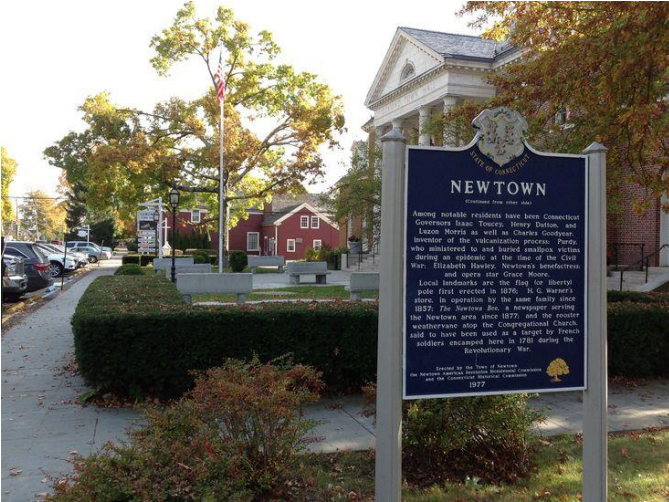


ANNUAL BUDGET 2023 - 2024



TOWN OF NEWTOWN, CONNECTICUT



BOARD OF FINANCE - RECOMMENDED

MARCH 01, 2023

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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 2023-24 proposed budget requests to 2022-23 adopted budget.** The 2022-23 actual 12/31 column represents the fiscal year to date expenditures up to December 31, 2022.

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 2023 – 2024 Budget Process

- February 06, 2023 Board of Selectmen & Board of Education submit proposed budget to the Board of Finance (no later than February the 14th per Charter).
- February 16, 2023 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: 2/03/2023; per Charter).
- March 01, 2023 Board of Finance submit budget to the Legislative Council (no later than March 14th per the Charter).
- March 15, 2023 Legislative Council holds a public hearing on the Board of Finance recommended budget (no later than March 28th; publish 5 days prior to hearing: 3/10/2023; per Charter).
- April 05, 2023 Legislative Council adopts budget.
- April 25, 2023 The Annual Budget Referendum (4th Tuesday of April; publish 10 days prior: April 14th; 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.

Waterfront fund (Parks & Recreation) – to account for operations of Eichler’s Cove Marina on Lake Zoar and other waterfronts run by the Town. 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

These (prior) agency funds are now reported as Special Revenue funds due to a change in governmental accounting rules.

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

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 2022-23														
		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	2022-23	82,134,639	3.06%	37,282,167	10.27%	*	9,611,232	-1.03%	46,893,399	7.75%	129,028,038	4.71%	34.67	0.06%
2	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%
3	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%
4	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%
5	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
6	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%
7	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%
8	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%
9	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%
10	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
11	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%
12	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%
13	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%
14	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%
15	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
16	2007-08	62,885,158		27,743,436			9,307,283		37,050,719		99,935,877		28.10	
* Amount includes \$2,300,000 transfer to capital & non-recurring. Increase without that = 3.47%.														

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 \$120,000+ in new taxes, taxes that current residents do not have to bear. A 1% increase in the net taxable grand list brings Newtown around \$1,200,000+ in new taxes. Growth in the grand list enabled Newtown to invest in capital assets without putting an extra tax burden on the residents.

TOWN OF NEWTOWN				
NET TAXABLE GRAND LIST				
	<u>LIST YEAR</u>	<u>FISCAL YEAR</u>	<u>NET ASSESSMENT *</u>	<u>% CHANGE</u>
	2022	2023-24	4,523,193,789	REVAL YR
	2021	2022-23	3,379,976,393	3.41%
	2020	2021-22	3,268,632,706	1.15%
	2019	2020-21	3,231,386,153	1.36%
	2018	2019-20	3,188,091,905	1.13%
	2017	2018-19	3,152,476,397	REVAL YR
	2016	2017-18	3,112,856,918	0.95%
	2015	2016-17	3,083,634,068	0.28%
	2014	2015-16	3,075,079,581	0.73%
	2013	2014-15	3,052,897,841	0.54%
	2012	2013-14	3,037,193,295	REVAL YR
	2011	2012-13	3,950,379,500	0.66%
	2010	2011-12	3,924,509,385	0.42%
	2009	2010-11	3,908,130,604	-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. 2021 is before Board of Assessment Appeals.				
NOTE: A 1% increase in the net taxable grand list creates approximately \$1,200,000 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:

Newtown Fund Balance Policy

Approved by the Legislative Council March 3, 2021

EXCERPT:

I. PURPOSE

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.

This Policy is established by the Board of Finance under Charter Chapter 2 Section 125, to institute the town's preferred financial practices and obligations. This policy reflects GASB54 Fund Balance Reporting and Governmental Type Definitions.

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.

FISCAL POLICY & TRENDS**UNASSIGNED FUND BALANCE – continued****IV. GENERAL FUND POLICY STATEMENT** (from Newtown Fund Balance Policy)

- A. The Unassigned General Fund Balance shall be no less than eight (8) percent nor more than twelve (12) percent of the Town Budget (Charter Section 6-25)
- B. The Board of Finance Consolidated Budget (Charter Section 6-15), shall provide for an Unrestricted General Fund Balance within the range above.
- C. In the event the Unrestricted General Fund Balance is greater than the range in IV.A. above at the end of any fiscal year, the Board of Finance shall, in consultation with Town Executives, and in coordination with the Finance Director, prepare and submit to the Legislative Council for approval, one or a combination of the following means to account for the excess
 - 1. Transfer such excess to the Capital and Nonrecurring Fund - Town for future capital projects.
 - 2. Transfer such excess to the Debt Service Fund for future debt payments.
 - 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.

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

- D. If at the end of a fiscal year, the Unrestricted Fund Balance falls below the range in IV.A. above the Board of Finance shall in consultation with Town Executives, and in coordination with the Finance Director, 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.
- E. The following circumstances may justify a significantly higher minimum target levels:
1. Significant volatility in operating revenues or operating expenditures.
 2. Potential drain on resources from other funds facing financial difficulties.
 3. Exposure to natural disasters (e.g. hurricanes).
 4. Reliance on a single corporate taxpayer or upon a group of corporate taxpayers in the same industry.
 5. Rapidly growing budgets.
 6. Disparities in timing between revenue collections and expenditures.
- F. The use of Unrestricted General Fund Balance will be allowed under the following circumstances:
1. Operating emergencies
 2. Unanticipated budgetary shortfalls
 3. Over the limit in IV.A

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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 2013-14 THRU 2022-23										
	FISCAL YEAR									
	<u>2022-23</u>	<u>2021-22</u>	<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>
TOTAL ADOPTED BUDGET AMOUNT	129,026,038	123,219,554	121,626,535	120,283,913	117,621,198	115,127,013	114,182,379	111,730,513	111,364,235	110,069,827
<u>GENERAL FUND, FUND BALANCE:</u>										
	d			b	a					
FUND BALANCE - UNASSIGNED	15,483,125	15,095,295	16,082,132	16,737,825	15,652,861	12,826,790	12,301,299	11,444,280	10,608,535	10,242,495
% OF TOTAL BUDGET	12.0%	12.3%	13.2%	13.9%	13.3%	11.1%	10.8%	10.2%	9.5%	9.3%
		c								
FUND BALANCE - ASSIGNED & COMMITTED	1,000,000	2,847,802	976,048	558,051	1,004,489	565,790	963,885	868,010	671,843	958,996
TOTAL FUND BALANCE	16,483,125	17,943,097	17,058,180	17,295,876	16,657,350	13,392,580	13,265,184	12,312,290	11,306,923	11,201,491
% OF TOTAL BUDGET	12.8%	14.6%	14.0%	14.4%	14.2%	11.6%	11.6%	11.0%	10.2%	10.2%
		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.									
c	Includes an amount assigned for use of fund balance in 2022-23 in the amount of \$1,300,000.									
d	Assumes use of fund balance to arrive at 12% fund balance policy amount									

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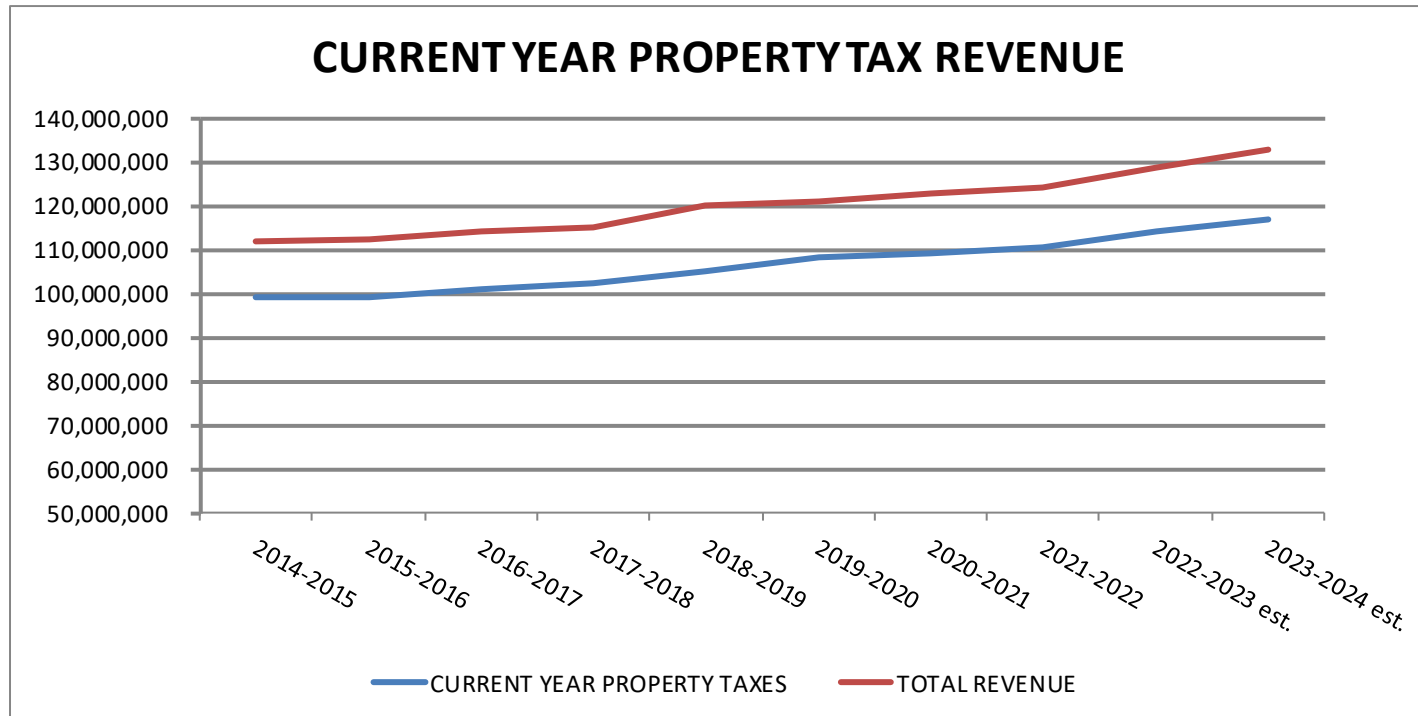
FISCAL POLICY & TRENDS

REVENUES

			2022 - 2023			2023 - 2024		
	2020 - 2021	2021 - 2022	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	111,665,783	112,948,485	116,687,539	116,687,539	64,753,300	119,152,567	2,465,028	2.11%
INTERGOVERNMENTAL	7,185,640	7,357,198	7,680,159	7,680,159	3,797,252	7,965,631	285,472	3.72%
CHARGES FOR SERVICES	3,063,005	3,114,966	2,347,340	2,347,340	1,216,931	2,437,620	90,280	3.85%
INVESTMENT INCOME	238,600	290,457	500,000	500,000	791,868	1,750,000	1,250,000	250.00%
OTHER REVENUES	309,802	271,549	211,000	211,000	110,369	240,000	29,000	13.74%
OTHER FINANCING SOURCES	250,000	260,164	1,600,000	1,600,000	-	1,750,680	150,680	9.42%
TOTAL REVENUES & OTHER RESOURCES	122,712,830	124,242,819	129,026,038	129,026,038	70,669,721	133,296,498	4,270,460	3.31%

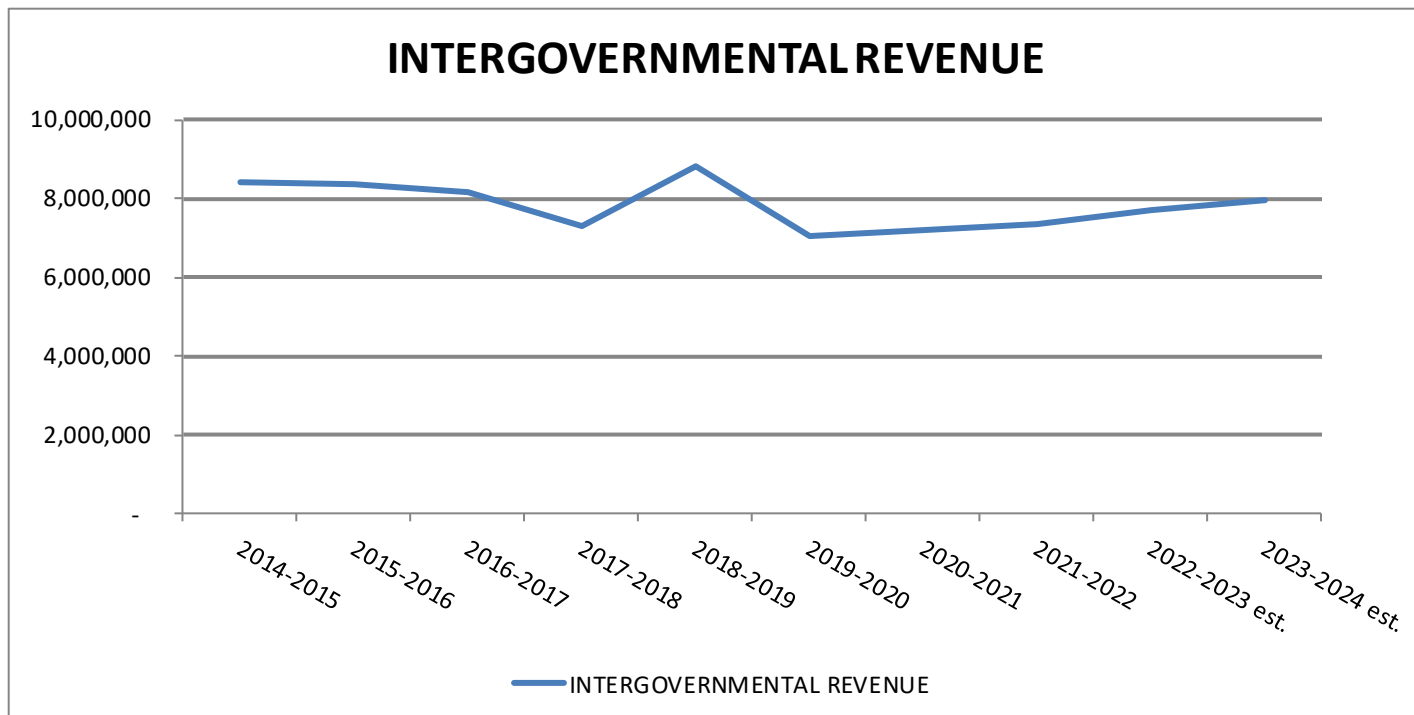
Property Taxes

- 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 fund 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 and building permit fees 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 99.3% collection rate, for current taxes, for fiscal year 2023-2024. 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

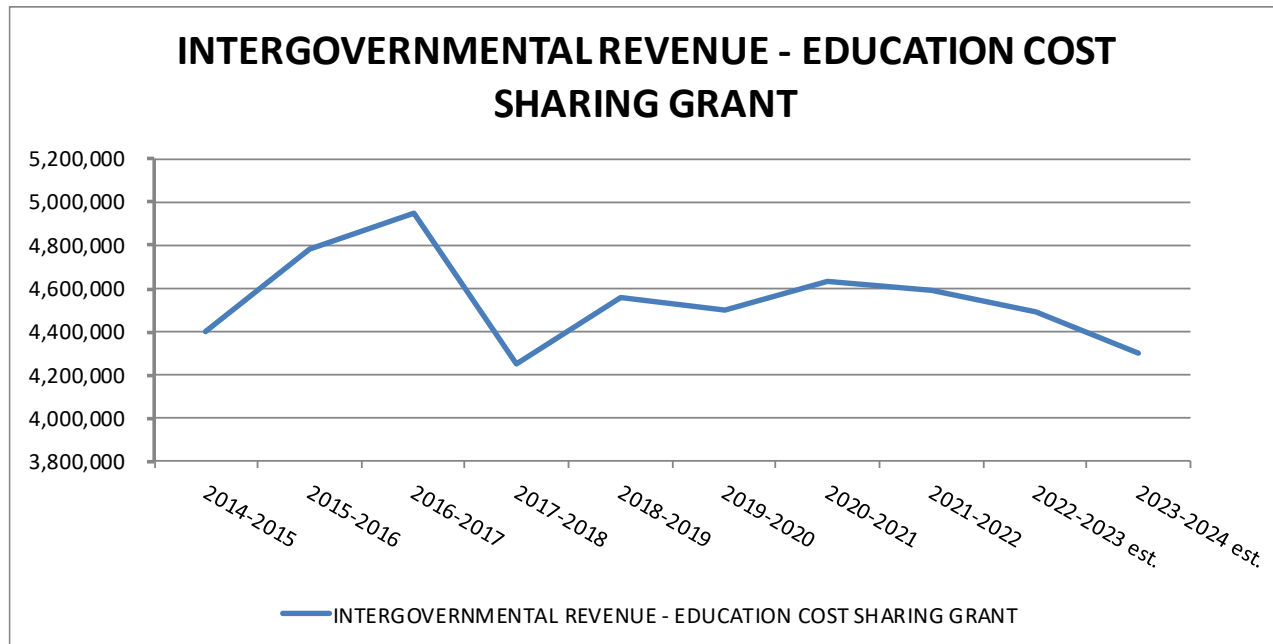
FISCAL POLICY & TRENDS**REVENUES** - Continued**Intergovernmental Revenue**

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. 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):**

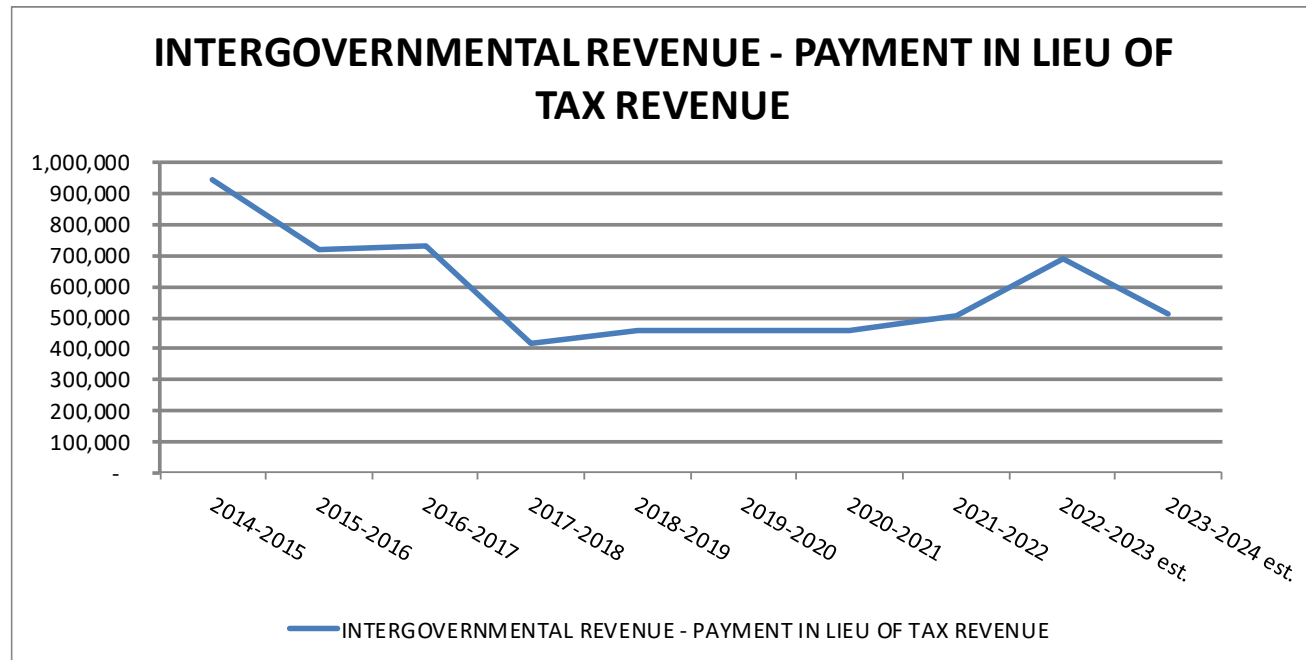
State aid for education has been essentially flat over the years except for a two increase starting in 2015-16, while local costs have gone up. Connecticut's towns and cities are still waiting for the State to fulfill the promises it made in the late 1980s when the Equalized Cost Sharing (ECS) grant 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 2023-202 is \$4,495,000. This can change as the State budget process moves on.



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

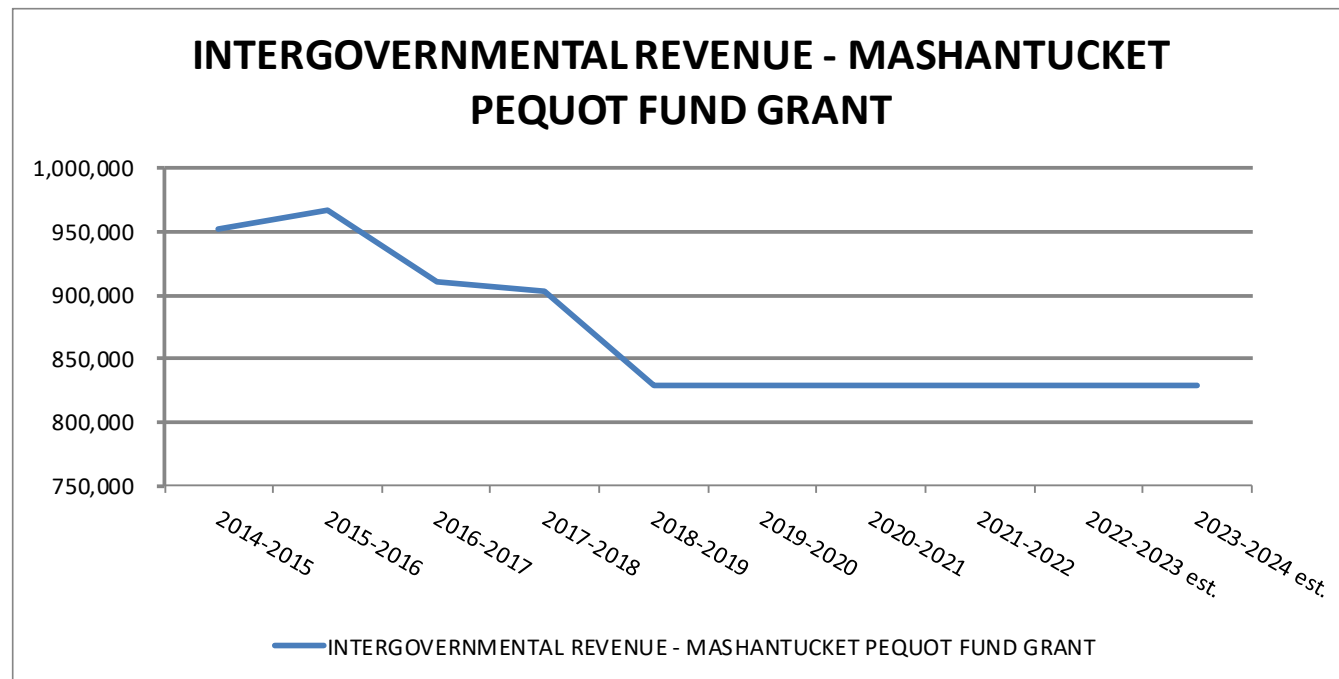
The Office of Policy and Management administers this PILOT program pursuant to CGS §12-19a, §12-19b, §12-19c, §4b-39 and §32-666. This program provides payments for real property tax losses due to exemptions applicable to state-owned real property, certain real property that is the subject of a state 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. Recently the grant formula benefited Newtown. The estimate for 2022-2023 is \$688,000. This may change as the state budget process moves along.



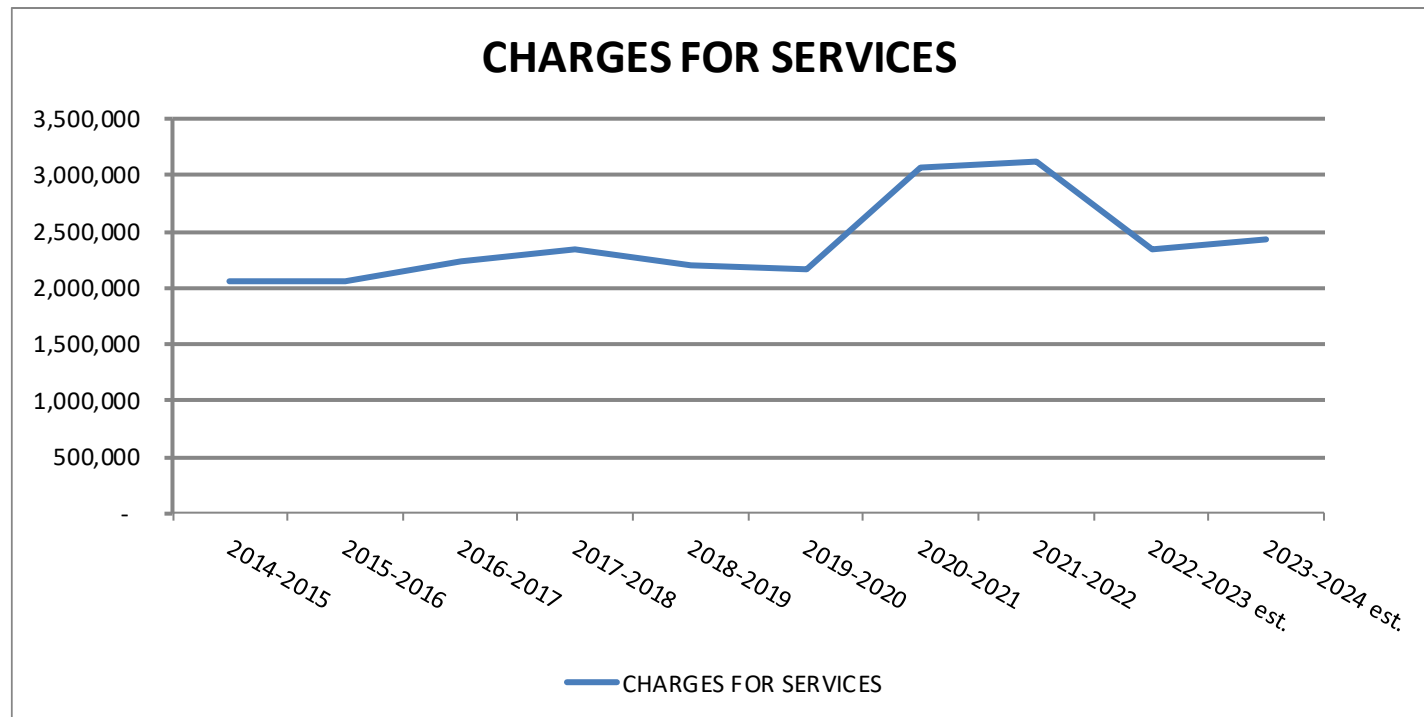
FISCAL POLICY & TRENDS**REVENUES** - Continued**Mashantucket, Pequot Fund Grant:**

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 2022-2023 is \$829,000. This may change as the state budget process moves along.



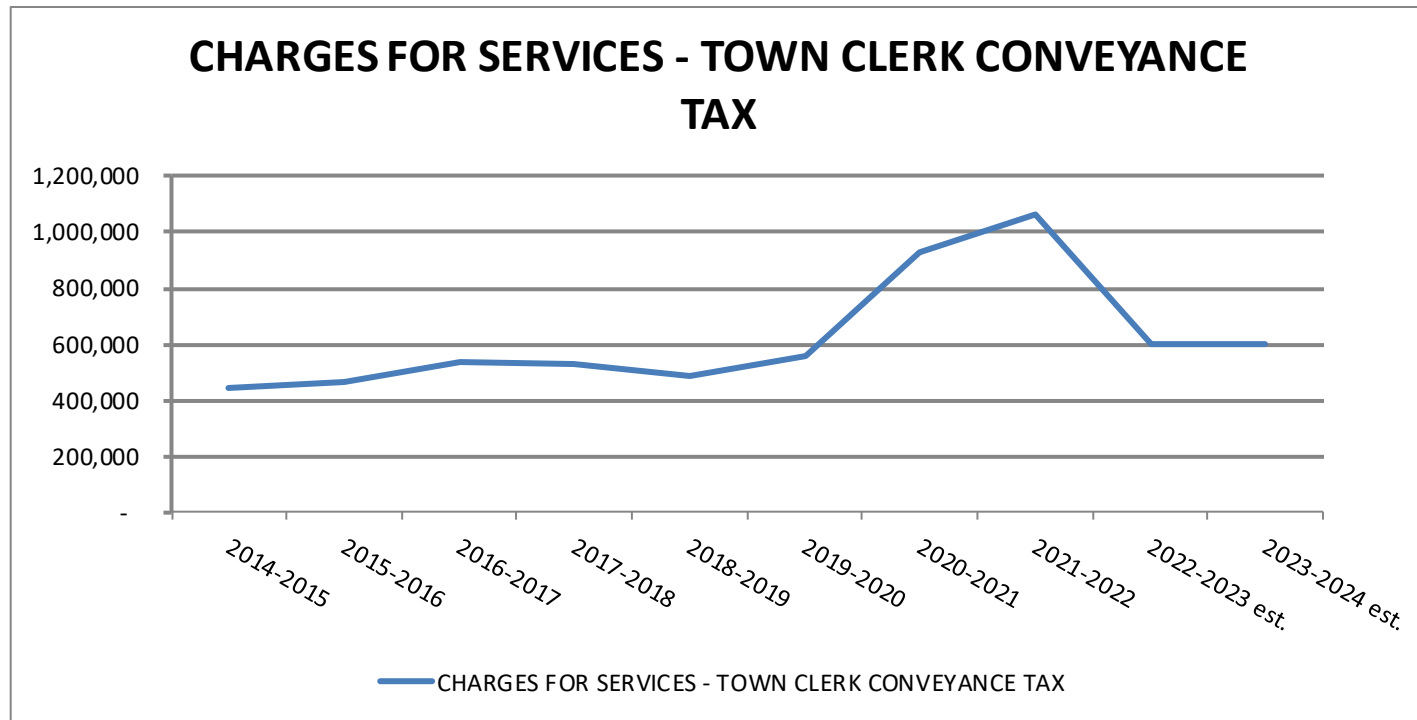
FISCAL POLICY & TRENDS**REVENUES** - Continued**Charges for Services**

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 2023-2024 have decreased due to the surge in town clerk activity in 2020-21 & 2021-22 due mainly to refinancing and home sales. It is unsure if it will continue to that extent in 2023-24.



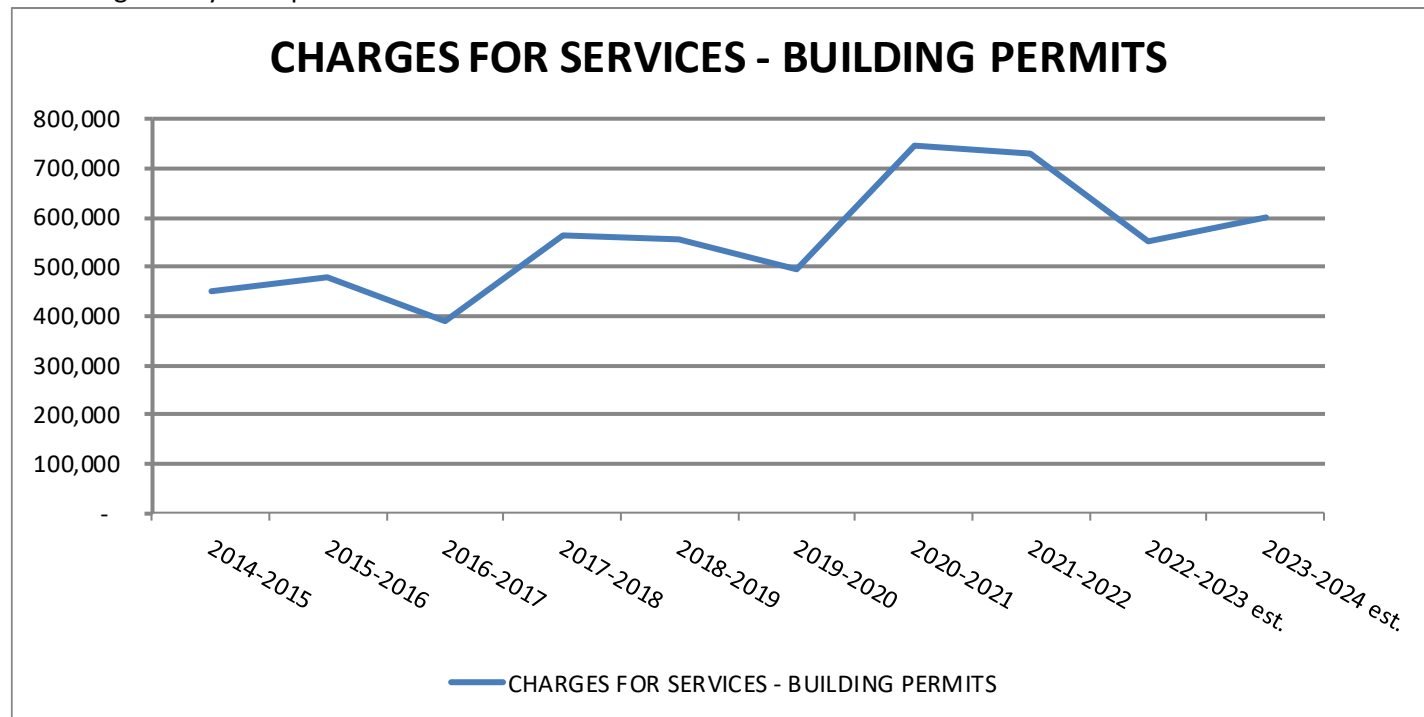
FISCAL POLICY & TRENDS**REVENUES** - Continued**Town Clerk Conveyance Fee**

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. In 2020-21 & 2021-22 refinancing and home sales activity was at its peak.



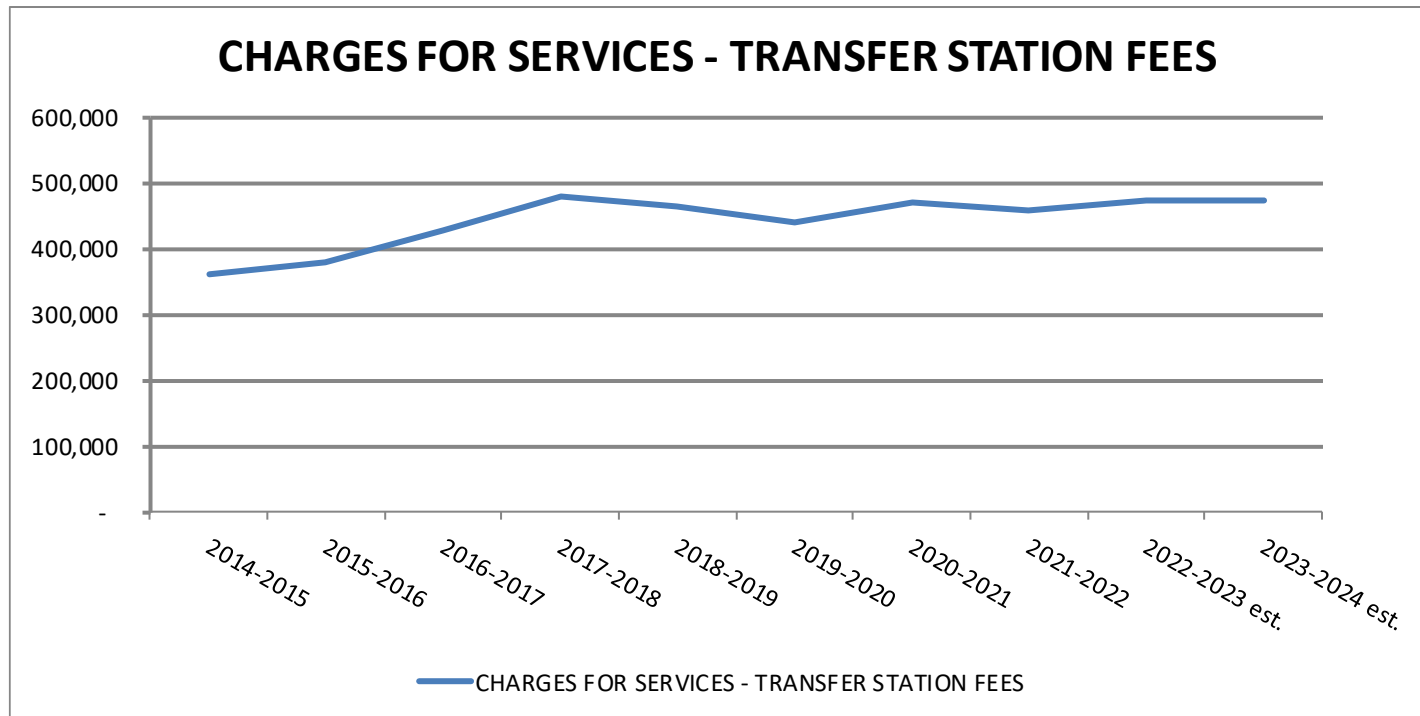
FISCAL POLICY & TRENDS**REVENUES** - Continued**Building Permit Fee:**

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 2023-2024 are lower than 2021-22 due to forecasted building activity. The 2020-21 & 2021-22 actuals reflect building activity at its peak.



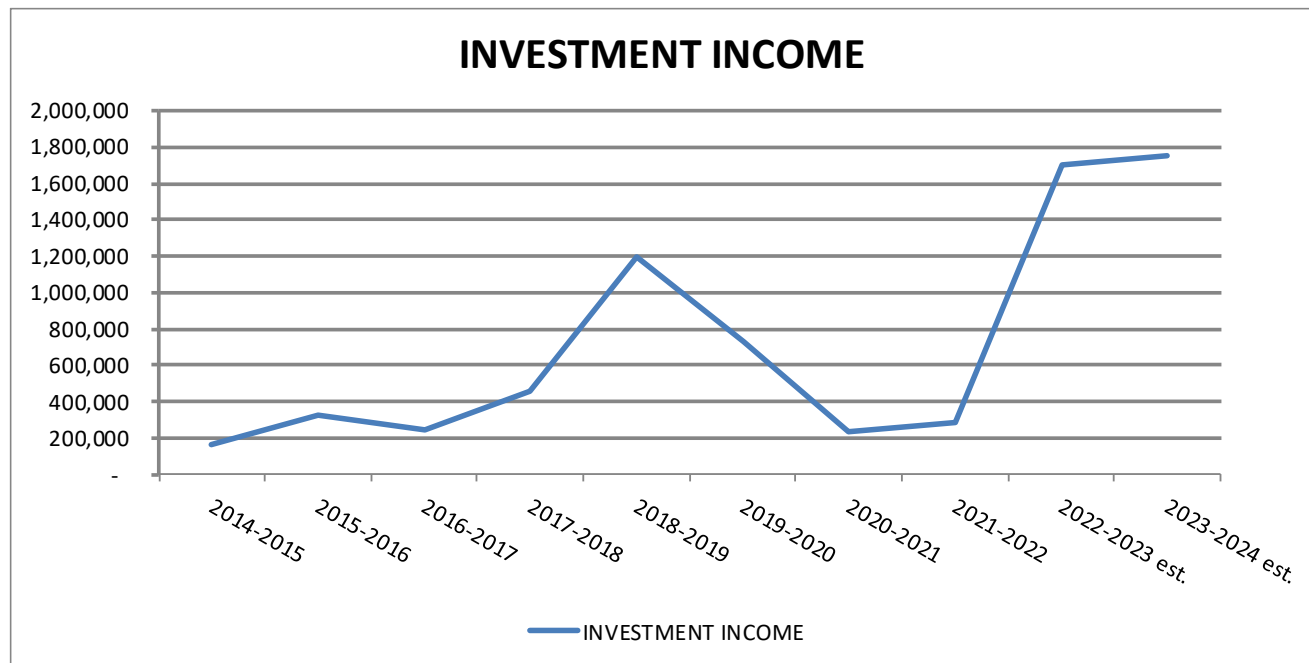
FISCAL POLICY & TRENDS**REVENUES** - Continued**Landfill Fee:**

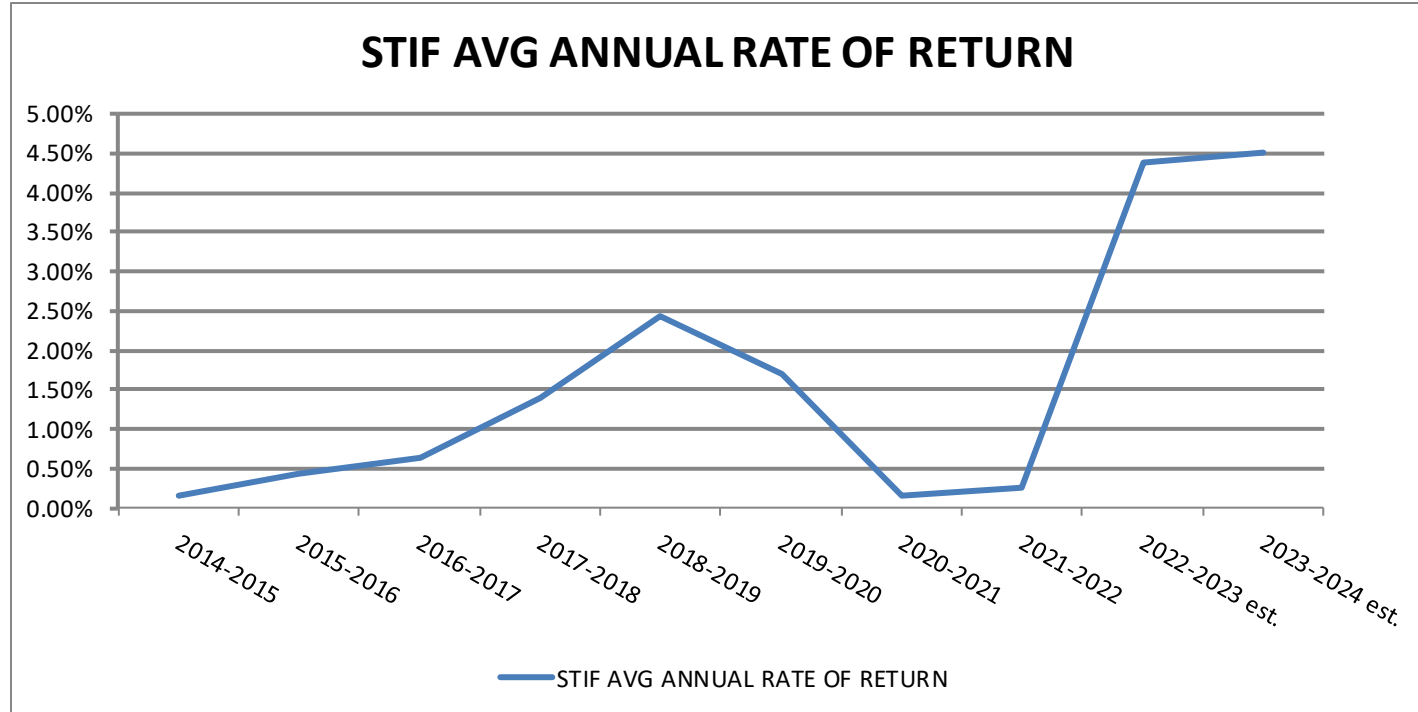
Landfill fees is one of the few accounts (in charges for services) that have not had a decline because of the economic downturn. It is more immune to the economy than the other revenue accounts. The estimates for 2023-2024 have remained the same as the prior year.



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.



FISCAL POLICY & TRENDS**REVENUES** - Continued

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

	2022 - 2023			2023 - 2024 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	13,546,437	13,398,181	6,710,756	13,717,044	13,717,044	13,717,044	-	170,607	1.26%
FRINGE BENEFITS	6,448,493	6,448,493	5,389,796	6,815,019	6,815,019	6,815,019	-	366,526	5.68%
INSURANCE	1,151,515	1,151,515	832,583	1,165,000	1,125,000	1,125,000	-	(26,515)	-2.30%
OPERATING EXPENSES	8,019,127	8,130,659	4,332,769	8,596,670	8,589,125	8,556,175	-	537,048	6.70%
CAPITAL	3,129,965	3,177,846	2,813,756	3,428,756	3,428,756	3,428,756	-	298,791	9.55%
CONTINGENCY	115,000	103,843	-	115,000	115,000	115,000	-	-	0.00%
CONTRIBUTIONS TO OUTSIDE AGENCIES:								-	
TOWN AGENCIES	2,485,685	2,485,685	1,746,167	2,565,146	2,545,146	2,545,146	-	59,461	2.39%
OTHER AGENCIES	83,945	83,945	10,000	113,895	113,645	113,645	-	29,700	35.38%
TOTAL MUNICIPAL SERVICES	34,980,167	34,980,167	21,835,826	36,516,530	36,448,735	36,415,785	-	1,435,618	4.10%
CAPITAL FINANCING - DEBT SERVICE	9,611,232	9,611,232	5,232,573	9,799,232	9,799,232	9,799,232	-	188,000	1.96%
TRANSFER OUT TO CAP & NON RECURRING AND OTHER FUNDS	2,300,000	2,300,000	2,300,000	600,680	600,680	1,596,830	-	(703,170)	
TOTAL BOARD OF SELECTMEN BUDGET	46,891,399	46,891,399	29,368,399	46,916,442	46,848,647	47,811,847	-	920,448	1.96%
				Superintendent	BOE				
BOARD OF EDUCATION	82,134,639	82,134,639	-	85,989,669	85,990,974	85,484,651	-	3,350,012	4.08%
TOTAL EXPENDITURES	129,026,039	129,026,038	29,368,399	132,906,111	132,839,621	133,296,498	-	4,270,460	3.31%

FISCAL POLICY & TRENDS

Town Services

EXPENDITURES - Wages & Salaries

The budget for 2023 – 2024 includes contractual increases for union employees (including step increases for police officers) and increases for non union employees. Wages and salaries increased \$170,607 or 1.26% (compared with prior year adopted).

This represents mainly a combination of wage increases, the elimination of the (vacant) assistant town engineer position and new police officers starting at step one (retiring police officers were on the top step 5).

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	2.75% Estimate ***
The Newtown Public Works Employees Union, Local 1303-200 of Connecticut Council #4, AFSCME, AFL-CIO	June 30, 2025	2.99% Negotiated
Newtown Parks & Recreation Department Teamsters Union Local 145	June 30, 2023	2.75% Estimate ***
Newtown Police Union, Local #3153, Council #15, AFSCME, AFL-CIO	June 30, 2024	2.25% Negotiated
Newtown Emergency Tele-communicator and Police Clerical Local 1303-136 Of Council #4, AFSCME, AFL-CIO	June 30, 2024	2.25% Negotiated

Non union employees

The non union employee salaries in this budget reflect an increase of : 2.75%.

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

Fringe benefits increased \$366,526 or 5.68%. 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 6% due to medical claims experience in the medical self-insurance fund. Pension contributions have increased 5.3% due to negative investment experience in the pension fund offset by the effect of new employees entering the defined contribution plan (the Town pension plan is closed to new employees)

Insurance

Insurance has decreased \$26,515 or -2.30%. Insurance represents the cost of the liability-auto-property (LAP) and workers' compensation (WC) policies. The Town (BOS & BOE) works closely with the Connecticut Inter-local Risk Management Agency (CIRMA) to manage our risks. WC policy decreased 2.2% while the LAP policy remained the same.

Operating Expenses

Operating expenses have increased by \$537,048 or 6.70%. 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. Increase is mainly due to an increased cost in energy costs, contractual services relating to recycling, an increase in winter maintenance salt and other increases due to inflationary pressures.

Capital

Capital has increased by \$298,791 or 9.55%. 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. 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 \$3,000,000 (in this budget).

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 2023-24 has remained the same.

Contributions to Outside Agencies – Town Agencies

Contributions to Town agencies has increased by \$59,461 or 2.39%.

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. The increase is mainly due to the library and health district.

Contributions to Outside Agencies – Other Agencies

Contributions to other agencies has increased \$29,700 or 35.38%. This is mainly due to reclassifying Newtown Underwater Search & Rescue (NUSAR) from the Emergency Management Department to Outside Agencies. NUSAR is not a Town department. It is a not for profit agency.

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 2023 – 2024 thru 2027 – 2028 has planned \$58,700,000 (\$38,065,000 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 \$188,000 or 1.96% due to a reduction in the current debt service schedule offset by a new bond issue in March 2023 and the application of debt service (fund) funds. The debt service amount remains under the 9.0% budget cap established in the Town debt service policy. See page 299 for the current CIP plan.

Transfer Out to Capital & Non-recurring and Other Funds

The \$1,500,680 amount in Transfer Out to Capital & Non-recurring represents an offsetting amount in the revenue line item "Use of Fund Balance". This was done in adherence to the fund balance policy, keeping undesignated (general fund) fund balance to 12% of total budget.

The \$96,150 amount in the Transfer Out to Other Funds line item represents an additional amount required, per the Employee Medical Benefits Board, to properly fund the Medical Self-Insurance Fund.

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

The BOE budget increased \$3,350,012 or 4.08%. See the BOE budget for details. Also see Board of Finance adjustments on page 289.

[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 2021-22 the State of Connecticut paid \$10,965,654 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 \$127,947,000 (using a 6.9% discount rate).

BUDGET SUMMARY

					Board of Finance
					Recommended
					<u>March 1, 2023</u>
<u>SUMMARY OF REVENUES & OTHER FINANCING SOURCES:</u>					
	PROPERTY TAXES				119,152,567
	INTERGOVERNMENTAL				7,965,631
	CHARGES FOR SERVICES				2,437,620
	INVESTMENT INCOME				1,750,000
	OTHER REVENUES				240,000
	OTHER FINANCING SOURCES				1,750,680
					<u>133,296,498</u>
<u>SUMMARY OF EXPENDITURES & OTHER FINANCING USES:</u>					
<u>BOARD OF SELECTMEN BUDGET:</u>					
<u>GENERAL GOVERNMENT</u>					
	SELECTMEN				456,650
	SELECTMEN - OTHER				165,100
	HUMAN RESOURCES				137,133
	TAX COLLECTOR				417,782
	PURCHASING				84,001
	PROBATE COURT				9,001
	TOWN CLERK				324,335
	REGISTRARS				191,930
	ASSESSOR				357,148
	FINANCE				584,983
	TECHNOLOGY DEPARTMENT				797,818
	UNEMPLOYMENT				5,000
	OPEB CONTRIBUTION				189,160
	PROFESSIONAL ORGANIZATIONS				41,756
	INSURANCE				1,120,000
	LEGISLATIVE COUNCIL				47,940
	DISTRICT CONTRIBUTIONS				5,000
	SUSTAINABLE ENERGY COMM.				300
	FAIRFIELD HILLS AUTHORITY				40,000
					<u>4,975,038</u>
<u>PUBLIC SAFETY</u>					
	EMERGENCY COMMUNICATIONS				1,272,825
	POLICE				7,806,206
	ANIMAL CONTROL				181,826
	FIRE				1,454,579
	EMERGENCY MANAGEMENT				40,090
	LAKE AUTHORITIES				73,117
	N.W. SAFETY COMMUNICATION				11,590
	EMERGENCY MEDICAL SERVICES				270,000
	NW CONNECTICUT EMS COUNCIL				250
	BUILDING DEPARTMENT				430,941
					<u>11,541,424</u>
<u>PUBLIC WORKS</u>					
	HIGHWAY				8,991,919
	WINTER MAINTENANCE				778,430
	LANDFILL				1,877,029
	PUBLIC BUILDING MAINTENANCE				1,164,520
					<u>12,811,898</u>

		Board of Finance Recommended	
SUMMARY OF EXPENDITURES & OTHER FINANCING USES (-continued-):		March 1, 2023	
HEALTH AND WELFARE			
	HUMAN SERVICES - SOCIAL SERVICES	348,968	
	HUMAN SERVICES - SENIOR SERVICES	362,137	
	NEWTOWN HEALTH DISTRICT	454,898	
	NEWTOWN YOUTH & FAMILY SERVICES	305,467	
	CHILDREN'S ADVENTURE CENTER	147,861	
	OUTSIDE AGENCY CONTRIBUTIONS	113,645	
		1,732,976	
PLANNING			
	LAND USE	757,578	
	ECONOMIC DEVELOPMENT COMM.	143,036	
	GRANTS ADMINISTRATION	29,522	
	NW CONSERVATION DISTRICT	1,040	
		931,176	
RECREATION & LEISURE			
	PARKS AND RECREATION	2,669,754	
	LIBRARY	1,427,231	
	NEWTOWN CULTURAL ARTS COMM	-	
	NEWTOWN PARADE COMMITTEE	1,600	
		4,098,585	
CONTINGENCY			
	CONTINGENCY	115,000	
DEBT SERVICE			
	DEBT SERVICE	9,799,232	
OTHER FINANCING USES			
	TOWN HALL MANAGERS	209,688	
	RESERVE CAP & NONRECURRING EXP	1,500,680	
		1,806,518	
TOTAL BOARD OF SELECTMEN BUDGET		47,811,847	
BOARD OF EDUCATION BUDGET:			
EDUCATION			
	BOARD OF EDUCATION	85,484,651	
TOTAL EXPENDITURES & OTHER FINANCING USES		133,296,498	
TAX INFORMATION:			
		2022 - 2023	2023 - 2024
NET TAXABLE GRAND LIST		3,380,051,863	4,523,193,789
AMOUNT OF REVENUE TO BE RAISED BY CURRENT TAXES		114,490,539	116,830,567
ASSUMED TAX COLLECTION RATE		99.30%	99.30%
TAX LEVY (including the addition of elderly tax credits)		117,143,622	119,326,146
MILL RATE		34.67	26.39
TAX RATE PERCENT INCREASE		0.07%	1.85%

PRELIMINARY - MILL RATE CALCULATION - 2023 / 2024			
	REVAL	2022 Grand List	
TOTAL NET TAXABLE ASSESSMENT (LESS EXEMPTIONS) Before Board of Assessment Appeals		4,523,193,789	
ADJUST FOR BOARD OF ASSESSMENT APPEALS ESTIMATED ADJUSTMENTS		(1,500,000)	
		4,521,693,789	
AMOUNT TO BE RAISED BY TAXATION - (from "current year taxes" - revenue budget)		116,830,567	
TAX LEVY - assuming a tax collection rate of	99.3%	117,654,146	
(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 349,000 reserved)		1,301,000	
* State Elderly Circuit Breaker Program		154,000	
* Volunteer Fire, Ambulance and Underwater Rescue Personnel Tax Credit Program		217,000	
ADJUSTED TAX LEVY		119,326,146	
PRELIMINARY MILL RATE (= Tax Levy divided by (Taxable Net Assessment / 1,000))		26.39	
EFFECTIVE TAX INCREASE		1.85%	
PRIOR YEAR MILL RATE =		34.67	
1 MILL =		4,458,336	

GRAND LIST OF TAXABLE PROPERTY

TOWN OF NEWTOWN					
PRELIMINARY 2021 GRAND LIST OF TAXABLE PROPERTY - BEFORE BOARD OF ASSESSMENT APPEALS (BAA)					
1/13/2023					
<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	11,029	4,036,135,340	19,284,619	4,016,850,721	
REAL ESTATE EXEMPT	1,171	307,935,070	307,935,070	-	
REAL ESTATE TOTALS	12,200	4,344,070,410	327,219,689	4,016,850,721	
PERSONAL PROPERTY	1,778	186,443,818	32,355,130	154,088,688	
MOTOR VEHICLE	26,998	355,726,940	3,472,560	352,254,380	
TOTAL	40,976	4,886,241,168	363,047,379	4,523,193,789	
TOTAL TAXABLE	39,805	4,578,306,098	55,112,309	4,523,193,789	
			PRIOR YEAR FINAL #	3,379,976,393	
			\$ INCREASE	1,143,217,396	
			% INCREASE	reval	
<u>SUMMARY:</u>		<u>PRIOR YEAR</u>	<u>TOTAL NET VALUE</u>	<u>CHANGE</u>	
REAL ESTATE NET		2,895,374,407	4,016,850,721	1,121,476,314	38.73%
MOTOR VEHICLE NET		334,009,145	352,254,380	18,245,235	5.46%
PERSONAL PROPERTY NET		150,592,841	154,088,688	3,495,847	2.32%
TOTAL NET ASSESSMENT		3,379,976,393	4,523,193,789	1,143,217,396	33.82%
Source: Assessor					

REVENUE BUDGET SUMMARY

			2022 - 2023			2023 - 2024		
	2020 - 2021	2021 - 2022	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	111,665,783	112,948,485	116,687,539	116,687,539	64,753,300	119,152,567	2,465,028	2.11%
INTERGOVERNMENTAL	7,185,640	7,357,198	7,680,159	7,680,159	3,797,252	7,965,631	285,472	3.72%
CHARGES FOR SERVICES	3,063,005	3,114,966	2,347,340	2,347,340	1,216,931	2,437,620	90,280	3.85%
INVESTMENT INCOME	238,600	290,457	500,000	500,000	791,868	1,750,000	1,250,000	250.00%
OTHER REVENUES	309,802	271,549	211,000	211,000	110,369	240,000	29,000	13.74%
OTHER FINANCING SOURCES	250,000	260,164	1,600,000	1,600,000	-	1,750,680	150,680	9.42%
TOTAL REVENUES & OTHER RESOURCES	122,712,830	124,242,819	129,026,038	129,026,038	70,669,721	133,296,498	4,270,460	3.31%

EXPENDITURE BUDGET SUMMARY

SUMMARY BY FUNCTION / DEPARTMENT											
	2020 - 2021	2021 - 2022	2022 - 2023			2023 - 2024 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>GENERAL GOVERNMENT</u>			B					A		A - B	
SELECTMEN	425,211	392,962	453,069	453,069	215,705	456,650	456,650	456,650	-	3,581	0.79%
SELECTMEN - OTHER	150,335	162,915	160,100	160,100	71,354	165,100	165,100	165,100	-	5,000	3.12%
HUMAN RESOURCES	117,181	123,648	124,849	124,849	73,962	137,133	137,133	137,133	-	12,284	9.84%
TAX COLLECTOR	374,463	383,107	406,439	406,439	257,658	417,782	417,782	417,782	-	11,343	2.79%
PURCHASING	72,366	54,081	77,319	77,319	73,072	84,001	84,001	84,001	-	6,682	8.64%
PROBATE COURT	7,590	11,956	8,572	8,572	-	9,001	9,001	9,001	-	429	5.00%
TOWN CLERK	297,638	289,091	312,829	312,829	187,778	324,335	324,335	324,335	-	11,506	3.68%
REGISTRARS	130,410	153,469	172,618	172,618	105,797	199,475	191,930	191,930	-	19,312	11.19%
ASSESSOR	284,834	320,552	346,593	346,593	190,993	357,148	357,148	357,148	-	10,555	3.05%
FINANCE	551,045	552,582	567,517	567,517	346,599	584,983	584,983	584,983	-	17,466	3.08%
TECHNOLOGY DEPARTMENT	825,377	767,095	817,934	817,934	470,612	797,818	797,818	797,818	-	(20,116)	-2.46%
UNEMPLOYMENT	133	-	8,000	8,000	-	5,000	5,000	5,000	-	(3,000)	-37.50%
OPEB CONTRIBUTION	179,285	181,663	184,113	184,113	184,113	189,160	189,160	189,160	-	5,047	2.74%
PROFESSIONAL ORGANIZATIONS	33,481	41,108	41,108	41,108	40,424	41,756	41,756	41,756	-	648	1.58%
INSURANCE	1,108,569	1,105,366	1,143,515	1,143,515	832,583	1,160,000	1,120,000	1,120,000	-	(23,515)	-2.06%
LEGISLATIVE COUNCIL	44,963	46,000	47,000	47,000	25,000	47,940	47,940	47,940	-	940	2.00%
DISTRICT CONTRIBUTIONS	1,350	-	5,000	5,000	-	5,000	5,000	5,000	-	-	0.00%
SUSTAINABLE ENERGY COMM	-	300	300	300	-	300	300	300	-	-	0.00%
FAIRFIELD HILLS AUTHORITY	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	-	-	0.00%
	4,644,230	4,625,895	4,916,875	4,916,875	3,115,649	5,022,582	4,975,038	4,975,038	-	58,163	1.18%

EXPENDITURE BUDGET SUMMARY (continued)**SUMMARY BY FUNCTION / DEPARTMENT (continued)**

SUMMARY BY FUNCTION / DEPARTMENT (continued)											
	2020 - 2021	2021 - 2022	2022 - 2023			2023 - 2024 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC		
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
<u>PUBLIC SAFETY</u>			B					A		A - B	
EMERGENCY COMMUNICATIONS	1,146,130	1,168,422	1,233,847	1,233,847	678,938	1,272,825	1,272,825	1,272,825	-	38,978	3.16%
POLICE	7,088,043	7,185,056	7,519,522	7,519,522	4,748,772	7,806,206	7,806,206	7,806,206	-	286,684	3.81%
ANIMAL CONTROL	151,043	170,160	174,491	174,491	113,123	181,826	181,826	181,826	-	7,335	4.20%
FIRE	1,390,247	1,395,448	1,422,576	1,422,576	489,045	1,454,579	1,454,579	1,454,579	-	32,003	2.25%
EMERGENCY MANAGEMENT	59,603	55,720	64,445	64,445	27,649	40,090	40,090	40,090	-	(24,355)	-37.79%
LAKE AUTHORITIES	46,947	53,735	53,735	64,892	64,892	73,117	73,117	73,117	-	19,382	36.07%
N.W. SAFETY COMMUNICATION	11,489	11,489	11,590	11,590	11,489	11,590	11,590	11,590	-	-	0.00%
EMERGENCY MEDICAL SERVICES	270,000	270,000	270,000	270,000	242,026	270,000	270,000	270,000	-	-	0.00%
NW CONNECTICUT EMS COUNCIL	-	-	250	250	-	250	250	250	-	-	0.00%
BUILDING DEPARTMENT	400,689	409,577	440,766	440,766	271,113	430,941	430,941	430,941	-	(9,825)	-2.23%
	10,564,190	10,719,608	11,191,222	11,202,379	6,647,047	11,541,424	11,541,424	11,541,424	-	350,202	3.13%
<u>PUBLIC WORKS</u>											
HIGHWAY	7,802,296	8,224,156	8,638,503	8,579,503	6,111,090	9,019,919	9,019,919	8,991,919	-	353,416	4.09%
WINTER MAINTENANCE	675,990	683,397	677,071	704,071	445,307	778,430	778,430	778,430	-	101,359	14.97%
TRANSFER STATION	1,447,268	1,486,642	1,823,516	1,823,516	874,887	1,877,029	1,877,029	1,877,029	-	53,513	2.93%
PUBLIC BUILDING MAINTENANCE	778,643	774,358	904,051	936,051	383,141	1,169,470	1,169,470	1,164,520	-	260,469	28.81%
	10,704,198	11,168,553	12,043,141	12,043,141	7,814,425	12,844,848	12,844,848	12,811,898	-	768,757	6.38%
<u>HEALTH AND WELFARE</u>											
SOCIAL SERVICES	317,487	324,970	335,727	335,727	191,274	348,968	348,968	348,968	-	13,241	3.94%
SENIOR SERVICES	315,176	321,571	349,388	349,388	168,301	362,137	362,137	362,137	-	12,749	3.65%
NEWTOWN HEALTH DISTRICT	408,441	413,241	434,879	434,879	426,853	454,898	454,898	454,898	-	20,019	4.60%
NEWTOWN YOUTH & FAMILY SERVICES	301,597	301,982	303,447	303,447	86,630	305,467	305,467	305,467	-	2,020	0.67%
CHILDREN'S ADVENTURE CENTER	143,188	144,886	142,853	142,853	143,530	147,861	147,861	147,861	-	5,008	3.51%
OUTSIDE AGENCY CONTRIBUTIONS	63,592	70,945	83,945	83,945	10,000	113,895	113,645	113,645	-	29,700	35.38%
	1,549,482	1,577,594	1,650,239	1,650,239	1,026,589	1,733,226	1,732,976	1,732,976	-	82,737	5.01%

EXPENDITURE BUDGET SUMMARY (continued)**SUMMARY BY FUNCTION / DEPARTMENT (continued)**

SUMMARY BY FUNCTION / DEPARTMENT (continued)											
						2023 - 2024 BUDGET					
	2020 - 2021	2021 - 2022	2022 - 2023			1st SELECTMAN	BOS	BOF	LC	CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
PLANNING			B					A		A - B	
LAND USE	683,247	708,986	740,542	740,542	426,734	757,578	757,578	757,578	-	17,036	2.30%
ECONOMIC & COMMUNITY DEVELOPMENT	134,613	136,484	140,809	140,809	67,896	143,036	143,036	143,036	-	2,227	1.58%
GRANTS ADMINISTRATION	27,655	26,357	28,836	28,836	14,092	29,522	29,522	29,522	-	686	2.38%
NW CONSERVATION DISTRICT	-	1,040	1,040	1,040	-	1,040	1,040	1,040	-	-	0.00%
	845,515	872,868	911,227	911,227	508,722	931,176	931,176	931,176	-	19,949	2.19%
RECREATION & LEISURE											
PARKS AND RECREATION	2,291,400	2,358,026	2,546,557	2,546,557	1,632,656	2,669,754	2,669,754	2,669,754	-	123,197	4.84%
LIBRARY	1,423,908	1,408,013	1,407,621	1,407,621	892,397	1,447,231	1,427,231	1,427,231	-	19,610	1.39%
NEWTOWN CULTURAL ARTS COMM	-	-	-	-	-	-	-	-	-	-	
NEWTOWN PARADE COMMITTEE	-	-	1,400	1,400	1,585	1,600	1,600	1,600	-	200	14.29%
	3,715,308	3,766,039	3,955,578	3,955,578	2,526,638	4,118,585	4,098,585	4,098,585	-	143,007	3.62%
CONTINGENCY	-	-	115,000	103,843	-	115,000	115,000	115,000	-	-	0.00%
DEBT SERVICE	9,485,797	9,711,658	9,611,232	9,611,232	5,232,573	9,799,232	9,799,232	9,799,232	-	188,000	1.96%
OTHER FINANCING USES											
TOWN HALL BOARD OF MANAGERS	180,345	195,124	196,885	196,885	196,756	209,688	209,688	209,688	-	12,803	6.50%
RESERVE FOR CAP & NON-REC.EXP.	2,907,625	819,856	2,300,000	2,300,000	2,300,000	600,680	600,680	1,500,680	-	(799,320)	
TRANSFER OUT - TO OTHER FUNDS	10,375	-	-	-	-	-	-	96,150	-	96,150	
	3,098,345	1,014,980	2,496,885	2,496,885	2,496,756	810,368	810,368	1,806,518	-	(690,367)	
TOTAL BOARD OF SELECTMEN BUDGET	44,607,065	43,457,195	46,891,399	46,891,399	29,368,399	46,916,442	46,848,647	47,811,847	-	920,448	1.96%
BOARD OF EDUCATION						Superintendent	BOE				
EDUCATION	78,651,776	79,697,698	82,134,639	82,134,639	-	85,989,669	85,990,974	85,484,651	-	3,350,012	4.08%
GRAND TOTAL	123,258,841	123,154,893	129,026,038	129,026,038	29,368,399	132,906,111	132,839,621	133,296,498	-	4,270,460	3.31%

REVENUE BUDGET DETAIL

<u>REVENUE TYPE / ACCOUNT</u>	2020 - 2021	2021 - 2022	2022 - 2023			2023 - 2024	Increase / (Decrease)	Percent Change
			ADOPTED	AMENDED	12/31	REVENUE		
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ESTIMATES</u>		
<u>PROPERTY TAXES</u>			B			A	A - B	
CURRENT YEAR TAXES	109,501,515	110,490,303	114,490,539	114,490,539	64,214,547	116,830,567	2,340,028	2.04%
PRIOR YEAR TAXES	656,743	599,980	600,000	600,000	371,748	625,000	25,000	4.17%
INTEREST AND LIEN FEES	461,118	426,347	400,000	400,000	167,006	450,000	50,000	12.50%
SUPPLIMENTAL MOTOR VEHICLE TAXES	998,001	1,389,405	1,150,000	1,150,000	-	1,200,000	50,000	4.35%
TELECOMM. PROPERTY TAX	48,405	42,450	47,000	47,000	-	47,000	-	0.00%
	111,665,783	112,948,485	116,687,539	116,687,539	64,753,300	119,152,567	2,465,028	2.11%
<u>INTERGOVERNMENTAL</u>								
IN LIEU OF TAX-ST OWNED PROP	456,363	507,894	688,381	688,381	686,203	514,949	(173,432)	-25.19%
VETERANS ADD'L EXEM	16,059	10,254	16,059	16,059	10,653	16,000	(59)	-0.37%
TOTALLY DISABLED	1,398	1,430	1,398	1,398	1,399	1,400	2	0.14%
TOWN AID FOR ROADS	469,483	470,552	470,552	470,552	233,230	466,459	(4,093)	-0.87%
MASHANTUCKET PEQUOT	829,098	829,098	829,098	829,098	276,366	829,098	-	0.00%
MISCELLANEOUS STATE / FEDERAL GRANTS	43,017	20,833	25,000	25,000	9,313	698,858	673,858	#####
LOCIP GRANTS	207,217	208,339	207,217	207,217	-	205,601	(1,616)	-0.78%
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%
MUNICIPAL REVENUE SHARING	-	180,487	421,262	421,262	549,955	400,000	(21,262)	-5.05%
EDUCATION COST SHARING GRANT	4,634,262	4,594,467	4,495,691	4,495,691	1,123,923	4,299,938	(195,753)	-4.35%
HEALTH SERVICES - ST. ROSE	25,412	30,512	22,170	22,170	-	29,997	7,827	35.30%
MUNICIPAL MV TRANSITION	-	-	-	-	638,251	-	-	
	7,185,640	7,357,198	7,680,159	7,680,159	3,797,252	7,965,631	285,472	3.72%

REVENUE BUDGET DETAIL (-CONTINUED-)

REVENUE TYPE / ACCOUNT	2020 - 2021	2021 - 2022	2022 - 2023			2023 - 2024	Increase /	Percent
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ADOPTED</u>	<u>AMENDED</u>	<u>12/31</u>	<u>REVENUE</u>	(Decrease)	Change
CHARGES FOR SERVICES			B			A	A - B	
SENIOR CTR MEMBER FEES/PROGRAM FEES	13,405	11,690	20,000	20,000	5,936	20,000	-	0.00%
TOWN CLERK CONVEYANCE	925,471	1,063,773	600,000	600,000	337,231	600,000	-	0.00%
TOWN CLERK - OTHER	364,153	288,976	225,000	225,000	107,168	225,000	-	0.00%
WATER/SEWER CHARGES FOR SERVICES	125,000	135,000	135,000	135,000	135,000	135,000	-	0.00%
PARKS AND RECREATION	231,059	222,834	215,000	215,000	57,344	235,000	20,000	9.30%
TUITION	60,938	52,354	32,340	32,340	20,064	37,620	5,280	16.33%
SCHOOL ACTIVITY FEES	20,000	30,000	30,000	30,000	-	30,000	-	0.00%
BUILDING	747,033	731,420	550,000	550,000	345,075	600,000	50,000	9.09%
PERMIT FEES	7,679	10,860	5,000	5,000	725	10,000	5,000	100.00%
TRANSFER STATION FEES	469,892	459,795	475,000	475,000	186,145	475,000	-	0.00%
LAND USE	98,375	108,264	60,000	60,000	22,243	70,000	10,000	16.67%
	3,063,005	3,114,966	2,347,340	2,347,340	1,216,931	2,437,620	90,280	3.85%
INVESTMENT INCOME								
INTEREST ON INVESTMENTS	238,600	290,457	500,000	500,000	791,868	1,750,000	1,250,000	250.00%
OTHER REVENUES								
POLICE MISC REVENUE	54,135	42,949	30,000	30,000	10,730	40,000	10,000	33.33%
MISCELLANEOUS REVENUE	213,521	106,357	175,000	175,000	86,458	175,000	-	0.00%
MISCELLANEOUS REVENUE BOE	42,146	122,243	6,000	6,000	13,182	25,000	19,000	316.67%
	309,802	271,549	211,000	211,000	110,369	240,000	29,000	13.74%
OTHER FINANCING SOURCES								
TRANSFER IN	250,000	260,164	300,000	300,000	-	250,000	(50,000)	-16.67%
USE OF FUND BALANCE	-		1,300,000	1,300,000	-	1,500,680	200,680	15.44%
TOTAL REVENUES & OTHER FINANCING SOURCES	122,712,830	124,242,819	129,026,038	129,026,038	70,669,721	133,296,498	4,270,460	3.31%

REVENUE ACCOUNT DETAIL**PROPERTY TAXES**

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

Total expenditure budget = \$133,296,498

Total all other resources = \$ 16,465,931

Current year taxes = \$116,830,567

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 2023-24 is increased by \$3,581 or 0.79%. The increase is mainly due to general wage increases and benefits.

SELECTMEN BUDGET

SELECTMEN	2020 - 2021 ACTUALS	2021 - 2022 ACTUALS	2022 - 2023			2023 - 2024 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
SALARIES & WAGES - FULL TIME	177,133	181,702	183,696	183,696	91,820	185,636	185,636	185,636		1,940	1.06%
GROUP INSURANCE	22,387	23,038	23,668	23,668	22,881	24,992	24,992	24,992		1,324	5.59%
SOCIAL SECURITY CONTRIBUTIONS	13,551	13,835	14,053	14,053	7,092	14,201	14,201	14,201		148	1.05%
RETIREMENT CONTRIBUTIONS	13,769	13,344	13,152	13,152	13,151	13,022	13,022	13,022		(130)	-0.99%
TOWN HALL O.T. /ED. /LONGEVITY	9,874	7,428	10,000	10,000	5,150	10,300	10,300	10,300		300	3.00%
PROF SVS - LEGAL	181,796	145,906	200,000	200,000	73,514	200,000	200,000	200,000		-	0.00%
DUES, TRAVEL & EDUCATION	879	2,701	2,000	2,000	308	2,000	2,000	2,000		-	0.00%
OFFICE SUPPLIES	1,195	1,202	1,500	1,500	155	1,500	1,500	1,500		-	0.00%
OTHER EXPENDITURES	4,627	3,806	5,000	5,000	1,634	5,000	5,000	5,000		-	0.00%
	425,211	392,962	453,069	453,069	215,705	456,650	456,650	456,650	-	3,581	0.79%

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 not reviewed in the last odd numbered year.

The First Selectman’s executive assistant is a non union position. Non union positions reflect an increase of 2.75% in this budget.

<u>Selectmen</u>		<u>2022 - 2023</u>		<u>2023 - 2024</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	113,069	1	113,069	0	-
Executive Assistant	nu	1	70,625	1	72,567	0	1,942
							-
		2	183,694	2	185,636	0	1,942

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 295, 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 293 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 increased by \$5,000 due to increased postage and advertising.

SELECTMEN – OTHER BUDGET

						2023 - 2024 BUDGET					
	2020 - 2021	2021 - 2022	2022 - 2023			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>SELECTMEN - OTHER</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>	\$	%
SOCIAL SECURITY CONTRIBUTIONS	3,286	3,144	3,500	3,500	1,389	3,500	3,500	3,500		-	0.00%
REPAIR & MAINTENANCE SERVICES	1,563	607	1,600	1,600	487	1,600	1,600	1,600		-	0.00%
COPIER LEASING	31,374	29,746	35,000	35,000	13,726	30,000	30,000	30,000		(5,000)	-14.29%
POSTAGE	49,260	54,597	50,000	50,000	19,326	55,000	55,000	55,000		5,000	10.00%
ADVERTISING	18,352	24,879	20,000	20,000	14,807	25,000	25,000	25,000		5,000	25.00%
MEETING CLERKS	46,500	49,943	50,000	50,000	21,619	50,000	50,000	50,000		-	0.00%
	150,335	162,915	160,100	160,100	71,354	165,100	165,100	165,100	-	5,000	3.12%

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. A favorable lease contract reduced this account.

Postage: This account covers postage for all town departments.

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

DEPARTMENT: SELECTMEN – OTHER

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

<u>Clerks</u>	<u>22-23</u>	<u>23-24</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)
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 \$12,284 or 9.84% due mainly to salaries and benefits & professional services.

HUMAN RESOURCES BUDGET

						2023 - 2024 BUDGET					
	2020 - 2021	2021 - 2022	2022 - 2023			1st SELECTMAN	BOS	BOF	LC	CHANGE	
HUMAN RESOURCES	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	80,147	82,180	84,259	84,259	42,097	91,575	91,575	91,575		7,316	8.68%
GROUP INSURANCE	16,914	17,429	17,931	17,931	17,526	18,973	18,973	18,973		1,042	5.81%
SOCIAL SECURITY CONTRIBUTIONS	5,907	6,022	6,446	6,446	3,108	7,006	7,006	7,006		560	8.68%
RETIREMENT CONTRIBUTIONS	4,007	4,109	4,213	4,213	2,105	4,579	4,579	4,579		366	8.68%
PROF SVS - OFFICIAL /	8,711	13,908	11,000	11,000	9,126	14,000	14,000	14,000		3,000	27.27%
DUES, TRAVEL & EDUCATION	1,495	-	1,000	1,000	-	1,000	1,000	1,000		-	0.00%
	117,181	123,648	124,849	124,849	73,962	137,133	137,133	137,133	-	12,284	9.84%

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 2.75% in this budget. \$5,000 has been added to the Human Resources position to bring the position to more in line with market.

<u>Human Resources</u>		<u>2022 - 2023</u>		<u>2023 - 2024</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	84,258	1	91,575	0	7,317

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 295 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 293 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.

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 2023-24 has increased by \$11,343 or 2.79%. Increase is mainly due to an increase in salaries & wages and benefits.

TAX COLLECTOR BUDGET

						2023 - 2024 BUDGET					
	2020 - 2021	2021 - 2022	2022 - 2023			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>TAX COLLECTOR</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	235,086	238,996	247,028	247,028	124,168	254,011	254,011	254,011		6,983	2.83%
SALARIES & WAGES - PART TIME	2,020	2,055	13,429	13,429	4,455	13,798	13,798	13,798		369	2.75%
SALARIES & WAGES - SEASONAL	1,327	4,778	5,000	5,000	3,360	5,138	5,138	5,138		138	2.75%
SALARIES & WAGES - OVER TIME	3,440	3,599	2,500	2,500	1,204	2,569	2,569	2,569		69	2.75%
GROUP INSURANCE	85,124	87,721	90,211	90,211	89,010	95,484	95,484	95,484		5,273	5.84%
SOCIAL SECURITY CONTRIBUTIONS	17,434	17,935	20,499	20,499	9,654	21,077	21,077	21,077		578	2.82%
RETIREMENT CONTRIBUTIONS	24,790	22,845	22,272	22,272	23,372	20,206	20,206	20,206		(2,066)	-9.27%
DUES, TRAVEL & EDUCATION	670	980	1,000	1,000	730	1,000	1,000	1,000		-	0.00%
OFFICE SUPPLIES	4,573	4,200	4,500	4,500	1,703	4,500	4,500	4,500		-	0.00%
	374,463	383,107	406,439	406,439	257,658	417,782	417,782	417,782	-	11,343	2.79%

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 2.75% 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 2.75%.

<u>Tax Collector</u>		<u>2022 - 2023</u>		<u>2023 - 2024</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	92,902	1	95,457	0	2,555
Assistant Tax Collector	th	1	65,330	1	67,127	0	1,797
Bookkeeper / Data Entry	th	1	44,935	1	46,171	0	1,236
Bookkeeper / Data Entry	th	1	43,861	1	45,256	0	1,395
			-				-
		4	247,028	4	254,011	0	6,983
<u>PART TIME</u>							
PT Clerk	th	1	13,429	1	13,798	0	369
<u>SEASONAL</u>							
Part time summer employee		n/a	5,000	n/a	5,138	n/a	138
<u>OVERTIME</u>							
Overtime for busy collection periods		n/a	2,500	n/a	2,569	n/a	69

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 295, 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 293 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										
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Current Year Tax Collection Rate	99.2%	99.1%	99.0%	99.0%	99.3%	99.2%	99.3%	99.3%	99.3%	99.30%	
Number of Customer Accounts	39,270	39,350	38,973	39,044	39,250	39,263	39,610	39,600	39,776	40,777	39,848
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 decreased \$6,682 or 8.64%. Increase is mainly due to a new negotiated salary in the hiring process.

PURCHASING BUDGET

<u>PURCHASING</u>	2020 - 2021	2021 - 2022	2022 - 2023			2023 - 2024 BUDGET				CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	44,419	33,270	46,685	46,685	44,231	51,375	51,375	51,375		4,690	10.05%
GROUP INSURANCE	22,892	19,854	24,229	24,229	23,301	25,628	25,628	25,628		1,399	5.77%
SOCIAL SECURITY CONTRIBUTIONS	3,143	1,885	3,571	3,571	3,400	3,930	3,930	3,930		359	10.06%
RETIREMENT CONTRIBUTIONS	2,221	(1,370)	2,334	2,334	2,115	2,569	2,569	2,569		235	10.06%
DUES, TRAVEL & EDUCATION	(310)	441	500	500	25	500	500	500		-	0.00%
	72,366	54,081	77,319	77,319	73,072	84,001	84,001	84,001	-	6,682	8.64%

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>2022 - 2023</u>		<u>2023 - 2024</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	46,685	1	51,375	0 4,690
							-
			1	46,685	1	51,375	0 4,690

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 295, 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 293 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 \$429 or 5.0%.

PROBATE BUDGET

						2023 - 2024 BUDGET					
	2020 - 2021	2021 - 2022	2022 - 2023			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>PROBATE COURT</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>
PROF SVS - OFFICIAL /	7,590	11,956	8,572	8,572	-	9,001	9,001	9,001		429	5.00%

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 2023-24 has increased by \$11,506 or 3.68%. Increase is due to an increase in salary and benefits.

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

TOWN CLERK BUDGET

						2023 - 2024 BUDGET					
	2020 - 2021	2021 - 2022		2022 - 2023		1st SELECTMAN	BOS	BOF	LC	CHANGE	
TOWN CLERK	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	178,600	172,668	196,443	196,443	89,630	201,792	201,792	201,792		5,349	2.72%
GROUP INSURANCE	62,992	64,687	66,656	66,656	66,239	70,579	70,579	70,579		3,923	5.88%
SOCIAL SECURITY CONTRIBUTIONS	13,135	12,391	15,028	15,028	6,488	15,437	15,437	15,437		409	2.72%
RETIREMENT CONTRIBUTIONS	13,836	15,418	9,202	9,202	10,300	11,527	11,527	11,527		2,325	25.27%
PROF SVS - OFFICIAL /	170	297	500	500	410	500	500	500		-	0.00%
PRINTING, BINDING & MICROFICHING	25,000	20,000	20,000	20,000	11,977	20,000	20,000	20,000		-	0.00%
DUES,TRAVEL & EDUCATION	1,107	1,799	2,000	2,000	1,634	2,000	2,000	2,000		-	0.00%
OFFICE SUPPLIES	2,800	1,831	3,000	3,000	1,100	2,500	2,500	2,500		(500)	-16.67%
	297,638	289,091	312,829	312,829	187,778	324,335	324,335	324,335	-	11,506	3.68%

ACCOUNT DETAIL

Salaries & Wages – Full Time: The Town Clerk is an elected non union position. Non union positions reflect an increase of 2.75% 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 2.75%.

Town Clerk		2022 - 2023		2023 - 2024		INCREASE (DECREASE)	
		AMENDED		1st SELECTMAN			
POSITION	union	# AUTH.	BUDGET	# AUTH.	PROPOSED	# AUTH.	BUDGET
Town Clerk	nu	1	87,351	1	89,753	0	2,402
Assistant Town Clerk	th	2	87,875	2	90,292	0	2,417
Assistant Town Clerk - Part Time (19 hours per week)		1	21,218	1	21,748	0	530
		4	196,443	4	201,792	0	5,349

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 295, 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 293 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>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>	<u>2021</u>
Land Records Processed	6,084	6,968	6,219	5,212	5,297	5,326	5,303	4,796	4,863	5,841	7,316
Birth Certificates	164	163	163	156	154	173	185	207	189	201	256
Death Certificates	204	261	217	187	174	223	234	220	258	287	264
Marriage Certificates	132	143	144	121	110	118	153	141	107	254	119
Dog Licenses	2,048	1,995	2,051	2,282	2,247	2,235	2,178	2,129	2,063	1,923	1,823
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 2023-24 is increased by \$19,312 or 11.19%. Increase is mainly due to amounts needed for poll workers relating to the November election; the referendum and the presidential primary. Also there are additional costs relating to early voting which was passed by the State on November 8, 2022. Early voting could cost more depending on early voting procedures which have not been determined by the State yet. Any additional costs will be paid by the contingency line item.

REGISTRARS BUDGET

REGISTRARS	2020 - 2021 ACTUALS	2021 - 2022 ACTUALS	2022 - 2023			2023 - 2024 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
SALARIES & WAGES - FULL TIME	69,893	71,636	73,447	73,447	36,696	75,467	75,467	75,467		2,020	2.75%
SALARIES & WAGES - PART TIME	15,148	15,115	20,880	18,880	7,332	20,880	20,880	20,880		-	0.00%
SALARIES & WAGES - SEASONAL	32,195	24,147	33,000	35,000	34,161	55,000	55,000	55,000		22,000	66.67%
SOCIAL SECURITY CONTRIBUTIONS	8,038	7,057	9,741	9,741	4,230	11,578	11,578	11,578		1,837	18.86%
PROF SVS - ELECTION	-	-	-	-	-	-	-	-		-	
REPAIR & MAINTENANCE SERVICES	1,264	2,250	2,250	2,250	60	2,250	2,250	2,250		-	0.00%
DUES, TRAVEL & EDUCATION	2,550	3,498	3,500	3,500	1,985	3,500	3,500	3,500		-	0.00%
OFFICE SUPPLIES	1,322	1,770	1,800	1,800	843	1,800	1,800	1,800		-	0.00%
OTHER EXPENDITURES	24,148	27,996	28,000	28,000	20,490	29,000	21,455	21,455		(6,545)	-23.38%
	154,557	153,469	172,618	172,618	105,797	199,475	191,930	191,930	-	19,312	11.19%

ACCOUNT DETAIL

Salaries & Wages – Full Time: The Registrars are elected non union employees. Non union positions reflect an increase of 2.75% in this budget.

The Registrars payroll account comprises the following:

Registrars	POSITION	union	2022 - 2023		2023 - 2024		INCREASE (DECREASE)	
			# AUTH.	AMENDED	# AUTH.	1st SELECTMAN	# AUTH.	BUDGET
				BUDGET		PROPOSED		
	Registrar	nu	2	73,447	2	75,467	0	2,020

Salaries & Wages – Part Time:

POSITION	union	2022 - 2023		2023 - 2024		INCREASE (DECREASE)	
		# AUTH.	AMENDED	# AUTH.	1st SELECTMAN	# AUTH.	BUDGET
			BUDGET		PROPOSED		
PART TIME (EACH 10 HRS/WEEK +)	nu	2	20,880	2	20,880	0	-

DEPARTMENT: REGISTRARS

Salaries & Wages – Seasonal: Election worker wages.

		<u>November</u>		<u>Presidential</u>	<u>Early Voting</u>		
		<u>Election</u>	<u>Referendum</u>	<u>Primazry</u>	<u>Per State</u>	<u>Total</u>	
	Seasonal	19,800	6,900	18,900	9,400	55,000	

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.

DEPARTMENT: REGISTRARS**Other Expenditures:**

	<u>Registrars - Other Expenditures Detail:</u>					
	<u>November</u>	<u>Referendum</u>	<u>Presidential Primary</u>	<u>Total</u>		

ballots	8,030	4,400	3,150	15,580	Ballot figure includes the ballot, the coding and the programming of the memory cards in the tabulators.	
shipping	-	-	-	-	I negotiated zero shipping last year and they are honoring it for this year as well.	
lunch	560	210	280	1,050	Lunch is sandwich and chips.	
dinner	1,200	450	600	2,250	Dinner is lunch portion of chicken parm over pasta and side salad.	
breakfast	500	200	250	950	Breakfast is continental and includes the price for cookies for dinner dessert and all the paper goods. It covers coffee, tea and water for the day as well.	
signs	250	250	250	750		
IVS	500	125	250	875	IVS is the programming for the handicapped machine.	
totals	11,040	5,635	4,780	21,455		
*** Please note that the Presidential Primary is for one party. If both parties have a primary, there will be an additional \$3,280 to cover it.						
We can share some things already in the expenses so it will save a little bit.						

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 2023-24 is increased by \$10,555 or 3.05%. Increase is mainly due to salaries & wages and benefits.

DEPARTMENT: ASSESSOR**ASSESSOR BUDGET**

ASSESSOR	2020 - 2021	2021 - 2022	2022 - 2023			2023 - 2024 BUDGET				CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	197,286	218,014	251,301	251,301	119,023	258,212	258,212	258,212		6,911	2.75%
SALARIES & WAGES - PART TIME	-	-	-	-	-	-	-	-		-	
SALARIES & WAGES - OVERTIME	1,904	-	-	-	-	-	-	-		-	
GROUP INSURANCE	46,922	48,439	49,736	49,736	49,194	52,616	52,616	52,616		2,880	5.79%
SOCIAL SECURITY CONTRIBUTIONS	14,402	15,659	19,225	19,225	8,977	19,753	19,753	19,753		528	2.75%
RETIREMENT CONTRIBUTIONS	16,917	22,152	15,181	15,181	10,180	15,317	15,317	15,317		136	0.90%
OTHER EMPLOYEE BENEFITS	650	325	650	650	-	650	650	650		-	0.00%
PROF SVS - AUDIT	3,000	10,000	3,000	3,000	-	3,000	3,000	3,000		-	0.00%
DUES, TRAVEL & EDUCATION	1,590	2,500	3,500	3,500	702	3,000	3,000	3,000		(500)	-14.29%
OFFICE SUPPLIES	2,163	3,463	4,000	4,000	2,918	4,600	4,600	4,600		600	15.00%
	284,834	320,552	346,593	346,593	190,993	357,148	357,148	357,148	-	10,555	3.05%

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

The Assessor is a non union position. Non union positions reflect an increase of 2.75% 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 2.75%.

Assessor	POSITION	union	2022 - 2023		2023 - 2024		INCREASE (DECREASE)	
			AMENDED		1st SELECTMAN			
			# AUTH.	BUDGET	# AUTH.	PROPOSED	# AUTH.	BUDGET
Assessor		nu	1	97,375	1	100,053	0	2,678
Deputy Assessor		th	1	65,139	1	66,930	0	1,791
Data Entry Clerk		th	1	44,661	1	45,889	0	1,228
Field Technician		th	1	44,126	1	45,340	0	1,213
			4	251,301	4	258,212	0	6,911

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 295, 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 293 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)	(GL 2020)
<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>	<u>2021-22</u>
Number of Real Estate Accounts	11,929	12,117	12,148	12,153	12,127	12,138	12,149	12,177	12,187	12,211
Number of Personal Property Accounts	1,892	1,887	1,865	1,850	1,782	1,803	1,670	1,656	1,622	1,703
Number of Motor Vehicle Accounts	26,182	26,242	26,334	26,540	26,557	26,809	26,853	26,954	26,933	26,313

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 2023-24 is increased by \$17,466 or 3.08 %. Increase is mainly due to an increase in salaries & wages and benefits offset by a reduction in retirement contributions.

FINANCE BUDGET

						2023 - 2024 BUDGET					
	2020 - 2021	2021 - 2022	2022 - 2023			1st SELECTMAN	BOS	BOF	LC	CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
FINANCE											
SALARIES & WAGES - FULL TIME	381,355	380,394	393,060	393,060	194,172	407,209	407,209	407,209		14,149	3.60%
GROUP INSURANCE	85,191	88,166	90,450	90,450	88,969	95,681	95,681	95,681		5,231	5.78%
SOCIAL SECURITY CONTRIBUTIONS	27,110	27,078	30,069	30,069	13,472	31,152	31,152	31,152		1,083	3.60%
RETIREMENT CONTRIBUTIONS	50,390	48,660	45,438	45,438	46,769	42,305	42,305	42,305		(3,133)	-6.89%
DUES, TRAVEL & EDUCATION	1,360	1,945	2,000	2,000	1,210	2,000	2,000	2,000		-	0.00%
OFFICE SUPPLIES	4,340	4,346	4,500	4,500	2,008	4,635	4,635	4,635		135	3.00%
OTHER EXPENDITURES	1,299	1,993	2,000	2,000	-	2,000	2,000	2,000		-	0.00%
	551,045	552,582	567,517	567,517	346,599	584,983	584,983	584,983	-	17,466	3.08%

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 2.75% 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 2.75%.

<u>Finance</u>		<u>2022 - 2023</u>		<u>2023 - 2024</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>
Finance Director	nu	1	169,066	1	175,000	0	5,934
Assistant Finance Director	nu	1	97,163	1	99,835	0	2,672
Accountant/Payroll	th	1	68,000	1	71,925	0	3,925
Accounts Payable Clerk	th	1	58,832	1	60,450	0	1,618
		4	393,060	4	407,209	0	14,149

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 295, 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 293 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 2012-13	Actual 2013-14	Actual 2014-15	Actual 2015-16	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20	Actual 2020-21	Actual 2021-22
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	8.80%	9.30%	9.60%	10.02%	10.75%	11.14%	13.36%	13.92%	13.22%	12.30%
Short Term Investment Fund Return (6/30)	0.18%	0.16%	0.15%	0.44%	0.63%	1.41%	2.44%	1.71%	0.16%	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 2023-24 has decreased by -\$20,116 or -2.46%. Decrease is due to an increase in salaries & benefits, an increase in the cost of the Town e-mail system offset by a requested capital item in capital and non-recurring which will eliminates a \$55,000 annual lease amount in software/hardware account.

TECHNOLOGY DEPARTMENT BUDGET

	2020 - 2021	2021 - 2022	2022 - 2023			2023 - 2024 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
TECHNOLOGY DEPARTMENT	ACTUALS	ACTUALS									
SALARIES & WAGES - FULL TIME	320,324	296,764	336,931	336,931	177,344	345,318	345,318	345,318		8,387	2.49%
GROUP INSURANCE	56,146	57,570	59,621	59,621	58,237	63,030	63,030	63,030		3,409	5.72%
SOCIAL SECURITY CONTRIBUTIONS	23,672	21,823	25,775	25,775	13,172	26,417	26,417	26,417		642	2.49%
RETIREMENT CONTRIBUTIONS	19,818	17,831	16,847	16,847	7,083	20,793	20,793	20,793		3,946	23.42%
FEES & PROFESSIONAL SERVICES	40,103	21,754	32,000	32,000	4,064	24,000	24,000	24,000		(8,000)	-25.00%
SOFTWARE/HARDWARE	300,309	325,650	300,760	300,760	199,906	270,260	270,260	270,260		(30,500)	-10.14%
DUES, TRAVEL & EDUCATION	7,479	2,251	8,000	8,000	356	10,000	10,000	10,000		2,000	25.00%
OFFICE SUPPLIES	7,576	1,495	8,000	8,000	1,486	8,000	8,000	8,000		-	0.00%
EQUIPMENT - TECHNOLOGY	49,950	21,957	30,000	30,000	8,965	30,000	30,000	30,000		-	0.00%
	825,377	767,095	817,934	817,934	470,612	797,818	797,818	797,818	-	(20,116)	-2.46%

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 2.75% 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 2.75%.

<u>Technology</u>		<u>2022 - 2023</u>		<u>2023 - 2024</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>
IT Director	nu	1	134,897	1	138,607	0	3,710
IT Operations Supervisor	nu	1	79,317	1	80,000	0	683
GIS Software Specialist (\$84,050 - \$30,000 chg to water/sewer)	th	1	52,000	1	54,050	0	2,050
Technology Specialist	th	1	70,717	1	72,662	0	1,945
Budget adjustment due to open positions							
		4	336,931	4	345,318	0	8,388

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 295, 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 293 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>2022-23</u>	<u>2023-24</u>
	SMARTNET Cisco phone support		12,000	12,000
	Managed services		20,000	12,000
			32,000	24,000

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>2022-23</u>	<u>2023-24</u>	<u>DIFF</u>	<u>Comment</u>
<u>Assessor Department:</u>				
Vision - Assessor CAMA system maintenance/web hosting	15,000	15,000	-	License fee
Quality Data System maintenance - Assessor	26,000	25,000	(1,000)	License fee
New England GeoSystem - Assessor map xpress interactive public GIS	4,500	5,000	500	Online maps & maps update
LexisNexis - Assessor	1,500	1,500	-	Fee for data storage
<u>Tax Department:</u>				
Quality Data System maintenance - Tax Collector	23,500	22,000	(1,500)	
LexisNexis - Tax Collector	2,160	2,160	-	Fee for data storage
<u>Town Clerk Department:</u>				
CivicPlus website hosting & support for live stream	5,000	5,000	-	Town web site - live streaming
Virtual Town Hall - Town web site	8,500	8,500	-	
<u>Building Department:</u>				
Viewpoint permit system	12,000	12,000	-	
<u>Parks & Recreation:</u>				
Vermont Systems - maintenance for webtrac-rectrack-risograph (Recreation)	6,000	8,000	2,000	Parks & recreation software license
<u>Public Works:</u>				
New England GeoSystem - Public Works citizen request management system	4,500	4,500	-	Work order system licensing fee
Department of MV	7,000	7,000	-	
Public Safety Data Network usage fees	2,500	2,500	-	
New England GeoSystem - Professional GIS mapping consulting services	4,000	4,000	-	Updates to geo systems
<u>Finance Department</u>				
Efinance Software	28,000	30,000	2,000	Software license
<u>IT Department</u>				
GIS system maintenance - ESRI	17,000	16,000	(1,000)	License fee
Renew microsoft office licenses	12,000	12,000	-	
Server hardware maintenance	15,000	15,000	-	
Annual state internet fee (CEN)	3,600	3,600	-	
Other	2,000	2,000	-	
Fiber Tech	5,000	5,500	500	To connect MOC to old PD for internet via CEN to new PD
E-mail Storage & google applications service provider	26,000	44,000	18,000	email system / vaulting all email records for FOI
Fortinent Support - Network security	4,000	4,500	500	
Foresite - Firewall support	6,500	6,500	-	Security firewall support
Computer Enviroment Monitoring	3,000	2,500	(500)	licensing fee
UPS maintenance	6,500	6,500	-	Need to replace batteries
NOVUS hardware, maintenance and support	50,000	-	(50,000)	\$60,000 in capital & non-recurring cancels \$55,000 annual maintena
	300,760	270,260	(30,500)	

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>2022-23</u>	<u>2023-24</u>
Productivity tools training	3,000	-
On going IT department Training	5,000	-
GIS training	-	6,000
HP storage training	-	4,000
	8,000	10,000

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

Equipment - Technology: This budget line item is reserved for non-recurring expenses envisioned for the upcoming fiscal year. 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>			2022-23	2023-24
Replacement PC's and Equipment			30,000	30,000
			30,000	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. Prior years actuals are low due to the State taking over the payments due to COVID. These state credits may continue on into the new year.

UNEMPLOYMENT BUDGET

						2023 - 2024 BUDGET					
	2020 - 2021 ACTUALS	2021 - 2022 ACTUALS	2022 - 2023			1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	CHANGE	
<u>UNEMPLOYMENT</u>			ADOPTED	AMENDED	12/31 ACTUAL					\$	%
UNEMPLOYMENT COMPENSATION	133	-	8,000	8,000	-	5,000	5,000	5,000		(3,000)	-37.50%

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

	2020 - 2021 ACTUALS	2021 - 2022 ACTUALS	2022 - 2023			2023 - 2024 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
<u>OPEB CONTRIBUTION</u>											
GROUP INSURANCE	79,285	81,663	84,113	84,113	84,113	89,160	89,160	89,160		5,047	6.00%
OTHER POST EMPLOYMENT	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000		-	0.00%
	179,285	181,663	184,113	184,113	184,113	189,160	189,160	189,160	-	5,047	2.74%

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 a decrease of -2.06%. The decrease is due to the Town's positive experience in worker's compensation claims and general liability.

INSURANCE BUDGET

						2023 - 2024 BUDGET					
	2020 - 2021	2021 - 2022	2022 - 2023			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>INSURANCE</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>
INSURANCE, OTHER THAN	1,107,069	1,095,378	1,133,515	1,133,515	831,109	1,150,000	1,110,000	1,110,000		(23,515)	-2.07%
OTHER EXPENDITURES	1,500	9,988	10,000	10,000	1,474	10,000	10,000	10,000		-	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; a cyber policy 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>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Pot Hole Claims	7	26	26	8	13	18	17	22	2	7
Town Vehicle Claims	18	14	22	9	6	15	13	7	14	13
General Liability Claims	4	6	9	6	5	3	4	5	9	7

DEPARTMENT: PROFESSIONAL ORGANIZATIONS

MISSION/DESCRIPTION

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

BUDGET HIGHLIGHTS

Dues for professional organizations have increased slightly.

PROFESSIONAL ORGANIZATIONS BUDGET

						2023 - 2024 BUDGET					
	2020 - 2021	2021 - 2022	2022 - 2023			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>PROFESSIONAL ORGANIZATIONS</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 EXPENDITURES	33,481	41,108	41,108	41,108	40,424	41,756	41,756	41,756		648	1.58%

DEPARTMENT: PROFESSIONAL ORGANIZATIONS**ACCOUNT DETAIL**

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

	Amended			
	<u>2022 - 2023</u>	<u>2023 - 2024</u>	<u>CHANGE</u>	
<u>PROFESSIONAL ORGANIZATIONS</u>				
WestCOG	23,379	23,777	398	
CCM	15,254	15,254	-	
COST	1,475	1,475	-	
REG BROWNFIELD'S	1,000	1,000	-	
HOUSATONIC VALLEY ASSOCIATION	-	250	250	
TOTAL	41,108	41,756	648	

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.

Housatonic Valley Association: HVA, a tri-state nonprofit citizen's environmental group, works to conserve the natural character, environmental health and the economies of our region by protecting and restoring its land and waters... for today and for future generations. HVA monitors water quality, adds sections to the Housatonic RiverBelt Greenway (linking preserved space along the Housatonic River with hiking and biking trails), and uses computer mapping to help towns measure the impact and benefits of land use and development.

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 2.0% due to auditor contracted fee schedule.

LEGISLATIVE COUNCIL BUDGET:

						2023 - 2024 BUDGET					
	2020 - 2021	2021 - 2022	2022 - 2023			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>LEGISLATIVE COUNCIL</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>
PROF SVS - AUDIT/OTHER	44,963	46,000	47,000	47,000	25,000	47,940	47,940	47,940		940	2.00%
	44,963	46,000	47,000	47,000	25,000	47,940	47,940	47,940	-	940	2.00%

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. Current request is for ongoing maintenance.

DISTRICT CONTRIBUTIONS BUDGET

	2020 - 2021 ACTUALS	2021 - 2022 ACTUALS	2022 - 2023			2023 - 2024 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
<u>DISTRICT CONTRIBUTIONS</u>											
OTHER EXPENDITURES - HATTERTOWN	-	-	-	-	-	-	-	-		-	
OTHER EXPENDITURES - HAWLEYVILLE	-	-	-	-	-	-	-	-		-	
OTHER EXPENDITURES - SANDY HOOK	1,350	-	5,000	5,000	-	5,000	5,000	5,000		-	0.00%
	1,350	-	5,000	5,000	-	5,000	5,000	5,000	-	-	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 2023-24 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

	2020 - 2021 ACTUALS	2021 - 2022 ACTUALS	2022 - 2023			2023 - 2024 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>SUSTAINABLE ENERGY COMM</u>											
OTHER EXPENDITURES	-	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 2023-24, has remained the same.

FAIRFIELD HILLS AUTHORITY BUDGET

	2020 - 2021	2021 - 2022	2022 - 2023		12/31 ACTUAL	2023 - 2024 BUDGET				CHANGE	
			ADOPTED	AMENDED		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	40,000	40,000	40,000	40,000	40,000	40,000		-	
REPAIR & MAINTENANCE SERVICES	-	-	-	-	-	-	-	-	-	-	
CONTRACTUAL SERVICES	-	-	-	-	-	-	-	-	-	-	
	40,000	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.

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 2023-24 is increased by \$38,978 or 3.16%. Increase is mainly due to an increase in salaries & wages & charges for communication lines.



DEPARTMENT: EMERGENCY COMMUNICATIONS**EMERGENCY COMMUNICATIONS BUDGET**

	2023 - 2024 BUDGET									CHANGE	
	2020 - 2021	2021 - 2022	2022 - 2023			1st SELECTMAN	BOS	BOF	LC		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
EMERGENCY COMMUNICATIONS											
SALARIES & WAGES - FULL TIME	590,055	595,485	626,935	626,935	308,783	651,170	651,170	651,170		24,235	3.87%
SALARIES & WAGES - OVERTIME	100,339	137,787	84,000	84,000	85,476	84,000	84,000	84,000		-	0.00%
GROUP INSURANCE	107,415	110,640	114,438	114,438	111,244	120,955	120,955	120,955		6,517	5.70%
SOCIAL SECURITY CONTRIBUTIONS	51,139	55,292	54,387	54,387	29,323	56,241	56,241	56,241		1,854	3.41%
RETIREMENT CONTRIBUTIONS	41,657	37,988	39,900	39,900	27,226	44,559	44,559	44,559		4,659	11.68%
OTHER EMPLOYEE BENEFITS	276	-	2,000	2,000	-	2,000	2,000	2,000		-	0.00%
REPAIR & MAINTENANCE SERVICES	34,799	-	35,000	35,000	18,066	35,000	35,000	35,000		-	0.00%
RENTAL OF EQUIPMENT	218,319	230,056	273,287	273,287	98,358	275,000	275,000	275,000		1,713	0.63%
OTHER PURCHASED SERVICES	-	-	1,500	1,500	-	1,500	1,500	1,500		-	0.00%
DUES, TRAVEL & EDUCATION	1,825	966	2,000	2,000	274	2,000	2,000	2,000		-	0.00%
OFFICE SUPPLIES	306	208	400	400	187	400	400	400		-	0.00%
CAPITAL	-	-	-	-	-	-	-	-		-	
	1,146,130	1,168,422	1,233,847	1,233,847	678,938	1,272,825	1,272,825	1,272,825	-	38,978	3.16%

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 2.75% in this budget. The emergency tele communicators are in the Nutmeg Independent Public Safety Employees, NIPSEU Union. Salaries & wages for this union reflect an increase of 2.25%.

<u>Communications</u>		<u>2022 - 2023</u>		<u>2023 - 2024</u>		<u>INCREASE (DECREASE)</u>	
			<u>AMENDED</u>		<u>1st SELECTMAN</u>		
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Director of Emergency Communications	nu	1	83,530	1	85,827	0	2,297
Emergency Telecommunicator	disp	9	510,665	9	531,351	0	20,686
Holiday Pay/Longevity/Incentives			32,740		33,992		1,252
		10	626,935	10	651,170	0	24,235

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. When ever possible, per diem work will be used before overtime.

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 295, 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 293 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: These are contractual services from Motorola that services our Town wide Communication Equipment. The service agreements provides us with 24/7 service and repair. 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. A new contractual agreement is being negotiated as part of the install of the upgraded radio town wide system.

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:**

					Change		
					\$	%	
		<u>EQUIPMENT RENTAL:</u>	<u>2022-23</u>	<u>2023-24</u>			
1	Frontier phone lines for radios (T-1) / Public works		120,487	130,000	9,513	7.9%	
	Community Ctr / Senior Ctr / Police / alarms / new tower sites						
2	CL & P charge for radio equipment located at 5 tower		9,200	9,228	28	0.3%	
	sites						
3	Phone & radio repairs & purchases (non contract)		10,000	8,963	(1,037)	-10.4%	
4	VoIP telephones - replacement equipment for systems		3,800	3,800	-	0.0%	
5	Cell phones - Nextel - 17 phones - \$71.mth + replacements		12,100	14,200	2,100	17.4%	
6	Tower rental - radio system at 8 Ferris rd & S Main		3,000	5,109	2,109	70.3%	
7	Electric / generator and propane bills - radio system tower sites		8,200	8,200	-	0.0%	
8	Service contracts - HVAC & generators w / 24x7 support		8,000	8,000	-	0.0%	
	radio & tower equipment						
9	Fiber net service - Town of Newtown connectivity		81,700	81,700	-	0.0%	
10	Public safety data network relocation annual operating fiber lease		4,000	-	(4,000)	-100.0%	
11	Misc. maintenance fees (biddle, medtronic, microkey)		5,800	5,800	-	0.0%	
12	Emergency repairs / equipment replacement / equip enhancement		7,000	-	(7,000)	-100.0%	
			273,287	275,000	1,713	0.6%	

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.

Capital: An upgrade of the radio console and components of the radio system is currently in process (Phase 1 – with start up of Phase 2) the NECC is now occupying their new space at the new police facility. Phase 1 was 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.

DEPARTMENT: EMERGENCY COMMUNICATIONS

EMERGENCY COMMUNICATIONS - MEASURES & INDICATORS											
		(Fiscal Year)									
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
<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>	<u>2021-22</u>
E-911 Call		6,710	6,513	7,098	7,587	6,745	7,553	6,548	7,211	7,143	11,470
Calls for Service with		26,845	28,626	30,914	21,169	13,717	9,270	13,812	14,406	15,800	15,186
Emergency Services Dispatched											
(includes 911 calls)											

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 \$286,684 or 3.81%. This is mainly due to an increase in salaries & wages, benefits and retirement contributions. Plus an increase in the price of police patrol vehicles.



POLICE BUDGET

						2023 - 2024 BUDGET						
	2020 - 2021	2021 - 2022		2022 - 2023		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	4,230,595	4,115,416	4,426,844	4,404,588	2,181,885	4,452,028	4,452,028	4,452,028		25,184	0.57%	
SALARIES & WAGES - PART TIME	-	-	-	-	-	-	-	-		-		
SALARIES & WAGES - SEASONAL	2,200	-	-	-	-	-	-	-		-		
SALARIES & WAGES - SSO	-	-	-	-	-	-	-	-		-		
SALARIES & WAGES - OVERTIME	142,569	190,932	166,675	166,675	128,223	166,675	166,675	166,675		-	0.00%	
GROUP INSURANCE	861,370	883,151	911,298	911,298	894,475	963,966	963,966	963,966		52,668	5.78%	
SOCIAL SECURITY CONTRIBUTIONS	324,928	319,813	351,404	351,404	171,278	353,331	353,331	353,331		1,927	0.55%	
RETIREMENT CONTRIBUTIONS	1,137,415	1,253,359	1,219,195	1,219,195	1,167,891	1,362,584	1,362,584	1,362,584		143,389	11.76%	
OTHER EMPLOYEE BENEFITS	70,380	81,660	84,100	84,100	46,693	93,900	93,900	93,900		9,800	11.65%	
SOFTWARE/HARDWARE	75,683	77,996	81,352	81,352	35,215	85,420	85,420	85,420		4,068	5.00%	
OTHER PURCHASED SERVICES	22,824	21,506	23,000	23,000	3,085	24,150	24,150	24,150		1,150	5.00%	
CONTRACTUAL SERVICES	38,255	47,528	48,500	48,500	6,513	49,601	49,601	49,601		1,101	2.27%	
DUES, TRAVEL & EDUCATION	45,494	54,708	54,900	54,900	33,483	69,380	69,380	69,380		14,480	26.38%	
OFFICE SUPPLIES	4,484	4,473	4,500	4,500	2,226	4,725	4,725	4,725		225	5.00%	
POLICE VEHICLES	89,422	91,044	100,479	122,735	64,554	131,000	131,000	131,000		30,521	30.38%	
POLICE EQUIPMENT	33,298	33,805	36,525	36,525	8,333	37,621	37,621	37,621		1,096	3.00%	
CAPITAL	-	-	-	-	-	-	-	-		-		
OTHER EXPENDITURES	9,127	9,665	10,750	10,750	4,918	11,825	11,825	11,825		1,075	10.00%	
	7,088,043	7,185,056	7,519,522	7,519,522	4,748,772	7,806,206	7,806,206	7,806,206	-	286,684	3.81%	

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

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

The Newtown Police Union represents all sworn officers except for the police chief and captain. A 2.25% salary increase 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 2.25%. The Chief's Executive Assistant is a non-union position and a 2.75% increase is reflected in this budget.

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

<u>Police</u>		<u>2022 - 2023</u>		<u>2023 - 2024</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	135,550	1	138,939	-	3,389
Captain	nu	1	120,301	1	123,309	-	3,008
Lieutenant - Step 5	pol	3	326,349	3	333,692	-	7,343
Detective Sergeant - Step 5	pol	1	100,195	0	-	(1)	(100,195)
Administrative Sergeant - Step 5	pol	1	99,445	1	101,683	-	2,238
Sergeant - Step 3	pol	5	493,475	4	403,663	(1)	(89,812)
Sergeant - Step 2	pol	1	91,706	1	93,769	-	2,063
Sergeant - Step 1	pol	0	-	2	187,540	2	187,540
Detective - Step 5	pol	3	261,432	3	267,314	-	5,882
Officer - Step 5	pol	26	2,220,244	23	2,008,253	(3)	(211,991)
Officer - Step 4	pol	1	79,461	0	-	(1)	(79,461)
Officer - Step 3	pol	0	-	1	76,106	1	76,106
Officer - Step 2	pol	2	139,778	4	285,846	2	146,068
Officer - Step 1	pol	0	-	1	66,936	1	66,936
Officer - Step H - new hire	pol	0	-	0	-	-	-
Total Uniformed		45	4,067,936	45	4,087,049	-	19,113
Holiday, premium, longevity, stipends & degree incentive pay			188,000		190,000		2,000
Executive Assistant	nu	1	48,153	1	49,478	-	1,324
Administrative Assistant	disp	1	54,637	1	55,867	-	1,229
Records Manager	disp	1	67,467	1	68,985	-	1,518
Longevity			650		650		-
Grand Total		48	4,426,844	48	4,452,028	-	25,185

Salaries & Wages – Seasonal: Traffic Guards – are now in the BOE budget.

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>2022-23</u>	<u>2023-24</u>	
	Scheduled Officer Shift Coverage	40,260	40,260	
	Non Scheduled Officer Shift Coverage	64,825	64,825	
	Investigations	24,160	24,160	
	Training	24,160	24,160	
	Unscheduled Non-discretionary	13,270	13,270	
	TOTAL	166,675	166,675	

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 295, 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 293 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 special officers, officers serving in specialty units, i.e., K9, Bicycle Patrol, ESU, Car Seat, Drone & Accident Recon Units. This also covers costs associated with the purchasing of replacement body armor & helmets for the officers of the department (Patrol & ESU). Increases in this line item are due to uniform cleaning contracts and body worn armor costs.

<u>UNIFORM ALLOWANCE:</u>	<u>2022-23</u>	<u>2023-24</u>
Officer Uniform Allowance (\$900 X 45 Officers=\$40,500)	40,500	40,500
Uniform Costs for Special Officers, K9 Officer, Bicycle Patrol, ESU, Car Seat, Drone & Accident Recon Units.	2,000	2,000
Cleaning of Uniforms Cost	13,500	20,300
Vest Covers for Officers	8,300	8,300
Initial Issue for New Officers	8,500	8,500
New Vests for Officers	11,300	14,300
	84,100	93,900

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 to include their connectivity. All these costs are contractual and anticipated increases have been indicated by vendors to Include Nexgen (RMS/CAD Vendor). This also includes mandated software packages for POST accreditation and for LPR operations.

	<u>2022-23</u>	<u>2023-24</u>
NexGen CAD RMS/Crown Castle Internet	27,250	28,613
NetMotion XE Policy Maintenance	3,815	4,006
MDT / Operability Wireless Service	26,000	27,300
Selex ES (LPR Software) (license plate)	4,395	4,615
First Cert (training tracking software)	3,980	4,179
POSS Scheduling Software Maintenance	3,750	3,938
Power DMS Accreditation Software	4,515	4,741
Leonardo LPR Maintnce Software	4,847	5,089
AFIS NexGen Integration Software	2,800	2,940
	81,352	85,420

DEPARTMENT: POLICE

Other Purchased Services: : This line item reflects the average repair costs, maintenance, replacement costs for the fiscal year for all electronic equipment within police cruisers to include data connectivity to town networks/infrastructure and State of Connecticut Law Enforcement networks. It also includes costs associated cell phones for department personnel. The line item also reflects costs associated with the software/firmware upgrades associated with Department Mobile Data Terminal (MDT) system. Funding is included for the Fairfield County Radio Interoperability System which allows the PD to communicate to all Fairfield County law enforcement agencies in emergencies. Increases in vehicle electronic equipment unfitting, repair and radios maintenance costs. Also included are special needs related to having a K9, transportation and vehicle equipment, drone unit equipment and accident reconstruction equipment and software.

<u>ACCOUNT DETAIL:</u>	<u>2022-23</u>	<u>2023-24</u>	
MDT repair and service	3,900	4,095	
Fairfield County Radio Interoperability	3,000	3,150	
Vehicle electronic repair and service	6,900	7,245	
Cell phone/portable radio repairs and service	9,200	9,660	
	23,000	24,150	

Contractual Services: This account pays for the upkeep, diagnostic services, repairs and maintenance of several electronic devices including the Drager, voice recording systems, UPS, live scan, medical, evaluations and 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>2022-23</u>	<u>2023-24</u>	
Business machine service and maintenance	3,000	3,068	
EAP for police officers and dispatchers	4,500	4,602	
Police Radar/Lasar maintenance and repairs	3,200	3,273	
Respiratory medical evaluations-OSHA Requirement (45 X \$120)	5,600	5,727	
Medical inoculations and testing-OSHA Requirement	2,100	2,148	
Live Scan (AFIS) Maintenance	6,875	7,031	
Voice Recording Maintenance	2,800	2,864	
UPS Maintenance	3,300	3,375	
Traffic Engineering/Consulting	2,500	2,557	
Promotional Exams	6,000	6,136	
Other services (police accountability bill mandates, psychological, drug screening)	8,625	8,821	
	48,500	49,601	

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. A great deal of our training is mandated by regulation or State law. Some staff are also required to receive training in disciplines unique to their positions, assignments or instructor qualifications. Recent statutory changes have mandated additional annual training requirements on all police officers (Use of Force, ARIDE, DRE's, de-escalation, bias, cultural diversity and such). Changes in K9 training certification requiring additional annual fee (3,500). Any reductions will impact on our ability to maintain professional law enforcement services to our community and meet statutory obligations.

<u>EDUCATION ACCOUNT DETAIL:</u>			
	<u>2022-23</u>	<u>2023-24</u>	<u>Change</u>
Dues for professional training organizations	2,500	3,000	500
Books, publications and magazines	1,500	1,800	300
Advanced educational reimbursement costs for Officers	3,900	4,680	780
Annual Firearms, TASAR training costs	16,850	20,220	3,370
MRT, HAZ-MAT and Bloodborne Pathogens training costs	3,600	4,320	720
Supervisory and support staff training costs	3,000	3,600	4,125
Off-site training courses for personnel	6,750	8,100	2,081
Training supplies	3,800	4,560	760
Mandatory SSO training/Certifications	1,500	1,800	300
ESU training supplies	11,500	13,800	2,300
K9 Training & Certification		3,500	3,500
			0
	54,900	69,380	14,480

Office Supplies: Office supplies.

DEPARTMENT: POLICE**Police Vehicles:**

- **\$45,500 x 2 = \$91,000 (vehicle only) 35% increase**
- **\$20,000 x 2 = \$40,000 (up-fitting cost) 18% increase**
- **Total cost for (2) patrol vehicles = \$131,000**

Note: one patrol vehicle has been placed in the capital & non-recurring line item.

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, intoxilizer supplies, radar & laser certification and 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. Hazmat Supplies cost have increased due to COVID related PPE purchases.

<u>PROGRAM EQUIPMENT / SUPPLIES:</u>	<u>2022-23</u>	<u>2023-24</u>
Camera Systems Supplies and Repairs	3,500	3,603
Crime Scene Supplies and Equipment	2,150	2,215
Prisoner Supplies / Intoximeter Supplies	1,950	2,009
First Aid Equipment and Supplies	7,125	7,339
Youth Development Supplies	8,750	9,013
HAZ-MAT Equipment and Supplies	4,300	4,429
SSO Equipment and Supplies	5,000	5,150
CPA and SPA Supplies	2,250	2,318
Kitchen supplies and equipment	1,500	1,545
	36,525	37,621

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>2022-23</u>	<u>2023-24</u>
Dues for Professional Organizations	2,100	2,310
Investigation Costs	1,500	1,650
Prisoner Holding Costs	1,500	1,650
Professional Meetings Costs	600	660
Shipping Costs	150	165
Event Costs	250	275
K-9 costs	3,450	3,795
Misc.	1,200	1,320
	10,750	11,825

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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 2023-24 has increased by \$7,335 or 4.2%. Increase is mainly due to salary and benefits off set by a decrease in retirement contributions.

Other funds available for Animal Control: V.G. Hair & Frances E. Hair Fund - \$71,494 (+) annually; Town Dog Fund – around \$15,000 annually.

ANIMAL CONTROL BUDGET

ANIMAL CONTROL	2020 - 2021 ACTUALS	2021 - 2022 ACTUALS	2022 - 2023			2023 - 2024 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
SALARIES & WAGES - FULL TIME	69,794	87,594	92,574	92,574	46,986	95,119	95,119	95,119		2,545	2.75%
SALARIES & WAGES - PART TIME	32,488	33,531	34,376	34,376	23,401	35,322	35,322	35,322		946	2.75%
GROUP INSURANCE	29,172	29,648	30,695	30,695	30,630	32,491	32,491	32,491		1,796	5.85%
SOCIAL SECURITY CONTRIBUTIONS	9,041	9,175	9,712	9,712	5,278	9,979	9,979	9,979		267	2.75%
RETIREMENT CONTRIBUTIONS	9,046	9,690	5,634	5,634	6,373	7,065	7,065	7,065		1,431	25.40%
OTHER EMPLOYEE BENEFITS	306	305	-	-	-	350	350	350		350	
PROF SVS - OTHER	640	-	500	500	400	500	500	500		-	0.00%
DUES, TRAVEL & EDUCATION	160	-	500	500	-	500	500	500		-	0.00%
OFFICE SUPPLIES	396	218	500	500	55	500	500	500		-	0.00%
CAPITAL	-	-	-	-	-	-	-	-		-	
	151,043	170,160	174,491	174,491	113,123	181,826	181,826	181,826	-	7,335	4.20%

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 2.75% in this budget. The other positions belong to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.75%.

<u>Animal Control</u>		<u>2022 - 2023</u>		<u>2023 - 2024</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. (100% charged to budget)	nu	1	62,494	1	64,213	0	1,719
Assistant Kennal Attendent	th	1	30,080	1	30,907	0	827
		2	92,574	2	95,119	0	2,546
<u>PART TIME</u>							
Part Time Assistant Animal Control Officers (1,900 to 2,600 hrs)	th	1	34,376	1	35,322	0	945

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 295, 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 293 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: Purchases mandated and needed Animal Control uniforms are accounted for in other funds.

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>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>	<u>2021</u>
Dog Licenses	2,027	1,992	2,083	2,226	2,183	2,178	2,162	2,118	2,012	1,818	1,865
Animal Calls for Service	888	778	695	861	478	473	544	471	433	388	343
Animal Bites	36	4	-	23	16	21	16	10	4	6	8
Infractions	-	12	19	23	28	21	24	18	10	2	3
Animals Redeemed	118	122	124	124	79	59	96	90	65	14	63
Animals Adopted	27	27	80	65	61	75	63	49	54	25	16

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 2023-24 Fire budget that has an increase of \$32,003 or 2.25%. The increase is mainly due to an increase in the length of service awards program contribution; repairs and maintenance services and increases in energy accounts.

FIRE BUDGET

FIRE	2020 - 2021 ACTUALS	2021 - 2022 ACTUALS	2022 - 2023			2023 - 2024 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED		
SALARIES & WAGES - FULL TIME	185,570	190,038	195,920	195,920	97,536	201,307	201,307	201,307		\$	%
SALARIES & WAGES - PART TIME	17,058	17,343	22,449	22,449	8,794	23,066	23,066	23,066		5,387	2.75%
GROUP INSURANCE	26,928	27,639	28,476	28,476	27,550	30,070	30,070	30,070		617	2.75%
SOCIAL SECURITY CONTRIBUTIONS	15,468	15,794	16,705	16,705	8,205	17,165	17,165	17,165		1,594	5.60%
RETIREMENT CONTRIBUTIONS	19,747	20,782	12,266	12,266	13,762	15,091	15,091	15,091		460	2.75%
OTHER EMPLOYEE BENEFITS	323,411	327,650	323,500	323,500	33,178	347,500	347,500	347,500		2,825	23.04%
PROF SVS - OFFICIAL /	16,181	13,916	25,000	25,000	11,023	20,000	20,000	20,000		24,000	7.42%
WATER/SEWER	2,845	2,427	3,000	3,000	1,517	3,000	3,000	3,000		(5,000)	-20.00%
HYDRANTS	90,930	88,085	94,000	94,000	28,010	92,000	92,000	92,000		-	0.00%
REPAIR & MAINTENANCE SERVICES	64,021	65,366	47,015	47,015	20,231	58,735	58,735	58,735		(2,000)	-2.13%
RADIO & PAGER SERVICE	6,523	6,144	1,800	1,800	635	6,500	6,500	6,500		11,720	24.93%
TRUCK REPAIR	79,327	70,126	83,400	83,400	9,300	69,510	69,510	69,510		4,700	261.11%
INSURANCE, OTHER THAN	75,132	77,518	76,284	76,284	46,901	80,000	80,000	80,000		(13,890)	-16.65%
DUES, TRAVEL & EDUCATION	70,579	72,483	73,000	73,000	24,012	73,000	73,000	73,000		3,716	4.87%
OFFICE SUPPLIES	550	1,434	1,500	1,500	733	1,500	1,500	1,500		-	0.00%
ENERGY - NATURAL GAS	16,084	19,772	16,000	16,000	3,926	18,000	18,000	18,000		-	0.00%
ENERGY - ELECTRICITY	51,640	53,708	52,200	52,200	25,187	55,000	55,000	55,000		2,000	12.50%
ENERGY - BOTTLED GAS	4,633	4,790	7,000	7,000	490	8,000	8,000	8,000		2,800	5.36%
ENERGY - OIL	18,589	22,954	19,000	19,000	4,015	22,000	22,000	22,000		1,000	14.29%
FIRE EQUIPMENT	52,260	58,205	80,690	80,690	29,526	78,264	78,264	78,264		3,000	15.79%
CAPITAL	107,770	94,275	98,371	98,371	22,015	89,871	89,871	89,871		(2,426)	-3.01%
CONTRIBUTIONS TO FIRE	145,000	145,000	145,000	145,000	72,500	145,000	145,000	145,000		(8,500)	-8.64%
	1,390,247	1,395,448	1,422,576	1,422,576	489,045	1,454,579	1,454,579	1,454,579	-	-	0.00%
										32,003	2.25%

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 2.75% 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 2.75%.

Part time fire marshal positions reflect an increase of 2.75%.

<u>Fire</u>		<u>2022 - 2023</u>		<u>2023 - 2024</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	87,296	1	89,697	0	2,401
Deputy Fire Marshal	nu	1	59,873	1	61,520	0	1,647
Administrative Assistant	th	1	48,750	1	50,091	0	1,341
adjust							-
		3	195,920	3	201,307	0	5,388
<u>PART TIME</u>							
Part Time Fire Marshall***		2	22,449	2	23,066	0	617
			22,449		23,066	0	617
***8 hr/wk x \$25.25 + \$1,500 travel allowance and on call stipend; 8hr/wk x \$23.60 + \$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 295, 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 293 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 \$ 205,000. 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 an increase for Hawleyville and Dodgingtown (+\$3,000 / \$1,000). This account is also for mileage reimbursement of the part time deputy fire marshals use of their personal vehicles for fire marshal duties.

						<u>2022-23</u>	<u>2023-24</u>	
Length of service awards program policy (like a pension)						185,000	205,000	
Response improvement program (small stipends for responses)						52,000	52,000	
Stipend - Daytime Drivers						83,500	87,500	
Fire marshalls car allowance						1,500	1,500	
Fire marshalls clothing allowance						1,500	1,500	
						323,500	347,500	

DEPARTMENT: FIRE

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

	Professional services:						
	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	ESO Fire Suite Software	<u>TOTAL</u>
2023/24	4,732	7,527	1,720	4,301	1,720	-	20,000
2022/23	5,914	9,409	2,151	5,376	2,151	-	25,000
Note: software was paid out of year end budget savings in 2022/23							

Water / Sewer: Water and sewer bills - \$3,000

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.

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

Fire House maintenance - \$ **21,370** ; Equipment maintenance (next page) \$ **37,365** ; Total = \$ **58,735**

<u>FIRE HOUSE MAINTENANCE:</u>						
<u>2023-24</u>	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>TOTAL</u>
Alarm maintenance	1,020	2,040	1,020	1,020	1,020	6,120
Boiler service						-
Generator maintenance	550	1,100	550	550	1,000	3,750
Roof repair				10,000		10,000
Water, sewer, septic		350	350	450	350	1,500
Total Scheduled Maintenance	1,570	3,490	1,920	12,020	2,370	21,370
2022-23	3,350	4,700	4,200	2,700	2,700	17,650

DEPARTMENT: FIRE

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

<u>EQUIPMENT REPAIRS:</u>							
<u>2023-24</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	700	630	140	385	245		2,100
Air compressor Maintenance	1,200	1,200	1,200	1,200	1,200		6,000
Air quality test	420	840	420	840	840		3,360
Hurst tool maintenance/repair	1,550	1,550	1,550	1,550	1,550		7,750
SCBA flow test	1,650	1,925	1,100	1,320	770		6,765
SCBA hydro test	2,200	1,600		320	320		4,440
SCBA Fit testing	1,500		50	1,000	600		3,150
Fire house cloud							-
Gear cleaning and Repair/Test	2,000		900	500	400		3,800
Replacement blade for hurst cutter							-
	11,220	7,745	5,360	7,115	5,925	-	37,365
2022-23	5,425	7,480	5,790	5,900	4,770	-	29,365

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. Amount has been reduced due to the current communications bonded project.

<u>RADIO & PAGER SERVICE</u>							
<u>2023-24</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							6,500
Pager repairs							-
IPAD-Verizon Air Card							-
Tablet Cellular service 2GB							-
						TOTAL	6,500
2022-23	300	300	300	300	300	300	1,800

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								
2023-24	<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	1,215	2,430	1,215	1,215	1,215			7,290
Engine service	840	960	600	480	360			3,240
DOT inspection	840	960	600	480	360	240		3,480
Aerial testing	1,600			1,600				3,200
Aerial service and Repair	3,000			3,000				6,000
Truck generator	360	900	360	540	180			2,340
All wheel steering service								-
Bi-annual transmission svcs	630	540	360	360	270			2,160
Batteries								-
Pump repair								-
Aerial NTD (every 5 yrs)				1,800				1,800
Other							40,000	40,000
								-
	8,485	5,790	3,135	9,475	2,385	240	40,000	69,510
2022-23	9,950	14,500	5,250	9,150	4,150	400	40,000	83,400

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

INSURANCE ALLOWANCE						
	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>TOTAL</u>
2023/24	15,210	21,389	18,685	12,358	12,358	80,000
2022/23	15,500	22,500	19,084	7,000	12,200	76,284
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.

		2022-23	2023-24	Diff
	Hook & Ladder	13,000	13,000	-
	Sandy Hook	18,500	18,500	-
	Botsford	14,000	14,000	-
	Hawleyville	11,500	11,500	-
	Dodgingtown	6,000	6,000	-
	Fire Marshal	10,000	10,000	-
		73,000	73,000	-
	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.

Testing - \$40,425 ; Supplies - \$37,839 ; Total = \$78,264 . (prior year = \$80,690)

2023-24 FIRE HOSE	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>SHARED</u>	<u>TOTAL</u>
Hose testing	2,850	2,910	1,500	2,700	1,710	16,000	27,670
1"							-
1 1/2"							-
1 3/4 "		1,560		1,248	1,248		4,056
2 "			2,603	740			3,343
2 1/2 "				794			794
3 "			1,808				1,808
5 "			2,514				2,514
Nozzle/appliance							-
Hard suction			240				240
	2,850	4,470	8,665	5,482	2,958		40,425
2022-23							44,802

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.

2023-24 FIREFIGHTER SUPPLIES	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>TOTAL</u>
Speedy Dry	120	600	600	360	144	1,824
Road Flares	160	640	160	320		1,280
Nomex Hoods	1,150	1,725	2,875	1,150	690	7,590
Fire Gloves	2,600	3,120	1,300	1,560	1,040	9,620
Extrication Gloves	1,000	1,200	500	600	300	3,600
Barricade Tape		375	150	90	60	675
Gas Meter Calibration	1,250	1,000	1,250	250	280	4,030
EMS Supplies	2,000	2,000	1,000	1,000	800	6,800
Traffic Cones & Barricade Tape						-
Gear cleaning and testing						-
Foam						-
Narcan	110	660	550	1,100		2,420
	8,390	11,320	8,385	6,430	3,314	37,839
2021-22						35,888

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>ROTATING GRANT</u>	<u>TOTAL</u>
See detail on next page								
2023-24	19,133	20,005	20,318	20,135	15,460	-	30,000	125,051
cap & non-recuuring	(11,380)	(14,800)			(9,000)			(35,180)
	7,753	5,205	20,318	20,135	6,460	-	30,000	89,871
2022-23	20,409	16,000	20,020	20,077	19,065	2,800		98,371

***** 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. The total grant has remained the same.

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

Capital: Continued

DEPARTMENT: FIRE

Hook & Ladder	Quantity	Unit Cost	Total Cost		Sandy Hook	Quantity	Unit Cost	Total Cost	
TIF	1	236	236		GAS POWERED GENERATOR	1	3,500	3,500	
4 GAS METER	1	760	760		PORTABLE SCEAN LIGHT	1	700	700	
FOAM PRO PAK	1	943	943		SALVAGE TARPS 12 X 16	3	335	1,005	
			5,814		TRUCK MOUNTED TRAFFIC FLOW BOARD	0	14,800	-	
ELECTRIC FAN	1	5,814							
EDRAULIC RAM	0	11,380	-						
			-		Capitol Total			5,205	
			-						
Capitol Total			7,753						
Dodgingtown	Quantity	Unit Cost	Total Cost		Botsford	Quantity	Unit Cost	Total Cost	
LIGHT TOWER UPGRADE	0	9,000	-		Paratech Highway VSK	1	7,906	7,906	
CHAINSAW	2	700	1,400		Paratech Hydrافusion Strut 10 Kit	2	4,002	8,005	
COOL MUST REHAB FAN	1	600	600		Paratech HydraFusion AcmeThread Screw Adapter	2	273	545	
BRPW LIGHT 229	1	2,200	2,200		Paratech Strut Converter	2	218	435	
CORDLESS TOOL COMBO KIT	1	800	800		Paratech Contour Base Rescue Struts	2	215	429	
SURVIVOR LIGHT	4	110	440		Paratech Channel Base 4"x4"	2	148	296	
VULCAN LIGHT	6	170	1,020		Paratech Swivel Base 6	2	324	648	
ROTATING GRANT			30,000		Paratech shipping and handling	1	779	779	
					20 foot Grade 80 3/8inch Binder chain	3	225	675	
Capitol Total			36,460		10 foot Grade 80 3/8inch Binder chain	3	200	600	
					Capitol Total			20,318	
Hawleyville	Quantity	Unit Cost	Total Cost						
Ice Rescue Suits	2	800	1,600						
Reach N' Sling Ice Rescue Equipment	1	335	335						
300' Ice Rescue Reel	2	500	1,000						
Due Safety 701-14 Alum Fresno Attic Ladder	1	640	640						
Honeywell Multi Four Gas Meter w/pump	1	1,200	1,200						
Install 120V Air Compressor on 330-334	2	2,150	4,300						
Cordless Head set system	1	4,700	4,700		Fire Marshal	Quantity	Unit Cost	Total Cost	
8' ARS Rescue Straps	10	90	900						
AC-17 Auto Crib It (Pair)	1	1,350	1,350		Vehicle Replacement	-	41,400	-	
Elkhart Nozzle 1.5, 150 GPM, 50 PSI (Red)	1	875	875						
Streamlight portable scene lights w/bracket	2	650	1,300		Capitol Total			-	
Elkhart Nozzle 2.5 inlet, (Blue) w/1.25 long tip	1	795	795						
Elkhart 1.5 inlet (Red) & (Orange) w/ 1" long tip	2	570	1,140						
Capitol Total			20,135						
					GRAND TOTAL CAPITAL BUDGET =			89,871	
					Note: Major expenditures on turn out gear and other equipment will be financed thru the capital non-recurring fund.				

DEPARTMENT: FIRE**Measures & Indicators:**

	(Fiscal Year)								
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Measure/Indicator	<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>	<u>2021-2022</u>
Alarms	311	342	295	282	339	369	317	330	361
Electrical Wires/ Tree	94	143	161	126	616	224	167	465	436
Brush Fire	25	39	35	33	47	17	35	41	39
Illegal Burning	32	22	22	19	32	29	37	30	31
C.O. Detector	59	63	62	49	73	54	51	81	72
HazMat	45	59	69	39	48	45	29	48	54
Mutual Aid	34	22	32	19	37	22	19	24	14
Structure Fires	5	9	5	8	7	6	12	13	12
Rescue / Medical Calls	106	57	121	148	178	199	208	246	266
Smoke /Odor Calls	99	102	99	114	111	113	132	118	122
Vehicle Fires	12	13	5	16	8	18	14	13	6
MVA	92	119	140	119	172	181	134	165	224
Water Evacuations/Pumpouts	18	18	7	7	27	30	9	10	11
Chimney	10	8	6	5	9	12	10	7	2
Appliance	4	12	7	6	6	19	7	6	8
Public Service	98	95	110	122	123	87	145	70	92
Other	4	14	26	3	11	5	8	12	13
Total	1,048	1,137	1,202	1,115	1,844	1,430	1,334	1,679	1,763

DEPARTMENT: EMERGENCY MANAGEMENT**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.

BUDGET HIGHLIGHTS

The budget for the Emergency Management department, for fiscal year 2023-24 has decreased by -\$24,355 or -37.7% due to moving the NUSAR organization to Contributions to Outside Agencies.

	2020 - 2021	2021 - 2022	2022 - 2023			2023 - 2024 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>EMERGENCY MANAGEMENT</u>	<u>ACTUALS</u>	<u>ACTUALS</u>									
SALARIES & WAGES - PART TIME	14,925	16,925	16,925	16,925	7,713	18,500	18,500	18,500		1,575	9.31%
SOCIAL SECURITY CONTRIBUTIONS	941	1,056	1,295	1,295	292	1,415	1,415	1,415		120	9.29%
PROF SVS - OFFICIAL /	2,000	3,200	6,500	6,500	-	-	-	-		(6,500)	-100.00%
CONTRACTUAL SERVICES	21,070	24,924	28,925	28,925	16,332	19,175	19,175	19,175		(9,750)	-33.71%
DUES, TRAVEL & EDUCATION	2,000	2,815	3,000	3,000	1,460	-	-	-		(3,000)	-100.00%
OFFICE SUPPLIES	986	127	1,000	1,000	339	1,000	1,000	1,000		-	0.00%
ENERGY - ELECTRICITY	3,589	4,199	4,500	4,500	1,514	-	-	-		(4,500)	-100.00%
ENERGY - OIL/NATURAL GAS	1,894	2,475	2,300	2,300	-	-	-	-		(2,300)	-100.00%
CAPITAL	12,199	-	-	-	-	-	-	-		-	
	59,603	55,720	64,445	64,445	27,649	40,090	40,090	40,090	-	(24,355)	-37.79%

DEPARTMENT: EMERGENCY MANAGEMENT**ACCOUNT DETAIL**

Salaries & Wages – Part Time: : Director = 8,000 + three deputy directors = 3,500; 3,500; 3,500 = 18,500.

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: In the prior year this was a NUSAR account.

Contractual Services:

Decrease in contractual services is due to NUSAR accounts being taken out, off set by the addition of antennas and building equipment.

	<u>2021-2022</u>	<u>2022-2023</u>
CodeRed	14,175	14,175
Fire & Security Monitoring & Service	1,500	1,500
Radio & Pager Repair	1,750	-
Equipment Service & Repair	4,300	-
Generator Service	1,500	1,500
First Net Service	3,000	-
Internet Service - NUSAR	1,000	-
Trailer Supplies	1,500	2,000
Antennas and bldg equipment	-	-
	28,725	19,175

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

Dues, Travel & Education: : In the prior year this was a NUSAR account.

Office Supplies: Office supplies for EOC

Energy: : In the prior year this was a NUSAR account.

Capital: : In the prior year this was a NUSAR account.

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 2023-24 has increased by \$1,544. The budget for the Lake Lillinonah Authority, for fiscal year 2023-2024 has increased by \$6,681. A budget adjustment was approved in 2022-23 bringing the lake authority budget amounts to the lake authority original requests.

	<u>LAKE AUTHORITIES REQUEST</u>	<u>2022 - 2023</u>	<u>2023 - 2024</u>	<u>CHANGE</u>
	LAKE ZOAR	26,783	28,327	1,544
	LAKE LILLINONAH	38,109	44,790	6,681
		64,892	73,117	8,225

LAKE AUTHORITIES BUDGET

						<u>2023 - 2024 BUDGET</u>					
	<u>2020 - 2021</u>	<u>2021 - 2022</u>	<u>2022 - 2023</u>			<u>1st SELECTMAN</u>	<u>BOS</u>	<u>BOF</u>	<u>LC</u>	<u>CHANGE</u>	
<u>LAKE AUTHORITIES</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	46,947	53,735	53,735	64,892	64,892	73,117	73,117	73,117		19,382	36.07%

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 2023-24 is \$256,345 (compared to \$219,602 in the prior year). This represents an increase of \$36,743 from the prior fiscal year. Increase is mainly due to an increase in gas & oil and a \$15,000 increase in the amount for long term capital equipment reserve.

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 2023-24 is \$123,309 (compared to \$117,135 in the prior year). This represents an increase of \$6,174 from the prior fiscal year. Increase is mainly due to an increase in payroll.

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 2023-24 has remained the same.

N.W. SAFETY COMMUNICATIONS BUDGET

					2023 - 2024 BUDGET						
	2020 - 2021	2021 - 2022		2022 - 2023		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	11,489	11,489	11,590	11,590	11,489	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 2023-24 has remained the same as the prior year.

EMERGENCY MEDICAL SERVICES BUDGET

	2020 - 2021 ACTUALS	2021 - 2022 ACTUALS	ADOPTED	2022 - 2023 AMENDED	12/31 ACTUAL	2023 - 2024 BUDGET				CHANGE	
						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	242,026	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)										
<u>Measure/Indicator</u>	<u>Actual 2012</u>	<u>Actual 2013</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>	<u>Actual 2021</u>
# Calls	2,159	2,348	2,332	2,482	2,478	2,126	2,666	2,643	2,347	2,593
# Patients	2,314	2,310	2,475	2,788	2,335	1,838	2,831	2,678	2,065	2,464
# Staffing hours	33,476	34,815	27,797	26,197	24,720	22,776	19,236	17,788	16,808	19,151

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 2023-24 has remained the same over the prior year.

N.W. CONNECTICUT EMS COUNCIL BUDGET

	2020 - 2021 ACTUALS	2021 - 2022 ACTUALS	2022 - 2023			2023 - 2024 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
NW CONNECTICUT EMS COUNCIL											
OTHER PURCHASED SERVICES	-	-	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 2023-24 has decreased by -\$9,825 or -2.23%. Decrease is due to the elimination of an unfilled part time position.

BUILDING DEPARTMENT BUDGET

	2020 - 2021 ACTUALS	2021 - 2022 ACTUALS	2022 - 2023			2023 - 2024 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
<u>BUILDING DEPARTMENT</u>											
SALARIES & WAGES - FULL TIME	251,198	258,774	288,297	288,297	132,210	271,897	271,897	271,897		(16,400)	-5.69%
GROUP INSURANCE	98,401	101,309	103,834	103,834	103,047	109,944	109,944	109,944		6,110	5.88%
SOCIAL SECURITY CONTRIBUTIONS	18,518	18,755	22,055	22,055	9,632	20,800	20,800	20,800		(1,255)	-5.69%
RETIREMENT CONTRIBUTIONS	29,894	28,687	22,180	22,180	23,236	23,900	23,900	23,900		1,720	7.75%
OTHER EMPLOYEE BENEFITS	650	650	1,000	1,000	650	1,000	1,000	1,000		-	0.00%
PROF SVS - OTHER	-	-	-	-	-	-	-	-		-	
DUES, TRAVEL & EDUCATION	150	315	1,000	1,000	-	1,000	1,000	1,000		-	0.00%
OFFICE SUPPLIES	1,878	1,087	2,400	2,400	2,338	2,400	2,400	2,400		-	0.00%
	400,689	409,577	440,766	440,766	271,113	430,941	430,941	430,941	-	(9,825)	-2.23%

DEPARTMENT: BUILDING DEPARTMENT**ACCOUNT DETAIL**

Salaries & Wages – Full Time: The Building Official is a non union position. Non union positions reflect an increase of 2.75% 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 2.75%.

<u>Building Official</u>		<u>2022 - 2023</u>		<u>2023 - 2024</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Building Official	nu	1	101,260	1	104,044	0	2,785
Assistant Building Inspector (one open position reduced to part time.)	th	1.5	97,114	1	75,456	-0.5	(21,657)
Secretary/Clerk	th	1	42,285	1	43,448	0	1,163
Executive Secretary	th	1	47,638	1	48,948	0	1,310
		4.5	288,297	4	271,897	-0.5	(16,400)

Group Insurance; Social Security Contributions; Retirement Contributions: Group Insurance – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 295, 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 293 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: budget amount is -0-.

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>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>	<u>2020-21</u>
Residential permits issued	1,832	1,698	1,816	1,744	1,836	1,203	1,540	1,919	1,599	2,346
Residential permit value (\$)	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	53,002,665
Commercial permits issued	202	215	217	275	177	196	236	250	190	154
Commercial permit value (\$)	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	10,564,612

PUBLIC WORKS FUNCTIONS

DEPARTMENT: HIGHWAY**MISSION/DESCRIPTION**

Public Works Mission Statement:

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

BUDGET HIGHLIGHTS

The budget for the Highway department, for fiscal year 2023-24 has increased by \$353,416 or 4.09%. The increase is mainly due to increases in wages & benefits and gasoline. Plus the planned increase in roads of \$250,000.

Without the increase in roads the Highway budget would have increased by \$103,416 or 1.20%.

HIGHWAY BUDGET

HIGHWAY	2020 - 2021	2021 - 2022	2022 - 2023			2023 - 2024 BUDGET				CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	2,576,091	2,656,922	2,822,776	2,701,776	1,220,319	2,810,087	2,810,087	2,810,087		(12,689)	-0.45%
SALARIES & WAGES - OVERTIME	46,899	79,780	60,000	65,000	59,971	60,000	60,000	60,000		-	0.00%
GROUP INSURANCE	659,009	686,361	700,807	700,807	684,491	741,083	741,083	741,083		40,276	5.75%
SOCIAL SECURITY CONTRIBUTIONS	203,350	204,423	220,532	220,532	97,532	219,562	219,562	219,562		(970)	-0.44%
RETIREMENT CONTRIBUTIONS	259,894	252,687	227,903	227,903	217,644	232,797	232,797	232,797		4,894	2.15%
OTHER EMPLOYEE BENEFITS	43,840	44,758	48,535	48,535	23,578	43,665	43,665	43,665		(4,870)	-10.03%
FEES & PROFESSIONAL SERVICES	15,000	11,250	32,500	32,500	4,888	17,500	17,500	17,500		(15,000)	-46.15%
REPAIR & MAINTENANCE SERVICES	476,361	482,480	482,600	482,600	286,443	506,625	506,625	506,625		24,025	4.98%
CONTRACTUAL SERVICES	649,937	655,617	650,000	650,000	528,667	650,000	650,000	650,000		-	0.00%
DUES, TRAVEL & EDUCATION	4,000	5,432	8,000	8,000	2,675	8,000	8,000	8,000		-	0.00%
OFFICE SUPPLIES	1,567	1,586	1,700	1,700	752	1,700	1,700	1,700		-	0.00%
ENERGY - GASOLINE/DIESEL	242,633	292,204	330,150	387,150	159,213	422,400	422,400	394,400		64,250	19.46%
STREET LIGHTS	37,186	37,192	45,000	45,000	14,410	48,500	48,500	48,500		3,500	7.78%
CONSTRUCTION SUPPLIES	31,709	42,016	40,000	40,000	15,858	40,000	40,000	40,000		-	0.00%
STREET SIGNS	13,370	17,031	18,000	18,000	4,448	18,000	18,000	18,000		-	0.00%
DRAINAGE MATERIALS	100,288	100,000	100,000	100,000	62,610	100,000	100,000	100,000		-	0.00%
ROAD PATCHING MATERIALS	99,596	84,951	100,000	100,000	65,160	100,000	100,000	100,000		-	0.00%
ROAD IMPROVEMENTS	2,249,568	2,499,822	2,750,000	2,750,000	2,662,431	3,000,000	3,000,000	3,000,000		250,000	9.09%
CAPITAL	92,000	69,646	-	-	-	-	-	-		-	
	7,802,296	8,224,156	8,638,503	8,579,503	6,111,090	9,019,919	9,019,919	8,991,919	-	353,416	4.09%

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 2.75% 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 2.75%. 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 2.99%.

Assistant town engineer position (vacant) has been eliminated. Town engineer amount has been adjusted to reflect actual salary.

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

<u>Public Works - Highway</u>		<u>2022 - 2023</u>		<u>2023 - 2024</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	124,025	1	127,436	0	3,411
Town Engineer	nu	1	137,778	1	118,163	0	(19,616)
Assistant Town Engineer	nu	1	84,050	1	-	0	(84,050)
Administrator	th	1	52,725	1	54,175	0	1,450
Assistant Administrator	th	1	43,938	1	45,146	0	1,208
Operations Manager	th	1	85,941	1	88,305	0	2,363
Fleet & Facility Manager	th	1	86,586	1	88,967	0	2,381
Clerk	th	1	41,740	1	42,888	0	1,148
Truck Driver	hwy	15	970,003	15	999,006	0	29,003
Heavy Equipment Operator	hwy	4	267,269	4	275,260	0	7,991
Leadman	hwy	4	272,824	4	280,982	0	8,157
Yardman	hwy	1	68,202	1	70,242	0	2,039
Mechanic	hwy	3	208,314	3	214,542	0	6,229
District Supervisor	hwy	4	278,380	4	286,703	0	8,324
Master Mechanic	hwy	1	76,002	1	78,274	0	2,272
Payment out of Classification / stipend pay on call & bucket truck			25,000		25,000		-
Town Tree Warden Stipend			-		15,000		15,000
Budget Transfer Due to Position Absence							
		40	2,822,776	40	2,810,087	0	(12,689)

DEPARTMENT: HIGHWAY

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

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 295, 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 293 for a description of the pension plans and a breakdown of the ARC (by department). It also includes any contributions to a defined contribution plan (if the employee is not eligible for the pension plan).

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

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

Fees & Professional Services: GPS monitoring system (\$12,000) and attendant cellular data for the tablet based work order system (\$5,500).

DEPARTMENT: HIGHWAY

Repairs & Maintenance: This account is used for all types of replacement costs, service charges and repair expenses necessary to maintain all Highway Department equipment and vehicles, Police Department, Car Pool and Park & Recreation vehicles. Fire Ambulance and School vehicles are also repaired although they pay for parts. This account covers purchases and replacement of any or all vehicle components or various tools and equipment required to keep the Town's vehicles and equipment in safe, legal and running order. The requested increase essentially covers inflation on material costs and the increased operational requirements of the Parks & Recreation and Police Department. This is also a reflection of increased cost to maintain the rolling stock of several other departments. However, in real terms the pressure on this account is growing from storms, general use and no replacement for years for most of the rolling stock. A 5% cost increase was projected for next year based solely on inflation pressure.

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

<u>Contractual Services:</u>					<u>2023 - 24</u>	<u>2022 - 23</u>
	Tree Removal				275,000	275,000
	Safety Measures				25,000	25,000
	Bridge Repair (2)				50,000	50,000
	Line Painting				125,000	125,000
	Road Surface Maintainace				75,000	75,000
	Guiderail				100,000	100,000
		TOTAL REQUESTED			650,000	650,000

DEPARTMENT: HIGHWAY

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

Office Supplies: Office supplies.

Energy – Fuel Oil: This covers all the fuel for Highway equipment and vehicles, Car Pool, Police, Park & Recreation vehicles, Fire and Ambulance. The current gasoline contract ends on December 31, 2023. The new contract will cover calendar 2023. The diesel contract was bid February for a contract period of 7/1/2023 – 6/30/2024. Contracted price for gasoline is \$2.94. . Contracted price for diesel is \$2.9043

		<u>Unit Price</u>	<u># Gallons</u>	<u>Total</u>	<u>Grand Total</u>	
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	
2022/23	Gasoline	2.44	60,000	146,400		
	Diesel	2.45	75,000	183,750	330,150	
2023/24	Gasoline	2.94	60,000	176,400		
	Diesel	2.90	75,000	217,823	394,400	

Street Lights: This includes the operational usage cost of street lighting, traffic signals and any chargeable cost due to equipment changes. There was an overall increase in electrical charges during the current fiscal year. There will be a supply cost increase in January 2023 of approximately .06 per KWH.

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

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

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

DEPARTMENT: HIGHWAY

Road Patching Materials: Asphalt and sealer materials used for patching pot holes, cracks and other necessary small repairs to roads or other paved areas including various traffic calming measures are covered by this account. This account has been increased to reflect the reality of undiminished need from more frequent freeze/thaw cycles and the resulting road damage. Failure to provide timelier patching will lead to more expensive repairs.

Road Improvements: : This account is for the full reconstruction of roadways. For larger roads, it is broken up into sections and reconstructed in multiple budgets.

In total, there will be \$3,000,000 available for road improvements in 2023/24 if the highway budget amount of \$2,750,000 and the CIP funded amount of \$250,000 are approved (appropriated). It was planned to budget \$3,000,000 in the Highway budget however budget pressures has delayed that for a year.

Planned Road Improvements:

	<u>Planned miles</u>
Road overlay / reclamation & paving / drainage	18
Chip sealing	7

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

DEPARTMENT: HIGHWAY

	PUBLIC WORKS - MEASURES & INDICATORS									
	Fiscal Year									
	Actual									
Measure/Indicator	2014	2015	2016	2017	2018	2019	2020	2021	2022	
Miles of Road Projects *	5.82	8.67	8.3	8.2	25.8	17.72	33.7	27.65	16.53	
Linear Feet of Pipe installed	6,090	11,868	12,290	10,992	11,950	9,875	11,180	10,080	8,761	
<i>* Includes paving and reconstruction and chip sealing. Prior to 2018 the town did not chip seal.</i>										

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

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DEPARTMENT: WINTER MAINTENANCE**MISSION/DESCRIPTION**

This program consists of snow removal and sanding in the winter and removal of winter sand from the roadways and catch basins in the spring and summer. The town snow removal operation divides the town into four quadrants with a unified highway crew of seven employees responsible for each area. There is a crew leader, lead man, heavy equipment operator and four regular truck drivers in each crew. Each crew is responsible for six plow runs of 10-12 miles in length in a total road system of approximately 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 2023-24 increased \$ 101,359 or 14.97%. The increase is mainly due to the increased cost per ton in the five year averages and additional contractual costs for street sweeping and basin cleaning required in the state storm water permit program

WINTER MAINTENANCE BUDGET

						2023 - 2024 BUDGET					
	2020 - 2021	2021 - 2022	2022 - 2023			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>WINTER MAINTENANCE</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 - OVERTIME	170,934	206,891	180,000	180,000	38,133	165,000	165,000	165,000		(15,000)	-8.33%
SOCIAL SECURITY CONTRIBUTIONS	11,477	13,738	13,770	13,770	2,028	12,623	12,623	12,623		(1,148)	-8.33%
CONTRACTUAL SERVICES	169,961	153,381	170,000	170,000	162,409	180,000	180,000	180,000		10,000	5.88%
SAND	78,719	59,670	63,301	63,301	63,249	65,456	65,456	65,456		2,155	3.40%
SALT	221,278	224,757	225,000	252,000	161,896	330,351	330,351	330,351		105,351	46.82%
MACHINERY & EQUIPMENT -	23,621	24,962	25,000	25,000	17,593	25,000	25,000	25,000		-	0.00%
	675,990	683,397	677,071	704,071	445,307	778,430	778,430	778,430	-	101,359	14.97%

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 3,182 hours of overtime has been required on a five year average. At the average of \$51.45 per hour (average of all rates) for overtime, the total budget for 3,182 hours is \$163,714 (say \$165,000).

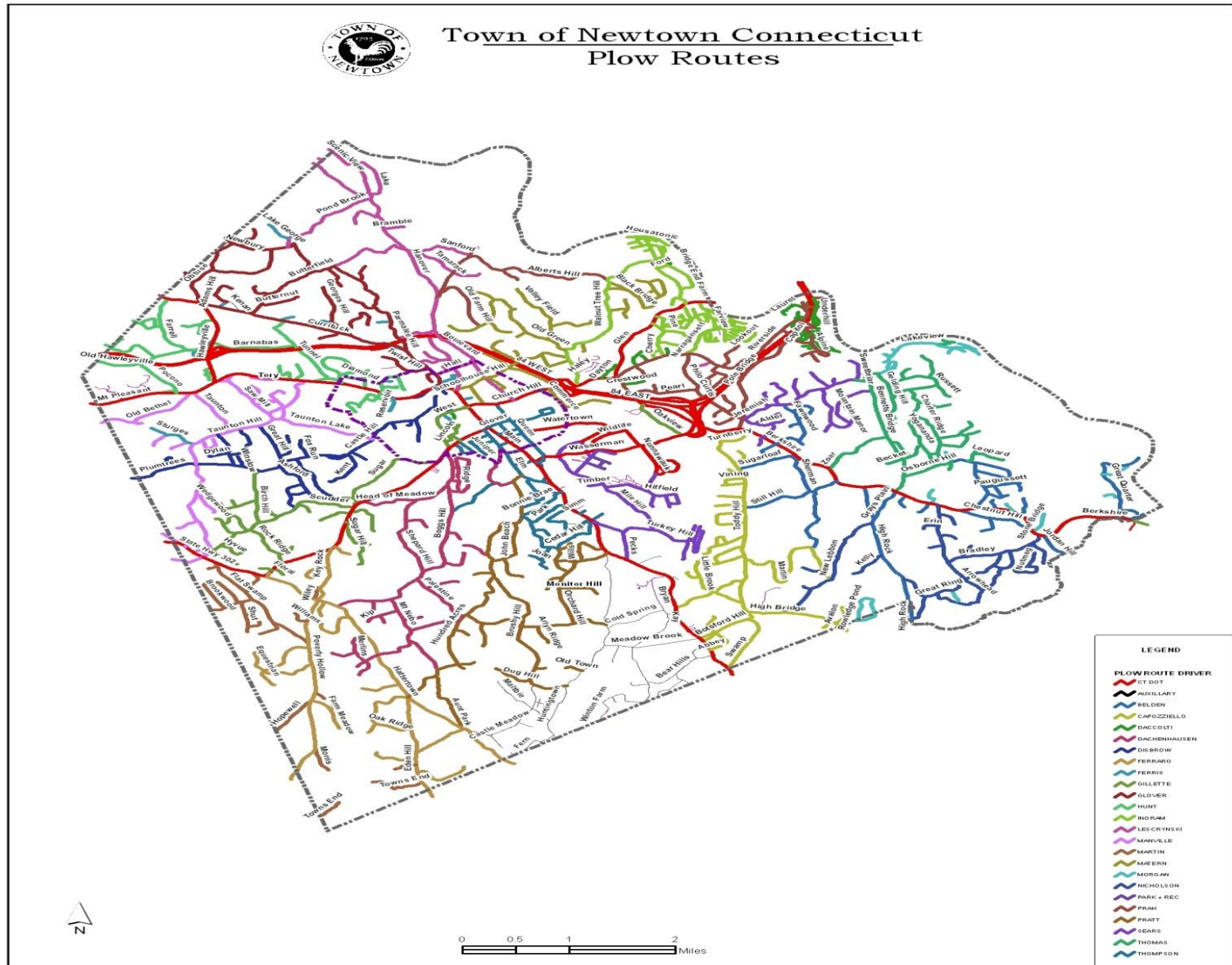
Social Security Contributions: This amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare.

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 \$0.125 per LF for a total of \$92,125 and clean 3,000+ individual catch basins at \$27.00 per basin for a total of \$81,000. We may also contract for approximately \$6,875 of front end loader time for severe storms or for materials for winter road repair.

Sand: The five year rolling average for sand usage has been 3,173 ton annually. At the current price of \$19.95 per ton, the total would be \$65,456.

Salt: This account covers treated salt used for winter deicing. The equivalent of 3,498 tons of treated road salt has been used annually over the last five years. At a current cost per ton of \$94.44, the budget cost would be \$330,351.

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>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>		<u>Average</u>
Number of Snow Plowing Operations	20	13	8	13	20		15
Overtime Hours	4,306	3,395	1,790	2,902	3,518		3,182
Tons of Salt Used	4,229	2,895	2,041	3,855	4,471		3,498
*Yards of Sand Used	3,699	2,272	1,630				
Tons of Sand Used	4,587	2,817	2,021	3,254	3,726		3281

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

DEPARTMENT: TRANSFER STATION**MISSION/DESCRIPTION**

The transfer station provides drop off recycling for all residents and household waste disposal for those purchasing permits. The facility operates five days a week from Tuesday to Saturday. It supports recycling of many items not included in curbside pickup such as waste oil, tires, scrap metal, waste paper and batteries & electronics. The current result has been a recycling rate of approximately 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 2023-24 is increased by \$53,513 or 2.93%. The increase is mainly due to an increase in recycling curbside pickup & repair and maintenance services.

TRANSFER STATION BUDGET

	2020 - 2021	2021 - 2022	2022 - 2023			2023 - 2024 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
<u>TRANSFER STATION</u>	<u>ACTUALS</u>	<u>ACTUALS</u>									
SALARIES & WAGES - FULL TIME	61,513	127,624	197,540	162,540	71,532	203,446	203,446	203,446		5,906	2.99%
SALARIES & WAGES - OVERTIME	48,495	39,744	25,000	60,000	27,055	25,000	25,000	25,000		-	0.00%
GROUP INSURANCE	43,489	43,784	45,284	45,284	44,605	47,913	47,913	47,913		2,629	5.81%
SOCIAL SECURITY CONTRIBUTIONS	7,850	11,615	17,024	17,024	7,204	17,476	17,476	17,476		452	2.66%
RETIREMENT CONTRIBUTIONS	19,910	18,834	17,810	17,810	19,569	12,698	12,698	12,698		(5,112)	-28.70%
OTHER EMPLOYEE BENEFITS	2,849	1,060	3,868	3,868	1,446	2,785	2,785	2,785		(1,083)	-28.00%
REPAIR & MAINTENANCE SERVICES	1,998	3,491	3,000	3,000	254	25,000	25,000	25,000		22,000	733.33%
CONTRACTUAL SERVICES	1,255,562	1,233,142	1,505,200	1,505,200	701,515	1,531,434	1,531,434	1,531,434		26,234	1.74%
DUES, TRAVEL & EDUCATION	500	-	500	500	-	500	500	500		-	0.00%
GENERAL SUPPLIES	1,009	3,464	3,000	3,000	223	3,000	3,000	3,000		-	0.00%
ENERGY - ELECTRICITY	4,093	3,884	5,290	5,290	1,483	7,776	7,776	7,776		2,486	46.99%
CAPITAL	-	-	-	-	-	-	-	-		-	
	1,447,268	1,486,642	1,823,516	1,823,516	874,887	1,877,029	1,877,029	1,877,029	-	53,513	2.93%

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 2.99%.

<u>Public Works - Transfer Station</u>		<u>2022 - 2023</u>		<u>2023 - 2024</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	68,206	1	70,245	0	2,039
Attendant	hwy	2	129,335	2	133,202	0	3,867
adjust							-
		3	197,540	3	203,446	0	5,906

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 295, 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 293 for a description of the pension plans and a breakdown of the ARC (by department). It also includes any contributions to a defined contribution plan (if the employee is not eligible for the pension plan).

DEPARTMENT: TRANSFER STATION

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

Repairs & Maintenance: This covers various equipment and building repairs and maintenance, as well as repairing monitoring wells.

Contractual Services: : Outside vendors provide most of the services for processing various forms of trash (household waste, demolition debris, etc.) and recycling (curbside pickup, tires, oil, stumps, propane tanks removal, etc.) Vendor costs have begun to rise but not substantially yet. The increase is primarily due to three things, curbside recycling pickup, increased household garbage tip fees and residential wood grinding. The increases have been partially offset by savings in the recycling tip fee and hauling charges covered by introduction of a town hook truck.

	Adopted Budget			Request	Inc/(decr)
	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	
<u>CONTRACTUAL SERVICES:</u>					
Curbside Recycling Pick-Up	550,000	550,000	756,200	775,200	19,000
Demolition Waste Tip Fees	85,000	25,000	30,000	23,000	(7,000)
Household Hazardous Waste Day (5 per year)	48,000	50,000	50,000	50,000	-
MSW (Garbage) Hauling & Tip Fees	350,000	294,000	368,000	342,000	(26,000)
Recycling and Organics Tip Fees	126,500	158,750	145,000	187,234	42,234
Hauling of mixed recycling, leaves, MSW		67,000	35,000	5,000	(30,000)
Removal of Waste Oil, Freon, Tires, Leaves, Propaine Tanks	20,000	20,000	25,000	25,000	-
Fees. Stickers, Floresent Bulbs and Misc. Advertising	4,000	4,000	4,000	4,000	-
Well Testing & Monitoring	15,200	15,200	17,000	20,000	3,000
Wood Grinding	51,300	50,000	75,000	100,000	25,000
	1,250,000	1,233,950	1,505,200	1,531,434	26,234
					-
	1,250,000	1,233,950	1,505,200	1,531,434	26,234

DEPARTMENT: TRANSFER STATION

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

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

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

Capital: -0- budgeted

ARP funded capital requests:

Transfer Station Site Improvements	200,000
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TRANSFER STATION - MEASURES & INDICATORS								
(Fiscal Year)								
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
<u>Measure/Indicator</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Tons of Waste Recycled	3,917	5,830	4,680	4,248	6,623	4,540	4,281	5,654
% of Total Waste Recycled	27	35	29	26	30	22	21	29
Tons of Refuse Collected	14,352	16,859	16,380	16,301	15,807	15,803	16,423	19,229

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

DEPARTMENT: PUBLIC BUILDING MAINTENANCE

MISSION/DESCRIPTION

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

BUDGET HIGHLIGHTS

The operational budget for the Public Building Maintenance department, for fiscal year 2023-24 is increased by \$265,419 or 29.36%. The increase is mainly due to three items. Anticipation of water and sewer benefit assessment at Fairfield Hills due to the completion of major capital projects for both water and sewer, increased electricity costs and increased energy costs for heating. Building capital will be included in “non-recurring”.

PUBLIC BUILDING MAINTENANCE BUDGET

<u>PUBLIC BUILDING MAINTENANCE</u>	2020 - 2021	2021 - 2022	2022 - 2023			2023 - 2024 BUDGET				CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	80,912	55,485	87,422	87,422	26,378	89,826	89,826	89,826		2,404	2.75%
SALARIES & WAGES - OVERTIME	2,502	2,295	6,000	6,000	1,066	6,000	6,000	6,000		-	0.00%
GROUP INSURANCE	45,796	47,176	48,565	48,565	48,335	51,450	51,450	51,450		2,885	5.94%
SOCIAL SECURITY CONTRIBUTIONS	6,116	4,001	7,147	7,147	2,062	7,331	7,331	7,331		184	2.57%
RETIREMENT CONTRIBUTIONS	3,340	2,707	4,267	4,267	2,627	4,214	4,214	4,214		(53)	-1.25%
OTHER EMPLOYEE BENEFITS	650	325	650	650	425	650	650	650		-	0.00%
WATER / SEWERAGE	53,138	45,998	85,000	85,000	28,515	145,000	145,000	145,000		60,000	70.59%
REPAIR & MAINTENANCE SERVICES	39,466	46,591	60,000	60,000	17,368	60,000	60,000	60,000		-	0.00%
CONTRACTUAL SERVICES	169,386	212,401	240,000	240,000	108,527	270,000	270,000	270,000		30,000	12.50%
GENERAL MAINTENANCE SUPPLIES	13,958	6,795	10,000	10,000	3,867	10,000	10,000	10,000		-	0.00%
ENERGY - ELECTRICITY	265,848	249,235	240,000	250,000	106,736	353,000	353,000	353,000		113,000	47.08%
ENERGY - OIL / NATURAL GAS	90,750	101,350	115,000	137,000	37,235	172,000	172,000	167,050		52,050	45.26%
CAPITAL	6,780	-	-	-	-	-	-	-		-	
	778,643	774,358	904,051	936,051	383,141	1,169,470	1,169,470	1,164,520	-	260,469	28.81%

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 2.75%.

<u>Public Works - Public Building Maintenance</u>		<u>2022 - 2023</u>		<u>2023 - 2024</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	1.5	87,422	1.5	89,826	0	2,404
Facilities manager at Community Center/Senior Center - 50%	nu	0	-	0	-	0	-
		1.5	87,422	1.5	89,826	0	2,404

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 295, 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 293 for a description of the pension plans and a breakdown of the ARC (by department). It also includes any contributions to a defined contribution plan (if the employee is not eligible for the pension plan).

DEPARTMENT: PUBLIC BUILDING MAINTENANCE

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

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

Ambulance Garage, 6 Washington Square
 Multi-Purpose Center, 14 Riverside Road
 BOE/Park & Rec Maintenance Garage, 5 Trades Lane
 BOE/Park & Rec Warehouse Building, 1 Trades Lane
 Edmond Town Hall, 45 Main Street
 Industrial Vacant Land, 6-8 Commerce Road
 Library, 25 Main Street
 New Police building

Municipal Center, 3 Primrose Street
 New Senior Center
 Meeting House, 31 Main Street
 Sandy Hook Fire House, 18 Riverside Road
 Town Hall South, 3 Main Street
 Park & Rec's Teen Center, 53A Church Hill Road
 Newtown Hook & Ladder, 12 Church Hill Road

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

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

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

DEPARTMENT: PUBLIC BUILDING MAINTENANCE

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

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

Electricity costs for supply, transmission and delivery will be up approximately 47% overall.

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)								
		2023/2024					2022/2023			
		Unit Price	Gallons/ccf	Total	Contract End Date		Unit Price	Gallons/ccf	Total	
	Oil	2.95	11,000	\$ 32,450	12/31/2023		1.86	11,000	\$ 20,460	
	Natural Gas	2.43	52,573	\$ 127,910	mkt rate		1.71	52,708	\$ 90,130	
	Propane - Parks	4.07	1,658	\$ 6,748	mkt rate		2.66	1,658	\$ 4,410	
				\$ 167,050					\$ 115,000	

Capital: -0-. Capital items are in the capital and non-recurring line item.

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	
	<u>Town</u>	<u>Town</u>	<u>BOE*</u>	<u>Bldg.</u>	<u>PD</u>	<u>Bldg.</u>	<u>Control</u>	<u>Garage</u>	<u>Bldg.</u>	<u>Center</u>	<u>Town</u>	<u>BOE*</u>	<u>Utilites</u>	<u>Town Bldg</u>	<u>Sr Center</u>
		68%	32%								70%	30%			
SALARIES & WAGES-FULLTIME	89,826				35,930										53,896
SALARIES & WAGES-OVERTIME	6,000				3,000										3,000
GROUP INSURANCE	51,450				25,725										25,725
SOCIAL SECURITY CONTRIBUTIONS	7,331				2,932										4,399
RETIREMENT CONTRIBUTIONS	4,214				1,770										2,444
OTHER EMPLOYEE BENEFITS	650				325										325
WATER / SEWERAGE	145,000	84,796	39,904	1,710	3,743	3,178	7,623	2,358	4,835	1,240	3,912	1,678	24,123	3,494	3,988
REPAIR & MAINTENANCE SERVICES	60,000	19,353	2,738	1,000	22,747	3,078	2,350	5,563	600	500					4,809
CONTRACTUAL SERVICES	270,000	112,795	53,080		57,944	13,765	20,335	18,581	10,750	11,568			5,321		18,941
GENERAL MAINTENANCE SUPPLIES	10,000	4,000	1,900		4,000		1,000			1,000					
ENERGY - ELECTRICITY	353,000	81,068	38,149	13,830	41,264	27,352	4,344	22,826	10,628	7,673			70,617	21,384	52,014
ENERGY - OIL/NATURAL GAS	167,050	26,353	12,401	10,652	22,467	12,512	10,834	20,219	5,976	2,885	18,068	7,743	10,324	1,320	10,246
SUBTOTAL	1,164,521	328,365	148,172	27,192	221,847	59,885	46,486	69,547	32,790	24,865	21,980	9,421	110,385	26,198	179,787
CAPITAL															
GRAND TOTAL	1,164,521	328,365	148,172	27,192	221,847	59,885	46,486	69,547	32,790	24,865	21,980	9,421	110,385	26,198	179,787
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 SERVICES - 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 2023-24 increased by \$13,241 or 3.94%. The increase is due to salary and benefits.

HIGHLIGHTS

The Department of Human Services was created in 2019-20 combining Social Services, Senior Services and Community Wellness into one department. With the current fully-staffed team in place services are streamlined and, more importantly, have enhanced our delivery of services in this key area for our community. The establishment of the Department also fostered strong connections with key community partners, including FAITH Food Pantry, and expanded the Town's reach to the community's most vulnerable residents.

SOCIAL SERVICES BUDGET

	2020 - 2021 ACTUALS	2021 - 2022 ACTUALS	2022 - 2023			2023 - 2024 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>SOCIAL SERVICES</u>											
SALARIES & WAGES - FULL TIME	235,673	240,421	246,544	246,544	124,600	256,312	256,312	256,312		9,768	3.96%
GROUP INSURANCE	40,020	41,613	42,704	42,704	41,231	45,085	45,085	45,085		2,381	5.58%
SOCIAL SECURITY CONTRIBUTIONS	17,272	17,434	18,861	18,861	9,034	19,608	19,608	19,608		747	3.96%
RETIREMENT CONTRIBUTIONS	14,103	13,988	14,118	14,118	9,136	14,463	14,463	14,463		345	2.44%
FEES & PROFESSIONAL SERVICES	3,840	2,752	3,000	3,000	1,020	3,000	3,000	3,000		-	0.00%
DUES, TRAVEL & EDUCATION	246	24	1,000	1,000	150	1,000	1,000	1,000		-	0.00%
OFFICE SUPPLIES	598	2,477	2,500	2,500	883	2,500	2,500	2,500		-	0.00%
CONTRIBUTIONS TO INDIVIDUALS	3,998	4,989	5,000	5,000	4,229	5,000	5,000	5,000		-	0.00%
OTHER EXPENDITURES	1,736	1,273	2,000	2,000	993	2,000	2,000	2,000		-	0.00%
	317,487	323,697	335,727	335,727	190,282	348,968	348,968	348,968	-	13,241	3.94%

DEPARTMENT: HUMAN SERVICES - 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 2.75% 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 2.75%.

<u>Social Services</u>		<u>2022 - 2023</u>		<u>2023 - 2024</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	85,941	1	88,305	0	2,363
Clinical Manager of Human Services	nu	1	67,679	1	69,540	0	1,861
Care Navigator	nu	1	48,342	1	52,659	0	4,317
Case Manager / Administrative Assistant	th	1	44,582	1	45,808	0	1,226
		4	246,544	4	256,312	0	9,768

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 295, 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 293 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 - 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. It is expected that training opportunities will become increasingly available and taken advantage of in the coming year. However, the account has been decreased from previous years as staff can utilize more virtual training opportunities, which are less in cost.

Dues, Travel & Education: This account is used for training programs, conferences, dues and literature for the office. This account has been decreased as the role of the department no longer includes hosting large community education events.

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.

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

MEASURES & INDICATORS							
(Calendar Year)							
Measure/Indicator	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022
# of Applications:							
Renters Rebate	70	74	78	77	81	98	84
Operation Fuel **	36	29	25	16	15	NA	NA
Energy Assistance	287	207	154	137	107	136	181
Backpacks	66	78	69	33	17	56	70
Value of Food Donated	\$ 25,000	\$ 21,000	\$ 19,000	\$ 14,000	\$ 20,000		
Value of Big Y Bread Donations	\$ 6,300	NA	NA	NA	NA		
Thanksgiving Baskets	72	73	73	72	79	76	65
Holiday Baskets	74	71	68	62	97	92	93
CSW Clients Served	200	400	400	400	350	440	408
**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. Membership at the Senior Center continues to steadily grow and programs and classes are reaching maximum capacity.

BUDGET HIGHLIGHTS

The budget for the Senior Services department, for fiscal year 2023-24 has increased by \$12,749 or 3.65%. Other expenditures were increased to allow for an additional health and wellness class, an hourly increase for instructors to meet area rates, and additional funding to cover the increased attendance at events through the Senior Center.

The Public Works Building Maintenance division budgets \$180,000 for building maintenance and utilities for the senior center.

SENIOR SERVICES BUDGET

						2023 - 2024 BUDGET					
	2020 - 2021	2021 - 2022	2022 - 2023			1st SELECTMAN	BOS	BOF	LC	CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
SENIOR SERVICES											
SALARIES & WAGES - FULL TIME	55,549	56,105	88,090	82,090	23,723	90,513	90,513	90,513		2,423	2.75%
SALARIES & WAGES - PART TIME	15,651	15,012	5,000	11,000	10,282	3,500	3,500	3,500		(1,500)	-30.00%
GROUP INSURANCE	25,553	26,335	27,104	27,104	26,810	28,706	28,706	28,706		1,602	5.91%
SOCIAL SECURITY CONTRIBUTIONS	5,328	5,212	7,121	7,121	3,032	7,192	7,192	7,192		71	1.00%
RETIREMENT CONTRIBUTIONS	5,128	4,723	6,173	6,173	5,094	4,526	4,526	4,526		(1,647)	-26.69%
SENIOR BUS CONTRACT	160,700	160,700	160,700	160,700	80,350	165,500	165,500	165,500		4,800	2.99%
DUES, TRAVEL & EDUCATION	-	-	700	700	-	700	700	700		-	0.00%
OFFICE SUPPLIES	1,215	1,484	1,500	1,500	465	1,500	1,500	1,500		-	0.00%
OTHER EXPENDITURES	46,051	51,999	53,000	53,000	18,546	60,000	60,000	60,000		7,000	13.21%
	315,176	321,571	349,388	349,388	168,301	362,137	362,137	362,137	-	12,749	3.65%

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 2.75% 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 2.75%.

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

<u>Senior Services</u>		<u>2022 - 2023</u>		<u>2023 - 2024</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	44,045	1	45,257	0	1,211
Assistant	th	1	44,045	1	45,256	0	1,211
* Salary is in the Social Services budget.		3	88,090	3	90,513	0	2,422
<u>PART TIME</u>							
Part Time Van Driver (part time aide taken out in 2022-23)			5,000		3,500		(1,500)

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 295, 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 293 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 \$165,500.

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

The estimated cost for Newtown for 5 days per week of SweetHART service is \$167,600.

It is estimated that \$2,100 of revenue will be generated through the farebox for a total net cost of \$165,500.

HART is asking Newtown to appropriate the net cost of the service, which is \$165,500.

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.

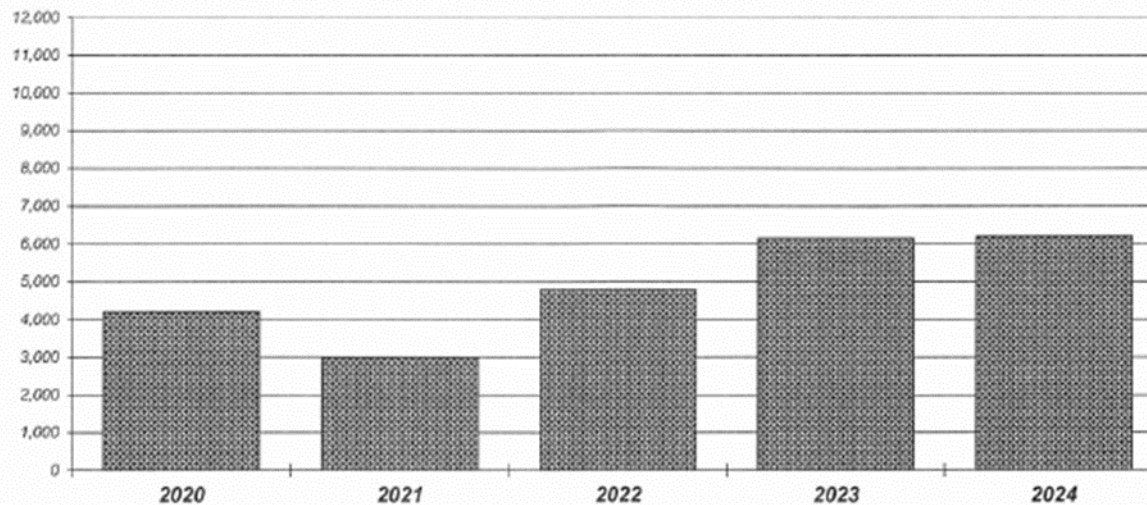
Office Supplies: Office supplies.

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, and Constant Contact, the system which allow Senior Center staff to provide ongoing information to members. Congregate meals are also included.

DEPARTMENT: SENIOR SERVICES**SWEETHART OPERATING PROFILE
TOWN OF NEWTOWN**

	Weekdays	Saturdays	Hours/Wkday	Hours/Saturday	Annual Hours	Daily Trips	Annual Trips	Trips/hour
FY 2024	253	52	19.15	9.25	5,326			
FY 2024 Total	253	52			5,326	20	6,157	1.16

*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 2023 estimate based on ridership trends from July through October 2022 and current trends.
FY 2024 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 2023-24 has increased \$14,986 or 4.95%. The budget in total (including retirement and group insurance) has increased \$20,019 or 4.60%. The increase is mainly due to salary increases.

HEALTH DISTRICT BUDGET

NEWTOWN HEALTH DISTRICT	2020 - 2021 ACTUALS	2021 - 2022 ACTUALS	2022 - 2023			2023 - 2024 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
GROUP INSURANCE	97,571	99,982	102,822	102,822	102,005	108,882	108,882	108,882		6,060	5.89%
RETIREMENT CONTRIBUTIONS	25,870	23,259	29,235	29,235	22,026	28,208	28,208	28,208		(1,027)	-3.51%
OTHER PURCHASED SERVICES	285,000	290,000	302,822	302,822	302,822	317,808	317,808	317,808		14,986	4.95%
	408,441	413,241	434,879	434,879	426,853	454,898	454,898	454,898	-	20,019	4.60%

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 295, 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 293 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 is \$317,808.

See Health District budget, next page:

DEPARTMENT: NEWTOWN HEALTH DISTRICT**Detail Budget Information:**

NEWTOWN HEALTH DISTRICT						
BUDGET INFORMATION						
PROPOSED FY 2023-2024						
		In Kind Services from:				
Expenditures (incl in kind)		Newtown	Bridgewater	Roxbury	Revenue Estimates	
Salaries	511,785				State Per Capita Grant:	
Payroll Expenses	86,459	30,468			Newtown (Town)	67,421
Operating	25,400	12,000	2,250	2,750	Newtown (Borough)	5,096
Programs	13,400				Bridgewater	4,251
Legal/Financial	14,750				Roxbury	5,595
Transportation	14,000	11,000			Fees:	
Health Insurance	100,170	99,880			Newtown	103,000
CIRMA Insurances	22,830				Bridgewater	9,000
Capital	-				Roxbury	11,000
Contingency	5,000				Grants	15,000
					Use of Fund Balance	38,000
					Total Revenue Est. before Local Contribution	258,363
					Local Contribution (Per Capita)(incl In Kind):	
					Newtown (Town)	471,156
					Bridgewater	27,698
					Roxbury	36,577
Total Expenditures	793,794	153,348	2,250	2,750	Total Revenue Estimates	793,794
Request for local Contribution:		16.85		Local		
		Local Per	In Kind	Contribution		
District Member	population	Capita Cost	Services	Request		
Town of Newtown	27,965	471,156	153,348	317,808		
Town of Bridgewater	1,644	27,698	2,250	25,448		
Town of Roxbury	2,171	36,577	2,750	33,827		
Total	31,780	535,431	158,348	377,083		

DEPARTMENT: NEWTOWN HEALTH DISTRICT

NEWTOWN HEALTH DISTRICT BUDGET INFORMATION PROPOSED FY 2023-2024					
Expenditure Detail					
<u>SALARIES</u>		<u>PROGRAMS</u>		<u>HEALTH INSURANCE</u>	
Director of Health	112,447	Health Education	2,250	Health Insurance	99,270
Medical Advisor	10,042	Medical Supplies	1,000	DOH - Life	900
Administrative Assistant	55,596	Educ./Training	1,000		
Senior Sanitarian	91,276	Water Testing	900		
Assistant Sanitarian	77,080	Food Protection program	1,250		
Assistant Sanitarian	77,000	Public Health Nursing	4,250		
Food Service Inspector	85,844	Environmental Health Services	2,750		
Labor Contract	2,500				
TOTAL	511,785	TOTAL	13,400	TOTAL	100,170
<u>PAYROLL EXPENSES</u>		<u>LEGAL/FINANCE</u>		<u>INSURANCE</u>	
Social Security	39,431	Accounting	7,500	Workers Comp	6,530
Pension	30,468	Legal	1,500	Other CIRMA ins	16,300
Def Contrib Plan	16,560	Payroll	3,250		
		Bookkeeper	2,500		
TOTAL	86,459	TOTAL	14,750	TOTAL	22,830
<u>OPERATING</u>					
Office supplies	1,000				
Telephone	500				
Field Equipment	200				
Office Equip. & Maintenance	3,000				
Specimen Transportation	1,000	<u>TRANSPORTATION</u>		<u>CONTINGENCY</u>	
Clothing	1,200	Vehicle Leasing (3 trucks)	11,000	Contingency	5,000
Dues/Subscript.	1,500	Transportation reimbursement	2,750		
District offices	17,000	Misc. reimbursement	250		
TOTAL	25,400	TOTAL	14,000	TOTAL	5,000
				GRAND TOTAL	793,794

DEPARTMENT: NEWTOWN HEALTH DISTRICT

MEASURES & INDICATORS									
	(Fiscal Year)								
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
<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>
Licensed Food Service Establishments	129	128	130	127	124	128	122	128	134
Soil Testing	94	164	111	121	126	146	117	109	148
Septic systems (new and repair)	91	116	102	122	124	128	122	140	155
Well permits	48	49	53	60	81	74	43	78	81
Building Permit review/sign-off	270	332	348	374	368	341	375	382	556

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 2023-24, has remained the same. Group insurance contribution has increased by \$2,020. Overall the Newtown Youth & Family Services budget has increased by \$2,020 or 0.67%.

NEWTOWN YOUTH & FAMILY SERVICES BUDGET

						2023 - 2024 BUDGET					
	2020 - 2021	2021 - 2022	2022 - 2023			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>NEWTOWN YOUTH & FAMILY SERVICES</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>
GROUP INSURANCE	35,597	35,982	37,447	37,447	35,022	39,467	39,467	39,467		2,020	5.39%
CONTRIBUTIONS TO OUTSIDE AGENCIES	266,000	266,000	266,000	266,000	51,608	266,000	266,000	266,000		-	0.00%
	301,597	301,982	303,447	303,447	86,630	305,467	305,467	305,467	-	2,020	0.67%

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:

Newtown Youth and Family Services, Inc
Statement of Activities
For the Year Ended June 30, 2022

	Without Donor Restrictions	With Donor Restrictions	Total
Public Support and Revenue			
<u>Public Support</u>			
Grants *	\$ 766,821	\$ -	\$ 766,821
United Way	26,156	-	26,156
Fundraising events, net	9,513	-	9,513
Contributions	19,799	500	20,299
Net Assets Released from restriction	1,960	(1,960)	-
Total Public Support	<u>824,249</u>	<u>(1,460)</u>	<u>822,789</u>
<u>Revenue</u>			
Services Fees & other	816,620	-	816,620
Investment return, net	(119,214)	(17,999)	(137,213)
Total Public Support and Revenue	<u>1,521,655</u>	<u>(19,459)</u>	<u>1,502,196</u>
 Expenses			
Programs	1,391,466	-	1,391,466
Management and General	392,116	-	392,116
Total Expenses	<u>1,783,582</u>	<u>-</u>	<u>1,783,582</u>
Change in net assets	(261,927)	(19,459)	(281,386)
 Net Assets - beginning of year	<u>3,522,098</u>	<u>171,510</u>	<u>3,693,608</u>
Net Assets - end of year	<u>\$ 3,260,171</u>	<u>\$ 152,051</u>	<u>\$ 3,412,222</u>

* Includes \$266,000 contribution from the Town of Newtown.

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):

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 programming /enrichment activities due to COVID-19.
2021	2,182	Decrease in all in-person programming due to covid, clinical staff turnover
2022	2,517	Even with our waitlist closed for 8 months, we served 335 more clients/participants

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

	2020 - 2021	2021 - 2022	2022 - 2023			2023 - 2024 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC		
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
CHILDREN'S ADVENTURE CENTER	ACTUALS	ACTUALS									
GROUP INSURANCE	103,395	106,497	109,750	109,750	108,722	116,216	116,216	116,216		6,466	5.89%
RETIREMENT CONTRIBUTIONS	39,793	38,389	33,103	33,103	34,808	31,645	31,645	31,645		(1,458)	-4.40%
CONTRIBUTIONS TO OUTSIDE AGENCIES	-	-	-	-	-	-	-	-	-	-	
	143,188	144,886	142,853	142,853	143,530	147,861	147,861	147,861	-	5,008	3.51%

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 295, 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 293 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 2023-24 has increased by \$29,700 mainly due to the addition of the Newtown Underwater Search & Rescue (NUSAR) not for profit organization. A corresponding decrease can be seen in the Emergency Management department budget where NUSAR line items were included.

See table on the next page.

CONTRIBUTIONS TO OUTSIDE AGENCIES BUDGET

	2020 - 2021 ACTUALS	2021 - 2022 ACTUALS	2022 - 2023			2023 - 2024 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	63,592	70,945	83,945	83,945	10,000	113,895	113,645	113,645		29,700	35.38%

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

<u>OUTSIDE AGENCIES</u>	<u>2022-23</u>	<u>2023-24</u>
Visiting Nurses Association	500	250
Regional Hospice	6,000	6,000
Veterans Guidance Supplies	250	250
NW Regional Mental Health Board	4,195	4,195
Womens Center of Danbury	10,000	10,000
Ability Beyond Disability	5,000	5,000
United Way of Western CT, The Volunteer Center	4,000	4,000
Newtown Parent Connection	50,000	50,000
Kevin's Community Center	4,000	-
Families United in Newtown (FUN)	-	2,000
Newtown Underwater Search and Rescue (NUSAR)	-	31,950
	83,945	113,645

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](#)

DEPARTMENT: CONTRIBUTIONS TO OUTSIDE AGENCIES

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 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.

Families United in Newtown (FUN):**Our Vision**

We provide a safe, welcoming and enriching environment for those with special needs and their families to thrive. Here are the 6 ways that we make this happen:

1. Provide social opportunities for special needs individuals who are often isolated and lacking social engagement.
2. Give parents opportunities to share and learn with their peers while their children are engaged creating community and social and emotional support.
3. Promote art and music as a means of providing therapeutic experiences.
4. Create an army of empathetic volunteers by providing an opportunity to better understand special needs.
5. Provide community volunteers and members of the National Honor Society an opportunity to interact with individuals with special needs and abilities.
6. Create a model for expansion of FUN into new geographies.

Newtown Underwater Search and Rescue (NUSAR):

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.

In past budgets NUSAR was combined with the Emergency Management Department. NUSAR is not a Town department or a Town agency. NUSAR is a 501(c)(3) organization serving area towns with lake fronts.

Web site: <https://nusar.org/>

PLANNING FUNCTION

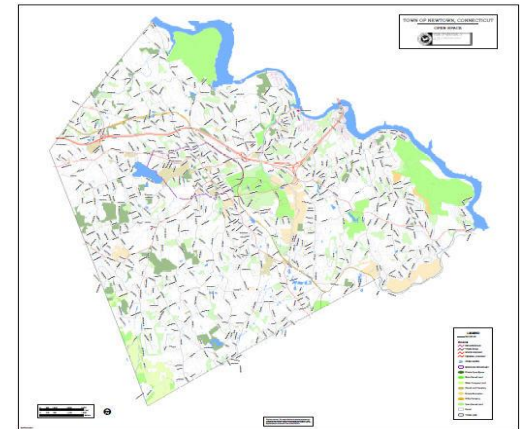
DEPARTMENT: LAND USE**MISSION/DESCRIPTION**

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, Newtown Subdivision Regulations, Planning responsibilities, Aquifer Protection, 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:

- 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.
- Performs pre- application reviews with potential developers.
- Authorizes Zoning Determinations and Certificates of Compliance.
- Review building permits and certificates of occupancy.
- Authorize first cuts and lot-line revisions for properties.
- Interprets impacts of all land activities.
- 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.



DEPARTMENT: LAND USE**BUDGET HIGHLIGHTS**

The budget for the Land Use department, for fiscal year 2023-24 has increased by \$17,036 or 2.30%. Increase is mainly due to salaries and wages.

LAND USE BUDGET

						2023 - 2024 BUDGET					
	2020 - 2021	2021 - 2022	2022 - 2023			1st SELECTMAN	BOS	BOF	LC	CHANGE	
LAND USE	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	389,225	390,093	422,891	422,891	205,871	434,520	434,520	434,520		11,629	2.75%
GROUP INSURANCE	92,934	95,355	98,277	98,277	95,771	103,878	103,878	103,878		5,601	5.70%
SOCIAL SECURITY CONTRIBUTIONS	28,911	28,600	32,351	32,351	15,284	33,241	33,241	33,241		890	2.75%
RETIREMENT CONTRIBUTIONS	42,486	41,215	34,373	34,373	36,655	33,540	33,540	33,540		(833)	-2.42%
OTHER EMPLOYEE BENEFITS	650	325	1,000	1,000	1,000	750	750	750		(250)	-25.00%
PROF SVS - TECHNICAL	445	1,340	2,250	2,250	1,220	2,250	2,250	2,250		-	0.00%
PROF SVS - LEGAL	69,997	87,305	70,000	70,000	39,711	70,000	70,000	70,000		-	0.00%
CONTRACTUAL SERVICES	40,973	40,405	50,000	50,000	23,848	50,000	50,000	50,000		-	0.00%
CARE & CUSTODY OPEN SPACE	11,866	18,019	22,000	22,000	3,801	22,000	22,000	22,000		-	0.00%
DUES, TRAVEL & EDUCATION	1,885	2,485	3,000	3,000	2,225	3,000	3,000	3,000		-	0.00%
OFFICE SUPPLIES	2,024	2,091	2,400	2,400	1,009	2,400	2,400	2,400		-	0.00%
CAPITAL	1,850	1,753	2,000	2,000	340	2,000	2,000	2,000		-	0.00%
	683,247	708,986	740,542	740,542	426,734	757,578	757,578	757,578	-	17,036	2.30%

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 2.75% 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 2.75%.

<u>Land Use</u>		<u>2022 - 2023</u>		<u>2023 - 2024</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	107,803	1	110,768	0	2,965
Deputy Director of Planning & Land Use	nu	1	95,872	1	98,509	0	2,636
Zoning Enforcement Officer	th	1	69,465	1	71,376	0	1,910
Administrative Assistant	th	1	46,626	1	47,908	0	1,282
Secretary	th	1	41,643	1	42,788	0	1,145
Code Enforcement Officer	th	1	61,481	1	63,171	0	1,691
		6	422,891	6	434,520	0	11,629

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 295, 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 293 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.

Care & Custody of 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 \$900,000 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 Deep Brook West / Commerce Development.
12. Coordinated the Batchelder Grant funding and solar reuse.
13. Coordinated the legal response to necessary zoning text changes required by new public acts.
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. Assisted in the Rails to Trails 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, companies and commercial brokers as well as local, regional and federal organizations to facilitate expansion and economic growth.

Infrastructure improvements through grant and capital improvement funding, including utilities and brownfield remediation, are a core focus of the department. By cleaning up contaminated town-owned properties, the underperforming parcels can be turned into more productive community and commercial uses which can improve the grand list and/or quality of life in Newtown.

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 2023-2024, has increased by \$2,227 or 1.58%. This is due to an increase in salaries & benefits as well as anticipated sponsorship funds being included in the Restaurant Week line item as off setting expenditures.

ECONOMIC & COMMUNITY DEVELOPMENT BUDGET

						2023 - 2024 BUDGET					
	2020 - 2021	2021 - 2022	2022 - 2023			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	76,317	78,215	80,194	80,194	40,066	82,399	82,399	82,399		2,205	2.75%
GROUP INSURANCE	2,500	2,185	2,500	2,500	2,250	2,500	2,500	2,500		-	0.00%
SOCIAL SECURITY CONTRIBUTIONS	5,728	5,854	6,135	6,135	3,014	6,304	6,304	6,304		169	6.74%
RETIREMENT CONTRIBUTIONS	8,083	7,449	7,230	7,230	7,230	7,083	7,083	7,083		(147)	-2.40%
FEES & PROFESSIONAL SERVICES	39,597	40,371	42,250	42,250	13,988	42,250	42,250	42,250		-	0.00%
DUES, TRAVEL & EDUCATION	2,000	2,200	2,000	2,000	1,299	2,000	2,000	2,000		-	0.00%
OFFICE SUPPLIES	387	210	500	500	50	500	500	500		-	0.00%
	134,613	136,484	140,809	140,809	67,896	143,036	143,036	143,036	-	2,227	1.58%

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 2.75% in this budget.

<u>Economic & Community Development</u>		<u>2022 - 2023</u>		<u>2023 - 2024</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>
Deputy Director - EDC/Grants administrator	nu	1	80,194	1	82,399	0	2,205
		1	80,194	1	82,399	0	2,205

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 295, 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 293 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 funds to support affordable housing advisory activities, subscription to a commercial property listing service, 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>2022-23</u>	<u>2023-24</u>	<u>Comment</u>
Advertising/Deliverables/Media/Business Support	3,400	3,600	Consultant, assessor insert, business organization support, labor day parade, sell sheets, branding, social media.
Marketing Plan/Branding/Website Intergration/research/Production	8,180	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	1,000	1,000	Heritage Trail/repair & replacement.
Commercial Property Listing	7,000	8,400	Loopnet (12 x \$139.95) and CoStar (12 x \$170), Sitefinder (CERC \$650)
Newsletters/Constant Contact	420	420	Newsletters
Economic Development Activity Support	9,750	8,150	Appraisal and preparation of info for government approvals, surveys, etc. (6 - 8 Commerce, FHA, etc.)
Restaurant and Other Business Support	7,400	7,400	Design, advertising, feedback cards for restaurants, market research.
Miscellaneous	3,000	3,000	Highlight classes of trade, fee increases, broker marketing , etc.
	42,250	42,250	

Dues, Travel & Education: This account is for activities such as annual dues for professional organizations, professional development training and subscriptions to professional periodicals. Organizations include AdvanceCT, SHOP, CT Main Street, CT Economic Development Association (CEDAS). 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 2023-24 has increased by \$686 or 2.38%. This is due to increases in wages and benefits.

GRANT ADMINISTRATION BUDGET

	2020 - 2021 ACTUALS	2021 - 2022 ACTUALS	2014 - 2015			2023 - 2024 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
<u>GRANTS ADMINISTRATION</u>											
SALARIES & WAGES - FULL TIME	23,521	22,520	24,717	24,717	11,111	25,397	25,397	25,397		680	2.75%
GROUP INSURANCE	1,644	-	-	-	-	-	-	-		-	
SOCIAL SECURITY CONTRIBUTIONS	2,491	1,541	1,891	1,891	753	1,943	1,943	1,943		52	2.74%
RETIREMENT CONTRIBUTIONS	-	2,296	2,228	2,228	2,228	2,183	2,183	2,183		(45)	
	27,655	26,357	28,836	28,836	14,092	29,522	29,522	29,522	-	686	2.38%

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 2.75%.

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

<u>Grants Administration</u>	<u>2022 - 2023</u>			<u>2023 - 2024</u>		<u>INCREASE (DECREASE)</u>	
	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
<u>POSITION</u>							
EDC/FHA coordinator (\$47,049)	th	1	24,717	1	25,397	0	680
(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 295, 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 293 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

						2023 - 2024 BUDGET					
	2020 - 2021	2021 - 2022	2022 - 2023			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>	\$	%
OTHER PURCHASED SERVICES	-	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 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. 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 an important 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 \$123,197 or 4.84%. Change is mainly due to an increase in wages & benefits, grounds maintenance, contractual services and capital. Grounds maintenance and contractual services have increased due to the annual upkeep costs of the Sandy Hook Permanent Memorial.

PARKS & RECREATION BUDGET

						2023 - 2024 BUDGET					
	2020 - 2021	2021 - 2022	2022 - 2023			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>PARKS AND RECREATION</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	954,449	999,368	1,049,612	1,049,612	524,066	1,116,476	1,116,476	1,116,476		66,864	6.37%
SALARIES & WAGES - PART TIME	60,355	42,686	74,421	64,421	31,279	36,421	36,421	36,421		(38,000)	-51.06%
SALARIES & WAGES - SEASONAL	128,195	194,377	271,576	271,576	269,311	281,531	281,531	281,531		9,955	3.67%
SALARIES & WAGES - OVERTIME	63,265	72,146	62,000	62,000	35,294	63,550	63,550	63,550		1,550	2.50%
GROUP INSURANCE	282,540	290,602	298,709	298,709	295,641	316,208	316,208	316,208		17,499	5.86%
SOCIAL SECURITY CONTRIBUTIONS	93,576	97,812	111,507	111,507	63,652	114,595	114,595	114,595		3,088	2.77%
RETIREMENT CONTRIBUTIONS	89,041	82,000	79,042	79,042	71,242	80,037	80,037	80,037		995	1.26%
OTHER EMPLOYEE BENEFITS	14,438	13,407	15,350	15,350	10,784	15,350	15,350	15,350		-	0.00%
CONTRACTUAL SERVICES	307,800	293,423	310,784	295,159	186,702	317,265	317,265	317,265		6,481	2.09%
DUES, TRAVEL & EDUCATION	10,111	8,378	10,000	10,000	837	10,000	10,000	10,000		-	0.00%
GENERAL SUPPLIES	11,886	12,528	12,000	12,000	7,731	12,000	12,000	12,000		-	0.00%
OFFICE SUPPLIES	3,100	2,965	3,000	3,000	1,358	3,000	3,000	3,000		-	0.00%
SIGNS	5,936	6,000	6,000	6,000	-	6,000	6,000	6,000		-	0.00%
POOL SUPPLIES	33,307	29,980	32,342	32,342	8,411	33,959	33,959	33,959		1,617	5.00%
GENERAL MAINTENANCE SUPPLIES	40,528	35,482	37,695	37,695	13,637	39,312	39,312	39,312		1,617	4.29%
GROUNDS MAINTENANCE	154,668	155,629	165,619	165,619	112,710	189,049	189,049	189,049		23,430	14.15%
CAPITAL	38,206	21,243	6,900	32,525	-	35,000	35,000	35,000		28,100	407.25%
	2,291,400	2,358,026	2,546,557	2,546,557	1,632,656	2,669,754	2,669,754	2,669,754	-	123,197	4.84%

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 2.75% 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 2.75%.

Eleven positions belong to the Parks & Recreation Department Teamsters Union Local 145 Union. Positions in this union reflect an increase of 2.75%.

<u>Parks & Recreation</u>		<u>2022 - 2023</u>		<u>2023 - 2024</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	98,012	1	100,707	0	2,695
Assistant Director of Parks	nu	1	86,684	1	89,068	0	2,384
Assistant Director of Recreation	nu	1	72,082	1	74,064	0	1,982
Operations Supervisor	th	1	69,318	1	71,224	0	1,906
Administrative Assistant	th	1	52,659	1	54,108	0	1,448
Secretary	th	1	41,740	1	42,888	0	1,148
Maintainer	p & r	10	569,585	10	585,248	0	15,664
Mechanic	p & r	1	59,532	1	61,169	0	1,637
Clerk	th	0	-	1	38,000	1	38,000
		17	1,049,612	18	1,116,476	1	66,864

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

		<u>2022 - 2023</u>		<u>2023 - 2024</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>PART TIME</u>		# AUTH.	BUDGET	# AUTH.	<u>PROPOSED</u>	# AUTH.	BUDGET
Clerical (25 hours)	th	1	22,193	1	21,450	0	(743)
Part Time Office Staff (see detail below)	nu	n/a	20,000	n/a	2,454	n/a	(17,546)
Part Time Maintenance	nu		32,228		12,517		(19,711)
			74,421		36,421		(38,000)

PART TIME OFFICE STAFF DETAIL:					
				<u>2022-23</u>	<u>2023-24</u>
Teen Center Supervisors (2)				0	0
Programs Specialist (5 hrs. X \$15./hr x 52 wks)				3,900	2,454
Part time Office Help / Intern / special event coordinator				16,100	0
			Grand Total	20,000	2,454

Salaries & Wages – Seasonal:

	<u>2022-23</u>	<u>2023-24</u>	<u>Increase</u>			
Summer Day Camp Program	153,000	157,814	4,814	3%	See detail next two pages.	
Waterfront Staff	127,859	135,000	7,141	6%	""	""
Rangers & Gate Attendants	23,717	23,717	-	0%	""	""
Amount to be paid out of Eichler's Cove fund	(33,000)	(35,000)	(2,000)	6%		
	271,576	281,531	9,955			

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

Day Camp salary expenses are covered by the revenue generated from the program. To accommodate the impact of wage increases on the day camp program in 2021 we raised the cost of Dickinson Camp from \$150 per week to \$165 per week. We faced a raise of minimum wage in 2022, and again adjusted the cost of Day Camp with an increase of \$10 per week. From \$165 at each site to \$175 at each site. This season we are again faced with a minimum wage increase to \$15.00 per hour. Which increased our camp counselor wages by 3%. We are not raising the cost of camp again but salary expenses will be covered due to the rise in camp numbers.

The Summer Day Camp program has two sites that operate for 7 weeks each, Dickinson Park and Treadwell Park. Dickinson offers and extra 8th week. Each site has the following staff and we based our numbers from 2022 staff returning:

	<u>2022-23</u>	<u>2023-24</u>
2 - Camp director (for 8 weeks)	12,000	12,000
3 - Assistant director (for 8 weeks)	11,000	11,000
Social worker	6,500	6,500
Counselors *	116,000	120,814
Skateboard instructor/counselor at Dickinson Park	4,500	4,500
Mandatory camp training required for all staff (paid time)	3,000	3,000
	<u>153,000</u>	<u>157,814</u>

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 in 2021 raised from \$11.00 to \$12.00 and again increased to \$13.00 on August 1, 2021, which is an approximate increase of 2%. We did not increase our budget in 2021 but last summer with another minimum wage increase to \$14.00 on July 1st and another on August 1st to \$15.00 We need to increase our budget to be sure we can pay the staff required to successfully run our essential day camp program.

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>2022-23</u>	<u>2023-24</u>
Shared water front director (with community center)	10,000	10,000
1 Head & 2 - assistant water front directors	8,000	10,000
30+ lifeguards (including torpedo swim team at NHS) *	135,269	142,110
Year end of season full summer bonus x 12 guards		300
water safety instructors and water safety aides	7,590	7,590
Eichler's Cove staff off-set	(33,000)	(35,000)
	<u>127,859</u>	<u>135,000</u>
Note: Eichler's Cove lifeguards are paid out of the waterfront special revenue fund		
<i>In 2021 Hourly rate ranges from \$12.00 to \$13.50 depending on experience.</i>		
<i>In 2022, July 1 the rate of minimum wage will go to \$14.00. We will go to \$14.50</i>		
<i>In 2023 our starting rate of minimum wage will go to \$15.00</i>		
<i>All guards are required to attend two 2 hour training sessions a month (paid time)</i>		
<i>This season we will offer a \$25 bonus for any guard that stays from Memorial Day to Labor Day</i>		

In 2021 although there were minimum wage increases we did not increase this line item due to the hiring of many new guards and staff last season. As many agencies and Parks and Recreation departments are seeing, retaining and hiring new guards has been a big challenge. Lifeguards need to be certified and retain their certifications and share liabilities. There are many jobs paying the same rate that do not require certifications and such demanding hours, holidays and liability. We recommend paying .25 over minimum wage for new hires to try to maintain the staff and be a bit more competitive with other programs and local employment. We also want to try to maintain lifeguard staff from Memorial Day to Labor Day and are offering a \$25 incentive to any guard who works for the full season. These changes reflects a total 6% increase.

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

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

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 \$15.00 to \$16.50 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 \$15.00 to \$17.00 per hour.

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:**

No increase in hours from prior year. Only the increase in funds for union salary increases which is 2.75% \$1,550 increase

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.



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 295, 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 293 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>			
		2022-23	2023-24
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:**

	2022-23	2023-24	Board of Education Maintenance	2022-23	2023-24
Summer Bus service and special events	6,967	6,967	Lawn Maintenance Contract for Schools	79,165	79,165
Portable Toilets for park facilities	9,500	9,975	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	1,500	Spraying of pesticides		
Beautification of Parks	3,600	3,000	(grub control, fugus control and weed control)		
Dumpsters : Dickinson, Treadwell, Skate Park, Teen Ctr, Dog Park	5,300	5,565	Fertilization of back fields at High School	57,750	60,637
Recycling Containers	3,500	3,675	Sub total	136,915	139,802
Sidwalk deicing materials	2,000	3,000			
Septic Cleaning at Parks	5,200	5,500			
BMI required licensing for concerts and performers	305	350			
Lightning Contract @H.S. Musco	500	500			
Treadwell - 4 applications of fungicide	8,925	9,371			
Winterize and Spring opening of Pool	2,300	5,000			
Cleaning Service- Treadwell Pool Building (for teen ctr use teen ctr fund)	10,000	8,790	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	900
Service contract ASCAP dues for musical performances	364	400	Children's Adventure Center sidewalk snow Removal	1,187	
Annual Contract-alarm system Teen ctr (use teen ctr fund)			Newtown Parent Connection Sidewalk Snow Removal	2,366	-
Contracted emergency repairs: i.e., roofs, well pumps, etc.	5,000	5,000	Community Center/Senior Sidewalk Snow Removal	4,800	-
Open and close irrigation systems	9,000	9,000	Ambulance Garage Sidewalk Snow Removal	2,900	-
State Mandated Quarterly water tests at Parks and Potable Water	1,400	1,470	Municipal Center Sidewalk snow removal	4,120	-
Alternate Annual Tennis Court repairs between Treadwell & Dickinson	3,000	3,000	Engineers House Snow Removal CSW	135	-
Fencing Repairs	5,000	5,000			
Vandalism Repairs (replacement equipment more expensive)	6,600	6,600	<u>SANDY HOOK PERMANENT MEMORIAL</u>		
Alternate Annual Basketball Court repairs Treadwell & Dickinson	1,750	1,750	Mulch installation	-	3,200
Curbing and crack repairs at park facilities	5,000	5,000	Leaf cleanup	-	6,000
Senior Center - landscaping	-	3,500	Fountain PM	-	2,500
Newtown Village Cemetery mowing	3,850	3,850		-	11,700
Contract mowing of small areas	28,500	28,500			
Contracted Camp Training	4,000	4,000			
Turf tractor rental (was in capital in prior years)	15,000	15,000			
Sub total	154,661	162,363	Grand Total	310,784	317,265

DEPARTMENT: PARKS & RECREATION

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

<u>STAFF TRAINING</u>	<u>2022-23</u>	<u>2023-24</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. Meeting supplies and materials	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	850	850
& Operations Supervisor	10,000	10,000

DEPARTMENT: PARKS & RECREATION

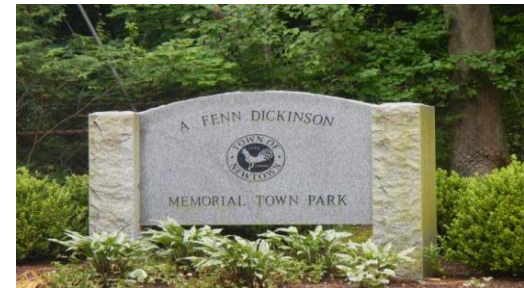
General Supplies

Summer Program		<u>2022-23</u>	<u>2023-24</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

Office Supplies: No increase (\$3,000)

Signs: : No increase:

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



DEPARTMENT: PARKS & RECREATION**Pool Supplies:** 5% increase (has not increased in 4 years)

		2022-23	2023-24
Pool Supplies:			
	Chemicals- Liquid and Granular	20,000	20,617
	Probe replacement	800	800
	Pool Shut Down and Opening	3,600	4,600
	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	33,959

General Maintenance Supplies:

5% increase do to inflation

<u>GENERAL MAINTENANCE:</u>			
<i>the following are examples and approximations;</i>			
	<u>2022-23</u>	<u>2023-24</u>	<u>Diff</u>
Paint and stain for buildings, tables, fences, etc	4,725	4,725	-
Lumber	3,150	4,150	1,000
Vandalism repairs	2,100	2,100	-
Hand soap, disinfectants, paper products, etc.	4,200	4,200	-
Locks and chains	788	788	-
Replacement Barbeques	840	840	-
Bases, home plates, etc.	630	630	-
Cement	1,260	1,260	-
net replacements	630	630	-
Misc. hand tools, nuts, bolts, litter bags, etc.	1,260	1,260	-
Replacement flags	263	263	-
Playground maintenance and repairs	5,250	5,250	-
Replacement wood chips for Treadwell playgrounds	2,625	2,625	-
Teen Center Maintenance (paid out of teen fund)			-
Maintenance and repairs for pool facilities	3,150	3,150	-
Repair recreation equipment, purchase batteries, camera equipment and DVR's etc.	100	100	-
	2,000	2,000	-
Dog bags & recycle bags	2,625	3,241	616
Osha Compliance Projects	2,100	2,100	-
Total	37,695	39,312	1,616

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

14 % increase due to rise in costs and the addition of the Sandy Hook Permanent Memorial.

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 following are estimates of major items for this account:						
	<u>2022-23</u>	<u>2023-24</u>			<u>2022-23</u>	<u>2023-24</u>
Marking paint and lime	27,720	30,720		SANDY HOOK PERMANENT MEMORIAL		
Top Soil	10,920	10,920		Mulch - 140 yds @ \$40/yd	-	5,600
Clay/baseball MVP	13,283	13,283		Fertilizer	-	1,500
Grass, seed, fertilizer	10,710	11,710		Insecticides	-	1,800
Weed control	5,250	5,250		Fungicides	-	1,400
Sand	1,050	1,050		Chlorine /Chemicals	-	1,100
90' Field at Fairfield Hills: High Meadow Field	4,725	4,725		Stone Dust Topdressing	-	500
Trail maintenance and Fairfield Hills Maintenance	11,760	11,760		Cleaning supplies	-	750
				Seed/Topsoil/Plant Material	-	500
				Misc probes,electrical sensors, lighting	-	500
Board of Education required maintenance materials (only) on eight high school fields:				Training and Recertification	-	1,000
Annual Soil testing	480	480		Gloves, eye protection, apron, masks	-	500
Top Dressing/Top Soil	12,000	12,000			-	15,150
Seed	7,250	8,530				
Clay	4,050	4,050				
Paint	8,220	11,220				
Annual purchase of three sets of replacement tine for d	2,400	2,400				
5% of items for BOE	1,720	1,720				
Other Items: Misc.	44,081	44,081				
Sub-Total	165,619	173,899		GRAND TOTAL	165,619	189,049

DEPARTMENT: PARKS & RECREATION**Capital:**

		<u>Description</u>	<u>P & R Commission Rationale</u>		
Dickinson Bathroom Renovation	25,000	Replace 26 year old dilapidated FRP panel throughout bathrooms, install new lighting, stainless steel fixtures, composite stalls and new epoxy flooring	1st of 2 phases one side then the other.		
Broom for Sidewalk Snow Plow for FFH	5,000	Outfit existing snow removal equipment to keep up with increased demands on the FFHills campus.			
Cut-off Saw/Weed Eaters/Back Pack Blowers	5,000	Replace old units beyond repair. Replace with gas powered and some electric equipment.	Annual replacements.		

Total \$35,000

See Parks & Recreation capital items included in capital non-recurring.

P & R ARP funding:

Parks & Recreation Truck with lift gate	90,000
Dickinson Park New Pavilion (Refurbishment)	200,000
Bike Park at Fairfield Hills	75,000

Vehicle inventory list is on page 310.

DEPARTMENT: PARKS & RECREATION

	(Calendar Year)											
	Actual											
<u>Measure/Indicator</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>	<u>2021</u>	<u>2022</u>	
# of Customers:									*			
Eichler's Cove Beach	3,246	2,815	2,750	2,334	3,982	3,936	3,488	4,162	5,177	3,534	5,135	
Eichler's Cove Launch	532	457	507	557	528	557	526	576	2,382	2,564	1,966	
Lake Lillinonah Launch			511	567	575	562	559	1,062	2,232	2,093	2,457	
Treadwell Pool	24,124	20,483	19,483	20,097	19,556	20,563	19,542	18,356	16,250	17,095	17,917	
Beach/Pool Membership												
Resident									861	2,358	2,002	
Non-Resident									114	134	242	
# of Participants:												
Adaptive Recreation	36	37	35	35	49	61	55	45	-	35	37	
Programs	30,975	30,055	30,000	30,397	31,553	31,529	31,756	32,148	12,476	17,251	19,729	
Special Events			4,000	4,403	4,991	16,629	14,882	14,575	1,000	20,000	17,918	
Day Camp	572	1,041	725	960	1,045	1,173	1,295	1,320	600	625	1,390	

DEPARTMENT: LIBRARY

MISSION/DESCRIPTION

The Cyrenius H. Booth Library's mission is to promote the joy of lifelong learning, stimulate curiosity, support the exchange of ideas, and provide a welcoming gathering place for our community. The library accomplishes this with free educational programs and materials resources.

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

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

BUDGET HIGHLIGHTS

The budget amount for the library contribution is \$1,401,469 (excluding town contributions for life insurance and pension) for fiscal year 2023-2024, which is an increase of \$20,000 or 1.45%.

For the first time, the budget reflects expenditures for the **museum**. The library has for many decades preserved some of Newtown's most unique cultural and educational treasures; this line specifies funding specifically for interpretation these exceptional documents and artifacts for the community and the public. The funding will be used for archival supplies, begin a process of space transformation, providing free educational programs, and research opportunities for scholars and students. Exhibits will strive to conform to state learning standards and are designed to nurture a love of learning in young children.



Exhibits

DEPARTMENT: LIBRARY**LIBRARY BUDGET**

LIBRARY						2023 - 2024 BUDGET				CHANGE	
	2020 - 2021	2021 - 2022	2022 - 2023			1st SELECTMAN	BOS	BOF	LC		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
GROUP INSURANCE	2,000	1,889	2,000	2,000	1,112	2,000	2,000	2,000		-	0.00%
RETIREMENT CONTRIBUTIONS	26,557	25,124	24,152	24,152	16,419	23,762	23,762	23,762		(390)	-1.61%
CONTRIBUTIONS TO OUTSIDE AGENCIES	1,395,351	1,381,000	1,381,469	1,381,469	874,866	1,421,469	1,401,469	1,401,469		20,000	1.45%
	1,423,908	1,408,013	1,407,621	1,407,621	892,397	1,447,231	1,427,231	1,427,231	-	19,610	1.39%

ACCOUNT DETAIL

Group Insurance; Retirement Contributions: **Group Insurance** – This amount includes life insurance and long term disability. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is needed to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 293 for a description of the pension plans and a breakdown of the ARC (by department).

Contributions to Outside Agencies - Library Contribution: The Town of Newtown has funded the library's budget at an approximate 84% rate. The other 16% comes from grants, fees, fund raising and investment income. The Library has requested a Town contribution of \$1,449,376 which is \$67,907 more than the prior year or a 4.92% increase. The Town has proposed a contribution of \$1,401,469 which is \$20,000 more than the prior year or a 21.45% increase. The following is the library's internal budget for 2023-2024 (next page):



DEPARTMENT: LIBRARY**BUDGET OVERVIEW**

The Cyrenius H. Booth Library's budget goals for FY23-24 are to respond to the needs expressed by the community with free educational programs and supporting materials, emerging technologies and supports that patrons need to thrive, efforts through programs to stimulate the growth of Newtown's small businesses, improving building safety, and preserving and protecting objects related to Newtown's heritage and culture. Another important goal for the 23-24 year is to continue the program of raising the level of civil discourse in Newtown through grassroots efforts. The library's 2023-2026 long-range plan charges the library to: Promote the joy of lifelong learning, stimulate curiosity, support the exchange of ideas, and provide a welcoming gathering place.

INCOME/EXPENSE HIGHLIGHTS

Total Income

- \$97K increase in total revenue (6.1%)
- Capacity for fundraising reflects the community's strong support of the library which can help close the funding gap
- Reduced operational revenues due to automatic renewals and elimination of fines; less this is .15% of income

Expense:

- 70% of total budget is salary and related costs; 2.5% raises and 6% benefits are offset by fewer staff hours
- 95% of occupancy increase goes to maintenance of facility
- Prior decreases in facility/occupancy & maintenance costs have been ineffective; this is an aging facility with significant needs
- Friends of the C.H. Booth Library: 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 Statement.

DEPARTMENT: LIBRARY

	Actual 21/22	Budget 22/23	Budget 23/24	Budget Comparison	
				\$ Difference	% Change
INCOME					
GRANTS					
Town of Newtown	\$1,381,000	\$1,381,469	\$1,449,376	\$67,907	4.92%
Other Grants	\$24,924	\$15,000	\$15,000	\$0	0.00%
State of Connecticut	\$23,557	\$0	\$0	\$0	0.00%
Total Grants	\$1,429,481	\$1,396,469	\$1,464,376	\$67,907	4.86%
OPERATIONS					
Fines & Misc. Sales	\$4,224	\$5,000	\$2,500	(\$2,500)	(50.00%)
Photocopy Revenue	\$3,187	\$5,000	\$5,000	\$0	0.00%
Other Operating	\$1,299	\$1,500	\$1,500	\$0	0.00%
Total Operations	\$8,710	\$11,500	\$9,000	(\$2,500)	(21.74%)
FUND RAISING					
Annual Fund Drive	\$70,058	\$50,000	\$61,000	\$11,000	22.00%
Turkey Trot Road Race	\$63,565	\$40,000	\$42,500	\$2,500	6.25%
Bequests/gifts	\$20,704	\$25,000	\$36,000	\$11,000	44.00%
Fund Raising Other	\$2,735	\$15,000	\$17,500	\$2,500	16.67%
Total Fund Raising	\$157,062	\$130,000	\$157,000	\$27,000	20.77%
INVESTMENT INCOME					
Knotts Estate	\$15,650	\$15,000	\$15,000	\$0	0.00%
Income from interest				\$12,500	
Hawley Trust	\$43,402	\$45,000	\$37,600	(7,400)	(16.44%)
Restricted Funds	\$66	\$450	\$450	\$0	0.00%
Total Investment Income	\$59,118	\$60,450	\$60,450	\$0	0.00%
INCOME SUBTOTAL	\$1,654,371	\$1,598,419	\$1,695,926	\$97,507	6.10%

DEPARTMENT: LIBRARY

				Budget Comparison	
	Actual 21/22	Budget 22/23	Budget 23/24	\$ Difference	% Change
EXPENSES					
PERSONNEL					
Salaries	\$874,100	\$933,938	\$907,287	(\$26,651)	(2.85%)
Benefits	\$225,777	\$194,294	\$205,952	\$11,658	6.00%
Social Security	\$66,208	\$71,446	\$69,410	(\$2,036)	(2.85%)
Total Personnel	\$1,166,085	\$1,199,679	\$1,182,649	(\$17,030)	(1.42%)
LIBRARY OPERATIONS					
Museum	\$0	\$0	\$5,000	\$5,000	100%
Maintenance	\$366	\$3,000	\$3,150	\$150	5.00%
Equipment	\$2,723	\$6,500	\$6,887	\$387	5.95%
Contractual Services	\$69,058	\$52,500	\$54,250	\$1,750	3.33%
Digital Content	\$27,494	\$26,500	\$25,500	(\$1,000)	(3.77%)
Bibliomation	\$46,734	\$47,902	\$48,241	\$339	0.71%
Total Books	\$64,720	\$55,000	\$48,822	(\$6,178)	(11.23%)
Total Databases	\$11,872	\$16,000	\$16,000	\$0	0.00%
Memberships	\$2,920	\$2,700	\$2,700	\$0	0.00%
Other Grants	\$24,515	\$15,000	\$15,000	\$0	0.00%
Periodicals	\$5,003	\$5,000	\$5,000	\$0	0.00%
Total Programs	\$19,557	\$19,500	\$20,000	\$500	2.56%
Professional Development	\$4,269	\$3,000	\$3,000	\$0	0.00%
Technology (including CEN costs)	\$34,208	\$25,500	\$26,775	\$1,275	5.00%
Total Library Operations	\$313,394	\$278,552	\$280,775	\$2,223	0.80%

DEPARTMENT: LIBRARY

EXPENSES (cont'd)				Budget Comparison	
	Actual 21/22	Budget 22/23	Budget 23/24	\$ Difference	% Change
OCCUPANCY					
Supplies	\$9,008	\$6,000	\$6,180	\$180	3.00%
Contractual Services	\$30,345	\$26,358	\$27,149	\$791	3.00%
Electricity	\$50,068	\$44,000	\$45,320	\$1,320	3.00%
Heat	\$19,292	\$14,000	\$14,420	\$420	3.00%
Maintenance	\$57,529	\$29,500	\$80,385	\$50,885	172.5%
Telephone	\$3,746	\$2,000	\$2,060	\$60	3.00%
Water	\$2,112	\$4,000	\$4,120	\$120	3.00%
Equipment	\$4,852	\$2,300	\$2,369	\$69	3.00%
Total Occupancy	\$176,683	\$128,158	\$182,003	\$53,845	42.01%
ADMINISTRATION					
Annual Fund Drive	\$8,615	\$6,500	\$6,500	\$0	0.00%
Turkey Trot Road Race	\$15,393	\$15,000	\$15,000	\$0	0.00%
Fund Raising Other	\$1,500	\$2,000	\$2,000	\$0	0.00%
Postage/petty cash	\$1,207	\$2,000	\$2,000	\$0	0.00%
Professional Services	\$45,316	\$15,000	\$15,000	\$0	0.00%
Supplies	\$8,642	\$9,000	\$9,000	\$0	0.00%
Working contingency	\$1,325	\$1,000	\$1,000	\$0	0.00%
Total Administration	\$81,998	\$50,500	\$50,500	\$0	0.00%
EXPENSE TOTAL	\$1,738,160	\$1,656,889	\$1,695,926	\$39,038	2.36%

DEPARTMENT: LIBRARY

C.H. BOOTH LIBRARY MEASURES & INDICATORS					
2023-2024					
<u>Measure/Indicator</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
# of Items Circulated	206,373	209,216	163,937	150,784	178,730
# of Patron Visits Per Day	399	367	356	184	222
# Registered Borrowers	11,466	10,968	10,015	9,692	10,787
# of eBooks & eAudiobooks Circulated	20,135	29,385	39,236	44,568	40,627
# of Database & Electronic Resource usage	50,399	53,568	48,695	32,555	13,991
Average Daily Wireless Bandwidth Usage §	16.1GB	17.7GB	17.7GB	17.4GB	18.3GB
# of Reference Transactions	21,000 (est)	13,416	12,530	6,227	6,604
# of Programs	711	919	642	467	595
Program Attendance	15,012	18,303	11,890	12,467	11,202
Average attendance per program	21	20	19	27	19
Value of Library Services/Return on Investment*	\$4,281,729	\$4,695,230	\$2,944,007	\$3,254,779	\$4,386,669
* Calculated with American Library Assoc Value Calculator					
§ Technology's evolution allows for less resource usage for online sessions; uses less bandwidth					

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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

						2023 - 2024 BUDGET					
	2020 - 2021	2021 - 2022	2022 - 2023			1st SELECTMAN	BOS	BOF	LC	CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
NEWTOWN PARADE COMMITTEE											
INSURANCE, OTHER THAN	-	-	1,400	1,400	1,585	1,600	1,600	1,600		200	14.29%

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 \$203,856 on June 30, 2022.

NEWTOWN CULTURAL ARTS COMMISSION BUDGET

						2023 - 2024 BUDGET					
	2020 - 2021	2021 - 2022		2022 - 2023		1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>NEWTOWN CULTURAL ARTS COMM</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 EXPENDITURES	-	-	-	-	-	-	-	-		-	

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 remained the same as prior year.

The following are the original budget amounts for this account:

<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>	<u>2021/2022</u>	<u>2022/2023</u>	<u>2023/2024</u>
\$520,000**	\$250,000	\$350,000	\$200,000	\$200,000	\$120,000	\$140,000	\$140,000	\$115,000	\$115,000	\$115,000

** Includes \$270,000 for school security

CONTINGENCY BUDGET

						2023 - 2024 BUDGET					
	2020 - 2021	2021 - 2022	2022 - 2023			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>CONTINGENCY</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>
CONTINGENCY FUND	-	-	115,000	103,843	-	115,000	115,000	115,000		-	0.00%

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. Currently the forecasted annual debt service amount is under 8% of total budget.

BUDGET HIGHLIGHTS

The budget for Debt Service, for fiscal year 2023-24 has increased by \$188,000 or 1.96%. Debt service amounts are forecasted in the CIP debt report.

Board of Education capital projects comprise 38%+ 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

						2023 - 2024 BUDGET					
	2020 - 2021	2021 - 2022	2022 - 2023			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>DEBT SERVICE</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>
BOND PRINCIPAL	6,939,769	7,266,991	7,312,861	7,312,861	3,865,320	7,455,861	7,455,861	7,455,861		143,000	1.96%
BOND INTEREST	2,546,028	2,444,667	2,298,371	2,298,371	1,367,252	2,343,371	2,343,371	2,343,371		45,000	1.96%
	9,485,797	9,711,658	9,611,232	9,611,232	5,232,573	9,799,232	9,799,232	9,799,232	-	188,000	1.96%

DEPARTMENT: DEBT SERVICE**ACCOUNT DETAIL****Principal:** Principal payment is comprised of:

Current 2023/24 debt service principal amount	\$7,851,135
March 2023 bonding issue principal amount	300,000
Amount from debt service fund applied	
	<hr/>
Total principal amount	\$8,151,135

Interest: Interest payment is comprised of:

Current 2023/24 debt service interest amount	\$2,313,753
March 2023 bonding issue interest amount	234,344
Amount from debt service fund applied	<u>(900,000)</u>
Total interest amount	\$1,648,097

Total debt service \$9,799,232

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 actual amounts in prior years represent mid year appropriations from fund balance per the Town's fund balance policy. Undesignated fund balance cannot be over 12% of the total budget amount. If it is, typically excess amounts are transferred to the capital non recurring fund. The request for 2023-24 is \$ 1,500,680.

Any planned Board of Education capital items will be determined during the Board of Finance and Legislative Council budget review process.

See account detail (next page) for planned capital items.

RESERVE FOR CAPITAL NON RECURRING BUDGET

						2023 - 2024 BUDGET					
	2020 - 2021	2021 - 2022	2022 - 2023			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>RESERVE FOR CAP & NON-REC.EXP.</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>
TRANSFER OUT	2,907,625	819,856	2,300,000	2,300,000	2,300,000	600,680	600,680	1,500,680		(799,320)	

DEPARTMENT: RESERVE FOR CAPITAL NONRECURRING**ACCOUNT DETAIL**

Reserve Cap & Non Recurring: The requested \$ 1,5000,680 comprises the following:

	Description		
INFORMATION TECHNOLOGY			
	New VM system to replace lease (resulting in savings)	60,000	
POLICE			
	1 new police vehicle	65,500	
FIRE			
	Personal protective equipment	50,000	
	Truck mounted traffic flow board	14,800	
	light tower lupgrade	9,000	
	edraulic ram	11,380	
	Dept. Total	85,180	
Highway			
	1 new all season body replacement for a 2008 Volvo 8 ton six wheel dump truck, and replace outer frame rails from truck cab rearward. This frame/body is severely rotted and will extend the life of this truck for another 6 to 8 years	85,000	
	Frame rail replacement 2004 Mack 10 wheel dump truck. This frame is severely rotted, and is in danger of breaking. Rail replacement will extend the life of the truck for 8 to 10 years.	60,000	
	Certified pre-owned Chevy Traverse of Ford Explorer to replace 1st Selectmans car, current 2017 Chevy Traverse to be recycled to the Deputy Fire Marshal	40,000	
	Replace one 11 ft. Wausau snow plow, this plow has been in service many years and has reached its end of service life.	15,000	
	Dept. Total	200,000	
PUBLIC BUILDING MAINTENANCE			
	Sidewalk repair & replacement at the Municipal Center	30,000	
	Municipal Center cupola (3) lead paint removal, prep, prime & paint	80,000	
	Low voltage lighting replacement at Municipal Center	55,000	
	Dept. Total	165,000	
PARKS & RECREATION:			
	Graco 5900 line painter - replace 12 year old line painter	25,000	
BOARD OF EDUCATION:			
	BOE building & site maintenance projects	272,000	
	BOE technology equipment	274,000	
	Dept. Total	546,000	
TOTAL DESIGNATED		1,146,680	
UNDESIGNATED		354,000	
GRAND TOTAL		1,500,680	

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 \$12,803 or 6.50%.

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

						2023 - 2024 BUDGET					
	2020 - 2021	2021 - 2022	2022 - 2023			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>TOWN HALL BOARD OF MANAGERS</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>
GROUP INSURANCE	48,938	50,035	51,430	51,430	51,301	54,488	54,488	54,488		3,058	5.95%
RETIREMENT CONTRIBUTIONS	6,407	5,760	5,455	5,455	5,455	5,200	5,200	5,200		(255)	-4.67%
CONTRIBUTIONS TO OUTSIDE	125,000	139,329	140,000	140,000	140,000	150,000	150,000	150,000		10,000	7.14%
	180,345	195,124	196,885	196,885	196,756	209,688	209,688	209,688	-	12,803	6.50%

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 295, 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 293 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 \$10,000 or 7.14%. The Town has included major capital expenditures for the ETHBOM in its Capital Improvement Plan. \$530,000 in 2025-26 and \$425,000 in 2027-28.

TOWN HALL BOARD OF MANAGERS DETAIL BUDGET:

1	EDMOND TOWN HALL	PROPOSED BUDGET 2023-2024				BOARD APPROVED 01.10.23	
2		2020-2021	2021-2022		2022-2023	2023-2024	
3	ACCOUNT TITLE	Actual	Actual	Approved Budget	Actual 7/1-9/30/22	Approved Budget	Proposed Budget
4							
5	BUILDING REVENUE						
6	RENT FEE - ALEX	11,568	49,629	41,624	15,395	35,000	48,000
7	RENT FEE - GYM	20,202	27,601	25,543	2,856	23,657	33,000
8	RENT FEE - THEATRE	38,940	116,493	31,292	11,858	45,000	98,000
9	RENT FEE - ROOM	8,106	11,169	6,204	5,964	9,054	6,200
10	RENT FEE - MISC	635	651	220	977	735	300
11	LEASE - 100		-	-		-	
12	LEASE - 101 CVH	13,600	13,881	13,488	3,508	13,645	16,704
13	LEASE - 102 BOR	4,000	4,000	3,000	4,000	4,000	6,500
14	LEASE - 103 JEN	658	4,824	-	1,236	4,800	5,670
15	LEASE - 200 LAT	15,300	18,873	14,025	4,154	15,338	16,800
16	LEASE - 201/202 RCK	4,532	6,297	5,000	915	5,000	13,090
17	LEASE - 203 KVD		-	-	542	-	5,250
18	LEASE 103A SAB		5,793		929	5,400	6,930
19	DONATIONS	250	3,170	1,957	1,124	500	3,000
20	ADVERT FEES		-	-		-	
21	SPEC EVENTS	3,000	125,721	31,985	37,023	140,000	150,000
22	OTHER (CIP Alloc)	859	-	-		-	
23	GRANTS		327,316		58,700		-
24	BANK INTEREST	145	242	78	112	150	15,000
25	HAWLEY TRUST INTEREST	45,937	37,720	47,000	-	45,937	37,600
26	CC PROCESSING FEE	443			51	847	850
27	Total Building Revenue	168,175	753,380	221,416	149,344	349,063	462,894
28	THEATER REVENUE						
29	TICKET SALES	32,118	66,447	33,870	23,388	40,000	65,000
30	CONCESSIONS	15,965	50,977	37,000	25,640	36,000	55,000
31	GIFT CERT	-		259		-	
32	ADVERT SALES	1,100	3,300	7,128	1,037	7,500	5,000
33	OTHER				120	-	
34	Total Theater Revenue	49,183	120,724	78,257	50,185	83,500	125,000
35			505,657				
36	TOTAL EARNED REVENUE BUILDING & THEATER	217,358	874,104	299,673	199,529	432,563	587,894
37	BUILDING EXPENSES						
38	SALARIES - REGULAR	185,702	234,559	226,675	74,862	253,792	314,315
39	EMPLOYEE APPRECIATION						5,241
40	SOCIAL SEC CONTRI	14,301	17,786	16,000	5,663	20,303	25,145
41	PROF SVC: SPECIAL EVENTS & BAR	(2,875)	76,877	28,000	6,842	110,000	110,000
42	PROF SVS - LEGAL	288	240	1,000	-	500	500
43	WATER/SEWERAGE	2,113	3,410	2,350	681	2,079	3,400
44	REPAIR & MAINTENANCE SERV	36,591	33,923	25,800	10,704	28,000	35,000
45	CONTRACTUAL SERVICES	26,351	42,175	27,672	6,657	28,051	35,000
46	POSTAGE	55	6	198	13	110	50
47	ADVERTISING/MARKETING	3,905	6,381	3,600	4,796	18,700	19,000
48	DUES, TRAVEL & EDUCATION	1,572	1,013	1,850	289	1,900	1,500
49	MEETING CLERKS	1,500	1,875	1,500	250	1,500	1,500
50	OFFICE SUPPLIES	3,882	6,827	2,765	238	8,595	8,500
51	GENERAL MAINTENANCE SUPPL	10,833	20,653	14,503	4,877	12,573	19,000
52	GROUND MAINTENANCE SUPPL	2,775	-	4,600		2,500	2,500
53	TELEPHONE/INTERNET/CABLE	5,848	5,657	17,867	1,392	5,444	9,400
54	ENERGY - NATURAL GAS	22,026	26,271	35,026	2,193	21,571	26,000
55	ENERGY - ELECTRICITY	40,556	45,292	3,000	13,487	36,012	42,000

TOWN HALL BOARD OF MANAGERS DETAIL BUDGET (continued):

2		2020-2021	2021-2022		2022-2023		2023-2024
3	ACCOUNT TITLE	Actual	Actual	Approved Budget	Actual 7/1-9/30/22	Approved Budget	Proposed Budget
56	CAPITAL OUTLAY	9,827	5,793	6,194	220	15,000	5,000
57	OTHER EXPENDITURES		7,757		18	1,000	1,000
58	CC EXPENSE	1,002	-		993	1,255	1,300
59	GRANT EXPENSES (reimbursed by grant monies)				5,797		
60	Total Building Expenses	366,251	536,296	418,600	139,975	568,885	665,351
61							
62	THEATER EXPENSES						
63	SALARIES - REGULAR	49,199	33,703	29,742	9,155	36,450	37,500
64	SOCIAL SEC CONTRI	4,004	2,579	2,020	700	2,916	3,000
65	FILM RENTAL	14,459	26,979	8,971	11,124	16,000	30,000
66	CONTRACTUAL SERVICES	18,664	7,798	5,000	452	6,000	8,000
67	ADVERTISING/MARKETING	8,636	13,123	10,300	2,538	13,000	11,000
68	GENERAL SUPPLIES	739	361	-	-	1,000	1,000
69	CONCESSIONS	7,745	20,947	15,622	6,501	12,600	21,000
70	OTHER EXPENDITURES	1,068	-		16	1,000	1,000
71	Total Theater Expenses	104,514	105,490	71,655	30,487	88,966	112,500
72							
73	TOTAL EXPENSES	470,765	641,786	490,255	170,462	657,851	777,851
74			(136,130)				
75	NET OPERATING INCOME	(253,408)	232,318	(190,582)	29,067	(225,288)	(189,957)
76	HAWLEY TRUST MAINTENANCE DIST.	55,000	-	-	55,000	55,000	
77	NOI + SPECIAL MAINT DISTRIBUTION	(198,408)	232,318	(190,582)	84,067	(170,288)	(189,957)
78	TOWN CONTRIBUTION	125,000	139,329	139,329	140,000	140,000	160,000
79	NET INCOME (LOSS)	(73,408)	371,647	(51,253)	224,067	(30,290)	(29,957)
80	3,199						
81	9/1/2022	ASSETS	LIABILITIES				
82	NEWTOWN SAVINGS BANK						
83	Checking Account	\$200,272					
84	Savings Account	\$268,276					
85	Designated Account	\$95,337					
86	TOTAL NSB ASSETS	\$563,885					
87							
88	Current Due To: Town of Newtown *		\$73,158				
89							
90	SUB TOTAL: ASSETS/LIABILITIES	\$563,885	\$73,158				
91	Estimated Revenue collected FY22-23	\$627,563					
92	Estimated Expenses remainder FY22-23		\$657,851				
93	TOTAL: ASSETS/LIABILITIES (a)	\$1,191,448	\$731,009				
94	Payoff Liabilities (b)	\$731,009					
95	Estimated Cash Balance 7/1/22 (c)	\$460,439	a-b=c				
96	Planned Projects-paid with cash reserves						
97	Building security cameras (and CEN wiring)		\$10,000				
98	Repair walkway		\$3,300				
99	Total Planned Projects (above budget)		\$13,300				
100	Estimated Loss Budget 2022/2023	-\$30,290					
101	EST. TOTAL NSB ASSETS 6/30/23	\$416,849	(incl. ETH projects)				
102	* confirmed 9/1/22 (accts 1000, 1001, 2030 from trial balance)						

DEPARTMENT: TRANSFER OUT - TO OTHER FUNDS

MISSION/DESCRIPTION

Represents authorized transfers out to other funds.

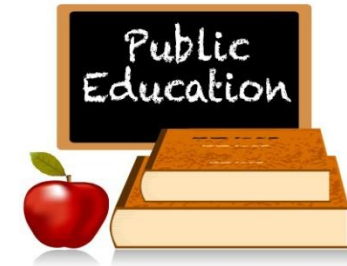
BUDGET HIGHLIGHTS

Transfer represents an additional contribution to the Medical Self-Insurance fund per the Employee Medical Benefits Board recommendation. A Town contribution increase of 9% was determined. The original estimate was 6%.

TRANSFER OUT - TO OTHER FUNDS BUDGET

	2020 - 2021 ACTUALS	2021 - 2022 ACTUALS	2022 - 2023			2023 - 2024 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
<u>TRANSFER OUT - TO OTHER FUNDS</u>											
TRANSFER OUT	10,375	-	-	-	-	-	-	96,150		96,150	

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 Education budget is increased by \$3,350,012. See BOF adjustments on page 289 & the Legislative Council adjustments on page 291.

BOARD OF EDUCATION BUDGET

						2023 - 2024 BUDGET					
	2020 - 2021	2021 - 2022		2022 - 2023		Superintendent	BOE	BOF	LC	CHANGE	
BOARD OF EDUCATION	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
EDUCATION	78,651,776	79,697,698	82,134,639	82,134,639		85,989,669	85,990,974	85,484,651		3,350,012	4.08%

BUDGET ADJUSTMENTS

**FIRST SELECTMAN
BOARD OF SELECTMEN
BOARD OF FINANCE
LEGISLATIVE COUNCIL**

TOWN OF NEWTOWN								
DEPARTMENT REQUEST VS FIRST SELECTMAN PROPOSED 2023 - 2024 BUDGET								
					2023 - 2024 BUDGET			
	2020 - 2021	2021 - 2022	2022 - 2023		DEPARTMENT	1st SELECTMAN		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	REQUEST	PROPOSED	Difference	COMMENTS
<u>SELECTMEN</u>					a	b	b - a	
SALARIES & WAGES - FULL TIME	177,133	181,702	183,696	183,696	185,636	185,636	-	
GROUP INSURANCE	22,387	23,038	23,668	23,668	24,992	24,992	-	
SOCIAL SECURITY CONTRIBUTIONS	13,551	13,835	14,053	14,053	14,201	14,201	-	
RETIREMENT CONTRIBUTIONS	13,769	13,344	13,152	13,152	13,022	13,022	0	
TOWN HALL O.T. /ED. /LONGEVITY	9,874	7,428	10,000	10,000	10,300	10,300	-	
PROF SVS - LEGAL	181,796	145,906	200,000	200,000	200,000	200,000	-	
DUES, TRAVEL & EDUCATION	879	2,701	2,000	2,000	2,000	2,000	-	
OFFICE SUPPLIES	1,195	1,202	1,500	1,500	1,500	1,500	-	
OTHER EXPENDITURES	4,627	3,806	5,000	5,000	5,000	5,000	-	
	425,211	392,962	453,069	453,069	456,650	456,650	0	
<u>SELECTMEN - OTHER</u>								
SOCIAL SECURITY CONTRIBUTIONS	3,286	3,144	3,500	3,500	3,500	3,500	-	
REPAIR & MAINTENANCE SERVICES	1,563	607	1,600	1,600	1,600	1,600	-	
COPIER LEASING	31,374	29,746	35,000	35,000	30,000	30,000	-	
POSTAGE	49,260	54,597	50,000	50,000	55,000	55,000	-	
ADVERTISING	18,352	24,879	20,000	20,000	25,000	25,000	-	
MEETING CLERKS	46,500	49,943	50,000	50,000	50,000	50,000	-	
	150,335	162,915	160,100	160,100	165,100	165,100	-	
<u>HUMAN RESOURCES</u>								
SALARIES & WAGES - FULL TIME	80,147	82,180	84,259	84,259	86,575	91,575	5,000	Increase salary to reflect current job market
GROUP INSURANCE	16,914	17,429	17,931	17,931	18,973	18,973	-	
SOCIAL SECURITY CONTRIBUTIONS	5,907	6,022	6,446	6,446	6,623	7,006	383	
RETIREMENT CONTRIBUTIONS	4,007	4,109	4,213	4,213	4,329	4,579	250	
PROF SVS - OFFICIAL /	8,711	13,908	11,000	11,000	14,000	14,000	-	
DUES, TRAVEL & EDUCATION	1,495	-	1,000	1,000	1,000	1,000	-	
	117,181	123,648	124,849	124,849	131,500	137,133	5,633	

	2020 - 2021	2021 - 2022	2022 - 2023		2023 - 2024 BUDGET			
	ACTUALS	ACTUALS	ADOPTED	AMENDED	DEPARTMENT REQUEST	1st SELECTMAN PROPOSED	Difference	COMMENTS
TAX COLLECTOR					a	b	b - a	
SALARIES & WAGES - FULL TIME	235,086	238,996	247,028	247,028	254,011	254,011	-	
SALARIES & WAGES - PART TIME	2,020	2,055	13,429	13,429	13,798	13,798	-	
SALARIES & WAGES - SEASONAL	1,327	4,778	5,000	5,000	5,138	5,138	-	
SALARIES & WAGES - OVER TIME	3,440	3,599	2,500	2,500	2,569	2,569	-	
GROUP INSURANCE	85,124	87,721	90,211	90,211	95,484	95,484	-	
SOCIAL SECURITY CONTRIBUTIONS	17,434	17,935	20,499	20,499	21,077	21,077	-	
RETIREMENT CONTRIBUTIONS	24,790	22,845	22,272	22,272	20,206	20,206	0	
DUES,TRAVEL & EDUCATION	670	980	1,000	1,000	1,000	1,000	-	
OFFICE SUPPLIES	4,573	4,200	4,500	4,500	4,500	4,500	-	
	374,463	383,107	406,439	406,439	417,782	417,782		
PURCHASING								
SALARIES & WAGES - FULL TIME	44,419	33,270	46,685	46,685	51,375	51,375	-	
GROUP INSURANCE	22,892	19,854	24,229	24,229	25,628	25,628	-	
SOCIAL SECURITY CONTRIBUTIONS	3,143	1,885	3,571	3,571	3,930	3,930	-	
RETIREMENT CONTRIBUTIONS	2,221	(1,370)	2,334	2,334	2,569	2,569	-	
DUES,TRAVEL & EDUCATION	(310)	441	500	500	500	500	-	
	72,366	54,081	77,319	77,319	84,001	84,001	-	
PROBATE COURT								
PROF SVS - OFFICIAL /	7,590	11,956	8,572	8,572	9,001	9,001	(0)	
	7,590	11,956	8,572	8,572	9,001	9,001	(0)	
TOWN CLERK								
SALARIES & WAGES - FULL TIME	178,600	172,668	196,443	196,443	201,792	201,792	-	
GROUP INSURANCE	62,992	64,687	66,656	66,656	70,579	70,579	-	
SOCIAL SECURITY CONTRIBUTIONS	13,135	12,391	15,028	15,028	15,437	15,437	-	
RETIREMENT CONTRIBUTIONS	13,836	15,418	9,202	9,202	11,527	11,527	0	
PROF SVS - OFFICIAL /	170	297	500	500	500	500	-	
PRINTING, BINDING & MICROFICHING	25,000	20,000	20,000	20,000	20,000	20,000	-	
DUES,TRAVEL & EDUCATION	1,107	1,799	2,000	2,000	2,000	2,000	-	
OFFICE SUPPLIES	2,800	1,831	3,000	3,000	3,000	2,500	(500)	Adjusted based on past experience
	297,638	289,091	312,829	312,829	324,835	324,335	(500)	

					2023 - 2024 BUDGET			
	2020 - 2021	2021 - 2022	2022 - 2023		DEPARTMENT	1st SELECTMAN		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	REQUEST	PROPOSED	Difference	COMMENTS
REGISTRARS					a	b	b - a	
SALARIES & WAGES - FULL TIME	69,893	71,636	73,447	73,447	75,467	75,467	-	
SALARIES & WAGES - PART TIME	15,148	15,115	20,880	18,880	20,880	20,880	-	
SALARIES & WAGES - SEASONAL	32,195	24,147	33,000	35,000	55,000	55,000	-	
SOCIAL SECURITY CONTRIBUTIONS	8,038	7,057	9,741	9,741	11,578	11,578	0	
PROF SVS - ELECTION	-	-	-	-	-	-	-	
REPAIR & MAINTENANCE SERVICES	1,264	2,250	2,250	2,250	2,250	2,250	-	
DUES,TRAVEL & EDUCATION	2,550	3,498	3,500	3,500	3,500	3,500	-	
OFFICE SUPPLIES	1,322	1,770	1,800	1,800	1,800	1,800	-	
OTHER EXPENDITURES	24,148	27,996	28,000	28,000	29,000	29,000	-	
	154,557	153,469	172,618	172,618	199,475	199,475	0	
ASSESSOR								
SALARIES & WAGES - FULL TIME	197,286	218,014	251,301	251,301	258,212	258,212	-	
SALARIES & WAGES - PART TIME	-	-	-	-	-	-	-	
SALARIES & WAGES - OVERTIME	1,904	-	-	-	-	-	-	
GROUP INSURANCE	46,922	48,439	49,736	49,736	52,616	52,616	-	
SOCIAL SECURITY CONTRIBUTIONS	14,402	15,659	19,225	19,225	19,753	19,753	-	
RETIREMENT CONTRIBUTIONS	16,917	22,152	15,181	15,181	15,317	15,317	0	
OTHER EMPLOYEE BENEFITS	650	325	650	650	650	650	-	
PROF SVS - AUDIT	3,000	10,000	3,000	3,000	3,000	3,000	-	
DUES,TRAVEL & EDUCATION	1,590	2,500	3,500	3,500	3,000	3,000	-	
OFFICE SUPPLIES	2,163	3,463	4,000	4,000	4,600	4,600	-	
	284,834	320,552	346,593	346,593	357,148	357,148	0	
FINANCE								
SALARIES & WAGES - FULL TIME	381,355	380,394	393,060	393,060	405,924	407,209	1,285	
GROUP INSURANCE	85,191	88,166	90,450	90,450	95,681	95,681	-	
SOCIAL SECURITY CONTRIBUTIONS	27,110	27,078	30,069	30,069	31,053	31,152	98	
RETIREMENT CONTRIBUTIONS	50,390	48,660	45,438	45,438	42,305	42,305	0	
DUES,TRAVEL & EDUCATION	1,360	1,945	2,000	2,000	2,000	2,000	-	
OFFICE SUPPLIES	4,340	4,346	4,500	4,500	4,635	4,635	-	
OTHER EXPENDITURES	1,299	1,993	2,000	2,000	2,000	2,000	-	
	551,045	552,582	567,517	567,517	583,599	584,983	1,383	

	2020 - 2021 ACTUALS	2021 - 2022 ACTUALS	2022 - 2023		2023 - 2024 BUDGET		Difference b - a	COMMENTS
			ADOPTED	AMENDED	DEPARTMENT	1st SELECTMAN		
					REQUEST	PROPOSED		
<u>TECHNOLOGY DEPARTMENT</u>					a	b		
SALARIES & WAGES - FULL TIME	320,324	296,764	336,931	336,931	345,318	345,318	-	
GROUP INSURANCE	56,146	57,570	59,621	59,621	63,030	63,030	-	
SOCIAL SECURITY CONTRIBUTIONS	23,672	21,823	25,775	25,775	26,417	26,417	-	
RETIREMENT CONTRIBUTIONS	19,818	17,831	16,847	16,847	20,793	20,793	0	
FEES & PROFESSIONAL SERVICES	40,103	21,754	32,000	32,000	24,000	24,000	-	
SOFTWARE/HARDWARE	300,309	325,650	300,760	300,760	325,260	270,260	(55,000)	\$60,000 in capital & non-recurring to replace annual lease amount.
DUES, TRAVEL & EDUCATION	7,479	2,251	8,000	8,000	12,000	10,000	(2,000)	Adjust
OFFICE SUPPLIES	7,576	1,495	8,000	8,000	8,000	8,000	-	
EQUIPMENT - TECHNOLOGY	49,950	21,957	30,000	30,000	90,000	30,000	(60,000)	A new VM system to replace leased equipment (resulting in savings) placed in transfer to capital & non-recurring.
	825,377	767,095	817,934	817,934	914,818	797,818	(117,000)	
<u>UNEMPLOYMENT</u>								
UNEMPLOYMENT COMPENSATION	133	-	8,000	8,000	5,000	5,000	-	
	133	-	8,000	8,000	5,000	5,000	-	
<u>OPEB CONTRIBUTION</u>								
GROUP INSURANCE	79,285	81,663	84,113	84,113	89,160	89,160	-	
OTHER POST EMPLOYMENT	100,000	100,000	100,000	100,000	100,000	100,000	-	
	179,285	181,663	184,113	184,113	189,160	189,160	-	
<u>PROFESSIONAL ORGANIZATIONS</u>								
OTHER EXPENDITURES	33,481	41,108	41,108	41,108	41,756	41,756	-	
	33,481	41,108	41,108	41,108	41,756	41,756	-	
<u>INSURANCE</u>								
INSURANCE, OTHER THAN	1,107,069	1,095,378	1,133,515	1,133,515	1,150,000	1,150,000	-	
OTHER EXPENDITURES	1,500	9,988	10,000	10,000	10,000	10,000	-	
	1,108,569	1,105,366	1,143,515	1,143,515	1,160,000	1,160,000	-	
<u>LEGISLATIVE COUNCIL</u>								
PROF SVS - AUDIT	44,963	46,000	47,000	47,000	47,940	47,940	-	
	44,963	46,000	47,000	47,000	47,940	47,940	-	

[illegible]

	2020 - 2021 ACTUALS	2021 - 2022 ACTUALS	2022 - 2023		2023 - 2024 BUDGET		Difference	COMMENTS
			ADOPTED	AMENDED	DEPARTMENT	1st SELECTMAN		
					REQUEST	PROPOSED		
POLICE					a	b	b - a	
SALARIES & WAGES - FULL TIME	4,230,595	4,115,416	4,426,844	4,404,588	4,585,900	4,452,028	(133,872)	Requested two new officer positions. Request was not granted due to additional cost. Overtime would not be proportionally affected.
SALARIES & WAGES - PART TIME	-	-	-	-	-	-	-	
SALARIES & WAGES - SEASONAL	2,200	-	-	-	-	-	-	
SALARIES & WAGES - TEMPORARY	-	-	-	-	-	-	-	
SALARIES & WAGES - OVERTIME	142,569	190,932	166,675	166,675	166,675	166,675	-	
GROUP INSURANCE	861,370	883,151	911,298	911,298	963,966	963,966	-	
SOCIAL SECURITY CONTRIBUTIONS	324,928	319,813	351,404	351,404	363,572	353,331	(10,241)	New employee benefit
RETIREMENT CONTRIBUTIONS	1,137,415	1,253,359	1,219,195	1,219,195	1,382,664	1,362,584	(20,081)	New employee benefit
OTHER EMPLOYEE BENEFITS	70,380	81,660	84,100	84,100	103,900	93,900	(10,000)	New employee uniforms
SOFTWARE/HARDWARE	75,683	77,996	81,352	81,352	85,420	85,420	-	
OTHER PURCHASED SERVICES	22,824	21,506	23,000	23,000	24,150	24,150	-	
CONTRACTUAL SERVICES	38,255	47,528	48,500	48,500	49,601	49,601	-	
DUES, TRAVEL & EDUCATION	45,494	54,708	54,900	54,900	69,380	69,380	-	
OFFICE SUPPLIES	4,484	4,473	4,500	4,500	4,725	4,725	-	
MACHINERY & EQUIPMENT - VEHICLES	89,422	91,044	100,479	122,735	196,500	131,000	(65,500)	Department request is three new patrol vehicles. Two vehicles will be funded in the budget and one vehicle will be in the transfer it capital & non-recurring
POLICE EQUIPMENT	33,298	33,805	36,525	36,525	37,621	37,621	-	
CAPITAL	-	-	-	-	-	-	-	
OTHER EXPENDITURES	9,127	9,665	10,750	10,750	11,825	11,825	-	
	7,088,043	7,185,056	7,519,522	7,519,522	8,045,900	7,806,206	(239,694)	
ANIMAL CONTROL								
SALARIES & WAGES - FULL TIME	69,794	87,594	92,574	92,574	95,119	95,119	-	
SALARIES & WAGES - PART TIME	32,488	33,531	34,376	34,376	35,322	35,322	-	
GROUP INSURANCE	29,172	29,648	30,695	30,695	32,491	32,491	-	
SOCIAL SECURITY CONTRIBUTIONS	9,041	9,175	9,712	9,712	9,979	9,979	-	
RETIREMENT CONTRIBUTIONS	9,046	9,690	5,634	5,634	7,065	7,065	0	
OTHER EMPLOYEE BENEFITS	306	305	-	-	350	350	-	
PROF SVS - OTHER	640	-	500	500	500	500	-	
DUES, TRAVEL & EDUCATION	160	-	500	500	500	500	-	
OFFICE SUPPLIES	396	218	500	500	500	500	-	
CAPITAL	-	-	-	-	-	-	-	
	151,043	170,160	174,491	174,491	181,826	181,826	0	

[illegible]

					2023 - 2024 BUDGET			
	2020 - 2021	2021 - 2022	2022 - 2023	-	DEPARTMENT	1st SELECTMAN		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	REQUEST	PROPOSED	Difference	COMMENTS
EMERGENCY MANAGEMENT					a	b	b - a	NUSAR has been appropriatley placed in the Outside Agencies line item budget. NUSAR is not a Town department. It is a not for profit organization.
SALARIES & WAGES - PART TIME	14,925	16,925	16,925	16,925	18,500	18,500	-	
SOCIAL SECURITY CONTRIBUTIONS	941	1,056	1,295	1,295	1,415	1,415	-	
PROF SVS - OFFICIAL /	2,000	3,200	6,500	6,500	-	-	-	
CONTRACTUAL SERVICES	21,070	24,924	28,925	28,925	25,175	19,175	(6,000)	Antennas and building equipement to capital & no-recurring
DUES, TRAVEL & EDUCATION	2,000	2,815	3,000	3,000	-	-	-	
OFFICE SUPPLIES	986	127	1,000	1,000	1,000	1,000	-	
ENERGY - ELECTRICITY	3,589	4,199	4,500	4,500	-	-	-	
ENERGY - OIL/NATURAL GAS	1,894	2,475	2,300	2,300	-	-	-	
CAPITAL	12,199	-	-	-	-	-	-	
	59,603	55,720	64,445	64,445	46,090	40,090	(6,000)	
LAKE AUTHORITIES								
OTHER PURCHASED SERVICES	46,947	53,735	53,735	64,892	73,117	73,117	-	
	46,947	53,735	53,735	64,892	73,117	73,117	-	
N.W. SAFETY COMMUNICATION								
OTHER PURCHASED SERVICES	11,489	11,489	11,590	11,590	11,590	11,590	-	
EMERGENCY MEDICAL SERVICES								
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	-	
NW CONNECTICUT EMS COUNCIL								
OTHER PURCHASED SERVICES	-	-	250	250	250	250	-	
BUILDING DEPARTMENT								
SALARIES & WAGES - FULL TIME	251,198	258,774	288,297	288,297	296,225	271,897	(24,328)	Took out part time position that has not been filled.
GROUP INSURANCE	98,401	101,309	103,834	103,834	109,944	109,944	-	
SOCIAL SECURITY CONTRIBUTIONS	18,518	18,755	22,055	22,055	22,661	20,800	(1,861)	PT position
RETIREMENT CONTRIBUTIONS	29,894	28,687	22,180	22,180	23,900	23,900	(0)	
OTHER EMPLOYEE BENEFITS	650	650	1,000	1,000	1,000	1,000	-	
PROF SVS - OTHER	-	-	-	-	-	-	-	
DUES, TRAVEL & EDUCATION	150	315	1,000	1,000	1,000	1,000	-	
OFFICE SUPPLIES	1,878	1,087	2,400	2,400	2,400	2,400	-	
	400,689	409,577	440,766	440,766	457,130	430,941	(26,189)	

	2020 - 2021 ACTUALS	2021 - 2022 ACTUALS	2022 - 2023		2023 - 2024 BUDGET		Difference	COMMENTS
			ADOPTED	AMENDED	DEPARTMENT	1st SELECTMAN		
					REQUEST	PROPOSED		
HIGHWAY					a	b	b - a	
SALARIES & WAGES - FULL TIME	2,576,091	2,656,922	2,822,776	2,701,776	2,917,542	2,810,087	(107,455)	assistant town engineer position (vacant) eliminated. Town engineer reduced to actual salary (new hire).
SALARIES & WAGES - OVERTIME	46,899	79,780	60,000	65,000	60,000	60,000	-	
GROUP INSURANCE	659,009	686,361	700,807	700,807	741,083	741,083	-	
SOCIAL SECURITY CONTRIBUTIONS	203,350	204,423	220,532	220,532	227,782	219,562	(8,220)	
RETIREMENT CONTRIBUTIONS	259,894	252,687	227,903	227,903	231,091	232,797	1,706	
OTHER EMPLOYEE BENEFITS	43,840	44,758	48,535	48,535	43,665	43,665	-	
FEES & PROFESSIONAL SERVICES	15,000	11,250	32,500	32,500	17,500	17,500	-	
REPAIR & MAINTENANCE SERVICES	476,361	482,480	482,600	482,600	506,625	506,625	-	
CONTRACTUAL SERVICES	649,937	655,617	650,000	650,000	650,000	650,000	-	
DUES, TRAVEL & EDUCATION	4,000	5,432	8,000	8,000	8,000	8,000	-	
OFFICE SUPPLIES	1,567	1,586	1,700	1,700	1,700	1,700	-	
ENERGY - GASOLINE	242,633	292,204	330,150	387,150	422,400	422,400	-	
STREET LIGHTS	37,186	37,192	45,000	45,000	48,500	48,500	-	
CONSTRUCTION SUPPLIES	31,709	42,016	40,000	40,000	40,000	40,000	-	
STREET SIGNS	13,370	17,031	18,000	18,000	18,000	18,000	-	
DRAINAGE MATERIALS	100,288	100,000	100,000	100,000	100,000	100,000	-	
ROAD PATCHING MATERIALS	99,596	84,951	100,000	100,000	100,000	100,000	-	
ROAD IMPROVEMENTS - PUBLIC	2,249,568	2,499,822	2,750,000	2,750,000	3,000,000	3,000,000	-	
CAPITAL	92,000	69,646	-	-	275,000	-	(275,000)	Place \$200,000 items in capital & non-recurring for approval. 2014 Elgin sweeper \$75,000 (payment 1 of 4) delayed till next budget year.
	7,802,296	8,224,156	8,638,503	8,579,503	9,408,888	9,019,919	(388,970)	
	2020 - 2021 ACTUALS	2021 - 2022 ACTUALS	2022 - 2023		2023 - 2024 BUDGET		Difference	COMMENTS
			ADOPTED	AMENDED	DEPARTMENT	1st SELECTMAN		
					REQUEST	PROPOSED		
WINTER MAINTENANCE					a	b	b - a	
SALARIES & WAGES - OVERTIME	170,934	206,891	180,000	180,000	165,000	165,000	-	
SOCIAL SECURITY CONTRIBUTIONS	11,477	13,738	13,770	13,770	12,623	12,623	-	
CONTRACTUAL SERVICES	169,961	153,381	170,000	170,000	190,000	180,000	(10,000)	Adjust to prior years experience
SAND	78,719	59,670	63,301	63,301	65,456	65,456	-	
SALT	221,278	224,757	225,000	252,000	330,351	330,351	-	
MACHINERY & EQUIPMENT -	23,621	24,962	25,000	25,000	25,000	25,000	-	
	675,990	683,397	677,071	704,071	788,430	778,430	(10,000)	
TRANSFER STATION								
SALARIES & WAGES - FULL TIME	61,513	127,624	197,540	162,540	203,446	203,446	-	
SALARIES & WAGES - OVERTIME	48,495	39,744	25,000	60,000	25,000	25,000	-	
GROUP INSURANCE	43,489	43,784	45,284	45,284	47,913	47,913	-	
SOCIAL SECURITY CONTRIBUTIONS	7,850	11,615	17,024	17,024	17,476	17,476	-	
RETIREMENT CONTRIBUTIONS	19,910	18,834	17,810	17,810	12,698	12,698	0	
OTHER EMPLOYEE BENEFITS	2,849	1,060	3,868	3,868	2,785	2,785	-	
REPAIR & MAINTENANCE SERVICES	1,998	3,491	3,000	3,000	30,000	25,000	(5,000)	Adjust
CONTRACTUAL SERVICES	1,255,562	1,233,142	1,505,200	1,505,200	1,556,434	1,531,434	(25,000)	Decrease wood grinding amount (still an increase over prior year)
DUES, TRAVEL & EDUCATION	500	-	500	500	500	500	-	
GENERAL SUPPLIES	1,009	3,464	3,000	3,000	3,000	3,000	-	
ENERGY - ELECTRICITY	4,093	3,884	5,290	5,290	7,776	7,776	-	
CAPITAL	-	-	-	-	-	-	-	
	1,447,268	1,486,642	1,823,516	1,823,516	1,907,029	1,877,029	(30,000)	

					2023 - 2024 BUDGET			
	2020 - 2021	2021 - 2022	2022 - 2023		DEPARTMENT	1st SELECTMAN		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	REQUEST	PROPOSED	Difference	COMMENTS
<u>PUBLIC BUILDING MAINTENANCE</u>					a	b	b - a	
SALARIES & WAGES - FULL TIME	80,912	55,485	87,422	87,422	89,826	89,826	-	
SALARIES & WAGES - OVERTIME	2,502	2,295	6,000	6,000	6,000	6,000	-	
GROUP INSURANCE	45,796	47,176	48,565	48,565	51,450	51,450	-	
SOCIAL SECURITY CONTRIBUTIONS	6,116	4,001	7,147	7,147	7,331	7,331	-	
RETIREMENT CONTRIBUTIONS	3,340	2,707	4,267	4,267	4,214	4,214	0	
OTHER EMPLOYEE BENEFITS	650	325	650	650	650	650	-	
WATER / SEWERAGE	53,138	45,998	85,000	85,000	145,000	145,000	-	
REPAIR & MAINTENANCE SERVICES	39,466	46,591	60,000	60,000	60,000	60,000	-	
CONTRACTUAL SERVICES	169,386	212,401	240,000	240,000	270,000	270,000	-	
GENERAL MAINTENANCE SUPPLIES	13,958	6,795	10,000	10,000	10,000	10,000	-	
ENERGY - ELECTRICITY	265,848	249,235	240,000	250,000	353,000	353,000	-	
ENERGY - OIL	90,750	101,350	115,000	137,000	172,000	172,000	-	
CAPITAL	6,780	-	-	-	195,500	-	(195,500)	Propose capital in capital & non-recurring
	778,643	774,358	904,051	936,051	1,364,970	1,169,470	(195,500)	
<u>SOCIAL SERVICES</u>								
SALARIES & WAGES - FULL TIME	235,673	240,421	246,544	246,544	256,312	256,312	-	
GROUP INSURANCE	40,020	41,613	42,704	42,704	45,085	45,085	-	
SOCIAL SECURITY CONTRIBUTIONS	17,272	17,434	18,861	18,861	19,608	19,608	-	
RETIREMENT CONTRIBUTIONS	14,103	13,988	14,118	14,118	14,463	14,463	0	
FEES & PROFESSIONAL SERVICES	3,840	2,752	3,000	3,000	3,000	3,000	-	
DUES, TRAVEL & EDUCATION	246	24	1,000	1,000	1,000	1,000	-	
OFFICE SUPPLIES	598	2,477	2,500	2,500	2,500	2,500	-	
CONTRIBUTIONS TO INDIVIDUALS	3,998	1,273	5,000	5,000	5,000	5,000	-	
OTHER EXPENDITURES	1,736	4,989	2,000	2,000	2,000	2,000	-	
	317,487	324,970	335,727	335,727	348,968	348,968	0	

					2023 - 2024 BUDGET			
	2020 - 2021	2021 - 2022	2022 - 2023		DEPARTMENT	1st SELECTMAN		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	REQUEST	PROPOSED	Difference	COMMENTS
<u>SENIOR SERVICES</u>					a	b	b - a	
SALARIES & WAGES - FULL TIME	55,549	56,105	88,090	82,090	90,513	90,513	-	
SALARIES & WAGES - PART TIME	15,651	15,012	5,000	11,000	3,500	3,500	-	
GROUP INSURANCE	25,553	26,335	27,104	27,104	28,706	28,706	-	
SOCIAL SECURITY CONTRIBUTIONS	5,328	5,212	7,121	7,121	7,192	7,192	-	
RETIREMENT CONTRIBUTIONS	5,128	4,723	6,173	6,173	4,526	4,526	-	
SENIOR BUS CONTRACT	160,700	160,700	160,700	160,700	165,500	165,500	-	
DUES, TRAVEL & EDUCATION	-	-	700	700	700	700	-	
OFFICE SUPPLIES	1,215	1,484	1,500	1,500	1,500	1,500	-	
OTHER EXPENDITURES	46,051	51,999	53,000	53,000	63,500	60,000	(3,500)	Adjust
	315,176	321,571	349,388	349,388	365,637	362,137	(3,500)	
<u>NEWTOWN HEALTH DISTRICT</u>								
GROUP INSURANCE	97,571	99,982	102,822	102,822	108,882	108,882	-	
RETIREMENT CONTRIBUTIONS	25,870	23,259	29,235	29,235	28,208	28,208	0	
OTHER PURCHASED SERVICES	285,000	290,000	302,822	302,822	317,808	317,808	-	
	408,441	413,241	434,879	434,879	454,898	454,898	0	
<u>NEWTOWN YOUTH & FAMILY SVS</u>								
GROUP INSURANCE	35,597	35,982	37,447	37,447	39,467	39,467	-	
CONTRIBUTIONS TO OUTSIDE	266,000	266,000	266,000	266,000	266,000	266,000	-	
	301,597	301,982	303,447	303,447	305,467	305,467	-	
<u>CHILDREN'S ADVENTURE CENTER</u>								
GROUP INSURANCE	103,395	106,497	109,750	109,750	116,216	116,216	-	
RETIREMENT CONTRIBUTIONS	39,793	38,389	33,103	33,103	31,645	31,645	-	
CONTRIBUTIONS TO OUTSIDE	-	-	-	-	-	-	-	
	143,188	144,886	142,853	142,853	147,861	147,861	-	
<u>OUTSIDE AGENCY CONTRIBUTIONS</u>								
CONTRIBUTIONS TO OUTSIDE	63,592	70,945	83,945	83,945	113,895	113,895	-	

	2020 - 2021 ACTUALS	2021 - 2022 ACTUALS	2022 - 2023		2023 - 2024 BUDGET		Difference b - a	COMMENTS
			ADOPTED	AMENDED	DEPARTMENT	1st SELECTMAN		
					REQUEST	PROPOSED		
<u>LAND USE</u>					a	b	b - a	
SALARIES & WAGES - FULL TIME	389,225	390,093	422,891	422,891	434,520	434,520	-	
GROUP INSURANCE	92,934	95,355	98,277	98,277	103,878	103,878	-	
SOCIAL SECURITY CONTRIBUTIONS	28,911	28,600	32,351	32,351	33,241	33,241	-	
RETIREMENT CONTRIBUTIONS	42,486	41,215	34,373	34,373	33,540	33,540	0	
OTHER EMPLOYEE BENEFITS	650	325	1,000	1,000	750	750	-	
PROF SVS - TECHNICAL	445	1,340	2,250	2,250	2,250	2,250	-	
PROF SVS - LEGAL	69,997	87,305	70,000	70,000	70,000	70,000	-	
CONTRACTUAL SERVICES	40,973	40,405	50,000	50,000	50,000	50,000	-	
CARE & CUSTODY OPEN SPACE	11,866	18,019	22,000	22,000	22,000	22,000	-	
DUES, TRAVEL & EDUCATION	1,885	2,485	3,000	3,000	3,000	3,000	-	
OFFICE SUPPLIES	2,024	2,091	2,400	2,400	2,400	2,400	-	
CAPITAL	1,850	1,753	2,000	2,000	2,000	2,000	-	
	683,247	708,986	740,542	740,542	757,578	757,578	0	
<u>ECONOMIC & COMMUNITY DEV</u>								
SALARIES & WAGES - FULL TIME	76,317	78,215	80,194	80,194	82,399	82,399	-	
GROUP INSURANCE	2,500	2,185	2,500	2,500	2,500	2,500	-	
SOCIAL SECURITY CONTRIBUTIONS	5,728	5,854	6,135	6,135	6,304	6,304	-	
RETIREMENT CONTRIBUTIONS	8,083	7,449	7,230	7,230	7,083	7,083	0	
FEES & PROFESSIONAL SERVICES	39,597	40,371	42,250	42,250	42,250	42,250	-	
DUES, TRAVEL & EDUCATION	2,000	2,200	2,000	2,000	2,000	2,000	-	
OFFICE SUPPLIES	387	210	500	500	500	500	-	
	134,613	136,484	140,809	140,809	143,036	143,036	0	
<u>GRANTS ADMINISTRATION</u>								
SALARIES & WAGES - FULL TIME	23,521	22,520	24,717	24,717	25,397	25,397	-	
GROUP INSURANCE	1,644	-	-	-	-	-	-	
SOCIAL SECURITY CONTRIBUTIONS	2,491	1,541	1,891	1,891	1,943	1,943	-	
RETIREMENT CONTRIBUTIONS	-	2,296	2,228	2,228	2,183	2,183	(0)	
	27,655	26,357	28,836	28,836	29,522	29,522	(0)	
<u>NW CONSERVATION DISTRICT</u>								
OTHER PURCHASED SERVICES	-	1,040	1,040	1,040	1,040	1,040	-	

					2023 - 2024 BUDGET			
	2020 - 2021	2021 - 2022	2022 - 2023		DEPARTMENT	1st SELECTMAN		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	REQUEST	PROPOSED	Difference	COMMENTS
<u>PARKS AND RECREATION</u>					a	b	b - a	
SALARIES & WAGES - FULL TIME	954,449	999,368	1,049,612	1,049,612	1,116,476	1,116,476	-	
SALARIES & WAGES - PART TIME	60,355	42,686	74,421	64,421	36,421	36,421	-	
SALARIES & WAGES - SEASONAL	128,195	194,377	271,576	271,576	281,531	281,531	-	
SALARIES & WAGES - OVERTIME	63,265	72,146	62,000	62,000	63,550	63,550	-	
GROUP INSURANCE	282,540	290,602	298,709	298,709	316,208	316,208	-	
SOCIAL SECURITY CONTRIBUTIONS	93,576	97,812	111,507	111,507	114,595	114,595	-	
RETIREMENT CONTRIBUTIONS	89,041	82,000	79,042	79,042	80,037	80,037	0	
OTHER EMPLOYEE BENEFITS	14,438	13,407	15,350	15,350	15,350	15,350	-	
CONTRACTUAL SERVICES	307,800	293,423	310,784	295,159	305,565	317,265	11,700	Amount added for contracted services (mulch installation; leaf cleanup; fountain maintenance) for the Sandy Hook Permanent Memorial. Added \$3,500 for senior center landscaping while reducing other misc. items by \$3,500.
DUES, TRAVEL & EDUCATION	10,111	8,378	10,000	10,000	10,000	10,000	-	
GENERAL SUPPLIES	11,886	12,528	12,000	12,000	12,000	12,000	-	
OFFICE SUPPLIES	3,100	2,965	3,000	3,000	3,000	3,000	-	
SIGNS	5,936	6,000	6,000	6,000	6,000	6,000	-	
POOL SUPPLIES	33,307	29,980	32,342	32,342	33,959	33,959	-	
GENERAL MAINTENANCE SUPPLIES	40,528	35,482	37,695	37,695	39,312	39,312	-	
GROUPS MAINTENANCE	154,668	155,629	165,619	165,619	173,899	189,049	15,150	Amount added for maintenance materials for the Sandy Hook Permanent Memorial
CAPITAL	38,206	21,243	6,900	32,525	60,000	35,000	(25,000)	Line painter to capital & non-recurring
	2,291,400	2,358,026	2,546,557	2,546,557	2,667,904	2,669,754	1,850	
<u>LIBRARY</u>								
GROUP INSURANCE	2,000	1,889	2,000	2,000	2,000	2,000	-	
RETIREMENT CONTRIBUTIONS	26,557	25,124	24,152	24,152	23,762	23,762	0	
CONTRIBUTIONS TO OUTSIDE	1,395,351	1,381,000	1,381,469	1,381,469	1,449,376	1,421,469	(27,907)	Adjust
	1,423,908	1,408,013	1,407,621	1,407,621	1,475,138	1,447,231	(27,907)	

					2023 - 2024 BUDGET			
	2020 - 2021	2021 - 2022	2022 - 2023		DEPARTMENT	1st SELECTMAN		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	REQUEST	PROPOSED	Difference	
					a	b	b - a	
<u>NEWTOWN CULTURAL ARTS COMM</u>								
OTHER EXPENDITURES	-	-	-	-	-	-	-	<u>COMMENTS</u>
<u>NEWTOWN PARADE COMMITTEE</u>								
INSURANCE, OTHER THAN	-	-	1,400	1,400	1,600	1,600	-	
<u>CONTINGENCY</u>								
CONTINGENCY FUND	-	-	115,000	103,843	115,000	115,000	-	
<u>DEBT SERVICE</u>								
BOND PRINCIPAL	6,939,769	7,266,991	7,312,861	7,312,861	7,455,861	7,455,861	-	
BOND INTEREST	2,546,028	2,444,667	2,298,371	2,298,371	2,343,371	2,343,371	-	
BONDING EXPENSE							-	
	9,485,797	9,711,658	9,611,232	9,611,232	9,799,232	9,799,232	-	
<u>TOWN HALL BOARD OF MANAGERS</u>								
GROUP INSURANCE	48,938	50,035	51,430	51,430	54,488	54,488	-	
RETIREMENT CONTRIBUTIONS	6,407	5,760	5,455	5,455	5,200	5,200	0	
CONTRIBUTIONS TO OUTSIDE	125,000	139,329	140,000	140,000	160,000	150,000	(10,000)	Edmond Town Hall Operations appear to be going in a positive direction. The Town will support any significant budget shortfalls during the fiscal year.
	180,345	195,124	196,885	196,885	219,688	209,688	(10,000)	
<u>RESERVE FOR CAP & NON-REC.EXP.</u>								
TRANSFER OUT	2,907,625	819,856	2,300,000	2,300,000	600,680	600,680	-	
	2,907,625	819,856	2,300,000	2,300,000	600,680	600,680	-	
<u>TRANSFER OUT - TO OTHER FUNDS</u>								
TRANSFER OUT	10,375	-	-	-	-	-	-	
TOTALS	44,631,212	43,457,195	46,891,399	46,891,399	48,217,646	46,916,442	(1,301,205)	

BOARD OF SELECTMEN BUDGET ADJUSTMENTS

BOARD OF FINANCE BUDGET ADJUSTMENTS

TOWN OF NEWTOWN**2023 - 2024 BUDGET - BOARD OF FINANCE RECOMMENDED ADJUSTMENTS****MEETING DATE: 03/01/2023**

2023-2024 BUDGET

BOARD OF

2023-2024 BUDGET

BOS / BOE

FINANCE

BOARD OF FINANCE

FUNCTION / DEPARTMENT / ACCOUNT**PROPOSED****ADJUSTMENTS****RECOMMENDED****COMMENTS****PUBLIC WORKS****HIGHWAY**

Energy - Gasoline/Diesel

422,400

(28,000)

394,400

New contract resulted in savings from original amount estimated.

PUBLIC BUILDING MAINTENANCE

Energy - Oil/Natural Gas

172,000

(4,950)

167,050

OTHER FINANCING SOURCES**TRANSFER OUT TO OTHER FUNDS**

Transfer out to Medical Self-Insurance Fund

-

96,150

96,150

Increase of 9% recommended by the Employee Medical Benefits Board.

RESERVE FOR CAPITAL & NON-RECURRING

Transfer out to Capital & non-Recurring

600,680

900,000

1,500,680

Adhering to the fund balance policy amount brings fund balance to 12%.

BOARD OF EDUCATION**EDUCATION**

Education Line Item

85,990,974

(506,323)

85,484,651

Justification for line item reduction:

Increase by \$259,260 for medical self-insurance fund.

Decrease by \$185,000 - Bldg & site projects (Hawley sound system; Reed stage lighting; Reed stage curtains)

Decrease by \$546,000. Building & site projects & IT capital to be funded by the capital & non-recurring fund.

Decrease by \$34,583 due to heating fuel and diesel savings.

TOTAL BOARD OF FINANCE

132,839,621

456,877

133,296,498

REVENUES**INTERGOVERNMENTAL REVENUES**

Various Line Items

7,685,397

280,234

7,965,631

To reflect the Governors budget.

OTHER FINANCING SOURCES

Use of Fund Balance

600,680

900,000

1,500,680

Adhering to the fund balance policy amount brings fund balance

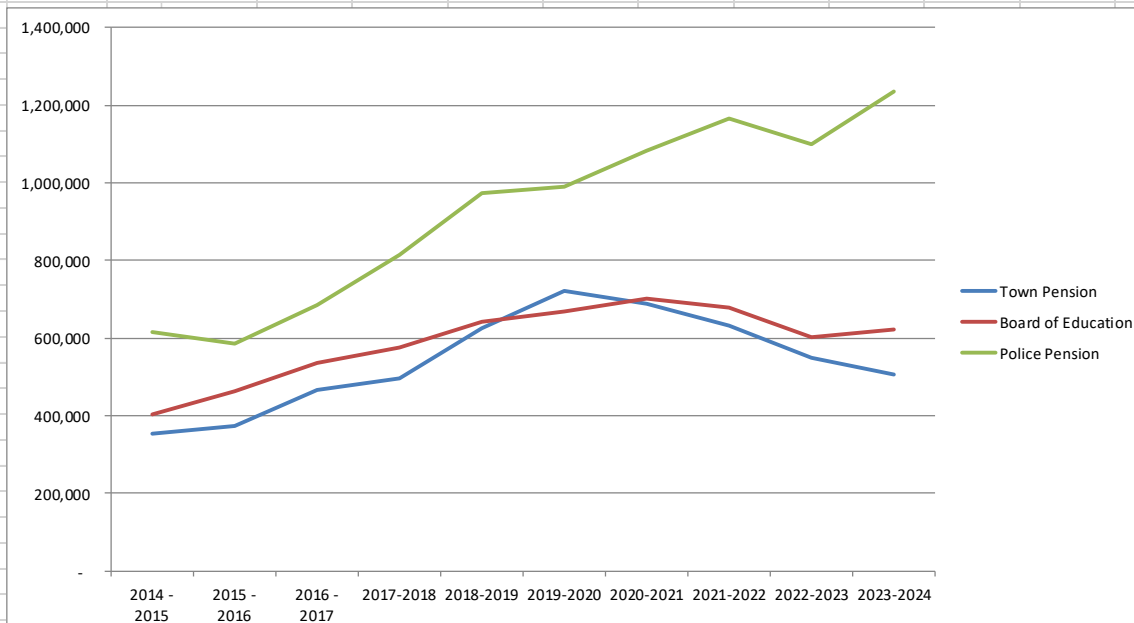
LEGISLATIVE COUNCIL BUDGET ADJUSTMENTS

<u>TOWN OF NEWTOWN</u>				
<u>2023 - 2024 BUDGET - LEGISLATIVE COUNCIL ADJUSTMENTS</u>				
<u>MEETING DATE: 04/ /2023</u>	2023-2024 BUDGET	LEGISLATIVE	2023-2024 BUDGET	
	BOARD OF FINANCE	COUNCIL	LEGISLATIVE COUNCIL	
<u>FUNCTION / DEPARTMENT / ACCOUNT</u>	<u>RECOMMENDED</u>	<u>ADJUSTMENTS</u>	<u>PROPOSED</u>	<u>COMMENTS</u>
			-	
			-	
			-	
			-	
TOTAL BUDGET ADJUSTMENTS 04/ /2023		-	-	

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 - ANNUAL REQUIRED CONTRIBUTIONS (ARC):													
		2014 - 2015	2015 - 2016	2016 - 2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	Increase (decrease)	
Board of Selectmen:												%	\$
	Town Pension	354,822	373,516	467,138	495,371	626,219	720,920	687,277	632,672	551,024	505,865	-8.2%	(45,159)
	Police Pension	615,427	586,601	685,944	814,974	974,971	988,509	1,083,679	1,164,195	1,099,390	1,234,645	12.3%	135,255
	Total BOS	970,249	960,117	1,153,082	1,310,345	1,601,190	1,709,429	1,770,956	1,796,867	1,650,414	1,740,510	5.5%	90,096
Board of Education		402,958	462,620	534,733	574,958	642,711	669,083	703,387	680,222	601,197	622,111	3.5%	20,914
TOTAL CONTRIBUTIONS		1,373,207	1,422,737	1,687,815	1,885,303	2,243,901	2,378,512	2,474,343	2,477,089	2,251,611	2,362,621	4.9%	111,010
	% increase		4%	19%	12%	19%	6%	4%	0%	-9%	5%		



Pension –continued-

The main reasons the pension contribution increased are valuation losses; off set by the continued contraction of the active participant base due to the closure of the pension to new hires; offset by year two of a five year phase-in for a change in interest rate assumption 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.

The elected officials plan is a defined contribution plan covering the First Selectman and the Town Clerk.

The 401(a) plan replaced the pension plan for new employees. 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

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%.

MEDICAL SELF INSURANCE FUND

The Town (both municipal and education) made the decision to go self insured for medical benefits (from a premium based plan) for the fiscal year 2010-2011. To reduce some risk the Town has purchased individual stop loss insurance in the amount of \$175,000 per claim and aggregate stop loss insurance covering any claims over 125% of the aggregate expected claims. In January 2011 the Legislative Council passed an ordinance creating the Self-funded Health Insurance Fund Committee:

SELF-FUNDED HEALTH INSURANCE FUND AND COMMITTEE ORDINANCE

1. Title

This article shall be known and may be cited as the "Self-Funded Health Insurance Fund and Committee Ordinance".

2. Creation of Fund and Committee

The Town of Newtown, hereinafter referred to as the "Town", by this Ordinance, authorizes the creation of the "Self-Funded Health Insurance Fund," hereinafter referred to as the "Fund," whose purpose is described below; and also authorizes the creation of the "Self-funded Health Insurance Fund Committee," hereinafter referred to as the "Committee" whose responsibilities are described below.

3. Purpose of Fund

The purpose of this Fund is to hold funds to pay claims made by municipal and School District employees of the Town as required in fulfilling employee health insurance obligations of the Town of Newtown, and other such liabilities relating to those claims and obligations.

4. Partner or Partners

For the purposes of this Ordinance it is the intention of the Town of Newtown to have the Board of Selectman and Board of Education, work collaboratively as "partner" or "partners," in connection with the Fund and the benefits paid by the Fund pursuant to the above paragraph.

5. Responsibilities of the Committee

The Committee Shall:

- a. Serve the interests of the Municipal and Education departments of the Town.
- b. Recommend the level of annual or other contributions to the Fund by the Town and apportionment to each of the Partners, in consultation with the insurance consultant in his work with the insurance provider.
- c. Serve as an information bridge between the town insurance consultant and the Partners.
- d. Work with the Town and the insurance consultant as needed in any matters pertaining to health benefits.

Ordinance Continued:**6. Members of Committee; Appointment; Terms of Office**

- a. There shall be three volunteer members of the Committee, with a preference for those who have relevant expertise and knowledge in finance, healthcare, and/or insurance.
- b. Members shall be appointed by the First Selectman with the approval of the Board of Selectmen to serve a three year term. Initially, the First Selectman shall appoint one member for a one year term, one member for a two year term and one member for a three-year term.
- c. There shall be two alternates each appointed for a two-year term. The term of the alternates shall run from January 1 of the even year through December 31 of the ensuing year. If a regular member of the Committee is absent, the Chairman of the Committee shall designate an alternate to act in the absent member's place, choosing the alternates in rotation so that they shall act as nearly equal a number of times as possible.

7. Chairman; Clerk.

- a. The Committee shall elect a Chairman, to serve for a term of one year.
- b. The Chairman shall preside at meetings and public hearings.
- c. The Committee shall utilize a clerk whose responsibility is the taking of minutes at all meetings, typing and filing the same, and performing all other clerical or recording services for the Committee.

8. Meetings

- a. The Committee shall meet quarterly and at other times as the Chairman deems necessary.
- b. The Chairman shall prepare an agenda prior to each meeting and distribute a copy to each Committee member.

9. Self-Funded Health Insurance Fund

- a. The Fund exists only to pay healthcare claims and related expenses of the plan and shall not be used for any other purpose.
- b. The Fund will build a reasonable (not to exceed three months of payments) balance to ensure that claims of covered employees can be paid during a high claim year.
- c. Investments of the Fund balance will be made in accordance with the Town's investment policy.
- d. In the event the Fund is terminated, any balance shall revert back to the general fund of the Town (after all self insurance claims have been paid) and shall be used to defray the Partners' future health insurance costs and obligations.
- e. The Fund shall continue year to year without lapsing unless terminated by the Town.

10. Severability

The provisions of this ordinance are declared to be severable and the invalidity of any portion thereof shall not affect the validity of the remainder.

Self Insurance Fund Continued:

Budgeted contributions to the medical self insurance fund have increased 6% due to claims activity in the medical self-insurance fund. The Employee Medical Benefits Board has reviewed the medical self insurance fund and has recommended a 9 % increase in the Town's contribution to the fund.

Self-Insurance Fund Analysis:

TOWN OF NEWTOWN				TOWN OF NEWTOWN			
MEDICAL SELF INSURANCE FUND ANALYSIS @ JAN 31, 2023				MEDICAL SELF INSURANCE FUND ANALYSIS @ JAN 31, 2023			
FISCAL YEAR 2022 - 2023 FORECAST				FISCAL YEAR 2023 - 2024 FORECAST			
FUND BALANCE @ JULY 1, 2022	Audited	3,358,441		ESTIMATED FUND BALANCE @ JULY 1, 2023		2,461,441	
ESTIMATED REVENUES				ESTIMATED REVENUES			
EMPLOYER CONTRIBUTIONS:				EMPLOYER CONTRIBUTIONS:			
MUNICIPAL	3,205,000			MUNICIPAL	3,493,450		
EDUCATION	8,642,000	11,847,000		EDUCATION	9,419,780	12,913,230	9.0%
EMPLOYEE CONTRIBUTIONS:				EMPLOYEE CONTRIBUTIONS:			
MUNICIPAL	600,000			MUNICIPAL	618,000		
EDUCATION	2,513,000	3,113,000		EDUCATION	2,588,390	3,206,390	3.0%
RETIREE/COBRA/AGENCY CONTRIBUTIONS:				RETIREE/COBRA/AGENCY CONTRIBUTIONS:			
MUNICIPAL	434,000			MUNICIPAL	447,020		
EDUCATION	244,000	678,000		EDUCATION	251,320	698,340	
INTEREST EARNED ON INVESTMENTS		100,000		INTEREST EARNED ON INVESTMENTS		125,000	
TOTAL REVENUES		15,738,000		TOTAL REVENUES		16,942,960	
ESTIMATED EXPENSES				ESTIMATED EXPENSES			
CLAIMS/NAF:				CLAIMS/NAF:			
MUNICIPAL	FROM CLAIMS	14,600,000		MUNICIPAL		15,330,000	5.00%
EDUCATION	ANALYSIS			EDUCATION			
ADMINISTRATIVE FEES:				ADMINISTRATIVE FEES:			
MUNICIPAL		1,980,000		MUNICIPAL		2,000,000	
EDUCATION				EDUCATION			
CONSULTANT FEES		55,000		CONSULTANT FEES		55,000	
TOTAL EXPENSES		16,635,000		TOTAL EXPENSES		17,385,000	
ESTIMATED FUND BALANCE @ JUNE 30, 2023		2,461,441	17%	ESTIMATED FUND BALANCE @ JUNE 30, 2024		2,019,401	13%
25% OF TOTAL CLAIMS =	3,650,000			25% OF TOTAL CLAIMS =	3,832,500		

Employee medical premium cost shares:

	2023-24				
	<u>Medical Premium Cost Share Percentage (%):</u>				
	<u>TOWN</u>				
	Non Union			16%	
	Town Hall			15%	*
	Police			16%	
	Dispatch			17%	
	Public Works			17%	*
	Parks & Recreation			16%	*
	<u>AGENCIES</u>				
	Edmond Town Hall			10%	
	Library			100%	
	Youth & Family Svs			39%	
	Health District			15%	
	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 equals or exceeds \$200,000.

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)

							1/4/2023
TOWN OF NEWTOWN							
LEGISLATIVE COUNCIL ADOPTED CIP - (2023 - 2024 TO 2027 - 2028)							
2023 - 2024 (YEAR ONE)			Proposed Funding				
	Dept.	Amount Requested	Bonding	Grants	General Fund	Other	
Capital Road Program	PW	3,050,000			3,050,000		
Bridge Replacement Program	PW	600,000	600,000				
Multi-Purpose Building Electrical/Mechanical/HVAC	PW	200,000	200,000				
Municipal Center - Roof Remediation & Replacement	PW	1,550,000	1,550,000				
Replacement of Fire Apparatus	FIRE	1,085,000	600,000			485,000	
Town Match - Grants (contingency)	ECON DEV	200,000				200,000	
Library HVAC	LIB	800,000	800,000				
Hawley - Ventilation and HVAC (part 3 of 3)	BOE	4,000,000	4,000,000				
Head O'Meadow - Replace Condensing Units	BOE	600,000	600,000				
Middle School - HVAC Improvements Design	BOE	450,000	450,000				
High School - HVAC Replacements - B Wing	BOE	1,200,000	1,200,000				
TOTALS	>>>>>>>	13,735,000	10,000,000	-	3,050,000	685,000	
2024 - 2025 (YEAR TWO)			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 THREE)			Proposed Funding				
	Dept.	Amount Requested	Bonding	Grants	General Fund	Other	
Capital Road Program	PW	3,150,000			3,150,000		
Bridge Replacement Program	PW	600,000	600,000				
Truck Washing Station (design)	PW	50,000				50,000	
PW Site & Salt Storage Improvements (1 OF 2)	PW	50,000				50,000	
Replacement of Fire Apparatus	FIRE	825,000	825,000				
Building Remediation / Demo / Campus Infrastructure	FHA	2,000,000	2,000,000				
Town Match - Grants (contingency)	ECON DEV	200,000				200,000	
Sidewalk Program	ECON DEV	500,000				500,000	
Edmond Town Hall Building Renovations	ETH	530,000	530,000				
Library Parking Lot / Sidewalks	LIB	600,000	600,000				
Treadwell Park Playground Replacement	P & R	500,000	500,000				
Lake Lillinonah Park Improvements	P & R	500,000				500,000	
Rail Trail - Batchelder Park	P & R	1,400,000		1,400,000			
Middle School - HVAC Improvements	BOE	8,000,000	8,000,000				
TOTALS	>>>>>>>	18,905,000	13,055,000	1,400,000	3,150,000	1,300,000	

CAPITAL IMPROVEMENT PLAN (CIP) – Continued

2026 - 2027 (YEAR FOUR)			Proposed Funding			
	Dept.	Amount Requested	Bonding	Grants	General Fund	Other
Capital Road Program	PW	3,200,000			3,200,000	
Bridge Replacement Program	PW	600,000	600,000			
PW Site & Salt Storage Improvements (2 OF 2)	PW	600,000	600,000			
Truck Washing Station	PW	550,000	550,000			
Replacement of Fire Apparatus	FIRE	845,000	845,000			
Treadwell Artificial Turf & Lighting	P & R	1,050,000	250,000			800,000
Maintenance Yard Improvements	P & R	350,000	350,000			
Building Remediation / Demo / Campus Infrastructure	FHA	2,000,000	2,000,000			
Town Match - Grants (contingency)	ECON DEV	200,000				200,000
Middle Gate - Window Replacement	BOE	1,100,000	1,100,000			
Middle Gate - Bathrooms Renovations	BOE	200,000	200,000			
High School - HVAC Replacements (pool area)	BOE	400,000	400,000			
High School - Replace F-Wing Chiller	BOE	500,000	500,000			
High School - Roof Replacement - BUR areas	BOE	450,000	450,000			
Reed School - Rebuild Chillers, Upgrade Controls	BOE	400,000	400,000			
TOTALS	>>>>>>>	12,445,000	8,245,000	-	3,200,000	1,000,000
2027 - 2028 (YEAR FIVE)			Proposed Funding			
	Dept.	Amount Requested	Bonding	Grants	General Fund	Other
Capital Road Program	PW	3,250,000			3,250,000	
Bridge Replacement Program	PW	600,000	600,000			
Replacement of Fire Apparatus	FIRE	865,000	865,000			
Fairfield Hills Trail Improvement	P & R	350,000	250,000	100,000		
Building Remediation / Demo / Campus Infrastructure	FHA	3,000,000	3,000,000			
Edmond Town Hall Building Renovations	ETH	425,000	425,000			
Town Match - Grants (contingency)	ECON DEV	200,000				200,000
Hawley School - Roof Replacement - 1997 Wing	BOE	500,000	500,000			
Middle Gate School - Repave Parking Lot, sw & Curbs	BOE	250,000	250,000			
Head O'Meadow School - Repave Parking Lot, sw & C	BOE	300,000	300,000			
Middle School - Repave Parking Lot, sw & Curbs	BOE	575,000	575,000			
TOTALS	>>>>>>>	10,315,000	6,765,000	100,000	3,250,000	200,000
Appropriated						
GRAND TOTALS		58,700,000	38,065,000	1,500,000	15,750,000	3,385,000

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 2023/24 debt service amount, in this budget, is less than 8% 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 2023-2024 CIP FIVE YEAR FORECAST										
11/29/2022										
		current yr	2023-24 TO 2027-28 CIP							
		2022-2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028			
Fiscal	Current	Planned	Forecasted	Forecasted	Forecasted	Forecasted	Forecasted	Total Est.		
Years	Debt	2023 Bond	2024 Bond	2025 Bond	2026 Bond	2027 Bond	2028 Bond	Debt Service	Debt	
Ending	Service	Issue	Issue	Issue	Issue	Issue	Issue	Fiscal Year	Service	
	Schedule	(03/15/2023)	(03/15/2024)	(03/15/2025)	(03/15/2026)	(03/15/2027)	(03/15/2028)	Total	General Fund	as a % of
									Budget	Budget
PRINCIPAL AMOUNT>>		6,000,000	10,000,000	-	13,000,000	8,250,000	6,750,000	38,000,000	FIVE YEAR BORROWING AMOUNT	
* 06/30/2023	9,611,232							9,611,232	129,026,038	7.45%
* 06/30/2024	9,264,888	534,000						9,798,888	131,606,559	7.45%
* 06/30/2025	8,617,704	522,300	915,000					10,055,004	134,238,690	7.49%
06/30/2026	8,662,854	510,600	894,250	-				10,067,704	136,923,464	7.35%
06/30/2027	7,946,531	498,900	873,500	-	1,196,000			10,514,931	139,661,933	7.53%
06/30/2028	6,974,853	487,200	852,750	-	1,168,700	761,500		10,245,003	142,455,172	7.19%
06/30/2029	6,105,970	475,500	832,000	-	1,141,400	744,070	623,500	9,922,440	145,304,275	6.83%
06/30/2030	5,860,595	463,800	811,250	-	1,114,100	726,640	609,220	9,585,605	148,210,361	6.47%
06/30/2031	5,703,737	452,100	790,500	-	1,086,800	709,210	594,940	9,337,287	151,174,568	6.18%
06/30/2032	4,861,493	440,400	769,750	-	1,059,500	691,780	580,660	8,403,583	154,198,059	5.45%
06/30/2033	4,276,740	428,700	749,000	-	1,032,200	674,350	566,380	7,727,370	157,282,020	4.91%
premium applied from debt service fund.										
Current Year Detail:										
2022-23 CIP:							Increase in Annual Debt Service:		Premium Applied *	
	Hawley HVAC	1,500,000						2022-23	(430,658)	
	Sandy Hook Memorial	600,000						2023-24	187,656	2.0%
	High school stadium (rear) turf	450,000						2024-25	256,116	2.6%
	Fire apparatus	500,000						2025-26	12,700	0.1%
	Bridge replacement program	400,000						2026-27	447,227	4.4%
	Glen road clean up	650,000						2027-28	(269,928)	-2.6%
	ETH parking lot	600,000							(2,030,658)	
	H.S. HVAC	850,000								
	Head O'Meadow boiler	424,000								
		5,974,000								

NEWTOWN COMMUNITY CENTER

MISSION/DESCRIPTION-

The Newtown Community Center opened in August of 2019 and is a 39,125 sq. foot facility . The NCC is a 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 96 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 to staff programs and oversee our Aquatic Facility. The increase in utility costs (Electric, Water and Gas) has led to a significant increase in those areas.



NEWTOWN COMMUNITY CENTER

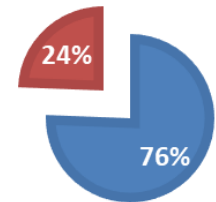
ACCOMPLISHMENTS:

The pandemic continued to challenge operations in 2021/2022 but we were able to see a steady increase in membership this past year. We continued to work with the district and state department of education to bring enrichment programming to support students and staff. This past year included many facility enhancements and new programming, examples include:

- Developed two new Newtown Homeschool Cooperatives with enrichment programming
- A partnership with the Regional YMCA and Newtown Health District brought "Diabetes Prevention" groups to residents
- Awarded a \$47K grant from the Connecticut State Department of Education that enhanced enrichment activities in our Summer Programming
- Last Spring we launched a drop-off twos and threes preschool program
- Continue to be a large provider of childcare in Newtown providing afterschool, half day and full day care
- Post pandemic continued to offer outdoor programming on the Fairfield Hills Campus
- We hosted our third Race 4 Chase Youth Triathlon Program with 45 youth participants
- 658 attendees at our Second Annual Breakfast with the Bunny
- Partnered with the Newtown Police Department to bring the first National Night Out to Newtown
- Continued our partnership Nuvance Health to provide community health and wellness community programming virtually
- Continued our partnership with Newtown Continuing Education to bring the "Summer Splash Academy" to NCC
- Stew Leonard's Children's Charities continued to support swim lessons
- \$30K secured in Grants to support Community Programming
- 225 students served through After School and childcare programming
- Over 700 participants in Swim Lessons
- Since July we have hosted 225 events/parties at the Center
- Helped nearly 65 children in Newtown with our "Fill a Back Pack Drive" in partnership with Human Services
- Hosted Vaccination and Booster Shot Clinics in collaboration with NHD
- Started a new kayaking programming that meets seasonally at the Center
- The Friends of the Community Center continues to fundraise to support CC efforts



NCC MEMBERSHIP



6,312 Members as of 2/1/23

32,272 Check-ins to date

■ Resident ■ Non Residents

NEWTOWN COMMUNITY CENTER**2022 Facility Enhancements:**

- Locker room upgrades to improve drainage issues and member experience
- A generous donation assisted with Swim Suit Dryers to all Locker Rooms
- We added an additional bathroom in our Activity Room for Childcare programs, programming and Birthday Parties
- Thanks to the support of the Cultural Arts Commission a display case was purchased to showcase our art programming
- Capital funds assisted with the clearing of the adjacent property to be used for programming and the paving of the Community Center back driveway
- Thank You to the ARPA Workgroup for approving funding to provide handicap buttons to our Locker Rooms and our beautiful new patio adjacent our multipurpose rooms



NEWTOWN COMMUNITY CENTER

Revenues:		2020 2021 Actual	2021 2022 Actual	Approved Budget	Actual up to 12/31/2022	Committee Approved 2023 - 2024	\$	%
	Federal Grants	-	-				-	
	State Grants	2,691	24,870		46,570		-	
	Rental Income	23,417	51,255	38,000	31,657	50,000	12,000	31.6%
	Other Grants	-	28,142				-	
	Charges for Programs	115,366	327,360	225,000	355,077	395,000	170,000	75.6%
	Charges for Aquatic Programs	157,258	247,613	183,000	117,276	187,000	4,000	2.2%
	Membership Fees	491,195	698,800	569,000	407,729	745,000	176,000	30.9%
	Interest on Investments	2,040	5,255	40,000	26,348	138,000	98,000	245.0%
	Misc. Revenue/Spec. Events	8,021	34,524	22,000	60,412	15,000	(7,000)	-31.8%
	NCC-Childcare	90,226	90,980				-	
	Income-Community Café	6,249	7,845	8,000	3,216	7,500	(500)	-6.3%
	Vending					850	850	100.0%
	Donations	82,909	73,029	50,000	17,540	40,000	(10,000)	-20.0%
	Scholarships	-	-				-	
	Total Operational Revenues	979,372	1,589,673	1,135,000	1,065,825	1,578,350	443,350	39.1%
	Donations-GE	1,000,000	1,000,000	1,000,000			(1,000,000)	-100.0%
	Transfers In	119,445	-	-	3,500	-	-	
	Total Revenues	2,098,817	2,589,673	2,135,000	1,069,325	1,578,350	(556,650)	-26.1%

NEWTOWN COMMUNITY CENTER

	2020-2021	2021-2022	2022-2023		2023-2024	CHANGE	
	Actual	Actual	Budget	Actual up to 12/31/2022	Budget	\$	%
Expenditures:							
Salaries & Wages - Full time	228,193	237,215	289,902	130,234	309,707	19,805	6.8%
Salaries & Wages - Part Time	258,987	290,790	379,000	265,625	434,643	55,643	14.7%
Salaries & Wages - Seasonal	-	-			-	-	
Salaries & Wages - Childcare	37,312	50,727		3,126		-	
Group Insurance	62,770	53,837	52,975	54,143	57,319	4,344	8.2%
Social Security Contributions	38,075	44,825	50,368	29,487	56,943	6,575	13.1%
Retirement Contributions	11,456	12,688	15,037	6,173	16,810	1,773	11.8%
Fees & Professional Services	9,984	8,336	1,000	2,749	1,000	-	0.0%
Marketing	2,091	-	2,500		2,500	-	0.0%
Water/Sewers	45,795	43,936	40,000	11,414	43,000	3,000	7.5%
Repair & Maintenance Svcs	31,574	51,884	26,500	17,611	26,500	-	0.0%
Copier Leasing	-	1,488	4,000		4,000	-	0.0%
Contractual Svcs	71,304	136,787	120,000	68,142	155,750	35,750	29.8%
Dues, Travel & Education	3,178	6,341	5,000	2,259	5,000	-	0.0%
General Supplies	14,365	12,844	12,000	3,319	12,000	-	0.0%
Office Supplies	4,187	7,512	5,550	3,000	8,550	3,000	54.1%
Program/Recreation Supplies	10,645	19,453	15,000	7,620	15,000	-	0.0%
Pool Supplies	24,648	23,083	20,000	9,293	22,500	2,500	12.5%
Community Events/Special Events	28,174	22,357	15,000	4,096	5,000	(10,000)	-66.7%
Childcare/NCC	2,079					-	
Energy-Natural Gas	52,262	52,250	45,000	20,312	59,000	14,000	31.1%
Energy-Electric	108,735	111,323	92,000	39,655	128,000	36,000	39.1%
Community Café	5,570	7,147		2,502		-	
NPC expenditures				8,454			
Equipment	7,550	7,550	8,000		8,750	750	9.4%
Other- Credit Card Fees	26,902	46,661	35,000	37,137	65,000	30,000	85.7%
Total Operational Expenditures	1,085,836	1,249,036	1,233,832	726,350	1,436,972	203,140	16.5%
Capital	117,666	44,556	40,000	130,248	140,000	100,000	250.0%
Total Expenditures	1,203,502	1,293,592	1,273,832	856,598	1,576,972	303,140	23.8%
Total Surplus / (Deficit)	895,315	1,074,888	960,000				
Beginning Fund Balance	1,553,688	2,449,003	3,523,891		4,957,807		
Ending Fund Balance	2,449,003	3,523,891	4,483,891	3,957,807			
			estimate				

NEWTOWN COMMUNITY CENTER**ACCOUNT DETAIL**

Salaries & Wages - Fulltime: Non union positions reflect an increase of 2.75% in this budget (following town general fund budget) .

<u>Community Center</u>	<u>2022 - 2023</u>		<u>2023 - 2024</u>		<u>INCREASE (DECREASE)</u>		
	<u># AUTH.</u>	<u>AMENDED</u>	<u># AUTH.</u>	<u>Commission Approved</u>	<u># AUTH.</u>	<u>BUDGET</u>	
		<u>BUDGET</u>		<u>PROPOSED</u>		<u>\$</u>	<u>%</u>
<u>FULL TIME POSITIONS</u>							
Community Center Director	1	96,447	1	105,000	-	8,553	8.87%
Facilities Manager	1	64,456	1	66,229	-	1,773	2.75%
Aquatics Director (\$48,000 = 80% CC / \$12,000 = 20% P & R) Total of \$60,000	1	48,000	1	49,320	-	1,320	2.75%
Program Coordinator	1	49,713	1	51,205	-	1,493	3.00%
Welcome Desk Receptionist	1	36,886	1	37,993	-	1,107	3.00%
	5	295,502	5	309,747	-	14,245	

Salaries & Wages - Part-time:

<u>Part Time Salaries</u>	<u>2022-23</u>	<u>2023-24</u>
Lifeguards	125,000	139,950
Front Desk Staff	51,125	59,673
Bookkeeper	26,000	26,500
Swim Lesson Instructors	34,500	36,000
Water Aerobics Instructors	29,000	27,500
Program Instructors	38,375	19,985
Summer Camp Staff/Race For Chase	50,000	58,785
Office Assistant	15,000	20,000
Bus Drivers	7,500	5,000
Childcare Program Staff		26,000
Marketing Assistant		12,000
Birthday Party Hosts/ Event Help*	2,500	3,250
	379,000	434,643



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 295 (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. The long term disability piece reflects the cost of the long term disability benefit per union contract.

Social Security Contributions – this amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is needed to properly fund 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. This line item includes day to day maintenance and repair costs including supplies.

Pool Supplies: Covers the cost of chlorine, acid remover, CO2 distribution, DE and UV Light replacements. This cost also includes replacement of drainage covers and skimmers, rescue tubes and other water safety equipment.

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 or free events that enhance and support our community. (ex. Dive in Movies, Lunches with Love, Valentines for Vets, Annual Giving Tree, Food Drives and partnerships with Social Services).

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 and graphic design software.

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 and provides special needs students in our community a vocational opportunity within our community.



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Contractual Services: This line item supports our independent contractors, 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 and HVAC costs. This . Our Health and Wellness Instructors (ex. Yoga, Pilates, Zumba, Belly Dancing etc.), Housekeeping Services and marketing services.

<u>Contractual Services</u>	<u>2022-23</u>	<u>2023-24</u>
Housekeeping Contract	45,000	55,800
Program Instructors	25,000	28,000
Fire Protection Services		1,250
Marketing Assistance	11,000	
Independent Contractors	39,000	39,000
Security Systems/Monitoring		3,800
Pest Control		1,250
Garbage		3,500
Mats/Rug Cleaning		2,350
HVAC Maintenance Contract		6,000
Professional Water Systems/Filters		2,500
Landscaping		3,500
Inspections		1,500
Annual Dividing Wall Maintenance		2,000
Annual Kitchen Ventilation System		800
American Red Cross Fees		2,000
After Hours Security		2,000
Patio Beautification/Landscaping		500
	120,000	155,750

Office Supplies: Office supplies include the purchase of reservation software, staffing software, Constant Contact email distribution service, First Aid Supplies and membership key tags. Also included are 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.

NEWTOWN COMMUNITY CENTER

Capital:

Any facility upgrades are categorized under this line:

	Capital 2023-2024				
<i>Item</i>	<i>Cost</i>	<i>Description</i>			
Storage Container	\$92,000	Outdoor Storage Facility			
Multi Purpose Room Lighting	\$20,000	Improve lighting in the Multipurpose Room			
Hallway Accoustical Tiles	\$15,000	Improve accoustics of hallway			
Purchase new tables and chairs	\$1,000.00	Additional tables and chairs for the Multipurpose Room/ Replace broken ones			
Patio Cameras	\$1,000.00	New camera to cover the new exterior space			
Additional Hallway Furniture	\$7,000	Additional furniture for the hallway to continue to create additional seating			
Safety Bollard	\$1,500	Per reccomendations from Security analysis from NPD			
Contingency	\$2,500.00	Contingency for underestimation			
	\$140,000				

APPENDIX

POLICE VEHICLE INVENTORY

Vehicle #	Plate #	Year	Make/Model	VIN #	Current Mileage	Condition	Remarks
Chief	AZ 74457	2021	Ford Explorer XLT	1FMSK8DH9MGA21892	32,512		
Captain	683 RHF	2022	Ford Explorer XLT	1FMSK8DH0NGC14255	2,573		
LT. 1 (Black)	AL 52857	2017	Ford Explorer XLT	1FM5K8D8XHGA63006	97,377		
LT. 2 (Gray)	139 DGO	2014	Ford Police Interceptor Utility	1FM5K8AR0EGC38713	90,304		
Admin Car		2015	Ford Police Interceptor Utility	1FM5K8AR5FGA94450	119,980	Has Issues High Hours & Mileage	Will be traded in
Command	66 NT	2006	Ford E-450	1FDXE45S26DB15195	6,431		
Motorcycle 1	122 NT	2007	Harley Davidson Electra Glide	1HD1FMM127Y629394	41,636		
Motorcycle 2	00 JBMT	2002	Harley Davidson Road King	1HD1FHW112Y634566	28,010		
7 (T.U.)	67 NT	2017	Ford Police Interceptor Utility	1FM5K8AR4HGA77514	98,417	High Hours & Mileage	Will be replaced with new car Will be moved to Side Job
Caprice (T.U.)	113 RNB	2012	Chevy Caprice PPV	6G1MK5U26CL608768	67,349	Hard to get parts for	
K9	NPDK9	2019	Ford Police Interceptor Utility	1FM5K8AR0KGA29757	67,564		
1 (SGT.)	6 NT	2021	Ford Police Interceptor Utility	1FM5K8ABXMGA20179	14,354		
2 (SGT.)	62 NT	2017	Ford Police Interceptor Utility	1FM5K8AR2HGE01656	76,762		
3 (D.B.)	114 RNB	2017	Ford Police Interceptor Utility	1FM5K8AR4HGE01657	66,452		
4 (D.B.)	278 TYA	2016	Chevy Impala	2G1WA5E32G1164672	36,041		
5 (D.B.)	BC 26398	2019	Nissan Rogue	5N1AT2MV8KC732659	38,525		
6 (D.B.)	AY 31646	2016	Chevy Impala	2G11X5SA3G9159025	51,361		
13 (S.R.O.)	END DWI	2014	Ford Police Interceptor Utility	1FM5K8AR9EGC27418	106,233	High Hours & Mileage	
18 (S.R.O.)	78 NT	2016	Ford Police Interceptor Utility	1FM5K8AR6GGB89102	109,423	High Hours & Mileage	
8	68 NT	2020	Ford Police Interceptor Utility	1FM5K8AB6LGB67744	38,945		
11	71 NT	2021	Ford Police Interceptor Utility	1FM5K8AB8MGA20178	18,642		

POLICE VEHICLE INVENTORY (continued)

12	72 NT	2019	Ford Police Interceptor Utility	1FM5K8AR9KGA29756	77,508		Will be replaced with new car Will move to Community Policing
14	74 NT	2021	Ford Police Interceptor Utility	1FM5K8AB4MGC31930	15,134		
16	76 NT	2021	Ford Police Interceptor Utility	1FM5K8AB2MGC31442	10,212		
17	127 NT	2019	Ford Police Interceptor Utility	1FM5K8AR2KGA29758	78,731		Will be replaced with new car Will move to Admin Car
20	126 NT	2021	Ford Police Interceptor Utility	1FM5K8AB9MGC31857	19,379		
21	121 NT	2020	Ford Police Interceptor Utility	1FM5K8AB4LGB67743	37,418		
22	122 NT	2020	Ford Police Interceptor Utility	1FM5K8AB8LGB67745	30,393		
23	134NT	2021	Ford Police Interceptor Utility	1FM5K8AB6MGA20180	22,803		
9 (Side Job)	69 NT	2016	Ford Police Interceptor Utility	1FM5K8AR8GGB89103	108,504	High Hours & Mileage	
10 (Side Job)	70 NT	2016	Ford Police Interceptor Utility	1FM5K8ARXGGB89104	112,365	Has issues High Hours & Mileage	Will be traded in
15 (Side Job)	75 NT	2017	Ford Police Interceptor Utility	1FM5K8AR6HGA77515	109,855	High Hours & Mileage	
19 (Side Job)	129 NT	2017	Ford Police Interceptor Utility	1FM5K8AR6HGE01658	96,329	High Hours & Mileage	
ESU Van	124 NT	2006	Ford E-450	1FDXE45P76DA91858	164,428		
Hummer	115 NT	1989	AM General Humvee	063605	10,729		
MRAP		2010	Oshkosh MRAP	10TBTAX39AS125201	535		
Message Board	133 NT	2014	ATS-5	1B9AF511XEP825332	N/A		
Speed Display	106 NT	2003	Mighty Mover	4AGAU08173C035364	N/A		
Enclosed Trailer (T.U.)		2010	Car Mate	5A3C510S0DL000775	N/A		
							2 Vehicles were traded in when new Captains Car was purchased back October of 2022

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 I9500	8,715		POOR		POOR		
1999 FORD STERLING	11,482		POOR		POOR		
2000 WESTERN STAR	8,210		GOOD	Frame replaced	GOOD REPLACED	2012	
2001 WESTERN STAR	11,035		GOOD	Frame replaced	GOOD REPLACED	2012	
2003 MACK RD 688P	8,555		GOOD		GOOD REPLACED	2013	
2004 MACK CV71	7,002		GOOD		GOOD REPLACED	2018	
2005 MACK CV712	9,101		GOOD		GOOD REPLACED	2020	
2006 MACKCV712	8,548		GOOD		GOOD REPLACED	2021	
2007 VOLVO VHD	7,269		GOOD	Frame replaced	BODY REPLACED	2022	
2008 VOLVO VHD	8,076		POOR		POOR		
2015 VOLVO VHD	3,494		EXCELLENT		EXCELLENT		
2016 VOLVO VHD	2,941		EXCELLENT		EXCELLENT		
7 Ten Wheel Dump Trucks	HOURS		TRUCK CONDITION		DUMP BODY CONDITION		
2003 MACK RD688S	10,328		GOOD	Frame replaced	GOOD REPLACED	2016	
2003 MACK RD688S	10,869		GOOD	Frame replaced	GOOD REPLACED	2014	
2004 MACK CV713	11,371		GOOD		GOOD REPLACED	2016	
2005 MACK CV713	9,088		GOOD		GOOD REPLACED	2015	
2009 VOLVO VHD	9,734		EXCELLENT		FAIR		
2009 VOLVO VHD	9,910		EXCELLENT		FAIR		
2022 WESTERN STAR	242		EXCELLENT		EXCELLENT		
5 Medium Duty 5500 Series Dump Trucks	MILES		TRUCK CONDITION		DUMP BODY CONDITION		
2013 RAM 5500	147,964		EXCELLENT		GOOD		
2014 RAM 5500	100,438		EXCELLENT		GOOD		
2016 FORD F550	85,000		EXCELLENT		GOOD		
2021 FORD F550	14,565		EXCELLENT		EXCELLENT		
2022 FORD F550	10,875		EXCELLENT		EXCELLENT		
4 DISTRICT SUPERVISORS TRUCKS	MILES		TRUCK CONDITION		BODY CONDITION		
2019 FORD F550 DUMP	37,010		EXCELLENT		EXCELLENT		
2017 FORD F550 DUMP	88,079		EXCELLENT		EXCELLENT		
2017 FORD F550 DUMP	85,932		EXCELLENT		EXCELLENT		
2016 FORD F550 DUMP	93,762		EXCELLENT		GOOD		
1 Service/Fuel Truck			TRUCK CONDITION		BODY CONDITION		
2001 CHEVY 2500HD	81,521		POOR		GOOD REPLACED	2019	

PUBLIC WORKS VEHICLE INVENTORY - Continued

4 SUPERVISOR VEHICLES	MILES	TRUCK CONDITION			
2017 DODGE CARAVAN	85,100	EXCELLENT		PW DIRECTER	
2013 FORD PICKUP TRUCK	110,768	GOOD		TOWN ENGINEER	
2018 CHEVY PICKUP TRUCK	74,473	EXCELLENT		GENERAL SUPERVISOR	
2019 CHEVT PICKUP TRUCK	35,810	EXCELLENT		FLEET FOREMAN	
HEAVY EQUIPMENT	HOURS	TRUCK CONDITION	BODY CONDITION		
1999 GMC C7500 BUCKET TRUCK	12,409	FAIR	GOOD		
2001 CATERPILLER 430D BACKHOE	10,101	GOOD			
2005 MACK CV713 SEWER TRUCK	3567	GOOD	VERY GOOD		
2006 VOLVO L110 LOADER	32,100	POOR			
2011 VOLVO AWD GRADER	5,100	GOOD			
2014 ELGIN ROAD SWEEPER	8,625	POOR			
2018 CATERPILLER 930K LOADER	3,188	EXCELLENT			
2019 CATERPILLER 313F EXCAVATOR	2,175	EXCELLENT			
LIGHT EQUIPMENT	HOURS	CONDITION			
1984 INGERSOL RAND AIR COMPRESSOR	8,500	POOR			
2020 JOHN DEERE ROAD SIDE MOWER	2,000	EXCELLENT			
1989 INGERSOL RAND ROLLER	11,310	FAIR			
1999 JOHN DEERE ROAD SIDE MOWER	15,210	FAIR			
1999 INGERSOL RAND ROLLER		POOR			
2002 WOOD CHIPPER		POOR			
2003 PAVEMENT CUTTER		FAIR			
2013 WOOD CHIPPER		GOOD			
TRAILERS		CONDITION			
1986 TRAILAVATOR		POOR			
1999 INTERSTATE 20 TON		FAIR			
2001 INTERSTATE 20 TON		FAIR			
2006 CONTRAIL		GOOD			
2014 6X10 ENCLOSED		GOOD			
MISCELLANEOUS	MILES	CONDITION	BODY CONDITION		
2016 80KW BUILDING GENERATOR	600	EXCELLENT			
1999 SCREENING PLANT	11,210	GOOD			
2010 FORD RANGER (LANDFILL)	92,850	FAIR	FAIR		
2013 SPRINTER VAN	145,995	GOOD			
2014 RAM 3500 ON CALL TRUCK	94,100	GOOD	GOOD		
2002 CHEVY PICKUP TRUCK	215,475	POOR			
2007 WESTERN STAR HOOK TRUCK	10,150	VERY GOOD	EXCELLENT		
NOTE: REPLACED DUMP BODIES ARE PART OF ON GOING BODY REPLACEMENT PROGRAM TO EXTEND IN SERVICE LIFE					
NOTE: FRAME REPLACEMENT ARE PART OF CONTINUED FRAME REPLACEMENT PROGRAM TO EXTEND IN SERVICE LIFE					
NOTE: HOURS TO MILES CONVERSION. INDUSTRY STANDARDS VARY ON FORMULAS FOR CONVERSION. WE CHOOSE THE LOW END OF THE AVERAGE					

PARKS & RECREATION VEHICLE INVENTORY

PARKS & RECREATION - EQUIPMENT LIST - 01/06/2023					
YEAR	MAKE	MODEL	DESCRIPTION	MILEAGE/HRS	CONDITION
<u>Trucks:</u>					
2006	Ford	F550	1 1/2 Ton Crew cab flatbed/Plow	114,477	Poor
2007	Ford	F550	1 1/2 Ton Flatbed Liftgate/Plow	87,393	Replacement on order
2008	Ford	F550	1 1/2 Ton 4wd Flatbed with plow	95,742	Fair
2008	Peterbilt	335	10 Wheel 15 Yard Dump with plow	TMU	Good
2009	Sterling	5500	1 1/2 Ton 4wd Flatbed with plow	112,277	Poor
2009	Sterling	5500	1 1/2 Ton Service Body with Crane	56,069	Good
2011	Ford	F550	1 1/2 Ton 4wd Dump with plow	62,570	Good
2012	Ford	F550	1 1/2 Ton 4wd dump truck with plow	70,622	Good
2015	Ford	F450	1 1/4 Ton 4wd Flatbed with plow	49,593	Fair
2015	Intenational	Terrastar	1 1/2 Ton 4wd dump truck with plow	31,423	Good
2016	Ford	F150	1/2 Ton 4wd Pick Up	18,621	Very Good
2019	Chevrolet	3500	1 Ton pickup with plow	28,775	Excellent
2020	Ram	5500	1 1/2 Ton Dump Truck with plow	15,459	Excellent
<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
2017	Blinc		24,000 lb open deck		Excellent
2021	Bravo		Enclosed 28		Excellent
<u>Tractors:</u>					
2001	Kubota	3010	4wd utility tractor	3,720	Poor
2006	Kubota	M6800	4wd utility tractor	3,662/inop	Good
2009	Kubota	M7040	4wd Turf tractor	2,041	Good
<u>Utility Veh:</u>					
2005	Bobcat	5600	Front Loader Heavy Duty UTV	3,272	Poor
2006	Kubota	RTV 900	Heavy Duty UTV	2,280	Poor
2009	Kubota	RTV 1100	Heavy Duty UTV	1,976	Fair
2013	Toro	MDX	Medium Duty UTV	607	Good
2014	Toro	HDX	Heavy Duty UTV	1,133	Good
<u>Mowers:</u>					
2007	Toro	3505	72" Contour Rotary	1,327	Good
2008	Kubota	F3680	72" Front Rotary	2,401	Poor
2014	Toro	5910	16' Large Area Rotary	3,373	Fair
2014	Toro	360	72" 4WD Zero Turn	1,201	Good
2014	Toro	4700	14' Large area Contour Rotary	2,812	Fair
2019	Cub Cadet	Pro2900	72" Zero Turn	236	Very Good
2021	Toro	1250	Tow Behind 14ft deck	N/A	Excellent
2021	SCAG	VR52	52" Walk behind/Ride	78	Excellent
2021	SCAG	TT61	Turf Tiger 61"	381	Excellent
2021	SCAG	SW248V	48" Walk Behind	53	Excellent

PARKS & RECREATION VEHICLE INVENTORY (continued)

<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>DESCRIPTION</u>	<u>MILEAGE/HRS</u>	<u>CONDITION</u>
<u>Construction</u>					
2003	Mustang	2074	Skid Steer loader	3,511	Poor
2006	Cat	D3	LGP Bull Dozer	3,204	Good
2007	Kubota	R520	Articulating Loader	4,380	Good
2007	Kubota	U45	Hydraulic Excavator	4,857	Fair
<u>Painters:</u>					
2008	Graco	LineLazer	Walk Behind Painters (2)	N/A	Fair
2011	Graco	5900	Ride On Painter	1,643	Poor
2021	Graco	LineLazer	Walk Behind Painter	N/A	Excellent
<u>Groomers:</u>					
2003	Toro	Sand Pro 5020	3wd infield groomer	2,666	Poor
2007	Toro	Sand Pro 5040	3wd infield groomer	2,352	Good
2016	Toro	Sand Pro 5040	3wd infield groomer	415	Very Good
<u>Misc.</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	711	Good
2011	Toro	MP5800	300 Gallon Sprayer	1,295	Good
2011	Toro	MH400	Large Area Topdresser	N/A	Very good
2013	Redexim	Carrier	Walk behind aerator/sod cutter	465	Very good
2016	Ventrac	Z4500	Multi use power unit with cab	698	Good
<u>Attachments</u>					
1981	Sweepster	MB6	Power broom		inop
1982	Woods	W100	Flail Mower		Poor
1983	Kubota	FL1020	Roto-tiller		Poor
1999	Bearcat	BC60	Brush-Hog		Poor
2002	Redexim	V80	3 PT Decompactor		Good
2004	Redexim	7521	Deep tine aerator		Fair
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		Good
2013	Redexim	ST48	3PT Turf Stripper		Very Good
2022	Redexim	2519	3PT Deep Tine Aerator		Excellent