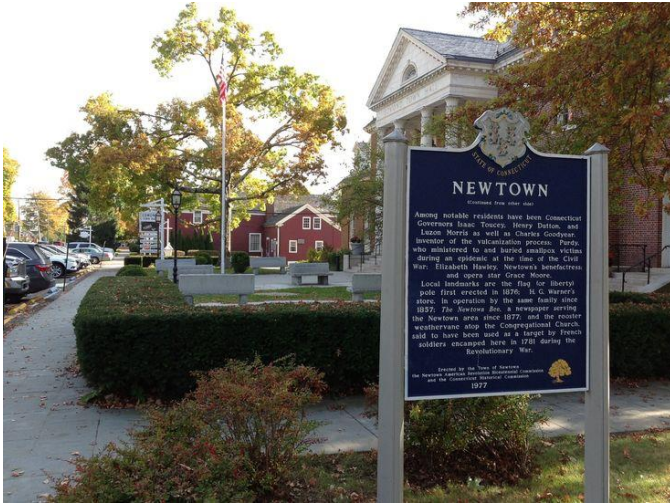


ANNUAL BUDGET 2018 - 2019



TOWN OF NEWTOWN, CONNECTICUT



LEGISLATIVE COUNCIL ADOPTED

APRIL 4, 2018

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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 2018-19 proposed budget requests to 2017-18 amended budget. The 2017-18 actual 12/31 column represents the fiscal year to date expenditures up to December 31, 2017.

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.

TOWN ORGANIZATIONAL VALUES

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

Getting Close to our Residents and Businesses (Customers)

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

Committing to the Highest Ideals of Professionalism and Integrity

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

Improving Relations among all Employees

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

Using the Appropriate Technology

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

Committing to Long Range Planning

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

MAJOR PUBLIC POLICIES

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

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

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

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

Budget Process Guided by Town Charter

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

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

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

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

6-10 Role of the Finance Director

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

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

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

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

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

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

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

6-25 Annual Town Budget Referendum

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

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

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

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

Yes _____

No _____

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

Yes _____

No _____

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

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

- (c) When an appropriation of the proposed Town Budget is approved by referendum vote, the action is final and not subject to additional referenda. Similarly if one or both appropriations of the budget fail, Subsection 6-25(b) shall be repeated until both appropriations are approved by referendum vote.
- (d) When a part or parts have been approved by majority vote, the Board of Selectmen and the Board of Education shall amend the proposed Board of Selectmen or the proposed Board of Education Budget to reflect the voter approved appropriations. Said amended budgets shall be available for public inspection.
- (e) In the event a Town Budget has not been adopted by July 1st, the Town may levy, collect and expend any monies in the manner provided for in the General Statutes.

6-26 Local Questions on Ballot

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

6-30 Laying of Taxes

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

Calendar for Fiscal Year 2018 – 2019 Budget Process

- February 12, 2018 Board of Selectmen & Board of Education submit proposed budget to the Board of Finance (no later than February the 14th per Charter).
- February 15, 2018 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: 2/09/2018; per Charter).
- March 07, 2018 Board of Finance submit budget to the Legislative Council (no later than March 14th per the Charter).
- March 21, 2018 Legislative Council holds a public hearing on the Board of Finance recommended budget (no later than March 28th; publish 5 days prior to hearing: 3/16/2018; per Charter).
- April 04, 2018 Legislative Council adopts budget (no later than second Wednesday in April).
- April 24, 2018 The Annual Budget Referendum (4th Tuesday of April) (publish 4/13/2018).

Special Appropriation Process

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

6-35 Special and Emergency Appropriations

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

Special Appropriation Process

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

6-40 Grants or Other Financial Assistance

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

Budget Transfers Process

7-20 TRANSFERS

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

TOWN FINANCIAL ORGANIZATION OF ACCOUNTS

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

FUND TYPE – GOVERNMENTAL FUNDS

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

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

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

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

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

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

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

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

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

Organization of Accounts – continued-

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

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

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

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

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

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

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

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

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

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

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

Organization of Accounts – continued-

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

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

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

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

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

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

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

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

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

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

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

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

Organization of Accounts – continued-

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

FUND TYPE - PROPRIETARY FUNDS

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

ENTERPRISE FUNDS

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

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

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

INTERNAL SERVICE FUNDS

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

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

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

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

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

TRUST FUNDS

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

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

AGENCY FUNDS

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

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

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

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

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

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

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

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

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

FISCAL POLICY AND TRENDS

TOWN OF NEWTOWN												
BUDGET ANALYSIS												
2007-08 TO 2018-19												
O												
BOARD OF EDUCATION			BOARD OF SELECTMEN						TOTAL TOWN BUDGET		TAX RATE	
Fiscal Yr	BOE Budget	% Change	BOS Oper Budget	% Change	BOS Debt Sv Budget	% Change	BOS Total Budget	% Change	Total Budget	% Change	Mill Rate	% inc
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	2.4%	34.24	reval
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	0.2%	33.87	0.82%
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	2.2%	33.60	1.60%
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	0.3%	33.07	-0.72%
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	1.2%	33.31	-0.03%
2013-14	71,045,304	3.93%	28,965,599	4.45%	10,058,924	-0.01%	39,024,523	3.26%	110,069,827	3.7%	33.32	reval
2012-13	68,355,794	0.57%	27,731,255	-1.35%	10,059,789	6.20%	37,791,044	0.55%	106,146,838	0.6%	24.54	0.70%
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	1.2%	24.37	1.54%
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	1.3%	24.00	2.43%
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	-2.4%	23.43	0.99%
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	5.5%	23.20	reval
2007-08	62,885,158		27,743,436	3.67%	9,307,283		37,050,719		99,935,877		28.10	
Note: budget amounts represent the final amended amount.												

FISCAL POLICY & TRENDS

TAXABLE NET GRAND LIST

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

TOWN OF NEWTOWN				
NET TAXABLE GRAND LIST				
	<u>LIST YEAR</u>	<u>FISCAL YEAR</u>	<u>NET ASSESSMENT *</u>	<u>% CHANGE</u>
	2017	2018-19	3,157,978,964	REVAL YR
	2016	2017-18	3,111,856,918	0.92%
	2015	2016-17	3,083,371,154	0.27%
	2014	2015-16	3,075,109,294	0.70%
	2013	2014-15	3,053,619,090	0.54%
	2012	2013-14	3,037,213,803	REVAL YR
	2011	2012-13	3,950,412,514	0.66%
	2010	2011-12	3,924,524,807	0.42%
	2009	2010-11	3,908,204,114	-0.08%
	2008	2009-10	3,911,449,143	-0.04%
	2007	2008-09	3,912,900,563	REVAL YR
	2006	2007-08	3,042,109,216	
	* State of CT M-13 Report			
	NOTE: A 1% increase in the net taxable grand list creates approximately \$1,000,000 in new taxes.			
	A 0.1% increase (one tenth of one percent) creates approximately \$100,000 in new taxes.			

FISCAL POLICY & TRENDS

GENERAL FUND - UNASSIGNED FUND BALANCE

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

General Fund Balance Policy

Updated for GASB54 Fund Balance Reporting and Governmental Type Definitions

POLICY STATEMENT

A positive fund balance serves three important functions:

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

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

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

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

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

General Fund – all funds not reported in another fund

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

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

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

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

FUND BALANCE DEFINITIONS

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

Fund balance is initially characterized as being restricted and unrestricted.

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

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

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

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

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

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

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

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

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

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

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

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

GUIDELINES

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

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

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

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

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

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

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

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

- Operating emergencies
- Unanticipated budgetary shortfalls

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

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

-End of General Fund Balance Policy--

FISCAL POLICY & TRENDS

UNASSIGNED FUND BALANCE – continued

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

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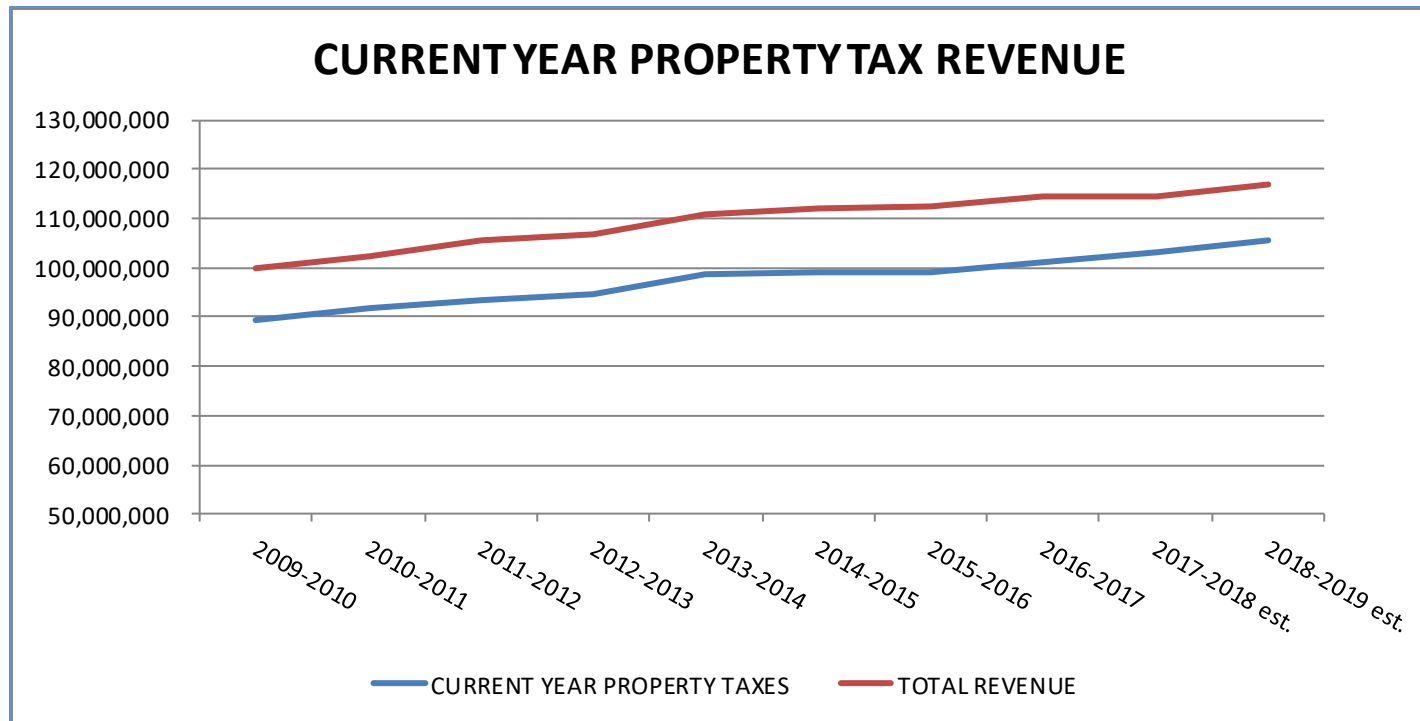
FISCAL POLICY & TRENDS

REVENUES

SUMMARY OF REVENUES				
	2017 - 2018	2018 - 2019		
	AMENDED	ADOPTED	Increase /	Percent
<u>REVENUE TYPE</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>(Decrease)</u>	<u>Change</u>
PROPERTY TAXES	104,900,767	107,559,739	2,658,972	2.5%
INTERGOVERNMENTAL	6,586,526	6,587,409	883	0.0%
CHARGES FOR SERVICES	2,147,470	2,089,050	(58,420)	-2.7%
INVESTMENT INCOME	400,000	450,000	50,000	12.5%
OTHER REVENUES	217,250	235,000	17,750	8.2%
OTHER FINANCING SOURCES	175,000	200,000	25,000	14.3%
TOTAL REVENUES & OTHER RESOURCES	114,427,013	117,121,198	2,694,185	2.4%

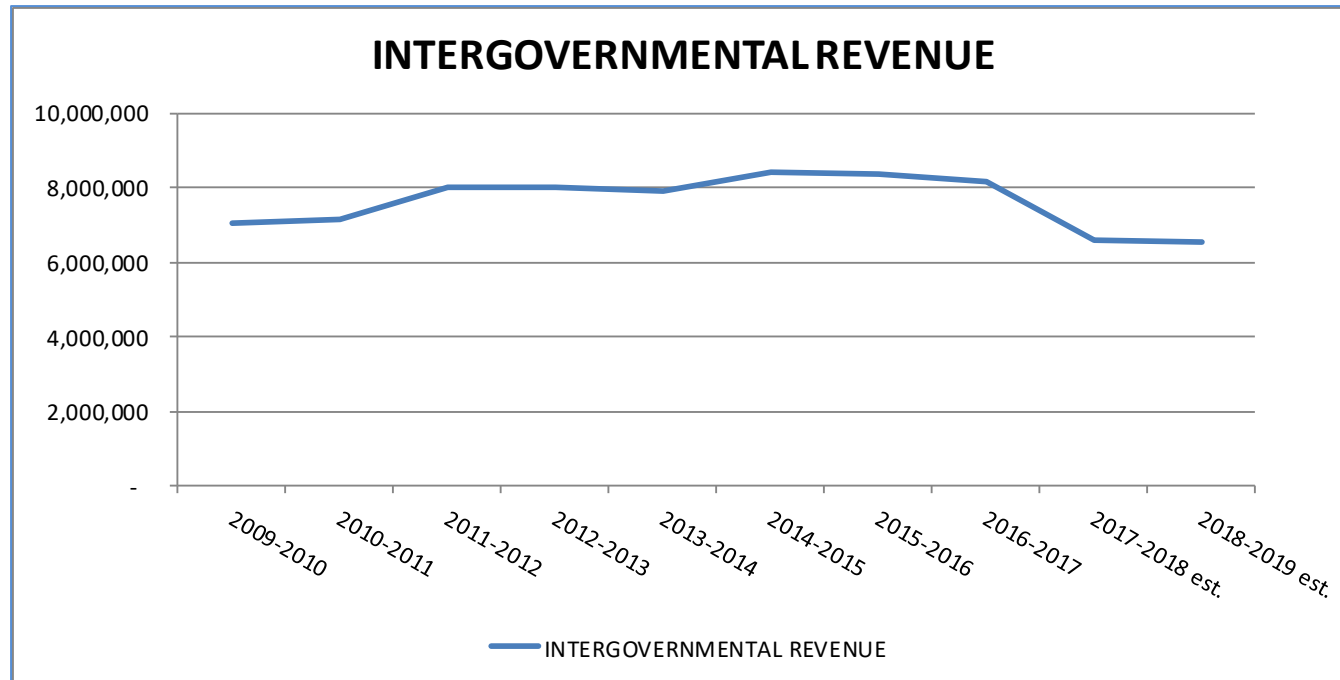
Property Taxes

- Approximately 92% of the general fund budget is financed by current year property tax revenue (2016-17 it was 90%). This is up from 85% experienced in the 2006-2007 budget. The increasing role of property taxes in funding the general budget is due to reductions in “other” revenue. Intergovernmental revenues (mainly revenues from the State) have been gradually decreasing. Recently ‘local’ revenues tied to the economy, such as town clerk conveyance fees; building permit fees and interest from investments have been recovering with the economy. See the following graph: the closer the two lines come, the higher the percent of current year taxes to total revenues.
- Increases in property tax revenue are funded by the growth in the Town’s taxable grand list (taxable property) and increases to the tax rate (mill rate).
- The successful collection of current year property taxes is important in determining property tax revenues. The Town historically collects over 99% of the current year taxes levied. The Town has assumed a 99.2% collection rate, for current taxes, for fiscal year 2018-2019. 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

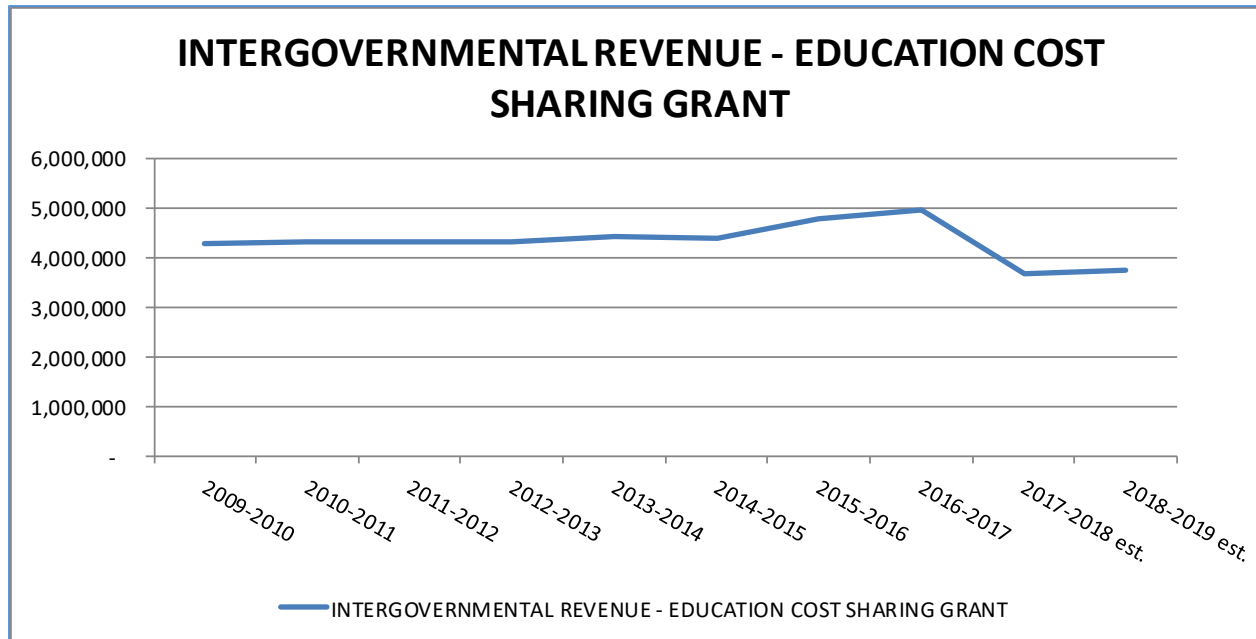
FISCAL POLICY & TRENDS**REVENUES** - Continued**Intergovernmental Revenue**

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. A sharper decline is evident in 2009-2010 when the economic down turn occurred. The second peak in 2011-2012 is due to a onetime grant for education. Then in 2014 – 2015 a renewed commitment was made to education. The decrease in 2017 – 2018 is due to an overall reduction in state intergovernmental revenues due to the financial condition of the state.



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

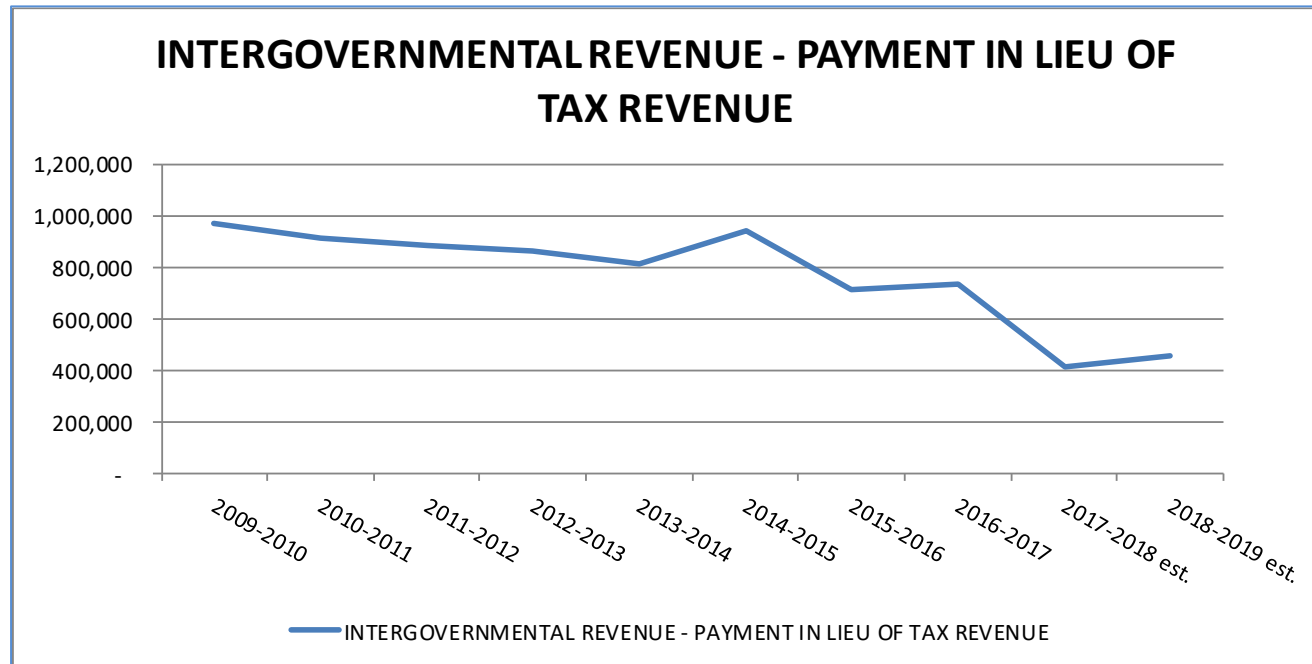
State aid for education has been essentially flat over the years except for an increase in 2015-16, while local costs have gone up. Connecticut's towns and cities are still waiting for the State to fulfill the promises it made in the late 1980s when the Equalized Cost Sharing (ECS) grant began and the 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 2018-2019 is \$3,956,332 (a \$265,066 increase). This can change as the State budget process moves on.



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

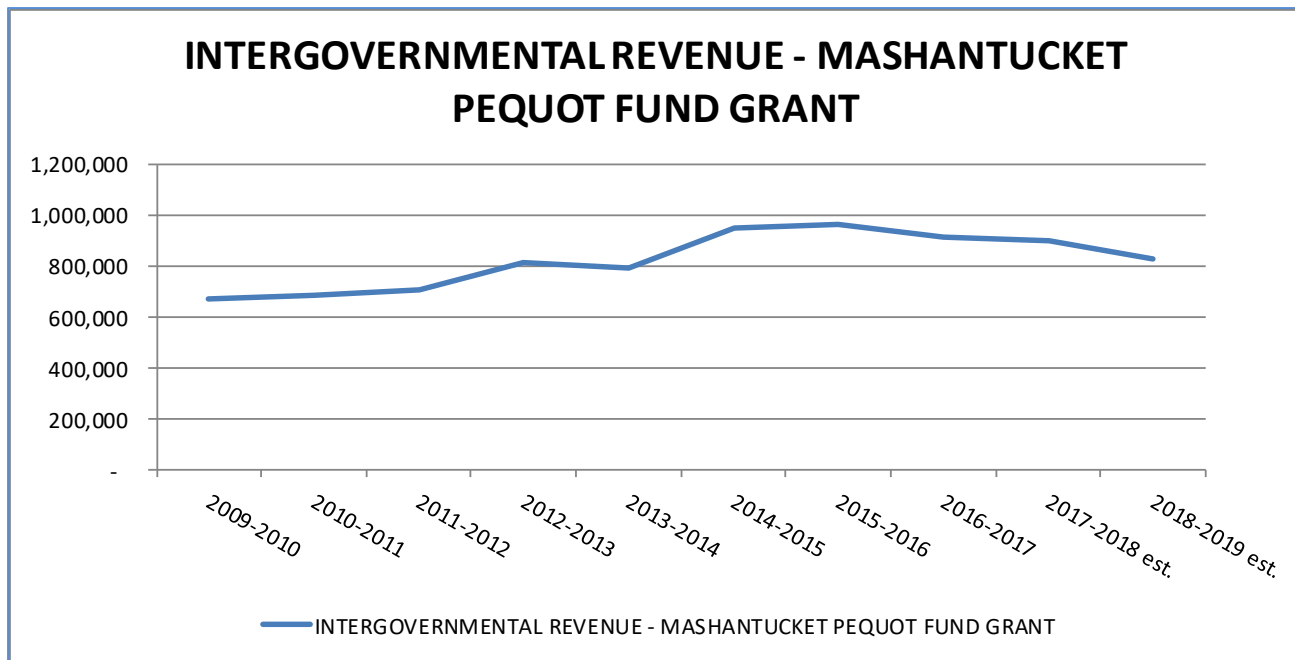
The Office of Policy and Management administers this PILOT program pursuant to CGS §12-19a, §12-19b, §12-19c, §4b-39 and §32-666. This program provides payments for real property tax losses due to exemptions applicable to state-owned real property, certain real property that is the subject of a state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

As can be seen from the chart below, this State grant has been decreasing over the years. The estimate for 2018-2019 is \$417,704 (a \$-0- increase). In the prior year this grant was cut 25%. This will change as the state budget process moves along.



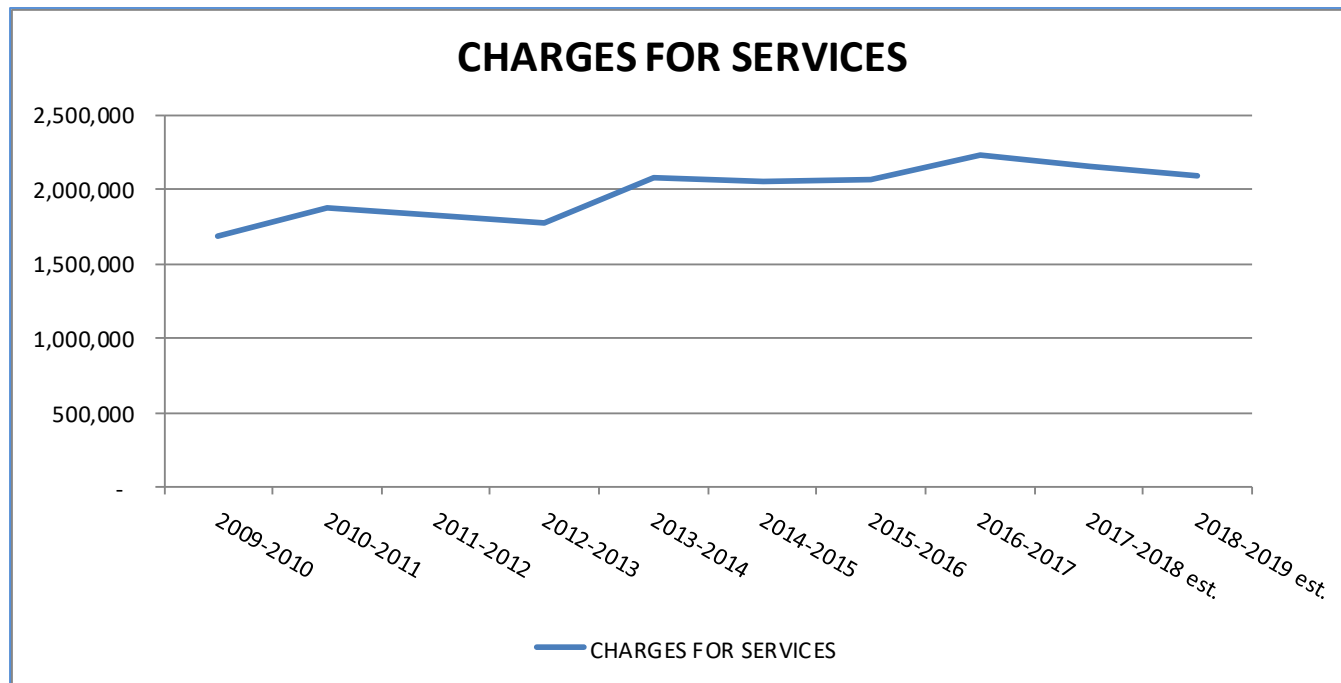
FISCAL POLICY & TRENDS**REVENUES** - Continued**Mashantucket, Pequot Fund Grant:**

The Office of Policy and Management administers this program under which payments from the proceeds of the Mashantucket Pequot and Mohegan Fund are determined pursuant to CGS §3-55i, §3-55j, and §3-55k, and Section 96 of Public Act 06-187, which is not codified but remains in effect. This grant has been reduced substantially since the economic down turn. The estimate for 2018-2019 is \$829,098 (an 8% cut). This will change as the state budget process moves along.



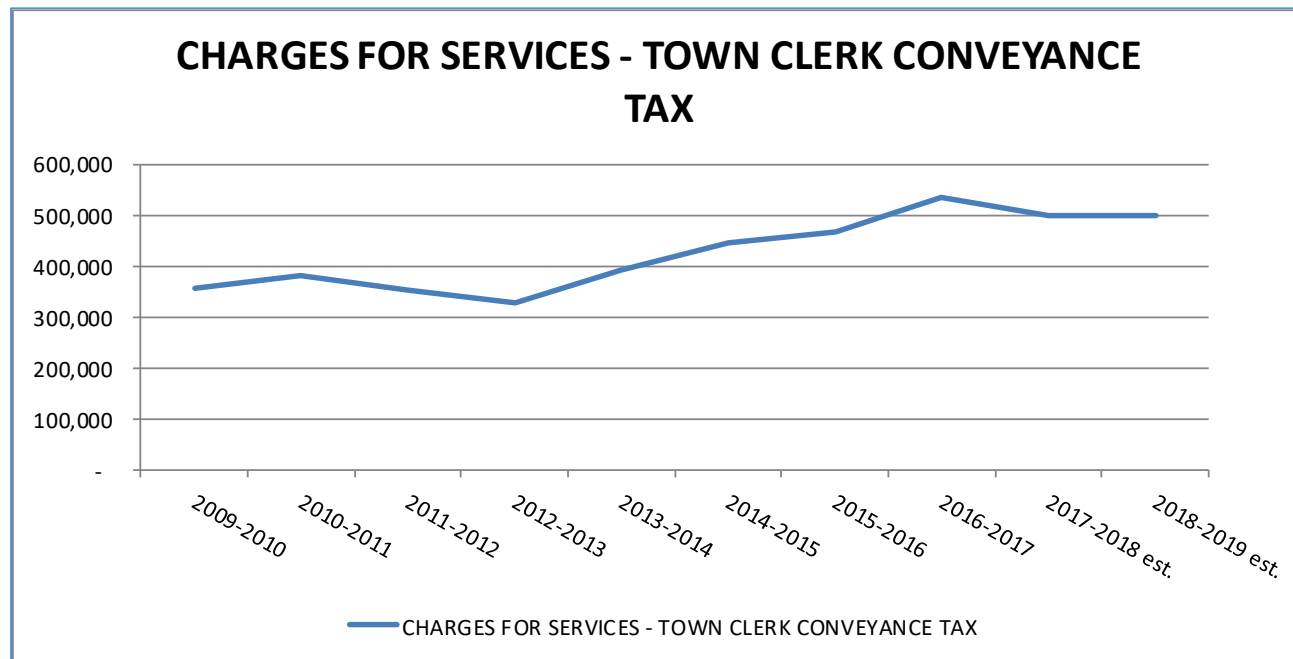
FISCAL POLICY & TRENDS**REVENUES** - Continued**Charges for Services**

Charges for services fees relate to accounts tied to the economy. Active development in the earlier years brought about higher revenues in the town clerk conveyance fees and building permit fees accounts. As the economy improves charges for services will gradually increase. The estimates for 2018-2019 have decreased slightly mainly due to school activity fees.



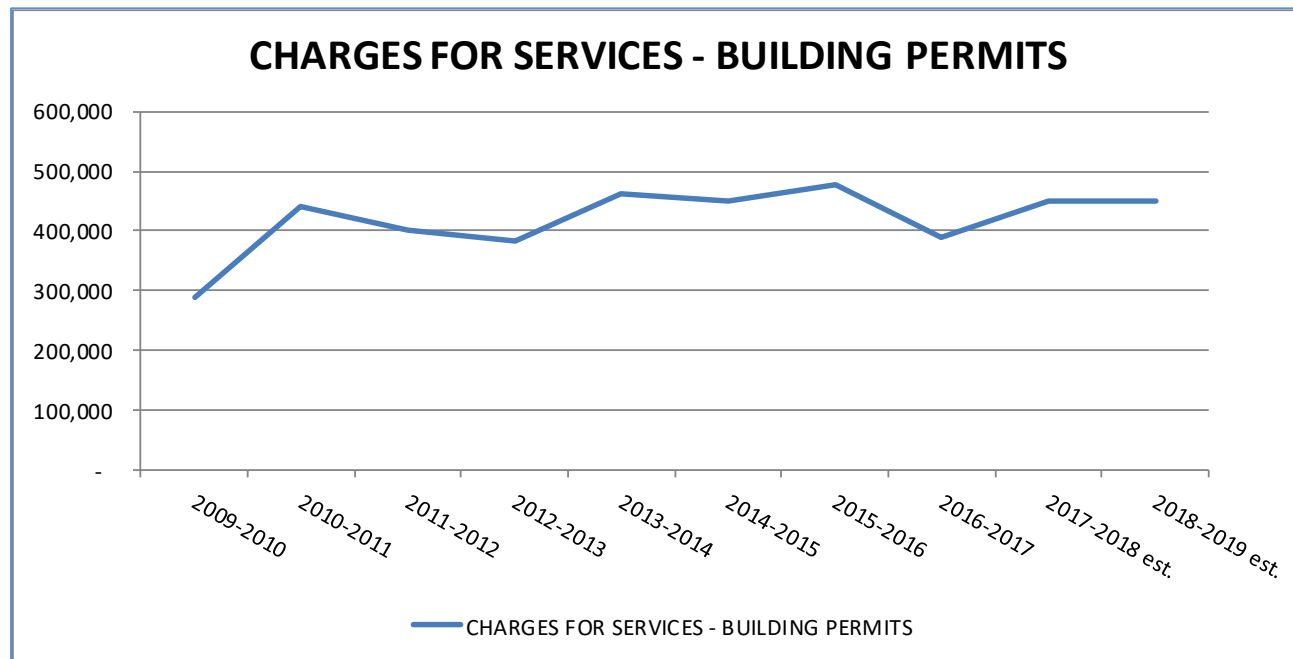
FISCAL POLICY & TRENDS**REVENUES** - Continued**Town Clerk Conveyance Fee**

Town Clerk conveyance fees are one of the major drivers in the charges for services category. As the economy improves Town Clerk conveyance fees will gradually increase. The estimates for 2018-2019 have remained the same as prior year.



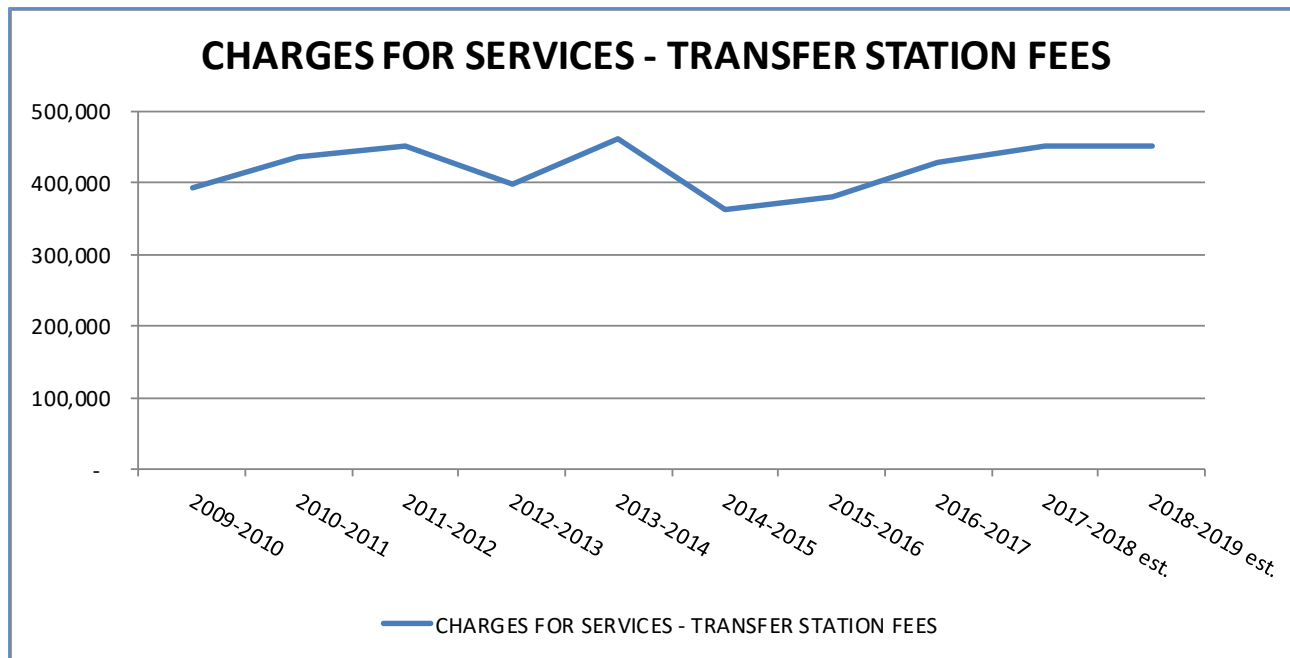
FISCAL POLICY & TRENDS**REVENUES** - Continued**Building Permit Fee:**

Building permit fees is another one of the major drivers in the charges for services category. As the economy improves, building permit fees will increase. The estimates for 2018-2019 have remained the same as prior year.



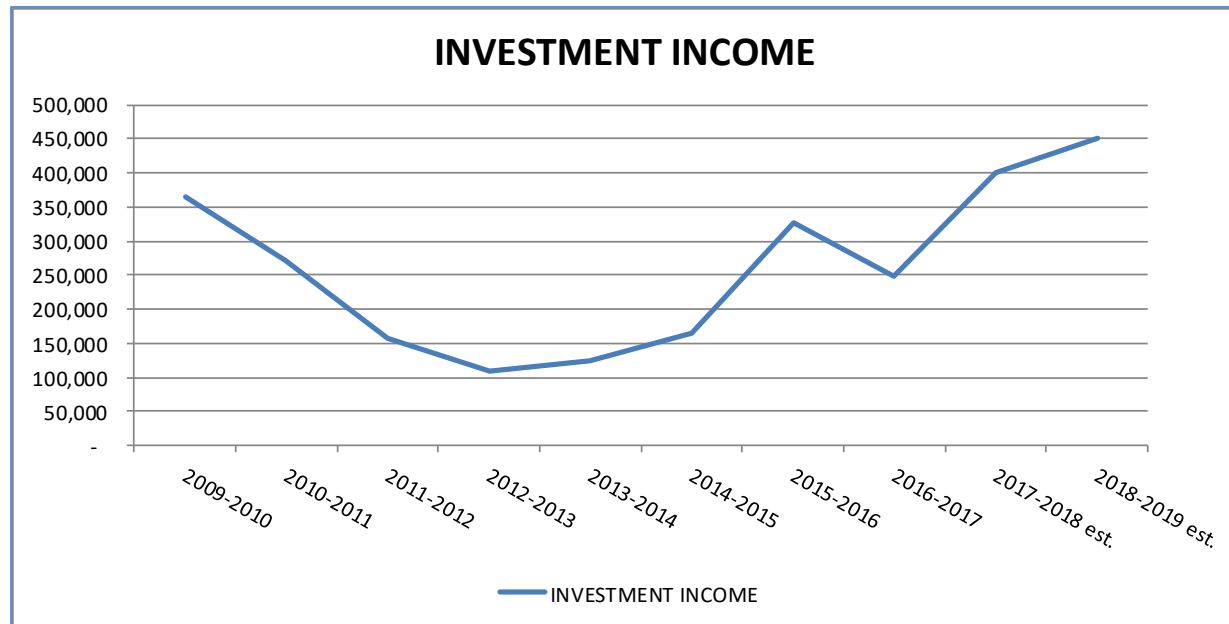
FISCAL POLICY & TRENDS**REVENUES** - Continued**Landfill Fee:**

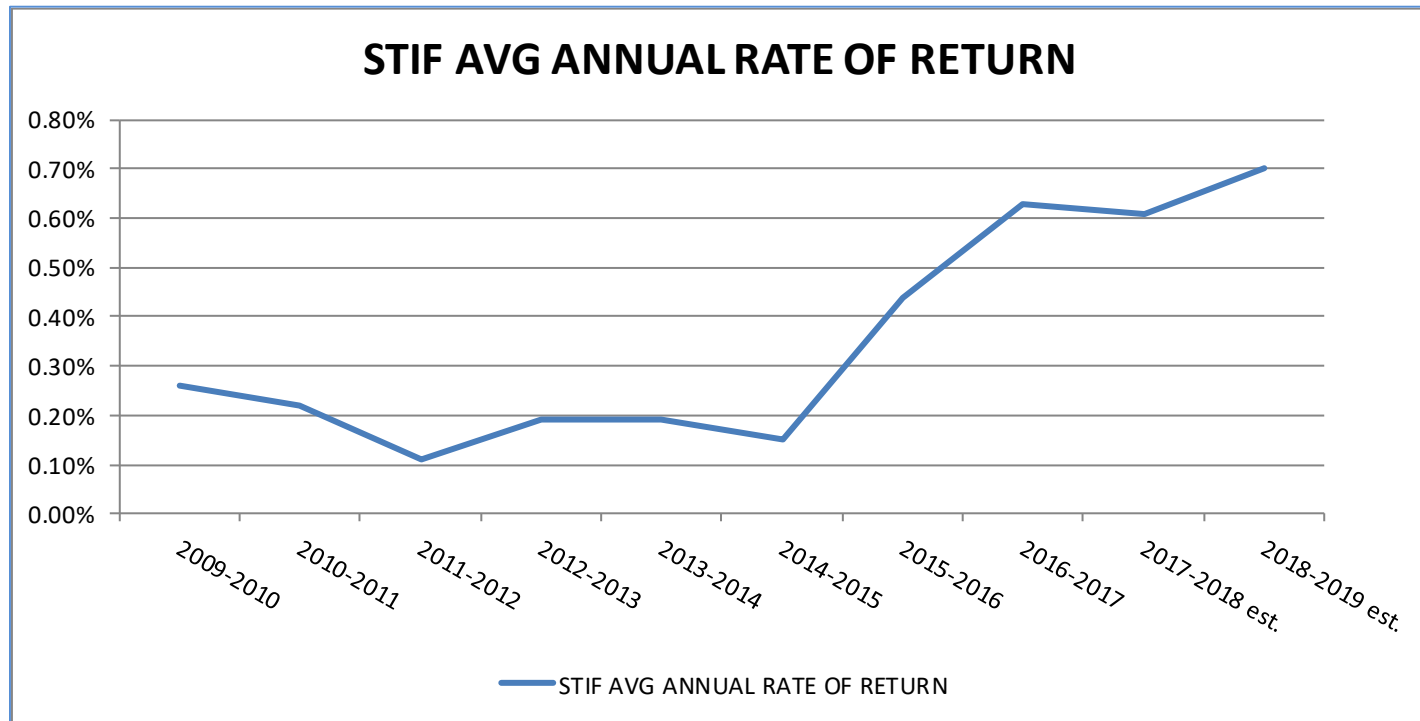
Landfill fees is one of the few accounts (in charges for services) that have not had a decline because of the economic downturn. It is more immune to the economy than the other revenue accounts.



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

Investment income was a significant amount of non tax revenue. At its peak in 2006 – 2007 income from investments was over \$1.6 million. 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					
	2017 - 2018 <u>AMENDED</u>	2018 - 2019 <u>LC ADOPTED</u>	<u>Increase /</u> <u>(Decrease)</u>	<u>Percent</u> <u>Change</u>	
TOWN SERVICES					
WAGES & SALARIES	12,148,107	12,467,486	319,379	2.6%	
FRINGE BENEFITS	5,741,585	5,853,894	112,309	2.0%	
INSURANCE	1,160,500	1,120,500	(40,000)	-3.4%	
OPERATING EXPENSES	7,095,851	7,358,745	262,894	3.7%	
CAPITAL	2,453,342	2,762,582	309,240	12.6%	
CONTINGENCY	179,000	120,000	(59,000)	-33.0%	
CONTRIBUTIONS TO OUTSIDE AGENCIES:					
TOWN AGENCIES	2,317,044	2,339,550	22,507	1.0%	
OTHER AGENCIES	53,842	53,842	-	0.0%	
TOTAL MUNICIPAL SERVICES	31,149,271	32,076,599	927,328	3.0%	
CAPITAL FINANCING - DEBT SERVICE	8,937,068	8,990,368	53,300	0.6%	
TOTAL BOARD OF SELECTMEN BUDGET	40,086,339	41,066,967	980,628	2.4%	
BOARD OF EDUCATION	74,340,674	76,054,231	1,713,557	2.3%	
TOTAL TOWN OF NEWTOWN BUDGET	114,427,013	117,121,198	2,694,185	2.4%	

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

The budget for 2018 – 2019 includes contractual increases for union employees (including step increases for police officers) and increases for non union employees. Wages and salaries increased \$319,379 or 2.6%.

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

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

Bargaining Unit

	<u>Contract Expiration</u>	<u>Wage Increase</u>
The Newtown Town Hall Employees CSEA, Local 2001 SEIU	June 30, 2018	2.25% Proposed ***
The Newtown Public Works Employees Union, Local 1303-200 of Connecticut Council #4, AFSCME, AFL-CIO	June 30, 2018	2.25% Proposed ***
Newtown Parks & Recreation Department Teamsters Union Local 145	June 30, 2020	2.25% Negotiated
Newtown Police Union, Local #3153, Council #15, AFSCME, AFL-CIO	June 30, 2020	2.25% Negotiated
Newtown Emergency Tele-communicator and Police Clerical Local 1303-136 Of Council #4, AFSCME, AFL-CIO	June 30, 2018	2.25% Proposed ***

Non union employees

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

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

Fringe benefits increased \$112,309 or 2.0%. Fringe benefits represent the cost of employee health insurance; life insurance; long term disability insurance; pension benefits and the employer's share of social security. These costs are allocated amongst the departments. Medical benefits, the major fringe benefit, have decreased 7.5% due to positive medical claims experience in the medical self-insurance fund. Pension contributions have increased 22.0% due to a change to pension actuarial calculation and a change in the discount rate from 7.5% to 7.0%.

Insurance

Insurance has decreased by \$40,000 or -3.4% due to a decrease in the general liability insurance premium. Insurance represents the cost of the liability-auto-property (LAP) and workers' compensation (WC) policies. Insurance costs have increased for the LAP policy due to unfavorable experience in claims and the WC policy. The Town (BOS & BOE) works closely with the Connecticut Inter-local Risk Management Agency (CIRMA) to manage our risks.

Operating Expenses

Operating expenses have increased by \$262,894 or 3.7%. 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.

Capital

Capital has increased by \$309,240 or 12.6%. 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 to 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

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 2018-19 has decreased from \$200,000 (adopted amount) to \$120,000. Several items that are typically taken from contingency have been budgeted in their respective accounts namely winter maintenance and registrars elections.

Contributions to Outside Agencies – Town Agencies

Contributions to Town agencies has increased by \$22,507 or 1.0%. This is mainly due to an increase in contributions to the Town Hall Board of Manager's of \$8,390 and to the Cyrenius H. Booth Library of \$16,658. It was determined that both these agencies require the proposed increase to continue same service operations.

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

Contributions to Outside Agencies – Other Agencies

Contributions to other agencies have remained the same. It has been a practice, over the years, to contribute amounts to certain charitable agencies that also benefit Newtown residents.

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

The BOE proposed budget increased \$1,713,557 or 2.3%. See the BOE budget for details.

[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 2016/17 the State of Connecticut paid \$8,404,317 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 \$122,717,000 (using a 8.0% discount rate). Using a 7.0% discount rate it comes to \$151,398,000.

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 2018 – 2019 thru 2022 – 2023 has planned \$59,391,540 (\$45,991,540 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 \$53,300 or 0.6% due to a reduction in the current debt service schedule offset by a new bond issue in February 2018 and the application of a bond premium. The debt service amount remains under the 9.0% budget cap established in the Town debt service policy. See page 296 for the current CIP plan.

BUDGET SUMMARY

						<u>Legislative Council</u>	
						<u>Adopted Budget</u>	
						<u>April 4, 2018</u>	
<u>SUMMARY OF REVENUES & OTHER FINANCING SOURCES:</u>							
						107,559,739	
						6,587,409	
						2,089,050	
						450,000	
						235,000	
						200,000	
						<u>117,121,198</u>	
<u>SUMMARY OF EXPENDITURES & OTHER FINANCING USES:</u>							
<u>BOARD OF SELECTMEN BUDGET:</u>							
<u>GENERAL GOVERNMENT</u>							
						433,684	
						168,500	
						117,330	
						373,989	
						50,000	
						7,543	
						315,752	
						160,034	
						315,690	
						528,079	
						727,261	
						10,000	
						179,116	
						40,658	
						1,110,500	
						45,000	
						10,000	
						1,000	
						44,000	
						<u>4,638,136</u>	
<u>PUBLIC SAFETY</u>							
						1,116,098	
						6,897,669	
						172,733	
						1,358,752	
						70,834	
						44,670	
						11,140	
						270,000	
						250	
						446,069	
						<u>10,388,215</u>	
<u>PUBLIC WORKS</u>							
						7,381,587	
						819,535	
						1,455,466	
						722,105	
						<u>10,378,693</u>	

BUDGET SUMMARY (-continued-)

				<u>Legislative Council</u>	
				<u>Adopted Budget</u>	
				<u>April 4, 2018</u>	
SUMMARY OF EXPENDITURES & OTHER FINANCING USES (-continued-):					
<u>HEALTH AND WELFARE</u>					
	SOCIAL SERVICES			308,685	
	SENIOR SERVICES			350,566	
	NEWTOWN HEALTH DISTRICT			398,124	
	NEWTOWN YOUTH & FAMILY SERVICES			301,473	
	CHILDREN'S ADVENTURE CENTER			135,809	
	OUTSIDE AGENCY CONTRIBUTIONS			53,842	
				<u>1,548,499</u>	
<u>PLANNING</u>					
	LAND USE			683,294	
	ECONOMIC DEVELOPMENT COMM.			117,742	
	GRANTS ADMINISTRATION			23,717	
	NW CONSERVATION DISTRICT			1,100	
				<u>825,853</u>	
<u>RECREATION & LEISURE</u>					
	PARKS AND RECREATION			2,452,159	
	LIBRARY			1,352,249	
	NEWTOWN CULTURAL ARTS COMM			2,500	
	NEWTOWN PARADE COMMITTEE			1,400	
				<u>3,808,308</u>	
<u>CONTINGENCY</u>					
	CONTINGENCY			120,000	
<u>DEBT SERVICE</u>					
	DEBT SERVICE			8,990,368	
<u>OTHER FINANCING USES</u>					
	TOWN HALL MANAGERS			151,895	
	RESERVE CAP & NONRECURRING EXP			217,000	
				<u>368,895</u>	
TOTAL BOARD OF SELECTMEN BUDGET				<u>41,066,967</u>	
BOARD OF EDUCATION BUDGET:					
<u>EDUCATION</u>					
	BOARD OF EDUCATION			76,054,231	
TOTAL EXPENDITURES & OTHER FINANCING USES				<u><u>117,121,198</u></u>	
PRELIMINARY TAX INFORMATION:					
				<u>2017 - 2018</u>	<u>2018 - 2019</u>
NET TAXABLE GRAND LIST				3,111,856,918	3,157,978,964
AMOUNT OF REVENUE TO BE RAISED BY CURRENT TAXES				103,010,767	105,499,739
ASSUMED TAX COLLECTION RATE				99.20%	99.10%
TAX LEVY				103,841,499	108,123,860
MILL RATE				33.87	34.24
TAX RATE PERCENT INCREASE (adjusted for revaluation effect)				0.82%	1.64%

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GRAND LIST OF TAXABLE PROPERTY

TOWN OF NEWTOWN					
2017 GRAND LIST OF TAXABLE PROPERTY - BEFORE BOARD OF ASSESSMENT APPEALS (BAA)					
	<u>TYPE OF ACCOUNTS</u>	<u># OF ACCTS</u>	<u>GROSS ASSESSMENT</u>	<u>TOTAL EXEMPTIONS</u>	<u>TOTAL NET VALUE</u>
	REAL ESTATE REGULAR	10,728	2,753,304,980	8,952,866	2,744,352,114
	REAL ESTATE ELDERLY	282	56,731,050	811,000	55,920,050
	TOTAL REAL ESTATE TAXABLE	11,010	2,810,036,030	9,763,866	2,800,272,164
	REAL ESTATE EXEMPT	1,139	311,301,250	311,301,250	
	REAL ESTATE TOTALS	12,149	3,121,337,280	321,065,116	2,800,272,164
	PERSONAL PROPERTY	1,670	141,616,637	25,112,169	116,504,468
	MOTOR VEHICLE	26,853	247,816,442	6,614,110	241,202,332
	TOTAL	40,672	3,510,770,359	352,791,395	3,157,978,964
	TOTAL TAXABLE	39,533	3,199,469,109		3,157,978,964
				PRIOR YEAR FINAL #	3,111,856,918
	<u>SUMMARY:</u>			% INCREASE	1.48%
			<u>TOTAL NET VALUE</u>		
	REAL ESTATE REGULAR NET		2,744,352,114		
	ELDERLY HOME OWNERS NET		55,920,050		
	MOTOR VEHICLE NET		241,202,332		
	PERSONAL PROPERTY NET		116,504,468		
	TOTAL NET ASSESSMENT		3,157,978,964		

REVENUE BUDGET SUMMARY

			2017 - 2018	2017 - 2018	2017 - 2018	2018 - 2019		
	2015 - 2016	2016 - 2017	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	101,236,267	103,098,824	104,900,767	104,900,767	56,730,066	107,559,739	2,658,972	2.5%
INTERGOVERNMENTAL	8,357,781	8,181,583	5,555,045	6,586,526	2,031,875	6,587,409	883	0.0%
CHARGES FOR SERVICES	2,066,876	2,227,800	2,147,470	2,147,470	896,696	2,089,050	(58,420)	-2.7%
INVESTMENT INCOME	327,598	248,869	400,000	400,000	234,036	450,000	50,000	12.5%
OTHER REVENUES	220,531	322,595	217,250	217,250	87,036	235,000	17,750	8.2%
OTHER FINANCING SOURCES	234,370	225,000	175,000	175,000	-	200,000	25,000	14.3%
TOTAL REVENUES & OTHER RESOURCES	112,443,423	114,304,671	113,395,532	114,427,013	59,979,709	117,121,198	2,694,185	2.4%

EXPENDITURE BUDGET SUMMARY

SUMMARY BY FUNCTION / DEPARTMENT											
	2015 - 2016	2016 - 2017	2017 - 2018			2018 - 2019 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	422,779	421,169	425,214	425,214	234,394	433,684	433,684	433,684	433,684	8,471	2.0%
SELECTMEN - OTHER	176,544	154,834	171,560	171,560	70,849	168,500	168,500	168,500	168,500	(3,060)	-1.8%
HUMAN RESOURCES	127,533	112,785	114,985	114,985	61,144	117,330	117,330	117,330	117,330	2,344	2.0%
TAX COLLECTOR	347,473	355,253	370,457	370,457	232,962	373,989	373,989	373,989	373,989	3,531	1.0%
PURCHASING	-	-	-	-	-	50,000	50,000	50,000	50,000	50,000	
PROBATE COURT	7,514	5,864	7,200	7,200	-	7,543	7,543	7,543	7,543	343	4.8%
TOWN CLERK	305,687	312,429	318,811	318,811	202,058	315,752	315,752	315,752	315,752	(3,059)	-1.0%
REGISTRARS	152,824	142,655	137,050	137,050	83,599	160,034	160,034	160,034	160,034	22,984	16.8%
ASSESSOR	266,342	277,855	310,388	310,388	178,705	315,690	315,690	315,690	315,690	5,302	1.7%
FINANCE	516,002	507,909	517,856	517,856	317,404	528,079	528,079	528,079	528,079	10,223	2.0%
TECHNOLOGY DEPARTMENT	592,964	582,235	657,320	657,320	362,726	727,261	727,261	827,261	727,261	69,941	10.6%
UNEMPLOYMENT	33,656	26,401	10,000	10,000	20,387	10,000	10,000	10,000	10,000	-	0.0%
OPEB CONTRIBUTION	297,755	185,531	185,531	185,531	185,531	179,116	179,116	179,116	179,116	(6,415)	-3.5%
PROFESSIONAL ORGANIZATIONS	34,744	34,744	37,702	37,702	37,702	40,658	40,658	40,658	40,658	2,956	7.8%
INSURANCE	1,058,402	1,099,659	1,150,500	1,150,500	829,728	1,150,500	1,110,500	1,110,500	1,110,500	(40,000)	-3.5%
LEGISLATIVE COUNCIL	46,200	47,690	45,000	45,000	25,000	45,000	45,000	45,000	45,000	-	0.0%
DISTRICT CONTRIBUTIONS	15,000	8,000	10,000	13,500	391	10,000	10,000	10,000	10,000	(3,500)	-25.9%
SUSTAINABLE ENERGY COMM	5,000	-	1,000	1,000	-	1,000	1,000	1,000	1,000	-	0.0%
FAIRFIELD HILLS AUTHORITY	27,785	-	44,000	44,000	-	50,000	50,000	50,000	44,000	-	
	4,434,204	4,275,013	4,514,575	4,518,075	2,842,580	4,684,136	4,644,136	4,744,136	4,638,136	120,061	2.7%

EXPENDITURE BUDGET SUMMARY (continued)

SUMMARY BY FUNCTION / DEPARTMENT											
	2015 - 2016	2016 - 2017	2017 - 2018			2018 - 2019 BUDGET					
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	CHANGE	
										\$	%
<u>PUBLIC SAFETY</u>				B					A	A - B	
EMERGENCY COMMUNICATIONS	1,031,056	1,031,296	1,140,094	1,140,094	644,742	1,116,098	1,116,098	1,116,098	1,116,098	(23,996)	-2.1%
POLICE	6,366,288	6,673,545	6,927,183	6,613,946	4,268,991	6,897,669	6,897,669	6,897,669	6,897,669	283,722	4.3%
ANIMAL CONTROL	160,583	166,461	169,885	169,885	99,719	172,733	172,733	172,733	172,733	2,848	1.7%
FIRE	1,266,832	1,220,058	1,334,579	1,334,579	728,697	1,358,752	1,358,752	1,358,752	1,358,752	24,173	1.8%
EMERGENCY MANAGEMENT/N.U.S.A.R.	51,770	55,619	59,184	59,184	26,970	70,834	70,834	70,834	70,834	11,650	19.7%
LAKE AUTHORITIES	42,386	45,965	45,477	45,477	45,477	44,670	44,670	44,670	44,670	(807)	-1.8%
N.W. SAFETY COMMUNICATION	10,000	10,839	10,839	10,839	11,140	11,140	11,140	11,140	11,140	301	2.8%
EMERGENCY MEDICAL SERVICES	270,000	270,000	270,000	270,000	176,225	270,000	270,000	270,000	270,000	-	0.0%
NW CONNECTICUT EMS COUNCIL	250	-	250	250	-	250	250	250	250	-	0.0%
BUILDING DEPARTMENT	408,350	422,534	440,601	440,601	281,468	446,069	446,069	446,069	446,069	5,469	1.2%
	9,607,515	9,896,317	10,398,091	10,084,855	6,283,429	10,388,215	10,388,215	10,388,215	10,388,215	303,360	3.0%
<u>PUBLIC WORKS</u>											
HIGHWAY	6,900,524	6,880,989	7,033,307	7,033,307	4,577,002	7,381,587	7,381,587	7,231,587	7,381,587	348,279	5.0%
WINTER MAINTENANCE	698,441	788,243	727,047	727,047	313,400	819,535	819,535	794,535	819,535	92,488	12.7%
TRANSFER STATION	1,466,716	1,386,475	1,391,911	1,391,911	689,783	1,455,466	1,455,466	1,455,466	1,455,466	63,555	4.6%
PUBLIC BUILDING MAINTENANCE	770,716	746,216	710,925	710,925	393,207	722,105	722,105	722,105	722,105	11,180	1.6%
	9,836,397	9,801,923	9,863,190	9,863,190	5,973,392	10,378,693	10,378,693	10,203,693	10,378,693	515,503	5.2%
<u>HEALTH AND WELFARE</u>											
SOCIAL SERVICES	184,476	305,832	333,141	333,141	186,654	308,685	308,685	308,685	308,685	(24,456)	-7.3%
SENIOR SERVICES	312,668	324,712	339,419	339,419	176,677	350,566	350,566	350,566	350,566	11,147	3.3%
NEWTOWN HEALTH DISTRICT	383,675	394,987	397,927	397,927	258,610	398,124	398,124	398,124	398,124	197	0.0%
NEWTOWN YOUTH & FAMILY SERVICES	298,348	300,121	302,526	302,526	134,197	301,473	301,473	301,473	301,473	(1,053)	-0.3%
CHILDREN'S ADVENTURE CENTER	143,519	143,981	137,494	137,494	135,671	135,809	135,809	135,809	135,809	(1,685)	-1.2%
OUTSIDE AGENCY CONTRIBUTIONS	88,842	53,597	53,842	53,842	13,082	53,842	53,842	53,842	53,842	-	0.0%
	1,411,528	1,523,230	1,564,349	1,564,349	904,891	1,548,499	1,548,499	1,548,499	1,548,499	(15,850)	-1.0%

EXPENDITURE BUDGET SUMMARY (continued)

SUMMARY BY FUNCTION / DEPARTMENT											
	2015 - 2016	2016 - 2017	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>PLANNING</u>	ACTUALS	ACTUALS		B					A	A - B	
LAND USE	674,599	682,416	684,451	684,451	396,711	683,294	683,294	683,294	683,294	(1,158)	-0.2%
ECONOMIC & COMMUNITY DEVELOPMENT	74,540	72,789	99,793	117,293	48,707	117,742	117,742	142,742	117,742	449	0.4%
GRANTS ADMINISTRATION	23,008	16,393	22,843	22,843	12,022	23,717	23,717	23,717	23,717	874	
NW CONSERVATION DISTRICT	1,500	1,040	1,500	1,500	1,040	1,100	1,100	1,100	1,100	(400)	-26.7%
	773,647	772,638	808,587	826,087	458,480	825,853	825,853	850,853	825,853	(234)	0.0%
<u>RECREATION & LEISURE</u>											
PARKS AND RECREATION	2,301,532	2,391,378	2,406,118	2,406,118	1,525,828	2,452,159	2,452,159	2,517,159	2,452,159	46,042	1.9%
LIBRARY	1,210,007	1,278,997	1,335,592	1,335,592	1,333,588	1,352,249	1,352,249	1,352,249	1,352,249	16,658	1.2%
NEWTOWN CULTURAL ARTS COMM	750	2,497	2,500	2,500	-	2,500	2,500	2,500	2,500	-	0.0%
NEWTOWN PARADE COMMITTEE	1,514	1,298	1,000	1,000	1,298	1,400	1,400	1,400	1,400	400	40.0%
	3,513,803	3,674,170	3,745,209	3,745,209	2,860,714	3,808,308	3,808,308	3,873,308	3,808,308	63,099	1.7%
<u>CONTINGENCY</u>											
CONTINGENCY	-	-	200,000	179,000	-	100,000	120,000	120,000	120,000	(59,000)	-33.0%
<u>DEBT SERVICE</u>											
DEBT SERVICE	10,106,365	9,240,239	8,937,068	8,937,068	5,948,447	8,990,368	8,990,368	8,990,368	8,990,368	53,300	0.6%
<u>OTHER FINANCING USES</u>											
TOWN HALL BOARD OF MANAGERS	84,615	129,767	143,505	143,505	142,882	151,895	151,895	151,895	151,895	8,390	5.8%
RESERVE FOR CAP & NON-REC. EXP.	305,800	462,250	225,000	225,000	225,000	217,000	217,000	217,000	217,000	(8,000)	-3.6%
TRANSFER OUT - TO OTHER FUNDS	-	-	-	-	-	-	-	-	-	-	
	390,415	592,017	368,505	368,505	367,882	368,895	368,895	368,895	368,895	390	0.1%
TOTAL BOARD OF SELECTMEN BUDGET	40,073,874	39,775,547	40,399,575	40,086,339	25,639,815	41,092,967	41,072,967	41,087,967	41,066,967	980,628	2.4%
<u>EDUCATION</u>						Superintendent	BOE				
BOARD OF EDUCATION	71,587,946	73,665,065	72,995,957	74,340,674		75,990,687	76,054,231	75,979,231	76,054,231	1,713,557	2.3%
GRAND TOTAL	111,661,820	113,440,612	113,395,532	114,427,013		117,083,654	117,127,198	117,067,198	117,121,198	2,694,185	2.4%

REVENUE BUDGET DETAIL

<u>REVENUE TYPE / ACCOUNT</u>			2017 - 2018	2017 - 2018	2017 - 2018	2018 - 2019		
	2015 - 2016	2016 - 2017	ADOPTED	AMENDED	12/31	REVENUE	Increase /	Percent
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ESTIMATES</u>	(Decrease)	Change
<u>PROPERTY TAXES</u>				B		A	A - B	
CURRENT YEAR TAXES	99,215,491	101,138,735	103,010,767	103,010,767	56,301,262	105,499,739	2,488,972	2.4%
PRIOR YEAR TAXES	608,925	439,379	475,000	475,000	289,110	475,000	-	0.0%
INTEREST AND LIEN FEES	441,109	401,946	450,000	450,000	139,694	425,000	(25,000)	-5.6%
SUPPLIMENTAL MOTOR VEHICLE TAXES	912,243	1,057,900	900,000	900,000	-	1,100,000	200,000	22.2%
TELECOMM. PROPERTY TAX	58,499	60,864	65,000	65,000	-	60,000	(5,000)	-7.7%
	101,236,267	103,098,824	104,900,767	104,900,767	56,730,066	107,559,739	2,658,972	2.5%
<u>INTERGOVERNMENTAL</u>								
ELD. TAX RELIEF - CIRCUIT BR.	151,508	144,371	107,000	-	-	-	-	
IN LIEU OF TAX-ST OWNED PROP	717,919	733,247	547,350	417,704	417,704	417,704	-	0.0%
VETERANS ADD'L EXEM	18,949	18,888	19,000	19,000	-	20,163	1,163	6.1%
TOTALLY DISABLED	1,948	1,767	1,947	1,947	-	1,753	(194)	-10.0%
TOWN AID FOR ROADS	469,996	470,708	470,708	470,708	235,433	470,865	157	0.0%
MASHANTUCKET PEQUOT	967,137	911,124	903,200	903,200	-	829,098	(74,102)	-8.2%
CT SCHOOL BUILDING GRANTS	533,605	92,422	89,474	89,474	5,041	85,225	(4,249)	-4.7%
MISCELLANEOUS STATE / FEDERAL GRANTS	144,916	29,868	50,000	50,000	7,836	50,000	-	0.0%
LOCIP GRANTS	207,668	-	380,724	380,724	-	240,865	(139,859)	-36.7%
GRANTS FOR MUNICIPAL PROJECTS	235,371	235,371	-	235,371	-	235,371	-	0.0%
MUNICIPAL REVENUE SHARING	-	572,949	824,747	304,962	304,962	257,863	(47,099)	-15.4%
EDUCATION COST SHARING GRANT	4,787,409	4,949,568	2,138,725	3,691,266	1,060,899	3,956,332	265,066	7.2%
PUBLIC SCHOOL TRANSPORT	84,121	-	-	-	-	-	-	
NON-PUB SCHOOL TRANSPORT	15,086	-	-	-	-	-	-	
HEALTH SERVICES - ST. ROSE	22,148	21,300	22,170	22,170	-	22,170	-	0.0%
	8,357,781	8,181,583	5,555,045	6,586,526	2,031,875	6,587,409	883	0.0%

REVENUE BUDGET DETAIL (-CONTINUED-)

REVENUE TYPE / ACCOUNT	2015 - 2016	2016 - 2017	2017 - 2018	2017 - 2018	2017 - 2018	2018 - 2019	Increase /	Percent
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ADOPTED</u>	<u>AMENDED</u>	<u>12/31</u>	<u>REVENUE</u>	<u>(Decrease)</u>	<u>Change</u>
CHARGES FOR SERVICES			<u>BUDGET</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ESTIMATES</u>	<u>A - B</u>	
				B		A		
SENIOR CTR MEMBER FEES	5,256	8,230	5,250	5,250	3,860	8,000	2,750	52.4%
TOWN CLERK CONVEYANCE	467,921	536,931	500,000	500,000	235,231	500,000	-	0.0%
TOWN CLERK - OTHER	215,700	258,285	225,000	225,000	103,191	225,000	-	0.0%
WATER/SEWER CHARGES FOR SERVICES	120,000	120,000	120,000	120,000	-	125,000	5,000	4.2%
PARKS AND RECREATION	207,867	242,248	210,000	210,000	55,988	225,000	15,000	7.1%
TUITION	29,775	88,016	30,800	30,800	18,258	30,800	-	0.0%
SCHOOL ACTIVITY FEES	105,751	105,450	105,170	105,170	35,370	24,000	(81,170)	-77.2%
BUILDING	477,851	388,057	450,000	450,000	213,322	450,000	-	0.0%
PERMIT FEES	1,230	1,575	1,250	1,250	1,125	1,250	-	0.0%
TRANSFER STATION FEES	378,897	429,271	450,000	450,000	206,880	450,000	-	0.0%
LAND USE	56,628	49,737	50,000	50,000	23,471	50,000	-	0.0%
	2,066,876	2,227,800	2,147,470	2,147,470	896,696	2,089,050	(58,420)	-2.7%
INVESTMENT INCOME								
INTEREST ON INVESTMENTS	327,598	248,869	400,000	400,000	234,036	450,000	50,000	12.5%
OTHER REVENUES								
POLICE MISC REVENUE	63,800	31,438	15,000	15,000	16,820	30,000	15,000	100.0%
MISCELLANEOUS REVENUE	145,221	286,705	200,000	200,000	60,247	200,000	-	0.0%
MISCELLANEOUS REVENUE BOE	11,510	4,452	2,250	2,250	9,969	5,000	2,750	122.2%
	220,531	322,595	217,250	217,250	87,036	235,000	17,750	8.2%
OTHER FINANCING SOURCES								
TRANSFER IN	225,000	225,000	175,000	175,000	-	200,000	25,000	14.3%
OTHER	9,370	-	-	-	-	-		
TOTAL REVENUES & OTHER FINANCING SOURCES	112,443,423	114,304,671	113,395,532	114,427,013	59,979,709	117,121,198	2,694,185	2.4%

REVENUE ACCOUNT DETAIL**PROPERTY TAXES**

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

Total expenditure budget = \$117,121,198

Total all other resources = \$ 11,621,459

Current year taxes = \$105,499,739

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

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

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

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

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

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

Elderly Tax Relief – Circuit Breaker Municipalities are reimbursed for the revenue loss incurred as a result of granting real property tax credits to the elderly and totally disabled. State law provides a property tax credit program for Connecticut owners in residence of real property, who are elderly (65 and over) or totally disabled, and whose annual incomes do not exceed certain limits. An estimate is received from the Assessor. **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 will decrease each year until the last grant payment in 2021-2022 (equaling \$16,299). Estimate is taken from a bond amortization schedule provided by the State.

REVENUE ACCOUNT DETAIL-INTERGOVERNMENTAL (-continued-)

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

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

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

Municipal Revenue Sharing: 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, pay for participation for sports and certain building usage fees. Estimate is given by the Education Department.

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

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

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

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

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

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

OTHER REVENUES

Police Misc. Revenue: Alarm registration fees etc.

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

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

OTHER FINANCING SOURCES

Transfer In: 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 2018-19 is increased by \$8,471 or 2.0%. The increase is mainly due to general wage increases.

SELECTMEN BUDGET

	2018 - 2019 BUDGET									CHANGE	
	2015 - 2016	2016 - 2017	2017 - 2018			1st SELECTMAN	BOS	BOF	LC		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
<u>SELECTMEN</u>											
SALARIES & WAGES - FULL TIME	153,372	154,374	162,542	162,542	81,464	170,843	170,843	170,843	170,843	8,301	5.1%
GROUP INSURANCE	21,107	23,124	23,128	23,128	22,671	21,526	21,526	21,526	21,526	(1,602)	-6.9%
SOCIAL SECURITY CONTRIBUTIONS	11,949	12,002	12,970	12,970	6,240	13,069	13,069	13,069	13,069	100	0.8%
RETIREMENT CONTRIBUTIONS	8,835	9,421	10,074	10,074	10,074	11,746	11,746	11,746	11,746	1,672	16.6%
TOWN HALL O.T. /ED. /LONGEVITY	7,595	7,646	8,000	8,000	5,232	8,000	8,000	8,000	8,000	-	0.0%
PROF SVS - LEGAL	213,328	204,944	200,000	200,000	104,005	200,000	200,000	200,000	200,000	-	0.0%
DUES, TRAVEL & EDUCATION	612	3,000	2,000	2,000	559	2,000	2,000	2,000	2,000	-	0.0%
OFFICE SUPPLIES	2,258	2,658	2,500	2,500	381	2,500	2,500	2,500	2,500	-	0.0%
OTHER EXPENDITURES	3,723	4,000	4,000	4,000	3,768	4,000	4,000	4,000	4,000	-	0.0%
	422,779	421,169	425,214	425,214	234,394	433,684	433,684	433,684	433,684	8,471	2.0%

DEPARTMENT: SELECTMEN**ACCOUNT DETAIL**

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

First Selectman’s salary was increased by 2% at the Legislative Council meeting on 12/07/2016. This was be effective on 1/1/2018. This results in an annual salary of \$106,574.

The First Selectman’s executive assistant is a non union position. Non union positions reflect an increase of 2.25% in this budget. There is also a \$6,000 salary enhancement (planned salary enhancement 2 of 2) to bring the position to the average of other similar towns.

<u>Selectmen</u>		<u>2017 - 2018</u>		<u>2018 - 2019</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
First Selectman	nu	1	105,529	1	106,547	0	1,018
Executive Assistant	nu	1	57,013	1	64,296	0	7,283
		2	162,542	2	170,843	0	8,301

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 291, 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 289 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.

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

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

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

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

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

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

BUDGET HIGHLIGHTS

The Selectmen – Other department budget has decreased by (\$3,060) or (1.8%). Decrease is due to the planned procedure of sending some notices by email as apposed to certified mail. For example sending out the notice for personal property tax.

SELECTMEN – OTHER BUDGET

						2018 - 2019 BUDGET					
	2015 - 2016	2016 - 2017	2017 - 2018			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>	<u>\$</u>	<u>%</u>
SOCIAL SECURITY CONTRIBUTIONS	3,389	3,169	3,060	3,060	1,277	3,500	3,500	3,500	3,500	440	14.4%
REPAIR & MAINTENANCE SERVICES	1,009	1,281	2,500	2,500	168	2,000	2,000	2,000	2,000	(500)	-20.0%
COPIER LEASING	40,208	40,735	43,000	43,000	15,496	45,000	45,000	45,000	45,000	2,000	4.7%
POSTAGE	58,480	48,307	55,000	55,000	20,056	50,000	50,000	50,000	50,000	(5,000)	-9.1%
ADVERTISING	24,610	13,342	18,000	18,000	13,082	18,000	18,000	18,000	18,000	-	0.0%
MEETING CLERKS	48,848	48,000	50,000	50,000	20,770	50,000	50,000	50,000	50,000	-	0.0%
OFFICE SUPPLIES	-	-	-	-	-	-	-	-	-	-	
OTHER EXPENDITURES	-	-	-	-	-	-	-	-	-	-	
	176,544	154,834	171,560	171,560	70,849	168,500	168,500	168,500	168,500	(3,060)	-1.8%

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. Account has been decreased based on prior history.

DEPARTMENT: SELECTMEN – OTHER

Copier Leasing: This account covers copier lease charges for all departments. Increase is due to copier upgrades.

<u>Copiers</u>	<u>2017-18</u>	<u>Difference</u>	<u>2018-19</u>
Assessor/Tax Collector	4,000	250	4,250
Fire marshal	2,900	100	3,000
First Selectman's Office	7,200	300	7,500
Highway	7,000	500	7,500
Land Use	4,000	-	4,000
Parks & Recreation	3,000	250	3,250
Police	6,500	250	6,750
Registrars	1,300	200	1,500
Senior Center	1,300	200	1,500
Social Services	2,500	(250)	2,250
Town Clerk	3,300	200	3,500
TOTAL	43,000	2,000	45,000

Postage: This account covers postage for all town departments. The budget amount is based on prior year's average experience plus a planned decrease in certified mail usage.

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>17-18</u>	Difference	<u>18-19</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)
Employee Medical Benefits Bd.	500	-	500	(4 @ \$125)
Fire Commission	1,750	-	1,750	(14 @ \$125)
Hattertown Historic District	125	-	125	(1 @ \$125)
Inland Wetlands	2,750	-	2,750	(22 @ \$125)
Legislative Council	4,900	-	4,900	(28 @ \$175)
Parks & Recreation Comm	1,750	-	1,750	(14 @ \$125)
Pension Committee	1,000	-	1,000	(10 @ \$125)
Permanent Memorial Comm	750	-	750	(6 @ \$125)
Planning & Zoning Comm	4,200	-	4,200	(24 @ \$175)
Police Commission	1,500	-	1,500	(12 @ \$125)
Public Building Committee	3,000	-	3,000	(24 @ \$125)
Public Safety	500	-	500	(4 @ \$125)
Strategic Planning-Mun. Bldgs				
Sustainable Energy	1,250	-	1,250	(10 @ \$125)
Zoning Board of Appeals	750	-	750	(6 @ \$125)
Misc. Boards & Commissions	3,525	-	3,525	
TOTALS	50,000	-	50,000	

DEPARTMENT: SELECTMEN – OTHER

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

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

DEPARTMENT: HUMAN RESOURCES**MISSION/DESCRIPTION**

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

BUDGET HIGHLIGHTS

Budget increased \$2,344 or 2.0% due to an increase in the education account.

HUMAN RESOURCES BUDGET

	2015 - 2016	2016 - 2017	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
<u>HUMAN RESOURCES</u>	<u>ACTUALS</u>	<u>ACTUALS</u>									
SALARIES & WAGES - FULL TIME	66,191	62,926	70,342	70,342	33,277	71,925	71,925	71,925	71,925	1,583	2.3%
GROUP INSURANCE	16,615	18,244	18,245	18,245	17,773	16,806	16,806	16,806	16,806	(1,439)	-7.9%
SOCIAL SECURITY CONTRIBUTIONS	4,807	4,578	5,381	5,381	2,455	5,502	5,502	5,502	5,502	121	2.3%
RETIREMENT CONTRIBUTIONS	3,236	7,237	3,517	3,517	1,664	3,596	3,596	3,596	3,596	79	2.3%
PROF SVS - OFFICIAL /	30,484	15,345	17,500	17,500	5,975	17,500	17,500	17,500	17,500	-	0.0%
PROF SVS - PROFESSIONAL	6,200	4,455	-	-	-	-	-	-	-	-	
DUES, TRAVEL & EDUCATION	-	-	-	-	-	2,000	2,000	2,000	2,000	2,000	
	127,533	112,785	114,985	114,985	61,144	117,330	117,330	117,330	117,330	2,344	2.0%

DEPARTMENT: HUMAN RESOURCES**ACCOUNT DETAIL**

Salaries & Wages – Full Time: The Human Resource Administrator is a non union position. Non union positions reflect an increase of 2.25% in this budget.

<u>Human Resources</u>		<u>2017 - 2018</u>		<u>2018 - 2019</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	70,342	1	71,925	0	1,583

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 291 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 289 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 did reflect the Pension actuarial services supplied to the town for current and retired employees. This included the service of preparing the pension checks. These costs will now be transferred to the pension trust fund. The pension/OPEB accounting report prepared for the financial statements cannot be paid by the pension trust fund.

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

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

HUMAN RESOURCE - MEASURES & INDICATORS										
(Calendar Year)										
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
<u>Measure/Indicator</u>		<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016 *</u>	<u>2017</u>	
Work Injury - days away		58	30	132	260	78	23	268	623	
* 1 employee = 98 days; total represents 7 employees										
** 2 employees = 407 days; total represents 8 employees										

DEPARTMENT: TAX COLLECTOR**MISSION/DESCRIPTION**

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

BUDGET HIGHLIGHTS

The budget for the Tax Collector's department, for fiscal year 2018-19 has increased by \$3,531 or 1.0%. Increase is mainly due to an increase in salaries and wages and retirement contributions off set by saving in medical benefits.

TAX COLLECTOR BUDGET

						2018 - 2019 BUDGET					
	2015 - 2016	2016 - 2017	2017 - 2018			1st SELECTMAN	BOS	BOF	LC	CHANGE	
TAX COLLECTOR	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	211,536	207,223	220,381	220,381	105,585	225,340	225,340	225,340	225,340	4,959	2.3%
SALARIES & WAGES - PART TIME	12,499	13,582	12,500	12,500	6,352	12,500	12,500	12,500	12,500	-	0.0%
SALARIES & WAGES - SEASONAL	3,654	4,947	4,600	4,600	4,514	5,000	5,000	5,000	5,000	400	8.7%
SALARIES & WAGES - OVER TIME	3,151	3,000	3,000	3,000	1,856	3,000	3,000	3,000	3,000	-	0.0%
GROUP INSURANCE	83,329	91,072	91,363	91,363	89,996	84,830	84,830	84,830	84,830	(6,533)	-7.2%
SOCIAL SECURITY CONTRIBUTIONS	17,287	17,039	18,397	18,397	8,686	18,807	18,807	18,807	18,807	410	2.2%
RETIREMENT CONTRIBUTIONS	10,919	13,637	14,466	14,466	14,466	18,762	18,762	18,762	18,762	4,296	29.7%
DUES, TRAVEL & EDUCATION	328	255	750	750	510	750	750	750	750	-	0.0%
OFFICE SUPPLIES	4,770	4,498	5,000	5,000	997	5,000	5,000	5,000	5,000	-	0.0%
	347,473	355,253	370,457	370,457	232,962	373,989	373,989	373,989	373,989	3,531	1.0%

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

The Tax Collector is a non union position. Non union positions have been given a 2.25% increase. All other full time positions belong to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.25%, an estimate, as a contract has not been finalized yet.

<u>Tax Collector</u>		<u>2017 - 2018</u>		<u>2018 - 2019</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	82,716	1	84,577	0	1,861
Assistant Tax Collector	th	1	58,309	1	59,621	0	1,312
Bookkeeper / Data Entry	th	1	40,208	1	41,113	0	905
Bookkeeper / Data Entry	th	1	39,148	1	40,029	0	881
		4	220,381	4	225,340	0	4,959
<u>PART TIME</u>							
PT Clerk	th	1	12,500	1	12,500	0	-
<u>SEASONAL</u>							
Part time summer employee		n/a	4,600	n/a	5,000	n/a	400
<u>OVERTIME</u>							
Overtime for busy collection periods		n/a	3,000	n/a	3,000	n/a	-

DEPARTMENT: TAX COLLECTOR

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 291, 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 289 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								
<u>Measure/Indicator</u>	GRAND LIST YEAR							<u>2016</u>
	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	
Current Year Tax Collection Rate	99.08%	99.17%	99.12%	99.00%	99.02%	99.27%	99.19%	
Number of Customer Accounts	39,415	39,270	39,350	38,973	39,044	39,250	39,263	39610
Note: a decrease in customer accounts represents, mainly, a decrease in motor vehicle accounts.								
Number of customer accounts does not include supplemental motor vehicle.								

DEPARTMENT: PROBATE COURT

MISSION/DESCRIPTION

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

Website: [CT PROBATE COURT](#)

BUDGET HIGHLIGHTS

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

PROBATE BUDGET

						2018 - 2019 BUDGET						
	2015 - 2016	2016 - 2017	2017 - 2018			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 /	7,514	5,864	7,200	7,200	-	7,543	7,543	7,543	7,543	343	4.8%	

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 2018-19 has decreased by (\$3,059) or (1.0%). decrease is mainly due to a decrease in printing and binding.

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

TOWN CLERK BUDGET

<u>TOWN CLERK</u>	2015 - 2016	2016 - 2017	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	180,489	184,192	188,058	188,058	93,291	192,289	192,289	192,289	192,289	4,231	2.3%
GROUP INSURANCE	61,905	67,938	67,944	67,944	67,136	63,017	63,017	63,017	63,017	(4,927)	-7.3%
SOCIAL SECURITY CONTRIBUTIONS	13,618	13,896	14,386	14,386	6,947	14,710	14,710	14,710	14,710	324	2.3%
RETIREMENT CONTRIBUTIONS	9,826	11,318	11,923	11,923	11,923	14,235	14,235	14,235	14,235	2,312	19.4%
PROF SVS - OFFICIAL /	429	146	500	500	-	500	500	500	500	-	0.0%
PRINTING, BINDING & MICROFICHING	33,916	28,725	30,000	30,000	20,474	25,000	25,000	25,000	25,000	(5,000)	-16.7%
DUES, TRAVEL & EDUCATION	2,155	2,500	2,500	2,500	1,397	2,500	2,500	2,500	2,500	-	0.0%
OFFICE SUPPLIES	3,349	3,714	3,500	3,500	890	3,500	3,500	3,500	3,500	-	0.0%
	305,687	312,429	318,811	318,811	202,058	315,752	315,752	315,752	315,752	(3,059)	-1.0%

ACCOUNT DETAIL

Salaries & Wages – Full Time: The Town Clerk is an elected non union position. Non union positions reflect an increase of 2.25% in this budget (charter 2-45(a) ... Town Clerk's salary shall be set from time to time by the Legislative Council...). All other full time positions belong to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.25%, an estimate, as a contract has not been finalized yet.

<u>Town Clerk</u>		2017 - 2018		2018 - 2019		INCREASE (DECREASE)	
		union	AMENDED	1st SELECTMAN		# AUTH.	BUDGET
			BUDGET				
<u>POSITION</u>				<u># AUTH.</u>	<u>PROPOSED</u>		
Town Clerk	nu	1	74,633	1	76,312	0	1,679
Assistant Town Clerk	th	3	113,425	3	115,978	0	2,552
		4	188,058	4	192,289	0	4,231

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 291, 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 289 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, also adding two online features (1) enabling the public to print land records from their computers ([TOWN CLERK PORTAL](#)) which generates additional monthly revenue and (2) a Property Check, a 24/7 service that protects residents from potential property and mortgage fraud ([PROPERTY CHECK](#)) . This account also reflects the cost of printing a Town annual report. This action is in State Statute sec. 7-100. All officers, boards, commissions and departments of the Town shall submit a report of their activities during the previous fiscal year to the Town Clerk prior to October 1. The Town Clerk shall prepare and publish the annual Town report as soon as practical thereafter.

DEPARTMENT: TOWN CLERK

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

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

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
<u>Measure/Indicator</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Land Records Processed	6,756	6,274	6,084	6,968	6,219	5,212	5,297	5,326	5,303
Birth Certificates	177	199	164	163	163	156	154	173	185
Death Certificates	192	199	204	261	217	187	174	223	234
Marriage Certificates	157	140	132	143	144	121	110	118	153
Dog Licenses	1,906	1,897	2,048	1,995	2,051	2,282	2,247	2,235	2,178
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 2018-19 is decreased by \$22,984 or 16.8%. This is mainly due to a decrease in the professional service election account due to increased activity compared to the prior year.

REGISTRARS BUDGET

REGISTRARS	2015 - 2016	2016 - 2017	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	62,669	63,955	65,394	65,394	32,697	66,865	66,865	66,865	66,865	1,471	2.2%
SALARIES & WAGES - PART TIME	19,816	14,882	21,420	21,420	10,227	19,000	19,000	19,000	19,000	(2,420)	-11.3%
SOCIAL SECURITY CONTRIBUTIONS	6,852	6,288	7,636	7,636	3,698	6,569	6,569	6,569	6,569	(1,067)	
PROF SVS - ELECTION	56,628	47,268	35,000	35,000	32,603	60,000	60,000	60,000	60,000	25,000	71.4%
REPAIR & MAINTENANCE SERVICES	2,063	2,000	2,100	2,100	2,000	2,100	2,100	2,100	2,100	-	
DUES, TRAVEL & EDUCATION	3,447	6,297	3,500	3,500	1,813	3,500	3,500	3,500	3,500	-	0.0%
OFFICE SUPPLIES	1,349	1,965	2,000	2,000	561	2,000	2,000	2,000	2,000	-	
	152,824	142,655	137,050	137,050	83,599	160,034	160,034	160,034	160,034	22,984	16.8%

ACCOUNT DETAIL

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

The Registrars payroll account comprises the following:

Registrars		2017 - 2018		2018 - 2019		INCREASE (DECREASE)	
POSITION	union	# AUTH.	AMENDED	# AUTH.	1st SELECTMAN	# AUTH.	BUDGET
			BUDGET		PROPOSED		
Registrar	nu	2	65,394	2	66,865	0	1,471

DEPARTMENT: REGISTRARS

Salaries & Wages – Part Time: Decrease is due to reduced hours. Reduced hours due to efficiency improvements. Reflects a 2.25% increase in hourly wage.

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

Professional Services – Election: This account includes (1) Referenda (\$10,000): This is for all costs associated with the annual budget referendum. Additional referenda will require a transfer of funds. (2) Any primary's. An estimate is \$12,000 per party. (3) Election Expenses (\$26,000): This is for all costs associated with the November election.

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

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

Office Supplies: Office supplies.

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

DEPARTMENT: ASSESSOR**MISSION/DESCRIPTION**

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

BUDGET HIGHLIGHTS

The budget for the Assessor department, for fiscal year 2018-19 is increased by \$5,302 or 1.7%. Increase is mainly due to an increase in salaries and wages and retirement contributions off set by saving in medical benefits. \$3,000 was also added to the audit account.

ASSESSOR BUDGET

ASSESSOR	2015 - 2016	2016 - 2017	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	165,251	167,235	172,565	216,957	105,940	221,838	221,838	221,838	221,838	4,881	2.2%
SALARIES & WAGES - PART TIME	19,273	21,717	40,392	-	-	-	-	-	-	-	
SALARIES & WAGES - OVERTIME	2,969	1,502	3,000	3,000	439	4,000	4,000	4,000	4,000	1,000	33.3%
GROUP INSURANCE	46,010	50,194	50,211	50,211	48,880	47,234	47,234	47,234	47,234	(2,977)	-5.9%
SOCIAL SECURITY CONTRIBUTIONS	13,755	14,310	16,291	16,291	7,916	17,277	17,277	17,277	17,277	985	6.0%
RETIREMENT CONTRIBUTIONS	9,590	13,178	13,979	13,979	13,979	14,691	14,691	14,691	14,691	712	5.1%
OTHER EMPLOYEE BENEFITS	75	50	150	150	75	150	150	150	150	-	0.0%
PROF SVS - AUDIT	1,175	3,500	4,000	-	-	3,000	3,000	3,000	3,000	3,000	
DUES, TRAVEL & EDUCATION	3,490	3,077	5,000	5,000	859	3,500	3,500	3,500	3,500	(1,500)	-30.0%
OFFICE SUPPLIES	4,754	3,092	4,800	4,800	617	4,000	4,000	4,000	4,000	(800)	-16.7%
	266,342	277,855	310,388	310,388	178,705	315,690	315,690	315,690	315,690	5,302	1.7%

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

The Assessor is a non union position. Non union positions reflect an increase of 2.25% in this budget. All other full time positions belong to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.25%, an estimate, as a contract has not been finalized yet.

<u>Assessor</u>		<u>2017 - 2018</u>		<u>2018 - 2019</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Assessor	nu	1	74,394	1	76,067	0	1,674
Deputy Assessor	th	1	58,309	1	59,621	0	1,312
Data Entry Clerk	th	1	39,862	1	40,759	0	897
Field Technician	th	1	44,392	1	45,391	0	999
		4	216,957	4	221,838	0	2,209

Salaries & Wages – Over Time

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

DEPARTMENT: ASSESSOR**ACCOUNT DETAIL**

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 291, 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 289 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: 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 2010)	(GL 2011)	(GL 2012)	(GL 2013)	(GL 2014)	(GL 2015)	(GL 2016)
<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>
Number of Real Estate Accounts	12,117	11,929	12,117	12,148	12,153	12,127	12,138
Number of Personal Property Accounts	1,855	1,892	1,887	1,865	1,850	1,782	1,803
Number of Motor Vehicle Accounts	26,236	26,182	26,242	26,334	26,540	26,557	26,809
Number of Exemptions Applied	2,393	2,466	2,393	2,345	2,336	2,304	2,279



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 2018-19 is increased by \$10,223 or 2.0%. Increase is mainly due to an increase in salaries and wages and retirement contributions off set by saving in medical benefits.

FINANCE BUDGET

	2015 - 2016 ACTUALS	2016 - 2017 ACTUALS	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
FINANCE											
SALARIES & WAGES - FULL TIME	370,013	349,021	357,084	357,084	178,542	365,118	365,118	365,118	365,118	8,034	2.2%
GROUP INSURANCE	83,321	91,417	91,554	91,554	89,723	84,554	84,554	84,554	84,554	(7,000)	-7.6%
SOCIAL SECURITY CONTRIBUTIONS	25,986	24,488	25,404	25,404	12,180	27,932	27,932	27,932	27,932	2,527	9.9%
RETIREMENT CONTRIBUTIONS	29,433	33,451	33,439	33,439	33,439	40,401	40,401	40,401	40,401	6,962	20.8%
DUES, TRAVEL & EDUCATION	1,741	3,241	3,375	3,375	823	3,375	3,375	3,375	3,375	-	0.0%
OFFICE SUPPLIES	4,495	4,803	5,500	5,500	1,455	5,000	5,000	5,000	5,000	(500)	-9.1%
OTHER EXPENDITURES	1,013	1,488	1,500	1,500	1,242	1,700	1,700	1,700	1,700	200	13.3%
	516,002	507,909	517,856	517,856	317,404	528,079	528,079	528,079	528,079	10,223	2.0%

DEPARTMENT: FINANCE**ACCOUNT DETAIL**

Salaries & Wages – Full Time: The Financial Director & Assistant Finance Director are non union positions. Non union positions reflect an increase of 2.25% in this budget. All other full time positions belong to the Town Hall Employees CSEA, Local 2001 SEIU Union Salaries & wages for this union reflect an increase of 2.25%, an estimate, as a contract has not been finalized yet.

<u>Finance</u>		<u>2017 - 2018</u>		<u>2018 - 2019</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	150,528	1	153,915	0	3,387
Assistant Finance Director	nu	1	86,509	1	88,456	0	1,946
Accountant/Payroll	th	1	67,537	1	69,057	0	1,520
Accounts Payable Clerk	th	1	52,510	1	53,691	0	1,181
		4	357,084	4	365,118	0	8,034

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 291, 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 289 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								
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
<u>Measure/Indicator</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
GFOA Certificate for Excellence in Financial Reporting	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Audit Findings of Material Weakness	None	None	None	None	None	None	None	None	None
Unassigned Fund Balance as a % of General Fund Expenditures	7.20%	6.70%	7.10%	7.90%	8.80%	9.30%	9.60%	10.02%	10.75%
Short Term Investment Fund Return	0.51%	0.26%	0.22%	0.12%	0.18%	0.16%	0.16%	0.44%	0.61%

DEPARTMENT: TECHNOLOGY DEPARTMENT**MISSION/DESCRIPTION**

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

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

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

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

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

DEPARTMENT: TECHNOLOGY DEPARTMENT**BUDGET HIGHLIGHTS**

The budget for the Technology department, for fiscal year 2018-19 is increased by \$69,941 or 10.6%. Increase is mainly due to an increase in salaries and wages and retirement contributions off set by saving in medical benefits.; an increase in Software/hardware account due to increased IT security and license fees and an increase in technology equipment.

TECHNOLOGY DEPARTMENT BUDGET

	2015 - 2016	2016 - 2017	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>TECHNOLOGY DEPARTMENT</u>	<u>ACTUALS</u>	<u>ACTUALS</u>									
SALARIES & WAGES - FULL TIME	260,938	252,807	280,670	280,670	143,704	296,968	296,968	296,968	296,968	16,298	5.8%
GROUP INSURANCE	54,542	59,008	59,044	59,044	57,425	56,000	56,000	56,000	56,000	(3,044)	-5.2%
SOCIAL SECURITY CONTRIBUTIONS	18,582	18,884	21,471	21,471	10,264	22,718	22,718	22,718	22,718	1,247	5.8%
RETIREMENT CONTRIBUTIONS	13,166	15,062	15,335	15,335	11,121	18,076	18,076	18,076	18,076	2,741	17.9%
FEES & PROFESSIONAL SERVICES	23,758	22,267	33,200	33,200	-	37,000	37,000	37,000	37,000	3,800	11.4%
SOFTWARE/HARDWARE	143,936	177,727	198,600	198,600	123,798	225,500	225,500	225,500	225,500	26,900	13.5%
DUES, TRAVEL & EDUCATION	7,155	8,421	10,000	10,000	1,561	9,000	9,000	9,000	9,000	(1,000)	-10.0%
OFFICE SUPPLIES	9,838	12,095	9,000	9,000	5,703	10,000	10,000	10,000	10,000	1,000	11.1%
EQUIPMENT - TECHNOLOGY	61,049	15,964	30,000	30,000	9,150	52,000	52,000	152,000	52,000	22,000	73.3%
	592,964	582,235	657,320	657,320	362,726	727,261	727,261	827,261	727,261	69,941	10.6%

DEPARTMENT: TECHNOLOGY DEPARTMENT**ACCOUNT DETAIL**

Salaries & Wages – Full Time: Two full time positions in the IT department are non-union positions. Non union positions reflect an increase of 2.25% in this budget. Two full time positions belong to the Town Hall Employees CSEA, Local 2001 SEIU Union Salaries & wages for this union reflect an increase of 2.25%, an estimate, as a contract has not been finalized yet. The IT Director's salary has also been increased by \$10,000 to reflect the market for IT professionals. This is a planned 1 of 2 increase.

<u>Technology</u>		<u>2017 - 2018</u>		<u>2018 - 2019</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	100,761	1	113,029	0	12,267
IT Operations Supervisor	nu	1	67,792	1	69,317	0	1,525
GIS Software Specialist	th	1	44,025	1	45,016	0	991
Technology Specialist	th	1	61,200	1	62,577	0	1,377
Secretary Support (5 hours per week)			6,892		7,029		138
		4	280,670	4	296,968	0	16,298

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 291, 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 289 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 and accounting systems.

<u>Fees & Professional Services:</u>	<u>2017-18</u>	<u>2018-19</u>
ATRION - TIME BANK	-	-
E-PLUS, SMARTNET	10,000	12,000
E-PLUS, MANAGED SERVICES	18,200	20,000
SUNGUARD/PHOENIX - ACCOUNTING SYSTEM SERVICES	5,000	5,000
	33,200	37,000

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

<u>SOFTWARE/HARDWARE:</u>			
DESCRIPTION	<u>2017-18</u>	<u>2018-19</u>	<u>Comment</u>
Server hardware maintenance	20,000	20,000	contractual
Quality Data System maintenance - Tax Collector	19,000	20,000	contractual
GIS system maintenance - ESRI	17,000	17,000	License increase
Quality Data System maintenance - Assessor	14,700	20,000	contractual - add'l support and reports
Viewpoint permit system	19,000	15,000	
Sunguard/Phoenix - accounting system maintenance	10,000	10,000	
Vision - Assessor CAMA system maintenance	9,000	22,000	contractual - add'l amt related to conversion
Renew microsoft office licenses	10,000	10,000	
VM licenses	6,000	6,500	
Virtual Town Hall - Town web site	6,400	8,500	Increase due to website upgrade
Vermont Systems - maintenance for webtrac-rectrack-risograph (Recreation)	5,000	7,000	System enhanced and upgraded
Other	2,000	2,000	
Fiber Tech	3,500	3,500	Fiber for internet from MOC to PD
New England GeoSystem - Assessor map xpress interactive public GIS	4,000	4,000	For online maps and map updates
New England GeoSystem - Public Works citizen request management system	3,500	4,000	Work order system, updates & web host
New England GeoSystem - Professional GIS mapping consulting services	3,000	6,000	
VIWO - Google applications service provider	10,500	11,000	Vaulting all email records for FOI.
Vaulting E-mails (E-mail storage)	10,000	11,000	Google increase to G-suite
Department of MV	7,000	7,000	
Fortinet Support - Network security	3,500	4,000	Web filtering, virus protection, licensing fees
Foresite - Firewall support	6,500	7,000	Security firewall support
Computer Enviroment Monitoring	3,000	3,000	
Public Safety Data Network usage fees	2,500	2,500	
LexisNexis - Assessor	1,000	1,500	
LexisNexis - Tax Collector	2,500	3,000	
	198,600	225,500	

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>	2017-18	<u>2018-19</u>
CISCO IP Phone Training (two people)	3,000	3,000
On going IT department Training	7,000	6,000
	10,000	9,000

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

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

<u>CAPITAL EQUIPMENT:</u>			2017-18	2018-19
Replacement PC's and Equipment			20,000	30,000
SAN disk replacements (Storage Area Network)			2,000	
Remote management cards				10,000
Solid state storage				18,000
Replace aging storage with solid state				40,000
Cisco phone upgrade				25,000
Replace unsupported switches			8,000	10,000
Building inspector "in field" technology:				
tablets	3,000			
annual cellular service	1,000			
licensing fees	1,500			5,500
Upgrade and consolidate VM enviroment				25,000
Establish second internet connection:				
switching equipment	8,000			
internet service	3,500			
vendor configuration	2,000			13,500
Outside cameras at municipal building				25,000
			30,000	202,000
Reduced by First Selectman				(150,000)
				52,000
Increased by the Board of Finance				100,000
				152,000

DEPARTMENT: UNEMPLOYMENT**DESCRIPTION**

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

BUDGET HIGHLIGHTS

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

UNEMPLOYMENT BUDGET

	2015 - 2016	2016 - 2017	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>UNEMPLOYMENT</u>	<u>ACTUALS</u>	<u>ACTUALS</u>									
UNEMPLOYMENT COMPENSATION	33,656	26,401	10,000	10,000	20,387	10,000	10,000	10,000	10,000	-	0.0%

DEPARTMENT: OPEB CONTRIBUTION**DESCRIPTION**

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

BUDGET HIGHLIGHTS

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

OPEB CONTRIBUTION BUDGET

<u>OPEB CONTRIBUTION</u>	2015 - 2016	2016 - 2017	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
GROUP INSURANCE	77,755	85,531	85,531	85,531	85,531	79,116	79,116	79,116	79,116	(6,415)	-7.5%
OTHER POST EMPLOYMENT	220,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	-	0.0%
	297,755	185,531	185,531	185,531	185,531	179,116	179,116	179,116	179,116	(6,415)	-3.5%

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 decreased by \$40,000 or -3.5%. The general liability insurance premium has decreased 3%.

INSURANCE BUDGET

	2015 - 2016	2016 - 2017	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>INSURANCE</u>	<u>ACTUALS</u>	<u>ACTUALS</u>									
INSURANCE, OTHER THAN	1,053,402	1,079,827	1,140,500	1,140,500	828,060	1,140,500	1,100,500	1,100,500	1,100,500	(40,000)	-3.5%
OTHER EXPENDITURES	5,000	19,832	10,000	10,000	1,668	10,000	10,000	10,000	10,000	-	0.0%
	1,058,402	1,099,659	1,150,500	1,150,500	829,728	1,150,500	1,110,500	1,110,500	1,110,500	(40,000)	-3.5%

DEPARTMENT: INSURANCE**ACCOUNT DETAIL**

Insurance Other Than Employee Benefits: This account covers the CIRMA premium for general liability, auto and property insurance; the CIRMA premium for worker's compensation insurance; the insurance consultant's fee of \$35,000; a crime coverage policy; a treasurer bond; an auto & umbrella insurance for fire apparatus and employee motor vehicle license check fees. The insurance policy premium for general liability has been increased 5%. Worker's compensation insurance premium is the same as the prior year.

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

MEASURES & INDICATORS									
(Fiscal Year)									
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
<u>Measure/Indicator</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Pot Hole Claims	9	19	10	15	7	26	26	8	13
Town Vehicle Claims	13	23	28	26	18	14	22	9	6
General Liability Claims	7	7	9	5	4	6	9	6	5

DEPARTMENT: PROFESSIONAL ORGANIZATIONS**MISSION/DESCRIPTION**

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

BUDGET HIGHLIGHTS

Dues for professional organizations have increased \$2,956 or 7.8%. This is due to an increase in the Western Connecticut Council of Governments

PROFESSIONAL ORGANIZATIONS BUDGET

	2015 - 2016	2016 - 2017	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
PROFESSIONAL ORGANIZATIONS	ACTUALS	ACTUALS				PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
OTHER EXPENDITURES	34,744	34,744	37,702	37,702	37,702	40,658	40,658	40,658	40,658	2,956	7.8%

DEPARTMENT: PROFESSIONAL ORGANIZATIONS**ACCOUNT DETAIL**

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

	<u>PROFESSIONAL ORGANIZATIONS</u>	<u>2017 - 2018</u>	<u>2018 - 2019</u>	<u>CHANGE</u>	
	WestCOG	20,423	23,379	2,956	
	CMM	15,254	15,254	-	
	COST	1,225	1,225	-	
	REG BROWNFIELD'S	800	800	-	
	TOTAL	37,702	40,658	2,956	

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

Website: [WestCOG](#)

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

Website: [CCM](#)

DEPARTMENT: PROFESSIONAL ORGANIZATIONS

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

COST IS:

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

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

Website: [BROWNFIELDS](#)

DEPARTMENT: LEGISLATIVE COUNCIL**MISSION/DESCRIPTION**

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

BUDGET HIGHLIGHTS

Request has remained the same due to new auditor contract (second year fees stayed the same).

LEGISLATIVE COUNCIL BUDGET:

	2015 - 2016 ACTUALS	2016 - 2017 ACTUALS	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>LEGISLATIVE COUNCIL</u>											
PROF SVS - AUDIT	46,200	47,690	45,000	45,000	25,000	45,000	45,000	45,000	45,000	-	0.0%
OTHER EXPENDITURES	-	-	-	-	-	-	-	-	-	-	
	46,200	47,690	45,000	45,000	25,000	45,000	45,000	45,000	45,000	-	0.0%

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. In 2017-18 \$3,500 was added to Hattertown from contingency for signs (entering and leaving the district).

DISTRICT CONTRIBUTIONS BUDGET

	2015 - 2016 ACTUALS	2016 - 2017 ACTUALS	2017 - 2018		12/31 ACTUAL	2018 - 2019 BUDGET				CHANGE	
			ADOPTED	AMENDED		1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
<u>DISTRICT CONTRIBUTIONS</u>											
OTHER EXPENDITURES - HATTERTOWN	-	-	-	3,500	391	-	-	-	-	(3,500)	
OTHER EXPENDITURES - HAWLEYVILLE	-	-	-	-	-	-	-	-	-	-	
OTHER EXPENDITURES - SANDY HOOK	15,000	8,000	10,000	10,000	-	10,000	10,000	10,000	10,000	-	0.0%
	15,000	8,000	10,000	13,500	391	10,000	10,000	10,000	10,000	(3,500)	-25.9%

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 2018-19 has remained the same. In prior years these amounts have been transferred to the capital non-recurring fund to accumulate funds for an energy saving project.

SUSTAINABLE ENERGY BUDGET

						2018 - 2019 BUDGET					
	2015 - 2016	2016 - 2017	2017 - 2018			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>SUSTAINABLE ENERGY 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	5,000	-	1,000	1,000	-	1,000	1,000	1,000	1,000	-	0.0%

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 2018-19, has remained the same. Increase is mainly due to reduced common area maintenance charges being received from campus tenants, as well as significant investment by the Authority into some streetlights for the streetscape project.

FAIRFIELD HILLS AUTHORITY BUDGET

	2015 - 2016 ACTUALS	2016 - 2017 ACTUALS	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
FAIRFIELD HILLS AUTHORITY											
SALARIES & WAGES - PART TIME	20,302	-	-	-	-	-	-	-	-	-	
GROUP INSURANCE	4,650	-	-	-	-	-	-	-	-	-	
FEES & PROFESSIONAL SERVICES	1,516	-	-	-	-	-	-	-	-	-	
REPAIR & MAINTENANCE SERVICES	1,069	-	-	-	-	10,000	10,000	10,000	4,000	4,000	
CONTRACTUAL SERVICES	-	-	44,000	44,000	-	40,000	40,000	40,000	40,000	(4,000)	-9.1%
GENERAL SUPPLIES	248	-	-	-	-	-	-	-	-	-	
	27,785	-	44,000	44,000	-	50,000	50,000	50,000	44,000	-	0.0%

DEPARTMENT: FAIRFIELD HILLS AUTHORITY

Fees & Professional Services: Ongoing environmental testing of outfall as required by CT DEEP, possible lease negotiation related expenses, etc.

Repairs & Maintenance: Emergency repairs (roof and building repair), safety related activities (ex: tree work, repair of vandalism), beautification/landscape replacement (ex: plant new trees where ones were removed due to safety issues), incidental repairs and maintenance on campus), upkeep of newly installed streetscape project.

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

BUDGET HIGHLIGHTS

The budget for Emergency Communications, for fiscal year 2018-19 is decreased by (\$23,996) or (2.1%). Decrease is mainly due to a contract change relating to work hours and shifts. This has reduced the salary and wages account.



DEPARTMENT: EMERGENCY COMMUNICATIONS**EMERGENCY COMMUNICATIONS BUDGET**

<u>EMERGENCY COMMUNICATIONS</u>	2015 - 2016 <u>ACTUALS</u>	2016 - 2017 <u>ACTUALS</u>	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
			<u>ADOPTED</u>	<u>AMENDED</u>	<u>12/31 ACTUAL</u>	1st SELECTMAN	BOS	BOF	LC	<u>\$</u>	<u>%</u>
						<u>PROPOSED</u>	<u>PROPOSED</u>	<u>RECOMMENDED</u>	<u>ADOPTED</u>		
SALARIES & WAGES - FULL TIME	497,837	547,750	598,691	597,191	313,339	570,672	570,672	570,672	570,672	(26,519)	-4.4%
SALARIES & WAGES - OVERTIME	109,933	57,975	90,000	90,000	55,909	90,000	90,000	90,000	90,000	-	0.0%
GROUP INSURANCE	102,758	112,978	112,999	112,999	109,766	107,233	107,233	107,233	107,233	(5,766)	-5.1%
SOCIAL SECURITY CONTRIBUTIONS	45,393	42,974	52,685	52,685	27,786	50,541	50,541	50,541	50,541	(2,143)	-4.1%
RETIREMENT CONTRIBUTIONS	28,133	35,125	37,319	38,819	37,662	43,504	43,504	43,504	43,504	4,685	12.1%
OTHER EMPLOYEE BENEFITS	2,000	-	2,000	2,000	401	2,000	2,000	2,000	2,000	-	0.0%
REPAIR & MAINTENANCE SERVICES	34,232	35,158	35,158	35,158	21,136	35,000	35,000	35,000	35,000	(158)	-0.4%
RENTAL OF EQUIPMENT	200,876	194,077	200,742	200,742	77,037	206,648	206,648	206,648	206,648	5,906	2.9%
OTHER PURCHASED SERVICES	1,711	1,605	3,000	3,000	-	3,000	3,000	3,000	3,000	-	0.0%
DUES, TRAVEL & EDUCATION	8,074	3,239	7,000	7,000	1,640	7,000	7,000	7,000	7,000	-	0.0%
OFFICE SUPPLIES	109	415	500	500	66	500	500	500	500	-	0.0%
CAPITAL	-	-	-	-	-	-	-	-	-	-	-
	1,031,056	1,031,296	1,140,094	1,140,094	644,742	1,116,098	1,116,098	1,116,098	1,116,098	(23,996)	-2.1%

DEPARTMENT: EMERGENCY COMMUNICATIONS**ACCOUNT DETAIL**

Salaries & Wages - Fulltime: The Director of Emergency Communications is a non union position. Non union positions reflect an increase of 2.25% in this budget. The emergency tele communicators are in the Emergency Tele-communicator and Police Clerical Local 1303-136 Union. Salaries & wages for this union reflect an increase of 2.25%, an estimate, as a contract has not been finalized yet. Amount has decreased due to a change in contract hours/shifts.

<u>Communications</u>		<u>2017 - 2018</u>		<u>2018 - 2019</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Director of Emergency Communications	nu	1	74,370	1	76,044	0	1,674
Emergency Telecommunicator	disp	9	494,157	9	467,181	0	(26,976)
Holiday Pay/Longevity/Incentives			30,165		27,447		(2,718)
		10	598,691	10	570,672	0	(28,019)
<u>Police</u>							

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

DEPARTMENT: EMERGENCY COMMUNICATIONS

Group Insurance; Social Security Contributions; Retirement Contributions: Group Insurance – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 291, 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 289 for a description of the pension plans and a breakdown of the ARC (by department). It also includes any contributions to a defined contribution plan (if the employee is not eligible for the pension plan).

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

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

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

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

<u>EQUIPMENT RENTAL:</u>	<u>2017-18</u>	<u>2018-19</u>
Frontier phone bills - lines for radios (T-1) / Public Works/ Senior Center / Police - Fax / elevator / alarms	79,200	79,200
CL & P monthly charges for radio equipment located at tower sites (5)	8,500	8,500
Phone & radio repairs & purchases (non contract)	10,000	10,000
VoIP telephones - replacement equipment for systems	3,700	3,700
Cell phones (Nextel - 17 phones - \$71/mth + replacements)	9,650	14,500
Tower rental (radio system - 8 Ferris Rd + S Main)	2,400	2,400
Electric / generator and propane bills (radio system tower sites)	7,600	7,600
Service contract - dispatch consoles (Northeast)	10,339	9,648
Radio / tower equipment - monthly charges		
Fiber net service - Town of Newtown (connectivity)	55,100	55,100
Maintenance of generators & AC at tower sites	3,800	3,800
Miscellaneous maintenance fees (Biddle, Medtronic, MicroKey)	5,200	5,200
Emergency repairs / equip replacement / equip enhancements	7,253	7,000
First Selectman reduction	(2,000)	
	200,742	206,648

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

Other Purchased Services: This line item deals with NECC owned Enhanced 911 equipment which allows for three stations within the Communications Center. In the event of emergencies or special operations a third 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.

DEPARTMENT: EMERGENCY COMMUNICATIONS

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

Office Supplies: Office supplies reduced to reflect actual experience.

Capital:

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

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

DEPARTMENT: EMERGENCY COMMUNICATIONS

EMERGENCY COMMUNICATIONS - MEASURES & INDICATORS								
(Fiscal Year)								
<u>Measure/Indicator</u>	<u>Actual</u> <u>2009-10</u>	<u>Actual</u> <u>2010-11</u>	<u>Actual</u> <u>2011-12</u>	<u>Actual</u> <u>2012-13</u>	<u>Actual</u> <u>2013-14</u>	<u>Actual</u> <u>2014-15</u>	<u>Actual</u> <u>2015-16</u>	<u>Actual</u> <u>2016-17</u>
E-911 Call	6,894	7,068	8,080	6,710	6,513	7,098	7,587	6,745
Calls for Service with Emergency Services Dispatched (includes 911 calls)	24,980	26,585	28,659	26,845	28,626	30,914	21,169	13,717

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 \$283,722 or 4.3%. This is mainly due to an increase of 19% to the pension contribution due to a decrease in the discount rate and a switch to best practices actuarial calculations and a 2.25% increase in salaries and wages plus the effect of salary steps (difference between step 1 & step 2 is approximately \$4,000). Four positions had step increases. This increase is partially offset by a decrease in group insurance.



POLICE BUDGET

<u>POLICE</u>	2015 - 2016 ACTUALS	2016 - 2017 ACTUALS	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
SALARIES & WAGES - FULL TIME	3,679,147	3,747,390	3,934,041	3,934,041	2,047,239	4,077,327	4,077,327	4,077,327	4,077,327	143,286	3.6%
SALARIES & WAGES - PART TIME	-	-	-	-	-	-	-	-	-	-	-
SALARIES & WAGES - SEASONAL	18,026	19,974	21,000	21,000	7,847	22,250	22,250	22,250	22,250	1,250	6.0%
SALARIES & WAGES - SSO	276,544	283,376	290,976	-	13,367	-	-	-	-	-	-
SALARIES & WAGES - OVERTIME	161,489	176,211	160,000	160,000	95,960	151,500	151,500	151,500	151,500	(8,500)	-5.3%
GROUP INSURANCE	833,434	914,458	914,746	914,746	894,406	859,054	859,054	859,054	859,054	(55,692)	-6.1%
SOCIAL SECURITY CONTRIBUTIONS	312,232	316,563	337,061	314,801	161,223	325,207	325,207	325,207	325,207	10,406	3.3%
RETIREMENT CONTRIBUTIONS	602,790	714,397	839,590	839,590	838,825	1,004,075	1,004,075	1,004,075	1,004,075	164,485	19.6%
OTHER EMPLOYEE BENEFITS	57,149	58,785	61,250	61,250	22,453	70,050	70,050	70,050	70,050	8,800	14.4%
SOFTWARE/HARDWARE	94,195	110,226	110,226	110,226	40,021	110,980	110,980	110,980	110,980	754	0.7%
OTHER PURCHASED SERVICES	16,054	17,400	17,400	17,400	5,768	18,700	18,700	18,700	18,700	1,300	7.5%
CONTRACTUAL SERVICES	102,445	73,314	37,475	37,475	7,920	37,475	37,475	37,475	37,475	-	0.0%
DUES, TRAVEL & EDUCATION	41,891	51,094	48,417	48,417	21,299	55,450	55,450	55,450	55,450	7,033	14.5%
OFFICE SUPPLIES	5,941	5,960	6,000	6,000	1,753	6,000	6,000	6,000	6,000	-	0.0%
POLICE VEHICLES	111,000	112,499	114,000	114,000	104,735	121,500	121,500	121,500	121,500	7,500	6.6%
POLICE EQUIPMENT	24,339	36,400	29,250	29,250	5,179	32,050	32,050	32,050	32,050	2,800	9.6%
CAPITAL	24,797	30,000	-	-	-	-	-	-	-	-	-
OTHER EXPENDITURES	4,815	5,498	5,750	5,750	996	6,050	6,050	6,050	6,050	300	5.2%
	6,366,288	6,673,545	6,927,183	6,613,946	4,268,991	6,897,669	6,897,669	6,897,669	6,897,669	283,722	4.3%

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

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

The Newtown Police Union represents all sworn officers except for the police chief and captain. A 2.25% salary increase is reflected in the current contract for 2018-19. The additional increases are due to contractual step increases built in within the salary structure of the sworn staff. The offsetting decreases are due to turnover and the resulting lower salary step.

The Civilian Personnel comprises the following positions: records manager, executive assistant, administrative assistant & bookkeeper. Emergency Tele-communicator and Police Clerical Local 1303-136 Union represents all members within this category and line item except the executive assistant to the Chief of Police. Salaries & wages for this union reflect an increase of 2.25%, an estimate, as a contract has not been finalized yet.

The executive assistant is a non union position. Non union positions reflect an increase of 2.25% in this budget

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

<u>POSITION</u>	<u>union</u>	<u>2017 - 2018</u>		<u>2018 - 2019</u>		<u>INCREASE (DECREASE)</u>	
		<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>1st SELECTMAN PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
<u>Uniformed</u>							
Chief of Police	nu	1	120,982	1	123,704	-	2,722
Captain	nu	1	107,372	1	109,788	-	2,416
Lieutenant - Step 5	pol	3	291,990	3	298,560	-	6,570
Detective Sergeant - Step 5	pol	0	-	0	-	-	-
Administrative Sergeant - Step 5	pol	1	88,304	1	90,291	-	1,987
Sergeant - Step 3	pol	6	529,824	6	541,746	-	11,922
Sergeant - Step 2	pol	0	-	0	-	-	-
Sergeant - Step 1	pol	0	-	0	-	-	-
Detective - Step 5	pol	3	229,213	3	234,369	-	5,156
Officer - Step 5	pol	23	1,757,298	25	1,953,077	2	195,779
Officer - Step 4	pol	3	213,286	3	218,087	-	4,801
Officer - Step 3	pol	3	199,786	0	-	(3)	(199,786)
Officer - Step 2	pol	0	-	1	63,938	1	63,938
Officer - Step 1	pol	1	58,571	1	59,889	-	1,318
Officer - Step H - new hire savings	pol	0	-	0	-	-	-
Total Uniformed		45	3,596,627	45	3,693,450	-	96,823
REDUCED BY BOF			(30,744)				30,744
Holiday, premium, longevity, stipends & degree incentive pay			180,000		190,000		10,000
Executive Assistant	nu	1	51,627	1	54,288	-	2,662
Administrative Assistant	disp	1	48,594	1	49,688	-	1,093
Records Assistant I	disp	1	46,613	1	47,661	-	1,049
Records Assistant II	disp	1	40,675	1	41,590	-	915
Longevity			650		650		-
Grand Total		49	3,934,041	49	4,077,327	-	143,286

DEPARTMENT: POLICE

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

Salaries & Wages – SSO: In 2017-18 the appropriations (budget amounts), for SSO wages were transferred to the BOE line item due to the fact that SSO's, starting on 7/1/2017, were now on the BOE payroll system.

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. Indicated amounts have been increased to reflect the last to wage increases as defined in the collective bargaining agreement, 2.25% respectively in the 17/18 and 18/19 budget cycle. Additionally, \$10,000 has been requested in the Non-Scheduled Officer Shift line to allow for the increase in demands on shift minimums, i.e. prisoner watches.

	<u>OVERTIME REASON</u>	2017-18	<u>2018-19</u>
	Scheduled Officer Shift Coverage	30,000	31,500
	Non Scheduled Officer Shift Coverage	48,000	60,250
	Investigations	21,000	22,000
	Training	21,000	22,000
	Community Service Coverage ***	25,000	-
	Unscheduled Non-discretionary	15,000	15,750
	TOTAL	160,000	151,500
*** 119 hours for school sports = \$6,902			

Group Insurance; Social Security Contributions; Retirement Contributions: **Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 291, 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 289 for a description of the pension plans and a breakdown of the ARC (by department). It also includes any contributions to a defined contribution plan (if the employee is not eligible for the pension plan).

DEPARTMENT: POLICE

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

<u>UNIFORM ALLOWANCE:</u>	2017-18	<u>2018-19</u>
Officer Uniform Allowance (\$750 X 45 Officers=\$33,750)	27,000	33,750
Uniform Costs for Special Officers, Traffic Agents, School Traffic Agents	2,000	2,000
Cleaning of Uniforms Cost	12,000	12,850
Vest Covers for Officers	5,500	6,100
Initial Issue for New Officers	8,000	8,000
New Vests for Officers	6,750	7,350
	61,250	70,050

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

<u>POLICE SOFTWARE/HARDWARE:</u>	2017-18	<u>2018-19</u>
NEX GEN 3rd payment LEAS	49,934	49,934
NEX GEN LEAS Annual Maintenance	23,100	23,100
NetMotion XE Policy Maintenance	1,992	1,992
Mobile Data Terminal Cruiser Costs	24,000	24,000
Power DMS Software (Was POSS)	0	0
Selex ES (LPR Software) (license plate)	4,292	4,292
AccComm (training tracking software)	3,612	3,912
POSS Scheduling Software Maintenance	3,296	3,750
	110,226	110,980

DEPARTMENT: POLICE

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

<u>ACCOUNT DETAIL:</u>	<u>2017-18</u>	<u>2018-19</u>
MDT repair and service	2,400	2,400
Fairfield County Radio Interoperability	3,000	3,000
Vehicle electronic repair and service	5,000	5,000
Cell phone/portable radio repairs and service	7,000	8,300
	17,400	18,700

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

<u>SERVICES:</u>	<u>2017-18</u>	<u>2018-19</u>
Private security contract at FFH	0	0
Business machine service and maintenance	3,000	3,000
EAP for police officers and dispatchers	4,500	4,500
Police Radar/Lasar maintenance and repairs	3,000	3,000
Respiratory medical evaluations-OSHA Requirement (45 X \$120)	5,400	5,400
Medical inoculations and testing-OSHA Requirement	1,500	1,500
Live Scan (AFIS) Maintenance	6,675	6,675
Voice Recording Maintenance	2,600	2,600
UPS Maintenance	3,300	3,300
Traffic Engineering/Consulting	2,500	2,500
Promotional Exam	5,000	5,000
	37,475	37,475

DEPARTMENT: POLICE

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

<u>EDUCATION ACCOUNT DETAIL:</u>		
	<u>2017-18</u>	<u>2018-19</u>
Dues for various professional training organizations	1,500	1,950
Books, publications and magazines	1,500	1,500
Advanced educational reimbursement costs for Officers	2,000	3,500
Annual Firearms, TASAR training costs	16,500	16,500
MRT, HAZ-MAT and Bloodborne Pathogens training costs	3,500	3,500
Supervisory and support staff training costs	3,000	3,000
K-9 training costs	3,000	3,000
Off-site training courses for personnel	6,500	6,500
Training supplies	2,000	3,500
Mandatory SSO training at POST	1,000	1,000
ESU training supplies	11,500	11,500
Reduced by First Selectman / BOF	(3,583)	-
	48,417	55,450

Office Supplies: Office supplies.

DEPARTMENT: POLICE

Police Vehicles: Since 2012, the Department had begun the process of replacing the standard issue Ford Crown Victoria front line patrol vehicle. Standardization is truly important and warranted as a best practice in the industry. Since 2012, the department began to purchase AWD Police rated utility patrol vehicles. The base price (from bids obtained in 2017) is approximately \$27,500 with an anticipated increase of \$500.00 per vehicle. Modifications and additional equipment add \$13,000 to the base price of the patrol vehicle. Due to price increases and substantial change- over costs, the cost for vehicle replacement is approximately \$40,500 per car. Trade-in amounts are hard to forecast. We have allotted for \$1,000 per trade-in. Therefore the requested amount for FY 18-19 is \$121,500 (3 vehicles x \$40,500). Although the vehicle cost has remained fairly constant, up fitting costs have increased.

See page 301 for a police vehicle inventory.

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

<u>PROGRAM EQUIPMENT / SUPPLIES:</u>	<u>2017-18</u>	<u>2018-19</u>
Camera Systems Supplies and Repairs	2,500	2,950
Crime Scene Supplies and Equipment	2,000	2,000
Prisoner Supplies / Intoximeter Supplies	1,500	1,850
First Aid Equipment and Supplies	7,000	7,000
Youth Development Supplies	8,750	8,750
HAZ-MAT Equipment and Supplies	1,000	1,000
SSO Equipment and Supplies	5,000	5,000
CPA and SPA Supplies	2,000	2,000
Kitchen Supplies and Equipment	1,500	1,500
Reduced by the First Selectman	(2,000)	-
	29,250	32,050

DEPARTMENT: POLICE

Capital: The department will be continuing replacing portable radios and vehicle laptops that are scheduled for replacement. Additionally, there will be a request for “fixed” traffic calming devices, i.e speed indicator signs and crosswalk devices

CAPITAL:				
Fixed traffic devices			\$	23,058
IN CAR LAPTOPS	2	\$	2,300	\$ 4,600
RADIO REPLACEMENTS	4	\$	2,800	\$ 11,200
Reduced by 1st Selectman			\$	(38,858)
			\$	-

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>2017-18</u>	<u>2018-19</u>
Dues for Professional Organizations	1,500	1,500
Investigation Costs	1,500	1,500
Prisoner Holding Costs	1000	1200
Professional Meetings Costs	250	250
Shipping Costs	150	150
Event Costs	150	250
Misc.	1,200	1,200
	5,750	6,050

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.

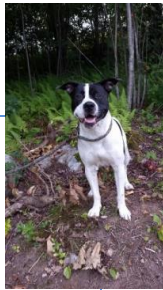
BUDGET HIGHLIGHTS

The budget for the Canine Control department, for fiscal year 2018-19 is increased by \$2,848 or 1.7%. Increase is mainly due to an increase in salaries and wages and retirement contributions off set by saving in medical benefits.

Other funds available for Animal Control: V.G. Hair & Frances E. Hair Fund - \$69,000 (+) annually; Town Dog Fund – around \$15,000 annually. An additional full time position is funded in the V.G. Hair & Frances E. Hair fund along with some part time hours.

ANIMAL CONTROL BUDGET

	2015 - 2016	2016 - 2017	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>ANIMAL CONTROL</u>	<u>ACTUALS</u>	<u>ACTUALS</u>									
SALARIES & WAGES - FULL TIME	87,836	89,613	91,529	91,529	47,003	93,588	93,588	93,588	93,588	2,059	2.2%
SALARIES & WAGES - PART TIME	28,943	27,521	27,604	27,604	11,685	27,672	27,672	27,672	27,672	68	0.2%
GROUP INSURANCE	28,437	31,117	31,130	31,130	30,637	29,404	29,404	29,404	29,404	(1,726)	-5.5%
SOCIAL SECURITY CONTRIBUTIONS	8,620	8,872	9,114	9,114	4,386	9,276	9,276	9,276	9,276	163	1.8%
RETIREMENT CONTRIBUTIONS	4,570	5,661	6,008	6,008	6,008	7,792	7,792	7,792	7,792	1,784	29.7%
OTHER EMPLOYEE BENEFITS	-	956	1,500	1,500	-	1,500	1,500	1,500	1,500	-	0.0%
PROF SVS - OTHER	1,220	1,500	1,500	1,500	-	1,500	1,500	1,500	1,500	-	0.0%
DUES, TRAVEL & EDUCATION	572	390	1,000	1,000	-	1,000	1,000	1,000	1,000	-	0.0%
OFFICE SUPPLIES	385	831	500	500	-	1,000	1,000	1,000	1,000	500	100.0%
CAPITAL	-	-	-	-	-	-	-	-	-	-	-
	160,583	166,461	169,885	169,885	99,719	172,733	172,733	172,733	172,733	2,848	1.7%



DEPARTMENT: ANIMAL CONTROL

ACCOUNT DETAIL

Salaries & Wages – Full Time

Salaries & Wages – Part Time

The Municipal Animal Control Officer is a non union position. Non union positions reflect an increase of 2.25% in this budget. The other two positions belong to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.25%, an estimate, as a contract has not been finalized yet.

<u>Animal Control</u>		<u>2017 - 2018</u>		<u>2018 - 2019</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. (53,161; 2,478 chg to dog fund)	nu	1	50,683	1	51,823	0	1,140
Assistant Animal Control Officer / (Kennel Attendant)	th	1	40,846	1	41,765	0	919
		2	91,529	2	93,588	0	2,059
<u>PART TIME</u>							
Part Time Assistant Animal Control Officers (1,900 hrs)	th	1	27,064	1	27,672	0	608

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 291, 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 289 for a description of the pension plans and a breakdown of the ARC (by department). It also includes any contributions to a defined contribution plan (if the employee is not eligible for the pension plan).

DEPARTMENT: ANIMAL CONTROL

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

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

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

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

Office Supplies: Office supplies

	(Calendar Year)								
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
<u>Measure/Indicator</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Dog Licenses	1,780	1,699	2,027	1,992	2,083	2,226	2,183	2,178	2,162
Animal Calls for Service	822	887	888	778	695	861	478	473	544
Animal Bites	16	31	36	4	-	23	16	21	16
Infractions	35	38	-	12	19	23	28	21	24
Animals Redeemed	155	122	118	122	124	124	79	59	96
Animals Adopted	38	25	27	27	80	65	61	75	63

DEPARTMENT: FIRE**MISSION/DESCRIPTION**

The Town of Newtown is served by an all-volunteer fire service. Due to its size (60.38 Square 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 31 pieces of fire/rescue apparatus. Fifteen (15) 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 2018-19 Fire budget that has an increase of \$24,173 or 1.8%. The increase is mainly due to increases in the length of service awards program in the employee benefit account. The length of service awards program is a small pension program.

FIRE BUDGET

FIRE	2015 - 2016 ACTUALS	2016 - 2017 ACTUALS	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
SALARIES & WAGES - FULL TIME	159,184	149,078	168,106	168,106	83,131	173,888	173,888	173,888	173,888	5,782	3.4%
SALARIES & WAGES - PART TIME	38,191	34,859	36,988	36,988	8,671	20,437	20,437	20,437	20,437	(16,550)	-44.7%
GROUP INSURANCE	26,246	28,362	28,655	28,655	27,600	26,612	26,612	26,612	26,612	(2,043)	-7.1%
SOCIAL SECURITY CONTRIBUTIONS	14,177	13,140	15,690	15,690	6,997	14,866	14,866	14,866	14,866	(824)	-5.3%
RETIREMENT CONTRIBUTIONS	8,301	10,392	11,035	11,035	11,035	14,478	14,478	14,478	14,478	3,443	31.2%
OTHER EMPLOYEE BENEFITS	235,018	260,228	262,400	262,400	187,794	284,400	284,400	284,400	284,400	22,000	8.4%
PROF SVS - OFFICIAL /	17,137	12,426	16,400	16,400	2,564	16,400	16,400	16,400	16,400	-	0.0%
WATER/SEWER	-	2,612	3,000	3,000	1,268	3,000	3,000	3,000	3,000	-	
HYDRANTS	69,758	65,297	79,000	79,000	30,932	80,000	80,000	80,000	80,000	1,000	1.3%
REPAIR & MAINTENANCE SERVICES	55,988	55,353	42,354	42,354	29,000	44,769	44,769	44,769	44,769	2,415	5.7%
RADIO & PAGER SERVICE	13,872	20,084	13,410	13,410	9,389	15,540	15,540	15,540	15,540	2,130	15.9%
TRUCK REPAIR	88,258	44,806	96,400	96,400	44,568	94,575	94,575	94,575	94,575	(1,825)	-1.9%
INSURANCE, OTHER THAN	61,845	64,400	60,400	60,400	38,636	60,800	60,800	60,800	60,800	400	0.7%
DUES, TRAVEL & EDUCATION	50,316	69,009	68,500	68,500	17,022	66,500	66,500	66,500	66,500	(2,000)	-2.9%
OFFICE SUPPLIES	1,330	1,313	1,500	1,500	60	1,500	1,500	1,500	1,500	-	0.0%
ENERGY - NATURAL GAS	6,595	16,541	8,800	8,800	3,014	17,500	17,500	17,500	17,500	8,700	
ENERGY - ELECTRICITY	54,664	59,015	49,800	49,800	26,704	52,800	52,800	52,800	52,800	3,000	6.0%
ENERGY - BOTTLED GAS	3,844	6,781	5,700	5,700	1,515	6,800	6,800	6,800	6,800	1,100	
ENERGY - OIL	26,649	13,100	42,700	42,700	5,021	35,000	35,000	35,000	35,000	(7,700)	
FIRE EQUIPMENT	46,199	34,033	38,530	38,530	17,012	39,469	39,469	39,469	39,469	939	2.4%
CAPITAL	154,260	114,229	140,212	140,212	104,264	144,418	144,418	144,418	144,418	4,206	3.0%
CONTRIBUTIONS TO FIRE	135,000	145,000	145,000	145,000	72,500	145,000	145,000	145,000	145,000	-	0.0%
	1,266,832	1,220,058	1,334,579	1,334,579	728,697	1,358,752	1,358,752	1,358,752	1,358,752	24,173	1.8%

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

The Fire Marshalls are non union positions. Non union positions reflect an increase of 2.25% in this budget. The assistant fire marshal has also a salary enhancement of \$2,000.

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 2.25%, an estimate, as a contract has not been finalized yet.

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

The part time purchasing agent has been eliminated. The purchasing function has been assigned to the deputy fire marshal.

Also the additional time for secretarial fees accounted for in this budget has been reduced to -0-

<u>Fire</u>		<u>2017 - 2018</u>		<u>2018 - 2019</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	75,203	1	76,895	0	1,692
Deputy Fire Marshal	nu	1	51,353	1	54,508	0	3,155
Secretary	th	1	41,550	1	42,485	0	935
		3	168,106	3	173,888	0	5,782
<u>PART TIME</u>							
Part Time Fire Marshall***		2	19,988	2	20,437	0	450
Part Time Purchasing Agent		1	15,000	1	-	0	(15,000)
Board of Fire Commissioner's secretarial fees		n/a	2,000	n/a	-	n/a	(2,000)
			36,988		20,437	0	(16,550)
***8 hr/wk x \$22.50 + \$1,500 travel allowance and on call stipend; 8hr/wk x \$21.00 + \$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 291, 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 289 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 \$161,000. 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(s)). This account is also for mileage reimbursement of the part time deputy fire marshals use of their personal vehicles for fire marshal duties.

					<u>2017-18</u>	<u>2018-19</u>	
Length of service awards program policy (like a pension)					139,000	161,000	
Response improvement program (small stipends for responses)					50,400	50,400	
Stipend - Daytime Drivers					71,500	71,500	
Fire marshalls car allowance					1,500	1,500	
					<u>262,400</u>	<u>284,400</u>	

DEPARTMENT: FIRE

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

	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>TOTAL</u>		
2018/19	4,400	5,400	1,600	3,400	1,600	16,400		
2017/18	4,400	5,400	1,600	3,400	1,600	16,400		

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

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

Fire House maintenance - \$15,000; Equipment maintenance (next page) \$29,769; Total = \$44,769

<u>FIRE HOUSE MAINTENANCE:</u>	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>TOTAL</u>
Alarm maintenance	1,000	2,000	1,000	500	500	5,000
Boiler service	500	1,000	1,500	500	500	4,000
Generator maintenance	1,000	1,000	1,000	1,000	1,000	5,000
Sprinkler testing	1,000	-	-	-	-	1,000
Total Scheduled Maintenance	3,500	4,000	3,500	2,000	2,000	15,000
				Incidental Maintenance		-
				TOTAL		15,000
2017-18	2,500	4,000	3,500	2,000	2,000	14,000

DEPARTMENT: FIRE

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

<u>EQUIPMENT REPAIRS:</u>							
	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>FIRE MARSHAL</u>	<u>TOTAL</u>
Ground ladder test	600	540	180	300	120	-	1,740
Air compressor Maintenance	1,000	1,000	1,000	1,000	-	-	4,000
Air quality test	700	700	700	700	-	-	2,800
Hurst tool maintenance/repair	2,600	1,000	1,000	1,000	1,000	-	6,600
SCBA flow test	1,560	1,250	1,600	1,700	960	-	7,070
SCBA hydro test	-	875	350	315	420	-	1,960
SCBA Fit testing	-	-	800	800	400	-	2,000
Gas Meter service	-	-	-	600	500	500	1,600
Gear cleaning and Repair/Test	-	2,500	1,200	1,500	-	-	5,200
Firehouse software	-	-	-	-	-	1,799	1,799
	6,460	7,865	6,830	7,915	3,400	2,299	
Reduced by 1st Selectman to reflect prior years amount							(5,000)
							29,769
2017-18	6,460	3,940	5,630	7,315	3,040	1,969	

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

	<u>RADIO & PAGER SERVICE</u>						
	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>FIRE MARSHAL</u>	<u>TOTAL</u>
Installs	1,500	1,500	1,500	1,500	1,200	300	7,500
Pager repairs	2,000	3,000	2,000	2,000	2,400	200	11,600
Verizon service						1,440	1,440
(verizon air card - 36#)						TOTAL	20,540
Reduced by 1st Selectman to reflect prior years amount							(5,000)
							15,540
2017-18	1,650	3,150	2,400	2,400	1,950	1,860	

DEPARTMENT: FIRE

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

	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>FIRE MARSHAL</u>	<u>TOTAL</u>
Pump service & testing	1,350	2,700	1,350	1,350	1,425		8,175
Engine service	3,600	4,800	2,400	2,400	1,800		15,000
DOT inspection	1,200	1,600	1,000	800	1,000		5,600
Aerial testing	2,000	2,000	-	-	-		4,000
Aerial service and Repair	3,000	3,000	-	-	-		6,000
Truck generator	800	2,000	800	800	400		4,800
All wheel steering service	-	-	-	-	-	-	-
Bi-annual transmission svcs	-	-	-	-	-	-	-
Pump repair	-	-	-	-	-	-	20,000
Eng & trans repair	-	-	-	-	-	-	15,000
Other repair	-	-	-	-	-	-	16,000
	11,950	16,100	5,550	5,350	4,625	-	94,575
2017-18	11,750	16,700	6,750	6,950	5,750	500	

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>
2018/19	15,100	17,200	15,000	1,000	12,500	60,800
2017/18	15,100	17,200	15,000	600	12,500	60,400

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.

	2017-18	2018-19	Diff
Hook & Ladder	12,500	12,500	-
Sandy Hook	18,000	18,000	-
Botsford	14,000	14,000	-
Hawleyville	9,000	11,000	2,000
Dodgingtown	6,000	6,000	-
Fire Marshal	9,000	10,000	1,000
	68,500	71,500	3,000
Reduced by 1st Selectman		(5,000)	
		66,500	
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.

Energy – Natural Gas

Energy – Electricity

Energy – Bottled Gas

Energy - Oil

DEPARTMENT: FIRE

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

FIRE HOSE						
	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>TOTAL</u>
Hose testing	2,400	4,725	1,450	1,925	1,169	11,669
1 "						-
1 3/4 "				300		300
2 "				180		180
2 1/2 "			1,200			1,200
3 "						-
5 "						-
Hose replacement						-
						13,349

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

FIREFIGHTER SUPPLIES						
	<u>HOOK & LADDER</u>	<u>SANDY HOOK</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>TOTAL</u>
Speedy Dry	-	400	-	240	-	640
Road Flares	-	640	160	320	-	1,120
Nomex Hoods	-	1,000	125	250	-	1,375
Fire Gloves	-	1,875	225	675	-	2,775
Extrication Gloves	-	1,000	175	525	-	1,700
Barricade Tape	-	200	100	60	-	360
Gas Meter Calibration	-	1,050	2,100	700	-	3,850
EMS Supplies	-	1,500	750	750	-	3,000
Traffic Cones & Barricade Tape	-	-	300	-	-	300
Gear Wash	-	160	-	100	-	260
Foam	-	1,250	-	1,250	-	2,500
Narcan	-	240	-	-	-	240
Fire Marshall	-	-	-	-	-	1,500
Other Supplies - all companies	-	-	-	-	-	6,500
	-	9,315	3,935	4,870	-	26,120

Testing - \$13,349; Supplies - \$26,120; Total = \$39,469.

DEPARTMENT: FIRE

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

<u>CAPITAL</u>	<u>H & L</u>	<u>S.H.</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	<u>DODGINGTOWN</u>	<u>FIRE MARSHAL</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
	# UNITS							
SCOTT 45 Min 5.5 Cylinders	2						1,300	2,600
Thermal Imaging Camera	1						6,000	6,000
Sensit Gas Detector	2						250	500
Globe Turnout Gear (H & L spec)	1						2,400	2,400
1/2" static kernmantle rope 200'	2						400	800
1/2" static kernmantle rope 300'	2						571	1,142
Elkhart 1.75" SB Nozzle	1						475	475
Elkhart 2.50" SB Nozzle	2						900	1,800
Akron Assault 4821	1						900	900
FAST Board	1						1,950	1,950
CMC MPD	1						750	750
Motorola APX1500 Mobile Radio	1						2,500	2,500
Exhaust System 445 Bays		1					6,429	6,429
Epoxy Floor System 445 Bays		1					11,893	11,893
Morning Pride Turnout Gear			6				2,700	16,400
Morning Pride Ben 2 Helmet			3				312	936
Stream Light Fire Survivor LED chg				6			140	840
Globe Boots				2			375	750
Turnout Gear Coat/Pants				1			2,500	2,500
Amerex Water Can 2.5 Gal.				2			215	430
Motorola Minitor IV page chg				3			650	1,950
Ratchet Straps & Chains				1			1,300	1,300
Paratech 48" Long Shore 435				2			575	1,150
RIT Pack Fast Attack				1			2,200	2,200
FAST Board RIT				1			2,000	2,000
Thermal Imaging Camera				1			7,200	7,200
Portable Radio APX 8000				1			6,800	6,800
Pagers with Chargers					4		625	2,500
Turnout Gear Set					2		2,450	4,900
Fire Boots					4		375	1,500
IPAD & Covers with Firehouse Software						3	2,033	6,099
Firehouse Cloud - NFIRS						4	2,732	10,928
Camera						1	700	700
Scene Lighting						1	700	700
Code Books 2018						16	156	2,496
Pick up Truck w/ lights & siren						1	39,000	-
Rotating Grant - Dodgingtown - Bldg Reno								30,000
Reduced by 1st Selectman	21,817	18,322	47,336	27,120	8,900	20,923		144,418

DEPARTMENT: FIRE

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

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

Measures & Indicators:

	(Fiscal Year)							
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Measure/Indicator	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
Alarms	322	320	344	309	311	342	295	282
Electrical Wires/Tree	217	219	655	299	94	143	161	126
Brush Fire	22	28	37	40	25	39	35	33
Illegal Burning	16	19	52	38	32	22	22	19
C.O. Detector	42	65	72	71	59	63	62	49
HazMat	57	51	43	43	45	59	69	39
Mutual Aid	10	29	19	12	34	22	32	19
Structure Fires	5	15	19	10	5	9	5	8
Rescue / Medical Calls	184	164	59	33	106	57	121	148
Smoke /Odor Calls	104	139	151	129	99	102	99	114
Vehicle Fires	12	13	8	7	12	13	5	16
MVA	144	74	78	116	92	119	140	119
Water Evacuations/Pumpouts	42	148	129	19	18	18	7	7
Chimney	13	10	9	14	10	8	6	5
Appliance	6	4	7	7	4	12	7	6
Public Service	16	23	54	112	98	95	110	122
Other	13	15	21	12	4	14	26	3
Total	1,225	1,336	1,757	1,271	1,048	1,137	1,202	1,115

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

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

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

Web site: [NUSAR](#)

BUDGET HIGHLIGHTS

The budget for the Emergency Management / N.U.S.A.R. department, for fiscal year 2018-19 has increased by \$11,650 or 19.7%.

EMERGENCY MANAGEMENT/N.U.S.A.R.	2015 - 2016	2016 - 2017	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
SALARIES & WAGES - PART TIME	12,452	12,531	6,125	12,595	6,297	12,925	12,925	12,925	12,925	330	2.6%
SOCIAL SECURITY CONTRIBUTIONS	864	710	469	799	401	989	989	989	989	190	23.8%
PROF SVS - OFFICIAL /	4,767	4,764	11,800	5,000	1,607	7,505	7,505	7,505	7,505	2,505	50.1%
CONTRACTUAL SERVICES	17,563	20,141	23,470	23,470	15,782	28,080	28,080	28,080	28,080	4,610	19.6%
DUES, TRAVEL & EDUCATION	2,213	2,332	4,200	4,200	-	4,200	4,200	4,200	4,200	-	0.0%
OFFICE SUPPLIES	291	2,012	1,500	1,500	-	1,500	1,500	1,500	1,500	-	0.0%
ENERGY - ELECTRICITY	3,753	3,334	3,420	3,420	1,311	3,500	3,500	3,500	3,500	80	2.3%
ENERGY - OIL	1,602	1,130	1,200	1,200	372	1,120	1,120	1,120	1,120	(80)	
CAPITAL	8,265	8,665	7,000	7,000	1,200	11,015	11,015	11,015	11,015	4,015	57.4%
	51,770	55,619	59,184	59,184	26,970	70,834	70,834	70,834	70,834	11,650	19.7%

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

ACCOUNT DETAIL

Salaries & Wages – Part Time: Director = 6,800 + three deputy directors = 2,125; 2,125; 1,875 = 12,925.

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: 19 annual physicals per OSHA (for using respirators) @ \$395.00 - NUSAR members.

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

	<u>2017-2018</u>	<u>2018-2019</u>
CodeRed	13,500	13,500
Fire & Security Monitoring & Service	1,250	1,400
Radio & Pager Repair	2,000	2,500
Equipment Service & Repair	4,000	4,500
Generator Service	1,200	1,500
Wireless Air Card	520	520
Internet Service - NUSAR	1,000	1,000
Trailer Supplies	0	1,500
Insurance NUSAR	0	8,400
	23,470	34,820
Reduced by First Selectman		(6,740)
		<u>28,080</u>

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

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

Office Supplies: Office supplies for EOC

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

Capital:

<u>CAPITAL:</u>	
<u>EMERGENCY MANAGEMENT:</u>	
Architectural Review & Planning Documents	3,500
tablet for disaster recovery	1,200
radio, power supply, housing, antenna, install	3,815
SUB TOTAL	8,515
<u>NUSAR:</u>	
2 Motorola APX 1500 Mobile Radios	3,000
6 Minitor Pagers	3,600
SIROCCO # SIRO264 LED Scene Light with #P500TA tripod	4,400
SUB TOTAL	11,000
Reduced by 1st Selectman	(8,500)
TOTAL	11,015

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

MEASURES & INDICATORS									
(Calendar Year)									
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
<u>Measure/Indicator</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
# of Emergency Mgt work shops	8	5	5	6	9	11	15	13	15
# of Day Temporary Shelters Open	5	1	10+	4	4	0	0	0	0
# of Pandemic Flu Work shops	1	1	1	1	1	1	1	1	1
Dam Training	1	1	1	2	2	2	1	2	3
# of Code Red Alerts			26	13	8	9	4	2	7
NUSAR Training/drills	weekly	weekly	weekly	weekly	weekly	weekly	weekly	weekly	weekly
Major weather instances		2	4	1	3	0	3	0	2
Cert Training/Activation					5	4	3	7	4

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 2018-19 has decreased by (\$807). The budget for the Lake Lillinonah Authority, for fiscal year 2018-2019 has increased by \$-0-. The total lake authority's budget decreased by (\$807) or (1.8%).

	<u>LAKE AUTHORITIES</u>	<u>2017 - 2018</u>	<u>2018 - 2019</u>	<u>CHANGE</u>
	LAKE ZOAR	19,568	18,761	(807)
	LAKE LILLINONAH	25,909	25,909	-
		45,477	44,670	(807)

LAKE AUTHORITIES BUDGET

	<u>2018 - 2019 BUDGET</u>										<u>CHANGE</u>	
	2015 - 2016	2016 - 2017	2017 - 2018			1st SELECTMAN	BOS	BOF	LC			
	<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>LAKE AUTHORITIES</u>												
OTHER PURCHASED SERVICES	42,386	45,965	45,477	45,477	45,477	44,670	44,670	44,670	44,670		(807)	-1.8%

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

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

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

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

The Lake Zoar Authority total budget for fiscal year 2018-19 is \$95,045 (compared to \$98,271 in the prior year). This represents a decrease of \$3,226 from the prior fiscal year. The main differences are:

- The receipt of a \$10,000 grant

This results in a charge to Newtown of \$18,761 which is \$807 less than prior year.

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 2018-19 has increase by \$301.

N.W. SAFETY COMMUNICATIONS BUDGET

						2018 - 2019 BUDGET					
	2015 - 2016	2016 - 2017	2017 - 2018			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>	<u>\$</u>	<u>%</u>
OTHER PURCHASED SERVICES	10,000	10,839	10,839	10,839	11,140	11,140	11,140	11,140	11,140	301	2.8%

DEPARTMENT: EMERGENCY MEDICAL SERVICES – PARAMEDIC PROGRAM

MISSION/DESCRIPTION

Newtown Volunteer Ambulance Association, Inc. (NVAA) is a private non-profit organization made up of seventy 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.

Web site: [NEWTOWN VOLUNTEER AMBULANCE](#)

BUDGET HIGHLIGHTS

The budget for the Emergency Medical Services, Paramedic Program, for fiscal year 2018-19 has stayed the same as the prior year.

EMERGENCY MEDICAL SERVICES BUDGET

	2015 - 2016 ACTUALS	2016 - 2017 ACTUALS	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
<u>EMERGENCY MEDICAL SERVICES</u>											
OTHER PURCHASED SERVICES	270,000	270,000	270,000	270,000	176,225	270,000	270,000	270,000	270,000	-	0.0%



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

Paramedic Program - \$230,000: In order to provide Advanced Life Support (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.

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

MEASURES & INDICATORS									
(Calendar Year)									
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
<u>Measure/Indicator</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
# Calls	1,946	2,038	2,158	2,159	2,348	2,332	2,482	2,478	2,126
# Patients	2,238	2,261	2,337	2,314	2,310	2,475	2,788	2,335	1,838
# Staffing hours	26,190	27,732	30,249	33,476	34,815	27,797	26,197	24,720	22,776

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 2018-19 has remained the same over the prior year.

N.W. CONNECTICUT EMS COUNCIL BUDGET

						2018 - 2019 BUDGET					
	2015 - 2016	2016 - 2017	2017 - 2018			1st SELECTMAN	BOS	BOF	LC	CHANGE	
NW CONNECTICUT EMS COUNCIL	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
OTHER PURCHASED SERVICES	250	-	250	250	-	250	250	250	250	-	0.0%

DEPARTMENT: BUILDING DEPARTMENT

MISSION/DESCRIPTION

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

BUDGET HIGHLIGHTS

The budget for the Building department, for fiscal year 2018-19 has increased by \$5,469 or 1.2%. Increase is mainly due to an increase in wages and pension contributions off set by savings in medical benefits.

BUILDING DEPARTMENT BUDGET

	2015 - 2016	2016 - 2017	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC		
	ACTUALS	ACTUALS				PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
<u>BUILDING DEPARTMENT</u>											
SALARIES & WAGES - FULL TIME	275,460	273,216	288,406	288,406	144,202	294,898	294,898	294,898	294,898	6,492	2.3%
GROUP INSURANCE	96,391	106,157	106,225	106,225	104,486	98,557	98,557	98,557	98,557	(7,668)	-7.2%
SOCIAL SECURITY CONTRIBUTIONS	18,855	20,003	22,063	22,063	10,605	22,560	22,560	22,560	22,560	497	2.3%
RETIREMENT CONTRIBUTIONS	14,284	18,101	18,931	18,931	18,931	24,554	24,554	24,554	24,554	5,623	29.7%
OTHER EMPLOYEE BENEFITS	673	888	975	975	322	1,000	1,000	1,000	1,000	25	2.6%
PROF SVS - OTHER	-	210	500	500	-	500	500	500	500	-	0.0%
DUES, TRAVEL & EDUCATION	425	810	1,000	1,000	700	1,000	1,000	1,000	1,000	-	0.0%
OFFICE SUPPLIES	2,262	3,149	2,500	2,500	2,222	3,000	3,000	3,000	3,000	500	20.0%
	408,350	422,534	440,601	440,601	281,468	446,069	446,069	446,069	446,069	5,469	1.2%

DEPARTMENT: BUILDING DEPARTMENT**ACCOUNT DETAIL**

Salaries & Wages – Full Time: The Building Official is a non union position. Non union positions reflect an increase of 2.25% in this budget. The Building Official's Administrative Assistant and the two assistant building inspectors belong to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.25%, an estimate, as a contract has not been finalized yet.

<u>POSITION</u>	<u>2017 - 2018</u>			<u>2018 - 2019</u>		<u>INCREASE (DECREASE)</u>	
	<u>union</u>	<u># AUTH.</u>	<u>AMENDED BUDGET</u>	<u># AUTH.</u>	<u>1st SELECTMAN PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
<u>Building Official</u>	nu	1	90,158	1	92,187	0	2,029
Assistant Building Inspector	th	2	122,769	2	125,534	0	2,764
Secretary/Clerk	th	2	75,480	2	77,178	0	1,698
Savings from new hires			-		-		-
		5	288,407	5	294,898	0	6,491

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 291, 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 289 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: This account is for professional consultation such as architect and engineer reviews on projects. If a larger amount is required, an amount will be requested from contingency.

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

Office Supplies: Office supplies.

BUILDING DEPARTMENT - MEASURES & INDICATORS									
(Fiscal Year)									
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Measure/Indicator	2009	2010	2011	2012	2013	2014	2015	2016	2017
Residential permits issued	1,277	1,286	1,316	1,832	1,698	1,816	1,744	1,836	1,203
Residential permit value (\$)	36,885,048	16,337,724	26,569,579	28,014,669	28,724,155	32,678,634	33,762,630	27,072,679	21,371,715
Commercial permits issued	194	221	194	202	215	217	275	177	196
Commercial permit value (\$)	28,358,958	7,031,162	16,646,128	5,914,773	5,512,706	11,248,312	10,002,096	11,968,284	10,614,106

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 2018-19 is increased by \$348,279 or 5.0%. The increase is due to increases in wages & benefits, in retirement contributions, contractual road work, capital road improvements and capital equipment procurement. Without the \$250,000 increase in roads, the highway budget increase would be 1.4%.

HIGHWAY BUDGET

						2018 - 2019 BUDGET					
	2015 - 2016	2016 - 2017	2017 - 2018			1st SELECTMAN	BOS	BOF	LC	CHANGE	
HIGHWAY	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
SALARIES & WAGES - FULL TIME	2,382,385	2,406,540	2,511,877	2,511,877	1,212,510	2,568,215	2,568,215	2,568,215	2,568,215	56,338	2.2%
SALARIES & WAGES - OVERTIME	64,418	30,381	45,000	45,000	29,191	45,000	45,000	45,000	45,000	-	0.0%
GROUP INSURANCE	646,154	709,327	709,883	709,883	692,816	659,661	659,661	659,661	659,661	(50,222)	-7.1%
SOCIAL SECURITY CONTRIBUTIONS	188,148	184,934	195,601	195,601	97,732	199,911	199,911	199,911	199,911	4,310	2.2%
RETIREMENT CONTRIBUTIONS	124,153	155,027	164,357	164,357	164,357	213,169	213,169	213,169	213,169	48,812	29.7%
OTHER EMPLOYEE BENEFITS	47,730	46,644	47,730	47,730	30,429	47,730	47,730	47,730	47,730	-	0.0%
FEES & PROFESSIONAL SERVICES	13,200	14,100	15,000	15,000	6,250	15,000	15,000	15,000	15,000	-	0.0%
REPAIR & MAINTENANCE SERVICES	496,268	482,414	482,750	482,750	257,223	492,750	492,750	492,750	492,750	10,000	2.1%
CONTRACTUAL SERVICES	657,921	647,691	650,000	650,000	184,017	650,000	650,000	650,000	650,000	-	0.0%
DUES, TRAVEL & EDUCATION	3,486	2,795	4,000	4,000	675	4,000	4,000	4,000	4,000	-	0.0%
OFFICE SUPPLIES	1,819	2,083	3,000	3,000	773	2,000	2,000	2,000	2,000	(1,000)	-33.3%
ENERGY - GASOLINE	336,450	240,015	282,259	282,259	165,599	281,200	281,200	281,200	281,200	(1,059)	-0.4%
STREET LIGHTS	48,905	42,399	45,000	45,000	18,010	45,000	45,000	45,000	45,000	-	0.0%
CONSTRUCTION SUPPLIES	20,258	23,383	22,000	22,000	14,272	25,000	25,000	25,000	25,000	3,000	13.6%
STREET SIGNS	14,878	14,000	14,000	14,000	7,953	14,000	14,000	14,000	14,000	-	0.0%
DRAINAGE MATERIALS	99,766	100,000	100,000	100,000	93,923	100,000	100,000	100,000	100,000	-	0.0%
ROAD PATCHING MATERIALS	85,000	84,357	85,000	85,000	35,360	85,000	85,000	85,000	85,000	-	0.0%
ROAD IMPROVEMENTS	1,497,385	1,497,849	1,500,000	1,500,000	1,410,062	1,750,000	1,750,000	1,600,000	1,750,000	250,000	16.7%
CAPITAL	172,200	197,050	155,850	155,850	155,850	183,950	183,950	183,950	183,950	28,100	18.0%
	6,900,524	6,880,989	7,033,307	7,033,307	4,577,002	7,381,587	7,381,587	7,231,587	7,381,587	348,279	5.0%

DEPARTMENT: HIGHWAY**ACCOUNT DETAIL**

Salaries & Wages – Full Time: The Director of Public Works, Town Engineer and the Deputy Public Works Director are non union positions. Non union positions reflect an increase of 2.25% in this budget. The Administrator, Assistant Administrator, Operations Manager and the Fleet & Facility Manager positions are in the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.25%, an estimate, as a contract has not been finalized yet. 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 2.25% per contract.

<u>Public Works - Highway</u>		<u>2017 - 2018</u>		<u>2018 - 2019</u>		<u>INCREASE (DECREASE)</u>	
<u>POSITION</u>	<u>union</u>	<u>AMENDED</u>		<u>1st SELECTMAN</u>			
		<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Public Works Director	nu	1	110,426	1	112,911	0	2,485
Town Engineer	nu	1	122,672	1	125,432	0	2,760
Deputy PW Director/Asst Engineer	nu	1	88,729	1	90,725	0	1,996
Administrator	th	1	45,841	1	46,872	0	1,031
Assistant Administrator	th	1	38,339	1	39,202	0	863
Operations Manager	th	1	83,332	1	85,207	0	1,875
Fleet & Facility Manager	th	1	77,307	1	79,046	0	1,739
Clerk	th	1	35,867	1	36,674	0	807
Truck Driver	hwy	15	861,342	15	880,722	0	19,380
Heavy Equipment Operator	hwy	4	237,363	4	242,704	0	5,341
Leadman	hwy	4	242,305	4	247,757	0	5,452
Yardman	hwy	1	60,576	1	61,939	0	1,363
Mechanic	hwy	3	185,034	3	189,197	0	4,163
Crew Chief	hwy	4	247,245	4	252,808	0	5,563
Master Mechanic	hwy	1	67,500	1	69,019	0	1,519
Payment out of Classification			3,000		3,000		-
Stipend Pay on Call & Bucket Truck			5,000		5,000		-
		40	2,511,878	40	2,568,215	0	56,337

DEPARTMENT: HIGHWAY

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

Medical Benefits / Social Security / Life Insurance / Pension / Long Term Disability: Medical benefits – this amount reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 291, for a breakdown of medical benefit costs and the distribution of costs to the various departments. Social Security (FICA) – this amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. Life Insurance – this amount reflects the cost of the life insurance benefit per union contract. Pension – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 289 for a description of the pension plans and a breakdown of the ARC (by department). It also includes any contributions to a defined contribution plan (if the employee is not eligible for the pension plan). Long Term Disability - this amount reflects the cost of the long term disability benefit per union contract.

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

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

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

DEPARTMENT: HIGHWAY

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

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

DEPARTMENT: HIGHWAY

<u>Contractual Services:</u>			<u>2018 - 19</u>	<u>2017 - 18</u>
	Tree Removal		75,000	75,000
	Drainage:	<u>detail</u>		
	Bennett's Bridge	22,000		
	Sugar Loaf	24,000		
	Nunnawauk Road	10,000		
	Pebble Road	22,000		
	Total Drainage		78,000	100,000
	Fibermat			
	Stone Gate Lane	23,000		
	Brandywine Lane	33,000		
	Bristle Lane	20,000		
	Oak Ridge Road	75,000		
	Fox Hollow	19,000		
	Total Fibermat		170,000	
	Line Painting		20,000	20,000
	Crack Sealing		65,000	75,000
	Overlays:			
	Crestwood Road	18,000		
	Washington Ave	80,000		
	Riverside Road	112,000		
	Sr Ctr parking lot	32,000		
	Total Overlays		242,000	380,000
	Bridge Deck Repairs (2)		100,000	
	Operational Management Systems		15,000	
	TOTAL REQUESTED		765,000	650,000
	Reduced by 1st Selectman		(115,000)	
			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 12/31/2018. The diesel contract will be bid February 2017 for a contract period of 7/1/2017 – 6/30/2018.

2015/16	Gasoline	2.98	55,000	163,900		
	Diesel	2.19	90,000	197,100	361,000	
2016/17	Gasoline	2.33	55,000	128,150		
	Diesel	1.44	90,000	129,600	257,750	
2017/18	Gasoline	2.04	55,000	112,200		
	Diesel	2.08	90,000	187,200	299,400	
2018/19	Gasoline	2.02	55,000	111,100		
	Diesel	1.89	90,000	170,100	281,200	

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

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

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

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

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

DEPARTMENT: HIGHWAY

Road Improvements: This account is for the full reconstruction of roadways. For larger roads, it is broken up into sections and reconstructed in multiple budgets. . In total, there will be \$3,250,000 available for road improvements in 2018/19 if the highway budget amount of \$1,750,000 and the CIP bonding amount of \$1,500,000 are approved (appropriated).

<u>Planned Improvements:</u>		
Alberts Hill		200,000
Birch Hill Road		125,000
Brushy Hill Road		125,000
Grays Plain Road		100,000
Hall Lane		130,000
Hundred Acres		170,000
Keating Farm Road		100,000
Mile Hill South		200,000
Monitor Hill Road		170,000
Mt. Nebo Road		250,000
Old Farm Hill Road		95,000
Old Hawleyville Road		100,000
Orchard Hill/Pebble		200,000
Parmalee Hill		110,000
Pastors Walk		100,000
Pond Brook Road		290,000
School House Hill Road		60,000
Sunnyview Road		95,000
Yearling Lane		80,000
Huntingtown Road		110,000
Bennett's Bridge		140,000
High Bridge Road		80,000
High Rock Road		120,000
Lakeview Terrace		100,000
		3,250,000

Reduced by the Board of Finance by
\$150,000 bringing the total to \$3,100,000

DEPARTMENT: HIGHWAY

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

DESCRIPTION		2018/19
Six wheel dump truck to replace 1999 Sterling with 140,000 miles. This truck suffers from serious from, body rot, and parts availability		210,000
New over the rail tractor/mower to replace 1988 Ford mower/tractor. This mower is very inefficient, parts have been discontinued and high maintenance costs		135,000
Crew leader medium duty truck with snow plow and sander to replace a 2005 Ford F350 regular cap pickup truck with 140,000 miles that has frame and body rot		90,000
Replace all season body for 2005 Mack truck. Body is severley rotted and beyond repair		45,000
Replace deputy directors 2001 Chevy pickup with 190,000 miles. This vehicle suffers from serious frame and body rot		32,000
Sand blast and paint body/fram of 2008 10 wheel dump truck		11,000
Replace one 11 ft. Wausau snow plow. Our plows have been in service for many years and are worn out		9,900
Replace Building Department 2001 Chevy pickup truck. This vehicle suffers from serious frame and body rot		27,000
Replace Land Use Department 2001 Chevy Impala. This vehcile suffers from frame and body rot		28,000
Replace Selectman's 2001 JeefGrand Cherokee. External lease		5,000
<u>Internal Capital Lease Payments:</u>		
Truck 11 replacement -	year 4 of 5	40,000
Crew leader medium duty replacement -	year 4 of 5	15,000
Operation manager pickup truck replacement -	year 4 of 5	5,250
Medium duty truck replacement -	year 4 of 5	10,800
Truck 10 replacement -	year 3 of 5	40,000
2 Crew Leader medium duty trucks -	year 3 of 5	32,000
Truck 6 body replacement -	year 3 of 5	11,000
Loader tires -	year 2 of 5	4,000
Key: green highlight = in the capital non-recurring budget for 2018-19 or a future year. Blue highlight = 2017-18 surplus (if avalable)		
Total (does not included highlighted items)		183,950

DEPARTMENT: HIGHWAY

PUBLIC WORKS - MEASURES & INDICATORS								
(Fiscal Year)								
<u>Measure/Indicator</u>			Actual <u>2012</u>	Actual <u>2013</u>	Actual <u>2014</u>	Actual <u>2015</u>	Actual <u>2016</u>	Actual <u>2017</u>
Miles of Road Projects *			3.79	3.35	5.82	8.67	8.3	8.2
Linear Feet of Pipe Installed			5,870	18,290	6,090	11,868	12,290	10,992
* Includes paving & reconstruction (does not include crack sealing)								

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

DEPARTMENT: WINTER MAINTENANCE**MISSION/DESCRIPTION**

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

BUDGET HIGHLIGHTS

The budget for the Winter Maintenance department, for fiscal year 2018-19 increased \$92,488 or 12.7%. The increase is mainly due to increased contractual services for road sweeping and catch basin cleaning; increased salt due to a low beginning inventory and an increase in overtime.

WINTER MAINTENANCE BUDGET

	2015 - 2016	2016 - 2017	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>WINTER MAINTENANCE</u>	<u>ACTUALS</u>	<u>ACTUALS</u>									
SALARIES & WAGES - OVERTIME	144,004	173,894	184,431	184,431	38,017	190,000	190,000	185,000	190,000	5,569	3.0%
SOCIAL SECURITY CONTRIBUTIONS	11,016	13,275	14,109	14,109	-	14,535	14,535	14,535	14,535	426	3.0%
CONTRACTUAL SERVICES	139,428	147,749	139,550	139,550	109,917	150,000	150,000	150,000	150,000	10,450	7.5%
SAND	32,429	58,804	63,202	63,202	14,553	70,000	70,000	70,000	70,000	6,798	10.8%
SALT	351,593	374,521	305,755	305,755	132,815	370,000	370,000	350,000	370,000	64,245	21.0%
MACHINERY & EQUIPMENT -	19,971	20,000	20,000	20,000	18,098	25,000	25,000	25,000	25,000	5,000	25.0%
	698,441	788,243	727,047	727,047	313,400	819,535	819,535	794,535	819,535	92,488	12.7%

DEPARTMENT: WINTER MAINTENANCE**ACCOUNT DETAIL**

Salaries & Wages - Overtime: This account is used for overtime for storms from November 15th to April 15th. An average of 4,205 hours of overtime has been required on a five year average. At the current average of \$44.74 per hour (average of all rates) for overtime, the total budget for 4,593 hours is \$205,491. **Reduced by first selectman to 190,000.**

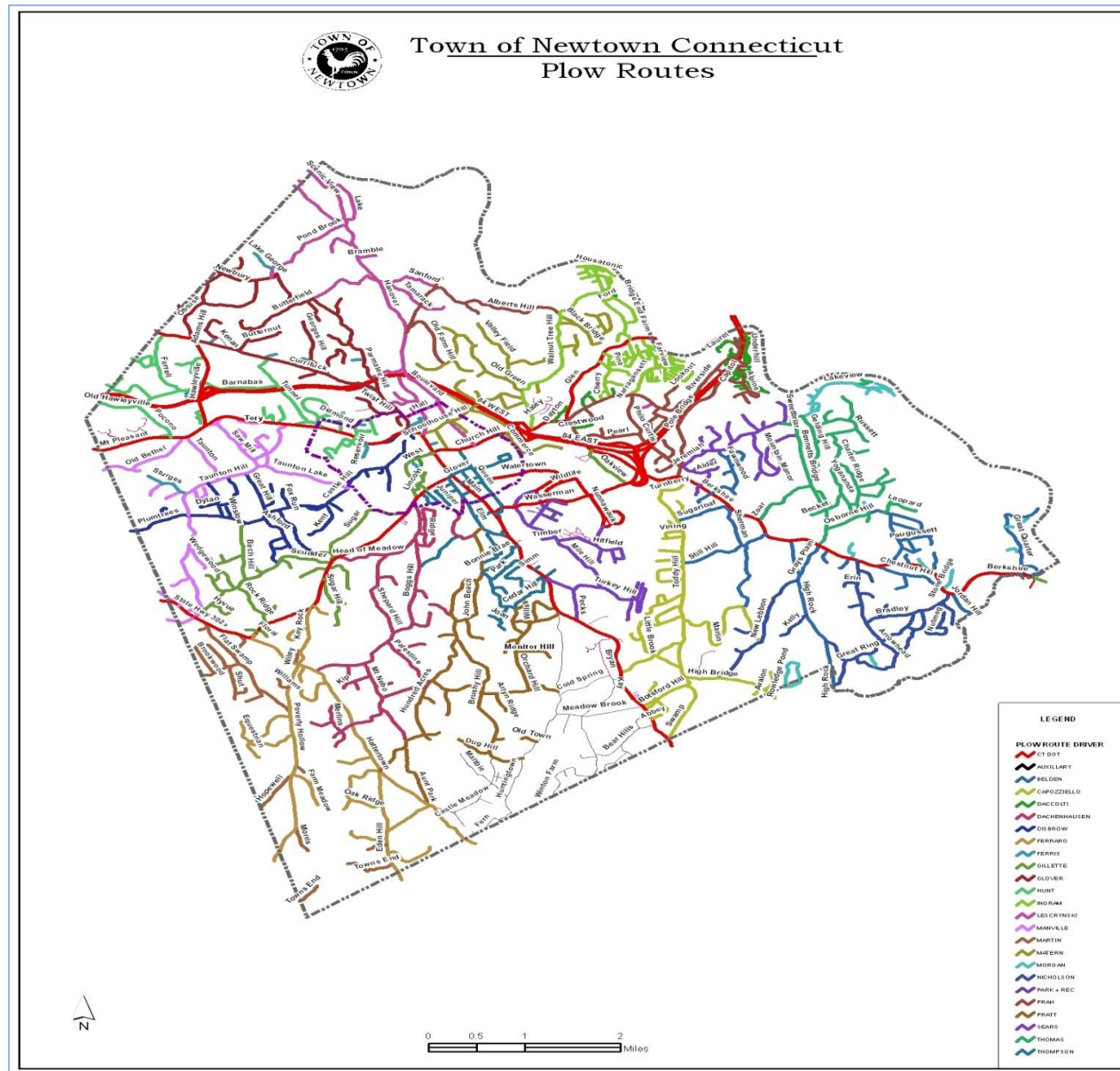
Social Security Contributions: This amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare.

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 800,000 linear feet (150 miles) of roadway at \$0.112 per LF for a total of \$89,600 and clean 3,000+ individual catch basins at \$19.95 per basin for a total of \$59,850. We may also contract for approximately \$20,000 of front end loader time for severe storms. **Reduced from 169,450 to 150,000 (this amount is still higher than prior years)**

Sand: The five year rolling average for sand usage has been 3,797 cubic yards annually. At the current price of \$19.25 the total would be \$73,092. **Reduced to 70,000 (still higher than prior years).**

Salt: This account covers treated salt used for winter deicing. The equivalent of 4,374 tons of treated road salt has been used annually over the last five years. At a current cost per ton of \$84.67, the budget cost would be \$370,347. **Rounded to 370,000.**

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



WINTER MAINTENANCE - MEASURES & INDICATORS							
(Fiscal Year)							
	Actual	Actual	Actual	Actual	Actual	Actual	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>
Number of Snow Plowing Operations	21	6	18	23	25	14	15
Overtime Hours	4,525	1,764	4,280	5,080	6,986	2,913	3,708
Tons of Salt Used	4,786	1,419	4,323	6,103	5,815	2,536	3,092
Yards of Sand Used	4,200	1,193	3,584	5,793	4,958	2,079	2,571

DEPARTMENT: TRANSFER STATION**MISSION/DESCRIPTION**

The transfer station provides drop off recycling for all residents and household waste disposal for those purchasing permits. The facility operates five days a week from Tuesday to Saturday. It supports recycling of many items not included in curbside pickup such as waste oil, tires, scrap metal, waste paper and batteries & electronics. We have added both single stream recycling and a volunteer organics recycling/Compost program. The result has been recycling rate of 29%, which is above 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 2018-19 is increased by \$63,555 or 4.6%. Increase is mainly due to increase in contractual services.

TRANSFER BUDGET

						2018 - 2019 BUDGET						
	2015 - 2016	2016 - 2017		2017 - 2018		1st SELECTMAN	BOS	BOF	LC	CHANGE		
TRANSFER STATION	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%	
SALARIES & WAGES - FULL TIME	168,440	164,436	175,420	175,420	87,605	179,367	179,367	179,367	179,367	3,947	2.2%	
SALARIES & WAGES - OVERTIME	21,000	27,580	15,000	15,000	14,128	25,000	25,000	25,000	25,000	10,000	66.7%	
GROUP INSURANCE	41,813	45,881	46,209	46,209	45,060	42,591	42,591	42,591	42,591	(3,618)	-7.8%	
SOCIAL SECURITY CONTRIBUTIONS	14,047	14,304	14,567	14,567	8,047	15,634	15,634	15,634	15,634	1,067	7.3%	
RETIREMENT CONTRIBUCTIONS	8,680	10,865	11,515	11,515	11,515	14,934	14,934	14,934	14,934	3,419	29.7%	
OTHER EMPLOYEE BENEFITS	4,797	5,575	5,800	5,800	4,493	6,140	6,140	6,140	6,140	340	5.9%	
REPAIR & MAINTENANCE SERVICES	1,289	1,576	1,500	1,500	46	1,500	1,500	1,500	1,500	-	0.0%	
CONTRACTUAL SERVICES	1,189,248	1,111,187	1,101,200	1,101,200	517,678	1,150,000	1,150,000	1,150,000	1,150,000	48,800	4.4%	
DUES,TRAVEL & EDUCATION	349	200	500	500	-	500	500	500	500	-	0.0%	
GENERAL SUPPLIES	790	800	800	800	306	800	800	800	800	-	0.0%	
ENERGY - ELECTRICITY	4,287	4,071	4,400	4,400	905	4,000	4,000	4,000	4,000	(400)	-9.1%	
CAPITAL	11,976	-	15,000	15,000	-	15,000	15,000	15,000	15,000	-		
	1,466,716	1,386,475	1,391,911	1,391,911	689,783	1,455,466	1,455,466	1,455,466	1,455,466	63,555	4.6%	

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

The three positions belong in the Public Works Employees Union, Local 1303-200 of Connecticut Council #4, AFSCME, AFL- CIO Union. Salaries & wages for this union reflect an increase of 2.25% per contract.

<u>Public Works - Transfer Station</u>		<u>2017 - 2018</u>		<u>2018 - 2019</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	60,573	1	61,936	0	1,363
Attendant	hwy	2	114,847	2	117,431	0	2,584
		3	175,420	3	179,367	0	3,947

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 291, 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 289 for a description of the pension plans and a breakdown of the ARC (by department). It also includes any contributions to a defined contribution plan (if the employee is not eligible for the pension plan).

DEPARTMENT: TRANSFER STATION

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

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

Contractual Services: : Outside vendors provide most of the services for processing various forms of trash (household waste, demolition debris, etc.) and recycling (curbside pickup, tires, oil, stumps, propane tanks removal, etc.) Most vendor costs have begun to rise and we have found the need to have a second chipping of yard waste and brush.

				Budget			
<u>CONTRACTUAL SERVICES:</u>				<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>
Curbside Recycling Pick-Up				605,000	605,000	605,000	548,000
Demolition Waste Tip Fees				45,000	47,000	70,000	84,000
Household Hazardous Waste Day (2 per year)				28,000	28,000	28,000	32,000
MSW (Garbage) Hauling & Tip Fees				385,000	419,200	350,000	423,500
Recycling and Organics Tip Fees				28,000	23,000	28,500	16,500
Removal of Waste Oil, Freon, Tires, Leaves, Propane Tanks				30,000	15,000	18,000	12,500
Fees, Stickers, Florescent Bulbs and Misc. Advertising				25,000	14,800	7,500	7,500
Well Testing & Monitoring				12,000	12,000	14,200	15,000
Wood Grinding				42,000	36,000	50,000	72,000
				1,200,000	1,200,000	1,171,200	1,211,000
	First Selectman reduction				(100,000)	(70,000)	(61,000)
				1,200,000	1,100,000	1,101,200	1,150,000
	Actual expenditure			1,189,248	1,111,187		

DEPARTMENT: TRANSFER STATION

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

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

Energy - Electricity: The town shares electrical costs for the operation of the site with the operator of the Regional Transfer Station (Wheelabrator). There have been price decreases in supply which are reflected in the decrease for this item.

Capital: This budget is for a \$15,000 camera upgrade.

TRANSFER STATION - MEASURES & INDICATORS								
(Fiscal Year)								
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
<u>Measure/Indicator</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Tons of Waste Recycled	3,462	4,767	3,610	3,096	2,975	3,917	5,830	4,680
% of Total Waste Recycled	21	27	24	21	21	27	35	29
Tons of Refuse Collected	16,806	17,367	15,209	14,791	14,308	14,352	16,859	16,380

*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 Police building, the Multi-Purpose Center, the Animal Control building, the Town garage, the Emergency Operations building and the Municipal Center.

BUDGET HIGHLIGHTS

The budget for the Public Building Maintenance department, for fiscal year 2018-2019 increased by \$11,180 or 1.6%. The increase is mainly due to an increase in water/sewerage.

						2018 - 2019 BUDGET					
	2015 - 2016	2016 - 2017	2017 - 2018			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>PUBLIC BUILDING 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 - FULL TIME	92,067	87,848	96,034	96,034	36,218	98,195	98,195	98,195	98,195	2,161	2.2%
SALARIES & WAGES - OVERTIME	12,726	10,469	11,022	11,022	4,596	12,000	12,000	12,000	12,000	978	8.9%
GROUP INSURANCE	45,200	49,753	50,070	50,070	49,227	46,120	46,120	46,120	46,120	(3,950)	-7.9%
SOCIAL SECURITY CONTRIBUTIONS	7,803	7,249	8,190	8,190	3,041	8,430	8,430	8,430	8,430	240	2.9%
RETIREMENT CONTRIBUTIONS	4,752	5,948	6,304	6,304	6,304	8,176	8,176	8,176	8,176	1,872	29.7%
OTHER EMPLOYEE BENEFITS	594	568	650	650	59	650	650	650	650	-	0.0%
WATER / SEWERAGE	71,397	78,915	69,055	69,055	58,041	77,538	77,538	77,538	77,538	8,483	12.3%
REPAIR & MAINTENANCE SERVICES	38,998	38,984	31,950	31,950	22,446	34,806	34,806	34,806	34,806	2,856	8.9%
CONTRACTUAL SERVICES	127,748	119,000	100,000	100,000	62,023	99,100	99,100	99,100	99,100	(900)	-0.9%
GENERAL MAINTENANCE SUPPLIES	10,894	8,787	6,100	6,100	3,488	4,600	4,600	4,600	4,600	(1,500)	-24.6%
ENERGY - ELECTRICITY	243,263	226,328	220,200	220,200	110,990	217,777	217,777	217,777	217,777	(2,423)	-1.1%
ENERGY - OIL	78,275	72,295	71,350	71,350	20,794	72,033	72,033	72,033	72,033	683	1.0%
CAPITAL	36,999	40,072	40,000	40,000	15,980	42,680	42,680	42,680	42,680	2,680	6.7%
	770,716	746,216	710,925	710,925	393,207	722,105	722,105	722,105	722,105	11,180	1.6%

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

The three positions are in the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.25%, an estimate, as a contract has not been finalized yet.

<u>Public Works - Public Building Maintenance</u>		<u>2017 - 2018</u>		<u>2018 - 2019</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Head Maintainer (open position - will not be filled)	th	1	-	1	-	0	-
Maintainer	th	2	96,034	2	98,195	0	2,161
		3	96,034	3	98,195	0	2,161

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 291, 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 289 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, 77 Main Street

Multi-Purpose Center, 14 Riverside Road

BOE/Park & Rec Maintenance Garage, 5 Trades Lane

BOE/Park & Rec Warehouse Building, 1 Trades Lane

Edmond Town Hall, 45 Main Street

Industrial Vacant Land, 6-8 Commerce Road

Library, 25 Main Street

Municipal Center, 3 Primrose Street

Meeting House, 31 Main Street

Sandy Hook Fire House, 18 Riverside Road

Town Hall South, 3 Main Street

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

Newtown Hook & Ladder, 45 Main Street

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

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

DEPARTMENT: PUBLIC BUILDING MAINTENANCE

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

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

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

Heating Fuel		(Multi Purpose Building and Public Works)			
Year	Unit Price	Gallons/ccf	Total	Contract End Date	
2018/2019					
Oil	1.88	8,175	\$ 15,369	6/30/2018	
Natural Gas	1.99	24,549	\$ 48,853	mkt rate	
Propane - Parks	2.39	3,268	\$ 7,812	mkt rate	
			<u>\$ 72,033</u>		

Capital:

<u>Capital Item</u>	<u>Amount</u>
Replace standby generator/transfer switch at PW.	
Current generator not able to power entire building.	
5 year (internal) capital lease. Total cost = \$50,000. YEAR 3 of 5.	6,780
Replace 3 fueling dispensers and pumps. This is the final phase of the fuel system upgrade	39,000
Replace back bay overhead door with new opener. This is the final door in the door replacement program.	7,000
Public works building kitchen upgrade and paint interior	15,000
Multi purpose building - replace kitchen floor	2,200
Municipal center - paint one wing and 1/3 window restoration	10,200
Municipal center - upgrade fire alarm panel	8,500
	88,680
Reduced by first selectman	(46,000)
	<u>42,680</u>

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

	Total	Total	Municipal Center		Police	Sr. Ctr.	Dog	Town	EOC	Wellness	Trades Lane		P & R	Other
	<u>Town</u>	<u>BOE</u>	<u>Town</u>	<u>BOE*</u>	<u>Bldg.</u>	<u>Bldg.</u>	<u>Pound</u>	<u>Garage</u>	<u>Bldg.</u>	<u>Center</u>	<u>Town</u>	<u>BOE*</u>	<u>Utilites</u>	<u>Town</u>
			68%	32%						<u>FFH</u>	70%	30%		<u>Buildings</u>
SALARIES & WAGES-FULLTIME	98,195	-			49,098	49,097								
SALARIES & WAGES-OVERTIME	12,000	-			9,000	3,000								
GROUP INSURANCE	46,120	-			23,060	23,060								
SOCIAL SECURITY CONTRIBUTIONS	8,430	-			4,215	4,215								
RETIREMENT CONTRIBUTIONS	8,176	-			4,088	4,088								
OTHER EMPLOYEE BENEFITS	650	-			325	325								
WATER / SEWERAGE	77,538	4,666	7,341	3,455	7,218	6,099	5,567	946	2,071	463	2,827	1,211	5,221	39,785
REPAIR & MAINTENANCE SERVICES	34,806	4,705	10,000	4,705	8,000	8,200	2,006	6,000	300	300				
CONTRACTUAL SERVICES	99,100	19,765	42,000	19,765	9,000	15,400	9,000	19,000	2,300	2,400				
GENERAL MAINTENANCE SUPPLIES	4,600	659	1,400	659	600	600	600	1,400	-	-				
ENERGY - ELECTRICITY	217,777	27,677	58,813	27,677	43,779	15,800	4,781	12,464	7,013	3,734			69,513	1,880
ENERGY - OIL	72,033	13,920	16,080	7,567	8,412	5,785	3,378	9,583	1,974	3,449	14,825	6,353	7,811	736
SUBTOTAL	679,425	71,392	135,634	63,828	166,795	135,669	25,332	49,393	13,658	10,346	17,652	7,564	82,545	42,401
CAPITAL	42,680							42,680						
GRAND TOTAL	722,105	71,392	135,634	63,828	166,795	135,669	25,332	92,073	13,658	10,346	17,652	7,564	82,545	42,401

HEALTH & WELFARE FUNCTIONS

DEPARTMENT: SOCIAL SERVICES**MISSION/DESCRIPTION**

The below content and numbers reflect the needs of Social Services and the Center for Support and Wellness. The 2018-2019 fiscal year needs are projections for a pre-merging of both departments. There has been and continues to be a vision to merge both departments resulting in a Human Services department. When this occurs, there will need to be money allotted for rebranding, potential space renovation from CIP, and salary negotiations as staff responsibilities will change.

It is the mission of Social Services to enhance the quality of life and self-sufficiency of people in need of social and financial services. The CSW is the single point of entry which connects members of the community with wellness resources through a strong referral system. Together, both departments provide 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 2018-2019 is decreased by (\$24,456) or (7.3%). The decrease is due to the VOCA grant paying part of the medical benefits.

HIGHLIGHTS

- Includes a new data base that will be used by both departments; ensuring proper tracking of services and client satisfaction. The cost of that is \$1,440 yearly cost.
- Fees and professional services was also increased to support preliminary pre-merger marketing and out-reach.
- Due to the independent proximity of the CSW, and the number of staff in the CSW, more office supplies are required.

DEPARTMENT: SOCIAL SERVICES**SOCIAL SERVICES BUDGET**

						2018 - 2019 BUDGET					
	2015 - 2016	2016 - 2017	2017 - 2018			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>SOCIAL 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>
SALARIES & WAGES - FULL TIME	128,502	188,222	209,899	209,899	98,684	214,623	214,623	214,623	214,623	4,724	2.3%
GROUP INSURANCE	38,462	79,193	78,989	75,389	65,181	41,076	41,076	41,076	41,076	(34,313)	-45.5%
SOCIAL SECURITY CONTRIBUTIONS	9,372	16,382	16,057	16,057	8,169	16,419	16,419	16,419	16,419	361	2.3%
RETIREMENT CONTRIBUTIONS	3,656	10,987	8,696	12,296	9,405	14,567	14,567	14,567	14,567	2,271	18.5%
FEES & PROFESSIONAL SERVICES	-	3,000	5,000	5,000	2,243	6,000	6,000	6,000	6,000	1,000	
DUES, TRAVEL & EDUCATION	-	100	5,000	5,000	-	5,500	5,500	5,500	5,500	500	10.0%
OFFICE SUPPLIES	484	1,000	4,000	4,000	610	4,500	4,500	4,500	4,500	500	12.5%
CONTRIBUTIONS TO INDIVIDUALS	4,000	2,948	4,000	4,000	839	4,000	4,000	4,000	4,000	-	0.0%
OTHER EXPENDITURES	-	4,000	1,500	1,500	1,523	2,000	2,000	2,000	2,000	500	
	184,476	305,832	333,141	333,141	186,654	308,685	308,685	308,685	308,685	(24,456)	-7.3%

DEPARTMENT: SOCIAL SERVICES**ACCOUNT DETAIL**

Salaries & Wages – Full Time: The Director of Human Services, the Clinical Social Worker & the Care Navigator are a non union positions. Non union positions reflect an increase of 2.25% in this budget. The Secretary position belongs to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.25%, an estimate, as a contract has not been finalized yet. The Clinical Social Worker and the Care Navigator positions are relatively new positions.

<u>Social Services</u>		<u>2017 - 2018</u>		<u>2018 - 2019</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 Social Services	nu	1	58,907	1	60,232	0	1,325
Director of Community Wellness (\$78,414 - \$10,456 VOCA grant)	nu	1	66,463	1	67,958	0	1,495
Care Navigator	nu	1	46,013	1	47,048	0	1,035
Secretary	th	1	38,517	1	39,384	0	867
		4	209,900	4	214,623	0	4,723

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 291, 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 289 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: SOCIAL SERVICES**ACCOUNT DETAIL**

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

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

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

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

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

MEASURES & INDICATORS							
(Calendar Year)							
	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Measure/Indicator	2011	2012	2013	2014	2015	2016	2017
# of Applications:							
Renters Rebate	72	71	61	75	78	70	74
Operation Fuel **	25	33	24	30	29	36	29
Energy Assistance	195	278	286	294	281	287	207
Backpacks	88	92	96	94	92	66	78
Value of Food Donated	\$8,000	\$ 20,000	\$ 21,000	\$ 19,000	\$ 25,000	\$ 25,000	21,000
Value of Big Y Bread Donations	\$5,000	\$ 7,000	\$ 7,800	\$ 8,100	\$ 9,300	\$ 6,300	NA
Thanksgiving Baskets	69	71	81	77	80	72	73
Holiday Baskets	68	68	84	81	85	74	71
CSW Clients Served						200	400
**Operation Fuel has limited donations; therefore there are limited applications.							

DEPARTMENT: SENIOR SERVICES**MISSION/DESCRIPTION**

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

BUDGET HIGHLIGHTS

The budget for the Senior Services department, for fiscal year 2018-2019 has increased by \$11,147 or 3.3%. Increase is mainly due to an increase in wages, an increase of \$5,000 in the part time account for a senior aide, and an increase of \$2,300 in the senior bus contract.

SENIOR SERVICES BUDGET

	2018 - 2019 BUDGET									CHANGE	
	2015 - 2016	2016 - 2017	2017 - 2018			1st SELECTMAN	BOS	BOF	LC		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
<u>SENIOR SERVICES</u>											
SALARIES & WAGES - FULL TIME	93,257	92,511	97,506	97,506	47,252	100,632	100,632	100,632	100,632	3,126	3.2%
SALARIES & WAGES - PART TIME	3,853	3,586	5,500	5,500	1,586	10,500	10,500	10,500	10,500	5,000	90.9%
GROUP INSURANCE	25,652	28,081	28,083	28,083	27,450	26,120	26,120	26,120	26,120	(1,963)	-7.0%
SOCIAL SECURITY CONTRIBUTIONS	6,976	7,109	7,880	7,880	3,630	8,502	8,502	8,502	8,502	622	7.9%
RETIREMENT CONTRIBUTIONS	4,882	6,034	6,400	6,400	6,400	8,462	8,462	8,462	8,462	2,062	32.2%
SENIOR BUS CONTRACT	145,000	148,700	151,500	151,500	75,750	153,800	153,800	153,800	153,800	2,300	1.5%
DUES, TRAVEL & EDUCATION	249	426	1,050	1,050	148	1,050	1,050	1,050	1,050	-	0.0%
OFFICE SUPPLIES	915	1,000	1,500	1,500	105	1,500	1,500	1,500	1,500	-	0.0%
OTHER EXPENDITURES	31,884	37,265	40,000	40,000	14,356	40,000	40,000	40,000	40,000	-	0.0%
	312,668	324,712	339,419	339,419	176,677	350,566	350,566	350,566	350,566	11,147	3.3%

DEPARTMENT: SENIOR SERVICES**ACCOUNT DETAIL**

Salaries & Wages – Full Time: The Senior Services Director is a non union position. Non union positions reflect an increase of 2.25% in this budget. The Assistant and the Senior Aide belong to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.25%, an estimate, as a contract has not been finalized yet. A \$1,000 salary enhancement has been added to the director's salary.

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

<u>Senior Services</u>		<u>2017 - 2018</u>		<u>2018 - 2019</u>		<u>INCREASE (DECREASE)</u>	
		<u>AMENDED</u>		<u>1st SELECTMAN</u>			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Senior Services Director	nu	1	58,907	1	61,233	0	2,325
Assistant	th	1	35,598	1	36,399	0	801
Senior Aide	th	1	-	1	-	0	-
Temporary Clerk - Part Time	nu		3,000		3,000		-
		3	97,506	3	100,632	0	3,126
<u>PART TIME</u>							
Part Time Van Driver / Senior Aide (start planned start date 4/1)		1	5,500	1	10,500	0	5,000

Group Insurance; Social Security Contributions; Retirement Contributions: Group Insurance – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 291, 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 289 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: SENIOR SERVICES

Senior Bus Contract: H.A.R.T. (Housatonic Area Regional Transit) request amount has increased by \$2,300 or 1.5%. 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 \$158,700. This is offset by estimated revenues (fare box) of \$4,900 for a net cost of 153,800.

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

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

Office Supplies: Office supplies.

DEPARTMENT: SENIOR SERVICES

Other Expenditures: This account covers all program/class supplies, teacher's fees, holiday themed parties, bingo, outreach programs, inter-generational programs, informational and educational events. This account also covers pamphlets, brochures, educational and entertaining videos, CD's and DVD's and other materials for workshops, training and client use.. This account also contributes \$1,537.50 for the congregate meal site - Housatonic Valley Region:

Local Funding Request – Congregate meals

Assistance requested from each municipality for 2018-2019 is based upon program utilization based on data provided by Western Connecticut Area Agency on Aging, Inc. and experience from actual data over the first few weeks. Constructive Workshops Resources will maintain the rate of .30 cents per meal served. Funds received will be used only to purchase meals to homebound elders during the period of 7/1/2018 - 06/30/2019.

2018-2019 Newtown Service Estimates:

	<u>Clients</u>	<u>Meals</u>	<u>Cost</u>
Congregate Meals	23	1,371	\$ 411.30
Meals on Wheels	<u>18</u>	<u>3,754</u>	<u>\$ 1,126.20</u>
Total	41	5,125	\$ 1,537.50

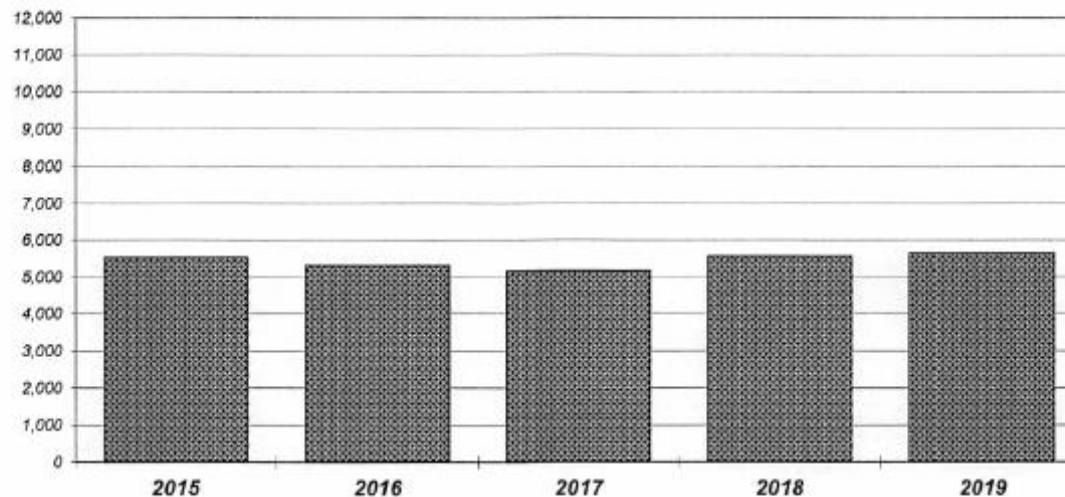
SENIOR SERVICES - MEASURES & INDICATORS							
(Fiscal Year)							
	Actual	Actual	Actual	Actual	Actual	Actual	Est.
<u>Measure/Indicator</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Paid members	376	387	365	340	390	410	496
Members	950	1,059	923	929	950	950	950
Outreach/Health programs	36	36	36	36	36	36	36
Trips	54	65	58	48	48	44	40
Programs/Classes	50	55	55	62	70	70	69
Meal site clients	146	131	74	51	60	43	41
Note: Paid members are those who pay \$20 per year (\$25 for non resident) and							
participates in paid classes. Members utilize flu shot clinics, income tax preparation,							
seminars, AARP etc. bi-weekly blood pressure screening and mealsite							

**SWEETHART OPERATING PROFILE
TOWN OF NEWTOWN**

	Weekdays	Saturdays	Hours/Wkday	Hours/Saturday	Annual Hours	Daily Trips	Annual Trips	Trips/Hour
FY 2019	253	52	15.35	8.50	4,326			
FY 2019 Total	253	52			4,326	19	5,652	1.31

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

**SWEETHART RIDERSHIP HISTORY
TOWN OF NEWTOWN**



FY 2018 estimate based on ridership trends from July through October 2017.
FY 2019 ridership estimate based on current trends.

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

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

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

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

Web site: [HEALTH DISTRICT](#)

BUDGET HIGHLIGHTS

The Request to the Town of Newtown for its local share ("other purchased services") of the Newtown Health District budget for fiscal year 2018-2019 has increased \$2,948 or 1.1%. The budget in total (including retirement and group insurance) has increased \$197 or 0.0%.

HEALTH DISTRICT BUDGET

	2015 - 2016 ACTUALS	2016 - 2017 ACTUALS	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>NEWTOWN HEALTH DISTRICT</u>											
GROUP INSURANCE	95,249	104,500	104,501	104,501	103,371	96,904	96,904	96,904	96,904	(7,597)	-7.3%
RETIREMENT CONTRIBUTIONS	14,664	17,659	18,051	18,051	18,051	22,897	22,897	22,897	22,897	4,846	26.8%
OTHER PURCHASED SERVICES	273,762	272,828	275,375	275,375	137,188	278,323	278,323	278,323	278,323	2,948	1.1%
	383,675	394,987	397,927	397,927	258,610	398,124	398,124	398,124	398,124	197	0.0%

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 291, 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 289 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. See Health District budget, next page:

[illegible]

DEPARTMENT: NEWTOWN HEALTH DISTRICT

Expenditure Detail					
<u>SALARIES</u>			<u>LEGAL/FINANCE</u>		
Director of Health	93,550	Accounting	5,500		
Medical Advisor	10,042	Legal	500		
Administrative Assistant	48,176	Payroll	3,000		
Senior Sanitarian	79,749	Bookkeeper	2,500		
Assistant Sanitarian	74,483	TOTAL	11,500		
Assistant Sanitarian	74,483				
Food Service Inspector	37,000				
Labor Contract	12,225				
TOTAL	429,708				
<u>PAYROLL EXPENSES</u>			<u>TRANSPORTATION</u>		
Social Security	32,787	Vehicle Leasing (3 trucks)	11,000		
Pension	22,480	Transportation reimbursement	2,750		
O.O.D. pension	5,200	Misc. reimbursement	250		
TOTAL	60,467	TOTAL	14,000		
<u>OPERATING</u>			<u>HEALTH INSURANCE</u>		
Office supplies	1,000	Health Insurance	106,555		
Telephone	500	Health Insurance Copay	-		
Field Equipment	200	DOH - Life	290		
Office Equip. Maintenance	200	TOTAL	106,845		
Specimen Transportation	1,500				
Clothing	1,200	<u>INSURANCE</u>			
Dues/Subscript.	850	Workers Comp	6,530		
District offices	17,000	Other CIRMA ins	16,300		
TOTAL	22,450	TOTAL	22,830		
<u>PROGRAMS</u>					
Health Education	4,180	<u>CONTINGENCY</u>			
Medical Supplies	2,000	Contingency	5,000		
Educ./Training	1,000				
Water Testing	900				
Food Protection program	1,000				
VNA Nursing	4,500				
Environmental Health Services	2,500	GRAND TOTAL	688,880		
TOTAL	16,080				

DEPARTMENT: NEWTOWN HEALTH DISTRICT

	(Fiscal Year)							
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
<u>Measure/Indicator</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Licensed Food Service Establishments	121	113	127	129	128	130	127	124
Soil Testing	113	93	122	94	164	111	121	126
Septic systems (new and repair)	100	72	110	91	116	102	122	124
Well permits	33	50	48	48	49	53	60	81
Building Permit review/sign-off	292	290	302	270	332	348	374	368

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

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

Newtown Youth Family Services combines clinical services and enrichment programs to provide a continuum of care to residents of Newtown and 25 surrounding towns. We serve youth (age 4) up to Senior citizens. We have expanded our mental health services and enrichment programs greatly in the last 5 years to meet the needs of the community. Our biggest addition is programming for adolescents and adults that fall on the Autism Spectrum and/or have siblings with special needs.

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

For nearly 32 years, we have offered specialized programs and services to individuals of all ages.

Mission Statement:

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

Organizational/Affiliations/Licensures/Certifications NYFS collaborates with:

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

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

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

BUDGET HIGHLIGHTS

The budgeted contribution for Newtown Youth & Family Services, for fiscal year 2018-2019, has remained the same. Group insurance contribution has decreased by (\$1,053). Overall the Newtown Youth & Family Services budget has decreased by (\$1,053) or -0.3%.

NEWTOWN YOUTH & FAMILY SERVICES BUDGET

	2018 - 2019 BUDGET									CHANGE	
	2015 - 2016	2016 - 2017	2017 - 2018			1st SELECTMAN	BOS	BOF	LC		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
NEWTOWN YOUTH & FAMILY SERVICES											
GROUP INSURANCE	33,348	37,680	36,526	36,526	34,368	35,473	35,473	35,473	35,473	(1,053)	-2.9%
CONTRIBUTIONS TO OUTSIDE AGENCIES	265,000	262,441	266,000	266,000	99,829	266,000	266,000	266,000	266,000	-	0.0%
	298,348	300,121	302,526	302,526	134,197	301,473	301,473	301,473	301,473	(1,053)	-0.3%

NEWTOWN YOUTH & FAMILY SERVICES

ACCOUNT DETAIL

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

Newtown Youth & Family Services		
2017-2018 Budget		
	2016/2017	2017/2018
Ordinary Income/Expense		
Income		
4000 · Contributed support	151,257	133,660
4500 · Grant Income	1,644,251	1,177,879
5000 · Earned revenues	332,306	517,444
5800 · Special events	54,000	45,000
Total Income	2,181,814	1,873,983
Expense		
7000 · Grant & contract expense	70,752	29,836
7200 · Salaries & related expenses	1,678,807	1,673,571
7500 · Other personnel expenses	36,050	35,500
8100 · Non-personnel expenses	92,310	76,998
8200 · Occupancy expenses	310,187	216,320
8300 · Travel & meetings expenses	4,000	2,000
8500 · Misc expenses	67,084	85,252
8700 · Special Events	17,500	12,725
Total Expense	2,276,690	2,132,202
Net Ordinary Income	(94,876)	(258,219)

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 291, for a breakdown of medical benefit costs and the distribution of costs to the various departments. The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract.

Unduplicated Service Recipients (mental health and enrichment programs):

Year	Unduplicated Service Recipients	Special Notes
2012	1,162	Plus an additional 800 walk ins after the Sandy Hook Tragedy.
2013	2,521	
2014	2,920	
2015	3,387	191% increase from 2012 to 2015.
2016	4,111	
2017	5194	

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

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

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

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

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

BUDGET HIGHLIGHTS

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

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

CHILDREN'S ADVENTURE CENTER BUDGET

	2015 - 2016	2016 - 2017	2017 - 2018			2012 - 2013 BUDGET				CHANGE	
						1st SELECTMAN	BOS	BOF	LC		
			ADOPTED	AMENDED	12/31 ACTUAL	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
<u>CHILDREN'S ADVENTURE CENTER</u>	<u>ACTUALS</u>	<u>ACTUALS</u>									
GROUP INSURANCE	100,972	110,939	111,201	111,201	110,207	103,060	103,060	103,060	103,060	(8,141)	-7.3%
RETIREMENT CONTRIBUTIONS	17,547	23,042	26,293	26,293	25,464	32,749	32,749	32,749	32,749	6,456	24.6%
CONTRIBUTIONS TO OUTSIDE AGENCIES	25,000	10,000	-	-	-	-	-	-	-	-	
	143,519	143,981	137,494	137,494	135,671	135,809	135,809	135,809	135,809	(1,685)	-1.2%

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 291, 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 289 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). A cash contribution to the CAC is no longer considered necessary. Financial operations over the last three years have been improved to the point of self sufficiency.

DEPARTMENT: CONTRIBUTIONS TO OUTSIDE AGENCIES

MISSION/DESCRIPTION

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

BUDGET HIGHLIGHTS

The budget for the Contributions to Outside Agencies, for fiscal year 2018-2019 has remained the same.

See table on the next page.

CONTRIBUTIONS TO OUTSIDE AGENCIES BUDGET

						2018 - 2019 BUDGET					
	2015 - 2016	2016 - 2017	2017 - 2018			1st SELECTMAN	BOS	BOF	LC	CHANGE	
	<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>
<u>OUTSIDE AGENCY CONTRIBUTIONS</u>											
CONTRIBUTIONS TO OUTSIDE AGENCIES	88,842	53,597	53,842	53,842	13,082	53,842	53,842	53,842	53,842	-	0.0%

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

<u>OUTSIDE AGENCIES</u>	<u>2017-18</u>	<u>2018-19</u>
Visiting Nurses Association	500	500
Regional Hospice	5,000	5,000
Veterans Guidance Supplies	250	250
NW Regional Mental Health Board	3,092	3,092
Womens Center of Danbury	10,000	10,000
Ability Beyond Disability	4,000	4,000
United Way of Western CT, The Volunteer Center	1,000	1,000
Newtown Parent Connection	30,000	30,000
	53,842	53,842

DEPARTMENT: CONTRIBUTIONS TO OUTSIDE AGENCIES

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

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

DEPARTMENT: CONTRIBUTIONS TO OUTSIDE AGENCIES

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

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

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

Web site: [REGIONAL HOSPICE](#)

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

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

DEPARTMENT: CONTRIBUTIONS TO OUTSIDE AGENCIES

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

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

We fulfill our legislative mandate through the following activities:

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

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

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

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

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

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

DEPARTMENT: CONTRIBUTIONS TO OUTSIDE AGENCIES

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

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

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

DEPARTMENT: CONTRIBUTIONS TO OUTSIDE AGENCIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DEPARTMENT: CONTRIBUTIONS TO OUTSIDE AGENCIES

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

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

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

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

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

PLANNING FUNCTION

DEPARTMENT: LAND USE**MISSION/DESCRIPTION**

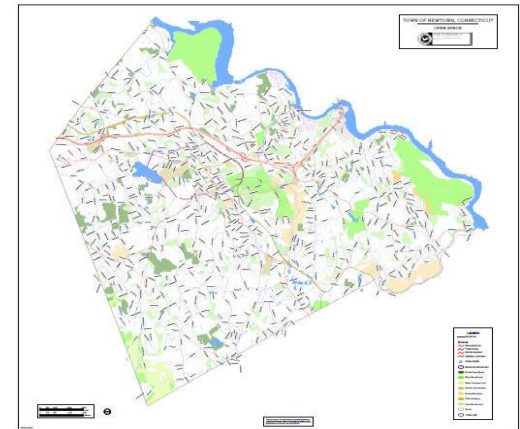
Three Agencies; Land Use, Economic and Community Development and Grants Administration were combined under the Planning Function.

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

The Land Use Department performs a number of functions including:

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

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



DEPARTMENT: LAND USE**BUDGET HIGHLIGHTS**

The budget for the Land Use department, for fiscal year 2018-2019 has decreased by (\$1,158) or (0.2%). Decrease is mainly due to eliminating the zoning liaison officer position.

LAND USE BUDGET

<u>LAND USE</u>	2015 - 2016 <u>ACTUALS</u>	2016 - 2017 <u>ACTUALS</u>	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
			<u>ADOPTED</u>	<u>AMENDED</u>	<u>12/31 ACTUAL</u>	<u>1st SELECTMAN</u>	<u>BOS</u>	<u>BOF</u>	<u>LC</u>	<u>CHANGE</u>	
						<u>PROPOSED</u>	<u>PROPOSED</u>	<u>RECOMMENDED</u>	<u>ADOPTED</u>	<u>\$</u>	<u>%</u>
SALARIES & WAGES - FULL TIME	394,122	373,757	384,167	384,167	187,083	382,585	382,585	382,585	382,585	(1,582)	-0.4%
GROUP INSURANCE	90,459	98,755	99,002	99,002	96,207	92,275	92,275	92,275	92,275	(6,727)	-6.8%
SOCIAL SECURITY CONTRIBUTIONS	29,726	28,433	29,389	29,389	14,050	29,268	29,268	29,268	29,268	(121)	-0.4%
RETIREMENT CONTRIBUTIONS	20,591	25,627	24,918	24,918	24,918	32,166	32,166	32,166	32,166	7,248	29.1%
OTHER EMPLOYEE BENEFITS	713	273	975	975	125	1,000	1,000	1,000	1,000	25	2.6%
PROF SVS - TECHNICAL	2,389	2,225	2,500	2,500	-	2,500	2,500	2,500	2,500	-	0.0%
PROF SVS - LEGAL	70,992	96,169	70,000	70,000	38,291	70,000	70,000	70,000	70,000	-	0.0%
CONTRACTUAL SERVICES	41,928	39,654	44,000	44,000	30,991	44,000	44,000	44,000	44,000	-	0.0%
PRINTING & INDEXING OPEN SPACE	18,163	10,000	20,000	20,000	2,174	20,000	20,000	20,000	20,000	-	0.0%
DUES, TRAVEL & EDUCATION	1,286	3,512	4,000	4,000	1,970	4,000	4,000	4,000	4,000	-	0.0%
GENERAL SUPPLIES	400	-	-	-	-	-	-	-	-	-	
OFFICE SUPPLIES	1,998	2,929	3,000	3,000	634	3,000	3,000	3,000	3,000	-	
CAPITAL	1,832	1,082	2,500	2,500	268	2,500	2,500	2,500	2,500	-	0.0%
	674,599	682,416	684,451	684,451	396,711	683,294	683,294	683,294	683,294	(1,158)	-0.2%

DEPARTMENT: LAND USE**ACCOUNT DETAIL**

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

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 2.25%, an estimate, as a contract has not been finalized yet.

<u>Land Use</u>		<u>2017 - 2018</u>		<u>2018 - 2019</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 Planning & Land Use	nu	1	95,983	1	98,143	0	2,160
Deputy Director of Planning & Land Use	nu	1	85,360	1	87,281	0	1,921
Zoning Enforcement Officer	th	1	62,000	1	63,395	0	1,395
Administrative Assistant	th	1	41,616	1	42,552	0	936
Secretary	th	1	34,333	1	35,106	0	772
Zoning Liaison Officer (changed from 19 hr/wk to 7 hr/wk)	nu	1	10,000	0	-	-1	(10,000)
Code Enforcement Officer	th	1	54,874	1	56,109	0	1,235
							-
		7	384,167	6	382,585	-1	(1,581)

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 291, 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 289 for a description of the pension plans and a breakdown of the ARC (by department). It also includes any contributions to a defined contribution plan (if the employee is not eligible for the pension plan).

DEPARTMENT: LAND USE

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

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

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

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

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

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

Office Supplies: Office supplies.

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

DEPARTMENT: LAND USE**MEASURES & INDICATORS**

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

1. The Agency staff has negotiated and managed all Open Space proposals, submitting the proposals to P & Z, Legislative Council and the Board of Selectmen.
2. The Agency staff has applied for \$1,750,000 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 conducted biannual water quality sampling of 24 sites across the town including the Pootatuck River, Deep Brook, Pond Brook and various tributaries.
6. The Land Use Agency Intern program has employed students from Eastern and Western CT Universities, Bard College, Connecticut College, Vassar College, University of Vermont, University of Albany, Endicott College, Bryn Mawr College and Yale University.
7. The Agency has reviewed and coordinated an incentive housing needs study and has coordinated in public information sessions.
8. Digitized a majority of the paper plans associated with Planning and Zoning.
9. Expand our Open Space initiatives to include long-term assessment of purchases and funding sources.
10. Coordinate the revision for the Plan of Conservation and Development.
11. Coordinate the Commerce Road / Edmond Road realignment.
12. Coordinate the SHS rebuilding.
13. Coordinate the Sandy Hook Streetscape improvements.
14. Coordinate the sewer expansion for Route 6.
15. Coordinate development 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.

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

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

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

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

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

BUDGET HIGHLIGHTS

The budget request for the Economic and Community Development department, for fiscal year 2018-2019, has increased by \$449 or 0.4%.

ECONOMIC & COMMUNITY DEVELOPMENT BUDGET

						2018 - 2019 BUDGET					
	2015 - 2016	2016 - 2017	2017 - 2018			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	47,869	49,852	70,000	71,400	35,700	73,007	73,007	98,007	73,007	1,607	2.3%
GROUP INSURANCE	2,080	2,288	2,288	2,288	2,288	2,500	2,500	2,500	2,500	212	9.3%
SOCIAL SECURITY CONTRIBUTIONS	3,631	3,814	5,355	5,463	2,696	5,585	5,585	5,585	5,585	122	2.2%
RETIREMENT CONTRIBUTIONS	2,394	792	3,500	3,500	-	3,650	3,650	3,650	3,650	150	4.3%
FEES & PROFESSIONAL SERVICES	16,000	13,730	16,000	31,992	7,102	30,000	30,000	30,000	30,000	(1,992)	-6.2%
DUES, TRAVEL & EDUCATION	1,650	1,650	1,650	1,650	754	2,000	2,000	2,000	2,000	350	21.2%
OFFICE SUPPLIES	916	663	1,000	1,000	167	1,000	1,000	1,000	1,000	-	0.0%
	74,540	72,789	99,793	117,293	48,707	117,742	117,742	142,742	117,742	449	0.4%

DEPARTMENT: ECONOMIC & COMMUNITY DEVELOPMENT

ACCOUNT DETAIL

Salaries & Wages – Full Time: The deputy director – EDC/grants administrator is a non union position. Non union positions reflect an increase of 2.25% in this budget.

<u>Economic & Community Development</u>		<u>2017 - 2018</u>		<u>2018 - 2019</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Deputy Director - EDC/Grants administrator	nu	1	71,400	1	73,007	0	1,607
		1	71,400	1	73,007	0	1,607

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 291, 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 289 for a description of the pension plans and a breakdown of the ARC (by department). It also includes any contributions to a defined contribution plan (if the employee is not eligible for the pension plan).

DEPARTMENT: ECONOMIC & COMMUNITY DEVELOPMENT

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

Advertising, deliverables, media, business support.	5,000	Assessor insert, phone book, chamber, business organizations, real estate journals, labor day parade.
Marketing consultant and services	30,000	Consultant, subcontractors, branding, CERC seminars/training, CT main street, market studies.
On-line advertising	200	Social media boosts
Website/communication:		
Annual fee	2,100	Wingcat, townwide communication, Newtown.org
Security and update	8,750	
Wayfinding/heritage trail	15,000	Townwide signage, site preparation (7 Glen)
Commercial property listing:		
Loopnet (12 x \$139.95)	1,680	
CoStar (12 x \$170)	2,040	
CERC Sitefinder	649	
Constant Contact	500	Newsletters
6 Commerce Road	6,000	
Marketing Plan, research, production	15,000	
Restaurant week	1,500	
Miscellaneous	4,581	Broker marketing, highlight classes of trade, fee increases, etc.
	93,000	
Reduced by First Selectman	(63,000)	
	30,000	

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

Office Supplies: Office supplies.

DEPARTMENT: GRANT ADMINISTRATION

MISSION/DESCRIPTION

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

BUDGET HIGHLIGHTS

The budget for the Economic & Community Development department, for fiscal year 2018-2019 has increased by \$874 or 3.8%.

GRANT ADMINISTRATION BUDGET

	2015 - 2016 ACTUALS	2016 - 2017 ACTUALS	2014 - 2015			2018 - 2019 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>GRANTS ADMINISTRATION</u>											
SALARIES & WAGES - FULL TIME	20,380	14,086	20,000	20,000	10,006	20,450	20,450	20,450	20,450	450	2.3%
SOCIAL SECURITY CONTRIBUTIONS	1,559	899	1,530	1,530	703	1,564	1,564	1,564	1,564	34	2.3%
RETIREMENT CONTRIBUTIONS	1,069	1,408	1,313	1,313	1,313	1,703	1,703	1,703	1,703	390	29.7%
CONTRACTUAL SERVICES	-	-	-	-	-	-	-	-	-	-	
	23,008	16,393	22,843	22,843	12,022	23,717	23,717	23,717	23,717	874	3.8%

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 2.25%, an estimate, as a contract has not been finalized yet.

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

<u>Grants Administration</u>		<u>2017 - 2018</u>		<u>2018 - 2019</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
EDC/FHA coordinator (\$41,718)	th	1	20,000	1	20,450	0	450
(37.5 hr/week - charged to: 49% grants; 51% 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 291, 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 289 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 decreased (\$400).

N.W. CONSERVATION DISTRICT BUDGET

						2018 - 2019 BUDGET					
	2015 - 2016	2016 - 2017	2017 - 2018			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>NW CONSERVATION DISTRICT</u>	<u>ACTUALS</u>	<u>ACTUALS</u>	<u>ADOPTED</u>	<u>AMENDED</u>	<u>12/31 ACTUAL</u>	<u>PROPOSED</u>	<u>PROPOSED</u>	<u>RECOMMENDED</u>	<u>ADOPTED</u>	<u>\$</u>	<u>%</u>
OTHER PURCHASED SERVICES	1,500	1,040	1,500	1,500	1,040	1,100	1,100	1,100	1,100	(400)	-26.7%

RECREATION & LEISURE FUNCTION

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

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

Web site:

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

BUDGET HIGHLIGHTS

The Parks and Recreation budget has increased by \$46,042 or 1.9%. Change is mainly due to an increase in contractual for the care and custody of Sandy Hook Grounds and service contracts.



PARKS & RECREATION BUDGET

PARKS AND RECREATION	2015 - 2016 ACTUALS	2016 - 2017 ACTUALS	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
SALARIES & WAGES - FULL TIME	819,126	846,878	955,177	955,177	448,250	970,616	970,616	970,616	970,616	15,439	1.6%
SALARIES & WAGES - PART TIME	53,276	70,964	71,708	71,708	37,119	74,153	74,153	74,153	74,153	2,445	3.4%
SALARIES & WAGES - SEASONAL	249,275	249,275	204,275	204,275	182,007	208,913	208,913	208,913	208,913	4,638	2.3%
SALARIES & WAGES - OVERTIME	55,344	67,224	56,282	56,282	29,977	60,000	60,000	60,000	60,000	3,718	6.6%
GROUP INSURANCE	275,890	302,767	302,849	302,849	298,726	281,143	281,143	281,143	281,143	(21,706)	-7.2%
SOCIAL SECURITY CONTRIBUTIONS	92,768	93,346	100,784	100,784	58,266	100,497	100,497	100,497	100,497	(288)	-0.3%
RETIREMENT CONTRIBUTIONS	48,325	63,446	61,019	61,019	57,674	75,373	75,373	75,373	75,373	14,354	23.5%
OTHER EMPLOYEE BENEFITS	12,450	12,388	13,150	13,150	2,751	14,250	14,250	14,250	14,250	1,100	8.4%
CONTRACTUAL SERVICES	302,078	285,837	253,840	253,840	178,022	286,940	286,940	286,940	286,940	33,100	13.0%
DUES, TRAVEL & EDUCATION	9,834	8,641	10,975	10,975	1,586	10,975	10,975	10,975	10,975	-	0.0%
GENERAL SUPPLIES	11,000	10,999	12,000	12,000	8,494	12,000	12,000	12,000	12,000	-	0.0%
OFFICE SUPPLIES	2,899	2,388	4,000	4,000	699	4,000	4,000	4,000	4,000	-	0.0%
SIGNS	6,717	6,579	7,000	7,000	669	7,000	7,000	7,000	7,000	-	0.0%
POOL SUPPLIES	28,784	32,325	32,342	32,342	7,357	32,342	32,342	32,342	32,342	-	0.0%
GENERAL MAINTENANCE SUPPLIES	25,723	33,262	37,785	37,785	9,588	39,225	39,225	39,225	39,225	1,440	3.8%
GROUND MAINTENANCE	138,724	136,347	146,931	146,931	106,373	148,731	148,731	148,731	148,731	1,800	1.2%
CAPITAL	169,319	168,712	136,000	136,000	98,270	126,000	126,000	191,000	126,000	(10,000)	-7.4%
	2,301,532	2,391,378	2,406,118	2,406,118	1,525,828	2,452,159	2,452,159	2,517,159	2,452,159	46,042	1.9%

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

The Director of Parks & Recreation, Assistant Director of Parks & the Assistant Director of Recreation are non union positions. Non union positions reflect an increase of 2.25% in this budget. The operations supervisor has a \$2,000 salary enhancement in addition to the annual increase. This is to bring the salary up to the public works crew chief level.

Three positions belong to the Town Hall Employees CSEA, Local 2001 SEIU Union. Salaries & wages for this union reflect an increase of 2.25%, an estimate, as a contract has not been finalized yet.

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

<u>Parks & Recreation</u>		<u>2017 - 2018</u>		<u>2018 - 2019</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 Parks & Recreation	nu	1	87,265	1	89,228	0	1,963
Assistant Director of Parks	nu	1	77,180	1	78,917	0	1,737
Assistant Director of Recreation	nu	1	64,178	1	65,622	0	1,444
Operations Supervisor	th	1	59,908	1	63,256	0	3,348
Administrative Assistant	th	1	48,294	1	49,381	0	1,087
Secretary	th	1	35,834	1	36,640	0	806
Maintainer	p & r	10	521,493	10	533,227	0	11,734
Mechanic	p & r	1	53,150	1	54,346	0	1,196
On Call Stipends			7,876		-		(7,876)
		17	955,178	17	970,616	0	15,438

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

		<u>2017 - 2018</u>		<u>2018 - 2019</u>		<u>INCREASE (DECREASE)</u>	
		AMENDED		1st SELECTMAN			
<u>PART TIME</u>		# AUTH.	BUDGET	# AUTH.	<u>PROPOSED</u>	# AUTH.	BUDGET
Clerical (30 hours)	th	1	19,808	1	20,253	0	446
Part Time Office Staff (see detail below)	nu	n/a	21,900	n/a	23,900	n/a	2,000
Part Time Maintenance	nu		30,000		30,000		
			71,708		74,153		2,446

		<u>2017-18</u>	<u>2018-19</u>
<u>Teen Center Supervisors (2)</u>		10,000	10,000
<u>Teen Programs Specialist</u>			
5 hrs. X \$15./hr x 52 wks		3,900	3,900
<u>Part time Office Help / Intern / special event coordinator</u>		8,000	10,000
Grand Total		21,900	23,900

Salaries & Wages – Seasonal:

	<u>2017-18</u>	<u>2018-19</u>	<u>Increase</u>			
Summer Day Camp Program	100,720	100,720	-	See detail next two pages.		
Waterfront Staff	101,604	101,604	-	""		""
Rangers & Gate Attendants	31,951	36,589	4,638	""		""
Amount to be paid out of Eichler's Cove fund	(30,000)	(30,000)				
	204,275	208,913	4,638			

DEPARTMENT: PARKS & RECREATION

Salaries & Wages – Seasonal: Summer Day Camp Program:

NEWTOWN PARKS AND RECREATION							
Day Camp Program Detail							
						2017-18	2018-19
2	Camp Directors					8,800	8,800
2	Assistant Directors					6,800	6,800
37	Counselors					82,320	82,320
	2 Day Training Session - 40 employees @ 35/day					2,800	2,800
						100,720	100,720



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

<u>WATERFRONT STAFF</u>	<u>2017-18</u>	<u>2018-19</u>
Water Front Director	10,880	10,880
Assistant Water Front Director	9,600	9,600
4 Senior Lifeguards 40 hrs. X \$12.35/hr. x 14 wks.	27,664	27,664
Total hours of pool and beach operation is 1,592 hours (each).	25,397	25,397
the pool and beach: payrange for Red Cross Cert. guards is \$9.15 - \$11.00		
Training sessions:		
50 Guards @ their pay rate per session x 10 sessions	5,000	5,000
5 WSI's - (\$13./hr. x 14hrs. X 6 wks.	5,460	5,460
10 WSA's - (\$10.10/hr.x 14 hrs. x.6 wks.)	7,854	7,854
Fall and Winter NHS pool:		
Life Guards	9,750	9,750
Less amount to be paid out of Eichler's Cove fund	(30,000)	(30,000)
Grand total	71,604	71,604

Salaries & Wages – Seasonal: Rangers & Gate Attendants:

<u>PARK RANGERS</u>	<u>2017-18</u>	<u>2018-19</u>
Seasonal Rangers	20,838	23,838
<u>GATE ATTENDANTS</u>		
<u>Treadwell</u>		
65 hrs./wk. x \$10.10/hr. x approx.12 wks.	7,351	7,351
<u>Lake Lillinonah Wardens</u>		
3 days per week @ 15-00/hr. 8 hrs a day 15 wks.	3,762	5,400
Grand Total	31,951	36,589

DEPARTMENT: PARKS & RECREATION

Salaries & Wages - Overtime: Overtime has increased due to the elimination of the on call stipend (see salaries and wages – full time). We have requested additional fund from the BOE to help pay for the overtime allocated to the snow removal at the schools. The amount of \$18,000 has been designated from the BOE for at least 15 years and has not changed. The BOE has agreed to an additional \$6,000 bringing the amount to \$24,000. Union contracts have changed and so have the amount of dollars spent on overtime for snow removal.

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

Plowing or essential storm work.

Weekend parks cleaning and pool cleaning to meet State Health Codes.

Spring Field Preparation: Fields are required to open April 15

Preparing fields for sports groups and tournaments

Construction work that extends beyond the normal day when contractors are involved.

Staffing tournaments and special events such as the Christmas Tree Lighting, Halloween parties, festivals and other large events.

Locking gates

Pool operation – Filter & pump operations and chemistry person 1 x per day for pool readings by a licensed pool operator.

On Call response, as dispatched.



DEPARTMENT: PARKS & RECREATION

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 291, 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 289 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: Added \$1,600 for new union contract safety shoe requirement.

<u>SAFETY AND CLOTHING:</u>							
Union mandated clothing allowance for Parks & Fields Operations Supervisors						2017-18	2018-19
and maintainers						\$ 5,000	\$ 6,600
Clothing allowance-replacement of damaged clothing						\$ 250	\$ 250
Clothing allowance for Assistant Director/Parks						\$ 500	\$ 500
Safety Equipment (union mandated)						\$ 3,200	\$ 3,200
Summer Program Staff Shirts						\$ 2,400	\$ 2,400
Lifeguard Bathing Suits						\$ 1,000	\$ 1,000
Staff shirts for Park Rangers						\$ 300	\$ 300
Total:						\$ 12,650	\$ 14,250



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

	2017-18	2018-19	<u>Board of Education Maintenance</u>	2017-18	2018-19
Summer Bus service and special events	7,000	7,000	Lawn Maintenance Contract for Schools + SH	63,100	84,100
Portable Toilets we are paying for sports groups.	6,100	8,000	sod for High school fields as needed	8,000	8,000
Tick Control for Dickinson & Treadwell (spraying and bait boxes)	5,500	5,500	4 Applications of fungicide for fields	6,000	6,000
Tennis court net replacement	1,000	1,000	Spraying of pesticides	17,500	17,500
Beautification of Parks	5,500	5,500	(grub control, fugus control and weed control)		
Dumpsters for Dickinson, Treadwell, Skate Park, Teen Ctr, Eichler's Cove & Dog Park,	5,000	5,000	Fertilization of back fields at High School	19,000	19,000
	3,000	3,000	Sub total	113,600	134,600
Irrigation central contract one time fee for 5 years largest savings	1,500	13,500			
Septic Cleaning at Parks	4,471	4,471			
BMI required licensing for concerts and performers	305	305			
Lightning Contract @H.S. Musco	500	500	Securitas Camera Monitoring	4,000	-
			Edgework Consulting: Camp training	2,000	2,000
Treadwell - 4 applications of fungicide	8,500	8,500	Church Hill Sidewalk winter Maintenance	2,000	2,000
Winterize and Spring opening of Pool	2,000	2,000			
Cleaning Service- Treadwell Pool Building and Teen Center	14,000	14,000	Grand Total	253,840	286,940
Service Contract for Pool Controller (Chemical & Pool H2O controls)	1,600	1,600			
Service contract ASCAP dues for musical performances	364	364			
Annual Contract-alarm system Treadwell	400	400			
Contracted emergency repairs: i.e., roofs, well pumps, etc.	6,000	6,000			
Open and close irrigation systems	8,600	8,600			
State Mandated Quarterly water tests at Parks and Potable Water	1,200	1,200			
Alternate Annual Tennis Court repairs between Treadwell & Dickinson	3,000	3,000			
Fencing Repairs	8,000	8,000			
Vandalism Repairs replacement equipment more expensive	8,000	10,000			
Alternate Annual Basketball Court repairs Treadwell & Dickinson	1,750	1,750			
Curbing and crack repairs at park facilities	8,500	8,500			
Mowing Hawleyville & Dodgintown	2,400	2,400			
Newtown Village Cemetery mowing increase since last budget season	3,650	3,850			
Contract mowing of small areas	14,400	14,400			
Sub total	132,240	148,340			

DEPARTMENT: PARKS & RECREATION

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

<u>STAFF TRAINING</u>			<u>2017-18</u>	<u>2018-19</u>
CPR and First Aid training for waterfront staff and park staff			\$ 600	\$ 600
Misc. for maintainers to attend job related classes as offered			\$ 1,000	\$ 1,000
Pool Operator's Certification Course/Irrigation Technician Course			\$ 600	\$ 600
CDL Certifications and or upgrades			\$ 2,500	\$ 2,500
<u>PROFESSIONAL DUES</u>				
Director:		National Rec. and Parks Assoc.	\$ 160	\$ 160
		CT Rec. and Parks Assoc.	\$ 75	\$ 75
		CT Parks Assoc.	\$ 35	\$ 35
Asst. Director Parks:		CT Parks Assoc.	\$ 35	\$ 35
		National Rec. and Parks Assoc.	\$ 160	\$ 160
		CT Rec. and Parks Assoc.	\$ 75	\$ 75
		Sports Turf Management Assoc.	\$ 110	\$ 110
Asst. Director of Recreation:				
		National Rec. and Parks Assoc.	\$ 160	\$ 160
		CT Rec. and Parks Assoc.	\$ 75	\$ 75
<u>SUBSCRIPTIONS:</u>				
		Newtown Bee, Rec. Mgt., Parks & Ground Mgt.	\$ 90	\$ 90
<u>CONFERENCES, SEMINARS, MEETINGS</u>				
CRPA State Conference (Director, Asst. Director/Parks, Asst. Dir. Rec			\$ 890	\$ 890
New England Training Institute			\$ 360	\$ 360
CT Rec. and Parks Assoc. Quarterly Mtgs.			\$ 240	\$ 240
CT Parks Assoc. monthly mtgs.			\$ 240	\$ 240
NRPA Annual Seminars			\$ 2,500	\$ 2,500
Director's Expense			\$ 220	\$ 220
New England Regional Athletic & Sports Conference for Asst. Dir/parks				
& Operations Supervisor			\$ 850	\$ 850

DEPARTMENT: PARKS & RECREATION

General Supplies: \$1,000 increase for the many new additional special events and new programming: Senior Prom, Movie nights, Valentine's Dad and Daughter Dance, Garden Party, Food Truck event, Fall Festival. All New!!!!

Summer Program

Arts & Crafts Supplies \$3,800

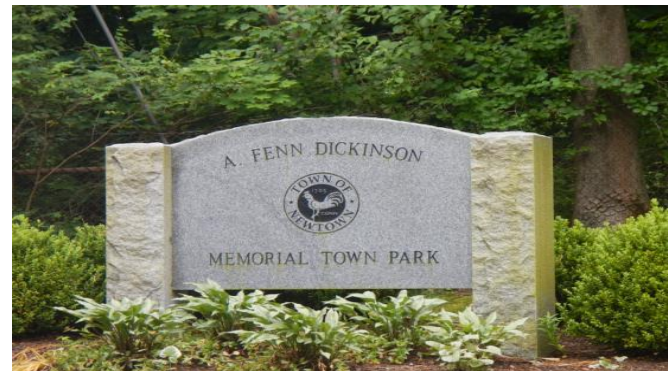
Equipment and Supplies \$2,900

First Aid Supplies \$1,650

Recreation supplies for other Programs \$3,650

Total: \$12,000

Signs: Signage at all of our locations is becoming increasingly necessary. The police department has told us they cannot take action unless signs are clearly posted stating rules, times, etc. Also, signs have a habit of disappearing or getting vandalized and must be replaced. Signs for A-Frame advertising, Rooster Race, Turkey Shoot, Breakfast with Santa, Summer Concerts, Dog Events, etc. have helped with our rising enrollment in programs and advertising to those who do not have children in the school system. Total: \$7,000



DEPARTMENT: PARKS & RECREATION**Pool Supplies: Major Annual Expenses:**

Chemicals- Liquid and Granular	\$20,000
Probe replacement	\$800
Pool Shut Down and Opening	\$3,600
Water	\$1,000
Pump repairs and or replacements, filter baskets, hoses, valves, Chlorine injector line and injector pump rebuild kits.	\$6,000

General Maintenance Supplies:

						<u>2017-18</u>	<u>2018-19</u>	<u>Diff</u>
Paint and stain for buildings, tables, fences, etc						4,723	4,723	-
Lumber						3,296	3,296	-
Vandalism repairs						3,090	3,090	-
Hand soap, disinfectants, paper products, etc.						3,812	3,812	-
Locks and chains						618	618	-
Replacement Barbeques						824	824	-
Bases, home plates, etc.						618	618	-
Cement						1,339	1,339	-
Tennis and basketball nets						567	567	-
Misc. hand tools, nuts, bolts, litter bags, etc.						1,236	1,236	-
Replacement flags						258	258	-
Playground maintenance and repairs						3,560	5,000	1,440
Replacement wood chips for playgrounds						2,575	2,575	-
Teen Center Maintenance						2,060	2,060	-
Maintenance and repairs for pool facilities						3,090	3,090	-
Repair recreation equipment, purchase batteries, camera equipment and DVR's etc.						2,060	2,060	-
Dog bags & recycle bags						2,000	2,000	-
Osha Compliance Projects						2,060	2,060	-
				Total:		37,785	39,225	1,440

DEPARTMENT: PARKS & RECREATION**Grounds Maintenance** \$1,800 increase:

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

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

We are also working to use less toxic pesticides on town property to protect the waterways and the Protect our Pollinators organization's to support positive environmental expectations and changes. We are in the process of eliminating Neonicotinoid materials. The use of **low risk pesticides** is more expensive and we need to add \$1,800 to support this initiative and to complete the conversion of no use of neonicotinoid materials.



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

The following are examples and estimates of major items for this account:

<u>2017-18</u>	<u>2018-19</u>	
\$26,400	\$26,400	Marking paint and lime
\$10,400	\$10,400	Top Soil
\$12,650	\$12,650	Clay/baseball MVP
\$10,200	\$10,200	Grass, seed, fertilizer
\$5,000	\$5,000	Weed control
\$1,000	\$1,000	Sand
\$4,500	\$4,500	90' Field at Fairfield Hills: High Meadow Field
\$11,200	\$11,200	Trail maintenance and Fairfield Hills Maintenance

Board of Education required maintenance materials (only) on eight high school fields:

\$480	\$480	Annual Soil testing
\$12,000	\$12,000	Top Dressing/Top Soil
\$7,250	\$7,250	Seed
\$4,050	\$4,050	Clay
\$8,220	\$8,220	Paint
\$2,400	\$2,400	Annual purchase of three sets of replacement tine for deep tine aerator

Other Items: Mics.

\$31,181	\$32,981	Acelapryn increase of \$1,800.
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Total:

\$146,931	\$148,731	
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DEPARTMENT: PARKS & RECREATION**Capital:**

<u>EQUIPMENT:</u>			
Toro 5910	24,500	Recurring annual lease payment (external lease)	
Heavy duty 1.5 ton four wheel drive truck	17,500	Internal lease payment #4 of 5.	
Heavy duty 1.5 ton four wheel drive truck	17,500	Internal lease payment #4 of 5.	
Toro 4700	14,500	Internal lease payment #3 of 5.	
Department van	7,000	Internal lease payment #2 of 5.	
Additional heavy duty pick up truck	65,000	Purchase F350 heavy duty 4x4 with plow (or similar)	
Trailer for grooming equipment	9,000	Replacement for failing 14 year old trailer	
Cut off saw/weed eaters with back pack blowers	5,000	Yearly replacements for old units beyond repair (daily use equipment)	
Tractor rental	8,000	Seasonal tractor rental required to run town owned attachments.	
	23,000	New snow plow to meet increased demands at FFH, including sidewalks and ambulance garage.	
Total department request	191,000		
Reduced by First Selectman	(65,000)		
	126,000		
Note: Dept. capital request to the Parks & Recreation Commission totalled \$1,002,300. The Commission reduced the request by \$811,300.			

Vehicle inventory list is on page 305.

DEPARTMENT: PARKS & RECREATION

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
<u>Measure/Indicator</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	
# of Customers:											
Eichler's Cove Beach	210	2,369	3,419	3,482	3,246	2,815	2,750	2,334	3,982	3,936	
Eichler's Cove Launch					532	457	507	557	528	557	
Lake Lillinonah Launch							511	567	575	562	
Treadwell Pool	14,573	18,791	29,089	25,744	24,124	20,483	19,483	20,097	19,556	20,563	
# of Participants:											
Adaptive Recreation	36	39	36	60	36	37	35	35	49	61	
Programs	23,846	28,762	39,883	36,560	30,975	30,055	30,000	30,397	31,553	31,529	
Special Events **							4,000	4,403	4,991	16,629	***
Day Camp					572	1,041	725	960	1,045	1,173	
** does not include: tree lighting & earth day approx. 4,000 participants.											
*** increase is due to food truck festival and carnival.											

DEPARTMENT: LIBRARY**MISSION/DESCRIPTION**

The Cyrenius H. Booth Library supports an informed community, lifelong learning, and the love of reading by promoting access for all town residents to the universe of ideas and information. Our vision is to become the best regional source for satisfying the community's information needs by offering professional assistance in discovering authoritative resources, good leisure reading, and local history .

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

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

BUDGET HIGHLIGHTS

The budget for the library contribution is \$1,325,834 (excluding town contributions for life insurance and pension) for fiscal year 2018-2019, which is an increase of \$10,711 or 0.8%.

Regarding the library's internal operating 2018-2019 budget, see the account detail under "contributions to outside agencies".

LIBRARY BUDGET

						2018 - 2019 BUDGET					
	2015 - 2016	2016 - 2017	2017 - 2018			1st SELECTMAN	BOS	BOF	LC	CHANGE	
<u>LIBRARY</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	1,905	1,034	1,915	1,915	757	2,000	2,000	2,000	2,000	85	4.5%
RETIREMENT CONTRIBUTIONS	4,296	6,630	16,804	18,554	17,708	24,415	24,415	24,415	24,415	5,861	31.6%
CONTRIBUTIONS TO OUTSIDE AGENCIES	1,203,806	1,271,333	1,316,873	1,315,123	1,315,123	1,325,834	1,325,834	1,325,834	1,325,834	10,711	0.8%
	1,210,007	1,278,997	1,335,592	1,335,592	1,333,588	1,352,249	1,352,249	1,352,249	1,352,249	16,658	1.2%

DEPARTMENT: LIBRARY**ACCOUNT DETAIL**

Group Insurance; Retirement Contributions: **Group Insurance** – This amount includes life insurance and long term disability. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 289 for a description of the pension plans and a breakdown of the ARC (by department). It also includes any contributions to a defined contribution plan (if the employee is not eligible for the pension plan).

Contributions to Outside Agencies - Library Contribution: The Town of Newtown funds the library's operating and capital budget after the application of grants, fees, fund raising and investment income. The following is the library's internal budget for 2018-2019 (next page):



DEPARTMENT: LIBRARY**BUDGET OVERVIEW**

The Cyrenius H. Booth Library's budget goals for FY18-19 are to provide the growth needed for the library's continued focus on community needs in materials and programs, emerging technologies, economic development support programs, strategic planning initiatives, and archival preservation to protect our heritage, all to strengthen the library's mission. The C. H. Booth Library's mission is to promote the joy of lifelong learning, stimulate curiosity, support the exchange of ideas, and provide a welcoming gathering place for our community.

INCOME/EXPENSE HIGHLIGHTS

Total Income \$36.3K increase in revenue (2.34%)

- \$39K (2.96%) increase from town
- \$1.8K (3.4%) increase from investment income
- Offset by \$4.5K decrease from operations revenue

Expense:

- \$31.2K (2.79%) increase goes to 2.25% salary and benefits increase, and adjustment for new Library Director's compensation. All other expense lines increase by \$5K or 1%
- Friends: Income and Expenses from the independent Friends of the C.H. Booth Library, which support library materials and programming and net to zero are not included in the above and are detailed in the library's Financial Statements

ACCOUNT DETAIL

Income/Other Operating: As described, increase in town grant & investment income is offset by decrease in operations income.

Personnel Expenses: Salaries, Benefits and Social Security reflect the recommended 2.25% increase. Library Director's compensation increased to be more in line with prevailing rates.

Library Operations: Changes in the budget lines under Library Operations reflect shifting funding priorities in response to changes in patron needs and use of library resources, and to reductions in certain services provided by the State Library. Participation in a new, consortium-based supplemental interlibrary loan service accounts for a portion of the increase in contractual services. The 1.31% reduction in the books line adjusts spending in this area to be consistent with slight, but steady, declines in circulation of physical items.

Occupancy Expenses: Occupancy Expenses, which are those used to run the library facility, reflect an increase due to maintenance, repair and replacement of aging systems.

Administration Expenses:

Decrease of 16.1% includes reduction in need for Professional Services due to completion of Strategic Plan initiatives in space planning and marketing.

DEPARTMENT: LIBRARY**CYRENIUS H. BOOTH LIBRARY****PROPOSED BUDGET FOR YEAR 2018/2019**

				Change	
	Actual 16/17	Budget 17/18	Budget 18/19	\$	%
INCOME					
GRANTS					
State of Connecticut	2,221	-	-	-	na
Town of Newtown	1,272,100	1,316,873	1,355,834	38,961	2.96%
Other Grants	21,621	7,500	7,500	-	0.00%
Total Grants	1,295,942	1,324,373	1,363,334	38,961	2.94%
OPERATIONS					
Fines & Misc. Sales	18,251	21,000	19,000	(2,000)	-9.52%
Photocopy Revenue	6,407	7,000	6,500	(500)	-7.14%
Other Operating	2,169	4,500	2,500	(2,000)	-44.44%
Total Operations	26,828	32,500	28,000	(4,500)	-13.85%
FUND RAISING					
Annual Fund Drive	45,797	60,000	55,000	(5,000)	-8.33%
Turkey Trot Road Race	64,426	62,500	62,500	-	0.00%
Bequests/gifts	17,377	15,000	18,000	3,000	20.00%
Fund Raising Other	5,009	4,500	6,500	2,000	44.44%
Total Fund Raising	132,611	142,000	142,000	-	0.00%
INVESTMENT INCOME					
Knotts Estate	11,196	14,000	12,500	(1,500)	-10.71%
Hawley Trust	39,582	39,000	42,315	3,315	8.50%
Restricted Funds	310	742	750	8	1.08%
Total Investment Income	51,089	53,742	55,565	1,823	3.39%
INCOME SUBTOTAL	1,506,469	1,552,615	1,588,899	36,284	2.34%

DEPARTMENT: LIBRARY

				Change	
	<u>Actual 16/17</u>	<u>Budget 17/18</u>	<u>Budget 18/19</u>	<u>\$</u>	<u>%</u>
EXPENSES					
PERSONNEL					
Salaries	796,384	844,768	873,775	29,007	3.43%
Benefits	160,526	210,930	210,930	-	0.00%
Social Security	61,925	64,625	66,844	2,219	3.43%
Total Personnel	1,018,835	1,120,323	1,151,549	31,226	2.79%
LIBRARY OPERATIONS					
Maintenance	1,800	1,000	2,000	1,000	100.00%
Equipment	-	1,500	1,500	-	0.00%
Contractual Services	42,188	40,000	45,500	5,500	13.75%
Total AV Software	16,582	18,250	17,000	(1,250)	-6.85%
Bibliomation	43,107	43,000	44,200	1,200	2.79%
Binding/misc.	-	100	-	(100)	-100.00%
Total Books	71,364	68,500	67,600	(900)	-1.31%
Total Books-spec. funds	719	742	750	8	1.08%
Total Databases	19,937	18,500	20,000	1,500	8.11%
Memberships	1,627	2,000	2,000	-	0.00%
Other Grants	21,364	7,500	7,500	-	0.00%
Periodicals	4,813	5,000	4,800	(200)	-4.00%
Total Programs	15,806	19,000	20,000	1,000	5.26%
Professional Development	2,373	3,000	3,000	-	0.00%
Technology (including CEN costs)	21,149	25,000	25,000	-	0.00%
Total Library Operations	262,829	253,092	260,850	7,758	3.07%

DEPARTMENT: LIBRARY

		<u>Actual 16/17</u>	<u>Budget 17/18</u>	<u>Budget 18/19</u>	<u>Change</u>	
					<u>\$</u>	<u>%</u>
	OCCUPANCY					
	Supplies	4,465	5,500	5,000	(500)	-9.09%
	Contractual Services	23,244	26,500	29,000	2,500	9.43%
	Electricity	47,297	52,000	49,000	(3,000)	-5.77%
	Heat	14,559	12,750	13,750	1,000	7.84%
	Maintenance	20,675	6,000	15,000	9,000	150.00%
	Telephone	5,416	6,500	6,000	(500)	-7.69%
	Water	1,980	2,000	2,000	-	0.00%
	Equipment	1,346	1,500	1,000	(500)	-33.33%
	Total Occupancy	118,981	112,750	120,750	8,000	7.10%
	ADMINISTRATION					
	Committees	-	200	-	(200)	-100.00%
	Fund Raising					
	Annual Fund Drive	5,316	6,500	6,500	-	0.00%
	Turkey Trot Road Race	18,197	19,000	18,000	(1,000)	-5.26%
	Bequests/gifts	-	1,000	-	(1,000)	-100.00%
	Fund Raising Other	771	500	1,000	500	100.00%
	Postage/petty cash	1,151	1,500	1,500	-	0.00%
	Professional Services	47,539	29,000	20,000	(9,000)	-31.03%
	Supplies	7,791	8,000	8,000	-	0.00%
	Working contingency	828	750	750	-	0.00%
	Total Administration	57,309	66,450	55,750	(10,700)	-16.10%
	EXPENSE TOTAL	1,457,953	1,552,615	1,588,899	36,284	2.34%

DEPARTMENT: LIBRARY

Breakdown of how the Friends' of the Library contribution of \$110,000 for FY 16/17 was spent:

Books	60,625	55%
Databases	11,888	11%
DVDs	6,253	6%
Programs	17,322	16%
Technology	5,013	4%
Supplies	8,899	8%
Total	110,000	100%

DEPARTMENT: LIBRARY**LIBRARY - MEASURES & INDICATORS**

(Fiscal Year)

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Measure/Indicator	2010	2011	2012	2013	2014o	2015	2016	2017
# of Items Circulated	287,991	276,667	256,464	233,972	220,650	210,307	209,894	204,686
# of Patron Visits Per Day	‡ 573	‡ 576	‡ 583	‡ 427	‡ 469	412	427	472
# Registered Borrowers	21,059	21,743	20,820	21,675	22,389	23,320	23,997	24,477
# of Internet Sessions	20,248	21,822	20,756	18,756	17,186	17,262	19,019	16,647
# of eBooks & eAudiobooks Circulated†	-	-	2,218	6,619	11,098	13,309	13,535	14,250
# of Database & Electronic Resource usage†	-	-	-	-	37,852	39,885	41,628	45,814
Average Daily Wireless Bandwidth Usage†	-	-	-	-	5.21GB	17.18GB	25.1GB	31.1GB
# of Reference Transactions†	-	-	-	-	-	19,605	21,216	21,307
# of Programs†	-	-	361	433	551	909	786	749
Program Attendance†	-	-	-	11,233	10,138	11,438	15,238	15,010
Average attendance per program†	-	-	-	26	18	13	19	20
Value of Library Services/Return on Investment†*	-	-	-	-	\$ 3,912,085.00	\$ 4,416,998.00	\$ 4,548,865.00	\$ 4,609,395.00

† New measure or service - prior data unavailable

‡ Data compromised by system malfunction

o Flooding closed library 1/4/2014-3/8/2014 - data normalized

* Calculated using American Library Association's Library Value Calculator

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

	2015 - 2016 ACTUALS	2016 - 2017 ACTUALS	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
NEWTOWN PARADE COMMITTEE											
INSURANCE, OTHER THAN	1,514	1,298	1,000	1,000	1,298	1,400	1,400	1,400	1,400	400	40.0%

DEPARTMENT: NEWTOWN CULTURAL ARTS COMMISSION

MISSION/DESCRIPTION

The purpose of the Newtown Cultural Arts Commission shall be to stimulate, facilitate, coordinate, and cooperate with existing organizations for the development of the arts. It shall serve as an information center and focal point in the community for activities in the arts.

Website - [CULTURAL ARTS COMMISSION](#) (click here for the Cultural Arts Commission ordinance)



BUDGET HIGHLIGHTS

In 2008-2009 the first appropriation (\$2,000) was approved to help the new commission with its administrative expenses. In the same fiscal year an additional \$10,000 was approved to help fund the Connecticut Film Festival. Since that first year annual budget amounts have been relatively level. The budget for 2018-19 has remained the same over the prior year.

The Cultural Arts Special Revenue Fund had a fund balance of \$190,462 on June 30, 2017. The majority of this amount is from donations.

NEWTOWN CULTURAL ARTS COMMISSION BUDGET

	2015 - 2016 ACTUALS	2016 - 2017 ACTUALS	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
						PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
NEWTOWN CULTURAL ARTS COMM											
OTHER EXPENDITURES	750	2,497	2,500	2,500	-	2,500	2,500	2,500	2,500	-	0.0%

OTHER FUNCTIONS

DEPARTMENT: CONTINGENCY**MISSION/DESCRIPTION**

The contingency account is established to provide for unforeseen costs that may arise during the year. There are no expenditures in this account, only budget transfers to other accounts.

BUDGET HIGHLIGHTS

In the prior year's expenditure columns you will see zero expenditure's for each year. This is because there are no expenditures in this account, only budget transfers. The contingency amount has been reduced by \$80,000 (from the adopted amount).

The following are the original budget amounts for this account:

<u>2009/2010</u>	<u>2010/2011</u>	<u>2011/2012</u>	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>
\$455,654	\$509,000	\$400,000	\$250,000	\$520,000**	\$250,000	\$350,000	\$200,000	\$200,000	\$120,000

** Includes \$270,000 for school security

CONTINGENCY BUDGET

						2018 - 2019 BUDGET					
	2015 - 2016	2016 - 2017	2017 - 2018			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	-	-	200,000	179,000	-	100,000	120,000	120,000	120,000	(59,000)	-33.0%

DEPARTMENT: DEBT SERVICE**MISSION/DESCRIPTION**

The Debt Service department accounts for annual principal and interest payments on bonds and bond anticipation notes. The related debt has been used to finance projects authorized from the Town Capital Improvement Plan (See page 282 for additional information on the Capital Improvement Plan). The Town has an approved debt management policy that states that the annual debt service amount should not be more than 9.8% of the total budget amount. This is a maximum cap. The Town is working towards keeping the limit below the 9.8% mark using 8-9% as a future goal.

BUDGET HIGHLIGHTS

The budget for the Debt Service, for fiscal year 2018-19 has increased by \$53,300 or 0.6%.

DEBT SERVICE BUDGET

	2015 - 2016	2016 - 2017	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
<u>DEBT SERVICE</u>	<u>ACTUALS</u>	<u>ACTUALS</u>									
BOND PRINCIPAL	7,846,937	6,906,538	6,766,194	6,766,194	4,746,248	6,736,992	6,736,992	6,736,992	6,736,992	(29,202)	-0.4%
BOND INTEREST	2,259,428	2,333,701	2,170,874	2,170,874	1,202,199	2,253,376	2,253,376	2,253,376	2,253,376	82,502	3.8%
	10,106,365	9,240,239	8,937,068	8,937,068	5,948,447	8,990,368	8,990,368	8,990,368	8,990,368	53,300	0.6%

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

Current debt service principal amount	\$6,086,992
March 2017 bonding issue principal amount	650,000
	<hr/>
Total principal amount	\$6,736,992

Interest: Interest payment is comprised of:

Current debt service interest amount	\$2,080,876
March 2017 bonding issue interest amount	422,500
Premium from March issue applied	<u>(250,000)</u>
Total interest amount	\$2,253,376

DEPARTMENT: RESERVE FOR CAPITAL NONRECURRING

MISSION/DESCRIPTION

This account dedicates a portion of the Town's operating budget for capital purposes (around a quarter of one percent of the budget is a standard benchmark). This provides financial flexibility and reduces long term financing of capital items. The amount budgeted in this account is transferred to the Capital Non Recurring Fund. The Capital Non Recurring Fund is a multiyear fund where funding can accumulate enabling the Town to acquire larger capital assets on a pay-as-you-go basis. This capital asset financing decision is typically done during the Capital Improvement Plan budgeting process or it can be made in the regular budget process. During midyear, if a capital asset needs replacing, the Town can have the financial flexibility to acquire the asset thru the Capital Non Recurring Fund (if funds are available).

BUDGET HIGHLIGHTS

Best practices state that funding to a capital non-recurring fund should be done on a consistent basis. It is expected that in certain budget years funding may not be available which is accepted as long as the Town goes back to steady funding. The last few years were some of those years, due to the economic climate. The request for 2018-19 is \$217,000.

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

RESERVE FOR CAPITAL NON RECURRING BUDGET

						2018 - 2019 BUDGET					
	2015 - 2016	2016 - 2017	2017 - 2018			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>	12/31 ACTUAL	<u>PROPOSED</u>	<u>PROPOSED</u>	<u>RECOMMENDED</u>	<u>ADOPTED</u>	<u>\$</u>	<u>%</u>
TRANSFER OUT	305,800	462,250	225,000	225,000	225,000	217,000	217,000	217,000	217,000	(8,000)	-3.6%

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

Reserve Cap & Non Recurring: The requested \$217,000 comprises the following (in **bold** print):

<u>Town Pooled Vehicle Replacement Program</u>	(annual request)	
2018-2019 request		\$25,000
<u>Public Works :</u>		
<u>Loader</u>		
2015-2016 appropriation		\$40,000
2016-2017 appropriation		\$60,000
2017-2018 appropriation		\$50,000
2018-2019 request		<u>\$70,000</u>
		\$220,000
<u>(2) Medium Duty Trucks (replace)</u>		
2018-2019 request		\$-0-
2019-2020 planned		\$90,000
2019-2020 planned		\$90,000
<u>Pickup Truck (replace deputy directors)</u>		
2018-2019 request		\$32,000
<u>Six Wheel Dump Truck</u>		
2018-2019 request		\$-0-
2019-2020 planned		\$100,000
2019-2020 planned		\$120,000
<u>Parks & Recreation – Court recoating (annual)</u>		
2015-2016 appropriation		\$10,000
2016-2017 appropriation		\$10,000
2017-2018 appropriation		\$ -0-
2018-2019 request		<u>\$15,000</u>
2019-2020 planned		\$15,000

DEPARTMENT: RESERVE FOR CAPITAL NONRECURRING**ACCOUNT DETAIL****Reserve Cap & Non Recurring - Continued****New Town Wide Accounting System**

2018-2019 request	\$-0-
2019-2020 planned	\$50,000
2020-2021 planned	\$50,000
2021-2022 planned	\$50,000
2022-2023 planned	\$50,000
2023-2024 planned	<u>\$50,000</u>
	\$250,000

Edmond Town Hall**Bathroom handicap access project**

2018-2019 request	\$50,000
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Fire**Air Packs/Turnout Gear (annual)**

2018-2019 request	\$25,000
2019-2020 planned	\$50,000
2020-2021 planned	\$50,000
2021-2022 planned	\$50,000
2022-2023 planned	\$50,000
2023-2024 planned	\$50,000

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

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

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

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

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

**BUDGET HIGHLIGHTS**

The budget for THBOM has been increased by \$8,390 or 5.8%. The Town had asked the THBOM to spend down their fund balance to a reasonable amount. They have done that. This year it has been determined that the Town contribution needs to increase from \$85,000 to \$95,000.

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

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

						2018 - 2019 BUDGET					
	2015 - 2016	2016 - 2017		2017 - 2018		1st SELECTMAN	BOS	BOF	LC	CHANGE	
TOWN HALL BOARD OF MANAGERS	ACTUALS	ACTUALS	ADOPTED	AMENDED	12/31 ACTUAL	PROPOSED	PROPOSED	RECOMMENDED	ADOPTED	\$	%
GROUP INSURANCE	47,426	52,131	52,336	52,336	51,713	49,068	49,068	49,068	49,068	(3,268)	-6.2%
RETIREMENT CONTRIBUTIONS	2,189	2,636	6,169	6,169	6,169	7,827	7,827	7,827	7,827	1,658	26.9%
CONTRIBUTIONS TO OUTSIDE	35,000	75,000	85,000	85,000	85,000	95,000	95,000	95,000	95,000	10,000	11.8%
	84,615	129,767	143,505	143,505	142,882	151,895	151,895	151,895	151,895	8,390	5.8%

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 291, 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 289 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 been increased to \$95,000 (from \$85,000). The fund has become more self sufficient as far as operations are concerned. The Town has included major capital expenditures for the ETHBOM in its Capital Improvement Plan. \$571,000 in 2017-18, \$268,000 in 2018-19 \$250,000 in 2019-20, \$450,000 in 2020-21and \$253,000 in 2021-22.

DEPARTMENT: TRANSFER OUT - TO OTHER FUNDS

MISSION/DESCRIPTION

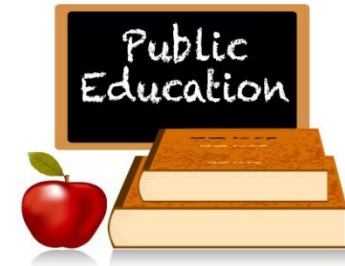
Represents authorized transfers out to other funds.

BUDGET HIGHLIGHTS

TRANSFER OUT - TO OTHER FUNDS BUDGET

	2015 - 2016	2016 - 2017	2017 - 2018			2018 - 2019 BUDGET				CHANGE	
			ADOPTED	AMENDED	12/31 ACTUAL	1st SELECTMAN	BOS	BOF	LC	\$	%
	ACTUALS	ACTUALS				PROPOSED	PROPOSED	RECOMMENDED	ADOPTED		
<u>TRANSFER OUT - TO OTHER FUNDS</u>											
TRANSFER OUT	-	-	-	-	-	-	-	-	-	-	

EDUCATION FUNCTION

DEPARTMENT: BOARD OF EDUCATION**MISSION/DESCRIPTION**

See separate Board of Education Budget Book. Website:

<http://www.newtown.k12.ct.us/DistrictInformation/BoardofEducation/BOEBudgets/tabid/4494/Default.aspx>

BUDGET HIGHLIGHTS

See subsequent budget adjustments starting on page 270.

BOARD OF EDUCATION BUDGET

						2018 - 2019 BUDGET					
	2015 - 2016	2016 - 2017		2017 - 2018		Superintendent	BOE	BOF	LC	CHANGE	
<u>BOARD OF EDUCATION</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>	\$	%
EDUCATION	71,587,946	73,665,065	72,995,957	74,340,674		75,990,687	76,054,231	75,979,231	76,054,231	1,713,557	2.3%

BUDGET ADJUSTMENTS

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

TOWN OF NEWTOWN								
DEPARTMENT REQUEST VS FIRST SELECTMAN PROPOSED 2018 - 2019 BUDGET								
					2018 - 2019 BUDGET			
	2015 - 2016	2016 - 2017	2017 - 2018	2017 - 2018	DEPARTMENT	1st SELECTMAN		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	REQUEST	PROPOSED	Difference	COMMENTS
<u>SELECTMEN</u>								
SALARIES & WAGES - FULL TIME	153,372	154,374	162,542	162,542	170,843	170,843	-	
GROUP INSURANCE	21,107	23,124	23,128	23,128	21,526	21,526	-	
SOCIAL SECURITY CONTRIBUTIONS	11,949	12,002	12,970	12,970	13,069	13,069	-	
RETIREMENT CONTRIBUTIONS	8,835	9,421	10,074	10,074	11,746	11,746	-	
TOWN HALL O.T. /ED. /LONGEVITY	7,595	7,646	8,000	8,000	8,000	8,000	-	
PROF SVS - LEGAL	213,328	204,944	200,000	200,000	200,000	200,000	-	
DUES, TRAVEL & EDUCATION	612	3,000	2,000	2,000	2,000	2,000	-	
OFFICE SUPPLIES	2,258	2,658	2,500	2,500	2,500	2,500	-	
OTHER EXPENDITURES	3,723	4,000	4,000	4,000	4,000	4,000	-	
	422,779	421,169	425,214	425,214	433,684	433,684	-	
<u>SELECTMEN - OTHER</u>								
SOCIAL SECURITY CONTRIBUTIONS	3,389	3,169	3,060	3,060	3,500	3,500	-	
REPAIR & MAINTENANCE SERVICES	1,009	1,281	2,500	2,500	2,000	2,000	-	
COPIER LEASING	40,208	40,735	43,000	43,000	45,000	45,000	-	
POSTAGE	58,480	48,307	55,000	55,000	50,000	50,000	-	
ADVERTISING	24,610	13,342	18,000	18,000	18,000	18,000	-	
MEETING CLERKS	48,848	48,000	50,000	50,000	50,000	50,000	-	
OFFICE SUPPLIES	-	-	-	-	-	-	-	
OTHER EXPENDITURES	-	-	-	-	-	-	-	
	176,544	154,834	171,560	171,560	168,500	168,500	-	
<u>HUMAN RESOURCES</u>								
SALARIES & WAGES - FULL TIME	66,191	62,926	70,342	70,342	71,925	71,925	-	
GROUP INSURANCE	16,615	18,244	18,245	18,245	16,806	16,806	-	
SOCIAL SECURITY CONTRIBUTIONS	4,807	4,578	5,381	5,381	5,502	5,502	-	
RETIREMENT CONTRIBUTIONS	3,236	7,237	3,517	3,517	3,596	3,596	-	
PROF SVS - OFFICIAL /	30,484	15,345	17,500	17,500	17,500	17,500	-	
PROF SVS - PROFESSIONAL	6,200	4,455	-	-	-	-	-	
DUES, TRAVEL & EDUCATION	-	-	-	-	2,000	2,000	-	
	127,533	112,785	114,985	114,985	117,330	117,330	-	

	2015 - 2016 ACTUALS	2016 - 2017 ACTUALS	2017 - 2018 ADOPTED	2017 - 2018 AMENDED	2018 - 2019 BUDGET		Difference	COMMENTS
					DEPARTMENT	1st SELECTMAN		
					REQUEST	PROPOSED		
<u>TAX COLLECTOR</u>								
SALARIES & WAGES - FULL TIME	211,536	207,223	220,381	220,381	225,340	225,340	-	
SALARIES & WAGES - PART TIME	12,499	13,582	12,500	12,500	12,500	12,500	-	
SALARIES & WAGES - SEASONAL	3,654	4,947	4,600	4,600	5,000	5,000	-	
SALARIES & WAGES - OVER TIME	3,151	3,000	3,000	3,000	3,000	3,000	-	
GROUP INSURANCE	83,329	91,072	91,363	91,363	84,830	84,830	-	
SOCIAL SECURITY CONTRIBUTIONS	17,287	17,039	18,397	18,397	18,807	18,807	-	
RETIREMENT CONTRIBUTIONS	10,919	13,637	14,466	14,466	18,762	18,762	-	
DUES, TRAVEL & EDUCATION	328	255	750	750	750	750	-	
OFFICE SUPPLIES	4,770	4,498	5,000	5,000	5,000	5,000	-	
	347,473	355,253	370,457	370,457	373,988	373,989	-	
<u>PURCHASING</u>								
SALARIES & WAGES - FULL TIME	-	-	-	-	44,385	44,385	-	
GROUP INSURANCE	-	-	-	-	-	-	-	
SOCIAL SECURITY CONTRIBUTIONS	-	-	-	-	3,395	3,395	-	
RETIREMENT CONTRIBUTIONS	-	-	-	-	2,219	2,219	-	
DUES, TRAVEL & EDUCATION	-	-	-	-	-	-	-	
	-	-	-	-	50,000	50,000	-	
<u>PROBATE COURT</u>								
PROF SVS - OFFICIAL /	7,514	5,864	7,200	7,200	7,543	7,543	-	
	7,514	5,864	7,200	7,200	7,543	7,543	-	
<u>TOWN CLERK</u>								
SALARIES & WAGES - FULL TIME	180,489	184,192	188,058	188,058	192,289	192,289	-	
GROUP INSURANCE	61,905	67,938	67,944	67,944	63,017	63,017	-	
SOCIAL SECURITY CONTRIBUTIONS	13,618	13,896	14,386	14,386	14,710	14,710	-	
RETIREMENT CONTRIBUTIONS	9,826	11,318	11,923	11,923	14,235	14,235	-	
PROF SVS - OFFICIAL /	429	146	500	500	500	500	-	
PRINTING, BINDING & MICROFICHING	33,916	28,725	30,000	30,000	30,000	25,000	(5,000)	Use town clerk special revenue fund.
DUES, TRAVEL & EDUCATION	2,155	2,500	2,500	2,500	2,500	2,500	-	
OFFICE SUPPLIES	3,349	3,714	3,500	3,500	3,500	3,500	-	
	305,687	312,429	318,811	318,811	320,751	315,752	-	

	2015 - 2016 ACTUALS	2016 - 2017 ACTUALS	2017 - 2018 ADOPTED	2017 - 2018 AMENDED	2018 - 2019 BUDGET		Difference	COMMENTS
					DEPARTMENT	1st SELECTMAN		
					REQUEST	PROPOSED		
REGISTRARS								
SALARIES & WAGES - FULL TIME	62,669	63,955	65,394	65,394	66,865	66,865	-	
SALARIES & WAGES - PART TIME	19,816	14,882	21,420	21,420	19,000	19,000	-	
SOCIAL SECURITY CONTRIBUTIONS	6,852	6,288	7,636	7,636	6,569	6,569	-	
PROF SVS - ELECTION	56,628	47,268	35,000	35,000	60,000	60,000	-	
REPAIR & MAINTENANCE SERVICES	2,063	2,000	2,100	2,100	2,100	2,100	-	
DUES, TRAVEL & EDUCATION	3,447	6,297	3,500	3,500	3,500	3,500	-	
OFFICE SUPPLIES	1,349	1,965	2,000	2,000	2,000	2,000	-	
	152,824	142,655	137,050	137,050	160,034	160,034	-	
ASSESSOR								
SALARIES & WAGES - FULL TIME	165,251	167,235	172,565	216,957	221,838	221,838	-	
SALARIES & WAGES - PART TIME	19,273	21,717	40,392	-	20,000	-	(20,000)	Economic times and circumstances dictate no additional employees.
SALARIES & WAGES - OVERTIME	2,969	1,502	3,000	3,000	1,500	4,000	2,500	Increased overtime by \$1,000 over prior year.
GROUP INSURANCE	46,010	50,194	50,211	50,211	47,234	47,234	-	
SOCIAL SECURITY CONTRIBUTIONS	13,755	14,310	16,291	16,291	18,615	17,277	(1,339)	
RETIREMENT CONTRIBUTIONS	9,590	13,178	13,979	13,979	14,691	14,691	-	
OTHER EMPLOYEE BENEFITS	75	50	150	150	150	150	-	
PROF SVS - AUDIT	1,175	3,500	4,000	-	4,000	3,000	(1,000)	Adjusted per prior year experience
DUES, TRAVEL & EDUCATION	3,490	3,077	5,000	5,000	5,000	3,500	(1,500)	Adjusted per prior year experience
OFFICE SUPPLIES	4,754	3,092	4,800	4,800	4,000	4,000	-	
	266,342	277,855	310,388	310,388	337,029	315,690	(21,338)	
FINANCE								
SALARIES & WAGES - FULL TIME	370,013	349,021	357,084	357,084	365,118	365,118	-	
GROUP INSURANCE	83,321	91,417	91,554	91,554	84,554	84,554	-	
SOCIAL SECURITY CONTRIBUTIONS	25,986	24,488	25,404	25,404	27,932	27,932	-	
RETIREMENT CONTRIBUTIONS	29,433	33,451	33,439	33,439	40,401	40,401	-	
DUES, TRAVEL & EDUCATION	1,741	3,241	3,375	3,375	3,375	3,375	-	
OFFICE SUPPLIES	4,495	4,803	5,500	5,500	5,000	5,000	-	
OTHER EXPENDITURES	1,013	1,488	1,500	1,500	1,700	1,700	-	
	516,002	507,909	517,856	517,856	528,080	528,079	-	

					2018 - 2019 BUDGET			
	2015 - 2016	2016 - 2017	2017 - 2018	2017 - 2018	DEPARTMENT	1st SELECTMAN		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	REQUEST	PROPOSED	Difference	COMMENTS
<u>TECHNOLOGY DEPARTMENT</u>								
SALARIES & WAGES - FULL TIME	260,938	252,807	280,670	280,670	346,968	296,968	(50,000)	Economic times and circumstances dictate no additional employees (shared position with the BOE). Added salary enhancement to directors salary to bring to proper amount (\$10,000 - 1 of 2)
GROUP INSURANCE	54,542	59,008	59,044	59,044	56,000	56,000	-	
SOCIAL SECURITY CONTRIBUTIONS	18,582	18,884	21,471	21,471	26,543	22,718	(3,825)	
RETIREMENT CONTRIBUTIONS	13,166	15,062	15,335	15,335	18,076	18,076	-	
FEES & PROFESSIONAL SERVICES	23,758	22,267	33,200	33,200	37,000	37,000	-	
SOFTWARE/HARDWARE	143,936	177,727	198,600	198,600	233,500	225,500	(8,000)	Maintenance on private fiber to be paid with 2017-18 funds.
DUES, TRAVEL & EDUCATION	7,155	8,421	10,000	10,000	10,000	9,000	(1,000)	Adusted per prior year experience.
OFFICE SUPPLIES	9,838	12,095	9,000	9,000	10,000	10,000	-	
EQUIPMENT - TECHNOLOGY	61,049	15,964	30,000	30,000	212,000	52,000	(160,000)	Reduce replacement of PC's from \$40,000 to \$30,000; \$150,000 to be paid from any 2017-18 surplus budget amounts.
	592,964	582,235	657,320	657,320	950,087	727,262	(222,825)	
<u>UNEMPLOYMENT</u>								
UNEMPLOYMENT COMPENSATION	33,656	26,401	10,000	10,000	10,000	10,000	-	
	33,656	26,401	10,000	10,000	10,000	10,000	-	
<u>OPEB CONTRIBUTION</u>								
GROUP INSURANCE	77,755	85,531	85,531	85,531	79,116	79,116	-	
OTHER POST EMPLOYMENT	220,000	100,000	100,000	100,000	100,000	100,000	-	
	297,755	185,531	185,531	185,531	179,116	179,116	-	
<u>PROFESSIONAL ORGANIZATIONS</u>								
OTHER EXPENDITURES	34,744	34,744	37,702	37,702	40,658	40,658	-	
	34,744	34,744	37,702	37,702	40,658	40,658	-	
<u>INSURANCE</u>								
INSURANCE, OTHER THAN	1,053,402	1,079,827	1,140,500	1,140,500	1,140,500	1,140,500	-	
OTHER EXPENDITURES	5,000	19,832	10,000	10,000	10,000	10,000	-	
	1,058,402	1,099,659	1,150,500	1,150,500	1,150,500	1,150,500	-	
<u>LEGISLATIVE COUNCIL</u>								
PROF SVS - AUDIT	46,200	47,690	45,000	45,000	45,000	45,000	-	
OTHER EXPENDITURES	-	-	-	-	-	-	-	
	46,200	47,690	45,000	45,000	45,000	45,000	-	

	2015 - 2016 ACTUALS	2016 - 2017 ACTUALS	2017 - 2018 ADOPTED	2017 - 2018 AMENDED	2018 - 2019 BUDGET		Difference	COMMENTS
					DEPARTMENT	1st SELECTMAN		
					REQUEST	PROPOSED		
<u>DISTRICT CONTRIBUTIONS</u>								
OTHER EXPENDITURES - HATTERTOWN	-	-	-	3,500	-	-	-	
OTHER EXPENDITURES - HAWLEYVILLE	-	-	-	-	-	-	-	
OTHER EXPENDITURES - SANDY HOOK	15,000	8,000	10,000	10,000	10,000	10,000	-	
	15,000	8,000	10,000	13,500	10,000	10,000	-	
<u>SUSTAINABLE ENERGY COMM</u>								
OTHER EXPENDITURES	5,000	-	1,000	1,000	1,000	1,000	-	
<u>FAIRFIELD HILLS AUTHORITY</u>								
SALARIES & WAGES - PART TIME	20,302	-	-	-	-	-	-	
GROUP INSURANCE	4,650	-	-	-	-	-	-	
FEES & PROFESSIONAL SERVICES	1,516	-	-	-	10,000	-	(10,000)	Use FHA special revenue fund.
REPAIR & MAINTENANCE SERVICES	1,069	-	-	-	30,000	10,000	(20,000)	Use FHA special revenue fund.
CONTRACTUAL SERVICES	-	-	44,000	44,000	44,000	40,000	(4,000)	Adjust mowing contract.
GENERAL SUPPLIES	248	-	-	-	-	-	-	
	27,785	-	44,000	44,000	84,000	50,000	(34,000)	
<u>EMERGENCY COMMUNICATIONS</u>								
SALARIES & WAGES - FULL TIME	497,837	547,750	598,691	597,191	570,672	570,672	-	
SALARIES & WAGES - OVERTIME	109,933	57,975	90,000	90,000	90,000	90,000	-	
GROUP INSURANCE	102,758	112,978	112,999	112,999	107,233	107,233	-	
SOCIAL SECURITY CONTRIBUTIONS	45,393	42,974	52,685	52,685	50,541	50,541	-	
RETIREMENT CONTRIBUTIONS	28,133	35,125	37,319	38,819	43,504	43,504	-	
OTHER EMPLOYEE BENEFITS	2,000	-	2,000	2,000	2,000	2,000	-	
REPAIR & MAINTENANCE SERVICES	34,232	35,158	35,158	35,158	35,000	35,000	-	
RENTAL OF EQUIPMENT	200,876	194,077	200,742	200,742	206,648	206,648	-	
OTHER PURCHASED SERVICES	1,711	1,605	3,000	3,000	3,000	3,000	-	
DUES, TRAVEL & EDUCATION	8,074	3,239	7,000	7,000	7,000	7,000	-	
OFFICE SUPPLIES	109	415	500	500	500	500	-	
CAPITAL	-	-	-	-	-	-	-	
	1,031,056	1,031,296	1,140,094	1,140,094	1,116,098	1,116,098	-	

	2015 - 2016 ACTUALS	2016 - 2017 ACTUALS	2017 - 2018 ADOPTED	2017 - 2018 AMENDED	2018 - 2019 BUDGET		Difference	COMMENTS
					DEPARTMENT REQUEST	1st SELECTMAN PROPOSED		
<u>POLICE</u>								
SALARIES & WAGES - FULL TIME	3,679,147	3,747,390	3,934,041	3,934,041	4,077,327	4,077,327	-	
SALARIES & WAGES - PART TIME	-	-	-	-	-	-	-	
SALARIES & WAGES - SEASONAL	18,026	19,974	21,000	21,000	22,250	22,250	-	
SALARIES & WAGES - TEMPORARY	276,544	283,376	290,976	-	-	-	-	
SALARIES & WAGES - OVERTIME	161,489	176,211	160,000	160,000	177,750	151,500	(26,250)	Charge community service coverage (including school sports) to private duty fund. Note: any community service charges that produces revenue need to off set that revenue (not charged to private duty fund).
GROUP INSURANCE	833,434	914,458	914,746	914,746	859,054	859,054	-	
SOCIAL SECURITY CONTRIBUTIONS	312,232	316,563	337,061	314,801	327,216	325,207	(2,009)	
RETIREMENT CONTRIBUTIONS	602,790	714,397	839,590	839,590	1,004,075	1,004,075	-	
OTHER EMPLOYEE BENEFITS	57,149	58,785	61,250	61,250	70,050	70,050	-	
SOFTWARE/HARDWARE	94,195	110,226	110,226	110,226	110,980	110,980	-	
OTHER PURCHASED SERVICES	16,054	17,400	17,400	17,400	18,700	18,700	-	
CONTRACTUAL SERVICES	102,445	73,314	37,475	37,475	37,475	37,475	-	
DUES, TRAVEL & EDUCATION	41,891	51,094	48,417	48,417	55,450	55,450	-	
OFFICE SUPPLIES	5,941	5,960	6,000	6,000	6,000	6,000	-	
MACHINERY & EQUIPMENT - VEHICLES	111,000	112,499	114,000	114,000	121,500	121,500	-	
POLICE EQUIPMENT	24,339	36,400	29,250	29,250	32,050	32,050	-	
CAPITAL	24,797	30,000	-	-	38,858	-	(38,858)	Traffic speed devices can be paid out of seizure funds; \$15,800 2017-18
OTHER EXPENDITURES	4,815	5,498	5,750	5,750	6,050	6,050	-	
	6,366,288	6,673,545	6,927,183	6,613,946	6,964,785	6,897,669	(67,116)	
<u>ANIMAL CONTROL</u>								
SALARIES & WAGES - FULL TIME	87,836	89,613	91,529	91,529	93,589	93,588	-	
SALARIES & WAGES - PART TIME	28,943	27,521	27,604	27,604	27,672	27,672	-	
GROUP INSURANCE	28,437	31,117	31,130	31,130	29,404	29,404	-	
SOCIAL SECURITY CONTRIBUTIONS	8,620	8,872	9,114	9,114	9,276	9,276	-	
RETIREMENT CONTRIBUTIONS	4,570	5,661	6,008	6,008	7,792	7,792	-	
OTHER EMPLOYEE BENEFITS	-	956	1,500	1,500	1,500	1,500	-	
PROF SVS - OTHER	1,220	1,500	1,500	1,500	1,500	1,500	-	
DUES, TRAVEL & EDUCATION	572	390	1,000	1,000	1,000	1,000	-	
OFFICE SUPPLIES	385	831	500	500	1,000	1,000	-	
CAPITAL	-	-	-	-	-	-	-	
	160,583	166,461	169,885	169,885	172,733	172,733	-	

	2015 - 2016 ACTUALS	2016 - 2017 ACTUALS	2017 - 2018 ADOPTED	2017 - 2018 AMENDED	2018 - 2019 BUDGET		Difference	COMMENTS
					DEPARTMENT REQUEST	1st SELECTMAN PROPOSED		
<u>FIRE</u>								
SALARIES & WAGES - FULL TIME	159,184	149,078	168,106	168,106	173,888	173,888	-	
SALARIES & WAGES - PART TIME	38,191	34,859	36,988	36,988	20,437	20,437	-	
GROUP INSURANCE	26,246	28,362	28,655	28,655	26,612	26,612	-	
SOCIAL SECURITY CONTRIBUTIONS	14,177	13,140	15,690	15,690	14,866	14,866	-	
RETIREMENT CONTRIBUTIONS	8,301	10,392	11,035	11,035	14,748	14,478	(270)	
OTHER EMPLOYEE BENEFITS	235,018	260,228	262,400	262,400	284,400	284,400	-	
PROF SVS - OFFICIAL /	17,137	12,426	16,400	16,400	16,400	16,400	-	
WATER/SEWER	-	2,612	3,000	3,000	3,000	3,000	-	
HYDRANTS	69,758	65,297	79,000	79,000	80,000	80,000	-	
REPAIR & MAINTENANCE SERVICES	55,988	55,353	42,354	42,354	49,769	44,769	(5,000)	Keep closer to prior years budget amount.
RADIO & PAGER SERVICE	13,872	20,084	13,410	13,410	20,540	15,540	(5,000)	Keep closer to prior years budget amount.
TRUCK REPAIR	88,258	44,806	96,400	96,400	94,575	94,575	-	
INSURANCE, OTHER THAN	61,845	64,400	60,400	60,400	60,800	60,800	-	
DUES, TRAVEL & EDUCATION	50,316	69,009	68,500	68,500	71,500	66,500	(5,000)	Keep closer to prior years budget amount.
OFFICE SUPPLIES	1,330	1,313	1,500	1,500	1,500	1,500	-	
ENERGY - NATURAL GAS	6,595	16,541	8,800	8,800	17,500	17,500	-	
ENERGY - ELECTRICITY	54,664	59,015	49,800	49,800	57,800	52,800	(5,000)	Energy accounts in total match all prior years.
ENERGY - BOTTLED GAS	3,844	6,781	5,700	5,700	6,800	6,800	-	
ENERGY - OIL	26,649	13,100	42,700	42,700	35,000	35,000	-	
FIRE EQUIPMENT	46,199	34,033	38,530	38,530	39,469	39,469	-	
CAPITAL	154,260	114,229	140,212	140,212	203,418	144,418	(59,000)	Rotating grant reduced to prior year amount (-5,000); fire marshal pick up truck - looking to use surplus funds in 2017-18 budget (-39,000); turnout gear and air tanks - starting to plan in capital non-recurring fund (-15,000).
CONTRIBUTIONS TO FIRE	135,000	145,000	145,000	145,000	175,000	145,000	(30,000)	Adjust to prior year amount.
	1,266,832	1,220,058	1,334,579	1,334,579	1,468,022	1,358,752	(109,270)	
<u>EMERGENCY MGT/N.U.S.A.R.</u>								
SALARIES & WAGES - PART TIME	12,452	12,531	6,125	12,595	12,925	12,925	-	
SOCIAL SECURITY CONTRIBUTIONS	864	710	469	799	989	989	-	
PROF SVS - OFFICIAL /	4,767	4,764	11,800	5,000	7,505	7,505	-	
CONTRACTUAL SERVICES	17,563	20,141	23,470	23,470	34,880	28,080	(6,800)	
DUES, TRAVEL & EDUCATION	2,213	2,332	4,200	4,200	4,200	4,200	-	
OFFICE SUPPLIES	291	2,012	1,500	1,500	1,500	1,500	-	
ENERGY - ELECTRICITY	3,753	3,334	3,420	3,420	3,500	3,500	-	
ENERGY - OIL	1,602	1,130	1,200	1,200	1,120	1,120	-	
CAPITAL	8,265	8,665	7,000	7,000	19,515	11,015	(8,500)	Architectural review & planning documents & 5,000 in 2017-18.
	51,770	55,619	59,184	59,184	86,134	70,834	(15,300)	

					2018 - 2019 BUDGET			
	2015 - 2016	2016 - 2017	2017 - 2018	2017 - 2018	DEPARTMENT	1st SELECTMAN		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	REQUEST	PROPOSED	Difference	COMMENTS
LAKE AUTHORITIES								
OTHER PURCHASED SERVICES	42,386	45,965	45,477	45,477	44,670	44,670	-	
	42,386	45,965	45,477	45,477	44,670	44,670	-	
N.W. SAFETY COMMUNICATION								
OTHER PURCHASED SERVICES	10,000	10,839	10,839	10,839	11,140	11,140	-	
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	250	-	
BUILDING DEPARTMENT								
SALARIES & WAGES - FULL TIME	275,460	273,216	288,406	288,406	294,898	294,898	-	
GROUP INSURANCE	96,391	106,157	106,225	106,225	98,557	98,557	-	
SOCIAL SECURITY CONTRIBUTIONS	18,855	20,003	22,063	22,063	22,560	22,560	-	
RETIREMENT CONTRIBUTIONS	14,284	18,101	18,931	18,931	24,554	24,554	-	
OTHER EMPLOYEE BENEFITS	673	888	975	975	1,000	1,000	-	
PROF SVS - OTHER	-	210	500	500	500	500	-	
DUES,TRAVEL & EDUCATION	425	810	1,000	1,000	1,000	1,000	-	
OFFICE SUPPLIES	2,262	3,149	2,500	2,500	3,000	3,000	-	
	408,350	422,534	440,601	440,601	446,069	446,069	-	

	2015 - 2016 ACTUALS	2016 - 2017 ACTUALS	2017 - 2018 ADOPTED	2017 - 2018 AMENDED	2018 - 2019 BUDGET		Difference	COMMENTS
					DEPARTMENT	1st SELECTMAN		
					REQUEST	PROPOSED		
HIGHWAY								
SALARIES & WAGES - FULL TIME	2,382,385	2,406,540	2,511,877	2,511,877	2,568,215	2,568,215	-	
SALARIES & WAGES - OVERTIME	64,418	30,381	45,000	45,000	45,000	45,000	-	
GROUP INSURANCE	646,154	709,327	709,883	709,883	659,661	659,661	-	
SOCIAL SECURITY CONTRIBUTIONS	188,148	184,934	195,601	195,601	199,911	199,911	-	
RETIREMENT CONTRIBUTIONS	124,153	155,027	164,357	164,357	213,169	213,169	-	
OTHER EMPLOYEE BENEFITS	47,730	46,644	47,730	47,730	47,730	47,730	-	
FEES & PROFESSIONAL SERVICES	13,200	14,100	15,000	15,000	15,000	15,000	-	
REPAIR & MAINTENANCE SERVICES	496,268	482,414	482,750	482,750	502,750	492,750	(10,000)	Reduce to prior years experience.
CONTRACTUAL SERVICES	657,921	647,691	650,000	650,000	765,000	650,000	(115,000)	Reduce to prior years experience.
DUES, TRAVEL & EDUCATION	3,486	2,795	4,000	4,000	4,000	4,000	-	
OFFICE SUPPLIES	1,819	2,083	3,000	3,000	3,000	2,000	(1,000)	Adjusted to prior year experience.
ENERGY - GASOLINE	336,450	240,015	282,259	282,259	281,200	281,200	-	
STREET LIGHTS	48,905	42,399	45,000	45,000	45,000	45,000	-	
CONSTRUCTION SUPPLIES	20,258	23,383	22,000	22,000	25,000	25,000	-	
STREET SIGNS	14,878	14,000	14,000	14,000	14,000	14,000	-	
DRAINAGE MATERIALS	99,766	100,000	100,000	100,000	100,000	100,000	-	
ROAD PATCHING MATERIALS	85,000	84,357	85,000	85,000	85,000	85,000	-	
ROAD IMPROVEMENTS - PUBLIC	1,497,385	1,497,849	1,500,000	1,500,000	2,000,000	1,750,000	(250,000)	Reduce amount to a \$250,000 incremental increase. There is an additional bonding amount in the CIP bring the total general fund and CIP amount to \$3,250,000.
CAPITAL	172,200	197,050	155,850	155,850	780,950	183,950	(597,000)	Items scheduled in the capital non-recurring account. Eliminate rail tractor/mower for \$135,000.
	6,900,524	6,880,989	7,033,307	7,033,307	8,354,586	7,381,587	(972,999)	
WINTER MAINTENANCE								
SALARIES & WAGES - OVERTIME	144,004	173,894	184,431	184,431	205,491	190,000	(15,491)	Adjusted to prior years experience plus some.
SOCIAL SECURITY CONTRIBUTIONS	11,016	13,275	14,109	14,109	15,720	14,535	(1,185)	
CONTRACTUAL SERVICES	139,428	147,749	139,550	139,550	169,450	150,000	(19,450)	Adjusted to prior years experience plus some.
SAND	32,429	58,804	63,202	63,202	73,092	70,000	(3,092)	Adjusted to prior years experience plus some.
SALT	351,593	374,521	305,755	305,755	370,347	370,000	(347)	
MACHINERY & EQUIPMENT -	19,971	20,000	20,000	20,000	25,000	25,000	-	
	698,441	788,243	727,047	727,047	859,100	819,535	(39,565)	

					2018 - 2019 BUDGET			
	2015 - 2016	2016 - 2017	2017 - 2018	2017 - 2018	DEPARTMENT	1st SELECTMAN		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	REQUEST	PROPOSED	Difference	COMMENTS
<u>TRANSFER STATION</u>								
SALARIES & WAGES - FULL TIME	168,440	164,436	175,420	175,420	179,367	179,367	-	
SALARIES & WAGES - OVERTIME	21,000	27,580	15,000	15,000	25,000	25,000	-	
GROUP INSURANCE	41,813	45,881	46,209	46,209	42,591	42,591	-	
SOCIAL SECURITY CONTRIBUTIONS	14,047	14,304	14,567	14,567	15,634	15,634	-	
RETIREMENT CONTRIBUTIONS	8,680	10,865	11,515	11,515	14,934	14,934	-	
OTHER EMPLOYEE BENEFITS	4,797	5,575	5,800	5,800	6,140	6,140	-	
REPAIR & MAINTENANCE SERVICES	1,289	1,576	1,500	1,500	1,500	1,500	-	
CONTRACTUAL SERVICES	1,189,248	1,111,187	1,101,200	1,101,200	1,211,000	1,150,000	(61,000)	Adjustment to manage.
DUES, TRAVEL & EDUCATION	349	200	500	500	500	500	-	
GENERAL SUPPLIES	790	800	800	800	800	800	-	
ENERGY - ELECTRICITY	4,287	4,071	4,400	4,400	4,000	4,000	-	
CAPITAL	11,976	-	15,000	15,000	111,000	15,000	(96,000)	Delay 96 galloon totes
	1,466,716	1,386,475	1,391,911	1,391,911	1,612,466	1,455,466	(157,000)	
<u>PUBLIC BUILDING MAINTENANCE</u>								
SALARIES & WAGES - FULL TIME	92,067	87,848	96,034	96,034	98,195	98,195	-	
SALARIES & WAGES - OVERTIME	12,726	10,469	11,022	11,022	12,000	12,000	-	
GROUP INSURANCE	45,200	49,753	50,070	50,070	46,120	46,120	-	
SOCIAL SECURITY CONTRIBUTIONS	7,803	7,249	8,190	8,190	8,430	8,430	-	
RETIREMENT CONTRIBUTIONS	4,752	5,948	6,304	6,304	8,176	8,176	-	
OTHER EMPLOYEE BENEFITS	594	568	650	650	650	650	-	
WATER / SEWERAGE	71,397	78,915	69,055	69,055	77,538	77,538	-	
REPAIR & MAINTENANCE SERVICES	38,998	38,984	31,950	31,950	34,806	34,806	-	
CONTRACTUAL SERVICES	127,748	119,000	100,000	100,000	99,100	99,100	-	
GENERAL MAINTENANCE SUPPLIES	10,894	8,787	6,100	6,100	4,600	4,600	-	
ENERGY - ELECTRICITY	243,263	226,328	220,200	220,200	217,777	217,777	-	
ENERGY - OIL	78,275	72,295	71,350	71,350	72,033	72,033	-	
CAPITAL	36,999	40,072	40,000	40,000	88,680	42,680	(46,000)	Three fueling pumps and overhead door - 2017-18
	770,716	746,216	710,925	710,925	768,105	722,105	(46,000)	

					2018 - 2019 BUDGET			
	2015 - 2016	2016 - 2017	2017 - 2018	2017 - 2018	DEPARTMENT	1st SELECTMAN		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	REQUEST	PROPOSED	Difference	COMMENTS
<u>SOCIAL SERVICES</u>								
SALARIES & WAGES - FULL TIME	128,502	188,222	209,899	209,899	214,623	214,623	-	
GROUP INSURANCE	38,462	79,193	78,989	75,389	41,076	41,076	-	
SOCIAL SECURITY CONTRIBUTIONS	9,372	16,382	16,057	16,057	16,419	16,419	-	
RETIREMENT CONTRIBUTIONS	3,656	10,987	8,696	12,296	14,567	14,567	-	
FEES & PROFESSIONAL SERVICES	-	3,000	5,000	5,000	6,000	6,000	-	
DUES, TRAVEL & EDUCATION	-	100	5,000	5,000	5,500	5,500	-	
OFFICE SUPPLIES	484	1,000	4,000	4,000	4,500	4,500	-	
CONTRIBUTIONS TO INDIVIDUALS	4,000	2,948	4,000	4,000	4,000	4,000	-	
OTHER EXPENDITURES	-	4,000	1,500	1,500	2,000	2,000	-	
	184,476	305,832	333,141	333,141	308,685	308,685	-	
<u>SENIOR SERVICES</u>								
SALARIES & WAGES - FULL TIME	93,257	92,511	97,506	97,506	99,632	100,632	1,000	Salary enhancement for the director position.
SALARIES & WAGES - PART TIME	3,853	3,586	5,500	5,500	5,500	10,500	5,000	20 hour / week part time position with an estimated start date of April 1, 2019.
GROUP INSURANCE	25,652	28,081	28,083	28,083	26,120	26,120	-	
SOCIAL SECURITY CONTRIBUTIONS	6,976	7,109	7,880	7,880	8,043	8,502	459	
RETIREMENT CONTRIBUTIONS	4,882	6,034	6,400	6,400	8,462	8,462	-	
SENIOR BUS CONTRACT	145,000	148,700	151,500	151,500	153,800	153,800	-	
DUES, TRAVEL & EDUCATION	249	426	1,050	1,050	1,050	1,050	-	
OFFICE SUPPLIES	915	1,000	1,500	1,500	1,500	1,500	-	
OTHER EXPENDITURES	31,884	37,265	40,000	40,000	40,000	40,000	-	
	312,668	324,712	339,419	339,419	344,107	350,566	6,459	
<u>NEWTOWN HEALTH DISTRICT</u>								
GROUP INSURANCE	95,249	104,500	104,501	104,501	96,904	96,904	-	
RETIREMENT CONTRIBUTIONS	14,664	17,659	18,051	18,051	22,897	22,897	-	
OTHER PURCHASED SERVICES	273,762	272,828	275,375	275,375	278,323	278,323	-	
	383,675	394,987	397,927	397,927	398,124	398,124	-	
<u>NEWTOWN YOUTH & FAMILY SVS</u>								
GROUP INSURANCE	33,348	37,680	36,526	36,526	35,473	35,473	-	
CONTRIBUTIONS TO OUTSIDE	265,000	262,441	266,000	266,000	266,000	266,000	-	
	298,348	300,121	302,526	302,526	301,473	301,473	-	

	2015 - 2016 ACTUALS	2016 - 2017 ACTUALS	2017 - 2018 ADOPTED	2017 - 2018 AMENDED	2018 - 2019 BUDGET		Difference	COMMENTS
					DEPARTMENT	1st SELECTMAN		
					REQUEST	PROPOSED		
<u>CHILDREN'S ADVENTURE CENTER</u>								
GROUP INSURANCE	100,972	110,939	111,201	111,201	103,060	103,060	-	
RETIREMENT CONTRIBUTIONS	17,547	23,042	26,293	26,293	32,749	32,749	-	
CONTRIBUTIONS TO OUTSIDE	25,000	10,000	-	-	-	-	-	
	143,519	143,981	137,494	137,494	135,809	135,809	-	
<u>OUTSIDE AGENCY CONTRIBUTIONS</u>								
CONTRIBUTIONS TO OUTSIDE	88,842	53,597	53,842	53,842	53,842	53,842	-	
<u>LAND USE</u>								
SALARIES & WAGES - FULL TIME	394,122	373,757	384,167	384,167	382,585	382,585	-	
GROUP INSURANCE	90,459	98,755	99,002	99,002	92,275	92,275	-	
SOCIAL SECURITY CONTRIBUTIONS	29,726	28,433	29,389	29,389	29,268	29,268	-	
RETIREMENT CONTRIBUTIONS	20,591	25,627	24,918	24,918	32,166	32,166	-	
OTHER EMPLOYEE BENEFITS	713	273	975	975	1,000	1,000	-	
PROF SVS - TECHNICAL	2,389	2,225	2,500	2,500	2,500	2,500	-	
PROF SVS - LEGAL	70,992	96,169	70,000	70,000	70,000	70,000	-	
CONTRACTUAL SERVICES	41,928	39,654	44,000	44,000	44,000	44,000	-	
PRINTING, BINDING & MICROFICING	18,163	10,000	20,000	20,000	20,000	20,000	-	
DUES, TRAVEL & EDUCATION	1,286	3,512	4,000	4,000	4,000	4,000	-	
GENERAL SUPPLIES	400	-	-	-	-	-	-	
OFFICE SUPPLIES	1,998	2,929	3,000	3,000	3,000	3,000	-	
CAPITAL	1,832	1,082	2,500	2,500	2,500	2,500	-	
	674,599	682,416	684,451	684,451	683,294	683,294	-	
<u>ECONOMIC & COMMUNITY DEV</u>								
SALARIES & WAGES - FULL TIME	47,869	49,852	70,000	71,400	73,007	73,007	-	
GROUP INSURANCE	2,080	2,288	2,288	2,288	2,500	2,500	-	
SOCIAL SECURITY CONTRIBUTIONS	3,631	3,814	5,355	5,463	5,585	5,585	-	
RETIREMENT CONTRIBUTIONS	2,394	792	3,500	3,500	3,650	3,650	-	
FEES & PROFESSIONAL SERVICES	16,000	13,730	16,000	31,992	93,000	30,000	(63,000)	Incremental increase over time. Increase relates to marketing the town.
DUES, TRAVEL & EDUCATION	1,650	1,650	1,650	1,650	4,000	2,000	(2,000)	Per prior year experience.
OFFICE SUPPLIES	916	663	1,000	1,000	1,000	1,000	-	
	74,540	72,789	99,793	117,293	182,742	117,742	(65,000)	

					2018 - 2019 BUDGET			
	2015 - 2016	2016 - 2017	2017 - 2018	2017 - 2018	DEPARTMENT	1st SELECTMAN		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	REQUEST	PROPOSED	Difference	COMMENTS
<u>GRANTS ADMINISTRATION</u>								
SALARIES & WAGES - FULL TIME	20,380	14,086	20,000	20,000	20,450	20,450	-	
SOCIAL SECURITY CONTRIBUTIONS	1,559	899	1,530	1,530	1,564	1,564	-	
RETIREMENT CONTRIBUTIONS	1,069	1,408	1,313	1,313	1,703	1,703	-	
CONTRACTUAL SERVICES	-	-	-	-	20,000	-	(20,000)	Grant matching funds and assessments will be looked at on a case by case basis.
	23,008	16,393	22,843	22,843	43,693	23,717	(19,976)	
<u>NW CONSERVATION DISTRICT</u>								
OTHER PURCHASED SERVICES	1,500	1,040	1,500	1,500	1,100	1,100	-	
<u>PARKS AND RECREATION</u>								
SALARIES & WAGES - FULL TIME	819,126	846,878	955,177	955,177	1,011,616	970,616	(41,000)	Economic times and circumstances dictate no additional employees. An increase in programs (paid for by taxes) should be discussed at budget implementation time before those programs are initiated.
SALARIES & WAGES - PART TIME	53,276	70,964	71,708	71,708	74,153	74,153	-	
SALARIES & WAGES - SEASONAL	249,275	249,275	204,275	204,275	238,913	208,913	(30,000)	Continue to pay \$30,000 seasonal out of Eichler's Cove fund.
SALARIES & WAGES - OVERTIME	55,344	67,224	56,282	56,282	60,000	60,000	-	
GROUP INSURANCE	275,890	302,767	302,849	302,849	281,143	281,143	-	
SOCIAL SECURITY CONTRIBUTIONS	92,768	93,346	100,784	100,784	105,928	100,497	(5,431)	
RETIREMENT CONTRIBUTIONS	48,325	63,446	61,019	61,019	75,373	75,373	-	
OTHER EMPLOYEE BENEFITS	12,450	12,388	13,150	13,150	14,250	14,250	-	
CONTRACTUAL SERVICES	302,078	285,837	253,840	253,840	297,940	286,940	(11,000)	Police private duty paid out of private duty fund (-6,000); vermont systems budgeted in IT budget (-5,000);
DUES,TRAVEL & EDUCATION	9,834	8,641	10,975	10,975	10,975	10,975	-	
GENERAL SUPPLIES	11,000	10,999	12,000	12,000	12,000	12,000	-	
OFFICE SUPPLIES	2,899	2,388	4,000	4,000	4,000	4,000	-	
SIGNS	6,717	6,579	7,000	7,000	7,000	7,000	-	
POOL SUPPLIES	28,784	32,325	32,342	32,342	32,342	32,342	-	
GENERAL MAINTENANCE SUPPLIES	25,723	33,262	37,785	37,785	39,225	39,225	-	
GROUND'S MAINTENANCE	138,724	136,347	146,931	146,931	148,731	148,731	-	
CAPITAL	169,319	168,712	136,000	136,000	191,000	126,000	(65,000)	eliminate additional heavy duty pick up truck (-65,000).
	2,301,532	2,391,378	2,406,118	2,406,118	2,604,589	2,452,159	(152,430)	
<u>LIBRARY</u>								
GROUP INSURANCE	1,905	1,034	1,915	1,915	2,000	2,000	-	
RETIREMENT CONTRIBUTIONS	4,296	6,630	16,804	18,554	24,415	24,415	-	
CONTRIBUTIONS TO OUTSIDE	1,203,806	1,271,333	1,316,873	1,315,123	1,355,834	1,325,834	(30,000)	Reduce medical benefit contribution to match 7.5% town savings (-15,000); plus an additional \$15,000 cut to manage.
	1,210,007	1,278,997	1,335,592	1,335,592	1,382,249	1,352,249	(30,000)	

					2018 - 2019 BUDGET			
	2015 - 2016 ACTUALS	2016 - 2017 ACTUALS	2017 - 2018 ADOPTED	2017 - 2018 AMENDED	DEPARTMENT REQUEST	1st SELECTMAN PROPOSED	Difference	COMMENTS
<u>NEWTOWN CULTURAL ARTS COMM</u>								
OTHER EXPENDITURES	750	2,497	2,500	2,500	2,500	2,500	-	
<u>NEWTOWN PARADE COMMITTEE</u>								
INSURANCE, OTHER THAN	1,514	1,298	1,000	1,000	1,400	1,400	-	
<u>CONTINGENCY</u>								
CONTINGENCY FUND	-	-	200,000	179,000	100,000	100,000	-	
<u>DEBT SERVICE</u>								
BOND PRINCIPAL	7,846,937	6,906,538	6,766,194	6,766,194	6,736,992	6,736,992	-	
BOND INTEREST	2,259,428	2,333,701	2,170,874	2,170,874	2,253,376	2,253,376	-	
BONDING EXPENSE							-	
	10,106,365	9,240,239	8,937,068	8,937,068	8,990,368	8,990,368	-	
<u>TOWN HALL BOARD OF MANAGERS</u>								
GROUP INSURANCE	47,426	52,131	52,336	52,336	49,068	49,068	-	
RETIREMENT CONTRIBUTIONS	2,189	2,636	6,169	6,169	7,827	7,827	-	
CONTRIBUTIONS TO OUTSIDE	35,000	75,000	85,000	85,000	134,554	95,000	(39,554)	Increased prior year contribution by \$10,000
	84,615	129,767	143,505	143,505	191,449	151,895	(39,554)	
<u>RESERVE FOR CAP & NON-REC.EXP.</u>								
TRANSFER OUT	305,800	462,250	225,000	225,000	217,000	217,000	-	
	305,800	462,250	225,000	225,000	217,000	217,000	-	
<u>TRANSFER OUT - TO OTHER FUNDS</u>								
TRANSFER OUT	-	-	-	-	-	-	-	
TOTALS	40,073,874	39,775,547	40,399,575	40,086,339	43,083,883	41,092,968	(1,990,915)	

TOWN OF NEWTOWN				
<u>2018 - 2019 BUDGET - BOARD OF SELECTMEN ADJUSTMENTS TO FIRST SELECTMAN PROPOSED</u>				
	2018-2019 BUDGET	BOARD OF	2018-2019 BUDGET	
<u>MEETING DATE</u>	<u>1st SELECTMAN</u>	<u>SELECTMEN</u>	<u>BOARD OF SELECTMEN</u>	
<u>FUNCTION / DEPARTMENT / ACCOUNT</u>	<u>PROPOSED</u>	<u>ADJUSTMENTS</u>	<u>PROPOSED</u>	<u>COMMENTS</u>
<u>2/5/2018</u>				
GENERAL GOVERNMENT				
INSURANCE - INSURANCE	1,140,500	(40,000)	1,100,500	Subsequent savings - liability policy was reduced by 3%.
CONTINGENCY				
CONTINGENCY	100,000	20,000	120,000	Increase contingency for added budgetary flexibility.
TOTAL BOARD OF SELECTMEN ADJUSTMENTS		(20,000)		

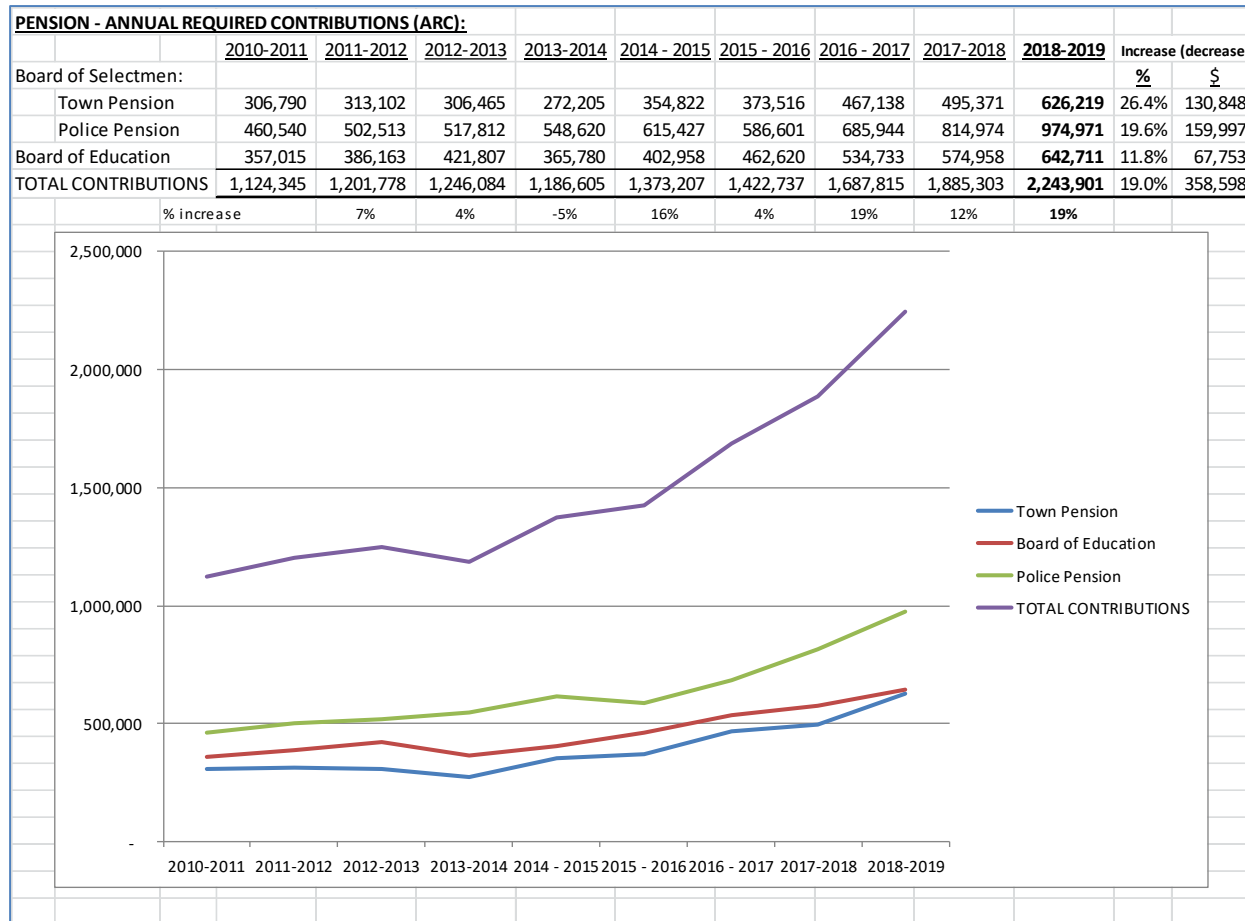
TOWN OF NEWTOWN				
2018 - 2019 BUDGET - BOARD OF FINANCE RECOMMENDED ADJUSTMENTS				
3/1/2018	2018-2019 BUDGET	BOARD OF	2018-2019 BUDGET	
	BOS / BOE	FINANCE	BOARD OF FINANCE	
FUNCTION / DEPARTMENT / ACCOUNT	PROPOSED	ADJUSTMENTS	RECOMMENDED	COMMENTS
GENERAL GOVERNMENT				
TECHNOLOGY - EQUIPMENT	52,000	100,000	152,000	REDUCE ROAD FUNDS TO ADD BACK TECHNOLOGY EQUIP
PUBLIC WORKS				
HIGHWAY - ROAD IMPROVEMENTS	1,750,000	(150,000)	1,600,000	REDUCE ROAD FUNDS TO ADD BACK TECH EQUIP, ADD'L POSITION IN ECONOMIC DEVELOPMENT & TO ADD BACK TRUCK FOR PARKS & RECREATION
WINTER MAINTENANCE - OVERTIME	190,000	(5,000)	185,000	
WINTER MAINTENANCE - SALT	370,000	(20,000)	350,000	
PLANNING				
ECONOMIC DEVELOPMENT - SALARIES & WAGES	73,007	25,000	98,007	ADD PART TIME ADMINISTRATIVE POSITION
RECREATION & LEISURE				
PARKS & RECREATION - CAPITAL	126,000	65,000	191,000	ADD BACK DEPARTMENT TRUCK REQUEST
EDUCATION				
BOARD OF EDUCATION - BOS EDUCATION LINE ITEM	76,054,231	(75,000)	75,979,231	BOF JUSTIFICATION - REDUCE TECH EQUIP AND CONTINGENCY
TOTAL EXPENDITURE BUDGET ADJUSTMENTS		(60,000)		

TOWN OF NEWTOWN				
2018 - 2019 BUDGET - LEGISLATIVE COUNCIL ADJUSTMENTS				
4/4/2018	2018-2019 BUDGET	LEGISLATIVE	2018-2019 BUDGET	
	BOARD OF FINANCE	COUNCIL	LEGISLATIVE COUNCIL	
FUNCTION / DEPARTMENT / ACCOUNT	RECOMMENDED	ADJUSTMENTS	ADOPTED	COMMENTS
GENERAL GOVERNMENT				
TECHNOLOGY - EQUIPMENT	152,000	(100,000)	52,000	Recognize importance of account however road
FAIRFIELD HILLS AUTHORITY - REPAIR & MAINT	10,000	(6,000)	4,000	improvements are the priority.
PUBLIC WORKS				
HIGHWAY - ROAD IMPROVEMENTS	1,600,000	150,000	1,750,000	Restore cut to road improvements.
WINTER MAINTENANCE - OVERTIME	185,000	5,000	190,000	Restore cut to winter maintenance to account for decrease
WINTER MAINTENANCE - SALT	350,000	20,000	370,000	in contingency.
PLANNING				
ECONOMIC DEVELOPMENT - SALARIES & WAGES	98,007	(25,000)	73,007	Recognize importance of account however winter
				maintenance takes priority.
RECREATION & LEISURE				
PARKS & RECREATION - CAPITAL	191,000	(65,000)	126,000	Recognize importance of account however road
				improvements are the priority.
EDUCATION				
BOARD OF EDUCATION - BOS EDUCATION LINE ITEM	75,979,231	75,000	76,054,231	Restore special education contingency cut and technology
				equipment cut.
TOTAL EXPENDITURE BUDGET ADJUSTMENTS		54,000		

THIS PAGE RESERVED FOR SUBSEQUENT ADJUSTMENTS

PENSION TRUST FUND

The Town contributes to three pension plans: Selectmen and Board of Education Personnel, Police Personnel and Elected Officials. Two of the plans, the Selectmen and Board of Education Personnel and the Police Personnel, are single employer, contributory, defined benefit pension plans. The Elected Officials plan is a single employer defined contribution pension plan. All three plans are included in one pension trust fund. The departments in the budget are charged their share of the pension contribution amount according to a percent of payroll figure determined by the actuary. The last seven years of pension contributions made are presented below:



Pension –continued-

The large increase in 2018-2019 is mainly due to changing the actuarial calculation to best practice and the discount rate used from 7.5% to 7.0%.

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

The most current actuarial report for each plan, which states the annual required contribution (ARC), which is the total amount funded in the budget, can be found on the Town web site under the Pension Committee.

ACTUARIAL [REPORT](#)

There is now a 401(a) plan. This is the Town's defined contribution plan. New non-union employees (after 12/31/2013), parks & recreation union employees (after 06/30/2014), and police union employees (after 05/05/2015) cannot participate in the Town Pension Plan. They can participate in the Town defined contribution plan. The Town is negotiating with all unions to make this switch for new employees.

For town (non police) employees the employee contributes 5% of salary and the Town contributes 5%.

For police employees the employee contributes 5% of salary and the Town contributes 15%.

As a comparison the pension contribution requires the Town to contribute the following % of salary:

Town - 8.5%

Police - 25.1%

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 decreased by (7.5%) due to positive performance in the medical self-insurance fund.

EMPLOYEE BENEFITS - DEPARTMENT SUMMARY - 2018/19				
			2017-18	2018-19
DEPT			Medical	Med - (7.5%)
Selectmen			22,438	20,755
Human Resources			17,668	16,342
Tax Collector			89,353	82,652
Town Clerk			66,482	61,496
Assessor			48,800	45,140
Finance			88,656	82,007
Technology			57,773	53,440
Econ & Comm Dev			2,288	2,116
Fairfield Hills Authority			5,115	4,731
Communications			110,458	102,174
Police			892,591	825,647
Animal Control			30,439	28,156
Fire			27,014	24,988
Building			103,544	95,778
Highway			682,572	631,379
Transfer Station			44,556	41,214
Building Maintenance			48,892	45,225
Social Services			40,356	37,329
Senior Center			27,150	25,114
Land Use			94,911	87,793
Parks & Recreation			296,562	274,319
Edmond Town Hall			51,828	47,941
Library			-	-
Youth & Family Svs			34,241	31,673
Health District			102,705	95,002
Children's Adventure Ctr			109,586	101,367
RETIRED			85,531	79,116
			3,181,508	2,942,895

Self-Insurance Fund Analysis:

TOWN OF NEWTOWN MEDICAL SELF INSURANCE FUND ANALYSIS @ JAN 31, 2018 FISCAL YEAR 2017 - 2018 FORECAST				TOWN OF NEWTOWN MEDICAL SELF INSURANCE FUND ANALYSIS @ JAN 31, 2018 FISCAL YEAR 2018 - 2019 FORECAST			
FUND BALANCE @ JULY 1, 2017			4,146,007	ESTIMATED FUND BALANCE @ JULY 1, 2018		5,650,007	
<u>ESTIMATED REVENUES</u>				<u>ESTIMATED REVENUES</u>			
EMPLOYER CONTRIBUTIONS:				EMPLOYER CONTRIBUTIONS:			
MUNICIPAL	3,181,000			MUNICIPAL	2,942,425		7.5% (238,575)
EDUCATION	8,686,000	11,867,000		EDUCATION	8,034,550	10,976,975	7.5% (651,450)
EMPLOYEE CONTRIBUTIONS:				EMPLOYEE CONTRIBUTIONS:			
MUNICIPAL	390,000			MUNICIPAL	390,000		
EDUCATION	2,100,000	2,490,000		EDUCATION	2,100,000	2,490,000	
RETIREE/COBRA/AGENCY CONTRIBUTIONS:				RETIREE/COBRA/AGENCY CONTRIBUTIONS:			
MUNICIPAL	350,000			MUNICIPAL	350,000		
EDUCATION	392,000	742,000		EDUCATION	392,000	742,000	
INTEREST EARNED ON INVESTMENTS		20,000		INTEREST EARNED ON INVESTMENTS		20,000	
TOTAL REVENUES		15,119,000		TOTAL REVENUES		14,228,975	
<u>ESTIMATED EXPENSES</u>				<u>ESTIMATED EXPENSES</u>			
CLAIMS/NAF:				CLAIMS/NAF:			
MUNICIPAL		FROM CLAIMS	12,500,000	MUNICIPAL		13,312,500	(6.5%)
EDUCATION		ANALYSIS		EDUCATION			
ADMINISTRATIVE FEES:				ADMINISTRATIVE FEES:			
MUNICIPAL			1,060,000	MUNICIPAL		1,060,000	
EDUCATION				EDUCATION			
CONSULTANT FEES		55,000		CONSULTANT FEES		55,000	
TOTAL EXPENSES		13,615,000		TOTAL EXPENSES		14,427,500	
ESTIMATED FUND BALANCE @ JUNE 30, 2018		5,650,007	45%	ESTIMATED FUND BALANCE @ JUNE 30, 2019		5,451,482	41%
25% OF TOTAL CLAIMS =	3,125,000			25% OF TOTAL CLAIMS =	3,328,125		

Employee medical premium cost shares:

2018-19							
<u>Medical Premium Cost Share Percentage (%):</u>							
<u>TOWN</u>							
Non Union				12%			
Town Hall				12%			
Police				14%			
Dispatch				13%			
Public Works				12%			
Parks & Recreation				14%			
<u>AGENCIES</u>							
Edmond Town Hall				10%			
Library				100%			
Youth & Family Svs				39%			
Health District				10%			
Children's Adventure Ctr				50%			

CAPITAL IMPROVEMENT PLAN (CIP)

The Capital Improvement Plan ("CIP") is a five-year plan identifying the Town's capital outlay and improvement needs. As a long-range plan, the CIP reflects the Town's policy regarding future physical and economic development. By providing a planned schedule of public improvements, the CIP outlines present and future public needs and priorities. A capital improvement is defined as any expenditure for equipment, buildings, infrastructure, land acquisition, plan or project in which the cost exceeds 0.25% of the Town budget for the year in which the request is made.

Capital project planning is an ongoing process. Each year the CIP document is updated. The need or idea for capital improvements can originate from the department heads, the First Selectman, the Superintendent of Schools, and boards and commissions. These items are compiled into this document and presented annually to the Board of Finance and Legislative Council. Once approved, the CIP outlines the Town's official commitment to funding these expenditures in the subsequent year's budgets.

Adopting a CIP does not end with the first year. Changing needs and priorities, emergencies, cost changes, mandates and changes in technology all require the CIP to be updated annually. The Town's public facilities, streets, parks, equipment, etc. are constantly in need of repair, replacement or expansion. A growing population will require additional or new facilities. These reasons require that the CIP be updated to maintain the financial solidity of the Town. The CIP achieves the following objectives as a component of the Town's budget and financial planning process:

- Reduces the need for "crash programs" to finance the construction of Town facilities.
- Focuses attention on community goals, needs and capabilities.
- Achieves optimum use of taxpayer dollars.
- Guides future community growth and development.
- Advance planning ensures that projects are well thought out in advance of construction.
- Provides for the orderly replacement of capital expenditures.
- Encourages a more efficient governmental administration as well as maintains a sound and stable financial program.

CAPITAL IMPROVEMENT PLAN (CIP)

TOWN OF NEWTOWN							
LEGISLATIVE COUNCIL ADOPTED CIP - (2018 - 2019 TO 2022 - 2023) - 01/17/2018							
RANK	2018 - 2019 (YEAR ONE)			Funding			
	BOARD OF SELECTMEN	Dept.	Adopted Amount	Bonding	Grants	General Fund	Other
	Capital Road Program	PW	3,500,000	1,500,000		2,000,000	
	Sandy Hook Permanent Memorial	SH MEM	250,000	250,000			
	Library Renovations / replacements / upgrades	LIB	300,000	300,000			
	Building/Land Purchase/Remediation/Demolition /infrastructure	FFH	4,000,000	4,000,000			
	Brownfields remediation/re-purposing-7/28A Glen rd/open space	LAND USE	650,000	650,000			
	Eichlers Cove Improvements Phase (2 of 2)	P & R	400,000	-0-			400,000
	BOARD OF EDUCATION						
	Middle Gate - Roof Replacement (1964 & 1992 sections)	BOE	1,685,400	1,685,400			
	TOTALS	>>>>>>>>	10,785,400	8,385,400	-	2,000,000	400,000
RANK	2019 - 2020 (YEAR TWO)			Funding			
	BOARD OF SELECTMEN	Dept.	Adopted Amount	Bonding	Grants	General Fund	Other
	Capital Road Program	PW	2,250,000			2,250,000	
	Bridge Replacement Program	PW	400,000	400,000			
	Police Facility - Construction Phase	POLICE	8,000,000	8,000,000			
	Tilson Artificial Turf Replacement	P & R	500,000				500,000
	Dickinson Pavilion Replacement	P & R	450,000	450,000			
	Edmond Town Hall Exterior Renovations	ETH	268,000	268,000			
	Library Renovations / replacements / upgrades	LIB	350,000	350,000			
	BOARD OF EDUCATION						
	Hawley - Replace Boiler & Lighting Energy Project	BOE	1,814,720	1,814,720			
	High School - Main Boiler Replacements	BOE	954,000	954,000			
	TOTALS	>>>>>>>>	14,986,720	12,236,720	-	2,250,000	500,000

CAPITAL IMPROVEMENT PLAN (CIP) – Continued

RANK	2020 - 2021 (YEAR THREE)			Funding			
		Dept.	Adopted Amount	Bonding	Grants	General Fund	Other
	BOARD OF SELECTMEN						
	Capital Road Program	PW	2,500,000			2,500,000	
	Bridge Replacement Program	PW	400,000	400,000			
	Police Facility - Construction Phase	POLICE	5,000,000	5,000,000			
	Radio System Upgrade and Console	ECC	1,775,000		1,775,000		
	Library Renovations / replacements / upgrades	LIB	350,000	350,000			
	BOARD OF EDUCATION						
	Hawley - Ventilation and HVAC Renovations	BOE	4,719,120	4,719,120			
	TOTALS	>>>>>>>	14,744,120	12,244,120	-	2,500,000	-
RANK	2021 - 2022 (YEAR FOUR)			Funding			
		Dept.	Adopted Amount	Bonding	Grants	General Fund	Other
	BOARD OF SELECTMEN						
	Capital Road Program	PW	2,750,000			2,750,000	
	Bridge Replacement Program	PW	400,000	400,000			
	FFH Building Remediation / Demolition	FFH	2,000,000	2,000,000			
	Fairfield Hills Pickle Ball Courts	P & R	250,000	250,000			
	Edmond Town Hall Gym Air Conditioning	ETH	252,000	252,000			
	Library Renovations / replacements / upgrades	LIB	300,000	300,000			
	BOARD OF EDUCATION						
	High School - Replace/Restore Stadium Turf Field	BOE	1,060,000	1,060,000			
	Middle School - Ventilation, HVAC, AC (partial) - Phase II	BOE	3,093,300	3,093,300			
	TOTALS	>>>>>>>	10,105,300	7,355,300	-	2,750,000	-
RANK	2022 - 2023 (YEAR FIVE)			Funding			
		Dept.	Adopted Amount	Bonding	Grants	General Fund	Other
	BOARD OF SELECTMEN						
	Capital Road Program	PW	3,000,000			3,000,000	
	Bridge Replacement Program	PW	400,000	400,000			
	FFH Building Remediation / Demolition	FFH	2,000,000	2,000,000			
	P & R Maintenance Yard Improvements	P & R	670,000	670,000			
	Edmond Town Hall Parking Lot Improvements	ETH	450,000	450,000			
	Library Renovations / replacements / upgrades	LIB	250,000	250,000			
	BOARD OF EDUCATION						
	Reed - Install High Efficiency Gas Boilers & LED Lighting	BOE	2,000,000	2,000,000			
	TOTALS	>>>>>>>	8,770,000	5,770,000	-	3,000,000	-
	GRAND TOTALS		59,391,540	45,991,540	-	12,500,000	900,000

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 2018/19 debt service amount, in this budget, is less than 9% of the total budget amount.

The next page shows the most current Debt Forecast Schedule used to make sure that the total projects approved on the current CIP plan stay within the debt service policy statement (keeping annual budgeted debt service payments at appropriate levels).

CAPITAL IMPROVEMENT PLAN (CIP) – Continued

TOWN OF NEWTOWN 2018-2019 CIP - FORCASTED PROJECT AMOUNTS - DEBT LIMIT CALCULATION													
		current yr	2018-19 TO 2022-23 CIP										
		2017-2018	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023						
		Planned	Forecasted	Forecasted	Forecasted	Forecasted	Forecasted	Total Est.					
Fiscal	Current	2018 Bond	2019 Bond	2020 Bond	2021 Bond	2022 Bond	2023 Bond	Debt Service					
Years	Service	Issue	Issue	Issue	Issue	Issue	Issue	Fiscal Year					
Ending	Schedule	(03/15/2018)	(02/15/2019)	(02/15/2020)	(02/15/2021)	(02/15/2022)	(02/15/2023)	Total	Forecasted	General Fund	Debt	as a % of	%
		*							Debt	Budget	Service	Budget	Budget
									Total				
PRINCIPAL AMOUNT>>		13,000,000	12,855,000	12,235,000	12,245,000	7,525,000	5,770,000	50,630,000		FIVE YEAR BORROWING AMOUNT ***			
06/30/2018	8,937,070							8,937,070	-	114,427,013	7.8%	9,154,161	10,298,431
06/30/2019	8,167,870	1,072,500						9,240,370	1,072,500	116,715,553	7.92%	9,337,244	10,504,400
06/30/2020	7,584,121	1,051,375	1,049,215					9,684,711	2,100,590	119,049,864	8.44%	9,523,989	10,714,488
06/30/2021	7,078,719	1,030,250	1,028,590	1,032,108				10,169,667	3,090,948	121,430,862	8.37%	9,714,469	10,928,778
06/30/2022	7,053,099	1,009,125	1,007,965	1,016,063	1,040,820			11,127,072	4,073,973	123,859,479	8.98%	9,908,758	11,147,353
06/30/2023	6,403,711	988,000	987,340	994,845	1,019,220	657,188		11,050,304	4,646,593	126,336,668	8.75%	10,106,933	11,370,300
06/30/2024	6,192,037	966,875	966,715	973,628	997,620	643,125	515,030	11,255,030	5,062,993	128,863,402	8.73%	10,309,072	11,597,706
06/30/2025	5,396,366	945,750	971,090	952,410	976,020	629,063	503,720	10,374,419	4,978,053	131,440,670	7.89%	10,515,254	11,829,660
06/30/2026	4,831,485	924,625	949,640	931,193	954,420	615,000	492,410	9,698,773	4,867,288	134,069,483	7.23%	10,725,559	12,066,253
06/30/2027	4,213,919	903,500	953,190	909,975	957,820	600,938	481,100	9,020,442	4,806,523	136,750,873	6.60%	10,940,070	12,307,579
06/30/2028	3,349,110	882,375	930,915	888,758	935,320	591,875	469,790	8,048,143	4,699,033	139,485,890	5.77%	11,158,871	12,553,730
2016/17 CARRY OVER:													
FFLD HILL REM/DEMO		735,000	150,000										
COMMUNITY CTR		2,500,000	2,500,000										
BRIDGE PROGRAM		840,000											
FIRE APPARATUS		575,000											
TREADWELL PARK		535,000											
		5,185,000											
2017/18 carry over													
BRIDGE PROGRAM			525,000										
Treadwell pool deck replacement			400,000										
Edmond town hall			571,000										
Library			273,000										
			4,419,000										

APPENDIX

POLICE VEHICLE INVENTORY

Vehicle #	Plate #	Make/Year	VIN #	Miles						
Chief	367 SCZ	Ford Explorer/2017	1FM5K8D8XHGA63006	19000						
Captain	139 DGO	Ford Utility / 2014	1FM5K8AR0EGC38713	44413						
LT	683 RHF	Ford Explorer / 2013	1FM5K8D86DGA55429	94500						
Command	66 NT	Ford E-450 / 2007	1FDXE45S26DB15195	5345						
Motorcycle 1	122 NT	Harley Davidson / 2008	1HD1FMM127Y629394	37770						
Motorcycle 2	00JBMT	Harley Davidson / 2002	1HD1FHW112Y634566	22262						
Charger (T/U)	468 WXS	Dodge Charger / 2008	2B3KA43H88H280242	80939						
Caprice (T/U)	124 NT	Chevy Caprice / 2012	6G1MK5U26CL608768	24108						
K9	NPK9	Ford Utility / 2013	1FM5K8AR8DGC20751	79700						
1 (SGT)	6 NT	Ford Utility / 2015	1FM5K8AR5FGA94450	51731						
2 (SGT)	62 NT	Ford Expedition / 2010	1FMJU1G59AEB50009	114556						
3 (DB)	114 RNB	Chevy Caprice / 2012	6G1MK5U25CL649652	71992						
4 (DB)	278 TYA	Chevy Impala /2016	2G1WA5E32G1164672	12035						
5 (DB)	318 GXY	Chevy Caprice / 2012	6G1MK5U20CL649722	85491						
6 (DB)	213 RYL	Ford Crown Vic / 2003	2FABP71WX3X137539	109575						
13 (SRO)	END DWI	Ford Crown Vic / 2010	2FABP7BV3AX111222	98216						
20(SRO)	126 NT	Ford Utility / 2013	1FM5K8ARXDGC20749	94958						
7	67NT	Ford Utility / 2017	1FM5K8AR4HGA77514	25958						
8	68 NT	Ford Utility / 2015	1FM5K8AR7FGA94451	70582						
9	69 NT	Ford Utility/2016	1FM5K8AR6GGB89104	37782						
10	70 NT	Ford Utility/2016	1FM5K8AR6GGB89103	45304						
11	71 NT	Ford Utility / 2014	2FM5K8AR0EGC27419	86106						
15	75NT	Ford Utility / 2017	1FM5K8AR4HGA77515	28608						
18	78 NT	Ford Utility / 2016	1FM5K8AR6GGB89102	41441						
19	129 NT	Ford Utility / 2014	1FM5K8AR9EGC27418	85651						
21	121 NT	Ford Utility / 2013	1FM5K8AR6DGC20750	114649						
22	122 NT	Ford Utility / 2015	1FM5K8AR9FGA94452	68905						
12 (spare)	72 NT	Ford Crown Vic / 2011	2FABP7BV8BX134609	96992						
14 (spare)	74 NT	Ford Crown Vic / 2011	2FABP7BV6BX134611	82542						
16 (spare)	76 NT	Ford Crown Vic / 2009	2FAHP71V79X109285	Approx 98000						
17 (spare)	127 NT	Ford Crown Vic / 2010	2FABP7BV5AX111223	97677	-	-	-	-	-	-

FIRE APPARATUS INVENTORY

TOWN OF NEWTOWN FIRE TRUCKS						
HOOK AND LADDER						
Engine 1	2007	Pierce	2,000	gpm		Town owned
Engine 111	1985	pierce	1,500	gpm		Company owned
Engine 112	1997	International	4X4	Pumper		Company owned
Rescue 113	2006	Spartan				Company owned
Ladder 114	2001	Pierce	100ft	ladder no pump		Town owned
OIC Truck	2008	Ford	F350			Town owned
DODGINGTOWN						
Engine 221	2010	Pierce	1,500	gpm		Town owned
Engine 223	1987	Ford	F800	500 gpm		Company owned
OIC Truck	2014	Ford	F350			Town owned
Tanker 229	1991	White/GMC/Volvo	500 gpm	2,800 gallon tandem		Town owned
HAWLEYVILLE						
Engine 331	2000	KME	1,500	gpm		Town owned
Engine 332	1980	Pierce	Class A	pumper		Company owned
Rescue 334	1998	Spartan				Company owned
Command Unit	2017	Chevy	Tahoe			Company owned
tanker 339	1986	Seagrave	3,000	gallon tandem		Town owned
OIC Truck	2015	F350				Town owned
SANDY HOOK						
Ladder 440	1992	E One	75ft	quint 1,250	Hale	Company owned
Engine 441	2010	Pierce	1,500	gpm	Hale	Town owned
Engine 442	2003	E One	1,500	gpm	Hale	Town owned
Engine 44	1990	E One	1,500	gmp	Hale	Company owned
Rescue 444	2015	RESCUE 1	Rescue	TRUCK		Company owned
Brush 445	2012	Ford	F550	250 gpm		Company owned
Tanker 449	1997	Freightliner	500 gpm	Hale 1,900	single axle	Town owned
Tanker 9	1986	Kenworth	500gpm	2,900	gallon tandem	Town owned
OIC Truck	2007	F350				Town owned
Botsford						
Engine 551	2005	Pierce	1,500	gpm	waterous	Town owned
Engine 552	1987	Pierce	1,5000	gpm	waterous	Company owned
Brush 555	1984	Chevy	90	gpm		Company owned
Tanker 557	2003	Mack	450 gpm	3,000	gallon tandem	Company owned
Tanker 559	Volvo/White	450 gpm	2,500	gallon tandem		Town owned
OIC	2015	Ford	Explorer			Company owned

PUBLIC WORKS VEHICLE INVENTORY

<u>13 SIX WHEEL DUMP TRUCKS</u>	<u>HOURS</u>	<u>TRUCK CONDITION</u>	<u>DUMP BODY CONDITION</u>			<u>5 SUPERVISOR VEHICLES</u>	<u>MILES</u>	<u>TRUCK CONDITION</u>	
1998 FORD	7,950	POOR	POOR			2002 CHEVY PICK UP TRUCK	189,190	POOR	
1999 FORD STERLING	9,688	POOR	POOR			2003 CHEVY PICKUP TRUCK	160,775	POOR	
2000 WESTERN STAR	7,765	POOR	GOOD REPLACED	2012		2005 CHRYSLER MINI VAN	205,950	POOR	
2001 WESTERN STAR	9,592	POOR	GOOD REPLACED	2012		2013 FORD PICKUP TRUCK	53,250	EXCELLENT	
2002 MACK RD 688P All WHEEL DRIVE	5,225	POOR	POOR			2015 CHEVY PICKUP TRUCK	52,900	EXCELLENT	
2003 MACK RD 688P	7,750	FAIR	EXCELLENT REPLACED	2013					
2004 MACK CV71	6,377	GOOD	POOR			<u>HEAVY EQUIPMENT</u>	<u>HOURS</u>	<u>TRUCK CONDITION</u>	<u>BODY CONDITION</u>
2005 MACK CV712	6,546	GOOD	POOR			1999 GMC C7500 BUCKET TRUCK	9,808	FAIR	GOOD
2006 MACKCV712	7,780	GOOD	GOOD PAINTED	2013		2001 CATERPILLER 312 EXCAVATOR	8,730	GOOD	
2007 VOLVO VHD	5,834	GOOD	GOOD PAINTED	2014		2001 CATERPILLER 430D BACKHOE	7,200	GOOD	
2008 VOLVO VHD	6,175	EXCELLENT	VERY GOOD PAINTED 2015	2015		2002 CATERPILLER 938G LOADER	15,250	POOR	
2015 VOLVO VHD	975	EXCELLENT	EXCELLENT			2005 MACK CV713 SEWER TRUCK	2,510	EXCELLENT	VERY GOOD
2016 VOLVO VHD	350	EXCELLENT	EXCELLENT			2007 VOLVO L110 LOADER	19,527	FAIR	
						2011 VOLVO AWD GRADER	2,910	EXCELLENT	
<u>6 Ten Wheel Dump Trucks</u>	<u>HOURS</u>	<u>TRUCK CONDITION</u>	<u>DUMP BODY CONDITION</u>			2014 ELGIN ROAD SWEEPER	2,300	EXCELLENT	
2003 MACK RD688S	7,910	FAIR	EXCELLENT REPLACED	2016					
2003 MACK RD688S	8,495	GOOD	EXCELLENT REPLACED	2014		<u>LIGHT EQUIPMENT</u>	<u>HOURS</u>	<u>CONDITION</u>	
2004 MACK CV713	8,220	GOOD	EXCELLENT REPLACED	2016		1984 INGERSOL RAND AIR COMPRESSOR		POOR	
2005 MACK CV713	6,300	GOOD	EXCELLENT REPLACED	2015		1989 FORD ROAD SIDE MOWER		POOR	
2009 VOLVO VHD	6,100	EXCELLENT	FAIR			1989 INGERSOL RAND ROLLER		FAIR	
2009 VOLVO VHD	6,240	EXCELLENT	FAIR			1999 JOHN DEERE ROAD SIDE MOWER		GOOD	
						1999 INGERSOL RAND ROLLER		GOOD	
<u>4 Medium Duty 5500 Series Dump Trucks</u>	<u>MILES</u>	<u>TRUCK CONDITION</u>	<u>DUMP BODY CONDITION</u>			2000 LEEBOY PAVER		GOOD	
2008 GMC 5500	101,900	POOR	FAIR			2002 WOOD CHIPPER		FAIR	
2013 RAM 5500	41,200	EXCELLENT	EXCELLENT			2003 PAVEMENT CUTTER		FAIR	
2014 RAM 5500	65,040	EXCELLENT	EXCELLENT			2013 WOOD CHIPPER		EXCELLENT	
2016 FORD F550	22,925	EXCELLENT	EXCELLENT						
						<u>TRAILERS</u>		<u>CONDITION</u>	
<u>4 Crew Leader Trucks</u>	<u>MILES</u>	<u>TRUCK CONDITION</u>	<u>BODY CONDITION</u>			1986 TRAILAVATOR		POOR	
2017 FORD F550 DUMP	15,000	EXCELLENT	EXCELLENT			1999 INTERSTATE 20 TON		GOOD	
2017 FORD F550 DUMP	14,500	EXCELLENT	EXCELLENT			2001 INTERSTATE 20 TON		GOOD	
2006 F350 DUMP	112,850	POOR	POOR			2006 CONTRAIL		GOOD	
2016 FORD F550 DUMP	25,373	EXCELLENT	EXCELLENT			2014 6X10 ENCLOSED		EXCELLENT	
<u>1 Service/Fuel Truck</u>	<u>MILES</u>	<u>TRUCK CONDITION</u>	<u>BODY CONDITION</u>			<u>MISCELLANEOUS</u>	<u>MILES</u>	<u>CONDITION</u>	<u>BODY CONDITION</u>
2001 CHEVY 2500HD	68,125	POOR	POOR			2016 80KW BUILDING GENERATOR		EXCELLENT	
						1999 SCREENING PLANT		GOOD	
						2001 CHEVY PICKUP TRUCK(LANDFILL)	176,110	POOR	POOR
						2008 FORD ESCAPE HYBRID	72,000	VERY GOOD	
						2014 RAM 3500 ON CALL TRUCK	39,750	EXCELLENT	EXCELLENT
NOTE: REPLACED DUMP BODIES ARE PART OF ON GOING BODY REPLACEMENT PROGRAM									
NOTE: PAINTED BODIES ARE PART OF CONTINUED BODY PAINTING PROGRAM									
NOTE: HOURS TO MILES CONVERSION. INDUSTRY STANDARDS VARY ON FORMULAS FOR CONVERSION. WE CHOOSE THE LOW END									
OF THE AVERAGE FOR A DUMP TRUCK ONE HOUR = 25 MILES, FOR EQUIPMENT ONE HOUR = 30 MILES.									

PARKS & RECREATION VEHICLE INVENTORY

<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>DESCRIPTION</u>	<u>MILEAGE/HOURS</u>	<u>CONDITION</u>	<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>DESCRIPTION</u>	<u>MILEAGE/HOURS</u>	<u>CONDITION</u>
<u>Trucks:</u>						<u>Construction</u>					
2006	Ford	F550	1 1/2 Ton 4wd dump truck with plow	80,888	Poor	2003	Mustang	2074	Skid Steer loader	3,239	Poor
2006	Ford	F550	1 1/2 Ton Crew cab flatbed/Plow	87,050	Poor	2006	Cat	D3	LGP Bull Dozer	2,853	Good
2007	Ford	F550	1 1/2 Ton Flatbed Liftgate/Plow	71,011	Poor	2007	Kubota	R520	Articulating Loader	3,700	Good
2008	Ford	F550	1 1/2 Ton 4wd Flatbed with plow	70,850	Fair	2007	Kubota	U45	Hydraulic Excavator	4,460	Fair
2008	Peterbilt	335	10 Wheel 15 Yard Dump with plow	31,700	Good	<u>Painters:</u>					
2009	Sterling	5500	1 1/2 Ton 4wd Flatbed with plow	80,323	Poor	2004	Graco	LineLazer	Walk Behind Painters (2)	N/A	Poor
2009	Sterling	5500	1 1/2 Ton Service Body with Crane	35,495	Good	2008	Graco	LineLazer	Walk Behind Painters (2)	N/A	Fair
2011	Ford	F550	1 1/2 Ton 4wd Flatbed with plow	33,280	Very Good	2011	Graco	5900	Ride On Painter	882	Good
2012	Ford	F550	1 1/2 Ton 4wd dump truck with plow	35,485	Very Good	<u>Groomers:</u>					
2015	Ford	F450	1 1/4 Ton 4wd Flatbed with plow	16,256	Very Good	2003	Toro	Sand Pro 5020	3wd infield groomer	2,196	Poor
2015	Intenational	Terrastar	1 1/2 Ton 4wd dump truck with plow	10,100	Very Good	2007	Toro	Sand Pro 5040	3wd infield groomer	1,462	Good
2016	Ford	F150	1/2 Ton 4wd Pick Up	8,539	Excellent	2016	Toro	Sand Pro 5040	3wd infield groomer	213	Excellent
<u>Trailers:</u>						<u>Miscellaneous</u>					
2001	Cross Country	CC125	6 ton trailer		Good (Refub 2017)	2007	Magnum		Ride On Spreader	N/A	Good
2003	WellsCargo		Painting trailer		Poor	2008	Ryan	SC18	Walk behind sod cutter	N/A	Good
2003	Contrail		10,000 lb open deck		Fair	2009	Toro	29	29 HP Turbine blower	579	Good
2007	Econoline		Construction trailer		Good	2011	Toro	MP5800	300 Gallon Sprayer	685	Good
2009	Car Mate		Grooming Trailer		Poor	2011	Toro	MH400	Large Area Topdresser	N/A	Very good
2010	Car Mate		10,000 lb enclosed		Good	2013	Redexim	Carrier	Walk behind aerator/sod cutter	318	Excellent
2017	Blinc		24,000 lb open deck		Excellent	<u>Attachments</u>					
<u>Tractors:</u>						1979	Rodgers	516	Overseeder		inop
2001	Kubota	3010	4wd utility tractor	3,036	Poor	1979	York	R6	Large area york rake		Poor
2006	Kubota	M6800	4wd utility tractor	3,372	Good	1981	Sweepster	MB6	Power broom		inop
2009	Kubota	M7040	4 Wd Turf tractor	1,160	Good	1982	Woods	W100	Flail Mower		Poor
<u>Utility Vehicles:</u>						1983	Kubota	FL1020	Roto-tiller		Poor
2005	Bobcat	5600	Front Loader Heavy Duty UTV	2,941	Poor	1996	Bannerman	BA600ST	slit slicer		Poor
2006	Kubota	RTV 900	Heavy Duty UTV	1,924	Fair	1996	Bannerman	Diamond Master	Infield groomer		Poor
2009	Kubota	RTV 1100	Heavy Duty UTV	1,136	Fair	1999	Bearcat	BC60	Brush-Hog		Poor
2013	Toro	MDX	Medium Duty UTV	369	Good	2002	Redexim	V80	3 PT Decompactor		Good
2014	Toro	HDX	Heavy Duty UTV	385	Very Good	2004	Redexim	7521	Deep tine aerator		Good
<u>Mowers:</u>						2004	Lely	1250	3PT Spreader		Fair
2004	SCAG	48H	48" Walk Behind	948	Poor	2006	Woods	RM6	3PT Chipper		Good
2004	SCAG	48H	48" Walk Behind	1,129	Poor	2006	First Products	80	3Pt Aera vato with seed box		Good
2007	Toro	3505	72" Contour Rotary	625	Good	2007	Toro	VersaVac	Tow behind vacuum		Good
2008	Kubota	F3680	72" Front Rotary	1,941	Poor	2011	STEC	Ig80	Laser grader		Very Good
2009	Toro	7210	72" Zero turn	1,622	Fair	2012	Toro	5200	Tow Behind Sweeper		Very Good
2009	Toro	7210	72" Zero turn	1,750	Fair	2012	Toro	1298	3Pt Aerator		Very Good
2014	Toro	5910	16' Large Area Rotary	1,173	Good	2013	Redexim	ST48	3PT Turf Stripper		Very Good
2014	Toro	360	72" 4WD Zero Turn	429	Very Good						
2014	Toro	4700	14' Large area Contour Rotary	692	Good						