to market Newtown. In addition, renewed focus on marketing outreach to local and regional businesses and groups by hosting and attending events is included. Financial support of other local groups activities is also included in this budget (ex: Heritage Trail, Restaurant Week, professional business organizations and various commercial classes of trade)

<u>Description</u>	<u>2020-21</u>	<u>2021-22</u>	<u>Detail</u>
Advertising/Deliverables/Media Various/Business Org support	3,400	3,400	Consultant, assessor insert, business organization support, Labor Day parade, sell sheets, s, branding, social media
Marketing Plan/Branding/Website integration and refresh/Research/Production	8,000	8,180	External consultant to assist EDC in implementation of marketing outreach and campaign
Website/Communication ongoing	2,100	2,100	Consultant, town wide communication, Newtown.org
Wayfinding signs	4,050	1,000	Primary focus being implementation of signage plan recommended by CT Main Street study
Commercial Property Listing	7,000	7,000	Loopnet and CoStar, Sitefinder (Loopnet 12 X \$139.95; CoStar 12 X \$170; CERC \$650)
Newsletters/Constant Contact	600	420	Newsletters
6 Commerce Road	9,750	9,750	Appraisal and preparation of info for governmental approvals
Restaurant and other business support	2,100	5,150	Design, advertising, feedback cards for restaurants, market research
Miscellaneous	3,000	3,000	Highlight classes of trade, fee increases, etc.; broker marketing
Total	40,000	40,000	

Dues, Travel & Education: This account is for activities such as annual dues for professional organizations, professional development training, commercial property listing services and subscriptions to professional periodicals. Organizations include CERC, SHOP, CT Main Street, CT Economic Development Association (CEDAS), New England Economic Developers Association (NEDA). Payments for attending commercial broker events, community events, mileage and parking expenses are covered under this account.

Office Supplies: Office supplies.

DEPARTMENT: GRANT ADMINISTRATION**MISSION/DESCRIPTION**

The Economic and Community Development and Fairfield Hills Coordinator shares responsibility for researching and applying for grants appropriate to support the activities of the Planning, Land Use and Economic Development Departments and Fairfield Hills. Additional types of grants may be researched and applied for as needed. In addition, the Coordinator assists in or administers many activities regarding the grants including, but not limited to, setting schedules for projects within grant periods; necessary reporting; review and request of payments to vendors contracted to perform duties under the grants. The Coordinator works closely with appropriate departments and lending organizations during the entire course of the grants and beyond to help ensure that duties are performed in compliance with the contract.

BUDGET HIGHLIGHTS

The budget for the Economic & Community Development department, for fiscal year 2021-2022 has increased by \$438 or 1.57%. This is due to increases in wages and benefits.

GRANT ADMINISTRATION BUDGET

	2018 - 2019 ACTUALS	2019 - 2020 ACTUALS	2014 - 2015			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
<u>GRANTS ADMINISTRATION</u>											
SALARIES & WAGES - FULL TIME	19,650	22,343	23,526	23,526	11,758	24,114	24,114	24,114	24,114	588	2.50%
SOCIAL SECURITY CONTRIBUTIONS	1,445	1,569	1,800	1,800	823	1,845	1,845	1,845	1,845	45	2.49%
RETIREMENT CONTRIBUTIONS	1,703	2,321	2,491	2,491	2,491	2,296	2,296	2,296	2,296	(195)	-7.83%
CONTRACTUAL SERVICES	-	-	-	-	-	-	-	-	-	-	-
	22,797	26,233	27,817	27,817	15,072	28,255	28,255	28,255	28,255	438	1.57%

DEPARTMENT: GRANTS ADMINISTRATION**ACCOUNT DETAIL**

Salaries & Wages – Full Time: The EDC/FHA coordinator belongs to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.50%.

This position works (50%) under the Planning function for EDC/grants administration and (50%) under the Fairfield Hills Authority.

<u>Grants Administration</u>		<u>2020 - 2021</u>		<u>2021 - 2022</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
EDC/FHA coordinator (\$47,049)	th	1	23,526	1	24,114	0	588
(37.5 hr/week - charged to: 50% grants; 50% FHA Spec Rev)							

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 293, 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 291 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).

Contractual Services: -0-

DEPARTMENT: N.W. CONSERVATION DISTRICT**MISSION/DESCRIPTION**

We serve 34 communities in Northwest Connecticut. NCD works to conserve local natural resources by delivering a wide variety of technical services and educational programs. We focus on watershed and open space protection, low impact development techniques, sustainable resource and energy use and promote ecosystem planning. We offer a variety Geographic Information Systems (GIS) based mapping solutions to assist you in your project planning and decision making.

Web site: <http://conservect.org/northwest/Northwest/tabid/58/Default.aspx>

BUDGET HIGHLIGHTS

The budget has remained the same.

N.W. CONSERVATION DISTRICT BUDGET

						2021 - 2022 BUDGET					
	2018 - 2019	2019 - 2020	2020 - 2021			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>NW CONSERVATION DISTRICT</u>	<u>ACTUALS</u>	<u>ACTUALS</u>	<u>ADOPTED</u>	<u>AMENDED</u>	<u>12/31 ACTUAL</u>	<u>PROPOSED</u>	<u>PROPOSED</u>	<u>RECOMMENDED</u>	<u>ADOPTED</u>	<u>\$</u>	<u>%</u>
OTHER PURCHASED SERVICES	1,040	1,040	1,040	1,040	-	1,040	1,040	1,040	1,040	-	0.00%

RECREATION & LEISURE FUNCTION

DEPARTMENT: PARKS & RECREATION**MISSION/DESCRIPTION**

To create quality recreation and leisure opportunities strengthening the community through people, parks and programs.

Web site:

http://www.newtown-ct.gov/Public_Documents/NewtownCT_Park/index

The coming year will be particularly challenging (and rewarding) as we continue to respond to challenges associated with the pandemic. If nothing else, the pandemic has made it even more clear how crucial recreational programs, parks, trails and other outdoor spaces are to our community's health and wellness. With additional precautions, all our recreational programming, sporting venues and recreational facilities continue to meet a wide range of essential human needs, from fitness and physical health to socialization, emotional health and more. Throughout the last seven months, Parks and Recreation services have become even more critical to the fabric of Newtown and elsewhere as parks, trails and open space amenities serve as the sole source of recreational opportunities for many in the community. We believe it is vital for Newtown Parks & Recreation to continue to provide residents of all ages and abilities with opportunities to improve physical and mental health. Department staff have spent countless hours re-envisioning programs, adapting to new protocols and providing new opportunities to maintain physical and mental health through unprecedented times. We trust you will continue to see these services as vital and will continue to fund the people, parks and programs that are essential in keeping our community vibrant and healthy

BUDGET HIGHLIGHTS

The Parks and Recreation budget has increased by \$15,640 or 0.63%. Change is mainly due to an increase in wages & benefits and capital off set by savings in contractual services.



PARKS & RECREATION BUDGET

	2018 - 2019	2019 - 2020	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>PARKS AND RECREATION</u>	<u>ACTUALS</u>	<u>ACTUALS</u>									
SALARIES & WAGES - FULL TIME	933,687	994,476	1,001,968	1,001,968	482,856	1,025,513	1,025,513	1,025,513	1,025,513	23,545	2.35%
SALARIES & WAGES - PART TIME	75,859	65,407	76,798	76,798	38,650	73,094	73,094	73,094	73,094	(3,704)	-4.82%
SALARIES & WAGES - SEASONAL	197,440	221,433	240,602	240,602	113,087	244,083	244,083	244,083	244,083	3,481	1.45%
SALARIES & WAGES - OVERTIME	64,217	36,258	62,000	62,000	28,031	62,000	62,000	62,000	62,000	-	0.00%
GROUP INSURANCE	281,655	280,145	282,623	282,623	279,253	290,215	290,215	290,215	290,215	7,592	2.69%
SOCIAL SECURITY CONTRIBUTIONS	99,798	101,668	105,675	105,675	52,067	107,459	107,459	107,459	107,459	1,784	1.69%
RETIREMENT CONTRIBUTIONS	75,875	90,752	89,931	89,931	81,778	84,474	84,474	84,474	84,474	(5,457)	-6.07%
OTHER EMPLOYEE BENEFITS	13,383	12,436	15,350	15,350	9,378	15,350	15,350	15,350	15,350	-	0.00%
CONTRACTUAL SERVICES	289,515	270,754	312,000	312,000	194,943	300,000	300,000	300,000	300,000	(12,000)	-3.85%
DUES, TRAVEL & EDUCATION	7,573	5,561	10,000	10,000	1,126	10,000	10,000	10,000	10,000	-	0.00%
GENERAL SUPPLIES	12,128	11,999	12,000	12,000	6,256	12,000	12,000	12,000	12,000	-	0.00%
OFFICE SUPPLIES	3,559	1,244	3,100	3,100	1,197	3,000	3,000	3,000	3,000	(100)	-3.23%
SIGNS	5,852	5,585	6,000	6,000	715	6,000	6,000	6,000	6,000	-	0.00%
POOL SUPPLIES	26,985	31,049	32,342	32,342	5,813	32,342	32,342	32,342	32,342	-	0.00%
GENERAL MAINTENANCE SUPPLIES	38,205	37,153	35,400	35,400	9,624	35,900	35,900	35,900	35,900	500	1.41%
GROUNDS MAINTENANCE	148,530	154,112	157,731	157,731	113,467	157,731	157,731	157,731	157,731	-	0.00%
CAPITAL	135,962	111,598	21,500	21,500	21,500	49,500	49,500	21,500	21,500	-	0.00%
	2,410,223	2,431,629	2,465,020	2,465,020	1,439,742	2,508,660	2,508,660	2,480,660	2,480,660	15,640	0.63%

DEPARTMENT: PARKS & RECREATION**ACCOUNT DETAIL****Salaries & Wages – Full Time:**

The Director of Parks & Recreation, Assistant Director of Parks & the Assistant Director of Recreation are non union positions. Non union positions reflect an increase of 2.50% in this budget.

Three positions belong to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.50%, per contract.

Eleven positions belong to the Parks & Recreation Department Teamsters Union Local 145 Union. Positions in this union reflect an increase of 2.25%.

<u>Parks & Recreation</u>		<u>2020 - 2021</u>		<u>2021 - 2022</u>		<u>INCREASE (DECREASE)</u>	
		<u>AMENDED</u>		<u>1st SELECTMAN</u>			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Director of Parks & Recreation	nu	1	93,289	1	95,621	0	2,332
Assistant Director of Parks	nu	1	82,508	1	84,570	0	2,063
Assistant Director of Recreation	nu	1	68,609	1	70,324	0	1,715
Operations Supervisor	th	1	65,978	1	67,627	0	1,649
Administrative Assistant	th	1	50,122	1	51,375	0	1,253
Secretary	th	1	39,729	1	40,722	0	993
Maintainer	p & r	10	544,793	10	557,051	0	12,258
Mechanic	p & r	1	56,941	1	58,222	0	1,281
		17	1,001,968	17	1,025,513	0	23,545

DEPARTMENT: PARKS & RECREATION**Salaries & Wages – Part Time:**

		<u>2020 - 2021</u>		<u>2021 - 2022</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>PART TIME</u>		<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Clerical (30 hours)	th	1	21,124	1	21,652	0	528
Part Time Office Staff (see detail below)	nu	n/a	25,000	n/a	20,000	n/a	(5,000)
Part Time Maintenance	nu		30,675		31,442		767
			76,799		73,094		(3,705)

PART TIME OFFICE STAFF DETAIL:					
				<u>2020-21</u>	<u>2021-22</u>
Teen Center Supervisors (2)				10,000	0
Programs Specialist (5 hrs. X \$15./hr x 52 wks)				3,900	3,900
Part time Office Help / Intern / special event coordinator				11,100	16,100
			Grand Total	25,000	20,000

Salaries & Wages – Seasonal:

	<u>2020-21</u>	<u>2021-22</u>	<u>Increase</u>			
Summer Day Camp Program	136,519	140,000	3,481	3%	See detail next two pages.	
Waterfront Staff	113,366	113,366	-	0%	""	""
Rangers & Gate Attendants	23,717	23,717	-	0%	""	""
Amount to be paid out of Eichler's Cove fund	(33,000)	(33,000)	-	0%		
	240,602	244,083	3,481			

DEPARTMENT: PARKS & RECREATION**Salaries & Wages – Seasonal:****Summer Day Camp Program:**

Day Camp salary expenses are fully covered by the revenue generated from the program. To accommodate the impact of wage increases on the day camp program in 2020 we raised the cost of Dickinson Camp from \$150 per week to \$165 per week.

The Summer Day Camp program has two sites that operate for 7 weeks each, Dickinson Park and Treadwell Park. Each site has of the following staff and we based our numbers from 2020 staff returning:

	<u>2020-21</u>	<u>2021-22</u>
2 - Camp director (for 8 weeks)	11,840	12,000
3 - Assistant director (for 8 weeks)	10,080	10,000
Social worker	5,500	5,500
Counselors *	102,571	106,000
Skateboard instructor/counserlor at Dickinson Park	3,528	3,500
Mandatory camp training required for all staff (paid time)	3,000	3,000
	<u>136,519</u>	<u>140,000</u>
* We have different levels of counselor experience. We hire approximately 41 counselors including head counselors and senior counselors. With a pay range of \$12.00 to \$14.50 per hours.		

We provide an increase to returning staff who move to a new level of experience which represents an approximate increase of 1.0% Minimum wage has raised from \$11.00 to \$12.00 and will again increase to 13.00 on August 1 which is an approximate increase of 2%

DEPARTMENT: PARKS & RECREATION**Salaries & Wages – Seasonal: Life Guards:**

Our outdoor lifeguarding staff works out of two sites, Treadwell pool and Eichler's Cove beach. There is approximately 1,600 hours of operation at each location.

	<u>2020-21</u>	<u>2021-22</u>	
Shared water front director (with community center)	10,000	10,000	
2 - assistant water front directors	8,000	8,000	
30+ lifeguards (including torpedo swim team at NHS) *	120,776	120,776	
21 water safety instructors and water safety aides	7,590	7,590	
Eichler's Cove staff off-set	(33,000)	(33,000)	
	113,366	113,366	
* Hourly rate ranges from \$12.00 to \$13.50 depending on experience.			
All guards are required to attend two 2 hour training sessions a month (paid time)			
Note: Eichler's Cove lifeguards are paid out of the waterfront special revenue fund (+/- \$33,000)			

Although there are minimum wage increases again this summer we are not increasing this line item due to the hiring of many new guards and staff last season.

DEPARTMENT: PARKS & RECREATION**Salaries & Wages – Seasonal: Rangers & Gate Attendants:**

Rangers: assist the maintainers in most all tasks throughout the summer. They also work early morning hours for gates and SOP's , late hours and special events at an hourly rate without the cost of overtime.

Rangers hourly pay ranges from \$12.00 to \$13.50 per hour depending on their experience.

Gate Attendants: We have attendants that monitor the patrons that visit Treadwell pool and the Lake Lillinonah Park (boat launch)
The hourly pay ranges from \$12.00 to \$15.00 per hour.

The request for rangers and gate attendants totals **\$23,717**.

Wardens that monitor the activity at Eichler's cove are paid from the waterfront Special Revenue Account.

Although there are minimum wage increases again this summer we are not increasing this line item due to the hiring of many new staff last season.

DEPARTMENT: PARKS & RECREATION**Salaries & Wages - Overtime:**

The list below depicts some of the routine tasks our department uses overtime funds for:

- Plowing or essential storm work.
- Weekend parks cleaning and pool cleaning to meet state health codes.
- Spring field preparation. Fields are required to open on April 15th.
- Preparing fields for sports groups and tournaments.
- Construction work that extends beyond the normal day, when contractors are involved.
- Staffing tournaments and special events such as the Christmas tree lighting, Halloween parties, festivals and other large events.
- Locking gates.
- Pool operation – filter and pump operations and chemistry person: 1 X per day for pool readings by a licensed pool operator.

\$62,000 - no increase from last year's budget



DEPARTMENT: PARKS & RECREATION

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 293, 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 291 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: PARKS & RECREATION

Other Employee Benefits: Safety clothes and allowance consist of the following:

<u>SAFETY AND CLOTHING:</u>			
		2020-21	2021-22
Union mandated clothing allowance for Parks & Fields Operations Supervisors and maintainers		\$ 7,200	\$ 7,200
Clothing allowance-replacement of damaged clothing		\$ 250	\$ 250
Clothing allowance for Assistant Director/Parks		\$ 700	\$ 700
Safety Equipment (union mandated)		\$ 3,500	\$ 3,500
Summer Program Staff Shirts		\$ 2,400	\$ 2,400
Lifeguard Bathing Suits		\$ 1,000	\$ 1,000
Staff shirts for Park Rangers		\$ 300	\$ 300
	Total:	\$ 15,350	\$ 15,350



DEPARTMENT: PARKS & RECREATION**Contractual Services:**

	2020-21	2021-22	<u>Board of Education Maintenance</u>	2020-21	2021-22
Summer Bus service and special events	6,967	6,967	Lawn Maintenance Contract for Schools	79,165	79,165
Portable Toilets for park facilities	9,000	9,000	sod for High school fields as needed		
Tick Control for Dickinson & Treadwell (spraying and bait boxes)	5,500	5,500	4 Applications of fungicide for fields		
Tennis court net replacement	1,000	1,000	Spraying of pesticides		
Beautification of Parks	3,600	3,600	(grub control, fugus control and weed control)		
Dumpsters : Dickinson, Treadwell, Skate Park, Teen Ctr, Dog Park	4,820	4,820	Fertilization of back fields at High School	55,000	55,000
Recycling Containers	3,500	3,500	Sub total	134,165	134,165
Church Hill Sidewalk winter Maintenance	2,000	2,000			
Septic Cleaning at Parks	4,471	4,471	17 acres at the schools in 2021-22 will be done by	22,000	-
BMI required licensing for concerts and performers	305	305	department due to new 14 ft tow behind rotary		
Lightning Contract @H.S. Musco	500	500	that is requested in capital		
Treadwell - 4 applications of fungicide	8,500	8,500			
Winterize and Spring opening of Pool	2,000	2,000			
Cleaning Service- Treadwell Pool Building (for teen ctr use teen ctr fund)	10,000	10,000	Mandated American Red Cross Evaluation	2,500	2,500
Service Contract for Pool Controller (Chemical & Pool H2O controls)	1,600	1,600	Community Center Outdoor Bathroom cleaning	1,200	1,200
Service contract ASCAP dues for musical performances	364	364	Children's Adventure Center sidewalk snow Removal	1,187	1,187
Annual Contract-alarm system Teen ctr (use teen ctr fund)	-	-	Newtown Parent Connection Sidewalk Snow Removal	2,366	2,366
Contracted emergency repairs: i.e., roofs, well pumps, etc.	5,000	5,000	Community Center/Senior Sidewalk Snow Removal	4,800	4,800
Open and close irrigation systems	8,600	8,600	Ambulance Garage Sidewalk Snow Removal	2,900	2,900
State Mandated Quarterly water tests at Parks and Potable Water	1,200	1,200	Municipal Center Sidewalk snow removal	4,120	4,120
Alternate Annual Tennis Court repairs between Treadwell & Dickinson	3,000	3,000	Engineers House Snow Removal CSW	135	135
Fencing Repairs	5,000	5,000			
Vandalism Repairs (replacement equipment more expensive)	6,600	6,600			
Alternate Annual Basketball Court repairs Treadwell & Dickinson	1,750	1,750			
Curbing and crack repairs at park facilities	5,000	5,000	Grand Total	312,000	300,000
Mowing Hawleyville & Dodgintown	-	-			
Newtown Village Cemetery mowing	3,850	3,850			
Contract mowing of small areas (new bid)	28,500	28,500			
Edgework Consulting Camp Training	4,000	4,000			
Turf tractor rental (was in capital in prior years)	-	10,000			
Sub total	136,627	146,627			

DEPARTMENT: PARKS & RECREATION

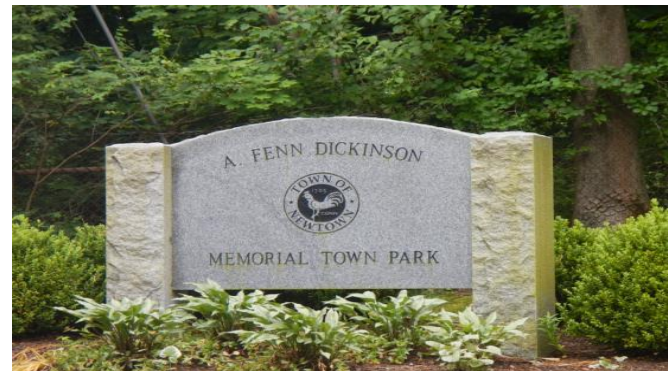
Dues, Travel & Education: Education and training consist of the following:

<u>STAFF TRAINING</u>		<u>2020-21</u>	<u>2021-22</u>
CPR and First Aid training for waterfront staff and park staff		600	600
Misc. for maintainers to attend job related classes as offered		750	750
Pool Operator's Certification Course/Irrigation Technician Course		600	600
CDL Certifications and or upgrades		2,275	2,275
<u>PROFESSIONAL DUES</u>			
Director:	National Rec. and Parks Assoc.	160	160
	CT Rec. and Parks Assoc.	75	75
	CT Parks Assoc.	35	35
Asst. Director Parks:	CT Parks Assoc.	35	35
	National Rec. and Parks Assoc.	160	160
	CT Rec. and Parks Assoc.	75	75
	Sports Turf Management Assoc.	110	110
Asst. Director of Recreation:			
	National Rec. and Parks Assoc.	160	160
	CT Rec. and Parks Assoc.	75	75
<u>SUBSCRIPTIONS:</u>			
	Newtown Bee, Rec. Mgt., Parks & Ground Mgt.	90	90
<u>CONFERENCES, SEMINARS, MEETINGS</u>			
CRPA State Conference (Director, Asst. Director/Parks, Asst. Dir. Rec)		890	890
New England Training Institute		360	360
CT Rec. and Parks Assoc. Quarterly Mtgs.		240	240
CT Parks Assoc. monthly mtgs.		240	240
NRPA Annual Seminars		2,000	2,000
Director's Expense		220	220
New England Regional Athletic & Sports Conference for Asst. Dir/parks & Operations Supervisor		850	850
	TOTAL	10,000	10,000

DEPARTMENT: PARKS & RECREATION**General Supplies**

Summer Program		<u>2020-21</u>	<u>2021-22</u>
Arts & Crafts Supplies		3,800	3,800
Equipment and Supplies		2,900	2,900
First Aid Supplies		1,650	1,650
Recreation supplies for other Programs		3,650	3,650
	Total:	12,000	12,000

Signs: Signage at all of our locations is becoming increasingly necessary. The police department has told us they cannot take action unless signs are clearly posted stating rules, times, etc. Also, signs have a habit of disappearing or getting vandalized and must be replaced. Signs for A-Frame advertising, Rooster Race, Turkey Shoot, Breakfast with Santa, Summer Concerts, Dog Events, etc. have helped with our rising enrollment in programs and advertising to those who do not have children in the school system. Total: \$6,000 (no increase).



DEPARTMENT: PARKS & RECREATION**Pool Supplies:**

Pool Supplies:		2020-21	2021-22
	Chemicals- Liquid and Granular	20,000	20,000
	Probe replacement	800	800
	Pool Shut Down and Opening	3,600	3,600
	Water & CO2	1,942	1,942
	Pump repairs and or replacements, filter baskets, hoses, valves, Chlorine injector line and injector pump rebuild kits.	6,000	6,000
		32,342	32,342

General Maintenance Supplies:

<i>the following are examples and approximations;</i>			
	2020-21	2021-22	Diff
Paint and stain for buildings, tables, fences, etc	4,500	4,500	-
Lumber	3,000	3,000	-
Vandalism repairs	2,000	2,000	-
Hand soap, disinfectants, paper products, etc.	4,000	4,000	-
Locks and chains	750	750	-
Replacement Barbeques	800	800	-
Bases, home plates, etc.	600	600	-
Cement	1,200	1,200	-
net replacements	600	600	-
Misc. hand tools, nuts, bolts, litter bags, etc.	1,200	1,200	-
Replacement flags	250	250	-
Playground maintenance and repairs	5,000	5,000	-
Replacement wood chips for Treadwell playgrounds	2,500	2,500	-
Teen Center Maintenance (paid out of teen fund)	-	-	-
Maintenance and repairs for pool facilities	3,000	3,000	-
Repair recreation equipment, purchase batteries, camera equipment and DVR's etc.	2,000	2,000	-
Dog bags & recycle bags	2,000	2,500	500
Osha Compliance Projects	2,000	2,000	-
	35,400	35,900	500

DEPARTMENT: PARKS & RECREATION**Grounds Maintenance:**

No budget increase.

This includes the maintenance of Dickinson and Treadwell Parks, Orchard Hill Nature Center, Lake Lillinonah Park and Eichler's Cove, maintenance of 40+ athletic fields, school fields and other Town Parcels. Sports are playing two/three seasons per year (in some cases four seasons). Parks and Recreation special event space lining and set up at Fairfield Hills for delineated parking.

The need to increase funds for trail maintenance is rising as we are growing our relationship with the Land Use Agency for a cooperative effort on expanding our trails along with collaborating with the Newtown Trail Committee. We did not address these needs this budget season in an effort to keep costs down.

We are also working to use less toxic pesticides on town property to protect the waterways and the Protect our Pollinators organization's to support positive environmental expectations and changes.



DEPARTMENT: PARKS & RECREATION**Grounds Maintenance - CONTINUED:**

The following are estimates of major items for this account:			
	<u>2020-21</u>	<u>2021-22</u>	
	26,400	26,400	Marking paint and lime
	10,400	10,400	Top Soil
	12,650	12,650	Clay/baseball MVP
	10,200	10,200	Grass, seed, fertilizer
	5,000	5,000	Weed control
	1,000	1,000	Sand
	4,500	4,500	90' Field at Fairfield Hills: High Meadow Field
	11,200	11,200	Trail maintenance and Fairfield Hills Maintenance
Board of Education required maintenance materials (only) on eight high school fields:			
	480	480	Annual Soil testing
	12,000	12,000	Top Dressing/Top Soil
	7,250	7,250	Seed
	4,050	4,050	Clay
	8,220	8,220	Paint
	2,400	2,400	Annual purchase of three sets of replacement tine for deep tine aerator
Other Items: Misc.			
	41,981	41,981	
Total:	157,731	157,731	

DEPARTMENT: PARKS & RECREATION**Capital:**

	<u>Priority</u>		<u>Proposed by Dept Head</u>	<u>Reduced by Commission</u>	<u>Approved by P & R Commission</u>	<u>Approved by First Selectman</u>	<u>Description</u>	
	1	4th Request Kubota 3010	22,500	-	22,500	-	Replace 19 year old tractor with new turf tractor. Total cost \$87K via 4 yearly pymts. ELIMINATES \$10K ANNUAL TRACTOR RENTAL	RESTORED ANNUAL TRACTOR RENTAL IN CONTRACTUAL SERVICES
	2	2ND Year request Toro Groundmaster 1200	26,500	-	26,500	26,500	14 ft tow behind rotary mower - cost covered through annual savings achieved thru reduced mowing contract	
	3	Cut-off Saw/Weed Eaters/Back Pack Blowers	5,000	-	5,000	5,000	Replace old gas units beyond repair.	
	4	3rd Request (2) walk-behind mowers	14,000	-	14,000	14,000	Replace two 2004 SCAG walk-behind mowers.	
	5	3rd Request - Sidewalk Snowplow for FFHills.	15,000	(7,500)	7,500	-	One-half of total cost (\$15K) related to new sidewalk responsibilities at FFH campus - cost to be shared with _____.	
	6	4th Request - Replace Aerators	35,000	(35,000)	-	-	Replace two unserviceable machines with more efficient aerator.	
	7	Replace Totaled Trailer	12,000	(12,000)	-	-	Replace enclosed trailer totaled by Insurance Co. Total Cost \$15K.	
	8	Tractor Rental	10,000	(10,000)	-	-	To keep pace with seasonal maintenance demands.	
	9	Sandblast Body & Frame of 2008 Dump Truck	7,000	(7,000)	-	-	Restore body and frame of 2008 heavy-duty dump truck to extend service life.	
	10	Purchase Ventrac Seeder (allocated cost)	4,000	-	4,000	4,000	Acquire small-area seeder for dept-owned Ventrac machine. Total cost \$8K, shared with Conservation Dept.	
	11	Repair Stairs & Loading Dock at P & R Shop	30,000	(30,000)	-	-	Repair concrete area at FFH shop cited as dangerous by OSHA. Structural failure affecting existing stairs and loading dock.	
	12	Repair Multiple Keypad Entry Controllers	9,600	(9,600)	-	-	Keypad access at multiple facilities failing.	
	13	Skatepark Maintenance & Expansion	60,000	(30,000)	30,000	-	Refurbish certain park components and install new feature.	USE CURRENT YR SAVINGS
	14	Disc Golf Course at Treadwell Park	35,000	(17,000)	18,000	-	For design and completion of disc golf course at Treadwell Park, providing healthy passive recreation enhance park features.	USE P & R UNDESIGNATED DONATIONS
	15	Bicycle playground at Fairfield Hills	80,000	(80,000)	-	-	Design, install and construct a bicycle playground at Fairfield Hills campus	
Reduced by the BOF (proposed to be funded from the capital & non-recurring fund using fund balance.						(28,000)		
		Total	365,600	(238,100)	127,500	21,500		

Vehicle inventory list is on page 310.

DEPARTMENT: PARKS & RECREATION

(Calendar Year)											
<u>Measure/Indicator</u>	<u>Actual</u>										
	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
# of Customers:											
Eichler's Cove Beach	3,419	3,482	3,246	2,815	2,750	2,334	3,982	3,936	3,488	4,162	5,177
Eichler's Cove Launch			532	457	507	557	528	557	526	576	2,382
Lake Lillinonah Launch					511	567	575	562	559	1,062	2,232
Treadwell Pool	29,089	25,744	24,124	20,483	19,483	20,097	19,556	20,563	19,542	18,356	16,250
# of Participants:											
Adaptive Recreation	36	60	36	37	35	35	49	61	55	45	- *
Programs	39,883	36,560	30,975	30,055	30,000	30,397	31,553	31,529	31,756	32,148	12,476 *
Special Events					4,000	4,403	4,991	16,629	14,882	14,575	1,000 *
Day Camp			572	1,041	725	960	1,045	1,173	1,295	1,320	600 *
* - Due to COVID restrictions and guidelines programs were limited capacity or canceled.											

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.

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

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

BUDGET HIGHLIGHTS

The budget for the library contribution is \$1,381,000 (excluding town contributions for life insurance and pension) for fiscal year 2021-2022, which is an decrease of (\$14,351) or -1.03%.

The requested contribution was \$1,431,147. The difference will be made up from using the undesignated fund balance (\$588,000+ at June 30, 2020)

Regarding the library's internal operating 2021-2022 budget, see the account detail under "contributions to outside agencies".

LIBRARY BUDGET

						2021 - 2022 BUDGET					
	2018 - 2019	2019 - 2020	2020 - 2021			1st SELECTMAN	BOS	BOF	LC	CHANGE	
LIBRARY	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
GROUP INSURANCE	2,030	2,229	2,000	2,000	1,109	2,000	2,000	2,000	2,000	-	0.00%
RETIREMENT CONTRIBUTIONS	34,049	26,449	25,613	25,613	16,588	24,621	24,621	24,621	24,621	(992)	-3.87%
CONTRIBUTIONS TO OUTSIDE AGENCIES	1,315,794	1,353,380	1,395,351	1,395,351	892,977	1,381,000	1,381,000	1,381,000	1,381,000	(14,351)	-1.03%
	1,351,873	1,382,059	1,422,964	1,422,964	910,674	1,407,621	1,407,621	1,407,621	1,407,621	(15,343)	-1.08%

DEPARTMENT: LIBRARY**ACCOUNT DETAIL**

Group Insurance; Retirement Contributions: **Group Insurance** – This amount includes life insurance and long term disability. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 291 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 - Library Contribution: The Town of Newtown funds the library's operating and capital budget after the application of grants, fees, fund raising and investment income. The following is the library's internal budget for 2021-2022 (next page):



DEPARTMENT: LIBRARY**BUDGET OVERVIEW**

The Cyrenius H. Booth Library's budget goals for FY21-22 are to respond to the needs expressed by the community with free materials and educational programs, emerging technologies and related patron support, programs that stimulate local economic development, improve building safety, and preserve and protect objects related to Newtown's heritage. Another important goal for the 21-22 year is to begin a program of Trustee-driven educational and participatory community conversations related to raising the level of civil discourse in the community. The library's long-range plan is under development, but the mission carrying out the strategic plan will remain the same: Promote the joy of lifelong learning, stimulate curiosity, support the exchange of ideas, and provide a welcoming gathering place.

INCOME/EXPENSE HIGHLIGHTS

Total Income

- \$35.7K increase in total revenue (2.57%)
- Small decrease in capacity for overall fundraising
- Reduced operational revenues as COVID affects usage, fees, and fines

Expense:

- \$28.5K (80.5%) of total increase goes to recommended 2.5% salary increase and 3% benefits expense increase
- \$2.7K (7.6%) of total increase goes to books, e-content, and technology
- Slight decrease (\$5K) in occupancy costs for facility
- Friends: Income and Expenses from the independent Friends of the C.H. Booth Library, which support library materials and programming, net to zero are not included in the above and are detailed in the library's Financial Statements

DEPARTMENT: LIBRARY

	Budget Comparison				
	Actual 19/20	Budget 20/21	Budget 21/22	\$ Difference	% Change
INCOME					
GRANTS					
State of Connecticut	\$2,973	\$0	\$0	\$0	0.00%
Town of Newtown	\$1,353,380	\$1,395,351	\$1,431,147	\$35,796	2.57%
Other Grants	\$12,587	\$12,500	\$12,500	\$0	0.00%
Total Grants	\$1,368,940	\$1,407,851	\$1,443,647	\$35,796	2.54%
OPERATIONS					
Fines & Misc. Sales	\$11,442	\$15,500	\$10,916	-\$4,584	-29.57%
Photocopy Revenue	\$4,654	\$6,200	\$6,000	-\$200	-3.23%
Other Operating	\$1,353	\$2,000	\$2,000	\$0	0.00%
Total Operations	\$17,449	\$23,700	\$18,916	-\$4,784	-20.19%
FUND RAISING					
Annual Fund Drive	\$47,163	\$45,000	\$50,000	\$5,000	11.11%
Turkey Trot Road Race	\$51,363	\$55,000	\$40,000	-\$15,000	-27.27%
Bequests/gifts	\$23,153	\$12,500	\$12,500	\$0	0.00%
Fund Raising Other	\$12,890	\$6,500	\$15,000	\$8,500	130.77%
Total Fund Raising	\$134,568	\$119,000	\$117,500	-\$1,500	-1.26%
INVESTMENT INCOME					
Knotts Estate	\$11,445	\$15,000	\$15,000	\$0	0.00%
Hawley Trust	\$43,960	\$45,000	\$45,000	\$0	0.00%
Restricted Funds	\$66	\$450	\$450	\$0	0.00%
Total Investment Income	\$55,471	\$60,450	\$60,450	\$0	0.00%
INCOME SUBTOTAL	\$1,576,428	\$1,611,001	\$1,640,513	\$29,512	1.83%

*** Town of Newtown grant request of \$1,443,647 was reduced by First Selectman to \$1,381,000. The library had a undesignated fund balance of \$588,000+ at June 30, 2020. It was agreed that the difference be made up by drawing down fund balance.

DEPARTMENT: LIBRARY

	Actual 19/20	Budget 20/21	Budget 21/22	Budget Comparison	
				\$ Difference	% Change
EXPENSES					
PERSONNEL					
Salaries	\$833,456	\$886,773	\$908,942	\$22,169	2.50%
Benefits	\$159,900	\$183,141	\$188,635	\$5,494	3.00%
Social Security	\$68,405	\$68,639	\$69,534	\$895	1.30%
Total Personnel	\$1,061,761	\$1,138,553	\$1,167,112	\$28,559	2.51%
LIBRARY OPERATIONS					
Maintenance	\$479	\$3,000	\$3,000	\$0	0.00%
Equipment	\$6,545	\$4,650	\$4,500	-\$150	-3.23%
Contractual Services	\$54,263	\$52,566	\$52,374	-\$192	-0.37%
Total A/V Software	\$16,799	\$25,500	\$26,500	\$1,000	3.92%
Bibliomation	\$45,520	\$45,519	\$46,734	\$1,215	2.67%
Binding/misc.		\$0	\$0	\$0	0.00%
Total Books	\$51,012	\$62,525	\$63,000	\$475	0.76%
Total Books-spec. funds	\$45	\$450	\$450	\$0	0.00%
Total Databases	\$6,212	\$16,000	\$16,000	\$0	0.00%
Memberships	\$2,164	\$2,360	\$2,685	\$325	13.77%
Other Grants	\$7,743	\$12,500	\$12,500	\$0	0.00%
Periodicals	\$5,134	\$5,178	\$5,000	-\$178	-3.44%
Total Programs	\$5,332	\$19,000	\$19,000	\$0	0.00%
Professional Development	\$2,687	\$4,000	\$4,000	\$0	0.00%
Technology (including CEN costs)	\$42,803	\$25,000	\$25,500	\$500	2.00%
Total Library Operations	\$246,739	\$278,248	\$281,243	\$2,995	1.08%

DEPARTMENT: LIBRARY

EXPENSES (cont'd)				Budget Comparison	
	Actual 19/20	Budget 20/21	Budget 21/22	\$ Difference	% Change
OCCUPANCY					
Supplies	\$6,004	\$5,000	\$6,000	\$1,000	20.00%
Contractual Services	\$32,654	\$29,000	\$26,358	-\$2,642	-9.11%
Electricity	\$46,342	\$48,000	\$44,000	-\$4,000	-8.33%
Heat	\$14,175	\$14,000	\$14,000	\$0	0.00%
Maintenance	\$43,808	\$35,000	\$36,500	\$1,500	4.29%
Telephone	\$6,013	\$5,000	\$4,000	-\$1,000	-20.00%
Water	\$2,109	\$2,200	\$2,300	\$100	4.55%
Equipment	\$3,390	\$2,000	\$2,000	\$0	0.00%
Total Occupancy	\$154,495	\$140,200	\$135,158	-\$5,042	-3.60%
ADMINISTRATION					
Annual Fund Drive	\$6,176	\$6,500	\$6,500	\$0	0.00%
Turkey Trot Road Race	\$16,620	\$15,000	\$15,000	\$0	0.00%
Bequests/gifts	\$0 -		\$0	\$0	0.00%
Fund Raising Other	\$196	\$1,500	\$3,500	\$2,000	133.33%
Postage/petty cash	\$960	\$2,000	\$2,000	\$0	0.00%
Professional Services	\$13,994	\$20,000	\$20,000	\$0	0.00%
Supplies	\$7,366	\$8,000	\$9,000	\$1,000	12.50%
Working contingency	\$2,010	\$1,000	\$1,000	\$0	0.00%
Total Administration	\$47,322	\$54,000	\$57,000	\$3,000	5.56%
EXPENSE TOTAL	\$1,510,317	\$1,611,001	\$1,640,513	\$29,512	1.83%

DEPARTMENT: LIBRARY

C.H. BOOTH LIBRARY MEASURES & INDICATORS					
2021-2022					
	Actual	Actual	Actual	Actual	Actual
<u>Measure/Indicator</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
# of Items Circulated	209,894	204,686	206,373	209,216	163,937
# of Patron Visits Per Day	427	472	399	367	356
# Registered Borrowers	12,120	12,068	11,466	10,968	10,015
# of eBooks & eAudiobooks Circulated	13,535	14,250	20,135	29,385	39,236
# of Database & Electronic Resource usage	41,628	45,814	50,399	53,568	48,695
Average Daily Wireless Bandwidth Usage §	25.1GB	31.1GB	16.1GB	17.7GB	17.7GB
# of Reference Transactions	21,216	21,307	21,000 (est)	13,416	12,530
# of Programs	786	749	711	919	642
Program Attendance	15,238	15,010	15,012	18,303	11,890
Average attendance per program	19	20	21	20	19
Value of Library Services/Return on Investment*	\$4,548,865	\$4,609,395	\$4,281,729	\$4,695,230	\$2,944,007
* Calculated using American Library Assoc Value Calculator					
§ Technology's evolution allows for less resource usage for online sessions; uses less bandwidth					

DEPARTMENT: NEWTOWN PARADE COMMITTEE

MISSION/DESCRIPTION

Newtown Labor Day Parade Inc is a not for profit organization established in 1973 as Newtown Summer Festival Inc, the name changed in May, 2002 .

The Mission of the corporation is to organize a street parade annually on Labor Day drawing participants from throughout the State but primarily from volunteer groups; schools and churches in Newtown supplemented by commercial groups with interests in the Town.

The focus is primarily to feature the young people of the Town and to entertain local residents in the spirit of the original Corporation's concept of a 'fun summer festival'.

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



BUDGET HIGHLIGHTS

The amount requested is for the cost of insuring the parade event. The amount requested is an estimate. Any amount not spent on insurance is turned back to the Town.

NEWTOWN PARADE COMMITTEE BUDGET

						2021 - 2022 BUDGET					
	2018 - 2019	2019 - 2020	2020 - 2021		12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED		PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
<u>NEWTOWN PARADE COMMITTEE</u>											
INSURANCE, OTHER THAN	1,090	1,090	1,400	1,400	-	1,400	1,400	1,400	1,400	-	0.00%

DEPARTMENT: NEWTOWN CULTURAL ARTS COMMISSION

MISSION/DESCRIPTION

The purpose of the Newtown Cultural Arts Commission shall be to stimulate, facilitate, coordinate, and cooperate with existing organizations for the development of the arts. It shall serve as an information center and focal point in the community for activities in the arts.

Website - [CULTURAL ARTS COMMISSION](#) (click here for the Cultural Arts Commission ordinance)



BUDGET HIGHLIGHTS

In 2008-2009 the first appropriation of \$2,000 was approved to help the new commission with its administrative expenses. In the same fiscal year an additional \$10,000 was approved to help fund the Connecticut Film Festival. Since that first year annual budget amounts have been relatively level. The budget in 2019-20 was reduced to -0- due to a healthy fund balance in the cultural arts special revenue fund.

The Cultural Arts Special Revenue Fund had a fund balance of \$182,111 on June 30, 2020.

NEWTOWN CULTURAL ARTS COMMISSION BUDGET

	2018 - 2019 ACTUALS	2019 - 2020 ACTUALS	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
NEWTOWN CULTURAL ARTS COMM											
OTHER EXPENDITURES	2,500	-	-	-	-	-	-	-	-	-	

OTHER FUNCTIONS

DEPARTMENT: CONTINGENCY**MISSION/DESCRIPTION**

The contingency account is established to provide for unforeseen costs that may arise during the year. There are no expenditures in this account, only budget transfers to other accounts.

BUDGET HIGHLIGHTS

In the prior year's expenditure columns you will see zero expenditure's for each year. This is because there are no expenditures in this account, only budget transfers. The contingency amount has been reduced by \$25,000 to \$115,000 by the BOF (from the adopted amount).

The following are the original budget amounts for this account:

<u>2010/2011</u>	<u>2011/2012</u>	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>
\$509,000	\$400,000	\$250,000	\$520,000**	\$250,000	\$350,000	\$200,000	\$200,000	\$120,000	\$140,000	\$140,000

** Includes \$270,000 for school security

CONTINGENCY BUDGET

	2018 - 2019 ACTUALS	2019 - 2020 ACTUALS	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>CONTINGENCY</u>											
CONTINGENCY FUND	-	-	140,000	140,000	-	140,000	140,000	115,000	115,000	(25,000)	-17.86%

DEPARTMENT: DEBT SERVICE**MISSION/DESCRIPTION**

The Debt Service department accounts for annual principal and interest payments on bonds and bond anticipation notes. The related debt has been used to finance projects authorized from the Town Capital Improvement Plan (See page 297 for additional information on the Capital Improvement Plan). The Town has an approved debt management policy that states that the annual debt service amount should not be more than 9.0% of the total budget amount. This is a maximum cap. The Town is working towards keeping the limit below 8.5% as a future goal.

BUDGET HIGHLIGHTS

The budget for Debt Service, for fiscal year 2021-22 has increased by \$225,861 or 2.38%. Debt service amounts are forecasted in the CIP debt report.

Board of Education capital projects comprise 44% of the total annual debt service amount. It is typical in Connecticut that all of the annual debt service amounts are included on the Board of Selectmen budget.

DEBT SERVICE BUDGET

<u>DEBT SERVICE</u>	2018 - 2019	2019 - 2020	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
BOND PRINCIPAL	6,728,992	6,835,453	6,705,640	6,705,640	4,579,465	7,266,991	7,266,991	7,266,991	7,266,991	561,351	8.37%
BOND INTEREST	2,253,376	2,410,689	2,780,157	2,780,157	1,217,076	2,456,941	2,456,941	2,444,667	2,444,667	(335,490)	-12.07%
	8,982,368	9,246,142	9,485,797	9,485,797	5,796,541	9,723,932	9,723,932	9,711,658	9,711,658	225,861	2.38%

DEPARTMENT: DEBT SERVICE**ACCOUNT DETAIL****Principal:** Principal payment is comprised of:

Current 2021/22 debt service principal amount	\$7,266,991
March 2021 bonding issue principal amount	-0-
	<hr/>
Total principal amount	\$7,266,991

Interest: Interest payment is comprised of:

Current 2021/22 debt service interest amount	\$2,403,116
March 2021 bonding issue interest amount	241,551
Amount from debt service fund applied	<hr/> (200,000)
Total interest amount	\$2,444,667

Total debt service \$9,711,658

DEPARTMENT: RESERVE FOR CAPITAL NONRECURRING

MISSION/DESCRIPTION

This account dedicates a portion of the Town's operating budget for capital purposes (around a quarter of one percent of the budget is a standard benchmark). This provides financial flexibility and reduces long term financing of capital items. The amount budgeted in this account is transferred to the Capital Non Recurring Fund. The Capital Non Recurring Fund is a multiyear fund where funding can accumulate enabling the Town to acquire larger capital assets on a pay-as-you-go basis. This capital asset financing decision is typically done during the Capital Improvement Plan budgeting process or it can be made in the regular budget process. During midyear, if a capital asset needs replacing, the Town can have the financial flexibility to acquire the asset thru the Capital Non Recurring Fund (if funds are available).

BUDGET HIGHLIGHTS

Best practices state that funding to a capital non-recurring fund should be done on a consistent basis. It is expected that in certain budget years funding may not be available which is accepted as long as the Town goes back to steady funding. The last few years were some of those years, due to the economic climate. The request for 2021-22 is \$220,000.

The actual amounts for 2018-19 & 2019-20 relates to the May 2018 storm. The 2020-21 amended amount relates to an amendment due to budgetary savings due to COVID restrictions

See account detail (next page) for planned capital items.

The Legislative Council reduced the request by \$220,000. The capital items will be financed in the Capital & non-recurring fund. The recommended source would be to use excess fund balance per the fund balance policy 12% CAP.

RESERVE FOR CAPITAL NON RECURRING BUDGET

RESERVE FOR CAP & NON-REC.EXP.	2018 - 2019 ACTUALS	2019 - 2020 ACTUALS	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
TRANSFER OUT	783,364	2,484,175	220,000	620,000	620,000	220,000	220,000	220,000	-	(220,000)	-100.00%

DEPARTMENT: RESERVE FOR CAPITAL NONRECURRING**ACCOUNT DETAIL**

Reserve Cap & Non Recurring: The requested \$220,000 comprises the following (in **bold** print):

Public Works :**(1) Ten Wheel Dump Truck (replace)**

2022-2023 planned	\$125,000	
2023-2024 planned	\$125,000	

(2) Six Wheel Dump Truck

2020-2021 appropriated	\$100,000	
2021-2022 request	\$120,000	Proposed to use excess fund balance

(2) All Season Truck Body Replacement (truck #3 & 15)

2021-2022 request (payment #1 of a 4 year internal lease)	\$30,000	Proposed to use excess fund balance
--	-----------------	--

Parks & Recreation:**Pick up Truck with plow (gas engine) (additional)**

2020-2021 appropriated (payment #2 of a 5 year internal lease)	\$10,000	
2021-2022 request (payment #3 of a 5 year internal lease)	\$10,000	Proposed to use excess fund balance

Court recoating (annual)

2021-2022 request	\$10,000	Proposed to use excess fund balance
--------------------------	-----------------	--

Fire:**Air Packs/Turnout Gear (annual)**

2018-2019 appropriated	\$25,000	
2019-2020 appropriated	\$50,000	
2020-2021 appropriated	\$50,000	
2021-2022 request	\$50,000	Proposed to use excess fund balance
2022-2023 planned	\$50,000	
2023-2024 planned	\$50,000	

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

Edmond Town Hall's mission is to enrich the community by providing a place for generations of residents and neighbors to make memories by gathering to celebrate and enjoy arts, social, civic, sports, entertainment and milestone events and activities. The building is owned by the Town and overseen by a bi-partisan elected Board of Managers. A full-time manager supervises the building's operation and staff.

Edmond Town Hall is a multi-functional facility that includes: a 500-seat proscenium theater for live performances and movies, the Alexandria banquet hall for weddings, parties and recitals; a gymnasium for sports, parties and craft shows; and several smaller meeting rooms as well as tenant rental spaces. For arrangements, call the manager's office at (203) 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: www.edmondtownhall.org

**BUDGET HIGHLIGHTS**

The budget for THBOM has been increased by \$14,670 or 8.13%. The higher request is due to the effect of COVID restrictions on operations.

Subsequently, an additional request of \$40,000 +/- was submitted to the First Selectman. This was as a result of an error in the initial budget request. The additional amount can be financed by undesignated amounts in the capital & non-recurring fund (upon approval) or from any fiscal year end savings in the current budget.

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**

	2018 - 2019	2019 - 2020	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
	ACTUALS	ACTUALS				PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
TOWN HALL BOARD OF MANAGERS											
GROUP INSURANCE	48,703	48,501	48,957	48,957	48,457	49,945	49,945	49,945	49,945	988	2.02%
RETIREMENT CONTRIBUTIONS	7,827	6,107	6,407	6,407	6,407	5,760	5,760	5,760	5,760	(647)	-10.10%
CONTRIBUTIONS TO OUTSIDE	95,000	125,000	125,000	125,000	125,000	139,329	139,329	139,329	139,329	14,329	11.46%
	151,530	179,608	180,364	180,364	179,864	195,034	195,034	195,034	195,034	14,670	8.13%

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 293, 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 291 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 increased by \$14,329. The Town has included major capital expenditures for the ETHBOM in its Capital Improvement Plan. \$268,000 in 2020-21, \$450,000 in 2022-23 and \$550,000 in 2025-26.

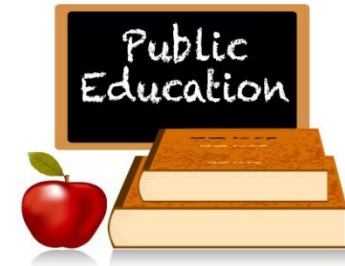
DEPARTMENT: TRANSFER OUT - TO OTHER FUNDS**MISSION/DESCRIPTION**

Represents authorized transfers out to other funds.

BUDGET HIGHLIGHTS**TRANSFER OUT - TO OTHER FUNDS BUDGET**

	2018 - 2019	2019 - 2020	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
<u>TRANSFER OUT - TO OTHER FUNDS</u>	<u>ACTUALS</u>	<u>ACTUALS</u>									
TRANSFER OUT	-	127,192	-	-	-	-	-	-	-	-	

EDUCATION FUNCTION

DEPARTMENT: BOARD OF EDUCATION**MISSION/DESCRIPTION**

See separate Board of Education Budget Book. Website: <https://www.newtown.k12.ct.us/BOEBudgets>

BUDGET HIGHLIGHTS

See separate Board of Education Budget Book . The Board of Finance decreased the BOE request by \$489,491. See BOF adjustments on page 288.

BOARD OF EDUCATION BUDGET

	2018 - 2019	2019 - 2020	2020 - 2021			2021 - 2022 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	Superintendent	BOE	BOF	LC		
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
<u>BOARD OF EDUCATION</u>	<u>ACTUALS</u>	<u>ACTUALS</u>									
EDUCATION	76,054,231	76,748,424	78,651,776	78,651,776		81,080,697	80,682,470	80,192,979	79,697,698	1,045,922	1.33%

BUDGET ADJUSTMENTS

**FIRST SELECTMAN
BOARD OF SELECTMEN
BOARD OF FINANCE
LEGISLATIVE COUNCIL**

TOWN OF NEWTOWN								
DEPARTMENT REQUEST VS FIRST SELECTMAN PROPOSED 2020 - 2021 BUDGET								
					2021 - 2022 BUDGET			
	2018 - 2019	2019 - 2020	2020 - 2021	2020 - 2021	DEPARTMENT	1st SELECTMAN		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	REQUEST	PROPOSED	Difference	COMMENTS
					a	b	b - a	
<u>SELECTMEN</u>								
SALARIES & WAGES - FULL TIME	170,843	174,223	178,073	178,073	181,970	181,970	-	
GROUP INSURANCE	22,289	22,187	22,387	22,387	23,025	23,025	-	
SOCIAL SECURITY CONTRIBUTIONS	13,069	13,171	13,623	13,623	13,921	13,921	-	
RETIREMENT CONTRIBUTIONS	11,746	13,232	13,769	13,769	13,344	13,344	-	
TOWN HALL O.T. /ED. /LONGEVITY	7,571	7,970	8,000	8,000	8,000	8,000	-	
PROF SVS - LEGAL	209,664	160,411	200,000	200,000	200,000	200,000	-	
DUES, TRAVEL & EDUCATION	1,741	1,299	2,000	2,000	2,000	2,000	-	
OFFICE SUPPLIES	1,307	1,046	2,000	2,000	1,500	1,500	-	
OTHER EXPENDITURES	3,692	3,796	4,000	4,000	4,000	4,000	-	
	441,922	397,335	443,852	443,852	447,760	447,760	-	
<u>SELECTMEN - OTHER</u>								
SOCIAL SECURITY CONTRIBUTIONS	3,645	2,526	3,500	3,500	3,500	3,500	-	
REPAIR & MAINTENANCE SERVICES	643	1,107	2,000	2,000	1,500	1,500	-	
COPIER LEASING	43,512	44,274	45,000	45,000	43,000	43,000	-	
POSTAGE	41,253	43,909	48,000	48,000	50,000	50,000	-	
ADVERTISING	21,633	15,879	20,000	20,000	20,000	20,000	-	
MEETING CLERKS	54,335	40,860	50,000	50,000	50,000	50,000	-	
	165,021	148,555	168,500	168,500	168,000	168,000	-	
<u>HUMAN RESOURCES</u>								
SALARIES & WAGES - FULL TIME	71,925	73,543	80,198	80,198	82,203	82,203	-	
GROUP INSURANCE	16,589	16,758	16,914	16,914	17,425	17,425	-	
SOCIAL SECURITY CONTRIBUTIONS	5,288	5,381	6,135	6,135	6,289	6,289	-	
RETIREMENT CONTRIBUTIONS	3,595	3,677	4,010	4,010	4,110	4,110	-	
PROF SVS - OFFICIAL /	17,192	10,901	10,000	10,000	11,000	11,000	-	
DUES, TRAVEL & EDUCATION	250	461	2,000	2,000	1,000	1,000	-	
	114,840	110,722	119,257	119,257	122,026	122,026	-	

	2018 - 2019 ACTUALS	2019 - 2020 ACTUALS	2020 - 2021 ADOPTED	2020 - 2021 AMENDED	2021 - 2022 BUDGET		Difference	COMMENTS
					DEPARTMENT	1st SELECTMAN		
					REQUEST	PROPOSED		
TAX COLLECTOR					a	b	b - a	
SALARIES & WAGES - FULL TIME	202,022	228,837	234,103	234,103	239,956	239,956	-	
SALARIES & WAGES - PART TIME	12,166	12,428	12,781	12,781	13,101	13,101	-	
SALARIES & WAGES - SEASONAL	5,815	4,958	5,000	5,000	5,000	5,000	-	
SALARIES & WAGES - OVER TIME	2,322	2,537	3,000	3,000	2,500	2,500	-	
GROUP INSURANCE	84,779	84,334	85,124	85,124	87,652	87,652	-	
SOCIAL SECURITY CONTRIBUTIONS	16,249	17,903	19,499	19,499	19,933	19,933	-	
RETIREMENT CONTRIBUTIONS	18,762	23,111	24,790	24,790	22,845	22,845	-	
DUES,TRAVEL & EDUCATION	750	325	1,000	1,000	1,000	1,000	-	
OFFICE SUPPLIES	4,999	3,672	3,800	3,800	3,800	3,800	-	
	347,865	378,105	389,097	389,097	395,787	395,787		
PURCHASING								
SALARIES & WAGES - FULL TIME	26,644	45,329	46,405	46,405	47,565	47,565	-	
GROUP INSURANCE	-	22,607	22,892	22,892	23,551	23,551	-	
SOCIAL SECURITY CONTRIBUTIONS	1,939	2,960	3,550	3,550	3,639	3,639	-	
RETIREMENT CONTRIBUTIONS	981	2,077	2,320	2,320	2,378	2,378	-	
DUES,TRAVEL & EDUCATION	-	-	500	500	500	500	-	
	29,564	72,972	75,667	75,667	77,633	77,633	-	
PROBATE COURT								
PROF SVS - OFFICIAL /	5,652	5,915	8,315	8,315	8,400	8,400	-	
	5,652	5,915	8,315	8,315	8,400	8,400	-	
TOWN CLERK								
SALARIES & WAGES - FULL TIME	182,233	182,862	186,976	186,976	191,651	191,651	-	
GROUP INSURANCE	62,390	62,419	62,992	62,992	64,751	64,751	-	
SOCIAL SECURITY CONTRIBUTIONS	13,531	13,684	14,304	14,304	14,661	14,661	-	
RETIREMENT CONTRIBUTIONS	14,236	16,623	13,845	13,845	13,275	13,275	-	
PROF SVS - OFFICIAL /	382	205	500	500	500	500	-	
PRINTING, BINDING & MICROFICHING	25,000	33,164	25,000	25,000	25,000	20,000	(5,000)	Town Clerk special revenue fund has a fund balance of 72,000+ on 1/14/2021
DUES,TRAVEL & EDUCATION	2,500	1,939	2,500	2,500	2,500	2,000	(500)	
OFFICE SUPPLIES	2,031	2,562	2,800	2,800	2,800	2,600	(200)	
	302,303	313,459	308,917	308,917	315,139	309,439	(5,700)	

					2021 - 2022 BUDGET			
	2018 - 2019	2019 - 2020	2020 - 2021	2020 - 2021	DEPARTMENT	1st SELECTMAN		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	REQUEST	PROPOSED	Difference	COMMENTS
REGISTRARS					a	b	b - a	
SALARIES & WAGES - FULL TIME	66,866	68,370	69,909	69,909	71,656	71,656	-	
SALARIES & WAGES - PART TIME	17,299	19,926	20,000	20,000	20,000	20,000	-	
SALARIES & WAGES - SEASONAL	-	-	33,000	33,000	33,000	33,000	-	
SOCIAL SECURITY CONTRIBUTIONS	6,890	6,309	9,402	9,402	9,536	9,536	-	
PROF SVS - ELECTION	48,552	64,462	-	-	-	-	-	
REPAIR & MAINTENANCE SERVICES	2,030	2,000	2,100	2,100	2,250	2,250	-	
DUES,TRAVEL & EDUCATION	3,237	2,056	3,500	3,500	3,500	3,500	-	
OFFICE SUPPLIES	1,999	435	1,800	1,800	1,800	1,800	-	
OTHER EXPENDITURES	-	-	28,000	28,000	28,000	28,000	-	
	146,871	163,558	167,711	167,711	169,742	169,742	-	
ASSESSOR								
SALARIES & WAGES - FULL TIME	217,432	192,939	231,560	231,560	255,832	255,832	-	
SALARIES & WAGES - PART TIME	-	-	-	-	-	-	-	
SALARIES & WAGES - OVERTIME	165	5,784	4,000	4,000	-	-	-	
GROUP INSURANCE	47,443	46,400	46,981	46,981	48,338	48,338	-	
SOCIAL SECURITY CONTRIBUTIONS	16,106	14,361	18,020	18,020	19,571	19,571	-	
RETIREMENT CONTRIBUTIONS	14,691	22,859	20,700	20,700	19,438	19,438	-	
OTHER EMPLOYEE BENEFITS	75	325	325	325	325	325	-	
PROF SVS - AUDIT	2,963	1,001	3,000	3,000	3,000	3,000	-	
DUES,TRAVEL & EDUCATION	3,500	1,185	3,500	3,500	3,500	3,500	-	
OFFICE SUPPLIES	2,093	2,633	3,200	3,200	2,750	2,750	-	
	304,467	287,487	331,286	331,286	352,754	352,754	-	
FINANCE								
SALARIES & WAGES - FULL TIME	363,918	373,018	381,420	381,420	390,956	390,956	-	
GROUP INSURANCE	85,498	84,638	85,191	85,191	87,911	87,911	-	
SOCIAL SECURITY CONTRIBUTIONS	25,781	26,317	29,179	29,179	29,908	29,908	-	
RETIREMENT CONTRIBUTIONS	40,401	47,653	50,390	50,390	47,222	47,222	-	
DUES,TRAVEL & EDUCATION	2,726	1,990	3,375	3,375	2,000	2,000	-	
OFFICE SUPPLIES	4,534	3,913	4,500	4,500	4,500	4,500	-	
OTHER EXPENDITURES	2,949	1,577	1,700	1,700	2,200	2,200	-	
	525,807	539,106	555,755	555,755	564,696	564,696	-	

					2021 - 2022 BUDGET			
	2018 - 2019	2019 - 2020	2020 - 2021	2020 - 2021	DEPARTMENT	1st SELECTMAN		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	REQUEST	PROPOSED	Difference	COMMENTS
<u>TECHNOLOGY DEPARTMENT</u>					a	b	b - a	
SALARIES & WAGES - FULL TIME	296,606	302,869	321,201	321,201	329,231	329,231	-	
GROUP INSURANCE	56,083	55,584	56,146	56,146	57,966	57,966	-	
SOCIAL SECURITY CONTRIBUTIONS	21,645	22,535	24,572	24,572	25,186	25,186	-	
RETIREMENT CONTRIBUTIONS	18,075	22,680	19,822	19,822	19,518	19,518	-	
FEES & PROFESSIONAL SERVICES	55,084	31,362	40,000	40,000	35,000	35,000	-	
SOFTWARE/HARDWARE	262,760	253,748	304,285	304,285	302,785	302,785	-	
DUES, TRAVEL & EDUCATION	6,975	193	7,500	7,500	8,000	8,000	-	
OFFICE SUPPLIES	6,113	7,507	9,000	9,000	8,500	8,500	-	
EQUIPMENT - TECHNOLOGY	15,232	50,419	49,950	49,950	30,000	30,000	-	
	738,572	746,898	832,476	832,476	816,186	816,186	-	
<u>UNEMPLOYMENT</u>								
UNEMPLOYMENT COMPENSATION	8,703	28,332	8,000	8,000	8,000	8,000	-	
	8,703	28,332	8,000	8,000	8,000	8,000	-	
<u>OPEB CONTRIBUTION</u>								
GROUP INSURANCE	79,116	78,531	79,285	79,285	81,663	81,663	0	
OTHER POST EMPLOYMENT	100,000	100,000	100,000	100,000	100,000	100,000	-	
	179,116	178,531	179,285	179,285	181,663	181,663	0	
<u>PROFESSIONAL ORGANIZATIONS</u>								
OTHER EXPENDITURES	40,658	40,658	40,658	40,658	40,658	40,658	-	
	40,658	40,658	40,658	40,658	40,658	40,658	-	
<u>INSURANCE</u>								
INSURANCE, OTHER THAN	1,100,420	1,097,428	1,100,500	1,100,500	1,100,500	1,100,500	-	
OTHER EXPENDITURES	2,398	1,516	10,000	10,000	10,000	10,000	-	
	1,102,818	1,098,943	1,110,500	1,110,500	1,110,500	1,110,500	-	
<u>LEGISLATIVE COUNCIL</u>								
PROF SVS - AUDIT	44,000	54,245	45,000	45,000	46,000	46,000	-	
	44,000	54,245	45,000	45,000	46,000	46,000	-	

	2018 - 2019 ACTUALS	2019 - 2020 ACTUALS	2020 - 2021 ADOPTED	2020 - 2021 AMENDED	2021 - 2022 BUDGET		Difference b - a	COMMENTS
					DEPARTMENT	1st SELECTMAN		
					REQUEST a	PROPOSED b		
DISTRICT CONTRIBUTIONS								
OTHER EXPENDITURES - HATTERTOWN	-	-	-	-	-	-	-	
OTHER EXPENDITURES - HAWLEYVILLE	-	-	-	-	-	-	-	
OTHER EXPENDITURES - SANDY HOOK	2,524	4,029	7,500	7,500	7,500	7,500	-	
	2,524	4,029	7,500	7,500	7,500	7,500	-	
SUSTAINABLE ENERGY COMM								
OTHER EXPENDITURES	291	-	300	300	300	300	-	
FAIRFIELD HILLS AUTHORITY								
SALARIES & WAGES - PART TIME	-	-	-	-	-	-	-	
GROUP INSURANCE	-	-	-	-	-	-	-	
FEES & PROFESSIONAL SERVICES	40,000	40,000	-	-	-	-	-	
REPAIR & MAINTENANCE SERVICES	3,999	4,000	-	-	-	-	-	
CONTRACTUAL SERVICES	-	-	40,000	40,000	40,000	40,000	-	
	43,999	44,000	40,000	40,000	40,000	40,000	-	
EMERGENCY COMMUNICATIONS								
SALARIES & WAGES - FULL TIME	569,850	563,855	596,011	596,011	614,885	614,885	-	
SALARIES & WAGES - OVERTIME	79,311	123,994	84,000	84,000	84,000	84,000	-	
GROUP INSURANCE	107,237	106,393	107,514	107,514	111,274	111,274	-	
SOCIAL SECURITY CONTRIBUTIONS	48,997	50,558	52,021	52,021	53,465	53,465	-	
RETIREMENT CONTRIBUTIONS	45,965	55,548	44,975	44,975	42,850	42,850	-	
OTHER EMPLOYEE BENEFITS	2,000	1,488	2,000	2,000	2,000	2,000	-	
REPAIR & MAINTENANCE SERVICES	35,365	30,445	35,000	35,000	35,000	35,000	-	
RENTAL OF EQUIPMENT	175,388	161,424	235,502	235,502	283,100	233,100	(50,000)	Fiber redundancy to be charged to PSAP grant
OTHER PURCHASED SERVICES	(1,329)	-	1,500	1,500	1,500	1,500	-	
DUES,TRAVEL & EDUCATION	3,501	1,884	2,000	2,000	2,000	2,000	-	
OFFICE SUPPLIES	166	302	400	400	400	400	-	
CAPITAL	-	-	-	-	-	-	-	
	1,066,451	1,095,890	1,160,923	1,160,923	1,230,474	1,180,474	(50,000)	

					2021 - 2022 BUDGET			
	2018 - 2019	2019 - 2020	2020 - 2021	2020 - 2021	DEPARTMENT	1st SELECTMAN		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	REQUEST	PROPOSED	Difference	COMMENTS
<u>POLICE</u>					a	b	b - a	
SALARIES & WAGES - FULL TIME	4,039,557	4,167,512	4,263,151	4,263,151	4,331,234	4,331,234	-	
SALARIES & WAGES - PART TIME	-	-	-	-	-	-	-	
SALARIES & WAGES - SEASONAL	22,424	14,840	22,250	22,250	22,250	22,250	-	
SALARIES & WAGES - TEMPORARY	-	-	-	-	-	-	-	
SALARIES & WAGES - OVERTIME	131,281	119,769	158,400	158,400	162,980	162,980	-	
GROUP INSURANCE	858,664	853,530	861,370	861,370	885,731	885,731	-	
SOCIAL SECURITY CONTRIBUTIONS	312,099	316,271	339,951	339,951	345,510	345,510	-	
RETIREMENT CONTRIBUTIONS	1,015,819	1,032,040	1,118,117	1,118,117	1,221,238	1,221,238	-	
OTHER EMPLOYEE BENEFITS	67,757	59,459	73,850	73,850	81,800	81,800	-	
SOFTWARE/HARDWARE	61,027	74,327	77,349	77,349	80,649	80,649	-	
OTHER PURCHASED SERVICES	18,670	21,999	23,000	23,000	23,000	23,000	-	
CONTRACTUAL SERVICES	35,905	32,759	38,425	38,425	47,550	47,550	-	
DUES, TRAVEL & EDUCATION	67,321	56,359	50,000	50,000	58,350	58,350	-	
OFFICE SUPPLIES	5,232	4,469	4,500	4,500	4,500	4,500	-	
MACHINERY & EQUIPMENT - VEHICLES	121,497	141,597	89,096	89,096	136,565	91,044	(45,521)	One front line vehicle to be paid out of fed/state asset fund
POLICE EQUIPMENT	56,481	17,291	33,425	33,425	35,175	35,175	-	
CAPITAL	-	6,036	-	-	-	-	-	
OTHER EXPENDITURES	6,033	5,573	7,300	7,300	7,300	7,300	-	
	6,819,766	6,923,831	7,160,184	7,160,184	7,443,832	7,398,311	(45,521)	
<u>ANIMAL CONTROL</u>								
SALARIES & WAGES - FULL TIME	81,004	83,487	85,462	85,462	87,598	87,598	-	
SALARIES & WAGES - PART TIME	26,488	31,875	32,720	32,720	33,538	33,538	-	
GROUP INSURANCE	29,334	28,904	29,172	29,172	29,823	29,823	-	
SOCIAL SECURITY CONTRIBUTIONS	8,692	8,719	9,041	9,041	9,267	9,267	-	
RETIREMENT CONTRIBUTIONS	7,792	8,437	9,050	9,050	8,340	8,340	-	
OTHER EMPLOYEE BENEFITS	1,497	1,262	2,500	2,500	2,500	2,500	-	
PROF SVS - OTHER	870	160	500	500	500	500	-	
DUES, TRAVEL & EDUCATION	1,267	500	500	500	500	500	-	
OFFICE SUPPLIES	536	542	500	500	500	500	-	
CAPITAL	-	-	-	-	-	-	-	
	157,480	163,886	169,445	169,445	172,566	172,566	-	

					2021 - 2022 BUDGET			
	2018 - 2019	2019 - 2020	2020 - 2021	2020 - 2021	DEPARTMENT	1st SELECTMAN		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	REQUEST	PROPOSED	Difference	COMMENTS
FIRE					a	b	b - a	
SALARIES & WAGES - FULL TIME	174,030	182,152	186,479	186,479	191,140	191,140	-	
SALARIES & WAGES - PART TIME	15,070	14,832	21,367	21,367	21,901	21,901	-	
GROUP INSURANCE	26,818	26,689	26,929	26,929	27,702	27,702	-	
SOCIAL SECURITY CONTRIBUTIONS	14,391	14,662	15,900	15,900	16,298	16,298	-	
RETIREMENT CONTRIBUTIONS	14,478	18,395	19,747	19,747	18,198	18,198	-	
OTHER EMPLOYEE BENEFITS	298,453	290,287	312,500	312,500	323,500	323,500	-	
PROF SVS - OFFICIAL /	21,975	15,216	17,600	17,600	18,600	18,600	-	
WATER/SEWER	2,978	2,940	3,000	3,000	3,000	3,000	-	
HYDRANTS	86,917	86,892	93,600	93,600	87,000	87,000	-	
REPAIR & MAINTENANCE SERVICES	48,032	68,693	43,315	43,315	48,475	48,475	-	
RADIO & PAGER SERVICE	19,195	14,338	19,440	19,440	21,360	21,360	-	
TRUCK REPAIR	64,047	75,432	80,800	80,800	86,100	83,100	(3,000)	Every other year transmission service change to 50% one year; 50% next year
INSURANCE, OTHER THAN	59,546	67,604	71,200	71,200	76,284	76,284	-	
DUES, TRAVEL & EDUCATION	71,201	59,863	71,500	71,500	73,000	73,000	-	
OFFICE SUPPLIES	1,218	1,113	1,400	1,400	1,500	1,500	-	
ENERGY - NATURAL GAS	16,951	13,994	16,000	16,000	16,000	16,000	-	
ENERGY - ELECTRICITY	59,737	54,071	62,200	62,200	52,200	52,200	-	
ENERGY - BOTTLED GAS	4,727	4,811	7,000	7,000	7,000	7,000	-	
ENERGY - OIL	18,382	18,033	19,000	19,000	19,000	19,000	-	
FIRE EQUIPMENT	36,265	68,091	60,108	60,108	71,377	71,377	-	
CAPITAL	138,423	136,991	102,740	102,740	162,237	137,237	(25,000)	Software purchased with yearend savings
CONTRIBUTIONS TO FIRE	145,000	145,000	145,000	145,000	145,000	145,000	-	
	1,337,835	1,380,099	1,396,825	1,396,825	1,486,872	1,458,872	(28,000)	

					2021 - 2022 BUDGET			
	2018 - 2019	2019 - 2020	2020 - 2021	2020 - 2021	DEPARTMENT	1st SELECTMAN		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	REQUEST	PROPOSED	Difference	COMMENTS
					a	b	b - a	
<u>EMERGENCY MGT/N.U.S.A.R.</u>								
SALARIES & WAGES - PART TIME	12,925	14,925	14,925	14,925	16,925	16,925	-	
SOCIAL SECURITY CONTRIBUTIONS	826	941	1,142	1,142	1,295	1,295	-	
PROF SVS - OFFICIAL /	3,243	4,987	4,000	4,000	7,505	7,505	-	
CONTRACTUAL SERVICES	19,121	23,308	27,210	27,210	28,725	28,725	-	
DUES, TRAVEL & EDUCATION	1,888	1,410	3,000	3,000	3,000	3,000	-	
OFFICE SUPPLIES	695	1,398	1,000	1,000	1,000	1,000	-	
ENERGY - ELECTRICITY	3,395	3,836	3,500	3,500	4,200	4,200	-	
ENERGY - OIL	2,272	1,861	2,000	2,000	2,000	2,000	-	
CAPITAL	9,718	-	7,800	7,800	27,900	9,300	(18,600)	replace ceiling lights; paint interior & install wallboard will be done in 20-21
	54,083	52,666	64,577	64,577	92,550	73,950	(18,600)	& night scene lighting
<u>LAKE AUTHORITIES</u>								
OTHER PURCHASED SERVICES	44,670	45,776	45,692	45,692	53,735	53,735	-	
	44,670	45,776	45,692	45,692	53,735	53,735	-	
<u>N.W. SAFETY COMMUNICATION</u>								
OTHER PURCHASED SERVICES	11,140	11,363	11,590	11,590	11,590	11,590	(0)	
<u>EMERGENCY MEDICAL SERVICES</u>								
OTHER PURCHASED SERVICES	270,000	270,000	270,000	270,000	270,000	270,000	-	
	270,000	270,000	270,000	270,000	270,000	270,000	-	
<u>NW CONNECTICUT EMS COUNCIL</u>								
OTHER PURCHASED SERVICES	-	-	250	250	250	250	-	
<u>BUILDING DEPARTMENT</u>								
SALARIES & WAGES - FULL TIME	282,252	251,383	274,404	274,404	281,264	281,264	-	
GROUP INSURANCE	98,489	97,421	98,401	98,401	100,868	100,868	-	
SOCIAL SECURITY CONTRIBUTIONS	21,253	18,535	20,992	20,992	21,517	21,517	-	
RETIREMENT CONTRIBUTIONS	24,554	30,889	29,058	29,058	26,778	26,778	-	
OTHER EMPLOYEE BENEFITS	678	650	1,000	1,000	1,000	1,000	-	
PROF SVS - OTHER	-	65	-	-	-	-	-	
DUES, TRAVEL & EDUCATION	961	360	1,200	1,200	1,000	1,000	-	
OFFICE SUPPLIES	2,898	714	2,400	2,400	2,400	2,400	-	
	431,084	400,016	427,455	427,455	434,828	434,828	-	

[illegible]

					2021 - 2022 BUDGET			
	2018 - 2019	2019 - 2020	2020 - 2021	2020 - 2021	DEPARTMENT	1st SELECTMAN		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	REQUEST	PROPOSED	Difference	COMMENTS
<u>PUBLIC BUILDING MAINTENANCE</u>					a	b	b - a	
SALARIES & WAGES - FULL TIME	93,275	78,568	81,956	81,956	85,290	85,290	-	
SALARIES & WAGES - OVERTIME	14,965	6,180	12,000	12,000	6,000	6,000	-	
GROUP INSURANCE	46,098	45,353	45,797	45,797	47,164	47,164	-	
SOCIAL SECURITY CONTRIBUTIONS	8,002	6,296	7,188	7,188	6,984	6,984	-	
RETIREMENT CONTRIBUTIONS	8,176	11,321	5,052	5,052	4,347	4,347	-	
OTHER EMPLOYEE BENEFITS	534	465	975	975	650	650	-	
WATER / SEWERAGE	44,894	59,301	52,973	52,973	70,000	70,000	-	
REPAIR & MAINTENANCE SERVICES	34,825	37,288	36,300	36,300	54,654	54,654	-	
CONTRACTUAL SERVICES	119,434	168,537	143,672	143,672	214,331	214,331	-	
GENERAL MAINTENANCE SUPPLIES	4,812	26,153	3,780	3,780	6,840	6,840	-	
ENERGY - ELECTRICITY	260,777	238,984	310,000	310,000	250,538	250,538	-	
ENERGY - OIL	132,366	81,847	111,663	111,663	101,063	101,063	-	
CAPITAL	35,883	61,401	6,780	6,780	25,000	10,000	(15,000)	Municipal center window abatement has 27K available .
	804,041	821,694	818,136	818,136	872,861	857,861	(15,000)	
<u>SOCIAL SERVICES</u>								
SALARIES & WAGES - FULL TIME	188,074	208,676	234,664	234,664	240,530	240,530	-	
GROUP INSURANCE	39,618	19,625	40,021	40,021	41,548	41,548	-	
SOCIAL SECURITY CONTRIBUTIONS	15,221	15,426	17,952	17,952	18,401	18,401	-	
RETIREMENT CONTRIBUTIONS	17,865	11,804	14,105	14,105	13,993	13,993	-	
FEES & PROFESSIONAL SERVICES	2,498	1,160	4,000	4,000	4,000	4,000	-	
DUES, TRAVEL & EDUCATION	954	4,145	4,000	4,000	4,000	4,000	-	
OFFICE SUPPLIES	2,717	3,152	2,500	2,500	2,500	2,500	-	
CONTRIBUTIONS TO INDIVIDUALS	2,799	4,000	4,000	4,000	5,000	5,000	-	
OTHER EXPENDITURES	3,379	1,361	1,999	1,999	1,999	1,999	-	
	273,123	269,349	323,241	323,241	331,971	331,971	-	

					2021 - 2022 BUDGET			
	2018 - 2019	2019 - 2020	2020 - 2021	2020 - 2021	DEPARTMENT	1st SELECTMAN		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	REQUEST	PROPOSED	Difference	COMMENTS
					a	b	b - a	
<u>SENIOR SERVICES</u>								
SALARIES & WAGES - FULL TIME	79,472	52,079	55,113	55,113	56,491	56,491	-	
SALARIES & WAGES - PART TIME	4,569	13,500	15,000	15,000	16,000	16,000	-	
GROUP INSURANCE	25,813	25,300	25,554	25,554	26,327	26,327	-	
SOCIAL SECURITY CONTRIBUTIONS	6,216	4,658	5,364	5,364	5,546	5,546	-	
RETIREMENT CONTRIBUTIONS	8,624	8,677	5,099	5,099	4,767	4,767	-	
SENIOR BUS CONTRACT	153,800	157,600	160,700	160,700	160,700	160,700	-	
DUES, TRAVEL & EDUCATION	579	-	700	700	700	700	-	
OFFICE SUPPLIES	1,500	3,902	1,500	1,500	1,500	1,500	-	
OTHER EXPENDITURES	58,701	37,850	53,000	53,000	53,000	53,000	-	
	339,274	303,566	322,030	322,030	325,030	325,030	-	
<u>NEWTOWN HEALTH DISTRICT</u>								
GROUP INSURANCE	96,647	96,166	97,025	97,025	99,880	99,880	-	
RETIREMENT CONTRIBUTIONS	24,666	22,247	33,078	33,078	30,468	30,468	-	
OTHER PURCHASED SERVICES	278,323	284,925	285,000	285,000	290,000	290,000	-	
	399,636	403,337	415,103	415,103	420,348	420,348	-	
<u>NEWTOWN YOUTH & FAMILY SVS</u>								
GROUP INSURANCE	35,209	35,436	35,660	35,660	36,466	36,466	-	
CONTRIBUTIONS TO OUTSIDE	266,000	266,000	266,000	266,000	266,000	266,000	-	
	301,209	301,436	301,660	301,660	302,466	302,466	-	
<u>CHILDREN'S ADVENTURE CENTER</u>								
GROUP INSURANCE	103,133	102,474	103,444	103,444	106,611	106,611	-	
RETIREMENT CONTRIBUTIONS	32,792	36,864	38,561	38,561	34,854	34,854	-	
CONTRIBUTIONS TO OUTSIDE	-	-	-	-	-	-	-	
	135,924	139,338	142,005	142,005	141,465	141,465	-	
<u>OUTSIDE AGENCY CONTRIBUTIONS</u>								
CONTRIBUTIONS TO OUTSIDE	53,565	63,842	63,842	63,842	63,945	83,945	20,000	Additional amount for Parent Connection to suppliment family foundations

	2018 - 2019	2019 - 2020	2020 - 2021	2020 - 2021	2021 - 2022 BUDGET			
	ACTUALS	ACTUALS	ADOPTED	AMENDED	DEPARTMENT REQUEST	1st SELECTMAN PROPOSED	Difference	COMMENTS
<u>LAND USE</u>					a	b	b - a	
SALARIES & WAGES - FULL TIME	347,017	391,685	400,516	400,516	411,577	411,577	-	
GROUP INSURANCE	92,004	91,950	92,994	92,994	95,559	95,559	-	
SOCIAL SECURITY CONTRIBUTIONS	25,857	29,186	30,639	30,639	31,486	31,486	-	
RETIREMENT CONTRIBUTIONS	32,166	39,437	42,412	42,412	39,185	39,185	-	
OTHER EMPLOYEE BENEFITS	500	955	1,000	1,000	1,000	1,000	-	
PROF SVS - TECHNICAL	1,907	1,866	2,250	2,250	2,250	2,250	-	
PROF SVS - LEGAL	97,759	54,080	70,000	70,000	70,000	70,000	-	
CONTRACTUAL SERVICES	40,383	42,693	44,000	44,000	44,000	44,000	-	
PRINTING, BINDING & MICROFICHING	18,699	18,788	20,000	20,000	20,000	20,000	-	
DUES, TRAVEL & EDUCATION	2,248	4,556	3,000	3,000	3,000	3,000	-	
OFFICE SUPPLIES	2,141	2,061	2,400	2,400	2,400	2,400	-	
CAPITAL	2,004	971	2,000	2,000	2,000	2,000	-	
	662,685	678,228	711,211	711,211	722,456	722,456	-	
<u>ECONOMIC & COMMUNITY DEV</u>								
SALARIES & WAGES - FULL TIME	69,338	74,650	76,330	76,330	78,238	78,238	-	
GROUP INSURANCE	2,116	2,500	2,500	2,500	2,500	2,500	-	
SOCIAL SECURITY CONTRIBUTIONS	5,223	5,618	5,839	5,839	5,985	5,985	-	
RETIREMENT CONTRIBUTIONS	-	7,535	8,083	8,083	7,449	7,449	-	
FEES & PROFESSIONAL SERVICES	29,983	36,309	40,000	40,000	40,000	40,000	-	
DUES, TRAVEL & EDUCATION	1,999	2,000	2,000	2,000	2,000	2,000	-	
OFFICE SUPPLIES	532	175	600	600	500	500	-	
	109,191	128,787	135,352	135,352	136,672	136,672	-	
<u>GRANTS ADMINISTRATION</u>								
SALARIES & WAGES - FULL TIME	19,650	22,343	23,526	23,526	24,114	24,114	-	
SOCIAL SECURITY CONTRIBUTIONS	1,445	1,569	1,800	1,800	1,845	1,845	-	
RETIREMENT CONTRIBUTIONS	1,703	2,321	2,491	2,491	2,296	2,296	-	
CONTRACTUAL SERVICES	-	-	-	-	-	-	-	
	22,797	26,233	27,817	27,817	28,255	28,255	-	
<u>NW CONSERVATION DISTRICT</u>								
OTHER PURCHASED SERVICES	1,040	1,040	1,040	1,040	1,040	1,040	-	

	2018 - 2019	2019 - 2020	2020 - 2021	2020 - 2021	2021 - 2022 BUDGET		Difference	COMMENTS
					DEPARTMENT	1st SELECTMAN		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	REQUEST	PROPOSED		
					a	b	b - a	
<u>PARKS AND RECREATION</u>								
SALARIES & WAGES - FULL TIME	933,687	994,476	1,001,968	1,001,968	1,025,513	1,025,513	-	
SALARIES & WAGES - PART TIME	75,859	65,407	76,798	76,798	73,094	73,094	-	
SALARIES & WAGES - SEASONAL	197,440	221,433	240,602	240,602	244,083	244,083	-	
SALARIES & WAGES - OVERTIME	64,217	36,258	62,000	62,000	62,000	62,000	-	
GROUP INSURANCE	281,655	280,145	282,623	282,623	290,215	290,215	-	
SOCIAL SECURITY CONTRIBUTIONS	99,798	101,668	105,675	105,675	107,459	107,459	-	
RETIREMENT CONTRIBUTIONS	75,875	90,752	89,931	89,931	84,474	84,474	-	
OTHER EMPLOYEE BENEFITS	13,383	12,436	15,350	15,350	15,350	15,350	-	
CONTRACTUAL SERVICES	289,515	270,754	312,000	312,000	290,000	300,000	10,000	Add back tractor rental (delay buying a new \$87k tractor)
DUES, TRAVEL & EDUCATION	7,573	5,561	10,000	10,000	10,000	10,000	-	
GENERAL SUPPLIES	12,128	11,999	12,000	12,000	12,000	12,000	-	
OFFICE SUPPLIES	3,559	1,244	3,100	3,100	3,000	3,000	-	
SIGNS	5,852	5,585	6,000	6,000	6,000	6,000	-	
POOL SUPPLIES	26,985	31,049	32,342	32,342	32,342	32,342	-	
GENERAL MAINTENANCE SUPPLIES	38,205	37,153	35,400	35,400	35,900	35,900	-	
GROUNDS MAINTENANCE	148,530	154,112	157,731	157,731	157,731	157,731	-	
CAPITAL	135,962	111,598	21,500	21,500	127,500	49,500	(78,000)	New Kubota 3010 tractor taken out. Skate park maintenance to be paid out of current year savings & disk golf design to be paid out of undesignated donations. There is a warranty for some of the skate park maintenance. Take out sidewalk snow plow.
	2,410,223	2,431,629	2,465,020	2,465,020	2,576,660	2,508,660	(68,000)	
<u>LIBRARY</u>								
GROUP INSURANCE	2,030	2,229	2,000	2,000	2,000	2,000	-	
RETIREMENT CONTRIBUTIONS	34,049	26,449	25,613	25,613	24,621	24,621	-	
CONTRIBUTIONS TO OUTSIDE	1,315,794	1,353,380	1,395,351	1,395,351	1,431,147	1,381,000	(50,147)	An analysis of available fund balance indicates the use of fund balance
	1,351,873	1,382,059	1,422,964	1,422,964	1,457,768	1,407,621	(50,147)	

					2021 - 2022 BUDGET			
	2018 - 2019 ACTUALS	2019 - 2020 ACTUALS	2020 - 2021 ADOPTED	2020 - 2021 AMENDED	DEPARTMENT REQUEST	1st SELECTMAN PROPOSED	Difference	
					a	b	b - a	
<u>NEWTOWN CULTURAL ARTS COMM</u>								
OTHER EXPENDITURES	2,500	-	-	-	-	-	-	<u>COMMENTS</u>
<u>NEWTOWN PARADE COMMITTEE</u>								
INSURANCE, OTHER THAN	1,090	1,090	1,400	1,400	1,400	1,400	-	
<u>CONTINGENCY</u>								
CONTINGENCY FUND	-	-	140,000	140,000	140,000	140,000	-	
<u>DEBT SERVICE</u>								
BOND PRINCIPAL	6,728,992	6,835,453	6,705,640	6,705,640	7,266,991	7,266,991	-	
BOND INTEREST	2,253,376	2,410,689	2,780,157	2,780,157	2,456,941	2,456,941	-	
BONDING EXPENSE							-	
	8,982,368	9,246,142	9,485,797	9,485,797	9,723,932	9,723,932	-	
<u>TOWN HALL BOARD OF MANAGERS</u>								
GROUP INSURANCE	48,703	48,501	48,957	48,957	49,945	49,945	-	
RETIREMENT CONTRIBUTIONS	7,827	6,107	6,407	6,407	5,760	5,760	-	
CONTRIBUTIONS TO OUTSIDE	95,000	125,000	125,000	125,000	139,329	139,329	-	
	151,530	179,608	180,364	180,364	195,034	195,034	-	
<u>RESERVE FOR CAP & NON-REC.EXP.</u>								
TRANSFER OUT	783,364	2,484,175	220,000	620,000	220,000	220,000	-	
	783,364	2,484,175	220,000	620,000	220,000	220,000	-	
<u>TRANSFER OUT - TO OTHER FUNDS</u>								
TRANSFER OUT	-	127,192	-	-	-	-	-	
TOTALS	41,264,692	43,722,321	42,974,759	43,374,759	44,309,169	43,938,201	(370,968)	

BOARD OF SELECTMEN BUDGET ADJUSTMENTS

TOWN OF NEWTOWN					
<u>2021 - 2022 BUDGET - BOARD OF SELECTMEN ADJUSTMENTS TO FIRST SELECTMAN PROPOSED</u>					
<u>MEETING DATE: 02/01/2021</u>	2021-2022 BUDGET	BOARD OF	2021-2022 BUDGET		
	1st SELECTMAN	SELECTMEN	BOARD OF SELECTMEN		
<u>FUNCTION / DEPARTMENT / ACCOUNT</u>	<u>PROPOSED</u>	<u>ADJUSTMENTS</u>	<u>PROPOSED</u>	<u>COMMENTS</u>	
<u>PUBLIC SAFETY</u>					
FIRE					
Fire Equipment	71,377	(11,269)	60,108	Keep prior year budget amount. Board of Fire Commissioners may make the adjustment in any line item in their budget.	
EMERGENCY MGT/NUSAR					
Professional Services	7,505	(1,005)	6,500	Adjust amount to reflect increased cost of physical and prior year activity.	
TOTAL BOARD OF SELECTMEN ADJUSTMENTS	43,938,201	(12,274)	43,925,927		

BOARD OF FINANCE BUDGET ADJUSTMENTS

TOWN OF NEWTOWN**2021 - 2022 BUDGET - BOARD OF FINANCE RECOMMENDED ADJUSTMENTS**

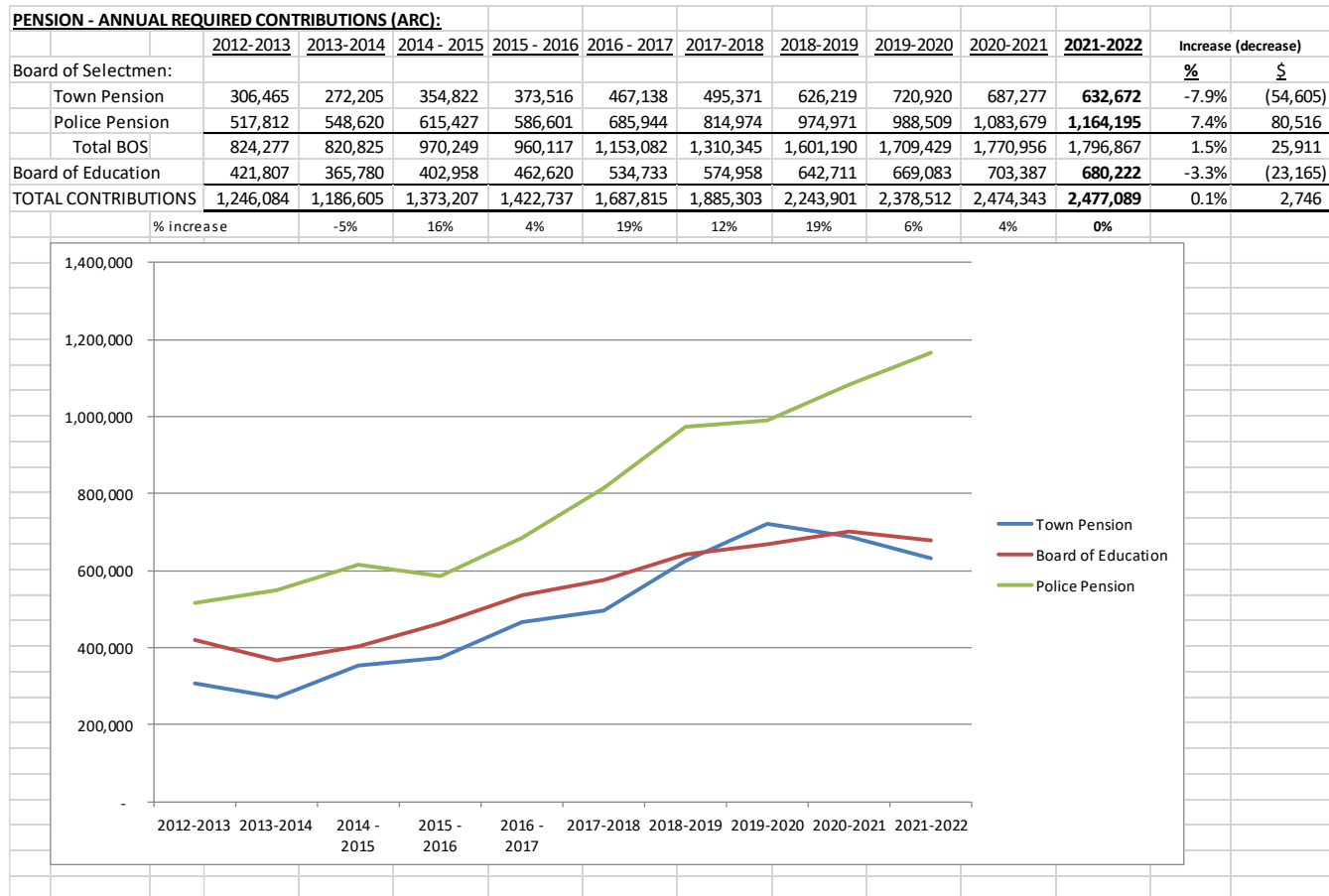
MEETING DATE: 03/04/2021	2021-2022 BUDGET	BOARD OF	2021-2022 BUDGET	
	BOS / BOE	FINANCE	BOARD OF FINANCE	
FUNCTION / DEPARTMENT / ACCOUNT	PROPOSED	ADJUSTMENTS	RECOMMENDED	COMMENTS
PUBLIC SAFETY				
FIRE				
Capital	137,237	(34,497)	102,740	Capital adjustment is planned to be funded in the capital & non-recurring fund. Proposed funding will be the use of general fund, fund balance exceeding the fund balance policy of 12% (of total general fund expenditures).
EMERGENCY MANAGEMENT				
Capital	9,300	(9,300)	-	
PUBLIC WORKS				
TRANSFER STATION				
Capital	65,000	(65,000)	-	
PUBLIC BUILDING MAINTENANCE				
Capital	10,000	(10,000)	-	
RECREATION & LEISURE				
PARKS & RECREATION				
Capital	49,500	(28,000)	21,500	
CONTINGENCY				
Contingency	140,000	(25,000)	115,000	Contingency line item reduced to \$115,000
DEBT SERVICE				
Bond Interest	2,456,941	(12,274)	2,444,667	Adjusted to actual interest amount per amortization schedule. Bonds were sold on 03/03/2021.
BOARD OF EDUCATION				
Education	80,682,470	(489,491)	80,192,979	\$140,000 line item reduction.
				\$29,491 reduction to IT capital equipment (see first comment)
				\$320,000 reduction to building & site projects (see first comment)
TOTAL BOARD OF FINANCE BUDGET ADJUSTMENTS	124,608,397	(673,562)	123,934,835	

LEGISLATIVE COUNCIL BUDGET ADJUSTMENTS

<u>TOWN OF NEWTOWN</u>				
<u>2021 - 2022 BUDGET - LEGISLATIVE COUNCIL ADJUSTMENTS</u>				
<u>MEETING DATE: 04/07/2021</u>	2021-2022 BUDGET	LEGISLATIVE	2021-2022 BUDGET	
	BOARD OF FINANCE	COUNCIL	LEGISLATIVE COUNCIL	
<u>FUNCTION / DEPARTMENT / ACCOUNT</u>	<u>RECOMMENDED</u>	<u>ADJUSTMENTS</u>	<u>PROPOSED</u>	<u>COMMENTS</u>
<u>OTHER FINANCING USES</u>				
TRANSFER OUT - CAPITAL & NON-RECURRING	220,000	(220,000)	-	Planned capital items will still be financed by the Capital & Non-recurring fund. However the proposed source will be excess fund balance per the fund balance policy regarding the 12% CAP.
<u>BOARD OF EDUCATION</u>				
EDUCATION	80,192,979	(495,281)	79,697,698	\$345,281 will be financed by NoVo and ESSER grants. \$150,000 in IT capital will be financed by the Capital & non-recurring fund with a proposed use excess fund balance per the fund balance policy regarding the 12% CAP.
REVENUES ESTIMATES				
<u>INVESTMENT INCOME</u>				
INTEREST ON INVESTMENTS	300,000	200,000	500,000	
CALCULATION OF MILL RATE				
Change the tax collection rate from 99.2% to 99.3%	99.2%		99.3%	Change based on prior five years experience.

PENSION TRUST FUND

The Town contributes to three pension plans: Selectmen and Board of Education Personnel, Police Personnel and Elected Officials. Two of the plans, the Selectmen and Board of Education Personnel and the Police Personnel, are single employer, contributory, defined benefit pension plans. The Elected Officials plan is a single employer defined contribution pension plan. All three plans are included in one pension trust fund. The departments in the budget are charged their share of the pension contribution amount according to a percent of payroll figure determined by the actuary. The last ten years of pension contributions made are presented below:



Pension –continued-

The main reason the pension contribution remained (for the most part) the same is the continued contraction of the active participant base due to the closure of the pension to new hires. There was a minor change in the mortality tables, plus the beginning of a five year phase-in for a change in interest rates from 7.0% to 6.5%.

The most current actuarial report for each plan, which states the annual required contribution (ARC), which is the total amount funded in the budget, can be found on the Town web site under the Pension Committee.

For town (non police) employees the employee contributes 5% of salary and the Town contributes 5%.

For police employees the employee contributes 5% of salary and the Town contributes 15%.

As a comparison the pension contribution requires the Town to contribute the following % of salary:

Town – 10.4%

Police – 31.2%

The elected officials plan is a defined contribution plan covering the First Selectman and the Town Clerk.

There is now a 401(a) plan. This is the Town's defined contribution plan. This plan applies to the following groups:

- Non union employees hired on or after 12/31/2013
- Park & recreation employees hired on or after 6/30/2014
- Police officers hired on or after 5/5/2015
- Emergency tele-communicators and police clerical staff hired on or after 7/1/2016
- Town hall employees hired on or after 7/1/2019
- Education para-educators hired on or after 7/1/2015
- Education custodial and maintenance staff hired on or after 12/15/2015
- Education secretaries hired on or after 11/17/2015
- Education nurses hired on or after 7/1/2017

MEDICAL SELF INSURANCE FUND

The Town (both municipal and education) made the decision to go self insured for medical benefits (from a premium based plan) for the fiscal year 2010-2011. To reduce some risk the Town has purchased individual stop loss insurance in the amount of \$175,000 per claim and aggregate stop loss insurance covering any claims over 125% of the aggregate expected claims. In January 2011 the Legislative Council passed an ordinance creating the Self-funded Health Insurance Fund Committee:

SELF-FUNDED HEALTH INSURANCE FUND AND COMMITTEE ORDINANCE

1. Title

This article shall be known and may be cited as the "Self-Funded Health Insurance Fund and Committee Ordinance".

2. Creation of Fund and Committee

The Town of Newtown, hereinafter referred to as the "Town", by this Ordinance, authorizes the creation of the "Self-Funded Health Insurance Fund," hereinafter referred to as the "Fund," whose purpose is described below; and also authorizes the creation of the "Self-funded Health Insurance Fund Committee," hereinafter referred to as the "Committee" whose responsibilities are described below.

3. Purpose of Fund

The purpose of this Fund is to hold funds to pay claims made by municipal and School District employees of the Town as required in fulfilling employee health insurance obligations of the Town of Newtown, and other such liabilities relating to those claims and obligations.

4. Partner or Partners

For the purposes of this Ordinance it is the intention of the Town of Newtown to have the Board of Selectman and Board of Education, work collaboratively as "partner" or "partners," in connection with the Fund and the benefits paid by the Fund pursuant to the above paragraph.

5. Responsibilities of the Committee

The Committee Shall:

- a. Serve the interests of the Municipal and Education departments of the Town.
- b. Recommend the level of annual or other contributions to the Fund by the Town and apportionment to each of the Partners, in consultation with the insurance consultant in his work with the insurance provider.
- c. Serve as an information bridge between the town insurance consultant and the Partners.
- d. Work with the Town and the insurance consultant as needed in any matters pertaining to health benefits.

Ordinance Continued:

6. Members of Committee; Appointment; Terms of Office

- a. There shall be three volunteer members of the Committee, with a preference for those who have relevant expertise and knowledge in finance, healthcare, and/or insurance.
- b. Members shall be appointed by the First Selectman with the approval of the Board of Selectmen to serve a three year term. Initially, the First Selectman shall appoint one member for a one year term, one member for a two year term and one member for a three-year term.
- c. There shall be two alternates each appointed for a two-year term. The term of the alternates shall run from January 1 of the even year through December 31 of the ensuing year. If a regular member of the Committee is absent, the Chairman of the Committee shall designate an alternate to act in the absent member's place, choosing the alternates in rotation so that they shall act as nearly equal a number of times as possible.

7. Chairman; Clerk.

- a. The Committee shall elect a Chairman, to serve for a term of one year.
- b. The Chairman shall preside at meetings and public hearings.
- c. The Committee shall utilize a clerk whose responsibility is the taking of minutes at all meetings, typing and filing the same, and performing all other clerical or recording services for the Committee.

8. Meetings

- a. The Committee shall meet quarterly and at other times as the Chairman deems necessary.
- b. The Chairman shall prepare an agenda prior to each meeting and distribute a copy to each Committee member.

9. Self-Funded Health Insurance Fund

- a. The Fund exists only to pay healthcare claims and related expenses of the plan and shall not be used for any other purpose.
- b. The Fund will build a reasonable (not to exceed three months of payments) balance to ensure that claims of covered employees can be paid during a high claim year.
- c. Investments of the Fund balance will be made in accordance with the Town's investment policy.
- d. In the event the Fund is terminated, any balance shall revert back to the general fund of the Town (after all self insurance claims have been paid) and shall be used to defray the Partners' future health insurance costs and obligations.
- e. The Fund shall continue year to year without lapsing unless terminated by the Town.

10. Severability

The provisions of this ordinance are declared to be severable and the invalidity of any portion thereof shall not affect the validity of the remainder.

Self Insurance Fund Continued:

Preliminary budgeted contributions to the medical self insurance fund have remained the same due to positive performance in the medical self-insurance fund.

The Employee Medical Benefits Board will review the performance of the medical self insurance fund and submit a recommended contribution to the Board of Finance in February.

Self-Insurance Fund Analysis:

TOWN OF NEWTOWN				TOWN OF NEWTOWN			
MEDICAL SELF INSURANCE FUND ANALYSIS @ JAN 31, 2021				MEDICAL SELF INSURANCE FUND ANALYSIS @ JAN 31, 2021			
FISCAL YEAR 2020 - 2021 FORECAST				FISCAL YEAR 2021 - 2022 FORECAST			
FUND BALANCE @ JULY 1, 2020		5,163,141		ESTIMATED FUND BALANCE @ JULY 1, 2021	4,892,081		
<u>ESTIMATED REVENUES</u>				<u>ESTIMATED REVENUES</u>			
EMPLOYER CONTRIBUTIONS:				EMPLOYER CONTRIBUTIONS:			
MUNICIPAL	2,997,940			MUNICIPAL	3,087,878		
EDUCATION	7,909,000	10,906,940		EDUCATION	8,146,270	11,234,148	3.0%
EMPLOYEE CONTRIBUTIONS:				EMPLOYEE CONTRIBUTIONS:			
MUNICIPAL	520,000			MUNICIPAL	520,000		
EDUCATION	2,180,000	2,700,000		EDUCATION	2,180,000	2,700,000	
RETIREE/COBRA/AGENCY CONTRIBUTIONS:				RETIREE/COBRA/AGENCY CONTRIBUTIONS:			
MUNICIPAL	450,000			MUNICIPAL	450,000		
EDUCATION	260,000	710,000		EDUCATION	260,000	710,000	
INTEREST EARNED ON INVESTMENTS		200,000		INTEREST EARNED ON INVESTMENTS		200,000	
TOTAL REVENUES		14,516,940		TOTAL REVENUES		14,844,148	
<u>ESTIMATED EXPENSES</u>				<u>ESTIMATED EXPENSES</u>			
CLAIMS/NAF:				CLAIMS/NAF:			
MUNICIPAL	FROM CLAIMS ANALYSIS	13,500,000		MUNICIPAL		14,175,000	5.00%
EDUCATION				EDUCATION			
ADMINISTRATIVE FEES:				ADMINISTRATIVE FEES:			
MUNICIPAL		1,233,000		MUNICIPAL		1,233,000	
EDUCATION				EDUCATION			
CONSULTANT FEES		55,000		CONSULTANT FEES		55,000	
TOTAL EXPENSES		14,788,000		TOTAL EXPENSES		15,463,000	
ESTIMATED FUND BALANCE @ JUNE 30, 2021		4,892,081	36%	ESTIMATED FUND BALANCE @ JUNE 30, 2022	4,273,229	30%	
25% OF TOTAL CLAIMS =	3,375,000			25% OF TOTAL CLAIMS =	3,543,750		

Employee medical premium cost shares:

	2021-22				
	<u>Medical Premium Cost Share Percentage (%):</u>				
	<u>TOWN</u>				
	Non Union			15%	
	Town Hall			15%	
	Police			15%	
	Dispatch			16% *	
	Public Works			16%	
	Parks & Recreation			15%	
	<u>AGENCIES</u>				
	Edmond Town Hall			10%	
	Library			100%	
	Youth & Family Svs			39%	
	Health District			10%	
	Children's Adventure Ctr			50%	
	* in negotiation, % equals prior year				

CAPITAL IMPROVEMENT PLAN (CIP)

The Capital Improvement Plan ("CIP") is a five-year plan identifying the Town's capital outlay and improvement needs. As a long-range plan, the CIP reflects the Town's policy regarding future physical and economic development. By providing a planned schedule of public improvements, the CIP outlines present and future public needs and priorities. A capital improvement is defined as any expenditure for equipment, buildings, infrastructure, land acquisition, plan or project in which the cost exceeds 0.25% of the Town budget for the year in which the request is made.

Capital project planning is an ongoing process. Each year the CIP document is updated. The need or idea for capital improvements can originate from the department heads, the First Selectman, the Superintendent of Schools, and boards and commissions. These items are compiled into this document and presented annually to the Board of Finance and Legislative Council. Once approved, the CIP outlines the Town's official commitment to funding these expenditures in the subsequent year's budgets.

Adopting a CIP does not end with the first year. Changing needs and priorities, emergencies, cost changes, mandates and changes in technology all require the CIP to be updated annually. The Town's public facilities, streets, parks, equipment, etc. are constantly in need of repair, replacement or expansion. A growing population will require additional or new facilities. These reasons require that the CIP be updated to maintain the financial solidity of the Town. The CIP achieves the following objectives as a component of the Town's budget and financial planning process:

- Reduces the need for "crash programs" to finance the construction of Town facilities.
- Focuses attention on community goals, needs and capabilities.
- Achieves optimum use of taxpayer dollars.
- Guides future community growth and development.
- Advance planning ensures that projects are well thought out in advance of construction.
- Provides for the orderly replacement of capital expenditures.
- Encourages a more efficient governmental administration as well as maintains a sound and stable financial program.

CAPITAL IMPROVEMENT PLAN (CIP)

TOWN OF NEWTOWN						
LEGISLATIVE COUNCIL ADOPTED CIP - (2021 - 2022 TO 2025 - 2026)						
2021 - 2022 (YEAR ONE)			Proposed Funding			
	Dept.	Amount Requested	Bonding	Grants	General Fund	Other
Capital Road Program	PW	3,000,000	500,000		2,500,000	
Bridge Replacement Program	PW	-	-			
Emergency Radio System Upgrades	ECC	5,041,933	5,041,933			
Sandy Hook Permanent Memorial	SH MEM	2,000,000	2,000,000			
Town Match - Grants (contingency)	ECON DEV	200,000				200,000
Clean Up of 7 & 28A Glen Road	ECON DEV	200,000	200,000			
Library Renovations / replacements / upgrades	LIB	200,000	200,000			
Hawley School - Ventilation & HVAC (1 OF 3)	BOE	1,500,000	1,500,000			
Hawley School - New Generator	BOE	250,000	250,000			
High School - Replace/Restore Stadium Turf	BOE	795,000	795,000			
Reed School - Install Gas Boiler/LED Lighting	BOE	1,539,894	1,539,894			
Head O'Meadow School - Lighting	BOE	425,000	425,000			
TOTALS	>>>>>>>	15,151,827	12,451,827	-	2,500,000	200,000
2022 - 2023 (YEAR TWO)			Proposed Funding			
	Dept.	Amount Requested	Bonding	Grants	General Fund	Other
Capital Road Program	PW	3,000,000	250,000		2,750,000	
Bridge Replacement Program	PW	400,000	400,000			
Replacement of Fire Apparatus	FIRE	450,000	450,000			
Sandy Hook Permanent Memorial	SH MEM	2,000,000	2,000,000			
Clean Up of 28A Glen Road	ECON DEV	650,000	650,000			
Town Match - Grants (contingency)	ECON DEV	200,000				200,000
Building Remediation & Demo / Infrastructure	FHA	2,000,000	2,000,000			
Edmond Town Hall Parking Lot Improvements	ETH	450,000	450,000			
Library Renovations / replacements / upgrades	LIB	550,000	550,000			
Hawley School - Ventilation & HVAC (2 OF 3)	BOE	2,500,000	2,500,000			
TOTALS	>>>>>>>	12,200,000	9,250,000	-	2,750,000	200,000

CAPITAL IMPROVEMENT PLAN (CIP) – Continued

2023 - 2024 (YEAR THREE)			Proposed Funding			
	Dept.	Amount Requested	Bonding	Grants	General Fund	Other
Capital Road Program	PW	3,050,000	-		3,050,000	
Bridge Replacement Program	PW	400,000	400,000			
Multi-Purpose Building Electrical/Mechanical/HVAC	PW	413,000	413,000			
Municipal Center - Roof Remediation & Replacement	PW	1,000,000	1,000,000			
Replacement of Fire Apparatus	FIRE	1,035,000	800,000			235,000
Town Match - Grants (contingency)	ECON DEV	200,000				200,000
Library Renovations / replacements / upgrades	LIB	946,000	946,000			
Building Remediation & Demo / Infrastructure	FHA	1,500,000	1,500,000			
Lake Lillinonah Park Improvements	P & R	500,000				500,000
Hawley School - Ventilation & HVAC (3 OF 3)	BOE	4,000,000	4,000,000			
Head O'Meadow School - Boiler Plant	BOE	425,000	425,000			
Middle School HVAC - Design	BOE	300,000	300,000			
TOTALS	>>>>>>>	13,769,000	9,784,000	-	3,050,000	935,000
2024 - 2025 (YEAR FOUR)			Proposed Funding			
	Dept.	Amount Requested	Bonding	Grants	General Fund	Other
Capital Road Program	PW	3,100,000			3,100,000	
Town Match - Grants (contingency)	ECON DEV	200,000				200,000
TOTALS	>>>>>>>	3,300,000		-	3,100,000	200,000
2025 - 2026 (YEAR FIVE)			Proposed Funding			
	Dept.	Amount Requested	Bonding	Grants	General Fund	Other
Capital Road Program	PW	3,150,000	-		3,150,000	
Bridge Replacement Program	PW	400,000	400,000			
Replacement of Fire Apparatus	FIRE	750,000	750,000			
Building Remediation & Demo / Infrastructure	FHA	2,000,000	2,000,000			
Library Renovations / replacements / upgrades	LIB	1,000,000	1,000,000			
Edmond Town Hall Building Renovations	ETH	550,000	550,000			
Town Match - Grants (contingency)	ECON DEV	200,000	-			200,000
Treadwell Artificial Turf & Lighting	P & R	800,000	250,000			550,000
Rail Trail - Batchelder Park	P & R	1,400,000		1,400,000		
Middle School HVAC	BOE	3,782,228	3,782,228			
TOTALS	>>>>>>>	14,032,228	8,732,228	1,400,000	3,150,000	750,000
GRAND TOTALS		58,453,055	40,218,055	1,400,000	14,550,000	2,285,000

CAPITAL IMPROVEMENT PLAN (CIP) – Continued

All amounts in the five years presented are carefully planned to insure that the resulting annual total debt service payments fall within the current debt service policy guidelines. Current debt service policy dictates that the annual debt service amount for any fiscal year not be more than 9.0% of the total budget amount. The 2021/22 debt service amount, in this budget, is less than 9% of the total budget amount.

The next page shows the most current Debt Forecast Schedule used to make sure that the total projects approved on the current CIP plan stay within the debt service policy statement (keeping annual budgeted debt service payments at appropriate levels).

CAPITAL IMPROVEMENT PLAN (CIP) – Continued

TOWN OF NEWTOWN 2021-2022 CIP FIVE YEAR FORECAST												

NEWTOWN COMMUNITY CENTER



NEWTOWN COMMUNITY CENTER**MISSION/DESCRIPTION-**

The Newtown Community Center opened in August of 2019 is a 39,125 sq. foot facility that multi-generational hub that enhances our community by promoting social interaction, health and wellness, creative opportunities and personal growth.

The NCC is open to serve our community – 7 days a week – 360 days a year for a total of 101 operating hours a week.

- Facility amenities include:
- 25 yard Lap Pool
- Zero Entry Spray Bay
- Therapy Pool
- Health and Wellness Classes
- Water Aerobics
- Art Programs
- Afterschool Programs
- Rental Space
- Youth and Adult Programming
- Birthday Parties

BUDGET HIGHLIGHTS

The increase of minimum wage continues to increase our bottom line as our facility relies heavily on part time hourly workers. Included in this budget is our warranties and contracts that have expired past the one year construction agreement. We have adjusted some of our full time shared staff percentages (Facility Manager). Our overall budget has increased by 9%.

NEWTOWN COMMUNITY CENTER**ACCOMPLISHMENTS:**

The pandemic has challenged our operations and forced a four month closure in 2020. This coming year will continue to be difficult as we try to recoup the 25% membership loss as well as event revenue. We understand these times have been challenging for all of us and our goal has been not to let social distancing to keep us connected in other ways. We are so proud to have been able to accomplish many things during this pandemic:

- Provide childcare services and distance learning to over 175 children
- Create virtual on-line offerings for our health and wellness classes
- Telephone outreach initiatives to protect our most vulnerable population
- Collecting toys and holiday items for those in need in Newtown
- Remain connected with our community through the power of social media
- Distributed activities to keep individuals and families safe at home
- Introduced outdoor programming on the Fairfield Hills Campus

With reopening our facilities, we saw the needs of our facility grow to serve the health and wellness need of our community. In November and December our daily traffic was at an all-time high and due to capacity restrictions we are now offering lap swim at Newtown High School pool to expand availability. We understand the need for this outlet for mental and physical health at this time.

In 2020, the Friends of the Newtown Community Center was launched to help be a fundraising arm for long term projects, scholarships and free programming at the Center. Unfortunately, no fundraising was able to happen in 2020 and we see an increase in scholarship requests due to the pandemic.

Even through the pandemic we continued to serve:

- 520 swim lesson participants (Summer 104, Fall 265, Winter 151)
- 77 students in After School Programs
- Added more water aerobics classes to accommodate our growing need
- Hosted our First Race 4 Chase Youth Triathlon Program
- Developed a partnership with the Catherine Violet Hubbard Animal Sanctuary to bring programming to the center
- Secured over \$20,000 in grants to support programming
- Continued partnership with Nuvance Health, Stew Leonard's Children's Charities
- Launched a Learn 2 Splash Program with local preschools

NEWTOWN COMMUNITY CENTER

Newtown Community Center - Special Revenue Fund							
		2018-2019	2019-2020	2020-2021		2021-2022	
				Approved Budget	Actual up to 12/31/2020	Director Request	Committee Approved Budget
Revenues:		Actual	Actual				
Federal Grants		-	-		2,691		
State Grants		-	-				
Rental Income		-	21,067	30,000	6,875	30,000	30,000
Other Grants		12,000	10,000				
Charges for Programs		1,300	65,090	68,000	44,131	88,000	88,000
Charges for Aquatic Programs		12,739	125,414	150,000	52,284	160,000	160,000
Membership Fees		8,842	366,343	443,000	207,666	514,224	514,224
Interest on Investments		11,150	21,153	20,000		22,000	22,000
Misc. Revenue/Spec. Events		-	-			15,000	15,000
NCC-Childcare		-	-		90,176		
Income-Community Café		-	11,405	12,000	3,313	8,000	8,000
Donations		43,220	34,607	42,000	56,820	50,000	50,000
Donations-GE		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Scholarships		-	-				
Transfers In			75,000		67,592		
Revenues Total		1,089,251	1,730,079	1,765,000	1,528,857	1,887,224	1,887,224

NEWTOWN COMMUNITY CENTER

Newtown Community Center - Special Revenue Fund							
		2018-2019	2019-2020	2020-2021		2021-2022	
		Actual	Actual	Approved Budget	Actual up to 12/31/2020	Director Request	Committee Approved Budget
Expenditures:							
Salaries & Wages - Full time		101,660	210,758	207,183	112,694	247,643	247,643
Salaries & Wages - Part Time		4,342	141,772	248,000	123,405	264,500	264,500
Salaries & Wages - Seasonal		-	-	-			
Salaries & Wages - Childcare		-	-	-	19,938		
Group Insurance		1,263	62,449	65,628	26,015	54,188	54,188
Social Security Contributions		8,019	26,472	34,821	19,312	39,265	39,265
Retirement Contributions		4,955	9,810	14,763	5,439	13,000	13,000
Fees & Professional Services		10,464	2,078	5,000	1,314	1,500	1,500
Marketing		22,338	22,578	8,000	4,801	4,000	4,000
Water/Sewers		-	41,041	34,000	12,304	34,000	34,000
Repair & Maintenance Svcs		-	24,112	20,000	18,364	26,500	26,500
Copier Leasing		-	4,088	-		4,000	4,000
Contractual Svcs		-	45,192	65,000	19,164	64,000	64,000
Dues, Travel & Education		623	2,572	6,000	20	5,000	5,000
General Supplies		9,576	13,169	13,000	4,368	10,000	10,000
Office Supplies		1,557	8,144	6,500	1,008	5,750	5,750
Program/Recreation Supplies		2,101	9,597	12,000	2,375	8,500	8,500
Pool Supplies		153	14,143	15,000	8,585	20,000	20,000
Community Events/Special Events		248	3,071	1,500	4,600	13,000	13,000
Childcare/NCC			-	-			
Energy-Natural Gas		-	78,349	47,000	23,208	54,000	54,000
Energy-Electric		-	108,183	88,000	51,810	90,000	90,000
Community Café		1,916	14,857	-			
Equipment		-	7,590	8,000		12,850	12,850
Capital		(470)	224,454	200,000		125,500	125,500
Credit Card Fees			15,434		10,782	25,000	25,000
Expenditures Total		168,744	1,089,913	1,099,395	469,506	1,122,196	1,122,196
Revenues over Expenditures		920,507	640,166	665,605	1,059,351	765,028	765,028
Beginning Fund Balance		(6,986)	913,521				
Ending Fund Balance		913,521	1,553,687				

NEWTOWN COMMUNITY CENTER

ACCOUNT DETAIL

Salaries & Wages - Fulltime: Non union positions reflect an increase of 2.50% in this budget (town policy) .

POSITION		
Director Comm. Ctr - \$94,095		
Facilities Mgr	- (\$62,884 = 75% CC / 25% bldg maint)	
Aquatics Director	- (\$52,403 = 80% CC / 20% P & R)	
Program Coord	- (\$47,117 = 70% CC / 30% SR CTR)	
Welcome Desk Recept (\$31,100 increased to \$32,000)		
<u>Note: 2021-22 amounts charged to other departments:</u>		
Facilities Mgr	Bldg Maint	\$15,721 (CC \$47,163)
Aquatics Director	P & R	\$11,000 (CC \$41,403)
Program Coord	Senior Ctr	\$14,135 (CC 32,982)



<u>Part Time Salaries</u>	<u>2021-22</u>								
Lifeguards	110,000								
Front Desk Staff	47,000								
Bookkeeper (20-25 hrs. wk)	24,500								
Swim Lesson Instructors	28,000								
Water Aerobics Instructors	26,500	(\$10,000 Grant supports staffing)							
Program Instructors	17,500								
Weekend Housekeeping*	8,500								
Birthday Party Hosts/ Event Help*	2,500								
* new position									

NEWTOWN COMMUNITY CENTER

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 293 (of the town budget document), 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 retirement benefits for full time staff. The ARC is expressed as a percent of payroll.

Repair & Maintenance: This contains contracted services in annual and preventative maintenance as well as onsite and local repair response. Contracts included in the line item are garbage removal, mats, security, electronic building access and alarms, pest control, fire alarms, kitchen suppression systems/ hood ventilation/fire extinguishers, This line item includes day to day maintenance and repair costs.

Pool Supplies: Covers the cost of chlorine, acid remover (due to the water conditions of the campus), CO2, DE and UV Light replacements. This cost covers any needed new materials towards skimmers, rescue tubes and other water safety materials.

Community Events: This includes participation in events sponsored by organizations in an effort to promote the Community Center. Covered is also any service projects and Free events that enhance our community (ex. Dive in Movies, Lunches with Love, Valentines for Vets, Annual Giving Tree, Food Drives etc.)

Dues, Travel and Education: : Consists of Education and training costs. Also considered is certifications for our Aquatics Director (Red Cross) and Certified Pool operator certifications. Annual Staff Inspections by the Red Cross. Seminars, workshops and staff meetings. Membership dues to Aquatics organizations, Connecticut Recreation and Parks Association, Chamber of Commerce and other like organizations are included. . To maintain the high level of training to be a Lifeguard, and to maintain state certifications, training is scheduled for all Lifeguards throughout the year which is reflected.

NEWTOWN COMMUNITY CENTER

Dues, Travel and Education: : Consists of Education and training costs. Also considered is certifications for our Aquatics Director (Red Cross) and Certified Pool operator certifications. Aquatic Examiner Service by the Red Cross. Seminars, professional development workshops and staff meetings. Membership dues to Aquatics organizations, Connecticut Recreation and Parks Association, Chamber of Commerce and other like organizations are included. We require all Community Center staff to be First Aid/ CPR/ Blood Borne Pathogen and Child Abuse certified. This budget allows for mandatory staff meetings held at a minimum of twice a year.

The Aquatic Examiner Service (AES) allows us to:

- Develop goals to improve operations, training and staff performance
- Increase lifeguard accountability, attention to safety, professionalism, and pride
- Reinforce and strengthen the lifeguard's emergency response skills
- Maintain high lifeguarding operational standards

Aquatic Examiners may also conduct a pre-arranged number of unannounced visits to continue to evaluate the performance of lifeguards and lifeguarding operations.

Equipment: Covers the cost of our membership and program registration software. Included in this budget is an upgrade to the technology including new computers for our staff. Staff is currently using refurbished equipment from the IT department.

The Better Day Café continues to be a collaboration with the Newtown Public Schools Special Education Department. Currently this program is grant funded through a private donor.



NEWTOWN COMMUNITY CENTER

Contractual Services: This line item supports our independent contractors. Our Health and Wellness Instructors (ex. Yoga, Pilates, Zumba, Belly Dancing etc.), Housekeeping Services and marketing services.

<u>Contractual Services</u>	<u>2021-22</u>				
Housekeeping	39,000				
Program Instructors	20,000				
Marketing Assistance	8,000				
Independent Contracts	2,000				
	69,000				

Office Supplies: Office supplies include the purchase of reservation software, staffing software, constant contact email distribution service, Zoom accounts, First Aid Supplies and membership key tags. Also included is uniforms for Welcome Desk Staff, instructors and Lifeguards.

General Supplies: Includes the cost of toiletry items (paper towels, toilet paper) for bathrooms, required soap and shampoo, and building cleaning supplies.

Capital:

Any facility upgrades are categorized under this line. We are currently facing issues with standing water in the Locker room that could pose potential safety risks. We plan to upgrade the drainage and flooring in all three Locker rooms.

APPENDIX

POLICE VEHICLE INVENTORY

Vehicle #	Plate #	Make/Year	Miles	Remarks	Remarks
Chief	AZ 74457	Ford Explorer / 2021	1,928		
Captain	AL 52857	Ford Explorer/ 2017	57,361		
LT.	683 RHF	Ford Explorer / 2013	109,501		
LT.	139 DGO	Ford Utility / 2014	81,997		
Command	66 NT	Ford E-450 / 2007	6,022		
Motorcycle 1	122 NT	Harley Davidson / 2008	39,477		
Motorcycle 2	00 JBMT	Harley Davidson / 2002	25,808		
Charger (T.U.)	468 WXS	Dodge Charger / 2008	95,955	Replaced by car #7 468-WSX	Charger Trade-In
Caprice (T.U.)	113 RNB	Chevy Caprice / 2012	54,170		
K9	NPK9	Ford Utility / 2013	121,137		
1 (SGT.)	6 NT	Ford Utility / 2015	99,007	Replaced by 20/21 allocation	Original #1 moved to extra duty fleet
2 (SGT.)	62 NT	Ford Utility / 2017	49,843		
3 (D.B.)	114 RNB	Chevy Caprice / 2012	80,257		
4 (D.B.)	278 TYA	Chevy Impala / 2016	24,804		
6 (D.B.)	AY 31646	Chevy Impala / 2016	42,000		
13 (S.R.O.)	END DWI	Ford Utility / 2014	98,075		
20 (S.R.O.)	126 NT	Ford Utility / 2013	106,668		Trade-In 20/21
7	67 NT	Ford Utility / 2017	78,469	Replaced by 20/21 allocation	Moved to replace Dodge Charger
8	68 NT	Ford Utility / 2020	7,073		
12	72 NT	Ford Utility / 2019	40,446		
14	74 NT	Ford Utility / 2019	35,791		
15	75NT	Ford Utility / 2017	93,523	Replaced by 20/21 allocation	Moved down to SRO 126- NT
16	76 NT	Ford Utility / 2017	49,789		
17	127 NT	Ford Utility / 2019	41,128		
19	129 NT	Ford Utility / 2017	69,305		
21	121 NT	Ford Utility / 2020	3,219		
22	122NT	Ford Utility / 2020			
9 (Side Job)	69 NT	Ford Utility / 2016	102,889		
10 (Side Job)	70 NT	Ford Utility / 2016	104,593		
11 (Side Job)	71 NT	Ford Utility / 2014	119,159	Trade-In 20/21	
18 (Side Job)	78 NT	Ford Utility / 2016	101,466		
Ambulance					
Hummer					
MRAP					
Message Board	133 NT	ATS-5 / 2014			
Speed Display	106 NT	Mighty Mover / 2003			
			Updated 01/02/2021		

FIRE APPARATUS INVENTORY

TOWN OF NEWTOWN FIRE APPARATUS									
	<u>Owned</u>	<u>MILES</u>	<u>HOURS</u>	<u>PLATE</u>		<u>Owned</u>	<u>MILES</u>	<u>HOURS</u>	<u>PLATE</u>
HOOK AND LADDER					SANDY HOOK				
Engine 1 2007 Pierce 2,000 gpm	Town	12,000		2553	Ladder 440 1992 E One 75ft quint 1,250 Hale	Company	39,560	3,845	
Engine 111 2017 Pierce 1500gpm	Town	4,500		1133	Engine 441 2010 Pierce 1,500 gpm Hale	Town	26,250	1,952	2575
Engine 112 1997 International 4X4 Pumper	Company	26,900		1786	Engine 442 2003 E One 1,500 gpm Hale	Town	37,065	2,959	2449
Rescue 113 2006 Spartan	Company	7,500		1131	Engine 443 1988 E-One 1,500 gpm Hale	Company	33,580	1,516	
Ladder 114 2001 Pierce 100ft ladder no pump	Town	20,000	2500	1990	Rescue 444 2015 RESCUE 1 Rescue TRUCK	Company	5,750	391	
OIC Truck 2008 Ford F350	Town			2420	Brush 445 2012 Ford F550 250 gpm	Company	6,850	0	
DODGINGTOWN					Tanker 449 1997 Freightliner 500 gpm Hale 1,900 single axle	Town	20,050	2,407	1679
Engine 221 2010 Pierce 1,500 gpm	Town	10250	998	2577	Tanker 9 2018 Spartan 4Guys 1000 gpm 3000 tank	Town	1,850	55	1259
Engine 223 1998 E-One 1250 gpm	Company	32170	3962	2551	OIC Truck 2007 F350	Town	78,256	3,299	2446
OIC Truck 2014 Ford F350	Town	7808	0	2801	Botsford				
Tanker 229 2018 Spartan 4Guys 1000 gpm, 2500 tank	Town	3020	72	1380	Engine 551 2005 Pierce 1,500 gpm waterous	Town	37,000		2476
HAWLEYVILLE					Engine 552 1987 Pierce 1,5000 gpm waterous; 1999 Spartan	Company	49,600	ae13749	2165
Engine 331 2000 KME 1,500 gpm	Town	23,850	2900	2450	Brush 555 1984 Chevy 90 gpm	Company	33,000		
Ladder 330 2003 Pierce 75ft Quint 1500	Company	32,650	555	ae13754	Tanker 557 2003 Mack 450 gpm 3,000 gallon tandem	Company	178,000		2576
Rescue 334 1998 Spartan	Company	35,100	3625	ab31203	Tanker 559 2018 Spartan 4Guys 1000 gpm, 3000 tank	Town	2,150		1432
Command Unit 2017 Chevy Tahoe	Company	6,131	364		OIC 2015 Ford Explorer	Company			
Tanker 339 1989 Pierce 2865gal, 450gpm	Town	16,900	2347	1375	FIRE MARSHAL				
OIC Truck 2015 F350	Town	15,904	919	2808	FM 1 2013 Chevrolet Tahoe	Town	66,000		
					FM 2 2007 Ford F-150 pickup	Town	101,000		

PUBLIC WORKS VEHICLE INVENTORY

12 SIX WHEEL DUMP TRUCKS	HOURS	TRUCK CONDITION	DUMP BODY CONDITION
1998 FORD L9500	8178	POOR	POOR
1999 FORD STERLING	10488	POOR	POOR
2000 WESTERN STAR	7765	POOR	GOOD REPLACED 2012
2001 WESTERN STAR	9592	POOR	GOOD REPLACED 2012
2003 MACK RD 688P	8186	POOR	EXCELLENT REPLACED 2013
2004 MACK CV712	6499	POOR	POOR
2005 MACK CV712	7820	POOR	POOR
2006 MACKCV712	7780	POOR	POOR
2007 VOLVO VHD	6400	FAIR	POOR
2008 VOLVO VHD	7673	GOOD	GOOD PAINTED
2015 VOLVO VHD	2250	EXCELLENT	EXCELLENT
2016 VOLVO VHD	1386	EXCELLENT	EXCELLENT
6 Ten Wheel Dump Trucks	HOURS	TRUCK CONDITION	DUMP BODY CONDITION
2003 MACK RD688S	8731	POOR	EXCELLENT REPLACED 2016
2003 MACK RD688S	9614	POOR	EXCELLENT REPLACED 2014
2004 MACK CV713	9560	FAIR	EXCELLENT REPLACED
2005 MACK CV713	7317	GOOD	EXCELLENT REPLACED 2015
2009 VOLVO VHD	7350	GOOD	FAIR
2009 VOLVO VHD	7464	GOOD	VERY GOOD PAINTED 2018
5 Medium Duty 5500 Series Dump Trucks	MILES	TRUCK CONDITION	DUMP BODY CONDITION
2020 FORD F550	100	EXCELLENT	EXCELLENT
2019 FORD F550	100	EXCELLENT	EXCELLENT
2013 RAM 5500	99510	EXCELLENT	EXCELLENT
2014 RAM 5500	66691	EXCELLENT	EXCELLENT
2016 FORD F550	22925	EXCELLENT	EXCELLENT
4 Crew Leader Trucks	MILES	TRUCK CONDITION	BODY CONDITION
2017 FORD F550 DUMP	41925	EXCELLENT	EXCELLENT
2017 FORD F550 DUMP	34510	EXCELLENT	EXCELLENT
2019 FORD F550 DUMP	500	EXCELLENT	EXCELLENT
2016 FORD F550 DUMP	55043	EXCELLENT	EXCELLENT
1 Service/Fuel Truck	MILES	TRUCK CONDITION	BODY CONDITION
2001 CHEVY 2500HD	74015	POOR	POOR
4 SUPERVISOR VEHICLES	MILES	TRUCK CONDITION	
2003 CHEVY PICKUP TRUCK	180555	POOR	
2017 DODGE CARAVAN	41,875	EXCELLENT	
2013 FORD PICKUP TRUCK	76255	EXCELLENT	
2015 CHEVY PICKUP TRUCK	89958	EXCELLENT	

PUBLIC WORKS VEHICLE INVENTORY - Continued

HEAVY EQUIPMENT	HOURS	TRUCK CONDITION	BODY CONDITION
1999 GMC C7500 BUCKET TRUCK	11013	FAIR	GOOD
2019 CATERPILLER 313F EXCAVATOR	244	EXCELLENT	
2001 CATERPILLER 430D BACKHOE	7479	FAIR	
2018 CATERPILLER 930M LOADER	1075	EXCELLENT	
2005 MACK CV713 SEWER TRUCK	2850	EXCELLENT	VERY GOOD
2006 VOLVO L110 LOADER	23650	FAIR	
2011 VOLVO AWD GRADER	3427	EXCELLENT	
2014 ELGIN ROAD SWEEPER	3275	GOOD	
LIGHT EQUIPMENT	HOURS	CONDITION	
1984 INGERSOL RAND AIR COMPRESSOR	1009	FAIR	
2020 JOHN DEERE ROAD SIDE MOWER	100	EXCELLENT	
1989 INGERSOL RAND ROLLER		POOR	
1999 JOHN DEERE ROAD SIDE MOWER	9345	FAIR	
1999 INGERSOL RAND ROLLER		FAIR	
2002 WOOD CHIPPER		FAIR	
2003 PAVEMENT CUTTER		FAIR	
2013 WOOD CHIPPER	1280	EXCELLENT	
TRAILERS		CONDITION	
1986 TRAILAVATOR		POOR	
1999 INTERSTATE 20 TON		POOR	
2001 INTERSTATE 20 TON		FAIR	
2006 CONTRAIL		GOOD	
2014 6X10 ENCLOSED		EXCELLENT	
MISCELLANEOUS	MILES	CONDITION	BODY CONDITION
2016 80KW BUILDING GENERATOR	68	HOURS EXCELLENT	
1999 SCREENING PLANT	3985	GOOD	
2002 CHEVY S-10 PICKUP TRK LANDFILL	85000	POOR	POOR
2008 FORD ESCAPE HYBRID	78210	GOOD	
2014 RAM 3500 ON CALL TRUCK	57346	EXCELLENT	EXCELLENT
2002 CHEVY PICKUP TRUCK	205425	POOR	
NOTE: REPLACED DUMP BODIES ARE PART OF ON GOING BODY REPLACEMENT PROGRAM			
NOTE: PAINTED BODIES ARE PART OF CONTINUED BODY PAINTING PROGRAM			
NOTE: HOURS TO MILES CONVERSION. INDUSTRY STANDARDS VARY ON FORMULAS FOR CONVERSION.			
WE CHOOSE THE LOW END OF THE AVERAGE			
FOR A DUMP TRUCK ONE HOUR = 15 MILES, FOR EQUIPMENT ONE HOUR = 20 MILES.			

CAR POOL VEHICLES	MILES	CONDITION
SELECTMANS OFFICE		
2017 CHEVY TRAVERSE	39,500	EXCELLENT
BUILDING DEPT.		
2018 CHEVY PICKUP	11,050	EXCELLENT
2013 CHEVY EQUINOX	41,050	EXCELLENT
IT DEPT.		
2013 CHRYSLER	15,150	EXCELLENT
HEALTH DEPT.		
2017 CHEVY PICKUP	10,739	EXCELLENT
2017 CHEVY BOLT ELECTRIC	10,500	EXCELLENT
2016 CHEVY PICKUP	11,150	EXCELLENT
2007 FORD RANGER PICKUP	40,200	FAIR
SOCIAL SERVICES		
2016 CHEVY EQUINOX	8,500	EXCELLENT
ASSESSOR		
2015 CHEVY EQUINOX	22,010	EXCELLENT
LAND USE		
2019 CHEVY EQUINOX	16,210	EXCELLENT
2017 CHEVY EQUINOX	22,150	EXCELLENT
2014 CHEVY EQUINOX	38,000	EXCELLENT
2006 FORD RANGER PICKUP	87,500	POOR

PARKS & RECREATION VEHICLE INVENTORY

<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>DESCRIPTION</u>	<u>MILEAGE/HR</u>	<u>CONDITION</u>
<u>Trucks:</u>					
2006	Ford	F550	1 1/2 Ton Crew cab flatbed/Plow	103643	Poor
2007	Ford	F550	1 1/2 Ton Flatbed Liftgate/Plow	79288	Poor
2008	Ford	F550	1 1/2 Ton 4wd Flatbed with plow	86032	Fair
2008	Peterbilt	335	10 Wheel 15 Yard Dump with plow	TMU	Good
2009	Sterling	5500	1 1/2 Ton 4wd Flatbed with plow	99882	Poor
2009	Sterling	5500	1 1/2 Ton Service Body with Crane	46661	Good
2011	Ford	F550	1 1/2 Ton 4wd Flatbed with plow	49807	Good
2012	Ford	F550	1 1/2 Ton 4wd dump truck with plow	56682	Good
2015	Ford	F450	1 1/4 Ton 4wd Flatbed with plow	37122	Good
2015	Intenational	Terrastar	1 1/2 Ton 4wd dump truck with plow	25043	Very Good
2016	Ford	F150	1/2 Ton 4wd Pick Up	15123	Very Good
2019	Chevrolet	3500	1 Ton pickup with plow	12485	Excellent
2020	Ram	5500	1 1/2 Ton Dump Truck with plow	350	New
<u>Trailers:</u>					
2001	Cross Country	CC125	6 ton trailer		Good (Refub 2017)
2003	WellsCargo		Painting trailer		Poor
2003	Contrail		10,000 lb open deck		Fair
2007	Econoline		Construction trailer		Good
2009	Car Mate		Grooming Trailer		Poor
2010	Car Mate		10,000 lb enclosed	Totalled	Totalled
2017	Blinc		24,000 lb open deck		Excellent
2018					
<u>Tractors:</u>					
2001	Kubota	3010	4wd utility tractor	3305	Poor
2006	Kubota	M6800	4wd utility tractor	3662	Good
2009	Kubota	M7040	4wd Turf tractor	1524	Good
<u>Utility Vehicles:</u>					
2005	Bobcat	5600	Front Loader Heavy Duty UTV	2941	Poor
2006	Kubota	RTV 900	Heavy Duty UTV	1924	Fair
2009	Kubota	RTV 1100	Heavy Duty UTV	1567	Fair
2013	Toro	MDX	Medium Duty UTV	369	Good
2014	Toro	HDX	Heavy Duty UTV	705	Good
<u>Mowers:</u>					
2004	SCAG	48H	48" Walk Behind	1108	Poor
2004	SCAG	48H	48" Walk Behind	1246	Poor
2007	Toro	3505	72" Contour Rotary	913	Good
2008	Kubota	F3680	72" Front Rotary	1941	Poor
2009	Toro	7210	72" Zero turn	2143	Poor
2014	Toro	5910	16' Large Area Rotary	2192	Fair
2014	Toro	360	72" 4WD Zero Turn	754	Good
2014	Toro	4700	14' Large area Contour Rotary	1871	Good
2019	Cub Cadet	ProZ900	72" Zero Turn	142	Very Good

PARKS & RECREATION VEHICLE INVENTORY (continued)

<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>DESCRIPTION</u>	<u>MILEAGE/HR</u>	<u>CONDITION</u>
<u>Construction</u>					
2003	Mustang	2074	Skid Steer loader	3239	Poor
2006	Cat	D3	LGP Bull Dozer	2853	Good
2007	Kubota	R520	Articulating Loader	3980	Good
2007	Kubota	U45	Hydraulic Excavator	4460	Fair
<u>Painters:</u>					
2004	Graco	LineLazer	Walk Behind Painters (2)	N/A	Poor
2008	Graco	LineLazer	Walk Behind Painters (2)	N/A	Fair
2011	Graco	5900	Ride On Painter	1296	Good
<u>Groomers:</u>					
2003	Toro	Sand Pro 5020	3wd infield groomer	2196	Poor
2007	Toro	Sand Pro 5040	3wd infield groomer	1462	Good
2016	Toro	Sand Pro 5040	3wd infield groomer	213	Very Good
<u>Miscellaneous</u>					
2007	Magnum		Ride On Spreader	N/A	Good
2008	Ryan	SC18	Walk behind sod cutter	N/A	Good
2009	Toro	29	29 HP Turbine blower	579	Good
2011	Toro	MP5800	300 Gallon Sprayer	685	Good
2011	Toro	MH400	Large Area Topdresser	N/A	Very good
2013	Redexim	Carrier	Walk behind aerator/sod cutter	318	Excellent
<u>Attachments</u>					
1979	Rodgers	516	Overseeder		inop
1979	York	R6	Large area york rake		Poor
1981	Sweepster	MB6	Power broom		inop
1982	Woods	W100	Flail Mower		Poor
1983	Kubota	FL1020	Roto-tiller		Poor
1996	Bannerman	BA600ST	slit slicer		Poor
1996	Bannerman	Diamond Master	Infield groomer		Poor
1999	Bearcat	BC60	Brush-Hog		Poor
2002	Redexim	V80	3 PT Decompactor		Good
2004	Redexim	7521	Deep tine aerator		Good
2004	Lely	1250	3PT Spreader		Fair
2006	Woods	RM6	3PT Chipper		Good
2006	First Products	80	3Pt Aera vato with seed box		Good
2007	Toro	VersaVac	Tow behind vacuum		Good
2011	STEC	Ig80	Laser grader		Very Good
2012	Toro	5200	Tow Behind Sweeper		Very Good
2012	Toro	1298	3Pt Aerator		Very Good
2013	Redexim	ST48	3PT Turf Stripper		Very Good