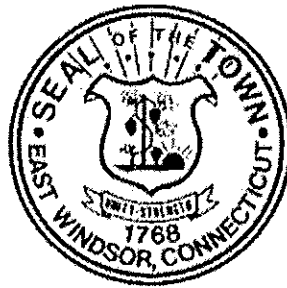


ADOPTED BUDGET 6/15/16

# TOWN OF EAST WINDSOR

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FY 2016-2017



**BUDGET PROCESS**

The Boards of Selectmen and Education hold a public hearing at the beginning of the budget process in February.

The Board of Selectmen and Board of Education present their budgets to the Board of Finance in March.

A public hearing is held by the Board of Finance once both budgets have been submitted.

The Board of Finance holds budget workshops to finalize a proposed budget for referendum.

Once the budget is approved, the Board of Finance sets the mill rate for tax bills due July 1.

**FY 2017 BUDGET CALENDAR**

2/2/2016	BOS and BOE Public Hearing
3/17/2016	BOE presents budget to BOF
3/17/2016	BOS presents budget to BOF
3/23/2016	BOF Public Hearing
4/20/2016	BOF approve final budget for Referendum
5/10/2016	1st Budget Referendum
5/11/2016	Public Hearing, if needed, or BOF to set mill rate
5/24/2016	2nd Budget Referendum (if needed)
5/25/2016	Public Hearing, if needed, or BOF to set mill rate
6/14/2016	3rd Budget Referendum (if needed)
6/15/2016	BOF to set mill rate

**TOWN OFFICIALS**Board of Selectmen

Bob Maynard, First Selectman  
 Jason E. Bowsza  
 Steve A. Dearborn  
 Dale Nelson  
 Richard Pippin, Jr.

Board of Finance

Jerilyn K. Corso, Chairman  
 Kathleen Pippin  
 Cynthia Herms  
 Jim Richards  
 Bill Syme  
 Steve Smith  
 Paulette Broder, Alternate  
 Luis Valdez, Alternate

Board of Education

Catherine A Simonelli, Chairman  
 George Michna  
 Scott Morgan  
 William G. Raber, Jr.  
 Kathleen Bilodeau  
 Patti Nelson  
 Nichole DeSousa  
 Randi Reichle

## GENERAL FUND REVENUE AND EXPENDITURE SUMMARY

REVENUES	FY 15-16 APPROVED	FY 16-17 PROPOSED	INCREASE (DECREASE)	PERCENT INC (DEC)
Taxes	28,273,762	29,152,930	879,168	3.11%
Local	1,257,740	1,318,060	60,320	4.80%
State	6,625,246	6,296,101	(329,145)	-4.97%
Use of Fund Balance	200,000	250,000	50,000	25.00%
<b>TOTAL REVENUES/TRANSFERS</b>	<b>36,356,748</b>	<b>37,017,091</b>	660,343	1.82%
<b>EXPENDITURES/APPROPRIATIONS</b>				
Administrative Services	1,508,502	1,554,892	46,390	3.08%
Public Safety	3,809,151	3,620,377	(188,774)	-4.96%
Physical Services	2,063,609	2,253,721	190,112	9.21%
Culture and Leisure	644,543	702,334	57,791	8.97%
Boards and Commissions	59,107	60,580	1,473	2.49%
General Government	4,706,947	4,606,372	(100,575)	-2.14%
<b>TOTAL TOWN</b>	<b>12,791,859</b>	<b>12,798,276</b>	6,417	0.05%
Capital Improvement	766,053	895,442	129,389	16.89%
Debt Service	1,180,832	1,194,238	13,406	1.14%
Board of Education	21,618,004	22,129,135	511,131	2.36%
<b>TOTAL EXPENDITURES</b>	<b>36,356,748</b>	<b>37,017,091</b>	660,343	1.82%

**GENERAL FUND SUMMARY OF REVENUES**

DESCRIPTION	FY 15-16	FY 16-17	INCREASE	PERCENT
	APPROVED	ESTIMATED	(DECREASE)	INC (DEC)
<b>TAXES</b>				
Current Levy	28,273,762	29,152,930	879,168	3.11%
MV Supplemental	275,000	300,000	25,000	9.09%
Prior Year Taxes	275,000	300,000	25,000	9.09%
Interest and Fees	225,000	225,000	-	0.00%
Aircraft-Copy Fees-Parking Tickets	3,360	2,260	(1,100)	-32.74%
<b>TOTAL TAX REVENUE</b>	<b>29,052,122</b>	<b>29,980,190</b>	<b>928,068</b>	<b>3.19%</b>
<b>LOCAL REVENUE</b>	<b>APPROVED</b>	<b>ESTIMATED</b>	<b>INC (DEC)</b>	<b>INC (DEC)</b>
Transfer from Fund Balance	200,000	250,000	50,000	25.00%
Assessor	400	200	(200)	-50.00%
Building	180,000	200,000	20,000	11.11%
Town Clerk	179,700	169,700	(10,000)	-5.56%
Land Use Permits	17,700	13,700	(4,000)	-22.60%
Dial-A- Ride	3,200	3,200	-	0.00%
Police Department	8,000	10,000	2,000	25.00%
Recycling	21,000	1,500	(19,500)	-92.86%
Treasurer	31,880	52,000	20,120	63.11%
Greater Hartford Transit District	6,000	7,000	1,000	16.67%
Park and Recreation	21,500	22,500	1,000	4.65%
Local Option Elderly Tax Relief	-	-	-	-
Interest on Investments	10,000	11,000	1,000	10.00%
<b>TOTAL LOCAL REVENUE</b>	<b>679,380</b>	<b>740,800</b>	<b>61,420</b>	<b>9.04%</b>
<b>STATE REVENUE</b>	<b>APPROVED</b>	<b>ESTIMATED</b>	<b>INC (DEC)</b>	<b>INC (DEC)</b>
Educational Cost Sharing	5,810,543	5,552,000	(258,543)	-4.45%
School Transportation	107,511	-	(107,511)	-100.00%
School Construction	141,253	-	(141,253)	-100.00%
Adult Education	16,355	15,871	(484)	-2.96%
CT Fines	3,000	5,000	2,000	66.67%
Tax Relief- Elderly	90,000	90,000	-	0.00%
Tax Exempt- Disabled	1,800	1,800	-	0.00%
Tax Relief- Veterans	7,000	7,000	-	0.00%
Miscellaneous State	1,000	1,000	-	0.00%
TAR	267,394	267,564	170	0.06%
Pequot	48,673	45,593	(3,080)	-6.33%
PILOT	111,317	57,816	(53,501)	-48.06%
Municipal Revenue Share- Sales Tax	-	232,457	232,457	100.00%
Telecommunications Tax	19,400	20,000	600	3.09%
<b>TOTAL STATE REVENUE</b>	<b>6,625,246</b>	<b>6,296,101</b>	<b>(329,145)</b>	<b>-4.97%</b>
<b>TOWN BUDGET FY 16-17</b>	<b>37,017,091</b>	<b>MILL RATE: FY 15-16</b>		<b>30.31</b>
<b>LESS: TOTAL NON-TAX REVENUE</b>	<b>7,864,161</b>	<b>TOWN MILL RATE: FY 16-17</b>		<b>30.93</b>
<b>AMOUNT TO BE RAISED BY TAXES</b>	<b>29,152,930</b>	<b>MILL RATE CHANGE:</b>		<b>0.62</b>
<b>GRAND LIST</b>	<b>961,891,024</b>			
<b>GL X 98% COLLECTION FACTOR</b>	<b>942,653,204</b>			

**GENERAL FUND SUMMARY OF EXPENDITURES**

**FUNCTION**

		<b>FY 15-16 APPROVED</b>	<b>FY 16-17 REQUESTED</b>	<b>INCREASE (DECREASE)</b>	<b>PERCENT INC (DEC)</b>
<b>ADMINISTRATIVE SERVICES</b>					
First Selectman	\$	274,387	268,186	\$ (6,201)	-2%
Town Clerk		129,021	132,057	\$ 3,036	2%
Treasurer		212,193	210,531	\$ (1,662)	-1%
Assessor		184,256	191,180	\$ 6,924	4%
Tax Collector		104,825	120,306	\$ 15,481	15%
Town Planner		223,426	237,529	\$ 14,103	6%
Building		143,875	148,892	\$ 5,017	3%
Registrar of Voters		56,650	62,914	\$ 6,264	11%
Human Services		179,869	183,297	\$ 3,428	2%
<b>SUBTOTAL</b>	<b>\$</b>	<b>1,508,502</b>	<b>\$ 1,554,892</b>	<b>\$ 46,390</b>	<b>3.08%</b>
<b>PUBLIC SAFETY</b>					
Police Department		2,961,747	3,171,648	\$ 209,901	7%
Emergency Management		15,225	15,518	\$ 293	2%
Communications		64,732	50,807	\$ (13,925)	-22%
Broad Brook Fire Department		207,432	247,404	\$ 39,972	19%
Volunteer Incentives		225,000	135,000	\$ (90,000)	-40%
Warehouse Point Fire Department		335,015	-	\$ (335,015)	-100%
<b>SUBTOTAL</b>	<b>\$</b>	<b>3,809,151</b>	<b>\$ 3,620,377</b>	<b>\$ (188,774)</b>	<b>-4.96%</b>
<b>PHYSICAL SERVICES</b>					
Public Works Department		750,451	809,521	\$ 59,070	8%
Town Property		1,027,558	994,200	\$ (33,358)	-3%
Road Improvements		285,600	450,000	\$ 164,400	58%
<b>SUBTOTAL</b>	<b>\$</b>	<b>2,063,609</b>	<b>\$ 2,253,721</b>	<b>\$ 190,112</b>	<b>9.21%</b>
<b>CULTURE AND LEISURE</b>					
Senior Center		218,240	219,097	\$ 857	0%
Parks and Recreation		181,348	226,282	\$ 44,934	25%
Libraries		244,955	256,955	\$ 12,000	5%
<b>SUBTOTAL</b>	<b>\$</b>	<b>644,543</b>	<b>\$ 702,334</b>	<b>\$ 57,791</b>	<b>8.97%</b>
<b>GENERAL GOVERNMENT</b>					
Activities, Agency Fees and Assoc.		134,690	138,390	\$ 3,700	3%
Legal Expense		150,000	240,000	\$ 90,000	60%
Insurance and Pension		3,301,866	3,069,162	\$ (232,704)	-7%
Information Technology		175,291	185,590	\$ 10,299	6%
Sanitation		875,100	903,230	\$ 28,130	3%
Contingency Fund		70,000	70,000	\$ -	0%
<b>SUBTOTAL</b>	<b>\$</b>	<b>4,706,947</b>	<b>\$ 4,606,372</b>	<b>\$ (100,575)</b>	<b>-2.14%</b>

Town of East Windsor Budget FY 16-17

6/15/2016

**GENERAL FUND SUMMARY OF EXPENDITURES**

**FUNCTION**

	<b>FY 15-16 APPROVED</b>	<b>FY 16-17 REQUESTED</b>	<b>INCREASE (DECREASE)</b>	<b>PERCENT INC (DEC)</b>
	<b>FY 15-16 APPROVED</b>	<b>FY 16-17 REQUESTED</b>	<b>INCREASE (DECREASE)</b>	<b>PERCENT INC (DEC)</b>
<b>BOARDS AND COMMISSIONS</b>				
Board of Finance	43,760	44,250	\$ 490	1%
Planning and Zoning Commission	2,400	2,950	\$ -	0%
Zoning Board of Appeals	900	1,500	\$ 600	67%
Board of Assessment Appeals	1,050	1,050	\$ -	0%
Economic Development Commission	5,237	4,150	\$ (1,087)	-21%
Inland, Wetlands, and Waterways	1,400	1,800	\$ 400	29%
Police Commission	1,500	1,500	\$ -	0%
Building Committee	960	1,130	\$ 170	18%
Elderly Commission	600	500	\$ (100)	-17%
Charter Revision Commission	600	-	\$ (600)	-100%
Ethics Commission	200	500	\$ 300	150%
Historical Commission	500	500	\$ -	0%
Capital Improvement Planning	-	750	\$ 750	
<b>SUBTOTAL</b>	<b>\$ 59,107</b>	<b>\$ 60,580</b>	<b>\$ 923</b>	<b>1.56%</b>
<b>CAPITAL IMPROVEMENT</b>				
	766,053	895,442	\$ 129,389	17%
<b>SUBTOTAL</b>	<b>766,053</b>	<b>895,442</b>	<b>\$ 129,389</b>	<b>16.89%</b>
<hr/>				
<b>TOWN ADMINISTRATION</b>	<b>\$ 13,557,912</b>	<b>\$ 13,693,718</b>	<b>\$ 135,806</b>	<b>1.00%</b>
<b>DEBT SERVICE</b>	<b>\$ 1,180,832</b>	<b>\$ 1,194,238</b>	<b>\$ 13,406</b>	<b>1.14%</b>
<hr/>				
<b>TOTAL TOWN</b>	<b>14,738,744</b>	<b>14,887,956</b>	<b>149,212</b>	<b>1.01%</b>
<hr/>				
<b>BOARD OF EDUCATION</b>	<b>\$ 21,618,004</b>	<b>\$ 22,129,135</b>	<b>\$ 511,131</b>	<b>2.36%</b>
<hr/>				
<b>GRAND TOTAL</b>	<b>\$ 36,356,748</b>	<b>\$ 37,017,091</b>	<b>\$ 660,343</b>	<b>1.82%</b>

		FY 15-16		FY 16-17 BUDGET			
		Appr. Budget	Actual 1/1/16	Request to BOS	BOS approved	BOF	% INC (DEC)
<b>410100 SELECTMEN</b>							
SALARY-FULL TIME	\$	174,366	\$ 79,135	\$ 177,840	\$ 177,840	\$ 177,840	3,474
PROFESSIONAL SERVICES		15,500	3,045	15,500	15,500	11,500	(4,000)
SUPPLIES & EQUIPMENT		1,000	281	1,000	1,000	1,000	-
TRAVEL		1,900	936	1,900	1,900	1,900	-
EDUCATION & DUES		3,001	464	3,001	3,001	3,001	-
HEARING OFFICERS		20	-	20	20	20	-
POSTAGE		20,000	4,056	20,000	20,000	20,000	-
PHONE		34,000	12,691	34,000	25,000	25,000	(9,000)
CENTRAL OFFICE SUPPLY		6,500	2,266	6,825	6,825	6,825	325
LEASED EQUIPMENT		18,100	8,180	18,100	18,100	18,100	-
COMMUNITY OUTREACH			-	10,000	5,000	3,000	3,000
<b>TOTAL</b>	<b>\$</b>	<b>274,387</b>	<b>\$ 111,054</b>	<b>\$ 288,186</b>	<b>\$ 274,186</b>	<b>\$ 268,186</b>	<b>(6,201)</b>
							<b>-2.26%</b>
<b>410300 TOWN CLERK</b>							
SALARY-FULL TIME	\$	107,995	49,502	\$ 110,440	\$ 110,440	\$ 110,440	2,445
SALARY- PART TIME		12,051	4,909	12,542	12,542	12,542	491
OVERTIME		10	-	10	10	10	-
LONGEVITY		545	545	820	820	820	275
PROFESSIONAL SERVICES		3,060	863	3,775	3,775	3,775	715
SUPPLIES & EQUIPMENT		3,591	1,175	2,730	2,730	2,730	(861)
TRAVEL		300	69	300	300	300	-
EDUCATION & DUES		1,469	410	1,440	1,440	1,440	(29)
CAPITAL PURCHASES							-
<b>TOTAL</b>	<b>\$</b>	<b>129,021</b>	<b>\$ 57,473</b>	<b>\$ 132,057</b>	<b>\$ 132,057</b>	<b>\$ 132,057</b>	<b>3,036</b>
							<b>2.35%</b>
<b>410500 TREASURER</b>							
SALARY-FULL TIME	\$	195,863	90,096	\$ 187,820	\$ 187,820	\$ 187,820	(8,043)
SALARY-PART TIME	\$	-	-	\$ 7,750	\$ 7,750	\$ 7,750	7,750
OVERTIME		10	-				(10)
LONGEVITY		820	-	1,185	1,185	1,185	365
PROFESSIONAL SERVICES		10,250	5,301	9,396	9,396	9,396	(854)
SUPPLIES & EQUIPMENT		1,200	564	1,030	1,030	1,030	(170)
TRAVEL		550	182	550	550	550	-
EDUCATION & DUES		2,500	1,240	2,300	2,300	2,300	(200)
CAPITAL PURCHASES		1,000	1,000	500	500	500	(500)
<b>TOTAL</b>	<b>\$</b>	<b>212,193</b>	<b>\$ 98,383</b>	<b>\$ 210,531</b>	<b>\$ 210,531</b>	<b>\$ 210,531</b>	<b>(1,662)</b>
							<b>-0.78%</b>

FY 15-16				FY 16-17 BUDGET			
	Appr. Budget	Actual 1/1/16	Request to BOS	BOS approved	BOF	\$ INC (DEC)	% INC (DEC)
<b>410700 ASSESSOR</b>							
SALARY-FULL TIME	\$ 163,286	75,017	\$ 170,350	\$ 170,350	\$ 170,350	7,064	
SALARY- PART TIME	10	-	10	10	10	-	
OVERTIME	10	-	10	10	10	-	
LONGEVITY	1,640	1,640	1,640	1,640	1,640	-	
PROFESSIONAL SERVICES	15,950	815	15,200	15,200	15,200	(750)	
SUPPLIES & EQUIPMENT	860	-	1,000	1,000	1,000	140	
TRAVEL	300	-	300	300	300	-	
EDUCATION & DUES	2,200	821	2,670	2,670	2,670	470	
CAPITAL PURCHASES		-				-	
<b>TOTAL</b>	<b>\$ 184,256</b>	<b>\$ 78,293</b>	<b>\$ 191,180</b>	<b>\$ 191,180</b>	<b>\$ 191,180</b>	<b>6,924</b>	<b>3.76%</b>
<b>410900 TAX COLLECTOR</b>							
SALARY-FULL TIME	\$ 83,674	38,207	\$ 108,813	\$ 108,813	\$ 108,813	25,139	
SALARY- PART TIME	17,146	6,209	7,743	7,743	7,743	(9,403)	
PROFESSIONAL SERVICES	1,000	700	900	900	1,150	150	
SUPPLIES & EQUIPMENT	1,300	492	900	900	900	(400)	
TRAVEL	400	307	400	400	400	-	
EDUCATION & DUES	805	403	1,300	1,300	1,300	495	
CAPITAL PURCHASES	500	-				(500)	
<b>TOTAL</b>	<b>\$ 104,825</b>	<b>\$ 46,318</b>	<b>\$ 120,056</b>	<b>\$ 120,056</b>	<b>\$ 120,306</b>	<b>15,481</b>	<b>14.77%</b>
<b>411100 TOWN PLANNER</b>							
SALARY-FULL TIME	\$ 184,905	75,855	\$ 190,834	\$ 190,834	\$ 190,834	5,929	
SALARY- PART TIME	11,849	5,737	12,542	12,542	12,542	693	
LONGEVITY	1,000	-	1,000	1,000	1,000	-	
PROFESSIONAL SERVICES	21,500	8,765	20,500	30,500	26,500	5,000	
SUPPLIES & EQUIPMENT	500	134	500	500	500	-	
TRAVEL	1,020	95	1,200	1,200	1,200	180	
EDUCATION & DUES	2,652	1,205	4,953	4,953	4,953	2,301	
CAPITAL PURCHASES						-	
<b>TOTAL</b>	<b>\$ 223,426</b>	<b>\$ 91,791</b>	<b>\$ 231,529</b>	<b>\$ 241,529</b>	<b>\$ 237,529</b>	<b>14,103</b>	<b>6.31%</b>

		FY 15-16		FY 16-17 BUDGET				
		Appr. Budget	Actual 1/1/16	Request to BOS	BOS approved	BOF	\$ INC (DEC)	% INC (DEC)
<b>411300 BUILDING</b>								
SALARY-FULL TIME		\$ 124,940	57,184	\$ 129,540	\$ 129,540	\$ 129,540	4,600	
SALARY- PART TIME		15,570	6,722	15,887	15,887	15,887	317	
LONGEVITY		365	-	365	365	365	-	
PROFESSIONAL SERVICES		-	-	3,000	2,000	-	-	
SUPPLIES & EQUIPMENT		500	70	1,400	1,400	1,400	900	
TRAVEL		300	-	-	-	-	(300)	
EDUCATION & DUES		1,200	850	1,200	1,200	1,200	-	
EMERGENCY REPAIR		1,000	40	1,000	1,000	500	(500)	
CAPITAL PURCHASES							-	
<b>TOTAL</b>		<b>\$ 143,875</b>	<b>\$ 64,866</b>	<b>\$ 152,392</b>	<b>\$ 151,392</b>	<b>\$ 148,892</b>	<b>5,017</b>	<b>3.49%</b>
<b>411500 REGISTRAR</b>								
SALARY-FULL TIME		\$ 28,690	12,592	\$ 29,264	\$ 29,264	\$ 29,264	574	
SALARY- PART TIME		18,600	4,822	18,600	18,600	18,600	-	
SUPPLIES & EQUIPMENT		500	328	500	500	500	-	
TRAVEL		100	-	500	500	500	400	
EDUCATION & DUES		510	290	3,700	3,700	3,700	3,190	
MACHINE		2,400	2,355	1,500	1,500	1,500	(900)	
PRINTING		5,850	2,490	5,850	5,850	5,850	-	
MEDIA CARDS				2,000	2,000	2,000	2,000	
CAPITAL PURCHASES				1,000	1,000	1,000	1,000	
<b>TOTAL</b>		<b>\$ 56,650</b>	<b>\$ 22,877</b>	<b>\$ 62,914</b>	<b>\$ 62,914</b>	<b>\$ 62,914</b>	<b>6,264</b>	<b>11.06%</b>
<b>411700 HUMAN SERVICES</b>								
SALARY-FULL TIME		\$ 158,808	74,781	\$ 162,382	\$ 162,382	\$ 162,382	3,574	
LONGEVITY		1,365	545	1,365	1,365	1,365	-	
PROFESSIONAL SERVICES		300	-	300	300	300	-	
SUPPLIES & EQUIPMENT		1,530	218	2,080	2,080	1,250	(280)	
TRAVEL		800	240	800	800	800	-	
EDUCATION & DUES		1,000	711	1,200	1,200	1,200	200	
GENERAL ASSISTANCE		13,066	5,392	14,000	14,000	14,000	934	
EVICTIONS/EJECTIONS		3,000	556	3,000	3,000	2,000	(1,000)	
CAPITAL PURCHASES				400	400	-	-	
<b>TOTAL</b>		<b>\$ 179,869</b>	<b>\$ 82,443</b>	<b>\$ 185,527</b>	<b>\$ 185,527</b>	<b>\$ 183,297</b>	<b>3,428</b>	<b>1.91%</b>

FY 15-16		FY 16-17 BUDGET				
	Appr. Budget	Actual 1/1/16	Request to BOS	BOS approved	BOF	% INC (DEC)
<b>510200 POLICE DEPARTMENT</b>						
ADMIN SALARY- FT	\$ 244,493	110,654	\$ 249,518	249,518	\$ 249,518	5,025
OFFICER SALARY- FT	1,763,951	760,698	1,939,359	1,939,359	1,939,359	175,408
DISPATCHER SALARY- FT	335,992	150,686	344,338	344,338	344,338	8,346
CLERICAL SALARY- FT	106,371	49,362	112,778	112,778	112,778	6,407
ACO SALARY- PT	30,748	10,878	32,482	32,482	32,482	1,734
CLERICAL SALARY- PT	16,034	7,085	16,352	16,352	16,352	318
OFFICER SALARY- OT	262,915	152,670	280,431	280,431	272,431	9,516
LONGEVITY	19,725	8,250	20,925	20,925	20,925	1,200
TRAINING SALARY	29,000	6,100	29,580	29,580	26,580	(2,420)
PROFESSIONAL SERVICES	14,560	13,820	30,960	30,960	30,960	16,400
SUPPLIES & EQUIPMENT	20,400	5,808	14,026	14,026	14,026	(6,374)
TRAVEL	500	-	500	500	500	-
EDUCATION & DUES	35,147	26,462	39,850	39,850	39,850	4,703
UNIFORMS	50,572	16,131	54,083	54,083	39,083	(11,489)
VEHICLE MAINTENANCE	31,339	17,233	32,466	32,466	32,466	1,127
CAPITAL PURCHASES			11,320	11,320		-
<b>TOTAL</b>	<b>\$ 2,961,747</b>	<b>\$ 1,335,837</b>	<b>\$ 3,208,968</b>	<b>\$ 3,208,968</b>	<b>\$ 3,171,648</b>	<b>209,901</b>
						<b>7.09%</b>
<b>510300 EMERGENCY MANAGEMENT</b>						
STIPEND	\$ 9,150	4,592	\$ 17,867	\$ 9,150	\$ 9,333	183
SUPPLIES & EQUIPMENT	1,225	199	1,250	1,250	1,250	25
PHONE	600	224	600	600	600	-
EQUIPMENT MAINTENANCE	4,250	-	4,335	4,335	4,335	85
<b>TOTAL</b>	<b>\$ 15,225</b>	<b>\$ 5,015</b>	<b>\$ 24,052</b>	<b>\$ 15,335</b>	<b>\$ 15,518</b>	<b>293</b>
						<b>1.92%</b>
<b>510400 COMMUNICATIONS</b>						
RADIO SYSTEM	21,000	16,392	25,920	25,920	25,920	4,920
DISPATCH-TOLLAND	43,732	42,732	30,798	24,887	24,887	(18,845)
<b>TOTAL</b>	<b>\$ 64,732</b>	<b>\$ 59,124</b>	<b>\$ 56,718</b>	<b>\$ 50,807</b>	<b>\$ 50,807</b>	<b>(13,925)</b>
						<b>-21.51%</b>

		FY 15-16		FY 16-17 BUDGET			
		Appr. Budget	Actual 1/1/16	Request to BOS	BOS approved	BOF	% INC (DEC)
<b>511000</b>	<b>BROAD BROOK FIRE DEPT</b>						
	SALARY- PART TIME				45,000	45,000	45,000
	FIRE MARSHAL	17,867	8,109	18,403	17,867	17,867	-
	RECORDING SECRETARY			3,500	3,500	2,000	2,000
	PROFESSIONAL SERVICES	3,000	-	8,250	8,250	8,250	5,250
	SUPPLIES / EQUIPMENT	16,000	866	59,787	59,787	59,787	43,787
	EDUCATION/ DUES	11,500	4,438	21,314	21,314	16,800	5,300
	FIRE- PHYSICALS	20,000	3,824	6,000	6,000	6,000	(14,000)
	FIRE- VEHICLE AND GAS	45,000	15,965	51,000	51,000	51,000	6,000
	POSTAGE	250	107	-	-	-	(250)
	PROPANE	1,020	641	-	-	-	(1,020)
	LAP INSURANCE	26,000	4,850	26,000	26,000	26,000	-
	BUILDING MAINTENANCE			14,000	14,000	14,000	14,000
	MARSHAL SUPPLIES	-	-	700	700	700	700
	BB FIRE LUMP SUM	66,795	66,795	-	-	-	(66,795)
	<b>TOTAL</b>	<b>\$ 207,432</b>	<b>\$ 105,595</b>	<b>\$ 253,954</b>	<b>\$ 253,418</b>	<b>\$ 247,404</b>	<b>19.27%</b>
<b>511200</b>	<b>BB VOLUNTEER INCENTIVES</b>						
	INCENTIVES	175,000	32,107	105,000	105,000	105,000	(70,000)
	ANNUITIES	50,000	-	30,000	30,000	30,000	(20,000)
	<b>TOTAL</b>	<b>\$ 225,000</b>	<b>\$ 32,107</b>	<b>\$ 135,000</b>	<b>\$ 135,000</b>	<b>\$ 135,000</b>	<b>-40.00%</b>
<b>511300</b>	<b>WAREHOUSE POINT FIRE</b>						
	WHFPD LUMP SUM	335,015	335,015				(335,015)
							-100.00%

		FY 15-16		FY 16-17 BUDGET			
		Appr. Budget	Actual 1/1/16	Request to BOS	BOS approved	BOF	% INC (DEC)
<b>610100 PUBLIC WORKS</b>							
SALARY-FULL TIME	\$	601,919	279,947	\$ 623,812	\$ 623,812	\$ 667,674	65,755
SALARY- PART TIME		50,522	25,447	55,984	55,984	40,137	(10,385)
OVERTIME		45,000	2,514	46,350	46,350	46,350	1,350
LONGEVITY		5,110	2,125	5,610	5,610	5,610	500
PROFESSIONAL SERVICES		17,000	5,041	18,000	18,000	18,000	1,000
SUPPLIES & EQUIPMENT		22,900	5,513	23,000	23,000	23,000	100
EDUCATION & DUES		2,500	404	3,000	3,000	3,000	500
CAPITAL PURCHASES		1,000	1,000	1,000	1,000	1,000	-
STANDBY		4,500	4,500	4,750	4,750	4,750	250
<b>TOTAL</b>	<b>\$</b>	<b>750,451</b>	<b>\$ 326,491</b>	<b>\$ 781,506</b>	<b>\$ 781,506</b>	<b>\$ 809,521</b>	<b>7.87%</b>
<b>610200 TOWN PROPERTY</b>							
CAPITAL PURCHASES		1,000	-	1,000	1,000	1,000	-
PROPANE		1,000	-	1,800	1,000	1,000	-
VEHICLE MAINTENANCE	\$	67,000	30,745	\$ 70,000	\$ 70,000	\$ 70,000	3,000
GASOLINE		146,250	34,414	109,750	109,750	109,750	(36,500)
JANATORIAL SERVICE		50,240	15,001	47,000	47,000	47,000	(3,240)
BUILDING REPAIR		56,760	10,038	60,000	60,000	60,000	3,240
ELECTRICITY-BUILDINGS		154,000	47,727	149,000	149,000	149,000	(5,000)
ELECTRICITY- STREET		141,200	58,913	142,000	142,000	142,000	800
WATER-BUILDINGS		10,381	2,284	11,000	11,000	11,000	619
WATER-HYDRANTS		319,308	129,220	330,000	330,000	330,000	10,692
WPCA SEWER FEE		36,600	33,840	39,200	39,200	39,200	2,600
BUILDING SUPPLIES		10,000	1,301	10,000	10,000	10,000	-
HEATING OIL		33,819	3,340	24,250	24,250	24,250	(9,569)
<b>TOTAL</b>	<b>\$</b>	<b>1,027,558</b>	<b>\$ 366,823</b>	<b>\$ 995,000</b>	<b>\$ 994,200</b>	<b>\$ 994,200</b>	<b>-3.25%</b>
<b>610300 ROAD IMPROVEMENTS</b>							
SALT AND SAND		81,600	27,389	100,000	100,000	100,000	18,400
ROAD MAINTENANCE		204,000	133,320	400,000	500,000	350,000	146,000
<b>TOTAL</b>	<b>\$</b>	<b>285,600</b>	<b>\$ 160,709</b>	<b>\$ 500,000</b>	<b>\$ 600,000</b>	<b>\$ 450,000</b>	<b>57.56%</b>

		FY 15-16		FY 16-17 BUDGET				
		Appr. Budget	Actual 1/1/16	Request to BOS	BOS approved	BOF	\$ INC (DEC)	% INC (DEC)
<b>710100 SENIOR CENTER</b>								
SALARY-FULL TIME		\$ 169,543	77,938	\$ 170,035	\$ 170,035	\$ 170,035	492	
SALARY- PART TIME		32,731	14,204	33,396	33,396	33,396	665	
OVERTIME		500	120	500	500	500	-	
LONGEVITY		1,664	910	1,844	1,844	1,844	180	
PROFESSIONAL SERVICES		2,000	751	3,220	3,220	2,520	520	
SUPPLIES & EQUIPMENT		742	179	1,142	1,142	742	-	
TRAVEL		400	189	400	400	400	-	
EDUCATION & DUES		1,500	635	1,500	1,500	1,500	-	
CAPITAL PURCHASES		1,000	-	1,000	1,000	-	(1,000)	
PROGRAMS		8,160	1,984	8,160	8,160	8,160	-	
<b>TOTAL</b>		<b>\$ 218,240</b>	<b>\$ 96,910</b>	<b>\$ 221,197</b>	<b>\$ 221,197</b>	<b>\$ 219,097</b>	<b>857</b>	<b>0.39%</b>
<b>710200 PARKS AND RECREATION</b>								
SALARY-FULL TIME		\$ 60,933	27,654	\$ 101,208	\$ 62,308	\$ 101,208	40,275	
SALARY- PART TIME		67,786	36,068	69,900	85,747	69,900	2,114	
PROFESSIONAL SERVICES		12,000	1,668	12,200	12,200	12,200	200	
SUPPLIES & EQUIPMENT		21,019	9,554	22,474	22,474	22,474	1,455	
TRAVEL		1,000	-	500	500	500	(500)	
EDUCATION & DUES		1,000	410	1,000	1,000	1,000	-	
CAPITAL PURCHASES		1,000	-	5,000	5,000	-	(1,000)	
SITE IMPROVEMENT		16,610	-	19,000	19,000	19,000	2,390	
<b>TOTAL</b>		<b>\$ 181,348</b>	<b>\$ 75,354</b>	<b>\$ 231,282</b>	<b>\$ 208,229</b>	<b>\$ 226,282</b>	<b>44,934</b>	<b>24.78%</b>
<b>710300 LIBRARIES</b>								
BROAD BROOK LIBRARY		2,601	2,601	10,000	7,500	-	(2,601)	
WAREHOUSE PT LIBRARY		242,354	181,766	265,949	254,354	256,955	14,601	
<b>TOTAL</b>		<b>\$ 244,955</b>	<b>\$ 184,367</b>	<b>\$ 275,949</b>	<b>\$ 261,854</b>	<b>\$ 256,955</b>	<b>12,000</b>	<b>4.90%</b>

		FY 15-16		FY 16-17 BUDGET				
		Appr. Budget	Actual 1/1/16	Request to BOS	BOS approved	BOF	\$ INC (DEC)	% INC (DEC)
<b>810100 BOARD OF FINANCE</b>								
RECORDING SECRETARY		2,250	750	2,250	2,250	2,250	-	
PROFESSIONAL SERVICES		500	27	500	500	500	-	
TOWN AUDIT		38,000	27,000	38,500	38,500	38,500	500	
ANALYSIS FEE- WEBSTER		1,500	-	1,500	1,500	1,500	-	
ANNUAL REPORT		1,500	-	1,500	1,500	1,500	-	
LOCAL TAX RELIEF		10	-				(10)	
<b>TOTAL</b>		<b>\$ 43,760</b>	<b>\$ 27,777</b>	<b>\$ 44,250</b>	<b>\$ 44,250</b>	<b>\$ 44,250</b>	<b>490</b>	<b>1.12%</b>
<b>810200 PZC</b>								
RECORDING SECRETARY		2,200	1,125	2,750	2,750	2,750	550	
EDUCATION & DUES		200	-	200	200	200	-	
SUPPLIES				50	50	50	-	
<b>TOTAL</b>		<b>\$ 2,400</b>	<b>\$ 1,125</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 2,950</b>	<b>550</b>	<b>22.92%</b>
<b>810300 ZBA</b>								
RECORDING SECRETARY		400	500	1,200	1,200	1,000	600	
EDUCATION & DUES		500	-	500	500	500	-	
SUPPLIES				50	50	50	-	
<b>TOTAL</b>		<b>\$ 900</b>	<b>\$ 500</b>	<b>\$ 1,750</b>	<b>\$ 1,750</b>	<b>\$ 1,500</b>	<b>600</b>	<b>66.67%</b>
<b>810400 BAA</b>								
RECORDING SECRETARY		1,000	171	1,150	1,000	1,000	-	
PROFESSIONAL SERVICES		50	-	250	250	50	-	
SUPPLIES AND EQUIPMENT				250	250		-	
<b>TOTAL</b>		<b>\$ 1,050</b>	<b>\$ 171</b>	<b>\$ 1,650</b>	<b>\$ 1,500</b>	<b>\$ 1,050</b>	<b>-</b>	<b>0.00%</b>
<b>810500 EDC</b>								
RECORDING SECRETARY		750	225	750	750	750	-	
PROFESSIONAL SERVICES		4,287	1,378	6,000	6,000	3,000	(1,287)	
EDUCATION & DUES		200	-	750	750	400	200	
<b>TOTAL</b>		<b>\$ 5,237</b>	<b>\$ 1,603</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>	<b>\$ 4,150</b>	<b>(1,087)</b>	<b>-20.76%</b>

		FY 15-16			FY 16-17 BUDGET				
		Appr. Budget	Actual 1/1/16		Request to BOS	BOS approved	BOF	\$ INC (DEC)	% INC (DEC)
810600	IWWA								
	RECORDING SECRETARY	1,000	500		1,500	1,500	1,500	500	-
	EDUCATION & DUES	400	85		400	400	300	(100)	
	SUPPLIES				50	50		-	
	TOTAL	\$ 1,400	\$ 585		\$ 1,950	\$ 1,950	\$ 1,800	\$ 400	28.57%
810700	POLICE COMMISSON								
	RECORDING SECRETARY	1,500	750		1,500	1,500	1,500	-	
	TOTAL	\$ 1,500	\$ 750		\$ 1,500	\$ 1,500	\$ 1,500	-	0.00%
810800	BUILDING COMMITTEE								
	RECORDING SECRETARY	960	480		960	1,130	1,130	170	
	TOTAL	\$ 960	\$ 480		\$ 960	\$ 1,130	\$ 1,130	\$ 170	17.71%
810900	ELDERLY COMMISSION								
	RECORDING SECRETARY	600	150		600	500	500	(100)	
	TOTAL	\$ 600	\$ 150		\$ 600	\$ 500	\$ 500	\$ (100)	-16.67%
811100	CHARTER REVISION								
	RECORDING SECRETARY	600	-		4,000	-	-	(600)	
	TOTAL	\$ 600	\$ -		\$ 4,000	\$ -	\$ -	\$ (600)	-100.00%
811200	ETHICS COMMISSION								
	SERVICES	200	-		200	500	500	300	
	TOTAL	\$ 200	\$ -		\$ 200	\$ 500	\$ 500	\$ 300	150.00%
811300	HISTORICAL COMMISSION								
	RECORDING SECRETARY	500	-		750	500	500	-	
	SUPPLIES					250			
	TOTAL	\$ 500	\$ -		\$ 750	\$ 750	\$ 500	\$ -	0.00%
811500	CAPITAL IMPROVEMENT COMIM								
	RECORDING SECRETARY	-	-		750	750	750	750	
	TOTAL	\$ -	\$ -		\$ 750	\$ 750	\$ 750	\$ 750	

		FY 15-16		FY 16-17 BUDGET			
		Appr. Budget	Actual 1/1/16	Request to BOS	BOS approved	BOF	% INC (DEC)
<b>910100</b>	<b>ACTIVITIES, FEES AND ASSOC.</b>						
	CCM	\$ 7,035	7,035	\$ 7,035	\$ 7,035	\$ 7,035	-
	CEMETERY ASSOCIATION	\$ 14,998	14,998	40,000	20,000	17,500	2,502
	COMMUNITY HEALTH	\$ 10,000	10,000	10,000	10,000	10,000	-
	CRCROG	\$ 10,300	10,300	10,383	10,383	10,383	83
	EAST WINDSOR VNA	\$ 6,747	6,747	6,747	6,747	6,747	-
	FOUR-TOWN FAIR	\$ 500	500	500	500	500	-
	GH TRANSPORT DISTRICT	\$ 1,452	1,451	1,563	1,563	1,563	111
	HOUSING ED	\$ 2,000	1,800	2,000	2,000	1,800	(200)
	MEMORIAL DAY	\$ 1,000	-	1,000	1,000	1,000	-
	METRO HARTFORD ALLIA	\$ 2,235	2,235	2,269	2,269	2,269	34
	N. CENT. CT MTL. HEALTH	\$ 781	781	781	781	781	-
	N. CENTRAL HEALTH DIST.	\$ 53,267	26,633	54,333	54,333	53,346	79
	NETWORK AGAINST DOM. VI	\$ 5,000	5,000	5,000	6,000	5,000	-
	NEW DIRECTIONS	\$ 12,625	12,625	13,256	13,256	13,256	631
	POTABLE WATER	\$ 10	-	10	10	10	-
	PROBATE COURT	\$ 2,240	-	2,700	2,700	2,700	460
	EW HISTORICAL SOCIETY	\$ 500	-	500	500	500	-
	AMERICAN HERITAGE	\$ 1,500	500	2,000	3,500	2,500	1,000
	MELROSE SCHOOL	\$ 500	500	500	500	500	-
	RECOGNITION	\$ 2,000	183	2,000	1,500	1,000	(1,000)
	YOUTH CENTER			10,000	5,000		-
	COCSPTF			10	-		-
	<b>TOTAL</b>	<b>\$ 134,690</b>	<b>\$ 101,288</b>	<b>\$ 172,587</b>	<b>\$ 149,577</b>	<b>\$ 138,390</b>	<b>3,700</b>
							<b>2.75%</b>
<b>910200</b>	<b>LEGAL EXPENSE</b>						
	TOWN COUNSEL	\$ 80,000	81,300	120,000	180,000	180,000	100,000
	LABOR RELATIONS	\$ 70,000	17,140	60,000	60,000	60,000	(10,000)
	<b>TOTAL</b>	<b>\$ 150,000</b>	<b>\$ 98,440</b>	<b>\$ 180,000</b>	<b>\$ 240,000</b>	<b>\$ 240,000</b>	<b>90,000</b>
							<b>60.00%</b>

FY 15-16				FY 16-17 BUDGET			
	Appr. Budget	Actual 1/1/16	Request to BOS	BOS approved	BOF	\$ INC (DEC)	% INC (DEC)
<b>910300 INSURANCE AND PENSION</b>							
PHYSICALS	\$ 1,500	254	2,000	2,000	1,500	-	
HEALTH/LIFE INSURANCE	\$ 1,236,629	693,682	1,244,360	1,224,107	1,212,680	(23,949)	
FICA AND MEDICARE	\$ 422,392	180,832	433,585	433,585	436,940	14,548	
PENSION ARC	\$ 524,755	-	530,755	530,755	530,755	6,000	
OPEB ARC	\$ 147,854	62,906	100,280	100,280	100,280	(47,574)	
401A & 457 MATCH	\$ 104,525	45,807	119,705	119,705	119,705	15,180	
WORKER'S COMPENSATION	\$ 264,214	89,865	264,214	264,214	214,214	(50,000)	
UNEMPLOYMENT	\$ 15,000	113	15,000	15,000	15,000	-	
HEART AND HYPERTENSION	\$ 282,473	75,507	125,000	125,000	125,000	(157,473)	
LIABILITY AUTO PROPERTY	\$ 188,025	88,030	188,025	188,025	188,025	-	
EMPLOYEE TUITION	\$ 5,000	-	5,000	5,000	5,000	-	
DEDUCTIBLE EXPENSE	\$ 10,000	-	5,000	5,000	5,000	(5,000)	
27TH PAYROLL	\$ 99,499	-	115,063	115,063	115,063	15,564	
<b>TOTAL</b>	<b>\$ 3,301,866</b>	<b>\$ 1,236,996</b>	<b>\$ 3,147,987</b>	<b>\$ 3,127,734</b>	<b>\$ 3,069,162</b>	<b>(232,704)</b>	<b>-7.05%</b>
<b>910400 INFORMATION TECHNOLOGY</b>							
PROFESSIONAL SERVICES	\$ 25,000	7,875	25,000	25,000	20,000	(5,000)	
PURCHASED SERVICES	\$ 27,128	11,124	46,556	46,556	35,000	7,872	
SOFTWARE /LICENSING	\$ 96,014	85,782	103,590	105,190	105,190	9,176	
PRINTER TONER	\$ 10,149	3,808	10,400	10,400	10,400	251	
INTERNET ACCESS	\$ 12,000	2,803	12,700	12,700	10,000	(2,000)	
EQUIPMENT	\$ 5,000	2,073	5,000	5,000	5,000	-	
<b>TOTAL</b>	<b>\$ 175,291</b>	<b>\$ 113,465</b>	<b>\$ 203,246</b>	<b>\$ 204,846</b>	<b>\$ 185,590</b>	<b>10,299</b>	<b>5.88%</b>
<b>910500 SANITATION</b>							
COLLECTION	\$ 675,100	271,972	685,230	685,230	685,230	10,130	
DISPOSAL	\$ 200,000	61,114	203,000	203,000	203,000	3,000	
HAZARDOUS WASTE			20,000	20,000	15,000	15,000	
<b>TOTAL</b>	<b>\$ 875,100</b>	<b>\$ 333,086</b>	<b>\$ 908,230</b>	<b>\$ 908,230</b>	<b>\$ 903,230</b>	<b>28,130</b>	<b>3.21%</b>
<b>910600 CONTINGENCY</b>							
CONTINGENCY	\$ 70,000	2,430	70,000	70,000	70,000	-	
<b>TOTAL</b>	<b>\$ 70,000</b>	<b>\$ 2,430</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>-</b>	<b>0.00%</b>

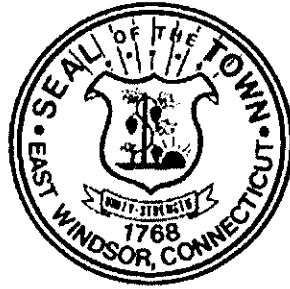
		FY 15-16		FY 16-17 BUDGET				
		Appr. Budget	Actual 1/1/16	Request to BOS	BOS approved	BOF	\$ INC (DEC)	% INC (DEC)
<b>910700 CAPITAL IMPROVEMENT</b>								
LEASE/PURCHASE		\$ 99,047	71,723	\$ 94,442	\$ 94,442	\$ 94,442	(4,605)	
CIP ALLOCATION		\$ 667,006	667,006	1,224,138	1,090,702	801,000	133,994	
<b>TOTAL</b>		<b>\$ 766,053</b>	<b>\$ 667,006</b>	<b>\$ 1,318,580</b>	<b>\$ 1,185,144</b>	<b>\$ 895,442</b>	<b>129,389</b>	<b>16.89%</b>
<b>910800 DEBT SERVICE</b>								
DEBT SERVICE PRINCIPAL		\$ 899,927	546,729	\$ 941,131	\$ 941,131	\$ 941,131	41,204	
DEBT SERVICE INTEREST		\$ 280,905	41,847	\$ 253,107	\$ 253,107	\$ 253,107	(27,798)	
<b>TOTAL</b>		<b>\$ 1,180,832</b>	<b>\$ 588,576</b>	<b>\$ 1,194,238</b>	<b>\$ 1,194,238</b>	<b>\$ 1,194,238</b>	<b>13,406</b>	<b>1.14%</b>
<b>910900 BOARD OF EDUCATION</b>								
BOARD OF EDUCATION		\$ 21,618,004	8,477,090	21,618,004	22,679,135	22,129,135	511,131	
<b>TOTAL</b>		<b>\$ 21,618,004</b>	<b>\$ 8,477,090</b>	<b>\$ 21,618,004</b>	<b>\$ 22,679,135</b>	<b>\$ 22,129,135</b>	<b>511,131</b>	<b>2.36%</b>
<b>TOWN GOVT TOTAL</b>		<b>\$ 14,738,744</b>	<b>\$ 6,911,273</b>	<b>\$ 15,521,726</b>	<b>\$ 15,444,735</b>	<b>\$ 14,887,956</b>	<b>149,212</b>	<b>1.01%</b>
<b>BOARD OF ED TOTAL</b>		<b>\$ 21,618,004</b>	<b>\$ 8,477,090</b>	<b>\$ 21,618,004</b>	<b>\$ 22,679,135</b>	<b>\$ 22,129,135</b>	<b>511,131</b>	<b>2.36%</b>
<b>GENERAL FUND</b>		<b>\$ 36,356,748</b>	<b>\$ 15,388,363</b>	<b>\$ 37,139,730</b>	<b>\$ 38,123,870</b>	<b>\$ 37,017,091</b>	<b>660,343</b>	<b>1.82%</b>

DEPARTMENT BUDGET REQUESTS  
FEBRUARY 1, 2016

# TOWN OF EAST WINDSOR

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DEPARTMENT REQUESTS



**FIRST SELECTMAN - 410100**

**ACTIVITIES, FUNCTIONS AND RESPONSIBILITIES:**

Chief Executive and Administrative Officer of the Town.  
Administration of the affairs of the Town.  
Coordination of official representation of the Town for official and ceremonial purposes.  
Executes the provisions of the Town Charter, Ordinances, Regulations, Resolutions, Policies of the Town and administers provisions of Connecticut General Statutes that relate to operation of the Town.  
Jointly with the Treasurer, prepares and oversees Town budget.  
Manages personnel and contracts.  
Oversees operations of town property.  
Provides supports to numerous boards and commissions.  
Is responsible for the Town's development and residents' welfare .

**ACCOMPLISHMENTS**

I was sworn in as First Selectman on November 17, 2015.  
I have established an Economic development hot-line.  
I have worked with Center Plan and the Mohegan and Mashantucket Pequot Tribal Nations to site a casino in East Windsor.  
I have worked with staff to ensure a smooth administrative transition.  
Instituted an official Facebook presence to increase transparency and communication with the public.

**GOALS AND PRIORITIES**

Improve Communications within the East Windsor Community.  
Create a greater Social Media Presence.  
Increase the Grand List.  
Updating of personnel policies and practices.  
Assisting with economic development opportunities.  
Addressing deferred maintenance of the Town's infrastructure.  
Assisting Town agencies with grant applications.  
Investigate new opportunities for cost savings, grant opportunities, and better utilization of Town facilities and Town employees.

# FIRST SELECTMAN- 410100

## BUDGET REQUEST:

PERSONNEL	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
SALARY FULL TIME	\$ 174,366	\$ 177,840	\$ 3,474
<b>SUBTOTAL</b>	<b>\$ 174,366</b>	<b>\$ 177,840</b>	<b>\$ 3,474</b>

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
PROFESSIONAL SERVICES	\$ 15,500	\$ 15,500	\$ -
SUPPLIES & EQUIPMENT	\$ 1,000	\$ 1,000	\$ -
TRAVEL	\$ 1,900	\$ 1,900	\$ -
EDUCATION AND DUES	\$ 3,001	\$ 3,001	\$ -
HEARING OFFICERS	\$ 20	\$ 20	\$ -
POSTAGE	\$ 20,000	\$ 20,000	\$ -
PHONE	\$ 34,000	\$ 34,000	\$ -
CENTRAL OFFICE SUPPLY	\$ 6,500	\$ 6,825	\$ 325
LEASED EQUIPMENT	\$ 18,100	\$ 18,100	\$ -
COMMUNITY OUTREACH	\$ 10,000	\$ 10,000	\$ -
<b>SUBTOTAL</b>	<b>\$ 110,021</b>	<b>\$ 110,346</b>	<b>\$ 325</b>

<b>DEPARTMENT TOTAL:</b>	<b>\$ 284,387</b>	<b>\$ 288,186</b>	<b>\$ 3,799</b>	<b>1.34%</b>
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<b>Full-Time Employees</b>	3	3
(Includes First Selectman)		
<b>Part-Time Employees</b>	0	0

## DEPT. EXPENSE DETAIL:

Professional Services:	Human Resources Consultant	\$ 10,000
	Secretarial services for extra Selectmen meetings (i.e. budget, Selectmen Public Hearings)	\$ 2,500
	Advertising for Town meetings, legal notices ads, and Infoshred services	\$ 3,000
Supplies & Equipment:	Department specific office supplies such as Town letterhead, envelopes, etc.	\$ 1,000
Travel:	Reimbursement for department related travel expenses	\$ 1,900
Education & Dues:	Office personnel training	\$ 3,001
Parking Hearing Officer:	Mandated by Charter	\$ 20
Postage:	Postage for all Town departments	\$ 20,000
Phones:	For all Town departments	\$ 34,000
Central Office Supply:	General office supplies for all Town Departments	\$ 6,825
	<b>5% increase in cost of supplies predicted</b>	
Leased Equipment:	Six copiers with imaging, map printer and postage machine	\$ 18,100
Community Outreach	Used for communicating with the public through Fliers, etc.	\$ 10,000
		<b>\$ 110,346</b>

**ACTIVITIES, FUNCTIONS AND RESPONSIBILITIES**

Town Clerk is the custodian of the Town Seal, a notary & Supervisor of two Town Clerk Assistants. Serves as Agent for Service regarding claims lawsuits against the Town & as Registrar of Vital Statistics.

**Issues:** Marriage licenses, burial permits, dog licenses, fish & game licenses & cremation permits.

**Serves as Election official:** Registers voters, issues absentee ballots, prepares the ballot for printer, reports the election results to Secretary of States Office, notifies Secretary of State of resignations & appointment of Elected positions, administers oaths of office & advertises in newspaper. Takes minutes at Special Town Meetings.

**Receives, files & Maintains:** Vital records, maps, veterans discharges, trade name certificates, liquor licenses.

**Records on land records:** Warranty & Quit claim deeds, Mortgages, Releases, Liens, affidavits, leases, Probate certificates etc...

**Prepares:** Budget Referendum ballots & Town Clerk Budget.

**Files, posts & Maintains on website:** minutes & agendas of Boards & Commissions, Ordinances, dates & times of the Boards & Commissions on the website calendar.

**Maintains:** Town Clerk page on the website, Town meeting book, Performance Bonds, List of all Boards & Commission members, Justice of the Peace & Notarys.

**ACCOMPLISHMENTS**

This year, the Town Clerk's Department was awarded a grant in the amount of \$3,000 from the State of Connecticut for historical preservation of records. This grant money is being used to purchase two roller shelving units from Dupont Storage Systems of Berlin, Connecticut. These units will be used to house our land records books in the vault. The vault has been getting over crowded with old books and documents that we are no longer required to keep. Instead of discarding these books & documents, we tried to find a place where they would be appreciated. Some of these documents and books were given to the East Windsor Historical Society and to the Connecticut State Library. I made a shadow box with items I found in the vault; souvenirs from the 200th Anniversary of the Town, an old town seal & a piece of the Charter Oak Tree. It is hanging in the Town Clerks Office.

**GOALS AND PRIORITIES**

We are still working on going through & organizing all the file cabinets in my office. My main priority for the Town Clerks office is to serve the people well that come in to do business in my office.

**TOWN CLERK- 410300****BUDGET REQUEST:**

PERSONNEL	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
SALARY FULL TIME	\$ 107,995	\$ 110,440	2,444.87
SALARY PART TIME	\$ 12,051	\$ 12,542	491.40
SALARY OVERTIME	\$ 10	\$ 10	0.00
LONGEVITY	\$ 545	\$ 820	275.00
<b>SUBTOTAL</b>	<b>\$ 120,601</b>	<b>\$ 123,812</b>	<b>3,211.27</b>

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
PROFESSIONAL SERVICES	\$ 3,060	\$ 3,775	715.00
SUPPLIES & EQUIPMENT	\$ 3,591	\$ 2,730	-861.00
TRAVEL	\$ 300	\$ 300	0.00
EDUCATION AND DUES	\$ 1,469	\$ 1,440	-29.00
CAPITAL PURCHASES	\$ -	\$ -	0.00
<b>SUBTOTAL</b>	<b>\$ 8,420</b>	<b>\$ 8,245</b>	<b>-175.00</b>

<b>DEPARTMENT TOTAL:</b>	<b>\$ 129,021</b>	<b>\$ 132,057</b>	<b>3,036.27</b>	<b>2.35%</b>
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Full-Time Employees	2	2
Part-Time Employees	1	1

**DEPT. EXPENSE DETAIL:**

<b>PROFESSIONAL SERVICES</b>	Land Record Auditors	1,800.00
	Payment to other towns for vitals	200.00
	Microfilming of Land Records	600.00
	Film Storage charge @ year	600.00
	Scanning of Maps	90.00
	Microfilming of Maps	225.00
	Cleaning & parts for Typewriters	200.00
	Renewal of Notary for Joanne	60.00
	<b>Total</b>	<b>3,775.00</b>

**SUPPLIES & EQUIPMENT**

Book for Selectmen Minutes	100.00
Paper for Selectmen Minutes	60.00
Land Record Books	840.00
Land record book paper	840.00
Labels for label maker	100.00
Office Supplies	600.00
Shipping & Handling Costs	100.00

Wadsworth Press Envelopes w/address	60.00
1 Commission Notary Stamp	30.00
	<u>2,730.00</u>

<b>TRAVEL</b>	Mileage reimbursement to conferences	300.00
	<b>Total</b>	<u>300.00</u>

<b>EDUCATION &amp; DUES</b>	HCTCA Holiday Meeting (TC & 2 Asst. TC)	105.00
	CTCA April Conference (Town Clerk)	225.00
	CTCA April Conference lodging (TC)	150.00
	CTCA December conference (Town Clerk)	125.00
	CTCA September conference (Town Clerk)	225.00
	CTCA September conference lodging (TC)	150.00
	CTCA April conference (Assistant TC)	125.00
	CTCA December conference (Assistant TC)	125.00
	HCTCA dues @ year	10.00
	CTCA dues @ year	<u>200.00</u>
	<b>TOTAL</b>	<b>1,440.00</b>

(HCTCA - Hartford County Town Clerks Association)	
(CTCA - Connecticut Town Clerks Association)	8,245.00

**ACTIVITIES, FUNCTIONS AND RESPONSIBILITIES**

All of the Town's Financial Administration Services, including:

Accounts payable / Accounts receivable

Payroll and reporting

Budget Preparation with the Board of Selectmen and the Board of Finance

Annual Audit

Maintain general ledger and revenue and expenditure subsidiary ledgers

Maintenance of payroll, expenditure and revenue documentation

Compiles Five-Year Capital Improvement Plan (CIP) for the Town, with Capital Planning Committee.

Implements renewal and procurement of the Town's and Education's insurance coverage in coordination with the Agent of Record.

Schedules bond issues in accordance with CIP and prepares Official statements for bond issuance

Meets with rating agencies to attain rating for bond sales

Oversees and monitors Pension Investment account.

**ACCOMPLISHMENTS**

Received \$14,000 grant from the State of Connecticut to implement new accounting software

Ended fiscal year 2015 with a budget surplus exceeding \$500,000

Closed on North Road USDA loan, which included a grant in the amount of \$534,375

Closed on Bond Anticipation Note for Modulares in amount of \$6.5 million. Obtained good interest rate and a premium was paid on the note at competitive sale.

Began implementaion of benefit reporting for IRS- new requirements of ACA.

Continued with training and education of staff- Kim Lord and Gayle Carolus have completed four out five exams necessary to obtain Certified Public Finance Officer (CPFO) designation.

Worked with Tax Collector to enhance security in Tax/Treasurer's Office

Completed two capital lease purchases- the Town Hall HVAC and Public Works Snowplows

**GOALS AND PRIORITIES**

Continue updating software to increase efficiency.

Implement long-term bond issuance plan to finance needed infrastructure improvements

Permanent financing of BOE modular project in October 2016

Enhance benefit tracking with new ADP benefit module

Continue to work with First Selectmen to encourage all employees to switch to High Deductible Health Care Plan

Kim Lord and Gayle Carolus to obtain CPFO designation.

Move towards a "Comprehensive Financial Report" model for financial reporting

**TREASURER- 410500****BUDGET REQUEST:**

PERSONNEL	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
SALARY FULL TIME	\$ 195,863	\$ 187,820	\$ (8,043)
SALARY PART TIME		\$ 7,750	\$ 7,750
SALARY OVERTIME	\$ 10	\$ -	\$ (10)
LONGEVITY	\$ 820	\$ 1,185	\$ 365
<b>SUBTOTAL</b>	<b>\$ 196,693</b>	<b>\$ 196,755</b>	<b>\$ 62</b>

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
PROFESSIONAL SERVICES	\$ 10,250	\$ 9,396	\$ (854)
SUPPLIES & EQUIPMENT	\$ 1,200	\$ 1,030	\$ (170)
TRAVEL	\$ 550	\$ 550	\$ -
EDUCATION AND DUES	\$ 2,500	\$ 2,300	\$ (200)
CAPITAL PURCHASES	\$ 1,000	\$ 500	\$ (500)
<b>SUBTOTAL</b>	<b>\$ 15,500</b>	<b>\$ 13,776</b>	<b>\$ (1,724)</b>

<b>DEPARTMENT TOTAL:</b>	<b>\$ 212,193</b>	<b>\$ 210,531</b>	<b>\$ (1,662)</b>	<b>-0.78%</b>
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<b>Full-Time Employees</b>	3.5	3	Shared Full-Time with Tax will now be 100% Tax Department and the departments will share Part-time Clerk instead.
<b>Part-Time Employees</b>	0	0.5	

**DEPARTMENT EXPENSE DETAIL:**

Professional Services:	ADP Payroll Service for Bi-Weekly Payroll		
	71 Full-time; 12 Perm Part-time; 41 Seasonal	124 @ 4.50 per emp	\$ 6,696
	IRS reporting w-2's, 1099's		\$ 700
	Blum Shapiro Accounting Support (Accufund)		\$ 2,000
			<b>\$ 9,396</b>
Supplies and Equipment:	Check Stock:		\$ 500
	Envelopes:		\$ 350
	Calculator:		\$ 80
	Heavy Duty Stapler:		\$ 100
		<b>Total</b>	<b>\$ 1,030</b>
Travel:	Weekly deposits to bank (daily deposits during July and January)		
	Travel to and from seminars and conferences		
	Mileage reimbursement is .575 per mile		\$ 550

Education and Dues:	GFOA National Membership:	\$ 350
	State GFOA Membership:	\$ 210
	Continuing Ed Credit Courses:	\$ 910
	GFOA Meetings:	\$ 500
	CCM Annual Conference:	\$ 60
	GAAP Update:	\$ 270
	<b>Total</b>	<b>\$ 2,300</b>
Capital Purchases:	LaserJet Printer (currently share one with tax office- need our own)	\$ 500
	<b>Total Department Expenses:</b>	<b>\$ 13,776</b>

**ACTIVITIES, FUNCTIONS AND RESPONSIBILITIES:**

Valuation and assessment of real and personal property, including motor vehicles, is the main function of our office. Connecticut law requires that property be assessed at 70% of fair market value. This office has the responsibility to discover, list and value all taxable and non-taxable property in order to compile the Grand List by the statutory date of January 31st. The primary objective of this department is that each property owner bear their appropriate share of the tax burden.

Homeowners' applications and exemptions are a large facet of our work as required by statute. The administration and facilitation of these many exemptions is a great responsibility. There must be an understanding of the statutes and requirements of each and every level of exemption which includes: Veterans (regular & disabled), individuals who are disabled, blind, handicapped or have a handicap-equipped motor vehicle. Certain procedures & requirements must be adhered to with each application filed & processed.

**ACCOMPLISHMENTS**

- 1- Produced the 2014 Grand List.
- 2- Achieved access to Building & Planning Department permits to assist in gaining valuable real estate information for Grand List growth.
- 3- Streamlined our processes to expedite the required real estate field work.

**GOALS AND PRIORITIES**

- 1- Issue Request for Proposals for the upcoming full Revaluation for the 2017 Grand List.
- 2- Continue to organize & streamline our operations towards our 2016 Grand List.
- 3- Continue our efforts relative to Personal Property Audits.

**ASSESSOR- 410700****BUDGET REQUEST:**

PERSONNEL	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
SALARY FULL TIME	\$ 163,286	\$ 170,350	\$ 7,064
SALARY PART TIME	\$ 10	\$ 10	\$ -
SALARY OVERTIME	\$ 10	\$ 10	\$ -
LONGEVITY	\$ 1,640	\$ 1,640	\$ -
<b>SUBTOTAL</b>	<b>\$ 164,946</b>	<b>\$ 172,010</b>	<b>\$ 7,064</b>

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
PROFESSIONAL SERVICES	\$ 15,950	\$ 15,200	\$ (750)
SUPPLIES & EQUIPMENT	\$ 860	\$ 1,000	\$ 140
TRAVEL	\$ 300	\$ 300	\$ -
EDUCATION AND DUES	\$ 2,200	\$ 2,670	\$ 470
CAPITAL PURCHASES		\$ -	\$ -
<b>SUBTOTAL</b>	<b>\$ 19,310</b>	<b>\$ 19,170</b>	<b>\$ (140)</b>

<b>DEPARTMENT TOTAL:</b>	<b>\$ 184,256</b>	<b>\$ 191,180</b>	<b>\$ 6,924</b>	<b>3.76%</b>
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Full-Time Employees	3	3
Part-Time Employees	0	0

**OPERATING BUDGET DETAIL:**

## Salary &amp; Longevity:

Reflected in accordance with Union Contracts

## Expenses:

Professional Services	Legal Ad	- Statute Required	
	Printing	- Personal Property Forms	
		- Special Forms/Envelopes	
	Personal Property Audits		\$15,200
Education & Dues	Dues	- Association Memberships	
		- Motor Vehicle Pricing Subsc	
		- Misc. Pricing Manuals	
		- Fall Symposium	
		- Uconn Assessor's School	\$2,670

**ACTIVITIES, FUNCTIONS AND RESPONSIBILITIES**

The Tax Office assists in the timely collection of tax revenue and the administration of programs to maximize collection success.

**ACCOMPLISHMENTS**

This Tax Office has a new look to facilitate better security and office work flow. An ATM was installed in Town Hall to assist taxpayers for cash transactions. The DMV Civils program was implemented. This program utilizes a self help and "real time" features for the taxpayer on several motor vehicle transactions to better serve the public. The Tax Office has also started notifying those taxpayers who sign up for email notifications through the Town website of tax bill reminders. A computer has been installed at the Tax Office counter for public access. As part of the delinquent tax procedures, the Tax Office conducted a tax sale in July and began new tax sale proceedings in November along with warrants and collection agency collections. The Tax Collector also participated in the restructuring of the Local

**GOALS AND PRIORITIES**

The Tax Office will continue to strive to provide help and services to the taxpayers of East Windsor. The Tax Office will further look for ways to be more efficient in the tax collection process. The Tax Office will hold twice a year tax sales for delinquent real estate accounts. The Tax Office will also continue to twice a year issue warrants or turn over to a collection agency delinquent motor vehicles and personal property accounts.

**TAX COLLECTOR- 410900****BUDGET REQUEST:**

PERSONNEL	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
SALARY FULL TIME	\$ 83,674	\$ 108,813	\$ 25,139
SALARY PART TIME	\$ 17,146	\$ 7,743	\$ (9,403)
			\$ -
<b>SUBTOTAL</b>	<b>\$ 100,820</b>	<b>\$ 116,556</b>	<b>\$ 15,736</b>

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
PROFESSIONAL SERVICES	\$ 1,000	\$ 900	\$ (100)
SUPPLIES & EQUIPMENT	\$ 1,300	\$ 900	\$ (400)
TRAVEL	\$ 400	\$ 400	\$ -
EDUCATION AND DUES	\$ 805	\$ 1,300	\$ 495
CAPITAL PURCHASES	\$ 500	\$ -	\$ (500)
<b>SUBTOTAL</b>	<b>\$ 4,005</b>	<b>\$ 3,500</b>	<b>\$ (505)</b>

<b>DEPARTMENT TOTAL:</b>	<b>\$ 104,825</b>	<b>\$ 120,056</b>	<b>\$ 15,231</b>	<b>14.53%</b>
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Full-Time Employees 1.5 2  
Part-Time Employees 1 0.5

Shared Full-Time with Treasurer will now be 100% Tax Department.

Departments will share part-time employee instead.

**DEPT. EXPENSE DETAIL:**

	Base pay: 13,378.56	13378.56
	addl hours:	2106.48
	last week June +25	15485.04
	July +70	divide by 2 (shared with Treasurer)
	Jan '2017 +36	
<b>Part-Time</b>		<b>\$7,743</b>
	dmv direct	\$250
	town legal	\$178
	wpcal legal	\$165
	air legal	\$134
	town legal	\$174
<b>Professional Services</b>		<b>\$900</b>
	misc supplies	\$250
	mailing env qds	\$150
	2 scanners	\$500
<b>Supplies and Equip</b>		<b>\$900</b>
	Three CCMC classes	\$400
<b>Travel</b>		<b>\$400</b>

	CCMC Class #3	\$205
	CT tax State Mtg x2	\$80
	CT tax dues x 2	\$125
	County tax membership	\$40
	Patti class caao 2a	\$450
	Patti class GIS	\$400
<b>Education and Dues</b>		<b>\$1,300</b>

**ACTIVITIES, FUNCTIONS AND RESPONSIBILITIES**

- \*Staff = F/T Planner, Asst Planner and Office Assistant; 1 P/T Office Clerk
- \*Assists the public on all landuse issues and questions, enforcement , applications and permits.
- \*Staff and support to PZC, IWWC, ZBA, EDC, CC , AC
- \*Keep current on all land use case law, legislative updates, planning tools, etc
- \*Update regulations as necessary
- \*Continuously seek ways and means to implement Plan of Conservation and Development (POCD) goals and objectives; streamline permitting process;
- \*Promote Economic Development

**ACRONYMS:**

NCCD=North Central Conservation District

CAZEO = CT Association of Zoning Enforcement Officers >Dues and Seminars

CACIWC =CT Association of Conservation and Inland Wetland Commissions >Dues and Seminars

CTFPZC = CT Federation of Planning and Zoning Commissions > Dues and Seminars

APA/AICP= American Planning Association/American Institute of Certified Planners >Dues and Conferences

CCAPA= CT Chapter of APA >Dues and Conferences (Hot Topics) - Case law & Legislative update

**ACCOMPLISHMENTS**

- \*Held POCD workshops on Residential Development, Route 5 Corridor Study , and continue to hold workshops on Warehouse Point Village ditrict /TOD study
- \*Adopt POCD 2016 - June 2016
- \*Viewpermit went live in house after many software obstacles.were discovered and fixed
- \*Junk sweep throughout town
- \* Generated RFP for Casino

**GOALS AND PRIORITIES**

- \*Continue to stream line permitting process
- \*Go live with Viewpermit to the public
- \*Review and possibly change all permitting and landuse fees
- \*Review and update sign , light , parking, and erosion control regulations
- \*Update and improve GIS layers
- \*Redevelopment of the Cinema/Walmart-BigY/La Renaissance corridor;
- \*Create new development regulations for Route 5
- \*Prepare predisaster plan for Long Term Recovery

**TOWN PLANNER- 411100****BUDGET REQUEST:**

PERSONNEL	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
SALARY FULL TIME	\$ 184,905	\$ 190,834	\$ 5,929
SALARY PART TIME	\$ 11,849	\$ 12,542	\$ 693
LONGEVITY	\$ 1,000	\$ 1,000	\$ -
<b>SUBTOTAL</b>	<b>\$ 197,754</b>	<b>\$ 204,376</b>	<b>\$ 6,622</b>

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
PROFESSIONAL SERVICES	\$ 21,500	\$ 20,500	\$ (1,000)
SUPPLIES & EQUIPMENT	\$ 500	\$ 500	\$ -
TRAVEL	\$ 1,020	\$ 1,200	\$ 180
EDUCATION AND DUES	\$ 2,652	\$ 4,953	\$ 2,301
CAPITAL PURCHASES			\$ -
<b>SUBTOTAL</b>	<b>\$ 25,672</b>	<b>\$ 27,153</b>	<b>\$ 1,481</b>

<b>DEPARTMENT TOTAL:</b>	<b>\$ 223,426</b>	<b>\$ 231,529</b>	<b>\$ 8,103</b>	<b>3.63%</b>
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Full-Time Employees 3  
Part-Time Employees 1

**DEPT. EXPENSE DETAIL:**

**Prof. Services:** NCCD = \$2000; EDC consultant = \$10,000 + (add. \$10,000 requested)

Planning Consultant for POCD implementation \$4,000 requested; Legal Ads, Printing, etc \$4,500

**Line request reduced by First Selectman-**

**Supplies and Equipment:** calendars, ink cartridge, business cards, misc, = \$500

**Travel:** mileage reimbursement and hotel for out of town seminars = \$1800

**Education and Dues:** DUES: CAZEO = \$150; CACIWC \$100; CTFPZC = \$90; APA/CCAPA/AICP = \$658

Conf. & Training: CAZEO = \$400; DEEP \$75; ICSC = \$60; CCAPA Regional = \$600

Hot Topics = \$70; CACIWC = \$100; APA National = \$900; \$400= Misc. training for Planning clerks

CAZEO INSTITUTE \$1350

**Capital Purchases:**

The majority of additional funds is for Economic Development Consultant, Planning Consultant, and additional training for staff and new staff. The remainder is for increased fees for travel and training.

Respectfully submitted

Laurie P Whitten, CZEO, AICP  
Town Planner/Director of Planning and Community Development

**ACTIVITIES, FUNCTIONS AND RESPONSIBILITIES**

The Building Department administers the State Building Code which included for FY 14/15 issuing 905 permits for buildings, HVAC, plumbing, electrical, photovoltaic, and demolitions. We scheduled and performed in excess of 1323 inspections, assisted in permitting 11 structural demolitions, and deposited a revenue total of \$ 142,391.30.

We operate with one full time Building Official, one full time Administrative Assistant to the Building Official, and one 19 hour per week permitting clerk.

The Building Department works with the Town Planner, Zoning/Wetlands Official, WPCA, NCDHD, 2 Fire Marshalls, 2 Fire Departments, the Police Department, and a multitude of State and local authorities. We also respond to written property maintenance complaints.

We have been extremely busy YTD and mid year revenues are in excess of 83% of our annual projection.

We appreciate your anticipated support of this budget. We do not spend if it is not necessary.

**ACCOMPLISHMENTS**

Delivering professional, efficient services to all permittees, taxpayers, and businesses.

Adapting to the Municipal side implementation of the new, cloud based, software permitting and inspection program.

Working with all agencies and departments in the training and launch of this software.

**GOALS AND PRIORITIES**

**Reinstatement of the part-time, contracted inspector professional services line** for the necessary coverage of this community during my absence(s). Removed last fiscal year. This is the \$3000 professional services line request.

For the **second** year in a row, requesting the expansion of the software/hardware program with the procurement of the available tablet and module to perform real time inspection results. This module will eliminate the redundant practice of post inspection administrative data entry.

Participating and leading all departments with the public side launch of View Permit to the Public's benefit.

Removing, reviewing, and processing all relevant plans required by State Statute to be retained by the Town. Currently housed at the Annex on the first and second floors. I would encourage all BOS & BOF members to tour this facility and assess the conditions that exist.

Training for, and navigating, the implementation of the anticipated new, updated State Building Code. We expect a springtime launch and are required to purchase approximately \$600.+/- of Code books. This is the listed increase in the supply and equipment line of our budget.

**BUILDING- 411300****BUDGET REQUEST:**

PERSONNEL	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
SALARY FULL TIME	\$ 124,940	\$ 129,540	\$ 4,600
SALARY PART TIME	\$ 15,570	\$ 15,887	\$ 317
LONGEVITY	\$ 365	\$ 365	\$ -
<b>SUBTOTAL</b>	<b>\$ 140,875</b>	<b>\$ 145,792</b>	<b>\$ 4,917</b>

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
PROFESSIONAL SERVICES	\$ -	\$ 3,000	\$ 3,000
SUPPLIES & EQUIPMENT	\$ 500	\$ 1,400	\$ 900
TRAVEL	\$ 300	\$ -	\$ (300)
EDUCATION AND DUES	\$ 1,200	\$ 1,200	\$ -
EMERGENCY REPAIR	\$ 1,000	\$ 1,000	\$ -
CAPITAL PURCHASES	\$ -	\$ -	\$ -
<b>SUBTOTAL</b>	<b>\$ 3,000</b>	<b>\$ 6,600</b>	<b>\$ 3,600</b>

<b>DEPARTMENT TOTAL:</b>	<b>\$ 143,875</b>	<b>\$ 152,392</b>	<b>\$ 8,517</b>	<b>5.92%</b>
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Full-Time Employees	2	2
Part-Time Employees	1	1

**DEPT. EXPENSE DETAIL:**

Salaries	As negotiated by the Administration	3.42% budget line increase
Professional Services	Calculates for 11 days of contracted Part Time Building Official/ABO to fill in during vacation, sick time, emergencies.	
Supplies & Equipment	Transfer \$300 from travel and request \$600 for code books.	
Travel	Transferred to Supplies & Equipment	
Education & Dues	For State Mandated a accredited classes/training & professional memberships	
Emergency Repairs	To secure structures while providing for Public Safety	
	<b>(Remaining 4 budget lines 2.5% budget increase)</b>	

## ADMINISTRATIVE SERVICES

**REGISTRAR OF VOTERS- 411500****BUDGET REQUEST:**

PERSONNEL	FY 15 ADOPTED	FY 16 REQUEST	\$ CHANGE
SALARY FULL TIME	\$ 28,690	\$ 29,264	\$ 574
SALARY PART TIME	\$ 18,600	\$ 18,600	\$ -
			\$ -
<b>SUBTOTAL</b>	<b>\$ 47,290</b>	<b>\$ 47,864</b>	<b>\$ 574</b>

DEPT. EXPENSE	FY 15 ADOPTED	FY 16 REQUEST	\$ CHANGE
SUPPLIES & EQUIPMENT	\$ 500	\$ 500	\$ -
TRAVEL	\$ 100	\$ 500	\$ 400
EDUCATION AND DUES	\$ 510	\$ 3,700	\$ 3,190
MACHINE	\$ 2,400	\$ 1,500	\$ (900)
PRINTNG	\$ 5,850	\$ 5,850	\$ -
MEDIA CARDS		\$ 2,000	\$ 2,000
CAPITAL PURCHASES		\$ 1,000	\$ 1,000
<b>SUBTOTAL</b>	<b>\$ 9,360</b>	<b>\$ 15,050</b>	<b>\$ 5,690</b>

<b>DEPARTMENT TOTAL:</b>	<b>\$ 56,650</b>	<b>\$ 62,914</b>	<b>\$ 6,264</b>	<b>11.06%</b>
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**Full-Time Employees** 2  
**Part-Time Employees** Poll Workers  
 (varies)

**DEPT EXPENSE DETAIL:**

SEE NEXT PAGE

Registrar of Voters  
Budget Request FY 2016-2017  
(revised 2-2-2016)

<u>Account</u>	<u>Title</u>	<u>FY16/17</u>	(Adopted) <u>FY15/16</u>	<u>Variance\$</u>
1005 411500 51610	Salary-Full Time	\$29,264 <sup>1</sup>	\$28690	\$574
1005 411500 51620	Salary-Part Time	\$18,600 <sup>2</sup>	\$18,600	\$-0-
1005 411500 52200	Supplies Equipment	\$500	\$500	\$-0-
1005 411500 52300	Travel	\$500 <sup>3</sup>	\$100	\$400
1005 411500 52400	Education & Dues	\$3700 <sup>4</sup>	\$510	\$3190
1005 411500 52800	Machine	\$1500 <sup>5</sup>	\$2400	(\$900)
1005 411500 52900	Printing	\$5850 <sup>6</sup>	\$5850	\$-0-
1005 411500 52950	Media cards	<u>\$2000<sup>7</sup></u>	<u>\$0</u>	<u>\$2000</u>
	Totals:	\$61,914	\$56,650	\$5264
Capital Purchases	\$420 <sup>8</sup>	\$1000 <sup>9</sup>		
Full-Time Employees:	2			
Part-Time Employees:	varies (poll workers)			

Submitted by: Linda Sinsigallo & Angelo Sevarino

1.

Represents a 2% increase over FY15/16. A 2% increase was approved by the BOS last year but dropped due to referendum results. There has been no increase in compensation for seven (7) years. Position of Registrar of Voters has continued to evolve into a more complex position (see Exhibit attached) including the need now to attain certification from the SOS office.

2.

The number of poll workers varies depending on the nature of the election e.g., presidential primary, local or state primary, referendum or general elections (local, state and national). Election Day Registration also requires one poll worker from both parties to stay at Registrar's office in the Annex. This line item also includes meals we fund for each poll worker (usually a sandwich or salad from Sophia's. These workers are at their stations for approximately 15-16 hours each election. We feel we can continue to provide poll workers at the requested level reflecting no increase over FY15/16.

3.

Travel requirements include quarterly meeting attendance at Registrar of Voters Association of Connecticut (ROVAC) from Hartford to Newington plus attendance at annual meeting (past

meetings held in Cromwell and Danbury. The SOS's office monitors who attends these sessions. This year "certification" has been ordered and additional travel costs will be incurred for mileage (now set at \$0.575 per mile). It appears 5 of the courses will be held at the UCONN School of Business in downtown Hartford and 3 will be offered at Waterbury or Stamford UCONN campuses. The UCONN Hartford campus does not have free parking and \$150 of the budget item has been allocated for parking fees. Registrar's are required to take a total of 8 courses over the next two fiscal years although most registrars will complete the program in a shorter period of time.

4.

Each certification course costs \$200 per registrar( exclusive of travel and parking costs)

5.

LHS Associates provides an annual maintenance plan for the AccuVote Tabulators and Ballot Boxes Current rate is \$200 per tabulator/box and we have 6 machines (3 per district) which we are required to maintain. This does not include charges for battery back up machine maintenance or battery replacement which we have budgeted \$300 for. Fixed prices have not yet been released for service by LHS but we believe this should cover the annual cost of this service.

6.

This number covers the costs of printing the ballots for a minimum of 4 elections /referendums /primary session. There are approximately 7500 eligible voters between the two districts. We order 2600 ballots (Atkins)for each election or referendum or10,400 ballots. Even though voter turnout is historically poor you do not ever want to run out of ballots!

7.

The increase reflects prior payment of the coding process by the State which is now a Town funding obligation. LHS Associates also performs this service. Each district maintains voting cards for two machines. The cards must be reprogrammed each election depending of number of referendum questions, offices and candidates. Because it is unknown how many times the cards will have to be re-programmed e.g., primary or municipal/state/federal election cycle a firm budget item cannot be calculated. Past history suggests \$2000 will adequately fund the next fiscal year.

8.

For back-up battery units (6 units)

9.

For a new rug in the Annex office. Present rug is ancient, has tears and holes in it and represents a tripping hazard to the public.

**ACTIVITIES, FUNCTIONS AND RESPONSIBILITIES**

The main charge of Human Services is to help ensure that the most basic human needs of our town residents are met. We are available to help all members of the community. Through an individualized needs assessment we help to determine a plan of action and set goals to address all concerns presented by an individual or family. Referrals for services and resources are provided to help meet the needs and established goals.

We are responsible for administering energy assistance programs through both federal and state and local organizations. We are the agency that takes applications for programs that provides help with both deliverable and non-deliverable fuels for both primary and secondary energy sources.

We also are the agency that takes applications for the utilization of the Five Corner Cupboard Food Pantry. Through careful screening we also help to determine additional resources of support for supplemental food. Our office also assists individuals with applications for state and federal programs such as SNAP, TANF, and Renter's Rebate. We also coordinate several programs to help with additional needs such as Farmer's Market, back to school supplies, food baskets for Thanksgiving and Christmas, and holiday toys for children.

**ACCOMPLISHMENTS**

We continue to process a high number of applications for energy assistance, helping to ensure that our clients are not without heat, electricity, or water. In FY 14 we processed 406 applications for energy assistance. In FY 15 we processed 431 applications, an increase of 25 applications. These applications were for the Connecticut Energy Assistance Programs (CEAP), Operation Fuel, and our emergency fuel bank. A total of \$267,000 was provided to qualifying town residents. This year we processed 8 more applications than last year for Renter's Rebate and a total of \$90,000 in benefits was provided to qualifying town residents. We also saw record numbers this year in people needing assistance with other basic needs. We helped 392 individuals and families with Farmer's Market Coupons, Back to School Supplies, Holiday Food

**GOALS AND PRIORITIES**

Our goal continues to be to provide a high level of customer service in response to all of our client's individual needs. We are available to meet with individuals and families to assess their needs and create a plan of action in response to their needs and their goals. We continuously stay up to date on changes to programs and services in order to be able to provide accurate information to our clients. We also pride ourselves on continued education and training so that we may continue to develop as professionals, thus helping our clients better.

This year we are implementing a new process for tracing our daily interactions with clients. A new set of statistical data will help us to know how frequently we are interacting with our clients and in what areas. Knowing this will help us to continue to streamline our focus and meet our clients needs.

**HUMAN SERVICES- 411700****BUDGET REQUEST:**

PERSONNEL	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
SALARY FULL TIME	\$ 158,808	\$ 162,382	\$ 3,574
LONGEVITY	\$ 1,365	\$ 1,365	\$ -
<b>SUBTOTAL</b>	<b>\$ 160,173</b>	<b>\$ 163,747</b>	<b>\$ 3,574</b>

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
PROFESSIONAL SERVICES	\$ 300	\$ 300	\$ -
SUPPLIES & EQUIPMENT	\$ 1,530	\$ 2,080	\$ 550
TRAVEL	\$ 800	\$ 800	\$ -
EDUCATION AND DUES	\$ 1,000	\$ 1,200	\$ 200
GENERAL ASSISTANCE	\$ 13,066	\$ 14,000	\$ 934
EVICIONS/EJECTIONS	\$ 3,000	\$ 3,000	\$ -
CAPITAL PURCHASES		\$ 400	\$ 400
<b>SUBTOTAL</b>	<b>\$ 19,696</b>	<b>\$ 21,780</b>	<b>\$ 2,084</b>

<b>DEPARTMENT TOTAL:</b>	<b>\$ 179,869</b>	<b>\$ 185,527</b>	<b>\$ 5,658</b>	<b>3.15%</b>
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<b>Full-Time Employees</b>	3	3
<b>Part-Time Employees</b>	0	0

**OPERATING BUDGET DETAIL:**

Professional service line remains unchanged. This is a historical amount.  
Supplies and equipment covers office supplies not covered in central purchasing, particularly those needed for client files.

Increase in supplies and equipment to reflect the purchase of Pre-stamped envelopes with forever stamps at \$550

Increase in education and dues to reflect one annual license renewal at \$195

Education and Dues covers two annual memberships for CLASS, monthly trainings for CLASS, annual CLASS conference fee for three, one NASW membership, additional trainings as applicable

Increase to general assistance as there is a continuous increased need and requests for services.

No changes to evictions and ejections as that has remained steady.

Capital purchases will cover the cost of a new fax machine

**ACTIVITIES, FUNCTIONS AND RESPONSIBILITIES**

The East Windsor Police Department's mission is to provide a professional and cost effective, community-oriented police service. We are committed to creating and maintaining an active community partnership, and assisting citizens in identifying and solving problems to improve the quality of lives in our neighborhoods, with our business community, and in our schools. We are dedicated to protecting life, property, and maintaining order while assuring fair and equal treatment to everyone. We are a group of capable, highly-effective, caring people doing important and satisfying work for the residents, business owners, and visitors of East Windsor.

As a professional community-oriented police department, we are fully committed to providing safe and secure neighborhoods, schools, and businesses through the delivery of progressive and impartial law enforcement and public safety services that protects the rights of all of our citizens and visitors. We are very proud of the department's achievements, particularly our strong community partnerships and dedicated personnel that help make the Town of East Windsor the best town to live, work, learn, play, visit, and raise a family.

**ACCOMPLISHMENTS**

The East Windsor Police Department strives to be a proactive agency dedicated to excellence through quality customer service. The Administration of this agency will constantly strive to achieve outstanding customer service for everyone we serve by way of accountability, fiscal responsibility, and community involvement. Working with the East Windsor Police Commission, we have maintained a quality of professionalism for our employees through training, development, and education to assist them with personal and career growth with a constant emphasis on innovation, improvement, and safety. Keeping with our commitment to the community, we will continue to support the School Resource Program.

**GOALS AND PRIORITIES**

We will continue to strive to achieve outstanding customer service for everyone we serve by way of accountability, fiscal responsibility, transparency and community involvement.

We have made progress toward completing Tier I of the State of Connecticut Accreditation process, and it is our goal to continue working towards that.

It is a continued agency priority to maintain the capital improvement planned rotation of replacing vehicles on a two/three year purchase rotation in order to maintain a safe and reliable fleet. This will also allow us the ability to pass viable vehicles onto the other town departments.

It is our goal to continue to provide public safety services while adapting to the changes of the community as they come along.

**POLICE DEPARTMENT- 510200****BUDGET REQUEST:**

PERSONNEL	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
ADMIN SALARY FT	\$ 244,493	\$ 249,518	\$ 5,025
OFFICER SALARY FT	\$ 1,763,951	\$ 1,939,359	\$ 175,408
DISPATCHER SALARY FT	\$ 335,992	\$ 344,338	\$ 8,346
CLERICAL SALARY FT	\$ 106,371	\$ 112,778	\$ 6,407
ACO SALARY PT	\$ 30,748	\$ 32,482	\$ 1,734
CLERICAL SALARY PT	\$ 16,034	\$ 16,352	\$ 318
PD OVERTIME	\$ 262,915	\$ 280,431	\$ 17,516
LONGEVITY	\$ 19,725	\$ 20,925	\$ 1,200
TRAINING SALARY	\$ 29,000	\$ 29,580	\$ 580
<b>SUBTOTAL</b>	<b>\$ 2,809,229</b>	<b>\$ 3,025,763</b>	<b>\$ 216,534</b>

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
PROFESSIONAL SERVICES	\$ 14,560	\$ 30,960	\$ 16,400
SUPPLIES & EQUIPMENT	\$ 20,400	\$ 14,026	\$ (6,374)
TRAVEL	\$ 500	\$ 500	\$ -
EDUCATION AND DUES	\$ 35,147	\$ 39,850	\$ 4,703
UNIFORMS	\$ 50,572	\$ 54,083	\$ 3,511
VEHICLE MAINTENANCE	\$ 31,339	\$ 32,466	\$ 1,127
CAPITAL PURCHASES	\$ -	\$ 11,320	\$ 11,320
<b>SUBTOTAL</b>	<b>\$ 152,518</b>	<b>\$ 183,205</b>	<b>\$ 30,687</b>

<b>DEPARTMENT TOTAL:</b>	<b>\$ 2,961,747</b>	<b>\$ 3,208,968</b>	<b>\$ 247,221</b>	<b>8.35%</b>
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Full-Time Sworn Officers	25	26	(to include Chief and Deputy Chie
Full- Time Administrative	8	8	(6 Dispatchers, 2 Clerical)
Part- Time Employees	3	3	(Animal Control/Records)

**OPERATING BUDGET DETAIL:**

ATTACHED: SEE FOLLOWING PAGE

**East Windsor Police Department**  
**Fiscal Year 2016/2017**

Account #	Description	Budgeted	Proposed	Net Change	
1005-510200-51650	Admin Salary - F.T.	\$244,493.00	\$249,518.00	\$5,025.00	2.06%
1005-510200-51655	Officer Salary - FT	\$1,763,951.00	\$1,880,172.00	\$116,221.00	6.59%
1005-510200-51660	Dispatcher Salary - FT	\$335,992.00	\$344,338.00	\$8,346.00	2.48%
1005-510200-51665	Clerical Salart - FT	\$106,371.00	\$112,778.00	\$6,407.00	6.02%
1005-510200-51670	ACO Salary - PT	\$30,748.00	\$32,482.00	\$1,734.00	5.64%
1005-510200-51675	Clerical Salary - PT	\$16,034.00	\$16,352.00	\$318.00	1.98%
1005-510200-51680	Officer Salary - OT	\$262,915.00	\$280,431.00	\$17,516.00	6.66%
1005-510200-51700	Longevity	\$19,725.00	\$20,925.00	\$1,200.00	6.08%
1005-510200-51710	Training Salary	\$29,000.00	\$29,580.00	\$580.00	2.00%
		<b>\$2,809,229.00</b>	<b>\$2,966,576.00</b>	<b>\$157,347.00</b>	<b>5.60%</b>
1005-510200-52100	Professional Services	\$14,560.00	\$30,960.00	\$16,400.00	112.64%
1005-510200-52200	Supplies & Equipment	\$20,400.00	\$14,026.00	-\$6,374.00	-31.25%
1005-510200-52300	Travel	\$500.00	\$500.00	\$0.00	0.00%
1005-510200-52400	Education & Dues	\$35,147.00	\$39,850.00	\$4,703.00	13.38%
1005-510200-54303	Uniforms	\$50,572.00	\$51,583.00	\$1,011.00	2.00%
1005-510200-54420	Vehicle Maintenance	\$31,339.00	\$32,466.00	\$1,127.00	3.60%
1005-510200-52500	Capital Purchases	\$0.00	\$11,320.00	\$11,320.00	-
		<b>\$152,518.00</b>	<b>\$180,705.00</b>	<b>\$28,187.00</b>	<b>18.48%</b>
		<b>\$2,961,747.00</b>	<b>\$3,147,281.00</b>	<b>\$185,534.00</b>	<b>6.26%</b>

**East Windsor Police Department**  
**FY 2016/2017 Salaries**

<u>Employee</u>	<u>July 1, 2016</u>	<u>Amount Prorated</u>	<u>TOTAL</u>
Poliquin	101,000		101,000
Andrusko	91,610		91,610
Reimer	91,610		91,610
Chant	91,610		91,610
McNeice	91,610		91,610
Vacant promotion	12,475		12,475
Carl	89,428		89,428
Roberts	89,428		89,428
Tudryn	89,428		89,428
Smith, B.	89,428		89,428
Jones	89,428		89,428
Capen	79,135		79,135
Ludemann	79,135		79,135
Simoes	79,135		79,135
Stepien	79,135		79,135
Leab			
7/1/16-8/12/16	75,367 6 weeks	8,696	
8/13/16-6/30/17	79,135 46 weeks	70,004	78,700
Szabo			
7/1/16-10/4/16	71,778 14 weeks	19,325	
10/5/16-6/30/17	75,367 38 weeks	55,076	74,401
Khoudyakov			
7/1/16-10/4/16	71,778 14 weeks	19,325	
10/5/16-6/30/17	75,367 38 weeks	55,076	74,401
Minihan			
7/1/16-10/4/16	68,361 14 weeks	18,405	
10/5/16-6/30/17	71,778 38 weeks	52,453	70,858
Cangemi			
7/1/16-10/4/16	68,361 14 weeks	18,405	
10/5/16-6/30/17	71,778 38 weeks	52,453	70,858
Sheehan			
7/1/16-4/3/17	68,361 40 weeks	52,585	

4/4/17-3/30/17	71,778 12 weeks	16,564	69,150
Mitchell			
7/1/16-12/31/16	67,218 26 Weeks	33,609	
1/1/17-6/30/17	68,361 26 Weeks	34,181	67,790
Sherman			
7/1/16-10/1/16	59,187 13 Weeks	14,797	
10/1/16-6/30/17	67,218 39 Weeks	50,414	65,210
Tessier			
7/1/16-10/1/16	59,187 13 Weeks	14,797	
10/1/16-6/30/17	67,218 39 Weeks	50,414	65,210
<b>TOTAL FY 2014/2015 Account 125, Officer Salaries</b>			<b><u>1,880,172</u></b>

Chief			
7/1/16-8/19/16	125,674 6 weeks	14,501	
8/20/16-6/30/17	128,024 46 weeks	113,252	127,753
Deputy Chief			
7/1/16-8/19/16	119,392 6 weeks	13,776	
8/20/16-6/30/17	122,075 46 weeks	107,989	121,765
<b>TOTAL FY 2014/2015 Account 100 Salaries</b>			<b><u>249,518</u></b>

Urso		58,453	58,453
Rounds		58,453	58,453
Clynch		58,453	58,453
Sheridan		58,453	58,453
Lewis			
7/1/16-7/14/16	53,019 2 weeks	2,039	
7/15/16-6/30/17	55,671 50 weeks	53,530	55,569
Ross			
7/1/16-10/12/16	53,019 14 weeks	14,274	
10/13/16-6/30/17	55,671 38 weeks	40,683	54,957
<b>TOTAL FY 2014/2015 Account 123 Salaries, Dispatchers</b>			<b><u>344,338</u></b>

Diana	57,658		57,658
Tweedlie	55,120		55,120
<b>TOTAL FY 2014/2015 Account 124 Salaries, Clerical</b>			<b><u>112,778</u></b>

EAST WINDSOR POLICE DEPARTMENT				
BUDGET COMMENTARIES				
FISCAL YEAR 2016 - 2017				
ACCOUNT #	ACCOUNT	2015-2016 ADJUSTED BUDGET	2016-2017 PROPOSED	NET CHANGE
1005-510200-51650	Admin. Salaries - FT	244,493	249,518	5,025
\$249,518 - Amount includes contractual obligated salaries for one full-time Chief and one full-time Deputy Chief.				
1005-510200-51655	Officer Salary - FT	1,763,951	1,880,172	116,221
\$1,880,172 - Covers contractual base salary obligations for authorized Lieutenant, Sergeants, Corporal, Detective, and Officers.				
1005-510200-51660	Dispatcher Salary - FT	335,992	344,338	8,346
\$344,338 - Does not cover any contractual increases (pending/anticipated); reflects step increases for and full year salaries for junior Dispatchers.				
1005-510200-51665	Clerical Salary - FT	106,371	112,778	6,407
\$112,778 -Covers contractual base salary obligations for one Administrative Assistant to the Chief of Police, and one Full-time Records Manager.				
1005-510400-51670	ACO Salary - PT	30,748	32,482	1,734
\$32,482 - Two (2) Part Time Animal Control Officers - 29 hours X 52 weeks X \$21.54 per hour				
1005-510200-51675	Clerical Salary - PT	16,034	16,352	318
\$16,352 - Part-Time Administrative Aide - 18 hours per week.				

EAST WINDSOR POLICE DEPARTMENT				
BUDGET COMMENTARIES				
FISCAL YEAR 2016 - 2017				
ACCOUNT #	ACCOUNT	2015-2016 ADJUSTED BUDGET	2016-2017 PROPOSED	NET CHANGE
1005-510200-51680	Officer Salary - OT	262,915	280,431	17,516
<p>\$102,229 - Contractual holiday pay for all police employees.</p> <p>\$163,444 - Overtime costs for the replacement of personnel taking vacation, compensatory leave, personal leave, and sick leave. Other misc. overtime includes criminal investigations, motor vehicle accident investigations, administrative hours, public relation activities, employees subpoenaed to court, storm-related hours, and all other overtime.</p> <p>\$12,258 - The overtime salaries are affected by two contractual increases since the last budget at 2.75 percent and 2.80 percent at time and one half.</p> <p>\$2,500 - Any overtime related to Animal Control matters.</p> <p><b>\$280,431 - Total</b></p>				
1005-510200-51710	Training Salary	29,000	29,580	580
<p>\$29,301 Overtime associated with sworn employees requiring 60 hours of State (POST) mandated training over a three-year period in order to maintain State certification. Training includes: Firearms training/qualifications, Use of Force, Collect, MRT/defib., taser, Osha-mandated Blood Bourne/Haz. Mat., NIMS, Human Relations, Juvenile Law, Domestic Violence, Rape Crisis, Gang Violence, Bigotry or Bias Crimes, and legal law updates. Six dispatchers are required to maintain certification in Collect and NCIC. Two civilian employees maintain training in records retention, FOI, and new emerging law and public acts regulating police agencies.</p> <p>\$279 Animal Control mandatory training and regulations to maintain State certification.</p> <p><b>\$29,580 - Total</b></p>				
1005-510200-51700	Longevity	19,725	20,925	1,200
<p><b>\$20,925</b> - The department is bound by union contract to pay employees who work full time a longevity increment to be added to the employee's annual wage. In addition, to pay employees a yearly educational incentive for those who have attained either an Associates Degree or a Bachelors Degree.</p>				

# EAST WINDSOR POLICE DEPARTMENT

## BUDGET COMMENTARIES

FISCAL YEAR 2016 - 2017

ACCOUNT #	ACCOUNT	2015-2016		2016-2017	
		ADJUSTED BUDGET	PROPOSED	PROPOSED	NET CHANGE
1005-510200-52100	Professional Serv.	14,560	30,960	16,400	

\$750.00 - Intoxilyzer Warranty

\$2,400.00 - Accurint - Accurint is a computer database to conduct criminal investigations, background investigations, etc.

\$900.00 - Yearly website hosting and updates to include our social media/community outreach.

\$1,520.00 - Maintenance contract for Verint Audiolog Voice Recorder.

\$725.00 - Maintenance contract for Irecord record/video system to meet the interview recording State laws and requirements.

\$6,675.00 - Automated Fingerprint Identification System (AFIS) maintenance and repair.

\$2,161.00 - Copier, shredder, and other office equipment maintenance and supplies.

\$750 - Narcotic buy money.

\$2,919 -"Connecticut On-Line Law Enforcement Communications Teleprocessing" system provides information on drivers and motor vehicles, stolen property, wanted persons, etc. Communication network between law enforcement agencies all over the country.

\$4,060 - Cost associated with contractually obligated testing procedures (New Hires).

\$7,000 - Cost associated with promotional testing.

\$500 - Annual RAFS maintenance cost not covered under the Town.

\$600 - Capitol Region Emergency Services Team (CREST) annual fee (\$500), and Metro Traffic Services (\$100)

**\$30,960 - Total**

# EAST WINDSOR POLICE DEPARTMENT

## BUDGET COMMENTARIES

FISCAL YEAR 2016 - 2017

ACCOUNT #	ACCOUNT	2015-2016 ADJUSTED BUDGET	2016-2017 PROPOSED	NET CHANGE
1005-510200-52200	Supplies & Equip.	20,400	14,026	-6,374

\$1,800 -Covers the costs associated with department photography requirements. Also covers the cost of batteries, for cameras. The department charges for photos requested by the public which then gets turned over to the general fund. Covers the cost of cartridges for the color printer associated with digital photo in-house processing.

\$826 - Evidence collection supplies for both Detectives and the Patrol division.

\$600 - Narcotic Field Test kits as required by court for every case involving drugs.

\$825 - Postage - The majority of department postage is used on certified mailings to local, state, and Federal agencies; primarily juvenile arrests sent to juvenile court, child referral cases to DCF, etc. at \$5.59 each. This also includes the cost of items shipped through FedEx when required.

\$1,385 - Printing - Covers the cost of various department forms; the most expensive being 3-part statement forms, evidence stickers, abandoned motor vehicle stickers, cash receipt books in 2-part, 3-part towed vehicle forms, etc.

\$5,440 - General Office Materials and Computer Supplies - Covers the cost of miscellaneous supplies from pens to copy paper, file folders, storage file drawers, fax ink cartridges, typewriter cartridges, three-ring binders, etc. Also covers the cost of computer supplies to include printer cartridges, cleaning supplies, computer paper, cassettes, disks, etc.

\$300 - Bulk purchase of USB drives for media and public FOIA requests of video evidence, photos, statements, etc. that are too large to copy to disc. The department charges for these requests, and the revenue goes into the general fund.

\$1,600 - Cost of feeding prisoners.

\$1,250 Purchase, repair, and replacement of department equipment. Printer and fax machine cleaning and repairs are paid from this account as well.

**\$14,026 - Total**

## EAST WINDSOR POLICE DEPARTMENT

## BUDGET COMMENTARIES

FISCAL YEAR 2016 - 2017

2015-2016 2016-2017

NET CHANGE

ACCOUNT

ADJUSTED BUDGET

PROPOSED

NET CHANGE

1005-510200-52300

Travel

500

500

0

**\$500** - In compliance with contractual agreement, covers the use of personal vehicles by department personnel when traveling.

1005-510200-52400

Education &amp; Dues

35,147

39,850

4,703

\$18,203 Cost associated with certifications, i.e. taser instructor certifications, MRT certifications, firearms instructor certifications, radar instructor certifications, accident investigation/reconstruction certification.  
*(All certifications are requirements to reduce police/town liability.)* This line must also cover the equipment costs associated with these mandated training requirements to include firearm targets, practice/qualification ammunition, practice taser training cartridges, course books and supplies, active shooter training School Safety, Emergency Response, and all other contractually related training and educational costs.

**\$10,000** - The department is bound by contract to maintain a pool of \$10,000 to reimburse Police employees enrolled in an accredited college.

**\$2,000** - The department is bound by contract to maintain a pool of \$2,000 to reimburse Dispatchers enrolled in an accredited college.

**\$4,000** - The department is bound by contract to maintain a pool of \$4,000 to reimburse clerical employees enrolled in an accredited college.

**\$3,500.00** New state mandates requires payment for police agency (POST) training.

**\$1,740** - Professional membership in the Connecticut State Chapter FBI National Academy Association, Capital Region Chiefs of Police Assoc., Connecticut Police Chiefs Assoc., the Chiefs of Police Secretaries Association, ASPA, APCO, FBI LEEDA, and the International Chiefs of Police Association.

**\$250** - State of Connecticut Military Program.

**\$157** - Subscription to the Journal Inquirer.

**\$39,850 - Total**

# EAST WINDSOR POLICE DEPARTMENT

## BUDGET COMMENTARIES FISCAL YEAR 2016 - 2017

		2015-2016	2016-2017	
ACCOUNT #	ACCOUNT	ADJUSTED BUDGET	PROPOSED	NET CHANGE
1005-510200-54303	Uniforms	50,572	51,583	1,011
<p>\$12,968 - Cost of uniform cleaning in accordance with the Police Collective Bargaining Agreement.</p> <p>\$490 - Emergency Flares - Used in conjunction with automobile accidents, hazardous situations, etc.</p> <p>\$22,100 - Uniform replacement, purchase, and repair for sworn officers in compliance with the labor agreements.</p> <p>\$3,345 - Covers the cost of uniforms and equipment for replacement of officer or new hires.</p> <p>\$2,091 - Duty Ammunition - This ammunition is <b>NOT</b> training ammunition, it is specifically rated and designed to be deployed in the field.</p> <p>\$500 - Shotgun Ammunition - This ammunition is specifically rated and designed to be deployed in the field.</p> <p>\$1,500 - Radar Calibration and repair. Mandated every six months.</p> <p>\$739 - Intoxilyzer supplies (tickets, mouthpieces, gas cylinders).</p> <p>\$1,350 - Taser cartridges. These taser cartridges are <b>NOT</b> training cartridges; they are specifically rated and designed to be deployed in the field.</p> <p>\$4,750 - Minimum gear required for CREST response and coverage.</p> <p>\$1,750 - Covers the cost of miscellaneous equipment to include flashlight batteries, OSHA required latex gloves, prisoner blankets, prisoner paper clothing, etc.</p>				
<b>\$51,583 - Total</b>				<b>1,127</b>
1005-510200-54420	Vehicle Maint.	31,339	32,466	
<p>\$24,004 - Vehicle parts and repairs</p> <p>\$7,197 - Cost of tires and changeovers (regular and snow).</p> <p>\$1,265 - Car Wash - To cover the increase in cost and usage by the Town.</p>				
<b>\$32,466 - Total</b>				<b>11,320</b>
1005-510200-52500	Capital Purchases	0	11,320	
<p><b>\$11,320</b> - Covers the cost of two High Definition In-Car Video System. This expense would increase the number of front line vehicles by two; from four to six cars.</p>				

## EMERGENCY MANAGEMENT- 510300

### ACTIVITIES, FUNCTIONS AND RESPONSIBILITIES

The Emergency Management Director advises the Chief Executive on all Emergency Management matters and related laws, rules and regulations of Title 28 of the Connecticut General Statutes, the Federal Civil Defense Act of 1950, and the Federal Natural Disaster Relief Act of 1974. He/she plans, develops, organizes, directs and coordinates the town's Emergency Management Program to provide for direction and control and the continuity of government in disaster situations; to provide for the integration of resources and capabilities of town government and the private sector for hazard mitigation, survival and recovery operations when any disaster threatens or occurs; to define the role and responsibilities of local government, quasi-government organizations and private agencies for the preparation and conduct of emergency operations prior to, during or after a disaster, whether man-made, natural, technological, nuclear or other enemy attack; to provide a basis for the preparation of detailed emergency operating procedures and training by local government, and support organizations assigned emergency responsibilities.

### ACCOMPLISHMENTS

Successfully participated in the 2015 Governor's Emergency Planning and Preparedness Initiative (EPPI).

Maintained key staffing positions within the Emergency Management framework to include the reallocation of full-time staff to emergency services.

Continue to maintain and update our town-wide emergency operations plan.

Secured the funding for a generator in order to operate an emergency shelter.

### GOALS AND PRIORITIES

Focus on hazard mitigation initiatives.

Increase office security to include technology.

Complete installation of transfer switches at high school and middle school to accommodate a portable generator to power the facility during times of power outages.

Director, Deputy Director, and Adm. Specialist must meet increased, extensive ICS Nims training for certification requirements.

Maximize our community's shelter needs and emergency services during times of need.

## EMERGENCY MANAGEMENT- 510300

### BUDGET REQUEST:

PERSONNEL	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
STIPEND	\$ 9,150	\$ 17,867	\$ 8,717
<b>SUBTOTAL</b>	<b>\$ 9,150</b>	<b>\$ 17,867</b>	<b>\$ 8,717</b>

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
SUPPLIES & EQUIPMENT	\$ 1,225	\$ 1,250	\$ 25
PHONE	\$ 600	\$ 600	\$ -
EQUIP. MAINTENANCE	\$ 4,250	\$ 4,335	\$ 85
CAPITAL PURCHASES			\$ -
<b>SUBTOTAL</b>	<b>\$ 6,075</b>	<b>\$ 6,185</b>	<b>\$ 110</b>

<b>DEPARTMENT TOTAL:</b>	<b>\$ 15,225</b>	<b>\$ 24,052</b>	<b>\$ 8,827</b>	<b>57.98%</b>
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### DEPT. EXPENSE DETAIL

## PUBLIC SAFETY

**COMMUNICATIONS- 510400****BUDGET REQUEST:**

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE	
RADIO SYSTEM	\$ 21,000	\$ 25,920	\$ 4,920	
DISPATCH- TOLLAND	\$ 43,732	\$ 24,887	\$ (18,845)	
<b>SUBTOTAL</b>	<b>\$ 64,732</b>	<b>\$ 50,807</b>	<b>\$ (13,925)</b>	
<b>DEPARTMENT TOTAL:</b>	<b>\$ 64,732</b>	<b>\$ 50,807</b>	<b>\$ (13,925)</b>	<b>-21.51%</b>

**BUDGET DETAIL**

The Town of East Windsor's communication budget is the budget line that maintains the Town's radio system used by public safety (Police, Fire, EMS and Emergency Management) and other Town departments such as Public Works, Parks and Recreations and the Public Schools. The radio system is an intricate part of Town services during everyday perations and during times of emergencies.

The communications budget has several components combined into one budget. The components are the radio infrastructure service and repair contract, Tolland County Dispatch fees and parts & services of radio related equipmet not covered by our service contract (examples: mobilile radios, portable radios, portable radio batteries and chargers, radio microphones, dispatch console repairs).

The service and repair contract is currently provied by Goosetown Communications who provide us with 24 hours a day, 7 days a week service and repair on all radio infrastructure components (example: repeaters, microwave links, the radio component located at the Prospect Hill site as well as the Town Hall site). This contract includes the repair and replacement of any covered item with no additional cost to the Town. The cost of this service contract currently is \$1,366 per month or \$16,392.00 per year. We have planned for a 2% increase in this contract in this contract fee for FY 2016-2017.

## Tolland County Dispatch:

DPH Population for 2014 X Rate:

11423 X	\$3.30	\$ 37,696	
Support services (both Dept's.)		750	
Membership Dues (\$25.00 each x3)		\$ 75	
EWAA ALS Assessment:		\$ 6,277	
QV Admin. Alpha Paging (\$150.00 each x 3)		\$ 450	est.
<del>WHPFD Annual Maint. Firehouse software:</del>		<del>\$ 275</del>	<del>est.</del> Warehouse point removed
BBFD Annual Maint. Firehouse software:		\$ 275	est.
		\$ 45,798	

**Note:** Population Assessment, Dues and Support Services are billed in July of the fiscal year.

QV Alpha Pagind and Firehouse assessment/maintenance are billed in January of the fiscal year.

The remaining budget, less than \$9,000 is meant to be spent on repairing and/replacing radio compenents not coverd by the service and repair contract. The average portable radio cost \$425 and a mobile radio cost slightly more. Portable batteries cost approximately \$100 each. These smaller comoponents are starting to show there age as most were purchased nearly 10 years ago.

## PUBLIC SAFETY

**BROAD BROOK FIRE DEPARTMENT- 511000****ACTIVITIES, FUNCTIONS AND RESPONSIBILITIES**

To protect life and property for the residents of the Town of East Windsor.

**ACCOMPLISHMENTS**

Started a part-time firefighter program.

**GOALS AND PRIORITIES**

To continue to serve to Town of East Windsor and its residents in time of emergencies.

**BROAD BROOK FIRE DEPARTMENT- 511000****BUDGET REQUEST:**

PERSONNEL	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE	
FIRE MARSHAL	\$ 17,867	\$ 18,403	\$ 536	
SALARY PART-TIME	\$ 43,000	\$ 45,000	\$ 2,000	
RECORDING SECRETARY		\$ 3,500	\$ 3,500	
<b>SUBTOTAL</b>	<b>\$ 60,867</b>	<b>\$ 66,903</b>	<b>\$ 6,036</b>	
DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE	
PROFESSIONAL SERVICES	\$ 41,242	\$ 8,250	\$ (32,992)	
SUPPLIES & EQUIPMENT	\$ 44,553	\$ 59,787	\$ 15,234	
EDUCATION AND DUES	\$ 11,500	\$ 21,314	\$ 9,814	
BUILDING MAINT		\$ 14,000	\$ 14,000	
PHYSICALS	\$ 20,000	\$ 6,000	\$ (14,000)	
VEHICLE & GAS	\$ 45,000	\$ 51,000	\$ 6,000	
POSTAGE	\$ 250	\$ -	\$ (250)	moved to supplies
PROPANE	\$ 1,020	\$ -	\$ (1,020)	moved to town proper
LAP INSURANCE	\$ 26,000	\$ 26,000	\$ -	
MARSHAL SUPPLIES	\$ -	\$ 700	\$ 700	
CAPITAL PURCHASES	\$ -	\$ -	\$ -	
<b>SUBTOTAL</b>	<b>\$ 189,565</b>	<b>\$ 187,051</b>	<b>\$ (2,514)</b>	
<b>DEPARTMENT TOTAL:</b>	<b>\$ 250,432</b>	<b>\$ 253,954</b>	<b>\$ 3,522</b>	<b>1.41%</b>

BUILDING MAINT:

HEAT, ELECTRICITY, PLOWING OF BB FIRE PORTION OF BUILDING

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**BROAD BROOK FIRE VOLUNTEERS- 511200**

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**ACTIVITIES, FUNCTIONS AND RESPONSIBILITIES**

The volunteer incentive budget provides an incentive to all volunteer firemen in the Broad brook fire department based on a program established by the office of the First Selectmen.

A volunteer incentive committee was established to monitor the expenditures of the program.

**ACCOMPLISHMENTS**

The Volunteer incentive program has finished at or below the budget for the previous three years. Any funds remaining have been used to support the firemans pension program which is currently underfunded.

**GOALS AND PRIORITIES**

The goal is to insure that the program has sufficient funds to support the volunteer firemen.

## BROAD BROOK FIRE VOLUNTEERS- 511200

### BUDGET REQUEST:

PERSONNEL	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE	
VOLUNTEER INCENTIVES	\$ 175,000	\$ 105,000	\$ (70,000)	
VOLUNTEER ANNUITES	\$ 50,000	\$ 30,000	\$ (20,000)	
<b>SUBTOTAL</b>	<b>\$ 225,000</b>	<b>\$ 135,000</b>	<b>\$ (90,000)</b>	<b>-40.00%</b>

### OPERATING BUDGET DETAIL:

**ACTIVITIES, FUNCTIONS AND RESPONSIBILITIES**

The Public Works Department is responsible for the maintenance and management of all Town Facilities and infrastructure, including all Town Buildings, Roadways, Drainage, Parks and Grounds. The Department is also responsible for the inspections of all construction within the Town R.O.W.

During the winter months, the DPW maintains safe roadways by plowing roads and applying de-icing material. We also plow and treat all Town owned parking lots and sidewalks. Summer equipment is serviced to be ready for use during that season. A cold patch material is utilized to temporarily repair potholes that occur during the winter season. During the summer months, the DPW maintains the infrastructure by paving or chip sealing roads, utilizes hot mix asphalt to permanently repair potholes and trench settlements, mowing and trimming roadsides, all Town Parks, Town buildings and Schools. Winter equipment is serviced to be ready for use during that season.

DPW Staff are also First Responders, assisting Fire and Police Departments as needed.

The DPW Director/Town Engineer is responsible for the design, and/or, oversight of the design of all Town Roadway Infrastructure. He also reviews all plans submitted to the PZC, IWWC and WPCA.

Along with DPW vehicles and equipment, we maintain the Senior Vans and Town Staff Cars.

**ACCOMPLISHMENTS 2015/2016**

Chip Sealed 7 +/- miles of roads; paved 4 +/- miles of roads.

Construction management and inspections for all paving and construction projects.

Oversight and management of installation of new fence and gates at EWPD, removal of heating oil tank at Town Hall, installation of new generator and propane tanks at DPW and a multitude of Town Wide facility repairs.

Reconstructed the intersection of Stoughton Road and Route 5 and reinstalled the loop detectors for signal.

Maintained 2 +/- miles of unimproved roads.

Installed catch basins and drainage on Depot Street and Wells Road to alleviate ponding problems.

Rebuilt catch basin and installed drainage on Main Street in Broad Brook to remedy failed storm drainage System.

Oversight and management of dredging of East Windsor Park Pond.

**GOALS AND PRIORITIES**

Repair/replace driveway at Senior Center.

Continue with pavement management plan.

Continue with drainage upgrades.

Construct sidewalks on Depot Street from Merlot to Mill Pond Village, from Park Hill to East Windsor Park and on Old Ellington Road from Windsorville Road to BBES.

Continue with repairs and preventative maintenance on all Town Facilities.

Design roadway and drainage projects to prepare "shovel ready" projects for future construction.

Continue to support Town Land Use Staff with plan reviews and inspections.

Continue to support Fire and Police Departments as needed.

# PUBLIC WORKS DEPARTMENT- 610100

## BUDGET REQUEST:

PERSONNEL	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
SALARY FULL TIME	\$ 601,919	\$ 623,812	\$ 21,893
SALARY PART TIME	\$ 50,522	\$ 55,984	\$ 5,462
SALARY OVERTIME	\$ 45,000	\$ 46,350	\$ 1,350
LONGEVITY	\$ 5,110	\$ 5,610	\$ 500
STANDBY	\$ 4,500	\$ 4,750	\$ 250
<b>SUBTOTAL</b>	<b>\$ 707,051</b>	<b>\$ 736,506</b>	<b>\$ 29,455</b>

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
PROFESSIONAL SERVICES	\$ 17,000	\$ 18,000	\$ 1,000
SUPPLIES & EQUIPMENT	\$ 22,900	\$ 23,000	\$ 100
EDUCATION AND DUES	\$ 2,500	\$ 3,000	\$ 500
CAPITAL PURCHASES	\$ 1,000	\$ 1,000	\$ -
<b>SUBTOTAL</b>	<b>\$ 43,400</b>	<b>\$ 45,000</b>	<b>\$ 1,600</b>

<b>DEPARTMENT TOTAL:</b>	<b>\$ 750,451</b>	<b>\$ 781,506</b>	<b>\$ 31,055</b>	<b>4.14%</b>
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Full-Time Employees	10	10
Part-Time Employees	1	1
Seasonal Employees	7	7

## OPERATING BUDGET DETAIL:

<b>Professional Services</b>	Uniform Cleaning	\$ 5,000
	Trees	\$ 1,000
	Storm Water	\$ 9,000
	Purchased Services	\$ 2,000
	Weather Forecast Service	\$ 1,000
	<b>Total</b>	<b>\$ 18,000</b>
<b>Supplies &amp; Equipment</b>	Shoe Allowance	\$ 1,800
	Grounds Equipment P&R	\$ 6,000
	Other Supplies	\$ 4,000
	Highway Signs	\$ 5,200
	Equip Highway	\$ 6,000
	<b>Total</b>	<b>\$ 23,000</b>
<b>Education &amp; Dues</b>	Conf/Workshops	\$ 2,000
	Dues/Subscriptions	\$ 1,000
	<b>Total</b>	<b>\$ 3,000</b>

PHYSICAL SERVICES

**TOWN PROPERTY- 610200**

**ACTIVITIES, FUNCTIONS AND RESPONSIBILITIES**

Items in this budget reflect expenses necessary to keep our buildings and vehicles in good condition. Also included are all the utilities for all Town Facilities.

**ACCOMPLISHMENTS 2015/2016**

Finished the Town Hall Heating and Cooling project.  
Added new lighting and renovated the walls in the Town Hall.  
Renovated DPW office.  
Converted the Town Hall Boiler room into a storage room  
Installed new generator and propane tanks at DPW.  
Started construction of new raw Salt Shed.  
New fencing at Broad Brook Fire Department.  
Entered into fixed price contracts for unleaded gasoline, diesel fuel and heating oil.

**GOALS AND PRIORITIES**

Completion of renovations at Town Hall, including restroom upgrades and server upgrades.  
Repair overhang at Town Hall.  
Finish installing outside lighting at Town Hall Annex and Senior Center.  
New windows at Police Department and Annex  
Address status of the old portion of Annex.

**TOWN PROPERTY- 610200****BUDGET REQUEST:**

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE	
CAPITAL PURCHASES	\$ 1,000	\$ 1,000	\$ -	
PROPANE	\$ 1,000	\$ 1,800	\$ 800	
VEHICLE MAINTENANCE	\$ 67,000	\$ 70,000	\$ 3,000	
GASOLINE	\$ 146,250	\$ 109,750	\$ (36,500)	
JANITORIAL SERVICE	\$ 50,240	\$ 47,000	\$ (3,240)	
BUILDING REPAIR	\$ 56,760	\$ 60,000	\$ 3,240	
ELECTRICITY- BUILDINGS	\$ 154,000	\$ 149,000	\$ (5,000)	
ELECTRICITY- STREET	\$ 141,200	\$ 142,000	\$ 800	
WATER- BUILDINGS	\$ 10,381	\$ 11,000	\$ 619	
WATER- FIRE HYDRANT	\$ 319,308	\$ 330,000	\$ 10,692	
WPCA SEWER FEE	\$ 36,600	\$ 39,200	\$ 2,600	
CENTRAL BUILDING SUPPLY	\$ 10,000	\$ 10,000	\$ -	
HEATING OIL	\$ 33,819	\$ 24,250	\$ (9,569)	
<b>SUBTOTAL</b>	<b>\$ 1,027,558</b>	<b>\$ 995,000</b>	<b>\$ (32,558)</b>	
<b>DEPARTMENT TOTAL:</b>	<b>\$ 1,027,558</b>	<b>\$ 995,000</b>	<b>\$ (32,558)</b>	<b>-3.17%</b>

**BUDGET DETAIL**

Propane is utilized for cooking and hot water at the Senior Center and the generator at Public Works.

Vehicle maintenance covers all maintenance of DPW Fleet, Senior Buses and Town Staff Cars. Increase is due to age of Senior Bus Fleet.

Gasoline line covers unleaded gas, diesel fuel, hydraulic and motor oil for all Town Fleet Vehicles. Reduction is due to contracted fixed price.

Janitorial service is Town wide cleaning of all buildings.

Building repair covers maintenance of all Town Buildings.

Electricity increase due to contract.

Water service increase based upon two 2% increases over the fiscal year per the Connectic Water Company.

WPCA increase due to 7% increase per WPCA.

Heating oil is for all Town Buildings. Reduction is due to contracted fixed price.

## PHYSICAL SERVICES

**ROAD IMPROVEMENTS- 610300****ACCOMPLISHMENTS 2015/2016**

Chip Sealed 7 +/- miles of roads.  
 Paved 4 +/- miles of roads.  
 Maintained 2 +/- miles of unimproved roads.  
 Rebuilt and replaced multiple catch basins and tops that were in disrepair.  
 Installed several catch basins with drainage pipes to alleviate ponding problems.

**GOALS AND PRIORITIES**

Continue with pavement management program with improvements to at least another 10 miles of roadway.  
 Continue with maintenance to unimproved roads.  
 Continue to improve the storm drainage infrastructure.

**BUDGET REQUEST:**

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
SALT AND SAND	\$ 81,600	\$ 100,000	\$ 18,400
ROAD MAINTENANCE	\$ 204,000	\$ 400,000	\$ 196,000
<b>SUBTOTAL</b>	<b>\$ 285,600</b>	<b>\$ 500,000</b>	<b>\$ 214,400</b>

<b>DEPARTMENT TOTAL:</b>	<b>\$ 285,600</b>	<b>\$ 500,000</b>	<b>\$ 214,400</b>	<b>75.07%</b>
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**BUDGET DETAIL:**

To somewhat fill the sand/salt shed for this winter we have spent \$93,830 for salt and \$7,704 for sand. Winter has not started and we will need to replenish the inventory as we use it. The cost of salt has risen from \$53.31/ton at the start of last year to \$78.63/ton for this year, an increase of \$25.32/ton.

Original request:	Salt	\$ 150,000
	Road Maintenance	\$ 500,000

Reduced by Mr. Maynard during budget discussions

ROAD MAINTENANCE PLAN:

ROAD MAINTENANCE:

<u>Pulverize and Pave</u>	Wapping Road	\$ 370,000.00
	Bridle Path	\$ 42,000.00
	Wells Road	\$ 147,000.00
	Ellsworth Road	\$ 71,500.00
	Cemetery Road	\$ 102,700.00
	Pease Road	\$ 70,000.00
Sub Total		<u>\$ 803,200.00</u>
<u>Mill &amp; Overlay</u>	Wesley Road	\$ 26,000.00
	Tree Top Lane	\$ 35,000.00
	Simone Drive	\$ 20,300.00
	Church Street	\$ 60,150.00
	Mill Pond Road	\$ 23,500.00
	Helena Drive	\$ 10,500.00
	Elaine Drive	\$ 23,800.00
Sub Total		<u>\$ 199,250.00</u>
Grand Total		<b>\$ 1,002,450.00</b>

**ACTIVITIES, FUNCTIONS AND RESPONSIBILITIES**

The East Windsor Senior Center continues to be a focal point for the seniors in our community. We offer a variety of activities and services to help meet the health, wellness, and social needs of our seniors. A wide variety of activities are offered each month including BINGO for money, movies, jewelry making and art classes, game day and cribbage, focus group, food for thought, Wii bowling and tournaments with other senior groups, and book club. Our most popular monthly event continues to be the Birthday Social where we feature live entertainment. We also offer several programs to address health and wellness such as exercise class, yoga class, foot care, blood pressure screenings, annual flu shots, and educational health programs. There are several trips offered each month outside of the senior center to local attractions and events and restaurants.

The Senior Nutrition Program is a very important part of our services, providing a daily nutritious and well balanced meal, as well as daily socialization. Meals-on-Wheels is also offered daily for those vulnerable seniors who are unable to leave their home.

Senior Transportation continues to provide daily transportation to medical appointments in town, transportation to the center, grocery shopping, trips to the food pantry, and other things such as banking and

**ACCOMPLISHMENTS**

This year we have had several great accomplishments. The biggest was a very large party to celebrate the 35th anniversary of the Senior Center. We had many donations of wonderful food, enjoyed live entertainment and a photo booth, and a visit from the Lieutenant Governor Nancy Wyman as well as our own First Selectman and other guests.

We are also happy to add a weekly yoga class which is very popular. We also added game day, cribbage, and our roundtable.

Our nutrition program continues to excel and this year we served 123 more meals than last year and delivered 41 more meals through our Meals on Wheels Programs. Our ridership in the Dial-A-Ride program

**GOALS AND PRIORITIES**

This year we will be looking forward to launching a new Senior Center Membership which will help us to better gather information regarding our seniors and to track participation in our programs. We will also be utilizing a new method of keeping statistics to accurately track participation in programs and events.

This year we are hoping to expand our fitness classes in the center and will be working with our current instructor on that goal.

We will also be looking to reinstitute a few past programs and add a few new programs to our regular calendar of events. We will be looking to add more group oriented activities while responding to new trends that are of interest to seniors.

**SENIOR CENTER- 710100****BUDGET REQUEST:**

PERSONNEL	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
SALARY FULL TIME	\$ 169,543	\$ 170,035	\$ 492
SALARY PART TIME	\$ 32,731	\$ 33,396	\$ 665
SALARY OVERTIME	\$ 500	\$ 500	\$ -
LONGEVITY	\$ 1,664	\$ 1,844	\$ 180
			\$ -
<b>SUBTOTAL</b>	<b>\$ 204,438</b>	<b>\$ 205,775</b>	<b>\$ 1,337</b>

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
PROFESSIONAL SERVICES	\$ 2,000	\$ 3,220	\$ 1,220
SUPPLIES & EQUIPMENT	\$ 742	\$ 1,142	\$ 400
TRAVEL	\$ 400	\$ 400	\$ -
EDUCATION AND DUES	\$ 1,500	\$ 1,500	\$ -
CAPITAL PURCHASES	\$ 1,000	\$ 1,000	\$ -
PROGRAMS	\$ 8,160	\$ 8,160	\$ -
			\$ -
<b>SUBTOTAL</b>	<b>\$ 13,802</b>	<b>\$ 15,422</b>	<b>\$ 1,620</b>

<b>DEPARTMENT TOTAL:</b>	<b>\$ 218,240</b>	<b>\$ 221,197</b>	<b>\$ 2,957</b>	<b>1.35%</b>
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<b>Full-Time Employees</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Part-Time Employees</b>	<b>3</b>	<b>3</b>	<b>3</b>

**OPERATING BUDGET DETAIL:****Professional Services:**

Hartford Courant	\$220	
Water	\$300	
500 Mile Gas Cards	\$750	30 @ \$25
Holiday Gas Cards	\$375	15 @ \$25
Jouranl Inquirer	\$175	
Appliance Repairs	\$1,400	

**Supplies & Equipment**

Table Cloths	\$100
Portion Cups & Bowls	\$200
Stamps	\$100
Office Supplies	\$742

**Travel**

Mileage for staff at .575

**Education & Dues**

Annual membership to CASC for two staff

Attendance of annual CASC conference for two staff

Annual participation in Entertainment Showcase

Additional trainings and conferences for staff as relevant

**Capital Purchases**

Continued replacement plan of broken/old tables and chairs

**Programs**

Tea Time	\$180
Roundtable	\$180
Social Entertainment	\$1800
Focus Group	\$180
Trip Leader Admission	\$1800
Trip Leader Food	\$720
Game Day	\$180
BINGO	\$180
Food for Thought	\$360
Social Appetizers	\$960
Coffee & Tea	\$180
In-House Programs	\$1440

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**PARKS AND RECREATION- 710200**

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**ACTIVITIES, FUNCTIONS AND RESPONSIBILITIES**

Administer programs and events for the residents of East Windsor and surrounding communities.  
Facilitate the usage of town parks and fields and manage the usage of town owned parks and facilities.  
Search for and secure grant funding as means of support for upgrades to parks, programs and facilities.  
Work in conjunction with other town departments and agencies to offer safe and quality life long leisure experiences.

**ACCOMPLISHMENTS**

Created a social media campaign with the guidance of the East Windsor PD  
Worked with DPW to install new playground equipment at a number of parks  
Offer new programs and events to the residents of East Windsor  
Purchased an online registration software system that now allows for credit card transactions  
Hired a new part time assistant Irene Mosher to replace longtime assistant Mary Lou Morell who retired after 18 years with the department.  
Teamed up with the EW PTO to revamp our Halloween event which resulted in 250 kids trick or treating with us.

**GOALS AND PRIORITIES**

Secure funding for water quality upgrades to swimming area at East Windsor Park  
Park signage upgrade project to include address numbering of all Town Park Properties  
Revamp the aquatics program currently in place to meet all American Red Cross changes  
Hire a Full Time Recreation/Youth Coordinator to focus on aquatics and creation of Youth Services

## PARKS AND RECREATION- 710200

### BUDGET REQUEST:

PERSONNEL	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
SALARY FULL TIME	\$ 60,933	\$ 62,308	\$ 1,375
SALARY PART TIME	\$ 67,786	\$ 69,900	\$ 2,114
SALARY FULL TIME		\$38,900	\$38,900 New position request
<b>SUBTOTAL</b>	<b>\$ 128,719</b>	<b>\$ 171,108</b>	<b>\$ 42,389</b>

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
PROFESSIONAL SERVICES	\$ 12,000	\$ 12,200	\$ 200
SUPPLIES & EQUIPMENT	\$ 21,019	\$ 22,474	\$ 1,455
TRAVEL	\$ 1,000	\$ 500	\$ (500)
EDUCATION AND DUES	\$ 1,000	\$ 1,000	\$ -
CAPITAL PURCHASES	\$ 1,000	\$ 5,000	\$ 4,000
SITE IMPROVEMENT	\$ 16,610	\$ 19,000	\$ 2,390
<b>SUBTOTAL</b>	<b>\$ 52,629</b>	<b>\$ 60,174</b>	<b>\$ 7,545</b>

<b>DEPARTMENT TOTAL:</b>	<b>\$ 181,348</b>	<b>\$ 231,282</b>	<b>\$ 49,934</b>	<b>27.53%</b>
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Full-Time Employees	1	2	New position requested
Part-Time Employees	2	2	
Seasonal Employees	32	32	

### DEPT EXPENSE DETAIL:

#### Salary Accounts

Contractual increase and new position	\$ 62,308
Recreation and Aquatics Programmer	\$ 38,900
<b>Full Time Salary:</b>	<b>\$ 101,208</b>

2 part-time office assistants @ 16.08/ hr	\$ 26,000
Seasonal - minimum wage increase	
<b>Park Staff</b> \$9.60 per hour	
Gate & snack bar	\$ 16,000
Lifeguards	\$ 19,000
Early opening/ emergency	\$ 2,500
<b>Programming Staff</b>	
Supervisor- afterschool	\$ 2,000
Special events	\$ 2,000
Rentals/trips/emergencies	\$ 2,400

<b>Part Time Salary:</b>	<b>\$ 69,900</b>
<b>Total Personnel:</b>	<b>\$ 171,108</b>

Operating Expenses:		
Professional Services:	Advertising	\$ 100
	Ball field light maintenance	\$ 1,000
	Propane and maintenance	\$ 1,500
	Irrigation service	\$ 1,300
	Plumbers	\$ 700
	Drinking water- testing	\$ 100
	Port O Lets	\$ 700
	Gate closer	\$ 500
	Vandalism	\$ 1,000
	Misc	\$ 500
	Officials fees	\$ 4,800
<b>Total:</b>		<b>\$ 12,200</b>
Supplies and Equipment:	Events- Easter Egg Hunt, Halloween, etc	\$ 2,000
	Community events	\$ 400
	Youth programs- basketball, soccer	\$ 400
	Playground program supplies	\$ 700
	Playground equipment- replacement	\$ 600
	Special events- Family Safety Day	\$ 550
	Cleaning and paper products	\$ 1,900
	Fertilizer/seed	\$ 4,000
	Tools	\$ 300
	Field lining	\$ 1,000
	Waterfront/guard suits	\$ 200
	Safety training and manuals	\$ 1,000
	First aid supplies	\$ 350
	Snack bar supplies	\$ 7,000
	Office supplies	\$ 624
	Emergency needs	\$ 1,450
<b>Total:</b>		<b>\$ 22,474</b>
Travel	decreased due to use of town car	\$ 500
Education and Dues:	ARC	\$ 100
	CRPA	\$ 95
	State Conferences	\$ 400
	Seminars	\$ 200
	NRPA	\$ 205
<b>Total:</b>		<b>\$ 1,000</b>
Site Improvement:	Facility and ground repairs; required safety standard materials; wood chips; fill; process; sand; water quality	\$ 19,000
Capital Purchases:	AED Machine, Signage for Parks w/	

addresses; algae removal- copper sulfate application	\$ 5,000
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<b>Total Operating Expenses:</b>	<b>\$ 60,174</b>
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**ACTIVITIES, FUNCTIONS AND RESPONSIBILITIES- WAREHOUSE POINT LIBRARY**

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The Warehouse Point Library, an integral part of the Town of East Windsor, supports all people in its diverse and culturally changing community, in their enjoyment of reading and pursuit of life-long learning through its books, services, programming and friendly staff. Besides a collection of over 41,000 items that includes, books, magazines, DVDs, books on cd, downloadable audiobooks, downloadable e-books and downloadable magazines, the library offers a variety of services and programs to the community. Among these are:

Monthly book discussions for adult	Displays by local artists and by high school students
Monthly movies for adults and children	Computers for public use and Wi-Fi capability
Story times and craft programs for children	Summer reading programs for children
Outreach programs to schools	Outreach services to the homebound
Access to over 500 on-line courses through Universal Class	
Meeting room availability for non-profit organizations	
Museum passes provided by the Friends of Library	
An on-going book sale to support the work of the Friend of the Library	

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**ACCOMPLISHMENTS- WAREHOUSE POINT LIBRARY**

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Over 35,000 visits were made to the library last year to borrow items from the collection and to attend library programs. As a result the library circulated over 46,000 items and had a program attendance of 2,120.

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**GOALS AND PRIORITIES- WAREHOUSE POINT LIBRARY**

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Increase the hours the library is open to include Wednesday and Thursday evenings (5:00-8:00).  
Open the library on Saturdays during the summer.  
Increase programming for children and to add programs geared to adults and young adults.

The above 3 goals will necessitate the hiring of 2 part time library assistants.  
Increase the amount of money spent on collection development.. The past 2 years the library only money the library was able to spend on its collection was the money raised from the annual fund drive.

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**ACTIVITIES, FUNCTIONS AND RESPONSIBILITIES- BROAD BROOK LIBRARY**

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The Broad Brook Library ( BBL) has been part of East Windsor since 1919. Our beautiful new sign out front, courtesy of a local Eagle Scout , proudly attests to this historic role. As a largely volunteer activity, we provide a wide variety of books, both new and not-so-new for all to enjoy. Our primary role is to enhance the pure joy of reading to all who wish to stop in. Being located in Broad Brook, we therefore primarily serve the Broad Brook, Melrose, and Windsorville areas of town, but all are welcome to drop by on Wednesday afternoons and Saturday mornings. Our friendly staff will not only provide you with reading materials, but will also offer a warm smile , a friendly respite from the hectic world outside, and all of the local news you want to hear or contribute.

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**ACCOMPLISHMENTS- BROAD BROOK LIBRARY**

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BBL proudly serves about 50 patrons a week, for a total of about 2500 visits a year. In 2015 we also had a booth

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**GOALS AND PRIORITIES- BROAD BROOK LIBRARY**

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**GOALS:** We want to provide more books for circulation, to offer various guest speakers for seminars, to provide more game days for young children, and to broaden our outreach into the community. However, these goals are contingent on adequate funding; please see below.

**PRIORITY:** BBL has an annual budget of \$9000- \$10,000, which covers one part time staff member, heat, utilities, and insurance. It is simply not feasible to significantly reduce these expenses. For 5 to 10 years now BBL has been significantly underfunded , causing BBL to use most of its endowment to cover the operating deficits. In 2015, for example, we requested \$10,000; the BOS approved \$3550, and the BOF allocated \$2601. While we raised about \$1000 on our own ( sale of donated computers from the Bd of Ed, the raffle, and private donations), our total funding is woefully short of what is even marginally needed here. The past year's deficit was about \$6500.

It comes down to this, and we state this respectfully, but : without funding from the town in the range of \$9000 - \$10,000 for next year, BBL will have no other option than to shut down very shortly. This decision needs to be made NOW.....we no longer have any other options.

It has been said that " The absence of a Viable Alternative Clears the Thinking Marvelously ". For the sake of a venerable institution that has added so much for so many years, and asks so little, we repeat our request for adequate funding, both for NOW and for the FUTURE.

# LIBRARIES- 710300

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE	
BROAD BROOK LIBRARY	\$ 2,601	\$ 10,000	\$ 7,399	
WAREHOUSE PT LIBRARY	\$ 242,354	\$ 265,949	\$ 23,595	
			\$ -	
<b>SUBTOTAL</b>	<b>\$ 244,955</b>	<b>\$ 275,949</b>	<b>\$ 30,994</b>	
<b>DEPARTMENT TOTAL:</b>	<b>\$ 244,955</b>	<b>\$ 275,949</b>	<b>\$ 30,994</b>	<b>12.65%</b>

## BUDGET DETAIL

### Warehouse Point Library Budget Proposal FY2016-2017

#### INCOME

	ACTUAL 2014-2015	BUDGET 2015-2016	PROPOSAL 2016-2017
<b>PROJECTED REVENUES</b>			
Endowment Income	\$ 76,000	\$ 76,000	\$ 76,000
Fines	\$ 3,500	\$ 3,500	\$ 3,500
Copier	\$ 1,600	\$ 1,600	\$ 1,500
Bank Interest & Dividends	\$ 10	\$ 10	\$ 10
Connecticard Reimbursement	\$ 578	\$ 550	\$ 550
Conn. State Library Grant	\$ 1,200	\$ 1,200	\$ 1,200
Annual Fund Drive	\$ 12,000	\$ 12,000	\$ 12,000
<b>DONATIONS</b>	<b>\$ 4,681</b>	<b>\$ 3,000</b>	<b>\$ 3,500</b>
Schortman Fund	\$ 681	\$ 950	\$ 950
EW Athletic Club	\$ 700	\$ 700	\$ 700
EW Lions Club	\$ 500	\$ 500	\$ 500
Jack & Enid Shea Memorials		\$ 1,500	
Caretaker's Apt. Rental	\$ 6,000	\$ 6,000	\$ 6,000
Lost Items	\$ 100	\$ 100	\$ 100
<b>GRANTS</b>			
<b>MISC</b>			
<b>TOTAL REVENUES</b>	<b>\$ 107,550</b>	<b>\$ 107,610</b>	<b>\$ 106,510</b>
<b>TOWN OF EAST WINDSOR</b>	<b>\$ 237,602</b>	<b>\$ 242,354</b>	<b>\$ 277,949</b>
<b>TOTAL INCOME</b>	<b>\$ 345,152</b>	<b>\$ 349,964</b>	<b>\$ 384,459</b>

**Budget FY2016-7**

<b>EXPENDITURES</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROPOSAL</b>	
<b>PERSONNEL</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	
Administrative Salaries	\$ 59,441	\$ 59,442	\$ 59,442	
Staff Salaries	\$ 131,805	\$ 138,419	\$ 162,823	-12000
Bookkeeping services	\$ 4,580	\$ 4,500	\$ 4,500	
Benefits				
TOTAL SALARIES	\$ 195,827	\$ 202,361	\$ 226,765	
Payroll Tax	\$ 17,511	\$ 20,237	\$ 22,677	
<b>TOTAL PERSONNEL</b>	<b>\$ 213,338</b>	<b>\$ 222,598</b>	<b>\$ 249,442</b>	
<b>Collection Development</b>	<b>\$ 15,587</b>	<b>\$ 15,784</b>	<b>\$ 20,000</b>	
Utilities	\$ 22,099	\$ 28,500	\$ 26,500	
Telecommunications	\$ 1,235	\$ 1,300	\$ 1,300	
Insurance	\$ 16,591	\$ 16,000	\$ 17,000	
<b>Audit &amp; Payroll Services</b>	<b>\$ 9,415</b>	<b>\$ 11,000</b>	<b>\$ 11,000</b>	
Audit		\$ 9,000	\$ 9,000	
Payroll services		\$ 2,000	\$ 2,000	
Dues and Fees	\$ 630	\$ 1,000	\$ 1,000	
Taxes	\$ 712	\$ 750	\$ 750	
Library/Office Supplies	\$ 4,370	\$ 4,500	\$ 4,500	
<b>Building Maint.&amp; Repair</b>	<b>\$ 24,406</b>	<b>\$ 17,000</b>	<b>\$ 20,000</b>	
<b>Automation</b>	<b>\$ 22,937</b>	<b>\$ 23,782</b>	<b>\$ 23,967</b>	
CONNECT FEES	\$ 21,379	\$ 21,379	\$ 21,379	
CATALOGING (OCLC)	\$ 282	\$ 300	\$ 300	
DOWNLOADABLE BOOKS	\$ 833	\$ 973	\$ 833	
ORDERING (TITLE SOURCE)	\$ -			
ICONN (State database)	\$ 325	\$ -	\$ 325	
Web Page Posting	\$ 180	\$ 180	\$ 180	
JOB NOW database	\$ 200	\$ 200	\$ 200	
REFERENCE DATABASES	\$ -	\$ 750	\$ 750	
<b>Program expenses</b>	<b>\$ 3,514</b>	<b>\$ 3,000</b>	<b>\$ 3,250</b>	
Newsletter	\$ -			
Fund Raising	\$ 2,496	\$ 2,500	\$ 3,000	
Equip/furniture	\$ 878	\$ -		
Computer Upgrades & Repairs	\$ 3,345	\$ 2,000	\$ 2,500	
MISC (Professional Development)	\$ 144	\$ 250	\$ 250	
<b>TOTAL</b>	<b>\$ 128,358</b>	<b>\$ 127,366</b>	<b>\$ 135,017</b>	
Encumbered	\$ 3,456			
<b>TOTAL EXPENDITURES</b>	<b>\$ 345,152</b>	<b>\$ 349,964</b>	<b>\$ 384,459</b>	

## BOARDS AND COMMISSIONS

**BOARD OF FINANCE- 810100****BUDGET REQUEST:**

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE	
RECORDING SECRETARY	\$ 2,250	\$ 2,250	\$ -	
PROFESSIONAL SERVICES	\$ 500	\$ 500	\$ -	
TOWN AUDIT	\$ 38,000	\$ 38,500	\$ 500	
ANALYSIS FEE- WEBSTER	\$ 1,500	\$ 1,500	\$ -	
ANNUAL REPORT	\$ 1,500	\$ 1,500	\$ -	
LOCAL TAX RELIEF	\$ 10	\$ -	\$ (10)	
<b>SUBTOTAL</b>	<b>\$ 43,760</b>	<b>\$ 44,250</b>	<b>\$ 490</b>	
<b>DEPARTMENT TOTAL:</b>	<b>\$ 43,760</b>	<b>\$ 44,250</b>	<b>\$ 490</b>	<b>1.12%</b>

**DEPT. EXPENSE DETAIL:**

Recording Secretary:	12 Regular Meetings, 4 Budget Workshops 2 Special Meetings @\$125 per meeting	\$ 2,250
Professional Services:	Financial Advisor/Actuary meeting attendance; purchase nameplates	\$ 500
Town Audit:	Mahoney Sabol- final year of three-year contract	\$ 38,500
Analysis Fee:	Webster Bank- use of compensating balances offset most fees, but increase in ACH transactions may create fee balance	\$ 1,500
Annual Report:	350 copies- color cover; b&w interior	\$ 1,500
Local Tax Relief:	New ordinance- deferral, not credit No need to fund this line	\$ 44,250

## BOARDS AND COMMISSIONS

**PLANNING AND ZONING COMMISSION- 810200****BUDGET REQUEST:**

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE	
RECORDING SECRETARY	\$ 2,200	\$ 2,750	\$ 550	
EDUCATION AND DUES	\$ 200	\$ 200	\$ -	
SUPPLIES		\$ 50		
<b>SUBTOTAL</b>	<b>\$ 2,400</b>	<b>\$ 3,000</b>	<b>\$ 600</b>	
<b>DEPARTMENT TOTAL:</b>	<b>\$ 2,400</b>	<b>\$ 3,000</b>	<b>\$ 600</b>	<b>25.00%</b>

**BUDGET DETAIL**

Recording Secretary is STATUTORILY REQUIRED to prepare minutes .Two meetings per month are scheduled: 24 x 125= \$2750. Education is for training .

Education is for training CFPZC, Hot Topics, CT Bar bi-annual review

Supplies is for nameplates for new members

## BOARDS AND COMMISSIONS

**ZONING BOARD OF APPEALS- 810300****BUDGET REQUEST:**

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE	
RECORDING SECRETARY	\$ 800	\$ 1,200	\$ 400	
EDUCATION AND DUES	\$ 500	\$ 500	\$ -	
CAPITAL PURCHASES			\$ -	
SUPPLIES		\$ 50	\$ 50	
<b>SUBTOTAL</b>	<b>\$ 1,300</b>	<b>\$ 1,750</b>	<b>\$ 450</b>	
<b>DEPARTMENT TOTAL:</b>	<b>\$ 1,300</b>	<b>\$ 1,750</b>	<b>\$ 450</b>	<b>34.62%</b>

**BUDGET DETAIL**

Recording Secretary is STATUTORILY REQUIRED to prepare minutes. Monthly meetings are scheduled 12 x 100 = \$1200

Education is for training CFPZC, Hot Topics or CT Bar semi annual review

Supplies is for nameplates for new members.

## BOARDS AND COMMISSIONS

**BOARD OF ASSESSMENT APPEALS- 810400****BUDGET REQUEST:**

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE	
RECORDING SECRETARY	\$ 1,000	\$ 1,150	\$ 150	
PROFESSIONAL SERVICES	\$ 50	\$ 250	\$ 200	
SUPPLIES AND EQUIPMENT		\$ 250	\$ 250	
<b>SUBTOTAL</b>	<b>\$ 1,050</b>	<b>\$ 1,650</b>	<b>\$ 600</b>	
<b>DEPARTMENT TOTAL:</b>	<b>\$ 1,050</b>	<b>\$ 1,650</b>	<b>\$ 600</b>	<b>57.14%</b>

**BUDGET DETAIL**

## BOARDS AND COMMISSIONS

**ECONOMIC DEVELOPMENT COMMISSION- 810500****BUDGET REQUEST:**

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE	
RECORDING SECRETARY	\$ 750	\$ 750	\$ -	
PROFESSIONAL SERVICES	\$ 4,287	\$ 6,000	\$ 1,713	
EDUCATION & DUES	\$ 200	\$ 750	\$ 550	
			\$ -	
<b>SUBTOTAL</b>	<b>\$ 5,237</b>	<b>\$ 7,500</b>	<b>\$ 2,263</b>	
<b>DEPARTMENT TOTAL:</b>	<b>\$ 5,237</b>	<b>\$ 7,500</b>	<b>\$ 2,263</b>	<b>43.21%</b>

**BUDGET DETAIL**

Recording Secretary is STATUTORILY REQUIRED TO PREPARE MINUTES. EDC schedules 10 meetings per year: 10 x \$75 = \$750.

Professional Services is for Promotion of East Windsor..Meet and Greet, and new goals of working to assist small businesses (presentation material, advertising, supplies etc.) Education and Dues for Commissioners and Consultant to attend seminars and economic development functions such as DECD, CERC, ICSC, etc.

**INLAND, WETLANDS AND WATERWAYS- 810600****BUDGET REQUEST:**

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE	
RECORDING SECRETARY	\$ 1,000	\$ 1,500	\$ 500	
EDUCATION & DUES	\$ 400	\$ 400	\$ -	
SUPPLIES		\$ 50	\$ 50	
<b>SUBTOTAL</b>	<b>\$ 1,400</b>	<b>\$ 1,950</b>	<b>\$ 550</b>	
<b>DEPARTMENT TOTAL:</b>	<b>\$ 1,400</b>	<b>\$ 1,950</b>	<b>\$ 550</b>	<b>39.29%</b>

**BUDGET DETAIL**

The recording secretary is STATUTORILY required at every meeting in order to prepare minutes.

The Commission schedules meetings every month. Thus 12 x 125 = \$1500.

Education line is for Commissioners to attend training sessions:

DEEP, CACIWC, CAWS, CT Bar bi-annual review, etc

Supply line is for nameplates for new members

## BOARDS AND COMMISSIONS

**POLICE COMMISSION- 810700**

BUDGET REQUEST:

DEPT. EXPENSE	FY 16 ADOPTED		FY 17 REQUEST		\$ CHANGE	
RECORDING SECRETARY	\$	1,500	\$	1,500	\$	-
					\$	-
<b>SUBTOTAL</b>	<b>\$</b>	<b>1,500</b>	<b>\$</b>	<b>1,500</b>	<b>\$</b>	<b>-</b>
<b>DEPARTMENT TOTAL:</b>	<b>\$</b>	<b>1,500</b>	<b>\$</b>	<b>1,500</b>	<b>\$</b>	<b>- 0.00%</b>

BUDGET DETAIL

## BOARDS AND COMMISSIONS

**BUILDING COMMITTEE- 810800**

BUDGET REQUEST:

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE	
RECORDING SECRETARY	\$ 960	\$ 960	\$ -	
<b>SUBTOTAL</b>	<b>\$ 960</b>	<b>\$ 960</b>	<b>\$ -</b>	
<b>DEPARTMENT TOTAL:</b>	<b>\$ 960</b>	<b>\$ 960</b>	<b>\$ -</b>	<b>0.00%</b>

**ELDERLY COMMISSION- 810800**

BUDGET REQUEST:

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE	
RECORDING SECRETARY	\$ 600	\$ 600	\$ -	
<b>SUBTOTAL</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ -</b>	
<b>DEPARTMENT TOTAL:</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ -</b>	<b>0.00%</b>

**CHARTER REVISION- 811100**

BUDGET REQUEST:

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE	
RECORDING SECRETARY	\$ 600	\$ 4,000	\$ 3,400	
<b>SUBTOTAL</b>	<b>\$ 600</b>	<b>\$ 4,000</b>	<b>\$ 3,400</b>	
<b>DEPARTMENT TOTAL:</b>	<b>\$ 600</b>	<b>\$ 4,000</b>	<b>\$ 3,400</b>	<b>566.67%</b>

**ETHICS COMMISSION- 811300**

BUDGET REQUEST:

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE	
PROFESSIONAL SERVICES	\$ 200	\$ 200	\$ -	
<b>SUBTOTAL</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ -</b>	
<b>DEPARTMENT TOTAL:</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ -</b>	<b>0.00%</b>

## BOARDS AND COMMISSIONS

**HISTORICAL PRESERVATION COMMISSION- 811300****BUDGET REQUEST:**

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE	
RECORDING SECRETARY	\$ 500	\$ 500	\$ -	
SUPPLIES AND EQUIPMENT	\$ -	\$ 250	\$ 250	
<b>SUBTOTAL</b>	<b>\$ 500</b>	<b>\$ 750</b>	<b>\$ 250</b>	
<b>DEPARTMENT TOTAL:</b>	<b>\$ 500</b>	<b>\$ 750</b>	<b>\$ 250</b>	<b>50.00%</b>

**BUDGET DETAIL**

RECORDING SECRETARY \$ 500  
To record meeting minutes

## SUPPLIES

Magazine Subscription Renewals

\$	250
\$	750

**CAPITAL IMPROVEMENT COMMISSION- 811500****BUDGET REQUEST:**

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE	
RECORDING SECRETARY	\$ -	\$ 750	\$ 750	
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ 750</b>	<b>\$ 750</b>	
<b>DEPARTMENT TOTAL:</b>	<b>\$ -</b>	<b>\$ 750</b>	<b>\$ 750</b>	

Six meetings @ \$125

Used to paid out of First Selectman's Professional Services Line

## GENERAL GOVERNMENT

**ACTIVITIES, AGENCY FEES AND ASSOCIATIONS- 910100****BUDGET REQUEST:**

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE	
CCM	\$ 7,035	7,035	\$ -	
CEMETERY ASSOCIATION	\$ 14,998	40,000	\$ 25,002	
COMMUNITY HEALTH	\$ 10,000	10,000	\$ -	
CRCOG	\$ 10,300	10,383	\$ 83	
EAST WINDSOR VNA	\$ 6,747	6,747	\$ -	
FOUR-TOWN FAIR	\$ 500	500	\$ -	
GH TRANSPORT DISTRICT	\$ 1,452	1,563	\$ 111	
HOUSING ED	\$ 2,000	2,000	\$ -	
MEMORIAL DAY	\$ 1,000	1,000	\$ -	
METRO HARTFORD ALLIA	\$ 2,235	2,269	\$ 34	
N. CENT. CT MTL. HEALTH	\$ 781	781	\$ -	
N. CENTRAL HEALTH	\$ 53,267	54,333	\$ 1,066	
NETWORK AGAINST DOM	\$ 5,000	5,000	\$ -	
NEW DIRECTIONS	\$ 12,625	13,256	\$ 631	
POTABLE WATER	\$ 10	10	\$ -	
PROBATE COURT	\$ 2,240	2,700	\$ 460	
EW HISTORICAL	\$ 500	500	\$ -	
AMERICAN HERITAGE	\$ 1,500	2,000	\$ 500	
MELROSE SCHOOL	\$ 500	500	\$ -	
RECOGNITION	\$ 2,000	2,000	\$ -	
YOUTH CENTER	\$ -	\$ 10,000	\$ 10,000	
COCSPTF	\$ -	\$ 10	\$ 10	
<b>SUBTOTAL</b>	<b>\$ 134,690</b>	<b>\$ 172,587</b>	<b>\$ 37,897</b>	
<b>DEPARTMENT TOTAL:</b>	<b>\$ 134,690</b>	<b>\$ 172,587</b>	<b>\$ 37,897</b>	<b>28.14%</b>

**BUDGET DETAIL**

<b>Connecticut Conference of Municipalities (CCM)</b> - Membership dues.	\$ 7,035
<b>Cemetery Association</b> - Management & maintenance of Town cemeteries.	\$ 40,000
<b>Community Health Resources</b> - Is a non-profit, comprehensive, community based system of behavioral health care and recovery support services dedicated to helping people of all ages lead happier & healthier lives.	\$ 10,000
<b>Capital Region Council of Governments (CRCOG)</b> - Membership dues	\$ 10,383
<b>Visiting Nurses Association (VNA)</b> - The Visiting Nurse Association of Connecticut is a non-profit organization dedicated to optimizing the health and well-being of people in our community including the elderly, new mothers, children and the homeless.	\$ 6,747
<b>Four Town Fair</b> - To sponsor Town's portion of fair.	\$ 500

<b>GH Transport District</b> - Contribution (dues) based on the Towns population.	\$ 1,563.00
<b>Housing Education Resource Ctr.</b> - Supports housing counseling, information, education and referral services provided to East Windsor residents.	\$ 2,000
<b>Memorial Day</b> - Funding to purchase flags to line parade routes.	\$ 1,000
<b>Metro Hartford Alliance</b> - Supports pro-growth legislation, help local companies expand, assist start-ups, encourage government investment in key infrastructure assets, develop programs for young professionals and recruit companies from other states to create a presence in the Region.	\$ 2,269.00
<b>North Central Regional Mental Health Board</b> - East Windsor residents receive service evaluations that lead to decisions to increase local funding, as well as to eliminate of change ineffective programs. They conduct studies that lead to critical changes or new services.	\$ 781
<b>North Central District Health</b> - Provides leadership and serves to eight towns and stands in partnership with various organizations in the community such as schools, government agencies and private businesses. NCH is at the Town Hall every Monday from 10-12 p.m. if assistance is needed.	\$ 54,333
<b>The Network</b> - Assists families & individuals who have experienced domestic & interpersonal violence. Educate to promote healthy relationships & advocate for a safer communities.	\$ 5,000
<b>New Directions</b> - Provides quality substance abuse and mental health services to adults and youth of E.W. community.	\$ 13,256.00
<b>Portable Water</b> -	\$ 10
<b>Probate Court</b> - In addition to the role of overseeing decedents' estates and trusts, Probate Courts handle a wide rane of sensitive issues affecting children, the elderly, persons w/all types of disabilities.	\$ 2,700
<b>Historical Society</b> -	\$ 500
<b>American Heritage Rive Comm.</b> - Recording Secretary expense.	\$ 2,000
<b>Melrose School</b> - Funds used for General Maintenance of Building, such as cleaning the furnace yearly, painting, etc.	\$ 500
<b>Recognition Activities</b> -Used for recognition of employee's years of service to the town, plaques for volunteers, businesses, etc.,	\$ 2,000
<b>Youth Center</b> - New program that services youth our community	\$ 10,000
<b>COCSPTF</b> - Ad hoc committee to stop State Police Gun Range	\$ 10
	\$ 172,587

## GENERAL GOVERNMENT

**LEGAL EXPENSE- 910200****BUDGET REQUEST:**

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE
TOWN COUNSEL	\$ 80,000	\$ 120,000	\$ 40,000
LABOR RELATIONS	\$ 70,000	\$ 60,000	\$ (10,000)
<b>SUBTOTAL</b>	<b>\$ 150,000</b>	<b>\$ 180,000</b>	<b>\$ 30,000</b>

<b>DEPARTMENT TOTAL:</b>	<b>\$ 150,000</b>	<b>\$ 180,000</b>	<b>\$ 30,000</b>	<b>20.00%</b>
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**DETAIL:**

The Town Attorney represents East Windsor for legal matters that are not covered by our insurance company, CIRMA. The current Town Attorney is Attorney Joshua Hawks-Ladds of Pullman and Comley with special council for specialized legal services such as delinquent tax collection, zoning, bonding and assessment related matters.

This budget represents expenses related to legal interpretation of the Town Charter and State Statutes, assistance with contractual matters including employee, various State agency and service related contracts, providing legal advice and opinions for financial matters and generally representing the Town for various legal matters.

The increase reflects the historical legal costs, which has been under budgeted for the past few years.

**INSURANCE AND PENSION- 910300****ACTIVITIES, FUNCTIONS AND RESPONSIBILITIES**

The Town maintains an Insurance/Pension Department to account for Worker's Compensation, Casualty/Property/Liability insurance, and disability insurance activity, along with employee-related costs for health insurance and pensions.

The Town's primary insurance is with Connecticut Interlocal Risk Management Association. (CIRMA). Through CIRMA, annual increases are capped at 3%.

The Town adheres to a comprehensive safety program that addresses both workers' compensation and liability incidents. This successful program has resulted in decreases in workers' compensation, as well as loss modification rates.

Employee health insurance coverage is offered through Cigna and Delta Dental. Ovarations handles negotiations with the carriers on behalf of the Town.

Also included are the health benefit costs for retirees. Reimbursements through employee premium share and from retirees are accounted for in a liability clearing account.

Webster Bank serves as directed trustee/custodian and as benefit payment administrator for the Town's pension fund. Milliman provides actuarial services for the annual valuation and benefit calculations for both the pension

**ACCOMPLISHMENTS**

Oversaw successful change to Cigna Healthcare for all employees

Negotiated with two largest unions- Police and Clerical to offer only High Deductible Health Plan- cost savings of over \$200,000 per year.

Continued to see reduced worker's comp and liability claims on the town side.

Prepared for increased IRS Affordable Care Act reporting by implementing Benefits module to payroll software.

Reduced deductible expense due to reduced claims

Settled two Heart and Hypertension claims

Began investing OPEB trust fund money to increase returns on investment

**GOALS AND PRIORITIES**

Encourage town-wide switch to High Deductible Health Plan in advance of Affordable Care Act (ACA) Cadillac Tax penalties

Move towards paperless benefit administration, with online enrollment portal

Continue with CCM risk management training to reduce worker's comp claims

Continue funding Pension and OPEB obligations at 100% of Actuarially Determined Contribution (ADC)

Prepare for re-opening of Pension Plan for negotiation with bargaining units

# INSURANCE AND PENSION- 910300

## BUDGET REQUEST:

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE	
PHYSICALS (MEDICAL)	\$ 1,500	\$ 2,000	\$ 500	
HEALTH/LIFE INSURANCE	\$ 1,236,629	\$ 1,320,684	\$ 84,055	
FICA AND MEDICARE	\$ 422,392	\$ 433,585	\$ 11,193	
PENSION ADC	\$ 524,755	\$ 530,755	\$ 6,000	
OPEB	\$ 147,854	\$ 100,280	\$ (47,574)	
401A & 457	\$ 104,525	\$ 119,705	\$ 15,180	
WORKER'S COMP	\$ 264,214	\$ 264,214	\$ -	
UNEMPLOYMENT INS	\$ 15,000	\$ 15,000	\$ -	
HEART AND HYPERTENSION	\$ 282,473	\$ 125,000	\$ (157,473)	
LIABILITY AUTO PROPERTY	\$ 188,025	\$ 188,025	\$ -	
EMPLOYEE TUITION	\$ 5,000	\$ 5,000	\$ -	
DEDUCTIBLE EXPENSE	\$ 10,000	\$ 5,000	\$ (5,000)	
27TH PAYROLL	\$ 99,499	\$ 115,063	\$ 15,564	
<b>SUBTOTAL</b>	<b>\$ 3,301,866</b>	<b>\$ 3,224,311</b>	<b>\$ (77,555)</b>	
<b>DEPARTMENT TOTAL:</b>	<b>\$ 3,301,866</b>	<b>\$ 3,224,311</b>	<b>\$ (77,555)</b>	<b>-2.35%</b>

## BUDGET DETAIL

Physicals:	Pre-employment physicals and drug testing	
	Now includes Broad Brook Volunteer physicals	\$ 2,000
Health/Life Insurance:	1/2 of the employees have switched to High Deductible Plan, saving the town thousands in healthcare costs.	\$ 1,320,684
Fica and Medicare:	Total payroll hours x.765	\$ 433,585
Pension ADC	Actuarially Determine Contribution: Pension Funding Policy requires 100% funding. This amount covers current liability and amortization for prior years. Funding level is 83% Increase due to slow market (ROI 4.55% vs 7% assumpt.) and higher payroll.	\$ 530,755
OPEB	Other Post-Employment Benefits. Contribution to OPEB trust fund and funds for retirement benefit payments.	\$ 100,280
401A & 457	Per contract, Town matches defined contribution payments for police, dispatch and public works	\$ 119,705
Worker's Comp:	Based upon prior settlements. Town has been recognized for improvements in safety training and has seen a decrease in claims.	\$ 264,214
Unemployment Ins:	Town's must pay unemployment for laid off workers	\$ 15,000
Heart and Hypertension:	Settled a claim in FY 16 reducing liability. Only one claimant remains, but we are 100% responsible for healthcare costs. State mandated program.	\$ 125,000
Liability Auto Property	Insurance to cover losses. In 3 year agreement with	

	Circa; increases capped at 3%. Positive claims results past two years have kept premiums low.	\$ 188,025
Employee Tuition:	Per contract, Town pays a portion of tuition for employees who take classes that coincide with their job description.	\$ 5,000
Deductible Expense:	To pay for deductible associated with insurance claims.	\$ 5,000
27th payroll:	Five work days and a Sunday of FY 17 payroll will be payable in FY 18.	\$ 115,063
		\$ 3,224,311

## GENERAL GOVERNMENT

**INFORMATION TECHNOLOGY- 910400****BUDGET REQUEST:**

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE	
PROFESSIONAL SERVICES	\$ 25,000	\$ 25,000	\$ -	
PURCHASED SERVICES	\$ 27,128	\$ 30,806	\$ 3,678	
SOFTWARE LICENSING	\$ 96,014	\$ 100,550	\$ 4,536	
PRINTER- TONER	\$ 10,149	\$ 10,400	\$ 251	
INTERNET ACCESS	\$ 12,000	\$ 12,000	\$ -	
EQUIPMENT	\$ 5,000	\$ 5,000	\$ -	
<b>SUBTOTAL</b>	<b>\$ 175,291</b>	<b>\$ 183,756</b>	<b>\$ 8,465</b>	
<b>DEPARTMENT TOTAL:</b>	<b>\$ 175,291</b>	<b>\$ 183,756</b>	<b>\$ 8,465</b>	<b>4.83%</b>

**BUDGET DETAIL**

<b>Professional Services</b>	Information Technology Consultant	<b>\$ 25,000.00</b>
<b>Purchased Services</b>	Siris monthly support fee (Cloud storage for system backup) for the Town Hall and the Police Department.*	\$ 10,056.00
	Virtual Town Hall (Town website)	\$ 3,950.00
	Xerox map printer	\$ 1,800.00
	<b>Total</b>	<b>\$ 30,806.00</b>
<b>Software Licensing:</b>		
Treasurer	Accufund - (Accounting software)	\$ 10,200.00
Tax Collector	Quality Data Service - Revenue Collection software	\$ 21,025.25
Assessor	Quality Data Service - Personal Property software	\$ 17,175.00
Building	ViewPermit (Software Maintenance)	\$ 12,329.00
Police	Tritech (software) & Capital Region Council of Governments (CRCOG) program - hardware connectivity for terminals in cruisers	\$ 25,623.79
Town Clerk	NewVision systems (Records System)	\$ 10,947.00
Planning	New England GEOSystems (MayXpress Interactive Internet licensing)	\$ 3,250.00
	<b>Total</b>	<b>\$ 100,550.04</b>
<b>Printer/Toner:</b>	Centralized Ink Cartridges	\$ 10,400.00
<b>Internet Access:</b>	Cox Communications - 5 building locations	\$ 12,000.00
<b>Equipment:</b>	Replacement & Maintenance of Equipment	\$ 20,000.00

\*This was increased due to the updated monthly support fee.

## GENERAL GOVERNMENT

**SANITATION- 910500****ACTIVITIES, FUNCTIONS AND RESPONSIBILITIES:**

The Sanitation Department handles all solid and hazardous waste removal for the town. This department contracts with USA Hauling and All American Waste to provide effective refuse and recycling programs for waste generated within the Town.

The Public Works Department oversees a Household Hazardous Waste disposal program offered to all residents.

F & G Recycling handles all bulky waste removal for the Town.

**BUDGET REQUEST:**

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE	
COLLECTION	\$ 675,100	\$ 685,230	\$ 10,130	
DISPOSAL	\$ 200,000	\$ 203,000	\$ 3,000	
HAZARDOUS WASTE	\$ -	\$ 20,000	\$ 20,000	
<b>SUBTOTAL</b>	<b>\$ 875,100</b>	<b>\$ 908,230</b>	<b>\$ 33,130</b>	
<b>DEPARTMENT TOTAL:</b>	<b>\$ 875,100</b>	<b>\$ 908,230</b>	<b>\$ 33,130</b>	<b>3.79%</b>

**DEPT. EXPENSE DETAIL:**

An extension of the refuse and recycling contract reduced the collection increase from 3% to 1 1/2% and added a 1 1/2% increase to disposal. We are proposing a hazardous waste collection day for the next fiscal year. We did not have a collection this year and we receive numerous calls regarding the disposal of household hazardous waste.

## GENERAL GOVERNMENT

**CAPITAL IMPROVEMENT- 910700****BUDGET REQUEST:**

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE	
CIP ALLOCATION	\$ 667,006	\$ 1,224,138	\$ 557,132	
LEASE/PURCHASE	\$ 99,047	\$ 94,442	\$ (4,605)	
<b>SUBTOTAL</b>	<b>\$ 766,053</b>	<b>\$ 1,318,580</b>	<b>\$ 552,527</b>	
<b>DEPARTMENT TOTAL:</b>	<b>\$ 766,053</b>	<b>\$ 1,318,580</b>	<b>\$ 552,527</b>	<b>72.13%</b>

**BUDGET DETAIL**

LEASE/PURCHASE	Lease Purchase Projects- Year 2 of 10		
	Principal	Interest	Total
Town Hall HVAC	\$ 37,385	\$ 8,522	\$ 45,907
Dump/Plow Trucks	\$ 39,005	\$ 9,530	\$ 48,534
	\$ 76,390	\$ 18,052	\$ 94,442

*CIP Committee Approved Projects (in order of ranking)*

Chip Sealing Road	\$ 75,000
Revaluation for 2017	\$ 81,128
PD Vehicles Replace 2	\$ 86,948
Town Hall Security and ADA Upgrade	\$ 21,772
ADA Bathroom East Windsor Park	\$ 30,000
Video Cameras for PD	\$ 21,790
DPW Vehicles/Equipment	\$ 150,000
IT Project	\$ 39,500
Middle School Boilers	\$ 125,000
Pavement Management	\$ 500,000
HS and BBS Removal of Oil Tanks	\$ 48,000
BBFD Boat	\$ 20,000
GIS System	\$ 25,000
	<u>\$ 1,224,138</u>

<u>Current Town Budget</u>	<u>\$ 36,356,748</u>
3.5 % of budget	\$ 1,272,486
3% of budget	\$ 1,090,702
2.5 % of budget	\$ 908,919
2% of budget	\$ 727,135
1.5% of budget	\$ 545,351
1% of budget	\$ 363,567

**ACTIVITIES, FUNCTIONS AND RESPONSIBILITIES**

Major Capital Projects for the Town, WPCA and Board of Education are financed through the sale of bonds. The bonds may be structured over ten to twenty years, with level debt payments.

Generally, projects are initiated through the Five-Year Capital Plan administered by the Capital Planning Committee and the First Selectman. Bonding is authorized by approval of the voters at referendum. Several factors impact the decision to take on debt, including:

- Current and proposed debt levels
- The needs of the community
- Available resources
- The town's current financial position, including current and projected fund balance levels.

**ACCOMPLISHMENTS**

40 Year Clean Water Fund Debt Service retired March 2016

Issued \$6.5 million Bond Anticipation Note for Broad Brook Modular Project

Plan to issue \$2.7 Bond Anticipation Note for Infrastructure Improvements

Initiated long-term debt planning to ensure the community's needs are met in a thoughtful, financially sound manner.

**GOALS AND PRIORITIES**

Keep debt service funding level and gradually return to levels of five years ago, (\$1.5 million per year) by budgeting a debt reserve fund amount. This will minimize impact on the mill rate, while keeping meeting the community's needs with infrastructure maintenance and improvements.

Prepare for note and bond issuance of \$7 million for project funding over the next six years, to include upgrades to buildings and road improvements.

**DEBT SERVICE****BUDGET REQUEST:**

DEPT. EXPENSE	FY 16 ADOPTED	FY 17 REQUEST	\$ CHANGE	
PRINCIPAL	\$ 899,927	\$ 941,131	\$ 41,204	
INTEREST	\$ 280,905	\$ 253,107	\$ (27,798)	
<b>SUBTOTAL</b>	<b>\$ 1,180,832</b>	<b>\$ 1,194,238</b>	<b>\$ 13,406</b>	
<b>DEPARTMENT TOTAL:</b>	<b>\$ 1,180,832</b>	<b>\$ 1,194,238</b>	<b>\$ 13,406</b>	<b>1.14%</b>

**BUDGET DETAIL***Project Description*

	Principal	Interest	
WPCA North Road Ph. 1	\$ 34,117	\$ 56,442	
WPCA North Road Ph. 2	\$ 20,702	\$ 38,908	
2014 Refunding	\$ 361,313	\$ 24,713	
BB School- Classrooms	\$ 350,000	\$ 88,044	(new)
MS Roof/ S. Water Street		\$ 45,000	(new)
Sinking Fund Reserve	\$ 175,000		
	<b>\$ 941,131</b>	<b>\$ 253,107</b>	<b>\$ 1,194,238</b>

**ACTIVITIES, FUNCTIONS AND RESPONSIBILITIES:**

The Water Pollution Control Facility is responsible for the Operation and Maintenance of the Wastewater Treatment Plant along with ten sewage pumping stations and over 35 miles of sanitary sewer and force main. Our mission is to protect public health and the environment for the community by providing high quality wastewater treatment in an effective, cost efficient and responsible manner. The Facility is staffed with a Superintendent, Chief Operator, Office Manager, Laboratory Technician, and five operators. Staff are licensed in both Wastewater operations and Collections systems.

**ACCOMPLISHMENTS 2015/2016:**

We were able to continue on with the roof replacement initiative this year. The Digester building received a new roof. We also had the masonry of both tanks repointed and the parapet wall rebuilt. The Route 5 pump station received a complete rebuild including a new generator, transfer switch, and electrical service. A retaining wall was built to prevent the roadway from encroaching any further onto the site. The WPCA received a FEMA grant which allowed us to provide remote communication to the remaining three sewage pump stations. This grant provided 75% of the funds necessary leaving the WPCA with an @ balance of \$10,000. A new driveway was installed between the septage receiving area and the solids handling area. An initiative was undertaken to begin tree clearing around our plant and pump stations. Through an initial attempt to repair some electrical conduit in the basement of the old admin building we found a larger issue of compromised concrete necessitating the services of an electrical engineer. This led to the excavation and complete repair and replacement of over 200 ft of 6 inch ductile iron air line along with runs of 2 inch electrical conduit. We are awaiting the services of a concrete contractor specializing in these types of repair to continue with the abatement of the compromised concrete.

**GOALS AND PRIORITIES 2016/2017:**

Priorities for the 2016 / 2017 Fiscal Year include completion of the work at the Industrial Park Pump Station. We are also planning to replace the Electric service, panel along with a new generator. The Mill Pond pump station is also scheduled to receive an electrical upgrade along with a new generator. We have started a computer replacement program replacing hardware on a three year schedule. -4,329.00 The Gravity Belt Thickener building will receive a new roof. This will be the 5th roof replaced. We plan to continue with mechanical rebuilds and replacements on some of the older rotating equipment. The Industrial Park station will also receive new fencing along with site work.

## SEWER USER FUND

ACCOUNT NUMBER	FUND	DESCRIPTION	OBJECT	FY 16 ADOPTED	FY 17 REQUEST	CHANGE
1-11-30-0210-1-100	2720	SALARY FULL TIME		567,624.40	574,126.00	-6,501.60
1-11-30-0210-1-104	2720	SALARY PART TIME	51620	1,765.00	1,824.00	-59.00
1-11-30-0210-1-102	2720	SALARY OVERTIME	51630	15,847.00	15,715.00	132.00
1-11-30-0210-1-103	2720	SALARY EMERG.OVERTIME	51635	8,500.00	8,500.00	0.00
1-11-30-0210-1-105	2720	ON CALL EARNINGS	51640	9,596.00	9,540.00	-56.00
1-11-30-0210-1-110	2720	RECORDING SECRETARY	51900	1,875.00	1,875.00	0.00
1-11-30-0210-1	2720	PROFESSIONAL SERVICES *	52100	195,368.00	195,368.00	0.00
1-11-30-0210-1	2720	SUPPLIES AND EQUIPMENT	52200	114,445.00	102,409.00	-12,036.00
1-11-30-0210-5-580	2720	TRAVEL	52300	500.00	500.00	0.00
1-11-30-0210-1	2720	EDUCATION AND DUES	52400	10,615.00	10,000.00	-615.00
1-11-30-0210-4-436	2720	CAPITAL PURCHASES	52500	40,000.00	42,500.00	2,500.00
1-11-30-0210-5-545	2720	POSTAGE	53310	2,850.00	3,000.00	150.00
1-11-30-0210-5-549	2720	PROPANE	53400	30,000.00	27,500.00	-2,500.00
1-11-30-0210-2-205	2720	UNIFORMS	54303	3,200.00	3,200.00	0.00
1-11-30-0210-5-542	2720	PHONE	54320	23,316.00	19,000.00	-4,316.00
1-11-30-0210-4-430	2720	VEHICLE MAINTENANCE	54420	2,000.00	2,000.00	0.00
1-11-30-0210-6-620	2720	GASOLINE	54421	11,000.00	11,000.00	0.00
1-11-30-0210-4-431	2720	BUILDING REPAIR	54423	24,500.00	29,100.00	4,600.00
1-11-30-0210-5-543	2720	ELECTRICITY	54424	185,000.00	185,000.00	0.00
1-11-30-0210-5-544	2720	WATER	54440	5,000.00	5,000.00	0.00
1-11-30-0210-8-823-0000	2720	PERMIT FEE	56410	3,200.00	3,745.00	545.00
1-11-30-0210-3-359	2720	TOWN COUNSEL	57400	6,000.00	6,000.00	0.00
1-11-30-0210-3-360	2720	LABOR RELATIONS	57500	1.00	1.00	0.00
1-11-30-0210-2-200	2720	HEALTH/LIFE INSURANCE	57600	209,465.00	212,144.00	2,679.00
1-11-30-0210-2-201	2720	FICA & MEDICARE	57900	47,204.00	47,188.00	-16.00
1-11-30-0210-2-203	2720	PENSION ARC	58010	68,658.00	65,950.00	-2,708.00
1-11-30-0210-2-208	2720	OPEB ARC	58100	16,000.00	11,671.00	-4,329.00
1-11-30-0210-2-202	2720	WORKERS COMP	58250	16,000.00	16,000.00	0.00
1-11-30-0210-7-799-0905	2720	CIP ALLOCATION	59600	200,000.00	200,000.00	0.00
		Final Lead Paint			10,500.00	
		INFORMATION TECHNOLOGY			31,640.00	
		COMPUTER REPLACEMENT			4,700.00	
		<b>SUBTOTAL</b>		<b>1,819,529.40</b>	<b>1,856,696.00</b>	<b>37,166.60</b>
		<b>BUILDING REPAIR Includes</b>				
		Plant Maintenance		\$22,500	\$27,100	4,600.00
		Vehicle repair	\$	2,000	\$2,000	0.00
<b>Total For Building Repair</b>	1-11-30-0210-4-431			\$24,500	\$29,100	4,600.00
		<b>** PROFESSIONAL SERVICES includes</b>				
3-340		Engineering		5,000.00	\$5,000.00	0.00
3-341		W/C Engineering		5,000.00	\$5,000.00	0.00
3-390		Purchased Services		5,520.00	\$5,658.00	138.00
3-395		Contracted Services		30,150.00	\$26,182.00	-3,968.00
5-552		Sludge Removal		125,000.00	\$130,000.00	5,000.00
6-660		Laboratory		19,698.00	\$21,845.00	2,147.00
7-799		Digitizing		5,000.00	\$5,000.00	0.00
<b>Total For Professional Services</b>	1-11-30-0210-52200			195,368.00	\$198,685.00	3,317.00
		<b>***SUPPLIES AND EQUIPMENT includes</b>				
		Sewer Line Maintenance		15000	\$9,000.00	-6,000.00
		Pump Station Maintenance		50500	\$50,500.00	0.00
		Safety		6750	\$2,714.00	-4,036.00
		Office Supplies		6000	\$8,695.00	2,695.00
		Supplies and Chemicals		14500	\$14,500.00	0.00
		Polymer and Hypo		17000	\$17,000.00	0.00
<b>Total for SUPPLIES AND EQUIPMENT</b>	1-11-30-0210-1		\$0.00	\$109,750.00	\$102,409.00	-7,341.00



# East Windsor

PUBLIC SCHOOLS

Inspiring Growth. Achieving Success.

## BUDGET GUIDELINES for FY2017

MARCH 16, 2016

### Budget Parameters:

The BOE is submitting a level service budget of \$24,403,022. This figure represents a net increase of \$1,106,437 over the FY16 budget, \$23,296,586.

### The Breakdown

Current Budget - FY16 (includes Town/Grants/Revenue)		Increase	%	FY17 All Funds Est	Town Funds Request
Utilities	\$513,639	-\$52,334	-10.2%	\$461,305	\$461,305
Personnel	\$17,375,565	\$1,257,618	7.2%	\$18,633,183	\$17,305,302
Expenses	\$5,407,382	-\$98,848	-1.8%	\$5,308,534	\$4,912,528
<b>Total</b>	<b>\$23,296,586</b>	<b>\$1,106,437</b>	<b>4.7%</b>	<b>\$24,403,022</b>	<b>\$22,679,135</b>

Town Funded in FY16	\$21,618,004	
Town Request for FY17	\$22,679,135	
Increase	\$1,061,131	4.91%

### Expenses

#### Personnel Costs:

Current Budget - FY16 (includes Town/Grants/Revenue)		Increase	%	FY17 All Funds Est	Town Funds Request
Salaries	\$14,368,010	\$745,591	5.2%	\$15,113,601	\$13,981,218
Benefits	\$3,007,555	\$512,028	17%	\$3,519,582	\$3,324,084

- EWPS estimates \$1,327,881 of salaries and benefits will be funded through grants and other funds in FY17.

The Board of Education is responsible for 1,097 students, 254 employees and four (4) buildings; three schools and the BOE office.

### Personnel Breakdown:

Broad Brook Elementary – 57 Full time personnel

East Windsor Middle School – 52 Full time personnel  
 East Windsor High School – 50 Full time personnel  
 Board of Education Office – 8 Full time personnel  
 District Wide – 5 Full time personnel

In addition, 82 staff work part-time as hourly/per diem personnel (tutors, paraprofessionals, substitutes).

**District Enrollment:** 1,097 as of October 1, 2015, as follows:

East Windsor High School	325
East Windsor Middle School	316
Broad Brook Elementary School	456

**Utility Expense:**

Utilities include gas heat, oil heat, electricity and water for each of our 4 buildings.

<b>Current Budget - FY16</b> (includes Town/Grants/Revenue)	<b>Increase</b>	<b>%</b>	<b>FY17</b> <b>All Funds Est</b>	<b>Town Funds</b> <b>Request</b>
Utilities	\$513,639	-\$52,334 -10.2%	\$461,305	\$461,305

**Other Expenses:**

Other expenses include maintenance and operation of buildings, equipment, grounds, school transportation (see details below), Health, Technology, building based budgets (school budgets for textbooks, pencils, paper, etc), special education tuitions and out-of-district tuitions for vocational schools and magnet schools.

<b>Current Budget - FY16</b> (includes Town/Grants/Revenue)	<b>Increase</b>	<b>%</b>	<b>FY17</b> <b>All Funds Est</b>	<b>Town Funds</b> <b>Request</b>
Other Exp	\$5,407,382	-\$98,848 -1.8%	\$5,308,534	\$4,912,528

**Transportation:**

East Windsor Public Schools provide transportation to students PK-grade 12. Currently, there are 1,097 students who ride school buses.

**Regular Transportation** to and from school requires 13 buses over three tiers each day, i.e. high school, middle school, and elementary school runs. The cost also includes transportation for athletic teams and field trips.

**Cost of Regular Transportation**      **\$1,090,631**

**Special Education Transportation** provides busing for our students who attend schools within our district and outside our town. This transportation includes 11 small vehicles.

**Cost of Special Education Transportation**      **\$517,089**

## Revenues

### Anticipated Federal Revenues:

At this time we have received no guidance on how to budget for Federal Grants in FY17. The current budget proposal assumes level funding.

### Federal Grants Received by the East Windsor Public Schools:

**Special Education Grant (94-142)** - pays for special education personnel including speech/language pathologists and 1:1 paraprofessionals.

**Title 1** - pays for salaries of the literacy coach and reading program tutors.

**Title IIA Teacher Quality** - funds professional development for teachers and administrators.

**Title III** - funds planned program improvements for TESOL teachers co-teaching with general education teacher.

**Perkins** - provides Tech. Ed. Automotive, Business & Finance and Family & Consumer Science program support.

**Federal grants total \$441,259 this year (FY16)**

### Anticipated State Revenues:

At this time, we have not received information regarding the funding levels for the FY17 grants.

### State Grants Received by East Windsor Public Schools:

**Sheff Grant** – provides social, emotional and cultural support for students, parents and families of CHOICE students.

**Alliance Grant** – provides 3 reading teacher salaries and two social worker salaries at Broad Brook Elementary School.

**Adult Education Grant** – funds East Windsor's participation in the Vernon Regional Adult Based Education (VRABE). VRABE offers educational opportunities for adults 16 and older such as GED Prep, College Transition, etc.

**State grants total \$518,560 this year (FY16)**

### Excess Cost Revenues:

\$123,000 is the anticipated Excess Cost Grant revenue for FY16. These funds are designed to reimburse school districts for a percentage of the costs associated with high cost special education students.

### School Choice Revenues:

We currently have 49 Choice students enrolled in our schools. Because that number represents over 4% of our district enrollment, we are reimbursed \$8,000 per student for a total of \$419,000 in FY16. We declared 54 seats for 2016-2017.

**School Breakfast and Lunch:**

The school breakfast/lunch program operates independently from the Board of Education budget. It does not receive funds or contribute to the BOE budget. In the past, the program ran at a deficit. As of February 2016, the program was running in the black.

**Early Childhood Tuition:**

East Windsor Public Schools provides families the opportunity to send their child to Pre-K for \$1,000 per year. East Windsor Public Schools anticipates receiving revenue in the amount of \$25,000 from this source for FY17. This amount may vary based on family need, i.e. free/reduced lunch status. These funds are used to pay Pre-K teacher salaries.

**Special Education Tuition Revenue:**

In FY16 East Windsor estimates \$46,541 in tuition revenue for special education students attending East Windsor Public Schools. The tuition revenue was used to offset the special education expenses of these students. East Windsor Public Schools anticipates a similar amount for FY17.

**Capital Improvement Projects Request:**

East Windsor Public Schools prepared requests for funding for Capital Improvements for FY2017 through FY2021. These requests are currently under consideration by the Capital Improvement Committee.