



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Plainville
Connecticut**

For the Fiscal Year Beginning

July 1, 2017

Executive Director

The Town of Plainville won the Government Finance Officers Association (GFOA) *Distinguished Budget Presentation Award* for its Fiscal Year 2018 Annual Budget. It is the seventeenth 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

Scott Saunders, Vice Chair
Ty Cox
Deborah Tompkins

Christopher Wazorko
Jesse Gnazzo
Rosemary Morante

BOARD OF EDUCATION

Maureen Brummett, Superintendent of Schools
Steven LePage, Assistant Superintendent
Andrea Saunders, Chair

Deborah Hardy, Vice Chair
Nicole Palmieri
Michael Giuliano
Laurie Peterson

Kathleen Wells
Becky Tyrell
Foster White
Crystal St. Lawrence

GENERAL GOVERNMENT

		<u>Phone Extension</u>
Town Manager	Robert E. Lee	x201
Assistant Town Manager	Shirley Osle	x202
Assistant to the Town Manager	Scott W. Colby, Jr.	x209
Town Attorney	Michael Mastrianni	x205
Police Chief	Matthew Catania	x280
Fire Chief	Kevin Toner	x295
Director of Finance	Robert Buden	x233
Town Treasurer	Duncan May	x233
Director of Technical Services	John Bossi	x220
Director of Planning & Economic Development	Mark DeVoe	x210
Assistant Town Planner	Garrett Daigle	x213
Town Clerk	Carol Skultety	x246
Library Director	Trish Tomlinson	x262
Director of Senior Center	Shawn Cohen	x257
Social Services	Pamela French	x294
Director of Recreation	Colin Regan	x259
Director of Youth Services	Roberta Brown	x261
Supervisor of Assessment & Collection	Ann-Marie Heering	x242
Revenue Collector	Ana LeGassey	x237
Building Official	Foster Zucchi	x216
Fire Marshal	Larry Sutherland	x218
Town Sanitarian	Marco Palmeri	x219
Roadways Superintendant	Dominick Moschini	x224
Water Pollution Control Superintendant	Joseph Alosso	x227
Buildings and Grounds Superintendant	David Emery	x221

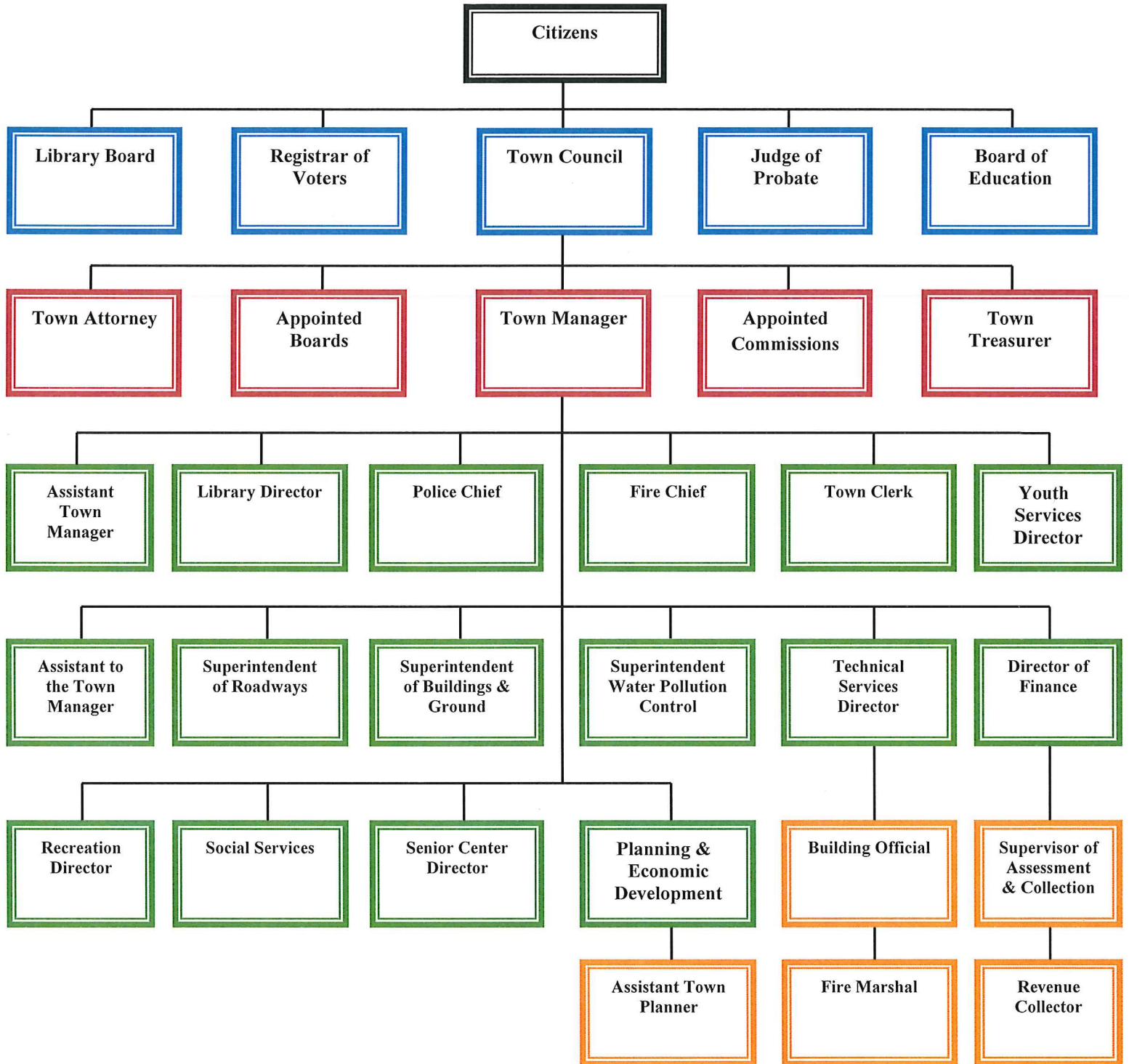
Municipal Center Telephone:

(860) 793-0221

Municipal Website:

www.plainvillect.com

TOWN OF PLAINVILLE ORGANIZATIONAL CHART



**TOWN OF PLAINVILLE
ANNUAL OPERATING BUDGET 2018-2019
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TRANSMITTAL LETTER

To the Citizens of Plainville Connecticut,

The 2018 – 2019 budget for the Town of Plainville, CT was adopted by referendum vote on April 24, 2018. 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 **\$60,056,058**, an increase of \$1,530,867 or 2.62% more than the comparative Fiscal Year 2017 - 2018 appropriated budget of \$58,525,191. The 2019 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 results 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. In FY 2018, priorities included several projects and initiatives, with most projects in progress. The priorities of FY 2019 are continuous projects and initiatives from FY 2018 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 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

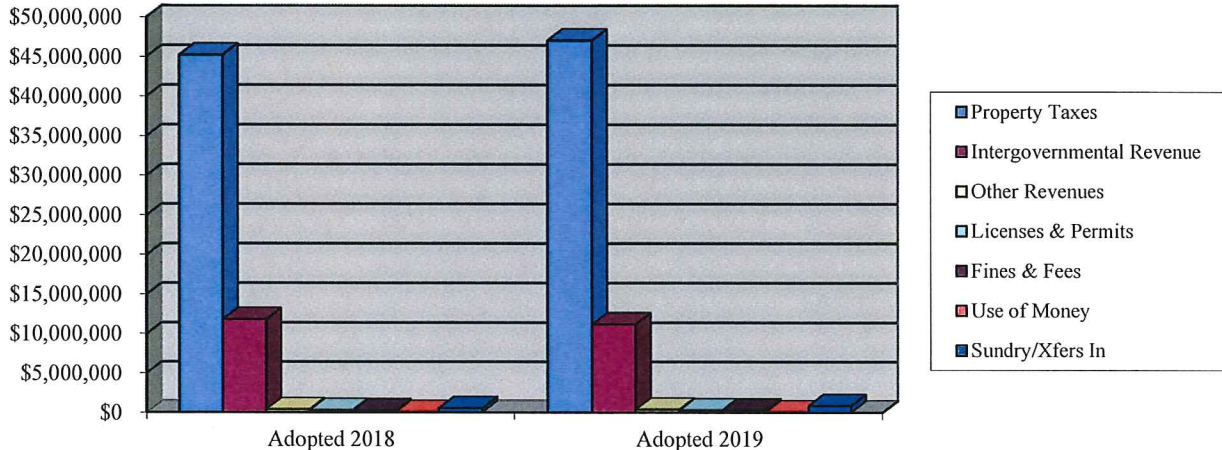
The annual budget is the most important policy document handled by Town Council members. It is important to remember that a good budget is one that shows a reasonable, responsible, and balanced relationship between expenditures and the ability to pay. This is a balanced budget where total revenue equals 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 2018 to FY 2019.

	Adopted FY 2018	Adopted FY 2019	Adopted Budget Inc (Dec)	
Property Taxes	\$ 45,208,420	\$ 47,039,457	\$ 1,831,037	4.05%
Licenses & Permits	281,700	281,700	-	0.00%
Fines & Fees	256,700	271,700	15,000	5.84%
Use of Money	40,500	30,500	(10,000)	(24.69%)
Intergovernmental Revenue	11,849,214	11,233,458	(615,756)	(5.20%)
Other Revenues	359,496	359,496	-	0.00%
Sundry & Xfers In	529,161	839,747	310,586	58.69%
TOTALS	\$ 58,525,191	\$ 60,056,058	\$ 1,530,867	2.62%

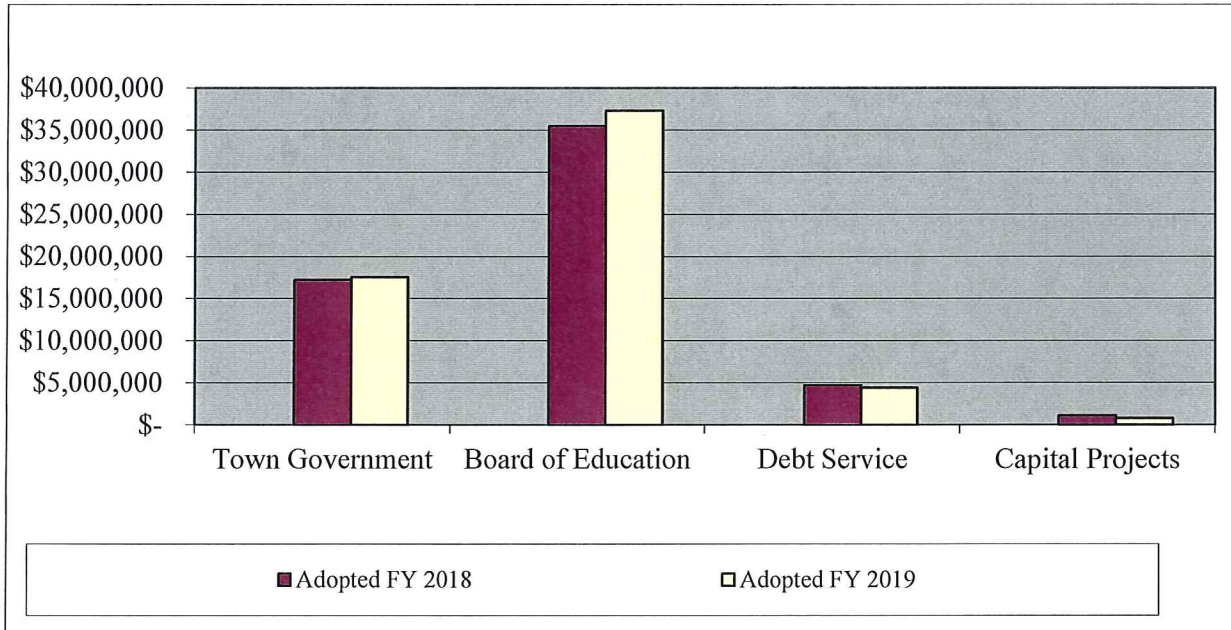
Comparison of Revenues for FY 2018 and FY 2019



SUMMARY OF EXPENDITURES

	Adopted FY 2018	Adopted FY 2019	Adopted Budget Inc (Dec)	
Town Government	\$ 17,209,801	\$ 17,533,146	\$ 323,345	1.88%
Board of Education	35,503,096	37,322,912	1,819,816	5.13%
Debt Service	4,712,294	4,400,000	(312,294)	(6.63%)
Capital Projects	1,100,000	800,000	(300,000)	(27.27%)
TOTALS	\$ 58,525,191	\$ 60,056,058	\$ 1,530,867	2.62%

Comparison of Expenditures for FY 2018 and FY 2019



The mill rate is **33.84, a 0.41 mill increase, or 1.24% increase**. The Town Council felt it was prudent to keep the mill rate down by utilizing \$204,000 of unassigned fund balance considering additional, unbudgeted revenues being returned to the General Fund in past, as well as using \$300,000 of debt management funds. The mill rate is calculated as follows:

Expenditure Budget Change		Revenue Budget Change	
Board of Education	\$ 1,819,816	Sundry & Xfers In	\$ 310,586
Town Government	323,345	Fines & Fees	15,000
Debt Service	(312,294)	Use of Money	(10,000)
Capital Projects	(300,000)	Intergovernmental	(615,756)
		Subtotal Direct Rev	(300,170)
		Current Taxes	1,831,037
Total Expenditure	\$ 1,530,867	Total Revenue	\$ 1,530,867

Gross expenditures	\$ 60,056,058
Less direct revenue estimates	(14,068,101)
Net budget	45,987,957
Use of fund balance	(204,000)
Adjustment for uncollected taxes @ 2.6%	1,222,159
Amount to be raised	47,006,116
Value of 1 mill at 97.4% collection rate	\$ 1,388,895
	<u>47,006,116</u>
Calculated mill rate	<u>1,388,895</u> = 33.84 mills

TOWN GOVERNMENT, DEBT SERVICE, & CAPITAL EXPENDITURES

The Town General Government operating budget is recommended at **\$15,915,371** plus Town health insurance of **\$1,617,775** for a total of **\$17,533,146**. This is an overall increase of \$323,345 or 1.88% from the current fiscal year 2018. This is detailed as \$199,520 for the Town General Government and \$123,825 for Town health insurance. The health insurance recommended line item accounts for 38% of the purposed increase in the Town General Government with all other line items combined account for the remaining 62%. The major changes to the Town General Government budget are as follows:

- All personnel costs, including overtime, are budgeted between a 1.50% to 2.0% increases depending upon negotiated union contracts. Payroll increases in total dollars, including overtime, of \$187,860 or 2.37% are in this budget request.
- The Police budget increase of \$125,801 is primarily related to personnel costs increasing due to potential funding of a School Resource Officer (SRO) and filling a vacant dispatcher position.
- The Data Processing Department decrease of \$17,037 is related to the shared BOE IT position being removed from the budget.
- The Buildings & Grounds Department increase of \$43,962 is primarily due to filling a vacant HVAC position. The FY 2018 budget included an approval to fill this position in January of 2018. This was deferred because of the State aid reduction. This position has been vacant for over a year. Required building maintenance is currently falling behind and/or being contracted at higher rates.
- The cost to provide property/liability insurance and workers' compensation was budgeted to increase by \$30,815 or 4.61% over the FY 2018, primarily due to higher workers' compensation costs. This increase was part of a three-year fixed rate contract, not to exceed 3.00%, for the LAP policy effective July 1, 2016 through June 30, 2019. The WC policy, due to high claims, is on a year-to-year basis. However, subsequent to budget adoption, the Town switched insurance carriers for LAP/WC. These changes should give the Town a budgetary surplus for LAP/WC in FY 2019.
- Utility costs, including streetlights, heating oil, and gasoline & diesel, have decreased by \$12,220 or 0.81% due to lower fuel costs and conversion to LED streetlights.
- Employee Benefits, which includes health insurance, increased \$155,161, of which health insurance alone is \$123,825. However, subsequent to budget adoption, the Town switched insurance carriers for health insurance going to the State of CT Partnership 2.0 Plan. This change should smooth out future health insurance increases, make future health insurance budgets easier to budget, and help replenish the health insurance fund, currently in a negative position.

The Town Debt Service budget is recommended at **\$4,400,000** based on current outstanding bond obligations. This reflects a reduction of \$312,294 from the current fiscal year 2018 budget of \$4,712,294.

The General Fund contribution to capital is recommended at **\$800,000**, a reduction of \$300,000.

Summary of Expenditures (By Budget Function Except BOE)

	Adopted FY 2018	Adopted FY 2019	Adopted Budget Increase/(Decrease)	
General Government	\$ 2,489,607	\$ 2,506,769	\$ 17,162	0.69%
Public Safety	4,569,799	4,698,220	128,421	2.81%
Public Works	4,110,158	4,140,078	29,920	0.73%
Health & Human Services	1,723,358	1,730,045	6,687	0.39%
Civic & Cultural	155,162	156,755	1,593	1.03%
Employee Fringe Benefits	3,354,505	3,509,666	155,161	4.63%
Sundry (includes Xfers Out)	807,212	791,613	(15,599)	(1.93%)
Total Town Government	17,209,801	17,533,146	323,345	1.88%
Debt Service	4,712,294	4,400,000	(312,294)	(6.63%)
Capital	1,100,000	800,000	(300,000)	(27.27%)
Total General Government	\$ 23,022,095	\$ 22,733,146	\$ (288,949)	(1.26%)

REVENUE HIGHLIGHTS

The Federal and State revenue estimates are based upon the adopted State of Connecticut budget dated May 9, 2018. 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 2018	FY 2019	Difference
Education Cost Sharing Grant	\$ 8,217,871	\$ 10,366,966	\$ 2,149,095
Grants for Municipal Projects	-	541,936	541,936
Interfund Transfer In – Debt Management	-	300,000	300,000
Police Fees	50,000	62,500	12,500
Interfund Transfer In – WPCF	329,161	335,747	6,586
Investment Income	40,000	30,000	(10,000)
Pequot Grant	74,491	27,635	(46,856)
LoCIP	228,244	145,525	(82,719)
PILOT – Elderly Circuit Breaker	150,000	-	(150,000)
MRSA Sales Tax Sharing	522,783	-	(522,783)
Special Education Grant	2,499,215	-	(2,499,215)
TOTALS	\$ 12,111,765	\$ 11,810,309	\$ (301,456)
Total Changes Listed Above			\$ (301,456)
All Other Line Items (including current taxes)			1,832,323
Total Revenue Changes (including current taxes)			1,530,867

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.	Data Processing	Green Wi-Fi	\$ 10,800
		Computer Upgrades – Recreation/Senior Center	30,000
2.	Econ Develop	10 Year Plan of Conservation & Development	50,000
3.	Police	Computer Aided Dispatch & Records	117,500
		Dispatch Communication Equipment Payment 5 of 5	157,848
		Patrol Cruisers Ford Interceptor – 1	29,500
		Patrol Cruisers Outfitting – 1	10,250
		Video Camera in Patrol Cruisers – 1	7,000
		Police Equipment	7,940
		Computer Replacements	11,762
4.	Fire	Personal Protective Equipment	24,500
		SCBA Bottle Replacements	10,000
		Utility 2 – Replacement/Outfitted	75,000
5.	Bldgs & Grounds	4 WD 1 Ton Pickup #45	26,000
6.	Library	Computer Workstations	7,000
7.	BOE	Districtwide Network Upgrade	22,500
		Cases for Grade Chromebooks	4,900
		Chromebook Replacement	110,000
		Projectors Replacement - PHS	87,500
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 2019 Board of Education operating budget is recommended at **\$32,071,703** plus BOE health insurance of **\$5,251,209** for a total of **\$37,322,912**. This is an overall increase of \$1,819,816 or 5.13% from the current fiscal year 2018. This is detailed as \$493,255 for the BOE operating budget and \$1,326,561 for BOE health insurance. The increase in the health insurance line item accounts for 73% of the overall BOE budget increase with all remaining line items accounting for 27% of the increase. The table below summarizes the Board of Education on a 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 2018	Adopted FY 2019	Adopted Budget Increase/(Decrease)	
Salaries	\$ 23,496,346	\$ 24,058,177	\$ 561,831	2.39%
Employee Benefits	5,757,619	7,252,509	1,494,890	25.96%
Purchased Prof Services	686,476	658,007	(28,469)	(4.15%)
Purchased Property Services	608,193	618,648	10,955	1.80%
Other Purchased Services	1,812,517	1,671,578	(140,939)	(7.78%)
Other Purchased Serv - Ins	250,919	275,117	32,598	13.44%
Other Purchased Serv - Tuition	1,052,852	989,800	(63,052)	(5.99%)
Supplies	1,722,784	1,680,956	(50,728)	(2.93%)
Property	43,015	43,595	580	1.35%
Dues & Fees	72,375	74,525	2,150	2.97%
Total BOE	\$ 35,503,096	\$ 37,322,912	\$ 1,819,816	5.13%

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 that 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.

Respectfully Submitted,



Robert E. Lee
Town Manager

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 that has 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)
2007	17,318	\$58,099	*	39.6	2,597	4.3%
2008	17,711	\$59,832	*	41.0	2,518	4.6%
2009	17,436	\$59,961	*	42.0	2,533	5.9%
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	17,772	\$61,907	\$32,839	41.0	2,376	4.8%

* 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 back 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. The rate of economic growth in Plainville over the past year has surpassed the State economy, and positive signs have emerged in the area of commercial and light industry. While housing starts and home sales have flattened considerably, there are two large subdivisions currently in early planning stages. It is not yet known if these will come to fruition.

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. Vacancy rates in our central business district have declined as more tenants vie for the relatively inexpensive downtown rents. In 2017, we saw thirty-five (35) new business openings and five (5) expansions to cap off one of the best years in recent memory 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. Construction is expected to begin in June of 2018 and the remaining two adjacent sites are expected to be brought in approvals later in 2018. Environmental contamination at the site is fully remediated and the land is now fully development ready. 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 is expected to be fully complete by the summer of 2018.

The last remaining industrial subdivision lot at Strawberry Fields Industrial Park has sold, however, there is an additional 30 acres of remaining land in that development and plans have been made to subdivide 24 of those acres, creating approximately 18 more lots that are well suited to new and expanding business in Plainville. This land is also in the Contiguous Municipality Zone, which offers lucrative business incentives to manufacturing firms. Some of the remaining land in Farmington Corporate Park has developed and a large scale (200,000 + square feet) logistic and shipping operation is currently being planned. 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 17,772. 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's Manager. The Town's 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-five (45) 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 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 will join the Farmington-Burlington Probate Court located at One Montheith 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 2016, volunteers contributed 16,000 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. 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 101,750 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 embarking on an update to the 10-year Plan of Conservation and Development in 2018-2019. 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 as 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 \$40,000.00 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.

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, as well as annually stocking Paderewski Park Pond for the Fishing Derby. The commission also works to expand habitats for the endangered monarch butterfly through its Earth Day program which has included establishing butterfly gardens in partnership with local elementary schools, and most recently, distributing wild flower and milkweed seeds to interested town residents.

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 \$64.31 per ton for FY 2019 through June 30, 2019.

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 2019 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					
	2015	2016	2017	2018	2019
Town Government	108	111	113.00	110.00	108.00
Board of Education	415	407	424.70	424.70	420.00
Total	523	518	537.70	534.70	528.00

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)

	2015	2016	2017	2018	2019
General Government					
Town Manager Office	2.00	2.00	2.00	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	0.50	1.00	1.00
Total General Government	15.50	15.50	15.50	17.00	17.00
Public Safety					
Police	42.00	45.00	47.00	45.00	45.00
Animal Control	1.00	1.00	1.00	1.00	1.00
Total Public Safety	43.00	46.00	48.00	46.00	46.00

Physical Services

Physical Service Admin	1.67	1.67	1.67	0.00	0.00
Roadways	9.00	9.00	9.00	9.00	9.00
Buildings & Grounds	12.00	12.00	12.00	11.00	11.00
Total Physical Services	22.67	22.67	22.67	20.00	20.00
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	1.00	0.00
Fire Marshal	1.00	1.00	1.00	1.00	1.00
Planning Department ***	0.50	0.50	0.50	1.00	1.00
Health & Sanitation ****	0.00	0.00	0.00	0.00	0.00
Total Technical Services	6.25	6.25	6.25	6.75	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	7.00
Water Pollution Control	7.58	7.58	7.58	7.25	6.25
Total Special Funds	14.58	14.58	14.78	14.25	13.25
Total Town Government					
Full-Time Positions	108.00	111.00	113.00	110.00	108.00

* - The Economic Development Director is also the Director of Planning with 50% of the full-time salary being budgeted in each department. 50% of the full-time salary is budgeted for the Assistant Town Planner.

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

*** - The Director of Planning is also the Economic Development Director with 50% of the full-time salary being budgeted in each department. 50% of the full-time salary is budgeted for the Assistant Town Planner.

**** - 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 2018 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 10,702 as of June 2018.

The consumer price index as of June 2018 was 2.9% compared to 1.6% for June 2017 and 1.0% for June 2016. 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 \$200,000.00 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, 2017 grand list remained relatively flat but did increase approximately 0.0%. See table on subsequent pages.

These indicators were taken into account when adopting the General Fund Budget for FY 2019. Amounts available for appropriations in the General Fund are \$60,056,058, an increase of \$1,530,867 over the FY 2018 adopted budget of \$58,525,191. 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 reflected a labor force of 10,702 with an average annual unemployment rate of 4.5% as of June 2018, 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 to expand both their facilities and their operations. Our downtown merchants are benefiting from the recent Downtown Improvement Program. Whiting Street has seen positive improvements and the same is hoped for East and West Main Streets.

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, 2017 the unassigned fund balance (16.65% 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 incrementalist 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 2017 – 2018 BUDGET SCHEDULE

November 21	Reserve space for sign in front of Town Hall
November 30	Town Manager sends memorandum to all Department Heads regarding the FY 2017 Budget
January 17	Department Heads submit requests to Town Manager/Schedule on Department budget reviews sent
January 23-27	Town Manager reviews budget requests with Department Heads
February 15	Board of Education budget requests due
February 21	Town Council sets public hearing on Town Managers' Proposed Budget for March 9
February 20-24	Town Manager finalizes Proposed Budget
February 28	Notice of March 9 public hearing on Town Manager's Budget (should be to newspaper by this date)
March 1	Town Managers' Proposed Budget to be printed in-house
March 2	Publication of Notice of March 9 Hearing on Town Managers' Proposed Budget
March 2	Town Managers' Proposed Budget presented to Town Council during Town Manager Report. Town Council sets work sessions to review the budget for March 13, 14, 15, 16, 21, 22, and 23 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 20	Town Council sets the time and place of Budget Town Meeting for April 26. (Vote 6am - 8pm) – Notify Firehouse for April 25. Town Council establishes public hearing (April 3-5) to be held 20 to 25 days prior to Budget Town Meeting
March 23	Town Council recommended budget to be finalized
March 27	Notice of Town Council public hearing (with Town Council's Recommended Budget) to media
March 30	Sufficient copies of Town Councils' recommended budget available for general distribution
March 30	<u>Notice of public hearing published for April 4-5 published to review budget</u>
April 3	Establish public hearing for April 27 to hear input on the budget(s) if necessary. Establish special meetings for May 1/May 2 to reconsider the failed budget(s) if necessary
April 3-5	Hold public hearing on Town Council recommended budget to hear comment
April 6	Special Town Council meeting to review budget after public comment
April 13	Legal Notice of Budget Town Referendum and budget published
April 17-26	Distribute sandwich signs around Town. Put sign up in front of Town Hall (booked for the 18 th -27 ^h). Request information be displayed on PHS digital sign.
April 25	Budget Town Referendum/All Day Vote (TC sets mill rate within 30 days if passes, preferably sooner)
May 15	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 Town's 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 Town's 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 2005 - 2019**

Fiscal Year	Town Manager Proposed Mill Rate	Town Council Approved Mill Rate	Grand List Year	Grand List Value	Current Year Tax Levy
2005	36.75	33.33	2003	\$ 930,695,700	\$ 31,020,088
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

* 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, and 16.65 in FY 2017.

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

General Fund				
	Audited	Audited	Estimated	Budgeted
	2015 – 2016	2016 – 2017	2017 – 2018	2018 – 2019
Total fund balance, beginning of year	\$11,056,343	\$10,908,631	\$10,800,831	\$10,200,831
Total fund balance, end of year	10,908,631	10,800,831	10,200,831	10,100,000
Non-spendable fund balances, end of year *	1,420,919	1,196,535	1,100,000	1,100,000
Unassigned fund balance, end of year	\$9,487,712	\$ 9,604,296	\$ 9,100,831	\$9,000,000
Unassigned fund balance as % of total revenues	16.43%	16.65%	14.00%	13.50%

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	Audited	Estimated	Budgeted
	2015 - 2016	2016 – 2017	2017 – 2018	2018 – 2019
Total fund balance, beginning of year	\$2,196,280	\$2,567,702	\$2,818,646	\$3,155,425
Total fund balance, end of year	2,567,702	2,818,646	3,155,425	3,468,294
Non-spendable fund balances, end of year *	2,567,702	2,818,646	3,155,425	3,468,294
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	Audited	Estimated	Budgeted
	2015 – 2016	2016 – 2017	2017 – 2018	2018 – 2019
Total fund balance, beginning of year	\$20,998	\$17,705	\$65,655	\$90,336
Total fund balance, end of year	17,705	65,655	90,336	75,000
Non-spendable fund balances, end of year *	17,705	65,655	90,336	75,000
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	Audited	Estimated	Budgeted
	2015 – 2016	2016 – 2017	2017 – 2018	2018 - 2019
Total fund balance, beginning of year	\$261,924	\$357,716	\$461,940	\$565,415
Total fund balance, end of year	357,716	461,940	565,415	465,415
Non-spendable fund balances, end of year *	357,716	461,940	565,415	465,415
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 2015 – 2016	Audited 2016 - 2017	Estimated 2017 – 2018	Budgeted 2018 – 2019
Total fund balance, beginning of year	\$2,351,579	\$1,665,196	\$(221,425)	\$100,000
Total fund balance, end of year	1,665,196	(221,425)	100,000	100,000
Non-spendable fund balances, end of year *	1,665,196	(221,425)	100,000	100,000
Unassigned fund balance, end of year	\$ -	\$ -	\$ -	\$ -

Nonmajor Governmental Funds

	Audited 2015 – 2016	Audited 2016 – 2017	Estimated 2017– 2018	Budgeted 2018 – 2019
Total fund balance, beginning of year	\$2,869,345	\$3,089,262	\$3,470,857	\$3,300,000
Total fund balance, end of year	3,089,262	3,470,857	3,300,000	3,300,000
Non-spendable fund balances, end of year *	3,089,262	3,470,857	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, 2017)

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

* 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

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Debt Limitation	249,023	255,676	255,151	277,077	283,032	289,732	297,456	298,750	308,814	312,902
Total net debt applicable to limit	51,397	85,698	73,040	71,175	67,196	63,118	52,976	48,490	43,961	39,263
Legal Debt Margin	197,626	169,978	182,111	205,902	215,836	226,614	244,480	250,260	264,853	273,639
Total Net Debt Applicable to the Limit as a Percentage of Debt Limit	20.64%	35.52%	28.63%	25.69%	23.74%	21.78%	17.81%	16.23%	14.24%	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 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 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 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 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.
- 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.
 - Look into online registration for the building department.
 - Look 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.
 - Continue to explore and implement textile recycling at no cost to the Town of Plainville or taxpayer.
 - Continue to explore and implement online permitting for the Building Department.
 - Continue to explore and implement online registration for the Recreation Department.

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

- Continue to renovate Norton Park and add a concession stand in the Spring of 2019.
- 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.
- 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 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 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

- Finalize the construction of Site Improvements at PHS.
- Continue to work on Phosphorus reduction at WPC and begin construction on the WPCF Phosphorus Upgrade Project.
- Continue working on providing Wi-Fi in downtown and business districts.
- 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.
- Add college preparatory math classes at PHS.

XVIII. Budget Priorities

In FY 2018, 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 2018.

A. FY 2018 Accomplishments

1. Infrastructure & Projects –

- Continued general administration duties at Water Pollution Control, Buildings & Grounds and Roadways Divisions.
- Work with Engineering Consultants for the WPCF Phosphorous Upgrade Project with a begin date for the Fall of 2019.
- 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.
- Kept in 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 Linden St., Winter St., summer St., East Maple St., Milford St., Milford St. Ext., Woodland St., Kent St., Gilberte St., Ferland St., Dewey Pl., Merline Ave., Dallas Ave., and Paul St.
- Town of Plainville implemented 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 four of five.
- Collected household hazardous waste at the Roadways Garage in the Town of Burlington in May.

- Completed the FEMA Hazard Mitigation Grant finalizing acquisition and demolition of structures on Robert Street Extension and Norton Place Extension.

2. **Economic Development:** Continued to work with the Economic Development Agency to diversify the Plainville tax base and to ensure a "business friendly" atmosphere.

- 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 continues to administer the Town's Revolving Loan Fund. Two (2) small business loans totaling \$80,000.00 were approved to help local business improve and expand in place.
- 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. Four (4) tax abatements were recommended where the net square footage of new commercial space equals 105,100 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.

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 \$2.27/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 11.00% 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 \$31,810 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 40 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 \$15,094 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 \$6,000 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 also was awarded a grant from the Community Foundation of Greater New Britain to implement a puppetry program within the Children's Department.
- Expansion of PreK to full day at all three elementary schools.

B. FY 2018 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 2019 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.
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.

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 recently granted \$200,000.00 by the State Department of Economic and Community Development to undertake a full environmental assessment of the site. This project will hopefully lead to the eventual remediation of any contaminants found, paving the way for a redevelopment project that could have a great impact on our downtown. Any final use of the site remains to be seen and will be dependent upon the environmental assessment 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). ABD 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.
- 81 Broad Street, 06062, LLC was also recently approved to construct a 5,000 square foot Funeral Home at the former Our Lady of Mercy overflow parking area at the corner of Pierce and Broad Streets. The new Plainville Funeral Home will be owned and managed by Andrea Wasley.
- 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.
- Notably, 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 thirty-five (35) 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 Plainville Pizza at 54 West Main Street with an expanded dining area and family atmosphere they were formerly known for; Rebel Dog Coffee Co. and JV’s Taproom, a coffee house and steak and brew house at the former location of Confetti Restaurant at 393 Farmington Avenue, Brandi’s Beauty Bar, a beauty salon at 112 New Britain Avenue, Construction Resources (CORE), a full-service development firm (25 R J Way) who has had great success breathing new life into vacant or underutilized manufacturing sites in the Northeast.

Vacancies are being filled:

- Frankie's Hot Dogs (formerly of Bristol, CT) has moved to 177 East Street (Former Grumpie's Bar & Grill), as of this writing, no actual contact with Town Officials has been made.
- Additional space has been leased at 75 Neal Court – IMET alloys and "The Basketball House" are two 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.
- 15 Robert Jackson Way was recently vacated when the owner, Allstate Fire Equipment, built and moved to a new facility just down the road. It was on the market no more than several months before it was purchased by Plainville's own Eagle Fence. Eagle uses this facility as a smaller subsidiary of their larger operation, which is still located on South Canal Street.
- Plans are underway to obtain approvals for 10 Sparks Street, a long vacant warehouse that will be re-purposed into an environmentally friendly machine shop, bring upwards of 20 employees into Plainville from two out of town locations.

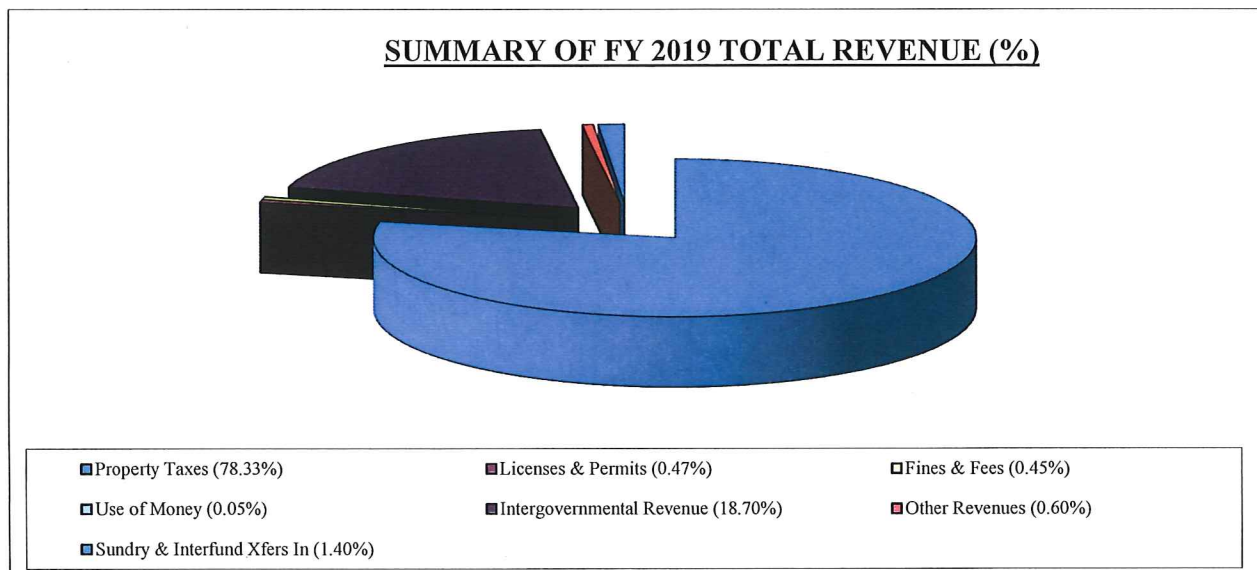
Despite our success in filling vacancies (many smaller commercial and retail spaces were also filled), we continue to be proactive and work to fill vacant commercial spaces with new tenants and/or owners by researching vacancies and providing an inventory of available space that is updated quarterly 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 2019, 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 2017 Adopted	FY 2018 Adopted	FY 2019 Adopted	Difference 2018 - 2019
Property Taxes	\$ 44,153,414	\$ 45,208,420	\$ 47,039,457	\$ 1,831,037
Licenses & Permits	282,100	281,700	281,700	-
Fines & Fees	256,700	256,700	271,700	15,000
Use of Money	40,500	40,500	30,500	(10,000)
Intergovernmental	11,767,484	11,849,214	11,233,458	(615,756)
Other Revenues	349,496	359,496	359,496	-
Sundry & Xfers In	792,769	529,161	839,747	310,586
TOTALS	\$ 57,642,463	\$ 58,525,191	\$ 60,056,058	\$ 1,530,867



- 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, 2017 Grand List increased by \$7,821,477 from \$1,381,073,382 to \$1,388,894,859. This represents a 0.56633% increase in Plainville's taxable property.
- Intergovernmental Revenue is estimated to decrease primarily due the elimination of the MRSF Sales Tax Sharing Grant and the PILOT – Elderly Circuit Breaker. There is also a shift in education grants with the elimination of the Special Education Grant, which is now combined with the Education Cost Sharing Grant.
- Sundry & Interfund Transfers In increased due to 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.

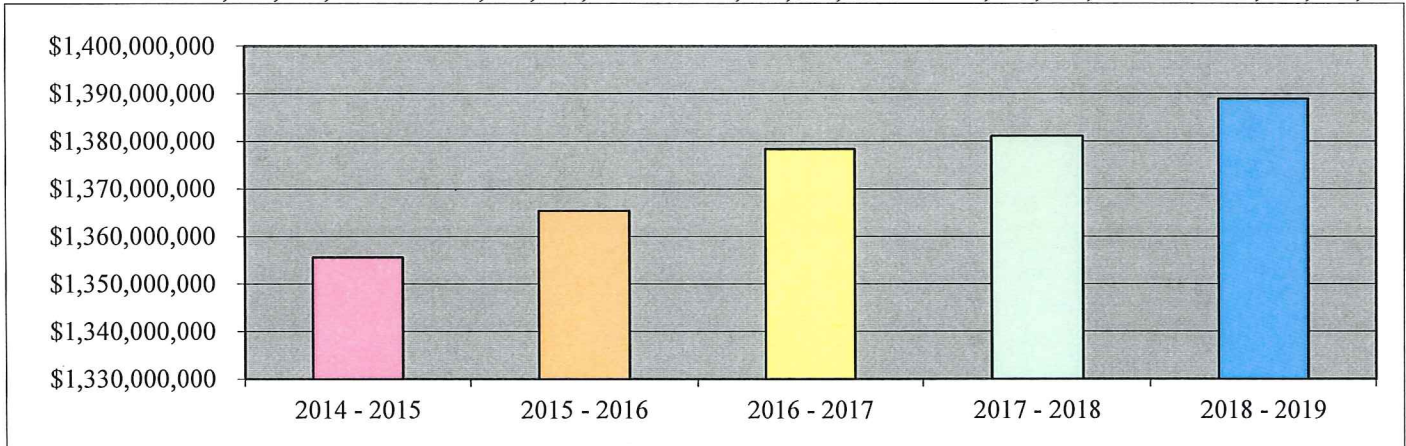
It is estimated that the General Fund will yield \$47,039,457 in taxes and assessments in total for fiscal year 2018 - 2019. This is an increase of \$1,831,037.

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 boundry of the Town. The October 1, 2017 NGL was revalued to reflect current market prices. The 2017 NGL increased by \$7,821,477 from \$1,381,073,382 to \$1,388,894,859. This represents a 0.56633% 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**

October 1,	2013	2014	2015	2016	2017
Fiscal Year	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019
NGL	\$ 1,355,575,604	\$ 1,365,355,660	\$ 1,378,372,391	\$ 1,381,073,382	\$ 1,388,894,859



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 \$1,388,894,859, applying grants and non-tax revenue, it will be necessary to finance \$47,039,457 or 78.33% from property taxes. This will require a mill rate of 33.84, an increase of 0.41 mills or 1.24%. The mill rate is calculated as follows:

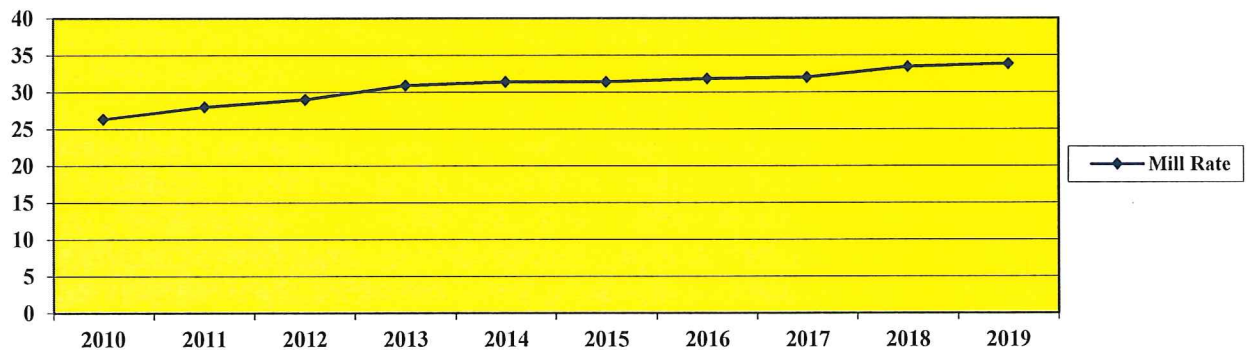
Expenditure Budget Change		Revenue Budget Change	
Board of Education	\$ 1,819,816	Sundry & Xfers In	\$ 310,586
Town Government	323,345	Fines & Fees	15,000
Debt Service	(312,294)	Use of Money	(10,000)
Capital Projects	(300,000)	Intergovernmental	(615,756)
		Subtotal Direct Rev	(300,170)
		Current Taxes	1,831,037
Total Expenditure	\$ 1,530,867	Total Revenue	\$ 1,530,867

Gross expenditures	\$ 60,056,058
Less direct revenue estimates	(14,068,101)
Net budget	45,987,957
Use of fund balance	(204,000)
Adjustment for uncollected taxes @ 2.6%	1,222,159
Amount to be raised	47,006,116
Value of 1 mill at 97.4% collection rate	\$ 1,388,895
	<u>47,006,116</u>
Calculate mill rate	<u>1,388,895</u> = 33.84 mills

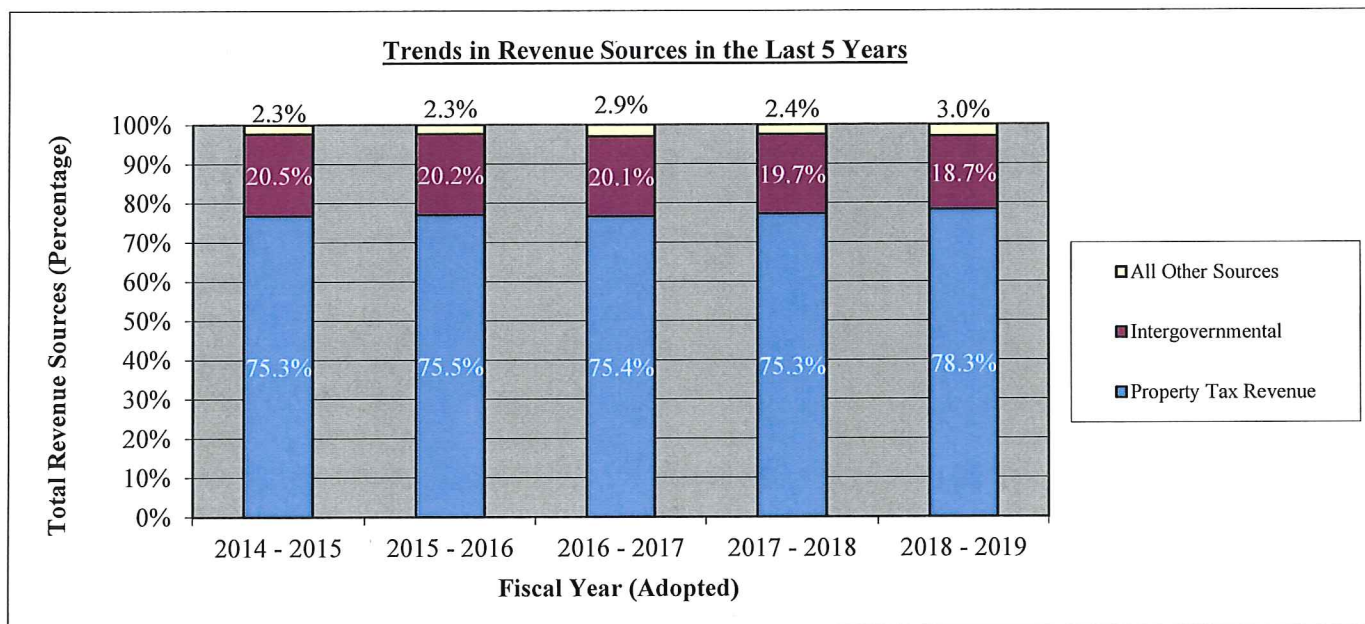
**Tracking the Mill Rate and Grand List
FY's 2005 – 2019**

Fiscal Year	Town Manager Proposed Mill Rate	Town Council Approved Mill Rate	Grand List Year	Grand List Value	Current Year Tax Levy
2005	36.75	33.33	2003	\$ 930,695,700	\$ 31,020,088
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

* 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 3.0% in the 2018 - 2019 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 2016 - 2017, Fiscal Year 2017 - 2018, and Fiscal Year 2018 - 2019 originally distributed by the State of Connecticut Office of Policy and Management in February 2018. The budgeted grant amounts for fiscal year 2018 - 2019 reflects estimates from the adopted State of CT budget in May 2018. 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. In 2019, this did happen and the Town is confident the amounts will come in as budgeted.

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 2016 - 2017	Budgeted Grant Amount 2017 - 2018	Estimated Grant Amount 2018 - 2019
Special education grant	\$ -	\$ 2,499,215	\$ -
Education cost sharing grant	10,297,782	8,217,871	10,366,966
PILOT - State property	388	10,310	8,596
PILOT - veteran's exemption	23,891	22,000	22,000
PILOT - elderly freeze	2,000	2,500	2,000
PILOT - elderly circuit breaker	152,329	150,000	-
PILOT - totally disabled	3,472	3,600	3,600
Plane registration	7,580	8,200	8,200
Pequot grant	72,491	74,491	27,635
Youth services grant	27,949	30,000	27,000
Misc. State grants	22,046	30,000	30,000
Telecommunications	45,236	50,000	50,000
Grants for municipal projects	541,936	-	541,936
MRSF sales tax sharing	363,176	522,783	-
LoCIP	124,497	228,244	145,525
Total Federal and State Grants	\$ 11,684,773	\$ 11,849,214	\$ 11,233,458

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).

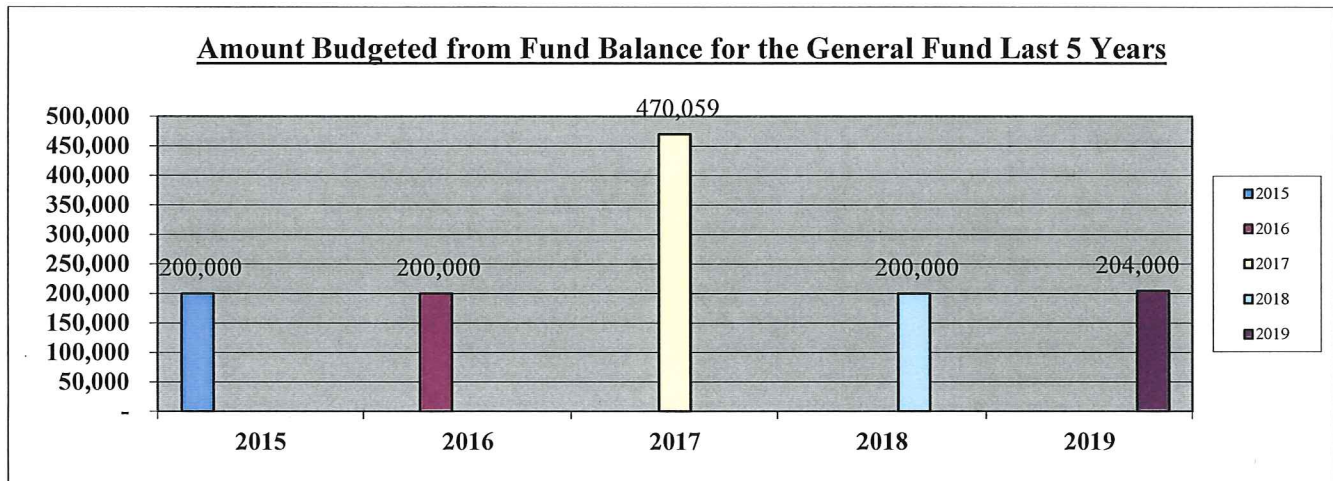
There is a continuing trend toward steady residential and commercial planned growth in Plainville. The Town continues to upgrade and expand Town provided amenities, including high quality educational, recreational, and cultural facilities, while maintaining comparatively low tax rates.

Licenses, fees, and permits revenue for all Town funds are estimated to stay the same as the 2017 - 2018 levels.

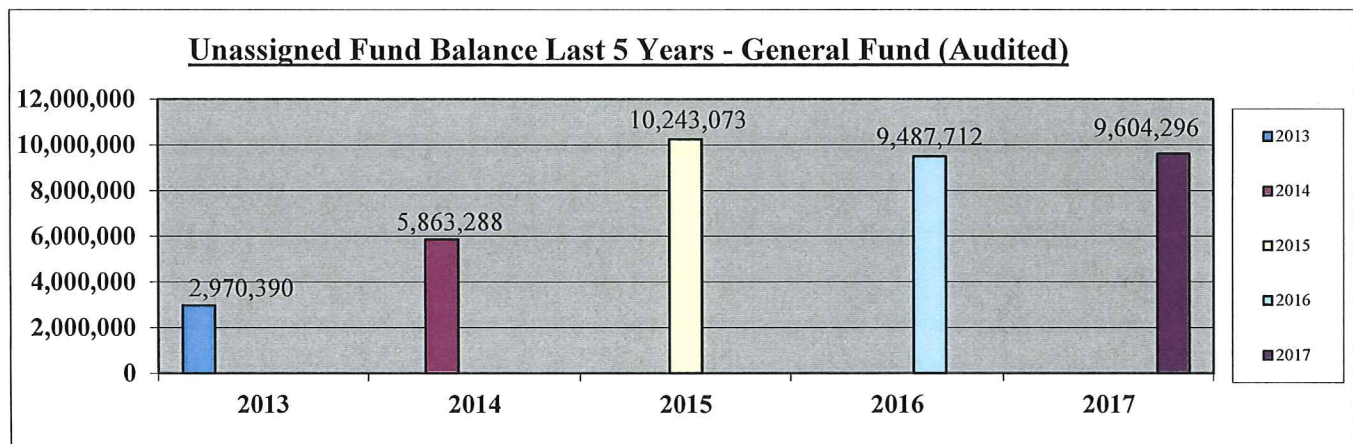
FUND BALANCE

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 the same amount of unassigned fund balance in the FY 2019 budget, \$204,000. 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

Town of Plainville, Connecticut
 Adopted Town of Plainville Revenue Budget Detail - Fiscal Year 2018 - 2019
 As of April 24, 2018

Town of Plainville Revenue		2016 - 2017		2017 - 2018		2018 - 2019		
		Actual	Budgeted	Received	Estimated	Estimated	Increase/(Decrease)	
		Received		Date		Budget	\$	%
Property Taxes								
41010	Current taxes	\$ 43,030,736	\$ 43,952,920	\$ 44,190,856	\$ 44,855,021	\$ 45,783,957	\$ 1,831,037	4.17%
41015	Prior taxes	665,197	525,000	691,702	700,000	525,000	-	0.00%
41020	Motor vehicle supp	540,952	400,000	519,036	522,000	400,000	-	0.00%
41040	Suspense	28,318	25,000	14,691	25,000	25,000	-	0.00%
41050	Interest	401,469	300,000	326,691	350,000	300,000	-	0.00%
41060	Liens/misc	31,600	5,500	3,372	5,500	5,500	-	0.00%
Total Property Taxes		44,698,272	45,208,420	45,746,348	46,457,521	47,039,457	1,831,037	4.05%
Licenses & Permits								
42110	Building permits	244,935	275,000	209,923	240,000	275,000	-	0.00%
42111	Building permits - State fee	113	200	102	150	200	-	0.00%
42120	Police permits	10,900	5,500	5,385	5,500	5,500	-	0.00%
42940	Dog licenses	1,924	1,000	814	1,000	1,000	-	0.00%
Total Licenses & Permits		257,872	281,700	216,224	246,650	281,700	-	0.00%
Fines & Fees								
43114	Condo fees	45,878	50,000	48,604	48,604	50,000	-	0.00%
43115	Building fees	540	1,200	303	500	1,200	-	0.00%
43116	Bounced check fees	1,045	1,000	695	750	1,000	-	0.00%
43117	MV delinquent fee	25,966	17,500	21,767	25,000	21,500	4,000	22.86%
43120	Police fines	625	2,500	385	600	1,500	(1,000)	-40.00%
43125	Police fees	63,388	50,000	85,946	92,000	62,500	12,500	25.00%
43126	Impound fees	1,330	3,000	780	1,500	1,500	(1,500)	-50.00%
43130	Town Clerk filing fees	1,219	2,000	1,578	2,000	2,000	-	0.00%
43135	Vital statistics	14,279	11,000	9,044	11,000	11,000	-	0.00%
43140	Recording fees	92,446	82,000	63,053	82,000	82,000	-	0.00%
43150	Planning & Zoning fees	6,091	5,000	5,095	5,200	5,000	-	0.00%
43160	ZBA fees	2,430	3,000	1,466	3,000	3,000	-	0.00%
43185	Senior Center fees	8,155	8,000	8,300	8,300	8,000	-	0.00%
43190	Senior Center health fees	10,000	10,000	6,000	10,000	10,000	-	0.00%
43195	Trash container fees	4,791	2,000	3,521	3,700	3,000	1,000	50.00%
43196	Tipping fees	10,375	8,000	7,885	8,000	8,000	-	0.00%
43198	Miscellaneous fees	1,385	500	1,000	1,200	500	-	0.00%
Total Fines & Fees		289,943	256,700	265,422	303,354	271,700	15,000	5.84%

Town of Plainville, Connecticut
Adopted Town of Plainville Revenue Budget Detail - Fiscal Year 2018 - 2019
As of April 24, 2018

Town of Plainville Revenue		2016 - 2017		2017 - 2018		2018 - 2019		
		Actual Received	Budgeted	Received Date	Estimated	Estimated Budget	Increase/(Decrease)	
							\$	%
Use of Money								
44110	Investment income	\$ 26,733	\$ 40,000	\$ 19,771	\$ 28,000	\$ 30,000	\$ (10,000)	-25.00%
44114	Condo fee interest	480	500	2,592	2,592	500	-	0.00%
	Total Use of Money	27,213	40,500	22,363	30,592	30,500	(10,000)	-24.69%
Intergovernmental Revenue								
45301	Special ed AP I grant	-	-	59,998	-	-	-	0.00%
45302	Special ed excess cost grant	-	-	341,919	-	-	-	0.00%
45303	Special education grant	-	2,499,215	-	-	-	(2,499,215)	-100.00%
45304	Education cost sharing grant	10,297,782	8,217,871	4,446,882	8,893,762	10,366,966	2,149,095	26.15%
45310	PILOT - State property	388	10,310	355	355	8,596	(1,714)	-16.62%
45418	PILOT - veteran's exemption	23,891	22,000	22,712	22,712	22,000	-	0.00%
45420	PILOT - elderly freeze	2,000	2,500	2,000	2,000	2,000	(500)	-20.00%
45425	PILOT - elderly circuit breaker	152,329	150,000	-	-	-	(150,000)	-100.00%
45435	PILOT - totally disabled	3,472	3,600	3,724	3,724	3,600	-	0.00%
45444	Municipal stabilization grant	-	-	63,371	63,371	-	-	0.00%
45445	Plane registration	7,580	8,200	7,730	8,200	8,200	-	0.00%
45500	Pequot grant	72,491	74,491	48,327	72,491	27,635	(46,856)	-62.90%
45530	Youth services grant	27,949	30,000	21,600	27,071	27,000	(3,000)	-10.00%
45542	Misc. State grants	22,046	30,000	163,068	172,000	30,000	-	0.00%
45543	Telecommunications	45,236	50,000	35,316	35,552	50,000	-	0.00%
45545	Grants for municipal projects	541,936	-	541,936	541,936	541,936	541,936	100.00%
45546	MRSF sales tax sharing	363,176	522,783	-	-	-	(522,783)	-100.00%
45570	LoCIP	124,497	228,244	-	228,683	145,525	(82,719)	-36.24%
	Total Intergovernmental	11,684,773	11,849,214	5,758,938	10,071,857	11,233,458	(615,756)	-5.20%
Other Revenues								
48212	Conveyance tax	232,818	135,000	112,508	145,000	135,000	-	0.00%
48217	PILOT - Housing Authority	29,901	34,496	11,414	34,496	34,496	-	0.00%
48262	Taxpayer reimbursements	-	-	-	-	-	-	0.00%
48298	Miscellaneous - BOE	-	-	-	-	-	-	0.00%
48299	Miscellaneous - other	113,147	190,000	199,628	215,000	190,000	-	0.00%
	Total Other Revenues	375,866	359,496	323,550	394,496	359,496	-	0.00%
Sundry & Interfund Transfers In								
49101	Interfund transfer in - WPCF	322,710	329,161	246,873	329,164	335,747	6,586	2.00%
49102	Use of fund balance	-	200,000	-	200,000	204,000	4,000	2.00%
49106	Interfund transfer in - Other Funds	6,679	-	-	-	-	-	0.00%
49107	Sale of fixed assets	210	-	860	860	-	-	0.00%
49108	Interfund transfer in - Debt Management	-	-	-	-	300,000	300,000	100.00%
	Total Sundry & Interfund Transfers In	329,599	529,161	247,733	530,024	839,747	310,586	58.69%
	Total Town of Plainville Revenue	\$ 57,663,538	\$ 58,525,191	\$ 52,580,578	\$ 58,034,494	\$ 60,056,058	\$ 1,530,867	2.62%

EXPENDITURES OVERVIEW

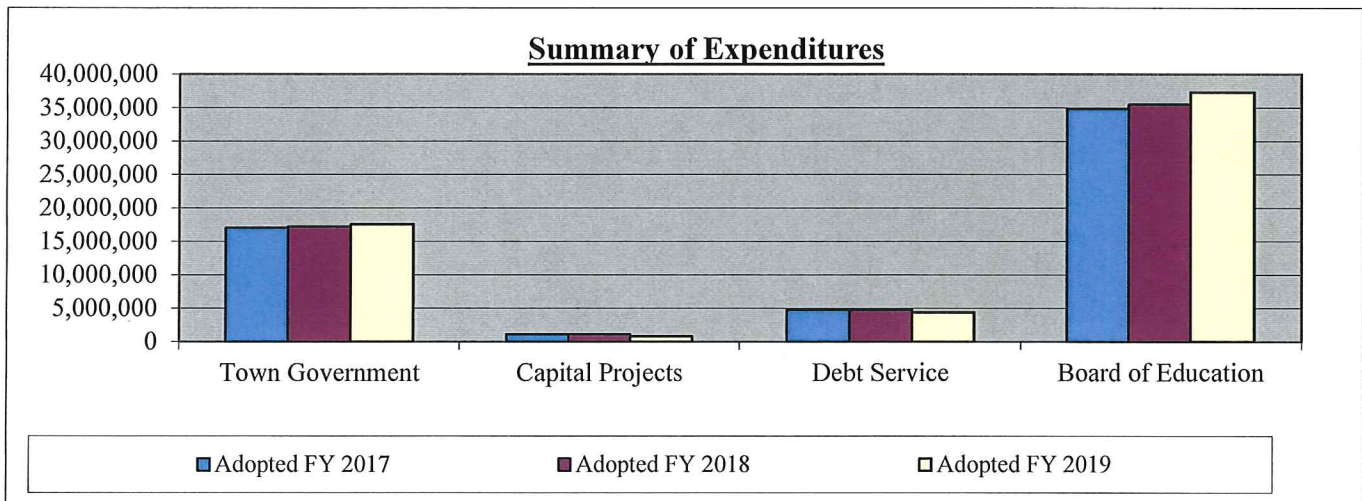
Within Plainville's budget for FY 2018, there are four (4) major expenditures: Town Government, Capital Projects, Debt Service (totaling Town General Government), and the Board of Education. The following chart illustrates the appropriations made to each of these areas throughout the past three (3) fiscal years.

	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Difference FY 18 - 19	Percent Change
Town Government					
General Government	\$ 2,300,686	\$ 2,489,607	\$ 2,506,769	\$ 17,162	0.69%
Public Safety	4,632,795	4,569,799	4,698,220	128,421	2.81%
Public Works	4,036,565	4,110,158	4,140,078	29,920	0.73%
Health & Human Services	1,672,849	1,723,358	1,730,045	6,687	0.39%
Civic & Cultural	147,427	155,162	156,755	1,593	1.03%
Employee Fringe Benefits	3,228,266	3,354,505	3,509,666	155,161	4.63%
Sundry (includes Xfers Out)	1,163,534	807,212	791,613	(15,599)	(2.01%)
Total Town Gov't	17,182,122	17,209,801	17,533,146	323,345	1.88%
Capital Projects					
Town Capital Budget	925,070	712,950	575,100	(137,850)	(19.34%)
BOE Capital Budget	177,000	387,050	224,900	(162,150)	(41.89%)
Total Capital Projects	1,102,070	1,100,000	800,000	(300,000)	(27.27%)
Debt Service					
Principal	3,580,000	3,585,000	3,215,000	(370,000)	(10.32%)
Interest	948,886	855,325	712,248	(143,077)	(16.73%)
Miscellaneous Costs	(1,698)	271,969	472,752	200,783	73.83%
Total Debt Service	4,527,188	4,712,294	4,400,000	(312,294)	(6.63%)
Total Town Gen Gov't	22,811,380	23,022,095	22,733,146	(288,949)	(1.26%)
Board of Education					
Salaries	23,640,437	23,496,346	24,058,177	561,831	2.39%
Employee Benefits	5,336,708	5,757,619	7,252,509	1,494,890	25.96%
Purchased Prof Services	406,273	686,476	658,007	(28,469)	(4.15%)
Purchased Property Serv	519,766	608,193	618,648	10,955	1.80%
Other Purchased Serv	1,812,883	1,812,517	1,671,578	(140,939)	(7.78%)
Other Purch Serv – Ins	234,871	250,919	275,117	32,598	13.44%
Other Purch Serv - Tuition	1,163,510	1,052,852	989,800	(63,052)	(5.99%)
Supplies	1,446,611	1,722,784	1,680,956	(50,728)	(2.93%)
Property	107,738	43,015	43,595	580	1.35%
Dues and Fees	55,570	72,375	74,525	2,150	2.97%
Total Gross BOE	34,724,367	35,503,096	37,322,912	1,819,816	5.13%
Excess Cost Used	(766,784)	(650,000)	(650,000)	-	0.00%
Transfers to Capital	-	-	-	-	0.00%
Total Net BOE	33,957,583	34,853,096	36,672,912	1,819,816	5.22%
Total Town Operating Budget	\$ 57,535,747	\$ 58,525,191	\$ 60,056,058	\$ 1,530,867	2.62%

EXPENDITURES OVERVIEW

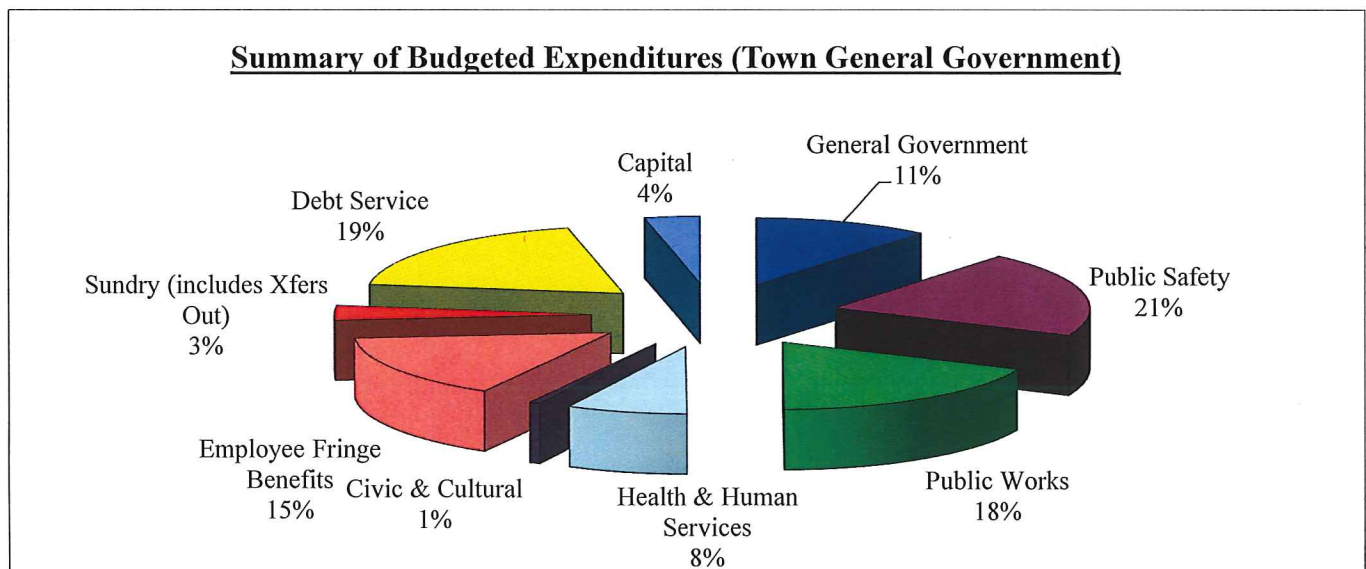
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Property	107,738	43,015	43,595	580	1.35%
Dues and Fees	55,570	72,375	74,525	2,150	2.97%
Total Gross BOE	34,724,367	35,503,096	37,322,912	1,819,816	5.13%
Excess Cost Used	(766,784)	(650,000)	(650,000)	-	0.00%
Transfers to Capital	-	-	-	-	0.00%
Total Net BOE	33,957,583	34,853,096	36,672,912	1,819,816	5.22%
Total Town Operating Budget	\$ 57,535,747	\$ 58,525,191	\$ 60,056,058	\$ 1,530,867	2.62%



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 recommended at **\$15,915,371** plus Town health insurance of **\$1,617,775** for a total of **\$17,533,146**. This is an overall increase of \$323,345 or 1.88% from the current fiscal year 2018. This is detailed as \$199,520 for the Town General Government and \$123,825 for Town health insurance. The health insurance recommended line item accounts for 38% of the purposed increase in the Town General Government with all other line items combined account for the remaining 62%. The major changes to the Town General Government budget are as follows:

- All personnel costs, including overtime, are budgeted between a 1.50% to 2.0% increases depending upon negotiated union contracts. Payroll increases in total dollars, including overtime, of \$187,860 or 2.37% are in this budget request.

- The Police budget increase of \$125,801 is primarily related to personnel costs increasing due to potential funding of a School Resource Officer (SRO) and filling a vacant dispatcher position.
- The Data Processing department decrease of \$17,037 is related to the shared BOE IT position being removed from the budget.
- The Buildings & Grounds department increase of \$43,962 is primarily due to filling a vacant HVAC position. The FY 2018 budget included an approval to fill their position in January of 2018. This was deferred because of the state aid reduction. This position has been vacant for over a year. Required building maintenance is currently falling behind and/or being contracted at higher rates.
- The cost to provide property/liability insurance and workers compensation was budgeted to increase by \$30,815 or 4.61% over the FY 2018, primarily due to higher workers' compensation costs. This increase was part of a three-year fixed rate not to exceed 3.00% contract for the LAP policy effective July 1, 2016 through June 30, 2019. The WC policy, due to high claims, is on a year-to-year basis. However, subsequent to budget adoption, the Town switched insurance carriers for LAP/WC. These changes should give the Town a budgetary surplus for LAP/WC in FY 2019.
- Utility costs, including streetlights, heating oil, and gasoline & diesel, have decreased by \$12,220 or 0.81% due to lower fuel costs and conversion to LED streetlights.
- Employee Benefits, which includes health insurance, increased \$155,161, of which health insurance alone is \$123,825. However, subsequent to budget adoption, the Town switched insurance carriers for health insurance going to the State of CT Partnership 2.0 Plan. This change should smooth out future health insurance increases, make future health insurance budgets easier to budget, and help replenish the health insurance fund, currently in a negative position.

The Town Debt Service budget is recommended at **\$4,400,000** based on current outstanding bond obligations. This reflects a reduction of \$312,294 from the current fiscal year 2018 budget of \$4,712,294.

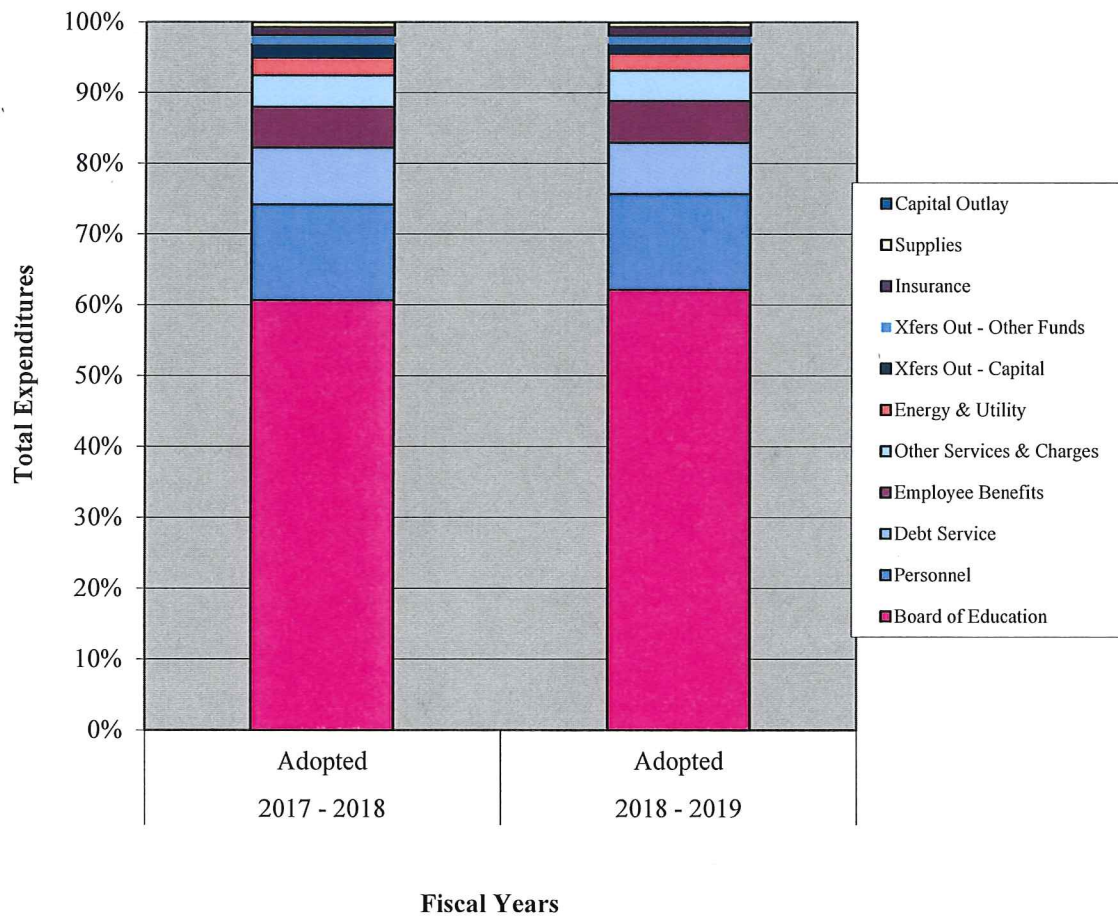
The General Fund contribution to capital is recommended at **\$800,000**, a reduction of \$300,000

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 2017 - 2018 and FY 2018 - 2019 is provided below:

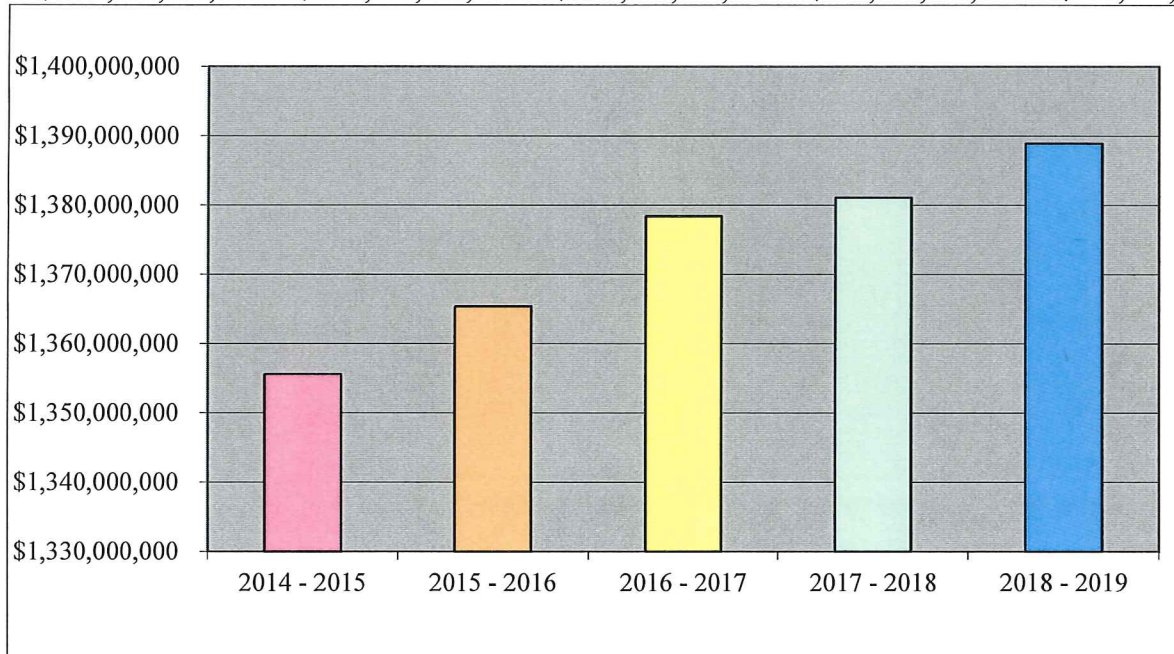
	<u>FY 2017 - 2018</u>	<u>FY 2018 - 2019</u>
Town General Government		
Town Government		
Personnel	\$ 7,922,828	\$ 8,110,688
Employee Benefits	3,354,505	3,509,666
Supplies	419,055	420,011
Other Services & Charges	2,625,141	2,603,658
Insurance	653,700	684,290
Energy & Utilities	1,443,060	1,430,920
Capital Outlay	14,300	12,300
Interfund Transfers Out – Other Funds	777,212	761,613
Total Town Government	<u>17,209,801</u>	<u>17,533,146</u>
Debt Service	<u>4,712,294</u>	<u>4,700,000</u>
Interfund Transfers Out - Capital	<u>1,100,000</u>	<u>800,000</u>
Total Town General Government	<u>23,022,095</u>	<u>22,733,146</u>
Board of Education	<u>35,503,096</u>	<u>37,322,912</u>
Total Town Operating Budget	<u>\$ 58,525,191</u>	<u>\$ 60,056,058</u>

Adopted General Government & BOE Expenditure Budget Function Summary



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

October 1,	2013	2014	2015	2016	2017
Fiscal Year	2014 – 2015	2015 – 2016	2016 – 2017	2017 – 2018	2018 – 2019
NGL	\$ 1,355,575,604	\$ 1,365,355,660	\$ 1,378,372,391	\$ 1,381,073,382	\$ 1,388,894,859



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

		Actual	2017 - 2018			2018 - 2019				
		Expended	Budgeted	Spent To		Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
General Government		2016 - 2017		Date	Estimated				\$	%
101	Town Council	\$ 69,792	\$ 72,379	66,357	\$ 71,934	\$ 73,250	\$ 73,150	\$ 73,150	\$ 771	1.07%
111	P&Z Commission	2,517	3,600	1,505	2,900	3,600	3,400	3,400	(200)	-5.56%
112	ZBA	2,504	3,300	2,080	3,300	3,300	3,100	3,100	(200)	-6.06%
113	Inland/Wetlands Comm	936	1,900	851	1,700	1,900	1,900	1,900	-	0.00%
114	BOAA	2,579	2,097	1,597	2,097	2,097	2,097	2,097	-	0.00%
116	Conservation Commission	1,978	2,700	616	2,700	2,750	2,350	2,350	(350)	-12.96%
119	Veteran's Council	5,071	9,375	8,138	9,253	9,450	9,450	9,450	75	0.80%
121	Recycling Commission	904	950	526	950	950	910	910	(40)	-4.21%
130	Probate Court	8,670	9,475	9,475	9,475	9,000	9,000	9,000	(475)	-5.01%
131	Town Manager	217,187	275,357	206,208	266,860	270,121	269,880	269,880	(5,477)	-1.99%
132	Human Resources	88,111	92,682	68,428	93,982	94,032	93,832	93,832	1,150	1.24%
133	Elections	58,019	63,825	33,480	-	63,789	63,789	63,789	(36)	-0.06%
134	Town Attorney	135,333	135,055	111,138	135,055	136,599	136,349	136,349	1,294	0.96%
135	Town Treasurer	5,713	5,830	4,549	5,828	5,915	5,915	5,915	85	1.46%
136	Finance	183,583	206,402	152,392	201,380	209,005	208,790	208,790	2,388	1.16%
137	Assessments	206,175	231,589	221,335	259,643	236,416	236,416	236,416	4,827	2.08%
138	Revenue Collection	127,857	137,885	99,276	130,366	139,275	136,275	136,275	(1,610)	-1.17%
150	Town Clerk	192,031	200,495	162,664	200,509	202,505	202,385	202,385	1,890	0.94%
155	Data Processing	188,314	212,336	179,451	230,466	195,299	195,299	195,299	(17,037)	-8.02%
160	Insurance	664,499	668,715	665,839	668,041	699,530	699,530	699,530	30,815	4.61%
165	General Admin Services	74,935	81,055	42,387	72,425	79,402	78,352	78,352	(2,703)	-3.33%
170	Economic Development	63,978	72,605	56,072	73,564	74,700	74,600	74,600	1,995	2.75%
Total General Government		2,300,686	2,489,607	2,094,364	2,442,428	2,512,885	2,506,769	2,506,769	17,162	0.69%

		Actual	2017 - 2018			2018 - 2019				
		Expended	Budgeted	Spent To		Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
Public Safety		2016 - 2017		Date	Estimated				\$	%
201	Police	4,190,471	4,106,618	3,204,727	4,091,393	4,250,299	4,232,419	4,232,419	125,801	3.06%
205	Animal Control	78,697	81,077	57,809	80,081	84,567	83,417	83,417	2,340	2.89%
206	EMS	14,743	15,294	15,294	15,294	15,824	15,824	15,824	530	3.47%
210	Fire	330,910	348,475	214,653	412,544	347,950	347,950	347,950	(525)	-0.15%
215	Civil Preparedness	17,974	18,335	14,103	18,335	18,610	18,610	18,610	275	1.50%
Total Public Safety		4,632,795	4,569,799	3,506,586	4,617,647	4,717,250	4,698,220	4,698,220	128,421	2.81%

		Actual	2017 - 2018			2018 - 2019				
		Expended	Budgeted	Spent To		Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
Public Works		2016 - 2017		Date	Estimated				\$	%
301	Physical Services Admin	115,981	-	-	-	-	-	-	-	0.00%
305	Roadways	923,937	910,790	718,653	920,310	901,541	911,441	911,441	651	0.07%
310	Buildings & Grounds	985,185	1,002,660	798,001	996,492	1,058,728	1,046,622	1,046,622	43,962	4.38%
315	Municipal Bldg Maint	1,416,036	1,500,260	1,472,510	2,088,150	1,490,540	1,488,040	1,488,040	(12,220)	-0.81%
320	Motor Vehicle & Equip	146,112	135,260	121,099	144,374	138,174	134,174	134,174	(1,086)	-0.80%
323	Transfer Station	51,209	74,423	29,882	74,323	74,626	74,626	74,626	203	0.27%
325	Technical Services Admin	123,035	171,715	131,710	167,265	163,143	162,983	162,983	(8,732)	-5.09%
330	Engineering	51,359	77,425	58,992	77,425	78,520	78,520	78,520	1,095	1.41%
360	Building Inspector	81,917	85,840	60,232	90,850	94,892	89,852	89,852	4,012	4.67%
370	Fire Marshal	67,550	72,080	54,765	71,560	73,075	72,220	72,220	140	0.19%
380	Planning	74,244	79,705	60,370	80,160	81,800	81,600	81,600	1,895	2.38%
Total Public Works		4,036,565	4,110,158	3,506,214	4,710,909	4,155,039	4,140,078	4,140,078	29,920	0.73%

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

		2017 - 2018				2018 - 2019				
		Actual Expended 2016 - 2017	Budgeted	Spent To Date	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
Health & Human Services									\$	%
410	Health & Sanitation	\$ 120,157	\$ 120,157	\$ 89,975	\$ 119,968	\$ 120,157	\$ 119,320	\$ 119,320	\$ (837)	-0.70%
412	Health & Welfare	52,576	53,865	26,448	53,865	53,865	53,865	53,865	-	0.00%
415	Solid Waste	1,067,518	1,100,300	769,014	1,078,688	1,094,795	1,094,875	1,094,875	(5,425)	-0.49%
420	Senior Center	287,953	301,712	220,340	301,712	312,873	312,873	312,873	11,161	3.70%
430	Social Services	28,435	28,201	20,996	28,201	28,632	28,632	28,632	431	1.53%
440	Youth Services	116,210	119,123	86,001	119,123	120,480	120,480	120,480	1,357	1.14%
Total Health & Human Serv		1,672,849	1,723,358	1,212,774	1,701,557	1,730,802	1,730,045	1,730,045	6,687	0.39%
		Actual Expended 2016 - 2017	Budgeted	Spent To Date	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
Civic & Cultural									\$	%
510	Recreation	147,427	155,162	117,641	155,162	157,155	156,755	156,755	1,593	1.03%
Total Civic & Cultural		147,427	155,162	117,641	155,162	157,155	156,755	156,755	1,593	1.03%
		Actual Expended 2016 - 2017	Budgeted	Spent To Date	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
Employee Fringe Benefits									\$	%
820	Fringe Benefits	3,228,266	3,354,505	2,716,535	3,353,875	3,793,489	3,509,666	3,509,666	155,161	4.63%
		Actual Expended 2016 - 2017	Budgeted	Spent To Date	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
Sundry									\$	%
830	Unclassified	22,532	30,000	16,637	30,000	30,000	30,000	30,000	-	0.00%
840	Xfers Out - Other Funds	1,141,002	777,212	1,126,562	2,420,864	777,212	761,613	761,613	(15,599)	-2.01%
Total Sundry		1,163,534	807,212	1,143,199	2,450,864	807,212	791,613	791,613	(15,599)	-1.93%
Subtotal Town Gov't		17,182,122	17,209,801	14,297,313	19,432,442	17,873,832	17,533,146	17,533,146	323,345	1.88%
		Actual Expended 2016 - 2017	Budgeted	Spent To Date	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
Debt Service									\$	%
710	Debt Service	4,527,188	4,712,294	3,033,649	4,424,572	4,400,000	4,400,000	4,400,000	(312,294)	-6.63%
Subtotal Debt Serv		4,527,188	4,712,294	3,033,649	4,424,572	4,400,000	4,400,000	4,400,000	(312,294)	-6.63%
		Actual Expended 2016 - 2017	Budgeted	Spent To Date	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
Sundry									\$	%
840	Xfers Out - Capital Fund	1,102,070	1,100,000	799,001	1,074,000	1,100,000	800,000	800,000	(300,000)	-27.27%
Subtotal Capital		1,102,070	1,100,000	799,001	1,074,000	1,100,000	800,000	800,000	(300,000)	-27.27%
Total Gen Gov't Budget		22,811,380	23,022,095	18,129,963	24,931,014	23,373,832	22,733,146	22,733,146	(288,949)	-1.26%
		Actual Expended 2016 - 2017	Budgeted	Spent To Date	Estimated	Superintendent Request	BOE Approved	BOE/Council Approved	Council App Inc/(Dec)	
Board of Education									\$	%
910	BOE	34,724,367	35,503,096	18,010,187	35,283,096	36,210,451	37,322,912	37,322,912	1,819,816	5.13%
Total BOE Budget		34,724,367	35,503,096	18,010,187	35,283,096	36,210,451	37,322,912	37,322,912	1,819,816	5.13%
Total Town Budget		\$ 57,535,747	\$ 58,525,191	\$ 36,140,150	\$ 60,214,110	\$ 59,584,283	\$ 60,056,058	\$ 60,056,058	\$ 1,530,867	2.62%

Town of Plainville, Connecticut
Adopted General Government & BOE Expenditure Budget Function Summary - Fiscal Year 2018 - 2019
As of April 24, 2018

Town Budgets	2016 - 2017		2017 - 2018		2018 - 2019				
	Actual Expended	Budgeted	Spent To Date	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
								\$	%
Function									
Town Government									
Personnel	\$ 7,856,549	\$ 7,922,828	\$ 6,107,659	\$ 7,882,039	\$ 8,133,845	\$ 8,110,688	\$ 8,110,688	\$ 187,860	2.37%
Employee Benefits	3,228,266	3,354,505	2,716,535	3,353,875	3,793,489	3,509,666	3,509,666	155,161	4.63%
Supplies	390,930	419,575	345,647	429,599	424,335	420,011	420,011	436	0.10%
Other Services & Charges	2,543,082	2,624,621	1,916,353	2,719,424	2,615,021	2,603,658	2,603,658	(20,963)	-0.80%
Insurance	649,484	653,700	650,824	653,026	684,290	684,290	684,290	30,590	4.68%
Energy & Utility	1,339,406	1,443,060	826,090	1,412,150	1,433,340	1,430,920	1,430,920	(12,140)	-0.84%
Capital Outlay	33,403	14,300	21,367	25,600	12,300	12,300	12,300	(2,000)	-13.99%
Xfers Out - Other Funds	1,141,002	777,212	576,562	770,864	777,212	761,613	761,613	(15,599)	-2.01%
Subtotal Town Gov't	17,182,122	17,209,801	13,161,037	17,246,577	17,873,832	17,533,146	17,533,146	323,345	1.88%
Debt Service									
Debt Service	4,527,188	4,712,294	3,033,649	4,424,572	4,400,000	4,400,000	4,400,000	(312,294)	-6.63%
Interfund Xfers Out									
Xfers Out - Capital	1,102,070	1,100,000	799,001	1,074,000	1,100,000	800,000	800,000	(300,000)	-27.27%
Total Gen Gov't	22,811,380	23,022,095	16,993,687	22,745,149	23,373,832	22,733,146	22,733,146	(288,949)	-1.26%
Board of Education					Superintendent Request	BOE Approved	BOE/Council Approved	Council App Inc/(Dec)	
								\$	%
Salaries	23,640,437	23,496,346	11,889,677	23,276,346	24,223,809	24,058,177	24,058,177	561,831	2.39%
Employee Benefits	5,336,708	5,757,619	1,042,778	5,757,619	5,953,948	7,252,509	7,252,509	1,494,890	25.96%
Purchased Professional Serv	406,273	686,476	277,160	686,476	658,007	658,007	658,007	(28,469)	-4.15%
Purchased Property Serv	519,766	607,693	454,362	607,693	624,648	618,648	618,648	10,955	1.80%
Other Purchased Serv	1,812,883	1,812,517	953,041	1,812,517	1,673,578	1,671,578	1,671,578	(140,939)	-7.78%
Other Purchased Serv - Ins	234,871	242,519	225,214	242,519	284,317	275,117	275,117	32,598	13.44%
Other Purchased Serv - Tuition	1,163,510	1,052,852	1,933,926	1,052,852	989,800	989,800	989,800	(63,052)	-5.99%
Supplies	1,446,611	1,731,684	1,137,673	1,731,684	1,680,956	1,680,956	1,680,956	(50,728)	-2.93%
Property	107,738	43,015	37,399	43,015	43,595	43,595	43,595	580	1.35%
Dues & Fees	55,570	72,375	58,957	72,375	77,793	74,525	74,525	2,150	2.97%
Total Gross BOE	34,724,367	35,503,096	18,010,187	35,283,096	36,210,451	37,322,912	37,322,912	1,819,816	5.13%
Excess Cost Used	(766,784)	(650,000)	-	(650,000)	(650,000)	(650,000)	(650,000)	-	0.00%
Total Funds Used	(766,784)	(650,000)	-	(650,000)	(650,000)	(650,000)	(650,000)	-	0.00%
Total Net BOE	33,957,583	34,853,096	18,010,187	34,633,096	35,560,451	36,672,912	36,672,912	1,819,816	5.22%
Total Town Budgets	\$ 57,535,747	\$ 58,525,191	\$ 35,003,874	\$ 58,028,245	\$ 59,584,283	\$ 60,056,058	\$ 60,056,058	\$ 1,530,867	2.62%

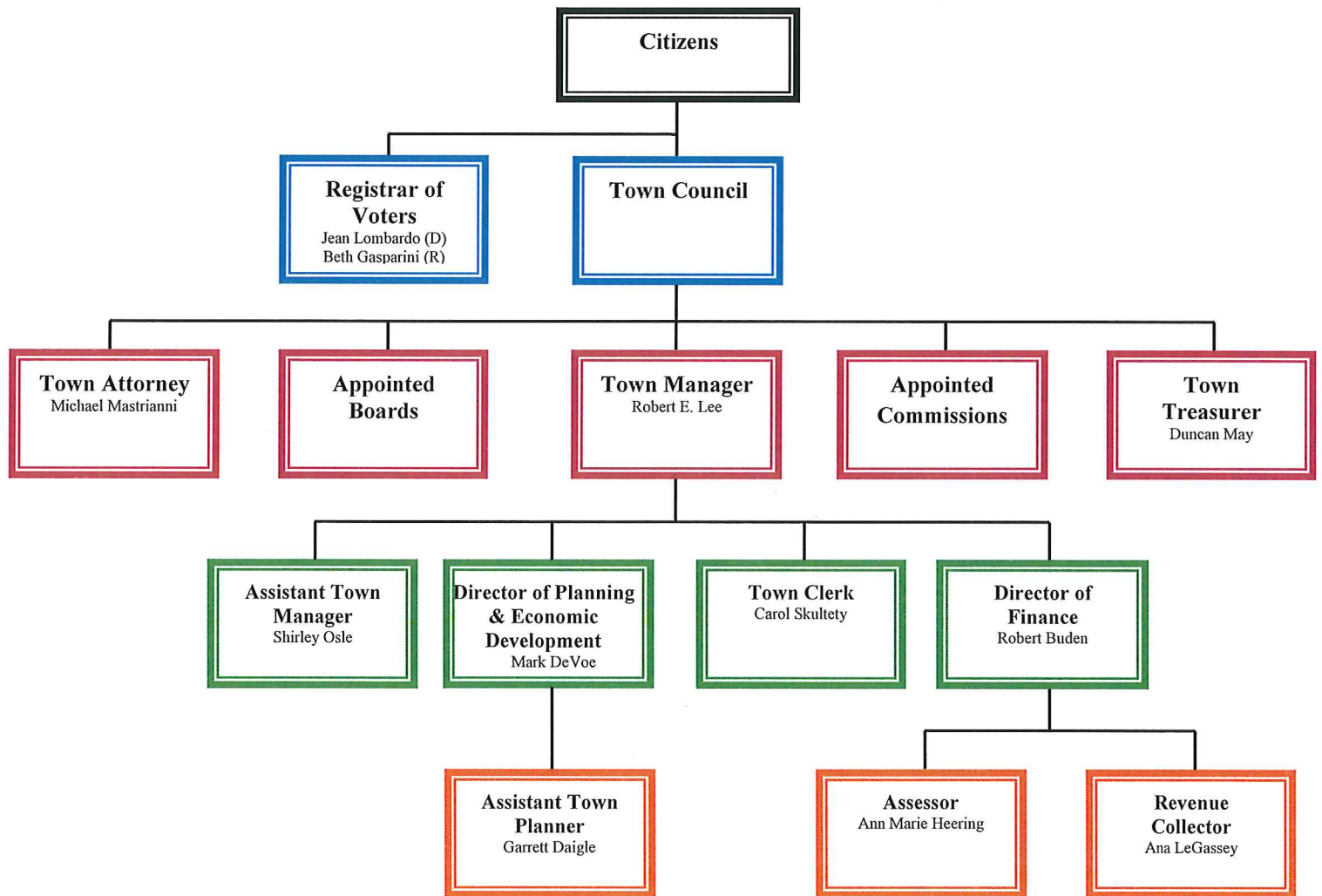
Town of Plainville, Connecticut
Adopted General Government Expenditure Budget Line Item Detail - Fiscal Year 2018 - 2019
As of April 24, 2018

Town Government		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual Expended	Budgeted	Spent To Date	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
										%
Personnel										
51110	Full-time salary	\$ 6,409,436	\$ 6,707,490	\$ 5,109,186	\$ 6,525,979	\$ 6,894,299	\$ 6,893,999	\$ 6,893,999	\$ 186,509	2.78%
51120	Part-time salary	559,295	610,088	435,334	629,310	633,531	600,674	600,674	(9,414)	-1.54%
51140	Overtime - regular	790,384	541,790	488,247	646,750	542,086	542,086	542,086	296	0.05%
51140-2012	Overtime - snow	97,434	63,460	74,892	80,000	63,929	73,929	73,929	10,469	16.50%
Total Personnel		7,856,549	7,922,828	6,107,659	7,882,039	8,133,845	8,110,688	8,110,688	187,860	2.37%
Employee Benefits										
51205	Municipal retirement	484,225	519,200	432,942	519,200	525,600	526,600	526,600	7,400	1.43%
51206	Police retirement	497,420	521,000	520,370	520,370	521,000	535,000	535,000	14,000	2.69%
51209	Medicare	132,246	133,900	103,027	133,900	138,000	138,000	138,000	4,100	3.06%
51210	FICA	514,061	525,300	403,069	525,300	542,000	542,000	542,000	16,700	3.18%
51211	Medical premiums	1,442,608	1,493,950	1,101,024	1,493,950	1,916,598	1,617,775	1,617,775	123,825	8.29%
51212	Dental premiums	35,605	36,300	60,311	36,300	27,816	27,816	27,816	(8,484)	-23.37%
51225	AD&D/life/LTD/EAP	37,870	39,355	31,141	39,355	39,355	39,355	39,355	-	0.00%
51240	Deferred compensation	74,679	73,000	59,507	73,000	73,000	73,000	73,000	-	0.00%
51250	Unemployment comp	-	1,000	49	1,000	1,000	1,000	1,000	-	0.00%
51260	Physicals/vaccines	9,552	11,500	5,095	11,500	9,120	9,120	9,120	(2,380)	-20.70%
Total Employee Benefits		3,228,266	3,354,505	2,716,535	3,353,875	3,793,489	3,509,666	3,509,666	155,161	4.63%
Supplies										
52310	Office supplies	17,624	15,036	11,684	15,036	15,036	15,036	15,036	-	0.00%
52330	Operating supplies	195,479	225,303	157,569	215,403	226,325	224,825	224,825	(478)	-0.21%
52340	Repair & maintenance	159,398	143,286	154,693	163,325	146,814	144,300	144,300	1,014	0.71%
52340-2012	Repair & maint - snow/storr	-	10,000	-	10,000	10,000	12,000	12,000	2,000	20.00%
52350	Auto supplies & parts	18,429	25,950	21,701	25,835	26,160	23,850	23,850	(2,100)	-8.09%
Total Supplies		390,930	419,575	345,647	429,599	424,335	420,011	420,011	436	0.10%
Other Services & Charges										
52401	Professional development	29,913	37,551	22,627	37,119	37,201	35,660	35,660	(1,891)	-5.04%
52402	Court cost/fees	1,138	1,500	53	1,500	1,500	1,500	1,500	-	0.00%
52405	Mileage	2,556	2,750	968	2,750	2,750	2,750	2,750	-	0.00%
52410	Advertising	10,059	11,400	7,871	12,216	11,400	10,950	10,950	(450)	-3.95%
52430	Recruitment & training	82,727	68,850	62,863	65,953	65,250	65,035	65,035	(3,815)	-5.54%
52435	Other contractual	1,534,445	1,598,161	1,119,431	1,615,587	1,598,299	1,592,662	1,592,662	(5,499)	-0.34%
52436	Contractual labor	33,235	30,100	25,289	30,100	30,100	30,100	30,100	-	0.00%
52445	Transfer station	24,870	30,000	12,693	30,000	30,000	30,000	30,000	-	0.00%
52446	Recycling	255,226	262,000	188,469	250,896	247,460	247,460	247,460	(14,540)	-5.55%
52450	Maintenance contracts	168,487	186,375	181,700	212,204	194,056	191,036	191,036	4,661	2.50%
52460	Rentals	25,412	35,325	20,262	35,535	35,075	35,075	35,075	(250)	-0.71%
52460-2012	Rentals - snow	125,378	105,000	95,655	118,000	105,000	105,000	105,000	-	0.00%
52465	Agency subsidy	82,818	89,844	59,817	89,774	90,015	93,915	93,915	4,071	4.53%
52470	Auto repair & maint	48,884	46,850	41,707	46,475	46,850	48,450	48,450	1,600	3.42%
52475	Bldg & grounds repair	23,771	20,000	18,238	21,000	21,000	21,000	21,000	1,000	5.00%
52480	Equip repair & maint	94,163	92,915	58,710	144,315	93,065	93,065	93,065	150	0.16%
52480-2012	Equip repair & maint - snov	-	6,000	-	6,000	6,000	-	-	(6,000)	-100.00%
Total Other Serv & Charges		2,543,082	2,624,621	1,916,353	2,719,424	2,615,021	2,603,658	2,603,658	(20,963)	-0.80%
Insurance										
52496	Volunteer firemen	6,143	6,640	6,216	6,216	6,405	6,405	6,405	(235)	-3.54%
52497	Risk insurance	226,317	241,060	232,880	235,082	249,685	249,685	249,685	8,625	3.58%
52498	Workers' compensation	417,024	406,000	411,728	411,728	428,200	428,200	428,200	22,200	5.47%
Total Insurance		649,484	653,700	650,824	653,026	684,290	684,290	684,290	30,590	4.68%

Town of Plainville, Connecticut
Adopted General Government Expenditure Budget Line Item Detail - Fiscal Year 2018 - 2019
As of April 24, 2018

Town Government		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual Expended	Budgeted	Spent To Date	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
									\$	%
Energy & Utility										
53510	Electricity - Traffic Signals	\$ 10,339	\$ 12,000	\$ 6,665	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	0.00%
53511	Electricity - Street Lights	71,615	80,500	43,325	80,500	80,500	78,000	78,000	(2,500)	-3.11%
53512	Electricity - Build & Grds	226,443	265,000	143,022	240,000	255,000	255,000	255,000	(10,000)	-3.77%
53520	Natural gas	42,642	52,000	19,316	52,000	52,000	52,000	52,000	-	0.00%
53530	Heating oil - Bldg & Grds	11,887	12,110	23,817	25,000	12,390	12,390	12,390	280	2.31%
53540	Gasoline & diesel - MV	183,846	204,000	130,599	185,200	204,000	204,080	204,080	80	0.04%
53550	Water & hydrant - Fire	696,566	725,000	400,348	725,000	725,000	725,000	725,000	-	0.00%
53551	Water & hydrant - Bldg	35,351	32,500	19,060	32,500	32,500	32,500	32,500	-	0.00%
53552	Water & hydrant - Sen Ctr	1,575	1,700	1,193	1,700	1,700	1,700	1,700	-	0.00%
53561	Telephone - Elections	169	850	-	850	850	850	850	-	0.00%
53562	Telephone - Bldg & Grds	57,392	55,000	37,585	55,000	55,000	55,000	55,000	-	0.00%
53563	Telephone - Sen Ctr	1,581	2,400	1,160	2,400	2,400	2,400	2,400	-	0.00%
Total Energy & Utility		1,339,406	1,443,060	826,090	1,412,150	1,433,340	1,430,920	1,430,920	(12,140)	-0.84%
Capital Outlay										
54640	Machinery & equip	33,403	14,300	21,367	25,600	12,300	12,300	12,300	(2,000)	-13.99%
Total Capital Outlay		33,403	14,300	21,367	25,600	12,300	12,300	12,300	(2,000)	-13.99%
Transfers Out - Other Funds										
55504	Xfer out - Debt Manage fun	185,105	-	-	-	-	-	-	-	0.00%
55509	Xfer out - SS Emer fund	500	500	375	500	500	500	500	-	0.00%
55516	Xfer out - Recreation fund	90,000	90,000	67,500	90,000	90,000	83,500	83,500	(6,500)	-7.22%
55524	Xfer out - Landfill	95,000	-	-	-	-	-	-	-	0.00%
55569	Xfer out - FEMA Phase II	71,536	-	-	-	-	-	-	-	0.00%
55573	Xfer out - FEMA Phase I	12,149	-	-	-	-	-	-	-	0.00%
55581	Xfer out - Library fund	659,050	659,050	487,940	652,702	659,050	649,951	649,951	(9,099)	-1.38%
55583	Xfer out - Senior Center	27,662	27,662	20,747	27,662	27,662	27,662	27,662	-	0.00%
Total Transfers Out - Other		1,141,002	777,212	576,562	770,864	777,212	761,613	761,613	(15,599)	-2.01%
Total Town Gov't		17,182,122	17,209,801	13,161,037	17,246,577	17,873,832	17,533,146	17,533,146	323,345	1.88%
Debt Service										
54711	Principal	3,580,000	3,585,000	2,350,000	3,585,000	3,215,000	3,215,000	3,215,000	(370,000)	-10.32%
54721	Interest	948,886	855,325	671,922	822,572	706,300	712,248	712,248	(143,077)	-16.73%
54723	Miscellaneous costs	(1,698)	271,969	11,727	17,000	478,700	472,752	472,752	200,783	73.83%
Total Debt Service		4,527,188	4,712,294	3,033,649	4,424,572	4,400,000	4,400,000	4,400,000	(312,294)	-6.63%
Transfers Out - Capital										
55511	Xfer out - Town cap fund	925,070	712,950	508,713	686,950	712,950	575,100	575,100	(137,850)	-19.34%
55512	Xfer out - BOE cap fund	177,000	387,050	290,288	387,050	387,050	224,900	224,900	(162,150)	-41.89%
Total Transfers Out - Cap		1,102,070	1,100,000	799,001	1,074,000	1,100,000	800,000	800,000	(300,000)	-27.27%
Total Gen Gov't		\$ 22,811,380	\$ 23,022,095	\$ 16,993,687	\$ 22,745,149	\$ 23,373,832	\$ 22,733,146	\$ 22,733,146	\$ (288,949)	-1.26%

GENERAL GOVERNMENT ORGANIZATIONAL CHART



GENERAL GOVERNMENT

PROGRAM DESCRIPTION

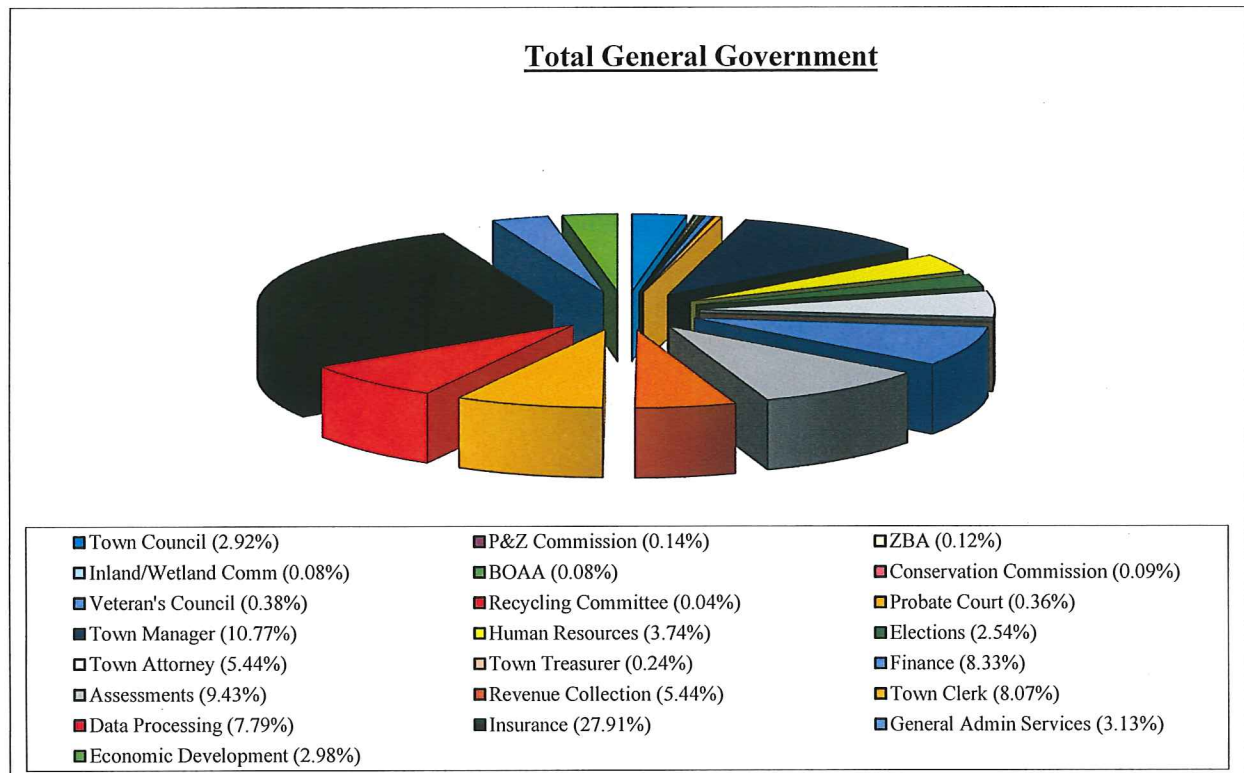
General Government is charged with all expenditures for the legislative, executive, and judicial branches of Plainville. In addition, expenditures related to elections, boards and commissions, Human Resources, and Town Clerk are assigned to this category. Divisions and activities relating to the Financial 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 2016	FY 2017	FY 2018	FY 2019
Authorized Full-Time Positions	15.50	15.50	17.00	17.00
Total Expenditures	\$2,218,297	\$2,305,035	\$2,489,607	\$2,506,769



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 Monday's of each month at 7:00 p.m. in the Town Council Chambers.

PROGRAM ACCOMPLISHMENTS FY 2018

- Appointed 2 Probationary Firefighters.
- Appointed 2 Firefighters.
- Appointed 1 Fire Police.
- Appointed 2 Fire Investigators.
- Appointed 2 new police officers.
- Promoted 2 officers to Sergeants.
- Amended Flood Damage Prevention Ordinance.
- Adopted Ordinance Appropriating \$25,260,000 for Renovations and Improvements to Wheeler Elementary School and Plainville High School.
- Adopted Ordinance Appropriating \$15,761,000 for Upgrades and Related Improvements to the Town's Water Pollution Control Facility.
- Negotiated and ratified Union Contracts for Public Works and Town Hall Employees.
- Approved the Board of Education and the Plainville Association of School Administrators negotiated contract.
- Appointed the Betty Boukus Memorial Committee.
- Approved the location of the Gold Star Memorial Monument in Veterans Park.
- Awarded bid for the Reconstruction of Paderewski Park Basketball Courts.
- Began work with the Farmington Canal Heritage Trail Steering Committee.
- Authorized the Eversource Energy Opportunities Program Proposal with PTE Energy.

PROGRAM OBJECTIVES FY 2019

- 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	2017 Actual	2018 Estimated	2019 Projected
New Ordinances	1	1	1
Ordinance Repealed	0	0	0
Regular Meetings	17	20	22
Special Meetings	22	24	22
Number of hours in meetings	55	60	60
Public Hearings Held	11	12	13
CRCOG Bids/Consortium	6	5	8
CCM Prescription Drug Program Claims	214	350	400
CCM Prescription Drug Program Savings*	\$12,079	\$15,000	\$18,000

*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 \$100 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 CRCOG which is calculated on a base of \$3,000 plus 0.66 cents per capita which amounts to \$14,954 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 2018 - 2019
As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		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	\$ 321	\$ 700	\$ 333	\$ 700	\$ 700	\$ 600	\$ 600	\$ (100)	-14.29%
	Total Supplies	321	700	333	700	700	600	600	(100)	-14.29%
Other Services & Charges										
52401	Professional development	397	1,000	95	500	700	700	700	(300)	-30.00%
52410	Advertising	3,832	3,000	735	3,000	3,000	3,000	3,000	-	0.00%
52435	Other contractual	35,000	36,000	36,055	36,055	37,000	37,000	37,000	1,000	2.78%
52465	Agency subsidy	30,242	31,679	29,139	31,679	31,850	31,850	31,850	171	0.54%
	Total Other Serv & Charges	69,471	71,679	66,024	71,234	72,550	72,550	72,550	871	1.22%
0100-101 Total Town Council		\$ 69,792	\$ 72,379	\$ 66,357	\$ 71,934	\$ 73,250	\$ 73,150	\$ 73,150	\$ 771	1.07%

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 2018

- Prepared and reviewed text amendments to the Zoning Regulations for 2019 adoption in compliance with changing State Statutes, the 2009 Plan of Conservation and Development, 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.
 - Rewrote Sign regulations to come in compliance with the Gilbert free speech decision.
 - Created new regulation for medical accessory apartments to better manage the intention of PA 17-155.
- 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 2019

- Process land use and zoning regulation changes in response to community needs and the Plan of Conservation and Development.
- Continue to review and adopt text amendments to the Zoning, Subdivision and Aquifer Protection Area Regulations in compliance with changing State Statutes and the 2009 Plan of Conservation and Development (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.
- Begin the required update to the Town's 2019 Plan of Conservation and Development.

PERFORMANCE MEASURES

QUANTITATIVE	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Number of regular meetings*	15	17	20
Number of special meetings	0	0	0
Applications processed	32	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 2018 - 2019
 As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		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	\$ 536	\$ 1,200	\$ 398	\$ 900	\$ 1,200	\$ 1,000	\$ 1,000	\$ (200)	-16.67%
	Total Personnel	536	1,200	398	900	1,200	1,000	1,000	(200)	-16.67%
Other Services & Charges										
52401	Professional development	335	400	185	400	400	400	400	-	0.00%
52410	Advertising	1,646	2,000	922	1,600	2,000	2,000	2,000	-	0.00%
	Total Other Serv & Charges	1,981	2,400	1,107	2,000	2,400	2,400	2,400	-	0.00%
0100-111 Total P&Z Commission		\$ 2,517	\$ 3,600	\$ 1,505	\$ 2,900	\$ 3,600	\$ 3,400	\$ 3,400	\$ (200)	-5.56%

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 2018

- The Zoning Board of Appeals heard and decided upon twelve (12) applications for variances and motor vehicle licenses.

PROGRAM OBJECTIVES FY 2019

- 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	2017 Actual	2018 Estimated	2019 Projected
Applications Heard	12	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 @ 5 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 2018 - 2019
As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		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	\$ 420	\$ 700	\$ 375	\$ 700	\$ 700	\$ 600	\$ 600	\$ (100)	-14.29%
	Total Personnel	420	700	375	700	700	600	600	(100)	-14.29%
Other Services & Charges										
52410	Advertising	2,084	2,600	1,705	2,600	2,600	2,500	2,500	(100)	-3.85%
	Total Other Serv & Charges	2,084	2,600	1,705	2,600	2,600	2,500	2,500	(100)	-3.85%
0100-112 Total ZBA		\$ 2,504	\$ 3,300	\$ 2,080	\$ 3,300	\$ 3,300	\$ 3,100	\$ 3,100	\$ (200)	-6.06%

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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 2018

- 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.
- Approved a successful mitigation project that will increase functional wetland areas near the Floodplain between Northwest Drive and Unionville Avenue.
- The Commission continued to update its newly adopted 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.
- 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 2019

- 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.
- Continue to update the Official Wetlands Mapping based on new survey information provided by applicants.

PERFORMANCE MEASURES

QUANTITATIVE	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Number of regular meetings	10	10	10
Number of special meetings	0	0	0
Applications processed	9	9	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 2018 - 2019
 As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		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	\$ 276	\$ 500	\$ 257	\$ 400	\$ 500	\$ 500	\$ 500	\$ -	0.00%
	Total Personnel	276	500	257	400	500	500	500	-	0.00%
Other Services & Charges										
52401	Professional development	160	400	85	300	400	400	400	-	0.00%
52410	Advertising	500	1,000	509	1,000	1,000	1,000	1,000	-	0.00%
	Total Other Serv & Charges	660	1,400	594	1,300	1,400	1,400	1,400	-	0.00%
0100-113 Total IWC		\$ 936	\$ 1,900	\$ 851	\$ 1,700	\$ 1,900	\$ 1,900	\$ 1,900	\$ -	0.00%

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 2018

- The Board provided a place for taxpayers to come and question assessments placed during the 2016 Revaluation year.
- The Board also provided a place for taxpayers to question assessments on their vehicles.

PROGRAM OBJECTIVES FY 2019

- 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	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
March/April Hearings	100	30	30
September Hearings	15	15	15

PERSONNEL			
Board Members	4	4	4

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 2018 - 2019
 As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		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	\$ 2,166	\$ 1,597	\$ 1,597	\$ 1,597	\$ 1,597	\$ 1,597	\$ 1,597	\$ -	0.00%
Total Personnel		2,166	1,597	1,597	1,597	1,597	1,597	1,597	-	0.00%
Supplies										
52330	Operating supplies	-	50	-	50	50	50	50	-	0.00%
Total Supplies		-	50	-	50	50	50	50	-	0.00%
Other Services & Charges										
52401	Professional development	300	300	-	300	300	300	300	-	0.00%
52410	Advertising	113	150	-	150	150	150	150	-	0.00%
Total Other Serv & Charges		413	450	-	450	450	450	450	-	0.00%
0100-114 Total BOAA		\$ 2,579	\$ 2,097	\$ 1,597	\$ 2,097	\$ 2,097	\$ 2,097	\$ 2,097	\$ -	0.00%

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 2018

- The Fishing Derby was held in May at Paderewski Pond. This was the first derby held since the fish kill in 2015. Start time was changed to 8:30 a.m. at the request of neighbors in the area. The Pond was stocked with 185 trout, ranging from 8 to 9 inches. Over 90 school-aged children participated. Prizes were awarded.
- Two river clean-ups were held, one at the Pequabek River Watershed and one at the Quinnipiac River, in the area behind Trumbull Park from Stillwell Avenue. Volunteers did a great job of cleaning the area.
- The Quinnipiac River Watershed Association held its annual clean-up one week prior to the Plainville Conservation Commission's regularly scheduled clean-up of September 30, 2017. Commission members Lisa Lozier and Marge Burris lent a hand in this clean-up. One of the items of concern is the river is a "dam" of fallen trees. Town Staff will check on whether this can be removed. The other concern is a large barrel in the river, filled with silt. Members of the Quinnipiac River Watershed Association tried gallantly to free this, but were unsuccessful.
- The Earth Day Program this year was an attempt to get residents involved in the process of planting bee and butterfly friendly plants, including milkweed. Members of the Plainville Senior Center volunteered to sort and package the seeds. A volunteer then delivered the completed packages to various sites that had agreed to be distribution centers. These included the Town Clerk's Office in Town Hall, the Plainville Public Library, both adult and children's sections, the Senior Center with a little help from the Chairman, and the Parks and Recreation Office. There was also a plan to take the seeds to the outdoor concert held at Norton Park, however, weather intervened, and that event was cancelled. Residents were encouraged to send in photos to the Commission's e-mail to show off their gardening skills.
- Open space programs and opportunities were expanded.

PROGRAM OBJECTIVES FY 2019

- 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-ups. We will be revising our schedule for the river clean-ups to coordinate with the Quinnipiac River Watershed Association's clean-up in September 2018.
- Provide an Earth Day Program for the Town.
- Work with Planning and Zoning Commission on the town Plan of Conservation and Development.
- Further expand open space programs and opportunities.
- Hold the annual fishing derby.

PERFORMANCE MEASURES

QUANTITATIVE	FY 2017 Actual	FY 2018 Estimated	FY 2019 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 and our activity in this area, along with other departments and commissions, is crucial to the growth and protection of our town.

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, Fishing Derby and two river clean-ups. Costs for stocking fish at Paderewski Pond and prizes for participants in the Fishing Derby also come out of this line item.

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
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As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		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	\$ 492	\$ 500	\$ 341	\$ 500	\$ 550	\$ 550	\$ 550	\$ 50	10.00%
	Total Personnel	492	500	341	500	550	550	550	50	10.00%
Supplies										
52330	Operating supplies	1,071	1,400	20	1,400	1,800	1,400	1,400	-	0.00%
	Total Supplies	1,071	1,400	20	1,400	1,800	1,400	1,400	-	0.00%
Other Services & Charges										
52401	Professional development	415	800	255	800	400	400	400	(400)	-50.00%
	Total Other Serv & Charges	415	800	255	800	400	400	400	(400)	-50.00%
0100-116 Total Conservation Comm		\$ 1,978	\$ 2,700	\$ 616	\$ 2,700	\$ 2,750	\$ 2,350	\$ 2,350	\$ (350)	-12.96%

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 at the Town Hall. Plainville also services New Britain, Farmington, Newington and Bristol.

PROGRAM ACCOMPLISHMENTS FY 2018

- Raised approximately \$31,810 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.
- Assisted with the Gold Star Committee to help with the creation of the Gold Star Memorial that was located at the Veterans' Memorial Park.
- Implemented a Plainville Veterans Memorial Plaque Wall in Town Hall. Plaques sell for \$8.00 each and are filling up fast.
- Placed 75 new names on Wall since September of 2016.
- Assisted 42 individuals from funds raised for the Soldiers, Sailors and Marines Fund.

PROGRAM OBJECTIVES FY 2019

- 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	2017 Actual	2018 Estimated	2019 Projected
Individuals Assisted	42	55	60
Total Office Traffic*	67	62	65
Meetings held	51	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 \$1,750 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 2018 - 2019
 As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)	
0100-119 Veteran's Council		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51120	Part-time salary	\$ 5,071	\$ 5,175	\$ 4,058	\$ 5,173	\$ 5,250	\$ 5,250	\$ 5,250	\$ 75	1.45%
Total Personnel		5,071	5,175	4,058	5,173	5,250	5,250	5,250	75	1.45%
Other Services & Charges										
52465	Agency subsidy	-	4,200	4,080	4,080	4,200	4,200	4,200	-	0.00%
Total Other Serv & Charges		-	4,200	4,080	4,080	4,200	4,200	4,200	-	0.00%
0100-119 Total Veteran's Council		\$ 5,071	\$ 9,375	\$ 8,138	\$ 9,253	\$ 9,450	\$ 9,450	\$ 9,450	\$ 75	0.80%

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 2018

- Along with the Plainville Police Department, continued a Drug Take Back program preventing medicines from being thrown into sewer systems and out of households.
- Continued to require 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.
- Explored Simple Recycling, which textiles can be recycled and reused.
- Explored a Battery Recycling Program that would have a recycling box located at the Fire Department.
- Continued to assist the Town Council with solid waste and recycling policies.

PROGRAM OBJECTIVES FY 2019

- Continue to increase recycling by apartments, condominiums and businesses.
- 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 including textiles.
- Provide battery recycling to the Town of Plainville on a trial basis.

PERFORMANCE MEASURES

QUANTITATIVE	2017 Actual	2018 Estimated	2019 Projected
Meetings Held	8	10	10

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.

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 2018 - 2019
 As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		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	\$ 408	\$ 310	\$ 326	\$ 310	\$ 310	\$ 310	\$ 310	\$ -	0.00%
	Total Personnel	408	310	326	310	310	310	310	-	0.00%
Supplies										
52330	Operating supplies	496	640	200	640	640	600	600	(40)	-6.25%
	Total Supplies	496	640	200	640	640	600	600	(40)	-6.25%
0100-121 Total Recycling Comm		\$ 904	\$ 950	\$ 526	\$ 950	\$ 950	\$ 910	\$ 910	\$ (40)	-4.21%

130 - PROBATE COURT

PROGRAM DESCRIPTION

The Probate Court is an independent office from the Town of Plainville. The Region 19 Probate District was established in January of 2011 and provides the residents of Bristol, Plymouth 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 19 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>. In January of 2019, Region 19 Probate Court will sadly say farewell to our Plainville citizens as the Town of Plainville will join another court, the Farmington- Burlington Probate Court located at One Monteith Drive, Farmington, CT 06032. The Judge and staff at Region 19 Probate Court will help facilitate the transition working with the Judge and staff at the Farmington- Burlington Probate Court to assure a smooth the transition for our Plainville citizens.

PROGRAM ACCOMPLISHMENTS 2018

- Continued to provide a multitude of probate services to all residents of Bristol, Plymouth and Plainville, especially in the area of conservatorships both involuntary and voluntary as our population ages.
- Continued archiving historical records in digital format. Older records became accessible to view on a public computer in the Probate Court.
- New technology was implemented and staff was trained for e-billing conservators and attorneys representing indigent citizens.

PROGRAM OBJECTIVES FY 2019

- Continue to provide the best possible services for all residents regarding Decedent, Family, and other matters.
- In January of 2019, Plainville will join Farmington-Burlington Probate Court, located at One Monteith Drive, Farmington, CT 06032. Region 19 Probate Court will facilitate the transition working with the new Court to assure the transition for the Plainville citizens.
- 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	2017 Actual	2018 Estimated	2019 Projected
Intestate (No Will)	72	60	65
Testate	174	200	200
Small Estate Affidavit Applications	208	210	222
Trust Account Requiring Hearings	50	78	66
Termination of Parental Rights	26	14	20
Emancipation of Minors	1	1	1
Appointment of Guardians of Estates	16	14	15
Other Guardianship Applications	174	120	172
Change of Name	72	90	90

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 19 Probate Court that went into effect January 1, 2011. Plainville's share is 23.6% based on the Town's Grand List of October 1, 2016. Bristol and Plymouth also participate and contribute to Region 19's total budget of \$40,150.

Town of Plainville, Connecticut
 Adopted Town Government Expenditure Budget Detail - Fiscal Year 2018 - 2019
 As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)	
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-130 Probate Court										
Other Services & Charges										
52435	Other contractual	\$ 8,670	\$ 9,475	\$ 9,475	\$ 9,475	\$ 9,000	\$ 9,000	\$ 9,000	\$ (475)	-5.01%
	Total Other Serv & Charges	8,670	9,475	9,475	9,475	9,000	9,000	9,000	(475)	-5.01%
0100-130 Total Probate Court		\$ 8,670	\$ 9,475	\$ 9,475	\$ 9,475	\$ 9,000	\$ 9,000	\$ 9,000	\$ (475)	-5.01%

Note: Town will be transitioning from District 19 (Bristol/Plymouth) to District 10 (Farmington/Burlington) effective January 1, 2019.

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 2018

- Continued to work with WPC on the Phosphorus Upgrade project along with Department of Energy & Environment Protection (DEEP), and the Engineers, Tighe & Bond.
- Completed the purchase of remaining flood-prone homes through FEMA Hazardous Mitigation Grant Program Phase II.
- Continued to coordinate efforts with WPC and Loureiro Engineering Associates Inc., to monitor oxygen levels throughout Paderewski Pond.
- 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, the proposed dog park, and the Farmington Canal Heritage Trail.
- Coordinated efforts to repaint the Northwest Drive bridge abutment with an anti-graffiti epoxy paint.
- 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 third Pumpkin Festival held October of 2017.
- 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.
- Worked with Town Staff to identify possible reductions in the fiscal year in the estimated amount of \$677,300.

PROGRAM OBJECTIVES FY 2019

- 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 4 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 to work with Capitol Region Education Council (CREC) regarding Stop Loss Insurance.
- 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	2017 Actual	2018 Estimated	2019 Projected
Correspondence	1,329	1,300	1,300
Evening Meetings	77	70	70
Budget Planning Sessions	20	17	17
Grants Applied For	6	9	9

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 seventeen (17) consecutive years, including fiscal year 2018. 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%. The Assistant to the Town Manager's salary is now included in this line item being moved from #301-Physical Services Administration. A 1.5% 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.

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Adopted Town Government Expenditure Budget Detail - Fiscal Year 2018 - 2019
As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		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	\$ 208,608	\$ 265,716	\$ 197,371	\$ 255,716	\$260,480	\$260,480	\$260,480	\$ (5,236)	-1.97%
	Total Personnel	208,608	265,716	197,371	255,716	260,480	260,480	260,480	(5,236)	-1.97%
Supplies										
52330	Operating supplies	390	300	1,803	1,803	300	300	300	-	0.00%
	Total Supplies	390	300	1,803	1,803	300	300	300	-	0.00%
Other Services & Charges										
52401	Professional development	6,017	6,841	5,206	6,841	6,841	6,600	6,600	(241)	-3.52%
52435	Other contractual	2,172	2,500	1,828	2,500	2,500	2,500	2,500	-	0.00%
	Total Other Serv & Charges	8,189	9,341	7,034	9,341	9,341	9,100	9,100	(241)	-2.58%
0100-131 Total Town Manager		\$217,187	\$275,357	\$206,208	\$266,860	\$270,121	\$269,880	\$269,880	\$ (5,477)	-1.99%

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%	39,908
PCF Fund 7100 Department #340 Assistant to Town Manager Full-time Salary #51110 Budget @ 20%	9,977
Total Combined Position Salary Budget	49,885

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 2018

- 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 a college-aged 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 2019

- 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 On Line training program for all departments 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	2017 Actual	2018 Estimated	2019 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.

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		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-132	Human Resources	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51110	Full-time salary	\$ 62,453	\$ 63,557	\$ 48,655	\$ 63,557	\$ 64,511	\$ 64,511	\$ 64,511	\$ 954	1.50%
51120	Part-time salary	22,640	24,900	16,318	24,900	25,296	25,296	25,296	396	1.59%
	Total Personnel	85,093	88,457	64,973	88,457	89,807	89,807	89,807	1,350	1.53%
Supplies										
52330	Operating supplies	627	325	-	325	325	325	325	-	0.00%
	Total Supplies	627	325	-	325	325	325	325	-	0.00%
Other Services & Charges										
52401	Professional development	770	1,600	350	1,600	1,600	1,600	1,600	-	0.00%
52410	Advertising	537	400	2,461	1,700	400	600	600	200	50.00%
52430	Recruitment & training	20	400	185	400	400	200	200	(200)	-50.00%
52435	Other contractual	1,064	1,500	459	1,500	1,500	1,300	1,300	(200)	-13.33%
	Total Other Serv & Charges	2,391	3,900	3,455	5,200	3,900	3,700	3,700	(200)	-5.13%
0100-132 Total Human Resources		\$ 88,111	\$ 92,682	\$ 68,428	\$ 93,982	\$ 94,032	\$ 93,832	\$ 93,832	\$ 1,150	1.24%

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 yr. 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 2018

- April 25, 2017 – Budget vote Town meeting (646 voted 6% turnout).
- November 7, 2017-Municipal Election (2941 voted 25% turnout).
- November 15, 2017-Municipal Election recount for Constables.

PROGRAM OBJECTIVES FY 2019

- 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	2017 Actual	2018 Estimated	2019 Projected
Registered Republican voters	2442	2482	2522
Registered Democratic voters	3902	3942	3982
Registered Unaffiliated Voters	5175	5215	5255
Others	142	182	222

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 1.5% 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.

52401 Professional Development: Mandatory conferences and seminars for registrars; travel reimbursement for attending seminars; annual dues for Registrars of Voters Association of CT. Test in June for the UCONN classes.

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
Proposed Town Government Expenditure Budget Detail - Fiscal Year 2018 - 2019
As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-133 Elections		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51120	Part-time salary	\$ 45,982	\$ 44,425	\$ 36,140	\$ 44,425	\$ 45,089	\$ 45,089	\$ 45,089	\$ 664	1.49%
	Total Personnel	45,982	44,425	36,140	44,425	45,089	45,089	45,089	664	1.49%
Supplies										
52330	Operating supplies	5,971	7,150	3,024	7,150	7,150	7,150	7,150	-	0.00%
	Total Supplies	5,971	7,150	3,024	7,150	7,150	7,150	7,150	-	0.00%
Other Services & Charges										
52401	Professional development	1,807	1,540	3,223	2,800	1,540	1,540	1,540	-	0.00%
52410	Advertising	139	600	418	600	600	600	600	-	0.00%
52430	Recruitment & training	250	260	-	260	260	260	260	-	0.00%
52435	Other contractual	2,070	7,100	2,315	7,100	7,350	7,350	7,350	250	3.52%
52450	Maintenance contracts	1,800	2,750	1,800	1,800	1,800	1,800	1,800	(950)	-34.55%
	Total Other Serv & Charges	6,066	12,250	7,756	12,560	11,550	11,550	11,550	(700)	-5.71%
0100-133 Total Elections		\$ 58,019	\$ 63,825	\$ 46,920	\$ 64,135	\$ 63,789	\$ 63,789	\$ 63,789	\$ (36)	-0.06%

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 2018

- Provided effective legal representation at a reasonable cost to the Town of Plainville.
- The office has collected substantial amounts 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 2019

- The intent of the office is to continue to provide effective legal representation at a reasonable cost to the Town of Plainville.

PERFORMANCE MEASURES

QUANTITATIVE	2017 Actual	2018 Estimated	2019 Projected
Written opinions	25	30	30
Court appearances, depositions etc.	30	25	25
Attend Town Council & Other Meetings	42	45	45

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 are two contracts up for negotiations.

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Adopted Town Government Expenditure Budget Detail - Fiscal Year 2018 - 2019
As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-134 Town Attorney										
Other Services & Charges										
52401	Professional development	\$ 25	\$ 500	\$ -	\$ 500	\$ 500	\$ 250	\$ 250	\$ (250)	-50.00%
52402	Court cost/fees	1,138	1,500	53	1,500	1,500	1,500	1,500	-	0.00%
52435	Other contractual	100,935	102,955	85,796	102,955	104,499	104,499	104,499	1,544	1.50%
52436	Contractual labor	33,235	30,100	25,289	30,100	30,100	30,100	30,100	-	0.00%
Total Other Serv & Charges		135,333	135,055	111,138	135,055	136,599	136,349	136,349	1,294	0.96%
0100-134 Total Town Attorney		\$135,333	\$135,055	\$111,138	\$135,055	\$136,599	\$136,349	\$136,349	\$ 1,294	0.96%

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 2018

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

PROGRAM OBJECTIVES FY 2019

- 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	2017 Actual	2018 Estimated	2019 Projected
Voucher Checks Issued	4,500	4,500	4,500
Investment Income	\$27,213	\$30,592	\$30,500

PERSONNEL			
Part-time	1	1	1

BUDGET COMMENTARY

51120 Part Time Personnel: Salary for the Town Treasurer.

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		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51120	Part-time salary	\$ 5,713	\$ 5,830	\$ 4,549	\$ 5,828	\$ 5,915	\$ 5,915	\$ 5,915	\$ 85	1.46%
	Total Personnel	5,713	5,830	4,549	5,828	5,915	5,915	5,915	85	1.46%
0100-135 Total Town Treasurer		\$ 5,713	\$ 5,830	\$ 4,549	\$ 5,828	\$ 5,915	\$ 5,915	\$ 5,915	\$ 85	1.46%

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

PROGRAM ACCOMPLISHMENTS FY 2018

- 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.
- Prepared 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 29th 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.
- Better tracking of BOE educational grants, private grants, and cafeteria funds by segregating duties and having all transactions detailed on general ledger system.
- Completed third year of 1095C forms preparation and filing for employees complying with Affordable Care Act (ACA).

PROGRAM OBJECTIVES FY 2019

- GFOA Certificate of Achievement for Excellence in Financial Reporting (CAFR).
- Streamline cash management process taking advantage of electronic, time saving benefits and integrate them with our general ledger computer system.
- 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	2017 Actual	2018 Estimated	2019 Projected
Payroll checks issued	390	390	390
Total funds maintained	55	55	55
1099 forms issued	115	115	115
W-2 forms issued	372	372	372
1095C forms issued	119	119	119
Direct deposits per pay period	163	165	165

PERSONNEL			
Full-time	2.0	2.0	2.0
Part-time	0.0	1.0	1.0

QUALITATIVE

For the past twenty-nine (29) 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 and Accounting Analyst.

51120 Part Time Personnel: Office Bookkeeper Administrative help. Will be responsible for routine daily/monthly transactions.

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.

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		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-136 Finance		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51110	Full-time salary	\$ 180,416	\$ 186,640	\$ 142,327	\$ 186,031	\$189,135	\$189,135	\$189,135	\$ 2,495	1.34%
51120	Part-time salary	-	15,000	6,892	11,345	15,045	15,000	15,000	-	0.00%
Total Personnel		180,416	201,640	149,219	197,376	204,180	204,135	204,135	2,495	1.24%
Supplies										
52330	Operating supplies	227	300	100	300	300	300	300	-	0.00%
Total Supplies		227	300	100	300	300	300	300	-	0.00%
Other Services & Charges										
52401	Professional development	1,698	3,170	1,770	2,401	3,170	3,000	3,000	(170)	-5.36%
52450	Maintenance contracts	1,242	1,292	1,303	1,303	1,355	1,355	1,355	63	4.88%
Total Other Serv & Charges		2,940	4,462	3,073	3,704	4,525	4,355	4,355	(107)	-2.40%
0100-136 Total Finance		\$183,583	\$206,402	\$152,392	\$201,380	\$209,005	\$208,790	\$208,790	\$ 2,388	1.16%

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. In order 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 2018

- The Assessments office continuously works to discover, list and value all new property in the Town of Plainville.
- Staff continued to work together in a cross-trained environment.
- Office staff continued to attend educational classes in both Assessing and Tax procedures, successfully passing both.
- The Assessments office continued to successfully work through all situations created by DMV issues and errors.
- Continued with previously established counter schedules thereby processing payments faster and more efficiently.

PROGRAM OBJECTIVES FY 2019

- Continue to make customer service a number one priority of the office.
- To work with the Senior Center to ease the application process for the elderly, Veterans, and disabled people of Plainville.
- 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.
- Create 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 make sure certified staff continues to attend courses to assure all statutory requirements for re-certification are met.

PERFORMANCE MEASURES

QUANTITATIVE	2017 Actual	2018 Estimated	2019 Projected
Net Grand List	1,378,372,391	1,381,073,382	1,383,000,000
Homeowner Applications	193	200	210
Additional Veterans Applications	85	80	85
Renters Applications	198	205	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.

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

51140 Overtime: Used as needed due to the fact that 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 the purpose of 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.

Town of Plainville, Connecticut
 Adopted Town Government Expenditure Budget Detail - Fiscal Year 2018 - 2019
 As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)	
0100-137	Assessments	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51110	Full-time salary	\$ 174,626	\$ 180,693	\$ 174,102	\$ 205,693	\$184,275	\$184,275	\$184,275	\$ 3,582	1.98%
51120	Part-time salary	24,926	26,346	27,018	30,000	26,741	26,741	26,741	395	1.50%
51140	Overtime	154	800	142	200	800	800	800	-	0.00%
	Total Personnel	199,706	207,839	201,262	235,893	211,816	211,816	211,816	3,977	1.91%
Supplies										
52330	Operating supplies	2,269	4,000	3,908	4,000	4,000	4,000	4,000	-	0.00%
	Total Supplies	2,269	4,000	3,908	4,000	4,000	4,000	4,000	-	0.00%
Other Services & Charges										
52401	Professional development	2,269	1,600	320	1,600	1,600	1,600	1,600	-	0.00%
52430	Recruitment & training	-	875	30	875	875	875	875	-	0.00%
52435	Other contractual	1,931	17,275	15,815	17,275	18,125	18,125	18,125	850	4.92%
	Total Other Serv & Charges	4,200	19,750	16,165	19,750	20,600	20,600	20,600	850	4.30%
0100-137 Total Assessments		\$206,175	\$231,589	\$221,335	\$259,643	\$236,416	\$236,416	\$236,416	\$ 4,827	2.08%

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 2018

- Continued to address prompt collections by actively seeking delinquent tax payments.
- Continued the process of cross-training staff.
- Bridget Boucher and Marcy Miller are now certified CCMC, Tax Collectors.
- Continued to meet with staff to better establish a flow for office demands.
- The office continued to enhance the online lookup computer system for taxpayers.
- Continued to work with DMV over continuous changes.

PROGRAM OBJECTIVES FY 2019

- Continue to work with Quality Data to ensure in the even flow of information between Tax and Sewer databases.
- Continue to work with the Finance Director and auditors to make sure all collections are in balance.
- Continue to work with the Town Attorney on delinquent accounts.
- Continue to track delinquent taxpayers and offer assistance if needed.
- 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	2017 Actual	2018 Estimated	2019 Projected
Total Collections	44,698,272	45,208,420	46,293,423
Interest & Liens	433,069	305,500	312,832
Accounts with Attorney	31	45	40
Tax Sales	85,223	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: The majority 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 2018 - 2019
As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		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	\$ 103,566	\$ 106,500	\$ 81,213	\$ 106,500	\$ 107,890	\$ 107,890	\$107,890	\$ 1,390	1.31%
51140	Overtime	1,333	1,500	500	1,500	1,500	1,500	1,500	-	0.00%
	Total Personnel	104,899	108,000	81,713	108,000	109,390	109,390	109,390	1,390	1.29%
Supplies										
52330	Operating supplies	5,732	17,685	6,796	10,000	17,685	14,685	14,685	(3,000)	-16.96%
	Total Supplies	5,732	17,685	6,796	10,000	17,685	14,685	14,685	(3,000)	-16.96%
Other Services & Charges										
52401	Professional development	1,723	2,000	801	2,000	2,000	2,000	2,000	-	0.00%
52410	Advertising	994	600	766	766	600	600	600	-	0.00%
52430	Recruitment & training	400	600	200	600	600	600	600	-	0.00%
52450	Maintenance contracts	14,109	9,000	9,000	9,000	9,000	9,000	9,000	-	0.00%
	Total Other Serv & Charges	17,226	12,200	10,767	12,366	12,200	12,200	12,200	-	0.00%
0100-138 Total Revenue Collection		\$127,857	\$137,885	\$ 99,276	\$130,366	\$ 139,275	\$ 136,275	\$136,275	\$ (1,610)	-1.17%

150 - TOWN CLERK

PROGRAM DESCRIPTION:

The Town Clerk's office provides a wide variety of services, including the recording and maintenance of land records; serving as Registrar of Vital Statistics in the accurate recording of births, marriages and deaths and the issuance of related certificates; presiding as one of three permanent election officials in the conduct of elections, primaries and referenda; serving as the Clerk of the Town Council recording meeting minutes, promulgating minutes, legal notices and accessory documents; records agendas, legal notices, minutes of municipal boards and commissions; responsible for the restoration and preservation of permanent records; recording trade names, veterans' DD214 discharge papers, liquor permits and notary public commissions; issuing of dog licenses, certified copies of public records; and revising of the charter ordinance publication.

PROGRAM ACCOMPLISHMENTS FY 2018

- Successfully completed a Budget Vote, 2 Referenda and Municipal Elections.
- Accessed and utilized the new online election reporting and assisted election officials.
- Worked with Animal Control Officer on reports to conduct door-to-door dog license survey.
- Re-sized and microfilmed larger, older land record indexes for a grant project.
- Continued back scanning and re-indexing over 9,500 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 2019

- Continue to work with the Registrar of Voters for successful and efficient Budget Town Meeting, Primary and State Election voting season.
- Continue responsibility for posting and updating all Board and Commission's notices, meetings and minutes on the Town's website.
- Continue to back scan and re-index land records allowing for greater public access on-line.
- Microfilm and rescan larger, older land record volumes in order to generate additional storage space.
- Assess lower vault space and records organization

PERFORMANCE MEASURES

QUANTITATIVE	2017 Actual	2018 Estimated	2019 Projected
Land Record Documents received pages	4,355	4,500	4,700
Land Record Document pages recorded	14,526	15,000	15,500
Dog licenses issued	1,952	2,040	2,100
Vital Records Indexed	475	485	500
Trade Names	66	80	85
Liquor Permits	30	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 Assistant Town Clerks.

51140 Overtime: As needed for nighttime meetings and elections.

52330 Operating Supplies: Computer supplies, archival paper, minute and vital books, date-time stamp supplies, vital book binders, Mylar sleeves and indexing paper.

52401 Professional Development/Dues/Business Expenses: Connecticut Town Clerks Association semi-annual required conference, County and State dues and meetings, Notary Public stamps and continuing education.

52435 Other Contractual Services: Microfilm processing & storage, indexing and audits of land records, online dog licensing, vital records and trade names indexes, Charter and Code maintenance agreement.
 52450 Maintenance Contracts: Copier, cash register and date-time stamp.
 52480 Equipment Maintenance & Repair: Equipment not covered by maintenance agreements.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2018 - 2019
As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-150	Town Clerk	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51110	Full-time salary	\$ 162,041	\$ 168,845	\$ 128,619	\$ 168,845	\$170,955	\$170,955	\$170,955	\$ 2,110	1.25%
51140	Overtime	-	150	80	150	100	100	100	(50)	-33.33%
	Total Personnel	162,041	168,995	128,699	168,995	171,055	171,055	171,055	2,060	1.22%
Supplies										
52330	Operating supplies	2,300	2,063	2,070	2,070	2,063	2,063	2,063	-	0.00%
	Total Supplies	2,300	2,063	2,070	2,070	2,063	2,063	2,063	-	0.00%
Other Services & Charges										
52401	Professional development	839	1,420	1,427	1,427	1,420	1,300	1,300	(120)	-8.45%
52435	Other contractual	24,450	24,462	28,659	24,462	24,462	24,462	24,462	-	0.00%
52450	Maintenance contracts	2,272	3,355	1,809	3,355	3,355	3,355	3,355	-	0.00%
52480	Equipment repair	129	200	-	200	150	150	150	(50)	-25.00%
	Total Other Serv & Charges	27,690	29,437	31,895	29,444	29,387	29,267	29,267	(170)	-0.58%
0100-150 Total Town Clerk		\$192,031	\$200,495	\$162,664	\$200,509	\$202,505	\$202,385	\$202,385	\$ 1,890	0.94%

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 2018

- 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 2019

- Continue the upgrading of various software platforms.
- Continue to enlarge the software connection between all Town buildings.
- Upgrade software platforms in an attempt 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	2017 Actual	2018 Estimated	2019 Projected
Departments on Network	18	18	18
Computer Committee Meetings	18	22	24
Computer Committee Approvals	12	16	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.

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 2018 - 2019
As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		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	\$ 100,033	\$ 104,366	\$ 79,891	\$ 104,366	\$105,929	\$105,929	\$105,929	\$ 1,563	1.50%
	Total Personnel	100,033	104,366	79,891	104,366	105,929	105,929	105,929	1,563	1.50%
Supplies										
52330	Operating supplies	30	500	441	500	500	500	500	-	0.00%
	Total Supplies	30	500	441	500	500	500	500	-	0.00%
Other Services & Charges										
52430	Recruitment & training	-	500	-	500	500	500	500	-	0.00%
52435	Other contractual	44,870	46,350	20,369	46,350	20,880	20,880	20,880	(25,470)	-54.95%
52450	Maintenance contracts	43,381	60,620	78,750	78,750	67,490	67,490	67,490	6,870	11.33%
	Total Other Serv & Charges	88,251	107,470	99,119	125,600	88,870	88,870	88,870	(18,600)	-17.31%
0100-155 Total Data Processing		\$188,314	\$212,336	\$179,451	\$230,466	\$195,299	\$195,299	\$195,299	\$ (17,037)	-8.02%

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, through the Insurance Commission, 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 2018

- The Insurance Commission worked closely with our insurance broker of record and insurance carrier to maintain proper insurance coverages and appropriate premium amounts.
- The Insurance Commission approved Robertson Airport coverage policy.
- The Insurance Commission continued to oversee a risk assessment program with risk insurance carrier to minimize future claims and Town liability.
- The Insurance Commission worked with the Plainville Fire Company to provide adequate insurance coverages for the annual Balloon Festival.
- Final year of a three-year rate lock not to exceed 3% for our liability, automotive, and property insurances (LAP) policy.
- Received a zero (0%) premium increase, other than payroll increases, for FY 2019 on our workers' compensation policy.

PROGRAM OBJECTIVES FY 2019

- 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	2017 Actual	2018 Estimated	2019 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.

BUDGET COMMENTARY

52435 Other Contractual: Provides for 65% of the Broker of Record annual fee shared with Board of Education (BOE).

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 2018 - 2019
As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)	
0100-160 Insurance		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Other Services & Charges										
52435	Other contractual	\$ 15,015	\$ 15,015	\$ 15,015	\$ 15,015	\$ 15,240	\$ 15,240	\$ 15,240	\$ 225	1.50%
	Total Other Serv & Charges	15,015	15,015	15,015	15,015	15,240	15,240	15,240	225	1.50%
Insurance										
52496	Volunteer firemen	6,143	6,640	6,216	6,216	6,405	6,405	6,405	(235)	-3.54%
52497	Risk insurance	226,317	241,060	232,880	235,082	249,685	249,685	249,685	8,625	3.58%
52498	Workers' compensation	417,024	406,000	411,728	411,728	428,200	428,200	428,200	22,200	5.47%
	Total Insurance	649,484	653,700	650,824	653,026	684,290	684,290	684,290	30,590	4.68%
0100-160 Total Insurance		\$664,499	\$668,715	\$665,839	\$668,041	\$699,530	\$699,530	\$699,530	\$ 30,815	4.61%
52496	Balloon Fest Policy	3,125	3,300	3,125	3,125	3,220	3,220	3,220		
	Volunteer Firefighters Policy	3,018	3,340	3,091	3,091	3,185	3,185	3,185		
		6,143	6,640	6,216	6,216	6,405	6,405	6,405		
52497	CIRMA LAP	217,722	224,255	226,097	226,097	232,880	232,880	232,880		
	Crime Bond	1,170	1,205	1,170	1,170	1,205	1,205	1,205		
	Flood Insurance (Fire Building)	2,114	2,200	2,114	2,114	2,200	2,200	2,200		
	Underground Storage Tank Policy	852	900	701	701	900	900	900		
	Misc EE Bonds/Reimbursables	4,459	12,500	2,798	5,000	12,500	12,500	12,500		
		226,317	241,060	232,880	235,082	249,685	249,685	249,685		
52498	CIRMA WC	395,882	406,000	395,881	395,881	428,200	428,200	428,200		
	WC Audit Adjustments	21,142	-	15,847	15,847	-	-	-		
		417,024	406,000	411,728	411,728	428,200	428,200	428,200		

165 - GENERAL ADMINISTRATIVE SERVICES

PROGRAM DESCRIPTION

General Administrative Services provides a part-time Under Graduate 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 2018

- 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 2019

- Continue to provide adequate support services for departments in order 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	2017 Actual	2018 Estimated	2019 Projected
Support Services Maintained	8	8	8
Purchase Orders Issued	339	510	510
Specifications Prepared and Bids Awarded	21	28	30

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 & 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 2018 - 2019
As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-165 General Admin Serv		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51120	Part-time salary	\$ 16,832	\$ 18,440	\$ 4,361	\$ 9,100	\$ 16,787	\$ 16,787	\$ 16,787	\$ (1,653)	-8.96%
	Total Personnel	16,832	18,440	4,361	9,100	16,787	16,787	16,787	(1,653)	-8.96%
Supplies										
52310	Office supplies	15,588	13,000	9,900	13,000	13,000	13,000	13,000	-	0.00%
52330	Operating supplies	32,684	35,000	18,637	35,000	35,000	36,000	36,000	1,000	2.86%
	Total Supplies	48,272	48,000	28,537	48,000	48,000	49,000	49,000	1,000	2.08%
Other Services & Charges										
52401	Professional development	905	1,200	72	1,200	1,200	1,200	1,200	-	0.00%
52410	Advertising	-	550	291	550	550	-	-	(550)	-100.00%
52435	Other contractual	425	2,000	445	2,000	2,000	1,500	1,500	(500)	-25.00%
52450	Maintenance contracts	2,430	5,010	2,116	5,010	5,010	4,010	4,010	(1,000)	-19.96%
52460	Rentals	6,071	5,855	6,565	6,565	5,855	5,855	5,855	-	0.00%
	Total Other Serv & Charges	9,831	14,615	9,489	15,325	14,615	12,565	12,565	(2,050)	-14.03%
0100-165 Total General Admin Serv		\$ 74,935	\$ 81,055	\$ 42,387	\$ 72,425	\$ 79,402	\$ 78,352	\$ 78,352	\$ (2,703)	-3.33%

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 2018

- 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 Revolving Loan Fund. One (1) small business loan totaling \$40,000.00 was approved in 2017 (JDA Lawn Sprinklers) and the closing will occur in January of 2018.
- 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 resulting the development of over 71,000 square feet of commercial facilities. Construction will be complete, or substantially underway in 2018.
- 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.

PROGRAM OBJECTIVES FY 2019

- Continue to strive for improved communication with the business community, expansion of existing facilities, and creation of more local jobs.
- Continue to administer the Revolving Loan Funds 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	2017 Actual	2018 Estimated	2019 Projected
Regular meetings held	4	5	8
Applications processed	3	6	6
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 ½ of the salary for the Director of Planning and Economic Development and the Assistant Planner. 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: 50% of the full-time salary of the Director and the Assistant Planner. (remainder is charged to the Planning Department #380). Includes a 1.5% 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.

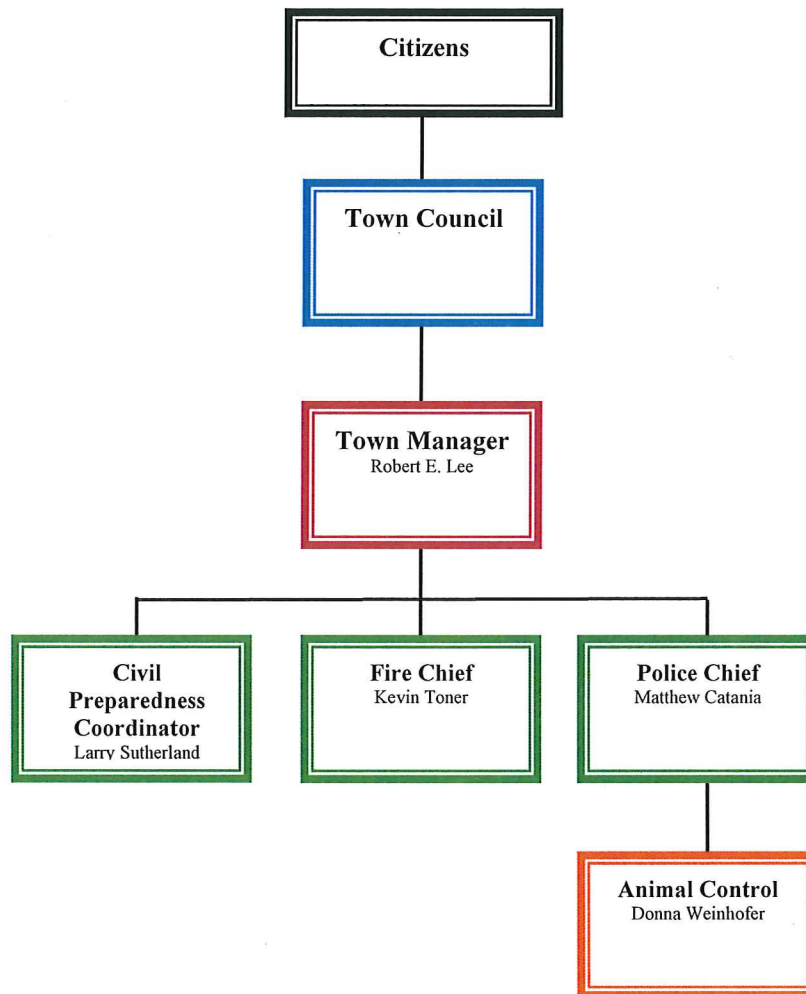
Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2018 - 2019
As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-170	Economic Development	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51110	Full-time salary	\$ 63,169	\$ 71,705	\$ 55,387	\$ 72,500	\$ 73,800	\$ 73,800	\$ 73,800	\$ 2,095	2.92%
51120	Part-time salary	336	300	464	464	300	300	300	-	0.00%
	Total Personnel	63,505	72,005	55,851	72,964	74,100	74,100	74,100	2,095	2.91%
Other Services & Charges										
52401	Professional development	473	600	221	600	600	500	500	(100)	-16.67%
	Total Other Serv & Charges	473	600	221	600	600	500	500	(100)	-16.67%
0100-170 Total Economic Develop		\$ 63,978	\$ 72,605	\$ 56,072	\$ 73,564	\$ 74,700	\$ 74,600	\$ 74,600	\$ 1,995	2.75%

51110 Included in the Full-time salary budget is 50% of the full-time salaries of the Economic Development Director/Town Planner and Assistant Economic Development Director/Assistant Town Planner shared with department #380 Planning creating two full-time positions. Detail of salary line item budgets is as follows:

Economic Development Director #170 Full-time Salary #51110 Budget @ 50%	47,837	
Assistant Economic Development Director #170 Full-time Salary #51110 Budget @ 50%	25,963	73,800
Town Planner #380 Full-time Salary #51110 Budget @ 50%	47,837	
Assistant Town Planner #380 Full-time Salary #51110 Budget @ 50%	25,963	73,800
Total Combined Position Salaries #51110 Budget		147,600

PUBLIC SAFETY ORGANIZATIONAL CHART



PUBLIC SAFETY

PROGRAM DESCRIPTION

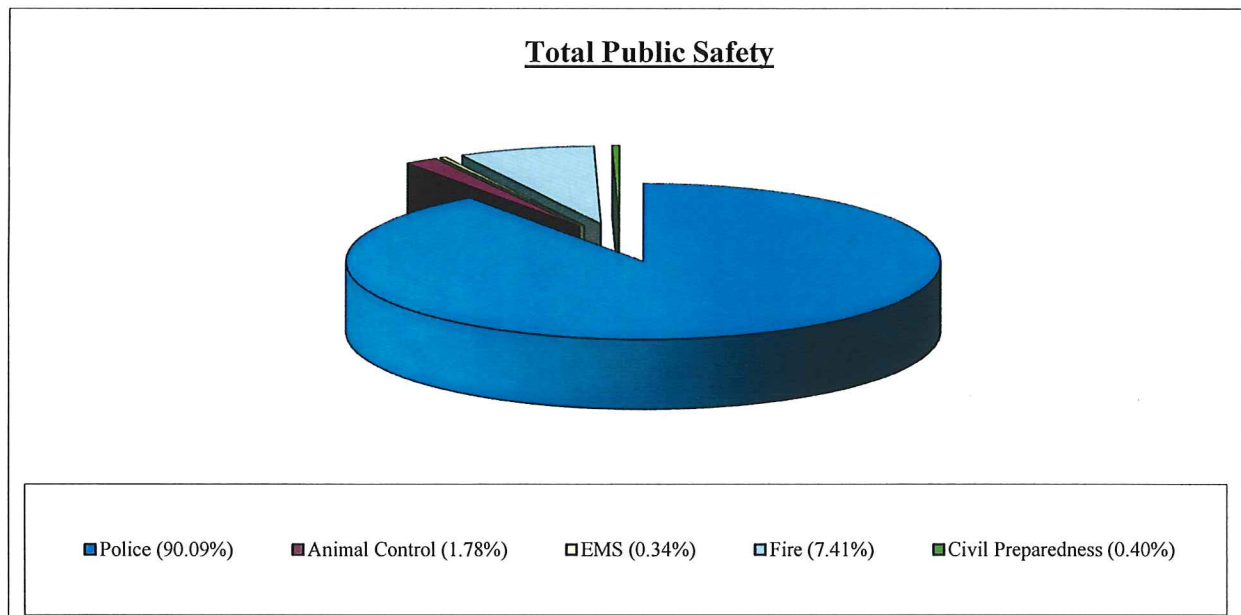
Public Safety is charged with all expenditures for the protection of persons and property, including Police, Fire, Civil Preparedness, and Animal Control.

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.
10. Work with Board of Education to implement a School Resource Officer.

PERSONNEL AND EXPENDITURES

	FY 2016	FY 2017	FY 2018	FY 2019
Authorized Full-Time Positions	46	48	46	46
Total Expenditures	\$4,302,209	\$4,523,630	\$44,569,799	\$44,698,220



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

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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 2018

- Promoted two (2) Sergeants.
- Hired two (2) entry level (certified) Patrol Officers maintaining our 37 sworn officer staffing strength.
- Assigned One (1) Sergeant to oversee school safety initiatives, firearms training, and community relations programs.
- Assigned one (1) Lieutenant to the 11 week Southern Law Executive Officers training program which he successfully completed.
- Reviewed, updated, developed, and implemented key general orders, operational procedures, and directives to meet local, state, and federal mandates.
- Regularly met with command staff (Lieutenants and Sergeants) to mentor and train our staff to enhance our consistency in delivering professional services.
- Strategically deployed two radar speed warning trailers to complement our speed enforcement initiatives.
- Assigned Officers to dedicated speed enforcement with positive increase in enforcement activity.
- At the direction and oversight of the Town Manager, attended neighborhood meetings related to community concerns such as speeding.
- Successfully addressed numerous visits and calls from the public regarding police performance.
- Continued to develop and enhance our State recognized domestic violence investigation strategy.
- Successfully converted to the computer software overtime tracking system (P.O.S.S.) thereby eliminating the previous redundancies in our system.
- Continued developing a modern computer generated personnel schedule in an effort to plan staffing levels to maximize shift coverage and reduce unnecessary overtime.
- Participated in Click It or Ticket national campaign.
- Continued to improve and enhance our firearms (pistol, carbine, shotgun) and less than lethal (taser, O.C., baton) training programs to improve officer safety and reduce liability.
- Reestablished radio communications with the regional service known as TAC8.
- Continued to work closely with fire department command to coordinate radio communications and enhance combined service delivery.
- Continued to develop video/camera capabilities in police headquarters as well as in the police vehicles.
- Continued consistent use of quality assurance software in the dispatch process to enhance our service delivery.
- Participated in police/student school activities such as the holiday open house event at the Northwest Village School.
- Collaborated and participated in numerous Plainville Community Schools events.
- Participated in the Shop-with-a-Cop event sponsored by The Reach Foundation.
- Supported and maintained our "Red Bus" school bus camera safety program.
- Maintained our prescription drop box program at police headquarters.
- Continued to develop and define our relationship with town wide IT department in order to enhance our computer hardware and software acquisitions and implementation.
- Continued to collaborate with the department of motor vehicles truck unit in order to address concerns over commercial truck traffic and safety in Town.
- Maintained the Guardian Tracking system of evaluation employee performance.
- Continued to develop computer software infrastructure for the new CAD and RMS.

PROGRAM OBJECTIVES FY 2019

- Continue to work toward completion of RMS and CAD installations.
- Train all personnel in new RMS and CAD.
- 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 Run, Hide, Fight Homeland Security initiative in our public buildings, including the Town Highway and Buildings and Grounds Departments.
- Continue to develop all personnel through mentoring and training.
- Maintain a consistent speed enforcement program.
- Determine feasibility of assigning one (1) officer to dedicated traffic enforcement.
- Develop and implement a video sharing concept with Town businesses to later include residential video contributors.
- Develop a texting and driving enforcement campaign.

- Implement intoxicated driving education activities for young drivers.
- Develop and implement community oriented policing strategies to include crime prevention programs.
- Research the feasibility of acquiring a drone for search, rescue, and recovery as well as crowd control.
- Continue to enhance improve service delivery through the acquisition of new technologies.
- Transition personnel into new roles involving the assistant to the chief of police and records management.
- Continue to 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 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 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 2019.

PERFORMANCE MEASURES

QUANTITATIVE	2017 Actual	2018 Estimated	2019 Projected
Complaints	22,813	23,000	23,200
Crimes against persons	278	300	320
Property Crimes	654	665	675

PERSONNEL			
Full-time	45	46	47
Part-Time	11	11	11

QUALITATIVE

The Plainville Police Department continues to provide the highest possible level of police services to the community. Case investigation and follow up in the area of domestic violence is an important area of focus for our patrol unit. We continue our philosophy that *all domestic crimes are potentially serious* crimes and investigate accordingly. 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, timely, and thorough manner. We subscribe to a *no stone left unturned* attitude in all of our investigations. We will enhance professionalism and effectiveness through training, inspection, and evaluation. Our citizen feedback continues to be extremely positive with relatively few critical comments.

BUDGET COMMENTARY

Some of the following line items have increased significantly reflecting actual expenditures.

51110 Full Time Personnel: Includes salary for Administration (2) (Chief, Executive Assistant), Lieutenant (2), Sergeants (8), Corporals (1) and Patrol Officers (25), Dispatchers (6), Records Clerk (1). Police employee (excludes Administration and Dispatchers) salaries reflect a projected 2% increase for the 18/19 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, one (1) part time Records Clerk, one (1) Part-time IT person, and one (1) assistant to the chief of police.

51140 Overtime: Reflects coverage needs resulting from officers at training, on sick leave, injuries, and vacations.

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 Chief's 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: Security camera systems and equipment, BEI Recorder lease and servicing, vehicle lap-top computers, FAX machine, Intoxilizer, CAD/RMS/EBS, copy machine lease and miscellaneous maintenance, Axon Taser lease and maintenance, Magnet Forensic USA FBI computer lease and maintenance, American Office shredder maintenance contract, Goosetown Communications radio equipment and maintenance contract. Includes funds for 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.

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 2018 - 2019
As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-201 Police		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51110	Full-time salary	\$ 3,236,934	\$ 3,368,539	\$ 2,564,037	\$ 3,236,873	\$3,494,000	\$3,494,000	\$3,494,000	\$ 125,461	3.72%
51120	Part-time salary	85,960	84,764	53,795	96,890	95,476	77,576	77,576	(7,188)	-8.48%
51140	Overtime	664,342	450,000	410,347	550,000	450,000	450,000	450,000	-	0.00%
Total Personnel		3,987,236	3,903,303	3,028,179	3,883,763	4,039,476	4,021,576	4,021,576	118,273	3.03%
Supplies										
52330	Operating supplies	24,978	32,000	20,755	29,005	31,980	33,900	33,900	1,900	5.94%
52340	Repair & maintenance	-	1,900	-	1,325	1,900	-	-	(1,900)	-100.00%
52350	Auto supplies & parts	1,008	2,100	791	1,985	2,100	-	-	(2,100)	-100.00%
Total Supplies		25,986	36,000	21,546	32,315	35,980	33,900	33,900	(2,100)	-5.83%
Other Services & Charges										
52401	Professional development	2,555	2,965	2,635	2,835	3,315	3,315	3,315	350	11.80%
52430	Recruitment & training	60,662	56,450	52,299	52,984	52,850	52,850	52,850	(3,600)	-6.38%
52435	Other contractual	19,999	14,350	18,108	18,108	15,200	15,200	15,200	850	5.92%
52450	Maintenance contracts	37,144	39,125	44,005	47,763	49,053	49,053	49,053	9,928	25.38%
52470	Auto repair & maint	40,622	38,600	31,091	38,600	38,600	40,700	40,700	2,100	5.44%
52480	Equip repair & maint	11,724	11,225	4,052	10,625	11,225	11,225	11,225	-	0.00%
Total Other Serv & Charges		172,706	162,715	152,190	170,915	170,243	172,343	172,343	9,628	5.92%
Capital Outlay										
54640	Machinery & equip	4,543	4,600	2,812	4,400	4,600	4,600	4,600	-	0.00%
Total Capital Outlay		4,543	4,600	2,812	4,400	4,600	4,600	4,600	-	0.00%
0100-201 Total Police		\$4,190,471	\$4,106,618	\$3,204,727	\$4,091,393	\$4,250,299	\$4,232,419	\$4,232,419	\$ 125,801	3.06%

							(Over)/Under
Historical Analysis		Original Budget	Transfers	Additional Appropriation	Final Budget	Actual Expended	Budget for FY
51140	Overtime - 2013	360,000	-	250,000	610,000	686,733	(76,733)
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
		2,070,000	-	890,000	2,960,000	3,014,792	(54,792)
Five (5) year average		414,000	-	178,000	592,000	602,958	(10,958)
Three (3) year average		450,000	-	158,333	608,333	604,842	3,492

Note: If School Resource Officer (SRO) is not hired, budget would be approximately \$60,000 lower, Data Processing #155 would be \$26,400 higher.

205 - ANIMAL 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 2018

- 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.

PROGRAM OBJECTIVES FY 2019

- Continue to utilize the services of petfinder.com to help place dogs and cats.
- Meet with other service organizations and keep them informed of animal issues.
- Work with children's groups and senior groups regarding the care of animals.
- Continue to provide the Town of Plainville with excellent community service.
- Take an aggressive enforcement role to reduce the number of unregistered and roaming dog complaints.
- Explore new community outreach programs.

PERFORMANCE MEASURES

QUANTITATIVE	2017 Actual	2018 Estimated	2019 Projected
Animal Complaints	753	775	800
Animals Redeemed	54	60	65
Animals Adopted	38	25	28
Animals Bites	24	25	30
Animals Registered	2017	1950	1975

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 enforces all State and local laws and ordinances as they pertain to domesticated animals. 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.

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.

52460 Rentals: Freezer rental for 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.

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		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-205	Animal Control	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51110	Full-time salary	\$ 54,735	\$ 56,258	\$ 42,282	\$ 56,222	\$ 59,545	\$ 59,245	\$ 59,245	\$ 2,987	5.31%
51120	Part-time salary	11,465	11,869	9,429	11,894	12,072	12,072	12,072	203	1.71%
51140	Overtime	428	1,500	559	1,400	1,500	1,500	1,500	-	0.00%
	Total Personnel	66,628	69,627	52,270	69,516	73,117	72,817	72,817	3,190	4.58%
Supplies										
52330	Operating supplies	4,149	5,100	2,969	4,990	5,100	5,100	5,100	-	0.00%
	Total Supplies	4,149	5,100	2,969	4,990	5,100	5,100	5,100	-	0.00%
Other Services & Charges										
52401	Professional development	-	1,250	225	1,050	1,250	1,000	1,000	(250)	-20.00%
52410	Advertising	214	500	64	250	500	500	500	-	0.00%
52435	Other contractual	5,354	3,000	1,935	3,000	3,000	3,000	3,000	-	0.00%
52465	Agency subsidy	-	100	150	150	100	-	-	(100)	-100.00%
52470	Auto repair & maint	2,352	1,500	196	1,125	1,500	1,000	1,000	(500)	-33.33%
	Total Other Serv & Charges	7,920	6,350	2,570	5,575	6,350	5,500	5,500	(850)	-13.39%
0100-205 Total Animal Control		\$ 78,697	\$ 81,077	\$ 57,809	\$ 80,081	\$ 84,567	\$ 83,417	\$ 83,417	\$ 2,340	2.89%

206 - EMERGENCY MEDICAL SERVICE

PROGRAM DESCRIPTION

The Plainville Police Department serves as 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 2018

- Provided quality first response medical service to those in need.

PROGRAM OBJECTIVES FY 2019

- 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.

PERFORMANCE MEASURES

QUANTITATIVE	2017 Actual	2018 Estimated	2019 Projected
911 Ambulance Requests	2106	2125	2150
Non -911 Requests	810	815	820
Average Response Time	8 Minutes 14 Seconds	8 Minutes	8 Minutes

BUDGET COMMENTARY

52435 Other Contractual Services: The Town has a contract with AMR through June 30, 2018. The only cost currently is the annual CMED (Coordinated Medical Emergency Direction) 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 2018 and \$0.8951 per 17,677 population for FY 2019.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2018 - 2019
As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-206	Emerg Med Services	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Other Services & Charges										
52435	Other contractual	\$ 14,743	\$ 15,294	\$ 15,294	\$ 15,294	\$ 15,824	\$ 15,824	\$ 15,824	\$ 530	3.47%
	Total Other Serv & Charges	14,743	15,294	15,294	15,294	15,824	15,824	15,824	530	3.47%
0100-206 Total Emerg Med Serv		\$ 14,743	\$ 15,294	\$ 15,294	\$ 15,294	\$ 15,824	\$ 15,824	\$ 15,824	\$ 530	3.47%

Agency	Per Capita	Population	Budget	FY	Change	Pop	Rate	Total
CMED	0.7549	17,819	13,450.64	2015	546	65	481	546
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

Note: FY 2019 budget increase of \$530 is broken down as \$613 due to per capita rate increase and \$83 decrease due to population decrease.

Note: State of CT DESPP sends credit of \$5,303.10 or \$0.30 per capita for FY 2019 to the North Central Coordinated Medical Emergency Direction (CMED), per Plainville's designation, regarding Plainville's participation in CMED.

Pop	Rate	Total
17,677	0.30	5,303.10

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 over 95% of firefighters being state certified in basic firefighting and 90% certified in advances 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 all conducted after normal working hours.

PROGRAM ACCOMPLISHMENTS 2018

- Training Division – Training continues 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 – Continued to review department operations and have identified areas of improvement. Areas included fire ground responses, fire ground operations, rapid intervention team operations, and highway safety.
- 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 2019

- Continue training goals set forth in the FY 2018 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	2017 Actual	2018 Estimated	2019 Projected
Fire Responses			
Fires	108	115	100
Over pressure, rupture, explosion	2	1	1
Rescue & emergency medical	17	18	18
Hazardous condition (no Fire)	73	82	82
Service calls	67	100	83
Good Intent Call	47	80	45
False Alarm & False Call	167	169	169
Severe Weather & Disaster	4	6	2
Special Incident Type	2	1	1
Total	487	572	501

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	68	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 1.5% increase is being proposed. 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

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2018 - 2019
As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)	
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-210 Fire										
Personnel										
51120	Part-time salary	\$ 93,301	\$ 99,525	\$ 76,007	\$ 99,525	\$101,000	\$101,000	\$101,000	\$ 1,475	1.48%
Total Personnel		93,301	99,525	76,007	99,525	101,000	101,000	101,000	1,475	1.48%
Supplies										
52330	Operating supplies	8,641	10,835	8,080	10,835	10,835	10,835	10,835	-	0.00%
52350	Auto supplies & parts	1,364	2,500	1,347	2,500	2,500	2,500	2,500	-	0.00%
Total Supplies		10,005	13,335	9,427	13,335	13,335	13,335	13,335	-	0.00%
Other Services & Charges										
52401	Professional development	2,098	2,150	966	2,150	2,150	2,150	2,150	-	0.00%
52405	Mileage	-	150	-	150	150	150	150	-	0.00%
52430	Recruitment & training	21,195	9,500	10,069	10,069	9,500	9,500	9,500	-	0.00%
52435	Other contractual	135,137	151,000	65,174	151,000	151,000	151,000	151,000	-	0.00%
52450	Maintenance contracts	21,318	23,615	15,071	23,615	23,615	23,615	23,615	-	0.00%
52460	Rentals	2,366	3,500	1,745	3,500	3,500	3,500	3,500	-	0.00%
52480	Equip repair & maint	17,357	37,200	18,551	89,200	37,200	37,200	37,200	-	0.00%
Total Other Serv & Charges		199,471	227,115	111,576	279,684	227,115	227,115	227,115	-	0.00%
Capital Outlay										
54640	Machinery & equip	28,133	8,500	17,643	20,000	6,500	6,500	6,500	(2,000)	-23.53%
Total Capital Outlay		28,133	8,500	17,643	20,000	6,500	6,500	6,500	(2,000)	-23.53%
0100-210 Total Fire		\$330,910	\$348,475	\$214,653	\$412,544	\$347,950	\$347,950	\$347,950	\$ (525)	-0.15%

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 Division of Emergency Management & Homeland Security. Failure to provide this information will result in difficulty to obtain Federal Disaster funding.

PROGRAM ACCOMPLISHMENTS FY 2018

- 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 EMPG Application reimbursing the Town of Plainville 50% of the costs of the Civil Preparedness Coordinator's stipend. Currently, the reimbursement is \$9,035.00.
- 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 2019

- 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	2017 Actual	2018 Estimated	2019 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 2018 - 2019
As of April 24, 2018

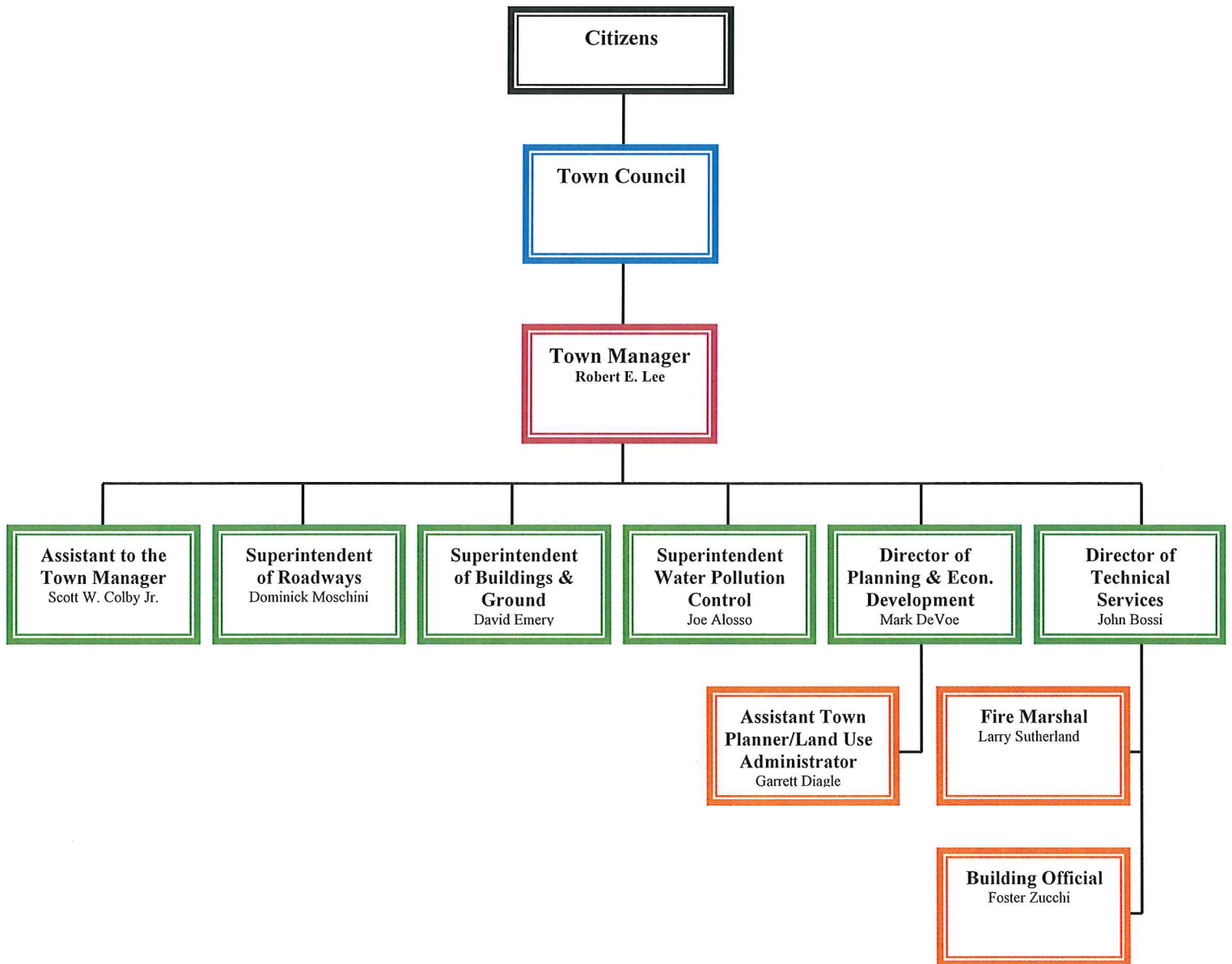
		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-215	Civil Preparedness	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51120	Part-time salary	\$ 17,974	\$ 18,335	\$ 14,103	\$ 18,335	\$ 18,610	\$ 18,610	\$ 18,610	\$ 275	1.50%
	Total Personnel	17,974	18,335	14,103	18,335	18,610	18,610	18,610	275	1.50%
0100-215 Total Civil Preparedness		\$ 17,974	\$ 18,335	\$ 14,103	\$ 18,335	\$ 18,610	\$ 18,610	\$ 18,610	\$ 275	1.50%

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	18,610
Fire Marshal #370 Full-time Salary #51110 Budget	68,720
Total Combined Position Salary Budget	87,330

PUBLIC WORKS ORGANIZATIONAL CHART



PUBLIC WORKS

PROGRAM DESCRIPTION

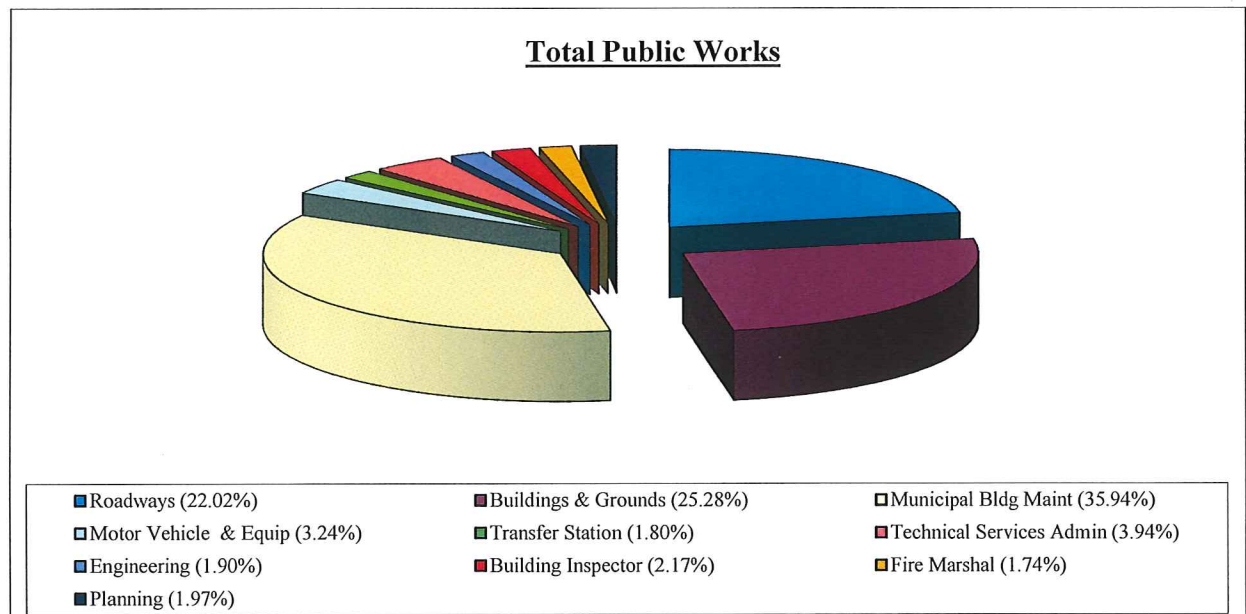
The Public Works function is charged with the planning, design, development, construction, and maintenance of public agency physical structures to include roadways, drains, buildings, grounds, and waste disposal systems. Public Works is also responsible for the Town's vehicle and equipment maintenance. 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 the 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 2016	FY 2017	FY 2018	FY 2019
Authorized Full-Time Positions	28.92	28.92	26.75	28.75
Total Expenditures	\$4,153,329	\$4,215,456	\$4,110,158	\$4,140,078



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 2018

- 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 Linden St., Winter St., Summer St., East Maple St., Milford St., Milford St. Ext., Woodland St., Kent St., Gilberte St., Ferland St., Dewey Pl., Merline Ave., Dallas Ave., and Paul St. through 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.
- Continue 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 2019

- 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	2016 Actual	2017 Estimated	2018 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: Funds here are 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.

52401 Professional Development: Dues for CASHO, training, and seminars.

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 2018 - 2019
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		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual	Budgeted	Spent To	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
		Expended		Date					\$	%
0100-305	Roadways									
Personnel										
51110	Full-time salary	\$ 551,418	\$ 585,000	\$ 421,560	\$ 550,000	\$ 583,895	\$ 583,895	\$ 583,895	\$ (1,105)	-0.19%
51120	Part-time salary	16,088	18,480	27,943	35,000	18,480	18,480	18,480	-	0.00%
51140	Overtime - regular	98,673	70,000	58,776	70,000	70,000	70,000	70,000	-	0.00%
51140-2012	Overtime - snow	67,040	40,000	51,556	55,000	40,000	50,000	50,000	10,000	25.00%
Total Personnel		733,219	713,480	559,835	710,000	712,375	722,375	722,375	8,895	1.25%
Supplies										
52330	Operating supplies	31,217	34,849	28,671	34,849	35,546	35,546	35,546	697	2.00%
Total Supplies		31,217	34,849	28,671	34,849	35,546	35,546	35,546	697	2.00%
Other Services & Charges										
52401	Professional development	548	800	250	800	800	700	700	(100)	-12.50%
52435	Other contractual	33,575	39,041	33,742	39,041	40,200	40,200	40,200	1,159	2.97%
52450	Maintenance contracts	-	10,000	-	10,000	-	-	-	(10,000)	-100.00%
52460	Rentals - regular	-	7,620	500	7,620	7,620	7,620	7,620	-	0.00%
52460-2012	Rentals - snow	125,378	105,000	95,655	118,000	105,000	105,000	105,000	-	0.00%
Total Other Serv & Charges		159,501	162,461	130,147	175,461	153,620	153,520	153,520	(8,941)	-5.50%
0100-305 Total Roadways		\$ 923,937	\$ 910,790	\$ 718,653	\$ 920,310	\$ 901,541	\$ 911,441	\$ 911,441	\$ 651	0.07%

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

		(Over)/Under					
		Original Budget	Transfers	Additional Appropriation	Final Budget	Actual Expended	Budget for FY
Historical Analysis							
51140	Overtime - regular 2013	44,645	-	-	44,645	44,107	538
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
Five (5) year average		52,585	-	21,000	73,585	70,076	3,510
Three (3) year average		55,703	-	35,000	90,703	84,071	6,632
51140-2012	Overtime - snow 2013	22,323	-	-	22,323	26,125	(3,802)
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
Five (5) year average		27,665	-	20,100	47,765	51,149	(3,384)
Three (3) year average		30,333	-	30,167	60,500	59,989	511
52460-2012	Rentals - snow 2013	80,000	(1,635)	-	78,365	47,148	31,217
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
Five (5) year average		93,896	(10,527)	28,400	111,769	105,000	6,769
Three (3) year average		77,896	(10,200)	30,667	116,827	116,535	292

* FEMA reimbursements for emergency storm declarations not included.

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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 2018

- Upgraded facilities at Town parks for O.S.H.A. safety compliance.
- Upgraded environmental controls at Senior Center.
- Repaired and painted Library window trim.
- 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 Norton Park, Senior Center, Municipal Center and 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.

PROGRAM OBJECTIVES FY 2019

- Dredge Norton Park canal.
- Replace roof on Paderewski Park activity building.
- Replace roof on Recreation Department building.
- Upgrade Municipal Center fire alarm.
- 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.
- Hire a Maintainer II at the beginning of the fiscal year to fill open position.

PERFORMANCE MEASURES

QUANTITATIVE	2017 Actual	2018 Estimated	2019 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, 5 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

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.

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Adopted Town Government Expenditure Budget Detail - Fiscal Year 2018 - 2019
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		2016 - 2017		2017 - 2018		2018 - 2019				
		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	\$ 667,045	\$ 715,000	\$ 530,785	\$ 689,000	\$ 762,957	\$ 762,957	\$ 762,957	\$ 47,957	6.71%
51120	Part-time salary	27,360	41,660	28,030	41,792	42,712	33,600	33,600	(8,060)	-19.35%
51140	Overtime - regular	25,045	17,340	17,566	23,000	17,686	17,686	17,686	346	2.00%
51140-2012	Overtime - snow	30,394	23,460	23,336	25,000	23,929	23,929	23,929	469	2.00%
Total Personnel		749,844	797,460	599,717	778,792	847,284	838,172	838,172	40,712	5.11%
Supplies										
52330	Operating supplies	50,190	47,100	44,529	47,100	47,570	47,100	47,100	-	0.00%
52340	Repair & maintenance	72,817	61,500	66,425	73,000	62,114	61,500	61,500	-	0.00%
52350	Auto supplies & parts	16,057	21,000	19,563	21,000	21,210	21,000	21,000	-	0.00%
Total Supplies		139,064	129,600	130,517	141,100	130,894	129,600	129,600	-	0.00%
Other Services & Charges										
52401	Professional development	675	500	330	500	500	500	500	-	0.00%
52435	Other contractual	16,140	12,650	9,110	12,650	14,900	14,900	14,900	2,250	17.79%
52450	Maintenance contracts	43,879	30,700	26,938	30,700	31,950	30,250	30,250	(450)	-1.47%
52460	Rentals	1,645	1,350	859	1,350	1,600	1,600	1,600	250	18.52%
52470	Auto repair & maint	5,910	6,400	10,420	6,400	6,400	6,400	6,400	-	0.00%
52475	Bldg & grounds repair	23,771	20,000	18,238	21,000	21,000	21,000	21,000	1,000	5.00%
52480	Equip repair & maint	4,257	4,000	1,872	4,000	4,200	4,200	4,200	200	5.00%
Total Other Serv & Charges		96,277	75,600	67,767	76,600	80,550	78,850	78,850	3,250	4.30%
0100-310 Total Bldg & Grounds		\$ 985,185	\$1,002,660	\$ 798,001	\$ 996,492	\$1,058,728	\$1,046,622	\$1,046,622	\$ 43,962	4.38%

Note: If a HVAC employee is NOT hired, the proposed budget will be reduced by \$52,000.

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 2018

- 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 2019

- Administer 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	2017 Actual	2018 Estimated	2019 Projected
Cleaning service cost	\$96,818	\$91,940	\$96,818

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.

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		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)	
0100-315	Munic Bldg Maint	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Other Services & Charges										
52435	Other contractual	\$ 96,818	\$ 96,000	\$ 58,990	\$ 96,000	\$ 96,000	\$ 96,000	\$ 96,000	\$ -	0.00%
	Total Other Serv & Charges	96,818	96,000	58,990	96,000	96,000	96,000	96,000	-	0.00%
Energy & Utility										
53510	Electricity - Traffic Signals	10,339	12,000	6,665	12,000	12,000	12,000	12,000	-	0.00%
53511	Electricity - Street Lights	71,615	80,500	43,325	80,500	80,500	78,000	78,000	(2,500)	-3.11%
53512	Electricity - Bldg & Grds	226,443	265,000	143,022	240,000	255,000	255,000	255,000	(10,000)	-3.77%
53513-2018	Electricity - Boilers	-	-	599,716	600,000	-	-	-	-	0.00%
53520	Natural gas	42,642	52,000	19,316	52,000	52,000	52,000	52,000	-	0.00%
53530	Heating oil - Bldg & Grds	11,887	12,110	23,817	25,000	12,390	12,390	12,390	280	2.31%
53540	Gasoline & diesel - MV	163,658	165,200	118,313	165,200	165,200	165,200	165,200	-	0.00%
53550	Water & hydrant - Fire	696,566	725,000	400,348	725,000	725,000	725,000	725,000	-	0.00%
53551	Water & hydrant - Bldg	35,351	32,500	19,060	32,500	32,500	32,500	32,500	-	0.00%
53552	Water & hydrant - Sen Ctr	1,575	1,700	1,193	1,700	1,700	1,700	1,700	-	0.00%
53561	Telephone - Elections	169	850	-	850	850	850	850	-	0.00%
53562	Telephone - Bldg & Grds	57,392	55,000	37,585	55,000	55,000	55,000	55,000	-	0.00%
53563	Telephone - Sen Ctr	1,581	2,400	1,160	2,400	2,400	2,400	2,400	-	0.00%
	Total Energy & Utility	1,319,218	1,404,260	1,413,520	1,992,150	1,394,540	1,392,040	1,392,040	(12,220)	-0.87%
0100-315	Total Munic Bldg Maint	\$ 1,416,036	\$ 1,500,260	\$ 1,472,510	\$ 2,088,150	\$ 1,490,540	\$ 1,488,040	\$ 1,488,040	\$ (12,220)	-0.81%

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 2018

- 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 2019

- 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	2017 Actual	2018 Estimated	2019 Projected
Gallons of fuel used	109,578	115,000	115,000
Registered Vehicles	116	116	121

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 busses. 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 track the snow removal expenses.

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		2016 - 2017		2017 - 2018		2018 - 2019				
		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	\$ 86,581	\$ 79,886	\$ 88,268	\$ 89,000	\$ 82,800	\$ 82,800	\$ 82,800	\$ 2,914	3.65%
52340-2012	Repair & maint - snow	-	10,000	-	10,000	10,000	12,000	12,000	2,000	20.00%
52350	Auto supplies & parts	-	350	-	350	350	350	350	-	0.00%
	Total Supplies	86,581	90,236	88,268	99,350	93,150	95,150	95,150	4,914	5.45%
Other Services & Charges										
52470	Auto repair & maint	-	350	-	350	350	350	350	-	0.00%
52480	Equip repair & maint	59,531	38,674	32,831	38,674	38,674	38,674	38,674	-	0.00%
52480-2012	Equip repair & maint - snow	-	6,000	-	6,000	6,000	-	-	(6,000)	-100.00%
	Total Other Serv & Charges	59,531	45,024	32,831	45,024	45,024	39,024	39,024	(6,000)	-13.33%
0100-320 Total MV & Equip		\$146,112	\$135,260	\$121,099	\$144,374	\$138,174	\$134,174	\$134,174	\$ (1,086)	-0.80%

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 2018

- 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 2019

- 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	2017 Actual	2018 Estimated	2019 Projected
Attendant Cost	\$5,435	\$6,436	\$6,650

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.

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		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-323 Transfer Station		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51120	Part-time salary	\$ 5,643	\$ 6,475	\$ 4,488	\$ 6,475	\$ 6,678	\$ 6,678	\$ 6,678	\$ 203	3.14%
	Total Personnel	5,643	6,475	4,488	6,475	6,678	6,678	6,678	203	3.14%
Supplies										
52330	Operating supplies	378	500	108	400	500	500	500	-	0.00%
	Total Supplies	378	500	108	400	500	500	500	-	0.00%
Other Services & Charges										
52435	Other contractual	4,988	20,948	2,000	20,948	20,948	20,948	20,948	-	0.00%
52445	Transfer station	24,870	30,000	12,693	30,000	30,000	30,000	30,000	-	0.00%
52460	Rentals	15,330	16,500	10,593	16,500	16,500	16,500	16,500	-	0.00%
	Total Other Serv & Charges	45,188	67,448	25,286	67,448	67,448	67,448	67,448	-	0.00%
0100-323 Total Transfer Station		\$ 51,209	\$ 74,423	\$ 29,882	\$ 74,323	\$ 74,626	\$ 74,626	\$ 74,626	\$ 203	0.27%

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 2018

- 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 Cooke Street.
- Commenced the Design of the Northwest Pavement Rehabilitation Project
- Continued enforcement of the Property Management Ordinance.
- Administered Code Compliance (Building and Fire) for the construction of private and public endeavors.

PROGRAM OBJECTIVES FY 2019

- 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.
- Finalize the FEMA Hazard Mitigation Grant - acquisition and demolition of structures on Robert Street Extension and Norton Place Extension.
- Continue to implement the process to ensure environmental compliance at the Town's former landfill's Stewardship Permit.
- Continue to assist other agencies in the development and implementation of improvements at the High School Athletic fields.
- Continue to provide technical assistance in the design and construction of improvements at the Water Pollution Control Facility

PERFORMANCE MEASURES

QUANTITATIVE	2017 Actual	2018 Estimated	2019 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.

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		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)	
0100-325	Technical Serv Admin	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51110	Full-time salary	\$ 120,406	\$ 170,265	\$ 131,229	\$ 165,815	\$161,693	\$161,693	\$161,693	\$ (8,572)	-5.03%
51120	Part-time salary	1,947	-	-	-	-	-	-	-	0.00%
	Total Personnel	122,353	170,265	131,229	165,815	161,693	161,693	161,693	(8,572)	-5.03%
Supplies										
52330	Operating supplies	355	450	52	450	450	440	440	(10)	-2.22%
	Total Supplies	355	450	52	450	450	440	440	(10)	-2.22%
Other Services & Charges										
52401	Professional development	285	500	317	500	500	450	450	(50)	-10.00%
52435	Other contractual	42	500	112	500	500	400	400	(100)	-20.00%
	Total Other Serv & Charges	327	1,000	429	1,000	1,000	850	850	(150)	-15.00%
0100-325 Total Tech Serv Admin		\$123,035	\$171,715	\$131,710	\$167,265	\$163,143	\$162,983	\$162,983	\$ (8,732)	-5.09%

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%	88,283
WPCF Fund 7100 Department #340 Technical Serv Dir Full-time Salary #51110 Budget @ 25%	29,428
Total Combined Position Salary Budget	117,711

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 2018

- Completed the construction of Cooke Street Improvements.
- Designed and provided oversite for the reconstruction of (12) streets funded by the Bond Project, Linden Street, Winter Street, Summer Street, East Maple Street, Milford Street, Woodland Street, Kent Street, Gilberte Street, Ferland Street, Dewey Place, Merline Avenue, Milford Street Ext, Dallas Avenue, and Paul 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 2019

- 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	2017 Actual	2018 Estimated	2019 Projected
Plan Reviews	30	35	30
Designs Completed	5	5	5
Construction Inspections	375	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.

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		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	\$ 47,646	\$ 73,925	\$ 56,581	\$ 73,925	\$ 75,020	\$ 75,020	\$ 75,020	\$ 1,095	1.48%
	Total Personnel	47,646	73,925	56,581	73,925	75,020	75,020	75,020	1,095	1.48%
Supplies										
52330	Operating supplies	3,223	3,000	1,915	3,000	3,000	3,000	3,000	-	0.00%
	Total Supplies	3,223	3,000	1,915	3,000	3,000	3,000	3,000	-	0.00%
Other Services & Charges										
52401	Professional development	490	500	496	500	500	500	500	-	0.00%
	Total Other Serv & Charges	490	500	496	500	500	500	500	-	0.00%
0100-330 Total Engineering		\$ 51,359	\$ 77,425	\$ 58,992	\$ 77,425	\$ 78,520	\$ 78,520	\$ 78,520	\$ 1,095	1.41%

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 2018

- 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 handouts to assist the public.
- Implemented a new online permitting software, ViewPoint.

PROGRAM OBJECTIVES FY 2019

- 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 2017 Actual	FY 2018 Estimated	FY 2019 Projected
New House Permits	18	18	15
Other Building Permits	378	475	500
Trade Permits	662	875	900
Total Revenue	\$11,331,000	\$12,000,000	\$12,500,000

PERSONNEL			
Full-time Equivalents	1	1	1
Part-Time	1/4	1/4	1/4

BUDGET COMMENTARY

51110 Full Time Salary: Funds allocated for the salary of the Building Official are included in this line item. Cell phone reimbursement is funded in this account.

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.

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		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-360	Building Inspector	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51110	Full-time salary	\$ 75,661	\$ 78,650	\$ 59,894	\$ 78,650	\$ 79,812	\$ 79,812	\$ 79,812	\$ 1,162	1.48%
51120	Part-time salary	915	5,000	-	5,000	5,000	-	-	(5,000)	-100.00%
	Total Personnel	76,576	83,650	59,894	83,650	84,812	79,812	79,812	(3,838)	-4.59%
Supplies										
52330	Operating supplies	1,006	750	98	750	750	750	750	-	0.00%
	Total Supplies	1,006	750	98	750	750	750	750	-	0.00%
Other Services & Charges										
52401	Professional development	135	425	160	425	425	400	400	(25)	-5.88%
52430	Recruitment & training	200	265	80	265	265	250	250	(15)	-5.66%
52435	Other contractual	4,000	750	-	5,760	8,640	8,640	8,640	7,890	1052.00%
	Total Other Serv & Charges	4,335	1,440	240	6,450	9,330	9,290	9,290	7,850	545.14%
0100-360 Total Building Inspector		\$ 81,917	\$ 85,840	\$ 60,232	\$ 90,850	\$ 94,892	\$ 89,852	\$ 89,852	\$ 4,012	4.67%

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 2018

- 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 2019

- 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	2017 Actual	2018 Estimated	2019 Projected
Hazardous Materials	10	10	10
Building Plan Reviews	28	20	15
Fire Investigations	502	500	500
Fire Inspectors	2	2	2
Fire Prevention Education Hours	200	200	200
Free Smoke and Carbon Monoxide Detectors	73	60	60
Complaints	24	20	20
Blasting Permits	14	12	12
Day-Care Certificates	8	8	8
Liquor License Certificates	25	24	24

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.

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.

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.

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		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-370 Fire Marshal										
Personnel										
51110	Full-time salary	\$ 65,118	\$ 67,725	\$ 51,813	\$ 67,725	\$ 68,720	\$ 68,720	\$ 68,720	\$ 995	1.47%
51120	Part-time salary	100	1,500	494	1,500	1,500	1,000	1,000	(500)	-33.33%
	Total Personnel	65,218	69,225	52,307	69,225	70,220	69,720	69,720	495	0.72%
Supplies										
52330	Operating supplies	1,790	2,270	1,968	1,750	1,750	1,750	1,750	(520)	-22.91%
	Total Supplies	1,790	2,270	1,968	1,750	1,750	1,750	1,750	(520)	-22.91%
Other Services & Charges										
52401	Professional development	405	585	490	585	585	550	550	(35)	-5.98%
52435	Other contractual	50	-	-	-	-	-	-	-	0.00%
52450	Maintenance contracts	87	-	-	-	520	200	200	200	100.00%
	Total Other Serv & Charges	542	585	490	585	1,105	750	750	165	28.21%
0100-370 Total Fire Marshal		\$ 67,550	\$ 72,080	\$ 54,765	\$ 71,560	\$ 73,075	\$ 72,220	\$ 72,220	\$ 140	0.19%

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	18,610
Fire Marshal #370 Full-time Salary #51110 Budget	68,720
Total Combined Position Salary Budget	87,330

51120 Part-time Fire Inspectors are paid an average of \$20.00/hour for a budget estimated 50 hours 1,000

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 2018

- 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 has suggested the following text amendments and will implement changes early in 2019:
 - 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.
 - Rewrite sign regulations to comply with Reed vs. Gilbert and Mackenzie vs Monroe.
 - Create new regulations for emerging industries.
- Added Sanitary and Storm Sewer mapping to the GIS webservice and server for staff and public access.
- 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.

PROGRAM OBJECTIVES FY 2019

- 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.
- The Assistant Planner continues to broaden his knowledge of Zoning Board of Appeals administration.
- Continue to work to develop a planimetric (linear outlines of features such as structures, streets, driveways, decks, fences, etc.) layer for the Town's GIS mapping platform in order 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 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 adjust assistance policies to reflect current economic climate.
- Continue to expand GIS platform as time and resources permit.
- Continue to train Assistant Planner.
- Begin work on the 2019 Plan of Conservation and Development with increased staff involvement to lower costs.
- Work to implement and administer activities related to the environmental site assessment of the White Oak property.

PERFORMANCE MEASURES

QUANTITATIVE	2017 Actual	2018 Estimated	2019 Projected
Inland wetland applications processed	9	9	9
Zoning/Aquifer applications processed	32	30	30
Economic Development Petitions Heard	3	6	6
Conservation Commission	11	11	11

PERSONNEL			
Full-time	2	2	2

QUALITATIVE

The Department of Planning and Economic Development budget includes funds for the salary of the Director (1/2) and the Assistant (1/2). The budget also provides for mandatory certification maintenance credits for the 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: 50% of the full-time salary of the Director and the Assistant Planner. (Remainder is charged to the Economic Development Department #170). Includes a 1.5% 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.

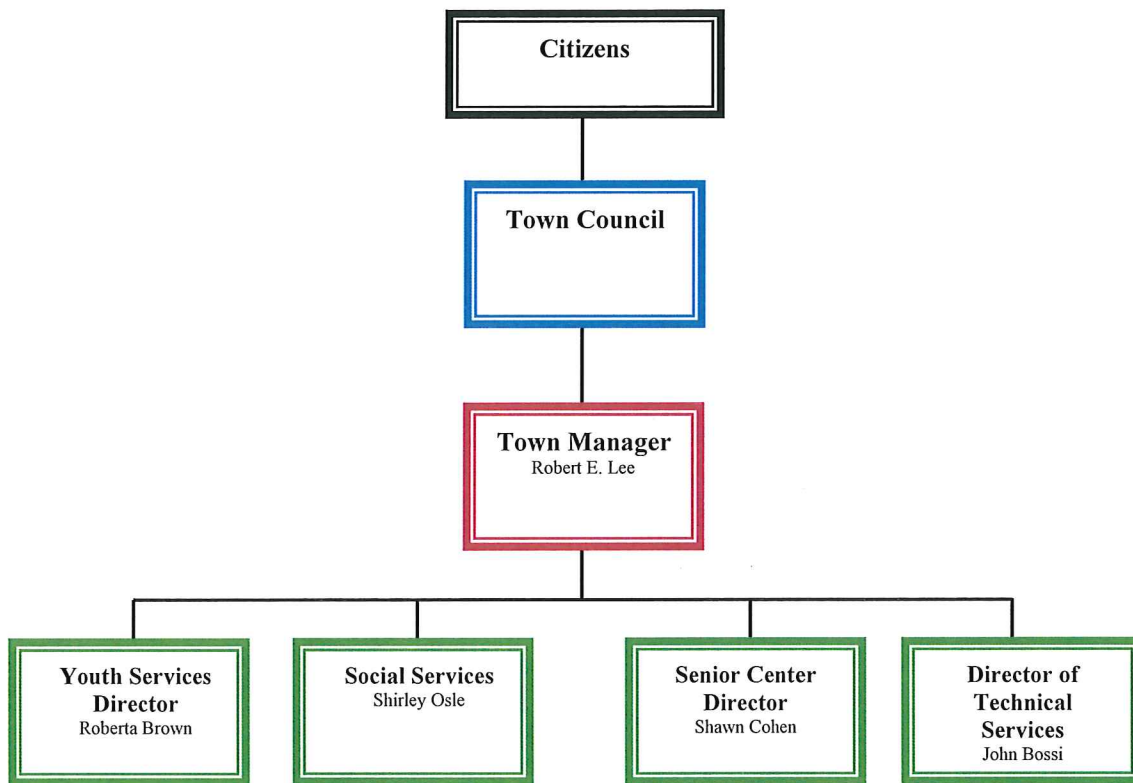
Town of Plainville, Connecticut
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As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual	Budgeted	Spent To	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
0100-380 Planning		Expended		Date					\$	%
Personnel										
51110	Full-time salary	\$ 62,813	\$ 71,705	\$ 55,387	\$ 72,160	\$ 73,800	\$ 73,800	\$ 73,800	\$ 2,095	2.92%
51120	Part-time salary	758	-	-	-	-	-	-	-	0.00%
Total Personnel		63,571	71,705	55,387	72,160	73,800	73,800	73,800	2,095	2.92%
Supplies										
52330	Operating supplies	751	800	334	800	800	600	600	(200)	-25.00%
Total Supplies		751	800	334	800	800	600	600	(200)	-25.00%
Other Services & Charges										
52401	Professional development	637	700	632	700	700	700	700	-	0.00%
52435	Other contractual	9,285	6,500	4,017	6,500	6,500	6,500	6,500	-	0.00%
Total Other Serv & Charges		9,922	7,200	4,649	7,200	7,200	7,200	7,200	-	0.00%
0100-380 Total Planning		\$ 74,244	\$ 79,705	\$ 60,370	\$ 80,160	\$ 81,800	\$ 81,600	\$ 81,600	\$ 1,895	2.38%

51110 Included in the Full-time salary budget is 50% of the full-time salaries of the Economic Development Director/Town Planner and Assistant Economic Development Director/Assistant Town Planner shared with department #170 Economic Development creating two full-time positions. Detail of salary line item budgets is as follows:

Economic Development Director #170 Full-time Salary #51110 Budget @ 50%	47,837	
Assistant Economic Development Director #170 Full-time Salary #51110 Budget @ 50%	25,963	73,800
Town Planner #380 Full-time Salary #51110 Budget @ 50%	47,837	
Assistant Town Planner #380 Full-time Salary #51110 Budget @ 50%	25,963	73,800
Total Combined Position Salaries #51110 Budget		147,600

HEALTH & HUMAN SERVICES ORGANIZATIONAL CHART



HEALTH & HUMAN SERVICES

PROGRAM DESCRIPTION

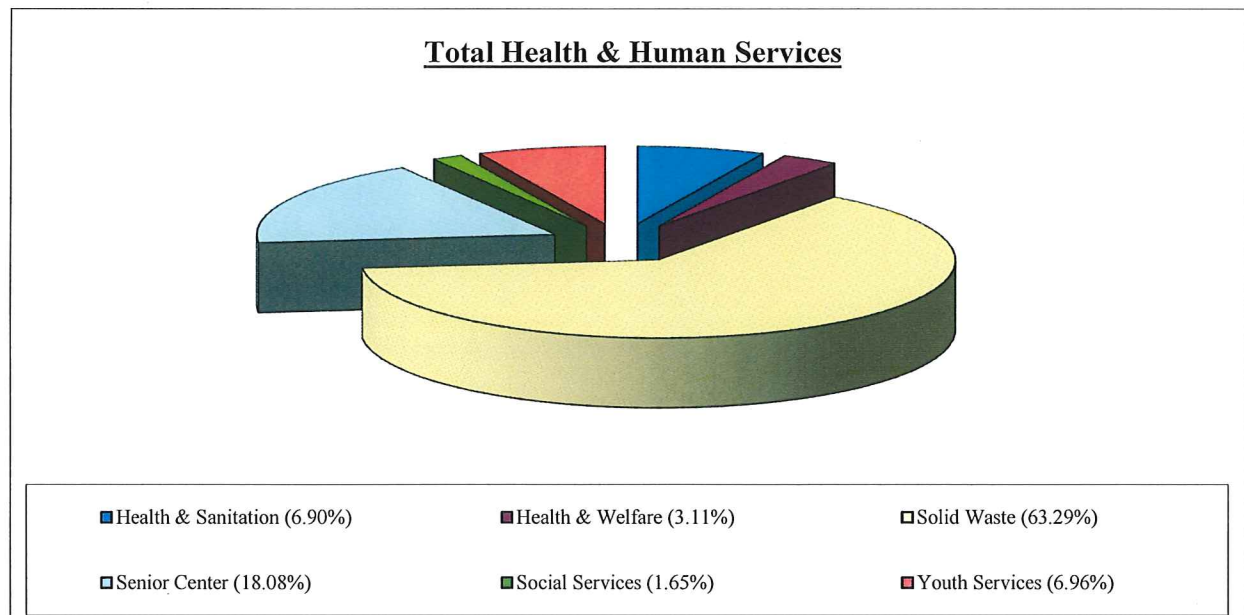
The Health and Human Services function includes expenditure activities associated with the conservation and improvement of the public. It includes the following departments: Health & Sanitation, Health & Welfare, Solid Waste, Senior Center, Social Services, and Youth Services.

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 2016	FY 2017	FY 2018	FY 2019
Authorized Full-Time Positions	3.50	3.50	3.50	3.50
Total Expenditures	\$1,748,583	\$1,752,104	\$1,723,358	\$1,730,045



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 (PSHD) 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 2018

- Offered programs to increase physical activity including Mother's Day and Father's Day informational walks and purchasing a Fix it Station for bike repairs to be installed in Plainville in 2018.
- Increased the health district campaign for public health articles in the local newspapers.
- Conducted 2 free training courses for restaurant owners and employees and also separate free training for volunteers in food booths at community events.
- Conducted 2 free informational sessions for restaurant owners and employees on the State of Connecticut's upcoming move to the FDA Food Code. This is the code we use to inspect food service establishments and replaces a Connecticut Code. This move will occur in January, 2019.
- Held 8 flu clinics in which over 700 residents, town employees and first responders were vaccinated.
- 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 2019

- 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 January of 2019.
- Hold vaccination clinics for seasonal influenza.
- Conduct additional program that promote healthy lifestyles.

PERFORMANCE MEASURES

QUANTITATIVE	2017Actual	2018 Estimated	2019 Projected
Food Service Inspections	820	815	800
Public Pool Inspections	54	70	75
Hair/Nail Salon Inspections	99	102	100
Vaccinations Given	688	700	675

PERSONNEL			
Full-time	6	6	6
Part-time	1	2	2

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.

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		Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)	
0100-410	Health & Sanitation	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Other Services & Charges										
52435	Other contractual	\$ 120,157	\$ 120,157	\$ 89,975	\$ 119,968	\$120,157	\$119,320	\$ 119,320	\$ (837)	-0.70%
	Total Other Serv & Charges	120,157	120,157	89,975	119,968	120,157	119,320	119,320	(837)	-0.70%
0100-410 Total Health & Sanitation		\$120,157	\$120,157	\$ 89,975	\$119,968	\$120,157	\$119,320	\$ 119,320	\$ (837)	-0.70%

FY	Agency	Per Capita	Population	Budget
2015	PSRHD	6.75	17,819	120,278.25
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

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 is a non-profit, licensed corporation that provides preschool and 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 pre-school, serving children 3-5 years old and for after school care, serving children 6-11 years old.

PROGRAM ACCOMPLISHMENTS FY 2018

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

- As first out of the home educators, the children were taught basic skills needed in order to become successful learners thus 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 18-36 months old.
- Went through the reaccreditation process 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 2019

- Continue fundraising and grants to help provide foot care scholarships for low-income individuals.
- 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 (National Association for the Education of Young Children) accreditation status.

PERFORMANCE MEASURES

QUANTITATIVE	2017 Actual	2018 Estimated	2019 Projected
Health Care Services			
Total Units of Nursing Service	2,972	3,010	3,015
Foot Care	1,037	1,040	1,042
Blood Pressure Screenings	1,456	1,470	1,473
Ear Wax Removal	37	40	45
Other Nursing Services	442	460	455
Plainville Early Learning Center			
Total Children Served	199	200	200

Total Plainville Children Served	157	165	175
Total After School Children Served	81	85	90

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 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. The majority of their funding comes from the State SDE.

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		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-412 Health & Welfare		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Other Services & Charges										
52465	Agency subsidy	\$ 52,576	\$ 53,865	\$ 26,448	\$ 53,865	\$ 53,865	\$ 53,865	\$ 53,865	\$ -	0.00%
	Total Other Serv & Charges	52,576	53,865	26,448	53,865	53,865	53,865	53,865	-	0.00%
0100-412 Total Health & Welfare		\$ 52,576	\$ 53,865	\$ 26,448	\$ 53,865	\$ 53,865	\$ 53,865	\$ 53,865	\$ -	0.00%
Agency										
	Pro Health Physicians	30,957	32,000	24,594	32,000	32,000	32,000	32,000		
	Plainville Early Learning Ctr	19,280	19,665	-	19,665	19,665	19,665	19,665		
	Misc Other Agencies	2,339	2,200	1,854	2,200	2,200	2,200	2,200		
	Total	52,576	53,865	26,448	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 2018

- 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 2019

- 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	2017 Actual	2018 Estimated	2019 Projected
Number of Customers	7,100	7,100	7,100
Tons of Waste Processed	5,182	5,200	5,200
Solid Waste Disposal Price per Ton	\$62.12	\$63.21	\$64.47
Tons of Recyclables Processed (Curbside)	1,655	1,700	1,750
Recycling Disposal Rebate Price per Ton	\$9.05	\$9.05	\$9.05
Recycling Disposal Rebate Dollars Received	\$14,981	\$15,385	\$15,838

BUDGET COMMENTARY

52435 Other Contractual Services: Condominium collection, residential municipal waste tipping fees estimated at 5,000 tons at \$63.36 per ton, residential municipal waste, including automated curbside pickup, bulky waste pickup, and replacement of broken toters.

52446 Recycling: Residential municipal recycling, including automated single-stream recycling, Household Hazardous Waste Collection estimate at \$80/car.

52460 Rentals: Cost of rental drop-out containers for Household Hazardous Waste Collection Days.

53540 Gasoline & Diesel: Estimated cost for 15,250 gallons of diesel fuel used by commercial garbage hauler at \$2.30/gallon and Federal excise tax of \$0.244 per gallon.

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		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual	Budgeted	Spent To	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
		Expended		Date					\$	%
0100-415 Solid Waste										
Personnel										
51120	Part-time salary	\$ 758	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Total Personnel	758	-	-	-	-	-	-	-	0.00%
Other Services & Charges										
52435	Other contractual	791,346	799,000	568,259	807,792	808,535	808,535	808,535	9,535	1.19%
52446	Recycling	255,226	262,000	188,469	250,896	247,460	247,460	247,460	(14,540)	-5.55%
52460	Rentals	-	500	-	-	-	-	-	(500)	-100.00%
	Total Other Serv & Charges	1,046,572	1,061,500	756,728	1,058,688	1,055,995	1,055,995	1,055,995	(5,505)	-0.52%
Energy & Utility										
53540	Gasoline & diesel	20,188	38,800	12,286	20,000	38,800	38,880	38,880	80	0.21%
	Total Energy & Utility	20,188	38,800	12,286	20,000	38,800	38,880	38,880	80	0.21%
0100-415 Total Solid Waste		\$1,067,518	\$1,100,300	\$ 769,014	\$1,078,688	\$1,094,795	\$1,094,875	\$1,094,875	\$ (5,425)	-0.49%

		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 7/18 - 9/18	22,647.75	67,943.25	contract rate for July 2018 - September 2018 at \$22,647.75/month
	CWPM residential municipal waste contract 10/18 - 6/19	22,647.75	203,829.75	contract rate for October 2018 - June 2019 at \$22,647.75/month
	CWPM tonnage fee paid to Covanta	estimate	322,350.00	paid to Covanta at \$64.47/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
			808,534.84	
52446	CWPM residential municipal waste contract 7/18 - 9/18	20,121.00	60,363.00	contract rate for July 2018 - September 2018 at \$20,121.00/month
	CWPM residential municipal waste contract 10/18 - 6/19	20,121.00	181,089.00	contract rate for October 2018 - June 2019 at \$20,121.00/month
	BRRFOC household hazardous waste collections estimate	estimate	6,000.00	paid to BRRFOC at \$60.00/car; household hazardous waste collections
			247,452.00	
53540	CWPM residential municipal solid waste contract - diesel	15,250.00	35,075.00	estimated 15,250 gallons at an average price of \$2.30/gallon
	Federal excise tax on commercial diesel fuel - CWPM	15,250.00	3,721.00	estimated 15,250 gallons at an average price of \$0.244/gallon
			38,796.00	

420 – SENIOR CENTER

PROGRAM DESCRIPTION

The Senior Center serves as a 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. 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 2018

Grants/Fundraising

- Applied for, and received, a \$8,200 grant from the Community Foundation of Greater New Britain to pay one half the cost of a 19 hour per week Financial Office Assistant for one year. Last year, the grant paid for the full cost of this position for one year.
- Applied for, and received, a \$15,094 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, specialized brain and fitness training, mental health programming and PEAK Fitness Center scholarships.
- Received an additional \$1,050 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.
- Received \$1,000 from the Archbishop Annual Appeal for the Dial-a-Ride program.
- In 2017, generated revenue of \$450,457.86 through a combination of fundraising, fees, donations and in-kind services which support and enhance the operation of the Senior Center. This revenue is almost 1 ½ times our requested FY19 budget.
- Over \$11,700, (fundraising dollars and donations raised over the past several years), was used in 2017 to purchase items such as yearly data base/program software subscription, garden and landscape supplies, fitness center annual preventative maintenance contract, fitness center equipment repairs, annual volunteer recognition luncheon, veterans', caregivers', grandparents raising grandchildren's programs and events, class and programming supplies and much more to enhance the operation of the Senior Center.
- Hosted 13 fundraisers including the annual craft fair, tag/jewelry sale, and raffles for a total of \$8,206.81.
- Plainville AARP Chapter 4146 made very generous donations to the Senior Center towards the Grandparents Raising Grandchildren Support Group.

Program Initiatives

- Continued to implement new protocols and train front desk volunteers to use the computer software, Schedules Plus, in place of paper and pencil for registering members for special events, shopping bus, trips, free & paid programs. This year we successfully added registration for paid events and trips. By streamlining our registration process, we are able to more efficiently serve our members.
- Completed membership update. This task took nearly 18 months to complete. All membership records were updated and entered into our computer database.

Volunteerism

- More than 315 volunteers contributed 15,177 hours of volunteer service to the Senior Center which is equivalent to 8 full time staff people. At minimum wage, this is equal to \$152,681.70 of in-kind service.
- Volunteers, school and church groups, community donations, staff and members helped to make our 43rd annual Thanksgiving Day and Christmas Day feasts a grand celebration for those unable to be with family. On Thanksgiving Day 57 meals were served at the Center and 22 meals were home delivered. This was the highest number we've ever had for Thanksgiving Day! Thanksgiving decorations for the dinner were provided by a local church group. On Christmas Day, 49 meals were served at the Center and 10 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. Christmas decorations for the dinner were provided by elementary students.

Partnerships/Collaboration

- The Senior Center hosted a Triad Conference in April 2017. TRIADs are a partnership between law enforcement, community and seniors. The West Central CT TRIAD seeks to improve the health and safety of older adults and reduce the fear of crime

in the towns of Bristol, Burlington, Plainville and Plymouth. The 2017 conference topic was Cognition and Creativity. Over 100 individuals attended the conference. A healthy lunch was provided.

- Arranged for speakers to present information at the monthly Veterans Coffee Hour sponsored by Hartford HealthCare. Speakers from Congresswoman Esty's office and a Veterans Service Officer from the Office of Advocacy and Assistance in Waterbury presented valuable information about benefits, applications and more. The monthly program is facilitated by a Veteran's Liaison for Hartford HealthCare. This individual is an Army Veteran and is able to provide information and support on a number of topics relevant to veterans, their spouses and families including: Veteran benefits, entitlements and services, service connected disabilities and MEANS testing, missing military medals, military burial/military honors benefits and other services and issues. The program has been a huge success and the Veterans enjoy the support and company of one another. Next month, we will be offering monthly office hours for veterans or spouses to meet one-on-one with the State Veterans Services Officer.
- The Pines of Bristol sponsored the breakfast for the Grandparents Raising Grandchildren Conference and provided the pies for the Thanksgiving Dinner and Christmas Dinners. In addition, they catered a special membership breakfast that included a buffet and entertainment.
- Collaborated with Westfarms Mall, Hartford Health Care Senior Services and West Hartford Senior Center to hold a "Fitness Scavenger Hunt" at the mall. Participants were given 20 clues to solve and performed a variety of fitness challenges and brain games. Breakfast was provided by Hartford Health Care assisted living facilities and prizes were awarded to the winners of the scavenger hunt.
- Continued to collaborate with other senior centers and senior organizations to share computer classes, poetry classes, LGBT programming, state-wide billiards and 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 197 tax returns. This program is open to the community and provides a valuable service for low and moderate income tax payers. Appointments were held weekly from February – April 15th. Staff and Senior Center volunteers scheduled appointments, handled cancellations, etc.
- For the ninth year, the Plainville Senior Center co-sponsored a regional conference for Grandparents Raising Grandchildren with Farmington Senior Center and Plainville Youth Services Department. Seventy individuals representing 18 towns attended this event. The Grandparents Raising Grandchildren Conference is funded by an Area Agency on Aging grant and donations.
- 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 gifts to thirty people. In addition, Senior Center volunteers sent 159 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 FY17, 17,000 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 and was funded in part by a grant from the Older Americans Act through the North Central Area Agency on Aging. Based on the positive feedback and success of the program, we will offer it again in the spring of 2018.
- A program entitled "Mental Health 101" was co-sponsored by the Plainville Senior Center and Hartford HealthCare at Home and hosted by the Plainville Public Library. The program was open to the public and provided relevant, current information about mental health issues and challenges that concern many families in our community.
- Offered a Mobile Mammography clinic in cooperation with Hartford Hospital. Mammograms were provide free of charge for individuals without insurance.
- 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 FY17, over 1,000 foot care appointments were provided as well as 1935 units of nursing services such as ear wax removal, cholesterol and blood pressure checks, one-on-one consultations, etc.
- The Senior Center has partnered with local aging service providers to offer free blood pressure screening clinics. In FY17, 1,784 blood pressure screenings were conducted.
- For the second year, the Senior Center partnered with the United Way of Central Connecticut to offer a Chair Yoga/Fall Prevention program at the Senior Center. The United Way received grant funds from the North Central Area Agency on Aging to provide an 8-week free chair yoga class.

Outreach/Social Services

- The Outreach and Social Services program is funded by the Town of Plainville, grants and fundraising.
- Outreach and social service assistance continued to increase. Last year, staff provided assistance to 620 office clients and 69 homebound clients for a total of 2,238 office visits and 388 homebound visits. In FY17, there were 70 new clients.
- The needs of the clients seen by the Senior Center Social Workers were increasingly complex, intense and demanding. The severity of the problems included: financial exploitation by family members, victims of costly Internet scams, mental illness (including attempted suicide and nervous breakdown), death of spouses, dementia, cancer, poverty, landlord/tenant issues, alcoholism and more.
- We have seen a dramatic increase in 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 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, all staff including Social Services staff, reported suspected cases of abuse, neglect or exploitation to Protective Services for the Elderly.
- Cases of particular interest included: widow living solely on Social Security taken advantage of by a son and two male borders, neither of who pay rent. All three have prior convictions. Referrals made to Plainville Police and Protective Services for the Elderly; homeless woman found her way to the Senior Center in early winter, had suicidal ideas and a dependency on a service dog to monitor her need for insulin. Plainville Police secured a hotel room and Protective Services for the Elderly began a long range plan for her; recent widow struggling to find a reason for living suffers from severe depression relies on social service staff for validation, resources for social and volunteer engagement and support; female client was evicted from public housing for chronic late rent payment and then lost her job. She lives from one relatives' home to another struggling against all odds and emotionally bereft.
- Social Service staff continued to provide services, information and referral to Town of Plainville employees and retirees, whether or not they reside in Plainville.

Awards/Recognition

- Ten Senior Center members were selected for the 2017 CT Senior Juried Art Show held at Pomperaug Woods in Southbury. One of our members/art instructors won 3rd place in the drawing category.
- Evelyn Morin, one of our staff members, was recognized by the YWCA Women in Leadership for her work as an instructor and volunteer at the Senior Center. As a knitting & crochet instructor, Evelyn arranges for her class to make and donate items to various charities in Plainville and throughout the state of Connecticut. Evelyn also volunteers as a computer instructor at the Senior Center and has taught individuals up to age 90 how to use the technology of an iPad and iPhone to take photos and keep in touch with family members across the country.

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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.

Program Objectives FY2019

Program/Health Initiatives

- Continue to seek opportunities to offer more health screenings, such as vision, memory, hearing and more with service providers.
- Develop a new fitness class designed to incorporate brain training with physical fitness. The class will combine mental tasks with physical movement. Research indicates that doing brain games while moving (neuroplasticity training) can strengthen, improve, and even change some regions of the brain.
- Plan a monthly mental health lunch and learn educational series that will address topics of particular concern for older adults including: gambling, suicide, prescription/alcohol abuse, grief, loneliness, depression and more. These programs will be funded through a grant from the North Central Area Agency on Aging.
- Coordinate and plan a special 10th anniversary Grandparents Raising Grandchildren Conference. The conference will be co-sponsored by Plainville Youth Services and the Senior Center and funded in part by a grant through the North Central Area Agency on Aging and donations from local elderly service providers.

Cost Saving and Service Delivery Improvements

- Begin to fix walls in order to 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	2017 Actual	2018 Estimated	2019 Projected
Membership	2,188	2,190	2,195
New Members	170	175	180
Meals Program	17,600	17,900	18,030
Transportation	6,050	6,125	6,180
Annual Volunteer Hours	15,117	15,150	15,175
Fitness & Other Program Participation	30,453	30,490	31,000
Health Programs and Services	3,900	4,000	4,200
Social Service/Outreach/Homebound Service	5,430	5,475	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.

51120 Part-Time Salary: 2 Office Assistants, 2 Social Service Staff, 1 Volunteer Coordinator, 3 Maintenance Workers, 1 Grant funded position.

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, 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 2017

In 2017, the Senior Center generated revenue of \$450,457.86 through a combination of fundraising, fees, donations and in-kind services. Over \$11,735, (fundraising dollars and donations raised over the past several years), was used in 2017 to purchase items such as garden and landscape supplies, fitness center annual preventative maintenance contract, fitness center equipment repairs, annual volunteer recognition luncheon, caregivers, grandparents raising grandchildren and veterans special 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)	\$ 8,785.00
II. Senior Center Fund Raising & Community Contributions	
Miscellaneous Fundraising, Donations & Fees	\$50,081.85
Dial-a-Ride Fundraising & Fees	11,052.05
Memorial Donations	2,787.28
In-Kind Community & Civic Donations	<u>4,240.50</u>
	\$68,161.68
III. Grants	
Department of Transportation (Municipal Grant Program)	\$ 18,381.00
Community Foundation of Greater New Britain	\$ 8,200.00
North Central Area Agency on Aging	\$ 15,094.00
North Central Area Agency on Aging Supplemental Grant	\$ 1,050.00
Archbishop Annual Appeal	<u>\$ 1,000.00</u>
	\$ 43,725.00
IV. "Soft" Money – In-Kind Services and Grants	
Social Services & Social Day Program Grant Cash Match	\$ 6,722.50
Income Tax Services	\$ 36,642.00
Federal Meals Program (Congregate and Meals-on-Wheels)	\$ 127,415.91
Health Services, Instructors, Lecturers, Entertainers	<u>\$ 6,324.07</u>
	\$ 177,104.48
V. Personnel Subsidies	
In calendar year 2017, the Plainville Senior Center volunteers donated 15,117 hours, which is equivalent to 8 full-time staff people.	
At minimum wage, \$10.10** per hour, this is equal to \$152,681.70.	\$ 152,681.70

*Senior Center volunteer hours are rated at minimum wage, (\$10.10 per hour in 2017) 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 \$24.14 per hour (Point of Light Foundation and Independent Sector).

Grand Total	\$450,457.86
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Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2018 - 2019
As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		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	\$ 136,274	\$ 141,639	\$ 111,702	\$ 141,639	\$143,765	\$143,765	\$143,765	\$ 2,126	1.50%
51120	Part-time salary	114,712	121,803	80,566	121,803	130,838	130,838	130,838	9,035	7.42%
	Total Personnel	250,986	263,442	192,268	263,442	274,603	274,603	274,603	11,161	4.24%
Supplies										
52310	Office supplies	2,036	2,036	1,784	2,036	2,036	2,036	2,036	-	0.00%
52330	Operating supplies	14,827	15,281	10,262	15,281	15,281	15,281	15,281	-	0.00%
	Total Supplies	16,863	17,317	12,046	17,317	17,317	17,317	17,317	-	0.00%
Other Services & Charges										
52401	Professional development	849	1,000	524	1,000	1,000	1,000	1,000	-	0.00%
52405	Mileage	365	400	68	400	400	400	400	-	0.00%
52435	Other contractual	16,900	17,029	13,122	17,029	17,029	17,029	17,029	-	0.00%
52450	Maintenance contracts	825	908	908	908	908	908	908	-	0.00%
52480	Equip repair & maint	1,165	1,616	1,404	1,616	1,616	1,616	1,616	-	0.00%
	Total Other Serv & Charges	20,104	20,953	16,026	20,953	20,953	20,953	20,953	-	0.00%
0100-420 Total Senior Center		\$287,953	\$301,712	\$220,340	\$301,712	\$312,873	\$312,873	\$312,873	\$ 11,161	3.70%

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 2018

- 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 2019

- 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	2017 Actual	2018 Estimated	2019 Projected
New Cases	56	56	56
Open Cases	714	770	826
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.

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 so as 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 2018 - 2019
 As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-430	Social Services	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51120	Part-time salary	\$ 28,165	\$ 27,871	\$ 20,816	\$ 27,871	\$ 28,302	\$ 28,302	\$ 28,302	\$ 431	1.55%
	Total Personnel	28,165	27,871	20,816	27,871	28,302	28,302	28,302	431	1.55%
Other Services & Charges										
52401	Professional development	270	330	180	330	330	330	330	-	0.00%
	Total Other Serv & Charges	270	330	180	330	330	330	330	-	0.00%
0100-430 Total Social Services		\$ 28,435	\$ 28,201	\$ 20,996	\$ 28,201	\$ 28,632	\$ 28,632	\$ 28,632	\$ 431	1.53%

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 2018

- Obtained an additional \$6,000 grant from United Way for KIM (Kids in the Middle Program).
- Enhanced social media presence/Facebook page.
- Sponsored several major community awareness programs educating parents/community re: Opioid crisis and Internet safety/technology awareness.
- Re-started Healthy Plainville as a community wide initiative to improve the health of children and families.
- Changed staffing responsibilities to reflect more efficient use of staff time; separated Counselor and Program coordinator roles.
- Worked with Plainville Community Schools to identify students in need of individual and group counseling.
- Increased number of events and activities provided in the Kids in the Middle Program.
- Co-facilitated Grandparents raising Grandchildren support group and annual conference.
- Created new partnerships with community organizations as volunteer sites for the Kids in the Middle program.

PROGRAM OBJECTIVES FY 2019

- Design and implement new process for dealing with truancy and defiance of school rules referrals.
- Educate schools and parents about the changes in the truancy laws.
- Sponsor an updated forum on Opioid/Substance Use.
- Create new materials for Healthy Plainville including 5-2-1-0 initiative.
- Sponsor community-wide awareness events promoting healthier eating and increased physical activity.
- Continue to increase parent involvement in prevention programs and Coalition initiatives.
- Collaborate with State and local agencies to develop health promotion model for the Town.
- 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 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Assessment, Counseling, Crisis Cases	108	115	115
Positive Youth Development	25	25	25
Hours Spent in Schools	1300	1300	1300
Job Bank Placements	14	18	20

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 meets the needs of Plainville youths 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 1.5% 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.

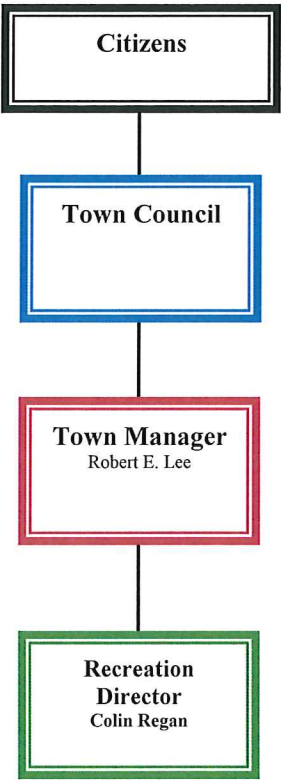
52401 Professional Development: Conferences, workshops and annual meetings, and dues for the Connecticut Youth Services Association.

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 2018 - 2019
As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		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	\$ 87,263	\$ 90,810	\$ 69,343	\$ 90,810	\$ 92,172	\$ 92,172	\$ 92,172	\$ 1,362	1.50%
51120	Part-time salary	28,063	27,183	16,386	27,183	27,183	27,183	27,183	-	0.00%
Total Personnel		115,326	117,993	85,729	117,993	119,355	119,355	119,355	1,362	1.15%
Supplies										
52330	Operating supplies	-	255	-	255	250	250	250	(5)	-1.96%
Total Supplies		-	255	-	255	250	250	250	(5)	-1.96%
Other Services & Charges										
52401	Professional development	493	475	272	475	475	475	475	-	0.00%
52405	Mileage	391	400	-	400	400	400	400	-	0.00%
Total Other Serv & Charges		884	875	272	875	875	875	875	-	0.00%
0100-440 Total Youth Services		\$116,210	\$119,123	\$ 86,001	\$119,123	\$120,480	\$120,480	\$120,480	\$ 1,357	1.14%

CIVIC & CULTURE
ORGANIZATIONAL CHART



CIVIC & CULTURAL

PROGRAM DESCRIPTION

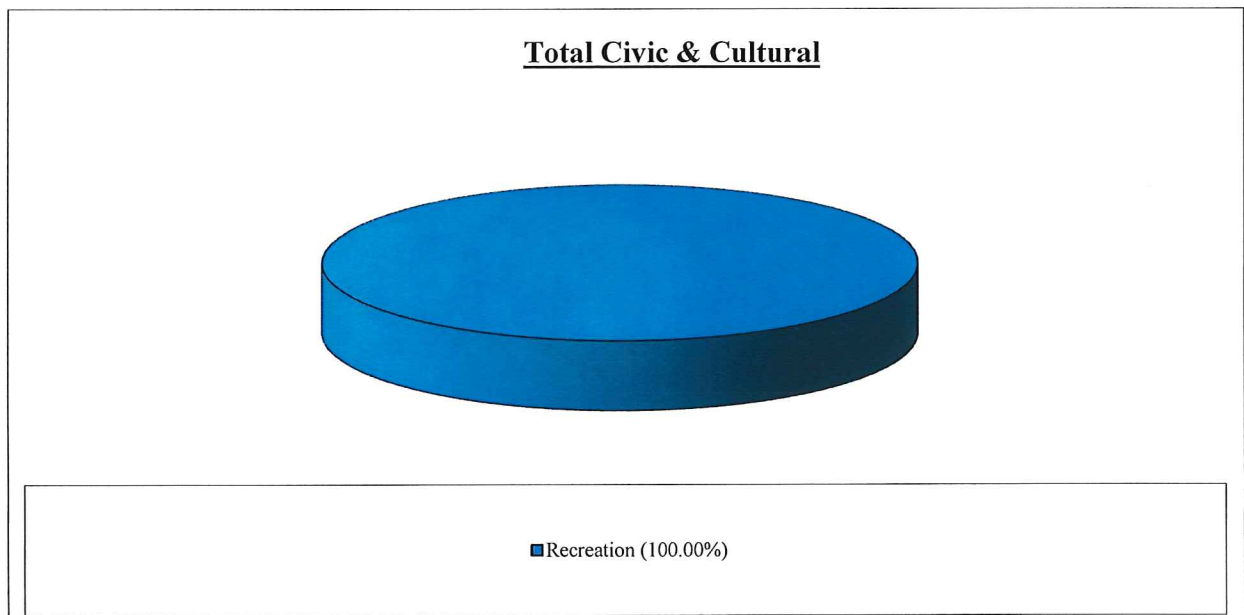
The Civic and Cultural function includes general recreation services. The Recreation Department also has a self-supporting fund detailed in the special funds Tab K. The Library's budget, by definition a Civic & Cultural department, has a self-supporting fund detailed in the special funds Tab K with no 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 2016	FY 2017	FY 2018	FY 2019
Authorized Full-Time Positions	2.50	2.50	2.50	2.50
Total Expenditures	\$149,080	\$152,310	\$155,162	\$156,755



The graph above is a percentage breakdown of the total expenditures in the Civic & Cultural function.

510 – RECREATION - GENERAL FUND BUDGET

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. A number of 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 2018

- Park improvements at Norton Park & Paderewski 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 3rd 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 Fire Co., Inc. Woman's Club, Friends of Plainville Library and Plainville Chapter AARP 4146 to provide funding for Friends of Norton Park Summer Concert Series.
- Worked cooperatively with the CT Department of Education & Plainville Hunger Action Team to offer free lunch and breakfast summer program for children less than 18 years of age at Norton Park.
- 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.
- Established a Dog Park Committee to look at the possibility of a Dog Park in Town.
- Improved Norton Park with new lights for diamond #4 field, tennis courts & guard rail fences.
- Improved Paderewski Park new basketball court.
- Continued to work with Dog Park Committee.
- Completed improvements playground areas at Norton Park & Paderewski Park.

PROGRAM OBJECTIVES FY 2019

- Continue to work with the Dog Park Committee.
- Work with the Soccer Club to implement concession stand & bathroom projects 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.
- Look to implement online registration for all programs.

PERFORMANCE MEASURES

QUANTITATIVE	2017 Actual	2018 Estimated	2019 Projected
Recreation Programs Conducted	358	358	360
Swimming Lessons Attendance	6,442	6,500	6,500
Recreation Programs Attendance	34,239	35,000	35,000
Facility Reservations/Equipment Loans	2,938	3,000	3,000

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 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 1.5% 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 2018 - 2019
As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-510	Recreation	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51110	Full-time salary	\$ 134,548	\$ 139,952	\$ 107,008	\$ 139,952	\$141,945	\$141,945	\$141,945	\$ 1,993	1.42%
51120	Part-time salary	288	400	183	400	400	400	400	-	0.00%
51140	Overtime	409	500	277	500	500	500	500	-	0.00%
	Total Personnel	135,245	140,852	107,468	140,852	142,845	142,845	142,845	1,993	1.41%
Supplies										
52330	Operating supplies	1,655	2,000	496	2,000	2,000	1,800	1,800	(200)	-10.00%
	Total Supplies	1,655	2,000	496	2,000	2,000	1,800	1,800	(200)	-10.00%
Other Services & Charges										
52401	Professional development	1,223	2,000	1,140	2,000	2,000	1,800	1,800	(200)	-10.00%
52405	Mileage	1,800	1,800	900	1,800	1,800	1,800	1,800	-	0.00%
52435	Other contractual	6,777	7,310	6,725	7,310	7,310	3,310	3,310	(4,000)	-54.72%
52465	Agency subsidy	-	-	-	-	-	4,000	4,000	4,000	100.00%
	Total Other Serv & Charges	9,800	11,110	8,765	11,110	11,110	10,910	10,910	(200)	-1.80%
Capital Outlay										
54640	Machinery & equip	727	1,200	912	1,200	1,200	1,200	1,200	-	0.00%
	Total Capital Outlay	727	1,200	912	1,200	1,200	1,200	1,200	-	0.00%
0100-510 Total Recreation		\$147,427	\$155,162	\$117,641	\$155,162	\$157,155	\$156,755	\$156,755	\$ 1,593	1.03%

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

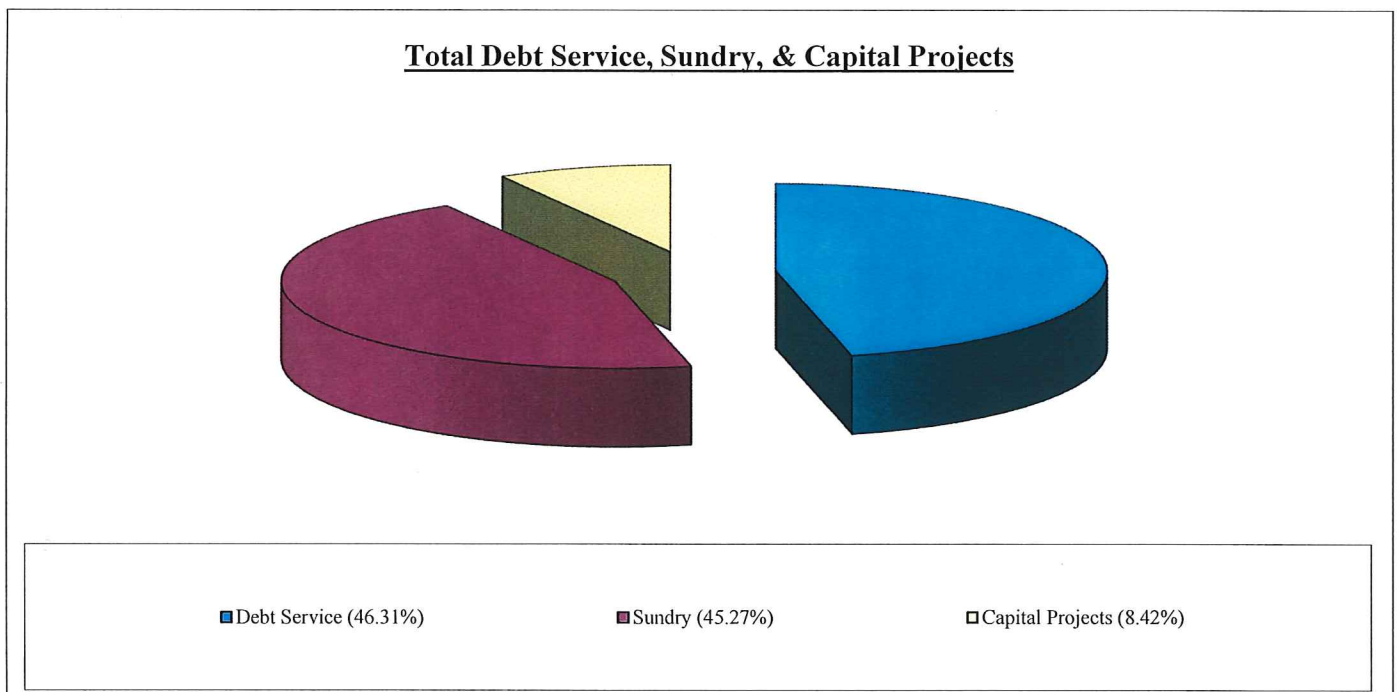
PROGRAM DESCRIPTION

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 2016	FY 2017	FY 2018	FY 2019
Debt Service	\$4,712,294	\$4,712,294	\$4,712,294	\$4,400,000
Sundry	\$3,954,153	\$4,057,267	\$4,161,717	\$4,301,279
Capital Projects	\$900,000	\$1,100,000	\$1,100,000	\$800,000
Total Expenditures	\$9,566,447	\$9,869,561	\$9,974,011	\$9,501,279



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 decrease of \$312,294. This is the result of refinancing our debt over the last several years and layering in new debt when older debt is paid off. The Debt Management Fund will be used to offset increased budgetary line items when new bond offerings are issued, if necessary.

DEBT SERVICE TABLE

	Date of Issue	Maturity	Rate	Original Issue Amount	FY 2017 Actual	FY 2018 Estimated	FY 2019 Adopted
PRINCIPAL							
Refunded TIF	05/25/07	04/01/21	3.65-5.00%	6,855,000	665,000	720,000	780,000
High School Renov	06/01/07	04/15/27	3.75-4.25%	9,250,000	500,000	-	-
Refunded 2002	10/28/10	07/15/17	3.00-4.00%	3,515,000	510,000	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	1,370,000	1,315,000	1,300,000
Refunded 2007 Series A	09/15/15	04/15/27	3.00-4.00%	5,025,000	-	515,000	500,000
BAN	02/15/18	09/14/18	2.00%	4,000,000			100,000
Total Principal					3,580,000	3,585,000	3,215,000

	Date of Issue	Maturity	Rate	Original Issue Amount	FY 2017 Actual	FY 2018 Estimated	FY 2019 Adopted
INTEREST							
Refunded TIF	05/25/07	04/01/21	3.65-5.00%	6,855,000	162,100	135,500	99,500
High School Renov	06/01/07	04/15/27	3.75-4.25%	9,250,000	20,000	-	-
Refunded 2002	10/28/10	07/15/17	3.00-4.00%	3,515,000	25,200	7,500	-
High School Improvements	10/28/10	07/15/30	3.00-4.00%	4,000,000	72,362	27,000	20,000
Toffolon School Improvements	10/28/10	07/15/30	3.00-4.00%	6,700,000	121,210	45,225	33,500
Refunded 2005/2006	01/04/12	08/15/23	2.50-3.81%	12,535,000	273,700	231,300	189,950
Refunded 2007 Series A	09/15/15	04/15/27	3.00-4.00%	5,025,000	165,800	165,800	150,350
Refunded 2011 HS Series A	08/23/16	07/15/30	3.25-4.00%	2,000,000	25,553	68,140	68,140
Refunded 2011 Toffolon Series A	08/23/16	07/15/30	3.25-4.00%	3,370,000	43,072	114,860	114,860
BAN	02/15/18	09/14/18	2.00%	4,000,000	39,889	27,247	35,948
Total Interest					948,886	822,572	712,248
Miscellaneous Costs					(1,698)	17,000	472,752
Tot Debt Service					4,527,188	4,424,572	4,400,000

710 DEBT SERVICE

	SPENT FY 2017	APPROP FY 2018	SPENT TO DATE	ESTIMATED FY 2018	DEPT REQ FY 2019	MGR REC FY 2019	COU APPRV FY 2019	COU INC/(DEC)	
								\$	%
54711 Principal	3,580,000	3,585,000	2,350,000	3,585,000	3,215,000	3,215,000	3,215,000	(370,000)	(10.32)
54721 Interest	948,886	855,325	671,922	822,572	706,300	712,248	712,248	(143,077)	(16.73)
54723 Miscellaneous	(1,698)	271,969	11,727	17,000	478,700	472,752	472,752	200,783	73.83
TOTAL DEBT SERVICE	4,527,188	4,712,294	3,033,649	4,424,572	4,400,000	4,400,000	4,400,000	(312,294)	(6.63)

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 2018

- 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 2019

- To keep health insurance claims at a controlled level.
- Evaluate pension investment returns getting all employees involved through informational meetings.
- To maximize pension investments in order to minimize contributions to the defined benefit plan.
- Adjust employee co-pays to minimize claims and premium increases.
- Continue with the successful reconvened Wellness Committee.

PERFORMANCE MEASURES

QUANTITATIVE	2017 Actual	2018 Estimated	2019 Projected
Defined Benefit Plans	2	2	2
Defined Contribution Plans	6	6	6
Unemployment Claims	0	1	1
Physicals	20	10	20
HDHP Plan Contracts	89	89	0
PPO Plan Contracts	8	8	125

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.

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.

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 2018 - 2019
 As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)	
0100-820	Employee Benefits	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Fringe Benefits										
51205	Municipal retirement	\$ 484,225	\$ 519,200	\$ 432,942	\$ 519,200	\$ 525,600	\$ 526,600	\$ 526,600	\$ 7,400	1.43%
51206	Police retirement	497,420	521,000	520,370	520,370	521,000	535,000	535,000	14,000	2.69%
51209	Medicare	132,246	133,900	103,027	133,900	138,000	138,000	138,000	4,100	3.06%
51210	FICA	514,061	525,300	403,069	525,300	542,000	542,000	542,000	16,700	3.18%
51211	Medical premiums	1,442,608	1,493,950	1,101,024	1,493,950	1,916,598	1,617,775	1,617,775	123,825	8.29%
51212	Dental premiums	35,605	36,300	60,311	36,300	27,816	27,816	27,816	(8,484)	-23.37%
51225	AD&D/Life/LTD/EAP	37,870	39,355	31,141	39,355	39,355	39,355	39,355	-	0.00%
51240	Deferred compensation	74,679	73,000	59,507	73,000	73,000	73,000	73,000	-	0.00%
51250	Unemployment comp	-	1,000	49	1,000	1,000	1,000	1,000	-	0.00%
51260	Physicals/vaccines	9,552	11,500	5,095	11,500	9,120	9,120	9,120	(2,380)	-20.70%
	Total Fringe Benefits	3,228,266	3,354,505	2,716,535	3,353,875	3,793,489	3,509,666	3,509,666	155,161	4.63%
0100-820	Total Employee Benefits	\$ 3,228,266	\$ 3,354,505	\$ 2,716,535	\$ 3,353,875	\$ 3,793,489	\$ 3,509,666	\$ 3,509,666	\$ 155,161	4.63%

830 - UNCLASSIFIED

PROGRAM DESCRIPTION

The purpose of this account is for unforeseen expenditures that will occur during the year.

PROGRAM ACCOMPLISHMENTS FY 2018

- Kept unforeseen expenditures to a minimum.

PROGRAM OBJECTIVES FY 2019

- To continue to provide contingency funding in future years.

PERFORMANCE MEASURES

QUANTITATIVE	2017 Actual	2018 Estimated	2019 Projected
None to Report			

BUDGET COMMENTARY

52435 Other Contractual Services: Unclassified funds for unforeseen expenditures.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2018 - 2019
As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual	Budgeted	Spent To	Estimated	Dept	Manager	Council	Council App	Inc/(Dec)
0100-830 Unclassified		Expended		Date		Request	Request	Approved	\$	%
Other Services & Charges										
52435	Other contractual	\$ 22,532	\$ 30,000	\$ 16,637	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	0.00%
	Total Other Serv & Charges	22,532	30,000	16,637	30,000	30,000	30,000	30,000	-	0.00%
0100-830 Total Unclassified		\$ 22,532	\$ 30,000	\$ 16,637	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	0.00%

							(Over)/Under
Historical Analysis		Original	Transfers	Additional	Final	Actual	Budget
		Budget		Appropriation	Budget	Expended	for FY
52435	Other contractual - 2013	30,000	9,355	-	39,355	31,467	7,888
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
		170,000	59,355	-	229,355	175,457	53,898
	Five (5) year average	34,000	11,871	-	45,871	35,091	10,780
	Three (3) year average	36,667	11,667	-	48,333	33,065	15,268

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	\$ -
2. Data Processing Department		
Upgrades & Equipment - aggregate	30,000	30,000
Green Wi-Fi	10,800	10,800
Fiber Install for Municipal & BOE Buildings	150,000	-
3. Economic & Community Development Department		
10 Year Plan of Conservation & Development	50,000	50,000
4. Police Department		
Computer Aided Dispatch & Records – aggregate	117,500	117,500
Computer Replacement – aggregate	18,000	11,762
Patrol Cruisers Ford Interceptors – 2/1 – aggregate	59,000	29,500
Patrol Cruiser Outfitting – 2/1 – aggregate	20,500	10,250
Police Equipment – handguns	27,270	-
Police Equipment – shotguns	7,500	-
Police Equipment – police & SWAT vests	7,940	7,940
Dispatch Communication Equipment (4 th of 5 annual lease payments) – aggregate	157,848	157,848
Animal Control Ford Transit Connect Van		
Defibrillator in Patrol Cruisers – 2/0 – aggregate	6,400	-
Video Cameras in Patrol Cruisers – 2/1 – aggregate	14,000	7,000
Administrative/Detective Vehicle	28,500	-
Ford F150 Ext. Cab 4WD Pickup	40,500	-
5. Fire Department		
Personal Protective Equipment – aggregate	24,500	24,500
Tower 1 Replacement	250,000	-
SCBA Bottle Replacements – aggregate	10,000	10,000
Pump Skid Utility 1	30,000	-
Thermal Imaging Cameras	13,500	-
Replace Utility 2, Outfitted	75,000	75,000
Class A Apparatus Replacement Engine #1	150,000	-
Hurst Tool Power Unit (Jaws of Life) - aggregate	10,500	-
6. Roadways Department		
10 Ton Dump Truck w/Plow	188,000	-
Leaf Machine	31,000	-

Projects & Major Equipment		Department Request	Town Council Approved
Town Government Requests (Continued)			
7. Buildings & Grounds Department			
Paderewski Park Activity Building Roof	\$	11,000	\$ -
4WD Pickup Truck #45		-	26,000
Boiler Replacements		27,000	-
MSP Ball Diamond Upgrades		20,000	-
Norton Park Canal Dredging		10,000	-
Municipal Center Fire Alarm Upgrade		45,000	-
Recreation Department Roof Replacement		65,000	-
ADA Transition Plan Upgrades		10,000	-
4WD Pickup Truck #48		33,000	-
8. Technical Services Department			
Tomlinson Avenue Bridge			
Metacomet/Pinnacle Road Roundabout			
Roadway Sign Replacement Program - aggregate		15,000	-
Sidewalk Construction – aggregate		50,000	-
Downtown Decorative Sidewalk Reglazing & Sealing		25,000	-
Robotic Total Station		40,000	-
MS4 Monitoring Program		30,000	-
Northwest Drive Pavement Restoration		200,000	-
9. Human Services – Senior Center Department			
Dial-A-Ride Vehicle Match – aggregate		10,000	-
10. Civic & Cultural Services - Library			
Replace Computer Workstations		14,000	7,000
Total Gross Town Government Requests		2,183,258	575,100
Board of Education Requests			
1. District Wide			
Network Upgrade		22,500	22,500
Cleaning Equipment - aggregate		7,783	-
Replace Chromebooks		110,000	110,000
2. Middle School of Plainville (MSP)			
Remove UST		15,000	-
Cases for Grades 6 Chromebooks		4,900	4,900
3. Plainville High School (PHS)			
Repair to Smoke Stack		65,000	-
Projectors Replacement		87,500	87,500
Update One Head End AC with Larger Unit		13,000	-
4. Linden Street School			
Upgrade Building Automation System		15,535	-
Total Gross Board of Education Requests		341,218	224,900
Total Net Town of Plainville Capital Requests	\$	2,524,476	\$ 800,000

PROGRAM COMMENTARY

The department requests for the Capital budget totaled \$2,524,476; the Town Manager reduced that request by \$1,724,476 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: \$575,100 – Town Government and \$224,900 - 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 (\$9,435):*** New, recurring cost for free Green Wi-Fi in business district of Plainville located on streetlights.
- ***Economic & Community Development 10 Year Plan of Conservation (\$20,000):*** 1st year of 2-year payment to prepare plan in accordance with State of CT Statute 8-23.
- ***Police Department Patrol Cruisers – 3 (\$84,000):*** 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 (\$30,750):*** Funding outfits three (3) patrol cruisers.
- ***Police Department Dispatch Communication Equipment (\$157,848):*** Funding provides for the fourth payment on a five-year lease to replace outdated dispatch communication equipment.
- ***Police Department Defibrillator in Patrol Cruisers 2 – (\$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 (\$15,000):*** 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. In the near future, 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 (\$18,000):*** 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.
- ***Fire Department Personal Protective Equipment (\$24,500):*** This capital item accounts for personal protective equipment, and other needed equipment for safe Fire operations on an annual basis.
- ***Fire Department Replace Rescue Apparatus (\$103,418):*** Funding is budgeted for the fifth year of a five-year lease purchase commitment for the rescue apparatus.
- ***Fire Department SCBA Bottle Replacements (\$10,000):*** The self-contained breathing apparatus (SCBA) have a fifteen (15) year life providing they pass hydro-tests done every three (3) years. The funding replaces ten (10) bottles.
- ***Fire Department Dispatch Communication Equipment (\$27,977):*** Funding provides for the third payment on a three-year lease to replace outdated dispatch communication equipment.
- ***Fire Department Hurst Tool Power Unit (Jaws of Life) (\$10,500):*** Funding puts a unit on all Fire Department apparatus' ensuring the public safety.
- ***Roadways Department JCB Loader/Backhoe (\$115,000):*** Replaces a 2000 loader with 7,000+ working hours. Replacement needed to avoid large repair costs.
- ***Buildings & Grounds Department 4 WD Pickup (\$26,000):*** Funding replaces a 1995 pickup used for ball diamond maintenance and general utility.
- ***Buildings & Grounds Department Library Window Trim Repair & Paint (\$10,000):*** Second year of a two-year project to repair the window trim.
- ***Technical Services Department Roadway Sign Replacement Program (\$15,000):*** Funding starts to provide for the replacement of existing roadway signs to address the Federal 2014 Reflectivity Requirements.

- **Technical Services Department Northwest Drive Pavement Restoration (\$1,000,000):** Funding provides for pavement restoration of Northwest Drive from Perron Road to the bridge. 100% funded by a State of CT grant.
- **Board of Education District Wide Security Improvements (\$25,000):** Additional cameras and access improvements.
- **Board of Education District Wide Cleaning Equipment (\$15,000):** Multi-year project to replace aging cleaning equipment.
- **Board of Education District Wide Server Placement for Town & School Cluster (\$24,000):** Project will replace four (4) servers used to host the Town & School servers in a Virtual Service Cluster.
- **Board of Education District Wide Chromebook Upgrades for Grades 3 – 5 (\$148,500):** Replaces four (4) year old Chromebooks that were originally purchased for PHS students and passed down to lower grades.
- **Board of Education District Wide Administrative Laptop Replacement (\$16,500):** Replaces most of the District's administrator's laptops. Some older machines may be re-purposed.
- **Board of Education Middle School of Plainville (MSP) Upgrade Fire Annunciation System (\$50,000):** Replaces a twenty-five (25) year old system that is out of date and unable to get new parts. Life/safety issue.
- **Board of Education Middle School of Plainville (MSP) Cases for Grades 6 & 8 Chromebooks (\$10,500):** Replaces cases for grades 6 & 8.
- **Board of Education Middle School of Plainville (MSP) Teacher Laptop Replacement (\$61,600):** Replaces teacher laptops. Some older machines may be re-purposed.
- **Board of Education Plainville High School (PHS) Repair & Replace Kitchen Floor (\$4,200):** Funding repairs and replaces deteriorating and crumbling substrate, causing floor to raise and crack. Costs covers final payment on repair.
- **Board of Education Plainville High School (PHS) Partition Doors in Tech-Ed Hallway (\$7,500):** Adds doors to hallway in unconditioned space to stop odors from shops entering rest of building.
- **Board of Education Plainville High School (PHS) 2 Entrances for Automatic Handicap Access (\$6,750):** Replaces operators on two doors at the main entrance.
- **Board of Education Plainville High School (PHS) Core Switch (\$17,500):** Replaces a nine (9) year old switch that services the entire Town's Internet capabilities.

BUDGET COMMENTARY

Interfund Transfers Out – Operational Costs

55504 Xfer Out – Debt Management Fund: Appropriation to fund future debt service payments. Funds transferred to this account from department #710 Debt Service, then transferred to the Debt Management Fund #0400.

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.

Plainville Board of Education



Andrea Saunders
Chairperson

Deborah Hardy
Vice-Chairperson

Michael Giuliano
Nicole Palmieri
Laurie Peterson
Crystal St. Lawrence
Becky Tyrrell
Kathleen Wells
Foster White

Maureen Brummett, Ed.D.
Superintendent of Schools

Steven 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

April 25, 2018

To the Plainville Community:

On April 24, 2018, during the All Day Vote, the Board of Education budget for FY18-19 was approved. The approved operating budget total for next year will be \$37,322,912, which is an increase of \$1,819,816 or 5.13% 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. This higher than usual increase of 5.13% was due in large part to the significant increase in health insurance costs. The actual increase to the Board's operating budget, not including health insurance, was 1.39%.

The Board also approved a plan for capital projects in FY18-19 which was presented to the Town Manager and Town Council. The final approved amount of \$224,900 will allow us to continue our Technology Five-Year Plan along with some minor facilities improvements.

Copies of the entire Board of Education 2018-19 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 January 2018 Board meeting. At the December Board meeting, the budget calendar was adopted. Special meetings (budget work sessions) were held on January 22, 24 and February 8 with the Board of Education and administrators.

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 numerous positions and many reduced supplies and other line items.. The budget the Superintendent presented to the Board of Education reflected a 1.99% increase over the current year. This did not include insurance increases as those were estimated at 7% at that time, which resulted in a preliminary 2.77 % overall increase. Midway through the budget process, the Town and Board were notified of the need to increase insurance funding substantially in the amount of \$1,326,561, or a 34% increase over the previous year's insurance budget. In light of this unprecedented increase to insurance, the Board made further cuts which resulted in a 1.39% operating budget increase. This combined with the insurance increase, resulted in the Board approval of an operating budget increase of 5.13%, to \$37,322,912, to present to the Town Council. The budget maintains appropriate class sizes and allows the Board to sustain valued programs. The following program enhancements will be achieved with this modest increase, largely through the reallocation of existing resources:

Goals for 2018-19 as defined in Strategic Plan

- Maintain after school program despite loss of grant (parent fees)
- Maintain 1:1 Chromebooks from grades 3-12
- Continued growth of technology infrastructure
- Continued focus on culturally responsive teaching practices (task force, training, parent outreach)
- Maintain full day, full week Preschool for all 4 year olds in Plainville
- Add College Preparatory Math classes at PHS and other senior math offerings through the addition of a 1.0 FTE Math position at PHS

Program Commentary

The Board of Education approved FY18-19 budget does include several lay-offs of existing staff (PHS Tech Ed Teacher, PHS Science teacher, PHS part time School Psychologist, Linden St. School Classroom Teacher and tutor, and elementary Wellness Program tutors/paras). This budget includes a number of staffing changes including the reduction of one MSP special education teacher and literacy tutor through retirements. Four additional teacher retirements will be replaced with lower salaried staff. In spite of budget increases that have averaged only 1% over the past six years, and recent mid year cuts to ECS monies, we are very proud of the following accomplishments during the 2017-18 school year:

Significant Accomplishments in 2017-18

- Featured in several CAPSS workshops, and numerous television and newspaper articles spotlighting our new MSP STEAM Lab, Robotics programs, Elementary MakerSpace, and Go Baby Go projects.
- Expansion of PreK to full day/full week at all three elementary schools/Pre-K enrollment exceed Kindergarten enrollment in 2017-18
- Acknowledge by Niche as a 2018 top school district
- New website was launched to a very positive response
- PHS students earned over 1000 college credit (UConn, Middlesex, Tunxis, CCSU) while in high school, saving over 1 million in tuition
- The increased PLC time has created a culture of sharing, reflection, and innovation in all teaching practice
- Mastery based learning and grading developed at MSP for Fall 2018 launch
- Learning targets used district wide, promoting increased student engagement
- Alternative Learning Center opened at PHS in January 2018 with a grant funded job coach

Areas of Budget Change

Salaries – Due to the changes detailed above and with contractual increases figured in, the salary line will increase by \$561,831 from 2017-18.

Energy – We have budgeted our energy lines for 2018-19 below 2017-18 levels in gas and oil and electricity due to Eversource Efficiency Projects and continued savings resulting from our implementation of the Energy Education program.

Purchased and Property Services – The decrease in purchased services include reduction in some software and copier accounts.

Transportation – Our transportation accounts decrease due to lower out of district transportation and overhead savings.

Health Insurance/Benefits – Health insurance will increase 34% over the 2017-18 amount based on claim experience and expected costs. This increase was set through discussion with town officials. Other alternatives are being pursued in light of this necessary but significant increase.

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 2017-18 amount. Excess Cost reimbursement

within this line has been budgeted at a level amount for the past three years, although this amount of reimbursement is becoming riskier, similar to the issue with other State revenues.

Capital Improvements – Capital improvements are included in the Town’s capital plan in 2018-19. This includes necessary improvements to our technology infrastructure.

Student Population – The 2017-18 student population census was 2,389, which increased due to the expansion of the Pre-K program to full day/full week. We expect stable enrollment in PreK-12 for the upcoming school year.

Summary 2018-19 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.

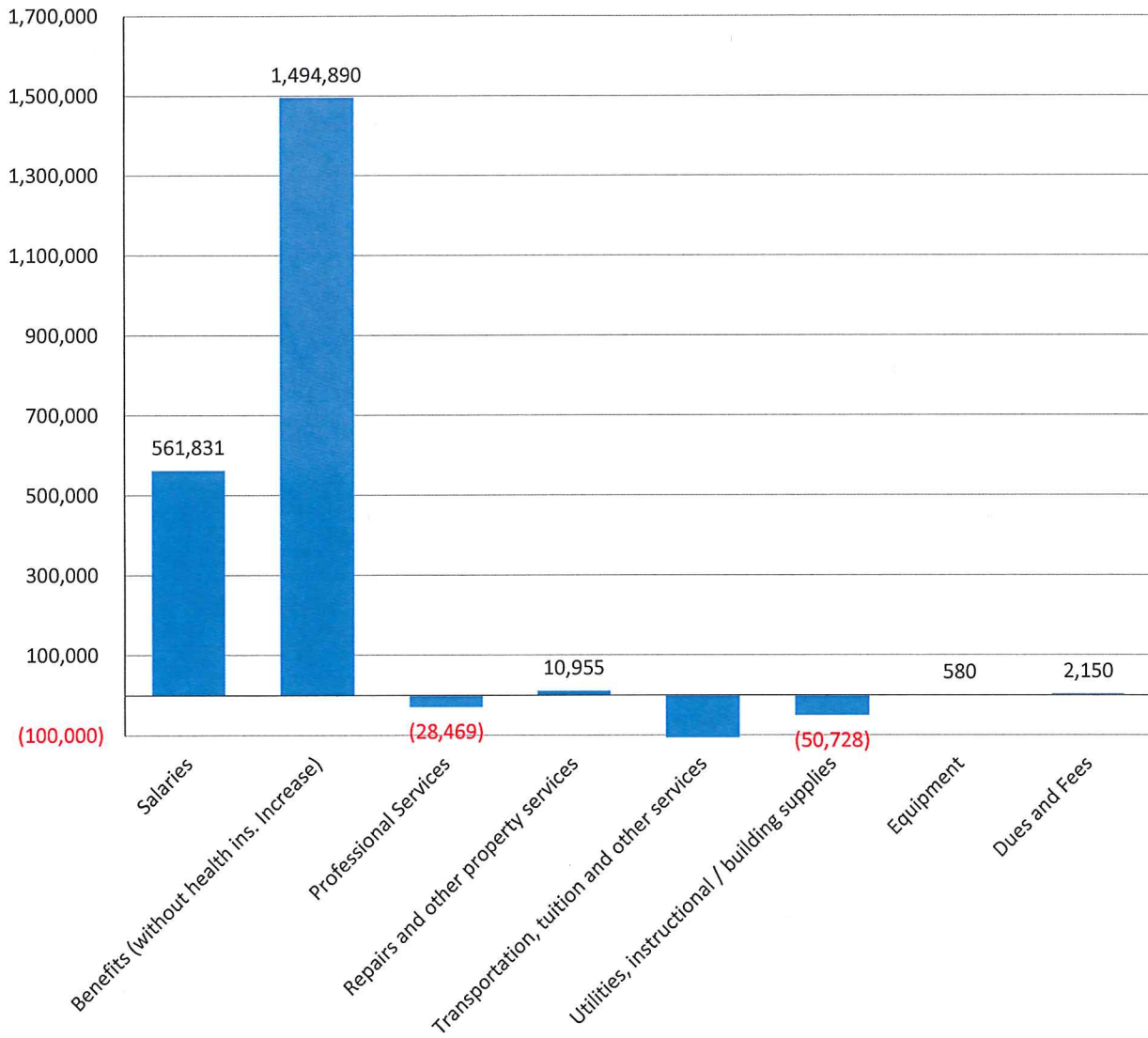
This is a realistic budget that focuses on three core goal areas that support students, teaching, and learning.

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.

2018-19 Operating Budget Increase of \$1,883,816 or 5.13% Changes in Accounts



Town of Plainville, Connecticut
Adopted Board of Education Expenditure Budget Detail - Fiscal Year 2018 - 2019
As of February 13, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual		Spent To		Superintendent	BOE	BOE/Council	Council App Inc/(Dec)	
0100-910	Board of Education	Expended	Budgeted	Date	Estimated	Request	Approved	Approved	\$	%
<u>Other Services & Charges</u>										
52465	Agency subsidy	\$ 34,724,367	\$ 35,503,096	\$ 18,010,187	\$ 35,283,096	\$36,210,451	\$37,322,912	\$ -	\$ 1,819,816	5.13%
	Total Other Serv & Charges	34,724,367	35,503,096	18,010,187	35,283,096	36,210,451	37,322,912	-	1,819,816	5.13%
0100-910 Total Board of Education		\$34,724,367	\$35,503,096	\$18,010,187	\$35,283,096	\$36,210,451	\$37,322,912	\$ -	\$ 1,819,816	5.13%

**SUMMARY BY OBJECTS
BOE BUDGET 2018-2019**

Object	Description	2017-18 Adopted Budget	2018-19 BOE Budget	Dollar Change	Percent Change	Percent of Operating Budget
1000	Salaries	\$23,496,346	\$24,058,177	\$561,831	2.39%	64.5%
2000	Benefits	\$5,757,619	\$7,252,509	\$1,494,890	25.96%	19.4%
3000	Professional Services	\$686,476	\$658,007	(\$28,469)	(4.15%)	1.8%
4000	Repairs and other property services	\$607,693	\$618,648	\$10,955	1.80%	1.7%
5000	Transportation, tuition and other service	\$3,107,888	\$2,936,495	(\$171,393)	(5.51%)	7.9%
6000	Utilities, instructional / building supplies	\$1,731,684	\$1,680,956	(\$50,728)	(2.93%)	4.5%
7000	Equipment	\$43,015	\$43,595	\$580	1.35%	0.1%
8000	Dues and Fees	\$72,375	\$74,525	\$2,150	2.97%	0.2%
TOTAL OPERATING BUDGET		\$35,503,096	\$37,322,912	\$1,819,816	5.13%	100.0%

FIVE YEAR OBJECT BUDGET HISTORY

Object	Major Accounts	2014-15	2015-16	2016-17	2017-18	2018-19
1000	SALARY	\$21,872,473	\$22,735,909	\$23,086,051	\$23,496,346	\$24,058,177
2000, 8000	BENEFITS/OTHER	\$5,481,108	\$5,495,596	\$5,626,004	\$5,829,994	\$7,327,034
3000-5000	PURCHASED SERVICES	\$4,308,499	\$4,110,310	\$4,268,801	\$4,402,057	\$4,213,150
6000	SUPPLIES	\$1,876,664	\$1,906,994	\$1,736,696	\$1,731,684	\$1,680,956
7000	EQUIPMENT	\$78,055	\$117,927	\$106,815	\$43,015	\$43,595
TOTALS		\$ 33,616,799	\$ 34,366,736	\$ 34,824,367	\$ 35,503,096	\$ 37,322,912
Percentage Change from prior year		0.99%	2.23%	1.33%	1.95%	5.13%
Adjusted for ECS reduction				(\$100,000)	(\$220,000)	
Adjusted Percent Change		0.99%	2.23%	1.04%	1.32%	5.13%

PLAINVILLE COMMUNITY SCHOOLS

Operating Budget Increase

2017-2018 to 2018-2019

2017-2018 Approved Budget	=	\$35,503,096
2018-2019 BOE Budget	=	\$35,996,351
Dollar Increase	=	\$493,255
Percentage Increase Before Health Ins.	=	1.39%
Health Insurance	=	\$1,326,561
Percentage Increase After Health Ins.	=	5.13%
2018-2019 BOE Budget After Health Insurance	=	\$37,322,912

BUDGET SUMMARY BY LOCATION
BOE Budget 2018-2019

Location		2018-2019
Linden Street School	\$	2,999,983
Louis Toffolon School	\$	2,676,064
Frank T. Wheeler School	\$	2,261,650
Middle School of Plainville	\$	4,961,697
Plainville High School	\$	5,394,067
Pupil Personnel Services	\$	5,090,984
Instructional Support	\$	592,892
Information Literacy and Technology	\$	471,052
District-wide Expenses	\$	12,874,523
GRAND TOTAL		\$ 37,322,912

**PROGRAM BUDGET CROSSWALK
BOE Budget 2018-2019**

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	523,412	157,786	1,000		1,200	30,796	1,000		715,195
1004	Computer Instruction	17,574	5,298	179,652			6,142			208,666
1006	World Languages	612,202	184,553				7,600			804,354
1007	Instructional Support Services	1,102,692	332,414	76,500	108,500	140,000	73,723		7,000	1,840,830
1009	English-Language Arts	4,889,745	1,474,049			1,000	40,888			6,405,682
1011	Unified Arts	707,531	213,290		300		38,350	8,195		967,666
1012	Interscholastic Sports	329,008	99,182	39,405	56,898		22,730		11,100	558,323
1013	Early Literacy	482,047	145,317	8,000		10,000	38,004			683,368
1014	Mathematics	1,000,136	301,498			3,000	48,000	3,300		1,355,934
1015	Music	656,106	197,788		11,700	8,100	24,043	16,100	1,350	915,187
1116	Physical Education - Health	774,650	233,524			1,200	19,458			1,028,832
1118	Science	1,183,834	356,875		1,000		77,299			1,619,008
1119	Social Studies	967,151	291,555				10,250			1,268,955
1121	Student Activities	56,150	16,927			20,800	10,500		2,575	106,952
1234	Special Education	3,818,630	1,151,153	91,500	500	762,500	44,114	3,000	1,500	5,872,897
1300	Adult/Continuing Education	68,736	20,721			5,500	5,700			100,657
2100	Pupil Services	432,436	130,361							562,796
2120	Guidance	553,932	166,987			7,050	13,350			741,319
2130	Health Services	342,252	103,174	2,000	500	500	6,000			454,426
2210	Professional Development		-	16,500		7,500	11,150		1,600	36,750
2220	Instructional Technology	996,812	300,496	105,300	18,300	19,250	81,959	8,000	1,400	1,531,517
2300	Central Administration	682,057	205,611			26,000	25,000		19,000	957,668
2301	General Support	190,436	57,408	60,000		32,000	11,000			350,845
2310	Board of Education		-	40,000		8,000	11,500		18,000	77,500
2400	Building Administration	2,049,527	617,844	16,200	4,750	23,000	36,415	4,000	8,000	2,759,736
2600	Plant Maintenance	408,670	123,196		275,450	6,000	87,800			901,116
2601	Plant Operation	1,212,450	365,502	21,950	140,750	6,000	759,185		3,000	2,508,837
2602	Insurance		-			186,617				186,617
2700	Transportation		-			1,661,278	140,000			1,801,278
GRAND TOTAL		24,058,177	7,252,509	658,007	618,648	2,936,495	1,680,956	43,595	74,525	37,322,912

**Comparison of 2016-17 Actual Expenditures,
Adopted Budgeted 2017-18, & BOE Budget 2018-19**

<u>Object</u>	<u>Description</u>	<u>2016-17 Expended</u>	<u>2017-18 Adopted Budget</u>	<u>2018-19 BOE Budget</u>
1110	CERTIFIED ADMINISTRATOR	\$ 1,978,599	\$ 1,677,003	\$ 1,824,174
1111	CERTIFIED TEACHERS	\$ 14,964,553	\$ 15,085,407	\$ 15,163,073
1112	CERT SUBSTITUTE TEACHER	\$ 366,499	\$ 275,000	\$ 280,000
1113	CERT ADVISORS	\$ 370,873	\$ 380,001	\$ 378,641
1114	CHAPERONES & ADVISORS	\$ 16,522	\$ 19,845	\$ 20,655
1115	CERT HOME BOUND TUTORS	\$ 6,489	\$ 25,000	\$ 5,100
1120	CUST & MAINT	\$ 1,202,132	\$ 1,196,759	\$ 1,205,922
1121	CUST & MAINT PT	\$ 94,317	\$ 90,000	\$ 90,000
1122	SECRETARIAL	\$ 1,113,451	\$ 1,241,616	\$ 1,258,258
1124	PARAPROFESSIONAL	\$ 1,444,086	\$ 913,011	\$ 890,381
1126	NURSES	\$ 361,440	\$ 333,259	\$ 338,347
1127	MONITORS	\$ 84,182	\$ 46,247	\$ 31,267
1128	SCHOOL TUTORS	\$ 401,418	\$ 887,944	\$ 1,089,260
1199	OTHER NON-BARGAINING	\$ 1,235,536	\$ 1,324,254	\$ 1,483,099
1200	CLASSIFIED SUBSTITUTE	\$ 340	\$ 1,000	\$ -
1300	CLASSIFIED OVERTIME	\$ -	\$ -	\$ -
Total 1000 SALARY		\$ 23,640,440	\$ 23,496,346	\$ 24,058,177
2101	EMPLOYEE BENE-HEALTH INS.	\$ 3,514,155	\$ 3,924,648	\$ 5,251,209
2105	EMPLOYEE BENE-ADM DIS I	\$ -	\$ 12,423	\$ 13,000
2106	EMPLOYEE BENE-LIFE-TEAC	\$ 47,586	\$ 25,085	\$ 60,000
2107	EMPLOYEE BENE-LIFE-OTHE	\$ 629	\$ 1,253	\$ -
2201	EMPLOYEE BENE-SOC SEC	\$ 761,742	\$ 796,074	\$ 810,000
2301	EMPLOYEE BENE-RETIREMEN	\$ 197,461	\$ 200,000	\$ 230,000
2302	EMPLOYEE BENE-PENSION	\$ 538,836	\$ 494,000	\$ 567,300
2401	PROF DEV-TUITION REIMB	\$ 6,612	\$ 8,000	\$ 8,000
2501	EMPLOYEE BENE-UNEMP COM	\$ -	\$ 10,000	\$ 10,000
2601	EMPLOYEE BENE-WORK COMP	\$ 269,687	\$ 286,136	\$ 303,000
Total 2000 EMPLOYEE BENEFITS		\$ 5,336,707	\$ 5,757,619	\$ 7,252,509
3201	INST PROGRAM SERVICES	\$ 103,923	\$ 138,037	\$ 134,800
3202	CURRICULUM IMPROVEMENT	\$ -	\$ -	\$ -
3301	PROF OPERATING SERVICES	\$ 102,852	\$ 130,450	\$ 146,000
3401	TECHNICAL SERVICES	\$ 168,728	\$ 373,789	\$ 362,207
3402	TECHNICAL SERVICES	\$ 30,769	\$ 44,200	\$ 15,000
Total 3000 PURCHASED SERVICES		\$ 406,272	\$ 686,476	\$ 658,007
4111	WATER SERVICES	\$ 34,756	\$ 30,500	\$ 30,500
4112	SEWER SERVICES	\$ 19,600	\$ 18,200	\$ 18,200
4211	REFUSE COLLECTION	\$ 64,181	\$ 65,500	\$ 65,500
4301	REPAIRS - BUILDINGS	\$ 27,955	\$ 61,300	\$ 69,800
4302	REPAIRS - EQUIPMENT	\$ 165,463	\$ 158,350	\$ 164,350
4304	REPAIRS - PLUMBING	\$ 11,495	\$ 26,450	\$ 25,600
4305	REPAIRS - ELECTRICAL	\$ 6,771	\$ 20,100	\$ 18,700
4309	REPAIRS - TIME & SECURITY	\$ 28,778	\$ 33,010	\$ 31,800
4311	REPAIRS - HEAT & VENTILATING	\$ 33,007	\$ 60,850	\$ 67,000
4421	RENTAL	\$ 38,501	\$ 48,300	\$ 44,500
4500	CONSTRUCTION SERVICES	\$ -	\$ -	\$ -

<u>Object</u>	<u>Description</u>	<u>2016-17 Expended</u>	<u>2017-18 Adopted Budget</u>	<u>2018-19 BOE Budget</u>
4901	OTHER SERVICES	\$ 89,258	\$ 85,133	\$ 82,698
	Total 4000 PROPERTY SERVICES	\$ 519,765	\$ 607,693	\$ 618,648
5101	TRANSPORTATION - STUDENTS	\$ 690,088	\$ 1,139,872	\$ 604,000
5102	TRANSPORTATION - FIELD TRIPS	\$ 40,002	\$ 16,428	\$ 27,908
5103	TRANSPORTATION - ATHLETICS	\$ 70,266	\$ 71,540	\$ 70,670
5107	TRANSPORTATION - STV	\$ 253,874	\$ 208,548	\$ 269,000
5108	TRANSPORTATION SPED IN TOWN	\$ 745,013	\$ -	\$ -
5109	TRANSPORTATION SPED IN STATE	\$ 13,641	\$ 376,129	\$ 700,000
5212	INSURANCE - LIABILITY	\$ 150,715	\$ 155,401	\$ 161,617
5214	INSURANCE - SPORTS	\$ 14,729	\$ 15,318	\$ 25,000
5301	TELEPHONE	\$ 41,752	\$ 33,500	\$ 23,000
5302	POSTAGE	\$ 12,182	\$ 16,400	\$ 24,350
5402	ADVERTISING	\$ -	\$ 500	\$ 1,000
5501	PRINTING & BINDING	\$ 15,493	\$ 21,400	\$ 40,150
5601	TUITION	\$ 37,960	\$ 110,000	\$ 140,000
5602	TUITION - SPED IN STATE	\$ 1,040,470	\$ 851,452	\$ 755,000
5650	TUITION - SPED OUT OF STATE	\$ 336	\$ -	\$ -
5801	CONFERENCE & TRAVEL	\$ 30,953	\$ 39,600	\$ 44,300
5802	TRAVEL - SPECIALISTS	\$ 5,794	\$ 10,000	\$ 5,500
5901	OTHER PURCHASED SERVICES	\$ 47,998	\$ 41,800	\$ 45,000
	Total 5000 OTHER PURCHASED SE	\$ 3,211,266	\$ 3,107,888	\$ 2,936,495
6103	SUPPLIES - MAINTENANCE	\$ 69,369	\$ 83,800	\$ 83,800
6104	SUPPLIES - CUSTODIAL	\$ 61,612	\$ 62,000	\$ 62,000
6109	SUPPLIES - CENTRAL	\$ 16,745	\$ 12,917	\$ 12,917
6110	SUPPLIES - DUPLICATION	\$ 25,439	\$ 11,060	\$ 22,060
6111	SUPPLIES - INSTRUCTIONAL	\$ 254,127	\$ 332,346	\$ 361,710
6112	SUPPLIES - NON INSTRUCTIONAL	\$ 172,850	\$ 166,147	\$ 148,795
6113	SUPPLIES - TESTING	\$ 11,368	\$ 13,500	\$ 16,250
6114	SOFTWARE INSTRUCTIONAL	\$ 4,996	\$ 22,800	\$ 27,814
6115	SOFTWARE NON-INSTRUCTIONAL	\$ 22,155	\$ 9,800	\$ 8,700
6211	ENERGY - GAS	\$ 156,569	\$ 190,000	\$ 200,000
6221	ENERGY - ELECTRICAL	\$ 391,106	\$ 515,000	\$ 492,185
6241	ENERGY - FUEL OIL	\$ 33,037	\$ -	\$ 5,000
6261	GASOLINE & DIESEL	\$ 137,050	\$ 172,852	\$ 144,000
6401	TEXTBOOKS	\$ 62,245	\$ 94,962	\$ 51,200
6402	WORKBOOKS	\$ 666	\$ 2,450	\$ 3,300
6431	LIBRARY BOOKS	\$ 24,547	\$ 33,200	\$ 33,825
6432	PERIODICALS	\$ 2,732	\$ 8,850	\$ 7,400
	Total 6000 SUPPLIES	\$ 1,446,614	\$ 1,731,684	\$ 1,680,956
7301	EQUIPMENT - NEW	\$ 22,272	\$ 20,300	\$ 13,800
7302	EQUIPMENT - REPLACEMENT	\$ 85,461	\$ 22,715	\$ 29,795
	Total 7000 PROPERTY	\$ 107,733	\$ 43,015	\$ 43,595
8101	DUES & FEES	\$ 55,570	\$ 72,375	\$ 74,525
	Total 8000 DUES & FEES	\$ 55,570	\$ 72,375	\$ 74,525
TOTAL BUDGET		\$ 34,724,367	\$ 35,503,096	\$ 37,322,912
Dollar increase:				1,819,816
% increase:				5.13%

SPECIAL REVENUE FUNDS

Description

This portion of the FY 2018 - 2019 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 2017	Appropriated FY 2018	Estimated FY 2018	Adopted FY 2019
1100 Town Capital Reserve Fund				
Prior FY Fund Balance	\$ 696,204	\$ 548,244	\$ 548,244	\$ 452,866
Revenues	940,982	1,723,175	1,696,950	585,100
Expenditures	(1,088,942)	(1,818,328)	(1,792,328)	(575,100)
Fund Balance	548,244	453,091	452,866	462,866
1200 BOE Capital Reserve Fund				
Prior FY Fund Balance	70,464	175,111	175,111	163,278
Revenues	298,605	387,050	387,050	224,900
Expenditures	(193,958)	(387,050)	(398,883)	(224,900)
Fund Balance	175,111	175,111	163,278	163,278
1600 Recreation Fund				
Prior FY Fund Balance	86,381	90,975	90,975	51,440
Revenues	228,484	215,375	218,690	218,875
Expenditures	(223,890)	(258,225)	(258,225)	(262,220)
Fund Balance	90,975	48,125	51,440	8,095
6200 Robertson Airport Fund				
Prior FY Fund Balance	357,716	461,940	461,940	524,146
Revenues	222,357	194,477	192,477	197,623
Expenditures	(118,133)	(90,000)	(130,271)	(93,000)
Fund Balance	461,940	566,417	524,146	628,769
7100 Sewer Operating Fund				
Prior FY Fund Balance	2,567,702	2,818,646	2,818,646	3,071,802
Revenues	3,585,882	3,635,000	3,593,658	3,676,000
Expenditures	(3,334,938)	(3,365,246)	(3,340,502)	(3,363,131)
Fund Balance	\$ 2,818,646	\$ 3,088,400	\$ 3,071,802	\$ 3,384,671

	Actual FY 2017	Appropriated FY 2018	Estimated FY 2018	Adopted FY 2019
8100 Library Fund				
Prior FY Fund Balance	\$ 788,531	\$ 827,356	\$ 827,356	\$ 825,410
Revenues	781,952	737,929	745,909	722,159
Expenditures	(743,127)	(732,929)	(747,855)	(722,159)
Fund Balance	827,356	827,356	825,410	825,410
8300 Senior Citizen Trans. Fund				
Prior FY Fund Balance	55,038	59,665	59,665	64,048
Revenues	64,111	62,333	59,943	60,153
Expenditures	(59,484)	(55,569)	(55,560)	(55,570)
Fund Balance *	\$ 59,665	\$ 66,429	\$ 64,048	\$ 68,631

* 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 expenditures that are budgeted for the Capital Reserve Fund for Town Government.

Projects & Major Equipment	Department Request	Town Council Approved
Town Government Requests		
1. Finance Departments		
Assessor Revaluation – aggregate	\$ 50,000	\$ -
2. Data Processing Department		
Upgrades & Equipment - aggregate	30,000	30,000
Green Wi-Fi	10,800	10,800
Fiber Install for Municipal & BOE Buildings	150,000	-
3. Economic & Community Development Department		
10 Year Plan of Conservation & Development	50,000	50,000
4. Police Department		
Computer Aided Dispatch & Records – aggregate	117,500	117,500
Computer Replacement – aggregate	18,000	11,762
Patrol Cruisers Ford Interceptors – 2/1 – aggregate	59,000	29,500
Patrol Cruiser Outfitting – 2/1 – aggregate	20,500	10,250
Police Equipment – handguns	27,270	-
Police Equipment – shotguns	7,500	-
Police Equipment – police & SWAT vests	7,940	7,940
Dispatch Communication Equipment (4 th of 5 annual lease payments) – aggregate	157,848	157,848
Animal Control Ford Transit Connect Van		
Defibrillator in Patrol Cruisers – 2/0 – aggregate	6,400	-
Video Cameras in Patrol Cruisers – 2/1 – aggregate	14,000	7,000
Administrative/Detective Vehicle	28,500	-
Ford F150 Ext. Cab 4WD Pickup	40,500	-
5. Fire Department		
Personal Protective Equipment – aggregate	24,500	24,500
Tower 1 Replacement	250,000	-
SCBA Bottle Replacements – aggregate	10,000	10,000
Pump Skid Utility 1	30,000	-
Thermal Imaging Cameras	13,500	-
Replace Utility 2, Outfitted	75,000	75,000
Class A Apparatus Replacement Engine #1	150,000	-
Hurst Tool Power Unit (Jaws of Life) - aggregate	10,500	-
6. Roadways Department		
10 Ton Dump Truck w/Plow	188,000	-
Leaf Machine	31,000	-

Projects & Major Equipment		Department Request	Town Council Approved
Town Government Requests (Continued)			
7. Buildings & Grounds Department			
Paderewski Park Activity Building Roof	\$	11,000	\$ -
4WD Pickup Truck #45		-	26,000
Boiler Replacements		27,000	-
MSP Ball Diamond Upgrades		20,000	-
Norton Park Canal Dredging		10,000	-
Municipal Center Fire Alarm Upgrade		45,000	-
Recreation Department Roof Replacement		65,000	-
ADA Transition Plan Upgrades		10,000	-
4WD Pickup Truck #48		33,000	-
8. Technical Services Department			
Tomlinson Avenue Bridge			
Metacomet/Pinnacle Road Roundabout			
Roadway Sign Replacement Program - aggregate		15,000	-
Sidewalk Construction – aggregate		50,000	-
Downtown Decorative Sidewalk Reglazing & Sealing		25,000	-
Robotic Total Station		40,000	-
MS4 Monitoring Program		30,000	-
Northwest Drive Pavement Restoration		200,000	-
9. Human Services – Senior Center Department			
Dial-A-Ride Vehicle Match – aggregate		10,000	-
10. Civic & Cultural Services - Library			
Replace Computer Workstations		14,000	7,000
Total Town Government Requests	\$	2,183,258	\$ 575,100

PROGRAM COMMENTARY

The department requests for the Capital budget totaled \$2,183,258; the Town Manager reduced that request by \$1,608,158 to arrive at the General Fund budget contribution towards Capital improvements of **\$575,100**.

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 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			
Network Upgrade		22,500	22,500
Cleaning Equipment - aggregate		7,783	-
Replace Chromebooks		110,000	110,000
2. Middle School of Plainville (MSP)			
Remove UST		15,000	-
Cases for Grades 6 Chromebooks		4,900	4,900
3. Plainville High School (PHS)			
Repair to Smoke Stack		65,000	-
Projectors Replacement		87,500	87,500
Update One Head End AC with Larger Unit		13,000	-
4. Linden Street School			
Upgrade Building Automation System		15,535	-
Total Board of Education Requests	\$	341,218	\$ 224,900

PROGRAM COMMENTARY

The department requests for the Capital budget totaled \$341,218; the Town Manager reduced that request by \$116,318 to arrive at the General Fund budget contribution towards Capital improvements of **\$224,900**.

515 - RECREATION FUND

PROGRAM DESCRIPTION

Some programs provided by the Recreation Department are operated by fees obtained from a number of specialized programs. As a general 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 2018

- Repaired leaks at Berner Pool.
- Improved playground area at Paderewski Park & Norton Park.
- 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.
- Improved Norton Park with new lights for diamond #4 field, tennis courts & guard rail fences.
- Improved Paderewski Park with a new basketball court.

PROGRAM OBJECTIVES FY 2019

- 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	2017 Actual	2018 Estimated	2019 Projected
Fee Program Revenue	\$133,372	\$130,000.00	\$132,000.00
Trip Revenue (New York, Boston, Skiing)	1,464.00	3,000.00	4,000
Number of fee programs	358	350	360

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. Funds are included to cover the increase in the minimum wage that was effective January 1, 2016.

51140 Overtime: Lifeguards. The lifeguards take care of maintaining the pool which results at times in overtime.

52330 Operating Supplies: The majority of money 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 2018 - 2019
As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		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	\$ 15,490	\$ 16,080	\$ 12,311	\$ 16,080	\$ 16,375	\$ 16,375	\$ 16,375	\$ 295	1.83%
51120	Part-time salary	176,808	208,205	163,368	208,205	208,205	211,505	211,505	3,300	1.58%
51140	Overtime	1,912	2,310	1,755	2,310	2,310	2,310	2,310	-	0.00%
	Total Personnel	194,210	226,595	177,434	226,595	226,890	230,190	230,190	3,595	1.59%
Supplies										
52330	Operating supplies	20,084	21,630	12,149	21,630	22,030	22,030	22,030	400	1.85%
	Total Supplies	20,084	21,630	12,149	21,630	22,030	22,030	22,030	400	1.85%
Other Services & Charges										
52435	Other contractual	9,947	10,000	4,055	10,000	10,000	10,000	10,000	-	0.00%
	Total Other Serv & Charges	9,947	10,000	4,055	10,000	10,000	10,000	10,000	-	0.00%
1600-515 Total Recreation Fund		\$224,241	\$258,225	\$193,638	\$258,225	\$258,920	\$262,220	\$262,220	\$ 3,995	1.55%

Town of Plainville, Connecticut
Adopted Recreation Fund Revenue Budget Detail - Fiscal Year 2018 - 2019
As of April 24, 2018

Recreation Fund Revenue		2016 - 2017		2017 - 2018		2018 - 2019		
		Actual	Budgeted	Received	Estimated	Estimated	Increase/(Decrease)	
		Received		Date		Budget	\$	%
Use of Money								
44110	Investment income	\$ 176	\$ 175	\$ 134	\$ 175	\$ 175	\$ -	0.00%
	Total Use of Money	176	175	134	175	175	-	0.00%
Program Revenue								
46702	Picnic permits	5,315	3,580	2,880	3,580	6,080	2,500	69.83%
46705	Summer programs	66,022	53,480	14,979	53,480	53,480	-	0.00%
46706	Fall programs	16,193	15,820	14,195	14,195	15,820	-	0.00%
46707	Winter programs	11,903	15,050	10,995	15,050	15,050	-	0.00%
46711	Pool ID fees	7,468	6,500	1,921	6,500	6,500	-	0.00%
46712	Pool renewal fees	10,431	11,270	2,154	11,270	11,270	-	0.00%
46713	Pool pass fees	16,020	18,500	11,469	18,500	26,000	7,500	40.54%
46728	Trip fees	1,464	-	696	1,000	-	-	0.00%
46730	BOE sport camps	4,430	-	595	4,500	-	-	0.00%
	Total Program Revenue	139,246	124,200	59,884	128,075	134,200	10,000	8.05%
Other Revenues								
48101	Refunds	(1,308)	-	(1,286)	(1,000)	-	-	0.00%
48220	Other - donations	350	1,000	1,440	1,440	1,000	-	0.00%
48299	Other - miscellaneous	20	-	75	-	-	-	0.00%
	Total Other Revenues	(938)	1,000	229	440	1,000	-	0.00%
Sundry & Interfund Transfers In								
49101	Interfund transfer in - General Fund	90,000	90,000	67,500	90,000	83,500	(6,500)	-7.22%
	Total Sundry & Interfund Transfers In	90,000	90,000	67,500	90,000	83,500	(6,500)	-7.22%
Total Recreation Fund Revenue		\$ 228,484	\$ 215,375	\$ 127,747	\$ 218,690	\$ 218,875	\$ 3,500	1.63%

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 - 2018

- Reviewed RFQ's for on-call Airport Consultant in April.
- 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 2019

- 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 Apron Project with entitlement funds of \$600,000.

PERFORMANCE MEASURES

Tie Down Report:

Current Rates:		
Single engine Push in: \$78.65	Single engine Drive Through: \$89.55	Twin engine Drive Through: \$100.45

As of June 30, 2018 the tie-down count was at 38 – 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 = 27,315.5

No fees paid to Town of Plainville

As of June 30, 2018: 100LL sold = 11,351.7 gal

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

2017: Jet A sold = 90,699.1

No fees paid to Town of Plainville

As of June 30, 2018: Jet A sold = 11,679.0 gal

Town of Plainville, Connecticut
 Adopted Robertson Airport Fund Expenditure Budget Detail - Fiscal Year 2018 - 2019
 As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		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	\$ 180	\$ 1,500	\$ 257	\$ 750	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.00%
	Total Personnel	180	1,500	257	750	1,500	1,500	1,500	-	0.00%
Other Services & Charges										
52475	Building maint	1,816	7,500	-	1,000	7,500	7,500	7,500	-	0.00%
	Total Other Serv & Charges	1,816	7,500	-	1,000	7,500	7,500	7,500	-	0.00%
Insurance										
52497	Risk insurance	3,033	3,500	3,033	3,033	3,500	3,500	3,500	-	0.00%
	Total Insurance	3,033	3,500	3,033	3,033	3,500	3,500	3,500	-	0.00%
Energy & Utility										
53510	Electricity	1,520	1,850	1,084	1,850	1,850	1,850	1,850	-	0.00%
53550	Water & hydrant	1,379	1,650	863	1,650	1,650	1,650	1,650	-	0.00%
	Total Energy & Utility	2,899	3,500	1,947	3,500	3,500	3,500	3,500	-	0.00%
Taxes										
54812	PILOT - Taxes	73,857	74,000	76,513	76,513	77,000	77,000	77,000	3,000	4.05%
	Total Taxes	73,857	74,000	76,513	76,513	77,000	77,000	77,000	3,000	4.05%
	Subtotal Operational Costs	81,785	90,000	81,750	84,796	93,000	93,000	93,000	3,000	3.33%
Non-Operational Costs										
Capital Outlay										
52435	Outside contract grant	36,348	-	45,475	45,475	-	-	-	-	0.00%
	Total Capital Outlay	36,348	-	45,475	45,475	-	-	-	-	0.00%
	Subtotal Non-Operational	36,348	-	45,475	45,475	-	-	-	-	0.00%
6200-000	Total Robertson Airt Fund	\$ 118,133	\$ 90,000	\$ 127,225	\$ 130,271	\$ 93,000	\$ 93,000	\$ 93,000	\$ 3,000	3.33%

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 2018

- Reduced the total amount of nitrogen entering the Pequabuck River discharging on average 117 lbs. /day.
- Completed design of the Phosphorus Removal upgrade. Sent informational flyer out with this year's bills to better inform the public of the project and held public information meetings as well.
- Continued with preventative maintenance system, utilizing the WPC camera system to specifically identify collection system problems.
- Replaced 4th and final influent valve at the treatment plant.
- Replaced Cooke St. Generator.
- WPC oversaw and inspected 12 new connections, down from 15 last year, 1 disconnection, down from 2 last year, 53 camera jobs, up from 48 last year and treated 2,516 feet of sanitary sewer for root control. This is down from 5,916 feet last year.
- Repaired 31 broken/clogged lateral pipes, up from 17 last year. Of the 31, 20 were the responsibility of the town to repair. The other 11 were repaired by the homeowner and inspected by the town for proper installation.
- Raised the frames and covers on 40 manholes which had fallen below grade. Since 2008 we have done this to 139 manhole covers.
- Continued program of cross training all employees in the operation and maintenance of our facility. This has proven to be a valuable asset for the town during scheduled and unscheduled time off of employees.
- Received and treated approximately 51 loads of septage from Plainville residents without access to sewers.
- Continued regular testing of water quality in Paderewski Pond.
- Installed walkway on new roof to avoid walking directly on it.
- Continued investigation into energy efficiency improvements at the facility.

PROGRAM OBJECTIVES FY 2019

- Continue updating the computerized maintenance program as new equipment arrives at the facility.
- Replace 2 primary gate valves originally installed in the 1950.
- 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.
- 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.
- Identify at least 15 manholes to be raised and rehabilitated during FY19. This will help reduce the amount of inflow and infiltration entering our system.
- 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.

PERFORMANCE MEASURES

QUANTITATIVE	2017 Actual	2018 Estimated	2019 Projected
Electricity	\$295,768	\$257,567	\$315,000
Sludge Disposal	\$112,256.25	\$110,000	\$110,000
Denitrification credits	\$5,958	\$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. The Assistant to the Town Manager is paid \$10,000 is charged to this Department. 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 (\$125,000); manhole cover replacements to address groundwater flow entering the system (\$10,000); replacement of influent valves and installation of isolation valves on SBR's 2 and 4.

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 2018 - 2019
As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		Actual	Budgeted	Spent To	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
7100-340	Water Pollution Control	Expended		Date					\$	%
Operational Costs										
Personnel										
51110	Full-time salary	\$ 524,071	\$ 554,000	\$ 393,676	\$ 530,000	\$ 555,305	\$ 555,305	\$ 555,305	\$ 1,305	0.24%
51120	Part-time salary	5,556	6,720	3,192	6,720	7,680	6,720	6,720	-	0.00%
51140	Overtime - regular	37,675	42,656	32,108	42,656	43,510	42,656	42,656	-	0.00%
51140-2012	Overtime - snow	2,202	3,993	1,309	3,993	4,073	3,500	3,500	(493)	-12.35%
	Total Personnel	569,504	607,369	430,285	583,369	610,568	608,181	608,181	812	0.13%
Supplies										
52330	Operating supplies	51,069	57,500	54,307	57,500	57,500	57,500	57,500	-	0.00%
52340	Repair & maintenance	23,897	38,000	39,903	38,000	38,000	38,000	38,000	-	0.00%
	Total Supplies	74,966	95,500	94,210	95,500	95,500	95,500	95,500	-	0.00%
Other Services & Charges										
52401	Professional development	1,626	3,200	1,747	3,200	3,200	3,000	3,000	(200)	-6.25%
52430	Recruitment & training	1,684	3,000	1,506	3,000	3,000	3,000	3,000	-	0.00%
52435	Other contractual	343,847	333,590	353,390	333,590	333,590	333,590	333,590	-	0.00%
52480	Equip repair & maint	13,874	17,500	7,193	17,500	17,500	17,500	17,500	-	0.00%
	Total Other Serv & Charges	361,031	357,290	363,836	357,290	357,290	357,090	357,090	(200)	-0.06%
Insurance										
52491	General liability	22,634	23,315	23,434	23,434	24,020	24,020	24,020	705	3.02%
52498	Workers' compensation	34,537	35,400	34,537	34,537	35,400	35,400	35,400	-	0.00%
	Total Insurance	57,171	58,715	57,971	57,971	59,420	59,420	59,420	705	1.20%
Energy & Utility										
53510	Electricity	295,768	315,000	182,904	315,000	315,000	315,000	315,000	-	0.00%
53520	Natural gas	3,542	4,925	1,579	4,925	4,925	4,925	4,925	-	0.00%
53530	Heating oil	19,940	22,490	28,067	22,490	23,010	23,010	23,010	520	2.31%
53540	Gasoline & diesel	5,033	8,460	2,450	8,460	8,460	8,000	8,000	(460)	-5.44%
53550	Water & hydrant	7,119	2,400	1,767	2,400	2,400	2,400	2,400	-	0.00%
53560	Telephone	5,693	10,500	3,404	10,500	10,500	7,000	7,000	(3,500)	-33.33%
	Total Energy & Utility	337,095	363,775	220,171	363,775	364,295	360,335	360,335	(3,440)	-0.95%
	Subtotal Operational Costs	1,399,767	1,482,649	1,166,473	1,457,905	1,487,073	1,480,526	1,480,526	(2,123)	-0.14%
Non-Operational Costs										
Capital Outlay										
54630	Improvements	259,000	147,000	147,000	147,000	443,000	143,000	143,000	(4,000)	-2.72%
	Total Capital Outlay	259,000	147,000	147,000	147,000	443,000	143,000	143,000	(4,000)	-2.72%
Debt Service										
54711	Principal	1,085,900	1,106,506	766,876	1,106,506	1,127,528	1,127,528	1,127,528	21,022	1.90%
54712	Interest	322,586	299,927	214,279	299,927	276,630	276,330	276,330	(23,597)	-7.87%
	Total Debt Service	1,408,486	1,406,433	981,155	1,406,433	1,404,158	1,403,858	1,403,858	(2,575)	-0.18%
Interfund Transfers										
55512	Xfer out - other funds	322,710	329,164	246,873	329,164	335,747	335,747	335,747	6,583	2.00%
	Total Interfund Transfers	322,710	329,164	246,873	329,164	335,747	335,747	335,747	6,583	2.00%
	Subtotal Non-Operational	1,990,196	1,882,597	1,375,028	1,882,597	2,182,905	1,882,605	1,882,605	8	0.00%
7100-340 Total WPCF Fund		\$3,389,963	\$3,365,246	\$2,541,501	\$3,340,502	\$3,669,978	\$3,363,131	\$3,363,131	\$ (2,115)	-0.06%

Town of Plainville, Connecticut
 Adopted WPCF Fund Revenue Budget Detail - Fiscal Year 2018 - 2019
 As of April 24, 2018

WPCF Fund Revenue		2016 - 2017		2017 - 2018		2018 - 2019		
		Actual		Received		Estimated Budget	Increase/(Decrease)	
		Received	Budgeted	Date	Estimated		\$	%
Fines & Fees								
41060	Liens/Misc.	\$ 19,925	\$ 17,500	\$ 9,952	\$ 17,500	\$ 17,500	\$ -	0.00%
	Total Fines & Fees	19,925	17,500	9,952	17,500	17,500	-	0.00%
Use of Money								
44110	Investment income	9,760	17,500	5,475	17,500	17,500	-	0.00%
44191	Interest - other	184,189	160,000	126,785	160,000	160,000	-	0.00%
	Total Use of Money	193,949	177,500	132,260	177,500	177,500	-	0.00%
Intergovernmental Revenue								
45540	State of CT	5,958	-	-	-	-	-	0.00%
	Total Intergovernmental Revenue	5,958	-	-	-	-	-	0.00%
Program Revenue								
46651	Sewer fees - residential	3,295,534	3,350,000	3,317,658	3,317,658	3,400,000	50,000	1.49%
46652	Sewer fees - commercial	60,034	62,000	63,414	65,000	65,000	3,000	4.84%
46690	Connection fees	6,000	9,000	-	3,000	3,000	(6,000)	-66.67%
	Total Program Revenue	3,361,568	3,421,000	3,381,072	3,385,658	3,468,000	47,000	1.37%
Other Revenues								
48299	Other - miscellaneous	4,480	18,000	11,800	13,000	13,000	(5,000)	-27.78%
	Total Other Revenues	4,480	18,000	11,800	13,000	13,000	(5,000)	-27.78%
Total WPCF Fund Revenue		\$ 3,585,880	\$ 3,634,000	\$ 3,535,084	\$ 3,593,658	\$ 3,676,000	\$ 42,000	1.16%

520 - LIBRARY

PROGRAM DESCRIPTION

The library's collection of physical media (e.g., books, magazines, CDs, DVD's etc.) is available for loan at convenient times for the public. The library's digital content (e.g., downloadable e-books, streaming content, etc.) and databases are available twenty-four hours a day, seven days a week, 365 days per year on the library's website. The library offers free, fast internet access on public desktop computers and Wi-Fi. The library participates in Regional and State-wide inter-library loan plans to provide materials for all requests. Personalized reference service is available whenever the library is open, and free programs which stimulate reading, thought, and cultural interest for both children and adults are held throughout the year.

PROGRAM ACCOMPLISHMENTS FOR FY 2018

- Hosted meetings of Plainville service clubs and formed alliances and partnerships as a result.
- Extended the virtual reach of the library by providing multiple types of digital resources and content (e.g. Hoopla, Mango Languages, OverDrive, etc.)
- Created a new Summer Library Adventures program to incorporate library usage with the summer reading program.
- Implemented the initiatives set forth through the puppetry grant received by the Community Foundation of Greater New Britain, including professional puppet show performances, new circulating kits, and a puppet theater in the dramatic play area in the Children's department.
- Created a "1000 Books Before Kindergarten" program.
- To better serve our patrons, the Children's department has labeled early chapter books and Nutmeg books within our children's fiction section and has created a new section of picture books for older readers called Illustrated Fiction.
- Program attendance continued to be very strong.

PROGRAM OBJECTIVES FOR FY 2019

- Continue to create and execute a plan for the care and display of the library's collection of historical monographs and artifacts.
- Cross-train all employees to be able to assist patrons in a variety of library locations.
- Develop a program of outreach services for any patrons unable to get to the library.
- Create and implement a long range plan and update the mission statement regarding provision and sustainment of services.
- Amplify and strengthen staff skills through professional development, online seminars, and self-paced courses.
- Establish and address library equipment needs (e.g. new shelving for the Browse Collection, updated computer workstations, etc.)

PERFORMANCE MEASURES

QUANITATIVE	2017 Actual	2018 Estimated	2019 Projected
Materials Borrowed	144,277	147,000	150,000
Reference Questions	11,141	7,100	7,200
Library Card Holders	6,471	6,600	6,900
Number of Programs	555	540	560
Book & AV Collection	101,111	101,750	102,000

PERSONNEL			
Full-time	7	7	7
Part-time	13	13	13

BUDGET COMMENTARY

This budget includes Sunday hours for January through April with time and a half budgeted for each employee. Money saved in the part time line due to long time staff leaving was used to pay for the Sunday hours. This budget includes a 1.5% increase for employees. It includes 58 hours of opening through the week. Funding will be used to purchase physical books as well as non-print media and online services such as OverDrive and Hoopla which provide e-books, audiobooks, and streaming media to Plainville Library cardholders for free. Last year the library welcomed over 120,000 visitors; patrons borrowed over 137,000 items within the library and over 6,000 e-books, audiobooks, or streaming media via the library's website. The library hosted over 550 programs attended by over 15,000 patrons which served the cultural, educational, and recreational needs of residents.

The Library has looked hard at each budget line and made all available rescissions and has discontinued items no longer considered useful. With these rescissions the library had decreased their budget by 2% for next fiscal year.

51110 Full Time Salary: Included is the Library Director, the Assistant Director/Head of Adult Services, the Children's Librarian, the Library Reference Assistant, and three Library Technical Assistants. Included is a 1.5% salary increase.

51120 Part Time Salary: Thirteen part-time workers who staff various sections of the Library are budgeted here.

51140 Overtime: Funds for AFCSME employees who work the Saturday of a three day weekend and Sunday afternoon hours.

52330 Operating Supplies: Funds cover postage, program supplies, book jackets, building supplies, stationary (e.g., notepads, staplers, etc.) and miscellaneous clerical supplies.

52360 Books: Acquisition of books to enhance the circulating collection as well as non-circulating reference materials.

52361 Periodical Subscriptions: These funds make available various hard-copy and electronic periodicals available to all.

52362 Non-print Media: Funds for DVD's and CD's as well as manipulatives (e.g., puzzles and toys) for the Children's Department.

52363 Gifts: This accounts for items purchased with money from donations and is balanced by that revenue.

52401 Professional Development: Funds enable library employees to attend professional development meetings and seminars online and in-person. It also provides for staff attendance at the CT Library Association's annual meeting for staff and trustees.

52405 Mileage: This covers travel costs when employees attend local, state, or regional trainings or meetings and delivery of items and programming to off-site locations (e.g., schools, day care sites, etc.).

52435 Other Contractual Services: For program fees and the costs of discounted integrated library software provided consortially through Library Connection Inc.; internet service costs; maintenance on the library's photocopiers; databases; and membership in the Association of Connecticut Library Board.

52475 Buildings and Grounds Maintenance: These funds provide for elevator upkeep and maintenance as well as any miscellaneous repairs not covered by Public Works and/or the library's cleaning service.

52480 Equipment Maintenance and Repair: Service and repair for 31 computers and network server as well as Wi-Fi equipment.

53510 Electricity: Funds covers the library's electric bills.

53520 Natural Gas: Funds cover the library's natural gas bills for heating.

53550 Water: For sprinkler service, fresh water usage, drinking water, and sewer usage.

53560 Telephone: To cover the library's customary telephone bills.

54640 Machinery and Equipment: Customary funds for replacement of worn-out equipment

54819 Book Refund: These funds are used to refund money to patrons who paid for books that were lost, but were later found and returned.

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. 49.7% of Senior Citizens' Transportation is funded by the Town of Plainville. The remaining 50.3% is funded through Fund 8300, and consists of donations, fund raising, ridership donations, fund balance, grants and interest. In FY17, 6,050 rides were provided.

PROGRAM ACCOMPLISHMENTS 2018

Grant/Fundraising Measures

- Applied for and received (for the twelfth 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.
- Received \$1,000 grant from the Archbishop's Annual Appeal for Dial-A-Ride services.
- Coordinated thirteen 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.
- Once the Senior Center received its new Dial-a-Ride vehicle, staff arranged for the sale of a retired Senior Center Dial-a-Ride vehicle to HRA.
- 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 2019

- Provide on-going grant administration, statistics and record keeping for Dial-a-Ride vehicle grant.
- 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.

PERFORMANCE MEASURES

QUANTITATIVE	2017 Actual	2018 Estimated	2019 Projected
Donations/Fund Raising	10,500	10,700	10,800
Fees	2,941	3,100	3,200
Interest	120	100	110
Operating Transfer In	32,169	27,662	27,662
Fund Balance	59,665	54,130	40,332

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 49.7% of the cost of Senior Citizens' Transportation.

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 2018 - 2019 As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		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	\$ 1,121	\$ 810	\$ 410	\$ 790	\$ 822	\$ 822	\$ 822	\$ 12	1.48%
51121	Part-time salary - grants	7,710	9,207	4,225	9,170	9,345	9,345	9,345	138	1.50%
	Total Personnel	8,831	10,017	4,635	9,960	10,167	10,167	10,167	150	1.50%
Other Services & Charges										
52435	Other contractual	38,587	40,789	24,117	32,777	41,053	41,053	41,053	264	0.65%
52465	Rides by Appointment	11,295	-	6,235	8,463	-	-	-	-	0.00%
52470	Auto repair & maint	1,168	4,350	1,268	4,360	4,350	4,350	4,350	-	0.00%
	Total Other Serv & Charges	51,050	45,139	31,620	45,600	45,403	45,403	45,403	264	0.58%
Energy & Utility										
53560	Telephone	402	413	-	-	-	-	-	(413)	-100.00%
	Total Energy & Utility	402	413	-	-	-	-	-	(413)	-100.00%
8300-425 Total Sen Citizens Trans		\$ 60,283	\$ 55,569	\$ 36,255	\$ 55,560	\$ 55,570	\$ 55,570	\$ 55,570	\$ 1	0.00%

Town of Plainville, Connecticut
 Adopted Senior Citizens Transportation Fund Revenue Budget Detail - Fiscal Year 2018 - 2019
 As of April 24, 2018

Senior Citizens Transportation Fund Revenue		2016 - 2017		2017 - 2018		2018 - 2019		
		Actual Received	Budgeted	Received Date	Estimated	Estimated Budget	Increase/(Decrease)	
							\$	%
Fines & Fees								
43186	Transportation	\$ 2,941	\$ 3,600	\$ 7,163	\$ 3,100	\$ 3,200	\$ (400)	-11.11%
	Total Fines & Fees	2,941	3,600	7,163	3,100	3,200	(400)	-11.11%
Use of Money								
44110	Investment income	120	90	92	100	110	20	22.22%
	Total Use of Money	120	90	92	100	110	20	22.22%
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	10,500	12,600	3,500	10,700	10,800	(1,800)	-14.29%
	Total Other Revenues	10,500	12,600	3,500	10,700	10,800	(1,800)	-14.29%
Sundry & Interfund Transfers In								
49101	Interfund transfer in - Gen Fund	32,169	27,662	20,747	27,662	27,662	-	0.00%
	Total Sundry & Interfund Transfers In	32,169	27,662	20,747	27,662	27,662	-	0.00%
Total Sen Cit Trans Fund Revenue		\$ 64,111	\$ 62,333	\$ 49,883	\$ 59,943	\$ 60,153	\$ (2,180)	-3.50%

Town of Plainville, Connecticut
Adopted Library Fund Revenue Budget Detail - Fiscal Year 2018 - 2019
As of April 24, 2018

Library Fund Revenue		2016 - 2017		2017 - 2018		2018 - 2019		
		Actual		Received		Estimated Budget	Increase/(Decrease)	
		Received	Budgeted	Date	Estimated		\$	%
Fines & Fees								
43191	Fines	\$ 13,030	\$ 11,600	\$ 9,021	\$ 11,600	\$ 12,000	\$ 400	3.45%
43193	Lost books	890	1,000	670	1,000	1,000	-	0.00%
	Total Fines & Fees	13,920	12,600	9,691	12,600	13,000	400	3.17%
Use of Money								
44110	Investment income	162	180	112	180	180	-	0.00%
44188	Legacy Fund interest	490	-	1,014	1,014	-	-	0.00%
44190	Gain/(loss) on investments	49,392	-	20,153	30,000	-	-	0.00%
44192	B. Wheeler Trust interest	4,948	-	5,151	6,000	-	-	0.00%
44193	B. Wheeler Trust distributions	6,028	6,000	3,064	6,128	6,128	128	2.13%
44194	Library Fund distributions	7,904	7,900	4,032	7,900	7,900	-	0.00%
44195	Calor Trust interest	11,944	-	9,733	10,000	-	-	0.00%
44196	Calor Trust distributions	11,409	14,000	10,443	14,000	12,000	(2,000)	-14.29%
44197	Library Fund interest	4,512	-	3,933	4,500	-	-	0.00%
	Total Use of Money	96,789	28,080	57,635	79,722	26,208	(1,872)	-6.67%
Intergovernmental Revenue								
45542	Connecticard grant	8,784	8,500	-	-	7,000	(1,500)	-17.65%
	Total Intergovernmental Revenue	8,784	8,500	-	-	7,000	(1,500)	-17.65%
Other Revenues								
48220	Other - donations	3,411	5,000	1,147	1,500	1,000	(4,000)	-80.00%
	Total Other Revenues	3,411	5,000	1,147	1,500	1,000	(4,000)	-80.00%
Sundry & Interfund Transfers In								
49102	Use of fund balance	-	24,699	-	-	25,000	301	1.22%
49105	Interfund transfer in - Gen Fund	659,050	659,050	487,940	652,087	649,951	(9,099)	-1.38%
	Total Sundry & Interfund Transfers In	659,050	683,749	487,940	652,087	674,951	(8,798)	-1.29%
Total Library Fund Revenue		\$ 781,954	\$ 737,929	\$ 556,413	\$ 745,909	\$ 722,159	\$ (15,770)	-2.14%

PERFORMANCE MEASURES

QUANTITATIVE	2017 Actual	2018 Estimated	2019 Projected
Donations/Fund Raising	10,500	10,700	10,800
Fees	2,941	3,100	3,200
Interest	120	100	110
Operating Transfer In	32,169	27,662	27,662
Fund Balance	59,665	54,130	40,332

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 49.7% of the cost of Senior Citizens' Transportation.

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 2018 - 2019 As of April 24, 2018

		2016 - 2017		2017 - 2018		2018 - 2019				
		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	\$ 1,121	\$ 810	\$ 410	\$ 790	\$ 822	\$ 822	\$ 822	\$ 12	1.48%
51121	Part-time salary - grants	7,710	9,207	4,225	9,170	9,345	9,345	9,345	138	1.50%
	Total Personnel	8,831	10,017	4,635	9,960	10,167	10,167	10,167	150	1.50%
Other Services & Charges										
52435	Other contractual	38,587	40,789	24,117	32,777	41,053	41,053	41,053	264	0.65%
52465	Rides by Appointment	11,295	-	6,235	8,463	-	-	-	-	0.00%
52470	Auto repair & maint	1,168	4,350	1,268	4,360	4,350	4,350	4,350	-	0.00%
	Total Other Serv & Charges	51,050	45,139	31,620	45,600	45,403	45,403	45,403	264	0.58%
Energy & Utility										
53560	Telephone	402	413	-	-	-	-	-	(413)	-100.00%
	Total Energy & Utility	402	413	-	-	-	-	-	(413)	-100.00%
8300-425 Total Sen Citizens Trans		\$ 60,283	\$ 55,569	\$ 36,255	\$ 55,560	\$ 55,570	\$ 55,570	\$ 55,570	\$ 1	0.00%

Town of Plainville, Connecticut
Adopted Senior Citizens Transportation Fund Revenue Budget Detail - Fiscal Year 2018 - 2019
As of April 24, 2018

Senior Citizens Transportation Fund Revenue		2016 - 2017		2017 - 2018		2018 - 2019		
		Actual		Received		Estimated Budget	Increase/(Decrease)	
		Received	Budgeted	Date	Estimated		\$	%
Fines & Fees								
43186	Transportation	\$ 2,941	\$ 3,600	\$ 7,163	\$ 3,100	\$ 3,200	\$ (400)	-11.11%
	Total Fines & Fees	2,941	3,600	7,163	3,100	3,200	(400)	-11.11%
Use of Money								
44110	Investment income	120	90	92	100	110	20	22.22%
	Total Use of Money	120	90	92	100	110	20	22.22%
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	10,500	12,600	3,500	10,700	10,800	(1,800)	-14.29%
	Total Other Revenues	10,500	12,600	3,500	10,700	10,800	(1,800)	-14.29%
Sundry & Interfund Transfers In								
49101	Interfund transfer in - Gen Fund	32,169	27,662	20,747	27,662	27,662	-	0.00%
	Total Sundry & Interfund Transfers In	32,169	27,662	20,747	27,662	27,662	-	0.00%
Total Sen Cit Trans Fund Revenue		\$ 64,111	\$ 62,333	\$ 49,883	\$ 59,943	\$ 60,153	\$ (2,180)	-3.50%

FUND INDEX

All funds as of last completed audit or June 30, 2017; 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
3000	Stillwell Drive 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
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
5600	Health Services Grant 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
7300	FEMA Acquisition Phase I Grant 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
7700	CCRPA 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
115	Town Historian	325	Technical Services Administration
116	Conservation Commission	330	Engineering
119	Veteran's Council	340	Water Pollution Control Fund
121	Recycling Commission	360	Building Inspector
130	Probate Court	370	Fire Marshal
131	Town Manager's Office	380	Planning
132	Human Resources	410	Health and Sanitation
133	Elections	412	Health and Welfare Services
134	Town Attorney and Legal Fees	415	Solid Waste Management
135	Town Treasurer	420	Senior Citizens Services
136	Finance	425	Senior Citizens Transportation
137	Assessments	430	Social Services
138	Revenue Collection	440	Youth Services
150	Town Clerk	510	Recreation
155	Data Processing	512	Berner Pool
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 vacuums; 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 a 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 gives 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 budged 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, Technical Services 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 in order 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 period, 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 2019 - FY 2023**

TOTAL CAPITAL BUDGET

	Approved	Projected				Total
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5 YR
Town General Government	575,100	2,760,660	2,123,340	1,681,340	1,965,340	9,105,780
Board of Education	224,900	890,286	113,000	375,000	5,541,000	7,144,186
TOTAL	800,000	3,650,946	2,236,340	2,056,340	7,506,340	16,249,966

ESTIMATED FUNDING SOURCES

	Approved	Projected				Total
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5 YR
General Fund (GF)	575,100	3,650,946	2,236,340	2,056,340	7,506,340	16,025,066
Capital Fund	224,900	-	-	-	-	224,900
TOTAL	800,000	3,650,946	2,236,340	2,056,340	7,506,340	16,249,966

FIVE YEAR CAPITAL IMPROVEMENT PLAN

Finance Departments

YEAR	TC Approved FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Assessor Revaluation	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
TOTAL	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000

Data Processing Department

YEAR	TC Approved FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Computer Upgrades & Server for BOE Cluster	\$ -	\$ -	\$ -	\$ -	
Green Wi-Fi (Year 2 of 3 on Contract)	10,800	10,800	-	-	-
Fiber Install for Municipal & BOE Buildings	-	150,000	150,000	150,000	150,000
Computer Upgrades (Rec/Senior Center)	30,000	30,000	30,000	30,000	30,000
TOTAL	\$ 40,800	\$ 190,800	\$ 180,000	\$ 180,000	\$ 180,000

Economic & Community Development Department

YEAR	TC Approved FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
10 Year Plan of Conservation and Development	\$ 50,000	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 50,000	\$ -	\$ -	\$ -	\$ -

Police Department

YEAR	TC Approved FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Computer Aided Dispatch & Records	\$ 117,500	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
Goosetown Radio System - Lease (5 of 5)	157,848	160,000	160,000	160,000	160,000
Patrol Cruisers Ford Interceptors - 1	29,500	88,500	59,000	88,500	59,000
Patrol Cruiser Outfitting - 1	10,250	30,750	20,500	18,000	12,000
Defibrillator in Patrol Cruisers and Station	-	6,400	6,400	6,400	6,400
Video Cameras in Patrol Cruisers and Station	7,000	14,000	14,000	14,000	14,000
Police Equipment (Handguns, Tazers, Vests, etc.)	-	-	-	-	-
Police Equipment (Handguns)	-	27,270	-	-	-
Police Equipment (Shotguns)	-	7,500	-	-	-
Police Equipment (Police & SWAT Vests)	7,940	7,940	7,940	7,940	7,940
Police Equipment (Colt AR-15)	-	-	-	-	7,500
Computer Replacement	11,762	18,000	18,000	18,000	18,000
Canine Department Ford Transit Connect Van	-	-	-	-	-
Administrative/Detective Vehicle	-	28,500	-	-	-
F150 Ext. Cab 4WD w/Upfit	-	40,500			
TOTAL	\$ 341,800	\$ 445,360	\$ 301,840	\$ 328,840	\$ 300,840

FIVE YEAR CAPITAL IMPROVEMENT PLAN

Fire Department

YEAR	TC Approved FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Rescue Apparatus - Lease (5 of 5)	\$ -	\$ -	\$ -	\$ -	\$ -
Dispatch Communication Equipment - Lease (3 of 3)	-	-	-	-	-
Personal Protective Equipment/Radios	24,500	24,500	24,500	24,500	24,500
SCBA Bottle Replacements	10,000	10,000	10,000	10,000	10,000
Hurst Tool Power Unit Replacement (Jaws of Life)	-	-	-	-	-
Purchase Pump Skid for Utility 1	-	-	-	-	-
Thermal Imaging Camera Replacements	-	13,500	-	-	-
Utility 2 Replacement, Outfitted	75,000	-	-	-	-
Tower 1 Replacement	-	250,000	250,000	250,000	250,000
Class A Apparatus Replacement Engine #1	-	150,000	150,000	150,000	-
TOTAL	\$ 109,500	\$ 448,000	\$ 434,500	\$ 434,500	\$ 284,500

Roadways Department

YEAR	TC Approved FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
JCB Loader/Backhoe	\$ -	\$ -	\$ -	\$ -	\$ -
10 Ton Dump Truck w/Snowplow, Hydraulics, All Season	-	-	-	-	-
Truck Chassis w/ Vacuum Catch Basin Cleaner	-	365,000	-	-	-
Leaf Machine	-	31,000	-	-	-
Trailer Mounted Leaf Machine	-	-	36,000	-	-
Replacement Snow Plows for Mack Truck - 1	-	8,500	-	-	-
10 Dump Truck w/Plow & All Season Body	-	-	188,000	-	-
1 Ton Rack/Dump Truck	-	-	-	50,000	-
TOTAL	\$ -	\$ 404,500	\$ 224,000	\$ 50,000	\$ -

FIVE YEAR CAPITAL IMPROVEMENT PLAN

Buildings & Grounds Department

YEAR	TC Approved FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
4WD Pickup Truck #45	\$ 26,000	\$ -	\$ -	\$ -	\$ -
Library Window Trim Repair and Paint	-	-	-	-	-
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	27,000	-	-
Firehouse AC Replacement	-	32,000	-	-	-
Recreation Department AC Replacement	-	15,000	-	-	-
4WD, 72in. Diesel Riding Mower	-	28,000	-	-	-
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	-	20,000	-	-	-
Norton Park Canal Dredging	-	10,000	-	-	-
Municipal Center Fire Alarm Upgrade	-	45,000	-	-	-
Paderewski Park Activity Building Roof	-	11,000	-	-	-
Recreation Department Roof Replacement	-	65,000	-	-	-
4WD Pickup w/Plow #48	-	33,000	-	-	-
TOTAL	\$ 26,000	\$ 500,000	\$ 330,000	\$ 143,000	\$ 55,000

Technical Services Department - Bridge Repair

YEAR	TC Approved FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Shuttle Meadow Road Bridge Repair #04544	\$ -	\$ -	\$ 100,000	-	\$ 600,000
Tomlinson Avenue Bridge Repair #04546	-	250,000	-	-	-
TOTAL	\$ -	\$ 250,000	\$ 100,000	\$ -	\$ 600,000

Technical Services Department - Capital Improvements

YEAR	TC Approved FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Roadway Sign Replacement Program (180 signs)	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Downtown Decorative Sidewalk Reglazing & Sealing	-	25,000	-	-	-
Northwest Drive Pavement Restoration	-	-	-	-	-
Installation of Sanitary Sewer at Airport	-	300,000	-	-	-
Road Paving Program	-	-	400,000	400,000	400,000
Robotic Total Station	-	40,000	-	-	-
MS4 Monitoring Program	-	30,000	30,000	30,000	30,000
Concrete Sidewalk Repair and Replacement	-	50,000	50,000	50,000	50,000
TOTAL	\$ -	\$ 460,000	\$ 495,000	\$ 495,000	\$ 495,000

Human Services - Senior Center Department

YEAR	TC Approved FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Senior Center Dial-A-Ride Vehicle Match	\$ -	\$ 5,000	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ 5,000	\$ -	\$ -	\$ -

Civic and Cultural Services - Library

YEAR	TC Approved FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Replace Computer Workstations	\$ 7,000	\$ 7,000	\$ 8,000	\$ -	\$ -
TOTAL	\$ 7,000	\$ 7,000	\$ 8,000	\$ -	\$ -
TOTAL GENERAL GOVERNMENT	\$ 575,100	\$ 2,760,660	\$ 2,123,340	\$ 1,681,340	\$ 1,965,340

FIVE YEAR CAPITAL IMPROVEMENT PLAN

Board of Education

YEAR	TC Approved FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
MSP: Upgrade Fire Annunciation System	\$ -	\$ -	\$ -	\$ -	\$ -
District Cleaning Equipment	-	22,783	-	-	-
District: Security Improvements	-	25,000	-	-	25,000
PHS: Partition Doors in Tech-Ed Hallway	-	-	-	-	-
PHS: 2 Entrances for Automatic Handicap Access	-	-	-	-	-
PHS: Repair and Resurface Kitchen Floor	-	-	-	-	-
Elementary: Chromebook Upgrade Grades 3 - 5	-	-	-	-	-
MSP: Teacher Laptop Replacement	-	-	-	-	-
District: Server Placement for Town & School Cluster	-	-	-	-	-
PHS: Core Switch	-	-	-	-	-
PHS: Administrative Laptop Replacement	-	-	-	-	-
MSP: Cases for Grades 6 and 8 Chromebooks	-	-	-	-	-
PHS: Repairs to Smoke Stack	-	65,000	-	-	-
Linden: Upgrade Building Automation System	-	15,353	-	-	-
MSP: Remove UST	-	15,000	-	-	-
PHS: Update One Head-end A/C w/Larger Unit	-	13,000	-	-	-
Networking Upgrade	45,000	-	-	-	-
Erate funding match - Network upgrade	(22,500)	-	-	-	-
MSP: Cases for grade 6	4,900	-	-	-	-
Replacement Chromebooks	110,000	80,000	-	-	-
PHS: Projectors Replacement	87,500	-	-	-	-
Kindergarten: iPads	-	24,750	-	-	-
PHS: Staff Laptops	-	77,000	-	-	-
PHS: Com Lab	-	26,400	-	-	-
Wheeler: Laptops	-	33,000	-	-	-
PHS: Gym Roof Snow Guards	-	86,000	-	-	-
PHS: Solar Inverter	-	15,000	-	-	-
Toffolon: School Landscape-Convert to Hardscape	-	35,000	-	-	-
Toffolon: Solar Inverter	-	12,000	-	-	-
PHS: Replace Emergency Generator	-	280,000	-	-	-
PHS: Repoint Exterior where Mortar Failing	-	50,000	50,000	50,000	-
District: Landscaping Improvements	-	15,000	15,000	-	15,000
District: Replace 2006 Chevy Express Vehicle	-	-	28,000	-	-
District: Parking Lot, Sidewalk, Storm Drain Maint.	-	-	20,000	-	-
PHS: Repair/Upgrade Boilers	-	-	-	225,000	-
PHS: Upgrade/Replace Building Automation System	-	-	-	100,000	-
MSP: Re-Roof	-	-	-	-	1,872,000
MSP: Additional HVAC Upgrades(Limited)	-	-	-	-	935,000
MSP: Resurface parking lots and roadway	-	-	-	-	800,000
MSP: Update Roof Top Air Handlers	-	-	-	-	770,000
MSP: Upgrade/Replace Chillers at MSP	-	-	-	-	436,000
MSP: Create a Secure Ent. from outside to the Office	-	-	-	-	130,000
MSP: Replace all carpeting	-	-	-	-	125,000
MSP: Replace all student lockers	-	-	-	-	100,000
MSP: Replace Emergency Generator	-	-	-	-	75,000
MSP: Re-key to match Dist. & Upgrade Hardware	-	-	-	-	60,000
MSP: Refinish both gym floors	-	-	-	-	55,000
MSP: Fume hood replacement	-	-	-	-	50,000
MSP: Upgrade Main Gym Bleachers for Accessibility	-	-	-	-	35,000
MSP: Install Automatic Isolation Valves for Chillers	-	-	-	-	15,000
MSP: Update Auditorium House Lighting Controls	-	-	-	-	13,000
District: Replace 2005 Ford E-250 Vehicle	-	-	-	-	30,000
BOARD OF EDUCATION TOTAL	\$ 224,900	\$ 890,286	\$ 113,000	\$ 375,000	\$ 5,541,000

YEAR	TC Approved FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Total Town General Government	\$ 575,100	\$ 2,760,660	\$ 2,123,340	\$ 1,681,340	\$ 1,965,340
Total Board of Education	224,900	890,286	113,000	375,000	5,541,000
GRAND TOTAL - ALL PROJECTS	\$ 800,000	\$ 3,650,946	\$ 2,236,340	\$ 2,056,340	\$ 7,506,340
	M-10				

FIVE YEAR CAPITAL IMPROVEMENT PLAN

Estimated Funding Sources	TC Approved FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Total General Fund - Town	\$ 575,100	\$ 2,760,660	\$ 2,123,340	\$ 1,681,340	\$ 1,965,340
Total General Fund - BOE	224,900	890,286	113,000	375,000	5,541,000
Total Capital Fund/Supplemental Appropriation	-	-	-	-	-
Total Grants	-	-	-	-	-
GRAND TOTAL - ALL FUNDING	\$ 800,000	\$ 3,650,946	\$ 2,236,340	\$ 2,056,340	\$ 7,506,340

II

Current Year Approved Projects

APPROVED PROJECTS SUMMARY FISCAL YEAR 2019

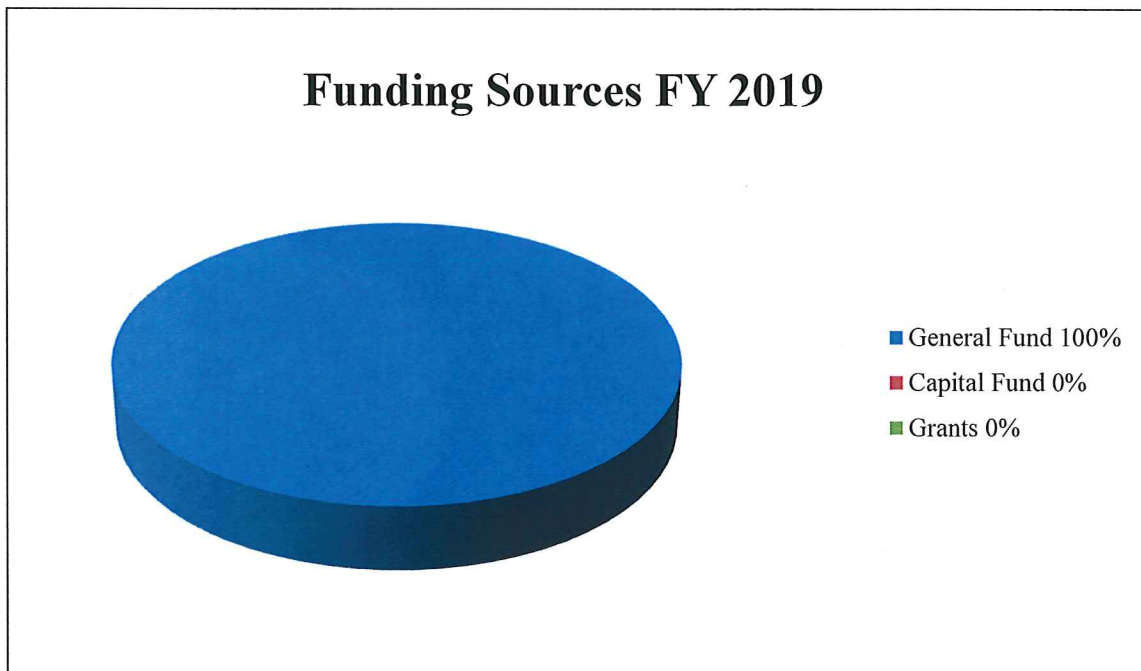
PROJECT TOTALS

Town General Government	\$ 575,100
Board of Education	224,900
TOTAL - ALL PROJECTS	\$ <u>800,000</u>

FUNDING TOTALS

General Fund	\$ 800,000
Capital Fund	-
Grants	-
TOTAL -ALL FUNDING	\$ <u>800,000</u>

The chart below illustrates each funding source as a percent of total funding.



Data Processing

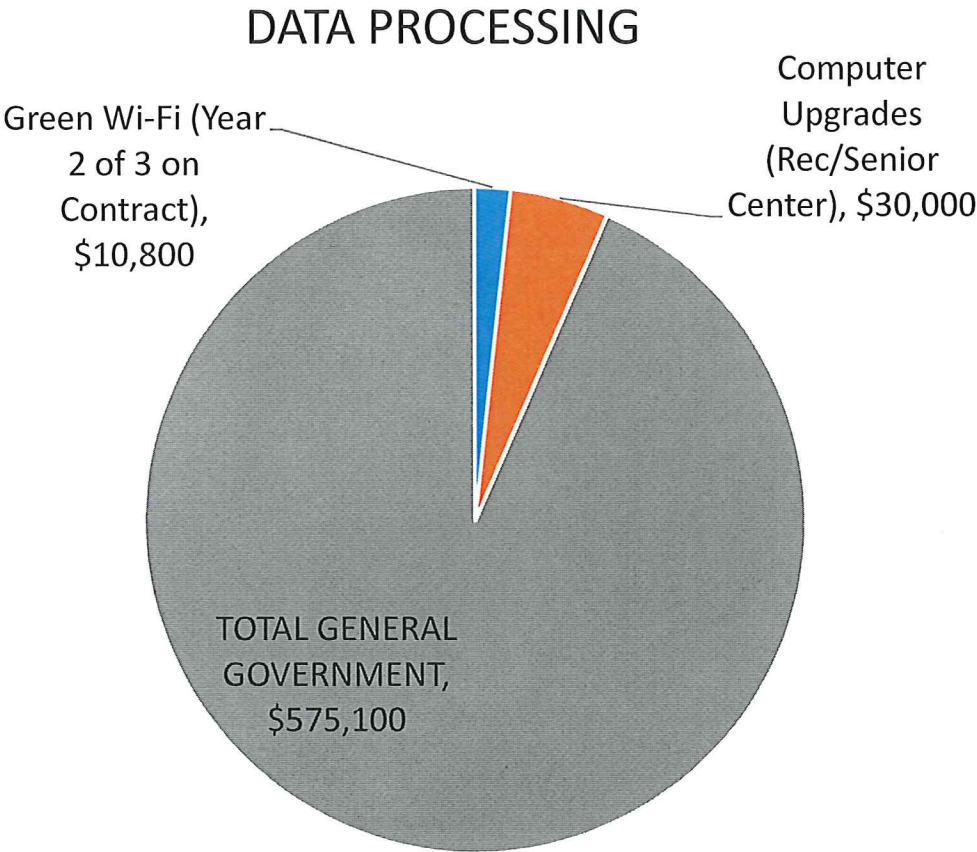
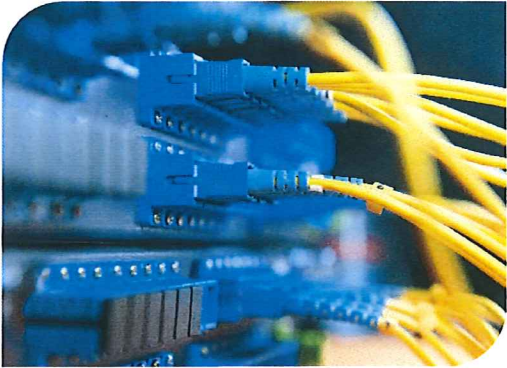
Recurring Project	FY 2019	Future Cost	Total Cost
Computer Upgrades & Equipment	\$ 30,000	\$ 120,000	\$ 150,000
Green Wi-Fi	\$ 10,800	\$ 10,800	\$ 21,600
Recurring Total	\$ 40,800	\$ 130,800	\$ 171,600

Department Total	\$ 40,800	\$ 130,800	\$ 171,600
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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 lowntown area of Plainville.

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 .



Police Department

Nonrecurring Project	FY 2019	Future Cost	Total Cost
Dispatch Communications Equipment Lease	\$ 157,848	\$ 640,000	\$ 797,848
Nonrecurring Total	\$ 157,848	\$ 640,000	\$ 797,848

DISPATCH COMMUNICATION SYSTEM

Description: Replaced outdated dispatch system. The entire dispatch communication system was updated to meet state standards. The project includes \$117,000 for an AVTEC Scout tower for the police radio console, new computers, software and all related equipment. This will be the second payment on an assumed five-year lease. System can be purchased outright at end of the period, or a new lease can be arranged.

Future Operating Budget Impact: No impact is anticipated due to repair and replacement costs for the radio system being covered under an all-inclusive contract with Goosetown Communications.



Recurring Project	FY 2019	Future Cost	Total Cost
Patrol Cruiser Outfitting - 1/2	\$ 10,250	\$ 81,250	\$ 91,500
Patrol Cruiser Ford Interceptors - 1/2	\$ 29,500	\$ 295,000	\$ 324,500
Video Cameras in Patrol Cruisers - 2	\$ 7,000	\$ 56,000	\$ 63,000
Police Equipment (Handguns, Tasers, Vests, etc.)	\$ 7,940	\$ 31,760	\$ 39,700
Computer Replacement	\$ 11,762	\$ 72,000	\$ 83,762
Computer Aided Dispatch & Records	\$ 117,500	\$ 64,000	\$ 181,500
Recurring Total	\$ 183,952	\$ 600,010	\$ 783,962

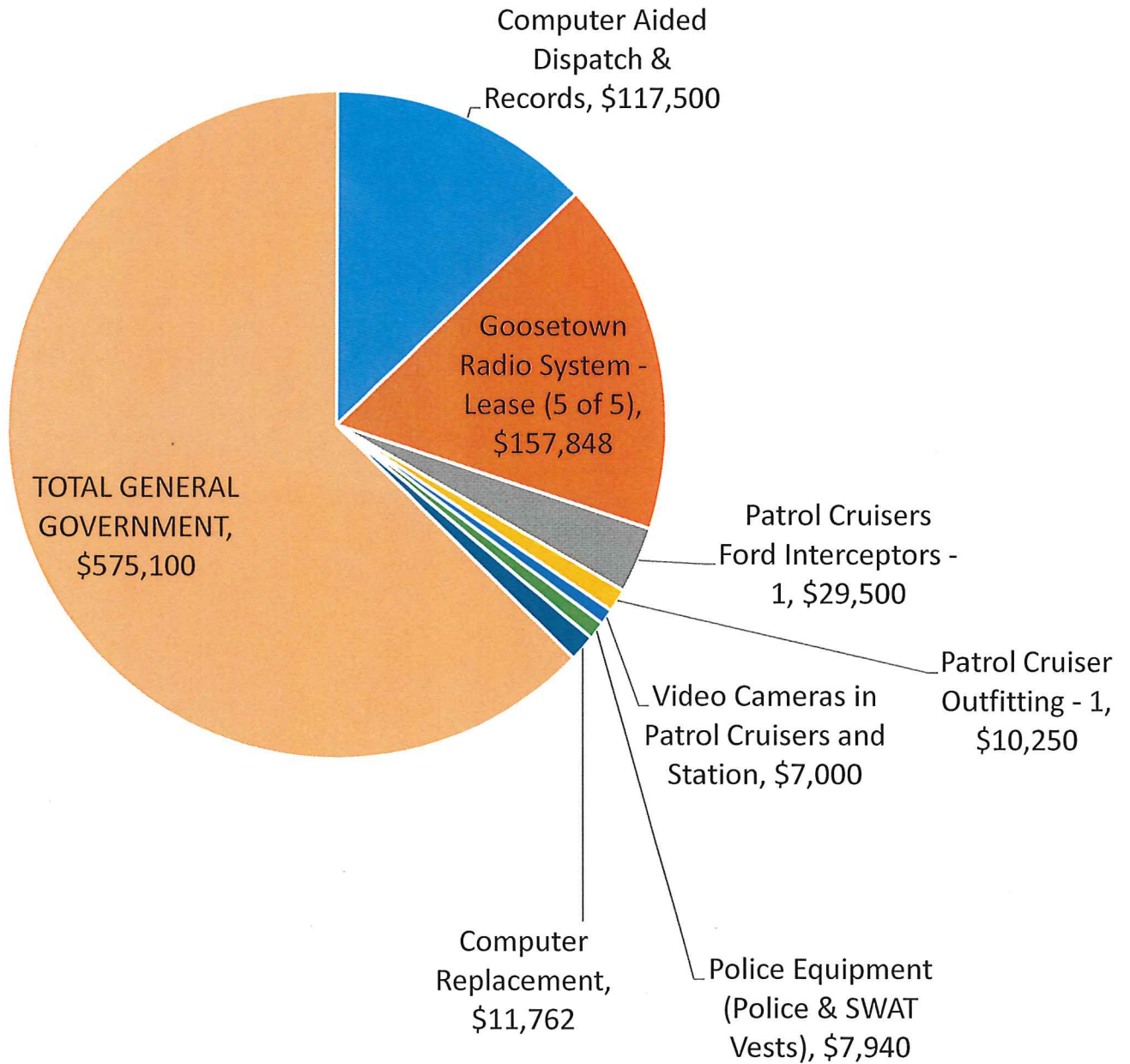
Department Total	\$ 341,800	\$ 1,240,010	\$ 1,581,810
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RECURRING IMPROVEMENTS

Description: Equipment within cruisers 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, warranty 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.

POLICE DEPARTMENT



Fire Department

Nonrecurring Project	FY 2019	Future Cost	Total Cost
Utility 2, Outfitted	\$ 75,000	\$ -	\$ 75,000
Nonrecurring Total	\$ 75,000	\$ -	\$ 75,000

UTILITY 2, OUTFITTED

Description: Replace Utility 2. This is a smaller vehicle that is versatile to enable it to handle a multitude of calls. This funding also covers the outfitting of the vehicle.

Future Operating Budget Impact: No impact is anticipated.



Recurring Project	FY 2019	Future Cost	Total Cost
Personal Protective Equipment	\$ 24,500	\$ 98,000	\$ 122,500
SCBA Bottle Replacements	\$ 10,000	\$ 40,000	\$ 50,000
Recurring Total	\$ 34,500	\$ 138,000	\$ 172,500

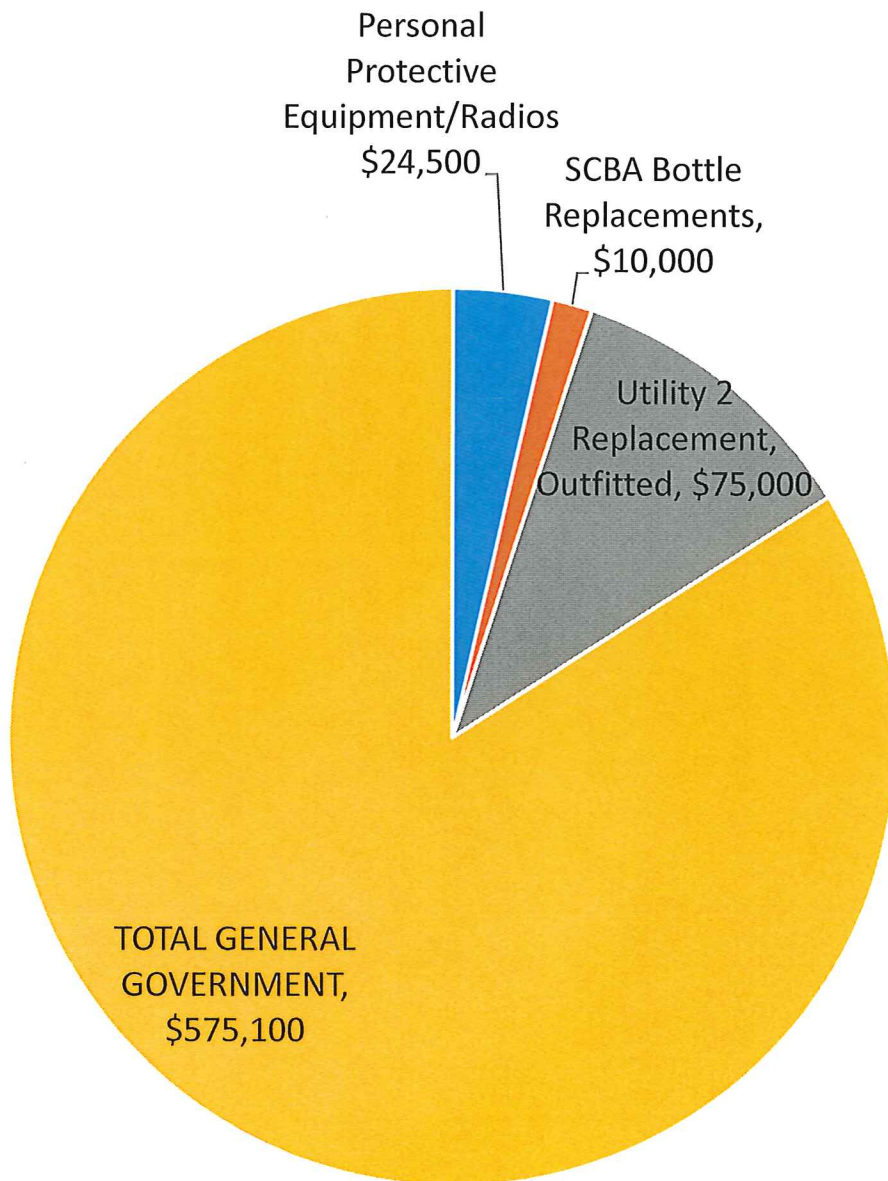
Department Total	\$ 109,500	\$ 138,000	\$ 247,500
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RECURRING IMPROVEMENTS

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 recent regulations. The SCBA bottle replacements are replaced on a rotating basis to avoid having the cost of replacing all of the bottles at once falling in a single budget.

FIRE DEPARTMENT



Buildings & Grounds Department

Recurring Project	FY 2019	Future Cost	Total Cost
4WD Pickup Truck #45	\$ 26,000	\$ -	\$ 26,000
Recurring Total	\$ 26,000	\$ -	\$ 26,000

Department Total	\$ 26,000	\$ -	\$ 26,000
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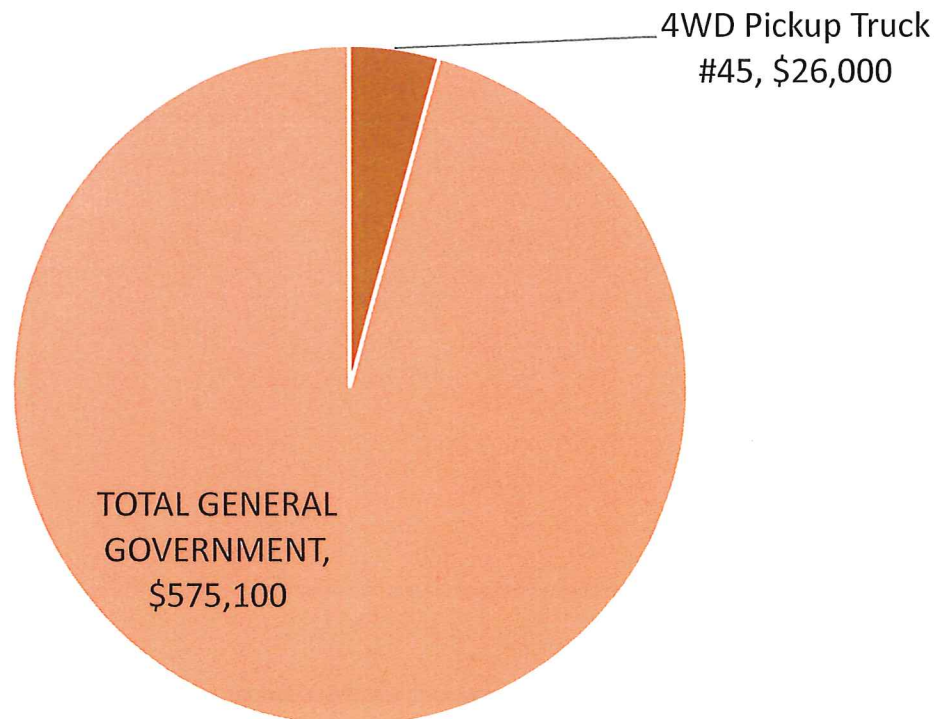
4WD PICKUP TRUCK #45

Description: Replaces a 1995 pick up truck used for ball diamond maintenance and general utilities that currently has a rotted frame and needs a new transmission.

Future Operating Budget Impact: Newer equipment typically requires less spent on maintenance than older equipment, is typically more efficient, and avoids the need to have replacement parts special ordered.



BUILDINGS & GROUNDS DEPARTMENT



Economic & Community Development

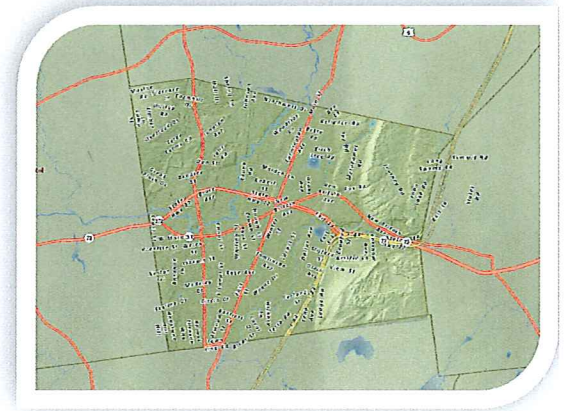
Nonrecurring Project	FY 2019	Future Cost	Total Cost
10 Year Plan of Conservation & Development	\$ 50,000	\$ -	\$ 50,000
Nonrecurring Total	\$ 50,000	\$ -	\$ 50,000

Department Total	\$ 50,000	\$ -	\$ 50,000
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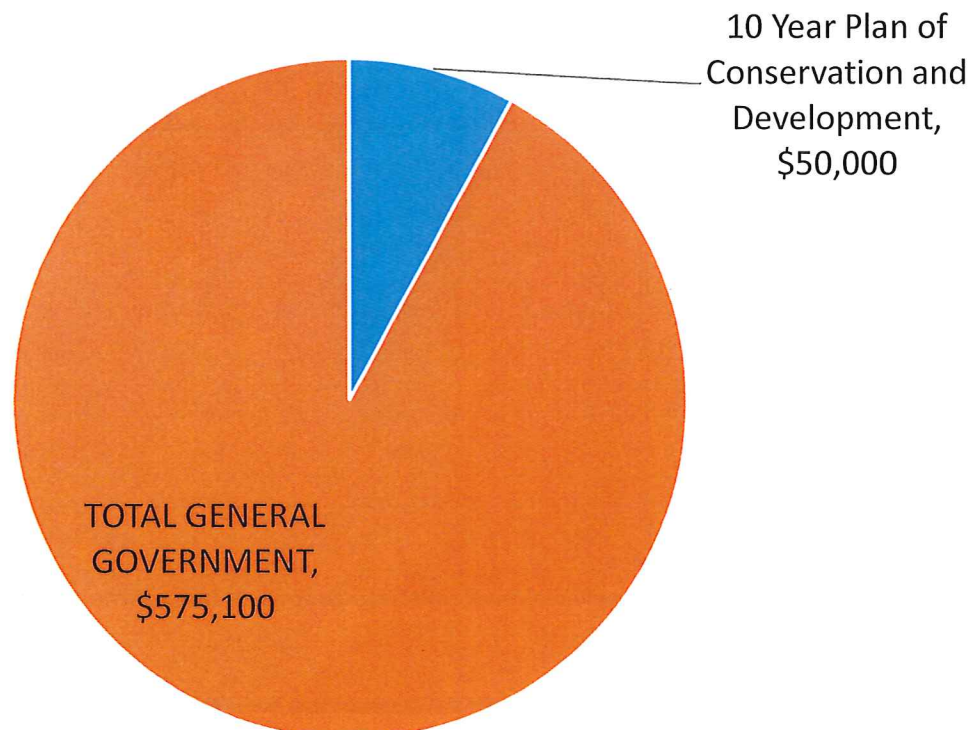
10 YEAR PLAN OF CONSERVATION & DEVELOPMENT

Description: Every 10 years a 10 Year Plan of Conservation & Development needs to be prepared in accordance with statutory requirements CGS (8-23).

Future Operating Budget Impact: None anticipated



ECONOMIC & COMMUNITY DEVELOPMENT



Library

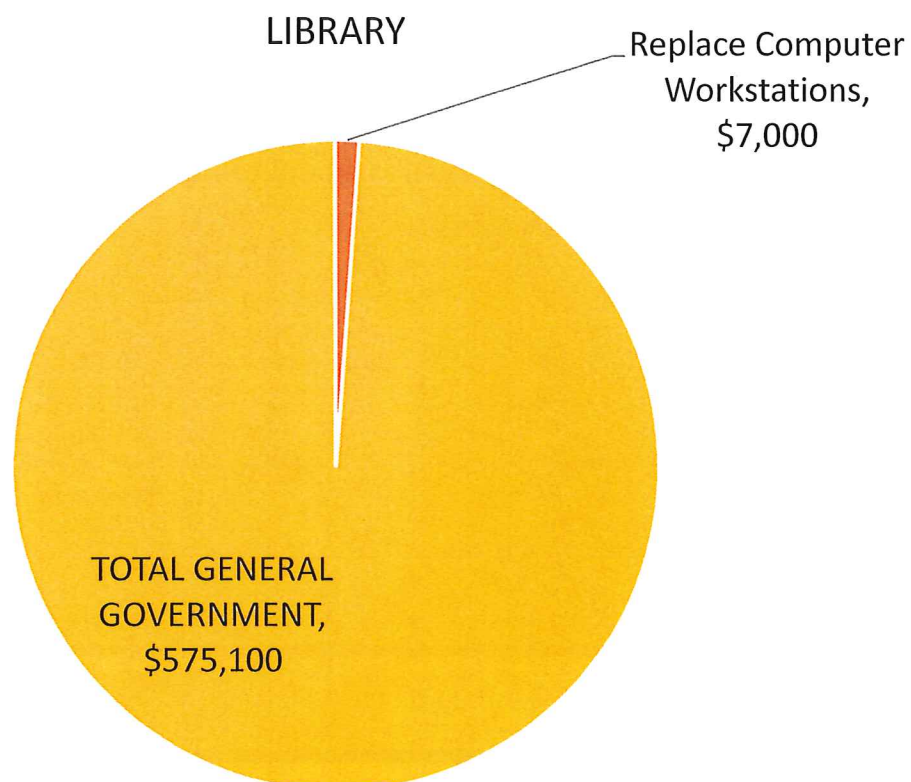
Nonrecurring Project	FY 2019	Future Cost	Total Cost
Replace Computer Workstations	\$ 7,000	\$ 15,000	\$ 22,000
Nonrecurring Total	\$ 7,000	\$ 15,000	\$ 22,000

Department Total	\$ 7,000	\$ 15,000	\$ 22,000
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10 YEAR PLAN OF CONSERVATION & DEVELOPMENT

Description: This would replace a portion of the computer workstations that are available to the public and update some of the software to make the workstations more efficient.

Future Operating Budget Impact: None anticipated



Board of Education

Nonrecurring Project	FY 2019	Future Cost	Total Cost
Network Upgrade	\$ 22,500	\$ -	\$ 22,500
Replace Chromebooks	\$ 110,000	\$ -	\$ 110,000
Cases for Grade 6 Chromebooks	\$ 4,900	\$ -	\$ 4,900
PHS: Projectors Replacement	\$ 87,500	\$ -	\$ 87,500
Nonrecurring Total	\$ 224,900	\$ -	\$ 224,900
Department Total	\$ 224,900	\$ -	\$ 224,900

NETWORK UPGRADE

Description: Project will replace four servers used to host the Town & BOE School servers in a Virtual Service Cluster.

Future Operating Budget Impact: None anticipated

REPLACE CHROMEBOOKS

Description: Replaces Chromebooks that are currently four years old that were originally purchased for the PHS students and then passed down to the lower grades.

Future Operating Budget Impact: Savings from repairs and software upgrades.

CASES FOR GRADE 6 CHROMEBOOKS

Description: Replaces cases for Grade 6 Chromebooks.

Future Operating Budget Impact: Savings from repairs or replacement prior to the end of the service.

PHS PROJECTORS REPLACEMENT

Description: Replaces the projectors throughout the Plainville High School that are currently outdated and inefficient.

Future Operating Budget Impact: Savings from repairs and maintenance.

Water Pollution Control Facility

Recurring Project	FY 2019	Future Cost	Total Cost
I & I Manhole Rehabilitation	\$ 15,000	\$ 60,000	\$ 75,000
Collection System and Repairs	\$ 50,000	\$ -	\$ -
Recurring Total	\$ 65,000	\$ 60,000	\$ 75,000

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 2019	Future Cost	Total Cost
Crane Truck Replacement	\$ 78,000	\$ -	\$ 78,000
Nonrecurring Total	\$ 78,000	\$ -	\$ 78,000

Department Total	\$ 143,000	\$ -	\$ 153,000
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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 2019

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
										-

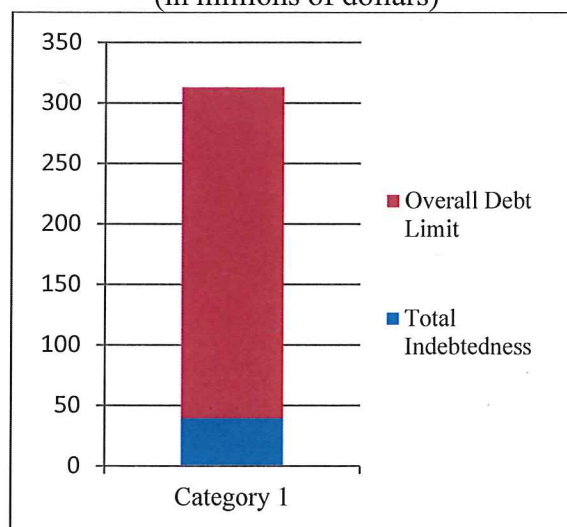
OUTSTANDING DEBT - LONG TERM

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%	1,990,000	780,000	99,500	0.63
High School Improvements	Schools	2010	2030	4,000,000	-	3.00-4.00%	600,000	200,000	20,000	0.16
Toffolon School Improvements	Schools	2010	2030	6,700,000	-	3.00-4.00%	1,005,000	335,000	33,500	0.27
Refunding 2005/2006	Schools	2012	2023	12,535,000	-	2.50-3.81%	6,380,000	1,300,000	189,950	1.07
Refunding 2007 Series A	Schools	2016	2027	5,025,000	-	3.00-4.00%	4,510,000	500,000	150,350	0.47
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

Total					-		19,855,000	3,115,000	676,300	2.60
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Total Current Indebtedness vs Legal Debt Limit*

(in millions of dollars)



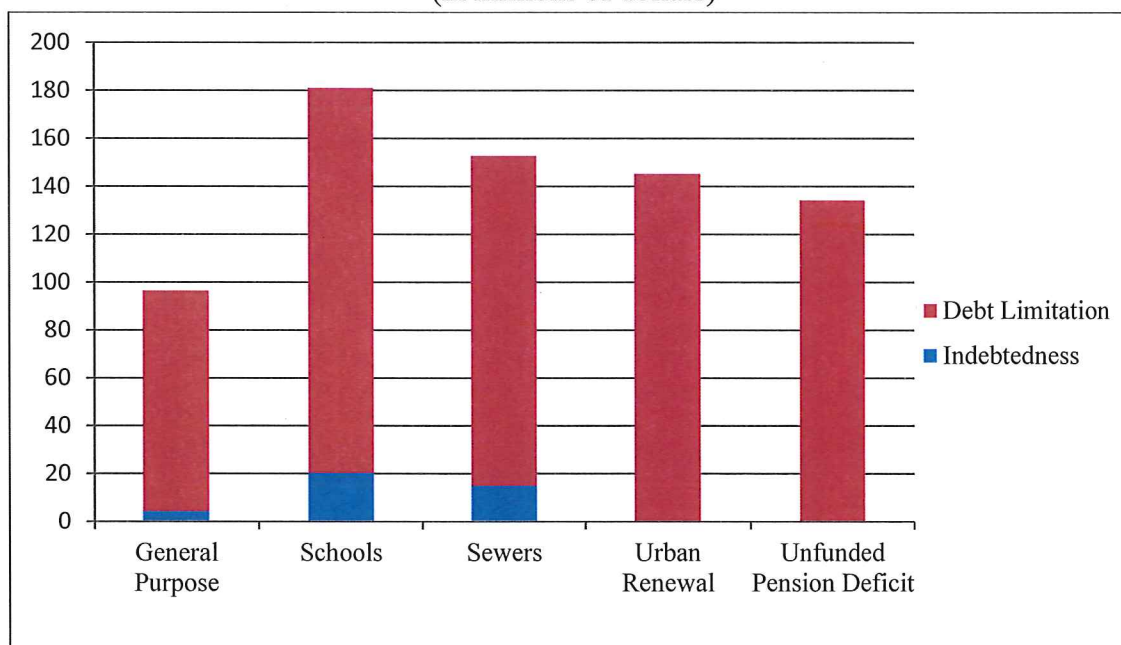
State of Connecticut limits the quantity of debt municipalities can issue relative to the tax base:

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, 2017.

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

CCRPA - Central Connecticut Regional Planning Agency

CERC - Connecticut Economic Resource Center

CROG - Capitol Region of Government

GAAP - Generally Accepted Accounting Principles

GASB - Governmental Accounting Standards Board

GENOB – General Obligation Bonds

GFOA - Government Finance Officers 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