

SPECIAL REVENUE FUNDS

Description

This portion of the FY 2020 - 2021 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 2019	Appropriated FY 2020	Estimated FY 2020	Proposed FY 2021
1100 Town Capital Reserve Fund				
Prior FY Fund Balance	\$ 435,687	\$ 366,442	\$ 366,442	\$ 366,442
Revenues	586,847	2,504,527	2,504,527	1,292,600
Expenditures	(656,092)	(2,495,527)	(2,495,527)	(1,282,600)
Fund Balance	366,442	375,442	366,442	376,442
1200 BOE Capital Reserve Fund				
Prior FY Fund Balance	165,857	152,766	152,766	22,766
Revenues	226,114	310,473	180,473	617,400
Expenditures	(239,205)	(310,473)	(310,473)	(617,400)
Fund Balance	152,766	152,766	22,766	22,766
1600 Recreation Fund				
Prior FY Fund Balance	65,162	88,999	88,999	51,278
Revenues	234,080	226,145	223,112	235,400
Expenditures	(210,243)	(265,846)	(260,833)	(276,085)
Fund Balance	88,999	49,298	51,278	10,593
6200 Robertson Airport Fund				
Prior FY Fund Balance	567,216	539,230	539,230	529,378
Revenues	902,273	303,300	303,301	120,000
Expenditures	(930,259)	(281,700)	(313,153)	(89,465)
Fund Balance	539,230	560,830	529,378	559,913
7100 Sewer Operating Fund				
Prior FY Fund Balance	3,224,733	3,912,477	3,912,477	4,323,038
Revenues	3,861,066	3,875,500	3,732,806	3,906,500
Expenditures	(3,173,322)	(3,358,922)	(3,322,245)	(4,273,077)
Fund Balance	\$ 3,912,477	\$ 4,429,055	\$ 4,323,038	\$ 3,956,461

	Actual FY 2019	Appropriated FY 2020	Estimated FY 2020	Proposed FY 2021
8100 Library Fund				
Prior FY Fund Balance	\$ 830,907	\$ 848,877	\$ 848,877	\$ 863,615
Revenues	722,929	733,247	749,879	745,142
Expenditures	(704,959)	(733,247)	(735,141)	(745,142)
Fund Balance	848,877	848,877	863,615	863,615
8300 Senior Citizen Trans. Fund				
Prior FY Fund Balance	61,841	54,328	54,328	46,892
Revenues	57,011	60,253	65,563	65,518
Expenditures	(64,524)	(55,571)	(72,999)	(59,038)
Fund Balance *	\$ 54,328	\$ 59,010	\$ 46,892	\$ 53,372

* 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 Board of Education.

The following chart details the budgeted expenditures for the Capital Reserve Fund for the Town Government.

Projects & Major Equipment Town Government Requests	Department Request	Town Manager Recommendation
1. Finance Departments		
Assessor Revaluation – aggregate	\$ 50,000	\$ 50,000
2. Data Processing Department		
Upgrades & Equipment - aggregate	30,000	30,000
Shared Services Storage	40,000	40,000
Fiber Install for Municipal & BOE Buildings	50,000	50,000
3. Police Department		
Computer Aided Dispatch & Records – aggregate	16,000	16,000
Patrol Cruisers Ford Interceptors – 3 – aggregate	102,000	102,000
Patrol Cruiser Outfitting – 2 – aggregate	27,750	27,750
Police Equipment – handguns	-	7,500
Police Equipment – shotguns	7,500	-
Police Equipment – Colt AR-15	7,500	-
Police Equipment – police & SWAT vests	8,000	8,000
Dispatch Communication Equipment (lease) – aggregate	160,000	160,000
Computer Equipment - aggregate	100,000	100,000
Police Body Cameras & Cloud Storage	55,000	-
Video Cameras in Patrol Cruisers – aggregate	23,000	23,000
Update Police Station	25,000	25,000
Administrative/Detective Vehicle	36,000	-
Ford F150 Ext. Cab 4WD Uplift	42,500	-
4. Fire Department		
Personal Protective Equipment – aggregate	28,500	28,500
Hurst Tool Power Unit (Jaws of Life) - aggregate	12,000	12,000
Radio Equipment Upgrade	30,000	30,000
Thermal Imaging Cameras - aggregate	17,000	17,000
SCBA Bottle Replacements - aggregate	12,000	12,000
5. Roadways Department		
1 Ton Rack/Dump Truck	60,000	60,000
Leaf Machine	40,000	40,000
6. Buildings & Grounds Department		
Library Roof Coating	9,000	9,000
ADA Transition Plan Upgrades	10,000	13,850
Boiler Replacements – aggregate	27,000	27,000
4WD Mower - aggregate	30,000	30,000
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 Manager Recommendation
Town Government Requests <i>(Continued)</i>			
6. Buildings & Grounds Department <i>(Continued)</i>			
Recreation Department Roof Replacement	\$	67,000	\$ -
4WD Pickup Truck #48 – aggregate		34,000	34,000
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	15,000
Downtown Decorative Sidewalk Reglazing & Sealing		25,000	-
Robotic Total Station		25,000	25,000
MS4 Monitoring Program – aggregate		30,000	15,000
Sidewalk Construction – aggregate		50,000	200,000
Crack Sealing Pavement		50,000	50,000
Guide Rail Replacement		15,000	15,000
Roadway Paving (Year 5-10 of Road Bond)		1,000,000	-
8. Human Services – Senior Center Department			
Dial-A-Ride Vehicle Match – aggregate		5,000	5,000
9. Civic & Cultural Library			
Replace Computer Workstations		5,000	5,000
Total Gross Town Government Capital Requests		2,771,750	1,282,600
Less: Use of Unassigned Fund Balance		-	(900,000)
Less: Use of Debt Management Funds		-	(200,000)
Total Net Town Government Capital Requests	\$	2,771,750	\$ 182,600

PROGRAM COMMENTARY

The department requests for the Capital budget totaled \$2,771,750; the Town Manager reduced that request by \$1,489,150 and further reduced that by using \$900,000 of unassigned fund balance and \$200,000 of Debt Management funds to arrive at the General Fund budget contribution towards Town Capital improvements of **\$182,600**.

Town of Plainville, Connecticut
Adopted Town Capital Fund Expenditure Budget Detail - Fiscal Year 2020 - 2021
As of February 20, 2020

		2018 - 2019		2019 - 2020		2020 - 2021			
		Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	
									\$ %
1100-840 Town Capital Fund									
Capital Outlay									
54670	CNR	\$ 656,092	\$ 2,495,527	\$ 929,908	\$ 2,495,527	\$ 2,771,750	\$ 1,282,600		\$ (1,212,927) -48.60%
	Total Capital Outlay	656,092	2,495,527	929,908	2,495,527	2,771,750	1,282,600	-	(1,212,927) -48.60%
1100-840 Total Town Capital Fund		\$ 656,092	\$ 2,495,527	\$ 929,908	\$ 2,495,527	\$ 2,771,750	\$ 1,282,600	\$ -	\$ (1,212,927) -48.60%

Town of Plainville, Connecticut
Adopted Town Capital Fund Revenue Budget Detail - Fiscal Year 2020 - 2021
As of February 20, 2020

		2018 - 2019		2019 - 2020		2020 - 2021		
		Actual		Received		Estimated	Increase/(Decrease)	
		Received	Budgeted	Date	Estimated	Budget	\$	%
Town Capital Fund Revenue								
Licenses & Permits								
42140	Town Clerk CIP fees	\$ 8,427	\$ 10,000	\$ 6,005	\$ 10,000	\$ 10,000	\$ -	0.00%
	Total Licenses & Permits	8,427	10,000	6,005	10,000	10,000	-	0.00%
Intergovernmental Revenue								
45540	State of CT	3,320	1,656,000	-	1,656,000	-	(1,656,000)	-100.00%
	Total Intergovernmental Revenue	3,320	1,656,000	-	1,656,000	-	(1,656,000)	-100.00%
Sundry & Interfund Transfers In								
49101	Interfund transfer in - General Fund	575,100	618,527	464,645	618,527	182,600	(435,927)	-70.48%
49102	Interfund transfer in - Fund Balance	-	-	-	-	900,000	900,000	100.00%
49104	Interfund transfer in - Debt Management	-	220,000	-	220,000	200,000	(20,000)	-9.09%
	Total Sundry & Interfund Transfers In	575,100	838,527	464,645	838,527	1,282,600	444,073	52.96%
Total Town Capital Fund Revenue		\$ 586,847	\$ 2,504,527	\$ 470,650	\$ 2,504,527	\$ 1,292,600	\$ (1,211,927)	-48.39%

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 Board of Education.

The following chart details the budgeted expenditures for the Capital Reserve Fund for the Board of Education.

Projects & Major Equipment Board of Education Requests		Department Request	Town Manager Recommendation
1. District Wide			
Cleaning Equipment - aggregate	\$	15,000	\$ 15,000
Security Improvements - aggregate		25,000	25,000
Parking Lot, Sidewalk, & Drainage Maintenance		20,000	-
2. Plainville High School (PHS)			
Repoint Exterior of 1954 Section		50,000	50,000
Replace Swimming Pool Heater		64,000	64,000
Build a Secure Entrance		70,000	70,000
Entrance Canopy Replacement		20,000	-
3. Toffolon School			
Landscape Improvements		25,000	-
4. Linden School			
Replace Walk-In Condensing Unit		19,000	19,000
Upgrade Building Automation System		18,000	18,000
5. Technology			
Chromebooks		135,000	135,000
Staff Chromebooks & Laptops		128,000	128,000
Maker Space/STEAM Hardware		43,400	43,400
Server/Firewall Replacements		40,000	40,000
Network Upgrades		10,000	10,000
Total Gross Board of Education Capital Requests	\$	682,400	\$ 617,400

PROGRAM COMMENTARY

The department requests for the Capital budget totaled \$682,400; the Town Manager reduced that request by \$65,000 to arrive at the General Fund budget contribution towards BOE Capital improvements of **\$617,400**.

Town of Plainville, Connecticut
 Adopted BOE Capital Fund Expenditure Budget Detail - Fiscal Year 2020 - 2021
 As of February 20, 2020

		2018 - 2019		2019 - 2020		2020 - 2021				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
1200-840	BOE Capital Fund	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Capital Outlay										
54670	CNR	\$ 239,205	\$ 310,473	\$ 287,849	\$ 310,473	\$682,400	\$617,400		\$ 306,927	98.86%
	Total Capital Outlay	239,205	310,473	287,849	310,473	682,400	617,400	-	306,927	98.86%
1200-840 Total BOE Capital Fund		\$239,205	\$310,473	\$287,849	\$310,473	\$682,400	\$617,400	\$ -	\$ 306,927	98.86%

Town of Plainville, Connecticut
 Adopted BOE Capital Fund Revenue Budget Detail - Fiscal Year 2020 - 2021
 As of February 20, 2020

		2018 - 2019		2019 - 2020		2020 - 2021		
		Actual		Received		Estimated	Increase/(Decrease)	
BOE Capital Fund Revenue		Received	Budgeted	Date	Estimated	Budget	\$	%
Intergovernmental Revenue								
45540	State of CT	\$ 1,214	\$ 130,000	\$ -	\$ -	\$ -	\$ (130,000)	-100.00%
	Total Intergovernmental Revenue	1,214	130,000	-	-	-	(130,000)	-100.00%
Sundry & Interfund Transfers In								
49105	Interfund transfer in - Town General Fu	224,900	180,473	135,355	180,473	617,400	436,927	242.10%
	Total Sundry & Interfund Transfers In	224,900	180,473	135,355	180,473	617,400	436,927	242.10%
Total BOE Capital Fund Revenue		\$ 226,114	\$ 310,473	\$ 135,355	\$ 180,473	\$ 617,400	\$ 306,927	98.86%

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

- Continued a good working relationship with High School Aquatic Program.
- 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.
- 150th Anniversary was held in Norton Park. The department worked with the Town Manager's office to host activities with our seasonal staff.
- 200 Day Passes were given out free of charge to Plainville residents at the 150th Anniversary.
- Fun Day was hosted at Norton Park in August. Attendance was highest in recent years.

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	2019 Actual	2020 Estimated	2021 Projected
Fee Program Revenue	\$140,725	\$150,000	\$160,000
Trip Revenue (New York, Boston, Skiing)	\$2,928	\$2,000	\$3,000
Number of fee programs	225 offered, 173 conducted	200	210

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. Increase due to higher minimum wage effective 9/1/2020.

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 2020 - 2021
As of February 20, 2020

		2018 - 2019		2019 - 2020		2020 - 2021				
		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	\$ 10,546	\$ 16,703	\$ 7,854	\$ 14,000	\$ 14,910	\$ 14,910		\$ (1,793)	-10.73%
51120	Part-time salary	168,309	214,803	139,580	214,803	226,835	226,835		12,032	5.60%
51140	Overtime	1,907	2,310	-	-	-	-		(2,310)	-100.00%
	Total Personnel	180,762	233,816	147,434	228,803	241,745	241,745	-	7,929	3.39%
Supplies										
52330	Operating supplies	20,206	22,030	10,790	22,030	22,030	22,030		-	0.00%
	Total Supplies	20,206	22,030	10,790	22,030	22,030	22,030	-	-	0.00%
Other Services & Charges										
52435	Other contractual	9,798	10,000	936	10,000	12,310	12,310		2,310	23.10%
	Total Other Serv & Charges	9,798	10,000	936	10,000	12,310	12,310	-	2,310	23.10%
1600-515 Total Recreation Fund		\$210,766	\$265,846	\$159,160	\$260,833	\$276,085	\$276,085	\$ -	\$ 10,239	3.85%

Town of Plainville, Connecticut
 Adopted Recreation Fund Revenue Budget Detail - Fiscal Year 2002 - 2021
 As of February 20, 2020

Recreation Fund Revenue		2018 - 2019		2019 - 2020		2020 - 2021		
		Actual		Received		Estimated Budget	Increase/(Decrease)	
		Received	Budgeted	Date	Estimated		\$	%
Use of Money								
44110	Investment income	\$ 335	\$ 175	\$ 325	\$ 400	\$ 400	\$ 225	128.57%
	Total Use of Money	335	175	325	400	400	225	128.57%
Program Revenue								
46702	Picnic permits	7,045	6,200	1,794	6,200	7,000	800	12.90%
46705	Summer programs	67,567	60,000	7,860	60,000	70,000	10,000	16.67%
46706	Fall programs	17,668	16,000	15,697	16,012	17,000	1,000	6.25%
46707	Winter programs	12,537	12,000	3,513	12,000	13,000	1,000	8.33%
46710	Concessions	1,607	2,500	-	1,750	1,750	(750)	-30.00%
46711	Pool ID fees	6,468	6,500	4,576	7,000	7,000	500	7.69%
46712	Pool renewal fees	10,899	11,270	3,781	10,000	10,000	(1,270)	-11.27%
46713	Pool pass fees	16,525	21,000	14,819	17,500	17,500	(3,500)	-16.67%
46728	Trip fees	2,928	2,500	1,728	3,000	2,500	-	0.00%
46730	BOE sport camps	6,967	3,500	(5,600)	3,500	3,500	-	0.00%
46735	Summer concerts	-	-	800	1,250	1,250	1,250	100.00%
	Total Program Revenue	150,211	141,470	48,968	138,212	150,500	9,030	6.38%
Other Revenues								
48101	Refunds	(740)	-	-	-	-	-	0.00%
48220	Other - donations	757	1,000	-	1,000	1,000	-	0.00%
48299	Other - miscellaneous	17	-	-	-	-	-	0.00%
	Total Other Revenues	34	1,000	-	1,000	1,000	-	0.00%
Sundry & Interfund Transfers In								
49101	Interfund transfer in - General Fund	83,500	83,500	62,625	83,500	83,500	-	0.00%
	Total Sundry & Interfund Transfers In	83,500	83,500	62,625	83,500	83,500	-	0.00%
Total Recreation Fund Revenue		\$ 234,080	\$ 226,145	\$ 111,918	\$ 223,112	\$ 235,400	\$ 9,255	4.09%

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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 Federal Aviation Administration (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 - 2020

- In 2020, completed an Apron Paving Project. The FAA paid 90% of the project cost or \$839,579.
- In 2020, 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 2021

- 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, 2020, the tie-down count was at 27 – 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 = 23,745.40

No fees paid to Town of Plainville

As of January 31, 2020: 100LL sold = 1,368.90 gallons

Jet A = .12 per gal. to Town of Plainville in excess of 64,500 gallons within each calendar year

2017: Jet A sold = 23,197.70

No fees paid to Town of Plainville

As of January 31, 2020: Jet A sold = 1,657.20 gallons

Town of Plainville, Connecticut Adopted Robertson Airport Fund Expenditure Budget Detail - Fiscal Year 2020 - 2021 As of February 20, 2020

		2018 - 2019		2019 - 2020		2020 - 2021				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
6200-000	Robertson Airport	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Operational Costs										
Personnel										
51120	Part-time salary	\$ 2,773	\$ 2,000	\$ 290	\$ 2,000	\$ 2,060	\$ 2,060		\$ 60	3.00%
	Total Personnel	2,773	2,000	290	2,000	2,060	2,060	-	60	3.00%
Other Services & Charges										
52475	Building maint	4,014	5,000	15,646	15,646	5,150	5,150		150	3.00%
	Total Other Serv & Charges	4,014	5,000	15,646	15,646	5,150	5,150	-	150	3.00%
Insurance										
52497	Risk insurance	3,033	3,200	3,544	3,544	3,650	3,650		450	14.06%
	Total Insurance	3,033	3,200	3,544	3,544	3,650	3,650	-	450	14.06%
Energy & Utility										
53510	Electricity	1,723	1,850	1,048	1,850	1,905	1,905		55	2.97%
53550	Water & hydrant	1,687	1,650	913	1,650	1,700	1,700		50	3.03%
	Total Energy & Utility	3,410	3,500	1,961	3,500	3,605	3,605	-	105	3.00%
Taxes										
54812	PILOT - Taxes	79,229	80,000	81,055	81,055	75,000	75,000	75,000	(5,000)	-6.25%
	Total Taxes	79,229	80,000	81,055	81,055	75,000	75,000	75,000	(5,000)	-6.25%
	Subtotal Operational Costs	92,459	93,700	102,496	105,745	89,465	89,465	75,000	(4,235)	-4.52%
Non-Operational Costs										
Capital Outlay										
52435	Outside contract grant	837,798	-	16,770	19,408	-	-		-	0.00%
52435-2020	Parallel Taxiway grant	-	188,000	104,644	188,000	-	-		-	0.00%
	Total Capital Outlay	837,798	188,000	121,414	207,408	-	-	-	-	0.00%
	Subtotal Non-Operational	837,798	188,000	121,414	207,408	-	-	-	-	0.00%
6200-000 Total Robertson Airprt Fur		\$930,257	\$281,700	\$223,910	\$313,153	\$ 89,465	\$ 89,465	\$ 75,000	\$ (4,235)	-1.50%

Town of Plainville, Connecticut
 Adopted Robertson Airport Fund Revenue Budget Detail - Fiscal Year 2020 - 2021
 As of February 20, 2020

Robertson Airport Fund		2018 - 2019		2019 - 2020		2020 - 2021		
		Actual		Received		Estimated Budget	Increase/(Decrease)	
		Received	Budgeted	Date	Estimated		\$	%
Fines & Fees								
43150	Tie down fees	\$ -	\$ -	\$ -		\$ -	\$ -	0.00%
43155	Brown House rent	4	-	1	1	-	-	0.00%
43160	Hanger #1 rent	14,574	-	-	-	-	-	0.00%
43185	Airport rent	123,130	120,000	70,000	120,000	120,000	-	0.00%
Total Fines & Fees		137,708	120,000	70,001	120,001	120,000	-	0.00%
Intergovernmental Revenue								
45540	State of CT grants	58,813	14,100	6,046	14,100	-	(14,100)	-100.00%
45600	Federal grants	705,752	169,200	72,548	169,200	-	(169,200)	-100.00%
Total Intergovernmental Revenue		764,565	183,300	78,594	183,300	-	(183,300)	-100.00%
Total Robertson Airport Fund Revenue		\$ 902,273	\$ 303,300	\$ 148,595	\$ 303,301	\$ 120,000	\$ (183,300)	-60.44%

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 2020

- Continued construction of the Phosphorus Upgrade project. Project is moving along nicely.
- Continued with preventative maintenance system, utilizing the WPC camera system to specifically identify collection system problems.
- WPC oversaw and inspected sixteen (16) new connections, up from fourteen (14) last year, and four (4) disconnections, up from two (2) last year.
- WPC oversaw and conducted 16 camera jobs, down from 37 last year
- WPC treated 4,000 feet of sanitary sewer for root control. This is down from 4,273 feet last year.
- Repaired five (5) broken/clogged lateral pipes, down from twenty-three (23) last year. Of the five (5), one (1) was the responsibility of the town to repair. The other four (4) were repaired by the homeowner and inspected by the town for proper installation.
- Raised the frames and covers on 20 manholes which had fallen below grade. Since 2008 we have done this to 159 manhole covers.
- 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 employees.
- Received and treated approximately 47 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.
- Awarded bid to have four (4) pump stations to be equipped with the necessary components to connect the Town's fiber network once it is installed.
- Upgraded Surveillance equipment at the facility.

PROGRAM OBJECTIVES FY 2021

- 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 April 2020, which is 3 months ahead of schedule.
- 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 systems for records filing.
- Working on making four (4) pump stations fiber ready

PERFORMANCE MEASURES

QUANTITATIVE	2019 Actual	2020 Estimated	2021 Projected
Electricity	\$240,000	\$210,000	\$310,000
Sludge Transport & Disposal	\$165,000	\$168,000	\$172,000
Denitrification credits	\$5,000	\$5,000	\$5,000

PERSONNEL			
Full-time	7	7	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 \$30,693. 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.

52430 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 2020 - 2021
 As of February 20, 2020

		2018 - 2019		2019 - 2020		2020 - 2021				
		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	\$ 535,106	\$ 576,620	\$ 378,239	\$ 576,006	\$ 631,570	\$ 595,800		\$ 19,180	3.33%
51120	Part-time salary	5,722	6,854	3,590	7,040	7,040	7,200		346	5.05%
51140	Overtime - regular	43,204	43,510	26,370	43,510	44,488	43,510		-	0.00%
51140-2012	Overtime - snow	1,878	3,570	-	3,570	3,650	3,570		-	0.00%
	Total Personnel	585,910	630,554	408,199	630,126	686,748	650,080	-	19,526	3.10%
Supplies										
52330	Operating supplies	45,504	117,500	40,812	65,650	335,650	335,650		218,150	185.66%
52340	Repair & maintenance	49,514	38,000	23,486	38,000	43,000	38,000		-	0.00%
	Total Supplies	95,018	155,500	64,298	103,650	378,650	373,650	-	218,150	140.29%
Other Services & Charges										
52401	Professional development	4,066	3,000	2,367	3,000	3,000	3,000		-	0.00%
52430	Recruitment & training	1,827	3,000	1,025	3,000	3,000	3,000		-	0.00%
52435	Other contractual	317,162	333,590	347,023	353,832	403,832	403,832		70,242	21.06%
52480	Equip repair & maint	15,830	17,500	3,214	17,500	17,500	17,500		-	0.00%
	Total Other Serv & Charges	338,885	357,090	353,629	377,332	427,332	427,332	-	70,242	19.67%
Insurance										
52491	General liability	16,795	17,299	17,938	17,938	18,700	18,700		1,401	8.10%
52498	Workers' compensation	30,304	31,213	32,198	32,198	33,165	33,165		1,952	6.25%
	Total Insurance	47,099	48,512	50,136	50,136	51,865	51,865	-	3,353	6.91%
Energy & Utility										
53510	Electricity	240,193	300,000	106,876	200,000	310,000	310,000		10,000	3.33%
53520	Natural gas	3,067	1,925	2,070	5,200	5,200	5,200		3,275	170.13%
53530	Heating oil	35,637	28,920	29,243	28,920	32,920	32,920		4,000	13.83%
53540	Gasoline & diesel	6,275	7,200	1,410	8,460	9,460	8,546		1,346	18.69%
53550	Water & hydrant	2,621	2,400	1,850	2,400	2,400	2,400		-	0.00%
53560	Telephone	5,366	7,000	3,276	7,000	7,000	7,000		-	0.00%
	Total Energy & Utility	293,159	347,445	144,725	251,980	366,980	366,066	-	18,621	5.36%
	Subtotal Operational Costs	1,360,071	1,539,101	1,020,987	1,413,224	1,911,575	1,868,993	-	329,892	21.43%
Non-Operational Costs										
Capital Outlay										
54630	Improvements	143,000	165,000	165,000	165,000	237,123	202,123		37,123	22.50%
	Total Capital Outlay	143,000	165,000	165,000	165,000	237,123	202,123	-	37,123	22.50%
Debt Service										
54711	Principal	1,127,528	1,083,975	704,906	1,148,975	1,562,285	1,562,285		478,310	44.13%
54712	Interest	276,630	228,384	162,010	252,584	289,508	289,508		61,124	26.76%
	Total Debt Service	1,404,158	1,312,359	866,916	1,401,559	1,851,793	1,851,793	-	539,434	41.10%
Interfund Transfers										
55512	Xfer out - other funds	335,747	342,462	256,846	342,462	350,168	350,168		7,706	2.25%
	Total Interfund Transfers	335,747	342,462	256,846	342,462	350,168	350,168	-	7,706	2.25%
	Subtotal Non-Operational	1,882,905	1,819,821	1,288,762	1,909,021	2,439,084	2,404,084	-	584,263	32.11%
7100-340 Total WPCF Fund		\$3,242,976	\$3,358,922	\$2,309,749	\$3,322,245	\$4,350,659	\$4,273,077	\$ -	\$ 914,155	27.22%

Town of Plainville, Connecticut
Adopted WPCF Fund Revenue Budget Detail - Fiscal Year 2020 - 2021
As of February 20, 2020

WPCF Fund Revenue		2018 - 2019		2019 - 2020		2020 - 2021		
		Actual		Received		Estimated Budget	Increase/(Decrease)	
		Received	Budgeted	Date	Estimated		\$	%
Fines & Fees								
41060	Liens/Misc.	\$ 15,146	\$ 13,500	\$ 7,607	\$ 13,500	\$ 13,500	\$ -	0.00%
	Total Fines & Fees	15,146	13,500	7,607	13,500	13,500	-	0.00%
Use of Money								
44110	Investment income	81,454	25,000	50,809	75,000	50,000	25,000	100.00%
44191	Interest - other	158,813	150,000	68,228	15,000	150,000	-	0.00%
	Total Use of Money	240,267	175,000	119,037	90,000	200,000	25,000	14.29%
Program Revenue								
46651	Sewer fees - residential	3,506,995	3,600,000	3,556,198	3,556,198	3,600,000	-	0.00%
46652	Sewer fees - commercial	61,872	64,000	60,769	60,769	64,000	-	0.00%
46690	Connection fees	-	3,000	9,000	9,000	9,000	6,000	200.00%
	Total Program Revenue	3,568,867	3,667,000	3,625,967	3,625,967	3,673,000	6,000	0.16%
Other Revenues								
48299	Other - miscellaneous	36,786	20,000	2,789	3,339	20,000	-	0.00%
	Total Other Revenues	36,786	20,000	2,789	3,339	20,000	-	0.00%
Total WPCF Fund Revenue		\$ 3,861,066	\$ 3,875,500	\$ 3,755,400	\$ 3,732,806	\$ 3,906,500	\$ 31,000	0.80%

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, music, streaming video) and reference/learning databases are available 24/7/365 on the Library's website.

PROGRAM ACCOMPLISHMENTS FOR FY 2020

- Welcomed new Head of Youth Services, Alexandra Klaus.
- Added part-time, professional-level (MLS preferred) Youth Services Assistant position.
- Increased & diversified program offerings to appeal to a wider variety of interests.
- Provided adult outreach and nurtured community partnerships with the Senior Center, YMCA and Human Services Committee members.
- Launched a more comprehensive marketing effort with the purpose of increasing program attendance, enrollment of new library card holders, materials circulation and overall Library use both in-house and online.
- Benefited from a grant partnership provided by the Plainville Community Foundation and the Main Street Community Foundation to bring a part-time social worker into the library.
- Incorporated use of creative, fun, themed displays on a monthly rotation to highlight the library collection; and provided more focus on staff recommendations.
- Hosted meetings for Plainville service clubs and organizations, several Plainville condo associations, and other local non-profit entities.
- Created a new Summer Library Adventures program for youth that promotes summer reading with many fun, interactive and entertaining programs & activities.
- Continued regular visits to all schools and daycare to present storytimes and promote the Youth Services collection & services.

PROGRAM OBJECTIVES FOR FY 2021

- Strengthen and grow staff expertise through mandatory (minimum 3x/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 materials-delivery service to homebound patrons.
- Update and expand library policies.

PERFORMANCE MEASURES

QUANTITATIVE	FY19 Actual	FY20 Estimated	FY21 Projected
Materials Borrowed (both physical & digital collections)	137,230	169,182 (+23%)	170,874 (+1%)
Reference Questions	12,926	13,510 (+5%)	13,645 (+1%)
New Library Cardholders Added	637	686 (+8%)	693 (+1%)
Number of Programs	448	520 (+16%)	572 (+1%)
Program Attendees	11,204	11,102 (-1%)	11,324 (+2%)
Meeting Room Uses	912	920 (+1%)	1,012 (+1%)
Gate Count	114,140	103,996 (-9%)	114,395 (+10%)
Database Usage	6,220	2,518 (-51%)	3,173 (+26%)
In-House Computer Sessions	24,831	24,936 (0%)	24,950 (0%)

PERSONNEL			
Full-time	7	7	7
Part-time	12	13	14

BUDGET COMMENTARY

Through close examination of Library spending trends during the last two fiscal years, some adjustments were made to more closely reflect actual spending in some categories. **An overall budget increase of 1.62 percent is requested;** this includes a 2.25 percent salary increase for all employees. Please note that virtually all library programs, along with some equipment and furnishings, is generously funded by the Friends of the Plainville Public Library.

51110 Full Time Salary: Library Director, Assistant Director, Head of Youth Services, Reference Assistant, and three Technical Assistants. Included is a 2.25% salary increase. It should be noted that hourly rate for Library Reference Assistant increased not only 2.25%, but also increased from Step 2 to Step 3 in Union employment status, resulting in an additional hourly rate increase

51120 Part Time Salary: 13 part-time workers who staff various sections of the Library. All employees given 2.25% increase, as instructed, except for three library pages. As of 07/01/2020, their wages increase from \$11/hour to \$12/hour (9%) to meet new state minimum wage requirements.

51140 Overtime: AFCSME employees who work the Saturday of a three-day holiday weekend. Hourly rate for FT NAGE at time + 1/2 is: \$36.01 for Step 7 Lib. Tech. Asst; and \$36.87 for Step 3 Lib. Ref. Asst.

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. \$935 was moved to Non-Print Media (52362) to partially cover increase in that line item.

52361 Periodical Subscriptions: 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*). \$279 decrease from FY20 magazine appropriation due to cancelled titles/reduced readership. \$279 moved to Non-Print Media (52362) to partially cover increase in that line item.

52362 Non-print Media: DVDs, CDs, and audiobooks on CD; as well as downloadable and streaming media items from Overdrive and Hoopla. \$935 was moved from Books (52360) and \$279 was moved from Periodicals (52361) to cover price increases for Hoopla. (Hoopla is an on-demand, downloadable e-content service provider.)

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. The \$200 increase for CT Library Association (CLA) membership covers yearly member costs for all full-time employees, not just MLS employees. CLA membership provides reduced fees for professional development workshops, seminars and conferences. This increase is covered by moving \$200 from surplus in Other Contractual (52435).

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. \$943 decrease in line due to overestimation of costs for some service providers. \$200 of estimated surplus moved to Professional Development (52401); and \$743 of estimated surplus moved to Natural Gas (53520) to partially cover increases in those line items.

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. \$641 estimated surplus moved to Natural Gas (53520) to partially cover increase in that line item.

53510 Electricity: Self-explanatory.

53520 Natural Gas: Heating costs. \$743 moved from Other Contractual (52435) and \$641 moved from B&G Maintenance (52475) partially offsets the increase in this line item, resulting in an increase of \$1516. This is an accurate estimate based on gas usage costs from the last two fiscal years.

53550 Water: For sprinkler service, fresh water usage, drinking water, and sewer usage. Estimated increase based on actual usage from the last two fiscal years.

53560 Telephone: Self-explanatory.

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 2020 - 2021
As of February 20, 2020

		2018 - 2019		2019 - 2020		2020 - 2021			
		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	\$ 328,727	\$ 363,700	\$ 234,392	\$ 363,355	\$376,130	\$376,130	\$ 12,430	3.42%
51120	Part-time salary	96,452	122,996	71,075	122,996	128,303	128,303	5,307	4.31%
51140	Overtime	3,069	2,000	1,973	3,070	3,140	3,140	1,140	57.00%
	Total Personnel	428,248	488,696	307,440	489,421	507,573	507,573	-	18,877 3.86%
Supplies									
52330	Operating supplies	19,195	15,770	14,180	15,770	15,770	15,770	-	0.00%
52360	Books	63,584	72,509	63,207	52,509	71,574	71,574	(935)	-1.29%
52361	Periodicals/subscriptions	6,578	6,579	6,047	6,465	6,300	6,300	(279)	-4.24%
52362	Non-print media	28,345	21,686	24,219	24,219	22,990	22,990	1,304	6.01%
52363	Gifts to Library	2,175	2,000	2,584	2,600	2,000	2,000	-	0.00%
	Total Supplies	119,877	118,544	110,237	101,563	118,634	118,634	-	90 0.08%
Other Services & Charges									
52401	Professional development	1,400	1,400	410	1,600	1,600	1,600	200	14.29%
52405	Mileage	500	500	13	500	500	500	-	0.00%
52435	Other contractual	46,929	50,823	50,657	50,657	49,880	49,880	(943)	-1.86%
52475	Bldg & grounds repair	1,690	5,241	2,869	4,500	4,600	4,600	(641)	-12.23%
52480	Equip repair & maint	4,027	-	-	-	-	-	-	0.00%
	Total Other Serv & Charges	54,546	57,964	53,949	57,257	56,580	56,580	-	(1,384) -2.39%
Energy & Utility									
53510	Electricity	52,649	50,625	12,468	30,000	50,625	40,000	(10,625)	-20.99%
53520	Natural gas	15,055	12,400	7,420	15,000	15,300	15,300	2,900	23.39%
53550	Water & hydrant	3,589	3,643	3,688	5,525	5,680	5,680	2,037	55.92%
53560	Telephone	1,238	1,300	732	1,300	1,300	1,300	-	0.00%
	Total Energy & Utility	72,531	67,968	24,308	51,825	72,905	62,280	-	(5,688) -8.37%
Capital Outlay									
54640	Machinery & equip	2,397	-	-	-	-	-	-	0.00%
	Total Capital Outlay	2,397	-	-	-	-	-	-	0.00%
Sundry									
54723	Bank fees (endowments)	7,219	-	3,041	15,000	-	-	-	0.00%
54724	Endowment disbursements	25,625	-	4,581	20,000	-	-	-	0.00%
54819	Lost books/refunds	29	75	-	75	75	75	-	0.00%
	Total Sundry	32,873	75	7,622	35,075	75	75	-	- 0.00%
8100-520 Total Library Fund		\$710,472	\$733,247	\$503,556	\$735,141	\$755,767	\$745,142	\$ -	\$ 11,895 1.62%

Town of Plainville, Connecticut
 Adopted Library Fund Revenue Budget Detail - Fiscal Year 2020 - 2021
 As of February 20, 2020

Library Fund Revenue		2018 - 2019		2019 - 2020		2020 - 2021		
		Actual		Received		Estimated	Increase/(Decrease)	
		Received	Budgeted	Date	Estimated	Budget	\$	%
Fines & Fees								
43191	Fines	\$ 12,617	\$ 12,000	\$ 6,275	\$ 12,000	\$ 12,000	\$ -	0.00%
43193	Lost books	505	750	434	750	750	-	0.00%
	Total Fines & Fees	13,122	12,750	6,709	12,750	12,750	-	0.00%
Use of Money								
44110	Investment income	467	180	506	850	500	320	177.78%
44188	Legacy Fund interest	1,261	-	2,273	3,500	3,000	3,000	100.00%
44190	Gain/(loss) on investments	(7,324)	-	4,325	10,000	-	-	0.00%
44192	B. Wheeler Trust interest	9,009	-	9,748	15,000	12,500	12,500	100.00%
44193	B. Wheeler Trust distributions	4,779	6,128	-	6,128	6,128	-	0.00%
44194	Library Fund distributions	6,207	7,900	-	7,900	7,900	-	0.00%
44195	Calor Trust interest	15,936	-	1,299	12,000	13,500	13,500	100.00%
44196	Calor Trust distributions	13,400	12,000	6,400	12,800	12,800	800	6.67%
44197	Library Fund interest	6,881	-	12,291	15,000	13,500	13,500	100.00%
	Total Use of Money	50,616	26,208	36,842	83,178	69,828	43,620	166.44%
Intergovernmental Revenue								
45542	Connecticard grant	7,880	7,000	-	-	-	(7,000)	-100.00%
	Total Intergovernmental Revenue	7,880	7,000	-	-	-	(7,000)	-100.00%
Other Revenues								
48220	Other - donations	1,360	1,000	750	1,000	1,000	-	0.00%
	Total Other Revenues	1,360	1,000	750	1,000	1,000	-	0.00%
Sundry & Interfund Transfers In								
49102	Use of fund balance	-	36,338	-	-	11,613	(24,725)	-68.04%
49105	Interfund transfer in - Gen Fund	649,951	649,951	487,463	649,951	649,951	-	0.00%
	Total Sundry & Interfund Transfers In	649,951	686,289	487,463	649,951	661,564	(24,725)	-3.60%
Total Library Fund Revenue		\$ 722,929	\$ 733,247	\$ 531,764	\$ 746,879	\$ 745,142	\$ 11,895	1.62%

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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. 39% of Senior Citizens' Transportation is funded by the Town of Plainville. The remaining 61% is funded through Fund 8300, and consists of donations, fund raising, ridership donations, fund balance, grants and interest. In FY19, 6,619 rides were provided, an increase of 895 rides. This is a 15.6% increase over FY18.

PROGRAM ACCOMPLISHMENTS 2020

Grant/Fundraising Measures

- Applied for and received a Section 5310 grant to purchase a lift-equipped Dial-a-Ride bus. This year was especially competitive, and we are happy to announce that the Town will receive \$58,000 towards the purchase of a new bus.
- 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 and help to fund increased transportation for Dial-a-Ride to meet needs.
- Coordinated six fundraisers/raffles to support Dial-a-Ride service and equipment (including the annual crafts fair and annual tag and jewelry sale).

Collaboration/Partnerships

- Senior Center staff collaborated and partnered with Senior Transportation Services (STS) to promote and recruit volunteers and riders for their medical transportation program. STS volunteers provided transportation for medical rides to individuals age 55 and older. This program complements the Senior Center Dial-a-Ride service by offering early hours (6:00 a.m.) and greater distances (20-mile radius from Plainville Senior Center). STS charges a fee for yearly registration and for rides. The one-on-one transportation service provides individualized "concierge service" allowing Senior Transportation Service volunteers to escort the passenger to their medical appointment and stay with them until they are ready to go home. Additionally, applied for and received a grant to subsidize STS registration for low income riders.
- In an effort to provide ride transportation outside of our six (6) town medical rides area and reduced the need to add additional Dial-a-Ride driver hours. The Senior Center has purchased ADA paratransit bus tickets that are given to needy Senior Center members (at a reduced cost) who have no other transportation alternatives. This helps to manage the very congested Dial-a-Ride schedule plus provide service to towns not covered by our Dial-a-Ride. Last year we provided 895 more rides than in 2018.
- Collaborated with Plainville Housing Authority to provide free transportation for disabled and elderly residents for field trips to shopping centers, lunches, farmer's market and an apple orchard. Many of these individuals do not drive nor do they have access to affordable transportation to travel outside of Plainville. These trips are funded by a transportation grant.
- Continued to work cooperatively with Human Resources Agency (HRA) of New Britain to provide a Coordinated Transportation System. Based on our recommendations, HRA is now using SchedulesPlus software for Dial-a-Ride data base management, scheduling rides, statistics for grants and billing.
- Collaborated with local service providers for disabled individuals (such as Plainville Association of Retarded Citizens-- PARC) 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 2021

- Using Section 5310 grant funds, the Senior Center will order a new wheelchair lift equipped vehicle in the summer of 2020. Delivery of the vehicle is scheduled for fall 2020.
- Provide on-going grant administration, statistics, and record keeping for Dial-a-Ride vehicle grant.
- Based on the increase in ridership, we will continue to research additional alternative transportation options and funding opportunities for individuals requiring medical transport.
- Continue to work with staff of the Greater Hartford Transit District to improve ADA (Americans with Disabilities Act) Paratransit transportation 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.

PERFORMANCE MEASURES

QUANTITATIVE	FY19 Actual	FY20 Estimated	FY21 Projected
Donations/Fund Raising	\$8,000	\$14,380	\$14,500
Fees	\$2,724	\$2,700	\$2,750
Interest	\$244	\$440	\$450
Operating Transfer In	\$27,662	\$27,662	\$31,662
Fund Balance	\$54,328	\$44,892	\$31,216

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, grant funding has provided weekday and weekend transportation to shopping for frail and isolated individuals (including elderly and non-elderly disabled), 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, Senior Center members and disabled/elderly residents of the Plainville Housing Authority. The grant also allows us to add Dial-A-Ride service to accommodate an increase in ridership and driver hours.

BUDGET COMMENTARY

It is proposed that the Town of Plainville Fund \$31,662 or 39% of the full cost of Senior Citizens' Transportation. The remainder or 61% is funded by Senior Center fundraising, grants, donations, fund balance, interest and ridership donations.

51120 and 51121 Part Time Personnel: Drivers for Dial-A-Ride, Quick Trips and other Center-sponsored field trips. Also, funds grant documentation and supervision of trips for frail and disabled individuals and for the Social Day Program.

52435 Other Contractual Services: This line item covers the contractual costs of two vendors who provide Dial-A-Ride services, shopping trips and other short field trips. Transportation is 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 2020 - 2021
As of February 20, 2020

		2018 - 2019		2019 - 2020		2020 - 2021				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
8300-425	Sen Citizens Trans	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51120	Part-time salary	\$ 801	\$ 820	\$ 20	\$ 705	\$ 610	\$ 610		\$ (210)	-25.61%
51121	Part-time salary - grants	6,359	9,348	5,458	6,251	6,490	6,490		(2,858)	-30.57%
	Total Personnel	7,160	10,168	5,478	6,956	7,100	7,100	-	(3,068)	-30.17%
Other Services & Charges										
52435	Other contractual	42,792	41,053	24,830	49,724	47,588	47,588		6,535	15.92%
52465	Rides by Appointment	12,022	-	11,053	12,130	-	-		-	0.00%
52470	Auto repair & maint	2,550	4,350	861	4,189	4,350	4,350		-	0.00%
	Total Other Serv & Charges	57,364	45,403	36,744	66,043	51,938	51,938	-	6,535	14.39%
8300-425 Total Sen Citizens Trans		\$ 64,524	\$ 55,571	\$ 42,222	\$ 72,999	\$ 59,038	\$ 59,038	\$ -	\$ 3,467	6.24%

Town of Plainville, Connecticut
Adopted Senior Citizens Transportation Fund Revenue Budget Detail - Fiscal Year 2020 - 2021
As of February 20, 2020

		2018 - 2019		2019 - 2020		2020 - 2021		
		Actual		Received		Estimated	Increase/(Decrease)	
Senior Citizens Transportation Fund Revenue		Received	Budgeted	Date	Estimated	Budget	\$	%
Fines & Fees								
43186	Transportation	\$ 2,724	\$ 3,200	\$ 1,726	\$ 3,200	\$ 3,200	\$ -	0.00%
	Total Fines & Fees	2,724	3,200	1,726	3,200	3,200	-	0.00%
Use of Money								
44110	Investment income	244	110	236	320	275	165	150.00%
	Total Use of Money	244	110	236	320	275	165	150.00%
Intergovernmental Revenue								
45540	State of CT revenue	18,381	18,381	6,127	18,381	18,381	-	0.00%
	Total Intergovernmental Revenue	18,381	18,381	6,127	18,381	18,381	-	0.00%
Other Revenues								
48220	Other - donations	8,000	10,900	14,380	16,000	12,000	1,100	10.09%
	Total Other Revenues	8,000	10,900	14,380	16,000	12,000	1,100	10.09%
Sundry & Interfund Transfers In								
49101	Interfund transfer in - Gen Fund	27,662	27,662	20,746	27,662	31,662	4,000	14.46%
	Total Sundry & Interfund Transfers In	27,662	27,662	20,746	27,662	31,662	4,000	14.46%
Total Sen Cit Trans Fund Revenue		\$ 57,011	\$ 60,253	\$ 43,215	\$ 65,563	\$ 65,518	\$ 5,265	8.74%