

**TOWN OF
WETHERSFIELD, CT**

**ADOPTED
BUDGET**



**FISCAL YEAR
2015 - 2016**

**TOWN OF WETHERSFIELD
2015/2016 ADOPTED BUDGET
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INTRODUCTORY SECTION

Town of Wethersfield

505 Silas Deane Highway
Wethersfield, CT 16109

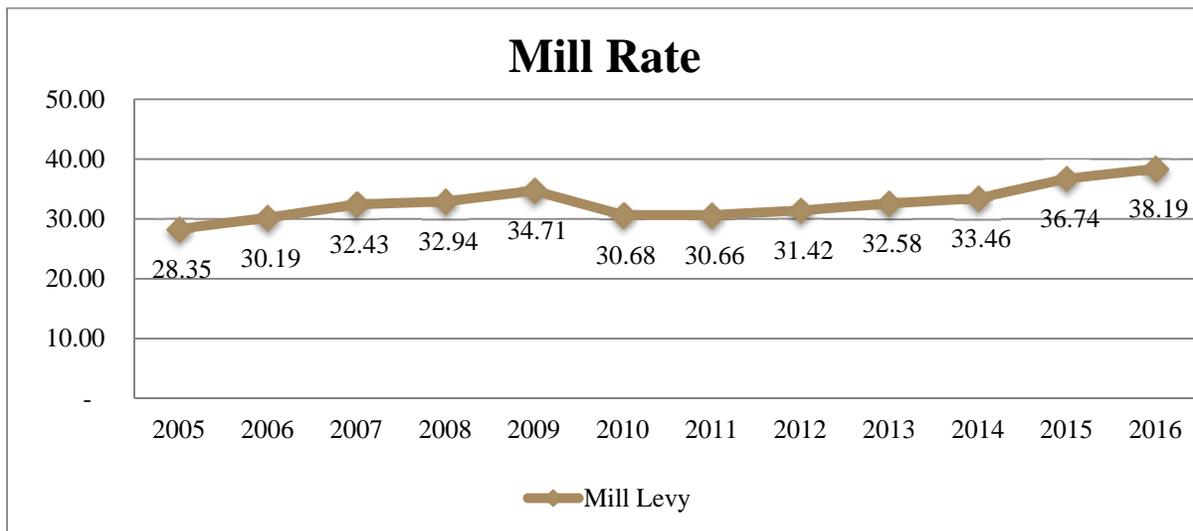


July 6, 2015

TO: Mayor Paul Montinieri
Members of the Wethersfield Town Council
Town Clerk Dolores Sassano
Citizens and Taxpayers of the Town of Wethersfield

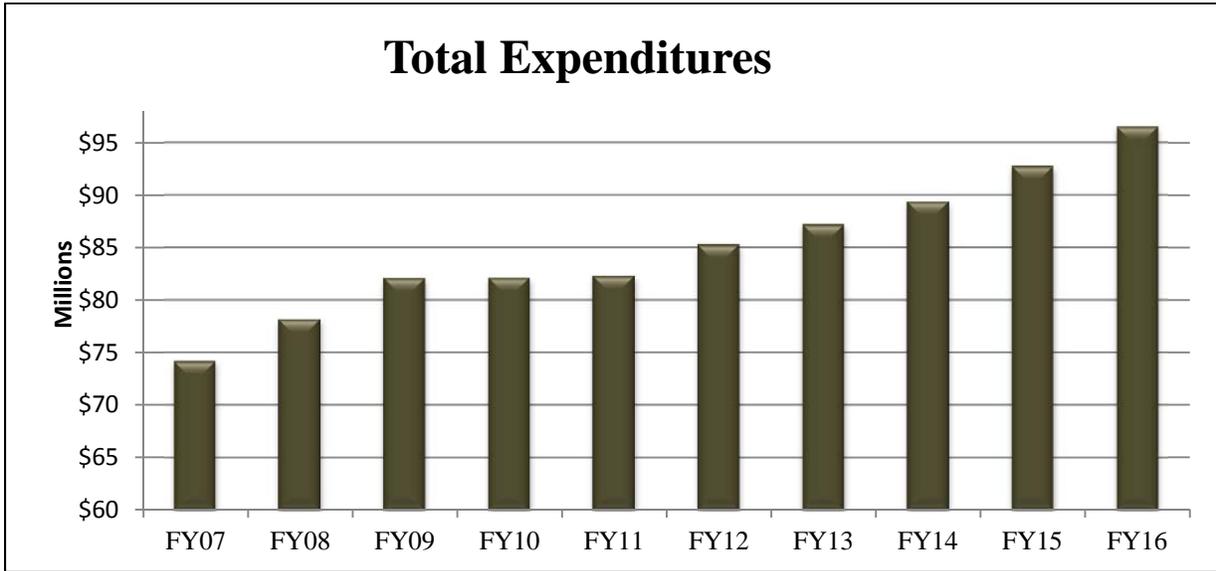
In accordance with Chapter 703 of the Charter of the Town of Wethersfield I hereby deliver to the Council on this sixth day of July the budget for the fiscal year ending June 30, 2016.

The 2015-2016 Adopted Budget for the Town of Wethersfield totals \$96,255,913. This is an increase of \$3,421,151 or 3.69% from the current year budget of \$92,834,762. This equates to a mill levy of 38.19 (General Fund Levy of 37.77, Road Improvement Levy of 0.42) as compared to the current levy of 36.74 (General Levy of 36.32 and Road Improvement Levy of 0.42) which is an increase in the mill levy of 1.45 mills. The 2015-2016 Fiscal Year is the first year that the debt service on issued debt for the High School Renovation Project appears in the budget. For FY 2015-2016 the amount budgeted for debt service is increasing \$1,006,443. If this new debt service was not factored into the budget, the percent increase in the budget is 2.60%.



There are three basic components to the calculation of total Town spending and taxation. They are spending on education, spending on road improvements, and spending on non-educational expenses which is spending on everything else but education and roads. The chart below shows adopted changes in each area.

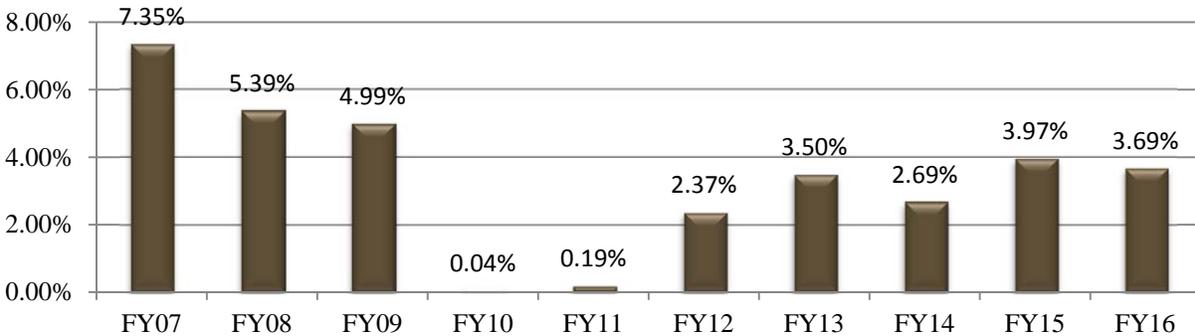
Total General Fund Spending By Function 2014-2015 / 2015-2016				
	Education	Non Education	Road Improvements	Total
2014-2015	\$54,797,197	\$37,129,587	\$ 907,978	\$92,834,762
2015-2016	\$56,374,947	\$38,966,916	\$ 914,050	\$96,255,913
+ / -	\$ 1,577,750	\$ 1,837,329	\$ 6,072	\$ 3,421,151



Grand List

For this budget the Grand List has grown from the current year's total net taxable list of \$2,205,813,324 to the new net Grand List of \$2,213,400,700 an increase of .34%. The Grand List realized increases in real estate, personal property, and motor vehicle valuation. Even slight increases in the categories reinforce the fact that Wethersfield properties hold their values and that investments in the community continue to be made. For 2014 there were 316 residential sales, including condominiums. The average taxable value of a home in Wethersfield is \$169,001 up slightly from the prior year of \$168,800. Also, for 2014 there were 7 commercial sales with an average square foot cost of \$198.70.

Spending Increases



Summary of Cost Factors in the Adopted 2015-2016 Budget

The 2015-2016 Adopted Budget includes various cost factors which are a combination of external, internal, and long term financial considerations:

Internal considerations include:

- Salaries for unionized employees are increased per the current collective bargaining agreements. The Non union and part time employees are budgeted for a 2.5% salary increase. Also, adjustments have been included for changes to the minimum wage. This particularly impacts program staff in the Parks and Recreation Department. The current collective bargaining agreement with the Police Officer's union expires on June 30th, 2015. Therefore, salary adjustments are not in their departmental budget.
- The premium for worker's compensation insurance is increasing 12% to \$41,609.
- The premium for liability, automobile, and property insurance is flat for 2015-2016.
- Funding for health care costs for both active and retired employees is increased 8.9%
- The adopted budget for the Wethersfield Public Library contains an increase of \$51,434. Both of the collective bargaining agreements for the Library employees, Supervisors and Non-Supervisors expire on June 30, 2015. Since they are not part of the General Fund, salary increases have been included in the adopted budget for the Library. However, final determination of any increase will be part of new collective bargaining agreements.
- There is significant savings in the Physical Services Department / Solid Waste disposal program due to a new contract with the Town's refuse hauler, Paine's. The savings in this line item are \$201,863.
- There are several personnel changes / adjustments contained in the Adopted Budget:
 - The number of hours per week for the Senior Center Coordinator has been increased from 27 to 30.
 - The part time Clerk II at the Senior Center has been reclassified as a PT Technical Assistant.
 - The number of hours per week for the Historic District Commission's secretary has been increased from 12 to 15 hours per week.
 - The Administrative Analyst position in the Engineering Department has been reclassified as an Operations Analyst.
 - The Police Department is adding three new dispatchers to accommodate the new 911 system deployed by the State of Connecticut. However, there are only two new positions being created, one of the three new dispatch positions will be a reclassification of a records clerk. In addition, the two part time dispatcher positions have been eliminated.
 - A new Maintainer I position has been added to the Physical Services Division. This has been funded for a half year. Also, two additional seasonal positions have been funded.

External costs considerations include:

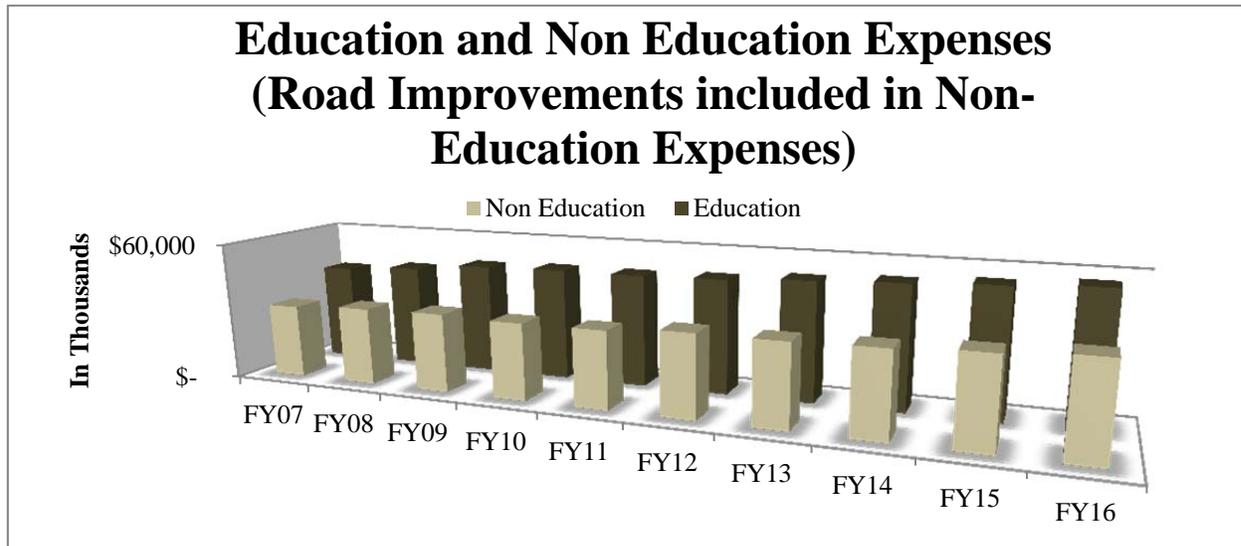
- The assessment for the Metropolitan District Commission is increasing \$157,993 or 5.26%.
- The Central Connecticut Health District's assessment is increasing 4,320 or 3.29%.

Long Term Financial Considerations (Retiree Benefits and Debt Service)

- The Town's Annual Required Contribution (ARC) to the Defined Benefit Pension Plan is stable for the adopted budget at \$2,393,435. However, the Board of Education budget will see increases in the required pension contribution, where the Town and Police will slight decreases. The Town of Wethersfield Defined Benefit Pension plan as of the July 1, 2014 valuation is 78.20%. The interest rate assumption on the pension plan assets is also being reduced gradually per new guidelines. The new interest rate assumption is 7.45% down from 7.625%.
- The Adopted Budget continues the program begun in the current budget year of annually funding the Other Post Employment Benefit Fund (OPEB). For 2014-2015 the Town and BOE contributed

\$400,000 towards the fund. For 2015-2016 an additional \$200,000 will be contributed (total of \$600,000) to the fund. This increase of \$200,000 per year will continue until the Town reaches the Annual Required Contribution amount. The ratio of cost is \$366,000 to the Town and \$234,000 to the Board of Education. The balance in the OPEB Fund as of March 30, 2015 is \$11,294,004 with an unfunded liability of \$50,388,482.

- The budget includes an increase for debt service for the High School Renovation project. The Town has issued the first series of bonds for the project totaling \$22 million dollars. The 2015-2016 Adopted Budget contains an additional \$1,006,443 for debt service payments on these bonds.



Municipal Aid and Education Cost Sharing Grants

The chart below displays the major state grants the Town receives for operations. There is a slight increase anticipated for the 2015-2016 fiscal year. The Municipal Revenue Sharing program was a short lived grant offered by the State of Connecticut from an increase in the State sales tax. In addition to these, there are several program grants that are not included in the Governor's budget and not included in the Adopted Budget. The first is the Youth Services Bureau Grant. This grant paid a portion of the salary for the Town's Youth Services Coordinator in the Department of Social and Youth Services. For the current year that grant is \$21,785. Also the Capitol Area Substance Abuse Council (CASAC) grant is being discontinued. This grant is for substance abuse prevention programs. The current budget received \$4,245 for this grant. Finally, the Social Services Block Grant has been substantially reduced. This grant has paid for a portion of the Town's Elderly Services Coordinator's salary. The current budget has \$8,877 for this grant and the Adopted Budget includes \$2,253.

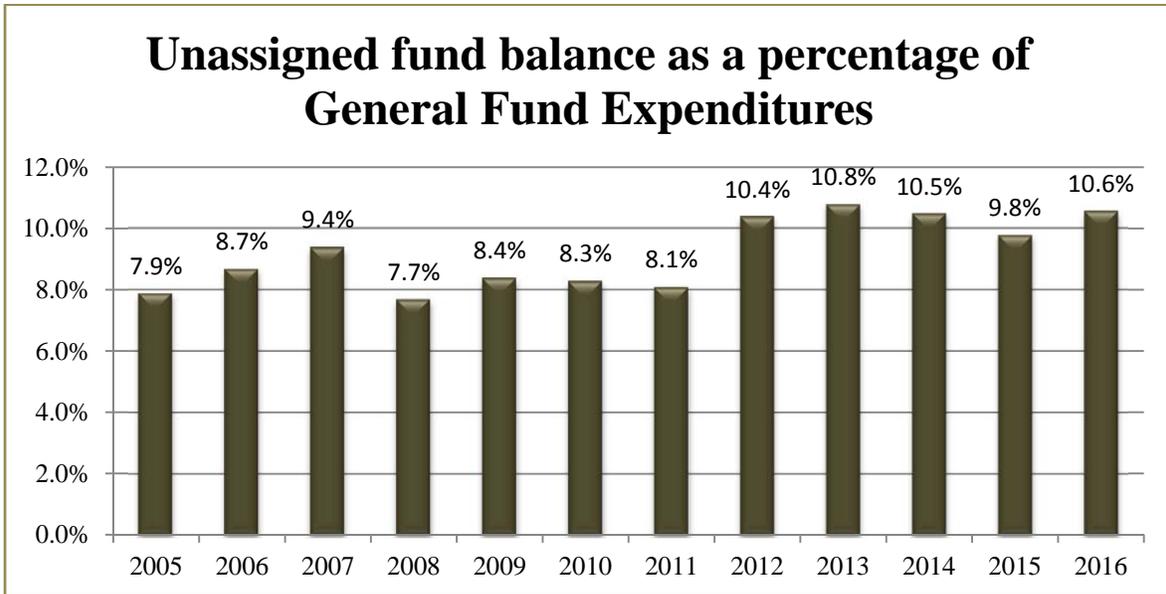
Municipal Aid 2015-2016		
	FY 14-15	FY 15-16
PILOT - State Property	\$ 249,914	\$ 250,221
Mashantucket & Mohegan Grant	\$ 219,446	\$ 221,250
Town Aid Road	\$ 403,048	\$ 403,048
LOCIP	\$ 182,902	\$ 182,902
Public School Transportation	\$ 82,422	\$ 76,859
Non-Public School	\$ 37,709	\$ 51,180
Adult Education	\$ 29,999	\$ 29,327
ECS Grants	\$8,518,850	\$9,022,122
DECD / DOH PILOT	\$ 9,330	\$ 18,836

MRSA Municipal Projects	\$ 20,489	\$ 21,785
Hold Harmless Grant	\$ --	\$ --
Total	\$9,754,109	\$10,277,530

Other Revenues and Fund Balance

Other revenues to the General Fund are a combination of permit fees, charges for service, rental fees, etc. The Town has been notified that CIRMA, the Town’s general liability and worker’s compensation insurance carrier will make an “equity distribution” next year of \$32,000. Although CIRMA has provided those in prior years, there was not a distribution in the current fiscal year. Non-property tax revenue of \$13,903,979 is estimated for 2015-2016. This is an increase of \$441,330 from the 2014-2015 Budget.

The unassigned fund balance is a very important fiscal indicator for local governments. Having too little fund balance indicates financial stress on the community and the limited ability to respond to fiscal emergencies. Too much fund balance questions the amount of taxation levied on the community. The Town of Wethersfield adopted a Governmental Fund Balance Policy that states ‘the Town shall propose budgets that provide for an unrestricted General Fund balance of not less than seven percent (7%) nor more than ten percent (10%) of the total operating General Fund expenditures.’ The projected fund balance for the adopted budget is 10.63%. Given the importance the rating agencies are putting on fund balance, staff is recommending amending the policy to provide for a fund balance equal to 8% to 11% of General Fund expenditures. The chart below shows the recent history of the fund balance. A fund balance appropriation of \$300,000 has been adopted for the 2015-2016 Budget.



Capital and Nonrecurring Expenses

Each year the Capital Improvement Advisory Committee sorts through millions of dollars of requests for very significant projects and determines which improvements add the greatest value to the community within the budgetary constraints. The 2015-2016 Adopted Budget includes \$905,000 of projects to address the capital needs of the Town. Of the \$905,000 worth of projects \$815,000 is funded by a transfer from the General Fund and \$90,000 from the Capital and Nonrecurring Trust Fund (CREC Fund).

A summary of the improvements per category is contained in the chart below and is explained in greater detail in Section D of the Adopted Budget.

Amount	
Improvements	
Drainage	\$ 79,000
Fire Safety and Station Improvements	\$ 35,000
Sidewalks	\$ 50,000
Town Buildings	\$ 321,000
Schools	\$ 150,000
Recreation and Parks	\$ 220,000
Community Development	\$ 25,000
Pavement Maintenance	\$ 25,000
Total Improvements	\$ 905,000
Funding Sources	
General Fund Transfer	\$ 815,000
CNEF Trust	\$ 90,000
Total Funding Sources	\$ 905,000

Beginning with the 2012-2013 Budget, the Town established a Road Improvement Fund as part of the Capital and Nonrecurring Fund. The purpose of this fund is to provide a dedicated source of monies to maintain the Town's roads. With the increases expected in the Town Aid Road and LOCIP Program, the amount of the mill levy necessary to meet the desired level of funding is reduced. The Town's target amount for road improvements is \$1,200,000. In the current budget year, the Road Improvement Mill levy for road is .42 mills which raised \$907,978 locally to be combined with Town Aid Road Funds and LOCIP monies to total \$1,500,000. The Adopted budget has a mill levy of .42 which will raise \$914,050. This amount combined with \$403,048 of Town Aid Road Funds and \$182,902 of LOCIP Funds to reach the desired \$1,500,000 (adjusted for delinquent tax collections).

The Capital and Nonrecurring Expense Fund (CNEF) also provides for the purchase of rolling stock and other special projects. For the Adopted Budget \$945,236 will be transferred from the General Fund for the replacement of rolling stock, equipment upgrades and replacement, and to make payments on lease / purchase contracts for equipment. A complete list of the items contained within the CNEF program is below:

Line No.	Category	Project Title	Funding Source			Total Request
			Lease Financing	General Fund	Use of Reserves	
1	Police	Interceptors (2), SUV's (2)	\$ 140,176	-	-	\$ 140,176
2	Assessor	2018 Revaluation -	-	\$ 60,000	-	60,000
3	Tax Collector	Tax Collection Software	-	13,578	-	13,578
4	Physical Services	6-yr Dump Truck	200,000	-	-	200,000
5	Physical Services	Back Hoe	132,000	-	-	132,000
6	Physical Services	Gang Mower	98,000	-	-	98,000
7	Physical Services	Tire Machine/Balancer	-	16,388	-	16,388
8	Physical Services	Leaf Machine	-	-	35,000	35,000
9	Physical Services	Sand Rake	-	13,000	\$ -	13,000
10	Engineering	GIS Receiver	-	11,000	-	11,000
11	Fire	SCBA Bottles (18)	-	15,120	-	15,120
12	Fire	Pagers (14)	-	9,100	-	9,100
13	Fire	Tahoe SUV	-	-	35,000	35,000
14	Data Services	Town Hall Wi-Fi	-	-	30,000	30,000
15	Emergency Mgt.	Barricades	-	5,000	-	5,000
16	Finance	Payments on PY Leases	-	649,050	100,000	749,050
17	Finance	Payments on FY16 Leases	-	153,000	-	153,000
Grand Totals			\$ 570,176	\$ 945,236	\$ 200,000	\$ 1,715,412

Debt Service

The Adopted 2015-2016 Budget includes \$4,385,547 for debt service. This amount includes \$1,093,943 which represents the first full year of debt service payments on the High School Renovation project. The Town issued \$22 million dollars of general obligation bonds in 2014. At least two additional bond issues will be necessary to complete the project. The total estimated amount of bonds to be issued for the project is \$44,600,000. Section G of the Adopted Budget has detailed information on the Town's debt obligations.

Conclusion

The Budget is a collection of inputs, thoughts, and ideas from across the organization and the community and is a product of many. My sincere thanks go to the Department Heads and their staff for continuing to take a hard look at their operations and make budgetary requests recognizing the Town's fiscal constraints. Also, particular thanks go to Finance Director Michael O'Neil on his first full budget process. Kristine Lombardo, Denise Villalba, and Kathy Natale of the Finance Department were tremendous assets crunching numbers and organizing data. Finally, Brenda Moore who once again kept everything organized, managed the documents, and with the assistance of Shaunte Straughn kept the process moving. I would also like to thank the Wethersfield Town Council Members and the Wethersfield Community for their thoughtful deliberations and consideration of this 2015-2016 Adopted Budget for the Town of Wethersfield.

Sincerely
Jeffrey K. Bridges, Jr.
Town Manager



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Wethersfield
Connecticut**

For the Fiscal Year Beginning

July 1, 2014

Executive Director



On May 7, 2015, the Town Council adopted the fiscal year 2015-2016 General Fund budget for the Town of Wethersfield. The adopted budget shall commence on July 1, 2015 and remain in effect until June 30, 2016.

Paul F. Montinieri
Mayor

Jeffrey K. Bridges, Jr.
Town Manager

Town Council Members

Deputy Mayor Steve M. Barry (D)
Donna H. Hemmann (R)
Mike J. Hurley (R)
Jeffrey R. Kotkin (D)
Stathis Manousos (R)
Gerri Roberts (D)
Michael L. Rell (R)
Tony Martino (D)

Town Treasurers

Harry Lichtenbaum (D)
S. Bradley Milvae (Asst) (R)

Town Administrative Personnel

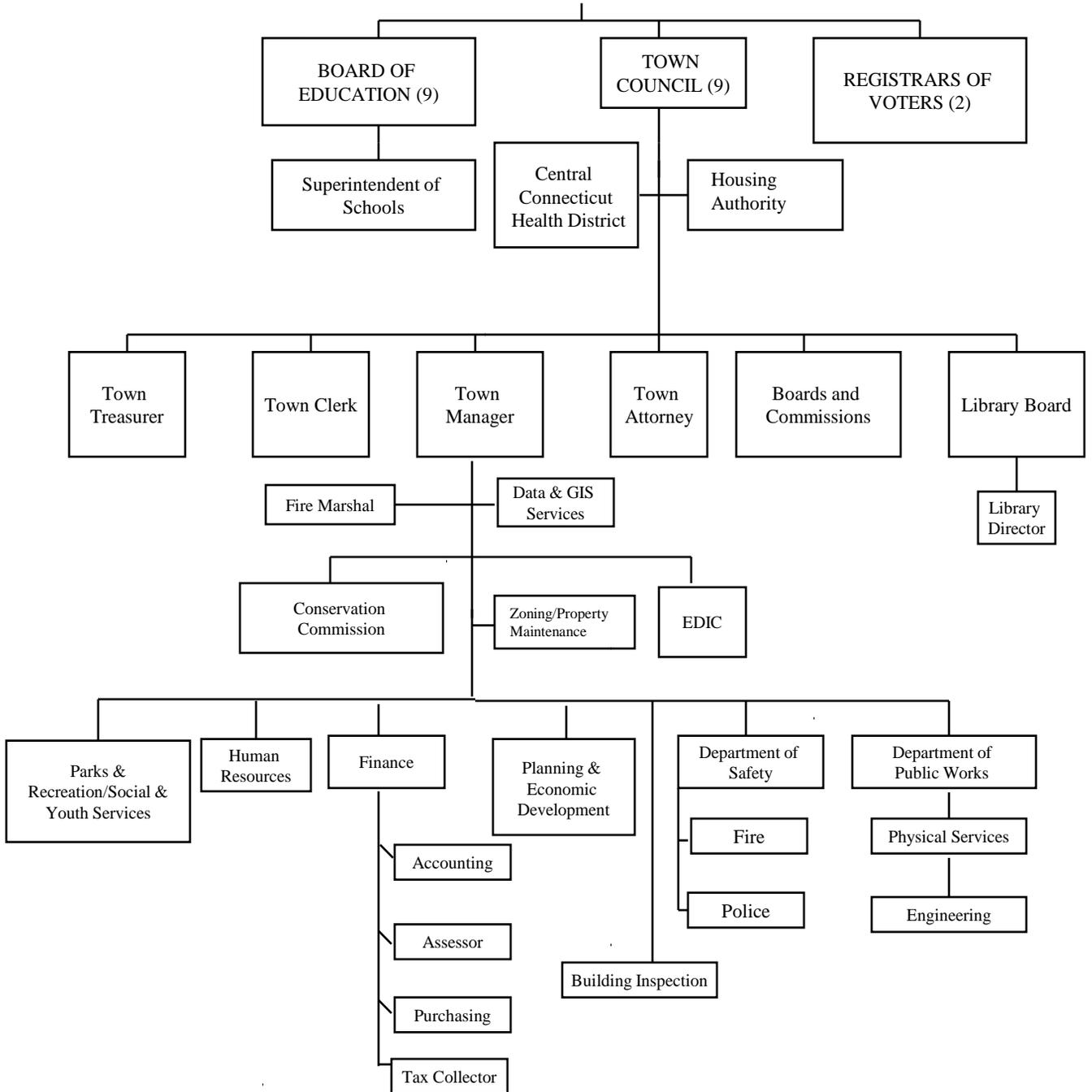
Michael O'Neil, Finance Director
Chandler Rose, Tax Assessor
Marlene Desjardins, Tax Collector
Mike Turner, Town Engineer
Sally Katz, Director of Public Works
Peter Gillespie, Town Plan & Econ. Dev. Manager
Dolores Sassano, Town Clerk
James Cetran, Chief of Police
Richard Bailey, Fire Chief
Anthony Dignoti, Fire Marshal
Steve Lattarulo, Chief Building Official
Kathy Bagley, Dir. Parks & Recreation & Social & Youth Services
Brook Berry, Library Director

Education

Michael Emmett, Superintendent of Schools

Town of Wethersfield

VOTERS



BUDGET & ACCOUNTING POLICIES**FISCAL YEAR**

The Town of Wethersfield's Fiscal Year begins on July 1 and ends on June 30.

BUDGETARY & ACCOUNTING INFORMATION*THE BUDGET PROCESS*

The General Fund is the only fund for which a legal budget is adopted. Budgets for the Capital Nonrecurring Fund and Capital Improvement Fund are authorized annually by the Town Council. Annual Budgets are not adopted for any major special revenue funds. The Town annually adopts a balanced budget where operating revenues are equal to operating expenditures. Any increase in expenditures, decrease in revenues, or combination of the two that would result in a budget imbalance will require budget revision, rather than spending unappropriated surpluses or designated reserves to support ongoing operations. Any year-end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy.

Starting in January, Town Department and Division Heads are asked to review their current programs and services to estimate the cost to maintain and/or enhance the programs and services that residents and businesses receive at the best value for the taxpayers' dollars. During the same time period, the Board of Education and Superintendent of Schools, along with staff, estimate the costs to operate the schools and school-related services for the upcoming year. The proposed Board of Education budget is due to the Town Council by March 15th of each year. Prior to the first day of March, each department, office, board commission and agency of the Town, except the Board of Education, submits to the Town Manager all estimates of revenues and expenditures for the upcoming fiscal year. Prior to the second Monday in April, the Town Manager submits to the Town Council a proposed operating budget for the General Fund for the fiscal year commencing July 1. The operating budget includes proposed expenditures and the means of financing them. Once the Town Council receives the budget, they hold workshops with each Department and Division Head and the Board of Education. The public can comment on the proposed budget at the Town Council's Public Hearing, which is held on the third Monday in April. Prior to the 15th of May, the budget must be legally adopted per the Town Charter. Upon adoption of the budget, the rate of taxation is set.

BASIS OF ACCOUNTING

The Town's accounting system operates on a fund basis. A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. The General Fund, Capital Nonrecurring Fund, Capital Improvement Fund, and Special Revenue Funds are maintained on a modified accrual basis. Under this method, revenues are generally recognized when measurable and available to finance the expenditures for the current period. Expenditures are recognized in the period in which the fund liability is incurred. In contrast, accounting records for the Town's Internal Service, Pension and OPEB Trust, Private Purpose Trusts, and Agency Funds are maintained on an accrual basis. Under this method of Accounting, revenues are recognized when they are earned or realizable and expenses are recognized when the related goods or services are used up.

BUDGETARY CONTROLS

Budgetary controls are established in the Town's Charter. Budget control is maintained at the Departmental level. In no case may total expenditures of a particular fund exceed that which is

appropriated by the Town Council without a budget amendment. Any anticipated line item shortages should have a budget transfer request prepared in advance. This request shall be reviewed by the Town Manager and approved where permissible. The Town Manager has the authority to approve appropriation transfers within Departments. Any transfer requests between Departments may not be processed until after April 1 of the fiscal year and must be approved by Town Council. Transfers from Contingency must be approved by the Town Council. Budget accountability rests primarily with the operating Departments of the Town. The Director of Finance will ensure that the Departments are appropriately expending funds. The Town also uses encumbrances as a method of budgetary control. The Town's encumbrances are purchase orders that initiate as requisitions. Upon approval by appropriate parties, requisitions are converted into purchase orders. Encumbrances are recognized as a charge against a budget appropriation in the year in which the purchase order is issued. Encumbrances that are outstanding at year-end are categorized into fund balance restrictions of restricted, committed, or assigned.

DEBT POLICIES & LEGAL DEBT LIMITATIONS

Capital improvements are financed by debt and are repaid annually by tax revenues or available revenue sources designated for that purpose. Current operating expenditures are not funded through the issuance of debt. Cash surpluses, grants, contributions and other revenue that may have been designated for specific capital improvements from the capital reserve and capital nonrecurring fund and other funds (excluding the General Fund), to the extent available and appropriable, should be used to finance scheduled capital improvements. The Town issues debt only for the purposes of constructing or acquiring large nonrecurring permanent capital improvements and for making major renovations to existing capital improvements that are included within the Town's Capital Improvement program. The only exception to the above would involve entering into long-term leases as described above when it is cost justifiable to do so or to fund emergency projects that are not included within the Town's Capital Improvement program.

The Town's indebtedness does not exceed the legal debt limitations as required by the Connecticut General Statutes. The total overall statutory debt limit for the Town is equal to seven times annual receipts from taxation, or \$552,726,804. As of June 30, 2014, the Town recorded long-term debt of \$43,141,352 related to governmental activities.

FUND BALANCE POLICY

Fund Balance is a term used for government funds that represents the residual difference between assets and liabilities. Fund Balances can be categorized as nonspendable, restricted, committed, assigned, and unassigned. The General Fund's Unassigned Fund Balance policy is 7%-10% of expenditures. This Unassigned Fund Balance range adheres to the guidelines that have been established by rating agencies. The purpose of this fund balance is: to use in the case of significant financial or other unforeseen emergency as determined by the Town Council; to provide a cushion against unexpected revenue and income interruptions; and to provide working capital by ensuring sufficient cash flow to meet the Town's needs throughout the year. The Town Council may allocate a portion of the reserves in excess of the 7 percent to offset the subsequent year's budget appropriations or may approve a transfer to the Town's Capital Reserve Fund. These excess Reserves will be available for spending on capital expenditures or other one-time General Fund expenditures as approved by the Town Council.

DESCRIPTION OF FUND STRUCTURE

The accounts of the Town of Wethersfield are organized on the basis of funds and account groups, utilizing a fund structure in which fund activities are aggregated for specific purposes. The town of Wethersfield uses fund accounting to ensure appropriate fiscal control and to demonstrate our compliance with accepted accounting principles promulgated by the Government Accounting Standards Board.

Detailed financial schedules for all of the funds described below are *not* contained within this budget document. Financial details on the other funds described below can be found in the Town's Comprehensive Annual Financial Report, prepared by the Finance Department.

Government Funds: The Town maintains 23 individual government funds.

General Fund: Primary operating fund of the Town. It accounts for all financial resources except those that are required to be accounted for in another fund.

Special Revenue Funds: Accounted for through the restriction or commitment of proceeds received from specific revenue sources.

Capital Projects Funds: Used for the various construction and improvement projects as well as for the purchase of the City's rolling stock and radio system upgrade project.

Proprietary Funds

Internal Service Fund: Used to report activities that provide self-insured medical services and heart and hypertension payments.

Fiduciary Funds

Pension & OPEB Fund: Used to account for employee post-retirement benefits.

Private Purpose Trusts: Used to account for the various trust arrangements that the Town has that benefit certain individuals or private organizations. Examples include the Public Library Trust Fund and the Volunteer Firefighters' Trust Fund.

Agency Funds: Used to account for funds held by the Town in a purely custodial capacity. Examples include the Wethersfield Food Bank and the Wethersfield Ski/Snowboard Club.

WETHERSFIELD IN CONTEXT

The Town of Wethersfield, settled in 1634 and incorporated in 1822, is one of the oldest communities in Connecticut. Known as “Ye Most Ancient Towne” in Connecticut, Wethersfield is a suburban, residential town blending a modern cosmopolitan community with strong ties to a deeply rooted colonial heritage dating back to 1634. A unique old-town historic district established in 1962, located along the scenic riverfront, attracts tourists, and a more recently developed commercial and industrial area serves the community and the region.

Covering an area of 13.0 square miles, the Town is located in the central region of the State, immediately south of the City of Hartford. Wethersfield is also bordered by Newington on the west, Rocky Hill on the south, and the Connecticut River on the east. The towns of East Hartford and Glastonbury are directly across the Connecticut River from Wethersfield.

The transportation system is highlighted by access to Interstate Route 91 which follows the Connecticut River through Wethersfield and connects the Town to Interstate Routes 95 and 84. These interstate connections permit two-hour travel time to both New York and Boston. Routes 5 and 15, also known as the Berlin Turnpike and the Wilbur Cross Parkway, respectively, are major regional connector routes that give residents and employers easy access to New Haven and Fairfield counties. Route 3 connects Wethersfield with Glastonbury and Route 2 via a bridge across the Connecticut River. Route 99, the Silas Deane Highway, is the major commercial district. A total of 105 miles of Town roads and 20 miles of state roads provide a comprehensive highway network. The community is well served by local bus service, is home to a stretch of the Providence and Worcester Railroad freight rail line, and is 25 miles from Bradley International Airport in Windsor Locks.

The Town’s population of approximately 26,594 is stable with a higher than average median age. The 2014 median household income of \$76,196 is 113.6% of the Connecticut average of \$67,098 as stated by the 2008-2012 American Community Survey.

The Town provides a full range of municipal services including police and fire protection, maintenance and sanitation, health, human services, library, education, cultural and recreational activities, public improvements, planning and zoning, and general administrative services. The relatively high median age indicates a demand for services to the elderly, which the Town provides with numerous programs and services.

Wethersfield adopted the Council-Manager form of government in 1953. The Town Charter was last revised in November 2004. The Town Council recently approved the creation of a Charter Revision Commission to conduct a decennial review as required by Connecticut General Statutes (CGS). The Town Council exercises the legislative power of the Town and determines all matters of policy. The Town Council is composed of a Mayor and eight councilors who are all elected at-large. The Mayor and each councilor serve a two-year term. The Town Manager is the CEO of the administrative branch of the Town government and is responsible to the Town Council for the administration of all affairs relating to the Town.

The offices of the Town Clerk and Town Treasurer are subordinate to and appointed by the Town Council. The Town Clerk is charged with keeping public records in accordance with CGS and serves as the Clerk to the Town Council. The Town Treasurer is responsible for the receipt, disbursement and custody of public funds. The Town Council appoints the Town Attorney and members of various boards and commissions.

The Board of Education is comprised of nine members serving either two- or four-year terms as provided by the Town Charter. At each biennial Town election, three members are elected for terms of four years, and three members are elected for terms of two years. The Board of Education appoints the Superintendent of Schools, who administers the Wethersfield school system.

FACTORS AFFECTING FINANCIAL CONDITIONS

Wethersfield is an ideal community for business with its strategic location within the Greater Hartford region. Centrally situated on the western bank of the Connecticut River just four miles south of downtown Hartford, Wethersfield is conveniently located on one of New England's key interstate highways, I-91, and within minutes of Interstate 84. The Town has created a business-friendly environment and is focused upon creating business opportunities in the Town's three commercial areas: along the Silas Deane Highway, the Berlin Turnpike, and in Historic Old Wethersfield.

ECONOMIC DIVERSIFICATION

The Town's tax base is diversified and is not reliant on any one employer or major taxpayer. The list of top employers and top taxpayers includes a diversity of business types which include several State offices, apartment complexes, office buildings, retailers, utility companies and a health care center.

STRATEGIC PLAN

The Town is actively working to maintain the diversity in its economic base through the implementation of the strategies contained within the Town's Plan of Conservation and Development, which was adopted in 2013. The Plan identifies the challenges and issues facing the Town and includes a series of prioritized implementation strategies designed to address these issues. The Plan contains three key themes: maintaining community character and quality of life, addressing development issues, and the protection of important community resources.

BUSINESS ACTIVITY

Despite the challenging economy, new business starts were a bit higher when compared to the past few years. During 2014 we welcomed 30 businesses to Town. By comparison, during 2013, we welcomed 21 businesses to Wethersfield. In 2014 we were able to retain 16 businesses that either relocated to new space in Town or required additional space to expand. By comparison in 2013 only five businesses relocated to new space in Town or expanded. In terms of commercial building permit activity the values were almost identical to last year: \$7,800,000 in 2014 vs. \$7,400,000 in 2013. We noted an increase in new single family home construction this year (12) when compared to last year (7).

The Economic Development and Improvement Commission continued its efforts to support the local business community in 2014:

- Successfully applied for and received an additional \$250,000 in STEAP funding for the façade improvement program.
- Produced the 2015 Wethersfield Town Guide and Business Directory.
- Hosted the 25th Annual Holiday Social and Salute To Business Event.
- Unveiled the new, on-line, searchable Town Business Directory Woogle.

FUTURE DEVELOPMENT

The Town remains focused on efforts to redevelop long standing vacant and underutilized properties progress being made:

- State grant of \$200,000 to assist in the demolition of 1000 Silas Deane Highway. Development agreement being negotiated.

- Plans approved to renovate and rehabilitate former Masonic Hall building on Main Street.
- Construction well underway for redevelopment of 176 Cumberland Avenue (former CLP) CREC Magnet School.

The Tourism Commission continues to promote the Historic Wethersfield brand to encourage visitors to come to the largest historic district in the State of Connecticut:

- Completed new seasonal brochure/rack cards for distribution.
- Conducted the 4th Annual community photo contests in 2014 and utilized photo submissions for website and community calendar.
- Coordinated and distributed a monthly event calendar of things to do in Wethersfield.
- Continued to take the lead with the implementation of the recommendations from the Old Wethersfield Master Plan.
- Working our State Tourism District staff to create a package of offerings that might be attractive to group tour providers.
- Continued to utilize magazine ads, media articles and literature distribution throughout the State and Region to encourage visitors, including Northeast Group Tour Magazine, and 24 Small New England Towns You Absolutely Need To Visit

Looking ahead, the Town is optimistic that as the economy continues to recover, the successful redevelopment of some additional key properties will occur.

HOUSING

According to data compiled by William Raveis Real Estate Agency, Wethersfield's housing market showed a decrease in the single-family median home sale price of \$215,000 as of May 2015, compared to \$230,000 as of May 2014. During the same period, condominium sales reflected an increase, with a median sale price of \$141,000 as of May 2015, compared to \$107,500 as of May 2014. Combined sales increased by 14.1% during the same period to 372 from 326.

LONG-TERM FINANCIAL PLANNING

A five-year capital improvement plan is prepared as part of the annual budget process. This plan attempts to identify and provide a responsible funding/execution plan for public betterments to ensure a stable community infrastructure. The plan is designed to budget adequate reserves for replacement of obsolete equipment and vehicles and provide for the betterment of town-wide roads. The Town ranks projects based on safety issues and the needs of the departments and uses funding methods that best utilize financial resources.

The five-year program projects capital improvement program needs, as reviewed by the Town Capital Improvements Advisory Committee, in eight major categories: Community/Economic Development, Drainage, Fire Safety, Sidewalk Construction, Pavement Maintenance, Parks and Recreation, School Buildings and Town Buildings.

STATISTICAL INFORMATION

PRINCIPAL EMPLOYERS AS OF JUNE 30, 2013			
EMPLOYER	EMPLOYEES	RANK	% OF TOTAL TOWN EMPLOYMENT
STATE OF CONNECTICUT	1,397	1	14.1%
TOWN OF WETHESFIELD	947	2	9.5%
STOP & SHOP STORE 610	510	3	5.1%
WILLCARE	135	4	1.4%
MARSHALLS STORE 012	130	5	1.3%
RED LOBSTER RESTAURANT	100	6	1.0%
YANKEE DENTAL	70	7	0.7%
PANERA BREAD	60	8	0.6%
NEW BRITAIN CANDY	60	8	0.6%
DUNKIN DONUTS	52	10	0.5%
TOTAL	3,461		

PRINCIPAL PROPERTY TAXPAYERS AS OF JUNE 30, 2013			
TAXPAYER	TAXABLE ASSESSED VALUE	RANK	% OF GROSS TAXABLE ASSESSED GRAND LIST
WETHERSFIELD APARTMENTS ASSOC. LLC	\$ 19,359,310	1	0.83%
CEDAR-JORDAN LANE LLC	14,398,853	2	0.62%
100 GREAT MEADOW ROAD	12,511,200	3	0.54%
WETHERSFIELD SHOPPING CENTER LLC	12,367,576	4	0.53%
EXECUTIVE SQUARE LTD PARTNERSHIP	11,001,300	5	0.47%
CT LIGHT & POWER CO.	9,885,120	6	0.42%
CT NATURAL GAS CO.	7,611,420	7	0.33%
PRIME DEVELOPMENT GROUP, LLC	6,479,720	8	0.28%
1290 REALTY LLC	5,925,800	9	0.25%
GOODWIN GARDENS LLC	5,833,420	10	0.25%
TOTAL	\$ 105,373,719		4.52%

BUDGET SUMMARY

BUDGET & ACCOUNTING OVERVIEW

2011 EQUALIZED NET GRAND LIST PEER COMMUNITIES		
TOWN NAME	2011 GRAND LIST YEAR	TOTAL EQUALIZED NET GRAND LIST
BERLIN	2011	\$3,087,503,864.29
CROMWELL	2011	\$1,782,299,356.04
NEWINGTON	2011	\$3,648,904,984.29
ROCKY HILL	2011	\$2,741,368,612.66
WETHERSFIELD	2011	\$3,146,435,531.28
Source: State of Connecticut Office of Policy & Management		

2011 GRAND LIST - COMPARISON OF PEER COMMUNITIES											
TOWN	GRAND LIST	RESIDENTIAL 100	COMMERCIAL 200	INDUSTRIAL 300	UTILITY 400	VACANT 500	MOTOR VEHICLE NET	PERSONAL PROPERTY NET	REAL PROPERTY NET	TOTAL NET GRAND LIST	SQUARE MILES
BERLIN	2011	1,534,224,240	284,808,180	138,882,600	3,468,400	34,178,210	179,677,960	175,680,420	1,996,268,402	2,351,626,782	27
CROMWELL	2011	973,926,750	213,111,970	33,475,780	0	10,913,860	105,547,720	75,128,234	1,229,812,615	1,410,488,569	13.5
NEWINGTON	2011	1,625,210,055	371,960,520	125,609,478	0	23,879,900	216,487,373	134,144,055	2,202,549,766	2,553,181,189	13.13
ROCKY HILL	2011	1,309,855,285	360,794,620	132,822,760	4,922,050	6,221,060	153,533,635	108,099,115	1,894,701,975	2,156,334,725	13.82
WETHERSFIELD	2011	1,812,231,950	207,332,170	19,841,800	4,128,700	0	179,905,870	64,462,120	2,091,277,410	2,329,645,400	13.13
Source: State of Connecticut Office of Policy & Management											

DEMOGRAPHIC & ECONOMIC STATISTICS - LAST 10 FISCAL YEARS							
FISCAL YEAR	POPULATION	PERSONAL INCOME	PER CAPITAL PERSONAL INCOME	MEDIAN AGE	SCHOOL ENROLLMENT	UNEMPLOYMENT RATE	
2013	26,710	77,000	38,912	45	3,658	7.4%	
2012	26,690	77,000	38,092	45	3,720	7.1%	
2011	26,695	77,000	39,386	45	3,792	8.3%	
2010	25,767	77,000	37,329	45	3,810	8.9%	
2009	25,719	68,000	37,704	44	3,812	7.7%	
2008	25,781	68,000	35,390	44	3,810	5.1%	
2007	26,057	68,000	33,160	44	3,832	4.2%	
2006	26,220	68,000	28,930	44	3,736	4.2%	
2005	26,358	68,000	28,930	44	3,722	4.6%	
2004	26,398	68,000	28,930	44	3,673	4.6%	
Information taken from Town of Wethersfield 2013 CAFR							

CHANGES IN FUND BALANCES FOR MAJOR & NONMAJOR GOVERNMENTAL FUNDS FOR FISCAL YEARS 2009-2013					
	2013	2012	2011	2010*	2009
Revenues					
Property Taxes, Interest, & Lien Fees	75,928,171	72,867,903	70,620,970	71,117,614	69,563,000
Intergovernmental Revenues	21,302,950	19,989,038	18,020,883	17,785,072	17,549,845
Licenses, Fees, & Permits	441,556	317,830	15,016	-	-
Charges for Services	3,665,373	3,056,033	1,434,093	-	-
Investment Gain (Loss)	61,731	73,932	5,715	-	-
Donations	91,038	138,732	127,272	-	-
Other Local Revenues	447,740	377,533	2,450,377	4,466,788	3,544,928
Total Revenues	101,938,559	96,821,001	92,674,326	93,369,474	90,657,773
Expenditures					
Public Safety	9,094,957	9,023,877	8,517,646	8,178,912	8,276,671
Public Works	7,920,378	7,693,359	7,877,295	7,395,776	8,008,600
Recreation & Parks	2,140,658	2,131,940	2,196,756	1,817,384	1,679,941
Social Services	916,118	899,022	974,754	897,535	1,172,956
Library	1,732,883	1,736,854	1,659,845	1,664,107	1,736,736
General Government	9,205,330	9,809,029	7,742,531	9,250,493	7,358,059
Education	60,833,027	58,320,318	57,470,608	57,104,245	53,891,068
Capital Outlay	5,774,952	1,823,605	2,939,603	6,411,467	4,830,468
Debt Service	4,372,005	4,284,890	4,388,624	4,044,856	3,952,959
Total Expenditures	101,990,308	95,722,894	93,767,662	96,764,775	90,907,458
Excess (Deficiency) of Revenues over Expenditures	(51,749)	1,098,107	(1,093,336)	(3,395,301)	(249,685)
Other Financing Sources (Uses)					
Refunding Bonds Issued	6,170,000	-	-	12,010,000	-
Note Proceeds		795,000	-	-	-
Issuance of Bonds & Notes	-	-	-	-	6,855,000
Premium on Refunding Bonds	549,120	-	-	1,322,220	-
Payment to Refunded Bond Escrow Agent	(6,610,679)	-	-	(13,161,148)	-
Issuance of Capital Lease	605,964	341,065	336,913	425,593	1,383,903
Transfers In	1,892,525	2,613,627	2,022,213	2,906,538	4,702,662
Transfers Out	(1,892,525)	(4,066,185)	(2,022,213)	(2,906,538)	(4,812,662)
Total Other Financing Sources (Uses)	714,405	(316,493)	336,913	596,665	8,128,903
Net Change in Fund Balance	662,656	781,614	(756,423)	(2,798,636)	7,879,218
Fund Balance at Beginning of Year	14,765,836	13,984,222	16,151,522	18,950,158	9,387,855
Fund Balance at End of Year	15,428,492	14,765,836	15,395,099	16,151,522	17,267,073
*Beginning of Year Fund Balance Restated					

BUDGET CALENDAR
Fiscal Year 2015/2016

January 13, 2015	Budget Kick-Off Meeting
January 30, 2015	Revenue Estimates to Finance
January 30, 2015	Reclassification and New position Requests to Town Manager for Consideration
January 26 – February 13, 2015	Progress meetings with Departments
February 24, 2015	Requested Budgets Complete and Posted in MUNIS
February 27, 2015	Finance to Provide All Budget Material To Manager’s Office
February 23 – March 6, 2015	Round I Budget Conferences/Concurrent with Staff Review
March 15, 2015	Board of Education Files Budget with the Town Clerk and Presents Budget to Council during the following week.
February 18, 2015	CIP Budget to Planning & Zoning
March 4, 2015	Planning & Zoning Comments to Manager
March 2 – March 20, 2015	Prepare Budget for Printer
March 31, 2015	Deliver to Budget to Printer
April 6, 2015	Proposed Budget to Council
April 6, 2015	Proposed Budget Available to Public
April 20, 2015	Public Hearing on Budget --- 7:00 p.m.
April 13 – May 14, 2015	Council Budget Workshops
No Later Than May 15, 2015	Budget Adoption

Date Settled	1634
Date of Incorporation.....	May 1882
Form of Government:	Council/ Manager
Charter Adopted.....	Nov 1953
Fiscal Year Begins.....	July 1 st
Population: Official U.S. Census	
1900.....	2,637
1910.....	3,148
1920.....	4,342
1930.....	7,512
1940.....	9,644
1950.....	12,533
1960.....	20,561
1970.....	26,662
1980.....	26,013
1990.....	25,095
2000	26,271
2010	26,668
Area of Town.....	13 sq. miles
Miles of Roads:	
Town Roads.....	104.97
State Roads.....	20
Sidewalks (linear miles).....	130
Number of Street Lights	2,825
Town Employees:	
Regular.....	151
Part-time.....	6
Seasonal.....	214
Fire Protection	
Fire Stations.....	3
Volunteer Firemen.....	100
Fire Hydrants.....	691
Police Protection:	
Police Station.....	1
Employees:	
Officers.....	47
Civilian.....	14
School Crossing	
Guard Posts.....	21
Building Permits:	
Permits Issued 2013/2014.....	2,100
Permit Value.....	\$44,015,827
2014 Grand List	
(Net taxable)	2,213,400,740
Assessment Date.....	October 1 st

Education 2013-2014	
High School:	
Number.....	1
Teachers.....	93
Students.....	1,190
Middle School:	
Number.....	1
Teachers.....	52
Students.....	556
Elementary:	
Number.....	5
Teachers.....	149
Students.....	1,915
All Other Staff:	312
2014 Election	
Registered Voters.....	16,276
Number of Votes Cast.....	10,713
% of Voters Voting.....	65.8%
Voting Districts.....	6
Parks & Recreation:	
Acres.....	644
Playgrounds.....	6
Tennis Courts(lighted).....	4
Tennis Courts(unlighted).....	10
Outdoor Swimming Pool.....	1
Indoor Swimming Pool	1
Beach Area	1
Community Center.....	1
Nature Center.....	1
Outdoor Basketball Courts.....	10
Outdoor Basketball	
Court (lighted).....	1
Little League Stadiums	2
Lighted Little League Stadium.....	1
Boating Access and	
Mooring Area	1
Solomon Wells House.....	1
Softball Diamonds.....	4
Softball Diamond(lighted).....	1
Baseball Diamonds.....	3
Soccer Fields.....	3
Senior Center.....	1
Library: (6/30/14)	
Collection	110,404
Annual Circulation.....	347,662
Annual Visitors	182,061
Museums:	
Old Academy	
Cove Warehouse	
Buttolph-Williams House	
Silas Deane House	
Joseph Webb House	
Isaac Stevens House	

SECTION A

**TOWN OF WETHERSFIELD
ANNUAL BUDGET
STATEMENT OF GENERAL FUND BALANCE, REVENUE and TAX LEVY**

Fund Balance Analysis:

Estimated Revenues in Excess of Expenditures June 2015	\$ -
Fund Balance June 30, 2014	11,788,700
(Less) Assigned fund balance for encumbrances outstanding June 30, 2014	(526,833)
(Less) Committed fund balance for compensated absences	(414,179)
(Less) Assigned fund balance for 2014-15 budget	(416,000)
Estimated Unassigned Fund Balance June 30, 2015	10,431,688
(Less) Use of Fund Balance for FY 2015-16	(300,000)
Remaining Unassigned Fund Balance June 30, 2015	<u>10,131,688</u>
Unassigned Fund Balance as a Percentage of General Fund Expenditures 2015-16	<u><u>10.63%</u></u>

Revenue, Expenditures and Tax Levy 2015-16:

Estimated Revenues 2015-16

Assigned Fund Balance to FY 2015-16 Budget	\$ 300,000
Revenue other than Tax Levy	13,106,902
Estimated Tax Levy - General Fund	81,934,961
Estimated Tax Levy - Road Improvements	914,050
Total Funding Sources 2015-16	<u>96,255,913</u>

Estimated Expenditures 2015-16

Town Government	\$ 38,966,916
Road Improvements	914,050
Board of Education	56,374,947
Total Estimated Budget 2015-16	<u>\$ 96,255,913</u>

	General Fund	Road Improvement Fund	
Mill Rate before uncollectible amounts and adjustments	37.51	0.42	
Assessed value of all property:			
Net Taxable Grand List October 1, 2014	\$ 2,213,400,740	\$ 2,213,400,740	
Adjustments to assessed value:			
Assessment Appeals/corrections	(6,000,000)	(6,000,000)	
Tax Relief Elderly Program	(5,860,000)	(5,860,000)	
¹ Local Option Relief	(2,824,500)	(2,824,500)	
² Firefighter tax abatements	(1,037,075)	(1,037,075)	
Total Adjustments	<u>(15,721,575)</u>	<u>(15,721,575)</u>	
Adjusted Net Taxable Grand List	2,197,679,165	2,197,679,165	
Amount to Be Raised by Taxation	81,934,961	914,050	
Projected 12 month uncollectible rate	1,079,184	12,039	
FY 15/16 Tax Warrant	\$ 83,014,145	\$ 926,089	\$ 83,940,234
Mill Rate after adjustments	37.77	0.42	

¹ Under a local option relief program granted in 1984, one property has been provided a flat annual tax of \$6,150, regardless of assessed value. The current assessed value of this property is \$1,988,500. Under the same program, granted in 2003, another property is taxed based on 50% of its regular assessed value, therefore \$1,033,350 has been deducted from the net taxable grand list. for a total assessment adjustment of \$2,854,460. The tax relief value associated with this program is \$104,872.

² Wethersfield Volunteer firefighters are entitled to a \$1,000 annual tax credit towards their combined real estate, personal property and motor vehicle taxes. Estimated abatements are \$40,000 for the department.

**TOWN OF WETHERSFIELD
APPROVED BUDGET FY 2015-2016
DISTRIBUTION OF APPROPRIATION, REVENUE AND MILL RATE**

	EDUCATION	TOWN	DEBT SERVICE	TRANSFERS/ CAPITAL	ROAD IMPROVEMENT FUND	TOTAL
Appropriations	\$56,374,947	\$30,973,916	\$4,385,547	\$3,607,453	\$914,050	\$96,255,913
Estimated Revenue Sources:						
State & Federal Grants	8,653,084	1,043,353	2,253	-	-	9,698,690
Other Charges & Fees for Service	-	3,318,212	-	-	-	3,318,212
Use of Prior year surplus	-	-	-	300,000	-	300,000
Amount to be Raised by Taxation	\$47,721,863	\$26,612,351	\$4,383,294	\$3,307,453	\$914,050	\$82,939,011
MILLS	21.98	12.26	2.02	1.52	0.42	38.19
Percentage of Expenditure Total	57.55%	32.10%	5.29%	3.98%	1.10%	100%

TAX WARRANT COMPUTATION - GENERAL FUND

		DOLLARS	MILLS
Amount to be raised by Taxation		\$81,934,961	37.28
Allowance for uncollectible taxes	1.30%	1,079,184	0.49
TOTAL TAX WARRANT		\$83,014,145	37.77
		2015-2016 Mill Rate	37.77
		2014-2015 Mill Rate	36.32
		Increase in Mill Rate	1.45

TAX WARRANT COMPUTATION - ROAD IMPROVEMENT FUND

		DOLLARS	MILLS
Amount to be raised by Taxation		\$914,050	0.42
Allowance for uncollectible taxes	1.30%	12,039	-
TOTAL TAX WARRANT		\$926,089	0.42
		2015-2016 Mill Rate	0.42
		2014-2015 Mill Rate	0.42
		Increase in Mill Rate	0.00

2015-2016 ADOPTED BUDGET

Summary by Main Account

Department	Personal Services	Employee Benefits	Contractual	Materials & Supplies	Capital Outlay	Other Finance	Total
TOWN COUNCIL	\$2,830	\$222	\$102,283	\$5,000	-	-	\$110,335
TOWN MANAGER	307,137	131,128	34,150	2,500	-	-	474,915
TOWN ATTORNEY	-	-	100,000	-	-	-	100,000
DATA SERVICES	238,114	79,633	204,307	3,000	35,150	-	560,204
TOWN CLERK	175,048	47,055	51,500	4,300	-	-	277,903
ELECTIONS	67,206	1,105	61,820	1,000	-	-	131,131
PROBATE COURT	-	-	35,050	-	-	-	35,050
TREASURER	3,000	50	-	-	-	-	3,050
FINANCE & ACCOUNTING	402,171	130,103	73,063	3,000	-	-	608,337
TAX ASSESSOR	236,156	81,867	26,686	1,600	-	-	346,309
TAX COLLECTOR	165,320	58,329	28,691	1,000	1,500	-	254,840
CENTRAL OFFICE SERVICES	-	-	235,857	2,400	-	-	238,257
PLANNING & DEVELOPMENT	187,683	75,771	65,600	2,000	-	-	331,054
BUILDING INSPECTION & ZBA	353,049	132,319	10,935	4,850	800	-	501,953
POLICE DEPARTMENT	5,986,575	2,510,190	349,605	88,545	31,470	-	8,966,385
TOWN WIDE RADIO	-	-	160,149	17,147	-	-	177,296
FIRE MARSHAL	121,561	48,782	6,000	5,250	2,000	-	183,593
FIRE SUPPRESSION	252,299	63,547	289,729	70,575	34,600	-	710,750
EMERGENCY MEDICAL SVCS	22,000	1,683	-	-	-	-	23,683
ENGINEERING	447,916	174,917	87,995	6,000	8,000	-	724,828
PHYSICAL SERVICES	2,719,697	1,271,318	2,582,340	862,916	51,270	-	7,487,541
CENTRAL CT HEALTH DISTRI	-	-	135,466	-	-	-	135,466
SOCIAL & YOUTH SERVICES	349,362	98,679	233,641	9,840	-	-	691,522
PUBLIC LIBRARY	1,187,341	390,714	163,049	35,025	152,005	-	1,928,134
PARKS & RECREATION	1,076,322	314,095	302,608	76,490	12,600	-	1,782,115
CONTINGENCY	-	-	-	-	-	340,000	340,000
DEBT SERVICE	-	-	-	-	-	4,385,547	4,385,547
INSURANCE	-	12,001	677,464	-	-	-	689,465
METROPOLITAN DISTRICT TA	-	-	3,159,800	-	-	-	3,159,800
TRANSFERS OUT TO OTHERS	-	-	-	-	-	1,760,236	1,760,236
RESERVE FOR RETIREES	-	-	172,000	-	-	1,675,217	1,847,217
EDUCATION- BOE	-	-	56,374,947	-	-	-	56,374,947
TOTAL GENERAL FUND	\$14,300,787	\$5,623,508	\$65,724,735	\$1,202,438	\$329,395	\$8,161,000	\$95,341,863
CNEF - Road Improvements							914,050
GRAND TOTAL	\$14,300,787	\$5,623,508	\$65,724,735	\$1,202,438	\$329,395	\$8,161,000	\$96,255,913

SECTION B



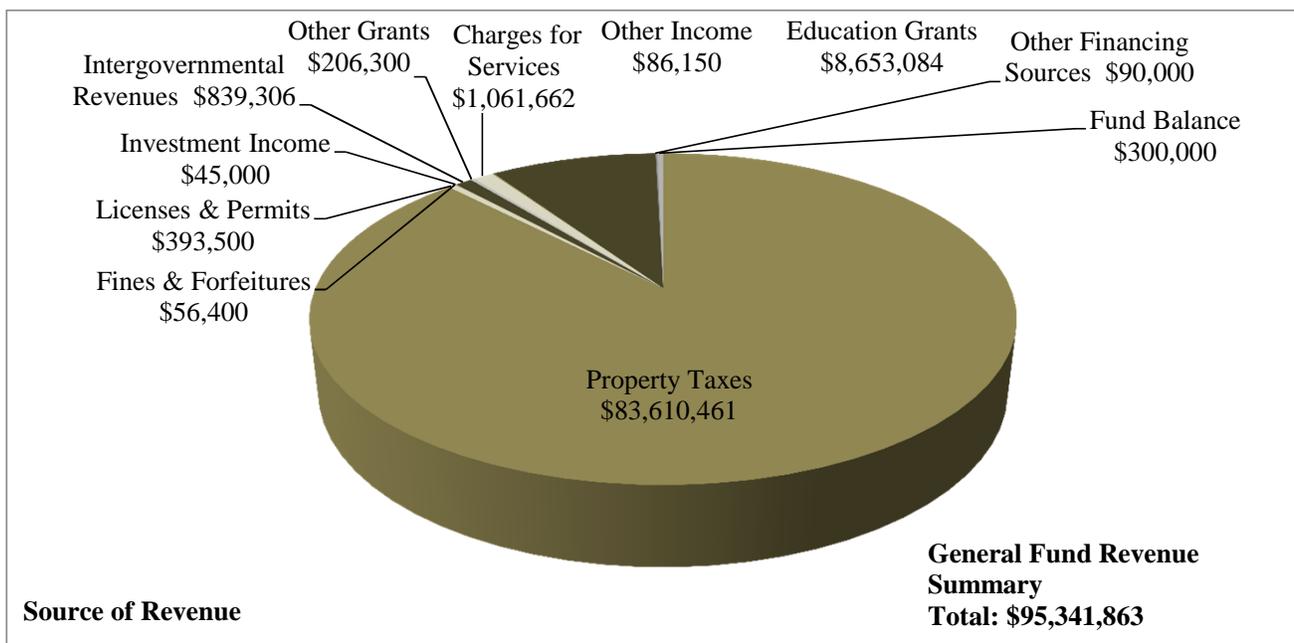
REVENUE SUMMARY

	2013-2014 <u>Actual</u>	2014-2015 <u>Adopted</u>	2014-2015 <u>Estimated</u>	2015-2016 <u>Adopted</u>
<u>Property Taxes</u>				
The Town conducted a statistical evaluation for the 2014 Grand List. The adjusted Net Taxable Grand List after Board of Assessment Appeal (BAA) is 2,213,400,740. The projected Property Tax collection rate for FY 15/16 is 98.70%. The adopted general fund mill rate is 37.77 mills.	\$78,320,507	\$79,898,635	\$80,792,413	\$83,610,461
<u>Licenses and Permits</u>				
Permit revenue is projected to decrease from FY 14. Revenues from the Police, Engineering and Town Clerk permit fees are anticipated to have minimal changes. Building Inspection Permit fees will decrease by 46%, which reflects a decrease in residential building activity and construction development.	651,898	376,500	481,422	393,500
<u>Fines and Forfeitures</u>				
Revenue is generated from the enforcement of parking regulations, motor vehicle violations and municipal ordinance violations.	41,708	29,800	53,541	56,400
<u>Interest on Investments</u>				
Interest is earned from the investment of available cash for all funds except Trust and Agency Funds. Interest rates have remained stable with minimal fluctuation. FY 15/16 projected interest rates range between .2% to .3%.	60,476	75,000	70,334	45,000
<u>Intergovernmental Revenues</u>				
This category includes reimbursements for property tax-exemption programs mandated by the State and other State funded grant programs. These estimates reflect the amount in the Governor's FY2015/2016 Proposed Budget adjustments.	834,607	952,984	960,381	839,306
<u>Other Grants</u>				
This category includes grant funds received from sources other than the State and Federal agencies. They include the Telecommunications Property Tax that local governments receive from various telecom companies for personal property pursuant to Connecticut State Statutes Section 12-80a and PILOT funds from the Housing Authority.	226,628	195,545	193,453	206,300
<u>Charges for Services</u>				
Revenue includes income from cell tower rental fees, Town Clerk conveyance tax and recording fees, revenue to cover fringe benefits associated with Police private duty and fees for Park & Recreation programs.	1,101,614	1,095,075	1,035,191	1,061,662



REVENUE SUMMARY

	2013-2014 <u>Actual</u>	2014-2015 <u>Adopted</u>	2014-2015 <u>Estimated</u>	2015-2016 <u>Adopted</u>
<u>Other Income</u> Revenue sources include recycling rebates from CRRA and all revenues that are not otherwise identified in the budget.	\$126,590	\$54,250	\$84,792	\$86,150
<u>Education Grants</u> Education grants reflect the amounts in the Governor's FY2015/2016 Budget for Education Cost Sharing; school transportation and aid to private school reimbursements.	8,595,570	8,648,995	8,546,215	8,653,084
<u>Other Financing Sources</u> Revenue sources include the surcharge on revenue generated from police private duty.	53,429	-	90,000	90,000
<u>Fund Balance</u> Use of the estimated fund balance at year-end may be appropriated from Unassigned Fund Balance; the proposed appropriation will maintain a reserve level identified in the Town's Strategic Plan. The FY16 budget includes the use of \$300,000.	-	600,000	-	300,000
Total Revenues and Transfers	\$90,013,027	\$91,926,784	\$92,307,742	\$95,341,863



2015-2016 ADOPTED BUDGET
Estimate of Revenues

2013-2014 Actual	2014-2015 Adopted	2014-2015 Estimated	Revenue Source	2015-2016 Adopted
TAXES				
76,072,548	78,464,135	78,493,417	CURRENT PROPERTY TAXES	81,934,961
1,094,126	525,000	970,115	PRIOR YEAR PROPERTY TAXES	751,000
621,105	548,000	766,494	MOTOR VEHICLE SUPPLEMENT	578,000
521,566	355,000	542,727	INTEREST AND LIENS	345,000
-	-	1,358	SUSPENSE COLLECTIONS	-
11,162	6,500	18,302	DMV REPORTING CHARGE	1,500
78,320,507	79,898,635	80,792,413		83,610,461
LICENSES & PERMITS				
3,284	3,000	2,148	TOWN CLERK	4,000
12,687	14,000	13,338	POLICE	15,000
602,449	325,000	429,323	BUILDING INSPECTIONS	340,000
6,125	9,500	11,120	ENGINEERING	9,500
27,353	25,000	25,493	TRANSFER STATION	25,000
651,898	376,500	481,422		393,500
INTERGOVERNMENTAL REVENUES				
223,496	249,914	247,201	STATE OWNED PROPERTY	250,221
3,375	3,750	3,750	TOTALLY DISABLED EXEMPTION	4,071
239,212	267,235	267,235	ELDERLY HOMEOWNER	264,273
42,028	44,100	44,100	VETERANS EXEMPTIONS	44,617
8,654	9,330	9,178	STATE PILOT COLLEGES AND HOSPITALS	18,836
2,308	772	772	BOND INTEREST SUBSIDY	-
46,363	45,397	45,397	SCHOOL BUILDING GRANT	-
217,910	219,446	220,237	PEQUOT GRANT	221,250
20,489	20,489	20,489	MUNIC GRANTS IN AID	21,785
21,807	21,674	21,674	YOUTH SERVICES GRANT	-
8,965	8,877	8,877	SOCIAL SERVICES BLOCK GRANT	2,253
-	12,000	12,000	CIVIL PREPAREDNESS STATE GRANT	12,000
	50,000	50,000	MUNICIPAL REVENUE SHARING	-
	-	9,471	FEMA STORM RECOVERY	-
834,607	952,984	960,381		839,306
EDUCATION GRANTS				
8,438,499	8,518,850	8,411,254	EQUALIZED COST SHARING	8,518,846
92,584	92,436	82,254	PUPIL TRANSPORTATION	81,983
64,487	37,709	52,707	AID TO PRIVATE SCHOOLS	52,255
8,595,570	8,648,995	8,546,215		8,653,084
OTHER GRANTS				
21,316	20,000	21,517	HOUSING - HIGHVUE (STATE PILOT)	20,000
70,133	63,000	66,281	TELECOMM PROPERTY TAXES	65,000
12,587	9,300	9,451	GHTD OPERATING ASSISTANCE GRT	9,300
4,245	4,245	4,495	CASAC GRANT	-
118,347	99,000	91,708	HOUSING AUTHORITY ELDERLY PILOT	112,000
226,628	195,545	193,452		206,300
CHARGES FOR SERVICES				
39,159	30,000	32,549	TOWN CLERK VITAL RECORDS COPY REV	35,000
83,574	150,000	82,139	TOWN CLERK RECORDING FEES	175,000
232,182	200,000	238,532	TOWN CLERK CONVEYANCE TAX	200,000
3,790	4,500	4,542	TOWN CLERK MERS FEES	4,500
50,461	40,000	56,726	TOWN GF MERS FEES	50,000
1,456	1,500	1,700	POLICE REPORTS	1,500
70,000	-	90,000	POLICE PRIVATE DUTY CHARGES	-
12,900	-	10,500	RENTS	9,900
19,499	18,875	18,528	LIBRARY FEES	19,000
179,725	171,500	148,258	RECREATION AND PARKS	171,500
43,225	43,100	32,210	COMMUNITY CENTER	43,100
1,976	1,500	1,500	COMPUTER SERVICES	1,650
241,561	224,100	219,666	CELL TOWER RENTAL FEES	231,062
1,236	2,000	708	RETURNED CHECK FEE	1,700

2015-2016 ADOPTED BUDGET
Estimate of Revenues

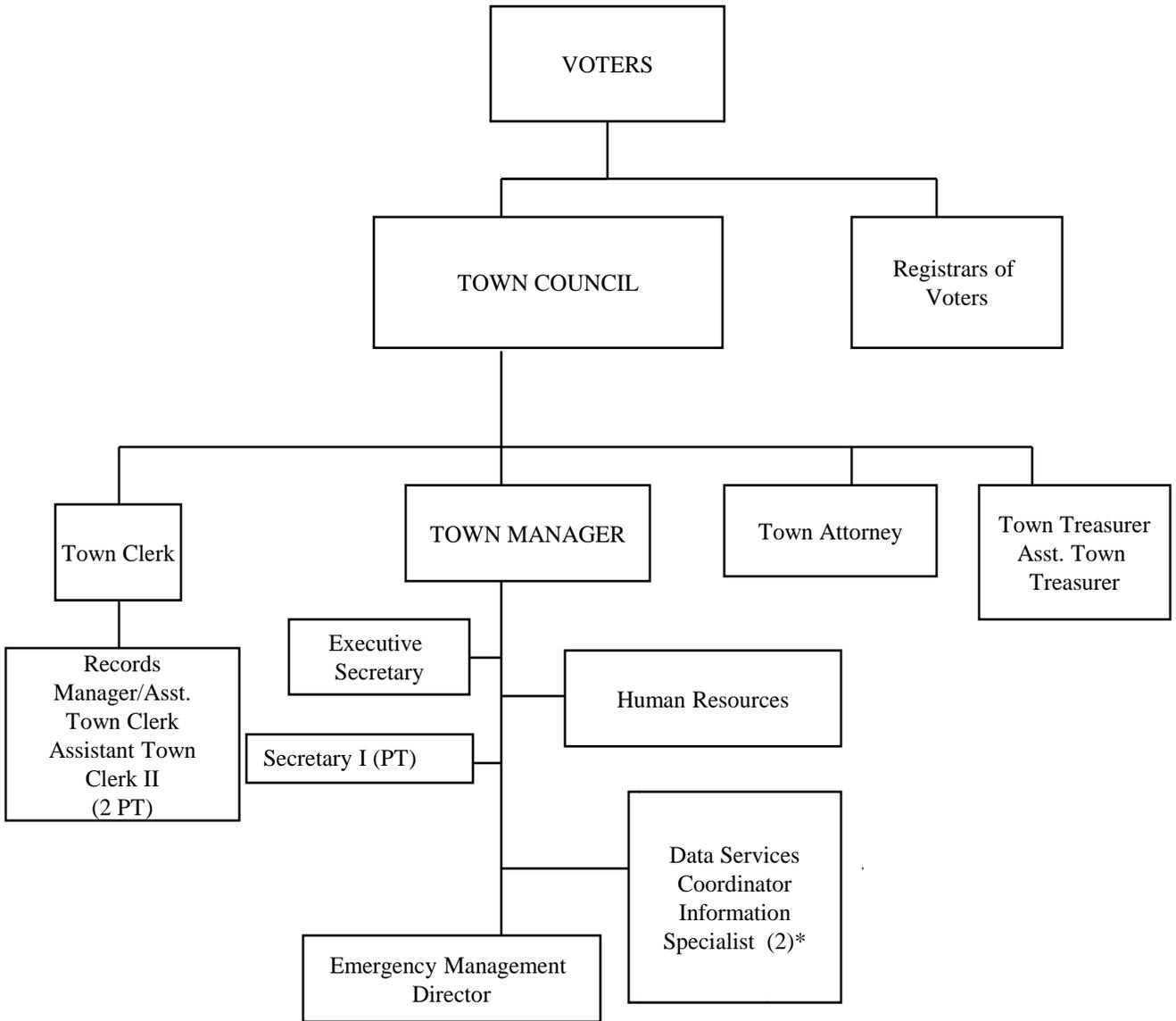
2013-2014	2014-2015	2014-2015	Revenue Source	2015-2016
Actual	Adopted	Estimated		Adopted
43,000	42,000	42,917	REFUSE DISPOSAL FEES	40,000
	-	-	YOUTH SERVICES COUNSELING	-
3,580	3,500	3,838	WHITE GOODS PICKUP	3,750
18,223	20,000	11,893	TREE SERVICES	20,000
34,760	32,000	16,068	FALSE ALARMS	33,000
21,307	20,500	22,917	DIAL-A-RIDE MEMBERSHIP FEE	21,000
1,101,614	1,005,075	1,035,191		1,061,662
			FINES & FORFEITURES	
350	300	78	COURT FINES	300
14,035	13,000	23,565	PARKING TAGS	28,000
13,922	16,500	13,415	CT TRAFFIC VIOLATIONS	16,000
100	-	3,700	MUNICIPAL ORDINANCE VIOLATIONS	100
13,301	-	12,783	MUNICIPAL ORDINANCE VIOLATIONS INTEREST/LIENS	12,000
41,708	29,800	53,541		56,400
			INVESTMENT INCOME	
60,476	75,000	70,334	INTEREST ON INVESTMENTS	45,000
60,476	75,000	70,334		45,000
			OTHER INCOME	
150	250	150	BANNNER REVENUE	150
36,508	35,000	37,541	MISCELLANEOUS REVENUE	35,000
1,507	-	-	CL&P DEMAND RESPONSE	-
40,689	-	-	CIRMA REBATE	32,000
47,736	19,000	47,101	RECYCLING	19,000
	-	-	GOODWIN PARK PILOT	-
-	-	-	FEMA REIMBURSEMENT	-
126,590	54,250	84,792		86,150
			OTHER FINANCE SOURCES	
	-	-	SALE OF BOND PROCEEDS	-
	600,000	-	FUND BALANCE APPROPRIATION	300,000
53,429	-	-	TRANSFER IN - CAPITAL PROJECTS	-
	90,000	90,000	TRANSFER IN - POLICE PRIVATE DUTY	90,000
53,429	690,000	90,000		390,000
90,013,027	91,926,784	92,307,741	TOTAL GENERAL FUND	95,341,863
			TAXES- CNEF	
	903,439	910,824	CURRENT PROPERTY TAXES	904,962
	4,539	9,147	MOTOR VEHICLE SUPPLEMENT	9,088
-	907,978	919,972	TOTAL CNEF FUND	914,050
90,013,027	92,834,762	93,227,713	GRAND TOTAL	96,255,913

SECTION C

2015-2016 ADOPTED BUDGET
Summary of Expenditures

2013-2014	2014-2015	2014-2015	Department	2015-2016
<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>		<u>Adopted</u>
\$89,518	\$103,786	\$88,956	TOWN COUNCIL	\$110,335
420,103	442,720	374,181	TOWN MANAGER	474,915
233,280	100,000	179,089	TOWN ATTORNEY	100,000
393,514	538,538	420,734	DATA SERVICES	560,204
238,253	270,973	236,928	TOWN CLERK	277,903
87,065	134,660	114,555	ELECTIONS	131,131
32,328	34,041	34,276	PROBATE COURT	35,050
3,047	3,648	2,910	TREASURER	3,050
549,400	601,164	524,556	FINANCE & ACCOUNTING	608,337
329,728	347,500	342,162	TAX ASSESSOR	346,309
241,073	254,601	254,501	TAX COLLECTOR	254,840
214,797	235,757	226,761	CENTRAL OFFICE SERVICES	238,257
282,662	318,841	293,832	PLANNING & DEVELOPMENT	331,054
367,518	469,110	468,967	BUILDING INSPECTION & ZBA	501,953
8,159,778	8,613,103	8,442,278	POLICE DEPARTMENT	8,966,385
203,500	184,250	166,649	TOWN WIDE RADIO	177,296
148,267	175,632	176,046	FIRE MARSHAL	183,593
650,114	696,618	645,287	FIRE SUPPRESSION	710,750
21,113	21,530	28,516	EMERGENCY MEDICAL SVCS	23,683
702,231	677,520	676,607	ENGINEERING	724,828
7,794,299	7,567,867	8,109,874	PHYSICAL SERVICES	7,487,541
125,176	131,146	131,146	CENTRAL CT HEALTH DISTRICT	135,466
642,084	663,285	636,606	SOCIAL & YOUTH SERVICES	691,522
1,787,555	1,876,700	1,766,562	PUBLIC LIBRARY	1,928,134
1,585,885	1,708,763	1,646,299	PARKS & RECREATION	1,782,115
-	340,000	-	CONTINGENCY	340,000
3,236,243	3,379,104	3,379,104	DEBT SERVICE	4,385,547
619,257	681,000	681,000	INSURANCE	689,465
2,829,570	3,001,807	2,894,005	METROPOLITAN DISTRICT TAX	3,159,800
1,516,100	1,959,361	1,963,461	TRANSFERS OUT TO OTHERS	1,760,236
1,484,272	1,596,562	1,596,562	RESERVE FOR RETIREES	1,847,217
53,072,660	54,797,197	54,697,197	EDUCATION- BOE	56,374,947
88,060,390	91,926,784	91,199,607	TOTAL GENERAL FUND	95,341,863
607,772	907,978	907,978	CNEF - ROAD IMPROVEMENTS	914,050
\$88,668,162	\$92,834,762	\$92,107,585	GRAND TOTAL	\$96,255,913

TOWN ADMINISTRATION



*The Shared Services Committee is currently studying the combination of the Data Services Division with the Board of Education Technology Department.



TOWN ADMINISTRATION

Town Council

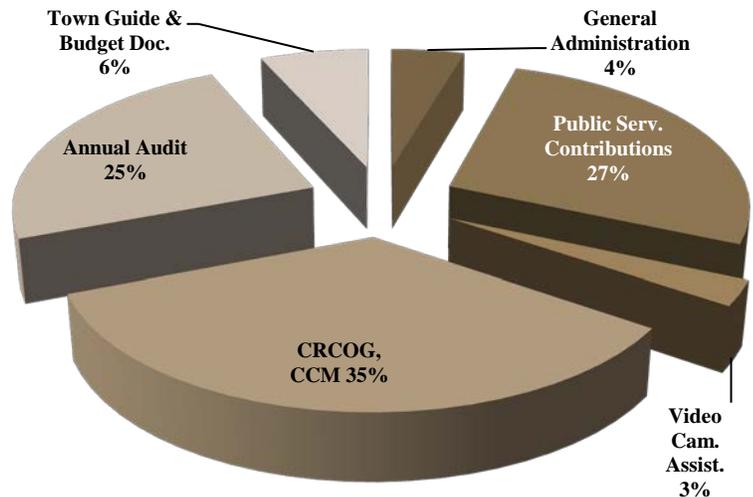
MISSION STATEMENT:

The mission of the Town Council is to serve as the governing body of the Town of Wethersfield.

DEPARTMENT DESCRIPTION:

The Town Council, as established by the Town Charter, consists of nine members, who are responsible for establishing policy, adopting the annual budget and setting the tax rate. The Council is also the appointing authority for the Town Manager, Town Clerk, Town Attorney and Town Treasurer, as well as members of the various Boards and Commissions who fulfill those duties and responsibilities as provided for in the Town Charter and Code of the Town of Wethersfield.

PROGRAM	BUDGET AMOUNT	PERCENT
General Administration	\$5,000	4%
Public Service Contributions	29,770	27%
Video Camera Assistance	3,052	3%
CRCOG, CCM	38,388	35%
Annual Audit	27,250	25%
Town Guide and Budget Document Printing	6,875	6%
Total	\$110,335	100%



Program Descriptions:

General Administration: The budget for general administration covers such items as fees for Council attendance at various functions, office supplies, and training and seminar expenses for Council Members who attend.

Public Service Contributions: The Town Council has provided support to various community organizations that provide direct support to Town residents and enhance Town programs. This adopted budget includes the following public service contributions:

Greater Hartford Transit:	\$ 3,467	Weth. Seniors:	\$2,000
Connecticut MED:	\$21,053	Intercommunity Mental Health:	\$2,000
Safe Graduation:	\$ 250	Interval House:	\$1,000

Video Camera Assistance: This program contains the cost of having the Town Council meetings televised.

Capitol Region Council of Governments and Connecticut Conference of Municipalities (CRCOG & CCM): Annual dues are required for membership in these organizations. CRCOG is a 38 Town regional planning agency that coordinates the efforts of Town in transportation, homeland security, regional planning, purchasing, and other municipal services. The Connecticut Conference of Municipalities is a state wide organization that provides information, guidance, support, and collaboration between local official across the state.

Annual Audit: The auditors are contracted by the Town Council to conduct the Town’s annual financial audit are required by the Town Charter. This is a shared expense between the Town and Board of Education whose budget also includes funds for their share of the audit.

Town Guide and Budget Document Printing: This program provides funding for printing of various items such as the annual budget, the portion of the Town Guide that contains the annual financial statement, and an information bulletin contained within the tax bills.

MAJOR CHANGES / ACCOMPLISHMENTS / OUTLOOK:

The focus of the Town Council with regards to the 2015-2016 Budget is to continue to balance meeting the needs of the community with the economic realities of the times. To that end the Council had determined several priorities which would increase the vitality of the community while lowering long term costs.

- With the passage of the High School Referendum, the Council will continue to support the Building Committee and provide oversight to the process.
- The Council has implemented a separate mill levy for road improvements which has been positively received by the community and provides a stable program for the improvements to the Town's Roads.
- Outreach: The Governing Body places significant emphasis on outreach with the community, residents, and businesses. "Coffee with the Mayor" which seeks to receive direct feedback from residents on a range of issues. Meetings with several collaborative agencies have been held to increase business support including Department of Economic and Community Development and state and legislative representation. Meetings with potential business opportunities are also ongoing to forge an environment of business friendly support.
- Continue to act collaboratively for great efficiency and lower costs:
 - a. The Town Council and Board of Education continue to seek ways to share services. The combining of the Information Technology departments is a priority.
 - b. Through participation in the Central Connecticut Solid Waste Authority, the Town was able to reduce its trash disposal costs by 12% beginning in November 2012.
 - c. The Town continues to utilize the CRCOG Purchasing Council which has produced significant savings in electricity and fuel costs.

2015-2016 Adopted Budget with Expenditure History

TOWN COUNCIL

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
PERSONAL SERVICES							
SAL/WAGES	2,496	2,309	1,788	1,477	1,492	2,700	2,830
	2,496	2,309	1,788	1,477	1,492	2,700	2,830
EMPLOYEE BENEFITS							
FICA/LIFE	36	33	29	21	22	206	216
WC PREM	-	-	-	3	4	4	6
	36	33	29	24	26	210	222
CONTRACTUAL							
COPY - EXT	8,984	8,082	2,749	1,582	1,749	5,000	6,875
CONF/TRAIN	17,875	17,875	19,100	36,736	37,961	42,785	38,388
PROF SERV	19,200	19,200	19,200	19,200	19,200	25,000	27,250
PUB CONTRB	45,788	21,168	21,532	22,952	24,651	23,091	29,770
	91,847	66,325	62,581	80,470	83,561	95,876	102,283
MATERIALS & SUPPLIES							
OFFICE SUP	733	443	327	17	3,347	2,000	2,000
	2,706	2,608	2,157	1,474	1,093	3,000	3,000
	3,439	3,051	2,484	1,491	4,440	5,000	5,000
Totals:	97,818	71,718	66,882	83,462	89,519	103,786	110,335



TOWN ADMINISTRATION

Town Manager

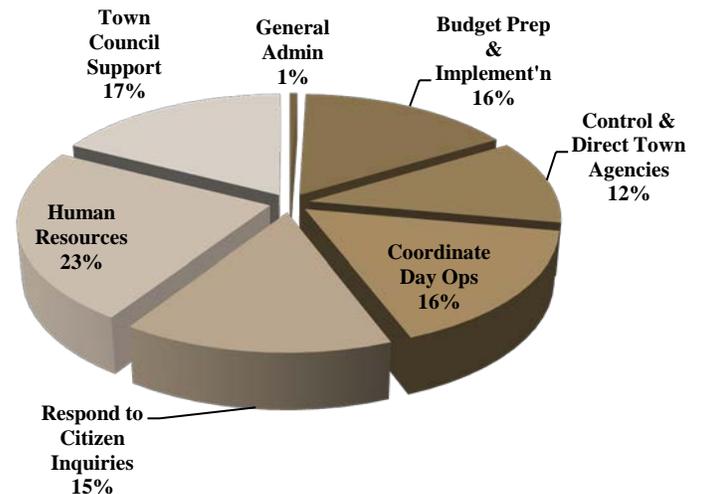
MISSION STATEMENT:

Provide professional executive management to the Town and staff, and to implement policies, procedures, programs and the budget as voted upon by the Town Council and to plan, direct and administer human resource management operations, programs and activities, including labor relations

DEPARTMENT DESCRIPTION:

Responsible for the preparation of the proposed and adopted General Fund and Capital Improvement budgets, controlling and directing all Town agencies, coordinating the Town's day to day operations, supervising all employees, and overseeing the numerous responsibilities and duties associated with the Manager's position. Human Resources, as part of the Town Manager's office, is responsible for planning, developing and administering all personnel and labor relations functions, including hiring, employee training and development, and safety and health.

PROGRAM	BUDGET AMOUNT	PERCENT
General Administration	\$2,650	1%
Budget Preparation & Implementation	75,511	16%
Control & Direct all Town Agencies	57,774	12%
Coordinate Day to Day Operations	77,459	16%
Respond to Citizen Inquiries	71,628	15%
Human Resources	110,449	23%
Town Council Support	79,444	17%
Total	\$474,915	100%



PERSONNEL DATA SUMMARY

POSITION	2013/2014	2014/2015	2014/2015	2015/2016
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Town Manager	1.0	1.0	1.0	1.0
Assistant Town Manager	0.9	0.0	0.0	0.0
Human Resource Manager	0.0	0.7	0.3	1.0
Executive Secretary	1.0	1.0	1.0	1.0
Secretary I	0.5	0.5	0.5	0.5
Full-time Equivalent	3.4	3.2	2.8	3.5

PROGRAM: GENERAL ADMINISTRATION: The purpose of the program account is to have one place to account for the office supplies, printer toner cartridges, and machine repairs that are used throughout all the other programs.

Program Expenses:

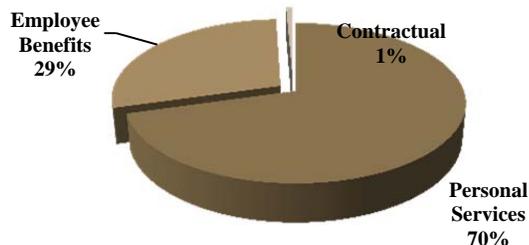
Contractual	\$150
Materials & Supplies	<u>2,500</u>
Total	\$2,650



PROGRAM: BUDGET PREPARATION & IMPLEMENTATION: In accordance with the Town Charter, the Town Manager must submit to the Town Council, no later than the first Monday in April the proposed budget for the ensuing fiscal year. The budget must contain: an estimate of the probable cash deficit or unencumbered cash surplus at the end of the current fiscal year, the estimates of revenues, other than property taxes, for the ensuing year, the estimates of expenses, and an estimate of the sum necessary to be raised by taxation to balance the budget.

Program Expenses:

Personal Services	\$52,915
Employee Benefits	22,096
Contractual	<u>500</u>
Total	\$75,511



Outcomes:

- To submit a Town Budget to the Town Council by the first Monday in April that provides sufficient resources to meet the service delivery standards as determined by the Council.
- To provide the Town Council with a full understanding of the fund balances, revenues available and expenses for the services provided by Town employees and agents.
- To establish a process and structure for long term planning that will lead to a balance of services/expenses/revenues that meets the needs of the Town.
- To prepare a document that meets the Government Finance Officers' Association guidelines for receiving the Distinguished Budget Presentation Award.

Major Changes / Accomplishments / Outlook:

The current budget for 2014-2015 has received the Government Finance Officers' Association Distinguished Budget Presentation Award. The award "reflects the commitment of the governing body and staff to meeting the highest principals of government budgeting" and must meet the guidelines of a policy document, a financial plan, an operations guide, and a communication device.

The adopted 2015-2016 Town of Wethersfield Budget meets all the requirements of the Charter of the Town of Wethersfield. The budget continues to invest in educational enhancements, rolling stock replacement, technology infrastructure, public safety, and road improvements.

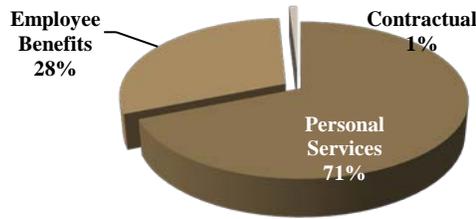
The adopted budget also contains the expected revenues, expenses, program description, level of taxation and full balance. The fund balance is a critical element in the Town maintaining its bond rating of AA+ from Standard and Poor's and Aa2 from Moody's. These ratings determine to a great extent the interest rate that the Town receives on its general obligation bonds.

The Town Manager's Budget Message contains a more detailed description of the adopted 2015-2016 budget.

PROGRAM: CONTROL & DIRECT ALL TOWN DEPARTMENTS AND AGENCIES: In accordance with the Town Charter, the Manager shall supervise and control all departments and agencies of the town, except the Board of Education, the Library Board, elected officials and their appointees, and those appointed by the Governor, the General Assembly or by the Council.

Program Expenses:

Personal Services	\$40,778
Employee Benefits	16,496
Contractual	<u>500</u>
Total	\$57,774



Outcomes:

- Personnel in the Manager’s office will provide direction and support to all Town Department and Town Agencies toward achieving their individual goals, statutory objectives, and requirement as provided by the Code of the Town of Wethersfield.
- Personnel in the Manager’s office will make sure that Town Departments and Agencies utilize their resources effectively and are provided the necessary training and support to fulfill their obligations.
- To effectuate all Town policies and ordinances through direction of the Town’s Departments and Agencies.
- To review all vacancies as they occur for necessity and organizational effectiveness.

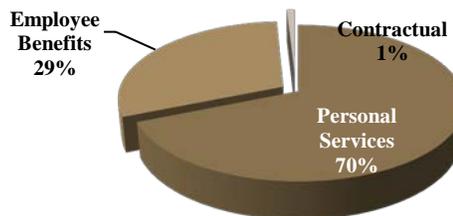
Major Changes / Accomplishments / Outlook:

The integration of the Departments of Social and Youth Service and Parks and Recreation continues. During the current year a new Assistant Director of Social and Youth Services was hired and departmental staff has been reclassified and duties thereof modified to provide for support for both departments. Also, the Town has realigned staff in the Engineering and Building Departments and hired a Zoning Enforcement / Property Maintenance Officer. This gives the Town a dedicated person who is charged with enforcing the zoning and property maintenance codes. The ZEO also staffs the Board of Zoning Appeals and provides input to the Planning and Zoning Commission. Finally, Town Staff continue to work with the staff of the Board of Education, the Town Council and the Board of Education to implement “shared services”. The current emphasis is on combining the information technology departments.

PROGRAM: COORDINATE DAY TO DAY OPERATIONS: Per the Town Charter the Manager is responsible to see that the laws of the state and town ordinances are faithfully executed and to perform such other duties as may be assigned by law or by the ordinance or duly adopted acts of the Town Council.

Program Expenses:

Personal Services	\$54,674
Employee Benefits	22,285
Contractual	<u>500</u>
Total	\$77,459



Outcomes:

- Personnel in the Manager’s Office will provide coordination amongst departments to facilitate the sharing of resources and information.
- To work with the individual departments to implement action plans to achieve Town goals and objectives.
- To make sure progress is made on day to day activities, short range projects, and long range goals.
- To manage conference and meeting room schedules for committees and groups.

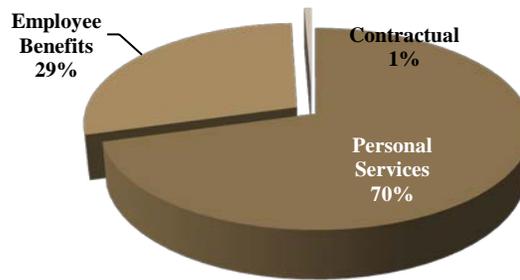
Major Changes / Accomplishments / Outlook:

In addition to the regular duties and staff support provided to boards and commission, Town staff is currently providing logistical support to the Wethersfield High School Renovation Building Committee. Town staff coordinates the meetings, provide clerical and financial management services, legal, contract compliance and participate with the architect and construction manager on overall project coordination, code compliance, and construction. The estimated completion of the renovation project is September 2016. Also, Town Staff are providing support to the Charter Revision Commission as they perform the required decennial review of the Town’s Charter. The Charter Revision process will be completed in November of 2015.

PROGRAM: RESPOND TO CITIZEN INQUIRIES: As the Chief Executive Officer for the Town, the Manager is tasked with fielding inquiries and concerns of residents and patrons of Town Services.

Program Expenses:

Personal Services	\$51,756
Employee Benefits	19,372
Contractual	<u>500</u>
Total	\$71,628



Outcomes:

- Personnel in the Manager’s office will be available to take and respond to citizens inquiries regarding Town operations, services, or facilities and provide a response within 48 hours.
- Personnel in the Manager’s office will direct citizens with particular complaints to department or agencies best suited to answering their questions or concerns.
- Personnel in the Manager’s office will facilitate responses through Town agencies and departments to address patron concerns and inquiries.

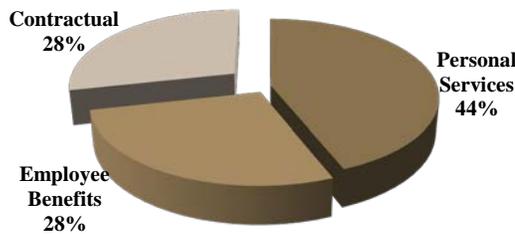
Major Changes / Accomplishments / Outlook:

The new Town website includes a section that allows citizens to request a service online. The system includes automatic routing to the appropriate department and time limits for response back to the requestor. This system will improve responsiveness to citizens and provide data to analyze service provision. In addition, the Town Manager's office produces a Weekly Management Report designed to inform the reader of upcoming events, status of projects, activities of departments, and other items of information on the Town.

PROGRAM: HUMAN RESOURCES: Per the Town Charter, the Manager shall appoint and may remove all officers and employees of the departments and agencies of the town and have the authority to transfer and reassign offices, functions, and responsibilities. The Town is required by Charter to advertise any open positions in a newspaper of general circulation in the Town of Wethersfield. This account also covers promotional tests, and pre-employment physicals, and is responsible for planning, developing and administering human resources and labor relations, and for directing quality improvement programs, practices and activities for the Town as well as employee training and development, safety and health, and recognition efforts.

Program Expenses:

Personal Services	\$48,470
Employee Benefits	30,479
Contractual	<u>31,500</u>
Total	\$110,449



Outcomes:

- Provide the Town with a trained and competent labor force that performs their duties as directed by the Town Charter and Code of the Town of Wethersfield
- To hold accountable department heads for the supervision and direction of their respective employees and subordinates.
- Provide risk management tools for Departments to reduce liability costs.
- Implementation of Federal Drug & Alcohol Testing Programs for Town and Board of Education employees with CDL licenses.
- Provide incentives for continuing education for employees whose knowledge and skills benefit the Town.
- Provide incentives to Employees to encourage engagement in Wellness Programs and therefore reduce costs of health insurance.
- Expand the use of the MUNIS Financial System to include Human Resource Management including personnel action entries and position control.
- The Safety Committee monitors work related injuries and safety concerns on a quarterly basis to ensure that safeguards are put in place, and staff members are properly trained.

Major Changes / Accomplishments / Outlook:

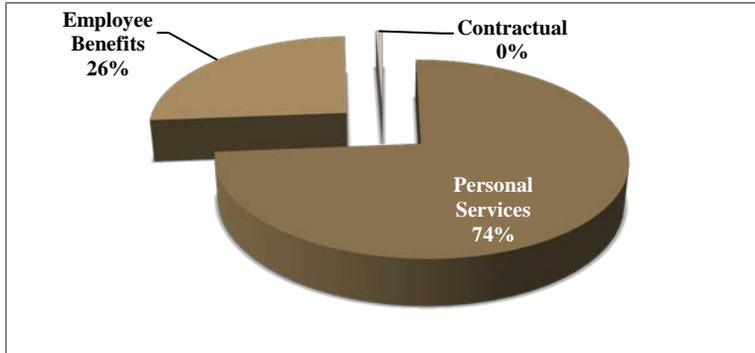
With the retirement of the Assistant Town Manager, that position has been reclassified to re-institute the Human Resource Manager position that has been vacant since 2003.

The Town has worked the Unions and employee groups towards implementing long term changes to benefits particularly in the areas of post-retirement medical benefits and pensions. Also, working with the Agent of Record for Health Benefits, an effort is underway to implement health maintenance programs to help control the long term costs of health insurance on the group. The Town continues to be challenged, as all local governments are, with the legacy costs related to pensions and other post retirement benefits. A more detailed discussion on these topics is included in the Town Manager's Budget Message.

PROGRAM: TOWN COUNCIL SUPPORT: Per the Town Charter, the Manager shall attend all meetings of the Town Council, with the right to speak but not to vote; to keep the Council informed concerning the financial condition of the town and concerning all other matters affective the welfare of the town and to provide staff support to all Council Committees.

Program Expenses:

Personal Services	\$58,544
Employee Benefits	20,400
Contractual	<u>500</u>
Total	\$79,444



Outcomes:

- To prepare complete and timely agenda packets for the Council Members for Town Council meetings.
- To provide staff support for all Council Committees.
- To inform Councilors of all special circumstances, events, training opportunities, and other relevant activities which Councilors should be aware of and /or attend.

Major Changes / Accomplishments / Outlook:

The rollout of iPads' to Town Council and Department Managers has successfully resulted in a decrease in expenses for paper and copier usage in the adopted budget. Also, as previously stated, Town Staff are providing staff support to the Charter Revision Commission appointed by the Town Council.

2015-2016 Adopted Budget with Expenditure History

TOWN MANAGER

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
PERSONAL SERVICES							
SAL/WAGES	290,631	284,110	283,577	267,505	289,787	290,145	307,137
	290,631	284,110	283,577	267,505	289,787	290,145	307,137
EMPLOYEE BENEFITS							
FICA/LIFE	50,789	39,669	36,838	20,532	22,073	24,726	24,168
HEALTH INS	30,573	36,171	38,338	33,085	30,158	42,182	52,319
PENSION	-	15,123	17,615	14,652	16,067	26,610	25,071
DC PENSION	-	-	-	13,500	13,321	14,009	14,873
WC PREM	-	-	-	1,896	2,136	2,398	2,697
TUITN REMB	1,035	2,000	4,351	4,480	6,200	6,000	12,000
	82,397	92,963	97,142	88,145	89,955	115,925	131,128
CONTRACTUAL							
CONF/TRAIN	2,125	2,680	2,689	5,045	7,893	8,000	6,000
RECRUITMT	11,464	3,931	5,133	5,831	3,817	5,000	8,000
PROF SERV	37,500	11,000	-	-	-	-	-
SUPPORT SV	6,126	7,774	7,309	9,954	11,334	9,000	8,000
LABOR REL	23,502	32,073	74,126	73,070	11,773	12,000	12,000
REP&MAINT	-	-	-	425	3,112	150	150
	80,717	57,458	89,257	94,325	37,929	34,150	34,150
MATERIALS & SUPPLIES							
OFFICE SUP	1,118	2,051	1,849	2,665	2,433	2,500	2,500
	1,118	2,051	1,849	2,665	2,433	2,500	2,500
Totals:	454,863	436,582	471,825	452,640	420,104	442,720	474,915



TOWN ADMINISTRATION

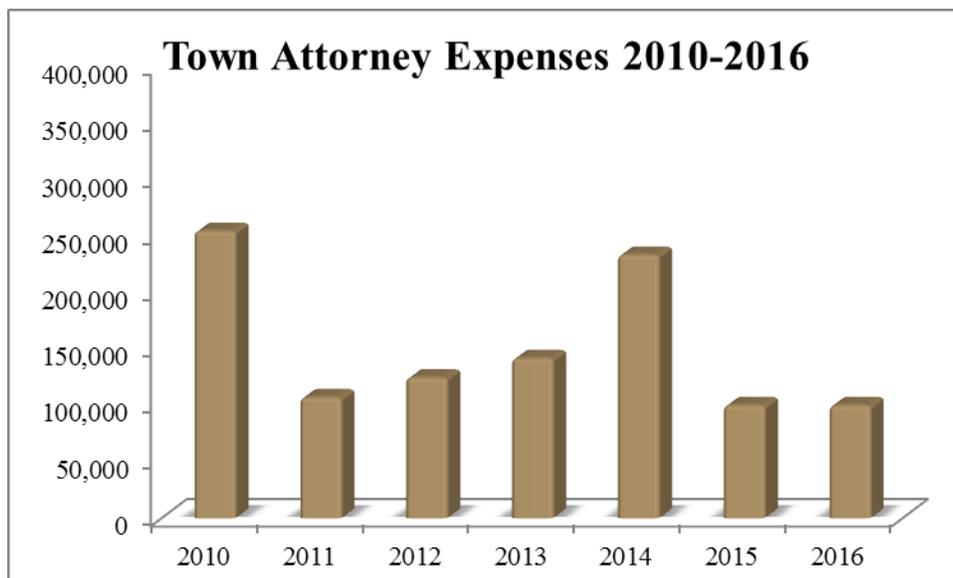
Town Attorney

MISSION STATEMENT:

To serve as Legal Advisor to the Town Council, Town Manager and all Town officers and agencies.

DEPARTMENT DESCRIPTION: The Town Attorney's responsibilities cover a broad spectrum of municipal concerns including the preparation of deeds and easements, contracts, permit forms, ordinances, resolutions and other legal documents necessary for the proper operation of the Town. The Town Attorney also represents the Town in all litigation, including appeals for regulatory relief from decisions of boards and commissions, suits to enforce regulations and ordinances involving matters of health, zoning, foreclosures, tax appeals, tax liens and land acquisitions. An additional \$12,000 is contained in the Town Manager's budget for legal costs associated with human resource / collective bargaining issues.

Program Expenses: **Town** **\$100,000**
 Total **\$100,000**



2015-2016 Adopted Budget with Expenditure History

TOWN ATTORNEY

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
CONTRACTUAL							
PROF SERV	204,407	106,950	124,575	141,664	233,280	100,000	100,000
	204,407	106,950	124,575	141,664	233,280	100,000	100,000
OTHER FINANCE USES							
ETHICS CMT	50,000	-	-	-	-	-	-
	50,000	-	-	-	-	-	-
Totals:	254,407	106,950	124,575	141,664	233,280	100,000	100,000



Town Administration

Data Services

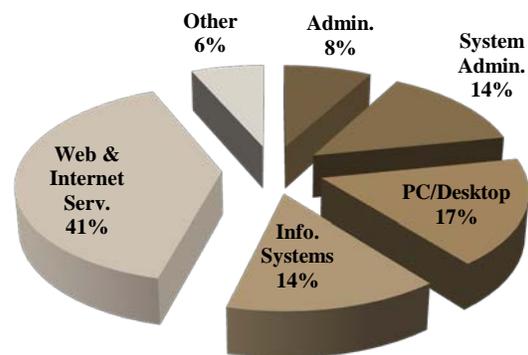
MISSION STATEMENT:

The mission of Data Services is to promote and optimize the delivery of municipal services through the application of information and communications technologies.

DEPARTMENT DESCRIPTION:

Operates and administers the Town's computer systems, networks, Internet services, and related technologies. The department supports telecommunications, audio-visual, and radio systems. Develops and maintains the personal computer inventory and desktop and mobile devices. Provides support to users of enterprise and desktop software applications. Assists Town departments in specification, procurement, and deployment of information technology. Offers on-line information and services to the public via the Town Web page. Participates in strategic technology planning with the Town departments and citizen advisory committees. Responds to public requests for computer-stored records under the Freedom of Information Act.

PROGRAM	BUDGET AMOUNT	PERCENT
Administration	\$45,827	8%
System Administration	76,392	14%
PC/Desktop Support	96,537	17%
Information Systems	77,866	14%
Web and Internet Services	227,342	41%
Other	36,240	6%
Total	\$560,204	100%



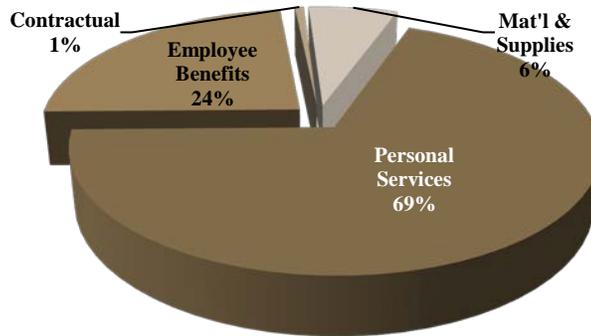
PERSONNEL DATA SUMMARY

POSITION	2013-2014 <u>Actual</u>	2014-2015 <u>Adopted</u>	2014-2015 <u>Actual</u>	2015-2016 <u>Adopted</u>
Data Services Coordinator	1.0	1.0	1.0	1.0
Info. Spec. II	1.0	1.0	1.0	1.0
Info. Spec. I	.42	1.0	.25	1.0
Full-time Equivalent	2.42	3.0	2.25	3.0

PROGRAM: ADMINISTRATION: This category includes the internal administrative processes of the Data Services Division, such as purchasing, personnel administration, budget preparation and oversight, staff meetings, and general office management.

Program Expenses:

Personal Services	\$31,704
Employee Benefits	10,823
Contractual	300
Materials & Supplies	<u>3,000</u>
Total	\$45,827



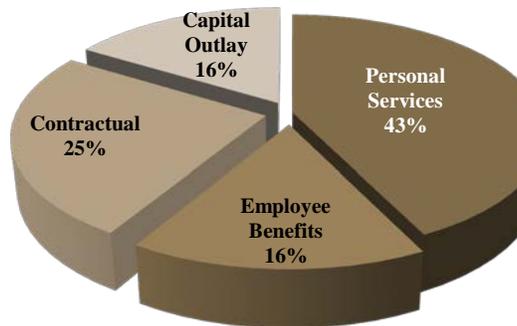
Outcomes:

- Assure the integrity and function of the Data Services Division as a business unit.
- Align Division activities and procedures with Town administrative policies.

PROGRAM: SYSTEM ADMINISTRATION: The Data Services Division oversees a variety of technology platforms, including enterprise servers, local and wide-area networks, and Internet services. System administration tasks include user account and data storage management, software upgrades, performance monitoring and problem resolution, backups, security and antivirus, network configuration and troubleshooting, contract administration, and project management for new installations and upgrades.

Program Expenses:

Personal Services	\$32,588
Employee Benefits	12,154
Contractual	19,200
Capital Outlay	<u>12,450</u>
Total	\$76,392



Outcomes:

- Provide a reliable and responsive information environment for the conduct of Town business and provision of public services as measured by uptime (total hours minus unscheduled downtime) on all major systems: servers, networks, and Internet services.
- Promote public safety by supporting automated systems used by Police, Fire, and other emergency responders.

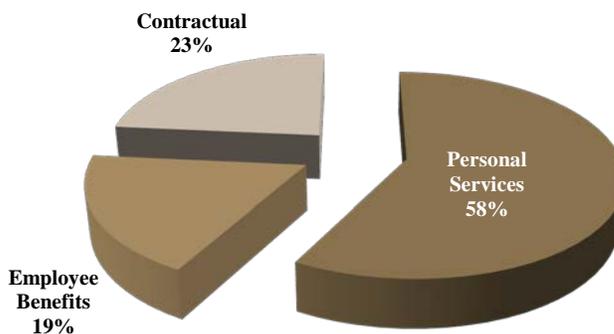
Major Changes / Accomplishments / Outlook:

The fiber network installed in 2013 has significantly improved the speed and reliability of data links between town sites and eliminated bottlenecks in accessing Cloud applications and the Internet. This infrastructure also lays the groundwork for future Voice over IP technologies.

PROGRAM: PC/DESKTOP SUPPORT: Desktop and laptop PCs are the platform for office productivity software, e-mail, and core applications underpinning the day-to-day operations of Town departments. Activities related to the desktop environment include specification and purchase of computers and printers, PC replacement cycle planning, hardware and software installation, end-user support, general troubleshooting, and problem resolution.

Program Expenses:

Personal Services	\$55,920
Employee Benefits	17,917
Capital Outlay	<u>22,700</u>
Total	\$96,537



Outcomes:

- Promote productivity and effectiveness of Town staff by providing desktop and mobile computer equipment and solutions as measured by the percentage of PC inventory replaced annually (projected cycle in years to replace all machines).

Major Changes / Accomplishments / Outlook:

This year’s budget will fund a 15% turnover in PCs purchased and supported by Data Services. As in past years, older releases of Windows and Microsoft Office will be phased out as older hardware is replaced. A combination of new purchases and upgrades should bring most PCs up to Windows 7, leaving a residue of older machines used primarily in stand-alone settings.

The Town’s email platform was migrated from a Microsoft Exchange server to Google Apps in 2014.

PC Purchases - Five-Year History*							
	Actual						Adopted
Type	Prior Years	2011-12	2012-13	2013-14	2014-15	Total	2015-16
Desktop	37	12	25	12	15	101	8
Laptop	7	8	3	3	3	24	4
	44	20	28	15	18	125	12
% Replaced	35%	16%	22%	12%	14%	100%	10%

* PCs funded centrally from Data Services budget, excluding departmental purchases.

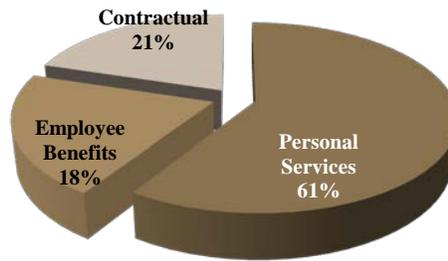
Distribution of Microsoft Windows Releases						
	2013-2014 Actual		2014-2015 Actual		Projected 2015-2016	
Windows Release	Count	Pct	Count	Pct	Count	Pct
Windows 7	103	82%	118	94%	121	97%
Windows XP	22	18%	7	6%	4	3%
	125	100%	125	100%	125	100%

Distribution of Microsoft Office Releases						
	2013-2014 Actual		2014-2015 Actual		Projected 2015-2016	
Office Release	Count	Pct	Count	Pct	Count	Pct
Office 2013	0	0%	45	54%	0	0%
Office 2010	65	100%	38	46%	125	100%
	65	100%	83	100%	125	100%

PROGRAM: INFORMATION SYSTEMS: This category relates to the information systems used to conduct the Town’s business, ranging from financial systems to regulatory, social service, recreation, and public safety applications. Typical support activities include assisting users, installing and configuring software, generating reports, and importing and exporting data.

Program Expenses:

Personal Services	\$47,590
Employee Benefits	14,034
Contractual	<u>16,242</u>
Total	\$77,866



Outcomes:

- Promote the effective use of application software to achieve operational goals of Town departments and agencies as measured by the production and statutory deadlines met for major Town business processes: budget, grand lists, tax billing, State and Federal reporting.
- Assure the integrity and availability of software solutions used to conduct the Town’s business.
- Generate informational products (reports, data, maps) to meet the Town’s administrative and operational needs.

Major Changes / Accomplishments / Outlook:

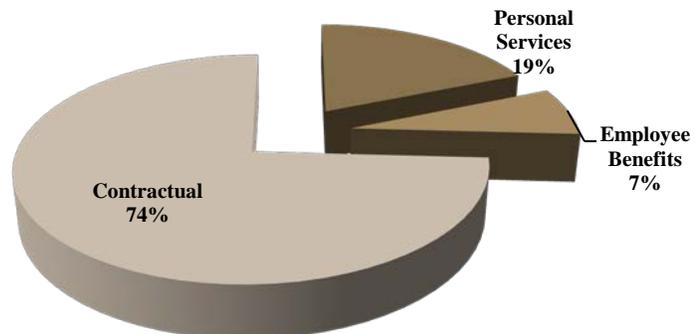
Hosting options are expanding as application vendors develop more “Cloud” offerings. In addition to the Google Apps email platform, the Town using two remotely-hosted applications and will consider others in the future as an alternative to upgrading and maintaining existing in-house systems.

PROGRAM: WEB AND INTERNET SERVICES: The Wethersfield municipal site at www.wethersfieldct.com offers information on Town services and programs, agendas, and minutes for the Town Council and other board and commission meetings, and public documents such as budgets, planning proposals, and municipal codes and regulations. On-line services currently available from the Web site include registration for Parks & Recreation programs, permit applications, and on-line tax payments.

The largest component of this portion of the budget is Internet services, including our Internet connections, managed fiber network, and hosting fees for the Town Web site and cloud applications.

Program Expenses:

Personal Services	\$42,689
Employee Benefits	16,088
Contractual	<u>168,565</u>
Total	\$227,342



Outcomes:

- Provide reliable Internet access, internal data communications, and e-mail to Town agencies.
- Provide up-to-date information on municipal programs and services.
- Make Town services more accessible and convenient through on-line transactions.
- Encourage citizen awareness and involvement in local government.
- Promote a positive image of Wethersfield as a place to live and conduct business.

Major Changes / Accomplishments / Outlook:

The Town e-mail system has migrated to Google Apps for Government. As an alternative to upgrading or replacing our internal e-mail system, this service brings a level of accessibility, reliability, and recoverability that only a major cloud vendor can provide.

Web site statistics reflect continued growth in use of the Town Web site, particularly by mobile devices, whose visits have more than doubled over the past two years.

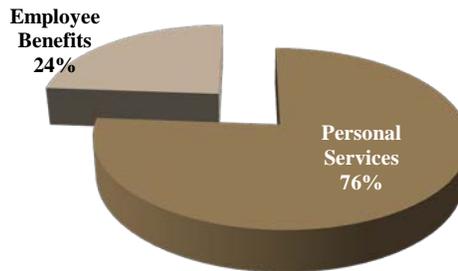
Town Web Site Statistics, 2011 - 2014					
Benchmark	Calendar Year				% Change
	2011	2012	2013	2014	2013-2014
Visits	174,225	178,880	198,660	235,116	18%
Unique Visitors	100,029	103,396	129,096	135,199	5%
Page Views	465,586	425,815	546,240	694,232	27%
Pages per Visit	2.67	2.38	2.75	2.95	7%
Av. Time Spent on Site	1:52	1:39	1:50	1:52	2%
% New Visitors	53.84%	53.93%	60.37%	56.13%	-7%
% Returning Visitors	46.16%	46.06%	39.63%	43.87%	11%
Visits via Mobile Devices	17,114	32,938	38,992	235,116	503%

PROGRAM: OTHER: In addition to traditional information technology platforms, the Data Services Division also provides support for telecommunications, radio systems, and broadcast facilities in the Town Council chambers. Activities in these areas include troubleshooting and service calls for phone equipment, radio system administration, maintaining the broadcast schedule for local government channel 117-173 (formerly channel 16), and overseeing AV facilities in the Town Council chambers.

Also included in this category is response to Freedom of Information requests from the public for computer-stored information.

Program Expenses:

Personal Services	\$27,623
Employee Benefits	<u>8,617</u>
Total	\$36,240



Outcomes:

- Assure availability of critical radio and telecommunications systems used by Town and Public Safety agencies.
- Publicize municipal services and promote public safety through televised public service announcements.
- Promote transparency in government by broadcasting meetings of the Town Council, Board of Education, and other local boards and commissions.

2015-2016 Adopted Budget with Expenditure History

DATA SERVICES

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
PERSONAL SERVICES							
SAL/WAGES	217,491	231,136	234,373	189,415	175,292	228,194	238,114
	217,491	231,136	234,373	189,415	175,292	228,194	238,114
EMPLOYEE BENEFITS							
FICA/LIFE	32,480	21,771	18,592	15,013	13,898	18,804	19,597
HEALTH INS	49,783	52,016	52,141	42,144	30,268	52,638	41,810
PENSION	-	18,226	14,529	18,112	15,490	10,159	10,755
DC PENSION	-	-	-	-	-	6,749	7,004
WC PREM	-	-	-	313	350	476	467
	82,263	92,013	85,262	75,582	60,006	88,826	79,633
CONTRACTUAL							
CONF/TRAIN	94	5,988	3,558	62	83	185	2,300
PROF SERV	-	-	-	12,000	-	12,000	12,000
SUPPORT SV	15,138	10,643	69,764	92,621	16,847	24,957	21,442
INTERNET	-	-	-	-	116,262	154,221	168,565
	15,232	16,631	73,322	104,683	133,192	191,363	204,307
MATERIALS & SUPPLIES							
OFFICE SUP	1,381	1,683	3,148	897	690	3,037	3,000
	1,381	1,683	3,148	897	690	3,037	3,000
CAPITAL OUTLAY							
IT EQ/SOFT	54,831	56,286	38,572	24,791	24,336	27,118	35,150
	54,831	56,286	38,572	24,791	24,336	27,118	35,150
Totals:	371,198	397,749	434,677	395,368	393,516	538,538	560,204



TOWN ADMINISTRATION

Town Clerk

MISSION STATEMENT:

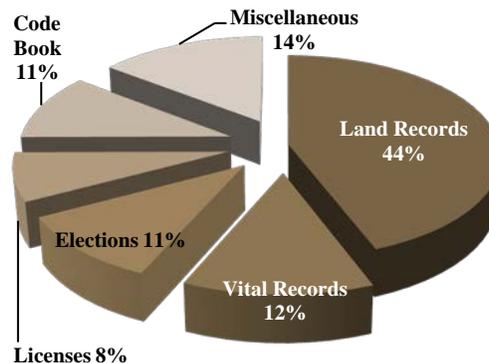
The Office of the Town Clerk provides customer service with accurate information in an effective and efficient manner. Utilizing the records maintained by the Clerk’s office: land records from 1633/4; vital records; licenses; elections and Charter and Code of Wethersfield.

DEPARTMENT DESCRIPTION:

The Office of the Town Clerk has its duties set by the Connecticut General Statutes. It is required in every town. The purpose is to insure the information flows from the state to the local community and to produce and collect revenue for the State of Connecticut as well as for the Town of Wethersfield. The duties include maintaining the official records of the Town for every parcel of land-deeds, mortgages, liens and maps; codification of legislative activity; recording of trade name certificates-dba [doing business as]; notary public filings; justices of the peace and military discharge papers. The Town Clerk is the official Registrar of Vital Records and is responsible for the recording of birth, death, fetal death and marriage certificates. Dog, sport and liquor licenses are issued by the Town Clerk’s Office. There are other miscellaneous duties assigned by CGS: Secretary of the State, State Library, Department of Public Records, Public Health, Energy and Environmental Protection and Accountability (formerly-SEEC, FOI and Ethics). The Town Clerk assists in all elections and referenda with absentee ballots, registering voters, and verifying returns. Any claim against the Town is served to the Town Clerk. Notary public services are available at a charge.

It is the Town Charter which requires the Town Clerk to serve as Clerk of the Council and maintain Board and Commission membership and minutes of the Council meetings. The Charter also requires that all Ethics complaints are made through the Office of the Town Clerk. Wethersfield does post minutes of meetings online at www.wethersfieldct.com.

PROGRAM	BUDGET AMOUNT	PERCENT
Land Records	\$121,860	44%
Vital Records	34,972	12%
Elections	29,705	11%
Licenses	21,372	8%
Code Book	29,509	11%
Miscellaneous	40,485	14%
Total	\$277,903	100%



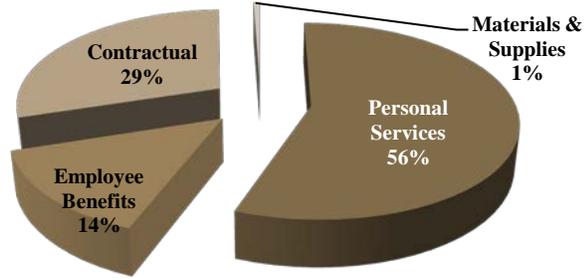
PERSONNEL DATA SUMMARY

POSITION	2013/2014	2014/2015	2014/2015	2015/2016
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Town Clerk	1.00	1.00	1.00	1.00
Records Manager/Asst. Town Clerk III	1.00	1.00	1.00	1.00
Asst. Town Clerk II	.50	.50	.50	.50
Asst. Town Clerk II	.50	.50	.50	.50
Full-time Equivalent	3.00	3.00	3.00	3.00

PROGRAM: LAND RECORDS: Since 1633 the official record of ownership of every parcel of land is maintained in a central location. The description of the parcel should be on deeds every time it is conveyed. Changes in ownership of each parcel from the Town’s founding until present day are intact. All changes to property lines, sub-divisions, easements, and variances are described in land records.

Program Expenses:

Personal Services	\$67,946
Employee Benefits	17,414
Contractual	35,800
Materials & Supplies	<u>700</u>
Total	\$121,860



Outcomes:

- Maintain up to date and accurate land records that track ownership of property in Wethersfield; which are available for public view.

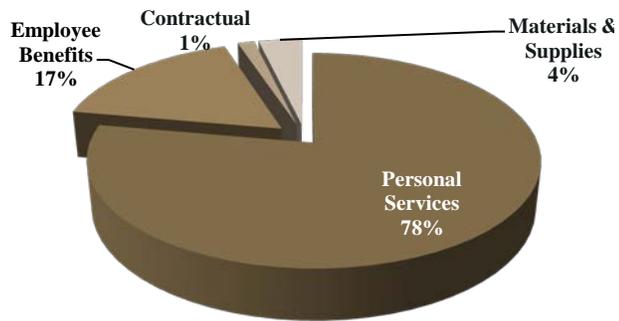
Major Changes / Accomplishment / Outlook:

- The Town Clerk’s Office continues to track changes to the land records of our Town, which are stored in our vault. Last year 4,519 records were received, indexed, and processed into volumes, including over 702 property transfers in 2014, more than last fiscal year.
- This year the office is also online with our index and images. Anyone may view the index of documents listed, beginning with October 1991. There is a charge for viewing and printing the images which are online from 2003 forward at www.USlandrecords.com.
- All of our maps are now on our office computers for printing up to size 8 ½ x 14 in our office, full size maps are also available.

PROGRAM: VITAL RECORDS: Certificates for birth, deaths, fetal deaths, and marriages are considered Vital Records. Early records show not only the history of Wethersfield’s land but also that of births, fetal deaths, and marriages. Some records are maintained in the town of occurrence as well as the town of residency. All vital records remain in the Town where they were originally issued. Only certified copies are issued when available. Birth records are sealed in Connecticut, available in the birthing city or from the Town in which the parents were living at the time of the birth. Strict rules and positive identification for certified copies apply. Death records are recorded and certified for any death occurring in Wethersfield, whether a resident or not. Marriage certificates are issued only by the community in which the couple is getting married. The original certificate is filed and maintained locally, copies are sent to the community in which they reside, if different; only certified copies are available. The Department of Public Health oversees birth, marriage, and death records.

Program Expenses:

Personal Services	\$27,209
Employee Benefits	5,963
Contractual	500
Materials & Supplies	<u>1,300</u>
Total	\$34,972



Outcomes:

- Accurate records are maintained according to the Connecticut General Statutes for our residents. Birth records are sealed in the State of Connecticut and require documentation from the person requesting information. There are also forms to be completed before other vital records are provided to anyone.
- Vital records are legal documents; they require a raised seal and an authorized signature for issue.

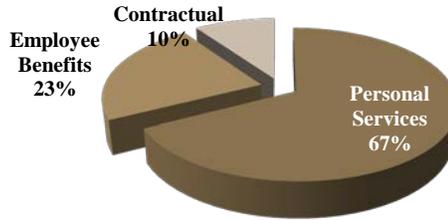
Major Changes / Accomplishments / Outlook:

The Town Clerk’s Office is responsible for overseeing selection of Justices of the Peace every 5 years and has a list of 46 JP’s [Justices of the Peace]. They are able to perform weddings anywhere within the State of Connecticut. This process took place in November, 2013, effective January, 2014. The appointments are for 5 years.

PROGRAM: ELECTIONS: The work of Elections is year round. The Town Clerk’s Office is responsible for some campaign finance reports for Town Committees and Political Action Committees, Town committee membership, petitions, type and number of ballots issued includes absentee ballots, presidential ballots, etc. The official voting lists must be retained for five years. There are numerous duties accompanying federal and state primaries, from maintaining, advertising, and answering requests on candidates and possible candidates and/or the committees. Our Absentee Ballot program for ConnVerse, is a state system we have used from inception.

Program Expenses:

Personal Services	\$20,044
Employee Benefits	6,761
Contractual	<u>2,900</u>
Total	\$29,705



Outcomes:

- There are federal, state, and charter requirements which must be met or the election will not count. Completing and filing all reports on time is also required. Missing deadlines is a cause for invalidation of elections and may be punishable by a fine levied by the State Elections Enforcement Commission. Due to unusual circumstances, Primary day, if needed, will be Wednesday, September 16, 2015.

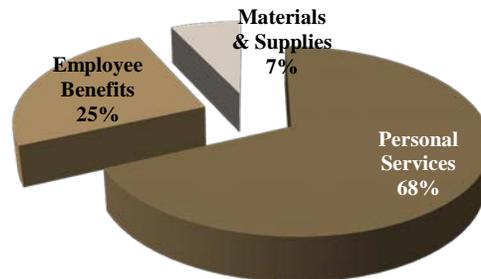
Major Changes / Accomplishments / Outlook:

- Requests received for viewing: PACS; Town Committee membership; previous election results; and petitions.
- Also, receive requests from parties and those planning a run for office, on the numbers of voters by district. Ongoing legislation for elections is monitored and/or recommended for action by state and local legislators. There will be more Federal legislation for absentee ballots and electronically transferred requests. At this time, it can be requested but we do need to receive a hard copy via snail mail for the vote to be counted.
- The November 3, 2015 election will be a Local Election. Connecticut now has same day voter registration.

PROGRAM: LICENSES: The Town Clerk’s Office works with the Department of Agriculture for Dog licenses. By Connecticut General Statute all dogs, 6 months and older, require a renewed license every June to insure rabies vaccine is current. The Department of Energy and Environmental Protection handles all licenses for sports involving fish, waterfowl, and hunting. Residents may now apply for a license online directly with the DEEP or come to the Town Clerk’s Office for a license.

Program Expenses:

Personal Services	\$14,553
Employee Benefits	5,319
Materials & Supplies	<u>1,500</u>
Total	\$21,372



Outcome:

- Since the Department of Energy and Environmental Protection started moving to all electronic files, they have made it possible to purchase sports licenses online from your home. The Clerk’s office continues to provide licenses as a service for residents who do not use online services. Dog license, if rabies is current, may be renewed by mail with proper payment.

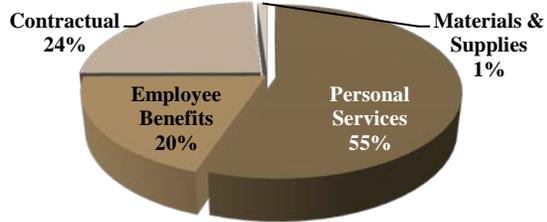
Major Changes / Accomplishments / Outlook:

This past year we issued 1,783 dog licenses for the Department of Agriculture. DEEP is the newly combined office, joining the departments of Energy and Environmental Protection into one. Hunting and Fishing licenses are free to residents over 65 years, and we continue to offer this program as a service to our residents. Marriage licenses are available only from the Office of the Town Clerk in the town where the marriage will take place.

PROGRAM: CODE BOOK: The Town Charter and the Code of Wethersfield are the documents setting the rules and regulations and laws of the Town of Wethersfield. Any legislative action of the Town Council is recorded and made part of the official record of the Town. Resolutions that are passed by the Town Council may amend the Municipal Code. The Town Clerk’s Office is responsible for maintaining the Town Code. This Code, as well as the Town Charter, is available online with updates as required at www.wethersfieldct.com, Town Government. The Town Charter has to be reviewed at least every 10 years. Currently, the Charter Revision Commission 2014 is meeting, every 2 weeks to review it. It requires a vote by residents to change any proposals recommended by the Town Council at Referendum.

Program Expenses:

Personal Services	\$16,285
Employee Benefits	5,824
Contractual	7,100
Materials & Supplies	<u>300</u>
Total	\$29,509



Outcome:

- To make available to Town staff and citizens an up to date, accurate Municipal Code. It is also available online at www.wethersfieldct.com under Government, Town Charter and Code.

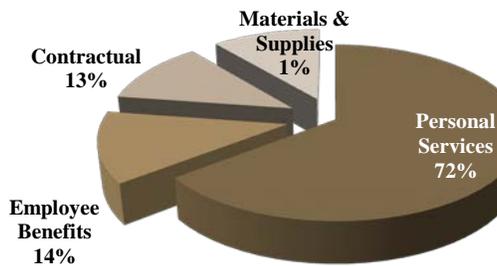
Major Changes / Accomplishments / Outlook:

- Changes to the Connecticut General Statutes as well as state and federal changes to laws require the Town to review our Code. Department heads continually review the laws affecting their areas of expertise to be sure Wethersfield is in compliance. Changes are posted to the web prior to being updated in the online version of the code.

PROGRAM: MISCELLANEOUS: The Office of Town Clerk has many jobs assigned to it. Some are: maintaining the list of Boards and Commission members, notices of meetings and a meeting schedule, set yearly in January; recording and maintaining Veterans Discharge papers [DD214]; Trade Name Certificates or D/B/A; Name Change Certificates for documents recorded on our Land Records; Records Management; Freedom of Information requests; Notary Publics living and practicing in Town, genealogy guidance; and many more one of a kind tasks. Every local election year the Town Clerk coordinates and participates in providing information to newly elected and appointed members of various boards and commissions. The Town Clerk’s office notifies staff and sends out letters whenever there is a change. Volunteers provide their service to the community as well as information to the Town Council, helping them represent Wethersfield. The Clerk receives all Ethics complaints for the Ethics Board. Records management is an ongoing process town wide. The Town Clerk attends Town Council meetings.

Program Expenses:

Personal Services	\$29,011
Employee Benefits	5,774
Contractual	5,200
Materials & Supplies	<u>500</u>
Total	\$40,485



Outcomes:

- To complete accurate and timely minutes of Town Council meetings; to post special meetings and motions of the Council and Boards and Commissions to meet the Freedom of Information timelines as required by the Connecticut Statutes.

Major Changes / Accomplishments / Outlook:

All staff in this office is cross trained to accommodate the multitasking nature of the work. Staff trains, reviews, and attends conferences each year to remain up to date with the latest changes to statutes as well as federal and local changes.

With each new Legislative Session, there are numerous changes to learn, follow, and integrate in the office process. The Town Clerk participates in the legislative process coordinating with other clerks and recommending changes to the Legislature for the benefit of our residents and our Town.

2015-2016 Adopted Budget with Expenditure History

TOWN CLERK

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
PERSONAL SERVICES							
SAL/WAGES	154,959	159,153	156,993	155,816	162,495	167,241	175,048
OVERTIME	-	-	-	-	-	1,500	-
	154,959	159,153	156,993	155,816	162,495	168,741	175,048
EMPLOYEE BENEFITS							
FICA/LIFE	20,065	13,565	11,363	11,421	11,677	11,952	12,412
HEALTH INS	15,412	16,445	17,842	18,198	15,984	16,579	16,073
PENSION	-	9,865	7,894	9,707	11,845	17,550	18,228
WC PREM	-	-	-	214	242	351	342
	35,477	39,875	37,099	39,540	39,748	46,432	47,055
CONTRACTUAL							
COPY - EXT	21,076	20,118	29,157	27,472	21,523	33,400	33,400
CONF/TRAIN	160	670	595	623	895	900	900
PROF SERV	2,100	4,000	5,252	8,451	7,200	8,800	8,800
SUPPORT SV	689	139	499	1,214	1,334	2,100	2,100
OFF MCH SV	995	888	39	1,304	295	1,300	1,300
LEGAL AD	2,158	2,246	4,077	1,847	1,867	6,000	5,000
	27,178	28,061	39,619	40,911	33,114	52,500	51,500
MATERIALS & SUPPLIES							
AGCY SUPL	1,097	1,356	1,351	1,840	950	1,600	2,600
OFFICE SUP	2,044	2,999	750	1,212	1,945	1,700	1,700
	3,141	4,355	2,101	3,052	2,895	3,300	4,300
OTHER FINANCE USES							
ETHICS CMT	13,380	-	-	-	-	-	-
	13,380	-	-	-	-	-	-
Totals:	234,135	231,444	235,812	239,319	238,252	270,973	277,903



TOWN ADMINISTRATION

Elections

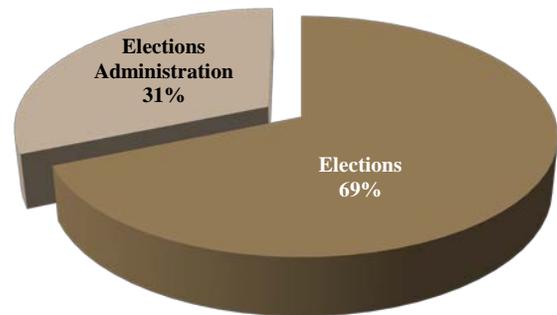
MISSION STATEMENT:

To maintain complete, accurate records of the names and addresses of Wethersfield electors and to oversee all election operations in accordance with the Connecticut General Statutes and Federal election laws.

DEPARTMENT DESCRIPTION:

The Elections Department is responsible for maintaining records of electors, registering new voters, maintaining enrollment of electors in political parties, setting up petitions, and certifying signatures on petitions. Connecticut law also requires the Registrars to conduct an annual canvass of electors. The Elections Department also has the responsibility for all elections, primaries, and referenda. This includes: accurate voter lists, certifying moderators, training poll workers as well as certifying voting tabulators, ordering ballots, setting up the polling places, setting up, installing and testing the handicapped accessible voting machines, conducting an audit of the voting tabulators when selected by the Secretary of the State to do so and conducting a recount if necessary.

PROGRAM	BUDGET AMOUNT	PERCENT
Elections	\$89,970	69%
Elections Administration	41,161	31%
	\$131,131	100%



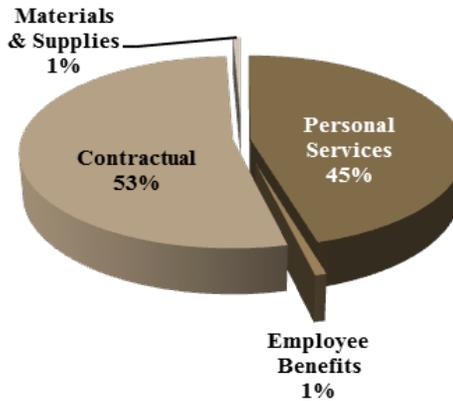
PERSONNEL DATA SUMMARY

POSITION	2013/2014	2014/2015	2014/2015	2015/2016
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Registrar	.75	.75	1.0	1.0
Deputy Registrar	.75	.75	.50	.50
Assistant Registrar	.25	.25	.25	0.0
Full-time Equivalent	1.75	1.75	1.75	1.50

PROGRAM: ELECTIONS: This program encompasses the Registrar of Voters responsibilities for all elections, primaries, and referenda. The Registrars are responsible for providing accurate voter lists. They must certify moderators, train poll workers, and certify voting tabulators. They set up polling places including the installation and testing of the handicapped accessible voting machines. The Registrars are responsible for certifying signatures on petitions and ordering ballots.

Program Expenses:

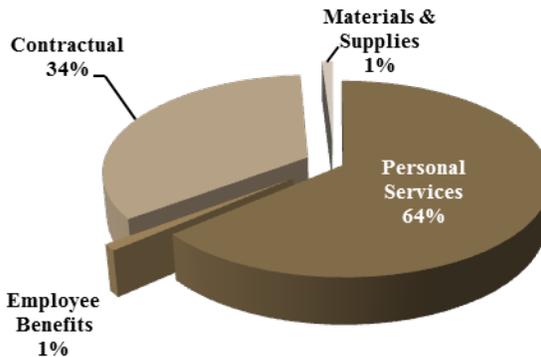
Personal Services	\$40,996
Employee Benefits	674
Contractual	47,700
Materials & Supplies	<u>600</u>
Total	\$89,970



PROGRAMS: ELECTIONS ADMINISTRATION: This program includes the maintenance of all records of electors, the registration of new voters, maintaining the enrollment of electors in political parties, and the annual canvass of electors.

Program Expenses:

Personal Services	\$26,210
Employee Benefits	431
Contractual	14,120
Materials & Supplies	<u>400</u>
Total	\$41,161



Outcomes:

- Enforce a very strict chain of custody to protect the voting tabulators and memory cards with seals on the front of the election cabinet, on the voting tabulators, and on the memory cards to ensure a chain of custody for all ballots.
- To ensure that the election audit and certification of the voting tabulators is open to the public.
- Maintain the privacy of the voter’s ballot with folders (privacy sleeves), maintain a zone of privacy around the voting booths, and require the tabulator monitor to stand 3-4 feet away from the tabulator.

Major Changes / Accomplishments / Outlook:

The Elections Department Registrars of Voters and staff prepared and completed the August 12, 2014 Primary and the November 4, 2014 Gubernatorial Election. Immediately following the Gubernatorial election we conducted an audit as mandated by the Secretary of State. The Registrars of Voters also successfully executed the new Election Day Registration (EDR) in November. Ninety- nine (99) new voter registrations were processed on Election Day. This ran very smoothly due to careful planning which included adequate staffing, ensuring voter privacy, and training workers on the proper handling and counting of these special ballots.

In January the staff began the yearly canvass. The CGS Sec. 9-32 requires that the canvass be conducted between January 1st and May 1st. Mass mailings were sent out in January and the canvass was wrapped up in May. In addition we have implemented a monthly canvass that we do throughout the year. We opted to do this in order to keep our voter list as up to date as possible. We receive this list at the beginning of each month.

The two Registrars continue to work on becoming State certified Moderators. The Registrars are only one requirement away from becoming fully certified by the Secretary of State to become trainers of moderators. This certification enables them to hold classes around the state to certify moderators. The current law is that moderators must be certified every two years thereby requiring the need for ongoing training.

Pursuant to section 9 -192a of the CGS Carol Hurley was reappointed by Denise Merrill to serve as an official member of the state wide Certification Committee. This committee was established in 2013 for the training, examination and certification of the Registrars of Voters and permanent assistants. The group consists of four (4) Registrars in the State, an attorney from the Office

of the Secretary of State, and one attorney from the State Elections Enforcement Commission. This committee will soon be presenting the courses in conjunction with UConn to the Secretary of State.

In addition to their role of supervising their staff and all of the daily office functions, the Registrars of Voters continue to attend quarterly Registrar of Voters Association of Connecticut (ROVAC) meetings and bi-annual conferences to continue to stay current with the many changing laws and regulations affecting elections.

We have continued to move forward with technology and will soon be implementing electronic poll books. The software and hardware have been purchased and we will be training our poll workers for the upcoming election.

2015-2016 Adopted Budget with Expenditure History

ELECTIONS

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
PERSONAL SERVICES							
SAL/WAGES	50,707	49,026	50,640	54,867	58,975	69,850	67,206
PPT WAGES	2,300	6,000	7,150	3,000	-	3,000	-
SEAS PT	100	-	-	-	-	500	-
	53,107	55,026	57,790	57,867	58,975	73,350	67,206
EMPLOYEE BENEFITS							
FICA/LIFE	3,791	3,734	3,471	1,201	877	1,855	974
WC PREM	-	-	-	75	86	155	131
	3,791	3,734	3,471	1,276	963	2,010	1,105
CONTRACTUAL							
COPY - EXT	-	120	5,740	60	1,021	1,000	1,000
CONF/TRAIN	1,294	1,328	400	1,295	879	1,300	2,275
PROF SERV	16,343	35,893	32,892	28,997	19,251	30,000	33,000
SUPPORT SV	7,454	14,443	12,019	20,702	5,090	21,000	20,545
REP & MAINT	-	-	-	-	133	5,000	5,000
	25,091	51,784	51,051	51,054	26,374	58,300	61,820
MATERIALS & SUPPLIES							
OFFICE SUP	1,037	805	162	440	754	1,000	1,000
	1,037	805	162	440	754	1,000	1,000
CAPITAL OUTLAY							
IT EQ/SOFT	1,258	-	-	-	-	-	-
	1,258	-	-	-	-	-	-
Totals:	84,284	111,349	112,474	110,637	87,066	134,660	131,131



TOWN ADMINISTRATION

Probate Court

MISSION STATEMENT:

To provide Probate Court services as required by Connecticut General Statutes through a shared Probate Court District which includes Newington, Rocky Hill, and Wethersfield.

DEPARTMENT DESCRIPTION:

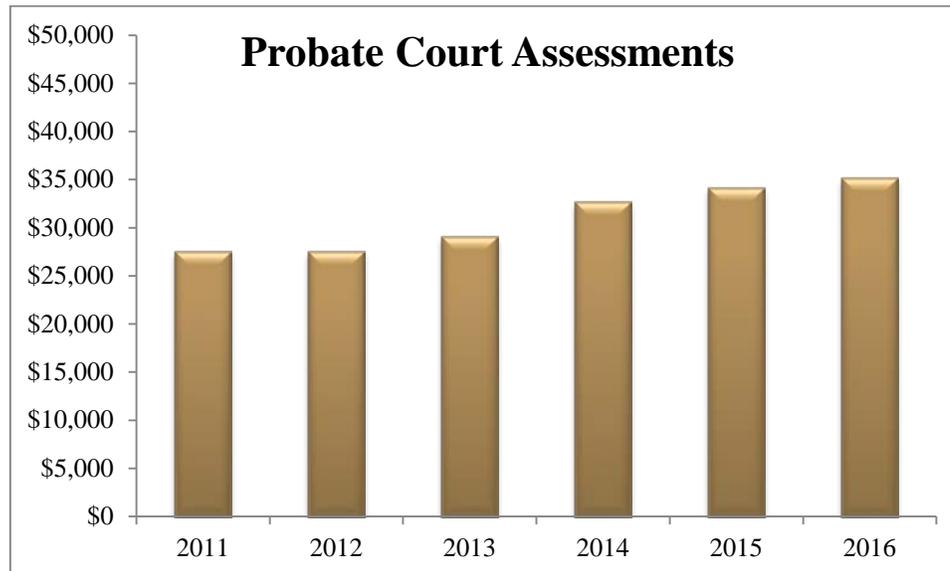
The 2009 Connecticut General Assembly passed a comprehensive bill which reformed and reorganized the Probate Court System in Connecticut. The Public Act reduced the number of Probate Courts and required a redistribution plan for the reduced number of court offices. The Act also established parameters for probate judges' compensation, required newly elected probate judges to be attorneys, established hours of availability of probate courts, and other administrative provisions.

Wethersfield is included in Probate Region 2, and shares a Probate Court office with the Towns of Newington and Rocky Hill, the costs of which are divided among the Towns based upon grand list totals. The Court is located in the Newington Town Hall.

Program Expenses: \$35,050

PROGRAM DESCRIPTION:

The Probate Court deals with a variety of matters on behalf of the community. The Court has jurisdiction over conservatorships, decedents' estates, and matters affecting children. The latter includes guardianship; temporary custody; termination of parental rights; guardianships of the estate of a minor; adoption; and emancipation. The Court also has jurisdiction over commitment of the mentally disabled; commitment of persons who are drug and/or alcohol-dependent; matters involving developmentally disabled persons; trusts; marriage waivers; name changes; and custody of remains.

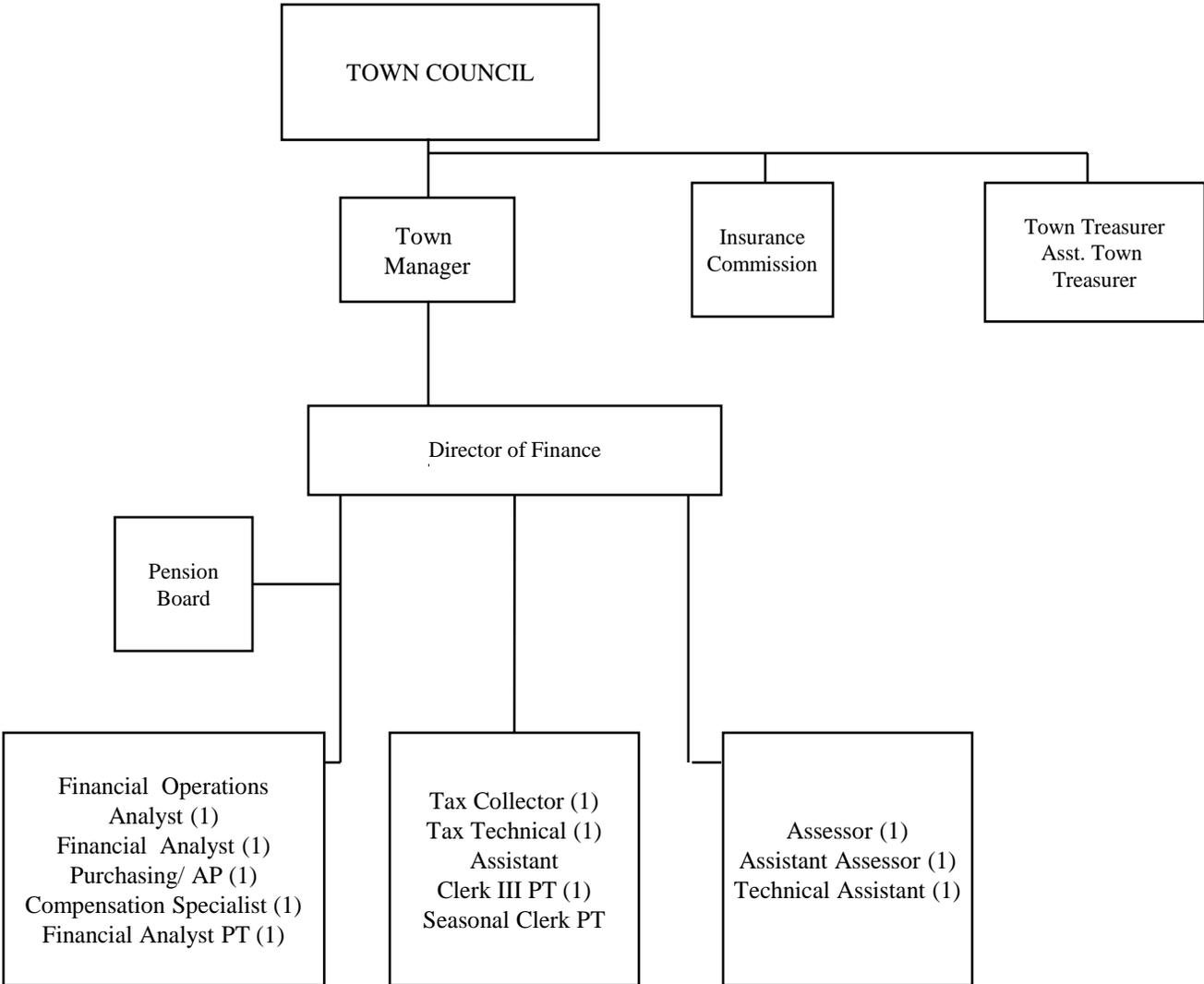


2015-2016 Adopted Budget with Expenditure History

PROBATE COURT

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
CONTRACTUAL							
RENTAL	27,428	27,428	27,428	28,285	32,328	34,041	35,050
	27,428	27,428	27,428	28,285	32,328	34,041	35,050
Totals:	27,428	27,428	27,428	28,285	32,328	34,041	35,050

FINANCIAL ADMINISTRATION & CONTROL





FINANCIAL ADMIN & CONTROL

Town Treasurer

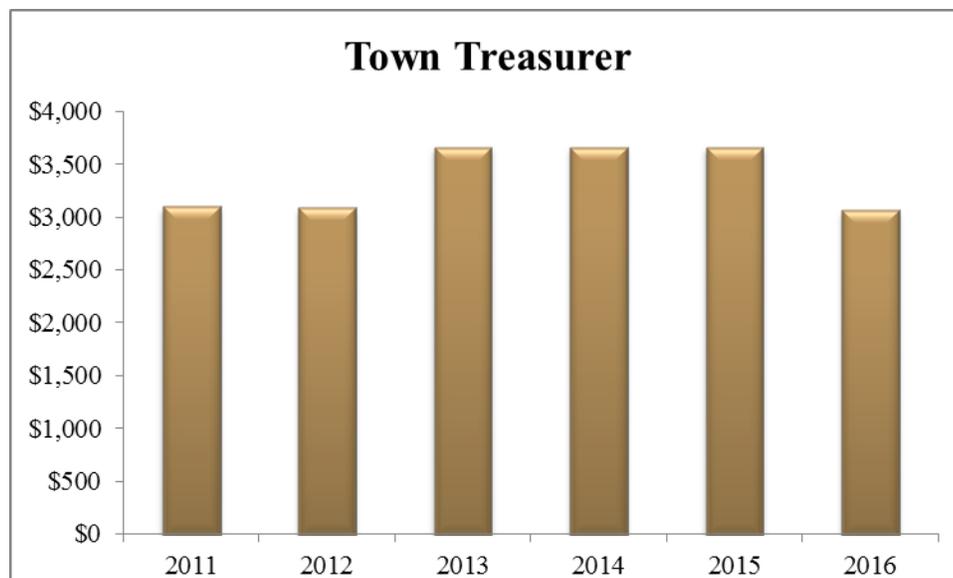
MISSION STATEMENT:

To perform the prescribed duties of the Treasurer in accordance with Section 502 of the Town Charter.

DEPARTMENT DESCRIPTION:

The Town Treasurer and Deputy Treasurer are appointed by the Town Council. Either may countersign Town and Board payroll and/or vendor warrants for payment. The Treasurer serves as a member of the Pension Committee and the Volunteer Firefighters' Pension Committee.

Program Expenses: \$3,050



2015-2016 Adopted Budget with Expenditure History

TREASURER

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
PERSONAL SERVICES							
SAL/WAGES	2,875	3,000	3,025	3,000	3,000	3,000	3,000
	2,875	3,000	3,025	3,000	3,000	3,000	3,000
EMPLOYEE BENEFITS							
FICA/LIFE	720	86	48	43	43	44	44
DC PENSION	-	-	-	-	-	600	-
WC PREM	-	-	-	4	4	4	6
	720	86	48	47	47	648	50
Totals:	3,595	3,086	3,073	3,047	3,047	3,648	3,050



FINANCIAL ADMIN & CONTROL

Finance & Accounting

MISSION STATEMENT:

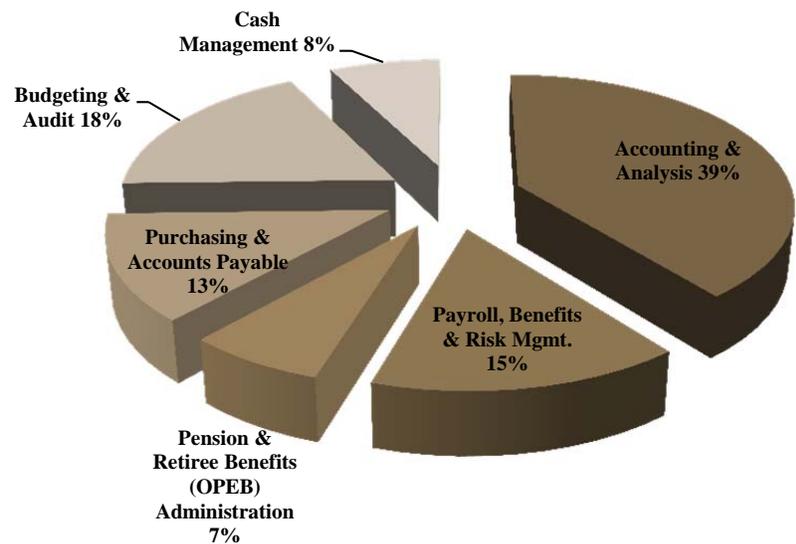
The Finance Department continues to pursue its goals, which are to provide the highest degree of transparency and confidence in the Town's operations; to foster and maintain a local government environment that demonstrates fiscal accountability and stewardship, efficiency, integrity, and stability; and to strive for excellence in financial reporting. These goals are achieved through sound and effective leadership, innovation, and continued education of members of the Finance team to provide cost-effective services and reliable and understandable information to the public.

DEPARTMENT DESCRIPTION:

The Finance Department provides accurate and timely financial information to internal and external stakeholders and establishes and implements financial policies to maintain and enhance fiscal accountability and operating efficiencies. The Finance Department staff utilizes the financial accounting system MUNIS, in which all financial transactions of the Town are recorded and maintained. The department administers financial control by balancing appropriations and expenditures with revenues, by managing and reporting on grants awarded by federal and state funding authorities, and by establishing an adequate system of internal controls.

The Department's responsibilities are classified into the following six general programs: Accounting & Analysis, Payroll, Benefits & Risk Management, Pension Administration & Retiree Benefits (OPEB), Purchasing & Accounts Payable, Budgeting & Audit, and Cash Management.

PROGRAM	BUDGET AMOUNT	PERCENT
Accounting & Analysis	\$239,163	39%
Payroll, Benefits & Risk Management	93,994	15%
Pension & Retiree Benefits (OPEB) Administration	41,856	7%
Purchasing & Accounts Payable	78,720	13%
Budgeting & Audit	108,662	18%
Cash Management	45,942	8%
Total	\$608,337	100%



PERSONNEL DATA SUMMARY

POSITION	2013-14 Actual	2014-15 Adopted	2014-15 Actual	2015-16 Adopted
Director of Finance	1.0	1.0	1.0	1.0
Operations Analyst	1.0	1.0	1.0	1.0
Financial Analyst (PT)	.6	.6	.6	.6
Financial Analyst	1.0	1.0	.5	1.0
Technical Assistant (AP/Purchasing)	1.0	1.0	.5	1.0
Payroll/Accounting Clerk	1.0	1.0	1.0	1.0
Full-time Equivalent	5.6	5.6	4.6	5.6

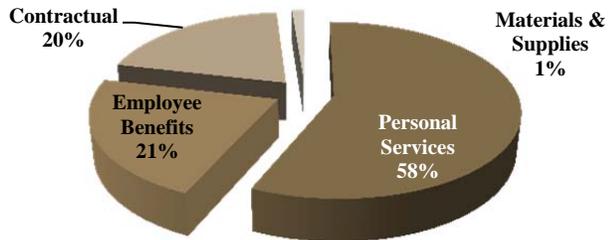
PROGRAM: ACCOUNTING & ANALYSIS:

Accounting and Analysis provides the following services:

- Financial Analysis & Projections
- Fixed Asset Maintenance, Reporting, & Oversight
- Monthly, Quarterly, & Annual Financial Reporting
- Debt Issuance & Management
- Wethersfield High School Renovation Project Tracking & Reporting
- Budgeted Revenue & Expenditure Oversight
- Project & Grant Accounting and Grant Compliance
- Financial Policy Development & Implementation
- Accounts Receivable Billing & Property Tax Reconciliation

Program Expenses:

Personal Services	\$137,778
Employee Benefits	49,485
Contractual	48,900
Materials & Supplies	<u>3,000</u>
Total	\$239,163



Outcomes:

- Ensure the maintenance of a fund balance of 7-10% of operating expenditures and a bond rating of Aa2 or higher.
- Prepare general fund financial reports with year-end projections on a timely basis.
- Prepare periodic financial reports for all other funds.
- Conduct a review of the capital asset recording and reporting system.
- Maintain financial oversight of and establish procedures for the Wethersfield High School Renovation Project.
- Administer long-term debt management policies.
- Support cross-training initiatives within the department and provide educational and training opportunities for staff.

Major Changes / Accomplishments / Outlook:

1. Continue to identify and review areas where technology use can create efficiencies.
2. Conduct a comprehensive review of team processes and procedures to ensure that sound practices are performed and well documented.
3. Continue to cross-train and provide educational opportunities for staff to enhance knowledge and understanding of reporting and recording practices.
4. Create a comprehensive process and procedures for recording and processing tax sale transactions.

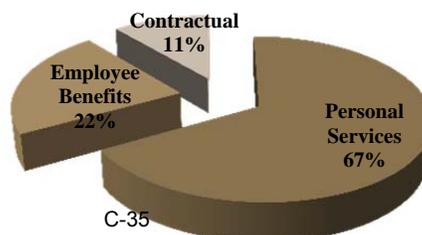
PROGRAM: PAYROLL, BENEFITS & RISK MANAGEMENT:

Payroll, Benefits & Risk Management provides the following services:

- Process payroll in a timely manner in accordance with labor agreements.
- Administer employee benefits including Life, Disability, and Health insurances.
- Assist employees with new insurance enrollments and benefit changes.
- Prepare police private duty billings and track and monitor related receivable balances.
- Liaison with insurance providers for benefit problem resolution and to ensure the appropriate levels of insurance protection are maintained.
- Assist with contract analysis for bargaining unit negotiation purposes.
- Process employer payroll taxes and prepare State and Federal quarterly and annual wage and worksite reporting.
- Report Workers' Compensation cases.
- Ensure compliance with and report on Medicare Part D and OPEB.

Program Expenses:

Personal Services	\$62,727
Employee Benefits	20,817
Contractual	<u>10,450</u>
Total	\$93,994



Outcomes:

- Continue to process payroll in a timely fashion.
- Continue to implement and expand wellness programs for employees.
- Continue to update IRS and State tax tables in a timely manner.
- Conduct a review of the payroll process to ensure proper segregation of duties.
- Adequately insured all Town property within the guidelines provided by the agents of record.

Major Changes / Accomplishments / Outlook:

1. Held ICMA meetings with individual employees to educate on savings and investments.
2. Held Colonial Life Insurance meetings with individual employees to provide optional benefits for supplemental insurance and college savings programs.
3. Reconciled insurance reports and record entries into the general ledger.
4. Addressed employee and retiree insurance problems within a timely manner.
5. Prepared and submitted quarterly and annual State and Federal reports within their respective deadlines.
6. Conduct a review of the new employee entry and payment process to ensure proper segregation of duties.
7. Conduct cross-training on all payroll activities.

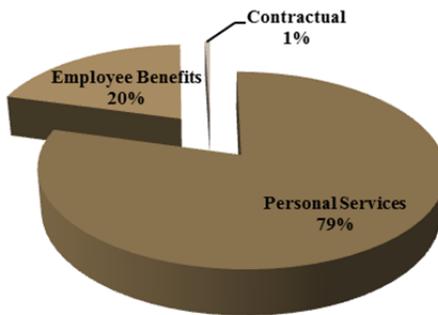
PROGRAM: PENSION & RETIREE BENEFITS (OPEB) ADMINISTRATION:

Pension & Retiree Benefits Administration provides the following services:

- Oversees and provides support for the Town, Police, Board of Education and Volunteer Firefighter pension programs.
- Finance Director acts as Pension Administrator and attends all Pension Committee meetings.
- Staff processes requests for retirement and associated calculations for benefits.
- Provides guidance for, support, and interpretation of the Town’s pension plan.
- Provides annual pension statements for volunteer firefighters.
- Works with pension fund actuary for the annual pension valuation.
- Liaisons with pension benefit payment provider (Prudential) to resolve issues with retirement payments and reports.
- Administers all retiree & terminated employee postemployment benefits.
- Administers employee payroll deductions and Town contributions to the pension fund.
- Provides employee and retiree census information to insurance advisory consultants and Town actuary.
- Bills retirees for postemployment health insurance and tracks and monitors receivable balances.

Program Expenses:

Personal Services	\$33,230
Employee Benefits	8,426
Contractual	200
Total	\$41,856



Outcomes:

- Continue to complete a quarterly evaluation of the pension fund’s investments to ensure that allocations are conforming to the pension investment policy.
- Consult with prospective retirees and assist them with completing proper documentation.
- Continue to provide employees with opportunities to learn more about retirement planning through periodic meetings with the Town’s actuary or retirement planners.
- Continue to review the pension plan investment performance on a quarterly basis.
- Continue to review and monitor the OPEB Trust investment performance.
- Prepare a written procedure manual related to pension administration for both the Town and Firefighter Pension Plans.

Major Changes / Accomplishments / Outlook:

1. Received actuarial valuations of pension and OPEB plans.

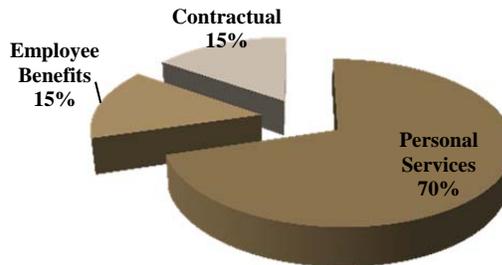
PROGRAM: PURCHASING & ACCOUNTS PAYABLE:

Purchasing and Accounts Payable provides the following services:

- Acts as Purchasing Agent for the Town and ensures a competitive bid process.
- Advertises for, processes, and maintains records for bids, requests for proposals, and requests for quotations.
- Compiles and submits bids to department heads, the Finance Director, and to Town Council for approval.
- Reviews and processes requisitions for purchase orders.
- Processes vendor payments on a weekly basis.
- Responds to vendor inquiries regarding bids and issues with payments.
- Ensures that all incoming mail is sorted and delivered to appropriate departments.
- Prepares and submits annual 1099 reporting information to both federal and state taxing authorities.

Program Expenses:

Personal Services	\$55,342
Employee Benefits	11,365
Contractual	<u>12,013</u>
Total	\$78,720



Outcomes:

- Review and update Town purchasing policy and procedures to clarify the Town Charter purchasing requirements.
- Review and update Town Credit Card policy to clarify eligibility requirements for credit card purchasing.
- Audit existing vendors to ensure accurate submission in accordance with authoritative guidelines.
- Cross-trained another employee on all purchasing and accounts payable activities.

Major Changes / Accomplishments / Outlook:

1. Processed payments for goods and services within 30 days from receipt of invoice.
2. Ensured proper fiscal year end cut off for payables and properly accounted for Prior Year Encumbrance information in the MUNIS financial system.
3. Conducted a successful review of the vendor entry and vendor payment process to ensure proper segregation of duties.

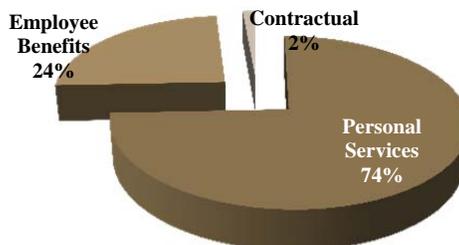
PROGRAM: BUDGETING & AUDIT:

Budgeting and Audit provides the following services:

- Records Town’s various budget levels in MUNIS budget software.
- Provides support to departments and Town Manager for the budget development process.
- Prepares and assists departments with revenue projections.
- Prepares expenditure projections for Finance Department and Central Office.
- Provides salary and fringe benefit analyses and projections to Town departments.
- Prepares analysis and historical reports for goods purchased by and services provided to the Town.
- Trains departments on data entry into the MUNIS budget software.
- Prepares schedules for and assists with the compilation of the formal budget book.
- Assist Town Manager and Town Council with budget calculations and preparation of the mill rate calculation.
- Provides staff support to independent external auditing staff.
- Prepares schedules and reports and responds to internal control and other analytical auditing inquiries and procedures for annual audit process.
- Provide reports and compile documentation for Federal and State Single Audits.

Program Expenses:

Personal Services	\$80,747
Employee Benefits	26,415
Contractual	<u>1,500</u>
Total	\$108,662



Outcomes:

- Continue to provide timely and accurate financial information for budget analysis and for audit preparation within timetable established by Town and Independent External Auditor.
- Ensure proper classification of revenues and expenditures in the accounting records.
- Complete audit process by December 31 each year.
- Establish effective and efficient procedures to streamline the budget process.
- Review and develop procedures to eliminate auditor management recommendations.
- Apply for annual CAFR Award and Distinguished Budget Presentation Award.
- Conduct internal audit and review internal control procedures.

Major Changes / Accomplishments / Outlook:

1. Received the Certificate of Achievement for Excellence in Financial Reporting for the June 30, 2014 CAFR.
2. Received the Distinguished Budget Presentation Award for Fiscal Year 2014-2015.
3. Prepared a CAFR on a timely basis for the year ending June 30, 2014 despite significant staffing challenges.
4. Obtained an unqualified audit opinion for the annual Town Financial Reports, which were appropriately presented in conformity with Generally Accepted Accounting Principles (GAAP).
5. Reduced the number of audit adjustments for fiscal year end June 30, 2014.
6. Trained employees on new GASB standards.

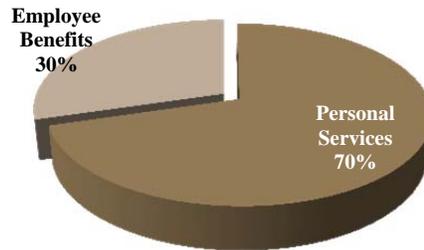
PROGRAM: CASH MANAGEMENT:

Cash Management provides the following services:

- Prepares the cash flow analysis and cash investment plan to meet the payment requirements while maximizing the investment earnings of idle funds.
- Ensures that funds are invested pursuant to the Council-approved investment policy and according to the limitations under the Connecticut state statutes.
- Submits wire transfers for debt repayment, Metropolitan District sewer fees, self-insurance fund payments, and employer-contributed pension payments.
- Reconciles cash activity daily.
- Completes monthly investment and bank statement reconciliations.

Program Expenses:

Personal Services	\$32,347
Employee Benefits	13,595
Total	\$45,942



Outcomes:

- Continue to safeguard Town cash and investments in accordance with investment policy and state statutes.
- Review and consider changes to the Towns investment policy to provide for greater investment returns.
- Continuously search for safe investment options that provide a higher return on investments.
- Review cash management and reconciliation procedures to ensure proper segregation of duties.

Major Changes / Accomplishments / Outlook:

1. Continue to utilize positive pay fraud prevention system when processing employee and vendor payments.

2015-2016 Adopted Budget with Expenditure History

FINANCE & ACCOUNTING

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
PERSONAL SERVICES							
SAL/WAGES	217,097	142,108	320,758	317,822	280,462	365,725	378,884
OVERTIME	1,927	2,690	2,155	908	241	2,500	2,500
PPT WAGES	60,966	76,556	18,498	13,725	18,605	20,787	20,787
	279,990	221,354	341,411	332,455	299,308	389,012	402,171
EMPLOYEE BENEFITS							
FICA/LIFE	41,141	23,518	37,960	26,360	22,918	30,704	31,752
HEALTH INS	51,724	30,645	48,192	47,217	45,389	70,914	67,942
PENSION	-	21,430	21,929	14,084	17,136	25,174	19,021
DC PENSION	-	-	-	6,598	2,123	7,851	10,602
WC PREM	-	-	-	481	562	812	786
	92,865	75,593	108,081	94,740	88,128	135,455	130,103
CONTRACTUAL							
COPY - EXT	407	138	201	202	756	330	330
CONF/TRAIN	861	362	2,991	4,339	2,981	11,995	9,545
SUPPORT SV	58,826	150,047	61,921	104,413	153,683	58,627	58,528
OFF MCH SV	1,723	907	489	644	395	650	900
LEGAL AD	1,259	1,840	1,314	1,374	1,755	2,500	3,760
	63,076	153,294	66,916	110,972	159,570	74,102	73,063
MATERIALS & SUPPLIES							
OFFICE SUP	1,195	1,765	3,472	2,841	2,393	2,595	3,000
	1,195	1,765	3,472	2,841	2,393	2,595	3,000
CAPITAL OUTLAY							
EQUIPMENT	6,567	-	5,274	-	-	-	-
	6,567	-	5,274	-	-	-	-
Totals:	443,693	452,006	525,154	541,008	549,399	601,164	608,337



FINANCIAL ADMIN AND CONTROL

Assessor

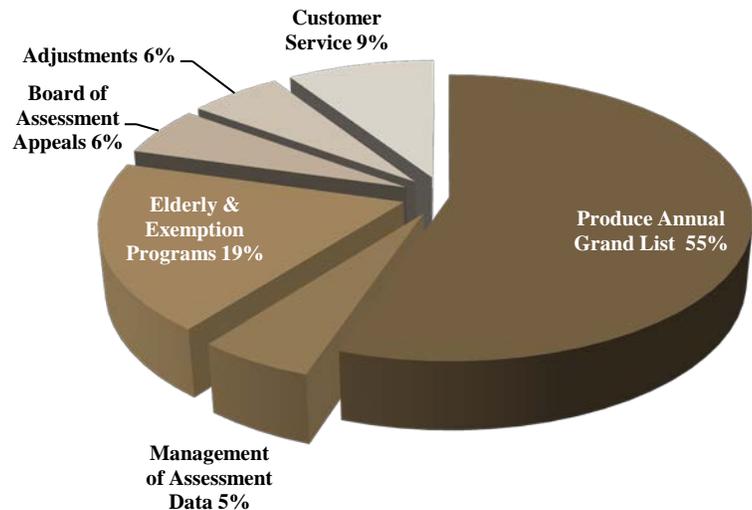
MISSION STATEMENT:

To accurately and fairly determine the value of real and personal property for taxation purposes. Administer all statutory programs in accordance with Connecticut State statutes.

DEPARTMENT DESCRIPTION:

The Assessor's Office is responsible for the discovery and listing of all taxable and non-taxable properties both real and personal, and compilation of an equitable Grand List; the administration of tax relief and exemption programs, for the elderly, blind, disabled, and veterans, and the satisfactory performance of all statutory requirements including the Board of Assessment Appeals. The Office is responsible for providing accurate and timely information to the general public. The Assessor is also responsible for filing State reports as required. The Assessor's Office completed a state mandated revaluation of all real property located in the Town of Wethersfield for the 2013 Grand List.

PROGRAM	BUDGET AMOUNT	PERCENT
Produce Annual Grand List	\$190,275	55%
Management of Assessment Data	18,479	5%
Elderly & Exemption Programs	65,969	19%
Board of Assessment Appeals	19,327	6%
Adjustments	20,108	6%
Customer Service	32,151	9%
Total	\$346,309	100%



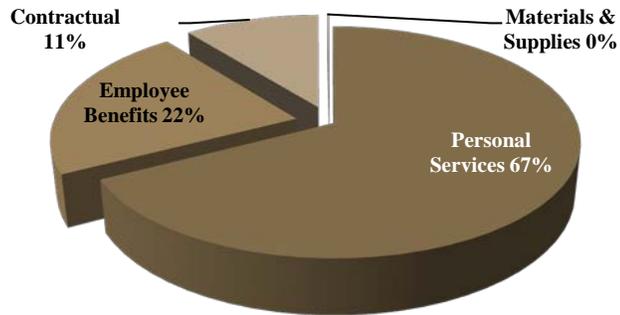
PERSONNEL DATA SUMMARY

POSITION	2013/2014	2014/2015	2014/2015	2015/2016
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Assessor	1.0	1.0	1.0	1.0
Assistant Assessor	1.0	1.0	1.0	1.0
Technical Assistant	1.0	1.0	1.0	1.0
Full-time Equivalent	3.0	3.0	3.0	3.0

PROGRAM: PRODUCE ANNUAL GRAND LIST: Compile annual Grand List of all taxable and tax exempt property (real estate, personal property, and motor vehicle) pursuant to Connecticut General Statutes.

Program Expenses:

Personal Services	\$128,128
Employee Benefits	41,798
Contractual	20,082
Materials & Supplies	<u>267</u>
Total	\$190,275



Outcomes:

- Accurate and timely filing of Grand List by statutory deadline.

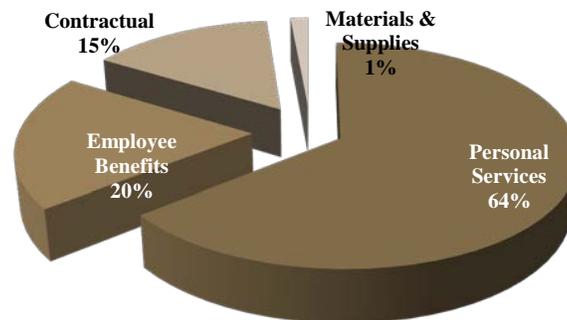
Major Changes / Accomplishments / Outlook:

2014 Grand List filed by January 31, 2015, an extension was not needed. The 2014 Net Grand List equated to an approximate \$5,741,240 increase in assessment compared to the 2013 Net Grand List. Board of Assessment Appeal hearings are being conducted and are scheduled to be completed on time. The Assessor’s Office utilized the Town of Wethersfield’s web site for dispensing information to taxpayers and providing needed forms. The Assessor’s Office with assistance from the Engineering Department released a web based GIS mapping software last year, the website has been updated recently with current assessment and ownership information. The Assessor’s Office with assistance from the Engineering Department are nearing the release of a new mapping software, Pictometry on-line. Currently, training is being done with all departments on this software. Assessor’s Office conducted Personal Property audits on ten accounts. The ten accounts completed resulted in an approximate net increase in taxes of \$47,375.92, not including the 2014 Grand List. The personal property portion of the 2014 Grand List saw an increase of 7.8% in comparison to the 2013 Grand List. The motor vehicle portion of the 2014 Grand List increased approximately .97% over the 2013 Grand List. The real estate portion of the 2014 Grand List saw a reduction of .07% compared to the real estate portion of the 2013 Grand List. The average residential property gross assessment for the 2014 Grand List is \$169,000 (rounded). Finalized 2014 Grand List utilizing the assessment software and personal property software.

PROGRAM: MANAGEMENT OF ASSESSMENT DATA: Maintain assessment records manually and electronically for files and public review. Represent assigned property values to the public and legal counsels as necessary.

Program Expenses:

Personal Services	\$11,871
Employee Benefits	3,605
Contractual	2,736
Materials & Supplies	<u>267</u>
Total	\$18,479



Outcomes:

- Prepare analysis of Grand List for Town Manager, Finance Director, Town Council, and the media. Defend values in court as necessary in conjunction with Town Attorney and professional appraiser. Reconciliation of tax list with Tax Collector’s final collectible totals. Prepare annual budget. The Assessor’s Office maintains & organizes all files & records according to retention schedules & office procedure per records retention schedule. Assessor’s Office continues to try to utilize current technology for all files & records.

Major Changes / Accomplishments / Outlook:

Reconciled Grand List totals with Tax Collector’s Rate Book for 2014 Grand List. Assisting Engineering Department with the implementation of new mapping software, Pictometry on-line. The new mapping software will allow the Assessor’s Office to verify building dimensions and also provide an overview of all outbuildings on a property. Upgrading real estate assessment Software to current version, March of 2015, this new software is compatible with the latest Microsoft version. Assisting records retention contractor with the maintenance of all Assessment files & records. Currently, utilizing the latest Administrative

Software (QDS) for the annual filing of Grand List and all State reports. The latest software upgrade allows the Assessor's Office to file several state reports electronically.

PROGRAM: ELDERLY & EXEMPTION PROGRAMS: Administer Elderly Tax Relief program and various Exemptions (ex. Veterans, Blind/Disabled, New Manufacturing Machinery & Equipment, New Commercial Vehicles etc.) programs pursuant to Connecticut General Statutes.

- Town Elderly Tax Relief programs equate to \$214,366.78 in Tax credits
- State Elderly Tax Relief programs equate to \$264,272.70 in Tax credits
- All Additional Veteran's exemptions equate to \$1,214,400 in Assessment
- Exemptions for the blind and disabled equate to \$278,520 in Assessment
- New Manufacturing Machinery & Equipment equate to \$1,063,930 in Assessment
- Newly Acquired Commercial Vehicles exemptions equate to \$1,872,830 in Assessment

Program Expenses:

Personal Services	\$45,995
Employee Benefits	17,433
Contractual	2,274
Materials & Supplies	<u>267</u>
Total	\$65,969



Outcomes:

- File annual reports to State of Connecticut for reimbursement of various programs. Implement new Administrative software to assist in the filing of annual reports to the State of Connecticut.

Major Changes / Accomplishments / Outlook:

Staff completed the annual state reports by the statutory deadline. Pursuant to Connecticut General Statutes, the Assessor's Office is required to file annual reports with the Office of Policy & Management. Reporting by Assessor's Offices assists the State in determining grants & aide to the Town. Continue to utilize Quality Data software to improve reporting to the State of Connecticut. Staff utilized the assessment software program with the Elderly Credit program and various exemptions to apply new manufacturing & equipment, and truck for hire exemptions. Staff utilized new pricing software for the valuation of trailers and commercial vehicles.

PROGRAM: BOARD OF ASSESSMENT APPEALS: Provide support and information for the Board of Assessment Appeals process and recordkeeping requirements.

Program Expenses:

Personal Services	\$13,282
Employee Benefits	4,923
Contractual	856
Materials & Supplies	<u>266</u>
Total	\$19,327



Outcomes:

- Pursuant to Connecticut General Statutes, the Board of Assessment Appeals (BAA) held meetings in March and September. The Assessor's Office assisted in the appeal hearings, by setting the calendar, notifying taxpayers, processing appeal forms, scheduling appointments, and providing copies and backup. Historically, the Assessor's Office has assisted the Board of Assessment Appeals (BAA) with these items.

Major Changes / Accomplishments / Outlook:

The Board of Assessment Appeals (BAA) completed all of their duties by the statutory deadline. The M-13 State report was filed by the statutory deadline. The Assessor's Office continued to provide assistance in training of Board of Assessment

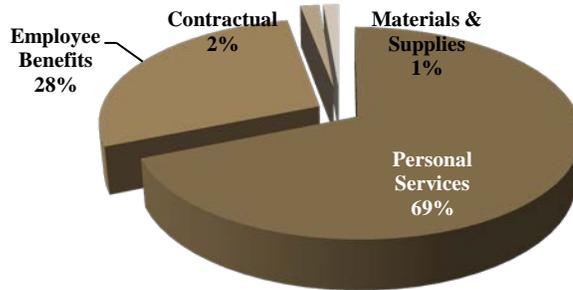
Appeals (BAA) members and alternates. All members of the Board of Assessment Appeals (BAA) and Assessor's Office attended a Board of Assessment (BAA) workshop sponsored by the Connecticut Association of Assessing Officers.

For the 2014 Grand List there were approximately 53 appeals filed with Board of Assessment Appeals (BAA). Of the 53 appeals, 28 were real estate appeals, 13 were motor vehicle appeals, and 12 were personal property appeals. There was a 59% reduction in total appeals to the Board of Assessment Appeals (BAA) from the 2013 Grand List. Appeals to the BAA generally go down the year after a revaluation. The Board of Assessment Appeals (BAA) decisions are pending and pursuant to state statute will render a decision on filed appeals by the end of March.

PROGRAM: ADJUSTMENTS: Process all property records and adjustments to values for motor vehicle corrections, building additions, renovations or new structures.

Program Expenses:

Personal Services	\$13,833
Employee Benefits	5,680
Contractual	328
Materials & Supplies	<u>267</u>
Total	\$20,108



Outcomes:

- Process all adjustments to the real estate, personal property, and motor vehicle portions of the Grand List pursuant to Connecticut General Statutes.
- All reports required by State filed before stated deadline. All recordings filed with Town Clerk researched within 30 days, for processing and computer entry. Utilizing Administrative software to notify Tax Collector of any ownership changes, so that the Tax Collector's Office can mail bill to current property owner. Certificate of Occupancy inspections within 30 days of issue by the Building Department pursuant to Connecticut General Statutes. Motor vehicle corrections and credits processed and issued to the Tax Collector within 3 days, so that the Tax Collector can mail revised tax bills to property owners; property owners can make payments on corrected bill in a more timely fashion.

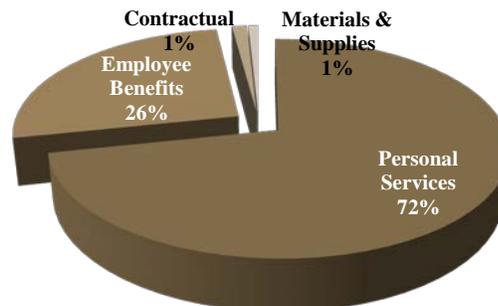
Major Changes / Accomplishments / Outlook:

Continue to provide customer friendly service. Utilizing Administrative Software to improve efficiency and streamline all adjustments made to assessments. The Assessor's Office continued to see improved processing of certificate of corrections, new construction, and ownership changes within the Administrative Software (QDS). Assessor's Office staff has participated in several customer service programs, (working with the public seminar, attend annual assessor's school workshops, etc.) to enhance the programs that are administered by the department. Staff continues to attend Hartford County Assessor's Associations meetings and Connecticut Association of Assessing Officer's Executive Board meetings, to ensure that we are current with any law changes.

PROGRAM: CUSTOMER SERVICE: Provide assessment information to the public in a courteous manner. Assist public with questions on assessments for all types of property, (ex. real estate, personal property, and motor vehicles).

Program Expenses:

Personal Services	\$23,047
Employee Benefits	8,428
Contractual	410
Materials & Supplies	<u>266</u>
Total	\$32,151



Outcomes:

- Provide courteous, accurate responses to all questions and issues from the public. Represented the Town of Wethersfield in a professional, knowledgeable manner.

Major Changes / Accomplishments / Outlook:

Staff utilized improved technology, such as the town website, local access television station, Press releases, brochures, web based GIS mapping system, continuing education, and seminars to inform the public of various programs available. Assessor to work with various departments at Town Hall (Building Department, Town Clerk, Tax Collector, Engineering Department, etc.) to ensure that the correct information is being distributed to the public.

2015-2016 Adopted Budget with Expenditure History

TAX ASSESSOR

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
PERSONAL SERVICES							
SAL/WAGES	197,667	215,343	207,710	212,162	218,611	222,271	235,756
OVERTIME	62	154	463	372	524	400	400
	197,729	215,497	208,173	212,534	219,135	222,671	236,156
EMPLOYEE BENEFITS							
FICA/LIFE	29,582	20,200	18,809	16,846	17,339	18,220	19,288
HEALTH INS	45,813	47,952	46,169	49,648	43,010	45,013	29,673
PENSION	-	16,474	12,879	15,948	19,691	28,881	30,772
WC PREM	-	-	-	1,455	1,699	2,154	2,134
	75,395	84,626	77,857	83,897	81,739	94,268	81,867
CONTRACTUAL							
COPY - EXT	1,680	2,048	2,440	3,109	3,413	4,200	4,200
CONF/TRAIN	2,279	3,185	2,276	3,402	2,814	3,125	3,500
PROF SERV	20,000	10,000	10,000	5,000	5,000	5,000	5,000
SUPPORT SV	8,300	7,900	16,536	15,811	15,961	16,111	13,061
OFF MCH SV	350	125	-	-	203	375	750
LEGAL AD	118	72	120	132	60	150	175
	32,727	23,330	31,372	27,454	27,451	28,961	26,686
MATERIALS & SUPPLIES							
CLOTHING	243	-	-	-	-	-	-
OFFICE SUP	1,476	1,414	1,582	1,550	1,403	1,600	1,600
	1,719	1,414	1,582	1,550	1,403	1,600	1,600
Totals:	307,570	324,867	318,984	325,435	329,728	347,500	346,309



FINANCIAL ADMIN & CONTROL

Tax Collector

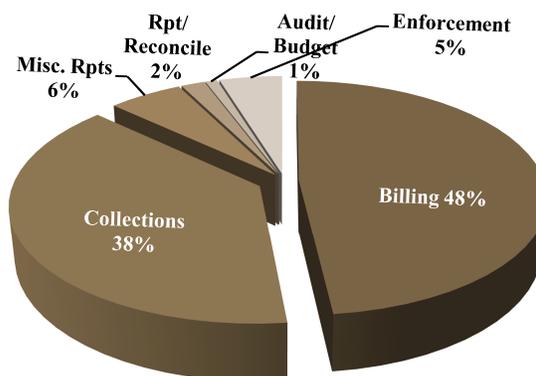
MISSION STATEMENT:

This Department primary purpose is the timely billing and collection of taxes on all legally assessed taxable property in Town. Its functions are performed in accordance with budgetary and statutory guidelines.

DEPARTMENT DESCRIPTION:

The Tax Collector is responsible for implementing and executing the property tax collection program as defined by the General Statutes and the Town Charter. Departmental revenue, other than the Board of Education receipts, is processed and deposited by this office. This office also administers parking ticket collections and delinquent tax follow-up.

PROGRAM	BUDGET AMOUNT	PERCENT
Billing	\$122,517	48%
Collections	98,223	38%
Misc. Reports	14,606	6%
Rpt/Reconcile	4,712	2%
Audit/Budget	2,356	1%
Enforcement	12,426	5%
Total	\$254,840	100%



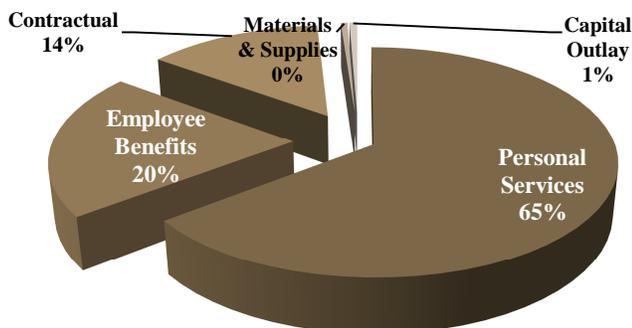
PERSONNEL DATA SUMMARY

POSITION	2013/2014	2014/2015	2014/2015	2015/2016
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Tax Collector	1.00	1.00	1.00	1.00
Technical Assistant	1.00	1.00	1.00	1.00
Clerk II (1)	.52	.52	.52	.52
Seasonal	.10	.10	.10	.10
Full-time Equivalent	2.62	2.62	2.62	2.62

PROGRAM: BILLING: This program provides for accurate and timely billing of all real estate, motor vehicle, motor vehicle supplemental, and personal property taxes, as determined by the Assessor's grand list.

Program Expenses:

Personal Services	\$79,068
Employee Benefits	25,152
Contractual	16,897
Materials & Supplies	650
Capital Outlay	750
Total	\$122,517



Outcomes:

- Successfully completed 25-50 new address changes by using various search and locate programs.

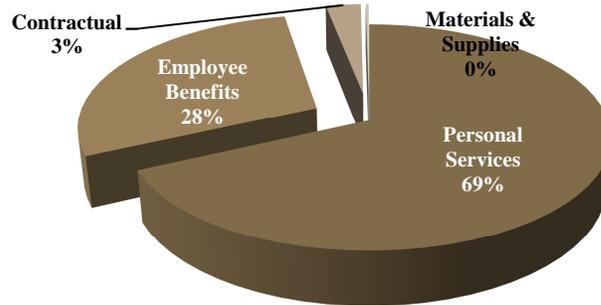
Major Changes / Accomplishments / Outlook:

The office will no longer be paying the Department of Motor Vehicles to report delinquent accounts due to new software being used at the DMV, resulting in a savings of \$6,000 annually.

PROGRAM: COLLECTIONS: This program provides for the accurate collection and processing of tax payments on a daily basis.

Program Expenses:

Personal Services	\$67,963
Employee Benefits	27,214
Contractual	2,796
Materials & Supplies	<u>250</u>
Total	\$98,223



Outcomes:

- Maintain a collection rate of 98.6% to provide the funding to support implementation of the Town Council’s adopted programs and services; the collection rate for the 2013-14 fiscal year was 98.98%.

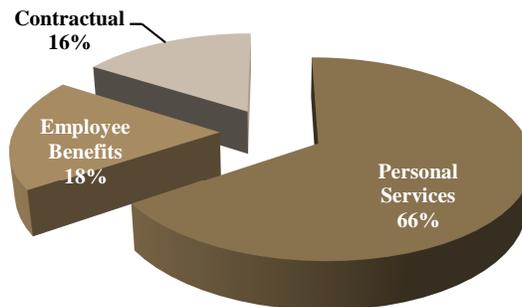
Major Changes / Accomplishments / Outlook:

The Tax Department held two successful tax sales which reduced the amount of delinquent parcels by 20%.

PROGRAM: MISC. REPORTS: This program provides for the adjustment and rebilling of taxes, processing of refunds and the collection of returned checks. Parking violations and false alarm fines are processed and billed in cooperation with the Police Department. All Town departmental revenue is verified and entered into the financial system and then deposited to the Town’s bank account.

Program Expenses:

Personal Services	\$9,574
Employee Benefits	2,701
Contractual	<u>2,331</u>
Total	\$14,606



Outcomes:

- Establish procedures to increase collection of parking tickets, false alarm tickets, and municipal citations to improve the collection rate of violations.

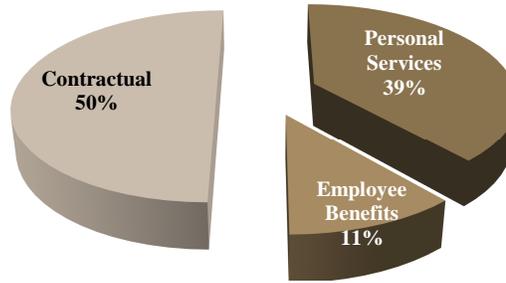
Major Changes / Accomplishments / Outlook:

Successfully work with the Police Department to reduce the amount of unpaid parking and false alarm tickets.

PROGRAM: RPT/RECONCILE: This program provides for the monthly reconciliation of tax revenues and the preparation of tax collection summary reports to the Finance Department.

Program Expenses:

Personal Services	\$1,817
Employee Benefits	539
Contractual	<u>2,356</u>
Total	\$4,712



Outcomes:

- Provide monthly departmental revenue reports to the Finance Department within 1 week of the close of the month.
- Complete tax collection month end closing reports by the 15th of the following month to allow for timely reconciliation with the Finance Department.

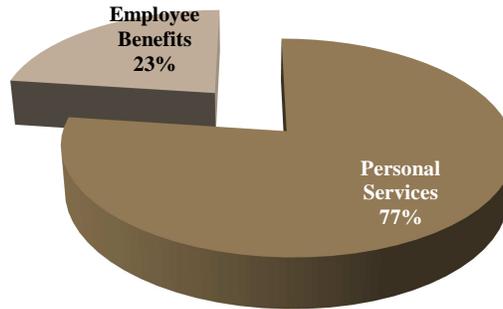
Major Changes / Accomplishments / Outlook:

Due to reorganization of several spreadsheets the monthly balancing has become more streamlined.

PROGRAM: AUDIT/BUDGET: This program provides for tax assistance to the auditors during the spring audit and the preparation of the yearly tax department budget.

Program Expenses:

Personal Services	\$1,817
Employee Benefits	<u>539</u>
Total	\$2,356



Outcomes:

- Maintain accurate and timely records and reports to reduce reconciliation time and to make information readily available for the Town’s annual audit, to assist in the timely completion of the audit.

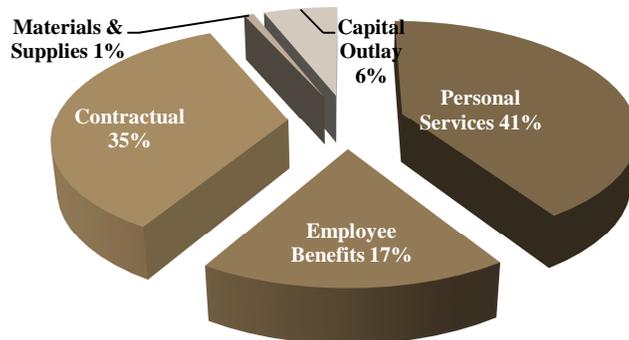
Major Changes / Accomplishments / Outlook:

Staff was successful in reorganizing files so documents for the auditors are readily available without having to search through boxes.

PROGRAM: ENFORCEMENT: This program provides for the collection of delinquent taxes through the use of tax collector demands, alias tax warrants, property tax liens, the filing of Uniform Commercial Code liens, and the DMV delinquent motor vehicle tax collection service.

Program Expenses:

Personal Services	\$5,081
Employee Benefits	2,184
Contractual	4,311
Materials & Supplies	100
Capital Outlay	<u>750</u>
Total	\$12,426



Outcomes:

- Develop and implement, through the use of statutory and Town Council approved collection policies, additional methods of delinquent tax collection to increase the collection of back taxes to 20%. Improved collection of delinquent tax

collections will help maintain a level tax rate.

Major Changes / Accomplishments / Outlook:

Staff issued 875 warrants for delinquent taxes. Issuing of tax warrants reduces the motor vehicle delinquency by 25%.

2015-2016 Adopted Budget with Expenditure History

TAX COLLECTOR

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
PERSONAL SERVICES							
SAL/WAGES	129,370	141,597	144,265	149,512	155,914	155,687	165,320
	129,370	141,597	144,265	149,512	155,914	155,687	165,320
EMPLOYEE BENEFITS							
FICA/LIFE	17,782	12,449	10,278	10,611	11,109	11,497	12,230
HEALTH INS	25,095	9,857	26,585	28,594	24,688	25,818	26,678
PENSION	-	9,781	7,833	9,766	12,152	17,819	19,097
WC PREM	-	-	-	192	226	325	324
	42,877	32,087	44,696	49,163	48,175	55,459	58,329
CONTRACTUAL							
COPY - EXT	1,325	11,701	3,413	11,835	14,061	19,432	14,255
CONF/TRAIN	1,767	1,525	604	387	875	825	675
SUPPORT SV	-	-	8,386	10,951	11,311	13,111	11,761
DATA SERV	4,721	4,711	5,989	6,101	6,400	6,387	-
LEGAL AD	552	791	802	1,662	1,329	1,200	2,000
	8,365	18,728	19,194	30,936	33,976	40,955	28,691
MATERIALS & SUPPLIES							
OFFICE SUP	1,153	881	1,389	1,036	1,633	1,000	1,000
	1,153	881	1,389	1,036	1,633	1,000	1,000
CAPITAL OUTLAY							
IT EQ/SOFT	1,500	1,500	1,500	1,500	1,375	1,500	1,500
	1,500	1,500	1,500	1,500	1,375	1,500	1,500
Totals:	183,265	194,793	211,044	232,147	241,073	254,601	254,840



FINANCIAL ADMIN & CONTROL

Central Office Services

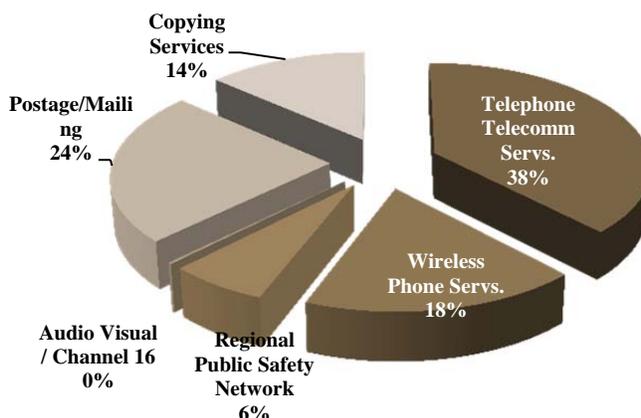
MISSION STATEMENT:

To provide telecommunications, postal, and copying services to Town Departments.

DEPARTMENT DESCRIPTION:

Under the general direction of the Finance Department, this unit is responsible for the telecommunications system, the mailing functions, and copying operations of the Town.

PROGRAM	BUDGET AMOUNT	PERCENT
Telephone/telecomm Services	\$90,189	38%
Wireless Phone Services	43,000	18%
Regional Public Safety Network	15,500	6%
Audio Visual / Channel 16	600	0%
Postage/Mailing	56,768	24%
Copying Services	32,200	14%
Total	\$238,257	100%



PROGRAM: TELEPHONE/TELECOMM SERVICES: This category includes all land-based telecommunications services for the Town administration. Cost areas include monthly phone service charges, maintenance contracts, minor equipment replacements and accessories, and paid service calls.

Program Expenses:

Contractual Services	\$90,189
Total	\$90,189

Outcomes:

- Provide telecommunications facilities for the conduct of Town business.
- Provide critical telecommunications services for public safety.

Major Changes / Accomplishments / Outlook:

Purchasing new hardware for replacement of ring-down circuits with auto dialers for the Fire department.

PROGRAM: WIRELESS PHONE SERVICE/ MESSAGING: This category includes cellular communications for key administrative and public safety personnel. Costs include monthly cell phone charges and more recently 3G and 4G service for iPads and WiFi hotspots. As mobile technology finds wider application in Town government and administration, we can expect the need for periodic replacements and upgrades.

Program Expenses:

Contractual Services	\$43,000
Total	\$43,000

Outcomes:

- Provide wireless telecommunications and paging devices for on-duty and after-hours emergency contact.
- Provide critical back-up wireless telecommunications services for public safety.
- Provide wireless capability for Town civilian staff working in the field.

PROGRAM: REGIONAL PUBLIC SAFETY NETWORK: This category includes a payment to the Capitol Region Council of Governments (CRCOG) for use of the CAPTAIN Mobile Data System software/network.

Program Expenses:

Contractual Services	<u>\$15,500</u>
Total	\$15,500

Outcomes:

- Provide police department sworn-personnel with valuable and timely in-car access to local, state, and federal law enforcement and motor vehicle databases.
- Provide dispatch personnel with local, state, federal, as well as international law enforcement databases.
- Enable the police department to communicate with other law enforcement agencies, both regionally and around the country, identifying wanted persons, missing persons, and stolen vehicles.

Major Changes / Accomplishments / Outlook:

CRCOG’s CAPTAIN software continues to be updated and supported regularly allowing for this software to be a critical and reliable link from local, state, and federal crime files to sworn personnel. It also connects over 1,200 in-car laptops from eighty state law enforcement agencies with one another.

PROGRAM: AUDIO VISUAL / CHANNEL 16: This category includes equipment, supplies, and accessories for the camera recording/broadcast facilities in the Town Council chambers.

Program Expenses:

Contractual Services	<u>\$600</u>
Total	\$600

Outcomes:

- Encourage citizen awareness and participation in local government.
- Promote public safety and well-being through public services messages and announcements.
- Publicize municipal services and community events.
- Enhance communication with the public and governing bodies via Council Chambers video presentation facilities.

Major Changes / Accomplishments / Outlook:

The municipal channel now broadcasts on channel 117-173.

PROGRAM: POSTAGE/MAILING SERVICES: This is the central account used for the payment of postage and rental costs for the postage machine. This also includes the payment of postage to send out tax bills and delinquent tax notices.

Program Expenses:

Contractual Services	<u>\$56,768</u>
Total	\$56,768

Outcomes:

- Provide postage services for department mailings and bulk mailing postal permit use.

Major Changes / Accomplishments / Outlook:

- Continue to use postage machine for mass mailings.

PROGRAM: CENTRAL COPYING SERVICES: This is the central account used for payment of copy machine leases and to provide stationery supplies to departments.

Program Expenses:

Contractual Services	\$29,800
Materials & Supplies	<u>2,400</u>
Total	\$32,200

Outcomes:

- Reduce the amount of copies required by increasing the use of technology to transmit information electronically. This will be a continuous process.

Major Changes / Accomplishments / Outlook:

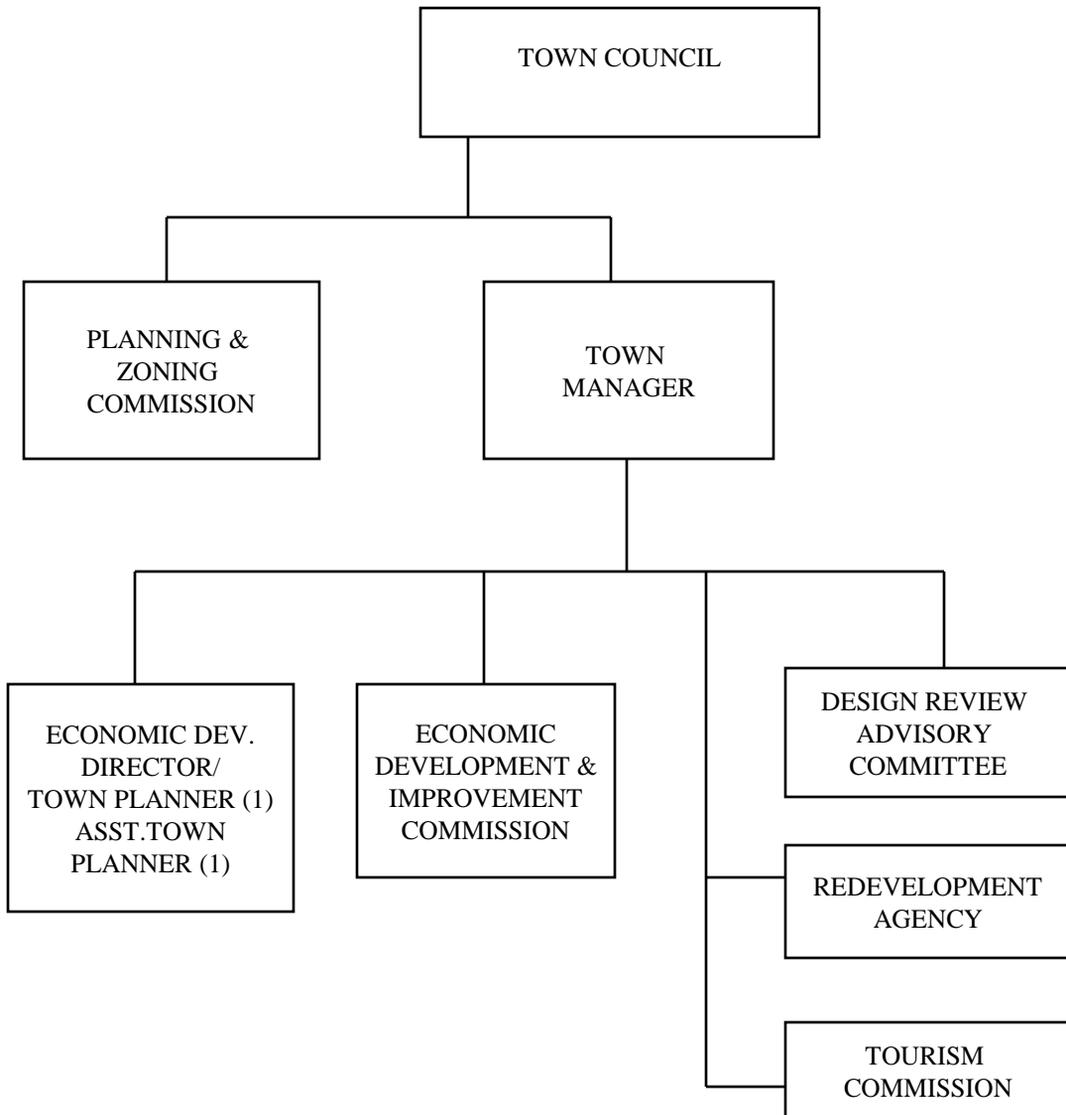
- Copying on both sides of paper to reduce paper usage.
- Use of electronic correspondence to reduce paper and ink usage.
- Use of technology for paperless meetings to reduce paper and ink usage.

2015-2016 Adopted Budget with Expenditure History

CENTRAL OFFICE SERVICES

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
CONTRACTUAL							
COPY - INT	14,503	17,628	22,788	21,367	23,723	30,200	29,800
SUPPORT SV	-	19,500	-	-	-	-	-
POSTAGE	79,668	40,045	37,537	53,772	41,794	51,500	56,768
TELECOMM	129,220	132,724	144,240	142,578	147,322	151,307	149,289
OFF MCH SV	549	-	-	-	-	-	-
	223,940	209,897	204,565	217,717	212,839	233,007	235,857
MATERIALS & SUPPLIES							
OFFICE SUP	1,163	117	3,001	1,772	1,958	2,750	2,400
	1,163	117	3,001	1,772	1,958	2,750	2,400
CAPITAL OUTLAY							
IT EQ/SOFT	-	5	-	-	-	-	-
	-	5	-	-	-	-	-
Totals:	225,103	210,019	207,566	219,489	214,797	235,757	238,257

PLANNING AND DEVELOPMENT





PLANNING & ECONOMIC DEVELOPMENT

MISSION STATEMENT:

The mission of the Planning and Economic Development Department is to provide effective planning and economic development services that will guide the orderly growth, development, and expansion of a diverse tax base, while creating jobs and improving the quality of life in the Town of Wethersfield. This mission will be accomplished through the implementation of policies, strategies, and programs as adopted in the Town’s Plan of Conservation and Development, Economic Development Strategic Plan, and other specific area plans and through the use of the Town’s business assistance programs, marketing strategies, ordinances, and land use regulations.

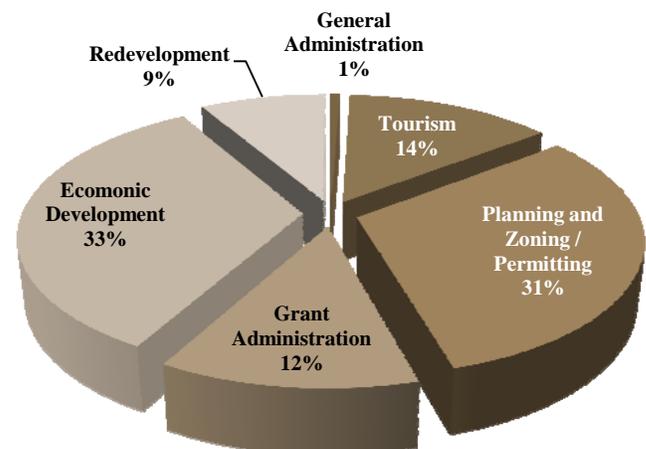
DEPARTMENT DESCRIPTION:

The Department administers the general planning and economic development activities for the Town of Wethersfield through five (5) programmatic areas:

1. Tourism
2. Planning and Zoning/Permitting
3. Grant Administration
4. Economic Development
5. Redevelopment

The Planning and Economic Development Department staff provide technical assistance and acts in an administrative capacity for the Planning and Zoning Commission (PZC), Economic Development and Improvement Commission (EDIC), Redevelopment Agency, Tourism Commission and Design Review Advisory Committee. The staff also provides assistance and counsel to persons and businesses interested in development. Staff work with the Wethersfield Chamber of Commerce, coordinate the interdepartmental permit review process and acts as the “point of contact” for individuals looking to conduct business in Town. The Department also implements a variety of programs designed to assist the business community and manages a number of grant funded projects. The Department is staffed by the Economic Development Manager/Town Planner and the Assistant Planner.

PROGRAM	BUDGET AMOUNT	PERCENT
General Administration	\$2,000	1%
Tourism	46,296	14%
Planning and Zoning / Permitting	102,873	32%
Grant Administration	41,094	12%
Economic Development	110,774	33%
Redevelopment	28,017	8%
Total	\$331,054	100%



PERSONNEL DATA SUMMARY

POSITION	2013/2014	2014/2015	2014/2015	2015/2016
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Town Planner	1.0	1.0	1.0	1.0
Assistant Planner	1.0	1.0	1.0	1.0
PZC Commission Clerk	0.06	0.06	0.06	0.06
Full-time Equivalent	2.06	2.06	2.06	2.06

PROGRAM: GENERAL ADMINISTRATION: Through this account all office supplies are purchased.

Program Expenses:

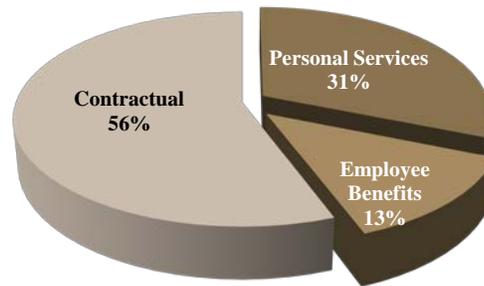
Materials & Supplies	\$2,000
Total	\$2,000



PROGRAM: TOURISM: Through the efforts of the Tourism Commission, its members, stakeholder organizations, and staff the Historic Wethersfield brand is promoted and marketed in order to increase awareness of Wethersfield as a visitor destination. The volunteer Commissioners partner with the Wethersfield Historical Society, the Webb-Deane-Stevens Museum, the Old Wethersfield Shopkeepers Association, the Chamber of Commerce, and others to support this mission. The Commission promotes and markets the Town’s heritage, historic resources, events, and sites. These efforts help to support the local business community and the historic sites/museums through increased activity and visitation. The Commission maintains the Historic Wethersfield website www.historicwethersfield.org, promotes Historic Wethersfield through the use of the “red onion” logo, maintains and distributes a monthly calendar of events and assists in the marketing of the Town through the use of rack cards, ads, media articles, and other promotional efforts. The Commission has initiated several plans and studies over the past few years including the Old Wethersfield Master Plan (2008), a Collaborative Marketing Plan (2010) and a Study of Revitalization Opportunities in Old Wethersfield (2013) and is actively engaged in the implementation of these plans and their recommendations.

Program Expenses:

Personal Services	\$14,439
Employee Benefits	6,107
Contractual	<u>25,750</u>
Total	\$46,296



Outcomes:

- Increase the number of stories and press releases that appear in broadcast and print media promoting Historic Wethersfield.
- Implement strategies that “drive” interest to the www.historicwethersfield.org website in order to increase “visitors” each month.
- Expand the use of social media (Facebook, Twitter, etc.) to increase awareness of Historic Wethersfield.
- Increase the distribution of promotional materials to educate potential visitors about Wethersfield.
- Continue to enhance the visitor experience through the expansion and improvement of existing events, programs, organizations, and infrastructure.
- Improve communications between Historic Wethersfield stakeholders to enhance and encourage new partnerships and improved cooperation.
- Implement the recommendations of adopted plans and studies.

Major Changes / Accomplishments / Outlook:

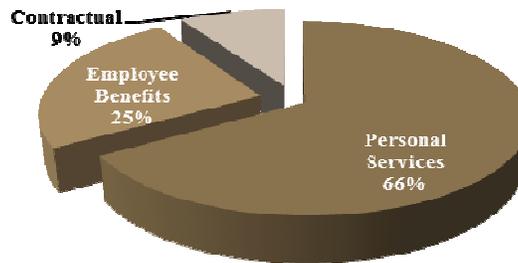
- Several stories appeared in a variety of media venues this past year promoting visitation to Wethersfield including North East Group Tour Magazine and 24 Small New England Towns you absolutely need to visit.
- Continue to improve the contents and functionality of www.historicwethersfield.org website.
- In 2014 this website experienced 44,631 visits.
- Continued to maintain Wethersfield Tourism Commission Facebook page to take advantage of social media opportunities to promote Wethersfield and increased the number of friends from 1,888 in 2014 to 2,318 in 2015 an increase of twenty-two (22) percent.
- Placed advertisement in AAA Journeys magazine, CT Vacation Guide, and CT Vacation map.
- Distributed 50,000 rack cards to hotels, conference centers, corporate headquarters, businesses, and visitor centers in CT and Mass.
- Coordinated, produced, and distributed twelve (12) E-Newsletters of Wethersfield Events.
- Expanded the distribution of the monthly e-Newsletter from 429 in 2014 to 756 in 2015 an increase of seventy-six (76) percent.

- Implemented a comprehensive redesign of monthly newsletter through the use of Campaign Monitor software which now provides a more detailed analysis and tracking of readership.
- Conducted (2) meetings with stakeholder alliance members to more effectively enhance and promote events and share information with partner organizations.
- Conducted the 4th annual community photo contest.
- Initiated the planning process for the creation and design of the Wethersfield Heritage Walk project and managed the associated grants used to fund the project.
- Continued to lead implementation of Old Wethersfield Master Plan recommendations.

PROGRAM: PLANNING AND ZONING/PERMITTING: The Department’s staff coordinates the land use permit review process for the Town which includes the approvals and reviews required by the various town departments, staff, boards, commissions, agencies, and State Statutes. The Department’s staff conducts project review meetings with affected departments on a regular basis. Staff provides guidance, assistance, and customer service and works closely with those parties interested in development: developers, property owners, the general public, neighbors, and the volunteer members of our land use agencies specifically through the proceedings of the Planning and Zoning Commission (PZC) and the Design Review Advisory Committee (DRAC). The Planning and Zoning Commission reviews applications for compliance with the Town’s zoning and subdivision regulations and acts upon applications for site plans, special permits, subdivisions, re-subdivisions, regulation amendments, and zone map amendments. The Planning and Zoning Commission coordinates the recently approved 2013 Plan of Conservation and Development. The Design Review Committee reviews applications for exterior improvements to commercial and multifamily property specifically facades, signs, and site improvements. Staff provides technical support through the preparation of agendas, minutes, legal notices, meeting attendance, and permit documentation. Staff administers and maintains the various records, documents, policies, plans, and regulations in order to guide quality development. Staff also performs technical permit and plan reviews for compliance with zoning, subdivision, and State statutes and provides written reports to the Commissions.

Program Expenses:

Personal Services	\$68,247
Employee Benefits	25,226
Contractual	<u>9,400</u>
Total	\$102,873



Outcomes:

- In an effort to improve customer service and interdepartmental communication staff administer a pre-application review process and oversee interdepartmental permit review meetings to coordinate project progress.
- Review, update, and maintain the Town’s zoning, subdivision, and land use ordinances in order to impact quality of life, economic development, and statutory compliance.
- To streamline and expedite project activity process for all Design Review applications within a 2 week timeframe and process all Planning and Zoning Commission applications within the statutory review period.
- Provide the public with timely access to information regarding the Town’s land use records, documents, and regulations. Respond to all land use related inquiries within 24 hours.
- Assist property owners and businesses with the permit review process.
- Conduct research and prepare reports on planning and economic development related matters.
- Conduct community planning initiatives as necessary including implementation of those plans and recommendations.

Major Changes / Accomplishments / Outlook:

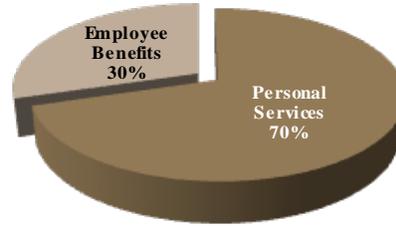
- The Wethersfield Planning and Zoning Commission reviewed forty (40) applications in 2014 and the Design Review Committee conducted thirty (30) application reviews in 2014. This was an increase of eighteen (18) applications over 2013.
- This past year we conducted one-hundred and twenty-five (125) project review meetings, which is an increase of nine (9) percent from the previous year.
- Work will be completed this year on the creation of the design guidelines and construction specifications.
- In partnership with the Building Department and the new Zoning Enforcement Official will establish and initiate a more pro-active zoning enforcement program for both residential and commercial property in the community in order to improve the quality of life.
- Working closely with the new Zoning Enforcement Official review, research, and revise key areas of the zoning regulations requiring updates.
- The Assistant Planner and the Zoning Enforcement Official will establish an enhanced and improved monthly reporting and record keeping system for both the Zoning Board of Appeals and the Planning and Zoning Commission.
- This past year staff posted a variety of new guides and application assistance documents on the Town’s website.
- In partnership with CT Transit and the CROG we will complete the design and installation of 9 bus shelters in

Town.

PROGRAM: GRANT ADMINISTRATION: Continue to successfully research, prepare, and administer grants designed to support, supplement, and enhance new and existing programs in the areas of economic development, tourism, redevelopment, and planning.

Program Expenses:

Personal Services	\$28,877
Employee Benefits	<u>12,217</u>
Total	\$41,094



Outcomes:

- To more aggressively pursue grant opportunities that would supplement the Town’s limited financial resources in order to initiate and maintain programs that might not otherwise be funded through the Town’s budget.
- Research, investigate, and pursue grant funding to be used to assist projects that implement both existing and new programs.
- Supplement budget through available grant opportunities.
- Continue to actively administer all active grant projects.

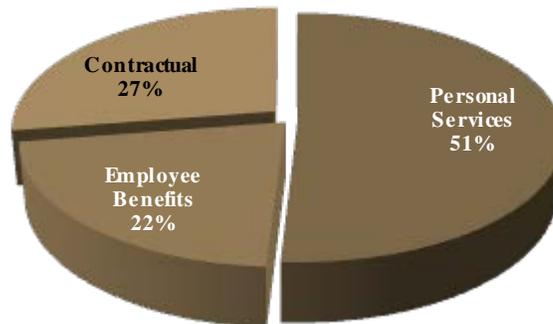
Major Changes / Accomplishments / Outlook:

- Closed out the \$50,000 planning grant through the Connecticut Trust For Historic Preservation Vibrant Communities Initiative (VCI) program.
- Closed out the \$90,000 Preserve America wayfinding grant through the National Park Service.
- Continuing to admister a \$17,500 planning grant from the Hartford Foundation for Public Giving for the design phase of the Wethersfield Heritage Walk interpretive signage program.
- Continue to administer a \$35,000 implementation grant from Connecticut Humanities for the construction and installation phase of the Wethersfield Heritage Walk interpretive signage program.
- Continued to administer the Silas Deane Highway revitalization and streetscape program STEAP Grant (\$250,000).
- Continue to administer the Urban Act façade improvement grant (\$250,000).
- Closed out the \$2,500 State Department of Agriculture Joint Ventures Farmers Market marketing grant.
- Applied for and receivd a \$450,000 STEAP Grant to be used for additional façade improvement funds and demolition assistance for 1000 Silas Deane Highway.

PROGRAM: ECONOMIC DEVELOPMENT: Through the work of the Economic Development and Improvement Commission (EDIC) and staff the Town has created and administers programs designed to encourage business investment in the Town. Implementation is carried out through the use of a variety of business assistance programs that support and retain a healthy business community. These programs include: the façade improvement program, tax incentive program, shops local, business visitation, Salute to Business, available property inventory, ribbon cuttings/grand openings, and business recruitment/retention. The Department regularly produces reports and participates in events to promote development activity occurring in Town. The staff coordinates the design, printing, and distribution of the Town’s Annual Report and Calendar. Staff works closely with property owners, the real estate community, and the Chamber of Commerce to promote and encourage development of available sites and buildings.

Program Expenses:

Personal Services	\$56,425
Employee Benefits	23,899
Contractual	<u>30,450</u>
Total	\$110,774



Outcomes:

- Produce reports on a regular basis for media distribution focusing on promoting development activities occurring in Wethersfield in order to promote the Town as a place to conduct business.
- Initiate contacts and meetings with prospects interested in development opportunities in Town as part of the business recruitment program.

- Attract, create, and retain jobs that maintain the vitality of the Town’s commercial tax base.
- Conduct business visitations as part of the business retention program.
- Provide access to the Town’s financial incentive programs for the purpose of creating new commercial capital investment particularly through the use of the façade improvement program and the tax incentive program.
- Support the growth and continued expansion of the Wethersfield Farmer’s Market.

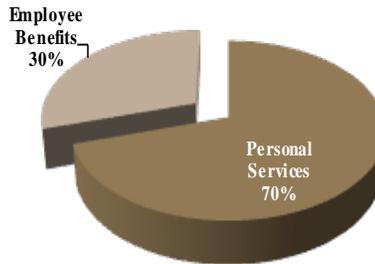
Major Changes / Accomplishments / Outlook:

- To provide business support and assistance this past year the EDIC assisted four (4) façade improvement projects, with loans totaling \$91,000.
- To date, the Façade program has assisted twenty-eight (28) projects and has provided over \$725,000 in façade funding.
- To improve communication and public relations produced four (4) available property and economic development status reports.
- Assisted in converting the Wethersfield Farmers Market into a private not-for-profit entity.
- Participated in three (3) community events to support the business community and promote the business environment: Salute To Business, State of the Town, and Chamber of Commerce Annual Meeting.
- In 2014 unveiled a new on-line, searchable Wethersfield Business Directory Woogle with 390 registered businesses.
- Welcomed twenty-eight (28) new businesses to Town an increase of seven (7) from last year.
- Retained eleven (11) existing businesses to new locations or expansions in the community, an increase of six (6) from the previous year.
- Coordinated the design and distribution of the 2015 Town Guide and Calendar.
- In 2015 we’ll introduce the Why Wethersfield program.
- In 2014 we held five (5) ribbon cuttings/grand openings.

PROGRAM: REDEVELOPMENT: Create and implement plans and strategies designed to assist with the redevelopment of vacant, blighted, and underutilized commercial and industrial properties in Town. The Redevelopment Agency acts as a catalyst to develop partnerships with property owners and developers that is intended to lead to new development opportunities.

Program Expenses:

Personal Services	\$19,695
Employee Benefits	8,322
Total	\$28,017



Outcomes:

- Consider the need to adopt Redevelopment Plans in compliance with the Connecticut General Statutes.
- Implement projects in approved Redevelopment Plan areas.
- Continue to educate the public about the need for the Town to play a more active role in economic development opportunities in the community.
- Document and promote the various targeted development opportunities that exist in Town.
- Develop partnerships with private property owners that will lead to redevelopment opportunities.

Major Changes / Accomplishments / Outlook:

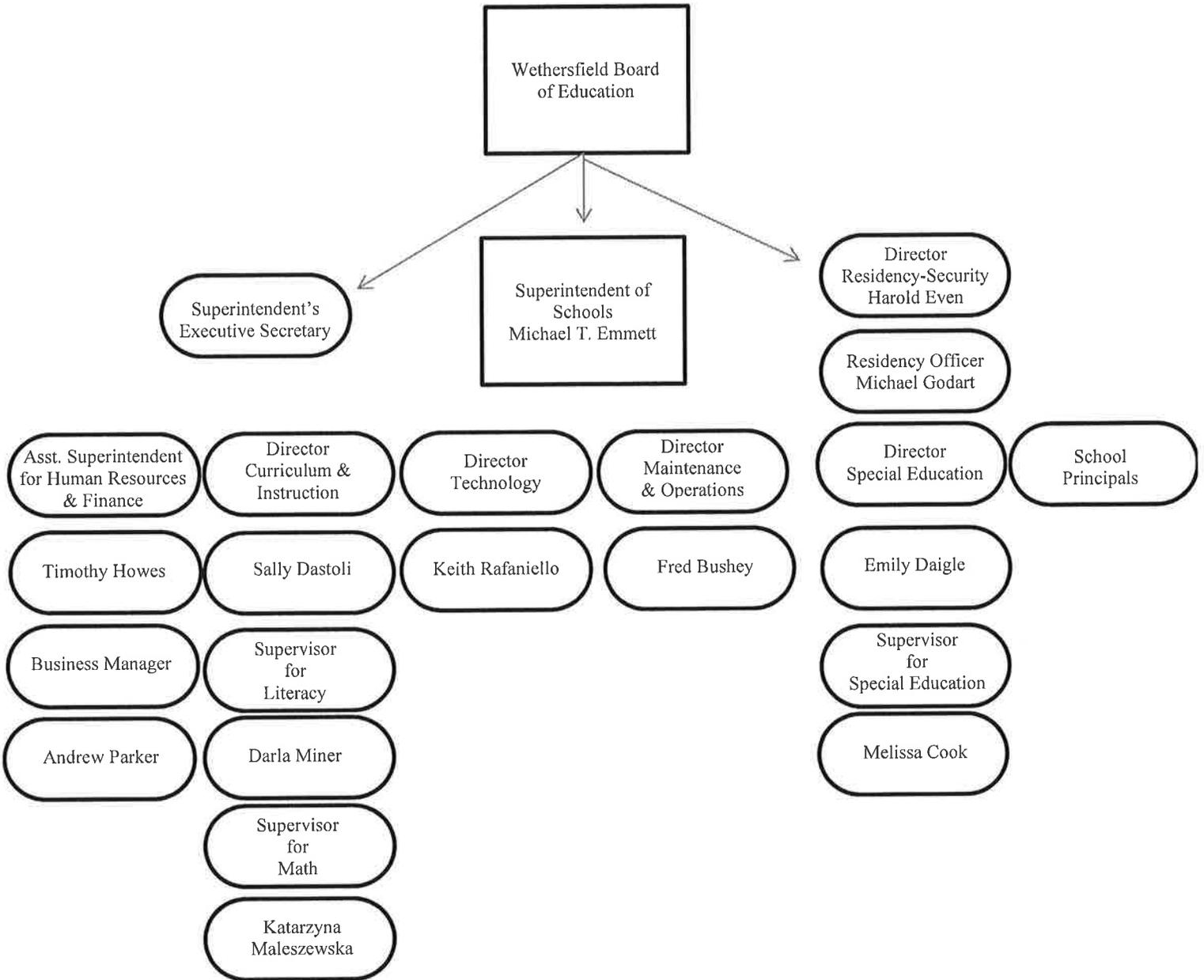
- To continue to act as a catalyst for the redevelopment of the blighted and underutilized commercial properties in Town and to utilize some of the statutorily authorized techniques that would potentially allow the Agency to partner with property owners.
- Staff continue to meet with various private property owners to explore partnership opportunities for property redevelopment.
- During 2015/2016, the Agency will continue to develop relationships with private property owners in an effort to foster an increased interest in redevelopment opportunities in Town.
- The Agency will continue to pursue financial assistance to aid in the implementation of approved Redevelopment Plans.
- The Redevelopment Agency will continue to investigate potential projects that may benefit from the Redevelopment Agencies involvement.

2015-2016 Adopted Budget with Expenditure History

PLANNING & DEVELOPMENT

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
PERSONAL SERVICES							
SAL/WAGES	154,320	165,895	168,098	171,350	176,776	178,125	187,683
	154,320	165,895	168,098	171,350	176,776	178,125	187,683
EMPLOYEE BENEFITS							
FICA/LIFE	22,678	15,288	15,371	13,393	13,813	14,258	14,983
HEALTH INS	32,097	33,548	38,317	36,982	32,173	33,646	34,750
PENSION	-	12,780	10,186	12,665	15,570	22,626	23,964
WC PREM	-	-	-	1,433	1,671	2,096	2,074
	54,775	61,616	63,874	64,473	63,227	72,626	75,771
CONTRACTUAL							
COPY - EXT	2,900	133	6,392	6,600	6,415	13,100	13,600
CONF/TRAIN	1,910	995	1,836	3,055	2,750	3,950	3,950
PROF SERV	10,107	14,209	9,645	13,317	12,186	15,000	15,500
SUPPORT SV	11,839	15,925	11,435	13,402	10,002	16,500	17,750
OFF MCH SV	100	-	-	-	-	1,300	1,300
PUB CONTRB	396	500	4,000	-	7,042	10,500	8,000
REP & MAINT	100	-	-	-	-	-	-
LEGAL AD	2,793	2,671	2,750	2,750	2,393	5,000	5,500
	30,145	34,433	36,058	39,124	40,788	65,350	65,600
MATERIALS & SUPPLIES							
OFFICE SUP	1,722	1,699	985	1,877	1,872	2,740	2,000
	1,722	1,699	985	1,877	1,872	2,740	2,000
Totals:	240,962	263,643	269,015	276,824	282,663	318,841	331,054

Wethersfield Public Schools
Organizational Chart - Central Office





Board of Education

Public Schools

MISSION STATEMENT:

The Wethersfield Public Schools continue to strive to provide our students with a high quality education. This is being carried out through the implementation of research-based curriculum across content areas. Ongoing professional development is provided to support a dedicated and committed staff. The district continues to support the integration of technology within classrooms to enable our students to access the world. The district also continues its efforts to offer students a safe and positive learning environment in which to grow academically and socially. Through the support of the town of Wethersfield the district believes that students will:

- Acquire skills and knowledge for life-long learning, enabling them to compete in global economy
- Develop a positive sense of self, enabling them to set high expectations;
- Develop self-discipline and function as responsible citizens of society; and
- Develop and understand their ethical, cultural, aesthetic, and intellectual values and respect those of others.

PROGRAM: EDUCATION: The Board of Education is the governing body of the school district and derives its power and exists under the Constitution and General Statutes of the State of Connecticut and the procedures of the Connecticut State Board of Education. The Wethersfield Board of Education consists of nine elected members. Biennially, three members are elected for terms of four years, and three members are elected for terms of two years. The Superintendent of Schools is the chief executive officer of the district.

Major Changes / Accomplishments / Outlook:

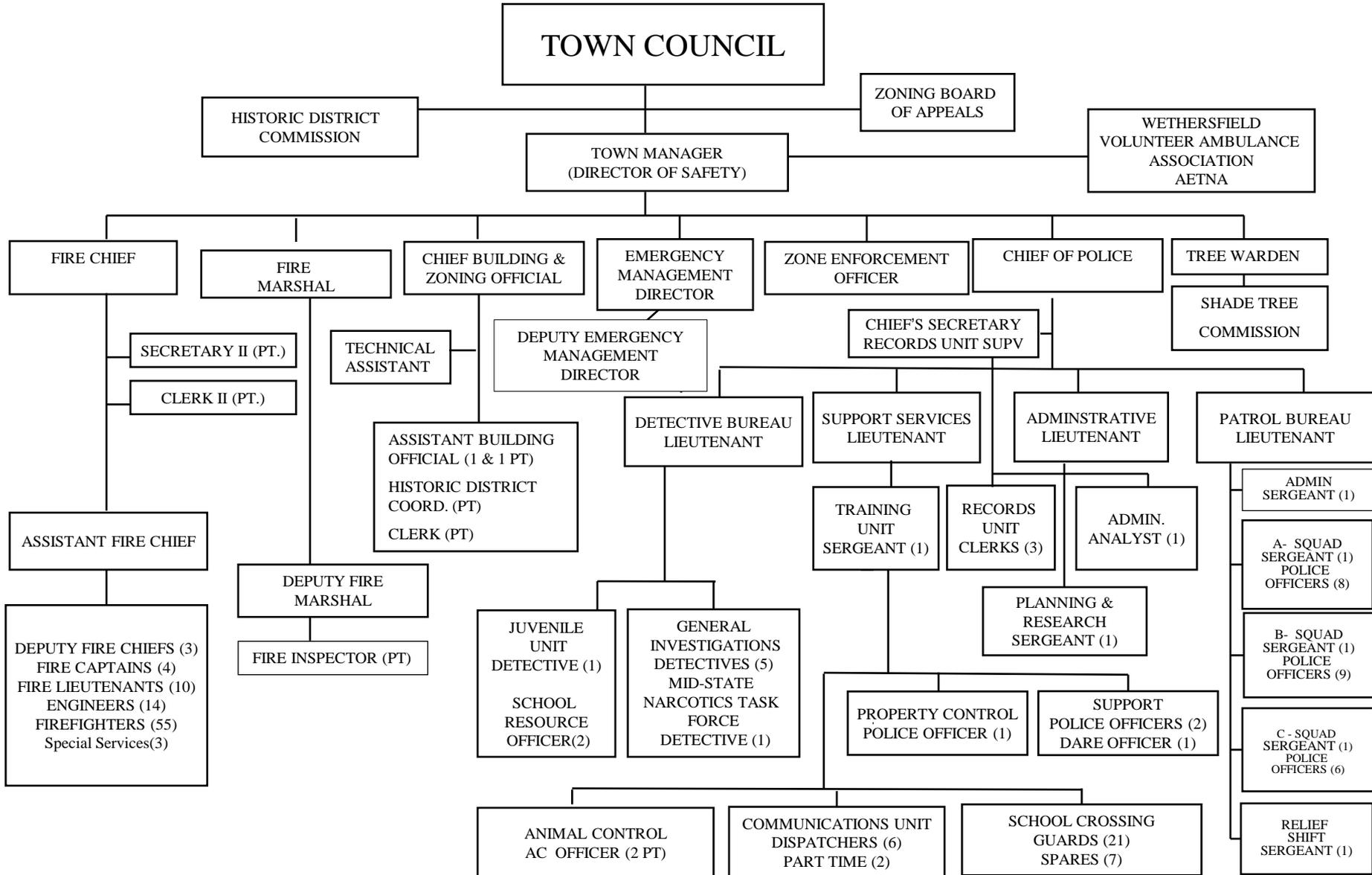
- The budget adopted for the 2015-2016 School Year is \$56,374,947 as approved by the Town Council. This amount represents an increase of \$1,577,750 or 2.88% over the prior year's budget.
- The budget, as approved by the Board of Education, represents contractual increases among bargaining units, increases in fixed costs and State and Federal mandates, safety / security needs, school improvements, and funding for the Other Post Employment Benefit Trust (OPEB).
- The Board of Education adopted budget addresses the educational needs of our children and adheres to the mission and goals of the Wethersfield Public Schools.

2015-2016 Adopted Budget with Expenditure History

EDUCATION - BOE

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
CONTRACTUAL							
SUPPORT SV	48,860,043	48,830,235	49,605,352	51,614,067	53,072,660	54,797,197	56,374,947
	48,860,043	48,830,235	49,605,352	51,614,067	53,072,660	54,797,197	56,374,947
Totals:	48,860,043	48,830,235	49,605,352	51,614,067	53,072,660	54,797,197	56,374,947

PUBLIC SAFETY





PUBLIC SAFETY

Building Inspection

MISSION STATEMENT:

The Building Department is responsible for the structural integrity, electrical, and mechanical installations of all new building construction, remodeling, upgrading, and renovations. In addition, the Building Department administers and enforces the Historic District Regulations and Town Ordinances. The Department has established policies and procedures to ensure related Codes, Regulations, and Ordinances are applied to each project in a fair and equitable manner. Through the Department's permit and inspection processes it assures the safe guarding of the public's health, safety, and welfare. The goal of this Department is to provide the highest quality service to our residents and to protect their interest.

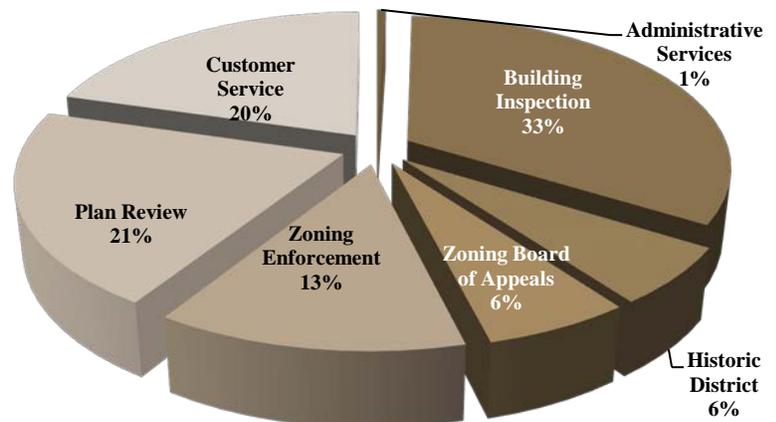
DEPARTMENT DESCRIPTION:

To meet this mission, the responsibilities, duties, and the services provided by this Department as mandated by Statutes, Town Regulations and Ordinances include the following:

1. Building Inspection: Includes permitting activities and compliance verification to ensure the safety and structural integrity of all new residential and commercial construction.
2. Historic District: Includes enforcement of the regulations and the additional requirements associated with historic properties in Old Wethersfield.
3. ADA Coordinator: Includes ADA Compliance for Municipal Buildings.
4. Building Code Enforcement: Includes enforcing the State of Connecticut Building Code along with all relevant Town Ordinances.
5. Customer Service: Includes the guidance provided to Wethersfield residents, business owners, and other interests who are engaged in regulated activities managed by the Building Department staff. It is a very important aspect of this Department.
6. Plan Review: Includes reviewing all permit application material for Code compliancy.

The Building Department's staff recognizes the importance of the services they provide to the residents and business community. Staff provides a real value to the residents by providing guidance where appropriate, ensure fairness and consistency in regulation interpretations and enforcement, and respond to Building related complaints and concerns brought to our attention in a timely fashion.

PROGRAM	BUDGET AMOUNT	PERCENT
Administrative Services	\$2,600	1%
Building Inspection	164,056	33%
Historic District	30,603	6%
ZBA	31,317	6%
Zoning Enforcement	65,520	13%
Customer Service	103,687	20%
Plan Review	104,170	21%
Total	\$501,953	100%



PERSONNEL DATA SUMMARY

POSITION	2013/2014	2014/2015	2014/2015	2015/2016
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Chief Building Official	1.0	1.0	1.0	1.0
Asst. Building Official	1.0	1.0	1.0	1.0
Zoning Enforcement Officer	0.0	0.52	1.0	1.0
Technical Assistant	1.0	1.0	1.0	1.0
Electrical Inspector	0.41	0.41	0.50	0.41
HDC Coordinator	0.32	0.32	0.32	0.40
HDC Commission Clerk	0.06	0.06	0.06	0.06
Clerk II	0.52	0.52	0.52	0.52
ZBA Commission Clerk	0.04	0.04	0.04	0.04
Full-time Equivalent	4.35	4.87	5.44	5.43

PROGRAM: ADMINISTRATIVE SERVICES: Office Supplies

Program Expenses:

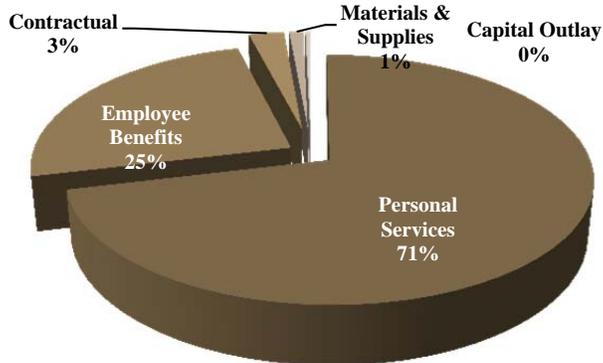
Materials & Supplies	\$2,600
Total	\$2,600



PROGRAM: BUILDING INSPECTION: The Department is responsible for applying the provisions of the State Building Code as it relates to construction, alterations, repair, removal, demolition, integral equipment, use, accessibility and occupancy of buildings and structures. Department Building Inspectors inspect all phases of residential and commercial construction including electrical, mechanical, and structural installations and issues Certificates of Occupancy and Certificates of Approval upon job completion. The Inspectors also address all safety issues and hazardous concerns regarding structures within the Town.

Program Expenses:

Personal Services	\$116,855
Employee Benefits	40,626
Contractual	4,275
Materials & Supplies	1,700
Capital Outlay	<u>600</u>
Total	\$164,056



Outcomes:

The Building Department regulates code requirements to protect and serve the Town of Wethersfield residents and the general public to assure their safety, health, and welfare.

- Building Inspectors are professionals, licensed, and certified Building Officials with disciplines in structural, electrical, and mechanical fields. Building Inspectors receive 90 hours of continuing educational training every three years. There are two full time and one part time Building Inspectors. The Building Department also provides technical services to the other Town Departments. The Chief Building Official position functions as a working manager requiring the Official to go out in the field to perform inspections, issue reports and investigate complaints.

Major Changes / Accomplishments / Outlook:

- There is a continuous increase in the amount of solar panels installed.
- Homeowner conversions from oil to gas heating continue to increase due to the lower cost and higher efficiency of natural gas.
- By maintaining a high level of efficiency, all necessary inspections for Code compliance are done within 24 hours of request.
- View Permit has now been setup to recognize a tax delinquent property prior to permits being issued or reviewed.
- The GIS system is in the process of being installed to run in View Permit. With this feature, Wetlands, Historic District and Flood Zones can be viewed.
- This Department reviewed and approved plans for numerous commercial projects including:
 - Wethersfield High School Phase I, 411 Wolcott Hill Road
 - Capital Region Education Council Phase I, 176 Cumberland Ave
 - Great Meadow Café, 100 Great Meadow Road, Interior Renovations
 - Dental Office, 1177 Silas Deane Hwy
 - CBS, 100 Great Meadow Rd, Tenant Fit-out
 - Starbucks Coffee Shop, 1090 Silas Deane Hwy, Tenant Fit-out
 - Aon, 100 Great Meadow Rd, Tenant Fit-out
 - CT Police Chiefs Association, 365 Silas Deane Hwy, Tenant Fit-out
 - True Value, 1323 Silas Deane Hwy, Façade Renovations
 - Friendly's, 1045 Silas Deane Hwy, Interior Renovations
- This Department Issued Certificate of Occupancies and Certificate of Approvals for numerous commercial projects including:
 - Family Dollar, 125 Silas Deane Hwy, Exterior Renovations
 - Panera Bread, 1129 Silas Deane Hwy, New Construction
 - Steve's Liquor Store, 156 Silas Deane Hwy, Tenant Fit-out
 - CVS, 1078 Silas Deane Hwy, Interior Renovations
 - Hartford Hospital, 1260 Silas Deane Hwy, Addition
 - Minute Man Press, 462 Silas Deane Hwy, Tenant Fit-out
 - Be Beautiful Salon, 376 Silas Deane Hwy, Interior Renovations
 - VHB, 100 Great Meadow Road, Tenant Fit-out
 - Steve's Liquor Store, 156 Silas Deane Hwy, Tenant Fit-out
 - Pizza Time, 152 Silas Deane Hwy, Tenant Fit-out
 - Buffalo Wild Wings, 1267 Silas Deane Hwy, Interior Renovations
 - Price Rite, 160 Silas Deane Hwy, New Addition and Interior Renovations
 - Chips, 1301 Silas Deane Hwy, New Construction
 - Connecticut Multispecialty Group, 1260 Silas Deane Hwy, , Tenant Fit-out
 - Liberty Bank, 1190 Silas Deane Hwy, Interior Renovations
 - Romp & Roll, 1275 Silas Deane Hwy, Tenant Fit-out
 - Planet Fitness, 1293 Silas Deane Hwy, Tenant fit-out
 - Tamarind Grill, 1115 Silas Deane Hwy, Tenant Fit-out
 - Extra Space, 132 Silas Deane Hwy, Solar Modules
 - Griffith Academy, 275 Main St, Interior Renovations
 - Veterinary Hospital, 106 Nott St, Addition
 - Edward Jones Office, 1327-31 Silas Deane Hwy, Interior Renovations
 - Phoenix Medical, 1260 Silas Deane Hwy, Interior Renovations
 - Dental Office, 1177 Silas Deane Hwy, Interior Renovations
 - CBS, 100 Great Meadow, Tenant Fit-out
 - Starbucks, 1090 Silas Deane Hwy, Interior Renovations
 - Country Store, Wethersfield Family, 221 Main Street, Interior Renovations
 - Pretty Pup's & Mutts, 1862 Berlin Turnpike, Interior Renovations
 - Salon Paris, 939 Silas Deane Hwy, Interior Renovations
 - America's Best Value Inn, 1730 Berlin Turnpike, Partial Demo
 - D & D Market, 675 Wolcott Hill, Interior Renovations
- Issued a total of 1,240 permits including building, electrical, plumbing, and mechanical permits in 2014 (partial year from July 1, 2014 to January 31, 2015) compared to 2,044 from July 1, 2013 to June 30, 2014.
- There was a significant increase in both residential and commercial building applications in the 2013-2014 fiscal year.
- Estimated total value of construction cost is \$77,482,662 in 2014 compared to \$14,947,739 in 2013.
- Issued residential permits for 11 new homes and 24 additions in 2014.

Building Code Enforcement: To protect, preserve and promote public health, safety, and welfare by enforcing building code violations deemed to be unlawful, dangerous, or unsafe within the provisions of the State of Connecticut Building Codes.

Outcomes:

The Building Inspectors are authorized to enforce the provisions of the building code which include unsafe structures, working without a permit and stop work orders.

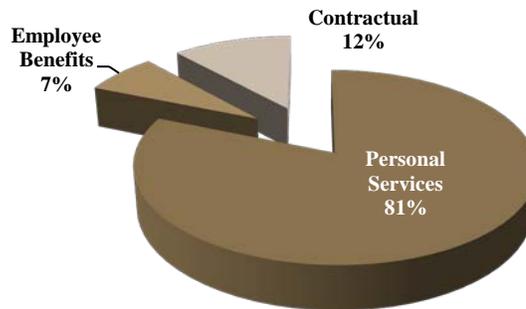
Major Changes / Accomplishments / Outlook:

- Depending on the severity of the violation, the building inspectors are on call and available seven days a week 24 hours a day to act immediately to all structure and code issue emergencies.
- Continue to monitor construction in the town for code enforcement violations.
- Continued enforcement to prevent the building of illegal and non-code compliant structures.
- Protect residents and contractors from unsafe conditions.
- Continue to maintain a good working relationship with the fire department, Fire Marshal’s office, and police department regarding emergency and routine code issues.
- Allows the inspectors to issue violation notices within a given period of time for specifying when corrective action must be taken.
- Due to excess snow and cold temperatures, the building department responded and continues to work with 62 ice damming issues leading to water damage within the residence.
- The new radio system allows quick access to a Building Inspector during an event when an inspector is needed by the Fire Marshal’s office or police department.

PROGRAM: HISTORIC DISTRICT: Enforce the provisions of the Historic District Regulations to preserve and protect the many exterior architectural and historic features on both residential and commercial properties in the largest Historic District in the State.

Program Expenses:

Personal Services	\$24 863
Employee Benefits	2,175
Contractual	<u>3,565</u>
Total	\$30,603



Outcomes:

- Historic District Coordinator works with the residents and Historic District Commission to be sure renovations to residential and commercial properties in the Historic District keep their original features, maintaining the historic appearance of the district. The Historic District Coordinator helps, advises, and guides residents and applicants through the commission’s Certificate of Appropriateness process. The Historic District Coordinator enforces the regulations of the Historic District Commission under General Statute § 7-147. The Historic District Coordinator receives applications, prepares the necessary legal notices, decision letters, Certificates of Appropriateness, agendas and meeting packets for the hearing, all of which are requirements mandated by State Statutes.

Major Changes / Accomplishments / Outlook:

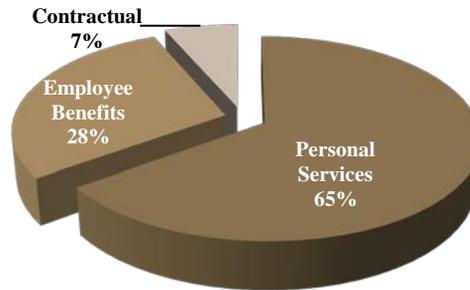
- The Historic District Commission has seen a 95% approval rating for Certificate of Appropriateness applications. This higher approval rating is due to the Historic District Coordinator’s knowledge of the district and the regulations and the ability to communicate well with applicants. The only accurate way to measure this would be to go back to when there was no coordinator.
- The Historic District Commission heard 116 applications and of those, 110 were approved for a 95% approval rating, 3 were denied, 3 were denied without prejudice and 0 were withdrawn. Of all the applications heard, 16% were for window replacement, 14% were for fencing and pools, 49% were for building alterations, and 20% were for new additions which include garages and sheds, and 1% were for new construction houses.
- The Historic District Commission heard and approved 1 application for new houses to be constructed in the district.
- The Commission continues to review and approve new building materials as they are presented.
- The Historic District Coordinator represented and continues to represent the commission at meetings for other organizations which shall impact the historic district and they include; The Historic Stakeholders Alliance, The Heritage Trail Grant Committee, and the Historical Society.
- The Historic District Coordinator has reached out to the community and has attended meetings as requested by local organizations in an effort to communicate the regulations of the Historic District Commission.

- The Historic District Coordinator has personally welcomed 48 new property owners this year to the historic district through a letter introducing them to the Historic District Commission and advising them of resources available to them before performing any building alterations.
- Increase in applications from 110 in 2013 to 116 in 2014
- The Historic District Commission has expanded the Historic District Coordinator’s administrative approval allowances. The Coordinator can now review and approve permits for roofing, a/c condenser units, generators and the venting for boiler/ furnace replacements. This has streamlined and expedited the permitting process.

PROGRAM: ZONING BOARD OF APPEALS: The Board’s duties are to hear and decide appeals on decisions by the Zoning Enforcement Officer and to vary the regulation where the Board feels a literal enforcement of such regulations would result in exceptional difficulty or unusual hardship. This is to ensure that substantial justice will be done and the public safety, health, and welfare secured.

Program Expenses:

Personal Services	\$20,362
Employee Benefits	8,920
Contractual	<u>2,035</u>
Total	\$31,317



Outcomes:

- Staff provides support to the Zoning Board of Appeals. The Zoning Enforcement Officer is a liaison to the Board. The Zoning Enforcement Officer receives applications, prepares the necessary legal notices, decision letters, agendas and meeting packets for the hearing, all of which are requirements mandated by State Statutes.

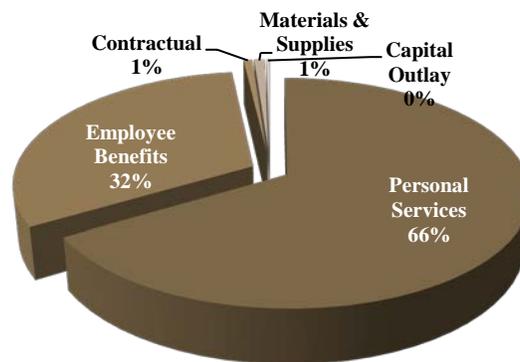
Major Changes / Accomplishments / Outlook:

- The Board heard 12 applications in 2014 of which they approved 10, denied 1, and 1 was withdrawn.
- The Department continues to advertise with the Rare Reminder to save costs.

PROGRAM: ZONING ENFORCEMENT: To administer zoning requirements and enforce the provisions of the Zoning Regulations, including plan reviews to certify compliance with Zoning uses, setbacks, height, area, size and coverage to insure Public Safety, Health & Welfare are maintained.

Program Expenses:

Personal Services	\$43,559
Employee Benefits	20,751
Contractual	460
Material & Supplies	550
Capital Outlay	<u>200</u>
Total	\$65,520



Outcomes:

- The Zoning Enforcement Officer enforces the provisions of the Zoning Regulations and assists Planning & Zoning with Zoning Requirements. The Department is authorized to cause any building, structure, place or premises to be inspected and to order in writing the remedying of any condition found in violation of any provision of the Zoning Regulations.

Major Changes / Accomplishments / Outlook:

- Perform and complete most Zoning Compliance Plan Reviews within one week of submittal.
- This Department was able to resolve most zoning violations within ten days. Time extensions were given to some violators with deadlines up to 30 days.
- There were 70 Zoning violations in 2014 compared to 41 in 2013.

Zoning Enforcement Officer:

The ZEO is responsible for administering and enforcing all zoning requirements and also acts as liaison with the Zoning Board of Appeals. The ZEO also assists the Planning Department. The ZEO works under the supervision of the Town Manager’s office. The ZEO effectively:

- Provides a proactive approach to enforcing the Zoning Regulations, Town Ordinances, and complaints received from the public.
- Provides a thorough and timely review of all land use permit applications and issue approvals when found to be Code compliant.
- Provides a higher level of customer service in regards to answering zoning questions and assisting the public with specific zoning requirements.
- Work closely with Planning & Zoning to review, research, and revise areas of the Zoning Regulations that require updating.
- Enhance and improve bi-monthly zoning reports that are presented to the Planning & Zoning Commission.

Property Maintenance / Blight:

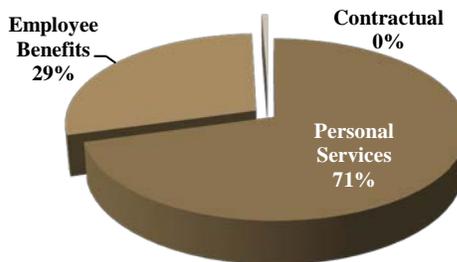
To further improve the quality of life in the Town of Wethersfield, the ZEO also acts as the Property Maintenance Officer. The PMO is responsible for enforcing the Town Ordinance on property maintenance and blighted properties. This Ordinance is in place to maintain and preserve the beauty of the neighborhoods, and to allow for control of blighted properties.

- Properties in town that are not in compliance are inspected and letters are sent to remedy any found violations.
- During the spring and summer months, this department deals with tall grass, unregistered vehicles, garbage/trash improperly stored or accumulated on the property along with dilapidated fences, and vacant properties that are not being maintained.
- This Department was able to resolve property maintenance violations within fifteen days or less. Time extensions were given to some with deadlines up to 30 days.
- The PMO was able to resolve 100 property maintenance/ blight issues out of a total of 116 complaints received in 2014.
- An informational letter will be generated and published this spring in the newspaper to help raise public awareness regarding Property Maintenance.

PROGRAM: CUSTOMER SERVICE: Provide customer service to residents, contractors, developers, architects & engineers and other Town Agencies & Commissions on permits and programs handled by this department.

Program Expenses:

Personal Services	\$73,216
Employee Benefit	29,871
Contractual	600
Total	\$103,687



Outcomes:

- Customer service is one of our top priorities. The Building Department provides a high level of service that contractors and our residents consider to be essential and valuable including a “One Stop Permit Process” along with technical advice from our Building Inspectors to assist customers with their permit application. This process allows for improved customer satisfaction and faster permit turnaround time.

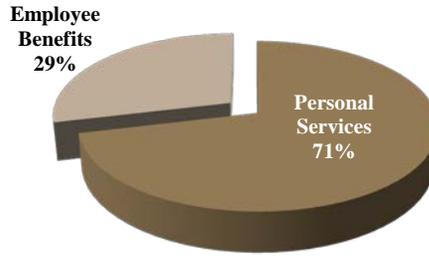
Major Changes / Accomplishments / Outlook:

- The Department continues to focus on customer service by having continued assistance in the office during the open hours of Town Hall.
- A Building Inspector is available to assist a residents for inspections or building code related questions before 8:00 am where it would cause a hardship for the resident to have to wait for an inspection during our normal inspection hours.
- There was an increase in the number of online permits making it easier for the public to apply for permits on-line instead of coming to Town Hall. There were 270 on-line permit applications in 2014 compared to 181 in 2013.

PROGRAM: PLAN REVIEW: Review all permit applications for compliance with the state building code.

Program Expenses:

Personal Services	\$74,194
Employee Benefits	<u>29,976</u>
Total	\$104,170

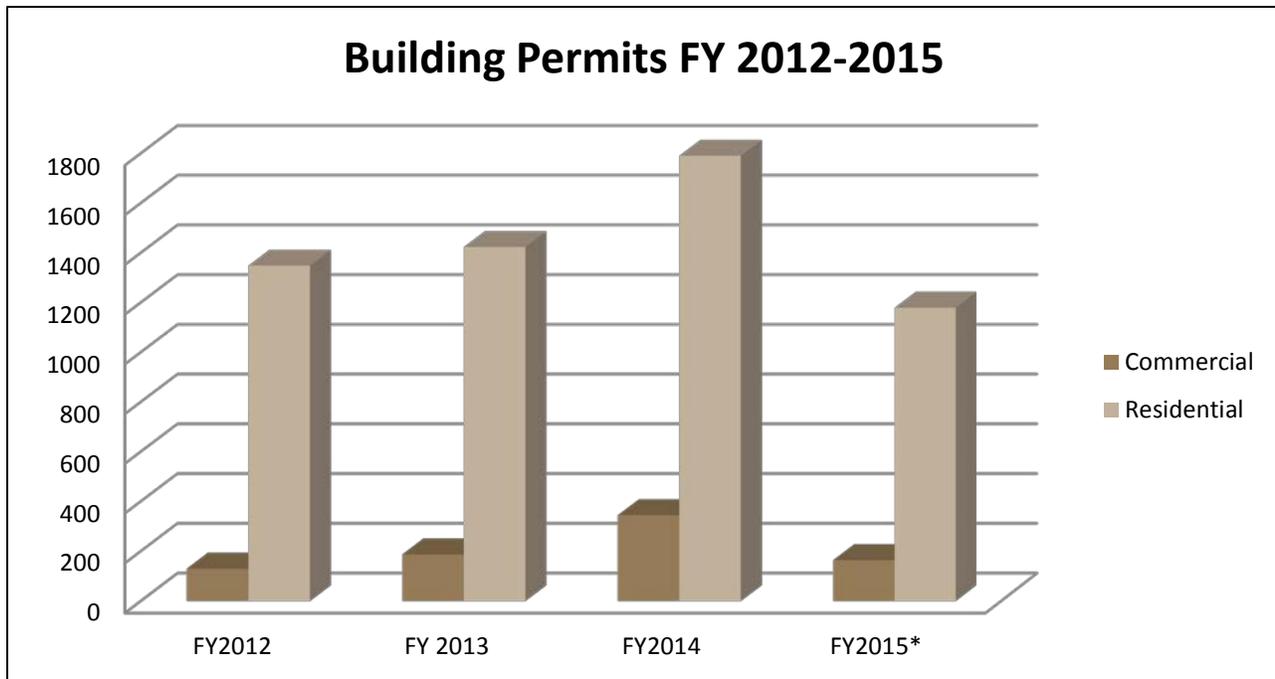


Outcomes:

Prior to the issuance of any permit, the building department reviews all permit applications, plans, and related information to assure that all projects are code compliant prior to the start of any construction. Most plans are reviewed and acted upon within two weeks. All plans must be reviewed and acted upon within 30 days of submittal.

Major Changes / Accomplishments / Outlook:

- Review and issue permits, Certificates of Occupancy, and Certificate of Approvals on job completion.
- Use and maintain code review check off sheets while performing large plan reviews.
- Follow up in a timely fashion with Architects, Engineers, and Contractors to determine code compliant corrective actions.
- Perform plan reviews and process 95% of all permit applications within two weeks of submittal.
- The building department continues to review plans and specifications for many large ongoing projects which include:
 - Wethersfield High School Phase II, 411 Wolcott Hill Road
 - Capital Region Education Council, (CREC) Phase II, 176 Cumberland Ave



	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u> (*Partial year)
Commercial	130	187	344	164
Residential	<u>1,348</u>	<u>1,423</u>	<u>1,790</u>	<u>1,179</u>
Total	1,478	1,610	2,134	1,343

*Partial year is from July 1, 2014 to January 31, 2015.

2015-2016 Adopted Budget with Expenditure History

BUILDING INSPECTION & ZBA

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
PERSONAL SERVICES							
SAL/WAGES	275,276	284,059	261,548	227,747	263,106	322,135	351,049
OVERTIME	152	87	-	-	-	2,000	2,000
	275,428	284,146	261,548	227,747	263,106	324,135	353,049
EMPLOYEE BENEFITS							
FICA/LIFE	38,148	30,226	19,873	13,472	16,562	22,649	24,625
HEALTH INS	50,910	53,779	58,442	49,870	54,055	76,381	78,858
PENSION	-	16,875	12,826	15,947	18,659	18,613	20,311
DC PENSION	-	-	-	-	1,529	5,421	5,938
WC PREM	-	-	-	1,130	1,534	2,551	2,587
	89,058	100,880	91,141	80,419	92,339	125,615	132,319
CONTRACTUAL							
COPY - EXT	383	667	996	1,050	1,050	1,100	1,100
LEGAL AD	3,200	4,615	3,543	3,554	3,097	4,385	4,385
CONF/TRAIN	1,812	2,905	3,301	3,033	2,868	3,575	3,950
SUPPORT SV	599	300	-	300	300	300	300
OFF MCH SV	799	849	888	893	620	1,200	1,200
	6,793	9,336	8,728	8,830	7,935	10,560	10,935
MATERIALS & SUPPLIES							
CLOTHING	671	936	1,277	1,237	1,283	1,550	2,250
OFFICE SUP	1,749	1,765	1,600	2,375	2,377	2,400	2,600
	2,420	2,701	2,877	3,612	3,660	3,950	4,850
CAPITAL OUTLAY							
EQUIPMENT	49	213	220	625	479	4,850	800
	49	213	220	625	479	4,850	800
Totals:	373,748	397,276	364,514	321,233	367,519	469,110	501,953



PUBLIC SAFETY

Police Department

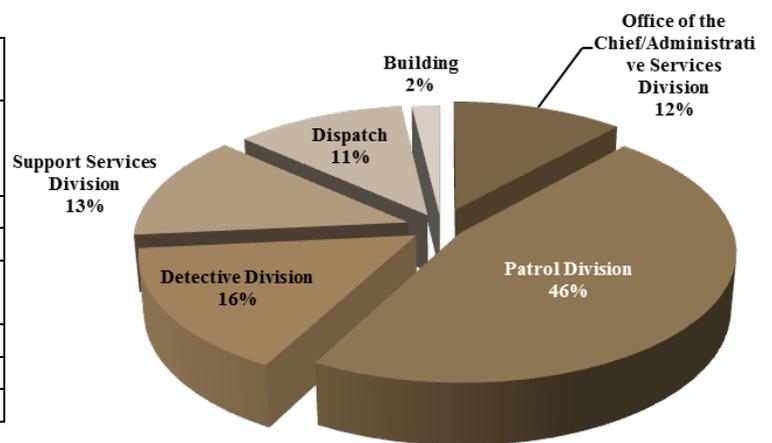
MISSION STATEMENT:

Members of the Wethersfield Police Department will deliver effective, responsible law enforcement and community based services to all citizens of the Town in a professional manner and will partner with the community to make Wethersfield a better place to live, visit, raise a family and conduct business.

DEPARTMENT DESCRIPTION:

Members of the Wethersfield Police Department are responsible for 24-hours a day, 365 days a year of ongoing police presence and services. The Police shall be responsible for the preservation of the public peace; prevention of crime, apprehension of criminals; regulation of traffic; protection of rights of persons and property; animal control and enforcement of the laws of the state and the ordinances of the town and all rules and regulations made in accordance therewith. Major programs within the Police Department include the Administrative Services Bureau, Patrol Bureau, Support Services Bureau, Detective Bureau, Dispatch and Building.

PROGRAM	BUDGET AMOUNT	PERCENT
Office of the Chief/Administrative Services Division	\$1,044,244	12%
Patrol Division	4,137,570	46%
Detective Division	1,404,345	16%
Support Services Division	1,178,804	13%
Dispatch	1,031,837	11%
Building	169,585	2%
Total	\$8,966,385	100%



PERSONNEL DATA SUMMARY

POSITION	2013/2014	2014/2015	2014/2015	2015/2016
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Police Chief	1.0	1.0	1.0	1.0
Lieutenant	4.0	4.0	4.0	4.0
Sergeant	7.0	7.0	7.0	7.0
Patrol Officer	35.0	35.5	35.5	36.0
Operations Analyst	1.0	1.0	1.0	1.0
Secretary/Mgr	1.0	1.0	1.0	1.0
Clerk III	2.0	2.0	2.0	2.0
Police Records Specialist	1.0	1.0	1.0	1.0
Dispatcher	6.0	6.0	6.0	9.0
Animal Control Ofc	0.0	0.0	0.0	0.0
Full-time Equivalent	58.0	58.5	58.5	61.0
Part time				
Animal Control Ofc (pt)	.88	.88	.88	.88
School Crossing Guards	4.83	4.83	4.83	4.83
Dispatcher (pt)	.85	.85	.85	0.0

Full-time Equivalent	6.56	6.56	6.56	5.71
Overtime				
Full-time Equivalent	4.16	4.0	4.2	4.6
FTE SUMMARY				
Full Time	58.0	58.5	58.5	61.0
Part time	6.56	6.56	6.56	5.71
Overtime	4.16	3.91	4.2	4.6
Attrition	(.50)	(.50)	(.50)	(.50)
TOTAL	68.22	68.47	68.76	70.81

PROGRAM: OFFICE OF THE CHIEF/ADMINISTRATIVE SERVICES DIVISION: The Office of the Chief of Police is responsible for setting policy, developing standards, discipline, labor relations and contract negotiations consultation, resolving grievances, legislative relations, public relations, custodian of the records, permits and licenses, care and custody of property; judicial relations including court liaison and long-range strategic planning. The Administrative Services Bureau is comprised of a Records Unit, Planning and Research Unit and a Staffing/ Budget Unit. The Administrative Services Division is responsible for statutorily maintaining and distributing accurate records, Police facility management, maintaining state and national accreditation, management of the Town's false alarm program to include billing, maintaining proper police and dispatch staffing levels, coordination of entry-level and promotional examinations and all Police-related purchasing and billing.

Program Expenses:

Personal Services	\$597,551
Employee Benefits	303,243
Contractual	110,550
Materials & Supplies	14,000
Capital Outlay	18,900
Total	\$1,044,244



Outcomes:

- To maintain accurate records and information to assist sworn staff in completing their duties and to implement processes and systems that assist in the overall management of the Department.
- Respond to all records requests from members of the public, private companies, state agencies and other law enforcement agencies in a timely manner and according to state statute.
- Maintain state and national accreditation which can limit the agency's liability and risk exposure because it demonstrates that internationally recognized standards for law enforcement have been met. The standards are verified by a team of independent outside CALEA trained assessors every four years.
- Maintain full staffing levels thereby reducing overtime and increasing contact and communication with community.
- Manage false alarm program which is based on Chapter 50 of the town ordinances. Alarm owners are monitored for registration of alarms and false alarm incidents.
- Coordination, creation and distribution of the Department monthly report informing Council, Town Manager, Staff and citizens of monthly activities including crime and enforcement statistics.

Major Changes / Accomplishments / Outlook:

In fiscal year 2014-15, the Police Department received \$30,300 from the State of Connecticut in a DUI enforcement grant and \$6,830 for a Distracted Driving (cell phone) grant. The Department of Justice, Bullet Proof Vest Partnership program awarded the department \$4,700.

In 2014 the ASB Records Unit completed over 2,386 records requests. Approximately 2,100 infractions tickets and motor vehicle summonses were entered in the Department Records Management System along with the appropriate dispositions. In November 2011, the Records Unit began making available accident reports on-line. This service will allow individuals direct access to these records reducing staff time. In 2014, 325 crash reports were purchased on line. After responding to over 757 alarms, over 1,362 items of correspondence were mailed in accordance with the Town False Alarm Ordinance.

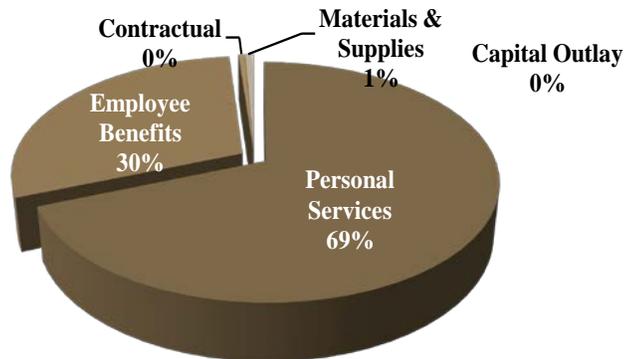
In effort to reduce the overall budget, we are reducing the Administrative Division by one records clerk and increasing the number of

dispatchers from six to nine. One of these dispatchers will be then assuming some of the duties of the records clerk while dispatching.

PROGRAM: PATROL DIVISION: The Patrol Division provides twenty-four hour, seven days a week, continuous police emergency service. The Patrol Division is responsible for maintaining order, general preventative patrol, criminal investigations, motor vehicle accident investigation, motor vehicle enforcement, medical emergency response, traffic control, selective patrol, directed patrol, bicycle patrol, K-9 Unit, crime scene management, criminal law enforcement and community relations.

Program Expenses:

Personal Services	\$2,896,372
Employee Benefits	1,189,453
Contractual	21,900
Materials & Supplies	23,750
Capital Outlay	6,095
Total	\$4,137,570



Outcomes:

- To promote the safety of the community and a feeling of security among the citizens through the effective deployment of patrol officers and response to citizen calls for service.

Major Changes / Accomplishments / Outlook:

The following statistics are from 2014 with the corresponding increase/decrease from 2013:

Motor Vehicle Stops	6,206 (16% increase)	Operating without Insurance	370 (1% increase)
DWI Arrests	111 (17% decrease)	Narcotics Arrests	233 (20% decrease)
Speeding Arrests	461 (4% decrease)	Operating under Suspension Arrests	536 (<1% increase)
Incident Reports Written	2,620 (2% decrease)	Accident Reports Written	669 (4% increase)

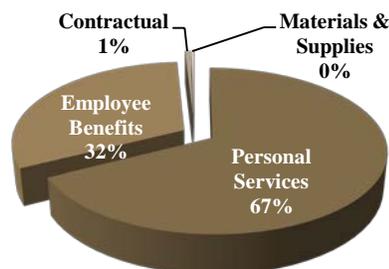
The Department celebrated this fiscal year’s annual “National Night Out Fight Against Crime” at Mill Woods Park in August. Many residents attended the celebration that included a police exhibition of SWAT equipment, police motorcycles, and canine officers. Also taking part in the event were personnel from the Wethersfield Volunteer Fire Department, the Wethersfield Fire Marshal’s office, and Wethersfield Volunteer Ambulance Association. “National Night Out” is a nationwide program that is celebrated the same night throughout the country to recognize a united fight against crime.

The Department has maintained its aggressive enforcement of the state’s drunk driving laws with 111 arrests made in the year 2014. The Department has maintained a Canine Unit. We have two members of the Canine Unit; Thor a patrol dog and Lainey, a narcotics dog. They both have been very successful in evidence recovery, tracking and narcotics detection.

PROGRAM: DETECTIVE DIVISION: The Detective Division includes criminal investigations, juvenile investigations, employment backgrounds, miscellaneous investigations, intelligence and informant registration, narcotics, vice, organized crime, interagency liaison, fingerprinting, crime scene management and crime prevention programs. The Detective Division is responsible for the investigations on most major/felony crimes, including burglaries, robberies, serious injury assaults and identity theft/fraud complaints. The Detective Division also includes the School Resource Officers assigned to Wethersfield High School and Silas Deane Middle School and participation in the Mid-State Narcotic Task Force responsible for narcotic enforcement in the towns of Rocky Hill and Wethersfield, Capitol Region Emergency Services Team (Tactical) and Community Support Services to include identity theft presentations, bank robbery presentations and student safety presentations.

Program Expenses:

Personal Services	\$948,393
Employee Benefits	443,052
Contractual	8,350
Materials & Supplies	4,550
Total	\$1,404,345



Outcomes:

- To apprehend criminals and solve crimes through effective criminal investigations.
- To prevent crimes by providing citizens with information on reducing identity thefts and fraud complaints.
- To assume the investigative lead on most major/ felony crimes to include homicides, burglaries, robberies, serious injury assaults and identity theft/ fraud complaints.
- To provide citizens with information on reducing identity thefts, crimes against persons, and crimes against property.
- To relieve the Patrol Division from responding to the high school and middle school to investigate criminal activity and make arrests.
- To help high school and middle school staff members in resolving conflicts that could escalate to criminal activity.
- To educate the students as to what the police do and what they can do to become good, responsible citizens.
- To bridge the gap that naturally exists between the youths and the police.

Major Changes / Accomplishments / Outlook:

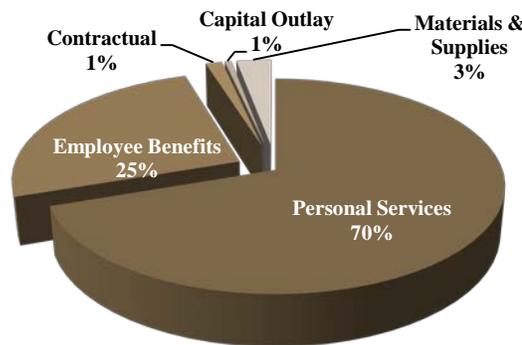
The Mid-State Narcotics Task Force is in its tenth year working out of this Department. The task force is a regional effort to stem the influx of narcotic-type crimes in this area. In 2014, MSNTF investigated 49 narcotics and/or vice cases resulting in 36 arrests.

In 2014 the Detective Division investigated 216 cases, 111 felonies, and cleared 46 by arrest. Sixty-five of the 111 felonies are open and under investigation. There were 67 incidents investigated that were classified as not having been crimes or were assists to other agencies. The High School Resource Officer investigated 257 incidents, requiring 25 reports of criminal activity. The Middle School Resource Officer investigated 109 complaints in the first four month requiring 7 incident reports. The Capitol Region Emergency Services Team responded to 10 critical incidents in 2014. Two incidents included barricaded emotionally disturbed persons and all were removed safely from the home. Two incidents were initiated due to wanted violent criminals who refused to come out of their homes. Three incidents were high risk search warrants or making emergency entries into homes. Two incidents were for reports of a person being held hostage in a home under violent conditions.

PROGRAM: SUPPORT SERVICES DIVISION: The Support Services Division is responsible for school crossing guards, prisoner transportation, property held, evidence, abandoned motor vehicles, animal control, photography, major accident investigation, scofflaw enforcement, directed patrol, communications, community relations, DARE, school bus safety, pedestrian safety; bicycle safety, the holding facility; selective enforcement, inspections; special events, motorcycle unit and the Training Unit. The Support Services Division includes management and training of the twenty-one school crossing guards as well as the Department Training Unit. The Training Unit is responsible for the coordination of certification and training of sworn personnel as well as Dispatch personnel. The Support Services Bureau also includes supervision of the four part-time Animal Control Officers (two are Newington).

Program Expenses:

Personal Services	\$821,430
Employee Benefits	300,134
Contractual	16,280
Materials & Supplies	34,485
Capital Outlay	<u>6,475</u>
Total	\$1,178,804



Outcomes:

- To provide services to the department and citizens that allow for the successful delivery of Police Services.
- Conduct traffic/speed surveys of areas identified by citizens and officers for possible traffic issues.
- Coordinate selective traffic enforcement of areas identified as traffic problems.
- Ensuring a proper and secure property room responsible for the recording and storage of all found property, evidence and contraband.
- Conduct serious motor vehicle accident investigations.
- Provide Animal Control services to the Towns of Wethersfield and Newington.
- Conduct various community programs, such as DARE, tours of the Police Department and Citizens Police Academy.

Major Changes / Accomplishment / Outlook:

The following statistics are from 2014 with the corresponding increase/decrease from 2013:

Animal Control Calls	577	(3% decrease)	Dogs Impounded	69	(8% decrease)
Prisoners Transported to Court	186	(6% increase)	Evidence Processed	506 cases	(4% increase)
Traffic Speed/surveys completed	22	(0% increase)	Selective Enforcement	201	(2% increase)
Child Safety Seat Installations	40	(56% decrease)	School Bus Violations	6	(half year only)

The Department and the Board of Education entered into an agreement with RedFlex Student Guardian to install cameras on select school buses to capture motorists that pass a standing school bus that has its red lights flashing. The state-wide program was suspended pending a review by the State of Connecticut in January 2014. After a legal review that showed this complied with all applicable regulations the program went back into effect on June 24, 2014. As a result, during the remainder of the calendar year, six infraction tickets were issued to vehicle owner/operators.

Twenty-nine citizens attended the Wethersfield Police Citizen’s Police Academy from March 10 through May 12, 2014. During the program 20 members of the Department instructed various classes including patrol operations, identify theft, use of force training and laws of arrest.

The Department, along with assistance from the other Mid-state towns, conducted two DUI Checkpoints. On May 5, 2014, 1,108 vehicles passed through with 54 motorists flagged for DUI testing or other investigative interviews. Five were arrested for DUI and 26 for other violations. On June 26, 2014, 796 vehicles passed through with 23 motorists flagged for DUI or other investigative interviews. Twenty motorists were cited for various violations. The Department will conduct two checkpoints in 2015.

PROGRAM: DISPATCH: The Wethersfield Police Department is a Public Safety Answering Point (PSAP) and is required to be staffed to answer both emergency and non-emergency calls, as well as dispatch police, fire and EMS personnel. Dispatcher duties and responsibilities include receiving incoming calls, obtaining essential data, evaluating the situation and initiating the appropriate response by police, fire, EMS personnel or other agencies. Staff dispatches police, fire, emergency medical services personnel via the radio system and maintains related records of response and activity; prepares the daily activity log for the Police Department, coordinates radio communications between Police, Connecticut State Police, other law enforcement agencies, and other agencies as needed; uses computer terminal to input, retrieve, and transmit information from NCIC and COLLECT systems, maintains Division's notification and tow logs and various files of reference for police personnel, monitors prisoner cells by internal video, audio and alarm systems, types and prepares files, records and court forms as directed.

Program Expenses:

Personal Services	\$722,829
Employee Benefits	274,308
Contractual	34,700
Total	\$1,031,837



Outcomes:

- To provide the public safety answering point (PSAP) for all citizen calls for service and dispatching of police, fire and ambulance.

Major Changes / Accomplishments / Outlook:

The following statistics are from 2014 with the corresponding increase/decrease from 2013:

E-911 Calls received	10,850	(7% increase)	WVAA Dispatched Calls	1,282	(25% increase)
Aetna Dispatched Calls	2,772	(1% increase)	WVFD Dispatched Calls	541	(22% increase)

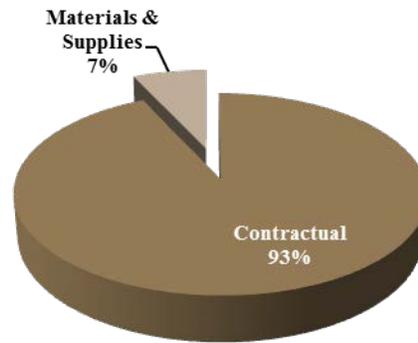
The Wethersfield Police Communications Center was moved into a temporary space while renovations were conducted to the permanent area. A state of the art communications center was constructed with new ergonomically designed furniture that allows for dispatch personnel to sit or stand while working. A new town-wide emergency radio system was installed in the Communications Center and was in the final testing process at the end of the year.

We have proposed to add 3 full time dispatchers to our current staffing levels and eliminate the two part time dispatchers. This will enable us to have 2 dispatchers on each shift. With the initiation of the Next Generation 911 system and statewide CISS project, only certified dispatchers will be allowed to answer 911 via a headset. E911 will no longer be answered by a handset. It is imperative to have 2 dispatchers at all times to monitor the various radio systems as well as provide medical instructions for medical calls.

PROGRAM: BUILDING: The Wethersfield Police Department occupies a modern, 27,000 square foot facility located at 250 Silas Deane Highway. Constructed in 2002 and occupied since February, 2003 the building is utilized on a twenty-four hour basis, 365 days a year. The building contains the PSAP answering point, office space for all four Department divisions, a booking and holding facility as well as current computer hardware designed to meet the Department’s needs.

Program Expenses:

Contractual	\$157,825
Materials & Supplies	<u>11,760</u>
Total	\$169,585



Outcomes:

- To provide for the professional upkeep and maintenance of the Police Building for Police personnel as well as community groups utilizing the Police Community Room.

Major Changes / Accomplishments / Outlook:

The Police Community Room was utilized 330 times by community groups, town and state agencies in 2014.

2015-2016 Adopted Budget with Expenditure History

POLICE DEPARTMENT

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
PERSONAL SERVICES							
SAL/WAGES	4,577,013	4,692,247	4,879,997	4,799,502	4,920,620	5,247,543	5,426,575
OVERTIME	444,953	457,062	423,437	434,653	483,930	465,000	560,000
PRIV DUTY	300,574	346,777	-	-	-	-	-
	5,322,540	5,496,086	5,303,434	5,234,155	5,404,550	5,712,543	5,986,575
EMPLOYEE BENEFITS							
FICA/LIFE	852,242	303,866	343,265	154,537	159,512	150,781	166,626
HEALTH INS	794,119	766,757	877,378	861,838	712,501	794,183	919,868
PENSION	-	652,059	919,205	1,042,735	1,187,286	1,219,554	1,172,961
DC PENSION	-	-	-	62,044	60,667	65,676	75,290
WC PREM	-	-	-	115,531	136,135	181,581	175,445
	1,646,361	1,722,682	2,139,848	2,236,685	2,256,101	2,411,775	2,510,190
CONTRACTUAL							
COPY - INT	2,128	2,101	272	26	-	-	-
COPY - EXT	1,905	1,878	1,146	1,614	1,816	3,000	3,000
CONF/TRAIN	10,946	10,590	9,552	19,677	20,138	20,600	23,015
PROF SERV	6,173	13,987	9,930	13,584	26,394	27,880	28,060
SUPPORT SV	97,441	96,489	98,050	98,398	106,471	107,935	88,100
CUSTODIAL	27,552	28,379	27,039	26,860	27,281	29,200	27,800
LAUNDRY	26,000	25,950	26,700	26,000	26,526	27,200	27,700
POSTAGE	1,381	717	1,408	1,266	1,660	2,000	2,000
WATER	1,076	1,117	1,238	1,369	1,563	1,650	1,650
ELECTRIC	74,180	71,001	77,779	70,670	69,503	69,000	69,000
GAS	19,648	20,760	11,794	13,113	14,272	15,000	15,000
OFF MCH SV	11,857	10,466	14,832	4,155	10,490	22,730	22,830
REP & MAINT	19,024	20,496	18,236	21,173	31,208	34,235	41,450
	299,311	303,931	297,976	297,905	337,322	360,430	349,605
MATERIALS & SUPPLIES							
HEAT OILS	-	633	3,000	-	-	1,500	1,500
AGCY SUPL	29,470	7,074	29,250	24,338	28,690	31,920	31,845
CLOTHING	17,515	15,406	14,615	16,056	22,319	24,170	23,490
CHEM SUPL	2,655	1,090	1,967	2,208	2,829	2,800	3,350
BLDG SUPL	4,934	14,531	5,083	7,941	9,027	14,080	10,260
OFFICE SUP	9,168	9,698	10,259	11,091	11,771	13,000	14,000
OTHER SUPL	3,020	3,798	4,050	3,195	3,480	4,100	4,100
	66,762	52,230	68,224	64,829	78,116	91,570	88,545
CAPITAL OUTLAY							

2015-2016 Adopted Budget with Expenditure History

POLICE DEPARTMENT

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
IT EQ/SOFT	12,779	18,062	23,361	23,333	21,111	19,400	18,900
EQUIPMENT	12,061	4,721	16,046	26,478	9,901	15,010	10,970
FURNSHNGS	-	-	1,333	12,372	195	2,375	1,600
	24,840	22,783	40,740	62,183	31,207	36,785	31,470
Totals:	7,359,814	7,597,712	7,850,222	7,895,757	8,107,296	8,613,103	8,966,385



PUBLIC SAFETY

Town Wide Radio System

MISSION STATEMENT:

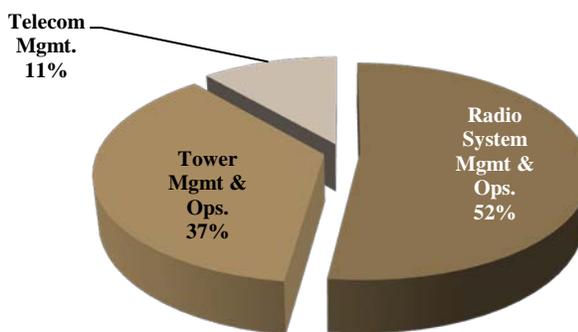
Under the direction and management of the Town Manager’s Office and Radio Committee, to provide a high quality and consistently reliable 800 MHz trunked radio system to enable the Town’s first responders, Town Government, and Board of Education to communicate and accomplish their goals and objectives.

DEPARTMENT DESCRIPTION:

This past January, the Town transitioned from an out-dated Motorola trunked radio system to a Harris P25 Phase 2 trunked radio system for all Town agencies including Police, Fire, Ambulance, Public Works, Town Government and Board of Education. Project implementation was completed in approximately fourteen months from the date of a contract signing. The new system is expected to serve the Town for fifteen to twenty years.

The Town Wide Radio System is comprised of three programs; Town Wide Radio System Management & Operations and Tower Management and Operations, and Telecommunications Management.

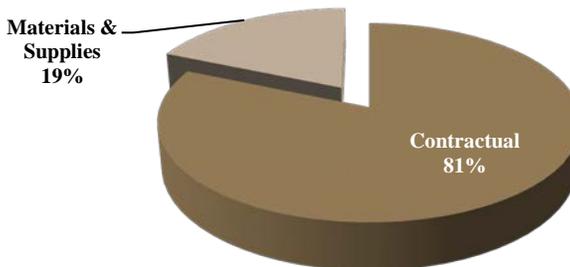
PROGRAM	BUDGET AMOUNT	PERCENT
Radio System Management & Operations	\$92,422	52%
Tower Management & Operations	64,724	37%
Telecommunications Management	20,150	11%
Total	\$177,296	100 %



PROGAM: RADIO SYSTEM MANAGEMENT & OPERATIONS: This program maintains the new Town Wide six-channel, 800 MHz trunked town-wide P25 (digital) radio system, with several regional conventional channels. This system also allows for integrated regional radio communications with other local and state agencies to include police and fire, and those of some surrounding Towns.

Program Expenses:

Contractual	\$75,275
Materials & Supplies	<u>17,147</u>
Total	\$92,422



Outcomes:

- Provide a reliable radio system that is available at all times for the town’s first responders as well as town government and the Wethersfield Public Schools.
- Maintain in good working order, the 350+ subscriber units including portable radios, mobile radios and control stations.

Major Changes / Accomplishments / Outlook:

- The old Motorola radio system equipment had reached the end of its supported life, and was replaced with the latest technology. The system’s primary backhaul is through the fiber optic network, and is backed up by new microwave components. There were over 550,000 push-to-talk transmissions recorded by Town users in 2014.

PROGRAM: TOWER MANAGEMENT & OPERATIONS: This program manages the two Town-owned radio

towers and shelters as well as two rented and shelters located at Executive Square and in Newington, CT. The third transmit/receive site (Executive Square) was added with the installation of the new radio system. Management expenses include electricity and rental fees as well as shelter and site improvements. Revenues brought in from private wireless communication companies located on Town-owned towers offset a great portion of the Town Wide Radio System costs.

Program Expenses:

Contractual	<u>\$64,724</u>
Total	\$64,724



Outcomes:

- Maintaining radio towers and shelters that are a critical part of the Town Wide Radio system infrastructure.

Major Changes / Accomplishments / Outlook:

- Last fiscal year, one vendor (Nextel) abandoned its facilities at the Town-owned sites (23 Kelleher Court and 250 Silas Deane Highway), resulting in some less of rental income. Two other vendors made modifications to the Town tower located at 23 Kelleher Court, while one new vendor placed equipment at 250 Silas Deane Highway. These modifications were done at no cost to the Town of Wethersfield.
- AT&T plans to add an emergency generator to its equipment at 23 Kelleher Court within the next few months, which will allow the Town to negotiate a rental increase at that site.

PROGRAM: TELECOMMUNICATIONS MANAGEMENT: This program was established to centralize and coordinate telecommunications services and equipment for Town Departments, and the Town’s fiber network, which services voice, data, radio and video communications.

Program Expenses:

Contractual	<u>\$20,150</u>
Total	\$20,150



Outcomes:

- Design and outline a unified (Town and school district) telephone system upgrade that will improve communications.

Major Changes / Accomplishments / Outlook:

- The new Harris radio system was installed during the past fiscal year using the Town’s fiber optic network for primary backhaul.
- The communications consultant will evaluate the condition and life expectancy of the Town existing telephone systems, and work with staff from the Wethersfield Public Schools to extend the voice-over-IP phone system installed as part of the Wethersfield High School renovation, to other school district and Town buildings.

2015-2016 Adopted Budget with Expenditure History

TOWN WIDE RADIO SYSTEM

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
PERSONAL SERVICES							
SAL/WAGES	4,635	-	-	-	-	-	-
	4,635	-	-	-	-	-	-
EMPLOYEE BENEFITS							
FICA/LIFE	67	-	-	-	-	-	-
	67	-	-	-	-	-	-
CONTRACTUAL							
CONF/TRAIN	-	-	-	47	386	300	10,625
PROF SERV	4,395	15,000	36,080	71,035	67,684	95,000	72,500
SUPPORT SV	145,315	144,738	142,500	143,499	103,893	35,100	28,200
ELECTRIC	8,563	9,777	7,889	10,353	8,102	16,000	14,354
REP & MAINT	21,169	20,837	27,274	27,746	21,147	35,150	34,470
	179,442	190,352	213,743	252,680	201,212	181,550	160,149
MATERIALS & SUPPLIES							
AGCY SUPL	10,238	15,514	10,538	12,449	-	2,500	17,147
OFFICE SUP	64	64	12	99	2,288	200	-
	10,302	15,578	10,550	12,548	2,288	2,700	17,147
CAPITAL OUTLAY							
IT EQ/SOFT	1,641	-	-	-	-	-	-
	1,641	-	-	-	-	-	-
Totals:	196,087	205,930	224,293	265,228	203,500	184,250	177,296



PUBLIC SAFETY

Fire Marshal

MISSION STATEMENT:

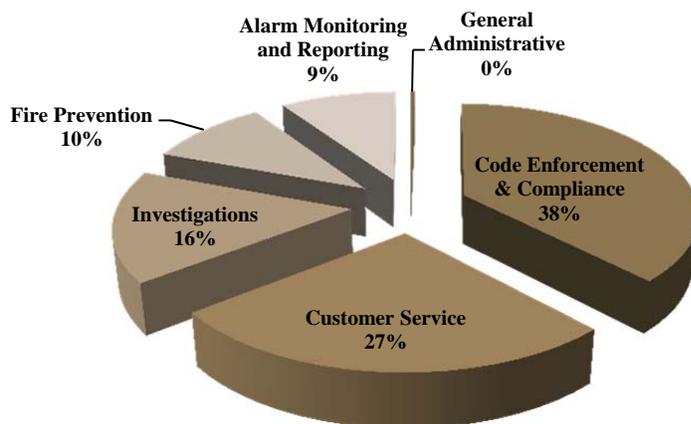
The Fire Marshal's Office provides fire prevention and protection through the enforcement of the Connecticut Fire Safety Code, Connecticut Fire Prevention Code, Connecticut General Statutes, Town Ordinances, and through the investigation of fires and explosions.

DEPARTMENT DESCRIPTION:

The Fire Marshal is responsible for the investigation of the cause, origin, and circumstances of all fires and explosions in Town; inspection of all buildings in accordance with Section 29-305 of the Connecticut General Statutes; review of plans for new construction and renovations of commercial and residential properties; collection and monitoring of all information on hazardous materials in Town; inspection of all new one- and two-family homes for smoke detectors; conducting fire prevention programs in the schools, for the elderly through home inspection, and at public gatherings; enforcement of the Alarm Registration Ordinance; and enforcement of the Fire Hydrant Ordinance. The department is made up of five programs:

1. **Code Enforcement & Compliance:** Includes code inspections, licensing inspections, and testing of fire protection equipment to assure for fire safety and compliance with codes.
2. **Customer Service:** Includes code consultations, mandated hazardous material reporting, plan reviews, legal matters, and questions from the public and contractors on fire safety and fire code issues.
3. **Investigations:** Includes the cause and origin determination of all fires and explosions. Investigating the cause of hazardous materials incidents and other hazardous conditions in public buildings.
4. **Fire Prevention:** Includes providing timely information to the public on fire safety matters, educating the public on fire safety and the installation of smoke and carbon monoxide detectors in single family homes.
5. **Alarm Monitoring and Reporting:** Includes supervising and testing of the town's fire alarm monitoring system, administrating Firehouse Software, and processing fire incident reports for submission to the federal government and State of Connecticut.

PROGRAM	BUDGET AMOUNT	PERCENT
General Administrative	\$650	0%
Code Enforcement & Compliance	68,935	38%
Customer Service	48,845	27%
Investigations	29,706	16%
Fire Prevention	18,108	10%
Alarm Monitoring and Reporting	17,349	9%
Total	\$183,593	100%



PERSONNEL DATA SUMMARY

POSITION	2013/2014 <u>Actual</u>	2014/2015 <u>Adopted</u>	2014/2015 <u>Actual</u>	2015/2016 <u>Adopted</u>
Fire Marshal	1.0	1.0	1.0	1.0
P.T. Deputy Fire Marshal and Inspector	0.25	0.42	0.42	0.52
P.T. Temp. for Fire Insp/Fire Watch*	.00	.00	.00	0.04
Full-time Equivalent	1.25	1.42	1.42	1.56

*Was previously included in the P.T. Deputy Fire Marshal & Inspector.

PROGRAM: GENERAL ADMINISTRATIVE: Office Supplies

Program Expenses:

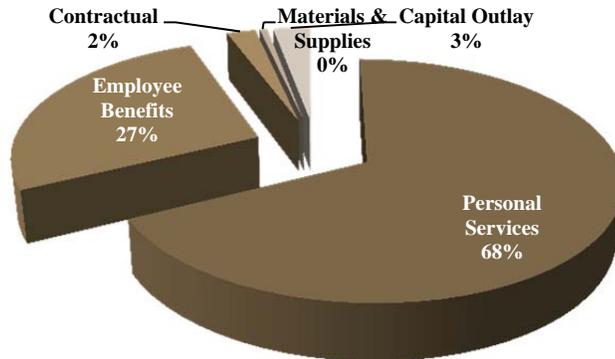
Materials & Supplies	\$650
Total	\$650



PROGRAM: CODE ENFORCEMENT & COMPLIANCE: Per Connecticut General Statutes the Fire Marshal is required to inspect all new and existing commercial buildings to assure compliance with the Connecticut Fire Safety Code and the Connecticut Fire Prevention Code. Certificate of Occupancy inspections are conducted to assure that all new and renovated buildings meet or exceed applicable codes. Testing of required fire alarms and fire protection equipment are performed to assure safe and reliable operation.

Program Expenses:

Personal Services	\$46,625
Employee Benefits	18,375
Contractual	1,535
Materials & Supplies	400
Capital Outlay	<u>2,000</u>
Total	\$68,935



Outcomes:

- To help create a community that is safe from fire and other potential hazards through the completion of inspections and consistent code enforcement.

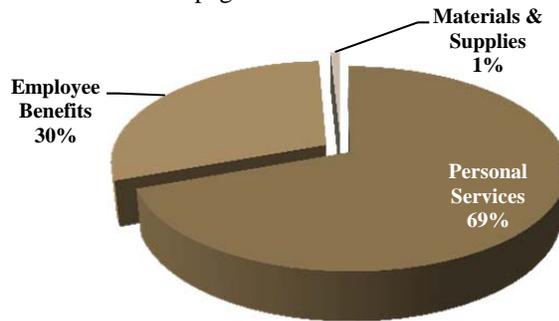
Major Changes / Accomplishments / Outlook:

The office continues to provide the greatest amount of man-hours towards fire and life safety inspections. These inspections help reduce fires and provide for safe environments in our buildings. A total of 793 inspections were conducted to help ensure code compliance and to eliminate potential life safety hazards. 168 of these inspections were performed at Wethersfield High School. Several large commercial projects required inspections to assure compliance with fire codes. The projects included Wethersfield High School, CREC School, Chip's, Planet Fitness and Putnam Park office building. The office worked very closely with the Building Inspection department to assure all that these new projects met all required codes and were safe for the public. A total of 28 certificate of Occupancy inspections were performed for the new projects. Businesses that are licensed by the State are required to be inspected by the department annually, a total of 40 license inspections were performed. Existing buildings are inspected based on a schedule under the Fire Prevention Code. 180 annual inspections were conducted in existing buildings to help keep occupants safe and to prevent fires.

PROGRAM: CUSTOMER SERVICE: Provide customer service to residents, contractors, other town agencies and commissions, and the Board of Education on permits and programs handled by this department. The Fire Marshal's office reviews plans for code compliance and fire department accessibility. The Fire Marshal's office assists with code consultation for the public and design professionals on code and technical issues. The Fire Marshal serves as the administrator for the Knox rapid entry vault program, fire alarm ordinance, and fire hydrant ordinance. The Fire Marshal serves as the town's open burning official and is a member of the town's Safety Committee. The office provides essential public information on the town's website and Wethersfield Volunteer Fire Department Facebook page.

Program Expenses:

Personal Services	\$33,882
Employee Benefits	14,563
Materials & Supplies	400
Total	\$48,845



Outcomes:

- To ensure that fire safety is taken into consideration on all projects and to assist the public with fire safety needs.
- To provide helpful and precise information to assist the public with any fire safety needs.
- To maintain the high level of service our citizens consider being valuable and essential.
- To assure for timely plan reviews for applicants to receive building permits in a timely manner.

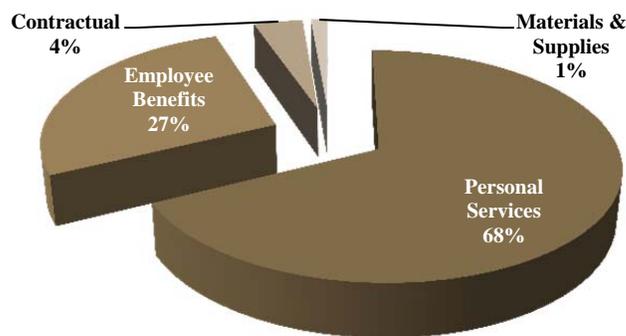
Major Changes / Accomplishments / Outlook:

All questions regarding code issues were answered within 24 hours. The Fire Marshal's office assisted the public with activities related to code consultations; plan reviews; and hazard mitigation. A total of 95 code consultations and 135 plan review related activities were conducted by the office. The office worked very closely with design professionals on several major projects including WHS, the CREC School, Planet Fitness, Chip's, Putnam Park and 1177 Silas Deane Highway. In the coming year the office will continue to work closely with the design teams on two major School projects, WHS and the CREC School, as well as any new projects coming to town.

PROGRAM: INVESTIGATIONS: Investigate the cause, origin, and circumstances of all fires, explosions, and hazardous material incidents in town. A detective from the Wethersfield Police Department who is trained and certified as a fire investigator is assigned to work with the Fire Marshal's office. The partnership has proven to be very effective, professional, and timely in the manner in which investigations are performed.

Program Expenses:

Personal Services	\$20,097
Employee Benefits	8,034
Contractual	1,175
Materials & Supplies	400
Total	\$29,706



Outcomes:

- To complete thorough and accurate fire investigations that determine the cause, origin, and circumstances of fires, explosions, and hazardous material incidents.
- To provide investigation findings to insurance companies and manufacturers to determine product liability.
- To determine if a crime was committed and to assist the police and prosecutor with the successful arrest and prosecution of the perpetrators.

Major Changes / Accomplishments / Outlook:

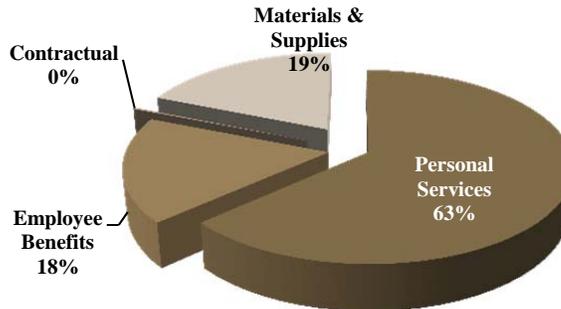
A total of 101 incidents were investigated by the Fire Marshal's office. There were a total of 26 fires occurring within structures. The total estimated dollar loss from fire in 2014 was \$200,500; this is a decrease of over 75% compared to the previous year.

The increased number of smoke detectors in homes, the public taking advantage of fire safety messages and strict code enforcement are all contributing factors in help keeping the loss to fire down over the past year.

PROGRAM: FIRE PREVENTION: In a partnership with the Volunteer Fire Department, life saving public fire education is provided throughout town. Programs are offered at the town schools, day care facilities, senior housing facilities, and at public gatherings.

Program Expenses:

Personal Services	\$11,474
Employee Benefits	3,194
Contractual	40
Materials & Supplies	<u>3,400</u>
Total	\$18,108



Outcomes:

- To provide fire safety programs that educate the Town’s citizens with the goal of eliminating fire hazards and injuries.
- To assure the public can help us help them in keeping their homes safe.

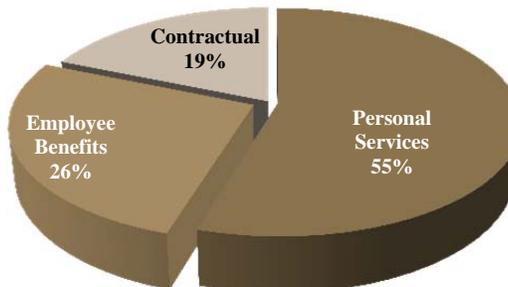
Major Changes / Accomplishments / Outlook:

The Fire Safety Trailer staffed by members of the Volunteer Fire Department and fire explorer post gave fire prevention programs at school fairs, National Night out, and at the Cornfest. The state Fire Prevention Poster contest was once again a big hit in the town schools. The contest held throughout the state is for 4th and 5th graders. The winning students are awarded a trophy and receive a ride to school in a fire pumper. The Fire Department’s Facebook page was utilized to help promote the message on fire safety and prevention. The department received a donation of Smoke and Carbon Monoxide detectors from News Channel 8 and Kidde Corporation for a second year. The detectors have been given out to residents that are in need. The detectors are located on front line fire apparatus and the Chief Officer’s vehicles for distribution. 30 smoke and CO detectors were installed in homes or handed out to town residents by the Fire Department and Fire Marshal’s Office. Also the office assisted several residents in replacing the batteries in their detectors to assure for proper protection. Members of the office continue to attend continues education classes to help maintain certification. Fire Marshals are required by Statute to attend 90 hours of training every 3 years.

PROGRAM: ALARM MONITORING AND REPORTING: The Fire Marshal serves as the administrator of the Firehouse Management system. The information collected in the system is linked to the National Fire Incident Reporting System. The data collected is used for federal, state, and local statistics. The Fire Marshal is also the administrator of the town’s fire alarm monitoring system.

Program Expenses:

Personal Services	\$9,483
Employee Benefits	4,616
Contractual	<u>3,250</u>
Total	\$17,349



Outcomes:

- To maintain accurate and essential statistical information to be submitted to the National Fire Incident Reporting System.
- To provide accurate and timely reporting to assist the fire service in budgeting, manpower needs, training, and other services.
- To provide data that is used for identifying trends and analysis to improve code enforcement and fire prevention.
- To provide victims of fire incidents with an official document for insurance and legal claims.
- To provide for fire alarm monitoring for town owned buildings.

Major Changes / Accomplishments / Outlook:

All fire incidents were recorded and submitted to the federal and state systems within the designated time frame. Accurate fire

reporting has assisted with receiving Fire and Emergency Resource Grants. The Fire Marshal continues to supervise the fire department's records management system (Firehouse Software). The system allows for accurate and timely fire management information on building information, inspection records, hazardous materials storage, fire statistics, staff information, and training records to be shared and accessed by the Fire Department and the Fire Marshal's Office. The system continues to grow and plays a vital role in linking important information used by the Fire Department and Fire Marshal's Office. The statistics maintained also assist the Fire Department with maintaining a Class Three rating with the Insurance Service Office. This rating is used by the insurance industry to set insurance rates. This rating is the third best rating a town can receive. The town's fire alarm monitoring system continues to be an extremely reliable system that is providing state of the art technology at a low cost to the town. Buildings owned by the town, BOE, Historical Society, and Housing Authority are being monitored 24 hours a day 7 days a week by our Public Safety dispatchers and our 911 communications center.

2015-2016 Adopted Budget with Expenditure History

FIRE MARSHAL

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
PERSONAL SERVICES							
SAL/WAGES	73,992	79,943	81,536	93,194	104,674	109,204	118,561
OVERTIME	-	2,037	1,140	2,656	2,409	3,000	3,000
	73,992	81,980	82,676	95,850	107,083	112,204	121,561
EMPLOYEE BENEFITS							
FICA/LIFE	11,602	8,650	9,371	7,613	7,552	9,022	9,737
HEALTH INS	18,127	18,954	3,750	3,000	11,328	19,022	19,664
PENSION	-	6,287	4,984	6,226	7,712	11,683	12,766
DC PENSION	-	-	-	-	-	250	-
WC PREM	-	-	-	3,835	4,548	6,501	6,615
	29,729	33,891	18,105	20,674	31,140	46,478	48,782
CONTRACTUAL							
CONF/TRAIN	1,056	1,350	1,265	1,413	2,500	2,750	2,750
SUPPORT SV	-	-	1,350	1,350	1,500	1,500	2,000
REP & MAINT	-	-	1,140	533	1,249	8,250	1,250
	1,056	1,350	3,755	3,296	5,249	12,500	6,000
MATERIALS & SUPPLIES							
AGCY SUPL	1,080	1,914	1,994	1,811	1,936	2,000	3,000
CLOTHING	465	942	975	1,397	1,496	1,600	1,600
OFFICE SUP	402	500	191	496	499	650	650
	1,947	3,356	3,160	3,704	3,931	4,250	5,250
CAPITAL OUTLAY							
EQUIPMENT	1,729	91	7,700	-	122	200	2,000
	1,729	91	7,700	-	122	200	2,000
Totals:	108,453	120,668	115,396	123,524	147,525	175,632	183,593



PUBLIC SAFETY

Fire Suppression

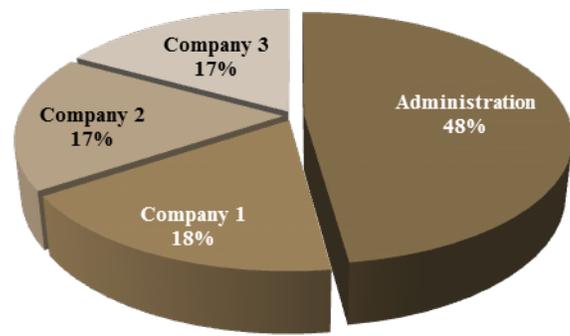
MISSION STATEMENT:

The Connecticut Legislature chartered the Wethersfield Volunteer Fire Department, with the mission to maintain a group of highly trained and professional firefighters for the purpose of neighbor helping neighbor, and performing the functions of fire suppression, rescue, and fire prevention and mitigation assistance in emergencies.

DEPARTMENT DESCRIPTION:

The Wethersfield Volunteer Fire Department provides a variety of emergency response services. The Fire Department responds and mitigates fire emergencies; vehicular extrications; water rescues; search and rescues and natural disasters such as hurricanes, tornadoes, blizzards, wind and ice storms; flooding; fire and carbon monoxide alarms; natural gas leaks; and many other types of incidents. There are three firehouses and approximately 90 volunteer firefighters that dedicate countless hours to the protection of the citizens and visitors of Wethersfield.

PROGRAM	BUDGET AMOUNT	PERCENT
Administration	\$338,383	48%
Company 1	127,079	18%
Company 2	123,803	17%
Company 3	121,485	17%
Total	\$710,750	100%



PERSONNEL DATA SUMMARY

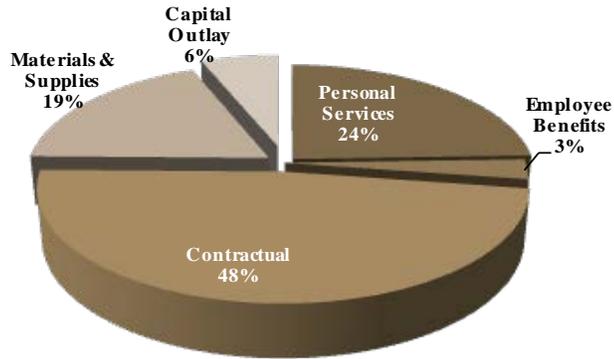
POSITION	2013/2014	2013/2014	2014/2015	2015/2016
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
<u>Suppression:</u>				
Clerk II	0.5	0.5	0.5	0.5
Clerk II	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
Full-time Equivalent	1.0	1.0	1.0	1.0
<u>Volunteers:</u>				
Fire Chief	1.0	1.0	1.0	1.0
Assistant Chief	1.0	1.0	1.0	1.0
Deputy Chiefs	3.0	3.0	2.0	2.0
Firefighters	97.0	97.0	97.0	97.0
Staff/Support Services	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>
Total Personnel	108	108	108	108

PROGRAM: ADMINISTRATION: The Administration is responsible for the overall management and policy direction of the Fire Department. The Administration program includes the centralized control of department wide expenses and equipment such

as the contractual outlay expenses for hydrant rental from the Metropolitan District Commission; National Fire Protection Association (NFPA) 1500 required firefighter physicals, annual ladder testing and certification, annual hose testing, and self contained breathing apparatus maintenance and testing. The Quartermaster is responsible for issuing department equipment to firefighters to assure that NFPA requirements are met. Also included are shared costs for operating expenses for the fire training building in Newington.

Program Expenses:

Personal Services	\$82,852
Employee Benefits	9,696
Contractual	162,100
Materials & Supplies	63,135
Capital Outlay	<u>20,600</u>
Total	\$338,383



Outcomes:

- To protect the life and property of the Town of Wethersfield as measured by the NFPA - 1720 Standard for Organization and Deployment of Fire Suppression Operations by Volunteer Fire Departments to have fifteen people on scene within nine minutes, 90% of the time.
- Respond to all requests for information within 72 hours of receipt.

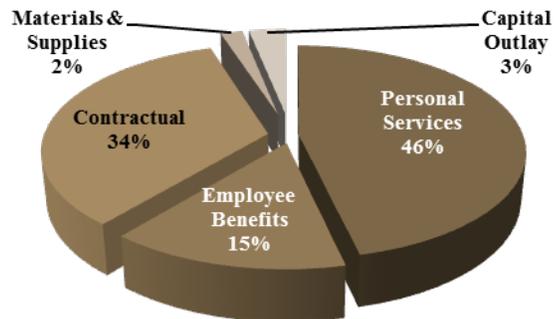
Major Changes / Accomplishment / Outlook:

The objectives for the Wethersfield Volunteer Fire Department for the fiscal year are to provide fire and emergency protection to the citizens, taxpayers and those working in or traveling through our Town. The staff continues to work to meet the new National Fire Protection Agency (NFPA) standard for the testing of firefighter gear and continues to maintain current fire apparatus and equipment to recognized industry standards. The department added 14 new firefighters, 6 completed the Firefighter One certification program in 2014, and the others are currently working towards their certification. WVFD responded to 530 alarms during the year, 13 of which were structure fire responses and there were no fire related deaths during 2014. A new ladder truck (Truck 22) was delivered to station #2. Again, the WVFD managed exemplary service during significant weather events throughout the year. The Department will continue to work to meet NFPA standards and provide exceptional service to the citizens of Wethersfield.

PROGRAM: COMPANY 1: The primary response area for Company 1 is Old Wethersfield as bounded by the Connecticut River to the east and Wolcott Hill Road to the west, Hartford to the North and Rocky Hill to the south. While this is considered the primary area for this company they respond throughout the town and to various mutual aid requests to our surrounding communities and as requested under the Statewide Emergency Plan.

Program Expenses:

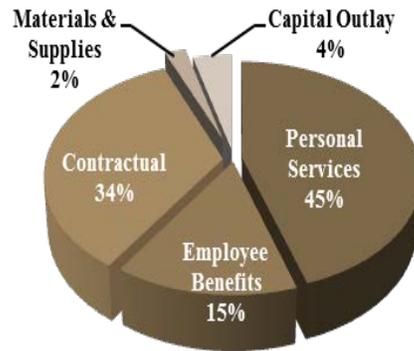
Personal Services	\$58,969
Employee Benefits	18,563
Contractual	43,167
Materials & Supplies	2,380
Capital Outlay	<u>4,000</u>
Total	\$127,079



PROGRAM: COMPANY 2: The primary response area for Company 2 is from Rocky Hill north to Wells Road and East to the Silas Deane Highway, west to the Newington town line. While this is considered the primary area for this company they respond throughout the town and to various mutual aid requests to our surrounding communities and as requested under the Statewide Emergency Plan.

Program Expenses:

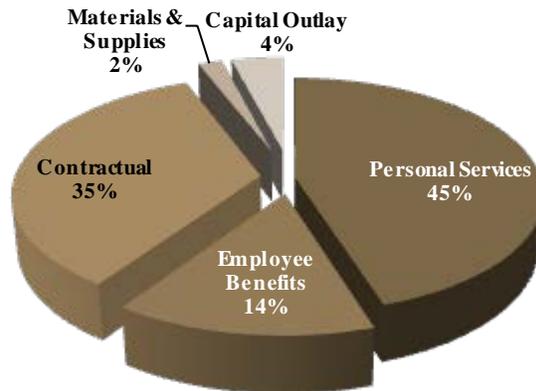
Personal Services	\$55,753
Employee Benefits	17,740
Contractual	42,430
Materials & Supplies	2,780
Capital Outlay	<u>5,100</u>
Total	\$123,803



PROGRAM: COMPANY 3: The primary response area for Company 3 is Wells Road north to the Hartford city line and east to Wolcott Hill Road, west to the Newington town line. While this is considered the primary area for this company they respond throughout the town and to various mutual aid requests to our surrounding communities and as requested under the Statewide Emergency Plan.

Program Expenses:

Personal Services	\$54,725
Employee Benefits	17,548
Contractual	42,032
Materials & Supplies	2,280
Capital Outlay	<u>4,900</u>
Total	\$121,485



2015-2016 Adopted Budget with Expenditure History

FIRE SUPPRESSION

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
PERSONAL SERVICES							
SAL/WAGES	227,717	255,078	252,157	226,366	236,801	252,282	252,299
	227,717	255,078	252,157	226,366	236,801	252,282	252,299
EMPLOYEE BENEFITS							
FICA/LIFE	77,786	21,472	24,643	14,520	15,662	16,226	17,222
PENSION	-	60,000	35,000	35,000	35,000	35,000	-
WC PREM	-	-	-	7,730	8,738	8,738	11,325
FF PENSION	-	-	-	-	-	-	35,000
	77,786	81,472	59,643	57,250	59,400	59,964	63,547
CONTRACTUAL							
COPY - EXT	242	559	456	75	923	660	660
CONF/TRAIN	32,048	27,642	31,564	27,140	24,580	29,630	29,630
RECRUITMT	14	1,273	12	45	1,700	1,700	1,700
PROF SERV	18,602	19,023	22,348	15,967	24,961	20,000	20,000
SUPPORT SV	34,049	34,265	32,131	38,123	38,756	43,000	43,000
POSTAGE	42	-	259	73	211	300	300
WATER	62,418	63,617	63,421	63,229	64,226	66,270	80,610
ELECTRIC	27,127	31,433	27,937	28,617	31,016	35,966	35,966
GAS	8,125	7,613	8,372	10,050	12,579	10,863	15,663
RENTAL	1,500	1,500	1,500	1,500	1,500	1,500	1,500
OFF MCH SV	445	-	208	-	438	500	500
REP & MAINT	53,614	35,367	56,434	72,842	51,455	60,200	60,200
	238,226	222,292	244,642	257,661	252,345	270,589	289,729
MATERIALS & SUPPLIES							
FUEL/LUBE	12,152	15,080	14,750	8,061	14,381	16,870	11,650
HEAT OILS	4,746	11,261	6,085	9,743	9,974	5,488	-
CLEAN SUPL	917	1,284	1,412	1,156	510	2,550	2,550
AGCY SUPL	5,850	7,012	7,131	7,923	5,910	7,050	7,050
CLOTHING	36,641	58,701	18,046	40,787	41,360	42,025	42,025
BLDG SUPL	1,499	234	418	2,107	1,581	2,500	2,500
EQP/PARTS	52	29	415	30	7	800	800
OFFICE SUP	775	545	460	414	550	1,000	1,000
OTHER SUPL	2,398	3,485	1,594	1,775	1,729	3,000	3,000
	65,030	97,631	50,311	71,996	76,002	81,283	70,575

2015-2016 Adopted Budget with Expenditure History

FIRE SUPPRESSION

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
CAPITAL OUTLAY							
IT EQ/SOFT	-	-	17,500	11,500	2,585	11,500	13,600
EQUIPMENT	12,629	9,086	7,690	7,622	14,543	15,000	15,000
FURNSHNGS	-	-	-	-	4,322	6,000	6,000
	12,629	9,086	25,190	19,122	21,450	32,500	34,600
Totals:	621,388	665,559	631,943	632,395	645,998	696,618	710,750



PUBLIC SAFETY

Emergency Medical Services

MISSION STATEMENT:

The mission of the Emergency Medical Service program is to support the provisions of Emergency Medical Services provided to Wethersfield patrons through the Wethersfield Volunteer Ambulance Association and through the Town's contract provider Aetna Ambulance.

DEPARTMENT DESCRIPTION:

The Wethersfield Volunteer Ambulance Association and the contract service provider Aetna Ambulance provide twenty-four hour, seven day a week emergency ambulance service throughout the Town. Generally, the volunteers of the Wethersfield Ambulance Association respond to calls on nights and weekends with Aetna Ambulance paramedic support and during the weekdays Aetna Ambulance is the primary response provider. Volunteers from the Wethersfield Volunteer Ambulance Association also staff public gatherings and sporting events providing standby emergency medical services. The Wethersfield Volunteer Ambulance Association funds their operations and programs through an insurance recovery program.

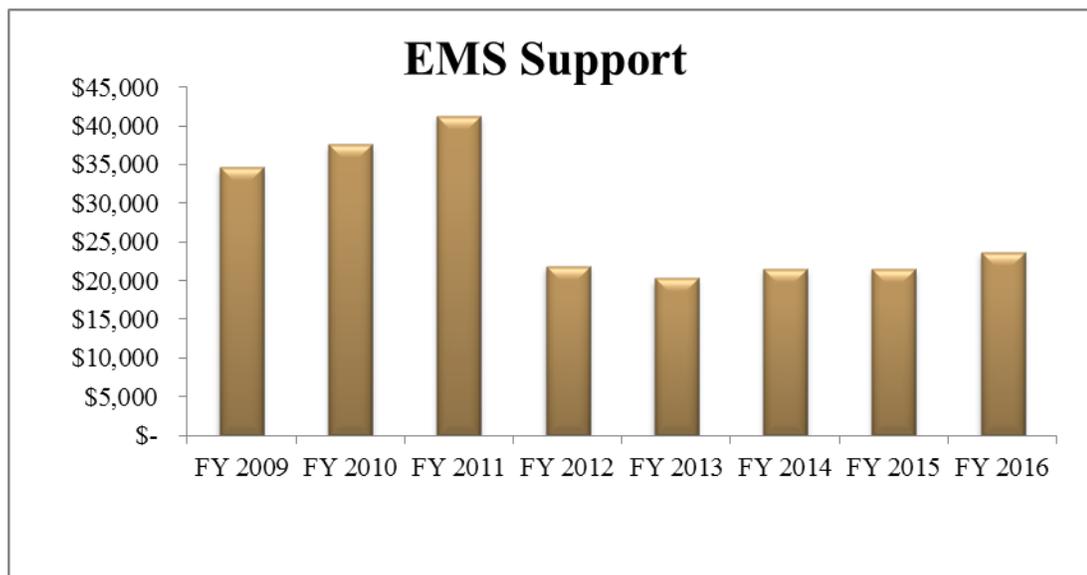
The 2015-2016 Adopted Budget reflects the contract for cost and space sharing between the Town and the Wethersfield Volunteer Ambulance Association. The parties have negotiated a space sharing agreement for the property occupied at 206 Prospect Street. The expenses for this program are limited to the stipends the volunteers receive for the service to the community. The amount budgeted for 2015-2016 is \$23,683 which is an increase of \$2,153 from the current budget. These funds pay for the stipends of \$1,000.00 per qualifying member.

For 2014 the Wethersfield Volunteer Ambulance responded to 1,233 calls which is a increase of 212 calls over the 2013 total of 1,021. Aetna Ambulance responded to 2,676 calls for service in 2014 which is a decrease of 54 calls over the 2013 total of 2,730.

PROGRAM EXPENSES: \$23,683

PERFORMANCE OUTCOMES:

1. 95% compliance with the following response times:
 - 8 minutes 59 seconds for the first call received within 60 minutes;
 - 10 minutes 59 seconds for the second call within 60 minutes; and
 - 12 minutes 59 seconds for the third call within 60 minutes.

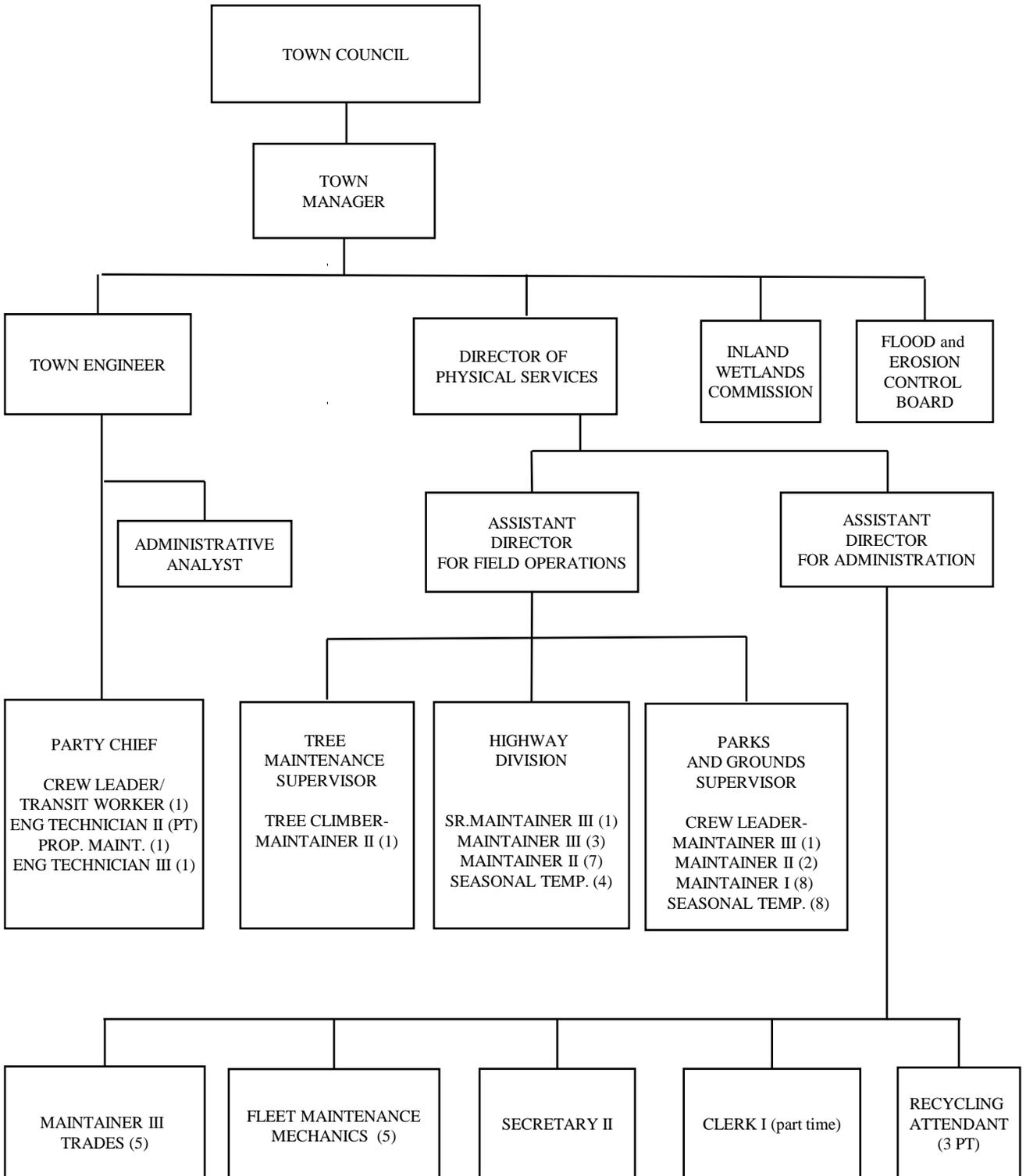


2015-2016 Adopted Budget with Expenditure History

EMERGENCY MEDICAL SVCS

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
PERSONAL SERVICES							
SAL/WAGES	9,640	14,000	16,000	19,000	17,000	20,000	22,000
	9,640	14,000	16,000	19,000	17,000	20,000	22,000
EMPLOYEE BENEFITS							
FICA/LIFE	8,918	11,638	1,224	1,454	1,301	1,530	1,683
	8,918	11,638	1,224	1,454	1,301	1,530	1,683
CONTRACTUAL							
WATER	585	656	-	-	-	-	-
ELECTRIC	7,293	8,848	-	-	-	-	-
GAS	7,430	5,447	-	-	-	-	-
REP & MAINT	3,725	660	4,607	293	2,813	-	-
	19,033	15,611	4,607	293	2,813	-	-
Totals:	37,591	41,249	21,831	20,747	21,114	21,530	23,683

PUBLIC WORKS





PUBLIC WORKS

Engineering

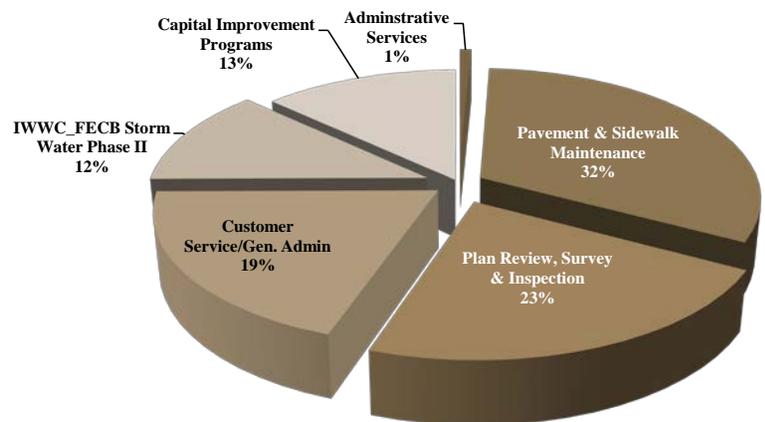
MISSION STATEMENT:

The mission of the Engineering Division is to use our knowledge of engineering, surveying, construction, and GIS mapping to counsel residents, developers, town departments, and boards and commissions in all matters relating to municipal engineering. The Division will guide the implementation of all capital improvement projects for the Town of Wethersfield; provide administration and technical guidance as liaison for the High School Building Committee; provide administration and oversight for the installation of painted pavement markings and the inspection of contracted repairs and maintenance of sidewalks. These goals shall be accomplished while constantly seeking ways to improve services through technological advances and innovations. At all times, we will maintain a high level of services, which our citizens consider to be valuable and essential.

DEPARTMENT DESCRIPTION:

The Engineering Department currently has a total of five permanent, full-time and one part-time staff members. The sidewalk inspector position was reduced in 2014-15 to part time and the property maintenance code enforcement duties will now be the responsibility of the Zoning Enforcement/Property Maintenance Officer position in the Building Inspection budget. This Department is responsible for the preparing and administrating the capital budget; providing technical assistance to various committees; monitoring of annual sidewalk inspection and maintenance/repairs to sidewalks; pavement markings on all Town-owned streets and public parking areas, maintenance of town and school building roofs, crack sealing, milling and overlay and reconstruction of town streets, reviewing proposed land development plans, licensing and permitting street excavations; administering the survey, mapping and technical requirements of a Town wide GIS; monitoring subcontractor work for implementation and payment; acting as the liaison to the Inland Wetlands Commission and in general, assuring that the interests of the Town residents are met in all engineering and surveying matters. The Town Engineer also serves as the Town Emergency Management Director.

PROGRAM	BUDGET AMOUNT	PERCENT
Administrative Services (includes Emergency Management)	\$5,700	1%
Pavement & Sidewalk Maintenance	234,280	32%
Plan Review, Survey & Inspection	163,093	23%
Customer Service/Gen. Admin	138,364	19%
IWWC-FECB-Storm Water Phase II	88,355	12%
Capital Improvement Programs	95,036	13%
Total	\$724,828	100%



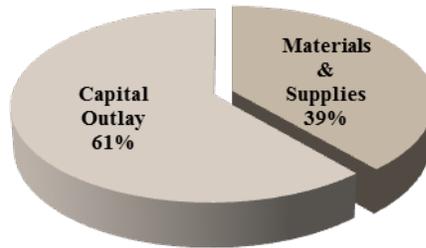
PERSONNEL DATA SUMMARY

POSITION	2013/2014 <u>Actual</u>	2014/2015 <u>Adopted</u>	2014/2015 <u>Actual</u>	2015/2016 <u>Adopted</u>
Town Engineer (& Emergency Management Director)	1.0	1.0	1.0	1.0
Operations Coordinator	1.0	1.0	1.0	1.0
Crew Leader Transit Worker	1.0	1.0	1.0	1.0
Engineering Technician III	1.0	1.0	1.0	1.0
Engineering Technician II (Sidewalk Inspector)	1.0	0.5	0.5	0.5
Administrative Analyst	1.0	1.0	1.0	1.0
Full-time Equivalent	6.0	5.5	5.5	5.5

PROGRAM: ADMINISTRATIVE SERVICES (INCLUDES EMERGENCY MANAGEMENT): This budget provides the office supplies and administration component of the division operating budget. We have also included costs of materials and supplies used for Emergency Management team in Town. The 2015-16 initiatives include continuation and bolstering our back up communications between the Emergency Operations Center and the shelters by increasing our ham radio capabilities.

Program Expenses:

Materials & Supplies	\$2,200
Capital Outlay	<u>3,500</u>
Total	\$5,700



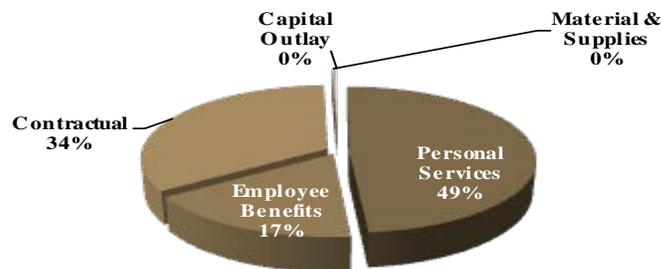
Outcomes:

- The Wethersfield Emergency Operations Center was opened and staffed for three separate weather related events to monitor power outages and provide support for first responder staff for winter storm and severe cold events.
- The Local Emergency Operations Plan was updated and certified as required by Division of Emergency Management and Homeland Security

PROGRAM: PAVEMENT AND SIDEWALK MAINTENANCE: Division staff coordinates local, regional and state bids to provide for the installation of painted pavement markings and the provision of contracted repairs and maintenance of roads, parking lots and sidewalks. Staff uses the “Road Manager” Software System to monitor the condition of our roads and parking lots using that data to determine which roads and parking lots will be repaired. We work with the town Paving Advisory Committee to select roads for annual maintenance using our road levy funds. We annually inspect all roads being repaved and 15% of all sidewalks in town and assure the appropriate repairs are made.

Program Expenses:

Personal Services	\$113,967
Employee Benefits	39,791
Contractual	79,390
Materials & Supplies	1,000
Capital Outlay	<u>132</u>
Total	\$234,280



Outcomes:

- The town requires CIP funding of about \$1.2 million annually to maintain the current Pavement Condition Index (PCI) rating on our roads. In 2014-15, the Town Council provided an additional \$300,000 to assist with declining condition of roads statewide as result of the harsh winter, which increased the total appropriation for road improvements to \$1,500,000. Staff uses the Road Manager software to perform a cost-benefit analysis to individually select which segments of road paving which maximize the limited funding. The overall condition rating has dropped from 80 in 2006 to 76 in 2012. In 2012, the town wide average rose to 77 given the additional capital funding via the road levy. The Town Council also established a new Paving Advisory Committee to aid in selecting roads which will receive treatment, and encourage public participation. The current year includes \$1.5 million for this item as does the adopted 2015-2016 budget.
- In 2014, there were 44 contractors licensed for street excavation work, 264 excavation permits taken out (up 19%), and 2155 Call Before You Dig (CBYD) requests issued. This is up from the 222 permits in the previous year; however the CBYD requests are slightly up from 1,810 requests in the previous year.

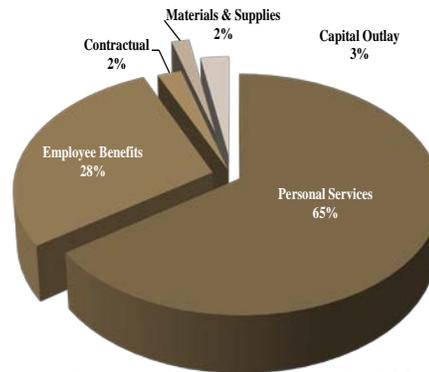
Major Changes / Accomplishments / Outlook:

The Division endeavors to maintain or continually improve the long term PCI (Pavement Condition Index) Rating of Town roads and parking lots toward a goal rating of PCI=80 or above. Staff uses software to select the most cost effective repairs to roads and sidewalks to provide Town residents with a safer environment, ultimately increasing quality of life, and maintaining 100% conformance with the budgets established. The selection of road repair strategies, monitoring of contracts including milling, paving/overlay, reconstruction and crack sealing reduces the Town exposure to claim liabilities. Since 2007, sidewalk maintenance is prioritized by doing inspections of walks along the roads being repaved, and by complaints received. This past year, the goal is to inspect 20% of the town streets on a regional basis. Regional Line striping contracts are coordinated annually by staff so markings are in conformance to the federal Manual of Uniform Traffic Control Devices and installed just prior to school opening.

PROGRAM: PLAN REVIEW, SURVEY, & INSPECTION: Staff conducts topographic and boundary surveys on town projects. They also review surveys and plans on construction (both private and public) projects before a permit is issued. Staff also reviews plans submitted to Planning & Zoning to be sure they meet the various code and ordinance requirements and reviews plans submitted to the Town Clerks Office for filing to be sure they are complete and accurate. Staff inspectors go to construction sites daily, or as appropriate to ensure proper erosion control measures are being maintained, inspect sidewalk and pavement construction. Staff also performs surveys to develop the data used to develop the plans for Town projects before they go out to bid.

Program Expenses:

Personal Services	\$106,259
Employee Benefits	46,026
Contractual	3,640
Materials & Supplies	2,800
Capital Outlay	<u>4,368</u>
Total	\$163,093



Outcomes:

- Ensure construction projects are performed correctly, completed on time and within allocated budgets.
- Staff assisted the Emergency Management Director with manpower and equipment and the Town adopted a Natural Hazards Mitigation Plan which will guide us for the next 5 years.
- Staff completed an active survey year assisting Parks & Recreation department with completion of the parking area and overall milling and re-paving at Millwood’s park in fall 2014, and survey and design plan preparation for Montinaro soccer field.

Major Changes / Accomplishment / Outlook:

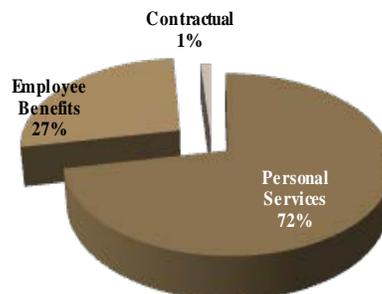
Staff performs detailed engineering reviews to ensure development projects are completed within town code and ordinance guidelines. Performing work in house reduces/eliminates hiring consultants to perform this work, thus minimizing the cost to various town projects by outside vendors. All reviews are completed within the timeframes established by statute for decisions by the respective land use board.

Staff also serves as liaison to the Metropolitan District Commission for their implementation of multimillion dollar sewer separation contracts known as the Clean Water Project in our town. Staff meets regularly with MDC project managers to discuss project status, upcoming Clean Water and CIP Projects to coordinate traffic and pavement restoration issues. There are three major projects occurring in Wethersfield which include Goff Brook trunk sewer replacement, and inflow reduction project on various streets west of Silas Deane, and a pilot program in Jordan Lane area to assess removal effectiveness. Numerous manhole rehab and pipe lining projects have also been ongoing town wide. A newly discovered issue of black rubber pipe will require MDC replacement of about 4 miles of sewer within the next 10 years. The MDC is also proposing a \$14 million project to relieve sewerage overflows from the trunk sewer in lower Silas Deane Highway to Rocky Hill. The work will be a new 5500 linear foot, 30 inch diameter relief sewer starting at Maple & Hewitt, running north in Maple, east in Mill crossing Silas Deane to Middletown Avenue, south in Middletown Av to the town line, then thru woods to the Rocky Hill plant. The project will be a combination of open cut trenching, tunneling, and boring of pipes as deep as 30 feet down.

PROGRAM: CUSTOMER SERVICE/GEN ADMIN.: Provide customer service to residents, contractors, other town agencies & commissions, and the Board of Education on permits and programs handled by this department.

Program Expenses:

Personal Services	\$99,424
Employee Benefits	37,240
Contractual	<u>1,700</u>
Total	\$138,364



Outcomes:

Provide citizens and contractors with timely guidance to get their projects completed quickly and efficiently, meeting all the appropriate codes and ordinances. Staff reviewed 39 planning and zoning applications, 10 Inland Wetland Commission Applications, and 915 building permit applications, compared to 40 Planning & Zoning, 7 Inland Wetlands and 633 building permits last year.

Major Changes / Accomplishments / Outlook:

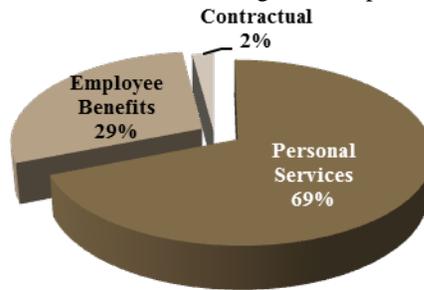
The staff maintains a high level of service which Town residents consider to be valuable and essential. This includes engineering, development history and technical advice to other departments, residents, committees and commissions. Staff’s goal is to respond to phone, e-mail and walk up resident questions and concerns regarding drainage, paving and survey issues within one week. The computerized license database, call before you dig log, and implementation of newly acquired View Permit software allow staff to help citizens and contractors get their projects completed quickly and efficiently, meeting all the appropriate codes and ordinances. Staff participated in serving on regional committee implementing the new View Permit Land Use module with CRCOG staff. Staff also spent considerable time updating parcel and wetland and flood zone layers of the Town GIS system, and recently completed new electronic based Tax Assessor maps. Staff will be working closely with planning to complete the Silas Deane Highway Design Guidelines and a Public Improvements Manual.

PROGRAM: INLAND WETLANDS COMMISSION, FLOOD ENCROACHMENT CONTROL BOARD-and STORM WATER PHASE II:

Staff is liaison to the Inland Wetlands and Watercourse Commission, and Flood Encroachment Control Board. Staff also oversees the Federal Storm Water Phase II Program and serves as State Flood Insurance Program Liaison. Under the Federally mandated Storm Water Program, staff is documenting catch basin outflow data including outfall mapping and water quality testing, preparing the documentation for what will have to be accomplished so water flowing from the catch basins doesn’t release debris and pollutants into the streams and brooks they discharge. Staff have monitored and testified with Department of Energy and Environmental Protection (DEEP) on proposed changes to these regulations and suggested changes to lessen the burden on towns regarding leaf collection, stormwater sampling, and illicit discharge detection requirements. There were 10 wetland applications and enforcement actions reviewed, investigated and processed last year.

Program Expenses:

Personal Services	\$60,914
Employee Benefits	25,616
Contractual	<u>1,825</u>
Total	\$88,355



Outcomes:

- Provide compliance on town CIP projects with all State and Federal Storm Water guidelines. Provide engineering review of plans and inspection or erosion and sediment control systems during construction of 915 permitted residential and commercial projects last year.
- Follow up forwarding semi-annual water quality tests and reports to State and Feds, which include representative sampling from residential, commercial and industrial components of our town, along with specific water quality tests for the town garage and transfer station.
- Prepare the mandated Annual report documentation for submittal to CT DEEP to demonstrate compliance with 6 minimum control measure requirements for achieving Federal and State water quality standards prior to storm water discharge to receiving stream.

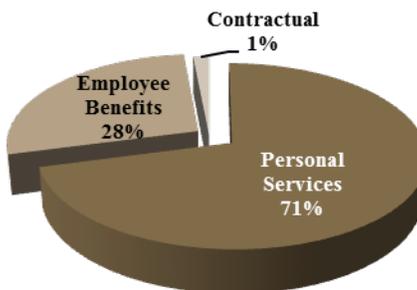
Major Changes / Accomplishments / Outlook:

Staff is knowledgeable in Wetlands, Flood Control and Federal & State Storm Water regulations and requirements. They provide the various Boards and Commissions with their expertise to assure town and private development applications meet local, State and Federal guidelines. Using state of the art survey GPS survey gear, staff has successfully met all annual program goals of the 10 Year federal mandated requirements known as Storm Water Phase II. Staff provides annual water quality tests and reports to State and Feds as appropriate. Staff prepare the annual and long term documentation and recommendations for CIP projects outlining what will have to be accomplished so storm water flowing exiting from the storm water collection system meets Federal and State water quality standards, which include specific goals identified and accomplished under each of the 6 categories: Public Education and Outreach, Public participation, Illicit Discharge Identification and elimination, construction site storm water runoff control, post construction storm water management, and pollution prevention/good housekeeping at town facilities. DEEP has proposed changes to the regulations which could double the effort the town expends in all these areas, increasing water sampling, and required efforts to trace illicit discharges uncovered during sampling.

PROGRAM: CAPITAL IMPROVEMENT PROGRAMS: Provide engineering and surveying expertise in all matters relating to municipal engineering and to recommend, design, administer and implement capital improvement projects for the Town and Board of Education. Administer the various data bases (CIP; Pavement Maintenance; Roof Repair), liaison to the Capital Improvement Advisory Committee to develop the annual CIP Budget and track all capital projects from inception thru completion, and liaison to the High School projects Building Committee.

Program Expenses:

Personal Services	\$67,352
Employee Benefits	26,244
Contractual	<u>1,440</u>
Total	\$95,036



Outcomes:

- Ensure capital projects are completed either by in house staff or by a competent contractor, on time and within budget.
- Working with the Town Finance Department to maintain a financial tracking system for all CIP projects,
- Last year’s CNEF budget for road maintenance was \$1.5 million which included 2.8 miles of pavement maintenance projects, plus the reconstruction of Jordan Lane extension. Eighty percent or 20 of all 25 CIP projects underway are managed, designed, or constructed by in house staff.
- Staff continues playing a major support role in assisting the High School Building Committee with the design, construction management, and general administration of the proposed High school renovation project, meeting biweekly with the Building Committee.

Major Changes / Accomplishments / Outlook:

Provide a centralized source to be sure all capital projects meet appropriate code requirements, purchasing guidelines, stay within budget, and have minimal change orders. Research the qualifications of the lowest bidder prior to the bid going to Council for approval to be sure they are a responsible and qualified contractor and they can perform the work in question. In house staff is utilized to the greatest extent possible to prepare the design and bid specifications and monitor construction, to ensure capital projects are completed on time and within budget. The centralized tracking of unfunded CIP project requests by the departments and division assures long range planning and prioritization to meet safety mandates and leverage outside funds.

The Engineering Divison staff also provides liaison support to the High School Renovation Committee supporting their work by providing clerical and technical advice, letting RFP’s on town required services, tracking contractual and financial aspects, attending meetings, and public presentations to further the completion of the Town’s largest public improvement project.

2015-2016 Adopted Budget with Expenditure History

ENGINEERING

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
PERSONAL SERVICES							
SAL/WAGES	400,704	432,835	419,044	436,606	457,322	416,925	445,416
OVERTIME	692	1,221	408	539	891	2,500	2,500
	401,396	434,056	419,452	437,145	458,213	419,425	447,916
EMPLOYEE BENEFITS							
FICA/LIFE	60,357	41,286	39,128	35,094	36,855	33,201	35,424
HEALTH INS	69,355	72,543	85,886	91,930	80,435	76,615	79,365
PENSION	-	33,131	26,286	32,741	40,518	51,883	55,774
WC PREM	-	-	-	3,242	3,799	4,374	4,354
	129,712	146,960	151,300	163,007	161,607	166,073	174,917
CONTRACTUAL							
COPY - EXT	134	146	198	85	200	250	300
CONF/TRAIN	1,720	2,292	2,287	2,018	2,031	2,422	3,545
OFF MCH SV	325	500	500	600	1,564	4,950	4,350
REP & MAINT	77,367	78,597	78,427	64,791	66,975	70,600	78,600
LEGAL AD	875	665	868	769	348	1,000	1,200
	80,421	82,200	82,280	68,263	71,118	79,222	87,995
MATERIALS & SUPPLIES							
AGCY SUPL	1,210	1,487	1,758	1,793	1,322	1,800	1,800
CLOTHING	799	1,298	1,221	1,414	1,479	1,500	2,000
OFFICE SUP	808	1,050	1,198	1,480	1,899	2,000	2,200
	2,817	3,835	4,177	4,687	4,700	5,300	6,000
CAPITAL OUTLAY							
IT EQ/SOFT	3,105	4,300	3,227	3,103	2,950	3,600	4,100
EQUIPMENT	121	225	225	300	42	3,900	3,900
	3,226	4,525	3,452	3,403	2,992	7,500	8,000
Totals:	617,572	671,576	660,661	676,505	698,630	677,520	724,828



PUBLIC WORKS

Physical Services

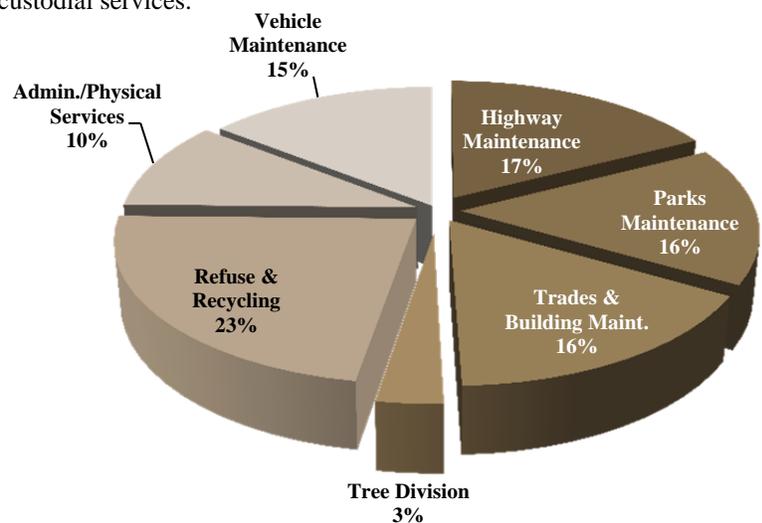
MISSION STATEMENT:

To provide maintenance, oversight and administration of the Town's physical assets, including buildings, grounds, roads & parking lots, parks & playgrounds, vehicle & equipment maintenance, upkeep of storm water systems, provide recycling, solid waste services and maintenance of the health & beauty of the trees which adorn the Town.

DEPARTMENT DESCRIPTION:

Physical Services is responsible for the care and upkeep of the Town's infrastructure, including roads, parking lots, Town buildings & grounds, school grounds, parks, athletic fields, vehicle & equipment maintenance, tree health & maintenance, street & traffic signs, transfer station, leaf collection/compost and snow removal programs. This Department also oversees the activities of contractors providing the Town's refuse & recycling services, street sweeping/catch basin cleaning, aquatic vegetation maintenance, mosquito control, extermination and custodial services.

PROGRAM	BUDGET AMOUNT	PERCENT
Highway Maintenance	\$1,276,686	17%
Parks Maintenance	1,192,519	16%
Trades & Building Maint.	1,219,149	16%
Tree Division	232,616	3%
Admin./Physical Services	770,839	10%
Refuse & Recycling	1,709,529	23%
Vehicle Maintenance	1,086,203	15%
Total	\$7,487,541	100%



PERSONNEL DATA SUMMARY

POSITION	2013/2014 <u>Adopted</u>	2013/2014 <u>Actual</u>	2014/2015 <u>Actual</u>	2015/2016 <u>Adopted</u>
FULL TIME				
Director Physical Services	1.0	1.0	1.0	1.0
Administrative Analyst	0.0	0.0	0.0	0.0
Assistant Director	2.0	2.0	2.0	2.0
Highway Maint. Supv.	0.0	0.0	0.0	0.0
Parks & Grounds Supv.	1.0	1.0	1.0	1.0
Parks & Grounds Crew Leader	1.0	1.0	1.0	1.0
Tree Maint. Supv.	1.0	1.0	1.0	1.0
Maintainer III	3.0	3.0	3.0	3.0
Senior Maintainer III	1.0	1.0	1.0	1.0
Maintainer III Trades	4.0	4.0	5.0	5.0
Maintainer II	10.0	10.0	9.0	10.0
Maintainer I	9.0	9.0	9.0	8.5
Painter (Maint. II)	0.0	0.0	0.0	1.0
Secretary II	1.0	1.0	1.0	1.0
Custodian II	0.0	0.0	0.0	0.0
Mechanics	5.0	5.0	5.0	5.0
Full-time Equivalent	39.0	39.0	39.0	40.5
PT/TEMP/SEASONAL				
Seasonals (9 temp)	2.5	2.5	2.5	2.9

Part Time Clerk II	0.5	0.5	0.5	0.5
Recycling Attendants	0.5	0.5	0.5	0.5

PROGRAM: HIGHWAY MAINTENANCE: The Highway Division is responsible for Town road/parking lot repairs, curb & catch basin maintenance, the leaf pickup program and all snow removal activities. This division also composts leaves, repairs masonry, coordinates collection of white goods, creates/maintains/repairs street and road signs. The Seasonal Leaf Program is supervised by the Assistant Director of Field operations. The Highway Division’s main task is to provide the highest level of safe roadways for emergency responders, residents and visitors to travel on throughout the year regardless of weather conditions. This mission also includes creating safe passage along Town owned sidewalk routes, parking lots and access walks to Town schools and buildings.

Outcomes:

To provide safe and passable roadways for citizens and visitors as measured by:

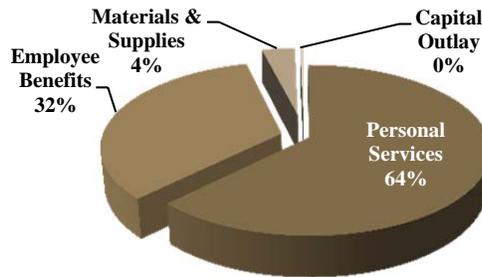
- Main collector and arterial roadways will be passable throughout storms
- Patch potholes within 24 hours of being reported

Major Changes / Accomplishments / Outlook:

1. The Highway Division completed 745 work orders throughout town with the majority requesting filling potholes and road/curb repair.
2. The sign maintenance staff responded to 198 work orders throughout town for missing and damaged signs.
3. An estimated 186 Call Before You Dig requests were made which included basin repairs, pipe repairs and sign replacements.
4. The Highway Division responded to a variety of issues throughout the year:
 - Performed extensive cleanup efforts after numerous snow events throughout the winter months.
 - Completed work on the new pavilion in Millwoods Park.
 - Completed drainage projects on the Millwoods Park fields.
 - Road repair and paving on Nott Street from Ridge to Amherst.
 - Replaced aging drainage system at the Physical Services garage.
 - Completed drainage projects at the high school concurrent with the WHS renovation project.
 - Participated in the crack sealing program in conjunction with the Engineering Division.

Program Expenses:

Personal Services	\$821,862
Employee Benefits	403,391
Materials & Supplies	46,433
Capital Outlay	<u>5,000</u>
Total	\$1,276,686



PROGRAM: PARKS MAINTENANCE: The Parks Division is primarily responsible for mowing grass, maintenance (mowing and line striping) of athletic fields, daily litter and trash pickup in parks, bus stops, the grounds surrounding town buildings and the removal of dead animals from Town roads and property. The Parks Department’s mission during the winter months includes clearing pathways and parking lots for Town residents to safely move throughout town.

Outcomes:

To provide well maintained parks and recreational facilities for use by Town residents and visitors as measured by:

- Games played as scheduled
- Recreational facilities in working condition and open for use throughout the season
- Present a pleasant and welcoming environment to the entrances surrounding all Town buildings.

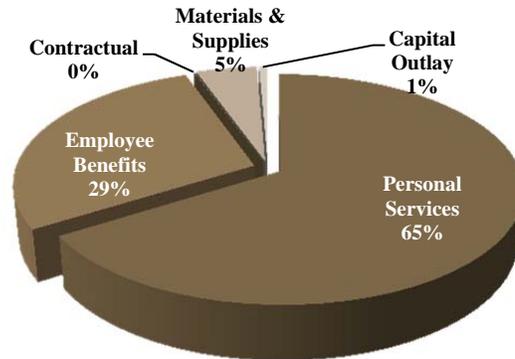
Major Changes / Accomplishments / Outlook:

1. The Parks Division completed over 204 work orders throughout town.
2. The Parks Division seeds, sods and fertilizes lawns on Town property.
3. Their work on maintaining athletic fields, playgrounds and public grounds was enjoyed throughout the year.
4. Parks & Grounds division was able to complete numerous projects:
 - Installed new benches in Town parks.

- Field construction on fields 3 & 4 in Millwoods Park.
- Parks worked with the final design team to complete the landscaping project at Town Hall, Fire House #1, and Willard Pool.
- Started field construction on field #1 at Millwoods Park.
- Laid new sod, deep core aeration at the little league field.
- Filled holes with sand and seeded in the fall on all playing fields.
- The Parks Division also helps to move and reallocate fixtures and furnishings throughout town buildings as needed.

Program Expenses:

Personal Services	\$788,517
Employee Benefits	338,219
Contractual	400
Materials & Supplies	57,383
Capital Outlay	<u>8,000</u>
Total	\$1,192,519



PROGRAM: TRADES & BUILDING MAINTENANCE: The Trades Division performs carpentry, electrical, plumbing, HVAC, painting repairs and maintenance in all town buildings. The staff also participates in leaf and snow removal programs.

Outcomes:

To provide well maintained buildings to be used by Town residents and staff for service provision as measured by:

- Responding to work orders within 24 hours of being reported.
- Perform preventative maintenance, repair tracking and replacement of all Town buildings' mechanical systems.
- Implement energy savings through the use of updated systems for climate control and electrical use.

Major Changes / Accomplishments / Outlook:

1. The Trades and Building Maintenance Division completed 392 work orders including:
 - Requests for painting common areas and offices within Town buildings.
 - Performed preventative maintenance and insured the proper heating, cooling, electrical and plumbing functions in all Town buildings.
 - Staff performed all needed carpentry, lock and doorway maintenance throughout all Town buildings.
 - Requests for electrical work was performed by the Town electrician which included calls for lighting issues, installing additional electrical service in Town offices, repairs to equipment, and repairs to pool equipment.
2. The Trades Division continues to update and replace aging equipment making improvements to building systems in order to decrease energy consumption and improve energy efficiency.
3. Working with outside contractors the Trades division completed the installation of new generators at 8 Town buildings, a project which was primarily funded through a FEMA grant.

Program Expenses:

Personal Services	\$321,308
Employee Benefits	176,100
Contractual	683,711
Materials & Supplies	29,030
Capital Outlay	<u>9,000</u>
Total	\$1,219,149



PROGRAM: TREE DIVISION: The Tree Division is responsible for pruning, removing, planting of Town trees along with the yearly decorating of the Town holiday tree. The Tree Division staff continues to work under contract reimbursement for the Towns of Newington and Berlin, wherein all tree work performed by Wethersfield personnel is billed back to the Towns of Newington and Berlin. The Tree Division staff also participates in leaf and snow removal along with the recycling of Christmas trees from drop-off locations around town.

Outcomes:

To provide the inspection of Town trees as needed to promote tree health and cut back tree growth from power lines and Town infrastructure equipment:

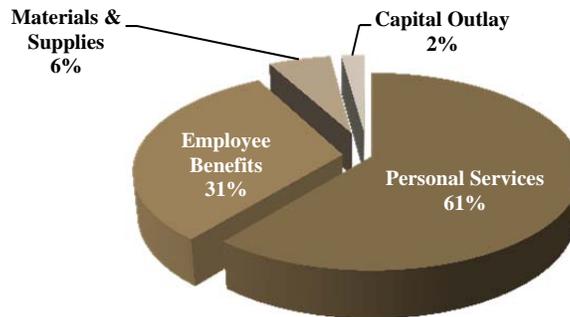
- Trims and removes trees where needed to provide a safe environment.
- Works with Eversource Energy to strive for functionality, safety, and aesthetics for the cohabitation of trees and utilities.
- The tree warden works to make planting decisions that limit the amount to necessary trimming in the future.
- Perform preventative treatments on trees to inhibit insect and fungus growth
- Continue to survey and plant trees in order to keep a robust and eclectic inventory of trees throughout town.
- Coordinate Arbor Day festivities with schools and Town officials.
- Work closely with the Shade Tree Commission to ensure that communication between the residents and the Tree Warden is transparent and timely.

Major Changes / Accomplishments / Outlook:

1. The tree Division welcomed a new Tree Supervisor/Tree Warden to the staff this year. The new supervisor, Corey Christians is an experienced licensed arborist and licensed pesticide supervisor. He has begun to catalog trees throughout the Town, preparing maintenance programs, a plan for dealing with ash tree infestation and a long term planting program to keep Wethersfield a top participant in the Tree City Program.
2. The Tree Division responded to 182 work orders for trimming and removal. The tree division staff worked closely with CL&P during their tree cutting efforts throughout Town.
3. Tree pruning goals include safety, functionality, storm readiness, structural training, and aesthetics. A comprehensive strategy is being developed to address the effects of Emerald Ash Borer (E.A.B.).
4. Currently, one of Wethersfield’s biggest tree care needs is at and below ground level. Lower trunk protection at ground level is important because scarring in this area is often catastrophic for trees. Root zone protection below ground is important because compacted and malnourished soils often lead to declining tree health. These needs are being addressed with a newly acquired air spade tool. The air spade can be used to aerate soil and incorporate new organic matter at the proper depth. At least 26 trees have received root zone treatment since the air spade was purchased in late 2014.

Program Expenses:

Personal Services	\$141,565
Employee Benefits	72,661
Materials & Supplies	13,390
Capital Outlay	5,000
Total	\$232,616



PROGRAM: ADMINISTRATION/PHYSICAL SERVICES: Administrative Services at Physical Services respond to residents’ requests through a work order system that has generated 1,907 work orders this year. This division is the first point of contact for residents needing information regarding town services for public works. The staff oversees the activities of contractors providing services to the Town, coordinates all financial operations for the leaf pick up program, salt distribution/snow removal, storm response, refuse & recycling, equipment grant proposals, equipment/supplies purchasing and FEMA recording.

Outcomes:

To provide sound fiscal management, up to date record keeping, inventory control and program coordination for the Physical Services Division as measured by:

- Providing up to date information to residents regarding physical services activities and storm response.
- Cost containment measures for all routine activities to be performed within budget.

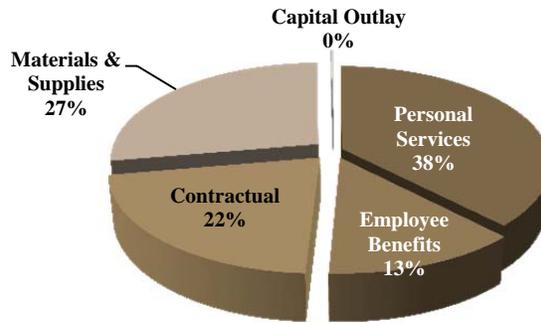
Major Changes / Accomplishments / Outlook:

1. Physical Services administration continually works to manage the budget, coordinate contractor operations, provide information to residents and provide timely and accurate data to FEMA to insure maximum reimbursement to the Town:
 - Administrative Services administered the development of the new contracts for refuse & recycling.
 - Is currently engaged in collaborating with energy management companies to provide services to increase building efficiencies throughout town.

- Adopted a new web-based work order system to the FacilityDude system which generates work orders, reporting on building maintenance, preventative maintenance and asset management.

Program Expenses:

Personal Services	\$291,073
Employee Benefits	100,478
Contractual	170,183
Materials & Supplies	207,105
Capital Outlay	2,000
Total	\$770,839



PROGRAM: REFUSE & RECYCLING: Refuse and recycling collection and disposal are coordinated by the Physical Services Division. Over 9,600 households and buildings with less than four (4) dwelling units receive curbside municipal solid waste (MSW) collection and recycling service. MSW is brought to CRRA. Recycling is collected curbside in large blue containers. Bulky container collection is provided to 38 locations due to the large volume of refuse and recyclables generated from these sources. Bulky container waste is collected at the transfer Station and hauled to a landfill. The Transfer Station accepts appliances without Freon, fluorescent lights, batteries, leaves, electronics, and metal free of charge. Appliances containing Freon for accepted a fee. The fee covers the cost of an outside container that is disposed of has hazardous waste. Items such as sofas, mattresses, and grass are also accepted for a fee.

Outcomes:

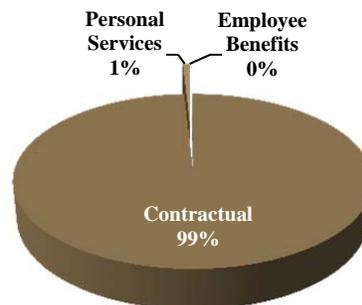
- Promote resident awareness of items available to recycle curbside and at the transfer station in order to increase recycling use by a minimum of 2%.
- Support initiatives to utilize the remains of Town street trees and organic materials to reduce volume of waste sent to landfills.

Major Changes / Accomplishments / Outlook:

1. Paines Recycling & Disposal Services the Town’s refuse collector was awarded the new 5 year contract to provide services to the Town after a competitive bidding process with numerous other haulers.
 - Through an agreement with Paine’s, qualified elderly and handicapped residents can get help if they are unable to roll out their refuse and recycling barrels to the curb.
2. The Transfer Station continues to promote recycling as an opportunity to decrease the amount of debris going into landfills:
 - This year the Transfer Station began accepting home cooking oil for recycling.
 - Bulky container waste is collected at the transfer Station and hauled to a landfill.
 - The Transfer Station accepts appliances without Freon, fluorescent lights, batteries, leaves, electronics, and metal free of charge.
 - Appliances containing Freon are accepted for a fee. The fee covers the cost of an outside container that is disposed of has hazardous waste.
 - Items such as sofas, mattresses, and grass are also accepted for a fee.

Program Expenses:

Personal Services	\$13,229
Employee Benefits	1,474
Contractual	1,694,826
Total	\$1,709,529



MSW has decreased over the past few years. Approximately, 22%, of what is rolled out to the curb, is recycled.

Year	MSW	Recycling	% of recycling
2010	10,606	2,807	16%
2011	10,779	2,819	16%
2012	10,338	2,785	3%
2013	10,239	2,803	10%
2014 (3/4 of the year)	8,167	1,794	23%

There are so many benefits in recycling. They include:

- Saving money, the goal is to keep as much out of the landfill and out of your green refuse container. Recycling is free.
- Reduces pollution, this includes water, land and air pollution.
- Increases jobs, when we recycle it requires manpower, more jobs mean more people spending money in other areas of the economy.
- Conserves nature, protects future generations and earth.
- The Town provides second recycling barrels to residents free of charge, versus \$200 for an extra refuse barrel. There was a 30% increase in residents that require a 2nd recycle barrel this year.

PROGRAM: VEHICLE REPAIR & MAINTENANCE: The vehicle maintenance staff is responsible for preventative maintenance and repair of all equipment for the Town fleet, including Police cars, Fire apparatus, Physical Services equipment & vehicles, Town and Board of Education vehicles.

Outcomes:

To insure that the Town’s fleet is well maintained and available to provide service to citizens as measured by:

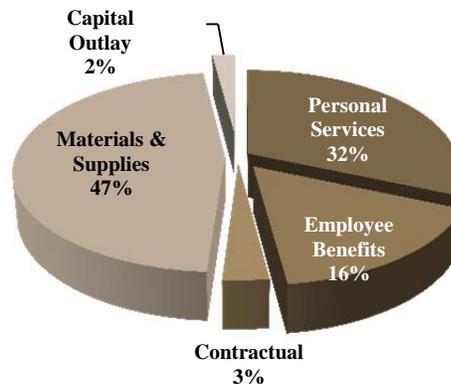
- Expedite repairs to all equipment within 24 hours upon receiving replacement parts.
- Keep the Town’s emergency equipment and fleet operational and available for use.
- Continue to explore opportunities to decrease the consumption of fuels and expand the use of alternative fueled vehicles.

Major Changes / Accomplishments / Outlook:

Replace aging, less fuel efficient vehicles with smaller and more fuel efficient vehicles. Competitively bid diesel, unleaded gas, natural gas and home heating oil for semi-annual and annual contracts.

Program Expenses:

Personal Services	\$342,143
Employee Benefits	178,995
Contractual	33,220
Materials & Supplies	509,575
Capital Outlay	22,270
Total	\$1,086,203



Vehicles & Equipment

Department	No. of Vehicles in each Department	Description
Social Services	2	Ford Transit van
		Canoe w/trailer

Park & Rec	6	Show mobile
		Boat
		Ford Fusion - hybrid
		Ford Van-natural gas
		Golf cart
		Econoline Van
		Ford Transit
Engineering	4	Ford Crown Vic
		Ford Excursion
		Chevy Cavalier
		Trailer
Building Dept.	3	Chevy Cavalier
		Honda - natural gas (2)
Assessor	1	Honda - natural gas
Fire Marshal	1	Ford Explorer
Fire	22	Chey Tahoe
		Ford Expedition
		Ford Excursion
		Zodiac
		Whaler
		Rehab Unit
		Deck Gun Trailer
		Foam Trailer
		Co. #1 (3)
		Fire Utility
		Co. #2 (3)
		Ford Pick-up
		Co. #3 (3)
		Ford Pick-up
		Fire Safety Trailer
		16ft. Trailer
Police	36	Ford Interceptors (5)
		Ford Explorer
		Chevy Tahoe
		Dog Car – Ford Crown Vic (2)
		Harley M/C (2)
		Ford 350 Animal Control Van
		Proline Boat
		Chevy SWAT van
		Radar Smart Trailer
		Ford Emer Com Vehicle
		Enclosed Trailer
		Ford Crown Vic (19)
Physical Services	60	Payloader (2)
		Backhoe

		Freightliner & International Dump Trucks - large (15)
		Large Mower (2)
		Ford Pick-up (15)
		Leaf Machine (5)
		Sweeper
		Bobcat
		Tractors (2)
		Ford Escape
		Tree Chipper
		Bucket Truck
		Jeeps (2)
		Trailer (6)
		Ford Pick-up with Sander (2)
		Freightliner & International Dump truck - small - (3)
BOE	14	Ford Taurus
		Ford Taurus Stationwagon
		Box Truck
		Ford Vans (7)
		Bus (3)
		Ford Pick-up

2015-2016 Adopted Budget with Expenditure History

PHYSICAL SERVICES

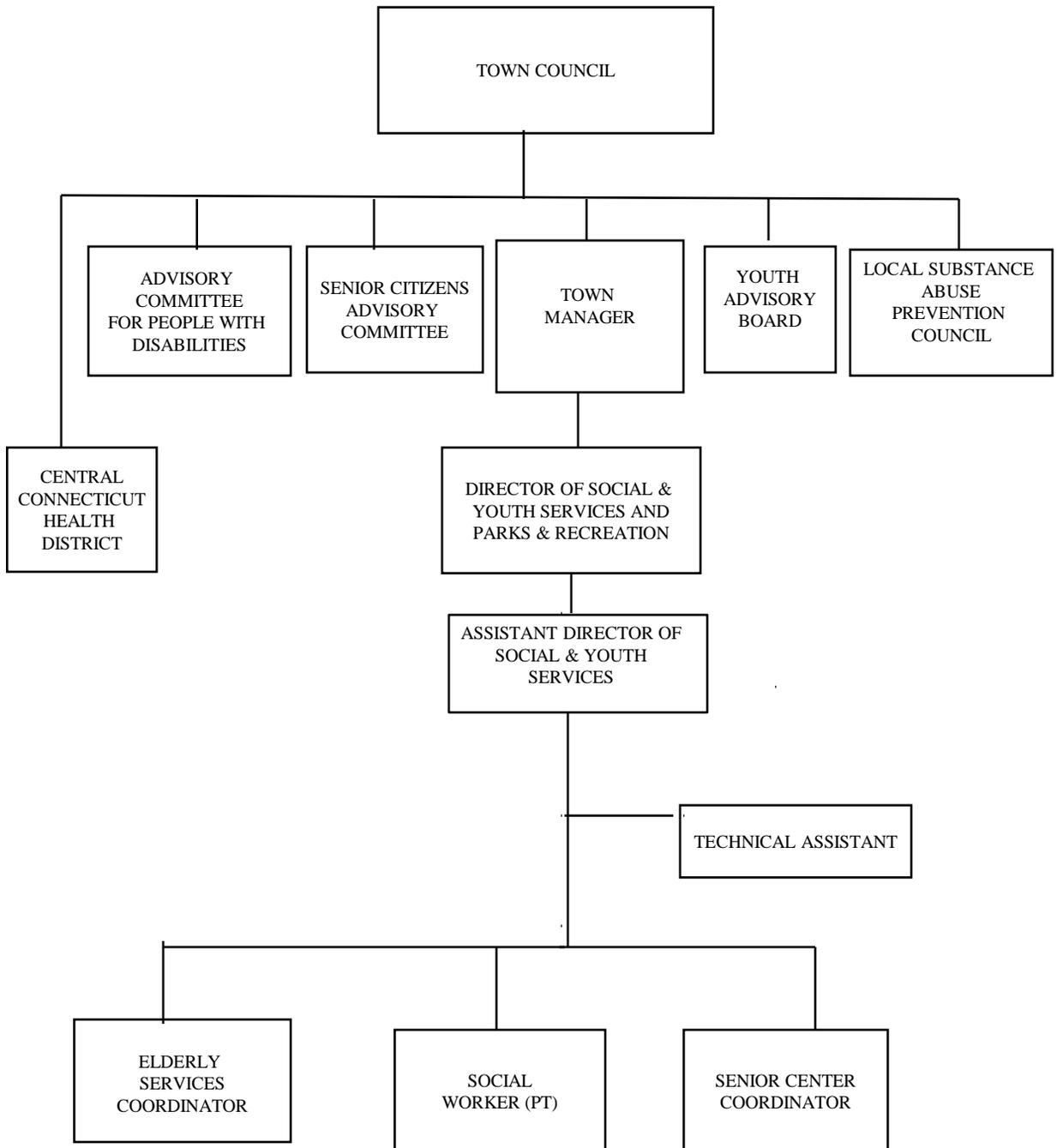
<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
PERSONAL SERVICES							
SAL/WAGES	2,176,608	2,214,306	2,178,997	2,286,034	2,338,137	2,397,637	2,511,697
OVERTIME	143,492	316,200	112,978	222,132	399,217	183,000	208,000
	2,320,100	2,530,506	2,291,975	2,508,166	2,737,354	2,580,637	2,719,697
EMPLOYEE BENEFITS							
FICA/LIFE	384,238	286,669	268,506	193,176	221,171	207,189	217,209
HEALTH INS	533,426	617,619	643,787	663,904	564,760	613,879	617,260
PENSION	-	181,130	139,069	168,908	198,796	259,778	255,919
DC PENSION	-	-	-	8,877	10,248	23,066	30,385
WC PREM	-	-	-	93,261	113,046	162,510	150,545
	917,664	1,085,418	1,051,362	1,128,126	1,108,021	1,266,422	1,271,318
CONTRACTUAL							
COPY - EXT	-	150	-	-	-	-	-
CONF/TRAIN	1,808	1,981	1,795	1,999	2,011	2,000	2,000
PROF SERV	10,539	48,019	20,337	13,978	30,421	13,801	15,851
SUPPORT SV	36,836	13,536	13,752	14,163	4,695	16,295	8,000
CUSTODIAL	40,268	29,864	31,037	35,334	35,747	35,775	40,960
WATER	6,141	9,220	8,196	14,912	13,797	16,503	16,503
ELECTRIC	570,501	572,054	554,288	539,536	531,043	606,464	606,464
GAS	56,176	53,651	37,374	55,198	56,896	53,014	55,314
REFUSE COL	1,059,069	1,087,508	1,103,088	1,143,687	1,176,076	1,211,294	1,017,726
REFUSE DSP	754,995	788,899	775,344	705,383	653,994	675,280	669,100
RENTAL	92,952	86,181	66,136	83,119	69,797	81,770	71,022
OFF MCH SV	483	-	479	491	475	4,500	3,300
REP & MAINT	59,681	92,200	78,679	76,016	84,261	76,100	76,100
	2,689,449	2,783,263	2,690,505	2,683,816	2,659,213	2,792,796	2,582,340
MATERIALS & SUPPLIES							
FUEL/LUBE	184,689	267,936	321,132	350,332	348,189	333,288	273,450
HEAT OILS	8,918	12,337	15,635	19,085	15,188	10,756	9,945
CLEAN SUPL	7,580	5,493	5,071	5,587	7,599	7,600	7,600
AGCY SUPL	29,727	30,169	29,944	29,343	29,729	30,000	30,000
CLOTHING	15,886	15,873	15,786	16,012	158,543	20,984	21,141
LANDSC SUP	47,287	52,053	48,318	51,639	51,848	52,325	52,325
CHEM SUPL	38,980	26,075	45,976	47,205	36,245	36,605	36,605
RD MNT SUP	181,916	135,890	97,707	119,270	214,938	143,000	168,000
TRAFFIC SUP	17,905	17,393	20,728	17,806	17,983	18,000	18,000
BLDG SUPL	21,459	16,127	19,771	18,794	18,173	19,000	19,000
EQP/PARTS	194,702	193,013	224,151	203,974	203,570	204,604	218,450

2015-2016 Adopted Budget with Expenditure History

PHYSICAL SERVICES

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
OFFICE SUP	995	982	968	1,000	959	1,000	1,000
OTHER SUPL	3,149	6,654	1,721	5,102	10,028	6,400	7,400
	753,193	779,995	846,908	885,149	1,112,992	883,562	862,916
CAPITAL OUTLAY							
IT EQ/SOFT	700	700	5,018	8,519	8,904	11,750	16,070
EQUIPMENT	32,679	18,817	22,478	24,497	22,567	24,700	24,700
OTH IMPROV	1,420	2,806	3,348	2,956	2,552	8,000	10,500
	34,799	22,323	30,844	35,972	34,023	44,450	51,270
Totals:	6,715,205	7,201,505	6,911,594	7,241,229	7,651,603	7,567,867	7,487,541

HEALTH AND HUMAN SERVICES





HEALTH

Central CT Health District

MISSION STATEMENT:

The Central Connecticut Health District is committed to improving the quality of life in our communities through prevention of disease and injury, fostering of a healthy environment, and promotion of the health of our residents.

DEPARTMENT DESCRIPTION:

The Central CT Health District serves the Towns of Berlin, Newington, Rocky Hill, and Wethersfield with a combined population of over 97,000. The Health District is responsible for providing a comprehensive environmental and public health services program including: enforcement of local and State laws and regulations; coordination of a wide variety of health education; promoting and screening programs; investigation and follow-up of reportable communicable diseases; investigation of nuisance complaints; and public health emergency preparedness.

The central office is in the Wethersfield Town Hall, with satellite offices for the Sanitarians in each of the other three town halls. The Community Health Coordinator is located in the Newington Senior and Disabled Center. Please visit the web site www.ccthd.org to find out more about who we are, how we are organized and funded, and what we do. Your feedback would be appreciated.

The CCHD Board of Health has adopted their FY 2015/2016 budget with a \$0.20 increase in the membership rate from \$4.91/capita to \$5.11/capita.

The costs per town for FY 15/16 would be as follows:

Berlin	\$105,214.90	(pop. 20,590)
Newington	\$157,163.16	(pop. 30,756)
Rocky Hill	\$101,765.65	(pop. 19,915)
Wethersfield	\$135,466.10	(pop. 26,510)

OVERVIEW OF CURRENT YEAR DISTRICT-WIDE ACTIVITIES:

- Inspect, regulate, and license a number of different businesses through enforcement of State, Town, and District codes and regulations. Perform plan review for new or renovated facilities. Licensed facilities include:
 - Food service establishments including: restaurants; grocery stores; itinerant vendors; schools; and temporary events. An estimated 1,765 inspections will be conducted at 772 establishments.
 - Public swimming pools including: town-owned; schools; health clubs; apartments; condominiums; motels; private clubs; and health clubs. An estimated 125 inspections will be conducted at 55 sites.
 - Beauty salons, barber shops, and nail salons. There are approximately 165 establishments that will receive a routine inspection plus additional follow-up inspections as needed.
 - There are 46 motels that will receive an annual inspection and follow-up inspections as needed.
 - Approximately half of the 40 day care establishments are inspected each year. The day care establishments that are inspected care for 7 or more children.
- Investigate complaints covering a wide variety of public health concerns, such as insect/rodent infestations (rats, bed bugs, mosquitoes), rental housing (lack of heat/hot water, filth/hoarding etc.), trash accumulations, problems at regulated facilities, air/water pollution etc. An estimated 255 complaints will be investigated.
- Conduct soil testing and plan review for new or repaired septic systems. Issue permits to install and conduct inspections to approve installations.
- Issue permits and approve the installation and water quality for new private wells.
- Investigate reported cases of elevated blood lead in children under the age of 6. Conduct an epidemiological investigation to determine the source of the poisoning. Order property owners to correct defective surfaces or other conditions causing the lead poisoning. Conduct follow-up inspections to confirm compliance.
- Offer public influenza and pneumonia immunization clinics for anyone age 4 and older. Administer 2,750 flu shots and 100 pneumonia shots. (Goal is to increase flu immunizations in children by 250 and provide new pneumonia vaccine to persons that qualify.)
- Track and investigate when appropriate over 40 reportable communicable diseases and conditions. Diseases typically investigated include those associated with food or water (salmonella, E. Coli, campylobacter etc.) and tuberculosis. Coordinate TB case contact interviews with the VNA.

- Coordinate a number of clinics and health screenings including:
 - Smiles for Life Dental Cleanings for residents age 60+. With a 50% funding match from the North Central Area Agency on Aging we plan to offer 12 clinics and serve 120 residents. Clinics are at no cost to the participant.
 - Provide information on radon gas during National Radon Awareness month. Free radon test kits are distributed for residents to test their homes.
- Coordinate a number of health education programs including:
 - The CCHD ACHIEVE Health initiative that includes work addressing nutrition, obesity, and physical activity.
 - The Putting on AIRS asthma home assessment program. With State funding, residents are provided with a home inspection to identify asthma triggers. Inspections are conducted by a nurse/health educator and environmental health inspector. There is no cost to the resident.
- Prepare for National Accreditation through the development of plans and procedures that will ensure quality improvement and performance management.
- Review and update our Public Health Emergency Response Plan in consultation with the CT Department of Public Health and in coordination with the municipal emergency management directors.



HEALTH & HUMAN SERVICES

Social & Youth Services

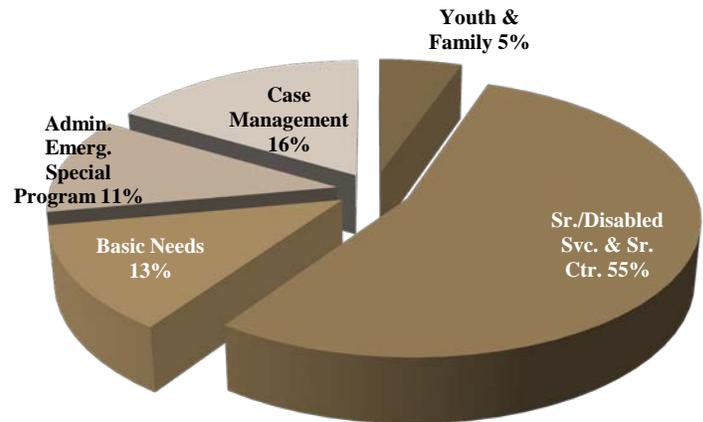
MISSION STATEMENT:

To promote the continuing positive growth and development of all Town residents throughout their lives; and commit to the delivery of total quality service within the framework of a professional, creative, and supportive environment.

DEPARTMENT DESCRIPTION:

Social and Youth Services is responsible for the assessment, planning, development, coordination and implementation of programs for youth, adults, families, the elderly and the disabled, including transportation services. The department administers ongoing program evaluations, and provides resources for volunteer opportunities throughout the Town of Wethersfield. Major programs include: Youth and Family Services, Senior and Disabled Services/Senior Center, Basic Needs, Emergency/Crisis Services and Case Management. Responsible for emergency management support and shelter operations.

PROGRAM	BUDGET AMOUNT	PERCENT
Youth & Family Services	\$37,113	5%
Senior/Disabled Services and Senior Center	376,926	55%
Basic Needs	86,273	13%
Administrative/Emergency/Special Programs	78,795	11%
Case Management	112,415	16%
Total	\$691,522	100%



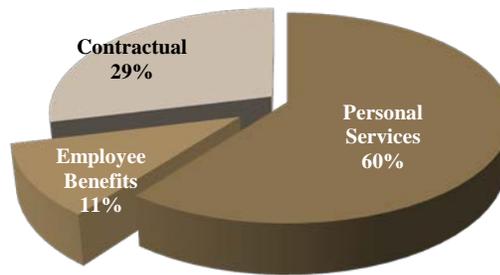
PERSONNEL DATA SUMMARY

POSITION	2013/2014	2014/2015	2014/2015	2015/2016
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
<u>Full Time</u>				
Director (combined with Parks & Rec.)	.75	0.0	0.0	0.0
Assistant Director	0.0	1.0	.67	1.0
Elderly Services Coordinator	1.0	1.0	1.0	1.0
Technical Assistant	1.0	1.0	1.0	1.0
<u>Part Time</u>				
Special Program Instructors	.10	.10	.10	.10
Senior Center Coordinator	.67	.72	.72	.80
Case Worker	.81	.91	.91	.91
Full-time Equivalent	4.33	4.73	4.40	4.81

PROGRAM: YOUTH AND FAMILY SERVICES: The goal of Youth and Family Services is to provide positive youth development and prevention programs, to coordinate services for youth and to provide counseling to youth and their families.

Program Expenses:

Personal Services	\$22,370
Employee Benefits	4,023
Contractual	<u>10,720</u>
Total	\$37,113



Outcomes:

- Of youth diverted from the court system through the Juvenile Review Board, future court involvement will be prevented in 85% of cases. This goal has been achieved: 6 of 6 cases were successfully resolved via the JRB. One case which was originally resolved via the JRB did see that client being arrested again a couple of months later.
- Positive Youth Development activities for middle school students will be offered through the Crossroads/a.s.A.p Program to enhance healthy youth development with adult supervision. 14 courses were offered over three sessions throughout the 2014-2015 academic year. Fall 2014 and Winter 2015 saw a total of 39 (unduplicated) students participate in this program. Spring 2015 enrollment is anticipated to be an additional 50 students.

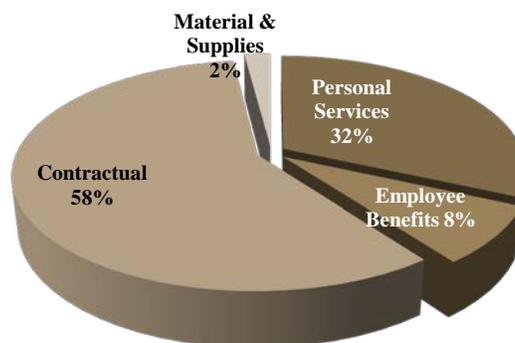
Major Changes / Accomplishments / Outlook:

- 1) Counseling is now being referred to several area practices. This program has been working well and feedback from clients has been positive. Funds are being used to subsidize the few clients who cannot afford co-pays. To date, 6 clients have been referred this fiscal year.
- 2) The Juvenile Review Board (JRB) is functioning effectively. Approximately 15 cases are anticipated in calendar year 2014-2015. Seven cases were brought before the JRB in academic year 2013-2014. The JRB also received a grant from Connecticut Youth Services Association (CYSA) in the amount of \$4,930 to provide funding for family counseling, drug and alcohol assessment, boys life skills group and parent education.
- 3) The summer Youth Employment program (YES) was offered with 10 students participating. All 10 students completed the program successfully by achieving their goals and completing their portfolios.
- 4) Two staff members have been actively involved in the Wethersfield Early Readiness Council/Graustein Memorial Early Childhood Grant to look at needs and resources for children birth to eight. The Youth Development Manager and Assistant Director will continue to be involved in this program. The Youth Development Manager was involved on hosting a Family Fun Night in April 2014 and creating the new Early Childhood Resource Guide which was published in December 2014. The Assistant Director is co-chair of the Health subcommittee.
- 5) The Youth Advisory Board composition was officially changed from a board of 18 members to a board of 13 members.
- 6) A new Friday Night Hangout program was started for 6th graders. The program meets twice a month from 7:00pm-9:00pm at the Community Center and provides students with a place to come and just hang out. The fall session saw 97 students enrolled and the winter session has 87 students enrolled. This represents 1/3 of the 6th grade school population.

PROGRAM: SENIOR/DISABLED SERVICES AND SENIOR CENTER: The goal of Senior and Disabled Services is to provide information, referrals and assistance so that residents can maintain their independence. The Senior Center provides health and wellness programs and opportunities for socialization as well as a daily nutritional lunch to enhance the quality of life for Wethersfield Seniors. Transportation through Dial-a-Ride is a major factor in enabling seniors and disabled citizens to maintain independence.

Program Expenses:

Personal Services	\$119,523
Employee Benefits	30,467
Contractual	219,196
Materials & Supplies	<u>7,740</u>
Total	\$376,926



Outcomes:

- As of 1/1/15, the Senior Center had a total of 502 members (increase of 7.5% from last year) with 305 members between the ages of 55 and 74 (increase of 15% from last year). By continuing to add new programs and targeting younger seniors, our goal is that overall membership will continue to grow 5% overall, and in the younger age groups.
- The Center will offer at least 50 programs each month including health and wellness and educational programs that allow for socialization. In 2014, these programs attracted 7,894 participants, 14% increase from 2012. By searching out new and pertinent programs, our goal is participation will continue to increase by 10% in 2015.
- Provide transportation through Dial-a-Ride to all eligible clients requesting service. Service will ensure access to medical care and grocery shopping. Currently there are 302 individuals registered for Dial-a-Ride – this has remained stable for several years.

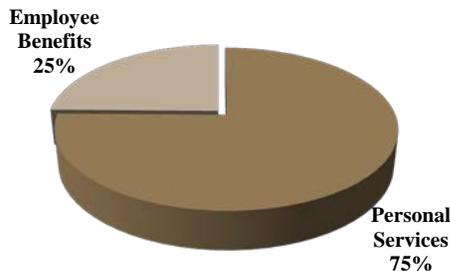
Major Changes / Accomplishments / Outlook:

- 1) Program participation remained high at the Senior Center in 2014 with 7,894 participants in the 739 Senior Center classes, programs and activities offered. Membership at the end of 2013 was 536, up 64 from the beginning of the year.
- 2) New programs/classes introduced in 2014: free weekly movies, Broadway dance fitness class, acrylics painting class, Good Life Functional Fitness class, and Live Well with Diabetes workshop.
- 3) The Computer Learning Center remains active. In 2014 it served 349 participants in 17 classes and workshops and 82 open labs. New classes introduced in 2014 – iPad for Beginners, iPad for Intermediate Users, iPad Photo Workshop. Four new volunteers have been recruited.
- 4) The Senior Café served 4,178 meals in 2014 – a decrease of 9%. The average was 348 per month compared to 382 meals/month in the previous year.

PROGRAM: BASIC NEEDS: Basic needs provide essential services and related assistance to ensure that all residents have shelter, food, clothing, heat, electricity, and emergency financial assistance in times of crisis. Elements of this program include the Food and Clothing Bank, energy assistance (provided by Social and Youth Services staff and staff from the Community Renewal Team) and administration of Special Needs Fund and the Wethersfield Fuel Bank. All direct assistance to residents is through state and federal funds or donor funds (Special Needs or Wethersfield Fuel Bank).

Program Expenses:

Personal Services	\$64,921
Employee Benefits	<u>21,352</u>
Total	\$86,273



Outcomes:

- Maintain basic nutrition by having Food Bank available during office hours; 90% of clients will be seen within 24 hours for emergencies and within three days of non-emergent requests.
- Provide energy/utility assistance to at least 500 households per year.
- Increase utilization of Food Bank for working families and school age children.

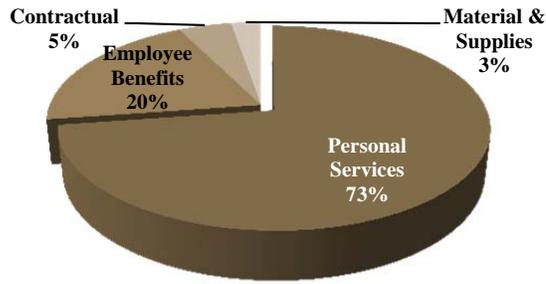
Major Changes / Accomplishments / Outlook:

- 1) The goal of the Food Bank was met. Individuals and families were seen in the appropriate timeframe. Use of the Food Bank increased over the course of the 13-14 fiscal year. Average use per month was 102 households. The use of Mobile Food Share averaged 94 households per visit which are scheduled every other week.
- 2) Energy assistance remains consistent. In 13-14, 637 households (vs. 663 in the previous year) applied for energy assistance with an estimate of 637 for 14-15. The town fuel bank is used when residents exhaust all other entitlement funds.

PROGRAM: ADMINISTRATIVE/EMERGENCY/SPECIAL PROGRAMS: This category reflects general administrative duties, special seasonal, and short term programs (e.g., administration of camp scholarships and the Wethersfield Camp Fund) and time spent in emergency planning and dealing with emergency situations.

Program Expenses:

Personal Services	\$57,290
Employee Benefits	15,680
Contractual	3,725
Materials & Supplies	<u>2,100</u>
Total	\$78,795



Outcomes:

- 100% of eligible applicants received camp scholarship assistance, Thanksgiving food baskets, school supplies, and holiday toys for children.
- Continue outreach and collaboration with community providers and organizations to reach individuals and families in need.

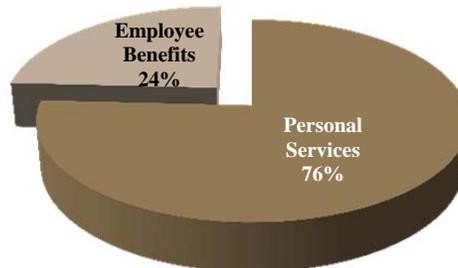
Major Changes / Accomplishments / Outlook:

- 1) Demand for basic needs services has remained consistent. Town residents, organizations and several foundations have continued to be generous which has allowed the continuation of the Thanksgiving Food program, the Christmas program, School Supplies program and continued donations to the Special Needs Fund, The Wethersfield Fuel Bank and the Wethersfield Camp Fund. In 2014, 100 children or adults with disabilities received camp scholarships, 86 households received Thanksgiving baskets, and 150 children received holiday gifts, and 78 children from 41 households received school.
- 2) The Department continues to partner with local businesses and non-profits to provide coordinated services. These organizations include: AARP Tax assistance, CL&P, Community Renewal Team (CRT), Wethersfield/Rocky Hill Nurses, Junior Women’s Club, Co-Opportunities, UNICO, United Way 2-1-1, Dutch Point Credit Union, Global Fuel Program, Walmart, Farmington Bank and local grocery stores.
- 3) An Assistant Director of Social and Youth Services was hired to oversee the day to day operations of Social and Youth Services Department.

PROGRAM: CASE MANAGEMENT: The goal of case management is to assist people with current problems, provide education and prevent future crises resulting in overall enhancement of their quality of life.

Program Expenses:

Personal Services	\$85,258
Employee Benefits	<u>27,157</u>
Total	\$112,415



Outcomes:

- All case management clients will have a treatment plan: 85% of clients will receive all services noted in their treatment plan.
- 90% of clients received appropriate information and referrals based on their needs and questions.
- Utilize new software to improve case management system.

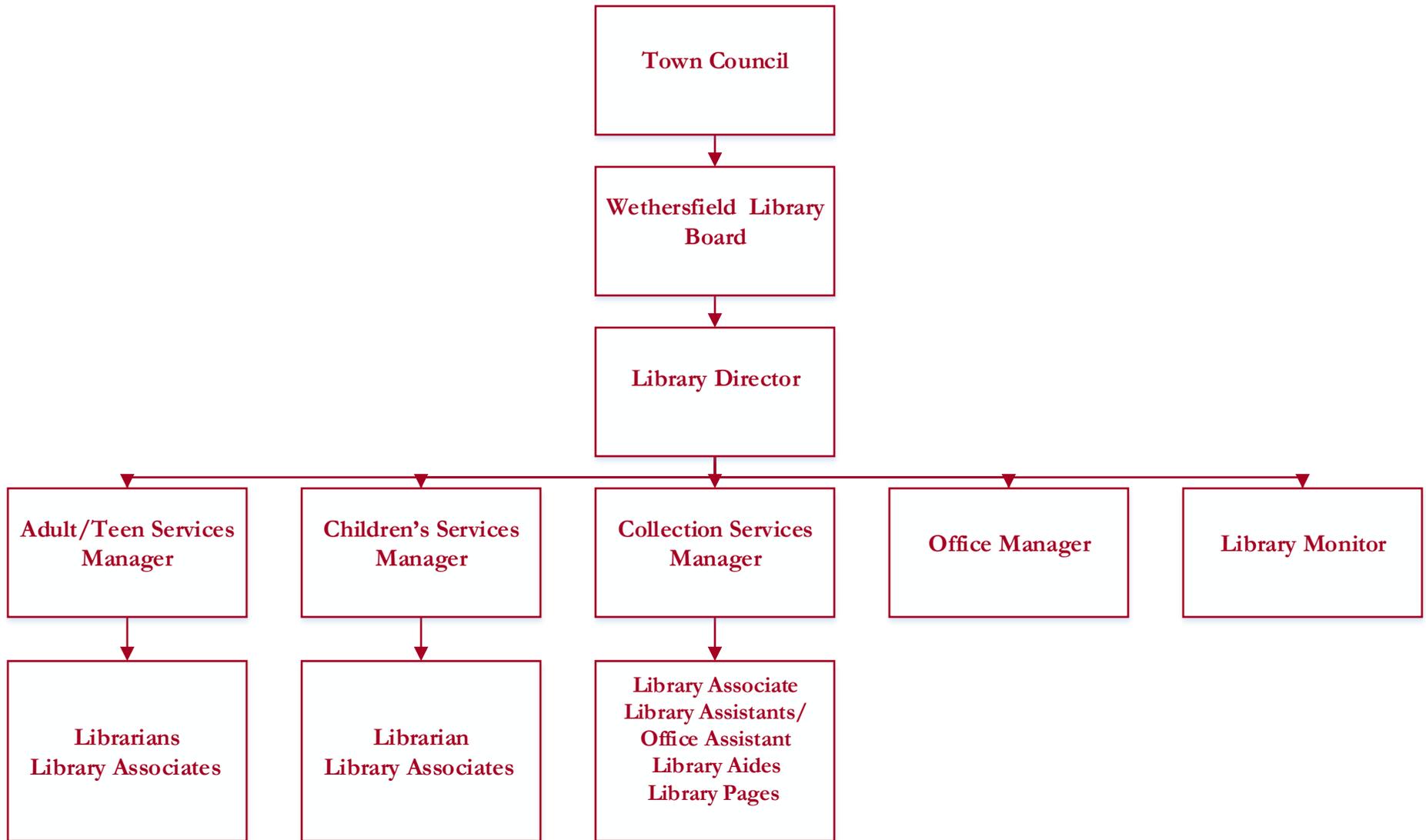
Major Changes / Accomplishments / Outlook:

- 1) The number of seniors who received case management services in 2014 was 239 new clients, ending with a total caseload of 1,529 while the total for 2013 was 221 new clients with a total caseload of 1,312 ending December 2013.
- 2) There were 49 new case management services for non-senior adults and those with disabilities. C.H.O.I.C.E.S. counseling was provided to 7 non-elderly disabled clients. Many non-elderly disabled clients are assisted by their housing Resident Services Coordinators.
- 3) Health Insurance counseling for seniors through the C.H.O.I.C.E.S program served 156 seniors and residents in Wethersfield.
- 4) 476 residents were assisted through the State Renters Rebate Program.
- 5) The Friendly Visitor/Friendly Shopper Volunteer program has 38 volunteers currently assisting seniors and people with disabilities with friendly visits and grocery shopping weekly. Volunteers are supervised and trained to assist with this program.

2015-2016 Adopted Budget with Expenditure History

SOCIAL & YOUTH SERVICES

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
PERSONAL SERVICES							
SAL/WAGES	302,228	305,402	294,677	321,698	219,327	204,503	220,018
PPT WAGES	113,401	108,507	94,366	101,911	106,054	114,661	129,344
	415,629	413,909	389,043	423,609	325,381	319,164	349,362
EMPLOYEE BENEFITS							
FICA/LIFE	53,140	35,732	37,034	32,666	26,090	26,529	28,967
HEALTH INS	78,335	82,318	64,218	58,737	38,277	53,098	37,196
PENSION	-	33,798	23,974	31,129	29,521	18,336	19,636
DC PENSION	-	-	-	1,274	2,440	8,023	8,949
WC PREM	-	-	-	3,169	2,777	3,829	3,931
	131,475	151,848	125,226	126,975	99,105	109,815	98,679
CONTRACTUAL							
CONF/TRAIN	1,247	1,425	1,512	1,606	1,186	3,250	4,200
PROF SERV	237,249	228,591	194,421	200,333	206,169	212,811	219,196
SUPPORT SV	1,691	1,983	3,093	1,656	5,434	10,245	10,245
	240,187	231,999	199,026	203,595	212,789	226,306	233,641
MATERIALS & SUPPLIES							
AGCY SUPL	3,100	3,100	3,100	3,235	3,100	5,900	7,740
OFFICE SUP	1,562	1,655	1,515	1,336	1,709	2,100	2,100
	4,662	4,755	4,615	4,571	4,809	8,000	9,840
Totals:	791,953	802,511	717,910	758,750	642,084	663,285	691,522





LIBRARY SERVICES

Wethersfield Public Library



MISSION STATEMENT:

The mission of the Wethersfield Public Library is to provide the Wethersfield community with the ABC's:

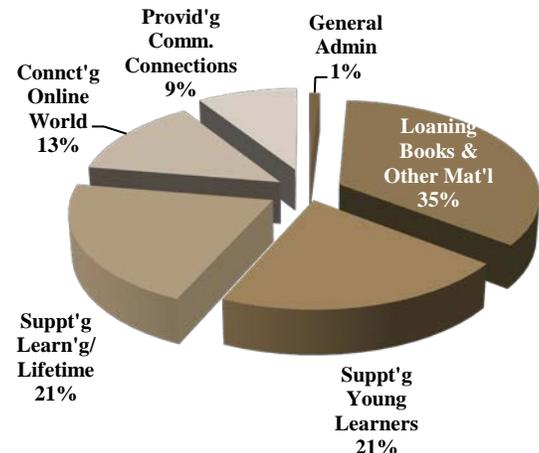
- Access to information
- Books and other materials
- Community gathering place

The Library provides free and open access to materials and services to meet the informational, educational, cultural and recreational needs of the Wethersfield community. The Library Board, appointed by the Town Council, is solely responsible for operating the Library in accordance with the Connecticut General Statutes and the Town Charter.

DEPARTMENT DESCRIPTION:

The Wethersfield Library loans books and other materials, offers programs and services designed to develop young readers, supports lifelong learning, and provides convenient access to computers and meeting places in a comfortable, well-maintained building.

PROGRAM	BUDGET AMOUNT	PERCENT
General Administration	\$18,200	1%
Loaning Books & Other Materials	664,965	35%
Supporting Young Learners	409,177	21%
Supporting Learning over a Lifetime (Teens and Adults)	404,403	21%
Connecting to the Online World	255,603	13%
Providing Community Connections (Town Commons)	175,786	9%
Total	\$1,928,134	100%



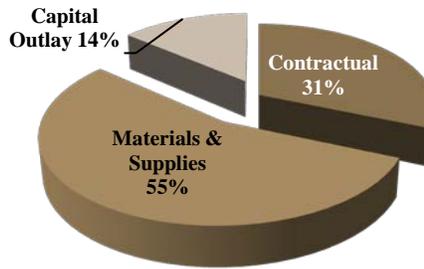
PERSONNEL DATA SUMMARY

POSITION	2013/2014	2014/2015	2014/2015	2015/2016
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Library Director	1.00	1.00	1.00	1.00
Librarians	6.40	6.40	6.40	6.40
Office Manager	1.00	1.00	1.00	1.00
Library Associates	4.77	4.77	4.77	4.77
Library Assistants	6.00	6.00	6.00	6.00
Office Assistant	1.00	1.00	1.00	1.00
Pages	1.20	1.20	1.20	1.00
Library Aides	1.00	1.00	1.00	1.00
Monitor	0.50	0.50	0.50	0.42
Full-time Equivalent	22.87	22.87	22.87	22.59

PROGRAM: GENERAL ADMINISTRATION: This program covers printing, postage, service contracts on equipment and general office supplies.

Program Expenses:

Contractual	\$5,700
Materials & Supplies	10,000
Capital Outlay	<u>2,500</u>
Total:	\$18,200



*

PROGRAM: LOANING BOOKS & OTHER MATERIALS: The public is able to conveniently obtain, check out and return items from an up-to-date, well-organized collection of materials which reflect community interests, meet residents' needs and requests and are in good condition. This program covers all the work of the Collection Services staff.

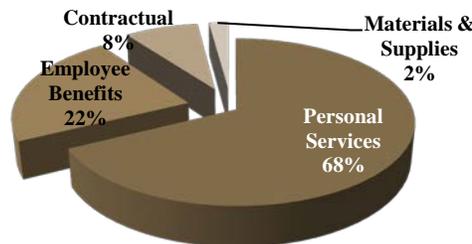
In FY13-14, staff members

- Checked out 347,662 items
- Checked in and shelved these items upon return (a total of over a million transactions)
- Ordered and cataloged 14,462 items
- Removed 18,704 items
- Registered 1,647 borrowers
- Maintained the database of 12,161 active borrowers, as of the end of FY13-14

The Library benefits from its participation in a Greater Hartford regional shared services program, Library Connection, Inc. (formerly CONNECT), which is a consortium of 30 member libraries.

Program Expenses:

Personal Services	\$449,490
Employee Benefits	148,224
Contractual	53,226
Materials & Supplies	<u>14,025</u>
Total	\$664,965



Outcomes:

As of the end of FY13-14, 46% of town residents had active library cards. On a per capita basis, people borrowed 13 items each year from the Library.

Major Changes / Accomplishments / Outlook:

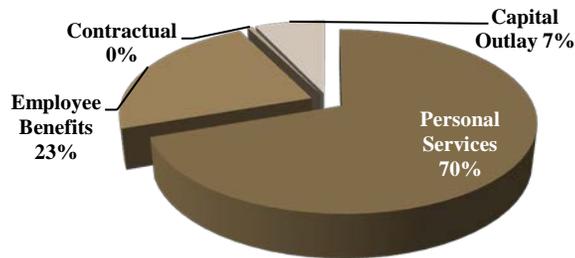
A significant change last year was the implementation of a new catalog/circulation software system. This product provides a more user-friendly catalog for public use. It also gives staff greater ability to derive needed statistical reports. Other changes included the reallocation of acquisition responsibilities. Collection Services staff still participate in the process of materials selection and ordering, but the bulk of these activities are now performed by the Adult Services Department. In addition, beginning in January 2015, some activities performed by the Administration Department were taken over by Collection Services staff. Further changes are anticipated to occur in 2015.

The radio frequency identification (RFID) system continued to provide theft protection and speedier check-out for library materials. At the end of FY13-14, the Library's two self-check stations accounted for approximately 37% of all check-out transactions. Borrowers are able to pay their fines in cash at the self-check stations and hopefully in the future, borrowers will be able to use credit cards as well. The purchase of a new, more user-friendly model DVD unlocking device for these self-check stations proved to be a big hit with patrons at the end of the fiscal year.

PROGRAM: SUPPORTING YOUNG LEARNERS: The Children’s Department brings literacy and learning opportunities to children and families. Children from birth to preschool have developmentally appropriate programs and services designed to help prepare them to begin school with the skills needed for learning and for reading. In planning preschool programs, staff promotes the five practices that the American Library Association’s *Every Child Ready to Read 2* model identifies as key to preparing our youth to learn to read. School-aged children are encouraged to maintain and improve their reading skills through a variety of programs. In planning programs for school-aged children, staff uses *Common Core State Standards* as well as STEM (Science, Technology, Engineering and Math) objectives. Yearly, a winter reading and summer reading program is offered to help children develop, maintain or even increase their reading skills. Children’s staff uses their knowledge of the Wethersfield community, child development and children’s materials to select and maintain the children’s and parent collections. On a daily basis, staff assists children and families in finding books and other materials of interest, answer questions, and assist with computer use. Children’s staff works in partnership with the schools and community agencies.

Program Expenses:

Personal Services	\$284,895
Employee Benefits	93,782
Contractual	2,000
Capital Outlay	<u>28,500</u>
Total	\$409,177



Outcomes:

As a result of attending the Library’s literacy classes, 63% of parents/caregivers surveyed reported that they learned at least two ways to help their children develop early literacy skills so they are ready to learn to read when they begin school.

79% of those Emerson-Williams Elementary School students who participated in the Library’s 2014 summer reading program, maintained or increased their reading scores. Children’s staff worked with Wethersfield School’s Office of Curriculum and Instruction on this pilot project to track student progress.

Major Changes / Accomplishments / Outlook:

Working closely with Wethersfield Public Schools, the 2014 Summer Reading Program, entirely funded by the Friends of the Wethersfield Library, saw an 11% increase in the number of children who registered. Of those registered, 47% actually read when compared to 2013 when only 40% of children who registered read. 2014 summer reading participants counted books read as opposed to number of minutes based on recommendations made during meetings with school staff. The Library plans to continue the pilot project to track student progress as it relates to participation in the summer reading program with all five elementary schools.

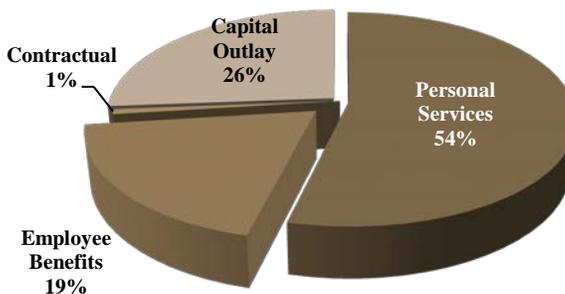
Two new classes were added to the 2015 winter class schedule as a result of further collaborations, namely, *LEGO® Jr. Makers* and *Project: Create!* The weekly *LEGO® Jr. Makers*, for children in Kindergarten through 2nd grade, will focus on creating/telling stories using *LEGO®* bricks. A box of *LEGO®* bricks was donated to the library through an initiative between the Association for Library Service to Children (ALSC) and *LEGO®* Systems, Inc., who are working together to bring Junior Maker Spaces to libraries across the country. For the monthly *Project: Create!* maker program for children in grades 3-6, staff collaborated with staunch library supporter Paul Langdon who volunteered to conduct several classes using his *littleBits* modules which he was recently awarded. This kit consists of small, color coded electronic modules that snap together with magnets, allowing users to explore electronics and make any number of projects. In conclusion, children’s staff continues to foster and develop collaborations, as well as planning and executing the vast majority of the 340 children’s programs presented yearly.

PROGRAM: SUPPORTING LEARNING OVER A LIFETIME (TEENS AND ADULTS): The Library provides adults and teens with the resources they need to explore topics of personal interest and to continue to learn throughout their lives. Staff members find answers to people’s questions, help people find books they will enjoy reading, and fill their requests for materials by reserving items in the collection, purchasing new items or borrowing items from other libraries. Library users receive the health, consumer, business and career information they need. They are offered a variety of support services including job and life skills classes (underwritten by the Friends of the Library) and classes offering cultural and life-long learning opportunities. Over 200 readers use the *Book It for Me* service, which provides them with staff-placed reserves

of new books by their favorite authors. Several local book groups obtain multiple copies of books for their discussions by using the Library's *Book Club in a Bag* and interlibrary loan services. Teens are also offered programs that encourage learning and creativity. During the year, all 7th grade classes are offered a Library orientation. This program goal comprises a significant portion of the Adult Services department's responsibilities.

Program Expenses:

Personal Services	\$217,644
Employee Benefits	77,604
Contractual	3,150
Capital Outlay	<u>106,005</u>
Total	\$404,403



Outcomes:

Patron surveys indicated that nearly 90% of those attending the job and life skills programs rated the program as “very good” or “excellent.” Of these, nearly 75% of participants indicated new learning.

Patron surveys indicated that over 90% of the people attending the cultural and life-long learning programs rated the programs as “very good” or “excellent.” Of these attendees, over 60% of attendees indicated new learning.

Major Changes / Accomplishments / Outlook:

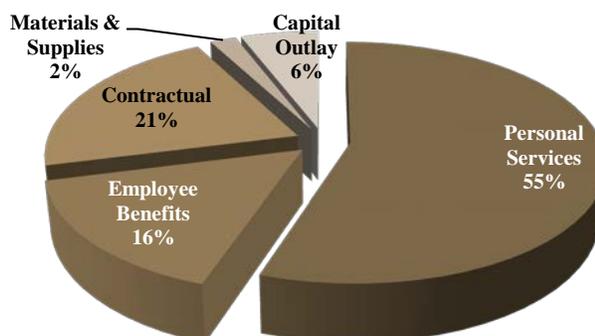
In 2014 Adult Services staff responded to over 34,300 requests for assistance, by phone, email and in person. In addition, nearly 1,900 people attended the 134 programs offered to teens and adults. Life skills programs in 2014 included Choosing a Financial Planner, Alzheimer's: Creating Moments of Joy, and Grief and Loss during the Holidays. One of the year's most popular programs was Hula Hoops to High Fashion: G. Fox and Co. in the 1950's, which was educational and nostalgic. The Korean Lotus Flower Lantern workshop was a cultural education for participants and resulted in beautiful handmade lanterns. Both the monthly Saturday afternoon classic film series and Tuesday evening contemporary film series continued throughout 2014, and are generally well-attended. The adult summer reading program continued for the third year, with a 16% increase in participation and all readers participating online.

Library staff makes a concerted effort to welcome teens to the library and provide them with a positive experience. Thirty classes for teens were offered, including a Zombification workshop, Mockingjay craft program, two baking/decorating activities, and a resume preparation class. Orientations for 7th graders were again offered in the spring, however due to the renovations at the high school it was not possible to hold 9th grade library information sessions as in 2013. Hundreds of teens again registered for the teen summer reading program, and over 1,400 book reviews were entered online. It is hoped that in the future we can expand the space, collection, and programming that is offered to the teens.

PROGRAM: CONNECTING TO THE ONLINE WORLD: Library users are provided with easy access to the digital world in order to meet their daily living, business and social needs and activities. Twenty-two computers with printing capability are available for public use. Wireless internet access is available throughout the Library. Library staff members frequently provide assistance to people using the computers, and computer instruction is offered on a regular basis. The Library uses social media to connect with Library users and to market Library programs. The Library uses outsourced technical support to maintain its computer and network, and its server is backed up both locally and offsite. Managing and teaching technology (both in structured classes and for individuals) comprises a significant portion of Adult Services department's work.

Program Expenses:

Personal Services	\$141,134
Employee Benefits	40,348
Contractual	54,121
Materials & Supplies	5,000
Capital Outlay	<u>15,000</u>
Total	\$255,603



Outcomes:

People attending computer classes filled out pre- and post- learning evaluations. 94% of students reported that the computer classes increased their computer skills. The overall increase in skill level averaged 71% greater knowledge per student.

An average of 670 people accessed the Internet through the Library’s wireless connection each month in calendar year 2014. This represents about a 50% increase in use of the Library’s wireless resources, as more and more people bring their own devices to the Library.

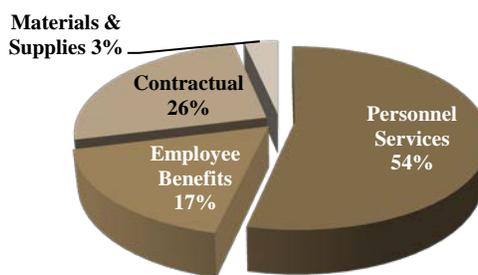
Major Changes / Accomplishments / Outlook:

Over 50,300 people used the Library Internet computers in the past year, which includes an average of over 670 users of the wireless service each month. An increasing number of people are bringing their laptops, tablets, and smartphones to the Library to use the Wi-Fi. The new Technology Librarian has greatly increased the Library’s social media presence. Computer classes (averaging three per month) are designed to meet people’s needs and interests. Due to staffing changes, computer instruction was offered for seven months in 2014. Over 150 people attended 22 computer classes. Hands-on instruction is offered in most classes, using the Library’s mobile computer lab laptops. Two of the most highly attended classes continue to be *Excel 2013* and *eBooks @ Your Library*, which teaches people to use their tablets, phones and ereaders to download eBooks. Ebook users continue to come to the Library for assistance with their e-readers, tablets and smartphones. The Library provides access to downloadable eBooks, eAudiobooks, eMagazines, music and videos. Two new online services were added in 2014: *Ancestry.com* and *Wowbrary*, an opt-in email service. *Ancestry.com* can be used in the Library to research one’s ancestry. *Wowbrary* provides notification of new Library materials on a weekly basis. The public fax service available at the Library continues to be used regularly, and now has a simple scanning option. In 2014, a portion of the Library’s computer hardware was upgraded based on age and condition. The Library contracted with a new IT support service, which provides faster service at lesser cost. This has been a positive change. The new IT service upgraded the Library’s wireless network, nearly eliminating reception problems. Finally, it is anticipated that the Library’s website will be completely redesigned in the upcoming year, making it significantly easier to use and maintain.

PROGRAM: PROVIDING COMMUNITY CONNECTIONS (TOWN COMMONS): Individuals and community groups have access to a welcoming, neutral, safe space for reading, studying and meeting. The Library serves as a gathering place for people and as a central access point for current community information through bulletin boards and handouts. Visitors also learn about library programs and services through the digital bulletin board. Library subscribers receive regular announcements of programs and new materials and services through *Constant Contact* emails. Staff maintain the Library website with current information about services and programs. Staff members also maintain local history information. In addition there are monthly displays and exhibits by local artists and collectors. The Library building is an essential part of Library service, providing space for the collection and staff and is the foundation of all the Library programs. Staff members schedule and set up the nine meeting and study rooms.

Program Expenses:

Personal Services	\$94,178
Employee Benefits	30,756
Contractual	44,852
Materials & Supplies	<u>6,000</u>
Total	\$175,786



Outcomes:

In 2014, the meeting rooms were used 3,224 times with a total attendance of 20,709. Nearly 178,000 people visited the Library during the past year. That’s 6.8 visits per capita.

Major Changes / Accomplishments / Outlook:

Beginning in FY14-15, the Library opened on eight additional Sundays during the year, thus providing Sunday service for the entire school year (September through June). This change has been well-received by the community.

Collaboration with others remains a central theme at the Wethersfield Public Library. Library staff regularly engages with local schools, community groups, organizations, associations, businesses, and other town departments. Some highlights include:

- Library users donated 3,130 items to the Wethersfield Food Bank through the Food for Fines project.
- For Wethersfield's Annual Scarecrows on Main, sponsored by the Old Wethersfield Shopkeepers Association, Library staff created "Dewey" a book-themed scarecrow representing the Library, which was displayed on the corner of Main and Church Streets.
- The Library participated in the "Library Passports" initiative sponsored by CLA's Public Libraries Section in celebration of National Library Card Month.
- Library users donated 421 hats, gloves and scarves through the Library's Mitten Tree project to the Social Services Department for distribution.

In addition to reaching out to others in the community, the Library also serves as a community gathering place. Twenty seven different community groups meet regularly at the Library. *Time to Talk*, the Library conversation group for new English speakers, met weekly for most of the year. This past year we have taken requests from 18 different book groups, many on a monthly basis. People also used the Library without walking through the doors - by utilizing the Library's website, which is anticipated to be redesigned in the upcoming year.

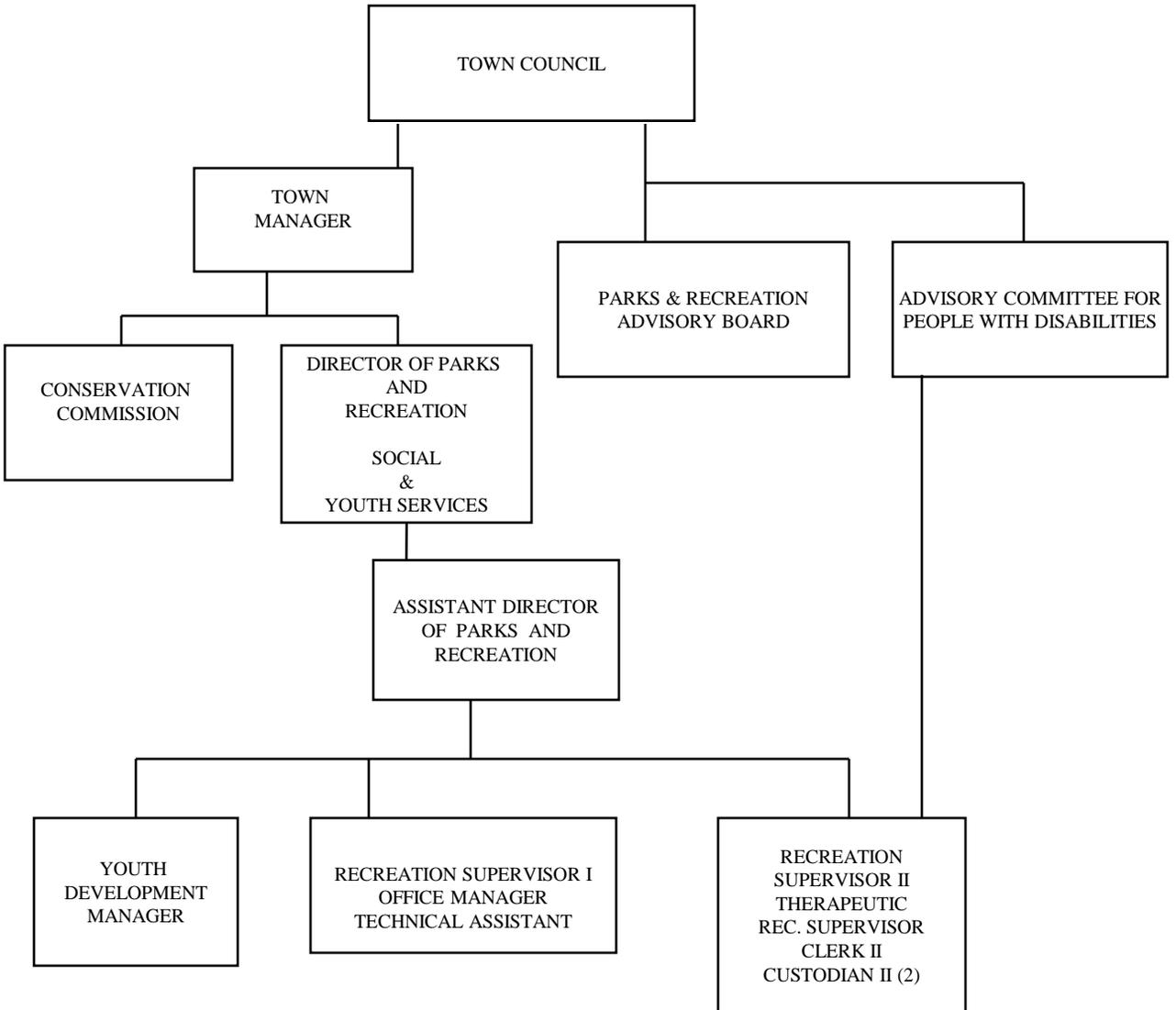
The Library continues to host a vibrant volunteer program, staffed by Wethersfield residents or by volunteers from the Friends of the Wethersfield Library. Volunteers generally serve on a weekly basis, assisting with various activities including photocopying, labeling, and booklet-making, or making preparations for the Friends of the Wethersfield Library book sales.

2015-2016 Adopted Budget with Expenditure History

PUBLIC LIBRARY

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
PERSONAL SERVICES							
SAL/WAGES	998,839	1,060,750	1,056,234	1,056,115	1,101,613	1,143,807	1,187,341
	998,839	1,060,750	1,056,234	1,056,115	1,101,613	1,143,807	1,187,341
EMPLOYEE BENEFITS							
FICA/LIFE	128,240	89,909	74,181	74,960	77,866	80,447	82,831
HEALTH INS	147,612	178,408	191,079	206,450	175,396	190,096	196,342
PENSION	-	65,502	54,125	64,657	79,132	105,346	102,365
DC PENSION	-	-	-	-	-	4,552	6,848
WC PREM	-	-	-	1,382	1,618	2,387	2,328
	275,852	333,819	319,385	347,449	334,012	382,828	390,714
CONTRACTUAL							
COPY - EXT	1,827	496	500	500	600	600	600
CONF/TRAIN	2,421	4,419	4,106	4,369	4,451	5,000	5,000
RECRUITMT	156	30	336	83	1,470	-	-
PROGRAMS	6,146	3,253	3,061	3,937	5,234	5,150	5,150
SUPPORT SV	61,406	52,989	69,021	79,746	75,883	77,294	95,078
CUSTODIAL	28,800	26,753	25,930	26,217	25,792	28,400	28,400
POSTAGE	129	123	87	106	294	100	100
TELECOMM	11,774	11,105	12,023	11,507	11,368	12,452	12,452
OFF MCH SV	2,660	2,261	1,404	7,150	9,700	12,269	12,269
REP & MAINT	1,839	981	727	4,091	4,514	4,300	4,000
	117,158	102,410	117,195	137,706	139,306	145,565	163,049
MATERIALS & SUPPLIES							
AGCY SUPL	15,097	13,808	12,986	11,980	17,053	16,500	14,025
BLDG SUPL	11,486	6,827	15,337	7,173	9,793	6,000	6,000
OFFICE SUP	16,638	10,097	17,788	14,578	16,353	15,000	15,000
	43,221	30,732	46,111	33,731	43,199	37,500	35,025
CAPITAL OUTLAY							
LIBR BOOKS	124,866	130,305	126,088	141,826	152,015	147,000	134,505
IT EQ/SOFT	25,509	-	-	19,377	15,000	20,000	15,000
FURNSHNGS	-	-	-	-	-	-	2,500
	150,375	130,305	126,088	161,203	167,015	167,000	152,005
Totals:	1,585,445	1,658,016	1,665,013	1,736,204	1,785,145	1,876,700	1,928,134

PARKS AND RECREATION





PARKS & RECREATION

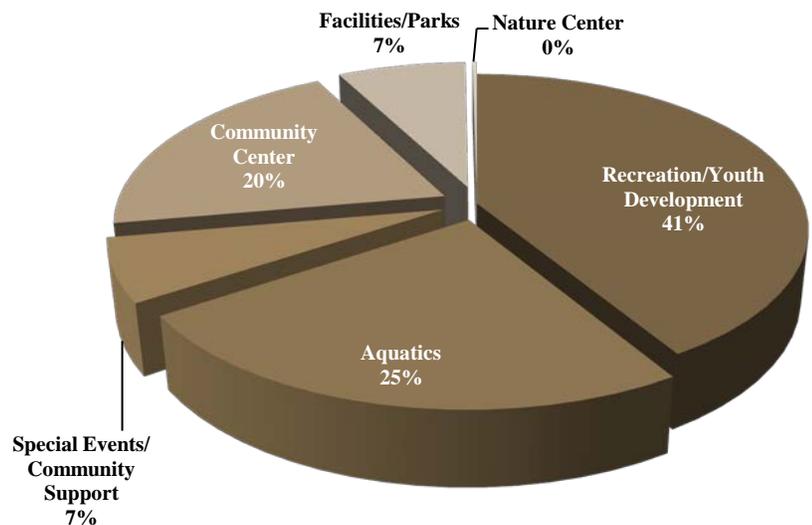
MISSION STATEMENT:

The purpose of the Parks and Recreation Department is to meet the recreational and fitness needs of residents by providing a variety of enjoyable leisure pursuits for all ages with facilities and parks that are well maintained, safe, accessible, and attractive.

DEPARTMENT DESCRIPTION:

The Parks and Recreation Department is responsible for providing a comprehensive and varied program of public recreation activities, services and resources for residents at all age levels. Oversees the maintenance of all park and recreation facilities; provides emergency management support and operates the town shelter. Programs are planned in the following categories: aquatics, camps, cultural, environmental education, fitness, social, special events, sports and therapeutic recreation. Staff serves as liaison to the Parks and Recreation Advisory Board, Conservation Commission, Advisory Committee for People with Disabilities, and Solomon Welles House Committee. Support services are provided for many volunteer organizations in Town.

PROGRAM	BUDGET AMOUNT	PERCENT
Recreation/Youth Development	\$725,923	41%
Aquatics	439,311	25%
Special Events/Community Support	117,049	7%
Community Center	362,026	20%
Facilities/Parks	133,706	7%
Nature Center	4,100	0%
Total	\$1,782,115	100%



PERSONNEL DATA SUMMARY

POSITION	2013/2014	2014/2015	2014/2015	2015/2016
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Parks & Recreation Director	1.0	1.0	1.0	1.0
Parks & Rec. Asst. Director	1.0	1.0	1.0	1.0
Recreation Supervisors	2.0	2.0	2.0	2.0
Therapeutic Rec. Supervisor	1.0	1.0	1.0	1.0
Youth Development Manager	1.0	1.0	1.0	1.0
Custodian II	2.0	2.0	2.0	2.0
Office Manager	1.0	1.0	1.0	1.0
Technical Assistant (2)	.7	.7	.7	1.4
Clerk II	.7	.7	.7	0
<u>Part Time</u>				
Recreation Attendant (11)	1.95	1.95	1.95	1.95
Recreation Leader I (9)	1.40	1.40	1.40	1.40
Recreation Leader II (23)	2.60	2.60	2.60	2.60
Recreation Leader III (11)	1.70	1.70	1.70	1.70

Recreation Leader IV (6)	1.45	1.45	1.45	1.45
Recreation Leader V (7)	2.00	2.00	2.00	2.00
Recreation Leader VI (3)	.40	.40	.40	.40
Recreation Leader VII (2)	.20	.20	.20	.20
Recreation Leader VIII (3)	.10	.10	.10	.10
Recreation Leader IX (2)	.10	.10	.10	.1
Full-time Equivalent	22.30	22.30	22.30	22.30

PROGRAM: RECREATION/YOUTH DEVELOPMENT: Recreation includes all the instructional classes, preschool programs, camps and sport programs in the department including after school programs, dance and drama, fitness classes, gardens, senior citizen programs, Special Olympics, sport camps, teen theater, theater classes and therapeutic recreation. Classes are offered for preschoolers, youth, teenagers, adults, people with disabilities and senior citizens. The department offers over 200 recreation classes in this category. Classes are designed to positively impact the health and well being of participants and contribute to their quality of life. These services are affordable for residents. Scholarships are available for individuals. Children and adults receive a diverse selection of opportunities to meet their physical, emotional and social needs.

Program Expenses:

Personal Services	\$510,143
Employee Benefits	174,513
Contractual	29,222
Materials & Supplies	12,045
Total	\$725,923

Outcomes:

- Increase overall enrollment to 88% of planned capacity of classes.
- Recover 15% of budgeted recreation program expenses through revenues in offered programs.
- Generate \$99,500 in revenue for the Town General Fund.

Major Changes / Accomplishments / Outlook:

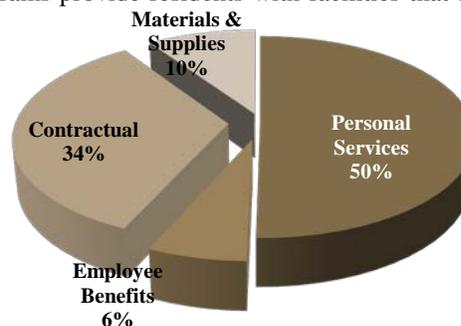
Fitness classes remain very popular and summer camp programs are maintaining their registration numbers. Responding to the national trend of obesity in children, running clubs were started at all five elementary schools. The running clubs turned out to be very successful with 1,211 students registered in the spring session and 1,266 registered in the fall. Students participated in local road races at the end of each session. A new server is required for registration software package (capital outlay). The existing server hardware is no longer supported for part replacements. The Clerk II position will be upgraded to a Technical Assistant because of the increased use of technology in the position and to assist the Senior Center Coordinator with their technical needs. The department's goal for the upcoming budget year is to increase enrollments in the classes, camps and programs by 1%.

Recreation Program Statistics	Actual 2010-11	Actual 2011-12	Actual 2012-13	Actual 2013-14	Estimate 2014-15	Projected 2015-16
# of programs	201	232	232	231	238	238
% at capacity	84%	83%	85%	87%	87%	88%
% revenue/expenses	19%	17%	18%	16%	15%	15%

PROGRAM: AQUATICS: Aquatics program encompasses all classes, activities and maintenance at two outdoor facilities, Willard and Mill Woods pools, and classes and activities at the High School pool during the school year. Swim lessons equip children and adults with lifetime skills, which result in confidence and safety in the water. Other activities provide opportunities to get healthy, stay fit and engage with others. These programs provide residents with facilities that are safe, well maintained and enjoyable.

Program Expenses:

Personal Services	\$220,833
Employee Benefits	27,847
Contractual	148,846
Materials & Supplies	41,785
Total	\$439,311



Outcomes:

- Maintain swim lesson enrollment and achieve 85% of planned capacity for classes.
- Recover 16% of budgeted aquatics program expenses through revenues.
- Generate \$72,000 in revenue for the Town General Fund.

Major Changes / Accomplishments / Outlook:

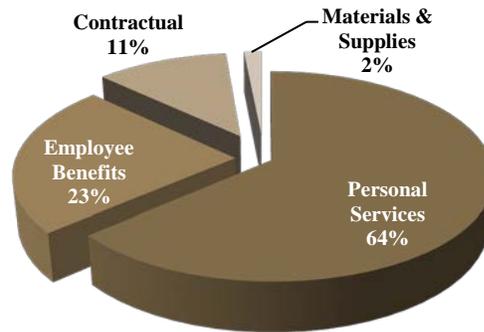
This budget maintains existing swim programs and recreational swim times at the outdoor pools. One construction project is being completed at Willard pool; the replacement of the filter pumps. Swim lessons were not offered at the high school pool during the 2015 spring session due to the high school renovation. The indoor pool has not been available as often because of the renovation project. It should be more available in the 2015-16 school year.

Aquatics	Actual	Actual	Actual	Actual	Estimate	Projected
Program Statistics	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
# of programs	170	172	171	172	124	172
% at capacity	77%	81%	85%	85%	85%	85%
% revenue/expenses	24%	28%	23%	20%	17%	16%
Pool Attendance	48,540	53,173	48,986	48,634	48,000	48,600
Pool Revenue	79,463	90,096	81,847	75,130	72,000	72,000

PROGRAM: SPECIAL EVENTS/COMMUNITY SUPPORT: The department conducts a variety of special events and community support operations. These events bring families together and develop a sense of community. Events include Fishing Derby, Easter Egg Hunt, Memorial Day Parade, Town Fireworks, Halloween Party, Santa’s Pancake Breakfast and Holidays on Main. Staff provides assistance to community organizations, including youth and adult sport leagues, senior citizen club, teen theater, garden clubs, Chamber of Commerce and nonprofit groups. Community groups collaborate with staff to provide partnerships on services, programs, events and facilities. These collaborations provide diverse volunteer opportunities which contribute to a strong community.

Program Expenses:

Personal Services	\$74,409
Employee Benefits	27,451
Contractual	13,404
Materials & Supplies	<u>1,785</u>
Total	\$117,049



Outcomes:

- Maintain number of collaborative special events with community organizations.
- Provide support to sport leagues to assist in scheduling athletic fields efficiently.

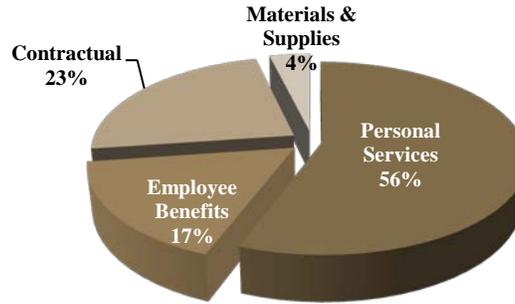
Major Changes / Accomplishments / Outlook:

This budget provides for existing special events and staff time to provide support to community organizations. Staff provided assistance to the Keane Foundation for the Cove Side Carnival on October 17-19, 2014, the Chamber of Commerce’s Corn Fest on September 20, 2014 & Holidays on Main on Dec. 4, 2014. Also working with the Chamber, fireworks were brought back to Town on May 31, 2014. Staff will continue to provide assistance to groups for their activities and programs and will work with sport groups to schedule athletic fields efficiently.

PROGRAM: COMMUNITY CENTER: The department is responsible for the operation of the Community Center which is an integral part of Parks and Recreation and serves as a community gathering place. Many recreation classes and activities are conducted in this building, including the therapeutic recreation programs, after school programs, preschool programs, senior citizen programs, summer camps and fitness classes. The Senior Citizen Center, 9/11 Memorial Sports Center and the Community Television studio are also based at this facility. The facility serves as the Town’s emergency shelter and is booked on a regular basis by senior citizen groups, civic groups and Wethersfield residents for a variety of activities at affordable rates.

Program Expenses:

Personal Services	\$201,761
Employee Benefits	61,665
Contractual	84,805
Materials & Supplies	13,795
Total	\$362,026



Outcomes:

- Community Center will increase private and non-profit rentals.
- Recover 12% of budgeted expenses through revenues.
- Generate \$43,100 in revenue for Town General Fund.

Major Changes / Accomplishments / Outlook:

Revenue has remained steady for recreation programs and rentals in the building. Visitations have increased with the popularity of the fitness programs and the 9/11 Memorial Sports Center. The Clerk II position will be upgraded to a Technical Assistant because of the increased use of technology and will provide technical assistance to the Senior Citizen Coordinator.

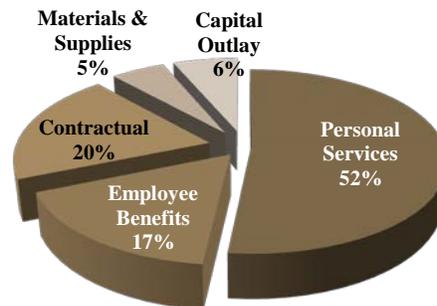
Community Center	Actual	Actual	Actual	Actual	Estimate	Projected
Facility Statistics	2010-11	2011-12	2012-13	2013-14	2014-15	2014-15
Rentals	386	402	382	392	400	408
Visitations	114,323	126,010*	118,375	119,054	118,000	118,600
% revenue/expenses	14%	14%	14%	13%	12%	12%

*Town Shelter opened for 6 days (7,029 visits).

PROGRAM: FACILITIES/PARKS: The operations of the Solomon Welles House and the park facilities are managed by this department. Included are utilities for these areas and equipment and supplies to operate the facilities. As a service to users, portable restrooms are placed at athletic fields and are included in this budget. Park facilities are available for residents to engage in sports, social interactions, relaxation and family activities that contribute to overall health and wellness. Parks provide vital green space and preservation of public land and are a source of community pride and identity.

Program Expenses:

Personal Services	\$69,176
Employee Benefits	22,619
Contractual	26,331
Materials & Supplies	7,080
Capital Outlay	8,500
Total	\$133,706



Outcomes:

- Athletic field use will achieve 96% of planned capacity for outdoor season.
- Solomon Welles House will increase number of yearly rentals to 162 for functions.
- Repair north side foundation at Solomon Welles House.

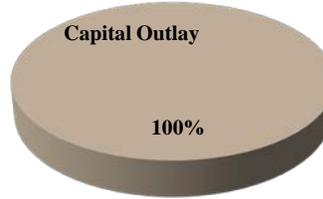
Major Changes / Accomplishments / Outlook:

This budget maintains existing services. Staff continually research opportunities to help fund park improvements. A new dock system and additional moorings at Wethersfield Cove will be installed over the 2015 boating season. The new Loretta's Dream Pavilion in Mill Woods Park is open for picnic reservations and the bathroom facility in this area of the park has been renovated. A construction project will be undertaken at the Solomon Welles House to repair to the north side foundation. A new brochure was developed by the Solomon Welles House committee to advertise rental opportunities at the house. It will be distributed throughout the community and made available at the Farmer's Market held on the grounds of the Solomon Welles House. In 2013-14 152 rentals were held at the house.

PROGRAM: NATURE CENTER: The Nature Center provides quality nature education and encourages stewardship of local natural resources. Its public educational programs, education services for community groups, and visitor center’s animals and displays help children and adults appreciate and understand the natural world around them and their relationship to it. Residents have opportunities to be physically active exploring the outdoors and learn to do it safely. Additional projects that improve the Town’s environment are developed with residents’ contributions and participation.

Program Expenses:

Capital Outlay	<u>\$4,100</u>
Total	\$4,100



Outcomes:

- Overall class enrollment for the year will achieve 81% of planned capacity.
- Increase visitations by 2%.
- Generate \$153,000 in revenue.

Major Changes / Accomplishments / Outlook:

An assessment was done of the Nature Center operations through a grant. Consultants provided recommendations to improve the operations. A subcommittee is now working on implementing the recommendations. The 2014 summer camp increased registrations by 18%. Volunteer hours at the Nature Center totaled 3,716 in 2013-2014, an increase of 10% with 132 volunteers.

Nature Center	Actual	Actual	Actual	Actual	Estimate	Projected
Program Statistics	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
# of programs	89	94	111	108	108	110
% at capacity	82%	78%	79%	79%	80%	81%
Visitations	17,391	18,196	18,009	18,220	18,400	18,750
Budget						
Town Funds	28,080	29,038	40,200	4,100	4,100	4,100
Expenses	164,999	164,878	170,653	91,656	124,105	137,189

2015-2016 Adopted Budget with Expenditure History

PARKS & RECREATION

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
PERSONAL SERVICES							
SAL/WAGES	844,535	865,822	874,693	862,815	981,663	1,020,778	1,076,322
	844,535	865,822	874,693	862,815	981,663	1,020,778	1,076,322
EMPLOYEE BENEFITS							
FICA/LIFE	151,783	124,425	85,286	64,538	71,030	70,471	74,131
HEALTH INS	105,953	98,960	102,949	108,000	100,360	105,078	108,187
PENSION	-	48,477	38,935	48,304	66,338	90,282	96,262
DC PENSION	-	-	-	-	1,613	3,176	3,442
WC PREM	-	-	-	20,852	25,320	33,448	32,073
	257,736	271,862	227,170	241,694	264,661	302,455	314,095
CONTRACTUAL							
COPY - EXT	5,193	462	940	579	1,138	1,050	1,050
CONF/TRAIN	3,974	3,553	4,223	4,093	4,401	5,520	5,520
SUPPORT SV	8,286	3,662	9,345	5,515	9,130	11,801	14,801
CUSTODIAL	192	192	176	197	214	197	215
WATER	21,020	44,834	34,957	44,615	59,914	89,206	89,207
ELECTRIC	76,991	78,392	63,734	68,650	68,943	69,457	71,540
GAS	30,251	31,229	14,246	11,975	15,969	15,700	15,700
RENTAL	43,454	20,157	16,082	20,457	26,295	24,950	25,300
OFF MCH SV	654	470	776	584	560	850	850
PUB CONTRB	8,000	9,800	9,500	7,396	8,832	9,500	10,800
REP & MAINT	35,956	50,924	34,062	57,654	67,651	67,625	67,625
	233,971	243,675	188,041	221,715	263,047	295,856	302,608
MATERIALS & SUPPLIES							
HEAT OILS	6,410	9,517	10,972	11,801	13,287	12,924	8,840
AGCY SUPL	10,765	10,585	10,100	9,241	11,545	11,310	11,310
CLOTHING	4,641	3,910	4,511	4,238	3,919	5,190	5,190
CHEM SUPL	28,390	29,477	31,554	29,535	24,524	31,500	35,000
BLDG SUPL	11,940	14,159	10,046	10,386	9,784	10,950	10,950
OFFICE SUP	2,582	2,948	2,895	3,051	3,145	3,000	3,000
OTHER SUPL	1,637	1,772	1,799	1,687	2,795	2,200	2,200
	66,365	72,368	71,877	69,939	68,999	77,074	76,490
CAPITAL OUTLAY							
EQUIPMENT	20,487	13,815	28,575	6,921	3,686	8,500	8,500
FURNSHNGS	3,010	-	-	-	-	-	-
PK IMPROV	10,001	2,522	-	-	2,829	4,100	4,100
	33,498	16,337	28,575	6,921	6,515	12,600	12,600
Totals:	1,436,105	1,470,064	1,390,356	1,403,084	1,584,885	1,708,763	1,782,115



NON-DEPARTMENTAL

Contingency

MISSION STATEMENT:

The Contingency fund is a form of stabilization fund, similar to the Town's unassigned fund balance. These funds may be used at a government's discretion to address emergencies and unanticipated costs. They provide flexibility to respond to unexpected emergencies without utilizing fund balance reserves. This account also ensures that a government has an ability to cover service costs and address unpredictable revenue fluctuations, which can occur during the budget year.

DEPARTMENT DESCRIPTION:

The contingency account provides the emergency funds that may be necessary to supplement other budget appropriations during the fiscal year. The contingency budget requirement falls under the Town Council's approved Financial Policies.

<u>Program Expenses:</u>	Town	<u>\$340,000</u>
	Total	<u>\$340,000</u>

Outcomes:

The Town's contingency account will be budgeted annually at an amount to be recommended by the Town Manager and approved by the Town Council. This account will be available for unanticipated, unbudgeted expenditures and will require Town Council appropriation.

Major Changes / Accomplishments / Outlook:

The adopted \$340,000 appropriation to the Contingency account remains unchanged from fiscal year 2014-2015 and 2013-2014. It is expected that all of the \$340,000 contingency allocation will be spent during the fiscal year 2014-15 mostly due to winter storm related costs.

2015-2016 Adopted Budget with Expenditure History

CONTINGENCY

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
CONTINGENCY & OTHER							
CONTINGCY	-	-	-	-	-	340,000	340,000
	-	-	-	-	-	340,000	340,000
Totals:	-	-	-	-	-	340,000	340,000



NON-DEPARTMENTAL

Debt Service Payments

MISSION STATEMENT:

To provide for the annual payment of principal and interest on the Town's debt and to adhere to the Town of Wethersfield's revised debt policy (see Section G).

DEPARTMENT DESCRIPTION:

This budget includes funds for principal and interest on current bonded debt as itemized in Section G. Additional amounts have been included as follows:

- \$212,500 for interest payable on estimated new borrowings. This provision is based on an assumed issuance of \$15,000,000 of general obligation bonds in conjunction with the high school renovation project.
- \$650,000 reduction of scheduled debt service through the use of premium received in conjunction with the December 2014 sale of \$22,000,000.

Program Expense: \$ 4,385,547

The table below details estimated total appropriations needed for debt service based on the following assumptions:

- The sale of G.O. bonds for WHS construction as follows:
 - \$15 million in March 2016
 - \$8.6 million in March 2017
- No other borrowings

Year	Total Existing Debt Service	NEW BORROWINGS				Existing & Proposed Debt Service	Use of Bond Premium	Net Debt Service	Annual Change in Debt Service
		Second WHS Issue		Third WHS Issue					
		\$15mm on 3/1/16 4.25% , level principal payments		\$8.6mm on 3/1/17 4.50% , level principal payments					
	Principal	Interest	Principal	Interest					
2015	\$ 3,367,577	-	-	-	-	\$ 3,367,577	-	\$ 3,367,577	-
2016	4,823,047	-	\$ 212,500	-	-	5,035,547	\$ (650,000)	4,385,547	\$ 1,017,970
2017	4,718,915	\$ 750,000	621,563	-	-	6,090,478	-	6,090,478	1,704,931
2018	4,563,654	750,000	589,688	\$ 430,000	\$ 365,500	6,698,842	-	6,698,842	608,364
2019	4,548,789	750,000	557,813	430,000	326,800	6,613,402	-	6,613,402	(85,440)
2020	4,400,895	750,000	525,938	430,000	309,600	6,416,432	-	6,416,432	(196,970)
2021	4,253,750	750,000	494,063	430,000	292,400	6,220,213	-	6,220,213	(196,220)
2022	4,110,539	750,000	462,188	430,000	275,200	6,027,926	-	6,027,926	(192,286)
2023	3,158,862	750,000	430,313	430,000	258,000	5,027,175	-	5,027,175	(1,000,752)
2024	2,871,637	750,000	398,438	430,000	240,800	4,690,875	-	4,690,875	(336,300)
2025	2,767,388	750,000	366,563	430,000	223,600	4,537,550	-	4,537,550	(153,325)

Outcomes:

Create and continuously update a debt management plan that will maintain a level debt payment structure or allow for the addition of debt with a minimal impact on the tax mill rate.

Maintain the Town bond rating of at least Aa2 or greater.

Major Changes / Accomplishments / Outlook:

The Town approved through a bond referendum in 2012, to appropriate \$74,816,617 for certain additions and renovations to the Wethersfield High School and authorize the issuance of bonds and notes to finance the portion of such appropriation not defrayed by grants. An additional \$8,978,092 was appropriated after additional funding was provided by the State. Overall the Town expects to incur approximately 53% of the project costs, or \$44,600,000. The Town's share is being financed through the issuance of general obligation bonds.

A major function of debt management is proper long-term financial planning of the Town's capital needs, including the maintenance of its buildings, vehicles and equipment, and infrastructure (such as roads and sidewalks). A major issue which determines the willingness to place a bond issue before the public is the availability of alternate funds. Issuance of debt usually will be used to finance large projects using the following criteria: (a) necessity of the project for community well-being, including enhancing infrastructure, safety and education for future citizens; (b) project is affordable with no alternative sources of funding.

The Town also utilizes debt affordability measures in order to determine the Town's relative debt position such as debt burden, which is the ratio of total debt to fair market value of taxable property which helps assess an issuer's wealth. The concept reflects the use of property taxes to pay debt service on general obligation bonds. The Town also considers debt service as a percent of general fund expenditures. Debt service divided by general fund expenditures show the amount of expenditures used to pay debt service and show budget flexibility. Other measures the Town might consider are debt per capita, debt to income, and market value per capita.

2015-2016 Adopted Budget with Expenditure History

DEBT SERVICE

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
DEBT SERVICE							
PRINCP PMT	2,725,000	2,680,000	2,550,000	2,790,000	2,325,000	2,320,000	3,165,000
INTEREST	1,082,133	1,095,508	1,019,423	909,019	911,246	1,050,104	1,220,547
BOND ISSUE	66,650	-	-	62,753	-	9,000	-
	3,873,783	3,775,508	3,569,423	3,761,772	3,236,246	3,379,104	4,385,547
Totals:	3,873,783	3,775,508	3,569,423	3,761,772	3,236,246	3,379,104	4,385,547



NON-DEPARTMENTAL

Insurance & Risk Management

MISSION STATEMENT:

The mission of this program is to oversee and provide guidance to the Town relative to insurance coverage and operational practices to limit the Town's exposure to claims and litigation.

DEPARTMENT DESCRIPTION:

A seven-member Insurance Committee and two Agents of Record, one for Health Insurance and one for Liability/Workers Compensation Insurance, are appointed by the Council to review and recommend a cost-effective and efficient insurance program for all Town agencies. The Insurance Committee and Agents of Record meet regularly with Town staff to monitor and improve our insurance programs, the Town's safety program, and loss control and accident prevention program.

<u>Program Expenses:</u>	\$689,465	Liability, Property, Auto (LAP) Insurances
	636,718	Worker's compensation charged to the Board of Ed and departmental budgets
	11,200,000	Health Insurance charged to the Board of Ed and departmental budgets

Outcomes:

- To maintain sufficient insurance coverage for Town buildings, personnel, and property.
- Assess and implement safety training to employees and assess emerging risk management issues.
- Inform the Insurance Committee and Town staff of best practices and market conditions to enable the Town to make the most effective use of the insurance premiums and deductibles.
- Work with insurance carriers to implement and administer purchased insurance products.

Major Changes / Accomplishments / Outlook:

USI serves as the agent of record for the property, liability, worker's compensation insurance and is the agent of record for health insurance products. Both agents of record have spent considerable time working with the Insurance Committee and Town staff reviewing best practices and market changes in an effort to control long term insurance costs.

The Town and CIRMA entered into a three year agreement for Liability, Property, and Automobile (LAP) insurance coverage which began in FY14. CIRMA has confirmed that there will be no increase in the FY16 premium over the FY15 premium paid. Workers' Compensation is covered by a similar agreement, with annual rate increases capped at 15% plus exposure increases for payroll. CIRMA has confirmed that there will be a 12% increase in the workers compensation premium for FY16.

The Town self-insures health insurance benefits administered through Anthem Blue Cross/Blue Shield. The costs of the program are included in the Board of Education's and each department's budget, net of employee contributions. The FY16 estimated costs are based on recent and projected claims experience.

The budget for health insurance for active employees eligible to participate (Town, Police, BOE and Library) is estimated to be \$11,200,000, of which \$2,400,000 is reflected in departmental budgets, net of premium sharing. The health insurance budget for Town, Police and Library retirees is estimated to be \$1,124,086, which is included in the retiree health reserve budget. (*Health Insurance is not included in the 6-year expenditure history because costs are included in department and Reserve Retiree Costs budgets.*)

USI is initiating implementation of health maintenance programs with the expected outcome of slowing the rate of increases of health insurance costs by promoting healthier lifestyles for group members.

2015-2016 Adopted Budget with Expenditure History

INSURANCE

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
EMPLOYEE BENEFITS							
WC PREM	-	-	-	-	-	-	12,001
	-	-	-	-	-	-	12,001
CONTRACTUAL							
PROF SERV	35,000	31,000	31,000	29,098	31,000	31,000	31,000
BOE INS	180,868	172,919	161,244	162,322	170,777	184,210	183,138
INSURANCE	432,734	408,726	403,890	393,064	417,480	465,790	463,326
	648,602	612,645	596,134	584,484	619,257	681,000	677,464
Totals:	648,602	612,645	596,134	584,484	619,257	681,000	689,465



NON-DEPARTMENTAL

Metropolitan District Commission

MISSION STATEMENT:

The mission of the MDC is to provide their customers with safe, pure drinking water, environmentally-protective wastewater collection and treatment and other services that benefit the member Towns.

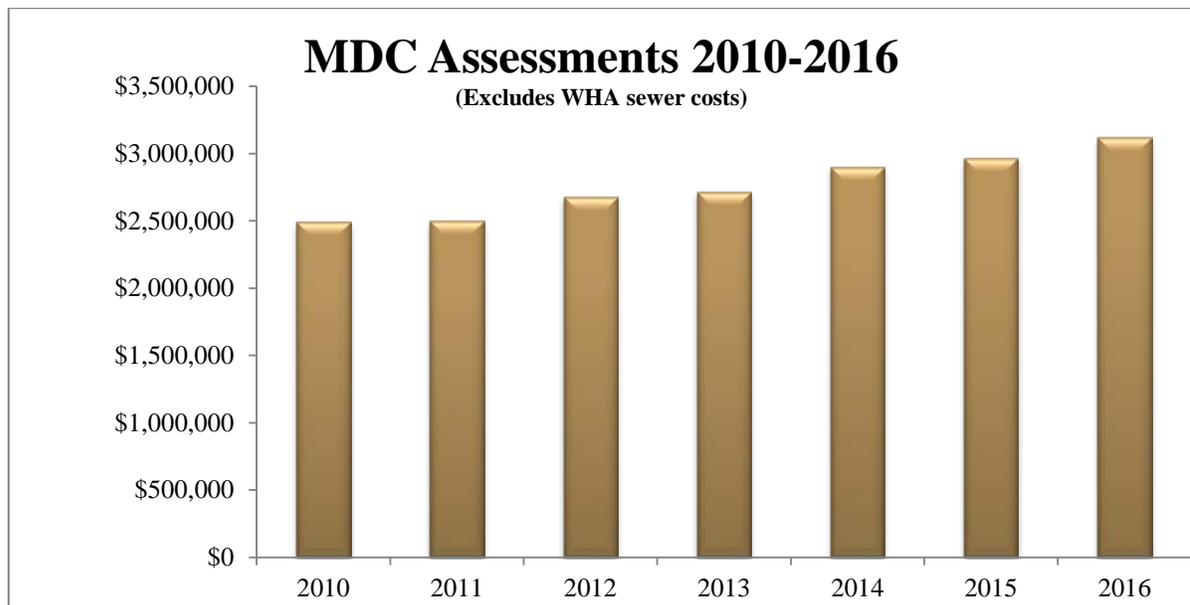
DEPARTMENT DESCRIPTION:

The Metropolitan District Commission (MDC), a regional water and sewer utility, provides water and sewer facilities for the Town. The District annually levies a tax on the member municipalities for sanitary sewer services. The tax is based on the tax receipts of each of the Towns in the District. Wethersfield currently is served by 100 miles of sanitary sewer, representing about 99% of the Town’s area and population. The increase in the budget is for the sewer charges for the member municipalities.

Work on the \$2.1 billion MDC Clean Water Project continues. In both 2006 and 2012, \$800 million dollars was approved by voters to fund the project which consists of storm water and sanitary sewer separation, storage, and treatment. This project has additional significance for Wethersfield since it would eliminate sanitary sewer discharges into the Cove. Although not reflected in the municipal tax assessed against member towns, the costs of these improvements appear on the utility bills for the customer.

Program Expenses:

Town of Wethersfield	\$3,120,800
Housing Authority Sewer Subsidy	<u>39,000</u>
Total	\$3,159,800



2015-2016 Adopted Budget with Expenditure History

METROPOLITAN DISTRICT TAX

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
CONTRACTUAL							
SEWER	2,493,500	2,502,200	2,674,400	2,713,800	2,794,100	2,964,198	3,120,800
HOUS AUTH	16,808	26,682	24,218	37,767	35,470	37,609	39,000
	2,510,308	2,528,882	2,698,618	2,751,567	2,829,570	3,001,807	3,159,800
Totals:	2,510,308	2,528,882	2,698,618	2,751,567	2,829,570	3,001,807	3,159,800



NON-DEPARTMENTAL TRANSFERS OUT TO OTHER FUNDS

MISSION STATEMENT:

Provide funds for the acquisition of large items of equipment such as cars, trucks, fire apparatus, planning and development, and construction of capital improvement projects.

DEPARTMENT DESCRIPTION: The transfer out to the Capital Non-Recurring Expenditure Fund (“CNEF”) budget provides the funds for the purchase of rolling stock, equipment and other items and to make payments on existing lease financing obligations.

The transfer out to the Capital Improvement Plan (“CIP”) budget provides the funds needed for financing the first year of the five-year capital improvement program. Projects may include community/economic development, drainage, fire safety, pavement maintenance, recreation and parks facilities, School and Town buildings. A detailed presentation of the capital improvement program for Fiscal Year 2015/2016 budget is provided in Section D.

<u>Program Expenses:</u> \$	815,000	Capital Improvement Projects
	\$ 945,236	Capital Non-recurring (CNEF) - Other
	\$ 1,760,236	

Major Changes / Accomplishments / Outlook:

Capital Improvement Program: The adopted 2015-2016 budget includes \$905,000 dollars for various capital projects. They include drainage improvements and facility repair and enhancements. A list of the projects included in the adopted 2015-2016 capital improvement program is detailed in Section D. Of the \$905,000, \$815,000 of the projects is funded by a transfer out of the General Fund. The remaining \$90,000 of projects is funded by a transfer from the CNEF Reserve Fund (CREC Trust).

Capital and Non-Recurring Expense: The adopted 2015-2016 budget transfer of \$945,236 includes monies for the purchase of rolling stock, large pieces of equipment, data service enhancements and funds for the periodic revaluation of the Town’s assessed grand list. Funds are included to pay existing lease obligations. Monies received from the disposal of obsolete equipment are returned to the fund to be used for future purchases. A detailed presentation of the adopted CNEF program for Fiscal Year 2015/2016 budget is provided in Section D.

2015-2016 Adopted Budget with Expenditure History

TRANSFERS OUT TO OTHERS

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
OTHER FINANCE USES							
XFERS OUT	75,827	135,000	31,538	480,200	1,042,542	-	-
XFR CAPITL	1,110,000	1,199,690	1,200,000	700,000	810,000	1,103,000	815,000
XFR CNEF	978,637	687,524	672,655	662,327	702,900	856,361	945,236
	2,164,464	2,022,214	1,904,193	1,842,527	2,555,442	1,959,361	1,760,236
Totals:	2,164,464	2,022,214	1,904,193	1,842,527	2,555,442	1,959,361	1,760,236



NON-DEPARTMENTAL

Reserve-Retiree Costs

MISSION STATEMENT:

Fund the cost of employee compensation and absences and medical benefits provided for retired employees.

DEPARTMENT DESCRIPTION:

This budget provides funds for the cost of employee's compensated absences, certain merit or negotiated wage increases and medical benefits for retired employees.

Program Expenses:

Compensated Absences	\$ 172,000
Heart & Hypertension	55,000
Retiree Medical Expense	1,192,717
Transfer to the OPEB Trust	366,000
Other costs (consulting, valuations)	<u>61,500</u>
Total	\$ 1,847,217

Outcomes:

These funds are appropriated to pay for certain post retirement benefits for Town, Police, and Library employees

Major Changes / Accomplishments / Outlook:

The Compensated Absences fund is a reserve established to pay the costs of "cash-out" of allowable unused sick and vacation pay for active employees who retire. The reserve is used when department resources are insufficient to cover leave expenses.

The Heart & Hypertension budget is used to fund claims for eligible law enforcement officers hired before July 1, 1996 who were diagnosed with heart and hypertension disease. It is administered by CIRMA.

Accounting for reserves for post employment benefits is required by the Government Accounting Standards Board (GASB) Statement No. 45 Other Post Employment Benefits (OPEB). The Town hires an actuary to prepare a biennial actuarial valuation in accordance with this standard. The results are disclosed in the Town's Comprehensive Annual Financial Report. The Town adopted an OPEB Funding policy and established an OPEB Trust Fund in FY 13. Under the funding policy, the Town is required to make an annual appropriation to the OPEB Trust, through the annual budget process in amounts beginning at \$200,000 and increasing by \$200,000 each year. The Town pays 61% of the contribution, and the Board of Education pays the remaining 39%. For FY16 the Town will contribute \$366,000 and the Board of Education will contribute \$234,000, for a total contribution of \$600,000.

The Reserve for Retiree Costs account is used to pay current health claims; current Medicare supplement premiums; police retiree medical reimbursements; contribution refunds; retiree life insurance premiums and professional fees (actuary, legal, and consulting services).

2015-2016 Adopted Budget with Expenditure History

RESERVE FOR RETIREES

<u>Expense</u>	<i>Actual</i>					Adopted	Adopted
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
CONTRACTUAL							
ABSENCES	50,000	80,719	50,000	47,000	47,000	130,000	172,000
	50,000	80,719	50,000	47,000	47,000	130,000	172,000
OTHER FINANCE USES							
HEART/HYPR	110,000	80,500	80,500	80,500	80,500	54,000	55,000
RETIR MED	703,364	659,800	1,141,623	1,069,263	1,169,772	1,412,562	1,254,217
XFR OPEB	-	-	-	-	122,000	-	366,000
	813,364	740,300	1,222,123	1,149,763	1,372,272	1,466,562	1,675,217
Totals:	863,364	821,019	1,272,123	1,196,763	1,419,272	1,596,562	1,847,217

SECTION D



CAPITAL IMPROVEMENTS

MISSION STATEMENT: To develop, implement, and maintain a program of maintenance, repairs, and improvements to Town owned facilities and infrastructure.

DEPARTMENT DESCRIPTION: The Capital Improvement Plan and process spans across all divisions and departments of the Town. Requests from each are reviewed by the Capital Improvement Advisory Committee and recommended to the Town Council as provided for in Article VII of Chapter 10 of the Code of the Town of Wethersfield.

MAJOR CHANGES / ACCOMPLISHMENTS / OUTLOOK:

The Town maintains a five year Capital Improvement Program (CIP) which seeks to provide a plan and source of funding to maintain and enhance the Town's facilities and other infrastructure. Sources of funds for the CIP program include General Fund allocations, reallocation from previous underspent CIP allocations from the General Fund, various state and federal grants, and bond funds.

It has been the practice of the Town to include funds for road improvements within the Capital Budget; however, beginning with the 2012-2013 Budget road improvement funds are located within the Capital Non-Reoccurring Expense Fund (CNEF). While roadway paving will not be funded through CIP, we will continue to maintain a category for pavement maintenance to fund parking lot and specific non maintenance projects. The categories of capital projects are broken down as follows: Community/Economic Development, Drainage, Fire Safety, Sidewalk Construction, Parks and Recreation, Pavement maintenance, School Buildings, and Town Buildings.

The total dollar value of the projects included in the Wethersfield 5 Year Capital Improvement Program is \$47,835,228. This includes \$18,370,228 from the General Fund and \$875,000 in state or federal grants. Other than those projects approved in this proposed budget, they are requests or needs identified to be addressed by significant capital investment in future budget years.

For the 2015-16 adopted Town of Wethersfield Budget, the Capital Improvement Program allocation is \$905,000. This includes \$815,000 from the General Fund and \$90,000 from the CNEF Trust. The recommended projects by category are:

Community and Economic Development: The adopted 2015-2016 budget includes \$25,000, all from the General Fund for furnishing and installing Town Building identification signs in conformance with our new Wayfinding sign program.

Drainage: For the 2015-2016 Budget, \$79,000 in General Funds is proposed to be spent on two drainage projects all from the General Fund. These include \$25,000 for continuing the federally mandated Phase 2 Storm Water Compliance Program which is expected to be expanded this year, and \$54,000 for the newly mandated engineering inspection of 9 municipally owned dams.

Fire Safety: The Fire Safety category includes \$35,000 for one project to be funded from the General Fund. The project is for boiler/heat upgrades, which will take place at Fire Station #2 on Griswold Road.

Pavement Maintenance: Adopted funding for fiscal year 2015-2016, includes one project, funded at \$25,000 which is slated for addition of 3 new fire hydrants in conjunction with MDC water main installation on Silas Deane Highway.

Parks and Recreation: There is \$220,000 budgeted in fiscal year 2015-2016 for four projects: The projects include: \$25,000 local General Fund dollars as local construction contingency for replacement of the docks, at the Wethersfield Cove funded by the federal Boating Infrastructure Grant. The remaining projects are the replacement of asbestos floors in Rooms S1 and S2 at the community center for \$60,000, an allocation of \$100,000 for design and construction of structural repairs to the masonry foundation of the Solomon Welles House, and \$35,000 for sandblasting and painting of the medium (instructional) pool at Willard swim center.

School Buildings: The adopted capital plan for school buildings includes \$150,000 of funds for one project in 2015-2016: replacement of asbestos tile floors in the gym and cafe of Emerson Williams Elementary school.

Sidewalk Construction: For the 2015-16 budget year, the Sidewalk Construction Program includes 2 project totaling \$50,000 all from the General Fund. The projects include \$25,000 for the continued replacement and installation of Americans with Disability Act (ADA) compliant tactile pads at pedestrian ramps, and \$25,000 for repairs to spalled walks at student drop off area of Emerson Williams School.

Town Buildings: For the Town Buildings category, the 2015-2016 Adopted Budget includes \$159,000 all from the General Fund for nine projects. The projects are: \$60,000 for the contract renewal with the firm that provides roof preventative maintenance, repair, and consultation services, \$25,000 for future design and site prep for a new salt storage shed, \$25,000 for miscellaneous roof repairs at various town buildings, \$26,000 for replacement windows at Old Academy, \$25,000 for design of space planning and engineering of relocation of young adult services, \$100,000 to build the CIP reserve account, \$20,000 for renovation of soccer field with irrigation at Silas Deane Middle School. The George D. Ritchie Soccer Club is providing an additional \$30,000 for this field renovation project. The Adopted Budget also includes \$25,000 for ADA and protective improvements at main entrance to Police HQ, and \$15,000 for additional CCTV cameras to increase capability of Town Hall security system.

The Capital Improvement Advisory Committee provided a list of additional projects, in priority order, they recommend be done if the funding is available. They are as follows:

1.	Renovation of tennis and basketball courts:	\$ 65,000
2.	Fire House 2 – Boiler / Heat / Electrical Upgrades:	\$ 35,000
3.	Misc. Drainage (222 Ridge Road):	\$ 25,000
4.	Concrete Abutment Repairs – Various Locations:	\$ 25,000
5.	Physical Services Boiler Replacement:	\$ 60,000
6.	Physical Services Salt Shed:	\$ 35,000
7.	Lights on Main Street – Fire House 1 to Garden Street:	\$ 25,000
8.	Town Hall Security Cameras:	\$ 10,000
9.	Preserve America – Hartford / Main Intersection:	<u>\$ 20,000</u>
Total of additional projects:		\$300,000

**TOWN OF WETHERSFIELD
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2015-16 THROUGH 2019-20**

(Inclusive of all funding sources)

Fund Summary

Fund	FY16	FY17	FY18	FY19	FY20	5-Year Total
General Fund	\$ 815,000	\$ 8,344,228	\$ 3,601,000	\$ 3,026,000	\$ 2,584,000	\$ 18,370,228
Local Bond	-	-	-	25,000,000	3,500,000	28,500,000
State Grants	-	-	-	-	875,000	875,000
CNEF Reserve	90,000	-	-	-	-	90,000
Grand Total	\$ 905,000	\$ 8,344,228	\$ 3,601,000	\$ 28,026,000	\$ 6,959,000	\$ 47,835,228

Category Summary

Category	FY16	FY17	FY18	FY19	FY20	5-Year Total
Comm. Econ. Dev.	\$ 25,000	\$ 250,000	\$ 350,000	\$ 325,000	\$ 225,000	\$ 1,175,000
Drainage	79,000	880,000	350,000	515,000	381,000	2,205,000
Fire Safety	35,000	225,000	50,000	195,000	3,500,000	4,005,000
Pavement Maintenance	25,000	265,000	445,000	184,000	175,000	1,094,000
Recreation and Parks	220,000	3,517,000	1,211,000	665,000	493,000	6,106,000
School Buildings	150,000	1,167,060	125,000	25,275,000	1,475,000	28,192,060
Sidewalks	50,000	200,000	125,000	182,000	125,000	682,000
Town Buildings	321,000	1,840,168	945,000	685,000	585,000	4,376,168
Grand Total	\$ 905,000	\$ 8,344,228	\$ 3,601,000	\$ 28,026,000	\$ 6,959,000	\$ 47,835,228

**TOWN OF WETHERSFIELD
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2015-16 THROUGH 2019-20**

(Inclusive of all funding sources)

SUMMARY OF 2015-2016 CAPITAL BUDGET

Line No.	Category	Project Title	General Fund	CNEF Reserve	Local Bond	State Grants	Grand Total
1	Comm. Econ. Dev.	Town Building Identification Signs	\$ 25,000	-	-	-	\$ 25,000
2	Drainage	DEP Dam Inspections	54,000	-	-	-	54,000
3	Drainage	Stormwater Phase 2	25,000	-	-	-	25,000
4	Fire Safety	Fire Station 2 Boiler/Heat upgrades	35,000	-	-	-	35,000
5	Pavement Maintenance	Fire Dept. - Add 3 Hydrants to Silas Deane Hwy.	25,000	-	-	-	25,000
6	Recreation and Parks	Community Center - Remove Asbestos Floor Tiles S-2&3	60,000	-	-	-	60,000
7	Recreation and Parks	Cove Park - Docks	25,000	-	-	-	25,000
8	Recreation and Parks	Solomon Wells - Design & Foundation Repair	100,000	-	-	-	100,000
9	Recreation and Parks	Willard Pool - Sandblast & Paint 1 pool	35,000	-	-	-	35,000
10	School Buildings	Emerson Williams - Gym/Café Floor Replacement	150,000	-	-	-	150,000
11	Sidewalks	Emerson Williams - Sidewalk Repairs	25,000	-	-	-	25,000
12	Sidewalks	Pedestrian Ramp ADA Replacement (Townwide)	25,000	-	-	-	25,000
13	Town Buildings	Old Academy Windowss	26,000	-	-	-	26,000
14	Town Buildings	Physical Services Truck Garage / Salt Shed	25,000	-	-	-	25,000
15	Town Buildings	Police Depart.- Front Lobby Impr.- ADA Door Openers	25,000	-	-	-	25,000
16	Town Buildings	Roof Consultant PM/RM - Renewal	60,000	-	-	-	60,000
17	Town Buildings	Roof Routine Maintenance	25,000	-	-	-	25,000
18	Town Buildings	SDMS - Field Renovation	20,000	-	-	-	20,000
19	Town Buildings	Town Hall - CCTV - Interior	15,000	-	-	-	15,000
20	Town Buildings	Wethersfield Library - Architect/Improvements	25,000	-	-	-	25,000
21	Town Buildings	Contribution to CIP Reserves	10,000	90,000	-	-	100,000
Grand Total			\$ 815,000	\$ 90,000	\$ -	\$ -	\$ 905,000

**TOWN OF WETHERSFIELD
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2015-16 THROUGH 2019-20
(Inclusive of all funding sources)**

SUMMARY OF 2015-2016 CAPITAL BUDGET

Comm. Econ. Dev.

Line No.	Project Title	Fund	FY16	FY17	FY18	FY19	FY20
1	Façade Loan Program	General Fund	-	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
2	Lights Main Street - FH 1 - Garden St.	General Fund	-	25,000	-	100,000	-
3	Lights Main Street Phase 4	General Fund	-	-	100,000	-	-
4	Preserve America / Wayfinding Signs (Unfunded Balance)	General Fund	-	-	-	-	-
5	Project Design - Undesignated	General Fund	-	25,000	25,000	25,000	25,000
6	Redevelopment	General Fund	-	100,000	100,000	100,000	100,000
7	Seasonal Flags For Light Poles -SDH, Main St, Town Hall	General Fund	-	-	25,000	-	-
8	Town Building Identification Signs	General Fund	\$ 25,000	-	-	-	-
Grand Total			\$ 25,000	\$ 250,000	\$ 350,000	\$ 325,000	\$ 225,000

**TOWN OF WETHERSFIELD
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2015-16 THROUGH 2019-20
(Inclusive of all funding sources)**

SUMMARY OF 2015-2016 CAPITAL BUDGET

Drainage

Line No.	Project Title	Fund	FY16	FY17	FY18	FY19	FY20
1	Cloverdale Pond Dam	General Fund	-	\$ 80,000	-	-	-
2	Culvert Replace - Carriage Hill.	General Fund	-	-	\$ 150,000	-	-
3	Culvert Replace - Coppermill	General Fund	-	-	-	\$ 150,000	-
4	Culvert Replace - Fox Hill	General Fund	-	150,000	-	-	-
5	Culvert Replace - Highland Street	General Fund	-	150,000	-	-	-
6	Culvert Replace - Lantern Lane	General Fund	-	150,000	-	-	-
7	DEP Dam Inspections	General Fund	\$ 54,000	-	-	-	-
8	Drainage - Behind Community Center	General Fund	-	-	25,000	-	-
9	Flood Study Project - Sunset Blvd	General Fund	-	-	-	-	\$ 200,000
10	Flood Study Project - Tanglewood	General Fund	-	-	-	200,000	-
11	Goff Brook Water Quality Treatment	General Fund	-	100,000	100,000	-	-
12	Highcrest Det. Pond const.	General Fund	-	-	-	65,000	-
13	Misc. Drainage - 222 Ridge Road	General Fund	-	25,000	-	-	-
14	Misc. Drainage Repairs - Various Locations	General Fund	-	50,000	50,000	50,000	50,000
15	Olsen House Ditch (Repair)	General Fund	-	-	-	25,000	-
16	Spillway at Wintergreen Woods	General Fund	-	-	-	-	106,000
17	Spring Street Skate Pond Dam	General Fund	-	150,000	-	-	-
18	Stormwater Phase 2	General Fund	25,000	25,000	25,000	25,000	25,000
Grand Total			\$ 79,000	\$ 880,000	\$ 350,000	\$ 515,000	\$ 381,000

**TOWN OF WETHERSFIELD
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2015-16 THROUGH 2019-20
(Inclusive of all funding sources)**

SUMMARY OF 2015-2016 CAPITAL BUDGET

Fire Safety

Line No.	Project Title	Fund	FY16	FY17	FY18	FY19	FY20
1	Fire Station 1 Addition Schematic Arch Design	General Fund	-	-	\$ 50,000	-	-
2	Fire Station 1 Building Expansion	Local Bond	-	-	-	-	\$ 3,500,000
3	Fire Station 2 & 3 Hose Tower Electric Winch	General Fund	-	-	-	\$ 30,000	-
4	Fire Station 2 & 3 Replacement of Air Compressors	General Fund	-	\$ 50,000	-	-	-
5	Fire Station 2 Boiler/Heat upgrades	General Fund	\$ 35,000	35,000	-	-	-
6	Fire Station 3 Boiler/Heat Upgrades	General Fund	-	-	-	165,000	-
7	Fire Station 3 Remodel 2 Flr rooms - carpet/paint/furni	General Fund	-	50,000	-	-	-
8	Replace Mech Air Horn with Electronic System	General Fund	-	90,000	-	-	-
Grand Total			\$ 35,000	\$ 225,000	\$ 50,000	\$ 195,000	\$ 3,500,000

**TOWN OF WETHERSFIELD
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2015-16 THROUGH 2019-20
(Inclusive of all funding sources)**

SUMMARY OF 2015-2016 CAPITAL BUDGET

Pavement Maintenance

Line No.	Project Title	Fund	FY16	FY17	FY18	FY19	FY20
1	Community Center - New South Lot	General Fund	-	-	-	\$ 84,000	-
2	Concrete Abutment Repairs - Misc. Locations	General Fund	-	\$ 25,000	-	-	-
3	Fire Dept. - Add 3 Hydrants to Silas Deane Hwy.	General Fund	\$ 25,000	-	-	-	-
4	Police Headquarters - Parking Lot Mods	General Fund	-	25,000	-	-	-
5	Preserve America - Main St./Hartford Ave.	General Fund	-	20,000	\$ 20,000	-	-
6	Preserve America - Main St./State St.	General Fund	-	40,000	-	-	-
7	Preserve America Nott / State	General Fund	-	-	300,000	-	-
8	Repair Meadow Roads Washout	General Fund	-	-	-	-	\$ 75,000
9	Repair Town Parking Lots - Various	General Fund	-	100,000	100,000	100,000	100,000
10	Replace Traffic Signs	General Fund	-	25,000	25,000	-	-
11	Update Program / Inspect All Roads	General Fund	-	30,000	-	-	-
Grand Total			\$ 25,000	\$ 265,000	\$ 445,000	\$ 184,000	\$ 175,000

**TOWN OF WETHERSFIELD
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2015-16 THROUGH 2019-20
(Inclusive of all funding sources)**

SUMMARY OF 2015-2016 CAPITAL BUDGET

Recreation and Parks

Line No.	Project Title	Fund	FY16	FY17	FY18	FY19	FY20
1	Community Center - Engineer - Air Conditioner	General Fund	-	\$ 250,000	-	-	-
2	Community Center - Remove Asbestos Floor Tiles S-2&3	General Fund	\$ 60,000	-	-	-	-
3	Community Center - Renov Fireside Room	General Fund	-	-	-	\$ 50,000	-
4	Community Center - Renov. Banquet Room	General Fund	-	190,000	-	-	-
5	Community Center - Renovate 3 Bathrooms	General Fund	-	-	-	-	\$ 105,000
6	Cove Park - Boat Ramp	General Fund	-	600,000	-	-	-
7	Cove Park - Docks	General Fund	25,000	25,000	-	110,000	-
8	Cove Park - I-91 Access Road Washout	General Fund	-	-	-	-	100,000
9	Cove Park - Tree Removal - Channel	General Fund	-	25,000	\$ 25,000	-	-
10	Field - Football - Reconst High School & Webb	General Fund	-	80,000	800,000	-	-
11	Field - Renovate Little League Classic Stadium	General Fund	-	52,000	-	-	-
12	Field - Replace Bleachers	General Fund	-	36,000	-	35,000	-
13	Field - Soccer - Renovate DiCicco Field	General Fund	-	36,000	-	35,000	-
14	Field - Softball - Mill Woods Lights	General Fund	-	-	220,000	-	-
15	Mill Woods - Pool Fence	General Fund	-	25,000	-	-	-
16	Mill Woods - Softball Fence	General Fund	-	-	-	40,000	-
17	Mill Woods New Soccer Field	General Fund	-	610,000	-	-	-
18	Mill Woods Park - Replace Docks	General Fund	-	65,000	-	-	-
19	Mill Woods Park - Water Feature	General Fund	-	-	-	-	25,000
20	Mill Woods Parking	General Fund	-	230,000	-	-	-
21	Mill Woods Pool Shelters	General Fund	-	-	75,000	-	-
22	Nature Center - Boiler System	General Fund	-	25,000	-	-	-
23	Nature Center - Window Replacement	General Fund	-	-	61,000	-	-
24	Playground Equipment	General Fund	-	133,000	-	30,000	-
25	Solomon Welles - House Parking, Painting, etc.	General Fund	-	500,000	-	195,000	-
26	Solomon Welles - Parking & Painting	General Fund	-	500,000	-	-	-
27	Solomon Wells - Design & Foundation Repair	General Fund	100,000	-	-	-	-
28	Tennis & Basketball Court Repairs	General Fund	-	-	30,000	-	-
29	Tennis & Basketball - New Courts	General Fund	-	65,000	-	145,000	65,000
30	Willard Pool - Sandblast & Paint 1 pool	General Fund	35,000	-	-	-	-
31	Willard Pool Access Road	General Fund	-	-	-	25,000	-
32	Willard Swim Center - Pave Parking Lot	General Fund	-	-	-	-	198,000
33	Willard Swim Center - shelters	General Fund	-	45,000	-	-	-
34	Willard Swim Center - Translucent Wall Panels	General Fund	-	25,000	-	-	-
Grand Total			\$ 220,000	\$ 3,517,000	\$ 1,211,000	\$ 665,000	\$ 493,000

**TOWN OF WETHERSFIELD
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2015-16 THROUGH 2019-20
(Inclusive of all funding sources)**

SUMMARY OF 2015-2016 CAPITAL BUDGET

School Buildings

Line No.	Project Title	Fund	FY16	FY17	FY18	FY19	FY20
1	Emerson Williams - Gym/Café Floor Replacement	General Fund	\$ 150,000	-	-	-	-
2	Charles Wright School - 3 HVAC Unit Replacements	General Fund	-	\$ 300,000	-	-	-
3	Emerson Williams - Roof Replacement East Wing & Gym	General Fund	-	204,360	-	-	-
4	Emerson Williams - Window Glass Replacement	General Fund	-	160,000	-	-	-
5	Highcrest - AC Café & Kitchen	General Fund	-	120,000	-	-	-
6	Highcrest -Roof Replacement - Gym	General Fund	-	47,700	-	-	-
7	Silas Deane - AHU	General Fund	-	215,000	-	-	-
8	Wright - Replace 3 HVAC	General Fund	-	120,000	-	-	-
9	Stillman Building Emergency Generator	General Fund	-	-	\$ 125,000	-	-
2	Wright - Asbestos Abatement & Floor Tile	General Fund	-	-	-	\$ 275,000	-
10	Hanmer - Complete Renovation	Local Bond	-	-	-	25,000,000	-
11	Highcrest - AC Building	General Fund	-	-	-	-	\$ 600,000
12	Webb - Window Replacement	State Grants	-	-	-	-	875,000
13	Grand Total		\$ 150,000	\$ 1,167,060	\$ 125,000	\$ 25,275,000	\$ 1,475,000

**TOWN OF WETHERSFIELD
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2015-16 THROUGH 2019-20
(Inclusive of all funding sources)**

SUMMARY OF 2015-2016 CAPITAL BUDGET

Sidewalks

Line No.	Project Title	Fund	FY16	FY17	FY18	FY19	FY20
1	Emerson Williams - Sidewalk Repairs	General Fund	\$ 25,000	-	-	-	-
2	New Sidewalk Comm Ctr to Willard with Lights	General Fund	-	-	-	\$ 57,000	-
3	New Sidewalk Const. Misc.Locations	General Fund	-	\$ 100,000	\$ 100,000	100,000	\$ 100,000
4	Pedestrian Ramp ADA Replacement (Townwide)	General Fund	25,000	25,000	25,000	25,000	25,000
5	SDMS Sidewalk Replacement	General Fund	-	75,000	-	-	-
Grand Total			\$ 50,000	\$ 200,000	\$ 125,000	\$ 182,000	\$ 125,000

**TOWN OF WETHERSFIELD
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2015-16 THROUGH 2019-20
(Inclusive of all funding sources)**

SUMMARY OF 2015-2016 CAPITAL BUDGET

Town Buildings

Line No.	Project Title	Fund	FY16	FY17	FY18	FY19	FY20
1	Boiler Replacement - Physical Services	General Fund	-	\$ 60,000	-	-	-
2	Capital Reserve Fund	General Fund	\$ 100,000	100,000	\$ 100,000	\$ 100,000	\$ 100,000
3	Compost Site - Expansion Plan	General Fund	-	100,000	100,000	-	-
4	Cove Warehouse (Heat / Electricity)	General Fund	-	25,000	-	-	-
5	Multi Building Window Replacement Escrow Account	General Fund	-	100,000	100,000	100,000	100,000
6	Old Academy Windowss	General Fund	26,000	-	-	-	-
7	Physical Services Truck Garage / Salt Shed	General Fund	25,000	35,000	500,000	-	-
8	Police Depart.- Front Lobby Impr.- ADA Door Openers	General Fund	25,000	-	-	-	-
9	Replace Underground Tank - Comm Ctr (C1R1)	General Fund	-	25,000	-	-	-
10	Replace Underground Tank - PS (M2R1)	General Fund	-	25,000	-	-	-
11	Replace Underground Tank - PS (M3R1)	General Fund	-	25,000	-	-	-
12	Roof Consultant PM/RM - Renewal	General Fund	60,000	60,000	60,000	60,000	60,000
13	Roof Replacement - Town Garage	General Fund	-	-	-	400,000	-
14	Roof Replacement - Fire House 1	General Fund	-	65,000	-	-	-
15	Roof Replacement - Old Academy	General Fund	-	-	60,000	-	-
16	Roof Replacement - Stillman	General Fund	-	300,000	-	-	-
17	Roof Replacement - Webb	General Fund	-	713,168	-	-	-
18	Roof Replacement - Willard Pool	General Fund	-	72,000	-	-	-
19	Roof Routine Maintenance	General Fund	25,000	25,000	25,000	25,000	25,000
20	SDMS - Field Renovation	General Fund	20,000	-	-	-	300,000
21	Town Council Air Handling Unit	General Fund	-	50,000	-	-	-
22	Town Hall - CCTV - Interior	General Fund	15,000	10,000	-	-	-
23	Town Hall /Landscape	General Fund	-	50,000	-	-	-
24	Wethersfield Library - Architect/Improvements	General Fund	25,000	-	-	-	-
Grand Total			\$ 321,000	\$ 1,840,168	\$ 945,000	\$ 685,000	\$ 585,000

SECTION E

	2011-12 <u>Actual</u>	2012-13 <u>Actual</u>	2013-14 <u>Actual</u>	2014-15 <u>Adopted</u>	12/31/2014 <u>Actual</u>
Fund Balance, July 1	\$ 565,054	\$ 720,643	\$ 1,192,127	\$ 1,889,173	\$ 1,889,173
Revenue					

Proceeds from Capital Lease	341,065	605,964	3,600,000 *	335,544	731,463 **
Sale of equipment	20,715	38,603	34,650	-	15,353
Other Income	-	63,516	147,823	27,246	27,246
Transfer-CIP Reserve Fund	115,704	-	-	-	-
Transfer-General Fund	<u>672,655</u>	<u>1,102,327</u>	<u>1,091,780</u>	<u>856,361</u>	<u>856,361</u>
	1,150,139	1,810,410	4,874,253	1,219,151	1,630,423
Expenditures					

Equipment & Related Costs	397,283	516,120	3,766,123	660,590	1,116,853
Lease Payments	597,267	822,806	411,084	861,061	717,356
Transfers out to CIP	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	994,550	1,338,926	4,177,207	1,521,651	1,834,209
Fund Balance, June 30	\$ 720,643	\$ 1,192,127	\$ 1,889,173	\$ 1,586,673	\$ 1,685,388

* FY2014 Capital Lease for the Town Wide Radio System Replacement.

** FY2014 Sutphen Fire Truck not leased until FY15.



CAPITAL NON-RECURRING EXPENDITURE FUND (CNEF)

The CNEF Fund is designated for the purchase of new rolling stock, heavy equipment, technology, reserves for the periodic revaluation of the Town's assessed grand list and reserves for replacement of the Town-wide radio system. The annual expenses for equipment lease /purchase contracts are also budgeted in this fund. The lease/purchasing is the method by which major equipment and vehicles are purchased. Any monies received from the disposal of obsolete equipment are put back into the fund to be used for future purchases.

The 2015-2016 CNEF Adopted Budget includes funding for the replacement of equipment and fleet vehicles as noted in the chart below.

Line No.	Category	Project Title	Funding Source			Total Request
			Lease Financing	General Fund	Use of Reserves	
1	Police	Interceptors (2), SUV's (2)	\$ 140,176	-	-	\$ 140,176
2	Assessor	2018 Revaluation -	-	\$ 60,000	-	60,000
3	Tax Collector	Tax Collection Software	-	13,578	-	13,578
4	Physical Services	6-yd Dump Truck	200,000	-	-	200,000
5	Physical Services	Back Hoe	132,000	-	-	132,000
6	Physical Services	Gang Mower	98,000	-	-	98,000
7	Physical Services	Tire Machine/Balancer	-	16,388	-	16,388
8	Physical Services	Leaf Machine	-	-	35,000	35,000
9	Physical Services	Sand Rake	-	13,000	\$ -	13,000
10	Engineering	GIS Receiver	-	11,000	-	11,000
11	Fire	SCBA Bottles (18)	-	15,120	-	15,120
12	Fire	Pagers (14)	-	9,100	-	9,100
13	Fire	Tahoe SUV	-	-	35,000	35,000
14	Data Services	Town Hall Wi-Fi	-	-	30,000	30,000
15	Emergency Mgt.	Barricades	-	5,000	-	5,000
16	Finance	Payments on PY Leases	-	649,050	100,000	749,050
17	Finance	Payments on FY16 Leases	-	153,000	-	153,000
Grand Totals			\$ 570,176	\$ 945,236	\$ 200,000	\$ 1,715,412



CAPITAL NON-RECURRING EXPENDITURE FUND (CNEF) - Road Improvement Fund

As authorized by the Connecticut General Statutes (Chapter 108, §7-360) and the Code of the Town of Wethersfield (§149-4), and upon recommendation of the budget making authority and approval of the legislative body, funds may be transferred into a reserve fund for capital and nonrecurring expenditures. The funds may come from the transfer of general fund surpluses or from amounts raised by the annual levy of a tax not to exceed four (4) mills for the benefit of such fund, and for no other purpose. The tax must be levied and collected in the same manner and at the same time as the regular annual taxes.

The 2015-2016 budget includes a separate mill levy of .42 mills to raise \$914,050 to fund road improvements. The tax levy combined with Town Aid Road funding of \$403,048 and LoCIP funding of \$182,902 from the State of Connecticut, provides a total of \$1,500,000 dedicated to road improvements. By creating a separate fund and imposing a separate mill levy, the funds will be identified and dedicated solely to the improvement of roads.

The 2015-2016 Paving Program will complete 3.75 miles of road rehabilitation.

Funding Source	2016
Town Aid	403,048
LoCIP	182,902
Tax Levy - Road Improvement	914,050
Total	1,500,000

SECTION F



Special Revenue Funds

Special Revenue Funds

Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt and capital projects.

Animal Control Fund - To account for the operation of animal control. Financing is provided by license fees and rental of the animal control facility.

School Cafeteria - To account for the operation of the public school lunch program. Financing is provided by the sale of food and by State grants.

Municipal Grant Fund - To account for the operations of various programs funded by State and Federal grants.

Education Grant Fund - To account for the operations of various educational programs funded by State and Federal grants.

Police Grant Fund - To account for various law enforcement programs funded by State and Federal grants.

Wethersfield Cove Preservation Fund - To account for receipt of income from boaters and moorings at the Wethersfield Cove and for the expenditures of these funds for the purpose of maintenance, staffing and improving Wethersfield Cove Park.

Land Acquisition Fund - To account for monies being accumulated to purchase and preserve open space throughout the Town. Financing is provided through the sale of surplus town real property and town appropriations.

EDIC Loan Repayment Program - To account for Façade loan program- Loans are given to businesses for façade improvements and forgiven after 10 years. If the business closes or moves they must repay the loan.

Nature Center - To account for the operations of the Town's Nature Center (Eleanor Buck Wolf Nature Center) program. Financing is provided through fees charged for programs, donations, private contributions and town appropriations.

Police Private Duty - To account for charges for services related to police traffic duty. Police private duty payroll is charged to this fund and then billed out to the vendors with an added fringe benefit factor. This fund reimburses fringe benefits and administrative costs of the general fund through an operating transfer.

Radio System Rebanding - To account for an advance payment from NEXTEL for the cost of staff as a result of forced rebanding.

Special Revenue Funds (Continued)

Agricultural Land Preservation Fund - To account for funds received in accordance with Section 7-131 of the Connecticut General Statutes for agricultural land preservation.

Cottone Field Fund - To account for donations to purchase and or maintain the lights at High School Football field.

Recreation Fund - Handles all the self-sustaining programs of the Parks & Recreation Department. The fees collected and costs for all programs are deposited in the account.

Community Development Fund - Accounts for various projects such as Town Guide advertising, Silas Deane Highway tree donations, the Wethersfield Farmers Market and Energy Funds.

Park Program Fund - Accounts for various park programs such as the dog park, the skate park and reserves for the 375th anniversary.

Social & Youth Services Fund - Accounts for various health and welfare programs and youth service programs including the Senior Center operations, the Computer Learning Center, the Youth Services Crossroads Program, Special Needs and Camping programs.

Solomon Welles House - The Recreation Department oversees the rental of the Solomon Welles Home. This fund receives money from the rental of the Solomon Welles House. The income pays for the personnel on duty to provide security and maintaining the home. After expenses, funds are transferred to the Town General Fund to meet the revenue projections for the Parks & Recreation Department.

Pitkin Community Center - This fund receives money from the rental of rooms to groups and residents. The income pays for a custodian to work beyond their normal shift for the setup, clean up and security for the rental. After these expenses, the funds are transferred to the Town General Fund to meet the revenue projections for the Community Center.

Mill Woods Fund - The fields and facilities in the park are rented out and the proceeds are used to improve park facilities.



**SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2014**

	Animal Control	School Cafeteria	State and Federal Grants			Cove Preservation
			Municipal	Education	Police	
Fund Balance July 1	\$ 42,360	\$ 218,230	\$ 62,956	\$ -	\$ 248,712	\$ 210,048
Revenues:						
Intergovernmental revenues		473,491	81,841	1,500,638	163,935	5,209
Licenses, fees and permits	15,555					
Charges for services		892,299				19,256
Interest and dividends					1,106	384
Donations			4,756		11,581	
Other revenue		19,935			855	
Total revenues	<u>15,555</u>	<u>1,385,725</u>	<u>86,597</u>	<u>1,500,638</u>	<u>177,477</u>	<u>24,849</u>
		1,385,725				
Expenditures:						
Current:						
Public safety	10,446				30,741	
Recreation and parks						4,476
Social services						
General government			129,392			
Education		1,301,112		1,500,638		
Capital outlay					121,126	379
Total expenditures	<u>10,446</u>	<u>1,301,112</u>	<u>129,392</u>	<u>1,500,638</u>	<u>151,867</u>	<u>4,855</u>
Excess (Deficiency) of Revenues over Expenditures	<u>5,109</u>	<u>84,613</u>	<u>(42,795)</u>	<u>-</u>	<u>25,610</u>	<u>19,994</u>
Other Financing Sources (Uses)						
Transfers in						
Transfers out			-			
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	5,109	84,613	(42,795)	-	25,610	19,994
Fund Balance June 30	<u>\$ 47,469</u>	<u>\$ 302,843</u>	<u>\$ 20,161</u>	<u>\$ 0</u>	<u>\$ 274,322</u>	<u>\$ 230,042</u>

(Continued on next page)



**SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2014**

	<u>Land Acquisition</u>	<u>EDIC Loan Repayment</u>	<u>Nature Center</u>	<u>Police Private Duty</u>	<u>Radio System Rebanding</u>
Fund Balance July 1	\$ 8,497	\$ 84,737	\$ 17,220	\$ 197,069	\$ 5,754
Revenues:					
Intergovernmental revenues		18,687			
Licenses, fees and permits					
Charges for services			95,674	518,553	
Interest and dividends	16				
Donations			1,531		
Other revenue	-	-			
Total revenues	<u>16</u>	<u>18,687</u>	<u>97,205</u>	<u>518,553</u>	<u>-</u>
Expenditures:					
Current:					
Public safety				404,258	
Recreation and parks			91,656		
Social services					
General government		67,592			
Education					
Capital outlay	-				
Total expenditures	<u>-</u>	<u>67,592</u>	<u>91,656</u>	<u>404,258</u>	<u>-</u>
Excess (Deficiency) of Revenues over Expenditures	<u>16</u>	<u>(48,905)</u>	<u>5,549</u>	<u>114,295</u>	<u>-</u>
Other Financing Sources (Uses)					
Transfers in		50,000	4,100		
Transfers out				(70,000)	
Total other financing sources (uses)	<u>-</u>	<u>50,000</u>	<u>4,100</u>	<u>(70,000)</u>	<u>-</u>
Net Change in Fund Balances	16	1,095	9,649	44,295	-
Fund Balance June 30	<u>\$ 8,513</u>	<u>\$ 85,832</u>	<u>\$ 26,869</u>	<u>\$ 241,364</u>	<u>\$ 5,754</u>

(Continued on next page)



**SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2014**

	<u>Agricultural Land Preservation</u>	<u>Cottone Field Donations</u>	<u>Recreation Fund</u>	<u>Community Development Fund</u>	<u>Park Programs</u>
Fund Balance July 1	\$ 360,379	\$ 14,327	\$ 675,746	\$ 24,787	\$ 16,583
Revenues:					
Intergovernmental revenues					
Licenses, fees and permits					
Charges for services			569,206	2,052	1,173
Interest and dividends	656				
Donations		-			
Other revenue		-	-		
Total revenues	<u>656</u>	<u>-</u>	<u>569,206</u>	<u>2,052</u>	<u>1,173</u>
Expenditures:					
Current:					
Public safety					
Recreation and parks			518,119		1,544
Social services					
General government				10,148	
Education					
Capital outlay		-			
Total expenditures	<u>-</u>	<u>-</u>	<u>518,119</u>	<u>10,148</u>	<u>1,544</u>
Excess (Deficiency) of Revenues over Expenditures	<u>656</u>	<u>-</u>	<u>51,087</u>	<u>(8,096)</u>	<u>(371)</u>
Other Financing Sources (Uses)					
Transfers in				-	
Transfers out	-				
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	656	-	51,087	(8,096)	(371)
Fund Balance, June 30	<u>\$ 361,035</u>	<u>\$ 14,327</u>	<u>726,833</u>	<u>16,691</u>	<u>16,212</u>

(Continued on next page)



**SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2014**

	<u>Social and Youth Services</u>	<u>Solomon Welles House</u>	<u>Pitkin Community Center</u>	<u>Mill Woods Fund</u>
Fund Balance July 1	\$ 435,623	\$ 4,940	\$ 26,438	\$ 112,811
Revenues:				
Intergovernmental revenues	6,171			
Licenses, fees and permits				
Charges for services	15,285	15,035	54,431	28,750
Interest and dividends	621			
Donations	47,435			
Other revenue				
Total revenues	<u>69,512</u>	<u>15,035</u>	<u>54,431</u>	<u>28,750</u>
Expenditures:				
Current:				
Public safety				
Recreation and parks		16,710	57,178	11,097
Social services	66,579			
General government				
Education				
Capital outlay				
Total expenditures	<u>66,579</u>	<u>16,710</u>	<u>57,178</u>	<u>11,097</u>
Excess (Deficiency) of Revenues over Expenditures	<u>2,933</u>	<u>(1,675)</u>	<u>(2,747)</u>	<u>17,653</u>
Other Financing Sources (Uses)				
Transfers in				
Transfers out				
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	2,933	(1,675)	(2,747)	17,653
Fund Balance June 30	<u>\$ 438,556</u>	<u>\$ 3,265</u>	<u>\$ 23,691</u>	<u>\$ 130,464</u>



Fiduciary Funds

Fiduciary funds are used to account for assets held by the Town in a trustee capacity for individuals, private organizations or other governments.

Pension Trust Funds

To account for the Town's single employer defined benefit pension plan which provides pension benefits for full-time personnel except teachers who are employees of the Board of Education who are covered under the State Teachers' Retirement System.

Other Post Employment Benefit Trust Fund

To account the accumulation of resources for other post-employment benefit payments to qualified employees for both the Town and Board of Education.

Private-Purpose Trust Funds

A fiduciary trust fund type used to report all trust arrangements, other than those properly reported in a pension trust fund or investment trust fund, under which principal and income benefit individuals, private organizations, or other governments.

Public Library Trust Fund - To account for monies provided by private donors for the acquisition of books, materials or other related library services.

Library Legacy Trust Fund - To account for public donations made to the Library in the form of bequeaths, memorial & tribute donations for which only the interest may be spent to benefit the Library.

Jane Sjoman Library Trust Fund - To account for a private permanent endowment from Jane Sjoman to the Wethersfield Library. Only the income may be used for books or other items for the adult collection.

Mayor Volunteer Recognition Fund - Former Mayor, Betty Rosania created the fund and has control over where and when the money will be spent.

Katherine E. Smith Trust - To account for funds bequeathed to the town for the care upkeep, development and preservation of the public park known as the "Broad Street Green". Level of authority is the Town Council.

Frank Weston Trust Fund - This account receives money from a trust fund. The monies are used to maintain a rose garden and flower beds around the town hall in accordance with the will of Mr. Frank Weston and the subsequent trust agreement.

Terlecki Trust Fund - To account for funds bequeathed to the town for use by the animal control operation to neuter dogs; for alcohol abuse counseling in the Police division; and for any purpose by the volunteer ambulance association.

Fire Fighters Trust Fund - To account for benefits to be paid to firefighters upon retirement from the volunteer fire fighter department.

FIDUCIARY FUNDS (CONTINUED)

Agency Funds

Agency funds are used to report resources held by the reporting government in a purely custodial capacity (assets equal liabilities).

Town Escrow

The Town Escrow Fund holds resources in a purely custodial capacity for the following activities:

Wethersfield Ski/Snowboard Club - This fund accounts for the income and expenditures for ski trips for members of the club.

CT Clean Energy Fund - To account for funds that will be used to assist individuals in clean energy home improvements.

Handicapped - This account is used by the Wethersfield Advisory Committee for People with Disabilities. Donations received on behalf of WACPD are recorded here and various program expenses are paid from this account.

Wethersfield Fuel Bank - This is a 100% donor fund into which individuals and businesses contribute. All funds are used to assist residents with winter heating needs when they have exhausted CRT and Operation Fuel grants. Annual appeals are made for donations to area businesses. This account is used to record the disbursement of the funds.

Youth Advisory Board - This is the account into which contributions and fund raising efforts for the Advisory Board are deposited. No Town funds are contributed. Funds are used to support YAB activities.

Jefferson House - This account is used to hold donations from the Jefferson House – Good Samaritan Fund. The Jefferson House Board of Directors donates money to area towns in support of basic needs and medical needs for seniors. It is 100% donation funded by Jefferson House and is used primarily to assist seniors with medical needs that are not covered by insurance, Medicare or Medicaid.

Police Canine Account - Fundraisers are held to pay for food, veterinarian expenses for three canines.

Engineering Securities - To account for cash performance bonds associated with capital projects.

Wethersfield Teen Theater – To account for the income and expenses for the programs and performances produced by Wethersfield Teen Theater Company.

Wethersfield Men's Softball - To account for projects conducted by the Men's Softball League in Town.



**TRUST FUNDS
FOR THE YEAR ENDED JUNE 30, 2014**

	Pension Trust Fund	OPEB Trust Fund	Private Purpose Trust Funds
	<u> </u>	<u> </u>	<u> </u>
Net Position at Beginning of Year	\$ 73,847,843	\$ 7,201,032	1,841,785
Revenue			
Employer Contributions	2,091,887	1,749,557	
Plan member Contributions	1,008,558	599,631	-
Net appreciation (depreciation) in fair value of investments	9,352,147	806,348	
Interest and dividends	3,782,396	201,934	163,307
Other		36,964	87,392
Total Revenue	<u>16,234,988</u>	<u>3,394,434</u>	<u>250,699</u>
Expenditures:			
Benefits	4,773,442	2,258,165	
Administration expense	459,304	110,313	
Other			132,817
Total Expenditures	<u>5,232,746</u>	<u>2,368,478</u>	<u>132,817</u>
Net Position at End of Year	<u>\$ 84,850,085</u>	<u>8,226,988</u>	<u>1,959,667</u>



**PRIVATE PURPOSE TRUST FUNDS
FOR THE YEAR ENDED JUNE 30, 2014**

	<u>Mayors Volunteer Recognition</u>	<u>Public Library Trust</u>	<u>Library Legacy Trust</u>	<u>J. Sjomán Library Trust</u>	<u>Katherine E. Smith Trust</u>	<u>Frank Weston Trust</u>	<u>Terlicki Trust</u>	<u>Fire Fighters Trust</u>
Net position at end of year	\$ 2,826	\$ 65,961	\$ 2,331	\$ 298,491	\$ 15,969	\$ 197,513	\$ 16,120	\$ 1,242,572
Revenue:								
Contributions		24,465	1,044					35,000
Intergovernmental		20,058						
Other		6,825						
Income on investments	6	3,941		25,979	33	12,394	33	120,920
Total Revenue	<u>6</u>	<u>55,289</u>	<u>1,044</u>	<u>25,979</u>	<u>33</u>	<u>12,394</u>	<u>33</u>	<u>155,920</u>
Expenditures:								
Other expenses		61,848		12,686		366		57,918
Total expenditures	<u>0</u>	<u>61,848</u>	<u>0</u>	<u>12,686</u>	<u>0</u>	<u>366</u>	<u>0</u>	<u>57,918</u>
Net position at beginning of year	<u>\$ 2,832</u>	<u>\$ 59,402</u>	<u>\$ 3,375</u>	<u>\$ 311,785</u>	<u>\$ 16,002</u>	<u>\$ 209,542</u>	<u>\$ 16,154</u>	<u>\$ 1,340,574</u>

AGENCY FUNDS
CHANGES IN ASSETS AND LIABILITIES
Activity For Period Ending June 30, 2014
and Balance as of December 31, 2014

<u>PROGRAM</u>	<u>BALANCE</u> <u>7/1/2013</u>	<u>ADDITIONS</u>	<u>DEDUCTIONS</u>	<u>ACTUAL</u> <u>BALANCE</u> <u>6/30/2014</u>	<u>ACTUAL</u> <u>BALANCE*</u> <u>12/31/2014</u>
Wethersfield Ski/Snowboard Club	\$6,415	\$12,688	\$12,150	\$6,953	\$8,696
Handicapped	12,689	23	325	12,387	12,047
Wethersfield Fuel Bank	36,306	22,798	7,391	51,713	58,826
Youth Advisory Board	7,603	750	265	8,088	8,088
Jefferson House	481	-	157	324	324
Police Canine Account	10,560	1,008	1,933	9,635	9,527
Engineering Securites	26,091	15,200	17,600	23,691	40,791
Wethersfield Teen Theater	25,322	11,701	16,534	20,489	22,684
Wethersfield Men's Softball	6,864	-	-	6,864	6,864
Total	<u>\$132,330</u>	<u>\$64,168</u>	<u>\$56,355</u>	<u>\$140,143</u>	<u>\$167,848</u>

*Actual balance for period ending December 31, 2014 is net of Revenue and Expenditures for July 1, 2014 through December 31, 2014.



Internal Service Funds

Internal Service Funds are used to account for any activity that provides goods or services to other funds, departments, or agencies of the primary government on a cost reimbursement basis.

Heart and Hypertension Fund – To account for monies accumulated to pay claims for police officers, hired before 1995, who incur hypertension or heart problems as a result of work conditions.

Hospital and Medical Insurance Fund – To account for the operation of a medical liability fund for Town and Board of Education employee claims. Financing is provided by General Fund contributions, employee contributions and investment earnings.



**INTERNAL SERVICE FUNDS
FOR THE YEAR ENDED JUNE 30, 2014**

	<u>Heart and Hypertension</u>	<u>Hospital Medical Insurance</u>
Net Position at beginning of Year	\$ 295,204	\$ 3,960,063
Revenue		
Contributions	80,500	8,917,426
Transfers In	0	0
Income on investments	1,406	3,638
Other	193,506	0
Total revenue	<u>275,412</u>	<u>8,921,064</u>
Expenditures		
Employee benefits	126,850	6,764,594
Other expenses	0	1,111,962
Total expenditures	<u>126,850</u>	<u>7,876,556</u>
Net Position at End of Year	<u>\$ 443,766</u>	<u>\$ 5,004,571</u>

SECTION G



BONDED INDEBTEDNESS – MATURITY SCHEDULE

Fiscal Year	2011 PP Serial							Grand Total
	2009 Issue	2010 Refunding	Note	2012 Refunding	2014 Issue			
2016	\$ 468,087	\$ 2,084,200	\$ 89,485	\$ 175,150	\$ 2,006,125		\$ 4,823,047	
2017	506,525	1,835,300	92,416	333,550	1,951,125		4,718,915	
2018	491,650	1,780,000	90,280	305,600	1,896,125		4,563,654	
2019	525,463	1,716,925	93,077	372,200	1,841,125		4,548,789	
2020	507,713	861,175	90,807	1,155,075	1,786,125		4,400,895	
2021	98,712	1,220,300	88,538	1,115,075	1,731,125		4,253,750	
2022	98,712	1,174,050	91,202	1,070,450	1,676,125		4,110,539	
2023	98,712	402,900		1,036,125	1,621,125		3,158,862	
2024	490,712			814,800	1,566,125		2,871,637	
2025	474,713			781,550	1,511,125		2,767,388	
2026	458,713				1,467,125		1,925,838	
2027	442,463				1,423,125		1,865,588	
2028	425,713				1,368,125		1,793,838	
2029	413,606				1,324,125		1,737,731	
2030					1,291,125		1,291,125	
2031					1,258,125		1,258,125	
2032					1,224,438		1,224,438	
2033					1,190,063		1,190,063	
2034					1,155,000		1,155,000	
2035					1,118,563		1,118,563	
Grand Total	\$ 5,501,494	\$ 11,074,850	\$ 635,803	\$ 7,159,575	\$ 30,406,063		\$ 54,777,784	



BONDED INDEBTEDNESS – ANNUAL DEBT SERVICE

Fiscal Year	Principal	Interest	Grand Total
2016	\$ 3,165,000	\$ 1,658,047	\$ 4,823,047
2017	3,195,000	1,523,915	4,718,915
2018	3,175,000	1,388,654	4,563,654
2019	3,305,000	1,243,789	4,548,789
2020	3,305,000	1,095,895	4,400,895
2021	3,300,000	953,750	4,253,750
2022	3,300,000	810,539	4,110,539
2023	2,470,000	688,862	3,158,862
2024	2,280,000	591,637	2,871,637
2025	2,270,000	497,388	2,767,388
2026	1,500,000	425,838	1,925,838
2027	1,500,000	365,588	1,865,588
2028	1,500,000	293,838	1,793,838
2029	1,505,000	232,731	1,737,731
2030	1,100,000	191,125	1,291,125
2031	1,100,000	158,125	1,258,125
2032	1,100,000	124,438	1,224,438
2033	1,100,000	90,063	1,190,063
2034	1,100,000	55,000	1,155,000
2035	1,100,000	18,563	1,118,563
Grand Total	\$ 42,370,000	\$ 12,407,784	\$ 54,777,784

DEBT MANAGEMENT POLICY

Our Mission

To provide a comprehensive and viable debt management policy which recognizes the capital improvement needs of the Town of Wethersfield as well as the taxpayer's ability to pay while taking into account existing legal, economic, financial and debt market considerations.

Purpose

The basic purpose of this policy is to provide a conceptual framework for the issuance and management of debt.

Some Factors Relevant To the Issuance of Debt

- Legal constraints on debt capacity and various financing alternatives.
- The urgency of the capital requirements to be met and the economic costs of delays.
- Willingness and financial ability of the taxpayers to pay for the capital improvements.
- Determination as to whether to employ a "pay as you acquire" versus a "pay as you use" approach.
- Proper balance between internal and external financing.
- Current interest rates and other market considerations.
- The financial condition of the Town of Wethersfield.
- The types, availability and stability of revenues to be pledged for repayment of the debt.
- Type of debt to be issued.
- The nature of the projects to be financed.

Debt Management Policies

1. Capital improvements shall be financed by debt to be repaid annually by tax revenues or available revenue sources designated for same when it is not feasible to pay-as-you-acquire. Current operating expenditures shall not be funded through the issuance of debt, i.e., small, recurring maintenance, rolling stock (excluding vehicles that have a cost in excess of \$500,000 and a life expectancy greater than 15 years), operating costs or salaries.
2. Cash surpluses, grants, contributions and other revenue that may have been designated for specific capital improvements from the capital reserve and non-recurring fund and other funds (excluding the General Fund), to the extent available and appropriate, should be used to finance scheduled capital improvements.
3. Short-term debt may be used to provide interim cash flow to facilitate the timing of bond sales, to avoid locking in high long-term interest rates during periods of market turmoil or to partially finance projects whose final cost is uncertain. It is not to be used to defer the operating budget impact on bonded debt service or to speculate on market rates. Interest and issuance costs for short-term debt will be included in the capital request and will be charged to the project.
4. General obligation bonds are issued to finance traditional public improvements. Revenue or limited obligation bonds may be issued within statutory parameters only to finance those special projects or programs which directly support the Town's long-term economic development or housing interests or which service a limited constituency and are clearly self-supporting.
5. Long-term leases may be used for copiers, computers, major equipment or rolling stock and other capital items when it is cost justifiable to do so.

6. Any method of creative financing such as the use of swap options, variable rate debt, etc., should be fully disclosed, reviewed with and approved by the Town Council.
7. The Town of Wethersfield will issue debt only for the purposes of constructing or acquiring large nonrecurring permanent capital improvements and for making major renovations to existing capital improvements that are included within the Town's Capital Improvement Program. The only exception to the above would involve entering into long-term leases as described above when it is cost justifiable to do so or to fund emergency projects that are not included within the Town's Capital Improvement program.
8. All capital improvements financed through the issuance of debt will be financed for a period not to exceed the useful life of the improvements, but in no event to exceed 20 years (30 years for sewer projects) as in accordance with Connecticut State Statutes.
9. The Town shall not construct or acquire a public facility if it is unable to adequately provide for the subsequent annual operation and maintenance costs of the facility.
10. The Town will, at all times, manage its debt and sustain its financial position in order to seek and maintain at a minimum a credit rating of AA- (Standard & Poors) or Aa3 (Moody's) or the highest credit rating possible.
11. The Town will ensure that an adequate system of internal control exists so as to provide reasonable assurance as to compliance with appropriate laws, rules, regulations, and covenants associated with outstanding debt.
12. Revenue sources will only be pledged for debt when legally available and, in those situations where they have previously been used for operation and maintenance expenses/general operating expenditures, they will only be pledged for debt when other sufficient revenue sources are available to replace same to meet operation and maintenance expenses/general operating expenditures.
13. The Town will market its debt through the use of competitive bid whenever deemed feasible, cost effective and advantageous to do so. However, it is recognized that, in some situations, certain complexities and intricacies of a particular debt issue are such that it may be advantageous to market the debt via negotiated sale. Bidders will be encouraged to market the bonds to local investors.
14. The Town will continually monitor its outstanding debt in relation to existing conditions in the debt market and will refund any outstanding debt when sufficient cost savings can be realized.
15. Credit enhancements will be used only in those instances where the anticipated present value savings in terms of reduced interest expense exceeds the cost of the credit enhancement.
16. In order to maintain a stable debt service burden, the Town will attempt to issue debt that carries a fixed interest rate. However, it is recognized that certain circumstances may warrant the issuances of variable rate debt. In those instances, the Town should attempt to stabilize debt service payments through the use of an appropriate stabilization arrangement.

The Town will review and update as necessary the Debt Management Plan in order to maintain a stable debt service burden in compliance with this policy.

Policy Review

This policy should be jointly reviewed by the Town Council, the Town Manager and the Finance Director a minimum of once every three years, notwithstanding the fact that more frequent reviews may be performed as deemed necessary.

SECTION H

APPROPRIATION:	the legal authorization granted by a legislative body, which permits officials to incur obligations against and to make expenditures using governmental resources. Appropriations are usually made for fixed amounts and are typically for a one year duration.
ASSESSED VALUATION:	the value, less any exemptions, assessed upon real estate or other property by a government as a basis for levying taxes.
BUDGET:	a plan of financial operation containing an estimate of proposed expenditures for a single fiscal year and the proposed means of financing.
CAPITAL BUDGET:	a plan of proposed capital projects and the means of financing usually based on the 1 st year of the capital improvement program and generally adopted as part of the annual budget.
DEBT SERVICE:	the amount of money required to pay the interest and principal on tax-supported, long-term debt.
DEPARTMENT:	a basic organizational unit of a jurisdiction which is functionally unique in its service delivery.
ESCROW ACCOUNT:	a financial resource used to account for assets temporarily held by a government in a purely custodial capacity.
EXPENDITURES:	the costs of goods delivered, services rendered, and the provision for debt retirement and capital outlays that are recognized when a liability is incurred that will be settled with current financial resources.
FISCAL YEAR:	a twelve-month time period to which the annual budget applies and at the end of which a governmental unit determines its net financial position and results of its operations (July 1 through June 30).
FUNCTION:	a group of major activities or programs aimed at providing a major service or program for which a governmental unit is responsible. Examples of functions include: General Government, Public Safety, and Health and Human Services.
FUND:	an independent fiscal and accounting entity with a self-balancing set of accounts, recording cash and/or other resources together with all related liabilities, obligations, reserves and equities.
FUND BALANCE:	the difference between resources and obligations at a particular point in time (e.g. the end of the fiscal year). When obligations exceed resources, the result is a negative impact to fund balance. When resources exceed obligations, the result is a positive impact to fund balance.

GENERAL FUND:	accounts for most of the basic services provided by the government. It reports all financial resources not otherwise accounted for in another fund. It is a government's primary fund.
GIS:	Geographic Information System of computer hardware, software and procedures designed to support, capture, manage, manipulate, analyze, model and display spatially referenced data for solving complex planning and management problems.
GRAND LIST:	basis upon which the property tax levy is allocated among property owners in a jurisdiction with taxing power.
LEVY:	total amount of taxes imposed by a governmental unit.
LOCIP:	Local Capital Improvement Program grant administered by the State.
MILL:	amount of tax levied for each \$1,000 of assessed value.
MILL RATE:	rate used in calculating taxes bases on property values. For example, the adopted 2014-2015 fiscal year budget is based on a mill rate of 36.74 mills, 36.32 mills for the Tax Levy and .42 mills for the Road Levy. Accordingly, \$36.74 would be levied in property taxes for every \$1,000 of assessed property.
OBJECT:	used in expenditure classifications to describe the item purchased or the service used, such as office supplies, personnel services, and contractual services.
PROPERTY TAX:	locally levied tax that is based on the market value of property assessed at 70% during a given year by a local municipality.
PROPERTY TAX EXEMPTIONS:	statutory provision that either completely or partially exempts from property taxes properties used by certain organizations (e.g., religious, charitable) or property owners (e.g., veterans and the elderly).
REVENUE:	term designates additions to financial resources, which do not increase any liability, do not represent the recovery of an expenditure, and do not represent contributions of fund capital. The revenues from property taxes represent the largest funding source for Town expenditures.
SPECIAL REVENUE FUND:	used to account for restricted or committed proceeds of specific revenue sources. Expenditures must be for a specified purpose.