



Town of Plainville

Town of Plainville Fiscal Year 2023 Annual Budget



Adopted Version





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INTRODUCTION



ANNUAL BUDGET



Town of Plainville FISCAL YEAR 2023 July 1, 2022 - June 30, 2023



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Plainville
Connecticut**

For the Fiscal Year Beginning

July 01, 2021

Christopher P. Morill

Executive Director

Directory of Principal Officers

Town of Plainville Principal Officers

Town Council

Kathy Pugliese, Chair
David Underwood, Vice Chair Christopher Wazorko
Jacob Rocco Joseph Catanzaro
Deborah Tompkins Rosemary Morante

Board of Education

Steven LePage, Superintendent of Schools
David Levenduski, Assistant Superintendent
Lori Consalvo, Board of Education Chair

Deborah Hardy, Vice Chair Rebecca Martinez
Laurie Peterson Crystal St. Lawrence
Becky Tyrrell Rachel Buchanan
Cassandra Clark Foster White

General Government

(860) 793-0221

Town Manager	Robert Lee	x8701
Assistant Town Manager	Vacant	x8702
Town Attorney	Michael Mastrianni	x8703
Fire Chief	Thomas Moschini, Sr.	x7503
Director of Finance	Robert Buden	x7121
Town Treasurer	Glenn Petit	x7121
Director of Technical Services	John Bossi	x7171
Economic Development Coordinator	Cal Hauburger	x7178
Town Planner	Mark DeVoe	x7177
Director of Human Resources	Stacy Buden	x6107
Town Clerk	Cindy Porrini	x7151
Library Director	Trish Tomlinson	x7201
Director of Senior Center	Shawn Cohen	x7301
Social Services Director	Pamela French	x7406
Director of Recreation	Courtney Hewett	x7401
Director of Youth Services	Sneha L'Heureux	x7404
Supervisor of Assessment & Collection	Ann-Marie Heering	x7131
Revenue Collector	Ana LeGasey	x7135
Building Official	Chris DiTolla	x7173
Fire Marshal	Ron Divert	x7172
Roadways Superintendent	Mike Ferrara	x6518
Water Pollution Control Superintendent	Joseph Alosso	x6518
Buildings & Grounds Superintendent	David Emery	x6518

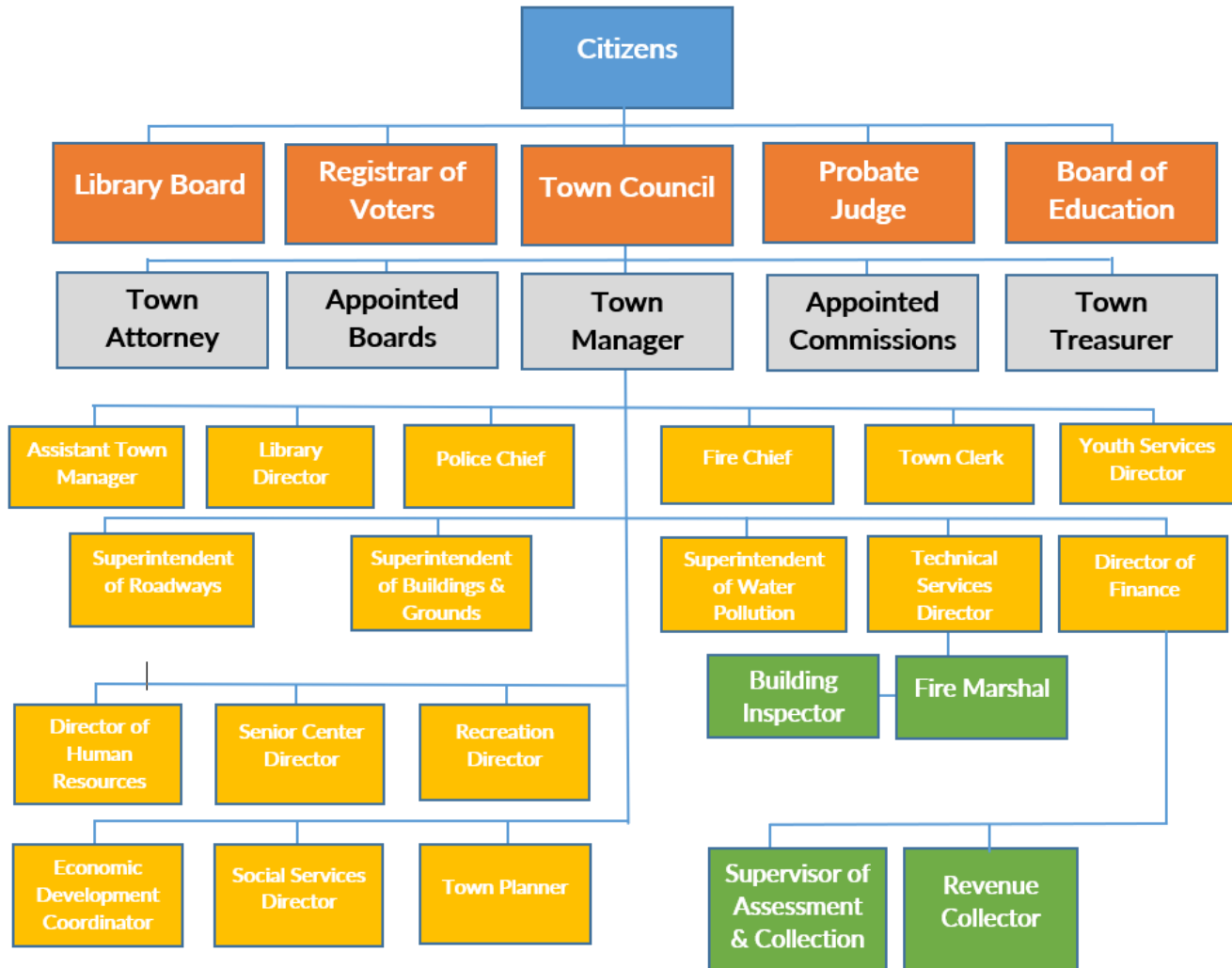
Police Department

(860)747-1616

Police Chief Christopher Vanghele
Lieutenant Nicholas Mullins



Town of Plainville Organizational Chart FY 2023



Transmittal Letter

To the Citizens of Plainville Connecticut,

The 2022 – 2023 budget for the Town of Plainville, CT was adopted by referendum vote on April 26, 2022. This budget outlines the priorities and plans to provide services to the citizens and taxpayers of Plainville while keeping the mill rate flat. The budget expenditures are separated into four main sections: Town Government, Board of Education, Debt Service, and Capital Projects. The budget totals \$65,685,220, an increase of \$2,228,261 or 3.51% more than the comparative Fiscal Year 2021 - 2022 appropriated budget of \$63,456,959. The 2023 budget focuses on issues, policies, and factors on how they affect and relate to the Town's short and long-term goals.

Goals & Objectives

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

The current and previous fiscal year goals and objectives are detailed in the Citizen's Guide and individual department sections. The priorities of FY 2023 are continuous projects and initiatives from FY 2022 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. The continuing COVID19 pandemic is causing all costs to increase exponentially.

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.



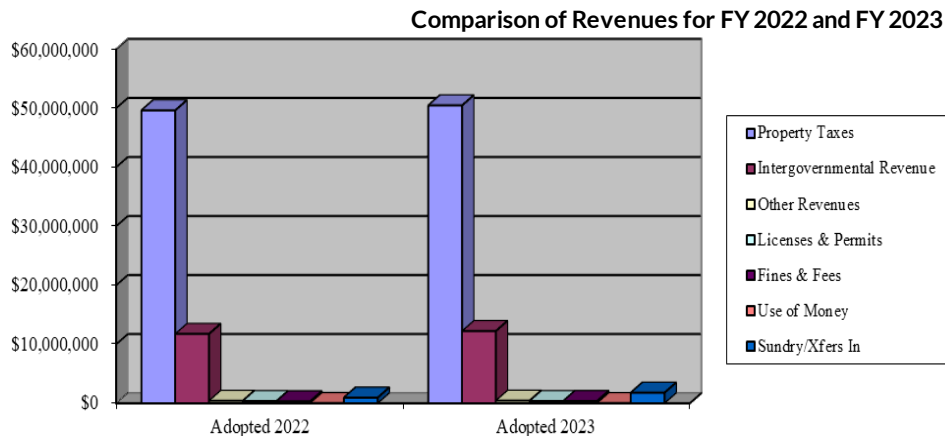
Revenue and Expenditures

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 2022 to FY 2023.

	Adopted	Adopted	Adopted Budget	
	FY 2022	FY 2023	Inc (Dec)	
Property Taxes	\$ 49,620,379	\$ 50,456,788	\$ 836,409	1.69%
Licenses & Permits	360,350	364,350	4,000	1.11%
Fines & Fees	327,000	377,500	50,500	15.44%
Use of Money	39,000	26,000	(13,000)	(33.33%)
Intergovernmental Revenue	11,742,005	12,232,110	490,105	4.17%
Other Revenues	410,000	435,000	25,000	6.10%
Sundry & Xfers In	958,225	1,793,472	835,247	87.17%
TOTALS	\$ 63,456,959	\$ 65,685,220	\$ 2,228,261	3.51%

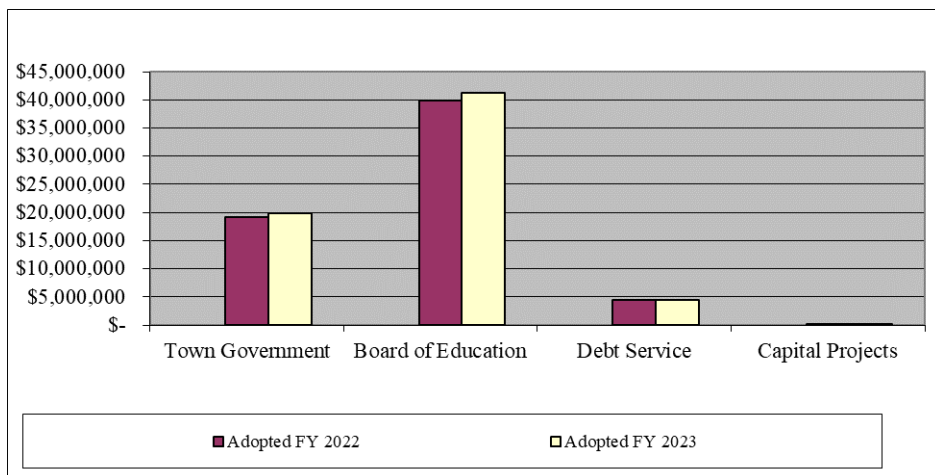


SUMMARY OF EXPENDITURES

	Adopted	Adopted	Adopted Budget	
	FY 2022	FY 2023	Inc (Dec)	
Town Government	\$ 19,191,787	\$ 19,938,223	\$ 746,436	3.89%
Board of Education	39,826,972	41,308,797	1,481,825	3.72%
Debt Service	4,430,350	4,430,350	-	0.00%
Capital Projects	7,850	7,850	-	0.00%
TOTALS	\$ 63,456,959	\$ 65,685,220	\$ 2,228,261	3.51%

Comparison of Expenditures for FY 2022 and FY 2023





The mill rate is **30.64, a reduction of 3.92 mills or -11.34% from FY 2022**. Most of this mill rate reduction was caused by revaluation however, the Town Council felt it was prudent to reduce the mill rate further due to potential financial impacts to taxpayers caused by large increases in real estate assessments, COVID-19, and by utilizing \$1,424,500 of unassigned fund balance. The mill rate is calculated as follows:

Budget Change	Expenditure	Revenue Budget Change
Board of Education	\$ 1,481,825	Sundry & Xfers In \$ 835,247
Town Government	746,436	Intergovernmental 490,105
Debt Service		- Other Taxes 150,000
Capital Projects		- Fines & Fees 50,500
		Other Revenues 25,000
		Licenses & Permits 4,000
		Use of Money (13,000)
		Subtotal Direct Rev 1,541,852
		Current Taxes 686,409
Total Expenditure	\$ 2,228,261	Total Revenue \$ 2,228,261

Gross expenditures	\$ 65,685,220
Less direct revenue estimates	(15,259,432)
Net budget	50,425,788
Use of fund balance	(1,424,500)
Adjustment for uncollected taxes @ 2.6%	1,308,043
Amount to be raised	50,309,331
Value of 1 mill at 97.4% collection rate	\$ 1,642,222
	50,309,331
Calculated mill rate	1,642,222 = 30.64 mills

TOWN GENERAL GOVERNMENT, DEBT SERVICE, & CAPITAL EXPENDITURES

The Town General Government operating budget is recommended at **\$19,938,223**. This is an overall increase of \$746,436 or 3.89% from the current fiscal year 2022. The major changes to the Town General Government budget are as follows:



- Salaries are budgeted to increase at a range of 2.50% to 3.00%. Payroll increases total \$316,708, of which \$210,806 is Police. This includes step increases and personnel changes.
- The Data Processing Department is budgeted to increase \$43,492 due to increasing costs to renew software licenses and maintain our computer software packages.
- The Insurance Department is budgeted to increase \$52,560 primarily due to our new cyber (\$26,800) and drone (\$2,200) insurance policies, as well as an estimated 3% increase on our liability/auto/property (LAP) policy.
- The Police department is budgeted to increase \$210,956 primarily due to contractual salary increases, including step increases and personnel changes.
- Utility costs, including streetlights, heating oil, gasoline, diesel & water, has been budgeted to increase \$11,100 due to rising costs utility costs.
- Solid Waste is budgeted to decrease \$38,193 due to lower anticipated tip fees for recycling.
- Employee Benefits, which includes health insurance, is budgeted to increase \$305,762, of which \$200,892 is medical insurance, estimated to increase 8%, and \$99,239 for the Police defined benefit plan contribution. This increase is driven by an uptick in early retirement/benefit payments.
- Sundry and Interfund Transfers Out is budgeted to decrease \$14,524 due to a decrease in Recreation operating transfers.

The Town Debt Service budget is recommended at \$4,430,350 based on current outstanding bond obligations, no change from FY 2022.

The General Fund contribution to capital is recommended at \$7,850, no change from FY 2022.



Summary of Expenditures (By Budget Function Except BOE)

	Adopted FY 2022	Adopted FY 2023	Adopted Budget Increase/(Decrease)	
General Government	\$ 2,520,728	\$ 2,652,863	\$ 132,135	5.24%
Public Safety	5,370,335	5,573,857	203,522	3.79%
Public Works	4,414,174	4,554,309	140,135	3.17%
Health & Human Services	1,940,131	1,913,797	(26,334)	(1.36%)
Civic & Cultural	180,815	186,555	5,740	3.17%
Employee Fringe Benefits	3,979,991	4,285,753	305,762	7.68%
Sundry (includes Xfers Out)	785,613	771,089	(14,524)	(1.92%)
Total Town Government	19,191,787	19,938,223	746,436	3.89%
Debt Service	4,430,350	4,430,350	-	0.00%
Capital	7,850	7,850	-	0.00%
Total General Government	\$ 23,629,987	\$ 24,376,423	\$ 746,436	3.16%

REVENUE HIGHLIGHTS

The Federal and State revenue estimates are based upon the adopted two-year State of Connecticut budget dated June 9, 2021. The Town bases its revenue budget on the best available information at the time of preparing our budget. With the State of CT budget issues in the last couple years, this has been difficult, however, legislative action taken in FY 2019 to maintain State aid as budgeted, led the Town to use the State's budgetary figures. While this action can be overturned, the Town is confident, at least for this year, the amounts will come in as budgeted. The Town has the ability to adjust mill rates in the future if necessary.

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

	FY 2022	FY 2023	Difference
Use of Fund Balance	\$ 600,000	\$ 1,424,500	\$ 824,500
PILOT – Motor Vehicles	-	362,797	362,797
Education Cost Sharing Grant	11,004,705	11,134,521	129,816
Motor Vehicle Supplement	450,000	550,000	100,000
Tax Interest	300,000	350,000	50,000
Police Fees	110,000	140,000	30,000
Conveyance Tax	250,000	275,000	25,000
Recording Fees	80,000	100,000	20,000
PILOT – State Property	-	15,140	15,140
Interfund Transfer In - WPCF	358,225	368,972	10,747
Investment Income	37,500	25,000	(12,500)
PILOT – Tiered Reimbursement	14,887	-	(14,887)
TOTALS	\$ 13,205,317	\$ 14,745,930	\$ 1,540,613

Total Changes Listed Above	\$ 1,540,613
All Other Line Items (including current taxes)	687,648
Total Revenue Changes (including current taxes)	2,228,261



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	Expenditure
1.	Assessments	Revaluation Costs	\$ 60,000
2.	Data Processing	Computer Upgrades	35,000
3.	Police	Hunt System CAD/RMS	16,000
		Dispatch Communication Equipment Lease	174,000
		Patrol Cruisers Ford Interceptor – 2	69,000
		Patrol Cruisers Outfitting – 2	30,000
		Cruiser Watchguard System & Contract	25,000
		Police Equipment – SWAT Vests	9,000
		Computer Equipment	42,000
		Body Camera & Storage	36,000
		Defibrillators	6,600
		Colt AR-15	9,000
		Administrative Vehicle	40,000
4.	Fire	Security Upgrades	30,000
5.	Bldgs & Grounds	4WD Pickup Truck with Utility Body & Plow	45,000
		Boiler Replacements	35,000
		Fire Department AC Unit Replacement	45,000
6.	Tech Services	Building Official Vehicle	27,000
		Fire Marshal/Emergency Management Vehicle	40,000
		Decorative Sidewalk Reglazing & Sealing	25,000
		Sanitary Sewers – Honor Heights	560,000
		Tomlinson Avenue Bridge	380,000
		Minor Bridge Repairs	35,000
7.	Senior Center	Dial-A-Ride Grant Match	5,000
9.	BOE	Districtwide Security Improvements	52,000
		Technology Staff Laptops	58,500
		Technology Student Chromebooks	180,000
		Technology Labs	18,750
		Technology Server Replacement	30,000
		Technology Network Upgrades	20,000
Total Town of Plainville Capital & Non-Recurring Expenditures			2,137,850
Less: Use of Debt Management Funds			(600,000)
Less: Estimated Use of LoCIP Grant Funding			(560,000)
Less: Transfer in From General Fund Unassigned Fund Balance			(555,000)
Less: Estimated Use of Town Aid Road Grant Funding			(415,000)
Total Town of Plainville Capital & Non-Recurring Expenditures			\$ 7,850

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 2023 Board of Education operating budget is budgeted at **\$41,308,797**. This is an overall increase of \$1,481,825 or 3.72% from the current fiscal year 2022. The table below summarizes the Board of Education budget by budget function. Under the Town Charter, the Town Manager is required to include the Board of Education's proposed budget as recommended by the Board of Education.

Summary of Expenditures (By Budget Function)

	Adopted FY 2022	Adopted FY 2023	Adopted Budget Increase/(Decrease)	
Salaries	\$ 25,874,795	\$ 26,655,174	\$ 780,379	3.02%
Employee Benefits	7,876,762	8,372,146	495,384	6.29%
Purchased Prof Services	608,508	648,365	39,857	6.55%
Purchased Property Services	601,314	600,437	(877)	(0.15%)
Other Purchased Services	1,861,067	1,906,191	45,124	2.42%
Other Purchased Serv - Ins	254,086	259,450	5,364	2.11%
Other Purchased Serv - Tuition	946,235	1,017,347	71,112	7.52%
Supplies	1,678,932	1,742,957	64,025	3.81%
Property	37,684	21,300	(16,384)	(43.48%)
Dues & Fees	87,589	85,430	(2,159)	(2.46%)
Total BOE	\$ 39,826,972	\$ 41,308,797	\$ 1,481,825	3.72%

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 with the COVID-19 pandemic, this budget is subject to change based on future, unknown costs. While we feel this budget covers the business-as-usual expenditures, the estimates and potential unknowns could be larger than expected if the pandemic continues for a long duration.

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

Respectfully Submitted,

Robert E. Lee
Town Manager



Population Overview



TOTAL POPULATION

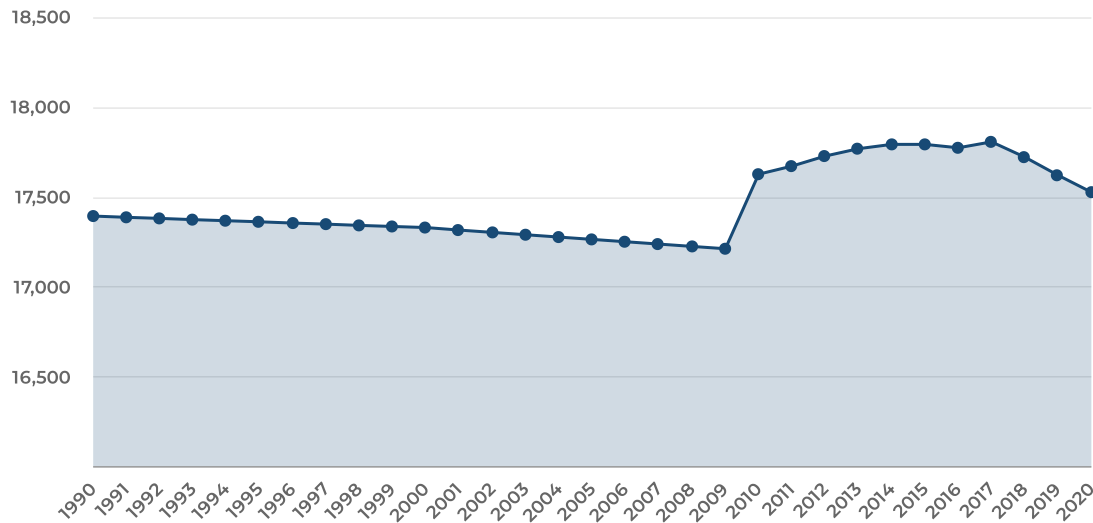
17,525

▼ **.5%**
vs. 2019

GROWTH RANK

90 out of **170**

Municipalities in Connecticut



* Data Source: U.S. Census Bureau American Community Survey 5-year Data and the 2020, 2010, 2000, and 1990 Decennial Censuses



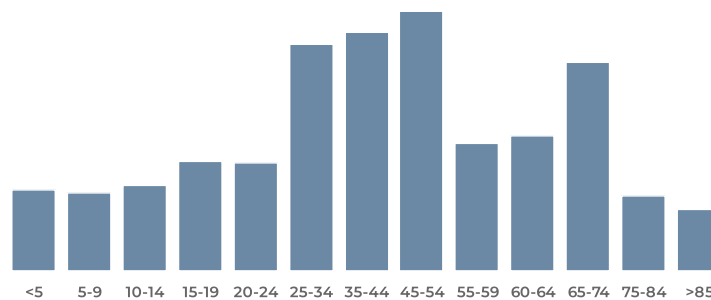
DAYTIME POPULATION

18,032

Daytime population represents the effect of persons coming into or leaving a community for work, entertainment, shopping, etc. during the typical workday. An increased daytime population puts greater demand on host community services which directly impacts operational costs.

* Data Source: American Community Survey 5-year estimates

POPULATION BY AGE GROUP



Aging affects the needs and lifestyle choices of residents. Municipalities must adjust and plan services accordingly.

* Data Source: American Community Survey 5-year estimates

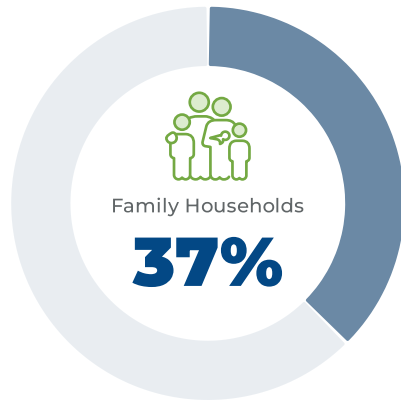


Household Analysis

TOTAL HOUSEHOLDS

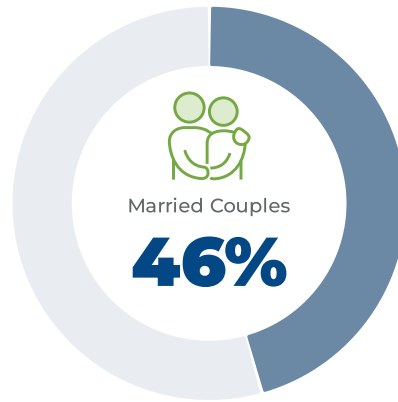
8,187

Municipalities must consider the dynamics of household types to plan for and provide services effectively. Household type also has a general correlation to income levels which affect the municipal tax base.



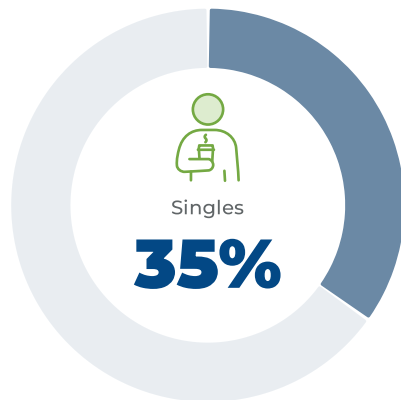
▼ **22%**

lower than state average



▼ **6%**

lower than state average



▲ **22%**

higher than state average



▲ **33%**

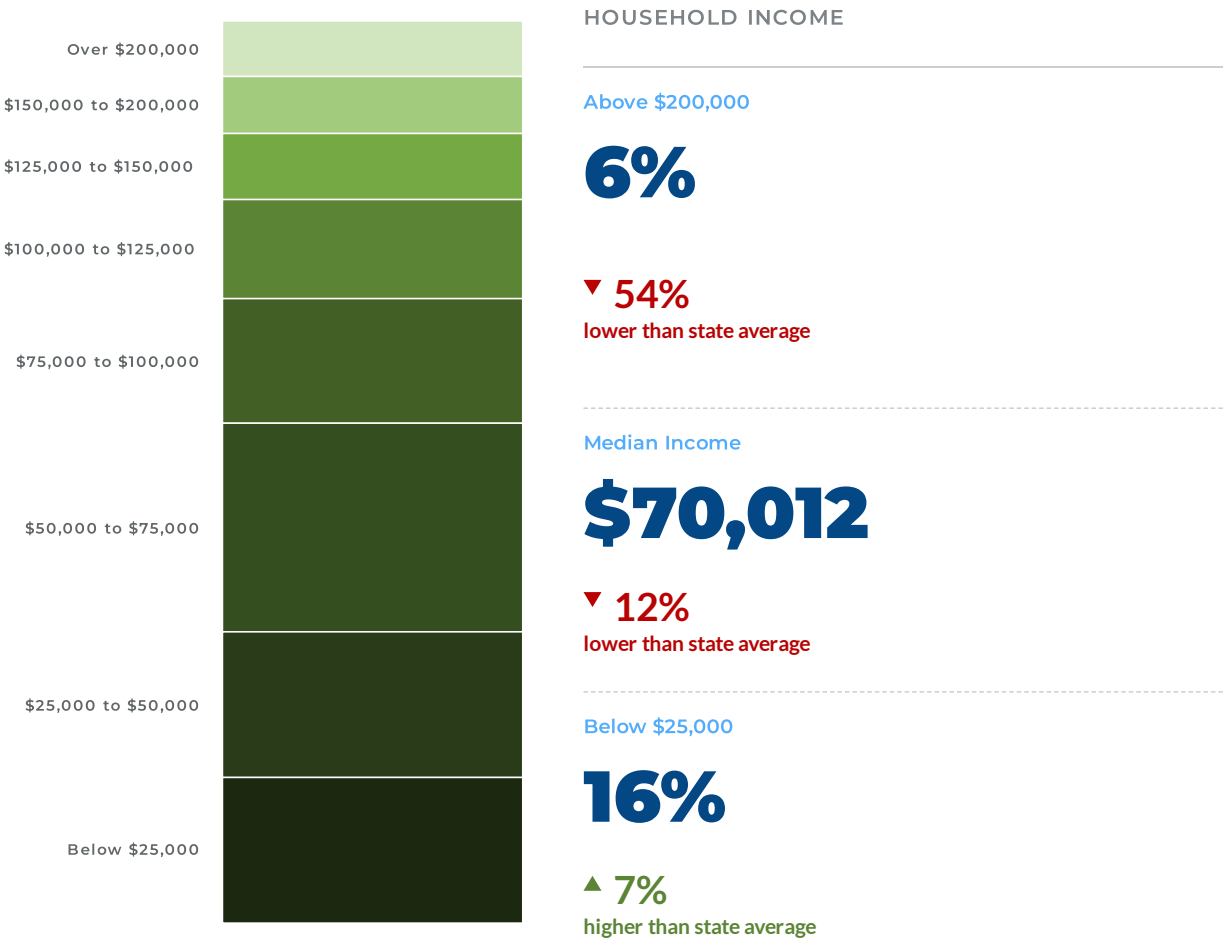
higher than state average

**Data Source: American Community Survey 5-year estimates*



Economic Analysis

Household income is a key data point in evaluating a community's wealth and spending power. Pay levels and earnings typically vary by geographic regions and should be looked at in context of the overall cost of living.



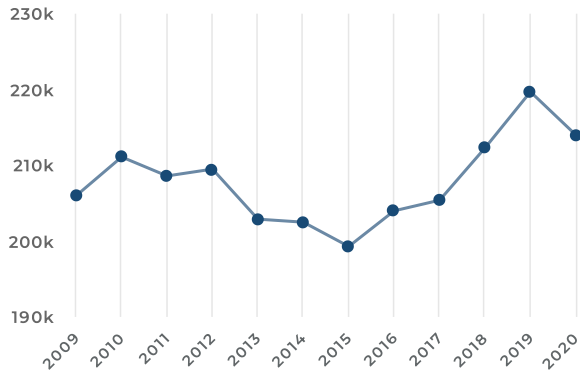
**Data Source: American Community Survey 5-year estimates*



Housing Overview



2020 MEDIAN HOME VALUE
\$214,000



**Data Source: 2020 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.*

HOME OWNERS VS RENTERS

Plainville State Avg.



HOME VALUE DISTRIBUTION



**Data Source: 2020 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.*

**Data Source: 2020 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.*



History of the Town

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

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

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



Fund Structure

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

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

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



Basis of Budgeting

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

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

Proprietary Funds – When the Town charges customers for the services it provides, whether to outside customers or to other units of the Town, these services are generally reported in proprietary funds. Proprietary funds are reported in the same way that all activities are reported in the statement of net assets and the statement of activities. In fact, the Town's enterprise fund (a component of proprietary funds) is the same as the business-type activities reported in the government-wide statements, but provide more

detail and additional information, such as cash flows, for proprietary funds. Internal service funds (the other component of proprietary funds) are used to report an activity that provide supplies and services for the Town's other programs and activities – such as Town Health Benefit and Workers' Compensation Internal Service Fund.

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

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

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

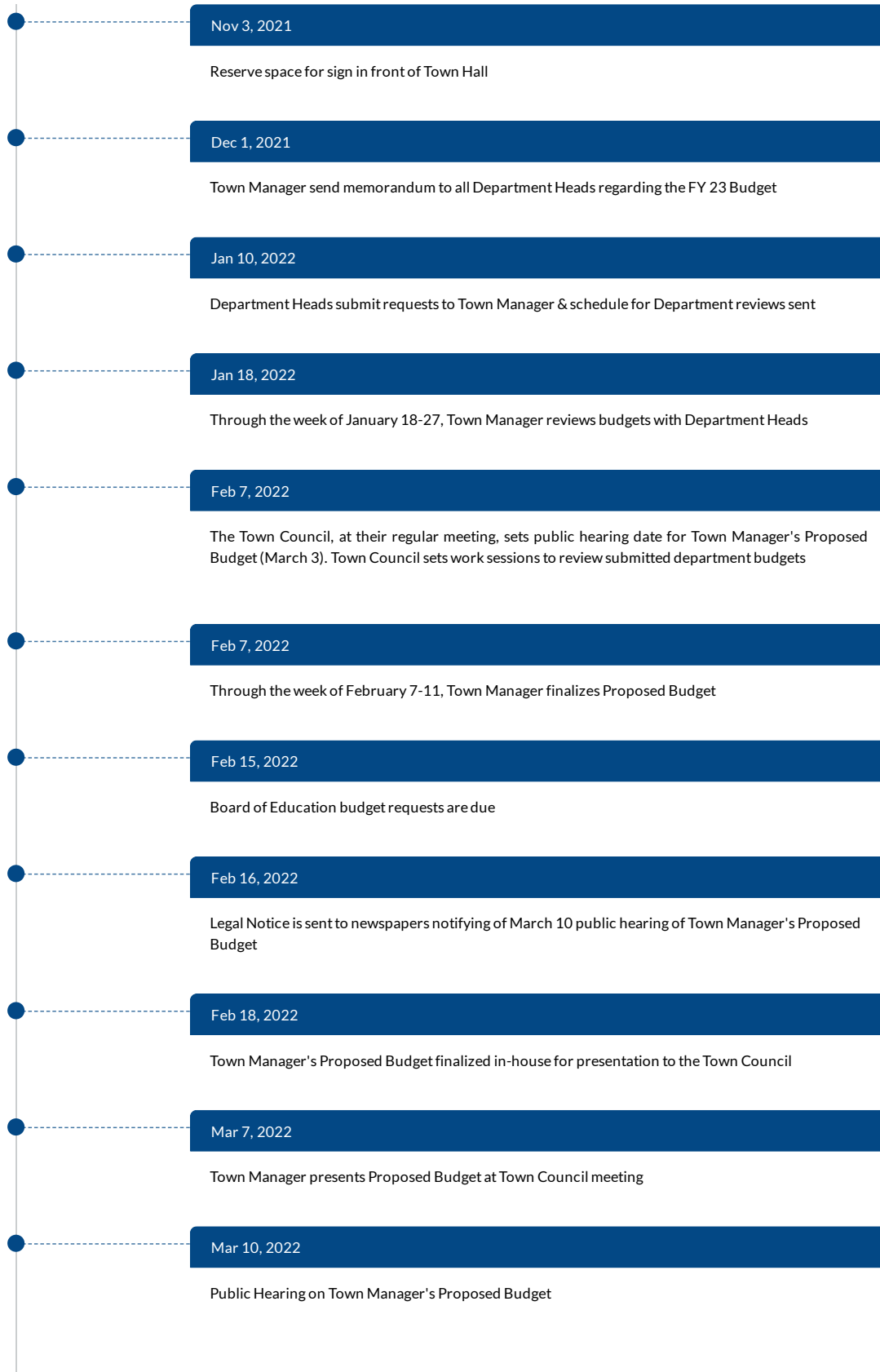
Agency Funds are accounted for using the modified accrual basis of accounting for their assets and liabilities.

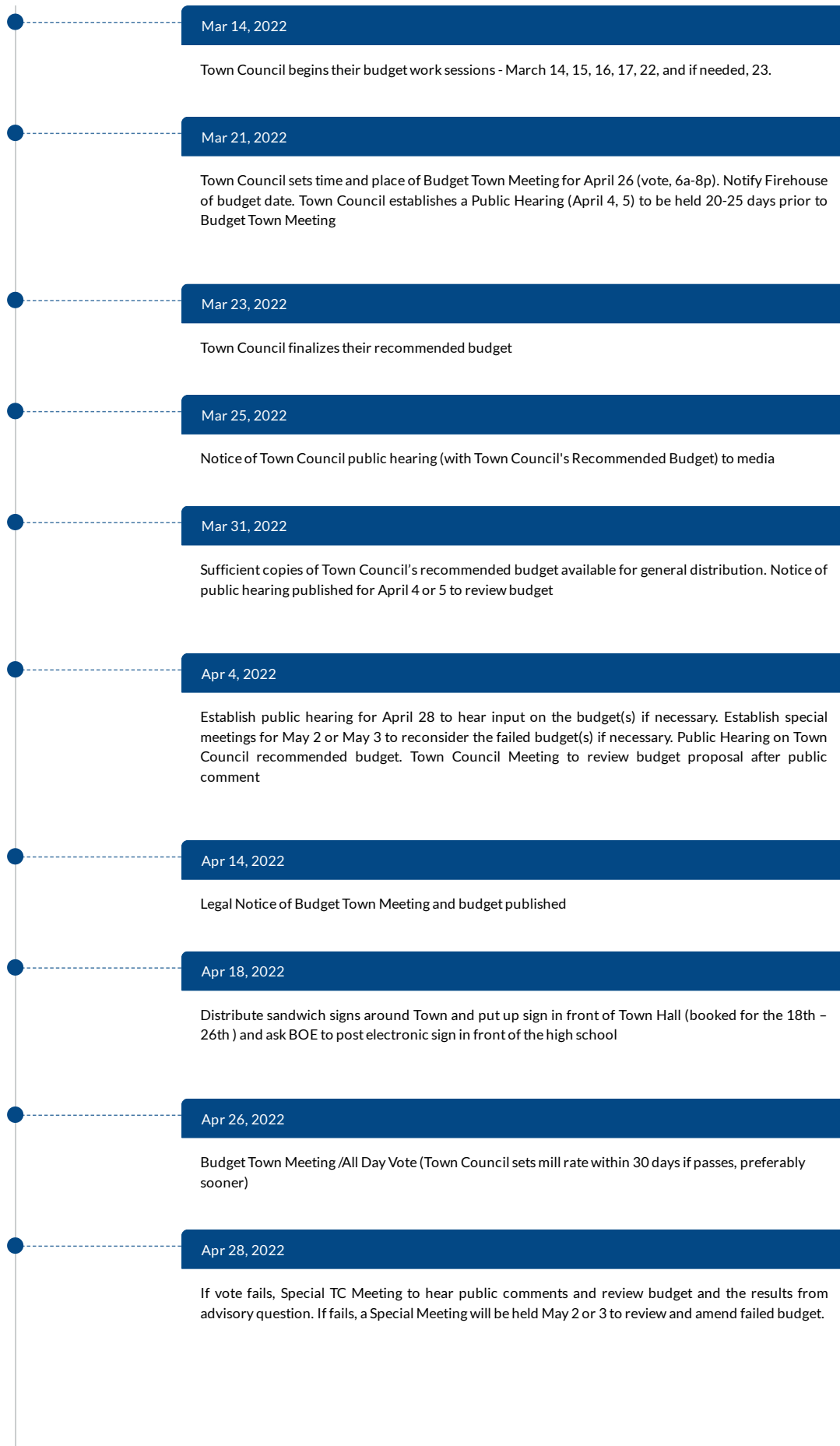
The annual operating budget for the General Fund is adopted on a basis consistent with generally accepted accounting principles, except for encumbrances.

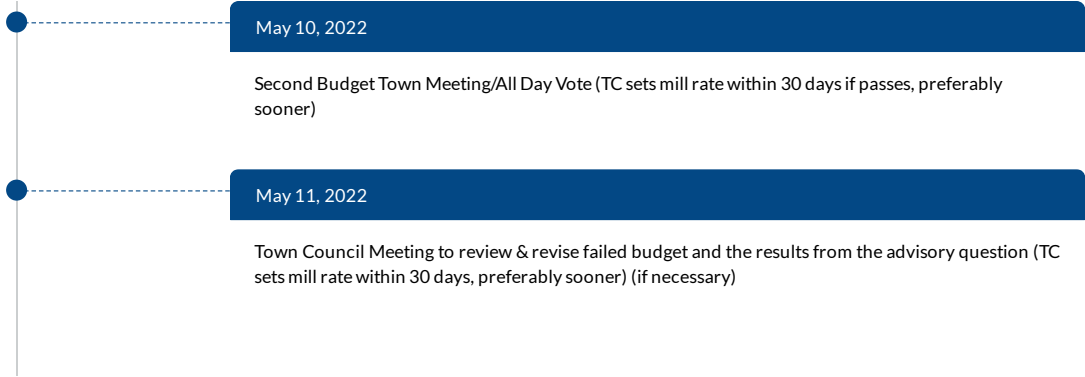
The budget is prepared on the modified accrual basis, except for encumbrances, by function, activity, and object. Expenditures may not legally exceed appropriations at the object level without a department.



Budget Timeline







CITIZEN'S GUIDE TO THE BUDGET



Introduction

Introduction to the Budget Document

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

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

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

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



Demographic & Statistical Summary of Plainville

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.

Calendar Year	Population (1)	Median Household Income (2)	Per Capita Income (2)	Median Age (2)	School Enrollment (3)	Unemployment Rate (4)
2013	17,819	\$61,489	*	40.0	2,352	7.7%
2014	17,820	\$61,766	*	43.0	2,318	7.6%
2015	17,801	\$55,506	\$31,370	43.0	2,388	5.5%
2016	17,820	\$58,500	\$31,306	42.0	2,379	3.8%
2017	17,801	\$61,907	\$32,839	41.0	2,378	4.8%
2018	17,773	\$62,459	\$35,646	42.0	2,396	3.8%
2019	17,677	*	*	40.0	2,361	3.5%
2020	17,694	*	*	40.0	2,359	4.1%
2021	17,403	*	*	43.0	2,248	4.1%
2022	17,516	\$72,175	*	43.3	*	4.0%

* 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, includes Pre-K

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



Plainville's Local Economy

Plainville's Local Economy

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

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

The Town enjoys a diverse economic base, which includes small, mid-size, and large manufacturers consisting of Carlingswitch (an electrical component maker), Gems Sensors and Controls, Mott Corporation, Clean Earth, Forestville Machine, Connecticut Tool and Manufacturing, and Plainville Plating Company. Plainville is home to a number of medium and large sized construction firms including the recently expanded Manafort Brothers, Walker Rigging, and Mizzy Construction. Tilcon CT, Inc. continues to operate quarries and ancillary facilities in Plainville. The Town purchased Robertson Airport, a general aviation facility that serves private, corporate and charter aircraft. The airport remains self-sufficient with no local tax funds going towards day-to-day operation. Pan Am Railways is continuing to provide freight rail service to the community.

Despite the on-going COVID pandemic, the Town of Plainville has seen and approved several new commercial, industrial, and residential projects, including numerous zoning approvals for adaptive re-use of existing vacant space.

DT Connecticut Commons LLC, the largest taxpayer in the community, had an assessment of \$46,911,970 on the October 1, 2021 grand list. The retail facility continues to maintain a high occupancy level. A long-abandoned property across from Connecticut Commons underwent brownfield remediation and now contains a 20,000 square foot Goodwill Building with the potential for 12,000 square feet of retail or medical office space with more development potential on the 13 acre site. The Fairfield Inn (A Marriott product) now houses Craft Kitchen, a farm to table restaurant. A 70,000-square-foot medical office building and 60,000-square-foot cancer center on the Plainville-New Britain town line (Plainville will house the medical office complex) has been completed and is open. There is an additional 90 acres adjacent to the property that was rezoned to Technology Park with the potential for up to 1,000,000 Square feet of office space that can benefit from the state's Bioscience Zone tax abatement incentive program.

In the spring of 2020, two parcels within the Farmington Valley Corporate Park consisting of 24 acres were purchased by Americold Realty. In conjunction with Ahold Delhaize USA – the parent company of multiple regional grocery stores in the Northeast and Mid-Atlantic – Americold is constructing a 250,000 square foot refrigerated warehouse which will act as the Northeast hub for deliveries of chilled and frozen goods to Ahold Delhaize's stores. In its entirety, the project represents an investment of over \$90 million and will create 130 new jobs in Town. Construction of the building is slated to be completed in the summer of 2021, and after wiring and automation is completed, will be operational in the summer of 2022. The site will become the second largest taxpayer in Town. With a 10-year tax abatement via the local Economic Development Agency, the Americold building will produce \$850,000 in annualized tax revenue along with the nearly \$1 million in permitting revenue to date.

The Strawberry Fields Industrial Park has been fully built out and all businesses took part in the enterprise zone abatements. Limestone Business Park completed its initial development with the construction of a third 14,700 square foot building with multiple lease spaces for small industrial businesses. A new 12,800 square foot warehouse building was constructed in the Farmington Valley Corporate Park for Connecticut Plywood, leaving only one parcel of land left in the development.

The former White Oak Corporation located in downtown Plainville has also seen significant attention in the last year. Vacant since the early 2000's, the Town engaged in conversations with the owner to gain access to the site, and with the owner's support, filed a successful Brownfield Assessment grant application to the DECD in 2017. The Town has completed a full environmental site assessment of the property, delineating contaminants, completing various planning tasks, including a remedial action plan, and has engaged a private firm for the property's eventual redevelopment. Submitted conceptual plans envision a mixed-use redevelopment comprised of 160 multi-family apartment units, 25,000 square foot medical office building, a 4,000 square foot community center building, 23,000 square feet of industrial condominiums, 17,000 square feet of retail and office space, and the inclusion of nearly 400 parking spaces to the downtown. The development would create 90 full-time, permanent jobs and add 240 residents to the downtown corridor. An application has been filed with the CT DECD for Brownfield Remediation funding to assist in proper clean-up of identified contaminants. The Town is waiting to hear of a decision. While final development negotiations are still underway, the submitted proposal represents a projected \$35 million total investment in the downtown area, \$23 million of which will be new construction and renovation, and based on the



current mill rate, projects to add roughly \$742,000 in annualized tax revenue once completed along with one-time revenue comprised of purchase price and permit fees of roughly \$972,000. This adaptive reuse project meets numerous goals of the latest Plan of Conservation and Development and is seen as a key anchor tenant to spur further downtown revitalization, activity, and improvements.

The Town is currently working with the Connecticut Department of Transportation to design and build the final portion of the Farmington Canal Heritage Trail, an 84-mile multi-use trail connecting New Haven, Connecticut with Northampton, Massachusetts. The trail is being completely funded through the State at no cost to the Town, and construction on the first phase is expected to begin in 2023. The trail is expected to pass through downtown Plainville and bring a boost to existing businesses and attract new ones to downtown.

The Town of Plainville approved an Enterprise Zone in February 1999 that consists of 200 acres. The Enterprise Zone allows for special tax incentives for manufacturing businesses within its boundaries. All but approximately 35 acres have been developed. In the Enterprise Zone, recent construction includes expansion of Network Interiors and Northeast Produce, and the addition of Tower Energy. Additionally, Connecticut Motor Cars constructed over 25,000 square feet of maintenance and renovation facilities for luxury motor homes, and in the past year, completed an additional 5,000 square-foot ancillary building to further expand business operations and offerings. The Town was able to fill a 180,000 square-foot manufacturing space on New Britain Avenue with a new U-Haul self-storage and truck rental facility, that has already expanded, and moved its regional office to Plainville. A 186,000 square-foot building on Neal Court was purchased by a local developer and has been subdivided into lease spaces that now include an indoor baseball facility, and multiple small manufacturers.

Plainville's reputation as a desirable location to live leaves few existing homes on the market. The result has been a steady rate of sales of new residential units. Most notably, a new development is currently underway for 55 single family homes, and 22 duplex units. Discussions are currently underway for a large 63-unit age restricted development along the Plainville-Farmington Town line and 39 of the units will be in Plainville. Single-family homes built on speculation by local developers continue to sell before completion. While only 40% of housing stock is multi-family and condominiums, the Town is seeing an increase in redevelopment of existing properties, whether adding new units, or substantial renovation of existing units.

Plainville's Planning and Economic Development Department continues to aggressively market vacant properties and land through an online database. Over the past few years, the Town of Plainville has seen consistent applications for commercial and industrial development throughout town, and we continue to work with interested developers to ensure the best developments for the town.



Plainville Municipal Government

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 17,623. The Town is empowered to levy a property located within its boundaries. This includes motor vehicles that are garaged or registered as being in the Town.

Legislative & Executive Structure

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

The Town provides full range of services including general government services such as finance, human resources, town clerk, revenue collection, assessment, public safety, including fire and police protection; physical services for the management, care and maintenance of all public buildings, public roadways, Town vehicles, and various construction activities. Other services are environmental services including the collection of solid waste and recyclables by a contracted vendor; water pollution control for the collection and treatment of wastewater; and education, which is under the control of the elected Board of Education, which operates a high school, middle school and three (3) elementary schools.

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

Summary of Services

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

Police Protection

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

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

Fire Protection

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

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

Training is an on-going function involving many person-hours of dedication by the volunteers. Courses are taken in Fire Fighting and Rescue techniques as well as Emergency Medical Technician and other related fields. Programs are taught in-house by our ten (10) State



Qualified Instructors, and members attend State sponsored schools at locations in various parts of Connecticut throughout the year. Volunteer members are highly trained with 95% of firefighters being State certified in basic firefighting and 90% certified in advanced and specialty areas.

Water Pollution Control

The Town of Plainville owns, operates and maintains a state-of-the-art tertiary water pollution control facility and collection system. This system currently treats sewage from 90% of all the properties located in Plainville. The treatment process consists of mechanical and electrical components utilizing tanks to reduce the amount of pollutants in the water so the discharge meets and exceeds the Federal Clean Water Act standards before being discharged back into the environment. We recently upgraded our facility to remove nitrogen and are in the final stages of completing 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 (4) of our eight (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 splash pad. Tomasso Nature Park has the passive enjoyment of a unique natural area. Trumbull Park provides Little League and a nature area.

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

Youth Services

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

Social Services

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

Probate Court

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



Senior Center

Since 1975, the Plainville Senior Citizens Center has served as a community focal point on aging to provide access to community resources, as well as to services and activities that maintain independence and wellness. This is accomplished through education, counseling, outreach, advocacy, and recreational programming. The Senior Center provides an array of comprehensive services and programs such as social services, financial information and assistance, outreach, health screening, fitness center, volunteerism, nutritious meals, transportation, arts, café, homebound services to frail, isolated seniors, and education designed to acquaint seniors with services that are available. In recent years, foot care services, blood pressure screenings, and cholesterol screenings have increased significantly. In calendar year 2019, volunteers contributed 14,815 hours of service or the equivalent of eight (8) full-time staff. There was a 10% increase in the number of total clients (Office and Homebound) seen by the Social Service Staff of the Senior Center within the last few years. Client issues have become more complex and now includes issues such as foreclosures, bankruptcy, reverse mortgages, mental health problems (depression, bipolar disorder, paranoia, hoarding, schizophrenia, etc.), health insurance, legal issues, and custody of grandchildren.

Library

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

Voter Registration

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

Physical Services

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

Technical Services

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

Planning and Economic Development

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

Finance Department



The Finance Department administers day-to-day financial operations, maintains reports for all departments, funds and account groups, and oversees Town risk management duties and health insurance policies. This Department is consolidated with the Board of Education Finance Department. In addition, the Finance Department tracks adopted budgets for all departments, assists in budget document preparation, capital project expenditures, purchase orders, processes payrolls, invoices, maintains cash flows, revenue, and investments. The Department is also charged with preparing all financial statements, grant financial reports, quarterly and annual tax returns, and W-2, 1095, and 1099 processing.

Human Resources Department

Human Resources is a part of the Town Manager's Office with the Director of Human Resources acting as the Town Manager's designee to serve as the Director for both the Town and Plainville Community Schools. 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 Director of Human Resources serves as the Chairperson of the Employee Safety Committee and coordinates appropriate training for employees as deemed necessary. The Director of Human Resources also serves on the Wellness Committee, and the Community Human Services Committee that consists of all the human service organizations in Town.

Other Services

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

Inland Wetlands and Watercourse Commission

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

Planning and Zoning Commission

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

Economic Development Agency

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

Zoning Board of Appeals

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



Conservation Commission

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

Joint Ventures

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

1. Covanta Bristol, Inc.

The Town is a participant with other cities and towns in a joint venture, Covanta Bristol, Inc. (Covanta). Covanta is responsible for the development, operations, and management of a solid waste recycling program and for dealing with the trash to energy plant for all participating communities. The plant is owned and operated by Covanta under a 25-year agreement with the Bristol Resource Recovery Facility Operating Committee (BRRFOC), a consortium representing the towns of Berlin, Branford, Bristol, Burlington, Hartland, New Britain, Plainville, Plymouth, Prospect, Southington, Seymour, Warren, Washington, and Wolcott. The Town is obligated to pay \$70.40 per ton for FY 2023 through June 30, 2023.

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 2023 will be \$6.65, the same as it has been since FY 2013.



Municipal Personnel

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					
	2018	2019	2020	2021	2022
Town Government	108.00	113.00	113.00	114.00	117.00
Board of Education	424.70	420.00	401.00	401.00	405.00
Total	532.70	533.00	514.00	515.00	522.00

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

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

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

	2019	2020	2021	2022	2023
General Government					
Town Manager	3.00	3.00	2.00	3.00	3.00
Human Resources	1.00	1.00	1.00	1.00	2.00
Finance	2.00	3.00	3.00	3.00	3.00
Tax & Assessments **	3.00	3.00	6.00	6.00	6.00
Revenue Collection **	3.00	3.00	0.00	0.00	0.00
Town Clerk	3.00	3.00	3.00	3.00	3.00
Data Processing	1.00	1.00	1.00	0.00	0.00
Economic Development	1.00	1.00	1.00	1.00	1.00
Total General Government	17.00	18.00	17.00	17.00	18.00
Public Safety					
Police	45.00	46.00	46.00	46.00	47.00
Animal Control	1.00	1.00	1.00	1.00	1.00
Total Public Safety	46.00	47.00	47.00	47.00	48.00
Physical Services					
Roadways	9.00	9.00	9.00	9.00	10.00
Buildings & Grounds	11.00	12.00	12.00	12.00	12.00
Total Physical Services	20.00	21.00	21.00	21.00	22.00
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	0.00	0.00	0.00	1.00	1.00
Fire Marshal	1.00	1.00	1.00	1.00	1.00
Planning Department	1.00	1.00	1.00	1.00	1.00
Total Technical Services	5.75	5.75	5.75	6.75	6.75



Human Services

Senior Citizen Services	2.00	2.00	3.00	3.00	3.00
Youth Services	1.50	1.50	1.50	1.00	1.00
Total Human Services	3.50	3.50	4.50	4.00	4.00

Civic & Cultural

Recreation	2.50	2.50	2.50	3.00	3.00
Total Civic & Cultural	2.50	2.50	2.50	3.00	3.00

Special Funds

Library	7.00	7.00	7.00	7.00	7.00
Water Pollution Control	6.25	8.25	8.25	8.25	8.25
Total Special Funds	13.25	15.25	15.25	15.25	15.25

Total Town Government

Full-Time Positions	108.00	113.00	113.00	114.00	117.00
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* - 25% of the Technical Services Director's full-time salary is budgeted in the Water Pollution Control budget.

** - Revenue Collection and Assessing Departments combined for budgetary purposes in FY 2021.



Economic Factors & Next Year's Budgets and Rates

Economic Factors and Next Year's Budgets and Rates

The Town's elected and appointed officials considered many factors when setting the fiscal year 2023 budget and tax rate. The current economic problems that face the State of CT and the nation have come home directly to Plainville's local government as well as the global pandemic COVID-19. Another factor is the community's ability to pay for municipal services. The Town's labor force stood at 10,465 as of June 2022.

The consumer price index as of June 2022 was 9.1% compared to 5.4% for June 2021 and 0.6% for June 2020. 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, 2021 grand list increased substantially due to revaluation and the Americold project coming onto the tax list, approximately 14.90%. See table on subsequent pages.

These indicators were considered when adopting the General Fund Budget for FY 2023. Amounts available for appropriations in the General Fund are \$65,685,220, an increase of \$2,228,261 over the FY 2022 adopted budget of \$63,456,959. These increases will be used to maintain the current levels of services, maintain the existing labor force (other than through attrition), and provide for needed capital improvements. Budgeted expenditures need to equal budgeted revenues in order to have a balanced budget.

Local Economy

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

Historically, Plainville's geographic location and access to major highways and railroads has aided both our physical and grand list growth. Employment data for the Town of Plainville from the Department of Labor reflected a labor force of 10,465 with an average annual unemployment rate of 4.0% as of December 2021, lower than State rates. The average annual unemployment increased slightly this year.

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

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

Long-Term Financial Planning

During FY 2011, the Town adopted Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, which is designed "to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied...." The former unreserved, undesignated fund balance is now referred to as unassigned in the General Fund. As of June 30, 2021, the unassigned fund balance (18.79% of total general fund revenues) is above the policy guidelines set by the Council for budgetary and planning purposes (i.e., between 12% and 14% of the ensuing fiscal year's operating 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.

Major Initiatives

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



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

The Town's debt portfolio has been rated Aa3 by Moody's Investor Services. This rate was affirmed in September 2018 and again in July 2022. The Town received a rating increase from Standard & Poor's in July 2014 from A+ to AA+. This rate was also affirmed in September 2018. This significant two-step increase will have a significant positive impact on the Town's future borrowing costs.

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

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

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

In August 2022, the Town issued GENOB debt for \$9,000,00, resulting in a bond premium of \$597,479 with a net interest rate of 3.05%. The \$9M permanently financed the second \$5M road improvements project and \$4M for the Wheeler School renovation.



Budgetary Information & Budget Process

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.

Budget Process

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

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

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

The second phase of the budget process involves the formulation and composition of the Town Manager's Proposed Annual Budget. The Town Manager, Assistant to the Town Manager, and Director of Finance meet with the department heads and agency representatives to discuss budget requests item by item to determine if cuts need to be made, and if so, where these cuts should be made in order to minimize impact on service quantity or quality. The Town Manager consults with the Director of Finance and makes any necessary changes and redistributions to the department requests, balancing the needs of each department with the needs and priorities of the Town. Since the Board of Education does not report to the Town Manager, their proposed budget is not amended by the Town Manager, and is presented directly to the Town Council. It is during this phase of the budget process that revenues are estimated by the Director of Finance using varying methods of known and estimated grant revenue, direct fees and assessments, and balances the expenditure budget with revenues. The last revenue amount generated is property taxation or the current tax levy, created by the calculation of the mill rate. By law, the Town General Fund budget must be a balanced budget. By definition, budgeted revenues must equal budgeted expenditures.

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

The Town Council holds one or more public hearings no later than thirty (30) days before the annual budget meeting. Following receipt of the proposals from the Town Manager and the Chairman of the Board of Education and the public hearings, the Town Council prepares a budget to present to the annual budget meeting of the Town. The Town Council shall hold at least one (1) or more public hearings not sooner than twenty (20) days and not later than twenty-five (25) days prior to the annual budget meeting. The purpose of this meeting is



to have the Chairperson of the Town Council and the Chairperson of the Board of Education communicate to the public what changes were made to the Town Manager's and the Board of Education's proposed budgets. After presentation by the Chairpersons of the changes to the proposed budgets, the hearing shall be open for public comment on the budget.

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

Key dates in the Plainville annual budget cycle can be found as "Budget Timeline" under the "Introduction" tab.



Policies that Guide the Budget Process

Policies that Guide the Budget Process

Budget Provisions

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

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

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

(a) a budget message outlining the financial policy of the Town and describing in connection therewith the important features of the budget plan

(b) estimates of revenue, presenting in parallel columns the itemized receipts collected in the last completed fiscal year, the receipts collected during the current fiscal year prior to the time of preparing the estimates, total receipts estimated to be collected during the current fiscal year and estimates of the receipts, other than from the property tax, to be collected in the ensuing fiscal year

(c) itemized estimates of expenditures, presenting in parallel columns the actual expenditures for each department, office, agency or activity for the last completed fiscal year and for the current fiscal year prior to the time of preparing the estimates, total expenditures as estimated for the current fiscal year, the requests of the several departments, offices and agencies for the ensuing fiscal year and the Town Manager's recommendations of the amount to be appropriated for the ensuing fiscal year for all items, and such other information as may be required by the Town Council. The Town Manager shall present reasons for all his recommendations.

(d) as part of the annual budget or as a separate report attached thereto the Town Manager shall present a program, previously considered and acted upon by the Town Planning and Zoning Commission in accordance with Section 8-24 of the General Statutes, concerning municipal improvements, of proposed capital projects for the ensuing fiscal year and for the four fiscal years thereafter. Each department, office, or agency annually in the form and manner prescribed by the Town Manager shall submit estimates of the cost of such projects. The Town Manager shall recommend to the Town Council those projects to be undertaken during the ensuing fiscal year and the method of financing the same.

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

The Town Council shall hold one or more public hearings not later than 30 days before the annual budget meeting at which any elector or taxpayer may have an opportunity to be heard regarding appropriations for the ensuing fiscal year. Following the receipt of the estimates from the Town Manager and the Chairman of the Board of Education and the holding of such public hearing or hearings, the Town Council shall prepare a budget and shall render the same to the annual budget meeting of the Town. The Town Council shall hold at least one or more public hearings not sooner than 20 days and not later than 25 days prior to the annual budget meeting. The purpose of this meeting is to have the Chairperson of the Town Council and the Chairperson of the Board of Education communicate to the public what changes were made to the Town Manager's and the Board of Education's proposed budgets. After presentation by the Chairpersons of the changes to the proposed budgets, the hearing shall be open for public comment on the budget. Sufficient copies of said annual budget shall be made available for general distribution in the office of the Town Clerk and the Manager, not less than five days prior to said public hearing. Sufficient copies of the annual budget as revised after said public hearing shall be made available for general distribution in the office of the Town Clerk and the Manager not less than five days prior to the annual budget meeting. Further, not less than five days prior to the annual budget meeting, the Town Council shall cause to be published in a newspaper having a circulation in the Town a summary of the budget as revised after the public hearing, showing revenues by major sources and proposed expenditures by function or department in the columnar form, and shall also show the amount to be raised by taxation. The budget shall become effective when approved by the annual budget meeting as provided in this Charter and an official copy shall be filed with the Town Clerk. Within thirty (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 eighteen (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 12-14% 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.



Plainville Property Taxes

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 2021 grand list revaluation of land and buildings.

Tracking the Mill Rate and Grand List

FY's 2009 - 2023

Fiscal Year	Town Manager Proposed Mill Rate	Town Council Approved Mill Rate	Grand List Year	Grand List Value	Current Year Tax Levy
2009	27.83	26.24	2007	\$ 1,384,431,320	\$ 35,215,438
2010	27.17	26.33	2008	1,388,227,300	35,595,339
2011	28.58	28.01	2009	1,390,764,460	37,939,148
2012	29.69	28.98	2010	1,400,251,680	39,526,221
2013	31.00	30.89	2011 *	1,340,288,705	40,327,566
2014	31.38	31.38	2012	1,341,620,870	41,003,953
2015	31.76	31.38	2013	1,355,575,604	41,430,066
2016	32.13	31.83	2014	1,365,355,660	42,337,948
2017	32.06	31.99	2015	1,378,372,391	42,947,914
2018	34.12	32.68	2016 *	1,381,073,382	44,942,920
2019	33.84	33.84	2017	1,388,894,859	45,783,957
2020	35.07	34.62	2018	1,396,621,830	47,096,148
2021	35.30	34.62	2019	1,412,300,690	47,775,369
2022	35.29	34.56	2020	1,429,265,383	48,314,879
2023	30.90	30.64	2021 *	1,642,221,970	49,001,288

* Revaluation Year



Fund Balance - General Fund

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.

A recently adopted Town Council policy maintains the Town's unassigned fund balance of between 12% to 14% of the ensuing fiscal year's operating revenues, 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 5.00%, a level it stayed at during FY 2010 and FY 2011 but increased each year and went over 5.00% to 5.60% in FY 2012, 10.34% in FY 2013, 18.47% in FY 2014, 18.64% in FY 2015, 16.43% in FY 2016, 16.65% in FY 2017, 14.40% in FY 2018, 15.95% in FY 2019, 16.76% in FY 2020, and 18.79% in FY 2021.



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

General Fund

	Audited	Audited	Estimated	Budgeted
	2019 – 2020	2020 – 2021	2021 – 2022	2022 – 2023
Total fund balance, beginning of year	\$11,777,580	\$12,281,573	\$13,536,382	\$13,527,232
Total fund balance, end of year	12,281,573	13,536,382	13,527,232	13,527,232
Non-spendable fund balances, end of year *	1,929,734	1,412,847	750,000	1,500,000
Unassigned fund balance, end of year	\$10,351,839	\$12,123,535	\$12,777,232	\$12,027,232
Unassigned fund balance as % of total revenues	16.76%	18.79%	19.73%	18.31%

Sewer Operating Fund

	Audited	Audited	Estimated	Budgeted
	2019 – 2020	2020 – 2021	2021 – 2022	2022 – 2023
Total fund balance, beginning of year	\$3,912,477	\$4,382,744	\$4,217,602	\$3,692,339
Total fund balance, end of year	4,382,744	4,217,602	3,692,339	3,570,732
Non-spendable fund balances, end of year *	4,382,744	4,217,602	3,692,339	3,570,732
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.

Capital Projects Fund

	Audited	Audited	Estimated	Budgeted
	2019 – 2020	2020 – 2021	2021 – 2022	2022 – 2023
Total fund balance, beginning of year, as restated	\$(3,491,359)	\$(15,494,596)	\$(17,106,043)	\$(8,106,043)
Total fund balance, end of year	(15,454,596)	(17,106,043)	(8,106,043)	(7,106,043)
Non-spendable fund balances, end of year *	(15,454,596)	1,415,498	1,500,000	1,500,000
Unassigned fund balance, end of year	\$ -(18,521,541)	\$(9,606,043)	\$(8,606,043)	

Nonmajor Governmental Funds

	Audited	Audited	Estimated	Budgeted
	2019 – 2020	2020 – 2021	2021 – 2022	2022 – 2023



Total fund balance, beginning of year, as restated	\$4,227,244	\$4,750,986	\$4,553,134	\$4,553,134
Total fund balance, end of year	4,750,986	4,553,134	4,553,134	4,553,134
Non-spendable fund balances, end of year *	4,750,986	5,131,619	5,131,619	5,131,619
Unassigned fund balance, end of year	\$ -	\$(578,485)	\$(578,485)	\$(578,485)

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



Debt Policies

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, 2020)

Total tax collections *	\$48,571,389
Reimbursement for revenue loss on:	
Tax relief for elderly – freeze	-
Total Base	\$48,571,389

* 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	\$109,285,625				
4 ½ times base		\$218,571,251			
3 ¾ times base			\$182,142,709		
3 ¼ times base				\$157,857,014	
3 times base					\$145,714,167
Total Debt Limitation	\$109,285,625	\$218,571,251	\$182,142,709	\$157,857,014	\$145,714,167



Indebtedness:

Bonds & notes payable	\$7,465,000	\$12,345,000	\$17,094,151		
Bonds authorized - unissued	950,000		3,500,000		
Total Indebtedness	\$8,415,000	\$12,345,000	\$20,594,151	\$ -	\$ -

Debt Limitation in

Excess of Outstanding

and Authorized Debt	\$100,870,625	\$206,226,251	\$161,548,558	\$157,857,014	\$145,714,167
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Note: In no case shall total indebtedness exceed seven times annual receipts from taxation or \$339,999,723

Legal Debt Margin Information

Last Ten Fiscal Years (In Thousands)

	FISCAL YEAR									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Debt Limitation	283,032	289,732	297,456	298,750	308,814	312,902	312,902	326,646	334,226	340,000
Total net debt applicable to limit	67,196	63,118	52,976	48,490	43,961	39,263	34,572	40,329	46,255	41,354
Legal Debt Margin	215,836	226,614	244,480	250,260	264,853	273,639	278,330	286,317	287,971	298,646
Total Net Debt Applicable to the Limit as a Percentage of Debt Limit	23.74%	21.78%	17.81%	16.23%	14.24%	12.55%	11.05%	12.35%	13.84%	12.16%

Bond Authorization

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

In 2007, the Town successfully completed the sale of \$6,855,000 in General Obligation Refunding Bonds to advance refund the Towns Series 2002 Tax Increment Revenue Bonds. The refunding resulted in cash flow savings of \$701,002, with \$666,435 of the savings on the interest costs for the Series 2002 Bonds. These savings equated to a 9.88% savings on the interest costs for the Series 2002 Bonds. In general, most municipalities experience savings in the 3.00% - 4.00% range. The savings percentage achieved in this transaction is



very rare for any municipality. The Town achieved outstanding pricing results on the bonds. Overall, the Town's bonds traded significantly better than the Municipal Market Data Insured Scale on the day of the pricing. The True Interest Cost (TIC) also known as the borrowing cost, was 4.08%, compared to 7.125%

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

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

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

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

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

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

In August 2022, the Town issued GENOB debt for \$9,000,00, resulting in a bond premium of \$597,479 with a net interest rate of 3.05%. The \$9M permanently financed the second \$5M road improvements project and \$4M for the Wheeler School renovation.

Temporary Financing

Issuing Temporary Notes

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

Funding Temporary Notes

Temporary notes must be permanently funded no later than eight (8) years from the initial borrowing date except for sewer notes issued in anticipation of State and/or Federal grants. If a written commitment exists, the municipality may renew the notes from time to time in terms not to exceed six (6) months until such time that the final grant payments are received (CGS Sec. 7-378b).

Special Provisions for Sewer Projects

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

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



Capital Improvement Plan

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



Long Term Budget Goals

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.
- Begin to renovate like new the Middle School of Plainville.

2. Improve efficiency of government operations by streamlining government functions. This will be achieved through continued efforts to evaluate current procedures and implement new protocols that can reduce time and cost required for routine administrative tasks. Much of this will be achieved by updating technological resources. These long-term goals anticipate the need for reduced costs that can be achieved by consolidation of services. Furthermore, as technology advances, we will strive to keep up with changes and adjust our website and software programs in response to these advancements. Regionalization is a concept that seems to be growing with fervor in municipal planning. We anticipate the need to pursue regional approaches in some matters, such as Probate and Solid Waste as described below.

- Continue to improve procedures related to 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 combine all IT technology and equipment of the Town and Board of Education.
- Continue to work on making building permits electronic for online access for residents and contractors.
- Continue to work with Bristol to provide Building Inspection services.

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

- Plan of Conservation and Development - This plan provides the Town with a 10-year roadmap to guide future planning economic development efforts that will maximize potential economic benefits of development while minimizing environmental impacts. The Department of Planning and Economic Development will be undertaking an update to the 10-year Plan with hopes of completing the plan early in 2020.
- Work with DEEP to develop clear guidelines for development review within upland review areas as well as providing guidance for the minimization of watershed impacts affecting local streams and rivers.
- Make residents more aware of the conservation of natural resources, protection of wildlife, expand the open space program, and create opportunities to build a more sustainable town.



- GAP Closure Plan - after an 18-month planning process, which preceded years of effort on the part of local officials and grass roots organizations such as the Plainville Greenway Alliance, a plan to close the gap in the Farmington Canal Heritage Trail – the last unplanned gap in the state of CT – was approved by Plainville's Town Council. While there remains much work to be done (design and actual construction), this represents a major milestone in completion of the trail through Plainville, which has been linked in other communities to both economic development and a heightened sense of place that has had positive community-wide impacts.
- Community Resource Inventory - a comprehensive report that utilizes maps, graphs, and tables to provide a centralized inventory of the Town's natural, social, and economic resources, to be used as a tool for ongoing strategic planning.
- Open Space Program - continues to support the purchase and protection of undeveloped land to provide for the protection of environmentally sensitive areas as well as providing passive recreational opportunities for citizens while enhancing the appearance and natural beauty of the Town.
- Solid Waste Plan - to guide the provision of more effective and efficient solid waste processing functions in the future.
- Disaster Recovery Plan - as part of Homeland Security, to ensure that the best measures would be immediately undertaken in the event of any foreseeable emergencies, disasters, or security threats.
- Hazard Mitigation Plan - unlike the Disaster Recovery Plan, the Hazard Mitigation Plan provides an analysis of problem areas, such as flood prone areas, and established a list of projects that may be eligible for funding under Federal Hazard Mitigation grant programs. Without this plan in place, no such funding is available.
- The Pequabuck River Watershed Study - Recently completed, this study will contribute to the thoughtful application of brick and mortar projects eligible for federal funding to alleviate future loss of life and property through flood control. In addition, the study will provide analysis of the existing Federal (FEMA) mapped flood boundaries to help us better define problem areas and reduce flooding risks.
- Enterprise Zone - known locally as the Contiguous Municipality Zone, this plan has, and will continue to guide the redevelopment of undeveloped or underdeveloped land and provide tax incentives to attract manufacturing businesses that will continue to drive economic development in that business sector.
- Bioscience Zone - similar to the Enterprise Zone, the Bioscience Zone provides benefits to targeted bioscience uses such as research and development as well as innovative medical technologies.
- Regional Electrical Components Recycling Program - this plan will combine efforts with the surrounding communities to collect and recycle reusable electrical components that would otherwise go to waste. This will reduce the ecological and economic impact that would be caused by additional solid waste and the production of new electrical components when recycled components could be used safely and effectively in their place.

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

- Simplify government forms into more user-friendly formats, and/or making them available on-line, to reduce the amount of time it takes for citizens to complete forms, and for municipal personnel to assist in the completion of forms.
- Continue making assessment records available online for public accessibility.
- Continue allowing taxpayers to pay with credit cards in the office, online or over the phone.
- Explore all possibilities for information that can be available on-line to better serve the public.
- Implement an easier and more efficient computerized building permit process.
- The Library will continue to develop the eBook collection available for free downloading.
- Improve several Park sports and recreation facilities at Paderewski Park and Norton Park. Improvements would include playground equipment upgrades/replacements, ADA improvements, replacement of the fencing surrounding the park,



installing a shaded area near the Splashpad, new restroom facilities, and refurbishing of the basketball court.

- Continue to explore new collaborative efforts and programs for behavioral health, memory improvement, mental health and wellness, and general health.
- Offer additional health awareness and illness prevention services to our citizens and municipal employees.
- Continue to utilize road bond to pave distressed streets.
- Continue to back scan and re-index land records allowing for greater access on-line.

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.



Short Term Budget Goals

Short Term Budget Goals

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

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

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

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

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

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

1. Improving Infrastructure

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

2. Improving the Efficiency of Government Operations

- Pursue an affordable computerized tracking software for the Senior Center for accessing fitness center membership, usage, training, and certification.
- Implement a computerized and streamlined registration process at the Senior Center for classes, trips, and special events.



- Continue process of cross training staff in Revenue Collection office.
- Continue consolidation of BOE and Finance staff as well as the Human Resource Staff.
- Continue to explore methods of reducing municipal spending in future years.
- Continue to investigate cost saving measures and consolidation of services, including regional initiatives.

3. Improving Existing Public Services

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

4. Providing Citizens with New Services

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



Budget Priorities

Budget Priorities

In FY 2022, 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 2022.

A. FY 2022 Accomplishments

1. Infrastructure & Projects:

- Continued general administration duties at Water Pollution Control, Buildings & Grounds and Roadways Divisions.
- Completed the WPCF Phosphorous Upgrade Project.
- Specifications and bid proposals prepared and reviewed for vehicles, equipment, fuel, utilities, and all capital budget items.
- Continued the Employee Safety Training program.
- Rebuilt 75 Catch Basins.
- Continued to the Maintenance Garage Environmental Compliance Plan.
- Continued to maintain compliance with the Operation of the Roadway Maintenance Garage, fueling station, transfer station and landfill within federal and state environmental regulations.
- Completed the Leaf Collection program, 3-10 wheel dump trucks with 20 yard leaf boxes improved the collection process by reducing driving time to the landfill for dumping.
- Ensured the effective and timely winter ice/snow removal to provide safe passage on local roadways. Implemented other salt products.
- Inspected, monitored, and identified repairs and improvements needed to all Town facilities including park grounds, buildings, roads, drainage problems, nature park, homeowner's complaints, OSHA compliance, and safety inspections. Non-compliant equipment removed on Public Grounds.
- Improved and complied with Storm Water drainage requirements.
- Milled and paved many roads and streets in Town.
- Continued to implement energy savings with the Virtual Net Metering program, by purchasing electricity from a solar farm in Connecticut at a much lower rate.
- Collected household hazardous waste at the Roadways Garage in the Town of Burlington in May.

2. Economic Development:

- Continues to work with the Economic Development Agency to diversify the Plainville tax base and to ensure a "business friendly" atmosphere.
- The EDA continues to administer the Town's Revolving Loan Fund. While no loans were applied for the last fiscal year, the Fund remains solvent and ready to assist businesses improve and expand. An increased effort will be put on publicizing the availability of funds to better assist Plainville's small businesses.
- The EDA continues to make recommendations on Tax Incentive (abatement) Agreements pursuant to Connecticut General Statute's 12-65b and 37-21a. Under the statute, the Town of Plainville can consider short term partial abatement of real property taxes for new construction. Where the economic impact is deemed beneficial, the EDA utilizes the standards set forth in the State Statutes to recommend benefits where appropriate.



- The EDA worked closely with staff and the State of Connecticut to attract and retain businesses. At the local level, the EDA directs staff to update and maintain a database of local properties (existing buildings and vacant land), which is posted on the Town's website. A newly developed vacancy list allows for a more streamlined research process for the public and allows for easier dissemination through a wider number of mediums.
- Continues to foster relationships with merchants in the Central Business District via the Downtown Merchant Association. Providing clearer lines of communication, the continued hope is to have an open dialogue with the small businesses of our community, allowing us to better meet their needs and remain an attractive and effective business community.

3. Consolidation:

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

4. Financial Oversight:

- Continued meeting monthly with Town Staff to review Town finances throughout the year, thus providing a higher level of understanding and oversight.
- Entered into a new gasoline contract with Dime Oil until June 30, 2022 with a fixed price of \$1.65/gal., based upon an estimated 84,000 gallons of gasoline.
- Allowed Dattco Bus Company to use Town gas tanks for gasoline usage. Dattco invoices the BOE actual costs paid for gas per contract. By using the Town owned gas tanks, Dattco's invoice to the BOE is lower than the market gas prices charged at local gas stations.
- The Maintenance department successfully obtained bids and contracts at rates equally to or lower than the previous year's rates for diesel and heating oil number 2.
- The Solid Waste Management team continued with an eight-year contract extension, lowering the price from 2017 levels and fixing it for the next eight (8) years for single-stream recycling and automated garbage collection with a private vendor.

5. Debt Management:

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

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



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In August 2022, the Town issued GENOB debt for \$9,000,00, resulting in a bond premium of \$597,479 with a net interest rate of 3.05%. The \$9M permanently financed the second \$5M road improvements project and \$4M for the Wheeler School renovation.

6. **Fund Balance:** The fund-balance reached 18.79% as of June 30, 2021.

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

- Prepared and reviewed text amendments to the Zoning Regulations in compliance with changing State Statutes and the 2019 Plan of Conservation and Development.
- Continued to administer the Zoning Regulations in a fair and consistent manner.
- The Commission aggressively pursued administration of its regulations.
- The Commission once again can boast “no net loss of wetlands” as they continue to protect these valuable resources.
- The Commission adopted a new electronic version of the Town-wide Wetlands map that will assist in making more accurate wetland identification. In addition, the map is easier to revise as new, more accurate information becomes available.
- Two River cleanups were held in the Fall and Spring for the Pequabuck and Quinnipiac Rivers
- A successful Earth Day program, named P.E.E.P (Plainville Enhancing its Environment for Pollinators), provided town residents with milkweed and wildflower seeds.
- Aided in the expansion of open space opportunities and programs.
- The Conservation Commission led a 5-mile hike through a section of the Metacomet Trail and the Sunset Rock area as part of National Trails Day.
- Two river clean-ups were held, one at the Pequabuck River Watershed and the other at the Quinnipiac River, in the area behind Trumbull Park from Stillwell Avenue.

8. **Miscellaneous:**

- The Transfer Station was operational for residents to dispose of leaves and Christmas trees drop-off and pick-up.
- The Senior Center continued to receive grants from the North Central Area Agency on Aging to assist with free or reduced dental care, foot care, weekly social day programming, social service delivery, support groups, and specialized fitness training.
- The Youth Services Department received a \$3,000 grant from United Way for KIM (Kids in the Middle Program).
- The library expanded the virtual reach of the library by providing multiple types of digital resources.
- The library applied for a grant to fund a part-time social worker for the Library as additional services to the public.

B. ***FY 2023 Priorities***



The Town of Plainville budget process pays close attention to National and State economic trends. Connecticut's economic growth is slowest in the New England Region. While striving to maintain a healthy fund balance is paramount, seeking innovative ways to reduce tax burdens in economically challenging times is also necessary. Another way Plainville successfully utilized the recent economic downturn was to re-bond existing debt service at lower interest rates. This proved to be a simple, but significant way, of controlling expenditures attributable to our debt service. As the recent recession 2008 tightened its grip, Plainville's Economic Development Agency efforts kicked into high gear. Every opportunity to advertise incentive programs, both locally and at the State level, was made. In many cases, incentives could be combined, which resulted in slow, but steady development activity throughout the recession. With offsets from the savings realized in reduced debt service, these minor gains in our grand list had a tangible impact on our budget process, enabling the Town to produce better results when compared many CT municipalities. Connecticut is the 8th ranked state in the nation in terms of being ready for growth in the "New Economy." The New Economy index measures how states are positioned to drive economic evolution in today's changing society. This ranking is based on measures in five key areas: knowledge jobs, globalization, economic dynamism, digital economy, and innovation capacity. Connecticut ranks 3rd in the country for percentage of employees with advanced degrees. This workforce is not only highly educated, but it is also highly industrious, ranking 4th in the U.S for productivity. Plainville is eager to take advantage of Connecticut's conducive environment and to offer opportunities to companies that are capitalizing on the latest global economic trends. * FY 2023 priorities are based heavily on these macro-economic considerations. The Town realizes the need for exploring ways to control spending and consolidation of finances and resources wherever possible, be it municipally and/or with regional organizations.

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

1. Explore Ways to Control Spending:

- Continue to explore regional initiatives.
- Consider energy savings wherever possible.
- Continue to look at departmental re-organization and efficiency (i.e. staff equipment use, etc.).
- Attempt to maintain the same level of services to the public without increasing budgeted expenditures.
- Ensure projects fit within the debt management plan.

2. Cross Training of Town Departments: - Continue to work to train and cross train employees in several town departments to perform basic functions of other departments in an effort to promote teamwork, continued workflow, and operational efficiencies. This is all an effort to maintain the current level of services provided to the public using existing resources and personnel.

3. Explore Ways to Share Resources Regionally: - Continue to work with surrounding towns and officials to secure State/Federal grant funds aimed at regionalization and coordination of resources. There are several grant opportunities available to promote local consolidation of efforts and services. The Town of Plainville will look to maximize this effort and continue to offer services to residents.

4. Economic Development: The Town Council-appointed Economic Development Agency (EDA) continues to foster positive economic growth within the Town of Plainville. The EDA administers two valuable programs that have led to growth in Plainville's commercial tax base. The Small Business Revolving Loan Fund continues to remain solvent and provides a means for businesses seeking to augment financing packages to permit physical expansion, purchase equipment to enhance/expand operations, or finance needed repairs to their facility. Loans are generally limited to \$40,000.00 and average slightly below that amount. Interest rates are highly competitive, and the fund's solvency is protected by insuring that loans are secured with real property. The Tax Abatement Program has been used successfully to provide incentives for Plainville businesses to expand in place and for new, incoming businesses to construct new facilities. The program can be used for additions to existing structures as well. The tax abatement program continues to foster both new commercial growth as well as local expansions. Over the next fiscal year, it is the desire of the department to continue promoting the availability of both benefit programs to the businesses of Plainville, as well as the region and State, in order to continue making Plainville an attractive place for business retention and growth.

Perhaps one of the most important projects our office is engaged in is the identification of contamination at the former White Oak Corporation on West Main Street. We were granted \$200,000.00 by the State Department of Economic and Community Development to undertake a full environmental assessment of the site with testing recently being completed. The next step in this project is to identify the best approach for remediation, paving the way for a redevelopment project that could have a great



impact on the revitalization of our downtown. Any final use of the site is yet to be determined and will be dependent on the final environmental assessment and remediation options we receive. The Town will not assume ownership of this property until we are certain there are no long-term liabilities, and that our return on investment will yield dividends.

New projects approved or underway currently consist of the following:

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

New businesses are popping up:

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

Vacancies are being filled:

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



- 10 Sparks Street, a long-time vacant warehouse, has been repurposed into an environmentally friendly machine and manufacturing shop bringing upwards of twenty (20) jobs into Plainville

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

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



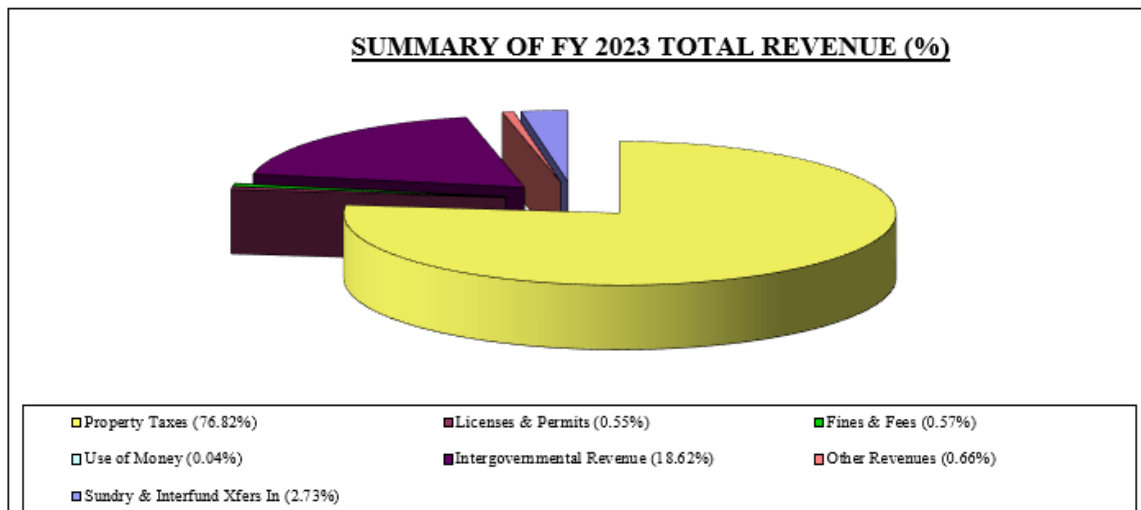
REVENUES



Revenue Overview

Within Plainville's budget for FY 2023, 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 2021	FY 2022	FY 2023	Difference
	Adopted	Adopted	Adopted	2022 - 2023
Property Taxes	\$ 49,030,869\$	49,620,379\$	50,456,788\$	836,409
Licenses & Permits	358,250	360,350	364,350	4,000
Fines & Fees	314,250	327,000	377,500	50,500
Use of Money	77,500	39,000	26,000	(13,000)
Intergovernmental	11,662,811	11,742,005	12,232,110	490,105
Other Revenues	375,000	410,000	435,000	25,000
Sundry & Xfers In	680,518	958,225	1,793,472	835,247
TOTALS	\$ 62,499,198\$	63,456,959\$	65,685,220\$	2,228,261



- 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, 2021 Grand List increased by \$212,956,587 from \$1,429,265,383 to \$1,642,221,970. This represents a 14.90% increase in Plainville's taxable property.
- Fines & Fees increased due to Police fees increasing due to more Police Special Duty work.
- Use of Money decreased due to bank interest rates continuing to be low.
- Intergovernmental revenue is estimated to increase due to an increase in Education Cost Sharing Grant and the PILOT for Motor Vehicles. The State Legislature has capped the motor vehicle mill rate at 32.46 mills statewide. Any communities whose mill rate is above 32.46 for FY 2022, will receive this PILOT to make up the revenue loss difference between the Town mill rate and 32.46 mills.
- Other Revenues increased due to conveyance taxes coming in at a higher rate.
- Sundry & Interfund Transfers In increased due to an increase in the amount of an estimated use of fund balance.

Taxes & Tax Rates

Taxes: Property Taxes & 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.

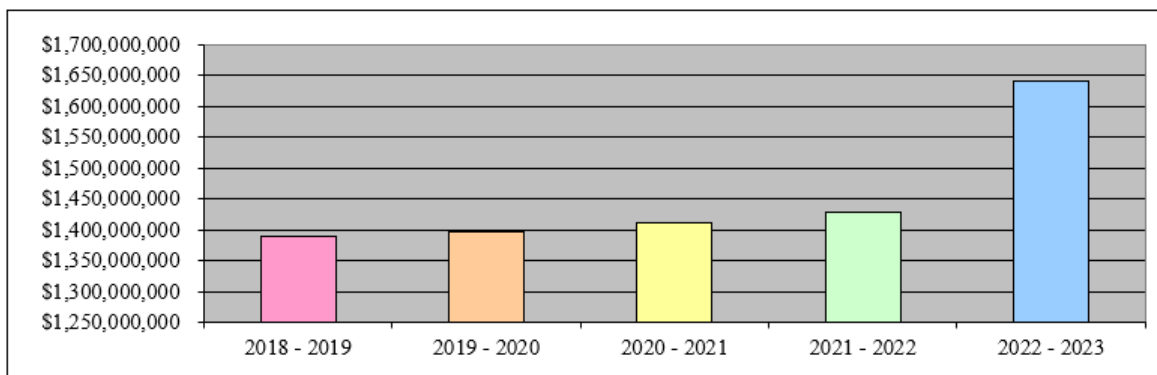
It is estimated that the General Fund will yield \$50,456,788 in taxes and assessments in total for fiscal year 2022 - 2023. This is an increase of \$836,409.

The total of all taxable property in the Town of Plainville minus exemptions is commonly known as the "net grand list (NGL)." Any growth in the NGL helps to offset any growth in budgeted expenditures, since mill rate (tax rate) is calculated based on the total valuation of all taxable property within the boundary of the Town. The October 1, 2021 NGL was revalued to reflect current market prices. The 2021 NGL increased by \$212,956,587 from \$1,429,265,383 to \$1,642,221,970. This represents a 14.90% increase in Plainville's taxable property.

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

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

October 1,	2017	2018	2019	2020	2021
Fiscal Year	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023
NGL	\$ 1,388,894,859\$	1,396,621,830\$	1,412,300,690\$	1,429,265,383\$	1,642,221,970



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 \$1,642,221,970, applying grants and non-tax revenue, it will be necessary to finance \$50,456,788 or 76.82% from property taxes. This will require a mill rate of 30.64, a decrease of 3.92 mills from the previous fiscal year 2022. The mill rate is calculated as follows:



Expenditure Budget Change		Revenue Budget Change	
Board of Education	\$ 1,481,825	Sundry & Xfers In	\$ 835,247
Town Government	746,436	Intergovernmental	490,105
Debt Service		- Fines & Fees	50,500
Capital Projects		- Other Revenues	25,000
		License & Permits	4,000
		Use of Money	(13,000)
		Subtotal Direct Rev	1,391,852
		Current Taxes	836,409
Total Expenditure	\$ 2,228,261	Total Revenue	\$ 2,228,261

Gross expenditures	\$ 65,685,220
Less direct revenue estimates	(15,259,432)
Net budget	50,425,788
Use of fund balance	(1,424,500)
Adjustment for uncollected taxes @ 2.6%	1,308,043
Amount to be raised	50,309,331
Value of 1 mill at 97.4% collection rate	\$ 1,642,222
	50,309,331
Calculate mill rate	1,642,222 = 30.64 mills

Tracking the Mill Rate and Grand List

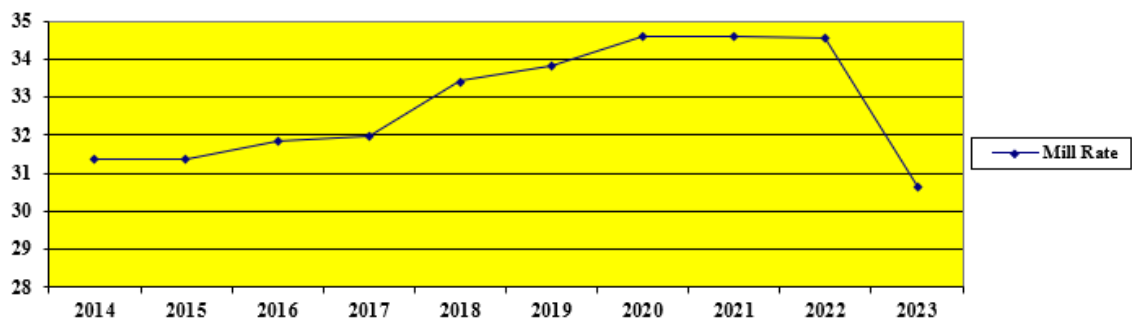
FY's 2009 – 2023

Fiscal Year	Town Manager	Town Council	Current Year		
	Proposed	Approved	Grand List	Grand List	Tax
	Mill Rate	Mill Rate	Year	Value	Levy
2009	27.83	26.24	2007	1,384,431,320	35,215,438
2010	27.17	26.33	2008	1,388,227,300	35,595,339
2011	28.58	28.01	2009	1,390,764,460	37,939,148
2012	29.69	28.98	2010	1,400,251,680	39,526,221
2013 *	31.00	30.89	2011	1,340,288,705	40,327,566
2014	31.38	31.38	2012	1,341,620,870	41,003,953

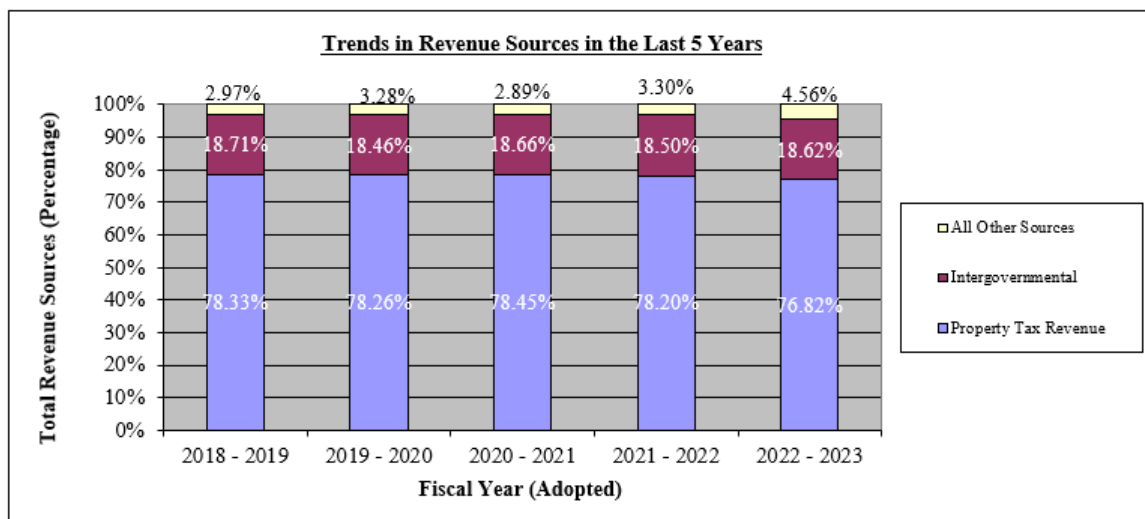


2015	31.76	31.38	2013	1,355,575,604	41,430,066
2016	32.13	31.83	2014	1,365,355,660	42,337,948
2017	32.06	31.99	2015	1,378,372,391	42,947,914
2018 *	34.12	33.43	2016	1,381,073,382	43,952,920
2019	33.84	33.84	2017	1,388,894,859	45,783,957
2020	35.07	34.62	2018	1,396,621,830	47,096,148
2021	35.30	34.62	2019	1,412,300,690	47,775,369
2022	35.29	34.56	2020	1,429,265,383	48,314,879
2023 *	30.90	30.64	2021	1,642,221,970	49,001,288

*Revaluation Year



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



The above table illustrates the percentages of the operating budget funded by various revenue sources over the last five (5) fiscal years. The most striking feature of the breakdown of revenue sources is the extent to which the Town budget is dependent on just two sources: local property taxes and intergovernmental revenue, predominantly from the State of CT. As the second largest source of General Fund revenues, State Aid has a considerable impact on property tax rate. Most sources of State Aid are formula driven and therefore are affected not only by total funding levels statewide, but also by numerous variables such as the Town's population, the Town's grand list relative to other towns, income levels relative to other towns, student enrollment figures, and



various demographic characteristics. Due the poor economic position of the State, the projected future budget deficits, the timing of their budget process in comparison to the Town's, and their unilateral decision making processes, the Town has been decreasing it's dependency on State Aid and will probably have to continue to do this in future years. The remaining revenue sources, including permits, licenses, fees for services, investment income, and miscellaneous sources, combine for just over 4.5% in the 2022 - 2023 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 2020 - 2021, Fiscal Year 2021 - 2022, and Fiscal Year 2022 - 2023 originally distributed by the State of Connecticut Office of Policy and Management in August 2022. The budgeted grant amounts for fiscal year 2022 - 2023 reflects estimates from the adopted two-year State of CT budget in June 2021. The Town bases its revenue budget on the best available information at the time of preparing our budget. With the State of CT budget issues in the last couple years, the above-mentioned Estimates of State Formulas are only used as an initial estimate with the hope an adopted budget is passed before the Town must set a mill rate.

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

		Actual Grant	Budgeted	Estimated
		Amount Received	Grant Amount	Grant Amount
Federal and State Grants		2020 - 2021	2021 - 2022	2022 - 2023
Education cost sharing grant	\$	10,803,655	\$ 11,004,705	\$ 11,134,521
PILOT - State property		8,596	-	15,140
PILOT - veteran's exemption		21,993	22,000	19,000
PILOT - totally disabled		3,866	3,600	3,600
PILOT - tiered reimbursement		-	14,887	-
PILOT - MV		-	-	362,797
Plane registration		8,020	10,200	10,200
Pequot grant		27,635	27,635	27,635
Youth services grant		32,887	32,042	32,281
Misc. State grants		117,086	50,000	50,000
Telecommunications		36,059	35,000	35,000
Grants for municipal projects		541,936	541,936	541,936
Total Federal and State Grants	\$	11,601,733	\$ 11,742,005	\$ 12,232,110



Licenses, Fees, & Permits

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

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

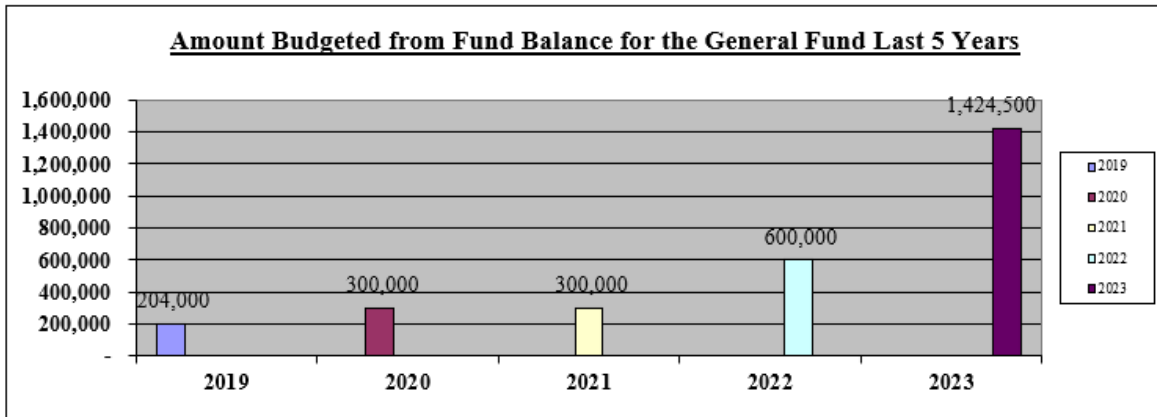
Licenses, fees, and permits revenue for all Town funds are estimated to increase slightly above the 2021 – 2022 levels.



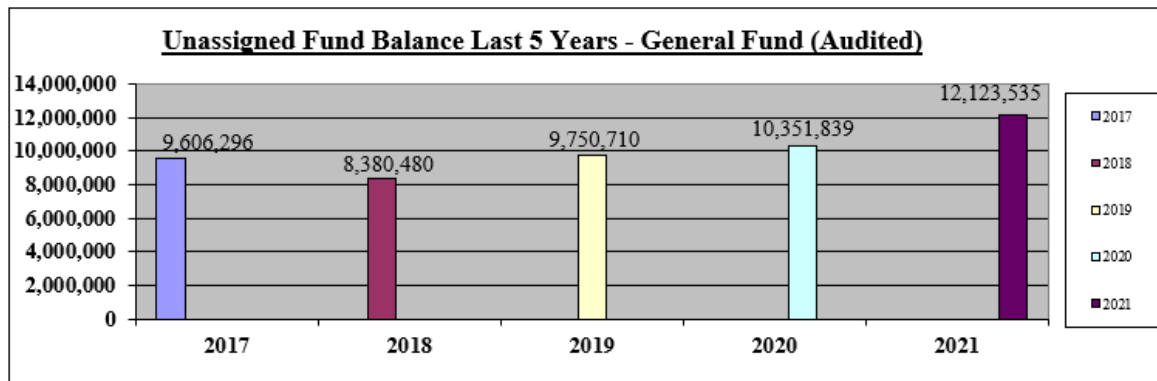
Fund Balance

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

A policy was established several years ago to reduce the reliance on General Fund Unassigned Fund-Balance to balance the operating needs of the Town. As a result, a plan was established to lower the use of the General Fund's fund balance yearly until it reaches \$-0-, which the 2010 – 2011 budget achieved, continuing every year until FY 2015. In this year, the Town Council felt it was prudent to keep the mill rate the same by utilizing \$200,000 of unassigned fund balance in light of additional, unbudgeted revenues being returned to the General Fund in FY 2014. The Town Council has again thought it prudent to use unassigned fund balance in the FY 2023 budget, \$1,424,500, higher than normal due to the significant grand list increase on residential properties and COVID19 tax relief. It is anticipated the Town Council will return to a lower use of fund balance to balance the operating needs of the Town in future years.



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



Revenues

Property Taxes

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

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

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

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

41050 Interest - applied to late tax payments

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

Licenses & Permits

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

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

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

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

Fines & Fees

43114 Condo Fees - garbage collection fees for condominiums

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

43116 Bounced Check Fee - fee for bounced check

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

43120 Police Fines - parking violations

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

43126 Impoundment Fees - dog impoundment

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

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

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

43150 Planning and Zoning Fees - zoning applications and subdivisions

43160 Zoning Board of Appeals - fees for zoning appeals

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

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

43195 Trash Container Fees - fees collected for second trash containers

43196 Tipping Fees - for private use of landfill

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

Use of Money

44110 Investment Income - earned for Town's investments

44114 Condo Fee Interest - accrued on late condo fees

44190 Gain/(Loss) on Investments - mark to market investment gain/(loss)

Intergovernmental Revenue

Education:

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

State Reimbursements:

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



45420 PILOT - Elderly Freeze - partial reimbursement for tax exemptions for the elderly
45435 PILOT - Totally Disabled Exemption - partial reimbursement for disability tax exemptions
45440 PILOT - Tiered Reimbursement - renamed grant from State property within Town
45443 PILOT - Motor Vehicles - partial reimbursement for mill rates higher than State of CT capped motor vehicle mill rate of 32.46
45445 Plane Registration - fee collected for aircraft registration

Other Grants:

45500 Pequot Grant - proceeds from the Mashantucket Pequot and Mohegan Fund; formula-based
45530 Youth Services - to assist with provision of youth services programs
45542 Miscellaneous Federal/State Grants - includes FEMA disaster relief and other uncategorized funding
45543 Telecommunications - personal property tax on State communications equipment in Town
45545 Grants for Municipal Projects - assistance for municipal projects

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



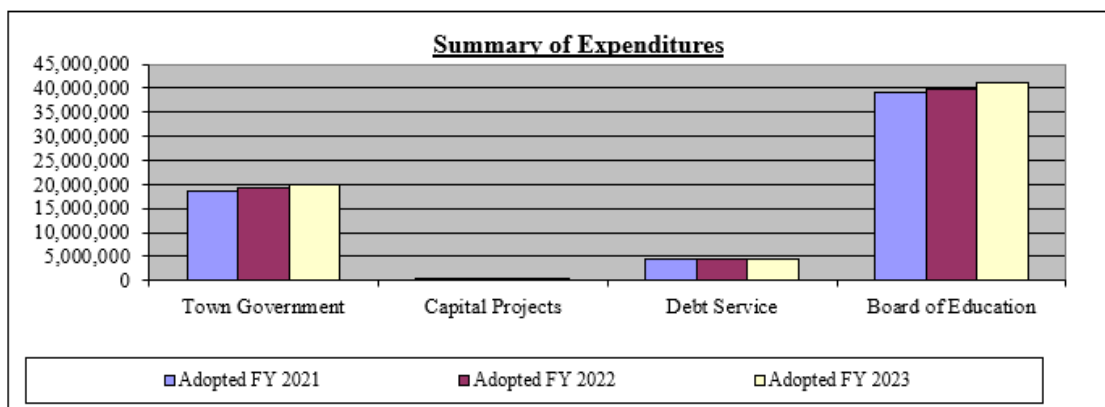
EXPENDITURES



Expenditure Overview

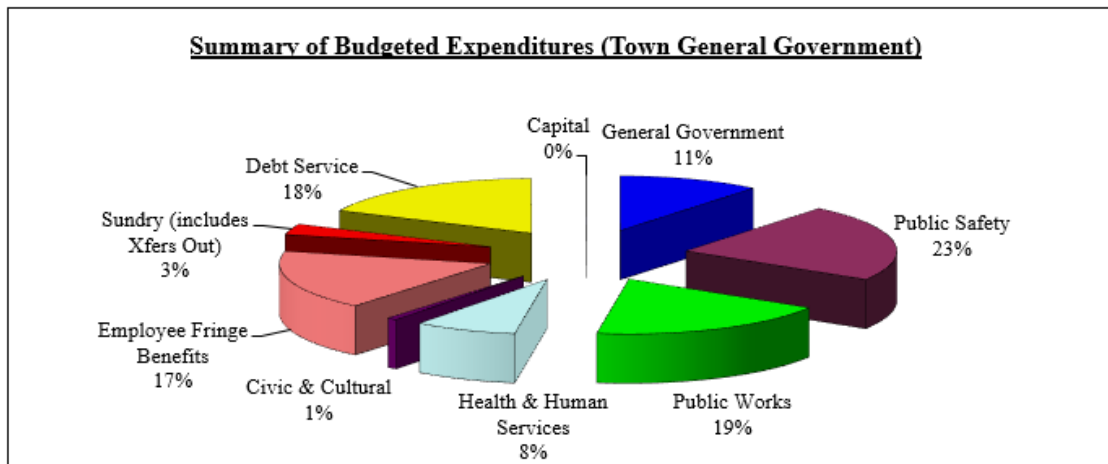
Within Plainville's budget for FY 2023, there are four (4) major expenditures: Town Government, Capital Projects, Debt Service (totaling Town General Government), and the Board of Education. The following chart illustrates the appropriations made to each of these areas throughout the past three (3) fiscal years.

	FY 2021 Adopted	FY 2022 Adopted	FY 20223 Adopted	Difference FY 22 - 23	Percent Change
Town Government					
General Government	\$ 2,488,246	\$ 2,520,728	\$ 2,652,863	132,135	5.24%
Public Safety	5,152,301	5,370,335	5,573,857	203,522	3.79%
Public Works	4,237,405	4,414,174	4,554,309	140,135	3.17%
Health & Human Services	1,917,850	1,940,131	1,913,797	(26,334)	(1.36%)
Civic & Cultural	160,050	180,815	186,555	5,740	3.17%
Employee Fringe Benefits	3,864,266	3,979,991	4,285,753	305,762	7.68%
Sundry (includes Xfers Out)	790,613	785,613	771,089	(14,524)	(1.85%)
Total Town Gov't	18,610,731	19,191,787	19,938,223	746,436	3.89%
Capital Projects					
Town Capital Budget	7,600	7,850	7,850	-	0.00%
BOE Capital Budget	306,250	-	-	-	0.00%
Total Capital Projects	313,850	7,850	7,850	-	0.00%
Debt Service					
Principal	3,500,000	2,830,000	2,120,000	(710,000)	(25.09%)
Interest	930,350	625,287	761,109	135,822	21.72%
Miscellaneous Costs	-	975,063	1,549,241	574,178	58.89%
Total Debt Service	4,430,350	4,430,350	4,430,350	-	0.00%
Total Town Gen Gov't	23,354,931	23,629,987	24,376,423	746,436	3.16%
Board of Education					
Salaries	25,368,729	25,874,795	26,655,174	780,379	3.02%
Employee Benefits	7,725,069	7,876,762	8,372,146	495,384	6.29%
Purchased Prof Services	603,518	608,508	648,365	39,857	6.55%
Purchased Property Serv	560,697	601,314	600,437	(877)	(0.15%)
Other Purchased Serv	1,827,146	1,861,067	1,906,191	45,124	2.42%
Other Purch Serv - Ins	240,834	254,086	259,450	5,364	2.11%
Other Purch Serv - Tuition	944,023	946,235	1,017,347	71,112	7.52%
Supplies	1,747,892	1,678,932	1,742,957	64,025	3.81%
Property	35,500	37,684	21,300	(16,384)	(43.48%)
Dues and Fees	90,859	87,589	85,430	(2,159)	(2.46%)
Total Gross BOE	39,144,267	39,826,972	41,308,797	1,481,825	3.72%
Excess Cost Used	(750,000)	(750,000)	(750,000)	-	0.00%
Transfers to Capital	-	-	-	-	0.00%
Total Net BOE	38,394,267	39,076,972	40,558,797	1,481,825	3.72%
Total Town Operating Budget	\$ 62,499,198	\$ 63,456,959	\$ 65,685,220	2,228,261	3.51%



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 General Government, Debt Service, & Capital Expenditures

The Town General Government operating budget is recommended at \$19,938,223. This is an overall increase of \$746,436 or 3.89% from the current fiscal year 2022. The major changes to the Town General Government budget are as follows:

- Salaries are budgeted to increase at a range of 2.50% to 3.00%. Payroll increases total \$316,708, of which \$210,806 is Police. This includes step increases and personnel changes.
- The Data Processing Department is budgeted to increase \$43,492 due to increasing costs to renew software licenses and maintain our computer software packages.
- The Insurance Department is budgeted to increase \$52,560 primarily due to our new cyber (\$26,800) and drone (\$2,200) insurance policies, as well as an estimated 3% increase on our liability/auto/property (LAP) policy.
- The Police department is budgeted to increase \$210,956 primarily due to contractual salary increases, including step increases and personnel changes.
- Utility costs, including streetlights, heating oil, gasoline, diesel & water, has been budgeted to increase \$11,100 due to rising costs utility costs.
- Solid Waste is budgeted to decrease \$38,193 due to lower anticipated tip fees for recycling.
- Employee Benefits, which includes health insurance, is budgeted to increase \$305,762, of which \$200,892 is medical insurance, estimated to increase 8%, and \$99,239 for the Police defined benefit plan contribution. This increase is driven by an uptick in early retirement/benefit payments.
- Sundry and Interfund Transfers Out is budgeted to decrease \$14,524 due to a decrease in Recreation operating transfers.

The Town Debt Service budget is recommended at **\$4,430,350** based on current outstanding bond obligations, no change from FY 2022.

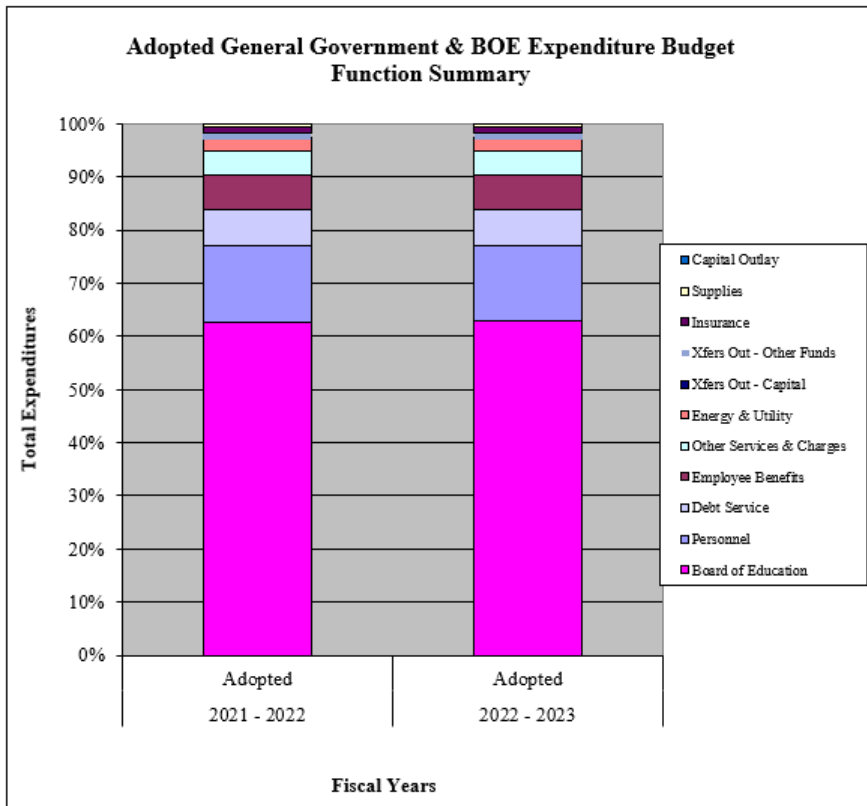
The General Fund contribution to capital is recommended at **\$7,850**, no change from FY 2022.



Town Operating Budget

The Town Government function of the General Fund budget request of Town Agencies and Departments consists of eight (8) major expenditure objects: Personnel, Employee Benefits, Supplies, Other Services & Charges, Insurance, Energy & Utilities, Capital Outlay, and Interfund Transfers Out to Other Funds. The total Town Operating Budget consists of the Town Government function as well as Debt Service, Interfund Transfers Out to Capital, and the Board of Education. A table and chart comparing FY 2021 - 2022 and FY 2022 - 2023 is provided below:

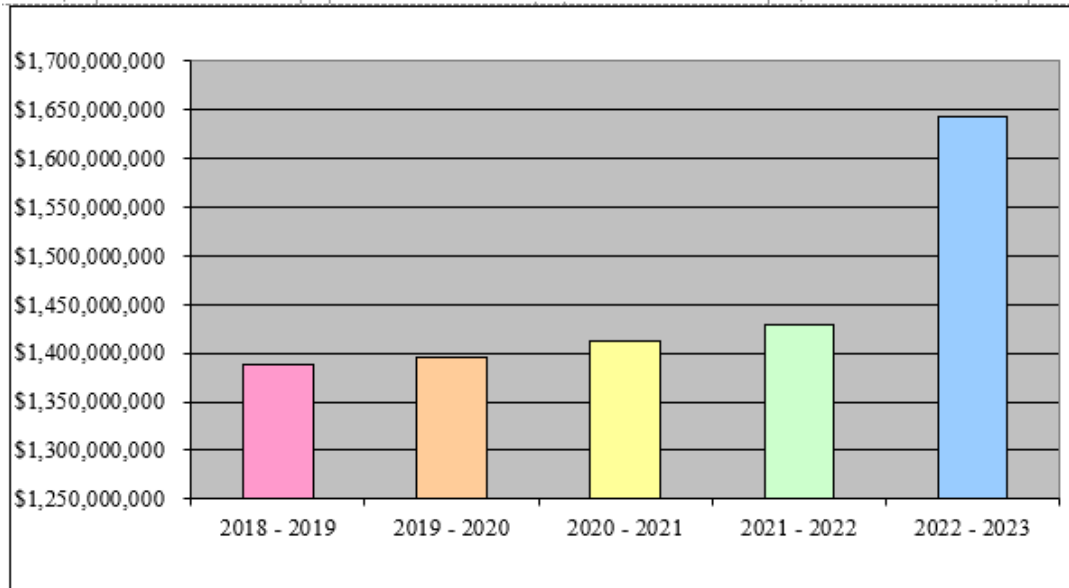
	<u>FY 2021 - 2022</u>	<u>FY 2022 - 2023</u>
Town General Government		
Town Government		
Personnel	\$ 9,034,494	\$ 9,351,202
Employee Benefits	3,979,991	4,285,753
Supplies	436,808	453,175
Other Services & Charges	2,913,696	2,976,159
Insurance	606,585	659,145
Energy & Utilities	1,447,700	1,457,200
Capital Outlay	16,900	14,500
Interfund Transfers Out - Other Funds	755,613	741,089
Total Town Government	19,191,787	19,938,223
Debt Service	4,430,350	4,430,350
Interfund Transfers Out - Capital	7,850	7,850
Total Town General Government	23,629,987	24,376,423
Board of Education	39,826,972	41,308,797
Total Town Operating Budget	\$ 63,456,959	\$ 65,685,220



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



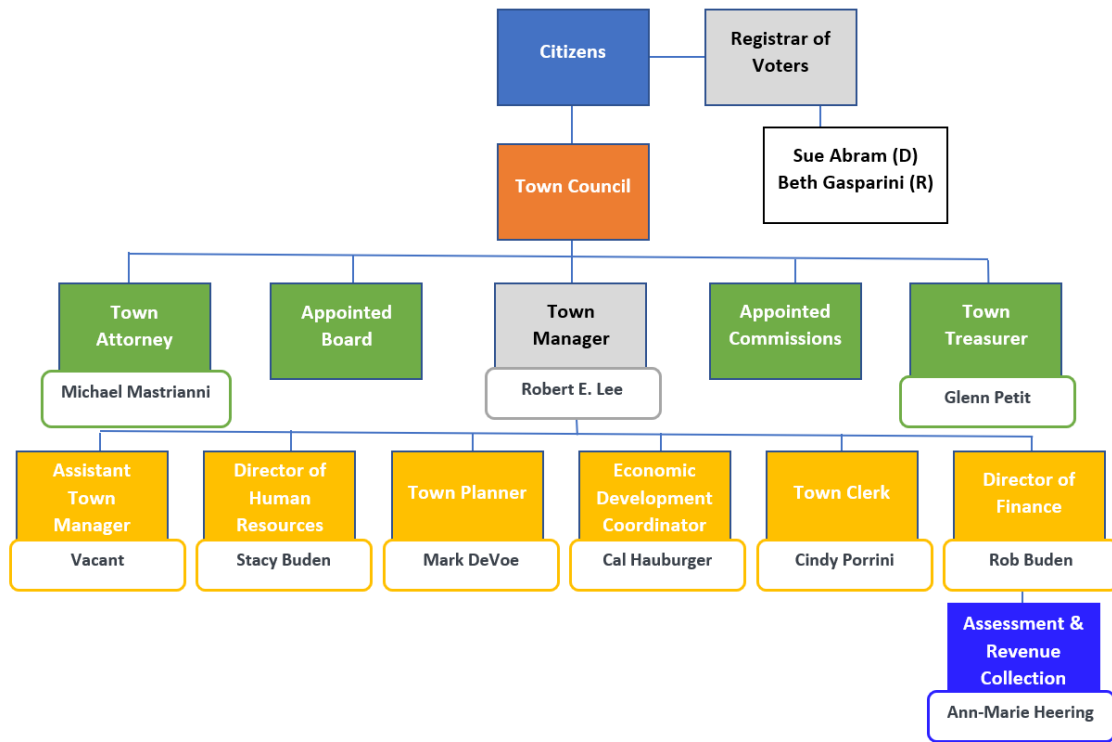
October 1,	2017	2018	2019	2020	2021
Fiscal Year	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023
NGL	\$ 1,388,894,859\$	1,396,621,830\$	1,412,300,690\$	1,429,265,383\$	1,642,221,970



MUNICIPAL DEPARTMENTS



General Government Organizational Chart FY 2023



General Government Goals & Objectives

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

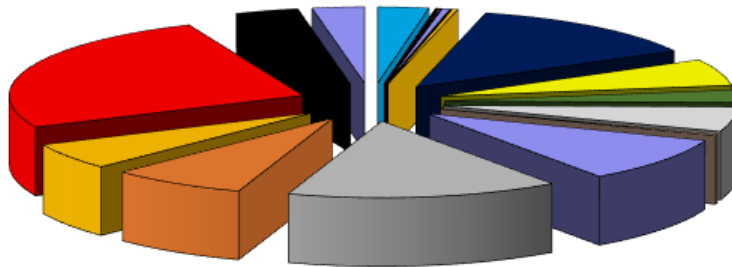
1. To establish a clear link between the citizens of Plainville, their elected representatives and town administrators.
2. To provide the citizens of Plainville with the most effective and the most efficient governmental services possible.
3. To conduct elections, referendums, and primaries according 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 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 & Expenditures

	FY 2020	FY 2021	FY 2022	FY 2023
Authorized Full-Time Positions	18.00	17.00	17.00	18.00
Total Expenditures	\$2,432,631	\$2,488,246	\$2,520,728	\$2,652,863

Total General Government



■ Town Council (2.80%)	■ P&Z Commission (0.06%)	■ ZBA (0.02%)
■ Inland/Wetland Comm (0.04%)	■ BOAA (0.07%)	■ Conservation Commission (0.08%)
■ Veteran's Council (0.43%)	■ Recycling Committee (0.03%)	■ Probate Court (0.30%)
■ Town Manager (13.27%)	■ Human Resources (5.61%)	■ Elections (2.61%)
■ Town Attorney (5.14%)	■ Town Treasurer (0.24%)	■ Finance (9.51%)
■ Assessment & Revenue (14.95%)	■ Town Clerk (7.47%)	■ Data Processing (5.55%)
■ Insurance (25.49%)	■ General Admin Services (3.47%)	■ Economic Development (2.87%)

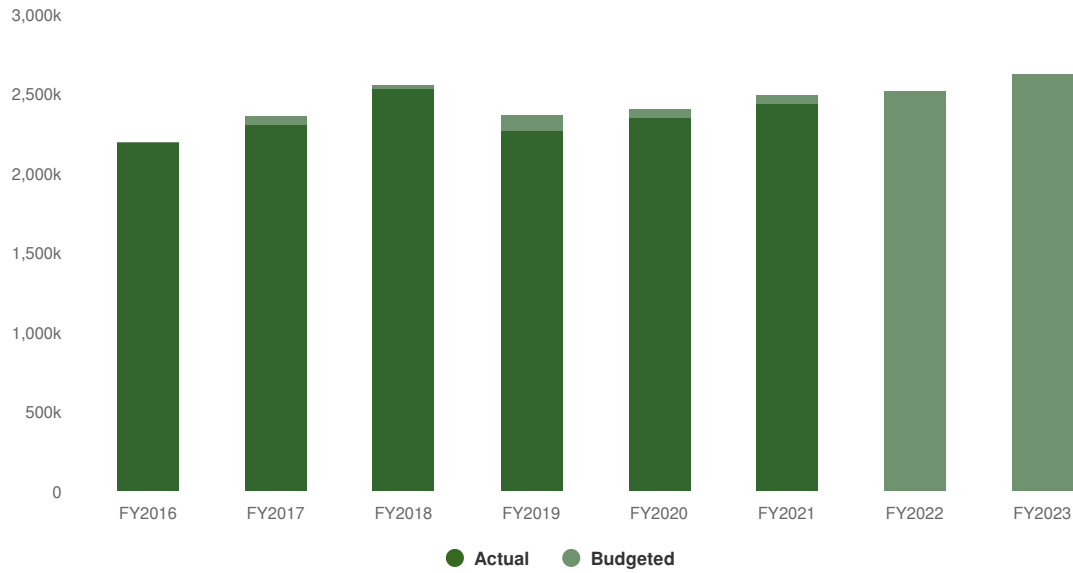
The graph above is a percentage breakdown of the total expenditures in the General Government function.

Expenditures Summary

\$2,625,981
\$105,253
(4.18% vs. prior year)

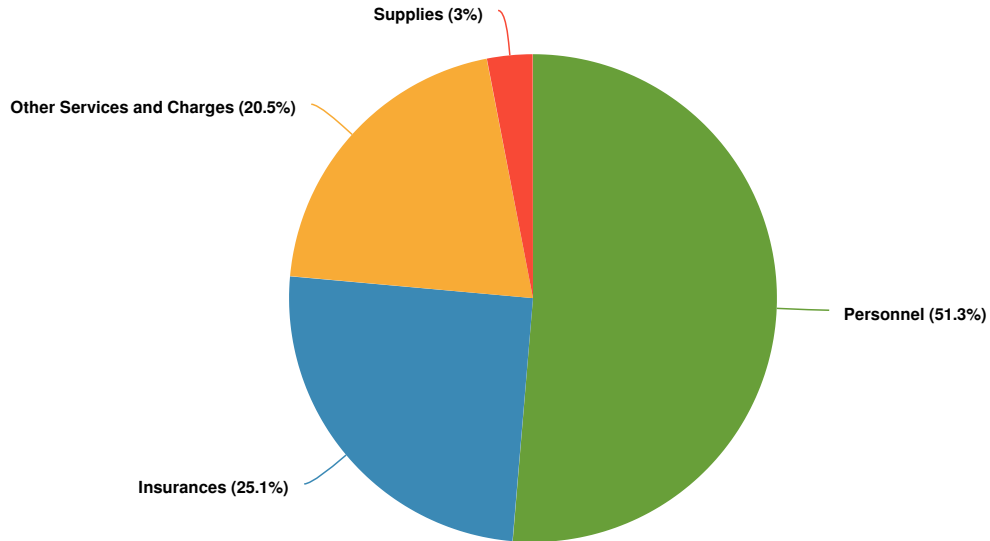


General Government Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



101 - Town Council



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.

Plainville Town Council



Top Row (left to right): Vice Chair David Underwood, Joseph Catanzaro, Christopher Wazorko, Jacob Rocco
Bottom Row (left to right): Deborah Tompkins, Chair Kathy Pugliese, Rosemary Morante

Program Accomplishments FY 2022

- Appointed Police Chief
- Appointed 7 Probationary Firefighters
- Appointed 4 Police Officers
- Navigated American Rescue Plan Act including establishing committee with Town Staff, Public Hearing, approval of using Revenue Loss recovery, and establishing a preliminary project list
- Oversee continued efforts towards the redevelopment of 1 and 63 West Main Street, the former White Oak Construction, into a productive, revitalized and contributing downtown property.
- Began study and potential planning for sewer expansion in the Honor Heights neighborhood
- Approved revised Parks and Recreation Ordinance restricting smoking and cannabis use in Town parks and recreation areas, improving the public health, and the use and enjoyment of facilities
- Approved revised Open Burning ordinance to meet current State standards
- Approved economic development and recovery grant program for eligible business impacted by the pandemic- a program that successfully retained a business in the community
- In conjunction with State Department of Transportation continued efforts towards design, construction, and completion of the Farmington Heritage Canal Trail “Gap” in Plainville
- Began search process for new Town Manager, after retirement of longtime Town Manager Robert E. Lee

Program Objectives FY 2023

- Continue to explore opportunities for efficiency and 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 help them prosper.

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
New Ordinances	0	1	1
Ordinance Amendments	3	2	2
Regular Meetings	21	20	21
Special Meetings	17	15	15
Number of Hours in Meetings	46	50	50
Public Hearings Held	7	10	14

Qualitative

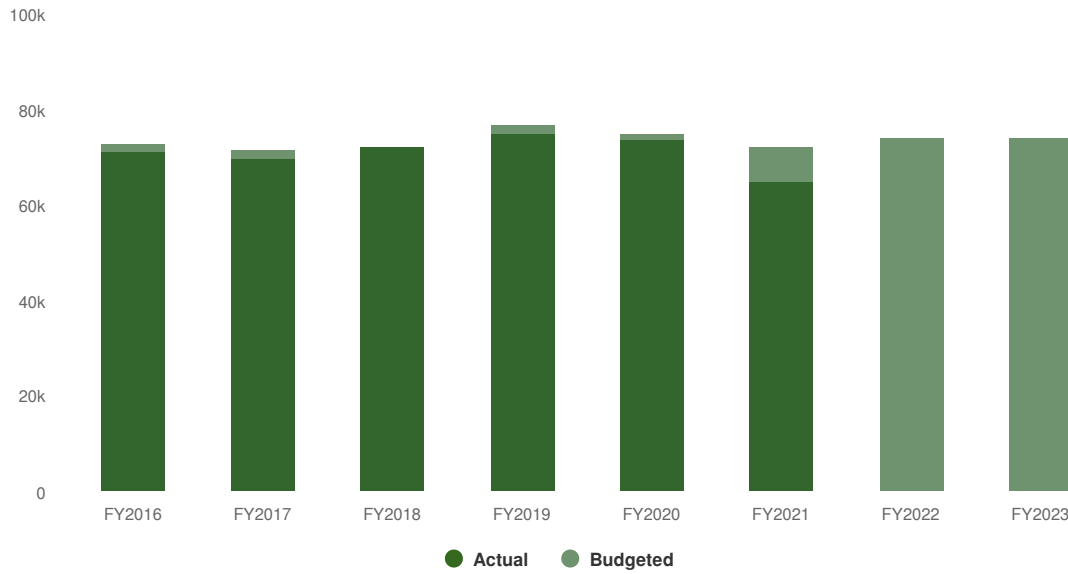
The Plainville Town Council is responsible for setting policies and setting priorities to improve services and infrastructure

Expenditures Summary



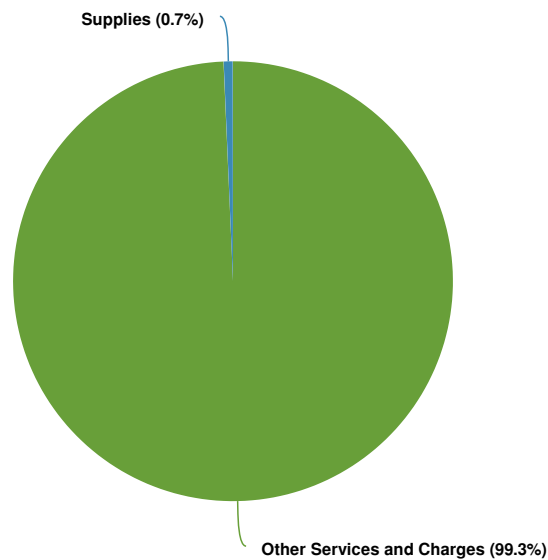
\$74,309 **\$0**
(0.00% vs. prior year)

101 - Town Council Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Supplies					
Operating Supplies					
OPERATING SUPPLIES	0100-101-52330-0000	\$500.00	\$500.00	0%	
Total Operating Supplies:		\$500.00	\$500.00	0%	
Total Supplies:		\$500.00	\$500.00	0%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-101-52401-0000	\$700.00	\$700.00	0%	
Total Prof Develop/Dues/Business Expenses:		\$700.00	\$700.00	0%	
Other Contractual Services					
OTHER CONTRACTUAL SERVICES	0100-101-52435-0000	\$40,000.00	\$40,000.00	0%	
Total Other Contractual Services:		\$40,000.00	\$40,000.00	0%	
Agency Subsidy					
AGENCY SUBSIDY	0100-101-52465-0000	\$33,109.00	\$33,109.00	0%	
Total Agency Subsidy:		\$33,109.00	\$33,109.00	0%	
Total Other Services and Charges:		\$73,809.00	\$73,809.00	0%	
Total Expense Objects:		\$74,309.00	\$74,309.00	0%	

Budget Commentary

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

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

52410 Advertising: Legal notices regarding budget & ordinances. All departmental Advertising budget amounts have been moved to 165 – General Administrative Services.

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

52465 Agency Subsidy: This line item provides funds for the dues to participate in CROG which is calculated on a base of \$3,000 plus 70.36 cents per capita which amounts to \$15,213 annually, Connecticut Conference of Municipalities, Plainville Memorial Day Parade Subsidy, Chamber of Commerce and COST membership dues.



111 - Planning & Zoning Commission & Aquifer Protection Agency



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 2022

- Began implementing the 2019 Plan of Conservation and Development (POCD).
- Continued to administer the Zoning Regulations in a fair and consistent manner.
- Worked closely with developers to ensure best development for applicants and the town.
- Worked with applicants to develop zone changes and zoning text amendments to encourage development.
- Began work on the Affordable Housing Plan as required by CGS 8-30j

Program Objectives FY 2023

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

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Number of regular meetings	16	18	20
Number of special meetings	0	0	0
Applications processed	35	35	35

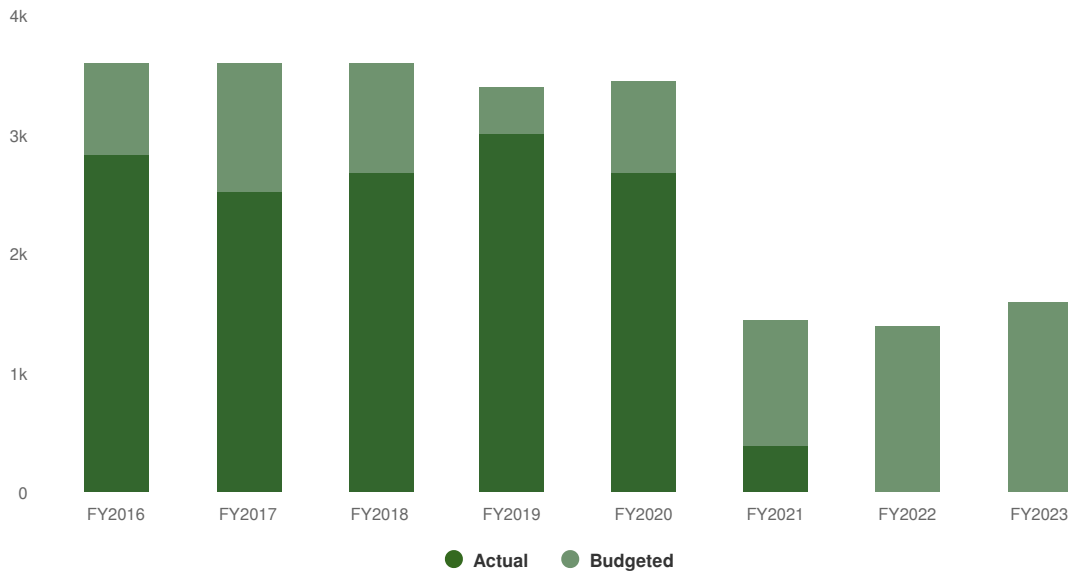
Qualitative

The Planning and Zoning Commission's budget includes funds for a recording secretary to prepare the minutes of meetings, 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.

Expenditures Summary

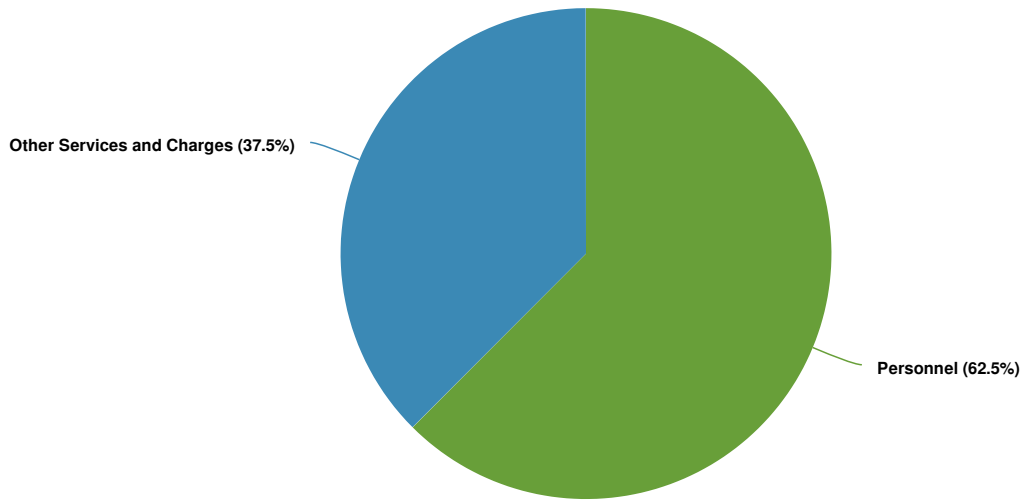
\$1,600 **\$200**
(14.29% vs. prior year)

111 - Planning & Zoning Commission & Aquifer Protection Agency Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Part-Time					
PART-TIME	0100- 111- 51120- 0000	\$1,000.00	\$1,000.00	0%	
Total Part-Time:		\$1,000.00	\$1,000.00	0%	
Total Personnel:		\$1,000.00	\$1,000.00	0%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100- 111- 52401- 0000	\$400.00	\$600.00	50%	New state requirement for training of Commission members, unknown cost at this time. If not approved, will require special allocation in 2023.
Total Prof Develop/Dues/Business Expenses:		\$400.00	\$600.00	50%	
Total Other Services and Charges:		\$400.00	\$600.00	50%	



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Total Expense Objects:		\$1,400.00	\$1,600.00	14.3%	

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.

*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.



112 - Zoning Board of Appeals



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 2022

- The Zoning Board of Appeals heard and decided upon applications for variances.

Program Objectives FY 2023

- 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

	FY 2021 Actual	FY 2022 Actual	FY 2023 Projected
Applications Heard	10	15	20

Qualitative

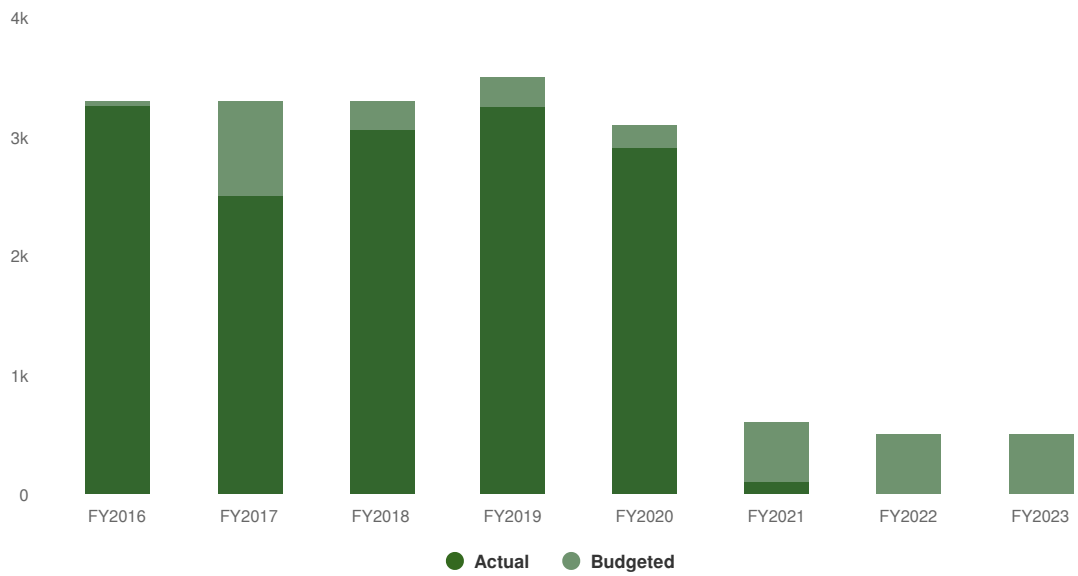
The Zoning Board of Appeals budget includes funds for a part-time recording secretary who prepares the minutes of all meetings, files those minutes with the Town Clerk and records the attendance of members at meetings.

Expenditures Summary

\$500 **\$0**
(0.00% vs. prior year)

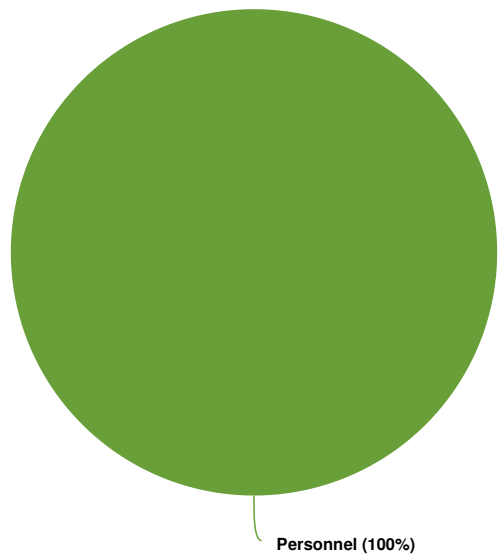


112 - Zoning Board of Appeals Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Part-Time					
PART-TIME	0100-112-51120-0000	\$500.00	\$500.00	0%	

Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Total Part-Time:		\$500.00	\$500.00	0%	
Total Personnel:		\$500.00	\$500.00	0%	
Total Expense Objects:		\$500.00	\$500.00	0%	

Budget Commentary

51120 Part-Time Personnel: Recording Secretary to prepare minutes. (12 meetings per year @ roughly 3.75 hours per meeting totaling approximately 46 man-hours @ \$13.00 per hour.

52410 Advertising: Publication of notices for Public Hearings and Actions as required by Connecticut State Statutes (Approximately \$215 per meeting). All departmental Advertising budget amounts have been moved to 165 – General Administrative Services.



113 - Inland Wetland & Watercourse Commission



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 2022

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

Program Objectives FY 2023

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

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Number of regular meetings	11	10	10
Applications Processed	13	15	15

Qualitative

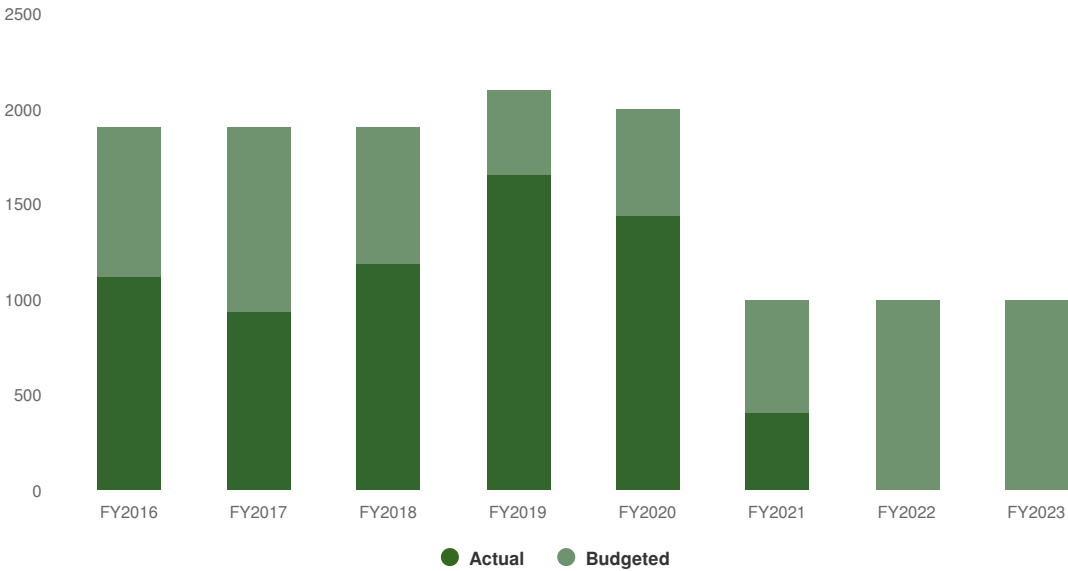
The Inland Wetlands and Watercourses Commission's budget includes funds for a recording secretary to prepare the minutes of meetings, publication of required legal notices, and attendance of members at training and issue-oriented seminars. The budget also provides for the commission's membership in the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

Expenditures Summary



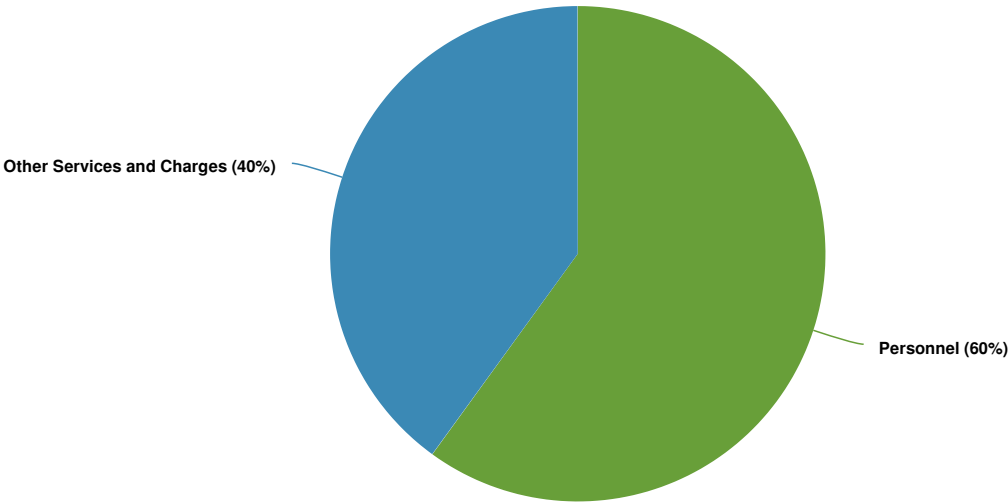
\$1,000 **\$0**
(0.00% vs. prior year)

113 - Inland Wetland & Watercourse Commission Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Part-Time					
PART-TIME	0100-113-51120-0000	\$600.00	\$600.00	0%	
Total Part-Time:		\$600.00	\$600.00	0%	
Total Personnel:		\$600.00	\$600.00	0%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-113-52401-0000	\$400.00	\$400.00	0%	
Total Prof Develop/Dues/Business Expenses:		\$400.00	\$400.00	0%	
Total Other Services and Charges:		\$400.00	\$400.00	0%	
Total Expense Objects:		\$1,000.00	\$1,000.00	0%	

Budget Commentary

51120 Part-Time Salary: Recording Secretary

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.



114 - Board of Assessment Appeals



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 2022

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

Program Objectives FY 2023

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

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
March/April Hearings	16	70	50
September Hearings	2	12	12

Qualitative

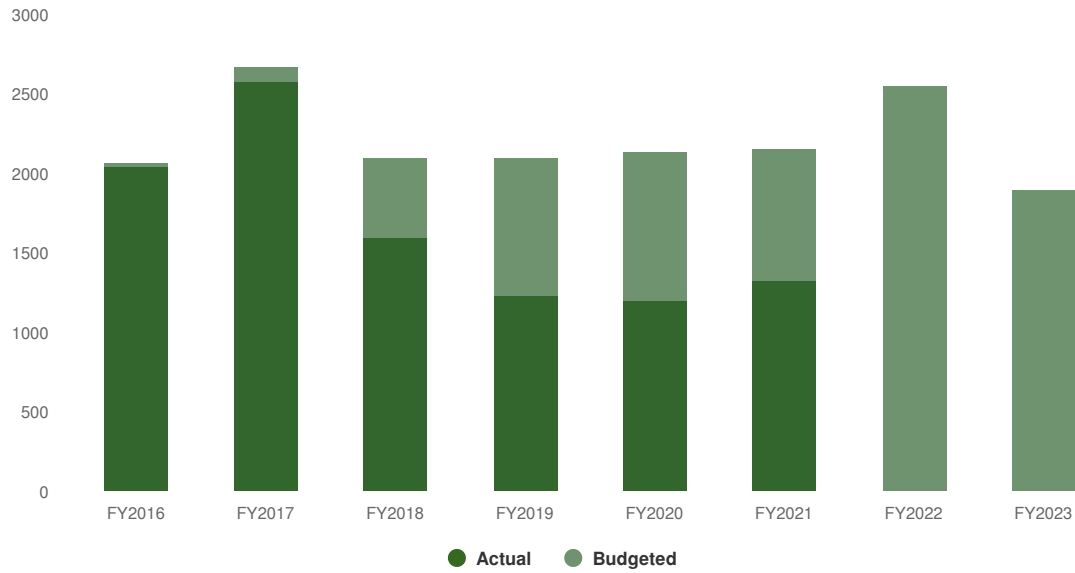
The Board currently consists of a Chairman, 2 Board Members and a Secretary. The Board makes any changes determined necessary to the Town's Grand List based on information presented during their hearings with taxpayers.

Expenditures Summary

\$1,900 - \$650
(-25.49% vs. prior year)

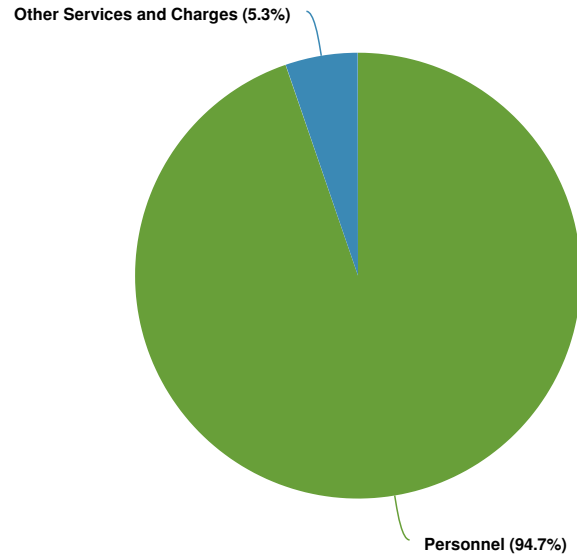


114 - Board of Assessment Appeals Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Part-Time					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
PART-TIME	0100-114-51120-0000	\$2,200.00	\$1,800.00	-18.2%	
Total Part-Time:		\$2,200.00	\$1,800.00	-18.2%	
Total Personnel:		\$2,200.00	\$1,800.00	-18.2%	
Supplies					
Operating Supplies					
OPERATING SUPPLIES	0100-114-52330-0000	\$50.00	\$0.00	-100%	
Total Operating Supplies:		\$50.00	\$0.00	-100%	
Total Supplies:		\$50.00	\$0.00	-100%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-114-52401-0000	\$300.00	\$100.00	-66.7%	
Total Prof Develop/Dues/Business Expenses:		\$300.00	\$100.00	-66.7%	
Total Other Services and Charges:		\$300.00	\$100.00	-66.7%	
Total Expense Objects:		\$2,550.00	\$1,900.00	-25.5%	

Budget Commentary

51120 Part-Time Salary: The Board currently consists of a Chairman, 2 Board Members and a Secretary. They are each paid a stipend.

52330 Operating Supplies: This covers manuals required by the State of Connecticut.

52401 Professional Development: This includes UCONN classes certified by the State of Connecticut Office of Policy and Management, required for certification and re-certification of office staff, and of board members if they choose to seek certification.



116 - Conservation Commission



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 2022

- Partnered with Pequabuck River Water Shed Association for a river clean up in the spring
- Fall river clean-up of Quinnipiac River
- The commission provided native plantings for a garden at Toffolon School, and added plants to a Butterfly Garden at Wheeler School
- Milkweed plants were distributed to one grade at each elementary school
- A hike was held for National Trails Day.

Program Objectives FY 2023

- Continue to make residents more aware of the conservation of natural resources, protection of wildlife, expand the open space program and create opportunities to build a more sustainable town.
- Sponsor two river clean-up events. As earlier posted, we will not be partnering with the Quinnipiac River Watershed Association. The Commission will return to its regularly scheduled river clean-ups; the Quinnipiac River and the Pequabuck River Watershed.
- Discuss the possibility of partnering with the Pequabuck River Watershed at the Balloon Festival and again at the Pumpkin Fest.
- Host a hike for National Trails Day 2022
- Host a program for Earth Day 2022, that will benefit residents of Plainville.
- Continue to keep watch on Paderewski Pond water conditions.
- Promote planting of new trees and conservation of existing ones
- Sponsor a clean-up at Paderewski Park Pond
- Increase involvement in the management of Tomasso Nature Park.

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Meetings Conducted	9	10	11
Events Held	4	4	5
Total Attendees	228	28	30
Partnerships	6	6	6

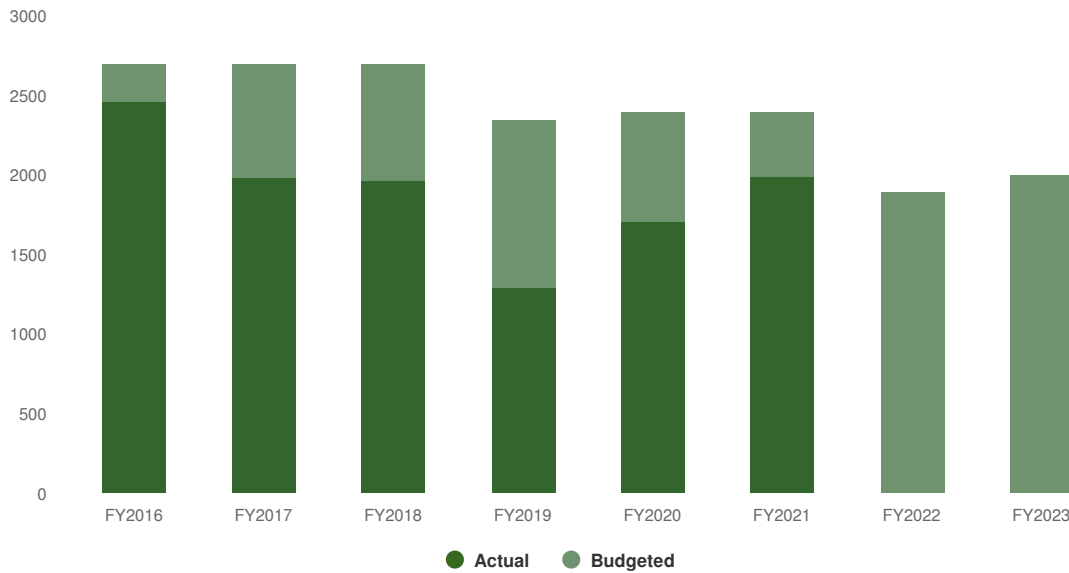
Qualitative

The Commission has coordinated and sponsored 3 events this year that several Plainville Citizens attended and participated in. The Conservation Commission Continues to significantly increase its impact on the community.

Expenditures Summary

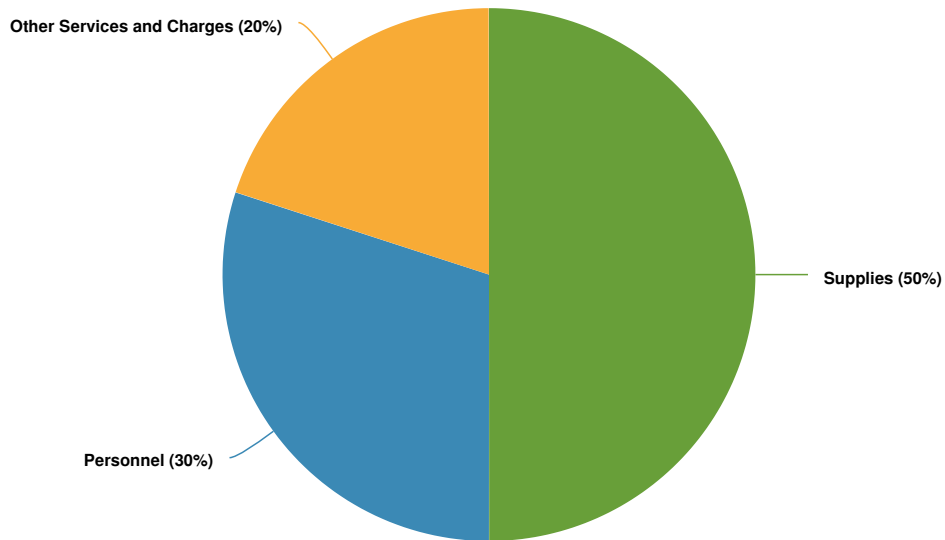
\$2,000 **\$100**
(5.26% vs. prior year)

116 - Conservation Commission Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Part-Time					
PART TIME PAYROLL	0100-116-51120-0000	\$500.00	\$600.00	20%	
Total Part-Time:		\$500.00	\$600.00	20%	
Total Personnel:		\$500.00	\$600.00	20%	
Supplies					
Operating Supplies					
OPERATING SUPPLIES	0100-116-52330-0000	\$1,000.00	\$1,000.00	0%	
Total Operating Supplies:		\$1,000.00	\$1,000.00	0%	
Total Supplies:		\$1,000.00	\$1,000.00	0%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-116-52401-0000	\$400.00	\$400.00	0%	
Total Prof Develop/Dues/Business Expenses:		\$400.00	\$400.00	0%	
Total Other Services and Charges:		\$400.00	\$400.00	0%	
Total Expense Objects:		\$1,900.00	\$2,000.00	5.3%	



Budget Commentary

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

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

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



119 - Veterans' Council



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

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

Program Accomplishments FY 2022

- Raised funds to support community and veterans' organization
- Continued to support the Plainville Veterans Memorial Plaque Wall in Town Hall. Plaques sell for \$14.00 each and are filling up fast.

Program Objectives FY 2023

- To continue to assist Veterans, their widows, and dependent children.
- To continue communications with Veterans organizations.
- To continue to maintain Veterans Memorial Plaque Wall in the Municipal Center.

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Individuals Assisted	42	50	55
Total Office Traffic*	81	70	70
Meetings Held	52	52	52

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

Qualitative

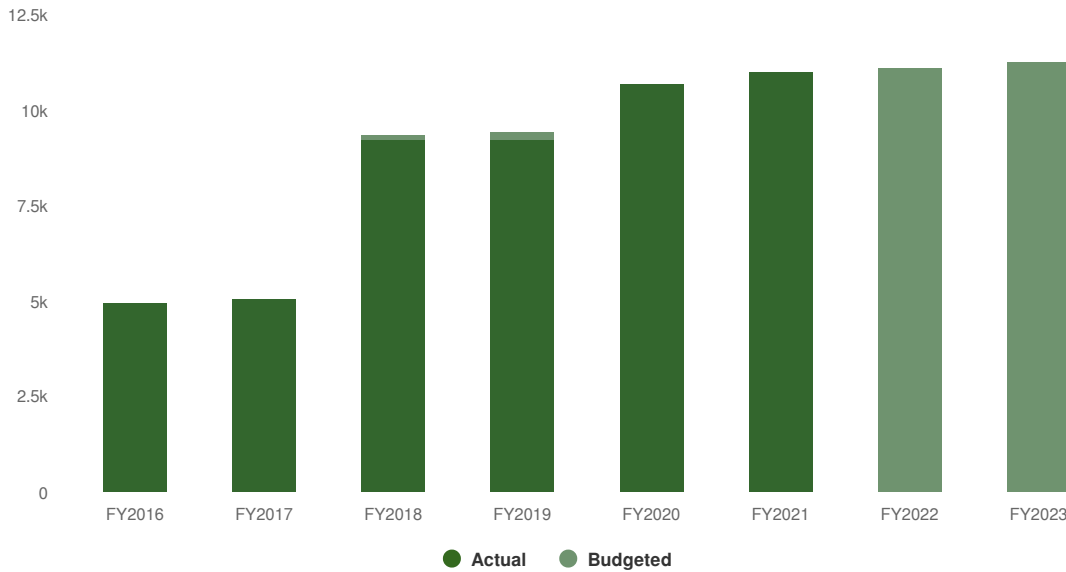
The Veterans Council currently consists of three members who meet weekly to help assist Veterans from New Britain, Farmington, Newington, and Bristol.

Expenditures Summary



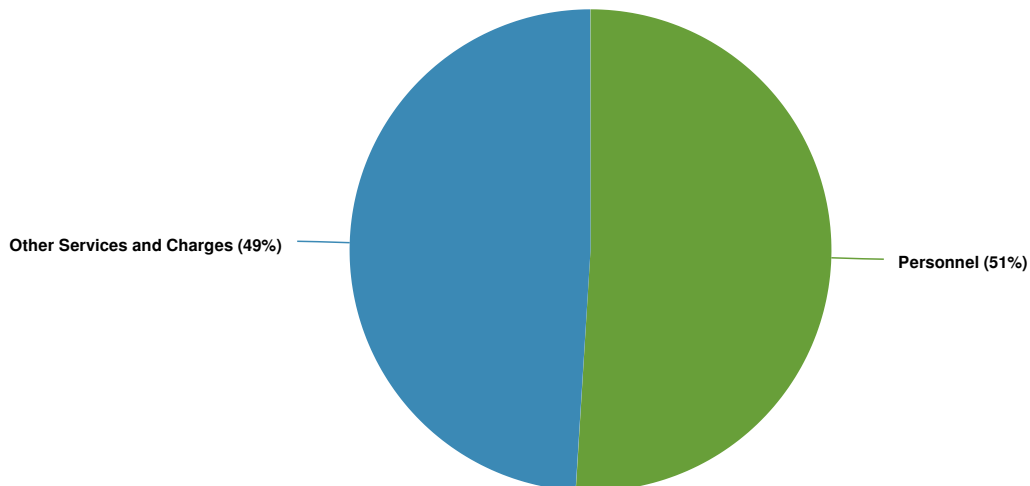
\$11,283 **\$141**
(1.27% vs. prior year)

119 - Veterans' Council Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
------	------------	-----------------	-----------------	--	-------



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Part-Time					
PART-TIME	0100-119-51120-0000	\$5,613.00	\$5,754.00	2.5%	
Total Part-Time:		\$5,613.00	\$5,754.00	2.5%	
Total Personnel:		\$5,613.00	\$5,754.00	2.5%	
Other Services and Charges					
Agency Subsidy					
AGENCY SUBSIDY	0100-119-52465-0000	\$5,529.00	\$5,529.00	0%	
Total Agency Subsidy:		\$5,529.00	\$5,529.00	0%	
Total Other Services and Charges:		\$5,529.00	\$5,529.00	0%	
Total Expense Objects:		\$11,142.00	\$11,283.00	1.3%	

Budget Commentary

51120 Part-Time Salary: Stipend for each of the three members of the Veterans Council

52465 Agency Subsidy: Represents Plainville's 7% allocation of the Veterans Strong Community Centers \$60K Budget with Regional Towns involved with the Center.



121 - Recycling & Solid Waste Commission



The State of Connecticut has enacted 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 follow state laws and mandates.

Program Accomplishments FY 2022

- 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.
- Continued to assist the Town Council with solid waste and recycling policies.

Program Objectives FY 2023

- 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.
- Expand use of social media to inform residents about recycling.
- Promote Town-wide composting.
- Investigate Town-wide food waste collection.

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Meetings Held	4	1	4

Qualitative

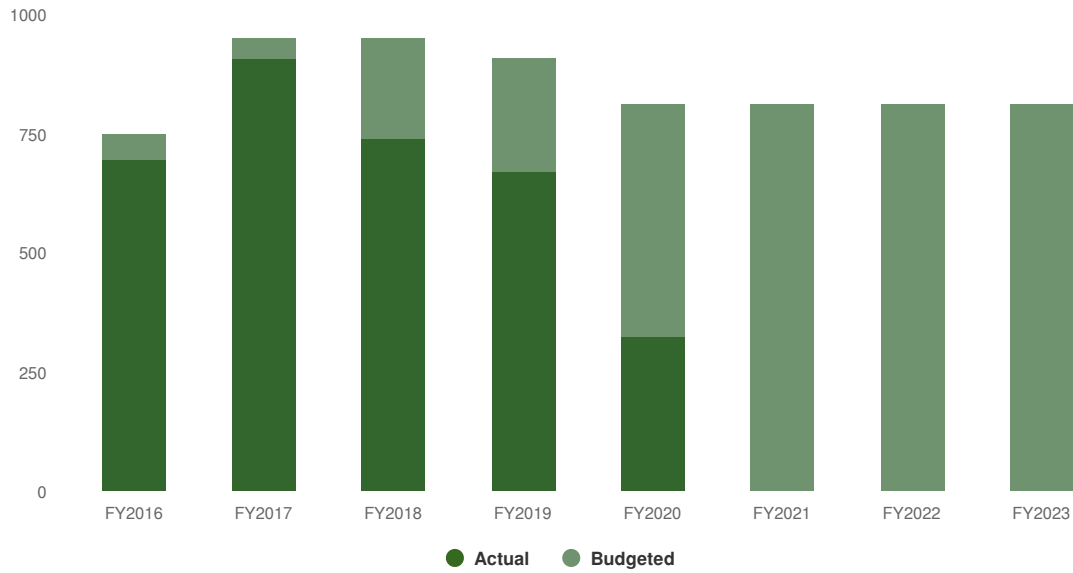
The Recycling Commission has worked to educate and expand recycling efforts Town-wide.

Expenditures Summary

\$810 \$0
(0.00% vs. prior year)

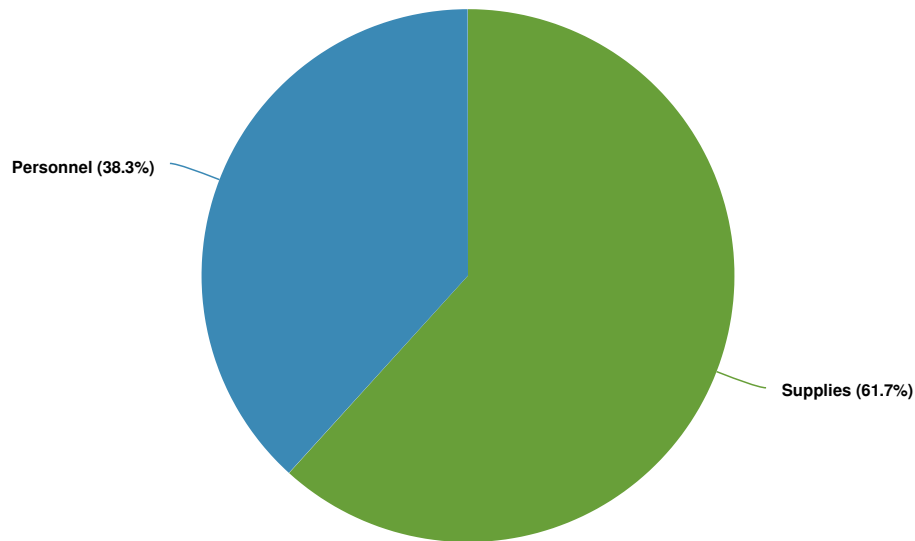


121 - Recycling & Solid Waste Commission Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Part-Time					
PART-TIME	0100-121-51120-0000	\$310.00	\$310.00	0%	



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Total Part-Time:		\$310.00	\$310.00	0%	
Total Personnel:		\$310.00	\$310.00	0%	
Supplies					
Operating Supplies					
OPERATING SUPPLIES	0100-121-52330-0000	\$500.00	\$500.00	0%	
Total Operating Supplies:		\$500.00	\$500.00	0%	
Total Supplies:		\$500.00	\$500.00	0%	
Total Expense Objects:		\$810.00	\$810.00	0%	

Budget Commentary

51120 Part-Time Salary: Recording Secretary.

52330 Operating Supplies: Used to purchase supplies to promote the recycling program. Most of these items are made of recycled materials that demonstrate the viability of recycling.

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

52410 Advertising: Ads to promote Plainville's recycling program. All departmental Advertising budget amounts have been moved to 165 - General Administrative Services.



130 - Probate Court



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

Program Accomplishments FY 2022

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

Program Objectives FY 2023

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

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Intestate (No Will)	35	35	50
Testate	129	129	150
Small Estate Affidavit/Tax Purposes Only Estates	167	167	180
Trust Account Requiring Hearings	33	33	30
Termination of Parental Rights	8	8	16
Emancipation of Minors	0	0	1
Appointment of Guardians of Estates	11	11	15
Other Guardianship Applications (GID and Children's)	25	25	30
Conservatorship New Applications	71	71	80
Change of Name	34	34	40
Hospital Matters	120	120	140

Qualitative

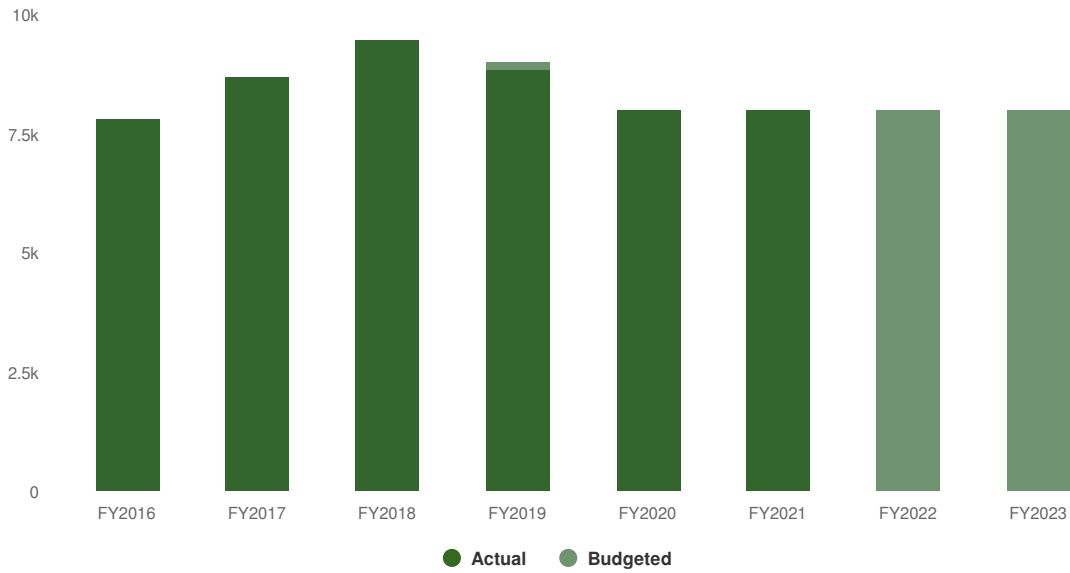
Probate Court consistently gets outstanding reports from Probate Court Administration relating both to the court and financial audits.

Expenditures Summary

\$8,000 **\$0**
(0.00% vs. prior year)

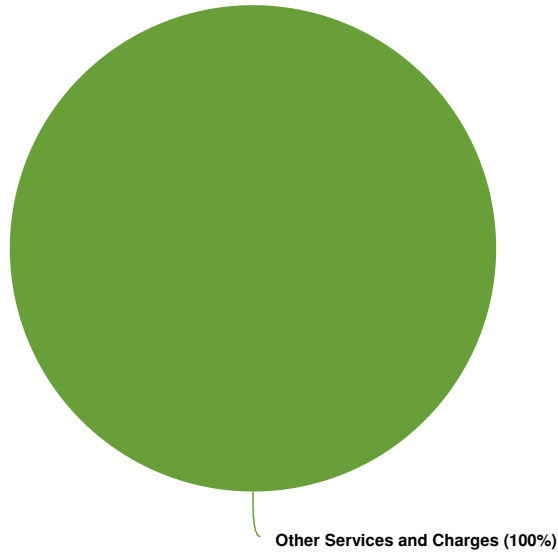


130 - Probate Court Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Other Services and Charges					
Other Contractual Services					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
OTHER CONTRACTUAL SERVICES	0100-130-52435- 0000	\$8,000.00	\$8,000.00	0%	
Total Other Contractual Services:		\$8,000.00	\$8,000.00	0%	
Total Other Services and Charges:		\$8,000.00	\$8,000.00	0%	
Total Expense Objects:		\$8,000.00	\$8,000.00	0%	

Budget Commentary

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



131 - Town Manager



Program Accomplishments FY 2022

- Continued to respond to and supported community and Town government through COVID 19 Pandemic in conjunction with our regional Health District, as well as local, State, and regional partners.
- Continued to work with WPC on the Phosphorus Upgrade project along with Department of Energy & Environment Protection (DEEP), and the Engineers, Tighe & Bond.
- Continued to work State of Connecticut on “gap closure efforts” of the Farmington Heritage Canal Trail
- Continued to work with Town staff on the redevelopment of the former White Oak brownfield property
- 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.
- Continued to work with Town Staff, CT Department of Public Health, and Valley Water regarding proposed rate increases and water quality in Plainville.
- Held the annual joint meeting between the Town Council and the Board of Education to discuss next year’s Town Budget.
- Continued to develop Phase II (years 6-10) of Road Bond Paving Program
- Completed fiber installation project connecting all Town Buildings and pump stations
- At direction of Town Council led American Rescue Plan Act Committee and planning efforts- informing both Council and public on this important opportunity

Program Objectives FY 2023

- In conjunction with, and at direction of Town Council, guide Former White Oak brownfield development forward
- Continue to work with the Capital Projects Building Committee regarding the School Renovation Projects, including initiation of the Middle of School of Plainville Project.
- Continued to coordinate the efforts of a \$5,000,000 road bond for a 5-year road paving program.
- Continued to work with the Police Department to enforce sidewalk clearing ordinance.
- As a member of the Board of Health for Plainville/Southington Regional Health District, regularly interface and attended board meetings
- Continue to move forward with the requirements of the Landfill Stewardship Program.
- Continue to work with State and local partners to develop and design the best route to close the gap of the Farmington Canal Heritage Trail in Plainville and Southington.
- Continue as a Credentialed Town Manager through the International City Managers’ Association (ICMA).
- Continue to explore methods of reducing municipal spending in future years.
- Continue to investigate cost saving measures and consolidation of services, including regional initiatives.



Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Correspondence	1,392	1,350	1,350
Evening Meetings	75	77	73
Budget Planning Sessions	15	15	15
Grants Applied For	4	7	7

Personnel	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Full Time	3	3	3

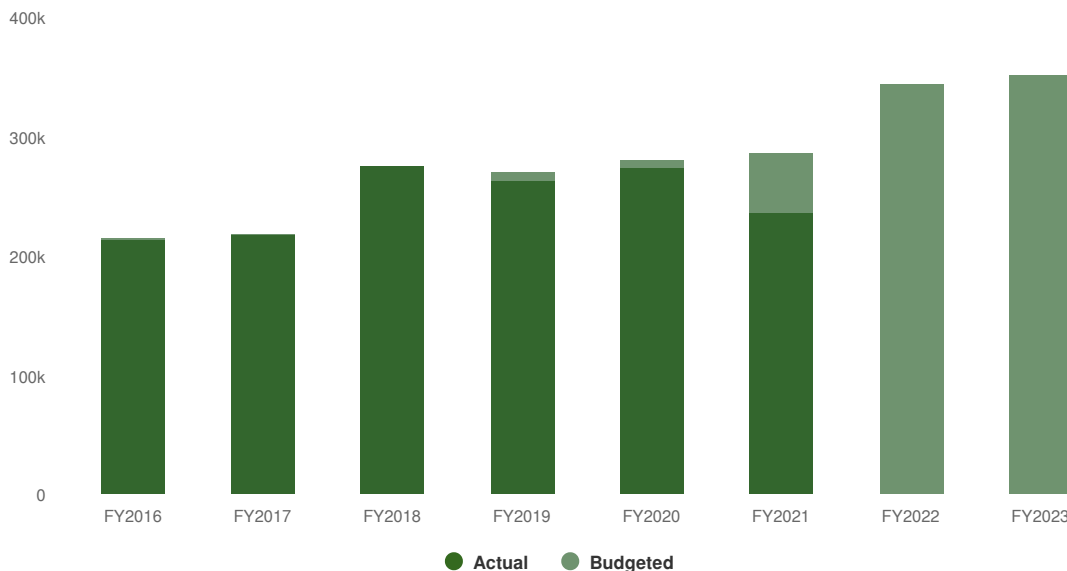
Qualitative

As Chief Executive Officer of the Town, the Town Manager prepares and submits the annual Town Budget. The Town of Plainville has won the Government Financial Officers Association (GFOA) Distinguished Budget Presentation Award for twenty (20) consecutive years, including fiscal year 2022. This award is the highest form of recognition in governmental budgeting and represents a significant achievement by the Town Manager's Office.

Expenditures Summary

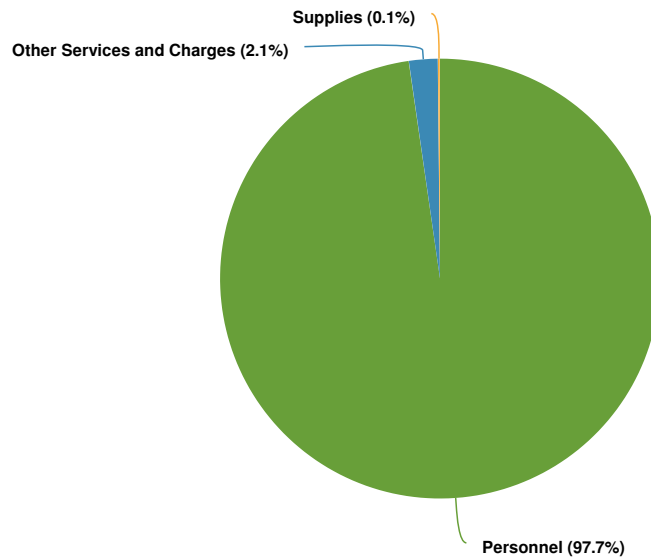
\$352,000 **\$7,602**
(2.21% vs. prior year)

131 - Town Manager Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Full-Time					
FULL-TIME	0100-131-51110-0000	\$336,783.00	\$344,000.00	2.1%	
Total Full-Time:		\$336,783.00	\$344,000.00	2.1%	
Total Personnel:		\$336,783.00	\$344,000.00	2.1%	
Supplies					
Operating Supplies					
OPERATING SUPPLIES	0100-131-52330-0000	\$300.00	\$500.00	66.7%	
Total Operating Supplies:		\$300.00	\$500.00	66.7%	
Total Supplies:		\$300.00	\$500.00	66.7%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-131-52401-0000	\$7,315.00	\$7,500.00	2.5%	
Total Prof Develop/Dues/Business Expenses:		\$7,315.00	\$7,500.00	2.5%	
Total Other Services and Charges:		\$7,315.00	\$7,500.00	2.5%	



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Total Expense Objects:		\$344,398.00	\$352,000.00	2.2%	

Budget Commentary

51110 Full-Time Salary: Town Manager, Assistant Town Manager and 92.68% of the Executive Assistant salary shared with the Plainville Affordable Housing at 7.32%.

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.



132 - Human Resources



Human Resources is a part of the Town Manager's Office with the Director of Human Resources acting as the Town Manager's designee to serve as the Director for both the Town and Plainville Community Schools. 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 Director of Human Resources serves as the Chairperson of the Employee Safety Committee and coordinates appropriate training for employees as deemed necessary. The Director of Human Resources also serves on the Wellness Committee, and the Community Human Services Committee that consists of all the human service organizations in Town. The information below represents accomplishments, objectives, and descriptions for the Town only. The Department will continue to recruit, hire, process all BOE positions as well as provide all additional support to the Plainville Community Schools.

Program Accomplishments FY 2022

- Continued working closely with the Finance Department in maintaining Payroll/Human Resources System.
- Continued to manage Town and the Board of Education Human Resources efforts.
- Conducted employee training sessions.
- Continued to work closely with the Agent of Record for new requirements of the Affordable Health Care Act (ACA).
- Continued to work closely with the Director of Health regarding all COVID-19 matters.
- Attended weekly Department of Health Meetings.
- Collaborated every day with the District's Nurse Consultant, Superintendent of Schools on all COVID-19 situations.
- Developed, updated and implemented revised Return to Work Guidelines and Procedures following the start to the second school year of the Pandemic for both the Town and Plainville Community Schools staff.
- Continued to Advise staff on all COVID quarantine mandates, travel advisory changes and vaccination status plans.
- Continued to work with the Department of Health on the roll out of vaccinations age groups and booster clinics for the Town and Plainville Community Schools.
- Conducted various walkthroughs in buildings to ensure proper COVID-19 social distancing measures were being practiced.
- Continued to handle all COVID-19 unemployment claims for both the Town and BOE attending virtual hearings when necessary.
- Recruited and hired Building Official in the Technical Services Department.



- Recruited and hired an Office Professional in the Technical Services Department.
- Hired a Town Planner in the Technical Services Department.
- Hired four (4) Police Officers.
- Hired two (2) Police Dispatchers in the Police Department.
- Recruited and hired a Police Chief.
- Recruited and hired two Office Professionals in the Tax and Assessing Department.
- Recruited and hired a Recreation Coordinator in the Recreation Department.
- Recruited and hired five Operators in Training in the Wastewater Treatment facility.
- Promoted an Equipment Operator III to Foreman in the Wastewater Treatment facility.
- Recruited and hired a Maintainer II in Buildings & Grounds.
- Promoted a Maintainer I to Maintainer II in Buildings & Grounds.
- Recruited and hired a Mechanic in Buildings and Grounds.
- Promoted a Maintainer II to Foreman in Buildings & Grounds.
- Recruited and hired a Truck Driver in the Roadways Department.
- Promoted a Foreman to Superintendent of Roadways in the Roadways Department.
- Continued to recruit and hire part time and seasonal staff.
- Provided quarterly individual consultations for employees to discuss pension benefits.
- Continued to assist employees transitioning into retirement.
- Continued to monitor workers' compensation cases.
- The Wellness Committee met to discuss possible upcoming programs and events.
- Conducted employee orientations and exit interviews.
- Conducted informational sessions for medical benefits
- Continued to provide pension benefit help and guidance for upcoming retirees.
- Continued to monitor unemployment benefits.
- Implemented an online training program for all departments' needs.
- Created a staff only section on the Town Website for employees to access important information and forms relating to their employment.



Program Objectives FY 2023

- Finalize Personnel Rules and Policies.
- Hire a Town Manager in the Town Manager's Office
- Recruit and hire an Assistant Town Manager
- Hire an Assistant to the Town Engineer in the Technical Services Department.
- Hire a Director of Youth Services.
- Negotiate the Town Hall union contract.
- Negotiate the Public Works union contract.
- Continue to keep all Town and Plainville Community Schools staff advised of any COVID-19 quarantine and vaccination updates.
- Continue to help our Town and Plainville Community Schools staff through the COVID-19 pandemic providing support and guidance.
- 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.
- Continue to update OSHA Training Files and provide 10-hour OSHA certifications.
- 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.



Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
All Persons Recruited (not including Poll Workers or BOE)	26	38	25
Persons Promoted	6	4	3
Labor Negotiation Sessions	0	6	3
Workers Compensation Claims Filed	26	20	20
Wellness Committee Meetings	3	3	10
Wellness Committee Programs	3	0	7
NAGE - Town Hall Union Members	20	18	17
Public Works Union Members Participating	21	20	20
Police Union Members	38	38	38
Employee Training	3	1	3

Personnel	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Full Time	1	1	2
Part Time	1	1	0

Qualitative

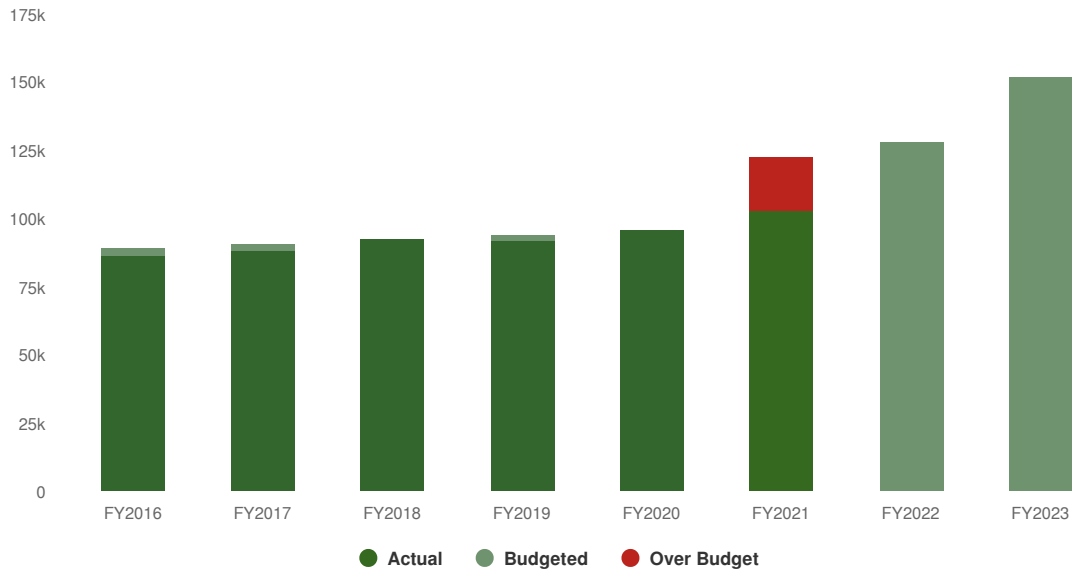
The Department of Human Resources strives to keep Human Resources policies current as well as implementing new policies that enhance operations and employee benefits. From time to time policies are revised to keep pace with generally accepted business practices and to comply with changes in state or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

Expenditures Summary

\$152,080
\$23,895
 (18.64% vs. prior year)

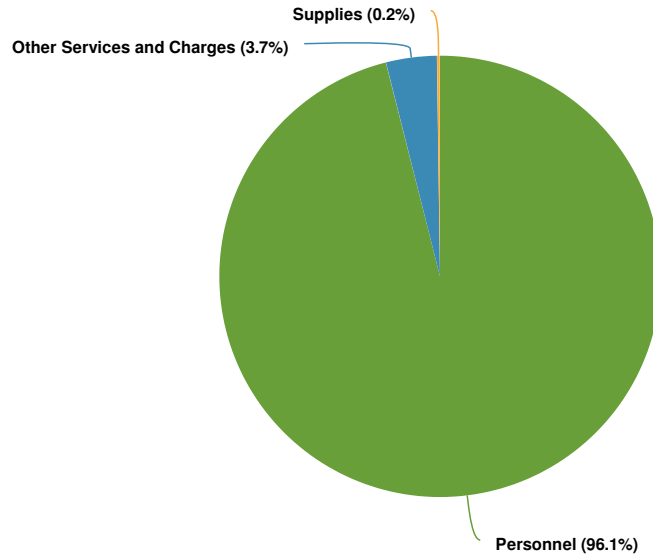


132 - Human Resources Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Full-Time					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
FULL-TIME	0100-132-51110-0000	\$95,145.00	\$146,100.00	53.6%	
Total Full-Time:		\$95,145.00	\$146,100.00	53.6%	
Part-Time					
PART-TIME	0100-132-51120-0000	\$27,060.00	\$0.00	-100%	
Total Part-Time:		\$27,060.00	\$0.00	-100%	
Total Personnel:		\$122,205.00	\$146,100.00	19.6%	
Supplies					
Operating Supplies					
OPERATING SUPPLIES	0100-132-52330-0000	\$325.00	\$325.00	0%	
Total Operating Supplies:		\$325.00	\$325.00	0%	
Total Supplies:		\$325.00	\$325.00	0%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-132-52401-0000	\$2,500.00	\$2,500.00	0%	
Total Prof Develop/Dues/Business Expenses:		\$2,500.00	\$2,500.00	0%	
Recruitment And Training					
RECRUITMENT AND TRAINING	0100-132-52430-0000	\$600.00	\$600.00	0%	
Total Recruitment And Training:		\$600.00	\$600.00	0%	
Other Contractual Services					
OTHER CONTRACTUAL SERVICES	0100-132-52435-0000	\$2,555.00	\$2,555.00	0%	
Total Other Contractual Services:		\$2,555.00	\$2,555.00	0%	
Total Other Services and Charges:		\$5,655.00	\$5,655.00	0%	
Total Expense Objects:		\$128,185.00	\$152,080.00	18.6%	

Budget Commentary

51110 Full-Time Salary: The Director of Human Resources is funded here and one full time Human Resources Technician.

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

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

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.



133 - Elections



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

Program Accomplishments FY 2022

- Due to COVID, we were not able to go into the schools to register voters.
- April 27, 2021 Annual Budget Vote, 4% turnout budget passed
- November 2, 2021 Municipal Election 30% turnout

Program Objectives FY 2023

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

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Registered Republican Voters	2,773	2,813	2,815
Registered Democratic Voters	3,848	3,888	3,928
Registered Unaffiliated Voters	5,641	5,681	5,672
Others	204	244	284

Personnel	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Part Time	4	4	4

Qualitative

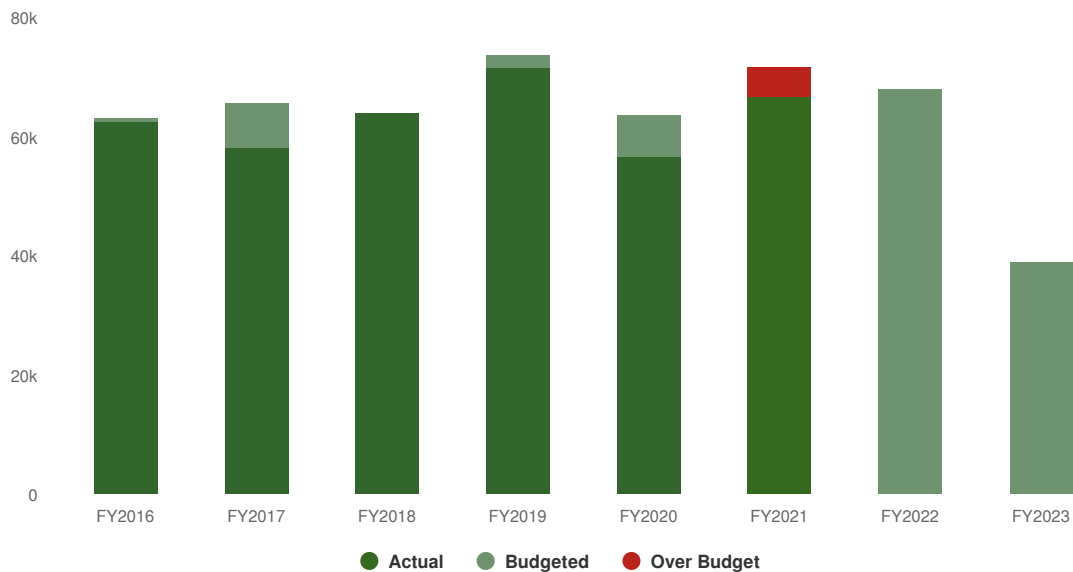
The Registrars conduct elections, primaries and referenda and are responsible for training of election officials. They are responsible for organizing, maintaining the accuracy of the registry lists and updating voter files. Registrars attend meetings called by the Secretary of State in order to keep 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.

Expenditures Summary

\$38,960 -\$29,090
(-42.75% vs. prior year)

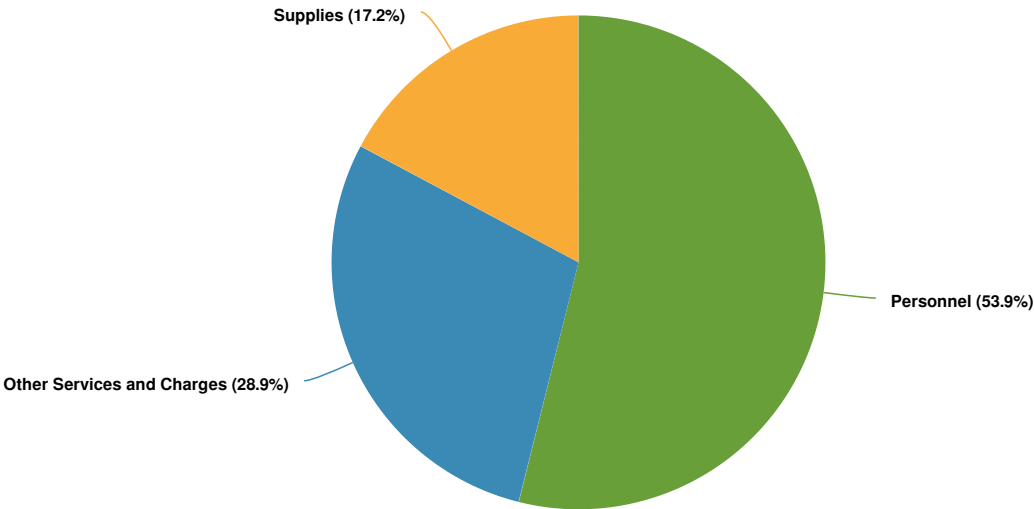


133 - Elections Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Part-Time					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
PART-TIME	0100-133-51120-0000	\$50,090.00	\$21,000.00	-58.1%	
Total Part-Time:		\$50,090.00	\$21,000.00	-58.1%	
Total Personnel:		\$50,090.00	\$21,000.00	-58.1%	
Supplies					
Operating Supplies					
OPERATING SUPPLIES	0100-133-52330-0000	\$7,150.00	\$6,700.00	-6.3%	
Total Operating Supplies:		\$7,150.00	\$6,700.00	-6.3%	
Total Supplies:		\$7,150.00	\$6,700.00	-6.3%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-133-52401-0000	\$1,570.00	\$1,590.00	1.3%	
Total Prof Develop/Dues/Business Expenses:		\$1,570.00	\$1,590.00	1.3%	
Recruitment And Training					
RECRUITMENT AND TRAINING	0100-133-52430-0000	\$260.00	\$240.00	-7.7%	
Total Recruitment And Training:		\$260.00	\$240.00	-7.7%	
Other Contractual Services					
OTHER CONTRACTUAL SERVICES	0100-133-52435-0000	\$7,180.00	\$7,180.00	0%	
Total Other Contractual Services:		\$7,180.00	\$7,180.00	0%	
Maintenance Contracts					
MAINTENANCE CONTRACTS	0100-133-52450-0000	\$1,800.00	\$2,250.00	25%	
Total Maintenance Contracts:		\$1,800.00	\$2,250.00	25%	
Total Other Services and Charges:		\$10,810.00	\$11,260.00	4.2%	
Total Expense Objects:		\$68,050.00	\$38,960.00	-42.7%	



Budget Commentary

51120 Part Time Salary: Covers salary for election workers. Election workers are paid at least minimum wage.

51120 Part Time Salary - Reg: Covers the salary for two Registrars of Voters and two Deputy Registrars. Detailing these salaries from the election workers makes it easier to budget.

52330 Operating Supplies: Printed seals to seal voting machines, Heavy weight paper for the printing of registration cards, Special envelopes are needed for the mandatory canvas of electors, conducted through the National Change of Address System, as well as the mailing of "Intent to Remove" notices. Printing of Ballots from Adkins.

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

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

52430 Recruitment and Training: Travel costs for certification of moderators. Cost for class to certify moderators.

52435 Other Contractual Services: Food for Election Day officials, reimbursement for school custodians who clean up after elections, and 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.



134 - Town Attorney



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 2022

- Provided effective legal representation for the Town of Plainville at a reasonable cost.
- Collected a substantial amount of back taxes and sewer fees owed to the Town of Plainville.
- Assisted in development and review of plans and agreements for 1&63 West Main Street Town redevelopment
- Created and revised numerous Ordinances.

Program Objectives FY 2023

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

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Written Opinions	10	20	20
Court Appearances	23	25	25
Attend Town Council & Other Meetings	22	25	25

Qualitative

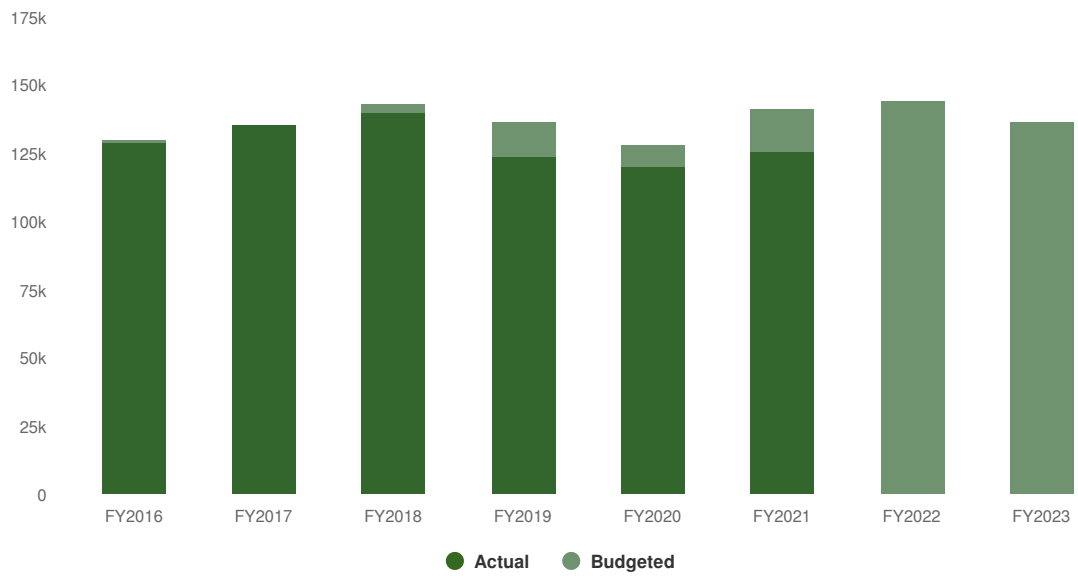
The Office works for Town Officials to minimize legal risks and exposures to the Town. The Office provides effective legal representation to the Town and its Officials. The Office attempts to maintain open lines of communication between the Office and Town Officials.

Expenditures Summary

\$136,255 **-\$7,907**
(-5.48% vs. prior year)

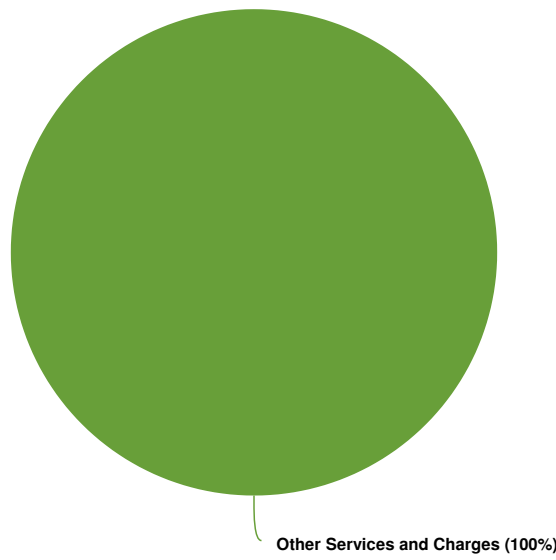


134 - Town Attorney Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Other Services and Charges					
Prof Develop/Dues/Business Expenses					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-134-52401- 0000	\$250.00	\$250.00	0%	
Total Prof Develop/Dues/Business Expenses:		\$250.00	\$250.00	0%	
Court Costs/Filing Fees					
COURT COSTS/FILING FEES	0100-134-52402- 0000	\$1,500.00	\$1,500.00	0%	
Total Court Costs/Filing Fees:		\$1,500.00	\$1,500.00	0%	
Other Contractual Services					
OTHER CONTRACTUAL SERVICES	0100-134-52435- 0000	\$111,712.00	\$114,505.00	2.5%	
Total Other Contractual Services:		\$111,712.00	\$114,505.00	2.5%	
Contractual Labor/Special Matters					
CONTRACTUAL LABOR/SPECIAL MATTERS	0100-134-52436- 0000	\$30,700.00	\$20,000.00	-34.9%	
Total Contractual Labor/Special Matters:		\$30,700.00	\$20,000.00	-34.9%	
Total Other Services and Charges:		\$144,162.00	\$136,255.00	-5.5%	
Total Expense Objects:		\$144,162.00	\$136,255.00	-5.5%	

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.



135 - Town Treasurer



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. 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 2022

- Countersigned payroll and expenditure checks for the Town and Board of Education.
- Signed off on bond anticipation note (BAN) and general obligation bond (GENOB) sales.

Program Objectives FY 2023

- 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

	FY 2012 Actual	FY 2022 Estimated	FY 2023 Projected
Voucher Checks Issued	4,500	4,500	4,500
Investment Income	\$7,840	\$5,000	\$26,500

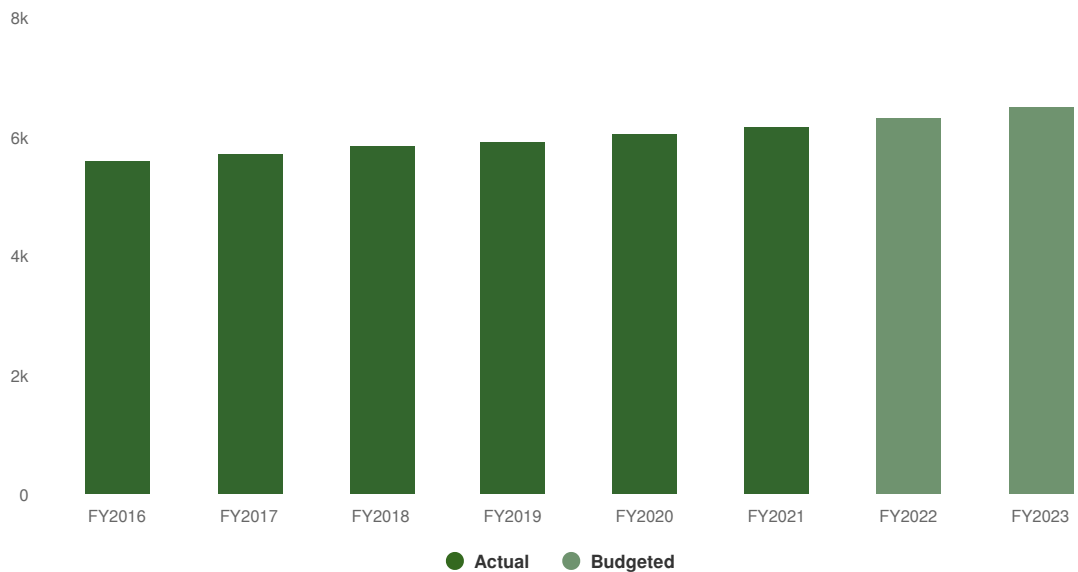
Personnel	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Part Time	1	1	1

Expenditures Summary

\$6,482 **\$158**
(2.50% vs. prior year)

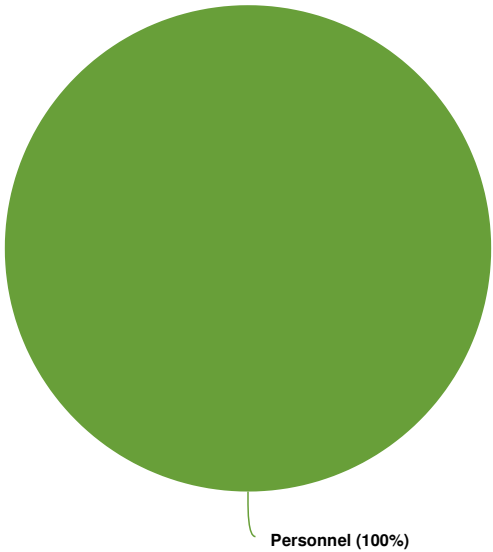


135 - Town Treasurer Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Part-Time					
PART-TIME	0100-135-51120-0000	\$6,324.00	\$6,482.00	2.5%	



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Total Part-Time:		\$6,324.00	\$6,482.00	2.5%	
Total Personnel:		\$6,324.00	\$6,482.00	2.5%	
Total Expense Objects:		\$6,324.00	\$6,482.00	2.5%	

Budget Commentary

51120 Part Time Personnel: Salary for the Town Treasurer.



136 - Finance



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, risk management, and employee benefits, in coordination with the Human Resources Department. Budgetary reports are provided monthly to the Town Council and department heads for their evaluation. This Department now acts as one Department with Board of Education (BOE) Finance Department, coordinating all payroll, general ledger, and accounts payable functions into one Department.

Program Accomplishments FY 2022

- 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 (COA) from the Government Finance Officers Association (GFOA) for the 33rd 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 bank account reconciliation for BOE operating account in a timely manner.
- Completed seventh year of 1095C forms preparation and filing for employees complying with Affordable Care Act (ACA).
- Implemented ClearGov budgetary software for all departments and Town Council to use.

Program Objectives FY 2023

- GFOA Certificate of Achievement for Excellence in Financial Reporting (COA).
- Complete full implementation of ClearGov budgetary software, including budget narrative side with all departments, creating a full digital budget book worthy of the GFOA Distinguished Budget Presentation Award.



Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Total General Ledger Funds - BOE	27	29	29
Total General Ledger Funds - Town	52	53	53
Payroll Checks Issued Annually - BOE	814	800	800
Payroll Checks Issued Annually - Town	370	360	360
1099 Forms Issued Annually - BOE	55	55	55
1099 Forms Issued Annually - Town	110	110	110
W-2 Forms Issued Annually - BOE	660	670	670
W-2 Forms Issued Annually - Town	310	320	320
1095C Forms Issued Annually - BOE	350	360	360
1095C Forms Issued Annually - Town	105	115	115
Direct Deposits Issued Annually - BOE	11,100	11,000	11,000
Direct Deposits Issued Annually - Town	4,600	4,600	4,600

Personnel (Town Only)	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Full Time	3	3	3

Qualitative

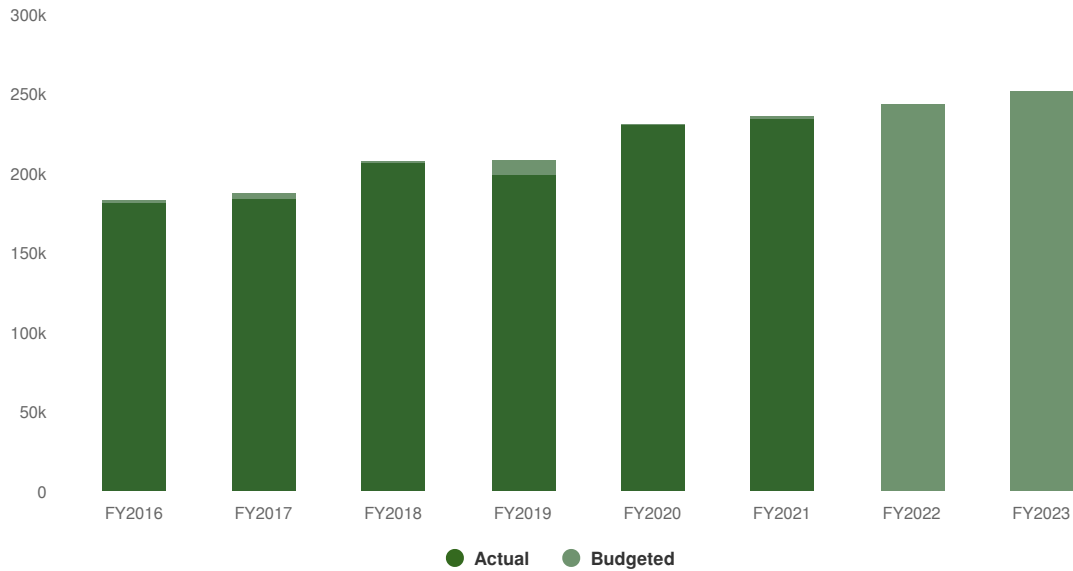
For the past thirty-three (33) years, the Finance Department has received the Certificate of Achievement for Excellence in Financial Reporting (COA) from the Government Finance Officers Association, which represents its strong commitment to superior financial reporting. The Finance Department also works to ensure strict adherence to budgetary guidelines.

Expenditures Summary

\$252,325 **\$8,520**
(3.49% vs. prior year)

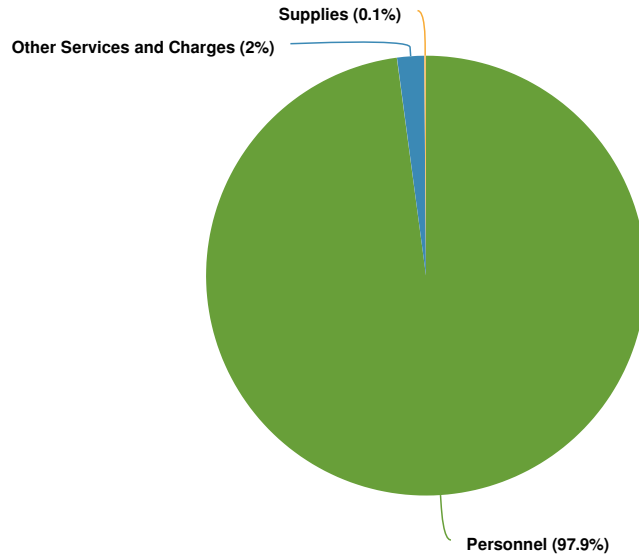


136 - Finance Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budget Commentary

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

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

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

52450 Maintenance Contracts: Fixed asset software.



137 - Assessments & Revenue



The purpose of the Assessment & Revenue Collection Department is to promote and enhance the financial stability of the Town through the equitable assessment of all property within the Town and to collect all taxes and sewer usage fees due to the Town. To achieve this, staff values all taxable properties, bills out all taxable properties, administer all exemptions and elderly assistance programs, and collects all Town revenues. The Department is also responsible for depositing of all Town-wide departmental revenues.

Program Accomplishments FY 2022

- Implemented safe and efficient procedures to assure taxpayers received their benefits and were able to pay their taxes.
- Implemented Covid policies and procedures to allow taxpayers and staff to efficiently and safely carry on the duties of the office.
- Implemented all Executive Orders to assist taxpayers during Covid-19.
- Trained new staff in the functions of tax collections.
- Continued to train existing staff in the functions of assessment.

Program Objectives FY 2023

- Continue to make customer service a number one priority of the office.
- Continue to assist the people of the Town of Plainville in understanding the Assessment and Collection functions.
- Continue staff meetings for open lines of communication. Examine current office procedures and implement any changes that would increase efficiency of the office.
- Continue the process of creating a policy and procedure manual for the office, to ensure that all staff has the information necessary to perform all the functions of the office.
- Continue to have non-certified staff attend courses for certification, both in the assessment and collection functions.
- Ensure that certified staff continues to attend courses and meets all statutory requirements for re-certification.
- Continue to examine and implement all avenues to collect delinquent taxes.
- Take on the responsibility to balance all tax collections monthly.



Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Net Grand List	\$1,412,300,690	\$1,429,265,383	\$1,642,221,970
Homeowner Applications	294	300	310
Additional Veterans Applications	126	135	150
Renters Applications	189	195	205
Total Collections	\$50,890,248	\$50,189,879	\$50,876,878
Interest & Liens	\$438,543	\$625,000	\$350,000
Accounts with Attorney	31	45	40
Tax Sales	0	0	0

Personnel	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Full Time	6	6	6

Qualitative

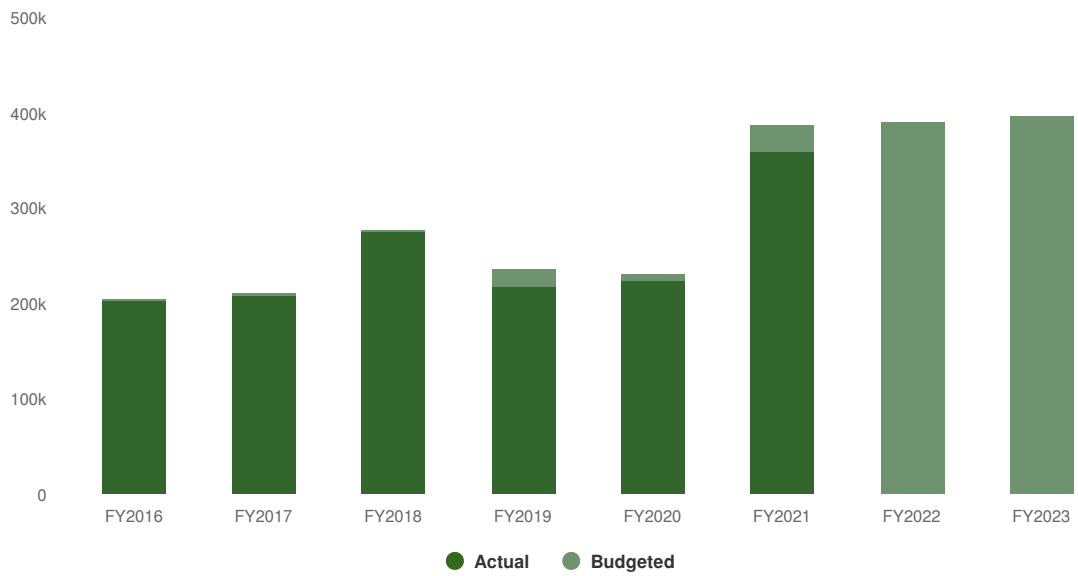
The Assessment & Revenue Collection Department meets all the standards of a highly productive office while continuing to serve the citizens of Plainville in a more efficient and professional manner.

Expenditures Summary

\$396,720 **\$7,507**
(1.93% vs. prior year)

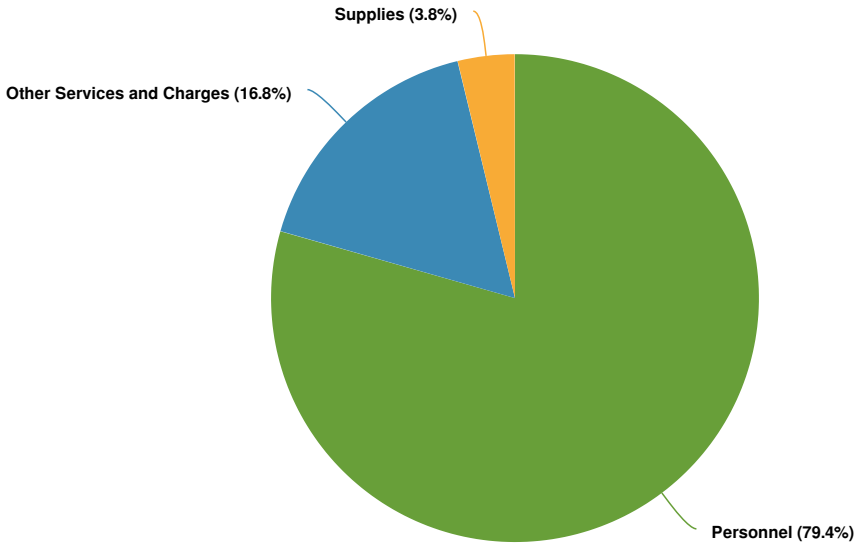


137 - Assessments & Revenue Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Full-Time					

Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
FULL-TIME	0100-137-51110-0000	\$305,345.00	\$311,150.00	1.9%	
Total Full-Time:		\$305,345.00	\$311,150.00	1.9%	
Part-Time					
PART-TIME	0100-137-51120-0000	\$6,500.00	\$3,500.00	-46.2%	
Total Part-Time:		\$6,500.00	\$3,500.00	-46.2%	
Overtime Pay					
OVERTIME PAY	0100-137-51140-0000	\$500.00	\$500.00	0%	
Total Overtime Pay:		\$500.00	\$500.00	0%	
Total Personnel:		\$312,345.00	\$315,150.00	0.9%	
Supplies					
Operating Supplies					
OPERATING SUPPLIES	0100-137-52330-0000	\$15,000.00	\$15,000.00	0%	Largely spent toward year end
Total Operating Supplies:		\$15,000.00	\$15,000.00	0%	
Total Supplies:		\$15,000.00	\$15,000.00	0%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-137-52401-0000	\$2,660.00	\$2,660.00	0%	
Total Prof Develop/Dues/Business Expenses:		\$2,660.00	\$2,660.00	0%	
Recruitment And Training					
RECRUITMENT AND TRAINING	0100-137-52430-0000	\$1,600.00	\$1,600.00	0%	
Total Recruitment And Training:		\$1,600.00	\$1,600.00	0%	
Other Contractual Services					
OTHER CONTRACTUAL SERVICES	0100-137-52435-0000	\$24,711.00	\$26,419.00	6.9%	
Total Other Contractual Services:		\$24,711.00	\$26,419.00	6.9%	
Maintenance Contracts					
MAINTENANCE CONTRACTS	0100-137-52450-0000	\$32,897.00	\$35,891.00	9.1%	
Total Maintenance Contracts:		\$32,897.00	\$35,891.00	9.1%	
Total Other Services and Charges:		\$61,868.00	\$66,570.00	7.6%	
Total Expense Objects:		\$389,213.00	\$396,720.00	1.9%	



Budget Commentary

51110 Full-Time Salary: Assessor, Tax Collector, 1 Administrative Assistants, and 3 Office Professionals. The Water Pollution Control Department (WPCF) pays for 1 of the Office Professionals.

51120 Part-Time Salary: Not currently filled. Position would be clerical position to assist in the processing of all elderly benefits.

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

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

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

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

52435 Other Contractual Services: Printing of tax and sewer bills and the printing and binding of the Grand List and Rate Books. Maintenance of QDS and Tyler Technologies software and an Audit Company to do Personal Property Audits.

52450 Maintenance Contracts: Account is used specifically for maintenance and support for the Quality Data Tax and Assessing software.



150 - Town Clerk



The Town Clerk's office provides a wide variety of services, including the recording and maintenance of land records; serving as Registrar of Vital Statistics in the accurate recording of births, marriages and deaths and the issuance of related certificates; presiding as one of three permanent election officials in the conduct of elections, primaries and referenda; serving as the Clerk of the Town Council recording meeting minutes, promulgating minutes, legal notices and accessory documents; records agendas, legal notices, minutes of municipal boards and commissions; responsible for the restoration and preservation of permanent records; recording trade names, veterans' DD-214 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 2022

- Maintained all office operations during the COVID-19 pandemic.
- Successfully completed Municipal Election.
- Issued 333 absentee ballots for the Municipal Election while daily office routines continued.
- Continued to update records retention requests for records disposal for all departments.
- Continued back scanning and re-indexing land records allowing for greater public on-line access.
- Continued responsibility for posting and updating all Board and Commission's notices, meetings, and minutes on the Town's website.
- Implementation of State of Connecticut Electronic Death Registration System.
- Hosted high school intern, providing the intern an introduction to local government

Program Objectives FY 2023

- Continue to work with departments regarding their records retention schedules.
- Continue to work with Transition Students on shredding projects in lower vault.
- Continue to work with the Registrar of Voters for successful and efficient Budget Town Meeting and Municipal Election.

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Land Record Documents Received	3,700	3,950	4,025
Dog Licenses Issued	1,973	2,000	2,000
Marriage Licenses	108	125	150
Births	145	195	200
Deaths	217	250	265
Trade Names	20	25	65
Liquor Permits	19	20	20

Personnel	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Full Time	3	3	3

Qualitative

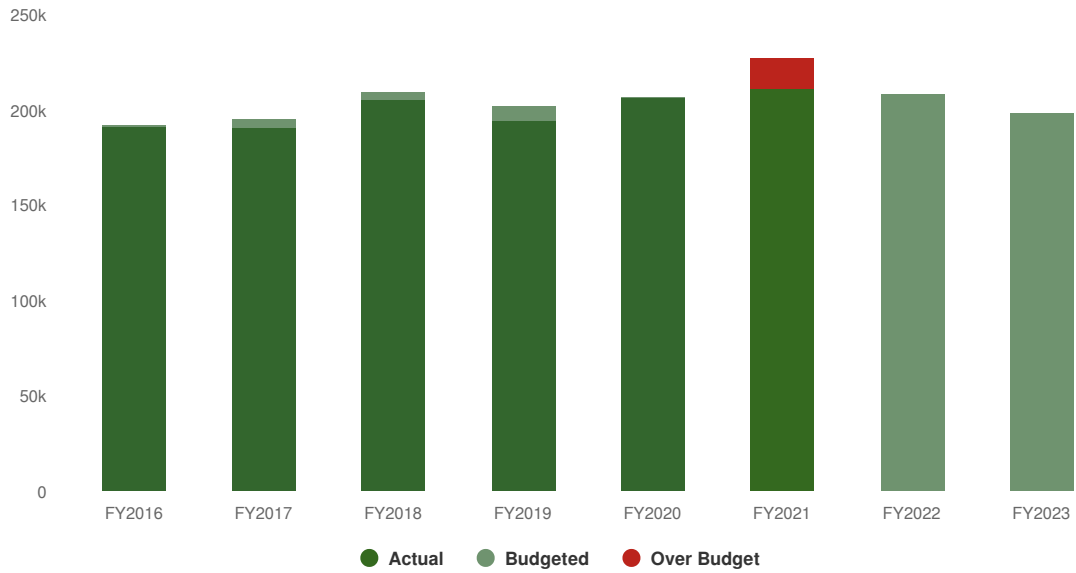
The Town Clerk's Office is the most diversified office at any given moment. It maintains related information from all departments, boards and commissions in Town and the State. Our undertaking is to educate, help, and serve the public as it relates to their various inquiries. The office holds all required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

Expenditures Summary

\$198,222 **-\$9,825**
(-4.72% vs. prior year)

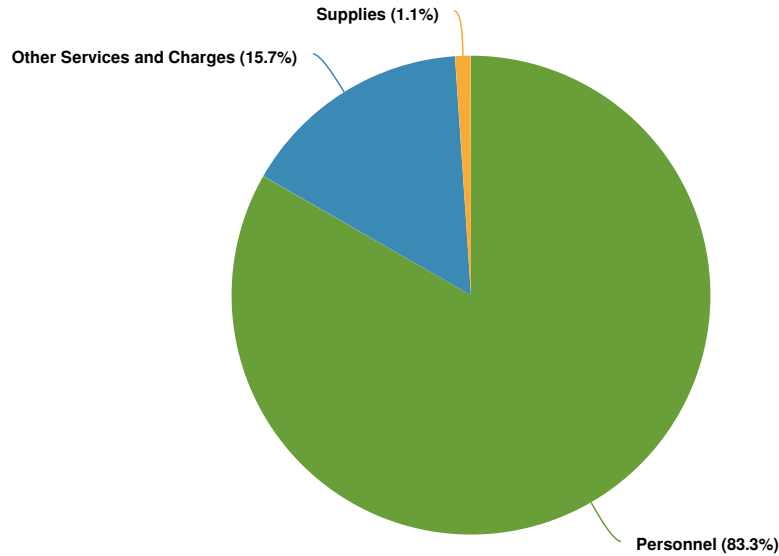


150 - Town Clerk Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Full-Time					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
FULL-TIME	0100-150-51110-0000	\$175,325.00	\$165,000.00	-5.9%	
Total Full-Time:		\$175,325.00	\$165,000.00	-5.9%	
Overtime Pay					
OVERTIME PAY	0100-150-51140-0000	\$100.00	\$100.00	0%	
Total Overtime Pay:		\$100.00	\$100.00	0%	
Total Personnel:		\$175,425.00	\$165,100.00	-5.9%	
Supplies					
Operating Supplies					
OPERATING SUPPLIES	0100-150-52330-0000	\$2,100.00	\$2,100.00	0%	
Total Operating Supplies:		\$2,100.00	\$2,100.00	0%	
Total Supplies:		\$2,100.00	\$2,100.00	0%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-150-52401-0000	\$1,410.00	\$1,410.00	0%	
Total Prof Develop/Dues/Business Expenses:		\$1,410.00	\$1,410.00	0%	
Other Contractual Services					
OTHER CONTRACTUAL SERVICES	0100-150-52435-0000	\$25,357.00	\$25,857.00	2%	
Total Other Contractual Services:		\$25,357.00	\$25,857.00	2%	
Maintenance Contracts					
MAINTENANCE CONTRACTS	0100-150-52450-0000	\$3,555.00	\$3,555.00	0%	
Total Maintenance Contracts:		\$3,555.00	\$3,555.00	0%	
Equipment Mnt And Repair					
EQUIPMENT MNT AND REPAIR	0100-150-52480-0000	\$200.00	\$200.00	0%	
Total Equipment Mnt And Repair:		\$200.00	\$200.00	0%	
Total Other Services and Charges:		\$30,522.00	\$31,022.00	1.6%	
Total Expense Objects:		\$208,047.00	\$198,222.00	-4.7%	



Budget Commentary

51110 Full-Time Salary: Assessor, Tax Collector, 1 Administrative Assistants, and 3 Office Professionals. The Water Pollution Control Department (WPCF) pays for 1 of the Office Professionals.

51120 Part-Time Salary: Not currently filled. Position would be clerical position to assist in the processing of all elderly benefits.

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

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

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

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

52435 Other Contractual Services: Printing of tax and sewer bills and the printing and binding of the Grand List and Rate Books. Maintenance of QDS and Tyler Technologies software and an Audit Company to do Personal Property Audits.

52450 Maintenance Contracts: Account is used specifically for maintenance and support for the Quality Data Tax and Assessing software.



155 - Data Processing



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 2022

- Continued to update desktop computers including completing replacement cycle
- Completed implementation of town-wide copier and printer contract to improve efficiency and save costs
- 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.
- IT continued to work with Hunt regarding the Police CAD System.
- Continued to work on Fiber Project, which will connect all Municipal buildings.
- Plan and implement Town network at Water Pollution Control including new wiring and phone system.
- Continued the use of Microsoft 365 for all Town computers providing email archiving and retrieval.
- Replaced a public monitor for visitors entering the Municipal Center that directs them to meetings and their locations in the building.
- Continued to provide public access to internet, including expansions of outdoor access at the Town Hall and Library (utilizing grant funds)
- IT continued to successfully maintain IT functions at Town buildings.
- Deployed enhanced conference room capabilities in Town Manager's Office
- Implemented replacement security and camera systems at the Fire Department.

Program Objectives FY 2023

- Continue the upgrading of various software platforms.
- Continue to enlarge the physical and software connection between all Town buildings.
- Continue to work closely with necessary departments to expand more information on the website.
- Expand the connection between the Town and the Board of Education IT departments.
- Continue to work on expanding the fiber connections between all municipal and education facilities.
- Continue the upgrade of computers in the various Town Departments.
- Implement replacement of door access system at Fire House



Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Departments on Network	18	18	18
Computer Committee Meetings	10	10	10
Computer Committee Approvals	10	9	10
Computers with Internet Access	102	104	106

Personnel	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Full Time	1	0	0

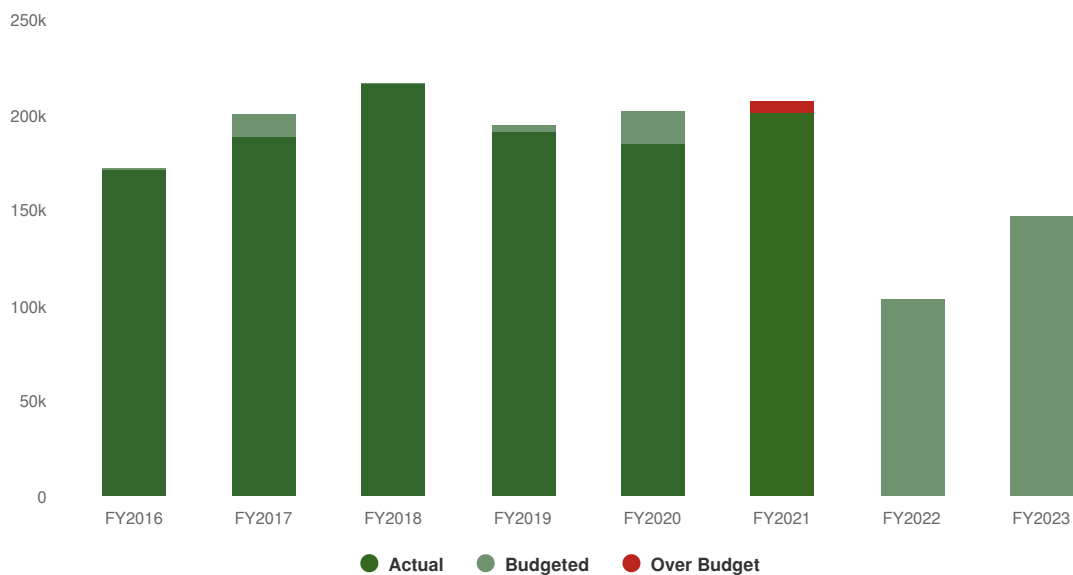
Qualitative

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.

Expenditures Summary

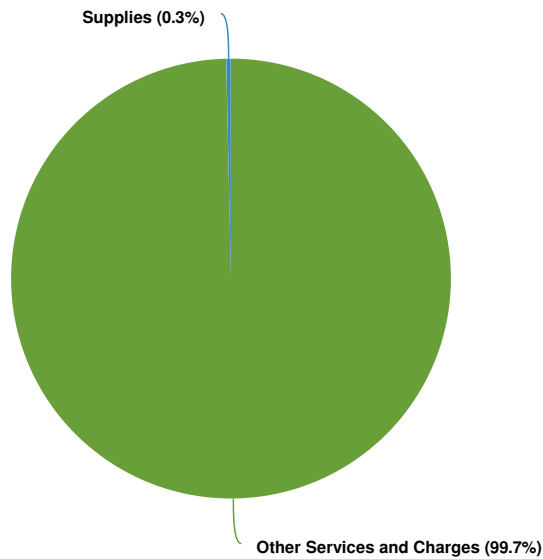
\$147,148 **\$43,492**
(41.96% vs. prior year)

155 - Data Processing Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Supplies					
Operating Supplies					
OPERATING SUPPLIES	0100-155-52330-0000	\$500.00	\$500.00	0%	
Total Operating Supplies:		\$500.00	\$500.00	0%	
Total Supplies:		\$500.00	\$500.00	0%	
Other Services and Charges					
Recruitment And Training					
RECRUITMENT AND TRAINING	0100-155-52430-0000	\$500.00	\$500.00	0%	
Total Recruitment And Training:		\$500.00	\$500.00	0%	
Other Contractual Services					
OTHER CONTRACTUAL SERVICES	0100-155-52435-0000	\$24,500.00	\$25,260.00	3.1%	
Total Other Contractual Services:		\$24,500.00	\$25,260.00	3.1%	
Maintenance Contracts					
MAINTENANCE CONTRACTS	0100-155-52450-0000	\$78,156.00	\$120,888.00	54.7%	
Total Maintenance Contracts:		\$78,156.00	\$120,888.00	54.7%	



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Total Other Services and Charges:		\$103,156.00	\$146,648.00	42.2%	
Total Expense Objects:		\$103,656.00	\$147,148.00	42%	

Budget Commentary

51110 Full-Time Salary: Assistant Town Manager moved to 131 Town Manager in FY2021.

52330 Operating Supplies: Computer related supplies computer and accessories, flash drives, external hard drives, keyboards, monitors.

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

52435 Other Contractual Services: The Adminis license for users is also funded in this line item. Town has had to increase users as more staff required access to the financial and payroll software.

52450 Maintenance Contracts: ADMINIS maintenance fees, web monitoring, antivirus fees, firewall, internet filtering, domain name renewal and Microsoft 365 that includes email archiving for users. A copier and printer management contract are included here which provided all repairs and toners for printers (consolidation of contract to be completed in FY2022)



160 - Insurance



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

Program Accomplishments FY 2022

- Our insurance broker of record worked with multiple insurance carriers to maintain proper insurance coverages and appropriate premium amounts.
- Our insurance broker of record continued to oversee a risk assessment program with risk insurance carrier to minimize future claims and Town liability.
- Maintained Plainville Fire Company Balloon Festival coverage policy at adequate insurance levels and fixed rate premium amount for third consecutive year; postponed due to COVID-19.
- Continued getting better and quicker response from WC carrier on WC claims.
- Settled two large WC claims.

Program Objectives FY 2023

- 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

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Property Deductibles	\$25,000	\$25,000	\$25,000
Workers Comp. Claims	21	25	25

Qualitative

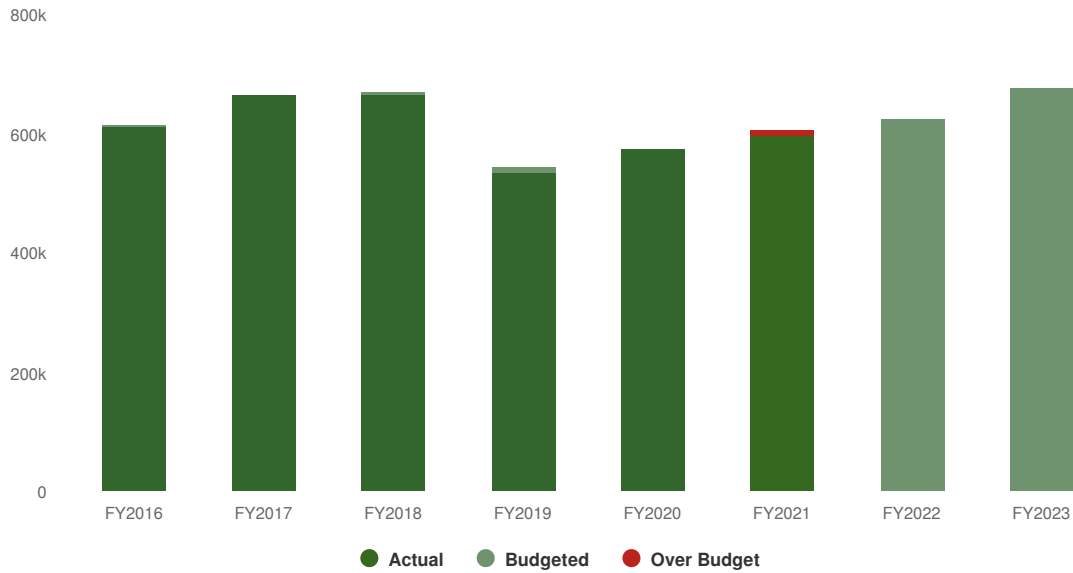
The Insurance Commission was established on March 1, 1960, by Town ordinance. Since then, the Commission has been the sole authority regarding insurance policies for the Town of Plainville. However, due to lack of members willing to volunteer for the Commission, Commission functions are handled by Director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



Expenditures Summary

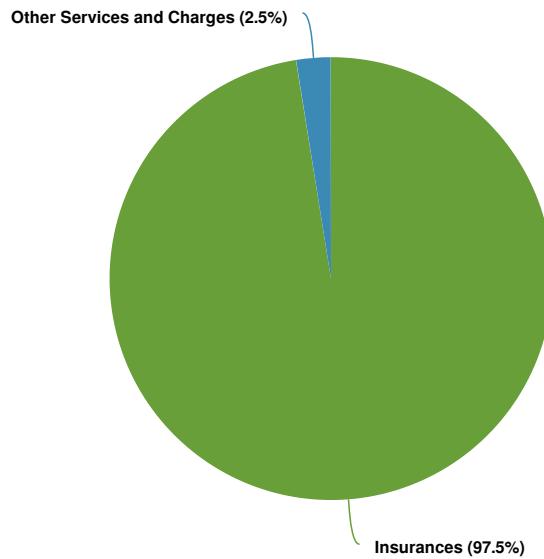
\$676,145 **\$52,560**
(8.43% vs. prior year)

160 - Insurance Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Other Services and Charges					
Other Contractual Services					
OTHER CONTRACTUAL SERVICES	0100-160-52435-0000	\$17,000.00	\$17,000.00	0%	
Total Other Contractual Services:		\$17,000.00	\$17,000.00	0%	
Total Other Services and Charges:		\$17,000.00	\$17,000.00	0%	
Insurances					
Volunteer Firemen Accident Insurance					
VOLUNTEER FIREMEN ACCIDENT INSURANCE	0100-160-52496-0000	\$3,300.00	\$6,405.00	94.1%	
Total Volunteer Firemen Accident Insurance:		\$3,300.00	\$6,405.00	94.1%	
Risk Insurance					
RISK INSURANCE	0100-160-52497-0000	\$211,950.00	\$262,590.00	23.9%	
Total Risk Insurance:		\$211,950.00	\$262,590.00	23.9%	
Workers Compensation Insurance					
WORKERS COMPENSATION INSURANCE	0100-160-52498-0000	\$391,335.00	\$390,150.00	-0.3%	
Total Workers Compensation Insurance:		\$391,335.00	\$390,150.00	-0.3%	



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Total Insurances:		\$606,585.00	\$659,145.00	8.7%	
Total Expense Objects:		\$623,585.00	\$676,145.00	8.4%	

Budget Commentary

52435 Other Contractual: Provides for 67% 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.



165 - General Administrative Services



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

Program Accomplishments FY 2022

- Continued to maintain various support services for Town departments.
- Engaged in State Contract for purchase of office supplies and explored other saving opportunities.
- Provided support with bid documents.
- Assisted in GFOA Distinguished Budget Presentation Award.
- Implemented a town wide municipal print and copiers contract with Data Processing.

Program Objectives FY 2023

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

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Support Services Maintained	8	8	8
Specifications Prepared & Bids Awarded	22	30	35

Personnel	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Part Time	2	2	2

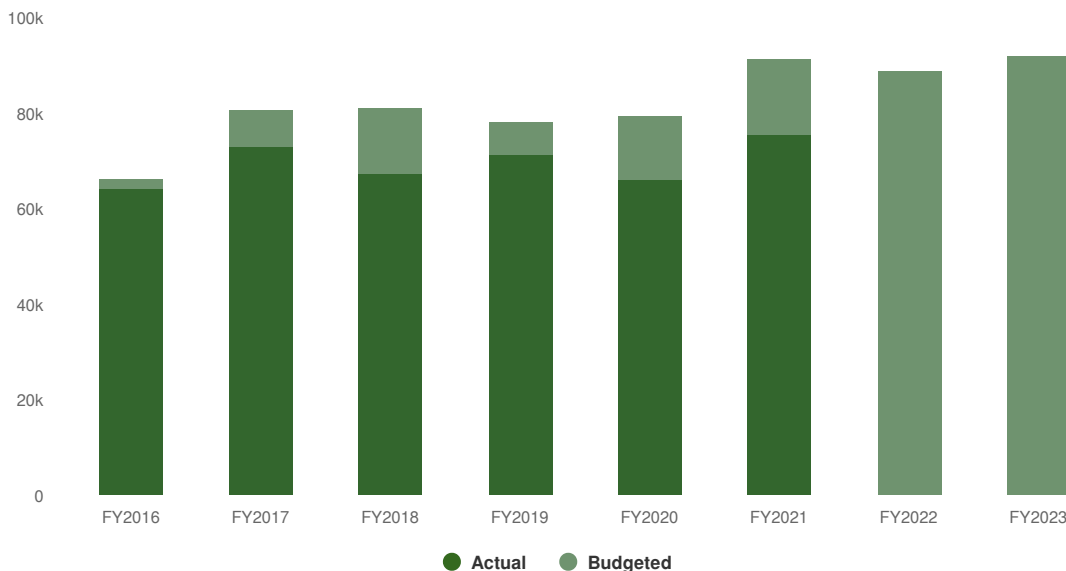
Qualitative

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

Expenditures Summary

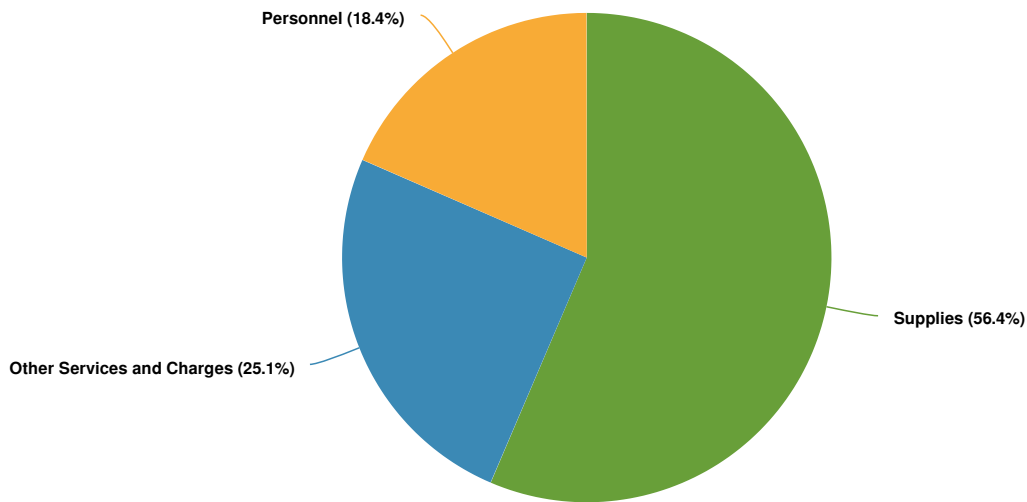
\$92,142 **\$3,250**
(3.66% vs. prior year)

165 - General Administrative Services Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Part-Time					
PART-TIME	0100-165-51120-0000	\$16,650.00	\$17,000.00	2.1%	
Total Part-Time:		\$16,650.00	\$17,000.00	2.1%	
Total Personnel:		\$16,650.00	\$17,000.00	2.1%	
Supplies					
Office Supplies					
OFFICE SUPPLIES	0100-165-52310-0000	\$13,300.00	\$14,000.00	5.3%	
Total Office Supplies:		\$13,300.00	\$14,000.00	5.3%	
Operating Supplies					
OPERATING SUPPLIES	0100-165-52330-0000	\$36,000.00	\$38,000.00	5.6%	
Total Operating Supplies:		\$36,000.00	\$38,000.00	5.6%	
Total Supplies:		\$49,300.00	\$52,000.00	5.5%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
PROFESSIONAL DEVELOPMENT	0100-165-52401-0000	\$1,200.00	\$1,200.00	0%	
Total Prof Develop/Dues/Business Expenses:		\$1,200.00	\$1,200.00	0%	
Advertising					
ADVERTISING	0100-165-52410-0000	\$12,300.00	\$12,500.00	1.6%	
Total Advertising:		\$12,300.00	\$12,500.00	1.6%	
Other Contractual Services					
OTHER CONTRACTUAL SERVICES	0100-165-52435-0000	\$1,027.00	\$1,027.00	0%	
Total Other Contractual Services:		\$1,027.00	\$1,027.00	0%	
Maintenance Contracts					
MAINTENANCE CONTRACTS	0100-165-52450-0000	\$2,560.00	\$2,560.00	0%	
Total Maintenance Contracts:		\$2,560.00	\$2,560.00	0%	
Rentals					
RENTALS	0100-165-52460-0000	\$5,855.00	\$5,855.00	0%	
Total Rentals:		\$5,855.00	\$5,855.00	0%	
Total Other Services and Charges:		\$22,942.00	\$23,142.00	0.9%	
Total Expense Objects:		\$88,892.00	\$92,142.00	3.7%	

Budget Commentary

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

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

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

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

52410 Advertising: Advertising of bids. All other departments that had an Advertising line item have been moved to this department for easier tracking.

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.



170 - Economic Development



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

Program Accomplishments FY 2022

- The EDA made recommendations on Tax Incentive (abatement) Agreements pursuant to Connecticut General Statute's 12-65b and 37-21a. Under the statutes, the Town of Plainville can consider short term partial abatement of real property taxes for new construction or significant rehabilitation. Where the economic impact is deemed beneficial, the EDA utilizes the standards set forth in the state statutes to recommend benefits where appropriate. One development was awarded new tax abatement.
- Considering ongoing COVID pandemic, EDA instituted a Partially Forgivable Loan Program to local businesses to assist in keeping them open and located within Town.
- The EDA continued to administer the Town's Small Business Loan Fund.
- Took the lead in publicizing and coordinating information and application efforts for State and Federal COVID assistance funding, including assisting in the award of over 500 total PPP loans totaling over \$88 million in assistance.
- With Town staff, engaged a development team, Manafort-Newport Realty, to head the redevelopment of the former White Oak property into a mixed-use development.
- Engaged CT Brownfield Land Bank to assist the Town in management and administration for CT Brownfield Remediation Grant.
- With Town staff, applied for, and awarded, a Brownfield Remediation Grant from CTDECD in the amount of \$1.17 million for remedial efforts of the former White Oak property.
- Applied for a newly announced CTDECD Grant, CT Communities Challenge, for additional funding assistance for the former White Oak redevelopment.
- With Town staff, distributed a weekly COVID assistance update email chain keeping small businesses, non-profits, and organizations in Town apprised of the latest news and assistance.
- The EDA worked closely with staff & State of Connecticut to attract and retain businesses.
- Published an Available Property database on the Town's website. The listing was updated on quarterly basis, directly linking the public to property listings (buildings and vacant land) in a more accessible and attractive manner.



Program Objectives FY 2023

- Continue to strive for improved communication with the business community, specifically in the designated downtown area.
- Continue to encourage expansion of existing facilities and creation of more local jobs.
- Continue to promote available properties within Town through the online database and work to ensure they meet their most effective and beneficial land use potential.
- Continue to administer and actively promote the Small Business Loan Fund and Tax Abatement Programs.
- Continue to foster working relationships with the local and regional Chambers of Commerce, downtown merchants, State Department of Economic and Community Development and other economic growth partners.
- Continue to work with Town staff see the former White Oak property begin remediation and redevelopment.
- To receive CT Communities Challenge Grant funding from CTDECD.
- See the completion and operational opening of the Americold refrigerated distribution center on Northwest Drive
- Continue to work on the publicization and development efforts of the Tomasso Group land surrounding the Cancer Center.
- Continue to adjust assistance policies to reflect current economic climate.
- Develop greater responsive measures to ensure the best possible outcomes when discussing new potential for business, including an ability to coordinate and assist other Town Boards and Commissions when appropriate.

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Meetings Held	2	4	4
Applications Processed	0	3	3

Personnel	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Full Time	1	1	1

Qualitative

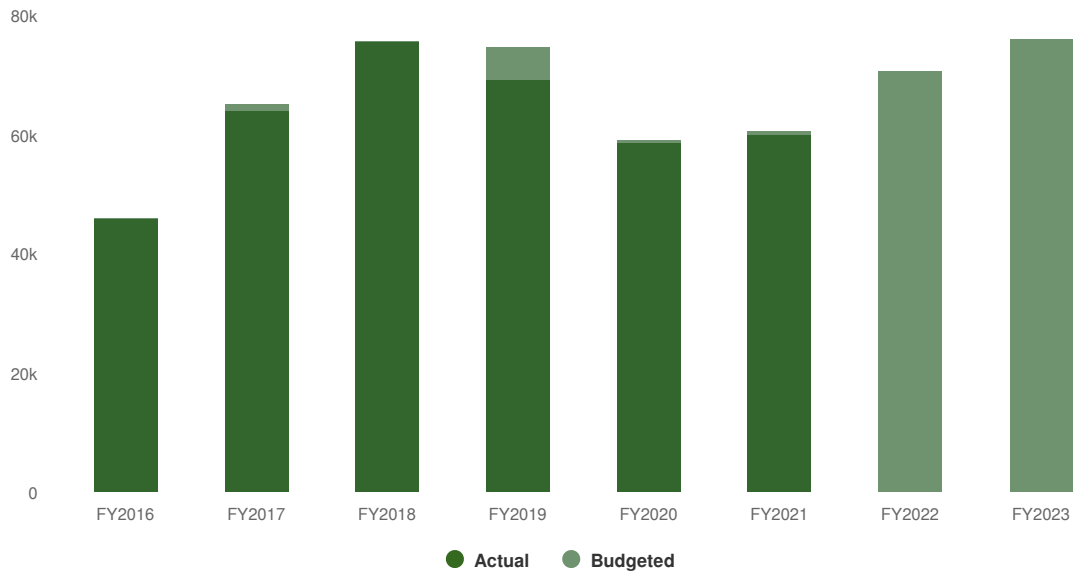
The Economic Development Agency's proposed budget includes funds for a recording secretary to prepare the minutes of meetings and the publication of required legal notices. Attendance of members at training and issue-oriented seminars is funded under Professional Development. The budget also funds the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

Expenditures Summary



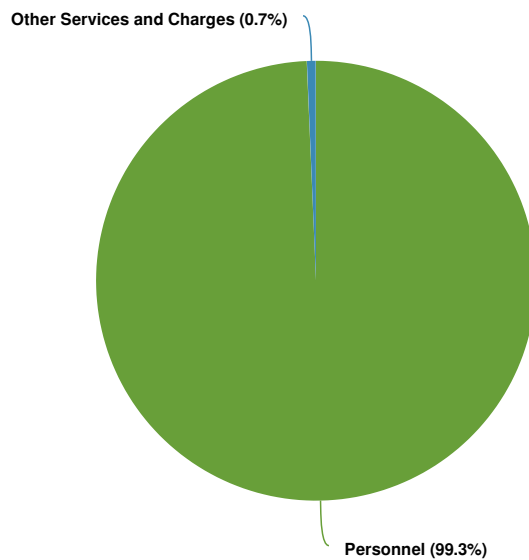
\$76,100 **\$5,300**
 (7.47% vs. prior year)

170 - Economic Development Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Full-Time					
FULL-TIME	0100-170-51110-0000	\$70,000.00	\$75,300.00	7.6%	Request step increase as discussed last year for taking over Affordable Housing Coordinator role from Lisa. Would be an increase of \$3,250 over scheduled 2.5% increase (\$1,750) for FY23
Total Full-Time:		\$70,000.00	\$75,300.00	7.6%	
Part-Time					
PART-TIME	0100-170-51120-0000	\$300.00	\$300.00	0%	Even with increase to minimum wage, EDA has met, on average, <5/yr over last 5yrs, & increase won't effective line item of \$300
Total Part-Time:		\$300.00	\$300.00	0%	
Total Personnel:		\$70,300.00	\$75,600.00	7.5%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-170-52401-0000	\$500.00	\$500.00	0%	Request to keep flat at \$500. With COVID, most conferences/mtgs were online & free. Not expected to continue.
Total Prof Develop/Dues/Business Expenses:		\$500.00	\$500.00	0%	
Total Other Services and Charges:		\$500.00	\$500.00	0%	
Total Expense Objects:		\$70,800.00	\$76,100.00	7.5%	

Budget Commentary

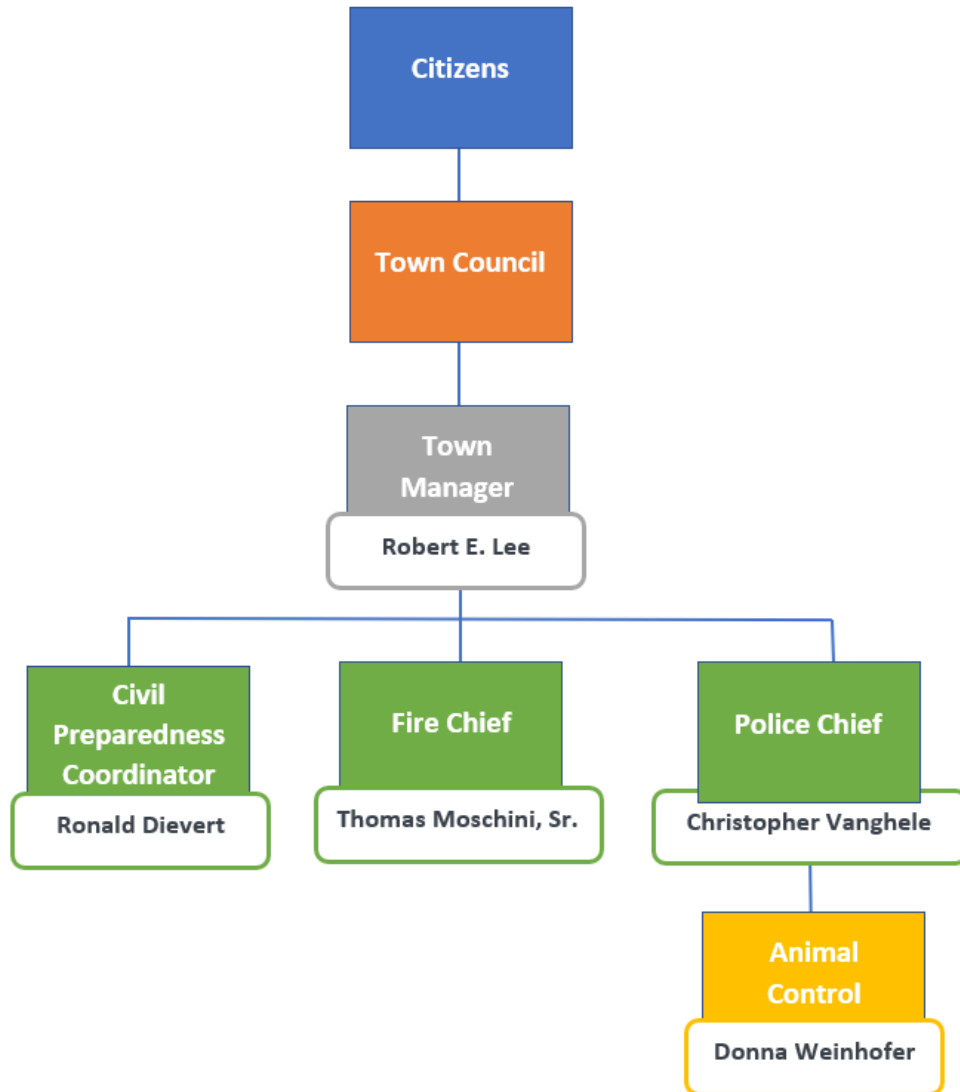
51110 Full-Time Salary: Full-time salary of the Economic Development Coordinator.

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



Public Safety Organizational Chart FY 2023



Public Safety Goals & Objectives

PROGRAM DESCRIPTION

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

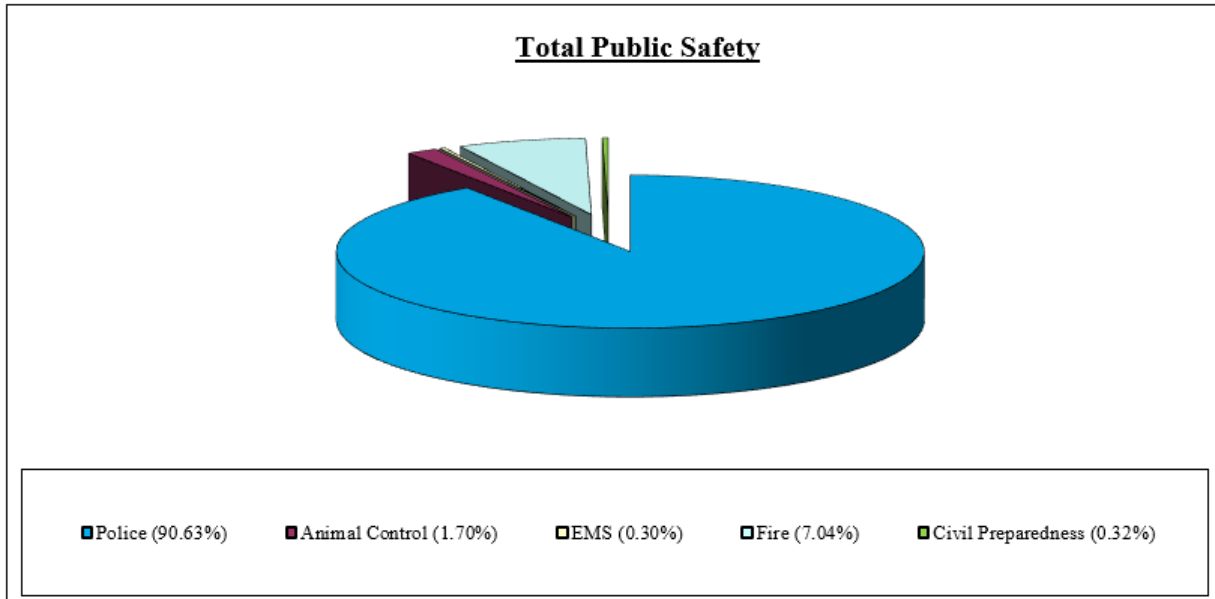
GOALS AND OBJECTIVES

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 service 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 & Expenditures

	FY 2020	FY 2021	FY 2022	FY 2023
Authorized Full-Time Positions	47	47	47	48
Total Expenditures	\$4,986,036	\$5,152,301	\$5,370,335	\$5,573,857



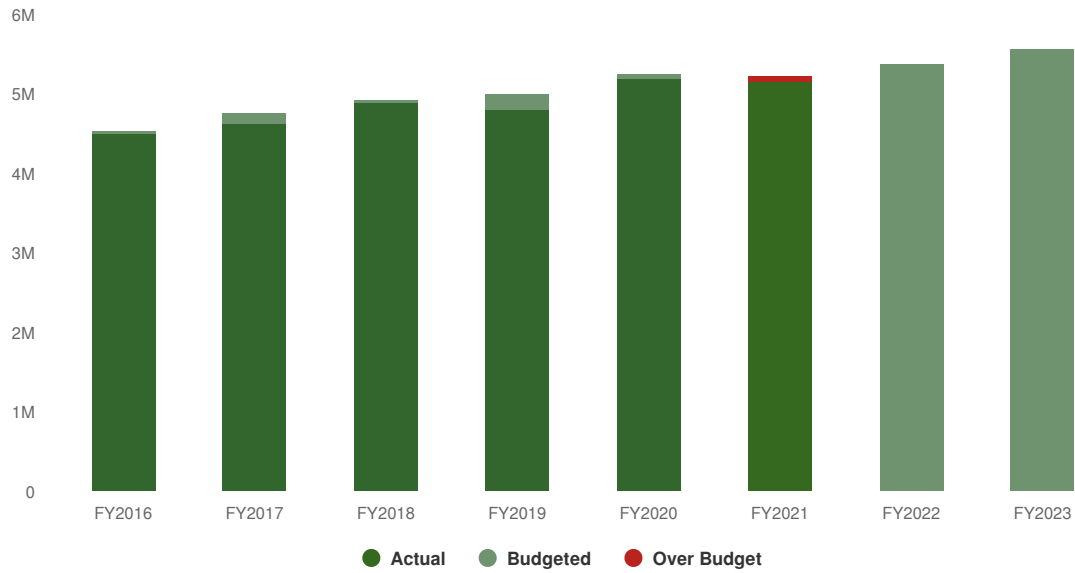
The graph above is a percentage breakdown of the total expenditures in the Public Safety function.

Expenditures Summary

\$5,573,857
\$203,522
(3.79% vs. prior year)

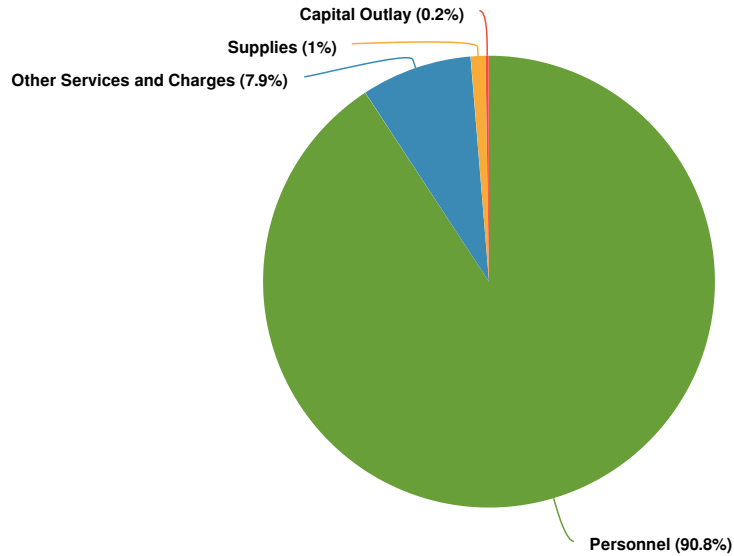


Public Safety Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Full-Time					
FULL-TIME	0100-201-51110-0000	\$3,982,743.00	\$4,192,125.00	5.3%	Correct 40 Officer
FULL-TIME	0100-205-51110-0000	\$65,310.00	\$67,265.00	3%	
Total Full-Time:		\$4,048,053.00	\$4,259,390.00	5.2%	
Part-Time					
PART-TIME	0100-201-51120-0000	\$83,076.00	\$84,500.00	1.7%	
PART-TIME	0100-205-51120-0000	\$12,958.00	\$13,285.00	2.5%	
PART-TIME	0100-210-51120-0000	\$142,380.00	\$131,500.00	-7.6%	
PART-TIME	0100-215-51120-0000	\$18,000.00	\$18,000.00	0%	
Total Part-Time:		\$256,414.00	\$247,285.00	-3.6%	
Overtime Pay					
OVERTIME PAY	0100-201-51140-0000	\$550,000.00	\$550,000.00	0%	
OVERTIME PAY	0100-205-51140-0000	\$3,000.00	\$3,000.00	0%	
Total Overtime Pay:		\$553,000.00	\$553,000.00	0%	
Total Personnel:		\$4,857,467.00	\$5,059,675.00	4.2%	
Supplies					
Operating Supplies					
OPERATING SUPPLIES	0100-201-52330-0000	\$34,470.00	\$39,470.00	14.5%	\$5000 EMS Supplies moved from 52430
OPERATING SUPPLIES	0100-205-52330-0000	\$5,100.00	\$5,100.00	0%	STATE IS MANDATING THAT MORE ANIMALS HAVE TO BE SEEN BY VET
OPERATING SUPPLIES	0100-210-52330-0000	\$11,150.00	\$11,150.00	0%	
Total Operating Supplies:		\$50,720.00	\$55,720.00	9.9%	
Automotive Supplies And Parts					
AUTOMOTIVE SUPPLIES AND PARTS	0100-210-52350-0000	\$2,755.00	\$2,755.00	0%	
Total Automotive Supplies And Parts:		\$2,755.00	\$2,755.00	0%	
Total Supplies:		\$53,475.00	\$58,475.00	9.4%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-201- 52401-0000	\$3,800.00	\$3,800.00	0%	
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-205- 52401-0000	\$1,000.00	\$1,000.00	0%	
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-210- 52401-0000	\$2,150.00	\$2,150.00	0%	
Total Prof Develop/Dues/Business Expenses:		\$6,950.00	\$6,950.00	0%	
Mileage Reimbursement					
MILEAGE REIMBURSEMENT	0100-210- 52405-0000	\$150.00	\$150.00	0%	
Total Mileage Reimbursement:		\$150.00	\$150.00	0%	
Recruitment And Training					
RECRUITMENT AND TRAINING	0100-201- 52430-0000	\$57,650.00	\$52,650.00	-8.7%	EMS Supplies moved to supplies
RECRUITMENT AND TRAINING	0100-210- 52430-0000	\$14,000.00	\$14,000.00	0%	
Total Recruitment And Training:		\$71,650.00	\$66,650.00	-7%	
Other Contractual Services					
OTHER CONTRACTUAL SERVICES	0100-201- 52435-0000	\$2,800.00	\$2,800.00	0%	
OTHER CONTRACTUAL SERVICES	0100-205- 52435-0000	\$4,880.00	\$4,880.00	0%	STATE IS MANDATING THAT MORE ANIMALS HAVE TO BE SEEN BY VET
OTHER CONTRACTUAL SERVICES	0100-206- 52435-0000	\$15,956.00	\$16,641.00	4.3%	CMED
OTHER CONTRACTUAL SERVICES	0100-210- 52435-0000	\$151,500.00	\$151,500.00	0%	
Total Other Contractual Services:		\$175,136.00	\$175,821.00	0.4%	
Maintenance Contracts					
MAINTENANCE CONTRACTS	0100-201- 52450-0000	\$64,357.00	\$64,357.00	0%	
MAINTENANCE CONTRACTS	0100-210- 52450-0000	\$24,620.00	\$24,620.00	0%	
Total Maintenance Contracts:		\$88,977.00	\$88,977.00	0%	
Rentals					
RENTALS	0100-210- 52460-0000	\$3,500.00	\$3,500.00	0%	



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Total Rentals:		\$3,500.00	\$3,500.00	0%	
Auto Repair And Mnt/Outside					
AUTO REPAIR AND MNT/OUTSIDE	0100-201- 52470-0000	\$46,050.00	\$48,000.00	4.2%	
AUTO REPAIR AND MNT/OUTSIDE	0100-205- 52470-0000	\$1,000.00	\$500.00	-50%	
Total Auto Repair And Mnt/Outside:		\$47,050.00	\$48,500.00	3.1%	
Equipment Mnt And Repair					
EQUIPMENT MNT AND REPAIR	0100-201- 52480-0000	\$11,225.00	\$11,225.00	0%	
EQUIPMENT MNT AND REPAIR	0100-210- 52480-0000	\$39,155.00	\$40,134.00	2.5%	
Total Equipment Mnt And Repair:		\$50,380.00	\$51,359.00	1.9%	
Total Other Services and Charges:		\$443,793.00	\$441,907.00	-0.4%	
Capital Outlay					
Machinery And Equipment					
MACHINERY AND EQUIPMENT	0100-201- 54640-0000	\$4,600.00	\$2,800.00	-39.1%	
MACHINERY AND EQUIPMENT	0100-210- 54640-0000	\$11,000.00	\$11,000.00	0%	
Total Machinery And Equipment:		\$15,600.00	\$13,800.00	-11.5%	
Total Capital Outlay:		\$15,600.00	\$13,800.00	-11.5%	
Total Expense Objects:		\$5,370,335.00	\$5,573,857.00	3.8%	



201 - Police



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 FY 2022

- Trained two (3) new certified patrol officers.
- Trained two (2) additional field training officers.
- Trained one (1) new police dispatcher.
- Implemented all requirements under the Police Accountability Bill. Requirements included but are not limited administering drug and psychological testing for police officers. rules, regulations, policies, and directives.
- Passed the annual State of Connecticut Police Officers Standards and Training policy inspection with high praise.
- Maintained our commitment to the domestic violence lethality assessment program L.A.P.
- Continued to develop all personnel through mentoring and training.
- Assigned consistent speed enforcement details relevant to citizen complaints of speeding.
- Developed a position, traffic officer, to focus on traffic violations.
- Continued to collaborate with the Board of Education to explore programs to recognize early warning signs for at-risk students.
- Implemented community oriented policing strategies to include crime prevention and illegal drug investigations with excellent success.
- Successfully provided crowd control and traffic control for peaceful demonstrations and a notable funeral service.
- Continued to improve service delivery through the acquisition of new technologies such as Internet crime detection software and surveillance cameras.
- Continued to maintain overall operating costs through review and analysis of overtime, sick time, purchases such as firearms and vehicles, and expenses such as ammunition, vehicle maintenance, etc.
- Successfully applied for grants to enhance the department's service delivery and supplement expenditures.
- Continued to utilize video and audio recordings on patrol to enhance police performance and accountability.
- Maintained the excellent reputation and image of the police department in the community through Facebook and other social media.



- Continued to work with Northwest Village School and their new leadership team.
- Maintained the “Red Bus” school bus traffic violation camera initiative.
- Worked with the command staff (lieutenants and sergeants) to create written directives to enhance our consistency in delivering professional services.
- Participated in Click It or Ticket national campaign.
- Continued training process for two (2) police canine assets designed to search and recover personnel as well as detect illicit drugs. Both canines are fully operational in our patrol division.
- Participated in Operation Food for Thanksgiving with the First Responder Fan Club at the Middle School of Plainville.
- Participated in Rescue Christmas with Social Services and the Salvation Army.
- Participated in a pen pal program with the First Responder Fan Club at the Middle School of Plainville.
- Assigned a support services sergeant to address special community projects and special duty assignments on a consistent basis.
- Addressed numerous neighborhood speeding complaints through use of our radar trailer and enforcement activities.
- Collaborated with town wide IT personnel to enhance our technology driven approach to policing.
- Collaborated with the CT Department of Motor Vehicles truck unit to address concerns over commercial truck traffic and safety in Town.
- Maintained the Guardian Tracking system of evaluation employee performance.
- Resolved customer service complaints in timely and effective manner.
- Maintained our prescription drop box program at police headquarters.
- Successfully used NARCAN on suspected overdose victims 19 times (saved) out of 19 in 2020.
- Certified two (2) officers as Peacemaker baton trainers.
- Implemented a dedicated traffic officer to address the various traffic-related complaints and problems.
- Acquired a drone to help with missing person cases and criminal investigations.
- Began training several officers as pilots and operators of the drone.
- Continued working with the schools to conduct periodic lockdown drills.
- Continued assisting victims of domestic violence through our Domestic Violence Intervention Team (D.V.I.T.).
- Added a second dispatch supervisor position that focuses on training needs and bridging the gap with patrol.



Program Objectives FY 2023

- Hire one (1) officer to replace upcoming retirement.
- Continue to develop the command structure within the agency in order to improve accountability and prepare them for promotion.
- Continue to develop and improve the field training program.
- Continue to instill the qualities of civility and human kindness into the policing strategy.
- Continue to collaborate with school officials with security audits and All Hazards Plan policy development.
- Study the effectiveness of case management and case transfer to the detective unit.
- Develop officer safety protocols in the detention area.
- Continue utilizing our traffic officer to assess and enforce traffic problems.
- Develop personnel so that they can use the new CAD/RMS system to effectively create reports, analyze performance, and assign officers where they are needed more effectively.
- Continue to develop rules, regulations, policies, and directives.
- Continue to maintain our commitment to the domestic violence lethality assessment program.
- Continue public building safety audits and promote the A.L.I.C.E. program.
- Continue to develop all personnel through personal mentoring and training.
- Maintain a consistent speed enforcement program.
- Develop a texting and driving enforcement campaign.
- Develop intoxicated driving education activities for young drivers.
- Develop and implement new community-oriented policing strategies to include crime prevention programs.
- Continue to enhance and improve service delivery through the acquisition of new technologies.
- Explore areas to reduce overall operating costs through the analysis of overtime and purchasing.
- 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 implement school bus safety initiative.
- Explore customer service satisfaction survey concept.
- Continue to develop strategies to thwart the car break ins and catalytic converter thefts in our neighborhoods.
- Collaborate with the Northwest Village School to create a police/student program to promote growth and development in a marginalized student environment.
- Develop our involvement in Project HOPE to help fight the opioid crisis.
- Add a certified accident reconstruction investigator.



- Implement the various requirements as mandated by the Police Accountability Bill.

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Complaints	19,802	22,800	22,820
Crimes Against Persons	260	300	305
Property Crimes	703	725	730

Personnel	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Full-Time	46	46	46
Part-Time	8	8	8

Qualitative

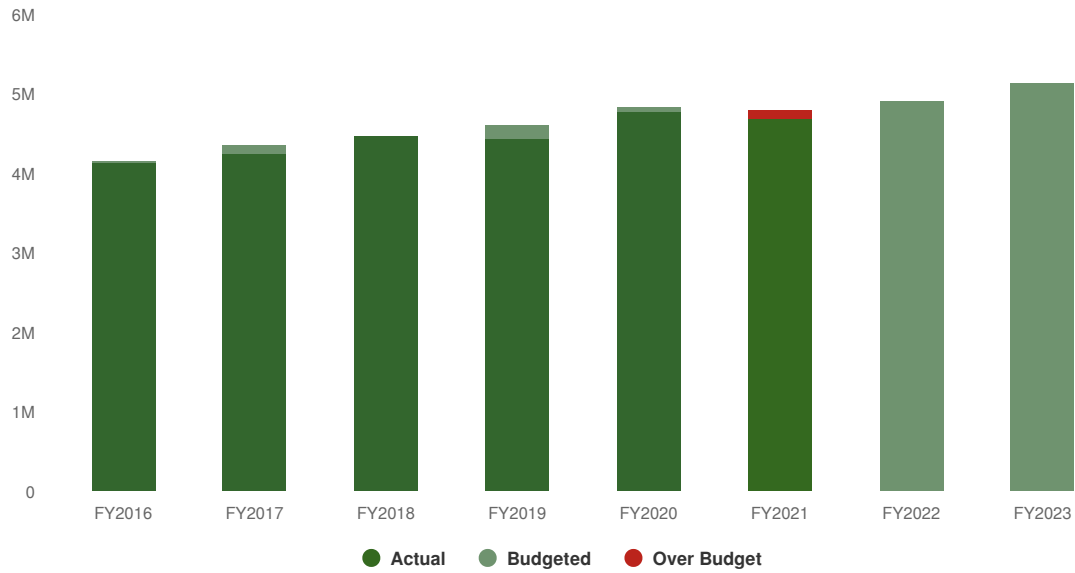
The Plainville Police Department continues to provide the highest possible level of police services to the community. Case investigation and follow-up in domestic violence is an important area of focus for our patrol unit. We have adopted an all-domestic crimes are potentially serious crimes approach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

Expenditures Summary

\$5,126,036 **\$210,956**
(4.29% vs. prior year)

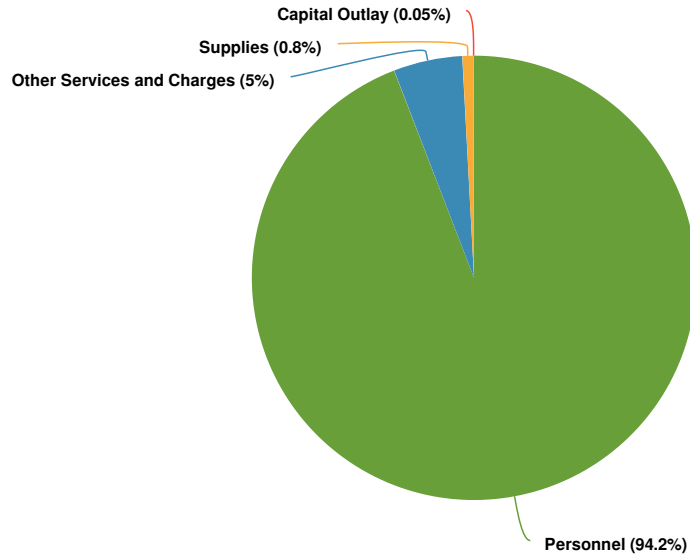


201 - Police Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budget Commentary

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

51110 Full-Time Salary: Includes salary for three (3) Administration personnel, comprised of the Chief, an Executive Assistant, and a Records Clerk, two (2) Lieutenants, eight (8) Sergeants, twenty-nine (29) Patrol Officers, and six (6) Dispatchers. Educational stipends, uniform and meal allowances also budgeted in the full-time account.

51120 Part-Time Salary: Includes salary for seven (7) School Crossing Monitors, one (1) Part-time Records Clerk.

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, toner, highway flares, photo/EMS supplies, and prisoner meals.

52401 Professional Development: 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: 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, and miscellaneous maintenance. Includes funds for 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.



205 - Canine Control



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 FY 2022

- Provided community awareness of animal issues through group presentations and through day to day interactions.
- Maintained a nearly 100% placement rate.
- Conducted campaign to ensure the licensing of dogs in our community.
- Thoroughly cleaned and disinfected the animal shelter providing a clean and 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 ensured compliance with animal related laws.
- Participated in community events and received very positive feedback from community members.
- Investigated complaints of animal cruelty and neglect. Took enforcement action as required and made appropriate veterinarian referrals as required.
- Aggressively monitored our parks for leash compliance.

Program Objectives FY 2023

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



Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Animal Complaints		725	750
Animals Redeemed		41	45
Animals Adopted		15	20
Animal Bites		25	30
Animals Registered		1,965	1,975

Personnel	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Full-Time	1	1	1
Part-Time	2	2	2

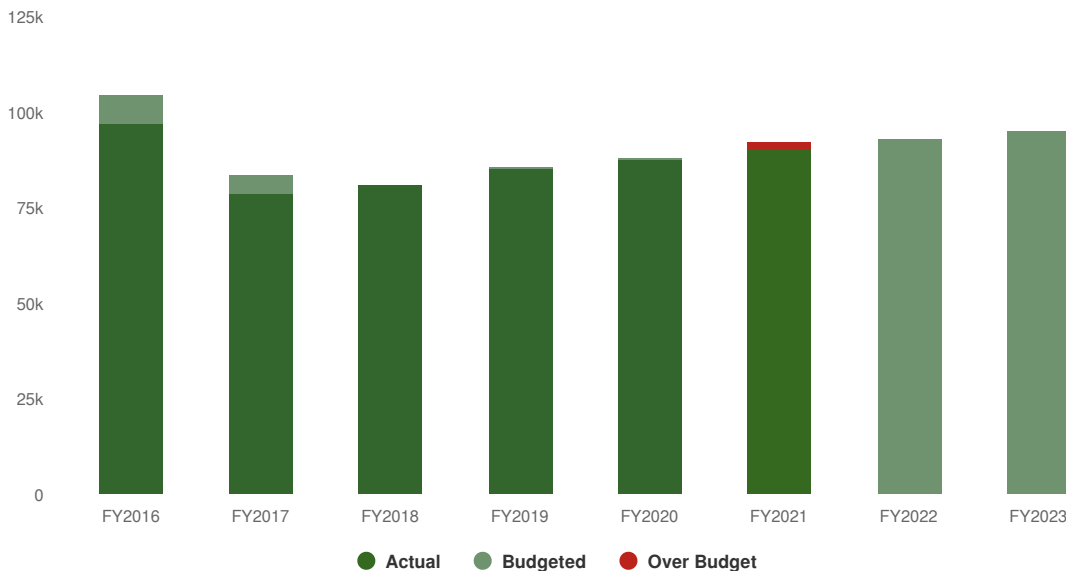
Qualitative

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.

Expenditures Summary

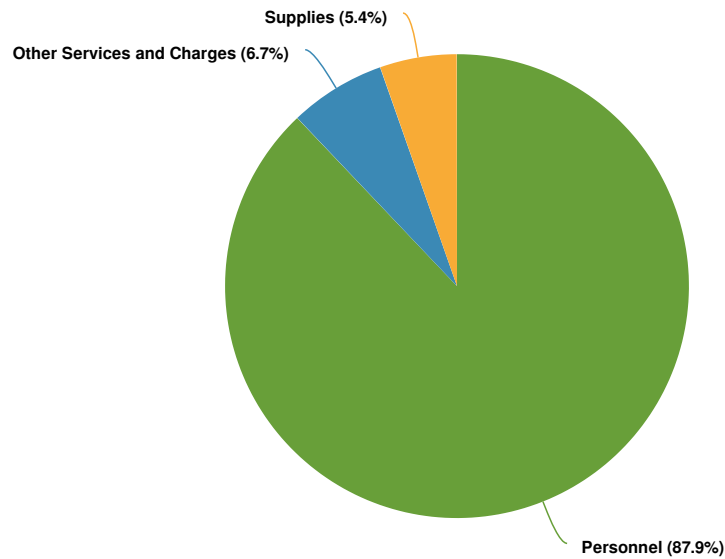
\$95,030 **\$1,782**
(1.91% vs. prior year)

205 - Canine Control Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Full-Time					
FULL-TIME	0100-205-51110-0000	\$65,310.00	\$67,265.00	3%	
Total Full-Time:		\$65,310.00	\$67,265.00	3%	
Part-Time					
PART-TIME	0100-205-51120-0000	\$12,958.00	\$13,285.00	2.5%	
Total Part-Time:		\$12,958.00	\$13,285.00	2.5%	
Overtime Pay					
OVERTIME PAY	0100-205-51140-0000	\$3,000.00	\$3,000.00	0%	
Total Overtime Pay:		\$3,000.00	\$3,000.00	0%	
Total Personnel:		\$81,268.00	\$83,550.00	2.8%	
Supplies					
Operating Supplies					
OPERATING SUPPLIES	0100-205-52330-0000	\$5,100.00	\$5,100.00	0%	STATE IS MANDATING THAT MORE ANIMALS HAVE TO BE SEEN BY VET



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Total Operating Supplies:		\$5,100.00	\$5,100.00	0%	
Total Supplies:		\$5,100.00	\$5,100.00	0%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-205-52401-0000	\$1,000.00	\$1,000.00	0%	
Total Prof Develop/Dues/Business Expenses:		\$1,000.00	\$1,000.00	0%	
Other Contractual Services					
OTHER CONTRACTUAL SERVICES	0100-205-52435-0000	\$4,880.00	\$4,880.00	0%	STATE IS MANDATING THAT MORE ANIMALS HAVE TO BE SEEN BY VET
Total Other Contractual Services:		\$4,880.00	\$4,880.00	0%	
Auto Repair And Mnt/Outside					
AUTO REPAIR AND MNT/OUTSIDE	0100-205-52470-0000	\$1,000.00	\$500.00	-50%	
Total Auto Repair And Mnt/Outside:		\$1,000.00	\$500.00	-50%	
Total Other Services and Charges:		\$6,880.00	\$6,380.00	-7.3%	
Total Expense Objects:		\$93,248.00	\$95,030.00	1.9%	

Budget Commentary

51110 Full-Time Salary: One (1) Animal Control Officer.

51120 Part-Time Salary: 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: Memberships, dues and subscriptions.

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

52470 Auto Repair and Maintenance: Mechanical repairs, oil changes, and parts for the Animal Control Officer's vehicle.



206 - Emergency Medical Service



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

Program Accomplishments FY 2022

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

Program Objectives FY 2023

- Stay below 8:59 minute response time for medical emergencies.
- Stay below 14:59 minute response time for non-emergency calls.
- Continue operation of emergency medical dispatch services.
- Coordinate emergency medical response (EMD) through the Plainville Police Department dispatch staff to the contracted medical service provider.
- Continue to provide NARCAN.

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
911 Ambulance Requests	2,600	2,600	2,750
Low Acuity Requests*	291	291	305
Average Response Time	< 8:59 Minutes	< 8:59 Minutes	< 8:59 Minutes

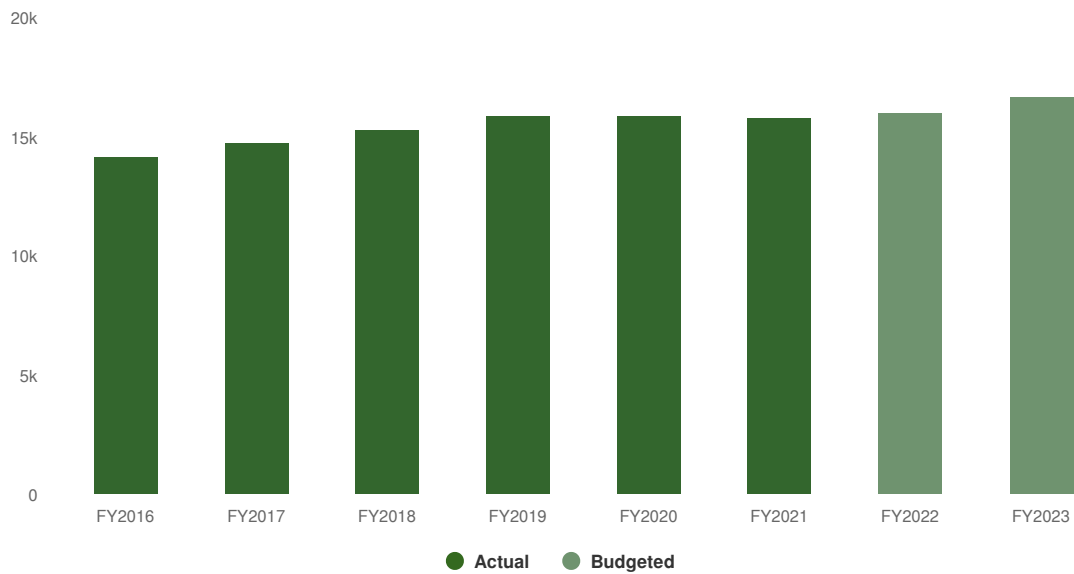
*Low acuity requests are non-emergency 911 calls where ambulances are dispatched in an ancillary support role.

Expenditures Summary

\$16,641 **\$685**
(4.29% vs. prior year)

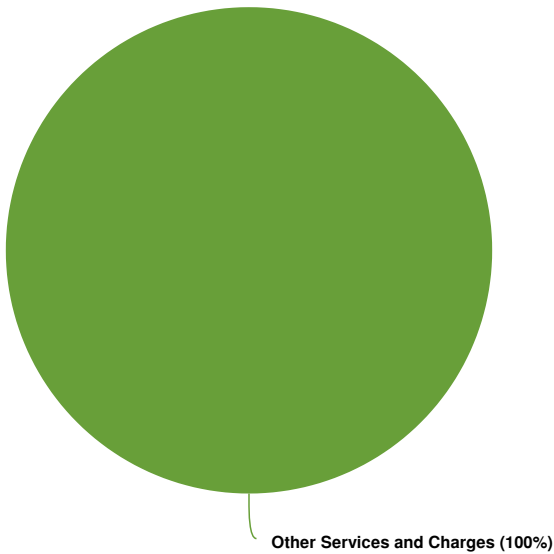


206 - Emergency Medical Service Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Other Services and Charges					
Other Contractual Services					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
OTHER CONTRACTUAL SERVICES	0100-206-52435- 0000	\$15,956.00	\$16,641.00	4.3%	CMED
Total Other Contractual Services:		\$15,956.00	\$16,641.00	4.3%	
Total Other Services and Charges:		\$15,956.00	\$16,641.00	4.3%	
Total Expense Objects:		\$15,956.00	\$16,641.00	4.3%	

Budget Commentary

52435 Other Contractual Services: The Town has a contract with American Medical Response (AMR) through June 30, 2021`. The only cost currently is the annual Coordinated Medical Emergency Direction (CMED) Communications System Assessment. This is from an agreement that was entered by and between the North Central Connecticut Emergency Medical Services Councils, Inc., a private non-stock, non-profit corporation established under the laws of the State of Connecticut and the Town of Plainville that provides Emergency Medical Services to the Town. The budget consists of a per capita charge based upon population.



210 - Fire Department



The Fire Department is responsible for fire protection within the community and consists 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 FY 2022

- Training Division – Training continued to be a focus area within the department.
- Department Operations – Reviewed department operations and identified areas of improvement. Areas included: fire ground responses, fire ground operations, rapid intervention team operations, and highway safety.
- Interoperability – Plainville continued to be a member of Task Force #55 along with New Britain, Southington and Bristol Fire Departments. This team served as a resource to the Statewide Fire Rescue Disaster Response Plan and the Capital Region Emergency Response Committee's Red Plan.

Program Objectives FY 2023

- Continue training goals set forth in the prior 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.
- Utilize American Rescue Plan Act and other capital dollars to replace air packs and engine
- Continue to investigate and apply for local, state and federal grants to obtain new and replacement equipment.

Performance Measures

Quantitative

Fire Responses	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Fires	61	61	61
Over Pressure, Rupture, Explosion	2	2	2
Rescue & Emergency Medical	21	21	21
Hazardous Condition (no fire)	76	76	76
Service Calls	91	91	91
Good Intent Calls	52	52	52
False Alarm & False Call	178	178	178
Severe Weather & Disaster	1	1	1
Special Incident Type	2	2	2

Training	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
In House	700	700	700
Outside	1,315	1,315	1,315
Driver	32	32	32

Personnel	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Part Time	1	1	1
Volunteer	61	61	61

Qualitative

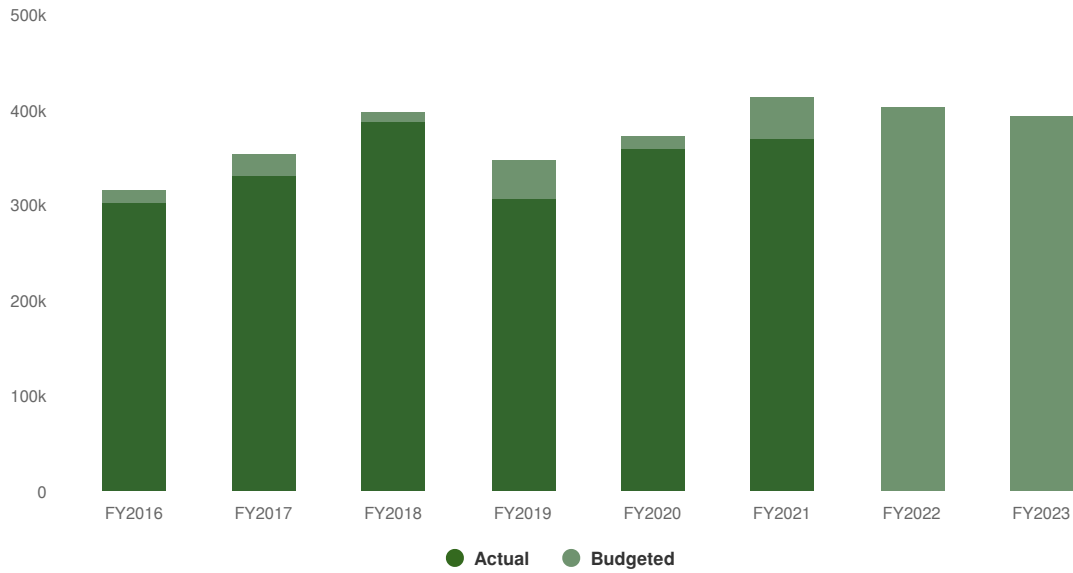
The Fire Department continues to improve its service delivery by focusing on meeting existing and new training standards such as NFPA, State of Connecticut and Homeland Security. 95% of firefighters are state certified in basic firefighting and 90% certified in advances and specialty areas.

Expenditures Summary

\$392,459 **-\$9,901**
 (-2.46% vs. prior year)

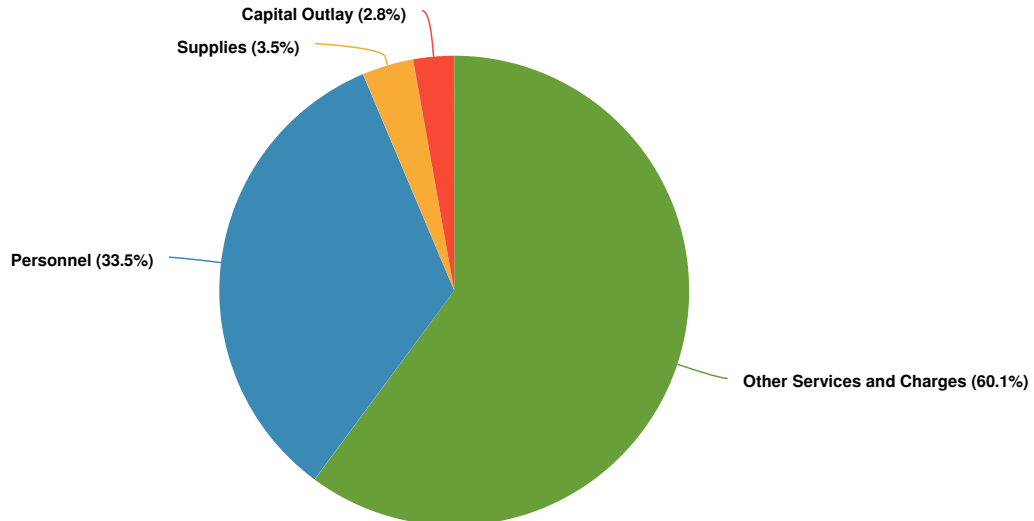


210 - Fire Department Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Part-Time					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
PART-TIME	0100-210-51120-0000	\$142,380.00	\$131,500.00	-7.6%	
Total Part-Time:		\$142,380.00	\$131,500.00	-7.6%	
Total Personnel:		\$142,380.00	\$131,500.00	-7.6%	
Supplies					
Operating Supplies					
OPERATING SUPPLIES	0100-210-52330-0000	\$11,150.00	\$11,150.00	0%	
Total Operating Supplies:		\$11,150.00	\$11,150.00	0%	
Automotive Supplies And Parts					
AUTOMOTIVE SUPPLIES AND PARTS	0100-210-52350-0000	\$2,755.00	\$2,755.00	0%	
Total Automotive Supplies And Parts:		\$2,755.00	\$2,755.00	0%	
Total Supplies:		\$13,905.00	\$13,905.00	0%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-210-52401-0000	\$2,150.00	\$2,150.00	0%	
Total Prof Develop/Dues/Business Expenses:		\$2,150.00	\$2,150.00	0%	
Mileage Reimbursement					
MILEAGE REIMBURSEMENT	0100-210-52405-0000	\$150.00	\$150.00	0%	
Total Mileage Reimbursement:		\$150.00	\$150.00	0%	
Recruitment And Training					
RECRUITMENT AND TRAINING	0100-210-52430-0000	\$14,000.00	\$14,000.00	0%	
Total Recruitment And Training:		\$14,000.00	\$14,000.00	0%	
Other Contractual Services					
OTHER CONTRACTUAL SERVICES	0100-210-52435-0000	\$151,500.00	\$151,500.00	0%	
Total Other Contractual Services:		\$151,500.00	\$151,500.00	0%	
Maintenance Contracts					
MAINTENANCE CONTRACTS	0100-210-52450-0000	\$24,620.00	\$24,620.00	0%	
Total Maintenance Contracts:		\$24,620.00	\$24,620.00	0%	
Rentals					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
RENTALS	0100-210-52460-0000	\$3,500.00	\$3,500.00	0%	
Total Rentals:		\$3,500.00	\$3,500.00	0%	
Equipment Mnt And Repair					
EQUIPMENT MNT AND REPAIR	0100-210-52480-0000	\$39,155.00	\$40,134.00	2.5%	
Total Equipment Mnt And Repair:		\$39,155.00	\$40,134.00	2.5%	
Total Other Services and Charges:		\$235,075.00	\$236,054.00	0.4%	
Capital Outlay					
Machinery And Equipment					
MACHINERY AND EQUIPMENT	0100-210-54640-0000	\$11,000.00	\$11,000.00	0%	
Total Machinery And Equipment:		\$11,000.00	\$11,000.00	0%	
Total Capital Outlay:		\$11,000.00	\$11,000.00	0%	
Total Expense Objects:		\$402,360.00	\$392,459.00	-2.5%	

Budget Commentary

51120 Part-Time Salary: 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, uniform allowance.

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



215 - Civil Preparedness



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 ramped up during the pandemic and continues to consume time acquiring PPE, attending training to stay current on issues and provide the documentation to Department of Emergency Services & Public Protection (DESPP) Division of Emergency Management & Homeland Security. Failure to provide this information will result in difficulty to obtain Federal Disaster funding.

Program Accomplishments FY 2022

- Continued to review the Town's Emergency Operation Plan as required by the Department of Emergency Services & Public Protection Division of Emergency Management & Homeland Security.
- Coordinated the Emergency Management Performance Grant (EMPG) Application reimbursing the Town of Plainville 50% of the costs of the Civil Preparedness Coordinator's stipend. Currently, the reimbursement is \$9,000.00.
- Participated in state-wide drills required by DESPP.
- Successfully completed the Emergency Management Institute's National Emergency Management Basic Academy.
- Member of Plainville Community Schools Emergency Management committee. Assisted in the drills for the School District Emergency Management manual.
- Attended Symposium 7 in Murfreesboro TN for Community Risk Reduction and Fire Prevention as a state delegate with local dissemination of new programs.
- Responded to COVID-19 Pandemic including core role in multiple community mask and test kit distribution events and ongoing leadership role as part of Town's response. Total distribution of COVID-19 masks, test kits, and other materials estimated to exceed 30,000 pieces.

Program Objectives FY 2023

- Remain responsive to changes in preparedness policies and practices and modify the Town's Emergency Response Plan accordingly.
- Conduct a community Risk Assessment in junction with creating new policies for Community Risk Reduction.
- Review internal policies and strategies for emergency management.
- Continue providing emergency preparedness information, PPE and training to the public.



Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Meetings Attended	17	6	16
PPE Distribution, Community Events	45	25	25

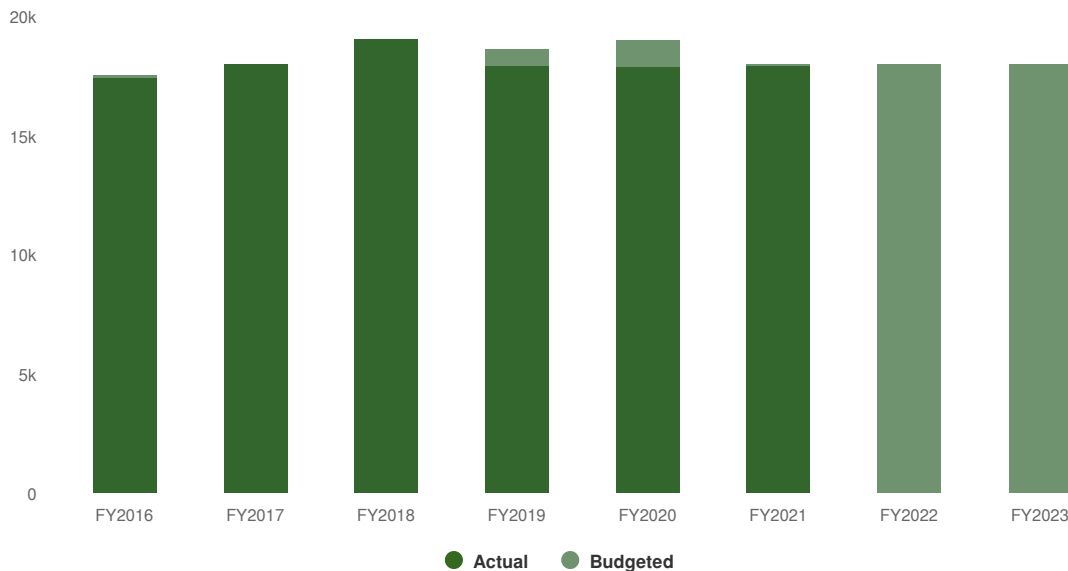
Qualitative

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.

Expenditures Summary

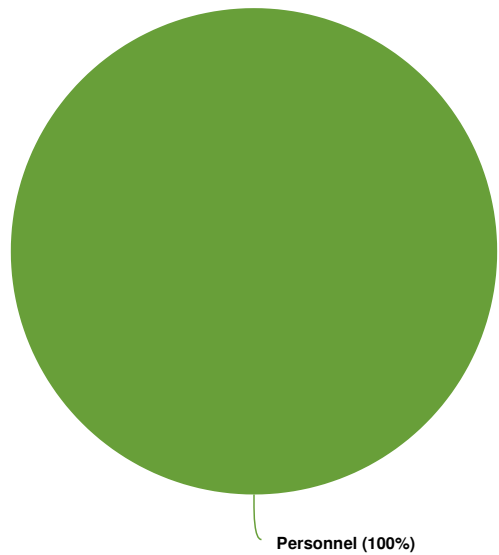
\$18,000 ^{\$0}
(0.00% vs. prior year)

215 - Civil Preparedness Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



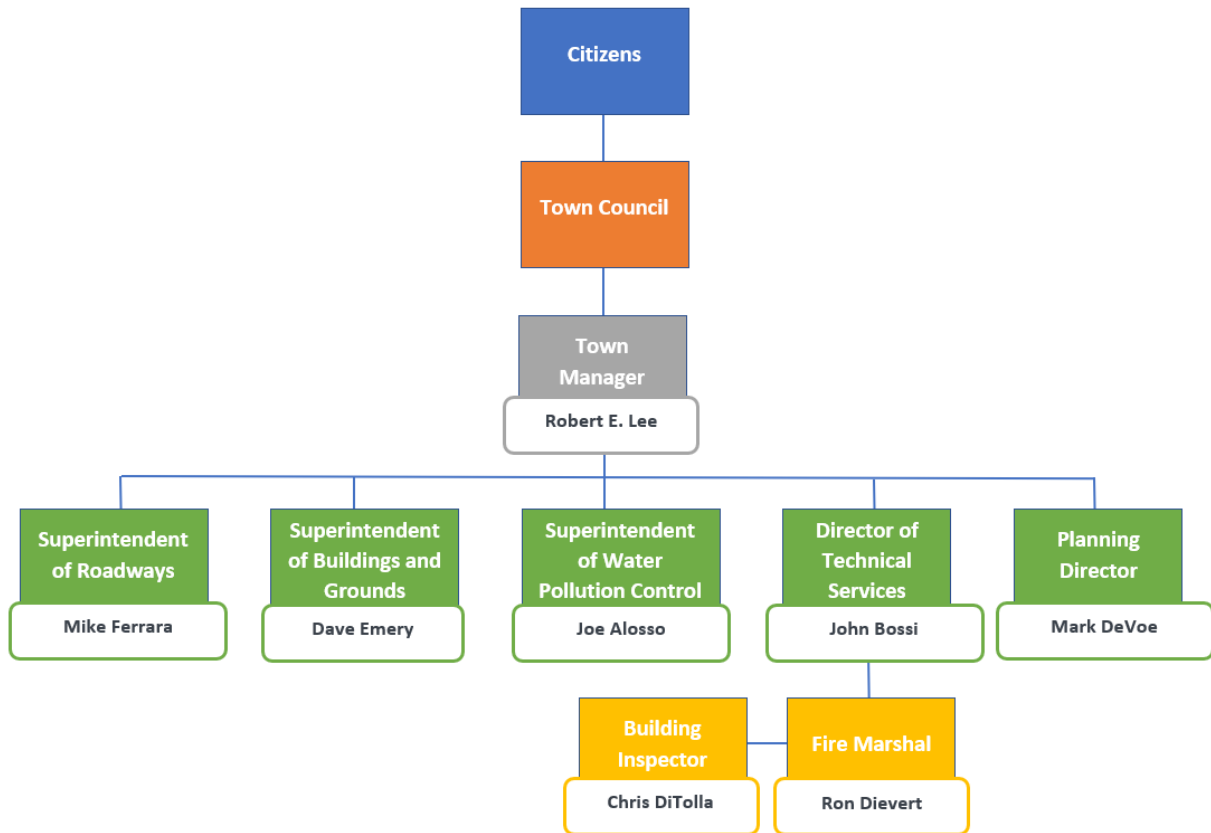
Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Part-Time					
PART-TIME	0100-215-51120-0000	\$18,000.00	\$18,000.00	0%	
Total Part-Time:		\$18,000.00	\$18,000.00	0%	
Total Personnel:		\$18,000.00	\$18,000.00	0%	
Total Expense Objects:		\$18,000.00	\$18,000.00	0%	

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.



Public Works Organizational Chart FY 2023



Public Works Goals & Objectives

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, Building & Grounds, Technical Service, Engineering, Building Inspector, Fire Marshal, and Planning.

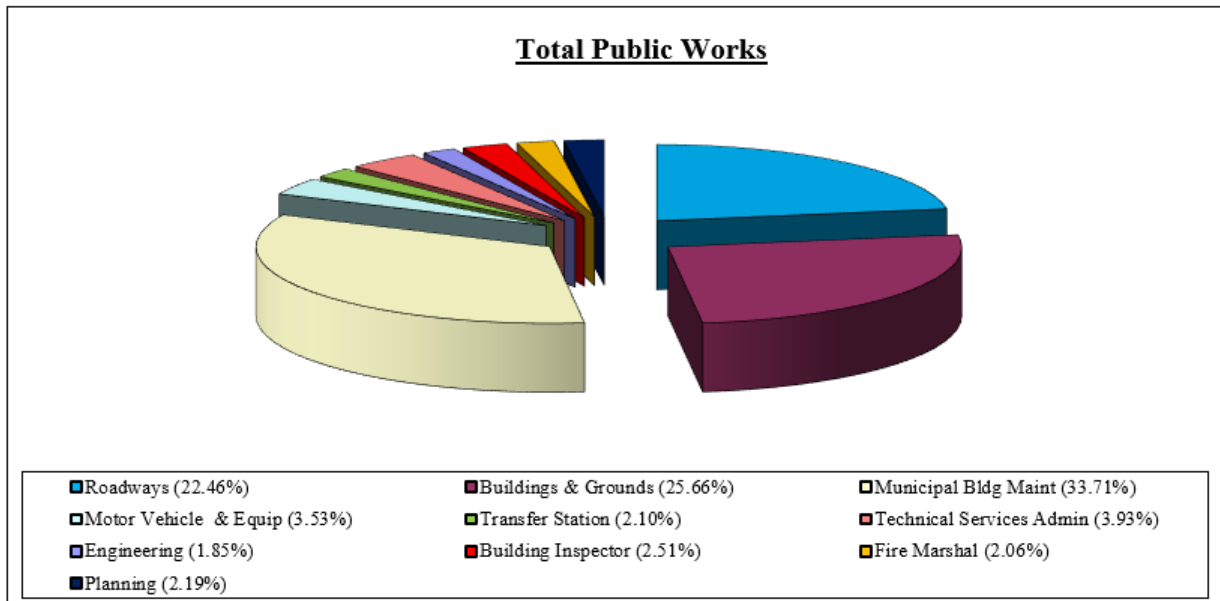
GOALS AND OBJECTIVES

1. To maintain and expand service levels of Plainville's expanding infrastructure.
2. To expand and improve the Roadways and Building & Grounds maintenance facilities to meet departmental and environmental needs.
3. To replace and maintain equipment and vehicles per the Town's Five-Year Capital Improvement Plan.
4. To coordinate residential, commercial, and industrial development.
5. To stay informed of Federal and State programs which assist community's infrastructure improvement program.
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 building codes.
8. To ensure that the Town's infrastructure conforms to the 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 & Expenditures

	FY 2020	FY 2021	FY 2022	FY 2023
Authorized Full-Time Positions - PW	26.75	26.75	27.75	28.75
Authorized Full-Time Positions - WPCF	8.25	8.25	8.25	8.25
Authorized Full-Time Positions - Total	35.00	35.00	36.00	37.00
Total Expenditures	\$4,144,398	\$4,237,405	\$4,414,174	\$4,554,309



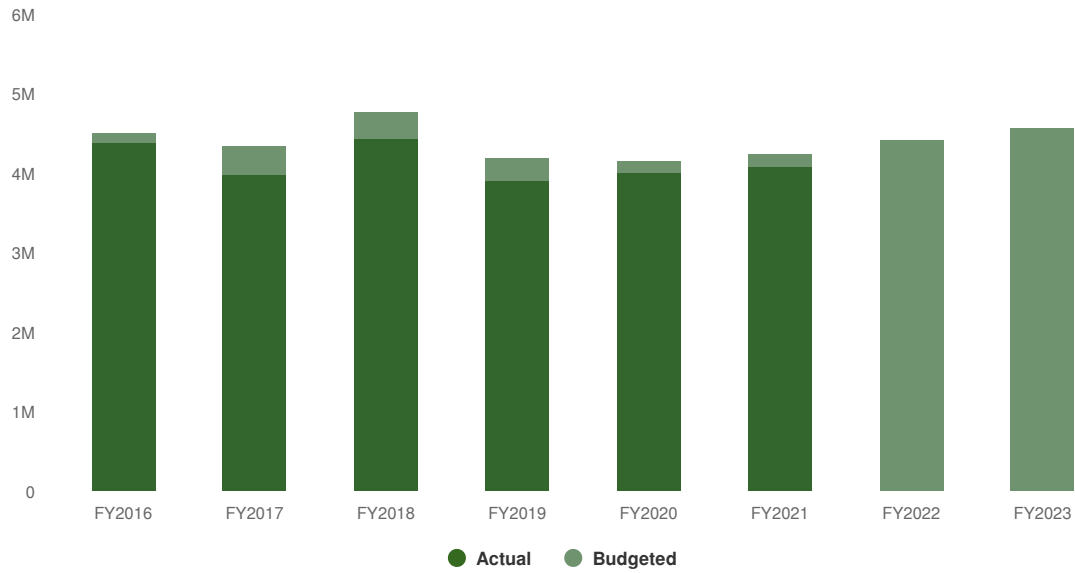
The graph above is a percentage breakdown of the total expenditures in the Public Works function.

Expenditures Summary

\$4,564,309
\$150,135
(3.40% vs. prior year)

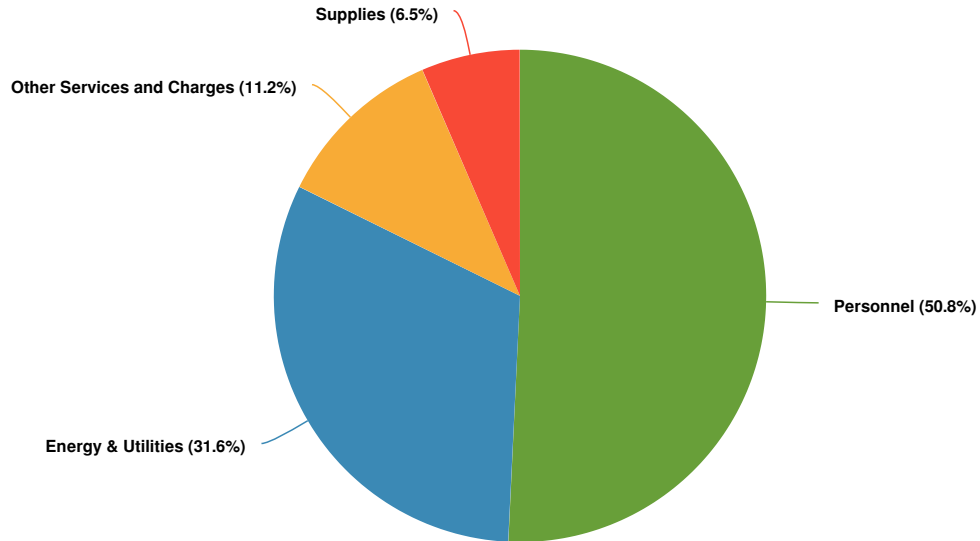


Public Works Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Full-Time					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
FULL-TIME	0100-305- 51110-0000	\$660,990.00	\$697,700.00	5.6%	
FULL-TIME	0100-310- 51110-0000	\$825,117.00	\$834,275.00	1.1%	
FULL-TIME	0100-325- 51110-0000	\$181,940.00	\$177,700.00	-2.3%	
FULL-TIME	0100-330- 51110-0000	\$80,200.00	\$80,308.00	0.1%	
FULL-TIME	0100-360- 51110-0000	\$94,365.00	\$97,750.00	3.6%	
FULL-TIME	0100-370- 51110-0000	\$73,507.00	\$75,800.00	3.1%	
Overtime	0100-370- 51140-0000		\$13,000.00	N/A	
FULL-TIME	0100-380- 51110-0000	\$69,439.00	\$90,350.00	30.1%	
Total Full-Time:		\$1,985,558.00	\$2,066,883.00	4.1%	
Part-Time					
PART-TIME	0100-305- 51120-0000	\$13,000.00	\$18,000.00	38.5%	
PART-TIME	0100-310- 51120-0000	\$33,010.00	\$40,330.00	22.2%	Correct Reduce dept request by 170 hours to increase of 150 hours
PART-TIME	0100-323- 51120-0000	\$7,035.00	\$7,250.00	3.1%	
PART-TIME	0100-370- 51120-0000	\$2,500.00	\$2,500.00	0%	
Total Part-Time:		\$55,545.00	\$68,080.00	22.6%	
Overtime Pay					
OVERTIME PAY	0100-305- 51140-0000	\$74,655.00	\$76,895.00	3%	
OVERTIME - SNOW REMOVAL	0100-305- 51140-2012	\$53,325.00	\$53,325.00	0%	
OVERTIME PAY	0100-310- 51140-0000	\$25,000.00	\$25,625.00	2.5%	
OVERTIME - SNOW REMOVAL	0100-310- 51140-2012	\$25,520.00	\$26,158.00	2.5%	
Total Overtime Pay:		\$178,500.00	\$182,003.00	2%	
Total Personnel:		\$2,219,603.00	\$2,316,966.00	4.4%	
Supplies					
Operating Supplies					
OPERATING SUPPLIES	0100-305- 52330-0000	\$35,971.00	\$38,000.00	5.6%	
OPERATING SUPPLIES	0100-310- 52330-0000	\$49,000.00	\$50,225.00	2.5%	



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
OPERATING SUPPLIES	0100-323-52330-0000	\$500.00	\$0.00	-100%	
OPERATING SUPPLIES	0100-325-52330-0000	\$450.00	\$250.00	-44.4%	
OPERATING SUPPLIES	0100-330-52330-0000	\$3,200.00	\$3,300.00	3.1%	
OPERATING SUPPLIES	0100-360-52330-0000	\$750.00	\$2,000.00	166.7%	Code update cycle FY2023 (new books)
OPERATING SUPPLIES	0100-370-52330-0000	\$1,750.00	\$2,000.00	14.3%	
OPERATING SUPPLIES	0100-380-52330-0000	\$600.00	\$600.00	0%	
Total Operating Supplies:		\$92,221.00	\$96,375.00	4.5%	
Repair And Mnt Sup/Excl Auto					
REPAIR AND MNT SUP/EXCL AUTO	0100-310-52340-0000	\$70,000.00	\$71,750.00	2.5%	
REPAIR AND MNT SUP/EXCL AUTO	0100-320-52340-0000	\$85,000.00	\$90,000.00	5.9%	
REPAIR & MAINT - SNOW REMOVAL	0100-320-52340-2012	\$15,000.00	\$15,000.00	0%	
Total Repair And Mnt Sup/Excl Auto:		\$170,000.00	\$176,750.00	4%	
Automotive Supplies And Parts					
AUTOMOTIVE SUPPLIES AND PARTS	0100-310-52350-0000	\$22,500.00	\$23,063.00	2.5%	
Total Automotive Supplies And Parts:		\$22,500.00	\$23,063.00	2.5%	
Total Supplies:		\$284,721.00	\$296,188.00	4%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-305-52401-0000	\$800.00	\$1,200.00	50%	
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-310-52401-0000	\$300.00	\$400.00	33.3%	
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-325-52401-0000	\$450.00	\$450.00	0%	
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-330-52401-0000	\$500.00	\$500.00	0%	
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-360-52401-0000	\$200.00	\$1,000.00	400%	Trainings increased for new code cycle



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-370- 52401-0000	\$550.00	\$700.00	27.3%	
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-380- 52401-0000	\$1,000.00	\$1,000.00	0%	
Total Prof Develop/Dues/Business Expenses:		\$3,800.00	\$5,250.00	38.2%	
Recruitment And Training					
RECRUITMENT AND TRAINING	0100-360- 52430-0000	\$250.00	\$0.00	-100%	
Total Recruitment And Training:		\$250.00	\$0.00	-100%	
Other Contractual Services					
OTHER CONTRACTUAL SERVICES	0100-305- 52435-0000	\$40,200.00	\$40,200.00	0%	
OTHER CONTRACTUAL SERVICES	0100-310- 52435-0000	\$16,200.00	\$16,200.00	0%	
OTHER CONTRACTUAL SERVICES	0100-315- 52435-0000	\$94,000.00	\$95,000.00	1.1%	
OTHER CONTRACTUAL SERVICES	0100-323- 52435-0000	\$20,948.00	\$26,070.00	24.5%	
OTHER CONTRACTUAL SERVICES	0100-325- 52435-0000	\$400.00	\$400.00	0%	
OTHER CONTRACTUAL	0100-360- 52435-0000	\$9,000.00	\$13,640.00	51.6%	
OTHER CONTRACTUAL SERVICES	0100-380- 52435-0000	\$8,000.00	\$8,000.00	0%	
Total Other Contractual Services:		\$188,748.00	\$199,510.00	5.7%	
Transfer Station					
TRANSFER STATION	0100-323- 52445-0000	\$46,073.00	\$46,073.00	0%	
Total Transfer Station:		\$46,073.00	\$46,073.00	0%	
Maintenance Contracts					
MAINTENANCE CONTRACTS	0100-310- 52450-0000	\$34,515.00	\$34,515.00	0%	
Total Maintenance Contracts:		\$34,515.00	\$34,515.00	0%	
Rentals					
RENTALS	0100-305- 52460-0000	\$7,620.00	\$7,620.00	0%	
RENTALS - SNOW REMOVAL	0100-305- 52460-2012	\$100,000.00	\$100,000.00	0%	
RENTALS	0100-310- 52460-0000	\$2,000.00	\$2,000.00	0%	



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
RENTALS	0100-323- 52460-0000	\$19,170.00	\$16,263.00	-15.2%	
Total Rentals:		\$128,790.00	\$125,883.00	-2.3%	
Auto Repair And Mnt/Outside					
AUTO REPAIR AND MNT/OUTSIDE	0100-310- 52470-0000	\$6,500.00	\$6,500.00	0%	
Total Auto Repair And Mnt/Outside:		\$6,500.00	\$6,500.00	0%	
Bldg And Grounds Mnt And Rpr					
BLDG AND GROUNDS MNT AND RPR	0100-310- 52475-0000	\$27,000.00	\$33,000.00	22.2%	
Total Bldg And Grounds Mnt And Rpr:		\$27,000.00	\$33,000.00	22.2%	
Equipment Mnt And Repair					
EQUIPMENT MNT AND REPAIR	0100-310- 52480-0000	\$4,400.00	\$4,400.00	0%	
EQUIPMENT MNT AND REPAIR	0100-320- 52480-0000	\$39,674.00	\$55,824.00	40.7%	
Total Equipment Mnt And Repair:		\$44,074.00	\$60,224.00	36.6%	
Total Other Services and Charges:		\$479,750.00	\$510,955.00	6.5%	
Energy & Utilities					
Electricity - Traffic Signals					
ELECTRICITY - TRAFFIC SIGNALS	0100-315- 53510-0000	\$12,250.00	\$13,000.00	6.1%	
Total Electricity - Traffic Signals:		\$12,250.00	\$13,000.00	6.1%	
Electricity - Street Lights					
ELECTRICITY - STREET LIGHTS	0100-315- 53511-0000	\$60,000.00	\$65,000.00	8.3%	
Total Electricity - Street Lights:		\$60,000.00	\$65,000.00	8.3%	
Electricity - Bldg & Grds					
ELECTRICITY - BLDG & GRDS	0100-315- 53512-0000	\$191,000.00	\$210,000.00	9.9%	
Total Electricity - Bldg & Grds:		\$191,000.00	\$210,000.00	9.9%	
Natural Gas					
NATURAL GAS	0100-315- 53520-0000	\$50,000.00	\$50,000.00	0%	
Total Natural Gas:		\$50,000.00	\$50,000.00	0%	
Heating Oil					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
FUEL OIL - BLDG & GRDS	0100-315- 53530-0000	\$15,310.00	\$15,900.00	3.9%	
Total Heating Oil:		\$15,310.00	\$15,900.00	3.9%	
Gasoline					
GASOLINE & DIESEL - MV	0100-315- 53540-0000	\$84,950.00	\$103,300.00	21.6%	
Total Gasoline:		\$84,950.00	\$103,300.00	21.6%	
Diesel					
DIESEL	0100-315- 53545-0000	\$47,590.00	\$63,000.00	32.4%	
Total Diesel:		\$47,590.00	\$63,000.00	32.4%	
Water & Hydrant - Fire					
WATER & HYDRANT - FIRE	0100-315- 53550-0000	\$829,000.00	\$800,000.00	-3.5%	
Total Water & Hydrant - Fire:		\$829,000.00	\$800,000.00	-3.5%	
Water & Hydrant - Bldg & Grds					
WATER & HYDRANT - BLDG & GRDS	0100-315- 53551-0000	\$80,000.00	\$58,000.00	-27.5%	
Total Water & Hydrant - Bldg & Grds:		\$80,000.00	\$58,000.00	-27.5%	
Telephone - Bldg & Grds					
TELEPHONE - BLDG & GRDS	0100-315- 53562-0000	\$60,000.00	\$62,000.00	3.3%	
Total Telephone - Bldg & Grds:		\$60,000.00	\$62,000.00	3.3%	
Total Energy & Utilities:		\$1,430,100.00	\$1,440,200.00	0.7%	
Total Expense Objects:		\$4,414,174.00	\$4,564,309.00	3.4%	



305 - Roadways



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 2022

- 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 as part of Road Bond II program
- Completed the Leaf Collection program. 4 10-wheel dump trucks with 20-yard leaf boxes improved collection process by reducing driving time to landfill for dumping.
- Collected approximately 15,000 cubic yards of leaves during the fall.
- Effective and timely winter ice/snow removal to provide safe passage on local roadways. Implemented other salt products.
- Rebuilt dozens of catch basins.
- Completed Robertson Airport major exterior renovations including new a public park with improved ADA entrances, walks, patios, grading, and related site work.
- Continued to work and add roadway signs throughout the Town of Plainville.
- Initiated facility study of Roadways campus

Program Objectives FY 2023

- Train new Foreman
- 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.
- Begin road improvements and repaving of local roads while continuing crack filling program.
- Execute street paving projects as identified in 5-year street rehabilitation bond.
- Continue the collection of leaves in an effective and timely manner although the program will be examined to see where there is the possibility of expenditure reductions.
- Take delivery of new vacuum catch basin cleaner.

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Snow Removal Hours	543	2,000	2,000
Snow Removal Costs	\$38,015	\$225,000	\$225,000
Leaf Removal Hours	934	3,600	3,600
Leaf Removal Costs	\$65,346	\$148,000	\$150,000
Street Sweeping Hours	122	700	700

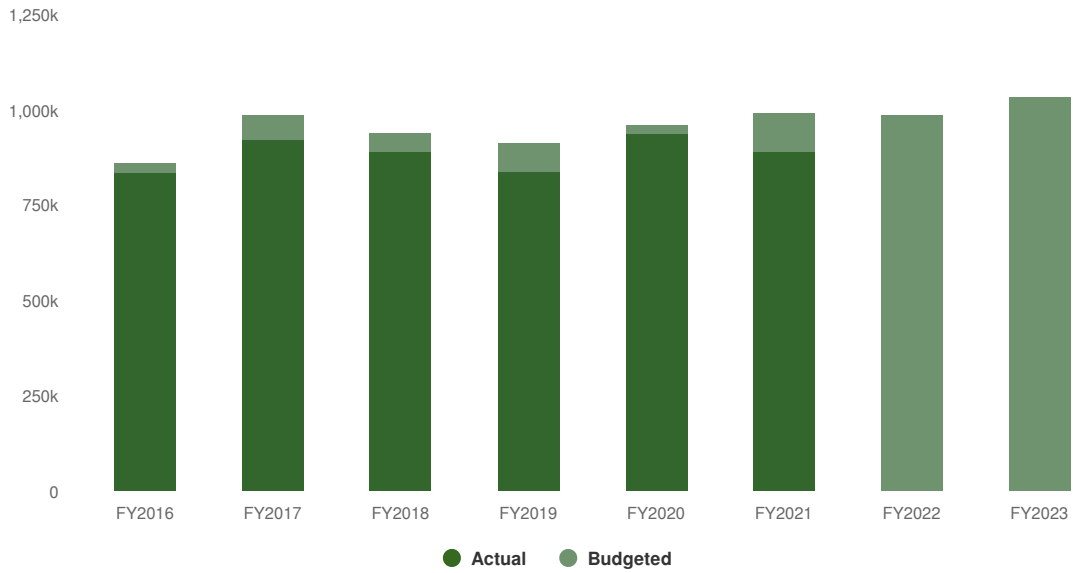
Personnel	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Full Time	9	9	10
Part Time (seasonal)	3	3	3

Expenditures Summary

\$1,032,940 **\$46,379**
(4.70% vs. prior year)

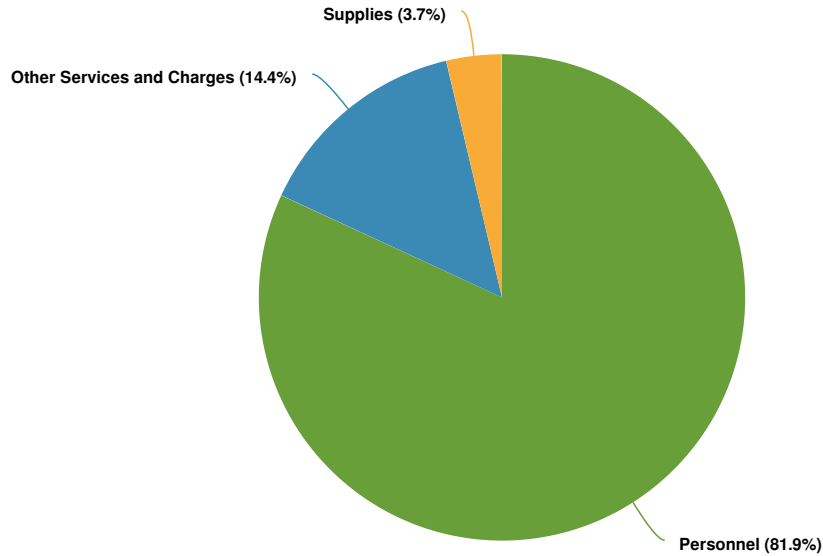


305 - Roadways Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Full-Time					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
FULL-TIME	0100-305-51110-0000	\$660,990.00	\$697,700.00	5.6%	
Total Full-Time:		\$660,990.00	\$697,700.00	5.6%	
Part-Time					
PART-TIME	0100-305-51120-0000	\$13,000.00	\$18,000.00	38.5%	
Total Part-Time:		\$13,000.00	\$18,000.00	38.5%	
Overtime Pay					
OVERTIME PAY	0100-305-51140-0000	\$74,655.00	\$76,895.00	3%	
OVERTIME - SNOW REMOVAL	0100-305-51140-2012	\$53,325.00	\$53,325.00	0%	
Total Overtime Pay:		\$127,980.00	\$130,220.00	1.8%	
Total Personnel:		\$801,970.00	\$845,920.00	5.5%	
Supplies					
Operating Supplies					
OPERATING SUPPLIES	0100-305-52330-0000	\$35,971.00	\$38,000.00	5.6%	
Total Operating Supplies:		\$35,971.00	\$38,000.00	5.6%	
Total Supplies:		\$35,971.00	\$38,000.00	5.6%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-305-52401-0000	\$800.00	\$1,200.00	50%	
Total Prof Develop/Dues/Business Expenses:		\$800.00	\$1,200.00	50%	
Other Contractual Services					
OTHER CONTRACTUAL SERVICES	0100-305-52435-0000	\$40,200.00	\$40,200.00	0%	
Total Other Contractual Services:		\$40,200.00	\$40,200.00	0%	
Rentals					
RENTALS	0100-305-52460-0000	\$7,620.00	\$7,620.00	0%	
RENTALS - SNOW REMOVAL	0100-305-52460-2012	\$100,000.00	\$100,000.00	0%	
Total Rentals:		\$107,620.00	\$107,620.00	0%	
Total Other Services and Charges:		\$148,620.00	\$149,020.00	0.3%	
Total Expense Objects:		\$986,561.00	\$1,032,940.00	4.7%	



Budget Commentary

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

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

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

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

52401 Professional Development: Dues for Connecticut Association of Street and Highway Officials (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.



310 - Buildings & Grounds



The Buildings & Grounds Division performs several 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 2022

- Upgrade Senior Center office area with new ceiling and lighting.
- Adjusted maintenance procedures for new sports turf at Plainville High School.
- Repair Masonry along rear steps at Municipal Center.
- Installed improvements at Norton Park.
- Replaced 1 Municipal vehicle and 1 mower.
- Cleaned and repaired Police Department building to prolong useful life and prevent leaks.
- Hired (1) Maintainer I, (1) Maintainer 2, (1) Mechanic and a new Foreman.
- Maintain Downtown Planters
- Replace Boiler at Norton Park Garage.

Program Objectives FY 2023

- Replace roof on Recreation Department building.
- Upgrade Municipal Center fire alarm system.
- Improve compliance with A.D.A in Town buildings and parks.
- Work with Recreation Department on park improvements based on State grants received.
- Replace 1 Municipal vehicle and 1 mower.
- Replace Historic Center Boiler
- Upgrade Fire Alarm system at 50 Whiting St.
- Replace Fire House Windows
- Replace Fire House air conditioning units
- Replace Recreation air conditioning units
- Replace roof on Norton Park pool filter building



Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Vehicles Maintained	30	30	30
Buildings Maintained	10	10	10
Parks Maintained	4	4	4
School Grounds Maintained	5	5	5
Athletic Fields Maintained	22	22	22

Personnel	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Full Time	12	12	12
Part Time	6	6	6

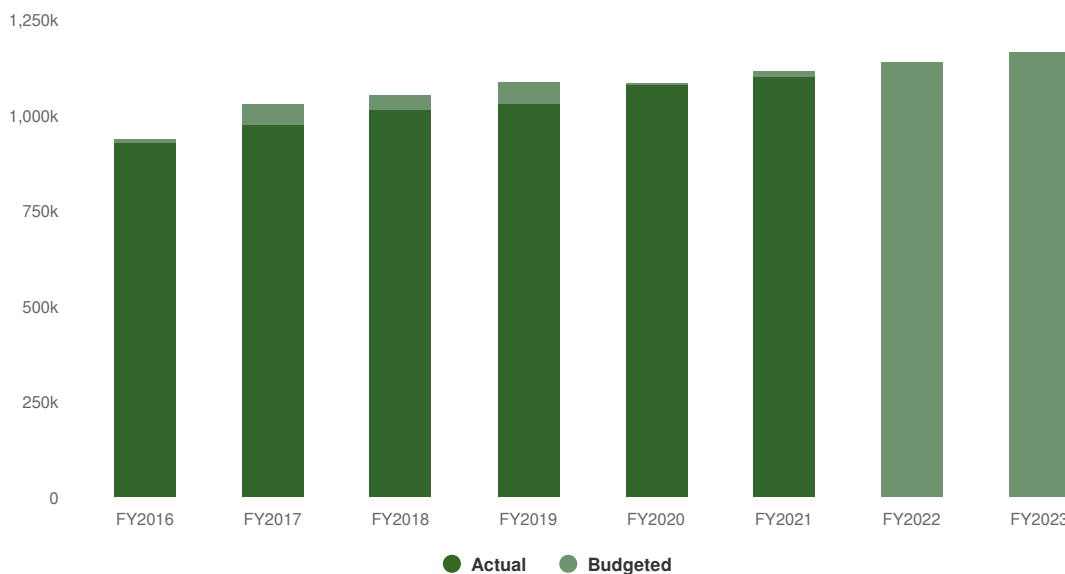
Qualitative

The department continues to provide maintenance for 30 vehicles, 10 buildings, 4 parks, 5 school grounds, and 22 athletic fields. Works cooperatively with all Town departments and the Plainville Community Schools to ensure that proper maintenance and capital improvement is achieved.

Expenditures Summary

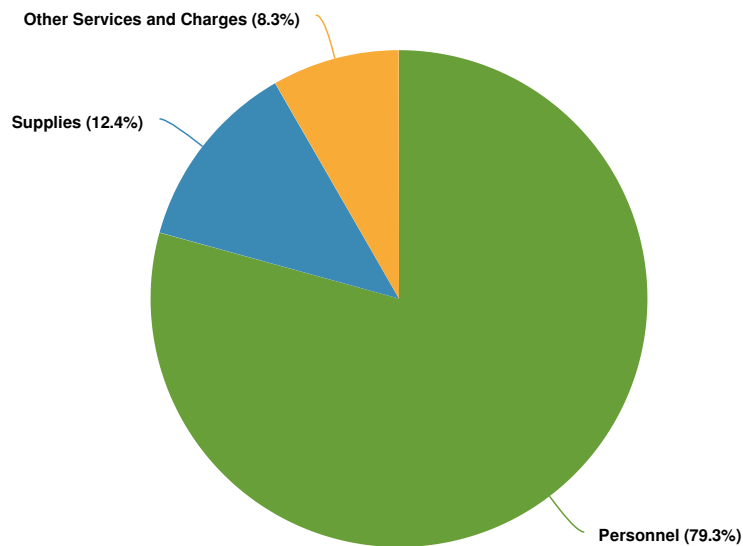
\$1,168,441 **\$27,379**
(2.40% vs. prior year)

310 - Buildings & Grounds Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Full-Time					
FULL-TIME	0100-310-51110-0000	\$825,117.00	\$834,275.00	1.1%	
Total Full-Time:		\$825,117.00	\$834,275.00	1.1%	
Part-Time					
PART-TIME	0100-310-51120-0000	\$33,010.00	\$40,330.00	22.2%	Correct Reduce dept request by 170 hours to increase of 150 hours
Total Part-Time:		\$33,010.00	\$40,330.00	22.2%	
Overtime Pay					
OVERTIME PAY	0100-310-51140-0000	\$25,000.00	\$25,625.00	2.5%	
OVERTIME - SNOW REMOVAL	0100-310-51140-2012	\$25,520.00	\$26,158.00	2.5%	
Total Overtime Pay:		\$50,520.00	\$51,783.00	2.5%	
Total Personnel:		\$908,647.00	\$926,388.00	2%	
Supplies					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Operating Supplies					
OPERATING SUPPLIES	0100-310-52330-0000	\$49,000.00	\$50,225.00	2.5%	
Total Operating Supplies:		\$49,000.00	\$50,225.00	2.5%	
Repair And Mnt Sup/Excl Auto					
REPAIR AND MNT SUP/EXCL AUTO	0100-310-52340-0000	\$70,000.00	\$71,750.00	2.5%	
Total Repair And Mnt Sup/Excl Auto:		\$70,000.00	\$71,750.00	2.5%	
Automotive Supplies And Parts					
AUTOMOTIVE SUPPLIES AND PARTS	0100-310-52350-0000	\$22,500.00	\$23,063.00	2.5%	
Total Automotive Supplies And Parts:		\$22,500.00	\$23,063.00	2.5%	
Total Supplies:		\$141,500.00	\$145,038.00	2.5%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-310-52401-0000	\$300.00	\$400.00	33.3%	
Total Prof Develop/Dues/Business Expenses:		\$300.00	\$400.00	33.3%	
Other Contractual Services					
OTHER CONTRACTUAL SERVICES	0100-310-52435-0000	\$16,200.00	\$16,200.00	0%	
Total Other Contractual Services:		\$16,200.00	\$16,200.00	0%	
Maintenance Contracts					
MAINTENANCE CONTRACTS	0100-310-52450-0000	\$34,515.00	\$34,515.00	0%	
Total Maintenance Contracts:		\$34,515.00	\$34,515.00	0%	
Rentals					
RENTALS	0100-310-52460-0000	\$2,000.00	\$2,000.00	0%	
Total Rentals:		\$2,000.00	\$2,000.00	0%	
Auto Repair And Mnt/Outside					
AUTO REPAIR AND MNT/OUTSIDE	0100-310-52470-0000	\$6,500.00	\$6,500.00	0%	
Total Auto Repair And Mnt/Outside:		\$6,500.00	\$6,500.00	0%	



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Bldg And Grounds Mnt And Rpr					
BLDG AND GROUNDS MNT AND RPR	0100-310- 52475-0000	\$27,000.00	\$33,000.00	22.2%	
Total Bldg And Grounds Mnt And Rpr:		\$27,000.00	\$33,000.00	22.2%	
Equipment Mnt And Repair					
EQUIPMENT MNT AND REPAIR	0100-310- 52480-0000	\$4,400.00	\$4,400.00	0%	
Total Equipment Mnt And Repair:		\$4,400.00	\$4,400.00	0%	
Total Other Services and Charges:		\$90,915.00	\$97,015.00	6.7%	
Total Expense Objects:		\$1,141,062.00	\$1,168,441.00	2.4%	

Budget Commentary

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

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.



315 - Municipal Building Maintenance



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 expenditures for the Town buildings, streetlights, and traffic control signals.

Program Accomplishments FY 2022

- Contracts administered according to Town specifications.
- Utility billing administered as required.
- Replaced parking lot lighting at rear of Fire House to improve efficiency and usability of rear training grounds
- Replaced all lighting with LED fixtures at Roadways and Buildings and Grounds garages to improve efficiency and lighting

Program Objectives FY 2023

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

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Cleaning Service Cost	\$95,459	\$90,000	\$96,900
Gallons of Fuel Used - Heating Oil	25,543	14,800	14,800
Gallons of Fuel - Gasoline	82,543	84,000	84,000
Gallons of Fuel - Diesel	65,666	80,000	80,000

Qualitative

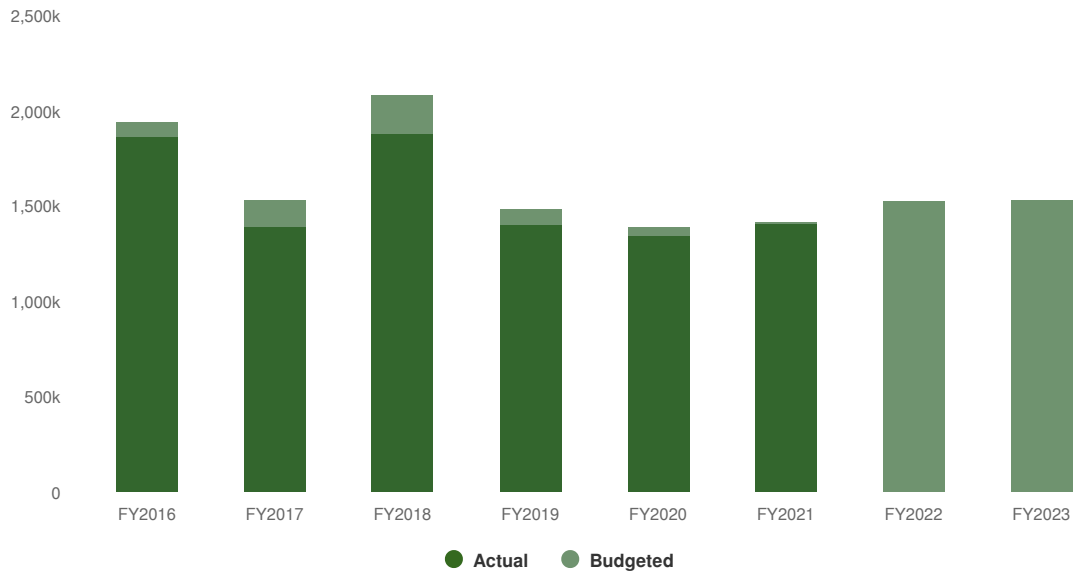
The department continues to provide maintenance for 30 vehicles, 10 buildings, 4 parks, 5 school grounds, and 22 athletic fields. Works cooperatively with all Town departments and the Plainville Community Schools to ensure that proper maintenance and capital improvement is achieved.

Expenditures Summary



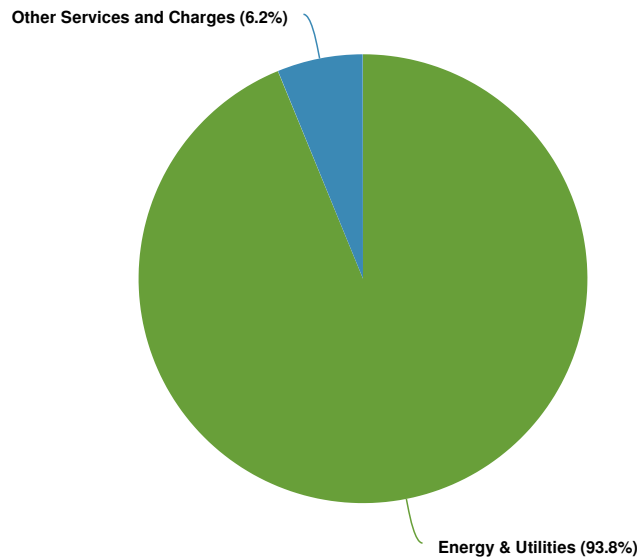
\$1,535,200 **\$11,100**
(0.73% vs. prior year)

315 - Municipal Building Maintenance Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Other Services and Charges					
Other Contractual Services					
OTHER CONTRACTUAL SERVICES	0100-315-52435-0000	\$94,000.00	\$95,000.00	1.1%	
Total Other Contractual Services:		\$94,000.00	\$95,000.00	1.1%	
Total Other Services and Charges:		\$94,000.00	\$95,000.00	1.1%	
Energy & Utilities					
Electricity - Traffic Signals					
ELECTRICITY - TRAFFIC SIGNALS	0100-315-53510-0000	\$12,250.00	\$13,000.00	6.1%	
Total Electricity - Traffic Signals:		\$12,250.00	\$13,000.00	6.1%	
Electricity - Street Lights					
ELECTRICITY - STREET LIGHTS	0100-315-53511-0000	\$60,000.00	\$65,000.00	8.3%	
Total Electricity - Street Lights:		\$60,000.00	\$65,000.00	8.3%	
Electricity - Bldg & Grds					
ELECTRICITY - BLDG & GRDS	0100-315-53512-0000	\$191,000.00	\$210,000.00	9.9%	
Total Electricity - Bldg & Grds:		\$191,000.00	\$210,000.00	9.9%	
Natural Gas					
NATURAL GAS	0100-315-53520-0000	\$50,000.00	\$50,000.00	0%	
Total Natural Gas:		\$50,000.00	\$50,000.00	0%	
Heating Oil					
FUEL OIL - BLDG & GRDS	0100-315-53530-0000	\$15,310.00	\$15,900.00	3.9%	
Total Heating Oil:		\$15,310.00	\$15,900.00	3.9%	
Gasoline					
GASOLINE & DIESEL - MV	0100-315-53540-0000	\$84,950.00	\$103,300.00	21.6%	
Total Gasoline:		\$84,950.00	\$103,300.00	21.6%	
Diesel					
DIESEL	0100-315-53545-0000	\$47,590.00	\$63,000.00	32.4%	
Total Diesel:		\$47,590.00	\$63,000.00	32.4%	
Water & Hydrant - Fire					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
WATER & HYDRANT - FIRE	0100-315-53550-0000	\$829,000.00	\$800,000.00	-3.5%	
Total Water & Hydrant - Fire:		\$829,000.00	\$800,000.00	-3.5%	
Water & Hydrant - Bldg & Grds					
WATER & HYDRANT - BLDG & GRDS	0100-315-53551-0000	\$80,000.00	\$58,000.00	-27.5%	
Total Water & Hydrant - Bldg & Grds:		\$80,000.00	\$58,000.00	-27.5%	
Telephone - Bldg & Grds					
TELEPHONE - BLDG & GRDS	0100-315-53562-0000	\$60,000.00	\$62,000.00	3.3%	
Total Telephone - Bldg & Grds:		\$60,000.00	\$62,000.00	3.3%	
Total Energy & Utilities:		\$1,430,100.00	\$1,440,200.00	0.7%	
Total Expense Objects:		\$1,524,100.00	\$1,535,200.00	0.7%	

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 & Grounds: Electrical costs of Town buildings.

53520 Natural Gas: Natural gas costs of Town buildings.

53530 Heating Oil: Heating oil for Town buildings. This line-item budgets for 9,000 gallons but Town purchases approximately 17,500 gallons that are allocated across other departments and budgets. FY 2022 locked in rate is \$1.6958 plus applicable taxes per gallon.

53540 Gasoline: For all Town vehicles and equipment. This line item budgets 49,000 gallons but Town purchases approximately 84,000 gallons that are allocated across other departments and budgets, including the Board of Education. FY 2022 locked in rates are \$1.3462 plus applicable taxes per gallon for 07/01/2021 - 12/31/2021 and \$1.6474 plus applicable taxes per gallon for 01/01/2022 - 06/30/2022.

53545 Diesel: For all Town vehicles and equipment. This line item budgets 28,000 gallons but Town purchases approximately 80,000 gallons that are allocated across other departments and budgets, including the Board of Education. FY 2022 locked in rates are \$1.6965 plus applicable taxes per gallon.

53550 Water & Hydrant - Fire: Hydrant costs.

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

53562 Telephone – Buildings and Grounds: Phone costs for all Town buildings.



320 - Motor Vehicle & Equipment Pool



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

Program Accomplishments FY 2022

- Maintained and provided Town with complete service levels for all vehicles and equipment.
- Continued to rebuild and repair sander bodies and leaf machines.
- Improved computer operations for all Roadway related activities.
- Instituted major equipment repairs: sweeping machine, catch basin cleaning equipment, leaf machines and boxes.
- Put a new 2021 one-ton stake body dump truck in service.

Program Objectives FY 2023

- Continue to improve computer operations for all Roadway related activities.
- Institute major equipment repairs: sweeping machine, catch basin cleaning equipment, leaf machines and boxes.
- Rebuild and replace floor in all season sander body.

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Registered Vehicles	95	97	97

Qualitative

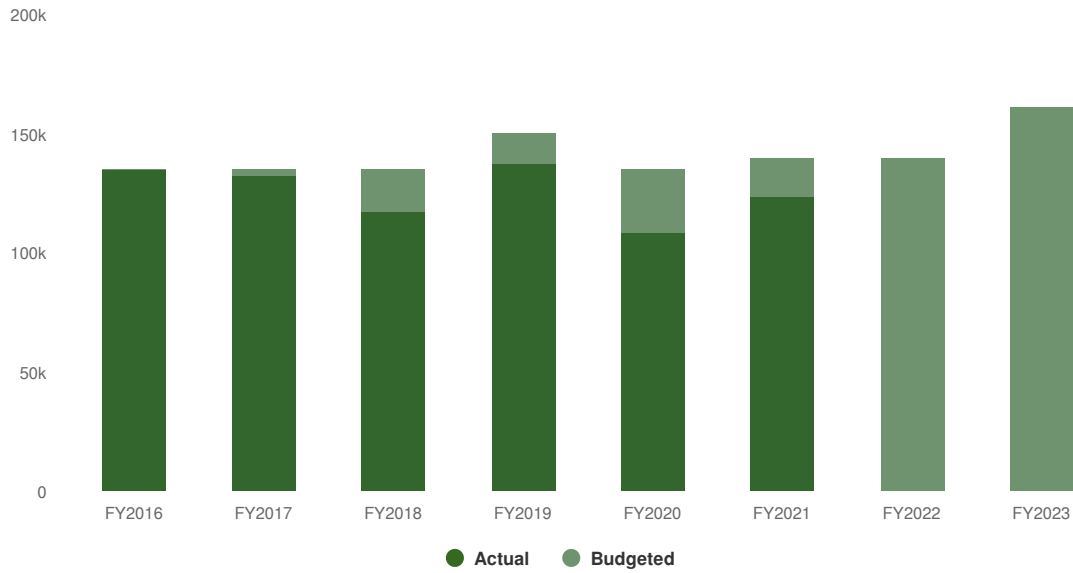
The Motor Vehicle and Equipment Pool department is responsible for the maintenance and repair of the Roadways Division vehicles and equipment along with all Town vehicles. The department strives to provide excellent repair service to the vehicles listed above as well as the major equipment repairs for the sweeping machine, catch basin cleaning equipment, leaf machines and boxes.

Expenditures Summary

\$160,824 **\$21,150**
(15.14% vs. prior year)

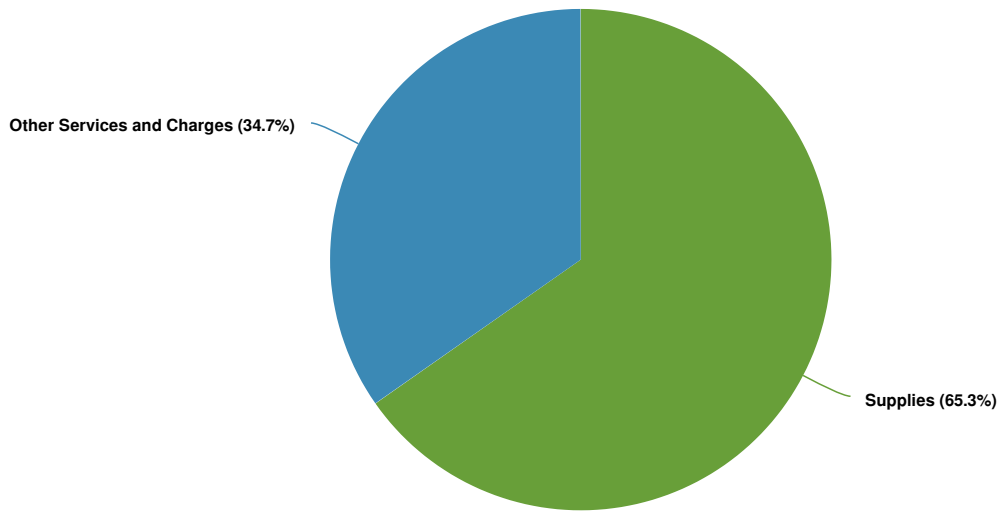


320 - Motor Vehicle & Equipment Pool Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Supplies					
Repair And Mnt Sup/Excl Auto					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
REPAIR AND MNT SUP/EXCL AUTO	0100-320-52340-0000	\$85,000.00	\$90,000.00	5.9%	
REPAIR & MAINT - SNOW REMOVAL	0100-320-52340-2012	\$15,000.00	\$15,000.00	0%	
Total Repair And Mnt Sup/Excl Auto:		\$100,000.00	\$105,000.00	5%	
Total Supplies:		\$100,000.00	\$105,000.00	5%	
Other Services and Charges					
Equipment Mnt And Repair					
EQUIPMENT MNT AND REPAIR	0100-320-52480-0000	\$39,674.00	\$55,824.00	40.7%	
Total Equipment Mnt And Repair:		\$39,674.00	\$55,824.00	40.7%	
Total Other Services and Charges:		\$39,674.00	\$55,824.00	40.7%	
Total Expense Objects:		\$139,674.00	\$160,824.00	15.1%	

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.



323 - Transfer Station



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

Program Accomplishments FY 2022

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

Program Objectives FY 2023

- 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

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Attendant Cost	\$9,898	\$7,035	\$7,250

Qualitative

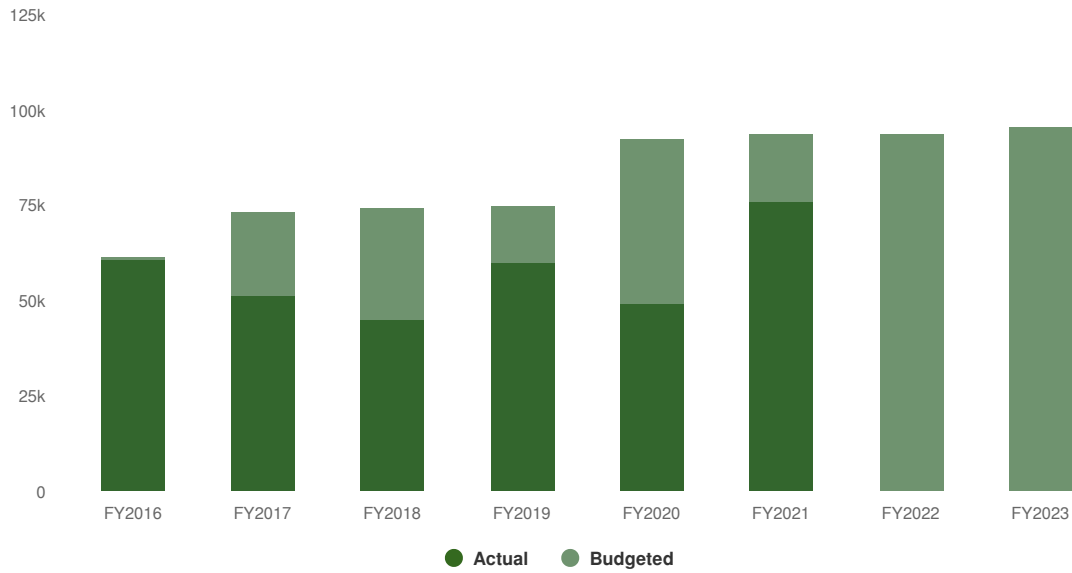
The Transfer Station department maintains the operation of the Town's Landfill and Transfer Station providing assistance to the public with recycling requirements as well as providing a place to dispose of electronic waste, leaves, mattresses, and Christmas trees.

Expenditures Summary

\$95,656 **\$1,930**
(2.06% vs. prior year)

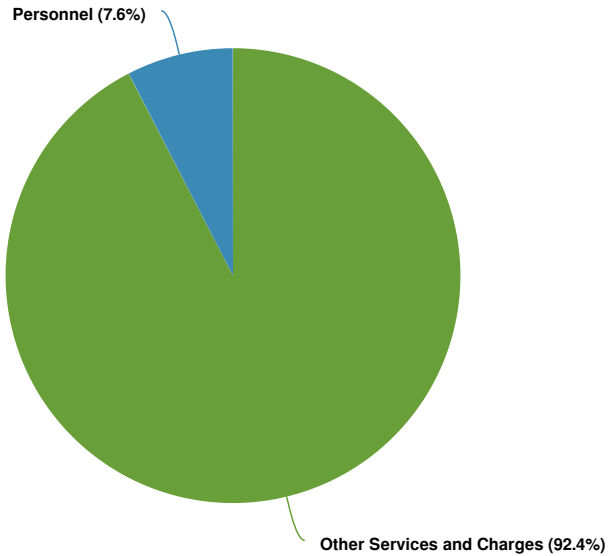


323 - Transfer Station Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Part-Time					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
PART-TIME	0100-323-51120-0000	\$7,035.00	\$7,250.00	3.1%	
Total Part-Time:		\$7,035.00	\$7,250.00	3.1%	
Total Personnel:		\$7,035.00	\$7,250.00	3.1%	
Supplies					
Operating Supplies					
OPERATING SUPPLIES	0100-323-52330-0000	\$500.00	\$0.00	-100%	
Total Operating Supplies:		\$500.00	\$0.00	-100%	
Total Supplies:		\$500.00	\$0.00	-100%	
Other Services and Charges					
Other Contractual Services					
OTHER CONTRACTUAL SERVICES	0100-323-52435-0000	\$20,948.00	\$26,070.00	24.5%	
Total Other Contractual Services:		\$20,948.00	\$26,070.00	24.5%	
Transfer Station					
TRANSFER STATION	0100-323-52445-0000	\$46,073.00	\$46,073.00	0%	
Total Transfer Station:		\$46,073.00	\$46,073.00	0%	
Rentals					
RENTALS	0100-323-52460-0000	\$19,170.00	\$16,263.00	-15.2%	
Total Rentals:		\$19,170.00	\$16,263.00	-15.2%	
Total Other Services and Charges:		\$86,191.00	\$88,406.00	2.6%	
Total Expense Objects:		\$93,726.00	\$95,656.00	2.1%	

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.



325 - Technical Services Administration



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 2022

- 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.
- Coordinated construction efforts between the Town and Americold
- Continued enforcement of the Property Management Ordinance.
- Administered Code Compliance (Building and Fire) for the construction of private and public endeavors.

Program Objectives FY 2023

- Keep apprised of pertinent environmental issues specifically related to storm water and waste disposal.
- Stay abreast and informed of Federal and State programs that assist community's infrastructure improvement programs.
- Continue to implement the Town's Capital Improvement Program including Street Improvements under the Bond Program.
- Continue to maintain and modify the Building, Fire Marshal and Health Department's services to ensure the community's safety.
- Continue to implement the process to ensure environmental compliance at the Town's former landfill's Stewardship Permit.
- Continue coordinating construction efforts between the Town and Americold
- Complete construction of Townline Reconstruction Project and complete design for the Whiting Street Reconstruction Project.

Performance Measures

Quantitative

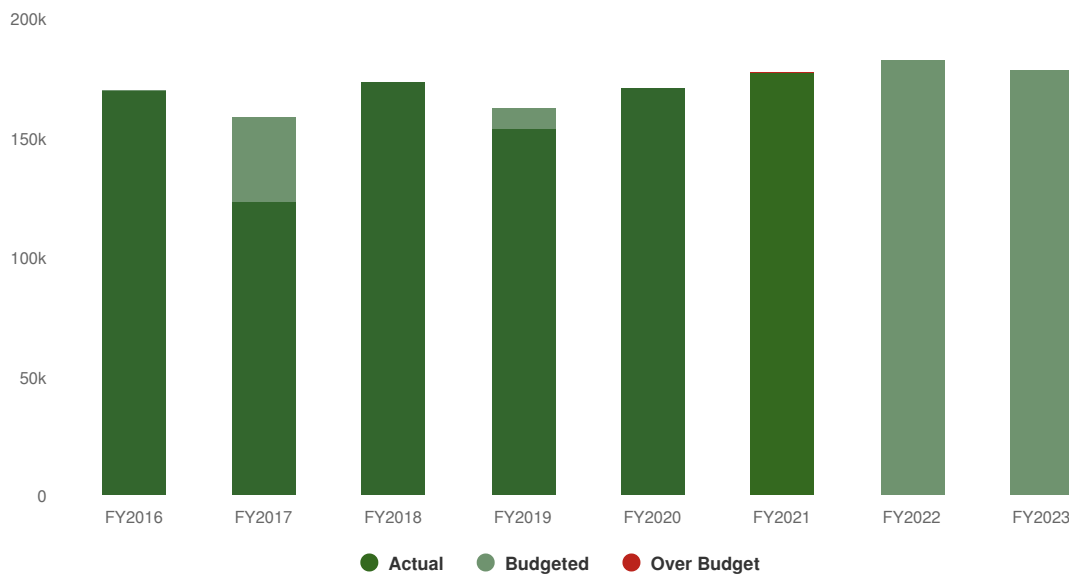
	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Please Refer to Individual Divisions			

Personnel	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Full Time	2 ³ / ₄	2 ³ / ₄	2 ³ / ₄

Expenditures Summary

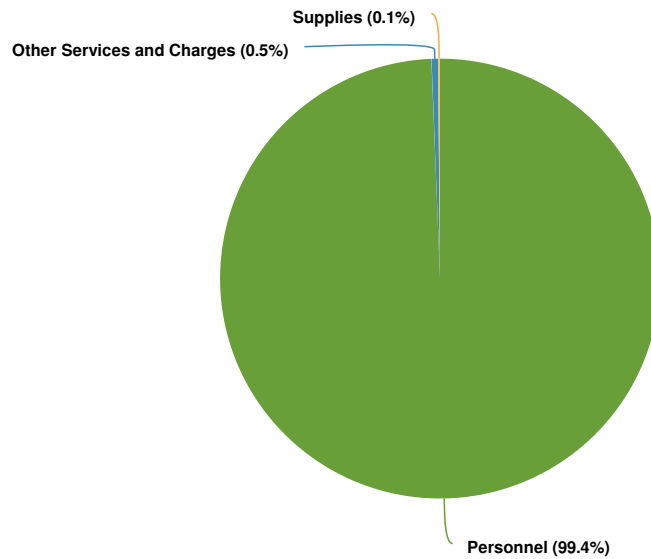
\$178,800 -\$4,440
(-2.42% vs. prior year)

325 - Technical Services Administration Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Full-Time					
FULL-TIME	0100-325-51110-0000	\$181,940.00	\$177,700.00	-2.3%	
Total Full-Time:		\$181,940.00	\$177,700.00	-2.3%	
Total Personnel:		\$181,940.00	\$177,700.00	-2.3%	
Supplies					
Operating Supplies					
OPERATING SUPPLIES	0100-325-52330-0000	\$450.00	\$250.00	-44.4%	
Total Operating Supplies:		\$450.00	\$250.00	-44.4%	
Total Supplies:		\$450.00	\$250.00	-44.4%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-325-52401-0000	\$450.00	\$450.00	0%	
Total Prof Develop/Dues/Business Expenses:		\$450.00	\$450.00	0%	



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Other Contractual Services					
OTHER CONTRACTUAL SERVICES	0100-325-52435-0000	\$400.00	\$400.00	0%	
Total Other Contractual Services:		\$400.00	\$400.00	0%	
Total Other Services and Charges:		\$850.00	\$850.00	0%	
Total Expense Objects:		\$183,240.00	\$178,800.00	-2.4%	

Budget Commentary

51110 Full-Time Personnel: Director of Technical Services and two Office Professionals. 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, workstation 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.



330 - Engineering



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 2022

- Designed and provided oversight for the reconstruction of twenty-six(26) streets funded by the Bond Project.
- Continued assisting the Roadway Division's reconstruction efforts.
- Continued assisting the consultant in the implementation of the Stewardship Permit for the former Town Landfill.
- Continued assisting the Building and Grounds and Roadway Divisions in Storm Water compliance issues.
- Continued to update Geographical Informational System (GIS).

Program Objectives FY 2023

- Provide technical assistance to the Town's land use commissions.
- Stay apprised of pertinent environmental issues, specifically Aquifer Protection and NPDES Phase II.
- Provide technical assistance for improvements at the Water Pollution Control Facility and Pump Stations.
- Develop and implement a Street Reconstruction Program.
- Complete construction of Townline Road Reconstruction Project, complete design of Whiting Street Reconstruction Project and coordinate with Phase 1 of the Farmington Heritage multi-use trail.

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Plan Reviews	22	28	30
Designs Completed	4	5	5
Construction Inspections	200	250	250

Personnel	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Full Time	1	1	1

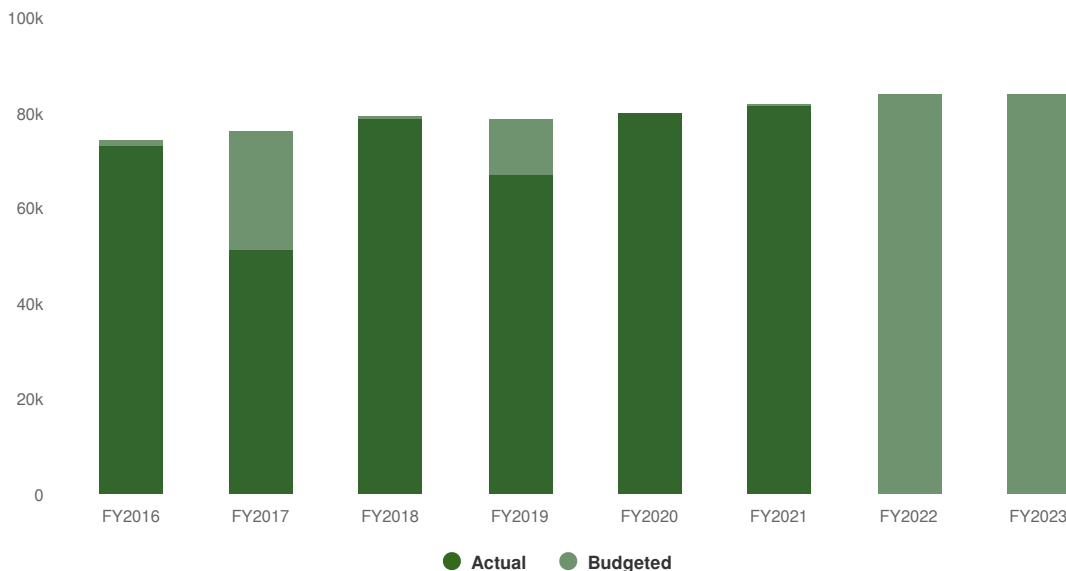
Qualitative

The Engineering Department provides technical assistance to Town Departments, Town Commissions, residents, and contractors. Also, the Engineering Department designs plans and specifications for Town construction projects, reviews site plans, and maintains all Town utility and base maps.

Expenditures Summary

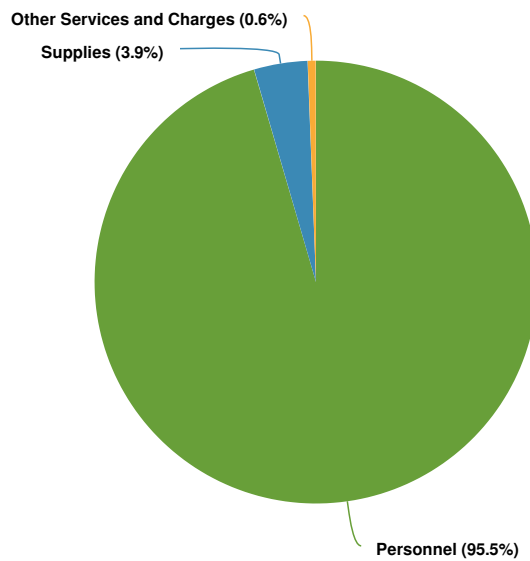
\$84,108 **\$208**
(0.25% vs. prior year)

330 - Engineering Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Full-Time					
FULL-TIME	0100-330-51110-0000	\$80,200.00	\$80,308.00	0.1%	
Total Full-Time:		\$80,200.00	\$80,308.00	0.1%	
Total Personnel:		\$80,200.00	\$80,308.00	0.1%	
Supplies					
Operating Supplies					
OPERATING SUPPLIES	0100-330-52330-0000	\$3,200.00	\$3,300.00	3.1%	
Total Operating Supplies:		\$3,200.00	\$3,300.00	3.1%	
Total Supplies:		\$3,200.00	\$3,300.00	3.1%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-330-52401-0000	\$500.00	\$500.00	0%	
Total Prof Develop/Dues/Business Expenses:		\$500.00	\$500.00	0%	
Total Other Services and Charges:		\$500.00	\$500.00	0%	
Total Expense Objects:		\$83,900.00	\$84,108.00	0.2%	



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.

52401 Professional Development: Funds for professional licenses, membership to professional organizations, publications, reference materials, manuals, and educational opportunities.



360 - Building Inspector



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 2022

- Issued approximately 1,100 permits with a construction value of approximately 27 million dollars.
- Made improvements to the Office automation by continuing to utilize ViewPoint online permitting software.
- Improved information provided to public to facilitate community efforts.

Program Objectives FY 2023

- Administer and enforce the provisions of the CT State Building Code, including newly adopted code updates.
- Provide technical support and assistance to the public through updated hand-outs and personal contact.
- Provide mutual assistance to the Fire Marshal, Sanitarian, and Town Planner for effective enforcement of applicable codes and regulations.
- Continue to develop processes involved with ViewPoint, including importing and aligning previously issued permits under correct addresses.

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
New House Permits	23	26	20
Other Building Permits	704	400	500
Trade Permits	1,400	1,000	800
Total Revenue	\$1,286,197.00	\$1,050,000	\$275,000

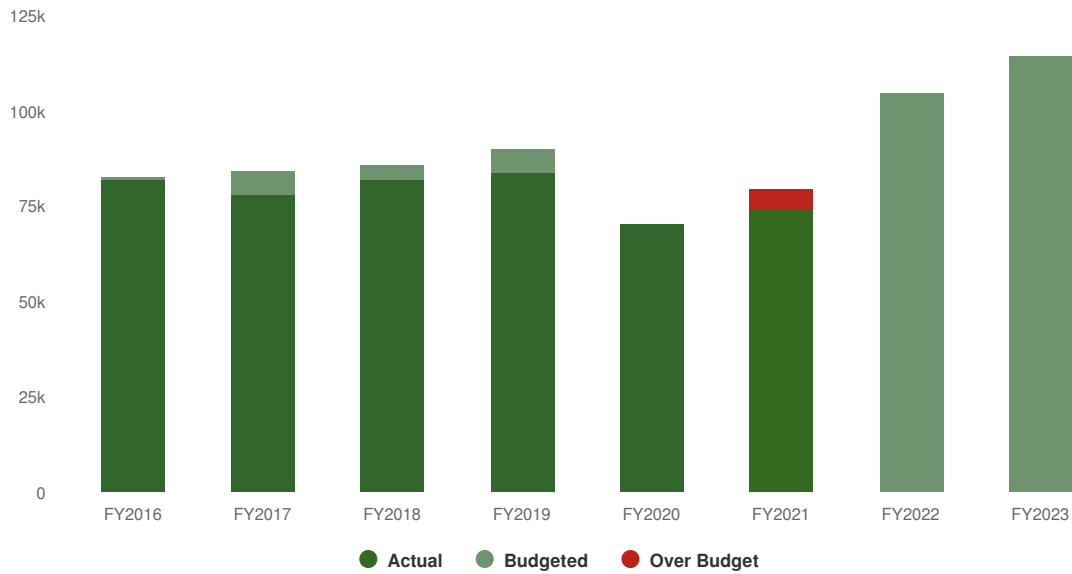
Personnel	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Full Time	1	1	1
Part Time	1/4	0	0

Expenditures Summary



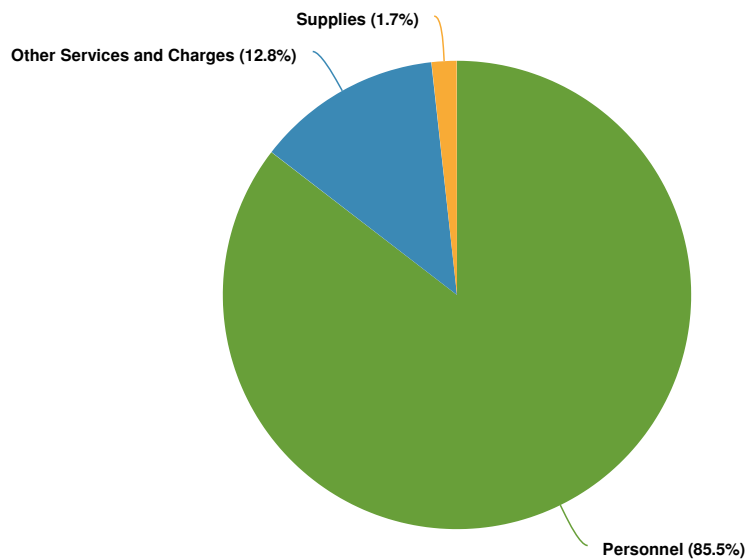
\$114,390 **\$9,825**
(9.40% vs. prior year)

360 - Building Inspector Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Full-Time					
FULL-TIME	0100-360-51110-0000	\$94,365.00	\$97,750.00	3.6%	
Total Full-Time:		\$94,365.00	\$97,750.00	3.6%	
Total Personnel:		\$94,365.00	\$97,750.00	3.6%	
Supplies					
Operating Supplies					
OPERATING SUPPLIES	0100-360-52330-0000	\$750.00	\$2,000.00	166.7%	Code update cycle FY2023 (new books)
Total Operating Supplies:		\$750.00	\$2,000.00	166.7%	
Total Supplies:		\$750.00	\$2,000.00	166.7%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-360-52401-0000	\$200.00	\$1,000.00	400%	Trainings increased for new code cycle
Total Prof Develop/Dues/Business Expenses:		\$200.00	\$1,000.00	400%	
Recruitment And Training					
RECRUITMENT AND TRAINING	0100-360-52430-0000	\$250.00	\$0.00	-100%	
Total Recruitment And Training:		\$250.00	\$0.00	-100%	
Other Contractual Services					
OTHER CONTRACTUAL	0100-360-52435-0000	\$9,000.00	\$13,640.00	51.6%	
Total Other Contractual Services:		\$9,000.00	\$13,640.00	51.6%	
Total Other Services and Charges:		\$9,450.00	\$14,640.00	54.9%	
Total Expense Objects:		\$104,565.00	\$114,390.00	9.4%	

Budget Commentary

51110 Full Time Salary: The Budget for 2022 reinstated the full time building official

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. This budget line also reflects the proposed discontinuing of contractual inspection services provided by the City of Bristol.



370 - Fire Marshal



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 2022

- Continued code enforcement has resulted in the progressive reduction of fire department incident responses and incident severity.
- Procured and administer a new record management system for fire incident reporting and inspection software which is cloud based. This allows documentation in the field at the time of the inspection and real time notifications to the property owners.
- Coordinated sessions with school age children to discuss fire prevention and distributed information to the adult community.
- Maintained the inspection program, which is in place for all occupancies in the Town, with specific concentration on residential dwellings.
- Maintained inspection standards in Town and continued to be a user-friendly office for the citizens.
- Received a \$250.00 CT Fair Plan grant to attend an IAAI annual arson Conference.
- Contributed and provided Occupancy Pre-Plan information to the Fire Department.
- Received a \$500.00 CT Fair Plan grant for the clean space respirator.
- Procured a donation from Energizer Battery for 9volts to go with “Change your clocks change your battery” for the second year in a row.
- Continue to Managed PPE procurement from Homeland security for our first responders and town department.
- Attended the Emergency Management basic academy through the Emergency Management Institute.
- Participated in the annual Connecticut Fire Prevention Poster Contest with Our 4th and 5th graders in town.
- Attending the Symposium 7 conference in community risk reduction and selected by the State of Connecticut as Connecticut’s state delegate.



Program Objectives FY 2023

- 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.
- To add new and improved items to the Fire Marshal cache of equipment to current day technology and safety standards.
- 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.
- Establish a program for our firefighters to do preplans of businesses in town.
- Continue to maintain and manage the Emergency Access System that is in over 160 businesses in town.
- Provide a quality fire prevention and awareness program for the younger school age children.
- Attend continuing education to maintain my certification and enhance the knowledge of the office.

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Personal Protective Equipment Distribution	0	175	50
Building Plan Reviews	22	22	25
Fire Investigations	21	20	20
Fire Inspections	497	500	550
Fire Prevention Education Hours	200	200	200
Free Smoke & Carbon Monoxide Detectors	12	12	12
Complaints	19	18	18
Blasting Permits	8	10	8
Daycare Certificates	8	8	6
Liquor License Certificates	19	20	21

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.

Expenditures Summary

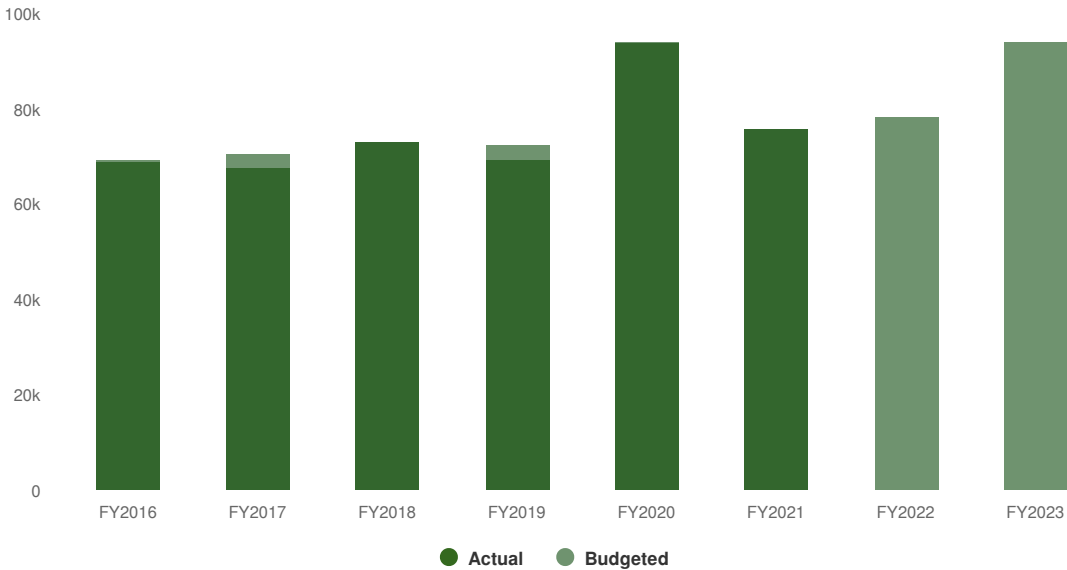


\$94,000

\$15,693

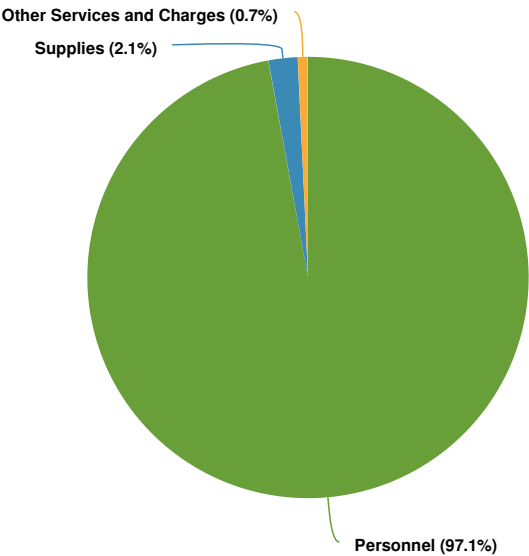
(20.04% vs. prior year)

370 - Fire Marshal Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Full-Time					
FULL-TIME	0100-370-51110-0000	\$73,507.00	\$75,800.00	3.1%	
Overtime	0100-370-51140-0000		\$13,000.00	N/A	
Total Full-Time:		\$73,507.00	\$88,800.00	20.8%	
Part-Time					
PART-TIME	0100-370-51120-0000	\$2,500.00	\$2,500.00	0%	
Total Part-Time:		\$2,500.00	\$2,500.00	0%	
Total Personnel:		\$76,007.00	\$91,300.00	20.1%	
Supplies					
Operating Supplies					
OPERATING SUPPLIES	0100-370-52330-0000	\$1,750.00	\$2,000.00	14.3%	
Total Operating Supplies:		\$1,750.00	\$2,000.00	14.3%	
Total Supplies:		\$1,750.00	\$2,000.00	14.3%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-370-52401-0000	\$550.00	\$700.00	27.3%	
Total Prof Develop/Dues/Business Expenses:		\$550.00	\$700.00	27.3%	
Total Other Services and Charges:		\$550.00	\$700.00	27.3%	
Total Expense Objects:		\$78,307.00	\$94,000.00	20%	

Budget Commentary

51110 Full Time Salary: Full time Fire Marshal to carry out all duties statutorily required in Connecticut and respond to emergencies.

51120 Part-time Salary: Appointed Fire Inspectors and Fire Investigators. The salary is \$20 an hour and services are used as inspections and investigations are completed. The total amount is based on an estimate relative to the amount of time the appointee provides the Town. Also includes work for additional residential and multi-family inspections to be conducted in a timely manner.

52330 Operating Supplies: Supplies related to fire prevention and investigation activities, and day to day operating expenses of the Department. Materials such as fire prevention educational materials, investigation supplies, code manuals and pertinent items will be purchased with these funds.

52401 Professional Development: There are at least two conferences attended annually. The CT State Fire Marshals Association sponsors a two-day program annually. Topics are based on 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.



380 - Planning Department



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, and other Town Departments in all matters relative to land use regulation.

Program Accomplishments FY 2022

- The IWWC continued to pursue administration of its regulations as well as encouraging the use of low impact development and storm-water management best practices.
- Our monthly multi-commission/agency reporting format continued to allow more widespread access to economic development and land use activities. These reports are sometimes published by local newspapers and routinely distributed to a wide audience via email.
- Continued to work closely with local and regional staff and the State of Connecticut to attract and retain businesses.
- Continued to act as the clearinghouse for coordinating GIS updates with the Assessor, Town Clerk, and the Engineering Department as collaborators.
- Worked with developers and stake holders to facilitate development of long vacant key parcels.
- Implemented changes as identified in the 2019 POCD
- Began work on the required Affordable Housing Plan per CGS 8-30j
- Worked with DOT on the planned Farmington Canal Heritage Trail

Program Objectives FY 2023

- Continue to process zone map, zoning, subdivision and wetland regulation, and map changes in response to community needs, changing State Statutes, and the 2019 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 provide staff support for the Conservation Commission.
- Continue to strive for improved communication with the business community, expansion of existing facilities, and creation of more local jobs.
- Continue to expand GIS platform as time and resources permit including implementation of mapping of Valley Water Systems network.
- Begin implementation of the 2019 Plan of Conservation and Development
- Create new regulations for emerging industries and revise section of the regulations as advised by the 2019 Plan of Conservation and Development
- Work to implement and administer activities related to the environmental site assessment of the White Oak property.
- Work with business owners to fill existing spaces.



Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Inland Wetland Applications	13	15	15
Zoning/Aquifer Applications	35	35	35
Conservation Commission Meetings	9	10	11

Personnel	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Full Time	1	1	1

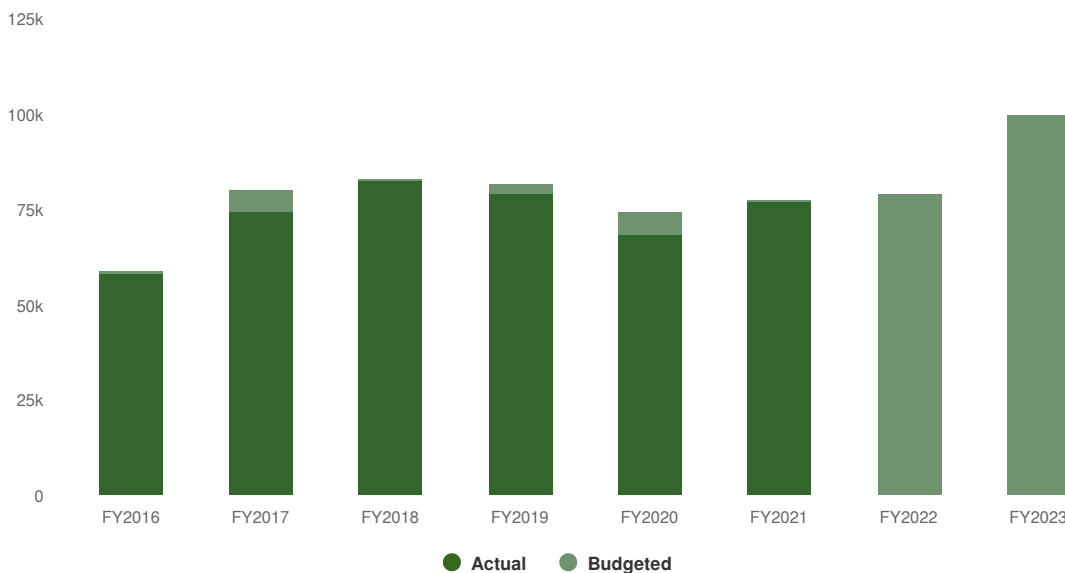
Qualitative

The Planning Department budget includes funds for the salary of the Town Planner. The budget also provides for membership in the American Institute of Certified Planners, American Planning Association (National and Local Chapters). Operating supplies for this Department as well as the Planning and Zoning Commission, the Inland Wetlands and Watercourses Commission, the Aquifer Protection Agency.

Expenditures Summary

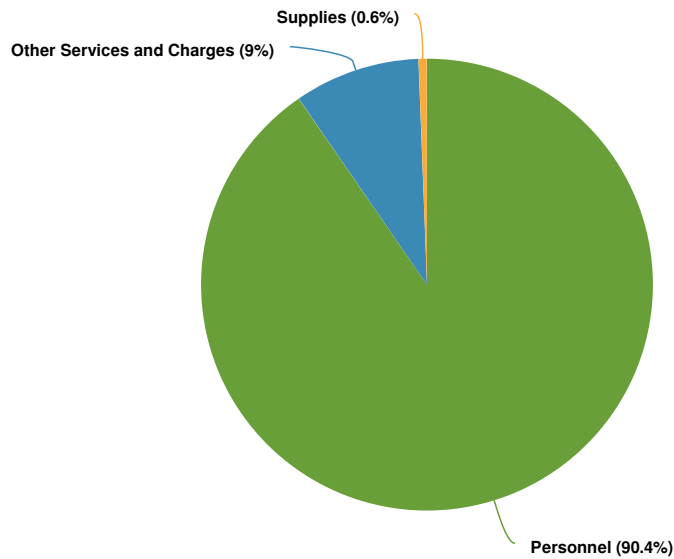
\$99,950 **\$20,911**
(26.46% vs. prior year)

380 - Planning Department Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Full-Time					
FULL-TIME	0100-380-51110-0000	\$69,439.00	\$90,350.00	30.1%	
Total Full-Time:		\$69,439.00	\$90,350.00	30.1%	
Total Personnel:		\$69,439.00	\$90,350.00	30.1%	
Supplies					
Operating Supplies					
OPERATING SUPPLIES	0100-380-52330-0000	\$600.00	\$600.00	0%	
Total Operating Supplies:		\$600.00	\$600.00	0%	
Total Supplies:		\$600.00	\$600.00	0%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-380-52401-0000	\$1,000.00	\$1,000.00	0%	
Total Prof Develop/Dues/Business Expenses:		\$1,000.00	\$1,000.00	0%	



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Other Contractual Services					
OTHER CONTRACTUAL SERVICES	0100-380-52435-0000	\$8,000.00	\$8,000.00	0%	
Total Other Contractual Services:		\$8,000.00	\$8,000.00	0%	
Total Other Services and Charges:		\$9,000.00	\$9,000.00	0%	
Total Expense Objects:		\$79,039.00	\$99,950.00	26.5%	

Budget Commentary

51110 Full-Time Salary: Full-time salary of the Town Planner

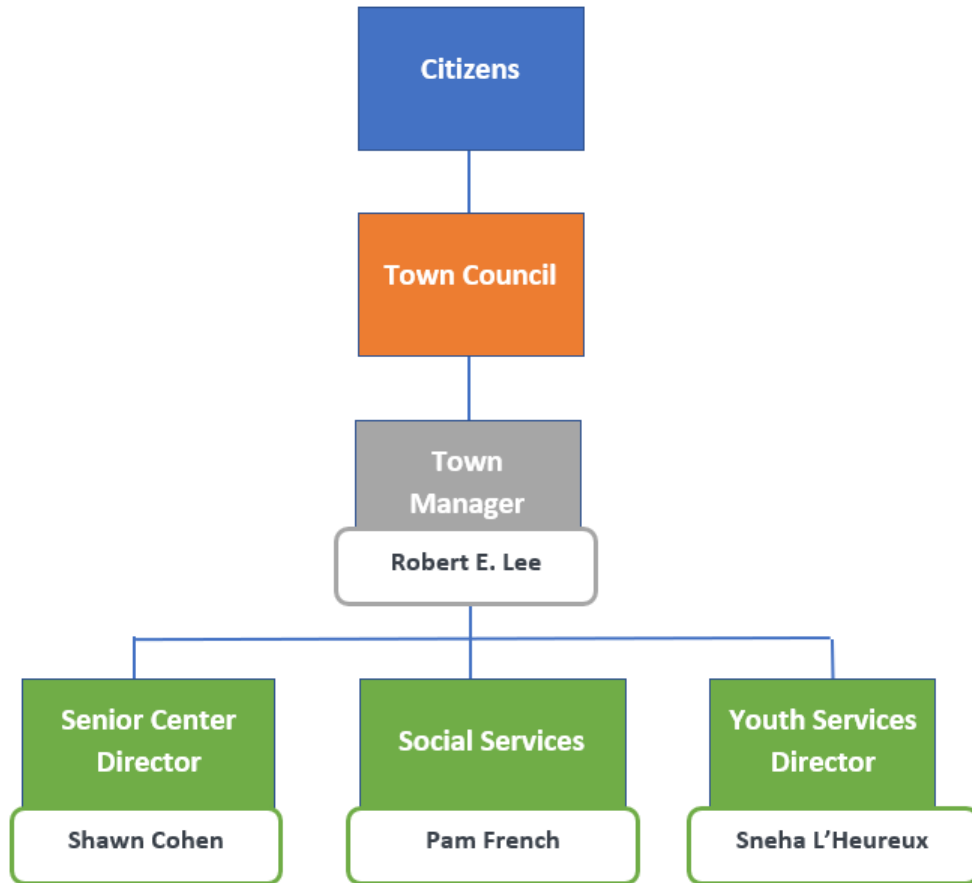
52330 Operating Supplies: Supplies for the Planning Department and Economic Development Department (that are not available in Central Supply) are budgeted here.

52401 Professional Development: Membership in the American Planning Association, 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



Health & Human Services Organizational Chart FY 2023



Health & Human Services Goals & Objectives

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.

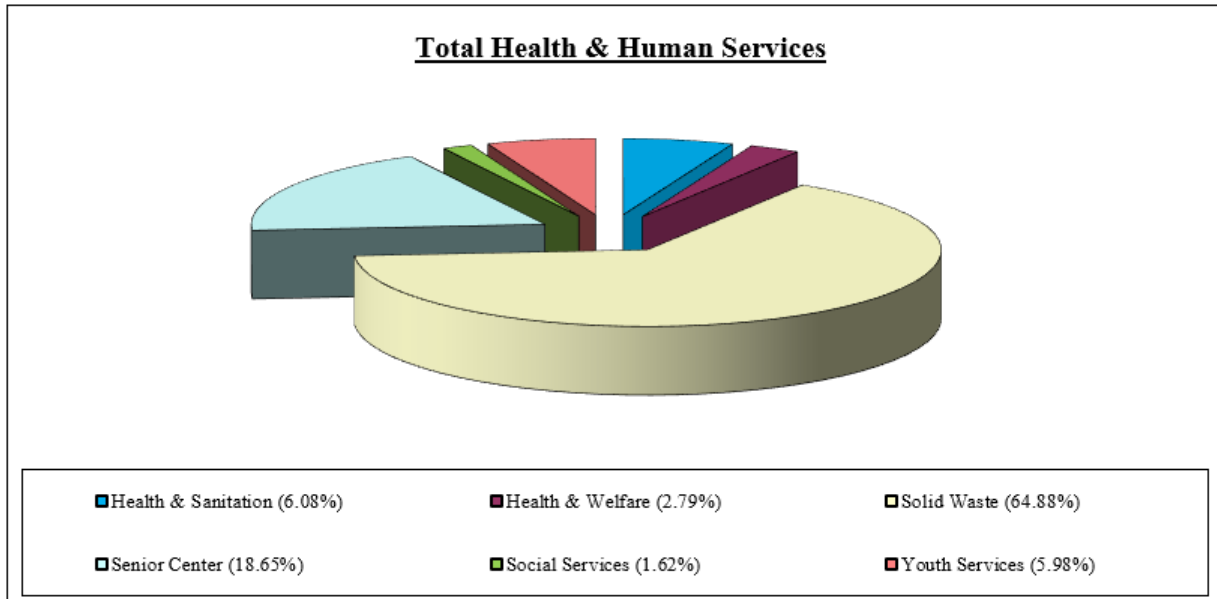
GOALS AND OBJECTIVES

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 & Expenditures

	FY 2020	FY 2021	FY 2022	FY 2023
Authorized Full-Time Positions	3.50	4.50	4.00	4.00
Total Expenditures	\$1,802,018	\$1,917,850	\$1,940,131	\$1,913,797

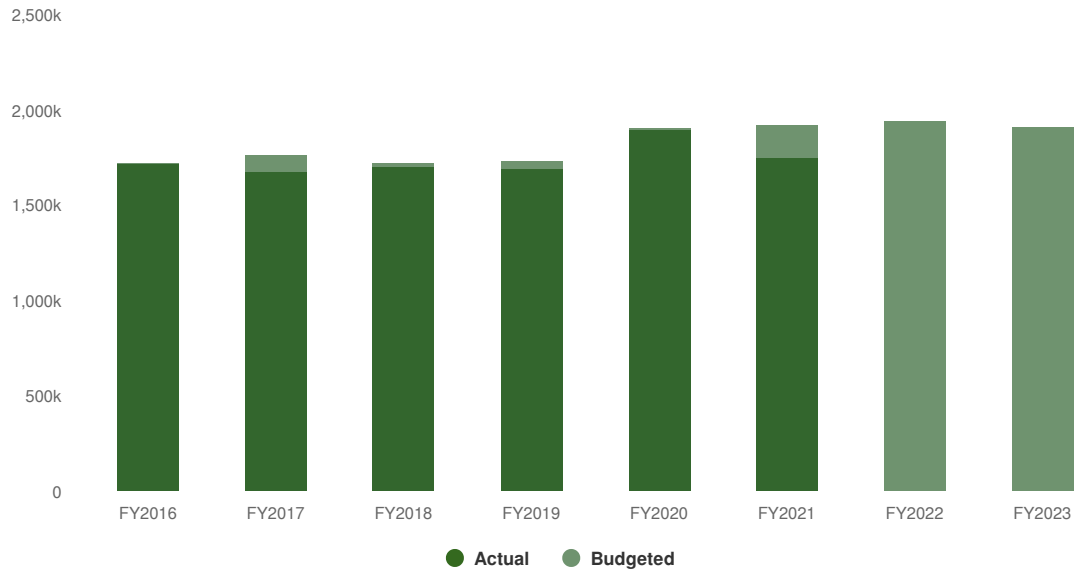


The graph above is a percentage breakdown of the total expenditures in the Health & Human Services function.

Expenditures Summary

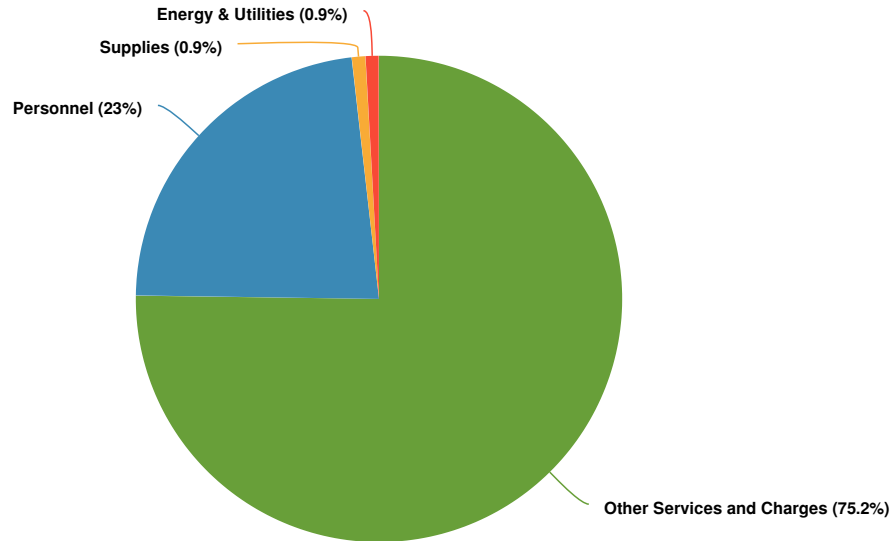
\$1,913,797 - \$26,334
 (-1.36% vs. prior year)

Health & Human Services Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Personnel					
Full-Time					
FULL-TIME	0100-420-51110-0000	\$206,180.00	\$211,475.00	2.6%	
FULL-TIME	0100-440-51110-0000	\$80,100.00	\$82,085.00	2.5%	
Total Full-Time:		\$286,280.00	\$293,560.00	2.5%	
Part-Time					
PART-TIME	0100-420-51120-0000	\$107,464.00	\$110,962.00	3.3%	
PART-TIME	0100-430-51120-0000	\$30,261.00	\$31,050.00	2.6%	
PART-TIME	0100-440-51120-0000	\$32,784.00	\$4,281.00	-86.9%	
Total Part-Time:		\$170,509.00	\$146,293.00	-14.2%	
Total Personnel:		\$456,789.00	\$439,853.00	-3.7%	
Supplies					
Office Supplies					
OFFICE SUPPLIES	0100-420-52310-0000	\$2,036.00	\$2,036.00	0%	Supplies for computers, typewriter, fax, calculators and general office supplies: file folders, legal pads, mailing labels, envelopes, batteries, etc.
Total Office Supplies:		\$2,036.00	\$2,036.00	0%	
Operating Supplies					
OPERATING SUPPLIES	0100-420-52330-0000	\$15,001.00	\$15,001.00	0%	Postage, newsletter, newspaper subscriptions, grant cash match, water softener/floor finishing supplies, educational materials, paper, food service, volunteer, holiday dinner supplies, caregiver/Alzheimer resources. *Paper cost increase is significant, but reduced size of newsletter due to COVID.
OPERATING SUPPLIES	0100-440-52330-0000	\$250.00	\$250.00	0%	
Total Operating Supplies:		\$15,251.00	\$15,251.00	0%	



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Total Supplies:		\$17,287.00	\$17,287.00	0%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-420-52401-0000	\$1,000.00	\$1,000.00	0%	Training and professional memberships that assist in improving service delivery and grant-seeking. Public Service Driver's License costs and required staff training for CPR/Defibrillator and Qualified Food Operator License.
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-430-52401-0000	\$330.00	\$330.00	0%	
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-440-52401-0000	\$475.00	\$475.00	0%	
Total Prof Develop/Dues/Business Expenses:		\$1,805.00	\$1,805.00	0%	
Mileage Reimbursement					
MILEAGE REIMBURSEMENT	0100-420-52405-0000	\$400.00	\$400.00	0%	Mileage for meetings, grant activities, homebound services and outreach.
MILEAGE REIMBURSEMENT	0100-440-52405-0000	\$400.00	\$400.00	0%	
Total Mileage Reimbursement:		\$800.00	\$800.00	0%	
Other Contractual Services					
OTHER CONTRACTUAL SERVICES	0100-410-52435-0000	\$116,602.00	\$117,357.00	0.6%	
OTHER CONTRACTUAL SERVICES	0100-415-52435-0000	\$896,285.00	\$903,425.00	0.8%	
OTHER CONTRACTUAL SERVICES	0100-420-52435-0000	\$17,002.00	\$17,002.00	0%	Instructors for programs such as Senior Center fitness, health, arts, and educational classes (caregivers education, brain health, dementia care, and pre-retirement workshops). Floor refinishing, furniture cleaning and copier lease.



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Outside contractor	0100-440-52435-0000		\$28,000.00	N/A	This is a contract with the Wellness Center of the Ct Junior Republic for a part time youth and family therapist to work in the schools and Youth Services office. Replaces former part - time counselor position.
Total Other Contractual Services:		\$1,029,889.00	\$1,065,784.00	3.5%	
Recycling Program					
RECYCLING PROGRAM	0100-415-52446-0000	\$359,685.00	\$314,952.00	-12.4%	
Total Recycling Program:		\$359,685.00	\$314,952.00	-12.4%	
Maintenance Contracts					
MAINTENANCE CONTRACTS	0100-420-52450-0000	\$795.00	\$835.00	5%	First increase (approximately 5%) in 3 years. One annual service contract for two high-speed duplicators. The duplicators are used to print the monthly newsletter, Senior Center envelopes and other large runs. Cost per page is much cheaper than a photocopier.
Total Maintenance Contracts:		\$795.00	\$835.00	5%	
Agency Subsidy					
AGENCY SUBSIDY	0100-412-52465-0000	\$53,865.00	\$53,865.00	0%	
Total Agency Subsidy:		\$53,865.00	\$53,865.00	0%	
Equipment Mnt And Repair					
EQUIPMENT MNT AND REPAIR	0100-420-52480-0000	\$1,616.00	\$1,616.00	0%	Maintenance and repair of all the equipment not covered by service contracts, such as floor washer and buffer, dishwasher, stove, refrigerators, freezers, water softener, kitchen and cafe small appliances, etc.
Total Equipment Mnt And Repair:		\$1,616.00	\$1,616.00	0%	
Total Other Services and Charges:		\$1,448,455.00	\$1,439,657.00	-0.6%	
Energy & Utilities					
Gasoline					
GAS & DIESEL	0100-415-53540-0000	\$17,600.00	\$4,650.00	-73.6%	
Total Gasoline:		\$17,600.00	\$4,650.00	-73.6%	



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Diesel					
Diesel	0100-415-53545-0000		\$12,350.00	N/A	
Total Diesel:			\$12,350.00	N/A	
Total Energy & Utilities:		\$17,600.00	\$17,000.00	-3.4%	
Total Expense Objects:		\$1,940,131.00	\$1,913,797.00	-1.4%	



410 - Health & Sanitation



The Plainville-Southington Regional Health District (PSRHD) is responsible for protecting the public's health and the environment in which we live through education and enforcement of the many Federal, State and Local regulations. Health inspections and investigations are required in such areas as: public and private water supplies, food preparation and service establishments, sub-surface sewage disposal systems, public bathing and swimming areas, day cares, schools, public and private housing, indoor/outdoor air quality, lead (Pb) poisoning, barbers, hair/nail/massage salons, and any other general nuisance complaint. This office is also responsible for preventing and investigating all communicable diseases and outbreaks, developing and implementing successful immunization and health awareness clinics, overseeing mosquito, rodent, and tick control programs, West Nile Virus, Zika Virus and Lyme Disease awareness campaigns, working with first responders on emergency preparedness plans and responding to emergencies as needed. The Health District must also represent the Town in courts of law, as well as Regional and State meetings, organizations, and other health-related matters.

Program Accomplishments FY 2022

- Worked with Town Officials and Superintendent of Schools on issues associated with COVID-19 Pandemic.
- Continued to conduct all mandated inspections.
- Worked with first responders on the general emergency management planning and response.

Program Objectives FY 2023

- Continue to work with all applicable Local, State and Federal agencies and partners on the COVID-19 Pandemic.
- Continue to serve on the Gap Closure Trail Study Steering Committee.
- Conduct additional programs which promote healthy lifestyles.
- Respond to emerging infections
- Continue implementing the statutory changes for inspecting food service establishments based on the Connecticut Public Health Code to the Food and Drug Administration (FDA) Food Code. A State delay has pushed full adaptation of this code to 2021 at the earliest.

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Food Service Inspections	820	820	830
Public Pool Inspections	60	65	70
Hair/Nail Salon Inspections	101	103	110
Vaccinations Given	365	100	100

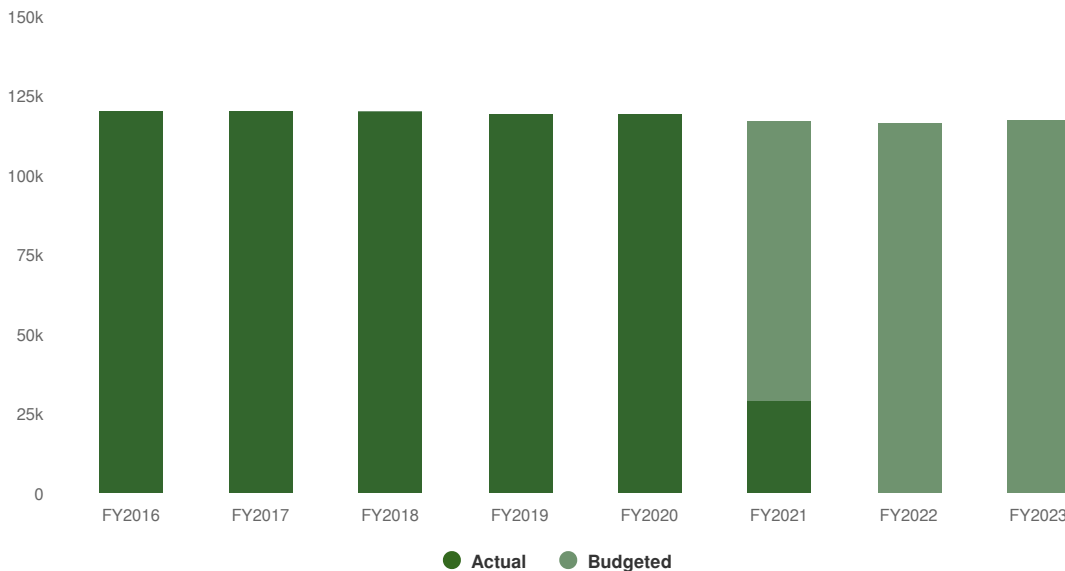
Qualitative

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.

Expenditures Summary

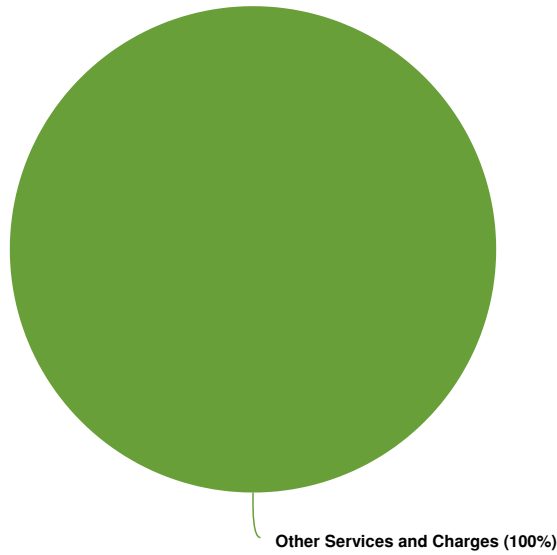
\$117,357 **\$755**
(0.65% vs. prior year)

410 - Health & Sanitation Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Other Services and Charges					
Other Contractual Services					
OTHER CONTRACTUAL SERVICES	0100-410-52435- 0000	\$116,602.00	\$117,357.00	0.6%	
Total Other Contractual Services:		\$116,602.00	\$117,357.00	0.6%	
Total Other Services and Charges:		\$116,602.00	\$117,357.00	0.6%	
Total Expense Objects:		\$116,602.00	\$117,357.00	0.6%	

Budget Commentary

52435 Other Contractual Services: The Town of Plainville entered a Regional Health District on July 1, 2011. Budget covers Plainville's share of the Health District expenditures.



412 - Health & Welfare Services



Health and welfare services are provided through grants and contracted services. The Town currently supports two organization missions:

Medical services are contracted by the Town to provide health care services to the citizens of our community. These dedicated health care professionals are available at the Senior Center where they provide all types of services, clinics, and consultations. Adult and child immunizations are given at flu shot clinics. All medical directives and policies are issued and supervised by the Director of Health.

The Plainville Early Learning Center (PELC) is a non-profit, licensed corporation that provides toddler care, preschool and before and after child day care services for the citizens of Plainville and the surrounding towns. It is accredited by the National Association for the Education of Young Children (NAEYC). This program is financed by parent fees, which are set on a sliding scale based on family size and income, as well as grants from the State of Connecticut, the Town of Plainville, United Way, private donations, and fund raising. The center is licensed as a toddler program and pre-school, serving children 1-5 years old and for after school care, serving children 6-11 years old.

Program Accomplishments FY 2022

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.
- Grant funds through the North Central Area Agency on Aging, provided 76 full and partial foot care scholarships for low-income individuals.
- A limited number of frail homebound clients received 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 can only be provided by an APRN.
- Individuals were also able to schedule a brief one-on-one consultation with the APRN to discuss medical questions or concerns.

Plainville Early Learning Center

- Children were taught basic skills needed to become successful learners, preparing them for preschool and kindergarten.
- Provided a high-quality educational experience for preschool children using the Connecticut Early Learning and Development Standards.
- Remained accredited with NAEYC to be nationally recognized as a center of excellence by NAEYC.
- The before and after school programs provided valuable support to schools and educators.



Program Objectives FY 2023

- Collaborate with Community Health Center to provide free, monthly COVID-19 mobile testing to all Plainville residents, regardless of age.
- Work with Town of Plainville, Southington-Plainville Health District, Community Health Center or other health providers to offer COVID-19 vaccinations.
- Work with local health care providers to offer virtual and in-person health education programming to include presentations on coping with isolation/loneliness, mental health, nutrition, exercise, weight management, arthritis, diabetes, heart disease and more.
- Continue to seek grants and fundraise to help provide foot care scholarships for low-income individuals.
- The PELC will continue to provide high quality educational experiences for toddler and preschool children and provide enrichment programs for the before and after school students.
- The PELC will continue to strive to provide valuable support to the schools and educators in the before and after school program.
- PELC will maintain NAEYC accreditation status.

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Health Care Services			
Total Units of Nursing Service	2,404	1,368	2,894
Foot Care	893	876	900
Blood Pressure Screenings	1,154	144	1,374
Ear Wax Removals	28	25	30
Other Nursing Services	329	300	350
Plainville Early Learning Center			
Total Children Served	211	215	218
Total Plainville Children Served	172	175	175
Total After School Children Served	92	94	97

Qualitative

The same types of essential and professional services are still being provided as they have in the past keeping expenses down without compromising services or professionalism. The Plainville Early Learning Center provides affordable quality care to moderate to low-income individuals who otherwise would not be able to afford toddler, preschool, and day care services and therefore, could not be productive members of society.

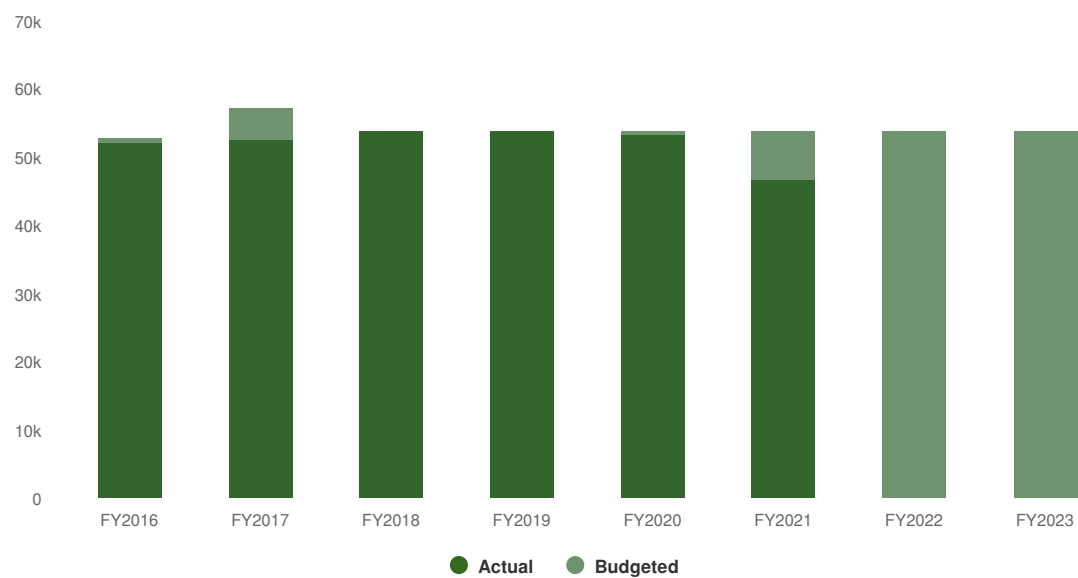
Expenditures Summary



\$53,865

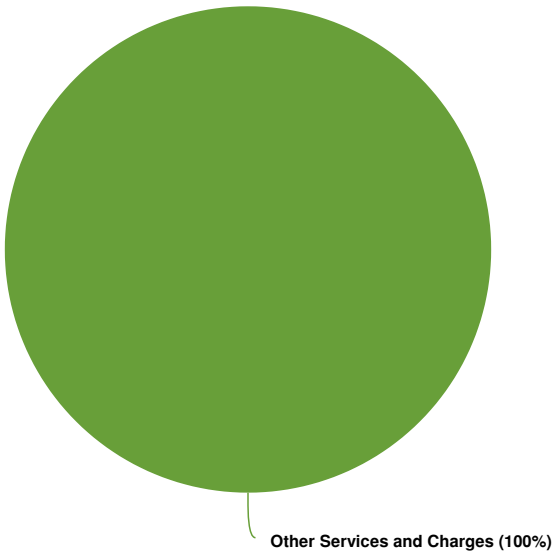
\$0
(\$0.00% vs. prior year)

412 - Health & Welfare Services Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Other Services and Charges					
Agency Subsidy					
AGENCY SUBSIDY	0100-412-52465-0000	\$53,865.00	\$53,865.00	0%	
Total Agency Subsidy:		\$53,865.00	\$53,865.00	0%	
Total Other Services and Charges:		\$53,865.00	\$53,865.00	0%	
Total Expense Objects:		\$53,865.00	\$53,865.00	0%	

Budget Commentary

52465 Agency Subsidy: Funds are budgeted so the Town can contract to provide skilled nursing & wellness services to Plainville residents. Funds are included for the Plainville Early Learning Center that provides much needed service to the less fortunate in our community. If it were not to be funded, several day care slots for low-income families would have to be eliminated. Most of their funding comes from the State SDE.



415 - Solid Waste Management



Plainville's Solid Waste Management function ensures 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, and 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 (8) or more sites at different times during the year.

Program Accomplishments FY 2022

- The Town provides an electronic waste drop-off location at the Town transfer station, free of charge to Town residents.
- Continued with an eight-year, fixed rate contract for single-stream recycling and automated garbage collection with private vendor. Contract expires in September 2025. Contract reduced our costs by \$36,000 per year or \$288,000 over the contract period.

Program Objectives FY 2023

- 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

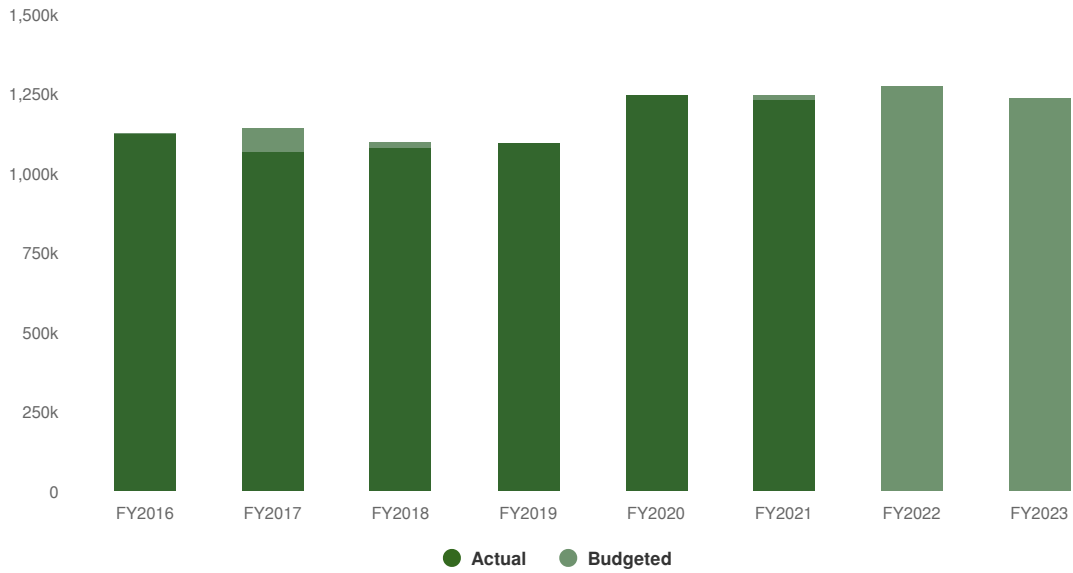
	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Number of Customers	7,100	7,100	7,100
Tons of Waste Processed	6,188	6,000	6,000
Solid Waste Disposal Price/Ton	\$67.01	\$68.35	\$69.54
Recycling Disposal Price/Ton (avg)	\$62.10	\$52.00	\$45.00
Tons of Recyclables Processed (curbside)	1,448	1,500	1,500

Expenditures Summary

\$1,235,377 - \$38,193
(-3.00% vs. prior year)

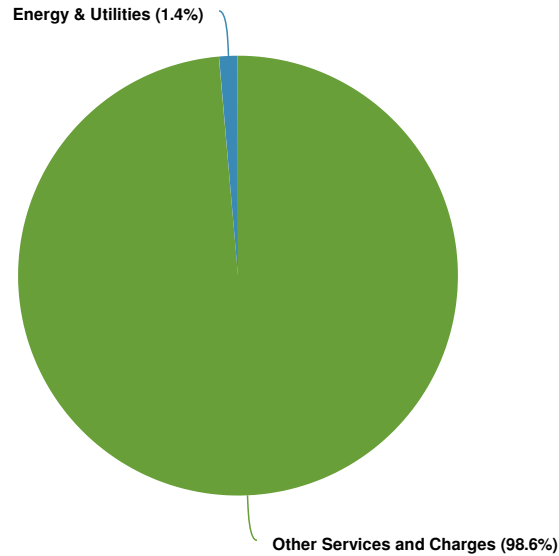


415 - Solid Waste Management Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Other Services and Charges					
Other Contractual Services					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
OTHER CONTRACTUAL SERVICES	0100-415-52435- 0000	\$896,285.00	\$903,425.00	0.8%	
Total Other Contractual Services:		\$896,285.00	\$903,425.00	0.8%	
Recycling Program					
RECYCLING PROGRAM	0100-415-52446- 0000	\$359,685.00	\$314,952.00	-12.4%	
Total Recycling Program:		\$359,685.00	\$314,952.00	-12.4%	
Total Other Services and Charges:		\$1,255,970.00	\$1,218,377.00	-3%	
Energy & Utilities					
Gasoline					
GAS & DIESEL	0100-415-53540- 0000	\$17,600.00	\$4,650.00	-73.6%	
Total Gasoline:		\$17,600.00	\$4,650.00	-73.6%	
Diesel					
Diesel	0100-415-53545- 0000		\$12,350.00	N/A	
Total Diesel:			\$12,350.00	N/A	
Total Energy & Utilities:		\$17,600.00	\$17,000.00	-3.4%	
Total Expense Objects:		\$1,273,570.00	\$1,235,377.00	-3%	

Budget Commentary

52435 Other Contractual Services: Condominium collection, residential municipal waste tipping fees estimated at 6,000 tons at \$69.54 per ton, residential municipal waste, including automated curbside pickup, bulky waste pickup, and replacement of broken containers.

52446 Recycling: Residential municipal recycling, including automated single-stream recycling, Household Hazardous Waste Collection estimate at \$60/car, and estimated cost of recycling tip fee estimating 1,500 tons at \$45.00 per ton.

53540 Gasoline: Estimated cost for 2,000 gallons provided to our municipal garbage hauler. FY 2023 locked in rate is \$2.1329 plus applicable taxes per gallon.

53545 Diesel: Estimated cost for 5,500 gallons provided to our municipal garbage hauler. FY 2023 locked in rate is \$2.2450 plus applicable taxes per gallon.



420 - Senior Center



The Senior Center serves as a focal point on aging to provide access to community resources, services and activities that maintain independence and wellness. The Center is a clearinghouse for all social service programs designed for persons 60 years of age and older.

Program Accomplishments FY 2022

Despite the continuation of the COVID-19 pandemic impacting Senior Center programming, service delivery and fundraising, Senior Center staff were creative in finding ways to support elderly residents and their caregivers. Unlike many Senior Centers, we never stopped providing transportation, social services, nursing services, meal delivery, grab 'n go meals, food share, classes, lectures, activities and more. In November 2020 in-person programs and activities (including the Fitness Center), along with volunteer opportunities resumed while we continued to offer virtual programs, hybrid programs and drive-thru events.

Staff worked collaboratively with the Public Health Director, Town Manager, Assistant Town Manager and Buildings and Grounds to modify the building for social distancing and safety protocols. The Senior Center was required to follow three different sets of State mandated COVID re-opening regulations: Senior Center, Recreation Programs and Fitness Center facilities. Visitors to the Senior Center were required to pre-register for all activities. Furniture that could not be sanitized was placed in storage; Fitness Center equipment was rearranged to allow for social distancing; half-doors were installed in offices; cubicles were installed at the computer stations and in secretarial office; plexiglass barriers were installed, and accommodations were made throughout the building to ensure social distancing, sanitation and safety. A new volunteer greeter desk with a check-in computer was established and volunteers checked visitors into the building, asked COVID health questions, ensured mask wearing and more.

Grants/Fundraising

- Received \$16,210 in grant funding from the North Central Area Agency on Aging for social day programming, Grandparents Raising Grandchildren support, foot care and medical transportation scholarships for low-income individuals.
- CT Dept on Aging & Disability Services grant provided support/ supplies to older adults during the pandemic. We purchased a large screen tv/cart, computer, and camera for hybrid virtual programming, and give-a-ways to help combat boredom such as art class kits, puzzle books, jigsaw puzzles.
- In 2021, generated revenue of \$377,960.94 through a combination of fundraising, grants, fees, donations and in-kind services.
- Over \$31,036 (fundraising dollars/donations raised over several years), was used to purchase a NuStep (seated stair-stepper), front office/reception renovations, kitchen sink cabinet/counter replacement & improvements, wall repairs, interior painting and radiator covers.

Program Initiatives

- Established a grant funded "heavy chore" cleaning program for low-income frail individuals. The Senior Center Social Worker screens eligible clients and coordinates the service.
- Initiated a successful monthly in-person "Memory Café" for individuals with Dementia and their loved ones to provide a social "dementia friendly" outing in a safe atmosphere.
- Over 131 volunteers contributed 6,647.5 hours of service. Not all volunteer activities have resumed since COVID. Most of these volunteer hours were for meals-on-wheels delivery, weekly phone calls to isolated members, bingo/telephone bingo, front desk help, greeters and nurse's assistant. This is equivalent to nearly 3 full time staff people.
- Volunteers provided in-person holiday meals on Thanksgiving and Christmas day! Eighty-six meals were served at Thanksgiving and 70 for Christmas.



Building Improvements

- The main office front desk reception area was remodeled after nearly 35 years and paid through Senior Center fundraising.
- The kitchen sink counter and cabinetry were replaced after 41 years and paid through Senior Center fundraising. The Town of Plainville provided funds to replace the 41-year-old in-operable/unrepairable stove and a non-functioning dishwasher.
- New cubicles were installed at the public computer station and main office to provide safety barriers. Costs were paid through the Town of Plainville COVID funds.

Partnerships/Collaboration

- Community Health Center provided COVID-19 vaccination clinics (539 vaccines given) and 3 drive-thru testing clinics (744 people tested)
- Collaborated with United Way of Central Connecticut to host an in-person Health Fair.
- Worked with the Seventh Day Adventist Church to provide FoodShare at the Senior Center. Volunteers organized food and called clients to find out what items they wanted to ensure less waste of unused food.
- Co-sponsored an in-person state-wide conference with Plainville Youth Services for Grandparents Raising Grandchildren. Thirty people, representing 12 communities attended.
- Trained AARP income tax volunteers prepared 146 tax returns in a COVID-safe atmosphere.
- OLM Church sponsored a Christmas “giving tree” for 44 homebound and/or low-income members identified by our Social Worker.

Awards & Recognition

- United Way of Central CT presented Senior Center staff with a Community Builders Award for work done to enhance the lives of older adults during COVID.

Nursing Program and Health/Wellness Initiatives

- Senior Center offers nursing services by a ProHealth APRN (foot care, diabetic foot care, ear wax removal, blood pressure screening, cholesterol/glucose screening, flu shots, skin cancer checks and more). The nurse provided over 1370 services. One hundred fifty-one homebound nursing visits were provided which was a 69% increase over last year.

Outreach/Social Services

- The Social Worker aided over 800 clients for issues surrounding caregiving, mental illness, dementia, Medicare, supplemental insurance, financial/entitlement programs, unemployment, housing, Protective Services referrals, elder abuse, hoarding, grief counseling, fraud, transportation, and more. The Social Worker continued to provide services and information to Town of Plainville employees and retirees, regardless of whether they reside in Plainville or not.

Senior Center staff, Committee on Aging and volunteers contributed to achieving all these accomplishments. In addition, Senior Center staff continued to: run a successful and demanding transportation service including overseeing vehicle maintenance, facilitate home delivered meals and grab 'n go meals programs, nursing services, grant writing, recruiting, training, coordinating 131 volunteers, provide case management, information/referral, social services, caregivers assistance, trips, and maintaining a 13,000 square foot building.

Program Objectives FY 2023

- Provide Dementia Friends training to Town Hall staff, businesses, and members of the community.
- Research and develop plans for renovating the remainder of the 41-year-old cabinetry and 20-year old countertops in the “big” kitchen. Fundraising dollars will be used to pay for these repairs.
- Reinstitute mobile dental clinic with Community Health Center.



Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Membership	1,973	1,980	1,990
New Members	121	125	130
Meals Program	17,655	20,375	21,000
Transportation	2,431	5,700	6,100
Annual Volunteer Hours			
Fitness & Other Program Participation	4,300	4,500	15,500
Health Programs & Services	1,497	1,510	1,800
Social Service/Homebound Service	4,985	5,025	5,100
Covid Support (Testing/Vaccine, Food Share support, Wellness Checks)	2,371	575	0

Personnel	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Full Time	3	3	3
Part Time	8	8	8

Qualitative

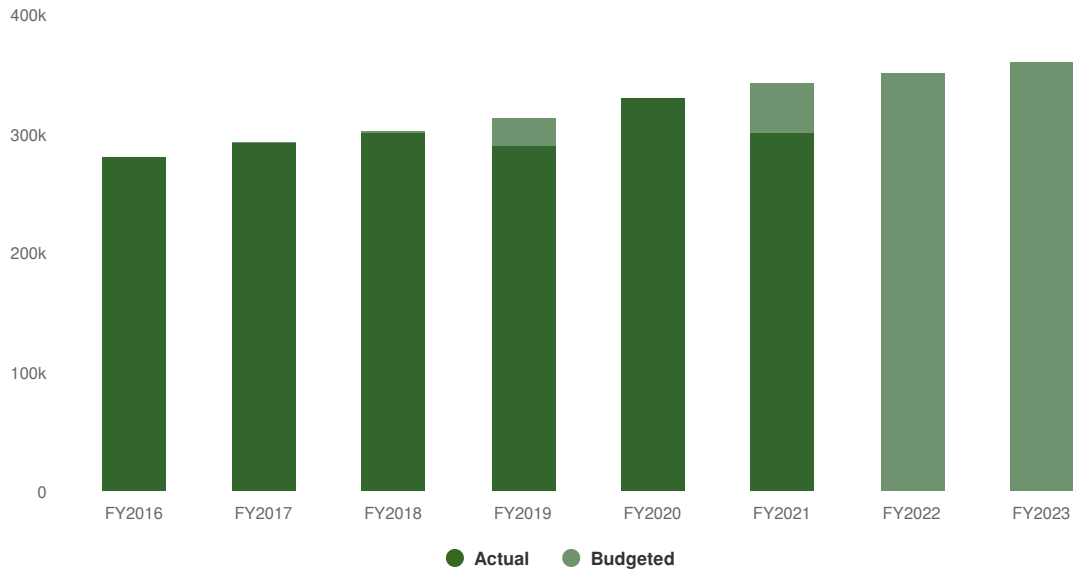
The same types of essential and professional services are still being provided as they have in the past keeping expenses down without compromising services or professionalism. The Plainville Early Learning Center provides affordable quality care to moderate to low-income individuals who otherwise would not be able to afford toddler, preschool, and day care services and therefore, could not be productive members of society.

Expenditures Summary

\$360,327 **\$8,833**
(2.51% vs. prior year)

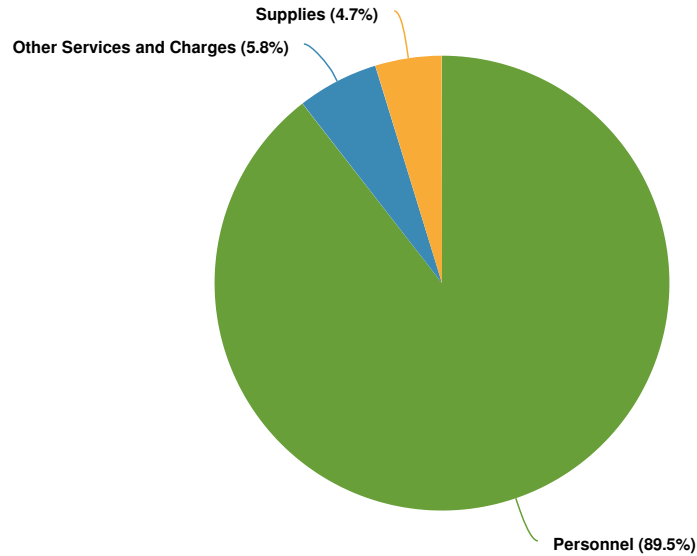


420 - Senior Center Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Personnel					
Full-Time					
FULL-TIME	0100-420-51110-0000	\$206,180.00	\$211,475.00	2.6%	
Total Full-Time:		\$206,180.00	\$211,475.00	2.6%	
Part-Time					
PART-TIME	0100-420-51120-0000	\$107,464.00	\$110,962.00	3.3%	
Total Part-Time:		\$107,464.00	\$110,962.00	3.3%	
Total Personnel:		\$313,644.00	\$322,437.00	2.8%	
Supplies					
Office Supplies					
OFFICE SUPPLIES	0100-420-52310-0000	\$2,036.00	\$2,036.00	0%	Supplies for computers, typewriter, fax, calculators and general office supplies: file folders, legal pads, mailing labels, envelopes, batteries, etc.
Total Office Supplies:		\$2,036.00	\$2,036.00	0%	
Operating Supplies					
OPERATING SUPPLIES	0100-420-52330-0000	\$15,001.00	\$15,001.00	0%	Postage, newsletter, newspaper subscriptions, grant cash match, water softener/floor finishing supplies, educational materials, paper, food service, volunteer, holiday dinner supplies, caregiver/Alzheimer resources. *Paper cost increase is significant, but reduced size of newsletter due to COVID.
Total Operating Supplies:		\$15,001.00	\$15,001.00	0%	
Total Supplies:		\$17,037.00	\$17,037.00	0%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-420-52401-0000	\$1,000.00	\$1,000.00	0%	Training and professional memberships that assist in improving service delivery and grant-seeking. Public Service Driver's License costs and required staff training for CPR/Defibrillator and Qualified Food Operator License.
Total Prof Develop/Dues/Business Expenses:		\$1,000.00	\$1,000.00	0%	
Mileage Reimbursement					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
MILEAGE REIMBURSEMENT	0100-420-52405-0000	\$400.00	\$400.00	0%	Mileage for meetings, grant activities, homebound services and outreach.
Total Mileage Reimbursement:		\$400.00	\$400.00	0%	
Other Contractual Services					
OTHER CONTRACTUAL SERVICES	0100-420-52435-0000	\$17,002.00	\$17,002.00	0%	Instructors for programs such as Senior Center fitness, health, arts, and educational classes (caregivers education, brain health, dementia care, and pre-retirement workshops). Floor refinishing, furniture cleaning and copier lease.
Total Other Contractual Services:		\$17,002.00	\$17,002.00	0%	
Maintenance Contracts					
MAINTENANCE CONTRACTS	0100-420-52450-0000	\$795.00	\$835.00	5%	First increase (approximately 5%) in 3 years. One annual service contract for two high-speed duplicators. The duplicators are used to print the monthly newsletter, Senior Center envelopes and other large runs. Cost per page is much cheaper than a photocopier.
Total Maintenance Contracts:		\$795.00	\$835.00	5%	
Equipment Mnt And Repair					
EQUIPMENT MNT AND REPAIR	0100-420-52480-0000	\$1,616.00	\$1,616.00	0%	Maintenance and repair of all the equipment not covered by service contracts, such as floor washer and buffer, dishwasher, stove, refrigerators, freezers, water softener, kitchen and cafe small appliances, etc.
Total Equipment Mnt And Repair:		\$1,616.00	\$1,616.00	0%	
Total Other Services and Charges:		\$20,813.00	\$20,853.00	0.2%	
Total Expense Objects:		\$351,494.00	\$360,327.00	2.5%	



Budget Commentary

51110 Full-Time Salary: Director, Assistant Director, and Social Worker

51120 Part-Time Salary: Office Assistants, Social Day Coordinator, Maintenance Workers, Financial Administrative Assistant.

52310 Office Supplies: Supplies for computers, printers, typewriter, fax, calculators, and general office supplies: labels, printer ink cartridges, ribbons, envelopes, label maker supplies, batteries, and mailing supplies

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

52401 Professional Development: Training and professional memberships that assist in improving service delivery and grant-seeking. Public Service Driver's License costs and required staff training for CPR/ Defibrillator, 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: Maintenance and repair of all the equipment not covered by service contracts, such as floor washer and buffer, printers, dishwasher, stove, refrigerators, water softener, freezers, kitchen and café small appliances, etc.



430 - Social Services



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.

Program Accomplishments FY 2022

- 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 2023

- 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

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
New Cases	*35	40	40
Open Cases	743	783	823
Average Monthly Caseload	50	50	50
Number of Residents Served	1,600	1,600	1,600

*These numbers do not reflect the number of visits or services administered by this office. Note: Due to the COVID-19 pandemic, this office has been

a hub for referrals to Federal, State and outside agency assistance programs designed for the needs that have come into play as a result of the pandemic. In many of these situations, the opening of a formal case has not been warranted.

Personnel	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Part Time	1	1	1

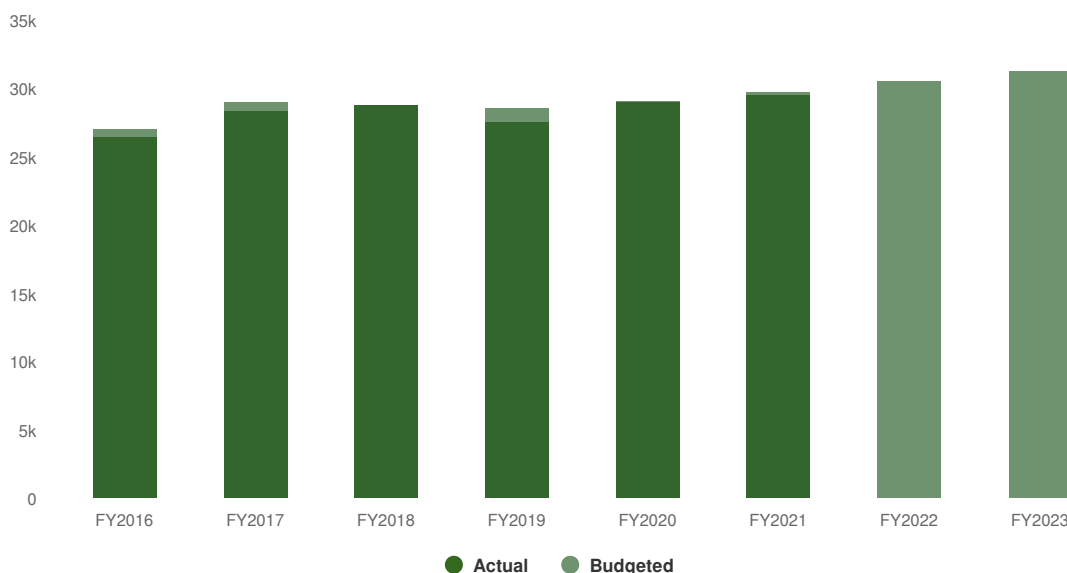
Qualitative

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.

Expenditures Summary

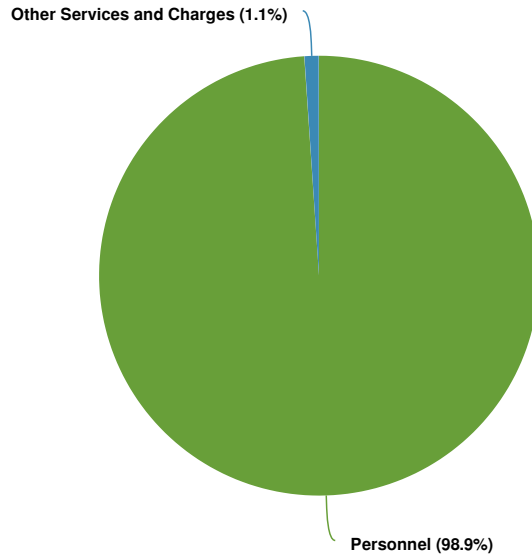
\$31,380 **\$789**
(2.58% vs. prior year)

430 - Social Services Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Part-Time					
PART-TIME	0100-430-51120-0000	\$30,261.00	\$31,050.00	2.6%	
Total Part-Time:		\$30,261.00	\$31,050.00	2.6%	
Total Personnel:		\$30,261.00	\$31,050.00	2.6%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-430-52401-0000	\$330.00	\$330.00	0%	
Total Prof Develop/Dues/Business Expenses:		\$330.00	\$330.00	0%	
Total Other Services and Charges:		\$330.00	\$330.00	0%	
Total Expense Objects:		\$30,591.00	\$31,380.00	2.6%	



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 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.



440 - Youth Services



The Youth Services Department operates a specialized social services program aimed at promoting positive youth development and preventing negative behaviors. Individual, group and family counseling services are provided in the schools and in the Youth Services offices. Several prevention programs are provided as well as educational and enrichment programs during and after school. The Youth Services Director coordinates several town-wide committees including the Plainville Coalition for Positive Youth Development, Healthy Plainville, Plainville Anti- Racism Task Force, Plainville Human Services committee. The Director also coordinates and staffs the Juvenile Review Board, an alternate to Juvenile Court. The Youth Services Bureau works with community-based and State agencies to provide coordination of services for youth and families.

Program Accomplishments FY 2022

- Obtained an additional \$6,000 in funding from the State's Department of Children and Families (DCF).
- Obtained an additional \$3,000 grant from United Way for KIM (Kids in the Middle Program).
- Obtained an additional \$3000 in grant funding from the Dept. Of Mental Health and Addition Services
- Created and developed the Plainville Anti- Racism Task Force and sponsored "Plainville Unites" events to increase awareness and promote unite and understanding of diverse groups represented in Plainville
- Provided case management services to truant children and families to increase school attendance
- Provided home based visits and services to students and families unable to be served elsewhere
- Co-facilitated Grandparents raising Grandchildren support group and annual conference.

Program Objectives FY 2023

- Continue to implement and refine process for dealing with truancy and defiance of school rules referrals.
- Continue the work of the Town -wide Anti- Racism Task Force/increase community representation on Task Force
- Work with Community Schools Wellness council to collaborate on school wellness initiatives.
- Promote and continue to develop the Kids in the Middle Program including adding additional worksites and activities
- Raise community awareness re: marijuana laws, health effects
- parent involvement in prevention programs and Coalition initiatives.
- Continue collaboration with Plainville Senior Center on Grandparents Raising Grandchildren programming.
- Continue to provide education to children, parents and the community regarding harmful substances including alcohol, nicotine products and other drugs



Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Assessment, Counseling, Crisis Cases	108	75	80
Kinds in Middle/Positive Youth Development Activities	42	28	36
Committee & Coalition Meetings (Juvenile Review Board, Positive Youth Coalition, Human Services, Wellness, Support Team Meetings)	65	100	100

Personnel	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Full Time	1.5	1.5	1
Part Time	2	1	1

Qualitative

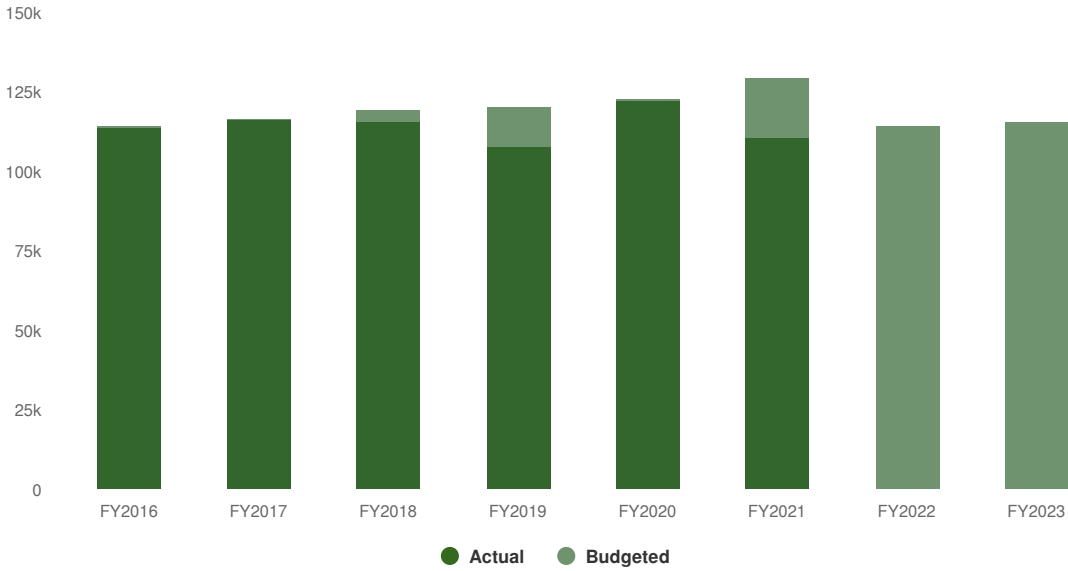
The Department of Social Services continues to be staffed by one Social Service Case Manager who makes every effort to provide direct services to residents or refer residents to available resources within the Local, State or Federal Human Services Program Network.

Expenditures Summary

\$115,491 **\$1,482**
(1.30% vs. prior year)

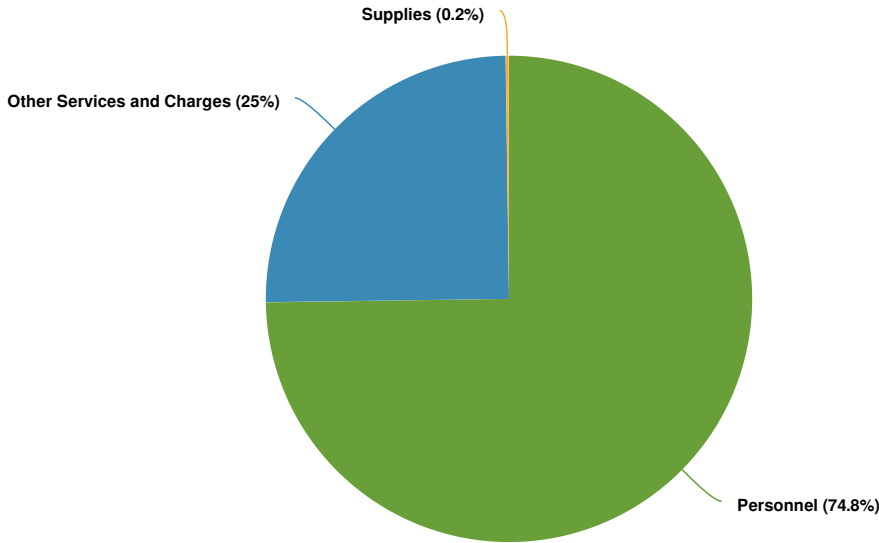


440 - Youth Services Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Personnel					
Full-Time					
FULL-TIME	0100-440-51110-0000	\$80,100.00	\$82,085.00	2.5%	
Total Full-Time:		\$80,100.00	\$82,085.00	2.5%	
Part-Time					
PART-TIME	0100-440-51120-0000	\$32,784.00	\$4,281.00	-86.9%	
Total Part-Time:		\$32,784.00	\$4,281.00	-86.9%	
Total Personnel:		\$112,884.00	\$86,366.00	-23.5%	
Supplies					
Operating Supplies					
OPERATING SUPPLIES	0100-440-52330-0000	\$250.00	\$250.00	0%	
Total Operating Supplies:		\$250.00	\$250.00	0%	
Total Supplies:		\$250.00	\$250.00	0%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-440-52401-0000	\$475.00	\$475.00	0%	
Total Prof Develop/Dues/Business Expenses:		\$475.00	\$475.00	0%	
Mileage Reimbursement					
MILEAGE REIMBURSEMENT	0100-440-52405-0000	\$400.00	\$400.00	0%	
Total Mileage Reimbursement:		\$400.00	\$400.00	0%	
Other Contractual Services					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Outside contractor	0100-440-52435-0000		\$28,000.00	N/A	This is a contract with the Wellness Center of the Ct Junior Republic for a part time youth and family therapist to work in the schools and Youth Services office. Replaces former part - time counselor position.
Total Other Contractual Services:			\$28,000.00	N/A	
Total Other Services and Charges:		\$875.00	\$28,875.00	3,200%	
Total Expense Objects:		\$114,009.00	\$115,491.00	1.3%	

Budget Commentary

51110 Full-Time Salary: Included in this line item is the Youth Services Director.

51120 Part-Time Salary: One part -time Coordinator for the Kids in the Middle Program and summer program. 100% of funding is provided by grants from the State Dep. Of Children and Families and the United Way

52230 Operating Supplies: Arts and craft supplies, food and other supplies used in programs.

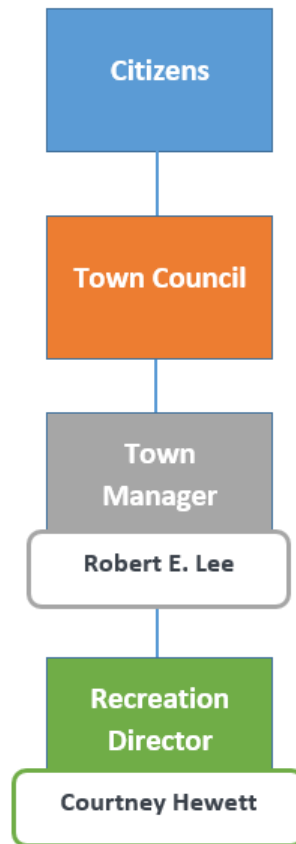
52401 Professional Development: Conferences, workshops and annual meetings, and dues for the Connecticut Youth Services Association.

52405 Mileage: Cost of travel to schools, home visits, meetings at State and community agencies, conferences and workshops.

52435 Outside Contractor: Contract with Ct Junior Republic Wellness Center to provide for a part - time therapist in the schools and Youth Services office



Civic & Cultural Organizational Chart FY 2023



Civic & Cultural Goals & Objectives

PROGRAM DESCRIPTION

The Civic & Cultural function includes general recreation services. The Recreation Department also has a self-supporting fund detailed in the Special Funds section. The Library's budget, by definition a Civic & Cultural department, has a self-supporting fund detailed in the Special Funds section 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 in the following pages.

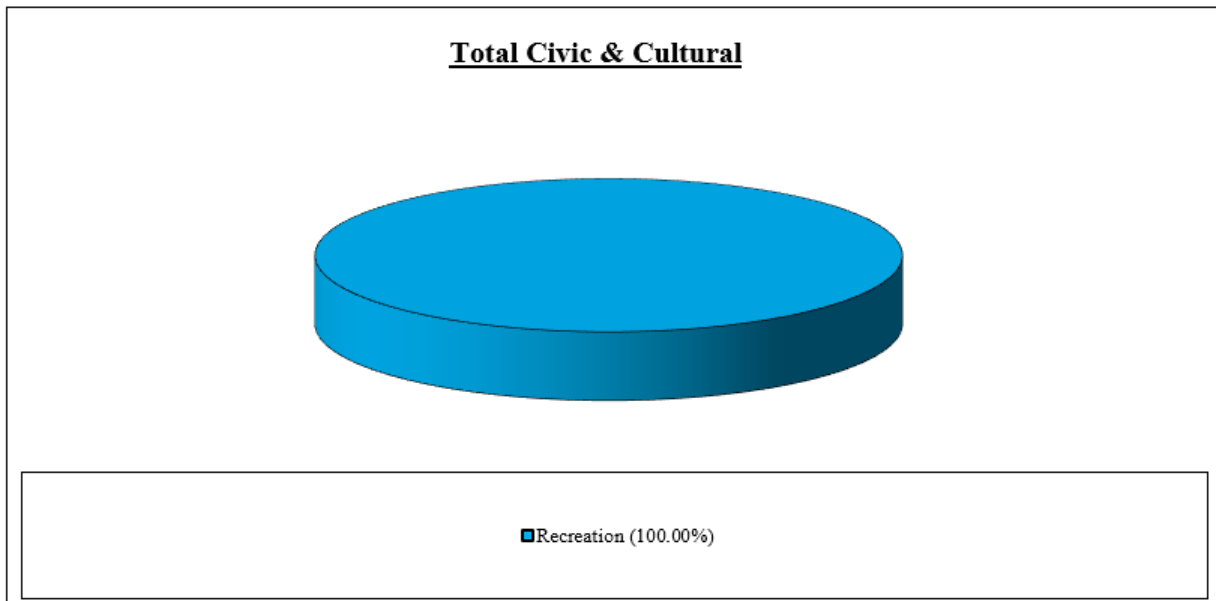
GOALS & OBJECTIVES

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 the 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 & Expenditures

	FY 2020	FY 2021	FY 2022	FY 2023
Authorized Full-Time Positions - Civ & Cult	2.50	2.50	3.00	3.00
Authorized Full-Time Positions - Library	7.00	7.00	7.00	7.00
Authorized Full-Time Positions - Total	9.50	9.50	10.00	10.00
Total Expenditures	\$164,124	\$160,050	\$180,815	\$186,555

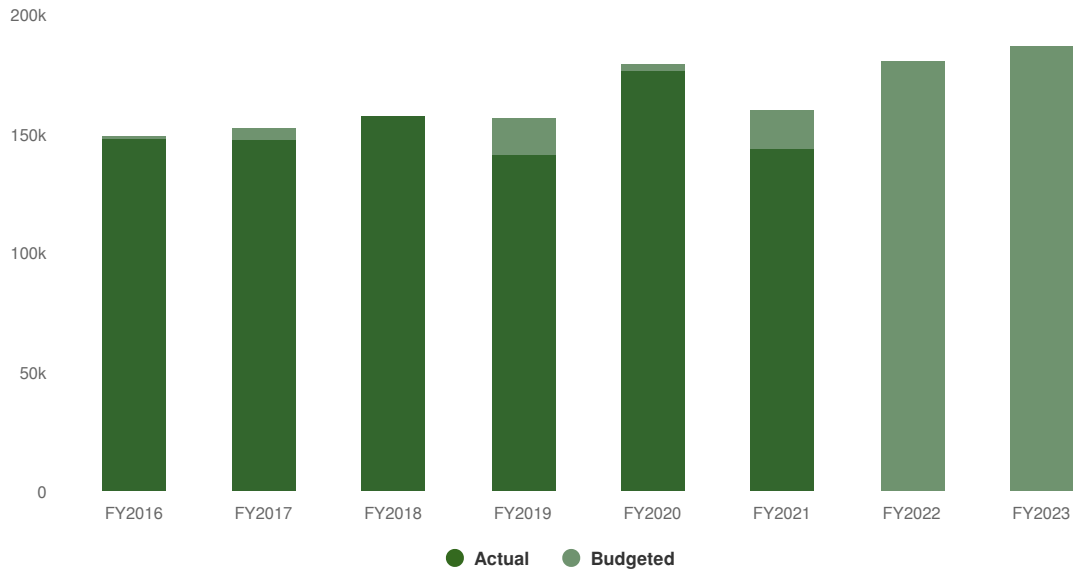


The graph above is a percentage breakdown of the total expenditures in the Civic & Cultural function.

Expenditures Summary

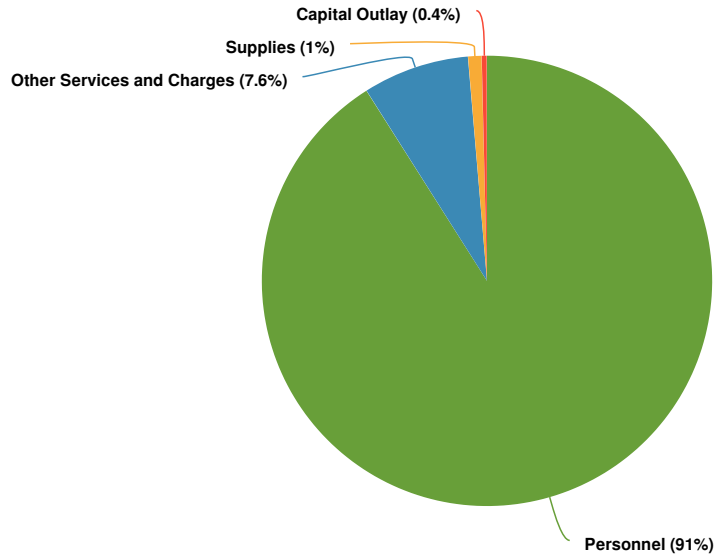
\$186,555
\$5,740
(3.17% vs. prior year)

Civic & Cultural Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Full-Time					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
FULL-TIME	0100-510-51110-0000	\$162,365.00	\$168,805.00	4%	
Total Full-Time:		\$162,365.00	\$168,805.00	4%	
Part-Time					
PART-TIME	0100-510-51120-0000	\$500.00	\$500.00	0%	
Total Part-Time:		\$500.00	\$500.00	0%	
Overtime Pay					
OVERTIME PAY	0100-510-51140-0000	\$500.00	\$500.00	0%	
Total Overtime Pay:		\$500.00	\$500.00	0%	
Total Personnel:		\$163,365.00	\$169,805.00	3.9%	
Supplies					
Operating Supplies					
OPERATING SUPPLIES	0100-510-52330-0000	\$1,800.00	\$1,800.00	0%	
Total Operating Supplies:		\$1,800.00	\$1,800.00	0%	
Total Supplies:		\$1,800.00	\$1,800.00	0%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-510-52401-0000	\$1,800.00	\$2,000.00	11.1%	
Total Prof Develop/Dues/Business Expenses:		\$1,800.00	\$2,000.00	11.1%	
Mileage Reimbursement					
MILEAGE REIMBURSEMENT	0100-510-52405-0000	\$800.00	\$500.00	-37.5%	
Total Mileage Reimbursement:		\$800.00	\$500.00	-37.5%	
Other Contractual Services					
OTHER CONTRACTUAL SERVICES	0100-510-52435-0000	\$7,750.00	\$7,750.00	0%	
Total Other Contractual Services:		\$7,750.00	\$7,750.00	0%	
Agency Subsidy					
AGENCY SUBSIDY	0100-510-52465-0000	\$4,000.00	\$4,000.00	0%	
Total Agency Subsidy:		\$4,000.00	\$4,000.00	0%	
Total Other Services and Charges:		\$14,350.00	\$14,250.00	-0.7%	
Capital Outlay					
Machinery And Equipment					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
MACHINERY & EQUIPMENT	0100-510-54640- 0000	\$1,300.00	\$700.00	-46.2%	
Total Machinery And Equipment:		\$1,300.00	\$700.00	-46.2%	
Total Capital Outlay:		\$1,300.00	\$700.00	-46.2%	
Total Expense Objects:		\$180,815.00	\$186,555.00	3.2%	



510 - Recreation



The Plainville Recreation Department provides a wide variety of leisure time programs to promote the physical and cultural well-being of all residents of the community. Several programs teach specific skills and include swimming instruction, exercise classes, various arts and crafts, and sports clinics. Other programs such as trips, day camps and sports activities are aimed at providing a positive environment for the many participants. This budget details the administrative costs of running the Recreation Department while the programmatic budget is detailed in Section K Special Funds Recreation Fund 1600.

Program Accomplishments FY 2022

- Operated 2 summer camps at full capacity with no COVID-19 cases.
- Ran swim lessons at almost full capacity during COVID-19.
- Adult and youth programs ran throughout the fall, winter, and spring season for the first time since March of 2020.
- Coordinated work that included pruning, plantings and general cleaning accomplished by Friends of Tomasso Nature Park.
- 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.
- Created flyers about programs offered and distributed through the school system, Town Hall, Library and Senior Center. Also publicized programs on the Town website, Facebook, School Messenger, and by press releases in local papers.
- Attended periodic meetings for Plainville Coalition for Positive Youth Development.
- Was an active member of the Connecticut Recreation & Parks Association.
- Worked cooperatively with the Town of Plainville Health & Wellness Program and Human Services Committee.
- Assistant Director renewed his Red Cross Lifeguard Instructor Certifications
- Director, Assistant Director, and Recreation Coordinator have attended regular meetings and annual conference through the Connecticut Recreation and Parks Association to keep up on current industry standards and upcoming trends.
- Partnered with the Board of Education to offer an after-school program funded through grant monies.

Program Objectives FY 2023

- Continued operation summer camp and the pool while ensuring the safety of staff and patrons during COVID-19.
- Run more programs as safely as we did last summer.
- Continue to promote education & wellness of staff.
- Periodically reevaluate programs offered and make changes when necessary.
- Continue training & certification of staff.
- To continue to provide residents with the highest level of recreation programming.
- Continue improvement at all town parks.
- Add more program offerings to benefit the community.

Performance Measures

Quantitative

	FY 2021 Actual*	FY 2022 Estimated	FY 2023 Projected
Recreation Programs Conducted	133	175	200
Swimming Lessons Attendance	1,258	2,000	2,000
Recreation Program Attendance	15,000	17,500	20,000
Facility Reservations/Equipment Loans	246	300	300

Please note that these numbers are low due to COVID-19 restrictions. There were several programs and events that we were not able to offer. Once the Corona virus is more under control, we expect to see an increase in numbers.

Personnel	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Full Time	2 ¹ / ₂	3	3
Part Time	1	0	0

Qualitative

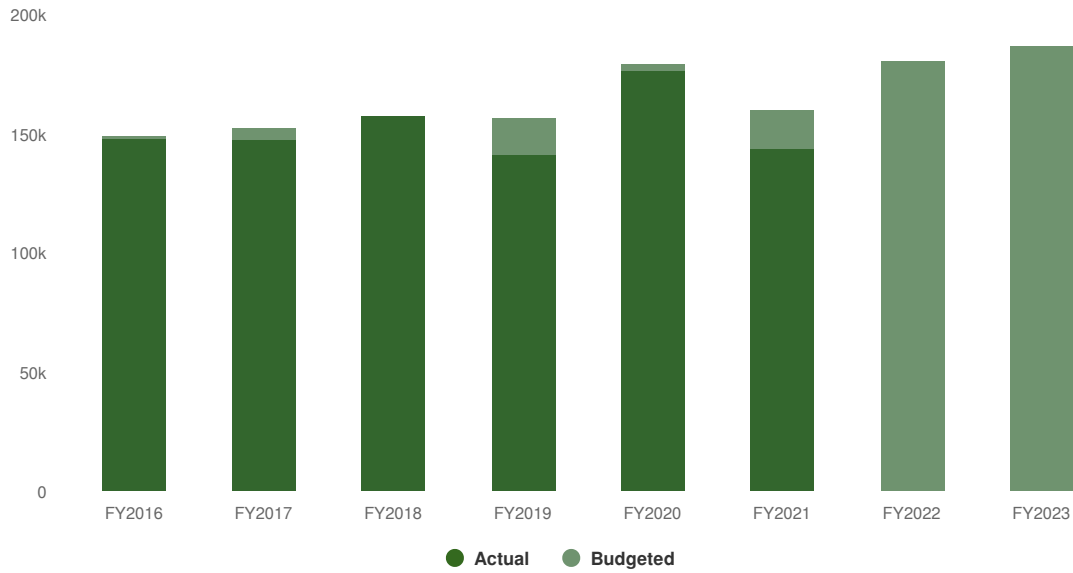
The Recreation Department provides residents of Plainville with a wide variety of social, cultural, educational and physical activities. Programs are offered both seasonally and year-round along with special events to allow many opportunities for the constructive use of one's leisure time.

Expenditures Summary

\$186,555 **\$5,740**
(3.17% vs. prior year)

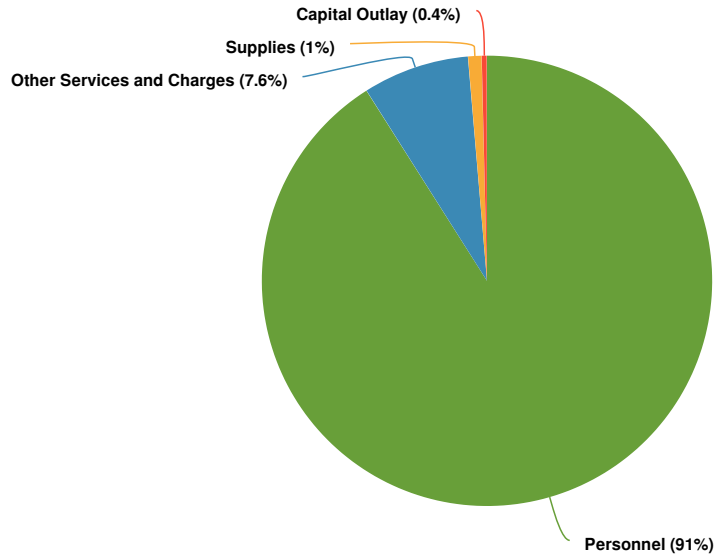


510 - Recreation Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Full-Time					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
FULL-TIME	0100-510-51110-0000	\$162,365.00	\$168,805.00	4%	
Total Full-Time:		\$162,365.00	\$168,805.00	4%	
Part-Time					
PART-TIME	0100-510-51120-0000	\$500.00	\$500.00	0%	
Total Part-Time:		\$500.00	\$500.00	0%	
Overtime Pay					
OVERTIME PAY	0100-510-51140-0000	\$500.00	\$500.00	0%	
Total Overtime Pay:		\$500.00	\$500.00	0%	
Total Personnel:		\$163,365.00	\$169,805.00	3.9%	
Supplies					
Operating Supplies					
OPERATING SUPPLIES	0100-510-52330-0000	\$1,800.00	\$1,800.00	0%	
Total Operating Supplies:		\$1,800.00	\$1,800.00	0%	
Total Supplies:		\$1,800.00	\$1,800.00	0%	
Other Services and Charges					
Prof Develop/Dues/Business Expenses					
PROF DEVELOP/DUES/BUSINESS EXPENSES	0100-510-52401-0000	\$1,800.00	\$2,000.00	11.1%	
Total Prof Develop/Dues/Business Expenses:		\$1,800.00	\$2,000.00	11.1%	
Mileage Reimbursement					
MILEAGE REIMBURSEMENT	0100-510-52405-0000	\$800.00	\$500.00	-37.5%	
Total Mileage Reimbursement:		\$800.00	\$500.00	-37.5%	
Other Contractual Services					
OTHER CONTRACTUAL SERVICES	0100-510-52435-0000	\$7,750.00	\$7,750.00	0%	
Total Other Contractual Services:		\$7,750.00	\$7,750.00	0%	
Agency Subsidy					
AGENCY SUBSIDY	0100-510-52465-0000	\$4,000.00	\$4,000.00	0%	
Total Agency Subsidy:		\$4,000.00	\$4,000.00	0%	
Total Other Services and Charges:		\$14,350.00	\$14,250.00	-0.7%	
Capital Outlay					
Machinery And Equipment					



Name	Account ID	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	Notes
MACHINERY & EQUIPMENT	0100-510-54640-0000	\$1,300.00	\$700.00	-46.2%	
Total Machinery And Equipment:		\$1,300.00	\$700.00	-46.2%	
Total Capital Outlay:		\$1,300.00	\$700.00	-46.2%	
Total Expense Objects:		\$180,815.00	\$186,555.00	3.2%	

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 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.



DEBT, CAPITAL, SUNDRY



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. These 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 Goals & Objectives

PROGRAM DESCRIPTION

Debt Services, 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.

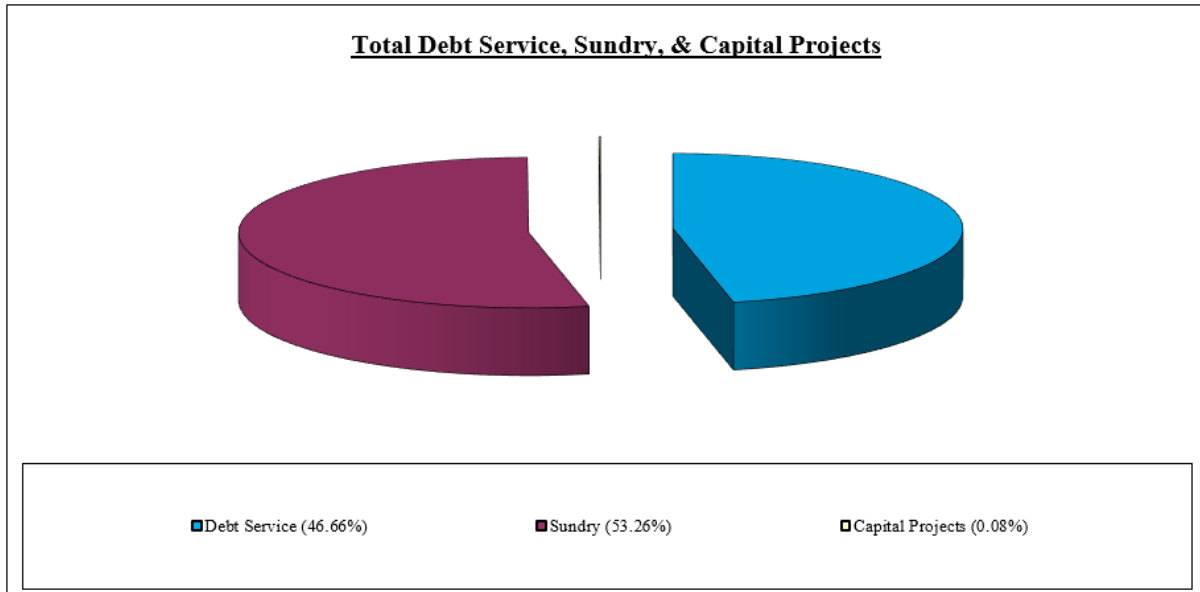
GOALS AND OBJECTIVES

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 for the Town.
3. To provide funds to maintain the Town of Plainville's capital infrastructure.



Debt Service, Sundry, & Capital Projects Expenditures

	FY 2020	FY 2021	FY 2022	FY 2023
Debt Service	\$4,734,233	\$4,430,350	\$4,430,350	\$4,430,350
Sundry	\$4,488,277	\$4,654,879	\$4,765,604	\$5,056,842
Capital Projects	\$800,000	\$313,850	\$7,850	\$7,850
Total Expenditures	\$10,022,510	\$9,399,079	\$9,203,804	\$9,495,042



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 zero-budget change, keeping with the debt management plan to maintain a level budget and transfer any savings from this budget into the Debt Management Fund. The Debt Management Fund is used to smooth out increases in principal and interest payments as the maturities come due. Should this budget increase above \$4,430,350 in any fiscal year, the Debt Management Fund would be used as a revenue source to offset the budget increase, eliminating a need to increase the cost burden to the taxpayer.



Debt Service Table

	Date of Issue	Maturity	Rate	Original Issue Amount	FY 2021 Actual	FY 2022 Estimated	FY 2023 Adopted
PRINCIPAL							
Refunded TIF	05/25/07	04/01/21	3.65-5.00%	6,855,000	365,000	-	-
High School Improvements - refunded	10/28/10	07/15/20	3.00-4.00%	4,000,000	200,000	-	-
Toffolon School Improvements - refunded	10/28/10	07/15/20	3.00-4.00%	6,700,000	335,000	-	-
Refunded 2005/2006	01/04/12	08/15/21	2.50-3.81%	12,535,000	1,290,000	1,285,000	-
Refunded 2007 Series A	09/15/15	04/15/27	3.00-4.00%	5,025,000	510,000	505,000	500,000
Refunded 2011 HS Series A	08/23/16	07/15/30	3.25-4.00%	2,000,000	-	201,000	199,000
Refunded 2011 Toffolon Series A	08/23/16	07/15/30	3.25-4.00%	3,370,000	-	339,000	336,000
Road Improvements	09/05/18	09/05/31	2.25-4.00%	4,900,000	245,000	245,000	245,000
Fire Trucks	09/05/18	09/05/31	2.25-4.00%	2,100,000	105,000	105,000	105,000
Wheeler School	09/05/18	09/05/31	2.25-4.00%	3,000,000	150,000	150,000	150,000
Refunded 2005/2006	08/15/21	08/15/23	4.00%	1,165,000	-	-	585,000
Total Principal					3,200,000	2,830,000	2,120,000



	Date of Issue	Maturity	Rate	Original Issue Amount	FY 2021 Actual	FY 2022 Estimated	FY 2023 Adopted
INTEREST							
Refunded TIF	05/25/07	04/01/21	3.65-5.00%	6,855,000	18,250	-	-
High School Improvements	10/28/10	07/15/20	3.00-4.00%	4,000,000	4,000	-	-
Toffolon School Improvements	10/28/10	07/15/20	3.00-4.00%	6,700,000	6,700	-	-
Refunded 2005/2006	01/04/12	08/15/21	2.50-3.81%	12,535,000	97,100	20,775	-
Refunded 2007 Series A	09/15/15	04/15/27	3.00-4.00%	5,025,000	120,050	104,750	84,550
Refunded 2011 HS Series A	08/23/16	07/15/30	3.25-4.00%	2,000,000	68,140	64,120	56,120
Refunded 2011 Toffolon Series A	08/23/16	07/15/30	3.25-4.00%	3,370,000	114,860	108,080	94,580
Road Improvements	09/05/18	09/05/31	2.25-4.00%	4,900,000	150,063	140,263	130,463
Fire Trucks	09/05/18	09/05/31	2.25-4.00%	2,100,000	64,312	60,113	55,912
Wheeler School	09/05/18	09/05/31	2.25-4.00%	3,000,000	91,875	85,875	79,875
Refunded 2005/2006	08/15/21	08/15/23	4.00%	1,165,000	-	34,562	34,900
2020 \$4M BAN	11/26/19	05/21/20	2.25%	4,000,000	74,167	-	-
2021 \$2M BAN	02/18/21	11/17/21	0.23%	2,000,000	-	10,311	-
2022 \$1M BAN	11/17/21	08/16/22	1.50%	1,000,000	-	-	78,459
Estimated interest on new bond obligation				9,000,000	-	-	146,250
Total Interest					809,517	628,849	761,109
Miscellaneous Costs					5,753	(43,814)	1,549,241
Total Debt Service					4,015,270	3,415,035	4,430,350

Expenditure Summary

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2022 - 2023
As of April 26, 2022

		2020 - 2021		2021 - 2022		2022 - 2023			
		Actual	Budgeted	Spent To	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)
0100-710 Debt Service		Expended		Date					\$ %
Debt Service									
54711	Principal	\$ 3,200,000	\$ 2,830,000	\$ 2,325,000	\$ 2,830,000	\$ 2,120,000	\$ 2,120,000	\$ 2,120,000	\$ (710,000) -25.09%
54721	Interest	809,517	625,287	576,473	628,849	614,859	761,109	761,109	135,822 21.72%
54723	Miscellaneous costs	5,753	975,063	(43,814)	(43,814)	1,695,491	1,549,241	1,549,241	574,178 58.89%
Total Debt Service		4,015,270	4,430,350	2,857,659	3,415,035	4,430,350	4,430,350	4,430,350	- 0.00%
0100-710 Total Debt Service		\$ 4,015,270	\$ 4,430,350	\$ 2,857,659	\$ 3,415,035	\$ 4,430,350	\$ 4,430,350	\$ 4,430,350	\$ - 0.00%



820 - Employee Benefits

This program provides funding for the various employee benefits. These include health, dental, vision, prescription, life, accident, long-term disability, pension, and unemployment compensation. All employees contribute to health, dental, and vision 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 2022

- Implemented increased employee health insurance co-pays and deductibles.
- Continued with State of Connecticut Partnership 2.0 Health Insurance Plan.
- Included CLD exams for employees required to maintain their CDL.

Program Accomplishments FY 2023

- To keep health insurance claims at a controlled level.
- Evaluate pension investment returns getting all employees involved through informational meetings.
- To maximize pension investment return to minimize contributions to the defined benefit plan.
- Adjust employee health insurance co-pays to minimize premium increases.
- Reconvene the Wellness Committee.

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Defined Benefit Plans	2	2	2
Definted Contribution Plans-Town	6	6	6
Defined Contribution Plans -BOE	1	1	1
Unemployment Claims	10	15	2
Physicals	30	30	30
PPO Plan Contracts	103	105	107



Expenditure Summary

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2022 - 2023
As of April 26, 2022

		2020 - 2021		2021 - 2022		2022 - 2023				
		Actual Expended	Budgeted	Spent To Date	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec) \$	%
0100-820	Employee Benefits									
	Fringe Benefits									
51205	Municipal retirement	\$ 613,745	\$ 587,800	\$ 459,590	\$ 587,800	\$ 567,000	\$ 567,000	\$ 567,000	\$ (20,800)	-3.54%
51206	Police retirement	623,374	693,072	693,072	693,072	792,311	792,311	792,311	99,239	14.32%
51209	Medicare	146,107	157,664	100,349	155,022	161,225	161,225	161,225	3,561	2.26%
51210	FICA	562,041	618,800	395,749	606,236	630,485	630,485	630,485	11,685	1.89%
51211	Medical premiums	1,689,889	1,734,965	1,717,282	1,724,965	1,839,063	1,935,857	1,935,857	200,892	11.58%
51212	Dental premiums	46,280	46,280	46,280	46,280	46,280	46,280	46,280	-	0.00%
51213	Vision premiums	3,839	5,795	5,795	5,795	5,795	5,795	5,795	-	0.00%
51225	AD&D/Life/LTD/EAP	40,369	41,615	30,517	46,388	47,000	47,000	47,000	5,385	12.94%
51240	Deferred compensation	74,050	79,000	52,731	80,500	81,000	81,000	81,000	2,000	2.53%
51250	Unemployment comp	7,460	5,000	1,064	2,500	5,000	5,000	5,000	-	0.00%
51260	Physicals/vaccines	9,052	10,000	11,550	11,000	10,000	13,800	13,800	3,800	38.00%
	Total Fringe Benefits	3,816,206	3,979,991	3,513,979	3,959,558	4,185,159	4,285,753	4,285,753	305,762	7.68%
0100-820	Total Employee Benefits	\$ 3,816,206	\$ 3,979,991	\$ 3,513,979	\$ 3,959,558	\$ 4,185,159	\$ 4,285,753	\$ 4,285,753	\$ 305,762	7.68%

Budget Commentary

All full-time town employees are now part of the State of CT Partnership 2.0 Health Insurance Plan, a reduced cost to the Town and a better health plan for the employees. Salary changes are reflected in social security (FICA) and Medicare contributions.

51205 Municipal Retirement: Town contributions toward Town employees in the defined benefit and defined contribution plans.

51206 Police Retirement: Town contribution toward Police officers in the defined benefit plan.

51209 Medicare: Town contribution equal to 1.45% of all earned income.

51210 FICA: Town contribution equal to 6.20% of all earned income.

51211 Medical Premiums: Town cost of medical insurance premiums to State of CT Partnership 2.0 Plan.

51212 Dental Premiums: Town cost of dental insurance premiums.

51213 Vision Premiums: Town cost of vision insurance premiums.

51225 AD&D/Life/LTD/EAP: Town cost for various employee insurances.

51240 Deferred Compensation: Town contribution toward management level employees' deferred compensation plan.

51250 Unemployment Compensation: Town cost of former employees' filing unemployment claims.

51260 Physicals/Vaccines: Town cost for employee physicals and/or vaccines as required by personnel rules.



830 - Unclassified

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

Program Accomplishments FY 2022

- Kept unforeseen expenditures to a minimum

Program Objectives FY 2023

- To continue to provide contingency funding in future years.

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
None to report.			

Expenditure Summary

Town of Plainville, Connecticut Adopted Town Government Expenditure Budget Detail - Fiscal Year 2022 - 2023 As of April 26, 2022										
		2020 - 2021		2021 - 2022		2022 - 2023				
		Actual	Budgeted	Spent To	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	%
0100-830 Unclassified		Expended		Date						
Other Services & Charges										
52435	Other contractual	\$ 26,074	\$ 30,000	\$ 19,423	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	0.00%
	Total Other Serv & Charges	26,074	30,000	19,423	30,000	30,000	30,000	30,000	-	0.00%
0100-830 Total Unclassified		\$ 26,074	\$ 30,000	\$ 19,423	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	0.00%
Historical Analysis										
		Original Budget	Transfers	Additional Appropriation	Final Budget	Actual Expended	(Over)/Under Budget for FY			
52435	Other contractual - 2017	50,000	-	-	50,000	22,532	27,468			
52435	Other contractual - 2018	30,000	-	-	30,000	18,973	11,027			
52435	Other contractual - 2019	30,000	-	-	30,000	20,772	9,228			
52435	Other contractual - 2020	30,000	20,000	-	50,000	21,568	28,432			
52435	Other contractual - 2021	30,000	-	-	30,000	26,074	3,926			
		170,000	20,000	-	190,000	109,919	80,081			
Five (5) year average		34,000	4,000	-	38,000	21,984	16,016			
Three (3) year average		30,000	6,667	-	36,667	22,805	13,862			

Budget Commentary

52435 Other Contractual: Unclassified funds for unforeseen expenditures.



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 (BOE).

Projects & Major Equipment		Department Request	Town Council Approved
Town Government Requests			
1.	Finance Departments		
	Assessor Revaluation – aggregate	\$ 60,000	\$ 60,000
2.	Data Processing Department		
	Upgrades & Equipment - aggregate	35,000	35,000
3.	Police Department		
	Computer Aided Dispatch & Records – aggregate	16,000	16,000
	Patrol Cruisers Ford Interceptors – 2 – aggregate	103,500	69,000
	Patrol Cruiser Outfitting – 2 – aggregate	45,000	30,000
	Cruiser Watchguard system & Contract	25,000	25,000
	Defibrillators – aggregate	6,600	6,600
	Police Equipment – Police & SWAT vests	9,000	9,000
	Dispatch Communication Equipment (lease) – aggregate	174,000	174,000
	Computer Equipment - aggregate	42,000	42,000
	Police Body Cameras & Cloud Storage	36,000	36,000
	Administrative/Detective Vehicle	40,000	40,000
	Colt AR-15	9,000	9,000
4.	Fire Department		
	Security Upgrades	30,000	30,000
5.	Roadways Department		
	Pickup Truck	30,000	-
6.	Buildings & Grounds Department		
	4WD Utility Body with Plow	45,000	-
	4WD Dump Truck with Plow	45,000	45,000
	Fire Department AC Unit Replacement	45,000	45,000
	Boiler Replacements - aggregate	35,000	35,000
7.	Technical Services Department		
	Building Official Vehicle	27,000	27,000
	Downtown Decorative Sidewalk Reglazing & Sealing	25,000	25,000
	Sanitary Sewer – Honor Heights	560,000	560,000
	Tomlinson Avenue Bridge	380,000	380,000
	Minor Bridge Repairs – aggregate	35,000	35,000
	Fire Marshal Vehicle	40,000	40,000
8.	Human Services – Senior Center Department		
	Dial-A-Ride Vehicle Match – aggregate	5,000	5,000
	Total Gross Town Government Requests	1,903,100	1,778,600



			Department Request	Town Council Approved
	Projects & Major Equipment			
	Board of Education Requests			
1.	District Wide			
	Security Improvements – aggregate	\$	52,000	\$ 52,000
2.	Technology			
	Student Chromebooks		180,000	180,000
	Technology Labs		18,750	18,750
	Network Upgrades – Erate		20,000	20,000
	Technology Staff Laptops		58,500	58,500
	Server Replacement		30,000	30,000
	Total Gross Board of Education Requests		359,250	359,250
	Total Gross Town of Plainville Capital Requests		2,262,350	2,137,850
	Less: Use of Debt Management Funds		-	(600,000)
	Less: Estimated Use of LoCIP Grant		-	(560,000)
	Less: Use of Unassigned Fund Balance		-	(555,000)
	Less: Estimated Use of Town Aid Road Grant		-	(415,000)
	Total Net Town of Plainville Capital Requests	\$	2,262,350	\$ 7,850



Program Commentary

The department requests for the Capital budget totaled \$2,262,350; the Town Manager and Town Council reduced that request by \$124,500 and further reduced that by using \$600,000 of Debt Management Funds, \$560,000 of LoCIP Grant Funds, \$555,000 of unassigned fund balance, and \$415,000 of Town Aid Road Grant Funds to arrive at the General Fund budget contribution towards Capital improvements of **\$7,850**. The Capital budget contribution from the General Fund will be funded as follows: \$7,850 – Town Government and \$-0- 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 – Assessor Revaluation (\$60,000):** Funding is for the town-wide revaluation due for October 1, 2026 or FY 2028.
- **Data Processing - Computer Upgrades (\$35,000):** Recurring computer replacement cycle, network infrastructure, software upgrades, and contractual requirements.
- **Police Computer Aided Dispatch & Records (\$16,000):** This funding is part of a multi-year initiative to build funds towards the eventual replacement of the towns computer aided dispatching system. The current system is over ten years old, exceeding its anticipated lifespan. Soon, the extensive maintenance needs, concerns over reliability, pending updates to Microsoft Software and computer hardware infrastructure will render this system not only out of date, but also unusable.
- **Police Patrol Cruisers – 2 (\$69,000):** 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.
- **Police Patrol Cruiser Outfitting (\$30,000):** Funding outfits two (2) patrol cruisers.
- **Police Cruiser Watchguard System & Contract – (\$25,000):** Replaces two (2) cameras in vehicles and includes cloud storage.
- **Police Defibrillators (\$6,600):** Replaces two (2) defibrillators in vehicles and station. Eight (8) year warranty. We try to replace all defibrillators over a five (5) year cycle.
- **Police Equipment – Police & SWAT Vests (\$9,000):** Purchase both Police bullet proof vests worn by officers and special SWAT bullet proof vests.
- **Police Dispatch Communication Equipment (\$174,000):** Funding provides for lease to replace outdated dispatch communication equipment.
- **Police Computer Replacements (\$42,000):** Capital funding for computer replacements will enable the Police Department to update its aging computer infrastructure. Additionally, when new Police vehicles come online, they will need mobile computer systems installed.
- **Police Body Cameras & Cloud Storage (\$36,000):** Purchase of body cameras and cloud storage, five (5) year replacement cycle.
- **Police Administrative/Detective Vehicle (\$40,000):** Purchase of an administrative/detective vehicle, five (5) year replacement cycle, currently four (4) years overdue.
- **Police Equipment – Colt AR-15 (\$9,000):** Purchases new AR-15's.
- **Fire Security Upgrades (\$30,000):** Year 2 of two (2) year project to replace old and obsolete cameras to integrate with Police and Board of Education.
- **Buildings & Grounds 4WD Dump Truck with Plow (\$45,000):** Replaces fifteen (15) year old truck #50PL.
- **Buildings & Grounds Fire Department AC Unit Replacement (\$45,000):** Replaces thirty-two (32) year old system creating better energy efficiency.
- **Buildings & Grounds Boiler Replacements (\$35,000):** Replaces boilers creating better energy efficiency.
- **Technical Services Building Official Vehicle (\$27,000):** Purchases Ford Explorer for Building Official. Previous vehicle was scrapped two (2) years ago.
- **Technical Services Downtown Decorative Sidewalk Reglazing & Sealing (\$25,000):** Cleans, reglazes, and seals the decorative downtown stamped concrete walkways.
- **Technical Services Sanitary Sewer – Honor Heights (\$560,000):** Extension of sewers into Honor Heights neighborhood. Funded 100% by LoCIP grant.



- **Technical Services Tomlinson Avenue Bridge (\$380,000):** Town's 20% share of the replacement of the Tomlinson Avenue Bridge, funded 100% by Town Aid Road grant.
- **Technical Services Minor Bridge Repairs (\$35,000):** Preventative bridge repairs as needed to comply with State of CT Department of Transportation mandates, funded 100% by Town Aid Road grant.
- **Technical Services Fire Marshal Vehicle (\$40,000):** Purchase of a Ford F-150 for the Fire Marshal. Previous vehicle has been scrapped.
- **Human Services Senior Center Dial-A-Ride Vehicle Match (\$5,000):** Funds build Town share of next bus purchase.
- **Board of Education District Wide Security Improvements (\$52,000):** Additional cameras and access improvements.
- **Board of Education Technology Student Chromebooks (\$180,000):** Continues replacement program, replacing five (5) year old Chromebooks.
- **Board of Education Technology Labs (\$18,750):** Builds out technology labs in various schools.
- **Board of Education Technology Network Upgrades (\$20,000):** Replaces outdated computer technology as needed.
- **Board of Education Technology Staff Laptops (\$58,500):** Replaces outdated staff laptop computers.
- **Board of Education Technology Server Replacements (\$30,000):** Replaces server(s) to more current standards and software.

Expenditure Summary

Town of Plainville, Connecticut
Adopted Town Government Expenditure Budget Detail - Fiscal Year 2022 - 2023
As of April 26, 2022

		2020 - 2021		2021 - 2022		2022 - 2023				
		Actual	Budgeted	Spent To	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
		Expended		Date					\$	%
0100-840 Interfund Xfers Out										
Operational Costs										
Interfund Transfers - Other Funds										
55504	Xfer out - Debt Manage fi	\$ 415,080	\$ -	\$ -	\$ 971,501	\$ -	\$ -	\$ -	\$ -	0.00%
55509	Xfer out - SS Emer fund	500	500	375	500	500	500	500	-	0.00%
55516	Xfer out - Recreation fund	83,500	83,500	62,625	83,500	83,500	83,500	43,500	(40,000)	-47.90%
55518	Xfer out - MSP Renov fu	-	-	90,000	90,000	-	-	-	-	0.00%
55524	Xfer out - Landfill fund	-	-	200,000	200,000	-	-	-	-	0.00%
55535	Xfer out - Land Acq fund	-	-	150,000	150,000	-	-	-	-	0.00%
55581	Xfer out - Library fund	644,951	639,951	479,963	639,951	639,951	685,427	665,427	25,476	3.98%
55583	Xfer out - Senior Center	31,662	31,662	23,747	31,662	31,662	31,662	31,662	-	0.00%
Subtotal Operational Costs		1,175,693	755,613	1,006,710	2,167,114	755,613	801,089	741,089	(14,524)	-1.92%
Non-Operational Costs										
Interfund Transfers - Capital Fund:										
55511	Xfer out - Town cap fund	1,031,031	7,850	208,388	471,650	7,850	7,850	7,850	-	0.00%
55512	Xfer out - BOE cap fund	306,250	-	397,500	397,500	-	-	-	-	0.00%
Subtotal Non-Operational		1,337,281	7,850	605,888	869,150	7,850	7,850	7,850	-	0.00%
0100-840 Total Interfund Xfers Out		\$2,512,974	\$ 763,463	\$1,612,598	\$3,036,264	\$ 763,463	\$ 808,939	\$ 748,939	\$ (14,524)	-1.90%



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 the Special Funds Section.

55581 Xfer Out – Library Fund: - Appropriation to fund Library Fund #8100 in the Special Funds Section .

55583 Xfer Out – Senior Center Transportation: Appropriation to fund Senior Center Transportation Fund #8300 in the Special Funds Section .

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 the Special Funds Section.

55512 Xfer Out – BOE Capital Fund: Appropriation to fund BOE capital projects as detailed above in Fund #1200 in the Special Funds Section.



EDUCATION



Plainville Board of Education



Lori Consalvo

Chairperson

Deborah Hardy

Vice Chairperson

Rachel Buchanan

Cassandra Clark

Rebecca Martinez

Laurie Peterson

Crystal St. Lawrence

Becky Tyrrell

Foster White

Steven LePage

Superintendent of Schools

David Levenduski

Assistant Superintendent of Schools

Plainville Community School Administrators



Administrators 2021-2022

Central Office

Steven LePage, Superintendent of Schools

David Levenduski, Assistant Superintendent of Schools

Samuel Adlerstein, Director of Business and Operations

Tawana Graham-Douglas, Director of Curriculum and Instruction

Plainville High School

Carl Johnson, Principal

Jonathan Coe, Asst. Principal

Jennifer DeLorenzo, Asst. Principal

Middle School of Plainville

Aimee Roberts, Principal

Ryan Cornelius, Asst. Principal

Melissa Orfitelli, Asst. Principal

Linden Street School

Jeff Wallowitz, Principal

Louis Toffolon School

Alicia Atterrato, Principal

Frank T. Wheeler School

Andrew Batchelder, Principal

Special Services

Vicki Trzcinski, Director of Special Services

Christina Kiley, Special Education Supervisor



Plainville Community Schools Budget Process

910 - SCHOOL BUDGET

Budget Process

It is important to consider a budget as a plan to accomplish goals. With this in mind, our budget plan is aligned to our vision statement: *To inspire and prepare lifelong learners to follow their passion, engage in their communities, and positively impact our global society.* Our strategic plan is grounded in the following belief statements:

- Our public school system is the core of the community and has a fundamental responsibility to develop productive, educated citizens in a democratic society.
- Optimal achievement for each learner is a responsibility shared by students, home, school, and community.
- We must provide each student with a comprehensive curriculum and effective instruction to ensure meaningful engagement in the learning process.
- A safe, caring learning environment promotes the academic growth, health, and emotional well being of each student.
- Communication and collaboration serve to increase knowledge, trust and respect, and are the responsibility of everyone in the community.
- Professional Learning Communities foster teamwork that results in the continuous improvement of teaching and learning outcomes.

The BOE reviewed and adopted the Capital Budget at the November 8, 2021 Board meeting. At that December meeting, the budget calendar was also adopted. Special meetings (budget work sessions) were held on January 19, 20, 25 and 27, 2022 with the Board of Education. The budget process began in October with the Administrative staff. Administrators proposed their budgets, designed to adequately fund their school's ongoing needs and services while also considering extraordinary needs related to recovery. In developing his proposed budget to the Board of Education, the Superintendent was able to reduce the Administrators requests by \$317,431 without significantly impacting programs.

Instructional software, the cost of inflation, any atypical repairs, instructional supplies, athletics equipment, band equipment, classroom equipment, utilities, textbooks, and incremental HVAC cost is not accounted for in this budget and assumed to be offset by COVID relief funding. Special Education outplacements are also a risk item, should the trend of the past two years continue.

We are very mindful of the fiscal cliff in the 2024-25 Board of Education budget, when COVID funding is no longer available and necessary items and activities will again need to be funded locally. Through the course of the budget process, the Superintendent's budget was increased by \$116,289 due to new information related to health insurance issued by the State, where overall plan claims began trending higher than previously expected. It should be noted that our health insurance cost is still well below what we would be paying had we remained self-insured.

The Board of Education adopted their budget at the February 14, 2022 Regular Board of Education meeting. We believe the proposal of 3.72% increase over the 2021-22 funding level takes into account the local burden on taxpayers, use of alternative funding to the extent practical, learning and mental health recovery, and continuation of the school programs for which our residents are accustomed.

Continued areas of focus for 2022-23

As we write this report, the District remains in the midst of the pandemic, despite cases and restrictions decreasing, we have learned not to make assumptions about the future. It is difficult to know what to expect in the coming school year. While we anticipate and hope for much more *normal* times, we move from phase to phase and take action accordingly. When it is possible, we can reduce our vigilance, but over the last two plus years, COVID fatigue has taken its toll. We are facing mental illness and mental health needs far beyond what we have ever experienced in the past.

- Our challenges have never really subsided, only shifted since the start of the pandemic.
 - On March 13, 2020, we quickly transitioned and adapted to providing a *fully remote* learning model.
 - We chose the option to start the 2020-21 school year in a *hybrid* model during the first 4 weeks of the year, and then shifted to a fully in-person model for the majority of children
 - Students also had the option to access learning fully remotely during the 2020-21 school year, and we as a school district had to provide for both models at the same time



- Since the start of this 2021-22 school year, the Connecticut Department of Education required *all students to learn in person* (unless they had contracted COVID or were a close contact of an infected person, allowing them to access some remote learning services and supports).
- Throughout all of this, we also had to navigate COVID cases and contact tracing for all who we infected and affected by COVID:
 - In 2020-2021, we addressed **169 student cases and 40 staff cases**
 - During this 2021-22 school year, we addressed **609 student cases and 136 staff cases**
 - Cases have required us to navigate many health challenges and mitigation measures that have had a significant impact on so many facets of school and life in general
- Listing these many shifts, challenges, and required adjustments to learning modalities helps emphasize just how many times we, and all school personnel, families and students in particular have been required to adjust. This has brought about various impacts related to learning loss, mental health hardships, and equity disparities due to the different learning environments and varied home and school support that children received throughout the pandemic.

We have been guided by our continued focus in these key areas:

Prepared for Lifelong Success Robust Opportunity for All Health & Wellness

- Improve student learning outcomes, mastery and success as measured by the State Accountability Index and other key data points.
- Continue efforts to improve assessment and grading practices across the district, ensuring that assessment is used in a formative manner, along with summative representations of standard mastery expressed accurately by grades.
- Continue efforts to improve *Social and Emotional Intelligence* of all staff at each school through systematic professional development and spreading of best practices.
- Expand implementation and everyday connections to the *Plainville Portrait of the Graduate*, articulating core attributes to be developed, refined and monitored from early childhood through graduation.
- Promote and ensure equitable experiences for all PCS students through differentiated supports and services, understanding that *fair* often does not mean *equal* when ensuring support of all students' growth and development.
- Improve community support, outreach and engagement, and promote appreciation and understanding of our diverse community cultures and backgrounds
- Improve district systems and operations to be as clearly articulated and effective as possible.

Program Commentary

Staffing increases for 2022-23 are in response to the pandemic and are planned for funding from Federal grants. The Board of Education approved FY 22-23 budget is a level service budget, and the cost of which is **below the amount of contractual increases**. This is similar to the proposed budget of 21-22 that was subsequently adopted.

Significant Accomplishments in 2021-22

Despite so many obstacles and barriers to *business as usual*, we have been able to forge ahead in providing meaningful and valuable experiences for our district students and staff members

- Full in-person learning model for all students and support in place for those isolated or quarantined
- Two remote teachers dedicated to ensuring the continuity of learning for all elementary students who were absent due to Covid



- Full-time Family School Liaison supporting the needs of severely at-risk students and families, and attending school crisis team meetings
- Central Registration and Welcome Center established for all student registrations within the district
- Expanded summer intervention and enrichment program for elementary through high school students, including an elementary STEM Camp, and transition programs for 5th grade to 6th grade students and 8th grade to 9th grade students
- Increased dual enrollment course offerings at the high school, including Engineering Concepts through Goodwin University's Advanced Manufacturing Pathway, and secured UConn School of Education coursework for upcoming years (3 new college courses)
- Paid for AP testing for all our students to remove any barrier to taking the exam
- Utilized grant funding to offset temporary losses from removing preschool tuitions from families, developing a completely cost-free, very high quality Preschool program for all Plainville children who are eligible.
- Developed and articulated college and career connections within our curriculum to better prepare students for life after high school
- Integrating student backgrounds, customs and language into their school experience to strengthen their sense of belonging
- State and Regional VEX Robotics Championship teams, with two teams preparing to compete in the Worlds in Texas. We are also working to expand development of VEX robotics to both the elementary school level and the high school level so that those programs both begin in the fall of 2022
- Initiated a building branding project to develop a common look and experience for Plainville students, including logo development and a style guide to lead such work
- Formed a strategic planning process that will help to make Plainville Schools the very best in the state by utilizing surveys, community ideas, project teams and available ESSER resources to help fund new initiatives and district development projects
- Adopted Learning Adventure Days at Plainville High School to provide students with robust and varied experiences in their world, as they prepare for a successful and rewarding life after high school

Areas of Budget Change

Salaries – Salary increases are \$780,379 in FY 22-23, lower than contractual increases. Our Board funded staffing is flat compared to pre-COVID levels. In addition to the staffing included in the Board of Education Budget, 24.70 FTE are assumed to be funded by the ESSER grant. Most of these staff have already been added in response to the pandemic. They include temporary teaching staff, a Psychologist, a Family / School Liaison and Paraprofessionals and Tutors.

Health Insurance/Benefits – Overall benefits increase 495,384 mostly due to health insurance budgeted to increase 8.0%. This compares to a \$151,693 increase on this line for 2021-22 when the health insurance increase was 1.0%. The volatility of Health Insurance continues to be the most impactful item in the Board of Education budget.

Transportation, Tuition and Other Services: 2022-23 is the third year of a five year bus contract with very competitive rates compared to others around the state (Increases in total cost are in the amounts of 2.5%, 2.5%, and 2.9% over the next three years). Special Education tuition is also budgeted on this line. We continue the strategy of returning outplaced students to the district when possible. In practice, that often comes with an in-district cost that must be offset by amounts that otherwise would be spent on tuition. Most of the schools to which we place students have significantly increased their tuition over the past two years. In partial offset, we are currently experiencing a favorable increase in the rate of reimbursement for these “Excess Costs” from the state. Even though we have recently experienced far more significant budget shortfalls on this line, we have decided to hold the tuition increase to \$50,000 knowing that we are accepting this budget risk. Actions to accomplish this level of funding include improving our capability for retaining more students in-district rather than outplace.

Repairs and Other Property Services – This area was held flat compared to 2021-22 and compared to 2020- 21 (for the second year in a row). The budget allows for a reasonable level of maintenance, although the potential for unforeseen risks are not funded and would presumably come from COVID relief.

Capital Improvements – Capital improvements are included in the Town's capital plan in 2021-22. This includes necessary improvements to our facilities and technology infrastructure with critical needs for improved school safety features and district equipment. Most of the technology included in the proposal is based upon a rotational plan that maximizes use of assets while working to level fund the technology capital request. The town has carefully put together a plan for funding that utilizes ARPA, General Fund and debt to meet the overall needs.



Student Population – 2020-21 was a highly unusual school year. Over 100 students disenrolled and almost 500 students were enrolled in fully remote learning. In 2021-22 we have seen the return to in-person school. This has given us the opportunity to work directly on learning recovery and other issues with our student body. While it is critical to have in person learning, we are currently experiencing unprecedented challenges academically, socially and emotionally. We anticipate this phase of recovery to continue in 2022-23.

Summary 2022-23 Budget:

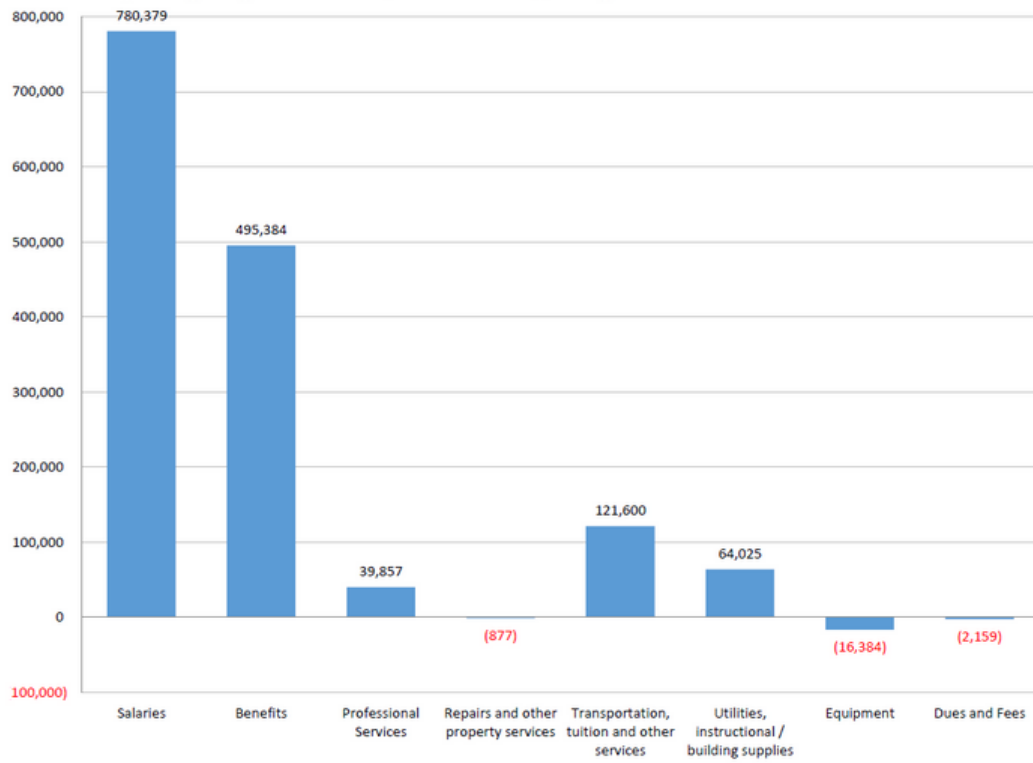
This budget is critical for the continuation of the educational progress that we have been making in Plainville Community Schools. Our aim is to continue to offer the student supports and programs that are currently in the budget and those that will help move the district forward. In addition, due to learning loss and challenges that resulted from COVID-19, this budget will dovetail with federal grant funding to help our students recover and accelerate in their learning, while also ensuring greater support of equity and support of the social and emotional needs of our entire district community.

This is a realistic and reasonable budget that focuses on our District primary areas of focus: Readiness, Wellness and Opportunities for All Students. Through this budget, we would continue to provide students with a comprehensive and safe learning environment.



Operating Budget Changes

2022-2023 Operating Budget Increase of \$1481825 or 3.72% Changes in Accounts



Summary & Five Year History

SUMMARY BY LINE 2022-2023						
Object	Description	Adopted Budget 2021- 2022	Adopted Budget 2022-2023	Dollar Change	Percent Change	Percent of Operating Budget
1000	Salaries	\$25,874,795	\$26,655,174	\$780,379	3.02%	64.5%
2000	Benefits	\$7,876,762	\$8,372,146	\$495,384	6.29%	20.3%
3000	Professional Services	\$608,508	\$648,365	\$39,857	6.55%	1.6%
4000	Repairs and other property services	\$601,314	\$600,437	(\$877)	(0.15%)	1.5%
5000	Transportation, tuition and other services	\$3,061,388	\$3,182,988	\$121,600	3.97%	7.7%
6000	Utilities, instructional / building supplies	\$1,678,932	\$1,742,957	\$64,025	3.81%	4.2%
7000	Equipment	\$37,684	\$21,300	(\$16,384)	(43.48%)	0.1%
8000	Dues and Fees	\$87,589	\$85,430	(\$2,159)	(2.46%)	0.2%
TOTAL OPERATING BUDGET		\$39,826,972	\$41,308,797	\$1,481,825	3.72%	100.0%

FIVE YEAR OBJECT BUDGET HISTORY						
Object	Major Accounts	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
1000	SALARY	\$24,058,177	\$24,837,596	\$25,377,729	\$25,874,795	\$26,655,174
2000, 8000	BENEFITS/OTHER	\$7,327,034	\$7,567,487	\$7,811,914	\$7,964,351	\$8,457,576
3000-5000	PURCHASED SERVICES	\$4,213,150	\$4,089,953	\$4,213,065	\$4,271,210	\$4,431,790
6000	SUPPLIES	\$1,680,956	\$1,694,869	\$1,706,059	\$1,678,932	\$1,742,957
7000	EQUIPMENT	\$43,595	\$39,200	\$35,500	\$37,684	\$21,300
TOTALS		\$ 37,322,912	\$ 38,229,105	\$ 39,144,267	\$ 39,826,972	\$ 41,308,797
Percentage Change from prior year		5.13%	2.43%	2.39%	1.74%	3.72%
Adjusted for ECS reduction						
Adjusted for unusual health ins.		(\$1,326,561)				
Adjusted for COVID			(\$911,929)	(\$856,239)		
Adjusted Percent Change		1.39%	-0.02%	0.15%	1.74%	3.72%



Changes to Operating Budget

PLAINVILLE COMMUNITY SCHOOLS

Operating Budget Increase

2021-2022 to 2022-2023

2021-2022 Adopted Budget	=	\$39,826,972
Adopted Budget 2022-2023 Before Health Insurance Change	=	\$40,843,643
Dollar Increase Before Health Insurance Change	=	\$1,016,671
Percentage Increase Before Health Insurance Change	=	2.55%
Health Insurance Change	=	\$465,154
Increase After Health Insurance Change		\$1,481,825
Percentage Increase After Health Insurance Change	=	3.72%
Adopted Budget 2022-2023 After Health Insurance Change	=	\$41,308,797



Budget Summary by Location

BUDGET SUMMARY BY LOCATION Adopted Budget 2022-2023	
Location	2022-2023
Linden Street School	\$ 2,501,251
Louis Toffolon School	\$ 2,488,591
Frank T. Wheeler School	\$ 2,504,188
Middle School of Plainville	\$ 4,724,368
Plainville High School	\$ 6,265,014
Pupil Personnel Services	\$ 6,859,644
Instructional Support	\$ 666,130
Information Literacy and Technology	\$ 1,070,832
District-wide Expenses	\$ 14,228,779
GRAND TOTAL	\$ 41,308,797

Program Budget Crosswalk

PROGRAM BUDGET CROSSWALK Adopted Budget 2022-2023										
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	579,913	182,145			510	31,876	1,100		795,344
1004	Computer Instruction	19,472	6,116	230,752			4,710			281,049
1006	World Languages	678,287	213,044				12,300			903,630
1007	Instructional Support Services	1,221,724	383,732	22,000	54,000	65,000	61,946		8,000	1,816,402
1009	English-Language Arts	5,417,576	1,701,611				42,188			7,161,376
1011	Unified Arts	783,907	246,218		300		42,260	4,000		1,076,684
1012	Interscholastic Sports	364,524	114,494	44,075	47,684		38,892		15,180	624,848
1013	Early Literacy	534,083	167,750	8,000		7,200	23,662			740,695
1014	Mathematics	1,108,097	348,043			2,800	45,600	1,000		1,505,541
1015	Music	726,930	228,322		9,200	4,800	26,849	6,000		1,002,102
1116	Physical Education - Health	858,271	269,575				17,158			1,145,004
1118	Science	1,311,625	411,969		900		69,625			1,794,119
1119	Social Studies	1,071,551	336,565				7,700			1,415,816
1121	Student Activities	62,212	19,540			26,000	4,500		4,000	116,252
1234	Special Education	4,230,837	1,328,867	83,000	500	883,000	41,350	6,000	1,000	6,574,555
1300	Adult/Continuing Education	76,156	23,920			3,750	1,648			105,474
2100	Pupil Services	479,116	150,486							629,601
2120	Guidance	613,727	192,766			8,099	16,879			831,471
2130	Health Services	379,196	119,102	4,000	500	450	5,000			508,249
2210	Professional Development		-						1,000	1,000
2220	Instructional Technology	1,104,414	346,886	104,988	67,353	8,500	88,009	1,200	1,000	1,722,350
2300	Central Administration	755,683	237,353			36,900	40,000		25,000	1,094,936
2301	General Support	210,993	66,271	50,000		20,200	25,000			372,464
2310	Board of Education		-	50,000		1,000	11,000		20,000	82,000
2400	Building Administration	2,270,766	713,227	35,200	8,250	7,450	36,915	2,000	6,750	3,080,558
2600	Plant Maintenance	452,784	142,215		260,350	5,000	93,500			953,850
2601	Plant Operation	1,343,330	421,928	16,350	151,400	6,400	828,390		3,500	2,771,298
2602	Insurance		-			196,797				196,797
2700	Transportation		-			1,899,132	126,200			2,025,332
GRAND TOTAL		26,655,174	8,372,146	648,365	600,437	3,182,988	1,742,957	21,300	85,430	41,308,797



Comparison of Actual Expenditure vs Adopted Budgets

Comparison of 2020-2021 Actual Expenditures, Adopted Budget 2021-2022, and Adopted Budget 2022-2023				
Object	Description	2020-2021 Expended	Adopted Budget 2021- 2022	Adopted Budget 2022-2023
1110	CERTIFIED ADMINISTRATOR	\$ 2,209,603	\$ 2,020,668	\$ 2,116,664
1111	CERTIFIED TEACHERS	15,443,596	16,240,131	16,662,248
1112	CERT SUBSTITUTE TEACHER	398,898	424,706	518,706
1113	CERT ADVISORS	266,648	401,558	401,500
1114	CHAPERONES & ADVISORS	17,901	20,859	21,981
1115	CERT HOME BOUND TUTORS	86,182	11,220	11,220
1120	CUST & MAINT	1,291,802	1,289,505	1,361,121
1121	CUST & MAINT PT	80,349	152,813	159,242
1122	SECRETARIAL	1,347,706	1,319,439	1,346,253
1124	PARAPROFESSIONAL	1,291,492	1,050,817	1,142,864
1126	NURSES	265,626	340,908	385,674
1127	MONITORS	129,220	99,794	118,788
1128	SCHOOL TUTORS	276,154	780,189	761,756
1199	OTHER NON-BARGAINING	1,471,026	1,722,188	1,647,157
1200	CLASSIFIED SUBSTITUTE	0	0	0
1300	CLASSIFIED OVERTIME	0	0	0
Total 1000 SALARY		24,576,204	25,874,795	26,655,174
2101	EMPLOYEE BENE-HEALTH INS.	5,770,321	5,814,420	6,279,574
2105	EMPLOYEE BENE-ADM DIS I	0	0	0
2106	EMPLOYEE BENE-LIFE-TEAC	57,688	62,400	64,896
2107	EMPLOYEE BENE-LIFE-OTHE	0	0	0
2201	EMPLOYEE BENE-SOC SEC	785,063	838,291	813,489
2301	EMPLOYEE BENE-RETIREMEN	192,125	230,000	230,000
2302	EMPLOYEE BENE-PENSION	612,383	622,355	663,239
2401	PROF DEV-TUITION REIMB	0	8,000	8,000
2501	EMPLOYEE BENE-UNEMP COM	61,828	10,000	10,000
2601	EMPLOYEE BENE-WORK COMP	263,254	291,296	302,948
Total 2000 EMPLOYEE BENEFITS		7,742,661	7,876,762	8,372,146
3201	INST PROGRAM SERVICES	173,304	109,989	114,988
3202	CURRICULUM IMPROVEMENT	0	0	0
3301	PROF OPERATING SERVICES	126,521	123,500	145,000
3401	TECHNICAL SERVICES	367,003	375,019	388,377
3402	TECHNICAL SERVICES	0	0	0
Total 3000 PURCHASED SERVICES		666,828	608,508	648,365
4111	WATER SERVICES	46,400	32,400	40,000
4112	SEWER SERVICES	20,809	21,800	21,800
4211	REFUSE COLLECTION	66,500	66,500	66,500
4301	REPAIRS - BUILDINGS	47,403	60,100	60,100
4302	REPAIRS - EQUIPMENT	132,511	133,965	128,550
4304	REPAIRS - PLUMBING	17,689	29,050	29,050
4305	REPAIRS - ELECTRICAL	9,086	18,850	18,850
4309	REPAIRS - TIME & SECURITY	24,464	27,550	27,550
4311	REPAIRS - HEAT & VENTILATING	69,499	67,950	67,950
4421	RENTAL	71,022	70,303	69,203
4500	CONSTRUCTION SERVICES	0	0	0
4901	OTHER SERVICES	71,693	72,846	70,884
Total 4000 PROPERTY SERVICES		577,076	601,314	600,437
5101	TRANSPORTATION - STUDENTS	815,032	995,968	1,020,867



<u>Object</u>	<u>Description</u>	<u>2020-2021 Expended</u>	<u>Adopted Budget 2021- 2022</u>	<u>Adopted Budget 2022-2023</u>
5102	TRANSPORTATION - FIELD TRIPS	7,731	31,529	31,632
5103	TRANSPORTATION - ATHLETICS	83,280	84,904	86,310
5107	TRANSPORTATION - STV	0	0	0
5108	TRANSPORTATION SPED IN TOWN	0	0	0
5109	TRANSPORTATION SPED IN STATE	564,051	748,666	767,382
5212	INSURANCE - LIABILITY	142,430	151,566	157,629
5214	INSURANCE - SPORTS	30,130	39,545	39,168
5301	TELEPHONE	14,952	11,900	13,900
5302	POSTAGE	7,900	19,100	19,100
5402	ADVERTISING	0	0	0
5501	PRINTING & BINDING	16,135	31,975	29,653
5601	TUITION	40,658	50,000	65,000
5602	TUITION - SPED IN STATE	1,208,194	830,000	880,000
5650	TUITION - SPED OUT OF STATE	0	0	0
5801	CONFERENCE & TRAVEL	18,156	26,835	29,147
5802	TRAVEL - SPECIALISTS	1,378	1,200	1,200
5901	OTHER PURCHASED SERVICES	36,565	38,200	42,000
	Total 5000 OTHER PURCHASED SE	2,986,593	3,061,388	3,182,988
6103	SUPPLIES - MAINTENANCE	71,639	82,400	90,000
6104	SUPPLIES - CUSTODIAL	63,959	63,000	63,000
6109	SUPPLIES - CENTRAL	8,241	12,100	12,100
6110	SUPPLIES - DUPLICATION	15,008	30,000	25,000
6111	SUPPLIES - INSTRUCTIONAL	303,467	355,364	353,049
6112	SUPPLIES - NON INSTRUCTIONAL	138,344	162,365	161,707
6113	SUPPLIES - TESTING	11,498	14,728	14,725
6114	SOFTWARE INSTRUCTIONAL	19,841	29,800	27,800
6115	SOFTWARE NON-INSTRUCTIONAL	13,578	16,000	16,000
6211	ENERGY - GAS	228,683	200,000	224,000
6221	ENERGY - ELECTRICAL	558,084	500,000	539,390
6241	ENERGY - FUEL OIL	0	0	2,000
6261	GASOLINE & DIESEL	104,858	123,000	129,700
6401	TEXTBOOKS	29,348	50,900	49,756
6402	WORKBOOKS	2,000	500	500
6431	LIBRARY BOOKS	32,043	32,525	32,530
6432	PERIODICALS	1,878	6,250	1,700
	Total 6000 SUPPLIES	1,602,468	1,678,932	1,742,957
7301	EQUIPMENT - NEW	140,701	18,684	10,100
7302	EQUIPMENT - REPLACEMENT	15,939	19,000	11,200
	Total 7000 PROPERTY	156,640	37,684	21,300
8101	DUES & FEES	48,880	87,589	85,430
	Total 8000 DUES & FEES	48,880	87,589	85,430
	TOTAL BUDGET	\$ 38,357,351	\$ 39,826,972	\$ 41,308,797
			Dollar increase:	1,481,825
			% increase:	3.72%



SPECIAL FUNDS



Special Revenue Funds

Description

This portion of the FY 2022-23 budget reflects revenues and expenditures sources authorized by the legislative body to be used for a specific purpose. The funds included in this section are:

1100 Town Capital Reserve Fund

1200 BOE Capital Reserve Fund

1600 Recreation Fund

6200 Robertson Airport Fund

7100 Sewer Operating Fund

8100 Library Fund

8300 Senior Center 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 2021	Appropriated FY 2022	Estimated FY 2022	Adopted FY 2023
1100 Town Capital Reserve Fund				
Prior FY Fund Balance	\$ 304,301	\$ 435,632	\$ 435,632	\$ 5,632
Revenues	1,305,758	1,359,500	729,500	1,788,600
Expenditures	(1,099,700)	(1,359,500)	(1,159,500)	(1,778,600)
Fund Balance	435,632	435,632	5,632	15,632
1200 BOE Capital Reserve Fund				
Prior FY Fund Balance	235,764	162,692	162,692	162,692
Revenues	375,572	397,500	397,500	359,250
Expenditures	(448,644)	(397,500)	(397,500)	(359,250)
Fund Balance	162,692	162,692	162,692	162,692
1600 Recreation Fund				
Prior FY Fund Balance	87,243	180,052	180,052	180,119
Revenues	189,836	232,900	215,241	194,200
Expenditures	(97,027)	(252,755)	(214,174)	(270,020)
Fund Balance	180,052	160,197	180,119	104,299
6200 Robertson Airport Fund				
Prior FY Fund Balance	440,490	404,582	404,582	207,320
Revenues	2,804,720	120,000	502,637	270,000
Expenditures	(2,950,628)	(90,305)	(699,899)	(86,050)
Fund Balance	404,582	434,277	207,320	391,270
7100 Sewer Operating Fund				
Prior FY Fund Balance	4,382,744	4,217,602	4,217,602	3,692,339
Revenues	3,260,682	3,952,780	3,962,848	4,123,500
Expenditures	(3,425,824)	(4,845,281)	(4,488,111)	(4,245,107)
Fund Balance	\$ 4,217,602	\$ 3,325,101	\$ 3,692,339	\$ 3,570,732
8100 Library Fund				
Prior FY Fund Balance	\$ 814,764	\$ 954,091	\$ 954,091	\$ 937,847
Revenues	855,774	744,730	695,027	763,461
Expenditures	(716,447)	(744,730)	(711,271)	(763,461)
Fund Balance	954,091	954,091	937,847	937,847
8300 Senior Citizen Trans. Fund				
Prior FY Fund Balance	65,819	88,683	92,626	98,129
Revenues	60,679	62,983	64,543	63,543
Expenditures	(37,815)	(59,040)	(59,040)	(66,901)
Fund Balance *	\$ 88,683	\$ 92,626	\$ 98,129	\$ 94,771

*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 in the following pages.



1100 - Town Capital Reserve Fund

Each year, the Town appropriates money to fund the operations of several funds outside of the General Fund including the Capital Reserve Fund of the Town Government and Board of Education.

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

Projects & Major Equipment Town Government Requests	Department Request	Town Council Approved
1. Finance Departments		
Assessor Revaluation – aggregate	\$ 60,000	\$ 60,000
2. Data Processing Department		
Upgrades & Equipment - aggregate	35,000	35,000
3. Police Department		
Computer Aided Dispatch & Records – aggregate	16,000	16,000
Patrol Cruisers Ford Interceptors – 2 – aggregate	103,500	69,000
Patrol Cruiser Outfitting – 2 – aggregate	45,000	30,000
Cruiser Watchguard system & Contract	25,000	25,000
Defibrillators – aggregate	6,600	6,600
Police Equipment – Police & SWAT vests	9,000	9,000
Dispatch Communication Equipment (lease) – aggregate	174,000	174,000
Computer Equipment - aggregate	42,000	42,000
Police Body Cameras & Cloud Storage	36,000	36,000
Administrative/Detective Vehicle	40,000	40,000
Colt AR-15	9,000	9,000
4. Fire Department		
Security Upgrades	30,000	30,000
5. Roadways Department		
Pickup Truck	30,000	-
6. Buildings & Grounds Department		
4WD Utility Body with Plow	45,000	-
4WD Dump Truck with Plow	45,000	45,000
Fire Department AC Unit Replacement	45,000	45,000
Boiler Replacements - aggregate	35,000	35,000
7. Technical Services Department		
Building Official Vehicle	27,000	27,000
Downtown Decorative Sidewalk Reglazing & Sealing	25,000	25,000
Sanitary Sewer – Honor Heights	560,000	560,000
Tomlinson Avenue Bridge	380,000	380,000
Minor Bridge Repairs – aggregate	35,000	35,000
Fire Marshal Vehicle	40,000	40,000



Projects & Major Equipment	Department Request	Town Council Approved
Town Government Requests <i>(Continued)</i>		
8. Human Services – Senior Center Department		
Dial-A-Ride Vehicle Match – aggregate	\$ 5,000	\$ 5,000
Total Gross Town Government Requests	1,903,100	1,778,600
Less: Use of Debt Management Funds	-	(600,000)
Less: Estimated Use of LoCIP Grant	-	(560,000)
Less: Estimated Use of Town Aid Road Grant	-	(415,000)
Less: Use of Unassigned Fund Balance	-	(195,750)
Total Net Town Government Capital Requests	\$ 1,903,100	\$ 7,850

Program Commentary

The department requests for the Capital budget totaled \$1,903,100; the Town Manager and Town Council reduced that request by \$124,500 and further reduced that by using \$600,000 of Debt Management Funds, \$560,000 of LoCIP Grant Funds, \$415,000 of Town Aid Road Grant Funds and \$195,750 of unassigned fund balance to arrive at the General Fund budget contribution towards Capital improvements of \$7,850.

Expenditure & Revenue Summary

Town of Plainville, Connecticut Adopted Town Capital Fund Expenditure Budget Detail - Fiscal Year 2022 - 2023 As of April 26, 2022

		2020 - 2021		2021 - 2022		2022 - 2023			
		Actual	Budgeted	Spent To	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)
		Expended		Date					\$ %
1100-840	Town Capital Fund								
Capital Outlay									
54670	CNR	\$1,174,427	\$1,359,500	\$1,154,907	\$1,159,500	\$1,903,100	\$1,903,100	\$1,778,600	\$ 419,100 30.83%
Total Capital Outlay		1,174,427	1,359,500	1,154,907	1,159,500	1,903,100	1,903,100	1,778,600	419,100 30.83%
1100-840	Total Town Capital Fund	\$1,174,427	\$1,359,500	\$1,154,907	\$1,159,500	\$1,903,100	\$1,903,100	\$1,778,600	\$ 419,100 30.83%

Town of Plainville, Connecticut Adopted Town Capital Fund Revenue Budget Detail - Fiscal Year 2022 - 2023 As of April 26, 2022

		2020 - 2021		2021 - 2022		2022 - 2023			
		Actual	Budgeted	Received	Estimated	Estimated Budget	Increase/(Decrease)		
Town Capital Fund Revenue		Received		Date			\$	%	
Licenses & Permits									
42140	Town Clerk CIP fees	\$ 12,727	\$ 10,000	\$ 7,418	\$ 10,000	\$ 10,000	\$ -	0.00%	
Total Licenses & Permits		12,727	10,000	7,418	10,000	10,000	-	0.00%	
Intergovernmental Revenue									
45540	State of CT	62,000	630,000	-	-	560,000	(70,000)	-11.11%	
Total Intergovernmental Revenue		62,000	630,000	-	-	560,000	(70,000)	-11.11%	
Sundry & Interfund Transfers In									
49101	Interfund transfer in - General Fund	7,600	7,850	5,888	7,850	7,850	-	0.00%	
49102	Interfund transfer in - Fund Balance	1,023,411	471,650	202,500	471,650	195,750	(275,900)	-58.50%	
49104	Interfund transfer in - Debt Management	200,000	-	-	-	600,000	600,000	100.00%	
49115	Interfund transfer in - TAR Fund	-	240,000	180,000	240,000	415,000	175,000	72.92%	
Total Sundry & Interfund Transfers In		1,231,011	719,500	388,388	719,500	1,218,600	499,100	69.37%	
Total Town Capital Fund Revenue		\$ 1,305,738	\$ 1,359,500	\$ 395,806	\$ 729,500	\$ 1,788,600	\$ 429,100	31.56%	



1200 - BOE Capital Reserve Fund

Each year, the Town appropriates money to fund the operations of several funds outside of the General Fund including the Capital Reserve Fund of the Town Government and Board of Education.

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

Projects & Major Equipment Board of Education Requests	Department Request	Town Council Approved
1. District Wide		
Security Improvements – aggregate	\$ 52,000	\$ 52,000
2. Technology		
Student Chromebooks	180,000	180,000
Technology Labs	18,750	18,750
Network Upgrades – Erate	20,000	20,000
Technology Staff Laptops	58,500	58,500
Server Replacement	30,000	30,000
Total Gross Board of Education Capital Requests	359,250	359,250
Less: Use of Unassigned Fund Balance	-	(359,250)
Total Net Town Government Capital Requests	\$ 359,250	\$ -

Program Commentary

The department requests for the Capital budget totaled \$359,250; the Town Manager and Town Council reduced that request by using \$359,250 of unassigned fund balance to arrive at the General Fund budget contribution towards BOE Capital improvements of \$-0-.



Expenditure & Revenue Summary

Town of Plainville, Connecticut
Adopted BOE Capital Fund Expenditure Budget Detail - Fiscal Year 2022 - 2023
As of April 26, 2022

		2020 - 2021		2021 - 2022		2022 - 2023				
		Actual	Budgeted	Spent To	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
		Expended		Date					\$	%
1200-840 BOE Capital Fund										
Capital Outlay										
54670	CNR	\$ 448,644	\$ 397,500	\$ 352,661	\$ 397,500	\$ 359,250	\$ 359,250	\$ 359,250	\$ (38,250)	-9.62%
Total Capital Outlay		448,644	397,500	352,661	397,500	359,250	359,250	359,250	(38,250)	-9.62%
1200-840 Total BOE Capital Fund		\$ 448,644	\$ 397,500	\$ 352,661	\$ 397,500	\$ 359,250	\$ 359,250	\$ 359,250	\$ (38,250)	-9.62%

		Town of Plainville, Connecticut							
		Adopted BOE Capital Fund Revenue Budget Detail - Fiscal Year 2022 - 2023							
		As of April 26, 2022							
		2020 - 2021		2021 - 2022		2022 - 2023			
		Actual	Budgeted	Received	Estimated	Estimated	Increase/(Decrease)		
BOE Capital Fund Revenue		Received		Date		Budget	\$	%	
Sundry & Interfund Transfers In									
49102	Interfund transfer in - Fund Balance	\$ -	\$ 397,500	\$ 397,500	\$ 397,500	\$ 359,250	\$ (38,250)	-9.62%	
49105	Interfund transfer in - Town General F	306,250	-	-	-	-	-	0.00%	
49112	Interfund transfer in - BOE General Fu	69,322	-	-	-	-	-	0.00%	
Total Sundry & Interfund Transfers In		375,572	397,500	397,500	397,500	359,250	(38,250)	-9.62%	
Total BOE Capital Fund Revenue		\$ 375,572	\$ 397,500	\$ 397,500	\$ 397,500	\$ 359,250	\$ (38,250)	-9.62%	



515 - Recreation Fund

Some programs provided by the Recreation Department are operated by fees obtained from several specialized programs. As a rule, the philosophy of the Town is to defray all necessary costs through fees in adult programs as a first option, 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 2022

- Attended and stayed informed about the CT Recreation & Parks Association's (CRPA) aquatic issues regarding the State as a whole.
- Continued membership in the National Park & Recreation Association.
- American Red Cross Authorized Provider Aquatic Programs.
- Trained and updated all recreation summer and winter aquatic camp staff in lifeguard training, water safety instruction, and CPR/AED & first aid.

Program Objectives FY 2023

- 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 Plainville Youth 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

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Fee Program Revenue	\$140,725	\$150,000	\$50,000
Trip Revenue (New York, Boston, Skiing)	\$2,928	\$0	\$0
Number of Fee Programs	225 Offered, 173 Conducted	200	50

Personnel	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Full Time Equivalents	2.5	2.5	2.5
Part Time Equivalents	125	50	50

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.



Expenditure & Revenue Summary

Town of Plainville, Connecticut
Adopted Recreation Fund Expenditure Budget Detail - Fiscal Year 2022 - 2023
As of April 26, 2022

		2020 - 2021		2021 - 2022		2022 - 2023				
		Actual	Budgeted	Spent To	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
		Expended		Date					\$	%
1600-515	Recreation Fund									
Personnel										
51110	Full-time salary	\$ 13,442	\$ 14,235	\$ 9,268	\$ 14,174	\$ 14,600	\$ 14,600	\$ 14,600	\$ 365	2.56%
51120	Part-time salary	75,628	203,100	89,831	175,000	220,000	220,000	220,000	16,900	8.32%
51140	Overtime	-	-	-	-	-	-	-	-	0.00%
	Total Personnel	89,070	217,335	99,099	189,174	234,600	234,600	234,600	17,265	7.94%
Supplies										
52330	Operating supplies	5,083	22,030	1,552	15,000	22,030	22,030	22,030	-	0.00%
	Total Supplies	5,083	22,030	1,552	15,000	22,030	22,030	22,030	-	0.00%
Other Services & Charges										
52435	Other contractual	2,873	13,390	1,528	10,000	13,390	13,390	13,390	-	0.00%
	Total Other Serv & Charges	2,873	13,390	1,528	10,000	13,390	13,390	13,390	-	0.00%
1600-515	Total Recreation Fund	\$ 97,026	\$ 252,755	\$ 102,179	\$ 214,174	\$ 270,020	\$ 270,020	\$ 270,020	\$ 17,265	6.83%

Town of Plainville, Connecticut
Adopted Recreation Fund Revenue Budget Detail - Fiscal Year 2022 - 2023
As of April 26, 2022

		2020 - 2021		2021 - 2022		2022 - 2023		
		Actual	Budgeted	Received	Estimated	Estimated Budget	Increase/(Decrease)	
		Received		Date			\$	%
Recreation Fund Revenue								
Use of Money								
44110	Investment income	\$ 195	\$ 200	\$ -	\$ -	\$ -	\$ (200)	-100.00%
	Total Use of Money	195	200	-	-	-	(200)	-100.00%
Program Revenue								
46702	Picnic permits	8,446	7,000	2,405	7,000	7,000	-	0.00%
46705	Summer programs	78,592	70,000	5,830	80,000	80,000	10,000	14.29%
46706	Fall programs	289	17,000	13,470	13,335	17,000	-	0.00%
46707	Winter programs	(360)	13,000	6,135	2,000	6,000	(7,000)	-53.85%
46710	Concessions	-	1,200	-	200	1,200	-	0.00%
46711	Pool ID fees	-	7,000	-	-	-	(7,000)	-100.00%
46712	Pool renewal fees	-	10,000	-	-	-	(10,000)	-100.00%
46713	Pool pass fees	19,616	17,500	14,498	25,000	34,500	17,000	97.14%
46728	Trip fees	-	2,000	2,206	2,206	2,000	-	0.00%
46730	BOE sport camps	558	2,000	-	500	500	(1,500)	-75.00%
46735	Summer concerts	(1,000)	1,500	-	1,500	1,500	-	0.00%
	Total Program Revenue	106,141	148,200	44,544	131,741	149,700	1,500	1.01%
Other Revenues								
48220	Other - donations	-	1,000	-	-	1,000	-	0.00%
	Total Other Revenues	-	1,000	-	-	1,000	-	0.00%
Sundry & Interfund Transfers In								
49101	Interfund transfer in - General Fund	83,500	83,500	62,625	83,500	43,500	(40,000)	-47.90%
	Total Sundry & Interfund Transfers In	83,500	83,500	62,625	83,500	43,500	(40,000)	-47.90%
Total Recreation Fund Revenue		\$ 189,836	\$ 232,900	\$ 107,169	\$ 215,241	\$ 194,200	\$ (38,700)	-16.62%



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 50 part-time recreation staff members who conduct numerous programs offered throughout the year. Increase due to higher minimum wage effective 9/1/2020 and again on 8/1/2021.

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

52330 Operating Supplies: Most of this line item is budgeted for recreation sponsored Athletic Leagues and for Operating the Summer Day Camp Programs.

52435 Other Contractual: The trip expenses to (revenue neutral) and planned concert series.



6200 - Robertson Airport

Established in 1911, Robertson Airport is Connecticut's oldest airfield. The airport services small-engine commercial and private aircrafts. Notably, Governor John H. Trumbull, a Plainville resident and aviation enthusiast, flew from the airport to gubernatorial appointments. The Town purchased the airport for \$7.7 million in December of 2009 from Tomasso Brothers, Inc. The purchase ensured the airport's continued operation amid the closure of similar airfields in Burlington and Madison. Interstate Aviation continues to run the operations of the airport, as they have since 1970.

The Federal Aviation Administration (FAA) requires any profit the town makes from the airport's operations to stay in a special fund that supports the facility, with the exception of a payment in lieu of taxes from the airport fund to the town. The airport has consistently run a surplus under town ownership. Revenue received from the rental of tie downs for plans and gasoline sales above 42,000 gallons is shared between Interstate Aviation and the town.

Program Accomplishments FY 2022

- In 2022 completed reconstruction of the Taxiway with 100% Federal funding (increased from 90% due to COVID-19 Pandemic)
- Updated the Capital Improvement Plan for Connecticut Airports
- Initiated planning for renovations to FBO Office and Hanger 4
- Designed, bid and initiated roof replacement of Hanger 4
- Repainted majority of buildings
- Initiated planning for Precision Approach, and Automated Weather systems
- Started renovation of Administration building

Program Objectives FY 2023

- Install Precision Approach, and Automated Weather System, Segmented Circle, and Wind Cone projects
- Make basic repairs and upgrades to the aprons.
- Develop plans for further expansion of hanger offerings
- Explore opportunities to market for development seven acres of land
- Finish Administration building renovation



Performance Measures

Tie Down Report:

Current Rates: Annual Agreement

Single Engine Push In: \$102.00	Single Engine Drive Thru: \$113.00	Twin Engine Drive Thru: \$123.00
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Current Rates: Month to Month Agreement

Single Engine Push In: \$113.00	Single Engine Drive Thru: \$123.00	Twin Engine Drive Thru: \$133.00
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As of May 2022, the tie-down count was at 32 - 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

No fees paid to Town of Plainville

As of May 31, 2022: 100LL sold = 14,147.10 gallons

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

No fees paid to Town of Plainville

As of May 31, 2022: Jet A sold = 6,046.30 gallons

Expenditure & Revenue Summary

Town of Plainville, Connecticut
Adopted Robertson Airport Fund Expenditure Budget Detail - Fiscal Year 2022 - 2023
As of April 26, 2022

		2020 - 2021		2021 - 2022		2022 - 2023				
		Actual	Budgeted	Spent To	Estimated	Dept Request	Manager Request	Council Approved	Council App Inc/(Dec)	
6200-000 Robertson Airport		Expended		Date					\$	%
Operational Costs										
Personnel										
51120	Part-time salary	\$ 459	\$ 2,600	\$ 332	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ (1,600)	-61.54%
	Total Personnel	459	2,600	332	1,000	1,000	1,000	1,000	(1,600)	-61.54%
Other Services & Charges										
52475	Building maint	9,797	5,150	647	2,500	2,500	2,500	2,500	(2,650)	-51.46%
	Total Other Serv & Charges	9,797	5,150	647	2,500	2,500	2,500	2,500	(2,650)	-51.46%
Insurance										
52497	Risk insurance	3,544	3,650	3,544	3,544	3,650	3,650	3,650	-	0.00%
	Total Insurance	3,544	3,650	3,544	3,544	3,650	3,650	3,650	-	0.00%
Energy & Utility										
53510	Electricity	1,860	2,005	1,085	2,005	2,100	2,100	2,100	95	4.74%
53550	Water & hydrant	1,548	1,900	1,080	1,750	1,800	1,800	1,800	(100)	-5.26%
	Total Energy & Utility	3,408	3,905	2,165	3,755	3,900	3,900	3,900	(5)	-0.13%
Taxes										
54812	PILOT - Taxes	75,000	75,000	75,000	75,000	75,000	75,000	75,000	-	0.00%
	Total Taxes	75,000	75,000	75,000	75,000	75,000	75,000	75,000	-	0.00%
	Subtotal Operational Costs	92,208	90,305	81,688	85,799	86,050	86,050	86,050	(4,255)	-4.71%
Non-Operational Costs										
Capital Outlay										
52435	Outside contractors	3,700	-	-	4,000	-	-	-	-	0.00%
52435-2020	Parallel Taxiway design	4,940	-	-	-	-	-	-	-	0.00%
52435-2020	Parallel Taxiway constructic	2,542,557	-	20,162	-	-	-	-	-	0.00%
52435-2022	PAPI & AWOS design	4,200	-	54,500	209,800	-	-	-	-	0.00%
54620	Roof grant	-	-	300	300	-	-	-	-	0.00%
54640	Capital improvements	303,023	-	200,980	400,000	-	-	-	-	0.00%
	Total Capital Outlay	2,858,420	-	275,942	614,100	-	-	-	-	0.00%
	Subtotal Non-Operational	2,858,420	-	275,942	614,100	-	-	-	-	0.00%
6200-000 Total Robertson Airpt Fund		\$ 2,950,628	\$ 90,305	\$ 357,630	\$ 699,899	\$ 86,050	\$ 86,050	\$ 86,050	\$ (4,255)	-4.71%

Town of Plainville, Connecticut
Adopted Robertson Airport Fund Revenue Budget Detail - Fiscal Year 2022 - 2023
As of April 26, 2022

		2020 - 2021		2021 - 2022		2022 - 2023		
		Actual	Budgeted	Received	Estimated	Estimated Budget	Increase/(Decrease)	
Robertson Airport Fund		Received		Date			\$	%
Fines & Fees								
43155	Brown House rent	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
43185	Airport rent	120,000	120,000	70,000	120,000	120,000	-	0.00%
	Total Fines & Fees	120,002	120,000	70,000	120,000	120,000	-	0.00%
Intergovernmental Revenue								
45540	State of CT grants	(2,871)	-	-	-	-	-	0.00%
45600	Federal grants	2,687,591	-	382,637	382,637	150,000	150,000	100.00%
	Total Intergovernmental Revenue	2,684,720	-	382,637	382,637	150,000	150,000	100.00%
Total Robertson Airport Fund Revenue		\$ 2,804,722	\$ 120,000	\$ 452,637	\$ 502,637	\$ 270,000	\$ 150,000	125.00%



520 - Library

The Library's collection of physical media (e.g. books, magazines, CDs, DVDs) is available for loan at convenient times for the public; hours are Monday-Thursday from 10am - 7pm; Friday & Saturday from 10am - 5pm (50 hours per week). Internet access is available in the building on public desktop computers and Wi-Fi. Regional and statewide inter-library loan agreements provide materials by request that are not available in the Plainville Public Library collection. Reference service is available whenever the library is open. A variety of entertainment, educational, craft, cultural, and reading programs for all ages are offered throughout the year. Digital content (e.g. downloadable e-books, audiobooks, magazines, music, streaming video) and reference/learning databases are available 24/7/365 on the library's website.

Program Accomplishments FY 2022

- Efficiently pivoted service model and workflow to safely oblige the public under limited circumstances during building closure for COVID-19 outbreak. Reference help via phone and email, and curbside pickup of materials, were available to the public every weekday from 10am-2pm while the building was closed. 13,058 physical items were delivered through curbside pickup from March 17-July 24.
- Staff participated in professional development opportunities at least once per week during library building closure. Staff deep cleaned the building and completed all “backburner” projects, including a comprehensive reorganization of the local history collection and expanded artifacts display.
- Created a new Summer Library Adventures program for youth that promoted summer reading with many fun, interactive and entertaining programs & activities. Program was adapted to deliver virtual programs and provide curbside pickup of activity kits.
- In cooperation with town governance and other town departments, library director and staff created and executed a comprehensive plan for reopening the library building and reconfiguring services to safely meet public needs. To date, no known cases of COVID-19 transmission have occurred from use of the library.

Program Objectives FY 2023

- Continue to deliver among the safest yet most accessible and expansive public library services in the state of CT during the COVID-19 crisis. Currently, only 63 percent of Connecticut public library buildings are open to the public; of those, many have service available only by appointment for a limit of 30 minutes per day. Our building size and safety measures allow us to maximize our offerings under pandemic circumstances.
- Improve website functionality to better showcase online offerings available 24/7/365.
- Launch a materials-delivery service to homebound patrons.
- Update and expand library policies.

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Materials Borrowed (physical & digital)	113,342	114,000	115,000
Reference Questions	7,078	6,900	8,100
New Library Cardholders Added	460	132	320
Number of Programs	316	250	370
Program Attendees	5,966	4,137	6,000
Meeting Room Uses	0	0	35
Gate Count	37,008	39,238	70,000
Database Usage	4,110	4,810	5,200
In-House Computer Sessions	5,698	5,891	6,000

Personnel	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Full Time	7	7	7
Part Time	13	13	13



Expenditure & Revenue Summary

Town of Plainville, Connecticut
Adopted Library Fund Expenditure Budget Detail - Fiscal Year 2022 - 2023
As of April 26, 2022

		2020 - 2021		2021 - 2022		2022 - 2023				
		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	\$ 375,604	\$ 390,030	\$ 242,757	\$ 366,242	\$ 401,230	\$ 401,230	\$ 401,230	\$ 11,200	2.87%
51120	Part-time salary	93,078	128,596	79,540	118,488	131,920	131,920	131,920	3,324	2.58%
51140	Overtime	2,689	3,140	1,602	2,840	2,840	2,840	2,840	(300)	-9.55%
	Total Personnel	471,371	521,766	323,899	487,570	535,990	535,990	535,990	14,224	2.73%
Supplies										
52330	Operating supplies	13,587	15,770	12,412	15,770	16,322	16,322	16,322	552	3.50%
52360	Books	70,858	60,474	47,573	58,000	60,474	60,474	60,474	-	0.00%
52361	Periodicals/subscriptions	6,284	6,300	5,729	6,100	6,100	6,100	6,100	(200)	-3.17%
52362	Non-print media	22,990	34,090	30,285	30,226	32,990	32,990	32,990	(1,100)	-3.23%
52363	Gifts to Library	1,942	2,000	2,719	2,000	2,000	2,000	2,000	-	0.00%
	Total Supplies	115,661	118,634	98,718	112,096	117,886	117,886	117,886	(748)	-0.63%
Other Services & Charges										
52401	Professional development	876	1,600	445	1,600	1,600	1,600	1,600	-	0.00%
52405	Mileage	-	500	-	500	500	250	250	(250)	-50.00%
52435	Other contractual	49,418	46,455	45,407	46,455	42,080	42,080	42,080	(4,375)	-9.42%
52475	Bldg & grounds repair	4,245	3,100	2,502	3,100	3,100	3,100	3,100	-	0.00%
	Total Other Serv & Charges	54,539	51,655	48,354	51,655	47,280	47,030	47,030	(4,625)	-8.95%
Energy & Utility										
53510	Electricity	35,887	30,000	25,217	40,000	30,000	40,000	40,000	10,000	33.33%
53520	Natural gas	15,461	15,300	9,736	15,300	17,700	17,700	17,700	2,400	15.69%
53550	Water & hydrant	4,063	6,000	2,466	3,900	4,030	4,030	4,030	(1,970)	-32.83%
53560	Telephone	884	1,300	492	750	750	750	750	(550)	-42.31%
	Total Energy & Utility	56,295	52,600	37,911	59,950	52,480	62,480	62,480	9,880	18.78%
Sundry										
54723	Bank fees (endowments)	7,929	-	6,765	-	-	-	-	-	0.00%
54724	Endowment disbursements	10,651	-	16,541	-	-	-	-	-	0.00%
54819	Lost books/refunds	-	75	-	-	75	75	75	-	0.00%
	Total Sundry	18,580	75	23,306	-	75	75	75	-	0.00%
8100-520	Total Library Fund	\$ 716,446	\$ 744,730	\$ 532,188	\$ 711,271	\$ 753,711	\$ 763,461	\$ 763,461	\$ 18,731	2.52%



Town of Plainville, Connecticut
Adopted Library Fund Revenue Budget Detail - Fiscal Year 2022 - 2023
As of April 26, 2022

Library Fund Revenue		2020 - 2021		2021 - 2022		2022 - 2023		
		Actual		Received		Estimated Budget	Increase/(Decrease)	
		Received	Budgeted	Date	Estimated		\$	%
Operational Revenue								
Fines & Fees								
43191	Fines	\$ 5,904	\$ 7,000	\$ 5,294	\$ 7,000	\$ 7,000	\$ -	0.00%
43193	Lost books	284	750	191	350	350	(400)	-53.33%
Total Fines & Fees		6,188	7,750	5,485	7,350	7,350	(400)	-5.16%
Use of Money								
44110	Investment income	263	250	-	-	-	(250)	-100.00%
Total Operational Use of Money		263	250	-	-	-	(250)	-100.00%
Intergovernmental Revenue								
45542	Connecticard grant	1,631	-	5,500	5,500	5,500	5,500	0.00%
Total Intergovernmental Revenue		1,631	-	5,500	5,500	5,500	5,500	0.00%
Other Revenues								
48220	Other - donations	-	1,000	-	-	1,000	-	0.00%
Total Other Revenues		-	1,000	-	-	1,000	-	0.00%
Sundry & Interfund Transfers In								
49102	Use of fund balance	-	41,959	-	-	44,484	2,525	6.02%
49105	Interfund transfer in - Gen Fund	644,951	639,951	479,963	639,951	665,427	25,476	3.98%
Total Sundry & Interfund Transfers In		644,951	681,910	479,963	639,951	709,911	28,001	4.11%
Subtotal Operational Revenue		653,033	690,910	490,948	652,801	723,761	32,851	4.75%
Non-Operational Revenue								
Use of Money								
44188	Legacy Fund interest	1,236	1,200	984	1,200	1,000	(200)	-16.67%
44189	Legacy Fund distributions	971	1,928	244	976	1,000	(928)	-48.13%
44190	Gain/(loss) on investments	158,538	-	1,621	-	-	-	0.00%
44192	B. Wheeler Trust interest	5,226	6,250	4,159	6,250	5,000	(1,250)	-20.00%
44193	B. Wheeler Trust distributions	4,110	8,697	1,074	4,400	4,400	(4,297)	-49.41%
44194	Library Fund distributions	4,826	10,745	1,273	5,000	5,200	(5,545)	-51.61%
44195	Calor Trust interest	13,041	6,000	6,032	7,800	9,000	3,000	50.00%
44196	Calor Trust distributions	8,528	12,000	2,398	9,600	9,600	(2,400)	-20.00%
44197	Library Fund interest	6,265	7,000	5,123	7,000	4,500	(2,500)	-35.71%
Total Non-Operational Use of Money		202,741	53,820	22,908	42,226	39,700	(14,120)	-26.24%
Subtotal Non-Operational Revenue		202,741	53,820	22,908	42,226	39,700	(14,120)	-26.24%
Total Library Fund Revenue		\$ 855,774	\$ 744,730	\$ 513,856	\$ 695,027	\$ 763,461	\$ 18,731	2.52%



Budget Commentary

Please note that virtually all library programs, along with some equipment and furnishings, are generously funded by the Friends of the Plainville Public Library.

51110 Full Time Salary: Library Director, Assistant Director, Head of Youth Services, Reference Assistant, Circulation Supervisor, and two Technical Assistants. After a retirement in January, the Circulation Supervisor position was elevated a pay grade equal to that of the Library Reference Assistant. Since the new Circ Supervisor has already been a union employee for six years in another town department, she starts her library position at Step 4.

51120 Part Time Salary: 13 part-time workers who staff various sections of the Library. AAs of 07/01/2022, their wages increase from \$13/hour to \$14/hour (8%) to meet new state minimum wage requirements. Retirement of three part-time employees necessitated a reorganization that resulted in a surplus of part-time funds in FY22. The funds have been redistributed among part-time staff to more effectively meet service needs. This surplus also allows for correction in the hourly wage currently given part-time professional librarians on staff. The Connecticut Library Association (CLA) recommends a STARTING hourly wage of \$27 for an MLS (a library employee who holds a Master's degree in library studies). Our current part-time MLS employee has been with the Plainville Library for five years and is making only \$21.77 per hour (one more MLS position is currently vacant). The below-CLA-recommended wage we presently offer prohibits us from attracting and retaining well-qualified MLS professionals that best serve our patrons. We can address this pay discrepancy and still present a nearly flat budget request.

51140 Overtime: Hourly rate for FT NAGE at time and a half.

52330 Operating Supplies: Postage (e.g., billing notices); program supplies (mostly for Youth Services programs involving a theme and/or craft); loanable items processing supplies (e.g., barcodes, labels, protective book covers); publicity & marketing materials (e.g., flyers, brochures, posters); and facility & office supplies (e.g., paper clips, markers, pens & pencils, staples, paper towels, trash bags, toilet paper). Increase in budget to allow for purchase of brown paper bags used for curbside pickup of items during COVID-19 pandemic. This item is generally not reimbursed as PPE expense.

52360 Books: Self-explanatory.

52361 Periodical Subscriptions: Magazine subscriptions, plus three national daily newspapers (*New York Times*, *USA Today*, *Wall Street Journal*) and two local daily newspapers (*Hartford Courant* and *Bristol Press/New Britain Herald*).

52362 Non-print Media: DVDs, CDs, and audiobooks on CD; as well as downloadable and streaming media items from Overdrive and Hoopla.

52363 Gifts: Items purchased with money from donations and is balanced by that revenue.

52401 Professional Development: Employee participation in professional development/continuing education opportunities; as well as attendance at the CT Library Association's Annual Conference.

52405 Mileage: Employee travel costs to/from local, state, or regional workshops, seminars, roundtables, meetings, and events; and delivery of items and programming to off-site locations (e.g., schools, daycare sites).

52435 Other Contractual Services: Membership in Library Connection Inc. (LCI), which oversees consortium governance; manages consortium-wide catalog and accompanying software applications; and manages item deliveries among consortium libraries. Also includes contracts with Internet service provider (ISP); website hosting; online program calendar & registration; statewide library catalog access and maintenance; public computer management software; printer/copier maintenance, supplies and repair; research and e-learning databases.

52475 Buildings and Grounds Maintenance: Elevator maintenance; building alarm; and any miscellaneous repairs not covered by Public Works and/or the Library's cleaning service. Library upholstered furniture has been worn out, to be replaced by leather furniture paid for out of Library Furnishings Fund; hence, upholstery cleaning funds are no longer required.

53510 Electricity: Self-explanatory.

53520 Natural Gas: Heating costs.

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

53560 Telephone: Self-explanatory.

54819 Book Refund: Money refunds to patrons who paid for lost materials that were later found and returned.



340 - Water Pollution Control Facility

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 2022

- Finished with our Phosphorus Upgrade.
- Continued with preventative maintenance system, utilizing the WPC camera system to specifically identify collection system problems.
- WPC oversaw and inspected sixteen (16) new connections, up from fourteen (14) last year, and four (4) disconnections, up from two (2) last year.
- WPC oversaw and conducted 16 camera jobs, down from 37 last year
- WPC treated 4,000 feet of sanitary sewer for root control. This is down from 4,273 feet last year.
- Repaired five (5) broken/clogged lateral pipes, down from twenty-three (23) last year. Of the five (5), one (1) was the responsibility of the Town to repair. The other four (4) were repaired by the homeowner and inspected by the Town for proper installation.
- Raised the frames and covers on 20 manholes which had fallen below grade. Since 2008 we have done this to 179 manhole covers.
- Continued program of cross training all employees in the operation and maintenance of our facility. This has proven to be an asset for the Town during scheduled and unscheduled time off employees.
- Received and treated approximately 47 loads of septage from Plainville residents without access to sewers.
- Continued regular testing of water quality in Paderewski Pond.
- Updated aging SCADA control software used at the facility.
- Awarded bid to have four (4) pump stations to be equipped with the necessary components to connect the Town's fiber network once it is installed.
- Upgraded Surveillance equipment at the facility.

Program Objectives FY 2023

- Continue updating the computerized maintenance program as new equipment arrives at the facility.
- Continue to maintain a comprehensive spare parts inventory to ensure we only purchase what we need in the future.
- Continue reducing total nitrogen discharge to the Pequabuck River and keep Plainville to the point where it no longer needs to buy nitrogen credits but will continue to sell them.
- Encourage and assist staff in achieving higher licenses allowing advancement within the Town and in the field of wastewater treatment.
- Continue identifying key components with long lead times and arrange to have spares on the shelf and available should the need arise.
- Reduce overtime costs by focusing on preventative maintenance as opposed to reactive maintenance.
- Continue and expand the Collection System Preventative Maintenance program.
- Continue our relationship with our industrial users and go over their discharge permits to make sure they understand what is expected of them as well as inspect the systems they currently have in place.
- Begin to look at electronic systems for records filing.
- Working on making four (4) pump stations fiber ready.
- Begin design and engineering phase for the Shuttlemeadow pump station replacement.

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Electricity	\$296,178	\$210,000	\$310,000
Sludge Transport & Disposal	\$160,000	\$180,000	\$200,000
Denitrification Credits	\$5,000	\$5,000	\$5,000

Personnel	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Full Time	7	7	8
Part Time	1	1	1

Qualitative

The WPCF is designed to handle 3.8 MGD of wastewater. WPCF takes in wastewater from Plainville, a section of Farmington and several homes (Red Stone Hill area) of Bristol. Total nitrogen credits are calculated from January - December.



Expenditure & Revenue Summary

Town of Plainville, Connecticut
Adopted WPCF Fund Expenditure Budget Detail - Fiscal Year 2022 - 2023
As of April 26, 2022

		2020 - 2021		2021 - 2022		2022 - 2023				
		Actual		Spent To		Dept	Manager	Council	Council App Inc/(Dec)	
7100-340	Water Pollution Control	Expended	Budgeted	Date	Estimated	Request	Request	Approved	\$	%
Operational Costs										
Personnel										
51110	Full-time salary	\$ 578,143	\$ 650,822	\$ 381,044	\$ 585,000	\$ 591,600	\$ 591,600	\$ 591,600	\$ (59,222)	-9.10%
51120	Part-time salary	14,292	7,200	3,407	7,560	9,632	8,000	8,000	800	11.11%
51140	Overtime - regular	43,615	44,489	29,794	44,489	45,601	45,601	45,601	1,112	2.50%
51140-2012	Overtime - snow	2,643	3,650	1,341	2,000	3,750	3,650	3,650	-	0.00%
Total Personnel		638,693	706,161	415,586	639,049	650,583	648,851	648,851	(57,310)	-8.12%
Supplies										
52330	Operating supplies	207,648	335,650	221,341	335,650	335,650	335,650	335,650	-	0.00%
52340	Repair & maintenance	24,933	38,000	25,476	38,000	38,000	34,000	34,000	(4,000)	-10.53%
Total Supplies		232,581	373,650	246,817	373,650	373,650	369,650	369,650	(4,000)	-1.07%
Other Services & Charges										
52401	Professional development	3,688	3,000	1,269	3,000	3,000	6,000	6,000	3,000	100.00%
52430	Recruitment & training	3,211	3,000	121	3,000	3,000	-	-	(3,000)	-100.00%
52435	Other contractual	352,347	403,832	330,997	403,832	403,832	403,832	403,832	-	0.00%
52435-2012	Outside contract - storm dar	15,070	-	-	-	-	-	-	-	0.00%
52480	Equip repair & maint	20,076	17,500	19,580	20,000	17,500	17,500	17,500	-	0.00%
Total Other Serv & Charges		394,392	427,332	351,967	429,832	427,332	427,332	427,332	-	0.00%
Insurance										
52491	General liability	18,876	19,631	20,596	20,596	21,420	21,420	21,420	1,789	9.11%
52498	Workers' compensation	32,940	33,928	32,938	32,938	33,928	33,928	33,928	-	0.00%
Total Insurance		51,816	53,559	53,534	53,534	55,348	55,348	55,348	1,789	3.34%
Energy & Utility										
53510	Electricity	296,178	310,000	178,472	310,000	310,000	310,000	310,000	-	0.00%
53520	Natural gas	4,214	5,200	1,897	4,000	4,000	4,000	4,000	(1,200)	-23.08%
53530	Heating oil	42,209	22,894	19,182	22,894	23,850	23,850	23,850	956	4.18%
53540	Gasoline	4,331	3,145	1,495	4,000	5,115	5,115	5,115	1,970	62.64%
53545	Diesel	8,257	3,400	571	3,400	4,500	4,500	4,500	1,100	32.35%
53550	Water & hydrant	4,313	4,500	1,509	4,500	4,500	4,500	4,500	-	0.00%
53560	Telephone	4,142	5,300	2,476	5,300	5,300	5,300	5,300	-	0.00%
Total Energy & Utility		363,644	354,439	205,602	354,094	357,265	357,265	357,265	2,826	0.80%
Subtotal Operational Costs		1,681,126	1,915,141	1,273,506	1,850,159	1,864,178	1,858,446	1,858,446	(56,695)	-2.96%
Non-Operational Costs										
Capital Outlay										
54630	Improvements	202,123	247,010	247,010	247,010	250,000	180,000	180,000	(67,010)	-27.13%
Total Capital Outlay		202,123	247,010	247,010	247,010	250,000	180,000	180,000	(67,010)	-27.13%
Debt Service										
54711	Principal	995,623	1,969,783	1,584,419	1,694,268	1,393,970	1,393,970	1,393,970	(575,813)	-29.23%
54712	Interest	196,783	355,122	288,917	338,449	443,719	443,719	443,719	88,597	24.95%
Total Debt Service		1,192,406	2,324,905	1,873,336	2,032,717	1,837,689	1,837,689	1,837,689	(487,216)	-20.96%
Interfund Transfers										
55512	Xfer out - other funds	350,168	358,225	268,669	358,225	368,972	368,972	368,972	10,747	3.00%
Total Interfund Transfers		350,168	358,225	268,669	358,225	368,972	368,972	368,972	10,747	3.00%
Subtotal Non-Operational		1,744,697	2,930,140	2,389,015	2,637,952	2,456,661	2,386,661	2,386,661	(543,479)	-18.55%
7100-340 Total WPCF Fund		\$ 3,425,823	\$ 4,845,281	\$ 3,662,521	\$ 4,488,111	\$ 4,320,839	\$ 4,245,107	\$ 4,245,107	\$ (600,174)	-12.39%



Town of Plainville, Connecticut
 Adopted WPCF Fund Revenue Budget Detail - Fiscal Year 2022 - 2023
 As of April 26, 2022

WPCF Fund Revenue		2020 - 2021		2021 - 2022		2022 - 2023		
		Actual Received	Budgeted	Received Date	Estimated	Estimated Budget	Increase/(Decrease)	
							\$	%
Fines & Fees								
41060	Liens/Misc.	\$ 14,907	\$ 13,500	\$ 10,139	\$ 13,500	\$ 13,500	\$ -	0.00%
	Total Fines & Fees	14,907	13,500	10,139	13,500	13,500	-	0.00%
Use of Money								
44110	Investment income	(78)	25,000	16,646	25,000	10,000	(15,000)	-60.00%
44190	Gain/(loss) on investments	-	-	(51,510)	-	-	-	0.00%
44191	Interest - other	130,617	135,000	107,421	145,000	145,000	10,000	7.41%
	Total Use of Money	130,539	160,000	72,557	170,000	155,000	(5,000)	-3.13%
Intergovernmental Revenue								
45540	State of CT grants	16,432	-	348	348	-	-	0.00%
	Total Intergovernmental Revenue	16,432	-	348	348	-	-	0.00%
Program Revenue								
46651	Sewer fees - residential	3,675,679	3,672,000	3,632,873	3,672,000	3,745,000	73,000	1.99%
46652	Sewer fees - commercial	77,407	65,280	41,815	80,000	80,000	14,720	22.55%
46690	Connection fees	18,000	12,000	3,000	12,000	100,000	88,000	733.33%
	Total Program Revenue	3,771,086	3,749,280	3,677,688	3,764,000	3,925,000	175,720	4.69%
Other Revenues								
48299	Other - miscellaneous	30,199	30,000	2,656	15,000	30,000	-	0.00%
	Total Other Revenues	30,199	30,000	2,656	15,000	30,000	-	0.00%
Total WPCF Fund Revenue		\$3,963,163	\$3,952,780	\$3,763,388	\$3,962,848	\$4,123,500	\$ 170,720	4.32%



Budget Commentary

51110 Full-Time Salary: The Water Pollution Control consists of one Class IV Superintendent, two Operator III's, two Operator II's, one Operator I, and one Operator in Training. We also have one Office Assistant in the Revenue Collector's Office. There is also money budgeted for step increases, should exams be passed. 25% of the full-time salary for the Director of Technical Services is charged to this Department. 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: Includes funds for gasoline, propane gas, and fuel for turbine generators.

53545 Diesel: Includes funds for diesel fuel purchases.

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; pump station fiber equipment.

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.



425 - Senior Center Transportation

The Senior Center serves as a community focal point on aging to provide access to community resources, as well as to services and activities that maintain independence and wellness. The Center is a clearinghouse for all social service programs designed for persons 60 years of age and older. Services and programs include social work, entitlement, counseling and assistance, homebound services, information and referral, outreach, nutritious meals, transportation, education, insurance assistance, caregivers and family support, nursing services, physical and mental health programs, wellness initiatives, classes, volunteerism, recreation, fitness center and more.

A wheelchair lift-equipped bus provides curb to curb Dial-A-Ride services for residents 60 and over to medical appointments, Social Security, entitlement appointments, banks, shopping, library, senior center, etc., as well as other individual services as time allows. Service is available five days per week. Medical and social service appointments to Plainville, New Britain, Bristol, Southington, Farmington, and the VA are provided. All other transportation is limited to Plainville. 53.6% of Senior Center transportation is funded by the Town of Plainville. The remaining 46.4% is funded through Fund 8300, and consists of donations, fund raising, ridership donations, fund balance, grants and interest.

Program Accomplishments FY 2022

Grant/Fundraising Measures

- Applied for and received (for the 16th year) a grant from the State of Connecticut Department of Transportation for \$18,381 to provide rides for elderly and disabled individuals under the age of 60. Grant funds also provide field trips for isolated senior members, the social day program participants and members of the Plainville Senior Center and help to fund increased transportation for Dial-a-Ride to meet needs.

Collaboration/Partnerships

- Promote alternative transportation services including ADA Paratransit Services, Senior Transportation Services (STS) and Encompass Transportation. These programs provide critical medical rides to destinations beyond the Senior Center Dial-a Ride radius and has more extensive hours; for example, Encompass Transportation is provided 24/7. Encompass is a discounted taxi service and is not restricted to medical rides only. Passengers can use the service for any destination. The Senior Center Social Worker assists individuals with applying for these services and evaluating need for scholarships and/or reduced fares (paid for through Senior Center grants, fundraising and donations)
- Senior Center staff continued to collaborate and partner with Senior Transportation Services (STS) to promote and recruit volunteers and riders for their medical transportation program. STS volunteers provided transportation for medical rides to individuals age 55 and older. This program complements the Senior Center Dial-a-Ride service by offering early hours (6:00 a.m.) and greater distances (20-mile radius from Plainville Senior Center). STS charges a fee for yearly registration and for rides. The one-on-one transportation service provides individualized "concierge service" allowing Senior Transportation Service volunteers to escort the passenger to their medical appointment and stay with them until they are ready to go home. This is especially helpful for people with low vision/blindness, dementia, disabled persons needing assistance navigating into a doctor's office. Additionally, applied for and received a grant from the North Central Area Agency on Aging to subsidize STS registration and ride fees for low income clients.
- In an effort to provide rides outside of our six (6) town medical rides area and reduce the need to add additional Dial-a-Ride driver hours, the Senior Center purchased ADA paratransit bus tickets that are given to needy Senior Center members (for free or at a reduced cost) who have no other transportation alternatives. Tickets were purchased through grants and donations. This helps provide service to towns not covered by our Dial-a-Ride.



Program Objectives FY 2023

- Collaborate with Plainville Housing Authority to provide free transportation for disabled and elderly residents for field trips. Many of these individuals do not drive nor do they have access to affordable transportation to travel outside of Plainville. These trips are funded by a State of Connecticut Department of Transportation Municipal Grant
- Staff will continue to assist homebound, social service individuals and any resident over 60 in applying for the ADA Paratransit transportation, Senior Transportation Services and Encompass Transportation as resources for those needing transportation. These services have expanded geographical territory, hours and days and provides door-to-door service, including weekends and evenings.
- 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 (Americans with Disabilities Act) Paratransit transportation services for Plainville residents.
- Apply for Department of Transportation Matching Grant Program funding; provide all grant administration and record keeping for grants.
- 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, Senior Transportation Services and Encompass Transportation.

Performance Measures

Quantitative

	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Donations/Fund Raising	\$9,300	\$8,000	\$9,000
Fees	\$1,207	\$1,500	\$1,500
Interest	\$129	\$100	\$100
Operating Transfer In	\$31,662	\$31,662	\$31,662
Fund Balance	\$88,684	\$88,844	\$80,395

Personnel	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Part Time	3	3	3

Qualitative

Please note, although not a part of the 425 Transportation Account, the Senior Center has received a state grant through the Department of Transportation in the amount of \$18,381 to be used to develop transportation services for elderly and disabled individuals. Thus far, grant funding has provided weekday and weekend transportation to shopping for frail and isolated individuals (including elderly and non-elderly disabled), transportation for service providers of the disabled (such as some Camp Trumbull special events), as well as field trips for isolated members, social day program participants, Senior Center members and disabled/elderly residents of the Plainville Housing Authority. The grant also allows us to add Dial-A-Ride service to accommodate an increase in ridership and driver hours.



Expenditure & Revenue Summary

Town of Plainville, Connecticut
Adopted Senior Citizens Transportation Fund Expenditure Budget Detail - Fiscal Year 2022 - 2023
As of April 26, 2022

		2020 - 2021		2021 - 2022		2022 - 2023				
		Actual	Budgeted	Spent To	Estimated	Dept Request	Manager Request	Council Approved	Council App \$	Inc/(Dec) %
8300-425	Sen Citizens Trans									
Personnel										
51120	Part-time salary	\$ 421	\$ 600	\$ 324	\$ 600	\$ 306	\$ 306	\$ 306	\$ (294)	-49.00%
51121	Part-time salary - grants	2,244	6,500	14,245	15,000	18,381	18,381	18,381	11,881	182.78%
	Total Personnel	2,665	7,100	14,569	15,600	18,687	18,687	18,687	11,587	163.20%
Other Services & Charges										
52435	Other contractual	24,027	47,589	12,714	39,089	41,760	43,863	43,863	(3,726)	-7.83%
52465	Rides by Appointment	8,322	-	-	-	-	-	-	-	0.00%
52470	Auto repair & maint	2,801	4,351	604	4,351	4,351	4,351	4,351	-	0.00%
	Total Other Serv & Charges	35,150	51,940	13,318	43,440	46,111	48,214	48,214	(3,726)	-7.17%
8300-425 Total Sen Citizens Trans		\$ 37,815	\$ 59,040	\$ 27,887	\$ 59,040	\$ 64,798	\$ 66,901	\$ 66,901	\$ 7,861	13.31%

		Town of Plainville, Connecticut							
		Adopted Senior Citizens Transportation Fund Revenue Budget Detail - Fiscal Year 2022 - 2023							
		As of April 26, 2022							
		2020 - 2021		2021 - 2022		2022 - 2023			
		Actual	Budgeted	Received	Estimated	Estimated	Increase/(Decrease)		
Senior Citizens Transportation Fund Revenue		Received	Budgeted	Date	Estimated	Budget	\$	%	
Intergovernmental Revenue									
45540	State of CT revenue	18,381	18,381	12,254	18,381	18,381	-	0.00%	
	Total Intergovernmental Revenue	18,381	18,381	12,254	18,381	18,381	-	0.00%	
Other Revenues									
48220	Other - donations	9,300	11,000	6,548	12,000	11,000	-	0.00%	
	Total Other Revenues	9,300	11,000	6,548	12,000	11,000	-	0.00%	
Sundry & Interfund Transfers In									
49101	Interfund transfer in - Gen Fund	31,662	31,662	23,747	31,662	31,662	-	0.00%	
	Total Sundry & Interfund Transfers In	31,662	31,662	23,747	31,662	31,662	-	0.00%	
Total Sen Cit Trans Fund Revenue		\$ 60,679	\$ 62,983	\$ 43,672	\$ 64,543	\$ 63,543	\$ 560	0.89%	

Budget Commentary

It is proposed that the Town of Plainville Fund \$31,662 or 48.8% of the full cost of Senior Citizens' Transportation. The remainder or 51.2% is funded by Senior Center fundraising, grants, donations, fund balance, and ridership donations.

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

52435 Other Contractual Services: This line item covers the contractual costs of two vendors who provide Dial-A-Ride services, shopping trips and other short field trips. Transportation is privatized to reduce cost and maximize value.

52470 Automobile Maintenance and Repair: Out-of-house repair and maintenance of vehicles.



BUDGETARY CHARTS



Fund Index

All funds as of last completed audit or June 30, 2021; could vary by fiscal year.

Fund Number	Fund Name	Fund Type
0100	General Fund	General, Major Fund
0400	Debt Management Fund	General (GASB 54)
0300	Street Opening Fund	Special Revenue
0600	Fire Tinty Grant Fund	Special Revenue
0700	PAWS Fund	Special Revenue
0800	COVID-19 Fund	Special Revenue
0900	Social Services Emergency Fund	Special Revenue
1000	Police Forfeiture Fund	Special Revenue
1400	Senior Center Aging Fund	Special Revenue
1500	Town Aid Road Fund	Special Revenue
1600	Recreation Revolving Fund	Special Revenue
1700	Housing Rehabilitation Fund	Special Revenue
2100	PHS Turf Field Maintenance Fund	Special Revenue
2200	ARPA 2021 Grant Fund	Special Revenue
2900	Tomlinson Ave. Bridge Grant Fund	Special Revenue
3200	Kids in the Middle Grant Fund	Special Revenue
3300	Berner Pool Fund	Special Revenue
3400	Click It or Ticket Grant Fund	Special Revenue
3500	Land Acquisition Fund	Special Revenue
3600	White Oak ESA Grant Fund	Special Revenue
4600	Police Car Seat Donation Fund	Special Revenue
4800	Drug Abuse Grant Fund	Special Revenue
5100	DARE Fund	Special Revenue
5300	Break Barriers of Isolation Fund	Special Revenue
6100	Library ARPA Grant Fund	Special Revenue
6200	Robertson Airport Operations Fund	Special Revenue
6400	Water Operating Fund	Special Revenue
6600	Deposit Account Fund	Special Revenue (GASB 84)
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
7900	Police JAG Grant 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
-	Senior Citizen Activity Fund	Special Revenue (GASB 84)



Bvarious	BOE Education Grants Fund	Special Revenue
B0100	BOE Student Activity Fund	Special Revenue (GASB 84)
B0200	BOE Student Activity Fund	Special Revenue (GASB 84)
B0300	BOE Student Activity Fund	Special Revenue (GASB 84)
B1600	BOE Cafeteria Fund	Special Revenue
B7000	BOE Private Grants & School Rental Fund	Special Revenue
0500	Town Line Road Reconstruction Fund	Capital Projects, Major
1100	Town Capital Reserve Fund	Capital Projects, Major
1200	BOE Capital Reserve Fund	Capital Projects, Major
2400	Landfill Expansion Fund	Capital Projects, Major
4400	Road Bond Fund	Capital Projects, Major
4500	Northwest Drive Renovation Fund	Capital Projects, Major
7200	Sewer Capital Non-Recurring Fund	Capital Projects, Major
8700	School Capital Maintenance Project Fund	Capital Projects, Major
8900	Phosphorus Removal Fund	Capital Projects, Major
9000	Fire Truck Purchase 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



Department Index

101	Town Council	310	Buildings and Grounds
111	Planning and Zoning Comm.	315	Municipal Building Maintenance
112	Zoning Board of Appeals	320	Motor Vehicle and Equipment
113	Inland Wetlands Commission	323	Transfer Station
114	Board of Assessment Appeals	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	Assessment & Revenue	430	Social Services
150	Town Clerk	440	Youth Services
155	Data Processing	510	Recreation
160	Insurance	512	Berner Pool Fund
165	General Administrative Services	515	Recreation Fund
170	Economic Development	520	Library Fund
201	Police	710	Debt Service
205	Animal Control	820	Employee Benefits
206	Emergency Medical Services	830	Unclassified
210	Fire	840	Interfund Transfers Out
215	Civil Preparedness	910	Board of Education
305	Roadways		



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 – regular**
- **51140-2012 Overtime – snow**
- **51145-2012 Overtime – storm damage**

Employee Benefits All related employee benefits

- **51205 Municipal retirement**
- **51206 Police retirement**
- **51209 Medicare**
- **51210 FICA**
- **51211 Medical premiums**
- **51212 Dental premiums**
- **51213 Vision 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.
- **52340-2012 Repair & maintenance - snow:** Parts and supplies for all winter related equipment including snowplows, tractors, salt boxes, sanders.
-
- **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. For use by Library ONLY.

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.
- **52435-2012 Other contractual – storm damage:** Contractual costs associated with reimbursable storm damage claims.
- **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.)
- **52460-2012 Rentals - snow:** Costs associated with renting miscellaneous machinery and equipment for all winter related equipment and manpower.
- **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 Expenditures for insurance premiums other than health

- **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:** Costs for all Town vehicles and generators.
- **53545 Diesel:** Costs for all Town vehicles and generators.
- **53550 Water & hydrant – Fire:** Fire hydrant costs.
- **53551 Water & hydrant – Buildings:** Water costs for Town buildings and Park irrigation.
- **53562 Telephone – Buildings & Grounds:** Monthly charges for telephone, cell phones, IPads, related service charges and includes installation costs.

Capital Outlay Should be classified under one of the following six (6) 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:** debt principal payments
- **54721 Interest:** debt interest payments
- **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**
- **55516 Interfund Transfer Out – Recreation Fund**
- **55581 Interfund Transfer Out – Library Fund**
- **55583 Interfund Transfer Out – Senior Center Transportation Fund**



CAPITAL IMPROVEMENTS



Capital Improvement Projects

INTRODUCTION

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

Included is a presentation detailing the impact of bond costs on the mill rate as it relates to proposed and approved projects. The presentation shows the impact of actual outstanding debt less grant reimbursements, the estimated impact of authorized but unissued debt for approved projects, and the estimated impact of debt for projects included in this capital plan. A grant summary of the total estimated impact on the mill rate of all outstanding, authorized, and proposed debt is presented at the end.

The Capital Improvement Plan provides an effective means of preserving as well as adding to the physical assets of the Town. This type of plan is especially vital for a growing community like Plainville. Maintenance of the level of public safety and welfare of its citizens depends upon the continued improvement and expansion of the Town's physical and capital plan.

CAPITAL IMPROVEMENT/EXPENSE DESCRIPTION

A capital improvement is a major, nonrecurring addition, or improvement, to the physical infrastructure, land, buildings and equipment of the Town. It does not include ordinary recurring repairs or maintenance. Examples of capital improvements would be new or remodeled public buildings, new or improved streets, storm drains and culverts, sewer improvements, parks, land acquisition, and engineering plans.

A capital expenditure with an aggregate cost of more than \$50,000 or a project life greater than a year is budgeted in the Capital Budget.

Non-recurring capital improvement projects for the fiscal year and their future impact on the operating budget are described in this section. Additionally, all recurring capital improvements are listed.

PROCESS

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

Each November the CIP Committee consisting of the Town Manager, Assistant Town Manager, Finance Director, and the Assistant to the Town Manager meets with all departments that have submitted capital improvement requests to the Town Manager. The Committee then prioritizes the implementation of projects, based on community needs. A plan is then put together and transmitted to the Planning and Zoning Commission as required by the Connecticut State Statutes by the end of January. Thereafter, the Town Manager revises the plan to include the budgetary funding recommendations for the next fiscal year and forwards the document to the Town Council for its review as part of the budget process. The Manager shall recommend to the Council those projects to be undertaken during the ensuing fiscal year and the method of financing the same.

FUNDING

The Town uses the General Fund as the primary funding source for capital projects that are recurring or can be paid in installments, such as with lease purchase arrangements. The General Fund is also used for non-recurring projects when their costs are small enough to be absorbed by the General Fund. Other funds used for capital projects include the Capital Fund, the Debt Management Fund, and occasionally Department funds. The Capital Fund consists of unused capital project funds that have lapsed to the Capital Fund. The balance is then used in future years to help offset the impact of capital expenditure on the General Fund. The Debt Management Fund was established to help offset the impact of capital expenditures in future years. Individual Department funds can be utilized for one-time expenditures that do not exceed \$5,000. Grants, donations, and rebates from the State or other sources, are generally earmarked for specific uses. Whenever possible, the town applies for these funds to offset the costs of its projects.



Another way to finance capital improvement projects is through the issuance of debt. Projects, whose costs are expected to be significant, are often funded through the issuance of bonds. The debt service on the bond is generally for 20 years. This allows the cost of the project to be spread over a longer time, correspond with the life of the project, and reduce the project's impact on the mill rate.

LEGAL DEBT LIMITS

Under Connecticut law there are limits to the quantity of debt that can be issued. The law states that municipalities shall not incur indebtedness through the issuance of bonds or notes, which will cause aggregate indebtedness by class to exceed the following:

General Purposes: 2 ¼ times annual receipts from taxation

School Purposes: 4 ½ times annual receipts from taxation

Sewer Purposes: 3 ¾ times annual receipts from taxation

Urban Renewal purposes: 3 ¼ times annual receipts from taxation

Unfunded Pension Deficit Purposes: 3 times receipts from taxation

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

BENEFITS

The benefits of a Capital Improvement Plan are numerous. An annual presentation of a capital plan can serve as a measure of the Town's fiscal awareness as well as the efficiency and progressiveness of the Town's operation. The Capital Improvement Plan is a means of coordinating and centralizing the request of various departments and agencies, thus eliminating wasteful overlap, duplication, and delay. Additionally, the program allows more time for the study of projects and encourages public discussion of proposed undertakings.

Unencumbered appropriations lapse at the end of the fiscal year; however capital project appropriations do not. Capital project appropriations lapse when the budgeted item is acquired, construction is complete or if no expenditure or encumbrance has been made for three (3) consecutive fiscal years.

CONCLUSION

In reviewing the Capital Improvement Plan, it is important to remember that this program is one of the community's most significant physical and financial planning tools. Objectives set forth in this plan and succeeding plans shall significantly influence the standard of facilities and services Plainville provides its citizens in the future. As such, careful analysis and evaluation is necessary if this plan is to serve as a rational planning guideline for the improvement of the community.

Respectfully submitted,



Robert E. Lee
Town Manager



Five Year Summary Capital Improvement Plan: FY 23 - FY 27

TOTAL CAPITAL BUDGET

	Approved	Projected				Total
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	5 YR
Town General Government	1,778,600	1,921,299	829,108	1,336,608	927,108	6,792,723
Board of Education	359,250	1,327,991	1,672,000	1,106,500	1,419,000	5,884,741
TOTAL	2,137,850	3,249,290	2,501,108	2,443,108	2,346,108	12,677,464

ESTIMATED FUNDING SOURCES

	Approved	Projected				Total
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	5 YR
General Fund (GF)	7,850	3,249,290	2,501,108	2,443,108	2,346,108	10,547,464
Unassigned Fund Balance	555,000	-	-	-	-	555,000
TAR Grants	415,000	-	-	-	-	415,000
LoCIP Grants	560,000	-	-	-	-	560,000
Debt Management Funds	600,000	-	-	-	-	600,000
TOTAL	2,137,850	3,249,290	2,501,108	2,443,108	2,346,108	12,677,464



Five Year Capital Improvement Plan - Town

Request	Department	FY2021-2022	FY2022-2023	Town Council	
		Adopted	Requested	Adopted	FY2023-2024
Town Government					
Revaluation	Assessment/Tax	\$ 56,000	\$ 60,000	\$ 60,000	\$ 60,000
Computer Replacement	IT/Shared	30,000	35,000	35,000	35,000
Ford Cruisers	Police	68,000	103,500	69,000	69,000
Cruiser upfits	Police	30,000	45,000	30,000	30,000
Goosetown Radio System	Police	160,000	174,000	174,000	160,000
Hunt System CAD/RMS	Police	16,000	16,000	16,000	17,008
Colt AR-15	Police		9,000	9,000	-
Police & SWAT Vests	Police	9,000	9,000	9,000	25,000
Computer Replacements	Police	22,000	42,000	42,000	42,000
Watchguard System- Cruiser Cameras	Police	24,000	25,000	25,000	25,000
Administrative Vehicle	Police		40,000	40,000	-
Defibrillators	Police	6,600	6,600	6,600	6,600
Watchguard Body Cameras	Police	55,000	36,000	36,000	36,000
Ford F-150	Police		-		49,000
Data Storage	Police	20,000	-		
Security Upgrades	Fire		30,000	30,000	
Self Contained Breathing Apparatus	Fire	10,000	-		
Fire Marshal Vehicle Radio	FM/EM	7,900	-		
FM/EM Vehicle	FM/EM		40,000	40,000	
Central Fueling	Roadways	50,000			
Roadways Facility Improvements	Roadways	25,000	-		125,000
Leaf Machine	Roadways		-		42,000
6 Wheel Dump/Sander w/ Plow	Roadways		-		88,000
Roadways Pickup	Roadways		30,000	-	-
Vac-Con Catch Basin Cleaner	Roadways	200,000	-		-
Library Roof Repairs	B & G		-		150,000
Rec Air Conditioning Unit	B & G		-		15,000
Firehouse Air Conditioning Unit Replacements	B & G		45,000	45,000	45,000
Christmas Decoration Upgrade	B & G		-		-
Firehouse Window Replacement	B & G	25,000	-		-
Municipal Roof Center Restoration	B & G		-		245,000
Rec Roof Replacement	B & G		-		85,000
Filter Building Roof Replacement	B & G		-		20,000
Rec Fire Alarm Upgrade	B & G		-		35,000
Municipal Center Masonry Repairs	B & G	18,000	-		
Municipal Center Fire Alarm Replacement	B & G		-		50,000
Infield Material Replacement MSP	B & G		-		25,000
Boiler Replacement	B & G		35,000	35,000	-
4WD Large Area Mower	B & G	68,000	-		
4WD Utility Body w/ Plow	B & G	44,000	-		-
4WD Dump Truck with Plow	B & G		45,000	45,000	-
4WD Pick Up with Plow	B & G		-		43,000
Compact 4WD Pick Up with Plow	B & G		-		-
4WD Utility Body w/ Plow	B & G		45,000	-	-
MS4 Annual Compliance	Technical Service	20,000	-		30,000
Sanitary Sewer at Airport	Technical Services		-		300,000
Fleet Vehicle- Building Official	Technical Services		27,000	27,000	
Decorative Sidewalk Reglazing & Sealing	Technical Services		25,000	25,000	-
Roadway Sign Replacement	Technical Services		-		15,000
Sanitary Sewer Honor Heights	Technical Services		560,000	560,000	
Sidewalk Repair and Replacement	Technical Services	150,000	-		
Repair of Tomlinson Avenue Bridge	Technical Services		380,000	380,000	-



Minor Bridge Repairs	Technical Services	35,000	35,000	15,000
Town Facilities Paving	Technical Services	240,000	-	
Cash Match to purchase Dial-A-Ride Vehicle	Senior Center	5,000	5,000	5,000
Carpet Tiles for Offices, Billiards Area and Living Room	Senior Center		-	33,691
Total Gross Town Government Capital Requests		\$ 1,359,500	\$ 1,903,100	\$ 1,778,600
Less: Use TAR Grant Funds		(240,000)		(415,000)
Less: Use of LoCIP Grant Funds		(630,000)		(560,000)
Less: Use of Unassigned Fund Balance		(471,650)		(195,750)
Less: Use of Debt Management Funds		-		(600,000)
Less: Use of Completed Projects Balance		(10,000)		-
Total Net Town Government Capital Requests		\$ 7,850	\$ 1,903,100	\$ 7,850
				\$ 1,921,299



Five Year Capital Improvement Plan - Board of Education

Request	Department	FY2021-2022	FY2022-2023	Town Council	
Town Government		Adopted	Requested	Adopted	FY2023-2024
Plainville Community Schools					
District - Upgrade 2-Way Comm. System	BOE				\$ 104,991
District Replace Airphones with VOIP Video Intercom	BOE	6,000			
District Security Improvements	BOE		52,000	52,000	25,000
District: Add. & Replace Cleaning Equipment	BOE		-		25,000
District: Replace Articulating Room Lift	BOE				43,000
District: Service Vehicle Replace (2005 Ford E250)	BOE				30,000
District: Service Vehicle Replace (2006 Chevy Express)	BOE				32,000
PHS Repair Exterior of '54 Section	BOE	50,000			
PHS Replace Aging Boilers w/ High Eff. Units	BOE		-	-	200,000
PHS Replace Baseball Metal Bleachers	BOE	21,000			
PHS Repoint Smokestack	BOE	35,000			
PHS: Build Team Room/Field House	BOE		-		
PHS: Replace Burner Assembly for Pool Air Handler	BOE				40,000
PHS: Replace Domestic Water Heater	BOE		-		100,000
PHS: Replace Emergency Generator	BOE				
PHS: Replace or Upgrade Building Automation	BOE		-		
PHS: Replace Outside Doors - Adult Ed. Section	BOE		-		25,000
PHS: Replace PV System	BOE				
PHS: Replace Walk-In Boxes and Fridge Condenser	BOE				43,000
PHS: Replace Wood Ladders w/stairs	BOE				15,000
PHS: Turf Field Replacement	BOE				
Linden: Mechanical System Upgrade/Replacement	BOE				
Linden Repoint North Side of Gym/Café Wall	BOE	20,000			
Tech Labs	BOE		18,750	18,750	60,000
Tech Network Upgrades - Erate	BOE	20,000	20,000	20,000	40,000
Tech Toffolon Displays Upgrade	BOE	16,500			
Tech Staff Laptops	BOE	50,000	58,500	58,500	65,000
Tech: Office Desktops	BOE	25,000			
Tech: MSP 515 Lab	BOE	11,000			
Tech: Server Replacement	BOE		30,000	30,000	
Tech: Staff Chromebooks	BOE	28,000	-		
Tech: Student Chromebooks	BOE	115,000	180,000	180,000	180,000
Toffolon - Replace Chiller	BOE				300,000
Toffolon: Replace PV System	BOE		-		
Total Gross BOE Capital Requests		\$ 397,500	\$ 359,250	\$ 359,250	\$ 1,327,991
Less: Use of Unassigned Fund Balance		(397,500)		(359,250)	
Total Net BOE Capital Requests		\$ -	\$ 359,250	\$ -	\$ 1,327,991
Total Gross Projects Adopted		\$ 1,757,000	\$ 2,262,350	\$ 2,137,850	\$ 3,249,290
Total Other Revenue Sources Adopted		(1,749,150)	-	(2,130,000)	-
Total General Fund Budgeted		\$ 7,850	\$ 2,262,350	\$ 7,850	\$ 3,249,290



Approved Projects Summary FY 2023

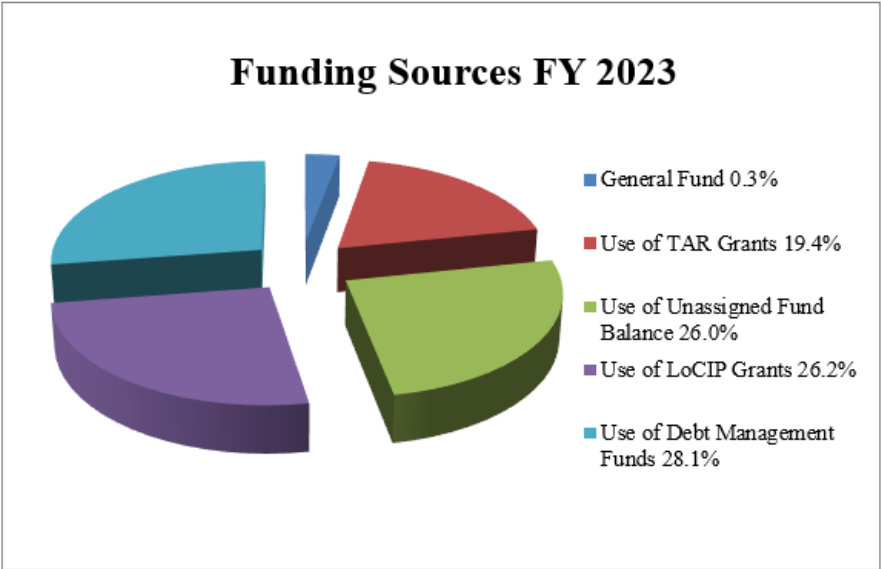
PROJECT TOTALS

Town General Government	\$ 1,778,600
Board of Education	359,250
TOTAL - ALL PROJECTS	\$ 2,137,850

FUNDING TOTALS

General Fund	\$ 7,850
Use of Town Aid Road Grants	415,000
Use of Unassigned Fund Balance	555,000
Use of LoCIP Grants	560,000
Use of Debt Management Funds	600,000
TOTAL -ALL FUNDING	\$ 2,137,850

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



Assessment & Tax Office

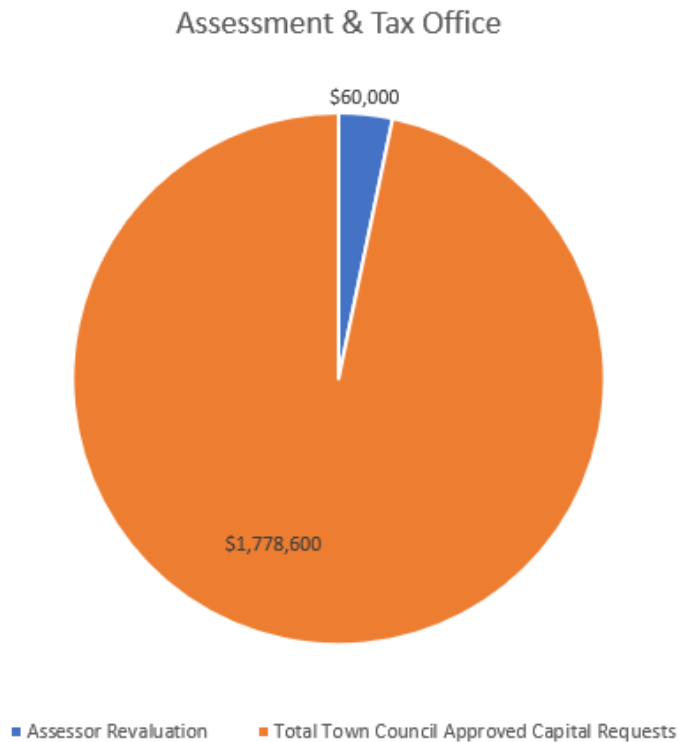
Finance/Assessor's Office

Recurring Project	FY 2023	Future Cost	Total Cost
Assessor Revaluation	\$ 60,000	\$ 240,000	\$ 300,000
Recurring Total	\$ 60,000	\$ 240,000	\$ 300,000
Department Total	\$ 60,000	\$ 240,000	\$ 300,000

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 view properties, evaluate building permits, and list properties for valuation.

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.



Data Processing Town

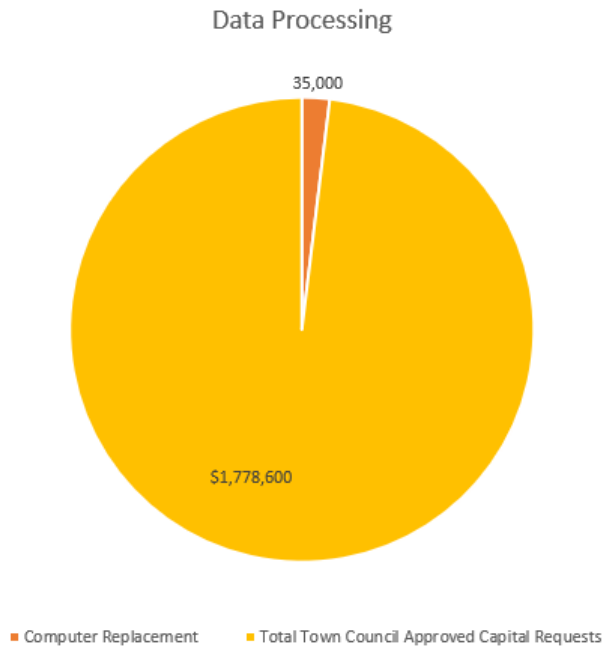
Data Processing

Recurring Project	FY 2023	Future Cost	Total Cost
Computer Replacements	\$ 35,000	\$ 140,000	\$ 175,000
Recurring Total	\$ 35,000	\$ 140,000	\$ 175,000
Department Total	\$ 35,000	\$ 140,000	\$ 175,000

Computer Replacements

Description: Funds provide for the on-going computer replacement cycle.

Future Operating Budget Impact: Upgrades to the computers ensure that they are up to date and compatible with current software, limiting the amount of software conversion purchases the Town will need to make. Additionally, upgrades will insure compatibility once the Town Wide Fiber Project, connecting all Municipal and Board of Education buildings, as well as WPC pump stations, will be accomplished without interruption.



Police Department

Police Department

Recurring Project	FY 2023	Future Cost	Total Cost
Ford Cruisers	\$ 69,000	\$ 345,000	\$ 414,000
Cruiser Upfits	\$ 30,000	\$ 150,000	\$ 180,000
Goosetown Radio System	\$ 174,000	\$ 656,000	\$ 830,000
Hunt System CAD/RMS	\$ 16,000	\$ 68,032	\$ 84,032
Police & SWAT Vests	\$ 9,000	\$ 52,000	\$ 61,000
Computer Replacements	\$ 42,000	\$ 168,000	\$ 210,000
Watchguard System - Cruiser Cameras	\$ 25,000	\$ 100,000	\$ 125,000
Defibrillators	\$ 6,600	\$ 26,400	\$ 33,000
Watchguard Body Cameras	\$ 36,000	\$ 144,000	\$ 180,000
Recurring Total	\$ 407,600	\$ 1,709,432	\$ 2,117,032
Colt AR-15	\$ 9,000	\$ -	\$ 9,000
Administrative Vehicle	\$ 40,000	\$ -	\$ 40,000
Non - Recurring Total	\$ 49,000		\$ 49,000
Department Total	\$ 456,600.00	\$ 1,709,432	\$ 2,166,032

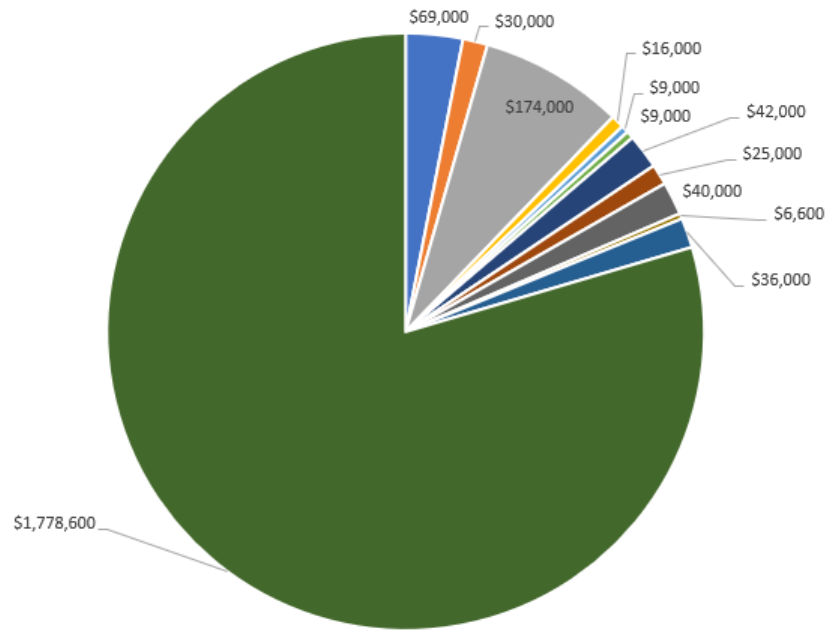
Recurring Capital Improvements

Description: Equipment within cruisers and the station is upgraded on a rotating basis in order to ensure officer and public safety, and to provide rapid response to residents' needs. Along with this recurring equipment is computer replacement to ensure software and firewalls are up to date.

Future Operating Budget Impact: Updating computer hardware is expected to reduce maintenance costs during the time that hardware is designed to meet performance expectations. Replacing patrol cruisers is anticipated to save on maintenance costs due to better performance, warranty coverage, and availability of replacement parts.



Police Department



- Ford Cruisers
- Cruiser upfits
- Goosetown Radio System
- Hunt System CAD/RMS
- Colt AR-15
- Police & SWAT Vests
- Computer Replacements
- Watchguard System- Cruiser Cameras
- Administrative Vehicle
- Defibrillators
- Watchguard Body Cameras
- Total Town Council Approved Capital Requests



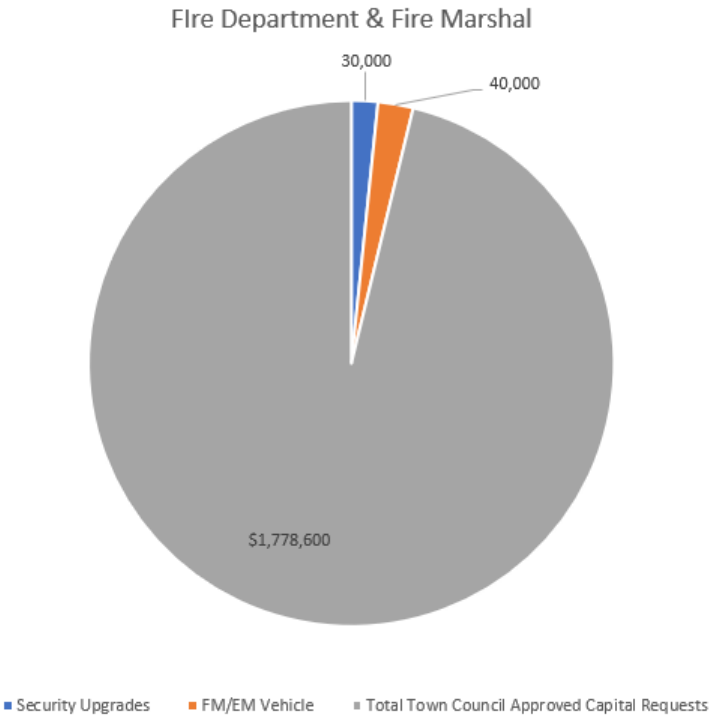
Fire Department & Fire Marshal

Fire Department & Fire Marshal

Non-Recurring Project	FY 2023	Future Cost	Total Cost
Security Upgrades	\$ 30,000	\$ -	\$ 30,000
Fire Marshal/Emergency Management Vehicle	\$ 40,000	\$ -	\$ 40,000
Non-Recurring Total	\$ 70,000	\$ -	\$ 70,000

Security Upgrades

Description: Equipment is upgraded each year on a rotating basis in order to ensure safe fire operation.
Future Operating Budget Impact: Updating equipment helps to avoid repair costs and fines by abiding by the most current regulations, while increasing firefighter safety when responding to emergency calls.



Buildings & Grounds

Buildings & Grounds Department

Recurring Project	FY 2023	Future Cost	Total Cost
Firehouse Air Conditioning Unit Replacements	\$ 45,000	\$ 45,000	\$ 90,000
Recurring Total	\$ 45,000	\$ 45,000	\$ 90,000

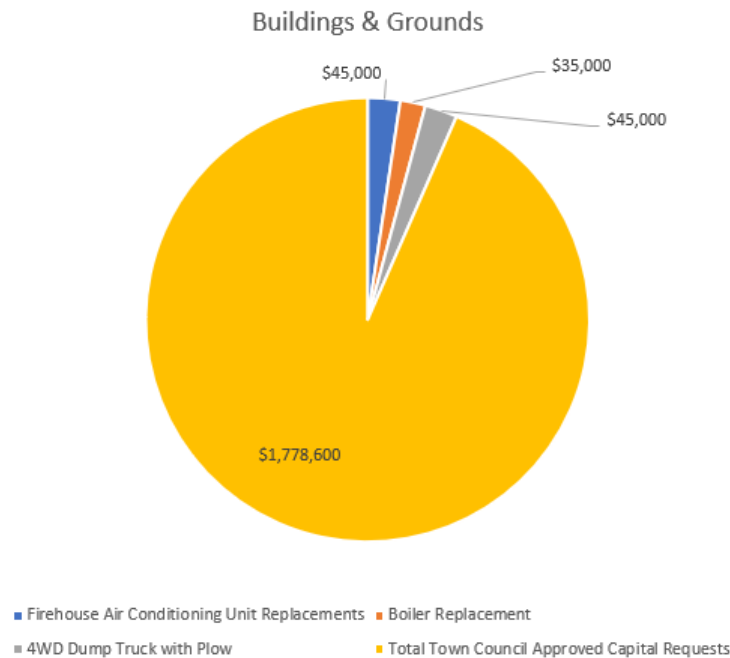
Non-Recurring Project	FY 2023	Future Cost	Total Cost
Boiler Replacement	\$ 35,000	\$ -	\$ -
4WD Dump Truck with Plow	\$ 45,000	\$ -	\$ -
Non-Recurring Total	\$ 80,000	\$ -	\$ 80,000

Department Total	\$ 125,000	\$ 45,000	\$ 170,000
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Boiler Replacement

Description: Replace boiler in town buildings creating better energy efficiency.

Future Operating Budget Impact: Replacement will improve energy efficiency, lowering cost of maintenance for Town.



Technical Services

Technical Services Department

Recurring Project	FY 2023	Future Cost	Total Cost
Minor Bridge Repairs	\$ 35,000	\$ 30,000	\$ 65,000
Recurring Total	\$ 35,000	\$ 30,000	\$ 65,000

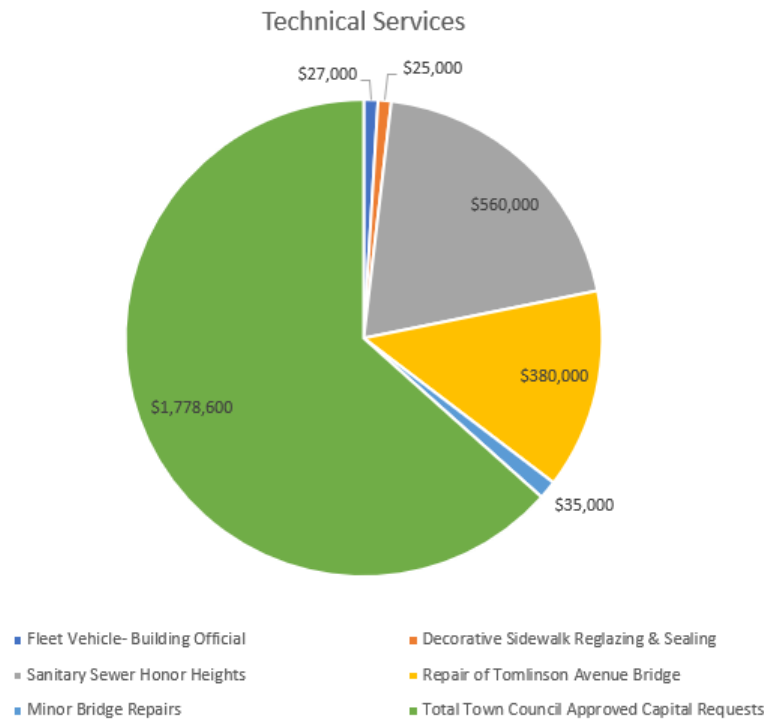
Non-Recurring Project	FY 2023	Future Cost	Total Cost
Fleet Vehicle - Building Official	\$ 27,000	\$ -	\$ 27,000
Decorative Sidewalk Reglazing & Sealing	\$ 25,000	\$ -	\$ 25,000
Sanitary Sewer Honor Heights	\$ 560,000	\$ -	\$ 560,000
Repair of Tomlinson Bridge	\$ 380,000	\$ -	\$ 380,000
Non-Recurring Total	\$ 992,000		\$ 992,000

Department Total	\$ 1,027,000	\$ 30,000	\$ 1,057,000
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Sanitary Sewer - Honor Heights

Description: Extension of sewers into Honor Heights Neighborhood. Funded 100% by LoCIP grant.

Future Operating Budget Impact: None anticipated.



Senior Center

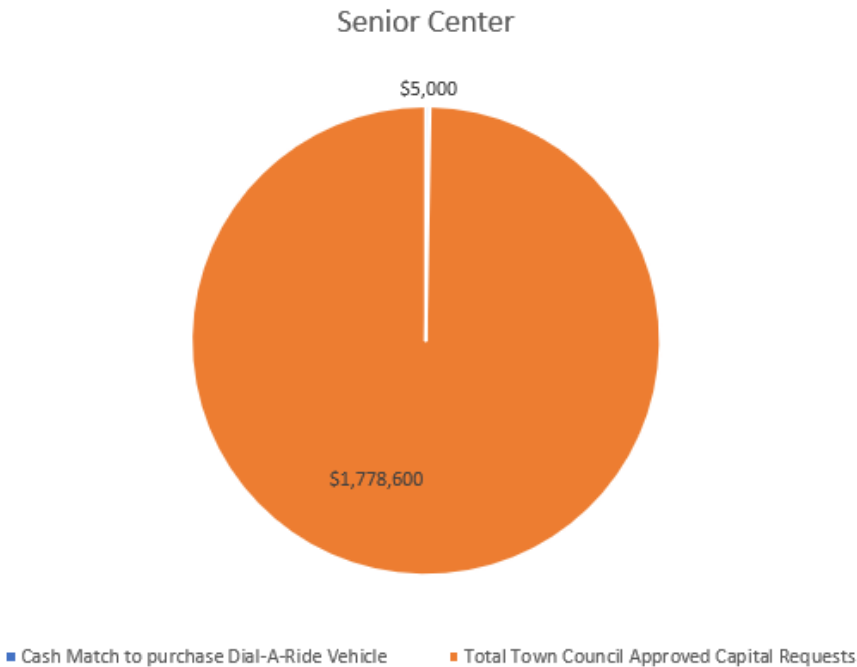
Senior Center Department

Recurring Project	FY 2023	Future Cost	Total Cost
Senior Center Dial-A-Ride Vehicle Match	\$ 5,000	\$ 20,000	\$ 25,000
Recurring Total	\$ 5,000	\$ 20,000	\$ 25,000
Department Total	\$ 5,000	\$ 20,000	\$ 25,000

Senior Center Dial-A-Ride Match

Description: This purchase will continue to allow the Senior Center to offer Dial-A-Ride services to citizens, providing transportation to doctors appointments and errands to surrounding towns.

Future Operating Budget Impact: None anticipated.



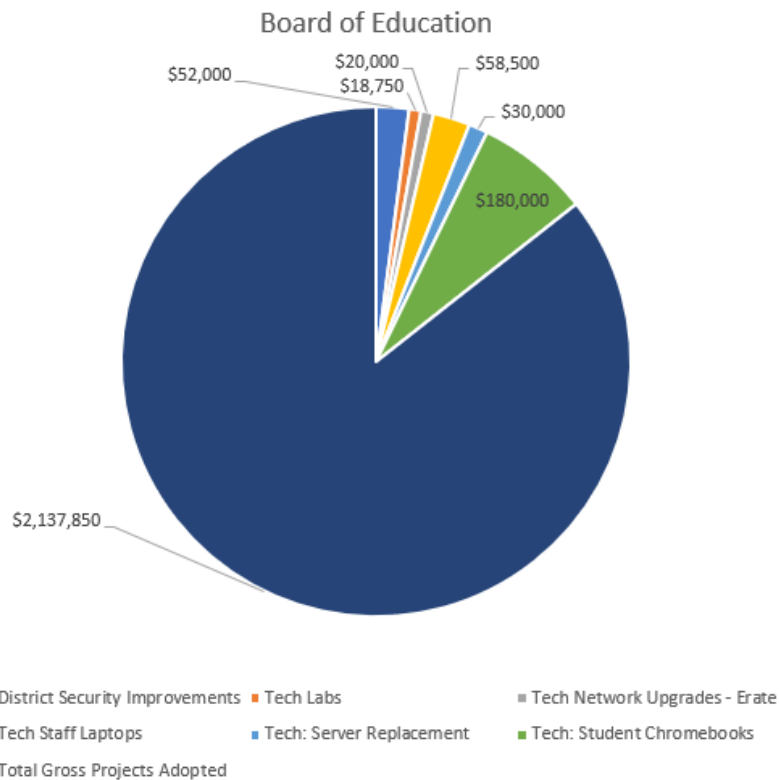
Board of Education

Board of Education

Recurring Project	FY 2023	Future Cost	Total Cost
District Security Improvements	\$ 52,000	\$ 25,000	\$ 77,000
Tech Labs	\$ 18,750	\$ 108,500	\$ 127,250
Tech Network Upgrades - Erate	\$ 20,000	\$ 140,000	\$ 160,000
Tech Staff Laptops	\$ 58,500	\$ 275,000	\$ 333,500
Student Chromebooks	\$ 180,000	\$ 675,000	\$ 855,000
Recurring Total	\$ 329,250	\$ 1,223,500	\$ 1,552,750

Non-Recurring Project	FY 2023	Future Cost	Total Cost
Tech: Server Replacements	\$ 30,000	\$ -	\$ 30,000
Non-Recurring Total	\$ 30,000	\$ -	\$ 30,000

Department Total	\$ 359,250	\$ 1,223,500	\$ 1,582,750
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General Obligation Bonded Debt FY 2023

SUMMARY

The Town Council, Town Manager, Board of Education, Superintendent of Schools, Director of Finance, and the Capital Projects Building Committee will be meeting to consider a bond issue for some of the larger projects proposed in the five year plan, including school improvements and road projects. The first phase of this was done in FY 2019, bonding \$10M to permanently bond the outstanding short-term road projects debt (\$4.9M), issue new debt for Fire Company equipment (\$2.1M) and issue new debt for the school improvements projects. The Town intends to issue new debt for the remaining amount of school improvements in FY 2023.

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	2023	2043	4,000,000	-	3.00-5.00%	4,000,000	-	82,912	0.05
Road Projects	Schools	2023	2043	5,000,000	-	3.00-5.00%	5,000,000	-	103,640	0.06

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	2022	2023	3,000,000	-	0.23%	3,000,000	3,000,000	-	-
School Improvements	General	2022	2023	4,000,000	-	0.23%	4,000,000	4,000,000	78,459	0.05

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 2007 Series A	Schools	2016	2027	5,025,000	-	3.00-4.00%	2,485,000	500,000	84,550	0.36
Refunding 2011 HS Series A	Schools	2017	2030	2,000,000	-	3.25-4.00%	1,799,000	199,000	56,120	0.16
Refunding 2011 HS Series A	Schools	2017	2030	3,370,000	-	3.25-4.00%	3,031,000	336,000	94,580	0.26
Road Improvements	General	2019	2039	4,900,000	-	3.00-4.00%	4,165,000	245,000	130,462	0.23
Fire Trucks	General	2019	2039	2,100,000	-	3.00-4.00%	1,785,000	105,000	55,913	0.10
Wheeler School	Schools	2019	2039	3,000,000	-	3.00-4.00%	2,550,000	150,000	79,875	0.14
Refunding 05/06	General	2021	2029	1,165,000	-	3.00-4.00%	1,165,000	585,000	34,900	0.38

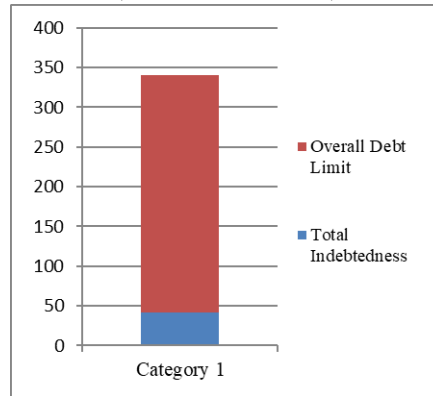
Total					-		32,980,000	9,120,000	801,411	0.36
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Current Indebtedness vs Legal Debt Limit

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: $2 \frac{1}{4}$ times annual receipts

School Purposes: $4 \frac{1}{2}$ times annual receipts

Sewer Purposes: $3 \frac{3}{4}$ times annual receipts

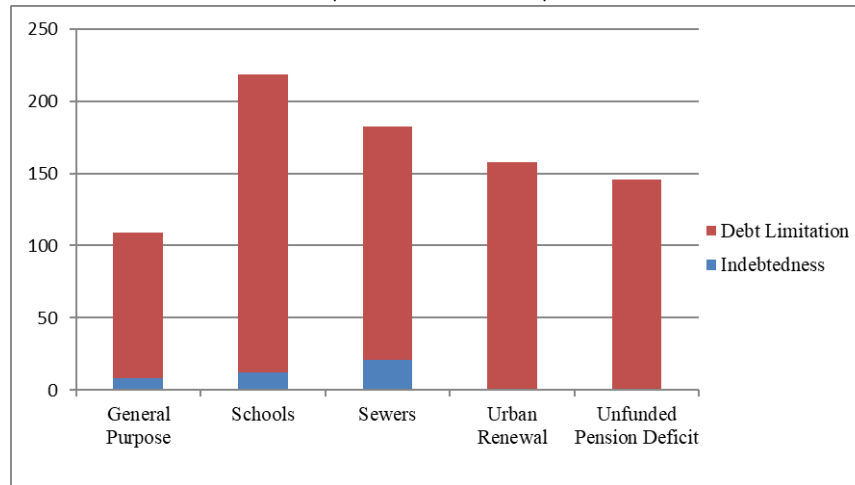
Urban Renewal purposes: $3 \frac{1}{4}$ times annual receipts

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, 2021.

APPENDIX



Glossary

Affordable Care Act (ACA) – the health reform act mandating all United State citizens have the opportunity to have affordable health care (also referred to as “Obamacare”).

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.
- **Enterprise Fund-** a self-supporting fund that sells services to the public for a fee.
- **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.

Major Fund- funds that meet certain benchmarks and must be reported separately (i.e. revenue, expenditures).

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.

Non-Major Fund- funds not required to be reported separately, can be aggregated into single column of financial statements.

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.

Proprietary Funds- accounts for activities that involve business-like transactions (i.e. enterprise funds).

Revenue- all amounts of money received by a government entity, net of refunds and other correcting transactions, other than from issue of debt, liquidation of investments, and as agency and private trust transactions.

Special Funds- fund accounts for receipts earmarked for specific purposes and the associated expenditure of those receipts.

Town Meeting- an annual Town Meeting for the consideration of the budget is held on the first Monday of May.

Uncollectibles- uncollected taxes that could be collected in the future years with incumbent penalties assessed in accordance with state law.

User Fee- charges levied on an individual or class directly subject to a government service, program, or activity, but not on the general public.



Acronyms Listing

ACA – Affordable Healthcare Act

BAN – Bond Anticipation Notes

BESB - Board of Education and Services for the Blind

CAFR – Comprehensive Annual Financial Report

CCM – Connecticut Conference of Municipalities

CERC - Connecticut Economic Resource Center

COST – Council of Small Towns

CRCOG - Capitol Region Council of Government

CTCMA – Connecticut Town/City Management Association

GAAP - Generally Accepted Accounting Principles

GASB - Governmental Accounting Standards Board

GENOB – General Obligation Bonds

GFOA - Government Finance Officers Association

ICMA – International City/County Management Association

ISO - International Organization for Standardization

LAP – Liability, Automotive, and Property Insurance

N/A - Not available or applicable

NFPA - National Fire Protection Association

OSHA - Occupational Safety and Health Administration

SCBA - Self Contained Breathing Apparatus

WC – Workers’ Compensation Insurance

