

ANNUAL BUDGET



FISCAL YEAR 2018

July 1, 2017- June 30, 2018

Town of Plainville, Connecticut

**TOWN OF PLAINVILLE
ANNUAL OPERATING BUDGET 2017-2018
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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Plainville
Connecticut**

For the Fiscal Year Beginning

July 1, 2016

Executive Director

The Town of Plainville won the Government Finance Officers Association (GFOA) *Distinguished Budget Presentation Award* for its Fiscal Year 2017 Annual Budget. It is the sixteenth 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
Danny Carrier
Deborah Tompkins

Christopher Wazorko
Robert Ciotto, Sr.
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

Cheryl Provost
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 Colby, Jr.	x209
Town Attorney	Michael Matrianni	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	Douglas Lord	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	Jane Dickman-Buden	x242
Revenue Collector	Ana LeGasse	x237
Building Official	Foster Zucchi	x216
Zoning Enforcement Officer	William Buden	x217
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

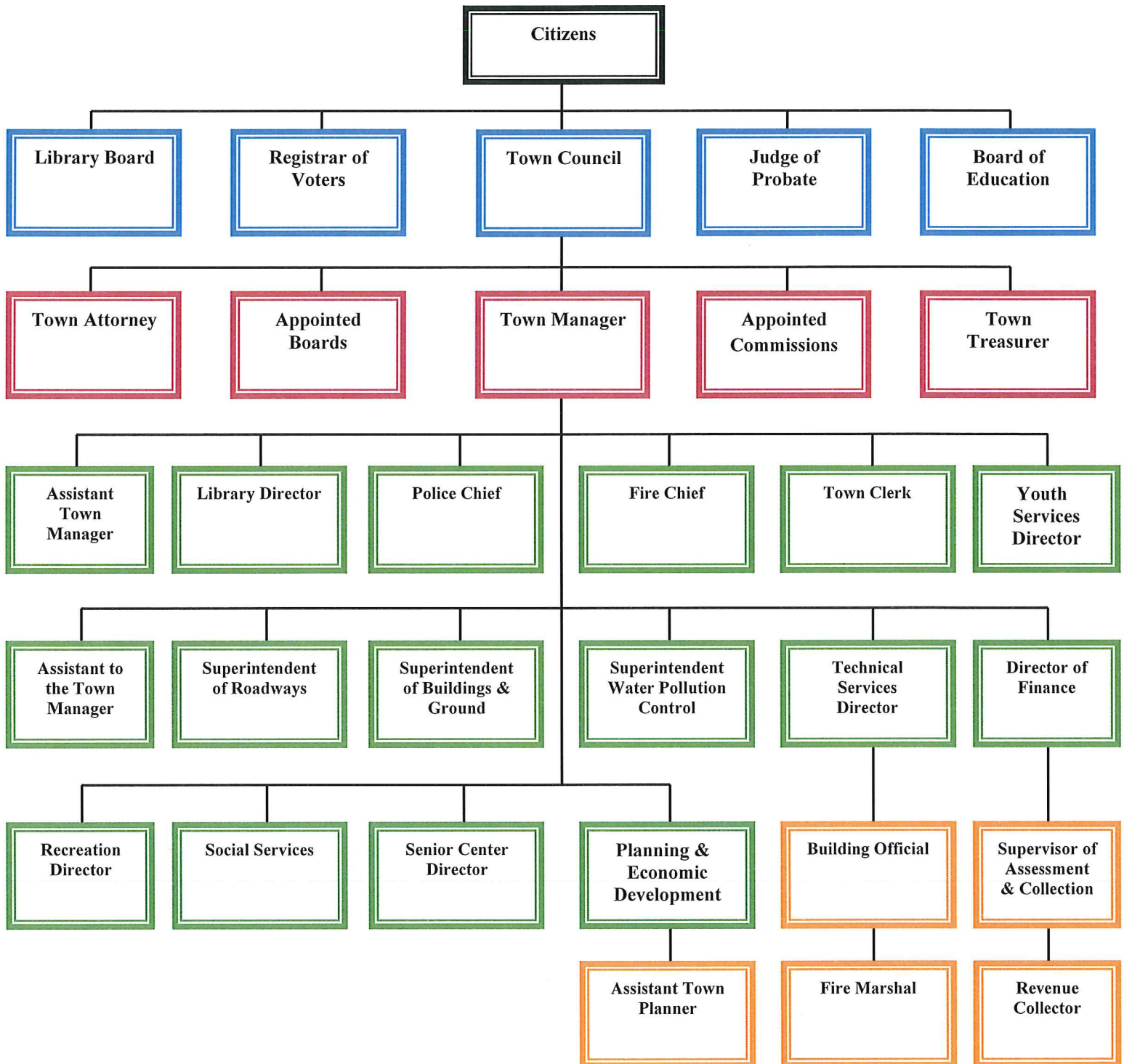
Municipal Center Telephone:

(860) 793-0221

Municipal Website:

www.plainvillect.com

TOWN OF PLAINVILLE ORGANIZATIONAL CHART



TRANSMITTAL LETTER

To the Citizens of Plainville Connecticut,

The 2017 – 2018 budget for the Town of Plainville, CT was adopted by referendum vote on April 25, 2017. 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 **\$58,525,194**, an increase of \$882,731 or 1.53% more than the comparative Fiscal Year 2016 - 2017 appropriated budget of \$57,642,463. The 2018 budget focuses on issues, policies, and factors on how they affect and relate to the Town's short and long-term goals.

GOALS AND OBJECTIVES

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

The current and previous fiscal year goals and objectives are detailed in the Citizen's Guide and individual department sections. In FY 2017, priorities included several projects and initiatives, with most projects in progress. The priorities of FY 2018 are continuous projects and initiatives from FY 2017 since the projects are large and costly. Some of those projects are economic development and infrastructure maintenance. As a result, it is the overall sentiment of the Town Council that the Town should attempt to limit its pursuit of additional large projects and programs and find ways of adapting to increasing operating expenses and the ever-growing cost of business.

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

REVENUE AND EXPENDITURES

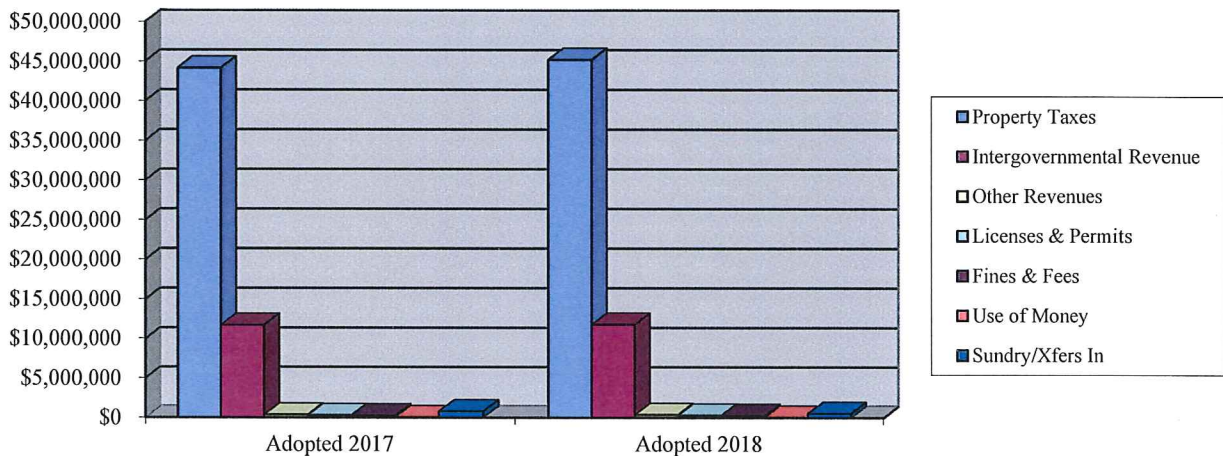
The annual budget is the most important policy document handled by Town Council members. It is important to remember that a good budget is one that shows a reasonable, responsible, and balanced relationship between expenditures and the ability to pay. This is a balanced budget where total revenue equals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

SUMMARY OF REVENUES

The following tables and charts compare revenues and expenditures from FY 2017 to FY 2018.

	Adopted FY 2017	Adopted FY 2018	Adopted Budget Inc (Dec)	
Property Taxes	\$ 44,153,414	\$ 44,208,420	\$ 1,055,006	2.39%
Licenses & Permits	282,100	281,700	(400)	(0.14%)
Fines & Fees	256,700	256,700	-	0.00%
Use of Money	40,500	40,500	-	0.00%
Intergovernmental Revenue	11,767,484	11,849,214	81,730	0.69%
Other Revenues	349,496	359,496	10,000	2.86%
Sundry & Xfers In	792,769	529,164	(263,605)	(33.25%)
TOTALS	\$ 57,642,463	\$ 58,525,194	\$ 882,731	1.53%

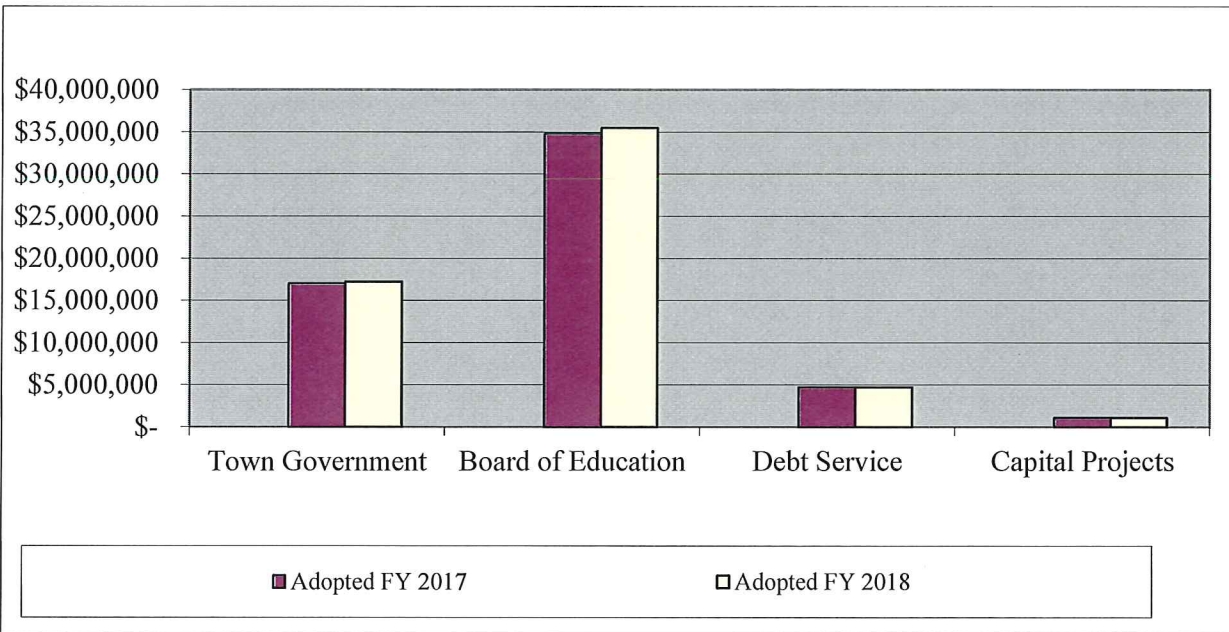
Comparison of Revenues for FY 2017 and FY 2018



SUMMARY OF EXPENDITURES

	Adopted FY 2017	Adopted FY 2018	Adopted Budget Inc (Dec)	
Town Government	\$ 17,005,802	\$ 17,209,801	\$ 203,999	1.20%
Board of Education	34,824,367	35,503,099	678,732	1.95%
Debt Service	4,712,294	4,712,294	-	0.00%
Capital Projects	1,100,000	1,100,000	-	0.00%
TOTALS	\$ 57,642,463	\$ 58,525,194	\$ 882,731	1.53%

Comparison of Expenditures for FY 2017 and FY 2018



The mill rate is **32.68, a 0.69 mill increase, or 2.17% increase**. The Town Council felt it was prudent to keep the mill rate down by utilizing \$200,000 of unassigned fund balance in light of additional, unbudgeted revenues being returned to the General Fund in past. With the State of Connecticut unable to adopt a budget of their own, which partially funds the Town of Plainville, there is a possibility an adjustment to this mill rate may occur in the future. The Town had to estimate and assume much more unnecessarily when calculating this mill rate due to the State's inability to pass a State budget. The mill rate is calculated as follows:

Expenditure Budget Change		Revenue Budget Change	
Board of Education	\$ 678,732	Intergovernmental	\$ 81,730
Town Government	203,999	Other Taxes	50,000
Capital Projects	-	Other Revenues	10,000
Debt Service	-	Licenses & Permits	(400)
		Sundry & Xfers In	(263,605)
		Subtotal Direct Rev	(122,275)
		Current Taxes	1,005,006
Total Expenditure	\$ 882,731	Total Revenue	\$ 882,731

Gross expenditures	\$ 58,525,194
Less direct revenue estimates	(14,372,274)
Net budget	44,152,920
Use of fund balance	(200,000)
Adjustment for uncollected taxes @ 2.6%	1,173,281
Amount to be raised	45,126,201
Value of 1 mill at 97.4% collection rate	\$ 1,381,073
	45,126,201
Calculated mill rate	1,381,073 = 32.68 mills

TOWN GOVERNMENT, DEBT SERVICE, & CAPITAL EXPENDITURES

The Town Government operating budget is **\$17,209,801**. This is an increase of \$203,999 or 1.20% from the prior FY 2017. The major changes to the Town Government budget are as follows:

- All personnel costs, including overtime, are budgeted at a 2.00% increase. Payroll increases in total dollars, including overtime, of \$100,034 or 1.28% are in this adopted budget. Several vacant positions are not being funded, lowering the overall request.
- The Town Managers budget increase of \$56,682 is primarily related to personnel costs increasing due to the elimination of department #301 Physical Services Administration. The personnel previously funded in department #301 are now being funded in the Town Manager's department #131 and Technical Services department #325. Department #301 decrease amounts to \$112,700.
- The cost to provide property/liability insurance and workers compensation is estimated to increase by \$39,675 or 6.31% over the current year, primarily due to higher workers' compensation costs. This increase is 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.
- Utility costs, including streetlights, heating oil, and gasoline & diesel, have decreased by \$31,058 or 2.03% due to lower fuel costs and conversion to LED streetlights.
- Employee Benefits increased \$124,450 due to defined contribution and defined benefit pension cost increases as well as increases in medical premiums.
- Most individual line items and departments have been kept to the FY 2017 budget level.

The Town Debt Service budget is recommended at **\$4,712,294** based on current outstanding bond obligations. This reflects a flat budget from the prior FY 2017. Approximately \$230,000 of this budget is expected to be transferred to the Debt Management Fund and will be used as new bond offerings are issued. This will keep our budget amount the same while taking advantage of current market conditions for refinancing and/or issuing new debt to fund sorely needed capital projects.

- The General Fund contribution to capital is recommended at **\$1,100,000**. This reflects a flat budget from the current prior FY 2017.

Summary of Expenditures (By Budget Function Except BOE)

	Adopted FY 2017	Adopted FY 2018	Adopted Budget Increase/(Decrease)	
General Government	\$ 2,305,035	\$ 2,489,607	\$ 184,572	8.01%
Public Safety	4,523,630	4,569,799	46,169	1.02%
Public Works	4,215,456	4,110,158	(105,298)	(2.50%)
Health & Human Services	1,752,104	1,723,358	(28,746)	(1.64%)
Civic & Cultural	152,310	155,162	2,852	1.87%
Employee Fringe Benefits	3,230,055	3,354,505	124,450	3.85%
Sundry (includes Xfers Out)	827,212	807,212	(20,000)	(2.42%)
Total Town Government	17,005,802	17,209,801	203,099	1.20%
Debt Service	4,712,294	4,712,294	-	-
Capital	1,100,000	1,100,000	-	-
Total General Government	\$ 22,818,096	\$ 23,022,095	\$ 203,999	0.89%

REVENUE HIGHLIGHTS

The Federal and State revenue estimates are based upon the Governor's proposed budget dated February 8, 2017. The State of Connecticut has not officially adopted a budget to date. This has caused the Town to estimate and assume much more than necessary when adopting the FY 2018 budget. The Governor's proposed budget would result in an increase of revenue of \$81,730 from what was budgeted in the prior FY 2017. However, with the State unable to adopt a budget, these amounts are subject to change, which would mean the Town would have to adjust its budgets to reflect the actual amounts of revenue funded by the State of CT. This could impact both the expenditure budgets and mill rate calculation. The Town has the ability to adjust mill rates in the future if necessary.

Major Revenue Changes {Increase / (Decrease) Over \$5,000}

	FY 2017	FY 2018	Difference
Special Education Grant	\$ -	\$ 2,499,215	\$ 2,499,215
MRSA Sales Tax Sharing	363,176	522,783	159,607
LoCIP	124,497	228,244	103,747
Prior Taxes	500,000	525,000	25,000
Taxes Interest	275,000	300,000	25,000
Miscellaneous - Other	180,000	190,000	10,000
PILOT – State Property	388	10,310	9,922
Interfund Transfer In – WPCF	322,710	329,164	6,454
Expenditure reduction due to State rev reduction	270,059	-	(270,059)
Grants for Municipal Projects	541,936	-	(541,936)
Education Cost Sharing	10,368,696	8,217,871	(2,150,825)
TOTALS	\$ 12,946,462	\$ 12,822,587	\$ (123,875)
Total Changes Listed Above			\$ (123,875)
All Other Line Items (including current taxes)			1,006,606
Total Revenue Changes (including current taxes)			882,731

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.	Finance	Assessor Revaluation	\$ 50,000
2.	Data Processing	Upgrades and Server for BOE Cluster	30,000
		Green Wi-Fi	9,435
3.	Econ Develop	10 Year Plan of Conservation & Development	20,000
4.	Police	Computer Aided Dispatch & Records	15,000
		Dispatch Communication Equipment Payment 4 of 5	157,848
		Patrol Cruisers Ford Interceptors – 3	84,000
		Patrol Cruisers Outfitting – 3	30,750
		Defibrillators in Patrol Cruisers - 2	6,400
		Video Cameras in Patrol Cruisers – 2	14,000
		Police Equipment	7,500
		Computer Replacements	18,000
		Animal Control Ford Transit Connect Van	33,000
5.	Fire	Replace Rescue Apparatus Lease Payment 5 of 5	103,418
		Dispatch Communication Equipment Payment 3 of 3	27,977
		Personal Protective Equipment	24,500
		SCBA Bottle Replacements	10,000
		Hurst Tool Power Unit Replacement (Jaws of Life)	10,500
6.	Roadways	JCB Loader/Backhoe	115,000
7.	Bldgs & Grounds	4 WD 1 Ton Pickup #45	26,000
		Library Window Trim Repair & Paint	10,000
8.	Tech Services	Northwest Drive Pavement Restoration	1,000,000
		Roadway Sign Replacement Program	15,000
9.	BOE	Districtwide Cleaning Equipment	15,000
		Districtwide Security Improvements	25,000
		Partition Doors in Tech-Ed Hallway - PHS	7,500
		2 Entrances for Automated Handicap Access - PHS	6,750
		Upgrade Fire Annunciation System – MSP	50,000
		Server Replacement for Town & School Cluster	24,000
		Chromebook Upgrade Grades 3 – 5	148,500
		Cases for Grades 6 & 8 Chromebooks	10,500
		Teacher Laptop Replacement – MSP	61,600
		Administrative Laptop Replacement	16,500
		Repair & Resurface Kitchen Floor – PHS	4,200
		Core Switch – PHS	17,500
Total Gross Town of Plainville Capital & Non-Recurring Expenditures			2,205,378
Less: Estimated Use of Grant Funds			(1,000,000)
Less: Estimated Use of Capital Fund/Supplemental Appropriation			(105,378)
Total Net Town of Plainville Capital & Non-Recurring Expenditures			\$ 1,100,000

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 2018 Board of Education (BOE) operating budget is adopted at \$35,503,099, an increase of \$678,732, or 1.95% over the prior FY 2017 budget. The BOE requested \$387,050 in capital expenditures for FY 2018 as detailed above. Under the Town Charter, the Town Manager is required to include the BOE’s proposed budget as recommended by the BOE.

Summary of Expenditures (By Budget Function)

	Adopted FY 2017	Adopted FY 2018	Adopted Budget Increase/(Decrease)	
Salaries	\$ 23,086,051	\$ 23,496,349	\$ 410,298	1.78%
Employee Benefits	5,567,501	5,757,619	190,118	3.41%
Purchased Prof Services	638,570	686,476	47,906	7.50%
Purchased Property Services	616,162	608,193	(7,969)	(1.29%)
Other Purchased Services	1,763,149	1,812,517	49,368	2.80%
Other Purchased Serv - Ins	262,020	250,919	(11,101)	(4.24%)
Other Purchased Serv - Tuition	988,900	1,052,852	63,952	6.47%
Supplies	1,736,696	1,722,784	(13,912)	(0.80%)
Property	106,815	43,015	(63,800)	(59.73%)
Dues & Fees	58,503	72,375	13,872	23.71%
Total BOE	\$ 34,824,367	\$ 35,503,099	\$ 678,732	1.95%

CONCLUSION

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

It should be noted the Town recently received a long-term rating increase on its general obligation (GO) bonds from Standard & Poor’s Rating Services from A+ to AA+. This three-step increase puts the Town one-step below AAA, the highest rating given. I feel this increase 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 increase 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, a full service modern facility is the oldest airport in Connecticut, is 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)
2006	17,382	*	*	39.6	2,627	4.3%
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	17,801	\$58,500	\$31,306	42.0	2,391	3.8%

* 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 kept pace with the State economy, and positive signs are emerging in the area of commercial and light industry. Housing starts and home sales are on the rise in the region as well.

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 as well.

Retail and service sectors continue to perform well. Vacancy rates in our central business district have declined as more and more tenants vie for the relatively inexpensive downtown rents. In 2016 through January of 2017, we saw sixteen new business openings and seven expansions to cap off a stellar year in terms of business retention and expansion as well adding new retail and service businesses and the attendant

jobs they bring. The former Chung property on New Britain Avenue continues to attract suiters. Environmental contamination at the site is nearly fully remediated and the land is approaching full development readiness. 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 is now in the process of retrofitting an 180,000 square foot regional leasing and self-storage facility.

The last remaining industrial subdivision lot at Strawberry Fields Industrial Park has sold. There is an additional 30 acres of remaining land in that region and it is our hope that it hits the market soon to keep pace with demand. Some of the remaining land in Farmington Corporate Park is being eyed for a large scale logistic and shipping operation, while an additional 20 or so acres is currently being banked by the owner for future development. 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 has opened interest in as approximately 60 additional acres of developable land in that vicinity.

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 17,801. 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 assure 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.

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, and Aquifer Protection Agency. The Department oversees Commission activity such as the update to the 10-year Plan of Conservation and Development, zoning and environmental regulatory amendments to keep pace with current paradigms and laws, mapping amendments and is 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.

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 \$63.36 per ton for FY 2018 through June 30, 2018. The Town expenditures to Covanta amounted to \$304,521.81 in FY 2017.

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 2018 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					
	2014	2015	2016	2017	2018
Town Government	108	108	111	113.00	110.00
Board of Education	427	415	407	424.70	424.70
Total	535	523	518	537.70	534.70

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)

	2014	2015	2016	2017	2018
General Government					
Town Manager Office	2.00	2.00	2.00	2.00	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	0.50	1.00
Total General Government	15.50	15.50	15.50	15.50	17.00
Public Safety					
Police	42.00	42.00	45.00	47.00	45.00
Animal Control	1.00	1.00	1.00	1.00	1.00
Total Public Safety	43.00	43.00	46.00	48.00	46.00
Physical Services					
Physical Service Admin	1.67	1.67	1.67	1.67	0.00
Roadways	9.00	9.00	9.00	9.00	9.00
Buildings & Grounds	12.00	12.00	12.00	12.00	11.00
Total Physical Services	22.67	22.67	22.67	22.67	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	1.00
Fire Marshal	1.00	1.00	1.00	1.00	1.00
Planning Department ***	0.50	0.50	0.50	0.50	1.00
Health & Sanitation ****	0.00	0.00	0.00	0.00	0.00
Total Technical Services	6.25	6.25	6.25	6.25	6.75

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	7.58	7.25
Total Special Funds	14.58	14.58	14.58	14.78	14.25
Total Town Government					
Full-Time Positions	108.00	108.00	111.00	113.00	110.00

* - 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 2017 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 10,420 as of March 2017. As of March 2017, unemployment was 3.8% compared to 5.4% in the greater Hartford region and 4.8% for the State.

The consumer price index as of March 2017 was 2.4% compared to 1.0% for June 2016 and 0.1% for June 2015. 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.

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, 2016 grand list remained relatively flat but did increase approximately 0.0020%. See table on subsequent pages.

These indicators were taken into account when adopting the General Fund Budget for 2017 - 2018. Amounts available for appropriations in the General Fund are \$58,525,194, an increase of \$882,731 over the FY 2016 adopted budget of \$57,642,463. 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 10,420 with an average annual unemployment rate of 3.8% as of March 2017, lower than State and Federal rates. The average annual unemployment decreased significantly this year, which is very 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, 2016 the unassigned fund balance (16.43% 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

On June 21, 2005, a referendum was passed that approved three major school projects. The first appropriated \$44,000,000 for High School renovations and improvements. The second appropriated \$1,200,000 for renovations of the High School Auditorium. The third appropriated \$16,000,000 for improvements and renovations to the Toffolon Elementary School. A referendum in June 2007 increased the authorization for the Toffolon School to \$20,680,000. Renovations to the High School and Toffolon School are complete.

In November 2006, a referendum approved an increase to the renovations of the Water Pollution Control Plant and pump stations to a total of \$29,250,000. Construction started on the fifty-six (56) year old facility and five-pump stations during 2007 and was completed in 2011. The facility treats approximately 2 million gallons per day, and 400 tons of sludge is disposed annually. Over the years, the Town did obtain State and Federal funding for the Water Pollution Facility for approximately \$25M. These grant/loan proceeds eased the cash flow required for this project. The Town has phased in rate increases for user fees to finance the paying of the loan proceeds.

In October 2010, The Town paid off \$12 million of sewer construction, the Plainville High School and Toffolon Elementary School BAN's (bond anticipation notes) during the year while rolling over another \$6 million maturing in October 2011 at a net interest cost of 1.50%. Also in October 2010, the Town issued \$12 million in new debt for the above referenced projects, resulting in a bond premium of \$640,000 and refunded \$3.515 million on the 2002 General Obligation Bonds (GENOB) for the Library Expansion and Police Station. This debt was refunded without extending the debt life and results in approximately \$124,000 in future debt interest savings.

In January 2012, the Town issued 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 for the above-mentioned projects 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.

The Town's debt portfolio has been rated Aa3 by Moody's Investor Services. This rate was affirmed in September 2015. The Town received a rating increase from Standard & Poor's in July 2014 from A+ to AA+. This significant three-step increase will have a significant positive impact on the Town's future borrowing costs.

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 resources 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
3300	Berner Pool Fund	Special Revenue	Modified Accrual	Used for the continued maintenance of the Towns premier pool facility
6200	Robertson Airport Fund	Special Revenue	Modified Accrual	Used to account for the costs and revenues associated with operating the Airport
7100	Sewer Operating Fund	Special Revenue	Modified Accrual	Used to account for operating costs of the Towns sewer treatment plant
8100	Library Fund	Special Revenue	Modified Accrual	Used to account for the separate operations of the Plainville Public Library
8300	Senior Citizen Transportation Fund	Special Revenue	Modified Accrual	Used to reflect the senior citizen transportation program funded by donations and grants

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

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

Proprietary Funds – When the Town charges customers for the services it provides, whether to outside customers or to other units of the Town, these services are generally reported in proprietary funds. Proprietary funds are reported in the same way that all activities are reported in the statement of net assets and the statement of activities. In fact, the Town’s enterprise fund (a component of proprietary funds) is the same as the business-type activities reported in the government-wide statements, but provide more detail and additional information, such as cash flows, for proprietary funds. Internal service funds (the other component of proprietary funds) are used to report an activity that provide supplies and services for the Towns other programs and activities – such as Town Health Benefit and Workers’ Compensation Internal Service Fund.

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

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

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

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

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

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

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

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

Measurement Focus

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

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

Basis of Accounting

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

a. Revenue - Under this basis of accounting, revenues are recorded when they are susceptible to accrual (when they are both measurable and available). In this context, available implies that the revenues are collectible within the current period or soon enough thereafter to pay liabilities of the current period. In essence, modified accrual dictates that revenues are not to be recorded until they can be committed with certainty to the payment of liabilities.

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

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

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

Exceptions to Modified Accrual Basis:

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

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

Applying Accrual to Intergovernmental Revenues

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

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

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

How Plainville's Basis of Accounting Differs from GAAP

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

- Encumbrances are recognized as expenditures in the year in which the purchase order is issued. Accordingly, encumbrances outstanding at year-end are reflected in budgetary reports as expenditures in the current year but are shown as a reservation of fund balance on a GAAP basis.

- State of Connecticut payments for the State Teachers' Retirement System (on behalf of the Town of Plainville's teachers) are reported for GAAP purposes only.

XII. Policies that Guide the Budget Process

Budget Provisions

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

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

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

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

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

The Town Council shall hold one or more public hearings not later than thirty (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 2003 - 2017**

Fiscal Year	Town Manager Proposed Mill Rate	Town Council Approved Mill Rate	Grand List Year	Grand List Value	Current Year Tax Levy
2003	34.26	32.06	2001	\$ 898,874,926	\$ 28,817,930
2004	34.96	33.55	2002	917,444,217	30,780,253
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	43,952,920

* 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, and 16.43 in FY 2016.

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

General Fund				
	Audited 2014 – 2015	Audited 2015 – 2016	Estimated 2016 – 2017	Budgeted 2017 – 2018
Total fund balance, beginning of year	\$12,034,496	\$11,056,343	\$10,908,631	\$10,508,631
Total fund balance, end of year	11,056,343	10,908,631	10,508,631	10,403,253
Non-spendable fund balances, end of year *	813,270	1,420,919	900,000	900,000
Unassigned fund balance, end of year	\$10,243,073	\$ 9,487,712	\$ 9,608,631	\$9,503,253
Unassigned fund balance as % of total revenues	18.64%	16.43%	16.63%	16.24%

Note: Decrease of unassigned fund balance in audited FY 2015 and estimated FY 2016 is a result of additional appropriations used for one-time purchases and/or capital projects.

Sewer Operating Fund				
	Audited 2014 - 2015	Audited 2015 - 2016	Estimated 2016 - 2017	Budgeted 2017 - 2018
Total fund balance, beginning of year	\$2,171,371	\$2,196,280	\$2,567,702	\$2,926,942
Total fund balance, end of year	2,196,280	2,567,702	2,926,942	3,195,696
Non-spendable fund balances, end of year *	2,196,280	2,567,702	2,926,942	3,195,696
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 2014 - 2015	Audited 2015 - 2016	Estimated 2016 – 2017	Budgeted 2017 - 2018
Total fund balance, beginning of year	\$126,416	\$20,998	\$17,705	\$65,644
Total fund balance, end of year	20,998	17,705	65,644	20,000
Non-spendable fund balances, end of year *	20,998	17,705	65,644	20,000
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 2014 - 2015	Audited 2015 - 2016	Estimated 2016 – 2017	Budgeted 2017 - 2018
Total fund balance, beginning of year	\$166,444	\$261,924	\$357,716	\$426,669
Total fund balance, end of year	261,924	357,716	426,669	531,146
Non-spendable fund balances, end of year *	261,924	357,716	426,669	531,146
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 2014 - 2015	Audited 2015 - 2016	Estimated 2016 – 2017	Budgeted 2017 - 2018
Total fund balance, beginning of year	\$2,086,585	\$2,351,579	\$1,665,196	\$1,800,000

Total fund balance, end of year	2,351,579	1,665,196	1,800,000	1,665,000
Non-spendable fund balances, end of year *	2,351,579	1,665,196	1,800,000	1,665,000
Unassigned fund balance, end of year	\$ -	\$ -	\$ -	\$ -

Nonmajor Governmental Funds

	Audited 2014 - 2015	Audited 2015 - 2016	Estimated 2016- 2017	Budgeted 2017 - 2018
Total fund balance, beginning of year	\$3,275,853	\$2,869,345	\$3,089,262	\$2,789,262
Total fund balance, end of year	2,869,345	3,089,262	2,789,262	2,489,262
Non-spendable fund balances, end of year *	2,869,345	3,089,262	2,789,262	2,489,262
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, 2016)

Total tax collections *	\$44,114,227
Reimbursement for revenue loss on:	
Tax relief for elderly – freeze	2,000
Total Base	<u>\$44,116,227</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	\$99,261,511				
4 ½ times base		\$198,523,022			
3 ¾ times base			\$165,435,851		
3 ¼ times base				\$143,377,738	
3 times base					\$132,348,681
Total Debt Limitation	\$99,261,511	\$198,523,022	\$165,435,851	\$143,377,738	\$132,348,681
Indebtedness:					
Bonds & notes payable	\$4,385,000	\$22,615,000	\$16,014,130		
Bonds authorized - unissued	950,000				
Total Indebtedness	\$5,335,000	\$22,615,000	\$16,014,130	\$ -	\$ -
Debt Limitation in Excess of Outstanding and Authorized Debt	\$93,926,511	\$175,908,022	\$149,421,721	\$143,377,738	\$132,348,681

Note: In no case shall total indebtedness exceed seven times annual receipts from taxation or \$308,813,589

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

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Debt Limitation	248,461	249,023	255,676	255,151	277,077	283,032	289,732	297,456	298,750	308,814
Total net debt applicable to limit	72,574	51,397	85,698	73,040	71,175	67,196	63,118	52,976	48,490	43,961
Legal Debt Margin	175,887	197,626	169,978	182,111	205,902	215,836	226,614	244,480	250,260	264,853
Total Net Debt Applicable to the Limit as a Percentage of Debt Limit	29.21%	20.64%	35.52%	28.63%	25.69%	23.74%	21.78%	17.81%	16.23%	14.24%

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.

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. Further, 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.

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.
 - 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.
- 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 – currently in process, 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 - a plan that will 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 similar 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 expand. 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.

5. Provide citizens with new services where unfulfilled needs are identified. The further construction of a route through Plainville for the Farmington Canal Trail is a service that has long been discussed. The town will continue to explore funding and grant options so that citizens may be able to take advantage of this leisurely and recreational opportunity in the future.

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

XVII. Short Term Budget Goals

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

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

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

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

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

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

1. Improving Infrastructure

- Renovate Paderewski Park & Norton Park restrooms. Add perimeter fencing, seating areas, playground equipment and a new restroom facility making it all ADA compliant.
- Implement the Town's Capital Improvement Program including Street Improvements under the Bond Program.
- Continue to provide support for the Pequabuck River multi town Flood Study.
- 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.
- Continue to implement the FEMA Hazard Mitigation Grant finalizing acquisition and demolition of structures on Robert Street Extension and Norton Place Extension.

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 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 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 turf fields at the High School.
- Continue to work on Phosphorus reduction at WPC.
- 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
- Establish a library café in partnership with the Friends of the Plainville Public 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.
- Expansion of PreK to full day at all three elementary schools.

XVIII. Budget Priorities

In FY 2017, 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 2017.

A. FY 2017 Accomplishments

1. Infrastructure & Projects –

- Continued general administration duties at Water Pollution Control, Buildings & Grounds and Roadways Divisions.
- Playground replaced at Norton Park and Fire Engine Playground at Paderewski Park replaced.
- Specifications and bid proposals prepared and reviewed for vehicles, equipment, fuel, utilities, and all capital budget items.
- Continued the Employee safety training program.
- Rebuilt 65 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.
- Upgraded the pavilion and splash pad at Paderewski Park.
- Upgraded field lighting at Norton Park.
- Replaced Norton Park Activity building roof.
- Replaced 1 municipal vehicles.
- 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.
- Upgraded environmental controls at the Senior Center to allow for efficient control of HVAC controls and energy efficiency.
- Administered Street Light repairs and coordinated work with Eversource and the town's vendor Turri/Masterson Electric.
- Town of Plainville became a silver Community through the Clean Energy Community Program.
- Improved and complied with Storm Water drainage requirements.
- Milled and paved Woodside Lane, Ashford Lane, Hardwood Road, Hollis Lane, Wheeler Lane, Dogwood Road, Plum Tree Road, Birch Tree Road, Forest Street, and West Main Street.
- Town of Plainville reduced municipal energy consumption by 20%, two years earlier than expected.
- Continue to execute \$5,000,000.00 road bond for a five year paving program. Currently in year three of five.
- Collected household hazardous waste at the Roadways Garage in May.
- Finished retrofitting of streetlights with LED technology.

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. One (1) small business loan totaling \$40,000.00 was approved to make needed structural and finish repairs to a high visibility business on busy East Street.
- The EDA continues to makes 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. Four (4) tax abatements were recommended where the net square footage of new commercial space equals 52,500 square feet.
- The EDA worked closely with staff and the State of Connecticut to attract and retain businesses. At the local level, the EDA directs staff to update and maintain a database of local properties (existing buildings and vacant land), which is posted on the Town's website.

- Staff made a special presentation to the Business Community in an effort to promote the State-sponsored Jobs Bill, which provides funds for grants and loans to qualifying businesses that increase their number of employees.

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 East River Energy extending the contract until December 31, 2017 with a fixed price of \$2.29/gal. This is \$0.20 less than the current budgeted amount of \$2.49/gal and based upon an estimated 42,000 gallons of gasoline used with a net savings of approximately \$30,000 over the next few years.
- 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, heating oil number 2, and natural gas which are bid cooperatively through CRCOG.
- The Solid Waste Management team continued with a six-year contract for single-stream recycling and automated garbage collection with a private vendor at a lower rate than the previous hauler.

5. Debt Management –

- The Town was recently notified by Standard & Poor's Rating Service that they have raised our long-term rating on our general obligation bonds to AA+ from A+ 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. This upgrade to Plainville's credit rating will allow the Town to borrow monies at lower interest rates than under the old rating. 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.

6. **Fund Balance:** - The fund-balance reached 16.43% as of June 30, 2016.

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.
- Adopted the following zoning text amendments in compliance with the 2009 Plan of Conservation and Development and in keeping with continued efforts to streamline and clarify the land use process:
 - Prepared and presented for adoption the Redevelopment Design District Regulations meant to foster redevelopment of underutilized and/or contaminated industrial properties by special exception. The regulations allows for mixed use development where conventional development may not be economically feasible.
 - Revised parking lot landscaping requirements in keeping with Plan recommendations to emphasize more plantings.
 - Repeal existing and rewrite new Sand and Gravel Removal regulations to require a greater degree of accountability and environmental controls.
- Continue 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.
- Among the more notable application reviewed thus far this fiscal year is the approval granted to the Town of Farmington to construct trail head parking and a gazebo within an upland review area for the Farmington Canal Heritage Trail. The Commission also approved the construction of a 25,000 square foot contractor’s headquarters within the upland review area on Unionville Avenue. No wetland impact is proposed for either development project.
- A cleanup in the fall and spring of Tomasso Nature Park was held.
- A fishing derby was held with about 100 children attending.
- Two river cleanups were scheduled to be held, one for the Quinnipiac River in May and the other for the Quinnipiac River in September. However, the Pequabuck River clean up in May had to be cancelled due to flooding in the area.
- A successful Earth Day program was provided for town elementary schools.
- The clean energy program was expanded to include town buildings.
- Open space programs and opportunities were expanded.
- Conducted water sampling with the Health District and the State Department of Public Health regarding water quality in Plainville.
- The Conservation Commission started Project P.E.E.P. (Plainville Enhancing its Environment for Pollinators). This projects serve to provide flowers throughout Plainville to provide pollinators what they need to survive.
- 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.

8. **Miscellaneous**

- The Veteran’s Council raised approximately \$24,700 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 Assessor's Office successfully completed the 2016 Revaluation.
- The Transfer Station expanded hours for residents to dispose of leaves and Christmas trees drop-off and pick-up.
- The Senior Center received a \$12,717 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 initiated a new patron library card that includes keychain segments. The library also was awarded a grant from the Community Foundation of Greater New Britain to expand library literacy, and cultural offerings to the community through puppetry.

B. FY 2017 Priorities

The Town of Plainville budget process pays close attention to National and State economic trends. 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 local and State, 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 weather national and state trends better than many CT municipalities. Even so, Connecticut is ranked 8th in the nation in states 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 and not only is this workforce highly educated, it is 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 2018 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 area 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.

The manufacturing and construction sectors are showing strong signs of growth.

New Construction: CT Tool & Manufacturing is approved for a 19,000 square foot expansion, while Mott Corporation is approved for a 31,000 square feet expansion. During the winter of 2015/2016, All State Fire Equipment, LLC received approval to construct an 18,000 square foot facility, nearly tripling their size, and Northeast Produce received approval for a 12,000 square foot expansion. Both are under construction. Phoenix Soil completed construction of their new plant and now employs 14. Plans are underway to expand operations and as many as 12 new hires are being discussed for Phoenix. Topflight Machine Tool, LLC was approved for a 6,000 square foot expansion at their 90 Robert Jackson Way facility in November of 2015; Construction should be starting soon. Ducci Electric Contractors received approval for a 25,000 square foot facility on Unionville Avenue; Construction is now underway and occupancy may occur as early as August of 2016.

Vacancies: Gerdau Steel is a multi-national corporation that recently leased and moved into 60,000 square feet of vacant space at 75 Neal Court. In March of 2016, U-HAUL purchased 10 New Britain Avenue. This 180,000 square foot former General Electric facility was vacant for seven (7) years. U-HAUL will operate a regional storage facility here as well as a standard rental and leasing facility. Once complete, they hope to employ upwards of 15. Fluid Control Solutions, who opened after this report was filed last year, purchased and renovated the 20,000 square foot facility at 75 Northwest Drive, which had been vacant for over four (4) years. In addition, Summit Crane filled a 7,000 square foot vacant facility at 19 Sparks Street.

Despite our success in filling vacancies (many more 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 including the sale of properties within Strawberry Fields Industrial Park (All State Fire Equipment).

The Town's Economic Development Office gathers data relating to other business incentives, especially those offered through the State of CT. 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.

Staff met with Fluid Control Solutions (mentioned above) in an adjacent town to help identify what benefits and incentive programs would be available to assist them in their move. Fluid Control Solutions, and many others, have been successfully referred to the State's Small Business Express Loan (EXP) Program. The EXP program offers a three tier benefit system that is based on job creation.

Clean Energy Finance and Investment Authority sponsors a program that helps companies make energy efficiency improvements in a way that the savings pay for the improvements faster than their useful life. Plainville has referred businesses to this innovative program in the past for retrofits. Most recently, the D. R. Templeman Company at 1 Northwest Drive used the program to add a roof mounted solar electric generation array.

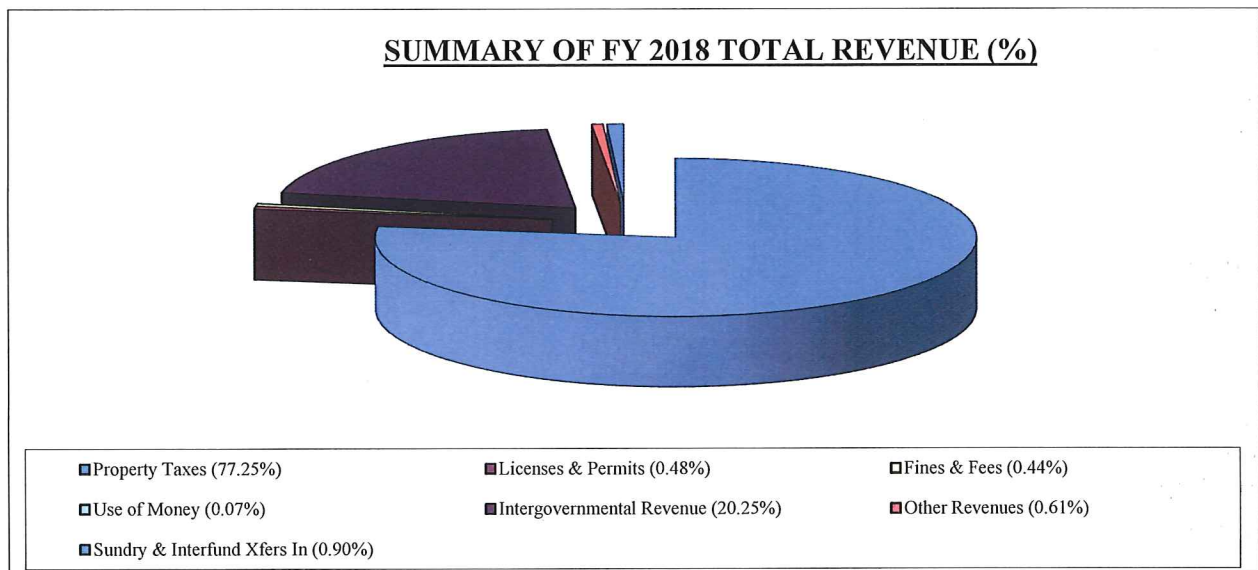
CT Commons on New Britain Avenue is our largest retail center and remains at 100% occupancy. The property across the street known as 311-349 New Britain Avenue is nearing the completion of an environmental remediation, clearing the way for additional commercial uses.

Plainville continues to enjoy a brisk rate of growth despite a downturn in the State economy.

REVENUE OVERVIEW

Within Plainville's budget for FY 2018, 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 2016 Adopted		FY 2017 Adopted		FY 2018 Adopted		Difference 2017 - 2018
Property Taxes	\$	43,543,448	\$	44,153,414	\$	45,208,420	\$	1,055,006
Licenses & Permits		206,600		282,100		281,700		(400)
Fines & Fees		235,950		256,700		256,700		-
Use of Money		25,500		40,500		40,500		-
Intergovernmental		11,643,847		11,767,484		11,849,214		81,730
Other Revenues		334,496		349,496		359,496		10,000
Sundry & Xfers In		514,840		792,769		529,164		(263,605)
TOTALS	\$	56,504,681	\$	57,642,463	\$	58,525,194	\$	882,731



- 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, 2016 Grand List increased by \$2,700,991 from \$1,378,372,391 to \$1,381,073,382. This represents a 0.19596% increase in Plainville's taxable property.
- Intergovernmental Revenue is estimated to increase primarily due an increase in the MRSF Sales Tax Sharing Grant, LoCIP Grant, and the new Special Education Grant. However, the State of Connecticut has not officially adopted a budget to date. This has caused the Town to estimate and assume much more than necessary when adopting a FY 2018 budget. The Town used the Governor's originally proposed budget dated February 8, 2017. With the State unable to adopt a budget, these amounts are subject to change, which would mean the Town would have to adjust its budget to reflect the actual amounts of revenue funded by the State of CT. This could impact both the expenditure

budgets and mill rate calculation. The Town has the ability to adjust mill rates in the future if necessary.

- Sundry & Interfund Transfers In decreased due to the use of additional fund balance being used to offset the potential further reduction of State Aid.

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.

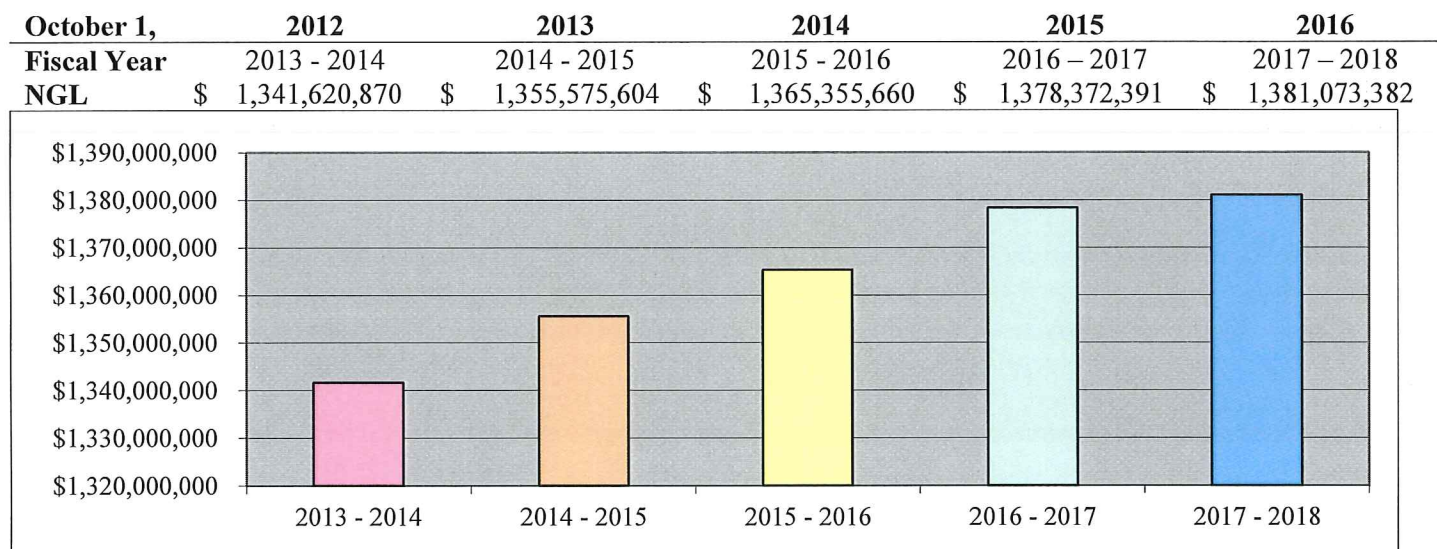
Property taxes are the largest and most important component of Town revenue sources. All revenues that cannot be generated from State aid, licenses, fees, etc. must be derived from the property tax levy.

It is estimated that the General Fund will yield \$45,208,420 in taxes and assessments in total for fiscal year 2017 - 2018. This is an increase of \$1,055,006.

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, 2016 NGL was revalued to reflect current market prices. The 2016 NGL increased by \$2,700,991 from \$1,378,372,391 to \$1,381,073,382. This represents a 0.19596% increase in Plainville's taxable property.

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

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



TAX RATE

The tax rate is expressed in terms of "mills" with one mill equivalent to one dollar of tax for every one thousand dollars of assessed value. The tax levy is a computation by the total amount of budgeted tax revenue necessary to be raised from property taxes taking into account allowances for estimated uncollectible taxes. Based on a NGL of \$1,381,073,382, applying grants and non-tax revenue, it will be necessary to finance \$45,208,420 or 77.25% from property taxes. This will require a mill rate of 32.68, an increase of 0.69 mills or 2.17%. The mill rate is calculated as follows:

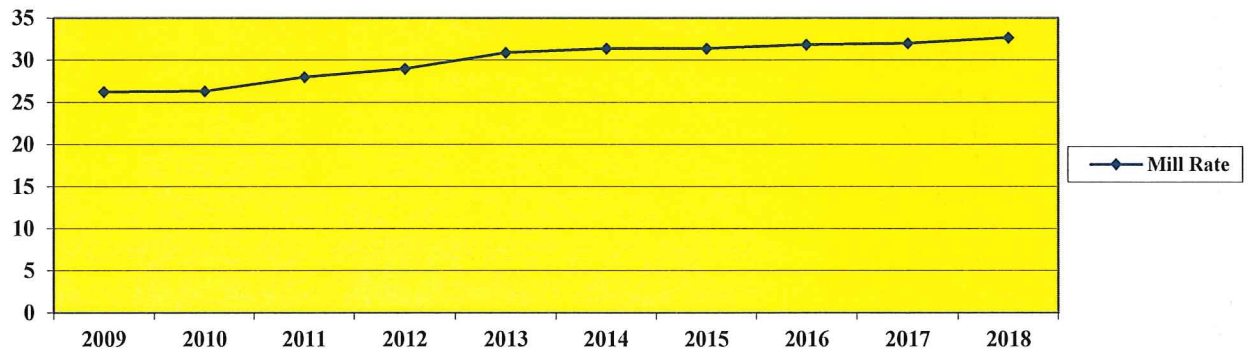
Expenditure Budget Change		Revenue Budget Change	
Board of Education	\$ 678,732	Intergovernmental	\$ 81,730
Town Government	203,999	Other Taxes	50,000
Capital Projects	-	Other Revenues	10,000
Debt Service	-	Licenses & Permits	(400)
		Sundry & Xfers In	(263,605)
		Subtotal Direct Rev	(122,275)
		Current Taxes	1,005,006
Total Expenditure	\$ 882,731	Total Revenue	\$ 882,731

Gross expenditures	\$ 58,525,194
Less direct revenue estimates	(14,372,274)
Net budget	44,152,920
Use of fund balance	(200,000)
Adjustment for uncollected taxes @ 2.6%	1,173,281
Amount to be raised	<u>45,126,201</u>
Value of 1 mill at 97.4% collection rate	\$ 1,378,372
	<u>45,126,201</u>
Calculate mill rate	<u>1,381,073</u> = 32.68 mills

**Tracking the Mill Rate and Grand List
FY's 2004 – 2018**

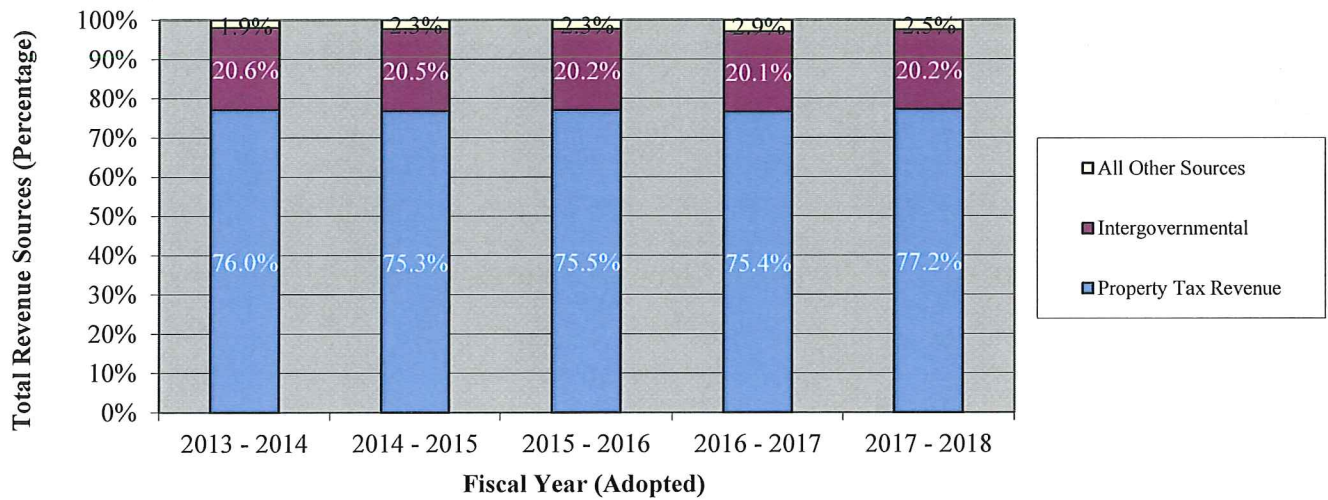
Fiscal Year	Town Manager Proposed Mill Rate	Town Council Approved Mill Rate	Grand List Year	Grand List Value	Current Year Tax Levy
2004	34.96	33.55	2002	\$ 917,444,217	\$ 30,780,253
2005	36.75	33.33	2003	930,695,700	31,020,088
2006	35.66	34.50	2004	948,434,120	32,720,977
2007	37.80	36.28	2005	957,924,310	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	43,952,920

* 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.

Trends in Revenue Sources in the Last 5 Years



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 2.5% in the 2017 - 2018 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 2015 - 2016, Fiscal Year 2016 - 2017, and Fiscal Year 2017 - 2018 originally distributed by the State of Connecticut Office of Policy and Management in February 2017. The budgeted grant amounts for fiscal year 2017 - 2018 reflects estimates provided by the State in February 2017 from the Governor's Originally Proposed Budget, however, the State of Connecticut has not officially adopted a budget to date. This has caused the Town to estimate and assume much more than necessary when adopting a FY 2018 budget. With the State unable to adopt a budget, these amounts are subject to change, which would mean the Town would have to adjust its budget to reflect the actual amounts of revenue funded by the State of CT.

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 2015 - 2016	Budgeted Grant Amount 2016 - 2017	Estimated Grant Amount 2017 - 2018
Special education grant	\$ -	\$ -	\$ 2,499,215
Education cost sharing grant	10,443,685	10,368,696	8,217,871
School transportation grant	147,764	-	-
PILOT - State property	-	388	10,310
PILOT - veteran's exemption	23,331	22,000	22,000
PILOT - elderly freeze	2,000	2,500	2,500
PILOT - elderly circuit breaker	158,090	150,000	150,000
PILOT - totally disabled	3,764	3,600	3,600
Plane registration	8,020	8,200	8,200
Pequot grant	80,726	72,491	74,491
Youth services grant	29,037	30,000	30,000
Misc. State grants	28,414	30,000	30,000
Telecommunications	44,231	50,000	50,000
Grants for municipal projects	541,936	541,936	-
MRSF sales tax sharing	-	363,176	522,783
LoCIP	124,459	124,497	228,244
Total Federal and State Grants	\$ 11,635,457	\$ 11,767,484	\$ 11,849,214

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).

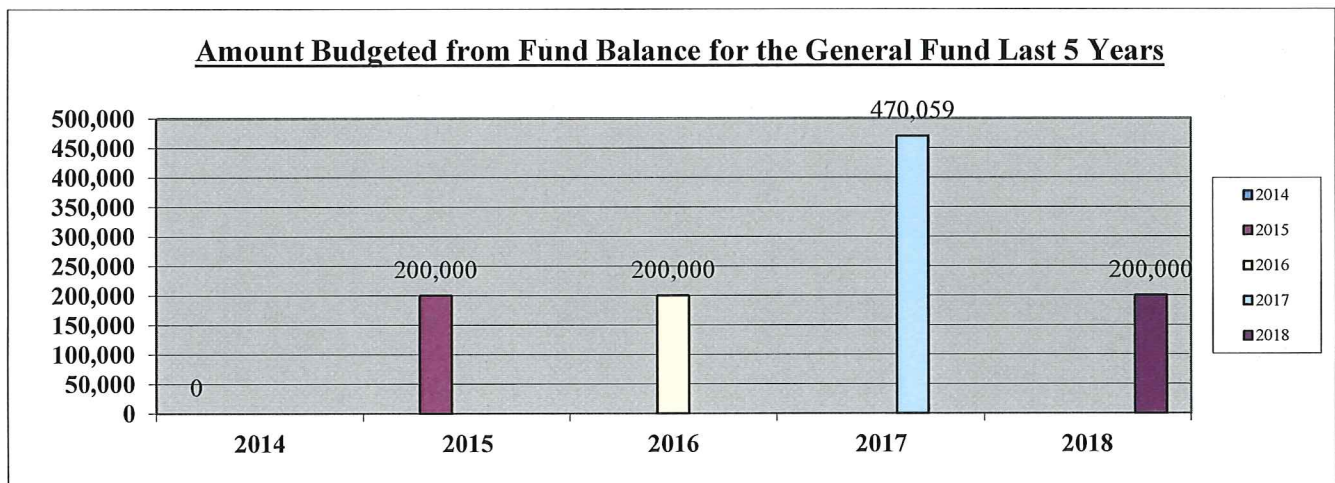
There is a continuing trend toward steady residential and commercial planned growth in Plainville. The Town continues to upgrade and expand Town provided amenities, including high quality educational, recreational, and cultural facilities, while maintaining comparatively low tax rates.

Licenses, fees, and permits revenue for all Town funds are estimated to stay the same as the 2016 - 2017 levels.

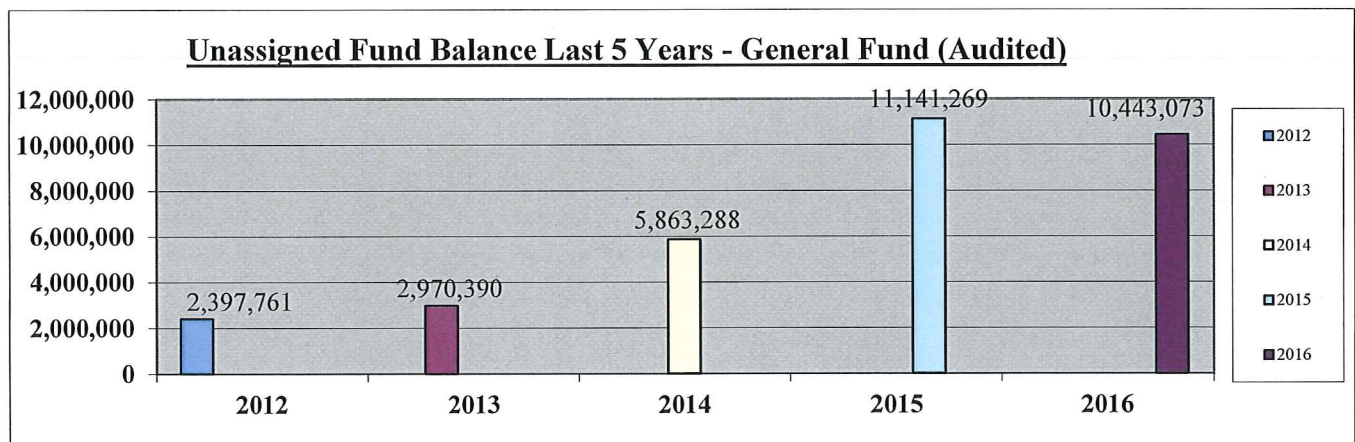
FUND BALANCE

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 2018 budget, \$200,000. 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:



Town of Plainville, Connecticut
 Adopted Town of Plainville Revenue Budget Detail - Fiscal Year 2016 - 2017
 As of April 25, 2017

Town of Plainville Revenue		2015 - 2016		2016 - 2017		2017 - 2018		
		Actual	Budgeted	Received	Estimated	Estimated	Increase/(Decrease)	
		Received		Date		Budget	\$	%
Property Taxes								
41010	Current taxes	\$ 42,398,998	\$ 42,947,914	\$ 42,922,285	\$ 43,500,000	\$ 43,952,920	\$ 1,005,006	2.34%
41015	Prior taxes	752,334	500,000	604,626	625,000	525,000	25,000	5.00%
41020	Motor vehicle supp	479,635	400,000	525,319	530,000	400,000	-	0.00%
41040	Suspense	17,655	25,000	28,585	29,500	25,000	-	0.00%
41050	Interest	431,720	275,000	355,746	380,000	300,000	25,000	9.09%
41060	Liens/misc	32,885	5,500	3,558	5,500	5,500	-	0.00%
Total Property Taxes		44,113,227	44,153,414	44,440,119	45,070,000	45,208,420	1,055,006	2.39%
Licenses & Permits								
42110	Building permits	363,551	275,000	185,695	225,000	275,000	-	0.00%
42111	Building permits - State fee	174	200	86	100	200	-	0.00%
42120	Police permits	16,845	5,500	9,440	10,000	5,500	-	0.00%
42940	Dog licenses	1,943	1,000	717	1,000	1,000	-	0.00%
42960	Solid waste licenses	-	400	-	-	-	(400)	-100.00%
Total Licenses & Permits		382,513	282,100	195,938	236,100	281,700	(400)	-0.14%
Fines & Fees								
43114	Condo fees	51,295	50,000	45,878	45,878	50,000	-	0.00%
43115	Building fees	711	1,200	403	750	1,200	-	0.00%
43116	Bounced check fees	835	1,000	865	920	1,000	-	0.00%
43117	MV delinquent fee	25,543	17,500	23,721	24,500	17,500	-	0.00%
43120	Police fines	1,910	2,500	525	750	2,500	-	0.00%
43125	Police fees	74,984	50,000	24,648	50,000	50,000	-	0.00%
43126	Impound fees	1,248	3,000	1,230	1,500	3,000	-	0.00%
43130	Town Clerk filing fees	1,680	2,000	702	1,200	2,000	-	0.00%
43135	Vital statistics	14,515	11,000	11,722	13,000	11,000	-	0.00%
43140	Recording fees	89,971	82,000	74,827	82,000	82,000	-	0.00%
43150	Planning & Zoning fees	10,475	5,000	3,234	3,500	5,000	-	0.00%
43160	ZBA fees	1,704	3,000	2,430	2,500	3,000	-	0.00%
43185	Senior Center fees	8,751	8,000	7,700	8,000	8,000	-	0.00%
43190	Senior Center health fees	10,000	10,000	10,000	10,000	10,000	-	0.00%
43195	Trash container fees	3,371	2,000	3,772	4,000	2,000	-	0.00%
43196	Tipping fees	12,735	8,000	7,440	8,000	8,000	-	0.00%
43198	Miscellaneous fees	1,638	500	1,385	1,500	500	-	0.00%
Total Fines & Fees		311,366	256,700	220,482	257,998	256,700	-	0.00%

Town of Plainville, Connecticut
 Adopted Town of Plainville Revenue Budget Detail - Fiscal Year 2016 - 2017
 As of April 25, 2017

Town of Plainville Revenue		2015 - 2016		2016 - 2017		2017 - 2018		
		Actual Received	Budgeted	Received Date	Estimated	Estimated Budget	Increase/(Decrease)	
							\$	%
Use of Money								
44110	Investment income	\$ 58,352	\$ 40,000	\$ 18,897	\$ 30,000	\$ 40,000	\$ -	0.00%
44114	Condo fee interest	968	500	509	509	500	-	0.00%
	Total Use of Money	59,320	40,500	19,406	30,509	40,500	-	0.00%
Intergovernmental Revenue								
45301	Special ed AP I grant	-	-	-	-	-	-	0.00%
45302	Special ed excess cost grant	-	-	-	-	-	-	0.00%
45303	Special education grant	-	-	-	-	2,499,215	2,499,215	100.00%
45304	Education cost sharing grant	10,443,685	10,368,696	10,297,782	10,297,782	8,217,871	(2,150,825)	-20.74%
45307	School transportation grant	147,764	-	-	-	-	-	0.00%
45310	PILOT - State property	-	388	388	388	10,310	9,922	2557.22%
45418	PILOT - veteran's exemption	23,331	22,000	23,891	23,891	22,000	-	0.00%
45420	PILOT - elderly freeze	2,000	2,500	2,000	2,000	2,500	-	0.00%
45425	PILOT - elderly circuit breaker	158,090	150,000	152,329	152,329	150,000	-	0.00%
45435	PILOT - totally disabled	3,764	3,600	3,472	3,472	3,600	-	0.00%
45445	Plane registration	8,020	8,200	7,580	7,580	8,200	-	0.00%
45500	Pequot grant	80,726	72,491	48,327	48,327	74,491	2,000	2.76%
45530	Youth services grant	29,037	30,000	27,949	27,949	30,000	-	0.00%
45542	Misc. State grants	28,414	30,000	15,085	30,000	30,000	-	0.00%
45543	Telecommunications	44,231	50,000	45,236	45,236	50,000	-	0.00%
45545	Grants for municipal projects	541,936	541,936	-	541,936	-	(541,936)	-100.00%
45546	MRSF sales tax sharing	-	363,176	363,176	363,176	522,783	159,607	43.95%
45570	LoCIP	124,459	124,497	124,497	124,497	228,244	103,747	83.33%
	Total Intergovernmental	11,635,457	11,767,484	11,111,712	11,668,563	11,849,214	81,730	0.69%
Other Revenues								
48212	Conveyance tax	157,892	135,000	199,731	225,000	135,000	-	0.00%
48217	PILOT - Housing Authority	41,792	34,496	20,301	34,496	34,496	-	0.00%
48262	Taxpayer reimbursements	(1,624)	-	-	-	-	-	0.00%
48298	Miscellaneous - BOE	-	-	-	-	-	-	0.00%
48299	Miscellaneous - other	711,526	180,000	194,893	221,000	190,000	10,000	5.56%
	Total Other Revenues	909,586	349,496	414,925	480,496	359,496	10,000	2.86%
Sundry & Interfund Transfers In								
49101	Interfund transfer in - WPCF	314,840	322,710	322,710	322,710	329,164	6,454	2.00%
49102	Use of fund balance	-	200,000	-	-	200,000	-	0.00%
-	Expenditure reduction due to State	-	270,059	-	-	-	(270,059)	-100.00%
49106	Interfund transfer in - Other Funds	5,380	-	-	-	-	-	0.00%
49107	Sale of fixed assets	2,345	-	210	210	-	-	0.00%
	Total Sundry & Interfund Transfers In	322,565	792,769	322,920	322,920	529,164	(263,605)	-33.25%
Total Town of Plainville Revenue		\$ 57,734,034	\$ 57,642,463	\$ 56,725,502	\$ 58,066,586	\$ 58,525,194	\$ 882,731	1.53%

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:

45303 Special Education Grant - grant funding distributed according to the spending needs of the school, per statutory formula

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

45425 PILOT – Elderly Circuit Breaker - 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

45546 MRSF Sales Tax Sharing – municipal revenue sharing account for sales tax allocation

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

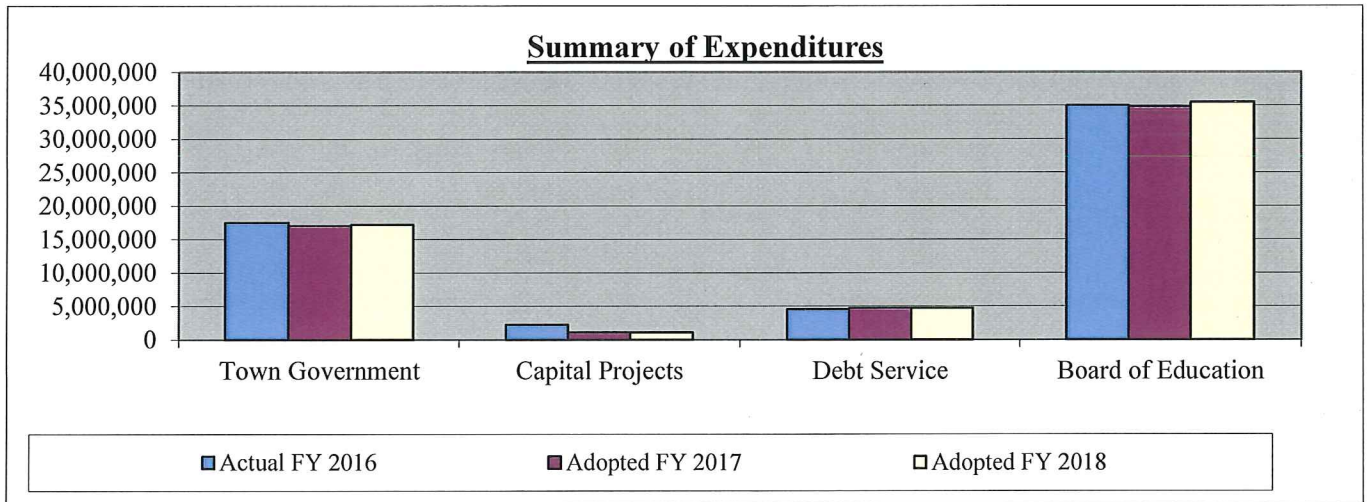
49101 Interfund Transfer In - WPCF – transfers in from the Sewer Fund for employee benefits

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

EXPENDITURES OVERVIEW

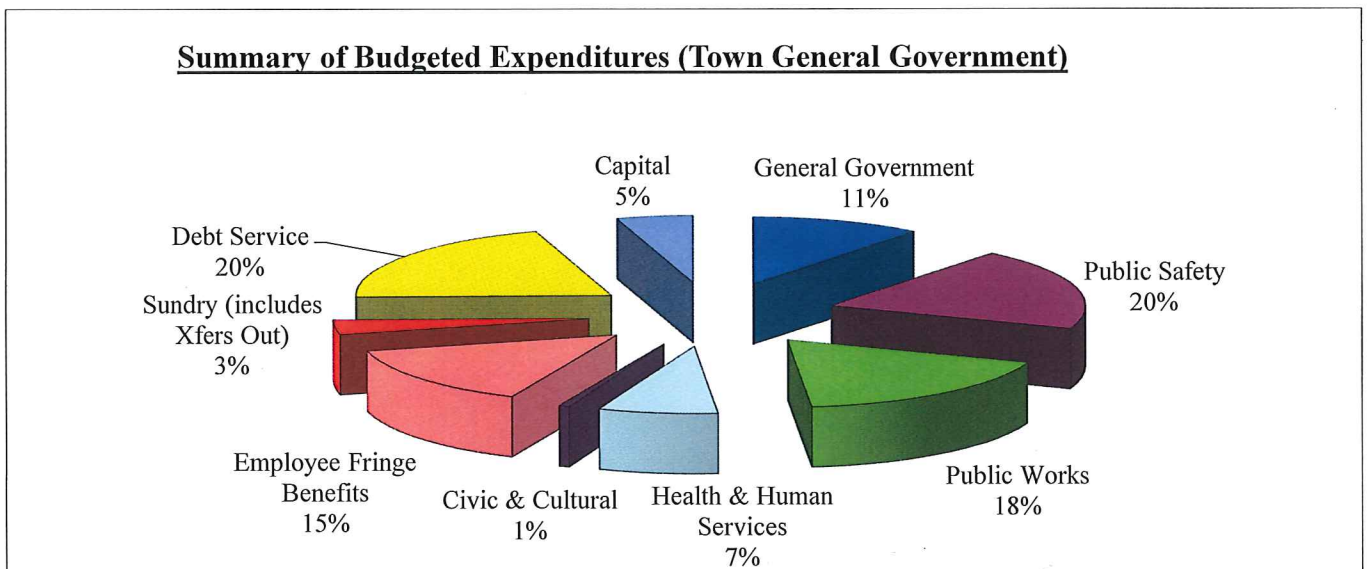
Within Plainville's budget for FY 2018, there are four (4) major expenditures: Town Government, Capital Projects, Debt Service (totaling Town General Government), and the Board of Education. The following chart illustrates the appropriations made to each of these areas throughout the past three (3) fiscal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

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Difference FY 17 - 18	Percent Change
Town Government					
General Government	\$ 2,176,809	\$ 2,305,035	\$ 2,489,607	\$ 184,572	8.01%
Public Safety	4,510,653	4,523,630	4,569,799	46,169	1.02%
Public Works	4,429,861	4,215,456	4,110,158	(105,298)	(2.50%)
Health & Human Services	1,712,034	1,752,104	1,723,358	(28,746)	(1.64%)
Civic & Cultural	147,674	152,310	155,162	2,852	1.87%
Employee Fringe Benefits	3,433,557	3,230,055	3,354,505	124,450	3.85%
Sundry (includes Xfers Out)	1,102,159	827,212	807,212	(20,000)	(2.42%)
Total Town Gov't	17,512,747	17,005,802	17,209,801	203,999	1.20%
Capital Projects					
Town Capital Budget	1,899,359	853,000	712,950	(140,050)	(16.42%)
BOE Capital Budget	322,000	247,000	387,050	140,050	56.70%
Total Capital Projects	2,221,359	1,100,000	1,100,000	-	0.00%
Debt Service					
Principal	3,485,000	3,580,000	3,585,000	5,000	0.14%
Interest	1,016,260	957,994	855,325	(102,669)	(10.72%)
Miscellaneous Costs	16,005	174,300	271,969	97,669	56.03%
Total Debt Service	4,517,265	4,712,294	4,712,294	-	0.00%
Total Town Gen Gov't	24,251,371	22,818,096	23,022,095	203,999	0.89%
Board of Education					
Salaries	23,260,618	23,086,051	23,496,349	410,298	1.78%
Employee Benefits	5,440,286	5,567,501	5,757,619	190,118	3.41%
Purchased Prof Services	460,380	638,570	686,476	47,906	7.50%
Purchased Property Serv	647,076	616,162	608,193	(7,969)	(1.29%)
Other Purchased Serv	1,709,565	1,763,149	1,812,517	49,368	2.80%
Other Purch Serv – Ins	236,996	262,020	250,919	(11,101)	(4.24%)
Other Purch Serv - Tuition	1,342,901	988,900	1,052,852	63,952	6.47%
Supplies	1,677,762	1,736,696	1,722,784	(13,912)	(0.80%)
Property	153,708	106,815	43,015	(63,800)	(59.73%)
Dues and Fees	70,568	58,503	72,375	13,872	23.71%
Total Gross BOE	34,999,860	34,824,367	35,503,099	678,732	1.95%
Excess Cost Used	(639,655)	(650,000)	(650,000)	-	0.00%
Transfers to Capital	(24,000)	-	-	-	0.00%
Total Net BOE	34,336,205	34,174,367	34,853,099	678,732	1.99%
Total Town Operating Budget	\$ 59,251,231	\$ 57,642,463	\$ 58,525,194	\$ 882,731	1.53%



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 Government operating budget is **\$17,209,801**. This is an increase of \$203,999 or 1.20% from the prior FY 2017. The major changes to the Town Government budget are as follows:

- All personnel costs, including overtime, are budgeted at a 2.00% increase. Payroll increases in total dollars, including overtime, of \$100,034 or 1.28% are in this adopted budget. Several vacant positions are not being funded, lowering the overall request.
- The Town Managers budget increase of \$56,682 is primarily related to personnel costs increasing due to the elimination of department #301 Physical Services

Administration. The personnel previously funded in department #301 are now being funded in the Town Manager's department #131 and Technical Services department #325. Department #301 decrease amounts to \$112,700.

- The cost to provide property/liability insurance and workers compensation is estimated to increase by \$39,675 or 6.31% over the current year, primarily due to higher workers' compensation costs. This increase is 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.
- Utility costs, including streetlights, heating oil, and gasoline & diesel, have decreased by \$31,058 or 2.03% due to lower fuel costs and conversion to LED streetlights.
- Employee Benefits increased \$124,450 due to defined contribution and defined benefit pension cost increases as well as increases in medical premiums.
- Most individual line items and departments have been kept to the FY 2017 budget level.

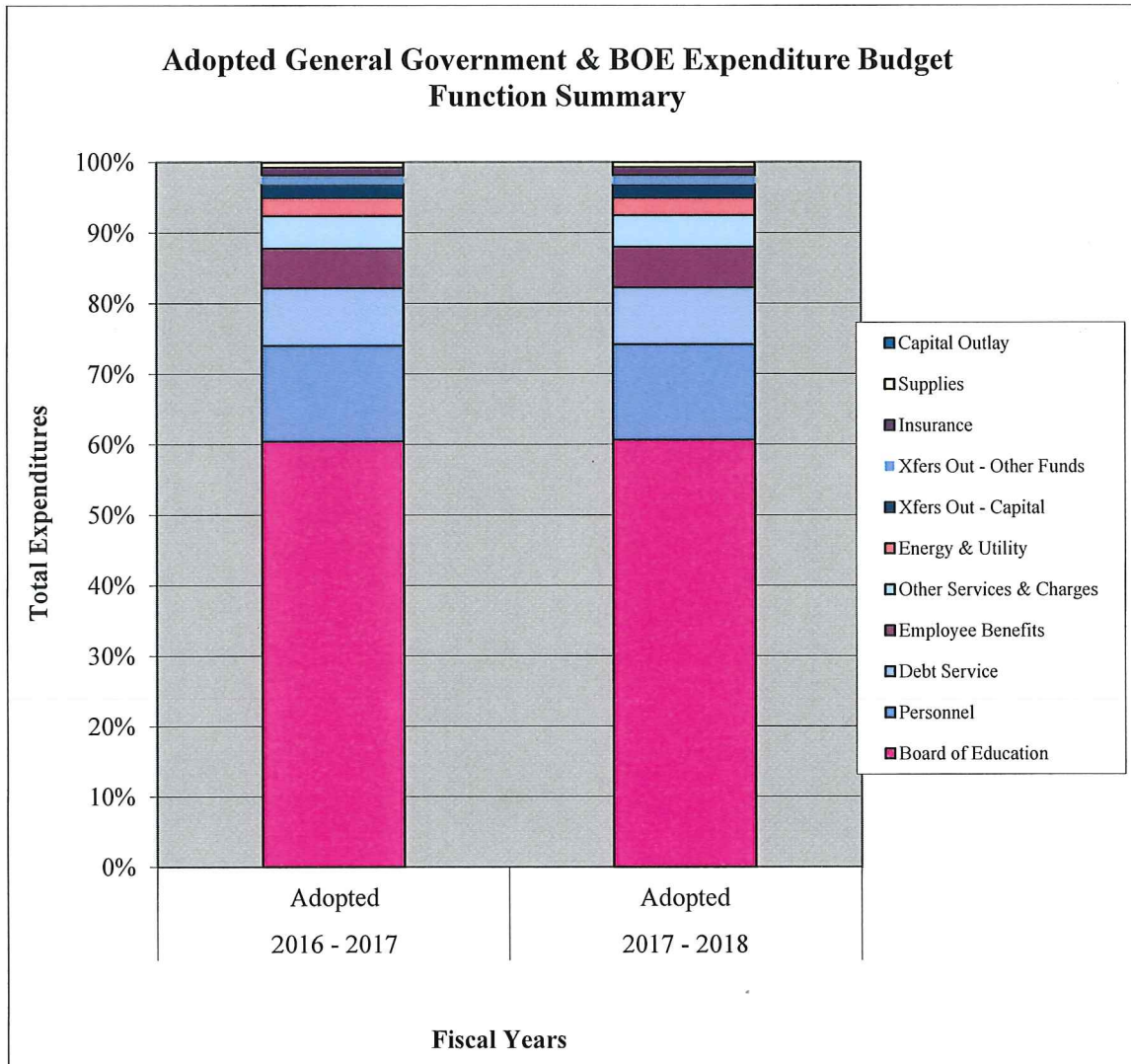
The Town Debt Service budget is recommended at **\$4,712,294** based on current outstanding bond obligations. This reflects a flat budget from the prior FY 2017. Approximately \$230,000 of this budget is expected to be transferred to the Debt Management Fund and will be used as new bond offerings are issued. This will keep our budget amount the same while taking advantage of current market conditions for refinancing and/or issuing new debt to fund sorely needed capital projects.

- The General Fund contribution to capital is recommended at **\$1,100,000**. This reflects a flat budget from the current prior FY 2017.

TOWN OPERATING BUDGET

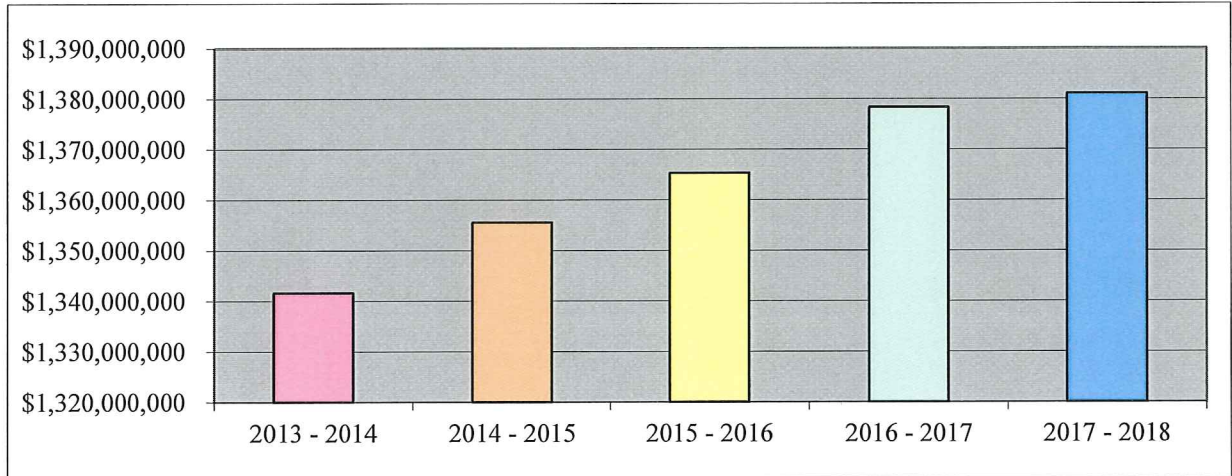
The Town Government function of the General Fund budget request of Town Agencies and Departments consists of eight (8) major expenditure objects: Personnel, Employee Benefits, Supplies, Other Services & Chargers, Insurance, Energy & Utilities, Capital Outlay, and Interfund Transfers Out to Other Funds. 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 2016 - 2017 and FY 2017 - 2018 is provided below:

	<u>FY 2016 - 2017</u>	<u>FY 2017 - 2018</u>
Town General Government		
Town Government		
Personnel	\$ 7,822,294	\$ 7,922,828
Employee Benefits	3,230,055	3,354,505
Supplies	418,177	419,055
Other Services & Charges	2,651,739	2,625,141
Insurance	614,025	653,700
Energy & Utilities	1,469,500	1,443,060
Capital Outlay	22,800	14,300
Interfund Transfers Out – Other Funds	777,212	777,212
Total Town Government	17,005,802	17,209,801
Debt Service	4,712,294	4,712,294
Interfund Transfers Out - Capital	1,100,000	1,100,000
Total Town General Government	22,818,096	23,022,095
Board of Education	34,824,367	35,503,099
Total Town Operating Budget	\$ 57,642,463	\$ 58,525,194



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

October 1,	2012	2013	2014	2015	2016
Fiscal Year	2013 - 2014	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018
NGL	\$ 1,341,620,870	\$ 1,355,575,604	\$ 1,365,355,660	\$ 1,378,372,391	\$ 1,381,073,382



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

General Government	Actual	2016 - 2017			2017 - 2018				
	Expended 2015 - 2016	Budgeted	Spent To Date	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
								\$	%
101 Town Council	\$ 71,378	\$ 71,616	66,917	\$ 71,116	\$ 72,779	\$ 72,379	\$ 72,379	\$ 763	1.07%
111 P&Z Commission	2,831	3,600	1,900	2,850	3,600	3,600	3,600	-	0.00%
112 ZBA	3,263	3,300	2,230	3,080	3,300	3,300	3,300	-	0.00%
113 Inland/Wetlands Comm	1,113	1,900	397	770	1,900	1,900	1,900	-	0.00%
114 BOAA	2,036	2,666	804	2,666	2,097	2,097	2,097	(569)	-21.34%
116 Conservation Commission	2,464	2,700	767	2,700	2,700	2,700	2,700	-	0.00%
119 Veteran's Council	4,947	5,075	4,226	5,071	5,175	9,375	9,375	4,300	84.73%
121 Recycling Commission	696	950	701	900	1,050	950	950	-	0.00%
130 Probate Court	7,810	8,672	8,670	8,670	9,475	9,475	9,475	803	9.26%
131 Town Manager	213,898	218,675	186,517	221,254	273,441	275,357	275,357	56,682	25.92%
132 Human Resources	86,211	91,055	73,379	91,530	92,682	92,682	92,682	1,627	1.79%
133 Elections	62,498	65,765	45,034	62,600	62,610	63,825	63,825	(1,940)	-2.95%
134 Town Attorney	128,907	133,035	120,289	133,035	135,055	135,055	135,055	2,020	1.52%
135 Town Treasurer	5,574	5,715	4,761	5,714	5,830	5,830	5,830	115	2.01%
136 Finance	180,889	187,385	156,926	185,924	206,402	206,402	206,402	19,017	10.15%
137 Assessments	202,391	210,129	168,912	209,879	231,589	231,589	231,589	21,460	10.21%
138 Revenue Collection	113,115	140,285	110,494	140,285	137,470	137,885	137,885	(2,400)	-1.71%
150 Town Clerk	190,976	195,172	167,577	196,116	200,062	200,495	200,495	5,323	2.73%
155 Data Processing	171,392	200,460	175,647	200,312	212,936	212,336	212,336	11,876	5.92%
160 Insurance	612,267	629,040	664,499	667,567	677,715	668,715	668,715	39,675	6.31%
165 General Admin Services	66,379	80,730	51,542	80,730	81,055	81,055	81,055	325	0.40%
170 Economic Development	45,774	47,110	53,466	64,923	72,658	72,605	72,605	25,495	54.12%
Total General Government	2,176,809	2,305,035	2,065,655	2,357,692	2,491,581	2,489,607	2,489,607	184,572	8.01%

Public Safety	Actual	2016 - 2017			2017 - 2018				
	Expended 2015 - 2016	Budgeted	Spent To Date	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
								\$	%
201 Police	4,072,459	4,058,730	3,558,514	4,309,960	4,112,618	4,106,618	4,106,618	47,888	1.18%
205 Animal Control	104,406	77,766	64,252	78,455	81,132	81,077	81,077	3,311	4.26%
206 EMS	14,152	14,744	14,743	14,743	15,294	15,294	15,294	550	3.73%
210 Fire	302,184	354,415	245,452	344,715	348,475	348,475	348,475	(5,940)	-1.68%
215 Civil Preparedness	17,452	17,975	15,209	17,975	18,335	18,335	18,335	360	2.00%
Total Public Safety	4,510,653	4,523,630	3,898,170	4,765,848	4,575,854	4,569,799	4,569,799	46,169	1.02%

Public Works	Actual	2016 - 2017			2017 - 2018				
	Expended 2015 - 2016	Budgeted	Spent To Date	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
								\$	%
301 Physical Services Admin	109,495	112,700	103,654	115,458	-	-	-	(112,700)	-100.00%
305 Roadways	834,363	898,271	800,090	937,649	920,136	910,790	910,790	12,519	1.39%
310 Buildings & Grounds	927,780	1,012,650	856,398	983,429	1,030,730	977,660	1,002,660	(9,990)	-0.99%
315 Municipal Bldg Maint	1,911,365	1,531,318	993,213	1,431,975	1,721,267	1,500,260	1,500,260	(31,058)	-2.03%
320 Motor Vehicle & Equip	134,897	135,260	135,334	136,100	135,260	135,260	135,260	-	0.00%
323 Transfer Station	60,379	73,300	38,914	73,300	75,238	74,423	74,423	1,123	1.53%
325 Technical Services Admin	169,773	159,085	112,368	132,897	170,480	171,715	171,715	12,630	7.94%
330 Engineering	73,004	75,975	63,217	75,975	77,425	77,425	77,425	1,450	1.91%
360 Building Inspector	81,710	84,290	66,881	83,265	85,840	85,840	85,840	1,550	1.84%
370 Fire Marshal	68,738	70,575	58,255	70,530	72,080	72,080	72,080	1,505	2.13%
380 Planning	58,357	62,032	61,804	73,435	79,758	79,705	79,705	17,673	28.49%
Total Public Works	4,429,861	4,215,456	3,290,128	4,114,013	4,368,214	4,085,158	4,110,158	(105,298)	-2.50%

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

		Actual	2016 - 2017		2017 - 2018				
		Expended	Budgeted	Spent To Date	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)
Health & Human Services		2015 - 2016							\$ %
410	Health & Sanitation	\$ 120,285	\$ 120,157	\$ 120,157	\$ 120,157	\$ 120,157	\$ 120,157	\$ 120,157	\$ - 0.00%
412	Health & Welfare	52,069	53,310	49,860	53,310	53,865	53,865	53,865	555 1.04%
415	Solid Waste	1,122,889	1,141,822	852,122	1,131,758	1,145,920	1,100,300	1,100,300	(41,522) -3.64%
420	Senior Center	276,576	292,460	240,088	292,460	301,712	301,712	301,712	9,252 3.16%
430	Social Services	26,562	27,655	23,802	27,655	28,260	28,201	28,201	546 1.97%
440	Youth Services	113,653	116,700	101,514	116,700	118,860	119,123	119,123	2,423 2.08%
Total Health & Human Serv		1,712,034	1,752,104	1,387,543	1,742,040	1,768,774	1,723,358	1,723,358	(28,746) -1.64%
		Actual	2016 - 2017		2017 - 2018				
		Expended	Budgeted	Spent To Date	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)
Civic & Cultural		2015 - 2016							\$ %
510	Recreation	147,674	152,310	127,233	152,490	155,162	155,162	155,162	2,852 1.87%
Total Civic & Cultural		147,674	152,310	127,233	152,490	155,162	155,162	155,162	2,852 1.87%
		Actual	2016 - 2017		2017 - 2018				
		Expended	Budgeted	Spent To Date	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)
Employee Fringe Benefits		2015 - 2016							\$ %
820	Fringe Benefits	3,433,557	3,230,055	2,692,241	3,247,165	3,354,505	3,354,505	3,354,505	124,450 3.85%
		Actual	2016 - 2017		2017 - 2018				
		Expended	Budgeted	Spent To Date	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)
Sundry		2015 - 2016							\$ %
830	Unclassified	18,786	50,000	18,560	30,000	50,000	30,000	30,000	(20,000) -40.00%
840	Xfers Out - Other Funds	1,083,373	777,212	860,897	1,141,002	777,212	777,212	777,212	- 0.00%
Total Sundry		1,102,159	827,212	879,457	1,171,002	827,212	807,212	807,212	(20,000) -2.42%
Subtotal Town Gov't		17,512,747	17,005,802	14,340,427	17,550,250	17,541,302	17,184,801	17,209,801	203,999 1.20%
		Actual	2016 - 2017		2017 - 2018				
		Expended	Budgeted	Spent To Date	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)
Debt Service		2015 - 2016							\$ %
710	Debt Service	4,517,265	4,712,294	4,476,119	4,527,189	4,712,294	4,712,294	4,712,294	- 0.00%
Subtotal Debt Serv		4,517,265	4,712,294	4,476,119	4,527,189	4,712,294	4,712,294	4,712,294	- 0.00%
		Actual	2016 - 2017		2017 - 2018				
		Expended	Budgeted	Spent To Date	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)
Sundry		2015 - 2016							\$ %
840	Xfers Out - Capital Fund	2,221,359	1,100,000	955,000	1,032,070	1,100,000	1,100,000	1,100,000	- 0.00%
Subtotal Capital		2,221,359	1,100,000	955,000	1,032,070	1,100,000	1,100,000	1,100,000	- 0.00%
Total Gen Gov't Budget		24,251,371	22,818,096	19,771,546	23,109,509	23,353,596	22,997,095	23,022,095	203,999 0.89%
		Actual	2016 - 2017		2017 - 2018				
		Expended	Budgeted	Spent To Date	Estimated	Superintendent Request	BOE Approved	BOE/Council Approved	Council App Inc/(Dec)
Board of Education		2015 - 2016							\$ %
910	BOE	34,999,660	34,824,367	25,747,390	34,724,367	35,503,099	35,503,099	35,503,099	678,732 1.95%
910	BOE State Teachers	-	-	-	-	-	1,927,428	-	- 0.00%
Total BOE Budget		34,999,660	34,824,367	25,747,390	34,724,367	35,503,099	37,430,527	35,503,099	678,732 1.95%
Total Town Budget		\$ 59,251,031	\$ 57,642,463	\$ 45,518,936	\$ 57,833,876	\$ 58,856,695	\$ 60,427,622	\$ 58,525,194	\$ 882,731 1.53%

Town of Plainville, Connecticut
 Adopted General Government & BOE Expenditure Budget Function Summary - Fiscal Year 2017 - 2018
 As of April 25, 2017

Town Budgets	2015 - 2016		2016 - 2017		2017 - 2018				
	Actual Expended	Budgeted	Spent To Date	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
								\$	%
Function									
Town Government									
Personnel	\$ 7,739,870	\$ 7,822,794	\$ 6,702,782	\$ 8,081,111	\$ 7,939,018	\$ 7,897,828	\$ 7,922,828	\$ 100,034	1.28%
Employee Benefits	3,433,557	3,230,055	2,692,241	3,247,165	3,354,505	3,354,505	3,354,505	124,450	3.85%
Supplies	415,185	418,284	359,943	427,402	419,420	419,055	419,055	771	0.18%
Other Services & Charges	2,370,465	2,651,132	2,092,178	2,592,991	2,704,278	2,625,141	2,625,141	(25,991)	-0.98%
Insurance	597,967	614,025	649,484	652,552	662,700	653,700	653,700	39,675	6.46%
Energy & Utility	1,849,045	1,469,500	947,730	1,372,047	1,669,869	1,443,060	1,443,060	(26,440)	-1.80%
Capital Outlay	23,285	22,800	35,172	35,980	14,300	14,300	14,300	(8,500)	-37.28%
Xfers Out - Other Funds	1,083,373	777,212	860,897	1,141,002	777,212	777,212	777,212	-	0.00%
Subtotal Town Gov't	17,512,747	17,005,802	14,340,427	17,550,250	17,541,302	17,184,801	17,209,801	203,999	1.20%
Debt Service									
Debt Service	4,517,265	4,712,294	4,476,119	4,527,189	4,712,294	4,712,294	4,712,294	-	0.00%
Interfund Xfers Out									
Xfers Out - Capital	2,221,359	1,100,000	955,000	1,032,070	1,100,000	1,100,000	1,100,000	-	0.00%
Total Gen Gov't	24,251,371	22,818,096	19,771,546	23,109,509	23,353,596	22,997,095	23,022,095	203,999	0.89%
Board of Education					Superintendent Request	BOE Approved	BOE/Council Approved	Council App Inc/(Dec)	
								\$	%
Salaries	23,260,618	23,086,051	13,159,833	22,986,051	23,496,349	23,496,349	23,496,349	410,298	1.78%
Employee Benefits	5,440,286	5,567,501	4,422,332	5,567,501	5,757,619	5,757,619	5,757,619	190,118	3.41%
Purchased Professional Serv	460,380	638,570	293,995	638,570	686,476	686,476	686,476	47,906	7.50%
Purchased Property Serv	647,076	616,162	492,832	616,162	608,193	608,193	608,193	(7,969)	-1.29%
Other Purchased Serv	1,709,565	1,763,149	1,512,863	1,763,149	1,812,517	1,812,517	1,812,517	49,368	2.80%
Other Purchased Serv - Ins	236,996	262,020	213,894	262,020	250,919	250,919	250,919	(11,101)	-4.24%
Other Purchased Serv - Tuition	1,342,901	988,900	2,067,317	988,900	1,052,852	1,052,852	1,052,852	63,952	6.47%
Supplies	1,677,762	1,736,696	1,334,888	1,736,696	1,722,784	1,722,784	1,722,784	(13,912)	-0.80%
Property	153,708	106,815	91,165	106,815	43,015	43,015	43,015	(63,800)	-59.73%
Dues & Fees	70,568	58,503	42,238	58,503	72,375	72,375	72,375	13,872	23.71%
Total Oper BOE	34,999,860	34,824,367	23,631,357	34,724,367	35,503,099	35,503,099	35,503,099	678,732	1.95%
State Teachers Retirement	-	-	-	-	-	1,927,428	-	-	0.00%
Total Gross BOE	34,999,860	34,824,367	23,631,357	34,724,367	35,503,099	37,430,527	35,503,099	678,732	1.95%
Excess Cost Used	(639,655)	(650,000)	-	(650,000)	(650,000)	(650,000)	(650,000)	-	0.00%
Transfers to Capital	(24,000)	-	-	(53,500)	-	-	-	-	0.00%
Total Funds Used	(663,655)	(650,000)	-	(703,500)	(650,000)	(650,000)	(650,000)	-	0.00%
Total Net BOE	34,336,205	34,174,367	23,631,357	34,020,867	34,853,099	36,780,527	34,853,099	678,732	1.99%
Total Town Budgets	\$ 59,251,231	\$ 57,642,463	\$ 43,402,903	\$ 57,833,876	\$ 58,856,695	\$ 60,427,622	\$ 58,525,194	\$ 882,731	1.53%

Town of Plainville, Connecticut
 Adopted General Government Expenditure Budget Line Item Detail - Fiscal Year 2017 - 2018
 As of April 25, 2017

Town Government		2015 - 2016		2016 - 2017		2017 - 2018				
		Actual Expended	Budgeted	Spent To Date	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
									\$	%
Personnel										
51110	Full-time salary	\$ 6,286,504	\$ 6,624,322	\$ 5,480,110	\$ 6,589,545	\$ 6,724,836	\$ 6,682,490	\$ 6,707,490	\$ 83,168	1.26%
51120	Part-time salary	599,670	604,422	458,096	580,952	608,932	610,088	610,088	5,666	0.94%
51140	Overtime - regular	800,868	531,050	667,142	813,180	541,790	541,790	541,790	10,740	2.02%
51140-2012	Overtime - snow	52,828	63,000	97,434	97,434	63,460	63,460	63,460	460	0.73%
Total Personnel		7,739,870	7,822,794	6,702,782	8,081,111	7,939,018	7,897,828	7,922,828	100,034	1.28%
Employee Benefits										
51205	Municipal retirement	726,780	482,340	436,511	490,180	519,200	519,200	519,200	36,860	7.64%
51206	Police retirement	486,658	497,420	497,420	497,420	521,000	521,000	521,000	23,580	4.74%
51209	Medicare	130,055	127,720	111,718	130,000	133,900	133,900	133,900	6,180	4.84%
51210	FICA	510,093	501,275	433,612	510,000	525,300	525,300	525,300	24,025	4.79%
51211	Medical premiums	1,414,281	1,460,000	1,064,390	1,460,000	1,493,950	1,493,950	1,493,950	33,950	2.33%
51212	Dental premiums	38,355	36,300	41,511	36,300	36,300	36,300	36,300	-	0.00%
51225	AD&D/life/LTD/EAP	37,943	45,000	34,761	37,265	39,355	39,355	39,355	(5,645)	-12.54%
51240	Deferred compensation	73,794	71,000	63,226	73,000	73,000	73,000	73,000	2,000	2.82%
51250	Unemployment comp	4,016	1,500	-	1,500	1,000	1,000	1,000	(500)	-33.33%
51260	Physicals/vaccines	11,582	7,500	9,092	11,500	11,500	11,500	11,500	4,000	53.33%
Total Employee Benefits		3,433,557	3,230,055	2,692,241	3,247,165	3,354,505	3,354,505	3,354,505	124,450	3.85%
Supplies										
52310	Office supplies	16,170	15,036	12,525	15,036	15,036	15,036	15,036	-	0.00%
52330	Operating supplies	188,965	224,512	165,648	224,916	225,148	224,783	224,783	271	0.12%
52340	Repair & maintenance	190,808	142,786	160,839	161,500	143,286	143,286	143,286	500	0.35%
52340-2012	Repair & maint - snow/storr	-	10,000	-	-	10,000	10,000	10,000	-	0.00%
52350	Auto supplies & parts	19,242	25,950	20,931	25,950	25,950	25,950	25,950	-	0.00%
Total Supplies		415,185	418,284	359,943	427,402	419,420	419,055	419,055	771	0.18%
Other Services & Charges										
52401	Professional development	28,395	38,875	27,238	35,984	36,035	37,551	37,551	(1,324)	-3.41%
52402	Court cost/fees	1,299	1,500	1,198	1,500	1,500	1,500	1,500	-	0.00%
52405	Mileage	2,594	2,750	967	2,750	2,750	2,750	2,750	-	0.00%
52410	Advertising	10,339	11,400	5,834	10,320	11,400	11,400	11,400	-	0.00%
52430	Recruitment & training	69,078	66,075	61,459	66,065	68,850	68,850	68,850	2,775	4.20%
52435	Other contractual	1,523,060	1,624,461	1,239,952	1,595,324	1,658,399	1,598,161	1,598,161	(26,300)	-1.62%
52436	Contractual labor	29,013	30,100	26,542	30,100	30,100	30,100	30,100	-	0.00%
52445	Transfer station	25,778	30,000	17,866	30,000	30,815	30,000	30,000	-	0.00%
52446	Recycling	255,226	265,000	212,688	265,000	267,000	262,000	262,000	(3,000)	-1.13%
52450	Maintenance contracts	147,656	190,455	163,290	183,379	193,075	186,895	186,895	(3,560)	-1.87%
52460	Rentals	26,800	35,825	22,437	35,825	35,325	35,325	35,325	(500)	-1.40%
52460-2012	Rentals - snow	51,223	105,000	102,338	102,338	117,620	105,000	105,000	-	0.00%
52465	Agency subsidy	85,530	84,926	80,011	84,926	85,644	89,844	89,844	4,918	5.79%
52470	Auto repair & maint	42,842	46,850	41,924	47,039	46,850	46,850	46,850	-	0.00%
52475	Bldg & grounds repair	19,882	19,000	17,321	19,000	20,000	20,000	20,000	1,000	5.26%
52480	Equip repair & maint	51,750	92,915	71,113	83,441	92,915	92,915	92,915	-	0.00%
52480-2012	Equip repair & maint - snow	-	6,000	-	-	6,000	6,000	6,000	-	0.00%
Total Other Serv & Charges		2,370,465	2,651,132	2,092,178	2,592,991	2,704,278	2,625,141	2,625,141	(25,991)	-0.98%
Insurance										
52496	Volunteer firemen	6,164	6,640	6,143	6,143	6,640	6,640	6,640	-	0.00%
52497	Risk insurance	227,652	229,385	226,317	229,385	241,060	241,060	241,060	11,675	5.09%
52498	Workers' compensation	364,151	378,000	417,024	417,024	415,000	406,000	406,000	28,000	7.41%
Total Insurance		597,967	614,025	649,484	652,552	662,700	653,700	653,700	39,675	6.46%

Town of Plainville, Connecticut
Adopted General Government Expenditure Budget Line Item Detail - Fiscal Year 2017 - 2018
As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		Actual	Budgeted	Spent To	Estimated	Dept	Manager	Council	Council App Inc/(Dec)	
Town Government		Expended		Date		Request	Request	Approved	\$	%
Energy & Utility										
53510	Electricity - Traffic Signals	\$ 10,869	\$ 12,000	\$ 7,799	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	0.00%
53511	Electricity - Street Lights	89,605	80,500	56,207	80,500	82,500	80,500	80,500	-	0.00%
53512	Electricity - Build & Grds	256,348	265,000	175,157	230,000	265,000	265,000	265,000	-	0.00%
53513-2016	Electricity - LED Conver	485,827	-	-	-	-	-	-	-	0.00%
53520	Natural gas	35,739	54,000	34,039	35,000	52,000	52,000	52,000	(2,000)	-3.70%
53530	Heating oil - Bldg & Grds	9,729	29,400	10,347	10,347	25,604	12,110	12,110	(17,290)	-58.81%
53540	Gasoline & diesel - MV	167,165	211,150	127,877	192,000	415,315	204,000	204,000	(7,150)	-3.39%
53550	Water & hydrant - Fire	712,066	725,000	468,499	720,000	725,000	725,000	725,000	-	0.00%
53551	Water & hydrant - Bldg	30,381	32,500	24,899	32,500	32,500	32,500	32,500	-	0.00%
53552	Water & hydrant - Sen Ctr	1,365	1,700	1,354	1,700	1,700	1,700	1,700	-	0.00%
53561	Telephone - Elections	1,110	850	169	600	850	850	850	-	0.00%
53562	Telephone - Bldg & Grds	47,257	55,000	40,271	55,000	55,000	55,000	55,000	-	0.00%
53563	Telephone - Sen Ctr	1,584	2,400	1,112	2,400	2,400	2,400	2,400	-	0.00%
Total Energy & Utility		1,849,045	1,469,500	947,730	1,372,047	1,669,869	1,443,060	1,443,060	(26,440)	-1.80%
Capital Outlay										
54640	Machinery & equip	23,285	22,800	35,172	35,980	14,300	14,300	14,300	(8,500)	-37.28%
Total Capital Outlay		23,285	22,800	35,172	35,980	14,300	14,300	14,300	(8,500)	-37.28%
Transfers Out - Other Funds										
55504	Xfer out - Debt Manage fun	195,028	-	-	185,105	-	-	-	-	0.00%
55509	Xfer out - SS Emer fund	500	500	500	500	500	500	500	-	0.00%
55516	Xfer out - Recreation fund	88,156	90,000	90,000	90,000	90,000	90,000	90,000	-	0.00%
55524	Xfer out - Landfill	-	-	-	95,000	-	-	-	-	0.00%
55569	Xfer out - FEMA Phase II	-	-	71,536	71,536	-	-	-	-	0.00%
55573	Xfer out - FEMA Phase I	-	-	12,149	12,149	-	-	-	-	0.00%
55581	Xfer out - Library fund	659,050	659,050	659,050	659,050	659,050	659,050	659,050	-	0.00%
55583	Xfer out - Senior Center	31,639	27,662	27,662	27,662	27,662	27,662	27,662	-	0.00%
55587	Xfer out - Sch Cap Maint	109,000	-	-	-	-	-	-	-	0.00%
Total Transfers Out - Other		1,083,373	777,212	860,897	1,141,002	777,212	777,212	777,212	-	0.00%
Total Town Gov't		17,512,747	17,005,802	14,340,427	17,550,250	17,541,302	17,184,801	17,209,801	203,999	1.20%
Debt Service										
54711	Principal	3,485,000	3,580,000	3,580,000	3,580,000	3,585,000	3,585,000	3,585,000	5,000	0.14%
54721	Interest	1,016,260	957,994	908,997	948,886	855,325	855,325	855,325	(102,669)	-10.72%
54723	Miscellaneous costs	16,005	174,300	(12,878)	(1,697)	271,969	271,969	271,969	97,669	56.03%
Total Debt Service		4,517,265	4,712,294	4,476,119	4,527,189	4,712,294	4,712,294	4,712,294	-	0.00%
Transfers Out - Capital										
55511	Xfer out - Town cap fund	1,899,359	853,000	778,000	855,070	712,950	712,950	712,950	(140,050)	-16.42%
55512	Xfer out - BOE cap fund	322,000	247,000	177,000	177,000	387,050	387,050	387,050	140,050	56.70%
Total Transfers Out - Cap		2,221,359	1,100,000	955,000	1,032,070	1,100,000	1,100,000	1,100,000	-	0.00%
Total Gen Gov't		\$ 24,251,371	\$ 22,818,096	\$ 19,771,546	\$ 23,109,509	\$ 23,353,596	\$ 22,997,095	\$ 23,022,095	\$ 203,999	0.89%

Town of Plainville, Connecticut
Adopted Board of Education Object Budget Line Item Detail - Fiscal Year 2017 - 2018
As of April 25, 2017

BOE Object Budget		2015 - 2016		2016 - 2017		2017 - 2018				
		Actual Expended	Budgeted	Spent To Date	Estimated	Superintendent Request	BOE Approved	BOE/Council Approved	Council App Inc/(Dec)	
									\$	%
Salaries										
1110	Certified administrators	\$ 1,816,679	\$ 1,868,380	\$ 1,152,537	\$ 1,868,380	\$ 1,677,004	\$ 1,677,004	\$ 1,677,004	\$ (191,376)	-10.24%
1111	Certified teachers	14,809,275	15,165,866	7,945,133	15,065,866	15,085,410	15,085,410	15,085,410	(80,456)	-0.53%
1112	Certified sub teachers	365,513	260,000	177,919	260,000	275,000	275,000	275,000	15,000	5.77%
1113	Certified advisors	368,676	340,081	192,765	340,081	380,000	380,000	380,000	39,919	11.74%
1114	Chaperones & advisors	19,588	49,287	13,681	49,287	19,845	19,845	19,845	(29,442)	-59.74%
1115	Cert home bound tutors	16,172	50,000	5,098	50,000	25,000	25,000	25,000	(25,000)	-50.00%
1120	Custodians & maintenance	1,168,243	1,165,550	723,327	1,165,550	1,196,759	1,196,759	1,196,759	31,209	2.68%
1121	Custodians & maint - PT	90,936	75,000	63,295	75,000	90,000	90,000	90,000	15,000	20.00%
1122	Office professionals	1,272,629	1,066,443	668,214	1,066,443	1,241,617	1,241,617	1,241,617	175,174	16.43%
1124	Paraprofessional	1,243,236	1,123,535	838,738	1,123,535	913,010	913,010	913,010	(210,525)	-18.74%
1126	Nurses	320,050	323,431	205,166	323,431	333,259	333,259	333,259	9,828	3.04%
1127	Monitors	57,204	42,409	65,944	42,409	46,247	46,247	46,247	3,838	9.05%
1128	School tutors	352,953	533,536	312,236	533,536	887,944	887,944	887,944	354,408	66.43%
1199	Other nonbargaining	1,311,725	1,016,833	768,742	1,016,833	1,324,254	1,324,254	1,324,254	307,421	30.23%
1200	Classified substitute	47,739	4,700	27,038	4,700	1,000	1,000	1,000	(3,700)	-78.72%
1300	Classified overtime	-	1,000	-	1,000	-	-	-	(1,000)	-100.00%
Total Salaries		23,260,618	23,086,051	13,159,833	22,986,051	23,496,349	23,496,349	23,496,349	410,298	1.78%
Employee Benefits										
2101	Health insurance	3,646,117	3,702,498	3,202,096	3,702,498	3,924,648	3,924,648	3,924,648	222,150	6.00%
2105	Admin disability ins	11,831	16,734	-	16,734	12,423	12,423	12,423	(4,311)	-25.76%
2106	Life insurance - teachers	23,890	29,177	40,770	29,177	25,085	25,085	25,085	(4,092)	-14.02%
2107	Life insurance - others	1,193	1,525	630	1,525	1,253	1,253	1,253	(272)	-17.84%
2201	Social security	729,165	707,340	461,233	707,340	796,074	796,074	796,074	88,734	12.54%
2301	Retirement	267,317	215,000	22,350	215,000	200,000	200,000	200,000	(15,000)	-6.98%
2302	Pension plan	479,455	553,557	415,627	553,557	494,000	494,000	494,000	(59,557)	-10.76%
2401	Tuition reimbursement	7,428	8,000	3,612	8,000	8,000	8,000	8,000	-	0.00%
2501	Unemployment comp	2,958	50,000	-	50,000	10,000	10,000	10,000	(40,000)	-80.00%
2601	Workers' compensation	270,932	283,670	276,014	283,670	286,136	286,136	286,136	2,466	0.87%
Total Employee Benefits		5,440,286	5,567,501	4,422,332	5,567,501	5,757,619	5,757,619	5,757,619	190,118	3.41%
Purchased Professional Services										
3201	Inst prog service	44,191	141,541	79,404	141,541	138,037	138,037	138,037	(3,504)	-2.48%
3202	Curriculum improvement	122	-	-	-	-	-	-	-	0.00%
3301	Prof operating serv	167,617	121,500	72,424	121,500	130,450	130,450	130,450	8,950	7.37%
3401	Technical service	204,198	329,529	122,528	329,529	373,789	373,789	373,789	44,260	13.43%
3402	Data processing	44,252	46,000	19,639	46,000	44,200	44,200	44,200	(1,800)	-3.91%
Total Purch Prof Serv		460,380	638,570	293,995	638,570	686,476	686,476	686,476	47,906	7.50%
Purchased Property Services										
4111	Utility - water	46,386	25,000	34,757	25,000	30,500	30,500	30,500	5,500	22.00%
4112	Utility - sewer	20,150	15,000	19,600	15,000	18,200	18,200	18,200	3,200	21.33%
4211	Refuse collection	65,539	65,600	64,181	65,600	65,500	65,500	65,500	(100)	-0.15%
4301	Repairs - buildings	55,957	48,200	18,527	48,200	61,300	61,300	61,300	13,100	27.18%
4302	Repairs - equipment	190,920	176,075	173,008	176,075	158,850	158,850	158,850	(17,225)	-9.78%
4304	Repairs - plumbing	25,210	24,650	10,445	24,650	26,450	26,450	26,450	1,800	7.30%
4305	Repairs - electrical	25,735	20,500	3,782	20,500	20,100	20,100	20,100	(400)	-1.95%
4309	Repairs - time & security	24,989	32,050	24,666	32,050	33,010	33,010	33,010	960	3.00%
4311	Repairs - heat & ventilation	57,848	65,850	28,519	65,850	60,850	60,850	60,850	(5,000)	-7.59%
4421	Rental - lease	55,423	48,500	33,679	48,500	48,300	48,300	48,300	(200)	-0.41%
4901	Other property services	78,919	94,737	81,668	94,737	85,133	85,133	85,133	(9,604)	-10.14%
Total Purch Prop Serv		647,076	616,162	492,832	616,162	608,193	608,193	608,193	(7,969)	-1.29%

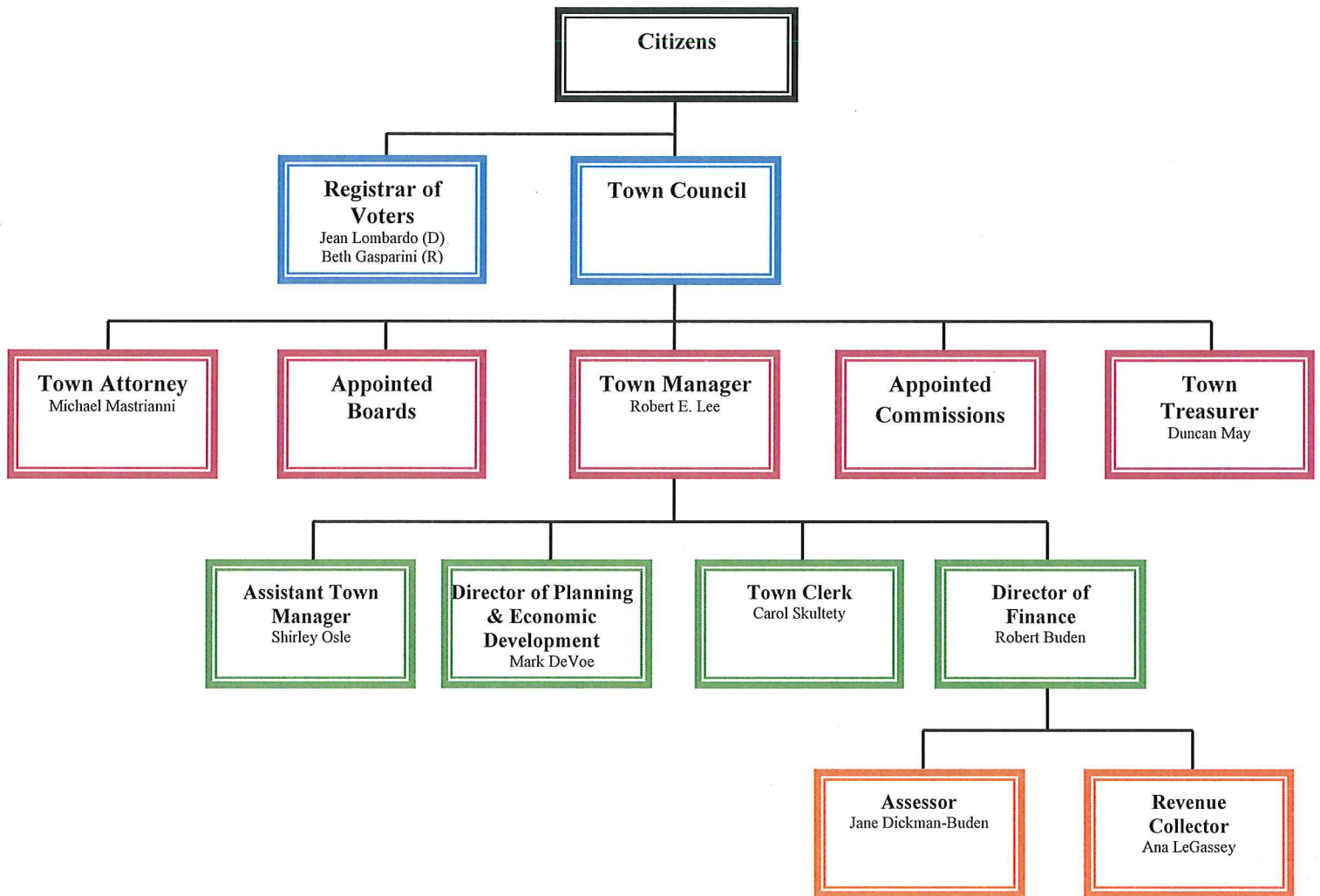
Town of Plainville, Connecticut
Adopted Board of Education Object Budget Line Item Detail - Fiscal Year 2017 - 2018
As of April 25, 2017

BOE Object Budget		2015 - 2016		2016 - 2017		2017 - 2018				
		Actual Expended	Budgeted	Spent To Date	Estimated	Superintendent Request	BOE Approved	BOE/Council Approved	Council App Inc/(Dec)	
										%
										%
Other Purchased Services										%
5101	Transportation - students	\$ 994,667	\$ 1,108,825	\$ 1,096,883	\$ 1,108,825	\$ 1,139,872	\$ 1,139,872	\$ 1,139,872	\$ 31,047	2.80%
5102	Transportation - field trips	13,620	19,036	27,055	19,036	16,428	16,428	16,428	(2,608)	-13.70%
5103	Transportation - athletic	71,969	67,880	67,880	67,880	71,540	71,540	71,540	3,660	5.39%
5107	Transportation - van	233,063	201,524	201,524	201,524	208,548	208,548	208,548	7,024	3.49%
5108	Transportation - spec ed Town	281,730	257,200	(3,321)	257,200	-	-	-	(257,200)	-100.00%
5109	Transportation - spec ed State	114,516	108,684	122,842	108,684	376,129	376,129	376,129	267,445	246.08%
Total Other Purchased Serv		1,709,565	1,763,149	1,512,863	1,763,149	1,812,517	1,812,517	1,812,517	49,368	2.80%
Other Purchased Services - Ins										%
5212	Insurance - liability	139,053	165,265	150,715	165,265	155,401	155,401	155,401	(9,864)	-5.97%
5214	Insurance - sports	11,330	11,330	14,729	11,330	15,318	15,318	15,318	3,988	35.20%
5301	Telephone	35,359	32,000	30,591	32,000	33,500	33,500	33,500	1,500	4.69%
5302	Postage	29,611	26,625	8,396	26,625	24,800	24,800	24,800	(1,825)	-6.85%
5402	Advertising	500	1,000	-	1,000	500	500	500	(500)	-50.00%
5501	Printing & binding	21,143	25,800	9,463	25,800	21,400	21,400	21,400	(4,400)	-17.05%
Total Other Purch Serv - Ins		236,996	262,020	213,894	262,020	250,919	250,919	250,919	(11,101)	-4.24%
Other Purchased Services - Tuition										%
5601	Tuition	(328,394)	116,000	37,960	116,000	110,000	110,000	110,000	(6,000)	-5.17%
5602	Tuition - in State	1,561,717	705,000	1,970,354	705,000	851,452	851,452	851,452	146,452	20.77%
5650	Tuition - out of State	-	50,000	-	50,000	-	-	-	(50,000)	-100.00%
5801	Conference & travel	43,252	55,500	27,948	55,500	39,600	39,600	39,600	(15,900)	-28.65%
5802	Travel - specialists	7,310	10,000	3,508	10,000	10,000	10,000	10,000	-	0.00%
5901	Other purchased services	59,016	52,400	27,547	52,400	41,800	41,800	41,800	(10,600)	-20.23%
Total Other Purch Serv - Tuition		1,342,901	988,900	2,067,317	988,900	1,052,852	1,052,852	1,052,852	63,952	6.47%
Supplies										%
6103	Supplies - maintenance	73,129	80,000	60,627	80,000	83,800	83,800	83,800	3,800	4.75%
6104	Supplies - custodial	68,017	62,000	8,901	62,000	62,000	62,000	62,000	-	0.00%
6109	Supplies - central	19,742	35,400	16,478	35,400	12,917	12,917	12,917	(22,483)	-63.51%
6110	Supplies - duplication	38,768	35,500	23,697	35,500	11,060	11,060	11,060	(24,440)	-68.85%
6111	Supplies - instructional	257,927	307,187	141,590	307,187	335,346	335,346	335,346	28,159	9.17%
6112	Supplies - non-instructional	173,435	154,050	117,728	154,050	154,247	154,247	154,247	197	0.13%
6113	Supplies - testing	10,480	13,000	10,192	13,000	13,500	13,500	13,500	500	3.85%
6114	Software - instructional	130,282	10,000	5,348	10,000	22,800	22,800	22,800	12,800	128.00%
6115	Software - non-instructional	50,238	14,800	6,612	14,800	9,800	9,800	9,800	(5,000)	-33.78%
6211	Energy - gas	180,086	200,000	197,101	200,000	190,000	190,000	190,000	(10,000)	-5.00%
6221	Energy - electrical	400,310	483,000	411,922	483,000	515,000	515,000	515,000	32,000	6.63%
6241	Energy - oil	37,274	34,500	36,933	34,500	-	-	-	(34,500)	-100.00%
6261	Gas & diesel	102,996	168,000	210,645	168,000	172,852	172,852	172,852	4,852	2.89%
6401	Textbooks	65,923	93,562	58,499	93,562	94,962	94,962	94,962	1,400	1.50%
6402	Workbooks	30,571	2,200	(405)	2,200	2,450	2,450	2,450	250	11.36%
6431	Library books	33,354	37,040	25,958	37,040	33,200	33,200	33,200	(3,840)	-10.37%
6432	Periodicals	5,230	6,457	3,062	6,457	8,850	8,850	8,850	2,393	37.06%
Total Supplies		1,677,762	1,736,696	1,334,888	1,736,696	1,722,784	1,722,784	1,722,784	(13,912)	-0.80%

Town of Plainville, Connecticut
Adopted Board of Education Object Budget Line Item Detail - Fiscal Year 2017 - 2018
As of April 25, 2017

BOE Object Budget		2015 - 2016		2016 - 2017		2017 - 2018				
		Actual Expended	Budgeted	Spent To Date	Estimated	Superintendent Request	BOE Approved	BOE/Council Approved	Council App Inc/(Dec)	
									\$	%
Property										
7301	Equipment - new	39,672	21,700	15,651	21,700	20,300	20,300	20,300	(1,400)	-6.45%
7302	Equipment - replacement	114,036	85,115	75,514	85,115	22,715	22,715	22,715	(62,400)	-73.31%
Total Property		153,708	106,815	91,165	106,815	43,015	43,015	43,015	(63,800)	-59.73%
Dues & Fees										
8101	Dues & fees	70,568	58,503	42,238	58,503	72,375	72,375	72,375	13,872	23.71%
Total Dues & Fees		70,568	58,503	42,238	58,503	72,375	72,375	72,375	13,872	23.71%
Subtotal Gross BOE Oper Budg		34,999,860	34,824,367	23,631,357	34,724,367	35,503,099	35,503,099	35,503,099	678,732	1.95%
State Teachers Retirement										
State Teachers Retirement		-	-	-	-	-	1,927,428	-	-	0.00%
Total State Teachers Retirement		-	-	-	-	-	1,927,428	-	-	0.00%
Total Gross BOE Budget		34,999,860	34,824,367	23,631,357	34,724,367	35,503,099	37,430,527	35,503,099	678,732	1.95%
Excess Cost Used										
Excess Cost		(639,655)	(650,000)	-	(650,000)	(650,000)	(650,000)	(650,000)	-	0.00%
Total Excess Cost Used		(639,655)	(650,000)	-	(650,000)	(650,000)	(650,000)	(650,000)	-	0.00%
Transfers To Capital Fund										
Transfers to Capital		(24,000)	-	-	(53,500)	-	-	-	-	0.00%
Total Transfers to Capital		(24,000)	-	-	(53,500)	-	-	-	-	0.00%
Total Net BOE Budget		\$ 34,336,205	\$ 34,174,367	\$ 23,631,357	\$ 34,020,867	\$ 34,853,099	\$ 36,780,527	\$ 34,853,099	\$ 678,732	1.99%

GENERAL GOVERNMENT ORGANIZATIONAL CHART



GENERAL GOVERNMENT

PROGRAM DESCRIPTION

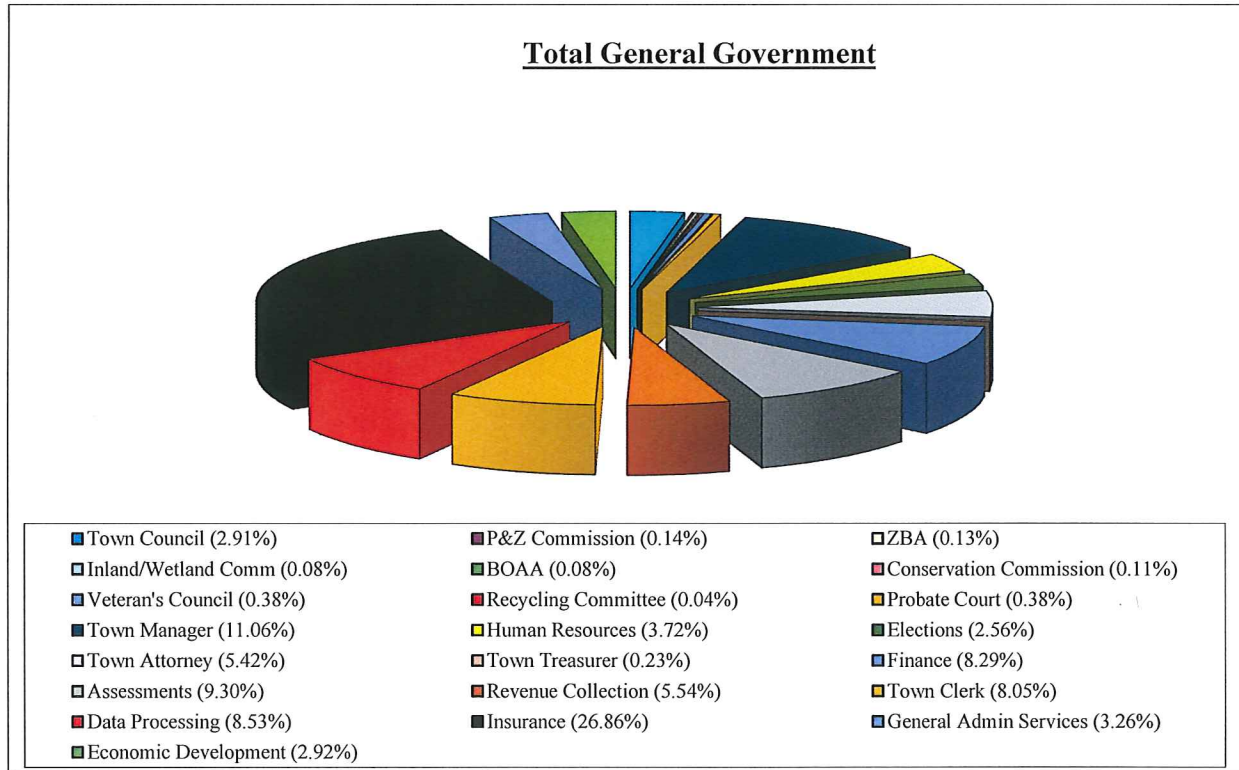
General Government is charged with all expenditures for the legislative, executive, and judicial branches of Plainville. In addition, expenditures related to elections, boards and commissions, Human Resources, and Town Clerk are assigned to this category. Divisions and activities relating to the Financial 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 2015	FY 2016	FY 2017	FY 2018
Authorized Full-Time Positions	15.50	15.50	15.50	17.00
Total Expenditures	\$2,116,066	\$2,218,297	\$2,305,035	\$2,489,607



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

101 - TOWN COUNCIL

PROGRAM DESCRIPTION

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

PROGRAM ACCOMPLISHMENTS FY 2017

- Appointed 15 new firefighters.
- Appointed 3 new police officers.
- Continued to work with the Linden Street School Committee on ideas and improvements of the park area on the site of the Old Linden Street School.
- Awarded bids for ongoing road improvement projects
- Appointed Construction Manager for Wheeler Elementary, Middle School and High School Capital Projects
- Authorized signing Solar Power Services Agreement with Allco Renewable Energy Limited for virtual net metering.
- Approved the refinancing of 2010 Bond Issue for an estimated total savings of \$373,700
- Appointed consultant to conduct an assessment of the environmental conditions at Paderewski Pond
- Approved installation of HVAC controls at the Senior Center
- Awarded bid for replacement playground equipment at Norton Park & Paderewski Park
- Authorized agreement for streetlight and Wi-Fi monitoring in the downtown area central business district.
- Awarded bid for new lighting system of the softball fields in Norton Park as well as for fencing around the tennis courts
- Formed a committee to erect a Gold Star Monument
- Moved forward with Phase II of the Hazard Mitigation Grant Program in the Robert Street Extension area.

PROGRAM OBJECTIVES FY 2018

- 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	2016 Actual	2017 Estimated	2018 Projected
New Ordinances	0	1	1
Ordinance Repealed	10	0	0
Regular Meetings	21	21	22
Special Meetings	16	19	20
Number of hours in meetings	54	65	60
Public Hearings Held	11	16	13
CRCOG Bids/Consortium	6	5	8
CCM Prescription Drug Program Claims	394	480	500
CCM Prescription Drug Program Savings*	\$10,830	\$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 \$143 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 \$14,783 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 2017 - 2018
As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ 512	\$ 700	\$ 227	\$ 600	\$ 700	\$ 700	\$ 700	\$ -	0.00%
	Total Supplies	512	700	227	600	700	700	700	-	0.00%
Other Services & Charges										
52401	Professional development	478	1,400	282	1,000	1,400	1,000	1,000	(400)	-28.57%
52410	Advertising	2,927	3,000	1,257	3,000	3,000	3,000	3,000	-	0.00%
52435	Other contractual	34,000	35,000	35,000	35,000	36,000	36,000	36,000	1,000	2.86%
52465	Agency subsidy	33,461	31,516	30,151	31,516	31,679	31,679	31,679	163	0.52%
	Total Other Serv & Charges	70,866	70,916	66,690	70,516	72,079	71,679	71,679	763	1.08%
0100-101 Total Town Council		\$ 71,378	\$ 71,616	\$ 66,917	\$ 71,116	\$ 72,779	\$ 72,379	\$ 72,379	\$ 763	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 2017

- Prepared and reviewed text amendments to the Zoning Regulations in compliance with changing State Statutes and the 2009 Plan of Conservation and Development:
 - Solar Energy System Standards and Regulations.
 - Residential densities in all zones where residences permitted.
 - Remove regulatory ambiguities in accordance with precedent setting Mackenzie v Monroe decision.
 - Resolve conflicts between zoning regulations and the Flood Prevention Ordinance.
- Continued to administer the Zoning Regulations in a fair and consistent manner.

PROGRAM OBJECTIVES FY 2018

- Process zone 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.
- 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 planning for the required update to the Town's Plan of Conservation and Development.

PERFORMANCE MEASURES

QUANTITATIVE	FY 2016 Actual	FY 2017 Estimated	FY 2018 Projected
Number of regular meetings*	17	20	22
Number of special meetings	0	0	0
Applications processed	42	36	45

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 2017 - 2018
 As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ 788	\$ 1,200	\$ 476	\$ 1,050	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0.00%
	Total Personnel	788	1,200	476	1,050	1,200	1,200	1,200	-	0.00%
Other Services & Charges										
52401	Professional development	250	400	335	400	400	400	400	-	0.00%
52410	Advertising	1,793	2,000	1,089	1,400	2,000	2,000	2,000	-	0.00%
	Total Other Serv & Charges	2,043	2,400	1,424	1,800	2,400	2,400	2,400	-	0.00%
0100-111 Total P&Z Commission		\$ 2,831	\$ 3,600	\$ 1,900	\$ 2,850	\$ 3,600	\$ 3,600	\$ 3,600	\$ -	0.00%

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 2017

- The Zoning Board of Appeals heard and decided upon twenty one (21) applications for variances and motor vehicle licenses.

PROGRAM OBJECTIVES FY 2018

- 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	2016 Actual	2017 Estimated	2018 Projected
Applications Heard	21	20	25

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 60 man-hours @ \$12.24 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 2017 - 2018
As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		Actual	Budgeted	Spent To	Date	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)
		Expended								\$ %
0100-112 ZBA										
Personnel										
51120	Part-time salary	\$ 480	\$ 700	\$ 420	\$ 480		\$ 700	\$ 700	\$ 700	\$ - 0.00%
	Total Personnel	480	700	420	480		700	700	700	- 0.00%
Other Services & Charges										
52410	Advertising	2,783	2,600	1,810	2,600		2,600	2,600	2,600	- 0.00%
	Total Other Serv & Charges	2,783	2,600	1,810	2,600		2,600	2,600	2,600	- 0.00%
0100-112 Total ZBA		\$ 3,263	\$ 3,300	\$ 2,230	\$ 3,080		\$ 3,300	\$ 3,300	\$ 3,300	\$ - 0.00%

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 2017

- 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 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.
- Hired an Assistant Planner/Land Use Coordinator.
- The Assistant Planner/Land Use Coordinator successfully completed the DEEP Wetland Agent training and will be awarded a certificate qualifying him to act as Agent.

PROGRAM OBJECTIVES FY 2018

- 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.
- Continue to monitor changes at the State level and recommend changes to the regulations as warranted.

PERFORMANCE MEASURES

QUANTITATIVE	FY 2016 Actual	FY 2017 Estimated	FY 2018 Projected
Number of regular meetings	10	8	8
Number of special meetings	0	0	0
Applications processed	7	6	8

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 2017 - 2018
As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ 377	\$ 500	\$ 180	\$ 250	\$ 500	\$ 500	\$ 500	\$ -	0.00%
	Total Personnel	377	500	180	250	500	500	500	-	0.00%
Other Services & Charges										
52401	Professional development	60	400	60	120	400	400	400	-	0.00%
52410	Advertising	676	1,000	157	400	1,000	1,000	1,000	-	0.00%
	Total Other Serv & Charges	736	1,400	217	520	1,400	1,400	1,400	-	0.00%
0100-113 Total IWC		\$ 1,113	\$ 1,900	\$ 397	\$ 770	\$ 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 2017

- 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 2018

- To hold as many hearings as necessary as a result of the 2016 Revaluation.
- 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 2016 Actual	FY 2017 Estimated	FY 2018 Projected
March/April Hearings	19	100	30
September Hearings	12	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. In this year's budget there is a decrease in salary as the budget returns to numbers prior to the 2016 Revaluation.

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. This year there are two new members that will require training since it is the first time they will serve on this type of board.

52410 Advertising: Legal notices for public hearings.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2017 - 2018
As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-114 BOAA		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51120	Part-time salary	\$ 1,735	\$ 2,166	\$ 391	\$ 2,166	\$ 1,597	\$ 1,597	\$ 1,597	\$ (569)	-26.27%
	Total Personnel	1,735	2,166	391	2,166	1,597	1,597	1,597	(569)	-26.27%
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	250	300	300	300	300	300	300	-	0.00%
52410	Advertising	51	150	113	150	150	150	150	-	0.00%
	Total Other Serv & Charges	301	450	413	450	450	450	450	-	0.00%
0100-114 Total BOAA		\$ 2,036	\$ 2,666	\$ 804	\$ 2,666	\$ 2,097	\$ 2,097	\$ 2,097	\$ (569)	-21.34%

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 2017

- The Fishing Derby scheduled for October 2016, was cancelled. The Commission was waiting for the results of water quality testing which would not have been available until after the scheduled event had been held. Since the report would not have been available in time, the Commission voted to reschedule the Fishing Derby until the spring of 2017. Prizes and gift cards which were already purchased are being stored and are ready for this event.
- Two scheduled river cleanups were held, one for the Pequabuck River in September and the other for the Quinnipiac River in May.
- A successful Earth Day program was provided for all five town schools.
- Open space programs and opportunities were expanded.

PROGRAM OBJECTIVES FY 2018

- 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 cleanups.
- Provide an Earth Day program at a venue still to be decided.
- 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, which has now been rescheduled twice.

PERFORMANCE MEASURES

QUANTITATIVE	FY 2016 Actual	FY 2017 Estimated	FY 2018 Projected
Meetings Conducted	11	11	11
Events Held	3	4	4
Total Attendees	250	250	300
Partnerships	8	1	1

QUALITATIVE

The Commission has coordinated and sponsored 3 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

52330 Operating Supplies: This includes Earth Day Supplies, stocking of the ponds and prizes for the Fishing Derby, two river cleanups, as well as Open Space Development.

52401 Professional Development: Subscriptions and seminars relating to conservation. Since the Town Manager has proposed a zero-budget increase for this fiscal year, the Chairman would like to see some funds diverted from the operating supplies account to be reallocated to this line item so that the Commission may enter partnerships with surrounding organizations they feel would benefit the Town of Plainville.

Town of Plainville, Connecticut
 Adopted Town Government Expenditure Budget Detail - Fiscal Year 2017 - 2018
 As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ -	\$ 500	\$ 384	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	0.00%
	Total Personnel	-	500	384	500	500	500	500	-	0.00%
Supplies										
52330	Operating supplies	1,254	2,000	233	2,000	1,400	1,400	1,400	(600)	-30.00%
	Total Supplies	1,254	2,000	233	2,000	1,400	1,400	1,400	(600)	-30.00%
Other Services & Charges										
52401	Professional development	1,210	200	150	200	800	800	800	600	300.00%
	Total Other Serv & Charges	1,210	200	150	200	800	800	800	600	300.00%
0100-116 Total Conservation Comm		\$ 2,464	\$ 2,700	\$ 767	\$ 2,700	\$ 2,700	\$ 2,700	\$ 2,700	\$ -	0.00%

119 - VETERANS COUNCIL

PROGRAM DESCRIPTION

The Veteran's 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 2017

- Raised approximately \$24,700 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.
- Implemented a Plainville Veterans Memorial Plaque Wall in Town Hall. Plaques sell for \$8.00 each and are filling up fast.
- Assisted 40 individuals from funds raised for the Soldiers, Sailors and Marines Fund.

PROGRAM OBJECTIVES FY 2018

- To continue to assist Veterans, their widows, and dependent children.
- To continue communications with Veteran's organizations.
- Begin partnership with Veterans Strong Community Center

PERFORMANCE MEASURES

QUANTITATIVE	2016 Actual	2017 Estimated	2018 Projected
Individuals Assisted	40	55	60
Total Office Traffic*	50	62	65
Meetings held	52	52	52

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

QUALITATIVE

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

BUDGET COMMENTARY

51120 Part-Time Salary: Stipend of \$1,725 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 2017 - 2018 As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ 4,947	\$ 5,075	\$ 4,226	\$ 5,071	\$ 5,175	\$ 5,175	\$ 5,175	\$ 100	1.97%
	Total Personnel	4,947	5,075	4,226	5,071	5,175	5,175	5,175	100	1.97%
Other Services & Charges										
52465	Agency subsidy	-	-	-	-	-	4,200	4,200	4,200	100.00%
	Total Other Serv & Charges	-	-	-	-	-	4,200	4,200	4,200	100.00%
0100-119 Total Veteran's Council		\$ 4,947	\$ 5,075	\$ 4,226	\$ 5,071	\$ 5,175	\$ 9,375	\$ 9,375	\$ 4,300	84.73%

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 2017

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

PROGRAM OBJECTIVES FY 2018

- 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.
- Provide battery recycling to the Town of Plainville on a trial basis.

PERFORMANCE MEASURES

QUANTITATIVE	2016 Actual	2017 Estimated	2018 Projected
Meetings Held	10	12	12

QUALITATIVE

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

BUDGET COMMENTARY

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

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

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

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

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 As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ 354	\$ 300	\$ 360	\$ 360	\$ 310	\$ 310	\$ 310	\$ 10	3.33%
	Total Personnel	354	300	360	360	310	310	310	10	3.33%
Supplies										
52330	Operating supplies	237	540	341	540	740	640	640	100	18.52%
	Total Supplies	237	540	341	540	740	640	640	100	18.52%
Other Services & Charges										
52401	Professional development	105	110	-	-	-	-	-	(110)	-100.00%
	Total Other Serv & Charges	105	110	-	-	-	-	-	(110)	-100.00%
0100-121 Total Recycling Comm		\$ 696	\$ 950	\$ 701	\$ 900	\$ 1,050	\$ 950	\$ 950	\$ -	0.00%

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 the Mentally Retarded and related issues regarding the Mentally Retarded; 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; Name Changes; and Passport Applications. 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. Please visit the New Probate Court Website located on the State of Connecticut Judicial Branch Website at <http://jud.ct.gov>.

PROGRAM ACCOMPLISHMENTS 2017

- Continued to provide a multitude of probate services to all residents of Bristol, Plymouth and Plainville.
- Continued archiving historical records in digital format. Older records are accessible on a Public Computer.

PROGRAM OBJECTIVES FY 2018

- Continue to provide the best possible services for all residents regarding Decedent, Family and other Adult matters.
- Continue archival project of probate records by continuing the laser fiche process of current and closed probate records for public viewing.
- New Technology being implemented and staff being trained on the scanning of new records into the Computer files.

PERFORMANCE MEASURES

QUANTITATIVE	2016 Actual	2017 Estimated	2018 Projected
Intestate (No Will)	72	60	100
Testate	174	200	164
Small Estate Affidavit Applications	208	210	222
Trust Account Requiring Hearings	50	78	66
Termination of Parental Rights	26	14	14
Emancipation of Minors	1	1	1
Appointment of Guardians of Estates	16	14	10
Other Guardianship Applications	174	120	172
Change of Name	72	90	66

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: These 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, 2015. Bristol and Plymouth also participate and contribute to Region 19's total budget of \$40,150. Bristol relocated the Region 19 Probate Court to the existing building that houses the Senior Citizen Complex located at 240 Stafford Avenue in Bristol which has an estimated cost of \$600,000 on December 7, 2015.

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 As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ 7,810	\$ 8,672	\$ 8,670	\$ 8,670	\$ 9,475	\$ 9,475	\$ 9,475	\$ 803	9.26%
	Total Other Serv & Charges	7,810	8,672	8,670	8,670	9,475	9,475	9,475	803	9.26%
0100-130 Total Probate Court		\$ 7,810	\$ 8,672	\$ 8,670	\$ 8,670	\$ 9,475	\$ 9,475	\$ 9,475	\$ 803	9.26%

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 2017

- Continued to work with surrounding towns on Phosphorus reduction strategies along with Department of Energy & Environment Protection (DEEP), and increased the grant funding to 50% for the project.
- Completed the purchase of 6 of the 9 flood-prone homes through FEMA Hazardous Mitigation Grant Program Phase II.
- Coordinated efforts with WPC to monitor oxygen levels throughout Paderewski Pond.
- Continued to attend monthly meetings with Conservation Commission and Friends of Pad Pond to continue developing action plan for Paderewski Pond.
- Worked with Loureiro Engineering Associates Inc., for a study on Paderewski Pond and discussed their recommendations
- Coordinated the completion of the Park Improvements Project at Norton Park and Paderewski Park.
- Worked with Council Region Council of Governments (CRCOG) in sending support to towns impacted by crumbling foundations in Eastern Connecticut.
- 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.
- Received the Municipal Achievement Award from Connecticut Greenways Council in recognition of the development of greenways.
- Worked with ECG Engineering LLC and Town Staff to discuss an Energy Performance Contract opportunity for Plainville.
- Continued to work with Farmington to construct a trailhead/parking lot on town-owned property on Northwest Drive for the northern portion of the Farmington Canal Heritage Trail.
- Secured donation from CWPM for recycling containers at Trumbull Park, Paderewski Park, and Norton Park (\$6,500).
- The Town, on behalf of the Plainville Housing Authority, is working on a Small Cities Application submission in the amount of \$800,000 to be used for handicap accessibility improvements to bathtubs in 80 housing units.
- Continued to work with the Police Department to enforce sidewalk clearing ordinance.
- Worked with Town Staff, Pan Am and State Officials regarding the seven rail crossings in Plainville.
- Implemented the Recycle Coach mobile app for residents to provide recycling information.
- As a member of the Board of Health for the 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 second Pumpkin Festival held in October of 2016.
- At the 2017 COST Annual Meeting, Plainville was recognized by Eversource as the first town in the state to achieve the goal of “reducing municipal energy consumption by 20% by 2018” and accomplished this two years early.
- Worked with Town Staff, CT Department of Public Health, and Valley Water in regards to water quality in Plainville.

PROGRAM OBJECTIVES FY 2018

- 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 3 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).
- Oversee the construction of the trailhead/parking lot in the north section of the Farmington Canal Heritage Trail.
- Continue to work with consultant to develop 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 Mangers’ 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.
- Achieve Clean Energy Communities “Gold” Award recognizing Plainville’s effort in energy efficiency, renewable energy achievement, and sustainability.

PERFORMANCE MEASURES

QUANTITATIVE	2016 Actual	2017 Estimated	2018 Projected
Correspondence	1,403	1,350	1,350
Evening Meetings	72	60	60
Budget Planning Sessions	19	20	20
Grants Applied For	6	9	9

PERSONNEL			
Full-time	2	2	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 sixteen (16) consecutive years including fiscal year 2017. 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 2.0% increase is budgeted.

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

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

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

Town of Plainville, Connecticut
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As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-131	Town Manager	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51110	Full-time salary	\$ 205,680	\$ 211,000	\$ 178,696	\$ 212,251	\$265,716	\$265,716	\$265,716	\$ 54,716	25.93%
	Total Personnel	205,680	211,000	178,696	212,251	265,716	265,716	265,716	54,716	25.93%
Supplies										
52330	Operating supplies	103	300	503	503	300	300	300	-	0.00%
	Total Supplies	103	300	503	503	300	300	300	-	0.00%
Other Services & Charges										
52401	Professional development	5,943	4,875	5,327	6,000	4,925	6,841	6,841	1,966	40.33%
52435	Other contractual	2,172	2,500	1,991	2,500	2,500	2,500	2,500	-	0.00%
	Total Other Serv & Charges	8,115	7,375	7,318	8,500	7,425	9,341	9,341	1,966	26.66%
0100-131 Total Town Manager		\$213,898	\$218,675	\$186,517	\$221,254	\$273,441	\$275,357	\$275,357	\$ 56,682	25.92%

51110 Increase in this line item partially relates to the elimination of department #301. Personnel from department #301 re-allocated to this department.

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 2017

- 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 3 Police Officers.
- Promoted a Police Officer to Police Sergeant.
- Hired 3 Police Dispatchers in the Police Department.
- Hired an Assistant to the Town Manager/Special Projects.
- Recruited an Assistant Planner/Land Use Coordinator.
- Promoted an Office Assistant I to a Bookkeeper in the Tax & Assessing Department.
- Promoted an Assistant Plant Operator II to an Assistant Plant Operator III in the Water Pollution Control Dept.
- 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 College Age 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 2018

- 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	2016 Actual	2017 Estimated	2018 Projected
Persons Recruited	9	7	5
Persons Promoted	2	4	2
Labor Negotiation Sessions	6	14	8
Workers Compensation Claims Filed	26	25	25

Wellness Committee Meetings	9	10	10
Wellness Committee Programs	4	4	5
NAGE – Town Hall Union Members	23	23	23
Public Works Union Members	23	23	22
Police Union Members	34	34	35
Employee Training	3	4	4

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, CONNPELRA dues & meetings, annual conference, etc.

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

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

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

Town of Plainville, Connecticut
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As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		Actual	Budgeted	Spent To	Estimated	Dept Request	Manager Request	Council Approved	Council App \$	Inc/(Dec) %
0100-132	Human Resources									
Personnel										
51110	Full-time salary	\$ 60,662	\$ 62,310	\$ 52,467	\$ 62,310	\$ 63,557	\$ 63,557	\$ 63,557	\$ 1,247	2.00%
51120	Part-time salary	21,940	24,420	19,098	24,420	24,900	24,900	24,900	480	1.97%
	Total Personnel	82,602	86,730	71,565	86,730	88,457	88,457	88,457	1,727	1.99%
Supplies										
52330	Operating supplies	313	325	627	700	325	325	325	-	0.00%
	Total Supplies	313	325	627	700	325	325	325	-	0.00%
Other Services & Charges										
52401	Professional development	1,271	1,600	520	1,600	1,600	1,600	1,600	-	0.00%
52410	Advertising	150	400	462	500	400	400	400	-	0.00%
52430	Recruitment & training	-	500	5	500	400	400	400	(100)	-20.00%
52435	Other contractual	1,875	1,500	200	1,500	1,500	1,500	1,500	-	0.00%
	Total Other Serv & Charges	3,296	4,000	1,187	4,100	3,900	3,900	3,900	(100)	-2.50%
0100-132	Total Human Resources	\$ 86,211	\$ 91,055	\$ 73,379	\$ 91,530	\$ 92,682	\$ 92,682	\$ 92,682	\$ 1,627	1.79%

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 2017

- April 26, 2016-Presidential Preference Primary-Rep- 1,110 voted 51% turnout, Dem- 1,587 voted 42% turnout.
- April 26, 2016-Town Budget Vote- 1,013 voted 10% turnout.
- November 8, 2016-Presidential Election- 9,105 voted 74% turnout.
- High School recruiting in May and October.

PROGRAM OBJECTIVES FY 2018

- 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 poll worker training for elections, voter education on the operation of the new Optical Scan Machines and also the new handicap printer and tablet.
- To encourage 17 & 18 old High School students to register as voters.
- To assist the Town Clerk with the Town Meeting Budget Vote(s).
- To complete State Mandated Certification

PERFORMANCE MEASURES

QUANTITATIVE	2016 Actual	2017 Estimated	2018 Projected
Registered Republican voters	2,637	2,677	2,717
Registered Democratic voters	4,202	4,242	4,282
Registered Unaffiliated Voters	5,478	5,518	5,558
Others	125	165	205

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 in order 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. Plainville has also received 9 new handicap accessible machines which include a printer with a laptop. The Registrars and their deputies and the head moderator were trained on the new equipment.

BUDGET COMMENTARY

51120 Part-Time Salary: Two Registrars of Voters, two Deputy Registrars and election workers. Includes a 2% salary increase for the Registrars, Deputies and Election workers.

52330 Operating Supplies: Printed envelopes for the canvas, seals for the voting machines and ballots 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 and heavy weight paper for new printer.

52401 Professional Development: Mandatory conferences and seminars for registrars and deputies; travel reimbursement for attending seminars; annual dues for Registrars of Voters Association of CT. Classes at UCONN mandated by the state.

52410 Advertising: Legal ads to announce elections, primaries, voter registration sessions, candidates, etc. There is a reduction based on actual expenditures.

52430 Recruitment and Training: Training for Moderators and Registrars; travel costs for certification of Registrars and Moderators.

52435 Other Contractual Services: Food for Election Day officials, reimbursement for school custodians duties, and Penske Truck rentals for transport of voting machines and equipment to and from election sites.

52450 Maintenance Contracts: To cover the maintenance contract for the nine tabulators and two new memory cards needed for the electronic voting machines.

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As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ 47,149	\$ 44,015	\$ 35,371	\$ 43,210	\$ 43,210	\$ 44,425	\$ 44,425	\$ 410	0.93%
	Total Personnel	47,149	44,015	35,371	43,210	43,210	44,425	44,425	410	0.93%
Supplies										
52330	Operating supplies	6,831	7,100	4,344	7,150	7,150	7,150	7,150	50	0.70%
	Total Supplies	6,831	7,100	4,344	7,150	7,150	7,150	7,150	50	0.70%
Other Services & Charges										
52401	Professional development	1,511	3,940	1,299	1,540	1,540	1,540	1,540	(2,400)	-60.91%
52410	Advertising	728	600	139	600	600	600	600	-	0.00%
52430	Recruitment & training	625	260	250	250	260	260	260	-	0.00%
52435	Other contractual	5,654	7,100	1,831	7,100	7,100	7,100	7,100	-	0.00%
52450	Maintenance contracts	-	2,750	1,800	2,750	2,750	2,750	2,750	-	0.00%
	Total Other Serv & Charges	8,518	14,650	5,319	12,240	12,250	12,250	12,250	(2,400)	-16.38%
0100-133 Total Elections		\$ 62,498	\$ 65,765	\$ 45,034	\$ 62,600	\$ 62,610	\$ 63,825	\$ 63,825	\$ (1,940)	-2.95%

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 2017

- 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 2018

- 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	2016 Actual	2017 Estimated	2018 Projected
Written opinions	25	30	30
Court appearances, depositions etc.	30	25	25
Attend Town Council & Other Meetings	40	35	35

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.

Town of Plainville, Connecticut Adopted Town Government Expenditure Budget Detail - Fiscal Year 2017 - 2018 As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)	
0100-134	Town Attorney	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Other Services & Charges										
52401	Professional development	\$ 125	\$ 500	\$ 25	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	0.00%
52402	Court cost/fees	1,299	1,500	1,198	1,500	1,500	1,500	1,500	-	0.00%
52435	Other contractual	98,470	100,935	92,524	100,935	102,955	102,955	102,955	2,020	2.00%
52436	Contractual labor	29,013	30,100	26,542	30,100	30,100	30,100	30,100	-	0.00%
	Total Other Serv & Charges	128,907	133,035	120,289	133,035	135,055	135,055	135,055	2,020	1.52%
0100-134	Total Town Attorney	\$128,907	\$133,035	\$120,289	\$133,035	\$135,055	\$135,055	\$135,055	\$ 2,020	1.52%

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 2017

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

PROGRAM OBJECTIVES FY 2018

- 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	2016 Actual	2017 Estimated	2018 Projected
Voucher Checks Issued	4,500	4,500	4,500
Investment Income	\$58,352	\$50,000	\$50,000

PERSONNEL			
Part-time	1	1	1

BUDGET COMMENTARY

51120 Part-Time Personnel: Salary for the Town Treasurer.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2017 - 2018
As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-135	Town Treasurer	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51120	Part-time salary	\$ 5,574	\$ 5,715	\$ 4,761	\$ 5,714	\$ 5,830	\$ 5,830	\$ 5,830	\$ 115	2.01%
	Total Personnel	5,574	5,715	4,761	5,714	5,830	5,830	5,830	115	2.01%
0100-135 Total Town Treasurer		\$ 5,574	\$ 5,715	\$ 4,761	\$ 5,714	\$ 5,830	\$ 5,830	\$ 5,830	\$ 115	2.01%

136 - FINANCE

PROGRAM DESCRIPTION

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

PROGRAM ACCOMPLISHMENTS FY 2017

- Continued to make process improvements to payroll system and internal control process to operate more efficiently, while filing all necessary reports on time and accurately.
- Prepare monthly financial dashboard reports to Town Council for their monthly Board of Finance meetings.
- Completed financial and workers' compensation payroll audits.
- The Finance Department received the Certificate of Achievement for Excellence in Financial Reporting (CAFR) from the Government Finance Officers Association (GFOA) for the 28th 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 second year of 1095C forms preparation and filing for employees complying with Affordable Care Act (ACA).

PROGRAM OBJECTIVES FY 2018

- GFOA Certificate of Achievement for Excellence in Financial Reporting (CAFR).
- Streamline cash management process taking advantage of electronic, time saving benefits integrating them with the general ledger computer system.
- Create a unified chart of accounts between Town and Board of Education, complying with State of CT requirement and Town consolidation requirement.
- Unified and shared chart of accounts will provide better financial reporting capabilities.
- Become more efficient by implementing new internal controls where needed, complete operating bank account reconciliations for both Town and BOE in a timelier manner.
- Hire a part-time position to assist with administrative duties in the office.

PERFORMANCE MEASURES

QUANTITATIVE	2016 Actual	2017 Estimated	2018 Projected
Payroll checks issued	390	390	390
Total funds maintained	55	55	53
1099 Forms issued	121	125	125
W-2 Forms issued	361	365	365
1095C Forms issued	250	250	251
Direct deposits per pay period	304	304	305

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

QUALITATIVE

For the past twenty-eight (28) 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: A part-time position has been added to this line item to help with the administrative duties in the office. This position 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.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2017 - 2018
As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		Actual		Spent To		Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
		Expended	Budgeted	Date	Estimated				\$	%
0100-136 Finance										
Personnel										
51110	Full-time salary	\$ 178,431	\$ 182,685	\$ 153,825	\$ 182,682	\$186,640	\$186,640	\$186,640	\$ 3,955	2.16%
51120	Part-time salary	-	-	-	-	15,000	15,000	15,000	15,000	100.00%
	Total Personnel	178,431	182,685	153,825	182,682	201,640	201,640	201,640	18,955	10.38%
Supplies										
52330	Operating supplies	-	300	227	300	300	300	300	-	0.00%
	Total Supplies	-	300	227	300	300	300	300	-	0.00%
Other Services & Charges										
52401	Professional development	1,264	3,170	1,632	1,700	3,170	3,170	3,170	-	0.00%
52450	Maintenance contracts	1,194	1,230	1,242	1,242	1,292	1,292	1,292	62	5.04%
	Total Other Serv & Charges	2,458	4,400	2,874	2,942	4,462	4,462	4,462	62	1.41%
0100-136 Total Finance		\$180,889	\$187,385	\$156,926	\$185,924	\$206,402	\$206,402	\$206,402	\$ 19,017	10.15%

137 - ASSESSMENTS

PROGRAM DESCRIPTION

The purpose of the Assessor's 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 2017

- The Assessor's office continued to discover, list and value all new property in the Town of Plainville.
- The office continued to promote the benefit programs available to the people 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 Assessor's office successfully worked through all situations created by DMV issues and errors.
- Continued with previously established counter schedules thereby processing payments faster and more efficiently.
- The Assessor's Office successfully completed the 2016 Revaluation.

PROGRAM OBJECTIVES FY 2018

- To continue to assist the public in understanding the new valuation of Real Estate in Plainville.
- To work with the State to implement a computerized application process for Veterans.
- To continue to serve the elderly, Veterans and disabled people of Plainville.
- To continue to educate the people of the Town of Plainville regarding the Assessment function.
- Continue staff meetings for open lines of communication.
- Continue to make customer service a number one priority of the office.

PERFORMANCE MEASURES

QUANTITATIVE	2016 Actual	2017 Estimated	2018 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 Assessor's 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. This year's budget reflects a step increase in the Bookkeeper position.

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 2017 - 2018
As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ 166,228	\$ 175,150	\$ 145,527	\$ 175,150	\$180,693	\$180,693	\$180,693	\$ 5,543	3.16%
51120	Part-time salary	29,082	25,829	17,374	25,829	26,346	26,346	26,346	517	2.00%
51140	Overtime	563	800	121	800	800	800	800	-	0.00%
	Total Personnel	195,873	201,779	163,022	201,779	207,839	207,839	207,839	6,060	3.00%
Supplies										
52330	Operating supplies	3,496	4,000	1,790	4,000	4,000	4,000	4,000	-	0.00%
	Total Supplies	3,496	4,000	1,790	4,000	4,000	4,000	4,000	-	0.00%
Other Services & Charges										
52401	Professional development	1,172	2,475	2,169	2,169	1,600	1,600	1,600	(875)	-35.35%
52430	Recruitment & training	-	-	-	-	875	875	875	875	100.00%
52435	Other contractual	1,850	1,875	1,931	1,931	17,275	17,275	17,275	15,400	821.33%
	Total Other Serv & Charges	3,022	4,350	4,100	4,100	19,750	19,750	19,750	15,400	354.02%
0100-137 Total Assessments		\$202,391	\$210,129	\$168,912	\$209,879	\$231,589	\$231,589	\$231,589	\$ 21,460	10.21%

52435 \$5,000 of \$15,400 increase in this line item is a reallocation from department #138 Revenue Collection.

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, sewer use and sewer assessment charges. The Office makes use of various statutes, works with the delinquent taxpayers, and utilizes legal counsel. The Office is also responsible for the receipt and deposits of all department revenues.

PROGRAM ACCOMPLISHMENTS FY 2017

- Continued to address prompt collections by actively seeking delinquent tax payments.
- Continued the process of cross-training staff.
- One staff member has passed all 4 classes and the State Certification exam.
- 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 2018

- Continue to send staff to educational classes.
- Continue to work with Quality Data to assist in the even flow of information between Tax and Sewer databases.
- Continue to work with the Finance Director and auditors to ensure the balance of all collections.
- 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 future collections.
- Continue to make customer service a priority for the citizens of Plainville.

PERFORMANCE MEASURES

QUANTITATIVE	2016 Actual	2017 Estimated	2018 Projected
Total Collections	42,337,948	43,608,086	44,698,288
Interest & Liens	459,898	275,000	285,000
Accounts with Attorney	36	40	19
Tax Sales	216,366	85,223	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 2017 - 2018
As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ 101,693	\$ 104,200	\$ 87,058	\$ 104,000	\$105,875	\$106,500	\$106,500	\$ 2,300	2.21%
51140	Overtime	219	1,100	1,286	1,380	1,500	1,500	1,500	400	36.36%
	Total Personnel	101,912	105,300	88,344	105,380	107,375	108,000	108,000	2,700	2.56%
Supplies										
52330	Operating supplies	8,132	17,685	5,541	17,685	17,895	17,685	17,685	-	0.00%
	Total Supplies	8,132	17,685	5,541	17,685	17,895	17,685	17,685	-	0.00%
Other Services & Charges										
52401	Professional development	1,313	2,000	1,589	2,000	2,000	2,000	2,000	-	0.00%
52410	Advertising	848	600	620	620	600	600	600	-	0.00%
52430	Recruitment & training	800	600	400	600	600	600	600	-	0.00%
52450	Maintenance contracts	110	14,100	14,000	14,000	9,000	9,000	9,000	(5,100)	-36.17%
	Total Other Serv & Charges	3,071	17,300	16,609	17,220	12,200	12,200	12,200	(5,100)	-29.48%
0100-138 Total Revenue Collection		\$113,115	\$140,285	\$110,494	\$140,285	\$137,470	\$137,885	\$137,885	\$ (2,400)	-1.71%

52450 \$5,000 of \$5,100 decrease in this line item is a reallocation to department #137 Assessments.

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 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; being 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 2017

- Accessed and utilized the new 2016 Connecticut Vital Records System for birth records.
- Successfully completed a Budget Vote and Presidential Election.
- 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.
- Completed the codification project and online availability of Town Charter and all Town Ordinances.
- Continued back scanning and re-indexing over 9,100 pages of land records allowing for greater public access on-line.
- Took responsibility for posting and updating all Board and Commission's notices, meetings and minutes on the Town's website.

PROGRAM OBJECTIVES FY 2018

- Continue to work with the Registrar of Voters for successful and efficient Budget Town Meeting and Municipal Election voting seasons.
- 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.
- Be available for assistance in the Tax/Assessor Office after cross-training.

PERFORMANCE MEASURES

QUANTITATIVE	2016 Actual	2017 Estimated	2018 Projected
Land Record Documents received pages	4,325	4,925	5,000
Land Record Document pages recorded	12,501	16,000	17,500
Dog licenses issued	1,952	1,970	1,990
Vital Records Indexed	484	490	500
Trade Names	66	70	75
Liquor Permits	30	35	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 2017 - 2018
As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		Actual	Budgeted	Spent To	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
0100-150 Town Clerk		Expended		Date					\$	%
Personnel										
51110	Full-time salary	\$ 161,367	\$ 165,110	\$ 137,660	\$ 165,110	\$168,412	\$168,845	\$168,845	\$ 3,735	2.26%
51140	Overtime	-	150	-	-	150	150	150	-	0.00%
Total Personnel		161,367	165,260	137,660	165,110	168,562	168,995	168,995	3,735	2.26%
Supplies										
52330	Operating supplies	2,068	2,542	2,165	2,542	2,063	2,063	2,063	(479)	-18.84%
Total Supplies		2,068	2,542	2,165	2,542	2,063	2,063	2,063	(479)	-18.84%
Other Services & Charges										
52401	Professional development	1,503	1,480	839	1,480	1,420	1,420	1,420	(60)	-4.05%
52435	Other contractual	24,537	23,560	24,613	24,613	24,462	24,462	24,462	902	3.83%
52450	Maintenance contracts	1,450	2,130	2,171	2,171	3,355	3,355	3,355	1,225	57.51%
52480	Equipment repair	51	200	129	200	200	200	200	-	0.00%
Total Other Serv & Charges		27,541	27,370	27,752	28,464	29,437	29,437	29,437	2,067	7.55%
0100-150 Total Town Clerk		\$190,976	\$195,172	\$167,577	\$196,116	\$200,062	\$200,495	\$200,495	\$ 5,323	2.73%

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 2017

- Continued to update several desktop computers for the Municipal Center and the Police Department.
- Rolled out an upgraded Town website to give residents and visitors quick and easy access to information about the Town of Plainville and services we offer.
- 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.

PROGRAM OBJECTIVES FY 2018

- 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 website in-house.
- 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.

PERFORMANCE MEASURES

QUANTITATIVE	2016 Actual	2017 Estimated	2018 Projected
Departments on Network	18	18	18
Computer Committee Meetings	18	20	26
Computer Committee Approvals	12	16	18
Computers with Internet Access	100	100	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: Funds are included in this line item to pay for IT Services provided by staff of the Board of Education versus an outside vendor. 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
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		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ 99,741	\$ 102,320	\$ 85,816	\$ 102,320	\$104,366	\$104,366	\$104,366	\$ 2,046	2.00%
	Total Personnel	99,741	102,320	85,816	102,320	104,366	104,366	104,366	2,046	2.00%
Supplies										
52330	Operating supplies	645	500	30	500	500	500	500	-	0.00%
	Total Supplies	645	500	30	500	500	500	500	-	0.00%
Other Services & Charges										
52430	Recruitment & training	-	500	-	500	500	500	500	-	0.00%
52435	Other contractual	26,199	46,920	44,870	45,332	46,770	46,350	46,350	(570)	-1.21%
52450	Maintenance contracts	44,807	50,220	44,931	51,660	60,800	60,620	60,620	10,400	20.71%
	Total Other Serv & Charges	71,006	97,640	89,801	97,492	108,070	107,470	107,470	9,830	10.07%
0100-155 Total Data Processing		\$171,392	\$200,460	\$175,647	\$200,312	\$212,936	\$212,336	\$212,336	\$ 11,876	5.92%

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 2017

- 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.
- Entered into 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 2018 on our workers' compensation policy.
- The Insurance Commission reduced the number of meetings to "as-needed" from monthly.

PROGRAM OBJECTIVES FY 2018

- 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	2016 Actual	2017 Estimated	2018 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.

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As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-160 Insurance										
Other Services & Charges										
52435	Other contractual	\$ 14,300	\$ 15,015	\$ 15,015	\$ 15,015	\$ 15,015	\$ 15,015	\$ 15,015	\$ -	0.00%
	Total Other Serv & Charges	14,300	15,015	15,015	15,015	15,015	15,015	15,015	-	0.00%
Insurance										
52496	Volunteer firemen	6,164	6,640	6,143	6,143	6,640	6,640	6,640	-	0.00%
52497	Risk insurance	227,652	229,385	226,317	229,385	241,060	241,060	241,060	11,675	5.09%
52498	Workers' compensation	364,151	378,000	417,024	417,024	415,000	406,000	406,000	28,000	7.41%
	Total Insurance	597,967	614,025	649,484	652,552	662,700	653,700	653,700	39,675	6.46%
0100-160 Total Insurance		\$612,267	\$629,040	\$664,499	\$667,567	\$677,715	\$668,715	\$668,715	\$ 39,675	6.31%
52496	Balloon Fest Policy	3,125	3,300	3,125	3,125	3,300	3,300	3,300		
	Volunteer Firefighters Policy	3,039	3,340	3,018	3,018	3,340	3,340	3,340		
		6,164	6,640	6,143	6,143	6,640	6,640	6,640		
52497	CIRMA LAP	208,908	215,180	217,722	217,722	224,255	224,255	224,255		
	Crime Bond	1,170	1,205	1,170	1,170	1,205	1,205	1,205		
	Flood Insurance (Fire Building)	2,028	2,200	2,114	2,114	2,200	2,200	2,200		
	Underground Storage Tank Policy	772	800	852	852	900	900	900		
	Misc EE Bonds/Reimbursables	14,774	10,000	4,459	7,527	12,500	12,500	12,500		
		227,652	229,385	226,317	229,385	241,060	241,060	241,060		
52498	CIRMA WC	359,892	378,000	395,882	395,882	415,000	406,000	406,000		
	WC Audit Adjustments	4,259	-	21,142	21,142	-	-	-		
		364,151	378,000	417,024	417,024	415,000	406,000	406,000		

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 2017

- 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 2018

- 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.
- Continue to pursue other joint municipal projects that may result in better services, greater efficiencies and cost savings.
- Continue to maintain assistance within the Town Manager's Office and other departments as needed.
- Continue to provide a central copier.

PERFORMANCE MEASURES

QUANTITATIVE	2016 Actual	2017 Estimated	2018 Projected
Support Services Maintained	8	8	8
Purchase Orders Issued	349	510	510
Specifications Prepared and Bids Awarded	35	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 which 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 composing 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.

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		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-165 General Admin Serv										
Personnel										
51120	Part-time salary	\$ 18,506	\$ 18,115	\$ 13,286	\$ 18,115	\$ 18,440	\$ 18,440	\$ 18,440	\$ 325	1.79%
	Total Personnel	18,506	18,115	13,286	18,115	18,440	18,440	18,440	325	1.79%
Supplies										
52310	Office supplies	14,134	13,000	10,659	13,000	13,000	13,000	13,000	-	0.00%
52330	Operating supplies	20,605	35,000	17,657	35,000	35,000	35,000	35,000	-	0.00%
	Total Supplies	34,739	48,000	28,316	48,000	48,000	48,000	48,000	-	0.00%
Other Services & Charges										
52401	Professional development	-	1,200	840	1,200	1,200	1,200	1,200	-	0.00%
52410	Advertising	262	550	-	550	550	550	550	-	0.00%
52435	Other contractual	1,656	2,000	425	2,000	2,000	2,000	2,000	-	0.00%
52450	Maintenance contracts	5,061	5,010	2,430	5,010	5,010	5,010	5,010	-	0.00%
52460	Rentals	6,155	5,855	6,245	5,855	5,855	5,855	5,855	-	0.00%
	Total Other Serv & Charges	13,134	14,615	9,940	14,615	14,615	14,615	14,615	-	0.00%
0100-165 Total General Admin Serv		\$ 66,379	\$ 80,730	\$ 51,542	\$ 80,730	\$ 81,055	\$ 81,055	\$ 81,055	\$ 325	0.40%

170 - ECONOMIC DEVELOPMENT AGENCY

PROGRAM DESCRIPTION

The Economic Development Agency 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 2017

- 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 is expected to be awarded in early 2017.
- 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.
- 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 2018

- 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.

PERFORMANCE MEASURES

QUANTITATIVE	FY 2016 Actual	FY 2017 Estimated	FY 2018 Projected
Regular meetings held	4	5	8
Applications processed	1	2	4

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 Personnel: Represents half of the Director and Assistant Planners salary (See Dept. 380 for details).

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.

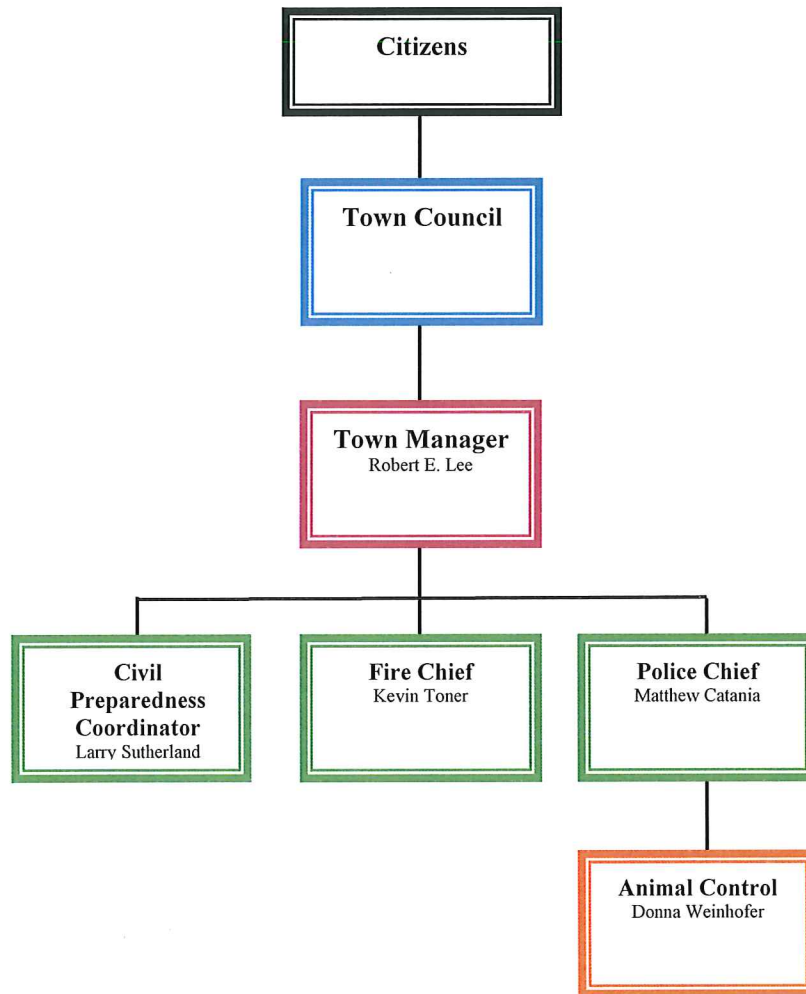
Town of Plainville, Connecticut
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As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ 45,047	\$ 46,210	\$ 52,753	\$ 64,210	\$ 71,758	\$ 71,705	\$ 71,705	\$ 25,495	55.17%
51120	Part-time salary	149	300	240	240	300	300	300	-	0.00%
Total Personnel		45,196	46,510	52,993	64,450	72,058	72,005	72,005	25,495	54.82%
Other Services & Charges										
52401	Professional development	578	600	473	473	600	600	600	-	0.00%
Total Other Serv & Charges		578	600	473	473	600	600	600	-	0.00%
0100-170 Total Economic Develop		\$ 45,774	\$ 47,110	\$ 53,466	\$ 64,923	\$ 72,658	\$ 72,605	\$ 72,605	\$ 25,495	54.12%

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%	47,129	
Assistant Economic Development Director #170 Full-time Salary #51110 Budget @ 50%	24,576	71,705
Town Planner #380 Full-time Salary #51110 Budget @ 50%	47,129	
Assistant Town Planner #380 Full-time Salary #51110 Budget @ 50%	24,576	71,705
Total Combined Position Salaries #51110 Budget		143,410

PUBLIC SAFETY ORGANIZATIONAL CHART



PUBLIC SAFETY

PROGRAM DESCRIPTION

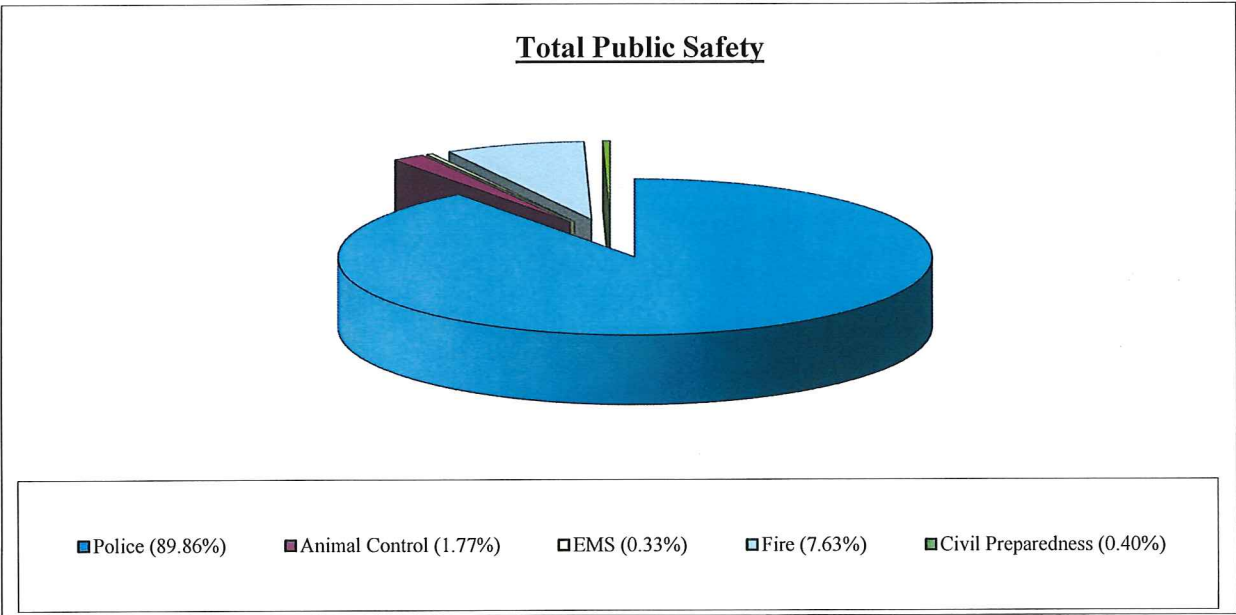
Public Safety is charged with all expenditures for the protection of persons and property, including Police, Fire, Civil Preparedness, and Animal Control.

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.

PERSONNEL AND EXPENDITURES

	FY 2015	FY 2016	FY 2017	FY 2018
Authorized Full-Time Positions	43	46	48	46
Total Expenditures	\$4,166,367	\$4,302,209	\$4,523,630	\$4,569,799



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 2017

- Hired five (5) new police officers to fill openings, and funded entry level positions bringing our authorized sworn strength to 37.
- Hired one (1) full-time dispatcher bringing our dispatch staffing level to six (6).
- One (1) sergeant promoted.
- Developed and implemented key general orders and operational procedures to meet State and Federal mandates.
- Worked with the command staff (lieutenants and sergeants) to create written directives to enhance our consistency in delivering professional services.
- Acquired two (2) new radar speed warning trailers to complement our speed enforcement initiatives.
- Assigned officers to dedicated speed enforcement with positive increase in enforcement activity.
- Continued to develop and enhance our State recognized domestic violence investigation strategy.
- Implemented the computer software overtime tracking system (P.O.S.S.).
- Participated in the 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.
- Acquired new phone/radio call recording hardware and software.
- Upgraded a portion of the video and camera equipment in Police Headquarters.
- Implemented quality assurance software in the dispatch process to enhance our consistency in 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 safety program.
- Maintained our prescription drop box program at police headquarters.
- Addressed numerous neighborhood speeding complaints through use of our radar trailer and enforcement activities.
- Restructured Police Department command structure by switching duties and responsibilities between divisional commanders (lieutenants) in order to develop their careers.
- Continued to develop and define our relationship with town-wide IT department in order to enhance our computer hardware and software acquisitions and implementations.
- 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.
- Resolved customer service complaints in timely and effective manner.

PROGRAM OBJECTIVES FY 2018

- Continue to work toward completion of RMS and CAD installations.
- Train all personnel in new RMS and CAD.
- Promote two (2) patrol sergeants – determine the effectiveness of the rank of corporal.
- Assign a support services sergeant to address special community projects and special duty assignments on a consistent basis.
- 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.
- Continue to develop all personnel through mentoring and training.
- Develop a consistent speed enforcement program.
- 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.
- Continue to enhance and improve service delivery through the acquisition of new technologies.
- Explore areas to reduce overall operating costs through the analysis of overtime and purchasing.
- Continue to refine and enhance the overtime call out procedure to allow for greater accountability and lessen the amount of time expended filling overtime.
- Research additional grants to enhance the department's efficiency and supplement expenditures.
- Continue to explore the purchase and implementation of body cameras and strategies for the retention of recorded media.

- Develop and improve the reputation and image of the Police Department in the community.
- Continue to work with the Board of Education exploring programs to recognize early warning signs for at-risk students.
- Continue to enhance our relationship with the Northwest Village School faculty and students.
- Continue to collaborate with school officials on 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 2018.

PERFORMANCE MEASURES

QUANTITATIVE	2016 Actual	2017 Estimated	2018 Projected
Complaints	20,044	21,000	22,050
Crimes against persons	291	305	320
Property Crimes	583	613	643

PERSONNEL			
Full-time	45	45	46
Part-Time	9	9	9

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 have adopted *an all domestic crimes are potentially serious crimes* approach to investigation. We will continue our efforts to reduce traffic fatalities by enforcing traffic laws to include DWI enforcement, seat belt compliance, red light enforcement, speed enforcement, and all other applicable State laws. We will continue to enhance our crime prevention strategies through time honored policing techniques as well as creative and innovative ideas. We are focused on investigating all criminal activity in a professional and thorough manner. We embrace a *no stone left unturned* attitude in all of our investigations. We will enhance professionalism and effectiveness through training, inspection, and evaluation.

BUDGET COMMENTARY

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

51110 Full-Time Personnel: Includes salary for Administration (2) (Chief, Executive Assistant), Lieutenant (2), Sergeants (7), Corporals (2) and Patrol Officers (25), Dispatchers (6), Records Clerk (1). Police employee (excludes Administration and Dispatchers) salaries reflect a projected 2% increase for the 17/18 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, and (1) Part-time IT person. This line item is reduced in the 2018 proposed budget due to the elimination of the Sunday part dispatcher position.

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 Chiefs dues and conference, Connecticut Chiefs Association dues, Regional In-state Conference, and Police Executive Research Forum.

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

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

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

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

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

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

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As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		Actual	Budgeted	Spent To	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
0100-201 Police		Expended		Date					\$	%
Personnel										
51110	Full-time salary	\$ 3,116,955	\$ 3,318,077	\$ 2,741,107	\$ 3,336,077	\$ 3,368,539	\$ 3,368,539	\$ 3,368,539	\$ 50,462	1.52%
51120	Part-time salary	87,886	91,727	72,667	83,118	84,764	84,764	84,764	(6,963)	-7.59%
51140	Overtime	678,078	450,000	559,224	690,000	450,000	450,000	450,000	-	0.00%
Total Personnel		3,882,919	3,859,804	3,372,998	4,109,195	3,903,303	3,903,303	3,903,303	43,499	1.13%
Supplies										
52330	Operating supplies	28,148	32,000	24,979	32,000	32,000	32,000	32,000	-	0.00%
52340	Repair & maintenance	317	1,900	-	500	1,900	1,900	1,900	-	0.00%
52350	Auto supplies & parts	229	2,100	1,008	2,100	2,100	2,100	2,100	-	0.00%
Total Supplies		28,694	36,000	25,987	34,600	36,000	36,000	36,000	-	0.00%
Other Services & Charges										
52401	Professional development	2,350	2,865	2,555	2,865	2,965	2,965	2,965	100	3.49%
52430	Recruitment & training	60,087	54,450	51,324	54,450	56,450	56,450	56,450	2,000	3.67%
52435	Other contractual	13,090	14,480	17,719	17,719	14,350	14,350	14,350	(130)	-0.90%
52450	Maintenance contracts	37,666	36,706	35,796	36,706	45,125	39,125	39,125	2,419	6.59%
52470	Auto repair & maint	38,085	38,600	37,463	38,600	38,600	38,600	38,600	-	0.00%
52480	Equip repair & maint	5,538	11,225	10,534	11,225	11,225	11,225	11,225	-	0.00%
Total Other Serv & Charges		156,816	158,326	155,391	161,565	168,715	162,715	162,715	4,389	2.77%
Capital Outlay										
54640	Machinery & equip	4,030	4,600	4,138	4,600	4,600	4,600	4,600	-	0.00%
Total Capital Outlay		4,030	4,600	4,138	4,600	4,600	4,600	4,600	-	0.00%
0100-201 Total Police		\$ 4,072,459	\$ 4,058,730	\$ 3,558,514	\$ 4,309,960	\$ 4,112,618	\$ 4,106,618	\$ 4,106,618	\$ 47,888	1.18%

							(Over)/Under
Historical Analysis		Original Budget	Transfers	Additional Appropriation	Final Budget	Actual Expended	Budget for FY
51140	Overtime - 2012	282,734	255,000	-	537,734	521,075	16,659
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
		1,902,734	255,000	665,000	2,822,734	2,871,525	(48,791)
Five (5) year average		380,547	51,000	133,000	564,547	574,305	(9,758)
Three (3) year average		420,000	-	138,333	558,333	554,572	3,761

205 - CANINE CONTROL

PROGRAM DESCRIPTION

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

PROGRAM ACCOMPLISHMENTS 2017

- 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.
- Conducted a very comprehensive and exhaustive investigation into animal abuse at a local shelter which led to extensive veterinarian care of 40+ animals, sheltering and feeding of the animals, search warrant application, execution of search warrant, and criminal arrest.

PROGRAM OBJECTIVES FY 2018

- Hire part-time ACO to fill open funded position.
- 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	2016 Actual	2017 Estimated	2018 Projected
Animal Complaints	764	800	825
Animals Redeemed	96	75	80
Animals Adopted	49	25	25
Animals Bites	17	15	15
Animals Registered	1919	1925	1935

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

QUALITATIVE

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

BUDGET COMMENTARY

51110 Full-Time Personnel: 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 incentives for each dog-deceased animal.

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

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2017 - 2018
As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-205	Animal Control									
Personnel										
51110	Full-time salary	\$ 64,623	\$ 53,180	\$ 44,674	\$ 53,180	\$ 56,258	\$ 56,258	\$ 56,258	\$ 3,078	5.79%
51120	Part-time salary	15,851	11,636	9,468	11,636	11,869	11,869	11,869	233	2.00%
51140	Overtime	7,816	1,500	312	500	1,500	1,500	1,500	-	0.00%
	Total Personnel	88,290	66,316	54,454	65,316	69,627	69,627	69,627	3,311	4.99%
Supplies										
52330	Operating supplies	3,639	5,100	3,637	5,100	5,155	5,100	5,100	-	0.00%
	Total Supplies	3,639	5,100	3,637	5,100	5,155	5,100	5,100	-	0.00%
Other Services & Charges										
52401	Professional development	1,200	1,250	-	1,250	1,250	1,250	1,250	-	0.00%
52410	Advertising	121	500	187	500	500	500	500	-	0.00%
52435	Other contractual	9,773	3,000	4,285	4,500	3,000	3,000	3,000	-	0.00%
52465	Agency subsidy	-	100	-	100	100	100	100	-	0.00%
52470	Auto repair & maint	1,383	1,500	1,689	1,689	1,500	1,500	1,500	-	0.00%
	Total Other Serv & Charges	12,477	6,350	6,161	8,039	6,350	6,350	6,350	-	0.00%
0100-205	Total Animal Control	\$104,406	\$ 77,766	\$ 64,252	\$ 78,455	\$ 81,132	\$ 81,077	\$ 81,077	\$ 3,311	4.26%

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 2017

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

PROGRAM OBJECTIVES FY 2018

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

PERFORMANCE MEASURES

QUANTITATIVE	2016 Actual	2017 Estimated	2018 Projected
911 Ambulance Requests	2056	2100	2150
Non -911 Requests	810	815	820
Average Response Time	8 Minutes 44 Seconds	8 Minutes	8 Minutes

BUDGET COMMENTARY

52435 Other Contractual Services: The Town has a contract with AMR through June 30, 2017. 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.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2017 - 2018
As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		Actual	Budgeted	Spent To	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
0100-206	Emerg Med Services	Expended		Date					\$	%
Other Services & Charges										
52435	Other contractual	\$ 14,152	\$ 14,744	\$ 14,743	\$ 14,743	\$ 15,294	\$ 15,294	\$ 15,294	\$ 550	3.73%
	Total Other Serv & Charges	14,152	14,744	14,743	14,743	15,294	15,294	15,294	550	3.73%
0100-206	Total Emerg Med Serv	\$ 14,152	\$ 14,744	\$ 14,743	\$ 14,743	\$ 15,294	\$ 15,294	\$ 15,294	\$ 550	3.73%

Agency	Per Capita	Population	Budget	FY	Change
CMED	0.7278	17,730	12,904.57	2014	1,092
CMED	0.7549	17,819	13,450.64	2015	546
CMED	0.7942	17,820	14,151.72	2016	701
CMED	0.8282	17,801	14,743.09	2017	592
CMED	0.8605	17,773	15,293.84	2018	550

Note: FY 2018 budget increase of \$550.00 is broken down as \$573 due to per capita rate increase and \$23 decrease due to population decrease.

Note: State of CT DESPP sends credit of \$5,331.90 or \$0.30 per capita for FY 2018 to the North Central Coordinated Medical Emergency Direction (CMED), per Plainville's designation, regarding Plainville's participation in CMED.

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 2017

- 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 – Reviewed 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 2018

- Continue training goals set forth in the FY 2017 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	2016 Actual	2017 Estimated	2018 Projected
Fire Responses			
Fires	103	100	100
Over pressure, rupture, explosion	2	1	1
Rescue & emergency medical	18	18	18
Hazardous condition (no Fire)	82	82	82
Service calls	83	83	83
Good Intent Call	45	45	45
False Alarm & False Call	169	169	169
Severe Weather & Disaster	2	2	2
Special Incident Type	1	1	1
Total	505	501	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	67	69

QUALITATIVE

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

BUDGET COMMENTARY

51120 Part-Time Salary: A 2% increase is 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 2017 - 2018
As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ 93,092	\$ 97,565	\$ 77,504	\$ 97,565	\$ 99,525	\$ 99,525	\$ 99,525	\$ 1,960	2.01%
	Total Personnel	93,092	97,565	77,504	97,565	99,525	99,525	99,525	1,960	2.01%
Supplies										
52330	Operating supplies	12,142	10,835	9,854	10,835	10,835	10,835	10,835	-	0.00%
52350	Auto supplies & parts	2,209	2,500	480	2,500	2,500	2,500	2,500	-	0.00%
	Total Supplies	14,351	13,335	10,334	13,335	13,335	13,335	13,335	-	0.00%
Other Services & Charges										
52401	Professional development	1,078	2,150	2,078	2,150	2,150	2,150	2,150	-	0.00%
52405	Mileage	-	150	-	150	150	150	150	-	0.00%
52430	Recruitment & training	7,566	9,500	9,280	9,500	9,500	9,500	9,500	-	0.00%
52435	Other contractual	125,390	150,500	80,091	140,000	151,000	151,000	151,000	500	0.33%
52450	Maintenance contracts	12,580	23,515	20,028	23,515	23,615	23,615	23,615	100	0.43%
52460	Rentals	2,351	3,500	1,826	3,500	3,500	3,500	3,500	-	0.00%
52480	Equip repair & maint	27,846	37,200	14,657	25,000	37,200	37,200	37,200	-	0.00%
	Total Other Serv & Charges	176,811	226,515	127,960	203,815	227,115	227,115	227,115	600	0.26%
Capital Outlay										
54640	Machinery & equip	17,930	17,000	29,654	30,000	8,500	8,500	8,500	(8,500)	-50.00%
	Total Capital Outlay	17,930	17,000	29,654	30,000	8,500	8,500	8,500	(8,500)	-50.00%
0100-210 Total Fire		\$302,184	\$354,415	\$245,452	\$344,715	\$348,475	\$348,475	\$348,475	\$ (5,940)	-1.68%

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 2017

- 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 2016.
- Coordinated the EMPG Application reimbursing the Town of Plainville 50% of the costs of the Civil Preparedness Coordinator's stipend. Currently, the reimbursement is \$8,862.00.
- Participated in two state-wide drills required by DESPP, one of which was in collaboration with the Southington Emergency Management.
- 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 2018

- 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	2016 Actual	2017 Estimated	2018 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 CROCOG 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 2017 - 2018
As of April 25, 2017

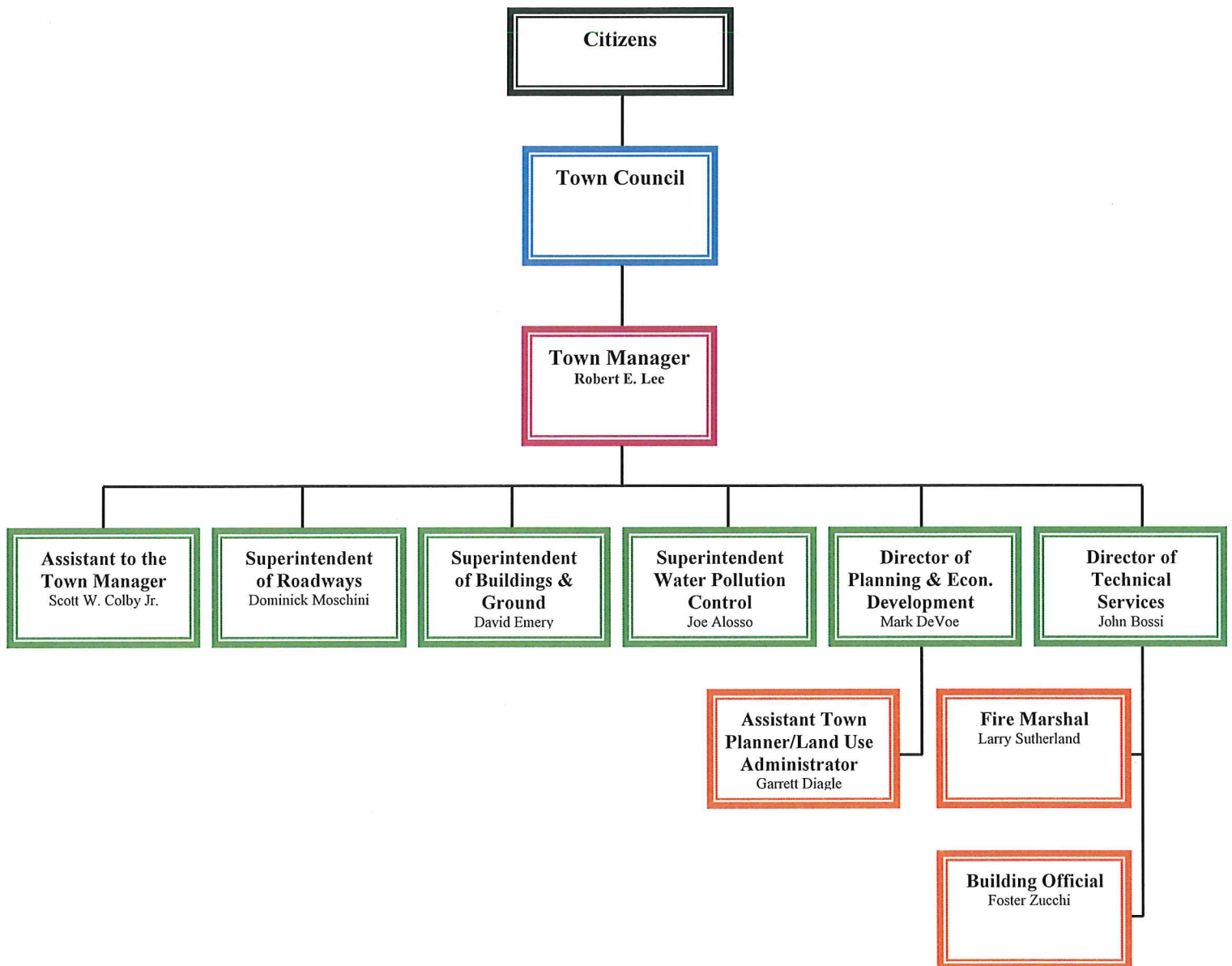
		2015 - 2016		2016 - 2017		2017 - 2018				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-215	Civil Preparedness	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51120	Part-time salary	\$ 17,452	\$ 17,975	\$ 15,209	\$ 17,975	\$ 18,335	\$ 18,335	\$ 18,335	\$ 360	2.00%
	Total Personnel	17,452	17,975	15,209	17,975	18,335	18,335	18,335	360	2.00%
0100-215 Total Civil Preparedness		\$ 17,452	\$ 17,975	\$ 15,209	\$ 17,975	\$ 18,335	\$ 18,335	\$ 18,335	\$ 360	2.00%

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	18,335
Fire Marshal #370 Full-time Salary #51110 Budget	67,725
Total Combined Position Salary Budget	86,060

PUBLIC WORKS ORGANIZATIONAL CHART



PUBLIC WORKS

PROGRAM DESCRIPTION

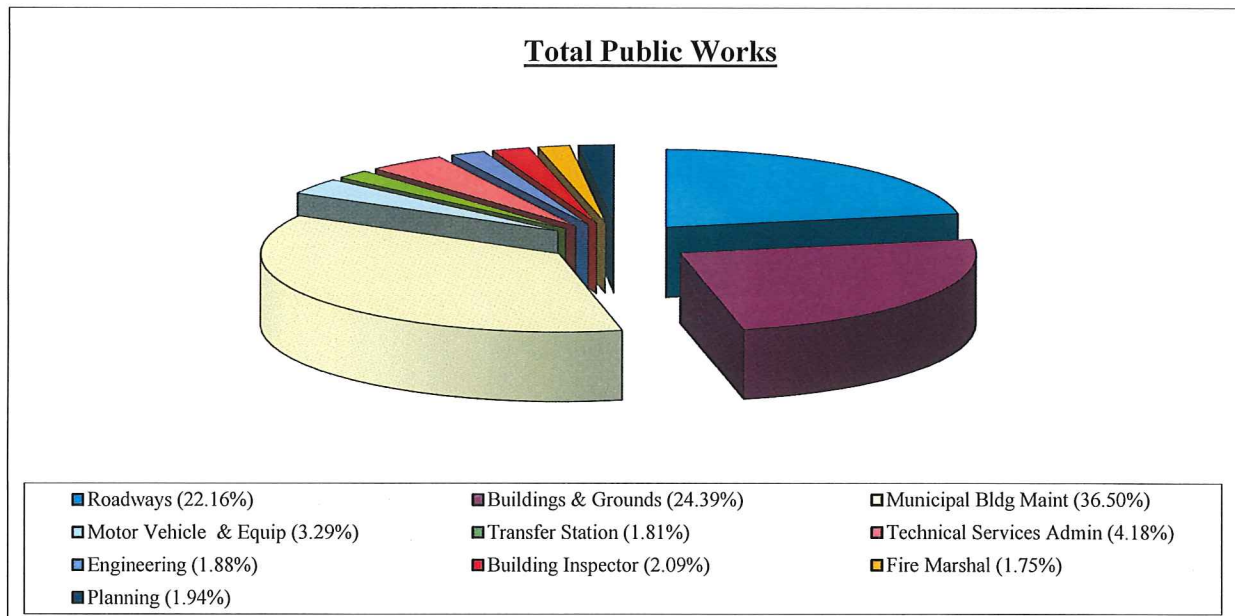
The Public Works function is charged with the planning, design, development, construction, and maintenance of public agency physical structures to include roadways, drains, buildings, grounds, and waste disposal systems. Public Works is also responsible for the Town's vehicle and equipment maintenance. 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 2015	FY 2016	FY 2017	FY 2018
Authorized Full-Time Positions	28.92	28.92	28.92	26.75
Total Expenditures	\$4,134,131	\$4,153,329	\$4,215,456	\$4,110,158



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

301 - PHYSICAL SERVICES ADMINISTRATION

PROGRAM DESCRIPTION

This operation is aimed at the management and coordination of the effective and efficient delivery of all Physical Services in the Town of Plainville by carrying out general administration and supervision for the Divisions of Roadways, Buildings and Grounds, Water Pollution Control, and Municipal Building Maintenance.

PROGRAM ACCOMPLISHMENTS FY 2017

- Continued general administration duties at Water Pollution Control, Buildings & Grounds and Roadways Divisions.
- Street paving project completed on Woodside Ln., Ashford Rd., Hardwood Rd., Hollis Ln., Wheeler Ln., Dogwood Rd., Plum Tree Rd., Birch Tre Rd., Forest St., and West Main St. through year 3 of 5 of the Bond Program.
- Worked with Recreation in Park Improvements project.
- Specifications and bid proposals prepared and reviewed for vehicles, equipment, fuel, utilities, and all capital budget items.
- Administered Street Light repairs and coordinated work with Eversource and the town's vendor Turri/Masterson Electric. LED conversion started town wide including Wi-Fi in downtown and business districts.
- Continued with employee safety training programs.
- Worked with Town Staff, CT Department of Public Health and Valley Water on water quality in Plainville.
- Worked with Town Staff, Pan Am, and CT Department of Transportation Officials regarding seven rail crossings in Plainville.
- Began maintenance on Cooke Street WPC pump station.
- Assisted with Property Maintenance enforcement.

PROGRAM OBJECTIVES FY 2018

Funding in this budget has been eliminated for FY 2018 due to the retirement of the Superintendent in FY 2017 and re-allocation of other personnel in departments to departments #131 Town Manager and #325 Technical Services.

PERFORMANCE MEASURES

QUANTITATIVE	2016 Actual	2017 Estimated	2018 Projected
Please refer to the Individual Divisions			

PERSONNEL			
Full-time	1 2/3	2	0

BUDGET COMMENTARY

Funding in this budget has been eliminated for FY 2018 due to the retirement of the Superintendent in FY 2017 and re-allocation of other personnel to departments #131 Town Manager and #325 Technical Services.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2017 - 2018
As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-301	Physical Serv Admin	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51110	Full-time salary	\$ 109,370	\$ 112,100	\$ 102,406	\$ 114,210	\$ -	\$ -	\$ -	\$ (112,100)	-100.00%
	Total Personnel	109,370	112,100	102,406	114,210	-	-	-	(112,100)	-100.00%
Supplies										
52330	Operating supplies	-	300	201	201	-	-	-	(300)	-100.00%
	Total Supplies	-	300	201	201	-	-	-	(300)	-100.00%
Other Services & Charges										
52401	Professional development	125	300	1,047	1,047	-	-	-	(300)	-100.00%
	Total Other Serv & Charges	125	300	1,047	1,047	-	-	-	(300)	-100.00%
0100-301 Total Physical Serv Admin		\$109,495	\$112,700	\$103,654	\$115,458	\$ -	\$ -	\$ -	\$ (112,700)	-100.00%

Note: Department eliminated in FY 2018 due to retirement of Superintendent in FY 2017 and re-allocation of other personnel in department to departments #131 Town Manager and #325 Technical Services. Decrease above offset by increases in departments #131 and #325.

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 2017

- 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 Woodside Ln., Ashford Rd., Hardwood Rd., Hollis Ln., Wheeler Ln., Dogwood Rd., Plum Tree Rd., Birch Tre Rd., Forest St., and West Main 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.
- Effective and timely winter ice/snow removal to provide safe passage on local roadways. Implemented other salt products.
- Rebuilt 65 Catch Basins.
- Cut trees for Robertson Airport IFR Program.

PROGRAM OBJECTIVES FY 2018

- 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 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 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, 4 Equipment Operator II's, 1 Equipment Operator I's, 1 Mechanic and 1 Truck Driver. Included is an upgrade of an Equipment Operator I to an Equipment Operator II, a step increase for an Equipment Operator I 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.

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As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)	
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
0100-305	Roadways									
Personnel										
51110	Full-time salary	\$ 552,155	\$ 573,500	\$ 473,079	\$ 573,500	\$ 576,726	\$ 585,000	\$ 585,000	\$ 11,500	2.01%
51120	Part-time salary	18,926	18,040	9,968	18,040	18,480	18,480	18,480	440	2.44%
51140	Overtime - regular	97,669	60,000	84,771	95,000	70,000	70,000	70,000	10,000	16.67%
51140-2012	Overtime - snow	36,822	40,000	67,040	67,040	40,000	40,000	40,000	-	0.00%
	Total Personnel	705,572	691,540	634,858	753,580	705,206	713,480	713,480	21,940	3.17%
Supplies										
52330	Operating supplies	30,809	34,849	29,686	34,849	34,849	34,849	34,849	-	0.00%
	Total Supplies	30,809	34,849	29,686	34,849	34,849	34,849	34,849	-	0.00%
Other Services & Charges										
52401	Professional development	706	800	547	800	800	800	800	-	0.00%
52435	Other contractual	32,390	33,462	32,161	33,462	44,041	39,041	39,041	5,579	16.67%
52450	Maintenance contracts	13,663	25,000	-	5,000	10,000	10,000	10,000	(15,000)	-60.00%
52460	Rentals - regular	-	7,620	500	7,620	7,620	7,620	7,620	-	0.00%
52460-2012	Rentals - snow	51,223	105,000	102,338	102,338	117,620	105,000	105,000	-	0.00%
	Total Other Serv & Charges	97,982	171,882	135,546	149,220	180,081	162,461	162,461	(9,421)	-5.48%
0100-305	Total Roadways	\$ 834,363	\$ 898,271	\$ 800,090	\$ 937,649	\$ 920,136	\$ 910,790	\$ 910,790	\$ 12,519	1.39%

52460-2012 Rentals - snow includes insurance/stipends for \$2,000 per contractor or \$18,000 for FY 2018.

		Additional		(Over)/Under		
		Original	Appropriation	Final	Actual	Budget
Historical Analysis		Budget	Transfers	Budget	Expended	for FY
51140	Overtime - regular 2012	35,654	-	35,654	12,665	22,989
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
	Five (5) year average	47,716	13,000	60,716	52,874	7,842
	Three (3) year average	52,760	21,667	74,427	69,199	5,228
51140-2012	Overtime - snow 2012	30,000	(19,234)	10,766	10,766	-
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
	Five (5) year average	25,665	10,653	36,318	39,894	(3,576)
	Three (3) year average	25,333	24,167	49,500	54,193	(4,693)
52460-2012	Rentals - snow 2012	80,000	(50,195)	29,805	29,805	-
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
	Five (5) year average	88,896	3,634	92,530	85,885	6,645
	Three (3) year average	94,827	23,333	118,160	117,491	669

* FEMA reimbursements for emergency storm declarations not included.

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 2017

- Upgraded facilities at Town parks for O.S.H.A. safety compliance.
- Renovated landscape at Municipal Center
- Upgraded environmental controls at Senior Center.
- Repaired and painted Library window trim.
- Upgraded Norton Park field lighting.
- Improved cooling for P.D. Communications room.
- Upgraded Activity Building roof and Playground Shelter at Paderewski Park.
- Adjusted maintenance procedures for new sports turf at Plainville High School.
- Continued to work with B.O.E. to share resources.
- Replaced 1 Municipal vehicle.

PROGRAM OBJECTIVES FY 2018

- Dredge Norton Park canal.
- Replace roof on Paderewski Park activity building.
- Replace roof on Rec. Dept. building.
- Upgrade Municipal Center fire alarm.
- Improve MSP ball diamonds.
- Improve compliance with A.D.A in Town buildings and parks.
- Work with Recreation Dept. on Park improvements based on State grant received.
- Continue to work with B.O.E. to share resources.
- Replace 2 Municipal vehicles.
- Hire a Maintainer II for second half of the fiscal year to fill open position.

PERFORMANCE MEASURES

QUANTITATIVE	2016 Actual	2017 Estimated	2018 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 Men II, 4 Maintenance Men I. Meal and uniform allowances are now budgeted in this line item. Funding for an open Maintenance II position was included for half of 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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As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)	
0100-310 Bldg & Grounds		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51110	Full-time salary	\$ 644,019	\$ 733,800	\$ 574,222	\$ 670,000	\$ 743,070	\$ 690,000	\$ 715,000	\$ (18,800)	-2.56%
51120	Part-time salary	52,467	40,500	22,120	40,500	41,660	41,660	41,660	1,160	2.86%
51140	Overtime - regular	15,994	17,000	21,117	25,000	17,340	17,340	17,340	340	2.00%
51140-2012	Overtime - snow	16,006	23,000	30,394	30,394	23,460	23,460	23,460	460	2.00%
Total Personnel		728,486	814,300	647,853	765,894	825,530	772,460	797,460	(16,840)	-2.07%
Supplies										
52330	Operating supplies	46,366	45,600	44,213	45,600	47,100	47,100	47,100	1,500	3.29%
52340	Repair & maintenance	67,625	61,000	66,902	67,000	61,500	61,500	61,500	500	0.82%
52350	Auto supplies & parts	16,804	21,000	19,443	21,000	21,000	21,000	21,000	-	0.00%
Total Supplies		130,795	127,600	130,558	133,600	129,600	129,600	129,600	2,000	1.57%
Other Services & Charges										
52401	Professional development	180	500	675	675	500	500	500	-	0.00%
52435	Other contractual	9,646	11,000	12,530	12,530	12,650	12,650	12,650	1,650	15.00%
52450	Maintenance contracts	29,918	28,500	39,980	39,980	30,700	30,700	30,700	2,200	7.72%
52460	Rentals	936	1,350	1,038	1,350	1,350	1,350	1,350	-	0.00%
52470	Auto repair & maint	3,374	6,400	2,772	6,400	6,400	6,400	6,400	-	0.00%
52475	Bldg & grounds repair	19,882	19,000	17,321	19,000	20,000	20,000	20,000	1,000	5.26%
52480	Equip repair & maint	4,563	4,000	3,671	4,000	4,000	4,000	4,000	-	0.00%
Total Other Serv & Charges		68,499	70,750	77,987	83,935	75,600	75,600	75,600	4,850	6.86%
0100-310 Total Bldg & Grounds		\$ 927,780	\$ 1,012,650	\$ 856,398	\$ 983,429	\$ 1,030,730	\$ 977,660	\$ 1,002,660	\$ (9,990)	-0.99%

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 2017

- 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.

PROGRAM OBJECTIVES FY 2018

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

PERFORMANCE MEASURES

QUANTITATIVE	2016 Actual	2017 Estimated	2018 Projected
Cleaning service cost	\$86,541	\$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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As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ 86,541	\$ 96,818	\$ 64,798	\$ 91,928	\$ 96,818	\$ 96,000	\$ 96,000	\$ (818)	-0.84%
	Total Other Serv & Charges	86,541	96,818	64,798	91,928	96,818	96,000	96,000	(818)	-0.84%
Energy & Utility										
53510	Electricity - Traffic Signals	10,869	12,000	7,799	12,000	12,000	12,000	12,000	-	0.00%
53511	Electricity - Street Lights	89,605	80,500	56,207	80,500	82,500	80,500	80,500	-	0.00%
53512	Electricity - Bldg & Grds	256,348	265,000	175,157	230,000	265,000	265,000	265,000	-	0.00%
53513-2016	Electricity - LED Conver	485,827	-	-	-	-	-	-	-	0.00%
53520	Natural gas	35,739	54,000	34,039	35,000	52,000	52,000	52,000	(2,000)	-3.70%
53530	Heating oil - Bldg & Grds	9,729	29,400	10,347	10,347	25,604	12,110	12,110	(17,290)	-58.81%
53540	Gasoline & diesel - MV	142,944	176,150	108,562	160,000	369,895	165,200	165,200	(10,950)	-6.22%
53550	Water & hydrant - Fire	712,066	725,000	468,499	720,000	725,000	725,000	725,000	-	0.00%
53551	Water & hydrant - Bldg	30,381	32,500	24,899	32,500	32,500	32,500	32,500	-	0.00%
53552	Water & hydrant - Sen Ctr	1,365	1,700	1,354	1,700	1,700	1,700	1,700	-	0.00%
53561	Telephone - Elections	1,110	850	169	600	850	850	850	-	0.00%
53562	Telephone - Bldg & Grds	47,257	55,000	40,271	55,000	55,000	55,000	55,000	-	0.00%
53563	Telephone - Sen Ctr	1,584	2,400	1,112	2,400	2,400	2,400	2,400	-	0.00%
	Total Energy & Utility	1,824,824	1,434,500	928,415	1,340,047	1,624,449	1,404,260	1,404,260	(30,240)	-2.11%
0100-315 Total Munic Bldg Maint		\$1,911,365	\$1,531,318	\$ 993,213	\$1,431,975	\$1,721,267	\$1,500,260	\$1,500,260	\$ (31,058)	-2.03%
53513-2016	Electricity - LED Conver	-	485,827	145,748	485,827	-	-	-	(485,827)	-100.00%
			received 0100-48299		(115,954)					
			net cost		369,873					

320 - MOTOR VEHICLE AND EQUIPMENT POOL

PROGRAM DESCRIPTION

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

PROGRAM ACCOMPLISHMENTS FY 2017

- Maintained and provided Town with complete service levels for all vehicles and equipment.
- Continued to rebuild and repair Air Compressor 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 into service new Paving Roller and Hook-lift Truck.

PROGRAM OBJECTIVES FY 2018

- Continue to improve computer operations for all Roadway related activities.
- Institute major equipment repairs: sweeping machine, catch basin cleaning equipment, leaf machines and boxes.
- Put into service new Loader/Backhoe.

PERFORMANCE MEASURES

QUANTITATIVE	2016 Actual	2017 Estimated	2018 Projected
Gallons of fuel used	75,176	80,000	165,000
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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		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ 122,866	\$ 79,886	\$ 93,937	\$ 94,000	\$ 79,886	\$ 79,886	\$ 79,886	\$ -	0.00%
52340-2012	Repair & maint - snow	-	10,000	-	-	10,000	10,000	10,000	-	0.00%
52350	Auto supplies & parts	-	350	-	350	350	350	350	-	0.00%
	Total Supplies	122,866	90,236	93,937	94,350	90,236	90,236	90,236	-	0.00%
Other Services & Charges										
52470	Auto repair & maint	-	350	-	350	350	350	350	-	0.00%
52480	Equip repair & maint	12,031	38,674	41,397	41,400	38,674	38,674	38,674	-	0.00%
52480-2012	Equip repair & maint - snow	-	6,000	-	-	6,000	6,000	6,000	-	0.00%
	Total Other Serv & Charges	12,031	45,024	41,397	41,750	45,024	45,024	45,024	-	0.00%
0100-320 Total MV & Equip		\$134,897	\$135,260	\$135,334	\$136,100	\$135,260	\$135,260	\$135,260	\$ -	0.00%

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 2017

- Continued facility improvements to comply with DEEP and collection needs.
- Burn 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.

PROGRAM OBJECTIVES FY 2018

- 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	2016 Actual	2017 Estimated	2018Projected
Attendant Cost	\$5,435	\$6,300	\$6,426

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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		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ 5,382	\$ 6,300	\$ 4,609	\$ 6,300	\$ 6,475	\$ 6,475	\$ 6,475	\$ 175	2.78%
	Total Personnel	5,382	6,300	4,609	6,300	6,475	6,475	6,475	175	2.78%
Supplies										
52330	Operating supplies	1,186	500	98	500	500	500	500	-	0.00%
	Total Supplies	1,186	500	98	500	500	500	500	-	0.00%
Other Services & Charges										
52435	Other contractual	10,675	20,000	3,513	20,000	20,948	20,948	20,948	948	4.74%
52445	Transfer station	25,778	30,000	17,866	30,000	30,815	30,000	30,000	-	0.00%
52460	Rentals	17,358	16,500	12,828	16,500	16,500	16,500	16,500	-	0.00%
	Total Other Serv & Charges	53,811	66,500	34,207	66,500	68,263	67,448	67,448	948	1.43%
0100-323 Total Transfer Station		\$ 60,379	\$ 73,300	\$ 38,914	\$ 73,300	\$ 75,238	\$ 74,423	\$ 74,423	\$ 1,123	1.53%

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 2017

- 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.
- Completed the construction of Parking Lot Improvements at the Senior Center.
- Implemented the Property Management Ordinance.
- Administered Code Compliance (Building and Fire) for the construction of private and public endeavors.

PROGRAM OBJECTIVES FY 2018

- 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 communities infrastructure improvement programs.
- Continue to implement the Town's Capital Improvement Program including Street Improvements under the Bond Program.
- Continue to maintain and modify the Building, Fire Marshal and Health Department's services to ensure the community's safety.
- Continue to implement the FEMA Hazard Mitigation Grant finalizing 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 provide support for the Pequabuck River multi town Flood Study.
- Continue to assist other agencies in the development and implementation of improvements at the High School Athletic fields.

PERFORMANCE MEASURES

QUANTITATIVE	2016 Actual	2017 Estimated	2018 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 and two Office Assistant II's. 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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As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ 168,949	\$ 157,635	\$ 109,739	\$ 129,500	\$169,030	\$170,265	\$170,265	\$ 12,630	8.01%
51120	Part-time salary	-	-	1,947	1,947	-	-	-	-	0.00%
51140	Overtime	49	-	-	-	-	-	-	-	0.00%
	Total Personnel	168,998	157,635	111,686	131,447	169,030	170,265	170,265	12,630	8.01%
Supplies										
52330	Operating supplies	286	450	355	450	450	450	450	-	0.00%
	Total Supplies	286	450	355	450	450	450	450	-	0.00%
Other Services & Charges										
52401	Professional development	285	500	285	500	500	500	500	-	0.00%
52435	Other contractual	204	500	42	500	500	500	500	-	0.00%
	Total Other Serv & Charges	489	1,000	327	1,000	1,000	1,000	1,000	-	0.00%
0100-325	Total Tech Serv Admin	\$169,773	\$159,085	\$112,368	\$132,897	\$170,480	\$171,715	\$171,715	\$ 12,630	7.94%

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%	86,979
WPCF Fund 7100 Department #340 Technical Serv Dir Full-time Salary #51110 Budget @ 25%	28,993
Total Combined Position Salary Budget	<u>115,972</u>

51110 Increase in this line item partially relates to the elimination of department #301. Personnel from department #301 re-allocated to this department

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 2017

- Completed the construction of Cooke Street Improvements.
- Designed and provided oversight for the reconstruction of 12 streets funded by the Bond Project.
- Completed Plainville Senior Center Parking Lot Improvements.
- 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 the review the Pequabuck River Flood Study in conjunction with the City of Bristol and Town of Plymouth.
- Continued to update Geographical Informational System (GIS).
- Designed the FEMA Hazard Mitigation Project.

PROGRAM OBJECTIVES FY 2018

- 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.
- Complete the Pequabuck River Flood study in conjunction with the City of Bristol and Town of Plymouth.
- Develop and implement a Street Reconstruction Program.
- Implement the FEMA Hazard Mitigation Project – Demolition of nine residential structures.

PERFORMANCE MEASURES

QUANTITATIVE	2016 Actual	2017 Estimated	2018 Projected
Plan Reviews	35	40	40
Designs Completed	7	8	10
Construction Inspections	375	375	400

PERSONNEL			
Full-time Equivalents	1	1	1
Part-time Equivalents	0	0	0

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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		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ 70,638	\$ 72,475	\$ 61,015	\$ 72,475	\$ 73,925	\$ 73,925	\$ 73,925	\$ 1,450	2.00%
	Total Personnel	70,638	72,475	61,015	72,475	73,925	73,925	73,925	1,450	2.00%
Supplies										
52330	Operating supplies	1,864	3,000	1,712	3,000	3,000	3,000	3,000	-	0.00%
	Total Supplies	1,864	3,000	1,712	3,000	3,000	3,000	3,000	-	0.00%
Other Services & Charges										
52401	Professional development	502	500	490	500	500	500	500	-	0.00%
	Total Other Serv & Charges	502	500	490	500	500	500	500	-	0.00%
0100-330 Total Engineering		\$ 73,004	\$ 75,975	\$ 63,217	\$ 75,975	\$ 77,425	\$ 77,425	\$ 77,425	\$ 1,450	1.91%

360 - BUILDING INSPECTOR

PROGRAM DESCRIPTION

The Building Inspection division is responsible for protecting the health, safety and welfare of residents through the enforcement of the Connecticut State Building Code. This division also provides staff support to the Zoning Board of Appeals and administers several other Town ordinances.

PROGRAM ACCOMPLISHMENTS FY 2017

- Issued approximately 1,400 permits with a construction value of approximately 20 million dollars.

PROGRAM OBJECTIVES FY 2018

- Continue to administer and enforce the provisions of the CT State Building Code.
- Continue to provide technical support and assistance to the public through updated hand-outs and personal contact.
- Continue to provide mutual assistance to the Fire Marshal, Sanitarian, and Town Planner for effective enforcement of applicable codes and regulations.

PERFORMANCE MEASURES

QUANTITATIVE	FY 2016 Actual	FY 2017 Estimated	FY 2018 Projected
New House Permits	32	14	15
Other Building Permits	486	575	425
Trade Permits	662	800	625
Total Revenue	19.4 million	18 million	18 million

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 time 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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		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ 75,164	\$ 77,100	\$ 64,916	\$ 77,100	\$ 78,650	\$ 78,650	\$ 78,650	\$ 1,550	2.01%
51120	Part-time salary	4,235	5,000	915	4,000	5,000	5,000	5,000	-	0.00%
	Total Personnel	79,399	82,100	65,831	81,100	83,650	83,650	83,650	1,550	1.89%
Supplies										
52330	Operating supplies	1,195	750	725	725	750	750	750	-	0.00%
	Total Supplies	1,195	750	725	725	750	750	750	-	0.00%
Other Services & Charges										
52401	Professional development	366	425	125	425	425	425	425	-	0.00%
52430	Recruitment & training	-	265	200	265	265	265	265	-	0.00%
52435	Other contractual	750	750	-	750	750	750	750	-	0.00%
	Total Other Serv & Charges	1,116	1,440	325	1,440	1,440	1,440	1,440	-	0.00%
0100-360 Total Building Inspector		\$ 81,710	\$ 84,290	\$ 66,881	\$ 83,265	\$ 85,840	\$ 85,840	\$ 85,840	\$ 1,550	1.84%

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 2017

- 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 and participated the “*American Red Cross Home Fire Preparedness Campaign*” that provided and installed 121 free smoke detectors in 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.
- Lectured at adult education classes and private organization meetings such as AARP and The Lyons Club.
- 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.
- Received a \$2000.00 FM Global Grant to purchase field inspection software, an iPad, and investigation equipment.
- Contributed and provided Occupancy Pre-Plan information to the Fire Department.

PROGRAM OBJECTIVES FY 2018

- 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	2016 Actual	2017 Estimated	2018 Projected
Hazardous Materials	15	10	10
Building Plan Reviews	25	20	15
Fire Investigations	480	480	480
Fire Inspectors	4	4	4
Fire Prevention Education Hours	215	225	225
Free Smoke and Carbon Monoxide Detectors	39	255	70
Complaints	16	20	20
Blasting Permits	16	8	8
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	\$ 64,775	\$ 66,375	\$ 55,872	\$ 66,375	\$ 67,725	\$ 67,725	\$ 67,725	\$ 1,350	2.03%
51120	Part-time salary	1,314	1,500	100	1,250	1,500	1,500	1,500	-	0.00%
	Total Personnel	66,089	67,875	55,972	67,625	69,225	69,225	69,225	1,350	1.99%
Supplies										
52330	Operating supplies	1,476	1,750	1,741	1,750	1,750	1,750	1,750	-	0.00%
	Total Supplies	1,476	1,750	1,741	1,750	1,750	1,750	1,750	-	0.00%
Other Services & Charges										
52401	Professional development	585	430	405	585	585	585	585	155	36.05%
52435	Other contractual	155	-	50	50	-	-	-	-	0.00%
52450	Maintenance contracts	433	520	87	520	520	520	520	-	0.00%
	Total Other Serv & Charges	1,173	950	542	1,155	1,105	1,105	1,105	155	16.32%
0100-370	Total Fire Marshal	\$ 68,738	\$ 70,575	\$ 58,255	\$ 70,530	\$ 72,080	\$ 72,080	\$ 72,080	\$ 1,505	2.13%

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	18,335
Fire Marshal #370 Full-time Salary #51110 Budget	67,725
Total Combined Position Salary Budget	86,060

51120 Part-time Fire Inspectors are paid an average of \$20.00/hour for a budget estimated 75 hours 1,500

380 - PLANNING DEPARTMENT

PROGRAM DESCRIPTION

The Planning Department is responsible for long range planning and the implementation of the Plan of Conservation and Development. We assist various land use commissions in updating, as warranted, the zoning, subdivision, inland wetland and aquifer protection regulations, as well as determining and revising policy relative to economic development efforts. The Department assists property owners in processing applications for land development activities and provides technical assistance to the Planning and Zoning Commission, the Inland Wetlands and Watercourses Commission, the Aquifer Protection Agency, the Economic Development Agency and other Town Departments in all matters relative to land use regulation. We provide grant writing services and administer resulting projects as well as undertaking special projects as assigned. In addition, the Department maintains an inventory of available commercial space, which is used in concert with Department administered economic development incentives to drive appropriate economic growth.

PROGRAM ACCOMPLISHMENTS FY 2017

- Implementation of the Aquifer Protection Regulations began in 2009; 2015 marked the first wave of registration renewals for the Johnson Avenue Well-field. In 2017, staff has worked to renew approximately 100 registrations within the Woodford Avenue Well-field.
- Continued to serve on the Pequabuck River Watershed Based Plan Study commissioned through DEEP by the Farmington River Watershed Association. The plan hopes to make viable recommendations to reduce non-point source pollution that may also assist the Town in meeting its MS-4 permit requirements.
- APA Registration Transfer requests were processed in accordance with commercial turnover for those properties already registered.
- 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 reporting format continued to allow more widespread access to economic development activities. These reports were routinely published by local newspapers and 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 also made recommendations on small business loans and Tax Abatement Agreements pursuant to Connecticut General Statute.
- Press releases were distributed to promote EDA's Revolving Loan Fund and Tax Abatement Agreements to local businesses and newspapers.
- 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 establish the Department as a clearinghouse for coordinating GIS updates with the Assessor, Town Clerk, and the Engineering Department as collaborators.
- Advanced the GIS platform resulting in cost savings by preparing a new electronic version of the Inland Wetlands and Watercourses Map, preparing required mapping for the Town's required update to the Plan of Conservation and Development.
- Staff suggested, and the PZC approved, the following text amendments:
 - Solar Energy Systems standards.
 - Strengthening of intent regarding residential densities town wide.
 - Resolve conflicts between floodplain standards in the zoning regulations and the Flood Damage Prevention Ordinance.
 - Correct ambiguities in the existing regulations in compliance with the precedent setting Mackenzie v Monroe case.
- Hired an Assistant Planner and Land Use Administrator to manage the Town's expanding GIS platform and train for overall departmental responsibilities relating to staff support for Commissions, regulatory oversight, and public interface.

PROGRAM OBJECTIVES FY 2018

- 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.
- 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.

- Continue to serve as staff liaison to the Pequabuck River Watershed Based Plan (not to be confused with P. R. flood Study) Committee to develop watershed based solutions to in-stream water quality.
- Continue to serve as staff liaison to the Central Connecticut Rail Study long term planning effort.
- 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.
- Work to lower costs for the required update to the Town's Plan of Conservation and Development.
- Continue to expand GIS platform by preparing storm and sanitary sewer maps, as well as street light location maps, for posting on the town's GIS website.
- Continue to train Assistant Planner in all functions of the Department.

PERFORMANCE MEASURES

QUANTITATIVE	FY 2016 Actual	FY 2017 Estimated	FY 2018 Projected
Inland wetland applications processed	10	8	8
Zoning applications processed	42	36	45
Aquifer registrations/permits processed	2	12	8
Economic Development Petitions Heard	1	2	4

PERSONNEL			
Full-time	1	1	1

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. 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 new Assistant Planner is shared with the Economic Development Department #170.

51120 Part-Time Salary: 50% of the part-time salary of the Assistant is budgeted here for a total of fourteen (14) hours a week. Seven (7) hours of those are budgeted in the Solid Waste Management Department #415 for recycling enforcement.

52330 Operating Supplies: Supplies for all departments under the umbrella of this Department (that are not available in Central Supply) are budgeted here. This line item was reduced by \$600 in response to centralization of printing and copying that will include cartridges/toners.

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.

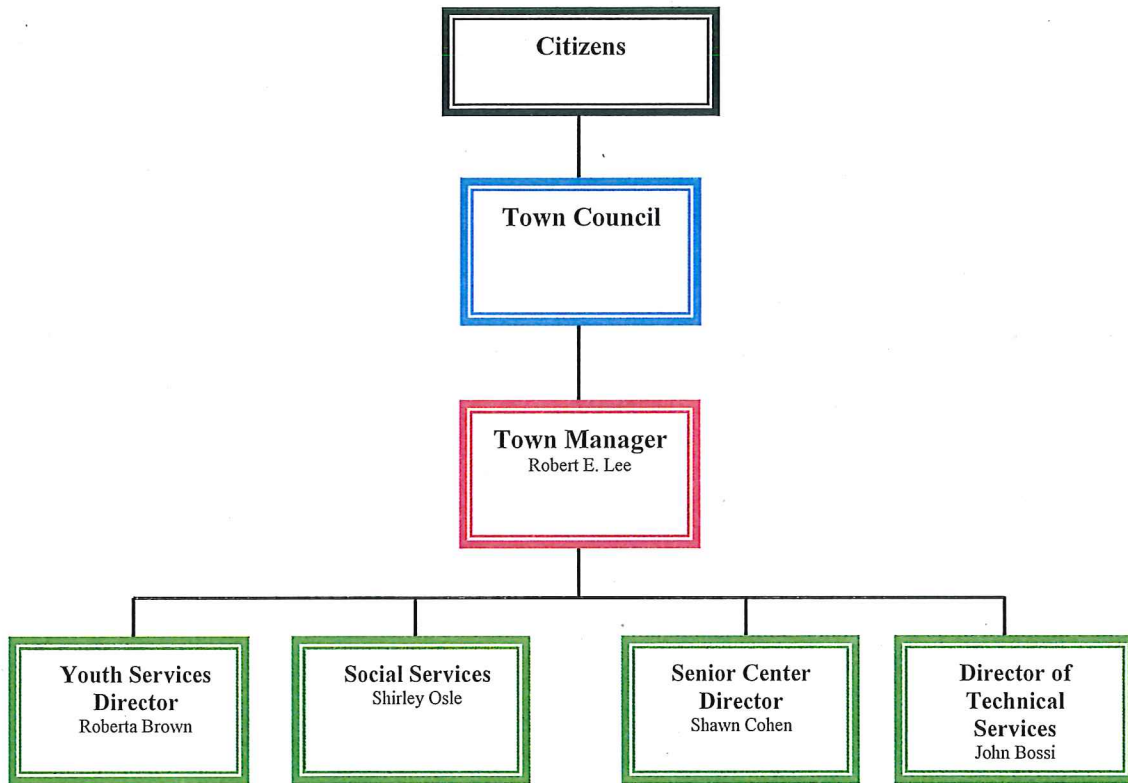
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		Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)	
0100-380 Planning		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51110	Full-time salary	\$ 45,038	\$ 46,210	\$ 52,751	\$ 64,210	\$ 71,758	\$ 71,705	\$ 71,705	\$ 25,495	55.17%
51120	Part-time salary	7,632	7,822	758	758	-	-	-	(7,822)	-100.00%
	Total Personnel	52,670	54,032	53,509	64,968	71,758	71,705	71,705	17,673	32.71%
Supplies										
52330	Operating supplies	769	800	691	800	800	800	800	-	0.00%
	Total Supplies	769	800	691	800	800	800	800	-	0.00%
Other Services & Charges										
52401	Professional development	618	700	637	700	700	700	700	-	0.00%
52435	Other contractual	4,300	6,500	6,967	6,967	6,500	6,500	6,500	-	0.00%
	Total Other Serv & Charges	4,918	7,200	7,604	7,667	7,200	7,200	7,200	-	0.00%
0100-380 Total Planning		\$ 58,357	\$ 62,032	\$ 61,804	\$ 73,435	\$ 79,758	\$ 79,705	\$ 79,705	\$ 17,673	28.49%

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%	47,129	
Assistant Economic Development Director #170 Full-time Salary #51110 Budget @ 50%	24,576	71,705
Town Planner #380 Full-time Salary #51110 Budget @ 50%	47,129	
Assistant Town Planner #380 Full-time Salary #51110 Budget @ 50%	24,576	71,705
Total Combined Position Salaries #51110 Budget		143,410

HEALTH & HUMAN SERVICES ORGANIZATIONAL CHART



HEALTH & HUMAN SERVICES

PROGRAM DESCRIPTION

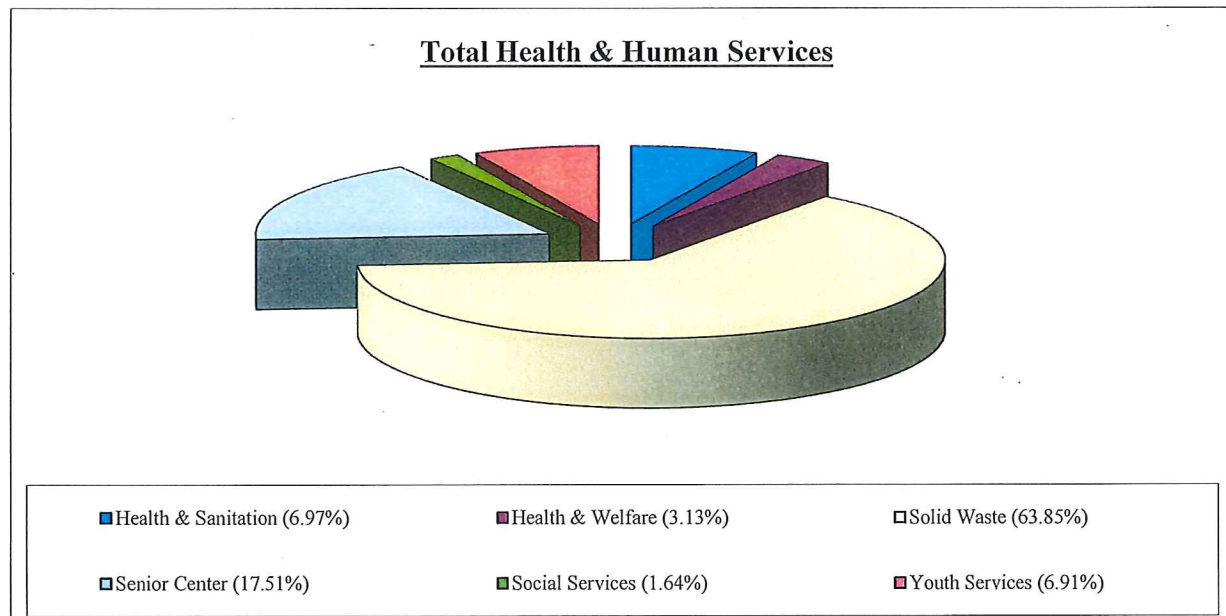
The Health and Human Services function includes expenditure activities associated with the conservation and improvement of the public. It includes the following departments: Health & Sanitation, Health & Welfare, Solid Waste, Senior Center, Social Services, and Youth Services.

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 2015	FY 2016	FY 2017	FY 2018
Authorized Full-Time Positions	3.50	3.50	3.50	3.50
Total Expenditures	\$1,751,779	\$1,748,583	\$1,752,104	\$1,723,358



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 with 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 and Lyme Disease awareness campaigns, working with first responders on emergency preparedness plan's 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 2017

- Increased awareness of public health through frequent press releases in local papers.
- Held 8 flu clinics in which over 700 residents, town employees and first responders were vaccinated.
- Conducted over 800 inspections of food service establishments.
- Conducted training classes for food service workers and owners on food safety practices. Attendees, which numbered over 50, also learned of the requirements of the Connecticut Public Health Code as it pertains to food service establishments.
- Updated and tested components of the District's Emergency Operations Plan.
- Surveyed licensed day care on eating habits of children and met with them regarding the results.

PROGRAM OBJECTIVES FY 2018

- Offer additional health awareness and illness prevention services to our citizens and municipal employees.
- Continue to increase the health district campaign for public health articles in the local newspapers.
- Continue to conduct free training course for restaurant owners and employees and also separate free training for volunteers in food booths at community events.
- Hold at least 8 flu clinics in which over 700 residents, town employees and first responders are vaccinated.
- Continue to conduct all mandated inspections.
- Develop a healthy living plan which promotes healthy eating and an active lifestyle.

PERFORMANCE MEASURES

QUANTITATIVE	2016 Actual	2017 Estimated	2018 Projected
Food Service Inspections	804	810	815
Public Pool Inspections	42	65	70
Hair/Nail Salon Inspections	98	102	102
Vaccinations Given	700	713	700

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.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2017 - 2018
As of April 25, 2017

	2015 - 2016		2016 - 2017		2017 - 2018				
	Actual		Spent To		Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
	Expended	Budgeted	Date	Estimated				\$	%
0100-410 Health & Sanitation									
Other Services & Charges									
52435 Other contractual	\$ 120,285	\$ 120,157	\$ 120,157	\$ 120,157	\$120,157	\$120,157	\$ 120,157	\$ -	0.00%
Total Other Serv & Charges	120,285	120,157	120,157	120,157	120,157	120,157	120,157	-	0.00%
0100-410 Total Health & Sanitation	\$120,285	\$120,157	\$120,157	\$120,157	\$120,157	\$120,157	\$ 120,157	\$ -	0.00%

FY	Agency	Per Capita	Population	Budget
2014	PSRHD	6.75	17,730	119,677.50
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	17,801	120,156.75

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, including adult and child immunizations. 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 preschool, serving children 3-5 years old and for after school care, serving children 6-11 years old.

PROGRAM ACCOMPLISHMENTS FY 2017

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. Some of the services are billable under Medicare or private insurance, thus saving money for the Town.
- 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.
- From FY15 to FY16, there was an 11.4% increase in nursing services provided. Since beginning this service 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 kindergarten.
- Provided a high quality educational experience for preschool children using the Connecticut Early Learning and Development Standards.
- 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.
- The before and after school program was expanded to provide services to children through fifth grade.

PROGRAM OBJECTIVES FY 2018

- Due to the success of last year's skin cancer lecture and screening, the Center will offer the service twice a year.
- 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 preschool children.
- 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	2016 Actual	2017 Estimated	2018 Projected
Health Care Services			
Hours of service	634	640	650
Foot Care	1114	1120	1130
Blood Pressure Screenings	1527	1600	1650
Ear Wax Removal	48	50	55
Other Nursing Services	287	300	350
Plainville Early Learning Center			
Total Children Served	138	175	185

Total Plainville Children Served	134	150	155
Total After School Children Served	36	77	85

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.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2017 - 2018
As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018			
		Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$ %
0100-412 Health & Welfare									
	Other Services & Charges								
52465	Agency subsidy	\$ 52,069	\$ 53,310	\$ 49,860	\$ 53,310	\$ 53,865	\$ 53,865	\$ 53,865	\$ 555 1.04%
	Total Other Serv & Charges	52,069	53,310	49,860	53,310	53,865	53,865	53,865	555 1.04%
0100-412 Total Health & Welfare		\$ 52,069	\$ 53,310	\$ 49,860	\$ 53,310	\$ 53,865	\$ 53,865	\$ 53,865	\$ 555 1.04%
	Agency								
	Pro Health Physicians	31,271	31,930	28,198	31,930	32,000	32,000	32,000	
	Plainville Early Learning Ctr	18,910	19,280	19,280	19,280	19,665	19,665	19,665	
	Misc Other Agencies	1,888	2,100	2,382	2,400	2,200	2,200	2,200	
	Total	52,069	53,310	49,860	53,610	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 2017

- The Town provides an electronic waste drop-off location at the Town transfer station, free of charge to Town residents.
- Continued with a six-year contract for single-stream recycling and automated garbage collection with private vendor at a lower rate than previous hauler. Contract expires in September 2017.
- Tentatively committed to an eight-year (8) fixed rate extension of garbage hauler contract at approximately \$36,000 less than current year fee. This will allow for savings of \$288,000 over the next eight (8) years.
- Started to receive recycling rebates from vendor. Funds received offset gross waste costs.

PROGRAM OBJECTIVES FY 2018

- 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	2016 Actual	2017 Estimated	2018 Projected
Number of Customers	7,100	7,100	7,100
Tons of Waste Processed	5,107	5,200	5,200
Solid Waste Disposal Price per Ton	\$61.05	\$62.12	\$63.36
Tons of Recyclables Processed (Curbside)	1,587	1,700	1,800
Recycling Disposal Rebate Price per Ton	\$9.05	\$9.05	\$9.05
Recycling Disposal Rebate Dollars Received	\$14,361	\$15,385	\$16,290

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.

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2017 - 2018
As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ 7,632	\$ 7,822	\$ 758	\$ 758	\$ -	\$ -	\$ -	\$ (7,822)	-100.00%
	Total Personnel	7,632	7,822	758	758	-	-	-	(7,822)	-100.00%
Other Services & Charges										
52435	Other contractual	835,810	833,000	619,361	833,000	833,000	799,000	799,000	(34,000)	-4.08%
52446	Recycling	255,226	265,000	212,688	265,000	267,000	262,000	262,000	(3,000)	-1.13%
52460	Rentals	-	1,000	-	1,000	500	500	500	(500)	-50.00%
	Total Other Serv & Charges	1,091,036	1,099,000	832,049	1,099,000	1,100,500	1,061,500	1,061,500	(37,500)	-3.41%
Energy & Utility										
53540	Gasoline & diesel	24,221	35,000	19,315	32,000	45,420	38,800	38,800	3,800	10.86%
	Total Energy & Utility	24,221	35,000	19,315	32,000	45,420	38,800	38,800	3,800	10.86%
0100-415 Total Solid Waste		\$ 1,122,889	\$ 1,141,822	\$ 852,122	\$ 1,131,758	\$ 1,145,920	\$ 1,100,300	\$ 1,100,300	\$ (41,522)	-3.64%

		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 7/17 - 9/17	24,500.00	73,500.00	contract rate for July 2017 - September 2017 at \$24,500.00/month
	CWPM residential municipal waste contract 10/17 - 6/18	21,500.00	193,500.00	contract rate for October 2017 - June 2018 at \$21,500.00/month
	CWPM tonnage fee paid to Covanta	estimate	316,800.00	paid to Covanta at \$63.36/ton. Est of 5,000 tons
	CWPM bulky waste pickup estimate	contract	32,000.00	bulky waste pickup
	CWPM broken/replaced toters	estimate	2,000.00	broken/replaced toters
			798,211.84	
52446	CWPM residential municipal waste contract 7/17 - 9/17	21,268.83	63,806.49	contract rate for July 2017 - September 2017 at \$21,268.83/month
	CWPM residential municipal waste contract 10/17 - 6/18	21,268.75	191,418.75	contract rate for October 2017 - June 2018 at \$21,268.75/month
	Covanta household hazardous waste collections estimate	estimate	6,000.00	paid to Covanta at \$80.00/car; household hazardous waste collections
			261,225.24	
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 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 entitlement counseling and assistance, homebound services, information and referral, social services, outreach, nutritious meals, transportation, education, insurance assistance, caregivers and family support, physical and mental health services, volunteerism, recreation and more.

PROGRAM ACCOMPLISHMENTS FY 2017

Grants/Fundraising

- Applied for and received a grant in the amount of \$15,808 from the Community Foundation of Greater New Britain to pay for the full cost of a 19 hour per week Financial Office Assistant for one year.
- Completed the repair of the shared parking lots and sidewalks of the Senior Center and Plainville Housing Authority and the access roads. Funding was provided by a State of Connecticut grant, Town of Plainville, and Senior Center fundraising efforts for a total of \$154,000. Town Engineering staff provided specs, prints, supervision, and quality control of work. An outdoor “block party” was held to celebrate the completion of the parking lot, and nearly 100 people attended.
- Applied for, and received, a \$12,717 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 dental care held in cooperation with the Community Health Affiliates, foot care scholarships, weekly social day programming, social service delivery, Grandparents Raising Grandchildren education and support group, specialized fall prevention and balance fitness training, and PEAK Fitness Center scholarships.
- Received an additional \$2,000 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 winter coats and boots, back-to-school supplies for the grandchildren, and holiday meals for the Grandfamilies.
- Received \$1,025 from the Archbishop Annual Appeal for the Dial-a-Ride program.
- In 2016, generated revenue of \$456,905.27 through a combination of fundraising, fees, donations and in-kind services which support and enhance the operation of the Senior Center.
- Over \$18,700, (fundraising dollars and donations raised over the past several years), was used in 2016 to purchase items such as an auto floor scrubber, ceramic kiln, washing machine, garden and landscape supplies, computer equipment, fitness center equipment repairs, class and programming supplies and much more, to enhance the operation of the Senior Center.
- Hosted 12 fundraisers including the annual craft fair, tag/jewelry sale, nine raffles and a cell phone collection for a total of \$7,709.28.
- Plainville AARP Chapter 4146 made very generous donations to the Senior Center towards Dial-a-Ride, Circle Group, and the Grandparents Raising Grandchildren Support Group.

Program Initiatives

- Implemented new protocols and trained front desk volunteers to use the computer software, SchedulesPlus, in place of paper and pencil for registering members for special events, shopping bus trips, and free programs. A CCSU student intern developed instructional manuals and conducted group and individual training for volunteers.
- Began and nearly completed phase two of a membership update. In phase 1 of the project, Senior Center members were asked to update their information containing important phone numbers for emergency contacts and doctors. In Phase 2, members who had not responded were contacted by phone to update their records and public records were checked to see if the remaining individuals have moved, etc.
- All emergency contact information is entered into our new computer system making access to vital records simpler and faster during a crisis.
- A Senior Center member volunteered to develop a curriculum and teach new computer classes focusing on tablets and cell phones. The classes were extremely popular.
- As part of the Moveable Senior Center grant, coordinated with several Senior Centers to provide services and programs to the LGBT community.

Volunteerism

- More than 300 volunteers contributed over 16,000 hours of volunteer service to the Senior Center. At minimum wage, this is equivalent to \$153,974 or nearly 8 full-time staff people. (The total number of volunteer hours was down from calendar year 2015, due to the parking lot construction and lack of volunteer activities during that time, i.e. no congregate lunches, café was closed, no bingo, no setback, etc. However, on average the number of monthly volunteer hours was actually higher by 5%. So, had we been fully operational for 12 months, our volunteer numbers would have been higher than 2015).
- A volunteer created and maintained two beautiful gardens at the Senior Center. One of the areas was desolate since our addition in 2010; the volunteer planted grass and watered daily (even on the weekends) to insure that it grew properly during the dry,

hot summer. He then landscaped the area and created a beautiful garden. It now provides a pleasing and welcoming addition to the main entrance of the building.

- Recruited and trained three (3) new weekly volunteers for the PEAK Fitness Center. Volunteer greeters were stationed in the “living room” four days a week from 9:00 – 2:00 to greet visitors, answer questions, direct individuals to activities, provide tours, sell raffle tickets and more.
- Volunteers, community donations, staff and members helped to make our 42nd annual Thanksgiving Day and Christmas Day feasts a grand celebration for those unable to be with family. On Thanksgiving Day 33 meals were served at the Center and 18 meals were home delivered. On Christmas Day, 44 meals were served at the Center and 10 were home delivered. Volunteers prepare, serve, and delivered the meals on both holidays. These volunteers helped to make the holiday extra special for individuals who could not be with their families. Decorations for each dinner were provided by elementary students and children of a local church Sunday school.

Partnerships/Collaboration

- During the re-construction of our parking lot, we were fortunate to receive access to programming space at the Plainville Public Library, Linden Street School, Southington and Bristol Senior Centers. This allowed members alternative locations for meals, drop-in-activities and some of our classes. The task of making arrangements, altering schedules, and providing additional transportation to relocate so many of these activities took a lot of staff effort and time, but was greatly appreciated by our members.
- Began a monthly Veterans Coffee Hour sponsored by Hartford HealthCare. The 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.
- Added a third monthly blood pressure screening by collaborating with The Pines of Bristol. In addition to the free blood pressure clinics, the Pines also sponsored the breakfast for the Grandparents Raising Grandchildren Conference and provided the pies and a raffle for the Thanksgiving Dinner.
- 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 213 tax returns and assisted 12 people with questions. 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 eighth year, the Plainville Senior Center co-sponsored a regional conference for Grandparents Raising Grandchildren with the Southington and Farmington Senior Centers and Youth Service Departments. Seventy-five individuals representing 20 towns registered for this event. The Grandparents Raising Grandchildren Conference is funded by an Area Agency on Aging grant and donations.
- As a result of our successful 40th anniversary “flash mob”, we were asked to collaborate with the Bristol Senior Center flash mob program. The group met weekly to rehearse and entertain spontaneously at venues throughout the area. The group is currently on hold as they try and attract more Senior Centers to the program.
- Our Lady of Mercy Church sponsored a “giving tree” at Christmas time, and our Outreach staff identified homebound folks, social service clients and senior center members who would not get a Christmas/Holiday gift. Volunteers delivered the gifts to them. Forty-two people received gifts. In addition, Senior Center volunteers sent 155 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.

Nursing Program and Health/Wellness Initiatives

- 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 were one of the few Senior Centers state-wide that offered diabetic foot care. The nurse was also available for brief one-on-one consultations to discuss health questions and concerns. From FY15 to FY16 there was an 11.4% increase in nursing services. Since beginning this service with ProHealth in July 2012, our fiscal year totals of nursing services have more than doubled! In FY16, over 1,000 foot care appointments were provided.
- Three separate eight-week programs were presented by Dementia Care Specialists from Hartford Health Care Senior Services. The series, entitled “Keeping Your Memory Strong” filled every time with a maximum registration of 25 individuals. The program provided individuals with information about dementia and tips and tools for enhancing and improving memory.
- 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 a free fall prevention educational program along with an 8-week free chair yoga class. The program was so successful, that the United Way applied for additional funding to continue the classes.

Outreach/Social Services

- The Outreach and Social Services program was funded in part by Town of Plainville, grants and fundraising.
- Outreach and social service assistance continued to increase. Last year, staff provided assistance to 584 office clients and 65 homebound clients for a total of 2,044 office visits and 394 homebound visits. In FY16, there were 90 new clients.
- Astonishingly, 53, or almost 10%, of the social service office clients were over the age of 90 and 40% of the homebound clients were over the age of 90! Twenty-eight percent of the over 90 clients were 95 years of age and older!
- The needs of the clients seen by the Senior Center Social Workers were increasingly complex, intense and demanding. The severity of the problems included: suicide attempt, alcoholism, landlord/tenant problems, victims of costly Internet scams and exploitation, mental illness (including a nervous breakdown), cancer, dementia, death of spouses and children, poverty and more.
- 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.
- 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

- Eight Senior Center members were selected for the 2016 CT Senior Juried Art Show held at Pomperaug Woods in Southbury. One of our members won 2nd place for photography and her photo was on display for a month at the Mattatuck Museum in Waterbury!
- Celebrated the 10th anniversary of the Outdoor Adventure Club! Special activities included a joint kayak day with Canton Senior Center; an “ultimate adventure” which included biking or walking to Collinsville Kayak and then a kayak trip down the Farmington River, and an urban adventure to Hartford via the CT Transit bus. Once the group arrived in Hartford they met a local tour guide for a walking tour of Hartford and lunch at the Hartford Public Library café. The group also went Zip Lining in the Berkshires in Massachusetts. Other adventures included snow shoeing, walks in the woods, croquet in the park, winter walks with a hot dog and chili cookout and lots more!

Community Support

- Collected over 300 items for the Lions Club Veterans Homelessness Project. Items included toiletries, food, clothing, personal care items and more.
- Collected blankets, towels, sheets, food, toys for the Plainville Animal Control Center.
- Donated a Christmas tree with handmade ornaments (made by the Senior Center knitting class students) for the Plainville Historical Society auction.
- Created and donated a pasta raffle basket for the Chamber of Commerce fundraiser.

Program Objectives FY2018

Program/Health Initiatives

- Complete membership update by contacting members by telephone and checking public records. A combination of trained volunteers and staff will handle this project.
- Continue to seek opportunities to offer more health screenings, such as vision, memory, hearing and more with service providers.
- The Senior Center will host a Triad Conference in April 2017. TRIADs are a partnership between law enforcement, community and seniors, working to further health and safety. 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 conference topic will be Cognition and Creativity. Attendees will have the opportunity to listen to several speakers and participate in demonstrations on the link between creative expression and strengthening cognition. A healthy lunch will be provided.
- A program on Understanding Mental Health will be co-sponsored by the Senior Center, Plainville Public Library, CT Center for Healthy Aging and Hartford HealthCare. The program will be held at the Plainville Public Library in May 2017 and will be open to the public. Various types of behavioral/mental health issues including the opioid/heroin epidemic as well as schizophrenia, depression, anxiety, bi-polar and more will be discussed. An overview of how to understand behaviors and where to go for help, support and more information will be given. A light dinner will be served.
- The Senior Center will co-sponsor a 4-week Brain Health program with CT Center for Health Aging. The program will be held in the evening at the Plainville Public Library and will include a light dinner. Topics will include tips and strategies for keeping the brain healthy, as well information on memory loss, Alzheimer's disease and other related dementias, resources for caregivers and more. The program will be funded in part by a grant through the North Central Area Agency on Aging.

Cost Saving and Service Delivery Improvements

- Apply to the Community Foundation of Greater New Britain for second year funding of the Financial Office Assistant position. The funding will be for one-half of the full cost of 19 hours per week; the Town Council committed to providing funds for the remaining cost of this position for one year.
- Begin to replace aging wallpaper or fix walls in order to paint throughout the building, using fundraising monies for labor and materials.
- Continue to transition some front desk operations to the new computer system. This will include developing procedural manuals, as well as staff and volunteer training.

PERFORMANCE MEASURES

QUANTITATIVE	FY 2016 Actual	FY 2017 Estimated	FY 2018 Projected
Membership	2,160	2,165	2,170
New Members	185	190	195
Meals Program*	16,975	17,000	17,000
Transportation*	5,873	5,900	5,915
Annual Volunteer Hours*	16,039	16,545	16,605
Fitness & Other Program Participation	33,365	34,039	34,200
Health Programs and Services	3,710	3,780	3,900
Social Service/Outreach/Homebound Service	5,310	5,325	5,380
PERSONNEL			
Full-time Equivalents	2	2	2
Part-Time	9	10	10

*The Senior Center had limited programming and no meals or café during the parking lot construction, which was about 6 weeks. Many scheduled activities and drop-in activities were cancelled or held off-site. Therefore, there is a slight decrease in FY16 numbers for meals, Dial-a-Ride and volunteer hours.

QUALITATIVE

Since 1975, the Plainville Senior Center has served as a focal point for services and programs for residents 60 years of age and older and their caregivers. In 2010, the Center expanded the PEAK Fitness Center which provides an affordable exercise venue for residents over 60. The Senior Center continues to maintain a high level of service as the number of attendees has risen to an average of 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, 2 Grant funded positions.

52310 Office Supplies: Supplies for computers, printers, typewriter, fax, calculators and general office activities: labels, printer ink cartridges, ribbons, envelopes, receipt books, label maker supplies, name badges, batteries, mailing supplies, bulletin boards, etc.

52330 Operating Supplies: Postage, program and non-program related supplies, newsletter supplies, newspaper subscriptions, cash match for grants, maintenance supplies, floor finishing products, educational materials, paper products, food service supplies, floor mat replacement, defibrillator and water softener supplies, caregiver and Alzheimer's resources, volunteer supplies, Thanksgiving and Christmas day dinner needs, and more.

52401 Professional Development: Training and professional memberships that assist in improving service delivery and grant-seeking. Also included are Public Service Driver's License costs and required staff training for CPR and Defibrillator, Grant Administration/Grant Record Keeping and Qualified Food Operator License.

52405 Mileage Reimbursement: Mileage for meetings, grants, homebound services, and outreach.

52435 Other Contractual Services: Instructors for programs such as Senior Center classes, Health and Wellness Initiatives (caregiver's education, brain health, dementia care, pre-retirement workshop, etc.), floor refinishing, furniture cleaning, and copier lease.

52450 Maintenance Contracts: One service contract for two high-speed duplicators.

52480 Equipment Maintenance & Repair: This line item covers maintenance and repair of all the equipment not covered by service contracts, such as floor washer and buffer, printers, dishwasher, stove, small appliances, etc.

Plainville Senior Center Revenues for Calendar Year 2016

In 2016, the Senior Center generated revenue of \$456,905.27 through a combination of fundraising, fees, donations and in-kind services. Over \$18,700, (fundraising dollars and donations raised over the past several years), was used in 2016 to purchase items such as an auto floor scrubber, ceramic kiln, washing machine, garden and landscape supplies, computer equipment, fitness center equipment repairs, class and programming supplies and much more to enhance the operation of the Senior Center. These fundraising dollars help to reduce the burden of tax dollars.

I. General Fund	
Members Fees (Out-of-Town)	<u>7,997.50</u>
II. Senior Center Fund Raising & Community Contributions	
Miscellaneous Fundraising & Donations	\$28,899.17
Dial-a-Ride Fundraising & Fees	9,376.78
Memorial Donations	1,085.00
In-Kind Community & Civic Donations	<u>5,072.00</u>
	\$44,432.95
III. Grants	
Department of Transportation (Municipal Grant Program)	\$ 18,381.00
Community Foundation of Greater New Britain	\$ 15,808.00
North Central Area Agency on Aging	\$ 12,717.00
North Central Area Agency on Aging Supplemental Grant	\$ 2,000.00
Archbishop Annual Appeal	<u>\$ 1,025.00</u>
	\$ 49,931.00
IV. "Soft" Money – Services and Grants	
Social Services & Social Day Program Grant Cash Match	\$ 10,451.00
Income Tax Services	\$ 31,800.00
Federal Meals Program (Congregate and Meals-on-Wheels)	\$ 131,047.00
Health Services, Instructors, Lecturers, Entertainers	<u>\$ 27,271.42</u>
	\$200,569.42
V. Personnel Subsidies	
In calendar year 2016, the Plainville Senior Center volunteers donated 16,039 hours. At minimum wage, \$9.60** per hour, this is equivalent to \$153,974.40 or 8 full-time staff people.	
	\$ 153,974.40

*Senior Center volunteer hours are rated at minimum wage, (\$9.60 per hour in 2016), 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. computer network maintenance and repair, receptionist, fund raising, etc. Nationally, volunteer hours are rated at \$23.56 per hour (Point of Light Foundation and Independent Sector).

Grand Total	\$456,905.27
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Town of Plainville, Connecticut
 Adopted Town Government Expenditure Budget Detail - Fiscal Year 2017 - 2018
 As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ 135,369	\$ 138,865	\$ 116,931	\$ 138,865	\$141,639	\$141,639	\$141,639	\$ 2,774	2.00%
51120	Part-time salary	103,948	115,325	95,131	115,325	121,803	121,803	121,803	6,478	5.62%
	Total Personnel	239,317	254,190	212,062	254,190	263,442	263,442	263,442	9,252	3.64%
Supplies										
52310	Office supplies	2,036	2,036	1,866	2,036	2,036	2,036	2,036	-	0.00%
52330	Operating supplies	15,074	15,281	12,652	15,281	15,281	15,281	15,281	-	0.00%
	Total Supplies	17,110	17,317	14,518	17,317	17,317	17,317	17,317	-	0.00%
Other Services & Charges										
52401	Professional development	1,025	1,000	729	1,000	1,000	1,000	1,000	-	0.00%
52405	Mileage	394	400	67	400	400	400	400	-	0.00%
52435	Other contractual	16,235	17,163	11,162	17,112	17,029	17,029	17,029	(134)	-0.78%
52450	Maintenance contracts	774	774	825	825	908	908	908	134	17.31%
52480	Equip repair & maint	1,721	1,616	725	1,616	1,616	1,616	1,616	-	0.00%
	Total Other Serv & Charges	20,149	20,953	13,508	20,953	20,953	20,953	20,953	-	0.00%
0100-420 Total Senior Center		\$276,576	\$292,460	\$240,088	\$292,460	\$301,712	\$301,712	\$301,712	\$ 9,252	3.16%

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 2017

- 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 2018

- 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	2016 Actual	2017 Estimated	2018 Projected
New Cases	59	59	59
Open Cases	658	717	776
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 2017 - 2018
 As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ 26,292	\$ 27,325	\$ 23,557	\$ 27,325	\$ 27,930	\$ 27,871	\$ 27,871	\$ 546	2.00%
	Total Personnel	26,292	27,325	23,557	27,325	27,930	27,871	27,871	546	2.00%
Other Services & Charges										
52401	Professional development	270	330	245	330	330	330	330	-	0.00%
	Total Other Serv & Charges	270	330	245	330	330	330	330	-	0.00%
0100-430 Total Social Services		\$ 26,562	\$ 27,655	\$ 23,802	\$ 27,655	\$ 28,260	\$ 28,201	\$ 28,201	\$ 546	1.97%

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. A number of 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 2017

- 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: teen problems.
- Obtained grant from Norton Trust fund for Coalition initiative.
- Revised Juvenile Review Board process.
- 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 2018

- Continue to identify students/families in need of services and referrals to community agencies.
- Increase community awareness of opioid/heroin crisis by providing forums and educational programs.
- Increase community/parent awareness of issues and problems associated with inappropriate use of technology/internet.
- Continue to increase parent involvement in prevention programs and Coalition initiatives.
- Recruit additional community representation for Coalition for Positive Youth Development.
- Continue collaboration with Plainville Senior Center on Grandparents Raising Grandchildren programming.
- Increase parent/community awareness of healthy eating and lifestyle choices for children and families.

PERFORMANCE MEASURES

QUANTITATIVE	FY 2016 Actual	FY 2017 Estimated	FY 2018 Projected
Assessment ,counseling ,crisis cases	116	115	115
Positive Youth Development	25	25	25
Hours Spent in Schools	1300	1300	1300
Job Bank Placements	17	20	20

PERSONNEL			
Full-Time	1.5	1.5	1.5
Part-Time	1	1	1

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.

51120 Part-Time Salary: One part-time Youth Counselor who provides individual and family counseling and coordinates the Kids in the Middle program. Salary is 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.

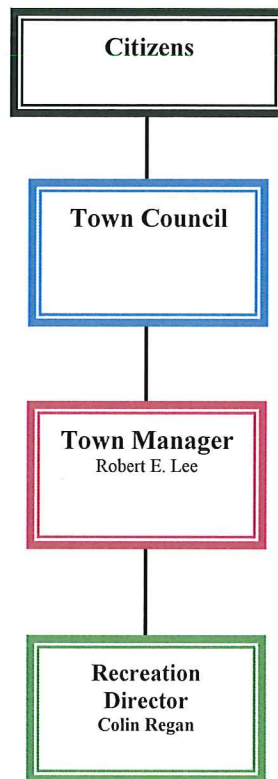
52401 Professional Development: Conferences, workshops and annual meetings, and dues for the Connecticut Youth Services Association.

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 2017 - 2018
 As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ 86,786	\$ 88,920	\$ 74,507	\$ 88,920	\$ 90,547	\$ 90,810	\$ 90,810	\$ 1,890	2.13%
51120	Part-time salary	26,000	26,650	26,650	26,650	27,183	27,183	27,183	533	2.00%
	Total Personnel	112,786	115,570	101,157	115,570	117,730	117,993	117,993	2,423	2.10%
Supplies										
52330	Operating supplies	-	255	-	255	255	255	255	-	0.00%
	Total Supplies	-	255	-	255	255	255	255	-	0.00%
Other Services & Charges										
52401	Professional development	467	475	357	475	475	475	475	-	0.00%
52405	Mileage	400	400	-	400	400	400	400	-	0.00%
	Total Other Serv & Charges	867	875	357	875	875	875	875	-	0.00%
0100-440 Total Youth Services		\$113,653	\$116,700	\$101,514	\$116,700	\$118,860	\$119,123	\$119,123	\$ 2,423	2.08%

CIVIC & CULTURE ORGANIZATIONAL CHART



CIVIC & CULTURAL

PROGRAM DESCRIPTION

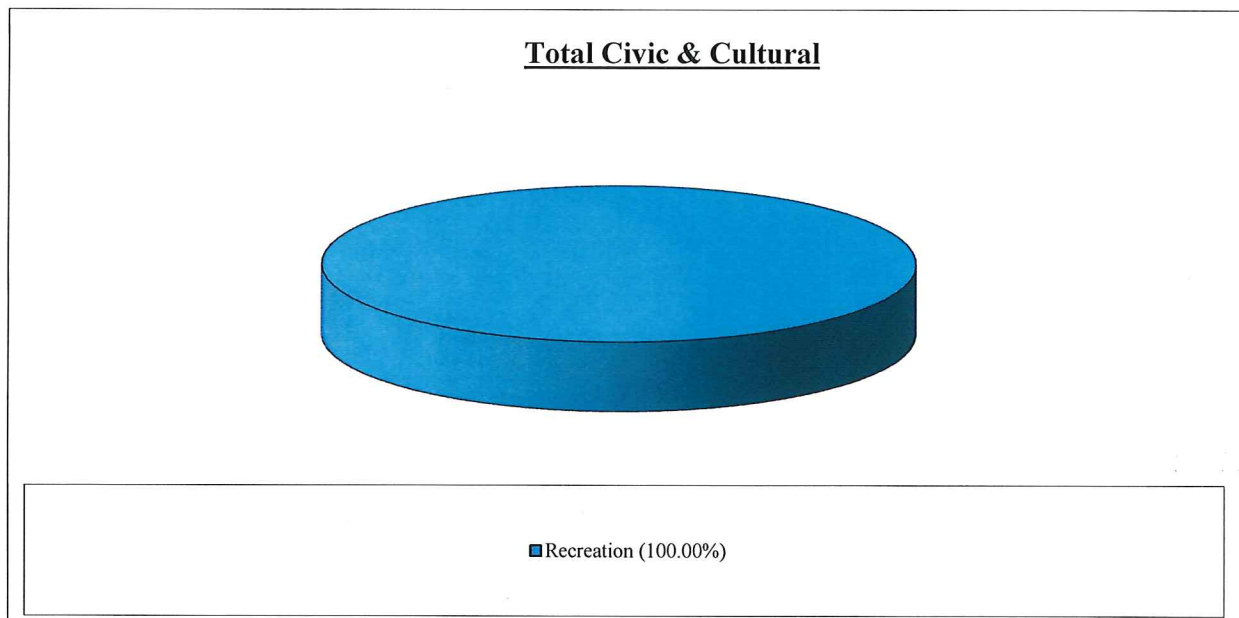
The Civic and Cultural function includes general recreation services. The Recreation Department also has a self-supporting fund detailed in the special funds Tab K. The Library's budget, by definition a Civic & Cultural department, has a self-supporting fund detailed in the special funds Tab K with no 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 2015	FY 2016	FY 2017	FY 2018
Authorized Full-Time Positions	9.50	9.50	9.50	9.50
Total Expenditures	\$146,110	\$149,080	\$152,310	\$155,162



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 2017

- Began 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 2nd 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.
- Attend 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.

PROGRAM OBJECTIVES FY 2018

- Complete and improve playground areas at Norton Park & Paderewski Park.
- Improve Norton Park with new lights for diamond #4 field, tennis courts, & guard rail fences.
- Improve Paderewski Park's new basketball court.
- 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.

PERFORMANCE MEASURES

QUANTITATIVE	2016 Actual	2017 Estimated	2018 Projected
Recreation Programs Conducted	345	345	345
Swimming Lessons Attendance	5,956	6,000	6,000
Recreation Programs Attendance	36,410	37,000	37,000
Facility Reservations/Equipment Loans	3,012	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.

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 2017 - 2018
As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ 133,814	\$ 137,100	\$ 115,089	\$ 137,100	\$139,952	\$139,952	\$139,952	\$ 2,852	2.08%
51120	Part-time salary	480	400	168	400	400	400	400	-	0.00%
51140	Overtime	480	500	311	500	500	500	500	-	0.00%
	Total Personnel	134,774	138,000	115,568	138,000	140,852	140,852	140,852	2,852	2.07%
Supplies										
52330	Operating supplies	1,815	2,000	1,419	2,000	2,000	2,000	2,000	-	0.00%
	Total Supplies	1,815	2,000	1,419	2,000	2,000	2,000	2,000	-	0.00%
Other Services & Charges										
52401	Professional development	1,605	2,000	1,223	2,000	2,000	2,000	2,000	-	0.00%
52405	Mileage	1,800	1,800	900	1,800	1,800	1,800	1,800	-	0.00%
52435	Other contractual	6,355	7,310	6,743	7,310	7,310	7,310	7,310	-	0.00%
	Total Other Serv & Charges	9,760	11,110	8,866	11,110	11,110	11,110	11,110	-	0.00%
Capital Outlay										
54640	Machinery & equip	1,325	1,200	1,380	1,380	1,200	1,200	1,200	-	0.00%
	Total Capital Outlay	1,325	1,200	1,380	1,380	1,200	1,200	1,200	-	0.00%
0100-510 Total Recreation		\$147,674	\$152,310	\$127,233	\$152,490	\$155,162	\$155,162	\$155,162	\$ 2,852	1.87%

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

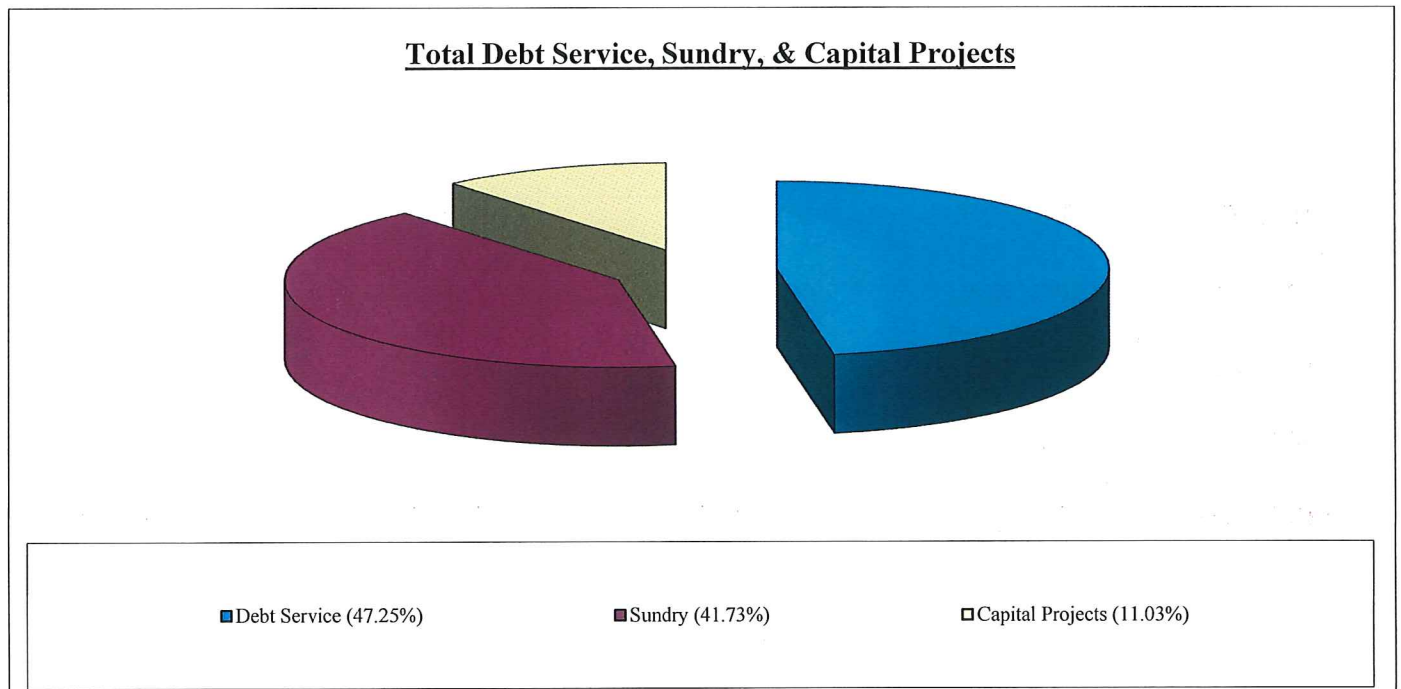
PROGRAM DESCRIPTION

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 2015	FY 2016	FY 2017	FY 2018
Debt Service	\$4,712,294	\$4,712,294	\$4,712,294	\$4,712,294
Sundry	\$3,956,431	\$3,954,153	\$4,057,267	\$4,161,717
Capital Projects	\$825,000	\$900,000	\$1,100,000	\$1,100,000
Total Expenditures	\$9,493,725	\$9,566,447	\$9,869,561	\$9,974,011



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 flat budget or 0.00% change. This is the result of a structured plan to cover swings of future bonding cost increases by maintaining a steady line item by transferring any fiscal year reductions into the Debt Management Fund for future use. The Debt Management Fund will be used to offset increased budgetary line items when new bond offerings are issued.

DEBT SERVICE TABLE

	Date of Issue	Maturity	Rate	Original Issue Amount	FY 2016 Actual	FY 2017 Estimated	FY 2018 Adopted
PRINCIPAL							
Refunded TIF	05/25/07	04/01/21	3.65-5.00%	6,855,000	620,000	665,000	720,000
High School Renov	06/01/07	04/15/27	3.75-4.25%	9,250,000	490,000	500,000	-
Refunded 2002	10/28/10	07/15/17	3.00-4.00%	3,515,000	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	1,325,000	1,370,000	1,315,000
Refunded 2007 Series A	09/15/15	04/15/27	3.00-4.00%	5,025,000	-	-	515,000
Total Principal					3,485,000	3,580,000	3,585,000

	Date of Issue	Maturity	Rate	Original Issue Amount	FY 2016 Actual	FY 2017 Estimated	FY 2018 Adopted
INTEREST							
Refunded TIF	05/25/07	04/01/21	3.65-5.00%	6,855,000	186,900	162,100	135,500
High School Renov	06/01/07	04/15/27	3.75-4.25%	9,250,000	39,600	20,000	-
Refunded 2002	10/28/10	07/15/17	3.00-4.00%	3,515,000	45,700	25,200	7,500
High School Improvements	10/28/10	07/15/30	3.00-4.00%	4,000,000	118,725	72,362	27,000
Toffolon School Improvements	10/28/10	07/15/30	3.00-4.00%	6,700,000	198,869	121,210	45,225
Refunded 2005/2006	01/04/12	08/15/23	2.50-3.81%	12,535,000	316,250	273,700	231,300
Refunded 2007 Series A	09/15/15	04/15/27	3.00-4.00%	5,025,000	96,717	165,800	165,800
Refunded 2011 HS Series A	08/23/16	07/15/30	3.25-4.00%	2,000,000	-	25,553	68,140
Refunded 2011 Toffolon Series A	08/23/16	07/15/30	3.25-4.00%	3,370,000	-	43,072	114,860
BAN	05/18/17	02/18/18	2.00%	3,000,000	13,499	39,889	60,000
Total Interest					1,016,260	948,886	855,325
Miscellaneous Costs					16,005	(1,697)	271,969
Tot Debt Service					4,517,265	4,527,189	4,712,294

710 DEBT SERVICE

	SPENT FY 2016	APPROP FY 2017	SPENT TO DATE	ESTIMATED FY 2017	DEPT REQ FY 2018	MGR REC FY 2018	COU APPRV FY 2018	COU INC/(DEC)	
								\$	%
54711 Principal	3,485,000	3,580,000	3,580,000	3,580,000	3,585,000	3,585,000	3,585,000	5,000	0.14
54721 Interest	1,016,260	957,994	908,997	948,886	855,325	855,325	855,325	(102,669)	(10.72)
54723 Miscellaneous	16,005	174,300	(12,878)	(1,697)	271,969	271,969	271,969	97,669	56.03
TOTAL DEBT SERVICE	4,517,265	4,712,294	4,476,119	4,527,189	4,712,294	4,712,294	4,712,294	-	0.00

820 - EMPLOYEE BENEFITS

PROGRAM DESCRIPTION

This program provides funding for the various employee benefits. These include health, dental, 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 2017

- Reviewed employee health insurance lowering costs to Town.
- Implemented increased employee health insurance co-pays and deductibles.
- Entered into a regional consortium through CREC for stop loss insurance with CT Prime, lowering our per employee cost for this fully insured policy.
- 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 2018

- 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	2016 Actual	2017 Estimated	2018 Projected
Defined Benefit Plans	2	2	2
Defined Contribution Plans	6	6	6
Unemployment Claims	1	0	1
Physicals	20	10	20
HDHP Plan Contracts	99	99	99
PPO Plan Contracts	9	9	9

BUDGET COMMENTARY

All full-time town employees are now part of a high deductible health care plan (HDHP) with a Health Savings Account (HSA) funding mechanism, 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 self-insured medical insurance plans, employer funding towards employee HSA deductibles, and stop loss insurance premium payments.

51212 Dental Premiums: Town cost of self-insured dental insurance plans.

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
Proposed Town Government Expenditure Budget Detail - Fiscal Year 2017 - 2018
As of February 14, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ 726,780	\$ 482,340	\$ 378,537	\$ 490,180	\$ 519,200	\$ 519,200		\$ 36,860	7.64%
51206	Police retirement	486,658	497,420	497,420	497,420	521,000	521,000		23,580	4.74%
51209	Medicare	130,055	127,720	86,510	130,000	133,900	133,900		6,180	4.84%
51210	FICA	510,093	501,275	335,479	510,000	525,300	525,300		24,025	4.79%
51211	Medical premiums	1,414,281	1,460,000	736,812	1,460,000	1,493,950	1,493,950		33,950	2.33%
51212	Dental premiums	38,355	36,300	20,859	36,300	36,300	36,300		-	0.00%
51225	AD&D/Life/LTD/EAP	37,943	45,000	25,584	37,265	39,355	39,355		(5,645)	-12.54%
51240	Deferred compensation	73,794	71,000	48,909	73,000	73,000	73,000		2,000	2.82%
51250	Unemployment comp	4,016	1,500	-	1,500	1,000	1,000		(500)	-33.33%
51260	Physicals/vaccines	11,582	7,500	7,732	11,500	11,500	11,500		4,000	53.33%
	Total Fringe Benefits	3,433,557	3,230,055	2,137,842	3,247,165	3,354,505	3,354,505	-	124,450	3.85%
0100-820	Total Employee Benefits	\$3,433,557	\$3,230,055	\$2,137,842	\$3,247,165	\$3,354,505	\$3,354,505	\$ -	\$ 124,450	3.85%

830 - UNCLASSIFIED

PROGRAM DESCRIPTION

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

PROGRAM ACCOMPLISHMENTS FY 2017

- Kept unforeseen expenditures to a minimum.

PROGRAM OBJECTIVES FY 2018

- To continue to provide contingency funding in future years.

PERFORMANCE MEASURES

QUANTITATIVE	2016 Actual	2017 Estimated	2018 Projected
None to Report			

BUDGET COMMENTARY

52435 Other Contractual Services: Unclassified funds for unforeseen expenditures.

Town of Plainville, Connecticut
Proposed Town Government Expenditure Budget Detail - Fiscal Year 2017 - 2018
As of February 14, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
0100-830	Unclassified	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Other Services & Charges										
52435	Other contractual	\$ 18,786	\$ 50,000	\$ 12,388	\$ 30,000	\$ 50,000	\$ 30,000		\$ (20,000)	-40.00%
	Total Other Serv & Charges	18,786	50,000	12,388	30,000	50,000	30,000	-	(20,000)	-40.00%
0100-830 Total Unclassified		\$ 18,786	\$ 50,000	\$ 12,388	\$ 30,000	\$ 50,000	\$ 30,000	\$ -	\$ (20,000)	-40.00%

							(Over)/Under
		Original	Additional	Final	Actual	Budget	
Historical Analysis		Budget	Transfers	Appropriation	Budget	Expended	for FY
52435	Other contractual - 2012	30,000	-	-	30,000	33,699	(3,699)
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
		150,000	59,355	-	209,355	186,624	22,731
Five (5) year average		30,000	11,871	-	41,871	37,325	4,546
Three (3) year average		30,000	16,667	-	46,667	40,486	6,181

840 - INTERFUND TRANSFERS OUT – CAPITAL FUNDS

PROGRAM DESCRIPTION

The following chart details the expenditures that are budgeted for the Capital and Non-Recurring Fund for Town Government and Board of Education.

Projects & Major Equipment	Department Request	Town Council Approved
Town Government Requests		
1. Finance Departments		
Assessor Revaluation – aggregate	\$ 50,000	\$ 50,000
2. Town Clerk Department		
Lower Vault Renovations & Improvements	27,000	-
3. Data Processing Department		
Upgrades & Equipment - aggregate	30,000	30,000
Green Wi-Fi	9,435	9,435
4. Economic & Community Development Department		
10 Year Plan of Conservation & Development	35,000	20,000
5. Police Department		
Computer Aided Dispatch & Records – aggregate	15,000	15,000
Computer Replacement – aggregate	18,000	18,000
Patrol Cruisers Ford Interceptors – 2/3 – aggregate	84,000	84,000
Patrol Cruiser Outfitting – 2/3 – aggregate	30,750	30,750
Police Equipment - aggregate	7,500	7,500
Dispatch Communication Equipment (4 th of 5 annual lease payments) – aggregate	157,848	157,848
Animal Control Ford Transit Connect Van	33,000	33,000
Defibrillator in Patrol Cruisers – 2 – aggregate	6,400	6,400
Video Cameras in Patrol Cruisers – 2 – aggregate	14,000	14,000
Ford F150 Ext. Cab 4WD Pickup	33,000	-
6. Fire Department		
Personal Protective Equipment – aggregate	24,500	24,500
Rescue Apparatus (5 th of 5 annual lease payments) - aggregate	103,418	103,418
SCBA Bottle Replacements – aggregate	10,000	10,000
Dispatch Communication Equipment (3 rd of 3 annual lease payments)– aggregate	27,977	27,977
Hurst Tool Power Unit (Jaws of Life) - aggregate	10,500	10,500
7. Roadways Department		
JCB Loader/Backhoe	115,000	115,000
8. Buildings & Grounds Department		
4WD Pickup Truck #45	26,000	26,000
4WD 1 Ton Pickup Truck with Plow #47	39,000	-
Library Window Trim Repair and Paint	10,000	10,000
Middle School of Plainville (MSP) Diamond Upgrades	20,000	-
Norton Park Canal Dredging	10,000	-

Projects & Major Equipment		Department Request	Town Council Approved
Town Government Requests (Continued)			
8. Buildings & Grounds Department (Continued)			
Paderewski Park Activity Building Roof	\$	11,000	\$ -
Municipal Center Fire Alarm Upgrade		45,000	-
Recreation Department Roof Replacement		65,000	-
ADA Transition Plan Upgrades		6,000	-
9. Technical Services Department			
Tomlinson Avenue Bridge		200,000	-
Metacomet/Pinnacle Road Roundabout		40,000	-
Roadway Sign Replacement Program - aggregate		15,000	15,000
Sidewalk Construction – aggregate		200,000	-
Downtown Decorative Sidewalk Reglazing & Sealing		25,000	-
Replacement of Survey Total Station Equipment		35,000	-
Study of Landfill Stewardship Permit		50,000	-
Northwest Drive Pavement Restoration		1,000,000	1,000,000
Paderewski Park Pond Improvement		25,000	-
10. Human Services – Senior Center Department			
Dial-A-Ride Vehicle Match – aggregate		5,000	-
Total Gross Town Government Requests		2,669,328	1,818,328
Board of Education Requests			
1. District Wide			
Phone System Upgrades		70,000	-
Security Improvements - aggregate		25,000	25,000
Cleaning Equipment - aggregate		15,000	15,000
Server Placement for Town & School Cluster		24,000	24,000
Chromebook Upgrades for Grades 3 – 5		148,500	148,500
Administrative Laptop Replacement		16,500	16,500
2. Middle School of Plainville (MSP)			
Upgrade Fire Annunciation System		50,000	50,000
Tennis Court Conversion to Parking		50,000	-
Update Auditorium Lighting Control		13,000	-
Cases for Grades 6 & 8 Chromebooks		10,500	10,500
Teacher Laptop Replacement		61,600	61,600
3. Plainville High School (PHS)			
Repair & Replace Kitchen Floor		4,200	4,200
Parking Lot Replacement		345,000	-
Partition Doors in Tech-Ed Hallway		7,500	7,500
2 Entrances for Automatic Handicap Access		6,750	6,750
Core Switch		17,500	17,500
Upgrade ADA Accessibility to Tennis Courts		25,000	-
Parking Lot Storm Drain Replacement		35,000	-
Total Gross Board of Education Requests		925,050	387,050
Total Gross Town of Plainville Capital Requests		3,594,378	2,205,378
Less: Use of Grant Funds		-	(1,000,000)
Less: Use of Capital Fund/Supplemental Appropriation		-	(105,378)
Total Net Town of Plainville Capital Requests	\$	3,594,378	\$ 1,100,000

PROGRAM COMMENTARY

The department requests for the Capital budget totaled \$3,594,378; the Town Manager reduced that request by \$1,389,000 to \$2,205,378 and further reduced that by using \$1,000,000 of anticipated grant funds and \$105,378 of capital fund balance/additional General Fund appropriation(s) to arrive at the General Fund budget contribution towards Capital improvements of \$1,100,000. The Capital budget contribution from the General Fund will be funded as follows: \$712,950 – Town Government and \$387,050 - 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

Nicole Palmieri

Michael Giuliano

Laurie Peterson

Cheryl Provost

Becky Tyrrell

Foster White

Crystal St. Lawrence

Maureen Brummett

Superintendent of Schools

Steve LePage

Assistant Superintendent of Schools



Maureen Brummett, Ed.D.

Superintendent of Schools

Plainville Municipal Center

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brummettm@plainvilleschools.org

April 26, 2017

To the Plainville Community:

On April 25, 2017, during the All Day Vote, the Board of Education budget for FY17-18 was approved. The approved operating budget total for next year will be \$35,503,096, which is an increase of \$678,729 or 1.95% over the current year.

Within the enclosed document you will find materials designed to explain the budget; object summaries, enrollment information, a five year history of the Board's budget, and information outlining the Board's use of state and federal grants. I want to take a moment to highlight the most important features of this budget.

The Board of Education Approved Budget for FY17-18 was once again developed using the process of reallocating and reinvesting. This budget is connected and tightly aligned to the goals and objectives outlined in the Board's 2017-2022 Strategic Plan and in our District Vision. The administration reviewed every current resource and budget account before reallocating resources wherever possible to help sustain our successes and move our high priority initiatives forward. The relatively small increase in next year's budget is made possible by planned reductions in staff and more efficient utilization of State and federal grants. We will also be charging parents a program fee for our newly expanded full day, full week Pre-K program.

The Board also approved a plan for capital projects in FY17-18 which was presented to the Town Council and approved. The projects included in the Board's proposed plan total \$387,050. However, this year, the Board sought to bring the High School Paving Project and Wheeler School Renovation Project forward as a larger bonded project. The Town Council agreed and the project will go to referendum on Tuesday, June 6, 2017.

Copies of the entire Board of Education 2017-18 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 in November. At the December Board meeting, the budget calendar was adopted. Special meetings (budget worksessions) were held on January 23, 25 and February 7 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. Items are included in their budgets for equipment, supplies, textbooks, conferences, and professional development to support student activities. The budget the Superintendent presented to the Board of Education reflected a 2.28% increase over the current year. The Board has approved an operating budget increase of 1.95% 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 2017-18 as defined in Strategic Plan

-
- Revision to teacher evaluation plan (increase flexibility)
- Expansion of ESL service to meet changing demographics
- Create a STEAM lab at MSP(endowment funds)
- Develop at-risk programs at PHS and MSP(reallocation)
- Maintain after school program despite loss of grant (parent fees)
- Curriculum Writing Academy
- Chromebooks 1:1 through grade 3
- Continued growth of technology infrastructure
- Expansion of culturally responsive teaching practices (task force, training, parent outreach)
- Website Redesign
- Increase teacher/staff recognitions (e.g. Everyday Hero)

Program Commentary

The Board of Education approved FY17-18 budget does not include any lay-off of staff. This budget includes a number of staffing changes including the reduction of two teachers (one a retirement), four additional teacher retirements replaced with lower salaried staff, reduction of one office professional (currently unfilled), and changes in tutoring support.

In spite of budget increases that have averaged 1% over the past six years, we are very proud of the following accomplishments during the 2016-17 school year:

Significant Accomplishments in 2016-17

- Featured in CAPSS video and report as a district that uses technology to transform instruction
- Expansion of PreK to full day at all three elementary schools
- Increase in Smarter Balanced(SBAC) and SAT scores
- Expanded high school courses that offer college credit (UCONN, Middlesex, Tunxis, CCSU)
- The increase of PLC time has created a culture of sharing, reflection, and innovation in all teaching practice
- Completed comprehensive Strategic Plan for 2017-2022

Areas of Budget Change

Salaries – Due to the changes detailed above and with contractual increases figured in, the salary line will increase by \$410,297 from 2016-17.

Energy – We have budgeted our energy lines for 2017-18 below 2016-17 levels in gas and oil and electricity due to rate reduction, change from oil to gas and continued savings resulting from our implementation of the Energy Education program.

Purchased and Property Services – The increase in purchased services are largely due to special education and legal fee increase over 2016-17, offset by a decrease in property services.

Transportation – Our transportation accounts increase due to contractual increases.

Health Insurance/Benefits – Health insurance will increase 6% over the 2016-17 amount based on claim experience and expected costs. This increase was set through discussion with town officials.

Tuitions – While the District continues the strategy of returning outplaced students to the district, changing circumstances require an increase to the tuition line over the 2016-17 amount. Excess Cost reimbursement is budgeted at the amount in 2017-18 as 2016-17.

Capital Improvements – Capital improvements are included in the Town's capital plan in 2017-18. This includes necessary improvements to safety and security as well as our technology infrastructure.

Student Population – The 2016-17 student population census was 2,344. We expect the overall population to increase due to the expansion of Pre-K hours planned for in 2017-18, and stable enrollment in K-12.

Summary 2017-18 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.

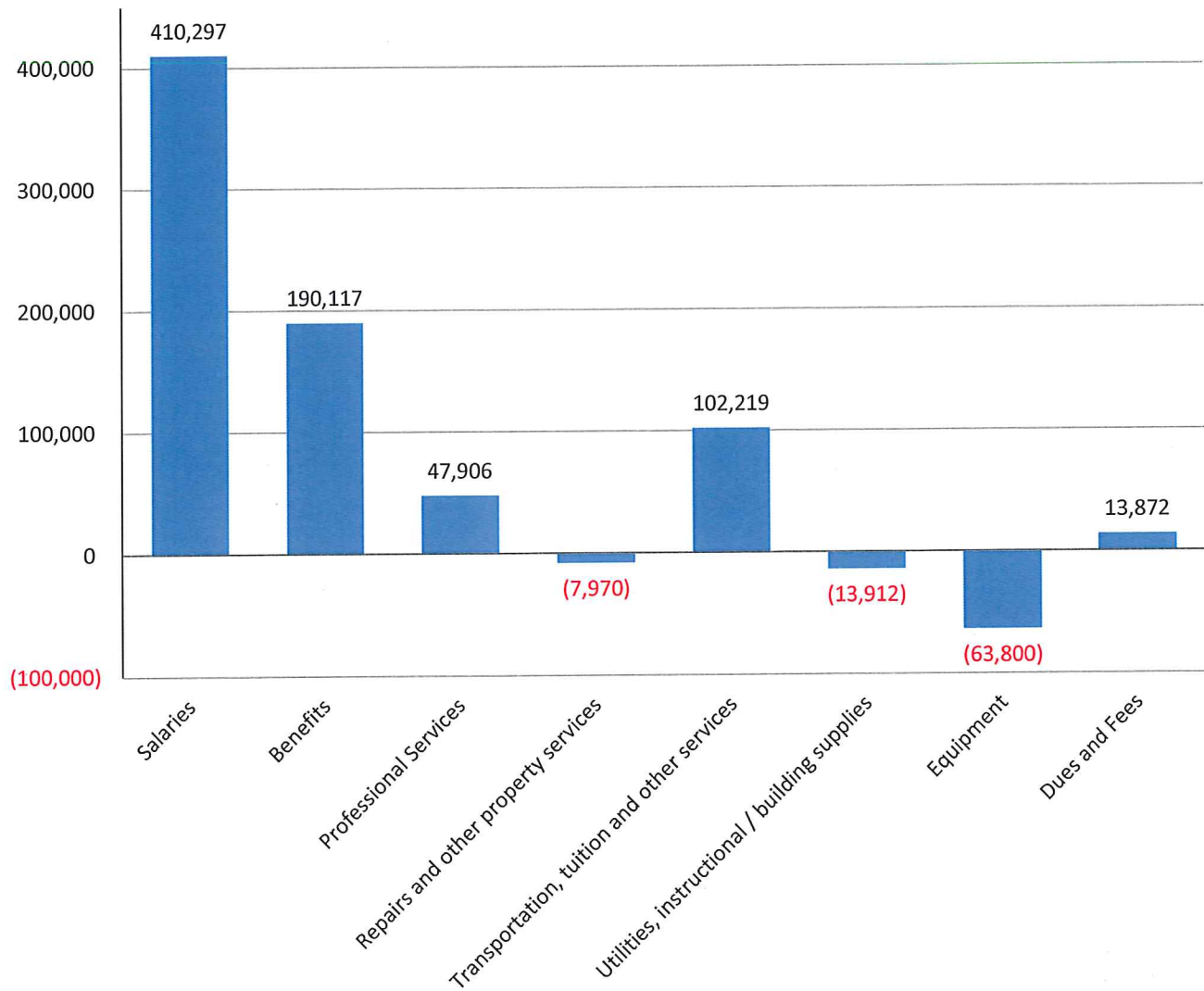
This is a realistic budget that focuses on three core goal areas that support students, teaching, and learning.

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.

2017-18 Operating Budget Increase of \$678,729 or 1.95% Reflected Changes in Accounts



Town of Plainville, Connecticut
Adopted Board of Education Expenditure Budget Detail - Fiscal Year 2017 - 2018
As of April 25, 2017

0100-910 Board of Education	2015 - 2016		2016 - 2017		2017 - 2018				
	Actual Expended	Budgeted	Spent To Date	Estimated	Superintendent Request	BOE Approved	BOE/Council Approved	Council App Inc/(Dec) \$	%
Other Services & Charges									
52465 Agency subsidy	\$ 34,999,660	\$ 34,824,367	\$ 25,747,390	\$ 34,724,367	\$ 35,503,099	\$ 35,503,099	\$ 35,503,099	\$ 678,732	1.95%
State Teachers Retirement	-	-	-	-	-	1,927,428	-	-	0.00%
Total Other Serv & Charges	34,999,660	34,824,367	25,747,390	34,724,367	35,503,099	37,430,527	35,503,099	678,732	1.95%
0100-910 Total Board of Education	\$ 34,999,660	\$ 34,824,367	\$ 25,747,390	\$ 34,724,367	\$ 35,503,099	\$ 37,430,527	\$ 35,503,099	\$ 678,732	1.95%

SUMMARY BY OBJECTS BOE APPROVED BUDGET 2017-2018

Object	Description	2016-17 Budget	2017-18 BOE Budget	Dollar Change	Percent Change	Percent of Operating Budget
1000	Salaries	\$23,086,051	\$23,496,348	\$410,297	1.78%	66.2%
2000	Benefits	\$5,567,501	\$5,757,618	\$190,117	3.41%	16.2%
3000	Professional Services	\$638,570	\$686,476	\$47,906	7.50%	1.9%
4000	Repairs and other property services	\$616,162	\$608,193	(\$7,970)	-1.29%	1.7%
5000	Transportation, tuition and other service	\$3,014,069	\$3,116,288	\$102,219	3.39%	8.8%
6000	Utilities, instructional / building supplies	\$1,736,696	\$1,722,784	(\$13,912)	-0.80%	4.9%
7000	Equipment	\$106,815	\$43,015	(\$63,800)	-59.73%	0.1%
8000	Dues and Fees	\$58,503	\$72,375	\$13,872	23.71%	0.2%
TOTAL OPERATING BUDGET		\$34,824,367	\$35,503,096	\$678,729	1.95%	100.0%

FIVE YEAR OBJECT BUDGET HISTORY

Object	Major Accounts	2013-14	2014-15	2015-16	2016-17	2017-18
1000	SALARY	\$21,577,710	\$21,872,473	\$22,735,909	\$23,086,051	\$23,496,348
2000, 8000	BENEFITS/OTHER	\$5,243,962	\$5,481,108	\$5,495,596	\$5,626,004	\$5,829,993
3000-5000	PURCHASED SERVICES	\$4,435,608	\$4,308,499	\$4,110,310	\$4,268,801	\$4,410,956
6000	SUPPLIES	\$2,082,457	\$1,876,664	\$1,906,994	\$1,736,696	\$1,722,784
7000	EQUIPMENT	\$53,801	\$78,055	\$117,927	\$106,815	\$43,015
TOTALS		\$ 33,393,538	\$ 33,616,799	\$ 34,366,736	\$ 34,824,367	\$ 35,503,096
Percentage Change from prior year		0.99%	0.67%	2.23%	1.33%	1.95%
Adjusted for ECS reduction					(\$100,000)	
Adjusted Percent Change		0.99%	0.67%	2.23%	1.04%	1.95%

PLAINVILLE COMMUNITY SCHOOLS

Operating Budget Increase

2016-2017 to 2017-2018

2016-2017 BOE Final Approved Budget	=	\$34,824,367
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2017-2018 BOE Final Approved Budget	=	\$35,503,096
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Dollar Increase	=	\$678,729
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Percentage Increase	=	1.95%
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BUDGET SUMMARY BY LOCATION
BOE APPROVED BUDGET 2017-2018

Location		2017-2018
Linden Street School	\$	2,179,551
Louis Toffolon School	\$	2,237,077
Frank T. Wheeler School	\$	1,947,161
Middle School of Plainville	\$	4,421,734
Plainville High School	\$	5,984,632
Pupil Personnel Services	\$	5,964,379
Instructional Support	\$	400,147
Information Literacy and Technology	\$	934,009
District-wide Expenses	\$	11,434,407
GRAND TOTAL		\$ 35,503,096

**PROGRAM BUDGET CROSSWALK
BOE Final Approved Budget 2017-2018**

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	511,188	125,263	-	-	1,600	31,346	1,715	-	671,113
1004	Computer Instruction	17,164	4,206	193,234	-	4,000	6,142	-	-	224,746
1006	World Languages	597,905	146,513	-	-	-	13,652	-	-	758,070
1007	Instructional Support Services	1,076,941	263,897	74,500	111,900	110,150	75,723	500	4,250	1,717,862
1009	English-Language Arts	4,775,555	1,170,217	2,000	-	1,000	61,288	-	-	6,010,059
1011	Unified Arts	691,007	169,327	-	350	-	44,250	9,800	-	914,734
1012	Interscholastic Sports	321,324	78,738	34,405	57,133	-	34,430	-	11,400	537,430
1013	Early Literacy	470,791	115,364	8,000	-	10,000	38,604	-	-	642,759
1014	Mathematics	976,781	239,353	1,000	-	3,000	53,300	3,300	-	1,276,734
1015	Music	640,784	157,020	200	11,800	4,700	31,243	16,000	800	862,546
1116	Physical Education - Health	756,561	185,390	-	-	1,500	20,658	-	-	964,109
1118	Science	1,156,188	283,316	3,500	1,700	-	60,200	-	-	1,504,904
1119	Social Studies	944,565	231,459	-	-	-	15,262	-	-	1,191,286
1121	Student Activities	54,839	13,438	-	-	14,500	13,500	-	2,575	98,852
1234	Special Education	3,729,452	913,877	91,500	500	858,452	29,750	3,000	1,500	5,628,031
1300	Adult/Continuing Education	67,131	16,450	-	-	-	-	-	-	83,582
2100	Pupil Services	422,337	103,491	-	-	-	-	-	-	525,828
2120	Guidance	540,997	132,567	-	-	6,300	13,360	-	-	693,224
2130	Health Services	334,259	81,908	-	500	1,000	6,000	-	-	423,667
2210	Professional Development	-	-	11,500	-	-	19,350	-	1,600	32,450
2220	Instructional Technology	973,531	238,557	109,837	10,500	5,250	83,959	-	800	1,422,434
2300	Central Administration	666,129	163,230	800	-	28,800	6,000	-	19,500	884,459
2301	General Support	185,989	45,575	95,000	-	12,900	-	-	-	339,464
2310	Board of Education	-	-	20,000	-	8,000	10,000	-	18,200	56,200
2400	Building Administration	2,001,665	490,494	16,350	13,200	27,900	31,115	-	8,450	2,589,175
2600	Plant Maintenance	399,126	97,803	-	257,860	8,000	256,652	8,700	-	1,028,141
2601	Plant Operation	1,184,137	290,165	24,650	142,750	33,500	767,000	-	3,300	2,445,502
2602	Insurance	-	-	-	-	170,719	-	-	-	170,719
2700	Transportation	-	-	-	-	1,805,017	-	-	-	1,805,017
GRAND TOTAL		23,496,348	5,757,618	686,476	608,193	3,116,288	1,722,784	43,015	72,375	35,503,096

**Comparison of 2015-16 Actual Expenditures, BOE Budgeted 2016-17,
& BOE Budget 2017-18**

<u>Object</u>	<u>Description</u>	<u>2015-16</u> <u>Expended</u>	<u>2016-17</u> <u>BOE Budget</u>	<u>2017-18</u> <u>BOE Budget</u>
1110	CERTIFIED ADMINISTRATOR	\$ 1,816,679	\$ 1,868,380	\$ 1,677,004
1111	CERTIFIED TEACHERS	\$ 14,809,275	\$ 15,165,866	\$ 15,085,410
1112	CERT SUBSTITUTE TEACHER	\$ 365,513	\$ 260,000	\$ 275,000
1113	CERT ADVISORS	\$ 368,676	\$ 340,081	\$ 380,000
1114	CHAPERONES & ADVISORS	\$ 19,588	\$ 49,287	\$ 19,845
1115	CERT HOME BOUND TUTORS	\$ 16,171	\$ 50,000	\$ 25,000
1120	CUST & MAINT	\$ 1,168,243	\$ 1,165,550	\$ 1,196,759
1121	CUST & MAINT PT	\$ 90,936	\$ 75,000	\$ 90,000
1122	SECRETARIAL	\$ 1,272,629	\$ 1,066,443	\$ 1,241,617
1124	PARAPROFESSIONAL	\$ 1,243,236	\$ 1,123,535	\$ 913,010
1126	NURSES	\$ 320,050	\$ 323,431	\$ 333,259
1127	MONITORS	\$ 57,204	\$ 42,409	\$ 46,247
1128	SCHOOL TUTORS	\$ 352,953	\$ 533,536	\$ 887,944
1199	OTHER NON-BARGAINING	\$ 1,311,725	\$ 1,016,833	\$ 1,324,254
1200	CLASSIFIED SUBSTITUTE	\$ 47,739	\$ 4,700	\$ 1,000
1300	CLASSIFIED OVERTIME	\$ -	\$ 1,000	\$ -
Total 1000 SALARY		\$ 23,260,616	\$ 23,086,051	\$ 23,496,348
2101	EMPLOYEE BENE-HEALTH INS.	\$ 3,646,117	\$ 3,702,498	\$ 3,924,648
2105	EMPLOYEE BENE-ADM DIS I	\$ 11,831	\$ 16,734	\$ 12,423
2106	EMPLOYEE BENE-LIFE-TEAC	\$ 23,890	\$ 29,177	\$ 25,085
2107	EMPLOYEE BENE-LIFE-OTHE	\$ 1,193	\$ 1,525	\$ 1,253
2201	EMPLOYEE BENE-SOC SEC	\$ 729,165	\$ 707,340	\$ 796,074
2301	EMPLOYEE BENE-RETIREMEN	\$ 267,317	\$ 215,000	\$ 200,000
2302	EMPLOYEE BENE-PENSION	\$ 479,455	\$ 553,557	\$ 494,000
2401	PROF DEV-TUITION REIMB	\$ 7,428	\$ 8,000	\$ 8,000
2501	EMPLOYEE BENE-UNEMP COM	\$ 2,958	\$ 50,000	\$ 10,000
2601	EMPLOYEE BENE-WORK COMP	\$ 270,932	\$ 283,670	\$ 286,136
Total 2000 EMPLOYEE BENEFITS		\$ 5,440,288	\$ 5,567,501	\$ 5,757,618
3201	INST PROGRAM SERVICES	\$ 44,191	\$ 141,541	\$ 138,037
3202	CURRICULUM IMPROVEMENT	\$ 122	\$ -	\$ -
3301	PROF OPERATING SERVICES	\$ 167,617	\$ 121,500	\$ 130,450
3401	TECHNICAL SERVICES	\$ 204,197	\$ 329,529	\$ 373,789
3402	TECHNICAL SERVICES	\$ 44,253	\$ 46,000	\$ 44,200
Total 3000 PURCHASED SERVICES		\$ 460,380	\$ 638,570	\$ 686,476
4111	WATER SERVICES	\$ 46,386	\$ 25,000	\$ 30,500
4112	SEWER SERVICES	\$ 20,150	\$ 15,000	\$ 18,200
4211	REFUSE COLLECTION	\$ 65,539	\$ 65,600	\$ 65,500
4301	REPAIRS - BUILDINGS	\$ 55,957	\$ 48,200	\$ 61,300
4302	REPAIRS - EQUIPMENT	\$ 190,920	\$ 176,075	\$ 158,850
4304	REPAIRS - PLUMBING	\$ 25,210	\$ 24,650	\$ 26,450
4305	REPAIRS - ELECTRICAL	\$ 25,735	\$ 20,500	\$ 20,100
4309	REPAIRS - TIME & SECURITY	\$ 24,989	\$ 32,050	\$ 33,010
4311	REPAIRS - HEAT & VENTILATING	\$ 57,849	\$ 65,850	\$ 60,850
4421	RENTAL	\$ 55,423	\$ 48,500	\$ 48,300
4500	CONSTRUCTION SERVICES	\$ 399	\$ -	\$ -
4901	OTHER SERVICES	\$ 78,520	\$ 94,737	\$ 85,133
Total 4000 PROPERTY SERVICES		\$ 647,076	\$ 616,162	\$ 608,193

5101	TRANSPORTATION - STUDENTS	\$ 1,062,772	\$ 1,108,825	\$ 1,139,872
5102	TRANSPORTATION - FIELD TRIPS	\$ 13,619	\$ 19,036	\$ 16,428
5103	TRANSPORTATION - ATHLETICS	\$ 71,969	\$ 67,880	\$ 71,540
5107	TRANSPORTATION - STV	\$ 233,064	\$ 201,524	\$ 208,548
5108	TRANSPORTATION SPED IN TOWN	\$ 281,730	\$ 257,200	\$ -
5109	TRANSPORTATION SPED IN STATE	\$ 114,516	\$ 108,684	\$ 376,129
5212	INSURANCE - LIABILITY	\$ 139,053	\$ 165,265	\$ 155,401
5214	INSURANCE - SPORTS	\$ 11,330	\$ 11,330	\$ 15,318
5301	TELEPHONE	\$ 35,360	\$ 32,000	\$ 33,500
5302	POSTAGE	\$ 29,611	\$ 26,625	\$ 24,800
5402	ADVERTISING	\$ 500	\$ 1,000	\$ 500
5501	PRINTING & BINDING	\$ 21,143	\$ 25,800	\$ 21,400
5601	TUITION	\$ (328,394)	\$ 116,000	\$ 110,000
5602	TUITION - SPED IN STATE	\$ 1,561,718	\$ 705,000	\$ 851,452
5650	TUITION - SPED OUT OF STATE	\$ -	\$ 50,000	\$ -
5801	CONFERENCE & TRAVEL	\$ 43,252	\$ 55,500	\$ 39,600
5802	TRAVEL - SPECIALISTS	\$ 7,311	\$ 10,000	\$ 10,000
5901	OTHER PURCHASED SERVICES	\$ 59,016	\$ 52,400	\$ 41,800
Total 5000 OTHER PURCHASED SE		\$ 3,357,570	\$ 3,014,069	\$ 3,116,288
6103	SUPPLIES - MAINTENANCE	\$ 73,129	\$ 80,000	\$ 83,800
6104	SUPPLIES - CUSTODIAL	\$ 68,017	\$ 62,000	\$ 62,000
6109	SUPPLIES - CENTRAL	\$ 19,742	\$ 35,400	\$ 12,917
6110	SUPPLIES - DUPLICATION	\$ 38,767	\$ 35,500	\$ 11,060
6111	SUPPLIES - INSTRUCTIONAL	\$ 257,927	\$ 307,187	\$ 335,346
6112	SUPPLIES - NON INSTRUCTIONAL	\$ 173,435	\$ 154,050	\$ 154,247
6113	SUPPLIES - TESTING	\$ 10,480	\$ 13,000	\$ 13,500
6114	SOFTWARE INSTRUCTIONAL	\$ 130,283	\$ 10,000	\$ 22,800
6115	SOFTWARE NON-INSTRUCTIONAL	\$ 50,238	\$ 14,800	\$ 9,800
6211	ENERGY - GAS	\$ 180,086	\$ 200,000	\$ 190,000
6221	ENERGY - ELECTRICAL	\$ 400,310	\$ 483,000	\$ 515,000
6241	ENERGY - FUEL OIL	\$ 37,274	\$ 34,500	\$ -
6261	GASOLINE & DIESEL	\$ 102,996	\$ 168,000	\$ 172,852
6401	TEXTBOOKS	\$ 65,923	\$ 93,562	\$ 94,962
6402	WORKBOOKS	\$ 30,571	\$ 2,200	\$ 2,450
6431	LIBRARY BOOKS	\$ 33,354	\$ 37,040	\$ 33,200
6432	PERIODICALS	\$ 5,231	\$ 6,457	\$ 8,850
Total 6000 SUPPLIES		\$ 1,677,762	\$ 1,736,696	\$ 1,722,784
7301	EQUIPMENT - NEW	\$ 39,672	\$ 21,700	\$ 20,300
7302	EQUIPMENT - REPLACEMENT	\$ 45,931	\$ 85,115	\$ 22,715
Total 7000 PROPERTY		\$ 85,602	\$ 106,815	\$ 43,015
8101	DUES & FEES	\$ 70,568	\$ 58,503	\$ 72,375
Total 8000 DUES & FEES		\$ 70,568	\$ 58,503	\$ 72,375
TOTAL BUDGET		\$ 34,999,861	\$ 34,824,367	\$ 35,503,096
Dollar increase:				678,729
% increase:				1.95%

SPECIAL REVENUE FUNDS

Description

This portion of the FY 2017 - 2018 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

3300 Berner Pool 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 2016	Appropriated FY 2017	Estimated FY 2017	Adopted FY 2018
1100 Town Capital Reserve Fund				
Prior FY Fund Balance	\$ 608,436	\$ 696,204	\$ 696,204	\$ 552,264
Revenues	3,605,507	1,455,725	940,817	1,723,175
Expenditures	(3,517,739)	(1,592,570)	(1,084,757)	(1,818,328)
Fund Balance	696,204	559,359	552,264	457,111
1200 BOE Capital Reserve Fund				
Prior FY Fund Balance	328,675	70,464	70,464	175,111
Revenues	443,227	247,000	298,605	387,050
Expenditures	(701,438)	(247,000)	(193,958)	(387,050)
Fund Balance	70,464	70,464	175,111	175,111
1600 Recreation Fund				
Prior FY Fund Balance	83,857	86,381	47,091	47,830
Revenues	220,773	211,200	222,585	215,375
Expenditures	(218,249)	(250,490)	(221,846)	(258,225)
Fund Balance	86,381	47,091	47,830	4,980
3300 Berner Pool Fund				
Prior FY Fund Balance	159,002	157,934	158,209	149,994
Revenues	222	10,275	300	250
Expenditures	(1,290)	(10,000)	(8,515)	-
Fund Balance	157,934	158,209	149,994	150,244
6200 Robertson Airport Fund				
Prior FY Fund Balance	261,924	357,716	466,844	572,121
Revenues	407,330	199,228	223,265	194,477
Expenditures	(311,538)	(90,100)	(117,988)	(90,000)
Fund Balance	357,716	466,844	572,121	676,598
7100 Sewer Operating Fund				
Prior FY Fund Balance	2,196,280	2,567,704	2,533,803	2,817,487
Revenues	3,676,026	3,485,800	3,638,480	3,634,000
Expenditures	(3,304,602)	(3,519,701)	(3,354,796)	(3,365,246)
Fund Balance	\$ 2,567,704	\$ 2,533,803	\$ 2,817,487	\$ 3,086,241

	Actual FY 2016	Appropriated FY 2017	Estimated FY 2017	Adopted FY 2018
8100 Library Fund				
Prior FY Fund Balance	\$ 842,699	\$ 788,531	\$ 788,531	\$ 827,888
Revenues	715,444	732,092	777,586	737,929
Expenditures	(769,612)	(732,092)	(738,229)	(737,929)
Fund Balance	788,531	788,531	827,888	827,888
8300 Senior Citizen Trans. Fund				
Prior FY Fund Balance	47,205	55,037	62,848	66,561
Revenues	66,067	63,368	59,589	62,333
Expenditures	(58,235)	(55,557)	(55,876)	(55,569)
Fund Balance *	\$ 55,037	\$ 62,848	\$ 66,561	\$ 73,325

* 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 Funds of the Town Government and Board of Education

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

Projects & Major Equipment	Department Request	Town Council Approved
Town Government Requests		
1. Finance Departments		
Assessor Revaluation – aggregate	\$ 50,000	\$ 50,000
2. Town Clerk Department		
Lower Vault Renovations & Improvements	27,000	-
3. Data Processing Department		
Upgrades & Equipment - aggregate	30,000	30,000
Green Wi-Fi	9,435	9,435
4. Economic & Community Development Department		
10 Year Plan of Conservation & Development	35,000	20,000
5. Police Department		
Computer Aided Dispatch & Records – aggregate	15,000	15,000
Computer Replacement – aggregate	18,000	18,000
Patrol Cruisers Ford Interceptors – 2/3 – aggregate	84,000	84,000
Patrol Cruiser Outfitting – 2/3 – aggregate	30,750	30,750
Police Equipment - aggregate	7,500	7,500
Dispatch Communication Equipment (4 th of 5 annual lease payments) – aggregate	157,848	157,848
Animal Control Ford Transit Connect Van	33,000	33,000
Defibrillator in Patrol Cruisers – 2 – aggregate	6,400	6,400
Video Cameras in Patrol Cruisers – 2 – aggregate	14,000	14,000
Ford F150 Ext. Cab 4WD Pickup	33,000	-
6. Fire Department		
Personal Protective Equipment – aggregate	24,500	24,500
Rescue Apparatus (5 th of 5 annual lease payments) - aggregate	103,418	103,418
SCBA Bottle Replacements – aggregate	10,000	10,000
Dispatch Communication Equipment (3 rd of 3 annual lease payments) – aggregate	27,977	27,977
Hurst Tool Power Unit (Jaws of Life) - aggregate	10,500	10,500
7. Roadways Department		
JCB Loader/Backhoe	115,000	115,000
8. Buildings & Grounds Department		
4WD Pickup Truck #45	26,000	26,000
4WD 1 Ton Pickup Truck with Plow #47	39,000	-

Projects & Major Equipment		Department Request	Town Council Approved
Town Government Requests (Continued)			
8. Buildings & Grounds Department (Continued)			
Library Window Trim Repair and Paint	\$	10,000	\$ 10,000
Middle School of Plainville (MSP) Diamond Upgrades		20,000	-
Norton Park Canal Dredging		10,000	-
Paderewski Park Activity Building Roof		11,000	-
Municipal Center Fire Alarm Upgrade		45,000	-
Recreation Department Roof Replacement		65,000	-
ADA Transition Plan Upgrades		6,000	-
9. Technical Services Department			
Tomlinson Avenue Bridge		200,000	-
Metacomet/Pinnacle Road Roundabout		40,000	-
Roadway Sign Replacement Program - aggregate		15,000	15,000
Sidewalk Construction – aggregate		200,000	-
Downtown Decorative Sidewalk Reglazing & Sealing		25,000	-
Replacement of Survey Total Station Equipment		35,000	-
Study of Landfill Stewardship Permit		50,000	-
Northwest Drive Pavement Restoration		1,000,000	1,000,000
Paderewski Park Pond Improvement		25,000	-
10. Human Services – Senior Center Department			
Dial-A-Ride Vehicle Match – aggregate		5,000	-
Total Gross Town Government Capital Requests		2,669,328	1,818,328
Less: Use of Grant Funds		-	(1,000,000)
Less: Use of Capital Fund/Supplemental Appropriation		-	(105,378)
Total Net Town Government Capital Requests	\$	2,669,328	\$ 712,950

PROGRAM COMMENTARY

The department requests for the Capital budget totaled \$2,669,328; the Town Manager and Town Council reduced that request by \$451,000 to \$1,818,328 and further reduced that by using \$1,000,000 of anticipated grant funds and \$105,378 of capital fund balance/additional General Fund appropriation(s) to arrive at the General Fund budget contribution towards Capital improvements of \$712,950.

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 Funds 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			
Phone System Upgrades	\$	70,000	\$ -
Security Improvements - aggregate		25,000	25,000
Cleaning Equipment - aggregate		15,000	15,000
Server Placement for Town & School Cluster		24,000	24,000
Chromebook Upgrades for Grades 3 – 5		148,500	148,500
Administrative Laptop Replacement		16,500	16,500
2. Middle School of Plainville (MSP)			
Upgrade Fire Annunciation System		50,000	50,000
Tennis Court Conversion to Parking		50,000	-
Update Auditorium Lighting Control		13,000	-
Cases for Grades 6 & 8 Chromebooks		10,500	10,500
Teacher Laptop Replacement		61,600	61,600
3. Plainville High School (PHS)			
Repair & Replace Kitchen Floor		4,200	4,200
Parking Lot Replacement		345,000	-
Partition Doors in Tech-Ed Hallway		7,500	7,500
2 Entrances for Automatic Handicap Access		6,750	6,750
Core Switch		17,500	17,500
Upgrade ADA Accessibility to Tennis Courts		25,000	-
Parking Lot Storm Drain Replacement		35,000	-
Total Gross Board of Education Requests	\$	925,050	\$ 387,050

PROGRAM COMMENTARY

The department requests for the Capital budget totaled \$925,050; the Town Manager and Town Council reduced that request by \$538,000 to **\$387,050**. This amount will be entirely contributed by the General Fund.

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 2016

- Repainted tot & teen slides at Berner Pool – interior was extra.
- Began improvements at playground area at Paderewski Park & Norton Park.
- Continued good working relationship with High School Aquatic Program.
- Coordinated work that includes 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 with costume judging, a magician, refreshments and a parade through the center of Town led by musicians from the Middle School of Plainville.
- Worked cooperatively with the Chamber of Commerce and the Plainville Fire Department to provide refreshments for the Annual Tree Lighting Ceremony.
- 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.
- Authorized American Red Cross Provider Aquatic Programs.
- Continued to train and update all recreation summer and winter aquatic camp staff in lifeguard training, water safety instruction, and CPR/AED & first aid.
- Replaced wading pool at Paderewski Park with Splash Pad.
- Worked cooperatively on advisory committee regarding Gold Star Monument in Veterans' Memorial Park.

PROGRAM OBJECTIVES FY 2017

- Complete playground area at Norton Park & Paderewski Park.
- Improve Norton Park with new lights for diamond #4 field, Tennis courts, and guard rail fences.
- Improve Paderewski Park with a new basketball court.
- Continue to 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.

PERFORMANCE MEASURES

QUANTITATIVE	2016 Actual	2017 Estimated	2018 Projected
Fee Program Revenue	\$132,547.00	\$130,000.00	\$132,000.00
Trip Revenue (New York, Boston, Skiing)	1,390.00	3,000.00	8,000.00
Number of fee programs	345	345	350

PERSONNEL			
Full-time Equivalents	2.5	2.5	2.5
Part-time Equivalents	Approx. 125	Approx. 125	Approx. 125

QUALITATIVE

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

BUDGET COMMENTARY

The Recreation Special Fund does not operate as a part of the General Fund but rather as a separate entity supported by fees charged for various recreation activities with the remaining needed funds coming from the General Fund shown in Department #840 Interfund Transfers Out. The Recreation Fund will continue to use their fees and fund balance to reduce the general funds appropriations to the Recreation Department budget.

51110 Full-Time Salary: 30% of the full-time salary of the Assistant Director/Aquatic Supervisors is funded here with 70% funded in the General Fund Recreation Department #510.

51120 Part-Time Salary: This account reflects the salaries for the employment of approximately 125 part-time recreation staff members who conduct numerous programs offered throughout the year. 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 2017 - 2018
As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)	
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
1600-515 Recreation Fund										
Personnel										
51110	Full-time salary	\$ 13,361	\$ 13,765	\$ 13,245	\$ 15,490	\$ 16,080	\$ 16,080	\$ 16,080	\$ 2,315	16.82%
51120	Part-time salary	175,477	199,205	156,097	176,808	208,205	208,205	208,205	9,000	4.52%
51140	Overtime	1,728	2,250	1,800	1,912	2,310	2,310	2,310	60	2.67%
	Total Personnel	190,566	215,220	171,142	194,210	226,595	226,595	226,595	11,375	5.29%
Supplies										
52330	Operating supplies	19,690	21,630	17,891	19,733	22,430	21,630	21,630	-	0.00%
	Total Supplies	19,690	21,630	17,891	19,733	22,430	21,630	21,630	-	0.00%
Other Services & Charges										
52435	Other contractual	7,993	13,640	6,323	7,903	13,640	10,000	10,000	(3,640)	-26.69%
	Total Other Serv & Charges	7,993	13,640	6,323	7,903	13,640	10,000	10,000	(3,640)	-26.69%
1600-515 Total Recreation Fund		\$218,249	\$250,490	\$195,356	\$221,846	\$262,665	\$258,225	\$258,225	\$ 7,735	3.09%

Town of Plainville, Connecticut
 Adopted Recreation Fund Revenue Budget Detail - Fiscal Year 2017 - 2018
 As of April 25, 2017

Recreation Fund Revenue		2015 - 2016		2016 - 2017		2017 - 2018		
		Actual		Received		Estimated Budget	Increase/(Decrease)	
		Received	Budgeted	Date	Estimated		\$	%
Use of Money								
44110	Investment income	\$ 119	\$ 200	\$ 123	\$ 154	\$ 175	\$ (25)	-12.50%
	Total Use of Money	119	200	123	154	175	(25)	-12.50%
Program Revenue								
46702	Picnic permits	4,170	3,580	2,505	5,265	3,580	-	0.00%
46705	Summer programs	52,348	53,480	16,712	62,874	53,480	-	0.00%
46706	Fall programs	19,569	15,820	16,193	16,193	15,820	-	0.00%
46707	Winter programs	15,898	15,050	11,843	11,903	15,050	-	0.00%
46711	Pool ID fees	9,982	4,725	1,858	6,706	6,500	1,775	37.57%
46712	Pool renewal fees	10,818	11,270	2,047	9,979	11,270	-	0.00%
46713	Pool pass fees	21,540	16,075	12,363	14,680	18,500	2,425	15.09%
46728	Trip fees	-	-	1,464	1,464	-	-	0.00%
46730	BOE sport camps	-	-	-	4,305	-	-	0.00%
	Total Program Revenue	134,325	120,000	64,985	133,369	124,200	4,200	3.50%
Other Revenues								
48101	Refunds	(2,334)	-	(772)	(1,308)	-	-	0.00%
48220	Other - donations	100	1,000	200	350	1,000	-	0.00%
48299	Other - miscellaneous	407	-	20	20	-	-	0.00%
	Total Other Revenues	(1,827)	1,000	(552)	(938)	1,000	-	0.00%
Sundry & Interfund Transfers In								
49101	Interfund transfer in - General Fund	88,156	90,000	90,000	90,000	90,000	-	0.00%
	Total Sundry & Interfund Transfers In	88,156	90,000	90,000	90,000	90,000	-	0.00%
Total Recreation Fund Revenue		\$ 220,773	\$ 211,200	\$ 154,556	\$ 222,585	\$ 215,375	\$ 4,175	1.98%

512 – RECREATION - BERNER POOL FUND

PROGRAM DESCRIPTION

In Fiscal Year 1995-96 the long anticipated Berner Family Aquatic Facility opened in Norton Park. This facility was the first of its kind in Connecticut and offers two water slides, a “raindrop” fountain, a zero-depth entry tot pool, as well as leisure and lap pool areas. Positive feedback from the community and record attendance levels attest to the facility’s success.

PROGRAM ACCOMPLISHMENTS FY 2017

- Attendance during the summer of 2016 was 24,496.
- Red Cross Learn to Swim had 663 participants.
- Repainted interior & exterior of the tot & teen slides.

PROGRAM OBJECTIVES FY 2018

- Continue to serve Plainville Residents outdoor aquatic needs.

PERFORMANCE MEASURES

QUANTITATIVE	FY 2016 Actual	FY 2017 Estimated	FY 2018 Projected
Berner Pool Attendance	24,496	24,000	24,000

PERSONNEL			
Part-time	21	21	21

QUALITATIVE

The Elizabeth A. Berner Pool provides residents of Plainville and their guests with a family aquatic center.

BUDGET COMMENTARY

The Berner Pool Fund does not operate as part of the General Fund, but rather as a separate entity supported by interest earnings from investments or principal of the Berner Pool Trust Fund. These monies are used for the maintenance, repairs or modification of the pool and its amenities.

Town of Plainville, Connecticut
 Adopted Berner Pool Fund Expenditure Budget Detail - Fiscal Year 2017 - 2018
 As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018			
		Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)
		Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$ %
3300-512 Berner Pool Fund									
Supplies									
52340	Repair & maintenance	\$ 1,291	\$ 10,000	\$ 6,652	\$ 8,515	\$ -	\$ -	\$ -	\$ (10,000) -100.00%
	Total Supplies	1,291	10,000	6,652	8,515	-	-	-	(10,000) -100.00%
3300-512 Total Berner Pool Fund		\$ 1,291	\$ 10,000	\$ 6,652	\$ 8,515	\$ -	\$ -	\$ -	\$ (10,000) -100.00%

Town of Plainville, Connecticut
 Adopted Berner Pool Fund Revenue Budget Detail - Fiscal Year 2017 - 2018
 As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018		
		Actual		Received		Estimated	Increase/(Decrease)	
		Received	Budgeted	Date	Estimated	Budget	\$	%
Berner Pool Fund Revenue								
Use of Money								
44110	Investment income	\$ 222	\$ 275	\$ 241	\$ 300	\$ 250	\$ (25)	-9.09%
	Total Use of Money	222	275	241	300	250	(25)	-9.09%
Sundry & Interfund Transfers In								
49102	Use of fund balance	-	10,000	-	-	-	(10,000)	-100.00%
	Total Sundry & Interfund Transfers In	-	10,000	-	-	-	(10,000)	-100.00%
Total Berner Pool Fund Revenue		\$ 222	\$ 10,275	\$ 241	\$ 300	\$ 250	\$ (10,025)	-97.57%

6200- ROBERTSON AIRPORT

PROGRAM DESCRIPTION

Established in 1911, Robertson Airport is Connecticut's oldest airfield. The Airport services small-engine commercial and private aircraft. 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 - 2017

- In 2015, received Environmental Assessment and Obstruction Analysis Grant to determine if there are any trees/obstructions that are 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 the 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 2018

- 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.

PERFORMANCE MEASURES

Tie Down Report:

	Current Rates:	
Single engine Push in: \$78.56	Single engine Drive Through: \$89.55	Twin engine Drive Through: \$100.45

As of January 31, 2017 the tie-down count was at 36 – 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

2016: 100LL sold = 34,288.8

No fees paid to Town of Plainville

As of January 31, 2017: 100LL sold = 1,360.3 gal

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

2016: Jet A sold = 91,007.8

26,507.8 gallons above threshold X .12 per gallon = \$3,180.93 paid to Town of Plainville

As of January 31, 2017: Jet A sold = 4,139.5 gal

Town of Plainville, Connecticut
 Adopted Robertson Airport Fund Expenditure Budget Detail - Fiscal Year 2017 - 2018
 As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ 291	\$ 1,500	\$ 180	\$ 180	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.00%
	Total Personnel	291	1,500	180	180	1,500	1,500	1,500	-	0.00%
Other Services & Charges										
52475	Building maint	13,563	7,500	1,815	1,815	7,500	7,500	7,500	-	0.00%
	Total Other Serv & Charges	13,563	7,500	1,815	1,815	7,500	7,500	7,500	-	0.00%
Insurance										
52497	Risk insurance	3,279	4,000	3,033	3,033	3,500	3,500	3,500	(500)	-12.50%
	Total Insurance	3,279	4,000	3,033	3,033	3,500	3,500	3,500	(500)	-12.50%
Energy & Utility										
53510	Electricity	1,803	1,600	1,149	1,400	1,850	1,850	1,850	250	15.63%
53550	Water & hydrant	1,537	1,500	1,132	1,379	1,650	1,650	1,650	150	10.00%
	Total Energy & Utility	3,340	3,100	2,281	2,779	3,500	3,500	3,500	400	12.90%
Taxes										
54812	PILOT - Taxes	73,405	74,000	73,857	73,857	74,000	74,000	74,000	-	0.00%
	Total Taxes	73,405	74,000	73,857	73,857	74,000	74,000	74,000	-	0.00%
	Subtotal Operational Costs	93,878	90,100	81,166	81,664	90,000	90,000	90,000	(100)	-0.11%
Non-Operational Costs										
Capital Outlay										
52435	Outside contract grant	217,660	-	36,324	36,324	-	-	-	-	0.00%
	Total Capital Outlay	217,660	-	36,324	36,324	-	-	-	-	0.00%
	Subtotal Non-Operational	217,660	-	36,324	36,324	-	-	-	-	0.00%
6200-000	Total Robertson Airprt Fund	\$ 311,538	\$ 90,100	\$ 117,490	\$ 117,988	\$ 90,000	\$ 90,000	\$ 90,000	\$ (100)	-0.11%

Town of Plainville, Connecticut
 Adopted Robertson Airport Fund Revenue Budget Detail - Fiscal Year 2017 - 2018
 As of April 25, 2017

Robertson Airport Fund		2015 - 2016		2016 - 2017		2017 - 2018		
		Actual	Budgeted	Received	Estimated	Estimated	Increase/(Decrease)	
		Received		Date		Budget	\$	%
Fines & Fees								
43150	Tie down fees	\$ 2,345	\$ 1,500	\$ 716	\$ 806	\$ 1,500	\$ -	0.00%
43155	Brown House rent	-	-	-	-	-	-	0.00%
43160	Hanger #1 rent	62,188	64,500	46,443	55,725	56,250	(8,250)	-12.79%
43185	Airport rent	123,823	127,228	105,929	127,229	130,727	3,499	2.75%
43190	Fuel commissions	6,833	6,000	3,181	3,181	6,000	-	0.00%
Total Fines & Fees		195,189	199,228	156,269	186,941	194,477	(4,751)	-2.38%
Intergovernmental Revenue								
45540	State of CT grants	16,319	-	-	3,632	-	-	0.00%
45600	Federal grants	195,822	-	-	32,692	-	-	0.00%
Total Intergovernmental Revenue		212,141	-	-	36,324	-	-	0.00%
Total Robertson Airport Fund Revenue		\$ 407,330	\$ 199,228	\$ 156,269	\$ 223,265	\$ 194,477	\$ (4,751)	-2.38%

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 2017

- Rebuilt 8 Actuators which automatically control which valves open and close so the facility runs properly. This completes the maintenance of these valves and allows us to maintain one spare of each type used here at the facility.
- Reduce the total amount of nitrogen entering the Pequabuck River from 82 lbs. /day in 2015 to 67 lbs. /day in 2016.
- Worked with Tighe & Bond to further our planned plant improvements for Phosphorus Removal.
- Continued with preventative maintenance system, utilizing the WPC camera system to specifically identify collection system problems. Sent a notice out with this year's bills to inform users of the services we offer at no additional costs that private companies will charge them to try and save them some money.
- WPC oversaw and inspected 15 new connections, down from 21 last year, 2 disconnections, down from 4 last year, 48 camera jobs, down from 62 last year and treated 5,916 feet of sanitary sewer for root control. This is up from 2,500 feet last year
- Repaired 48 broken/clogged lateral pipes, up from 20 last year. Of the 48, 20 were the responsibility of the town to repair. The other 28 were repaired by the homeowner and inspected by the town for proper installation.
- Raised the frames and covers on 15 manholes which had fallen below grade. Since 2008 we have done this to 99 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.
- Rewritten job descriptions that were accepted by the union and now all non-administrative functions performed at the facility are everyone's responsibility.
- Received and treated approximately 53 loads of septage from Plainville residents without access to sewers. This is a reduction from last year and is most likely due to failed systems being upgraded.
- Received authorization from DEEP to take the Phosphorus study done during 2015 and make some adjustments and additions and have it accepted as our full Facilities Plan for the Phosphorus Upgrade which saved the town many thousands of dollars and gained us additional time to complete the project within the 4 year period determined in our Permit.
- Reduced our nitrogen output to a point where we will be selling more credits than we did in 2016 resulting in additional monies coming back to the town.
- Due to the installation of Variable Frequency Drives on our mixer motors we have reduced the amount of broken airlines substantially.
- Completed the replacement of the leaky flat roof adjacent to the administration building at the facility.
- Installed remote monitoring on a trial basis at our Cooke St. Pumping Station.
- Purchased small utility cart for tasks associated here at the facility.
- Began regular testing of water quality in Paderewski Pond
- Began investigation into energy efficiency improvements at the facility.

PROGRAM OBJECTIVES FY 2018

- Continue Updating of the computerized maintenance program as new equipment arrives at the facility.
- Replace the 2 remaining influent valves and install new knives valve to be able to isolate one of our SBR's
- 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 be selling 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 collection system preventative maintenance program.
- Identify at least 15 manholes to be raised and rehabilitated during FY18. 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.

- Continue and possibly expand our assistance with Paderewski Pond

PERFORMANCE MEASURES

QUANTITATIVE	2016 Actual	2017 Estimated	2018 Projected
Electricity	\$305,610	\$253,105	\$315,000
Sludge Disposal	\$92,134.80	\$110,000	\$110,000
Denitrification credits	\$8,913	\$9,464	\$10,000

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. Numbers for FY2017 are calculated with data from FY2016.

BUDGET COMMENTARY

51110 Full-Time Salary: The Water Pollution Control consists of one Class IV Superintendent, three Operator III's, two Operator II's, and one Operator I. 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. 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 2017 - 2018
As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		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	\$ 551,184	\$ 584,265	\$ 452,738	\$ 524,071	\$ 542,413	\$ 554,000	\$ 554,000	\$ (30,265)	-5.18%
51120	Part-time salary	1,840	6,720	3,120	5,556	6,720	6,720	6,720	-	0.00%
51140	Overtime - regular	35,459	41,820	32,158	37,675	42,656	42,656	42,656	836	2.00%
51140-2012	Overtime - snow	664	3,915	2,202	2,202	3,993	3,993	3,993	78	1.99%
	Total Personnel	589,147	636,720	490,218	569,504	595,782	607,369	607,369	(29,351)	-4.61%
Supplies										
52330	Operating supplies	29,860	57,500	53,095	50,903	57,500	57,500	57,500	-	0.00%
52340	Repair & maintenance	29,845	38,000	21,722	22,420	38,000	38,000	38,000	-	0.00%
	Total Supplies	59,705	95,500	74,817	73,323	95,500	95,500	95,500	-	0.00%
Other Services & Charges										
52401	Professional development	1,075	3,200	525	660	3,200	3,200	3,200	-	0.00%
52430	Recruitment & training	798	3,000	754	1,059	3,000	3,000	3,000	-	0.00%
52435	Other contractual	290,880	333,590	345,281	334,608	333,590	333,590	333,590	-	0.00%
52480	Equip repair & maint	10,851	17,500	15,021	13,874	17,500	17,500	17,500	-	0.00%
	Total Other Serv & Charges	303,604	357,290	361,581	350,201	357,290	357,290	357,290	-	0.00%
Insurance										
52491	General liability	21,788	22,400	22,634	22,634	23,315	23,315	23,315	915	4.08%
52498	Workers' compensation	31,397	32,650	34,537	34,537	36,264	35,400	35,400	2,750	8.42%
	Total Insurance	53,185	55,050	57,171	57,171	59,579	58,715	58,715	3,665	6.66%
Energy & Utility										
53510	Electricity	305,610	315,000	225,625	274,565	315,000	315,000	315,000	-	0.00%
53520	Natural gas	3,772	4,925	2,364	2,954	4,925	4,925	4,925	-	0.00%
53530	Heating oil	19,660	34,300	19,940	19,940	34,300	22,490	22,490	(11,810)	-34.43%
53540	Gasoline & diesel	7,031	12,966	5,032	5,033	12,966	8,460	8,460	(4,506)	-34.75%
53550	Water & hydrant	2,096	2,400	6,073	6,217	2,400	2,400	2,400	-	0.00%
53560	Telephone	5,952	10,500	4,929	5,693	10,500	10,500	10,500	-	0.00%
	Total Energy & Utility	344,121	380,091	263,963	314,402	380,091	363,775	363,775	(16,316)	-4.29%
	Subtotal Operational Costs	1,349,762	1,524,651	1,247,750	1,364,601	1,488,242	1,482,649	1,482,649	(42,002)	-2.75%
Non-Operational Costs										
Capital Outlay										
54630	Improvements	224,061	259,000	259,000	259,000	225,000	147,000	147,000	(112,000)	-43.24%
	Total Capital Outlay	224,061	259,000	259,000	259,000	225,000	147,000	147,000	(112,000)	-43.24%
Debt Service										
54711	Principal	1,065,825	1,085,900	838,418	1,085,900	1,106,506	1,106,506	1,106,506	20,606	1.90%
54712	Interest	350,114	327,440	254,153	322,585	299,927	299,927	299,927	(27,513)	-8.40%
	Total Debt Service	1,415,939	1,413,340	1,092,571	1,408,485	1,406,433	1,406,433	1,406,433	(6,907)	-0.49%
Interfund Transfers										
55512	Xfer out - other funds	314,840	322,710	242,033	322,710	329,164	329,164	329,164	6,454	2.00%
	Total Interfund Transfers	314,840	322,710	242,033	322,710	329,164	329,164	329,164	6,454	2.00%
	Subtotal Non-Operational	1,954,840	1,995,050	1,593,604	1,990,195	1,960,597	1,882,597	1,882,597	(112,453)	-5.64%
7100-340 Total WPCF Fund		\$ 3,304,602	\$ 3,519,701	\$ 2,841,354	\$ 3,354,796	\$ 3,448,839	\$ 3,365,246	\$ 3,365,246	\$ (154,455)	-4.39%

Town of Plainville, Connecticut
 Adopted WPCF Fund Revenue Budget Detail - Fiscal Year 2017 - 2018
 As of April 25, 2017

WPCF Fund Revenue		2015 - 2016		2016 - 2017		2017 - 2018		
		Actual	Budgeted	Received	Estimated	Estimated	Increase/(Decrease)	
		Received		Date		Budget	\$	%
Fines & Fees								
41060	Liens/Misc.	\$ 26,630	\$ 15,000	\$ 17,109	\$ 19,087	\$ 17,500	\$ 2,500	16.67%
	Total Fines & Fees	26,630	15,000	17,109	19,087	17,500	2,500	16.67%
Use of Money								
44110	Investment income	19,643	17,500	6,191	7,627	17,500	-	0.00%
44191	Interest - other	238,948	115,000	157,440	183,113	160,000	45,000	39.13%
	Total Use of Money	258,591	132,500	163,631	190,740	177,500	45,000	33.96%
Intergovernmental Revenue								
45540	State of CT	8,913	-	5,958	5,958	-	-	0.00%
	Total Intergovernmental Revenue	8,913	-	5,958	5,958	-	-	0.00%
Program Revenue								
46651	Sewer fees - residential	3,064,920	3,250,000	3,352,430	3,352,430	3,350,000	100,000	3.08%
46652	Sewer fees - commercial	148,782	61,300	60,035	60,035	62,000	700	1.14%
46690	Connection fees	15,100	9,000	6,000	6,000	9,000	-	0.00%
	Total Program Revenue	3,228,802	3,320,300	3,418,465	3,418,465	3,421,000	100,700	3.03%
Other Revenues								
48010	Special assessments	10,730	-	-	-	-	-	0.00%
48299	Other - miscellaneous	142,360	18,000	3,500	4,230	18,000	-	0.00%
	Total Other Revenues	153,090	18,000	3,500	4,230	18,000	-	0.00%
Total WPCF Fund Revenue		\$ 3,676,026	\$ 3,485,800	\$ 3,608,663	\$ 3,638,480	\$ 3,634,000	\$ 148,200	4.25%

520 - LIBRARY

PROGRAM DESCRIPTION

Programs of the Plainville Public Library meet the informational, cultural, and educational needs of its patrons. The library's collection of physical media (e.g., books, magazines, CDs, DVD's etc.) are 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. The library offers free, fast internet access and participates in Regional and State-wide inter-library loan plans to provide specialized materials for all exceptional 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 planned throughout the year.

PROGRAM ACCOMPLISHMENTS FOR FY 2017

- Reorganized children's area creating additional space for the collection and for literacy/numeracy activities.
- Began a program of one-on-one patron-to-librarian learning sessions specific to patron needs.
- Established a program of recognition for sister agencies with the 'Nonprofit of the Month' lobby space.
- Implemented a new patron library card that includes keychain segments.
- Hosted meetings of Plainville service clubs and formed alliances and partnerships as a result.
- Established and addressed library equipment needs (e.g., stacks for children's and adult collections, tops for picture book shelving, inserts for underneath the circulation desks, etc.).
- Awarded a grant from the Community Foundation of Greater New Britain to expand library literacy and cultural offerings to the community through puppetry.
- Economized continuing costs by taking advantage of enterprise printing.
- Enabled public fax service.
- Inventoried and planned for replacement of library furniture and computer equipment and peripherals.

PROGRAM OBJECTIVES FOR FY 2018

- Extend the virtual reach of the library by providing multiple types of digital resources and content.
- Execute plan for the care and display of the library's collection of historical monographs and artifacts.
- Amplify and strengthen staff skills through professional development, online seminars, and self-paced courses.
- Cross-train all employees so as 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.
- Continue the 'Healthy Plainville' initiative which improves the health and cultural education of Plainville with programs and collections in concert with allied partner organizations.
- Implement the long range plan and update mission statement regarding provision and sustainment of services.

PERFORMANCE MEASURES

QUANITATIVE	2016 Actual	2017 Estimated	2018 Projected
Materials Borrowed	149,461	148,543	150,000
Reference Questions	6,666	7,025	7100
Library Card Holders	7,007	7,500	7,500
Number of Programs	505	520	540
Book & AV Collection	101,356	101,750	102,000

PERSONNEL			
Full-time	7	7	7
Part-time	12	12	12

BUDGET COMMENTARY

This budget requests funding for providing slightly enhanced levels of service from years past in the form of non-physical media and additional personnel to assist the Children's Department with the literacy, numeracy, and outreach work that it accomplishes. It includes 58 hours of opening through the week with Sunday afternoon opening times from January through April. It has the same number of hours for full time and part time staff, and funding to an identical number of titles, but in different levels of media to include digital downloads, e-titles, and streaming media. All employees are budgeted at a 2% raise. Last year the library welcomed visitors almost 125,000 times; patrons borrowed almost 150,000 items, and there were over 500 programs 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. The Library would utilize \$24,699 from the existing fund surplus to accommodate this level of service, leaving the amount provided by the town at 89%. The subsidy from the town would remain the same as last year \$659,050. Whereas last year the library presented an overall 2.41% decreased budget, this year the increase would be 0.80%.

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.

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

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

52330 Operating Supplies: Funds cover postage, program supplies, forms, 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 employee attend at local, state, or regional trainings and 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; guest lecturers, artists, and performers; 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 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 (e.g., book drop bins, receipt printers, telephone equipment, etc.).

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

Town of Plainville, Connecticut
Adopted Library Fund Expenditure Budget Detail - Fiscal Year 2017 - 2018
As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		Actual		Spent To		Dept	Manager	Council	Council App	Inc/(Dec)
8100-520	Library Fund	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Personnel										
51110	Full-time salary	\$ 365,715	\$ 345,150	\$ 280,616	\$ 327,094	\$ 352,000	\$ 352,000	\$ 352,000	\$ 6,850	1.98%
51120	Part-time salary	106,217	108,080	99,716	118,950	126,500	112,184	112,184	4,104	3.80%
51140	Overtime	8,526	8,280	7,622	8,517	9,213	8,259	8,259	(21)	-0.25%
Total Personnel		480,458	461,510	387,954	454,561	487,713	472,443	472,443	10,933	2.37%
Supplies										
52330	Operating supplies	19,496	21,445	21,651	17,207	19,475	19,753	19,753	(1,692)	-7.89%
52360	Books	84,687	81,896	74,609	77,909	69,791	69,791	69,791	(12,105)	-14.78%
52361	Periodicals/subscriptions	7,702	10,348	8,789	8,789	7,443	7,443	7,443	(2,905)	-28.07%
52362	Non-print media	10,796	11,128	12,392	11,707	24,404	24,404	24,404	13,276	119.30%
52363	Gifts to Library	149	3,000	3,990	4,323	3,500	3,500	3,500	500	16.67%
Total Supplies		122,830	127,817	121,431	119,935	124,613	124,891	124,891	(2,926)	-2.29%
Other Services & Charges										
52401	Professional development	1,200	1,500	1,120	1,270	1,610	1,610	1,610	110	7.33%
52405	Mileage	636	500	217	459	625	625	625	125	25.00%
52435	Other contractual	42,196	43,145	42,373	44,176	47,729	46,529	46,529	3,384	7.84%
52475	Bldg & grounds repair	3,882	4,000	2,749	158	4,000	3,930	3,930	(70)	-1.75%
52480	Equip repair & maint	955	3,000	2,510	3,386	3,301	2,651	2,651	(349)	-11.63%
Total Other Serv & Charges		48,869	52,145	48,969	49,449	57,265	55,345	55,345	3,200	6.14%
Energy & Utility										
53510	Electricity	60,770	62,500	45,875	55,780	64,625	64,625	64,625	2,125	3.40%
53520	Natural gas	11,198	14,500	10,483	11,559	12,400	12,400	12,400	(2,100)	-14.48%
53550	Water & hydrant	2,899	3,513	2,501	2,899	3,643	3,643	3,643	130	3.70%
53560	Telephone	1,159	1,400	975	1,170	1,300	1,300	1,300	(100)	-7.14%
Total Energy & Utility		76,026	81,913	59,834	71,408	81,968	81,968	81,968	55	0.07%
Capital Outlay										
54640	Machinery & equip	3,183	8,607	6,905	5,858	3,757	3,207	3,207	(5,400)	-62.74%
Total Capital Outlay		3,183	8,607	6,905	5,858	3,757	3,207	3,207	(5,400)	-62.74%
Sundry										
54723	Bank fees (endowments)	7,472	-	5,605	7,000	-	-	-	-	0.00%
54724	Endowment disbursements	30,765	-	21,936	30,000	-	-	-	-	0.00%
54819	Lost books/refunds	9	100	18	18	75	75	75	(25)	-25.00%
Total Sundry		38,246	100	27,559	37,018	75	75	75	(25)	-25.00%
8100-520 Total Library Fund		\$ 769,612	\$ 732,092	\$ 652,652	\$ 738,229	\$ 755,391	\$ 737,929	\$ 737,929	\$ 5,837	0.80%

Town of Plainville, Connecticut
 Adopted Library Fund Revenue Budget Detail - Fiscal Year 2017 - 2018
 As of April 25, 2017

Library Fund Revenue		2015 - 2016		2016 - 2017		2017 - 2018		
		Actual	Budgeted	Received	Estimated	Estimated	Increase/(Decrease)	
		Received		Date		Budget	\$	%
Fines & Fees								
43191	Fines	\$ 11,266	\$ 11,500	\$ 10,064	\$ 12,791	\$ 11,600	\$ 100	0.87%
43193	Lost books	1,516	1,000	726	890	1,000	-	0.00%
	Total Fines & Fees	12,782	12,500	10,790	13,681	12,600	100	0.80%
Use of Money								
44110	Investment income	168	180	115	143	180	-	0.00%
44188	Legacy Fund interest	727	-	489	489	-	-	0.00%
44189	Legacy Fund distributions	1,168	1,000	-	-	-	(1,000)	-100.00%
44190	Gain/(loss) on investments	(20,980)	-	34,400	40,000	-	-	0.00%
44192	B. Wheeler Trust interest	10,091	-	4,129	6,000	-	-	0.00%
44193	B. Wheeler Trust distributions	6,028	6,000	4,521	6,028	6,000	-	0.00%
44194	Library Fund distributions	7,904	8,100	5,928	8,000	7,900	(200)	-2.47%
44195	Calor Trust interest	9,019	-	10,415	12,500	-	-	0.00%
44196	Calor Trust distributions	14,545	15,500	8,818	15,500	14,000	(1,500)	-9.68%
44197	Library Fund interest	4,331	-	3,515	4,500	-	-	0.00%
	Total Use of Money	33,001	30,780	72,330	93,160	28,080	(2,700)	-8.77%
Intergovernmental Revenue								
45540	Library grant	1,087	1,080	-	-	-	(1,080)	-100.00%
45542	Connecticard grant	8,617	8,000	8,784	8,784	8,500	500	6.25%
	Total Intergovernmental Revenue	9,704	9,080	8,784	8,784	8,500	(580)	-6.39%
Other Revenues								
48220	Other - donations	907	1,000	2,911	2,911	5,000	4,000	400.00%
	Total Other Revenues	907	1,000	2,911	2,911	5,000	4,000	400.00%
Sundry & Interfund Transfers In								
49102	Use of fund balance	-	19,682	-	-	24,699	5,017	25.49%
49105	Interfund transfer in - Gen Fund	659,050	659,050	659,050	659,050	659,050	-	0.00%
	Total Sundry & Interfund Transfers In	659,050	678,732	659,050	659,050	683,749	5,017	0.74%
Total Library Fund Revenue		\$ 715,444	\$ 732,092	\$ 753,865	\$ 777,586	\$ 737,929	\$ 5,837	0.80%

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 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 fees, fund balance and interest.

PROGRAM ACCOMPLISHMENTS 2017

Grant/Fundraising Measures

- Purchased and received a 2017 lift-equipped Dial-a-Ride vehicle using a combination of State of CT Department of Transportation Section 5310 grant funds and Town of Plainville Capital Improvement funds. Staff will provide all grant administration as required.
- Applied for and received an eleventh-year 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 \$1,025 grant from the Archbishop's Annual Appeal for Dial-A-Ride services.
- Coordinated eleven fundraisers/raffles to support Dial-a-Ride service and equipment.
- AARP Plainville Chapter 4146 made generous donations to the Dial-a-Ride program and to the Social Day program that serves frail, isolated seniors.

Collaboration/Partnerships

- Provided assistance and support in the transition/merger of Bristol Community Organization with Human Resources Agency (HRA) of New Britain.
- 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 attends ADA Paratransit Forums sponsored by Greater Hartford Transit District to bring information and/or concerns of Plainville ADA clients.

PROGRAM OBJECTIVES FY 2018

- 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 current grant.
- 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	2016 Actual	2017 Estimated	2018 Projected
Donations/Fund Raising	12,400	12,500	12,600
Fees	3,576	3,580	3,600
Interest	71	75	90
Operating Transfer In	31,639	27,662	27,662
Fund Balance	55,037	51,667	40,038

PERSONNEL			
Part-time	4	4	4

Part-time consists of 2 drivers, plus hours for the Social Day Coordinator and Office Assistant (both identified in 420) when they provide 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.

53560 Telephone: Funds cellular phone used in place of two-way radio for bus and van drivers.

Town of Plainville, Connecticut Adopted Senior Citizens Transportation Fund Expenditure Budget Detail - Fiscal Year 2017 - 2018 As of April 25, 2017

		2015 - 2016		2016 - 2017		2017 - 2018				
		Actual	Budgeted	Spent To	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
8300-425	Sen Citizens Trans	Expended		Date					\$	%
Personnel										
51120	Part-time salary	\$ -	\$ 810	\$ 1,043	\$ 1,121	\$ 810	\$ 810	\$ 810	\$ -	0.00%
51121	Part-time salary - grants	5,726	4,980	6,809	7,710	9,207	9,207	9,207	4,227	84.88%
	Total Personnel	5,726	5,790	7,852	8,831	10,017	10,017	10,017	4,227	73.01%
Other Services & Charges										
52435	Other contractual	37,861	45,004	24,642	34,180	40,786	40,789	40,789	(4,215)	-9.37%
52465	Rides by Appointment	12,975	-	7,842	11,295	-	-	-	-	0.00%
52470	Auto repair & maint	1,239	4,350	368	1,168	4,350	4,350	4,350	-	0.00%
	Total Other Serv & Charges	52,075	49,354	32,852	46,643	45,136	45,139	45,139	(4,215)	-8.54%
Energy & Utility										
53560	Telephone	434	413	479	402	413	413	413	-	0.00%
	Total Energy & Utility	434	413	479	402	413	413	413	-	0.00%
8300-425	Total Sen Citizens Trans	\$ 58,235	\$ 55,557	\$ 41,183	\$ 55,876	\$ 55,566	\$ 55,569	\$ 55,569	\$ 12	0.02%

Town of Plainville, Connecticut
Adopted Senior Citizens Transportation Fund Revenue Budget Detail - Fiscal Year 2017 - 2018
As of April 25, 2017

Senior Citizens Transportation Fund Revenue		2015 - 2016		2016 - 2017		2017 - 2018		
		Actual	Budgeted	Received	Estimated	Estimated	Increase/(Decrease)	
		Received		Date		Budget	\$	%
Fines & Fees								
43186	Transportation	\$ 3,576	\$ 3,750	\$ 2,477	\$ 2,941	\$ 3,600	\$ (150)	-4.00%
	Total Fines & Fees	3,576	3,750	2,477	2,941	3,600	(150)	-4.00%
Use of Money								
44110	Investment income	71	75	84	105	90	15	20.00%
	Total Use of Money	71	75	84	105	90	15	20.00%
Intergovernmental Revenue								
45540	State of CT revenue	18,381	18,381	13,786	18,381	18,381	-	0.00%
	Total Intergovernmental Revenue	18,381	18,381	13,786	18,381	18,381	-	0.00%
Other Revenues								
48220	Other - donations	12,400	13,500	5,425	10,500	12,600	(900)	-6.67%
	Total Other Revenues	12,400	13,500	5,425	10,500	12,600	(900)	-6.67%
Sundry & Interfund Transfers In								
49101	Interfund transfer in - Gen Fund	31,639	27,662	27,662	27,662	27,662	-	0.00%
	Total Sundry & Interfund Transfers In	31,639	27,662	27,662	27,662	27,662	-	0.00%
Total Sen Cit Trans Fund Revenue		\$ 66,067	\$ 63,368	\$ 49,434	\$ 59,589	\$ 62,333	\$ (1,035)	-1.63%

FUND INDEX

All open funds as of last completed audit or June 30, 2016; 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	Special Revenue
0900	Social Services Emergency Fund	Special Revenue
1000	Police Forfeiture Fund	Special Revenue
1400	Senior Center NB Comm Foundation 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
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
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
-	BOE Education Grants Fund	Special Revenue

-	BOE Cafeteria Fund	Special Revenue
-	BOE Miscellaneous Grants 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 School Demolition 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 Maint Project Fund	Capital Projects, Major
8800	Senior Center Parking Lot 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

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 vactors; picnic tables.
- 52350 – **Auto supplies & parts:** Parts and supplies for all vehicles weighing one (1) ton or less. This includes tires, batteries, spark plugs, hoses, points, etc.
- 52360 – **Books:** Library book purchases. For use by Library ONLY.
- 52361 – **Periodicals & subscriptions:** Library magazines, newspapers, etc. For use by Library ONLY.
- 52362 – **Non-print media:** Records, films, etc. For use by Library ONLY.
- 52363 – **Gifts to Library:** Self-explanatory.

Other Services & Charges – Include expenditures for purchased services.

- 52401 – **Professional development:** Expenditures such as membership in professional association (dues), professional subscriptions, cost of seminars and conferences, including transportation, lodging and meals; and Town Council gifts, awards and plaques.
- 52402 – **Court costs/filing fees:** Fees for sheriffs, courts and other related items.
- 52405 – **Mileage:** For routine use of employee's car in the performance of his/her duties. This may be a flat monthly fee or reimbursement on a per mile basis.
- 52410 – **Advertising:** Notices of public hearings, invitations to bid, recruitment ads, publishing ordinances, etc.
- 52430 – **Recruitment & training:** Costs of special training, recruitment examinations, interviews, tuition or cost associated for in-service training courses. This also covers costs associated with required certifications.
- 52435 – **Other contractual:** Auditing services, management consulting services, meals per union contract, engineering and architectural services, special legal services, copying costs.
- 52436 – **Contractual labor:** Fees for special legal services approved by Town Council.
- 52445 – **Transfer station:** Facility located at Granger Lane to process various solid waste not directly accepted at the Bristol Resource Recovery Facility.
- 52446 – **Recycling:** Costs of collection and tipping fees for recyclables per State mandate
- 52450 – **Maintenance contracts:** Costs associated with maintenance agreements for typewriters, radios, calculators, validators, etc. (excludes agreements for automotive repairs.)
- 52460 – **Rentals:** Costs associated with renting miscellaneous machinery and equipment, including copy machines. (Does not include hydrant rentals.) Does include rental for snow removal equipment and manpower.
- 52461 – **Evictions:** All fees related to the eviction of community residents.
- 52465 – **Agency subsidy:** Town or group memberships and fees, costs associated with patriotic celebrations, VNA/Health Care Services and Plainville Day Care.
- 52470 – **Automotive repair & maintenance:** Costs of having all vehicles one (1) ton or less maintained, repaired or washed when done out of house.
- 52475 – **Buildings & grounds maintenance/repair:** Contractual costs of maintenance and repair to Town buildings and grounds.
- 52480 – **Equipment maintenance/repairs:** Contractual costs of maintenance and repair of miscellaneous equipment not covered under maintenance agreements, also includes vehicles weighting more than one (1) ton, lawn mowers, tractors, etc.

Insurance – All related charges and fees associated with insurance, e.g. property, liability, etc.

- 52496 – **Volunteer firemen:** Accident insurance
- 52497 – **Risk insurance:** Liability, Auto, and Property insurances
- 52498 – **Workers' compensation:** Premium

Energy and Utility – All related charges and fees associated with energy and utility costs.

- 53510 – **Electricity – traffic signals:** Traffic control signals throughout Town.
- 53511 – **Electricity – street lights:** Street lighting contract.
- 53512 – **Electricity – buildings & grounds:** Costs for all Town buildings.
- 53520 – **Natural gas:** Costs for all Town buildings.
- 53530 – **Heating oil:** #2 heating fuel for all Town buildings
- 53540 – **Gasoline & diesel fuel:** Costs for all Town vehicles and generators.
- 53550 – **Water & hydrant – Fire:** Fire hydrant costs.
- 53551 – **Water & hydrant – Buildings:** Water costs for Town buildings and Norton Park irrigation.
- 53552 – **Water & hydrant – Senior Center:** Includes water and sewer costs.
- 53561 – **Telephone – Elections:** Telephones used during elections.

- 53562 – **Telephone – Buildings & Grounds:** Monthly charges for telephone, including installation costs.
- 53563 – **Telephone – Senior Center:** Service for entire Senior Center.

Capital Outlay – Should be classified under one of the following seven (7) categories:

- 54610 – **Land:** The purchase of land.
- 54620 – **Buildings:** New construction costs, acquisition costs, or major renovation costs.
- 54630 – **Improvements (other than buildings):** Storm drainage, sanitary sewers, and other major Town Improvements.
- 54640 – **Machinery & Equipment:** Purchase of all equipment over \$500 including vehicles over one (1) ton; also include file cabinets, typewriters, computers, etc.
- 54650 – **Vehicles:** Purchase of vehicles weighing one (1) ton or less.
- 54660 – **Furniture:** Desks, chairs, etc. over \$500.

Debt Service

- 54711 – **Principal**
- 54721 – **Bond Interest**
- 54723 – **Miscellaneous:** Costs associated with debt offerings, refinancing, etc.

Interfund Transfers Out

- 55504 – **Interfund Transfer Out – Debt Management Fund**
- 55509 – **Interfund Transfer Out – SS Emergency Fund**
- 55511 – **Interfund Transfer Out – Town Capital Fund**
- 55512 – **Interfund Transfer Out – BOE Capital Fund**
- 55513 – **Interfund Transfer Out – DUI Fund**
- 55516 – **Interfund Transfer Out – Recreation Fund**
- 55581 – **Interfund Transfer Out – Library Fund**
- 55583 – **Interfund Transfer Out – Senior Center Transportation Fund**

INTRODUCTION

The Five Year Capital Plan is a comprehensive list of major public improvement projects which are proposed for the Town and the Board of Education for the next five years. The first part of the plan is a summary of all proposed and approved projects. Immediately following this summary is a project detail sheet for each project listed which contains a brief description of the project, an estimate of cost, a method of financing, and the future 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 budget are described in this section. Additionally, all recurring capital improvements are listed.

PROCESS

Annually, in October, each department, office, or agency submits to the Town Manager estimates of the cost of projects that are to be considered for inclusion in the Five Year Capital Improvement Plan. These projects are then included in the annual adoption program in the current year of the five-year Capital Improvement Program. The program has two processes; a planning process and a budgetary process.

Each November the CIP Committee consisting of the Town Manager, Assistant Town Manager, Finance Director, 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 2018 - FY 2022**

TOTAL CAPITAL BUDGET

	Approved	Projected				Total
	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5 YR
Town General Government	1,818,328	2,740,898	1,547,048	1,402,048	1,605,548	9,113,870
Board of Education	387,050	1,190,350	497,000	473,000	1,303,000	3,850,400
TOTAL	2,205,378	3,931,248	2,044,048	1,875,048	2,908,548	12,964,270

ESTIMATED FUNDING SOURCES

	Approved	Projected				Total
	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5 YR
General Fund (GF)	1,100,000	3,931,248	2,044,048	1,875,048	2,908,548	11,858,892
Capital Fund	105,378	-	-	-	-	105,378
Grants	1,000,000	-	-	-	-	1,000,000
TOTAL	2,205,378	3,931,248	2,044,048	1,875,048	2,908,548	12,964,270

FIVE YEAR CAPITAL IMPROVEMENT PLAN

Finance Departments

YEAR	TC Approved FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Assessor Revaluation	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
TOTAL	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000

Town Clerk Department

YEAR	TC Approved FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Lower Vault Renovations & Improvements	\$ -	\$ 27,000	\$ 27,000	\$ -	\$ -
TOTAL	\$ -	\$ 27,000	\$ 27,000	\$ -	\$ -

Data Processing Department

YEAR	TC Approved FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Computer Upgrades & Server for BOE Cluster	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Green Wi-Fi	9,435	10,800	10,800	10,800	10,800
Municipal Fiber Network	-	124,500	-	-	-
TOTAL	\$ 39,435	\$ 165,300	\$ 40,800	\$ 40,800	\$ 40,800

Economic & Community Development Department

YEAR	TC Approved FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
10 Year Plan of Conservation and Development	\$ 20,000	\$ 50,000	\$ -	\$ -	\$ -
TOTAL	\$ 20,000	\$ 50,000	\$ -	\$ -	\$ -

Police Department

YEAR	TC Approved FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Computer Aided Dispatch & Records	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Goosetown Radio System - Lease (4 of 5)	157,848	157,848	-	-	-
Patrol Cruisers Ford Interceptors - 3	84,000	56,000	84,000	56,000	84,000
Patrol Cruiser Outfitting - 3	30,750	20,500	15,000	10,000	15,000
Defibrillator in Patrol Cruisers and Station	6,400	6,400	6,400	6,400	6,400
Video Cameras in Patrol Cruisers and Station	14,000	14,000	14,000	14,000	14,000
Police Equipment (Handguns, Tazers, Vests, etc.)	7,500	24,000	-	-	-
Computer Replacement	18,000	18,000	18,000	18,000	18,000
Canine Department Ford Transit Connect Van	33,000	-	-	-	-
Administrative/Detective Vehicle	-	28,000	-	-	-
Goosetown Radio System - 2nd 5 Year Lease	-	-	157,848	157,848	157,848
TOTAL	\$ 366,498	\$ 339,748	\$ 310,248	\$ 277,248	\$ 310,248

Fire Department

YEAR	TC Approved FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Rescue Apparatus - Lease (5 of 5)	\$ 103,418	\$ -	\$ -	\$ -	\$ -
Dispatch Communication Equipment - Lease (3 of 3)	27,977	-	-	-	-
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)	10,500	10,500	-	-	-
Purchase Pump Skid for Utility 1	-	30,000	-	-	-
Thermal Imaging Camera Replacements	-	13,500	13,500	-	-
Utility 2 Replacement, Outfitted	-	70,000	-	-	-
Tower 1 Replacement	-	250,000	250,000	250,000	250,000
Class A Apparatus Replacement Engine #1	-	150,000	150,000	150,000	150,000
TOTAL	\$ 176,395	\$ 558,500	\$ 448,000	\$ 434,500	\$ 434,500

FIVE YEAR CAPITAL IMPROVEMENT PLAN

Roadways Department

YEAR	TC Approved FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
JCB Loader/Backhoe	\$ 115,000	\$ -	\$ -	\$ -	\$ -
Upgrade Gas & Diesel Pump	-	25,000	-	-	-
10 Ton Dump Truck w/Snowplow, Hydraulics, All Season	-	160,000	-	-	-
Truck Chassis w/ Vacuum Catch Basin Cleaner	-	320,000	-	-	-
Leaf Machine	-	31,000	-	-	-
Trailer Mounted Leaf Machine	-	-	31,000	-	-
Replacement Snow Plows for Mack Truck - 1	-	-	-	8,500	-
10 Dump Truck w/Plow & All Season Body	-	-	-	188,000	-
TOTAL	\$ 115,000	\$ 536,000	\$ 31,000	\$ 196,500	\$ -

Buildings & Grounds Department

YEAR	TC Approved FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
4WD Pickup Truck #45	\$ 26,000	\$ -	\$ -	\$ -	\$ -
Library Window Trim Repair and Paint	10,000	-	-	-	-
ADA Transition Plan Upgrades	-	7,000	10,000	10,000	10,000
4WD 1 Ton Pickup Truck with Plow #48	-	33,000	-	-	-
Library Roof Repairs	-	90,000	-	135,000	-
Recreation Department Fire Alarm Upgrade	-	25,000	-	-	-
Boiler Replacements	-	17,000	17,000	-	-
Firehouse AC Replacement	-	32,000	-	-	-
Recreation Department AC Replacement	-	15,000	-	-	-
4WD, 72in. Diesel Riding Mower	-	27,000	-	-	-
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
TOTAL	\$ 36,000	\$ 246,000	\$ 320,000	\$ 183,000	\$ 55,000

FIVE YEAR CAPITAL IMPROVEMENT PLAN

Technical Services Department - Bridge Repair

YEAR	TC Approved FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Tomlinson Avenue Bridge Reconstruction	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -
Shuttle Meadow Road Bridge Repair #04544	-	-	-	-	500,000
TOTAL	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 500,000

Technical Services Department - Capital Improvements

YEAR	TC Approved FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Roadway Sign Replacement Program (180 signs)	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Sidewalk Construction	-	200,000	200,000	200,000	200,000
Downtown Decorative Sidewalk Reglazing & Sealing	-	25,000	-	-	-
Northwest Drive Pavement Restoration	1,000,000	-	-	-	-
Installation of Sanitary Sewer at Airport	-	250,000	-	-	-
TOTAL	\$ 1,015,000	\$ 490,000	\$ 215,000	\$ 215,000	\$ 215,000

Human Services - Senior Center Department

YEAR	TC Approved FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Senior Center Dial-A-Ride Vehicle Match	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
TOTAL	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -

Civic and Cultural Services - Recreation

YEAR	TC Approved FY 2018	FY 2019	FY 2020	FY 2021	FY 2018
Playground Improvements at Norton Park	\$ -	\$ 110,550	\$ -	\$ -	\$ -
Replace Basketball Court at Paderewski Park	-	50,000	-	-	-
TOTAL	\$ -	\$ 160,550	\$ -	\$ -	\$ -

Civic and Cultural Services - Library

YEAR	TC Approved FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Firewall for Computer System	\$ -	\$ 12,800	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ 12,800	\$ -	\$ -	\$ -
TOTAL GENERAL GOVERNMENT	\$ 1,818,328	\$ 2,740,898	\$ 1,547,048	\$ 1,402,048	\$ 1,605,548

FIVE YEAR CAPITAL IMPROVEMENT PLAN

Board of Education

YEAR	TC Approved FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
District Wide Cleaning Equipment	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ -
District Wide Security Improvements	25,000	-	-	25,000	-
PHS Partition Doors in Tech-Ed Hallway	7,500	-	-	-	-
PHS Repair and Resurface Kitchen Floor	4,200	-	-	-	-
PHS 2 Entrances for Automatic Handicap Access	6,750	-	-	-	-
MSP Upgrade Fire Annunciation System	50,000	-	-	-	-
Server Placement for Town & School Cluster	24,000	-	-	-	-
Chromebook Upgrade Grades 3 - 5	148,500	-	-	-	-
Cases for Grades 6 and 8 Chromebooks	10,500	-	-	-	-
MSP Teacher Laptop Replacement	61,600	-	-	-	-
Administrative Laptop Replacement	16,500	-	-	-	-
PHS Core Switch	17,500	-	-	-	-
PHS Gym Roof Snow Guards	-	86,000	-	-	-
PHS Repairs to Smoke Stack	-	95,000	-	-	-
PHS Resurface Pavement Alumni Field	-	100,000	-	-	-
PHS Solar Inverter	-	15,000	-	-	-
Linden School Upgrade Class Lighting Pendant-Troffer	-	81,000	-	-	-
Linden Upgrade Building Automation System	-	50,000	-	-	-
PHS Construct Team Room for Alumni Field	-	200,000	-	-	-
PHS Repoint Exterior where Mortar Failing	-	50,000	50,000	50,000	-
PHS Update One Head-end A/C w/Larger Unit	-	7,500	-	-	-
MSP Refinish Both Gym Floors	-	55,000	-	-	-
Linden School Create Secure Entrance into Office	-	25,000	-	-	-
New Chromebooks Grades 10 - 12	-	159,500	-	-	-
PHS Staff Laptops	-	68,200	-	-	-
PHS Computer Lab	-	26,400	-	-	-
Kindergarten iPads	-	24,750	-	-	-
PHS Projector Replacements	-	132,000	-	-	-
District Wide Landscaping Improvements	-	-	15,000	-	15,000
PHS Replace Emergency Generator	-	-	280,000	-	-
Toffolon Solar Inverter	-	-	12,000	-	-
Toffolon School Landscape-Convert to Hardscape	-	-	35,000	-	-
MSP Underground Storage Tank Removal	-	-	30,000	-	-
MSP Upgrade Door Hardware/Re-key Building	-	-	60,000	-	-
District Wide Parking Lot, Sidewalk, Storm Drain Maint	-	-	-	20,000	-
PHS Repair/Upgrade Boilers	-	-	-	225,000	-
MSP Carpet Replacement	-	-	-	125,000	-
Replace 2006 Chevy Express Vehicle	-	-	-	28,000	-
Replace 2008 Chevy Express Vehicle	-	-	-	-	28,000
Replace 2005 Ford E-250 Vehicle	-	-	-	-	30,000
Linden School Mechanical System Upgrade/Replacement	-	-	-	-	900,000
PHS Upgrade/Replace Building Automation System	-	-	-	-	100,000
MSP Replace All Student Lockers	-	-	-	-	100,000
MSP Create Secure Entrance	-	-	-	-	130,000
BOARD OF EDUCATION TOTAL	\$ 387,050	\$ 1,190,350	\$ 497,000	\$ 473,000	\$ 1,303,000

YEAR	TC Approved FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Total Town General Government	\$ 1,818,328	\$ 2,740,898	\$ 1,547,048	\$ 1,402,048	\$ 1,605,548
Total Board of Education	387,050	1,190,350	497,000	473,000	1,303,000
GRAND TOTAL - ALL PROJECTS	\$ 2,205,378	\$ 3,931,248	\$ 2,044,048	\$ 1,875,048	\$ 2,908,548

Estimated Funding Sources	TC Approved FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Total General Fund - Town	\$ 712,950	\$ 2,740,898	\$ 1,547,048	\$ 1,402,048	\$ 1,605,548
Total General Fund - BOE	387,050	1,190,350	497,000	473,000	1,303,000
Total Capital Fund/Supplemental Appropriation	105,378	-	-	-	-
Total Grants	1,000,000	-	-	-	-
GRAND TOTAL - ALL FUNDING	\$ 2,205,378	\$ 3,931,248	\$ 2,044,048	\$ 1,875,048	\$ 2,908,548

II

Current Year Approved Projects

APPROVED PROJECTS SUMMARY FISCAL YEAR 2018

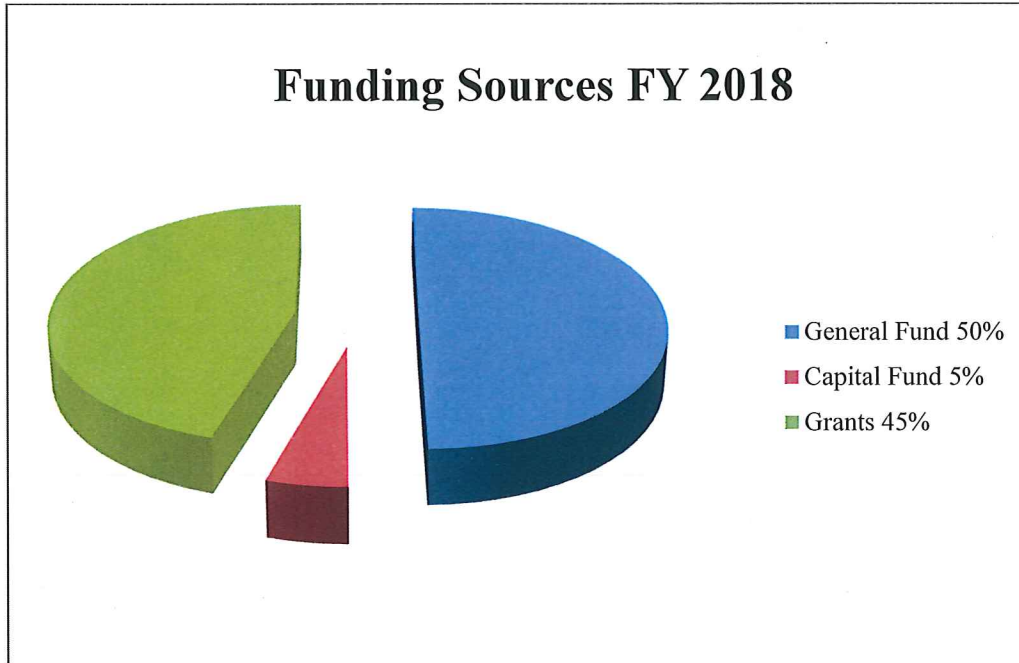
PROJECT TOTALS

Town General Government	\$ 1,818,328
Board of Education	387,050
TOTAL - ALL PROJECTS	\$ <u>2,205,378</u>

FUNDING TOTALS

General Fund	\$ 1,100,000
Capital Fund	105,378
Grants	1,000,000
TOTAL -ALL FUNDING	\$ <u>2,205,378</u>

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



Finance/Assessors Office

Nonrecurring Project	FY 2018	Future Cost	Total Cost
2016 Assessors Revaluation	\$ 50,000	\$ -	\$ 50,000
Nonrecurring Total	\$ 50,000	\$ -	\$ 50,000

Department Total	\$ 50,000	\$ -	\$ 50,000
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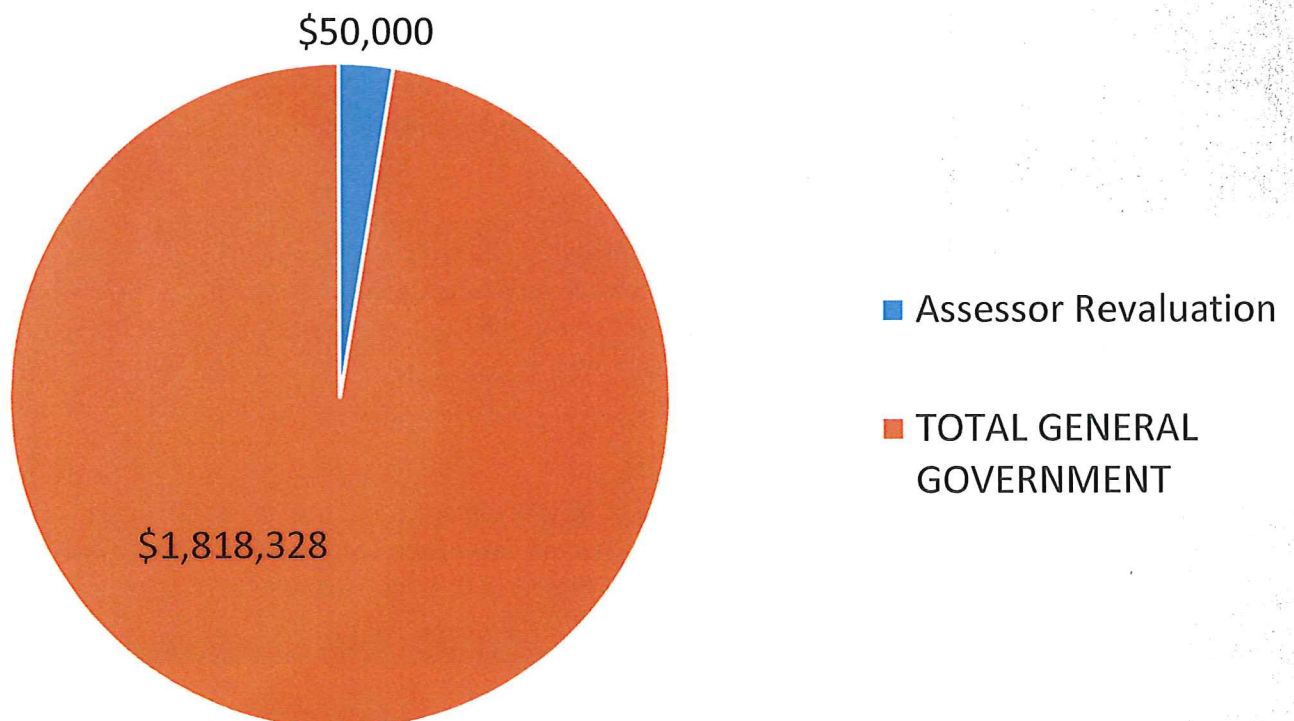
2016 REVALUATION

Description: Revaluation is a state mandated program that is done to ensure a more equitable distribution of the tax burden by bringing the property assessments in a community up to date. A company will be hired to travel throughout the town measuring and viewing properties, evaluate building permits, and list properties for valuation. The town will conduct revaluation in 2017. Expenses for this revaluation will be spread over three years. The next revaluation will be in 2021.

Future Operating Budget Impact: Costs for each revaluation cycle are spread over a three-year period to avoid placing the burden exclusively in one year's budget. Updating property assessments ensures that revenue can be captured from property improvements.



Finance



Data Processing

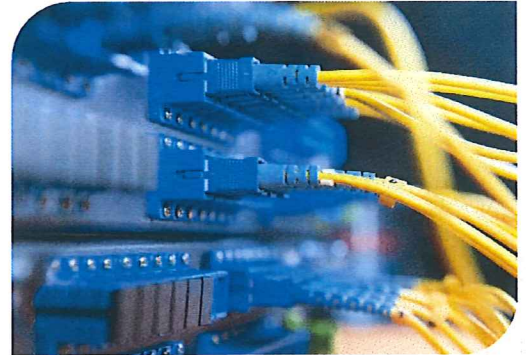
Recurring Project	FY 2018	Future Cost	Total Cost
Computer Upgrades & Server for BOE Cluster	\$ 30,000	\$ 120,000	\$ 150,000
Computer Upgrades & Server for BOE Cluster	\$ 9,435	\$ 43,200	\$ 52,635
Recurring Total	\$ 39,435	\$ 163,200	\$ 202,635

Department Total	\$ 39,435	\$ 163,200	\$ 202,635
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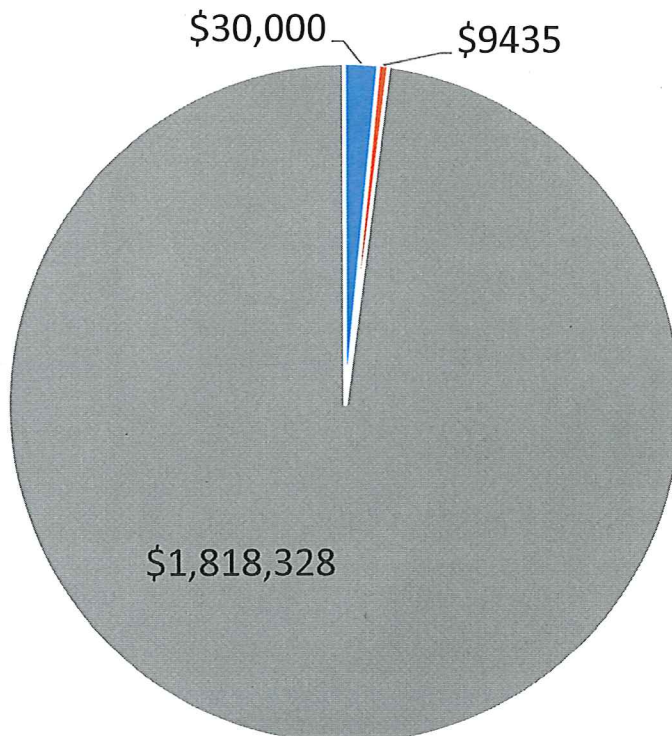
RECURRING CAPITAL IMPROVEMENTS

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.

Future Operating Budget Impact: Upgrades to the computers ensures that they are up date and compatible with current software .Upgrades to the server ensures the safety of the network.



Data Processing



- Computer Upgrades & Server for BOE Cluster
- Green Wi-Fi
- TOTAL GENERAL GOVERNMENT

Police Department

Nonrecurring Project	FY 2018	Future Cost	Total Cost
Canine Department Ford Transit Connect Van	\$ 33,000	\$ -	\$ 33,000
Dispatch Communications Equipment Lease	\$ 157,848	\$ 157,848	\$ 315,696
Nonrecurring Total	\$ 190,848	\$ 157,848	\$ 348,696

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.

CANINE DEPARTMENT FORD TRANSIT CONNECT VAN

Description: Replaced outdated 2002 Ford Pickup that has been in use for 15 years, This vehicle will be all wheel drive and upfitted to have all essential equipment needed for the canine department.

Future Operating Budget Impact: Maintenance costs are anticipated to be lower over the useful life vehicle since it will be new.

Recurring Project	FY 2018	Future Cost	Total Cost
Patrol Cruiser Outfitting - 2/3	\$ 30,750	\$ 60,500	\$ 91,250
Patrol Cruiser Ford Interceptors - 2/3	\$ 84,000	\$ 280,000	\$ 364,000
Defibrillator in Patrol Cruiser - 2	\$ 6,400	\$ 25,600	\$ 32,000
Video Cameras in Patrol Cruisers - 2	\$ 14,000	\$ 56,000	\$ 70,000
Police Equipment (Handguns, Tasers, Vests, etc.)	\$ 7,500	\$ 24,000	\$ 31,500
Computer Replacement	\$ 18,000	\$ 72,000	\$ 90,000
Computer Aided Dispatch & Records	\$ 15,000	\$ 60,000	\$ 75,000
Recurring Total	\$ 175,650	\$ 578,100	\$ 753,750

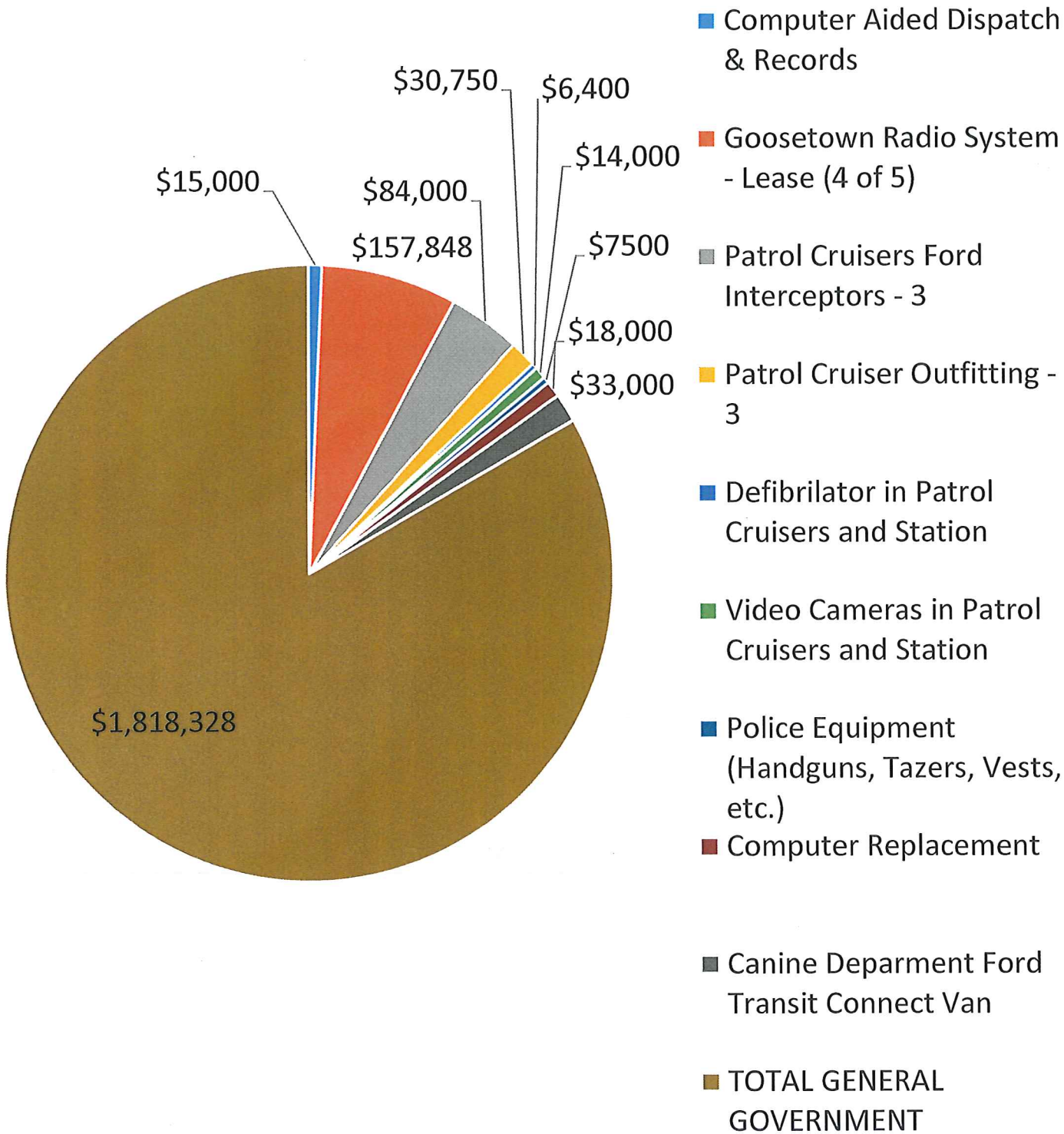
Department Total	\$ 366,498	\$ 735,948	\$ 1,102,446
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RECURRING IMPROVEMENTS

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, defibr

Future Operating Budget Impact: Upgrades to computer hardware are expected to reduce maintenance costs during the time that the hardware is designed to meet performance expectations. Replacing patrol cruisers is anticipated to save on maintenance costs due to better performance, warrantee coverage, and availability of parts. Outfitting the cruisers will be completed in two years and will reduce equipment costs during its 5-7 year life.

Police Department



Fire Department

Nonrecurring Project	FY 2018	Future Cost	Total Cost
Dispatch Communications Equipment Lease	\$ 27,977	\$ -	\$ 27,977
Rescue Apparatus 5 Year Lease/Purchase	\$ 103,418	\$ -	\$ 103,418
Nonrecurring Total	\$ 131,342	\$ -	\$ 131,342

DISPATCH COMMUNICATION EQUIPMENT LEASE

Description: Upgrade outdated dispatch system and make it compatible with new Police Department dispatch system. The new radio dispatch console will be a digital system designed to interface with up to 128 radio channels or telephone lines, and support up to 36 dispatcher positions. This is the third and last year of the lease.

Future Operating Budget Impact: No impact is anticipated.

RESCUE APPARATUS

Description: Last installment of a five-year lease purchase on a new KME rescue apparatus. This rescue apparatus replaced a 1989 model, which was over 20 years old. NFPA recommends apparatus replacement after 20 years. Additionally, the old apparatus had become overcrowded due to equipment requirements, resulting in delays when removing equipment at the scene. The new truck allows the firefighter to perform needed services more efficiently.

Future Operating Budget Impact: Maintenance costs are anticipated to be lower over the useful life of the apparatus.



Recurring Project	FY 2018	Future Cost	Total Cost
Personal Protective Equipment	\$ 24,500	\$ 98,000	\$ 122,500
SCBA Bottle Replacements	\$ 10,000	\$ 40,000	\$ 50,000
Hurst Tool Power Unit Replacement (Jaws of Life)	\$ 10,500	\$ 10,500	\$ 21,000
Recurring Total	\$ 45,000	\$ 148,500	\$ 193,500

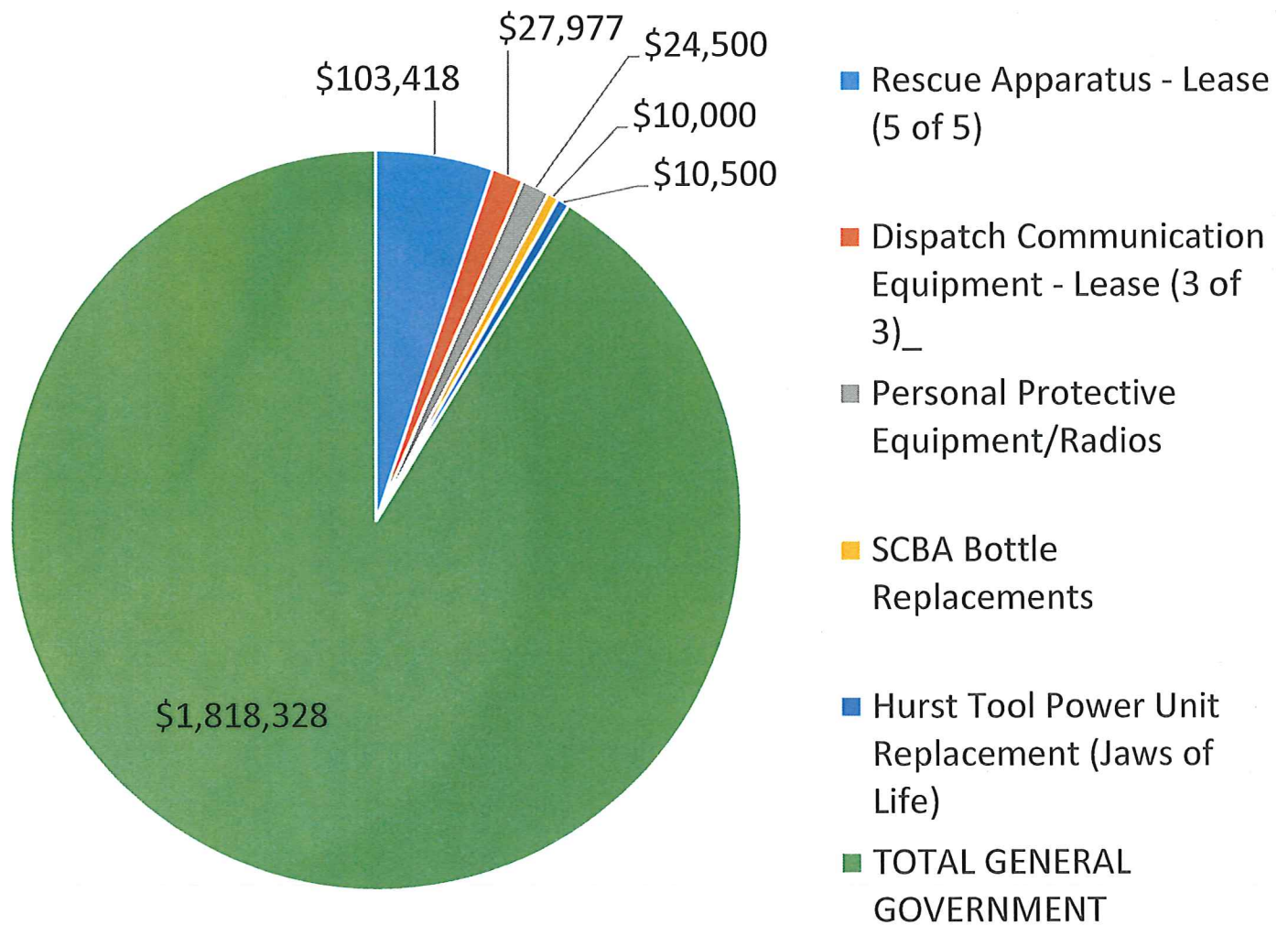
Department Total	\$ 176,342	\$ 148,500	\$ 324,842
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RECURRING IMPROVEMENTS

Description: Equipment is upgraded each year on a rotating basis in order to ensure safe fire operation. Included this year is a Hurst Tool Power Replacement (Jaws of Life) that will be used when an emergency call occurs needing to rescue someone from a vehicle.

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



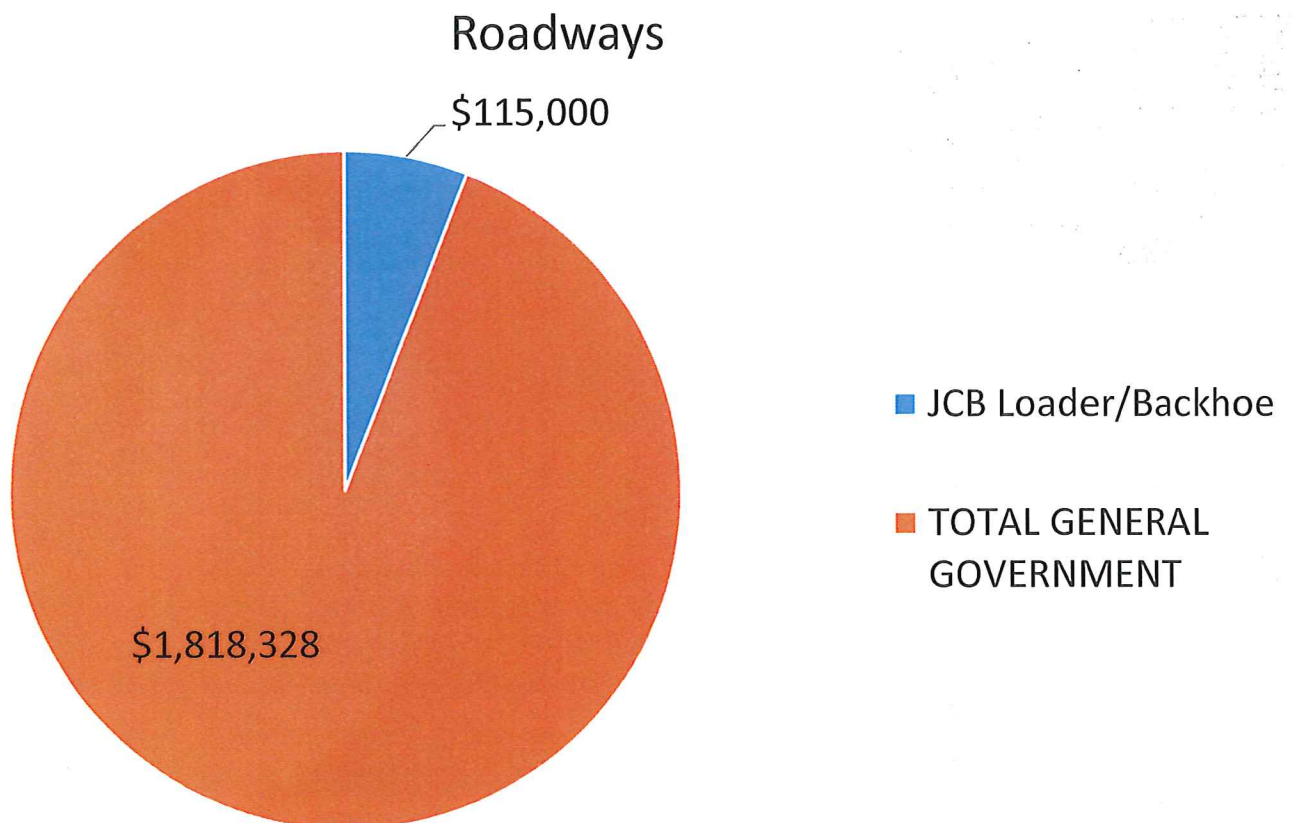
Roadways Department

Nonrecurring Project	FY 2018	Future Cost	Total Cost
5 Ton Dump Truck With Snowplow	\$ 115,000	\$ -	\$ 115,000
Nonrecurring Total	\$ 115,000	\$ -	\$ 115,000

JCB LOADER/BACKHOE

Description: Replace a 2000 JCB Loader with 7,000 working hours. Replacement is needed as it will avoid heavy repair costs. The truck will also snowplow and be in service year-round. This truck is being funded over the course of one year.

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

Recurring Project	FY 2018	Future Cost	Total Cost
4WD Pickup Truck #45	\$ 26,000	\$ -	\$ 26,000
Library Window Trim Repair and Paint	\$ 10,000	\$ -	\$ 10,000
Recurring Total	\$ 36,000	\$ -	\$ 36,000

Department Total	\$ 36,000	\$ -	\$ 36,000
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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.

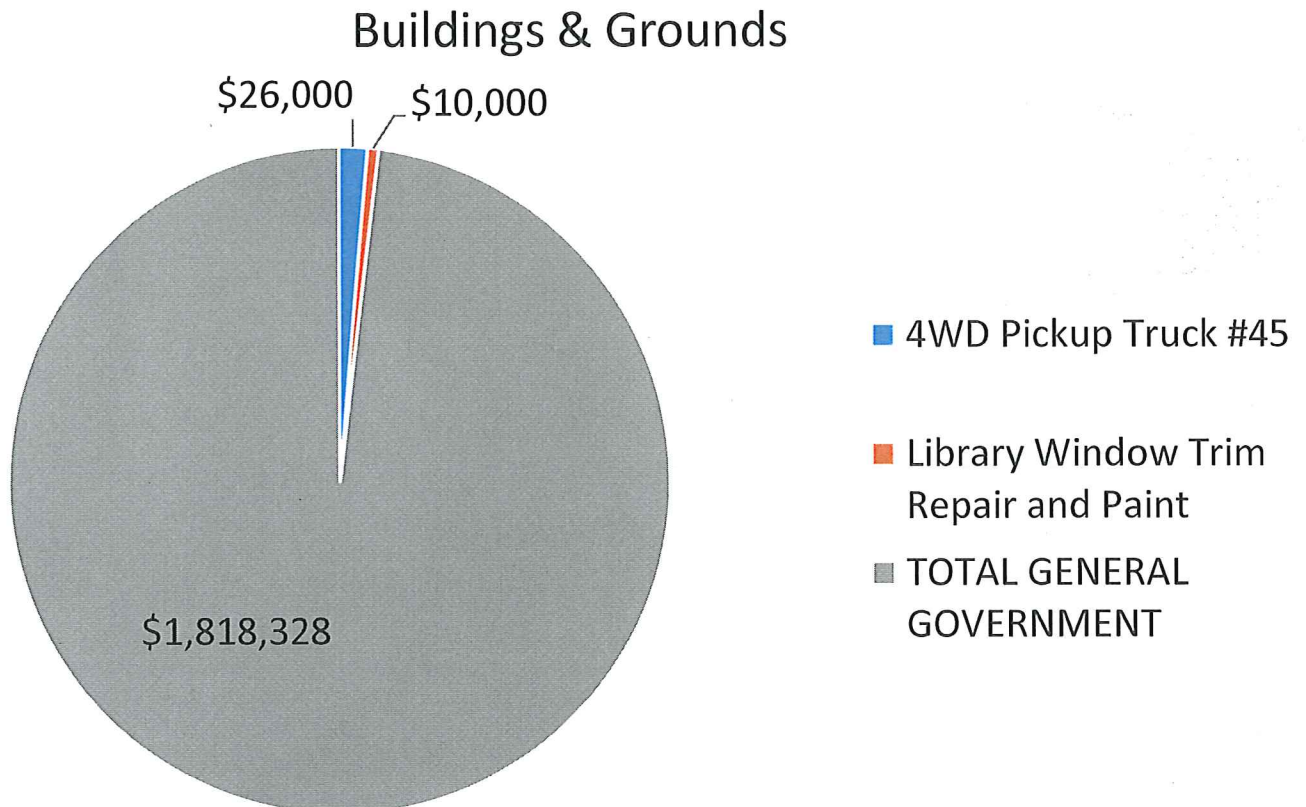
Future Operating Budget Impact: Newer equipment typically requires less spent on maintenance than older equipment, is typically more efficient, and avoids the need to have replacement parts special ordered.



LIBRARY WINDOW TRIM REPAIR AND PAINT

Description: The wood trim around the windows at the library is starting to deteriorate and needs to be repaired or replaced and painted.

Future Operating Budget Impact: The repairs will reduce future maintenance costs.



Technical Services Department

Nonrecurring Project	FY 2018	Future Cost	Total Cost
Northwest Drive Pavement Restoration	\$ 1,000,000	\$ -	\$ 1,000,000
Roadway Sign Replacement Program	\$ 15,000	\$ 75,000	\$ 90,000
Nonrecurring Total	\$ 1,015,000	\$ 75,000	\$ 1,090,000

Department Total	\$ 1,015,000	\$ 75,000	\$ 1,090,000
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NORTHWEST DRIVE PAVEMENT RESTORATION

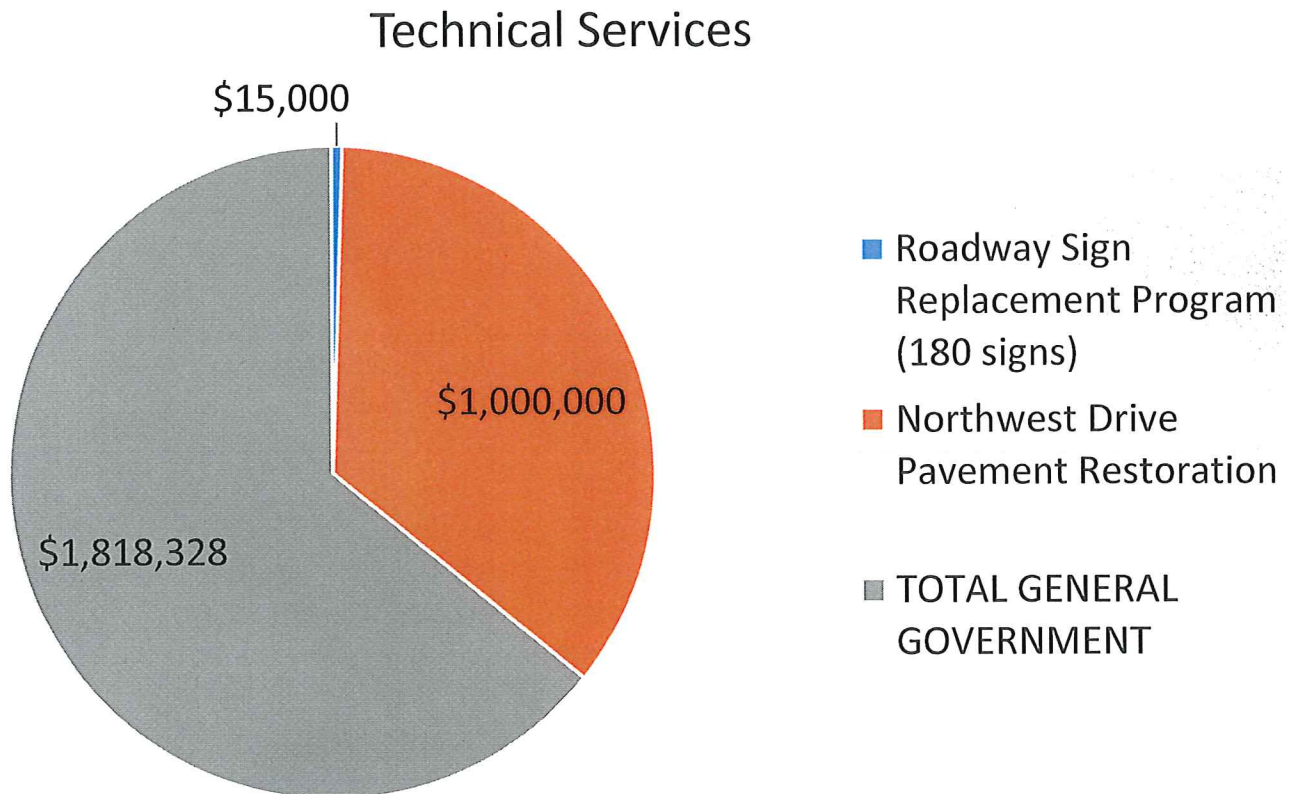
Description: This project involves the pavement restoration of Northwest Drive from Perron Road to the Bridge. It would be funded through a State Grant.

Future Operating Budget Impact: None anticipated.

ROADWAY SIGN REPLACEMENT PROGRAM

Description: Replacement of Existing Roadway Signs which address the Federal 2014 Reflectivity Requirements.

Future Operating Budget Impact: None anticipated.



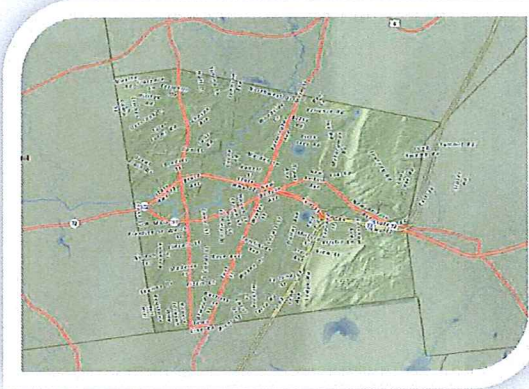
Economic & Community Development

Nonrecurring Project	FY 2018	Future Cost	Total Cost
10 Year Plan of Conservation & Devolopment	\$ 20,000	\$ 50,000	\$ 70,000
Nonrecurring Total	\$ 20,000	\$ 50,000	\$ 70,000
Department Total	\$ 20,000	\$ 50,000	\$ 70,000

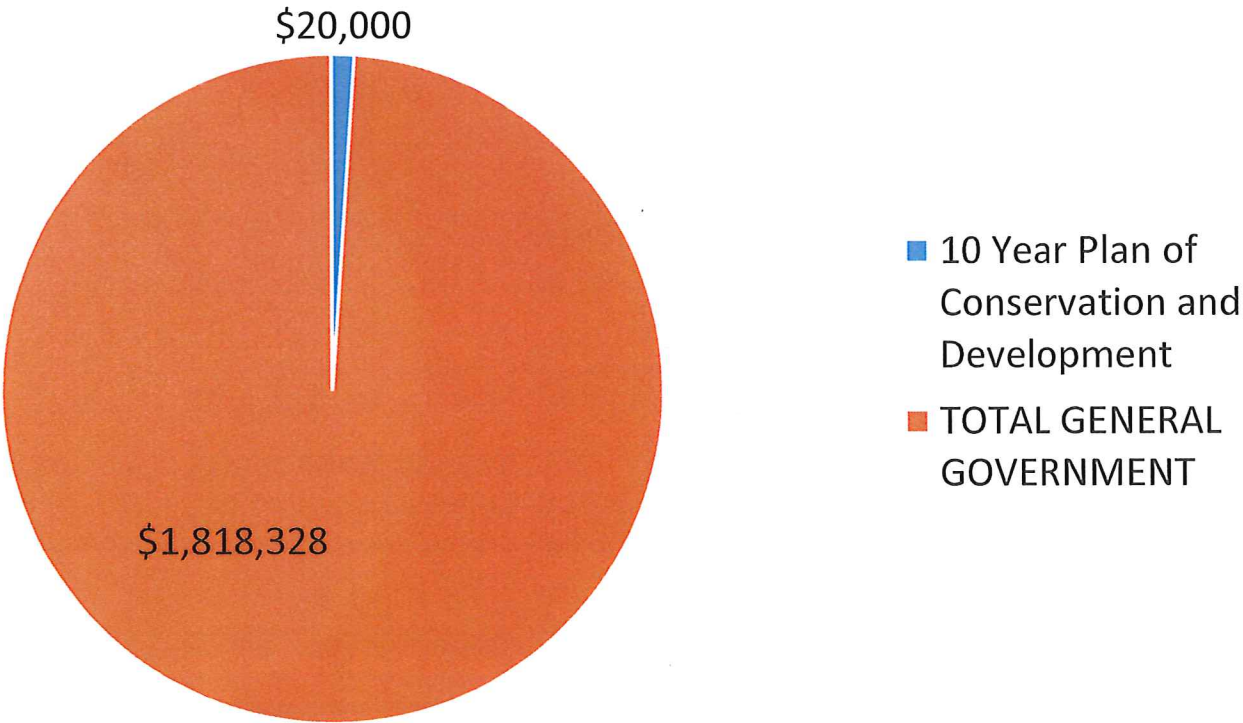
10 YEAR PLAN OF CONSERVATION & DEVOLOPMENT

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

Future Operating Budget Impact: None anticipated



Economic & Community Development



Water Pollution Control Facility

Recurring Project	FY 2018	Future Cost	Total Cost
I & I Manhole Rehabilitation	\$ 15,000	\$ 60,000	\$ 75,000
Plant & Collection System and Repairs	\$ 125,000	\$ 500,000	\$ 625,000
Recurring Total	\$ 140,000	\$ 560,000	\$ 700,000

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 2018	Future Cost	Total Cost
Woodford Avenue Milling	\$ 7,000	\$ -	\$ 7,000
Nonrecurring Total	\$ 7,000	\$ -	\$ 7,000

Department Total	\$ 147,000	\$ -	\$ 707,000
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WOODFORD AVENUE MILLING

Description: Milling and road restoration along Woodford Avenue between Chester Street and Linden Street are needed to be repaired.

Future Operating Budget Impact: There will be a savings of repair costs if the road is milled and restored.

Board of Education

Nonrecurring Project	FY 2018	Future Cost	Total Cost
District Wide Cleaning Equipment	\$ 15,000	\$ 30,000	\$ 45,000
District Wide Security Improvements	\$ 25,000	\$ -	\$ 25,000
PHS Partition Doors in Tech-Ed Hallway	\$ 7,500	\$ -	\$ 7,500
PHS 2 Entrances for Automatic Handicap Access	\$ 6,750	\$ -	\$ 6,750
MSP Upgrade Fire Annunciation System	\$ 50,000	\$ -	\$ 50,000
Server Placement for Town & School Cluster	\$ 24,000	\$ -	\$ 24,000
Chromebook Upgrade Grades 3-5	\$ 148,500	\$ -	\$ 148,500
Cases for Grade 6 and 8 Chromebooks	\$ 10,500	\$ -	\$ 10,500
MSP Teacher Laptop Replacement	\$ 61,600	\$ -	\$ 61,600
Administrative Laptop Replacement	\$ 16,500	\$ -	\$ 16,500
PHS Core Switch	\$ 17,500	\$ -	\$ 17,500
PHS Repair and Resurface Kitchen Floor	\$ 4,200	\$ -	\$ 4,200
Nonrecurring Total	\$ 387,050	\$ 30,000	\$ 417,050
Department Total	\$ 387,050	\$ 30,000	\$ 417,050

DISTRICT WIDE CLEANING EQUIPMENT & SECURITY IMPROVEMENTS

Description: To purchase a no chemical floor stripping machine. Also for additional cameras and other security improvements.

Future Operating Budget Impact: None anticipated

PHS PARTITION DOORS IN TECH HALLWAY & TWO AUTOMATIC HANDICAP ACCESSIBILITY ENTRANCES

Description: Add doors to Tech-Ed hallway to partition off unconditioned space and to stop odors from the shops from infiltrating the building. Also to replace operators on two doors at the main entrance.

Future Operating Budget Impact: None anticipated

MSP UPGRADE FIRE ANNUNCIATION SYSTEM

Description: The existing fire system is 25 years old and beyond its usual life expectancy. The panel is obsolete and parts are increasingly harder to find. This is a fire & safety issue.

Future Operating Budget Impact: None anticipated

CHROMEBOOK UPGARDE, SERVER, CASES, ADMIN LAPTOPS, CORE SWITCH

Description: Replaces 4 servers for Town & BOE. Grades 3-5 to have Chromebooks upgraded. Cases will replace devices better than previous model that was piloted. Admin laptops will replace 4 year current model that cannot be updated.

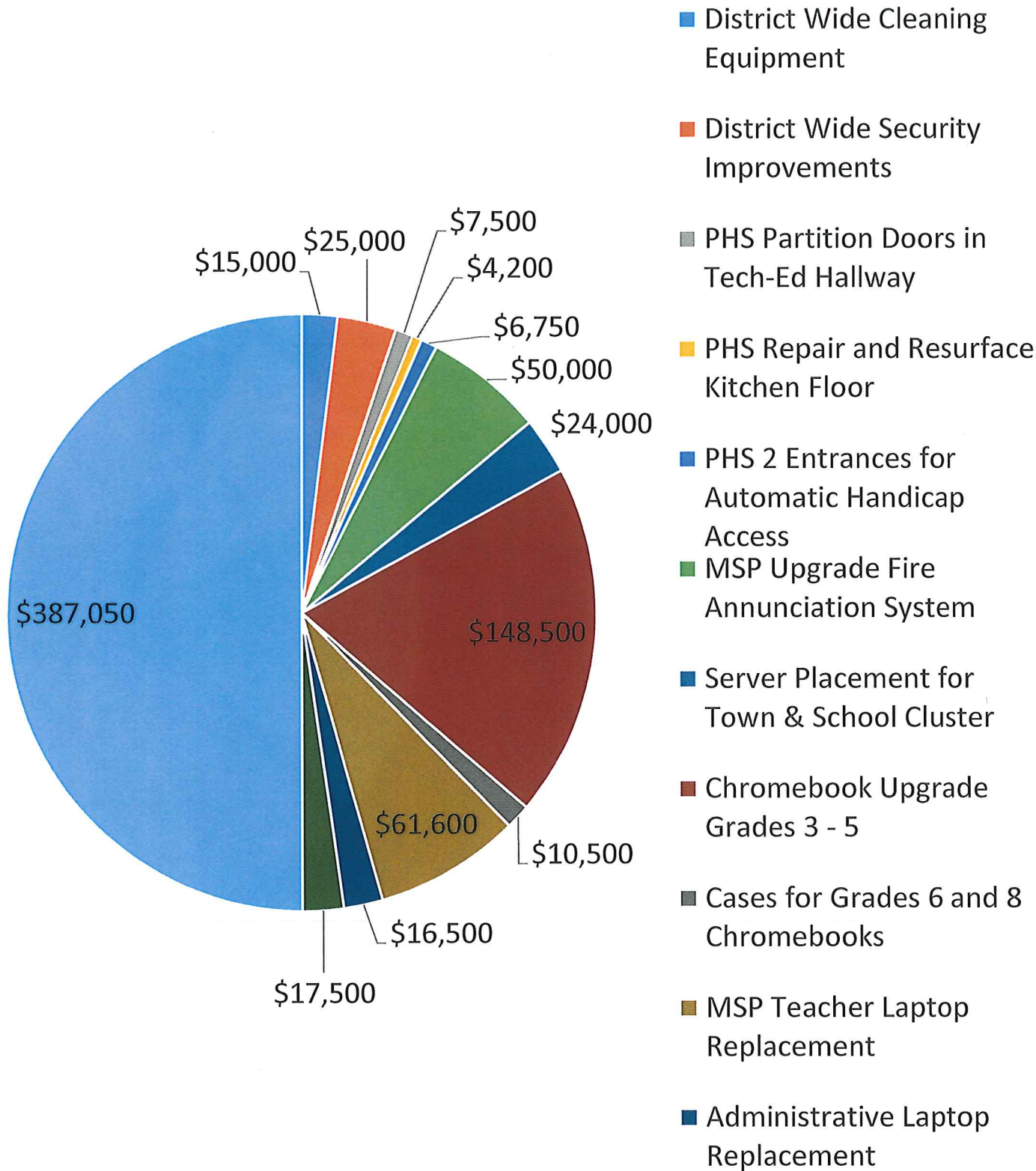
Future Operating Budget Impact: None anticipated

PHS REPAIR AND RESURFACE KITCHEN FLOOR

Description: The kitchen floor at Plainville High School is failing in several areas, epoxy floor is cracking and separating from substrate. This is a major safety and health concern.

Future Operating Budget Impact: None anticipated

Board of Education



III

Outstanding Debt, Mill Rate Impact, & Legal Debt Limit

GENERAL OBLIGATION BONDED DEBT

FISCAL YEAR 2018

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. It is anticipated funding for these projects would be bonded in FY's 2019 and 2020, allowing the Town to take advantage of low interest rates currently available. In FY 2017, the Town issued a short-term Bond Anticipation Note (BAN) for the Road Projects. Due to low interest rates, the Town intends to roll the note over and issue new short-term debt until 2020, when it intends to bond the entire project cost, taking advantage of declining debt costs, adding the new debt payments with little or zero future mill rate impact.

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	2019	2039	13,000,000	-	2.00-4.00%	-	-	-	-
Road Projects	General	2020	2040	5,000,000	-	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
Road Projects BAN	General	2017	2018	3,000,000	-	2.00%	3,000,000	-	60,000	0.04

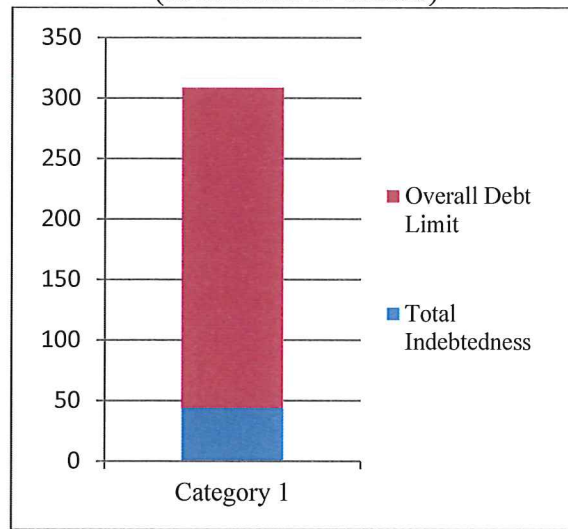
OUTSTANDING DEBT - LONG TERM

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%	2,710,000	720,000	135,500	0.62
Refunding 2002 Series B	General	2010	2017	3,515,000	950,000	3.00-4.00%	500,000	500,000	7,500	0.37
High School Improvements	Schools	2010	2030	4,000,000	-	3.00-4.00%	800,000	200,000	27,000	0.16
Toffolon School Improvements	Schools	2010	2030	6,700,000	-	3.00-4.00%	1,340,000	335,000	45,225	0.28
Refunding 2005/2006	Schools	2012	2023	12,535,000	-	2.50-3.81%	7,695,000	1,315,000	231,300	1.12
Refunding 2007 Series A	Schools	2016	2027	5,025,000	-	3.00-4.00%	5,025,000	515,000	165,800	0.49
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					950,000		26,440,000	3,585,000	855,325	3.08
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Total Current Indebtedness vs Legal Debt Limit*

(in millions of dollars)



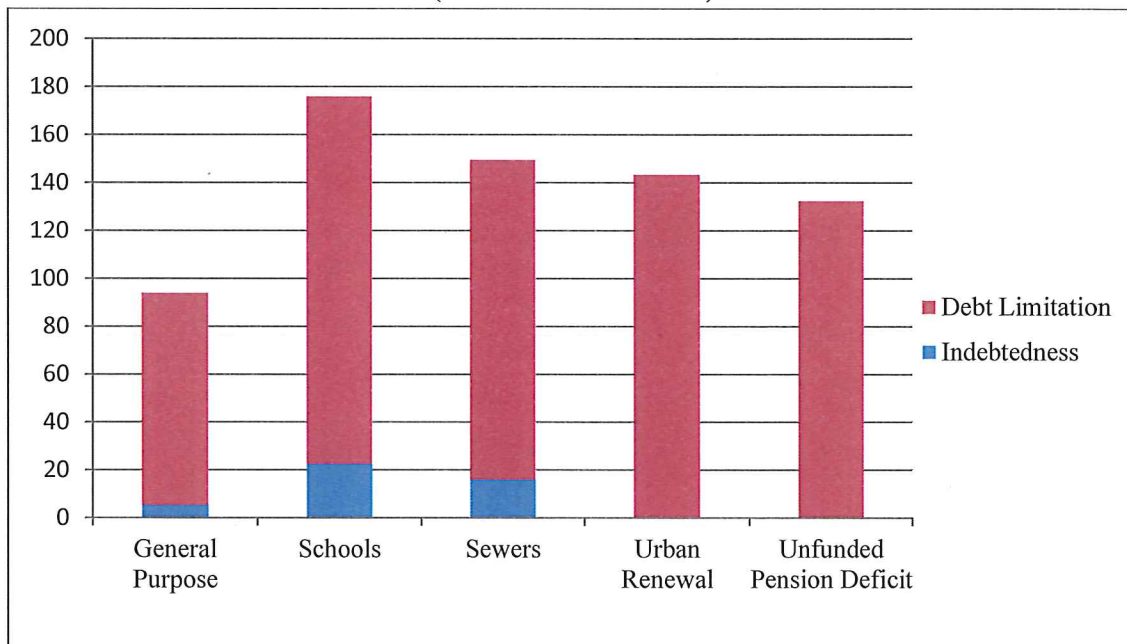
State of Connecticut limits the quantity of debt municipalities can issue relative to the tax base:

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, 2016.

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