



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Plainville
Connecticut**

For the Fiscal Year Beginning

July 1, 2018

Executive Director

The Town of Plainville won the Government Finance Officers Association (GFOA) *Distinguished Budget Presentation Award* for its Fiscal Year 2019 Annual Budget. It is the eighteenth year the Town has been awarded this honor. This award is the highest form of recognition in governmental budgeting and represents a significant achievement by our organization. A lot of hard work goes into putting this document together and it is our mission to continue to improve the Town's Budget every year in order to make it easy to understand and to be sure that it is user-friendly. Plainville's goal has always been to produce a budget document that could be understood by elected officials, employees and citizens alike. The budget features sections such as "A Citizen's Guide to the Budget" in an effort to aid understanding. The citizens are our first priority when we prepare our budget document because the taxpayers have a right to know and understand the important financial decisions the Town makes. It is our hope that everyone will be pleased with the continued improvements to the budget.

Town of Plainville Principal Officers

TOWN COUNCIL

Kathy Pugliese, Chair

Deborah Tompkins, Vice Chair
Ty Cox
Danny Carrier

Christopher Wazorko
Jesse Gnazzo
Rosemary Morante

BOARD OF EDUCATION

Maureen Brummett, Superintendent of Schools
Steven LePage, Assistant Superintendent
Deborah Hardy, Chair

Nicole Palmieri, Vice Chair
Lori Consalvo
Michael Giuliano
Laurie Peterson

Crystal St. Lawrence
Becky Tyrell
Kathleen Wells
Foster White

GENERAL GOVERNMENT

Town Manager
Assistant Town Manager
Assistant to the Town Manager
Town Attorney
Police Chief
Fire Chief
Director of Finance
Town Treasurer
Director of Technical Services
Economic Development Coordinator
Town Planner
Town Clerk
Library Director
Director of Senior Center
Social Services
Director of Recreation
Director of Youth Services
Supervisor of Assessment & Collection
Revenue Collector
Building Official
Fire Marshal
Roadways Superintendent
Water Pollution Control Superintendent
Buildings and Grounds Superintendent

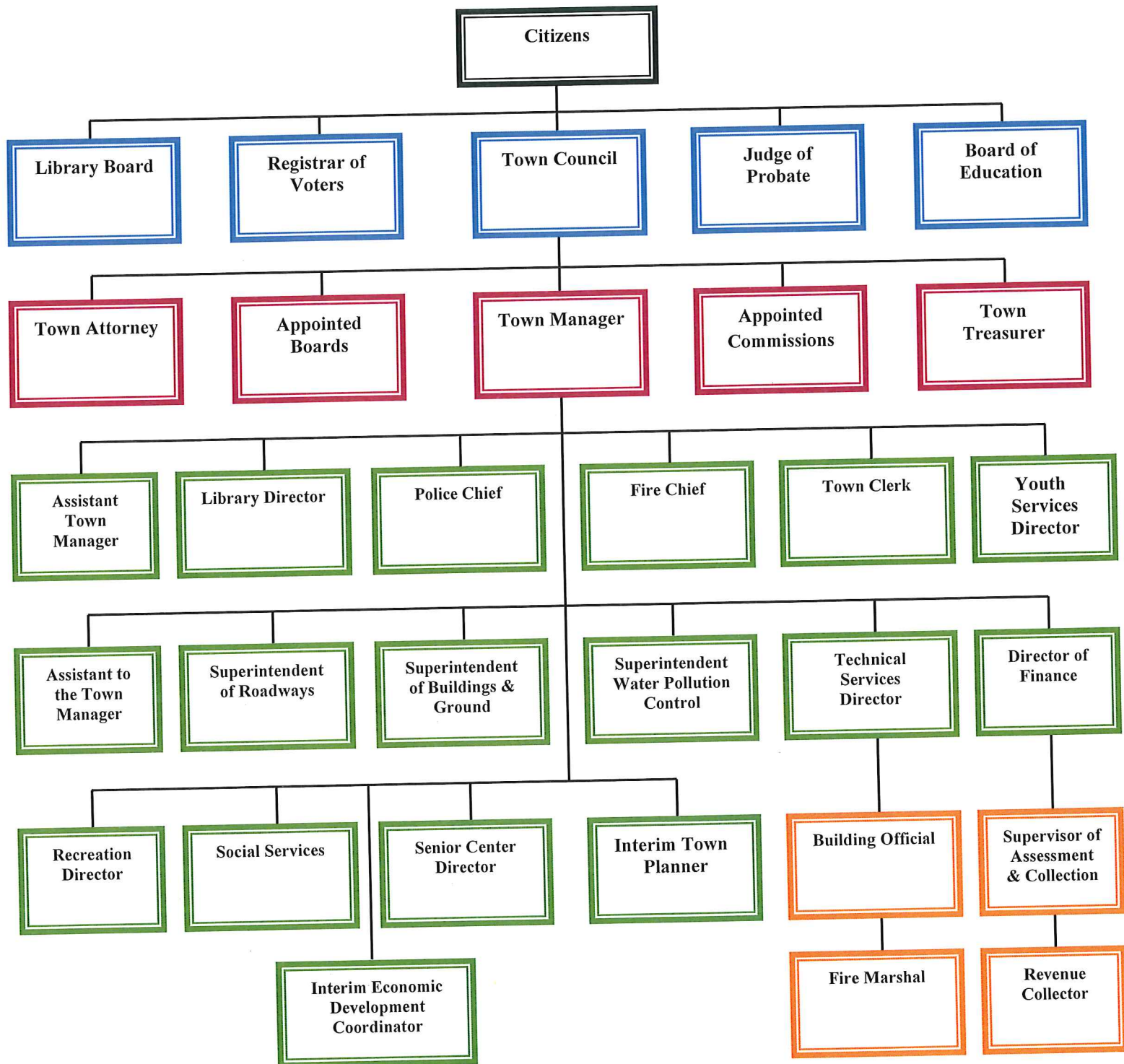
	<u>Phone Extension</u>
Robert E. Lee	x201
Shirley Osle	x202
Scott W. Colby, Jr.	x209
Michael Mastrianni	x205
Matthew Catania	x280
Kevin Toner	x295
Robert Buden	x233
Duncan May	x233
John Bossi	x220
Cal Hauburger	x330
Garrett Daigle	x213
Carol Skultety	x246
Trish Tomlinson	x262
Shawn Cohen	x257
Pamela French	x294
Colin Regan	x259
Roberta Brown	x261
Ann-Marie Heering	x242
Ana LeGassey	x237
Foster Zucchi	x216
Larry Sutherland	x218
Dominick Moschini	x224
Joseph Alosso	x227
David Emery	x221

Municipal Center Telephone:
Municipal Website:

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www.plainvillect.com

TOWN OF PLAINVILLE

ORGANIZATIONAL CHART FY 2020



TOWN OF PLAINVILLE
ANNUAL OPERATING BUDGET 2019-2020
TABLE OF CONTENTS

SECTION	DESCRIPTION	PAGE
	TRANSMITTAL LETTER	i
A	A CITIZEN'S GUIDE TO THE BUDGET	A-1
	Introduction to the Budget Document	A-1
	Description and History of the Town	A-1
	Demographic and Statistical Summary of Plainville	A-1
	Plainville's Local Economy	A-2
	Plainville Municipal Government	A-3
	Municipal Personnel	A-8
	Economic Factors & Next Year's Budgets and Rates	A-9
	Budgetary Information	A-11
	Budget Process	A-11
	Fund Structure	A-13
	Measurement Focus & Basis of Accounting	A-15
	Policies that Guide the Budget Process	A-17
	Plainville Property Taxes	A-19
	Fund Balance	A-20
	Debt Policies	A-22
	Long Term Budget Goals	A-25
	Short Term Budget Goals	A-28
	Budget Priorities	A-30
B	REVENUE	B-1
C	EXPENDITURES	C-1
D	GENERAL GOVERNMENT	D-1
	Town Council	D-4
	Planning and Zoning Commission	D-6
	Zoning Board of Appeals	D-8
	Inland Wetlands and Watercourses Commission	D-10
	Board of Assessment Appeals	D-12
	Conservation Commission	D-14
	Veterans Council	D-16
	Recycling and Solid Waste Commission	D-18
	Probate Court	D-20
	Town Manager	D-22
	Human Resources	D-24
	Elections	D-26
	Town Attorney and Legal Advice	D-28
	Town Treasurer	D-29

SECTION	DESCRIPTION	PAGE
	GENERAL GOVERNMENT (<i>cont'd</i>)	
	Finance	D-30
	Assessments	D-32
	Revenue Collection	D-34
	Town Clerk	D-36
	Data Processing	D-38
	Insurance	D-40
	General Administrative Services	D-42
	Economic Development	D-44
E	PUBLIC SAFETY	E-1
	Police	E-4
	Canine Control	E-8
	Emergency Medical Service	E-10
	Fire Department	E-12
	Civil Preparedness	E-14
F	PUBLIC WORKS	F-1
	Roadways	F-4
	Buildings and Grounds	F-8
	Municipal Building Maintenance	F-10
	Motor Vehicle and Equipment Pool	F-12
	Transfer Station	F-14
	Technical Services Administration	F-16
	Engineering	F-18
	Building Inspector	F-20
	Fire Marshal	F-22
	Planning Department	F-24
G	HEALTH AND HUMAN SERVICES	G-1
	Health and Sanitation	G-4
	Health and Welfare Services	G-6
	Solid Waste Management	G-8
	Senior Citizen Services	G-10
	Social Services	G-16
	Youth Services	G-18

SECTION	DESCRIPTION	PAGE
H	CIVIC AND CULTURAL	H-1
	Recreation	H-4
I	DEBT SERVICE, SUNDRY & CAPITAL PROJECTS	I-1
	Debt Service	I-4
	Sundry	I-6
	Capital Projects	I-10
J	EDUCATION	J-1
	Community Schools Budget Message	J-2
	School Budget – Board of Education	J-6
K	SPECIAL REVENUE FUNDS	K-1
	Capital Reserve Fund – Town	K-4
	Capital Reserve Fund – Board of Education	K-7
	Recreation Fund	K-11
	Robertson Airport Fund	K-15
	Water Pollution Control Facility	K-18
	Library Fund	K-22
	Senior Citizen Transportation Fund	K-27
L	BUDGETARY CHARTS	L-1
	Fund Index	L-1
	Department Index	L-3
	Object Code Index	L-4
M	CAPITAL IMPROVEMENT PLAN	M-1
	Five Year Plan	M-5
	Current Year Approved Projects	M-12
	Outstanding Debt, Mill Rate Impact & Legal Debt Limit	M-30
N	GLOSSARY	N-1

TRANSMITTAL LETTER

To the Citizens of Plainville Connecticut,

The 2019 – 2020 budget for the Town of Plainville, CT was adopted by referendum vote on May 14, 2019. The budget outlines the priorities and plans to provide services to the citizens and taxpayers of Plainville. The budget expenditures are separated into four main sections: Town Government, Board of Education, Debt Service, and Capital Projects. The budget totals \$61,780,822, an increase of \$1,724,764 or 2.87% more than the comparative Fiscal Year 2018 - 2019 appropriated budget of \$60,056,058. The 2020 budget focuses on issues, policies, and factors on how they affect and relate to the Town's short and long-term goals.

GOALS AND OBJECTIVES

The Town of Plainville is a municipal government that seeks to promote and support a **high quality of life for its citizens**. Through the development and contribution of all employees to the maximum of their potential, the Town will provide quality service that result in **the highest achievable levels of customer satisfaction and recognition for excellence**. Service delivery will be cost effective, based on the needs of the community and the requirements of local ordinances, and state and federal laws. Our goal is to be the best local government for our size in Connecticut and to be recognized throughout the Eastern United States for providing quality service to citizens and visitors.

The current and previous fiscal year goals and objectives are detailed in the Citizen's Guide and individual department sections. The priorities of FY 2020 are continuous projects and initiatives from FY 2019 since the projects are large and costly. Some of those projects are economic development and infrastructure maintenance. As a result, it is the overall sentiment of the Town Council that the Town should attempt to limit its pursuit of additional large projects and programs and find ways of adapting to increasing operating expenses and the ever-growing cost of business.

Short-term initiatives have affected the budget process in that it has become important to attempt to limit operational expenses and certain capital expenses in order to compensate for the anticipated increases in debt service. Short and long-term goals, and the actions taken towards achieving those goals, are detailed in the Citizen's Guide.

REVENUE AND EXPENDITURES

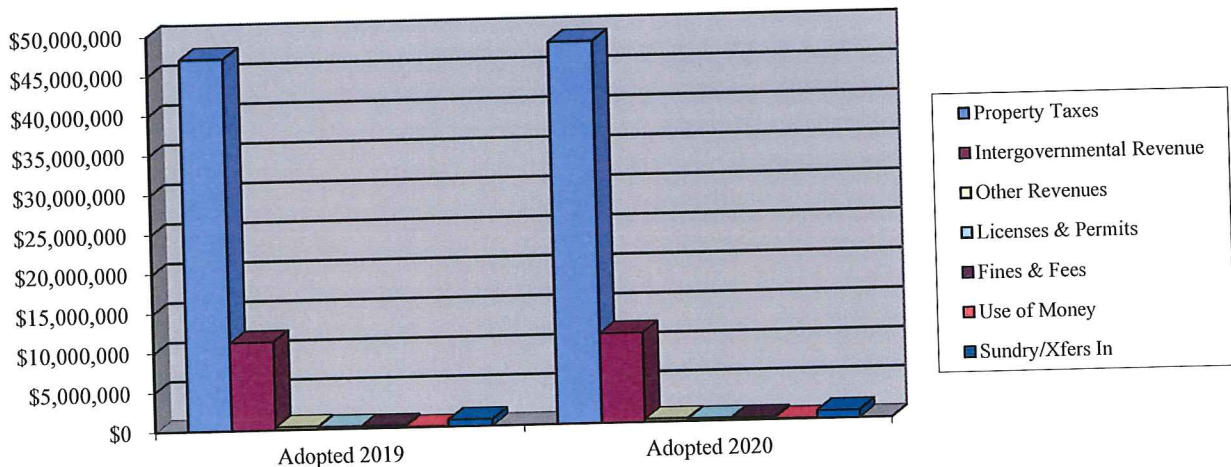
The annual budget is the most important policy document handled by Town Council members. It is important to remember that a good budget is one that shows a reasonable, responsible, and balanced relationship between expenditures and the ability to pay. This is a balanced budget where total revenue equals total expenditures. This relationship is highlighted on the following pages. Revenues and expenditures are summarized below.

SUMMARY OF REVENUES

The following tables and charts compare revenues and expenditures from FY 2019 to FY 2020.

	Adopted FY 2019	Adopted FY 2020	Adopted Budget Inc (Dec)	
Property Taxes	\$ 47,039,457	\$ 48,351,648	\$ 1,312,191	2.79%
Licenses & Permits	281,700	307,250	25,550	9.07%
Fines & Fees	271,700	305,950	34,250	12.61%
Use of Money	30,500	77,500	47,000	154.10%
Intergovernmental Revenue	11,233,458	11,401,779	168,321	1.50%
Other Revenues	359,496	360,000	504	0.14%
Sundry & Xfers In	839,747	976,695	136,948	16.31%
TOTALS	\$ 60,056,058	\$ 61,780,822	\$ 1,724,764	2.87%

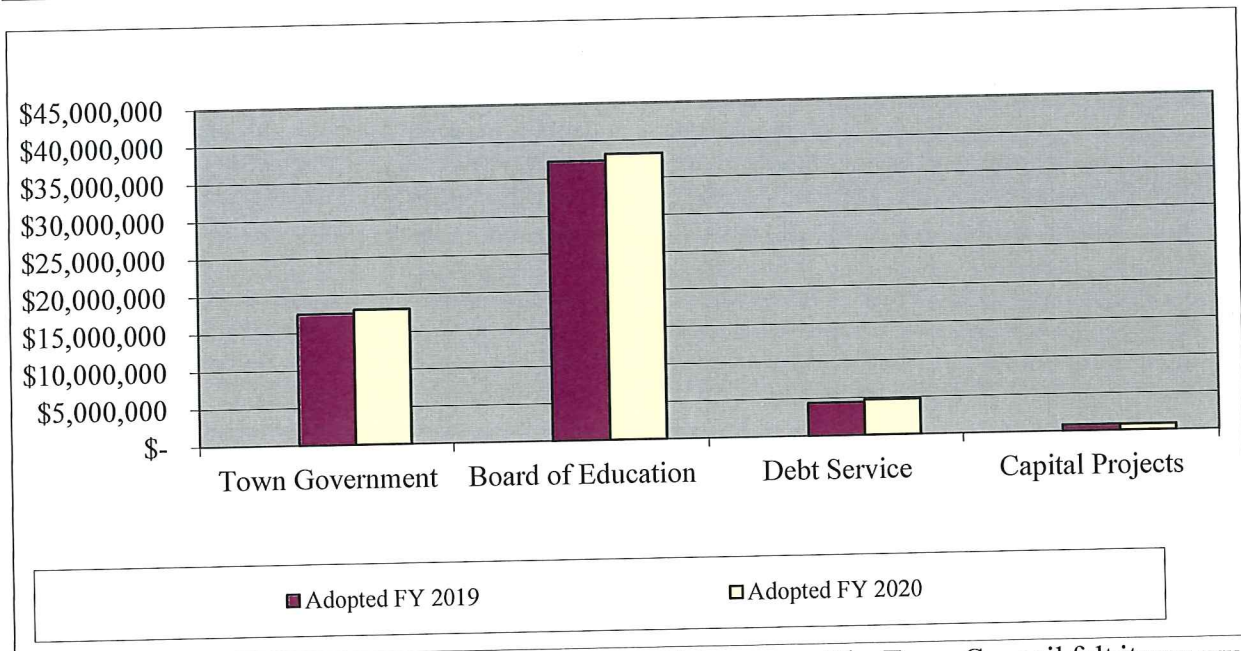
Comparison of Revenues for FY 2019 and FY 2020



SUMMARY OF EXPENDITURES

	Adopted FY 2019	Adopted FY 2020	Adopted Budget Inc (Dec)	
Town Government	\$ 17,533,146	\$ 18,017,484	\$ 484,338	2.76%
Board of Education	37,322,912	38,229,105	906,193	2.43%
Debt Service	4,400,000	4,734,233	334,233	7.60%
Capital Projects	800,000	800,000	-	0.00%
TOTALS	\$ 60,056,058	\$ 61,780,822	\$ 1,724,764	2.87%

Comparison of Expenditures for FY 2019 and FY 2020



The mill rate is **34.62, a 0.78 mill increase, or 2.31% increase**. The Town Council felt it was prudent to keep the mill rate down by utilizing \$300,000 of unassigned fund balance in light of additional, unbudgeted revenues being returned to the General Fund in past, as well as using \$334,233 of debt management funds. The mill rate is calculated as follows:

Expenditure Budget Change		Revenue Budget Change	
Board of Education	\$ 906,193	Intergovernmental	\$ 168,321
Town Government	484,338	Sundry & Xfers In	136,948
Debt Service	334,233	Use of Money	47,000
Capital Projects	-	Fines & Fees	34,250
		Licenses & Permits	25,550
		Other Revenue	504
		Subtotal Direct Rev	412,573
		Current Taxes	1,312,191
Total Expenditure	\$ 1,724,764	Total Revenue	\$ 1,724,764

Gross expenditures	\$ 61,780,822
Less direct revenue estimates	(14,384,674)
Net budget	47,396,148
Use of fund balance	(300,000)
Adjustment for uncollected taxes @ 2.6%	1,257,187
Amount to be raised	48,353,335
Value of 1 mill at 97.4% collection rate	\$ 1,396,622
Calculated mill rate	$\frac{48,353,335}{1,396,622} = 34.62 \text{ mills}$

TOWN GOVERNMENT, DEBT SERVICE, & CAPITAL EXPENDITURES

The Town General Government operating budget is budgeted at **\$18,017,484**. This is an overall increase of \$484,338 or 2.76% from the current fiscal year 2019. The major changes to the Town General Government budget are as follows:

- All personnel costs, including overtime, are budgeted between a 2.00% and 2.25% increase depending upon negotiated union contracts. Payroll increases in total dollars, including overtime, of \$323,016 or 3.98% are in this budget.
- The Police budget increase of \$275,110 is primarily related to increasing overtime by \$100,000, creating a more realistic budget.
- The Assessments budget increase of \$21,276 is due to an additional \$10,000 being budgeted for personal property audits, which could generate revenue above the cost.
- The Solid Waste department increase of \$52,125 is due to the Town now having to pay for recycling at approximately \$40.00/ton versus receiving a \$9.05/ton rebate in FY 2019.
- The cost to provide property/liability insurance and workers compensation was budgeted to decrease by \$133,125 or 19.03% from FY 2019, primarily due to switching insurance carriers for LAP/WC.
- Utility costs, including streetlights, heating oil, and gasoline & diesel, have decreased by \$52,640 or 3.54% due to lower fuel costs and solar panel electricity generation.
- Employee Benefits, which includes health insurance, increased \$186,998. \$107,640 of this increase relates to the State Teachers Retirement cost. Subsequent to budget adoption, this State required cost was removed by the State of CT. This money will be transferred during the FY to cover other needed items.

The Town Debt Service budget is budgeted at **\$4,734,233** based on current outstanding bond obligations. This reflects an increase of \$334,233 from the current fiscal year 2019 budget of \$4,400,000. This increase will be equally offset by a contribution to the General Fund from the Debt Management Fund.

The General Fund contribution to capital is budgeted at **\$800,000**, flat funded from FY 2019.

Summary of Expenditures (By Budget Function Except BOE)

	Adopted FY 2019	Adopted FY 2020	Adopted Budget Increase/(Decrease)	
General Government	\$ 2,506,769	\$ 2,432,631	\$ (74,138)	(2.96%)
Public Safety	4,698,220	4,986,036	287,816	6.13%
Public Works	4,140,078	4,144,398	4,320	0.10%
Health & Human Services	1,730,045	1,802,018	71,973	4.16%
Civic & Cultural	156,755	164,124	7,369	4.70%
Employee Fringe Benefits	3,509,666	3,696,664	186,998	5.33%
Sundry (includes Xfers Out)	791,613	791,613	-	0.00%
Total Town Government	17,533,146	18,017,484	484,338	2.76%
Debt Service	4,400,000	4,734,233	334,233	7.60%
Capital	800,000	800,000	-	0.00%
Total General Government	\$ 22,733,146	\$ 23,551,717	\$ 818,571	3.60%

REVENUE HIGHLIGHTS

The Federal and State revenue estimates are based upon the adopted State of Connecticut budget dated June 4, 2019. The Town bases its revenue budget on the best available information at the time of preparing our budget. With the State of CT budget issues in the last couple years, this has been difficult, however, legislative action taken in FY 2019 to maintain State aid as budgeted, led the Town to use the State's budgetary figures. While this action can be overturned, the Town is confident, at least for this year, the amounts will come in as budgeted. The Town has the ability to adjust mill rates in the future if necessary.

Major Revenue Changes {Increase / (Decrease) Over \$5,000}			
	FY 2019	FY 2020	Difference
Education Cost Sharing Grant	\$ 10,366,966	\$ 10,561,076	\$ 194,110
Use of Fund Balance	204,000	300,000	96,000
Investment Income	30,000	75,000	45,000
Conveyance Tax	135,000	175,000	40,000
Interfund Transfer In – Debt Management	300,000	334,233	34,233
Building Permits	275,000	300,000	25,000
Police Fees	62,500	75,000	12,500
Miscellaneous Fees	500	11,000	10,500
Tipping Fees	8,000	17,250	9,250
Interfund Transfer In - WPCF	335,747	342,462	6,715
Miscellaneous State Grants	30,000	35,000	5,000
Telecommunications	50,000	40,000	(10,000)
LoCIP	145,525	124,736	(20,789)
Miscellaneous - Other	190,000	150,000	(40,000)
TOTALS	\$ 12,111,765	\$ 11,810,309	\$ 407,519
Total Changes Listed Above			\$ 407,519
All Other Line Items (including current taxes)			1,317,245
Total Revenue Changes (including current taxes)			1,724,764

CAPITAL IMPROVEMENT PROGRAM

Each year, the Town sets aside funds for capital and non-recurring expenditures in the five-year capital plan for all departments including the Board of Education. Any expenditure item with an aggregate cost of more than \$50,000 or a project life greater than a year is budgeted in the Capital Budget. Also included is any recurring equipment replacement that will cost more than \$5,000. A summary of the capital and equipment recommendations for next year are as follows:

	Department	Project and Major Equipment	Cost
1.	Assessments	Revaluation Costs	\$ 50,000
2.	Data Processing	Green Wi-Fi	3,600
		Computer Upgrades	30,000
		Municipal Fiber Network	38,000
3.	Police	Computer Aided Dispatch & Records	16,000
		Dispatch Communication Equipment Payment 5 of 5	157,848
		Patrol Cruisers Ford Interceptor – 2	65,000
		Patrol Cruisers Outfitting – 2	22,500
		Video Camera in Patrol Cruisers – 2	14,000
		Police Equipment	14,000
		Computer Replacements	25,000
		Defibrillator in Patrol Cruisers	6,400
4.	Fire	Personal Protective Equipment	30,000
		Hurst Tool (Jaws of Life)	12,000
		Pump Skid Utility 1	34,000
5.	Roadways	Snowplow for Mack Truck	8,500
		Diesel Class 8 Mack Truck	220,679
6.	Bldgs & Grounds	Police Department Roof Coating	10,000
		Senior Center Roof	23,000
7.	Tech Services	Sidewalk Repair/Construction	30,000
		MS4 Monitoring Program	15,000
		Townline Road Reconstruction	1,600,000
8.	Senior Center	Dial-A-Ride Grant Match	70,000
9.	BOE	Districtwide Cleaning Equipment	15,000
		PHS Update Head End Unit	6,750
		Toffolon School Reconfigure Chilled Water Piping	9,500
		Linden & MSP Office Desktop	10,488
		Maker Space/STEAM Hardware	42,300
		Kindergarten iPads	27,390
		Administrative/Technician Laptops	6,000
		Special Ed iPads	4,980
		Security Camera Server	10,000
		CAD Lab	16,800
		Cases for Grade 6 & 8 Chromebooks	10,000
		Chromebook Replacement	86,893
		Projectors Replacement - PHS	64,372
Total Town of Plainville Capital & Non-Recurring Expenditures			2,806,000
Less: State of CT Townline Road Grant			(1,600,000)
Less: State of CT Dial-A-Ride Grant			(56,000)
Less: Transfer in From Debt Management Fund			(220,000)
Less: State of CT Security Improvements Grant			(130,000)
Total Town of Plainville Capital & Non-Recurring Expenditures			\$ 800,000

In past years, the Capital Improvement Plan has not kept pace with the growth in the community. Consequently, many capital projects and equipment purchases have been backlogged. As a result, the Town is beginning to look at combining many projects into a bond offering which would allow the Town to “catch-up” with many deferred needs, take advantage of attractive interest rates later, and affect the Town budget when the debt service line item is decreasing.

BOARD OF EDUCATION

The FY 2020 Board of Education operating budget is budgeted at **\$38,229,105**. This is an overall increase of \$906,193 or 2.43% from the current fiscal year 2019. The table below summarizes the Board of Education budget by budget function. Under the Town Charter, the Town Manager is required to include the Board of Education’s proposed budget as recommended by the Board of Education.

Summary of Expenditures (By Budget Function)

	Adopted FY 2019	Adopted FY 2020	Adopted Budget Increase/(Decrease)	
Salaries	\$ 24,058,177	\$ 24,837,596	\$ 779,419	3.24%
Employee Benefits	7,252,509	7,490,169	237,660	3.28%
Purchased Prof Services	658,007	587,572	(70,435)	(10.70%)
Purchased Property Services	618,648	610,049	(8,599)	(1.39%)
Other Purchased Services	1,671,578	1,715,583	44,005	2.63%
Other Purchased Serv - Ins	275,117	247,749	(27,368)	(9.95%)
Other Purchased Serv - Tuition	989,800	929,000	(60,800)	(6.14%)
Supplies	1,680,956	1,694,869	13,913	0.83%
Property	43,595	39,200	(4,395)	(10.08%)
Dues & Fees	74,525	77,318	2,793	3.75%
Total BOE	\$ 37,322,912	\$ 38,229,105	\$ 906,193	2.43%

CONCLUSION

The Town Government budget is recommended at a level that maintains current levels of service to the citizens of Plainville. The Capital Improvement Plan recommendation is supposed to address the long-term needs of the community in an orderly and planned fashion. However, the current plan is only partially meeting this goal. The Board of Education budget is proposed according to the Charter requirements.

It should be noted the Town recently received an affirmation of its rating on general obligation (GO) bonds from Standard & Poor’s Rating Services, maintaining the AA+ rating. This rating is one step below the highest rating of AAA. Our affirmed rating is evidence of the teamwork we strive to work for every day in Plainville along with sound financial and budgetary policies and internal controls. This rating will save hundreds of thousands of dollars on future GO’s taken out by the Town.

I would like to thank all of the staff members who have assisted in putting together this budget document.

A Citizen's Guide to the Budget

I. Introduction to the Budget Document

Understanding a municipal budget can often be a confusing exercise for the typical resident of any community. This introduction attempts to provide background material for the average person to understand and use this budget document.

The annual budget is a dynamic document with three primary functions:

- 1) It is a **policy document** because it sets spending and services priorities for the coming fiscal year.
- 2) It is a **historical document**, reflecting the level of services the Town has provided in the past.
- 3) It is a **legal document**, setting the legal guidelines for spending.

The Citizen's Guide will provide an overview of the Town of Plainville, CT followed by a more in-depth discussion of the Town's budget processes and fiscal policies.

II. Description and History of the Town

The Town of Plainville, CT has a rich heritage of commercial activity, hard work, and community spirit. Ours is a small, business-friendly community in the heart of Connecticut – approximately 12 miles southwest of Hartford. The Town of Plainville encompasses approximately 9.6 square miles, balanced between single-family residential neighborhoods and a wide variety of manufacturing businesses. The Town is bordered on the west by Bristol, on the north by Farmington, on the east by New Britain, and on the south by Southington. Commercial air service is located about 25 miles away at Bradley International Airport. Robertson Airport, the oldest airport in Connecticut, is a full service modern facility located on Johnson Avenue, and is owned by the Town. The Town of Plainville offers a variety of year-round recreational and cultural activities through the Recreation Department and various organizations throughout the Town.

Originally part of Farmington, Plainville was settled in the 1650s and incorporated as a separate town in July of 1869. The name "Plainville" developed in the 1830's from an earlier reference to the area as the "Great Plain." Two rivers run through the town, the Pequabuck River that flows northeast through Plainville to join the Farmington River in Farmington, and the Quinnipiac River that flows south to Long Island. The Pequabuck River would play an important part in the growth of the town.

The settlement of the Great Plain developed slowly due to poor soil compared to Farmington's rich meadows. It was the planning of the Farmington Canal in May 1822 that helped the growth of Plainville. In 1829, an application for a post office was filed, and in 1830, when the new postmaster was appointed, the village was named Plainville. Plainville was incorporated in 1869. As a new town, many improvements were made. District schools combined in a new building, and surveyors laid out new streets as the town was growing. Several family businesses started in town. Plainville evolved from a small village of only nine and a half square miles to a modern town with many family-owned businesses and large industries that continue to grow.

III. Demographic and Statistical Summary of Plainville

The following tables, obtained from the Connecticut Economic Resource Center website, summarize some common demographic and statistical indicators for the Town of Plainville.

Demographic and Economic Statistics of the Last Ten Calendar Years

Calendar Year	Population (1)	Median Household Income (2)	Per Capita Income (2)	Median Age (2)	School Enrollment (3)	Unemployment Rate (4)
2010	17,512	\$54,886	*	42.0	2,440	8.5%
2011	17,724	\$61,489	*	41.0	2,401	8.5%
2012	17,724	\$61,489	*	41.0	2,353	8.6%
2013	17,819	\$61,489	*	40.0	2,271	7.7%
2014	17,820	\$61,766	*	43.0	2,380	7.6%
2015	17,801	\$55,506	\$31,370	43.0	2,386	5.5%
2016	17,820	\$58,500	\$31,306	42.0	2,391	3.8%
2017	17,801	\$61,907	\$32,839	41.0	2,376	4.8%
2018	17,773	\$62,459	\$35,646	42.0	2,396	3.8%
2019	17,677	*	*	40.0	2,399	3.5%

* Information not available or attainable

(1) Source: Based on estimates from the State of Connecticut Department of Health

(2) Source: US Department of Commerce, Bureau of Census

(3) Source: Board of Education as of October 1 of school year

(4) Source: US Department of Labor and Employment Security Division, Labor Department, State of Connecticut

IV. Plainville's Local Economy

The industrial history of Plainville dates to 1828, following the opening of the Farmington Canal and the early industrial sites located in what is now our central business district. Plainville's modern business base has diversified from the early days of carriage manufacturing. Major industries now include electrical products, spring manufacturing, tool-making, metal stamping and plating, heavy construction and stone quarries. Like much of the State, Plainville has benefitted from a relatively improved State and National economy, with positive signs emerging in the sectors of commercial and light industry. This combined with local business incentive programs and the federally designated Opportunity Zones, of which Plainville has two (2), we remain poised to continue rebounding from the recession of 2008. Two large subdivisions are in the process of being built in Town, with one under construction and the other set to begin since receiving land use approvals. In combination with Plainville's convenient location and small-town appeal, we continue to boast a strong market with opportunities for single and multi-family housing. With a wide range of housing options and various price points, Plainville remains an attractive place for all to call home.

The Town of Plainville's combined land use departments brought Plainville one step closer to a unified land use permitting process. The same department staffs the Planning and Zoning Commission, Inland Wetlands and Watercourses Commission, Aquifer Protection Agency, and Economic Development Agency. As such, the coordination of land use applications within the various agencies and commissions has improved. The Department works closely with Engineering, Building, Fire, and Health Officials to further coordinate permitting activities.

Plainville continues to harbor a healthy mix of businesses including defense/aerospace, medical/health, and electrical component manufacturers. Also strong is the manufacturing of sensor and fluid control systems, as well as spring and aerospace manufacturers. The State-designated Contiguous Municipality Zone encompassing part of the Strawberry Fields Industrial Park continues to offer lucrative tax incentives that have helped drive industrial development, including manufacturing, at a steady pace. Our building/contracting sector remains strong as well. Companies such as Tilcon Connecticut, Inc., Manafort

Brothers, Inc., and Walker Crane continue to thrive. Mining continues to be a large part of our local economy.

Retail and service sectors continue to perform well. Our central business district remains an attractive location option for businesses given its relatively inexpensive rental rates. In FY 2019, we saw at least nineteen (19) new business openings and multiple renovations and re-openings to cap off a solid year in terms of business retention and expansion as well adding new retail and service businesses and the attendant jobs they bring. The former Chung property on New Britain Avenue was approved for 29,000 square feet of retail, office, and restaurant use and the first building has been completed and occupied by Goodwill. The CT Commons retail center in the same vicinity is now approximately 90% full and their aggressive leasing team is working diligently to sign another national retailer for the 8,000 square feet that remain vacant.

The former GE facility, purchased, but never used by EDAC Technologies in 2013, was re-sold to U-HAUL in 2016. The property has been vacant since 2003. U-HAUL has done a stellar job retrofitting this 180,000-square foot building including attractive exterior impressments such as building finish systems, signage, and landscaping that have changed the appearance of the property dramatically for the good. This project was completed in the summer of 2018.

The last remaining industrial subdivision lot at Strawberry Fields Industrial Park has been sold and two buildings totaling 20,000 square feet have been constructed and occupied. There remains another approximate 30 acres available for further development. This land is also in the Contiguous Municipality Zone, which offers lucrative business incentives to manufacturing firms. In the Farmington Corporate Park, only two lots remain for development, one of which has already been approved for up to 294,000 square feet and is seeking tenants. Recent construction of the Cancer Center and Medical Arts facilities in the new State Bioscience Zone allows further opportunities to diversify our local economy and interest in approximately 60 additional acres of developable land in that vicinity has grown since last year as a local developer has been doing diligence on this land for future, similar medical and technology development.

The Town's economic development department continues to work with State, Regional and Local partners to facilitate the marketing of several key properties. The department continues to engage the real estate community to help bridge the gap between vacant or underutilized properties and prospective new owners that will help to maintain a healthy and vibrant economy.

V. Plainville Municipal Government

The Town of Plainville, incorporated in 1869, is located 14 miles southwest of Hartford, the state's capital, and is on a major interstate Highway I-84. The Town now owns an airport within its boundaries that can service small planes. The Town has a land area of 9.6 square miles and a population of 17,773. The Town is empowered to levy a property located within its boundaries. This includes motor vehicles that are garaged or registered as being in the Town.

Legislative & Executive Structure

The Town has operated under the Council-Manager form of government since 1959. Policymaking and legislative authority are vested in the seven-member Council. The Town Council is responsible, among other things, for passing ordinances, proposing a budget to the annual Town Meeting, appointing committees, appointing the Town's Attorney and Treasurer, and hiring the Town Manager. The Town Manager is responsible for carrying out the policies and ordinances of the council, for overseeing the day-to-day operations of the Town, and for appointing the heads of the Town's departments. For the seven (7) Town Council positions, each political party may nominate five (5) nominees, which assures no more than five (5) members of the Town Council are from the same political party. All Town Council members are elected at large every odd year to two-year terms.

The Town provides full range of services including general government services such as finance, human resources, town clerk, revenue collection, assessment, public safety, including fire and police protection; physical services for the management, care and maintenance of all public buildings, public roadways, Town vehicles, and various construction activities. Other services are environmental services including the

collection of solid waste and recyclables by a contracted vendor; water pollution control for the collection and treatment of wastewater; and education, which is under the control of the elected Board of Education, which operates a high school, middle school and three (3) elementary schools.

The Town Council is required to fix the tax rate in mills within thirty (30) days after the annual budget meeting. The annual budget serves as the foundation for the Town of Plainville's financial planning and control. The budget is prepared by fund, function (e.g., public safety), and department (e.g., police). Department heads may transfer resources within their own department with the Town Manager's approval. Transfers between departments, however, need special approval from the Town Council in the fourth quarter of the fiscal year.

Summary of Services

Services provided by the Town include, but are not limited to, the following:

Police Protection

The Plainville Police Department provides general law enforcement and police service to the citizens of Plainville and those working in and traveling through town. The ultimate goal is the creation and maintenance of a safe and healthful environment. It is the mission of the Plainville Police Department, which consists of forty-six (46) full-time staff members to protect and service our community. The department seeks to provide professional, ethical, and effective police services to all people and pledges fidelity to the United States Constitution and the Connecticut Constitution. The department will protect individual rights while impartially enforcing the law. Their mission is affirmed with integrity, passion, courage and strength.

The Animal Control Division is dedicated to serving the community as it relates to both human and animal issues. The Animal Control Officer and her assistants are able to help educate the public on animal matters by attending several seminars and classes throughout the year. Each day, the division is called upon to handle roaming, barking, and injured dogs. Animal Control Officers are responsible for enforcing all state and local laws as well as town ordinances within the Town of Plainville. The Animal Control Division continues to educate the people of Plainville with regard to changes in laws and the status of rabies in the State of Connecticut.

Fire Protection

The Department is composed of sixty-seven (67) regular firefighters and fifteen (15) probationary firefighters. Plainville is one of the most fortunate towns in the State in that Plainville has citizens eager to join the Volunteer Fire Department.

Professional testing vendors do annual Pump Testing for the Class A Pumpers and Aerial Tower as well as an annual Ladder Testing. Plainville Firefighters spend many hours completing the testing of all supply and attack hose on an annual, in-house basis.

Training is an on-going function involving many person-hours of dedication by the volunteers. Courses are taken in Fire Fighting and Rescue techniques as well as Emergency Medical Technician and other related fields. Programs are taught in-house by our ten (10) State Qualified Instructors, and members attend State sponsored schools at locations in various parts of Connecticut throughout the year. Volunteer members are highly trained with 95% of firefighters being State certified in basic firefighting and 90% certified in advanced and specialty areas.

Water Pollution Control

The Town of Plainville owns, operates and maintains a state-of-the-art tertiary water pollution control facility and collection system. This system currently treats sewage from 90% of all the properties located in Plainville. The treatment process consists of mechanical and electrical components utilizing tanks to reduce the amount of pollutants in the water so the discharge meets and exceeds the Federal Clean Water Act standards before being discharged back into the environment. We recently upgraded our facility to remove nitrogen and are currently working on improvements that will allow us to reduce the amount of phosphorus the facility discharges to the lowest limits attainable with the best technology available at this

time. Four of our 8 pump stations were also recently upgraded to be more reliable and efficient in transporting this material to our facility for treatment. The facility operates under the jurisdiction of the Connecticut Department of Energy and Environmental Protection with oversight by the U.S. Environmental Protection Agency.

Recreational Services

The Town's Recreation Department provides a variety of programs to Plainville citizens, including sports and instructional courses for children and adults, arts and crafts, carnivals and parades, concerts, and the operation of the Berner Pool facility.

Plainville has four (4) neighborhood parks containing a variety of active recreation facilities. Norton Park provides Little League, softball, basketball, tennis, soccer, picnicking, and a pool. Paderewski Park offers tennis, basketball, softball, picnicking, playground, fishing, soccer, and a new splash pad. Tomasso Nature Park has the passive enjoyment of a unique natural area. Trumbull Park provides Little League and a nature area.

The Recreation Department manages recreational and leisure activities for residents of Plainville. It is the intent of this Department to provide a wide variety of social, cultural, educational, and physical activities. Programs are offered both seasonally and year round, along with special events to allow opportunities for the constructive use of one's leisure time.

Youth Services

The Youth Services Bureau coordinates, plans, and develops services for Plainville's youth and families. The primary goal of the Bureau is to prevent problems such as delinquency, drug and alcohol abuse, and teenage pregnancy. This goal is achieved by providing an array of services that range from prevention to intervention and treatment programs. The Youth Service Bureau is continually assessing the needs of the community in order to achieve its goal of developing a coordinated network of services for youth and families in Plainville.

Social Services

The Town of Plainville's Department of Social Services makes every effort to provide direct services to residents or refer residents to available resources within the local, State or Federal Human Services Program Network. The Social Services Department provides advocacy, information and referral guidance, short term case management and support services to adults and disabled residents in need. The department accepts referrals from a variety of agencies and other resources. A Community Human Services Committee was established in 2007 with members from the various town human service provider agencies as well as from surrounding towns and cities that provide service to the community. The goal of this Committee is to make all human service agencies that provide services to the Town of Plainville aware of what is available to their clients, which helps the elimination of duplicated services.

Probate Court

The Probate Court has jurisdiction over the probate of wills and the administration of estates, oversees trusts, determines title to real and personal property, and construes wills. In addition, the Judge appoints guardians for minors and mentally disabled persons, appoints conservators of the estate and person, and oversees their actions. For the protection of minor children, the Court has jurisdiction over removal of guardians of minor children, determines paternity, and can terminate parental rights. In addition, the Court also has the authority to commit a person suffering from a severe mental illness to an appropriate facility and has sole jurisdiction in alcohol and drug commitment. In 2011, Plainville's court became part of the City of Bristol's court system in a statewide reorganization of the Probate Court system. In January of 2019 Plainville joined the Farmington-Burlington Probate Court located at One Monteith Drive in Farmington.

Senior Center

Since 1975, the Plainville Senior Citizens Center has served as a community focal point on aging to provide access to community resources, as well as to services and activities that maintain independence and wellness. This is accomplished through education, counseling, outreach, advocacy, and recreational programming. The Senior Center provides an array of comprehensive services and programs such as social

services, financial information and assistance, outreach, health screening, fitness center, volunteerism, nutritious meals, transportation, arts, café, homebound services to frail, isolated seniors, and education designed to acquaint seniors with services that are available. In recent years, foot care services, blood pressure screenings, and cholesterol screenings have increased significantly. In calendar year 2018, volunteers contributed 14,799 hours of service or the equivalent of 8 full-time staff. There was a 10% increase in the number of total clients (Office and Homebound) seen by the Social Service Staff of the Senior Center within the last few years. Client issues have become more complex and now includes issues such as foreclosures, bankruptcy, reverse mortgages, mental health problems (depression, bipolar disorder, paranoia, hoarding, schizophrenia, etc.), health insurance, legal issues, and custody of grandchildren.

Library

The Town of Plainville owns and operates a public library that offers the citizens of Plainville access to computers, the Internet, and its extensive collections of books and other media. The Plainville Public Library has over 122,262 books, magazines, books on tapes, compact discs, video cassettes, and DVDs. The Library also offers public access to the Internet, story hours, adult programs, reference service in person and by telephone, computer database searching, and inter-library loan services.

Voter Registration

The Registrars of Voters conduct their office entirely under the provision of the State Statutes relating to election laws. They are permanent election officials whose duties include registration of new voters and enrollment of voters to determine residency. They are required to file timely reports/surveys with the Office of the Secretary of State relative to voter statistics, and attend mandated seminars each year to keep abreast of ever-changing election laws.

Physical Services

The Physical Services is comprised of the Roadways, Buildings & Grounds, and Water Pollution Control Departments. Physical Services coordinates the efforts between other Town departments and contracted services. Physical Services promotes employee training, is involved with Union relations, resolves resident complaints, oversees Town projects, and recommends changes to reduce future maintenance costs. Physical Services Administration has been reallocated into the Town Manager's Department.

Technical Services

The Department of Technical Services provides overall administration of the following divisions: Zoning Board of Appeals, Zoning Enforcement, Engineering, Fire Marshal, and Building Inspections. The Department's primary objectives include protection of the public through the enforcement of local regulations, public health code, building and fire codes, and ensuring the Town's public improvements conform to proper standards.

Planning and Economic Development

The Department of Planning and Economic Development provides a one stop shop for land use services that include the administration of all development applications going before the Economic Development Agency, Planning and Zoning Commission, Inland Wetlands and Watercourses Commission, Conservation Commission, and Aquifer Protection Agency. The Department is completing an update to the 10-year Plan of Conservation and Development which will be completed by the end of the summer. Zoning and environmental regulatory amendments are continually made to keep pace with current paradigms and laws. This Department continues to be the repository for all Geographic Information System files and maintenance. The Department regularly engages in task related planning exercises such grant applications for open space, environmental planning studies, transportation planning and implementation of the Plan of Conservation and Development.

Finance Department

The Finance Department administers day-to-day financial operations, maintains reports for all departments, funds and account groups, and oversees Town risk management duties and health insurance policies. This Department is consolidated with the Board of Education Finance Department. In addition, the Finance Department tracks adopted budgets for all departments, assists in budget document preparation, capital project expenditures, purchase orders, processes payrolls, invoices, maintains cash flows, revenue, and

investments. The Department is also charged with preparing all financial statements, grant financial reports, quarterly and annual tax returns, and W-2, 1095, and 1099 processing.

Other Services

Emergency medical services, custodial services, and solid waste management services are financed by the Town but are contracted to private service providers.

Inland Wetlands and Watercourse Commission

The primary purpose of the Inland Wetlands and Watercourses Commission is the protection, preservation, and maintenance of Plainville's wetlands and watercourses. The commission establishes wetlands regulations and boundaries and decides upon petitions for changes to the regulations. The commission also issues permits for activities inside designated wetlands and enforces the Inland Wetland Regulations of the Town of Plainville.

Planning and Zoning Commission

Both a planning and regulatory body, the Planning and Zoning Commission in Plainville has many responsibilities. As a lead land-use agency in Plainville, the Commission must decide upon the most desirable use of land for recreational, commercial, and industrial purposes. Acting in the planning role, the Commission reviews all proposed municipal improvements and is empowered to establish, change, and administer regulations for the subdivision and re-subdivision of land. Acting under zoning authority, the Commission is responsible for the establishment and administration of the Town's zoning regulations. The Commission hears and decides upon petitions for changes in the zoning regulations, as well as reviews, conducts hearings on, and decides upon requests for special exceptions and site plan reviews.

Economic Development Agency

The Town Council-appointed Economic Development Agency (EDA) continues to foster positive economic growth within the Town of Plainville. The EDA administers two valuable programs that have led to growth in Plainville's commercial tax base. The Small Business Revolving Loan Fund continues to remain solvent and provides a means for businesses seeking to augment financing packages to permit physical expansion, purchase equipment to enhance/expand operations, or finance needed repairs to their facility. Loans are generally limited to \$40,000 maximum and average slightly below that amount. Interest rates are highly competitive, and the fund's solvency is protected by insuring that loans are secured with real property. The Tax Abatement Program has been used successfully to provide incentives for Plainville businesses to expand in place, and for new, incoming businesses to construct new facilities. It is the desire of the EDA to continue promoting both benefit programs on a local, regional, and State-wide level to continue making Plainville an attractive place for business recruitment, retention, and growth.

Zoning Board of Appeals

As a regulatory agency, the primary purpose of the Zoning Board of Appeals is to hear, consider, and decide upon appeals of decisions of zoning enforcement officers. The board has the power to vary the application of existing zoning regulations in harmony with their general purpose and intent after considering the effects on public health, safety, welfare, property values and the unique and/or specific hardship presented by the applicant.

Conservation Commission

Appointed by the Town Council, the Conservation Commission is tasked with monitoring and preserving environmental resources and natural habitats. The commission holds two annual river cleanups of the Pequabuck and Quinnipiac rivers, and conducts various conservation activities and education throughout the year, such as distribution of Milkweed and Wild flower seeds through its Earth Day Program.

Joint Ventures

The Town is a participant in two joint ventures as described below.

1. Covanta Bristol, Inc.

The Town is a participant with other cities and towns in a joint venture, Covanta Bristol, Inc. (Covanta). Covanta is responsible for the development, operations, and management of a solid waste recycling program and for dealing with the trash to energy plant for all participating communities. The plant is owned and operated by Covanta under a 25-year agreement with the Bristol Resource Recovery Facility Operating Committee (BRRFOC), a consortium representing the towns of Berlin, Branford, Bristol, Burlington, Hartland, New Britain, Plainville, Plymouth, Prospect, Southington, Seymour, Warren, Washington, and Wolcott. The Town is obligated to pay \$65.60 per ton for FY 2020 through June 30, 2020.

2. Plainville/Southington Regional Health District

In July 2011, the Town entered into an agreement with neighboring Southington to combine Health Departments and form the Plainville/Southington Regional Health District. Both Towns pay a per capita rate to the District, and both Towns enjoy all the benefits and services of having their own Health Departments. The per capita rate for FY 2020 will be \$6.75, the same as it has been since FY 2013.

VI. Municipal Personnel

The following two charts show totals for full-time and full-time equivalent employees over the last five (5) fiscal years.

Municipal Personnel					
	2016	2017	2018	2019	2020
Town Government	111.00	113.00	110.00	108.00	111.00
Board of Education	407.00	424.70	424.70	420.00	401.00
Total	518.00	537.70	534.70	528.00	512.00

Town Government - Personnel includes all municipal staff, which encompasses operations, personnel management, financial administration, record keeping, library staff, and general administrative services. Also, included here are the employees of the Water Pollution Control Department.

Board of Education - Personnel include all teaching staff, support staff, and summer program staff

Town of Plainville Town Government Full-Time Funded Positions Position Summary (Fiscal Year)

	2016	2017	2018	2019	2020
General Government					
Town Manager Office	2.00	2.00	3.00	3.00	3.00
Finance	2.00	2.00	2.00	2.00	2.00
Human Resources	1.00	1.00	1.00	1.00	1.00
Assessments	3.00	3.00	3.00	3.00	3.00
Revenue Collection	3.00	3.00	3.00	3.00	3.00
Town Clerk	3.00	3.00	3.00	3.00	3.00
Data Processing	1.00	1.00	1.00	1.00	1.00
Economic Development	0.50	0.50	1.00	1.00	1.00
Total General Government	15.50	15.50	17.00	17.00	17.00
Public Safety					
Police	45.00	47.00	45.00	45.00	46.00
Animal Control	1.00	1.00	1.00	1.00	1.00

Total Public Safety	46.00	48.00	46.00	46.00	47.00
Physical Services					
Physical Service Admin	1.67	1.67	0.00	0.00	0.00
Roadways	9.00	9.00	9.00	9.00	9.00
Buildings & Grounds	12.00	12.00	11.00	11.00	12.00
Total Physical Services	22.67	22.67	20.00	20.00	21.00
Technical Services					
Technical Services Admin *	2.75	2.75	2.75	2.75	2.75
Engineering	1.00	1.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	1.00	0.00	0.00
Fire Marshal	1.00	1.00	1.00	1.00	1.00
Planning Department	0.50	0.50	1.00	1.00	1.00
Health & Sanitation **	0.00	0.00	0.00	0.00	0.00
Total Technical Services	6.25	6.25	6.75	5.75	5.75
Human Services					
Senior Citizen Services	2.00	2.00	2.00	2.00	2.00
Youth Services	1.50	1.50	1.50	1.50	1.50
Total Human Services	3.50	3.50	3.50	3.50	3.50
Civic & Cultural					
Recreation	2.50	2.50	2.50	2.50	2.50
Total Civic & Cultural	2.50	2.50	2.50	2.50	2.50
Special Funds					
Library	7.00	7.00	7.00	7.00	8.00
Water Pollution Control	7.58	7.58	7.25	6.25	6.25
Total Special Funds	14.58	14.78	14.25	13.25	14.25
Total Town Government					
Full-Time Positions	111.00	113.00	110.00	108.00	111.00

* - 25% of the Technical Services Director's full-time salary is budgeted in the Water Pollution Control budget.

** - The Plainville Health Director is an employee of the Plainville/Southington Regional Health District.

VII. Economic Factors and Next Year's Budgets and Rates

The Town's elected and appointed officials considered many factors when setting the fiscal year 2020 budget and tax rate. The current economic problems that face the State and the nation have come home directly to Plainville's local government. One of those factors is the economy and the community's ability to pay for municipal services. The Town's labor force stood at 10,576 as of June 2019.

The consumer price index as of June 2019 was 1.6% compared to 2.9% for June 2018 and 1.6% for June 2017. The Town has been active in dealing with the ongoing downtown improvement program, tax abatement program, an Enterprise Zone program, and a loan/grant program. These programs have helped bring new business into the community and retain existing businesses. In addition, the Town has received a \$200,000 Environmental Assessment Grant for a 16-acre key downtown property. The Town's goal is to protect and improve environmental quality, while preparing the site for eventual reuse and/or redevelopment.

Market conditions had been deteriorating throughout the country, and Plainville was no exception. In the past year, markets have begun to stabilize. The October 1, 2018 grand list remained relatively flat but did increase approximately 0.55%. See table on subsequent pages.

These indicators were considered when adopting the General Fund Budget for FY 2020. Amounts available for appropriations in the General Fund are \$61,780,822, an increase of \$1,724,764 over the FY 2019 adopted budget of \$60,056,058. These increases will be used to maintain the current levels of services, maintain the existing labor force (other than through attrition), and provide for needed capital improvements. Budgeted expenditures need to equal budgeted revenues in order to have a balanced budget.

Local Economy

Major industries located within the government's boundaries or in close proximity include manufacturers of aerospace parts, electrical components and equipment, electrical controls, spring manufacturing, sensing equipment and a number of medium and large sized construction firms. In addition, national retail facilities constitute a substantial commercial economic presence. In addition, many home grown small businesses are populating existing space and helping Plainville's economy to diversify and remain healthy and strong.

Historically, Plainville's geographic location and access to major highways and railroads has aided both our physical and grand list growth. Employment data for the Town of Plainville from the Department of Labor reflected a labor force of 10,470 with an average annual unemployment rate of 3.2% as of April 2019, lower than State rates. The average annual unemployment decreased slightly this year, which is also encouraging.

The backbone of any local economy is small business. Plainville's Small Business Loan Program has, and continues to, help small local businesses expand both their facilities and operations. Our downtown area has benefitted from the completion of the Downtown Improvement Program along Whiting Street, East Main Street and West Main Street. It is the Town's hope to continue improvements in the downtown area as funding becomes available.

While no one can predict with any accuracy how our local economy will fare over the next year or more, we can say with certainty that Plainville is in a good position to take advantage of an anticipated upswing in defense and aerospace contracts as well as a strong and confident service sector.

Long-Term Financial Planning

During FY 2011, the Town adopted Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, which is designed "to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied...." The former unreserved, undesignated fund balance is now referred to as unassigned in the General Fund. As of June 30, 2018, the unassigned fund balance (14.40% of total general fund revenues) is above the policy guidelines set by the Council for budgetary and planning purposes (i.e., a minimum level must be no less than 5.00% general fund revenues). Following a review of the Town of Plainville's Capital Improvement Program, the Council has established a Debt Management Fund, which will be funded through budget appropriations or operational surpluses. It may be used to reduce the amount that will be borrowed for future construction or to supplement debt retirement payments. During FY 2016 and FY 2017, a total of \$380,133 has been transferred to this fund.

Major Initiatives

In September 2015, the Town refunded \$5,025,000 of debt. The refunding will save the Town approximately \$309,919 in future debt interest payments while not extending the life of the debt. At the same time, the Town issued a \$1 million bond anticipation note (BAN) for six (6) months to fund the road improvements projects. In May 2016, this \$1 million BAN was rolled over and an additional \$1 million BAN was issued, maturing in May 2017. In May 2017, this \$2 million BAN was rolled over and an additional \$1 million BAN was issued, maturing in February 2018. This \$3M BAN has a net interest cost (NIC) of 1.22% and will be rolled over until the Town permanently bonds the full \$5M project cost, taking advantage of maturing debt coming off the books and market interest rates.

In August 2016, the Town refunded \$5,965,000 of debt. The refunding will save the Town approximately \$448,737 in future debt interest payments while not extending the life of the debt.

The Town's debt portfolio has been rated Aa3 by Moody's Investor Services. This rate was affirmed in September 2018. The Town received a rating increase from Standard & Poor's in July 2014 from A+ to AA+. This rate was also affirmed in September 2018. This significant two-step increase will have a significant positive impact on the Town's future borrowing costs.

In June 2017, a Town referendum was approved for \$25,260,000 to renovate as new the Wheeler Elementary School for \$23,515,000 and \$1,745,000 to repave the Plainville High School parking lots.

In June 2018, a Town referendum was approved for \$2,100,000 to purchase fire trucks.

In September 2018, the Town issued GENOB debt for \$10,000,000, resulting in a bond premium of \$99,840.00 with a net interest rate of 3.10%. The \$10M included permanently financing the \$5M road improvements, including a \$100,000 principle payment, netting to \$4.9M, \$2.1M in fire equipment, and \$3M for the Wheeler School renovation.

VIII. Budgetary Information

Budget control is established at the department, office, commission, board, agency, or activity level. The Council may do transfers of unencumbered appropriations between these units (except the Board of Education) in the last three (3) months of the fiscal year if the total level of appropriations remains the same. Management may make changes in line items within a department without approval of the Town Council. Unencumbered appropriations lapse at the end of the fiscal year except for capital project appropriations. Capital project appropriations lapse when the budgeted item is acquired or construction complete or if no expenditure or encumbrance has been made for three (3) consecutive fiscal years.

Budgetary accounting uses encumbrance accounting. Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in all budgeted governmental type funds. Encumbrances outstanding at year-end are reported in the GAAP financial statements as reservations of fund balances since they do not constitute expenditures or liabilities.

IX. Budget Process

The budget process is of central importance to any town government. The budget expresses far more than just dollar amounts - it reflects the Town's priorities through determining how revenues will be distributed over the fiscal year. Since local governments are prohibited by law from overspending appropriations, the budget document and the funding levels contained therein provide the most accurate portrayal of the Town's service provision.

Plainville has traditionally followed an incremental form of budgeting, which means the focus is on how spending will change from one year to the next. This is the most efficient means of budgeting, since most programs and services do not change significantly from year to year. This allows the policy-makers to devote most of their attention to areas where change is occurring.

The first phase of the budget process involves the formation and submission of department requests. The directors of Plainville's Town Departments evaluate past and current year spending and consider future needs to formulate their budget requests. The proposed education budget is prepared by an elected Board of Education. No later than the first day of February each department, office, board, commission and agency of the Town, excluding the Board of Education, shall submit to the Town Manager in such form as he/she may prescribe its estimates of receipts and expenditures for the ensuing fiscal year. Each unit shall have an opportunity to be heard by the Town Manager. No later than the 15th of February, the Board of Education shall furnish to the Town Manager, a budget for the operation of the schools containing a detailed estimate of expenditures.

The second phase of the budget process involves the formulation and composition of the Town Manager's Proposed Annual Budget. The Town Manager, Assistant to the Town Manager, and Director of Finance meet with the department heads and agency representatives to discuss budget requests item by item to determine if cuts need to be made, and if so, where these cuts should be made in order to minimize impact on service quantity or quality. The Town Manager consults with the Director of Finance and makes any necessary changes and redistributions to the department requests, balancing the needs of each department with the needs and priorities of the Town. Since the Board of Education does not report to the Town Manager, their proposed budget is not amended by the Town Manager, and is presented directly to the Town Council. It is during this phase of the budget process that revenues are estimated by the Director of Finance using varying methods of known and estimated grant revenue, direct fees and assessments, and

balances the expenditure budget with revenues. The last revenue amount generated is property taxation or the current tax levy, created by the calculation of the mill rate. By law, the Town General Fund budget must be a balanced budget. By definition, budgeted revenues must equal budgeted expenditures.

No later than the second Monday in March, the Town Manager presents the recommended balanced budget to the Town Council, a board of seven elected officials that act as Plainville's legislative body and board of finance. As elected officials, the Town Council is directly accountable to the will of Plainville's citizens, and is thereby responsible for preparing the annual budget and setting the tax rate. The Town Manager presents a budget to the Town Council consisting of (a) a budget message outlining the financial policy of the Town, (b) estimates of revenues for the General Fund, (c) estimates of expenditures for each department, office, commission, board, agency and activity for the General Fund, (d) a program previously acted upon by the Town Planning and Zoning Commission concerning municipal improvement for the ensuring fiscal year and for the next four fiscal years. This last segment contains cost estimates and the methods of financing. The Chairman of the Board of Education does the same for the Board of Education budget. The Town Council reviews the Manager's Proposed Budget and holds a series of open meetings to discuss the budget with the various department heads and the Town Manager. Over the course of these meetings, the Town Council makes any changes to the Manager's proposals and sets the approved appropriations for the upcoming fiscal year.

The Town Council holds one or more public hearings no later than thirty (30) days before the annual budget meeting. Following receipt of the proposals from the Town Manager and the Chairman of the Board of Education and the public hearings, the Town Council prepares a budget to present to the annual budget meeting of the Town. The Town Council shall hold at least one (1) or more public hearings not sooner than twenty (20) days and not later than twenty-five (25) days prior to the annual budget meeting. The purpose of this meeting is to have the Chairperson of the Town Council and the Chairperson of the Board of Education communicate to the public what changes were made to the Town Manager's and the Board of Education's proposed budgets. After presentation by the Chairpersons of the changes to the proposed budgets, the hearing shall be open for public comment on the budget.

In the final phase of the process, the citizens of Plainville are given the opportunity to vote on the Town Council's Annual Budget at the Annual Town Referendum (all-day vote), which is held on the last Tuesday in April. The Town Council's proposed budget can be adopted at this referendum by majority vote. If the budget is not adopted, the Town Council, in conjunction with the Town Manager, shall revise the rejected budgets in accordance with the majority results from the advisory question. A second Town Referendum to adopt the revised budgets shall be called on the second Tuesday in May for final approval. This budget, regardless of the vote, becomes the adopted budget.

The following page details the key dates in the Plainville annual budget cycle.

FY 2018 – 2019 BUDGET SCHEDULE

November 3	Reserve space for sign in front of Town Hall
November 13	Town Manager sends memorandum to all Department Heads regarding the FY 2020 Budget
January 8	Department Heads submit requests to Town Manager/Schedule on Department budget reviews sent
January 16-22	Town Manager reviews budget requests with Department Heads
February 15	Board of Education budget requests due
February 20	Town Council sets public hearing on Town Managers' Proposed Budget for March 9
February 20-23	Town Manager finalizes Proposed Budget
February 26	Notice of March 9 public hearing on Town Manager's Budget (should be to newspaper by this date)
February 28	Town Managers' Proposed Budget to be printed in-house
March 1	Publication of Notice of March 9 Hearing on Town Managers' Proposed Budget
March 5	Town Managers' Proposed Budget presented to Town Council during Town Manager Report. Town Council sets work sessions to review the budget for March 12, 13, 14, 15, 20, 21, and 22 if needed.
March 9	Public Hearing on Town Manager's Proposed Budget
March 13-23	Town Council holds Budget Work Sessions (March 13, 14, 15, 16, 21, 22, and 23 if needed).
March 19	Town Council sets the time and place of Budget Town Meeting for April 24. (Vote 6am - 8pm) – Notify Firehouse for April 24. Town Council establishes public hearing (April 2-3) to be held 20 to 25 days prior to Budget Town Meeting
March 22	Town Council recommended budget to be finalized
March 26	Notice of Town Council public hearing (with Town Council's Recommended Budget) to media
March 29	Sufficient copies of Town Councils' recommended budget available for general distribution
March 29	<u>Notice of public hearing published for April 2-3 published to review budget</u>
April 2	Establish public hearing for April 26 to hear input on the budget(s) if necessary. Establish special meetings for April 30/ May 1 to reconsider the failed budget(s) if necessary
April 2-3	Hold public hearing on Town Council recommended budget to hear comment
April 4-5	Special Town Council meeting to review budget after public comment
April 12	Legal Notice of Budget Town Referendum and budget published
April 16-25	Distribute sandwich signs around Town. Put sign up in front of Town Hall (booked for the 18 th -27 th). Request information be displayed on PHS digital sign.
April 24	Budget Town Referendum/All Day Vote (TC sets mill rate within 30 days if passes, preferably sooner)
May 14	Special TC Meeting to set the mill rate

X. Fund Structure

For reporting purposes, the accounts of the Town are organized based on funds or account groups, each of which is considered a separate accounting entity. They are grouped by resource measurement focus and basis of accounting, each with their own balance sheets, revenues, and expenditures/expenses. The Town's financial activities are grouped into funds according to the purpose for which they are to be spent and the means by which spending activities are controlled.

For a more detailed description of the funds, please look at Section K. The table below briefly describes the funds the Town legally adopts (General Fund) or tracks (all others listed). Section L list all accounting funds as of the last completed audit date.

#	Fund Name	Fund Type	Basis of Accounting	Description of Fund
0100	General Fund	General	Modified Accrual (see description)	Used to fund the general operating expenses of the town. One exception to the modified accrual form of accounting is that appropriations from the Fund Balance are accounted as revenues.
1100	Capital and Non-Recurring Fund – Town	Capital	Modified Accrual	Used to provide for multi-year Town capital projects that do not close at year-end.
1200	Capital and Non-Recurring Fund - BOE	Capital	Modified Accrual	Used to provide for multi-year BOE capital projects that do not close at year-end.
1600	Recreation Revolving Fund	Special Revenue	Modified Accrual	Used to reflect recreation programs that are financially self-supportive
6200	Robertson Airport Fund	Special Revenue	Modified Accrual	Used to account for the costs and revenues associated with operating the Airport
7100	Sewer Operating Fund	Special Revenue	Modified Accrual	Used to account for operating costs of the Towns sewer treatment plant
8100	Library Fund	Special Revenue	Modified Accrual	Used to account for the separate operations of the Plainville Public Library
8300	Senior Citizen Transportation Fund	Special Revenue	Modified Accrual	Used to reflect the senior citizen transportation program funded by donations and grants

Governmental Funds – Most of the Town’s basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Town’s general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Town’s programs. The relationship (or differences) between governmental activities (reported in the statement of net assets and the statement of activities) and governmental funds is described in a reconciliation at the bottom of the fund financial statements.

- The *General Fund* is the primary operating fund of the Town. This fund is used to account for all financial transactions and resources except those required to be accounted for in another fund. Revenues are derived primarily from property taxes, State and Federal grants, licenses, permits, charges for service and interest income. It is the only fund of the Town that has a legally adopted budget.
- *Special Revenue Funds* account for revenue derived from specific sources (other than major capital projects) that are restricted by legal and regulatory provisions to finance specific activities.
- *Capital Project Funds* account for all financial resources used for the acquisition or construction of major capital facilities not being financed by proprietary funds.

Proprietary Funds – When the Town charges customers for the services it provides, whether to outside customers or to other units of the Town, these services are generally reported in proprietary funds. Proprietary funds are reported in the same way that all activities are reported in the statement of net assets

and the statement of activities. In fact, the Town's enterprise fund (a component of proprietary funds) is the same as the business-type activities reported in the government-wide statements, but provide more detail and additional information, such as cash flows, for proprietary funds. Internal service funds (the other component of proprietary funds) are used to report an activity that provide supplies and services for the Towns other programs and activities – such as Town Health Benefit and Workers' Compensation Internal Service Fund.

- *Internal Service Funds* account for the financing of goods or services provided by one department to other departments or agencies of the Town on a cost-reimbursement basis. The Health Insurance Fund and the Self Insurance Reserve Fund are the Towns internal service funds.

Fiduciary Funds – The Town is the trustee, or fiduciary, for its employees' pension plans. It is also responsible for other assets that, because of a trust arrangement, can be used only for the trust beneficiaries. All of the Town's fiduciary activities are reported in separate statements of fiduciary net assets and changes in fiduciary net assets. These activities are excluded from the Town's other financial statements because the Town cannot use these assets to finance its operations. The Town is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

- *Pension Trust Fund* accounts for the Municipal Employees and Police Retirement Systems.
- *Agency Funds* are custodial in nature (assets equal liabilities) and do not involve measurement of results of operation. The Student Activity Fund, Senior Citizen Fund, Solid Waste Fund, and Deposit Fund are the Town's agency funds.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include prepaid expenses which are not recorded and principal and interest on general long-term debt, which are recognized when due.

Agency Funds are accounted for using the modified accrual basis of accounting for their assets and liabilities.

The annual operating budget for the General Fund is adopted on a basis consistent with generally accepted accounting principles, except for encumbrances.

The budget is prepared on the modified accrual basis, except for encumbrances, by function, activity, and object. Expenditures may not legally exceed appropriations at the object level without a department.

XI. Measurement Focus & Basis of Accounting: How Plainville's Assets are Accounted For

Measurement Focus

A budget's measurement focus tells what is measured in constructing revenue and expenditure figures. Plainville's budget utilizes the flow of funds focus, which measures the increase or decrease in resources that can be used to pay liabilities (i.e. monetary assets).

The exceptions to this rule are the Internal Service Funds and the Pension Trust Funds, which use a flow of economic resources measurement focus. With this measurement focus, all assets and liabilities of these funds are included on the balance sheet. The operating statements present increases and decreases in net total assets.

Basis of Accounting

All governmental funds, expendable trust funds, and agency funds follow the modified accrual basis of accounting. Under this basis of accounting, revenues and expenditures are recorded as follows:

- a. Revenue - Under this basis of accounting, revenues are recorded when they are susceptible to accrual (when they are both measurable and available). In this context, available implies that the revenues are collectible within the current period or soon enough thereafter to pay

liabilities of the current period. In essence, modified accrual dictates that revenues are not to be recorded until they can be committed with certainty to the payment of liabilities.

Licenses and permits, charges for services, fines, and miscellaneous revenues are recorded as revenues when received in cash because they are generally not measurable until actually received. Investment earnings are recorded as earned since they are measurable and available. Property taxes are recognized as revenue when collected during the year and within 60 days after the close of the fiscal year.

b. Expenditures - In contrast, expenditures under this basis of accounting are generally recognized when the related fund liability is incurred, before an actual payment is made. Exceptions to the general rule include:

1. Accumulated unpaid vacation pay and sick pay which is recognized as a governmental fund expenditure to the extent it will be liquidated with expendable, available financial resources, and the remainder is recorded in the General Long-Term Debt Account Group
2. Principal and interest on general long-term debt which is recognized when due

Exceptions to Modified Accrual Basis:

The Internal Service Funds and the Pension Trust Funds are accounted for using the accrual basis of accounting, whereby revenues are recognized when they are earned, and expenses are recognized when they are incurred.

In addition, when funds are appropriated from the Fund Balance to the operating budget, the transfer in is accounted for as revenue, so that the total revenue figure for any given Fiscal Year matches total appropriations.

Applying Accrual to Intergovernmental Revenues

In the case of intergovernmental revenues, the accounting process depends largely upon the legal and contractual requirements of the relevant programs. There are, however, essentially four types of intergovernmental revenues, or grants.

Categorical Grants and Matching Grants- monies must be expended on the specific purpose or project before any amounts will be paid to the Town; therefore, revenues are recognized based upon the expenditures recorded.

Block Grants and Revenue Sharing- usage of the monies are virtually unrestricted, so these resources are not recorded as revenues until at the time of receipt, or earlier if the previously-mentioned susceptible to accrual criteria are met.

How Plainville's Basis of Accounting Differs from GAAP

The Town of Plainville's basis of accounting, as described above, is congruent with the Generally Accepted Accounting Principles (GAAP, the national standard for municipal budgeting), with the following two exceptions:

- Encumbrances are recognized as expenditures in the year in which the purchase order is issued. Accordingly, encumbrances outstanding at year-end are reflected in budgetary reports as expenditures in the current year but are shown as a reservation of fund balance on a GAAP basis.
- State of Connecticut payments for the State Teachers' Retirement System (on behalf of the Town of Plainville's teachers) are reported for GAAP purposes only.

XII. Policies that Guide the Budget Process

Budget Provisions

The following is the full text of the Budget Provisions in the Town Charter. These serve as the fundamental framework that guides the budget process.

Chapter VII, Section 4 identifies the budgetary duties and responsibilities of the Town Manager:

No later than the second Monday in March, the Town Manager shall present to the Town Council a budget consisting of:

- (a) a budget message outlining the financial policy of the Town and describing in connection therewith the important features of the budget plan
- (b) estimates of revenue, presenting in parallel columns the itemized receipts collected in the last completed fiscal year, the receipts collected during the current fiscal year prior to the time of preparing the estimates, total receipts estimated to be collected during the current fiscal year and estimates of the receipts, other than from the property tax, to be collected in the ensuing fiscal year
- (c) itemized estimates of expenditures, presenting in parallel columns the actual expenditures for each department, office, agency or activity for the last completed fiscal year and for the current fiscal year prior to the time of preparing the estimates, total expenditures as estimated for the current fiscal year, the requests of the several departments, offices and agencies for the ensuing fiscal year and the Town Manager's recommendations of the amount to be appropriated for the ensuing fiscal year for all items, and such other information as may be required by the Town Council. The Town Manager shall present reasons for all his recommendations.
- (d) as part of the annual budget or as a separate report attached thereto the Town Manager shall present a program, previously considered and acted upon by the Town Planning and Zoning Commission in accordance with Section 8-24 of the General Statutes, concerning municipal improvements, of proposed capital projects for the ensuing fiscal year and for the four fiscal years thereafter. Each department, office, or agency annually in the form and manner prescribed by the Town Manager shall submit estimates of the cost of such projects. The Town Manager shall recommend to the Town Council those projects to be undertaken during the ensuing fiscal year and the method of financing the same.

Chapter VII, Section 5 identify the budgetary duties and responsibilities of the Town Council:

The Town Council shall hold one or more public hearings not later than 30 days before the annual budget meeting at which any elector or taxpayer may have an opportunity to be heard regarding appropriations for the ensuing fiscal year. Following the receipt of the estimates from the Town Manager and the Chairman of the Board of Education and the holding of such public hearing or hearings, the Town Council shall prepare a budget and shall render the same to the annual budget meeting of the Town. The Town Council shall hold at least one or more public hearings not sooner than 20 days and not later than 25 days prior to the annual budget meeting. The purpose of this meeting is to have the Chairperson of the Town Council and the Chairperson of the Board of Education communicate to the public what changes were made to the Town Manager's and the Board of Education's proposed budgets. After presentation by the Chairpersons of the changes to the proposed budgets, the hearing shall be open for public comment on the budget. Sufficient copies of said annual budget shall be made available for general distribution in the office of the Town Clerk and the Manager, not less than five days prior to said public hearing. Sufficient copies of the annual budget as revised after said public hearing shall be made available for general distribution in the office of the Town Clerk and the Manager not less than five days prior to the annual budget meeting. Further, not less than five days prior to the annual budget meeting, the Town Council shall cause to be published in a newspaper having a circulation in the Town a summary of the budget as revised after the public hearing, showing revenues by major sources and proposed expenditures by function or department in the columnar form, and shall also show the amount to be raised by taxation. The budget shall become effective when approved by the annual budget meeting as provided in this Charter and an official copy shall be filed

with the Town Clerk. Within 30 days after the annual budget meeting the Town Council shall fix the tax rate in mills which shall be levied on the taxable property in the Town for the ensuing fiscal year.

Upon the approval of the Town Meeting the Town Council may levy annually, at the same time as the regular annual taxes for Town expenses levied, a tax not to exceed two mills to be assessed upon the taxable property in the Town for the benefit of a fund to be known as "Capital and Non-Recurring Expenditures Fund" to be used solely to pay the cost of capital improvements. The Town Council shall have the power to transfer from time to time to this fund any portion of the general fund cash surplus not otherwise appropriated. Appropriations for construction or for other permanent improvements, from whatever source derived, shall not lapse until the purpose for which the appropriation was made shall have been accomplished or abandoned, provided that any project shall be deemed to have been abandoned if three fiscal years shall elapse without any expenditure from or encumbrance of the appropriation thereof.

Chapter VII, Section 6 of the Town Charter describes the Budget Town Meeting

There shall be a Town Meeting solely for the purpose of voting on the budget on the last Tuesday of April at such polling places, as the Town Council shall determine. Voting at the Town Meeting shall commence at 6:00am and cease at 8:00pm. There shall be a separate vote on the Town budget and the Board of Education budget. Voting shall be by the way of a "Yes" or "No" vote on voting machines, as that term is defined by the State Statutes, with the voting machine ballot labels provided by the Town Clerk. The Town Clerk and such assistants shall conduct and moderate the vote. The Town budget and the Board of Education budget shall be adopted by a majority vote of those attending and entitled to vote.

The people shall vote only to adopt the budget as presented. Each budget vote shall include an advisory question relative to the budget as presented.

The adoption of the budget shall be deemed to constitute the appropriation to each department or when so indicated in the budget a major subdivision thereof and to each office, board, commission and agency separately listed in the budget of the sum estimated in the budget to be expended by each such unit respectively.

Should the Town Meeting fail to adopt a budget at the first meeting called on the last Tuesday in April, the Town Council, in conjunction with the Town Manager, shall revise the rejected budgets in accordance with the majority results from the advisory question. A second Town Meeting to adopt the revised budgets shall be called on the second Tuesday in May for final approval.

Should the Town Meeting fail to adopt one or both budgets after the second meeting, the Town Council in conjunction with the Town Manager shall revise the rejected budget in accordance with the majority results from the advisory question, which shall be deemed finally adopted by the Town Meeting and expenditures shall be made in accordance therewith. The Town Council may conduct such public hearings and/or informational meetings, as it may deem necessary.

Pursuant to Section 7-6 of the General Statutes, as amended, the following individuals are eligible to vote in any Town Meeting: any person who is an elector of the Town of Plainville and any United States citizen who is at least 18 years of age who, jointly or severally, is liable to the Town of Plainville for taxes assessed against him or her on an assessment of \$1,000 or more on the last completed grand list of the Town of Plainville, or who would also be so liable if not entitled to an exemption as outlined in Section 7-6 of the General Statutes

Chapter VII, Section 7 of the Town Charter describes how appropriations may be transferred:

The Town Council may transfer the whole or any part of the unencumbered balance of any appropriation, except the appropriation of the Board of Education, to any other purpose for which the Town Council may legally appropriate money provided that such a transfer may be made from budget

appropriations only in the last three months of the fiscal year and that there shall be attached to the ordinance making the transfer the certificate of the Town Manager that such transfer is necessary with the reasons therefore.

Fiscal Guidelines

Expenditures may not legally exceed budgeted appropriations at the department level. Budget transfers within a department can be authorized by the Town Manager within any department and does not include additional staffing or to acquire capital items deleted in prior budgets. Other transfers require Town Council approval. However, such transfers may be made only in the last three (3) months of the fiscal year. These are known as fourth quarter transfers.

Every year, the Town Council charges the Town's administration with minimizing the growth of expenditures. The Town Council works with the Town Manager to look at every service provided by the Town and reduce those items to the lowest cost without adversely affecting taxpayers. In addition to this charge from the Town Council, a number of other policies, principles, and practices affect Plainville's budget process:

Budget Control- limitations on mid-cycle changes to budget

Budget control is established at the department, office, commission, board, agency, or activity level. The Town Council may do transfers of unused appropriations between these units (except the Board of Education) in the last three months of the fiscal year provided that the total level of appropriations remains the same. Management may make changes in line items within a department without the approval of the Town Council.

Appropriation Rollovers at End of Fiscal Year

Appropriations that have not been used expire at the end of the fiscal year except for capital project appropriations. Capital outlay appropriations end when the budgeted item is acquired or construction completed or if no expenditure or encumbrance has been made for three (3) consecutive fiscal years.

Debt Service- bond limit of \$500,000 without referendum

The Town has the power to incur indebtedness by issuing bonds or notes as provided by the Connecticut General Statutes. No ordinance or resolution authorizing the issuance of bonds more than \$500,000 can become effective until approved by public referendum. The legal debt limit per state statute is seven times the annual receipts from taxation.

Unassigned Fund Balance - General Fund maintained at 5-10% of revenue budget

It is beneficial for the Town of Plainville to maintain an unassigned fund balance in the General Fund at a level of five to ten percent of the following years' budgeted revenues. The General Fund is the only Town governmental fund type using fund balance as a revenue source for budgeting purposes and/or additional appropriations. Bond rating agencies look favorably on fund balances maintained at these levels. A "healthy" unassigned fund balance is used as an indicator of the Town's ability to respond to unplanned emergencies. Plainville has been able to obtain and maintain a rating of Aa3 rating from *Moody's Investors Service* on its general obligation bond issues during the last fiscal year. *Standard & Poor's* affirmed the Town rating at AA+. This rating increase will save the taxpayers of Plainville hundreds of thousands of dollars in subsequent debt financing obligations.

XIII. Plainville Property Taxes

Property taxes are recorded as of October 1st and due the following July 1st. Assessments for real property (land and buildings) and personal property (including motor vehicles) are computed at 70% of fair market value, as determined by the Town of Plainville Assessor's Office. All real property assessments are based on the 2016 grand list revaluation of land and buildings.

Tracking the Mill Rate and Grand List
FY's 2006 - 2020

Fiscal Year	Town Manager Proposed Mill Rate	Town Council Approved Mill Rate	Grand List Year	Grand List Value	Current Year Tax Levy
2006	35.66	34.50	2004	\$ 948,434,120	\$ 32,720,977
2007	37.80	36.28	2005	957,924,310	34,753,493
2008	26.59	25.50	2006 *	1,372,298,640	33,915,344
2009	27.83	26.24	2007	1,384,431,320	35,215,438
2010	27.17	26.33	2008	1,388,227,300	35,595,339
2011	28.58	28.01	2009	1,390,764,460	37,939,148
2012	29.69	28.98	2010	1,400,251,680	39,526,221
2013	31.00	30.89	2011 *	1,340,288,705	40,327,566
2014	31.38	31.38	2012	1,341,620,870	41,003,953
2015	31.76	31.38	2013	1,355,575,604	41,430,066
2016	32.13	31.83	2014	1,365,355,660	42,337,948
2017	32.06	31.99	2015	1,378,372,391	42,947,914
2018	34.12	32.68	2016 *	1,381,073,382	44,942,920
2019	33.84	33.84	2017	1,388,894,859	45,783,957
2020	35.07	34.62	2018	1,396,621,830	47,096,148

* Revaluation Year

XIV. Fund Balance - General Fund

The fund balance of the General Fund represents the Town's savings, collected from unexpended appropriations over previous fiscal years. The fund balance at the end of a fiscal year can be derived by subtracting current total expenditures (E) and transfers out (To) from current total revenues (R) and transfers in (Ti), and adding that difference to the fund equity present at the beginning of the fiscal year.

$$\text{Fund Balance} = \text{Fund Equity} + [(R + Ti) - (E + To)]$$

The restricted fund balance category includes amounts that can be spent only for the specific purpose stipulated by constitution, external resource providers, or through enabling legislation. For example, prepaid asset costs would be considered restricted. The committed fund balance category includes amounts that can be used only for the specific purposes determined by a formal action of the Town Council, such as the Debt Management Fund, which is funded solely by the General Fund. Assigned fund balances are amounts used by the Town for specific purposes, but do not meet the criteria of restricted or committed, such as encumbrances. Unassigned fund balance is the residual category and includes all spendable amounts not in other fund balance categories.

It is the Town's policy to maintain an unassigned fund balance of at least 5.00% of the revenue budget base every fiscal year, ensuring funds will be available should emergency or other large unexpected expenditures arise. During FY 2009, the unassigned fund balance of the General Fund dipped below the 5.00% level, a level it stayed at during FY 2010 and FY 2011 but increased each year and went over 5.00% to 5.60% in FY 2012, 10.34% in FY 2013, 18.47% in FY 2014, 18.64% in FY 2015, 16.43% in FY 2016, 16.65% in FY 2017, and 14.40% in FY 2018.

Analysis of Major Governmental Funds Changes in Fund Balances – GAAP Basis

General Fund				
	Audited 2016 – 2017	Audited 2017 – 2018	Estimated 2018 – 2019	Budgeted 2019 – 2020
Total fund balance, beginning of year	\$10,908,631	\$10,800,831	\$9,880,827	\$10,880,827
Total fund balance, end of year	10,800,831	9,880,827	10,880,827	10,780,827
Non-spendable fund balances, end of year *	1,196,535	1,500,347	1,300,000	1,300,000
Unassigned fund balance, end of year	\$9,604,296	\$ 8,380,480	\$ 9,580,827	\$9,480,827
Unassigned fund balance as % of total revenues	16.65%	14.40%	15.95%	15.35%

Note: Decrease of unassigned fund balance in estimated FY 2018 is a result of State of CT grant revenue cutbacks and additional appropriations used for one-time purchases and/or capital projects.

Sewer Operating Fund				
	Audited 2016 - 2017	Audited 2017 – 2018	Estimated 2018 – 2019	Budgeted 2019 – 2020
Total fund balance, beginning of year	\$2,567,702	\$2,818,646	\$3,224,733	\$3,932,993
Total fund balance, end of year	2,818,646	3,224,733	3,932,993	4,449,571
Non-spendable fund balances, end of year *	2,818,646	3,224,733	3,932,993	4,449,571
Unassigned fund balance, end of year	\$ -	\$ -	\$ -	\$ -

Note: Non-spendable fund balance decreases are a structured draw down due to plant improvement project; fund balance increases generated from user charges increases prior to project beginning. Adopted user charges increases have resulted in a lesser draw down.

Housing Rehabilitation Fund				
	Audited 2016 – 2017	Audited 2017 – 2018	Estimated 2018 – 2019	Budgeted 2019 – 2020
Total fund balance, beginning of year	\$17,705	\$65,655	\$90,395	\$15,381
Total fund balance, end of year	65,655	90,395	15,381	15,381
Non-spendable fund balances, end of year *	65,655	90,395	15,381	15,381
Unassigned fund balance, end of year	\$ -	\$ -	\$ -	\$ -

Note: Non-spendable fund balance decreases/increases are a combination of emergency rehabilitation project dollars being used and timing of deferred loan payoffs and grant funds coming back to Town.

Airport Operations Fund				
	Audited 2016 – 2017	Audited 2017 – 2018	Estimated 2018 – 2019	Budgeted 2019 – 2020
Total fund balance, beginning of year	\$357,716	\$461,940	\$567,216	\$539,230
Total fund balance, end of year	461,940	567,216	539,230	565,530
Non-spendable fund balances, end of year *	461,940	567,216	539,230	565,530
Unassigned fund balance, end of year	\$ -	\$ -	\$ -	\$ -

Note: Fund added as Major Governmental Fund in FY 2013 as revenue and expenditures could vary over fiscal years due to Federal and State Grants received. Increased non-spendable fund balance will be used for future Airport capital improvements.

Capital Projects Fund

	Audited 2016 – 2017	Audited 2017 – 2018	Estimated 2018 – 2019	Budgeted 2019 – 2020
Total fund balance, beginning of year	\$1,665,196	\$(221,425)	\$(2,617,945)	\$(2,617,945)
Total fund balance, end of year	(221,425)	(2,617,945)	(2,617,945)	(2,617,945)
Non-spendable fund balances, end of year *	(221,425)	(2,617,945)	(2,617,945)	(2,617,945)
Unassigned fund balance, end of year	\$ -	\$ -	\$ -	\$ -

Nonmajor Governmental Funds

	Audited 2016 – 2017	Audited 2017 – 2018	Estimated 2018 – 2019	Budgeted 2019 – 2020
Total fund balance, beginning of year	\$3,089,262	\$3,470,857	\$3,790,926	\$3,300,000
Total fund balance, end of year	3,470,857	3,790,926	3,300,000	3,300,000
Non-spendable fund balances, end of year *	3,470,857	3,790,926	3,300,000	3,300,000
Unassigned fund balance, end of year	\$ -	\$ -	\$ -	\$ -

* Total equals non-spendable, restricted, committed, and/or assigned fund balances.

XV. Debt Policies

Limitation on Indebtedness

Under Connecticut law, municipalities shall not incur indebtedness through the issuance of bonds or notes, which will cause aggregate indebtedness by class to exceed the following:

General Purposes:	2 1/4 times annual receipts from taxation
School Purposes:	4 1/2 times annual receipts from taxation
Sewer Purposes:	3 3/4 times annual receipts from taxation
Urban Renewal Purposes:	3 1/4 times annual receipts from taxation
Unfunded Pension Deficit Purposes:	3 times annual receipts from taxation

In no case shall total indebtedness exceed seven times the base. "Annual receipts from taxation" (the "base") are defined as total tax collections (including interest, and late payment of taxes) and state payments for revenue loss under Connecticut General Statutes (CGS) Sections 12-129d and 7-528.

The CGS also provide for exclusion from the debt limit calculation debt issued in anticipation of taxes; for the supply of water, gas, and electricity; for cables, wires, and pipes in the construction of subways; for the construction of underground conduits for cables, wires, and pipes; and for two or more such purposes. There are additional exclusions for indebtedness issued in anticipation of the receipt of proceeds from assessments levied upon property benefited by any public improvement and for indebtedness issued in anticipation of the receipt of proceeds from State or Federal grants evidenced by a written commitment or contract, but only to the extent such indebtedness can be paid from such proceeds. The CGS also provide for exclusion from the debt limitation of any debt to be paid from a funded sinking fund (a privately managed fund into which a municipality deposits regular principal payments on a debt).

Computation of Legal Debt Margin (Audited as of June 30, 2018)

Total tax collections *	\$44,698,272
Reimbursement for revenue loss on:	
Tax relief for elderly – freeze	2,000
Total Base	\$44,700,272

* Total tax collections include interest and lien fees received by the Treasurer

	General Purpose	Schools	Sewers	Urban Renewal	Pension Deficit
Debt Limitation:					
2 ¼ times base	\$100,575,612				
4 ½ times base		\$201,151,224			
3 ¾ times base			\$167,626,020		
3 ¼ times base				\$145,275,884	
3 times base					\$134,100,816
Total Debt Limitation	\$100,575,612	\$201,151,224	\$167,626,020	\$145,275,884	\$134,100,816
Indebtedness:					
Bonds & notes payable	\$3,210,000	\$20,230,000	\$14,873,130		
Bonds authorized - unissued	950,000				
Total Indebtedness	\$4,160,000	\$20,230,000	\$14,873,130	\$ -	\$ -
Debt Limitation in Excess of Outstanding and Authorized Debt	\$96,415,612	\$180,921,224	\$152,752,790	\$145,275,884	\$134,100,816

Note: In no case shall total indebtedness exceed seven times annual receipts from taxation or \$312,901,904

***Legal Debt Margin Information
Last Ten Fiscal Years (In Thousands)***
FISCAL YEAR

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Debt Limitation	255,676	255,151	277,077	283,032	289,732	297,456	298,750	308,814	312,902	312,902
Total net debt applicable to limit	85,698	73,040	71,175	67,196	63,118	52,976	48,490	43,961	39,263	39,263
Legal Debt Margin	169,978	182,111	205,902	215,836	226,614	244,480	250,260	264,853	273,639	273,639
Total Net Debt Applicable to the Limit as a Percentage of Debt Limit	35.52%	28.63%	25.69%	23.74%	21.78%	17.81%	16.23%	14.24%	12.55%	12.55%

Bond Authorization

Bonds are authorized by ordinance or resolution adopted by the Town Council. No ordinance authorizing the issuance of bonds in excess of 1% of the annual budget, shall become effective until approved by a majority of the qualified electors voting at a Town election, general election, or special election called by the Town Council for such purpose.

In 2007, the Town successfully completed the sale of \$6,855,000 in General Obligation Refunding Bonds to advance refund the Towns Series 2002 Tax Increment Revenue Bonds. The refunding resulted in cash flow savings of \$701,002, with \$666,435 of the savings on the interest costs for the Series 2002 Bonds. These savings equated to a 9.88% savings on the interest costs for the Series 2002 Bonds. In general, most municipalities experience savings in the 3.00% - 4.00% range. The savings percentage achieved in this transaction is very rare for any municipality. The Town achieved outstanding pricing results on the bonds. Overall, the Town's bonds traded significantly better than the Municipal Market Data Insured Scale on the

day of the pricing. The True Interest Cost (TIC) also known as the borrowing cost, was 4.08%, compared to 7.125%

The Town's refunding bond pricing in 2007 concluded a successful week of financing for the Town of Plainville. The Town sold \$9,250,000 via a public sale of new money bonds for the High School and achieved a T.I.C. of 4.11%. The Town utilized the MUNI Auction bid process for this sale. Twenty-four (24) bids were received before getting to the 4.11%. In addition, the Town also sold \$4,400,000 of Bond Anticipation Notes (BAN) on March 5, 2008. The BAN was sold at 3.688% Net Interest Cost (NIC). By pricing all three issues within a 14-day period, the Town was able to blend the yields on the Bonds resulting in an increased escrow yield, which increased the amount of savings for the Town.

In October 2010, the Town refunded \$3,515,000 in 2002 General Obligation Bonds (GENOB) saving \$124,000 in future debt interest payments without extending the life of the debt. The Town also issued \$12,000,000 in GENOB for the High and Toffolon School projects at a TIC of 3.74% while securing \$640,000 of bond premium. This premium was used to offset the debt increase in the FY 2012 budget ensuring the budget will stay consistent from year to year.

In January 2012, the Town issued GENOB debt for \$12,535,000 while refunding \$12,350,000 in debt. The refunding will save the Town approximately \$779,480 in future debt interest payments while not extending the life of the debt. In the past three (3) fiscal years, the Town has reduced future debt interest payments by over \$900,000 taking advantage of favorable interest rates while bonding over \$24.5M at historically low interest rates.

In September 2015, the Town refunded \$5,025,000 of debt. The refunding will save the Town approximately \$309,919 in future debt interest payments while not extending the life of the debt. At the same time, the Town issued a \$1 million bond anticipation note (BAN) for six (6) months to fund the road improvements projects. In May 2016, this \$1 million BAN was rolled over and an additional \$1 million BAN was issued, maturing in May 2017. In May 2017, this \$2 million BAN was rolled over and an additional \$1 million BAN was issued, maturing in February 2018. This \$3M BAN has a net interest cost (NIC) of 1.22% and will be rolled over until the Town permanently bonds the full \$5M project cost, taking advantage of maturing debt coming off the books and market interest rates.

In August 2016, the Town refunded \$5,965,000 of debt. The refunding will save the Town approximately \$448,737 in future debt interest payments while not extending the life of the debt.

In September 2018, the Town issued GENOB debt for \$10,000,000, resulting in a bond premium of \$99,840.00 with a net interest rate of 3.10%. The \$10M included permanently financing the \$5M road improvements, including a \$100,000 principle payment, netting to \$4.9M, \$2.1M in fire equipment, and \$3M for the Wheeler School renovation.

Temporary Financing

Issuing Temporary Notes

When general obligation bonds have been authorized, bond anticipation notes may be issued maturing in not more than two (2) years (CGS Sec. 7-378). Temporary notes may be renewed up to eight years from their original date of issue as long as all project grant payments are applied toward payment of temporary notes when they become due and payable and the legislative body schedules principal reductions by the end of the third and each subsequent year the notes are outstanding in an amount equal in an amount equal to a minimum of 1/20th (1/30th for sewer projects) of the estimated net project cost. (CGS Sec. 7-378a) The term of the bond issue is reduced by the amount of time temporary financing exceeds two (2) years, or, for sewer projects, the amount of time temporary financing has been outstanding.

Funding Temporary Notes

Temporary notes must be permanently funded no later than eight (8) years from the initial borrowing date except for sewer notes issued in anticipation of State and/or Federal grants. If a written commitment exists,

the municipality may renew the notes from time to time in terms not to exceed six (6) months until such time that the final grant payments are received (CGS Sec. 7-378b).

Special Provisions for Sewer Projects

Temporary notes may also be issued for up to fifteen (15) years for certain capital projects associated with a sewage system (CGS Sec. 7-264a). In the first year following the completion of the project(s), or in the sixth year (whichever is sooner), and in each year thereafter, the notes must be reduced by at least 1/15 of the total amount of the notes issued by funds derived from certain sources of payment.

Temporary notes may be issued in one (1) year maturates for up to fifteen (15) years in anticipation of sewer assessments receivable; such notes to be reduced annually by the amount of assessments received during the preceding year (CGS Sec. 7-269a)

Capital Improvement Plan

There is an annual adoption in the current year of the five-year Capital Improvement Program. The program has two (2) processes; a planning process and a budgetary process. Each November, the Capital Improvement Plan Committee (consisting of the Town Manager, Assistant Town Manager, Assistant to the Town Manager, Director of Technical Services and Director of Finance) is provided with a five-year planning document, which prioritizes the implementation of projects based on community needs as requested by the various department heads. The Capital Improvement Plan Committee evaluates the plan and establishes its priorities with the years for project implementation. The plan then goes to the Planning and Zoning Commission by the end of January, as required by the Connecticut State Statutes. Thereafter, the Town Manager revises the plan to include the budgetary funding recommendations for the next fiscal year and forwards the document to the Town Council for its review during the budget process.

XVI. Long Term Budget Goals

The long-term service goals of the Town of Plainville address five key themes: improving infrastructure, improving the efficiency of government operations, developing strategic plans, improving existing public services for citizens, and providing citizens with new public services. These goals are intended to respond to current and anticipated town needs, influenced by state and federal considerations.

1. **Improve appearance and functionality of Town infrastructure** through various capital projects and improvement efforts. These goals are heavily influenced by current and anticipated State and Federal environmental compliance concerns.
 - Continue to develop a plan for phosphorus removal and compliance.
 - Continue roadways maintenance to ensure safe passage on local streets.
 - Continue to develop Water Pollution Control Plant (WPCF) and pump station preventative maintenance program.
 - Continue reducing total nitrogen discharge to the Pequabuck River.
 - Continue improvements to Parks and Recreation facilities.
 - Continue to evaluate the remaining capacity in the Town's landfill and adjust procedures and finances accordingly.
 - Continue to look for energy saving within municipal buildings.
 - Continue with the Wheeler Elementary School Renovation Project.
2. **Improve efficiency of government operations** by streamlining government functions. This will be achieved through continued efforts to evaluate current procedures and implement new protocols that can reduce time and cost required for routine administrative tasks. Much of this will be achieved by updating technological resources. These long-term goals anticipate the need for reduced costs that can be achieved by consolidation of services. Furthermore, as technology advances, we will strive to keep up with changes and adjust our website and software programs in response to these advancements. Regionalization is a concept that seems to be growing with fervor in municipal planning. We anticipate the need to pursue regional approaches in some matters, such as Probate and Solid Waste as described below.

- Continue to work on combining resources of the Town and Board of Education Services in areas of Finance and Human Resources.
- Continue the updating of the computerized maintenance program in the Water Pollution Control Department.
- Continue to review making more payment options available online.
- Continue to work with Bristol to provide Probate services to Plainville Residents.
- Continue to combine all IT technology and equipment of the Town and Board of Education.
- Continue to work on making building permits electronic for online access for residents and contractors.
- Continue to work with Bristol to provide Building Inspection services.

3. Develop strategic plans that will optimize the success of future efforts and operations. These strategic plans are long-term plans and programs the Town has in development. They are intended to respond to current and future concerns, both locally and nationally.

- Plan of Conservation and Development - This plan provides the Town with a 10-year roadmap to guide future planning economic development efforts that will maximize potential economic benefits of development while minimizing environmental impacts. The Department of Planning and Economic Development will be undertaking an update to the 10-year Plan with hopes of completing the plan early in 2019.
- Work with DEEP to develop clear guidelines for development review within upland review areas as well as providing guidance for the minimization of watershed impacts affecting local streams and rivers.
- Make residents more aware of the conservation of natural resources, protection of wildlife, expand the open space program, and create opportunities to build a more sustainable town.
- GAP Closure Plan - after an 18-month planning process, which preceded years of effort on the part of local officials and grass roots organizations such as the Plainville Greenway Alliance, a plan to close the gap in the Farmington Canal Heritage Trail – the last unplanned gap in the state of CT – was approved by Plainville’s Town Council. While there remains much work to be done (design and actual construction), this represents a major milestone in completion of the trail through Plainville, which has been linked in other communities to both economic development and a heightened sense of place that has had positive community-wide impacts.
- Community Resource Inventory - a comprehensive report that utilizes maps, graphs, and tables to provide a centralized inventory of the Town’s natural, social, and economic resources, to be used as a tool for ongoing strategic planning.
- Open Space Program - continues to support the purchase and protection of undeveloped land to provide for the protection of environmentally sensitive areas as well as providing passive recreational opportunities for citizens while enhancing the appearance and natural beauty of the Town.
- Solid Waste Plan - to guide the provision of more effective and efficient solid waste processing functions in the future.
- Disaster Recovery Plan - as part of Homeland Security, to ensure that the best measures would be immediately undertaken in the event of any foreseeable emergencies, disasters, or security threats.
- Hazard Mitigation Plan - unlike the Disaster Recovery Plan, the Hazard Mitigation Plan provides an analysis of problem areas, such as flood prone areas, and established a list of projects that may be eligible for funding under Federal Hazard Mitigation grant programs. Without this plan in place, no such funding is available.
- The Pequabuck River Watershed Study – Recently completed, this study will contribute to the thoughtful application of brick and mortar projects eligible for federal funding to alleviate future loss of life and property through flood control. In addition, the study will provide analysis of the existing Federal (FEMA) mapped flood boundaries to help us better define problem areas and reduce flooding risks.

- Enterprise Zone – known locally as the Contiguous Municipality Zone, this plan has, and will continue to guide the redevelopment of undeveloped or underdeveloped land and provide tax incentives to attract manufacturing businesses that will continue to drive economic development in that business sector.
- Bioscience Zone – similar to the Enterprise Zone, the Bioscience Zone provides benefits to targeted bioscience uses such as research and development as well as innovative medical technologies.
- Regional Electrical Components Recycling Program - this plan will combine efforts with the surrounding communities to collect and recycle reusable electrical components that would otherwise go to waste. This will reduce the ecological and economic impact that would be caused by additional solid waste and the production of new electrical components when recycled components could be used safely and effectively in their place.

4. Improve existing public services for residents. As technology improves and advances, it is important we make forms and processes available to the general public in user-friendly, easy-to-access formats. Online access also addresses long-term environmental concerns and limits wasteful use of paper. eBooks continue to grow in popularity for readers, as the compact size and ability of tablets to hold multiple reading materials expands. As such, the library seeks to grow its eBook collection, responding to the further anticipated growth of these materials. Parks and recreational facilities will need to be improved and maintained as long-term wear occurs. Lastly, the Town plans to explore and offer additional programs for mental health and general health prevention. The importance of addressing mental health concerns is a hot topic in both the State and Federal landscape. The Town is eager to respond to these concerns and offer new and additional programming about these topics in the coming years.

- Simplify government forms into more user-friendly formats, and/or making them available on-line, to reduce the amount of time it takes for citizens to complete forms, and for municipal personnel to assist in the completion of forms.
- Continue making assessment records available online for public accessibility.
- Continue allowing taxpayers to pay with credit cards in the office, online or over the phone.
- Explore all possibilities for information that can be available on-line to better serve the public.
- Implement an easier and more efficient computerized building permit process.
- The Library will continue to develop the eBook collection available for free downloading.
- Improve several Park sports and recreation facilities at Paderewski Park and Norton Park. Improvements would include playground equipment upgrades/replacements, ADA improvements, replacement of the fencing surrounding the park, installing a shaded area near the Splashpad, new restroom facilities, and refurbishing of the basketball court.
- Continue to explore new collaborative efforts and programs for behavioral health, memory improvement, mental health and wellness, and general health.
- Offer additional health awareness and illness prevention services to our citizens and municipal employees.
- Continue to utilize road bond to pave distressed streets.
- Continue to back scan and re-index land records allowing for greater access on-line.
- Continue with Plainville High School Site Improvements Project for. Improvements would consist of repaving of the parking lots and around the athletic fields, drainage and ADA improvements for the tennis courts. Expected to be completed in 2018.
- Continue with the Wheeler Elementary School Renovations Project expected to be completed in 2020.

5. Provide citizens with new services where unfulfilled needs are identified. The further construction of a route through Plainville for the Farmington Canal Trail is a service that has

long been discussed. The Town will continue to explore funding and grant options so that citizens may be able to take advantage of this leisurely and recreational opportunity in the future.

- Exploring funding and grant options with the Department of Transportation for design and construction of a route through Plainville for the Farmington Canal Trail.
- Continue to work on creating a Dog Park in Plainville.

XVII. Short Term Budget Goals

A. How Short-Term Initiatives Guide the Creation of the Budget

Plainville has traditionally followed an incremental form of budgeting, which means the focus is on how spending will change from one year to the next. This is the most efficient means of budgeting, since most programs and services do not change significantly from year to year. This allows the policy-makers to devote most of their attention to areas where change is occurring.

The first phase of the budget process involves the formation and submission of department requests. The directors of Plainville's Town Departments evaluate past and current year spending and consider future needs to formulate their budget requests.

The Town Manager, Assistant to the Town Manager, and Director of Finance then meet with the department heads and agency representatives to discuss budget requests item by item to determine if cuts need to be made, and if so, where these cuts should be made in order to minimize impact on service quantity or quality. The Town Manager consults with the Director of Finance and makes any necessary changes and redistributions to the department requests, balancing the needs of each department with the needs and priorities of the Town.

Lastly, each department provides the Town Manager with its short-term goals and priorities after careful consideration of last year's goals and accomplishments. Departmental goals are then analyzed and grouped by the special projects intern based on the overarching long-term goals to establish consistency.

- B.*** The following section summarizes the Town's short-term goals for the budget year based on its overarching long-term goals.

1. Improving Infrastructure

- Implement the Town's Capital Improvement Program including Street Improvements under the Bond Program.
- Implement the process to ensure environmental compliance at the Town's former landfill's Stewardship Permit.
- Continue to develop Water Pollution Control Plant and pump station preventative maintenance programs.
- Continue roadway maintenance to ensure safe passage on local streets, (i.e. sweeping, pothole repairs, drainage improvements, ice/snow removal).
- Continue to maintain brush clearing in waterways and runoff areas. Perform root cutting in drainage pipes.
- Continue to add catch basins and drainage pipe in problem areas.
- Continue road improvements and repaving of local roads while continuing crack filling program. Execute street paving projects as identified in 5 year Street rehab bond.
- Continue the collection of leaves in an effective and timely manner although the program will be examined to see where there is the possibility of expenditure reductions.
- Continue investigating and testing alternative road salt methods.

- Continue tree removal at Robertson Airport.
- Dredge Norton Park Canal.

2. Improving the Efficiency of Government Operations

- Pursue an affordable computerized tracking software for the Senior Center for accessing fitness center membership, usage, training, and certification.
- Implement a computerized and streamlined registration process at the Senior Center for classes, trips, and special events.
- Continue process of cross training staff in Revenue Collection office.
- Continue consolidation of BOE and Finance staff as well as the Human Resource Staff.
- Continue to explore methods of reducing municipal spending in future years.
- Continue to investigate cost saving measures and consolidation of services, including regional initiatives.

3. Improving Existing Public Services

- Continue to back-scan and re-index land records, allowing for greater public access online.
- Train all recreation summer and winter aquatic camp staff in lifeguard training, water safety instruction, CPR/AED, and first aid.
- Continue roadway maintenance to ensure safe passage on local streets, (i.e. sweeping, pothole repairs, drainage improvements, ice/snow removal).
- Continue to maintain brush clearing in waterways and runoff areas. Perform root cutting in drainage pipes.
- Add catch basins and drainage pipes in problem areas.
- Continue road improvements and repaving of local roads while continuing crack filling program. Execute street paving projects as identified in the five -year Street rehab bond.
- Prepare next five years for the second Street rehab bond.
- Continue the collection of leaves in an effective and timely manner although the program will be examined to see where there is the possibility of expenditure reductions.
- Continue investigating and testing alternative road salt methods.
- Continue to administer the Revolving Loan Funds and Tax Abatement Programs.
- Continue to foster working relationships with the local and regional chambers of Commerce, Council of Governments, State Department of Economic and Community Development and other economic growth partners.
- Continue to work with the Board of Education exploring programs to recognize early warning signs for at risk students.

4. Providing Citizens with New Services *UPDATE ENTIRE SECTION*

- Continue to work on Phosphorus reduction at WPC and continue construction on the WPCF Phosphorus Upgrade Project.
- Continue development of creating a Dog Park.
- Work with consultant to develop the best route to close the gap of the Farmington Canal Heritage Trail in Plainville and Southington.
- Provide public charging station(s) for electronic devices at the Library
- Begin a program of outreach services for any patrons unable to get to the library.
- Have the Plainville-Southington Regional Health District hold at least 8 flu clinics in which over 700 residents, town employees and first responders are vaccinated.
- Maintain full day, full week Preschool.
- Continue to add college preparatory math classes at PHS.

XVIII. Budget Priorities

In FY 2019, the Town accomplished a great deal in the areas of projects, economic development, consolidation, financial oversight, debt management, the fund balance, environmental/conservation/zoning/health, and miscellaneous. Below are listed specifics and details about the Town's accomplishments based on these seven areas for FY 2019.

A. FY 2019 Accomplishments

1. Infrastructure & Projects:

- Completed the Plainville High School Site Improvements Project.
- Continued general administration duties at Water Pollution Control, Buildings & Grounds and Roadways Divisions.
- Continued to work with Engineering Consultants for the WPCF Phosphorous Upgrade Project with an estimated completion date of Spring of 2020.
- Specifications and bid proposals prepared and reviewed for vehicles, equipment, fuel, utilities, and all capital budget items.
- Continued the Employee Safety Training program.
- Rebuilt 50 Catch Basins.
- Continued to the Maintenance Garage Environmental Compliance Plan.
- Continued to maintain compliance with the Operation of the Roadway Maintenance Garage, fueling station, transfer station and landfill within federal and state environmental regulations.
- Completed the Leaf Collection program, 3-10 wheel dump trucks with 20 yard leaf boxes improved the collection process by reducing driving time to the landfill for dumping.
- Ensured the effective and timely winter ice/snow removal to provide safe passage on local roadways. Implemented other salt products.
- Inspected, monitored, and identified repairs and improvements needed to all Town facilities including park grounds, buildings, roads, drainage problems, nature park, homeowner's complaints, OSHA compliance, and safety inspections. Non-compliant equipment removed on Public Grounds.
- Administered Street Light repairs and coordinated work with Eversource and the town's vendor Turri/Masterson Electric.
- Improved and complied with Storm Water drainage requirements.
- Milled and paved Elizabeth Ct., Lincoln St., Hemmingway St., Fairview Ave., Parkside Dr., Hillside Ave., Prior Ave., Rosealeah Ave., South Canal St., Duval Ln., McConnel Dr., McDonald St., Chester St., Belmont Pl., Atherton Ter., Elbow Ln., Hamlin St., Bicycle St., Tyler Ave., Dewey Ave., South Ave., and Forshaw Ave as part of the five-year road paving project. Milled and paved a portion of Woodford Ave., Johnson Ave, and Spring Ln.
- Continued to implement energy savings with the Virtual Net Metering program, by purchasing electricity from a solar farm in Connecticut at a much lower rate.
- Continued to execute \$5,000,000.00 road bond for a five-year paving program. Currently in year five of five.
- Work on referendum for November of 2019 for second road bond for another five-year paving program.
- Collected household hazardous waste at the Roadways Garage in the Town of Burlington in May.
- Completed the concession stand at Norton Park.

2. Economic Development:

- Continues to work with the Economic Development Agency to diversify the Plainville tax base and to ensure a "business friendly" atmosphere.
- The EDA continues to administer the Town's Revolving Loan Fund. While no loans were applied for the last fiscal year, the Fund remains solvent and ready to assist businesses improve and expand. An increased effort will be put on publicizing the availability of funds to better assist Plainville's small businesses.
- The EDA continues to make recommendations on Tax Incentive (abatement) Agreements pursuant to Connecticut General Statute's 12-65b and 37-21a. Under the statute, the Town of Plainville can consider short term partial abatement of real property taxes for new construction. Where the economic impact is deemed beneficial, the EDA utilizes the standards set forth in the State Statutes to recommend benefits where appropriate. One (1) tax abatement was recommended in FY19 where the net square footage of new commercial space equals 7,500 square feet.
- The EDA worked closely with staff and the State of Connecticut to attract and retain businesses. At the local level, the EDA directs staff to update and maintain a database of local properties (existing buildings and vacant land), which is posted on the Town's website. A newly developed vacancy list allows for a more streamlined research process for the public and allows for easier dissemination through a wider number of mediums.
- Continues to foster relationships with merchants in the Central Business District via the Downtown Merchant Association. Providing clearer lines of communication, the continued hope is to have an open dialogue with the small businesses of our community, allowing us to better meet their needs and remain an attractive and effective business community.

3. Consolidation:

- Maintained consolidation with the Board of Education Finance Department creating operational efficiencies, dual control, back up personnel, and overall better finance and reporting management for the Town of Plainville.
- Better tracking of BOE educational grants, and Cafeteria funds by segregating duties and having all transactions detailed on general ledger system.
- Continued to share the IT functions with the BOE.

4. Financial Oversight:

- Continued meeting monthly with Town Staff to review Town finances throughout the year, thus providing a higher level of understanding and oversight.
- Entered into a new gasoline contract with Dime Oil until June 30, 2019 with a fixed price of \$1.79/gal., based upon an estimated 42,000 gallons of gasoline.
- Allowed Dattco Bus Company to use Town gas tanks for gasoline usage. Dattco invoices the BOE actual costs paid for gas per contract. By using the Town owned gas tanks, Dattco's invoice to the BOE is lower than the market gas prices charged at local gas stations.
- The Maintenance department successfully obtained bids and contracts at rates equally to or lower than the previous year's rates for diesel and heating oil number 2.
- The Solid Waste Management team continued with an eight-year contract extension, lowering the price from 2017 levels and fixing it for the next eight (8) years for single-stream recycling and automated garbage collection with a private vendor.

5. Debt Management:

- The Town was recently notified by Standard & Poor's Rating Service that they have affirmed our long-term rating on our general obligation bonds at AA+ based upon their local General Obligation criteria and the Town's improved financial profile. This rating is one step under an AAA rating, which is the highest rating available. The recent financial upgrade by Standard and Poor's to the Town of Plainville and the historical low interest rates have created an opportunity whereby Plainville could refinance a portion of our existing debt to lower future payments.

In September 2015, the Town refunded \$5,025,000 of debt. The refunding will save the Town approximately \$309,919 in future debt interest payments while not extending the life of the debt. At the same time, the Town issued a \$1 million bond anticipation note (BAN) for six (6) months to fund the road improvements projects. In May 2016, this \$1 million BAN was rolled over and an additional \$1 million BAN was issued, maturing in May 2017. In May 2017, this \$2 million BAN was rolled over and an additional \$1 million BAN was issued, maturing in February 2018. This \$3M BAN has a net interest cost (NIC) of 1.22% and will be rolled over until the Town permanently bonds the full \$5M project cost, taking advantage of maturing debt coming off the books and market interest rates.

In August 2016, the Town refunded \$5,965,000 of debt. The refunding will save the Town approximately \$448,737 in future debt interest payments while not extending the life of the debt.

In September 2018, the Town issued GENOB debt for \$10,000,000, resulting in a bond premium of \$99,840.00 with a net interest rate of 3.10%. The \$10M included permanently financing the \$5M road improvements, including a \$100,000 principle payment, netting to \$4.9M, \$2.1M in fire equipment, and \$3M for the Wheeler School renovation.

6. **Fund Balance:** The fund-balance reached 14.40% as of June 30, 2018.

7. Environmental, Conservation, Zoning, and Health Issues:

- Prepared and reviewed text amendments to the Zoning Regulations in compliance with changing State Statutes and the 2009 Plan of Conservation and Development.
- Continued to administer the Zoning Regulations in a fair and consistent manner.
- The Commission aggressively pursued administration of its regulations.
- The Commission once again can boast "no net loss of wetlands" as they continue to protect these valuable resources.
- The Commission adopted a new electronic version of the Town-wide Wetlands map that will assist in making more accurate wetland identification. In addition, the map is easier to revise as new, more accurate information becomes available.
- Two River cleanups were held in the Fall and Spring for the Pequabuck and Quinnipiac Rivers
- A fishing derby was held with about 90 children attending.
- A successful Earth Day program, named P.E.E.P (Plainville Enhancing its Environment for Pollinators), provided town residents with milkweed and wildflower seeds.
- Aided in the expansion of open space opportunities and programs.

- The Conservation Commission led a 5-mile hike through a section of the Metacomet Trail and the Sunset Rock area as part of National Trails Day.
- Two river clean-ups were held, one at the Pequabeck River Watershed and the other at the Quinnipiac River, in the area behind Trumbull Park from Stillwell Avenue.

8. Miscellaneous:

- The Veteran's Council raised approximately \$36,426 for the Soldiers, Sailors, and Marines Fund. These funds were used to assist indigent veterans and their dependents in various ways, including assistance with medical expenses, prescriptions, rent, and referrals to other veterans' services and facilities. With these raised funds, the Veteran's Council assisted 50 individuals.
- The Transfer Station was operational for residents to dispose of leaves and Christmas trees drop-off and pick-up.
- The Senior Center received a \$13,356 grant from the North Central Area Agency on Aging to assist with free or reduced dental care, foot care, weekly social day programming, social service delivery, support groups, and specialized fitness training.
- The Youth Services Department received a \$3,000 grant from United Way for KIM (Kids in the Middle Program).
- The library expanded the virtual reach of the library by providing multiple types of digital resources.
- The library applied for a grant to fund a part-time social worker for the Library as additional services to the public.

B. FY 2020 Priorities

The Town of Plainville budget process pays close attention to National and State economic trends. Connecticut's economic growth is slowest in the New England Region. While striving to maintain a healthy fund balance is paramount, seeking innovative ways to reduce tax burdens in economically challenging times is also necessary. Another way Plainville successfully utilized the recent economic downturn was to re-bond existing debt service at lower interest rates. This proved to be a simple, but significant way, of controlling expenditures attributable to our debt service. As the recent recession 2008 tightened its grip, Plainville's Economic Development Agency efforts kicked into high gear. Every opportunity to advertise incentive programs, both locally and at the State level, was made. In many cases, incentives could be combined, which resulted in slow, but steady development activity throughout the recession. With offsets from the savings realized in reduced debt service, these minor gains in our grand list had a tangible impact on our budget process, enabling the Town to produce better results when compared many CT municipalities. Connecticut is the 8th ranked state in the nation in terms of being ready for growth in the "New Economy." The New Economy index measures how states are positioned to drive economic evolution in today's changing society. This ranking is based on measures in five key areas: knowledge jobs, globalization, economic dynamism, digital economy, and innovation capacity. Connecticut ranks 3rd in the country for percentage of employees with advanced degrees. This workforce is not only highly educated, but it is also highly industrious, ranking 4th in the U.S for productivity. Plainville is eager to take advantage of Connecticut's conducive environment and to offer opportunities to companies that are capitalizing on the latest global economic trends. * FY 2020 priorities are based heavily on these macro-economic considerations. The Town realizes the need for exploring ways to control spending and consolidation of finances and resources wherever possible, be it municipally and/or with regional organizations.

*Source: 2015 Connecticut Economic Review (p.16)/Information Technology and Innovation Foundation, New Economy Index, 2014.

1. **Explore Ways to Control Spending:**
 - Continue to explore regional initiatives.
 - Consider energy savings wherever possible.
 - Continue to look at departmental re-organization and efficiency (i.e. staff equipment use, etc.).
 - Attempt to maintain the same level of services to the public without increasing budgeted expenditures.
 - Ensure projects fit within the debt management plan.
2. **Cross Training of Town Departments:** - Continue to work to train and cross train employees in several town departments to perform basic functions of other departments in an effort to promote teamwork, continued workflow, and operational efficiencies. This is all an effort to maintain the current level of services provided to the public using existing resources and personnel.
3. **Explore Ways to Share Resources Regionally:** - Continue to work with surrounding towns and officials to secure State/Federal grant funds aimed at regionalization and coordination of resources. There are several grant opportunities available to promote local consolidation of efforts and services. The Town of Plainville will look to maximize this effort and continue to offer services to residents.
4. **Economic Development:** The Town Council-appointed Economic Development Agency (EDA) continues to foster positive economic growth within the Town of Plainville. The EDA administers two valuable programs that have led to growth in Plainville's commercial tax base. The Small Business Revolving Loan Fund continues to remain solvent and provides a means for businesses seeking to augment financing packages to permit physical expansion, purchase equipment to enhance/expand operations, or finance needed repairs to their facility. Loans are generally limited to \$40,000.00 and average slightly below that amount. Interest rates are highly competitive, and the fund's solvency is protected by insuring that loans are secured with real property. The Tax Abatement Program has been used successfully to provide incentives for Plainville businesses to expand in place and for new, incoming businesses to construct new facilities. The program can be used for additions to existing structures as well. The tax abatement program continues to foster both new commercial growth as well as local expansions. Over the next fiscal year, it is the desire of the department to continue promoting the availability of both benefit programs to the businesses of Plainville, as well as the region and State, in order to continue making Plainville an attractive place for business retention and growth.

Perhaps one of the most important projects our office is engaged in is the identification of contamination at the former White Oak Corporation on West Main Street. We were granted \$200,000.00 by the State Department of Economic and Community Development to undertake a full environmental assessment of the site with testing recently being completed. The next step in this project is to identify the best approach for remediation, paving the way for a redevelopment project that could have a great impact on the revitalization of our downtown. Any final use of the site is yet to be determined and will be dependent on the final environmental assessment and remediation options we receive. The Town will not assume ownership of this property until we are certain there are no long-term liabilities, and that our return on investment will yield dividends.

New projects approved or underway currently consist of the following:

- GPA, a specialty paper distributor, currently located at 10 Farmington Valley Drive, has entered into a lease agreement with Metro Realty, who is in the process constructing a 33,600 square foot building on Northwest Drive.
- Six Mile Holdings is a real estate holding company whose owner also owns Network Interiors, a local business at 55 Robert Jackson Way. The owner purchased adjacent land in the Strawberry Fields Industrial Park and received approval for 20,000 square feet of commercial/industrial space in two (2) separate buildings. One building will house an extension of her company, Network Interiors, while the other will be leased to The CT Association of Builders and Contractors (ABC) and the Construction Educational Center (CEC). ABC and CEC were both formerly located in Rocky Hill. We are excited about this development because it has the potential to bring in a steady flow of patrons who will become familiar with Plainville and will hopefully avail themselves of the services here.
- Ferguson Electric on Northwest Drive has been a long-time employer in the Town of Plainville. They have experienced several expansions over the years, but they were recently approved for their largest yet, a 20,250 square foot addition. Construction is slated to start in 2018.
- Walker Crane and Rigging has been expanding since they originally built at 50 Farmington Valley Drive in 1998. Their original facility was 33,600 square feet. They are currently constructing an additional 22,500 square feet, which brings the size of their facility to 127,000 square feet.
- The real estate holding “arm” of D’Amico Construction was approved to construct 7,000 square feet of contractor utility space to the rear of Whiting Street off Grace Avenue.
- What was formerly referred to as the “old Chung site” on New Britain Avenue, which is now owned by the real estate arm of CALCO Construction, has been approved for the construction of a 17,000-square foot retail facility and a 12,000-square foot medical office facility or additional retail, depending on market demand. The approvals do not include the sites that formerly housed Stadium Antiques and The Bamboo Boutique, however, it is felt that the rest of the site will develop at a fast pace once the first phase kicks off.

New businesses are popping up:

- At least nineteen (19) new establishments have located in existing space, many within our core downtown area. To name a few, Unique Finds, an antique boutique specializing in hand painted furniture on West Main Street; Naomi Martinez Studio, a full service beauty salon on Whiting Street; Martel Music, specializing in high end musical equipment such as guitars, drums and amplifiers – also offering lessons at the corner of Whiting and West Main Streets; Torchlight Graphics, offering custom graphic solutions for everything from advertising and tee-shirts to beverage containers on West Main Street, the re-opening of Euro Home Care at 17 Pierce Street with a remodeled interior; the relocation of The Lil’ Plant Shop at 8 East Main Street, and Construction Resources (CORE) of 25 Robert Jackson Way, a full-service development firm who has had great success breathing new life into vacant or underutilized manufacturing sites in the Northeast.

Vacancies are being filled:

- Plainville Funeral Home opened a state of the art 5,000 square foot facility at 81 Broad Street, the former longtime overflow parking lot of Our Lady of Mercy.
- Additional space has been leased at 75 Neal Court – All Access Sports, a year-round, multi-sport facility are new tenants in what is turning out to be quite an eclectic mix of uses at this 200,000 square foot former steel fabrication plant.
- Plans have been obtained an approved for the construction of a 7,500 square foot industrial building at the long vacant property currently known as 0 Lewis Street. This highly sought-after type of structure will provide centralized location and operation for upwards of six (6) companies and give Plainville another asset in the manufacturing and trade industry.
- 10 Sparks Street, a long-time vacant warehouse, has been repurposed into an environmentally friendly machine and manufacturing shop bringing upwards of twenty (20) jobs into Plainville

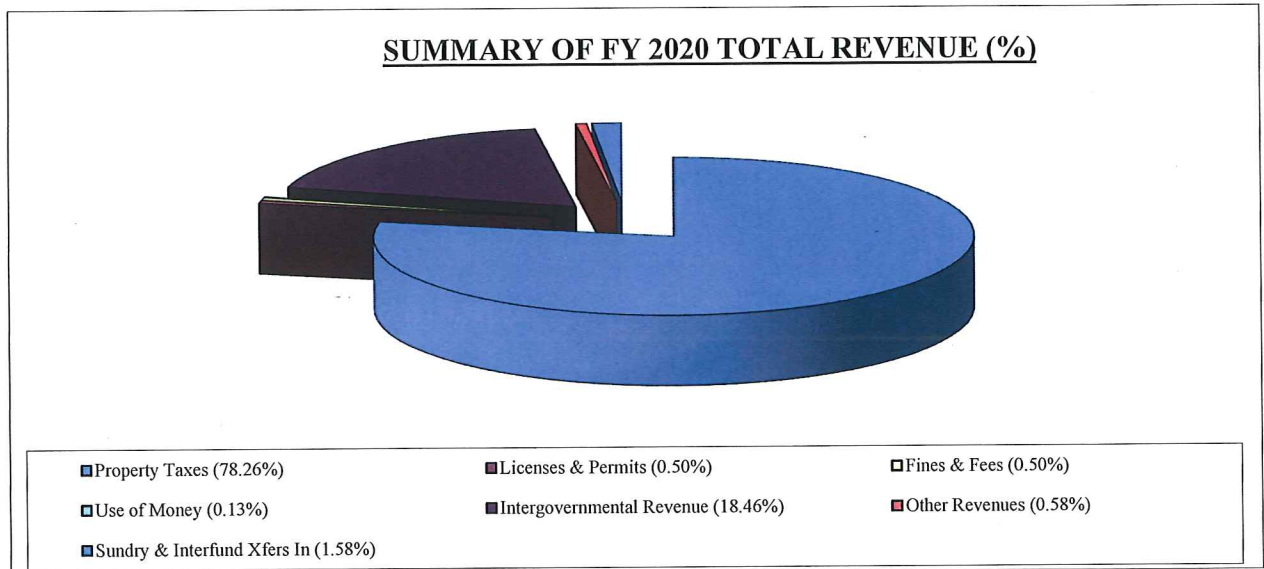
Despite our success in filling vacancies (many smaller commercial and retail spaces were also filled), we continue to be proactive and work to fill vacant commercial spaces with new tenants and/or owners by researching vacancies and providing an inventory of available space that is updated quarterly and posted on-line. This database has resulted in many referrals leading to property sales and new development as well as leasing of vacant, underutilized space.

The Town's Economic Development Office gathers data relating to other business incentives, especially those offered through the State of Connecticut. Many local businesses have benefited due to our referral system. CT Tool and Manufacturing utilizes CT Step UP, a program designed to subsidize new hires and training for unemployed persons.

REVENUE OVERVIEW

Within Plainville's budget for FY 2020, there are seven (7) major revenue categories: Property Taxes, Licenses & Permits, Fines & Fees, Use of Money, Intergovernmental Revenue, Other Revenues, and Sundry & Interfund Transfers In as shown in the following chart. The total adopted revenue budget must equal the total adopted expenditures budget to comply with the State requirements of a balanced budget.

	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	Difference 2019 - 2020
Property Taxes	\$ 45,208,420	\$ 47,039,457	\$ 48,351,648	\$ 1,312,191
Licenses & Permits	281,700	281,700	307,250	25,550
Fines & Fees	256,700	271,700	305,950	34,250
Use of Money	40,500	30,500	77,500	47,000
Intergovernmental	11,849,214	11,233,458	11,401,779	168,321
Other Revenues	359,496	359,496	360,000	504
Sundry & Xfers In	529,161	839,747	976,695	136,948
TOTALS	\$ 58,525,191	\$ 60,056,058	\$ 61,780,822	\$ 1,724,764



- To produce a balanced budget, estimates revenues must match expenditures. The main source of revenue for the Town is the property tax. The October 1, 2018 Grand List increased by \$7,726,971 from \$1,388,894,859 to \$1,396,621,830. This represents a 0.55634% increase in Plainville's taxable property.
- Intergovernmental Revenue is estimated to increase primarily due to the Education Cost Sharing Grant being funded by the State of CT in accordance with their ten-year plan to properly fund this grant to all CT municipalities.
- Sundry & Interfund Transfers In increased due to an increase in the amount of fund balance used and the use of an additional transfer into the General Fund from the Debt Management Fund.

TAXES: Property Taxes and Assessments

Taxes are a mainstay of financing for local governments. Taxes may be levied against real property taxes, personal property, and motor vehicles. Other budgeted tax revenues are interest, penalties, and lien fees on delinquent taxes.

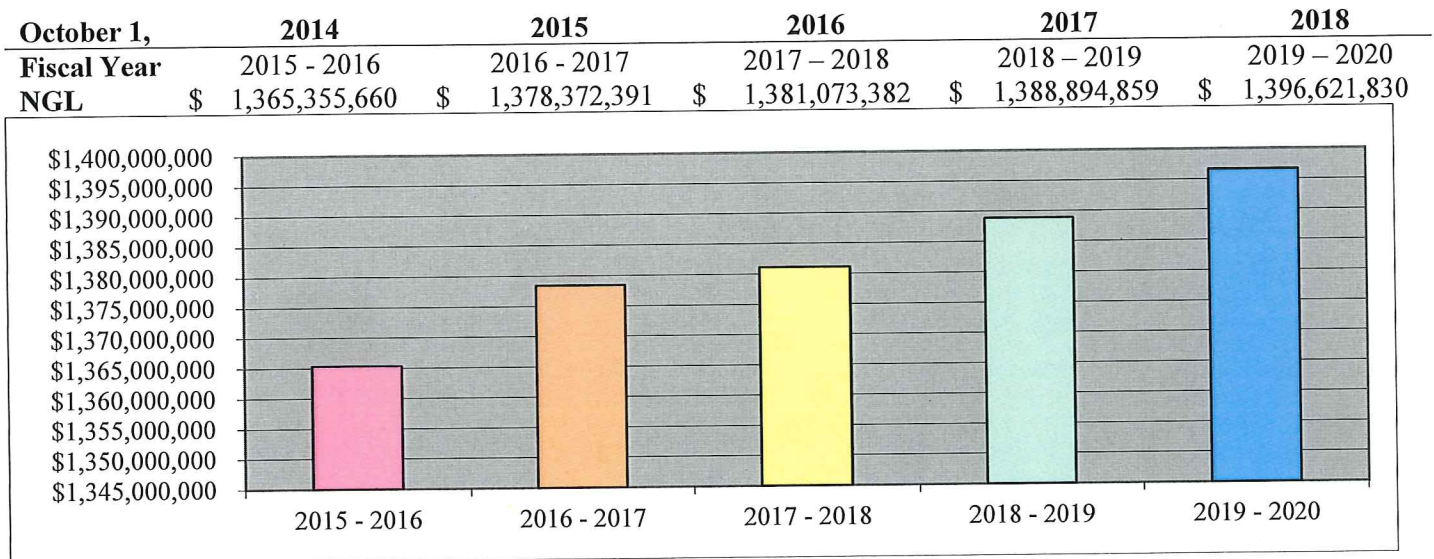
Property taxes are the largest and most important component of Town revenue sources. All revenues that cannot be generated from State aid, licenses, fees, etc. must be derived from the property tax levy.

It is estimated that the General Fund will yield \$48,351,648 in taxes and assessments in total for fiscal year 2019 - 2020. This is an increase of \$1,312,191.

The total of all taxable property in the Town of Plainville minus exemptions is commonly known as the "net grand list (NGL)." Any growth in the NGL helps to offset any growth in budgeted expenditures, since mill rate (tax rate) is calculated based on the total valuation of all taxable property within the boundary of the Town. The October 1, 2018 NGL was revalued to reflect current market prices. The 2018 NGL increased by \$7,726,971 from \$1,388,894,859 to \$1,396,621,830. This represents a 0.55634% increase in Plainville's taxable property.

The following chart presents the annual net grand list growth for the last five-year period:

**Town of Plainville
Net Grand List (NGL)
Last 5 Budget Years**



TAX RATE

The tax rate is expressed in terms of "mills" with one mill equivalent to one dollar of tax for every one thousand dollars of assessed value. The tax levy is a computation by the total amount of budgeted tax revenue necessary to be raised from property taxes taking into account allowances for estimated uncollectible taxes. Based on a NGL of \$1,396,621,830, applying grants and non-tax revenue, it will be necessary to finance \$48,351,648 or 78.26% from property taxes. This will require a mill rate of 34.62, an increase of 0.78 mills or 2.31%. The mill rate is calculated as follows:

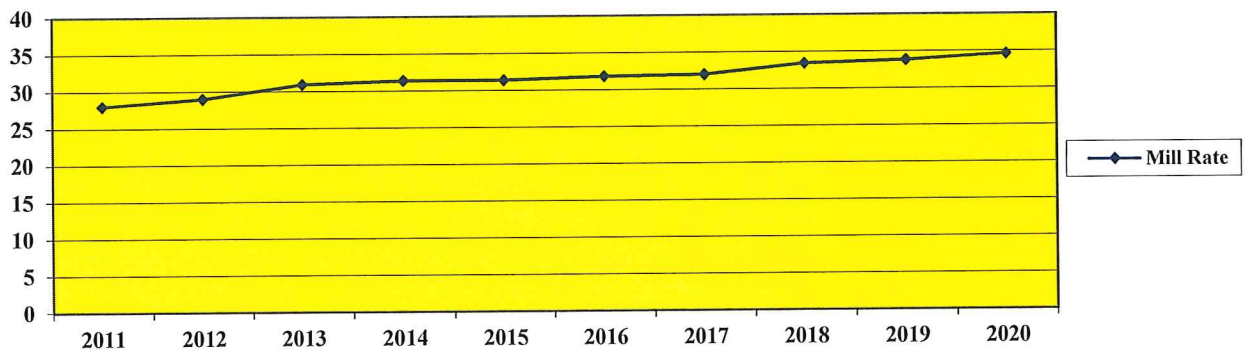
Expenditure Budget Change		Revenue Budget Change	
Board of Education	\$ 906,193	Intergovernmental	\$ 168,321
Town Government	484,338	Sundry & Xfers In	136,948
Debt Service	334,233	Use of Money	47,000
Capital Projects	-	Fines & Fees	32,250
		License & Permits	25,550
		Other Revenue	504
		Subtotal Direct Rev	412,573
		Current Taxes	1,321,191
Total Expenditure	\$ 1,724,764	Total Revenue	\$ 1,724,764

Gross expenditures	\$ 61,780,822
Less direct revenue estimates	(14,384,674)
Net budget	47,396,148
Use of fund balance	(300,000)
Adjustment for uncollected taxes @ 2.6%	1,257,187
Amount to be raised	48,353,335
Value of 1 mill at 97.4% collection rate	\$ 1,396,622
	<u>48,353,335</u>
Calculate mill rate	<u>1,396,622</u> = 34.62 mills

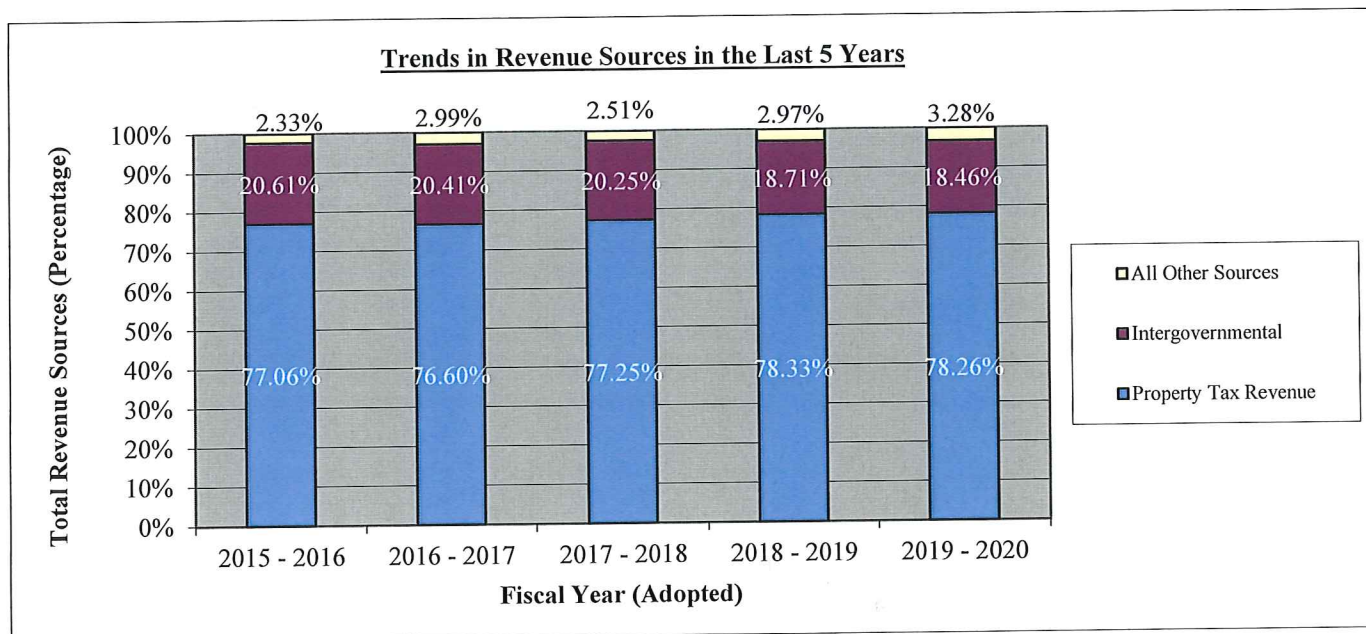
**Tracking the Mill Rate and Grand List
FY's 2006 – 2020**

Fiscal Year	Town Manager Proposed Mill Rate	Town Council Approved Mill Rate	Grand List Year	Grand List Value	Current Year Tax Levy
2006	35.66	34.50	2004	\$ 948,434,120	\$ 32,720,977
2007	37.80	36.28	2005	957,924,310	34,753,493
2008 *	26.59	25.50	2006	1,372,298,640	33,915,344
2009	27.83	26.24	2007	1,384,431,320	35,215,438
2010	27.17	26.33	2008	1,388,227,300	35,595,339
2011	28.58	28.01	2009	1,390,764,460	37,939,148
2012	29.69	28.98	2010	1,400,251,680	39,526,221
2013 *	31.00	30.89	2011	1,340,288,705	40,327,566
2014	31.38	31.38	2012	1,341,620,870	41,003,953
2015	31.76	31.38	2013	1,355,575,604	41,430,066
2016	32.13	31.83	2014	1,365,355,660	42,337,948
2017	32.06	31.99	2015	1,378,372,391	42,947,914
2018 *	34.12	33.43	2016	1,381,073,382	43,952,920
2019	33.84	33.84	2017	1,388,894,859	45,783,957
2020	35.07	34.62	2018	1,396,621,830	47,096,148

* Revaluation Year



Shown in the chart above are the approved mill rates for the last ten (10) fiscal years. Additional information regarding approved mill rates can be found in the "Citizen's Guide to the Budget" section.



The above table illustrates the percentages of the operating budget funded by various revenue sources over the last five (5) fiscal years. The most striking feature of the breakdown of revenue sources is the extent to which the Town budget is dependent on just two sources: local property taxes and intergovernmental revenue, predominantly from the State of CT. As the second largest source of General Fund revenues, State Aid has a considerable impact on property tax rate. Most sources of State Aid are formula driven and therefore are affected not only by total funding levels statewide, but also by numerous variables such as the Town's population, the Town's grand list relative to other towns, income levels relative to other towns, student enrollment figures, and various demographic characteristics. Due the poor economic position of the State, the projected future budget deficits, the timing of their budget process in comparison to the Town's, and their unilateral decision making processes, the Town has been decreasing it's dependency on State Aid and will probably have to continue to do this in future years. The remaining revenue sources, including permits, licenses, fees for services, investment income, and miscellaneous sources, combine for just over 3.0% in the 2019 - 2020 budget.

INTERGOVERNMENTAL REVENUE

Local governments depend on state and federal aid to supplement their property tax and other revenue sources. The estimated allocations to Plainville are based on the state's publication Estimates of State Formula Aid to Municipalities: Fiscal Year 2017 – 2018, Fiscal Year 2018 - 2019, and Fiscal Year 2019 - 2020 originally distributed by the State of Connecticut Office of Policy and Management in February 2019. The budgeted grant amounts for fiscal year 2019 - 2020 reflects estimates from the adopted State of CT budget in June 2019. The Town bases its revenue budget on the best available information at the time of preparing our budget. With the State of CT budget issues in the last couple years, the above-mentioned Estimates of State Formulas are only used as an initial estimate with the hope an adopted budget is passed before the Town has to set a mill rate.

Listed below are the State of Connecticut statutory formula grants paid or estimated to the Town of Plainville:

Federal and State Grants	Actual Grant Amount Received 2017 - 2018	Budgeted Grant Amount 2018 - 2019	Estimated Grant Amount 2019 - 2020
Education cost sharing grant	\$ 8,897,932	\$ 10,366,966	\$ 10,561,076
PILOT - State property	355	8,596	8,596
PILOT - veteran's exemption	22,712	22,000	22,000
PILOT - elderly freeze	2,000	2,000	2,000
PILOT - totally disabled	3,724	3,600	3,600
Municipal stabilization grant	63,371	-	-
Plane registration	7,730	8,200	8,200
Pequot grant	72,491	27,635	27,635
Youth services grant	27,071	27,000	27,000
Misc. State grants	170,420	30,000	35,000
Telecommunications	35,556	50,000	40,000
Grants for municipal projects	541,936	541,936	541,936
LoCIP	-	145,525	124,736
Total Federal and State Grants	\$ 9,845,298	\$ 11,233,458	\$ 11,401,779

LICENSES, FEES AND PERMITS

Local indicators, such as new construction, are important factor that relates directly to the budgeted estimated revenues for building permit fees and recording and conveyance fees (primarily property transfer documents).

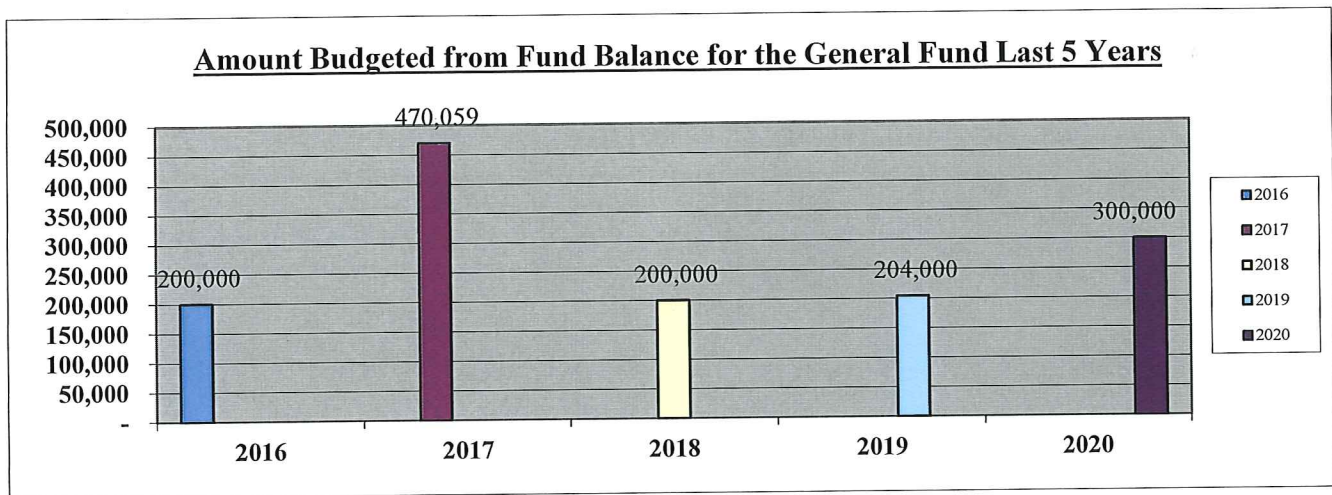
There is a continuing trend toward steady residential and commercial planned growth in Plainville. The Town continues to upgrade and expand Town provided amenities, including high quality educational, recreational, and cultural facilities, while maintaining comparatively low tax rates.

Licenses, fees, and permits revenue for all Town funds are estimated to increase slightly above the 2018 – 2019 levels.

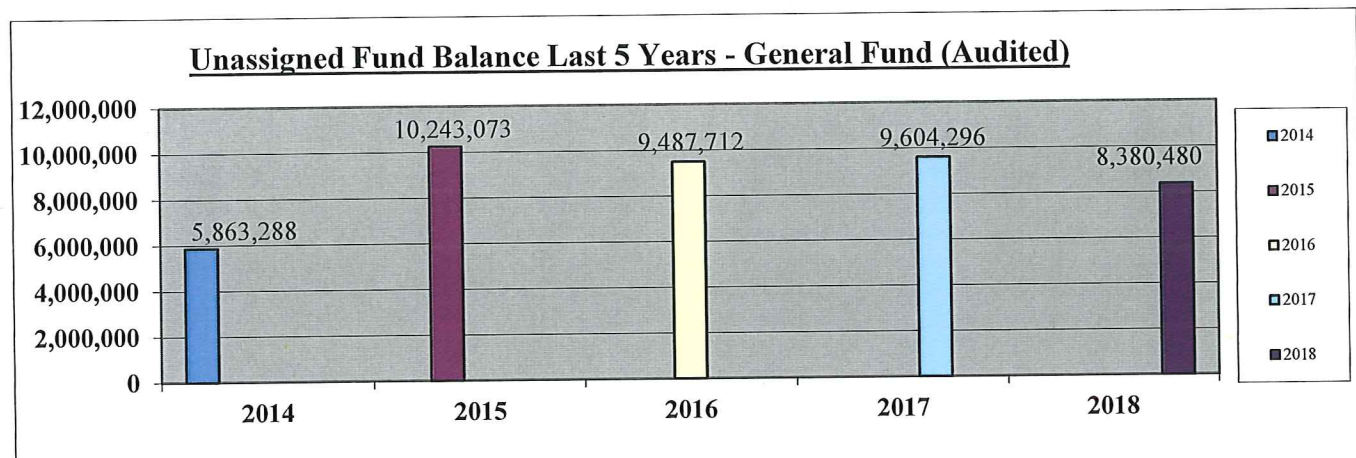
FUND BALANCE

Fund Balance is a measure of the Town's capacity to withstand financial emergencies or to undertake unforeseen, but necessary, projects. Rating agencies place special emphasis on fund balance when assigning bond ratings to municipalities and view adequate fund balance as an indication of sound financial management.

A policy was established several years ago to reduce the reliance on General Fund Unassigned Fund-Balance to balance the operating needs of the Town. As a result, a plan was established to lower the use of the General Fund's fund balance yearly until it reaches \$-0-, which the 2010 – 2011 budget achieved, continuing every year until FY 2015. In this year, the Town Council felt it was prudent to keep the mill rate the same by utilizing \$200,000 of unassigned fund balance in light of additional, unbudgeted revenues being returned to the General Fund in FY 2014. The Town Council has again thought it prudent to use unassigned fund balance in the FY 2020 budget, \$300,000. It is anticipated the Town Council will return to not using fund balance to balance the operating needs of the Town in years where there is not a significant return of unbudgeted revenues.



Shown below is a graph illustrating the Town of Plainville's Unassigned Fund Balance during the last five years:



REVENUES

Property Taxes

41010 Current Taxes - property taxes levied on the current Grand List

41015 Prior Taxes - property taxes estimated to be collected on prior years' Grand Lists

41020 Motor Vehicle Supplement - property tax levied on motor vehicles (not included on the October Grand List)

41040 Suspense – property taxes that are removed from the Grand List after fifteen (15) years but payments are made subsequent to the fifteen-year period

41050 Interest - applied to late tax payments

41060 Liens/Misc - charges on real property for the release of filing in the Town Clerk's Office

Licenses & Permits

42110 Building Permits - fee collected for issuance of building permits as required by law.

42111 Building Permit State Education - mandated 0.18 cents per \$1,000 of assessed value is tacked onto building permit fees for the education of building officials.

42120 Police Permits - pistol permits, vending, solicitors, raffle permits

42940 Dog Licenses - all dogs owned in Plainville must be properly licensed.

Fines & Fees

43114 Condo Fees - garbage collection fees for condominiums

43115 Building Fees - fees for maps, books, and copies received from the building department

43116 Bounced Check Fee - fee for bounced check

43117 Motor Vehicle Delinquent Fee – fee charged for late payment of motor vehicles per State of CT.

43120 Police Fines - parking violations

43125 Police Fees - fees for accident reports, photos, private duty administration

43126 Impoundment Fees - dog impoundment

43130 Town Clerk Filing Fees - maps, liquor permits, trade name certifications

43135 Vital Statistics - birth, death, marriage licenses, etc.

43140 Recording Fees - for recording land records (warranty deeds, liens, sales)

43150 Planning and Zoning Fees - zoning applications and subdivisions

43160 Zoning Board of Appeals - fees for zoning appeals

43185 Senior Center Fees - membership fee for out-of-town residents

43190 Senior Center Health Fees – fees charged for health services provided

43195 Trash Container Fees – fees collected for second trash containers

43196 Tipping Fees - for private use of landfill

43198 Misc. Fees - snow removal for private roads, plus minor, non-budgeted items

Use of Money

44110 Investment Income - earned for Town's investments

44114 Condo Fee Interest - accrued on late condo fees

REVENUES (Continued)

Intergovernmental Revenue

Education:

45304 Education Cost Sharing Grant - grant funding distributed according to the spending needs of the school, per statutory formula

State Reimbursements:

45310 PILOT - State Property - paid on State property within Town, in lieu of property taxes

45418 PILOT – Veteran’s Exemption - partial reimbursement of Veterans tax exemptions

45420 PILOT - Elderly Freeze - partial reimbursement for tax exemptions for the elderly

45435 PILOT – Totally Disabled Exemption - partial reimbursement for disability tax exemptions

45445 Plane Registration - fee collected for aircraft registration

Other Grants:

45500 Pequot Grant - proceeds from the Mashantucket Pequot and Mohegan Fund; formula-based

45530 Youth Services - to assist with provision of youth services programs

45542 Miscellaneous Federal/State Grants - includes FEMA disaster relief and other uncategorized funding

45543 Telecommunications - personal property tax on State communications equipment in Town

45545 Grants for Municipal Projects – assistance for municipal projects

45570 LoCIP (Local Capital Improvement Program) - assistance for approved capital improvement programs

Other Revenues

48212 Conveyance Tax - levied on property transfers

48217 PILOT – Housing Authority - received in lieu of property taxes from the Plainville Housing Authority

48299 Miscellaneous – Other - photocopies, cell tower fees for antenna outside Municipal Center and Fire Station, PILOT - Robertson Airport, etc.

Sundry & Interfund Transfers In

49101 Interfund Transfer In - WPCF – transfers in from the Sewer Fund for employee benefits

49102 Use of Fund Balance – transfers made from the General Fund Unassigned Fund Balance

49108 Interfund Transfer In – Debt Management – transfers in from the Debt Management Fund to balance off debt expenditure increases

Town of Plainville, Connecticut
Adopted Town of Plainville Revenue Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

Town of Plainville Revenue		2017 - 2018		2018 - 2019		2019 - 2020		
		Actual	Budgeted	Received	Estimated	Estimated	Increase/(Decrease)	
		Received		Date		Budget	\$	%
Property Taxes								
41010	Current taxes	\$ 44,851,553	\$ 45,783,957	\$ 45,814,579	\$ 46,000,000	\$47,096,148	\$ 1,312,191	2.87%
41015	Prior taxes	789,484	525,000	358,003	400,000	525,000	-	0.00%
41020	Motor vehicle supp	540,952	400,000	551,472	565,000	400,000	-	0.00%
41040	Suspense	19,322	25,000	29,587	32,000	25,000	-	0.00%
41050	Interest	424,181	300,000	270,949	290,000	300,000	-	0.00%
41060	Liens/misc	36,205	5,500	4,947	5,500	5,500	-	0.00%
Total Property Taxes		46,661,697	47,039,457	47,029,537	47,292,500	48,351,648	1,312,191	2.79%
Licenses & Permits								
42110	Building permits	334,450	275,000	423,148	430,000	300,000	25,000	9.09%
42111	Building permits - State fee	159	200	477	500	250	50	25.00%
42120	Police permits	8,547	5,500	8,884	9,000	6,000	500	9.09%
42940	Dog licenses	8,322	1,000	807	1,000	1,000	-	0.00%
Total Licenses & Permits		351,478	281,700	433,316	440,500	307,250	25,550	9.07%
Fines & Fees								
43114	Condo fees	48,604	50,000	48,055	48,055	50,000	-	0.00%
43115	Building fees	450	1,200	620	750	1,200	-	0.00%
43116	Bounced check fees	975	1,000	940	1,000	1,000	-	0.00%
43117	MV delinquent fee	28,901	21,500	24,461	25,000	21,500	-	0.00%
43120	Police fines	585	1,500	1,300	1,500	1,500	-	0.00%
43125	Police fees	109,481	62,500	65,395	75,000	75,000	12,500	20.00%
43126	Impound fees	2,360	1,500	480	1,000	1,500	-	0.00%
43130	Town Clerk filing fees	1,946	2,000	3,356	3,500	2,000	-	0.00%
43135	Vital statistics	11,743	11,000	12,553	13,000	11,000	-	0.00%
43140	Recording fees	84,368	82,000	63,362	82,000	82,000	-	0.00%
43150	Planning & Zoning fees	9,682	5,000	7,201	7,500	7,000	2,000	40.00%
43160	ZBA fees	3,317	3,000	3,705	3,900	3,000	-	0.00%
43185	Senior Center fees	8,300	8,000	8,000	8,000	8,000	-	0.00%
43190	Senior Center health fees	10,000	10,000	10,000	10,000	10,000	-	0.00%
43195	Trash container fees	3,869	3,000	4,038	4,200	3,000	-	0.00%
43196	Tipping fees	13,810	8,000	11,110	13,000	17,250	9,250	115.63%
43198	Miscellaneous fees	1,000	500	1,066	1,100	11,000	10,500	2100.00%
Total Fines & Fees		339,391	271,700	265,642	298,505	305,950	34,250	12.61%

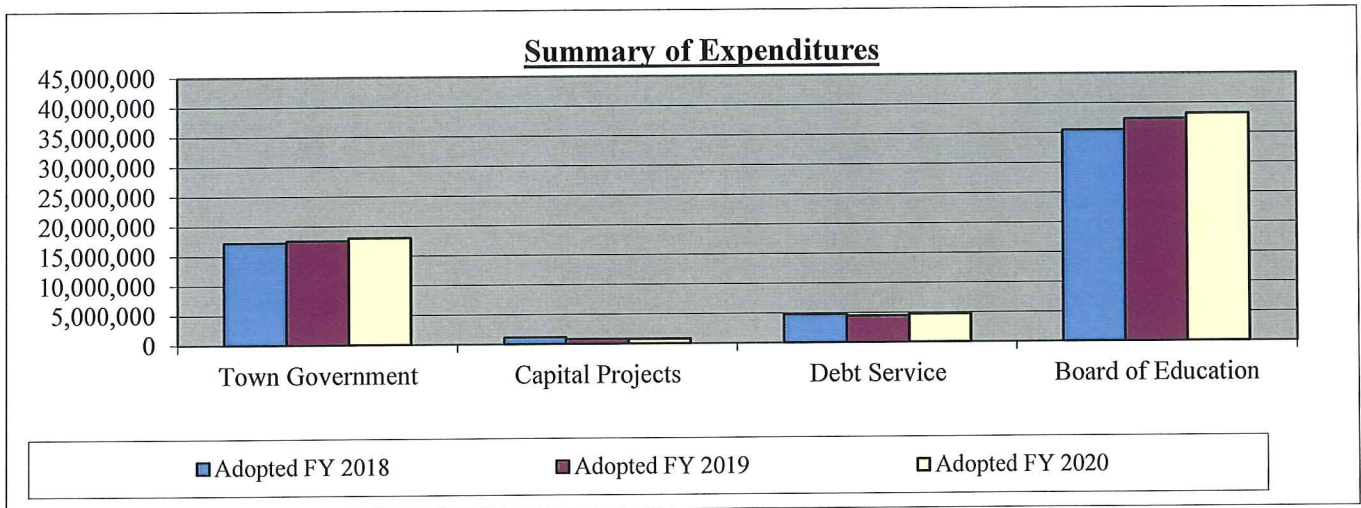
Town of Plainville, Connecticut
Adopted Town of Plainville Revenue Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

Town of Plainville Revenue		2017 - 2018		2018 - 2019		2019 - 2020		
		Actual Received	Budgeted	Received Date	Estimated	Estimated Budget	Increase/(Decrease)	
							\$	%
Use of Money								
44110	Investment income	\$ 10,063	\$ 30,000	\$ 93,291	\$ 100,000	\$ 75,000	\$ 45,000	150.00%
44114	Condo fee interest	2,636	500	4,244	4,500	2,500	2,000	400.00%
	Total Use of Money	12,699	30,500	97,535	104,500	77,500	47,000	154.10%
Intergovernmental Revenue								
45301	Special ed AP I grant	-	-	-	-	-	-	0.00%
45302	Special ed excess cost grant	-	-	-	-	-	-	0.00%
45304	Education cost sharing grant	8,897,932	10,366,966	10,356,873	10,356,873	10,561,076	194,110	1.87%
45310	PILOT - State property	355	8,596	8,596	8,596	8,596	-	0.00%
45418	PILOT - veteran's exemption	22,712	22,000	22,660	22,660	22,000	-	0.00%
45420	PILOT - elderly freeze	2,000	2,000	1,961	1,961	2,000	-	0.00%
45435	PILOT - totally disabled	3,724	3,600	3,703	3,703	3,600	-	0.00%
45444	Municipal stabilization grant	63,371	-	-	-	-	-	0.00%
45445	Plane registration	7,730	8,200	8,700	8,700	8,200	-	0.00%
45500	Pequot grant	72,491	27,635	18,423	27,635	27,635	-	0.00%
45530	Youth services grant	27,071	27,000	-	27,727	27,000	-	0.00%
45542	Misc. State grants	170,420	30,000	59,700	65,000	35,000	5,000	16.67%
45543	Telecommunications	35,556	50,000	34,748	34,748	40,000	(10,000)	-20.00%
45545	Grants for municipal projects	541,936	541,936	-	541,936	541,936	-	0.00%
45570	LoCIP	-	145,525	-	145,525	124,736	(20,789)	-14.29%
	Total Intergovernmental	9,845,298	11,233,458	10,515,364	11,245,064	11,401,779	168,321	1.50%
Other Revenues								
48212	Conveyance tax	153,605	135,000	262,628	300,000	175,000	40,000	29.63%
48217	PILOT - Housing Authority	38,948	34,496	15,000	34,496	35,000	504	1.46%
48262	Taxpayer reimbursements	-	-	-	-	-	-	0.00%
48298	Miscellaneous - BOE	86,988	-	-	-	-	-	0.00%
48299	Miscellaneous - other	474,170	190,000	167,893	175,000	150,000	(40,000)	-21.05%
	Total Other Revenues	753,711	359,496	445,521	509,496	360,000	504	0.14%
Sundry & Interfund Transfers In								
49101	Interfund transfer in - WPCF	329,164	335,747	335,747	335,747	342,462	6,715	2.00%
49102	Use of fund balance	-	204,000	-	-	300,000	96,000	47.06%
49106	Interfund transfer in - Other Funds	(3,387)	-	100,000	100,000	-	-	0.00%
49107	Sale of fixed assets	1,118	-	2,350	2,350	-	-	0.00%
49108	Interfund transfer in - Debt Management	-	300,000	-	-	334,233	34,233	11.41%
	Total Sundry & Interfund Transfers In	326,895	839,747	438,097	438,097	976,695	136,948	16.31%
Total Town of Plainville Revenue		\$58,291,169	\$60,056,058	\$59,225,012	\$60,328,662	\$61,780,822	\$ 1,724,764	2.87%

EXPENDITURES OVERVIEW

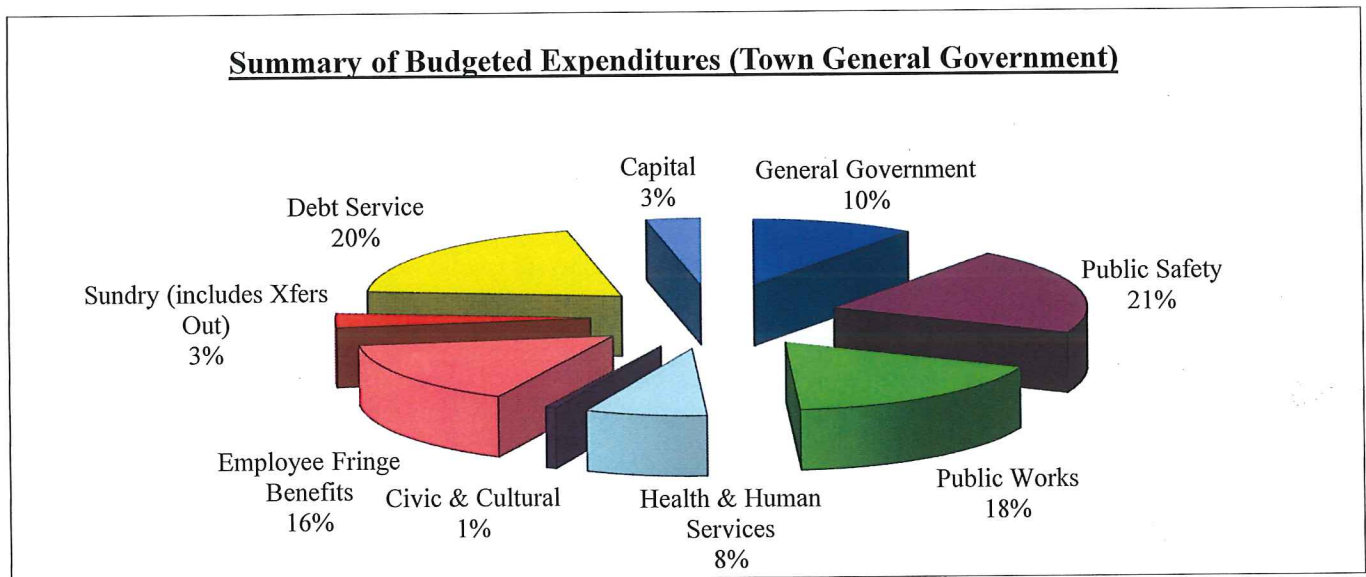
Within Plainville's budget for FY 2020, there are four (4) major expenditures: Town Government, Capital Projects, Debt Service (totaling Town General Government), and the Board of Education. The following chart illustrates the appropriations made to each of these areas throughout the past three (3) fiscal years.

	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Difference FY 19 - 20	Percent Change
Town Government					
General Government	\$ 2,520,749	\$ 2,506,769	\$ 2,432,631	\$ (74,138)	(2.96%)
Public Safety	4,896,168	4,698,220	4,986,036	287,816	6.13%
Public Works	4,450,004	4,140,078	4,144,398	4,320	0.10%
Health & Human Services	1,700,261	1,730,045	1,802,018	71,973	4.16%
Civic & Cultural	157,161	156,755	164,124	7,369	4.70%
Employee Fringe Benefits	3,139,164	3,509,666	3,696,664	186,998	5.33%
Sundry (includes Xfers Out)	1,889,837	791,613	791,613	-	0.00%
Total Town Gov't	18,753,344	17,533,146	18,017,484	484,338	2.76%
Capital Projects					
Town Capital Budget	686,950	575,100	619,527	44,427	7.73%
BOE Capital Budget	387,050	224,900	180,473	(44,427)	(19.75%)
Total Capital Projects	1,074,000	800,000	800,000	-	0.00%
Debt Service					
Principal	3,585,000	3,215,000	3,685,000	470,000	14.62%
Interest	822,572	712,248	1,039,233	326,985	45.91%
Miscellaneous Costs	11,795	472,752	10,000	(462,752)	(97.88%)
Total Debt Service	4,419,367	4,400,000	4,734,233	334,233	7.60%
Total Town Gen Gov't	24,246,711	22,733,146	23,551,717	818,571	3.60%
Board of Education					
Salaries	24,165,468	24,058,177	24,837,596	779,419	3.24%
Employee Benefits	5,700,273	7,252,509	7,490,169	237,660	3.28%
Purchased Prof Services	604,947	658,007	587,572	(70,435)	(10.70%)
Purchased Property Serv	581,323	618,648	610,049	(8,599)	(1.39%)
Other Purchased Serv	1,604,346	1,671,578	1,715,583	44,005	2.63%
Other Purch Serv – Ins	244,287	275,117	247,749	(27,368)	(9.95%)
Other Purch Serv - Tuition	769,730	989,800	929,000	(60,800)	(6.14%)
Supplies	1,376,448	1,680,956	1,694,869	13,913	0.83%
Property	65,391	43,595	39,200	(4,395)	(10.08%)
Dues and Fees	96,203	74,525	77,318	2,793	3.75%
Total Gross BOE	35,208,416	37,322,912	38,229,105	906,193	2.43%
Excess Cost Used	(467,351)	(850,000)	(850,000)	-	0.00%
Transfers to Capital	-	-	-	-	0.00%
Total Net BOE	34,741,065	36,472,912	37,379,105	906,193	2.48%
Total Town Operating Budget	\$ 59,455,127	\$ 60,056,058	\$ 61,780,822	\$ 1,724,764	2.87%



The graph above shows a comparison of the total summary of expenditures for the last three (3) budget years.

The following chart shows a breakdown in percentages of the total amount budgeted in the Town General Government, including Capital Projects and Debt Service:



TOWN GOVERNMENT, DEBT SERVICE, & CAPITAL EXPENDITURES

The Town General Government operating budget is budgeted at **\$18,017,484**. This is an overall increase of \$484,338 or 2.76% from the current fiscal year 2019. The major changes to the Town General Government budget are as follows:

- All personnel costs, including overtime, are budgeted between a 2.00% and 2.25% increase depending upon negotiated union contracts. Payroll increases in total dollars, including overtime, of \$323,016 or 3.98% are in this budget.

- The Police budget increase of \$275,110 is primarily related to increasing overtime by \$100,000, creating a more realistic budget.
- The Assessments budget increase of \$21,176 is due to an additional \$10,000 being budgeted for personal property audits, which could generate revenue above the cost.
- The Solid Waste department increase of \$52,125 is due to the Town now having to pay for recycling at approximately \$40.00/ton versus receiving a \$9.05/ton rebate in FY 2019.
- The cost to provide property/liability insurance and workers compensation was budgeted to decrease by \$133,125 or 19.03% from FY 2019, primarily due to switching insurance carriers for LAP/WC.
- Utility costs, including streetlights, heating oil, and gasoline & diesel, have decreased by \$52,640 or 3.54% due to lower fuel costs and solar panel electricity generation.
- Employee Benefits, which includes health insurance, increased \$186,998. \$107,640 of this increase relates to the State Teachers Retirement cost. Subsequent to budget adoption, this State required cost was removed by the State of CT. This money will be transferred during the FY to cover other needed items.

The Town Debt Service budget is recommended at **\$4,734,233** based on current outstanding bond obligations. This reflects an increase of \$334,233 from the current fiscal year 2019 budget of \$4,440,000. This increase will be equally offset by a contribution to the General Fund from the Debt Management Fund.

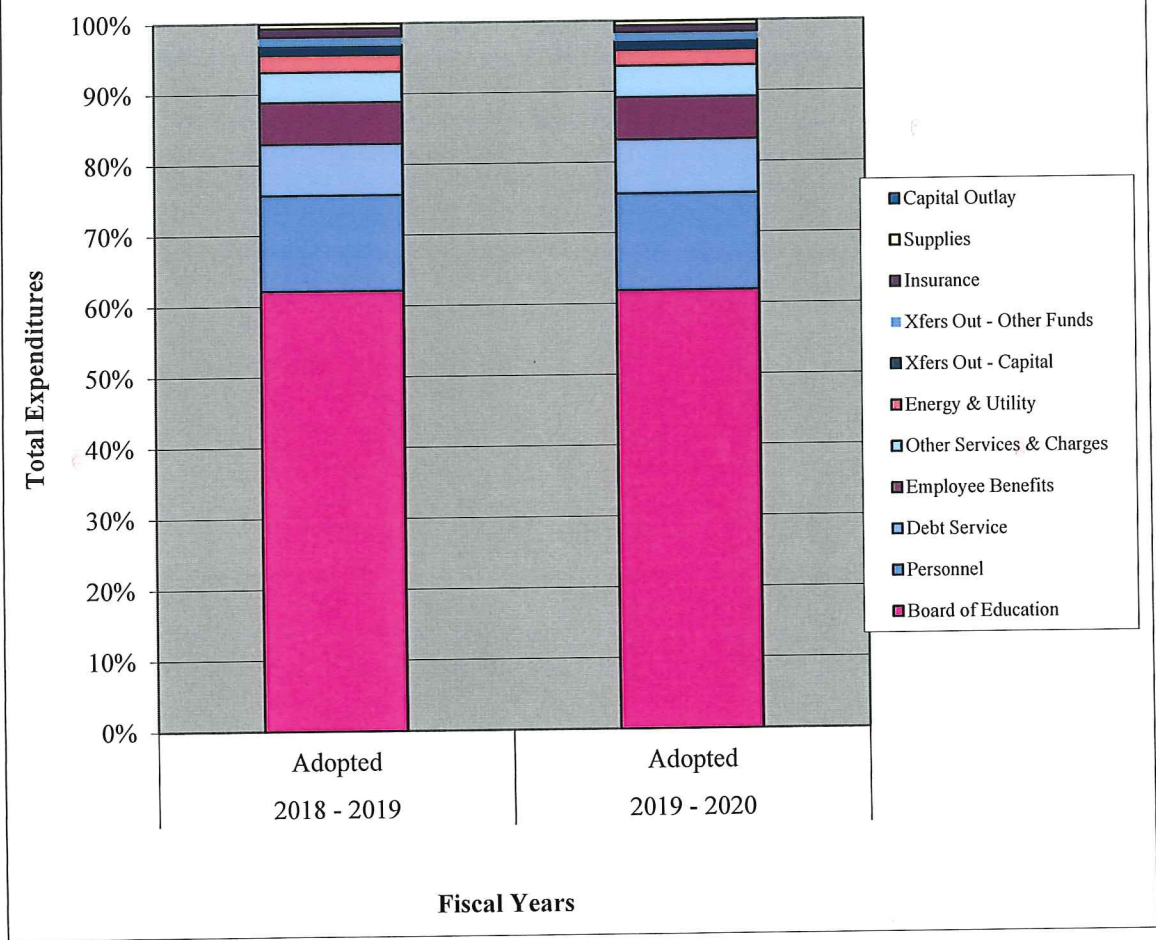
The General Fund contribution to capital is recommended at **\$800,000**, flat funded from FY 2019.

TOWN OPERATING BUDGET

The Town Government function of the General Fund budget request of Town Agencies and Departments consists of eight (8) major expenditure objects: Personnel, Employee Benefits, Supplies, Other Services & Charges, Insurance, Energy & Utilities, Capital Outlay, and Interfund Transfers Out to Other Funds. The total Town Operating Budget consists of the Town Government function as well as Debt Service, Interfund Transfers Out to Capital, and the Board of Education. A table and chart comparing FY 2018 - 2019 and FY 2019 - 2020 is provided below:

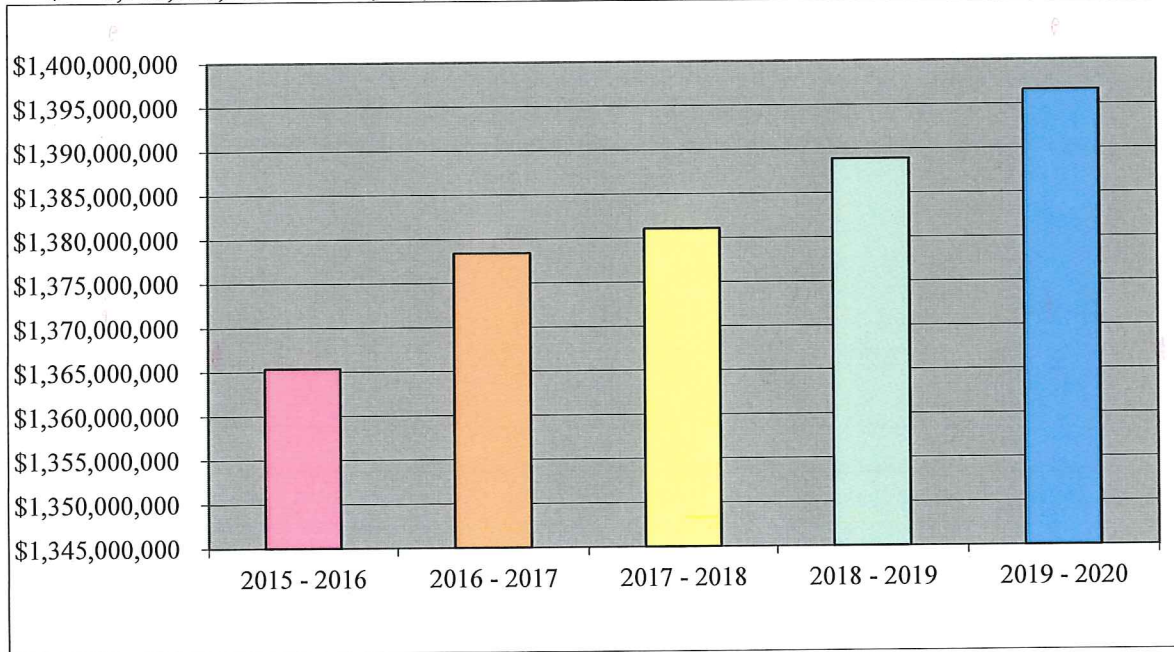
	<u>FY 2018 - 2019</u>	<u>FY 2019 - 2020</u>
Town General Government		
Town Government		
Personnel	\$ 8,110,688	\$ 8,433,704
Employee Benefits	3,509,666	3,696,664
Supplies	420,011	424,139
Other Services & Charges	2,603,658	2,749,259
Insurance	684,290	566,405
Energy & Utilities	1,430,920	1,371,400
Capital Outlay	12,300	14,300
Interfund Transfers Out – Other Funds	761,613	761,613
Total Town Government	<u>17,533,146</u>	<u>18,017,484</u>
Debt Service	<u>4,400,000</u>	<u>4,734,233</u>
Interfund Transfers Out - Capital	<u>800,000</u>	<u>800,000</u>
Total Town General Government	<u>22,733,146</u>	<u>23,551,717</u>
Board of Education	<u>37,322,912</u>	<u>38,229,105</u>
Total Town Operating Budget	<u><u>\$ 60,056,058</u></u>	<u><u>\$ 61,780,822</u></u>

Adopted General Government & BOE Expenditure Budget Function Summary



**Town of Plainville
Net Grand List (NGL)
Last 5 Budget Years**

October 1,	2014	2015	2016	2017	2018
Fiscal Year	2015 – 2016	2016 – 2017	2017 – 2018	2018 – 2019	2019 – 2020
NGL	\$ 1,365,355,660	\$ 1,378,372,391	\$ 1,381,073,382	\$ 1,388,894,859	\$ 1,396,621,830



ADOPTED TOWN OF PLAINVILLE, CONNECTICUT
GENERAL GOVERNMENT & BOE EXPENDITURE BUDGET SUMMARY

		Actual	2018 - 2019			2019 - 2020				
		Expended	Spent To			Dept	Manager	Council	Council App Inc/(Dec)	
General Government		2017 - 2018	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
101	Town Council	\$ 72,379	\$ 73,150	72,727	\$ 74,010	\$ 74,309	\$ 74,309	\$ 74,309	\$ 1,159	1.58%
111	P&Z Commission	2,680	3,400	2,610	3,174	3,450	3,450	3,450	50	1.47%
112	ZBA	3,062	3,100	2,815	3,100	3,100	3,100	3,100	-	0.00%
113	Inland/Wetlands Comm	1,190	1,900	1,649	1,997	2,000	2,000	2,000	100	5.26%
114	BOAA	1,597	2,097	1,231	1,231	2,128	2,128	2,128	31	1.48%
116	Conservation Commission	1,963	2,350	738	990	2,400	2,400	2,400	50	2.13%
119	Veteran's Council	9,252	9,450	8,533	9,221	11,228	11,228	10,683	1,233	13.05%
121	Recycling Commission	739	910	634	910	810	810	810	(100)	-10.99%
130	Probate Court	9,475	9,000	8,844	8,844	8,000	8,000	8,000	(1,000)	-11.11%
131	Town Manager	275,357	269,880	230,969	270,703	280,749	280,749	280,749	10,869	4.03%
132	Human Resources	92,682	93,832	76,827	95,554	95,953	95,853	95,853	2,021	2.15%
133	Elections	63,825	63,789	62,945	69,158	64,480	63,710	63,710	(79)	-0.12%
134	Town Attorney	139,819	136,349	112,629	136,534	139,039	139,039	139,039	2,690	1.97%
135	Town Treasurer	5,827	5,915	5,116	5,915	6,034	6,034	6,034	119	2.01%
136	Finance	206,264	208,790	175,877	209,110	229,895	229,895	229,895	21,105	10.11%
137	Assessments	274,716	236,416	194,575	235,189	257,692	257,692	257,692	21,276	9.00%
138	Revenue Collection	129,946	136,275	108,760	135,966	138,813	138,813	138,813	2,538	1.86%
150	Town Clerk	205,304	202,385	176,056	203,351	206,532	206,532	206,532	4,147	2.05%
155	Data Processing	216,578	195,299	176,564	193,689	200,148	202,314	202,314	7,015	3.59%
160	Insurance	665,306	699,530	534,211	536,829	566,405	566,405	566,405	(133,125)	-19.03%
165	General Admin Services	67,212	78,352	55,952	79,393	78,690	79,690	79,690	1,338	1.71%
170	Economic Development	75,576	74,600	76,641	82,919	59,025	59,025	59,025	(15,575)	-20.88%
Total General Government		2,520,749	2,506,769	2,086,903	2,357,787	2,430,880	2,433,176	2,432,631	(74,138)	-2.96%

		Actual	2018 - 2019			2019 - 2020				
		Expended	Spent To			Dept	Manager	Council	Council App Inc/(Dec)	
Public Safety		2017 - 2018	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
201	Police	4,394,203	4,232,419	3,846,577	4,466,313	4,578,855	4,528,855	4,510,529	278,110	6.57%
205	Animal Control	81,076	83,417	75,194	84,774	87,877	87,877	87,877	4,460	5.35%
206	EMS	15,294	15,824	15,823	15,823	15,850	15,850	15,850	26	0.16%
210	Fire	386,556	347,950	239,889	339,102	352,795	352,795	352,795	4,845	1.39%
215	Civil Preparedness	19,039	18,610	15,746	18,610	18,985	18,985	18,985	375	2.02%
Total Public Safety		4,896,168	4,698,220	4,193,229	4,924,622	5,054,362	5,004,362	4,986,036	287,816	6.13%

		Actual	2018 - 2019			2019 - 2020				
		Expended	Spent To			Dept	Manager	Council	Council App Inc/(Dec)	
Public Works		2017 - 2018	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
305	Roadways	897,698	911,441	737,169	871,802	948,371	948,371	948,271	36,830	4.04%
310	Buildings & Grounds	1,013,976	1,046,622	930,963	1,095,040	1,065,994	1,065,994	1,065,994	19,372	1.85%
315	Municipal Bldg Maint	1,880,913	1,488,040	1,264,017	1,510,916	1,435,400	1,435,400	1,435,400	(52,640)	-3.54%
320	Motor Vehicle & Equip	118,083	134,174	136,225	154,878	170,674	170,674	135,474	1,300	0.97%
323	Transfer Station	49,851	74,626	52,497	60,316	94,433	92,433	92,433	17,807	23.86%
325	Technical Services Admin	173,422	162,983	126,897	162,983	171,300	171,300	171,300	8,317	5.10%
330	Engineering	78,574	78,520	48,952	77,026	80,020	80,020	80,020	1,500	1.91%
360	Building Inspector	81,753	89,852	76,401	88,782	66,320	66,320	66,320	(23,532)	-26.19%
370	Fire Marshal	73,079	72,220	61,055	71,918	75,086	75,086	75,086	2,866	3.97%
380	Planning	82,655	81,600	57,034	67,634	74,100	74,100	74,100	(7,500)	-9.19%
Total Public Works		4,450,004	4,140,078	3,491,210	4,161,295	4,181,698	4,179,698	4,144,398	4,320	0.10%

ADOPTED TOWN OF PLAINVILLE, CONNECTICUT
GENERAL GOVERNMENT & BOE EXPENDITURE BUDGET SUMMARY

		Actual	2018 - 2019			2019 - 2020				
		Expended	Budgeted	Spent To		Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
Health & Human Services		2017 - 2018		Date	Estimated				\$	%
410	Health & Sanitation	\$ 119,967	\$ 119,320	\$ 119,320	\$ 119,320	\$ 119,509	\$ 119,509	\$ 119,509	\$ 189	0.16%
412	Health & Welfare	53,863	53,865	27,435	53,865	53,865	53,865	53,865	-	0.00%
415	Solid Waste	1,081,654	1,094,875	937,866	1,070,995	1,082,500	1,147,000	1,147,000	52,125	4.76%
420	Senior Center	300,233	312,873	250,963	312,877	323,836	329,836	329,836	16,963	5.42%
430	Social Services	28,798	28,632	24,243	28,632	29,200	29,200	29,200	568	1.98%
440	Youth Services	115,746	120,480	93,663	120,480	122,613	122,608	122,608	2,128	1.77%
Total Health & Human Ser		1,700,261	1,730,045	1,453,490	1,706,169	1,731,523	1,802,018	1,802,018	71,973	4.16%
		Actual	2018 - 2019			2019 - 2020				
		Expended	Budgeted	Spent To		Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
Civic & Cultural		2017 - 2018		Date	Estimated				\$	%
510	Recreation	157,161	156,755	123,833	156,755	164,034	164,124	164,124	7,369	4.70%
Total Civic & Cultural		157,161	156,755	123,833	156,755	164,034	164,124	164,124	7,369	4.70%
		Actual	2018 - 2019			2019 - 2020				
		Expended	Budgeted	Spent To		Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
Employee Fringe Benefits		2017 - 2018		Date	Estimated				\$	%
820	Fringe Benefits	3,139,164	3,509,666	3,349,469	3,438,051	3,598,593	3,629,024	3,696,664	186,998	5.33%
		Actual	2018 - 2019			2019 - 2020				
		Expended	Budgeted	Spent To		Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
Sundry		2017 - 2018		Date	Estimated				\$	%
830	Unclassified	18,973	30,000	12,461	18,000	30,000	30,000	30,000	-	0.00%
840	Xfers Out - Other Funds	1,870,864	761,613	761,613	761,613	761,613	761,613	761,613	-	0.00%
Total Sundry		1,889,837	791,613	774,074	779,613	791,613	791,613	791,613	-	0.00%
Subtotal Town Gov't		18,753,344	17,533,146	15,472,208	17,524,292	17,952,703	18,004,015	18,017,484	484,338	2.76%
		Actual	2018 - 2019			2019 - 2020				
		Expended	Budgeted	Spent To		Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
Debt Service		2017 - 2018		Date	Estimated				\$	%
710	Debt Service	4,419,367	4,400,000	4,017,440	4,017,440	4,734,233	4,734,233	4,734,233	334,233	7.60%
Subtotal Debt Serv		4,419,367	4,400,000	4,017,440	4,017,440	4,734,233	4,734,233	4,734,233	334,233	7.60%
		Actual	2018 - 2019			2019 - 2020				
		Expended	Budgeted	Spent To		Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
Sundry		2017 - 2018		Date	Estimated				\$	%
840	Xfers Out - Capital Fund	1,074,000	800,000	800,000	800,000	800,000	949,577	800,000	-	0.00%
Subtotal Capital		1,074,000	800,000	800,000	800,000	800,000	949,577	800,000	-	0.00%
Total Gen Gov't Budget		24,246,711	22,733,146	20,289,648	22,341,732	23,486,936	23,687,825	23,551,717	818,571	3.60%
		Actual	2018 - 2019			2019 - 2020				
		Expended	Budgeted	Spent To		Superintendent Request	BOE Approved	BOE/Council Approved	Council App Inc/(Dec)	
Board of Education		2017 - 2018		Date	Estimated				\$	%
910	BOE	35,208,416	37,322,912	31,484,919	37,218,582	38,607,466	38,550,279	38,229,105	906,193	2.43%
Total BOE Budget		35,208,416	37,322,912	31,484,919	37,218,582	38,607,466	38,550,279	38,229,105	906,193	2.43%
Total Town Budget		\$59,455,127	\$60,056,058	\$51,774,567	\$59,560,314	\$62,094,402	\$62,238,104	\$61,780,822	\$1,724,764	2.87%

Town of Plainville, Connecticut
Adopted General Government & BOE Expenditure Budget Function Summary - Fiscal Year 2019 - 2020
As of May 14, 2019

Town Budgets	2017 - 2018		2018 - 2019		2019 - 2020				
	Actual	Budgeted	Spent To	Estimated	Dept	Manager	Council	Council App Inc/(Dec)	
	Expended		Date		Request	Request	Approved	\$	%
Function									
Town Government									
Personnel	\$ 8,302,097	\$ 8,110,688	\$ 6,963,376	\$ 8,263,176	\$ 8,495,940	\$ 8,452,030	\$ 8,433,704	\$ 323,016	3.98%
Employee Benefits	3,139,164	3,509,666	3,349,469	3,438,051	3,598,593	3,629,024	3,696,664	186,998	5.33%
Supplies	377,937	420,011	379,644	448,478	439,344	439,339	424,139	4,128	0.98%
Other Services & Charges	2,569,181	2,603,658	2,274,807	2,617,091	2,705,108	2,769,904	2,749,259	145,601	5.59%
Insurance	650,291	684,290	534,211	536,829	566,405	566,405	566,405	(117,885)	-17.23%
Energy & Utility	1,241,571	1,430,920	1,196,291	1,442,916	1,371,400	1,371,400	1,371,400	(59,520)	-4.16%
Capital Outlay	22,239	12,300	12,797	16,138	14,300	14,300	14,300	2,000	16.26%
Xfers Out - Other Funds	770,864	761,613	761,613	761,613	761,613	761,613	761,613	-	0.00%
Subtotal Town Gov't	17,073,344	17,533,146	15,472,208	17,524,292	17,952,703	18,004,015	18,017,484	484,338	2.76%
Debt Service									
Debt Service	4,419,367	4,400,000	4,017,440	4,017,440	4,734,233	4,734,233	4,734,233	334,233	7.60%
Interfund Xfers Out									
Xfers Out - Capital	1,074,000	800,000	800,000	800,000	800,000	949,577	800,000	-	0.00%
Total Gen Gov't	22,566,711	22,733,146	20,289,648	22,341,732	23,486,936	23,687,825	23,551,717	818,571	3.60%
					Superintendent	BOE	BOE/Council	Council App Inc/(Dec)	
Board of Education					Request	Approved	Approved	\$	%
Salaries	24,165,468	24,058,177	19,243,033	24,061,855	24,954,491	24,950,191	24,837,596	779,419	3.24%
Employee Benefits	5,700,273	7,252,509	5,946,344	7,179,245	7,467,574	7,467,574	7,490,169	237,660	3.28%
Purchased Professional Serv	604,947	658,007	590,078	658,803	598,572	587,572	587,572	(70,435)	-10.70%
Purchased Property Serv	581,323	618,648	575,188	614,949	623,049	610,049	610,049	(8,599)	-1.39%
Other Purchased Serv	1,604,346	1,671,578	1,834,557	1,671,578	1,799,544	1,779,117	1,715,583	44,005	2.63%
Other Purchased Serv - Ins	244,287	275,117	197,172	235,366	247,749	247,749	247,749	(27,368)	-9.95%
Other Purchased Serv - Tuitio	769,730	989,800	1,732,441	990,187	1,026,600	929,000	929,000	(60,800)	-6.14%
Supplies	1,376,448	1,680,956	1,278,996	1,686,330	1,772,369	1,754,869	1,694,869	13,913	0.83%
Property	65,391	43,595	37,071	43,059	40,200	39,200	39,200	(4,395)	-10.08%
Dues & Fees	96,203	74,525	50,039	77,210	77,318	77,318	77,318	2,793	3.75%
Total Oper BOE	35,208,416	37,322,912	31,484,919	37,218,582	38,607,466	38,442,639	38,229,105	906,193	2.43%
State Teachers Retirement	-	-	-	-	-	107,640	-	-	100.00%
Total Gross BOE	35,208,416	37,322,912	31,484,919	37,218,582	38,607,466	38,550,279	38,229,105	906,193	2.43%
Excess Cost Used	(467,351)	(850,000)	-	(850,000)	(850,000)	(850,000)	(850,000)	-	0.00%
Total Funds Used	(467,351)	(850,000)	-	(850,000)	(850,000)	(850,000)	(850,000)	-	0.00%
Total Net BOE	34,741,065	36,472,912	31,484,919	36,368,582	37,757,466	37,700,279	37,379,105	906,193	2.48%
Total Town Budgets	\$57,775,127	\$60,056,058	\$51,774,567	\$59,560,314	\$62,094,402	\$62,238,104	\$61,780,822	\$1,724,764	2.87%

Town of Plainville, Connecticut
Adopted General Government Expenditure Budget Line Item Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

Town Government		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual Expended	Budgeted	Spent To Date	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec) \$	%
Personnel										
51110	Full-time salary	\$ 6,897,154	\$ 6,893,999	\$ 5,716,666	\$ 6,779,015	\$ 7,072,928	\$ 7,079,018	\$ 7,079,018	\$ 185,019	2.68%
51120	Part-time salary	621,088	600,674	498,426	653,736	653,718	653,718	635,392	34,718	5.78%
51140	Overtime - regular	707,756	542,086	663,039	745,180	693,886	643,886	643,886	101,800	18.78%
51140-2012	Overtime - snow	76,099	73,929	85,245	85,245	75,408	75,408	75,408	1,479	2.00%
Total Personnel		8,302,097	8,110,688	6,963,376	8,263,176	8,495,940	8,452,030	8,433,704	323,016	3.98%
Employee Benefits										
51205	Municipal retirement	512,660	526,600	453,779	515,674	530,000	537,000	537,000	10,400	1.97%
51206	Police retirement	520,370	535,000	535,357	575,357	550,000	616,000	576,000	41,000	7.66%
51207	State Teachers retirement	-	-	-	-	-	-	107,640	107,640	100.00%
51209	Medicare	139,028	138,000	116,600	132,000	138,000	138,000	138,000	-	0.00%
51210	FICA	544,244	542,000	459,458	512,000	542,000	542,000	542,000	-	0.00%
51211	Medical premiums	1,267,506	1,617,775	1,640,033	1,548,562	1,683,670	1,641,101	1,641,101	23,326	1.44%
51212	Dental premiums	32,424	27,816	27,816	29,253	31,013	31,013	31,013	3,197	11.49%
51213	Vision premiums	-	-	8,126	2,425	2,500	2,500	2,500	2,500	100.00%
51225	AD&D/life/LTD/EAP	37,310	39,355	35,609	38,855	38,910	38,910	38,910	(445)	-1.13%
51240	Deferred compensation	79,615	73,000	64,923	73,000	73,000	73,000	73,000	-	0.00%
51250	Unemployment comp	190	1,000	2,743	3,200	1,000	1,000	1,000	-	0.00%
51260	Physicals/vaccines	5,817	9,120	5,025	7,725	8,500	8,500	8,500	(620)	-6.80%
Total Employee Benefits		3,139,164	3,509,666	3,349,469	3,438,051	3,598,593	3,629,024	3,696,664	186,998	5.33%
Supplies										
52310	Office supplies	15,077	15,036	7,726	15,036	15,036	15,036	15,036	-	0.00%
52330	Operating supplies	192,739	224,825	182,882	224,632	226,078	226,073	226,073	1,248	0.56%
52340	Repair & maintenance	142,216	144,300	137,576	155,594	160,730	160,730	145,530	1,230	0.85%
52340-2012	Repair & maint - snow/stor	-	12,000	25,643	25,643	12,000	12,000	12,000	-	0.00%
52350	Auto supplies & parts	27,905	23,850	25,817	27,573	25,500	25,500	25,500	1,650	6.92%
Total Supplies		377,937	420,011	379,644	448,478	439,344	439,339	424,139	4,128	0.98%
Other Services & Charges										
52401	Professional development	29,797	35,660	27,623	34,760	35,625	34,855	34,755	(905)	-2.54%
52402	Court cost/fees	489	1,500	1,810	1,810	1,500	1,500	1,500	-	0.00%
52405	Mileage	2,687	2,750	900	2,750	2,750	2,750	2,750	-	0.00%
52410	Advertising	14,301	10,950	10,702	12,204	11,300	12,300	12,300	1,350	12.33%
52430	Recruitment & training	74,740	65,035	81,147	81,972	67,560	67,560	67,560	2,525	3.88%
52435	Other contractual	1,545,421	1,592,662	1,358,242	1,573,572	1,622,409	1,624,475	1,624,475	31,813	2.00%
52436	Contractual labor	36,375	30,100	6,195	30,100	30,700	30,700	30,700	600	1.99%
52445	Transfer station	25,434	30,000	31,616	31,616	47,000	45,000	45,000	15,000	50.00%
52446	Recycling	249,562	247,460	227,009	247,460	247,500	312,000	312,000	64,540	26.08%
52450	Maintenance contracts	172,930	191,036	181,000	198,334	199,557	199,557	199,557	8,521	4.46%
52460	Rentals	24,821	35,075	27,218	37,068	37,745	37,745	37,745	2,670	7.61%
52460-2012	Rentals - snow	98,168	105,000	89,333	89,333	120,000	120,000	120,000	15,000	14.29%
52465	Agency subsidy	90,232	93,915	67,256	93,686	95,847	95,847	95,302	1,387	1.48%
52470	Auto repair & maint	53,542	48,450	59,208	64,500	50,350	50,350	50,350	1,900	3.92%
52475	Bldg & grounds repair	20,563	21,000	30,350	30,350	22,000	22,000	22,000	1,000	4.76%
52480	Equip repair & maint	130,119	93,065	75,198	87,576	113,265	113,265	93,265	200	0.21%
Total Other Serv & Charges		2,569,181	2,603,658	2,274,807	2,617,091	2,705,108	2,769,904	2,749,259	145,601	5.59%
Insurance										
52496	Volunteer firemen	6,215	6,405	6,295	6,295	6,405	6,405	6,405	-	0.00%
52497	Risk insurance	232,348	249,685	182,648	185,266	195,000	195,000	195,000	(54,685)	-21.90%
52498	Workers' compensation	411,728	428,200	345,268	345,268	365,000	365,000	365,000	(63,200)	-14.76%
Total Insurance		650,291	684,290	534,211	536,829	566,405	566,405	566,405	(117,885)	-17.23%

Town of Plainville, Connecticut
Adopted General Government Expenditure Budget Line Item Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

Town Government		2017 - 2018		2018 - 2019		2019 - 2020					
		Actual Expended	Budgeted	Spent To Date	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)		
									\$	%	
Energy & Utility											
53510	Electricity - Traffic Signals	\$ 10,003	\$ 12,000	\$ 7,418	\$ 11,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	0.00%	
53511	Electricity - Street Lights	58,696	78,000	48,269	63,000	78,000	78,000	78,000	-	0.00%	
53512	Electricity - Build & Grds	190,573	255,000	171,778	230,000	240,000	240,000	240,000	(15,000)	-5.88%	
53520	Natural gas	43,613	52,000	44,025	52,000	52,000	52,000	52,000	-	0.00%	
53530	Heating oil - Bldg & Grds	33,439	12,390	27,216	27,216	13,800	13,800	13,800	1,410	11.38%	
53540	Gasoline & diesel - MV	181,399	204,080	216,128	240,000	159,000	159,000	159,000	(45,080)	-22.09%	
53550	Water & hydrant - Fire	634,415	725,000	598,394	725,000	725,000	725,000	725,000	-	0.00%	
53551	Water & hydrant - Bldg	30,717	32,500	23,926	32,500	32,500	32,500	32,500	-	0.00%	
53552	Water & hydrant - Sen Ctr	1,506	1,700	1,408	1,700	1,700	1,700	1,700	-	0.00%	
53561	Telephone - Elections	-	850	-	-	-	-	-	(850)	-100.00%	
53562	Telephone - Bldg & Grds	55,319	55,000	56,950	59,000	55,000	55,000	55,000	-	0.00%	
53563	Telephone - Sen Ctr	1,891	2,400	779	1,500	2,400	2,400	2,400	-	0.00%	
Total Energy & Utility		1,241,571	1,430,920	1,196,291	1,442,916	1,371,400	1,371,400	1,371,400	(59,520)	-4.16%	
Capital Outlay											
54640	Machinery & equip	22,239	12,300	12,797	16,138	14,300	14,300	14,300	2,000	16.26%	
Total Capital Outlay		22,239	12,300	12,797	16,138	14,300	14,300	14,300	2,000	16.26%	
Transfers Out - Other Funds											
55509	Xfer out - SS Emer fund	500	500	500	500	500	500	500	-	0.00%	
55516	Xfer out - Recreation fund	90,000	83,500	83,500	83,500	83,500	83,500	83,500	-	0.00%	
55581	Xfer out - Library fund	652,702	649,951	649,951	649,951	649,951	649,951	649,951	-	0.00%	
55583	Xfer out - Senior Center	27,662	27,662	27,662	27,662	27,662	27,662	27,662	-	0.00%	
Total Transfers Out - Other		770,864	761,613	761,613	761,613	761,613	761,613	761,613	-	0.00%	
Total Town Gov't		17,073,344	17,533,146	15,472,208	17,524,292	17,952,703	18,004,015	18,017,484	484,338	2.76%	
Debt Service											
54711	Principal	3,585,000	3,215,000	3,215,000	3,215,000	3,685,000	3,685,000	3,685,000	470,000	14.62%	
54721	Interest	822,572	712,248	722,744	722,744	1,039,233	1,039,233	1,039,233	326,985	45.91%	
54723	Miscellaneous costs	11,795	472,752	79,696	79,696	10,000	10,000	10,000	(462,752)	-97.88%	
Total Debt Service		4,419,367	4,400,000	4,017,440	4,017,440	4,734,233	4,734,233	4,734,233	334,233	7.60%	
Transfers Out - Capital											
55511	Xfer out - Town cap fund	686,950	575,100	575,100	575,100	575,100	537,527	619,527	44,427	7.73%	
55512	Xfer out - BOE cap fund	387,050	224,900	224,900	224,900	224,900	412,050	180,473	(44,427)	-19.75%	
Total Transfers Out - Cap		1,074,000	800,000	800,000	800,000	800,000	949,577	800,000	-	0.00%	
Total Gen Gov't		\$22,566,711	\$22,733,146	\$20,289,648	\$22,341,732	\$23,486,936	\$23,687,825	\$23,551,717	\$ 818,571	3.60%	

Town of Plainville, Connecticut
Adopted Board of Education Object Budget Line Item Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

BOE Object Budget		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual Expended	Budgeted	Spent To Date	Estimated	Superintenden Request	BOE Approved	BOE/Council Approved	Council App Inc/(Dec)	
									\$	%
Salaries										
1110	Certified administrators	\$ 2,055,025	\$ 1,824,174	\$ 1,707,397	\$ 1,824,174	\$ 1,929,078	\$ 1,929,078	\$ 1,894,078	\$ 69,904	3.83%
1111	Certified teachers	15,301,678	15,163,073	11,705,283	15,166,751	15,517,888	15,513,588	15,490,801	327,728	2.16%
1112	Certified sub teachers	397,579	280,000	430,751	280,000	380,000	380,000	380,000	100,000	35.71%
1113	Certified advisors	308,998	378,641	242,107	378,641	384,089	384,089	372,089	(6,552)	-1.73%
1114	Chaperones & advisors	17,324	20,655	16,992	20,655	21,000	21,000	21,000	345	1.67%
1115	Cert home bound tutors	9,725	5,100	38,828	5,100	10,500	10,500	10,500	5,400	105.88%
1120	Custodians & maintenance	1,253,110	1,205,922	1,032,408	1,205,922	1,262,596	1,262,596	1,262,596	56,674	4.70%
1121	Custodians & maint - PT	82,951	90,000	64,047	90,000	94,513	94,513	94,513	4,513	5.01%
1122	Office professionals	1,163,816	1,258,258	1,076,392	1,258,258	1,253,795	1,253,795	1,253,795	(4,463)	-0.35%
1124	Paraprofessional	1,166,063	890,381	880,916	890,381	931,043	931,043	931,043	40,662	4.57%
1126	Nurses	372,297	338,347	285,500	338,347	352,612	352,612	352,612	14,265	4.22%
1127	Monitors	107,143	31,267	152,112	31,267	43,169	43,169	43,169	11,902	38.07%
1128	School tutors	765,795	1,089,260	526,029	1,089,260	1,110,681	1,110,681	1,067,873	(21,387)	-1.96%
1199	Other nonbargaining	1,163,964	1,483,099	1,084,271	1,483,099	1,663,527	1,663,527	1,663,527	180,428	12.17%
Total Salaries		24,165,468	24,058,177	19,243,033	24,061,855	24,954,491	24,950,191	24,837,596	779,419	3.24%
Employee Benefits										
2101	Health insurance	3,924,648	5,251,209	4,514,716	5,251,209	5,537,646	5,537,646	5,562,646	311,437	5.93%
2105	Admin disability ins	-	13,000	-	-	-	-	-	(13,000)	-100.00%
2106	Life insurance - teachers	56,715	60,000	60,000	60,000	60,609	60,609	60,609	609	1.02%
2201	Social security	784,591	810,000	592,280	810,000	782,722	782,722	780,317	(29,683)	-3.66%
2301	Retirement	103,904	230,000	40,500	230,000	230,000	230,000	230,000	-	0.00%
2302	Pension plan	533,587	567,300	486,112	567,300	579,462	579,462	579,462	12,162	2.14%
2401	Tuition reimbursement	5,250	8,000	-	8,000	8,000	8,000	8,000	-	0.00%
2501	Unemployment comp	6,500	10,000	6,500	6,500	10,000	10,000	10,000	-	0.00%
2601	Workers' compensation	285,078	303,000	246,236	246,236	259,135	259,135	259,135	(43,865)	-14.48%
Total Employee Benefits		5,700,273	7,252,509	5,946,344	7,179,245	7,467,574	7,467,574	7,490,169	237,660	3.28%
Purchased Professional Services										
3201	Inst prog service	112,754	134,800	93,994	135,671	131,626	131,626	131,626	(3,174)	-2.35%
3301	Prof operating serv	81,137	146,000	103,599	149,000	113,500	103,500	103,500	(42,500)	-29.11%
3401	Technical service	411,056	362,207	392,485	359,132	353,446	352,446	352,446	(9,761)	-2.69%
3402	Data processing	-	15,000	-	15,000	-	-	-	(15,000)	-100.00%
Total Purch Prof Serv		604,947	658,007	590,078	658,803	598,572	587,572	587,572	(70,435)	-10.70%
Purchased Property Services										
4111	Utility - water	30,500	30,500	30,500	30,500	31,000	31,000	31,000	500	1.64%
4112	Utility - sewer	17,634	18,200	18,581	18,581	19,200	19,200	19,200	1,000	5.49%
4211	Refuse collection	59,717	65,500	64,878	65,500	66,000	66,000	66,000	500	0.76%
4301	Repairs - buildings	39,187	69,800	53,033	69,800	66,500	61,500	61,500	(8,300)	-11.89%
4302	Repairs - equipment	148,112	164,350	128,893	158,958	130,300	129,300	129,300	(35,050)	-21.33%
4304	Repairs - plumbing	21,226	25,600	22,519	25,600	28,800	26,800	26,800	1,200	4.69%
4305	Repairs - electrical	17,507	18,700	21,591	18,700	26,600	21,600	21,600	2,900	15.51%
4309	Repairs - time & security	37,947	31,800	31,998	31,800	32,200	32,200	32,200	400	1.26%
4311	Repairs - heat & ventilation	78,540	67,000	58,327	67,000	69,350	69,350	69,350	2,350	3.51%
4421	Rental - lease	54,231	44,500	71,847	44,500	70,900	70,900	70,900	26,400	59.33%
4901	Other property services	76,722	82,698	73,021	84,010	82,199	82,199	82,199	(499)	-0.60%
Total Purch Prop Serv		581,323	618,648	575,188	614,949	623,049	610,049	610,049	(8,599)	-1.39%

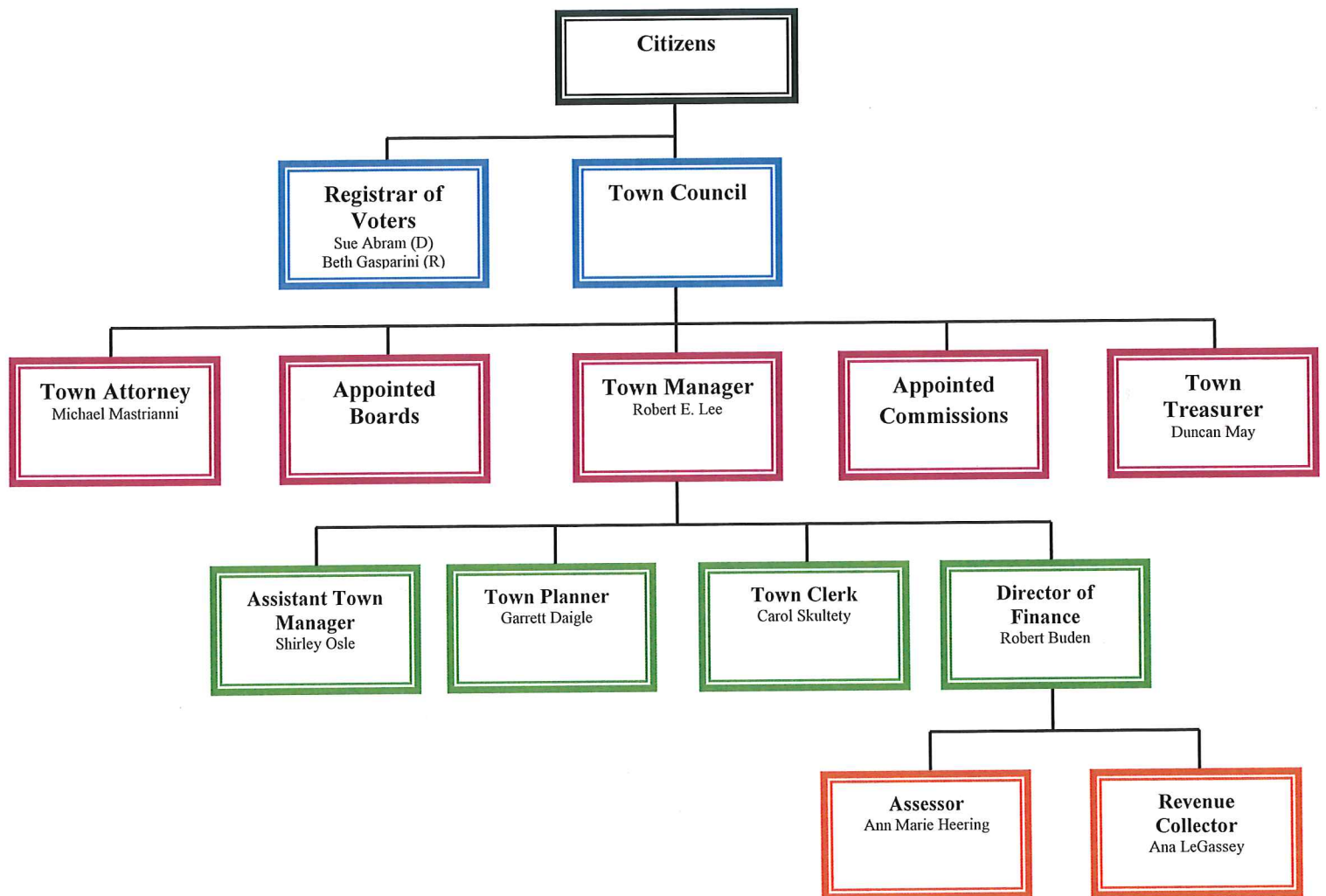
Town of Plainville, Connecticut
Adopted Board of Education Object Budget Line Item Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

BOE Object Budget		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Superintenden	BOE	BOE/Council	Council App Inc/(Dec)	
		Expended	Budgeted	Date	Estimated	Request	Approved	Approved	\$	%
Other Purchased Services										
5101	Transportation - students	\$ 959,225	\$ 604,000	\$ 1,029,735	\$ 1,023,000	\$ 937,515	\$ 920,088	\$ 856,554	\$ 252,554	41.81%
5102	Transportation - field trips	20,566	27,908	22,867	27,908	29,163	29,163	29,163	1,255	4.50%
5103	Transportation - athletic	65,143	70,670	70,670	70,670	81,765	78,765	78,765	8,095	11.45%
5107	Transportation - van	31,080	269,000	-	-	30,801	30,801	30,801	(238,199)	-88.55%
5109	Transportation - spec ed State	528,332	700,000	711,285	550,000	720,300	720,300	720,300	20,300	2.90%
Total Other Purchased Serv		1,604,346	1,671,578	1,834,557	1,671,578	1,799,544	1,779,117	1,715,583	44,005	2.63%
Other Purchased Services - Ins										
5212	Insurance - liability	149,970	161,617	122,155	122,155	139,359	139,359	139,359	(22,258)	-13.77%
5214	Insurance - sports	21,922	25,000	29,009	25,000	31,040	31,040	31,040	6,040	24.16%
5301	Telephone	33,326	23,000	11,500	23,000	23,000	23,000	23,000	-	0.00%
5302	Postage	24,594	24,350	12,968	24,350	23,350	23,350	23,350	(1,000)	-4.11%
5402	Advertising	-	1,000	-	1,000	-	-	-	(1,000)	-100.00%
5501	Printing & binding	14,475	40,150	21,540	39,861	31,000	31,000	31,000	(9,150)	-22.79%
Total Other Purch Serv - Ins		244,287	275,117	197,172	235,366	247,749	247,749	247,749	(27,368)	-9.95%
Other Purchased Services - Tuition										
5601	Tuition	38,676	140,000	41,687	140,000	100,000	100,000	100,000	(40,000)	-28.57%
5602	Tuition - in State	677,075	755,000	1,645,379	755,000	840,000	750,000	750,000	(5,000)	-0.66%
5801	Conference & travel	23,225	44,300	21,843	44,300	44,300	38,500	38,500	(5,800)	-13.09%
5802	Travel - specialists	3,391	5,500	1,405	5,500	5,500	3,700	3,700	(1,800)	-32.73%
5901	Other purchased services	27,363	45,000	22,127	45,387	36,800	36,800	36,800	(8,200)	-18.22%
Total Other Purch Serv - Tuition		769,730	989,800	1,732,441	990,187	1,026,600	929,000	929,000	(60,800)	-6.14%
Supplies										
6103	Supplies - maintenance	63,237	83,800	72,236	83,800	88,400	84,400	84,400	600	0.72%
6104	Supplies - custodial	58,140	62,000	8,949	62,600	64,000	64,000	64,000	2,000	3.23%
6109	Supplies - central	12,410	12,917	10,752	12,317	12,100	12,100	12,100	(817)	-6.32%
6110	Supplies - duplication	21,864	22,060	26,507	26,060	22,185	22,185	22,185	125	0.57%
6111	Supplies - instructional	227,744	361,710	225,265	365,718	359,141	349,141	339,141	(22,569)	-6.24%
6112	Supplies - non-instructional	163,723	148,795	123,430	141,250	158,895	156,895	156,895	8,100	5.44%
6113	Supplies - testing	11,050	16,250	9,487	16,250	8,500	8,500	8,500	(7,750)	-47.69%
6114	Software - instructional	14,502	27,814	23,826	27,814	34,412	34,412	34,412	6,598	23.72%
6115	Software - non-instructional	9,950	8,700	10,195	14,700	12,061	12,061	12,061	3,361	38.63%
6211	Energy - natural gas	185,717	200,000	214,300	215,000	200,000	200,000	200,000	-	0.00%
6221	Energy - electrical	363,603	492,185	441,314	477,185	550,000	550,000	500,000	7,815	1.59%
6241	Energy - oil	-	5,000	-	5,000	4,000	4,000	4,000	(1,000)	-20.00%
6261	Gas & diesel	161,442	144,000	63,665	144,000	173,000	173,000	173,000	29,000	20.14%
6401	Textbooks	33,789	51,200	28,347	50,135	41,850	41,550	41,550	(9,650)	-18.85%
6402	Workbooks	3,971	3,300	3,673	3,300	2,600	2,500	2,500	(800)	-24.24%
6431	Library books	40,310	33,825	15,614	33,825	33,825	32,825	32,825	(1,000)	-2.96%
6432	Periodicals	4,996	7,400	1,436	7,376	7,400	7,300	7,300	(100)	-1.35%
Total Supplies		1,376,448	1,680,956	1,278,996	1,686,330	1,772,369	1,754,869	1,694,869	13,913	0.83%

Town of Plainville, Connecticut
 Adopted Board of Education Object Budget Line Item Detail - Fiscal Year 2019 - 2020
 As of May 14, 2019

BOE Object Budget		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual Expended	Budgeted	Spent To Date	Estimated	Superintendent Request	BOE Approved	BOE/Council Approved	Council App Inc/(Dec) \$	%
Property										
7301	Equipment - new	25,778	13,800	16,040	15,764	18,200	17,200	17,200	3,400	24.64%
7302	Equipment - replacement	39,613	29,795	21,031	27,295	22,000	22,000	22,000	(7,795)	-26.16%
Total Property		65,391	43,595	37,071	43,059	40,200	39,200	39,200	(4,395)	-10.08%
Dues & Fees										
8101	Dues & fees	96,203	74,525	50,039	77,210	77,318	77,318	77,318	2,793	3.75%
Total Dues & Fees		96,203	74,525	50,039	77,210	77,318	77,318	77,318	2,793	3.75%
Subtotal Gross BOE Oper B		35,208,416	37,322,912	31,484,919	37,218,582	38,607,466	38,442,639	38,229,105	906,193	2.43%
State Teachers Retirement										
State Teachers Retirement		-	-	-	-	-	107,640	-	-	100.00%
Total State Teachers Retirement		-	-	-	-	-	107,640	-	-	100.00%
Total Gross BOE Budget		35,208,416	37,322,912	31,484,919	37,218,582	38,607,466	38,550,279	38,229,105	906,193	2.43%
Excess Cost Used										
Excess Cost		(467,351)	(850,000)	-	(850,000)	(850,000)	(850,000)	(850,000)	-	0.00%
Total Excess Cost Used		(467,351)	(850,000)	-	(850,000)	(850,000)	(850,000)	(850,000)	-	0.00%
Total Net BOE Budget		\$34,741,065	\$36,472,912	\$31,484,919	\$36,368,582	\$37,757,466	\$37,700,279	\$37,379,105	\$ 906,193	2.48%

GENERAL GOVERNMENT ORGANIZATIONAL CHART FY 2020



GENERAL GOVERNMENT

PROGRAM DESCRIPTION

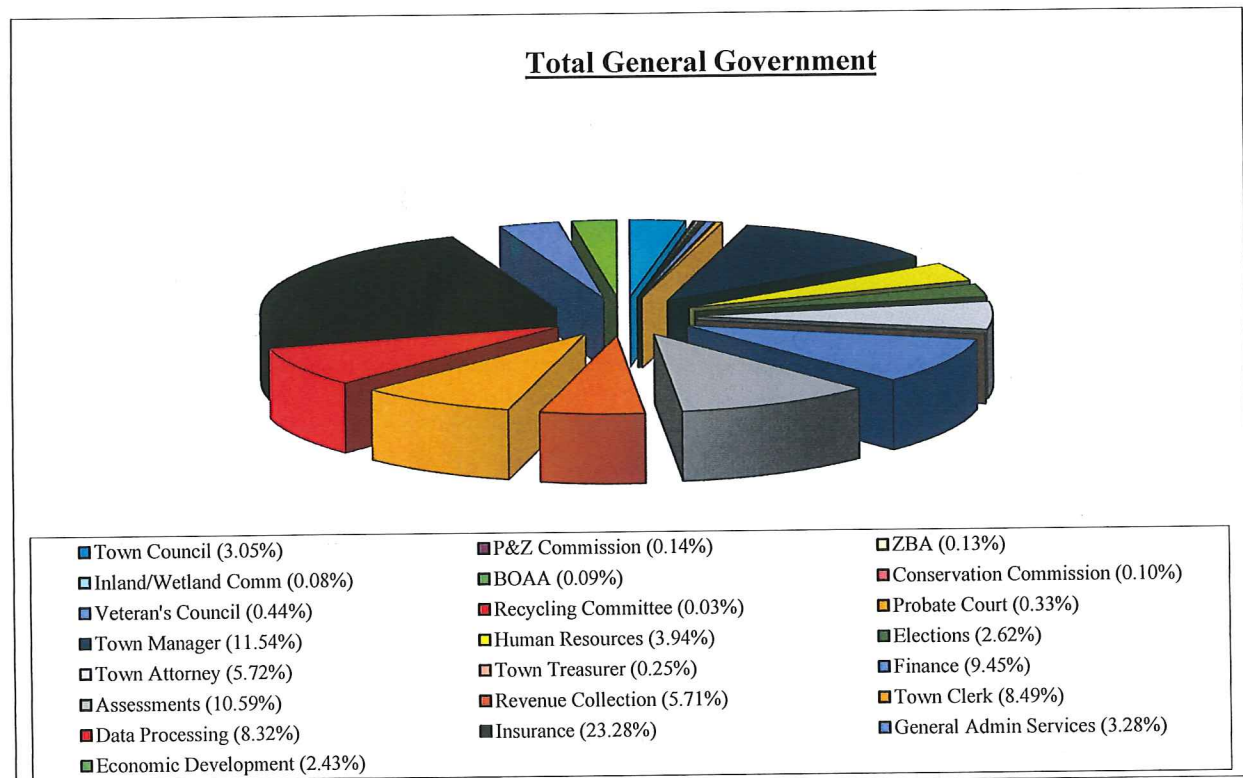
General Government is charged with all expenditures for the legislative, executive, and judicial branches of Plainville. In addition, expenditures related to elections, boards and commissions, Human Resources, and Town Clerk are assigned to this category. Divisions and activities relating to the Financial Administration of the Town are also included.

GOALS AND OBJECTIVES

1. To establish a clear link between the citizens of Plainville, their elected representatives and town administrators.
2. To provide the citizens of Plainville with the most effective and the most efficient governmental services possible.
3. To conduct elections, referendums and primaries according to State Statutes and assist in the Town Budget Meeting.
4. To encourage new business investment through responsible growth while nurturing the existing business base.
5. To continue to work with the Economic Development Agency to diversify the Plainville tax base and ensure a “business friendly” community.
6. To continue to explore new areas to consolidate and share resources locally and regionally.
7. To ensure the smooth operation of standard municipal functions.
8. To provide support relative to the budget process, debt administration, capital improvements, employee benefits and risk management.
9. To promote and enhance the financial stability of the Town through the equitable assessment of all property and the prompt collection of property and motor vehicle taxes, sewer use and sewer assessment charges.
10. To be responsive at all times to the questions and concerns of the citizens of Plainville.
11. To continue to look at ways to save on spending.

PERSONNEL AND EXPENDITURES

	FY 2017	FY 2018	FY 2019	FY 2020
Authorized Full-Time Positions	15.50	17.00	17.00	18.00
Total Expenditures	\$2,305,035	\$2,489,607	\$2,506,769	\$2,432,631



The graph above is a percentage breakdown of the total expenditures in the General Government function.

101 - TOWN COUNCIL

PROGRAM DESCRIPTION

The Town Council is the Charter-designated legislative body of the Town. The seven members of the Council are elected for two-year terms through elections held in November in odd-numbered years. The responsibilities of the Town Council include enacting ordinances and resolutions necessary for the proper governing of the Town's affairs; reviewing the Annual Budget; appointing various Town officials and citizens to various boards and commissions; establishing other such policies and measures as required to promote the general welfare of the Town and the safety and health of its citizens; and representing the Town at official functions. The Council meets regularly the first and third Mondays of each month at 7:00 p.m. in the Town Council Chambers.

PROGRAM ACCOMPLISHMENTS FY 2019

- Appointed (12) Firefighters.
- Appointed (2) Police Officers.
- Appointed Fire Inspector
- Established a referendum for the Water Pollution Control Facility Upgrades and Related Improvement Projects
- Approved the Gap Closure Trail Final Report
- Established referendum for the acquisition and replacement of a Fire Pumper and Aerial Tower
- Awarded bids for ongoing road improvement projects
- Awarded bid for Plan of Conservation & Development Preparation
- Accepted donation of land adjacent to Norton Park
- Authorized Memorandum of Understanding with Building Official Services with City of Bristol
- Accepted F.A.A. Grant Offer for the Apron Rehabilitation Project at Robertson Field
- Awarded (3) Volunteer Service Awards
- Adopted amendment to Fire Department Ordinance
- Adopted amendment to Vehicles and Traffic; Parking Regulations Ordinance
- Awarded bid for Buildings & Grounds Pick-up Truck
- Awarded bid for WPC Crane Truck
- Presented a Proclamation to the High School Boys Soccer Team for winning the State Championship
- Through the CCM Prescription Drug Program Savings the Town of Plainville received as of October 2018, a savings of \$15,949.58. Overall since the program began in November 2013, the savings have totaled \$77,064.46.

PROGRAM OBJECTIVES FY 2020

- Continue to explore methods of reducing municipal spending in future years.
- Continue to explore new areas to consolidate and share resources locally and regionally.
- Continue to work with the Economic Development Agency to diversify the Plainville tax base and ensure a "business friendly" community. Work with local businesses to see what can be done to help them prosper.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
New Ordinances	2	2	1
Ordinance Repealed	0	0	0
Regular Meetings	20	21	21
Special Meetings	19	20	20
Number of hours in meetings	58	50	50
Public Hearings Held	9	10	10
CRCOG Bids/Consortium	6	5	8
CCM Prescription Drug Program Claims	394	480	500
CCM Prescription Drug Program Savings*	\$15,949.58	\$16,000	\$17,000

*Program began in November 2013

QUALITATIVE

The Plainville Town Council is responsible for setting policies and setting priorities to improve services and infrastructure. Explore new ways of consolidating resources and regionalizing services with surrounding towns.

BUDGET COMMENTARY

52330 Operating Supplies: Plaques and frames for retirees and others as needed.

52401 Professional Development/Dues/Business Expenses: 7 Council members at \$200 each to represent the Town at various community functions.

52410 Advertising: Legal notices regarding budget & ordinances.

52435 Other Contractual Services: Independent audit of all Town finances.

52465 Agency Subsidy: This line item provides funds for the dues to participate in CROG which is calculated on a base of \$3,000 plus 0.6898 cents per capita which amounts to \$15,213 annually, Connecticut Conference of Municipalities, Plainville Memorial Day Parade Subsidy, Chamber of Commerce and COST membership dues.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-101	Town Council	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Supplies										
52330	Operating supplies	\$ 886	\$ 600	\$ 32	\$ 600	\$ 500	\$ 500	\$ 500	\$ (100)	-16.67%
	Total Supplies	886	600	32	600	500	500	500	(100)	-16.67%
Other Services & Charges										
52401	Professional development	358	700	65	700	700	700	700	-	0.00%
52410	Advertising	2,941	3,000	3,320	3,400	3,000	3,000	3,000	-	0.00%
52435	Other contractual	36,055	37,000	37,460	37,460	38,000	38,000	38,000	1,000	2.70%
52465	Agency subsidy	32,139	31,850	31,850	31,850	32,109	32,109	32,109	259	0.81%
	Total Other Serv & Charges	71,493	72,550	72,695	73,410	73,809	73,809	73,809	1,259	1.74%
0100-101 Total Town Council		\$ 72,379	\$ 73,150	\$ 72,727	\$ 74,010	\$ 74,309	\$ 74,309	\$ 74,309	\$ 1,159	1.58%

111 - PLANNING AND ZONING COMMISSION & AQUIFER PROTECTION AGENCY

PROGRAM DESCRIPTION

The Planning and Zoning Commission is responsible for guiding the long-term conservation and development of the community through preparation of the Plan of Conservation and Development. The Commission, with staff assistance, adopts and periodically revises the zoning map, the zoning and subdivision regulations and applies them in the review of site plans, subdivisions, and other types of land use applications. The Planning and Zoning Commission doubles as the Aquifer Protection Agency (APA). The APA reviews registrations and permit requests for activities within the Aquifer Protection Area, which comprises nearly one third of the Town of Plainville. The primary objective of the APA is to ensure a safe and secure drinking water supplies now, and into the future. The Commission/Agency consists of seven regular members and three alternate members appointed by the Town Council. Meetings are held the second and fourth Tuesdays of each month, but meet only on the first Tuesday in July, August, November, and December.

PROGRAM ACCOMPLISHMENTS FY 2019

- Began work on the 2019 Plan of Conservation and Development (POCD).
- Prepared and reviewed text amendments to the Zoning Regulations for 2019 adoption in compliance with changing State Statutes, the 2009 POCD, and changing community needs:
 - Removed regulatory ambiguities in accordance with precedent setting Mackenzie v Monroe decision.
 - Resolved conflicts between zoning regulations and the Flood Prevention Ordinance.
- Continued to administer the Zoning Regulations in a fair and consistent manner.
- Worked closely with developers to ensure best development for applicants and the town.

PROGRAM OBJECTIVES FY 2020

- Process land use and zoning regulation changes in response to community needs and the new POCD.
- Continue to review and adopt text amendments to the Zoning, Subdivision and Aquifer Protection Area Regulations in compliance with changing State Statutes and the 2019 POCD (specifically as noted above).
- Work to implement Low Impact Development Techniques within the context of the zoning regulations.
- Continue to review regulations for changes needed to match current paradigms in planning and conservation.
- Continue to administer the Aquifer Protection Program.
- Adopt and begin implementation the 2019 POCD.

PERFORMANCE MEASURES

QUANTITATIVE	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Number of regular meetings*	17	20	20
Number of special meetings	0	0	0
Applications processed	47	30	30

QUALITATIVE

The Planning and Zoning Commission's budget includes funds for a recording secretary to prepare the minutes of meetings, publication of required legal notices, limited outside vendor support if necessary, and attendance of members at training and issues-oriented seminars. The budget also provides for the Commission's membership in the Connecticut Federation of Planning and Zoning Agencies.

BUDGET COMMENTARY

51120 Part-Time Salary: Recording secretary to tape and transcribe minutes of meetings.

52401 Professional Development: Attendance at training and other planning seminars, membership in CFPZA, and subscriptions for planning and zoning newsletters.

52410 Advertising: Legally required notices of public hearings and decisions of the Planning and Zoning Commission.

*In addition, the Planning and Zoning Commission meets as the Aquifer Protection Agency on an as-needed basis. Estimates and projections do not include APA meetings as they are held concurrently but applications processed are reflective of the total for both bodies.

Town of Plainville, Connecticut
 Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
 As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-111	P&Z Commission	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51120	Part-time salary	\$ 769	\$ 1,000	\$ 495	\$ 950	\$ 1,050	\$ 1,050	\$ 1,050	\$ 50	5.00%
	Total Personnel	769	1,000	495	950	1,050	1,050	1,050	50	5.00%
Other Services & Charges										
52401	Professional development	285	400	424	424	400	400	400	-	0.00%
52410	Advertising	1,626	2,000	1,691	1,800	2,000	2,000	2,000	-	0.00%
	Total Other Serv & Charges	1,911	2,400	2,115	2,224	2,400	2,400	2,400	-	0.00%
0100-111 Total P&Z Commission		\$ 2,680	\$ 3,400	\$ 2,610	\$ 3,174	\$ 3,450	\$ 3,450	\$ 3,450	\$ 50	1.47%

112 – ZONING BOARD OF APPEALS

PROGRAM DESCRIPTION

The Zoning Board of Appeals has the powers and duties under the CT General Statutes to: a) vary the zoning regulations under certain circumstances; b) grant approval for motor vehicle repair shops, new and used car dealerships and c) hear and decide appeals decisions resulting from actions of the Zoning Enforcement Officer.

PROGRAM ACCOMPLISHMENTS FY 2019

- The Zoning Board of Appeals heard and decided upon twenty-five (25) applications for variances and motor vehicle licenses.

PROGRAM OBJECTIVES FY 2020

- Continue to provide educational and training opportunities for Board Members.
- Continue to coordinate objectives and actions with other Town land use agencies.
- Continue to modify procedures to streamline the application process when warranted.
- Continue to consider and approve variance requests when such variances are in compliance with the community's needs and are in conformance with the Plan of Conservation and Development.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Applications Heard	25	18	20

QUALITATIVE

The Zoning Board of Appeals budget includes funds for a part-time recording secretary who prepares the minutes of all meetings, files those minutes with the Town Clerk and records the attendance of members at meetings.

BUDGET COMMENTARY

51120 Part-Time Personnel: Recording Secretary to prepare minutes. (12 meetings per year @ 4.16 hours per meeting totaling approximately 50 man-hours @ \$12.00 per hour.

52410 Advertising: Publication of notices for Public Hearings and Actions as required by Connecticut State Statutes (Approximately \$215 per meeting).

Town of Plainville, Connecticut Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020 As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020			
		Actual	Budgeted	Spent To	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)
0100-112 ZBA		Expended		Date					
Personnel									
51120	Part-time salary	\$ 473	\$ 600	\$ 347	\$ 600	\$ 600	\$ 600	\$ 600	\$ - 0.00%
	Total Personnel	473	600	347	600	600	600	600	- 0.00%
Other Services & Charges									
52410	Advertising	2,589	2,500	2,468	2,500	2,500	2,500	2,500	- 0.00%
	Total Other Serv & Charges	2,589	2,500	2,468	2,500	2,500	2,500	2,500	- 0.00%
0100-112 Total ZBA		\$ 3,062	\$ 3,100	\$ 2,815	\$ 3,100	\$ 3,100	\$ 3,100	\$ 3,100	\$ - 0.00%

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113 - INLAND WETLANDS AND WATERCOURSES COMMISSION

PROGRAM DESCRIPTION

The Inland Wetlands and Watercourses Commission is responsible for overseeing the protection of Plainville's marshes, swamps, ponds, streams and rivers as well as intermittent waterways and vernal pools. The Commission accepts and processes applications for permits to conduct regulated activities within wetlands or affecting them from upland areas. The Commission periodically modifies its regulations and, less frequently, wetland boundaries as the result of field-mapping of wetland soils. The Commission consists of seven members and three alternate members appointed by the Town Council. The Commission typically meets the first Wednesday of each month.

PROGRAM ACCOMPLISHMENTS FY 2019

- The Commission aggressively pursued administration of its regulations.
- The Commission once again can boast "zero net loss of wetlands" as they continue to protect these valuable resources.
- Permits approved thus far this year do not contain any loss of actual wetlands, although construction has been permitted in the upland review areas.

PROGRAM OBJECTIVES FY 2020

- Administer the inland wetlands and watercourses regulations in a fair and consistent manner.
- Continue to address the need for regulatory change as law requires.
- Work with DEEP to develop clear guidelines for development review within upland review areas as well as providing guidance for the minimization of watershed impacts affecting local streams and rivers.
- Propose changes to the CT General Statutes through DEEP to ease the process of wetland map revisions.
- Continue to monitor changes at the State level and recommend changes to the regulations as warranted.
- Update the Official Inland Wetlands and Watercourses Map with updated information from previous applications

PERFORMANCE MEASURES

QUANTITATIVE	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Number of regular meetings	11	8	10
Number of special meetings	1	0	0
Applications processed	16	8	9

QUALITATIVE

The Inland Wetlands and Watercourses Commission's budget includes funds for a recording secretary to prepare the minutes of meetings, publication of required legal notices, and attendance of members at training and issue-oriented seminars. The budget also provides for the commission's membership in the Connecticut Association of Conservation and Inland Wetlands Commissions (CACIWC).

BUDGET COMMENTARY

51120 Part-Time Salary: Recording secretary to record and transcribe the meeting minutes.

52401 Professional Development: Attendance at training and other seminars, membership in Connecticut Association of Conservation and Inland Wetland Agencies, and subscriptions for environment-related newsletters. These funds are used to provide Wetland Certification Training to Commissioners wishing to undertake the course work.

52410 Advertising: Legal notices of public hearings and decisions of the Inland Wetlands and Watercourses Commission.

Town of Plainville, Connecticut
 Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
 As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)	
0100-113	Inland/Wetlands Comm	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51120	Part-time salary	\$ 536	\$ 500	\$ 697	\$ 697	\$ 600	\$ 600	\$ 600	\$ 100	20.00%
	Total Personnel	536	500	697	697	600	600	600	100	20.00%
Other Services & Charges										
52401	Professional development	85	400	280	300	400	400	400	-	0.00%
52410	Advertising	569	1,000	672	1,000	1,000	1,000	1,000	-	0.00%
	Total Other Serv & Charges	654	1,400	952	1,300	1,400	1,400	1,400	-	0.00%
0100-113 Total IWC		\$ 1,190	\$ 1,900	\$ 1,649	\$ 1,997	\$ 2,000	\$ 2,000	\$ 2,000	\$ 100	5.26%

114- BOARD OF ASSESSMENT APPEALS

PROGRAM DESCRIPTION

The Board of Assessment Appeals is created by Connecticut General Statutes. The Board holds hearings in March and September so that any taxpayer who feels they have been aggrieved by the Assessor's Office can address their issues regarding Real Estate, Motor Vehicle or Personal Property assessments.

PROGRAM ACCOMPLISHMENTS FY 2019

- The Board also provided a place for taxpayers to question assessments on their vehicles.

PROGRAM OBJECTIVES FY 2020

- To hold as many hearings as necessary to hear all the appeals filed.
- To continue to be available for the taxpayers to answer any questions or concerns they may have.
- To review the values of motor vehicles and address the subject with the taxpayers.

PERFORMANCE MEASURES

Quantitative	2018 Actual	2019 Estimated	2020 Projected
March/April Hearings	100	30	30
September Hearings	15	15	15

PERSONNEL			
Board Members	4	3	3

QUALITATIVE

The Board currently consists of a Chairman, 2 Board Members and a Secretary. The Board makes any changes they feel necessary to the Town's Grand List based on information presented during their hearings with taxpayers.

BUDGET COMMENTARY

51120 Part-Time Salary: The Board currently consists of a Chairman, 2 Board Members and a Secretary. They are each paid a stipend.
52330 Operating Supplies: This covers manuals required by the State of Connecticut.
52401 Professional Development: This includes UCONN classes certified by the State of Connecticut Office of Policy and Management, required for certification and re-certification of office staff, and of board members if they choose to seek certification.
52410 Advertising: Legal notices for public hearings.

Town of Plainville, Connecticut
 Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
 As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-114 BOAA		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51120	Part-time salary	\$ 1,597	\$ 1,597	\$ 1,231	\$ 1,231	\$ 1,628	\$ 1,628	\$ 1,628	\$ 31	1.94%
	Total Personnel	1,597	1,597	1,231	1,231	1,628	1,628	1,628	31	1.94%
Supplies										
52330	Operating supplies	-	50	-	-	50	50	50	-	0.00%
	Total Supplies	-	50	-	-	50	50	50	-	0.00%
Other Services & Charges										
52401	Professional development	-	300	-	-	300	300	300	-	0.00%
52410	Advertising	-	150	-	-	150	150	150	-	0.00%
	Total Other Serv & Charges	-	450	-	-	450	450	450	-	0.00%
0100-114 Total BOAA		\$ 1,597	\$ 2,097	\$ 1,231	\$ 1,231	\$ 2,128	\$ 2,128	\$ 2,128	\$ 31	1.48%

116 – CONSERVATION COMMISSION

PROGRAM DESCRIPTION

The Commission is responsible to develop, conserve, supervise, and regulate natural resources. It reviews problems of water pollution and water supply; adopts good land use and soil conservation practices; works with Recreation in planning for present and future park and recreation needs; urges use of open spaces, marshland and flood plain for wildlife development and sanctuary; and act as coordinating agency for the Town on conservation matters.

PROGRAM ACCOMPLISHMENTS FY 2019

- Two river clean-ups were held, one at the Pequabuck River Watershed and one at the Quinnipiac River, in the area behind Trumbull Park from Stillwell Avenue. As always, volunteers and Commissioners did a great job.
- A third river clean-up was proposed, working with the Town of Southington in the area off Route 10, by the old Jitters property. Due to heavy flooding concerns, that program was canceled and will be proposed again in the Spring.
- Commissioner members participated in the Plainville Family Fun Fest with a booth for an Earth Day program. Children were encouraged to fill a biodegradable pot with soil and plant a sunflower. They could then take the plant home and watch it grow. This event was well-attended, and many young residents left clutching their new project tightly in their little hands.
- The Conservation Commission provided milkweed and flower seeds to 123 Plainville residents with the help of the Housing Authority. Pre-made packets were supplied to senior residents for planting as another Earth Day event.
- A hike for National Trails Day was held this again this year. Participants hiked to the old Nike site, Pinnacle Rock and found the elusive Hospital Rock. They also retrieved trash along the way.
- Talks were held with Mary Rydingswasrd to participate in an information table at both the Balloon Festival and again at the Pumpkin Festival. Unfortunately, we were not able to as our Commission members were all committed elsewhere. Ground work has already been laid, however, as the Interim Town Planner has researched what we would have to do to enter these events.
- Worked with the Planning and Zoning Commission on the proposed Plan of Conservation and Development.
- Hosted Jen Siskind from the Food and Water Watch to learn more about fracking, its waste and disposal issues. Studies have shown that waste from this process contains carcinogens. Connecticut is working on ways to prevent these materials from being transported through town and cities. Councilor Morante is keeping a close watch on this matter. The Conservation Commission wants to be pro-active in this matter.
- Kept close watch on the proposal for the expansion of the Tilcon Quarry. In September, the Commission hosted Plainville Attorney, Paul Zagorsky, head of Protect our Watersheds regarding this matter.
- At least one Commission member was able to attend a field trip hosted by the Pequabuck River Watershed Association.
- Three Commissioners attended the annual meeting and environmental conference hosted by the Connecticut Association of Conservation & Inland Wetlands Commissions, Inc. This is an important event as it provides learning seminars on various issues throughout the day, as well as tables filled with all sorts of informational brochures and posters.

PROGRAM OBJECTIVES FY 2020

- Continue to make residents more aware of the conservation of natural resources, protection of wildlife, expand the open space program and create opportunities to build a more sustainable town.
- Sponsor two river clean-up events. As earlier posted, we will not be partnering with the Quinnipiac River Watershed Association. The Commission will return to its regularly scheduled river clean-ups; the Quinnipiac River and the Pequabuck River Watershed.
- Discuss the possibility of partnering with the Pequabuck River Watershed at the Balloon Festival and again at the Pumpkin Fest.
- Continue to check on the progress of the waste fracking ban. Commissioners do not want this material to be transported through Town.
- Host a hike for Earth Day 2019
- Host a program for Earth Day 2019, that will benefit residents of Plainville.
- Continue to keep watch on Paderewski Pond water conditions.

PERFORMANCE MEASURES

QUANTITATIVE	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Meetings Conducted	11	11	11
Events Held	4	4	4
Total Attendees	250	250	300
Partnerships	1	1	1

QUALITATIVE

The Commission has coordinated and sponsored 4 events this year that over 250 Plainville citizens attended and participated in. The Conservation Commission continues to significantly increase its impact on the community. Conservation activities in communities have become more important and visible of late. Our activity in this area, along with other departments and commissions, is crucial to the growth and protection of our town. We hope that we can entice 4 more members of the community to serve with us.

BUDGET COMMENTARY

51120 Part-Time Salary: Recording secretary to record and transcribe the meeting minutes.

52330 Operating Supplies: This includes supplies necessary for the Earth Day program.

52401 Professional Development: This item covers subscriptions and seminars relating to conservation. This item was reduced based on past expenditures. The Commission is concerned that they do not have adequate funding necessary to expand our partnerships and would like to request an increase in next year's budget to be able to expand this resource.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-116	Conservation Comm	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51120	Part-time salary	\$ 489	\$ 550	\$ 335	\$ 550	\$ 600	\$ 600	\$ 600	\$ 50	9.09%
	Total Personnel	489	550	335	550	600	600	600	50	9.09%
Supplies										
52330	Operating supplies	826	1,400	163	200	1,400	1,400	1,400	-	0.00%
	Total Supplies	826	1,400	163	200	1,400	1,400	1,400	-	0.00%
Other Services & Charges										
52401	Professional development	648	400	240	240	400	400	400	-	0.00%
	Total Other Serv & Charges	648	400	240	240	400	400	400	-	0.00%
0100-116 Total Conservation Comm		\$ 1,963	\$ 2,350	\$ 738	\$ 990	\$ 2,400	\$ 2,400	\$ 2,400	\$ 50	2.13%

119 - VETERANS COUNCIL

PROGRAM DESCRIPTION

The Veterans' Council assists Veterans, their widows and dependent children with medical expenses, emergency authorizations, weekly benefits and burial expenses. The Veterans Council meets weekly on Monday nights at 7:00 p.m. at the Town Hall. Plainville also services New Britain, Farmington, Newington and Bristol.

The Town of Plainville also participates in the Veterans Strong Community Center, Inc. in Bristol, CT. The Center is committed to improving services, assistance and communication to Veterans, Service Members and their Families throughout the Greater Bristol area. This includes but is not limited to analyzing inquiries for assistance using personal knowledge and reference materials; providing responses and taking appropriate action to resolves issues; monitoring inquires for specific function areas, tracking progress and resolution of issues; providing "warm" referral to service providers based on issues presented. The Veterans Assistance Specialist (VAS) has over 330 resources in the areas of Emergency Support; Basic Needs; Healthcare/Dental; Life Management; Financial Information; Family & Youth Information; Employment; Education; Legal; Military & Government Officials; General Community Information. The VAS acts as a liaison with various support agencies, state and local governments; and organizations.

PROGRAM ACCOMPLISHMENTS FY 2019

- Raised approximately \$36,426 for the Soldiers, Sailors and Marines Fund. These funds were used to assist indigent Veterans and their dependents in various ways, including assistance with medical expenses, prescriptions, rent, and referrals to other veterans' services and facilities. In FY 2019
- Continued to support the Plainville Veterans Memorial Plaque Wall in Town Hall. Plaques sell for \$8.00 each and are filling up fast.
- Placed 80 new names on Wall since September of 2016.
- Assisted 38 individuals from funds raised for the Soldiers, Sailors and Marines Fund.

PROGRAM OBJECTIVES FY 2020

- To continue to assist Veterans, their widows, and dependent children.
- To continue communications with Veteran's organizations.
- Begin partnership with Veterans Strong Community Center.
- To continue to maintain Veterans Memorial Plaque Wall in the Municipal Center.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Individuals Assisted	38	50	55
Total Office Traffic*	70	70	70
Meetings held	52	52	52

*Continue to expect an increase in traffic due to the current economic conditions.

QUALITATIVE

The Veterans Council currently consists of three members who meet weekly to help assist Veterans from New Britain, Farmington, Newington and Bristol.

BUDGET COMMENTARY

51120 Part-Time Salary: Stipend of \$1,785 for each of the three members of the Veterans Council

52465 Agency Subsidy: \$4,200 has been added to this line item which represents Plainville's 7% allocation of the Veterans Strong Community Centers \$60K Budget with Regional Towns involved with the Center.

Town of Plainville, Connecticut
 Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
 As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-119 Veteran's Council										
Personnel										
51120	Part-time salary	\$ 5,172	\$ 5,250	\$ 4,562	\$ 5,250	\$ 5,355	\$ 5,355	\$ 5,355	\$ 105	2.00%
	Total Personnel	5,172	5,250	4,562	5,250	5,355	5,355	5,355	105	2.00%
Other Services & Charges										
52465	Agency subsidy	4,080	4,200	3,971	3,971	5,873	5,873	5,328	1,128	26.86%
	Total Other Serv & Charges	4,080	4,200	3,971	3,971	5,873	5,873	5,328	1,128	26.86%
0100-119 Total Veteran's Council		\$ 9,252	\$ 9,450	\$ 8,533	\$ 9,221	\$ 11,228	\$ 11,228	\$ 10,683	\$ 1,233	13.05%

121 - RECYCLING AND SOLID WASTE COMMISSION

PROGRAM DESCRIPTION

The State of Connecticut has mandated laws affecting the collection, disposal and recycling of solid waste and other refuse within the cities and towns of the State of Connecticut. Disposal of such items is a significant social and health concern affecting the well-being of the citizens of the Town of Plainville. This Commission assists the Town of Plainville in the discharge of its obligations to be in conformance with such State mandated laws.

PROGRAM ACCOMPLISHMENTS FY 2019

- Along with the Plainville Police Department, continued a Drug Take Back program preventing medicines from being thrown into sewer systems and out of households.
- Required apartment complexes with six (6) or more units to provide tenants with recycling.
- Established a Facebook page to better inform the public with information and to get feedback.
- Continued to assist the Town Council with solid waste and recycling policies.

PROGRAM OBJECTIVES FY 2020

- Promoting composting town wide
- Investigating town wide food waste collection
- Continue to improve recycling at Town facilities and schools.
- Continue to educate residents at Town functions and on the Town website.
- Continue to investigate the possibility of recycling more solid waste items.
- Continue to increase recycling by apartments, condominiums and businesses.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Meetings Held	10	12	12

QUALITATIVE

The Recycling Commission has worked to educate and expand recycling efforts town wide.

BUDGET COMMENTARY

51120 Part-Time Salary: Funds have been budgeted to cover a recording secretary.

52330 Operating Supplies: Used to purchase supplies to promote the recycling program. Most of these items are made of recycled materials that demonstrate the viability of recycling. There is an increase due to the purchasing cost of these items increasing.

52401 Professional Development: Membership in professional associations such as the Connecticut Recyclers Coalition, youth contests such as the Recycling Poster Contest, and two (2) seminars.

52410 Advertising: Ads to promote Plainville's recycling program.

Town of Plainville, Connecticut
 Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
 As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-121 Recycling Comm		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51120	Part-time salary	\$ 424	\$ 310	\$ 286	\$ 310	\$ 310	\$ 310	\$ 310	\$ -	0.00%
	Total Personnel	424	310	286	310	310	310	310	-	0.00%
Supplies										
52330	Operating supplies	315	600	348	600	500	500	500	(100)	-16.67%
	Total Supplies	315	600	348	600	500	500	500	(100)	-16.67%
0100-121 Total Recycling Comm		\$ 739	\$ 910	\$ 634	\$ 910	\$ 810	\$ 810	\$ 810	\$ (100)	-10.99%

130 - PROBATE COURT

PROGRAM DESCRIPTION

The Probate Court is an independent office from the Town of Plainville. The District 10 Probate District provides the residents of Farmington, Burlington, and Plainville with a variety of services. Connecticut General Statute §45a-8 governs the requirements of each town that comprises a probate district. The Probate Court has jurisdiction over the following matters: Decedent's Estates; Trusts; Conservators; Guardians of Persons with Intellectual Disability; Guardians of the Person of minor children; Termination of Parental Rights; Adoptions, including Adult Adoptions; Paternity; Emancipation of Minors; Mental Health Commitments; Drug and Alcohol Commitments; and Name Changes. For residents wanting to learn more about the Region 10 Probate District, additional information including new probate forms, publications and general information is available online. The Probate Court website is directly accessible through www.ctprobate.gov. Or, you may visit the Probate Court Website located on the State of Connecticut Judicial Branch Website at <http://jud.ct.gov>. The Farmington Regional Probate Court is located at One Monteith Drive, Farmington, CT 06032.

PROGRAM ACCOMPLISHMENTS 2019

- Continued to provide a multitude of probate services to all residents of Farmington, Burlington, and Plainville, especially in conservatorships both involuntary and voluntary as our population ages.
- In January of 2019, Plainville joins Farmington Regional Probate Court, located at One Monteith Drive, Farmington, CT 06032. District 10 Probate Court facilitates the transition working with the new Court to assure a smooth transition for the Plainville citizens.
- Ensured a smooth transition into the Farmington Regional Probate Court.
- Continued archiving historical records in digital format. Older records became accessible to view on a public computer in the Probate Court.
- Continued implementing and training staff for e-billing conservators and attorneys representing indigent citizens.

PROGRAM OBJECTIVES FY 2020

- Continue to provide the best possible services for all residents regarding Decedent, Family, and other matters.
- Continue using advances in technology to process files in a timelier manner and continue to scan records into the computer files to promote accessibility for the public.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Intestate (No Will)	72	82	72
Testate	174	172	172
Small Estate Affidavit Applications	208	221	221
Trust Account Requiring Hearings	50	26	26
Termination of Parental Rights	26	20	20
Emancipation of Minors	1	0	1
Appointment of Guardians of Estates	16	25	25
Other Guardianship Applications	174	140	140
Change of Name	72	86	86

QUALITATIVE

Probate Court consistently gets outstanding reports from Probate Court Administration relating both to the court and financial audits.

BUDGET COMMENTARY

52435 Other Contractual Services: Funds are budgeted to pay Plainville's share to the District 10 Probate Court.

Town of Plainville, Connecticut
 Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
 As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-130	Probate Court	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Other Services & Charges										
52435	Other contractual	\$ 9,475	\$ 9,000	\$ 8,844	\$ 8,844	\$ 8,000	\$ 8,000	\$ 8,000	\$ (1,000)	-11.11%
	Total Other Serv & Charges	9,475	9,000	8,844	8,844	8,000	8,000	8,000	(1,000)	-11.11%
0100-130 Total Probate Court		\$ 9,475	\$ 9,000	\$ 8,844	\$ 8,844	\$ 8,000	\$ 8,000	\$ 8,000	\$ (1,000)	-11.11%

131 - TOWN MANAGER

PROGRAM DESCRIPTION

The Town Manager serves as Chief Executive Officer of the Town government, is appointed by the Town Council, and is directly responsible to the Council for planning, organizing, and directing the activities of all municipal operations. The Manager appoints department heads and sees that all laws and ordinances governing the Town are faithfully enforced. He recommends to the Council such measures or actions which appear necessary and desirable; he participates in all Council meetings and deliberations (without a vote); he prepares and submits the annual Town Budget; and he performs other duties as directed by Council or stated in the Town Charter.

PROGRAM ACCOMPLISHMENTS FY 2019

- Continued to work with WPC on the Phosphorus Upgrade project along with Department of Energy & Environment Protection (DEEP), and the Engineers, Tighe & Bond.
- Continued to work the Construction Manager at Risk, O&G Industries on the Wheeler School Renovation & Plainville High School Site Improvements.
- Continued discussions with Conservation Commission and Friends of Pad Pond to continue developing action plan for Paderewski Pond.
- Held numerous neighborhood public information sessions regarding traffic concerns and the Farmington Canal Heritage Trail.
- Continued with the coordination for the completion of the Park Improvements Project at Norton Park and Paderewski Park.
- Continued to coordinate the efforts of a \$5,000,000 road bond for a 5-year road paving program which was approved by citizens in June 2015.
- Continued to work with the Police Department to enforce sidewalk clearing ordinance.
- As a member of the Board of Health for Plainville/Southington Regional Health District, regularly attended meetings.
- As a Board member of Council of Small Towns (COST), attended their meetings to be aware of happenings and issues of importance with the state legislature and state budget.
- Coordinated efforts of Town Staff for the fourth Pumpkin Festival held October of 2018.
- Continued to work with Town Staff, CT Department of Public Health, and Valley Water in regard to water quality in Plainville.
- Held the annual joint meeting between the Town Council and the Board of Education to discuss next year's Town Budget.
- Explored with the Town Council joining a lawsuit with Waterbury against the large pharmaceutical corporations to recover monetary damages that Plainville has incurred to cover opioid related health care rehabilitation costs.

PROGRAM OBJECTIVES FY 2020

- Continue to work with the Capital Projects Building Committee regarding the School Renovation Projects.
- Continue to work with the Linden School Committee on beautification of the site.
- Continue Year 5 of 5-year road paving program.
- Continue to move forward with the requirements of the Landfill Stewardship Program.
- Continue to work with surrounding towns on Phosphorus reduction strategies along with Department Environment Energy Protection (DEEP).
- Continue to work with consultants to develop and design the best route to close the gap of the Farmington Canal Heritage Trail in Plainville and Southington.
- Continue as a Credentialed Town Manager through the International City Managers' Association (ICMA).
- Continue to explore methods of reducing municipal spending in future years.
- Continue to investigate cost saving measures and consolidation of services, including regional initiatives.
- Strive to achieve Clean Energy Communities "Gold" Award recognizing Plainville's efforts in energy efficiency, renewable energy achievement, and sustainability.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Correspondence	1,330	1,300	1,300
Evening Meetings	77	70	70
Budget Planning Sessions	20	17	17
Grants Applied For	6	9	10

PERSONNEL			
Full-time	3	3	3

QUALITATIVE

As Chief Executive Officer of the Town, the Town Manager prepares and submits the annual Town Budget. The Town of Plainville has won the Government Financial Officers Association (GFOA) Distinguished Budget Presentation Award for eighteen (18) consecutive years, including fiscal year 2019. This award is the highest form of recognition in governmental budgeting and represents a significant achievement by the Town Manager's Office.

BUDGET COMMENTARY

51110 Full-Time Salary: Town Manager and 92.68% of the Executive Assistant salary shared with the Plainville Affordable Housing at 7.32%. 80% of the Assistant to the Town Manager's salary is also included in this line item, the remaining 20% is budgeted within the Water Pollution Control Facility. A 2.0% increase is budgeted.

52330 Operating Supplies: Miscellaneous supplies as needed (i.e. fax toner, rubber stamps, etc.).

52401 Professional Development: CCM, ICMA and Northeast annual conference; dues for CTCMA, ICMA, COST. Miscellaneous meetings that require the Town Manager's presence. This line item also includes ICMA and CTCMA dues and conference costs for the Assistant to the Town Manager.

52435 Other Contractual Services: Copy machine all-inclusive lease and other contracted services as needed.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-131	Town Manager									
Personnel										
51110	Full-time salary	\$ 265,129	\$ 260,480	\$ 224,137	\$ 260,480	\$271,324	\$271,324	\$271,324	\$ 10,844	4.16%
	Total Personnel	265,129	260,480	224,137	260,480	271,324	271,324	271,324	10,844	4.16%
Supplies										
52330	Operating supplies	1,239	300	1,123	1,123	300	300	300	-	0.00%
	Total Supplies	1,239	300	1,123	1,123	300	300	300	-	0.00%
Other Services & Charges										
52401	Professional development	6,980	6,600	5,675	6,600	6,625	6,625	6,625	25	0.38%
52435	Other contractual	2,009	2,500	34	2,500	2,500	2,500	2,500	-	0.00%
	Total Other Serv & Charges	8,989	9,100	5,709	9,100	9,125	9,125	9,125	25	0.27%
0100-131	Total Town Manager	\$275,357	\$269,880	\$230,969	\$270,703	\$280,749	\$280,749	\$280,749	\$ 10,869	4.03%

51110 Included in the Full-time salary budget is 80% of the full-time salary budget for the Assistant to the Town Manager position shared with fund 7100, department #340 WPCF creating one full-time position. Detail of salary line item budgets for this position is as follows:

Town Manager #131 Assistant to Town Manager Full-time Salary #51110 Budget @ 80%	44,802
PCF Fund 7100 Department #340 Assistant to Town Manager Full-time Salary #51110 Budget @ 20%	11,200
Total Combined Position Salary Budget	<u>56,002</u>

132 - HUMAN RESOURCES

PROGRAM DESCRIPTION

Human Resources is a part of the Town Manager's Office with the Assistant Town Manager acting as the Town Manager's designee to serve as the Director. It is responsible for the administration and coordination of personnel, labor relations, and employee benefits. This department maintains employee records and provides staff support to the Social Services Case Manager. The Assistant Town Manager serves on the Employee Safety Committee and coordinates appropriate training for employees as deemed necessary. The Assistant Town Manager also chairs the Wellness Committee, and the Community Human Services Committee that consists of all the human service organizations in Town and serves on the Board for the Town's Farmers Market.

PROGRAM ACCOMPLISHMENTS FY 2019

- Continued working closely with the Finance Department in maintaining Payroll/Human Resource System.
- Continued working together with the Town and the Board of Education Human Resources Departments.
- Continued to work closely with Town and Board of Education to discuss consolidation of Facilities Maintenance Departments.
- Conducted several employee training sessions.
- Continued to work closely with the Agent of Record for new requirements of the Affordable Health Care Act.
- Held quarterly meetings with the Community Human Services Groups.
- Hired 2 Police Officers.
- Hired 2 Police Dispatchers in the Police Department.
- Hired a Supervisor of Assessments and Collections.
- Recruited a Director of Library Services.
- Hired a Library References Assistant.
- Promoted an Assistant Plant Operator II to an Assistant Plant Operator III in the Water Pollution Control Department.
- Provided quarterly individual consultations for employees to discuss Pension Benefits.
- Continued to assist employees transitioning into retirement.
- Continued to monitor workers' compensation cases.
- Recruited a part-time Office Assistant at the Senior Center.
- Recruited a part-time Maintenance individual for the Senior Center.
- Recruited an MPA student for the Internship program.
- The Wellness Committee continued to meet and implement numerous programs throughout the year.
- Conducted employee orientations and exit interviews.
- Conducted informational sessions for medical benefits.
- Continued to monitor unemployment benefits.
- Negotiated the Town Hall and Public Works union contracts.

PROGRAM OBJECTIVES FY 2020

- Update Personnel Rules and Policies.
- Negotiate the Police union contract.
- Continue to work with the Social Services Case Manager to provide services to those in need.
- Continue to hold quarterly meetings with the Community Human Services Group.
- Continue to attend Labor/Management Safety Committee meetings to address safety concerns.
- Assess training needs for employees and implement a plan.
- Implement an online training program for all department's needs.
- Continue to update OSHA Training Files and provide 10-hour OSHA certification.
- Continue to explore areas conducive to sharing resources.
- Continue to promote increasing contributions to support the United Way.
- Work with the Senior Center and ProHealth to provide medical services to Senior Citizens.
- Continue to monitor Workers Compensation incidents.
- Continue to work with the Wellness Committee.

PROGRAM DESCRIPTION

QUANITATIVE	2018 Actual	2019 Estimated	2020 Projected
Persons Recruited	9	8	6
Persons Promoted	6	2	2
Labor Negotiation Sessions	12	10	5
Workers Compensation Claims Filed	25	23	22
Wellness Committee Meetings	10	10	10

Wellness Committee Programs	6	6	7
NAGE – Town Hall Union Members	21	21	21
Public Works Union Members	22	22	22
Police Union Members	36	36	36
Employee Training	2	2	2

PERSONNEL			
Full-time	1	1	1
Part-time	1	1	1

QUALITATIVE

The Department of Human Resources strives to keep Human Resource policies current as well as implementing new policies that enhance operations and employee benefits. From time to time policies are revised to keep pace with generally accepted business practices and to comply with changes in state or federal law. The Department applies fair and equitable laws and policies to all aspects of recruitment and employee retention.

BUDGET COMMENTARY

51110 Full-Time Salary: The Human Resources Specialist is funded here. The Assistant Town Manager serves as the Human Resources Director and is funded in Data Processing. Includes a 2% salary increase.

51120 Part-Time Salary: The part-time Human Resources Technician is budgeted in this line item.

52330 Operating Supplies: Payroll authorizations, time cards, labels, DOT regulation booklets, etc.

52401 Professional Development: IPMA, CONNPOLRA dues & meetings, annual conference, etc.

52410 Advertising: Job postings. Most jobs are posted on the Town's website and in professional newsletters.

52430 Recruitment and Training: Employee training seminars, recruitment for management and police positions, etc.

52435 Other Contractual Services: Municipal Labor Relations Data Service and filing fees at the Labor Board.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual	Budgeted	Spent To	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
0100-132	Human Resources	Expended		Date					\$	%
Personnel										
51110	Full-time salary	\$ 65,462	\$ 64,511	\$ 54,376	\$ 64,511	\$ 65,809	\$ 65,809	\$ 65,809	\$ 1,298	2.01%
51120	Part-time salary	22,784	25,296	18,004	25,296	25,819	25,819	25,819	523	2.07%
	Total Personnel	88,246	89,807	72,380	89,807	91,628	91,628	91,628	1,821	2.03%
Supplies										
52330	Operating supplies	-	325	430	430	325	325	325	-	0.00%
	Total Supplies	-	325	430	430	325	325	325	-	0.00%
Other Services & Charges										
52401	Professional development	1,350	1,600	3,017	3,017	1,600	1,600	1,600	-	0.00%
52410	Advertising	2,442	600	-	600	600	600	600	-	0.00%
52430	Recruitment & training	185	200	400	400	500	500	500	300	150.00%
52435	Other contractual	459	1,300	600	1,300	1,300	1,200	1,200	(100)	-7.69%
	Total Other Serv & Charges	4,436	3,700	4,017	5,317	4,000	3,900	3,900	200	5.41%
0100-132 Total Human Resources		\$ 92,682	\$ 93,832	\$ 76,827	\$ 95,554	\$ 95,953	\$ 95,853	\$ 95,853	\$ 2,021	2.15%

133 - ELECTIONS

PROGRAM DESCRIPTION

To conduct elections, referendums and primaries according to State Statutes and assist in the Town Budget Meeting. This office holds various voter making sessions throughout the year including Plainville High School for 17 & 18-year-olds. Registrars and their Deputies attend several seminars throughout the year to keep updated on the ever-changing election laws, and other related matters.

PROGRAM ACCOMPLISHMENTS FY 2019

- January 30, 2018 - Sewer Referendum (224 voted, 2% turnout)
- April 24, 2018 - Budget vote (544 voted, 5% turnout)
- May 23, 2018 - Registrars conducted a recertification class at the firehouse for our moderators and local moderators
- June 6, 2018 - Registrars completed the state mandated certification classes and passed with flying colors!
- June 19, 2018 - Firetruck Referendum (752 voted, 6% turnout)
- August 14, 2018 - Rep/Dem Primary (Dem - 974 voted, 4% turnout; Rep - 875 voted, 3% turnout)
- November 6, 2018 - Governors Election (7506 voted, 62.59% turnout)

PROGRAM OBJECTIVES FY 2020

- To continue our commitment as Administrators of the Electoral Process in the Town of Plainville for all electors, regardless of party affiliation.
- To be responsible for voter education on the operation of the new Optical Scan Machines and new handicap machines for handicap voters.
- To encourage 17 & 18 old High School students to register as voters.
- To assist the Town Clerk with the Town Meeting Budget Vote(s).

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Registered Republican voters	2535	2575	2615
Registered Democratic voters	3928	3968	4008
Registered Unaffiliated Voters	5275	5315	5355
Others	163	203	243

PERSONNEL			
Part-Time	4	4	4

QUALITATIVE

The Registrars conduct elections, primaries and referenda and are responsible for training of election officials. They are responsible for organizing, maintaining the accuracy of the registry lists and updating voter files. Registrars attend meetings called by the Secretary of State to keep current on impending and new legislation which impacts the office. The Secretary of the State randomly chooses towns to conduct audits after each election and primary to test the accuracy of the Optical Scan machines. Plainville has conducted several audits now with excellent results. The Registrars this year have accomplished their goal of finishing their classes at UCONN and will take the test in June.

BUDGET COMMENTARY

51120 Part Time Salary: Two Registrars of Voters, two Deputy Registrars and election workers. Includes a 2% salary increase for the Registrars and Deputies. Election workers are paid at least minimum wage.

52330 Operating Supplies: Printed envelopes for the canvas and 8' tables rented for use at polling centers. Special envelopes are needed for the mandatory canvas of electors, conducted through the National Change of Address System, as well as the mailing of "Intent to Remove" notices. Printing of Ballots from Adkins.

52401 Professional Development: Mandatory conferences and seminars for registrars; travel reimbursement for attending seminars; annual dues for Registrars of Voters Association of CT.

52410 Advertising: Legal ads to announce elections, primaries, voter registration sessions, candidates, etc.

52430 Recruitment and Training: Training and travel cost for moderators to be certified.

52435 Other Contractual Services: Food for Election Day officials, reimbursement for school custodians who clean up after elections, and UHAUL Truck rentals for transport of voting machines and equipment to and from election sites. Having LHS and IVS program the memory cards for scanners and handicap machines

52450 Maintenance Contracts: To cover the maintenance contract for the nine tabulators.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-133 Elections										
Personnel										
51120	Part-time salary	\$ 50,324	\$ 45,089	\$ 49,239	\$ 51,000	\$ 46,000	\$ 46,000	\$ 46,000	\$ 911	2.02%
	Total Personnel	50,324	45,089	49,239	51,000	46,000	46,000	46,000	911	2.02%
Supplies										
52330	Operating supplies	4,484	7,150	5,501	7,150	7,150	7,150	7,150	-	0.00%
	Total Supplies	4,484	7,150	5,501	7,150	7,150	7,150	7,150	-	0.00%
Other Services & Charges										
52401	Professional development	3,630	1,540	1,259	1,259	1,570	800	800	(740)	-48.05%
52410	Advertising	226	600	849	849	600	600	600	-	0.00%
52430	Recruitment & training	-	260	-	-	260	260	260	-	0.00%
52435	Other contractual	3,361	7,350	4,297	7,100	7,100	7,100	7,100	(250)	-3.40%
52450	Maintenance contracts	1,800	1,800	1,800	1,800	1,800	1,800	1,800	-	0.00%
	Total Other Serv & Charges	9,017	11,550	8,205	11,008	11,330	10,560	10,560	(990)	-8.57%
0100-133 Total Elections		\$ 63,825	\$ 63,789	\$ 62,945	\$ 69,158	\$ 64,480	\$ 63,710	\$ 63,710	\$ (79)	-0.12%

134 - TOWN ATTORNEY AND LEGAL ADVICE

PROGRAM DESCRIPTION

The Town Attorney represents the Town of Plainville, its Boards and Commissions and in certain areas, the Board of Education, in all litigation instituted by them or against them. The Attorney provides advice to the Town Council, the Town Manager, Department Heads, Boards and Commissions. The Attorney drafts contracts, agreements, opinions, resolutions and various other documents. The Attorney represents the Town in some labor matters as well.

PROGRAM ACCOMPLISHMENTS FY 2019

- Provided effective legal representation for the Town of Plainville at a reasonable cost.
- The office has collected a substantial amount of back taxes and sewer fees owed to the Town of Plainville.
- The office successfully negotiated the resolution of several tax assessment appeals without the need for a trial.
- The office has created and revised numerous Ordinances.

PROGRAM OBJECTIVES FY 2020

- Continue to provide effective legal representation at a reasonable cost to the Town of Plainville.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Written opinions	27	30	30
Court appearances, depositions etc.	24	25	25
Attend Town Council & Other Meetings	28	30	30

QUALITATIVE

The Office works for Town Officials to minimize legal risks and exposures to the Town. The Office provides effective legal representation to the Town and its Officials. The Office attempts to maintain open lines of communication between the Office and Town Officials.

BUDGET COMMENTARY

52401 Professional Development: Books and career development for Town Attorney.

52402 Court Costs / Filing Fees: Marshal's fees, court fees, transcript costs, etc. Much of the costs are recovered from the opposing party.

52435 Other Contractual Services: Retainer paid to law firm covers legal services to the Town and to the Boards and Commissions, including the Board of Education. Excluded are bonding, labor contract negotiations, pension negotiations, specially contracted services and situations involving conflict of interest. These latter items are dealt with separately. Retainer includes all office expenses including postage, stationary, telephone, facsimiles, staff expenses, etc.

52436 Contractual Labor: Provided by outside counsel. Included are labor attorney fees for contract and pension negotiations, grievances and other related labor issues. This year there is one contract up for negotiations.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-134	Town Attorney	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Other Services & Charges										
52401	Professional development	\$ -	\$ 250	\$ 125	\$ 125	\$ 250	\$ 250	\$ 250	\$ -	0.00%
52402	Court cost/fees	489	1,500	1,810	1,810	1,500	1,500	1,500	-	0.00%
52435	Other contractual	102,955	104,499	104,499	104,499	106,589	106,589	106,589	2,090	2.00%
52436	Contractual labor	36,375	30,100	6,195	30,100	30,700	30,700	30,700	600	1.99%
	Total Other Serv & Charges	139,819	136,349	112,629	136,534	139,039	139,039	139,039	2,690	1.97%
0100-134 Total Town Attorney		\$139,819	\$136,349	\$112,629	\$136,534	\$139,039	\$139,039	\$139,039	\$ 2,690	1.97%

135 - TOWN TREASURER

PROGRAM DESCRIPTION

The Town Treasurer is appointed by the Town Council for a term of two (2) years and is responsible for the custody and disbursement of all Town Funds, including the Board of Education. The duties include review of fund and account balances, countersigning checks, monitoring Town investments and debt structure, and participating in the development of Town financial policies and systems.

PROGRAM ACCOMPLISHMENTS FY 2019

- Countersigned payroll and expenditure checks for the Town and Board of Education.

PROGRAM OBJECTIVES FY 2020

- To countersign payroll and expenditure checks for the Town and Board of Education.
- Provide a review of the anticipated bonding and note sales for capital projects.
- Review expenditure documentation.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Voucher Checks Issued	4,500	4,500	4,500
Investment Income	\$10,063	\$100,000	\$75,000

PERSONNEL			
Part-time	1	1	1

BUDGET COMMENTARY

51120 Part Time Personnel: Salary for the Town Treasurer.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-135 Town Treasurer										
Personnel										
51120	Part-time salary	\$ 5,827	\$ 5,915	\$ 5,116	\$ 5,915	\$ 6,034	\$ 6,034	\$ 6,034	\$ 119	2.01%
	Total Personnel	5,827	5,915	5,116	5,915	6,034	6,034	6,034	119	2.01%
0100-135 Total Town Treasurer		\$ 5,827	\$ 5,915	\$ 5,116	\$ 5,915	\$ 6,034	\$ 6,034	\$ 6,034	\$ 119	2.01%

136 - FINANCE

PROGRAM DESCRIPTION

The Finance Department is responsible for the accounting, control, and maintenance of the Town's financial records including cash management, accounts payable, accounts receivable, payroll, and fixed assets. The Department also provides support relative to the budget process, debt administration, capital improvements, employee benefits, and risk management. Budgetary reports are provided monthly to the Town Council and department heads for their evaluation. This Department now acts as one Department with Board of Education (BOE) Finance Department, coordinating all payroll, general ledger, and accounts payable functions into one Department.

PROGRAM ACCOMPLISHMENTS FY 2019

- Continued to make process improvements to payroll system and internal control process to operate more efficiently, while filing all necessary reports on time and accurately.
- Prepare monthly financial dashboard reports to Town Council for their monthly Board of Finance meetings.
- Completed financial and workers' compensation payroll audits.
- The Finance Department received the Certificate of Achievement for Excellence in Financial Reporting (CAFR) from the Government Finance Officers Association (GFOA) for the 30th consecutive year.
- Maintained consolidation with the Board of Education Finance Department creating operational efficiencies, dual control, back-up personnel, and overall better financial and reporting management for the Town of Plainville.
- Improved tracking of BOE educational grants, private grants, and cafeteria funds by segregating duties and having all transactions detailed on general ledger system.
- Hired a part-time office employee, upgrading position to full-time effective July 2019.
- Completed fourth year of 1095C forms preparation and filing for employees complying with Affordable Care Act (ACA).

PROGRAM OBJECTIVES FY 2020

- GFOA Certificate of Achievement for Excellence in Financial Reporting (CAFR).
- Become more efficient by implementing new internal controls where needed, complete operating bank account reconciliations for both Town and BOE in a timelier manner.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Total general ledger funds - BOE	24	24	24
Total general ledger funds - Town	51	52	52
Payroll checks issued annually - BOE	800	814	814
Payroll checks issued annually - Town	374	370	370
1099 forms issued annually - BOE	46	50	50
1099 forms issued annually - Town	123	125	125
W-2 forms issued annually - BOE	653	660	660
W-2 forms issued annually - Town	348	350	350
1095C forms issued annually - BOE	346	350	350
1095C forms issued annually - Town	105	105	105
Direct deposits issued annually - BOE	10,900	10,987	11,000
Direct deposits issued annually - Town	4,550	4,600	4,600

PERSONNEL – TOWN ONLY			
Full-time	2	2	3
Part-time	0	1	0

QUALITATIVE

For the past thirty (30) years, the Finance Department has received the Certificate of Achievement for Excellence in Financial Reporting (CAFR) from the Government Finance Officers Association, which represents its strong commitment to superior financial reporting. The Finance Department also works to ensure strict adherence to budgetary guidelines.

BUDGET COMMENTARY

51110 Full Time Personnel: Director of Finance, Accounting Analyst and Office Assistant.

52330 Operating Supplies: Finance Department envelopes, tax forms, and office supplies.

52401 Professional Development: GFOA CAFR application fee, dues, meetings, conferences.

52450 Maintenance Contracts: Fixed asset software.

Town of Plainville, Connecticut
 Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
 As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-136 Finance										
Personnel										
51110	Full-time salary	\$ 191,522	\$ 189,135	\$ 158,261	\$ 186,262	\$225,100	\$225,100	\$225,100	\$ 35,965	19.02%
51120	Part-time salary	10,624	15,000	13,825	19,007	-	-	-	(15,000)	-100.00%
51140	Overtime	100	-	30	30	-	-	-	-	0.00%
Total Personnel		202,246	204,135	172,116	205,299	225,100	225,100	225,100	20,965	10.27%
Supplies										
52330	Operating supplies	-	300	428	428	300	300	300	-	0.00%
Total Supplies		-	300	428	428	300	300	300	-	0.00%
Other Services & Charges										
52401	Professional development	2,715	3,000	2,376	2,426	3,000	3,000	3,000	-	0.00%
52450	Maintenance contracts	1,303	1,355	957	957	1,495	1,495	1,495	140	10.33%
Total Other Serv & Charges		4,018	4,355	3,333	3,383	4,495	4,495	4,495	140	3.21%
0100-136 Total Finance		\$206,264	\$208,790	\$175,877	\$209,110	\$229,895	\$229,895	\$229,895	\$ 21,105	10.11%

137 - ASSESSMENTS

PROGRAM DESCRIPTION

The purpose of the Assessments office is to promote and enhance the financial stability of the Town through the equitable assessment of all property within the Town. To achieve this, the Assessor and staff inspect and value all new construction, additions and alterations, value new and replacement vehicles, and personal property. They also administer programs that grant the elderly, disabled, blind and Veteran's assessment exemptions; and perform appraisal and valuation assistance to other agencies and individuals.

PROGRAM ACCOMPLISHMENTS FY 2019

- The Assessments office continuously works to discover, list and value all new property in the Town of Plainville.
- Implemented procedures to assist taxpayers that were billed for vehicles they no longer owned. Thus, assuring they only had to pay for the period they owned the car and did not have to wait to be refunded any overpayment of tax.
- Office staff continued to attend educational classes in both Assessing and Tax procedures, successfully passing both. Started teaching staff field work and statutes that govern assessments to assure they could become certified at Assessor.
- Changed some office procedures to assure a more efficient and effective use of staff time, improving customer service.
- Successfully worked with the Senior Center which greatly improved the procedure to apply for Elderly and Veteran benefits.

PROGRAM OBJECTIVES FY 2020

- Continue to make customer service a number one priority of the office.
- To continue to assist the people of the Town of Plainville in understanding the Assessment function.
- Continue staff meetings for open lines of communication. Examine current office procedures and implement any changes that would increase efficiency of the office.
- Continue the process of creating a policy and procedure manual for the office, to ensure that all staff has the information necessary to perform all the functions of the office.
- Continue to have non-certified staff attend courses for certification, both in the assessment and collection functions.
- To assure certified staff continues to attend courses and meets all statutory requirements for re-certification.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Net Grand List	1,388,894,859	1,402,783,800	1,416,811,650
Homeowner Applications	312	320	330
Additional Veterans Applications	144	150	160
Renters Applications	189	200	210

PERSONNEL			
Full-time	3	3	3
Part-time	1	1	1

QUALITATIVE

The Assessments office spends a tremendous amount of time researching requests from residents of the Town and processing applications for benefits and accomplishes all of these tasks in a professional, courteous, and timely manner.

BUDGET COMMENTARY

51110 Full-Time Salary: Assessor, Administrative Assistant to the Assessor, and Bookkeeper. Includes a 2.0% salary increase and appropriate step increases for union employees.

51120 Part-Time Salary: Funding for a retired assessor to perform fieldwork.

51140 Overtime: Used as needed since all office staff are required to balance their individual drawers at the end of each day.

52330 Operating Supplies: Binders, notebooks, folders, labels. This also includes professional publications required by the State of Connecticut for the pricing of motor vehicles for the Grand List. Printing and reproduction costs for declaration packets and forms, as required by statute, are also expended from this account.

52401 Professional Development: This includes seminars, organizational dues, and conferences, all for meeting certification and re-certification requirements for staff.

52430 Recruitment and Training: This includes required training for the Assessor and certification classes for the staff.

52435 Other Contractual Services: Binding of abstracts and the printing of the Grand List. This account now includes maintenance and support for Tyler Technology software and Quality Data software previously included in CIP. It would also include contracted agreement with an Audit Company to do Personal Property Audits.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
		Expended	Budgeted	Date	Estimated				\$	%
0100-137 Assessments										
	Personnel									
51110	Full-time salary	\$ 221,651	\$ 184,275	\$ 155,315	\$ 184,275	\$190,000	\$190,000	\$190,000	\$ 5,725	3.11%
51120	Part-time salary	29,059	26,741	16,374	26,741	27,276	27,276	27,276	535	2.00%
51140	Overtime	792	800	192	250	816	816	816	16	2.00%
	Total Personnel	251,502	211,816	171,881	211,266	218,092	218,092	218,092	6,276	2.96%
	Supplies									
52330	Operating supplies	5,145	4,000	2,274	2,500	4,000	4,000	4,000	-	0.00%
	Total Supplies	5,145	4,000	2,274	2,500	4,000	4,000	4,000	-	0.00%
	Other Services & Charges									
52401	Professional development	1,664	1,600	1,322	1,600	1,600	1,600	1,600	-	0.00%
52430	Recruitment & training	590	875	150	875	1,100	1,100	1,100	225	25.71%
52435	Other contractual	15,815	18,125	18,948	18,948	32,900	32,900	32,900	14,775	81.52%
	Total Other Serv & Charges	18,069	20,600	20,420	21,423	35,600	35,600	35,600	15,000	72.82%
0100-137 Total Assessments		\$274,716	\$236,416	\$194,575	\$235,189	\$257,692	\$257,692	\$257,692	\$ 21,276	9.00%

138 - REVENUE COLLECTION

PROGRAM DESCRIPTION

The Revenue Collection Office works to promote the financial stability of the Town by insuring the prompt collection of property and motor vehicle taxes, as well as sewer usage fees. The Office makes use of various statutes, works with delinquent taxpayers, and utilizes legal counsel. The Office is also responsible for the receipt and deposits of all department revenues.

PROGRAM ACCOMPLISHMENTS FY 2019

- The Office addressed delinquent tax payments by contracting with a collection agency at no cost to the Town.
- The Assessor and Collector continued to take courses to become certified in each field.
- Implemented changes in the office to better establish a flow for office demands.
- Continued to enhance the online lookup computer system for taxpayers.
- Continued to work with DMV over continuous changes.

PROGRAM OBJECTIVES FY 2020

- Work with Quality Data to improve the flow of information between Tax and Sewer databases.
- Take on more responsibility in working with the Finance Director and auditors to make sure all collections are in balance.
- To work with the Town Attorney to collect delinquent accounts. To study what has been effective in collecting delinquent taxes and what perhaps can be done to better enforce the collection of delinquent taxes.
- Determine the possibility of establishing Lock Box services for July collections.
- Continue to make customer service a priority for the citizens of Plainville.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Total Collections	44,851,553	45,814,579	47,096,148
Interest & Liens	424,181	270,949	300,000
Accounts with Attorney	31	45	40
Tax Sales	0	0	0

PERSONNEL			
Full-time Equivalents	3	3	3

QUALITATIVE

The Tax and Assessing Office continues to serve the citizens of Plainville in a more efficient and professional manner. The Tax and Assessing Office processes hundreds of parcels of mail during collections in a timely manner since the implementation of a new computer system.

BUDGET COMMENTARY

51110 Full-Time Salary: This includes the Revenue Collector and a Bookkeeper. The Water Pollution Control Department pays for a clerical position.

51140 Overtime: Extra hours offered to taxpayers for the last payment day during collections and last-minute customers will cause union employees to work extra time. Also, all office staff are required to balance their individual drawers at the end of the day. This account has a slight increase over last year.

52330 Operating Supplies: Most of the funding in this line item will go towards laser billing. The balance is for items such as printing and binding the posted rate books.

52401 Professional Development: State, County and Regional dues, State Conference, County meetings and travel expenses.

52410 Advertising: Legal notices as required by State Statutes.

52430 Recruitment and Training: Certification courses for the Collector and staff.

52450 Maintenance Contracts: This account is specifically for maintenance and support for the Quality Data Software. This amount was previously funded in the Capital budget and has now been split between the Assessments and Revenue budgets.

Town of Plainville, Connecticut
 Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
 As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-138	Revenue Collection	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51110	Full-time salary	\$ 109,263	\$ 107,890	\$ 90,934	\$ 107,890	\$110,048	\$110,048	\$110,048	\$ 2,158	2.00%
51140	Overtime	530	1,500	110	200	1,530	1,530	1,530	30	2.00%
	Total Personnel	109,793	109,390	91,044	108,090	111,578	111,578	111,578	2,188	2.00%
Supplies										
52330	Operating supplies	9,146	14,685	4,834	14,685	14,685	14,685	14,685	-	0.00%
	Total Supplies	9,146	14,685	4,834	14,685	14,685	14,685	14,685	-	0.00%
Other Services & Charges										
52401	Professional development	865	2,000	1,691	2,000	2,000	2,000	2,000	-	0.00%
52410	Advertising	942	600	865	865	950	950	950	350	58.33%
52430	Recruitment & training	200	600	626	626	600	600	600	-	0.00%
52450	Maintenance contracts	9,000	9,000	9,700	9,700	9,000	9,000	9,000	-	0.00%
	Total Other Serv & Charges	11,007	12,200	12,882	13,191	12,550	12,550	12,550	350	2.87%
0100-138 Total Revenue Collection		\$129,946	\$136,275	\$108,760	\$135,966	\$138,813	\$138,813	\$138,813	\$ 2,538	1.86%

150 - TOWN CLERK

PROGRAM DESCRIPTION:

The Town Clerk's office operates in accordance with the Connecticut General Statutes, Town Charter and Code of Ordinances. The office interacts with state departments and agencies, records documents, maintains and preserves permanent and historical records, and responds to all types of inquiries from the public. The office assumes an official role in the election process, issues licenses and permits, updates the Code of Ordinances, and acts as Registrar of Vital Statistics.

Services provided by the Town Clerk's Office include posting notices and providing access to all public records, maintaining complex filing and recording systems, filing land records, assessing fees, indexing, scanning and checking documents for accuracy.

As Registrar of Vital Statistics, the Town Clerk's office issues marriage licenses and registers all vital events occurring within the community; births, marriages and deaths. The office issues certified copies of vital records upon request.

As Election Officer, the Town Clerk's office prepares regular ballots, prepares and issues absentee ballots, and maintains the overseas absentee ballot process for appropriate primaries, elections and referenda.

Additional responsibilities of the Town Clerk's office include the restoration and preservation of permanent records; recording trade names; Veterans' DD214 discharge papers; liquor permits; notary public commissions; issues dog licenses; burial and cremation permits.

PROGRAM ACCOMPLISHMENTS FY 2019

- Successfully conducted 2 referenda, Budget Town Meeting Vote, 2 State Primaries and State Election
- Re-indexed 3,500 older maps with better descriptions for accurate searches
- Migrated to a new on-line search format for land records
- Continued ongoing state grant project of re-sizing and microfilming 16 larger, older land record volumes
- Continued back scanning and re-indexing over 9,700 pages of land records allowing for greater public access on-line
- Continued responsibility for posting and updating all Board and Commission's notices, meetings and minutes on the Town's website

PROGRAM OBJECTIVES FY 2020

- Continue to work with the Registrar of Voters for successful and efficient Budget Town Meeting and Municipal Election
- Continue responsibility for posting and updating all Board and Commission notices, meetings and minutes on the Town's website
- Continue to back scan and re-index land records
- Continue re-indexing older maps
- Maintain lower vault records for all departments according to retention schedules and statutes

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Land Record Documents recorded	4,800	4,500	4,700
Land Record Document pages recorded	14,826	15,000	15,500
Dog licenses issued	1,971	2,040	2,100
Vital Records Indexed	450	485	500
Trade Names	40	80	85
Liquor Permits	25	33	40

PERSONNEL			
Full-time Equivalents	3	3	3
Part-time Equivalents	0	0	0

QUALITATIVE

The Town Clerk's Office is the most diversified office at any given moment. It maintains related information from all departments, boards and commissions in Town and the State. Our undertaking is to educate, help, and serve the public as it relates to their various inquiries. The office holds all required records and documents from 1869 to the present.

BUDGET COMMENTARY

51110 Full-Time Salary: The Town Clerk and (2) Certified Assistant Town Clerks.

51140 Overtime: As needed for nighttime meetings and elections.

52330 Operating Supplies: Toner for leased printer; archival paper for Board and Commission minutes and vital records; minute and vital book binders; date-time stamp supplies; mylar sleeves and indexing paper; vital record fees to surrounding towns.

52401 Professional Development/Dues/Business Expenses: Connecticut Town Clerks Association semi-annual required conferences; County and State dues and meetings and continuing education.

52435 Other Contractual Services: Microfilm processing and archival storage; microfilming recorded maps and Veterans discharges; land records indices lease and monthly audits.

52450 Maintenance Contracts: Charter and Code maintenance agreement, copier, online dog licensing, vitals and trade names software, and date-time stamp.

52480 Equipment Maintenance & Repair: Cash register and other equipment not covered by maintenance agreements.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual	Budgeted	Spent To	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
0100-150 Town Clerk		Expended		Date					\$	%
Personnel										
51110	Full-time salary	\$ 173,041	\$ 170,955	\$ 144,087	\$ 170,955	\$174,360	\$174,360	\$174,360	\$ 3,405	1.99%
51140	Overtime	80	100	-	-	100	100	100	-	0.00%
	Total Personnel	173,121	171,055	144,087	170,955	174,460	174,460	174,460	3,405	1.99%
Supplies										
52330	Operating supplies	2,510	2,063	2,136	2,063	2,100	2,100	2,100	37	1.79%
	Total Supplies	2,510	2,063	2,136	2,063	2,100	2,100	2,100	37	1.79%
Other Services & Charges										
52401	Professional development	1,427	1,300	800	1,300	1,410	1,410	1,410	110	8.46%
52435	Other contractual	26,285	24,462	24,832	24,832	24,857	24,857	24,857	395	1.61%
52450	Maintenance contracts	1,961	3,355	4,201	4,201	3,555	3,555	3,555	200	5.96%
52480	Equipment repair	-	150	-	-	150	150	150	-	0.00%
	Total Other Serv & Charges	29,673	29,267	29,833	30,333	29,972	29,972	29,972	705	2.41%
0100-150 Total Town Clerk		\$205,304	\$202,385	\$176,056	\$203,351	\$206,532	\$206,532	\$206,532	\$ 4,147	2.05%

155 - DATA PROCESSING

PROGRAM DESCRIPTION

The Data Processing Department is managed by the Assistant Town Manager who provides and maintains data processing services to all Town departments including systems development and implementation. The Department now works in conjunction with the IT Department of the Board of Education to provide more internal assistance to departments throughout the Town. Through centralized purchasing, this department coordinates the purchase of paper stock, maintenance contracts, hardware and software providing for a more efficient and cost-effective operation.

PROGRAM ACCOMPLISHMENTS FY 2019

- Continued to update several desktop computers for the Municipal Center, Police Department, Buildings & Grounds, Roadways, and the Fire Department.
- Rolled out Recycle Coach App that allows residents information regarding trash and recycling collection.
- Continued to work with the sharing of IT functions with the Board of Education.
- Continued the advancement of the Police Department computer system both in-house and in the cruisers for ease of access to information for the patrol officers.
- Continued to work with the Fire Department to provide firefighters on scene with iPads and new software to ease access to information.
- Continued to work on the Plainville CEN network, utilizing fiber optic cables to make the connection of town buildings and internet use more advanced.
- Continued the use of Microsoft 365 for all Town computers providing email archiving and retrieval.
- Continued to maintain a public monitor as visitors enter the Municipal Center that directs them to meetings and their locations in the building.
- Provided public access to a wireless internet.
- Installed wireless access at the Police Department, Fire Department and middle floor of the Municipal Center.
- Upgraded windows 2003 server as it is no longer supported.
- Board of Education IT continues to successfully maintain IT functions at the Library, Recreation, Fire and Senior Center.
- Board of Education IT to start Voice over IP (VoIP) phone upgrade to save on phone line expenses.
- Rolled out online building permit software that allows citizens to apply for a building permit online. A Chrome Kiosk was setup in the Building Department to allow for walk-ins.
- Migrated files from FileMaker to ViewPoint for Building Permits as part of the online permit software upgrade.
- Established a Cyber Security Training Program.

PROGRAM OBJECTIVES FY 2020

- Continue the upgrading of various software platforms.
- Continue to enlarge the software connection between all Town buildings.
- Upgrade software platforms to have all Town staff utilizing the same common software products.
- Continue to work closely with the necessary departments to expand more information on the website.
- Explore the possibility of bringing the maintenance and upgrades to the Town Wi-Fi.
- Expand the connection between the Town and the Board of Education IT departments.
- Replace servers for the Town Hall and the Police Department.
- Continue to work on expanding the fiber connections between all municipal and education facilities.
- Continue to work on Voice over IP (VoIP) phone upgrade with Board of Education IT.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Departments on Network	18	18	18
Computer Committee Meetings	18	19	24
Computer Committee Approvals	12	15	16
Computers with Internet Access	102	104	110

PERSONNEL			
Full-time	1	1	1

QUALITATIVE

Maintain the Town's network, desktop computers, servers and the Town's Website. The Computer Committee oversees policies and purchases of both hardware and software to maintain the integrity of the Town's information technology.

BUDGET COMMENTARY

51110 Full-Time Salary: Assistant Town Manager who oversees the IT functions for the Town. Includes a 2% salary increase.

52330 Operating Supplies: Backup tapes, flash drives, external hard drives, keyboards, monitors, other computer related supplies.

52430 Recruitment and Training: Training for Windows, ADMINS, Office 365, and Quality Data.

52435 Other Contractual Services: The Admins license for 16 users is also funded in this line item. Two years ago, the Town had to increase the users from 10 to 16 as more staff required access to the financial and payroll software.

52450 Maintenance Contracts: ADMINS maintenance fees, web monitoring, antivirus fees, firewall, internet filtering, domain name renewal and Microsoft 365 that includes email archiving for 105 users. A printer management contract is included here which provided all repairs and toners for printers at a savings of \$6,000 in other departments, mainly the Police Department in FY2017 and therefore continues to provide these savings every year forward. This has proven to be cost neutral providing the departments with the added benefit of repairs to the printers and toner.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-155 Data Processing										
Personnel										
51110	Full-time salary	\$ 107,488	\$ 105,929	\$ 89,286	\$ 105,929	\$108,049	\$108,049	\$108,049	\$ 2,120	2.00%
	Total Personnel	107,488	105,929	89,286	105,929	108,049	108,049	108,049	2,120	2.00%
Supplies										
52330	Operating supplies	441	500	90	500	500	500	500	-	0.00%
	Total Supplies	441	500	90	500	500	500	500	-	0.00%
Other Services & Charges										
52430	Recruitment & training	18	500	-	-	500	500	500	-	0.00%
52435	Other contractual	46,350	20,880	24,280	24,280	21,924	24,090	24,090	3,210	15.37%
52450	Maintenance contracts	62,281	67,490	62,908	62,980	69,175	69,175	69,175	1,685	2.50%
	Total Other Serv & Charges	108,649	88,870	87,188	87,260	91,599	93,765	93,765	4,895	5.51%
0100-155 Total Data Processing		\$216,578	\$195,299	\$176,564	\$193,689	\$200,148	\$202,314	\$202,314	\$ 7,015	3.59%

160 - INSURANCE

PROGRAM DESCRIPTION

The Town purchases insurance coverage for the various risk exposures involved with its daily operations. These include workers' compensation, auto, fire, property damage, general liability, errors and omissions, and umbrella coverage. The Town and the Board of Education establish appropriate levels of coverage and deductibles. In 1988, the Self Insurance Trust Fund was established to provide additional coverage for deductibles and non-insured and uninsured risks.

PROGRAM ACCOMPLISHMENTS FY 2019

- Our insurance broker of record worked with multiple insurance carriers to maintain proper insurance coverages and appropriate premium amounts.
- Maintained Robertson Airport coverage policy at a fixed rate premium amount for third consecutive year.
- Our insurance broker of record continued to oversee a risk assessment program with risk insurance carrier to minimize future claims and Town liability.
- Maintained Plainville Fire Company Balloon Festival coverage policy at adequate insurance levels and fixed rate premium amount for third consecutive year.
- Marketed LAP and WC insurance policies, resulting in changing carriers and reducing premiums, including BOE allocation, by approximately \$185,000.

PROGRAM OBJECTIVES FY 2020

- Reduce Workers' Compensation claims in both frequency and severity.
- Reduce liability claims.
- Review policies for possible rate reductions through Self Insurance Fund.
- Minimize losses and stabilize rate changes.
- Continue risk assessment program to minimize future claims and Town liability.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Property Deductibles	\$25,000	\$25,000	\$25,000
Workers' Comp. Claims	26	25	25

QUALITATIVE

The Insurance Commission was established on March 1, 1960 by Town ordinance. Since then, the Commission has been the sole authority regarding insurance policies for the Town of Plainville. The Commission interacts with the Town Manager and Town Council as per ordinance. They are charged with ensuring the Town is adequately covered for all insurance needs and maintaining the Self Insurance Trust Fund. Due to lack of members, Commission functions are handled by Director of Finance, Insurance Broker of Record, and Town Manager with all details going through the Town Council.

BUDGET COMMENTARY

52496 Volunteer Firemen: Covers volunteer firefighters and 50% of the Balloon Festival insurance premium shared with the Plainville Fire Company.

52497 Risk Insurance: Covers liability, automotive, and property insurances (LAP) as well as flood insurance on the fire station, underground storage tank policies, and required bonding costs of certain employees.

52498 Workers' Compensation: Covers public employees for injuries incurred on the job.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)	
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-160 Insurance										
Other Services & Charges										
52435	Other contractual	\$ 15,015	\$ 15,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (15,240)	-100.00%
	Total Other Serv & Charges	15,015	15,240	-	-	-	-	-	(15,240)	-100.00%
Insurance										
52496	Volunteer firemen	6,215	6,405	6,295	6,295	6,405	6,405	6,405	-	0.00%
52497	Risk insurance	232,348	249,685	182,648	185,266	195,000	195,000	195,000	(54,685)	-21.90%
52498	Workers' compensation	411,728	428,200	345,268	345,268	365,000	365,000	365,000	(63,200)	-14.76%
	Total Insurance	650,291	684,290	534,211	536,829	566,405	566,405	566,405	(117,885)	-17.23%
0100-160 Total Insurance		\$665,306	\$699,530	\$534,211	\$536,829	\$566,405	\$566,405	\$566,405	\$ (133,125)	-19.03%
52496	Balloon Fest Policy	3,125	3,220	3,125	3,125	3,220	3,220	3,220		
	Volunteer Firefighters Policy	3,090	3,185	3,170	3,170	3,185	3,185	3,185		
		6,215	6,405	6,295	6,295	6,405	6,405	6,405		
52497	Liability/Auto/Property	226,097	232,880	175,548	175,548	184,640	184,640	184,640		
	Crime Bond	1,170	1,205	-	-	-	-	-		
	Flood Insurance (Fire Building)	2,114	2,200	2,133	2,133	2,240	2,240	2,240		
	Underground Storage Tank Policy	701	900	835	835	880	880	880		
	Misc EE Bonds/Endorsements	2,266	12,500	4,132	6,750	7,240	7,240	7,240		
		232,348	249,685	182,648	185,266	195,000	195,000	195,000		
52498	Workers' Compensation	395,881	428,200	347,358	347,358	365,000	365,000	365,000		
	WC Audit Adjustments	15,847	-	(2,090)	(2,090)	-	-	-		
		411,728	428,200	345,268	345,268	365,000	365,000	365,000		

165 - GENERAL ADMINISTRATIVE SERVICES

PROGRAM DESCRIPTION

General Administrative Services provides a part-time intern, an undergraduate or graduate student majoring in Public Administration, to support the Town Manager's Office on major projects. It also provides support services for various departments including: Postage, copy paper and general office supplies for all departments; maintenance contracts for all common equipment; and central copier for all departments.

PROGRAM ACCOMPLISHMENTS FY 2019

- Continued to maintain various support services for Town departments.
- Continued to work with the Recycling and Solid Waste Commission.
- Engaged in State Contract for purchase of office supplies and explored other saving opportunities.
- Continued to promote effective telephone communication through the automated attendant.
- Provided support with bid documents.
- Assisted in GFOA Distinguished Budget Presentation Award.

PROGRAM OBJECTIVES FY 2020

- Continue to provide adequate support services for departments to enhance operational efficiency.
- Continue to review prices and services from suppliers to ensure the Town continues to receive competitive pricing and quality products.
- Continue to provide support with specifications and bids.
- Create page on the Town's Website to place bid information.
- Continue to pursue other joint municipal projects that may result in better services, greater efficiencies and cost savings; including the possible relocation of the Recreation Department.
- Continue to maintain assistance within the Town Manager's Office and other departments as needed.
- Continue to provide a central copier.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Support Services Maintained	8	8	8
Purchase Orders Issued	402	510	510
Specifications Prepared and Bids Awarded	28	25	28

PERSONNEL			
Part-time	2	2	2

QUALITATIVE

All in-coming calls to Town Hall are answered by an automated attendant. Centralized purchasing is now budgeted in General Administrative Services and continues to ensure that all purchases are made in equitable manner and that the best interests of the Town are served. The Intern position works out of this department, and the success of the Internship program continues to be immeasurable. Interns leave the program with a solid foundation in local government. Making a minimum 2-year commitment to the Town, Interns are required to complete major projects under the direct supervision of the Assistant Town Manager such as: managing bids, conducting research, creating reports for the Town Council, and assisting the Town Budget. Interns are also encouraged to be engaged with the Town in other departments and bring projects from vision to action. Every intern has successfully transitioned into a full-time position in Public Office, run for Public Office, became a Town Manager or continued to pursue an advanced degree in Public Administration, therefore contributing to this profession.

BUDGET COMMENTARY

51120 Part-Time Salary: Funds for a part-time Clerk and Intern in the Town Manager's Office. Also budgeted are funds for a Recording Secretary services for special committees.

52310 Office Supplies: For central supply to meet the general office supply needs of all Town departments. Budgeting office supplies in one department provides the ability to buy items in bulk, therefore obtaining better pricing.

52330 Operating Supplies: Postage for outgoing mail from all Town departments. Envelopes, purchase orders and requisitions. A savings has been realized due to emailing as much as possible.

52401 Professional Development Money is budgeted here to cover membership in ICMA and CTCMA. Money is also included for the intern to attend meetings and workshops with the Town Manager.

52410 Advertising: Advertising of bids.

52435 Other Contractual Services: Printing for any new or amended ordinances and for items not covered by a maintenance contract. This year the fee for the GFOA award is budgeted in this line item as is the cost of its outside printing.

52450 Maintenance Contracts: For maintenance of the mail machine, the general use copier, recording and transcribing equipment, and typewriters.

52460 Rentals: Funds for the lease of the Prism central copier and digital mail machine. The lease was renegotiated realizing a savings.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
		Expended	Budgeted	Date	Estimated				\$	%
0100-165	General Admin Serv									
	Personnel									
51120	Part-time salary	\$ 7,875	\$ 16,787	\$ 13,832	\$ 16,787	\$ 17,125	\$ 17,125	\$ 17,125	\$ 338	2.01%
	Total Personnel	7,875	16,787	13,832	16,787	17,125	17,125	17,125	338	2.01%
	Supplies									
52310	Office supplies	13,042	13,000	5,982	13,000	13,000	13,000	13,000	-	0.00%
52330	Operating supplies	35,360	36,000	22,818	36,000	36,000	36,000	36,000	-	0.00%
	Total Supplies	48,402	49,000	28,800	49,000	49,000	49,000	49,000	-	0.00%
	Other Services & Charges									
52401	Professional development	96	1,200	24	24	1,200	1,200	1,200	-	0.00%
52410	Advertising	2,834	-	714	1,000	-	1,000	1,000	1,000	100.00%
52435	Other contractual	445	1,500	2,128	2,128	1,500	1,500	1,500	-	0.00%
52450	Maintenance contracts	2,116	4,010	2,606	2,606	4,010	4,010	4,010	-	0.00%
52460	Rentals	5,444	5,855	7,848	7,848	5,855	5,855	5,855	-	0.00%
	Total Other Serv & Charges	10,935	12,565	13,320	13,606	12,565	13,565	13,565	1,000	7.96%
0100-165	Total General Admin Serv	\$ 67,212	\$ 78,352	\$ 55,952	\$ 79,393	\$ 78,690	\$ 79,690	\$ 79,690	\$ 1,338	1.71%

170 - ECONOMIC DEVELOPMENT AGENCY

PROGRAM DESCRIPTION

The Economic Development Agency (EDA) is responsible for guiding economic growth in the Town of Plainville. The overall goal of the EDA is to encourage new business investment through responsible growth while nurturing the existing business base. The EDA strives to learn what they can about the business community and working with staff, undertakes activities to gather and disseminate information to the business community. The agency consists of five regular members and three alternate members appointed by the Town Council. The agency meets the third Thursday of each month and holds special meetings as warranted for workshop discussion on economic development matters. The EDA administers the Town's Small Business Loan Fund and Tax Abatement Program. Recommendations made by the EDA are considered by the Town Council. The EDA and Town Council have a good track record of approving benefits under these programs.

PROGRAM ACCOMPLISHMENTS IN FY 2019

- Continued to provide a monthly reporting format that permits widespread access to economic development activities. These reports are routinely published by local newspapers.
- The EDA continued to administer the Town's Small Business Loan Fund.
- The EDA also made recommendations on Tax Incentive (abatement) Agreements pursuant to Connecticut General Statute's 12-65b and 37-21a. Under the States, the Town of Plainville can consider short term partial abatement of real property taxes for new construction. Where the economic impact is deemed beneficial, the EDA utilizes the standards set forth in the State Statutes to recommend benefits where appropriate. Three new developments were awarded tax abatements for commercial development that has the potential to add 317,000 square feet to the commercial side of the Grand List. Included were:
 - The Metro Realty Concept Development on Northwest Drive.
 - The Goodwill and associated pad sites on the former Chung property, marking the inauguration of the redevelopment of that long-blighted area along New Britain Avenue.
 - The Plainville Funeral Home at 81 Broad Street.
- The EDA selected the new Plainville Funeral Home on Broad Street as the 2018 Kristian Jensen, Jr. Memorial Beautification Award. The award is scheduled for presentation in early 2019.
- The EDA worked closely with staff & State of Connecticut to attract and retain businesses.
- The EDA directed staff to update & maintain a database of local commercial properties for sale or lease (existing buildings & vacant land), which is posted on the Town's website.
- Restructured the Economic Development Department following the departure of the Director of Planning & Economic Development. These functions were split, and an Interim Economic Development Coordinator was hired.

PROGRAM OBJECTIVES FY 2020

- Continue to strive for improved communication with the business community, expansion of existing facilities, and creation of more local jobs.
- Continue to administer the Small Business Loan Fund and Tax Abatement Programs.
- Continue to foster working relationships with the local and regional Chambers of Commerce, State Department of Economic and Community Development and other economic growth partners.
- Continue to adjust assistance policies to reflect current economic climate.
- Develop greater responsive measures to insure the best possible outcomes when discussing new potential for business, including an ability to help propose regulatory changes when a development's potential warrants such a change.

PERFORMANCE MEASURES

QUANTITATIVE	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Regular meetings held	4	5	5
Applications processed	3	4	5

PERSONNEL			
Full-time	1	1	1

QUALITATIVE

The Economic Development Agency's proposed budget includes funds for a recording secretary to prepare the minutes of meetings and the publication of required legal notices. Attendance of members at training and issue-oriented seminars is funded under Professional Development. The budget also funds the salary for the Interim Economic Development Coordinator. The Agency has discussed items such as beautification and/or excellence in economic development awards to bring attention to local improvements.

BUDGET COMMENTARY

51110 Full-Time Salary: Full-time salary of the Interim Economic Development Coordinator, includes a 2% salary increase.

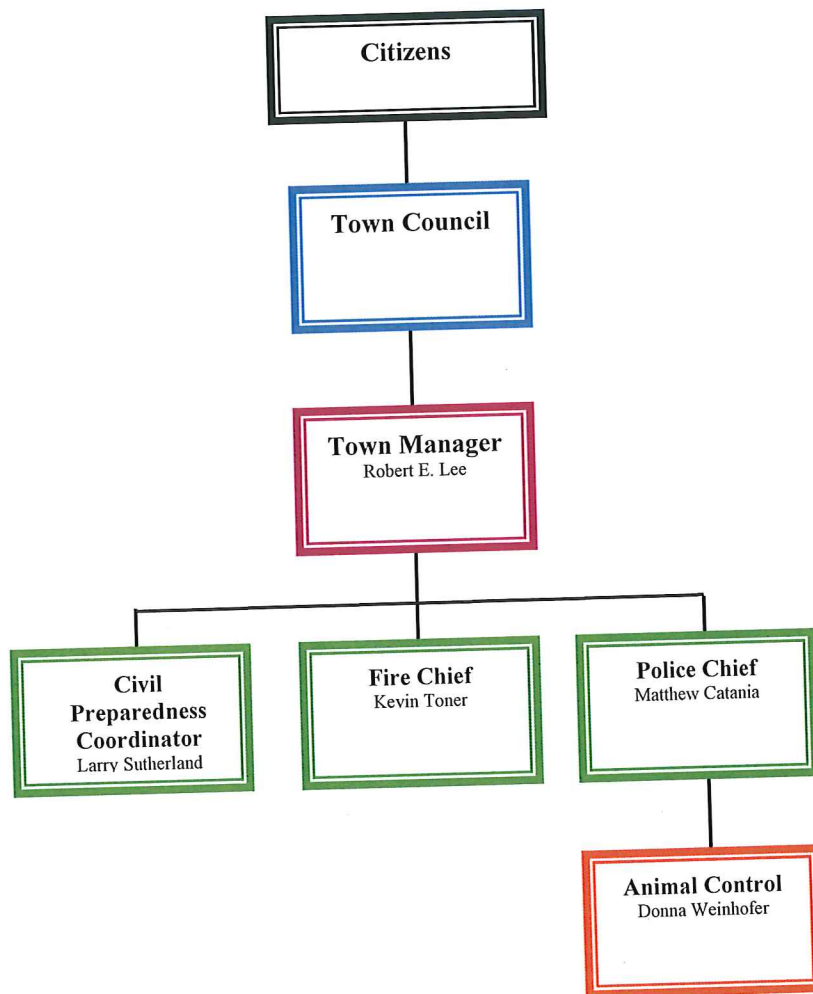
51120 Part-Time Personnel: Recording secretary to tape and transcribe meeting minutes.

52401 Professional Development/Dues/Business Expenses: Commissioner attendance at training and other economic development related seminars and events. This amount is in line with what other Commissions have in their respective budgets.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual	Budgeted	Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-170	Economic Development	Expended		Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51110	Full-time salary	\$ 74,617	\$ 73,800	\$ 76,087	\$ 82,119	\$ 58,225	\$ 58,225	\$ 58,225	\$ (15,575)	-21.10%
51120	Part-time salary	513	300	249	300	300	300	300	-	0.00%
	Total Personnel	75,130	74,100	76,336	82,419	58,525	58,525	58,525	(15,575)	-21.02%
Other Services & Charges										
52401	Professional development	446	500	305	500	500	500	500	-	0.00%
	Total Other Serv & Charges	446	500	305	500	500	500	500	-	0.00%
0100-170 Total Economic Develop		\$ 75,576	\$ 74,600	\$ 76,641	\$ 82,919	\$ 59,025	\$ 59,025	\$ 59,025	\$ (15,575)	-20.88%

PUBLIC SAFETY ORGANIZATIONAL CHART FY 2020



PUBLIC SAFETY

PROGRAM DESCRIPTION

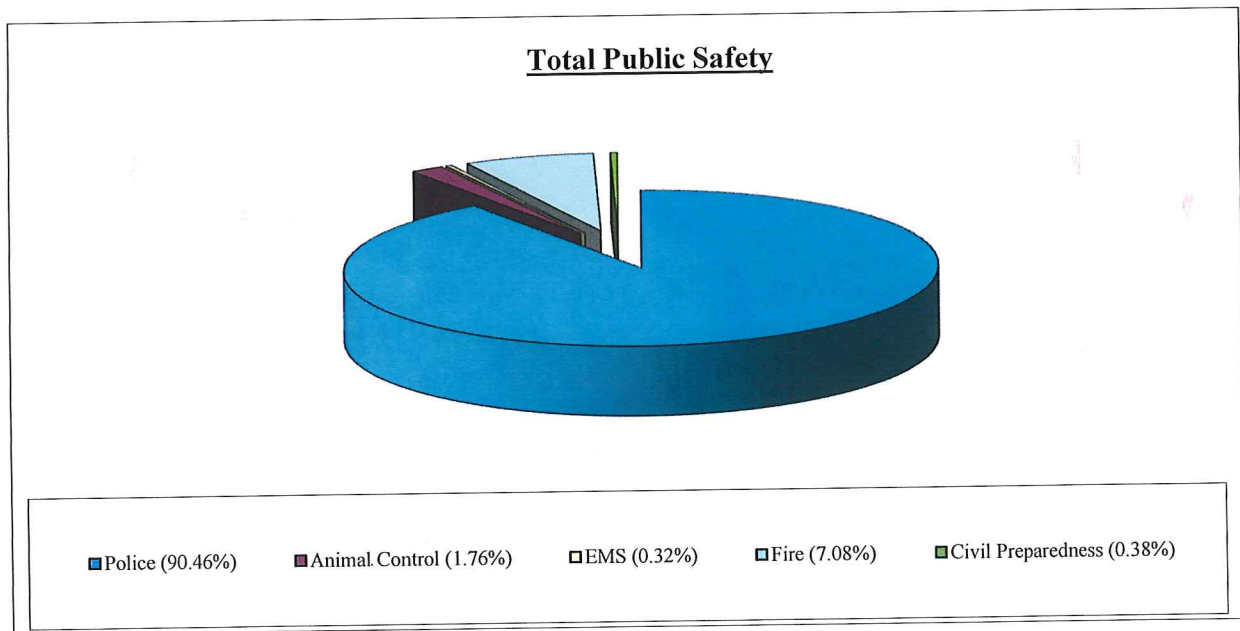
Public Safety is charged with all expenditures for the protection of persons and property, including Police, Fire, Civil Preparedness, and Animal Control.

GOALS AND OBJECTIVES

1. To provide a safe and secure environment for the citizens of Plainville.
2. To continue to stress customer service and community policing concepts in our services to the public.
3. To interact with schools and other community groups in order to stress the partnership between public safety officers and the Plainville community.
4. To enhance professionalism and effectiveness through training, inspection, and evaluation.
5. To continue to enhance performance and service delivery through the acquisition of new technologies.
6. Protect residents and their pets by providing all services related to the care and welfare of animals and animal related incidents.
7. To improve Fire service delivery by focusing on meeting existing and new training standards such as NFPA, State of Connecticut, and Homeland Security.
8. To review and prepare emergency response plans for the Town.
9. To continue to train with various departments to ensure the public are safe and secure.

PERSONNEL AND EXPENDITURES

	FY 2017	FY 2018	FY 2019	FY 2020
Authorized Full-Time Positions	48	46	46	47
Total Expenditures	\$4,523,630	\$4,569,799	\$4,523,630	\$4,986,036



The graph above is a percentage breakdown of the total expenditures in the Public Safety function.

201-POLICE

PROGRAM DESCRIPTION

The Plainville Police Department is responsible for providing all aspects of law enforcement and police services to our Town. The functional units are Administration, Patrol, Detective, Records, and Communications.

PROGRAM ACCOMPLISHMENTS 2019

- Implemented the new Hunt Public Safety RMS and CAD software implemented.
- Trained all personnel in new CAD / RMS.
- Hired three (3) new patrol officers to reach authorized strength of 38 sworn officers.
- Hired one (1) dispatcher.
- Developed rules, regulations, policies, and directives.
- Maintained our commitment to the domestic violence lethality assessment program L.A.P.
- Performed public building safety audits and promoted the newest training philosophy A.L.I.C.E.
- Continued to develop all personnel through mentoring and training.
- Assigned consistent speed enforcement details relevant to citizen complaints of speeding.
- Successfully implemented our School Resource Officer program – First time in Plainville.
- Significantly enhanced our ability to work with the Board of Education to explore programs to recognize early warning signs for at-risk students.
- Implemented community oriented policing strategies to include crime prevention initiatives that utilized technology to enhance our efforts.
- Continued to improve service delivery through the acquisition of new technologies such as Internet crime detection software and surveillance cameras.
- Successfully installed “Tsunami” surveillance camera system in Norton Park.
- Continued to maintain overall operating costs through review and analysis of overtime, sick time, purchases such as firearms and vehicles, and expenses such as ammunition, vehicle maintenance, etc.
- Refined and enhanced the overtime call out procedure and software to allow for greater accountability and lessen the amount of time expended filling overtime.
- Successfully applied for grants to enhance the department’s service delivery and supplement expenditures.
- Continued to utilize video and audio recordings on patrol to enhance police performance and accountability.
- Maintained the excellent reputation and image of the police department in the community through our Code Red notification system and Facebook social media to name a few.
- Collaborated with the Northwest Village School faculty and students at special events.
- Maintained the “Red Bus” school bus traffic violation camera initiative.
- Developed and implemented key general orders and operational procedures to meet state and federal mandates.
- Worked with the command staff (lieutenants and sergeants) to create written directives to enhance our consistency in delivering professional services.
- Participated in Click It or Ticket national campaign.
- Participated in advanced school shooter resolution trainings at our schools.
- Collaborated with the Public Safety Director / T.M. and Town Engineering to deploy speed bumps in two locations in Town.
- Participated in police/student school activities such as the holiday open house event at the Northwest Village School.
- Began the process of training a drug detection canine.
- Participated in “Stuff a Cruiser” annual toy drive.
- Collaborated and participated in numerous Plainville Community Schools events such as volley ball and dodge ball tournaments.
- Participated in the “Shop with a Cop” event sponsored by The Reach Foundation.
- Assigned a support services sergeant to address special community projects and special duty assignments on a consistent basis.
- Addressed numerous neighborhood speeding complaints through use of our radar trailer and enforcement activities.
- Collaborated with town wide IT personnel to enhance our technology driven approach to policing.
- Collaborated with the CT Department of Motor Vehicles truck unit to address concerns over commercial truck traffic and safety in Town.
- Maintained the Guardian Tracking system of evaluation employee performance.
- Resolved customer service complaints in timely and effective manner.
- Maintained our prescription drop box program at police headquarters.
- Successfully used NARCAN on suspected overdose victims 22 times (saves) out of 24 times used 2018.

PROGRAM OBJECTIVES FY 2020

- Train three (3) new patrol officers.
- Continue to develop the command structure within the agency in order to improve accountability and prepare them for promotion.
- Continue to develop and improve the field training program.
- Continue to instill the qualities of civility and human kindness into the policing strategy.
- Continue to collaborate with school officials with security audits and All Hazards Plan policy development.
- Study the effectiveness of case management and case transfer to the detective unit.
- Continue to explore increasing the authorized strength of the police department by one (1) sworn officer per year for the next two years bringing the authorized strength of the agency to 39 by end of 2019.
- Study the feasibility of assigning one (1) officer to dedicated traffic enforcement position.
- Develop personnel so that they can use the new CAD/RMS system to effectively create reports, analyze performance, and assign officers where they are needed more effectively.
- Continue to develop rules, regulations, policies, and directives.
- Continue to develop our commitment to the domestic violence lethality assessment program.
- Continue public building safety audits and promote the A.L.I.C.E. program.
- Continue to develop all personnel through personal mentoring and training.
- Maintain a consistent speed enforcement program.
- Develop a texting and driving enforcement campaign.
- Develop intoxicated driving education activities for young drivers.
- Develop and implement new community oriented policing strategies to include crime prevention programs.
- Continue to enhance and improve service delivery through the acquisition of new technologies.
- Explore areas to reduce overall operating costs through the analysis of overtime and purchasing.
- Continue to refine and enhance the overtime call out procedure to allow for greater accountability and lessen the amount of time expended filling overtime.
- Research additional grants to enhance the department's efficiency and supplement expenditures.
- Continue to explore the purchase and implementation of body cameras and strategies for the retention of recorded media.
- Develop and improve the reputation and image of the police department in the community.
- Continue to work with the Board of Education exploring programs to recognize early warning signs for at-risk students.
- Continue to enhance our relationship with the Northwest Village School faculty and students.
- Continue to collaborate with school officials with security audits and All Hazards Plan policy development.
- Continue to implement school bus safety initiative.
- Explore customer service satisfaction survey concept.
- Continue to develop the command structure within the agency to improve accountability and prepare them for promotion.
- Continue to develop and improve the field training program.
- Continue to research and review techniques to help us deal of the opioid crisis.
- Continue to develop strategies to thwart the car break ins in our neighborhoods.
- Continue to instill the qualities of civility and human kindness into the policing strategy.
- Continue to explore increasing the authorized strength of the police department by one (1) sworn officer per year for the next two years bringing the authorized strength of the agency to 40 by the end of 2020.
- Collaborate with the Northwest Village School to create a police/student program to promote growth and development in a marginalized student environment.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Complaints	22310	22350	22400
Crimes against persons	244	250	256
Property Crimes	643	650	657
PERSONNEL			
Full-time	46	46	46
Part-Time	9	8	8

QUALITATIVE

The Plainville Police Department continues to provide the highest possible level of police services to the community. Case investigation and follow-up in domestic violence is an important area of focus for our patrol unit. We have adopted *an all domestic crimes are potentially serious crimes* approach to our investigation strategy. We will continue our efforts to reduce traffic fatalities by enforcing traffic laws to include DWI enforcement, seat belt compliance, red light enforcement, as well as speed enforcement and all other applicable State laws. We will continue to enhance our crime prevention strategies through time honored policing techniques as well as creative and innovative ideas. We are focused on investigating all criminal activity in a professional and thorough manner. Our investigative unit has proven itself to be highly sophisticated and capable. We embrace a *no stone left unturned* attitude in all of our investigations. We will enhance professionalism and effectiveness through training, inspection, and evaluation.

BUDGET COMMENTARY

Some of the following line items have increased significantly reflecting actual expenditures. Expenses have also been re-categorized.

51110 Full Time Personnel: Includes salary for Administration (2) (Chief, Executive Assistant), Lieutenant (2), Sergeants (9), Corporals (1), Patrol Officers (24), School Resource Officer (1), Dispatchers (6), Records Clerk (1). Police employee (excludes Administration and Dispatchers) salaries reflect a projected 2% increase for the 19/20 fiscal year. Educational stipends, clothing allowance and meal allowance are also budgeted in the full-time account.

51120 Part Time Personnel: Includes funding for seven (7) School Crossing Monitors, and one (1) part time assistant to the chief of police.

51140 Overtime: Reflects coverage needs resulting from officers at training, on sick leave, injuries, vacations, and court / State statute mandated responsibilities.

52330 Operating Supplies: Includes E.R.T. supplies, batteries, printer supplies, copier and fax toner, highway flares, photo/EMS supplies, and prisoner meals.

52340 Repairs and Maintenance: New and replacement highway signs and posts.

52350 Automotive Supplies: Lights, fuses, wiper blades, windshield washer fluid, anti-freeze, etc.

52401 Professional Development/Dues/Business Expenses: International Association of Chiefs dues and conference, Connecticut Chiefs Association dues, Regional In-state Conference, and Police Executive Research Forum.

52430 Recruitment and Training: Educational Incentive tuition reimbursement, Capitol Region Chiefs training, firearms training, mandatory re-certifications, COLLECT and EMR Certification training, drug testing equipment, K9 drug training supplies and certification, ammunition supplies, gun parts, tasers and parts, and employee record checks.

52435 Other Contractual Services: State COLLECT Systems, line painting, printing of forms, Identi-Kit lease.

52450 Maintenance Contracts: Communications security systems, equipment, BEI Recorder lease & servicing, vehicle mobile data computers, FAX machine, Intoxilizer, CAD/RMS, EBS, copy machine lease and miscellaneous maintenance. Includes funds for the copier lease, computer work both in house and cruisers.

52470 Automobile Repair and Maintenance: Mechanical/body repairs, impoundment and storage costs, tires, car washes.

52480 Equipment Maintenance and Repairs: Oxygen tank refills, fire extinguisher refills, radar calibration and repairs, and batteries for defibrillators and portable radios.

54640 Machinery and Equipment: Signal services – Repair and maintenance of traffic lights and pedestrian crossing signals.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual	Budgeted	Spent To	Estimated	Dept	Manager	Council	Council App Inc/(Dec)	
0100-201 Police		Expended		Date		Request	Request	Approved	\$	%
Personnel										
51110	Full-time salary	\$ 3,498,346	\$ 3,494,000	\$ 2,964,201	\$ 3,462,466	\$3,664,000	\$3,664,000	\$3,664,000	\$ 170,000	4.87%
51120	Part-time salary	101,579	77,576	63,278	95,415	97,573	97,573	79,247	1,671	2.15%
51140	Overtime	602,240	450,000	588,904	650,000	600,000	550,000	550,000	100,000	22.22%
Total Personnel		4,202,165	4,021,576	3,616,383	4,207,881	4,361,573	4,311,573	4,293,247	271,671	6.76%
Supplies										
52330	Operating supplies	19,698	33,900	24,876	33,900	33,900	33,900	33,900	-	0.00%
52350	Auto supplies & parts	1,291	-	-	-	-	-	-	-	0.00%
Total Supplies		20,989	33,900	24,876	33,900	33,900	33,900	33,900	-	0.00%
Other Services & Charges										
52401	Professional development	2,635	3,315	3,920	3,920	3,315	3,315	3,315	-	0.00%
52430	Recruitment & training	62,894	52,850	66,937	66,937	54,850	54,850	54,850	2,000	3.78%
52435	Other contractual	7,966	15,200	32,824	32,824	15,300	15,300	15,300	100	0.66%
52450	Maintenance contracts	41,239	49,053	38,303	49,053	52,742	52,742	52,742	3,689	7.52%
52470	Auto repair & maint	41,413	40,700	53,531	56,000	41,350	41,350	41,350	650	1.60%
52480	Equip repair & maint	11,202	11,225	8,491	11,225	11,225	11,225	11,225	-	0.00%
Total Other Serv & Charges		167,349	172,343	204,006	219,959	178,782	178,782	178,782	6,439	3.74%
Capital Outlay										
54640	Machinery & equip	3,700	4,600	1,312	4,573	4,600	4,600	4,600	-	0.00%
Total Capital Outlay		3,700	4,600	1,312	4,573	4,600	4,600	4,600	-	0.00%
0100-201 Total Police		\$4,394,203	\$4,232,419	\$3,846,577	\$4,466,313	\$4,578,855	\$4,528,855	\$4,510,529	\$ 278,110	6.57%

(Over)/Under

Historical Analysis		Original Budget	Transfers	Additional Appropriation	Final Budget	Actual Expended	Budget for FY
51140	Overtime - 2014	360,000	-	165,000	525,000	513,534	11,466
51140	Overtime - 2015	450,000	-	-	450,000	472,105	(22,105)
51140	Overtime - 2016	450,000	-	250,000	700,000	678,078	21,922
51140	Overtime - 2017	450,000	-	225,000	675,000	664,342	10,658
51140	Overtime - 2018	450,000	-	150,000	600,000	602,240	(2,240)
		2,160,000	-	790,000	2,950,000	2,930,299	19,701
Five (5) year average		432,000	-	158,000	590,000	586,060	3,940
Three (3) year average		450,000	-	208,333	658,333	648,220	10,113

205 - CANINE CONTROL

PROGRAM DESCRIPTION

The Plainville Animal Control Officer (ACO) provides the Town's domestic animal control, protection, impoundment services, transportation and care of injured animals. Included in the Animal Control Officer budget are the costs associated with the operation of the dog pound, advertising for impounded dogs, veterinary expenses for injured animals, State of Connecticut licensing expenses and storage and disposal of deceased animals.

PROGRAM ACCOMPLISHMENTS 2019

- Provided community awareness of animal issues through group presentations and through day to day interactions.
- Maintained a nearly 100% placement rate.
- Conducted an aggressive campaign to ensure the licensing of dogs in our community.
- Thorough overall cleaning and disinfection of the animal shelter providing a clean safe environment for the animals.
- Provided outstanding care and compassion for the injured, sick and/or stray animals coming to our attention.
- Continued to meet the needs of our community and ensure compliance with animal related laws.
- Participated in community events and received very positive feedback from community members.
- Investigated complaints of animal cruelty and neglect. Took enforcement action as required and made appropriate veterinarian referrals as required.
- Aggressively monitored our parks for leash compliance.

PROGRAM OBJECTIVES FY 2020

- Continue to utilize the services of petfinder.com to help place dogs and cats.
- Continue to meet with other service organizations and keep them informed of animal issues.
- Continue to work with children's groups and senior groups regarding the care of animals.
- Take an aggressive enforcement role to reduce the number of unregistered and roaming dog complaints.
- Explore new community outreach programs.
- Continue to enhance the shelter in order to improve the quality of care for the animals as well as ensure proper sanitation of the facility.
- Continue to work on developing the role of ACO as a key player in our community policing strategy.
- Continue to utilize social media to stay connected with the community.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Animal Complaints	765	800	825
Animals Redeemed	37	45	50
Animals Adopted	20	25	30
Animals Bites	23	29	35
Animals Registered	1939	1959	1979

PERSONNEL			
Full-time Equivalents	1	1	1
Part-Time	2	2	2

QUALITATIVE

The Animal Control Officer protects the residents of Plainville and their pets by providing all services related to the care and welfare of animals and animal related incidents. The ACO provides temporary shelter and assistance for neglected or abused animals as well as assisting with adoption of abandoned/unwanted animals.

BUDGET COMMENTARY

51110 Full Time Personnel: One (1) full time Animal Control Officer. Salaries reflect a 2% increase for the 19/20 fiscal year and a step increase for the union employee.

51120 Part Time Personnel: Two (2) part-time Animal Control Officers to cover nights, weekends and vacations.

51140 Overtime: As needed when part timers are not available.

52330 Operating Supplies: Dog pound supplies, food for animals, and uniforms for Animal Control Officers.

52401 Professional Development/Dues/Business Expenses: Memberships, dues and subscriptions.

52410 Advertising: Advertising for impounded dogs.

52435 Other Contractual Services: Veterinary expenses for injured animals, State of Connecticut licensing expenses and storage and disposal of deceased animals.

52465 Agency Subsidy: Animal Control Officers receive \$1.00 stipend for each dog-deceased animal.

52470 Auto Repair and Maintenance: Mechanical repairs and parts for the Animal Control Officer's truck.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)	
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-205 Animal Control										
Personnel										
51110	Full-time salary	\$ 59,276	\$ 59,245	\$ 52,510	\$ 59,637	\$ 61,558	\$ 61,558	\$ 61,558	\$ 2,313	3.90%
51120	Part-time salary	12,656	12,072	10,556	12,096	12,339	12,339	12,339	267	2.21%
51140	Overtime	783	1,500	1,923	2,200	1,500	1,500	1,500	-	0.00%
	Total Personnel	72,715	72,817	64,989	73,933	75,397	75,397	75,397	2,580	3.54%
Supplies										
52330	Operating supplies	3,915	5,100	2,939	3,026	5,100	5,100	5,100	-	0.00%
	Total Supplies	3,915	5,100	2,939	3,026	5,100	5,100	5,100	-	0.00%
Other Services & Charges										
52401	Professional development	225	1,000	310	675	1,000	1,000	1,000	-	0.00%
52410	Advertising	132	500	123	190	500	500	500	-	0.00%
52435	Other contractual	2,795	3,000	5,083	5,200	4,880	4,880	4,880	1,880	62.67%
52465	Agency subsidy	150	-	-	-	-	-	-	-	0.00%
52470	Auto repair & maint	1,144	1,000	1,750	1,750	1,000	1,000	1,000	-	0.00%
	Total Other Serv & Charges	4,446	5,500	7,266	7,815	7,380	7,380	7,380	1,880	34.18%
0100-205 Total Animal Control		\$ 81,076	\$ 83,417	\$ 75,194	\$ 84,774	\$ 87,877	\$ 87,877	\$ 87,877	\$ 4,460	5.35%

206 - EMERGENCY MEDICAL SERVICE

PROGRAM DESCRIPTION

The Plainville Police Department serves as statutorily authorized first responders to medical emergencies in the Town of Plainville. Along with our contracted medical service provider, we provide rapid, professional, state of the art emergency medical care to residents and those working and traveling through our community.

PROGRAM ACCOMPLISHMENTS 2019

- Provided quality first response medical service to those in need.
- Reversed the effects of opioid overdose through the use of NARCAN (Naloxone HCl).
- Provided initial life sustaining first aid through the use of AED and oxygen.

PROGRAM OBJECTIVES FY 2020

- Stay below 8-minute response time for medical emergencies.
- Stay below 12-minute response time for non-emergency calls.
- Continue operation of emergency medical dispatch services.
- Coordinate emergency medical response (EMD) through the Plainville Police Department dispatch staff to the contracted medical service provider.
- Continue to provide NARCAN.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
911 Ambulance Requests	2130	2140	2150
Non -911 Requests	683	700	725
Average Response Time	8 Minutes 34 Seconds	8 Minutes	8 Minutes

BUDGET COMMENTARY

52435 Other Contractual Services: The Town has a contract with American Medical Response (AMR) through June 30, 2018. The only cost currently is the annual Coordinated Medical Emergency Direction (CMED) Communications System Assessment. This is from an agreement that was entered by and between the North Central Connecticut Emergency Medical Services Councils, Inc., a private non-stock, non-profit corporation established under the laws of the State of Connecticut and the Town of Plainville that provides Emergency Medical Services to the Town. The budget consists of a per capita charge of \$0.8605 per 17,773 population for FY 2019 and \$0.8951 per 17,705 population for FY 2020.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-206	Emerg Med Services									
Other Services & Charges										
52435	Other contractual	\$ 15,294	\$ 15,824	\$ 15,823	\$ 15,823	\$ 15,850	\$ 15,850	\$ 15,850	\$ 26	0.16%
	Total Other Serv & Charges	15,294	15,824	15,823	15,823	15,850	15,850	15,850	26	0.16%
0100-206	Total Emerg Med Serv	\$ 15,294	\$ 15,824	\$ 15,823	\$ 15,823	\$ 15,850	\$ 15,850	\$ 15,850	\$ 26	0.16%

Agency	Per Capita	Population	Budget	FY	Change	Pop	Rate	Total
CMED	0.7942	17,820	14,151.72	2016	701	1	700	701
CMED	0.8282	17,801	14,743.09	2017	591	(15)	606	591
CMED	0.8605	17,773	15,293.84	2018	552	(23)	575	552
CMED	0.8951	17,677	15,823.04	2019	530	(83)	613	530
CMED	0.8951	17,705	15,848.10	2020	26	25	1	26

Note: FY 2020 budget increase of \$26 is due to population increase.

Note: State of CT DESPP sends credit of \$5,311.50 or \$0.30 per capita for FY 2020 to the North Central Coordinated Medical Emergency Direction (CMED), per Plainville's designation, regarding Plainville's participation in CMED.

Pop	Rate	Total
17,705	0.30	5,311.50

210 - FIRE DEPARTMENT

PROGRAM DESCRIPTION

The Fire Department is responsible for fire protection within the community consisting of volunteers that operate out of one station on a 24-7-365 basis. Volunteer members are highly trained with more than 95% of firefighters being state certified in basic firefighting and 90% certified in advanced and specialty areas. All training is completed on member's personal time during evenings and weekends. The officers of the department include the Fire Chief, Deputy Chief, 1st Assistant Chief, 2nd Assistant Chief appointed by the Town Council, a Captain, 1st Lieutenant, and 4 Lieutenants. Most department activities including apparatus and equipment maintenance, in-service training and administrative activities are conducted after normal working hours.

PROGRAM ACCOMPLISHMENTS 2019

- Training Division – Training continued as a focus area within the department.
- Operational Standard Operating Procedure Changes – SOP's have been added to address operation while on the fire scene with an ongoing effort to re-write and update the existing SOP documents. This allows additional span and control by the incident commander and increased firefighter safety. Procedures include the changes to highway responses amongst other items.
- Department Operations – Reviewed department operations and have identified areas of improvement. Areas included fire ground responses, fire ground operations, rapid intervention team operations, and highway safety.
- Continued Interoperability – Plainville continues to be a member of Task Force #55 along with New Britain, Southington and Bristol Fire Departments. This team serves as a resource to the Statewide Fire Rescue Disaster Response Plan and the Capital Region Emergency Response Committee's Red Plan.

PROGRAM OBJECTIVES FY 2020

- Continue training goals set forth in the FY 2019 budget year which will include all areas of required training.
- Address new areas of improvement within the department including apparatus driver safety and medical programs.
- Review and inventory all equipment within the department. This will include an asset inventory system for tracking equipment purchases and provide regional equipment lists to aid in regional operations.
- Continue to investigate and apply for local, state and federal grants to obtain new and replacement equipment.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Fire Responses			
Fires	69	60	60
Over pressure, rupture, explosion	2	2	2
Rescue & emergency medical	21	20	20
Hazardous condition (no Fire)	77	70	70
Service calls	101	101	101
Good Intent Call	52	52	52
False Alarm & False Call	179	170	170
Severe Weather & Disaster	3	3	3
Special Incident Type	2	2	2
Total	506	480	480

Training

In House	524	524	524
Outside	1156	1156	1156
Driver	22.5	22.5	22.5

PERSONNEL			
Part-Time	1	1	1
Volunteer	67	67	69

QUALITATIVE

The Fire Department continues to improve its service delivery by focusing on meeting existing and new training standards such as NFPA, State of Connecticut and Homeland Security. 95% of firefighters are state certified in basic firefighting and 90% certified in advances and specialty areas.

BUDGET COMMENTARY

51120 Part-Time Salary: A 2% increase is budgeted. Funds a stipend for Fire Chief, Deputy Chief, 1st Assistant Chief, 2nd Assistant Chief, a part-time office assistant. The Training Officer position is now handled by the 1st Assistant Chief.

52330 Operating Supplies: Small tools, books, office supplies.

52350 Automotive Supplies: Parts and supplies for equipment and vehicles.

52401 Professional Development: Meetings and seminar expenses and Fire Associate dues.

52405 Mileage Reimbursement: Reimbursement of routine use of employees' vehicles.

52430 Recruitment and Training: Training classes at CT Fire Academy, Hartford County Training School, EMT Classes and refresher classes. Training classes have increased an average of 25-30%. This also covers expenses for internal in-house classes.

52435 Other Contractual Services: This account is used for Annual Stipend in lieu of PA 99-272; new employee physicals; OSHA Respiratory Physicals; OSHA Respirator Fit Test; Firefighter Monthly stipend and custodial services.

52450 Maintenance Contracts: Telephone recorder maintenance; radio maintenance; diesel exhaust maintenance and Firehouse Software Maintenance.

52460 Rentals: Rental of linens and office copier.

52480 Equipment Maintenance and Repair: Repair of apparatus, equipment including annual certification of ground ladders and apparatus pumps to meet NFPA and ISO requirements.

54640 Machinery and Equipment: Fire hose replacement; Scott face masks, Firehouse Software, AED devices, and an LDH hose roller

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual	Budgeted	Spent To	Estimated	Dept Request	Manager Request	Council Approved	Council App \$	Inc/(Dec) %
0100-210 Fire		Expended		Date						
Personnel										
51120	Part-time salary	\$ 101,562	\$ 101,000	\$ 84,374	\$ 101,000	\$103,030	\$103,030	\$103,030	\$ 2,030	2.01%
	Total Personnel	101,562	101,000	84,374	101,000	103,030	103,030	103,030	2,030	2.01%
Supplies										
52330	Operating supplies	12,551	10,835	15,938	15,938	11,150	11,150	11,150	315	2.91%
52350	Auto supplies & parts	2,351	2,500	1,094	2,500	2,500	2,500	2,500	-	0.00%
	Total Supplies	14,902	13,335	17,032	18,438	13,650	13,650	13,650	315	2.36%
Other Services & Charges										
52401	Professional development	986	2,150	894	2,150	2,150	2,150	2,150	-	0.00%
52405	Mileage	-	150	-	150	150	150	150	-	0.00%
52430	Recruitment & training	10,773	9,500	12,884	12,884	9,500	9,500	9,500	-	0.00%
52435	Other contractual	139,822	151,000	78,087	142,000	151,500	151,500	151,500	500	0.33%
52450	Maintenance contracts	20,599	23,615	17,103	23,615	23,615	23,615	23,615	-	0.00%
52460	Rentals	2,469	3,500	2,337	3,500	3,500	3,500	3,500	-	0.00%
52480	Equip repair & maint	77,748	37,200	16,813	25,000	37,200	37,200	37,200	-	0.00%
	Total Other Serv & Charges	252,397	227,115	128,118	209,299	227,615	227,615	227,615	500	0.22%
Capital Outlay										
54640	Machinery & equip	17,695	6,500	10,365	10,365	8,500	8,500	8,500	2,000	30.77%
	Total Capital Outlay	17,695	6,500	10,365	10,365	8,500	8,500	8,500	2,000	30.77%
0100-210 Total Fire		\$386,556	\$347,950	\$239,889	\$339,102	\$352,795	\$352,795	\$352,795	\$ 4,845	1.39%

215- CIVIL PREPAREDNESS

PROGRAM DESCRIPTION

The Office of Civil Preparedness plans and coordinates the Town's response during emergency situations. An emergency response plan was developed and is continually updated to address emergencies such as natural or manmade disasters, terrorism or any other event that puts the citizens of Plainville at risk. This position coordinates the response from municipal departments, local and regional support agencies, volunteer services, and State and Federal agencies. The job has stabilized but continues to consume time to stay current on issues and provide the documentation to Department of Emergency Services & Public Protection (DESPP) Division of Emergency Management & Homeland Security. Failure to provide this information will result in difficulty to obtain Federal Disaster funding.

PROGRAM ACCOMPLISHMENTS FY 2019

- Updated the Town's Emergency Operation Plan as required by the Department of Emergency Services & Public Protection Division of Emergency Management & Homeland Security. The plan was submitted to DEHS for review in December 2018.
- Coordinated the Emergency Management Performance Grant (EMPG) Application reimbursing the Town of Plainville 50% of the costs of the Civil Preparedness Coordinator's stipend. Currently, the reimbursement is \$8,910.00.
- Participated in one state-wide drills required by DESPP.
- Guest speaker at local associations and clubs provided emergency preparedness information to the members.
- Member of Plainville Community Schools Emergency Management committee. Assisted in the drills for the School District Emergency Management manual.

PROGRAM OBJECTIVES FY 2020

- Remain responsive to changes in preparedness policies and practices and modify the Town's Emergency Response Plan accordingly.
- Review internal policies and strategies for emergency management.
- Continue providing emergency preparedness information to the public.

PERFORMANCE MEASURES

QUANTITATIVE	2018Actual	2019 Estimated	2020 Projected
Meetings attended	6	4	4
Consultations	8	5	5

QUALITATIVE

This office reviews and prepares emergency response plans for the Town. Additionally, works with the Capital Region Emergency Planning Committee and CRCOG to purchase equipment through grants that are necessary for the Emergency Operations Center and evacuations planning.

BUDGET COMMENTARY

51120 Part-Time Personnel: This provides funding for the stipend of Fire Marshal who acts as the Director of Civil Preparedness with a 50% reimbursement from FEMA with the Emergency Management Performance Grant.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

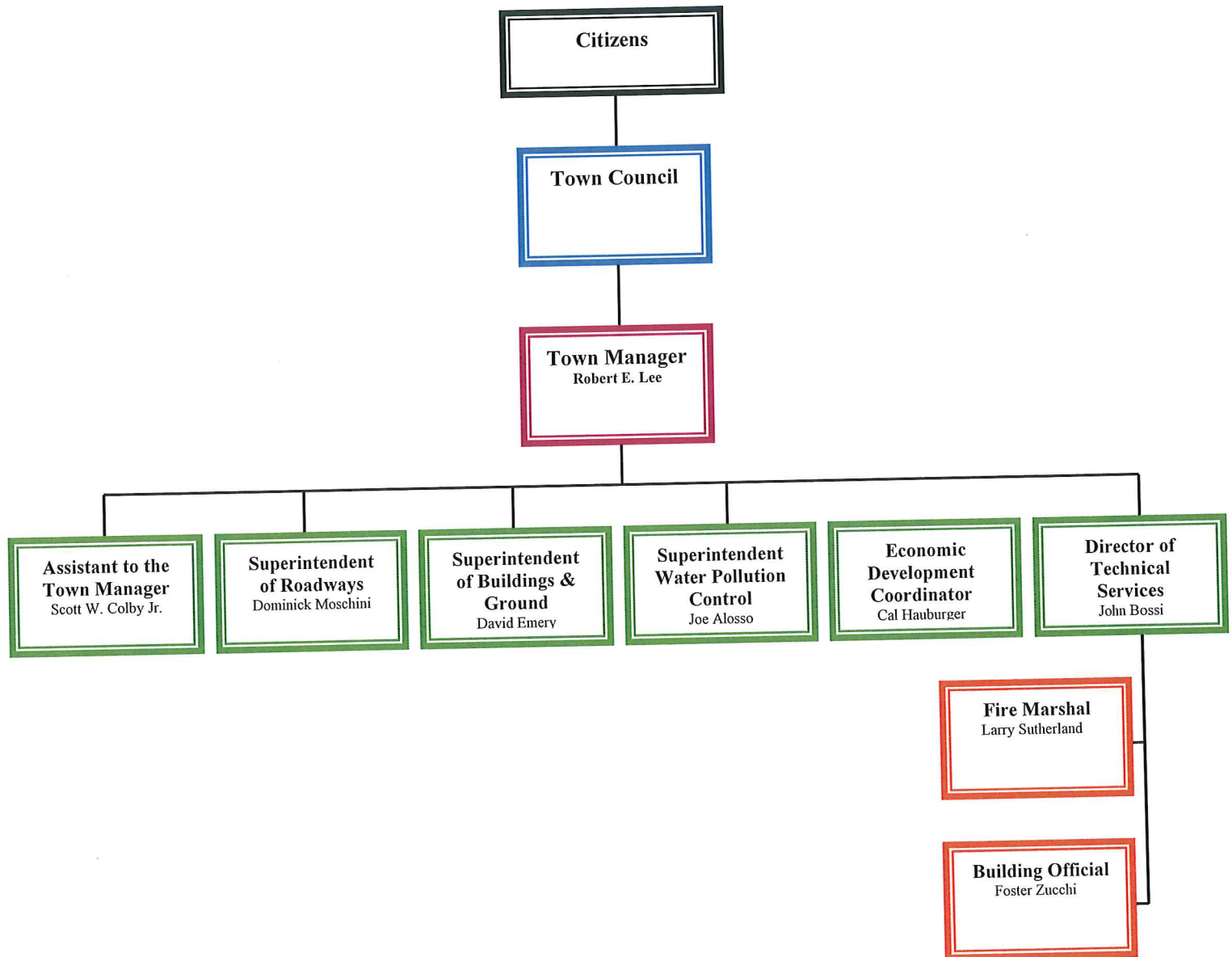
		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-215 Civil Preparedness										
	Personnel									
51120	Part-time salary	\$ 19,039	\$ 18,610	\$ 15,746	\$ 18,610	\$ 18,985	\$ 18,985	\$ 18,985	\$ 375	2.02%
	Total Personnel	19,039	18,610	15,746	18,610	18,985	18,985	18,985	375	2.02%
0100-215 Total Civil Preparedness		\$ 19,039	\$ 18,610	\$ 15,746	\$ 18,610	\$ 18,985	\$ 18,985	\$ 18,985	\$ 375	2.02%

Note: Town receives approximately 50% of above expenditure budget via State DESPP grant at revenue line item #0100-000-45542-0000.

51120 Part-time salary budget is combined with full-time salary budget for department #370 Fire Marshal creating one full-time position.
Detail of salary line item budgets is as follows:

Civil Preparedness #215 Part-time Salary #51120 Budget	18,985
Fire Marshal #370 Full-time Salary #51110 Budget	70,086
Total Combined Position Salary Budget	89,071

PUBLIC WORKS ORGANIZATIONAL CHART FY 2020



PUBLIC WORKS

PROGRAM DESCRIPTION

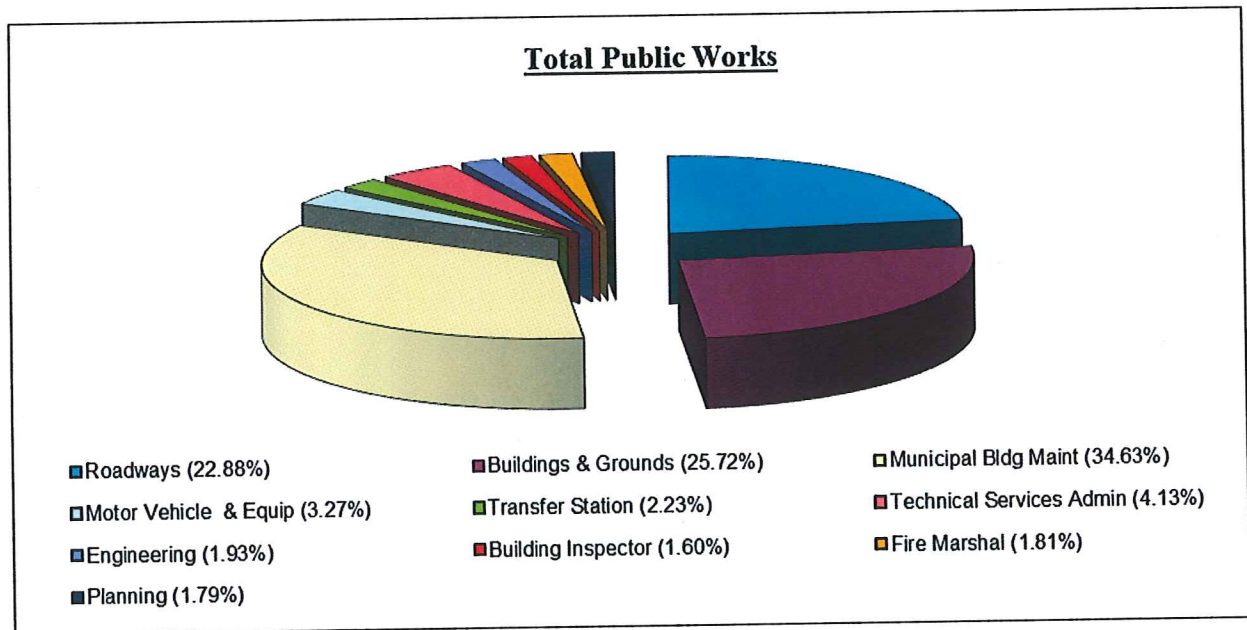
The Public Works function is charged with the planning, design, development, construction, and maintenance of public agency physical structures to include roadways, drains, buildings, grounds, and waste disposal systems. Public Works is also responsible for the Town's vehicle and equipment maintenance. Departments include the following: Physical Services, Roadways, Buildings & Grounds, Technical Services, Engineering, Building Inspector, Fire Marshal, and Planning.

GOALS AND OBJECTIVES

1. To maintain and expand service levels of Plainville's expanding infrastructure.
2. To expand and improve the Roadways and Building and Grounds maintenance facilities to meet departmental and environmental needs.
3. To replace and maintain equipment and vehicles as per the Town's Five-Year Capital Improvement Plan.
4. To coordinate residential, commercial, and industrial development.
5. To stay informed of Federal and State programs which assist community's infrastructure improvement programs.
6. To protect the general public through the enforcement of public health codes.
7. To protect the health, safety, and welfare of residents and property owners through the enforcement of the building codes.
8. To ensure that the Town's infrastructure conforms to proper standards.
9. To protect the community from fire hazards by enforcing the State of Connecticut's fire code.
10. To continue roadway maintenance to ensure safe passage on local streets.

PERSONNEL AND EXPENDITURES

	FY 2017	FY 2018	FY 2019	FY 2020
Authorized Full-Time Positions	28.92	26.75	26.75	26.75
Total Expenditures	\$4,215,456	\$4,110,158	\$4,140,078	\$4,134,131



The graph above is a percentage breakdown of the total expenditures in the Public Works function.

305 - ROADWAYS

PROGRAM DESCRIPTION

The Roadways division operates a variety of programs all centered on the maintenance and reconstruction of Town streets and watercourses. Specific programs include snow removal, sand sweeping, leaf collection, storm drainage cleaning/construction, street paving, street signs, and support services for other Town departments.

PROGRAM ACCOMPLISHMENTS FY 2019

- Administered the Maintenance Garage Environmental Compliance Plan.
- Kept in compliance with the Operation of the Roadway Maintenance Garage, fueling station, transfer station and landfill within federal and state environmental regulations.
- Improved and complied with Storm Water drainage requirements.
- Street paving project completed on Elizabeth Ct., Lincoln St., Hemmingway St., Fairview Ave., Parkside Dr., Hillside Ave., Prior Ave., Rosealeah Ave., South Canal St., Duval Ln., McConnel Dr., McDonald St., Chester St., Belmont Pl., Atherton Ter., Elbow Ln., Hamlin St., Bicycle St., Tyler Ave., Dewey Ave., South Ave., and Forshaw Ave as part of the five-year road paving project through the Bond Program.
- Completed the Leaf Collection program. 3 10-wheel dump trucks with 20-yard leaf boxes improved collection process by reducing driving time to landfill for dumping.
- Collected 14,287 cubic yards of leaves during the fall.
- Completed paving the Municipal Center Parking Lot.
- Effective and timely winter ice/snow removal to provide safe passage on local roadways. Implemented other salt products.
- Rebuilt 50 Catch Basins.
- Continued to cut trees for Robertson Airport IFR Program.
- Installed (3) temporary speed tables on Metacomet Road during the summer and removed them before the winter.
- Continued to work and add roadway signs throughout the Town of Plainville.

PROGRAM OBJECTIVES FY 2020

- Continue compliance with applicable environment regulations.
- Continue roadway maintenance to ensure safe passage on local streets, (i.e. sweeping, pothole repairs, drainage improvements, ice/snow removal).
- Continue to maintain brush clearing in waterways and runoff areas. Perform root cutting in drainage pipes.
- Add catch basins and drainage pipe in problem areas.
- Continue road improvements and repaving of local roads while continuing crack filling program. Execute street paving projects as identified in 5-year street rehabilitation bond.
- Continue the collection of leaves in an effective and timely manner although the program will be examined to see where there is the possibility of expenditure reductions.
- Continue tree removal at Robertson Airport.

PERFORMANCE MEASURES

QUALITATIVE	2018 Actual	2019 Estimated	2020 Projected
Snow removal hours	1,462	2,000	2,000
Snow removal costs	\$201,435	\$225,000	\$225,000
Leaf removal hours	3,729	3,600	3,600
Leaf removal costs	\$145,226	\$148,000	\$150,000
Street sweeping hours	720	700	700

PERSONNEL			
Full-time	9	9	9
Part-time (Seasonal)	3	3	3

BUDGET COMMENTARY

51110 Full-Time Salary: The Superintendent, Foreman, 3 Equipment Operator II's, 2 Equipment Operator I's, 1 Mechanic and 1 Laborer. Included is a Laborer position that has been vacant as well as meals, cell phones and uniform allowances.

51120 Part-Time Salary: 3 positions for vacations and summer maintenance needs.

51140 Overtime: As needed. This line item is separated out to track expenses for snow removal.

52330 Operating Supplies: Welding supplies, time books, report forms, computer supplies, tools, radio parts, and protective gear, signs, construction materials, seed & fertilizer, chemicals, pesticides and miscellaneous supplies.

52435 Other Contractual Services: Tree removal, leaf collection, DEEP storm water testing, and miscellaneous expenditures.

52450 Maintenance Contracts: There is a reduction in this in line item due to the conversion to LED streetlights. No maintenance contract required. Funds are budgeted for as needed repairs and/or replacements.

52460 Rentals: Rental of snow removal/sweeping equipment, bulldozers, graders and mulch screeners, etc. This line item is separated out to track expenses for snow.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual	Budgeted	Spent To	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
0100-305 Roadways		Expended		Date					\$	%
Personnel										
51110	Full-time salary	\$ 560,444	\$ 583,895	\$ 462,680	\$ 555,743	\$ 602,900	\$ 602,900	\$ 602,900	\$ 19,005	3.25%
51120	Part-time salary	35,725	18,480	8,595	18,480	18,480	18,480	18,480	-	0.00%
51140	Overtime - regular	79,231	70,000	52,737	70,000	71,400	71,400	71,400	1,400	2.00%
51140-2012	Overtime - snow	52,763	50,000	54,180	54,180	51,000	51,000	51,000	1,000	2.00%
Total Personnel		728,163	722,375	578,192	698,403	743,780	743,780	743,780	21,405	2.96%
Supplies										
52330	Operating supplies	25,780	35,546	34,417	35,546	35,971	35,971	35,971	425	1.20%
Total Supplies		25,780	35,546	34,417	35,546	35,971	35,971	35,971	425	1.20%
Other Services & Charges										
52401	Professional development	330	700	130	700	800	800	700	-	0.00%
52435	Other contractual	43,812	40,200	34,597	40,200	40,200	40,200	40,200	-	0.00%
52460	Rentals - regular	1,445	7,620	500	7,620	7,620	7,620	7,620	-	0.00%
52460-2012	Rentals - snow	98,168	105,000	89,333	89,333	120,000	120,000	120,000	15,000	14.29%
Total Other Serv & Charges		143,755	153,520	124,560	137,853	168,620	168,620	168,520	15,000	9.77%
0100-305 Total Roadways		\$ 897,698	\$ 911,441	\$ 737,169	\$ 871,802	\$ 948,371	\$ 948,371	\$ 948,271	\$ 36,830	4.04%

52460-2012 Rentals - snow includes insurance/stipends for \$2,000 per contractor or \$18,000 for FY 2019.

(Over)/Under

Historical Analysis		Original Budget	Transfers	Additional Appropriation	Final Budget	Actual Expended	Budget for FY
51140	Overtime - regular 2014	51,172	-	-	51,172	54,058	(2,886)
51140	Overtime - regular 2015	52,386	-	10,000	62,386	55,871	6,515
51140	Overtime - regular 2016	54,723	-	55,000	109,723	97,669	12,054
51140	Overtime - regular 2017	60,000	-	40,000	100,000	98,673	1,327
51140	Overtime - regular 2018	70,000	-	30,000	100,000	79,231	20,769
Five (5) year average		57,656	-	27,000	84,656	77,100	7,556
Three (3) year average		61,574	-	41,667	103,241	91,858	11,383
51140-2012	Overtime - snow 2014	25,000	-	10,000	35,000	49,653	(14,653)
51140-2012	Overtime - snow 2015	25,500	-	51,000	76,500	76,104	396
51140-2012	Overtime - snow 2016	25,500	-	11,500	37,000	36,822	178
51140-2012	Overtime - snow 2017	40,000	-	28,000	68,000	67,040	960
51140-2012	Overtime - snow 2018	40,000	-	-	40,000	52,763	(12,763)
Five (5) year average		31,200	-	20,100	51,300	56,476	(5,176)
Three (3) year average		35,167	-	13,167	48,333	52,208	(3,875)
52460-2012	Rentals - snow 2014	80,000	-	50,000	130,000	128,248	1,752
52460-2012	Rentals - snow 2015	102,240	-	71,000	173,240	173,003	237
52460-2012	Rentals - snow 2016	102,240	(51,000)	-	51,240	51,223	17
52460-2012	Rentals - snow 2017	105,000	-	21,000	126,000	125,378	622
52460-2012	Rentals - snow 2018	105,000	-	-	105,000	98,168	6,832
Five (5) year average		98,896	(10,200)	28,400	117,096	115,204	1,892
Three (3) year average		104,080	(17,000)	7,000	94,080	91,590	2,490

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310 - BUILDINGS AND GROUNDS

PROGRAM DESCRIPTION

The Buildings & Grounds Division performs a number of services including the development and maintenance of all parks and open spaces, maintenance of grounds at municipal buildings, schools and athletic facilities, maintenance and repair of public buildings other than schools, maintenance of the motor pool for the Board of Education, Municipal Center and internal fleet. It also provides a variety of other services associated with the overhead costs of Town facilities.

PROGRAM ACCOMPLISHMENTS FY 2019

- Upgraded facilities at Town parks for O.S.H.A. safety compliance.
- Adjusted maintenance procedures for new sports turf at Plainville High School.
- Continued to work with B.O.E. to share resources.
- Installed improvements at Norton Park with State grant.
- Upgraded lighting to L.E.D. at Senior Center, Rec. Department.
- Assisted with The Pumpkin Festival & Balloon Festival.
- Consolidated all elevator contracts into one contract for both the Town and the Board of Education saving approximately \$7,875.
- Replaced 1 Municipal vehicle.
- Repaired Police Department roof drains.
- Repaired Roadways garage roof.
- Installed Retaining wall in Municipal parking lot.
- Improved Middle school parking lot access.
- Hired (1) Maintainer I and (1) Maintainer II

PROGRAM OBJECTIVES FY 2020

- Dredge Norton Park canal.
- Replace roof on Paderewski Park activity building.
- Replace roof on Recreation Department building.
- Upgrade Municipal Center fire alarm system.
- Improve Plainville Middle School ball diamonds.
- Improve compliance with A.D.A in Town buildings and parks.
- Work with Recreation Department on park improvements based on State grants received.
- Continue to work with B.O.E. to share resources.
- Replace 2 Municipal vehicles.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Vehicles Maintained	26	26	26
Buildings Maintained	10	10	10
Parks Maintained	4	4	4
School Grounds Maintained	5	5	5
Athletic Fields Maintained	22	22	22

PERSONNEL			
Full-time	12	12	12
Part-time (Seasonal)	6	6	6

QUALITATIVE

The department continues to provide maintenance for 29 vehicles, 10 buildings, 4 parks, 5 school grounds, and 22 athletic fields. Works cooperatively with all Town departments and the Plainville Community Schools to insure that proper maintenance and capital improvement is achieved.

BUDGET COMMENTARY

51110 Full-Time Salary: Superintendent, Foreman, 6 Maintenance Personnel II, 3 Maintenance Personnel I, and 1 Mechanic. Meal and uniform allowances are now budgeted in this line item. Funding for an open Maintenance II position was included for the fiscal year. The salaries are budgeted for a 2% increase.

51120 Part-Time Salary: 6 seasonal positions to provide support during busy seasons.

51140 Overtime: Emergencies concerning buildings, school athletic programs and snow removal.

52330 Operating Supplies: Shovels, ice scrapers, and ice melting chemicals, paper goods, cleaning, chemicals supplies, Poly-can liners, oxygen & acetylene tanks, clay, bark nuggets, sand, stone, safety supplies, fertilizer, grass seed, marking lime/paint control chemicals, topsoil, flowers and sod, chlorine, CO2, stabilizer and chlorine carboys.

52340 Repair and Maintenance: Equipment, building repairs and grounds maintenance.

52350 Automobile Supplies and Parts: Vehicle maintenance and repair supplies.

52401 Professional Development: Dues, seminars, and Park membership fees.

52435 Other Contractual Services: Sewer user charges for Town buildings, special medical needs, recycling services, ground water testing, certification for elevators and boilers.

52450 Maintenance Contracts: Radios, elevators, fire alarms for nine systems, tank rental agreements, burglar alarm, and sanitizing chemical services. Pesticide free weed control at Paderewski Park and Middle School ball diamonds. Spring and fall plantings of downtown planters.

52460 Rentals: Rental of equipment such as turf care, staging, brackets and bucket truck.

52470 Automobile Repairs and Maintenance: Vehicle maintenance and repairs done out of house.

52475 Maintenance and Repairs: Contractual services for HVAC systems, plumbing, window repair, turf care.

52480 Equipment Maintenance and Repair: Diesel tractor and fire extinguisher services.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)	
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-310 Bldg & Grounds										
Personnel										
51110	Full-time salary	\$ 713,048	\$ 762,957	\$ 616,411	\$ 762,957	\$ 773,325	\$ 773,325	\$ 773,325	\$ 10,368	1.36%
51120	Part-time salary	40,149	33,600	24,258	33,600	34,400	34,400	34,400	800	2.38%
51140	Overtime - regular	23,633	17,686	18,646	22,000	18,040	18,040	18,040	354	2.00%
51140-2012	Overtime - snow	23,336	23,929	31,065	31,065	24,408	24,408	24,408	479	2.00%
Total Personnel		800,166	838,172	690,380	849,622	850,173	850,173	850,173	12,001	1.43%
Supplies										
52330	Operating supplies	48,520	47,100	47,864	47,864	48,041	48,041	48,041	941	2.00%
52340	Repair & maintenance	58,545	61,500	72,794	72,794	62,730	62,730	62,730	1,230	2.00%
52350	Auto supplies & parts	24,263	21,000	24,723	24,723	22,000	22,000	22,000	1,000	4.76%
Total Supplies		131,328	129,600	145,381	145,381	132,771	132,771	132,771	3,171	2.45%
Other Services & Charges										
52401	Professional development	330	500	300	500	400	400	400	(100)	-20.00%
52435	Other contractual	12,568	14,900	14,405	14,900	14,900	14,900	14,900	-	0.00%
52450	Maintenance contracts	31,723	30,250	42,287	42,287	32,750	32,750	32,750	2,500	8.26%
52460	Rentals	1,172	1,600	1,079	1,600	1,600	1,600	1,600	-	0.00%
52470	Auto repair & maint	10,985	6,400	3,862	6,400	7,000	7,000	7,000	600	9.38%
52475	Bldg & grounds repair	20,563	21,000	30,350	30,350	22,000	22,000	22,000	1,000	4.76%
52480	Equip repair & maint	5,141	4,200	2,919	4,000	4,400	4,400	4,400	200	4.76%
Total Other Serv & Charges		82,482	78,850	95,202	100,037	83,050	83,050	83,050	4,200	5.33%
0100-310 Total Bldg & Grounds		\$1,013,976	\$1,046,622	\$ 930,963	\$1,095,040	\$1,065,994	\$1,065,994	\$1,065,994	\$ 19,372	1.85%

315 - MUNICIPAL BUILDING MAINTENANCE

PROGRAM DESCRIPTION

This department addresses the cleaning maintenance needs of the Municipal Center, Library, Firehouse, Recreation, and Police Departments as well as maintenance supplies used at the Senior Center. It also includes all other energy and utility expenses for the Town buildings, streetlights, and traffic control signals.

PROGRAM ACCOMPLISHMENTS FY 2019

- Contracts administered according to Town specifications.
- Utility billing administered as required.
- Town of Plainville reduced municipal energy consumption by 20%, two years earlier than expected.
- Town of Plainville became a Silver Community through the Clean Energy Community Program.
- Researched the benefits and potential savings with a fuel cell or microgrid.

PROGRAM OBJECTIVES FY 2020

- Administration of cleaning contract in accordance to Town specifications and other department needs at the locations mentioned above.
- Administration of utility contracts and billing as necessary.
- Continue to cut energy costs.
- Continue to commit to participation in Clean Energy Communities Municipal Pledge and become a Gold Community.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Cleaning service cost	\$87,800	\$82,000	\$84,000

BUDGET COMMENTARY

Utilities have been consolidated into one budget as detailed below.

52435 Other Contractual Services: Cleaning service contract for Municipal Center, Library, Fire House, Police Station, and Recreation Department; hazmat cleanup as needed.

53510 Electricity – Traffic Signals: For all traffic control signals in Town.

53511 Electricity - Streetlights: Street lighting contract and lighting.

53512 Electricity – Buildings and Grounds: Electrical costs of Town buildings.

53530 Heating Oil – Buildings and Grounds: Heating oil for Town buildings. This line item was reduced to reflect 7,000 gallons budgeted at a rate of \$1.73, which is the estimated current market value. These dollars may change based on bid results.

53540 Gasoline and Diesel – Motor Vehicles: For all Town vehicles and equipment.

53550 Water & Hydrant - Fire: Hydrant costs.

53551 Water & Hydrant – Buildings and Grounds: Water costs for Town buildings and Norton Park irrigation.

53552 Water & Hydrant – Senior Center: This line item covers all water and sewer costs for the Senior Center.

53561 Telephone – Elections: Telephones used during elections.

53562 Telephone – Buildings and Grounds: Phone costs for Town buildings. The increase in the budget is as a result of more accurate tracking of expenses and additional DSL lines.

53563 Telephone – Senior Center: Service for the entire Senior Center.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)	
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-315	Munic Bldg Maint									
Other Services & Charges										
52435	Other contractual	\$ 87,867	\$ 96,000	\$ 67,726	\$ 83,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ (12,000)	-12.50%
	Total Other Serv & Charges	87,867	96,000	67,726	83,000	84,000	84,000	84,000	(12,000)	-12.50%
Energy & Utility										
53510	Electricity - Traffic Signals	10,003	12,000	7,418	11,000	12,000	12,000	12,000	-	0.00%
53511	Electricity - Street Lights	58,696	78,000	48,269	63,000	78,000	78,000	78,000	-	0.00%
53512	Electricity - Bldg & Grds	190,573	255,000	171,778	230,000	240,000	240,000	240,000	(15,000)	-5.88%
53513-2018	Electricity - Boilers	580,000	-	-	-	-	-	-	-	0.00%
53520	Natural gas	43,613	52,000	44,025	52,000	52,000	52,000	52,000	-	0.00%
53530	Heating oil - Bldg & Grds	33,439	12,390	27,216	27,216	13,800	13,800	13,800	1,410	11.38%
53540	Gasoline & diesel - MV	152,874	165,200	216,128	225,000	139,000	139,000	139,000	(26,200)	-15.86%
53550	Water & hydrant - Fire	634,415	725,000	598,394	725,000	725,000	725,000	725,000	-	0.00%
53551	Water & hydrant - Bldg	30,717	32,500	23,926	32,500	32,500	32,500	32,500	-	0.00%
53552	Water & hydrant - Sen Ctr	1,506	1,700	1,408	1,700	1,700	1,700	1,700	-	0.00%
53561	Telephone - Elections	-	850	-	-	-	-	-	(850)	-100.00%
53562	Telephone - Bldg & Grds	55,319	55,000	56,950	59,000	55,000	55,000	55,000	-	0.00%
53563	Telephone - Sen Ctr	1,891	2,400	779	1,500	2,400	2,400	2,400	-	0.00%
	Total Energy & Utility	1,793,046	1,392,040	1,196,291	1,427,916	1,351,400	1,351,400	1,351,400	(40,640)	-2.92%
0100-315	Total Munic Bldg Maint	\$1,880,913	\$1,488,040	\$1,264,017	\$1,510,916	\$1,435,400	\$1,435,400	\$1,435,400	\$ (52,640)	-3.54%

320 - MOTOR VEHICLE AND EQUIPMENT POOL

PROGRAM DESCRIPTION

This department provides maintenance and repair of the Roadways Division vehicles and equipment, and all Town vehicles. This budget is administered by the Buildings & Grounds and Roadways departments.

PROGRAM ACCOMPLISHMENTS FY 2019

- Maintained and provided Town with complete service levels for all vehicles and equipment.
- Continued to rebuild and repair sander bodies and leaf machines.
- Improved computer operations for all Roadway related activities.
- Instituted major equipment repairs: sweeping machine, catch basin cleaning equipment, leaf machines and boxes.
- Put a new Loader/Backhoe into service.

PROGRAM OBJECTIVES FY 2020

- Continue to improve computer operations for all Roadway related activities.
- Institute major equipment repairs: sweeping machine, catch basin cleaning equipment, leaf machines and boxes.
- Keep a 1991 and 1992 Mack Truck running with sander body.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Gallons of fuel used	114,971	116,000	119,000
Registered Vehicles	116	117	120

QUALITATIVE

The Motor Vehicle and Equipment Pool department is responsible for the maintenance and repair of the Roadways Division vehicles and equipment along with all Town vehicles. The department strives to provide excellent repair service to the vehicles listed above as well as the major equipment repairs for the sweeping machine, catch basin cleaning equipment, leaf machines and boxes. There is an increase in the gallons of fuel expected to be used due to contract with the Board of Education in using an estimated 83,000 to fill buses. The Board of Education will reimburse the Town these expenses.

BUDGET COMMENTARY

52340 Repair and Maintenance: Cost of parts and supplies to maintain six dump trucks, one catch basin cleaning unit, one sweeper, one loader, one backhoe, four leaf machines, one chipper, one roller; and miscellaneous equipment such as pumps, sanders, generators and cement mixers.

52350 Automotive Supplies and Parts: Cost of parts and supplies to maintain two pickup trucks.

52470 Automotive Repair and Maintenance: Contractual cost of out of house repairs for vehicles.

52480 Equipment Maintenance and Repairs: Contractual cost of repairs for equipment as detailed in line item. This line item has been broken out to tract the snow removal expenses.

Town of Plainville, Connecticut
 Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
 As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-320 Motor Vehicle & Equip		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Supplies										
52340	Repair & maintenance	\$ 83,671	\$ 82,800	\$ 64,782	\$ 82,800	\$ 98,000	\$ 98,000	\$ 82,800	\$ -	0.00%
52340-2012	Repair & maint - snow	-	12,000	25,643	25,643	12,000	12,000	12,000	-	0.00%
52350	Auto supplies & parts	-	350	-	350	1,000	1,000	1,000	650	185.71%
Total Supplies		83,671	95,150	90,425	108,793	111,000	111,000	95,800	650	0.68%
Other Services & Charges										
52470	Auto repair & maint	-	350	65	350	1,000	1,000	1,000	650	185.71%
52480	Equip repair & maint	34,412	38,674	45,735	45,735	58,674	58,674	38,674	-	0.00%
Total Other Serv & Charges		34,412	39,024	45,800	46,085	59,674	59,674	39,674	650	1.67%
0100-320 Total MV & Equip		\$118,083	\$134,174	\$136,225	\$154,878	\$170,674	\$170,674	\$135,474	\$ 1,300	0.97%

323 - TRANSFER STATION

PROGRAM DESCRIPTION

This department maintains the operation of the Town's Landfill and Transfer Station and is administered by the Roadways Department.

PROGRAM ACCOMPLISHMENTS FY 2019

- Continued facility improvements to comply with DEEP and collection needs.
- Burned waste oil generated from Transfer Station to heat Roadways Maintenance Garage #3.
- Expanded hours for residents to dispose of leaves and Christmas trees drop off and pickup.
- Electronic waste disposal area maintained.
- Continued the mattress disposal program.

PROGRAM OBJECTIVES FY 2020

- Grind brush (no longer able to dispose of by burial).
- Continue positive appearance at Transfer Station.
- Continue to assist the public with recycling requirements.
- Continue to work with Tighe & Bond on requirements and tasks to close the landfill.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Attendant Cost	\$6,199	\$6,678	\$6,815

QUALITATIVE

The Transfer Station department maintains the operation of the Town's Landfill and Transfer Station providing assistance to the public with recycling requirements as well as providing a place to dispose of electronic waste, leaves, mattresses, and Christmas trees.

BUDGET COMMENTARY

51120 Part-Time Salary: Transfer station attendant for Saturdays and expanded hours during the fall.

52330 Operating Supplies: Materials, supplies, and equipment related to landfill operations.

52435 Other Contractual Services: Well sampling & reports; DEEP landfill permits; storm water monitoring permit.

52445 Transfer Station Removals: Steel removals; tire removals; yard waste & refuse removal; waste oil and antifreeze removal; transfer station permit. The increase is due to actual expenditures for yard waste and refuse removal.

52460 Rentals: Dumpster rentals at Fire House, Senior Center and Municipal Center (3 dumpsters); rental of waste reduction equipment; and Conservation Commission annual spring and fall cleanups.

Town of Plainville, Connecticut
 Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
 As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
		Expended	Budgeted	Date	Estimated				\$	%
0100-323 Transfer Station										
Personnel										
51120	Part-time salary	\$ 6,199	\$ 6,678	\$ 4,718	\$ 6,678	\$ 6,815	\$ 6,815	\$ 6,815	\$ 137	2.05%
	Total Personnel	6,199	6,678	4,718	6,678	6,815	6,815	6,815	137	2.05%
Supplies										
52330	Operating supplies	452	500	522	522	500	500	500	-	0.00%
	Total Supplies	452	500	522	522	500	500	500	-	0.00%
Other Services & Charges										
52435	Other contractual	3,475	20,948	187	5,000	20,948	20,948	20,948	-	0.00%
52445	Transfer station	25,434	30,000	31,616	31,616	47,000	45,000	45,000	15,000	50.00%
52460	Rentals	14,291	16,500	15,454	16,500	19,170	19,170	19,170	2,670	16.18%
	Total Other Serv & Charges	43,200	67,448	47,257	53,116	87,118	85,118	85,118	17,670	26.20%
0100-323 Total Transfer Station		\$ 49,851	\$ 74,626	\$ 52,497	\$ 60,316	\$ 94,433	\$ 92,433	\$ 92,433	\$ 17,807	23.86%

325 - TECHNICAL SERVICES ADMINISTRATION

PROGRAM DESCRIPTION

The Technical Service Administration Unit coordinates and manages the activities of the Engineering, Building, and Fire Marshal divisions. The department consists of a Director and two Office Assistants that perform general administrative tasks, clerical functions, supervision of staff and planning of various projects. The unit's primary objectives include coordinating residential, commercial and industrial development, protection of the public through the enforcement of local regulations, public health code, building and fire codes and ensuring the Town's public improvements conform to proper standards.

PROGRAM ACCOMPLISHMENTS FY 2019

- Administered and oversaw the consultant's design for the Tomlinson Avenue Bridge.
- Administered and enforced the provisions of the Building Code and Fire Code, ensuring safety in public and private facilities.
- Continued to effectively promote health awareness, fire prevention, and building safety campaigns.
- Continued to oversee the design and construction of street improvements of the Bond Roadway Improvement Project.
- Completed Roadway Improvements on Northwest Drive
- Continued enforcement of the Property Management Ordinance.
- Administered Code Compliance (Building and Fire) for the construction of private and public endeavors.

PROGRAM OBJECTIVES FY 2020

- Keep apprised of pertinent environmental issues specifically related to storm water and waste disposal.
- Stay abreast and informed of Federal and State programs that assist community's infrastructure improvement programs.
- Continue to implement the Town's Capital Improvement Program including Street Improvements under the Bond Program.
- Continue to maintain and modify the Building, Fire Marshal and Health Department's services to ensure the community's safety.
- Continue to implement the process to ensure environmental compliance at the Town's former landfill's Stewardship Permit.
- Continue to provide technical assistance in the design and construction of improvements at the Water Pollution Control Facility
- Oversee the construction of the Norton Park Concession Building

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Please refer to the individual Divisions:			

PERSONNEL			
Full-time	2 ¾	2 ¾	2 ¾

BUDGET COMMENTARY

51110 Full-Time Personnel: Director of Technical Services, one Office Assistant II and one Office Assistant I. Since the Director provides necessary technical assistance to the Water Pollution Control Department, 25% of the salary is funded in that department.

52330 Operating Supplies: Computer supplies, work station tools, rubber stamps, office forms, non-standard office supplies, and film.

52401 Professional Development: Professional licenses, memberships to professional organizations, publications, reference materials, manuals, and educational opportunities including tuition, travel, parking and meal expenses.

52435 Other Contractual Services: Printing of the Technical Services various departments' regulations; reproduction of plans, specifications & contract drawings; Mylar copies; and miscellaneous special services.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-325	Technical Serv Admin									
Personnel										
51110	Full-time salary	\$ 172,888	\$ 161,693	\$ 126,167	\$ 161,693	\$170,000	\$170,000	\$170,000	\$ 8,307	5.14%
51120	Part-time salary	-	-	-	-	-	-	-	-	0.00%
	Total Personnel	172,888	161,693	126,167	161,693	170,000	170,000	170,000	8,307	5.14%
Supplies										
52330	Operating supplies	105	440	403	440	450	450	450	10	2.27%
	Total Supplies	105	440	403	440	450	450	450	10	2.27%
Other Services & Charges										
52401	Professional development	317	450	285	450	450	450	450	-	0.00%
52435	Other contractual	112	400	42	400	400	400	400	-	0.00%
	Total Other Serv & Charges	429	850	327	850	850	850	850	-	0.00%
0100-325	Total Tech Serv Admin	\$173,422	\$162,983	\$126,897	\$162,983	\$171,300	\$171,300	\$171,300	\$ 8,317	5.10%

51110 Included in the Full-time salary budget is 75% of the full-time salary budget for the Technical Services Director shared with fund 7100, department #340 WPCF creating one full-time position. Detail of salary line item budgets for this position is as follows:

Technical Services #325 Director Full-time Salary #51110 Budget @ 75%	90,050
WPCF Fund 7100 Department #340 Technical Serv Dir Full-time Salary #51110 Budget @ 25%	30,017
Total Combined Position Salary Budget	120,066

330- ENGINEERING

PROGRAM DESCRIPTION

The Engineering Division provides essential municipal services to a variety of Town Departments and agencies. The division designs and prepares specifications for Town construction projects, provides professional review of subdivision and site plans in such areas as street layout and construction, and storm and sanitary sewer designs, coordinates Town participation in State and Federal sponsored construction projects, assists public safety operations in accident investigations, and maintains all Town utility base maps.

PROGRAM ACCOMPLISHMENTS FY 2019

- Completed the construction of Cooke Street Improvements.
- Designed and provided oversight for the reconstruction of twelve (12) streets funded by the Bond Project, Betsy Road, Lewis Street, Cottage Street, Madison Street, Grant Avenue, Trumbull Avenue, Williams Street, Grove Street, Garden Street, and Jefferson Street.
- Continued assisting the Roadway Division's reconstruction efforts.
- Continued assisting the consultant in the implementation of the Stewardship Permit for the former Town Landfill.
- Continued assisting the Building and Grounds and Roadway Divisions in Storm Water compliance issues.
- Continued to update Geographical Informational System (GIS).

PROGRAM OBJECTIVES FY 2020

- Provide technical assistance to the Town's land use commissions.
- Stay apprised of pertinent environmental issues specifically Aquifer Protection and NPDES Phase II.
- Provide technical assistance for improvements at the Water Pollution Control Facility and Pump Stations.
- Develop and implement a Street Reconstruction Program.
- Provide technical support for Northwest Drive Improvements.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Plan Reviews	32	35	30
Designs Completed	6	5	5
Construction Inspections	425	200	150

PERSONNEL			
Full-time Equivalents	1	1	1

QUALITATIVE

The Engineering Department provides technical assistance to Town Departments, Town Commissions, residents and contractors. Also, the Engineering Department designs plans and specifications for Town construction projects, reviews site plans, and maintains all Town utility and base maps.

BUDGET COMMENTARY

51110 Full-Time Personnel: Funds for the Assistant to the Engineer are budgeted here.

52330 Operating Supplies: Funds for drafting, printing and survey supplies. Additional funds are requested for the Auto CAD yearly license fee.

52401 Professional Development: Funds for professional licenses, membership to professional organizations, publications, reference materials, manuals and educational opportunities.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-330	Engineering	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51110	Full-time salary	\$ 76,127	\$ 75,020	\$ 47,164	\$ 75,020	\$ 76,520	\$ 76,520	\$ 76,520	\$ 1,500	2.00%
	Total Personnel	76,127	75,020	47,164	75,020	76,520	76,520	76,520	1,500	2.00%
Supplies										
52330	Operating supplies	1,942	3,000	1,282	1,500	3,000	3,000	3,000	-	0.00%
	Total Supplies	1,942	3,000	1,282	1,500	3,000	3,000	3,000	-	0.00%
Other Services & Charges										
52401	Professional development	505	500	506	506	500	500	500	-	0.00%
	Total Other Serv & Charges	505	500	506	506	500	500	500	-	0.00%
0100-330 Total Engineering		\$ 78,574	\$ 78,520	\$ 48,952	\$ 77,026	\$ 80,020	\$ 80,020	\$ 80,020	\$ 1,500	1.91%

360 - BUILDING INSPECTOR

PROGRAM DESCRIPTION

The Building Inspection division is responsible for protecting the health, safety and welfare of residents through the enforcement of the Connecticut State Building Code. This division also provides staff support to the Zoning Board of Appeals and administers several other Town ordinances.

PROGRAM ACCOMPLISHMENTS FY 2019

- Issued approximately 1,000 permits with a construction value of approximately 12 million dollars.
- Made improvements to the Office automation by creating inspection report slips.
- Improved informational brochures to assist the public.
- Implemented online permitting software, ViewPoint.

PROGRAM OBJECTIVES FY 2020

- Administer and enforce the provisions of the CT State Building Code.
- Provide technical support and assistance to the public through updated hand-outs and personal contact.
- Provide mutual assistance to the Fire Marshal, Sanitarian, and Town Planner for effective enforcement of applicable codes and regulations.

PERFORMANCE MEASURES

QUANTITATIVE	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
New House Permits	15	18	15
Other Building Permits	403	475	500
Trade Permits	622	500	500
Total Revenue	\$18,000,000	\$12,000,000	\$12,500,000

PERSONNEL			
Full-time Equivalents	1	1	N/A
Part-Time	1/4	1	1

BUDGET COMMENTARY

51110 Full Time Salary: This line item is was not funded due to the full-time Building Inspector retiring and contractually partnering services with the City of Bristol.

51120 Part Time Salary: Funds budgeted for a part Building Official to provide coverage when the Building Official is not available due to educational requirements, vacation, and when work demands exceed available resources.

52330 Operating Supplies: Funds set aside to purchase materials, tools and supplies necessary to execute the department's functions

52401 Professional Development: Professional membership dues and seminars.

52430 Recruitment & Training: Training at the UMASS conference.

52435 Other Contractual Services: Computer program tracking permits license fee and support. This also covers for Inspection Services from the City of Bristol.

Town of Plainville, Connecticut
 Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
 As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
		Expended	Budgeted	Date	Estimated				\$	%
0100-360 Building Inspector										
Personnel										
51110	Full-time salary	\$ 80,686	\$ 79,812	\$ 32,642	\$ 32,642	\$ -	\$ -	\$ -	\$ (79,812)	-100.00%
51120	Part-time salary	-	-	20,980	25,000	31,120	31,120	31,120	31,120	100.00%
	Total Personnel	80,686	79,812	53,622	57,642	31,120	31,120	31,120	(48,692)	-61.01%
Supplies										
52330	Operating supplies	818	750	297	750	750	750	750	-	0.00%
	Total Supplies	818	750	297	750	750	750	750	-	0.00%
Other Services & Charges										
52401	Professional development	169	400	500	500	200	200	200	(200)	-50.00%
52430	Recruitment & training	80	250	150	250	250	250	250	-	0.00%
52435	Other contractual	-	8,640	21,832	29,640	34,000	34,000	34,000	25,360	293.52%
	Total Other Serv & Charges	249	9,290	22,482	30,390	34,450	34,450	34,450	25,160	270.83%
0100-360 Total Building Inspector		\$ 81,753	\$ 89,852	\$ 76,401	\$ 88,782	\$ 66,320	\$ 66,320	\$ 66,320	\$ (23,532)	-26.19%

370 - FIRE MARSHAL

PROGRAM DESCRIPTION

The Fire Marshal enforces all applicable Federal, State and Local fire safety regulations and performs other duties as set forth in the Connecticut General Statutes or other legislation enacted by the Town of Plainville. Duties and responsibilities include inspection of new, existing, and renovated structures, investigation of the origin and cause of all fires, initiation and follow-up of enforcement actions, hazardous materials management, and development of educational programs for the community.

PROGRAM ACCOMPLISHMENTS FY 2019

- Continued code enforcement has resulted in the progressive reduction of fire department incident responses and incident severity.
- Participated in the “*Operation Save a Life*” program with WTNH and Home Depot, which provided 65 free smoke detectors and 38 carbon monoxide detectors to single family homes in Plainville at no cost.
- Coordinated sessions with school age children to discuss fire prevention and distributed information to the adult community.
- Maintained the inspection program, which is in place for all occupancies in the Town, with specific concentration on residential dwellings.
- Maintained inspection standards in Town and continued to be a user-friendly office for the citizens.
- Received a \$250.00 CT Fair Plan grant to attend an IAAI Conference.
- Contributed and provided Occupancy Pre-Plan information to the Fire Department.

PROGRAM OBJECTIVES FY 2020

- Continue the Fire Code Inspections program to update commercial and residential occupancies to current requirements.
- Produce preplans for Fire Department personnel on building construction, hazards, and chemicals in inspected occupancies.
- Continue to work closely with building inspector on all permitted projects.
- Prepare programs for the elderly regarding fire and life safety.
- Continue to apply for Grant awards to reduce the cost of education and equipment to the town.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Hazardous Materials	10	10	10
Building Plan Reviews	22	20	15
Fire Investigations	506	500	500
Fire Inspectors	3	2	2
Fire Prevention Education Hours	200	200	200
Free Smoke and Carbon Monoxide Detectors	48	48	48
Complaints	19	20	20
Blasting Permits	12	12	12
Day-Care Certificates	8	8	8
Liquor License Certificates	23	23	23

QUALITATIVE

The Fire Marshal serves on a 24 hour on-call basis to provide investigation, consultation and response to complaints in a timely manner. The Fire Marshal's office continues to provide a potentially lifesaving service, creating a safer town through education, inspections and other activities.

BUDGET COMMENTARY

51110 Full Time Salary: Full time Fire Marshal to carry out all duties statutorily required in Connecticut. Includes a 2.0% increase.

51120 Part-time Salary: Appointed Fire Inspectors and Fire Investigators. The salary is \$20 an hour and services are used as inspections and investigations are completed. The total amount is based on an estimate relative to the amount of time the appointee provides the Town. Also includes work for additional residential and multi-family inspections to be conducted in a timely manner.

52330 Operating Supplies: Supplies related to fire prevention and investigation activities, and day to day operating expenses of the Department. Materials such as fire prevention educational materials, investigation supplies, code manuals and pertinent items will be purchased with these funds.

52401 Professional Development: There are at least two conferences attended annually. The CT State Fire Marshals Association sponsors a two-day program annually. Topics are germane to new technologies and code compliance matters. The CT Chapter of the

International Association of Arson Investigators sponsors a two-day seminar, usually in the field of fire investigations. Both seminars have provided valuable information.

52450 Maintenance Contracts: This account provides funds for a maintenance contract services for the Fire Incident and Inspection Management System and upgrades to the existing computer software as required.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
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		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-370	Fire Marshal									
Personnel										
51110	Full-time salary	\$ 69,716	\$ 68,720	\$ 57,922	\$ 68,720	\$ 70,086	\$ 70,086	\$ 70,086	\$ 1,366	1.99%
51120	Part-time salary	734	1,000	1,435	1,500	2,500	2,500	2,500	1,500	150.00%
	Total Personnel	70,450	69,720	59,357	70,220	72,586	72,586	72,586	2,866	4.11%
Supplies										
52330	Operating supplies	2,139	1,750	1,163	1,163	1,750	1,750	1,750	-	0.00%
	Total Supplies	2,139	1,750	1,163	1,163	1,750	1,750	1,750	-	0.00%
Other Services & Charges										
52401	Professional development	490	550	535	535	550	550	550	-	0.00%
52450	Maintenance contracts	-	200	-	-	200	200	200	-	0.00%
	Total Other Serv & Charges	490	750	535	535	750	750	750	-	0.00%
0100-370	Total Fire Marshal	\$ 73,079	\$ 72,220	\$ 61,055	\$ 71,918	\$ 75,086	\$ 75,086	\$ 75,086	\$ 2,866	3.97%

51110 Full-time salary budget is combined with part-time salary budget for department #215 Civil Preparedness creating one full-time position.
Detail of salary line item budgets is as follows:

Civil Preparedness #215 Part-time Salary #51120 Budget	18,985
Fire Marshal #370 Full-time Salary #51110 Budget	70,086
Total Combined Position Salary Budget	89,071

51120 Part-time Fire Inspectors are paid an average of \$20.00/hour for a budget estimated 125 ho 2,500

380 - PLANNING DEPARTMENT

PROGRAM DESCRIPTION

The Planning Department is responsible for long range planning and the implementation of the Plan of Conservation and Development. We assist various land use commissions in updating, as warranted, the zoning, subdivision, inland wetland and aquifer protection regulations, as well as determining and revising policy relative to economic development efforts. The Department assists property owners in processing applications for land development activities and provides technical assistance to the Planning and Zoning Commission, the Inland Wetlands and Watercourses Commission, the Aquifer Protection Agency, the Economic Development Agency and other Town Departments in all matters relative to land use regulation. We provide grant writing services and administer resulting projects as well as undertaking special projects as assigned. In addition, the Department maintains an inventory of available commercial space, which is used in concert with Department administered economic development incentives to drive appropriate economic growth.

PROGRAM ACCOMPLISHMENTS FY 2019

- The IWWC continued to pursue administration of its regulations as well as encouraging the use of low impact development and storm-water management best practices.
- Our monthly multi-commission/agency reporting format continued to allow more widespread access to economic development and land use activities. These reports are sometimes published by local newspapers and routinely distributed to a wide audience via email.
- Our Office administered the Town's Tax Abatement and Revolving Loan Fund for the EDA and Town Council and made recommendations on small business loans and tax abatement agreements pursuant to Connecticut General Statute.
- Continued to work closely with local and regional staff and the State of Connecticut to attract and retain businesses.
- Continued to maintain an available properties database and posted an updated list on the Town's website.
- Revised program policies to reflect current economic conditions.
- Continued to act as the clearinghouse for coordinating GIS updates with the Assessor, Town Clerk, and the Engineering Department as collaborators.
- Staff recommended the following text amendments and will implemented changes early in 2018:
 - Resolve conflicts between floodplain standards in the zoning regulations and the Flood Damage Prevention Ordinance.
 - Implement changes to the Accessory Apartment regulations to allow staff approval when deemed medically necessary.
- Worked with a CCSU intern to further the development of the Planimetrics layer to replace the old Assessors maps and add to the GIS capabilities.
- Obtained a grant for an environmental site assessment of a key downtown property (White Oak).
- Took on the responsibility of providing staff support for the Conservation Commission.
- Began attending meetings of the Zoning Board of Appeals.
- Restructured the Planning Department following the departure of the Director of Planning & Economic Development.
- Promoted the Assistant Town Planner to the position of Interim Town Planner.

PROGRAM OBJECTIVES FY 2020

- Continue to process zone map, zoning, subdivision and wetland regulation, and map changes in response to community needs, changing State Statutes, and the 2009 Plan of Conservation and Development (specifically as described above).
- Continue to provide staff services in conjunction with regional efforts to develop the Farmington Canal Heritage Greenway Trail within the Towns of Plainville, Southington, New Britain and Farmington.
- Work to implement Low Impact Development Techniques within the context of the zoning and wetland regulations.
- Continue to review regulations for changes needed to match current paradigms in planning and conservation.
- Continue to administer the Aquifer Protection Program.
- Administer the Inland Wetlands and Watercourses regulations in a fair and consistent manner.
- Continue to address the need for regulatory change as law requires.
- Continue to work with DEEP to develop clear guidelines for development review within upland review areas as well as providing guidance for the minimization of watershed impacts affecting local streams and rivers.
- Add a street light layer to the Town's GIS mapping platform, moving towards a more automated way of reporting lighting issues.
- Continue to provide staff support for the Conservation Commission.
- Continue to broaden knowledge of Zoning Board of Appeals administration.
- Complete the planimetric (linear outlines of features such as structures, streets, driveways, decks, fences, etc.) layer for the Town's GIS mapping platform to more economically print up to date assessor's maps.
- Continue to strive for improved communication with the business community, expansion of existing facilities, and creation of more local jobs.

- Continue to administer the Small Business Loan Fund and Tax Abatement Programs.
- Continue to foster working relationships with the local and regional chambers of Commerce, Council of Governments, State Department of Economic and Community Development and other economic growth partners.
- Continue to adjust assistance policies to reflect current economic climate.
- Continue to expand GIS platform as time and resources permit including implementation of mapping of Valley Water Systems network.
- Complete and begin implementation of the 2019 Plan of Conservation and Development
- Create new regulations for emerging industries and revise section of the regulations as advised by the 2019 Plan of Conservation and Development
- Work to implement and administer activities related to the environmental site assessment of the White Oak property.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Inland wetland applications processed	16	8	9
Zoning/Aquifer applications processed	47	30	30
Economic Development Petitions Heard	3	4	5
Conservation Commission Meetings	11	11	11

PERSONNEL			
Full-time	2	1	1

QUALITATIVE

The Department of Planning and Economic Development budget includes funds for the salary of the Interim Town Planner. The budget also provides for mandatory certification maintenance credits for the Interim Town Planner as well funding association dues in the American Institute of Certified Planners, American Planning Association (National and Local Chapters). Operating supplies for this Department as well as the Planning and Zoning Commission, the Inland Wetlands and Watercourses Commission, the Aquifer Protection Agency and the Economic Development Agency are funded through this budget.

BUDGET COMMENTARY

51110 Full-Time Salary: Full-time salary of the Interim Town Planner, includes a 2% salary increase.

52330 Operating Supplies: Supplies for all departments under the umbrella of this Department (that are not available in Central Supply) are budgeted here.

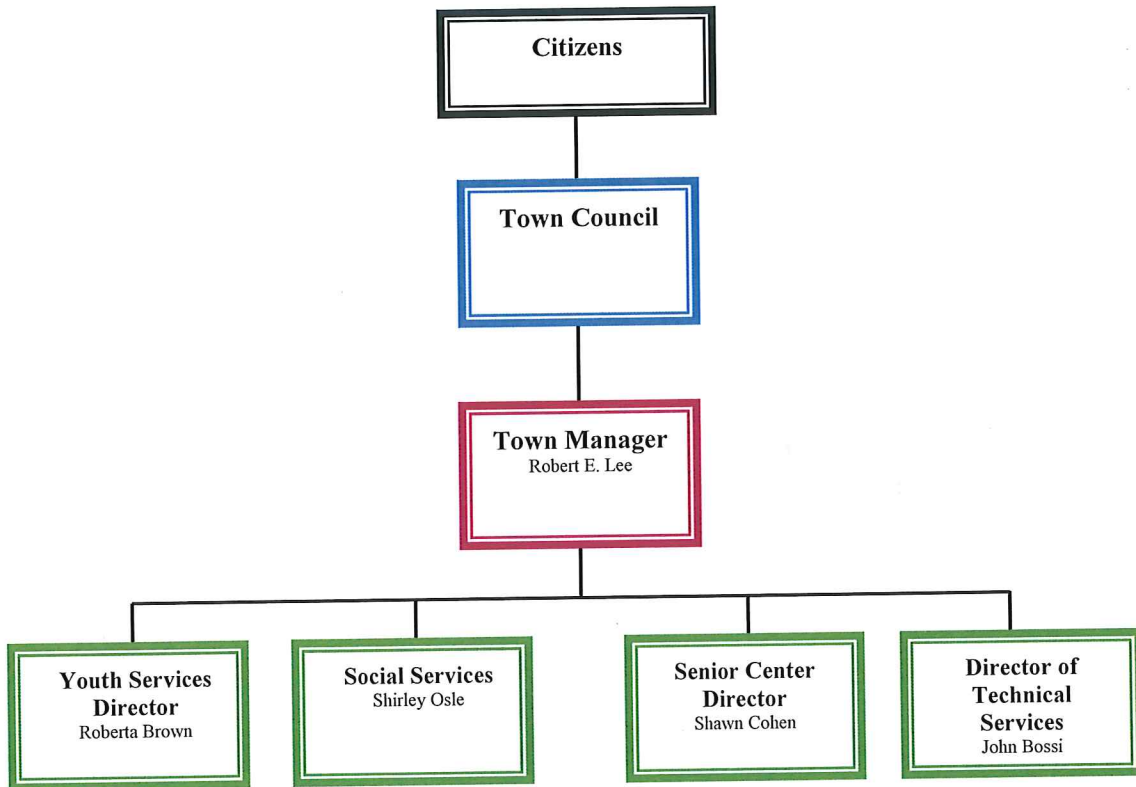
52401 Professional Development: Membership in the American Planning Association, certification with the American Institute of Certified Planners, attendance at professional meetings and conferences, and accredited course work and seminars required to maintain professional certification.

52435 Other Contractual Services: This is a recurring line item meant to support GIS services. Costs include website hosting fees, updates to the on-line Assessor's maps, uploading new files as they are created onto the website, software maintenance fees and consultation as needed.

Town of Plainville, Connecticut
 Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
 As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-380 Planning		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51110	Full-time salary	\$ 74,617	\$ 73,800	\$ 52,527	\$ 59,834	\$ 66,300	\$ 66,300	\$ 66,300	\$ (7,500)	-10.16%
	Total Personnel	74,617	73,800	52,527	59,834	66,300	66,300	66,300	(7,500)	-10.16%
Supplies										
52330	Operating supplies	515	600	520	600	600	600	600	-	0.00%
	Total Supplies	515	600	520	600	600	600	600	-	0.00%
Other Services & Charges										
52401	Professional development	632	700	587	700	700	700	700	-	0.00%
52435	Other contractual	6,891	6,500	3,400	6,500	6,500	6,500	6,500	-	0.00%
	Total Other Serv & Charges	7,523	7,200	3,987	7,200	7,200	7,200	7,200	-	0.00%
0100-380 Total Planning		\$ 82,655	\$ 81,600	\$ 57,034	\$ 67,634	\$ 74,100	\$ 74,100	\$ 74,100	\$ (7,500)	-9.19%

HEALTH & HUMAN SERVICES ORGANIZATIONAL CHART FY 2020



HEALTH & HUMAN SERVICES

PROGRAM DESCRIPTION

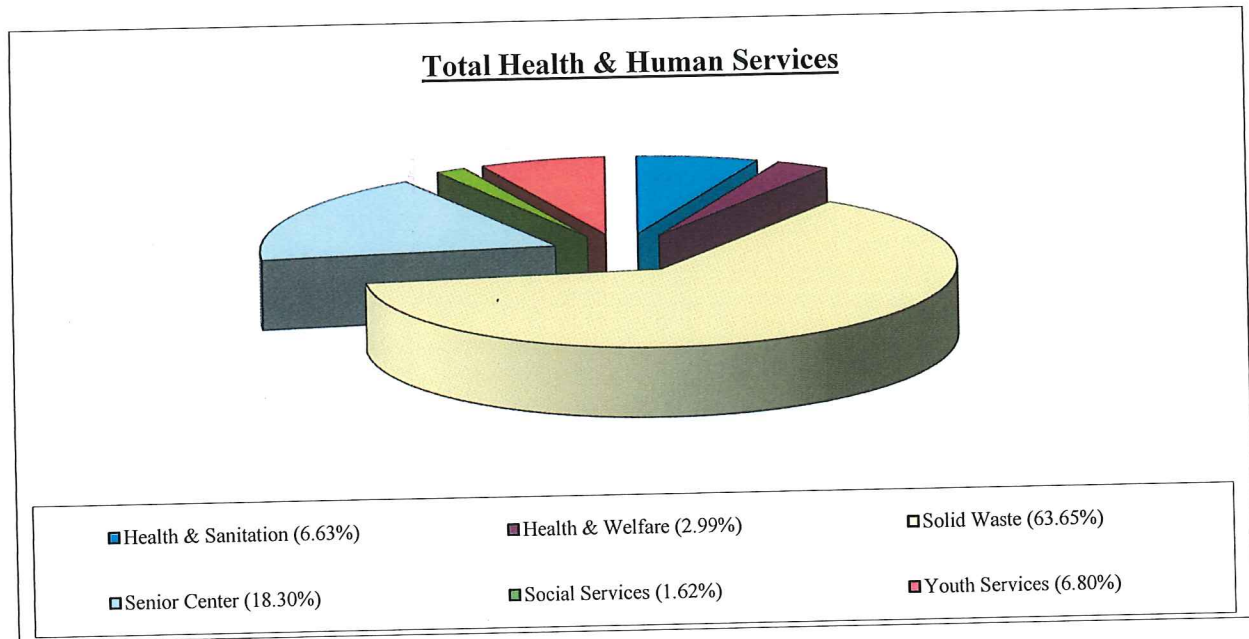
The Health and Human Services function includes expenditure activities associated with the conservation and improvement of the public. It includes the following departments: Health & Sanitation, Health & Welfare, Solid Waste, Senior Center, Social Services, and Youth Services.

GOALS AND OBJECTIVES

1. To improve the quality of life for the entire Plainville community.
2. To protect the public's health and the environment for which we live through education and enforcement of the many Federal, State, and local regulations.
3. To insure that solid wastes generated through residential, commercial and industrial uses are collected and disposed of in accordance with sound health and environmental practices in addition to Town ordinances and regulations.
4. To educate residents about environmental issues, especially the operations and challenges Water Pollution Control faces in the 21st Century.
5. To reduce the overall solid waste burden on the taxpayers by increasing quantities and varieties of recyclables.
6. To be a clearinghouse for all social service programs designed for older adults.
7. To provide cultural and social outlets for all citizens of Plainville.
8. To strive towards the positive growth and development of Plainville's youth.

PERSONNEL AND EXPENDITURES

	FY 2017	FY 2018	FY 2019	FY 2020
Authorized Full-Time Positions	3.50	3.50	3.50	3.50
Total Expenditures	\$1,752,104	\$1,723,358	\$1,730,045	\$1,802,018



The graph above is a percentage breakdown of the total expenditures in the Health & Human Services function.

410 - HEALTH AND SANITATION

PROGRAM DESCRIPTION

The Plainville-Southington Regional Health District (PSRHD) is responsible for protecting the public's health and the environment in which we live through education and enforcement of the many Federal, State and Local regulations. Health inspections and investigations are required in such areas as: public and private water supplies, food preparation and service establishments, sub-surface sewage disposal systems, public bathing and swimming areas, day cares, schools, public and private housing, indoor/outdoor air quality, lead (Pb) poisoning, barbers, hair/nail/massage salons, and any other general nuisance complaint. This office is also responsible for preventing and investigating all communicable diseases and outbreaks, developing and implementing successful immunization and health awareness clinics, overseeing mosquito, rodent, and tick control programs, West Nile Virus, Zika Virus and Lyme Disease awareness campaigns, working with first responders on emergency preparedness plans and responding to emergencies as needed. The Health District must also represent the Town in courts of law, as well as Regional and State meetings, organizations, and other health-related matters.

PROGRAM ACCOMPLISHMENTS FY 2019

- The Town of Middlefield joined the Health District as of January 1, 2019. This will allow the District to maintain its financial stability and better position itself during regionalization efforts by the State of Connecticut.
- Began implementing the statutory change from inspecting food service establishments based on the Connecticut Public Health Code to the Food and Drug Administration (FDA) Food Code. A state delay has pushed full adaptation of this code to late 2019 or early 2020.
- Staff have completed the required training courses to gain state certification to inspect food service establishments under the FDA Food Code. This training consisted of approximately 90 hours per sanitarian.
- Continued to conduct all mandated inspections.
- A member of the Health District served on the Gap Closure Trail Study Steering Committee.
- Worked with first responders on the Opioid crisis and general emergency management planning and response.

PROGRAM OBJECTIVES FY 2020

- Continue to work with all applicable Local, State and Federal agencies and partners on the Opioid crisis.
- Continue to serve on the Gap Closure Trail Study Steering Committee.
- Offer additional training classes to restaurant owners and employees on the FDA Food Code prior to its implementation in 2019 or 2020.
- Conduct additional program which promote healthy lifestyles.
- Incorporate the Town of Middlefield into health district operations.

PERFORMANCE MEASURES

	2018 Actual	2019 Estimated	2020 Projected
QUANTITATIVE			
Food Service Inspections	818	820	830
Public Pool Inspections	60	65	70
Hair/Nail Salon Inspections	101	103	110
Vaccinations Given	365	75	75
PERSONNEL			
Full-time	N/A	N/A	N/A

QUALITATIVE

The Plainville-Southington Regional Health District strives to continue to provide consistent inspections of licensed facilities such as food service establishments, day cares, public pools, and salons. The Health District will continue to provide thorough plan reviews of new commercial establishments that need a license and private residences which are served by septic systems. The Health District will also implement new health education and awareness campaigns for public health issues.

BUDGET COMMENTARY

52435 Other Contractual Services: The Town of Plainville entered into a Regional Health District on July 1, 2011. Therefore, the money budgeted is to pay for Plainville's share of the Health District expenditures.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual	Budgeted	Spent To	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
		Expended		Date					\$	%
0100-410	Health & Sanitation									
Other Services & Charges										
52435	Other contractual	\$ 119,967	\$ 119,320	\$ 119,320	\$ 119,320	\$119,509	\$119,509	\$ 119,509	\$ 189	0.16%
	Total Other Serv & Charges	119,967	119,320	119,320	119,320	119,509	119,509	119,509	189	0.16%
0100-410	Total Health & Sanitation	\$119,967	\$119,320	\$119,320	\$119,320	\$119,509	\$119,509	\$ 119,509	\$ 189	0.16%

FY	Agency	Per Capita	Population	Budget
2016	PSRHD	6.75	17,820	120,285.00
2017	PSRHD	6.75	17,801	120,156.75
2018	PSRHD	6.75	17,773	119,967.75
2019	PSRHD	6.75	17,677	119,319.75
2020	PSRHD	6.75	17,705	119,508.75

Note: Effective July 1, 2011, the Town of Plainville entered into a regional Health District with the Town of Southington forming the Plainville-Southington Regional Health Department (PSRHD). The Towns each pay a per capita charge to the PSRHD.

412 - HEALTH AND WELFARE SERVICES

PROGRAM DESCRIPTION

ProHealth Physicians and other nursing services are contracted by the Town to provide health care services to the citizens of our community. These dedicated health care professionals are available at the Senior Center where they provide all types of services, clinics, and consultations. Adult and child immunizations are given at flu shot clinics. All medical directives and policies are issued and supervised by the Director of Health.

The Plainville Early Learning Center (PELC) is a non-profit, licensed corporation that provides toddler care, preschool and before and after child day care services for the citizens of Plainville and the surrounding towns. It is accredited by the National Association for the Education of Young Children (NAEYC). This program is financed by parent fees, which are set on a sliding scale based on family size and income, as well as grants from the State of Connecticut, the Town of Plainville, United Way, private donations and fund raising. The center is licensed as a toddler program and pre-school, serving children 1-5 years old and for after school care, serving children 6-11 years old.

PROGRAM ACCOMPLISHMENTS FY 2019

Health Care Services

- The partnership with ProHealth Physicians continued with an APRN providing weekly health services at the Plainville Senior Center. The APRN provided diabetic and regular foot care, ear wax removal, cholesterol screenings and flu shots.
- A limited number of frail homebound clients receive foot care services in their homes. This service was not available prior to contracting with ProHealth services. The need for diabetic foot care is crucial, and we are now able to provide this service again, as our ProHealth nursing services are provided by an APRN.
- Initiated nursing services for the Social Day Program that provides blood pressure, cholesterol, and blood sugar screenings as well as health education for frail and isolated individuals.
- Established an opportunity for individuals to have a brief one-on-one consultation with the APRN to discuss medical questions or concerns.
- Since beginning nursing services with ProHealth in July 2012, our Fiscal Year totals of nursing services have more than doubled.

Plainville Early Learning Center

- Children were taught basic skills needed in order to become successful learners, preparing them for preschool and kindergarten.
- Provided a high-quality educational experience for preschool children using the Connecticut Early Learning and Development Standards.
- Expanded to provide toddler care for children 12-36 months old.
- Remained accredited with NAEYC to be nationally recognized as a center of excellence by NAEYC.
- The before and after school programs provided valuable support to schools and educators.

PROGRAM OBJECTIVES FY 2020

- Continue to seek grants and fundraise to help provide foot care scholarships for low-income individuals.
- Increase nursing services for participants of the Circle Group Social Day program to include short health presentations in addition to blood pressure, cholesterol and blood glucose screenings.
- Increase the scope of health education programming to include five separate educational groups with a focus on nutrition, exercise, and health education. These groups will be: weight management, high blood pressure, arthritis, diabetes and high cholesterol.
- The PELC will continue to provide high quality education experiences for toddler and preschool children and provide enrichment programs for the before and after school students.
- The PELC will continue to strive to provide valuable support to the schools and educators in the before and after school program.
- PELC will maintain NAEYC accreditation status.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Health Care Services			
Total Units of Nursing Service	2,835	2,840	2,845
Foot Care	1,064	1,066	1,068
Blood Pressure Screenings	1,374	1,374	1,374
Ear Wax Removal	38	40	41

Other Nursing Services	359	360	362
Plainville Early Learning Center			
Total Children Served	211	212	215
Total Plainville Children Served	172	173	175
Total After School Children Served	92	95	96

PERSONNEL			
Full-time	N/A	N/A	N/A

QUALITATIVE

The same types of essential and professional services are still being provided as they have in the past keeping expenses down without compromising services or professionalism. The Plainville Early Learning Center provides affordable quality care to moderate to low income individuals who otherwise would not be able to afford toddler, preschool, and day care services and therefore, could not be productive members of society.

BUDGET COMMENTARY

52465 Agency Subsidy: Funds are budgeted so the Town can contract to provide skilled nursing & wellness services to Plainville residents. Funds are included for the Plainville Early Learning Center that provides much needed service to the less fortunate in our community. If it were not to be funded, several day care slots for low income families would have to be eliminated. Most of their funding comes from the State SDE.

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		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-412 Health & Welfare										
Other Services & Charges										
52465	Agency subsidy	\$ 53,863	\$ 53,865	\$ 27,435	\$ 53,865	\$ 53,865	\$ 53,865	\$ 53,865	\$ -	0.00%
	Total Other Serv & Charges	53,863	53,865	27,435	53,865	53,865	53,865	53,865	-	0.00%
0100-412 Total Health & Welfare		\$ 53,863	\$ 53,865	\$ 27,435	\$ 53,865	\$ 53,865	\$ 53,865	\$ 53,865	\$ -	0.00%
Agency										
	Pro Health Physicians	32,218	32,000	22,586	32,000	32,000	32,000	32,000		
	Plainville Early Learning Ctr	19,665	19,665	-	19,665	19,665	19,665	19,665		
	Misc Other Agencies	1,980	2,200	4,849	2,200	2,200	2,200	2,200		
	Total	53,863	53,865	27,435	53,865	53,865	53,865	53,865		

Note: Town receives/budgets \$10,000 as a revenue offset for fees incurred from Senior Center members via Senior Center Health Fees at revenue line item #0100-000-43190-0000.

415 - SOLID WASTE MANAGEMENT

PROGRAM DESCRIPTION

Plainville's Solid Waste Management function insures that solid wastes generated through residential, commercial, and industrial uses are collected and disposed of in accordance with sound health and environmental practices in addition to Town ordinances and regulations. The Town operates a Transfer Station at Granger Lane to accept wastes such as brush, tires, white goods (i.e. stoves, refrigerators, and water heaters). The recycling program includes newspaper, corrugated cardboard, clear and colored glass, metal food containers, scrap metals, waste oil, leaves, and storage (automotive) batteries. The Town joined a regional household hazardous waste collection program that would provide residents with the opportunity to dispose of hazardous waste. Residents are now able to dispose of their household hazardous waste at eight or more sites at different times during the year.

PROGRAM ACCOMPLISHMENTS FY 2019

- The Town provided an electronic waste drop-off location at the Town transfer station, free of charge to Town residents.
- Entered into an eight-year, fixed rate contract for single-stream recycling and automated garbage collection with private vendor. Contract expires in September 2025. Contract reduces our costs by \$36,000 per year or \$288,000 over the contract period.
- Continued receiving recycling rebates from vendor. Funds received offset gross waste costs.

PROGRAM OBJECTIVES FY 2020

- To continue to educate the public on why our community should recycle.
- To establish regional approach to dispose and recycle electronic components.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Number of Customers	7,100	7,100	7,100
Tons of Waste Processed	5,350	5,680	5,700
Solid Waste Disposal Price per Ton	\$63.21	\$64.31	\$65.60
Tons of Recyclables Processed (Curbside)	1,711	1,670	1,700
Recycling Disposal Rebate Price per Ton	\$9.05	\$9.05	\$0.00
Recycling Disposal Rebate Dollars Received	\$15,480	\$15,100	\$0.00

BUDGET COMMENTARY

52435 Other Contractual Services: Condominium collection, residential municipal waste tipping fees estimated at 5,000 tons at \$65.60 per ton, residential municipal waste, including automated curbside pickup, bulky waste pickup, and replacement of broken totes.

52446 Recycling: Residential municipal recycling, including automated single-stream recycling, Household Hazardous Waste Collection estimate at \$60/car.

52460 Rentals: Cost of rental drop-out containers for Household Hazardous Waste Collection Days.

53540 Gasoline & Diesel: Estimated cost for 8,400 gallons of diesel fuel used by commercial garbage hauler at \$2.12/gallon and Federal excise tax of \$0.244 per gallon.

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0100-415 Solid Waste	2017 - 2018		2018 - 2019		2019 - 2020				
	Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)	
	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Other Services & Charges									
52435 Other contractual	\$ 803,567	\$ 808,535	\$ 710,857	\$ 808,535	\$ 815,000	\$ 815,000	\$ 815,000	\$ 6,465	0.80%
52446 Recycling	249,562	247,460	227,009	247,460	247,500	312,000	312,000	64,540	26.08%
Total Other Serv & Charges	1,053,129	1,055,995	937,866	1,055,995	1,062,500	1,127,000	1,127,000	71,005	6.72%
Energy & Utility									
53540 Gasoline & diesel	28,525	38,880	-	15,000	20,000	20,000	20,000	(18,880)	-48.56%
Total Energy & Utility	28,525	38,880	-	15,000	20,000	20,000	20,000	(18,880)	-48.56%
0100-415 Total Solid Waste	\$ 1,081,654	\$ 1,094,875	\$ 937,866	\$ 1,070,995	\$ 1,082,500	\$ 1,147,000	\$ 1,147,000	\$ 52,125	4.76%

		Monthly Rate	Annual Budget	
52435	CWPM condos	15,034.32	180,411.84	contract rate \$208.81 per unit/per month for 864 units 7/2016 - 6/2019
	CWPM residential municipal waste contract 7/19 - 9/19	22,647.75	67,943.25	contract rate for July 2019 - September 2019 at \$22,647.75/month
	CWPM residential municipal waste contract 10/19 - 6/20	22,647.75	203,829.75	contract rate for October 2019 - June 2020 at \$22,647.75/month
	Covanta tonnage fee	estimate	328,750.00	paid to Covanta at \$65.60/ton. Est of 5,000 tons
	CWPM bulky waste pickup	contract	32,000.00	bulky waste pickup
	CWPM broken/replaced toters	estimate	2,000.00	broken/replaced toters
			814,934.84	
52446	CWPM residential municipal waste contract 7/19 - 9/19	20,121.00	60,363.00	contract rate for July 2019 - September 2019 at \$20,121.00/month
	CWPM residential municipal waste contract 10/19 - 6/20	20,121.00	181,089.00	contract rate for October 2019 - June 2020 at \$20,121.00/month
	TBD		64,000.00	estimate recycling tip fee \$40.00/ton at 1,600 tons
	Covanta household hazardous waste collections estimate	estimate	6,000.00	paid to Covanta at \$60.00/car; household hazardous waste collections
			311,452.00	
53540	CWPM residential municipal solid waste contract - diesel	8,400.00	17,811.36	estimated 8,400 gallons at an average price of \$2.1204/gallon
	Federal excise tax on commercial diesel fuel - CWPM	8,400.00	2,049.60	estimated 8,400 gallons at an average price of \$0.244/gallon
			19,860.96	

420 – SENIOR CENTER

PROGRAM DESCRIPTION

The Senior Center serves as a focal point on aging to provide access to community resources, services and activities that maintain independence and wellness. The Center is a clearinghouse for all social service programs designed for persons 60 years of age and older. The Plainville Senior Center offers numerous activities including health and wellness, classes, education, outreach, financial assistance, caregivers and family support, meals, insurance assistance, transportation, volunteerism, grandparents raising grandchildren support, outdoor adventure club, trips, personal development, leisure services and intergenerational programming. In addition, the Senior Center offers a fitness center and café.

PROGRAM ACCOMPLISHMENTS FY 2019

Grants/Fundraising

- Applied for, and received, a \$13,356 grant from the North Central Area Agency on Aging. The grant targets frail, isolated, low-income seniors through a variety of measures, including free or reduced fee foot care scholarships, weekly social day programming, social service delivery, Grandparents Raising Grandchildren education and support group, mental health programming and PEAK Fitness Center scholarships.
- Received an additional \$3,400 from the North Central Area Agency on Aging to provide supplemental services for the Grandparents Raising Grandchildren program. Funding was used to provide gift certificates for holiday meals and gifts for the Grandfamilies.
- In 2018, generated revenue of \$424,596.30 through a combination of fundraising, grants, fees, donations and in-kind services which support and enhance the operation of the Senior Center.
- Over \$16,690.00 (fundraising dollars and donations raised over the past several years), was used in 2018 to purchase items such as yearly data base/program software subscription, wallpaper removal and painting, coffee station, garden and landscape supplies, fitness center annual preventative maintenance contract, fitness center equipment repairs, annual volunteer recognition luncheon, veterans luncheon, caregivers', grandparents raising grandchildren's programs and events, class and programming supplies, scholarships for foot care, classes and the fitness center and much more to enhance the operation of the Senior Center.
- Hosted 11 fundraisers including the annual craft fair, tag/jewelry sale, and raffles for a total of \$7,796.43
- Plainville AARP Chapter 4146 made very generous donations to the Senior Center towards the Grandparents Raising Grandchildren Support Group. Their support provided \$550 in gift cards to families in need during Christmas. In addition, AARP contributed \$275 towards the Grandparents Raising Grandchildren annual conference and the group donated \$200 towards Dial-a-Ride.

Program Initiatives

- The Committee on Aging and staff began to develop a community wide initiative to honor the memory of Betty Boukus. To capture her spirit of caring, the Senior Center will sponsor a Betty Boukus Month of Service and will ask folks to volunteer to do something for another person or organization between March 15 – April 15, 2019. During that time Plainville residents of all ages will be encouraged to show some kindness by helping a friend or neighbor and then record their name (or "anonymous, if they prefer) and the good deeds completed. A list of all good deeds will be displayed on posters at the Senior Center and the Municipal Center. A celebration, including Betty's family, will be held in April to reminisce about Betty and congratulate everyone on their good deeds.
- Collaborated with Plainville High School National Honor Society to host an intergenerational trivia contest. Students and elders paired together to form teams and competed to answer a variety of questions. The program was such a success that another is planned for next year.
- The Senior Center worked with a graphic artist to develop a new logo which is used as the masthead of the monthly newsletter, publications and flyers. The logo reflects the vibrancy of the Senior Center.
- Continued to implement new protocols and train front desk volunteers to use the computer software, SchedulesPlus, in place of paper and pencil for registering members for special events, shopping bus, trips, free & paid programs. This year we added donation receipts and have successfully eliminated the need for paper receipts. Next year, we will issue scan cards for all members to continue to facilitate the ease of registration and provide efficient service to our members.

Volunteerism

- More than 336 volunteers contributed 14,799 hours of volunteer service to the Senior Center which is equivalent to 8 full time staff people. At minimum wage, this is equal to \$149,469.90 of in-kind service.
- Volunteers, school and church groups, community donations, staff and members helped to make our 44th annual Thanksgiving Day and Christmas Day feasts a grand celebration for those unable to be with family. On Thanksgiving Day 53 meals were served at the Center and 16 meals were home delivered. Thanksgiving decorations for the dinner were provided by a local church group. On Christmas Day, 53 meals were served at the Center and 9 were home delivered. Volunteers prepare, serve, and deliver the meals on both holidays. These volunteers helped to make the holiday extra special for individuals who could not be with their families. Decorations for both dinners were provided by elementary and middle school students.

Partnerships/Collaboration

- Once again, The Pines of Bristol sponsored the breakfast for the Grandparents Raising Grandchildren Conference and provided the pies for the Thanksgiving Dinner and Christmas Dinners.
- Collaborated with the West Hartford and Elmwood Senior Centers to provide a month-long Fitness Challenge, "Time to Move". Fitness Center members from each Senior Center logged their minutes spent exercising in their respective fitness centers and the Center that tallied the most total exercise time by its members won the challenge. And, the golden trophy went to Plainville with 25,748 minutes of exercise logged! The event was a huge success and plans are underway to repeat it in 2019.
- The Wheeler YMCA received a grant from the Main Street Community Foundation to provide reduced fee Aqua Arthritis Water Fitness classes for Senior Center members. The registration exceeded the expectations of the grant coordinator and we were able to offer an additional class session to accommodate all (40) interested persons. The class has been extremely successful, and plans are underway to continue offering it.
- For the 10th year, the Plainville Senior Center and Plainville Youth Services co-sponsored a state-wide conference for Grandparents Raising Grandchildren. Forty-one individuals representing twenty towns attended this event. The conference is funded by an Area Agency on Aging grant and donations. AARP Plainville Chapter generously donated \$275 towards the conference and a special 10th Anniversary notebook was given to all participants. As an additional treat for the attendees, everyone went home with a grocery bag dinner which included pasta, sauce, salad, bread and dessert!
- Our Outdoor Adventure program is the envy of many Senior Centers throughout the state. Many are trying to replicate our program and we began offering joint trips with other Senior Centers. This year, we joined the South Windsor and Groton Senior Centers for two schooner sails. Both trips were sold out. In addition, we collaborated with the South Windsor Senior Center for a presentation by L.L. Bean on animal tracking followed by a short hike; a dragon boat lesson at the Riverfront Recapture, and zip lining! Sharing these trips helps to reduce transportation costs and often ensures minimum registration numbers are met so that the trips aren't cancelled.
- Continued to collaborate with other senior centers and senior organizations to share computer classes, poetry classes, LGBT programming, state-wide Wii bowling tournaments and trips (both day trips and extended trips).
- In cooperation with AARP Tax Aide, the Senior Center was a host site for income tax preparation. Trained volunteers prepared 210 tax returns. This program is open to the community and provides a valuable service for low- and moderate-income tax payers of all ages. Appointments were held weekly from February – April 15th. Staff and Senior Center volunteers scheduled appointments, handled cancellations, etc.
- Our Lady of Mercy Church sponsored a "giving tree" at Christmas time, and our Outreach staff identified homebound folks, social service clients and senior center members who would not get a Christmas/Holiday gift. Volunteers delivered the gifts to them. Thirty-six people received gifts. In addition, Senior Center volunteers sent 153 holiday cards to members who are now living in a nursing home. For some of these folks, this is the only card they receive during the holidays; it lets them know that they are remembered and thought of.
- Continued our partnership with CW Resources, who provide congregate meals and Meals on Wheels. We recruit Meals on Wheels delivery persons and encourage members who need nutrition support and socialization to participate in the meals. In FY18, more than 16,800 congregate and Meals and Wheels were served or delivered in Plainville.

Nursing Program and Health/Wellness Initiatives

- The Senior Center offered a three-session evening dinner program at the Plainville Public Library called "The Changing Brain". The series was designed for caregivers and adults concerned about brain health, dementia and memory loss. The program was co-sponsored with the Hartford HealthCare Center for Healthy Aging.
- Collaborated with the Plainville Police Department, CT Clearinghouse and a local pharmacy to present a program on the Opioid Epidemic. The panel of speakers discussed opioid overdose, prescription laws regarding narcotics, crime prevention, disposal of unused medications and more.
- Began an afternoon indoor walking group. The program has a regular group of participants who have been able to increase their time and distance walking. Many of the members are reporting positive improvements to their health and well-being.
- Coordinated a mental health lunch and learn series, funded by the North Central Area Agency on Aging grant. The "Feed Your Mind & Nourish Your Soul" series included Laughter Yoga, Resiliency, Relaxation/Stress Reduction, and Growing Older Can Bring New Purpose.
- The Center is proud to offer Nursing services by a ProHealth APRN that includes foot care, diabetic foot care, ear wax removal, blood pressure screening, cholesterol and glucose screening, flu shots and more. We are one of the few Senior Centers state-wide that offers diabetic foot care. The nurse is also available for brief one-on-one consultations to discuss health questions and concerns. Since beginning this service with ProHealth in July 2012, our fiscal year totals of nursing services have more than doubled! In FY18, over 1,000 foot care appointments were provided.
- The Senior Center has partnered with local aging service providers to offer free blood pressure screening clinics. In FY18, 1,472 blood pressure screenings were conducted.

Outreach/Social Services

- The Outreach and Social Services program is funded in part by Town of Plainville, grants and fundraising.
- Outreach and social service assistance continued to increase. Last year, staff aided 703 office clients and 61 homebound clients for a total of 2,537 office visits and 369 homebound visits. This is more than 10% over last year. In FY18, there were 116 new

clients. The increase in Social Service needs is staggering: in one year, there was a 65% increase in the number of clients and more than 10% increase in the number of office/homebound visits.

- The needs of the clients seen by the Senior Center Social Workers were increasingly complex, intense and demanding. The severity of the problems included: homelessness, financial exploitation by family members, victims of costly Internet scams, mental illness, death of spouses, dementia, cancer, poverty, landlord/tenant issues, alcoholism and more.
- We continue to see enormous numbers of individuals living alone, unsafely, due to falls, dementia, lack of care, severe chronic illness, etc. We often hear of these individuals when they are found by neighbors or police or when they are in crisis. Many times, this is due to a lack of income, family financial exploitation or not enough viable alternatives for care.
- Social Service staff assist clients with all manner of social service issues including applying for Medicaid, Medicare, Medicare Part D, Medicare Savings Program, CT Home Care Program for the Elderly, Mental Health Services, ADA Paratransit, Dial-a-Ride, Meals-on-Wheels, SNAP (Food Stamps), food pantry, energy assistance, and more. Staff also assisted with homelessness, foreclosures, caregiving, housing, hoarding, legal issues, home health care, grief support, grand parenting issues and support, veteran affairs, family/children issues, domestic disputes, financial challenges and all other social service needs of Plainville residents 60 and older. Services were also provided to homebound individuals. Additionally, staff reported nine suspected cases of abuse, neglect or exploitation to Protective Services for the Elderly.
- Cases of interest included: Recouped \$5,172 in insurance overpayment for an elderly client. Social Service staff spent numerous hours in making phone calls and writing letters to the client's insurance company demonstrating that due to their error, the client was double billed for two Medicare Supplemental plans.
- The Social Worker helped to reunite a dying woman with her son who she had "given away" as a baby. The woman gave his name as a contact person. The Social Worker contacted him, and he came to Plainville, met her, arranged for medical care, paid her bills and provided for her emotionally. Given the circumstances, this was a case with a beautiful ending as the two were able to get to know each other during the mother's final illness.
- A client with limited intellectual ability was scammed out of \$200 by a fly-by-night driveway resurfacing scam. The strangers convinced the man that he needed a new driveway and drove him to his bank to withdraw \$200 as a partial payment. The Senior Center Social Workers collaborated with the Police but never found the suspects.
- A gentleman with major mental illness is a regular attendee at the Senior Center lunch program and uses Dial-a-Ride to get to and from the Center. The Social Workers have arranged for him to receive services at the Community Food Pantry. He does not attend other programs at the Center. The Social Workers are in contact with the client's daughter when there is concern for his well-being.
- An 87 year old woman who has been a frequent victim of scams recently lost \$30,000 in a scam where she wired money on loan to an overseas "new best friend"! She also attempted to pay her property tax bill with another person's credit card without their permission. The Social Worker was contacted by the Plainville Revenue Collection office. They had to reverse the credit card transaction as the card owner filed a dispute.
- Social Service staff continued to provide services, information and referral to Town of Plainville employees and retirees, whether or not they reside in Plainville.
- Social service staff along with the Director and Assistant Director attended a statewide training on violent clients. The training provided valuable information on dealing with aggressive clients and clients with mental illness.

Awards/Recognition

- Four Senior Center members were recognized and honored by the Bristol Branch of the National Association for the Advancement of Colored People (NAACP) as four of the twenty-five Most Influential African American Men and Women in the area.
- Eleven Senior Center members were selected for the 2018 CT Senior Juried Art Show held at Pomperaug Woods in Southbury. Ten individuals are members of the Snappy Seniors Group and one is an artist.
- Ronda Guberman Senior Center Assistant Director and the Director of the South Windsor Senior Center presented a workshop at the annual Massachusetts Council on Aging on the Outdoor Adventure program.

Community Support

- Created and donated a garden raffle basket for the Chamber of Commerce fundraiser.
- Recruited volunteers to assist the Michaela Petit's Four O'Clock project with counting and packing seeds. In addition, hosted the Friends of the Plainville Public Library for their annual Four O'Clock plant sale.
- Social Workers are encouraging low-income, at-risk individuals to participate in the CW Resources Community Café daily lunch program or home delivered meals. These meals are provided, by donation, regardless of individual's ability to pay and provide stable nutrition and socialization.

Senior Center staff, Committee on Aging and volunteers contributed to achieving all of these accomplishments in FY19. In addition, Senior Center staff continued to: run a successful and demanding transportation service including overseeing vehicle maintenance, facilitate two meals programs, nursing services, fundraising, grant writing, recruiting, training and coordinating 336 volunteers, provide case management, information and referral, social services, caregivers assistance and support, trips, as well as maintaining a 13,000 square foot building.

Program Objectives FY2020

Program/Health Initiatives

- Continue to seek opportunities to offer more health screenings, such as vision, memory, hearing and more with service providers.
- The Senior Center will partner with Hartford Healthcare and Quinnipiac University Master Occupational Therapy students to provide a 6-week "Back and Neck Pain Management" class. The series will include a pre and post assessment of posture and function. Individuals will receive personal reports on their progress, educational tips and description of exercises best suited for their needs.
- The Senior Center will work with the Wheeler Clinic CT Clearinghouse to provide Mental Health First Aid Training for Senior Center staff and front line volunteers as well as Town of Plainville municipal staff. The number of people with mental health needs requiring services of the Senior Center and participating in the lunch program and classes has been steadily increasing.
- Issue scan cards to all members to ease registration and check-in process for programs, classes and events.

Cost Saving and Service Delivery Improvements

- Continue to fix walls and paint throughout the building, using fundraising monies for labor and materials.
- Begin planning and design of renovation of the small café kitchen to maximize efficiency with more counter space and storage and remove non-functioning fixtures.

PERFORMANCE MEASURES

QUANTITATIVE	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Membership	2,158	2,170	2,180
New Members	180	185	190
Meals Program	16,837	17,900	18,030
Transportation	5,724	5,775	5,800
Annual Volunteer Hours	14,799	14,815	14,825
Fitness & Other Program Participation	29,023	30,490	31,000
Health Programs and Services	3,732	3,750	3,760
Social Service/Outreach/Homebound Service	5,488	5,495	5,500

PERSONNEL			
Full-time Equivalents	2	2	2
Part-Time	9	9	9

QUALITATIVE

Since 1975, the Plainville Senior Center has served as a Designated Focal Point for services and programs for residents 60 years of age and older and their caregivers. The Senior Center continues to maintain a high level of service as the number of attendees averages nearly 300 per day.

BUDGET COMMENTARY

51110 Full-Time Salary: Director and Assistant Director of Senior Citizens Services. Included is a budgeted salary increase of 2%.

51120 Part-Time Salary: (2) Office Assistants, (2) Social Service Staff, (1) Volunteer Coordinator, (3) Maintenance Workers, (1) Grant funded position. Included is a budgeted increase of 2%.

52310 Office Supplies: Supplies for computers, printers, typewriter, fax, calculators and general office activities: labels, printer ink cartridges, ribbons, envelopes, receipt books, label maker supplies, name badges, batteries, mailing supplies, bulletin boards, etc.

52330 Operating Supplies: Postage, program and non-program related supplies, newsletter supplies, newspaper subscriptions, cash match for grants, maintenance supplies, floor finishing products, educational materials, paper products, food service supplies, floor mat replacement, defibrillator and water softener supplies, caregiver and Alzheimer's resources, volunteer supplies, Thanksgiving and Christmas day dinner needs, and more.

52401 Professional Development: Training and professional memberships that assist in improving service delivery and grant-seeking. Also included are Public Service Driver's License costs and required staff training for CPR and Defibrillator, Grant Administration/Grant Record Keeping and Qualified Food Operator License.

52405 Mileage Reimbursement: Mileage for meetings, grants, homebound services, and outreach.

52435 Other Contractual Services: Instructors for programs such as Senior Center classes, Health and Wellness Initiatives (caregiver's education, brain health, dementia care, pre-retirement workshop, etc.), floor refinishing, furniture cleaning, and copier lease.

52450 Maintenance Contracts: One service contract for two high-speed duplicators.

52480 Equipment Maintenance & Repair: This line item covers maintenance and repair of all the equipment not covered by service contracts, such as floor washer and buffer, printers, dishwasher, stove, small appliances, etc.

Plainville Senior Center Revenues for Calendar Year 2018

In 2018, the Senior Center generated revenue of \$424,596.30 through a combination of fundraising, grants, fees, donations and in-kind services. Over \$16,693.34, (fundraising dollars and donations raised over the past several years), was used in 2018 to purchase items such as yearly data base/program software subscription, wallpaper removal and painting, coffee station, garden and landscape supplies, fitness center annual preventative maintenance contract, fitness center equipment repairs, annual volunteer recognition luncheon, veterans luncheon, caregivers', grandparents raising grandchildren's programs and events, class and programming supplies and much more to enhance the operation of the Senior Center. These fundraising dollars help to reduce the burden of tax dollars.

I. General Fund	
Members Fees (Out-of-Town)	\$ <u>8,139.75</u>
II. Senior Center Fund Raising & Community Contributions	
Miscellaneous Fundraising & Donations	\$ 42,989.79
Dial-a-Ride Fundraising & Fees	8,945.11
Memorial Donations	1,765.60
In-Kind Community & Civic Donations	<u>4,208.75</u>
	\$ <u>57,909.25</u>
III. Grants	
Department of Transportation (Municipal Grant Program)	\$ 18,381.00
North Central Area Agency on Aging	\$ 13,356.00
North Central Area Agency on Aging Supplemental Grant	<u>\$ 3,400.00</u>
	\$ <u>35,137.00</u>
IV. "Soft" Money – Services and Grants	
Social Services & Social Day Program Grant Cash Match	\$ 6,240.00
Income Tax Services	\$ 39,060.00
Federal Meals Program (Congregate and Meals-on-Wheels)	\$ 119,267.60
Health Services, Instructors, Lecturers, Entertainers	<u>\$ 9,372.80</u>
	\$ <u>173,940.40</u>
V. Personnel Subsidies	
In calendar year 2018, 336 Plainville Senior Center volunteers donated 14,799 hours, which is equivalent to 8 full-time staff people.	
At minimum wage, \$10.10* per hour, this is equal to	
to \$149,469.90.	\$ 149,469.90

*Senior Center volunteer hours are rated at minimum wage, (\$10.10 per hour in 2018) across the board although many of the assignments handled by volunteers would cost much more if we had to pay someone to do the work, i.e. receptionist, fund raising, computer course instructors, etc. Nationally, volunteer hours are rated at \$24.69 per hour (Point of Light Foundation and Independent Sector).

Grand Total	\$424,596.30
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Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-420 Senior Center		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51110	Full-time salary	\$ 146,579	\$ 143,765	\$ 121,233	\$ 143,765	\$146,640	\$152,640	\$152,640	\$ 8,875	6.17%
51120	Part-time salary	115,828	130,838	99,694	130,838	138,926	138,926	138,926	8,088	6.18%
	Total Personnel	262,407	274,603	220,927	274,603	285,566	291,566	291,566	16,963	6.18%
Supplies										
52310	Office supplies	2,035	2,036	1,744	2,036	2,036	2,036	2,036	-	0.00%
52330	Operating supplies	14,058	15,281	11,412	15,054	15,001	15,001	15,001	(280)	-1.83%
	Total Supplies	16,093	17,317	13,156	17,090	17,037	17,037	17,037	(280)	-1.62%
Other Services & Charges										
52401	Professional development	949	1,000	1,004	1,004	1,000	1,000	1,000	-	0.00%
52405	Mileage	491	400	-	400	400	400	400	-	0.00%
52435	Other contractual	17,769	17,029	13,501	17,029	17,002	17,002	17,002	(27)	-0.16%
52450	Maintenance contracts	908	908	1,135	1,135	1,215	1,215	1,215	307	33.81%
52480	Equip repair & maint	1,616	1,616	1,240	1,616	1,616	1,616	1,616	-	0.00%
	Total Other Serv & Charges	21,733	20,953	16,880	21,184	21,233	21,233	21,233	280	1.34%
0100-420 Total Senior Center		\$300,233	\$312,873	\$250,963	\$312,877	\$323,836	\$329,836	\$329,836	\$ 16,963	5.42%

430 - SOCIAL SERVICES

PROGRAM DESCRIPTION

The Town of Plainville Department of Social Services offers a variety of assistance to residents including, but not limited to, those assistance programs listed below.

PROGAM ACCOMPLISHMENTS FY 2019

- The Department of Social Services continued to work closely with Local Service Agencies and Town Departments through a quarterly Service Providers Meeting. This allowed the department a level of communication and referral capabilities to operate with maximum efficiency.
- The Department of Social Services continued to extend the quality of professional services to residents in need.

PROGRAM OBJECTIVES FY 2020

- To continue to provide the highest level of service possible to residents.
- To continue to reassess services offered and make program changes where necessary.
- To continue to provide an effective vehicle for human services networking within the community.
- To continue to seek out Federal, State & Local resources that may be available to Plainville residents.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
New Cases	50	50	50
Open Cases	708	758	808
Average Monthly Caseload	60	60	60
Number of Residents Served	1600	1600	1600

* These numbers do not reflect the number of visits or services administered by this office.

PERSONNEL			
Part-time	1	1	1

QUALITATIVE

The Department of Social Services continues to be staffed by one Social Service Case Manager who makes every effort to provide direct services to residents or refer residents to available resources within the Local, State or Federal Human Services Program Network.

BUDGET COMMENTARY

51120 Part-Time Salary: Social Service Case Manager to assist residents with various needs. Included is budgeted 2% increase.
52401 Professional Development: Membership in Statewide Municipal Social Services Organization (CLASS, Inc.), CLASS Inc., luncheon meetings and training seminars.
Town Emergency Fund: Provision of emergency assistance to residents to prevent hunger, homelessness, transportation, utility shut-off, medical, prescriptions and other health care related costs through the Town Emergency Fund. A Social Services Emergency Fund was established by the Town Council to allow donations and reimbursements once residents have the means to pay back the Town. This line item is budgeted in Department #840 as an interfund transfer out.

Town of Plainville, Connecticut
 Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
 As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-430 Social Services										
Personnel										
51120	Part-time salary	\$ 28,593	\$ 28,302	\$ 24,138	\$ 28,302	\$ 28,870	\$ 28,870	\$ 28,870	\$ 568	2.01%
	Total Personnel	28,593	28,302	24,138	28,302	28,870	28,870	28,870	568	2.01%
Other Services & Charges										
52401	Professional development	205	330	105	330	330	330	330	-	0.00%
	Total Other Serv & Charges	205	330	105	330	330	330	330	-	0.00%
0100-430 Total Social Services		\$ 28,798	\$ 28,632	\$ 24,243	\$ 28,632	\$ 29,200	\$ 29,200	\$ 29,200	\$ 568	1.98%

440 - YOUTH SERVICES

PROGRAM DESCRIPTION

The Youth Services Department operates a specialized social services program aimed at promoting positive youth development and preventing negative behaviors. Individual, group and family counseling services are provided in the schools and in the Youth Services offices. Several prevention programs are provided as well as educational and enrichment programs during and after school. The Youth Services Bureau works with community-based and State agencies to provide coordination of services for youth and families.

PROGRAM ACCOMPLISHMENTS FY 2019

- Obtained an additional \$3,000 grant from United Way for KIM (Kids in the Middle Program).
- Sponsored several major community awareness programs educating parents/community re: Opioid Crisis and Internet Safety/Technology Awareness.
- Sponsored a large successful event introducing the Healthy Plainville objectives to the community
- Created logo and materials for Healthy Plainville and 5-2-1-0 campaign
- Designed and implemented a new process for dealing with the new truancy laws.
- Worked with Plainville Community Schools to identify students in need of individual and group counseling.
- Became chairperson for Town Human Services Committee.
- Co-facilitated Grandparents raising Grandchildren support group and annual conference.
- Assumed role as co-chair of Town Employee Wellness Committee

PROGRAM OBJECTIVES FY 2020

- Continue to implement new process for dealing with truancy and defiance of school rules referrals.
- Create ongoing activities and collaborations for Healthy Plainville 2019/2020 including the 5-2-1-0 initiative.
- Work with Community Schools Wellness council to collaborate on school wellness initiatives
- Develop updated process and procedures for Juvenile Review Board.
- Assess and collaborate with area resources for young people with mental health issues
- Continue to increase parent involvement in prevention programs and Coalition initiatives.
- Continue collaboration with Plainville Senior Center on Grandparents Raising Grandchildren programming.
- Collaborate with parent groups, local clubs and organizations to prevent use of harmful substances.

PERFORMANCE MEASURES

QUANTITATIVE	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Assessment, Counseling, Crisis Cases	123	120	120
Positive Youth Development	25	25	25
Hours Spent in Schools	1300	1300	1300
Job Bank Placements	14	15	15

PERSONNEL			
Full-Time	1.5	1.5	1.5
Part-Time	2	2	2

QUALITATIVE

Youth Services works closely with school staff to determine needs and provide programs and services that meet the needs of Plainville youth and families. By seeing more children in groups and coordinating with other agencies such as the Police Department, the Senior Center, United Way and the YMCA, services are offered to a broader population.

BUDGET COMMENTARY

51110 Full-Time Salary: Included in this line item is the Youth Services Director and 50% of the full-time salary of the Administrative Assistant shared with Department #510 Recreation. This also includes a 2% salary increase.

51120 Part-Time Salary: One part-time Youth Counselor who provides individual and family counseling; One part-time Coordinator for the Kids in the Middle Program Both salaries are funded 100% by the State Dept. Ed grant and United Way funding.

52230 Operating Supplies: Books, manuals, brochures, videos, food and other supplies used in programs.

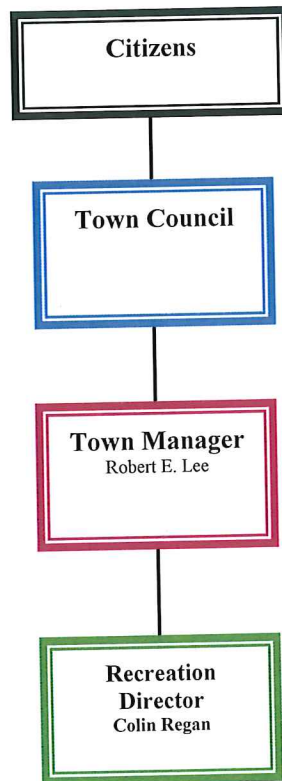
52401 Professional Development: Conferences, workshops and annual meetings, and dues for the Connecticut Youth Services Association.

52405 Mileage: Cost of travel to schools, home visits, meetings at State and community agencies.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-440 Youth Services		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51110	Full-time salary	\$ 93,295	\$ 92,172	\$ 77,516	\$ 92,172	\$ 93,900	\$ 93,900	\$ 93,900	\$ 1,728	1.87%
51120	Part-time salary	21,758	27,183	15,875	27,183	27,583	27,583	27,583	400	1.47%
Total Personnel		115,053	119,355	93,391	119,355	121,483	121,483	121,483	2,128	1.78%
Supplies										
52330	Operating supplies	-	250	-	250	255	250	250	-	0.00%
Total Supplies		-	250	-	250	255	250	250	-	0.00%
Other Services & Charges										
52401	Professional development	297	475	272	475	475	475	475	-	0.00%
52405	Mileage	396	400	-	400	400	400	400	-	0.00%
Total Other Serv & Charges		693	875	272	875	875	875	875	-	0.00%
0100-440 Total Youth Services		\$115,746	\$120,480	\$ 93,663	\$120,480	\$122,613	\$122,608	\$122,608	\$ 2,128	1.77%

CIVIC & CULTURE ORGANIZATIONAL CHART FY 2020



CIVIC & CULTURAL

PROGRAM DESCRIPTION

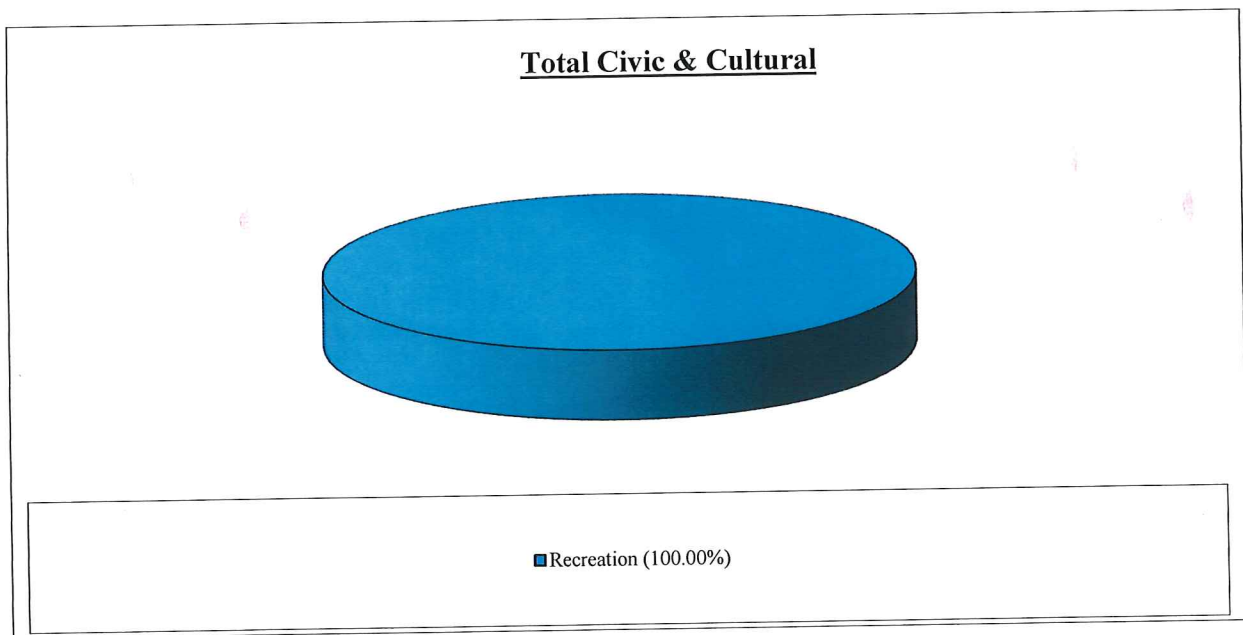
The Civic and Cultural function includes general recreation services. The Recreation Department also has a self-supporting fund detailed in the special funds Tab K. The Library's budget, by definition a Civic & Cultural department, has a self-supporting fund detailed in the special funds Tab K with no general library services noted in this budget section. However, the Library's goal, objectives, and authorized full-time positions are noted below and on the next page.

GOALS AND OBJECTIVES

1. To encourage community involvement through volunteering.
2. To promote positive activities such as reading, writing and exercising.
3. To provide research and information services to other town agencies and provide local residents with access to the collections at any public library in the state.
4. To provide the necessary tools to meet every Plainville resident's need for information, education and self-realization, cultural growth and recreation.
5. To provide cultural and social outlets for all citizens of Plainville.
6. To offer leisure programs and services in response to needs, desires and interests of the citizens of Plainville.
7. To continue to coordinate and run programs throughout the Town for participants of all ages and activity levels.

PERSONNEL AND EXPENDITURE

	FY 2017	FY 2018	FY 2019	FY 2020
Authorized Full-Time Positions	2.5	2.5	2.5	2.5
Total Expenditures	\$152,310	\$155,162	\$156,755	\$164,124



The graph above is a percentage breakdown of the total expenditures in the Civic & Cultural function.

510 – RECREATION

PROGRAM DESCRIPTION

The Plainville Recreation Department provides a wide variety of leisure time programs to promote the physical and cultural well-being of all residents of the community. Several programs teach specific skills and include swimming instruction, exercise classes, various arts and crafts, and sports clinics. Other programs such as trips, day camps and sports activities are aimed at providing a positive environment for the many participants. This budget details the administrative costs of running the Recreation Department while the programmatic budget is detailed in Section K Special Funds Recreation Fund 1600.

PROGRAM ACCOMPLISHMENTS FY 2019

- Online registration software system Recdesk implemented in the Fall of 2018.
- Opened Concession Stand at Berner Pool with a focus on healthy options for patrons.
- Volunteer service by Loureiro Engineering refurbished concession areas at Berner Pool, Activity Building and grounds at Norton Park.
- Continued a good working relationship with H.S. Aquatic Program.
- Coordinated work that includes pruning, plantings and general cleaning accomplished by Friends of Tomasso Nature Park.
- Continued to work with the Bike Path Committee to create a bicycle friendly community.
- Periodically co-sponsored events with The Plainville Senior Center and Library.
- Co-sponsored programs & activities with The Plainville Public Library – to provide Plainville's youth with a fun learning environment. Included were movies, craft projects and entertainment.
- Worked cooperatively during the 4th Annual Pumpkin Fest by providing a Halloween Party with entertainment, refreshments, and a parade led by Middle School of Plainville Band.
- Applied for, and received, a grant from Elizabeth Norton Trust Fund and obtained donations from Farmington Bank, Plainville Rotary Club, Plainville Lions Club, Plainville Fire Co., Plainville Senior Center, Friends of Plainville Library and Plainville Chapter AARP 4146 to provide funding for Friends of Norton Park Summer Concert Series.
- Created flyers about programs offered and distributed through the school system, Town Hall, Library and Senior Center. Also publicized programs on the Town Website, Facebook, School Messenger, and by press releases in local papers.
- Attended periodic meetings for Plainville Coalition for Positive Youth Development.
- Active member of the National Recreation & Parks Association.
- Worked cooperatively with the Town of Plainville Health & Wellness Program and Human Services Committee.
- Improved Paderewski Park new basketball court.
- Continued to work with Dog Park Committee.

PROGRAM OBJECTIVES FY 2020

- Continue to work with the Dog Park Committee.
- Work with the Soccer Club to implement concession stand & bathroom project at Norton Park.
- Continue to promote education & wellness of staff.
- Periodically reevaluate programs offered and make changes when necessary.
- Continue training & certification of staff.
- To continue to provide residents with the highest level of recreation programming.
- Continue improvement at Norton Park.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Recreation Programs Conducted	348	350	360
Swimming Lessons Attendance	5,877	6,000	6,500
Recreation Programs Attendance	31,860	33,000	35,000
Facility Reservations/Equipment Loans	3,123	3,150	3,000

PERSONNEL			
Full-time Equivalents	2.5	2.5	2.5
Part-time Equivalents	1	1	1

QUALITATIVE

The Recreation Department provides residents of Plainville with a wide variety of social, cultural, educational and physical activities. Programs are offered both seasonally and year-round along with special events to allow many opportunities for the constructive use of one's leisure time.

BUDGET COMMENTARY

51110 Full-Time Salary: Included in this line item is the Director of Recreation, the Assistant Director/Aquatic Supervisory (70% of salary), and 50% of the full-time salary of the Administrative Assistant shared with the Youth Services Department #440. This includes a 2.0% salary increase.

51120 Part-Time Salary: Included is the funding for a Recording Secretary.

51140 Overtime: For the Administrative Assistant as needed during registrations.

52330 Operating Supplies: This account is for the purchase of supplies that are needed to conduct the various recreation programs throughout the year, such as a tennis net, base, home plate and pitcher plate replacements; picnic equipment.

52401 Professional Development: Dues and publications for NRPA, CRPA, and New England Park & Recreation Conference.

52405 Mileage: Mileage reimbursement based on use of private vehicles for various recreation activities.

52435 Other Contractual Services: Funds for sponsoring special events, recreation programs that are paid on a contractual basis, CPR and Red Cross training materials, Camp Trumbull summer program and league memberships.

54640 Machinery & Equipment: Park and recreations improvements and copy machine rental.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-510 Recreation										
Personnel										
51110	Full-time salary	\$ 143,959	\$ 141,945	\$ 113,210	\$ 141,945	\$144,784	\$144,874	\$144,874	\$ 2,929	2.06%
51120	Part-time salary	800	400	187	400	400	400	400	-	0.00%
51140	Overtime	367	500	497	500	500	500	500	-	0.00%
Total Personnel		145,126	142,845	113,894	142,845	145,684	145,774	145,774	2,929	2.05%
Supplies										
52330	Operating supplies	1,894	1,800	1,072	1,800	1,800	1,800	1,800	-	0.00%
Total Supplies		1,894	1,800	1,072	1,800	1,800	1,800	1,800	-	0.00%
Other Services & Charges										
52401	Professional development	1,178	1,800	672	1,800	1,800	1,800	1,800	-	0.00%
52405	Mileage	1,800	1,800	900	1,800	1,800	1,800	1,800	-	0.00%
52435	Other contractual	6,319	3,310	2,175	3,310	7,750	7,750	7,750	4,440	134.14%
52465	Agency subsidy	-	4,000	4,000	4,000	4,000	4,000	4,000	-	0.00%
Total Other Serv & Charges		9,297	10,910	7,747	10,910	15,350	15,350	15,350	4,440	40.70%
Capital Outlay										
54640	Machinery & equip	844	1,200	1,120	1,200	1,200	1,200	1,200	-	0.00%
Total Capital Outlay		844	1,200	1,120	1,200	1,200	1,200	1,200	-	0.00%
0100-510 Total Recreation		\$157,161	\$156,755	\$123,833	\$156,755	\$164,034	\$164,124	\$164,124	\$ 7,369	4.70%

DEBT SERVICE, SUNDRY, & CAPITAL PROJECTS

Description

This portion of the budget reflects expenditures on debt service, a number of other areas labeled sundry, and capital projects. The accounts included in this section are:

Debt Service

710 Debt Service

Sundry

820 Employee Benefits

830 Unclassified

840 Interfund Transfers Out – Other Funds

Capital Projects

840 Interfund Transfers Out – Capital Funds

DEBT SERVICE, SUNDRY, & CAPITAL PROJECTS

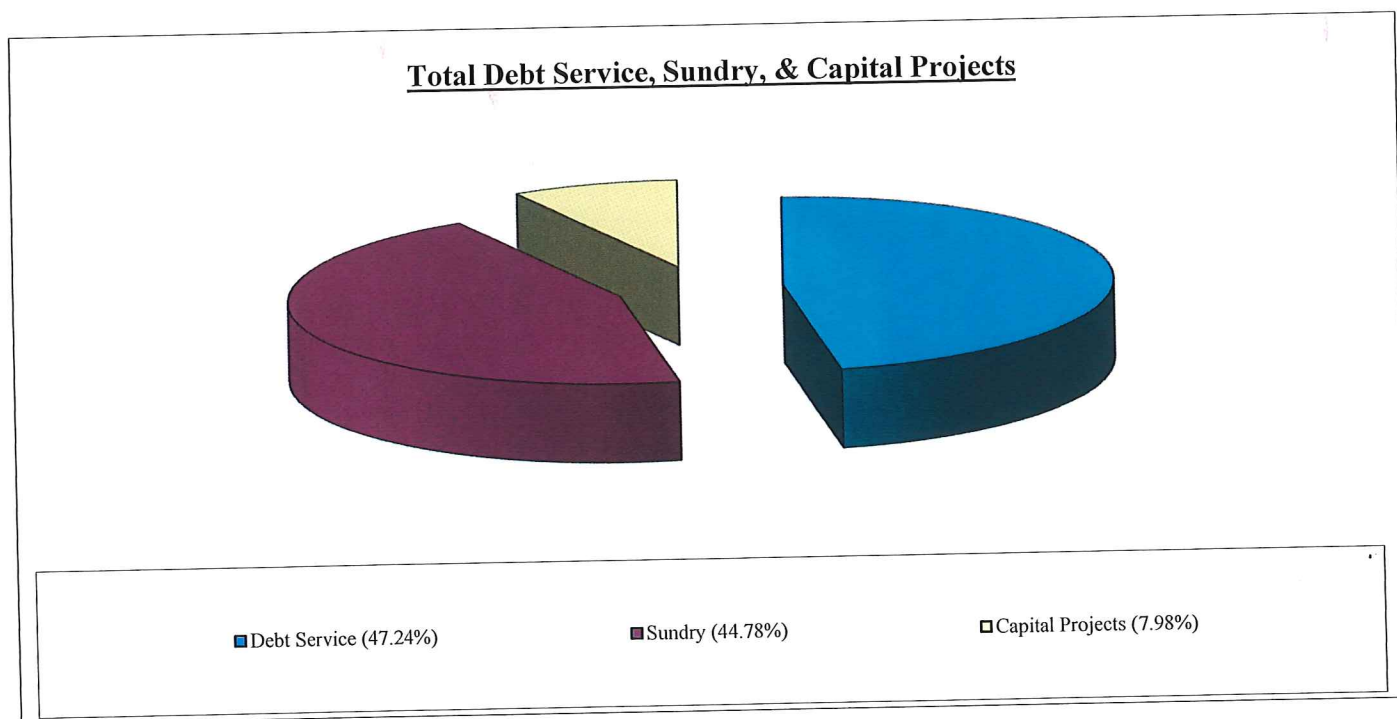
PROGRAM DESCRIPTION

Debt Service, Sundry, & Capital Projects include expenditures associated with debt service including principal and interest, sundry including employee benefits, any unclassified budgeted expenditures, and interfund transfers out to other funds, and interfund transfers out to capital funds.

GOALS AND OBJECTIVES

1. To budget for all scheduled debt service expenditures, and if applicable, any estimated new debt service cost while looking to lower interest rates when possible.
2. To provide full-time employees with the opportunity to receive health insurance for themselves and dependents while attempting to keep costs as low as possible to the Town.
3. To provide funds to maintain the Town of Plainville's capital infrastructure.

	FY 2017	FY 2018	FY 2019	FY 2020
Debt Service	\$4,712,294	\$4,712,294	\$4,400,000	\$4,734,233
Sundry	\$4,057,267	\$44,161,717	\$4,301,279	\$4,488,277
Capital Projects	\$1,100,000	\$1,100,000	\$800,000	\$800,000
Total Expenditures	\$9,869,561	\$9,974,011	\$9,501,279	\$10,022,510



The graph above is a percentage breakdown of the total expenditures in the Debt Service, Sundry, & Capital Projects function.

710 - DEBT SERVICE

PROGRAM DESCRIPTION

This appropriation includes amounts for bonded debt principal and interest payments on School and Town Bonds issued by the Town. A summary of scheduled debt payments is shown below.

PROGRAM COMMENTARY

This appropriation reflects a budget increase of \$334,233. This is the result of a new \$10M GENOB issued in September 2018. The first payments on this issue are due during FY 2020. The Debt Management Fund will be used to offset increased budgetary line item.

DEBT SERVICE TABLE

	Date of Issue	Maturity	Rate	Original Issue Amount	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted
PRINCIPAL							
Refunded TIF	05/25/07	04/01/21	3.65-5.00%	6,855,000	720,000	780,000	845,000
Refunded 2002	10/28/10	07/15/17	3.00-4.00%	3,515,000	500,000	-	-
High School Improvements	10/28/10	07/15/30	3.00-4.00%	4,000,000	200,000	200,000	200,000
Toffolon School Improvements	10/28/10	07/15/30	3.00-4.00%	6,700,000	335,000	335,000	335,000
Refunded 2005/2006	01/04/12	08/15/23	2.50-3.81%	12,535,000	1,315,000	1,300,000	1,295,000
Refunded 2007 Series A	09/15/15	04/15/27	3.00-4.00%	5,025,000	515,000	500,000	510,000
BAN	02/15/18	09/14/18	2.00%	4,000,000	-	100,000	-
Road Improvements	09/05/18	09/05/38	2.25-4.00%	4,900,000	-	-	245,000
Fire Trucks	09/05/18	09/05/38	2.25-4.00%	2,100,000	-	-	105,000
Wheeler School	09/05/18	09/05/38	2.25-4.00%	3,000,000	-	-	150,000
Total Principal					3,585,000	3,215,000	3,685,000

	Date of Issue	Maturity	Rate	Original Issue Amount	FY 2018 Actual	FY 2019 Estimated	FY 2020 Adopted
INTEREST							
Refunded TIF	05/25/07	04/01/21	3.65-5.00%	6,855,000	135,500	99,500	60,500
Refunded 2002	10/28/10	07/15/17	3.00-4.00%	3,515,000	7,500	-	-
High School Improvements	10/28/10	07/15/30	3.00-4.00%	4,000,000	27,000	20,000	12,000
Toffolon School Improvements	10/28/10	07/15/30	3.00-4.00%	6,700,000	45,225	33,500	20,100
Refunded 2005/2006	01/04/12	08/15/23	2.50-3.81%	12,535,000	231,300	189,950	146,050
Refunded 2007 Series A	09/15/15	04/15/27	3.00-4.00%	5,025,000	165,800	150,350	135,350
Refunded 2011 HS Series A	08/23/16	07/15/30	3.25-4.00%	2,000,000	68,140	68,140	68,140
Refunded 2011 Toffolon Series A	08/23/16	07/15/30	3.25-4.00%	3,370,000	114,860	114,860	114,860
BAN	02/15/18	09/14/18	2.00%	4,000,000	27,247	46,444	-
Road Improvements	09/05/18	09/05/38	2.25-4.00%	4,900,000	-	-	236,294
Fire Trucks	09/05/18	09/05/38	2.25-4.00%	2,100,000	-	-	101,269
Wheeler School	09/05/18	09/05/38	2.25-4.00%	3,000,000	-	-	144,670
Total Interest					822,572	722,744	1,039,233
Miscellaneous Costs					11,795	79,696	10,000
Tot Debt Service					4,419,367	4,017,440	4,734,233

710 DEBT SERVICE

	SPENT FY 2018	APPROP FY 2019	SPENT TO DATE	ESTIMATED FY 2019	DEPT REQ FY 2020	MGR REC FY 2020	COU APPRV FY 2020	COU INC/(DEC) \$	%
54711 Principal	3,585,000	3,215,000	3,215,000	3,215,000	3,685,000	3,685,000	3,685,000	470,000	14.62%
54721 Interest	822,572	712,248	722,744	722,744	1,039,233	1,039,233	1,039,233	326,985	45.91%
54723 Miscellaneous	11,795	472,752	79,696	79,696	10,000	10,000	10,000	(462,752)	(97.88%)
TOTAL DEBT SERVICE	4,419,367	4,400,000	4,017,440	4,017,440	4,734,233	4,734,233	4,734,233	334,233	7.60%

820 - EMPLOYEE BENEFITS

PROGRAM DESCRIPTION

This program provides funding for the various employee benefits. These include health, dental, vision, prescription, life, accident, long-term disability, pension, and unemployment compensation. All employees contribute to health and dental benefit premiums and pension plans. The Town offers a defined contribution (DC) pension plan and a defined benefit (DB) plan. All new employees, except for Police, are automatically enrolled into the DC plan.

PROGRAM ACCOMPLISHMENTS FY 2019

- Reviewed employee health insurance lowering costs to Town.
- Implemented increased employee health insurance co-pays and deductibles.
- Changed health insurance carriers, going from self-insured to fully-insured joining the State of Connecticut Partnership 2.0 Plan. Costs in the long run will be lower than the claims costs incurred under the HDHP.
- Offered vision insurance to all employees at 100% employee pay, other than Police who have this benefit in their union contract at the same premium co-pay percentage as medical insurance.
- Continued to work with the Wellness Committee to look at ways the Town can offer incentives to employees to live a healthier lifestyle with the hopes of creating a healthier workforce and reduced health care claims.

PROGRAM OBJECTIVES FY 2020

- To keep health insurance claims at a controlled level.
- Evaluate pension investment returns getting all employees involved through informational meetings.
- Lower DB plan interest return assumption and update mortality table. Both changes will increase Town contribution over time but is more realistic in today's world.
- To maximize pension investment return in order to minimize contributions to the defined benefit plan.
- Adjust employee health insurance co-pays to minimize premium increases.
- Continue with the successful reconvened Wellness Committee.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Defined Benefit Plans	2	2	2
Defined Contribution Plans	6	6	6
Unemployment Claims	1	2	2
Physicals	20	20	20
HDHP Plan Contracts	89	0	0
PPO Plan Contracts	8	96	100

BUDGET COMMENTARY

All full-time town employees are now part of the State of CT Partnership 2.0 Plan, a reduced cost to the Town and a better health plan for the employees. Salary changes are reflected in social security (FICA) and Medicare contributions.

51205 Municipal Retirement: Town contributions toward Town employees in the defined benefit and defined contribution plans.

51206 Police Retirement: Town contribution toward Police officers in the defined benefit plan.

51207 State Teachers Retirement: State mandated BOE/Town contribution towards State Teachers retirement plan. Subsequent to Town budget adoption, State of CT removed this mandate.

51209 Medicare: Town contribution equal to 1.45% of all earned income.

51210 FICA: Town contribution equal to 6.20% of all earned income.

51211 Medical Premiums: Town cost of medical insurance premiums to State of CT Partnership 2.0 Plan.

51212 Dental Premiums: Town cost of dental insurance premiums.

51213 Vision Premiums: Town cost of vision insurance premiums.

51225 AD&D/Life/LTD/EAP: Town cost for various employee insurances.

51240 Deferred Compensation: Town contribution toward management level employees' deferred compensation plan.

51250 Unemployment Compensation: Town cost of former employees' filing unemployment claims.

51260 Physicals/Vaccines: Town cost for employee physicals and/or vaccines as required by personnel rules.

Town of Plainville, Connecticut
 Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
 As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)	
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-820	Employee Benefits									
	Fringe Benefits									
51205	Municipal retirement	\$ 512,660	\$ 526,600	\$ 453,779	\$ 515,674	\$ 530,000	\$ 537,000	\$ 537,000	\$ 10,400	1.97%
51206	Police retirement	520,370	535,000	535,357	575,357	550,000	616,000	576,000	41,000	7.66%
51207	State Teachers retirement	-	-	-	-	-	-	107,640	107,640	100.00%
51209	Medicare	139,028	138,000	116,600	132,000	138,000	138,000	138,000	-	0.00%
51210	FICA	544,244	542,000	459,458	512,000	542,000	542,000	542,000	-	0.00%
51211	Medical premiums	1,267,506	1,617,775	1,640,033	1,548,562	1,683,670	1,641,101	1,641,101	23,326	1.44%
51212	Dental premiums	32,424	27,816	27,816	29,253	31,013	31,013	31,013	3,197	11.49%
51213	Vision premiums	-	-	8,126	2,425	2,500	2,500	2,500	2,500	100.00%
51225	AD&D/Life/LTD/EAP	37,310	39,355	35,609	38,855	38,910	38,910	38,910	(445)	-1.13%
51240	Deferred compensation	79,615	73,000	64,923	73,000	73,000	73,000	73,000	-	0.00%
51250	Unemployment comp	190	1,000	2,743	3,200	1,000	1,000	1,000	-	0.00%
51260	Physicals/vaccines	5,817	9,120	5,025	7,725	8,500	8,500	8,500	(620)	-6.80%
	Total Fringe Benefits	3,139,164	3,509,666	3,349,469	3,438,051	3,598,593	3,629,024	3,696,664	186,998	5.33%
0100-820	Total Employee Benefits	\$3,139,164	\$3,509,666	\$3,349,469	\$3,438,051	\$3,598,593	\$3,629,024	\$3,696,664	\$ 186,998	5.33%

830 - UNCLASSIFIED

PROGRAM DESCRIPTION

The purpose of this account is for unforeseen expenditures that will occur during the year.

PROGRAM ACCOMPLISHMENTS FY 2019

- Kept unforeseen expenditures to a minimum.

PROGRAM OBJECTIVES FY 2020

- To continue to provide contingency funding in future years.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
None to Report			

BUDGET COMMENTARY

52435 Other Contractual Services: Unclassified funds for unforeseen expenditures.

Town of Plainville, Connecticut
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 As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-830 Unclassified										
Other Services & Charges										
52435	Other contractual	\$ 18,973	\$ 30,000	\$ 12,461	\$ 18,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	0.00%
	Total Other Serv & Charges	18,973	30,000	12,461	18,000	30,000	30,000	30,000	-	0.00%
0100-830 Total Unclassified		\$ 18,973	\$ 30,000	\$ 12,461	\$ 18,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	0.00%

							(Over)/Under
		Original	Additional	Final	Actual	Budget	
Historical Analysis		Budget	Transfers	Appropriation	Budget	Expended	for FY
52435	Other contractual - 2014	30,000	15,000	-	45,000	44,794	206
52435	Other contractual - 2015	30,000	35,000	-	65,000	57,878	7,122
52435	Other contractual - 2016	30,000	-	-	30,000	18,786	11,214
52435	Other contractual - 2017	50,000	-	-	50,000	22,532	27,468
52435	Other contractual - 2018	30,000	-	-	30,000	18,973	11,027
		170,000	50,000	-	220,000	162,963	57,037
	Five (5) year average	34,000	10,000	-	44,000	32,593	11,407
	Three (3) year average	36,667	-	-	36,667	20,097	16,570

840 - INTERFUND TRANSFERS OUT – CAPITAL FUNDS

PROGRAM DESCRIPTION

The following chart details the expenditures that are budgeted for the Capital and Non-Recurring Fund for Town Government and Board of Education.

Projects & Major Equipment	Department Request	Town Council Approved
Town Government Requests		
1. Finance Departments		
Assessor Revaluation – aggregate	\$ 50,000	\$ 50,000
2. Data Processing Department		
Upgrades & Equipment - aggregate	30,000	30,000
Green Wi-Fi	3,600	3,600
Fiber Install for Municipal & BOE Buildings	100,000	38,000
3. Police Department		
Computer Aided Dispatch & Records – aggregate	16,000	16,000
Patrol Cruisers Ford Interceptors – 2 – aggregate	65,000	65,000
Patrol Cruiser Outfitting – 2 – aggregate	22,500	22,500
Police Equipment – handguns	14,000	14,000
Police Equipment – police & SWAT vests	7,940	-
Dispatch Communication Equipment (1 st of 5 annual lease payments) – aggregate	157,848	157,848
Computer Replacements - aggregate	38,000	25,000
Defibrillator in Patrol Cruisers – 1 – aggregate	6,400	6,400
Video Cameras in Patrol Cruisers – 2 – aggregate	14,000	14,000
Update Police Station	25,000	-
Ford F150 Ext. Cab 4WD Pickup	40,500	-
4. Fire Department		
Personal Protective Equipment – aggregate	30,000	30,000
Hurst Tool Power Unit (Jaws of Life) - aggregate	12,000	12,000
Pump Skid Utility 1	34,000	34,000
Thermal Imaging Cameras - aggregate	17,000	-
5. Roadways Department		
Repaint Roadways Building	50,000	-
Diesel Class 8 Mack Dump Truck (#12)	220,679	220,679
Replacement snowplow for Mack Truck	8,500	8,500
Truck Chassis w/Vacuum Catch Basin Cleaner	425,000	-
6. Buildings & Grounds Department		
Library Roof Coating	8,000	-
Police Department Roof Coating	10,000	10,000
Senior Center Roof	23,000	23,000
ADA Transition Plan Upgrades	10,000	-
Boiler Replacements – aggregate	27,000	-
4WD Mower - aggregate	15,000	-
MSP Ball Diamond Upgrades – aggregate	20,000	-
Norton Park Canal Dredging – aggregate	10,000	-
Municipal Center Fire Alarm Upgrade - aggregate	45,000	-

Projects & Major Equipment		Department Request	Town Council Approved
Town Government Requests (Continued)			
6. Buildings & Grounds Department (Continued)			
Recreation Department Roof Replacement	\$	65,000	\$ -
4WD Pickup Truck #48 – aggregate		33,000	-
7. Technical Services Department			
Tomlinson Avenue Bridge		250,000	-
Metacomet Detention Pond Outlet Improvement		35,000	-
Minor Bridge Repairs		35,000	-
Roadway Sign Replacement Program - aggregate		15,000	-
Downtown Decorative Sidewalk Re-Glazing & Sealing		25,000	-
Town Line Road Reconstruction		1,600,000	1,600,000
Robotic Total Station		25,000	-
MS4 Monitoring Program – aggregate		30,000	15,000
Sidewalk Construction – aggregate		50,000	30,000
8. Human Services – Senior Center Department			
Dial-A-Ride Vehicle Match – aggregate		70,000	70,000
Total Gross Town Government Requests		3,788,967	2,495,527
Board of Education Requests			
1. District Wide			
Cleaning Equipment - aggregate		15,000	15,000
Security Improvements - aggregate		25,000	-
2. Plainville High School (PHS)			
Repaint Exterior of 1954 Section		50,000	-
Update Head-End AC Units		6,750	6,750
Automate Field Lighting		25,000	-
Design a Secure Entrance		28,000	-
Build a Secure Entrance		50,000	-
3. Toffolon School			
Landscape Improvements		27,000	-
Reconfigure Chilled Water Piping		9,500	9,500
4. Technology			
PHS Displays – Phase II		87,500	64,372
Chromebooks Grades 6, 9, & 10		135,000	86,893
Chromebook Cases		10,000	10,000
Office Desktop Linden & MSP		12,000	10,488
Maker Space/STEAM Hardware		42,300	42,300
Technicians Laptops		6,000	6,000
Security Camera Server		10,000	10,000
Kindergarten iPads		23,595	27,390
PHS 126 CAD Lab		-	16,800
Special Ed iPads		4,290	4,980
Total Gross Board of Education Requests		566,935	310,473
Total Gross Town of Plainville Capital Requests		4,355,902	2,806,000
Less: Use of Grant Funds		-	(1,786,000)
Less: Use of Debt Management Funds		-	(220,000)
Total Net Town of Plainville Capital Requests	\$	4,355,902	\$ 800,000

PROGRAM COMMENTARY

The department requests for the Capital budget totaled \$4,355,902; the Town Council reduced that request by \$1,549,902 and further reduced that by using \$1,786,000 of anticipated grant funds and \$220,000 of Debt Management funds to arrive at the General Fund budget contribution towards Capital improvements of **\$800,000**. The Capital budget contribution from the General Fund will be funded as follows: \$619,527 – Town Government and \$180,473 - Board of Education.

Due to the fiscal limitations, capital purchases focused only on matters of critical need and life safety concerns. Funded are the following capital items:

- **Finance Departments – Assessor Revaluation (\$50,000):** Funding is for the town-wide revaluation due for October 1, 2021.
- **Data Processing Upgrades & Equipment (\$30,000):** Recurring computer replacement cycle, network infrastructure, software upgrades, and contractual requirements.
- **Data Processing Green Wi-Fi (\$3,600):** New, recurring cost for free Green Wi-Fi in business district of Plainville located on streetlights; four (4) months of contract.
- **Town-Fiber – Phase I (\$38,000):** Fiber installation across Town.
- **Police Department Patrol Cruisers – 2 (\$65,000):** The Police Department depends on its vehicles for safe, timely, and reliable operation. Vehicles average over 15,000 miles a year, with the fleet mileage of approximately 225,000 miles. Due to the severe duty and operating conditions of these vehicles, anticipated lifespan should be no more than 5 years. By the end of the next fiscal year, over half the fleet will have reached its anticipated five-year lifespan.
- **Police Department Patrol Cruiser Outfitting (\$22,500):** Funding outfits two (2) patrol cruisers.
- **Police Department Dispatch Communication Equipment (\$157,848):** Funding provides for the first payment on a new five-year lease to replace outdated dispatch communication equipment.
- **Police Department Defibrillator in Patrol Cruisers 1 – (\$6,400):** Replaces older models out of warranty after eight (8) years.
- **Police Department Video Cameras in Patrol Cruisers – 2 (\$14,000):** Replaces older models out of warranty after five (5) years.
- **Police Department Computer Aided Dispatch & Records (\$16,000):** This funding is part of a multi-year initiative to build funds towards the eventual replacement of the towns computer aided dispatching system. The current system is over ten years old, exceeding its anticipated lifespan. Soon, the extensive maintenance needs, concerns over reliability, pending updates to Microsoft Software and computer hardware infrastructure will render this system not only out of date, but also unusable.
- **Police Department Computer Replacements (\$25,000):** Capital funding for computer replacements will enable the Police Department to update its aging computer infrastructure. Additionally, when new Police vehicles come on line, they will need mobile computer systems installed.
- **Police Department Handguns (\$14,000):** Replacement of handguns.
- **Fire Department Personal Protective Equipment (\$30,000):** This capital item accounts for personal protective equipment, and other needed equipment for safe Fire operations on an annual basis.
- **Fire Department Hurst Tool Power Unit (Jaws of Life) (\$12,000):** Funding puts a unit on all Fire Department apparatus' ensuring the public safety.
- **Fire Department Pump Skid Utility 1 (\$34,000):** Pump skid for Utility 1 vehicle that allows water pressure for smaller off-road calls.
- **Roadways Department Diesel Class 8 Mack Dump Truck (\$220,679):** Replaces a 1992 diesel class 8 Mack dump truck. Replacement needed to avoid a large repair cost.
- **Roadways Department Snowplow (\$8,500):** Replaces a twenty (20) year old snow plow for truck #12. Replacement needed to avoid a large repair cost.
- **Buildings & Grounds Department Police Roof Coating (\$10,000):** This item installs a protective coating on the flat roof of the Police Station. This will extend the existing roof life and reduce leaks.
- **Buildings & Grounds Department Senior Center Roof (\$23,000):** This item replaces the shingle roof and decking on the oldest section of the roof. Leaks are becoming more frequent on this now eighteen (18) year old roof.
- **Technical Services Department Town Line Road Reconstruction (\$1,600,000):** Funding provides for pavement reconstruction of Town Line Road from South Washington to Red Stone Hill Road. 100% funded by State of CT grant.
- **Technical Services Department MS4 Monitoring Program (\$15,000):** Funding starts to provide for MS4 monitoring compliance as mandated by CT DEEP for stormwater discharge outlets.

- **Technical Services Department Sidewalk Construction (\$30,000):** Funding starts to provide for the replacement of sidewalks that need repair.
- **Human Services Senior Center Department Dial-A-Ride Match (\$70,000):** Replaces an older 2011 bus with a fourteen (14) passenger Dial-A-Ride vehicle that would be funded by a State of CT grant for \$56,000.
- **Board of Education District Wide Cleaning Equipment (\$15,000):** Multi-year project to replace aging cleaning equipment.
- **Board of Education Plainville High School Update Head-End AC Units (\$6,750):** Will replace two (2) head end AC units.
- **Board of Education Toffolon School Reconfigure Chilled Water Piping (\$9,500):** This system has been problematic due to incorrect, initial piping. Chillers will likely fail unless this is repaired.
- **Board of Education Technology PHS Displays Phase II (\$64,372):** Completes the project which began in FY 2018-2019 to replace eleven (11) year-old technology equipment that is failing.
- **Board of Education Technology Chromebooks Upgrades for Grades 6, 9, & 10 (\$86,893):** Replaces four (4) year-old Chromebooks originally purchased for PHS students and passed down to lower grades.
- **Board of Education Technology Chromebooks Cases (\$10,000):** Cases for grades 6, 9, & 10 Chromebooks.
- **Board of Education Technology Office Desktops at Linden and MSP (\$10,488):** Replaces office desktop computers that are technologically obsolete.
- **Board of Education Technology Maker Space/STEAM Hardware (\$42,300):** Elementary and MSP iPads and related hardware necessary for award winning program. Also includes Phase II MSP Auditorium lighting that has become a safety issue.
- **Board of Education Technology Technician Laptops (\$6,000):** Five (5) computers are beyond useful life, needed for Technicians to run and maintain the District and Town's technology equipment.
- **Board of Education Technology Security Camera Server (\$10,000):** For security monitoring district-wide.
- **Board of Education Technology Kindergarten iPads (\$27,390):** Five (5) iPads for each kindergarten class to support well defined curriculum. Replaces seven (7) year-old equipment.
- **Board of Education Technology PHS 126 CAD Lab (\$16,800):**
- **Board of Education Technology Special Ed iPads (\$4,980):** iPads for Special Ed needs.

BUDGET COMMENTARY

Interfund Transfers Out – Operational Costs

55509 Xfer Out – SS Emergency Fund: Appropriation to fund Social Services Emergency Fund #0900.

55516 Xfer Out – Recreation Fund: Appropriation to fund Recreation Fund #1600 in Special Funds Section K.

55581 Xfer Out – Library Fund: - Appropriation to fund Library Fund #8100 in Special Funds Section K.

55583 Xfer Out – Senior Center Transportation: Appropriation to fund Senior Center Transportation Fund #8300 in Special Funds Section K.

Interfund Transfers Out – Non-Operational Costs

55511 Xfer Out – Town Capital Fund: Appropriation to fund Town capital projects as detailed above in Fund #1100 in Special Funds Section K.

55512 Xfer Out – BOE Capital Fund: Appropriation to fund BOE capital projects as detailed above in Fund #1200 in Special Funds Section K.

Town of Plainville, Connecticut
 Adopted Town Government Expenditure Budget Detail - Fiscal Year 2019 - 2020
 As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-840	Interfund Xfers Out	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Operational Costs										
Interfund Transfers - Other Funds										
55509	Xfer out - SS Emer fund	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	0.00%
55516	Xfer out - Recreation fund	90,000	83,500	83,500	83,500	83,500	83,500	83,500	-	0.00%
55575	Xfer out - Health Insurance	1,100,000	-	-	-	-	-	-	-	0.00%
55581	Xfer out - Library fund	652,702	649,951	649,951	649,951	649,951	649,951	649,951	-	0.00%
55583	Xfer out - Senior Center	27,662	27,662	27,662	27,662	27,662	27,662	27,662	-	0.00%
	Subtotal Operational Costs	1,870,864	761,613	761,613	761,613	761,613	761,613	761,613	-	0.00%
Non-Operational Costs										
Interfund Transfers - Capital Fund:										
55511	Xfer out - Town cap fund	686,950	575,100	575,100	575,100	575,100	537,527	619,527	44,427	7.73%
55512	Xfer out - BOE cap fund	387,050	224,900	224,900	224,900	224,900	412,050	180,473	(44,427)	-19.75%
	Subtotal Non-Operational	1,074,000	800,000	800,000	800,000	800,000	949,577	800,000	-	0.00%
0100-840	Total Interfund Xfers Out	\$ 2,944,864	\$ 1,561,613	\$ 1,561,613	\$ 1,561,613	\$ 1,561,613	\$ 1,711,190	\$ 1,561,613	\$ -	0.00%

Plainville Board of Education



Deborah Hardy
Chairperson

Nicole Palmieri
Vice-Chairperson

Lori Consalvo
Michael Giuliano
Laurie Peterson
Crystal St. Lawrence
Becky Tyrrell
Kathleen Wells
Foster White

Maureen Brummett, Ed.D.
Superintendent of Schools

Steven K. LePage
Assistant Superintendent of Schools



Maureen Brummett, Ed.D.
Superintendent of Schools
One Central Square • Plainville, CT 06062
Phone 860-793-3210 • Fax 860-747-6790
www.plainvilleschools.org
brummettm@plainvilleschools.org

June 4, 2019

To the Plainville Community:

On May 14, 2019, during the second All Day Vote, the Board of Education budget for FY19-20 was approved. The approved operating budget total for next year will be \$38,229,105 which is an increase of \$906,193 or 2.43% over the current year.

The Board of Education approved budget was once again developed using the process of reallocating and reinvesting. This budget is tightly aligned to the goals and objectives of the 2017-2022 Strategic Plan and our District Vision. The administration carefully reviewed every resource and budget account before reallocating resources wherever possible to help sustain our successes and move our high priority initiatives forward.

The Board also approved a plan for capital projects in FY19-20 which was presented to the Town Manager and Town Council. The final approved amount of \$310,473 will allow us to continue our Technology Five-Year Plan along with some facilities improvements.

Copies of the entire Board of Education 2019-20 Final Budget will be available in our office, the Town Manager's office, at the Plainville Library, and on our website, www.plainvilleschools.org.

Sincerely,

Maureen Brummett, Ed.D.
Superintendent of Schools

MB:jc

910- SCHOOL BUDGET

Budget Process

It is important to consider a budget as a plan to accomplish goals. With this in mind, our budget plan is aligned to our vision statement: *To inspire and prepare lifelong learners to follow their passion, engage in their communities, and positively impact our global society.* Our strategic plan is grounded in the following belief statements:

- ▶ Our public school system is the core of the community and has a fundamental responsibility to develop productive, educated citizens in a democratic society.
- ▶ Optimal achievement for each learner is a responsibility shared by students, home, school, and community.
- ▶ We must provide each student with a comprehensive curriculum and effective instruction to ensure meaningful engagement in the learning process.
- ▶ A safe, caring learning environment promotes the academic growth, health, and emotional well being of each student.
- ▶ Communication and collaboration serve to increase knowledge, trust and respect, and are the responsibility of everyone in the community.
- ▶ Professional Learning Communities foster teamwork that results in the continuous improvement of teaching and learning outcomes.

The BOE reviewed and adopted the capital budget at the December 2019 Board meeting. At the December Board meeting, the budget calendar was adopted. Special meetings (budget work sessions) were held on January 22, 23 and February 6 with the Board of Education..

Prior to meeting with the Board of Education, administrators created a budget that was designed to fund their school's needs and services. This included a reduction of some line items to allow for an increase in others. The budget the Superintendent presented to the Board of Education reflected a 3.44% increase over the current year. This included insurance increases estimated at 8.00%. Subsequently, during the course of the process, reductions were made resulting in a 3.00% increase in the Board of Education budget approved on February 11. The budget maintains appropriate class sizes and allows the Board to sustain valued programs. The following program highlights are achieved with this modest increase, largely through the reallocation of existing resources:

Goals for 2019-20 as defined in Strategic Plan

- Maintain 1:1 Chromebooks from grades 3-12
- Continued growth of technology infrastructure
- Continued focus on culturally responsive teaching practices and social/emotional learning
- Maintain full day, full week Preschool for all 4 year olds in Plainville
- Maintain reasonable class sizes at all grade levels

Program Commentary

The Board of Education approved FY19-20 budget does include the reduction of two Plainville High School Special Education tutors.. This budget includes a number of staffing changes including the reduction of one Plainville High School Art teacher through retirement. Four additional teacher retirements will be replaced with lower salaried staff. Budget increases have averaged 1.07% over the past eight years

after adjusting for mid-year State revenue reductions in 2016-17 and 2017-18 and for the health insurance adjustment in 2018-19. We are also very proud of the following accomplishments during the 2018-19 school year:

Significant Accomplishments in 2018-19

- Toffolon teacher receives the Milken Family Foundation National Educator Award in January, 2019
- Plainville High School students connecting with peers across the globe
- New Visitor Management System and other safety enhancements throughout the district
- Local company brings Linden Street School's Eco-Friendly Greenhouse dream to life
- Superintendent appointed to Connecticut Advisory Commission on Intergovernmental Relations
- District nears \$2M in Energy Program savings
- Plainville Community Schools named a "District of Distinction" by national publication, District Administration
- Elementary RAMP Program continues to bridge learning over the Summer
- Plainville High School Soccer team wins State Championship
- Board/School District recognized for Excellence in Leadership and Communication
- Students' districtwide standardized test scores are at or above the State in most standardized testing areas

Areas of Budget Change

Salaries – Due to the changes detailed above and with contractual increases figured in, the salary line will increase by \$892,014 from 2018-19.

Health Insurance/Benefits – Health insurance is budgeted to increase 8.00% over the 2018-19 amount based on expectations from the new State plan.

Professional Services - We have budgeted a reduction in Professional Services, largely related to a reduction in the use of Interns from the University of Bridgeport. This relates to an increase in the cost budgeted on the Substitute Teacher line.

Repairs and Other Property Services – The overall decrease in this area is in consideration of a challenging budget year. The budget allows for a reasonable level of maintenance, although the potential for unforeseen risks were not funded.

Transportation – Our transportation account was decreased significantly in 2018-19 and the 2019-20 plans to sustain lower rates..

Tuitions – The District continues the strategy of returning outplaced students to the district and has budgeted a reduction to the tuition line compared to the 2018-19 amount. Excess Cost reimbursement within this line has been budgeted at level corresponding to fewer outplacements and a lower anticipated reimbursement rate.

Capital Improvements – Capital improvements are included in the Town's capital plan in 2019-20. This includes necessary improvements to our technology infrastructure.

Student Population – The 2018-19 student population census was 2,370. We expect stable enrollment in PreK-12 for the upcoming school year.

Summary 2019-20 Budget:

This budget is critical for the continuation of the educational progress that we have been making in the Plainville Community Schools. Our hope is that we can continue to offer the support and programs that are currently in the budget and that are even more critical in difficult economic times.

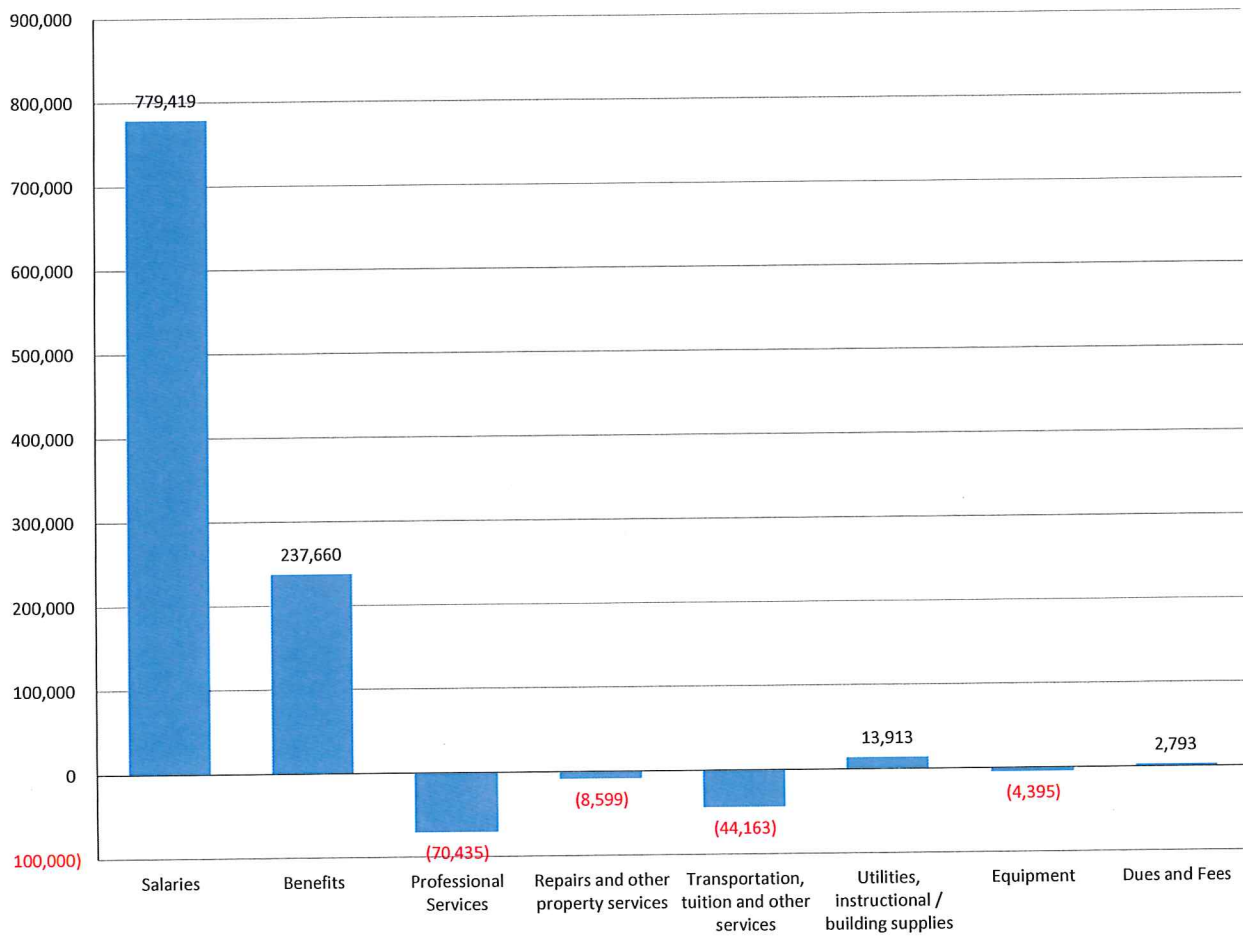
This is a realistic budget that focuses on three core goal areas that support students, teaching, and learning.

Goal 1: Students: Develop a student centered curriculum with an emphasis on the mastery of power standards and essential skills that ensure students are college and career ready upon graduation.

Goal 2: Teaching: Provide teachers with regular collaboration time, relevant professional development, and meaningful feedback to promote innovative teaching practices.

Goal 3: Learning: Ensure that systems for assessing and measuring learning targets provide data to improve teaching practices and student learning.

2019-20 Operating Budget Increase of \$906193 or 2.43% Changes in Accounts



Town of Plainville, Connecticut
 Adopted Board of Education Expenditure Budget Detail - Fiscal Year 2019 - 2020
 As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual	Budgeted	Spent To	Estimated	Superintendent	BOE	BOE/Council	Council App Inc/(Dec)	
		Expended		Date		Request	Approved	Approved	\$	%
0100-910	Board of Education									
Other Services & Charges										
52465	Agency subsidy	\$ 35,208,416	\$ 37,322,912	\$ 31,484,919	\$ 37,218,582	\$ 38,607,466	\$ 38,550,279	\$ 38,229,105	\$ 906,193	2.43%
	Total Other Serv & Charges	35,208,416	37,322,912	31,484,919	37,218,582	38,607,466	38,550,279	38,229,105	906,193	2.43%
0100-910	Total Board of Education	\$ 35,208,416	\$ 37,322,912	\$ 31,484,919	\$ 37,218,582	\$ 38,607,466	\$ 38,550,279	\$ 38,229,105	\$ 906,193	2.43%

SUMMARY BY LINE Adopted Budget 2019-2020						
Object	Description	2018-19 Adopted Budget	2019-20 Adopted Budget	Dollar Change	Percent Change	Percent of Operating Budget
1000	Salaries	\$24,058,177	\$24,837,596	\$779,419	3.24%	65.0%
2000	Benefits	\$7,252,509	\$7,490,169	\$237,660	3.28%	19.6%
3000	Professional Services	\$658,007	\$587,572	(\$70,435)	(10.70%)	1.5%
4000	Repairs and other property services	\$618,648	\$610,049	(\$8,599)	(1.39%)	1.6%
5000	Transportation, tuition and other service	\$2,936,495	\$2,892,332	(\$44,163)	(1.50%)	7.6%
6000	Utilities, instructional / building supplies	\$1,680,956	\$1,694,869	\$13,913	0.83%	4.4%
7000	Equipment	\$43,595	\$39,200	(\$4,395)	(10.08%)	0.1%
8000	Dues and Fees	\$74,525	\$77,318	\$2,793	3.75%	0.2%
TOTAL OPERATING BUDGET		\$37,322,912	\$38,229,105	\$906,193	2.43%	100.0%

FIVE YEAR OBJECT BUDGET HISTORY						
Object	Major Accounts	2015-16	2016-17	2017-18	2018-19	2019-20
1000	SALARY	\$22,735,909	\$23,086,051	\$23,496,346	\$24,058,177	\$24,837,596
2000, 8000	BENEFITS/OTHER	\$5,495,596	\$5,626,004	\$5,829,994	\$7,327,034	\$7,567,487
3000-5000	PURCHASED SERVICES	\$4,110,310	\$4,268,801	\$4,402,057	\$4,213,150	\$4,089,953
6000	SUPPLIES	\$1,906,994	\$1,736,696	\$1,731,684	\$1,680,956	\$1,694,869
7000	EQUIPMENT	\$117,927	\$106,815	\$43,015	\$43,595	\$39,200
TOTALS		\$ 34,366,736	\$ 34,824,367	\$ 35,503,096	\$ 37,322,912	\$ 38,229,105
Percentage Change from prior year		0.99%	1.33%	1.95%	5.13%	2.43%
Adjusted for ECS reduction				(\$100,000)	(\$300,000)	
Adjusted for unusual health ins.					(\$1,326,561)	
Adjusted Percent Change		0.99%	1.33%	1.66%	0.54%	2.43%

PLAINVILLE COMMUNITY SCHOOLS

Operating Budget Increase

2018-2019 to 2019-2020

2018-2019 Approved Budget	=	\$37,322,912
2019-2020 Adopted Budget Before Health Insurance	=	\$37,917,668
Dollar Increase	=	\$594,756
Percentage Increase Before Health Insurance	=	1.59%
Health Insurance Increase	=	\$311,437
Percentage Increase After Health Insurance	=	2.43%
2019-2020 Adopted Budget After Health Insurance	=	\$38,229,105

BUDGET SUMMARY BY LOCATION
Adopted Budget 2019-2020

Location		2019-2020
Linden Street School	\$	2,822,528
Louis Toffolon School	\$	2,739,257
Frank T. Wheeler School	\$	2,139,325
Middle School of Plainville	\$	4,811,380
Plainville High School	\$	5,363,007
Pupil Personnel Services	\$	5,592,541
Instructional Support	\$	1,057,142
Information Literacy and Technology	\$	1,015,673
District-wide Expenses	\$	12,688,252
GRAND TOTAL		\$ 38,229,105

PROGRAM BUDGET CROSSWALK
Adopted Budget 2019-2020

Program Number	Name	Salaries	Benefits	Professional Services	Repairs and other property services	Transportation, tuition and other services	Utilities, instructional / building supplies	Equipment	Dues and Fees	TOTAL
1001	Art	540,369	162,957	1,000		1,400	30,081	800		736,607
1004	Computer Instruction	18,144	5,472	185,591			5,710			214,916
1006	World Languages	632,035	190,600				13,200			835,836
1007	Instructional Support Services	1,138,416	343,307	17,000	48,500	100,000	69,131		7,000	1,723,355
1009	English-Language Arts	5,048,160	1,522,352			1,000	41,188			6,612,700
1011	Unified Arts	730,453	220,280		300		34,890	9,200		995,123
1012	Interscholastic Sports	339,667	102,432	38,405	57,199		33,480		11,893	583,076
1013	Early Literacy	497,664	150,079	8,000		10,000	26,504			692,247
1014	Mathematics	1,032,538	311,378			2,300	35,362	2,500		1,384,078
1015	Music	677,362	204,269		10,900	8,100	23,793	12,200	700	937,324
1116	Physical Education - Health	799,747	241,176			1,200	18,458			1,060,581
1118	Science	1,222,187	368,570		900		69,813			1,661,470
1119	Social Studies	998,484	301,109				9,650			1,309,243
1121	Student Activities	57,969	17,482			20,800	10,500		3,125	109,876
1234	Special Education	3,942,343	1,188,876	91,500	500	755,200	43,350	6,000	1,000	6,028,768
1300	Adult/Continuing Education	70,963	21,400			3,300	5,700			101,363
2100	Pupil Services	446,445	134,633							581,078
2120	Guidance	571,878	172,459			6,350	8,224			758,911
2130	Health Services	353,340	106,555		500	500	5,000			467,895
2210	Professional Development		-	10,000		7,500	450		1,000	18,950
2220	Instructional Technology	1,029,106	310,343	110,626	75,500	17,750	83,870		1,400	1,628,595
2300	Central Administration	704,154	212,349			26,550	40,000		21,000	1,004,053
2301	General Support	196,606	59,290	50,000		27,200	15,000			348,095
2310	Board of Education		-	55,000		5,000	10,000		20,000	90,000
2400	Building Administration	2,115,926	638,091	1,200	5,500	12,500	36,115	4,000	6,400	2,819,731
2600	Plant Maintenance	421,909	127,233		267,500	4,700	87,400	4,500		913,243
2601	Plant Operation	1,251,730	377,479	17,250	142,750	6,000	768,000		3,800	2,567,010
2602	Insurance		-			170,399				170,399
2700	Transportation		-			1,704,583	170,000			1,874,583
GRAND TOTAL		24,837,596	7,490,169	587,572	610,049	2,892,332	1,694,869	39,200	77,318	38,229,105

**Comparison of 2017-18 Actual Expenditures,
Adopted Budgeted 2018-19, & Adopted Budget 2019-20**

<u>Object</u>	<u>Description</u>	<u>2017-18 Expended</u>	<u>2018-19 Adopted Budget</u>	<u>2019-20 Adopted Budget</u>
1110	CERTIFIED ADMINISTRATOR	\$ 2,055,025	\$ 1,824,174	\$ 1,894,078
1111	CERTIFIED TEACHERS	\$ 15,301,678	\$ 15,163,073	\$ 15,490,801
1112	CERT SUBSTITUTE TEACHER	\$ 397,579	\$ 280,000	\$ 380,000
1113	CERT ADVISORS	\$ 308,998	\$ 378,641	\$ 372,089
1114	CHAPERONES & ADVISORS	\$ 17,324	\$ 20,655	\$ 21,000
1115	CERT HOME BOUND TUTORS	\$ 9,725	\$ 5,100	\$ 10,500
1120	CUST & MAINT	\$ 1,253,111	\$ 1,205,922	\$ 1,262,596
1121	CUST & MAINT PT	\$ 82,951	\$ 90,000	\$ 94,513
1122	SECRETARIAL	\$ 1,163,816	\$ 1,258,258	\$ 1,253,795
1124	PARAPROFESSIONAL	\$ 1,166,063	\$ 890,381	\$ 931,043
1126	NURSES	\$ 372,297	\$ 338,347	\$ 352,612
1127	MONITORS	\$ 107,143	\$ 31,267	\$ 43,169
1128	SCHOOL TUTORS	\$ 765,795	\$ 1,089,260	\$ 1,067,873
1199	OTHER NON-BARGAINING	\$ 1,163,964	\$ 1,483,099	\$ 1,663,527
1200	CLASSIFIED SUBSTITUTE	\$ -	\$ -	\$ -
1300	CLASSIFIED OVERTIME	\$ -	\$ -	\$ -
Total 1000 SALARY		\$ 24,165,469	\$ 24,058,177	\$ 24,837,596
2101	EMPLOYEE BENE-HEALTH INS.	\$ 3,924,648	\$ 5,251,209	\$ 5,562,646
2105	EMPLOYEE BENE-ADM DIS I	\$ -	\$ 13,000	\$ -
2106	EMPLOYEE BENE-LIFE-TEAC	\$ 56,715	\$ 60,000	\$ 60,609
2107	EMPLOYEE BENE-LIFE-OTHE	\$ -	\$ -	\$ -
2201	EMPLOYEE BENE-SOC SEC	\$ 784,591	\$ 810,000	\$ 780,317
2301	EMPLOYEE BENE-RETIREMEN	\$ 103,904	\$ 230,000	\$ 230,000
2302	EMPLOYEE BENE-PENSION	\$ 533,587	\$ 567,300	\$ 579,462
2401	PROF DEV-TUITION REIMB	\$ 5,250	\$ 8,000	\$ 8,000
2501	EMPLOYEE BENE-UNEMP COM	\$ 6,500	\$ 10,000	\$ 10,000
2601	EMPLOYEE BENE-WORK COMP	\$ 285,078	\$ 303,000	\$ 259,135
Total 2000 EMPLOYEE BENEFITS		\$ 5,700,273	\$ 7,252,509	\$ 7,490,169
3201	INST PROGRAM SERVICES	\$ 112,754	\$ 134,800	\$ 131,626
3202	CURRICULUM IMPROVEMENT	\$ -	\$ -	\$ -
3301	PROF OPERATING SERVICES	\$ 81,137	\$ 146,000	\$ 103,500
3401	TECHNICAL SERVICES	\$ 411,057	\$ 362,207	\$ 352,446
3402	TECHNICAL SERVICES	\$ -	\$ 15,000	\$ -
Total 3000 PURCHASED SERVICES		\$ 604,947	\$ 658,007	\$ 587,572
4111	WATER SERVICES	\$ 30,500	\$ 30,500	\$ 31,000
4112	SEWER SERVICES	\$ 17,634	\$ 18,200	\$ 19,200
4211	REFUSE COLLECTION	\$ 59,717	\$ 65,500	\$ 66,000
4301	REPAIRS - BUILDINGS	\$ 39,187	\$ 69,800	\$ 61,500
4302	REPAIRS - EQUIPMENT	\$ 148,113	\$ 164,350	\$ 129,300
4304	REPAIRS - PLUMBING	\$ 21,226	\$ 25,600	\$ 26,800
4305	REPAIRS - ELECTRICAL	\$ 17,507	\$ 18,700	\$ 21,600
4309	REPAIRS - TIME & SECURITY	\$ 37,947	\$ 31,800	\$ 32,200
4311	REPAIRS - HEAT & VENTILATING	\$ 78,540	\$ 67,000	\$ 69,350
4421	RENTAL	\$ 54,230	\$ 44,500	\$ 70,900
4500	CONSTRUCTION SERVICES	\$ -	\$ -	\$ -

<u>Object</u>	<u>Description</u>	<u>2017-18 Expended</u>	<u>2018-19 Adopted Budget</u>	<u>2019-20 Adopted Budget</u>
4901	OTHER SERVICES	\$ 76,722	\$ 82,698	\$ 82,199
	Total 4000 PROPERTY SERVICES	\$ 581,322	\$ 618,648	\$ 610,049
5101	TRANSPORTATION - STUDENTS	\$ 959,225	\$ 604,000	\$ 856,554
5102	TRANSPORTATION - FIELD TRIPS	\$ 20,566	\$ 27,908	\$ 29,163
5103	TRANSPORTATION - ATHLETICS	\$ 65,143	\$ 70,670	\$ 78,765
5107	TRANSPORTATION - STV	\$ 31,080	\$ 269,000	\$ 30,801
5108	TRANSPORTATION SPED IN TOWN	\$ -	\$ -	\$ -
5109	TRANSPORTATION SPED IN STATE	\$ 528,333	\$ 700,000	\$ 720,300
5212	INSURANCE - LIABILITY	\$ 149,970	\$ 161,617	\$ 139,359
5214	INSURANCE - SPORTS	\$ 21,922	\$ 25,000	\$ 31,040
5301	TELEPHONE	\$ 33,325	\$ 23,000	\$ 23,000
5302	POSTAGE	\$ 24,594	\$ 24,350	\$ 23,350
5402	ADVERTISING	\$ -	\$ 1,000	\$ -
5501	PRINTING & BINDING	\$ 14,475	\$ 40,150	\$ 31,000
5601	TUITION	\$ 38,676	\$ 140,000	\$ 100,000
5602	TUITION - SPED IN STATE	\$ 677,076	\$ 755,000	\$ 750,000
5650	TUITION - SPED OUT OF STATE	\$ -	\$ -	\$ -
5801	CONFERENCE & TRAVEL	\$ 23,225	\$ 44,300	\$ 38,500
5802	TRAVEL - SPECIALISTS	\$ 3,391	\$ 5,500	\$ 3,700
5901	OTHER PURCHASED SERVICES	\$ 27,363	\$ 45,000	\$ 36,800
	Total 5000 OTHER PURCHASED SE	\$ 2,618,364	\$ 2,936,495	\$ 2,892,332
6103	SUPPLIES - MAINTENANCE	\$ 63,237	\$ 83,800	\$ 84,400
6104	SUPPLIES - CUSTODIAL	\$ 58,141	\$ 62,000	\$ 64,000
6109	SUPPLIES - CENTRAL	\$ 12,410	\$ 12,917	\$ 12,100
6110	SUPPLIES - DUPLICATION	\$ 21,864	\$ 22,060	\$ 22,185
6111	SUPPLIES - INSTRUCTIONAL	\$ 227,744	\$ 361,710	\$ 339,141
6112	SUPPLIES - NON INSTRUCTIONAL	\$ 163,723	\$ 148,795	\$ 156,895
6113	SUPPLIES - TESTING	\$ 11,050	\$ 16,250	\$ 8,500
6114	SOFTWARE INSTRUCTIONAL	\$ 14,501	\$ 27,814	\$ 34,412
6115	SOFTWARE NON-INSTRUCTIONAL	\$ 9,950	\$ 8,700	\$ 12,061
6211	ENERGY - GAS	\$ 185,717	\$ 200,000	\$ 200,000
6221	ENERGY - ELECTRICAL	\$ 363,603	\$ 492,185	\$ 500,000
6241	ENERGY - FUEL OIL	\$ -	\$ 5,000	\$ 4,000
6261	GASOLINE & DIESEL	\$ 161,443	\$ 144,000	\$ 173,000
6401	TEXTBOOKS	\$ 33,789	\$ 51,200	\$ 41,550
6402	WORKBOOKS	\$ 3,971	\$ 3,300	\$ 2,500
6431	LIBRARY BOOKS	\$ 40,300	\$ 33,825	\$ 32,825
6432	PERIODICALS	\$ 4,996	\$ 7,400	\$ 7,300
	Total 6000 SUPPLIES	\$ 1,376,440	\$ 1,680,956	\$ 1,694,869
7301	EQUIPMENT - NEW	\$ 25,778	\$ 13,800	\$ 17,200
7302	EQUIPMENT - REPLACEMENT	\$ 39,614	\$ 29,795	\$ 22,000
	Total 7000 PROPERTY	\$ 65,391	\$ 43,595	\$ 39,200
8101	DUES & FEES	\$ 96,203	\$ 74,525	\$ 77,318
	Total 8000 DUES & FEES	\$ 96,203	\$ 74,525	\$ 77,318
TOTAL BUDGET		\$ 35,208,410	\$ 37,322,912	\$ 38,229,105
Dollar increase:				906,193
% increase:				2.43%

SPECIAL REVENUE FUNDS

Description

This portion of the FY 2019 - 2020 budget reflects revenues and expenditures sources authorized by the legislative body to be used for a specific purpose. The funds included in this section are:

1100 Town Capital Reserve Fund

1200 BOE Capital Reserve Fund

1600 Recreation Fund

6200 Robertson Airport Fund

7100 Sewer Operating Fund

8100 Library Fund

8300 Senior Citizen Transportation Fund

Special Revenue Funds

Special Revenue Funds are used to account for all revenue and expenditure sources authorized by a legislative body to be used for a specific purpose. The annual operating budgets for the Special Revenue Fund types for which a budget is adopted, are prepared on a basis consistent with generally accepted accounting principles. A consolidated statement of revenues and expenditures for Special Revenue Funds is provided below.

	Actual FY 2018	Appropriated FY 2019	Estimated FY 2019	Adopted FY 2020
1100 Town Capital Reserve Fund				
Prior FY Fund Balance	\$ 548,244	\$ 435,687	\$ 435,687	\$ 74,107
Revenues	696,342	585,100	588,420	2,505,527
Expenditures	(808,899)	(575,100)	(950,000)	(2,495,527)
Fund Balance	435,687	445,687	74,107	84,107
1200 BOE Capital Reserve Fund				
Prior FY Fund Balance	175,110	165,857	165,857	141,971
Revenues	387,050	224,900	226,114	310,473
Expenditures	(396,303)	(224,900)	(250,000)	(310,473)
Fund Balance	165,857	165,857	141,971	141,971
1600 Recreation Fund				
Prior FY Fund Balance	90,975	65,162	65,162	39,131
Revenues	232,088	218,875	232,314	226,145
Expenditures	(257,901)	(262,220)	(258,345)	(265,846)
Fund Balance	65,162	21,817	39,131	(570)
6200 Robertson Airport Fund				
Prior FY Fund Balance	461,940	565,415	565,415	542,132
Revenues	293,781	197,623	943,762	120,000
Expenditures	(190,306)	(93,000)	(967,045)	(93,700)
Fund Balance	565,415	670,038	542,132	568,432
7100 Sewer Operating Fund				
Prior FY Fund Balance	2,818,646	3,203,677	3,203,677	3,786,174
Revenues	3,615,586	3,676,000	3,847,975	3,875,500
Expenditures	(3,230,555)	(3,363,131)	(3,265,478)	(3,358,922)
Fund Balance	\$ 3,203,677	\$ 3,516,546	\$ 3,786,174	\$ 4,302,752

	Actual FY 2018	Appropriated FY 2019	Estimated FY 2019	Adopted FY 2020
8100 Library Fund				
Prior FY Fund Balance	\$ 827,356	\$ 830,908	\$ 830,908	\$ 793,916
Revenues	744,181	722,159	710,333	733,247
Expenditures	(740,629)	(722,159)	(747,325)	(733,247)
Fund Balance	830,908	830,908	793,916	793,916
8300 Senior Citizen Trans. Fund				
Prior FY Fund Balance	59,665	61,841	66,424	68,397
Revenues	58,830	60,153	60,123	60,253
Expenditures	(56,654)	(55,570)	(58,150)	(55,571)
Fund Balance *	\$ 61,841	\$ 66,424	\$ 68,397	\$ 73,079

* Fund Balance consists of monies earmarked for Dial-A-Ride and will be used for a new vehicle or to fund services.

Detailed estimated revenue and appropriations (expenditures) by fund are presented following these pages.

1100 – TOWN CAPITAL RESERVE FUND

PROGRAM DESCRIPTION

Each year, the Town appropriates money to fund the operations of several funds outside of the General Fund including the Capital Reserve Fund of the Town Government and the Board of Education.

The following chart details the expenditures that are budgeted for the Capital Reserve Fund for the Town Government.

Projects & Major Equipment	Department Request	Town Council Approved
Town Government Requests		
1. Finance Departments	\$ 50,000	\$ 50,000
Assessor Revaluation – aggregate		
2. Data Processing Department	30,000	30,000
Upgrades & Equipment - aggregate	3,600	3,600
Green Wi-Fi	100,000	38,000
Fiber Install for Municipal & BOE Buildings		
3. Police Department	16,000	16,000
Computer Aided Dispatch & Records – aggregate	65,000	65,000
Patrol Cruisers Ford Interceptors – 2 – aggregate	22,500	22,500
Patrol Cruiser Outfitting – 2 – aggregate	14,000	14,000
Police Equipment – handguns	7,940	-
Police Equipment – police & SWAT vests		
Dispatch Communication Equipment (1 st of 5 annual lease payments) – aggregate	157,848	157,848
Computer Replacements - aggregate	38,000	25,000
Defibrillator in Patrol Cruisers – 1 – aggregate	6,400	6,400
Video Cameras in Patrol Cruisers – 2 – aggregate	14,000	14,000
Update Police Station	25,000	-
Ford F150 Ext. Cab 4WD Pickup	40,500	-
4. Fire Department	30,000	30,000
Personal Protective Equipment – aggregate	12,000	12,000
Hurst Tool Power Unit (Jaws of Life) - aggregate	34,000	34,000
Pump Skid Utility 1	17,000	-
Thermal Imaging Cameras - aggregate		
5. Roadways Department	50,000	-
Repaint Roadways Building	220,679	220,679
Diesel Class 8 Mack Dump Truck (#12)	8,500	8,500
Replacement snowplow for Mack Truck	425,000	-
Truck Chassis w/Vacuum Catch Basin Cleaner		
6. Buildings & Grounds Department	8,000	-
Library Roof Coating	10,000	10,000
Police Department Roof Coating	23,000	23,000
Senior Center Roof	10,000	-
ADA Transition Plan Upgrades	27,000	-
Boiler Replacements – aggregate	15,000	-
4WD Mower - aggregate	20,000	-
MSP Ball Diamond Upgrades – aggregate	10,000	-
Norton Park Canal Dredging – aggregate	45,000	-
Municipal Center Fire Alarm Upgrade - aggregate		

Projects & Major Equipment		Department Request	Town Council Approved
Town Government Requests (Continued)			
6. Buildings & Grounds Department (Continued)			
Recreation Department Roof Replacement	\$	65,000	\$ -
4WD Pickup Truck #48 – aggregate		33,000	-
7. Technical Services Department			
Tomlinson Avenue Bridge		250,000	-
Metacomet Detention Pond Outlet Improvement		35,000	-
Minor Bridge Repairs		35,000	-
Roadway Sign Replacement Program - aggregate		15,000	-
Downtown Decorative Sidewalk Reglazing & Sealing		25,000	-
Townline Road Reconstruction		1,600,000	1,600,000
Robotic Total Station		25,000	-
MS4 Monitoring Program – aggregate		30,000	15,000
Sidewalk Construction – aggregate		50,000	30,000
8. Human Services – Senior Center Department			
Dial-A-Ride Vehicle Match – aggregate		70,000	70,000
Total Gross Town Government Requests		3,788,967	2,495,527
Less: Use of Grant Funds		-	(1,656,000)
Less: Use of Debt Management Funds		-	(220,000)
Total Net Town Government Requests	\$	3,788,967	\$ 619,527

PROGRAM COMMENTARY

The department requests for the Capital budget totaled \$3,788,967; the Town Manager and Town Council reduced that request by \$1,293,440 and further reduced that by using \$1,656,000 of anticipated grant funds and \$220,000 of Debt Management funds to arrive at the General Fund budget contribution towards Town Capital improvements of **\$619,527**.

Town of Plainville, Connecticut
Adopted Town Capital Fund Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

	2017 - 2018		2018 - 2019		2019 - 2020				
	Actual	Budgeted	Spent To	Estimated	Dept	Manager	Council	Council App Inc/(Dec)	
	Expended		Date		Request	Request	Approved	\$	%
1100-840 Town Capital Fund									
Capital Outlay									
54670 CNR	\$ 808,899	\$ 575,100	\$ 811,840	\$ 950,000	\$3,788,967	\$2,543,527	\$2,495,527	\$1,920,427	333.93%
Total Capital Outlay	808,899	575,100	811,840	950,000	3,788,967	2,543,527	2,495,527	1,920,427	333.93%
1100-840 Total Town Capital Fund	\$ 808,899	\$ 575,100	\$ 811,840	\$ 950,000	\$3,788,967	\$2,543,527	\$2,495,527	\$1,920,427	333.93%

Town of Plainville, Connecticut
Adopted Town Capital Fund Revenue Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

	2017 - 2018		2018 - 2019		2019 - 2020		
	Actual	Budgeted	Received	Estimated	Estimated	Increase/(Decrease)	
	Received		Date		Budget	\$	%
Town Capital Fund Revenue							
Licenses & Permits							
42140 Town Clerk CIP fees	\$ 9,392	\$ 10,000	\$ 7,133	\$ 10,000	\$ 10,000	\$ -	0.00%
Total Licenses & Permits	9,392	10,000	7,133	10,000	10,000	-	0.00%
Intergovernmental Revenue							
45540 State of CT	-	-	3,320	3,320	1,656,000	1,656,000	100.00%
Total Intergovernmental Revenue	-	-	3,320	3,320	1,656,000	1,656,000	100.00%
Sundry & Interfund Transfers In							
49101 Interfund transfer in - General Fund	686,950	575,100	575,100	575,100	619,527	44,427	7.73%
49104 Interfund transfer in - Debt Management	-	-	-	-	220,000	220,000	100.00%
Total Sundry & Interfund Transfers In	686,950	575,100	575,100	575,100	839,527	264,427	45.98%
Total Town Capital Fund Revenue	\$ 696,342	\$ 585,100	\$ 585,553	\$ 588,420	\$ 2,505,527	\$ 1,920,427	328.22%

1200 – BOARD OF EDUCATION CAPITAL RESERVE FUND

PROGRAM DESCRIPTION

Each year, the Town appropriates money to fund the operations of several funds outside of the General Fund including the Capital Reserve Fund of the Town Government and the Board of Education.

The following chart details the expenditures that are budgeted for the Capital Reserve Fund for the Board of Education.

Projects & Major Equipment		Department Request	Town Council Approved
Board of Education Requests			
1. District Wide			
Cleaning Equipment - aggregate	\$	15,000	\$ 15,000
Security Improvements - aggregate		25,000	-
2. Plainville High School (PHS)			
Repaint Exterior of 1954 Section		50,000	-
Update Head-End AC Units		6,750	6,750
Automate Field Lighting		25,000	-
Design a Secure Entrance		28,000	-
Build a Secure Entrance		50,000	-
3. Toffolon School			
Landscape Improvements		27,000	-
Reconfigure Chilled Water Piping		9,500	9,500
4. Technology			
PHS Displays – Phase II		87,500	64,372
Chromebooks Grades 6, 9, & 10		135,000	86,893
Chromebook Cases		10,000	10,000
Office Desktop Linden & MSP		12,000	10,488
Maker Space/STEAM Hardware		42,300	42,300
Technicians Laptops		6,000	6,000
Security Camera Server		10,000	10,000
Kindergarten iPads		23,595	27,390
PHS 126 CAD Lab		-	16,800
Special Ed iPads		4,290	4,980
Total Gross Board of Education Requests		566,935	310,473
Less: Use of Grant Funds		-	(130,000)
Total Net Board of Education Requests	\$	566,935	\$ 180,473

PROGRAM COMMENTARY

The department requests for the Capital budget totaled \$566,935; the Town Manager and Town Council reduced that request by \$256,462 and further reduced that by using \$130,000 of anticipated grant funds to arrive at the General Fund budget contribution towards BOE Capital improvements of \$180,473.

Town of Plainville, Connecticut
 Adopted BOE Capital Fund Expenditure Budget Detail - Fiscal Year 2019 - 2020
 As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
1200-840	BOE Capital Fund									
Capital Outlay										
54670	CNR	\$ 396,303	\$ 224,900	\$ 239,205	\$ 250,000	\$567,935	\$412,050	\$310,473	\$ 85,573	38.05%
	Total Capital Outlay	396,303	224,900	239,205	250,000	567,935	412,050	310,473	85,573	38.05%
1200-840	Total BOE Capital Fund	\$396,303	\$224,900	\$239,205	\$250,000	\$567,935	\$412,050	\$310,473	\$ 85,573	38.05%

Town of Plainville, Connecticut
 Adopted BOE Capital Fund Revenue Budget Detail - Fiscal Year 2019 - 2020
 As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020		
		Actual		Received		Estimated	Increase/(Decrease)	
		Received	Budgeted	Date	Estimated	Budget	\$	%
BOE Capital Fund Revenue								
Other Revenues								
48299	Miscellaneous revenue	\$ -	\$ -	\$ 1,214	\$ 1,214	\$ -	\$ -	0.00%
	Total Other Revenues	-	-	1,214	1,214	-	-	0.00%
Intergovernmental Revenue								
45540	State of CT	-	-	-	-	130,000	130,000	100.00%
	Total Intergovernmental Revenue	-	-	-	-	130,000	130,000	100.00%
Sundry & Interfund Transfers In								
49105	Interfund transfer in - Town General Fu	387,050	224,900	224,900	224,900	180,473	(44,427)	-19.75%
	Total Sundry & Interfund Transfers In	387,050	224,900	224,900	224,900	180,473	(44,427)	-19.75%
Total BOE Capital Fund Revenue		\$ 387,050	\$ 224,900	\$ 226,114	\$ 226,114	\$ 310,473	\$ 85,573	38.05%

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515 - RECREATION FUND

PROGRAM DESCRIPTION

Some programs provided by the Recreation Department are operated by fees obtained from several specialized programs. As a rule, the philosophy of the Town is to defray all necessary costs through fees in adult programs as a first priority, and to charge fees for youth-oriented programs only when other alternatives are not feasible. This philosophy takes into consideration that private sector fees would be much greater.

PROGRAM ACCOMPLISHMENTS FY 2019

- Online Registration software system Recdesk implemented in Fall of 2018.
- Improved playground area at Paderewski Park & Norton Park.
- Opened Concession Stand at Berner Pool with healthy options for patrons.
- Continued a good working relationship with High School Aquatic Program.
- Coordinated work that included pruning, planting and general cleaning accomplished by Friends of Tomasso Nature Park.
- Worked in conjunction with the Plainville Public Library, The Rotary Club and the October Fest Committee for the Annual Halloween Party held in Veterans' Memorial Park which included a magician, refreshments and a parade through the center of Town led by musicians from the Middle School of Plainville.
- Attended and stayed informed about the CT Recreation & Parks Association's (CRPA) aquatic issues regarding the State as a whole.
- Continued membership in the National Park & Recreation Association.
- American Red Cross Authorized Provider Aquatic Programs.
- Trained and updated all recreation summer and winter aquatic camp staff in lifeguard training, water safety instruction, and CPR/AED & first aid.

PROGRAM OBJECTIVES FY 2020

- Continue park improvements at Norton Park.
- Periodically reevaluate programs offered and make changes when necessary.
- Continue to provide residents with the highest level of recreation programming.
- Continue to engage The Plainville Soccer Club, Little League, Men's Softball League and Midget Football in a close working relationship.
- Continue to train and update all recreation summer and winter aquatic camp staff in lifeguard training, water safety instruction, and CPR/AED & first aid.
- Continue to work with the Dog Park Committee.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Fee Program Revenue	\$135,426	\$135,000	\$135,000
Trip Revenue (New York, Boston, Skiing)	-	3,000	4,000
Number of fee programs	348	350	350

PERSONNEL			
Full-time Equivalents	2.5	2.5	2.5
Part-time Equivalents	Approx. 125	Approx. 125	Approx. 125

QUALITATIVE

The Recreation Department provides residents of Plainville a wide variety of social, cultural, educational and physical activities. Programs are offered both seasonally and year-round, along with special events to allow many opportunities for the constructive use of one's leisure time.

BUDGET COMMENTARY

The Recreation Special Fund does not operate as a part of the General Fund but rather as a separate entity supported by fees charged for various recreation activities with the remaining needed funds coming from the General Fund shown in Department #840 Interfund Transfers Out. The Recreation Fund will continue to use their fees and fund balance to reduce the general funds appropriations to the Recreation Department budget.

51110 Full-Time Salary: 30% of the full-time salary of the Assistant Director/Aquatic Supervisors is funded here with 70% funded in the General Fund Recreation Department #510.

51120 Part-Time Salary: This account reflects the salaries for the employment of approximately 125 part-time recreation staff members who conduct numerous programs offered throughout the year.

51140 Overtime: Lifeguards. The lifeguards take care of maintaining the pool which results at times in overtime.

52330 Operating Supplies: Most of this line item is budgeted for recreation sponsored Athletic Leagues and for Operating the Summer Day Camp Programs.

52435 Other Contractual: The trip expenses to (revenue neutral) and planned concert series.

Town of Plainville, Connecticut
Adopted Recreation Fund Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
1600-515	Recreation Fund	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51110	Full-time salary	\$ 16,576	\$ 16,375	\$ 9,471	\$ 12,500	\$ 16,703	\$ 16,703	\$ 16,703	\$ 328	2.00%
51120	Part-time salary	211,870	211,505	156,178	211,505	214,803	214,803	214,803	3,298	1.56%
51140	Overtime	2,214	2,310	1,907	2,310	2,310	2,310	2,310	-	0.00%
	Total Personnel	230,660	230,190	167,556	226,315	233,816	233,816	233,816	3,626	1.58%
Supplies										
52330	Operating supplies	18,279	22,030	17,437	22,030	22,030	22,030	22,030	-	0.00%
	Total Supplies	18,279	22,030	17,437	22,030	22,030	22,030	22,030	-	0.00%
Other Services & Charges										
52435	Other contractual	8,962	10,000	9,376	10,000	10,000	10,000	10,000	-	0.00%
	Total Other Serv & Charges	8,962	10,000	9,376	10,000	10,000	10,000	10,000	-	0.00%
1600-515 Total Recreation Fund		\$257,901	\$262,220	\$194,369	\$258,345	\$265,846	\$265,846	\$265,846	\$ 3,626	1.38%

Town of Plainville, Connecticut
Adopted Recreation Fund Revenue Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

Recreation Fund Revenue		2017 - 2018		2018 - 2019		2019 - 2020		
		Actual		Received		Estimated Budget	Increase/(Decrease)	
		Received	Budgeted	Date	Estimated		\$	%
Use of Money								
44110	Investment income	\$ 200	\$ 175	\$ 157	\$ 175	\$ 175	\$ -	0.00%
	Total Use of Money	200	175	157	175	175	-	0.00%
Program Revenue								
46702	Picnic permits	6,520	6,080	5,765	6,500	6,200	120	1.97%
46705	Summer programs	71,416	53,480	35,632	71,000	60,000	6,520	12.19%
46706	Fall programs	14,195	15,820	17,668	17,668	16,000	180	1.14%
46707	Winter programs	11,240	15,050	12,537	12,537	12,000	(3,050)	-20.27%
46710	Concessions	-	-	1,607	1,900	2,500	2,500	100.00%
46711	Pool ID fees	6,490	6,500	3,000	6,000	6,500	-	0.00%
46712	Pool renewal fees	11,759	11,270	3,217	11,500	11,270	-	0.00%
46713	Pool pass fees	15,065	26,000	12,984	15,000	21,000	(5,000)	-19.23%
46728	Trip fees	696	-	2,928	3,000	2,500	2,500	0.00%
46730	BOE sport camps	4,620	-	925	3,500	3,500	3,500	0.00%
	Total Program Revenue	142,001	134,200	96,263	148,605	141,470	7,270	5.42%
Other Revenues								
48101	Refunds	(1,628)	-	(740)	(740)	-	-	0.00%
48220	Other - donations	1,440	1,000	757	757	1,000	-	0.00%
48299	Other - miscellaneous	75	-	17	17	-	-	0.00%
	Total Other Revenues	(113)	1,000	34	34	1,000	-	0.00%
Sundry & Interfund Transfers In								
49101	Interfund transfer in - General Fund	90,000	83,500	83,500	83,500	83,500	-	0.00%
	Total Sundry & Interfund Transfers In	90,000	83,500	83,500	83,500	83,500	-	0.00%
Total Recreation Fund Revenue		\$ 232,088	\$ 218,875	\$ 179,954	\$ 232,314	\$ 226,145	\$ 7,270	3.32%

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6200- ROBERTSON AIRPORT

PROGRAM DESCRIPTION

Established in 1911, Robertson Airport is Connecticut's oldest airfield. The Airport services small-engine commercial and private aircrafts. Notably, Governor John H. Trumbull, a Plainville resident and aviation enthusiast, flew from the airport to gubernatorial appointments. The town purchased the airport for \$7.7 million in December of 2009 from Tomasso Brothers, Inc. The purchase ensured the airport's continued operation amid the closure of similar airfields in Burlington and Madison. Interstate Aviation continues to run the operations of the airport, as they have since 1970.

The FAA requires any profit the town makes from the airport's operations to stay in a special fund that supports the facility, with the exception of a payment in lieu of taxes from the airport fund to the town. The airport has consistently run a surplus under town ownership. Revenue received from the rental of tie downs for planes and gasoline sales above 42,000 gallons is shared between Interstate Aviation and the town.

PROGRAM ACCOMPLISHMENTS FY 2009 - 2019

- In 2019 completed a Property Condition Assessment for the Hangers at Robertson Airport to help develop a CIP/Maintenance Plan.
- In 2018, Interstate Aviation was sold to a new owner.
- In 2018, completed the Airport Apron Project with entitlement funds of \$600,000.
- Selected a new on-call Airport Consultant in June 2018.
- Reviewed RFQ's for on-call Airport Consultant in April 2018.
- In 2015, received Environmental Assessment and Obstruction Analysis Grant to determine if there were any trees/obstructions that were in the airspace near the airport. The estimated cost of the analysis was \$206,800. The FAA paid for 90% of the project cost or \$186,120.
- In 2015, received Airport Pavement Management Study Grant. This study is required by the FAA to determine the condition of the existing pavement at the airport. Cost of the Study was \$101,500. The FAA paid for 90% of the Study or \$91,350. The State paid for 7.5% of the Study or \$7,612.50. The Airport Fund paid for 2.5% of the Study or \$2,537.50.
- In 2013, repaved a 3,600-foot runway at a cost of \$2 million, provided by federal funds. The town contributed \$50,000 towards the project.
- Completed tree removal for runway clearance in 2013.
- In 2012, replaced the roofing on multiple airport buildings.
- On an annual basis since 2012, the "Wings and Wheels" event has been planned to showcase the airport to the community.
- In 2011, a Centennial of First Flight Celebration was held.
- In 2009, the airport was acquired by the town from Tomasso Brothers, Inc.

PROGRAM OBJECTIVES FY 2020

- Install a new GPS system that will allow pilots to navigate to the airport via computer technology.
- Make basic repairs and upgrades to the taxiway and apron.
- Begin FM radio broadcast of flight control communications in conjunction with the Boy Scouts initiative.
- Begin Airport Taxiway Design, with construction expected to begin in the Summer of 2020.
- Begin to update the Airport Layout Plan.

PERFORMANCE MEASURES

Tie Down Report:

Current Rates: Annual Agreement		
Single engine Push in: \$99.00	Single engine Drive Through: \$109.00	Twin engine Drive Through: \$119.00

Current Rates: Month to Month Agreement		
Single engine Push in: \$109.00	Single engine Drive Through: \$119.00	Twin engine Drive Through: \$129.00

As of January 31, 2019, the tie-down count was at 33 – No overage fees were paid to the Town of Plainville

Fuel Sale Reports:

100LL = .10 per gal. to Town of Plainville in excess of 42,000 gallons within each calendar year

2017: 100LL sold = 23,745.4

No fees paid to Town of Plainville

As of January 31, 2019: 100LL sold = 1673.8 gal

Jet A = .12 per gal. to Town of Plainville in excess of 64,500 gallons within each calendar year

2017: Jet A sold = 23,197.7

No fees paid to Town of Plainville

As of January 31, 2019: Jet A sold = 1638.5 gal

Town of Plainville, Connecticut
Adopted Robertson Airport Fund Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual	Budgeted	Spent To	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
6200-000 Robertson Airport		Expended		Date					\$	%
Operational Costs										
Personnel										
51120	Part-time salary	\$ 365	\$ 1,500	\$ 2,688	\$ 3,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 500	33.33%
	Total Personnel	365	1,500	2,688	3,000	2,000	2,000	2,000	500	33.33%
Other Services & Charges										
52475	Building maint	-	7,500	4,014	5,000	5,000	5,000	5,000	(2,500)	-33.33%
	Total Other Serv & Charges	-	7,500	4,014	5,000	5,000	5,000	5,000	(2,500)	-33.33%
Insurance										
52497	Risk insurance	3,033	3,500	3,033	3,033	3,200	3,200	3,200	(300)	-8.57%
	Total Insurance	3,033	3,500	3,033	3,033	3,200	3,200	3,200	(300)	-8.57%
Energy & Utility										
53510	Electricity	1,605	1,850	1,448	1,850	1,850	1,850	1,850	-	0.00%
53550	Water & hydrant	1,367	1,650	1,423	1,650	1,650	1,650	1,650	-	0.00%
	Total Energy & Utility	2,972	3,500	2,871	3,500	3,500	3,500	3,500	-	0.00%
Taxes										
54812	PILOT - Taxes	76,513	77,000	79,229	79,229	80,000	80,000	80,000	3,000	3.90%
	Total Taxes	76,513	77,000	79,229	79,229	80,000	80,000	80,000	3,000	3.90%
	Subtotal Operational Costs	82,883	93,000	91,835	93,762	93,700	93,700	93,700	700	0.75%
Non-Operational Costs										
Capital Outlay										
52435	Outside contract grant	107,423	-	801,278	850,000	-	-	-	-	0.00%
	Total Capital Outlay	107,423	-	801,278	850,000	-	-	-	-	0.00%
	Subtotal Non-Operational	107,423	-	801,278	850,000	-	-	-	-	0.00%
6200-000 Total Robertson Airprt Fur		\$190,306	\$ 93,000	\$893,113	\$943,762	\$ 93,700	\$ 93,700	\$ 93,700	\$ 700	0.75%

Town of Plainville, Connecticut
 Adopted Robertson Airport Fund Revenue Budget Detail - Fiscal Year 2019 - 2020
 As of May 14, 2019

Robertson Airport Fund		2017 - 2018		2018 - 2019		2019 - 2020		
		Actual		Received		Estimated Budget	Increase/(Decrease)	
		Received	Budgeted	Date	Estimated		\$	%
Fines & Fees								
43150	Tie down fees	\$ 179	\$ 1,500	\$ -	\$ -	\$ -	\$ (1,500)	-100.00%
43155	Brown House rent	-	-	4	4	-	-	0.00%
43160	Hanger #1 rent	56,901	57,300	14,560	14,560	-	(57,300)	-100.00%
43185	Airport rent	130,728	134,323	103,130	123,731	120,000	(14,323)	-10.66%
43190	Fuel commissions	3,144	4,500	-	-	-	(4,500)	-100.00%
Total Fines & Fees		190,952	197,623	117,694	138,295	120,000	(77,623)	-39.28%
Intergovernmental Revenue								
45540	State of CT grants	7,910	-	-	63,750	-	-	0.00%
45600	Federal grants	94,919	-	-	765,000	-	-	0.00%
Total Intergovernmental Revenue		102,829	-	-	828,750	-	-	0.00%
Total Robertson Airport Fund Revenue		\$ 293,781	\$ 197,623	\$ 117,694	\$ 967,045	\$ 120,000	\$ (77,623)	-39.28%

340 - WATER POLLUTION CONTROL FACILITY

PROGRAM DESCRIPTION

Water Pollution Control Facility (WPCF) is responsible for the operation and maintenance of the facility and the collection system. The WPCF is regulated by the State of CT Department of Environmental Protection and Region 1 EPA.

PROGRAM ACCOMPLISHMENTS FY 2019

- Began construction of the Phosphorus Upgrade project. Project is moving along nicely despite the extremely rainy weather we have been having.
- Continued with preventative maintenance system, utilizing the WPC camera system to specifically identify collection system problems.
- Replaced all circulator pumps and updated piping on plant heating system.
- Replaced aging 24-hour composite samplers with updated state of the art samplers.
- WPC oversaw and inspected 14 new connections, up from 12 last year, 2 disconnections, up 1 last year,
- WPC oversaw and conducted 37 camera jobs, down from 53 last year
- WPC treated 4,273 feet of sanitary sewer for root control. This is up from 2,516 feet last year.
- Repaired 23 broken/clogged lateral pipes, down from 31 last year. Of the 23, 16 were the responsibility of the town to repair. The other 7 were repaired by the homeowner and inspected by the town for proper installation.
- Raised the frames and covers on 0 manholes which had fallen below grade. Since 2008 we have done this to 139 manhole covers. The local contractor who has performed this work for years for the town has retired and we are actively looking for a new contractor to continue with this project.
- Continued program of cross training all employees in the operation and maintenance of our facility. This has proven to be an asset for the town during scheduled and unscheduled time off of employees.
- Received and treated approximately 55 loads of septage from Plainville residents without access to sewers.
- Continued regular testing of water quality in Paderewski Pond.
- Updated aging SCADA control software used at the facility.
- Upgraded Surveillance equipment at the facility
- Began upgrade of Primary Clarifiers #1 & #2. This project will involve installing new slide gates, chains, and flights.

PROGRAM OBJECTIVES FY 2020

- Continue updating the computerized maintenance program as new equipment arrives at the facility.
- Continue to maintain a comprehensive spare parts inventory to ensure we only purchase what we need in the future.
- Continue reducing total nitrogen discharge to the Pequabuck River and keep Plainville to the point where it no longer needs to buy nitrogen credits but will continue to sell them.
- Continue to move ahead with our Phosphorus Upgrade with an expected completion date of July 2020.
- Encourage and assist staff in achieving higher licenses allowing advancement within the Town of Plainville and in the field of wastewater treatment.
- Continue identifying key components with long lead times and arrange to have spares on the shelf and available should the need arise.
- Reduce overtime costs by focusing on preventative maintenance as opposed to reactive maintenance.
- Continue and expand the Collection System Preventative Maintenance program.
- Continue our relationship with our industrial users and go over their discharge permits to make sure they understand what is expected of them as well as inspect the systems they currently have in place.
- Begin to look at electronic system for records filing.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Electricity	\$291,267	\$291,268	\$300,000
Sludge Transport & Disposal	\$91,301	\$100,000	\$100,000
Denitrification credits	\$(6,948)	\$5,000	\$5,000

PERSONNEL			
Full-time	8	8	8
Part-time	1	1	1

QUALITATIVE

The WPCF is designed to handle 3.8 MGD of wastewater. WPCF takes in wastewater from Plainville, a section of Farmington and several homes (Red Stone Hill area) from Bristol. Total nitrogen credits are calculated from January-December.

BUDGET COMMENTARY

51110 Full-Time Salary: The Water Pollution Control consists of one Class IV Superintendent, two Operator III's, two Operator II's, one Operator I, and one Operator in Training. We also have one Office Assistant in the Revenue Collector's Office. There is also money budgeted for step increases should exams be passed. 25% of the full-time salary for the Director of Technical Services is charged to this Department in the amount of \$30,020. 20% of the full-time salary for the Assistant to the Town Manager is charged to this Department in the amount of \$11,200. Meal, cell phone and uniform allowances are budgeted in this line item.

51120 Part-Time Salary: A seasonal part timer is budgeted.

51140 Overtime: Includes funds for scheduled overtime operations, emergencies, stoppages, and snow removal.

52330 Operating Supplies: Supplies necessary for conducting WPCF operations, such as anti-freeze, tires and batteries, welding supplies, lab supplies, sludge conditioning polymers, postage, etc.

52340 Repair and Maintenance Supplies: Repairs for WPCF plant equipment, such as machine parts, pump seals, manhole covers, heating and AC repair parts, instrumentation and control components, and other parts as needed.

52401 Professional Development: CWPAA dues, NEWEA dues, subscriptions, annual meeting, seminar and trade show. CASHO dues & expenses and WEF Annual Conference.

52420 Recruitment & Training: Required training for plant operators. With new certification regulations, staff needs to be continually trained to meet current State regulations. OSHA training is required annually.

52435 Other Contractual Services: Funds for a variety of contractual services, including the audit, refuse removal, programming, collection system repairs, consulting and testing services. Nitrogen tracking costs associated with general permit and NPDES permit fees. The largest item is the sludge removal expense. Last year over 1.8 million gallons of sludge was processed.

52480 Equipment Maintenance and Repair: Repair of vehicles, office and lab equipment, machinery, turbines, facility maintenance, and boiler/secondary clarifier repairs. Replace RBC hearings, repair bar rack and grit screw

52491 General Liability: Covers accidents that may occur on Town property, insurance for the buildings and grounds against fire and/or other damages, vehicles, and excess liabilities.

52498 Workers Compensation: Premium paid to cover WPCF employees for injuries incurred on the job.

53510 Electricity: Electrical costs for WPCF Plant and pump stations.

53520 Natural Gas: Generators for pump stations at Northwest Drive, Shuttle Meadow Road and Woodford Avenue.

53530 Fuel Oil: #2 fuel for operation of equipment.

53540 Gasoline & Diesel: Includes funds for gasoline, propane gas, fuel for turbine generators and diesel fuel.

53550 Water & Hydrant: Flushing, pump station operations, and plant water supply.

53560 Telephone: Includes funding for telephone charges, FAX, alarms at Northwest Drive, Shuttle Meadow Road, Ashford Road, Cooke Street, Cronk Road and Norton Park pump and Journey Rd. stations.

54630 Improvements: For repair of sewer lines from root intrusion and deterioration of black fiber pipe (\$150,000); pump station fiber equipment (\$100,000).

54711 Debt - Principal: Funds are budgeted to pay the principal portion of the sewer plant upgrade bonds and CWF loans.

54712 Debt - Interest: Funds are budgeted to pay the interest portion of the sewer plant upgrade bonds and CWF loans.

55512 Interfund Transfers Out: Funds are budgeted to reimburse the General Fund for WPCF employee benefits and retirement.

Town of Plainville, Connecticut
 Adopted WPCF Fund Expenditure Budget Detail - Fiscal Year 2019 - 2020
 As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)	
7100-340	Water Pollution Control	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Operational Costs										
Personnel										
51110	Full-time salary	\$ 536,782	\$ 555,305	\$ 468,641	\$ 555,305	\$ 576,620	\$ 576,620	\$ 576,620	\$ 21,315	3.84%
51120	Part-time salary	5,535	6,720	4,171	6,720	6,854	6,854	6,854	134	1.99%
51140	Overtime - regular	40,907	42,656	37,409	42,656	43,510	43,510	43,510	854	2.00%
51140-2012	Overtime - snow	1,309	3,500	2,981	2,981	3,570	3,570	3,570	70	2.00%
Total Personnel		584,533	608,181	513,202	607,662	630,554	630,554	630,554	22,373	3.68%
Supplies										
52330	Operating supplies	46,055	57,500	58,946	58,946	117,500	117,500	117,500	60,000	104.35%
52340	Repair & maintenance	46,753	38,000	48,720	48,720	38,000	38,000	38,000	-	0.00%
Total Supplies		92,808	95,500	107,666	107,666	155,500	155,500	155,500	60,000	62.83%
Other Services & Charges										
52401	Professional development	2,552	3,000	3,696	3,696	3,000	3,000	3,000	-	0.00%
52430	Recruitment & training	1,996	3,000	1,827	3,000	3,000	3,000	3,000	-	0.00%
52435	Other contractual	296,085	333,590	358,032	358,032	333,590	333,590	333,590	-	0.00%
52480	Equip repair & maint	7,992	17,500	16,793	17,500	17,500	17,500	17,500	-	0.00%
Total Other Serv & Charges		308,625	357,090	380,348	382,228	357,090	357,090	357,090	-	0.00%
Insurance										
52491	General liability	23,163	24,020	16,795	16,795	17,299	17,299	17,299	(6,721)	-27.98%
52498	Workers' compensation	34,537	35,400	30,304	30,304	31,213	31,213	31,213	(4,187)	-11.83%
Total Insurance		57,700	59,420	47,099	47,099	48,512	48,512	48,512	(10,908)	-18.36%
Energy & Utility										
53510	Electricity	253,600	315,000	202,563	275,000	300,000	300,000	300,000	(15,000)	-4.76%
53520	Natural gas	2,964	4,925	2,538	4,925	1,925	1,925	1,925	(3,000)	-60.91%
53530	Heating oil	36,434	23,010	35,637	35,637	28,920	28,920	28,920	5,910	25.68%
53540	Gasoline & diesel	3,666	8,000	-	8,000	7,200	7,200	7,200	(800)	-10.00%
53550	Water & hydrant	3,066	2,400	2,010	2,400	2,400	2,400	2,400	-	0.00%
53560	Telephone	4,562	7,000	1,595	3,756	7,000	7,000	7,000	-	0.00%
Total Energy & Utility		304,292	360,335	244,343	329,718	347,445	347,445	347,445	(12,890)	-3.58%
Subtotal Operational Costs		1,347,958	1,480,526	1,292,658	1,474,373	1,539,101	1,539,101	1,539,101	58,575	3.96%
Non-Operational Costs										
Capital Outlay										
54630	Improvements	147,000	143,000	143,000	143,000	265,000	165,000	165,000	22,000	15.38%
Total Capital Outlay		147,000	143,000	143,000	143,000	265,000	165,000	165,000	22,000	15.38%
Debt Service										
54711	Principal	1,106,522	1,127,528	959,031	1,062,528	1,083,975	1,083,975	1,083,975	(43,553)	-3.86%
54712	Interest	299,911	276,330	238,574	249,830	228,384	228,384	228,384	(47,946)	-17.35%
Total Debt Service		1,406,433	1,403,858	1,197,605	1,312,358	1,312,359	1,312,359	1,312,359	(91,499)	-6.52%
Interfund Transfers										
55512	Xfer out - other funds	329,164	335,747	335,747	335,747	342,462	342,462	342,462	6,715	2.00%
Total Interfund Transfers		329,164	335,747	335,747	335,747	342,462	342,462	342,462	6,715	2.00%
Subtotal Non-Operational		1,882,597	1,882,605	1,676,352	1,791,105	1,919,821	1,819,821	1,819,821	(62,784)	-3.33%
7100-340 Total WPCF Fund		\$3,230,555	\$3,363,131	\$2,969,010	\$3,265,478	\$3,458,922	\$3,358,922	\$3,358,922	\$ (4,209)	-0.13%

Town of Plainville, Connecticut
 Adopted WPCF Fund Revenue Budget Detail - Fiscal Year 2019 - 2020
 As of May 14, 2019

WPCF Fund Revenue		2017 - 2018		2018 - 2019		2019 - 2020		
		Actual		Received		Estimated Budget	Increase/(Decrease)	
		Received	Budgeted	Date	Estimated		\$	%
Fines & Fees								
41060	Liens/Misc.	\$ 12,228	\$ 17,500	\$ 12,039	\$ 13,500	\$ 13,500	\$ (4,000)	-22.86%
	Total Fines & Fees	12,228	17,500	12,039	13,500	13,500	(4,000)	-22.86%
Use of Money								
44110	Investment income	4,351	17,500	64,928	70,000	25,000	7,500	42.86%
44191	Interest - other	150,507	160,000	123,034	135,000	150,000	(10,000)	-6.25%
	Total Use of Money	154,858	177,500	187,962	205,000	175,000	(2,500)	-1.41%
Program Revenue								
46651	Sewer fees - residential	3,365,686	3,400,000	3,529,603	3,529,603	3,600,000	200,000	5.88%
46652	Sewer fees - commercial	63,414	65,000	61,872	61,872	64,000	(1,000)	-1.54%
46690	Connection fees	-	3,000	-	-	3,000	-	0.00%
	Total Program Revenue	3,429,100	3,468,000	3,591,475	3,591,475	3,667,000	199,000	5.74%
Other Revenues								
48299	Other - miscellaneous	19,400	13,000	35,684	38,000	20,000	7,000	53.85%
	Total Other Revenues	19,400	13,000	35,684	38,000	20,000	7,000	53.85%
Total WPCF Fund Revenue		\$3,615,586	\$3,676,000	\$3,827,160	\$3,847,975	\$3,875,500	\$ 199,500	5.43%

520 - LIBRARY

PROGRAM DESCRIPTION

The Library's collection of physical media (e.g., books, magazines, CDs, DVDs) is available for loan at convenient times for the public; hours are Monday-Thursday from 10 am- 9 pm; Friday & Saturday from 10 am- 5 pm (58 hours per week). Internet access is available in the building on public desktop computers and Wi-Fi. Regional and statewide inter-library loan agreements provide materials by request that are not available in the Plainville Public Library collection. Reference service is available whenever the library is open. A variety of entertainment, educational, craft, cultural and reading programs for all ages are offered throughout the year. Digital content (e.g., downloadable e-books, audiobooks, magazines, streaming video) and reference/learning databases are available 24/7/365 on the Library's website.

PROGRAM ACCOMPLISHMENTS FOR FY 2019

- Welcomed new Library Director Trish Tomlinson.
- Added two part-time positions – one in Circulation, one in Reference/Adult Services – without requesting additional funds from the Town to do so. Excess funds were moved from the Electricity line to Part Time. Also, one Tech Services part-time position and one part-time Adult Page position were eliminated when vacated, with funds redistributed across departments to more effectively address service needs.
- Hosted meetings for Plainville service clubs and organizations, several Plainville condo associations, and other non-profit entities.
- Extended the virtual reach of the Library by adding three new digital resources, including: Ancestry (online genealogy research); Lynda (over 4,500 curated online video courses in software, creative, and business skills); and Mango (online foreign language instruction). These databases are in addition to already existing e-learning platforms, including Gale Virtual Reference Library (magazine & newspaper articles and academic journals research database); and JobNow (online career coaching and resources). FY19 database usage is estimated to grow 80 percent from FY18. Downloadable and streaming content platforms Overdrive, Hoopla, and OneClick is targeted to increase by 27 percent from FY18.
- Upgraded all staff and public computer hard drives, allowing for exceedingly more efficient productivity.
- Created a new Summer Library Adventures program for youth that promotes summer reading with many fun, interactive and entertaining programs & activities.
- Installed two additional AWE computer workstations in the Youth Services area that offer literacy-focused, fun, digital early learning solutions for young children.
- Continued regular visits to all schools and daycare to present storytimes and promote the Youth Services collection & services.

PROGRAM OBJECTIVES FOR FY 2020

- Expand employee cross-training and staff re-organization efforts to maximize productivity, efficiency, skill sets and service outcomes.
- Strengthen and grow staff expertise through mandatory (minimum 4x/year for full-time employees) or voluntary (part-time employees) participation in professional development/continuing education and networking opportunities.
- Research and apply for more grants to boost financing, partnerships and publicity for service areas, programs, materials or special initiatives not covered by the regular budget.
- Launch a more comprehensive marketing effort, with the purpose of increasing materials circulation and overall Library use both in-house and online.
- Provide adult outreach and nurture community partnerships.
- Increase and diversify adult program offerings.

PERFORMANCE MEASURES

QUANTITATIVE	FY18 Actual	FY19 Estimated	FY20 Projected
Materials Borrowed (both physical & digital collections)	138,375	122,262 (-13%)	138,156 (+13%)
Reference Questions	11,230	13,422 (+16%)	13,690 (+2%)
New Library Cardholders Added	649	734 (+12%)	808 (+2%)
Number of Programs	505	480 (-5%)	514 (+7%)
Program Attendees	14,670	12,446 (-18%)	14,935 (+20%)
Meeting Room Uses	745	852 (+13%)	869 (+2%)
Gate Count	112,699	113,132 (+.3%)	115,395 (+2%)
Database Usage	1,110	5,506 (+80%)	5781 (+5%)
In-House Computer Sessions	20,738	24,360 (+15%)	24847 (+2%)

PERSONNEL			
Full-time	7	7	7
Part-time	13	12	13

BUDGET COMMENTARY

Through close examination of Library spending trends during the last two fiscal years, adjustments were made to more effectively spend available funds in areas that most effectively and efficiently improve productivity and service outcomes. Because of this effort, **an overall budget increase of just 1.54 percent is requested**; this includes a two percent salary increase for all employees. Budget lines were either decreased, consolidated, or left flat; surplus monies were then redistributed into budget lines needing increases.

- 51110 Full Time Salary: Library Director, Assistant Director, Head of Youth Services, Reference Assistant, and three Technical Assistants. Included is a 2.0% salary increase.
- 51120 Part Time Salary: 13 part-time workers who staff various sections of the Library; this includes creation of a professional-level (Master's degree in Library & Information Studies required), part-time position in Youth Services; and allocation for substitute hours as needed. Included is a two percent salary increase.
- 51140 Overtime: AFCSME employees who work the Saturday of a three-day holiday weekend.
- 52330 Operating Supplies: Postage (e.g., billing notices); program supplies (mostly for Youth Services programs involving a theme and/or craft); loanable items processing supplies (e.g., barcodes, labels, protective book covers); publicity & marketing materials (e.g., flyers, brochures, posters); and facility & office supplies (e.g., paper clips, markers, pens & pencils, staples, paper towels, trash bags, toilet paper).
- 52360 Books: Self-explanatory.
- 52361 Periodical Subscriptions: 92 magazine subscriptions, plus three national daily newspapers (*New York Times*, *USA Today*, *Wall Street Journal*) and three local daily newspapers (*Hartford Courant*, *Bristol Press*, *New Britain Herald*).
- 52362 Non-print Media: DVDs, CDs, and audiobooks on CD; as well as downloadable and streaming media items from Overdrive and Hoopla.
- 52363 Gifts: Items purchased with money from donations and is balanced by that revenue.
- 52401 Professional Development: Employee participation in professional development/continuing education opportunities; as well as attendance at the CT Library Association's Annual Conference.
- 52405 Mileage: Employee travel costs to/from local, state, or regional workshops, seminars, roundtables, meetings, and events; and delivery of items and programming to off-site locations (e.g., schools, daycare sites).
- 52435 Other Contractual Services: Membership in Library Connection Inc. (LCI), which oversees consortium governance; manages consortium-wide catalog and accompanying software applications; and manages item deliveries among consortium libraries. Also includes contracts with Internet service provider (ISP); website hosting; online program calendar & registration; statewide library catalog access and maintenance; public computer management software; printer/copier maintenance, supplies and repair; research and e-learning databases.
- 52475 Buildings and Grounds Maintenance: Elevator maintenance; upholstery cleaning of all Library furniture; building alarm; and any miscellaneous repairs not covered by Public Works and/or the Library's cleaning service.
- 52480 Equipment Maintenance and Repair: Used to cover "service and repair for 31 computers and network server as well as Wi-Fi equipment." Now that this is covered by Townwide IT services, funds have been redistributed to balance budget.
- 53510 Electricity: Self-explanatory.
- 53520 Natural Gas: Heating costs.
- 53550 Water: For sprinkler service, fresh water usage, drinking water, and sewer usage.
- 53560 Telephone: Self-explanatory.
- 54640 Machinery and Equipment: Items that traditionally occurred in this line are sufficiently covered in other lines. Funds have been redistributed to balance budget.
- 54819 Book Refund: Money refunds to patrons who paid for lost materials that were later found and returned.

Town of Plainville, Connecticut
Adopted Library Fund Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)	
8100-520	Library Fund	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51110	Full-time salary	\$ 334,411	\$ 356,660	\$ 290,445	\$ 352,461	\$363,700	\$363,700	\$363,700	\$ 7,040	1.97%
51120	Part-time salary	124,901	103,437	84,287	117,437	122,996	122,996	122,996	19,559	18.91%
51140	Overtime	2,404	2,000	2,168	2,000	2,000	2,000	2,000	-	0.00%
	Total Personnel	461,716	462,097	376,900	471,898	488,696	488,696	488,696	26,599	5.76%
Supplies										
52330	Operating supplies	18,568	15,770	17,724	15,770	15,770	15,770	15,770	-	0.00%
52360	Books	69,078	72,509	65,314	72,509	72,509	72,509	72,509	-	0.00%
52361	Periodicals/subscriptions	7,909	7,200	6,578	6,579	6,579	6,579	6,579	(621)	-8.63%
52362	Non-print media	23,068	21,686	26,659	21,686	21,686	21,686	21,686	-	0.00%
52363	Gifts to Library	1,622	2,000	2,175	2,175	2,000	2,000	2,000	-	0.00%
	Total Supplies	120,245	119,165	118,450	118,719	118,544	118,544	118,544	(621)	-0.52%
Other Services & Charges										
52401	Professional development	1,159	1,400	1,107	1,400	1,400	1,400	1,400	-	0.00%
52405	Mileage	302	500	258	500	500	500	500	-	0.00%
52435	Other contractual	47,286	48,209	43,172	48,209	50,823	50,823	50,823	2,614	5.42%
52475	Bldg & grounds repair	3,901	2,894	1,690	2,894	5,241	5,241	5,241	2,347	81.10%
52480	Equip repair & maint	733	2,651	2,484	2,651	-	-	-	(2,651)	-100.00%
	Total Other Serv & Charges	53,381	55,654	48,711	55,654	57,964	57,964	57,964	2,310	4.15%
Energy & Utility										
53510	Electricity	48,157	64,625	31,976	50,625	50,625	50,625	50,625	(14,000)	-21.66%
53520	Natural gas	13,613	12,400	11,728	12,400	12,400	12,400	12,400	-	0.00%
53550	Water & hydrant	3,302	3,643	3,080	3,643	3,643	3,643	3,643	-	0.00%
53560	Telephone	1,168	1,300	97	1,160	1,300	1,300	1,300	-	0.00%
	Total Energy & Utility	66,240	81,968	46,881	67,828	67,968	67,968	67,968	(14,000)	-17.08%
Capital Outlay										
54640	Machinery & equip	2,964	3,200	2,398	2,398	-	-	-	(3,200)	-100.00%
	Total Capital Outlay	2,964	3,200	2,398	2,398	-	-	-	(3,200)	-100.00%
Sundry										
54723	Bank fees (endowments)	7,733	-	4,298	5,731	-	-	-	-	0.00%
54724	Endowment disbursements	28,303	-	18,823	25,097	-	-	-	-	0.00%
54819	Lost books/refunds	47	75	29	-	75	75	75	-	0.00%
	Total Sundry	36,083	75	23,150	30,828	75	75	75	-	0.00%
8100-520 Total Library Fund		\$740,629	\$722,159	\$616,490	\$747,325	\$733,247	\$733,247	\$733,247	\$ 11,088	1.54%

Town of Plainville, Connecticut
Adopted Library Fund Revenue Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

Library Fund Revenue		2017 - 2018		2018 - 2019		2019 - 2020		
		Actual		Received		Estimated Budget	Increase/(Decrease)	
		Received	Budgeted	Date	Estimated		\$	%
Fines & Fees								
43191	Fines	\$ 12,660	\$ 12,000	\$ 10,908	\$ 12,000	\$ 12,000	\$ -	0.00%
43193	Lost books	922	1,000	439	500	750	(250)	-25.00%
	Total Fines & Fees	13,582	13,000	11,347	12,500	12,750	(250)	-1.92%
Use of Money								
44110	Investment income	177	180	206	230	180	-	0.00%
44188	Legacy Fund interest	1,014	-	1,248	1,500	-	-	0.00%
44190	Gain/(loss) on investments	17,004	-	(46,237)	(20,000)	-	-	0.00%
44192	B. Wheeler Trust interest	6,791	-	7,844	8,500	-	-	0.00%
44193	B. Wheeler Trust distributions	6,128	6,128	4,779	6,372	6,128	-	0.00%
44194	Library Fund distributions	8,064	7,900	6,207	7,900	7,900	-	0.00%
44195	Calor Trust interest	11,900	-	13,455	16,000	-	-	0.00%
44196	Calor Trust distributions	13,843	12,000	10,200	12,000	12,000	-	0.00%
44197	Library Fund interest	5,255	-	5,839	6,500	-	-	0.00%
	Total Use of Money	70,176	26,208	3,541	39,002	26,208	-	0.00%
Intergovernmental Revenue								
45542	Connecticard grant	5,874	7,000	7,880	7,880	7,000	-	0.00%
	Total Intergovernmental Revenue	5,874	7,000	7,880	7,880	7,000	-	0.00%
Other Revenues								
48220	Other - donations	1,847	1,000	760	1,000	1,000	-	0.00%
	Total Other Revenues	1,847	1,000	760	1,000	1,000	-	0.00%
Sundry & Interfund Transfers In								
49102	Use of fund balance	-	25,000	-	-	36,338	11,338	45.35%
49105	Interfund transfer in - Gen Fund	652,702	649,951	649,951	649,951	649,951	-	0.00%
	Total Sundry & Interfund Transfers In	652,702	674,951	649,951	649,951	686,289	11,338	1.68%
Total Library Fund Revenue		\$ 744,181	\$ 722,159	\$ 673,479	\$ 710,333	\$ 733,247	\$ 11,088	1.54%

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425 – SENIOR CITIZEN TRANSPORTATION

PROGRAM DESCRIPTION

The Senior Center serves as a community focal point on aging to provide access to community resources, as well as to services and activities that maintain independence and wellness. The Center is a clearinghouse for all social service programs designed for persons 60 years of age and older. Services and programs include social work, entitlement counseling and assistance, homebound services, information and referral, outreach, nutritious meals, transportation, education, insurance assistance, caregivers and family support, nursing services, physical and mental health programs, wellness initiatives, classes, volunteerism, recreation, fitness center and more.

A wheelchair lift-equipped bus provides curb to curb Dial-A-Ride services for residents 60 and over to medical appointments, Social Security, entitlement appointments, banks, shopping, library, senior center, etc., as well as other individual services as time allows. Service is available five days per week. Medical and social service appointments to Plainville, New Britain, Bristol, Southington, Farmington, and the VA are provided. All other transportation is limited to Plainville. 49.8% of Senior Citizens' Transportation is funded by the Town of Plainville. The remaining 50.2% is funded through Fund 8300, and consists of donations, fund raising, ridership donations, fund balance, grants and interest. In FY18, 5,724 rides were provided.

PROGRAM ACCOMPLISHMENTS 2019

Grant/Fundraising Measures

- Applied for and received (for the thirteenth year) a grant from the State of Connecticut Department of Transportation for \$18,381 to provide shopping rides for elderly and disabled individuals under the age of 60. Grant funds also provide field trips for isolated senior members, the social day program participants and members of the Plainville Senior Center.
- Coordinated eleven fundraisers/raffles to support Dial-a-Ride service and equipment (including the annual crafts fair and annual tag and jewelry sale).

Collaboration/Partnerships

- Worked cooperatively with Human Resources Agency (HRA) of New Britain to provide a Coordinated Transportation System to reduce costs and provide needed services.
- Collaborated with service providers for disabled individuals to provide transportation for field trips and special events using funding from the Department of Transportation Matching Grant Program.
- Staff attended transportation roundtable meetings to share ideas and cost saving measures for local services.
- Staff attended ADA Paratransit Forums sponsored by Greater Hartford Transit District to bring information and/or concerns of Plainville ADA clients.

PROGRAM OBJECTIVES FY 2020

- Provide on-going grant administration, statistics and record keeping for Dial-a-Ride vehicle grant.
- Research alternative transportation options and funding opportunities for medical rides for individuals who require individual and early transport beyond our service area.
- Continue to work with staff of the Greater Hartford Transit District to improve ADA Paratransit transportation (Americans with Disabilities Act) services for Plainville residents.
- Apply for Department of Transportation Matching Grant Program funding; provide all grant administration and record keeping for grants.
- Outreach staff will continue to assist homebound, social service individuals and any resident over 60 in applying for the ADA Paratransit transportation, as another resource for those needing transportation. ADA has expanded geographical territory, hours and days and provides door-to-door service, including weekends and evenings.
- Continue to coordinate fundraising efforts to help pay operating costs for Dial-a-Ride.
- Advocate on a Federal and State level to increase funding for local Dial-a-Ride programs and vehicle replacement.
- Work with other social service agencies, organizations, assisted living and care facilities to assist eligible individuals of all ages to apply for ADA Paratransit Transportation.
- Will apply for Section 5310 grant to purchase a lift-equipped Dial-a-Ride bus.

PERFORMANCE MEASURES

QUANTITATIVE	2018 Actual	2019 Estimated	2020 Projected
Donations/Fund Raising	8,492	10,850	10,900
Fees	4,158	3,100	3,200
Interest	137	110	110
Operating Transfer In	27,662	27,662	27,662
Fund Balance	61,841	46,816	33,117

PERSONNEL			
Part-time	3	3	3

Part-time consists of 2 drivers, plus hours for the Social Day Coordinator/ Office Assistant (identified in 420) when providing grant funded transportation-related duties.

Please note, although not a part of the 425 Transportation Account, the Senior Center has received a state grant through the Department of Transportation in the amount of \$18,381 to be used to develop transportation services for elderly and disabled individuals. Thus far, the grant funding has provided weekday and weekend transportation to shopping for frail and isolated individuals (including elderly and non-elderly disabled), and transportation for service providers of the disabled (such as some Camp Trumbull special events), as well as field trips for isolated members, social day program participants and Senior Center members.

BUDGET COMMENTARY

It is proposed that the Town of Plainville Fund \$27,662 or 49.8% of the cost of Senior Citizens' Transportation. The remainder or 50.2% is funded by Senior Center fundraising, grants, donations and fees.

51120 and 51121 Part Time Personnel: includes funds for a Sunday Van Driver, if request numbers should warrant, back-up drivers for Dial-A-Ride, Drivers for Quick Trips, grant administration, record keeping and supervision of some trips for frail, disabled and Social Day Program.

52435 Other Contractual Services: This line item covers the contractual costs of two transportation programs: shopping bus and Dial-a-Ride, both of which are privatized to reduce cost and maximize value.

52470 Automobile Maintenance and Repair: Out-of-house repair and maintenance of vehicles.

Town of Plainville, Connecticut
Adopted Senior Citizens Transportation Fund Expenditure Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

		2017 - 2018		2018 - 2019		2019 - 2020				
		Actual	Budgeted	Spent To	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
8300-425 Sen Citizens Trans		Expended		Date					\$	%
Personnel										
51120	Part-time salary	\$ 410	\$ 822	\$ 1,295	\$ 1,500	\$ 820	\$ 820	\$ 820	\$ (2)	-0.24%
51121	Part-time salary - grants	6,047	9,345	5,804	9,340	9,348	9,348	9,348	3	0.03%
	Total Personnel	6,457	10,167	7,099	10,840	10,168	10,168	10,168	1	0.01%
Other Services & Charges										
52435	Other contractual	35,717	41,053	29,527	30,810	41,053	41,053	41,053	-	0.00%
52465	Rides by Appointment	12,334	-	10,426	12,000	-	-	-	-	0.00%
52470	Auto repair & maint	2,008	4,350	2,412	4,500	4,350	4,350	4,350	-	0.00%
	Total Other Serv & Charges	50,059	45,403	42,365	47,310	45,403	45,403	45,403	-	0.00%
Energy & Utility										
53560	Telephone	138	-	-	-	-	-	-	-	0.00%
	Total Energy & Utility	138	-	-	-	-	-	-	-	0.00%
8300-425 Total Sen Citizens Trans		\$ 56,654	\$ 55,570	\$ 49,464	\$ 58,150	\$ 55,571	\$ 55,571	\$ 55,571	\$ 1	0.00%

Town of Plainville, Connecticut
Adopted Senior Citizens Transportation Fund Revenue Budget Detail - Fiscal Year 2019 - 2020
As of May 14, 2019

Senior Citizens Transportation Fund Revenue		2017 - 2018		2018 - 2019		2019 - 2020		
		Actual		Received		Estimated Budget	Increase/(Decrease)	
		Received	Budgeted	Date	Estimated		\$	%
Fines & Fees								
43186	Transportation	\$ 4,158	\$ 3,200	\$ 2,432	\$ 3,100	\$ 3,200	\$ -	0.00%
	Total Fines & Fees	4,158	3,200	2,432	3,100	3,200	-	0.00%
Use of Money								
44110	Investment income	137	110	114	130	110	-	0.00%
	Total Use of Money	137	110	114	130	110	-	0.00%
Intergovernmental Revenue								
45540	State of CT revenue	18,381	18,381	18,381	18,381	18,381	-	0.00%
	Total Intergovernmental Revenue	18,381	18,381	18,381	18,381	18,381	-	0.00%
Other Revenues								
48220	Other - donations	8,492	10,800	8,000	10,850	10,900	100	0.93%
	Total Other Revenues	8,492	10,800	8,000	10,850	10,900	100	0.93%
Sundry & Interfund Transfers In								
49101	Interfund transfer in - Gen Fund	27,662	27,662	27,662	27,662	27,662	-	0.00%
	Total Sundry & Interfund Transfers In	27,662	27,662	27,662	27,662	27,662	-	0.00%
Total Sen Cit Trans Fund Revenue		\$ 58,830	\$ 60,153	\$ 56,589	\$ 60,123	\$ 60,253	\$ 100	0.17%

FUND INDEX

All funds as of last completed audit or June 30, 2018; could vary by fiscal year.

Fund Number	Fund Name	Fund Type
0100	General Fund	General, Major Fund
0400	Debt Management Fund	General (GASB 54)
0700	Park Improvements Grant Fund	Special Revenue
0900	Social Services Emergency Fund	Special Revenue
1000	Police Forfeiture Fund	Special Revenue
1300	Police DUI Grants Fund	Special Revenue
1500	Town Aid Road Fund	Special Revenue
1600	Recreation Revolving Fund	Special Revenue
1700	Housing Rehabilitation Fund	Special Revenue, Major
2100	PHS Turf Field Maintenance Fund	Special Revenue
2300	SC Office Assistant Grant Fund	Special Revenue
2900	Tomlinson Ave. Bridge Grant Fund	Special Revenue
3200	Kids in the Middle Grant Fund	Special Revenue
3300	Berner Pool Fund	Special Revenue
3400	Click It or Ticket Grant Fund	Special Revenue
3500	Land Acquisition Fund	Special Revenue
4600	Police Car Seat Donation Fund	Special Revenue
4800	Drug Abuse Grant Fund	Special Revenue
5100	DARE Fund	Special Revenue
5300	Break Barriers of Isolation Fund	Special Revenue
5500	Recreation Concert Fund	Special Revenue
6100	Library NB Comm Foundation Fund	Special Revenue
6200	Robertson Airport Operations Fund	Special Revenue, Major
6400	Water Operating Fund	Special Revenue
6700	Safe Routes to Schools Grant Fund	Special Revenue
6800	Town Clerk Historical Grant Fund	Special Revenue
7100	Sewer Operating Fund	Special Revenue, Major
7600	Distracted Driving Grant Fund	Special Revenue
7800	Plainville Affordable Housing Fund	Special Revenue
8000	Economic Development Fund	Special Revenue
8100	Library Fund	Special Revenue
8200	Senior Citizens Special Fund	Special Revenue
8300	Senior Citizens Transportation Fund	Special Revenue
8500	Police Welfare Fund	Special Revenue

Bvarious	BOE Education Grants Fund	Special Revenue
B1600	BOE Cafeteria Fund	Special Revenue
B7000	BOE Private Grants & School Rental Fund	Special Revenue
1100	Town Capital Reserve Fund	Capital Projects, Major
1200	BOE Capital Reserve Fund	Capital Projects, Major
2400	Landfill Expansion Fund	Capital Projects, Major
2600	PHS Turf Field Project Fund	Capital Projects, Major
3100	Old Linden Street School Demo Fund	Capital Projects, Major
4400	Road Bond Fund	Capital Projects, Major
6900	FEMA Acquisition Phase II Grant Fund	Capital Projects, Major
7200	Sewer Capital Non-Recurring Fund	Capital Projects, Major
7400	Cooke Street Reconstruction Fund	Capital Projects, Major
8700	School Capital Maintenance Project Fund	Capital Projects, Major
8800	Senior Center Parking Lot Grant Fund	Capital Projects, Major
8900	Phosphorus Removal Fund	Capital Projects, Major
7500	Health Insurance Fund	Internal Service
8600	Self-Insurance Fund	Internal Service
4100	Town/Police Defined Benefit Pension Fund	Fiduciary – Pension Trust
6600	Deposit Account Fund	Fiduciary - Agency
-	Senior Citizen Activity Fund	Fiduciary - Agency
-	BOE Student Activity Fund	Fiduciary - Agency

DEPARTMENT INDEX

101	Town Council	305	Roadways
111	Planning and Zoning Comm.	310	Buildings and Grounds
112	Zoning Board of Appeals	315	Municipal Building Maintenance
113	Inland Wetlands Commission	320	Motor Vehicle and Equipment
114	Board of Assessment Appeals	323	Transfer Station
116	Conservation Commission	325	Technical Services Administration
119	Veteran's Council	330	Engineering
121	Recycling Commission	340	Water Pollution Control Fund
130	Probate Court	360	Building Inspector
131	Town Manager's Office	370	Fire Marshal
132	Human Resources	380	Planning
133	Elections	410	Health and Sanitation
134	Town Attorney and Legal Fees	412	Health and Welfare Services
135	Town Treasurer	415	Solid Waste Management
136	Finance	420	Senior Citizens Services
137	Assessments	425	Senior Citizens Transportation
138	Revenue Collection	430	Social Services
150	Town Clerk	440	Youth Services
155	Data Processing	510	Recreation
160	Insurance	515	Recreation Fund
165	General Administrative Services	520	Library Fund
170	Economic Development	710	Debt Service
201	Police	820	Employee Benefits
205	Canine Control	830	Unclassified
206	Emergency Medical Services	840	Interfund Transfers Out
210	Fire	910	Board of Education
215	Civil Preparedness		

OBJECT CODE INDEX

Personnel Services – Include all expenditures for salaries and wages for all Town employees

- 51110 – Full-time salary
- 51120 – Part-time salary
- 51140 – Overtime – all types

Employee Benefits – All related employee benefits

- 51205 – Municipal retirement
- 51206 – Police retirement
- 51209 – Medicare
- 51210 – FICA
- 51211 – Medical premiums
- 51212 – Dental premiums
- 51225 – AD&D/Life/LTD/EAP
- 51240 – Deferred compensation
- 51250 – Unemployment compensation
- 51260 – Physicals/vaccines

Supplies – The following are the principal types of supplies:

- 52310 – **Office:** Office stationary, folders, note pads, clerical supplies, and items not obtained from the central supply room; staplers, telephone index, and similar items.
- 52330 – **Operating:** Uniforms and uniform allowance; postage; forms for specific purposes unique to an individual office; feed for animals; chemicals, fire hose, bark nuggets, clay, sand, stone, small tools, minor office and Public Works equipment, file cabinets, calculators under \$500 cost; hand towels; toilet paper, and similar paper goods, cleaning supplies. Also includes books or manuals which are necessary in the operation of the department.
- 52340 – **Repair & maintenance:** Building materials, paints, painting supplies, plumbing supplies, electrical supplies, steel, iron, and related metals. Parts and supplies for all equipment including vehicles over one (1) ton in weight; parts for lawn mowers, snowplows, tractors, sanders and vactors; picnic tables.
- 52350 – **Auto supplies & parts:** Parts and supplies for all vehicles weighing one (1) ton or less. This includes tires, batteries, spark plugs, hoses, points, etc.
- 52360 – **Books:** Library book purchases. For use by Library ONLY.
- 52361 – **Periodicals & subscriptions:** Library magazines, newspapers, etc. For use by Library ONLY.
- 52362 – **Non-print media:** Records, films, etc. For use by Library ONLY.
- 52363 – **Gifts to Library:** Self-explanatory.

Other Services & Charges – Include expenditures for purchased services.

- 52401 – **Professional development:** Expenditures such as membership in professional association (dues), professional subscriptions, cost of seminars and conferences, including transportation, lodging and meals; and Town Council gifts, awards and plaques.
- 52402 – **Court costs/filing fees:** Fees for sheriffs, courts and other related items.
- 52405 – **Mileage:** For routine use of employee's car in the performance of his/her duties. This may be a flat monthly fee or reimbursement on a per mile basis.
- 52410 – **Advertising:** Notices of public hearings, invitations to bid, recruitment ads, publishing ordinances, etc.
- 52430 – **Recruitment & training:** Costs of special training, recruitment examinations, interviews, tuition or cost associated for in-service training courses. This also covers costs associated with required certifications.
- 52435 – **Other contractual:** Auditing services, management consulting services, meals per union contract, engineering and architectural services, special legal services, copying costs.
- 52436 – **Contractual labor:** Fees for special legal services approved by Town Council.
- 52445 – **Transfer station:** Facility located at Granger Lane to process various solid waste not directly accepted at the Bristol Resource Recovery Facility.
- 52446 – **Recycling:** Costs of collection and tipping fees for recyclables per State mandate
- 52450 – **Maintenance contracts:** Costs associated with maintenance agreements for typewriters, radios, calculators, validators, etc. (excludes agreements for automotive repairs.)
- 52460 – **Rentals:** Costs associated with renting miscellaneous machinery and equipment, including copy machines. (Does not include hydrant rentals.) Does include rental for snow removal equipment and manpower.
- 52461 – **Evictions:** All fees related to the eviction of community residents.
- 52465 – **Agency subsidy:** Town or group memberships and fees, costs associated with patriotic celebrations, VNA/Health Care Services and Plainville Day Care.
- 52470 – **Automotive repair & maintenance:** Costs of having all vehicles one (1) ton or less maintained, repaired or washed when done out of house.
- 52475 – **Buildings & grounds maintenance/repair:** Contractual costs of maintenance and repair to Town buildings and grounds.
- 52480 – **Equipment maintenance/repairs:** Contractual costs of maintenance and repair of miscellaneous equipment not covered under maintenance agreements, also includes vehicles weighting more than one (1) ton, lawn mowers, tractors, etc.

Insurance – All related charges and fees associated with insurance, e.g. property, liability, etc.

- 52496 – **Volunteer firemen:** Accident insurance
- 52497 – **Risk insurance:** Liability, Auto, and Property insurances
- 52498 – **Workers' compensation:** Premium

Energy and Utility – All related charges and fees associated with energy and utility costs.

- 53510 – **Electricity – traffic signals:** Traffic control signals throughout Town.
- 53511 – **Electricity – street lights:** Street lighting contract.
- 53512 – **Electricity – buildings & grounds:** Costs for all Town buildings.
- 53520 – **Natural gas:** Costs for all Town buildings.
- 53530 – **Heating oil:** #2 heating fuel for all Town buildings
- 53540 – **Gasoline & diesel fuel:** Costs for all Town vehicles and generators.
- 53550 – **Water & hydrant – Fire:** Fire hydrant costs.
- 53551 – **Water & hydrant – Buildings:** Water costs for Town buildings and Norton Park irrigation.
- 53552 – **Water & hydrant – Senior Center:** Includes water and sewer costs.
- 53561 – **Telephone – Elections:** Telephones used during elections.

- 53562 – **Telephone – Buildings & Grounds:** Monthly charges for telephone, including installation costs.
- 53563 – **Telephone – Senior Center:** Service for entire Senior Center.

Capital Outlay – Should be classified under one of the following seven (7) categories:

- 54610 – **Land:** The purchase of land.
- 54620 – **Buildings:** New construction costs, acquisition costs, or major renovation costs.
- 54630 – **Improvements (other than buildings):** Storm drainage, sanitary sewers, and other major Town Improvements.
- 54640 – **Machinery & Equipment:** Purchase of all equipment over \$500 including vehicles over one (1) ton; also include file cabinets, typewriters, computers, etc.
- 54650 – **Vehicles:** Purchase of vehicles weighing one (1) ton or less.
- 54660 – **Furniture:** Desks, chairs, etc. over \$500.

Debt Service

- 54711 – **Principal**
- 54721 – **Bond Interest**
- 54723 – **Miscellaneous:** Costs associated with debt offerings, refinancing, etc.

Interfund Transfers Out

- 55504 – **Interfund Transfer Out – Debt Management Fund**
- 55509 – **Interfund Transfer Out – SS Emergency Fund**
- 55511 – **Interfund Transfer Out – Town Capital Fund**
- 55512 – **Interfund Transfer Out – BOE Capital Fund**
- 55513 – **Interfund Transfer Out – DUI Fund**
- 55516 – **Interfund Transfer Out – Recreation Fund**
- 55581 – **Interfund Transfer Out – Library Fund**
- 55583 – **Interfund Transfer Out – Senior Center Transportation Fund**

INTRODUCTION

The Five-Year Capital Plan is a comprehensive list of major public improvement projects which are proposed for the Town and the Board of Education for the next five years. The first part of the plan is a summary of all proposed and approved projects. Immediately following this summary is a project detail sheet for each project listed which contains a brief description of the project, an estimate of cost, a method of financing, and the future schedule of implementation.

Included is a presentation detailing the impact of bond costs on the mill rate as it relates to proposed and approved projects. The presentation shows the impact of actual outstanding debt less grant reimbursements, the estimated impact of authorized but unissued debt for approved projects, and the estimated impact of debt for projects included in this capital plan. A grant summary of the total estimated impact on the mill rate of all outstanding, authorized, and proposed debt is presented at the end.

The Capital Improvement Plan provides an effective means of preserving as well as adding to the physical assets of the Town. This type of plan is especially vital for a growing community like Plainville. Maintenance of the level of public safety and welfare of its citizens depends upon the continued improvement and expansion of the Town's physical and capital plan.

CAPITAL IMPROVEMENT/EXPENSE DESCRIPTION

A capital improvement is a major, nonrecurring addition, or improvement, to the physical infrastructure, land, buildings and equipment of the Town. It does not include ordinary recurring repairs or maintenance. Examples of capital improvements would be new or remodeled public buildings, new or improved streets, storm drains and culverts, sewer improvements, parks, land acquisition, and engineering plans.

A capital expenditure with an aggregate cost of more than \$50,000 or a project life greater than a year is budgeted in the Capital Budget.

Non-recurring capital improvement projects for the fiscal year and their future impact on the operating budget are described in this section. Additionally, all recurring capital improvements are listed.

PROCESS

Annually, in October, each department, office, or agency submits to the Town Manager estimates of the cost of projects that are to be considered for inclusion in the Five-Year Capital Improvement Plan. These projects are then included in the annual adoption program in the current year of the five-year Capital Improvement Program. The program has two processes; a planning process and a budgetary process.

Each November the CIP Committee consisting of the Town Manager, Assistant Town Manager, Finance Director, and the Assistant to the Town Manager meets with all departments that have submitted capital improvement requests to the Town Manager. The Committee then prioritizes the implementation of projects, based on community needs. A plan is then put together and transmitted to the Planning and Zoning Commission as required by the Connecticut State Statutes by the end of January. Thereafter, the Town Manager revises the plan to include the budgetary funding recommendations for the next fiscal year and forwards the document to the Town Council for its review as part of the budget process. The Manager shall recommend to the Council those projects to be undertaken during the ensuing fiscal year and the method of financing the same.

FUNDING

The Town uses the General Fund as the primary funding source for capital projects that are recurring or can be paid in installments, such as with lease purchase arrangements. The General Fund is also used for non-recurring projects when their costs are small enough to be absorbed by the General Fund. Other funds used for capital projects include the Capital Fund, the Debt Management Fund, and occasionally Department funds. The Capital Fund consists of unused capital project funds that have lapsed to the Capital Fund. The balance is then used in future years to help offset the impact of capital expenditure on the General Fund. The Debt Management Fund was established to help offset the impact of capital expenditures in future years. Individual Department funds can be utilized for one-time expenditures that do not exceed \$5,000. Grants, donations, and rebates from the State or other sources, are generally earmarked for specific uses. Whenever possible, the town applies for these funds to offset the costs of its projects.

Another way to finance capital improvement projects is through the issuance of debt. Projects, whose costs are expected to be significant, are often funded through the issuance of bonds. The debt service on the bond is generally for 20 years. This allows the cost of the project to be spread over a longer time, correspond with the life of the project, and reduce the project's impact on the mill rate.

LEGAL DEBT LIMITS

Under Connecticut law there are limits to the quantity of debt that can be issued. The law states that municipalities shall not incur indebtedness through the issuance of bonds or notes, which will cause aggregate indebtedness by class to exceed the following:

General Purposes:	2 ¼ times annual receipts from taxation
School Purposes:	4 ½ times annual receipts from taxation
Sewer Purposes:	3 ¾ times annual receipts from taxation
Urban Renewal purposes:	3 ¼ times annual receipts from taxation
Unfunded Pension Deficit Purposes:	3 times receipts from taxation

In no case, however, shall total indebtedness exceed seven times the base. “Annual receipts from taxation” (the “base”) are defined as total tax collections (including interest, and late payment of taxes) and state payments for revenue loss under Connecticut General Statutes (CGS) Section 12-129d and 7-528.

BENEFITS

The benefits of a Capital Improvement Plan are numerous. An annual presentation of a capital plan can serve as a measure of the Town's fiscal awareness as well as the efficiency and progressiveness of the Town's operation. The Capital Improvement Plan is a means of coordinating and centralizing the request of various departments and agencies, thus eliminating wasteful overlap, duplication, and delay. Additionally, the program allows more time for the study of projects and encourages public discussion of proposed undertakings.

Unencumbered appropriations lapse at the end of the fiscal year; however capital project appropriations do not. Capital project appropriations lapse when the budgeted item is acquired, construction is complete or if no expenditure or encumbrance has been made for three (3) consecutive fiscal years

CONCLUSION

In reviewing the Capital Improvement Plan, it is important to remember that this program is one of the community's most significant physical and financial planning tools. Objectives set forth in this plan and succeeding plans shall significantly influence the standard of facilities and services Plainville provides its citizens in the future. As such, careful analysis and evaluation is necessary if this plan is to serve as a rational planning guideline for the improvement of the community.

Respectfully submitted,



**Robert E. Lee
Town Manager**

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Five Year Plan

**5 YEAR SUMMARY
CAPITAL IMPROVEMENT PLAN
FY 2020 - FY 2024**

TOTAL CAPITAL BUDGET

	Approved	Projected				Total
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5 YR
Town General Government	2,495,527	2,881,840	1,953,840	1,664,840	1,570,840	10,566,887
Board of Education	310,473	1,022,280	850,000	5,643,000	-	7,825,753
TOTAL	2,806,000	3,904,120	2,803,840	7,307,840	1,570,840	18,392,640

ESTIMATED FUNDING SOURCES

	Approved	Projected				Total
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5 YR
General Fund (GF)	619,527	3,904,120	2,803,840	7,307,840	1,570,840	16,206,167
Capital Fund	180,473	-	-	-	-	180,473
Debt Management Fund	220,000	-	-	-	-	220,000
State Grants	1,786,000	-	-	-	-	1,786,000
TOTAL	2,806,000	3,904,120	2,803,840	7,307,840	1,570,840	18,392,640

FIVE YEAR CAPITAL IMPROVEMENT PLAN

Finance Departments

YEAR	TC Approved FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Assessor Revaluation	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
TOTAL	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000

Data Processing Department

YEAR	TC Approved FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Computer Upgrades-Senior Center	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Green Wi-Fi (Year 3 of 3 on Contract)	3,600	-	-	-	-
Town Wide Fiber - Phase 1	38,000	-	-	-	-
TOTAL	\$ 71,600	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000

Economic & Community Development Department

YEAR	TC Approved FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
10 Year Plan of Conservation and Development	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -

Police Department

YEAR	TC Approved FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Computer Aided Dispatch & Records	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
Goosetown Radio System - Lease (4 of 5)	157,848	160,000	160,000	160,000	160,000
Patrol Cruisers Ford Interceptors - 2	65,000	65,000	97,500	65,000	97,500
Patrol Cruiser Outfitting - 2	22,500	14,000	21,000	14,000	21,000
Defibrillator in Patrol Cruisers and Station	6,400	6,400	6,400	6,400	6,400
Video Cameras in Patrol Cruisers and Station	14,000	14,000	14,000	14,000	14,000
Police Equipment (Handguns, Tazers, Vests, etc.)	-	-	-	-	-
Police Equipment (Handguns)	14,000	-	-	-	-
Police Equipment (Shotguns)	-	7,500	-	-	-
Police Equipment (Police & SWAT Vests)	-	7,940	7,940	7,940	7,940
Police Equipment (Colt AR-15)	-	-	-	7,500	-
Computer Replacement	25,000	38,000	38,000	18,000	18,000
Canine Department Ford Transit Connect Van	-	-	-	-	-
Administrative/Detective Vehicle	-	33,000	-	-	-
F150 Ext. Cab 4WD w/Upfit	-	-	-	-	-
Update Police Station	-	-	-	-	-
TOTAL	\$ 320,748	\$ 361,840	\$ 360,840	\$ 308,840	\$ 340,840

FIVE YEAR CAPITAL IMPROVEMENT PLAN

Fire Department

YEAR	TC Approved FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Personal Protective Equipment/Radios	30,000	30,000	-	-	-
SCBA Bottle Replacements	-	-	-	-	-
Hurst Tool Power Unit Replacement (Jaws of Life)	12,000	-	-	-	-
Purchase Pump Skid for Utility 1	34,000	-	-	-	-
Thermal Imaging Camera Replacements	-	17,000	-	-	-
Utility 2 Replacement, Outfitted	-	-	-	-	-
TOTAL	\$ 76,000	\$ 47,000	\$ -	\$ -	\$ -

Roadways Department

YEAR	TC Approved FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Repaint Roadways Building	\$ -	\$ -	\$ -	\$ -	\$ -
Diesel Class 8 Mack Dump Truck (Truck #12)	220,679	-	-	-	-
Replacement Snowplow for Mack Truck	8,500	-	-	-	-
1 Ton Rack/Dump Truck	-	-	60,000	-	-
Leaf Machine	-	36,000	-	38,000	-
Truck Chasis w/ Vacuum Catch Basin Cleaner	-	-	-	-	-
10 Dump Truck w/Plow & All Season Body (Truck #19)	-	188,000	-	-	-
TOTAL	\$ 229,179	\$ 224,000	\$ 60,000	\$ 38,000	\$ -

FIVE YEAR CAPITAL IMPROVEMENT PLAN

Buildings & Grounds Department

YEAR	TC Approved FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
4WD Pickup Truck #45	\$ -	\$ -	\$ -	\$ -	\$ -
Library Roof Coating	-	-	-	-	-
PD Roof Coating	10,000	-	-	-	-
Senior Center Roof	23,000	-	-	-	-
ADA Transition Plan Upgrades	-	10,000	10,000	10,000	10,000
4WD 1 Ton Pickup Truck with Plow #47	-	39,000	-	-	-
Library Roof Repairs	-	140,000	-	95,000	-
Recreation Department Fire Alarm Upgrade	-	25,000	-	-	-
Boiler Replacements	-	-	27,000	-	-
Firehouse AC Replacement	-	32,000	-	-	-
Recreation Department AC Replacement	-	15,000	-	-	-
4WD, 72in. Diesel Riding Mower	-	-	28,000	-	-
4WD Mower	-	15,000	-	-	-
Municipal Center Roof Restoration	-	-	245,000	-	-
4WD Pick Up Truck #42	-	-	26,000	-	-
Berner Pool Bath House Roof	-	-	22,000	-	-
4WD 1 Ton Dump Truck w/Plow #49	-	-	-	38,000	-
4WD Pickup with Plow and Utility Body #39	-	-	-	-	39,000
Christmas Decoration Upgrade	-	-	-	-	6,000
MSP Ball Diamond Upgrades	-	-	-	-	-
Norton Park Canal Dredging	-	-	-	-	-
Municipal Center Fire Alarm Upgrade	-	-	-	-	-
Recreation Department Roof Replacement	-	-	-	-	-
4WD Pickup w/Plow #48	-	33,000	-	-	-
TOTAL	\$ 33,000	\$ 309,000	\$ 358,000	\$ 143,000	\$ 55,000

Technical Services Department - Bridge Repair

YEAR	TC Approved FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Tomlinson Avenue Bridge Repair #04546	\$ -	\$ 250,000	\$ -	-	\$ -
TOTAL	\$ -	\$ 250,000	\$ -	\$ -	\$ -

Technical Services Department - Capital Improvements

YEAR	TC Approved FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Metacomet Detention Pond Outlet Improvement	\$ -	\$ -	\$ -	\$ -	\$ -
Minor Bridge Repairs	-	15,000	-	-	-
Roadway Sign Replacement Program (180)	-	15,000	15,000	15,000	15,000
Downtown Decorative Sidewalk Reglazing & Sealing	-	-	-	-	-
Townline Road Reconstruction	1,600,000	-	-	-	-
Installation of Sanitary Sewer at Airport	-	500,000	-	-	-
Robotic Total Station	-	-	-	-	-
MS4 Monitoring Program	15,000	30,000	30,000	30,000	30,000
Concrete Sidewalk & Replacement	30,000	50,000	50,000	50,000	50,000
Roadway Paving (Year 5-10 of Possible Road Bond)	-	1,000,000	1,000,000	1,000,000	1,000,000
TOTAL	\$ 1,645,000	\$ 1,610,000	\$ 1,095,000	\$ 1,095,000	\$ 1,095,000

Human Services - Senior Center Department

YEAR	TC Approved FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Senior Center Dial-A-Ride Vehicle Match	\$ 70,000	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 70,000	\$ -	\$ -	\$ -	\$ -

Civic and Cultural Services - Library

YEAR	TC Approved FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Replace Computer Workstations	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL GOVERNMENT	\$ 2,495,527	\$ 2,881,840	\$ 1,953,840	\$ 1,664,840	\$ 1,570,840

FIVE YEAR CAPITAL IMPROVEMENT PLAN

Board of Education

YEAR	TC Approved FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
District Wide Cleaning Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
District Wide Security Improvements	-	-	-	-	-
PHS Partition Doors in Tech-Ed Hallway	-	-	-	-	-
PHS Repair and Resurface Kitchen Floor	-	-	-	-	-
PHS 2 Entrances for Automatic Handicap Access	-	-	-	-	-
MSP Upgrade Fire Annunciation System	-	-	-	-	-
Server Placement for Town & School Cluster	-	-	-	-	-
Chromebook Upgrade Grades 3 - 5	-	-	-	-	-
Cases for Grades 6 and 8 Chromebooks	-	-	-	-	-
MSP Teacher Laptop Replacement	-	-	-	-	-
Administrative Laptop Replacement	-	-	-	-	-
PHS Core Switch	-	-	-	-	-
District: Add. & Replacement Cleaning Equipment	15,000	-	-	-	-
District: Security Improvements	-	25,000	-	25,000	-
District: Parking Lot, Sidewalk, & Driveway Maint.	-	20,000	-	-	-
District: Ser. Vehicle Replacement (06' Chevy Express)	-	28,000	-	-	-
District: Ser. Vehicle Replacement (05' Ford E-250)	-	-	-	30,000	-
District: Landscaping Improvements for Maintenance	-	15,000	-	15,000	-
District: Network Upgrade	-	-	-	-	-
District: Replace Chromebooks	-	-	-	-	-
PHS: Replant Smoke Stack or Wrap in Metal	-	95,000	-	-	-
PHS: Snow Guards/Kegel Gym Roof	-	86,000	-	-	-
PHS: Build Team Room/Field House	-	200,000	-	-	-
PHS: Replace/Rebuild Solar Inverter	-	15,000	-	-	-
PHS: Replace Emergency Generator	-	-	300,000	-	-
PHS: Repaint Exterior of '54 Section	-	50,000	50,000	-	-
PHS: Replace Upgrade Boilers	-	-	400,000	-	-
PHS: Replace/Upgrade Building Automation System	-	-	100,000	-	-
PHS: Update Head-End A/Cs with Two Larger Units	6,750	-	-	-	-
PHS: Automate Field Lighting	-	-	-	-	-
PHS: Design a Secure Entrance	-	16,155	-	-	-
PHS: Build a Secure Entrance	-	-	-	-	-
MSP: Remove UST	-	20,000	-	-	-
MSP: Refinish (2) Gym Floors	-	-	-	55,000	-
MSP: Fume Hood Replacement	-	-	-	50,000	-
MSP: Replace all Student Lockers	-	-	-	100,000	-
MSP: Re-Key Building to match District Standard	-	-	-	60,000	-
MSP: Replace all Carpeting	-	-	-	150,000	-
MSP: Create a Secure Entrance from Ext. to Office	-	-	-	130,000	-
MSP: Cooling Tower	-	-	-	90,000	-
MSP: Upgrade/Replace Chillers	-	-	-	436,000	-
MSP: Install Automatic Isolation Valves for Chillers	-	-	-	15,000	-
MSP: Additional HVAC Upgrades	-	-	-	935,000	-
MSP: Update Rooftop Air Handlers	-	-	-	770,000	-
MSP: Replace Roof	-	-	-	1,872,000	-
MSP: Resurface Parking Lots and Roadways	-	-	-	800,000	-
MSP: Replace Emergency Generator	-	-	-	75,000	-
MSP: Upgrade Main Gym Bleachers for Accessibility	-	-	-	35,000	-
Toffolon: Landscape Improvements	-	-	-	-	-
Toffolon: Rebuild/Replace Solar Inverter	-	12,000	-	-	-
Toffolon: Reconfigure Chilled Water Piping	9,500	-	-	-	-
Linden: Upgrade Building Automation System	-	50,000	-	-	-
Tech: PHS Displays - Part 2	64,372	-	-	-	-
Tech: Chromebooks Grades 6, 9, & 10	86,893	-	-	-	-
Tech: Chromebook Cases	10,000	-	-	-	-
Tech: Office Desktop Linden & MSP	10,488	-	-	-	-
Tech: Maker Space/STEAM Hardware	42,300	-	-	-	-

FIVE YEAR CAPITAL IMPROVEMENT PLAN					
Tech: Technicians Laptops	6,000	-	-	-	-
Tech: Security Camera Server	10,000	-	-	-	-
Tech: Kindergarden iPads	27,390	-	-	-	-
Tech: Special ED iPads	4,980	-	-	-	-
Tech: Toffolon Displays	-	77,500	-	-	-
Tech: Chromebooks Grades 6, 9 & Elemntary	-	118,125	-	-	-
Tech: San Server BOE & Town	-	80,000	-	-	-
Tech: PHS Teacher Laptops	-	77,000	-	-	-
Tech: PHS 126 CAD Lab	16,800	37,500	-	-	-
Tech: Firewall Replacement	-	-	-	-	-
Tech: MSP 507 Music Lab	-	-	-	-	-
Tech: Chromebooks Grades 6, 9 & Elemntary	-	-	-	-	-
Tech: Toffolon Teac	-	-	-	-	-
BOARD OF EDUCATION TOTAL	\$ 310,473	\$ 1,022,280	\$ 850,000	\$ 5,643,000	\$ -

YEAR	TC Approved FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Total Town General Government	\$ 2,495,527	\$ 2,881,840	\$ 1,953,840	\$ 1,664,840	\$ 1,570,840
Total Board of Education	310,473	1,022,280	850,000	5,643,000	-
GRAND TOTAL - ALL PROJECTS	\$ 2,806,000	\$ 3,904,120	\$ 2,803,840	\$ 7,307,840	\$ 1,570,840
Estimated Funding Sources	TC Approved FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Total General Fund - Town	\$ 619,527	\$ 2,881,840	\$ 1,953,840	\$ 1,664,840	\$ 1,570,840
Total General Fund - BOE	180,473	1,022,280	850,000	5,643,000	-
Total Debt Management Fund Contribution	220,000	-	-	-	-
Total Grants	1,786,000	-	-	-	-
GRAND TOTAL - ALL FUNDING	\$ 2,806,000	\$ 3,904,120	\$ 2,803,840	\$ 7,307,840	\$ 1,570,840

II

Current Year Approved Projects

APPROVED PROJECTS SUMMARY FISCAL YEAR 2020

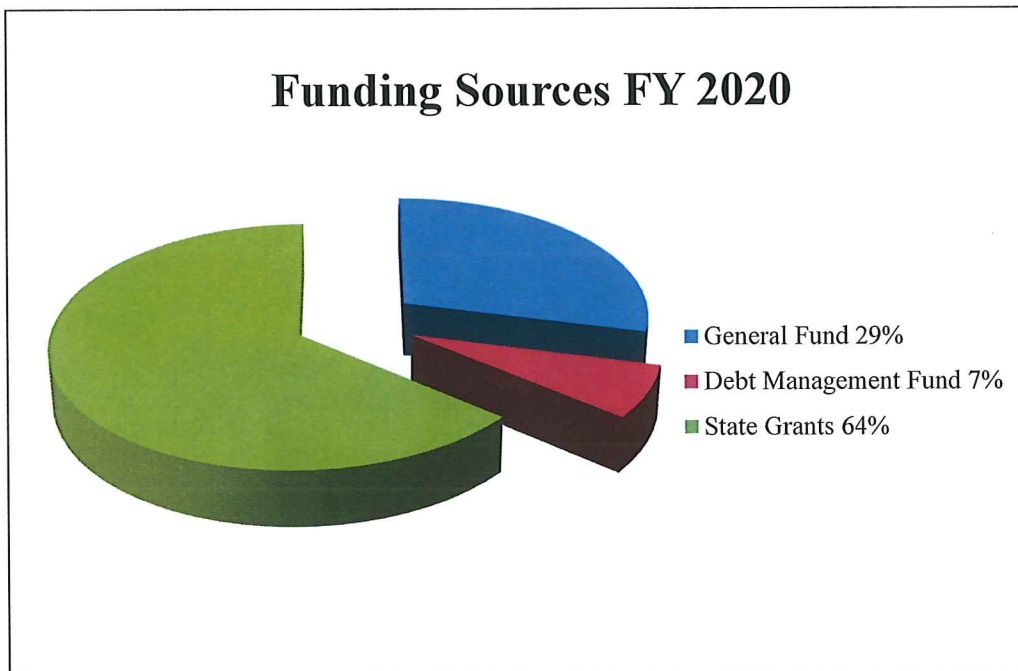
PROJECT TOTALS

Town General Government	\$ 2,495,527
Board of Education	310,473
TOTAL - ALL PROJECTS	\$ 2,806,000

FUNDING TOTALS

General Fund	\$ 800,000
Debt Management Fund	220,000
State Grants	1,786,000
TOTAL -ALL FUNDING	\$ 2,806,000

The chart below illustrates each funding source as a percent of total funding.



Finance/Assessors Office

Recurring Project	FY 2020	Future Cost	Total Cost
2021 Assessors Revaluation	\$ 50,000	\$ 200,000	\$ 250,000
Recurring Total	\$ 50,000	\$ 200,000	\$ 250,000

Department Total	\$ 50,000	\$ 200,000	\$ 250,000
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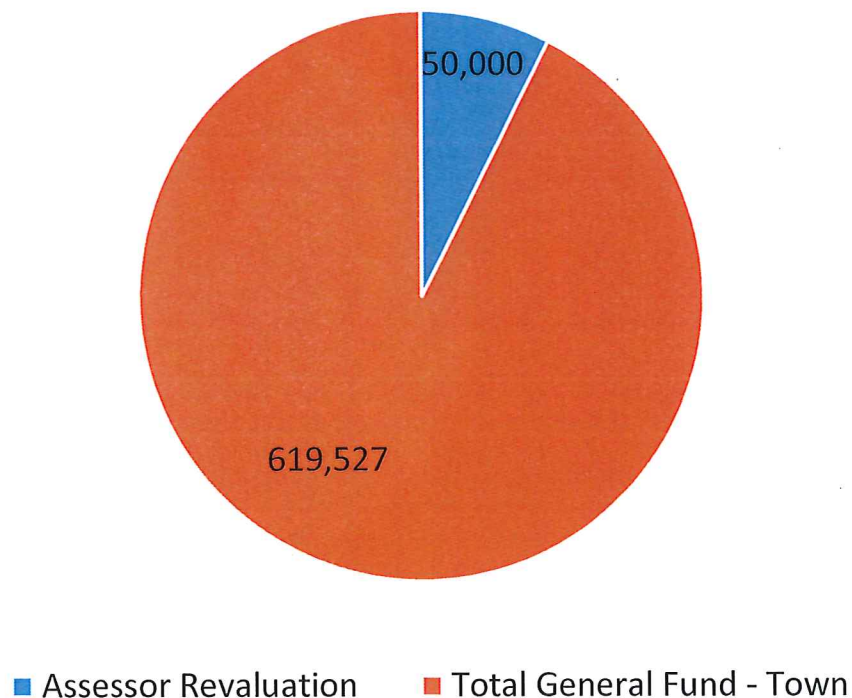
2021 REVALUATION

Description: Revaluation is a state mandated program that is done to ensure a more equitable distribution of the tax burden by bringing the property assessments in a community up to date. A company will be hired to travel throughout the town measuring and viewing properties, evaluate building permits, and list properties for valuation. The town will conduct revaluation in 2021. Expenses for this revaluation will be spread over three years.



Future Operating Budget Impact: Costs for each revaluation cycle are spread over a three-year period to avoid placing the burden exclusively in one year's budget. Updating property assessments ensures that revenue can be captured from property improvements.

Finance/Assessors



Data Processing

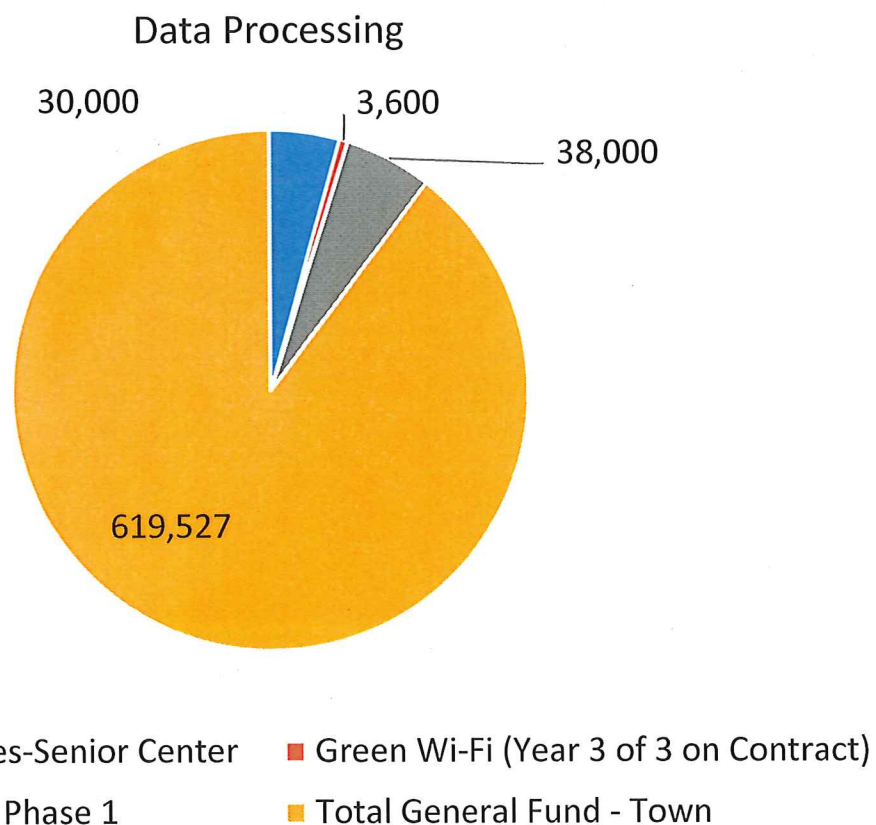
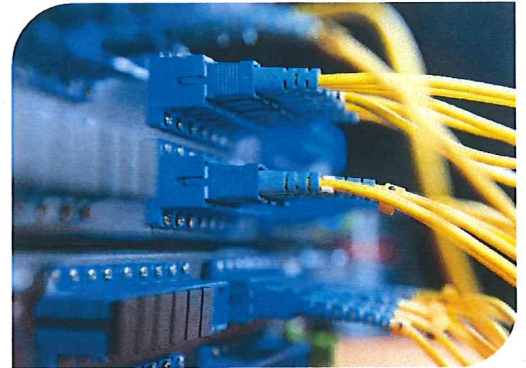
Recurring Project	FY 2020	Future Cost	Total Cost
Computer Upgrades & Equipment	\$ 30,000	\$ 120,000	\$ 150,000
Green Wi-Fi	\$ 3,600	\$ -	\$ 3,600
Town Wide Fiber - Phase 1	\$ 38,000		\$ 38,000
Recurring Total	\$ 71,600	\$ 120,000	\$ 191,600

Department Total	\$ 71,600	\$ 120,000	\$ 191,600
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RECURRING CAPITAL IMPROVEMENTS

Description: Funds provide for the on-going computer replacement cycle, network infrastructure improvements, software upgrades, installation of fiber throughout the town in order to connect all town and BOE buildings, and contractual requirements. The Green Wi-Fi provides public Wi-Fi in the downtown area of Plainville. This is the final payment for Green Wi-Fi.

Future Operating Budget Impact: Upgrades to the computers ensures that they are up date and compatible with current software limiting the amount of software purchases the Town will need to make. The Town Wide Fiber Project will help place fiber lines to all Municipal and Board of Education buildings along with WPC Pump Stations. This fiber network will decrease the maintenace costs and will last for approximately 30 years.



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Police Department

Recurring Project	FY 2020	Future Cost	Total Cost
Computer Aided Dispatch & Records	\$ 16,000	\$ 64,000	\$ 80,000
Goosetwon Radio System - Lease (4 of 5)	\$ 157,848	\$ 640,000	\$ 797,848
Patrol Cruisers Ford Interceptors - 2	\$ 65,000	\$ 325,000	\$ 390,000
Patrol Cruiser Outfitting - 2	\$ 22,500	\$ 70,000	\$ 92,500
Defibrilatoe in Patrol Cruisers & Station	\$ 6,400	\$ 25,600	\$ 32,000
Video Cameras in Patrol Cruisers & Station	\$ 14,000	\$ 56,000	\$ 70,000
Police Equipment (Handguns)	\$ 14,000	\$ -	\$ 14,000
Computer Replacement	\$ 25,000	\$ 112,000	\$ 137,000
Recurring Total	\$ 320,748	\$ 1,292,600	\$ 1,613,348

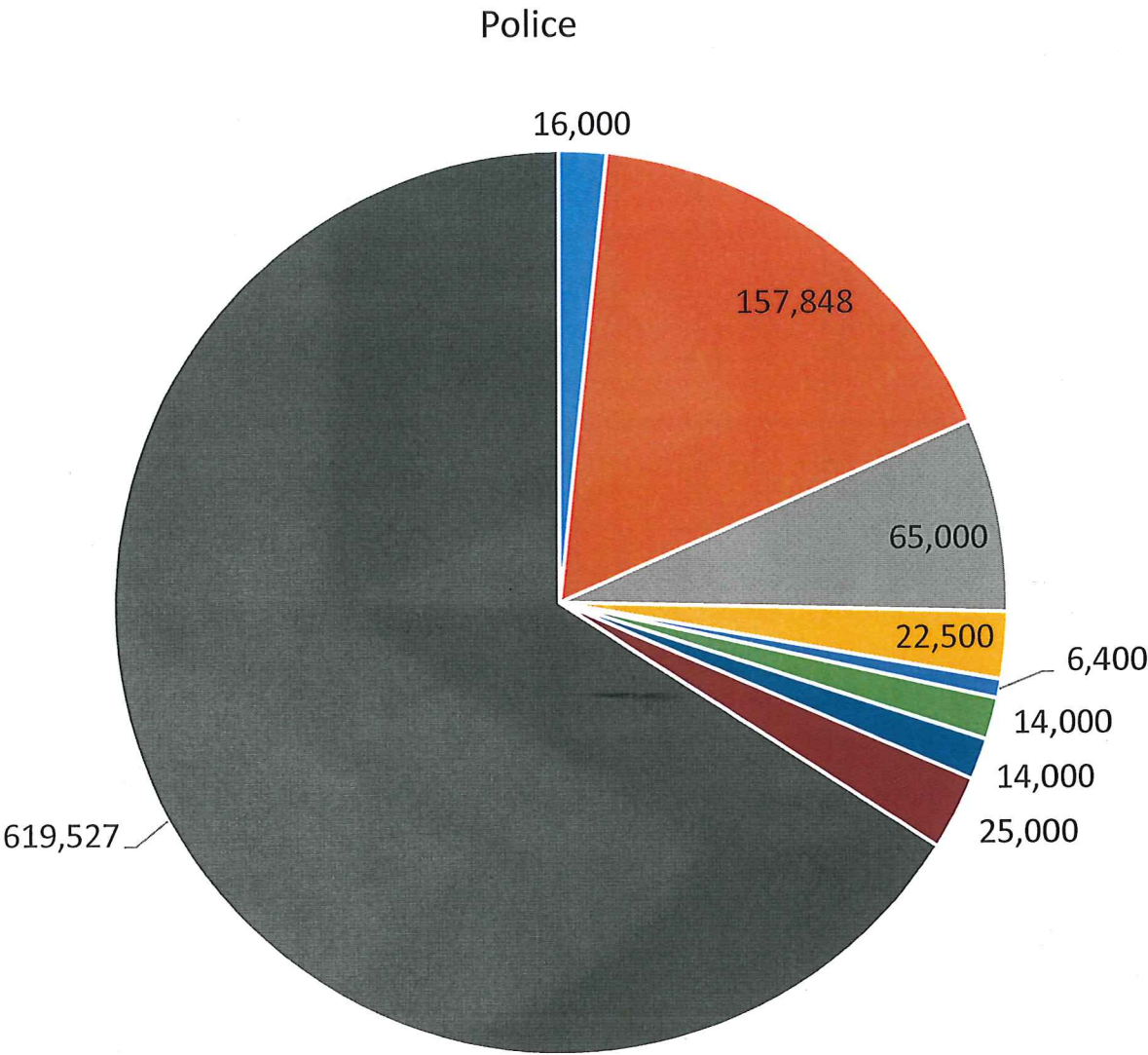
Department Total	\$ 320,748	\$ 1,292,600	\$ 1,613,348
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RECURRING IMPROVEMENTS

Description: Equipment within cruisers and the station is upgraded on a rotating basis in order to ensure officer and public safety and to provide rapid response to residents' needs. Along with this recurring equipment is computer replacement to ensure software and firewalls are up to date.

Future Operating Budget Impact: Upgrades to computer hardware are expected to reduce maintenance costs during the time that the hardware is designed to meet performance expectations. Replacing patrol cruisers is anticipated to save on maintenance costs due to better performance, warrantee coverage, and availability of parts. Outfitting the cruisers will be completed in two years and will reduce equipment costs during its 5-7 year life.





- Computer Aided Dispatch & Records
- Goosetown Radio System - Lease (4 of 5)
- Patrol Cruisers Ford Interceptors - 2
- Patrol Cruiser Outfitting - 2
- Defibrillator in Patrol Cruisers and Station
- Video Cameras in Patrol Cruisers and Station
- Police Equipment (Handguns)
- Computer Replacement
- Total General Fund - Town

Fire Department

Nonrecurring Project	FY 2020	Future Cost	Total Cost
Personal Protective Equipment	\$ 30,000	\$ 30,000	\$ 60,000
Hurst Tool Power Unit Replacement (Jaws of Life)	\$ 12,000	\$ -	\$ 12,000
Pump Skid for Utility #1	\$ 34,000	\$ -	\$ 34,000
Nonrecurring Total	\$ 76,000	\$ 30,000	\$ 106,000
Department Total	\$ 76,000	\$ 30,000	\$ 106,000

RECURRING IMPROVEMENTS

Description: Equipment is upgraded each year on a rotating basis in order to ensure safe fire operation.

Future Operating Budget Impact: Updating Personal Protective Equipment helps to avoid repair costs and to avoid fines by abiding by the most current regulations. Funding for the Hurst Power Unit put a unit on all Fire Department vehicles.

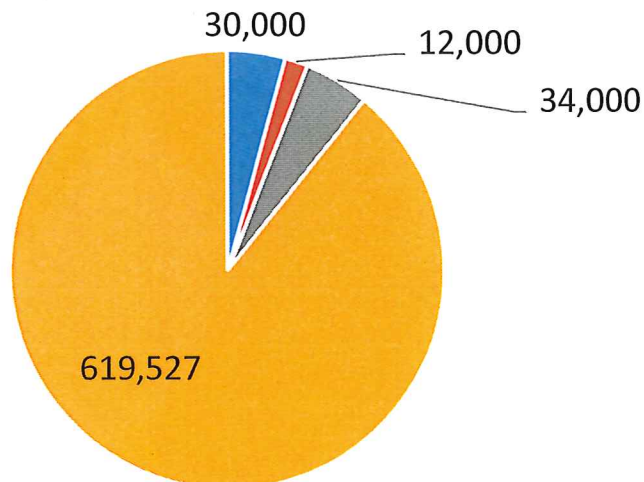
PUMP SKID FOR UTILITY #1

Description: Pump Skid for Utility #1 will allow for water pressure and use to extinguish fires for off-road calls.

Future Operating Budget Impact: None anticipated.



Fire Department



■ Personal Protective Equipment/Radios

■ Hurst Tool Power Unit Replacement (Jaws of Life)

■ Purchase Pump Skid for Utility 1

■ Total General Fund - Town

Buildings & Grounds Department

Nonrecurring Project	FY 2020	Future Cost	Total Cost
PD Roof Coating	\$ 10,000	\$ -	\$ 10,000
Senior Center Roof	\$ 23,000	\$ -	\$ 23,000
Nonrecurring Total	\$ 33,000	\$ -	\$ 33,000
Department Total	\$ 33,000	\$ -	\$ 33,000

PD ROOF COATING

Description: This item installs a protective coating on the flat roof of the Police Station.

Future Operating Budget Impact: This will extend the existing roof life and reduce leaks.

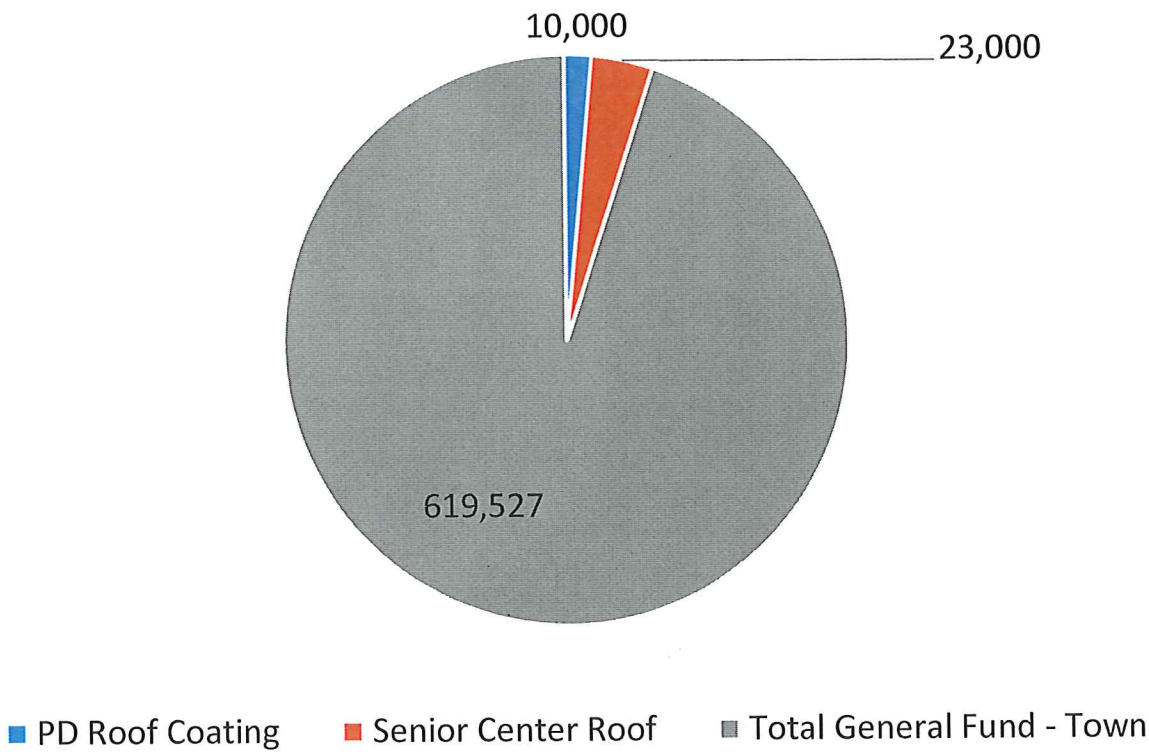
PD ROOF COATING

Description: This item replaces the shingle roof and decking on the oldest section of the roof.

Future Operating Budget Impact: Leaks are becoming more frequent on this now eighteen year old roof.



Buildings & Grounds



Roadways Department

Nonecurring Project	FY 2020	Future Cost	Total Cost
Diesel Class 8 Mack Dump Truck (Truck #12)	\$ 220,679	\$ -	\$ 220,679
Replacement Snowplow for Mack Truck	\$ 8,500	\$ -	\$ 8,500
Nonrecurring Total	\$ 229,179	\$ -	\$ 229,179
Department Total	\$ 229,179	\$ -	\$ 229,179

DIESEL CLASS 8 MACK DUMP TRUCK (TRUCK #12)

Description: Replaces a 1992 diesel Class 8 Mack Dump Truck.

Future Operating Budget Impact: Replacement saves on large repair costs fuel efficiency.

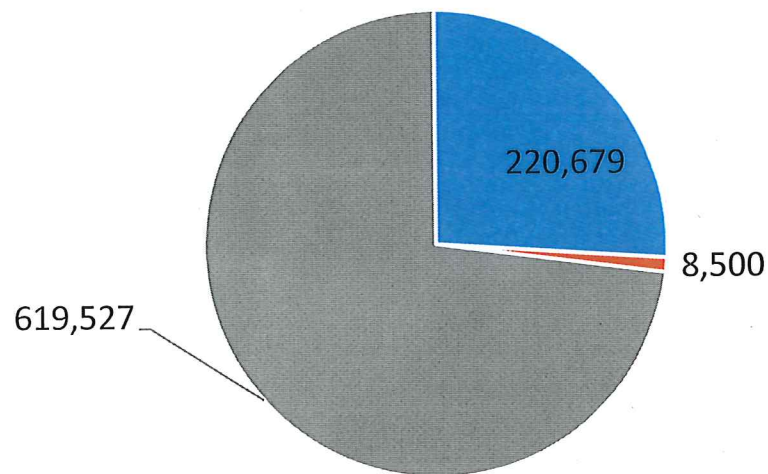
REPLACEMENT SNOWPLOW FOR MACK TRUCK

Description: Replaces a twenty year old snow plow for Truck #12.

Future Operating Budget Impact: Replacement will save on large repair costs.



Roadways



- Diesel Class 8 Mack Dump Truck (Truck #12)
- Replacement Snowplow for Mack Truck
- Total General Fund - Town

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Technical Services Department

Nonrecurring Project	FY 2020	Future Cost	Total Cost
Town Line Road Reconstruction	\$ 1,600,000	\$ -	\$ 1,600,000
Nonrecurring Total	\$ 1,600,000	\$ -	\$ 1,600,000

TOWN LINE ROAD RECONSTRUCTION

Description: Funding provides for pavement reconstruction of Town Line Road from South Washington Street to Red Stone Hill. 100% funded by State of CT Grant.

Future Operating Budget Impact: None anticipated.



Recurring Project	FY 2020	Future Cost	Total Cost
MS4 Monitoring Program	\$ 15,000	\$ 120,000	\$ 135,000
Concrete Sidewalk Replacement	\$ 30,000	\$ 200,000	\$ 230,000
Recurring Total	\$ 45,000	\$ 320,000	\$ 365,000

Department Total	\$ 1,645,000	\$ 320,000	\$ 1,965,000
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ROADWAY SIGN REPLACEMENT PROGRAM

Description: Replacement of Existing Roadway Signs which address the Federal 2014 Reflectivity Requirements.

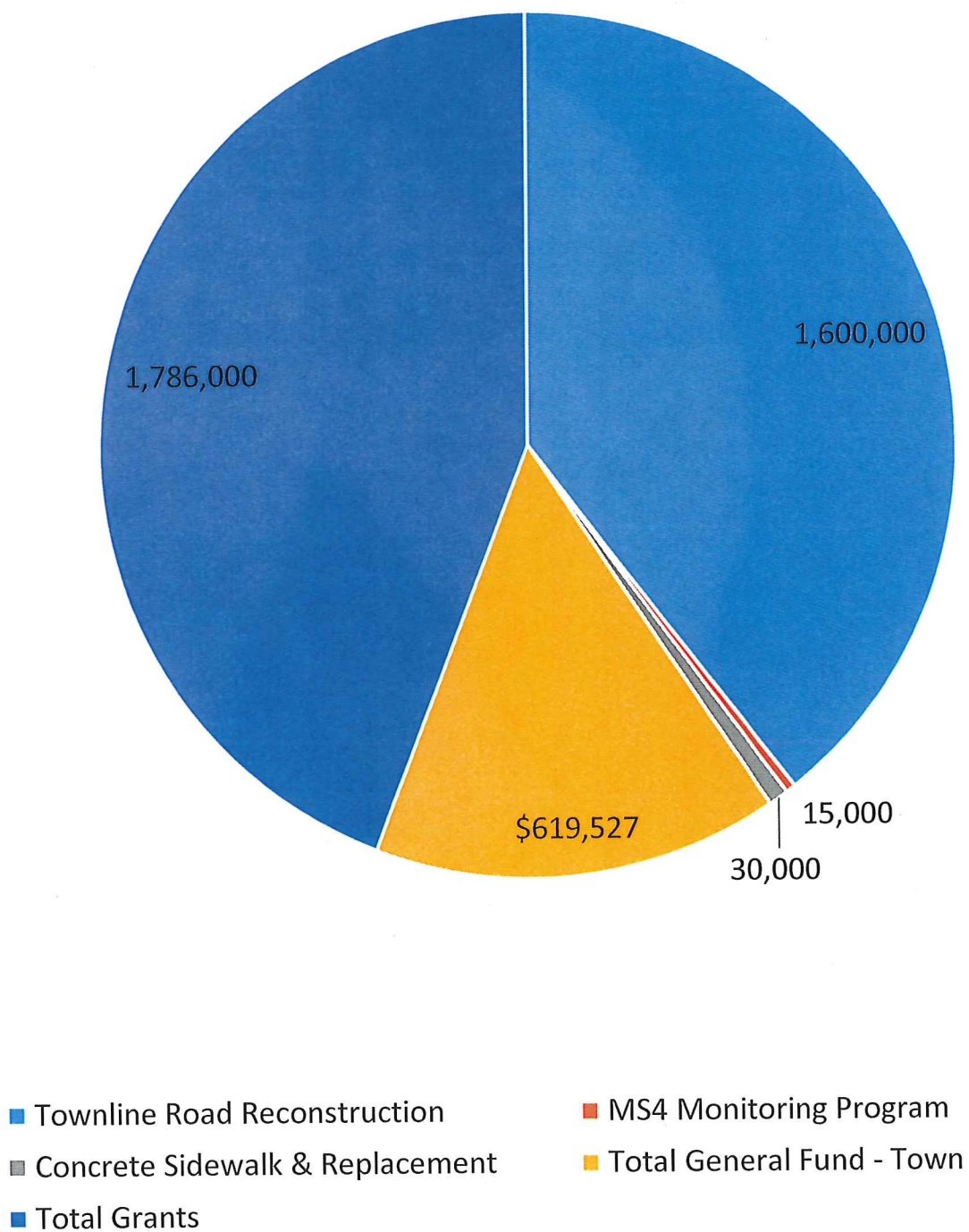
Future Operating Budget Impact: None anticipated.

CONCRETE SIDEWALK REPLACEMENT

Description: Funding will provide for the replacement of sidewalks that need repair.

Future Operating Budget Impact: None anticipated.

Technical Services



Senior Center

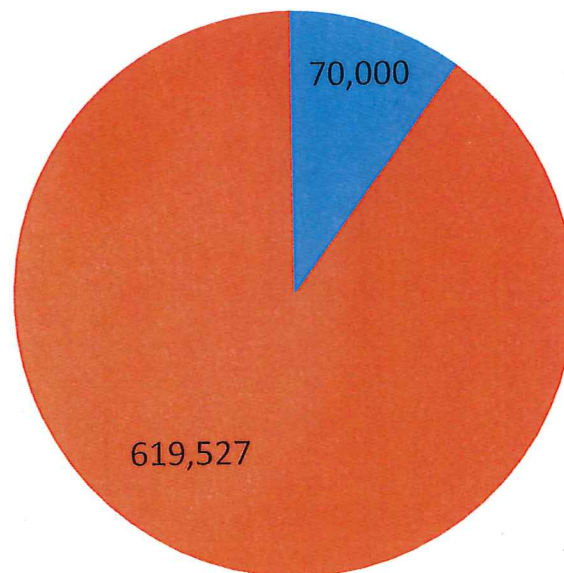
Nonrecurring Project	FY 2020	Future Cost	Total Cost
Senior Center Dial-A-Ride Vehicle Match	\$ 70,000	\$ -	\$ 70,000
Nonrecurring Total	\$ 70,000	\$ -	\$ 70,000
Department Total	\$ 70,000	\$ -	\$ 70,000

PARK IMPROVEMENTS

Description: This would replace an older 2011 bus with a fourteen (14) passenger Dial-A-Ride vehicle that would be funded by the State of CT Grant for \$56,000.

Future Operating Budget Impact: None anticipated

Senior Center



■ Senior Center Dial-A-Ride Vehicle Match

■ Total General Fund - Town

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Board of Education

Nonrecurring Project	FY 2020	Future Cost	Total Cost
District Wide Cleaning Equipment	\$ 15,000	\$ -	\$ 15,000
PHS: Udate Head-End A/Cs with (2) Larger Units	\$ 6,750	\$ -	\$ 6,750
Toffolon: Reconfigure Chilled Water Piping	\$ 9,500	\$ -	\$ 9,500
Tech: PHS Displays - Part 2	\$ 64,372	\$ -	\$ 64,372
Tech: Chromebooks- Grades 6, 9, & 10	\$ 86,893	\$ -	\$ 86,893
Tech: Chromebook Cases	\$ 10,000	\$ -	\$ 10,000
Tech: Office Desktop Linden & MSP	\$ 10,488	\$ -	\$ 10,488
Tech: Maker Space/STEAM Hardware	\$ 42,300	\$ -	\$ 42,300
Tech: Technicians Laptops	\$ 6,000	\$ -	\$ 6,000
Tech: Security Camera Server	\$ 10,000	\$ -	\$ 10,000
Tech: Kindergarten iPads	\$ 27,390	\$ -	\$ 27,390
Tech: Special ED iPads	\$ 4,980	\$ -	\$ 4,980
Tech: PHS 126 CAD Lab	\$ 16,800	\$ 37,500	\$ 54,300
Nonrecurring Total	\$ 310,473	\$ 37,500	\$ 347,973
Department Total	\$ 310,473	\$ 37,500	\$ 347,973

DISTRICT WIDE CLEANING EQUIPMENT & SECURITY IMPROVEMENTS

Description: To purchase a no chemical floor stripping machine. Also for additional cameras and other security improvments.

Future Operating Budget Impact: None anticipated

PHS UPDATE HEAD-END A/Cs WITH (2) LARGER UNITS

Description: Will replace (2) aging head end units

Future Operating Budget Impact: None anticipated

TOFFOLON: RECONFIGURE CHILLED WATER PIPING

Description: This system has been problematic due to incorrect, initial piping. Chillers are likely to fail unless this is repaired.

Future Operating Budget Impact: There will be a saving on replacing the chilled water piping.

TECH: PHS DISPLAYS - PART 2

Description: Completes the project which began in FY 2018-2019 to replace eleven year-old technolohy equipmnt that is failing.

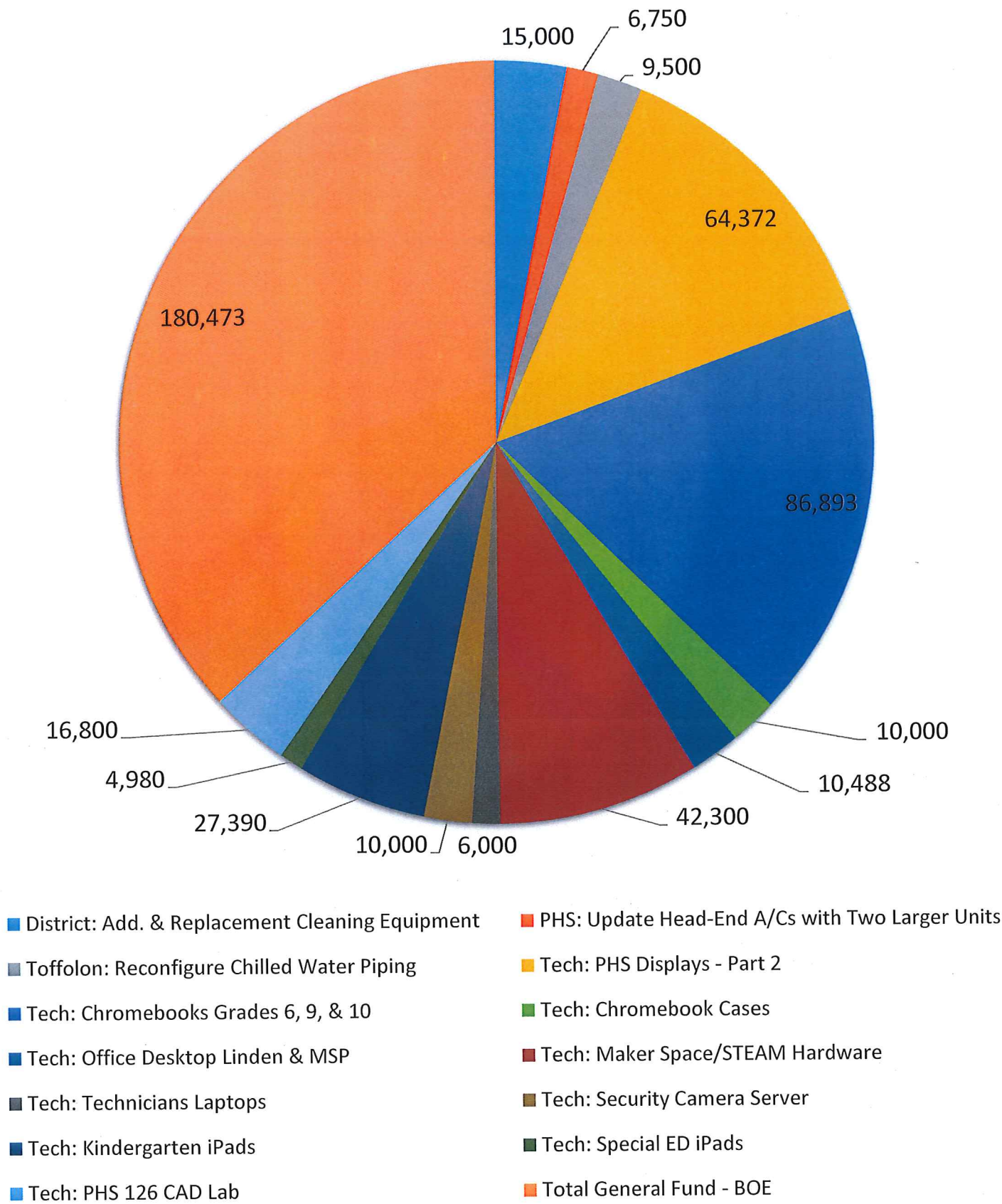
Future Operating Budget Impact: None anticipated

TECH: CHROMEBOOKS, CASES, DESKTOPS, MAKER SPACE/STEAM HARDWARE & IPADS

Description: The Chromebooks for Grades 6, 9, & 10 will be upgraded. Replacing four year-old Chromebooks which will be passed down to lower grades. Office Desktops at Linden and Toffolon are scheduled to be replaced as the current ones are obsolete. The Maker Space/STEAM Hardware will provide STEAM labs at the elementary schools along with MSP. Also included is a security camera server fordistrict-wide monitoring.

Future Operating Budget Impact: None anticipated

Board of Education



Water Pollution Control Facility

Recurring Project	FY 2020	Future Cost	Total Cost
I & I Manhole Rehabilitation	\$ 15,000	\$ 60,000	\$ 75,000
Collection System and Repairs	\$ 50,000	\$ 600,000	\$ 650,000
Recurring Total	\$ 65,000	\$ 660,000	\$ 725,000

RECURRING IMPROVEMENTS

Description: Manhole covers are replaced to address groundwater entering the system. Plant collection system receives proactive maintenance, repairs, and capital improvements.

Future Operating Budget Impact: No impact is anticipated for the manhole rehabilitation. Plant repairs are anticipated to help reduce overtime costs. Collection system repairs will have the largest impact of these projects by reducing the amount of infiltration that enters the system through cracks and breaks. This will reduce the amount of energy needed to process the flow at the plant and have a positive impact on nitrogen numbers for the state's Nitrogen Credit Program.

Nonrecurring Project	FY 2020	Future Cost	Total Cost
Crane Truck Replacement	\$ 78,000	\$ -	\$ 78,000
Nonrecurring Total	\$ 78,000	\$ -	\$ 78,000

Department Total	\$ 143,000	\$ 660,000	\$ 803,000
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CRANE TRUCK REPLACEMENT

Description: This would replace a crane truck that is rotted out with a suspension that needs substantial work in order to keep up with daily operations.

Future Operating Budget Impact: There will be a savings of repair costs on this vehicle along with savings from not needing to hire a contractor to assist when a crane truck is needed.

III

Outstanding Debt, Mill Rate Impact, & Legal Debt Limit

GENERAL OBLIGATION BONDED DEBT FISCAL YEAR 2020

SUMMARY

The Town Council, Town Manager, Board of Education, Superintendent of Schools, Director of Finance, and the Capital Projects Building Committee will be meeting to consider a bond issue for some of the larger projects proposed in the five year plan, including school improvements and road projects. The first phase of this was done in FY 2019, bonding \$10M to permanently bond the outstanding short-term road projects debt (\$4.9M), issue new debt for Fire Company equipment (\$2.1M) and issue new debt for the school improvements projects. The Town intends to issue new debt for the remaining amount of school improvements in FY 2021.

POTENTIAL NEW DEBT

Description	Type	Year to be Issued	Year of Maturity	Amount	Unissued	Rate	Outstanding Principal	Budgeted Principal Reduction	Budgeted Interest Payments	Future Impact on Mill Rate
School Improvements	Schools	2021	2041	8,000,000	-	2.00-4.00%	-	-	-	-

OUTSTANDING DEBT - SHORT TERM

Description	Type	Year of Issue	Year of Maturity	Original Amount	Unissued	Rate	Outstanding Principal	Budgeted Principal Reduction	Budgeted Interest Payments	Impact on Mill Rate
										-

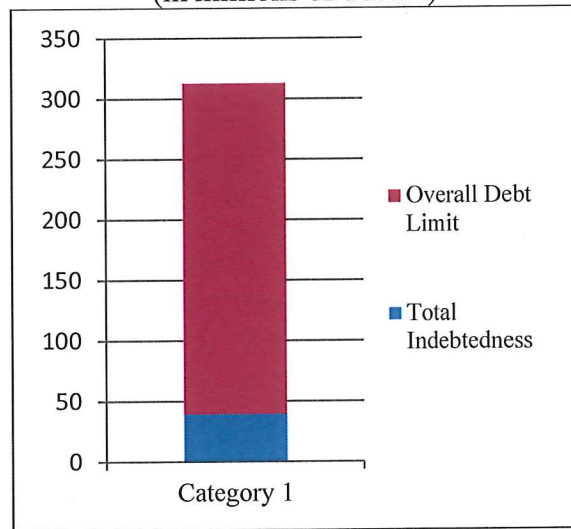
OUTSTANDING DEBT - LONG TERM

Description	Type	Year of Issue	Year of Maturity	Original Amount	Authorized but Unissued	Rate	Outstanding Principal	Budgeted Principal Reduction	Budgeted Interest Payments	Impact on Mill Rate
Refunding TIF	General	2007	2021	6,855,000	-	3.65-5.00%	1,210,000	845,000	60,500	0.65
High School Improvements	Schools	2010	2030	4,000,000	-	3.00-4.00%	400,000	200,000	12,000	0.15
Toffolon School Improvements	Schools	2010	2030	6,700,000	-	3.00-4.00%	670,000	335,000	20,100	0.25
Refunding 2005/2006	Schools	2012	2023	12,535,000	-	2.50-3.81%	5,080,000	1,295,000	146,050	1.03
Refunding 2007 Series A	Schools	2016	2027	5,025,000	-	3.00-4.00%	4,010,000	510,000	135,350	0.46
Refunding 2011 HS Series A	Schools	2017	2030	2,000,000	-	3.25-4.00%	2,000,000	-	68,140	0.05
Refunding 2011 HS Series A	Schools	2017	2030	3,370,000	-	3.25-4.00%	3,370,000	-	114,860	0.08
Road Improvements	General	2019	2039	4,900,000	-	3.00-4.00%	4,900,000	245,000	236,294	0.34
Fire Trucks	General	2019	2039	2,100,000	-	3.00-4.00%	2,100,000	105,000	101,269	0.15
Wheeler School	Schools	2019	2039	3,000,000	-	3.00-4.00%	3,000,000	150,000	144,670	0.21

Total					-		26,740,000	3,685,000	1,039,233	2.55
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Total Current Indebtedness vs Legal Debt Limit*

(in millions of dollars)



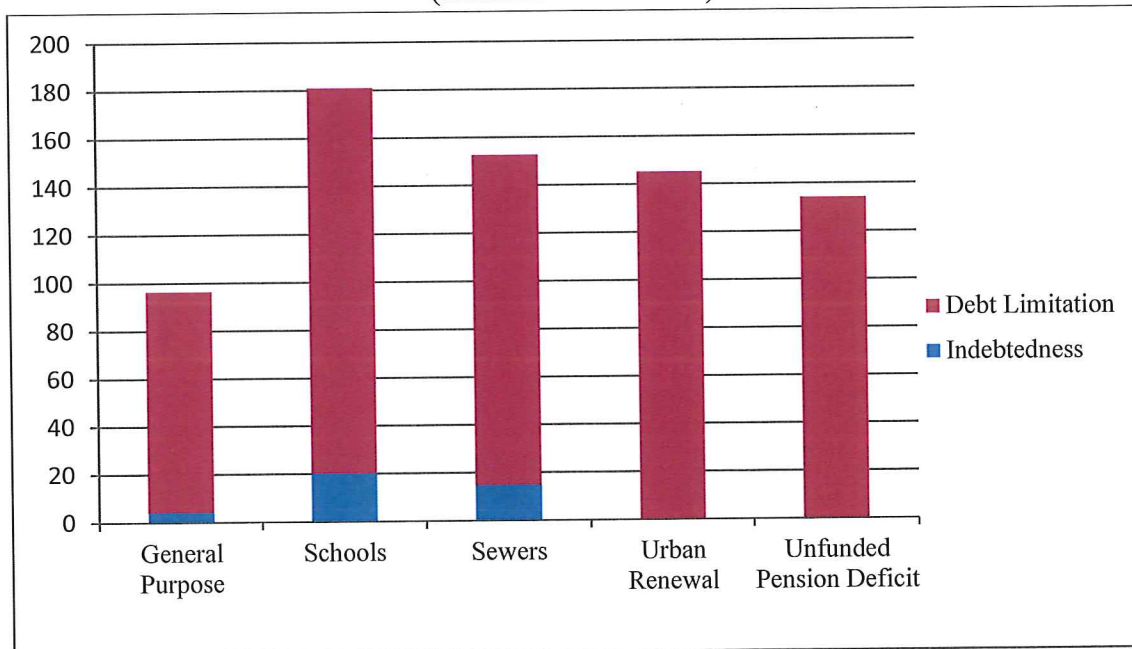
State of Connecticut limits the quantity of debt municipalities can issue relative to the tax base:

General Purposes:	2 ¼ times annual receipts
School Purposes:	4 ½ times annual receipts
Sewer Purposes:	3 ¾ times annual receipts
Urban Renewal purposes:	3 ¼ times annual receipts
Unfunded Pension Deficit Purposes:	3 times receipts

In no case, however, shall total indebtedness exceed seven times the base.

Current Indebtedness vs. Legal Debt Limit*

(in millions of dollars)



*As of June 30, 2018.

Glossary of Terms

Affordable Care Act (ACA) – the “Obamacare” health reform act mandating all United State citizens have the opportunity to have affordable health care.

Accrual- accounting method in which expenditures and revenues are recorded at the time that they are incurred, regardless of whether the cash has actually been transferred at that time.

Annual Budget- a budget applicable to a single fiscal year.

Appropriation- a legal authorization granted by a legislative body (the Town Council, for example) to make expenditures and incur obligations for specific purposes. All General Fund appropriations expire at the end of the fiscal year. All non-budgetary or special purpose funds, including all capital projects, expire after three years or after their purpose has been accomplished.

Assessed Value- the value placed on property for the purpose of distributing tax burden. In Plainville, assessed valuation is 70% of the fair market value of both real (land and buildings) and personal property, as determined by the Plainville Assessor’s Office.

Assets- property with economic value owned by an entity

Balanced Budget- a budget wherein the revenues plus any funds transferred in equals the expenditures minus any transfers out, for any given fiscal year.

Basis of Accounting- the procedures that record, classify, and report on the finances and operations of a business, government, individual, or other entity. In Plainville, modified accrual is the basis of accounting (*see modified accrual*).

Bond- a contract to pay a specified sum of money (the principal) at a specified future date (maturity) plus interest paid at an agreed percentage of the principal.

Bond Anticipation Notes (BAN) – short term financing less than one (1) year.

Budget- a financial plan, including proposed expenditures and estimated revenues, for a period in the future.

Comprehensive Annual Financial Report (CAFR) – the annual financial report prepared by the Town and audited by independent, external auditors

CaLAnDer- scheduling tool used by Town of Plainville employees.

Capital Budget- a plan for investment in capital assets separate from the operating budget.

Capital Expenditures- funds spent on a capital improvement project or piece of equipment costing less than \$50,000 and/or having a life expectancy of less than five years

Capital Improvement Plan (CIP) - a plan for future capital expenditures that identifies each capital project, its anticipated start and completion, the amount to be spent each year, and the method of finance.

Capital Project- a capital improvement project or piece of equipment costing more than \$50,000 and/or having a life expectancy of over five years.

Debt Limit- the maximum debt a government can incur under statutory requirements.

Encumbrances- purchase orders, contracts, or salary commitments that must be covered by an appropriation and for which part of the appropriation is reserved. When paid, they are no longer encumbrances.

Enterprise Zone- a 200-acre area in which businesses receive assistance for construction, infrastructure improvements, and relocation within Plainville's Enterprise Zone.

Expenditure (modified accrual basis) - the cost of goods received, or services rendered, whether cash payments have been made or not.

Fiscal Year- the twelve-month period at the end of which a government determines its financial condition and the results of its operation and closes its books. For the Town of Plainville, the fiscal year begins on July 1st and ends June 30th each year.

Fund- an accounting device established to control receipt and disbursement of income from sources set aside to support specific activities or attain certain objectives. Each fund is treated as a distinct financial entity.

- **General Fund-** this fund is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund.

- **Capital Projects Fund-** these funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities.

- **Internal Service Fund-** these funds are used to account for the financing of goods or services provided to departments within the government on a cost reimbursement basis.

- **Special Revenue Funds-** these funds are used to account for the proceeds from specific revenue sources (other than expendable trusts or major capital projects) that are restricted to expenditures for specific purposes.

- **Trust and Agency Funds-** used to account for assets held by the Town in a trustee capacity or as an agent.

Fund Balance- the amount of cash currently in the General Fund, minus any outstanding checks and encumbrances against the account.

General Fund- consists of accounts for receipts not earmarked by law for a specific purpose, the proceeds of general borrowing, and the expenditure of these monies.

General Obligation Debt- long term full faith and credit obligations other than those payable initially from non-tax revenue. Includes debt payable in the first instance from particular earmarked taxes.

Governmental Funds- moneys belonging to government, or any department of it, in hands of a public official.

Grand List- the compilation, by value, of all taxable and tax-exempt properties in the Town of Plainville.

Grant- an assistance award in which substantial involvement is not anticipated between the granting entity and the recipient entity during the performance of the contemplated activity.

Liquidity- the ease with which an asset can be converted to money.

LoCIP- Local Capital Improvement Program; a state grant awarded for the purpose of assisting a municipality with the cost of a State-approved capital project.

Long Term Debt- debt payable more than a year after the date of issue.

Mill- one tenth of a cent.

Mill Rate- the tax rate expressed as a monetary unit. Taxes levied are equal to the mill rate times the assessed value of property.

Modified Accrual System- accounting basis that records revenues when they are earned (whether or not cash is received then) and expenditures when goods and services are received (whether or not cash payments are made then).

Moody's Investors Service- Moody's Investors Service is among the world's most respected, widely utilized sources for credit ratings, research and risk analysis.

Object Codes- a uniform classification identifying the transactions of the government by the nature of the goods or services purchased, without regard to the agency involved or the purpose of the programs for which they are used.

Obligations- binding agreements that will result in outlays, immediately or in the future. Budgetary resources must be available before obligations can be incurred legally.

Operating Budget- a financial plan that presents proposed expenditures for a given period and estimates of revenue to finance them. Excludes expenditure for capital assets.

Outlays- payment of obligations.

Outstanding Debt- all debt that remains unpaid on the date specified.

Personal Services- amounts paid for compensation of officers and employees of the government. Consists of gross compensation before deductions for taxes, retirement plans, or other purposes.

Property Taxes- a tax conditioned on ownership of property and measured by its assessed value.

Revenue- all amounts of money received by a government entity, net of refunds and other correcting transactions, other than from issue of debt, liquidation of investments, and as agency and private trust transactions.

Special Funds- fund accounts for receipts earmarked for specific purposes and the associated expenditure of those receipts.

Town Meeting- an annual Town Meeting for the consideration of the budget is held on the first Monday of May.

Uncollectibles- uncollected taxes that could be collected in the future years with incumbent penalties assessed in accordance with state law.

User Fee- charges levied on an individual or class directly subject to a government service, program, or activity, but not on the general public.

Acronyms Listing

ACA – Affordable Healthcare Act

BAN – Bond Anticipation Notes

BESB - Board of Education and Services for the Blind

CAFR – Comprehensive Annual Financial Report

CCM – Connecticut Conference of Municipalities

CERC - Connecticut Economic Resource Center

COST – Council of Small Towns

CRCOG - Capitol Region Council of Government

CTCMA – Connecticut Town/City Management Association

GAAP - Generally Accepted Accounting Principles

GASB - Governmental Accounting Standards Board

GENOB – General Obligation Bonds

GFOA - Government Finance Officers Association

ICMA – International City/County Management Association

ISO - International Organization for Standardization

LAP – Liability, Automotive, and Property Insurance

N/A - Not available or applicable

NFPA - National Fire Protection Association

OSHA - Occupational Safety and Health Administration

SCBA - Self Contained Breathing Apparatus

WC – Workers' Compensation Insurance