

**TOWN OF
WETHERSFIELD, CT**

**PROPOSED
BUDGET**



**FISCAL YEAR
2017 - 2018**

**TOWN OF WETHERSFIELD
2017 / 2018 PROPOSED BUDGET
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INTRODUCTORY SECTION

Town of Wethersfield

505 Silas Deane Highway
Wethersfield, Connecticut 06109



April 3, 2017

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

PREAMBLE

To say that preparing the Proposed Town of Wethersfield 2017-2018 Budget was perplexing would be an understatement. Although in the proposed Governor's State of Connecticut Budget for State Fiscal Year 2017-2018 Wethersfield fares better than 130 other municipalities in the state, there is a universal consensus that the Governor's Budget will not be adopted. The hope is that a state budget and municipal aid package will solidify before the Town of Wethersfield has to adopt a budget by May 15. Therein lays the conundrum. What will remain of the proposed State budget and what will not?

The Town of Wethersfield Charter requires the Town Manager, by the first Monday in April, to submit to the Town Council the budget for the ensuing fiscal year. The budget shall contain:

- "(a) an estimate of the probable cash deficit or unencumbered cash surplus, as the case may be, at the end of the current fiscal year;
- (b) Estimates of the revenue cash receipts of the ensuing year, other than property taxes;
- (c) Estimates of expenditures for the ensuing fiscal year; and
- (d) An estimate of the sum necessary to be raised by taxation to balance the budget, taking into consideration the surplus or deficit for the current fiscal year, as provided in (a) above...."

To those requirements, this proposed budget does just that. However, the assumptions made as to the new mandates and the enhanced revenues from the state make this Proposed Budget a starting point for review and deliberation as the Legislature debates a state budget and municipal aid.

On the expense related items, confidence in those are very high. Each department, division, and other expense item has been prepared and vetted to provide for the same level of service currently provided to the Wethersfield Community. Spending increases are for increased debt service for the High School Renovation, pension and post employment benefits obligations, contractual requirements, fuel and utility increases, and increases in the Board of Education budget.

The one new mandate included in the expense side of the budget is the new requirement that Town's assume a portion of the cost of the public school teachers' pensions. For the Town of Wethersfield, that proposed mandated expense is \$2,801,870. The net equivalent of this in terms of taxation is 1.28 mills. This is a substantial new obligation for all local governments in Connecticut. The discussion regarding legality of

passing this expense, the fairness of the mandate, and where the obligation to pay these pension costs lies is not a function of this message. However, passing on a cost of this weight to Wethersfield exacerbates the local pension and post employment benefit obligations which are quickly consuming more and more local resources. Sustainability of paying these legacy benefits within the current revenue matrix is becoming a critical concern.

The revenues are much more complex. Wethersfield was one of the few communities out of 169 that are proposed to receive more state resources than in the current year. However, the expectation that 130 Towns and their elected state representatives would forgo significant state revenue, particularly for education, is not realistic. At some point another spending plan will develop for the state which may provide a clearer picture of the municipal aid to local governments. It is proposed in the Governor's Budget that Wethersfield will see significant increases in Education Cost Sharing Grant, Payments in Lieu of Tax (PILOT) for state owned property, Municipal Revenue Sharing, and Motor Vehicles Tax Cap Revenue Sharing. In addition, the Board of Education will have access to additional funds for Special Education. (These funds are not shown as revenue in the General Fund since they are sent directly to the Wethersfield Board of Education).

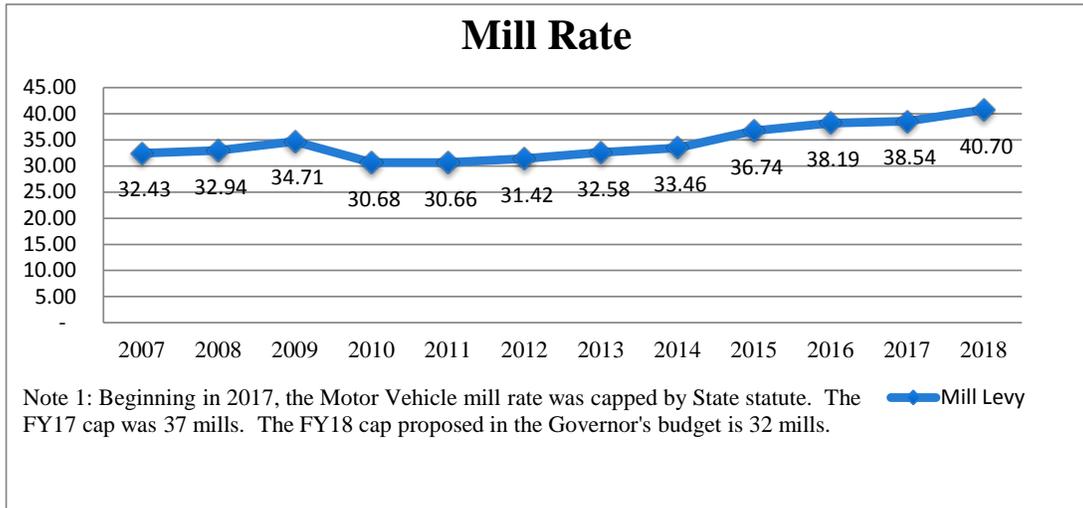
Accordingly, the best information we have available at this time to meet the Charter requirement of preparing a Town Budget is the municipal aid plan proposed in the Governor's Budget. It is with these estimates that the formal Town of Wethersfield Proposed 2017-2018 Budget has been developed and submitted to the Town Council and the Wethersfield Community for consideration. In order to provide the community an understanding of the unknowns, an alternative budget calculation is also included to provide a picture of what another outcome at the state level could produce for Wethersfield.

Therefore, in accordance with the Charter of the Town of Wethersfield I hereby deliver the Proposed Budget for the fiscal year ending June 30, 2018.

The 2017-2018 Proposed Budget for the Town of Wethersfield totals \$104,624,473, including the Road Improvement Fund of \$763,768. This is an increase of \$6,409,754 or 6.53% from the 2016-2017 budget of \$98,214,719. This results in a mill levy of 40.70 for Real Estate and Personal Property (General Fund Levy of 40.38 and Road Improvement Levy of 0.32) as compared to the current levy of 38.54 (General Fund Levy of 38.12 and Road Improvement Levy of 0.42) which is an increase in the mill levy of 2.16 mills. The State of Connecticut has capped the mill levy at 32.00 for Motor Vehicle and Motor Vehicle Supplemental (General Fund Levy 31.75 and Road Improvement Levy of 0.25). Of particular note is the inclusion of a new state mandate for Towns to pay a portion of the teacher pension's costs. This new mandate increased the expenses in the Proposed Budget by \$2,801,870. For the owner of the average valued home and vehicles (two) in Wethersfield the tax increase will be \$365.90.

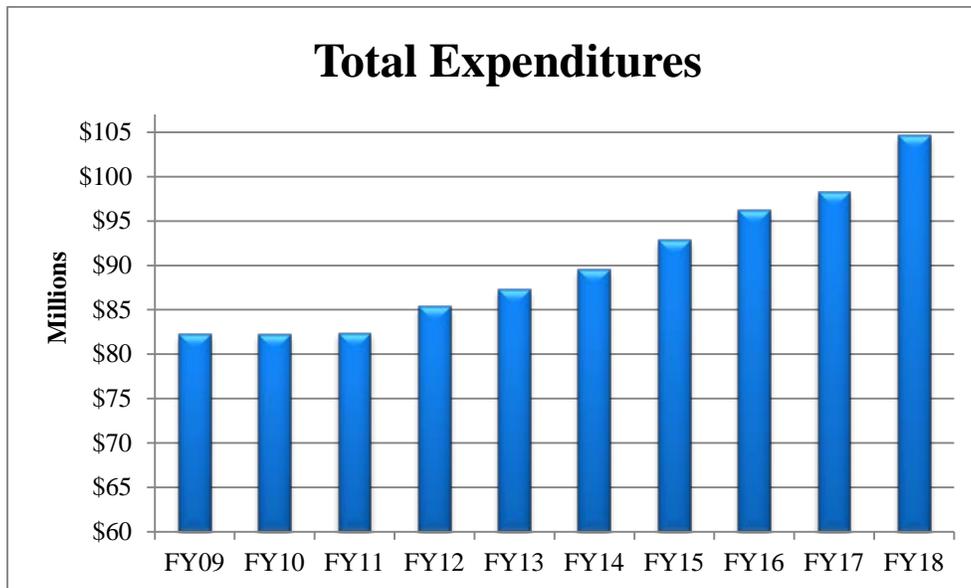
The Proposed Budget includes the debt service for the third of three bond issues for the High School Renovation project. For FY 2017-2018 the amount of the budgeted increase for debt service is \$728,976. If this new debt service was not factored into the budget, the percent increase in the budget would have been 5.90%.

For Fiscal Years 2017 and beyond, the mill rate stated will not include motor vehicle taxes. The State of Connecticut has imposed a mill rate cap on motor vehicles beginning in FY 2017. For 2018 that proposed cap is 32 mills. The Governor's Proposed Budget includes revenue sharing that is supposed to offset the loss of tax revenue from a mill rate cap on motor vehicles so that the real estate property taxes are not impacted. For Wethersfield the proposed amount of revenue sharing is \$933,484. However, the revenue sharing formula for this is based upon the 2015 mill rate. At the proposed mill rate, there will be \$506,851 of taxation shifted to real estate net of the proposed revenue sharing.



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 proposed changes in each area.

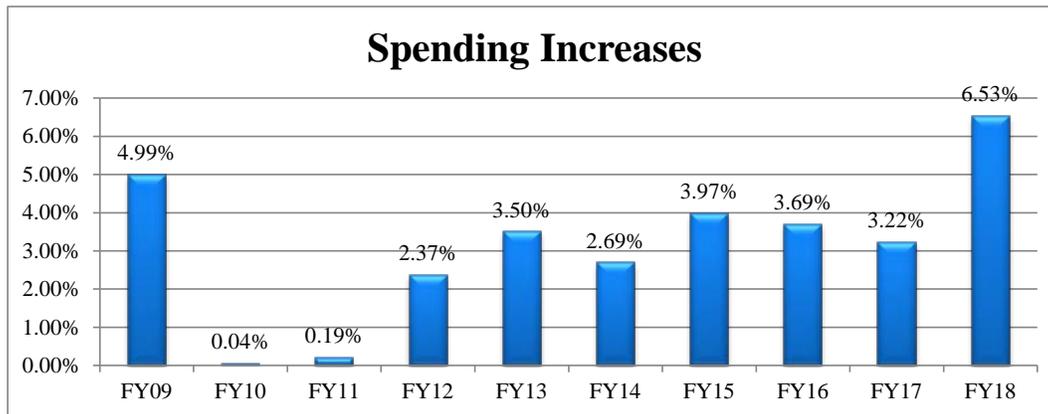
Total General Fund Spending By Function 2016 – 2017 / 2017 – 2018				
	Education	Non Education	Road Improvements	Total
2016-2017	\$56,613,100	\$40,685,890	\$ 915,729	\$ 98,214,719
2017-2018	\$58,277,882	\$45,582,823	\$ 763,768	\$104,624,473
+ / -	\$ 1,664,782	\$ 4,896,933	\$ 151,961	\$ 6,409,754



Grand List

For this budget the Grand List has grown from the current year's total net taxable list of \$2,213,858,430 to the new net Grand List of \$2,242,958,976 an increase of 1.31%. This new amount includes a re-statement of the Wethersfield Housing Authority's properties which equals \$17,425,400. Excluding the Wethersfield Housing Authority, the increase in the Grand List is 0.53% over the current grand list. For 2016 there were 327 residential sales, including condominiums, as compared to 313 the year prior indicating that demand has

not slowed. The average sale price of a home was \$255,620 in 2016. The average taxable value of a home in Wethersfield is \$169,400 up slightly from the prior year of \$169,362. Also, for 2016 there were 7 commercial sales ranging from \$200,000 to \$5,694,020.



Summary of Cost Factors in the Proposed 2017-2018 Budget

The 2017-2018 Proposed Budget includes various cost factors which are a combination of external, internal, and long term financial considerations:

Internal considerations include:

- Salary increases for the unionized workforce are increasing per the applicable collective bargaining agreement. Salaries for members of Locals 818 (Supervisors) and 1303-408 (Town Hall and Dispatchers) are not included in the department budgets due to those contracts expiring on June 30, 2017 and are in negotiation. Non-union and part time employees are budgeted for a 0% salary increase.
- As more employees who are eligible for retiree health benefits retire, the cost per year for those expenses is increasing. For 2017-2018 this number increased by \$124,337.
- There is an additional \$728,976 in the budget for debt service which includes payments on the third of three bond issues for the Wethersfield High School Renovation project.
- Items such as electricity and fuels are increasing.

External costs considerations include:

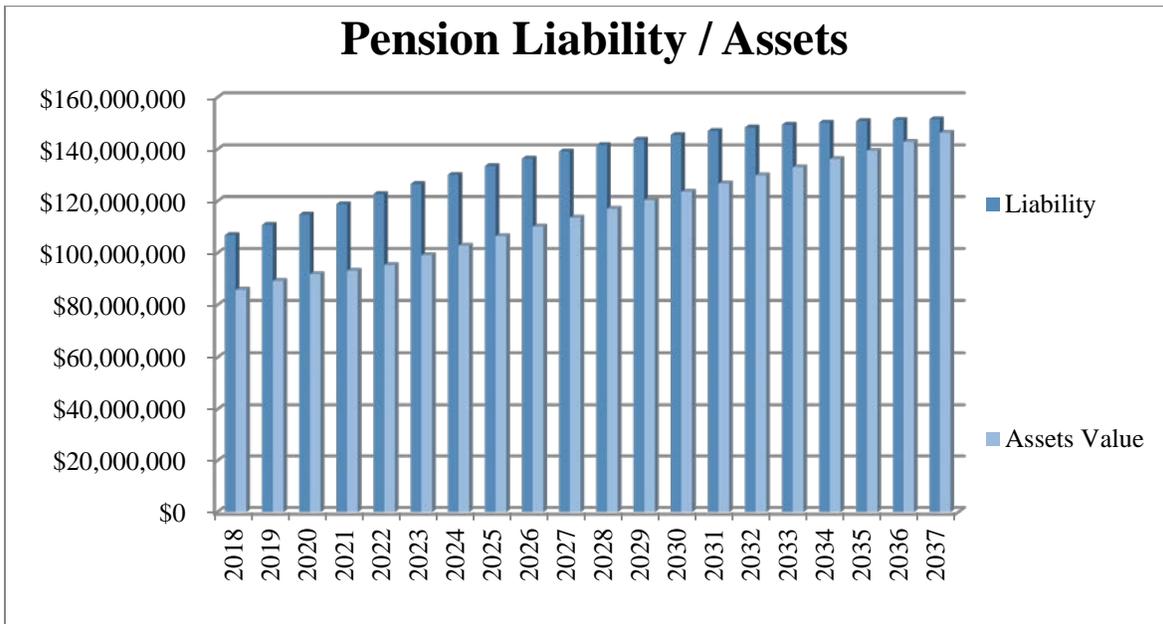
- The assessment for the Metropolitan District Commission is increasing \$207,586 or 6.21%. (This does not include the levied Reserve Assessment of \$652,100).
- The Central Connecticut Health District's assessment is increasing \$12,768 or 9.20%.

Long Term Financial Considerations (Retiree Benefits)

- The Town's contribution to the Defined Benefit Pension Plan is increasing \$196,568 for the Proposed Budget and totals \$2,641,665. The Board of Education contribution will increase by \$9,091 to \$564,908, the Town's contribution will increase by \$28,232 to \$884,904 and Police will increase by \$159,245 to \$1,191,853. The Town of Wethersfield Defined Benefit Pension plan funded ratio as of the July 1, 2016 valuation is 80.3%. The interest rate assumption on the pension plan assets is stable at 7.25%. It is anticipated that this will decline over the next several years.

The chart below shows the increasing Defined Benefit Pension obligation and the estimated value of the assets to 2037. As the chart shows, the current liability of \$107,000,496 increases to \$151,631,000 with the current interest rate and mortality assumptions. As we know, there will be an

implementation of the new mortality tables and a declining interest rate assumption. These two factors will increase the long term liability of the Fund. It is clear that without a new source of revenue, the property tax will have to be continually increased to pay these obligations.

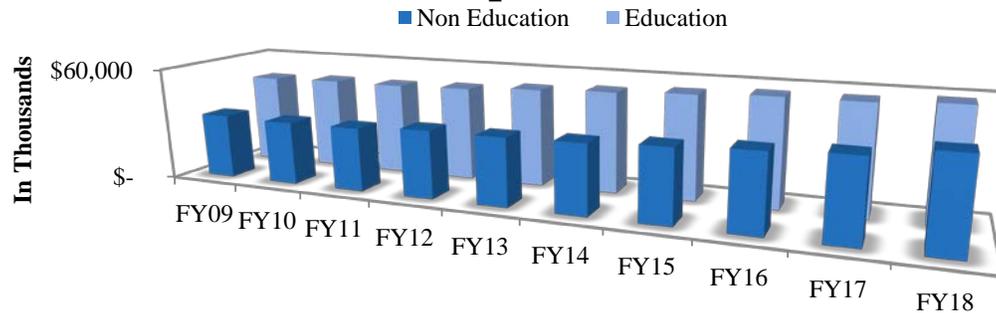


- The Proposed Budget continues the program begun in 2013 of annually funding the Other Post Employment Benefit (OPEB) Fund. For 2016-2017 the Town and BOE contributed \$800,000 to the fund. For 2017-2018 an additional \$200,000 will be contributed (total of \$1,000,000) to the fund. Increases of \$200,000 per year will continue until the Town reaches the Annual Required Contribution amount of \$1,600,000. The ratio of cost for 2017-2018 is \$610,000 to the Town and \$390,000 to the Board of Education. The balance in the OPEB Fund as of February 28, 2017 was \$13,686,112. The Accrued Liability for these benefits as of July 1, 2015 (the most recent actuarial valuation) was \$49,267,622.

The chart below shows the increasing obligation of the Other Post Employment Benefits to be provided to eligible Town employees and the projected value of the assets. Currently, the policy of the Town is to use a "pay as you go" policy for the provision of benefits until the OPEB Fund has sufficient assets to begin to make those payments. Without a new source of revenue, it can be expected that the property tax will have to continue to increase to meet these retirement obligations.



Education and Non Education Expenses (Road Improvements included in Non-Education Expenses)



Municipal Aid and Education Cost Sharing Grants

Herein lies the dilemma. The Governor's Proposed Budget includes several revenue enhancements that Wethersfield, like a handful of other towns, will receive at the expense of municipal aid to the vast majority of communities in the state. It is universally accepted that the proposed distribution totals will not stand. However, we have no indication of what will be the final basket of municipal aid when the state budget is finally adopted. Therefore, in order to prepare the budget per the Town Charter, we have used the Governor's proposed municipal aid. Also, an alternative has been developed bringing municipal aid closer to what has been provided for in past state budgets.

The table below details state aid proposed in the Governor's Budget. There is a significant increase anticipated for the 2017-2018 fiscal year. The Municipal Revenue Sharing Motor Vehicle program is a new sales tax sharing grant offered by the State of Connecticut for the purpose of tax relief. With the capping of the mill rate at 32.00 for motor vehicles, the State is making up the difference in the tax revenue that would have been received had a cap not been in place. The estimated loss in revenue from the cap is \$1,440,335. In addition to these, there are several program grants that are increasing. Education Cost Sharing is increasing, as is Payments in Lieu of Taxes for state properties.

Municipal Aid 2017-2018		
	FY 16-17	FY 17-18
PILOT - State Property	\$ 107,242	\$ 162,342
Mashantucket & Mohegan Grant	209,154	207,167
PILOT Colleges and Hospitals	8,592	10,687
PILOT - Veterans	41,000	36,000
Town Aid Road	400,727	400,727
LOCIP	-	335,505
Municipal Revenue Sharing MV	-	933,484
Municipal Revenue Sharing	940,267	1,353,493
Adult Education	29,758	31,155
ECS Grants	9,348,852	10,333,976
Grants for Municipal Projects	21,785	-
Total	\$11,107,377	\$13,804,536

There is another revenue enhancement, one for excess costs and special education. The Town is to receive \$4,729,254. It is not reflected here or anywhere in the Proposed Budget. It is revenue remitted by the State directly to the Board of Education.

Alternate Budget

The chart below is an alternative based upon a municipal aid package that is similar to the current year. It does not include the Town paying the pension costs for teachers, nor does it include any of the enhanced revenues. This alternative makes other assumptions whose final determination are unknown. Again, until the State Budget picture becomes clearer, this Proposed Budget is a starting point in the conversation.

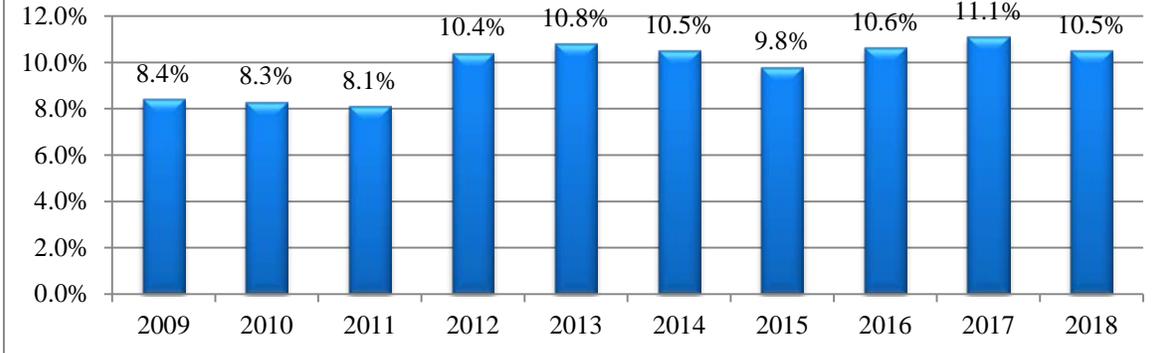
	Proposed FY18 Budget	Alternate FY18 Budget	Difference
Proposed Expenditures	\$105,360,705	\$105,360,705	\$ -
<i>Adjustments</i>			
Eliminate State Teachers Retirement contribution	-	(2,801,870)	(2,801,870)
Proposed Expenditures - Adjusted	105,360,705	102,558,835	(2,801,870)
Revenues			
Local Revenues – Other than FY18 Current Levy	4,338,794	4,338,794	-
State Aid			
Education Cost Sharing Grant	10,333,976	9,348,852	(985,124)
LoCIP	335,505	-	(335,505)
Pequot-Mohegan Grant	207,167	209,154	1,987
PILOT – Colleges & Hospitals	10,687	8,592	(2,095)
PILOT – State-Owned Property	162,342	107,242	(55,100)
Town Aid Road	400,727	400,727	-
Grants for Municipal Projects	-	21,785	21,785
MRSF Revenue Sharing	1,353,493	940,267	(413,226)
MRSF Motor Vehicle	933,484	-	(933,484)
Total State Aid	13,737,381	11,036,619	(2,700,762)
FY18 Tax Levy	87,284,530	87,183,422	(101,108)
Total Revenues	\$105,360,705	\$102,558,835	(\$2,801,870)
FY18 Mill Rate on Real Estate/Personal Property	40.70	40.20	(0.50)
FY18 Mill Rate on Motor Vehicles	32.00	37.00	5.00

Other Revenues and Fund Balance

Other revenues to the General Fund are a combination of permit fees, charges for service, rental fees, etc. Non-property tax revenue of \$16,939,943 is estimated for 2017-2018. This is an increase of \$2,634,645 from the 2016-2017 Budget. Non tax revenue makes up 16.2% of the General Fund revenues.

The level of unassigned fund balance is a very important fiscal indicator for local governments. Having too little fund balance indicates financial stress on the community and 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 proposed budget is 10.50%. 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 12% of General Fund expenditures. The chart below shows the recent history of the fund balance. A fund balance appropriation of \$400,000 has been proposed for the 2017-2018 Budget.

Unassigned fund balance as a percentage of General Fund Expenditures



Capital and Nonrecurring Expenses

Each year the Capital Improvement Advisory Committee reviews many requests for capital projects and determines which improvements add the greatest value to the community within the budgetary constraints. The 2017-2018 Proposed Budget includes \$901,000 of projects to address the capital needs of the Town. The total amount of the \$901,000 is a transfer from the General 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 Proposed Budget.

Improvements	Amount
Drainage	\$ 30,000
Fire Safety and Station Improvements	36,000
Sidewalks	50,000
Town Buildings	410,000
Schools	95,000
Recreation and Parks	155,000
Community Development	50,000
Pavement Maintenance	75,000
Total Improvements	\$ 901,000

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 \$1,500,000. In the Proposed Budget, the Road Improvement mill levy for Real Estate and Property Tax bills is .32 mills and for Motor Vehicle and Motor Vehicle Supplemental bills is .25 mills which raises \$686,568 locally to be combined with Town Aid Road Funds, LOCIP monies, and Motor Vehicle Revenue Sharing to total \$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 Proposed Budget \$917,708 would 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:

Category	Project Title	Lease Financing	Grant Funds	General Fund	Use of Reserves
Police	Interceptors (4)	\$ 192,090	--	--	--
Assessor	2018 Revaluation	--	--	\$ 50,000	--
Data Services	Back-up Server	--	--	--	21,000
Physical Services	Pick-up Truck Utility	42,000	--	--	--
Physical Services	Pick-up Truck - 350/Dual	46,000	\$	--	--
Physical Services	Skid Steer	--	12,616	17,384	\$ 25,000
Fire	SCBA Bottles	--	--	15,500	--
Fire	Utility Truck	49,000	--	--	--
Fire	Pagers	--	--	10,000	--
Town Wide	Cottone Turf Repl.	1,000,000	--	--	160,000
Data Services	Council Chamber - Video Cont.	--	--	--	9,000
Building Insp.	Replace 2002 Cav.	--	--	26,000	--
Finance Dept.	Lease Payments	--	--	798,824	115,000
Grand Total		\$1,329,090	\$ 12,616	\$ 917,708	\$ 330,000

Debt Service

The Proposed 2017-2018 Budget includes \$5,914,024 for debt service. This amount includes \$893,029 which represents the first year of debt service on the third of three bond issues for the High School Renovation project. The Town issued \$22 million dollars of general obligation bonds in 2014 and \$11 million dollars in bonds in March of 2016. The final bond issue of \$8.5 million took place in December of 2016. The total estimated amount of bonds to be issued for the project is \$41.5 million. (Lease financing for technology totaling \$695,316 is not included in these totals). Section G of the Proposed Budget has detailed information on the Town's debt obligations.

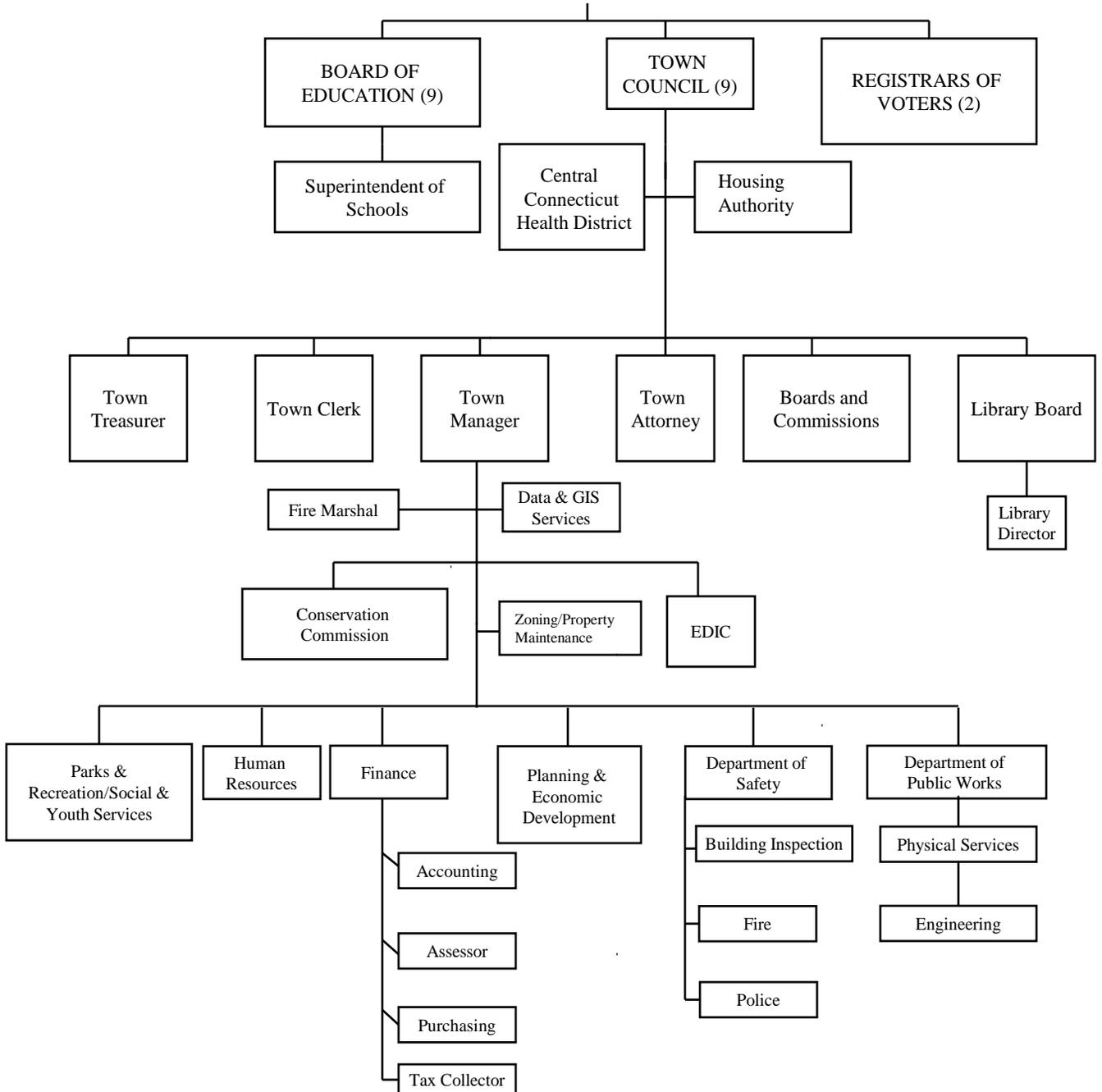
Conclusion

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 for his analysis and attention to detail. Wendy Masse, Denise Villalba, Kathy Natale of the Finance Department were tremendous assets crunching numbers and organizing data and document development; and finally, Cheryl Pearce who kept the process flowing in the office. I would also like to thank the Wethersfield Town Council Members and the Wethersfield Community for their thoughtful deliberations and consideration of this 2017-2018 Proposed Budget for the Town of Wethersfield.

Sincerely
Jeffrey K. Bridges, Jr.
Town Manager

Town of Wethersfield

VOTERS





BUDGET CREATION

BUDGET CREATION: GOVERNING POLICES AND PROCESSES

Budget Adoption Process

Chapter VII of the Town Charter governs the development and adoption of the annual operating budget. Chapter VII requires that prior to the first 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 1st. Said operating budget includes both proposed expenditures and the means of financing them (i.e., revenue sources.) On the third Monday in April, a public hearing is conducted to obtain taxpayers' comments. Finally, on or before the 15th of May, the budget is legally adopted by the Town Council through the passage of a series of motions and the required rate of taxation is set accordingly. (See page A-1 for a description of the calculations used to determine the approximate value of one mill).

Accounting Policies and Basis of Accounting

The Town's accounting system is organized on a fund basis and uses funds and account groups to report on its financial position and results of operation. The Town's accounting records are maintained on a modified accrual basis, as revenues are recognized when they become measurable and available as net current assets and expenditures are generally recognized when the fund liability is incurred. It should be noted that the accounting policies of the Town conform to generally accepted accounting principles as applied to governmental units.



BUDGET PROCESS SUMMARY

How to Become More Involved in Budget Deliberations

HOW THE BUDGET IS PUT TOGETHER:

- Beginning 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 this time period, the Board of Education and Superintendent of Schools, with his staff, estimates the costs to operate the schools and school related services for the next year. The proposed Board of Education budget is due to the Town Council by March 15th of each year. Budgets for the public may be picked up at the Town Manager's Office or may be viewed through the Town's web site.
- In February, the Town Manager meets with each of the Department and Division Heads to review their proposed budgets and by the end of March; the Manager will put together a proposed budget which must go to the Town Council by the first Monday of April. All revenues and expenditures are thoroughly reviewed and examined for inclusion in the budget. The Manager prepares the budget by considering the revenues the Town expects to collect and comparing these to the proposed cost estimates for programs and services provided by each Department and Division and the Board of Education.
- The revenues to fund these programs and services come from property taxes, interest on investments, Federal and State grants, and from fees for programs and services.

THE TOWN COUNCIL'S ROLE:

- Once the Town Council receives their budget, they hold workshops with each Department and Division Head and the Board of Education which are open to the public.
- The public can comment on the proposed budget at the Town Council's Public Hearing which will be held the third Monday of April at the Wethersfield Town Hall Council Chambers. This gives a chance for the Council and Board of Education to hear the public's concerns and priorities for programs and services, so they can then make choices on what is important to the taxpayers and where the public wishes to have their dollars spent in the next fiscal year.
- By the Wethersfield Town Charter, the Budget must be adopted on or before May 15th of each year.

CITIZEN/BUSINESS OWNER INVOLVEMENT

- Each year the Town Council asks for input from the public on the proposed Town Manager/Board of Education budget. Without this input, the Council may be making decisions that the electors may not want them to move forward on because of different priorities or there is no longer a need for a certain service. That is why it is so important for taxpayer input. These are your dollars that are being spent each year.
- Resident and business owners may attend the Budget Workshops, the April Public Hearing, write, e-mail or phone Town Council members (contact information is available on the Town's web site, by calling 860-721-2801 or by writing to the Town Manager's Office, Wethersfield Town Hall, 505 Silas Deane Highway, Wethersfield, CT. 06109; jeff.bridges@wethersfieldct.gov).
- When addressing your concerns to the Council, it is important that they hear from you what program or programs you feel are of value to you and what should be kept in or added to the budget, as well as what services may be of low priority; what level of service is preferable to you, what are you able and willing to pay for and what are you not willing and able to pay for and ideas for cost savings.



BUDGET PROCESS SUMMARY

How to Become More Involved in Budget Deliberations

FIXED AND FUTURE COSTS – WHAT TO REMEMBER

- There are many fixed costs which cannot be reduced due to mandatory obligations, such as utilities, payments to the Metropolitan District Commission for sewer service to the Town, debt and interest payments which have been approved by the voters, Federal and State mandates, insurance and liability payments, and salaries and benefits (health insurance and pension) that have been negotiated with the unions.
- Much like your family/business expenses, it is important that money be set aside for emergencies. The Town does the same thing through fund balance appropriations. Although some people may feel there is too much money in the fund balance, in order for a Town to maintain an excellent credit rating and receive lower interest rates, the bond rating agencies are asking that at least 8-10% of the total budget be set aside for such an emergency.
- It is important that the Town also set aside money in the budget for their infrastructure and make sure the roads, sidewalks, buildings, vehicles, trucks and capital investments of a community are taken care of for the future use of taxpayers and employees. Much like your home, business or vehicles, money must be spent on these things each year so that they stay well maintained and do not cost more money in the future because of lack of repair in the present.

**WE WANT, NEED AND WELCOME YOUR INPUT INTO
THE BUDGET PROCESS AND HOW YOUR TAX
DOLLARS ARE BEING SPENT.**

BUDGET CALENDAR
Fiscal Year 2017/2018

January 11, 2017	Budget Kick-Off Meeting
January 20, 2017	Revenue Estimates to Finance
January 20, 2017	Reclassification and New Position Requests to Town Manager for Consideration
February 13 – February 17, 2017	Progress meetings with Departments
February 23, 2017	Requested Budgets Complete and Posted in MUNIS
February 24, 2017	Finance to Provide All Budget Material To Manager’s Office
February 27 – March 3, 2017	Round I Budget Conferences/Concurrent with Staff Review
March 2, 2017	CIP Budget to Planning & Zoning
March 8, 2017	Planning & Zoning Comments to Manager
March 3 – March 20, 2017	Prepare Budget for Printer
March 15, 2017	Board of Education Files Budget with the Town Clerk and Presents Budget to Council during the following week.
March 27, 2017	Deliver Budget to Printer
April 3, 2017	Proposed Budget to Council
April 3, 2017	Proposed Budget Available to Public
April 17, 2017	Public Hearing on Budget --- 7:00 p.m.
April 8 – May 14, 2017	Council Budget Workshops
No Later Than May 15, 2017	Budget Adoption

**TOWN OF WETHERSFIELD
MISCELLANEOUS STATISTICAL DATA 2017**

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.....	106.78
State Roads.....	20
Sidewalks (linear miles).....	131.08
Number of Street Lights.....	2,825
Town Employees:	
Regular.....	152
Part-time.....	6
Seasonal.....	200
Fire Protection:	
Fire Stations.....	3
Volunteer Firemen.....	70
Fire Hydrants.....	832
Police Protection:	
Police Station.....	1
Employees:	
Officers.....	44
Civilian.....	13
School Crossing	
Guard Posts.....	21
Building Permits:	
Permits Issued 2015/2016.....	2,391
Permit Value.....	\$21,570,475
2016 Grand List (Net taxable).....	\$2,245,034,676
Assessment Date.....	October 1 st

Education 2016-2017:	
High School:	
Number.....	1
Teachers.....	91
Students.....	1,169
Middle School:	
Number.....	1
Teachers.....	51
Students.....	560
Elementary:	
Number.....	5
Teachers.....	156
Students.....	1,779
All Other Staff.....	262
2016 Election:	
Registered Voters.....	17,336
Number of Votes Cast.....	14,222
% of Voters Voting.....	82%
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: (6/30/16)	
Physical Collection.....	104,860
Annual Circulation.....	324,831
Annual Visitors.....	173,394
Museums:	
Old Academy	
Cove Warehouse	
Buttolph-Williams House	
Silas Deane House	
Joseph Webb House	
Isaac Stevens House	



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Wethersfield
Connecticut**

For the Fiscal Year Beginning

July 1, 2015

Executive Director

SECTION A
BUDGET SUMMARIES

**TOWN OF WETHERSFIELD
PROPOSED BUDGET
FISCAL YEAR 2017-2018**



STATEMENT OF GENERAL FUND BALANCE

Fund Balance Analysis:

Estimated Revenues in Excess of Expenditures, year ended June 30, 2017	\$ -
Fund Balance June 30, 2016	11,832,881
(Less) Assigned fund balance for encumbrances outstanding June 30, 2016	(81,480)
(Less) Committed fund balance for compensated absences	(441,233)
(Less) Estimated Use of Fund Balance for 2016-17 budget	(3,827)
Estimated Unassigned Fund Balance June 30, 2016	11,306,341
(Less) Use of Fund Balance for FY 2017-18	(400,000)
Remaining Unassigned Fund Balance June 30, 2017	\$ 10,906,341
Unassigned Fund Balance as a Percentage of General Fund Expenditures 2017-18	10.50%

Estimated Revenues and Expenditures, 2017-18:

<i>Estimated Revenues 2017-18</i>	
Assigned Fund Balance to FY 2017-18 Budget	\$ 400,000
Revenue other than Tax Levy	16,939,943
Estimated Tax Levy - General Fund	86,597,962
Estimated Tax Levy - Road Improvements	686,568
Total Estimated Revenues 2017-18	\$ 104,624,473
 <i>Estimated Expenditures 2017-18</i>	
Town Government	\$ 45,582,823
Road Improvements	763,768
Board of Education	58,277,882
Total Estimated Budget 2017-18	\$ 104,624,473

**TOWN OF WETHERSFIELD
PROPOSED BUDGET
FISCAL YEAR 2017-2018**



STATEMENT OF MILL RATE and TAX LEVY

Motor Vehicle Tax Levy Computation

	Real Estate & Personal Property	Motor Vehicles	Total
2016 Grand List - after BAA changes			
Real Estate	\$ 1,980,918,150	-	\$ 1,980,918,150
Personal Property	78,845,750	-	78,845,750
Motor Vehicle	-	\$ 183,195,076	183,195,076
Total Grand List - Unadjusted	2,059,763,900	183,195,076	2,242,958,976
Adjustments			
Allowance for court decisions	(3,900,000)	-	(3,900,000)
Elderly local exemption	(4,200,000)	-	(4,200,000)
AHEPA - Local Option Relief	(2,868,100)	-	(2,868,100)
Housing Authority	(17,425,400)	-	(17,425,400)
Volunteer Fire Fighter Abatement	(1,150,000)	(160,000)	(1,310,000)
Total Adjustments	(29,543,500)	(160,000)	(29,703,500)
Adjusted Net Taxable Grand List	2,030,220,400	183,035,076	2,213,255,476
Estimated 12 month uncollectible (98.65%)	(27,407,975)	(2,470,974)	(29,878,949)
Adjusted Net Taxable Grand List - collectible	2,002,812,425	180,564,102	2,183,376,527
Value of 1 mill	\$ 2,002,812	\$ 180,564	\$ 2,183,376
Motor Vehicle mill rate per C.G.S. §12-71e		32.00	
Tax Levy - Motor Vehicles, net of estimate for 12 month uncollected		\$ 5,778,048	

Real Estate/Personal Property Mill Rate Computation

	General Fund	Road Imp. Fund	Combined
Total Expenditures	\$ 103,860,705	\$ 763,768	\$ 104,624,473
Revenues - excluding current tax levy	(17,262,743)	(77,200)	(17,339,943)
Amount to be raised by taxation	86,597,962	686,568	87,284,530
Allocate Motor Vehicle Tax Levy	(5,732,599)	(45,449)	(5,778,048)
Tax Levy - Real Estate/Personal Property, net of estimate for 12 month uncollected	\$ 80,865,363	\$ 641,119	\$ 81,506,482

Mill Rate Recap

	General Fund	Road Imp. Fund	Combined
FY18 Mill Rate on Real Estate/Personal Property	40.38	0.32	40.70
FY18 Mill Rate on Motor Vehicles	31.75	0.25	32.00
FY17 Mill Rate	38.12	0.42	38.54
FY16 Mill Rate	37.77	0.42	38.19

**TOWN OF WETHERSFIELD
PROPOSED BUDGET
FISCAL YEAR 2017-2018**



DISTRIBUTION OF APPROPRIATION, REVENUE and MILL RATE

	EDUCATION	TOWN	DEBT SERVICE	TRANSFERS/ CAPITAL	ROAD IMPROVEMENT FUND	TOTAL
Appropriations	\$58,277,882	\$32,565,934	\$5,914,024	\$7,102,865	\$763,768	\$104,624,473
Estimated Revenue Sources:						
State & Federal Grants	(10,333,976)	(2,847,473)	-	-	-	(13,181,449)
Other Charges & Fees for Service	-	(3,758,494)	-	-	-	(3,758,494)
Use of Prior year surplus	-	-	-	(400,000)	-	(400,000)
Amount to be Raised by Taxation	\$47,943,906	\$25,959,967	\$5,914,024	\$6,702,865	\$763,768	\$87,284,530
MILLS - Real Estate/Pers. Property	22.38	12.12	2.76	3.13	0.32	40.70
MILLS - Motor Vehicles	17.59	9.53	2.17	2.46	0.25	32.00
Percentage of Expenditure Total	54.93%	29.74%	6.78%	7.68%	0.88%	100%

SUMMARY BY MAIN ACCOUNT

Department	Personal Services	Employee Benefits	Contractual	Materials & Supplies	Capital Outlay	Other Finance	Total
TOWN COUNCIL	\$ 2,830	\$ 46	\$ 76,662	\$ 5,000	\$ -	\$ -	\$ 84,538
TOWN MANAGER	317,608	122,805	44,650	2,500	-	-	487,563
TOWN ATTORNEY	-	-	100,000	-	-	-	100,000
DATA SERVICES	214,151	84,729	212,013	3,000	41,100	-	554,993
TOWN CLERK	179,449	58,357	45,950	3,850	-	-	287,606
ELECTIONS	74,114	1,203	58,936	1,000	-	-	135,253
PROBATE COURT	-	-	34,000	-	-	-	34,000
TREASURER	3,000	50	-	-	-	-	3,050
FINANCE & ACCOUNTING	422,400	149,039	76,137	2,750	-	-	650,326
TAX ASSESSOR	234,768	95,286	29,970	1,600	-	-	361,624
TAX COLLECTOR	169,662	69,788	27,764	1,350	1,500	-	270,064
CENTRAL OFFICE SERVICES	-	-	225,689	2,100	-	-	227,789
PLANNING & DEVELOPMENT	192,350	90,602	66,950	2,000	-	-	351,902
EDUCATION- BOE	-	-	58,277,882	-	-	-	58,277,882
BUILDING INSPECTION & ZBA	370,047	140,912	11,825	5,200	800	-	528,784
POLICE DEPARTMENT	6,350,927	2,639,322	336,040	100,170	31,465	-	9,457,924
TOWN WIDE RADIO	-	-	182,089	26,514	-	-	208,603
FIRE MARSHAL	125,058	56,374	8,050	5,250	-	-	194,732
FIRE SUPPRESSION	252,692	60,563	305,664	68,605	34,675	-	722,199
EMERGENCY MEDICAL SVCS	20,000	1,530	-	-	-	-	21,530
ENGINEERING	444,270	171,882	99,235	6,400	8,900	-	730,687
PHYSICAL SERVICES	2,873,939	1,388,171	2,764,903	903,858	68,426	-	7,999,297
CENTRAL CT HEALTH DISTRICT	-	-	151,610	-	-	-	151,610
SOCIAL & YOUTH SERVICES	369,556	106,512	203,280	10,600	-	-	689,948
PUBLIC LIBRARY	1,232,862	396,554	163,546	35,025	148,505	-	1,976,492
PARKS & RECREATION	1,087,433	348,264	277,758	35,515	12,600	-	1,761,570
CONTINGENCY	-	-	-	-	-	340,000	340,000
DEBT SERVICE	-	-	-	-	-	5,914,024	5,914,024
INSURANCE	-	-	683,400	-	-	-	683,400
METROPOLITAN DISTRICT TAX	-	-	3,550,450	-	-	-	3,550,450
TRANSFERS OUT TO OTHERS	-	-	-	-	-	1,818,708	1,818,708
RESERVE FOR RETIREES	-	-	144,000	-	-	2,338,287	2,482,287
STATE TEACHERS RET. CONTRIB.	-	-	-	-	-	2,801,870	2,801,870
TOTAL GENERAL FUND	14,937,116	5,981,989	68,158,453	1,222,287	347,971	13,212,889	103,860,705
CNEF - Road Improvements							763,768
GRAND TOTAL	\$ 14,937,116	\$ 5,981,989	\$ 68,158,453	\$ 1,222,287	\$ 347,971	\$ 13,212,889	\$ 104,624,473

SECTION B
REVENUES



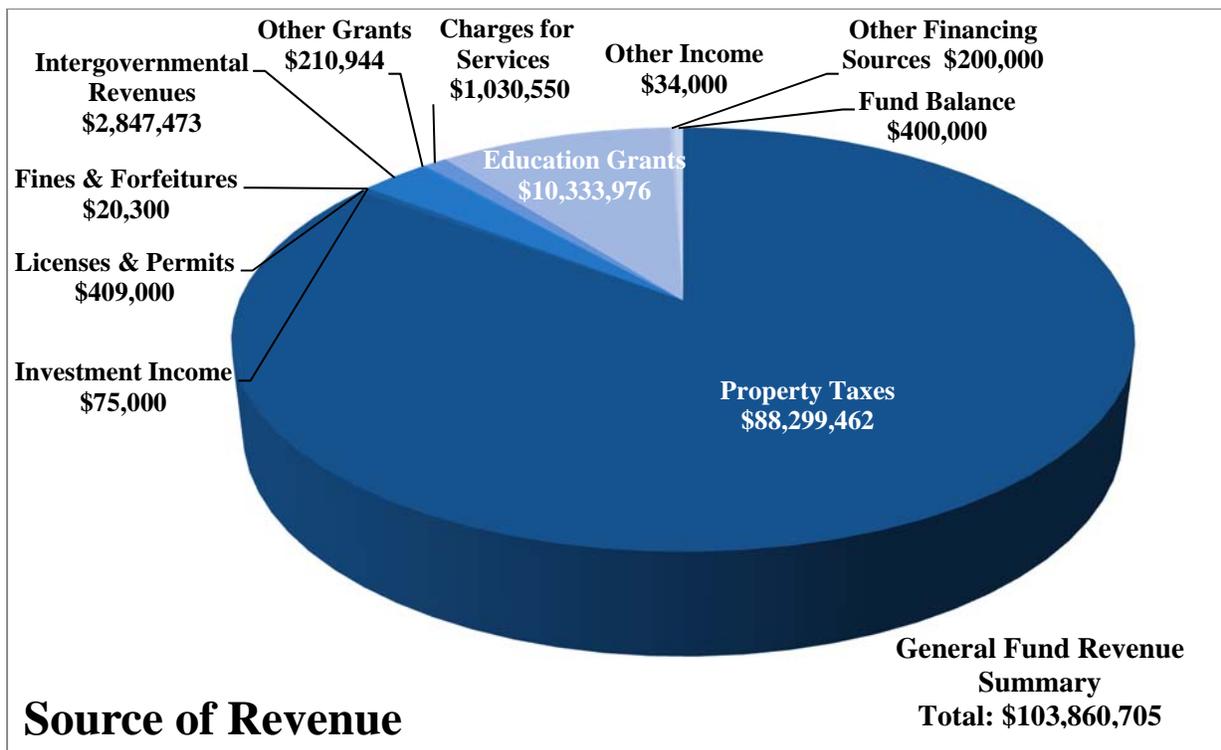
REVENUE SUMMARY

	2015-2016 <u>Actual</u>	2016-2017 <u>Estimated</u>	2017-2018 <u>Proposed</u>
<u>Property Taxes</u>	\$83,457,896	\$84,387,500	\$88,299,462
<p>The Town conducted a revaluation (statistical) for the 2014 Grand List. The adjusted Net Taxable Grand List (2016) after Board of Assessment Appeals is \$2,242,958,976.</p>			
<u>Licenses and Permits</u>	489,660	409,800	409,000
<p>Permit revenue is projected to remain at FY17 levels. Revenues from the Town Clerk and Police permit fees are anticipated to have minimal changes. Building Inspection Permit fees have decreased since FY16.</p>			
<u>Fines and Forfeitures</u>	30,709	19,700	20,300
<p>Revenue is generated from the enforcement of parking regulations, motor vehicle violations and municipal ordinance violations.</p>			
<u>Investment Income</u>	77,735	75,000	75,000
<p>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. Reserves have been used to fund the high school renovation project pending State reimbursements and proceeds of bond sales.</p>			
<u>Intergovernmental Revenues</u>	693,783	1,565,404	2,847,473
<p>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 FY 17/18 Proposed Budget.</p>			
<u>Other Grants</u>	206,773	199,847	210,944
<p>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.</p>			
<u>Charges for Services</u>	1,010,066	1,042,919	1,030,550
<p>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.</p>			



REVENUE SUMMARY

	2015-2016 <u>Actual</u>	2016-2017 <u>Estimated</u>	2017-2018 <u>Proposed</u>
<u>Other Income</u>	\$94,424	\$90,607	\$34,000
Revenue sources include recycling rebates from CRRA and all revenues that are not otherwise identified in the budget.			
<u>Education Grants</u>	9,121,045	9,364,386	10,333,976
Education grants reflect the amounts from the Governor's FY 17/18 Proposed Budget for Education Cost Sharing; school transportation and aid to private school reimbursements.			
<u>Other Financing Sources</u>	90,000	140,000	200,000
Revenue sources include the surcharge on revenue generated from police private duty.			
<u>Fund Balance</u>	168,714	3,827	400,000
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 FY 16/17 budget includes the use of \$300,000.			
Total Revenues and Transfers	<u>\$95,440,805</u>	<u>\$97,298,990</u>	<u>\$103,860,705</u>





ESTIMATE OF REVENUES

2015-2016 Actual	2016-2017 Adopted	2016-2017 Projected	Revenue Source	2017-2018 Proposed
			TAXES	
81,864,774	82,593,692	82,600,000	CURRENT PROPERTY TAXES	86,597,962
417,653	400,000	630,000	PRIOR YEAR PROPERTY TAXES	600,000
833,294	635,000	850,000	MOTOR VEHICLE SUPPLEMENT	800,000
335,649	300,000	305,000	INTEREST AND LIENS	300,000
2,209	-	-	SUSPENSE COLLECTIONS	-
4,317	1,300	2,500	DMV REPORTING CHARGE	1,500
83,457,896	83,929,992	84,387,500		88,299,462
			LICENSES & PERMITS	
3,282	4,000	2,800	TOWN CLERK	4,500
21,934	15,500	15,000	POLICE	15,000
427,607	340,000	350,000	BUILDING INSPECTIONS	350,000
10,260	9,500	9,000	ENGINEERING	9,500
26,577	25,000	33,000	TRANSFER STATION	30,000
489,660	394,000	409,800		409,000
			INTERGOVERNMENTAL REVENUES	
123,563	107,242	107,242	STATE OWNED PROPERTY	162,342
3,632	4,500	3,668	TOTALLY DISABLED EXEMPTION	3,500
232,054	230,000	208,969	ELDERLY HOMEOWNER	205,000
44,184	41,000	38,855	VETERANS EXEMPTIONS	36,000
18,834	8,592	8,592	STATE PILOT COLLEGES AND HOSPITALS	10,687
221,994	209,154	209,154	PEQUOT GRANT	207,167
21,785	21,785	21,785	MUNIC GRANTS IN AID	-
20,980	13,858	14,872	YOUTH SERVICES GRANT	-
6,757	-	-	SOCIAL SERVICES BLOCK GRANT	-
-	-	-	MRSA/ADDITIONAL SALES TAX FUNDS	1,353,493
-	940,267	940,267	MRSA/MV PROPERTY TAX GRANTS	856,284
-	12,000	12,000	CIVIL PREPAREDNESS STATE GRANT	13,000
-	-	-	MUNICIPAL REVENUE SHARING	-
693,783	1,588,398	1,565,404		2,847,473
			EDUCATION GRANTS	
8,998,412	9,500,934	9,348,852	EQUALIZED COST SHARING	10,333,976
86,530	-	-	PUPIL TRANSPORTATION	-
36,103	-	15,534	AID TO PRIVATE SCHOOLS	-
9,121,045	9,500,934	9,364,386		10,333,976



ESTIMATE OF REVENUES

2015-2016 Actual	2016-2017 Adopted	2016-2017 Projected	Revenue Source	2017-2018 Proposed
			OTHER GRANTS	
-	8,000	8,000	HOUSING - HIGHVUE (STATE PILOT)	8,000
61,793	60,000	60,000	TELECOMM PROPERTY TAXES	60,000
12,603	12,602	12,602	GHTD OPERATING ASSISTANCE GRT	12,602
5,342	4,245	4,245	CASAC GRANT	5,342
127,035	115,000	115,000	HOUSING AUTHORITY ELDERLY PILOT	125,000
206,773	199,847	199,847		210,944
			CHARGES FOR SERVICES	
40,904	37,000	37,000	TOWN CLERK VITAL RECORDS COPY REV	38,000
73,185	80,000	80,000	TOWN CLERK RECORDING FEES	80,000
259,823	230,000	250,000	TOWN CLERK CONVEYANCE TAX	235,000
2,566	2,400	3,100	POLICE REPORTS	3,200
12,902	9,900	9,900	RENTS	9,900
20,954	19,000	19,000	LIBRARY FEES	19,000
171,766	196,500	196,500	RECREATION AND PARKS	196,500
4,770	4,500	4,500	TOWN CLERK MERS FEES	4,500
43,367	43,100	43,100	COMMUNITY CENTER	43,100
1,500	1,500	-	COMPUTER SERVICES	-
203,233	237,469	237,469	CELL TOWER RENTAL FEES	237,000
1,020	1,000	1,000	RETURNED CHECK FEE	1,000
59,315	58,000	58,000	TOWN GF MERS FEES	58,000
75	150	150	BANNER REVENUE	-
40,120	40,000	38,200	REFUSE DISPOSAL FEES	38,600
6,005	4,000	6,000	WHITE GOODS PICKUP	5,000
18,897	12,000	12,000	TREE SERVICES	12,000
28,525	21,500	28,000	FALSE ALARMS	29,500
21,139	20,000	19,000	DIAL-A-RIDE MEMBERSHIP FEE	20,250
1,010,066	1,018,019	1,042,919		1,030,550
			FINES & FORFEITURES	
1,247	1,700	3,600	COURT FINES	3,700
13,220	8,000	10,500	PARKING TAGS	11,000
13,795	8,000	4,000	CT TRAFFIC VIOLATIONS	4,000
200	100	100	MUNICIPAL ORDINANCE VIOLATIONS	100
2,247	2,000	1,500	MUNICIPAL ORDINANCE VIOLATIONS INTEREST/LIENS	1,500
30,709	19,800	19,700		20,300
			INVESTMENT INCOME	
77,735	65,000	75,000	INTEREST ON INVESTMENTS	75,000
77,735	65,000	75,000		75,000



ESTIMATE OF REVENUES

2015-2016 Actual	2016-2017 Adopted	2016-2017 Projected	Revenue Source	2017-2018 Proposed
			OTHER INCOME	
33,530	20,000	32,000	MISCELLANEOUS REVENUE	20,000
34,129	-	44,607	CIRMA REBATE	-
26,765	23,000	14,000	RECYCLING	14,000
94,424	43,000	90,607		34,000
			OTHER FINANCING SOURCES	
168,714	400,000	3,827	FUND BALANCE APPROPRIATION	400,000
90,000	140,000	140,000	TRANSFER IN - POLICE PRIVATE DUTY	200,000
258,714	540,000	143,827		600,000
95,440,805	97,298,990	97,298,990	TOTAL GENERAL FUND	103,860,705
			TAXES- CNEF Road Fund	
907,978	915,729	915,729	CURRENT PROPERTY TAXES	686,568
-	-	-	STATE AID - MRSF/MOTOR VEHICLE	77,200
907,978	915,729	915,729	TOTAL CNEF ROAD FUND	763,768
96,348,783	98,214,719	98,214,719	GRAND TOTAL	104,624,473

SECTION C

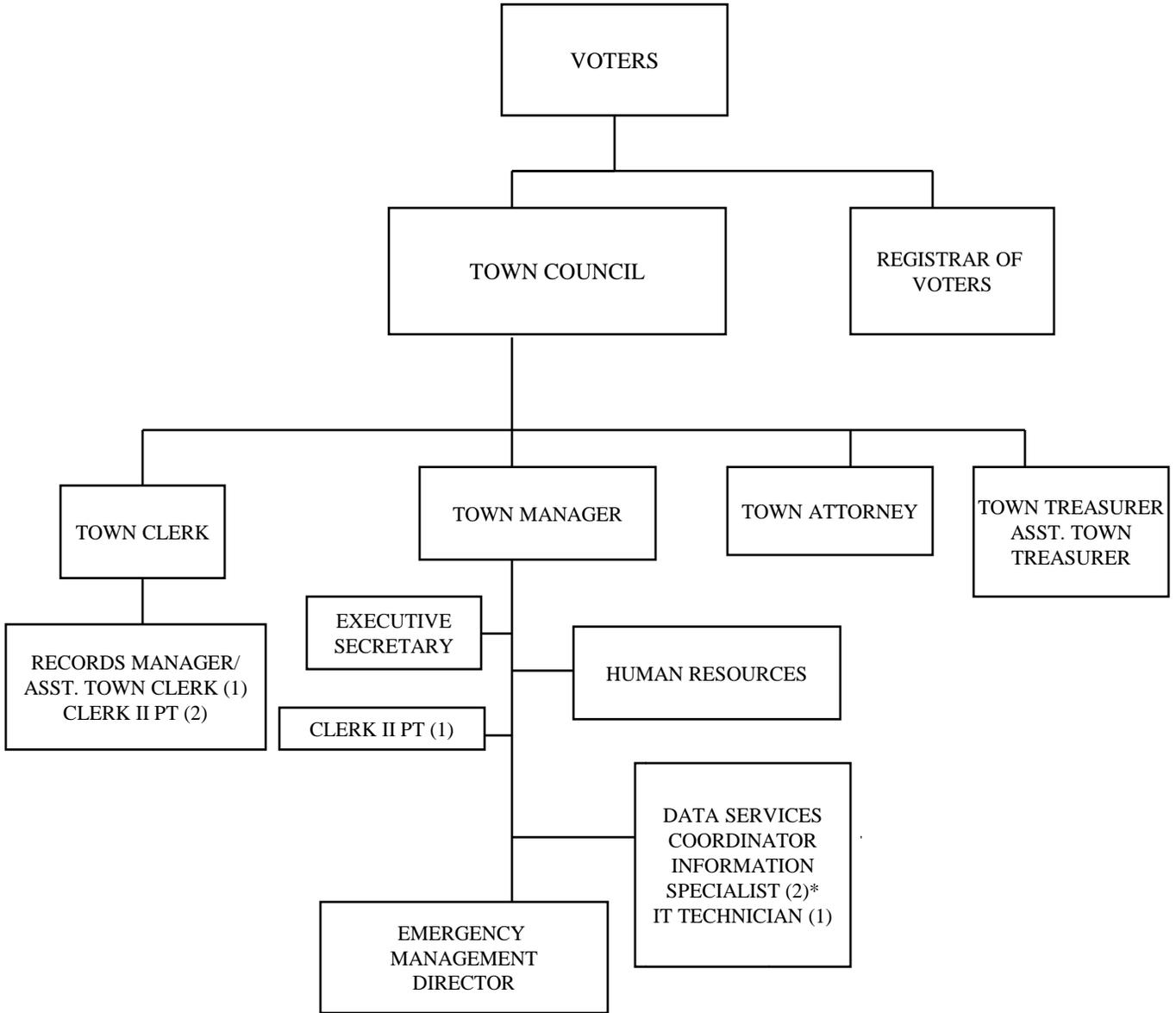
**EXPENDITURES BY
FUNCTION/OPERATING
AGENCY**

2017-2018 PROPOSED BUDGET

Summary of Expenditures

2015-2016	2016-2017	2016-2017	Department	2017-2018
<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>		<u>Proposed</u>
\$ 94,594	\$ 83,838	\$ 83,838	TOWN COUNCIL	\$ 84,538
500,631	481,956	481,956	TOWN MANAGER	487,563
107,663	100,000	100,000	TOWN ATTORNEY	100,000
462,320	572,830	572,830	DATA SERVICES	554,993
238,286	278,909	278,909	TOWN CLERK	287,606
120,240	135,253	135,253	ELECTIONS	135,253
33,677	34,000	34,000	PROBATE COURT	34,000
2,897	3,104	3,104	TREASURER	3,050
602,122	614,838	614,838	FINANCE & ACCOUNTING	650,326
325,210	351,785	351,785	TAX ASSESSOR	361,624
256,459	264,596	264,596	TAX COLLECTOR	270,064
221,345	231,785	231,785	CENTRAL OFFICE SERVICES	227,789
320,534	344,801	344,801	PLANNING & DEVELOPMENT	351,902
56,371,378	56,613,100	56,613,100	EDUCATION - BOE	58,277,882
484,639	511,436	511,436	BUILDING INSPECTION & ZBA	528,784
8,831,995	9,210,881	9,210,881	POLICE DEPARTMENT	9,457,924
135,667	198,617	198,617	TOWN WIDE RADIO	208,603
172,013	191,651	191,651	FIRE MARSHAL	194,732
670,900	714,009	714,009	FIRE SUPPRESSION	722,199
23,683	23,683	23,683	EMERGENCY MEDICAL SVCS	21,530
709,314	737,570	737,570	ENGINEERING	730,687
7,290,093	7,634,494	7,830,000	PHYSICAL SERVICES	7,999,297
135,466	138,842	138,842	CENTRAL CT HEALTH DISTRICT	151,610
670,918	711,957	711,957	SOCIAL & YOUTH SERVICES	689,948
1,927,944	1,976,003	1,976,003	PUBLIC LIBRARY	1,976,492
1,727,140	1,736,151	1,746,151	PARKS & RECREATION	1,761,570
-	350,000	144,494	CONTINGENCY	340,000
4,385,547	5,185,048	5,185,048	DEBT SERVICE	5,914,024
657,700	647,650	647,650	INSURANCE	683,400
3,148,369	3,342,864	3,342,864	METROPOLITAN DISTRICT TAX	3,550,450
2,707,239	1,820,889	1,820,889	TRANSFERS OUT TO OTHERS	1,818,708
1,750,753	2,056,450	2,056,450	RESERVE FOR RETIREES	2,482,287
-	-	-	STATE TEACHERS RETIREMENT	2,801,870
95,086,736	97,298,990	97,298,990	TOTAL GENERAL FUND	103,860,705
1,108,705	915,729	915,729	CNEF - ROAD IMPROVEMENTS	763,768
\$ 96,195,441	\$ 98,214,719	\$ 98,214,719	GRAND TOTAL	\$ 104,624,473

TOWN ADMINISTRATION



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

- Balancing line items cuts as judiciously as possible across all departments and services to minimize impact on our residents.
- Collaborative dialogue and partnership with all stakeholders including businesses, the Chamber, the Board of Education and our residents to maximize awareness, communication and transparency.
- A shared obligation with our passage of the budget with our educational administration to ensure prudent choices, but ideally retention of quality schools: one of the most important measuring devices for attracting growth and retention of families to Wethersfield.

2017-2018 Proposed Budget with Expenditure History

TOWN COUNCIL

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
PERSONAL SERVICES							
SAL/WAGES	1,788	1,477	1,492	1,387	1,492	2,830	2,830
	1,788	1,477	1,492	1,387	1,492	2,830	2,830
EMPLOYEE BENEFITS							
FICA/LIFE	29	21	22	20	22	216	41
WC PREM	-	3	4	4	6	5	5
	29	24	26	24	28	221	46
CONTRACTUAL							
COPY - EXT	2,749	1,582	1,749	1,435	3,212	9,400	9,400
CONF/TRAIN	19,100	36,736	37,961	41,036	38,387	38,387	39,262
PROF SERV	19,200	19,200	19,200	19,650	20,050	27,750	27,750
PUB CONTRB	21,532	22,952	24,651	25,416	30,438	250	250
	62,581	80,470	83,561	87,537	92,087	75,787	76,662
MATERIALS & SUPPLIES							
OFFICE SUP	327	17	3,347	-	211	2,000	2,000
OTHER SUPL	2,157	1,474	1,093	451	777	3,000	3,000
	2,484	1,491	4,440	451	988	5,000	5,000
Totals:	66,882	83,462	89,519	89,399	94,595	83,838	84,538



TOWN ADMINISTRATION

Town Manager

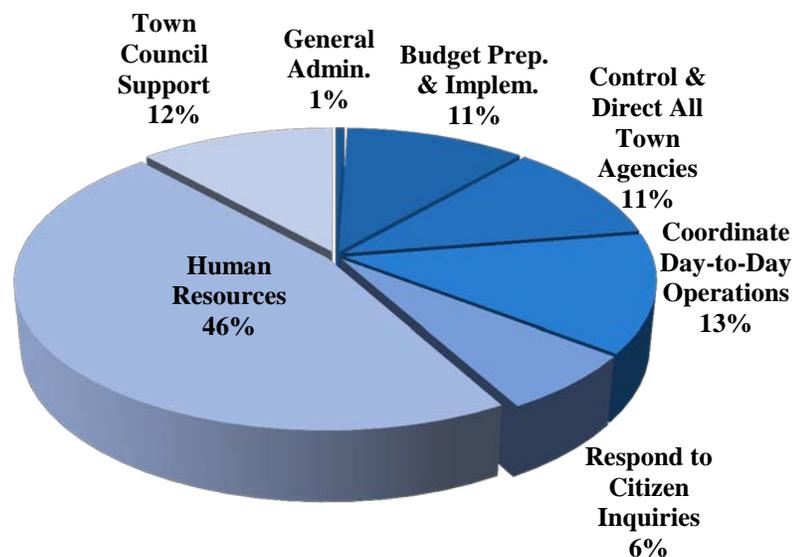
MISSION STATEMENT:

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 departments and 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	53,322	11%
Control & Direct all Town Agencies	53,400	11%
Coordinate Day-to-Day Operations	62,986	13%
Respond to Citizen Inquiries	31,833	6%
Human Resources	226,050	46%
Town Council Support	57,322	12%
Total	\$487,563	100%



PERSONNEL DATA SUMMARY

POSITION	2015/2016 <u>Actual</u>	2016/2017 <u>Adopted</u>	2016/2017 <u>Actual</u>	2017/2018 <u>Proposed</u>
Town Manager	1.0	1.0	1.0	1.0
Assistant Town Manager	0.0	0.0	0.0	0.0
Human Resources Manager	1.0	1.0	1.0	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	3.5	3.5	3.5	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:

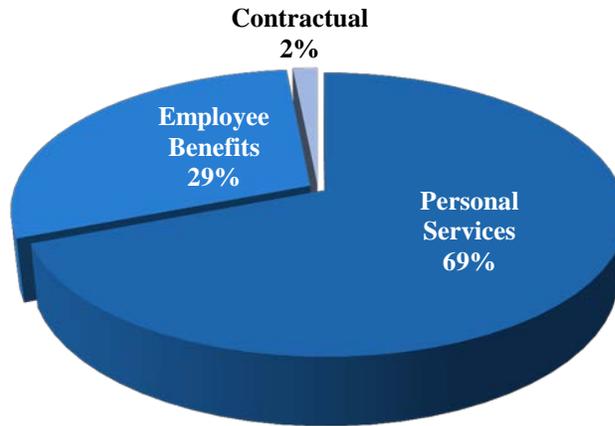
Contractual	\$ 150
Materials & Supplies	<u>2,500</u>
Total	\$2,650



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	\$36,838
Employee Benefits	15,651
Contractual	<u>833</u>
Total	\$53,322



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:

1. The current budget for 2015-2016 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.
2. The adopted 2016-2017 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.
3. 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

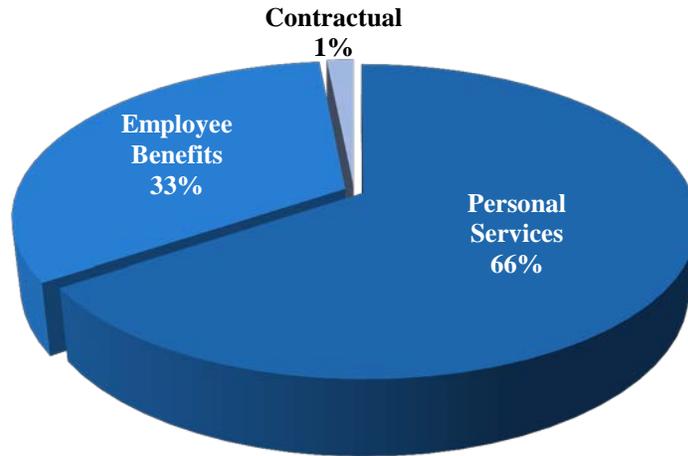
Poor's and Aa2 from Moody's. These ratings determine to a great extent the interest rate that the Town receives on its general obligation bonds.

4. The Town Manager's Budget Message contains a more detailed description of the adopted 2016-2017 budget.
5. It is likely that since the Connecticut legislature will not complete the State budget by the time the Town has to adopt its budget (May 15) there will be a need for the State to pass legislation to pre-empt every local charter and thus allow local budgets to be modified after adoption. Since municipal aide, especially the Education Cost Sharing Grants will be determined by the State budget, the ability to adjust the local budget after the State determines these grants. This will provide for the appropriate level of education funding from the Town.

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	\$35,013
Employee Benefits	17,552
Contractual	<u>835</u>
Total	\$53,400



Outcomes:

- Personnel in the Manager's office will provide direction and support to all Town departments 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.

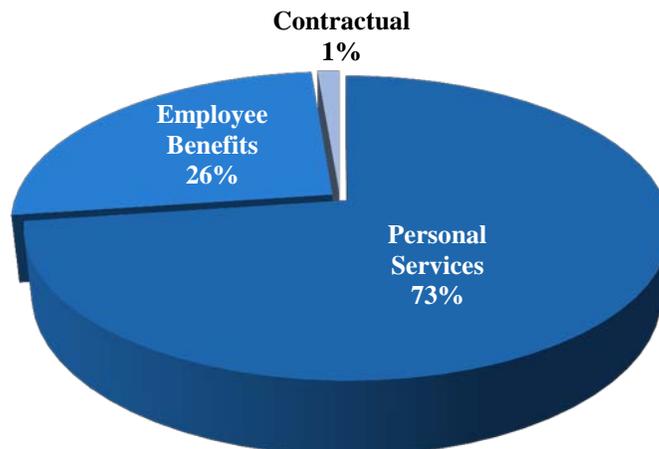
Major Changes / Accomplishments / Outlook:

Several successful organizational changes have been accomplished over the past few years in an attempt to gain cross department collaboration and to address deficiencies in the organization's capabilities.

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	\$45,865
Employee Benefits	16,288
Contractual	<u>833</u>
Total	\$62,986



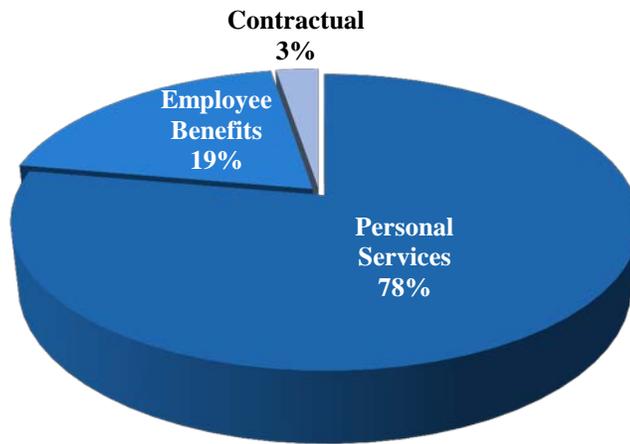
Outcomes:

- 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 commissions, Town staff is currently providing logistical support to the Wethersfield High School Renovation Building Committee. Town staff coordinates the meetings, provides clerical and financial management services, legal, contract compliance and participates with the architect and construction manager on overall project coordination, code compliance and construction. Major construction ended in the fall of 2016. Final completion of items will be accomplished in the summer of 2017. Thereafter, final contract closeouts and reimbursement process will complete the project. It is anticipated that the final audit of the project will be completed in a couple of years.

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	\$24,758
Employee Benefits	6,242
Contractual	833
Total	\$31,833

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 departments and agencies to address patron concerns and inquiries.

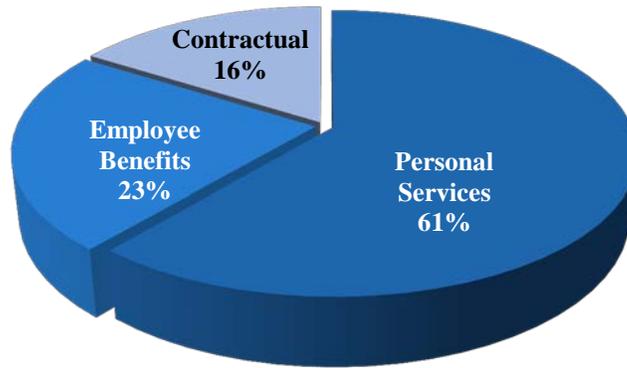
Major Changes / Accomplishments / Outlook:

The Town Manager’s office has two primary contact points with the public. First are those who call, write, or visit the office with a particular question or concern. The second is through published information of which the Weekly Management Report is the most comprehensive. Through the Weekly Management Report, the office seeks to merge as much information regarding Town operations, meetings and activities of our partners in other agencies and local events. Moving forward, expanded use of social media will be explored to provide more communication to the public.

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. Human Resources also encompasses the areas of: recruitment, retention, benefits administration, employee relations, performance management, labor relations, organizational and employee development, compensation, risk management, safety and wellness, legal compliance and policy administration.

Program Expenses:

Personal Services	\$138,296
Employee Benefits	51,421
Contractual	<u>36,333</u>
Total	\$226,050



Outcomes:

- Ensure staffing needs are met in a timely manner with a skilled labor force.
- Continue to educate employees on their benefit packages and look for cost efficient ways to manage employee benefits.
- Continue to provide employee development initiatives which support work/life balance.

Major Changes / Accomplishments / Outlook:

The Human Resources Department is a strategic business partner within the Town of Wethersfield, who provides support and serves as a source of information to staff, retirees and the public in the areas of labor and employee relations, recruitment, classification and compensation, training and professional development, risk management, benefits administration, and ensuring compliance with laws, rules/ regulations, and policies pertaining to personnel matters.

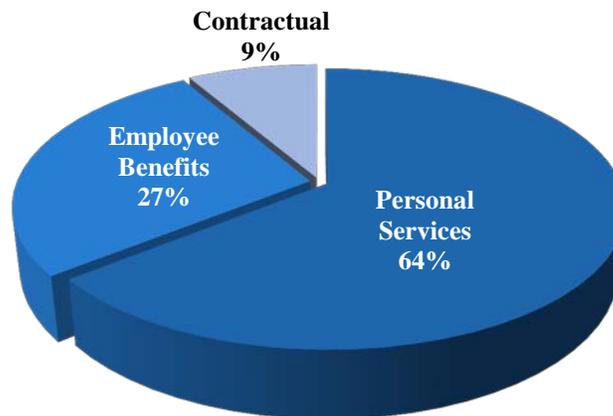
Human Resources has continued to implement procedural and policy changes as a means of reducing costs and improving efficiency. Between 7/2016-3/2017 approximately 650 Employment Applications were processed for 17 recruitments. To help facilitate understanding of a High Deductible Health Plan (HDHP), 15 informational sessions have been offered to employees. During the month of April 2015, employees were invited to attend Pathways Investment, a four course series presented by Prudential Securities, designed to enhance attendee’s knowledge base of personal financial wellness. Both the HDHP Information sessions and the Pathways Investment were presented by existing vendors to the Town, therefore, at no cost.

The Town Manager along with the Human Resources Manager, through the collective bargaining process, continue to focus on areas that are no longer sustainable. Specific areas of focus include: the Defined Benefit Pension Plan, Other Post Employment Benefits (OPEB) and implementation of a HDHP that helps control long-term health insurance costs.

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 affecting the welfare of the Town and to provide staff support to all Council Committees.

Program Expenses:

Personal Services	\$36,838
Employee Benefits	15,651
Contractual	<u>4,833</u>
Total	\$57,322



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.
- At the direction of the Town Council, the Town Manager’s office will provide a public service contribution to the Greater Hartford Transit District.

Major Changes / Accomplishments / Outlook:

This work is ongoing.

2017-2018 Proposed Budget with Expenditure History

TOWN MANAGER

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
PERSONAL SERVICES							
SAL/WAGES	283,577	267,505	289,787	230,833	304,006	308,590	317,608
	283,577	267,505	289,787	230,833	304,006	308,590	317,608
EMPLOYEE BENEFITS							
FICA/LIFE	36,838	20,532	22,073	15,757	28,588	24,642	25,415
HEALTH INS	38,338	33,085	30,158	42,182	52,319	38,960	38,061
PENSION	17,615	14,652	16,067	26,610	25,071	21,389	24,400
DC PENSION	-	13,500	13,321	9,888	16,721	17,512	18,509
WC PREM	-	1,896	2,136	2,398	2,697	4,534	2,920
TUITN REMB	4,351	4,480	6,200	7,000	6,078	13,500	13,500
	97,142	88,145	89,955	103,835	131,474	120,537	122,805
CONTRACTUAL							
CONF/TRAIN	2,689	5,045	7,893	6,676	2,692	6,500	8,500
RECRUITMT	5,133	5,831	3,817	13,785	4,579	15,575	11,000
SUPPORT SV	7,309	9,954	11,334	9,272	12,052	12,370	9,000
LABOR REL	74,126	73,070	11,773	31,829	42,211	12,000	12,000
PUB CONTRB	-	-	-	-	-	3,734	4,000
REP&MAINT	-	425	3,112	-	-	150	150
	89,257	94,325	37,929	61,562	61,534	50,329	44,650
MATERIALS & SUPPLIES							
OFFICE SUP	1,849	2,665	2,433	4,148	3,617	2,500	2,500
	1,849	2,665	2,433	4,148	3,617	2,500	2,500
Totals:	471,825	452,640	420,104	400,378	500,631	481,956	487,563



TOWN ADMINISTRATION

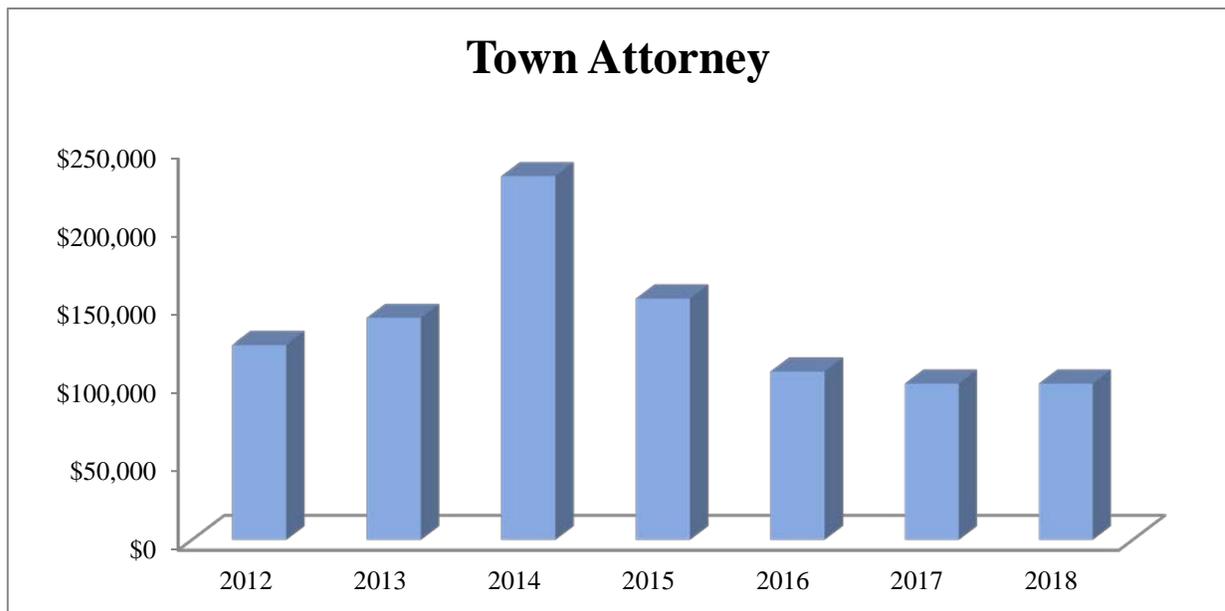
Town Attorney

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.

<u>Program Expenses:</u>	Town	<u>\$100,000</u>
	Total	<u>\$100,000</u>



2017-2018 Proposed Budget with Expenditure History

TOWN ATTORNEY

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
CONTRACTUAL							
PROF SERV	124,575	141,664	233,280	154,001	107,663	100,000	100,000
	124,575	141,664	233,280	154,001	107,663	100,000	100,000
Totals:	124,575	141,664	233,280	154,001	107,663	100,000	100,000



Town Administration

Data Services

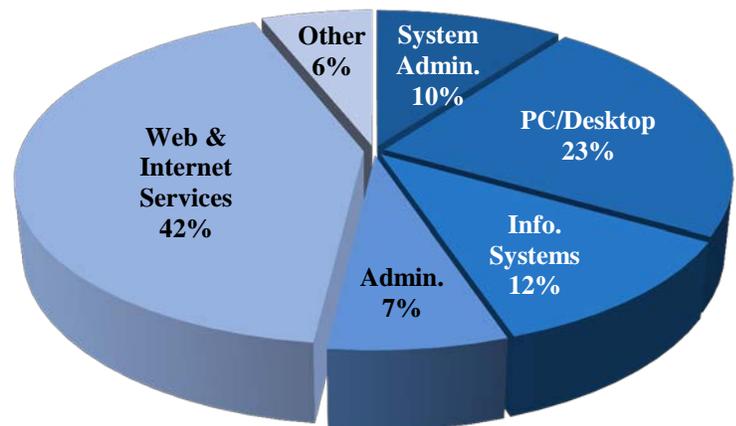
MISSION STATEMENT:

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:

Data Services operates and administers the Town's computer systems, applications, networks, internet services, and related technologies. The department supports telecommunications, audio-visual, and radio systems. It develops and maintains the personal computer inventory and desktop and mobile devices and provides support to users of enterprise and desktop software applications. The department 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. The department is completed a shared services arrangement with the Board of Education Technology Department in FY17. The Data Services staff are now managed on a day-to-day basis by the BOE Director of Technology. In anticipation of this, in FY17, the position of Data Services Coordinator was eliminated and replaced with a Technician position.

PROGRAM	BUDGET AMOUNT	PERCENT
System Administration	\$ 56,870	10%
PC/Desktop Support	127,830	23%
Information Systems	63,884	12%
Administration	39,289	7%
Web and Internet Services	233,375	42%
Other	33,745	6%
Total	\$554,993	100%



PERSONNEL DATA SUMMARY

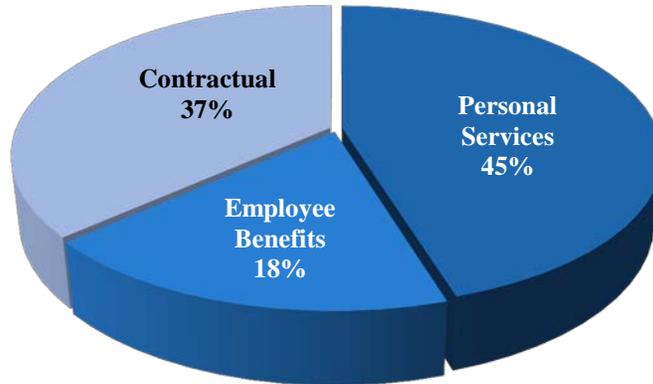
POSITION	2015/2016 <u>Actual</u>	2016/2017 <u>Adopted</u>	2016/2017 <u>Actual</u>	2017/2018 <u>Proposed</u>
Data Services Coordinator	1.0	0.0	0.0	0.0
Info. Spec. II	1.0	1.0	1.0	1.0
Info. Spec. II	1.0	1.0	1.0	1.0
Technician	0.0	1.0	1.0	1.0
Full-time Equivalent	3.0	3.0	3.0	3.0

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	\$25,723
Employee Benefits	10,337
Contractual	<u>20,810</u>
Total	\$56,870



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.

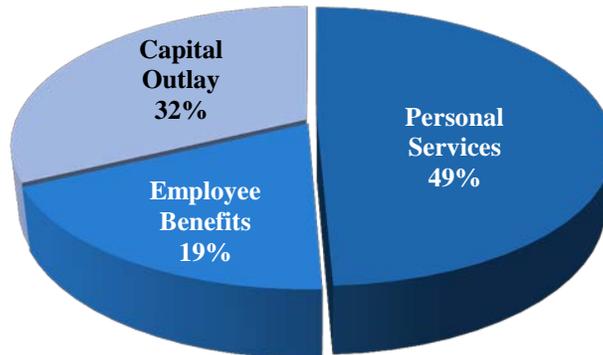
Major Changes / Accomplishments / Outlook:

The transition to shared services with the Board of Education will create opportunities for greater efficiencies and more strategic planning across all facets of the Department. Planning has begun for the replacement of the Town telephone system with a voice-over IP (i.e., internet) system. Selection of a vendor and implementation are expected to begin in FY18.

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	\$ 63,061
Employee Benefits	23,669
Capital Outlay	<u>41,100</u>
Total	\$127,830



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 regular 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 computers up to Office 2013, leaving a residue of older machines used primarily in stand-alone settings.

PC Purchases - 5-year Replacement Summary						
Type	2012-13	2013-14	2014-15	2015-16	2016-17	Total
Desktop	25	12	15	8	21	81
Laptop	3	3	3	4	4	17
Total	28	15	18	12	25	98

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

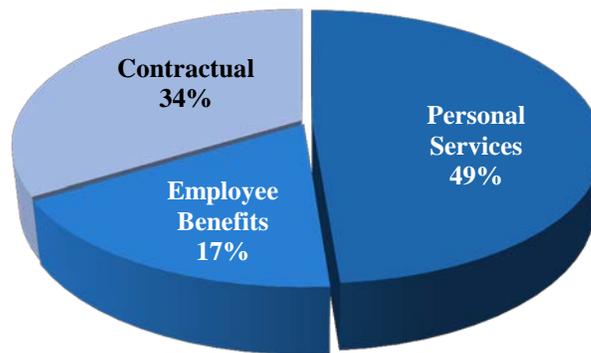
The Town's email platform was migrated from Microsoft Exchange to Google Apps for Government in 2014 and continues to add higher reliability, flexibility and options for employee collaboration. Employees can be productive from any computer on our network because of Google's Web-based applications. With traditional technology, important information can sometimes be trapped in software only available on a limited set of devices, preventing employees from being their most productive.

We'll explore Windows 10 and review any business justification for deploying Microsoft's newest operating system which shows some promise. Windows 10 will bridge the gap between PCs and tablets without alienating either device. The newest version of Microsoft Office will also be evaluated. The introduction of more mobile devices will be reviewed to see what value they may add to our current mobile workforce.

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	\$31,157
Employee Benefits	11,182
Contractual	<u>21,545</u>
Total	\$63,884



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.

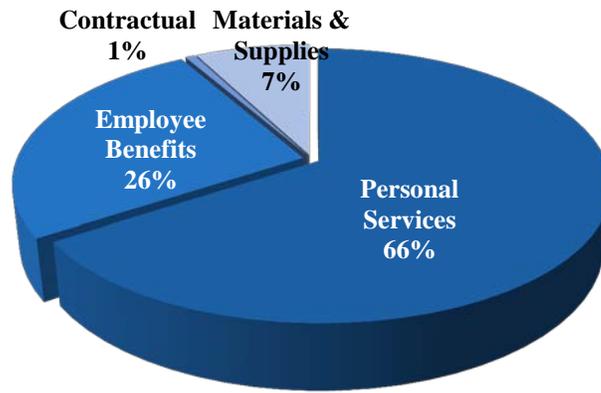
Major Changes / Accomplishments / Outlook:

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. The transition to shared services with the BOE will encourage strategic planning in this area.

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	\$25,839
Employee Benefits	10,200
Contractual	250
Materials & Supplies	<u>3,000</u>
Total	\$39,289

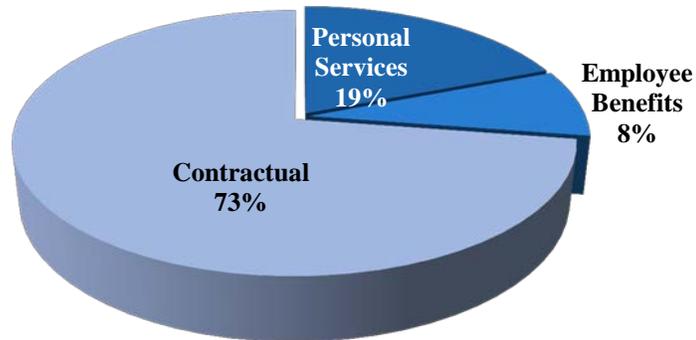


PROGRAM: WEB AND INTERNET SERVICES: The Wethersfield municipal site at www.wethersfieldct.gov offers information on Town services and programs, agendas, and minutes for the Town Council and other board and commission meetings, and public documents such as budgets, planning proposals, and municipal codes and regulations. On-line services currently available from the website 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 website and cloud applications.

Program Expenses:

Personal Services	\$ 44,658
Employee Benefits	19,309
Contractual	<u>169,408</u>
Total	\$233,375



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.

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

Benchmark	Calendar Year				% Change
	2013	2014	2015	2016	2015 to 2016
Visits	198,660	234,930	271,898	253,312	-7%
Unique Visitors	129,096	135,104	156,684	144,436	-8%
Page Views	546,240	637,554	676,740	603,515	-11%
Pages per Visit	2.75	2.71	2.49	2.38	-4%
Av. Time Spent on Site	1:50	1:52	1:46	1:39	-7%
% New Visitors	60.37%	56.13%	55.64%	54.86%	-1%
% Returning Visitors	39.63%	43.87%	44.36%	45.14%	2%
Visits via Mobile Devices	38,992	56,932	72,420	82,676	14%

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 16 on Cox Cable (formerly channel 117-173) 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	\$23,713
Employee Benefits	<u>10,032</u>
Total	\$33,745



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.

2017-2018 Proposed Budget with Expenditure History

DATA SERVICES

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
PERSONAL SERVICES							
SAL/WAGES	234,373	189,415	175,292	148,985	155,703	219,805	214,151
	234,373	189,415	175,292	148,985	155,703	219,805	214,151
EMPLOYEE BENEFITS							
FICA/LIFE	18,592	15,013	13,898	11,984	12,173	18,180	17,682
HEALTH INS	52,141	42,144	30,268	52,638	41,810	50,105	46,528
PENSION	14,529	18,112	15,490	10,159	10,755	13,437	14,774
DC PENSION	-	-	-	3,065	3,352	5,854	5,371
WC PREM	-	313	350	476	467	431	374
	85,262	75,582	60,006	78,322	68,557	88,007	84,729
CONTRACTUAL							
CONF/TRAIN	3,558	62	83	187	189	2,250	3,250
PROF SERV	-	12,000	-	3,000	6,000	12,000	12,000
SUPPORT SV	69,764	92,621	16,847	24,889	20,763	35,047	27,355
INTERNET	-	-	116,262	149,781	164,320	175,621	169,408
	73,322	104,683	133,192	177,857	191,272	224,918	212,013
MATERIALS & SUPPLIES							
OFFICE SUP	3,148	897	690	2,351	2,324	3,000	3,000
	3,148	897	690	2,351	2,324	3,000	3,000
CAPITAL OUTLAY							
IT EQ/SOFT	38,572	24,791	24,336	16,866	44,463	37,100	41,100
	38,572	24,791	24,336	16,866	44,463	37,100	41,100
Totals:	434,677	395,368	393,516	424,381	462,319	572,830	554,993



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; vital records; licenses; and elections. The Town Charter and Code of Wethersfield are online at www.wethersfieldct.gov.

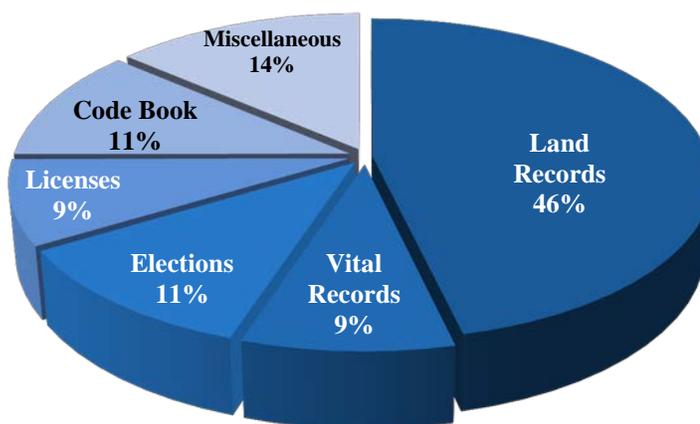
Appointed by the Wethersfield Town Charter as Clerk of the Wethersfield Town Council, our office prepares legal notices, minutes and ordinances as well as Board and Commission appointments and resignations. Actions of the Town Council are recorded and posted within 48 hours of the meeting; minutes are available within 7 days of the meetings, posted after approval by Council. The meetings are held the 1st and 3rd Monday of the month and available to view via the following options:

	Live Coverage	Replayed Coverage
Cox	Channel 16	Channel 14 & 16
Frontier	Channel 99 - choose Wethersfield, then Channel 16	Channel 99 – choose Wethersfield, then Channel 14
YouTube		Search for “Wethersfield TV”

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 ensure 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 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. The Charter also requires that all Ethics complaints are made through the Office of the Town Clerk.

PROGRAM	BUDGET AMOUNT	PERCENT
Land Records	\$133,182	46%
Vital Records	25,243	9%
Elections	32,564	11%
Licenses	24,586	9%
Code Book	32,578	11%
Miscellaneous	39,453	14%
Total	\$287,606	100%



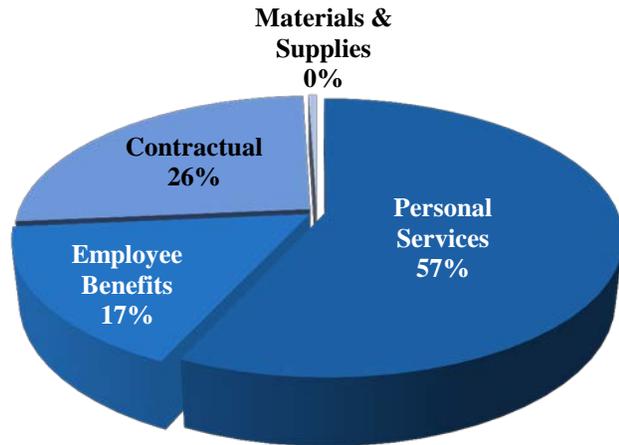
PERSONNEL DATA SUMMARY

POSITION	2015/2016 <u>Actual</u>	2016/2017 <u>Adopted</u>	2016/2017 <u>Actual</u>	2017/2018 <u>Proposed</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	\$ 75,752
Employee Benefits	22,230
Contractual	34,500
Materials & Supplies	<u>700</u>
Total	\$133,182



Outcomes:

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

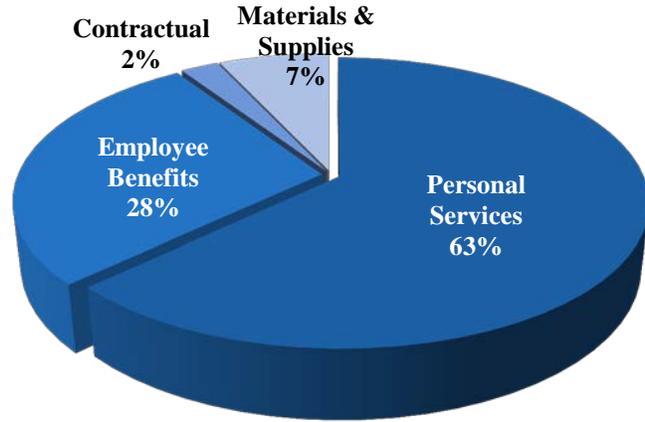
Major Changes / Accomplishment /Outlook:

1. The Town Clerk’s Office continues to track changes to the land records of our Town, which are stored in our vault. Last year 4,469 records were received, indexed and processed into volumes, including over 762 property transfers in 2016, more than last fiscal year.
2. In December 2016, the Department of Revenue placed the CT Conveyance forms online to download and mail deeds to CT. This is particularly helpful for out of state sales of property located in Connecticut.

PROGRAM: VITAL RECORDS: Certificates for births, deaths, fetal deaths and marriages are considered Vital Records. 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. In January 2016, there was a cloud based program [ConnVRS] to allow all Town Clerks to access the birth records of all children born, statewide, from 2002 forward. Death records are maintained 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. The Department of Public Health oversees birth, marriage and death records.

Program Expenses:

Personal Services	\$15,886
Employee Benefits	7,007
Contractual	600
Materials & Supplies	<u>1,750</u>
Total	\$25,243



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. The Department processed 260 birth records, 251 death records and 223 marriage certificates in 2016.
- Vital records are legal documents; they require a raised seal and an authorized signature for issue.

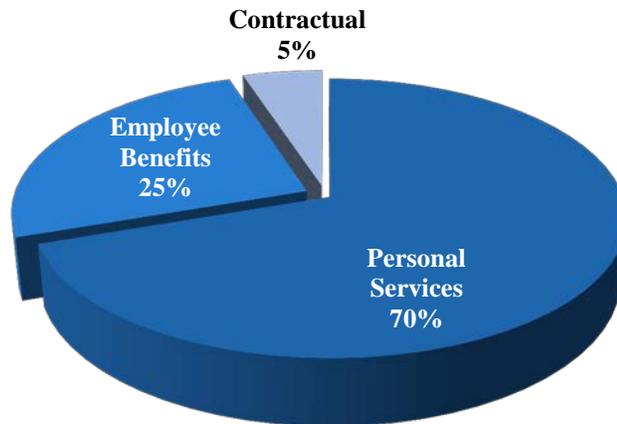
Major Changes / Accomplishments / Outlook:

The Town Clerk’s Office is responsible for receiving appointments of Justices of the Peace from the political parties every 5 years. Minor party or unaffiliated electors are handled by the Town Clerk. We are allowed 20 per party. Their jurisdiction is anywhere within the State of Connecticut. This process commenced at the July 2016 political party conventions and concluded on November 2, 2016 for the term effective January 3, 2017 – January 4, 2021. The appointment process will not need to be conducted again until July 2020.

PROGRAM: ELECTIONS: The work of Elections is year round. The Town Clerk’s Office is responsible for 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. In 2016, we issued 949 absentee ballots for the November election, with over 865 returned to be counted election night. Additionally, 14 military, 4 presidential and 26 overseas ballots were issued for the November election as well.

Program Expenses:

Personal Services	\$22,695
Employee Benefits	8,219
Contractual	<u>1,650</u>
Total	\$32,564



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.
- Connecticut does have same-day voter registration in the Council Chambers.

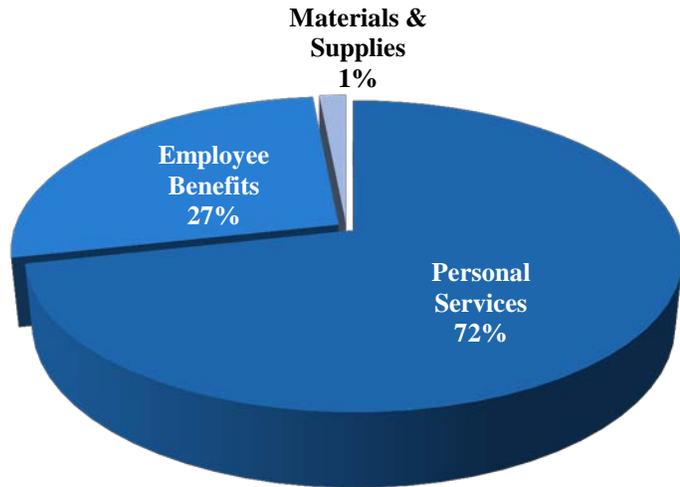
Major Changes / Accomplishments / Outlook:

1. Connecticut Election Management System was used in the Presidential election. Statewide voting information is available on the SOTS website at CT.gov.
2. PACS, Town Committee membership, are filed in the Clerk’s Office.
3. The November 7, 2017 election will be a Town election, will be for Town Council and Board of Education.

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 their 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 from their computer or come to the Town Clerk’s Office for a license.

Program Expenses:

Personal Services	\$17,586
Employee Benefits	6,500
Materials & Supplies	<u>500</u>
Total	\$24,586



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 any computer. While we continue to provide licenses as a service for residents who do not use online services, there have been approximately a quarter of licenses which we collect \$1 to issue.
- Dog licenses may be renewed by mail with proper payment and documentation of rabies and proof of spay or neuter.

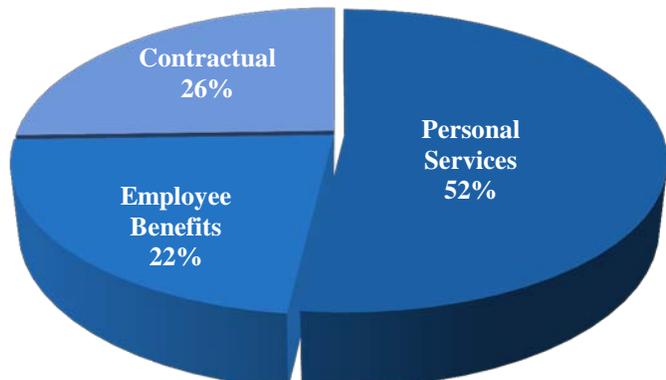
Major Changes / Accomplishments / Outlook:

This past year we issued 1,879 dog licenses for the Department of Agriculture. DEEP is the newly combined office. Hunting and fishing licenses are free to residents over 65 years, and we continue to offer this program as a service to our residents.

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.gov, Town Government. The Town Charter has to be reviewed at least every 10 years. The latest revision recommended by the Charter Review Commission passed at the November 2015 election.

Program Expenses:

Personal Services	\$17,054
Employee Benefits	7,224
Contractual	<u>8,300</u>
Total	\$32,578



Outcome:

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

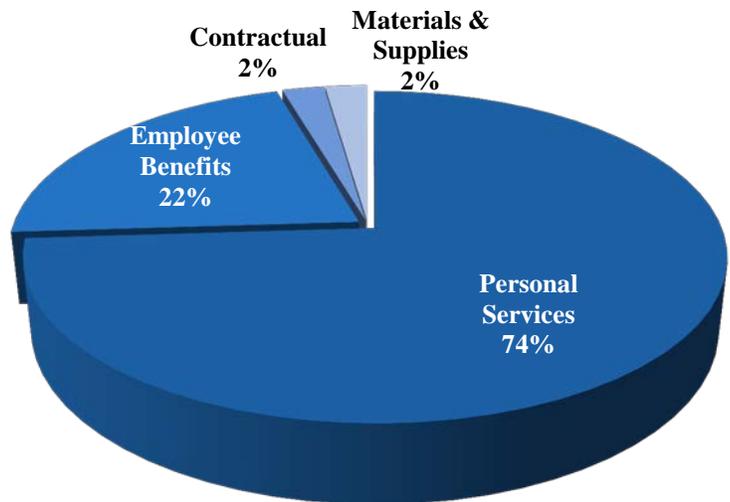
Major Changes / Accomplishments / Outlook:

- 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; 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. This year we did update our internal computer records of Veterans, Trade Name/DBA and started the listing of Notary Publics listed in Wethersfield.

Program Expenses:

Personal Services	\$30,476
Employee Benefits	7,177
Contractual	900
Materials & Supplies	900
Total	\$39,453



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.
- Update the Connecticut Blue Book listings with any and all changes to members of any Board or Commission.

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 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.

2017-2018 Proposed Budget with Expenditure History

TOWN CLERK

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
PERSONAL SERVICES							
SAL/WAGES	156,993	155,816	162,495	162,308	160,178	176,999	177,949
OVERTIME	-	-	-	-	-	-	1,500
	156,993	155,816	162,495	162,308	160,178	176,999	179,449
EMPLOYEE BENEFITS							
FICA/LIFE	11,363	11,421	11,677	11,878	12,183	12,657	12,762
HEALTH INS	17,842	18,198	15,984	16,579	16,073	15,234	19,406
PENSION	7,894	9,707	11,845	17,550	18,228	23,058	25,874
WC PREM	-	214	242	351	342	311	315
	37,099	39,540	39,748	46,358	46,826	51,260	58,357
CONTRACTUAL							
COPY - EXT	29,157	27,472	21,523	22,050	23,709	33,500	30,750
CONF/TRAIN	595	623	895	785	451	900	900
PROF SERV	5,252	8,451	7,200	2,979	1,495	2,500	7,500
SUPPORT SV	499	1,214	1,334	722	165	2,400	2,500
OFF MCH SV	39	1,304	295	-	-	1,300	1,300
LEGAL AD	4,077	1,847	1,867	3,155	2,916	5,600	3,000
	39,619	40,911	33,114	29,691	28,736	46,200	45,950
MATERIALS & SUPPLIES							
AGCY SUPL	1,351	1,840	950	1,062	1,156	2,750	1,600
OFFICE SUP	750	1,212	1,945	1,106	1,390	1,700	2,250
	2,101	3,052	2,895	2,168	2,546	4,450	3,850
Totals:	235,812	239,319	238,252	240,525	238,286	278,909	287,606



TOWN ADMINISTRATION

Elections

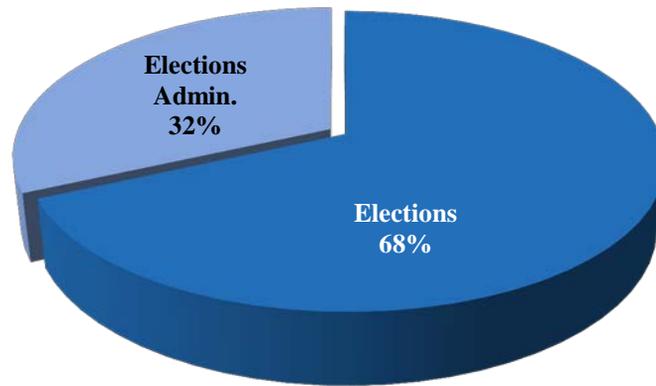
MISSION STATEMENT:

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	\$ 91,358	68%
Elections Administration	43,895	32%
Total	\$135,253	100%



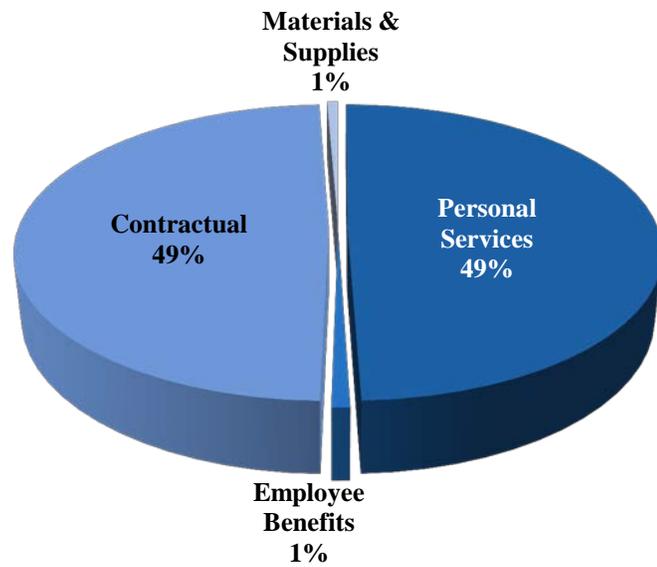
PERSONNEL DATA SUMMARY

POSITION	2015/2016 <u>Actual</u>	2016/2017 <u>Adopted</u>	2016/2017 <u>Actual</u>	2017/2018 <u>Proposed</u>
Registrars - two part-time positions	1.00	1.00	1.00	1.00
Deputy Registrars	.50	.50	.50	.50
Assistant Registrar	.25	.25	.25	.25
Full-time Equivalent	1.75	1.75	1.75	1.75

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:

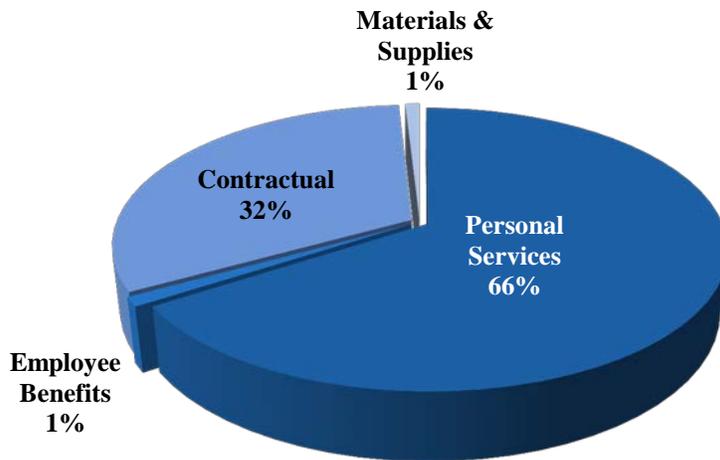
Personal Services	\$45,208
Employee Benefits	734
Contractual	44,816
Materials & Supplies	600
Total	\$91,358



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	\$28,906
Employee Benefits	469
Contractual	14,120
Materials & Supplies	400
Total	\$43,895



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 was extremely busy this year due to the Presidential election. There was a large increase in voter registration beginning in early 2016 right up until November. The staff registered over 1,800 voters between July 2016 and Election Day. Close to 15,000 people voted (approximately 80% of the voters). It was the first time a Presidential election was held in conjunction with Election Day Registration (EDR). EDR went very smoothly. Immediately following the Presidential election the process of inputting “Who Voted” began.

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 Canvas will be wrapped up in May. The department continues to do a monthly Canvass throughout the year. It was decided that this would be done in order to keep the voter list as up-to-date as possible. This list is received at the beginning of each month. Since the implementation of the monthly Canvass, the number of voters initially decreased due to inactivity however the number of voters increased a significant amount over the summer and fall of 2016 due to many registering for the November 8, 2016 Presidential election.

The Registrars are only one requirement away from becoming fully certified by the Secretary of State to become trainers of moderators. The outstanding requirement is that they need to be observed by a staff attorney from the Secretary of the State’s

office. This certification will enable 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 Registrar Carol Hurley was reappointed by Secretary of State, Denise Merrill to serve as an official member of the state wide Certification Committee. The program began enrolling students in September of 2015. It is the first-ever professional certification program for Connecticut's Registrars of Voters. According to Connecticut's recently enacted election reform law "An Act Strengthening Connecticut Elections (P.A. 15-223- SB 1051)" the Secretary of State mandated that all Registrars of Voters be certified within two years of the law taking effect. 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. Classes are currently being taught through the UCONN School of Business Connecticut Information Technology Institute (CITI). At this point in time the last of 8 courses are available to Registrars as of January 2017. The certification committee is working on the final test in coordination with the instructors. The committee recently just hired three new instructors. The Registrars are able to attend classes via live video feed at campuses throughout the state or with a live instructor depending on the location where the instructor is teaching. Prior to January class availability was limited but, with the addition of the new instructors many more are being offered.

In addition to their role of supervising their staff and all of the daily office functions, the Registrars of Voters continue to stay current with the many changing laws and regulations affecting elections. The Registrars attended the 2016 Fall Registrar of Voters Association of Connecticut (ROVAC) Conference in Southbury. They will attend the Spring ROVAC conference in Mystic on April 19 -21. Staff also attends quarterly ROVAC County meetings. The Elections Department has continued to move forward with technology and has implemented electronic poll books in conjunction with the official list. The vote by phone system has been replaced with a tablet and was rolled out in November to great reviews.

2017-2018 Proposed Budget with Expenditure History

ELECTIONS

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
PERSONAL SERVICES							
SAL/WAGES	50,640	54,867	58,975	66,935	61,755	71,274	74,114
PPT WAGES	7,150	3,000	-	-	-	-	-
	57,790	57,867	58,975	66,935	61,755	71,274	74,114
EMPLOYEE BENEFITS							
FICA/LIFE	3,471	1,201	877	974	838	1,033	1,073
WC PREM	-	75	86	155	131	126	130
	3,471	1,276	963	1,129	969	1,159	1,203
CONTRACTUAL							
COPY - EXT	5,740	60	1,021	226	221	1,000	1,000
CONF/TRAIN	400	1,295	879	1,507	768	2,275	2,275
PROF SERV	32,892	28,997	19,251	24,074	27,002	33,000	30,116
SUPPORT SV	12,019	20,702	5,090	18,275	21,570	20,545	20,545
REP & MAINT	-	-	133	272	958	5,000	5,000
	51,051	51,054	26,374	44,354	50,519	61,820	58,936
MATERIALS & SUPPLIES							
OFFICE SUP	162	440	754	1,013	-	1,000	1,000
	162	440	754	1,013	-	1,000	1,000
CAPITAL OUTLAY							
IT EQ/SOFT	-	-	-	-	2,340	-	-
FURNSHNGS	-	-	-	-	4,658	-	-
	-	-	-	-	6,998	-	-
Totals:	112,474	110,637	87,066	113,431	120,241	135,253	135,253



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:

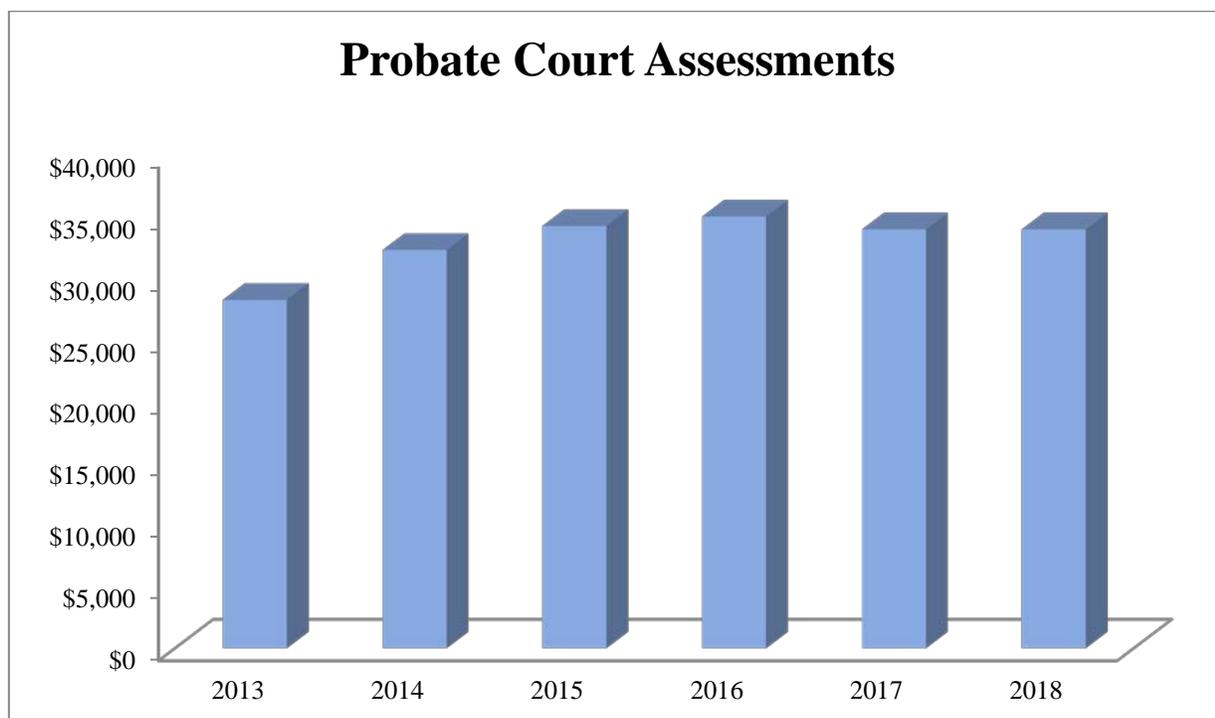
The 2009 Connecticut General Assembly passed a comprehensive bill which reformed and reorganized the Probate Court System in Connecticut. The Public Act reduced the number of Probate Courts and required a redistribution plan for the reduced number of court offices. The Act also established parameters 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: \$34,000

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.

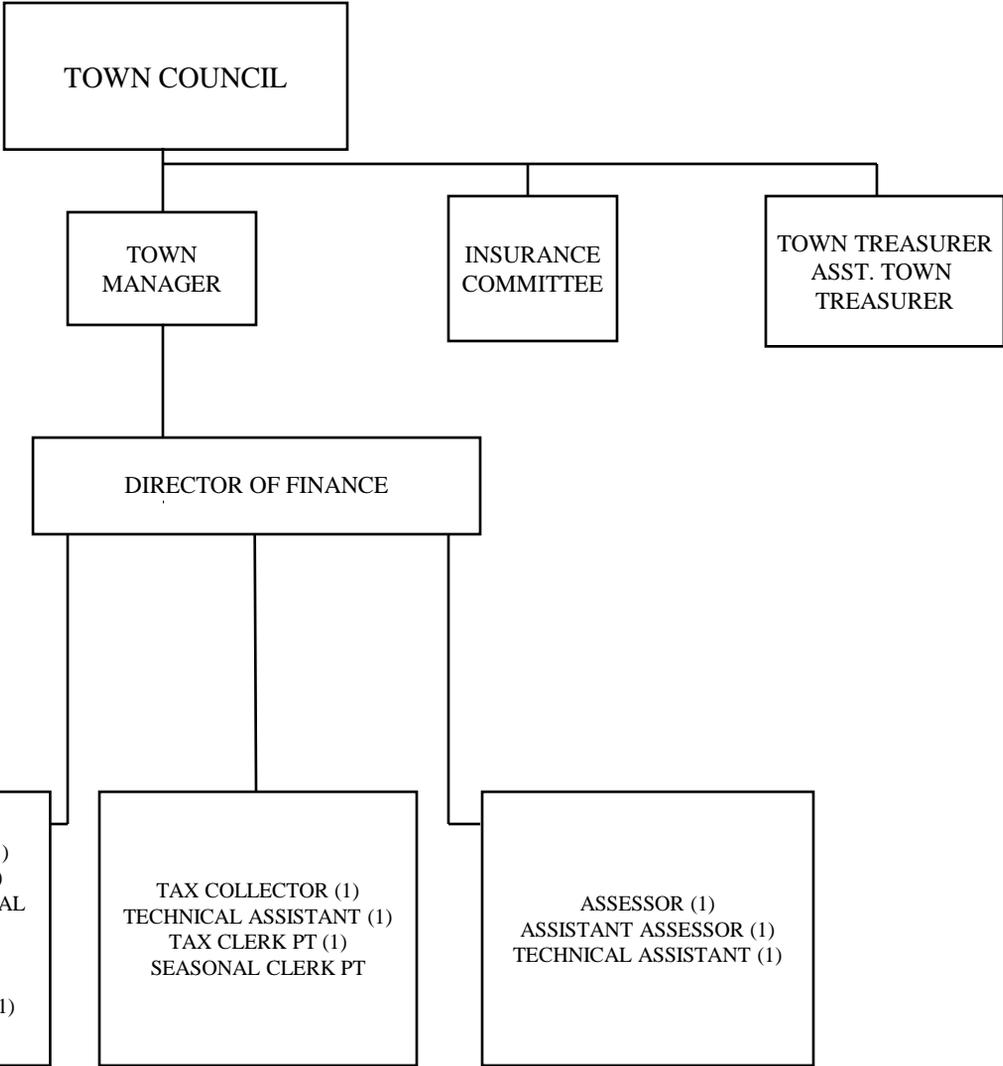


2017-2018 Proposed Budget with Expenditure History

PROBATE COURT

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
CONTRACTUAL							
RENTAL	27,428	28,285	32,328	34,276	33,677	34,000	34,000
	27,428	28,285	32,328	34,276	33,677	34,000	34,000
Totals:	27,428	28,285	32,328	34,276	33,677	34,000	34,000

FINANCIAL ADMINISTRATION & CONTROL





FINANCIAL ADMIN & CONTROL

Town Treasurer

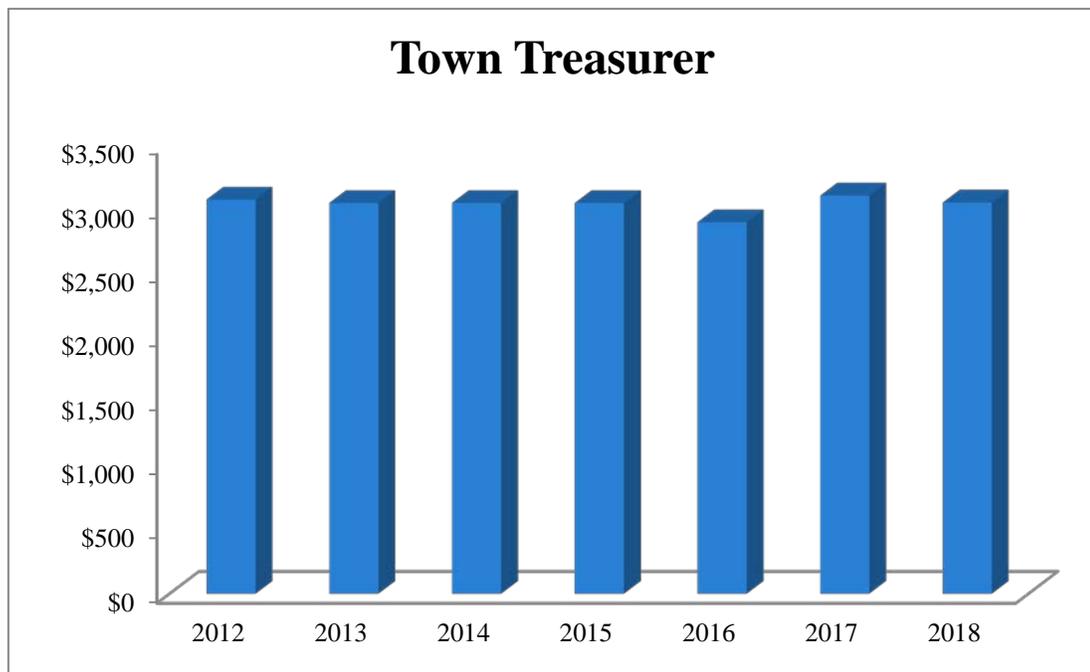
MISSION STATEMENT:

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



2017-2018 Proposed Budget with Expenditure History

TREASURER

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
PERSONAL SERVICES							
SAL/WAGES	3,025	3,000	3,000	3,000	2,850	3,055	3,000
	3,025	3,000	3,000	3,000	2,850	3,055	3,000
EMPLOYEE BENEFITS							
FICA/LIFE	48	43	43	43	41	44	44
WC PREM	-	4	4	4	6	5	6
	48	47	47	47	47	49	50
Totals:	3,073	3,047	3,047	3,047	2,897	3,104	3,050



FINANCIAL ADMIN & CONTROL

Finance & Accounting

MISSION STATEMENT:

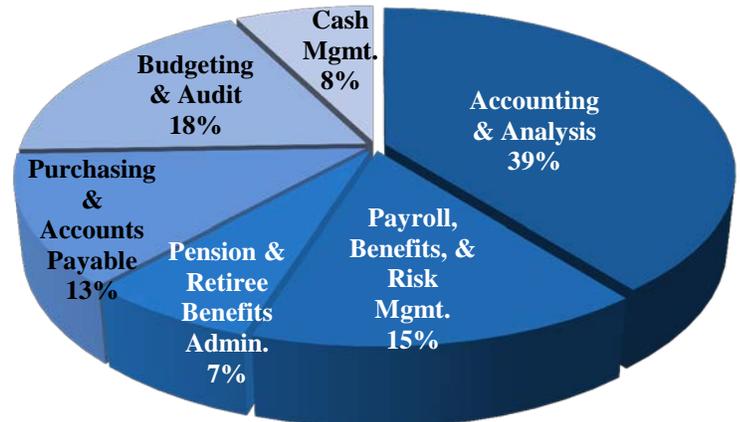
The Finance Department continues to pursue its goals, which are to provide the highest degree of transparency and confidence in the Town's operations; to foster and maintain a local government environment that demonstrates fiscal accountability and stewardship, efficiency, integrity, and stability; and to strive for excellence in financial management and 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	\$256,177	39%
Payroll, Benefits & Risk Management	100,854	15%
Pension & Retiree Benefits (OPEB) Administration	44,153	7%
Purchasing & Accounts Payable	82,965	13%
Budgeting & Audit	117,114	18%
Cash Management	49,063	8%
Total	\$650,326	100%



PERSONNEL DATA SUMMARY

POSITION	2015/2016 <u>Actual</u>	2016/2017 <u>Adopted</u>	2016/2017 <u>Actual</u>	2017/2018 <u>Proposed</u>
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	1.0	1.0
Technical Assistant (AP/Purchasing)	1.0	1.0	1.0	1.0
Payroll/Accounting Clerk	1.0	1.0	1.0	1.0
Full-time Equivalent	5.6	5.6	5.6	5.6

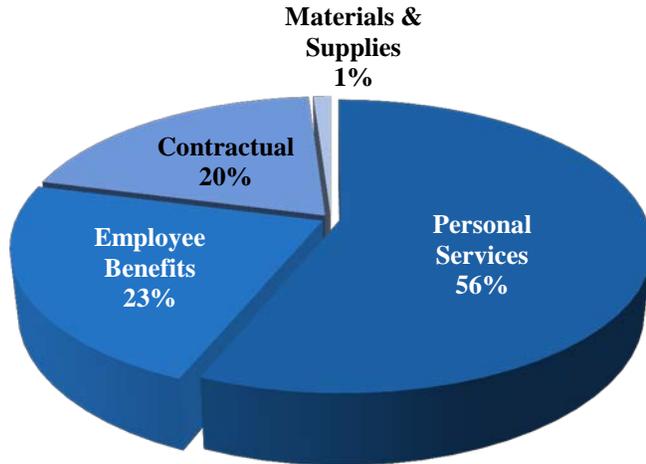
PROGRAM: ACCOUNTING & ANALYSIS:

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	\$144,173
Employee Benefits	58,283
Contractual	50,971
Materials & Supplies	2,750
Total	\$256,177



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.

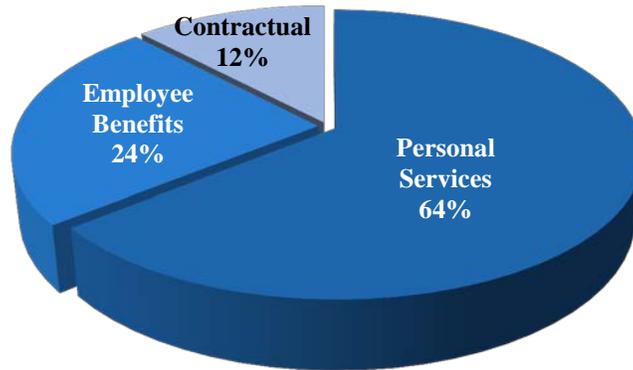
PROGRAM: PAYROLL, BENEFITS & RISK MANAGEMENT:

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.
- Oversee periodic audits of medical and prescription claims.
- 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.
- Process employer contributions to Health Savings Accounts.

Program Expenses:

Personal Services	\$ 64,729
Employee Benefits	23,940
Contractual	<u>12,185</u>
Total	\$100,854



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. Conducted cross-training on all payroll activities.
7. Transitioned all library employees to a high-deductible health insurance plan.
8. Implemented new policies and procedures related to contractual employees for compliance with IRS requirements
9. Compiled data for generation and distribution of IRS Form 1095 for all employees and retirees receiving health coverage.

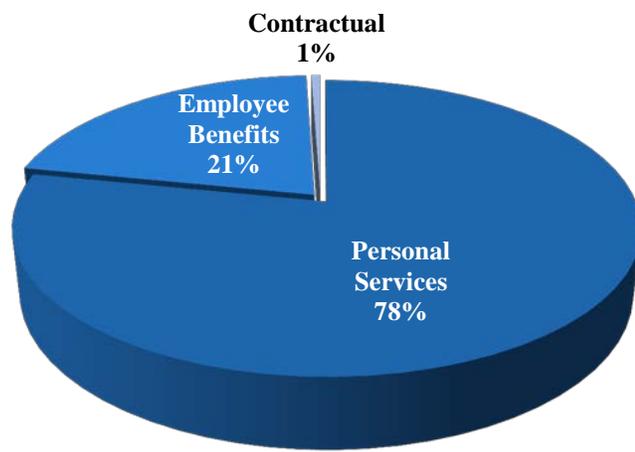
PROGRAM: PENSION & RETIREE BENEFITS (OPEB) ADMINISTRATION:

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	\$34,505
Employee Benefits	9,398
Contractual	<u>250</u>
Total	\$44,153



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.

Major Changes / Accomplishments / Outlook:

1. Received actuarial valuations of pension and OPEB plans.

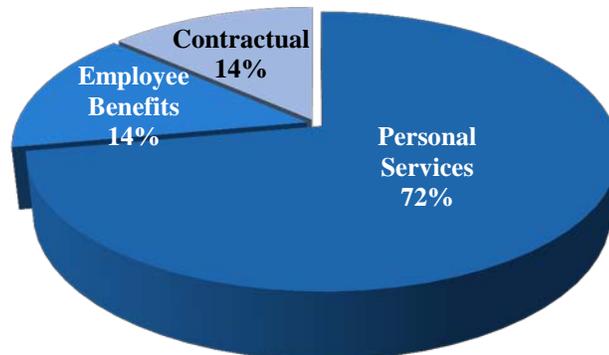
PROGRAM: PURCHASING & ACCOUNTS PAYABLE:

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	\$59,841
Employee Benefits	11,943
Contractual	<u>11,181</u>
Total	\$82,965



Outcomes:

- Continue to provide timely and accurate accounts payable and purchasing functions for the Town.
- 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.

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. Ongoing standardization of vendor contracts and purchasing documentation.

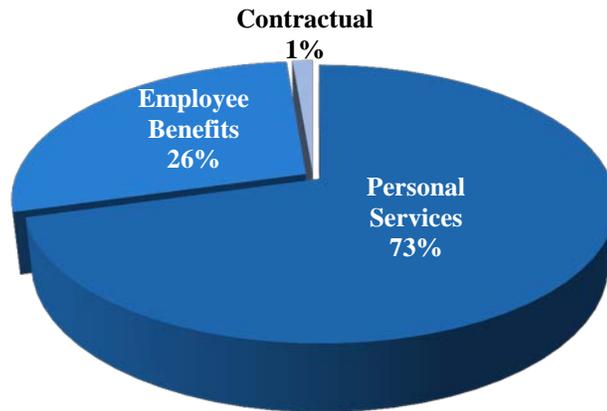
PROGRAM: BUDGETING & AUDIT:

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	\$ 85,778
Employee Benefits	29,786
Contractual	<u>1,550</u>
Total	\$117,114



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 timely and accurate posting of financial transactions in the accounting records.
- Complete audit process by October 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 Comprehensive Annual Financial Report Award (CAFR) and Distinguished Budget Presentation Award.

Major Changes / Accomplishments / Outlook:

1. Received the Certificate of Achievement for Excellence in Financial Reporting for the June 30, 2015 Comprehensive Annual Financial Report (CAFR).
2. Received the Distinguished Budget Presentation Award for Fiscal Year 2015-2016.
3. Prepared a Comprehensive Annual Financial Report (CAFR) on a timely basis for the year ending June 30, 2016.
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 ending June 30, 2016.
6. Trained employees on new Governmental Accounting Standards Board (GASB) standards.

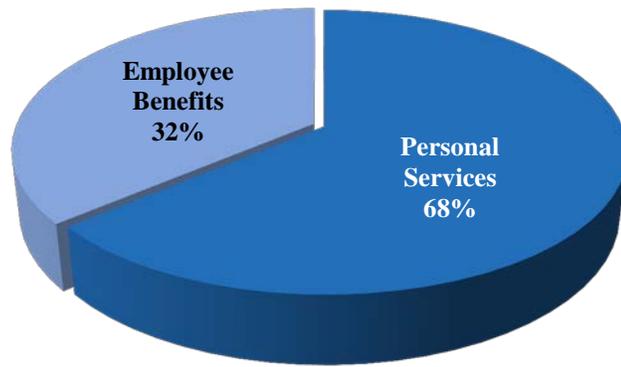
PROGRAM: CASH MANAGEMENT:

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	\$33,374
Employee Benefits	<u>15,689</u>
Total	\$49,063



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:

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

2017-2018 Proposed Budget with Expenditure History

FINANCE & ACCOUNTING

<u>Expense</u>	<i>Actual</i>					<i>Adopted</i>	<i>Proposed</i>
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
PERSONAL SERVICES							
SAL/WAGES	320,758	317,822	280,462	320,639	384,458	392,117	399,265
OVERTIME	2,155	908	241	-	204	1,500	2,500
PPT WAGES	18,498	13,725	18,605	37,794	13,190	20,634	20,635
	341,411	332,455	299,308	358,433	397,852	414,251	422,400
EMPLOYEE BENEFITS							
FICA/LIFE	37,960	26,360	22,918	26,237	31,136	32,723	33,445
HEALTH INS	48,192	47,217	45,389	70,914	67,942	52,708	77,430
PENSION	21,929	14,084	17,136	25,174	19,021	23,706	26,081
DC PENSION	-	6,598	2,123	(3,324)	11,317	10,977	11,342
WC PREM	-	481	562	812	786	730	741
	108,081	94,740	88,128	119,813	130,202	120,844	149,039
CONTRACTUAL							
COPY - EXT	201	202	756	270	436	350	460
CONF/TRAIN	2,991	4,339	2,981	8,125	1,917	9,070	7,950
PROF SERV	-	-	-	3,690	1,104	1,000	1,000
SUPPORT SV	61,921	104,413	153,683	58,846	58,641	61,913	63,162
OFF MCH SV	489	644	395	1,076	4,723	1,160	1,065
LEGAL AD	1,314	1,374	1,755	2,458	2,519	3,500	2,500
	66,916	110,972	159,570	74,465	69,340	76,993	76,137
MATERIALS & SUPPLIES							
OFFICE SUP	3,472	2,841	2,393	3,067	3,252	2,750	2,750
	3,472	2,841	2,393	3,067	3,252	2,750	2,750
CAPITAL OUTLAY							
IT EQ/SOFT	-	-	-	-	1,476	-	-
EQUIPMENT	5,274	-	-	-	-	-	-
	5,274	-	-	-	1,476	-	-
Totals:	525,154	541,008	549,399	555,778	602,122	614,838	650,326



FINANCIAL ADMIN AND CONTROL

Assessor

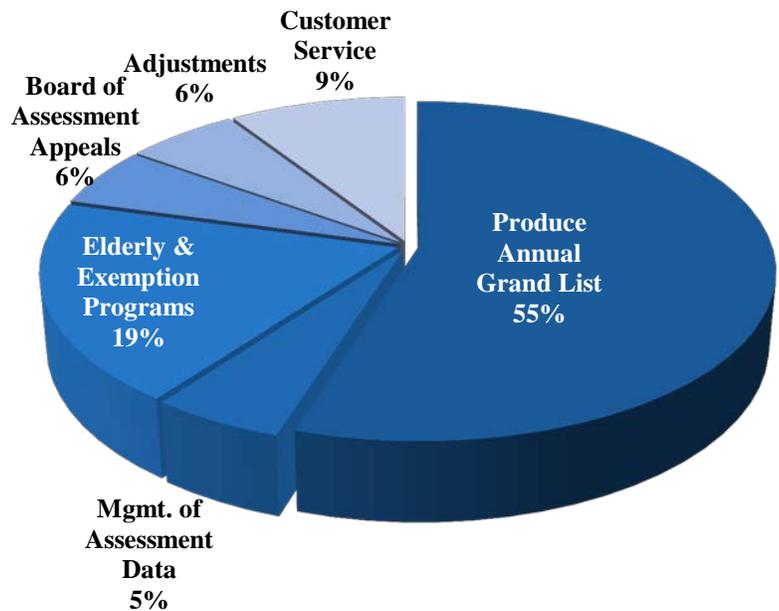
MISSION STATEMENT:

To discover, list and equitably value real and personal property in the Town.

DEPARTMENT DESCRIPTION:

The role of the Assessor's Office is to discover, list and equitably value real and personal property in the Town. The Assessor's Office also determines eligibility and applies tax exemptions for property on the Grand List – resulting in the Net Taxable Grand List. This office administers tax relief and exemption programs for the elderly, blind, disabled and veterans. This office also is responsible for administering the Board of Assessment Appeals, filing State Reports and providing accurate and timely information to the general public. 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	\$198,698	55%
Management of Assessment Data	19,065	5%
Elderly & Exemption Programs	69,043	19%
Board of Assessment Appeals	20,332	6%
Adjustments	21,208	6%
Customer Service	33,278	9%
Total	\$361,624	100%



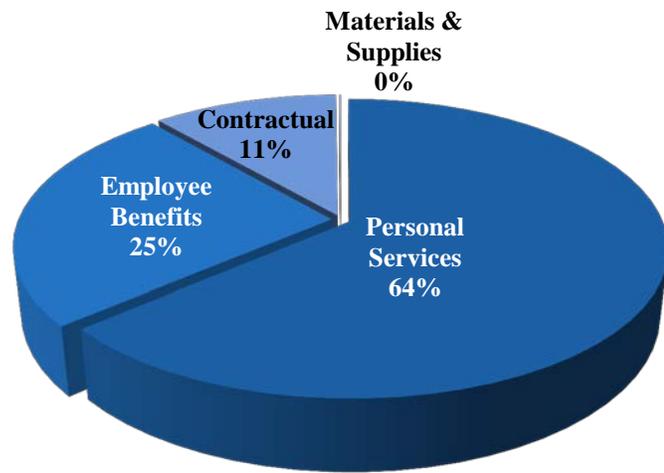
PERSONNEL DATA SUMMARY

POSITION	2015/2016 <u>Actual</u>	2016/2017 <u>Adopted</u>	2016/2017 <u>Actual</u>	2017/2018 <u>Proposed</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 vehicles) pursuant to Connecticut General Statutes.

Program Expenses:

Personal Services	\$126,517
Employee Benefits	49,608
Contractual	22,306
Materials & Supplies	<u>267</u>
Total	\$198,698



Outcomes:

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

Major Changes / Accomplishments / Outlook:

The 2016 Grand List was filed on January 31, 2016. The 2016 Net Grand List is \$2,245,034,676 which is a 1.39% increase over the 2015 Net Grand List of \$2,214,180,160. A portion of the increase in the Net Grand List is due to a re-categorization of real estate owned by the Wethersfield Housing Authority with a total assessment of \$17,425,400. Exclusive of the Housing Authority properties the net change between 2015 and 2016 was 0.6%. The change in Net Assessment over the 2015 grand list per category were as follows: Real Estate increased 0.96% (or 0.07% exclusive of the housing authority); Personal Property increased by 8.17% and Motor Vehicles increased by 3.36%. There were 10,733 real estate parcels, 1,475 personal property accounts and 23,009 motor vehicles. The average gross assessment for a residential property is \$169,400 (full value \$242,000) and the average car was \$8,100 (full value \$11,570). Major changes in the Grand List were—682 real estate accounts increased in a total assessment of \$7,500,000 to include 30 building lots (10 on a road which is 100% complete, and 20 in an approved subdivision—road not yet complete), Winding Brook Turf Farm—applied and received PA490 Farm Classification on 35 properties for a \$968,000 loss in assessment and three court courses were settled through pre-trial/mediation at New Britain Superior Court for a total reduction of \$1,206,000 in assessment.

The following tables summarize the changes between the 2016 and 2017 Net Grand List.

2015 Net Grand List Prior to BAA		2016 Net Grand List Prior to BAA		Difference	% Change
Real Estate **	\$1,962,913,630		\$1,981,769,780	\$18,856,150	0.96%
Personal Property	\$73,988,710		\$80,031,460	\$6,042,750	8.17%
Motor Vehicle	\$177,277,820		\$183,233,436	\$5,955,616	3.36%
Total	\$2,214,180,160		\$2,245,034,676	\$30,854,516	1.39%

**Real Estate for 2016 includes a re-categorization of parcels owned by the Wethersfield Housing Authority for a total assessment of \$17,425,400. Wethersfield Housing Authority makes a payment in lieu of taxes.

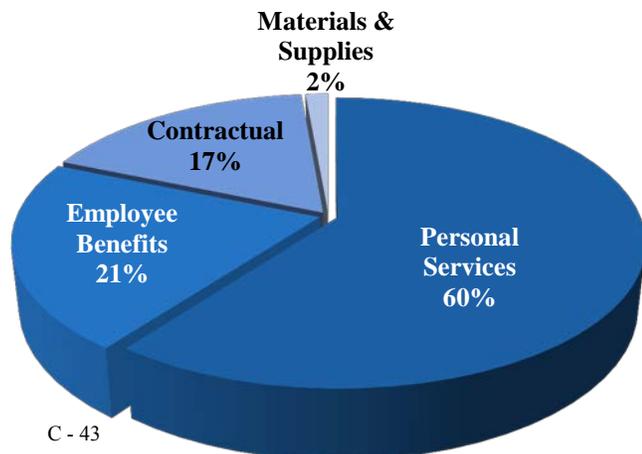
Each year personal property audits are completed for ten personal property accounts for the 2013-2015 Grand Lists. The audits resulted in an additional tax collection of \$36,342, not including the 2016 Grand List.

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	\$11,491
Employee Benefits	4,015
Contractual	3,292
Materials & Supplies	<u>267</u>
Total	\$19,065

Proposed Budget 2017-2018



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 for this department . The Assessor’s Office maintains and organizes all files and records according to retention schedules and office procedures per records retention schedule. Pursuant to Connecticut General Statutes, the Assessor’s Office is required to file annual reports with the Office of Policy & Management. The Assessor completed the annual State reports by the statutory deadlines. The M-13 & M-13A (listing of Taxable Property), listing of state owned property (M-37C&H), M-59A additional veterans, M-42B Totally Disabled, monthly reporting of sales and M-35 Elderly Homeowner were filed by the statutory deadline. Reporting by Assessor’s Offices assists the State in determining grants, aide and reimbursements to the Town.

Major Changes / Accomplishments / Outlook:

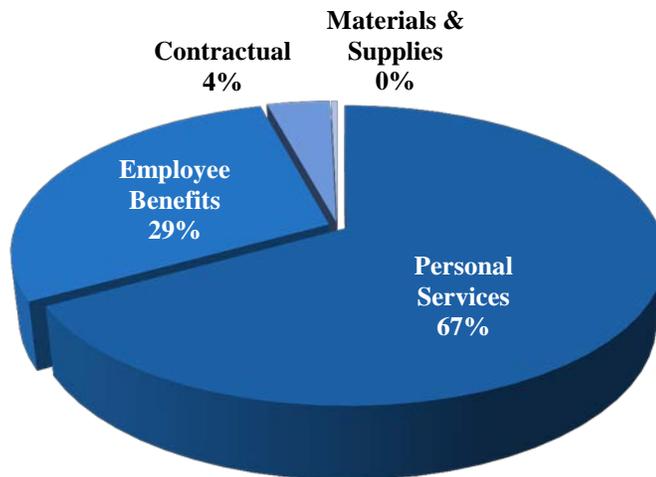
Reconcile Grand List totals with Tax Collector’s Rate Book for 2016 Grand List. Informs the Engineering Department of discovery of mapping changes by reading deeds, surveys and notification by owners. The office utilizes MapGeo and Pictometry to verify building shape, dimensions and outbuildings. Pictometry also allows us to view a “birds eye” angle view from 4 directions to view structures and parcels in Wethersfield. The office also uses Trulia as a source to find newly listed property daily to verify property data and to verify sales. Assisting records retention contractor with the maintenance of all Assessment files and records. Currently utilizing the latest Administrative Software (QDS) for the annual filing of Grand List and all State reports.

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

- 2016 Grand List Town Elderly Tax Relief programs equate to \$167,514 in tax credits; 368 accounts.
- 2016 Grand List State Elderly Tax Relief programs equate to \$242,374 in tax credits; 402 accounts.
- 2016 Grand List Veterans (Reimbursed and not reimbursed) equates to \$8,919,870 in assessment.
- 2016 Grand List Exemptions for disability, disabled and blind equate to \$431,710 in assessment.
- 2016 Grand List Manufacturing Machinery & Equipment equate to \$1,106,920 in assessment.
- 2016 Grand List Commercial Freight or Transport Vehicles exemptions equate to \$2,055,400 in assessment.

Program Expenses:

Personal Services	\$46,158
Employee Benefits	19,974
Contractual	2,644
Materials & Supplies	<u>267</u>
Total	\$69,043



Outcomes:

- File annual reports with State of Connecticut for reimbursement of various programs.

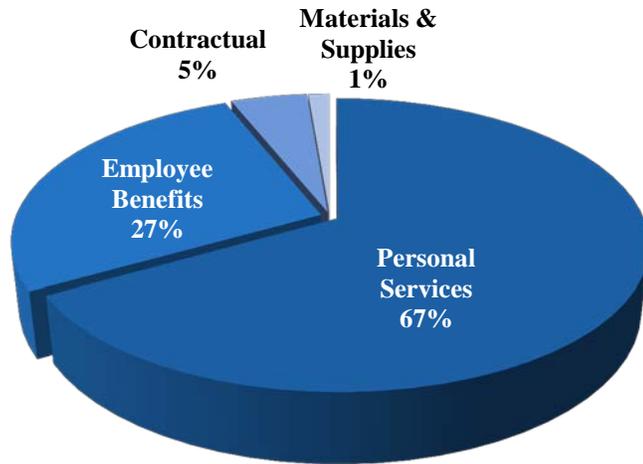
Major Changes / Accomplishments / Outlook:

The Assessor’s office is also required to accept and process elderly homeowner and additional veteran programs. Staff utilized the assessment software program with the Elderly Credit program and various exemptions to apply new manufacturing and equipment, and freight or transport trucks for hire exemptions.

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

Program Expenses:

Personal Services	\$13,574
Employee Benefits	5,525
Contractual	967
Materials & Supplies	266
Total	\$20,332



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 Assessor’s Office continued to provide assistance to the BAA. All members of the BAA and Assessor’s Office have attended a Board of Assessment (BAA) workshop sponsored by the Connecticut Association of Assessing Officers; three attended again this past year as well as a member of this department.

The Board of Assessment Appeals (BAA) completed its duties for the 2016 Grand List on March 23, 2017. The Net Grand List after the changes by the Board is what is used as the basis for tax collection. For the 2016 Grand List, there were approximately 83 appeals filed with the Board of Assessment Appeals (BAA); however 7 either cancelled or failed to appear. Of the 83 appeals, 47 were real estate appeals, 7 were motor vehicle appeals and 19 were personal property appeals.

The total reduction to the Net Grand List by the Board was \$2,075,700 in Assessment. Real Estate was reduced by \$851,630; Personal Property by \$1,185,710 and Motor Vehicles by \$38,360. The 2016 Net Grand List after the Board of Assessment Appeals is therefore is \$2,242,958,976 which as a 1.31% increase over the 2015 Net Grand List of \$2,213,858,430. As with the Net Grand List Before BAA a portion of the increase in the Net Grand List after BAA is due to a re-categorization of real estate owned by the Wethersfield Housing Authority with a total assessment of \$17,425,400. Exclusive of the Housing Authority properties the net change between 2015 and 2016 was 0.53%.

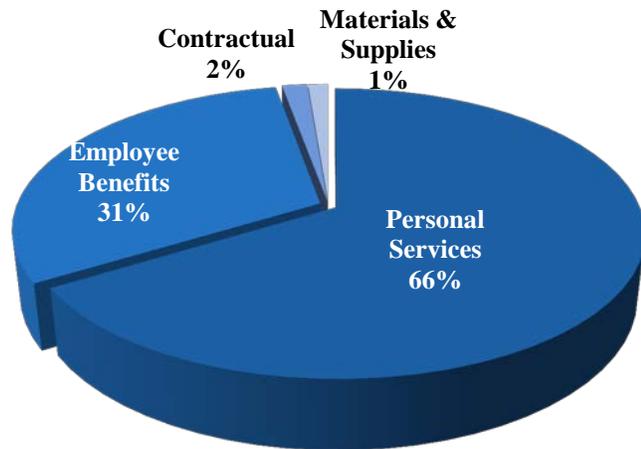
The following table summarizes the changes between the 2015 and 2016 Net Grand List.

	2015 Net Grand List After BAA	2016 Net Grand List After BAA	Difference	% Change
Real Estate	\$1,962,574,380	\$1,980,918,150	\$18,343,770	0.93%
Personal Property	\$73,717,320	\$78,845,750	\$5,128,430	6.96%
Motor Vehicle **	\$177,566,730	\$183,195,076	\$5,628,346	3.17%
Total	\$2,213,858,430	\$2,242,958,976	\$29,100,546	1.31%

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

Personal Services	\$14,054
Employee Benefits	6,551
Contractual	336
Materials & Supplies	<u>267</u>
Total	\$21,208

Program Expenses:



Outcomes:

- Process all adjustments to the real estate, personal property and motor vehicle portions of the Grand List pursuant to Connecticut General Statutes.
- All recordings filed with Town Clerk researched 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 90 days of receipt in the Assessor’s Office from the Building Department pursuant to Connecticut General Statutes. Motor vehicle corrections and credits processed and issued to the Tax Collector as processed so that the Tax Collector can mail revised tax bills to property owners, and property owners can make payments on corrected bill in a more timely fashion.

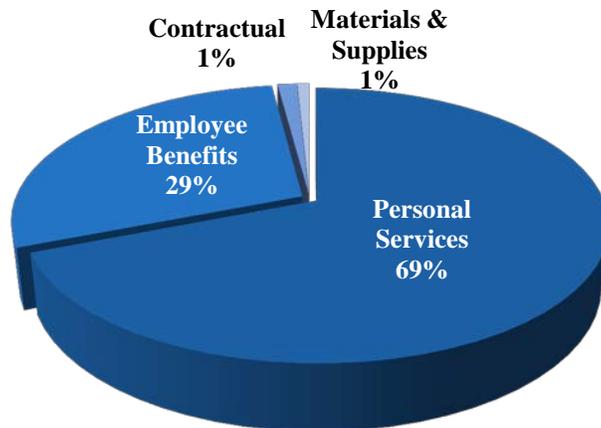
Major Changes / Accomplishments / Outlook:

Continue to provide customer-friendly service. Utilizing administrative software to improve efficiency and streamline all adjustments made to assessments by use of Quality Data Systems (QDS). Staff continues to attend Hartford County Assessor’s Associations meetings, International Association of Assessing Officers (IAAO), Connecticut Chapter of the International Association of Assessing Officers (CT IAAO) 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, (e.g., real estate, personal property and motor vehicles).

Program Expenses:

Personal Services	\$22,974
Employee Benefits	9,613
Contractual	425
Materials & Supplies	<u>266</u>
Total	\$33,278



Outcomes:

- Provide courteous, accurate responses to all questions and issues from the public. Represent 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.

2017-2018 Proposed Budget with Expenditure History

TAX ASSESSOR

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
PERSONAL SERVICES							
SAL/WAGES	207,710	212,162	218,611	229,320	214,194	232,405	234,037
OVERTIME	463	372	524	377	878	400	731
	208,173	212,534	219,135	229,697	215,072	232,805	234,768
EMPLOYEE BENEFITS							
FICA/LIFE	18,809	16,846	17,339	18,386	16,922	19,048	19,125
HEALTH INS	46,169	49,648	43,010	45,013	29,673	40,440	44,926
PENSION	12,879	15,948	19,691	28,881	30,772	21,309	23,333
DC PENSION	-	-	-	-	3,196	4,417	4,504
WC PREM	-	1,455	1,699	2,154	2,134	3,444	3,398
	77,857	83,897	81,739	94,434	82,697	88,658	95,286
CONTRACTUAL							
COPY - EXT	2,440	3,109	3,413	3,496	3,510	4,200	4,200
CONF/TRAIN	2,276	3,402	2,814	3,591	3,500	5,100	5,100
PROF SERV	10,000	5,000	5,000	5,000	5,000	5,000	5,000
SUPPORT SV	16,536	15,811	15,961	12,911	13,061	13,222	14,470
OFF MCH SV	-	-	203	313	599	1,000	1,000
LEGAL AD	120	132	60	150	171	200	200
	31,372	27,454	27,451	25,461	25,841	28,722	29,970
MATERIALS & SUPPLIES							
OFFICE SUP	1,582	1,550	1,403	1,528	1,600	1,600	1,600
	1,582	1,550	1,403	1,528	1,600	1,600	1,600
Totals:	318,984	325,435	329,728	351,120	325,210	351,785	361,624



FINANCIAL ADMIN & CONTROL

Tax Collector

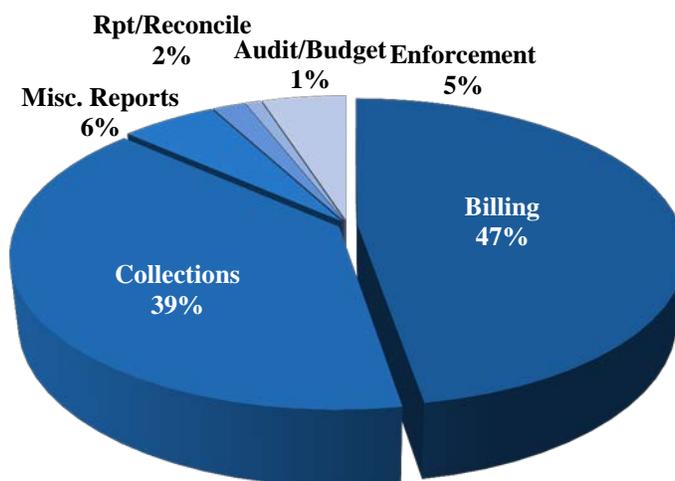
MISSION STATEMENT:

The Department's 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	\$127,898	47%
Collections	105,854	39%
Misc. Reports	15,145	6%
Rpt/Reconcile	5,234	2%
Audit/Budget	2,502	1%
Enforcement	13,431	5%
Total	\$270,064	100%



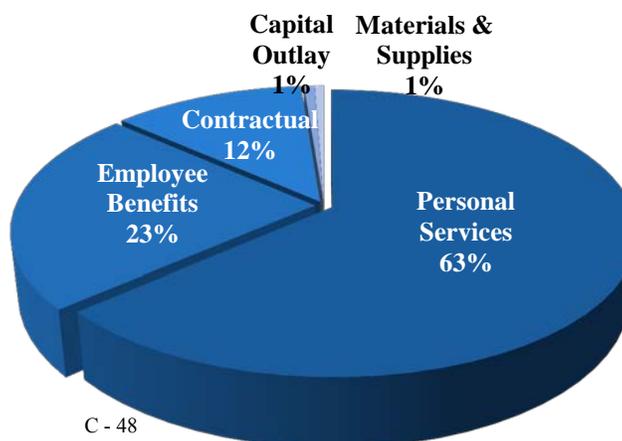
PERSONNEL DATA SUMMARY

POSITION	2015/2016	2016/2017	2016/2017	2017/2018
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Proposed</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	\$ 81,209
Employee Benefits	29,499
Contractual	15,590
Materials & Supplies	850
Capital Outlay	750
Total	\$127,898



Outcomes:

- Successfully completed 40-70 new address changes by using various search and locate programs.

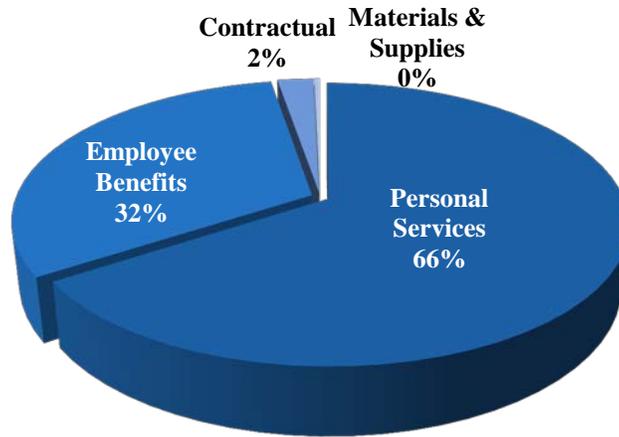
Major Changes / Accomplishments / Outlook:

All paid delinquent motor vehicles are now cleared daily through an electronic link to the DMV.

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

Program Expenses:

Personal Services	\$ 69,673
Employee Benefits	33,331
Contractual	2,450
Materials & Supplies	400
Total	\$105,854



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 2015-16 fiscal year was 99.85%.

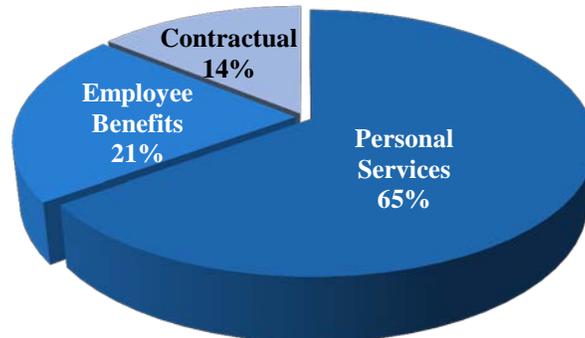
Major Changes / Accomplishments / Outlook:

The Tax Department held one successful tax sales which reduced the amount of delinquent parcels by 42%. The next tax sale is expected to take place in September 2017.

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	\$ 9,831
Employee Benefits	3,182
Contractual	2,132
Total	\$15,145



Outcomes:

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

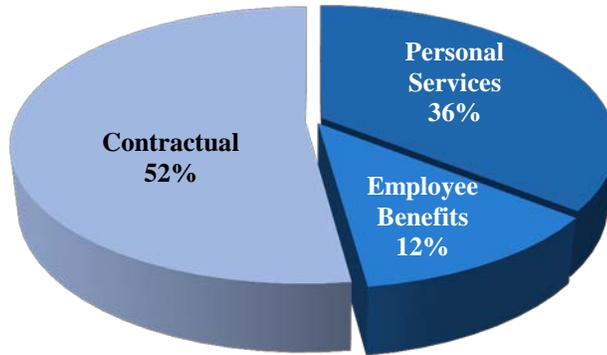
Major Changes / Accomplishments / Outlook:

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	\$1,867
Employee Benefits	635
Contractual	<u>2,732</u>
Total	\$5,234



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.

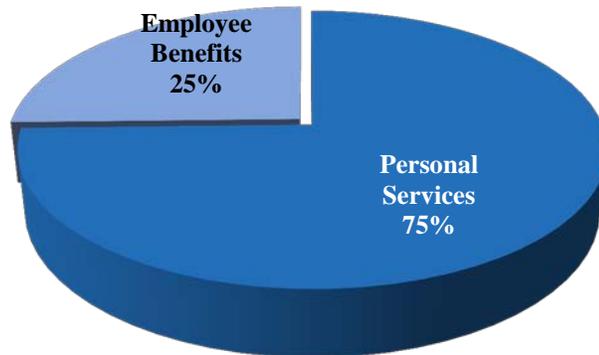
Major Changes / Accomplishments / Outlook:

The monthly proof and reconciliation process has been redesigned. The spreadsheet models have been updated, resulting in increased efficiency for staff.

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	\$1,867
Employee Benefits	<u>635</u>
Total	\$2,502



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.

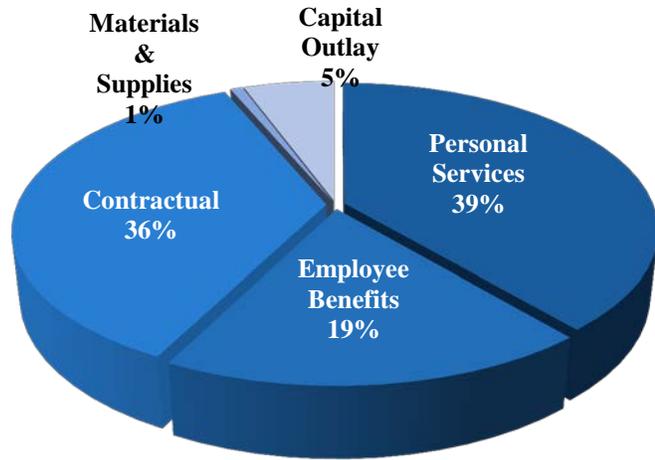
Major Changes / Accomplishments / Outlook:

Maintenance and storage of documentation has been redesigned, resulting in increased efficiency when researching transactions and retrieving documents in conjunction with the annual audit.

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	\$ 5,215
Employee Benefits	2,506
Contractual	4,860
Materials & Supplies	100
Capital Outlay	<u>750</u>
Total	\$13,431



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:

1. Staff issued 1,500 warrants for delinquent taxes. Issuing of tax warrants reduces the motor vehicle delinquency by 35%.
2. The Town has contracted with the Credit Information Bureau to help with older Motor Vehicle and Personal Property bills. As a result of using a collection agency, we have brought in \$55,086.11 year-to-date.

2017-2018 Proposed Budget with Expenditure History

TAX COLLECTOR

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
PERSONAL SERVICES							
SAL/WAGES	144,265	149,512	155,914	162,590	168,458	169,661	169,662
OVERTIME	-	-	-	-	128	-	-
	144,265	149,512	155,914	162,590	168,586	169,661	169,662
EMPLOYEE BENEFITS							
FICA/LIFE	10,278	10,611	11,109	11,514	11,887	12,551	12,553
HEALTH INS	26,585	28,594	24,688	25,818	26,678	26,502	30,266
PENSION	7,833	9,766	12,152	17,819	19,097	23,853	26,672
WC PREM	-	192	226	325	324	298	297
	44,696	49,163	48,175	55,476	57,986	63,204	69,788
CONTRACTUAL							
COPY - EXT	3,413	11,835	14,061	13,058	17,081	14,295	13,937
CONF/TRAIN	604	387	875	383	478	675	675
SUPPORT SV	8,386	10,951	11,311	11,311	7,711	11,761	10,652
DATA SERV	5,989	6,101	6,400	6,387	-	-	-
LEGAL AD	802	1,662	1,329	1,985	2,213	2,500	2,500
	19,194	30,936	33,976	33,124	27,483	29,231	27,764
MATERIALS & SUPPLIES							
OFFICE SUP	1,389	1,036	1,633	2,698	903	1,000	1,350
	1,389	1,036	1,633	2,698	903	1,000	1,350
CAPITAL OUTLAY							
IT EQ/SOFT	1,500	1,500	1,375	1,503	1,502	1,500	1,500
	1,500	1,500	1,375	1,503	1,502	1,500	1,500
Totals:	211,044	232,147	241,073	255,391	256,460	264,596	270,064



FINANCIAL ADMIN & CONTROL

Central Office Services

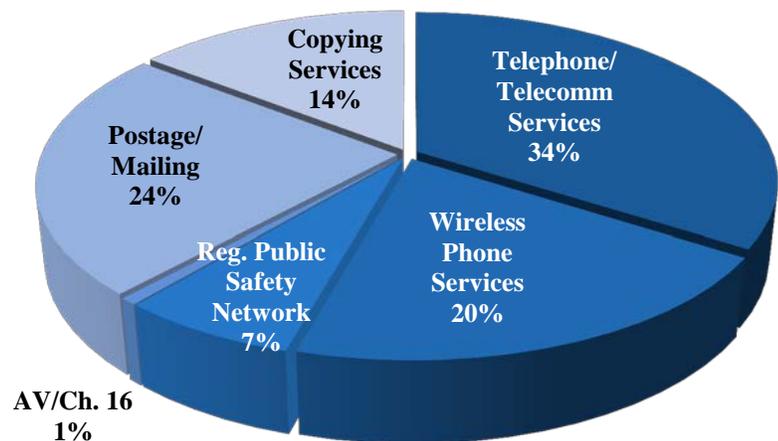
MISSION STATEMENT:

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	\$ 77,539	34%
Wireless Phone Services	46,300	20%
Regional Public Safety Network	15,500	7%
Audio Visual / Community Television	1,500	1%
Postage/Mailing	53,850	24%
Copying Services	33,100	14%
Total	\$227,789	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	\$77,539
Total	\$77,539



Outcomes:

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

Major Changes / Accomplishments / Outlook:

The current telephone system was installed in the 1980's and last upgraded in 2002. Planning is under way for the purchase of a new system. Costs related to this project are not expected to impact the FY18 budget.

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	<u>\$46,300</u>
Total	\$46,300



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	<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/COMMUNITY TELEVISION: This category includes equipment, supplies, and accessories for the camera recording/broadcast facilities in the Town Council chambers.

Program Expenses:

Contractual	<u>\$1,500</u>
Total	\$1,500



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. The Town will evaluate broadcasting live and archived meetings online using a third party internet streaming service. The service will offer features like Standard Definition to High Definition rates, Live Video on Demand on desktops and mobile devices and optional Roku channel for a Live and Video on Demand.

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	\$53,850
Total	\$53,850



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	\$31,000
Materials & Supplies	2,100
Total	\$33,100



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:

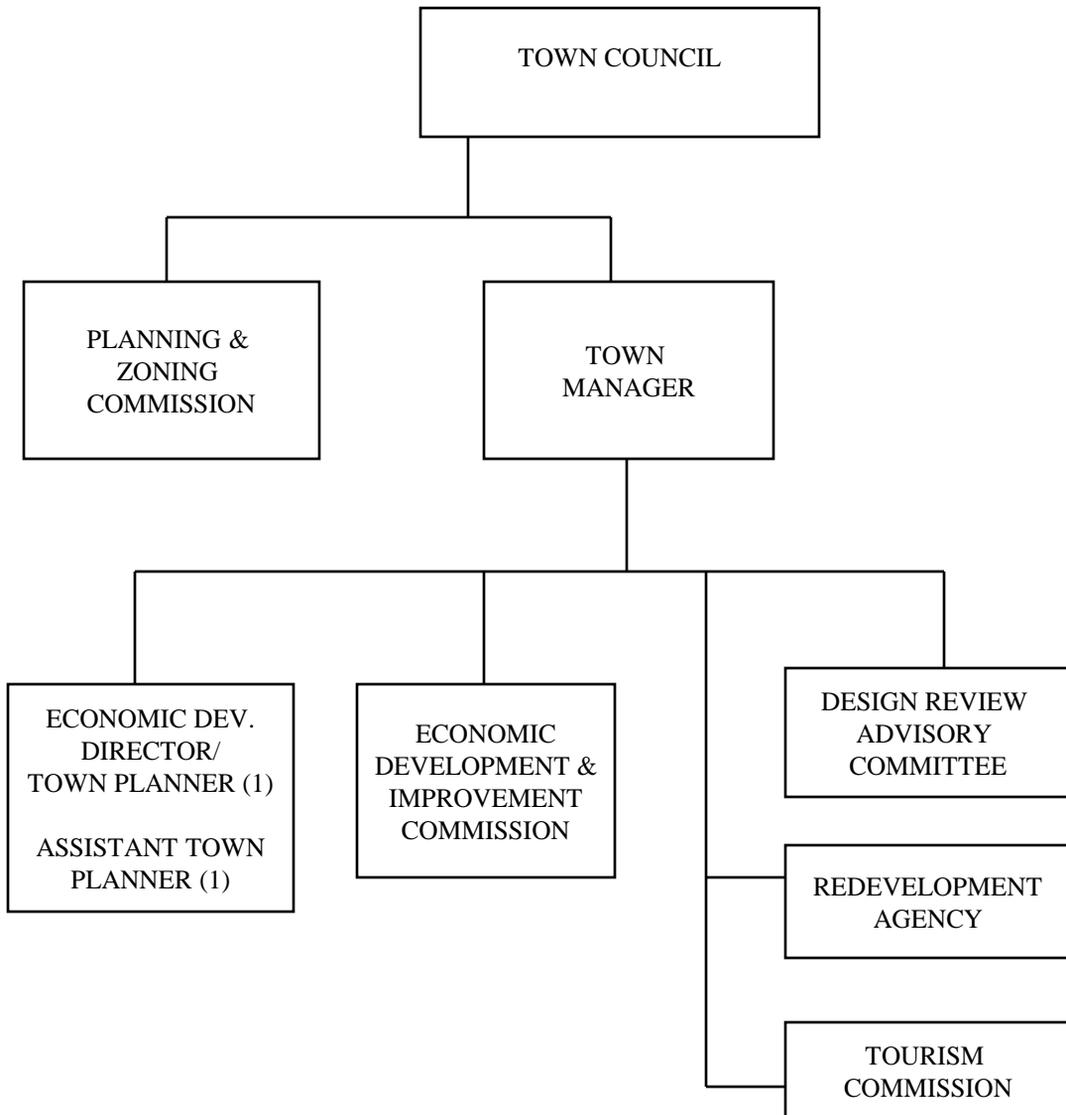
1. Copying on both sides of paper to reduce paper usage.
2. Use of electronic correspondence to reduce paper and ink usage.
3. Use of technology for paperless meetings to reduce paper and ink usage.

2017-2018 Proposed Budget with Expenditure History

CENTRAL OFFICE SERVICES

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
CONTRACTUAL							
COPY - INT	22,788	21,367	23,723	26,100	26,333	31,000	31,000
POSTAGE	37,537	53,772	41,794	46,642	55,075	52,046	53,850
TELECOMM	144,240	142,578	147,322	138,927	137,697	146,639	140,839
OFF MCH SV	-	-	-	-	-	-	-
	204,565	217,717	212,839	211,669	219,105	229,685	225,689
MATERIALS & SUPPLIES							
OFFICE SUP	3,001	1,772	1,958	1,921	2,240	2,100	2,100
	3,001	1,772	1,958	1,921	2,240	2,100	2,100
Totals:	207,566	219,489	214,797	213,590	221,345	231,785	227,789

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.

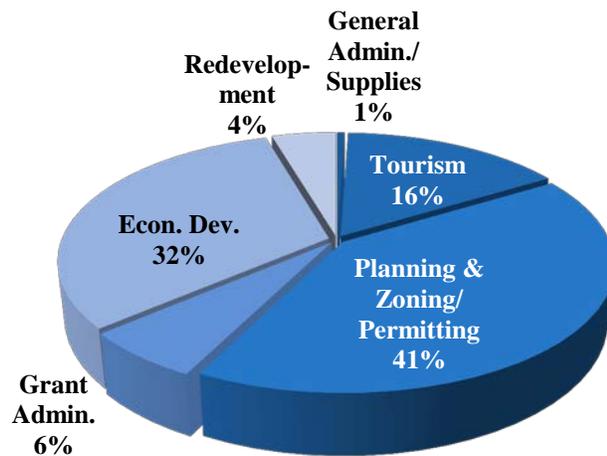
DEPARTMENT DESCRIPTION:

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

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

The Planning and Economic Development Department staff provides 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 act 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	55,543	16%
Planning and Zoning / Permitting	144,661	41%
Grant Administration	21,952	6%
Economic Development	111,766	32%
Redevelopment	15,980	4%
Total	\$351,902	100%



PERSONNEL DATA SUMMARY

POSITION	2015/2016	2016/2017	2016/2017	2017/2018
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Proposed</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

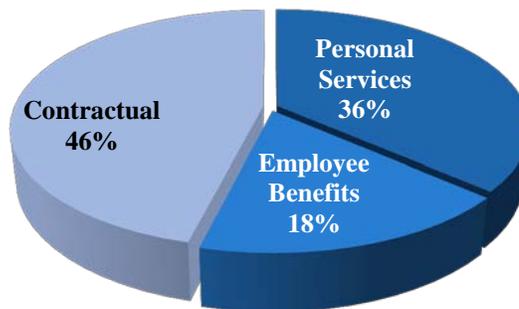
PROGRAM: GENERAL ADMINISTRATION: Through this account all office supplies are purchased.

<u>Program Expenses:</u>	
Materials & Supplies	<u>\$2,000</u>
Total	\$2,000



PROGRAM: TOURISM: Through the efforts of the Tourism Commission, its members, stakeholder partner 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 (WHS), the Webb-Deane-Stevens (WDS) Museum, the Old Wethersfield Shopkeepers Association (OWSA), the Chamber of Commerce (COC), 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 distribution 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.

<u>Program Expenses:</u>	
Personal Services	\$20,236
Employee Benefits	9,707
Contractual	<u>25,600</u>
Total	\$55,543



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 improve cooperation.
- Implement the recommendations of adopted plans and studies.

Major Changes / Accomplishments / Outlook:

1. Several stories appeared in the media in 2016 promoting visitation to Wethersfield including: New England Today Travel Section – Holiday Doors of Connecticut (November), The Culture Trip – 10 Most Beautiful Towns in Connecticut (April), Boston Globe – Annual Fall Travel Issue (September), Top 23 Winter Wonderlands in America

- (November), New England Today – 15 Prettiest Winter Villages in New England (February).
- 2. Continue to improve the contents and functionality of www.historicwethersfield.org website.
- 3. In 2015 this website experienced 42,881 visits, in 2016 visits were down to 32,185.
- 4. Created a new Tourism Commission Facebook page to take advantage of social media opportunities that promote Wethersfield. Total followers 1,195.
- 5. Distributed 50,000 rack cards to hotels, conference centers, corporate headquarters, businesses, and visitor centers in CT and Mass.
- 6. Coordinated, produced, and distributed twelve (12) e-Newsletters of Wethersfield Events.
- 7. Expanded the distribution of the monthly e-Newsletter from 860 in 2015 to 942 in 2016.
- 8. Conducted (3) meetings with stakeholder alliance members to more effectively enhance and promote events and share information with partner organizations.
- 9. Conducted the 6th annual community photo contest.
- 10. Completed the Wethersfield Heritage Walk project and officially celebrated its opening in May.
- 11. Closed out the associated grants used to fund the Heritage Walk project.
- 12. Worked with the Hartford Belle to bring charter boat opportunities to Wethersfield Cove.
- 13. Awarded the Webb Deane Stevens a Tourism Award to recognize the 100th Anniversary of Wallace Nutting.
- 14. Designed and printed a brochure for the Heritage Walk.
- 15. Sent Commission member to participate in the Discover New England Conference in Newport Rhode Island in April.
- 16. 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 implementation of the 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 review 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	\$ 92,539
Employee Benefits	42,722
Contractual	9,400
Total	\$144,661



Outcomes:

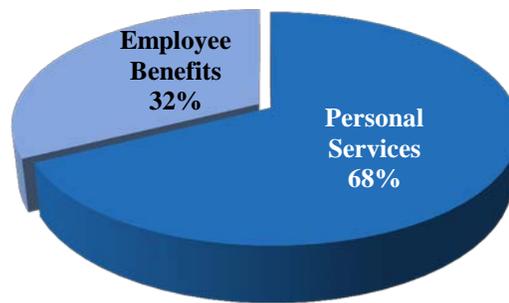
- In an effort to improve customer service and interdepartmental communication, staff administer a pre-application review process and oversee interdepartmental permit review meetings to coordinate project progress.
- Review, update, and maintain the Town’s zoning, subdivision, and land use ordinances 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:

1. The Wethersfield Planning and Zoning Commission reviewed forty-one (41) applications in 2015 and thirty-eight (38) applications in 2016.
2. The Design Review Committee conducted twenty-two (22) application reviews in 2015 and twenty (20) in 2016.
3. In 2015 we conducted one-hundred and forty (140) project review meetings and in 2016 we conducted one-hundred and twenty-five (125).
4. In partnership with the Building Department and the new Zoning Enforcement Official, initiated a more proactive zoning enforcement program for both residential and commercial property in the community in order to improve the quality of life.
5. Working closely with the new Zoning Enforcement Official, review, research and revise key areas of the zoning regulations requiring updates.
6. The Assistant Planner and the Zoning Enforcement Official established a regular and enhanced report and record-keeping system for both the Zoning Board of Appeals and the Planning and Zoning Commission.
7. In partnership with CT Transit and the CRCOG, completed the installation of 3 bus shelters in Town and will complete the remaining 6 shelters in 2017.

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	\$14,835
Employee Benefits	<u>7,117</u>
Total	\$21,952

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:

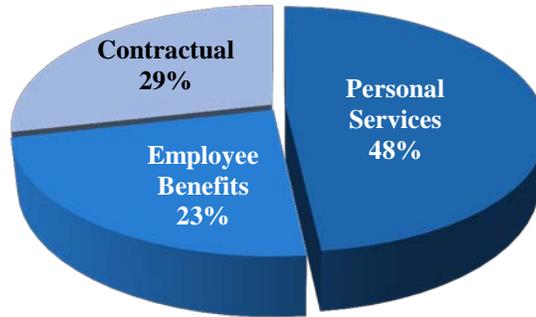
1. Closed out the \$35,000 implementation grant from Connecticut Humanities for the construction and installation phase of the Wethersfield Heritage Walk interpretive signage program.
2. Closed out the Silas Deane Highway revitalization and streetscape program STEAP Grant (\$250,000).
3. Continue to administer the Urban Act façade improvement grant (\$250,000). Available funds: \$38,000.
4. Applied for and received 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	\$ 53,939
Employee Benefits	25,877
Contractual	<u>31,950</u>
Total	\$111,766



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.

Major Changes / Accomplishments / Outlook:

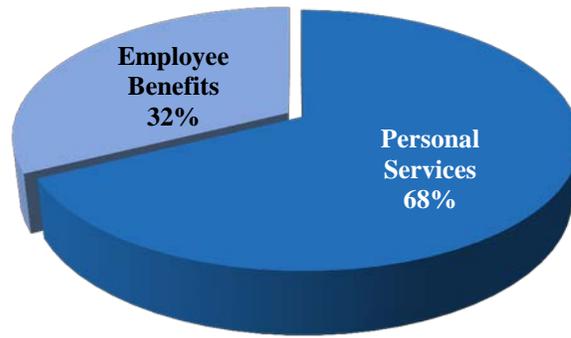
1. In 2015 the EDIC assisted five (5) façade improvement projects with loans totaling \$198,000; in 2016 the Commission funded four (4) projects totaling \$107,000.
2. To date, the Façade program has assisted thirty-eight (38) projects and has provided over \$1,000,000 in façade funding.
3. Participated in four (4) community events to support the business community and promote the business environment: Salute To Business Holiday Social (December), State of the Town Breakfast (January), Chamber of Commerce Annual Awards Dinner (May) and Business Expo (April).
4. Maintain the on-line, searchable Wethersfield Business Directory which now has 395 registered businesses. www.wethersfieldct.com/business-directory
5. In 2015, thirty (30) new businesses opened their doors, in 2016 twenty-two businesses were started.
6. In 2015 three (3) businesses were retained/relocated in Town, in 2016 six (6) businesses were retained.
7. In 2015 commercial building permit valuation was \$3,300,000, in 2016 valuation rose to \$6,300,000.
8. In 2016 nine (9) commercial properties changed ownership.
9. Coordinated the design and distribution of the 2017 Town Guide and Calendar.
10. In 2015 held twelve (12) ribbon cuttings/grand openings, in 2016 we conducted six (6).
11. In 2017 continued to maintain the “Welcome Wagon” program to welcome both new residents and new businesses to the community.
12. In 2017 will revive the Wethersfield Shops Local initiative.
13. In 2017 the EDIC will initiate the Great Elm website project.
14. In 2017 staff will look to dramatically increase the number of businesses registered in the Business Directory.



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	\$10,801
Employee Benefits	<u>5,179</u>
Total	\$15,980



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.

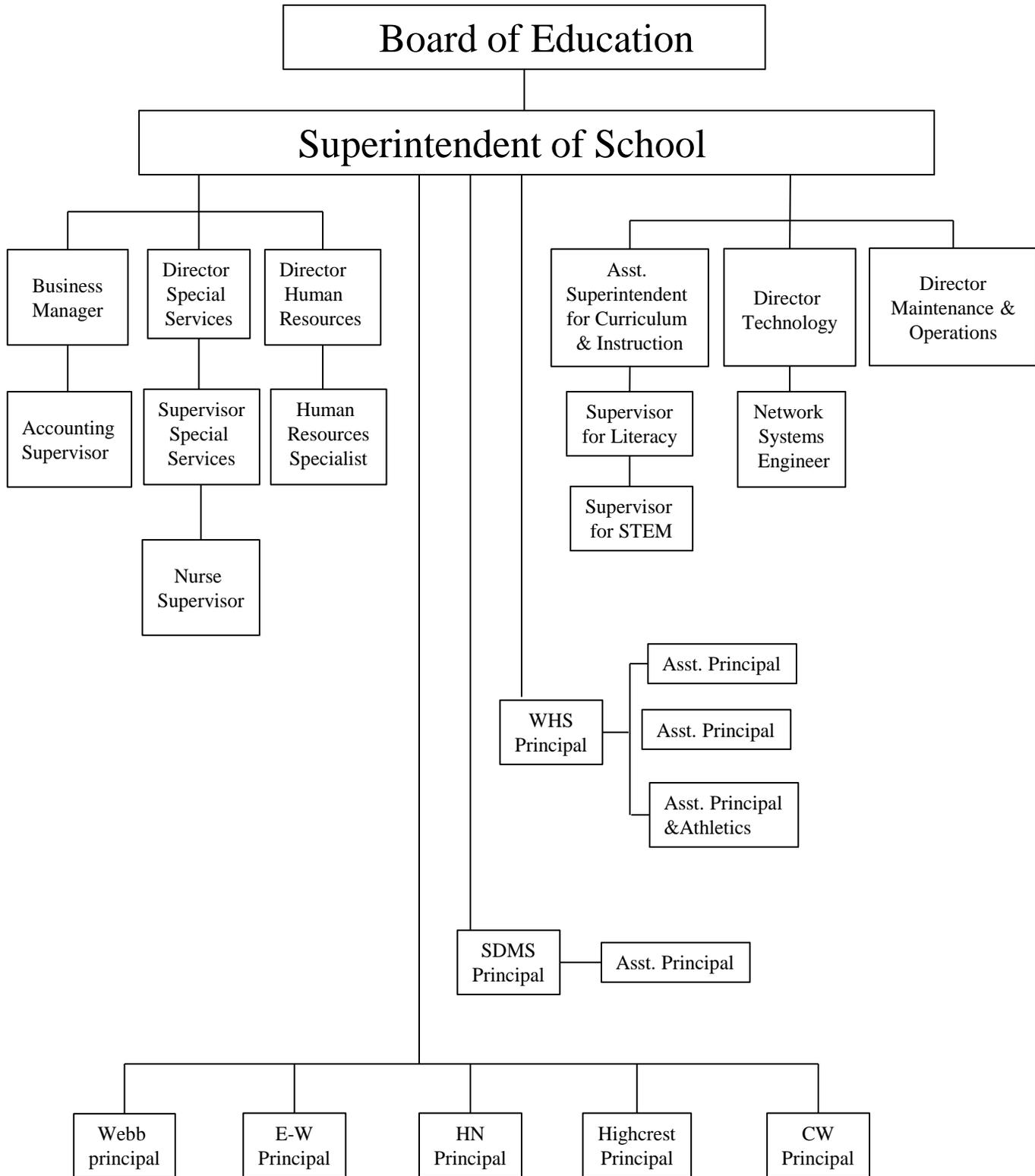
Major Changes / Accomplishments / Outlook:

1. 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.
2. Staff continue to meet with various private property owners to explore partnership opportunities for property redevelopment.
3. During 2017/2018, the Agency will continue to develop relationships with private property owners in an effort to foster an increased interest in redevelopment opportunities in Town.
4. The Agency will continue to pursue financial assistance to aid in the implementation of approved Redevelopment Plans.
5. The Redevelopment Agency will continue to investigate potential projects that may benefit from the Redevelopment Agency's involvement.

2017-2018 Proposed Budget with Expenditure History

PLANNING & DEVELOPMENT

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
PERSONAL SERVICES							
SAL/WAGES	168,098	171,350	176,776	182,393	188,124	192,348	192,350
	168,098	171,350	176,776	182,393	188,124	192,348	192,350
EMPLOYEE BENEFITS							
FICA/LIFE	15,371	13,393	13,813	14,166	14,435	15,364	15,364
HEALTH INS	38,317	36,982	32,173	33,646	34,750	34,659	38,841
PENSION	10,186	12,665	15,570	22,626	23,964	29,934	32,876
WC PREM	-	1,433	1,671	2,096	2,074	3,546	3,521
	63,874	64,473	63,227	72,534	75,223	83,503	90,602
CONTRACTUAL							
COPY - EXT	6,392	6,600	6,415	12,191	12,219	13,600	13,600
CONF/TRAIN	1,836	3,055	2,750	4,564	2,502	3,800	3,800
PROF SERV	9,645	13,317	12,186	14,298	12,852	16,500	16,500
SUPPORT SV	11,435	13,402	10,002	16,433	14,744	19,250	19,250
OFF MCH SV	-	-	-	604	145	1,300	1,300
PUB CONTRB	4,000	-	7,042	9,625	8,000	7,000	7,000
LEGAL AD	2,750	2,750	2,393	4,741	5,500	5,500	5,500
	36,058	39,124	40,788	62,456	55,962	66,950	66,950
MATERIALS & SUPPLIES							
OFFICE SUP	985	1,877	1,872	2,507	1,225	2,000	2,000
	985	1,877	1,872	2,507	1,225	2,000	2,000
Totals:	269,015	276,824	282,663	319,890	320,534	344,801	351,902





Board of Education

Public Schools

MISSION STATEMENT:

The Wethersfield Board of Education has created and adopted a vision for the Wethersfield Public Schools that focuses on three areas of central importance to us: 1) Outcomes and opportunities for our students; 2) The overall quality of our school system; and 3) The school system's relationship with the Wethersfield community. Our vision in these three areas is best summarized as follows:

- As a result of the *opportunities and outcomes* they will have experienced in our school system, *our students* will value their years in the Wethersfield Public Schools and face their future with optimism and confidence.
- The *overall quality of our school system* will be recognized for its excellence in the region and the state.
- *The school system's relationship with the Wethersfield community* will be as an active partner with town government and civic organizations in strengthening the quality of life in our community.

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:

1. The budget request for the 2017-2018 School Year is \$58,277,882 as submitted to the Town Council by the Board of Education. This amount represents an increase of \$1,664,782 or 2.94% over the prior year's budget.
2. 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).
3. 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.

The full Board of Education proposed budget may be viewed at the Town Clerk's office, Wethersfield Library, Town Manager's office and online at www.wethersfield.k12.ct.us/page.cfm?p=2615

2017-2018 Proposed Budget with Expenditure History

EDUCATION - BOE

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
CONTRACTUAL							
SUPPORT SV	49,605,352	51,614,067	53,072,660	54,796,094	56,371,378	56,613,100	58,277,882
	49,605,352	51,614,067	53,072,660	54,796,094	56,371,378	56,613,100	58,277,882
Totals:	49,605,352	51,614,067	53,072,660	54,796,094	56,371,378	56,613,100	58,277,882



PUBLIC SAFETY

Building Inspection & ZBA

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.

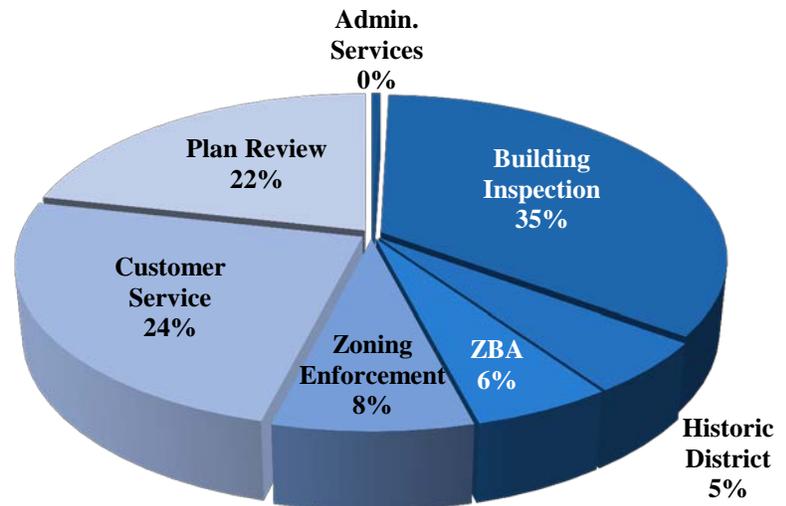
DEPARTMENT DESCRIPTION:

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, ensures fairness and consistency in regulation interpretations and enforcement, and responds to Building-related complaints and concerns brought to our attention in a timely fashion.

PROGRAM	BUDGET AMOUNT	PERCENT
Administrative Services	\$ 2,600	0%
Building Inspection	182,985	35%
Historic District	27,803	5%
ZBA	29,507	6%
Zoning Enforcement	42,440	8%
Customer Service	129,627	24%
Plan Review	113,822	22%
Total	\$528,784	100%



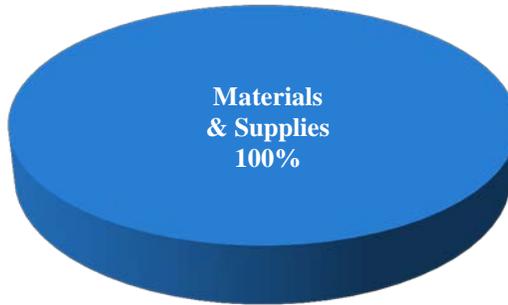
PERSONNEL DATA SUMMARY

POSITION	2015/2016 <u>Actual</u>	2016/2017 <u>Adopted</u>	2016/2017 <u>Actual</u>	2017/2018 <u>Proposed</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	1.0	1.0	1.0	1.0
Technical Assistant	1.0	1.0	1.0	1.0
Electrical Inspector	0.41	0.41	0.41	0.41
HDC Coordinator	0.40	0.40	0.40	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	5.43	5.43	5.43	5.43

PROGRAM: ADMINISTRATIVE SERVICES: Office Supplies

Program Expenses:

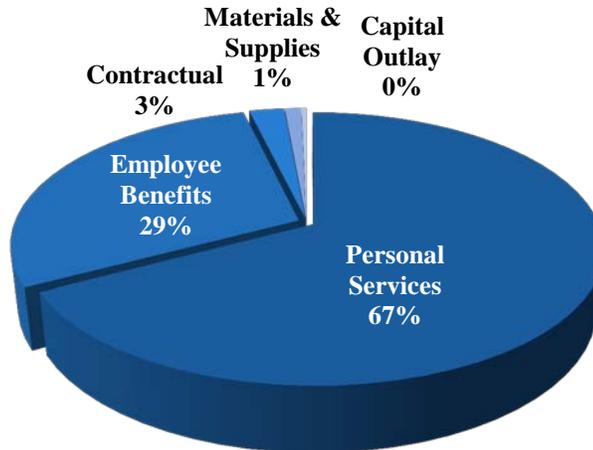
Materials & Supplies	<u>\$2,600</u>
Total	\$2,600



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 issue 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	\$122,984
Employee Benefits	53,126
Contractual	4,275
Materials & Supplies	2,000
Capital Outlay	<u>600</u>
Total	\$182,985



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 professional, 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:

1. There continues to be a trend in the number of solar panel installations. There have been 42 solar permits so far in the 2016-2017 fiscal year (July through January) compared to 96 permits in the 2015-2016 fiscal year.
2. With the reduction in oil prices, oil to gas conversions have leveled off. There were 55 oil to gas conversions in the 2015-2016 fiscal year compared to 28 from July 1, 2016 to January 13, 2017 (current partial fiscal year).
3. By maintaining a high level of efficiency, all necessary inspections for Code compliance are done within 24 hours of request.
4. This Department reviewed and approved plans for numerous commercial projects including:
 - First Church of Christ, 250 Main Street, Interior Renovations
 - Burger King, 872 Silas Deane Hwy, Interior Renovations
 - Peoples Bank, 1310 Silas Deane Hwy, Interior Renovations
 - Great Meadow Café, 100 Great Meadow Rd, Interior Renovations
 - Beaver Brook Animal Hospital, 434 Silas Deane Hwy, New Construction
 - Gillette Furniture and Kim's Flower Shop, 732 Silas Deane Hwy, Exterior Renovations
 - Close, Jensen & Miller, 1137 Silas Deane Hwy, Interior Renovations
 - Qualidigm, 936 Silas Deane Hwy, Tenant Fit-out
 - Cedar Hill Cemetery, 0 Berlin Tpke, Mauseleum
 - Village Apartments, 1500 Berlin Tpke, Exterior Renovations
 - Masonic Hall Renovations, 245 Main St, Converting Masonic Hall to a 2 Family House
 - Larissa Lake & Co, 146 Main St, Tenant Fit-out
5. This Department issued Certificates of Occupancy and Certificates of Approval for numerous commercial projects including:
 - 860-862 Silas Deane Hwy, Facade Improvements
 - Wethersfield Housing Authority, 60 Lancaster Road, Solar System
 - Jiffy Lube, 1761 Berlin Turnpike, Exterior Repair
 - Wethersfield Housing Authority, 31 Butler Street, Solar System
 - Action Audio, 105 Silas Deane Hwy, Tenant Fit-out
 - Johnson Brunetti, 100 Great Meadow Rd, Tenant Fit-out
 - Gentlemen's Aroma, 500B Silas Deane Hwy, Interior Renovations
 - Senior Link, 100 Great Meadow Rd, Tenant Fit-out
 - Heirloom Market at Comstock Ferre, 263 Main St, Interior Renovations
 - Kathy's Urgent Care, 672 Silas Deane Hwy, Interior Renovations and Façade
 - Super Nail Spa 2, 1097 Silas Deane Hwy, Interior Renovations
 - Russian School of Mathematics, 862 Silas Deane Hwy, Tenant Fit-out
 - Money Concepts, 75 Garden St, Tenant Fit-out
 - HAKS, 100 Great Meadow Rd, Tenant Fit-out
 - Dreyfus, Ashby & Co., 78 Beaver Rd, Tenant Fit-out
 - D&D Market, 675 Wolcott Hill Rd, Interior Renovations
6. Issued a total of 923 permits including building, electrical, plumbing, and mechanical permits in 2017 (partial year from July 1, 2016 to January 13, 2017) compared to 2,480 from July 1, 2015 to June 30, 2016.

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.

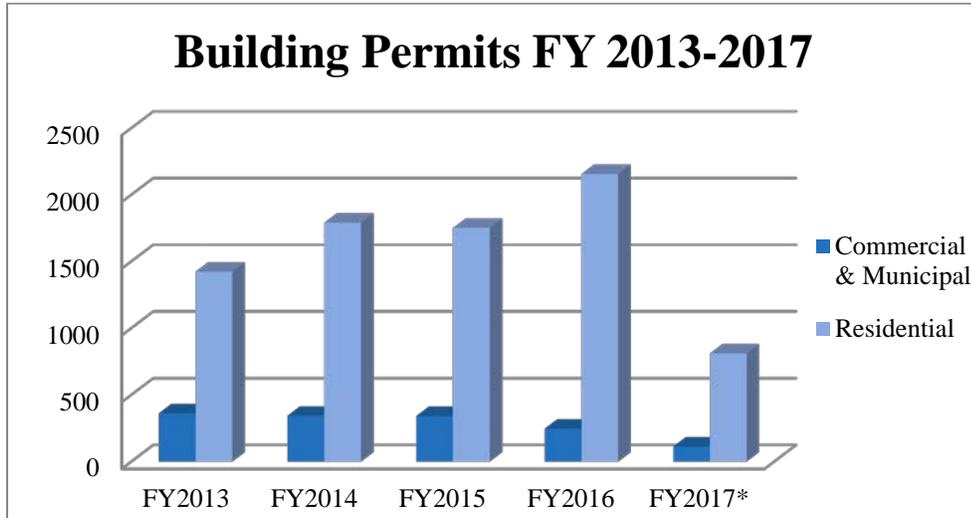
Outcomes:

- 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:

1. To protect residents and contractors from unsafe conditions, depending on the severity of the hazard, 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.
2. View Permit allows the inspectors in the field to quickly determine if a current building permit has been issued for an active job site.
3. During routine daily activities, the inspectors continue to monitor construction in the Town for code enforcement violations and illegal non-code compliant structures.
4. Continue to maintain a good working relationship with the fire department, Fire Marshal's office, and police department regarding emergency and routine code issues.

- 5. Allows the inspectors to issue violation notices within a given period of time for specifying when corrective action must be taken.



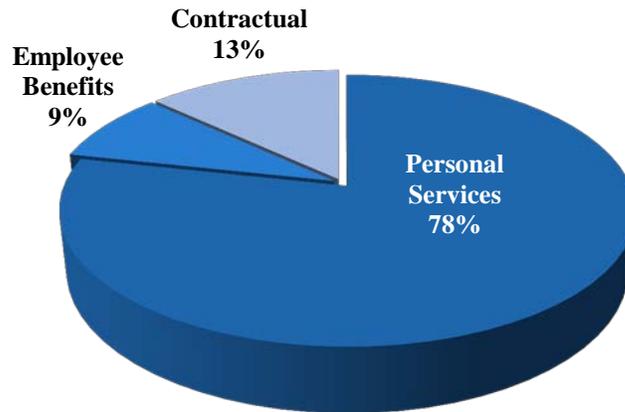
	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17 *</u>
Commercial	362	344	341	248	113
Residential	<u>1,423</u>	<u>1,790</u>	<u>1,750</u>	<u>2,156</u>	<u>810</u>
Total	1,785	2,134	2,091	2,404	923

*Partial year is from July 1, 2016 to Jan 15, 2017.

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	\$21,802
Employee Benefits	2,361
Contractual	<u>3,640</u>
Total	\$27,803

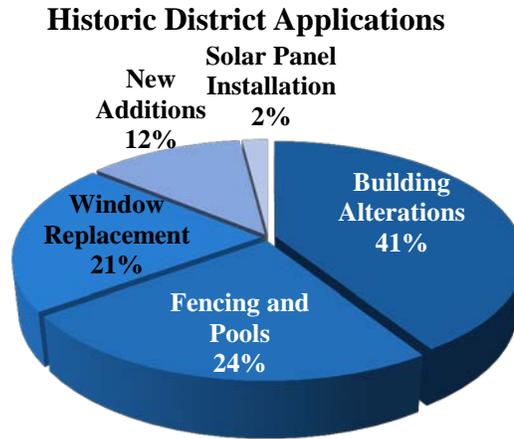


Outcomes:

- 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:

1. The Historic District Commission has seen a 96% 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.
2. The Historic District Commission heard 106 applications and of those, 102 were approved for a 96% approval rating, one was denied and three were withdrawn. The following chart represents a breakdown of the total Historic District Applications received.

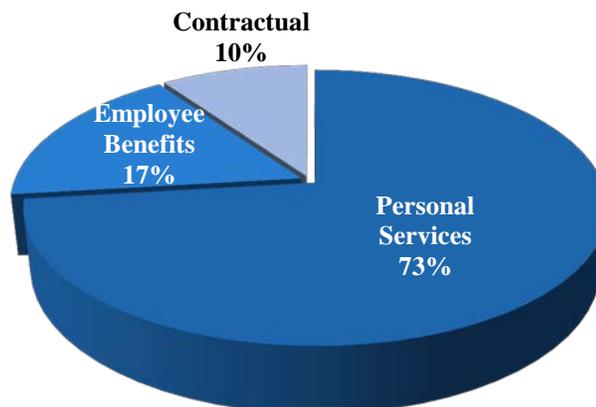


3. The Historic District Commission continues to face a growing trend throughout the country with the popularity of passive solar installation. The Commission was presented with two applications to install solar panels on homes. Approval was granted to two applications. The Commission was successful in working with contractors and homeowners to maximize the energy output of these panels while minimizing the impact these panels have on the structures themselves in the district.
4. The Commission continues to review and approve new building materials as they are presented.
5. The Historic District Coordinator represented and continues to represent the Commission at meetings for other organizations which shall impact the historic district.
6. 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 mission of the Historic District Commission.
7. The Historic District Coordinator has personally welcomed 58 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.
8. The Historic District Commission continues to allow the Historic District Coordinator to have administrative approval allowances for roofing, a/c condenser units, generators and the venting for boiler/furnace replacements. This allows for faster permit approval for the applicant.

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 Zoning Regulations 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 are secured.

Program Expenses:

Personal Services	\$21,572
Employee Benefits	5,060
Contractual	<u>2,875</u>
Total	\$29,507



Outcomes:

- Staff provides support to the Zoning Board of Appeals. The Zoning Enforcement Officer is the 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.

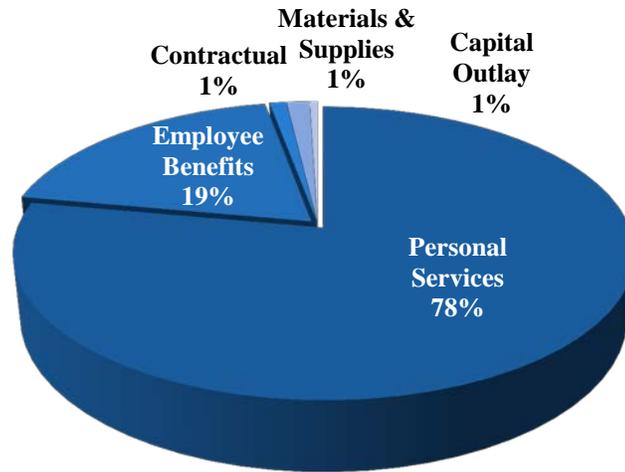
Major Changes / Accomplishments / Outlook:

1. The Board heard 20 applications in 2016 of which they approved 16, denied two and two were withdrawn.
2. The Department continues to publish legal notices in 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 and welfare are maintained.

Program Expenses:

Personal Services	\$33,050
Employee Benefits	8,155
Contractual	435
Material & Supplies	600
Capital Outlay	200
Total	\$42,440

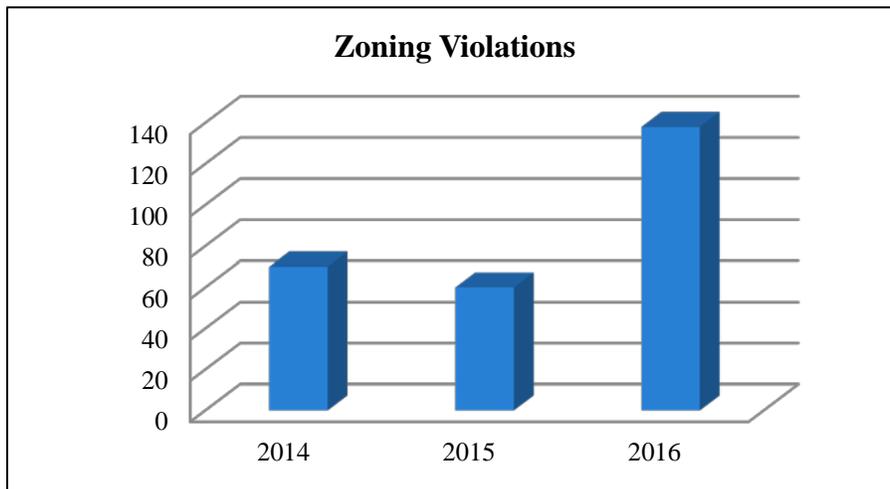


Outcomes:

- 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:

1. Perform and complete most Zoning Compliance Plan Reviews within one week of submittal.
2. This Department was able to resolve most zoning violations within ten days.
3. The following chart represents the total number of Zoning Violations from previous years.



Zoning Enforcement Officer:

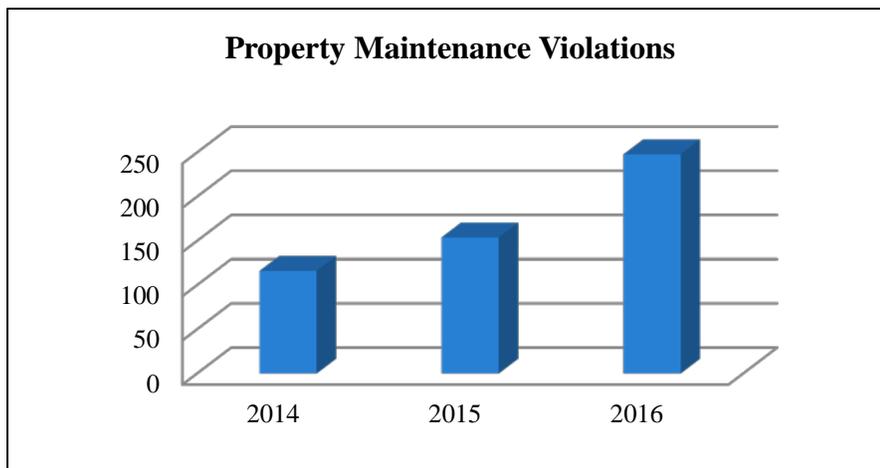
The Zoning Enforcement Officer (ZEO) is responsible for administering and enforcing all zoning requirements and also acts as liaison to the Zoning Board of Appeals. The ZEO also assists the Planning Department. The ZEO works under the supervision of the Town Manager’s office. The ZEO effectively:

- Provides a proactive approach to enforcing the Zoning Regulations and Town Ordinances to resolve violations originating from both public complaints and regular field inspections.
- Provides a thorough and timely review of all land use permit applications and issues 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.
- Works closely with Planning & Zoning to review, research and revise areas of the Zoning Regulations that require updating.

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.

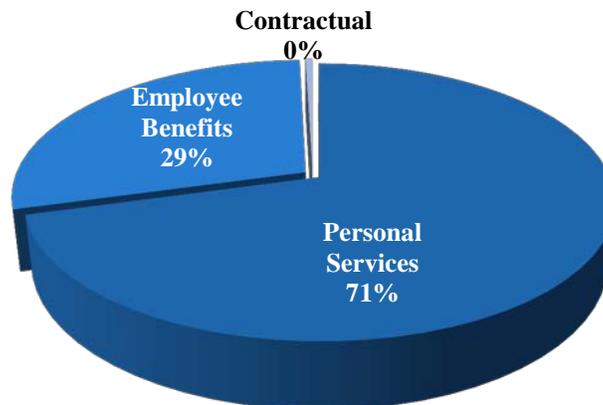
- Properties in town that are not in compliance are inspected and letters are sent to remedy any found violations.
- During the spring and summer months, this Department deals with tall grass, and works with other property maintenance issues throughout the year including unregistered vehicles, garbage/trash 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 most property maintenance violations within fifteen days or less.
- An informational letter was generated and published in spring of 2016 in the newspaper to help raise public awareness regarding property maintenance, and will be published again in 2017.
- The following chart represents the total number of Property Maintenance Violations for the previous years.



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

Program Expenses:

Personal Services	\$ 91,634
Employee Benefits	37,393
Contractual	600
Total	\$129,627



Outcomes:

- Customer service is one of the top priorities of the Department. 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 the Building Inspectors to assist customers with their permit application. This process allows for improved customer satisfaction and faster permit turnaround time.

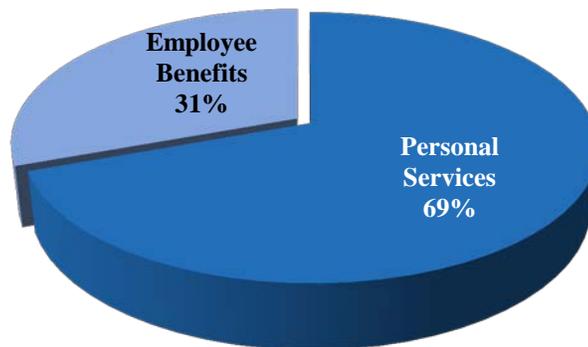
Major Changes / Accomplishments / Outlook:

1. Many residents are not aware that a final inspection is required to close out open permits. Reminder letters have been sent to residences that have outstanding open permits that are dated back within the last year.
2. The Department continues to focus on customer service by having continued assistance in the office during the open hours of Town Hall.
3. A Building Inspector is available to assist residents for inspections or building code related questions before 8:00 a.m. where it would cause a hardship for the resident to wait for an inspection during our normal inspection hours.
4. To better serve the public, we continue to offer online permitting. There were 338 online permit applications in 2017, partial year (July 1, 2016 to January 15, 2017), compared to 561 in 2016.
5. To increase efficiency, building permit applications have been redesigned to now include email addresses.
6. To increase permit turnaround time and reduce postage costs, most building permits are now being digitally sent to homeowners and contractors.
7. The Department is in the process of updating the Building Department portion of the town website to make it more functional and to include updated residential/ contractor Building Code information.

PROGRAM: PLAN REVIEW: Review all permit applications for compliance with the State Building Code.

Program Expenses:

Personal Services	\$ 79,005
Employee Benefits	34,817
Total	\$113,822



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:

1. The Department has now implemented a cost evaluation worksheet for new home construction. This allows for an accurate estimated cost value at the time of permit application.
2. Review and issue permits, Certificates of Occupancy, and Certificates of Approval on job completion.
3. Use and maintain current code review check-off sheets while performing large plan reviews.
4. In an effort to be current with National Building Code Standards, the State has now adopted the 2016 Connecticut Building Code.
5. Follow up in a timely fashion with architects, engineers and contractors to determine code-compliant corrective actions.
6. Perform plan reviews and process 95% of all permit applications within two weeks of submittal.

2017-2018 Proposed Budget with Expenditure History

BUILDING INSPECTION & ZBA

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
PERSONAL SERVICES							
SAL/WAGES	261,548	227,747	263,106	328,129	341,099	362,089	368,047
OVERTIME	-	-	-	285	842	2,000	2,000
	261,548	227,747	263,106	328,414	341,941	364,089	370,047
EMPLOYEE BENEFITS							
FICA/LIFE	19,873	13,472	16,562	21,875	22,662	25,544	26,014
HEALTH INS	58,442	49,870	54,055	76,381	78,858	65,985	74,551
PENSION	12,826	15,947	18,659	18,613	20,311	25,557	28,631
DC PENSION	-	-	1,529	5,452	2,128	7,369	6,439
WC PREM	-	1,130	1,534	2,551	2,587	4,207	5,277
	91,141	80,419	92,339	124,872	126,546	128,662	140,912
CONTRACTUAL							
COPY - EXT	996	1,050	1,050	1,080	1,099	1,100	1,100
LEGAL AD	3,543	3,554	3,097	4,385	4,385	5,300	5,300
CONF/TRAIN	3,301	3,033	2,868	3,571	3,950	4,785	3,925
SUPPORT SV	-	300	300	294	288	300	300
OFF MCH SV	888	893	620	673	902	1,200	1,200
	8,728	8,830	7,935	10,003	10,624	12,685	11,825
MATERIALS & SUPPLIES							
CLOTHING	1,277	1,237	1,283	1,570	2,250	2,600	2,600
OFFICE SUP	1,600	2,375	2,377	2,302	2,483	2,600	2,600
	2,877	3,612	3,660	3,872	4,733	5,200	5,200
CAPITAL OUTLAY							
EQUIPMENT	220	625	479	4,749	795	800	800
	220	625	479	4,749	795	800	800
Totals:	364,514	321,233	367,519	471,910	484,639	511,436	528,784



PUBLIC SAFETY

Police Department

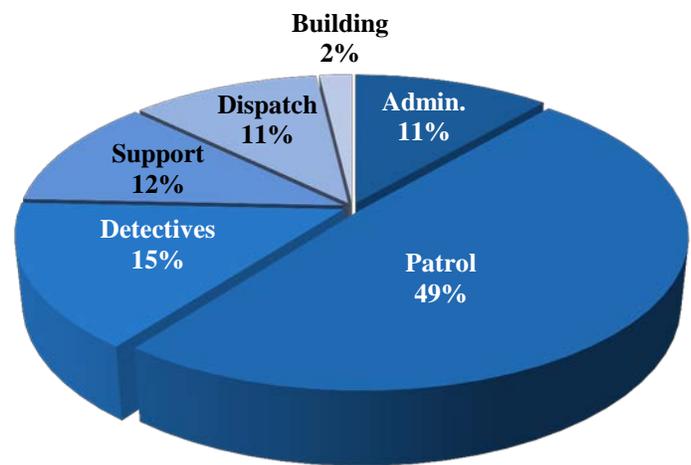
MISSION STATEMENT:

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	\$1,077,295	11%
Patrol Division	4,633,935	49%
Detective Division	1,446,708	15%
Support Services Division	1,088,842	12%
Dispatch	1,033,524	11%
Building	177,620	2%
Total	\$9,457,924	100%



PERSONNEL DATA SUMMARY

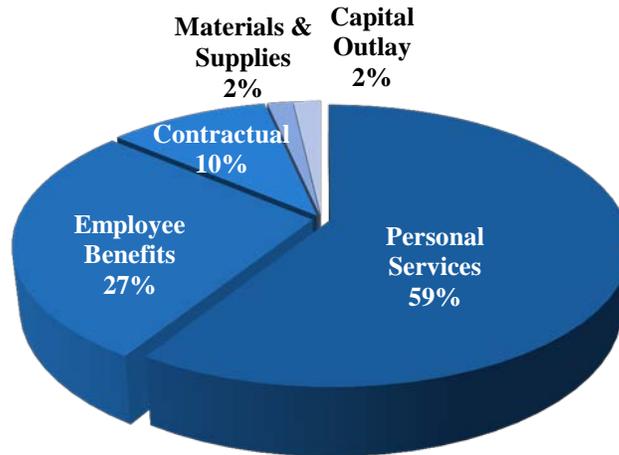
POSITION	2015/2016 <u>Actual</u>	2016/2017 <u>Adopted</u>	2016/2017 <u>Actual</u>	2017/2018 <u>Proposed</u>
Police Chief	1.0	1.0	1.0	1.0
Lieutenant	4.0	4.0	4.0	4.0
Sergeant	7.0	7.0	7.0	7.0
Patrol Officer	36.0	36.0	36.0	36.0
Operations Analyst	1.0	1.0	1.0	1.0
Secretary/Mgr	1.0	1.0	1.0	1.0
Clerk III	1.0	1.0	1.0	1.0
Police Records Specialist	1.0	1.0	1.0	1.0
Dispatcher	9.0	9.0	9.0	9.0
Animal Control Ofc	0.0	0.0	0.0	0.0
Full-time Equivalent	61.0	61.0	61.0	61.0
Part-Time				
Animal Control Ofc (pt)	.88	.88	.88	.88

School Crossing Guards	4.83	4.83	4.83	4.83
Full-time Equivalent	5.71	5.71	5.71	5.71
<u>Overtime</u>				
Full-time Equivalent	4.60	4.60	4.60	4.60
FTE SUMMARY				
Full-Time	61.00	61.00	61.00	61.00
Part-Time	5.71	5.71	5.71	5.71
Overtime	4.60	4.60	4.60	4.60
Attrition	(.50)	(.50)	(.50)	(.50)
TOTAL	70.81	70.81	70.81	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, and 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	\$ 634,861
Employee Benefits	294,054
Contractual	111,660
Materials & Supplies	17,500
Capital Outlay	19,220
Total	\$1,077,295



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 2016-17, the Police Department received \$24,150 from the State of Connecticut in a DUI enforcement grant. The Department of Justice, Bullet Proof Vest Partnership program awarded the Department \$5,513.

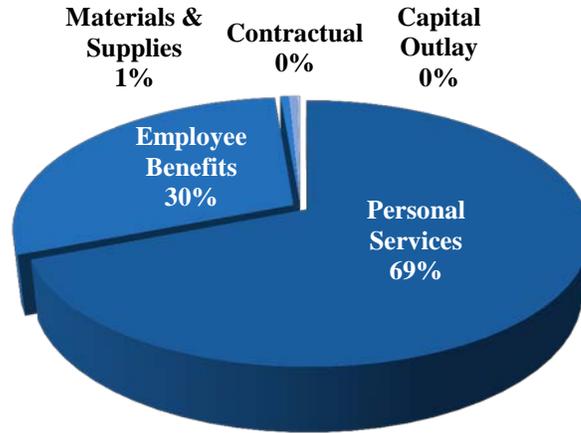
In 2016, the ASB Records Unit completed over 2,208 records requests. Approximately 1,229 infractions tickets and motor vehicle summonses were entered in the Department Records Management System along with the appropriate dispositions. In November

2011, the Records Unit began making available accident reports on-line. This service will allow individuals direct access to these records reducing staff time. After responding to over 695 alarms, over 1,038 items of correspondence were mailed in accordance with the Town False Alarm Ordinance.

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	\$3,199,123
Employee Benefits	1,372,682
Contractual	26,420
Materials & Supplies	27,150
Capital Outlay	<u>8,560</u>
Total	\$4,633,935



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 2016 with the corresponding increase/decrease from 2015:

Motor Vehicle Stops	3,470 (26.5% decrease)	Operating without Insurance	210 (28% decrease)
DWI Arrests	76 (21.6% decrease)	Criminal Arrests	603 (27% decrease)
Infractions/MV Summons	1,229 (44% decrease)	Operating under Suspension Arrests	230 (41% decrease)
Incident Reports Written	3,824 (46% increase)	Accident Reports Written	846 (9.5% increase)
Parking Tags	80 (20.2% increase)		

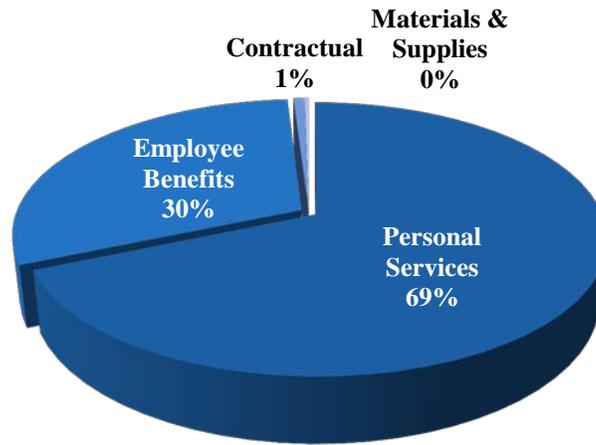
The Department celebrated this fiscal year’s annual “National Night Out Fight Against Crime” at Mill Woods Park on August 2, 2016. Many residents attended the celebration that included a police exhibition of SWAT equipment, police motorcycles and canine officers. Also taking part in the event were personnel 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. This is a great community event that allows residents to get to know the police officers on a more personal level.

The Department has maintained a Canine Unit. Unfortunately, Canine Thor passed away late in 2016 as a result of injuries sustained while tracking a suspect. This leaves the department with one canine, Marley, a narcotics/patrol dog. Marley has 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	\$ 992,242
Employee Benefits	439,816
Contractual	10,500
Materials & Supplies	<u>4,150</u>
Total	\$1,446,708



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:

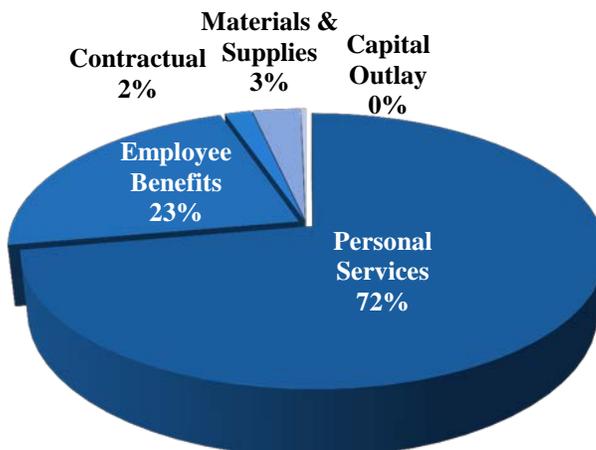
In 2016, the Detective Division investigated 201 cases, 108 felonies, and cleared 42 by arrest. Fifty-nine of the 108 felonies are open and still under investigation. There were 40 incidents investigated that were classified as not having been crimes or were assists to other agencies.

The High School Resource Officer investigated 281 incidents, requiring 26 reports of criminal activity or some other type of incident requiring an investigation. The Middle School Resource Officer investigated 323 incidents. The Capitol Region Emergency Services Team responded to three critical incidents in 2016. Two Incidents included barricaded emotionally disturbed persons and were removed safely from the home. The last incident was providing protection to the public and the runners at the Manchester Road Race on Thanksgiving.

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	\$ 786,524
Employee Benefits	244,773
Contractual	19,350
Materials & Supplies	34,510
Capital Outlay	<u>3,685</u>
Total	\$1,088,842



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 2016 with the corresponding increase/decrease from 2015:

Animal Control Calls	500 (1% decrease)	Dogs Impounded	50 (19% decrease)
Prisoners Transported to Court	137 (18% decrease)	Evidence Processed	474 cases (9% increase)
Traffic Speed/Surveys Completed	27 (3% decrease)	Selective Enforcement	177 (8% increase)
Child Safety Seat Installations	69 (50% increase)		

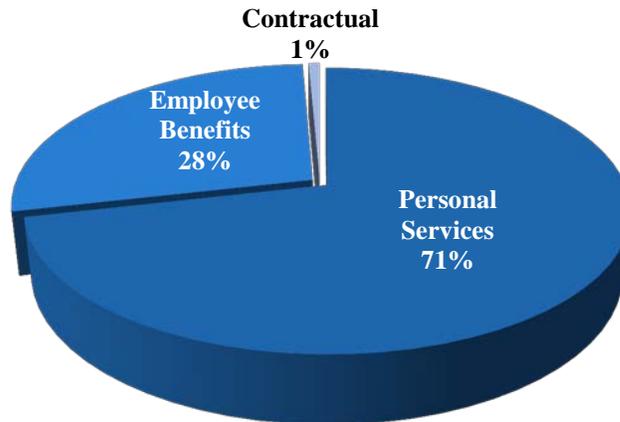
SSB personnel trained as an Accident Reconstructionist investigated three motor vehicle collisions involving serious and/or fatal injuries. The Mid-State Accident Reconstruction Squad investigated a total of 22 collisions in the five towns.

The Department, along with assistance from the other Mid-state towns, participated in DUI Checkpoints. On May 5, 2016, Wethersfield hosted one checkpoint on the Berlin Turnpike. Twenty motorists were flagged for DUI testing or other investigative interviews. Three were arrested for DUI and five for other violations. The Department will conduct two checkpoints in 2017.

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	\$ 738,177
Employee Benefits	287,997
Contractual	7,350
Total	\$1,033,524



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 2016:

E-911 Calls received	10,316	WVAA Dispatched Calls	980
Aetna Dispatched Calls	3,151	WVFD Dispatched Calls	623

Dispatch continues to be instrumental in the transition to the new town-wide system.

We have added three full-time dispatchers to our current staffing levels which will enable us to have two dispatchers on each shift. Emergency Medical Dispatch software was purchased, enabling local dispatchers to provide emergency medical dispatch information in-house, eliminating the need to transfer callers to CMED (North Central Connecticut Emergency Medical Services). The Next Generation 911 system is scheduled to be installed in May 2017.

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	\$160,760
Materials & Supplies	<u>16,860</u>
Total	\$177,620



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 395 times by community groups, Town and State agencies in 2016.

2017-2018 Proposed Budget with Expenditure History

POLICE DEPARTMENT

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
PERSONAL SERVICES							
SAL/WAGES	4,879,997	4,799,502	4,920,620	5,109,581	5,374,999	5,717,023	5,751,923
OVERTIME	423,437	434,653	483,930	497,941	527,141	560,000	599,004
	5,303,434	5,234,155	5,404,550	5,607,522	5,902,140	6,277,023	6,350,927
EMPLOYEE BENEFITS							
FICA/LIFE	343,265	154,537	159,512	161,912	167,041	169,176	183,779
HEALTH INS	877,378	861,838	712,501	794,183	919,868	951,912	895,567
PENSION	919,205	1,042,735	1,187,286	1,219,554	1,173,086	1,119,676	1,288,887
DC PENSION	-	62,044	60,667	66,975	77,056	74,046	76,053
WC PREM	-	115,531	136,135	181,581	175,320	186,873	195,036
	2,139,848	2,236,685	2,256,101	2,424,205	2,512,371	2,501,683	2,639,322
CONTRACTUAL							
COPY - INT	272	26	-	-	-	-	-
COPY - EXT	1,146	1,614	1,816	1,709	2,258	3,000	3,000
CONF/TRAIN	9,552	19,677	20,138	17,758	14,367	24,360	28,790
PROF SERV	9,930	13,584	26,394	25,716	9,014	23,850	23,550
SUPPORT SV	98,050	98,398	106,471	104,637	98,636	63,855	65,820
CUSTODIAL	27,039	26,860	27,281	26,800	27,604	27,485	28,880
LAUNDRY	26,700	26,000	26,526	26,986	27,250	29,350	29,350
POSTAGE	1,408	1,266	1,660	1,125	1,145	2,000	2,000
WATER	1,238	1,369	1,563	1,767	2,054	1,860	2,030
ELECTRIC	77,779	70,670	69,503	66,658	65,419	65,000	75,550
GAS	11,794	13,113	14,272	11,034	7,940	13,000	9,800
OFF MCH SV	14,832	4,155	10,490	10,637	12,062	22,830	25,050
REP & MAINT	18,236	21,173	31,208	33,962	26,810	40,400	42,220
	297,976	297,905	337,322	328,789	294,559	316,990	336,040
MATERIALS & SUPPLIES							
HEAT OILS	3,000	-	-	620	1,256	1,500	1,500
AGCY SUPL	29,250	24,338	28,690	17,460	33,345	18,370	35,710
CLOTHING	14,615	16,056	22,319	4,962	21,718	23,850	25,250
CHEM SUPL	1,967	2,208	2,829	2,757	1,267	2,850	2,850
BLDG SUPL	5,083	7,941	9,027	14,767	15,628	14,260	15,360
OFFICE SUP	10,259	11,091	11,771	15,477	14,155	16,000	17,500
OTHER SUPL	4,050	3,195	3,480	1,133	2,942	2,000	2,000
	68,224	64,829	78,116	57,176	90,311	78,830	100,170

2017-2018 Proposed Budget with Expenditure History

POLICE DEPARTMENT

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
CAPITAL OUTLAY							
IT EQ/SOFT	23,361	23,333	21,111	18,073	18,575	25,870	19,220
EQUIPMENT	16,046	26,478	9,901	8,827	12,504	8,485	10,520
FURNSHNGS	1,333	12,372	195	1,248	1,535	2,000	1,725
	40,740	62,183	31,207	28,148	32,614	36,355	31,465
Totals:	7,850,222	7,895,757	8,107,296	8,445,840	8,831,995	9,210,881	9,457,924



PUBLIC SAFETY

Town Wide Radio System

MISSION STATEMENT:

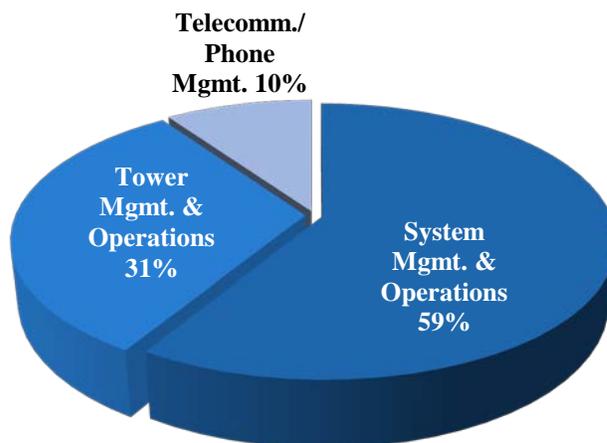
Under the direction and management of the Town Manager’s Office and Radio Committee, to provide a high quality and consistently reliable 800 MHz trunked radio system to enable the Town’s first responders, Town Government and Board of Education to communicate and accomplish their goals and objectives.

DEPARTMENT DESCRIPTION:

In January 2015, the Town transitioned from an outdated Motorola trunked radio system to a Harris P25 trunked radio system for all Town agencies including Police, Fire, Ambulance, Public Works, Town Government and Board of Education. Final acceptance of the new system has been withheld until final punch list items have been completed. While this has taken longer than anticipated, significant progress has been made, and only a few items remain outstanding. 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, Tower Management and Operations, and Telecommunications Management.

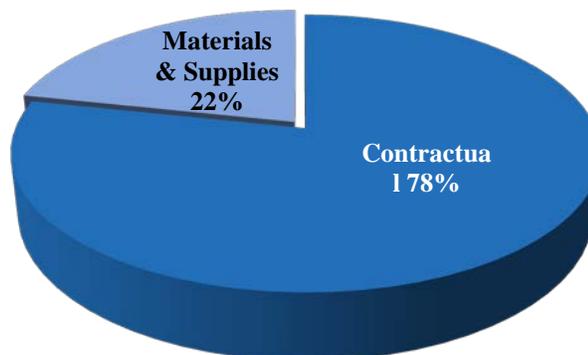
PROGRAM	BUDGET AMOUNT	PERCENT
Radio System Management & Operations	\$122,453	59%
Tower Management & Operations	66,000	31%
Telecommunications Management	20,150	10%
Total	\$208,603	100%



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	\$ 95,939
Materials & Supplies	<u>26,514</u>
Total	\$122,453



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.

- At the direction of the Town Council, Town Wide Radio will provide a public service contribution to Connecticut Medical Emergency Direction (CMED).

Major Changes / Accomplishments / Outlook:

Since initial cutover, new dispatch console software has been installed. Several firmware upgrades to the terminal devices (portable and mobile radios) have also been applied to fix software problems identified during use. There were over 700,000 push-to-talk transmissions recorded by Town users in calendar 2015.

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	\$66,000
Total	\$66,000



Outcomes:

- Maintain structural integrity of Town radio towers and shelter structures (which house transmit and receive components) that are a critical part of the Town Wide Radio System infrastructure.

Major Changes / Accomplishments / Outlook:

1. Several commercial cellular service providers made modifications to equipment mounted on both Town-owned radio towers located at 23 Kelleher Court, and at 250 Silas Deane Highway. These modifications were done at no cost to the Town of Wethersfield.
2. 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. Planning and research has taken place this past year toward the replacement of the Town's aged (over thirty years old) private branch exchange (PBX) telephone system with a voice over IP (VoIP) telephone system.

Program Expenses:

Contractual	\$20,150
Total	\$20,150



Outcomes:

- Design and purchase a new technology telephone system that will improve communications among and between Town departments and the public.

Major Changes / Accomplishments / Outlook:

Acquisition, configuration and installation of a new VoIP telephone system to replace the current PBX will take place in the new fiscal year. Upgraded power-over-ethernet (PoE) data switches in communications closets will be a necessary precursor to the phone system upgrade.

2017-2018 Proposed Budget with Expenditure History

TOWN WIDE RADIO SYSTEM

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
CONTRACTUAL							
CONF/TRAIN	-	47	386	-	-	5,600	5,600
PROF SERV	36,080	71,035	67,684	93,711	67,056	72,500	72,500
SUPPORT SV	142,500	143,499	103,893	23,954	1,213	28,200	31,200
ELECTRIC	7,889	10,353	8,102	13,005	15,590	14,100	14,100
PUB CONTRB	-	-	-	-	-	21,903	22,689
REP & MAINT	27,274	27,746	21,147	28,233	33,634	34,800	36,000
	213,743	252,680	201,212	158,903	117,493	177,103	182,089
MATERIALS & SUPPLIES							
AGCY SUPL	10,538	12,449	-	3,877	18,174	21,514	26,514
OFFICE SUP	12	99	2,288	386	-	-	-
	10,550	12,548	2,288	4,263	18,174	21,514	26,514
Totals:	224,293	265,228	203,500	163,166	135,667	198,617	208,603



PUBLIC SAFETY

Fire Marshal

MISSION STATEMENT:

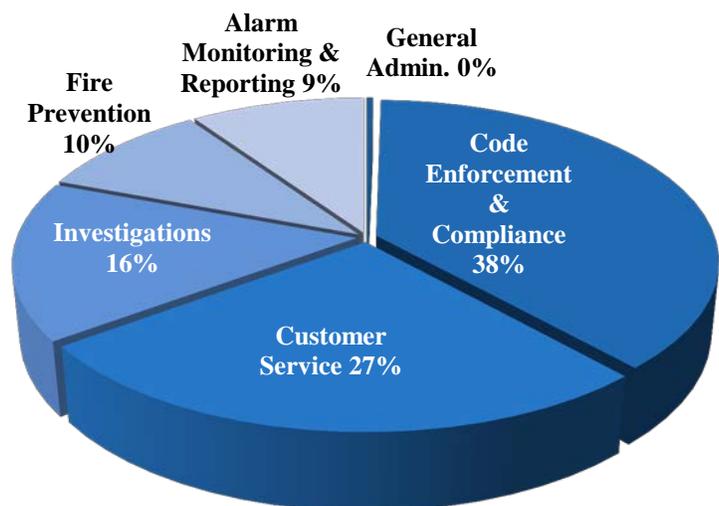
The Fire Marshal's Office provides fire prevention and protection through the enforcement of the Connecticut Fire Safety Code, Connecticut Fire Prevention Code, Connecticut General Statutes, Town Ordinances, and through the investigation of fires and explosions.

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, and 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	73,909	38%
Customer Service	51,839	27%
Investigations	30,887	16%
Fire Prevention	18,787	10%
Alarm Monitoring and Reporting	18,660	9%
Total	\$194,732	100%



PERSONNEL DATA SUMMARY

POSITION	2015/2016 <u>Actual</u>	2016/2017 <u>Adopted</u>	2016/2017 <u>Actual</u>	2017/2018 <u>Proposed</u>
Fire Marshal	1.0	1.0	1.0	1.0
P.T. Deputy Fire Marshal and Inspector	0.52	0.52	0.52	0.52
P.T. Temp. for Fire Insp/Fire Watch	0.04	0.04	0.04	0.04
Full-time Equivalent	1.56	1.56	1.56	1.56

PROGRAM: GENERAL ADMINISTRATIVE: Office Supplies

Program Expenses:

Materials & Supplies	<u>\$650</u>
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 is performed to assure safe and reliable operation.

Program Expenses:

Personal Services	\$48,023
Employee Benefits	22,151
Contractual	3,335
Materials & Supplies	<u>400</u>
Total	\$73,909



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:

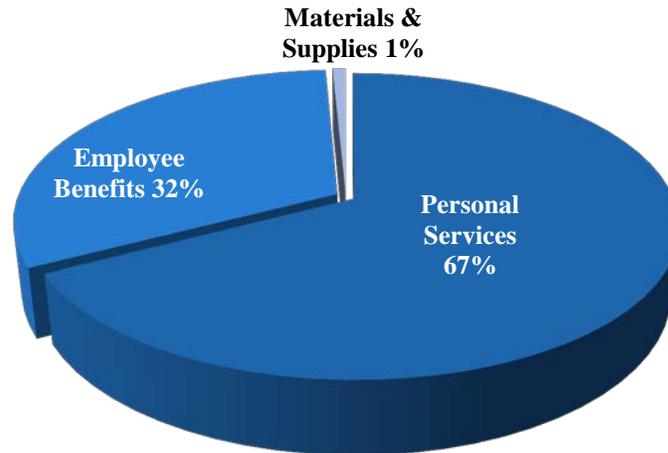
The office continues to provide the greatest amount of man-hours towards fire and life safety inspections. These inspections help reduce fires and provide for safe environments in our buildings. A total of 666 inspections were conducted to help ensure code compliance and to eliminate potential life safety hazards. The office worked very closely with the Building Inspection Department to help assure for safe buildings for the public. A total of 24 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 43 license inspections were performed. Existing buildings are inspected based on a schedule under the Connecticut Fire Prevention Code. 160 annual inspections were conducted in existing buildings to help keep occupants safe and to prevent fires. A priority continues to be for the office is the inspection of residential properties.

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	\$34,912
Employee Benefits	16,527
Materials & Supplies	400
Total	\$51,839



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 146 code consultations and 110 plan review related activities were conducted by the office. The office worked very closely with design professionals and property owners to assist them through the permitting process. On October 1, 2016 the revised Connecticut Fire Safety Code went into effect. Members of the office went through mandatory training for updates to the new code.

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	\$20,278
Employee Benefits	9,034
Contractual	1,175
Materials & Supplies	400
Total	\$30,887



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 117 incidents were investigated by the Fire Marshal’s office including a major structure fire at a large apartment building. The fire caused significant damage to the structure. The estimated dollar loss of this fire was \$600,000. There were a total of 12 fires occurring within structures. The total estimated dollar loss from fire in 2016 was \$750,650; this is an increase of over \$400,000 compared to the previous year. The office continues to work closely with Wethersfield Police Department Detective Division in maintaining a highly dedicated and effective investigation team that investigates the cause and origin of fires in town.

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	\$12,050
Employee Benefits	3,297
Contractual	40
Materials & Supplies	3,400
Total	\$18,787



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.

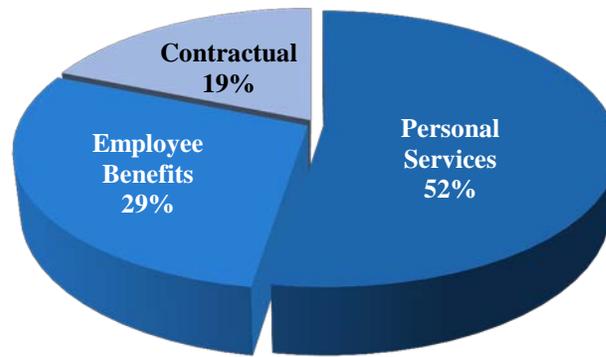
Major Changes / Accomplishments / Outlook:

The Fire Safety Trailer staffed by members of the Volunteer Fire Department gave fire prevention programs at school fairs, National Night Out, and at the Cornfest. The Fire Department’s Facebook page was utilized to help promote the message on fire safety and prevention. The smoke detector program continued. Detectors are provided to residents that are in need. The detectors are located on front line fire apparatus and the Chief Officer’s vehicles for distribution. 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. This program continues to be extremely effective in keeping our residents safe in their homes. The Fire Marshal’s office continues to work closely with the Board of Education security supervisor in monitoring and participating in School Fire Drills and Lockdown Drills and building safety. Members of the office continue to attend continuing education classes to help maintain certification. Fire Marshals are required by Statute to attend 90 hours of training every 3 years. Training sessions on topics such as arson investigation, code updates, hydrogen fuel cells and hoarding issues were attended by members of the office.

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	\$ 9,795
Employee Benefits	5,365
Contractual	<u>3,500</u>
Total	\$18,660



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 office along with the Fire Department updated the Fire Departments hydrant information system. New hydrant books were deployed in all front line apparatus. In addition by using the towns GIS system, the hydrant mapping has been linked to I-Pads which have being installed in all front line apparatus. This is a vital link to assure that fire officers on board fire apparatus have all necessary mapping information during emergency responses. 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.

2017-2018 Proposed Budget with Expenditure History

FIRE MARSHAL

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
PERSONAL SERVICES							
SAL/WAGES	81,536	93,194	104,674	113,957	119,790	122,558	122,558
OVERTIME	1,140	2,656	2,409	2,085	231	2,500	2,500
	82,676	95,850	107,083	116,042	120,021	125,058	125,058
EMPLOYEE BENEFITS							
FICA/LIFE	9,371	7,613	7,552	7,697	7,882	10,043	10,005
HEALTH INS	3,750	3,000	11,328	19,022	19,664	19,730	22,753
PENSION	4,984	6,226	7,712	11,683	12,766	15,988	17,502
WC PREM	-	3,835	4,548	6,501	6,615	7,532	6,114
	18,105	20,674	31,140	44,903	46,927	53,293	56,374
CONTRACTUAL							
CONF/TRAIN	1,265	1,413	2,500	1,680	1,990	2,750	2,750
SUPPORT SV	1,350	1,350	1,500	1,500	1,500	3,800	3,800
REP & MAINT	1,140	533	1,249	8,130	-	1,500	1,500
	3,755	3,296	5,249	11,310	3,490	8,050	8,050
MATERIALS & SUPPLIES							
AGCY SUPL	1,994	1,811	1,936	1,828	-	3,000	3,000
CLOTHING	975	1,397	1,496	1,562	1,013	1,600	1,600
OFFICE SUP	191	496	499	551	378	650	650
	3,160	3,704	3,931	3,941	1,391	5,250	5,250
CAPITAL OUTLAY							
EQUIPMENT	7,700	-	122	200	182	-	-
	7,700	-	122	200	182	-	-
Totals:	115,396	123,524	147,525	176,396	172,011	191,651	194,732



PUBLIC SAFETY

Fire Suppression

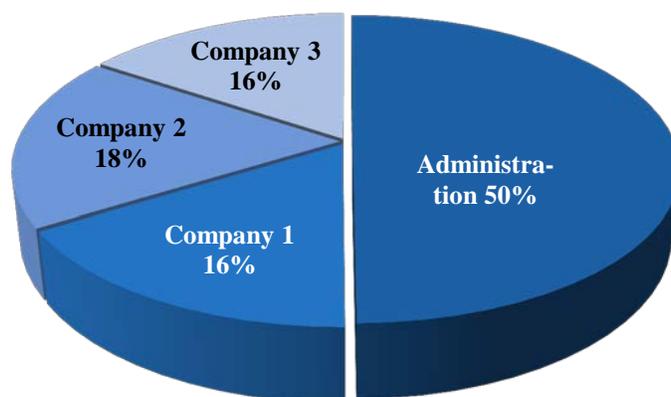
MISSION STATEMENT:

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 100 volunteer firefighters that dedicate countless hours to the protection of the citizens and visitors of Wethersfield.

PROGRAM	BUDGET AMOUNT	PERCENT
Administration	\$359,947	50%
Company 1	117,512	16%
Company 2	131,827	18%
Company 3	112,913	16%
Total	\$722,199	100%



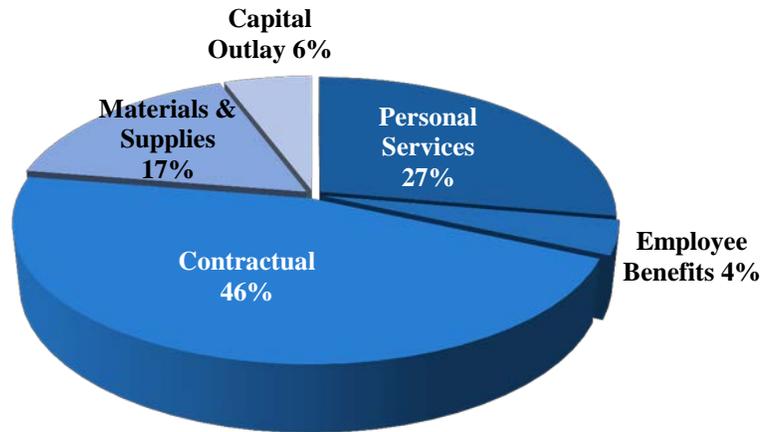
PERSONNEL DATA SUMMARY

POSITION	2015-2016 <u>Actual</u>	2016/2017 <u>Adopted</u>	2016/2017 <u>Actual</u>	2017/2018 <u>Proposed</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	2.0	2.0	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>7.0</u>
Total Personnel	108.0	108.0	108.0	109.0

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	\$97,898
Employee Benefits	14,324
Contractual	166,315
Materials & Supplies	60,735
Capital Outlay	<u>20,675</u>
Total	\$359,947



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:

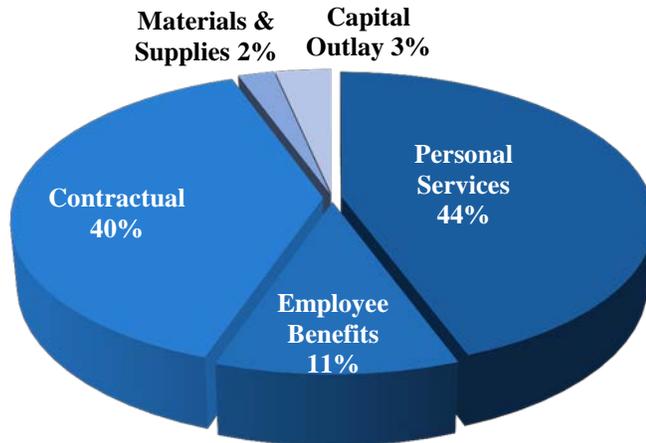
1. The Wethersfield Volunteer Fire Department has several objectives for the 2017/2018 fiscal year. The primary mission of the Department continues to be to provide the highest level of professional emergency services for those we are dedicated to serve: the citizens, taxpayers and those who invest in our Town through their business commitments and commerce.
2. The Department continues to implement the National Fire Protection Agency (NFPA) standard for firefighter safety through the Turnout Gear Care, Maintenance, and Replacement Program.
3. The health and safety of our firefighters is important, as well as the lives of the people who travel throughout our town. To address this vital issue is the primary reason for the continuing efforts to maintain the best possible level of professional standards when it comes to the current fleet of fire apparatus and equipment. Maintaining these vital emergency response vehicles to the recognized industry standards is critical to ensuring the safety of both our firefighters and the public.
4. In 2016 we received a replacement for Marine 26, a 13 foot 9 inch inflatable boat made by Zodiac, that will be stationed at Company 2 and serve at rapid response water emergency scenarios. This will allow us to continue the vital role as a primary water rescue team on the Connecticut River.
5. Apparatus replacement is critical for the future needs of the community. An apparatus replacement committee has been established within the Fire Department, it is made up of members to develop a comprehensive specification package for the replacement of the engine 31, a 1500 gallon per minute pumper (Engine), with basic extrication equipment. It began its service at Company 3 as a front line piece of apparatus in 1988. The design of this engine is critical due to the fact that it will represent the Department's effort to standardize apparatus specifications not only to best serve the needs of the community, but also address the standardization of driver training which will greatly help with the new and diverse firefighter coming into the Department.
6. The WVFD staff has implemented a standard level of professional training for both firefighter and fire officers based on national recognized standards to meet the growing public safety needs of our community. There is an emphasis on continuous improvement for all Department operations to identify more effective and efficient ways to deliver essential services to our citizens. Training certification at the Firefighter I and Firefighter II level enhances the level of professionalism throughout the Department.
7. The future is always hard to predict, but future levels of fire protection needed for our community will not decrease. The Department continues to aggressively pursue new ways to recruit and retain volunteers and is currently planning several new programs for the upcoming year. Within the past year the Department has accepted six new firefighters and currently has several more in the intake process.

8. This year the WVFD responded to 583 alarms, 21 of which were structure/building fire responses and there were no fire-related fatalities in 2016. Major events that affect our community are not just fire-related. The WVFD, in concert with other public safety partners, managed multiple significant weather events throughout the year and continues to be a critical resource for dealing with almost any emergency within the Town 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:

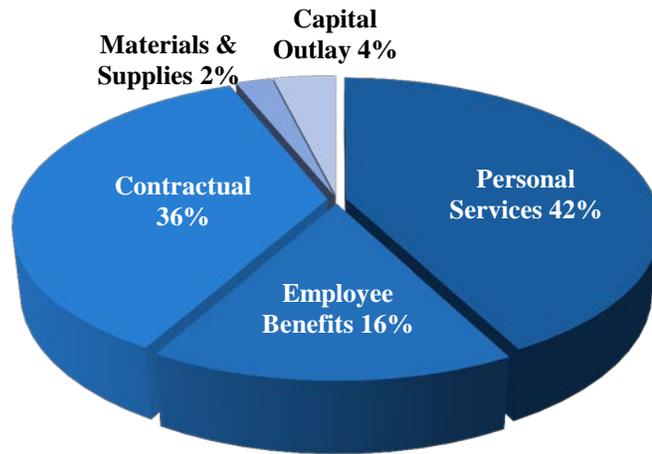
Personal Services	\$ 51,684
Employee Benefits	12,865
Contractual	46,406
Materials & Supplies	2,557
Capital Outlay	<u>4,000</u>
Total	\$117,512



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:

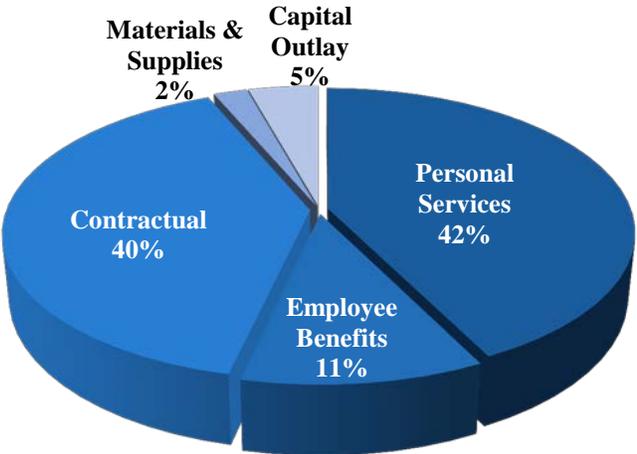
Personal Services	\$ 55,369
Employee Benefits	20,966
Contractual	47,436
Materials & Supplies	2,956
Capital Outlay	<u>5,100</u>
Total	\$131,827



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	\$ 47,741
Employee Benefits	12,408
Contractual	45,507
Materials & Supplies	2,357
Capital Outlay	<u>4,900</u>
Total	\$112,913



2017-2018 Proposed Budget with Expenditure History

FIRE SUPPRESSION

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
PERSONAL SERVICES							
SAL/WAGES	252,157	226,366	236,801	261,438	249,407	252,172	252,692
	252,157	226,366	236,801	261,438	249,407	252,172	252,692
EMPLOYEE BENEFITS							
FICA/LIFE	24,643	14,520	15,662	17,143	16,169	17,220	17,618
PENSION	35,000	35,000	35,000	35,000	-	-	-
WC PREM	-	7,730	8,738	8,738	11,325	10,202	7,945
FF PENSION	-	-	-	-	35,000	35,000	35,000
	59,643	57,250	59,400	60,881	62,494	62,422	60,563
CONTRACTUAL							
COPY - EXT	456	75	923	441	660	660	660
CONF/TRAIN	31,564	27,140	24,580	27,720	26,754	29,630	32,630
RECRUITMT	12	45	1,700	1,654	1,134	1,700	1,700
PROF SERV	22,348	15,967	24,961	13,421	16,433	20,000	20,000
SUPPORT SV	32,131	38,123	38,756	35,761	41,646	43,000	43,000
POSTAGE	259	73	211	66	10	300	300
WATER	63,421	63,229	64,226	66,888	80,978	80,799	82,275
ELECTRIC	27,937	28,617	31,016	28,263	26,211	36,633	39,015
GAS	8,372	10,050	12,579	10,789	10,191	15,663	17,219
RENTAL	1,500	1,500	1,500	1,500	1,500	1,500	1,500
OFF MCH SV	208	-	438	198	200	500	500
REP & MAINT	56,434	72,842	51,455	63,172	64,484	65,350	66,865
	244,642	257,661	252,345	249,873	270,201	295,735	305,664
MATERIALS & SUPPLIES							
FUEL/LUBE	14,750	8,061	14,381	10,410	11,650	9,650	9,250
HEAT OILS	6,085	9,743	9,974	4,905	-	-	-
CLEAN SUPL	1,412	1,156	510	1,835	1,422	2,550	2,550
AGCY SUPL	7,131	7,923	5,910	6,018	5,902	7,280	7,280
CLOTHING	18,046	40,787	41,360	40,255	41,902	42,025	42,025
BLDG SUPL	418	2,107	1,581	1,592	410	2,500	2,500
EQP/PARTS	415	30	7	-	55	1,000	1,000
OFFICE SUP	460	414	550	558	614	1,000	1,000
OTHER SUPL	1,594	1,775	1,729	1,946	1,787	3,000	3,000
	50,311	71,996	76,002	67,519	63,742	69,005	68,605

2017-2018 Proposed Budget with Expenditure History

FIRE SUPPRESSION

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
CAPITAL OUTLAY							
IT EQ/SOFT	17,500	11,500	2,585	11,339	4,838	13,675	13,675
EQUIPMENT	7,690	7,622	14,543	12,710	14,218	15,000	15,000
FURNSHNGS	-	-	4,322	6,000	6,000	6,000	6,000
	25,190	19,122	21,450	30,049	25,056	34,675	34,675
Totals:	631,943	632,395	645,998	669,760	670,900	714,009	722,199



PUBLIC SAFETY

Emergency Medical Services

MISSION STATEMENT:

The Wethersfield Volunteer Ambulance Association (WVAA) and Aetna Ambulance provide quality pre-hospital emergency medical care and ambulance transportation for the citizens and visitors of the Town of Wethersfield. In coordination with other agencies such as the Wethersfield Fire Department and the Wethersfield Police Department, emergency pre-hospital medical care is provided 24 hours a day, seven days a week to those in need of assistance. WVAA also provides the highest quality continuing education for those individuals who provide critical emergency medical services.

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 expenses for this program are limited to the stipends the volunteers receive for the service to the community. The amount budgeted for 2017-2018 is \$21,530 which is the same as the current budget. These funds pay for the stipends of \$1,000.00 per qualifying member in addition to \$1,530 in fringe expenses.

For the period covering 7/1/2015 – 6/30/2016, the number of ambulance calls responded to were:

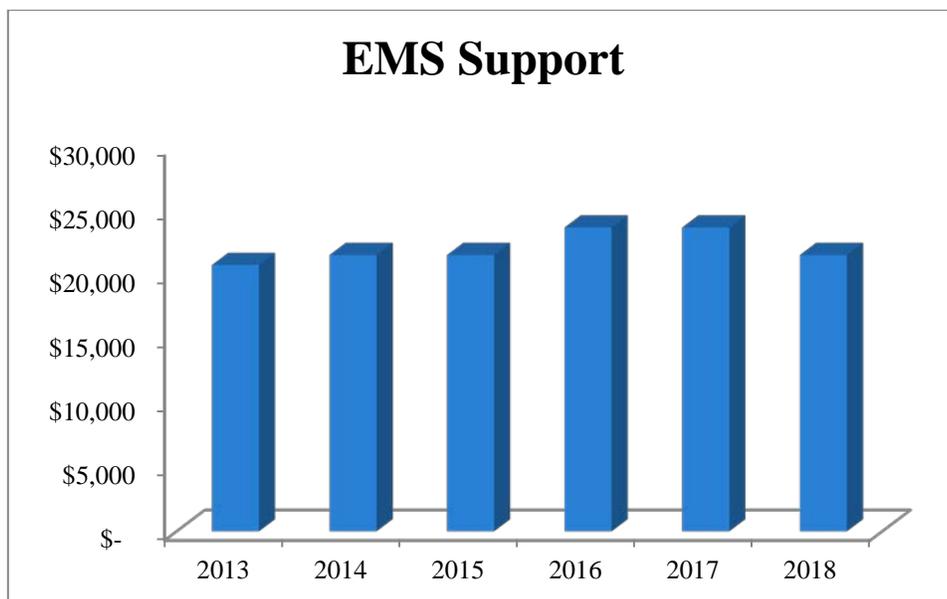
Wethersfield Volunteer Ambulance - 949 calls

Aetna Ambulance - 3,047 calls

PROGRAM EXPENSES: \$21,530

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.

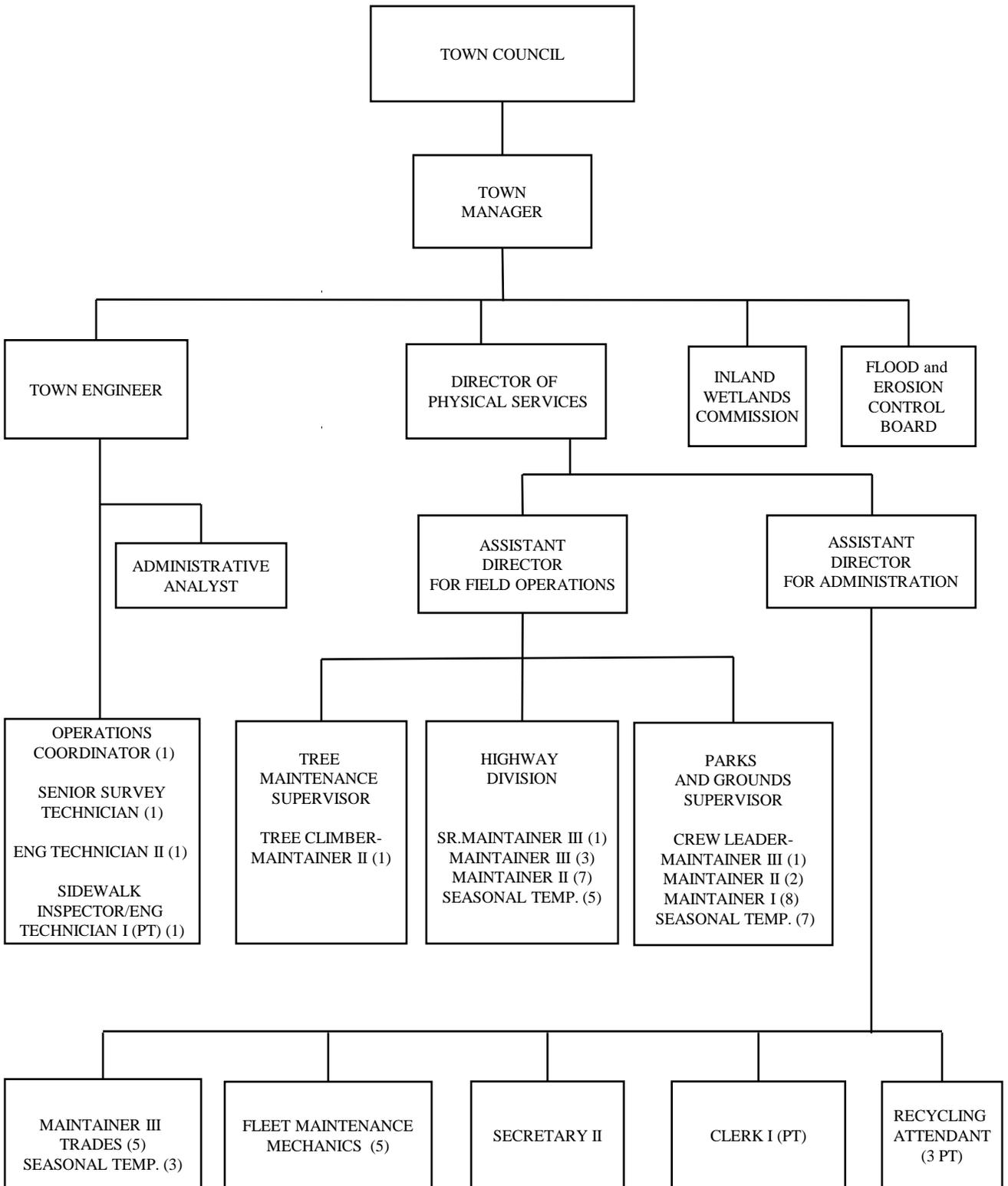


2017-2018 Proposed Budget with Expenditure History

EMERGENCY MEDICAL SVCS

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
PERSONAL SERVICES							
SAL/WAGES	16,000	19,000	17,000	21,000	22,000	22,000	20,000
	16,000	19,000	17,000	21,000	22,000	22,000	20,000
EMPLOYEE BENEFITS							
FICA/LIFE	1,224	1,454	1,301	1,607	1,683	1,683	1,530
	1,224	1,454	1,301	1,607	1,683	1,683	1,530
CONTRACTUAL							
REP & MAINT	4,607	293	2,813	-	-	-	-
	4,607	293	2,813	-	-	-	-
Totals:	21,831	20,747	21,114	22,607	23,683	23,683	21,530

PUBLIC WORKS





PUBLIC WORKS

Engineering

MISSION STATEMENT:

The mission of the Engineering Division is to use our knowledge of engineering, surveying, construction and geographic information system (GIS) mapping to counsel residents, developers, committees, commissions and Town departments in all matters relating to municipal engineering. The Division facilitates the implementation of capital improvement projects for the Town of Wethersfield and provides in-house survey, design and construction inspection services for various types of projects, administration and oversight of annual programs for improving public infrastructure, and coordinates with federal agencies, state agencies and private utility companies. These goals shall be accomplished while constantly seeking methods to improve services through technological advances and innovations. At all times, we will maintain a high level of service to remain a valuable and essential asset to the Town.

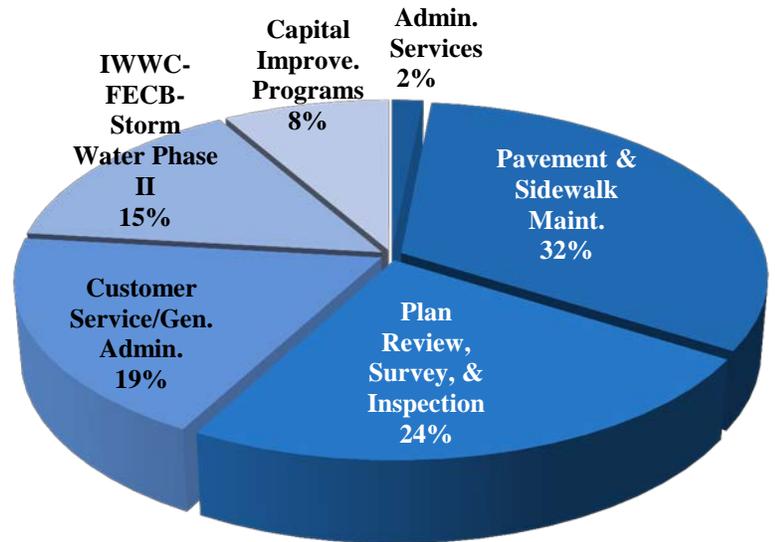
DEPARTMENT DESCRIPTION:

The Engineering Division currently has a total of five permanent, full-time employees and one part-time staff member. The Division is responsible for preparing and administering the capital improvement budget; providing technical assistance to various committees, commissions and Town departments; inspecting annual sidewalk maintenance and repairs; updating the Town Stormwater Management Plan and associated permitting; administering annual programs for road milling and overlay, reconstruction, crack sealing and painting of pavement markings on all Town roads and public parking areas; reviewing proposed land development plans; licensing and permitting all improvements within the public right-of-way; administering the survey, mapping, data entry and technical requirements of the Town-wide GIS; monitoring contractor work for consistency with Town standards and general construction procedures; acting as the liaison to the Inland Wetlands and Watercourses Commission; and in general, assuring that the interests of the Town are met in all engineering and surveying matters.



Town GIS Mapping

PROGRAM	BUDGET AMOUNT	PERCENT
Administrative Services	\$ 11,465	2%
Pavement & Sidewalk Maintenance	236,623	32%
Plan Review, Survey & Inspection	175,190	24%
Customer Service / General Administration	137,939	19%
Inland Wetlands and Watercourses Commission, Flood Encroachment Control Board & Stormwater Phase II	108,235	15%
Capital Improvement Programs	61,235	8%
Total	\$730,687	100%



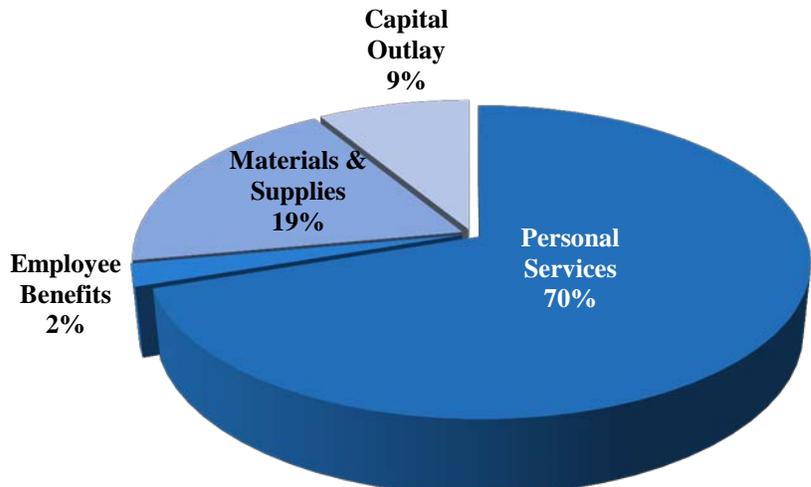
PERSONNEL DATA SUMMARY

POSITION	2015/2016	2016/2017	2016/2017	2017/2018
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Proposed</u>
Town Engineer	1.0	1.0	1.0	1.0
Operations Coordinator	1.0	1.0	1.0	1.0
Senior Survey Technician	1.0	1.0	1.0	1.0
Engineering Technician II	0.0	0.0	1.0	1.0
Engineering Technician III	1.0	1.0	0.0	0.0
Sidewalk Inspector/Engineering Technician I	0.5	0.5	0.5	0.5
Administrative Analyst	1.0	1.0	1.0	1.0
Full-time Equivalent	5.5	5.5	5.5	5.5

PROGRAM: ADMINISTRATIVE SERVICES: This program provides the office supplies and administrative components required to operate the Engineering Division. The Town Emergency Operations Coordinator is not part of the Division staff; however, the stipend for this position and costs of associated equipment and supplies required to support the Emergency Management team and maintain the Emergency Operations Center located at Town Hall is included in this program.

Program Expenses:

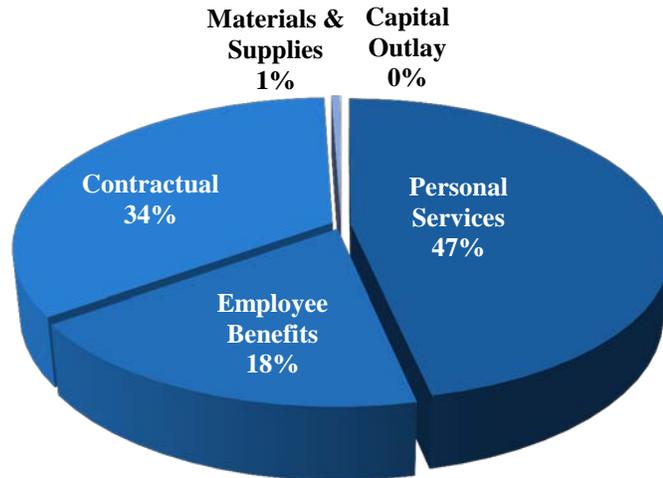
Personal Services	\$ 8,000
Employee Benefits	265
Materials & Supplies	2,200
Capital Outlay	<u>1,000</u>
Total	\$11,465



PROGRAM: PAVEMENT AND SIDEWALK MAINTENANCE: Staff utilizes local, regional and state bid contracts to complete annual maintenance of Town roads, parking lots, sidewalks and pavement markings. Road Manager software is used to manage and monitor the condition of roads and parking lots, and aid in developing annual programs for rehabilitation and preventive maintenance that can be completed in an efficient and cost-effective manner. Staff coordinates with the Town Capital Improvements Advisory Committee (CIAC) for selection of roads requiring improvements each year, which is funded by the Town’s road levy, Town Aid Road Funds and Local Capital Improvement Program Funds from the state, and provides construction inspection of all road milling and overlay, reconstruction, crack sealing, painting of pavement markings, and installation and replacement of sidewalks and ramps throughout Town to ensure all work is completed in accordance with Town standards.

Program Expenses:

Personal Services	\$110,305
Employee Benefits	43,746
Contractual	81,240
Materials & Supplies	1,200
Capital Outlay	<u>132</u>
Total	\$236,623



Outcomes:

- Continually improve the overall Pavement Condition Index (PCI) rating of Town roads and parking lots to reduce exposure to claim liabilities.
- Provide recommendations to the CIAC for roads to be rehabilitated during the annual paving program.
- Manage and inspect annual programs to ensure road, parking lot and sidewalk improvements are completed in accordance with the contract plans, details and specifications.
- Inspect sidewalk conditions throughout Town and coordinate with associated property owners to have deficiencies corrected in a timely manner.

Major Changes / Accomplishments / Outlook:

- In 2016, the Town hired a consultant to evaluate all Town roads and update the Pavement Condition Index (PCI) rating in the Road Manager software, which is typically completed every five years and provides staff with information on current road conditions. The results of their analysis indicated the Town requires funding of approximately \$1.5 million annually (including Town Aid Road and Local Capital Improvement Program (LoCIP) funds from the state) to maintain the current PCI rating of 78 out of 100. The Road Manager software performs cost-benefit analyses to individually select which roads (or segments of roads) require rehabilitation to maximize the impact of available funding. The CIAC ultimately selects which roads will be repaired based on input from staff, citizen complaints, general knowledge of the area, and geographic grouping of road improvements to maximize efficiency and minimize costs.
- In 2016, staff was responsible for approximately 4.4 miles of road rehabilitation work throughout Town that included pavement milling and overlay, road patch repairs, and replacement of curb and driveway aprons (as required), approximately 7.3 miles of crack sealing and repainting of all pavement markings for Town roads and parking lots.
- In 2016, staff designed and inspected construction of pedestrian improvements at the intersections of Nott Street, State Street and Hartford Avenue and also Wolcott Hill Road and Clearfield Road that included installation of new sidewalks and ramps, crosswalks, advanced warning pavements makings and signage.
- In the past, the Town used a combination of mulch seal and hot seal to repair cracks in roads; however, based on recurrent issues with dust and debris caused by the mulch seal application, the Town no longer uses that method of repair and solely uses hot seal.
- In addition to responding to sidewalk complaints throughout Town, staff will be developing an inspection program with the goal of inspecting all sidewalks located within the public right-of-way within a 5-year period and having deficiencies corrected.
- Staff will continue to use a combination of state, regional and local contracts to complete work associated with this program at the lowest cost and as efficiently as possible.

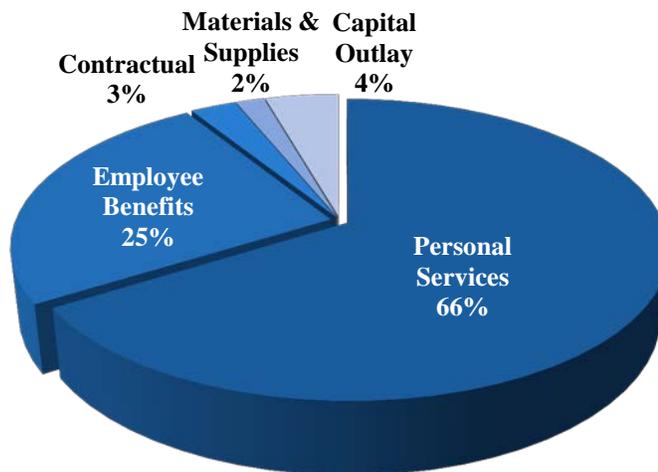
PROGRAM: PLAN REVIEW, SURVEY & INSPECTION: Staff performs technical reviews of all site and subdivision plans submitted to Planning & Zoning and Inland Wetlands and Watercourses Commissions to ensure they meet the various code and ordinance requirements, state guidelines and general construction standards, and also reviews plot plans for development of individual residential lots prior to issuance of Building Permits and final plans submitted to the Town Clerk’s Office for filing. Staff also serves as Town liaison to the CT Department of Transportation, the Metropolitan District Commission (MDC), Connecticut Natural Gas, Eversource and other private utilities.

Topographic and boundary field surveys and design for various Town projects are completed in-house by staff, which includes preparation of construction plans, specifications and construction cost estimates. Town inspectors visit and monitor private construction sites daily, or at appropriate intervals, to ensure proper erosion control measures are being maintained and construction is proceeding in accordance with the approved plans. Staff also inspects public improvements such as sidewalk installation, pavement milling and overlay, road reconstruction, crack sealing and painting of pavement markings throughout Town. This program includes maintenance of the Division’s existing computer software and the addition of PDF management and hydraulic analysis software required to perform tasks required of staff.

All work performed by the Division is overseen by staff possessing professional engineer and land surveyor licenses.

Program Expenses:

Personal Services	\$115,813
Employee Benefits	43,769
Contractual	4,840
Materials & Supplies	3,000
Capital Outlay	<u>7,768</u>
Total	\$175,190



Outcomes:

- Provide technical plan reviews and expertise for local committees, commissions and other Town departments to ensure new developments and construction projects are completed in accordance with federal, state and Town standards.
- Provide survey, design and inspection services to ensure private developments proceed in accordance with the approved plans and that Town construction projects are constructed in accordance with the contract documents on schedule and within allocated budgets.
- PDF management software will allow staff to view, edit and manipulate the increasing quantity of electronic mapping and documents such as plans, specifications, licenses, permits and project correspondence.
- Hydraulic analysis software will provide staff with the ability to perform detailed hydraulic calculations to analysis capacity of existing drainage systems and develop solutions the most cost-effective solutions to address drainage issues throughout Town.

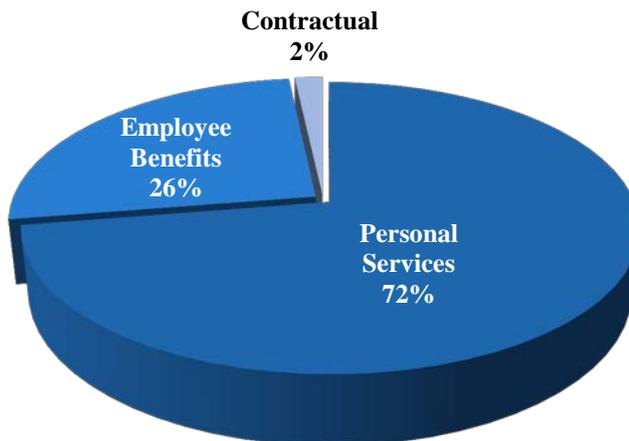
Major Changes / Accomplishment / Outlook:

- Staff will continue to work closely with other Town departments to review private development plans to ensure proposed improvements do not adversely affect abutting property owners or the public and to complete all reviews within the required statutory time periods.
- Staff will complete survey, engineering and inspection tasks in-house whenever possible based on the scope and size of construction projects, which eliminates the need to hire consultants to perform this work, minimizes the cost of Town projects and expedites construction schedules.
- Staff will hold pre-construction meetings for Town projects and large private development projects, and will regularly meet with representatives from the state and utility companies, to review current and upcoming projects and discuss potential conflicts, traffic impacts, and methods to minimize disturbance within the public right-of-way.
- In 2016, staff reviewed 38 Planning & Zoning applications (compared to 41 in 2015), 12 Inland Wetlands and Watercourses Commission applications (same as 2015), 171 Building Permit applications, and inspected contractor work related to issuance of 206 General Excavation Permits.

PROGRAM: CUSTOMER SERVICE / GENERAL ADMINISTRATION: Staff services the public counter in the Engineering Division during normal business hours to assist residents who are seeking information about their property or have questions or concerns about existing infrastructure, current projects or proposed improvements throughout Town. Staff is also available to assist survey and design professionals seeking copies of Town records and contractors requiring licenses and permits for performing work within the public right-of-way.

Program Expenses:

Personal Services	\$ 99,949
Employee Benefits	35,600
Contractual	<u>2,390</u>
Total	\$137,939



Outcomes:

- Maintain a high level of service and provide technical assistance to residents, contractors, committees, commissions and other Town departments.
- Provide the public with timely assistance and respond to phone calls, e-mails and questions and concerns from walk-up patrons at the public counter regarding survey, drainage problems, road conditions and other engineering issues within one week.
- Continue updating parcel, wetland limits, flood zones and other planimetric data in the Town GIS for public and Town staff use.

Major Changes / Accomplishments / Outlook:

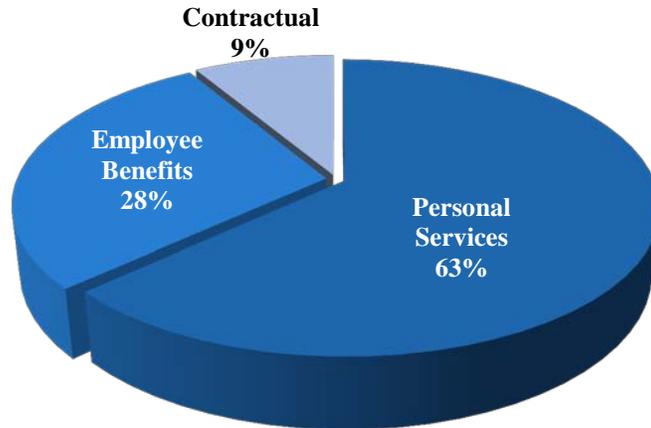
- Staff will be developing new procedures for issuance and management of contractor licenses and General Excavation Permits, increasing oversight of work conducted within the public right-of-way, and improving the overall operational efficiency of the Division.
- Staff will be working closely with the Planning Department to continue development of the Silas Deane Highway Design Guidelines and create a Design and Construction Standards Manual that will specify required design criteria, material specifications and construction methods for both public and private improvements.
- In 2016, the Division issued licenses to 33 contractors (compared to 36 in 2015) and 206 General Excavation Permits (compared to 184 in 2015). There were also 2,357 Call-Before-You-Dig (CBYD) ticket requests (compared to 2,367 in 2015).

PROGRAM: INLAND WETLANDS AND WATERCOURSES COMMISSION, FLOOD ENCROACHMENT CONTROL BOARD AND STORMWATER PHASE II: Staff serves as the liaison to the Inland Wetlands and Watercourse Commission and the Flood Encroachment Control Board and also manages the federal Stormwater Phase II Program, which includes administration of the Municipal Separate Storm Sewer System (MS4) permit. The Town Engineer serves as the liaison for the National Flood Insurance Program (NFIP) administered by the Federal Emergency Management Agency (FEMA) and the CT Department of Energy and Environmental Protection (DEEP).

In July 2017, new mandates will take effect for the MS4 permit that are intended to ensure municipalities are implementing control measures to improve the quality of water discharging from its stormwater systems into wetlands, waterbodies and watercourses. The six minimum control measures include: 1) public education and outreach; 2) public involvement and participation; 3) illicit discharge detection and elimination (IDDE); 4) construction site runoff control; 5) post-construction stormwater management in new development and redevelopment; and 6) pollution prevention and good housekeeping for municipal operations and maintenance. In anticipation of new requirements, Division staff has added the existing storm sewer systems into the GIS based on available mapping and limited field inspections, and field surveyed and catalogued all storm system outfalls located throughout Town. The Town expects implementation of the new mandates will cost approximately \$30,000 annually for sampling and testing of outfalls during the initial years of the program. Additional requirements and associated implementation costs will be based on the results of stormwater testing.

Program Expenses:

Personal Services	\$ 68,379
Employee Benefits	30,531
Contractual	<u>9,325</u>
Total	\$108,235



Outcomes:

- Provide technical plan reviews and expertise for the Inland Wetlands and Watercourses Commission to ensure wetlands, watercourses, waterbodies and flood plains are not adversely impacted by proposed development.
- Provide site inspections during construction to ensure adequate erosion controls are installed and maintained and that construction is proceeding in accordance with approved plans.
- Attend seminars and training as required to ensure the Town properly implements the new, expanded requirements of the MS4 permit program in the coming years.

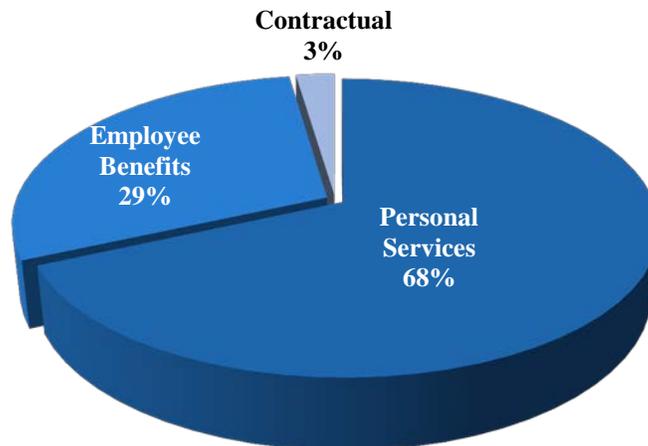
Major Changes / Accomplishments / Outlook:

- Staff will be updating the Town Stormwater Management Plan and managing expanded requirements for water quality testing of stormwater outfalls, illicit discharge elimination and associated reporting to DEEP in accordance with the new MS4 permit.
- Staff will develop standards for providing water quality treatment and encourage construction of low-impact development (LID) for proposed projects to improve the quality of stormwater discharging to wetlands and other environmentally-sensitive areas in Town.
- Advanced geographic positioning system (GPS) equipment will be used and inspections will be conducted by staff to collect additional information on existing stormwater systems that will help identify locations of illicit discharges and facilitate their disconnections.
- In 2016, staff reviewed 12 Inland Wetlands and Watercourses Commission applications required for wetland impacts, flood plain encroachment and/or erosion and sediment control measures (same amount as 2015).

PROGRAM: CAPITAL IMPROVEMENT PROGRAMS: Staff provides engineering and surveying expertise in all matters relating to municipal engineering and assists with implementing capital improvement projects (CIP) for the Town and Board of Education. Staff serves as the liaison to the Capital Improvement Advisory Committee for development of the annual CIP Budget.

Program Expenses:

Personal Services	\$41,824
Employee Benefits	17,971
Contractual	<u>1,440</u>
Total	\$61,235



Outcomes:

- Coordinate with multiple Town departments to ensure capital projects are designed, inspected and administered by staff or by competent consultants and contractors to meet appropriate code and permitting requirements, purchasing guidelines, and stay within budget with minimal change orders.
- Review qualifications of the lowest bidders to ensure they are a responsible and qualified contractor and can perform the required work prior to making recommendations to the Town Council for approval.
- Coordinate with the Town Finance Department to maintain a financial tracking system for all CIP projects.

Major Changes / Accomplishments / Outlook:

- Based on the scope and size of projects, staff will assist with selection of qualified design professionals and contractors or utilize in-house survey, design and inspection personnel to conduct field surveys, prepare design plans, specifications and cost estimates and other contract documents, and monitor construction of CIP projects.

2017-2018 Proposed Budget with Expenditure History

ENGINEERING

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
PERSONAL SERVICES							
SAL/WAGES	419,044	436,606	457,322	408,276	441,647	451,397	439,770
OVERTIME	408	539	891	2,945	2,406	3,500	4,500
	419,452	437,145	458,213	411,221	444,053	454,897	444,270
EMPLOYEE BENEFITS							
FICA/LIFE	39,128	35,094	36,855	32,669	33,958	35,626	34,499
HEALTH INS	85,886	91,930	80,435	76,615	79,365	84,028	80,062
PENSION	26,286	32,741	40,518	51,883	55,774	50,054	42,738
DC PENSION	-	-	-	-	355	5,175	7,618
WC PREM	-	3,242	3,799	4,374	4,354	7,145	6,965
	151,300	163,007	161,607	165,541	173,806	182,028	171,882
CONTRACTUAL							
COPY - EXT	198	85	200	180	278	300	300
CONF/TRAIN	2,287	2,018	2,031	2,422	2,418	3,545	4,335
OFF MCH SV	500	600	1,564	4,881	2,419	5,100	5,100
REP & MAINT	78,427	64,791	66,975	69,838	74,113	78,600	88,300
LEGAL AD	868	769	348	967	1,014	1,200	1,200
	82,280	68,263	71,118	78,288	80,242	88,745	99,235
MATERIALS & SUPPLIES							
AGCY SUPL	1,758	1,793	1,322	789	1,340	1,800	1,800
CLOTHING	1,221	1,414	1,479	1,489	1,841	2,400	2,400
OFFICE SUP	1,198	1,480	1,899	1,783	2,351	2,200	2,200
	4,177	4,687	4,700	4,061	5,532	6,400	6,400
CAPITAL OUTLAY							
IT EQ/SOFT	3,227	3,103	2,950	3,034	4,096	4,100	7,500
EQUIPMENT	225	300	42	3,704	1,584	1,400	1,400
	3,452	3,403	2,992	6,738	5,680	5,500	8,900
Totals:	660,661	676,505	698,630	665,849	709,313	737,570	730,687



PUBLIC WORKS

Physical Services

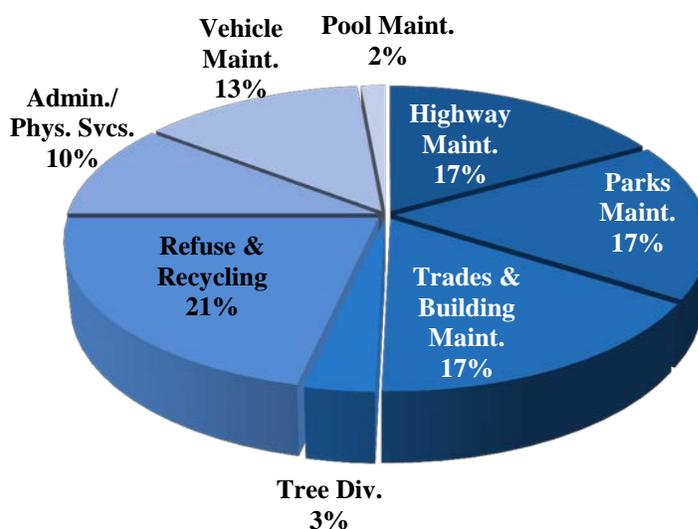
MISSION STATEMENT:

To provide maintenance, oversight and administration of the Town's physical assets, including buildings, grounds, outdoor pools, 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, outdoor pools, 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	\$1,356,421	17%
Parks Maintenance	1,357,880	17%
Trades & Building Maint.	1,316,261	17%
Tree Division	249,961	3%
Refuse & Recycling	1,715,419	21%
Admin./Physical Services	832,486	10%
Vehicle Maintenance	1,053,778	13%
Pool Maintenance	117,091	2%
Total	\$7,999,297	100%



PERSONNEL DATA SUMMARY

POSITION	2015/2016 <u>Actual</u>	2016/2017 <u>Adopted</u>	2016/2017 <u>Actual</u>	2017/2018 <u>Proposed</u>
FULL-TIME				
Director Physical Services	1.0	1.0	1.0	1.0
Assistant Director	2.0	2.0	2.0	2.0
Parks & Grounds Supervisor	1.0	1.0	1.0	1.0
Parks & Grounds Crew Leader	1.0	1.0	1.0	1.0
Tree Maintenance Supervisor	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	5.0	5.0	5.0	5.0
Maintainer II	10.0	10.0	10.0	10.0
Maintainer I	8.5	9.0	9.0	9.0
Secretary II	1.0	1.0	1.0	1.0
Mechanics	5.0	5.0	5.0	5.0
Full-time Equivalent	39.5	40.0	40.0	40.0

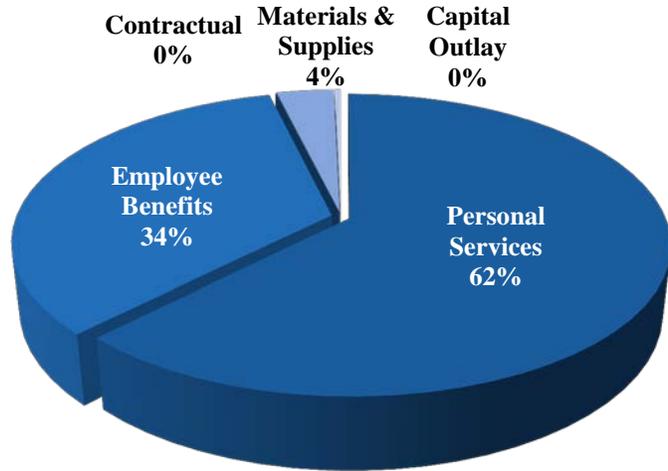
PT/TEMP/SEASONAL

Seasonal (summer/fall)	2.9	3.2	3.4	3.2
Part-Time Clerk II	0.5	0.5	0.5	0.5
Recycling Attendants	0.5	0.5	0.5	0.5
TOTAL	43.4	44.2	44.4	44.2

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.

Program Expenses:

Personal Services	\$ 846,307
Employee Benefits	458,366
Contractual	250
Materials & Supplies	46,498
Capital Outlay	5,000
Total	\$1,356,421



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.
- Repair, replace and maintain the integrity of Town roads, catch basins and drainage systems.
- Support all EMS activities to clear obstructions and create safe passage for vehicles during emergency response.

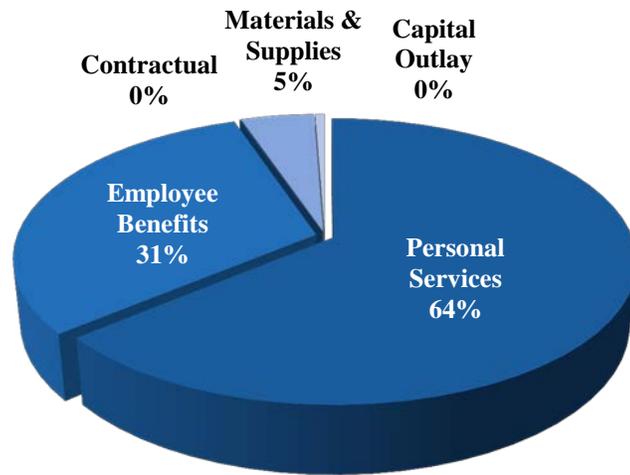
Major Changes / Accomplishments / Outlook:

1. The Highway Division completed 653 work orders throughout town; 384 requests to fill potholes and 269 to make repairs to streets and driveway aprons.
2. The sign maintenance staff responded to 126 work orders throughout town for missing and damaged signs.
3. An estimated 177 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.
 - Successfully managed a six-week curbside leaf pick-up program.
 - Road repairs including installing new catch basins, pipes and grading.
 - Worked with the Engineering and Parks & Recreation departments to improve drainage on ball fields.

PROGRAM: PARKS MAINTENANCE: The Parks Division is primarily responsible for mowing grass, landscaping of Town buildings, 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 sidewalks, stairways and parking lots for Town residents to safely move throughout town.

Program Expenses:

Personal Services	\$ 867,769
Employee Benefits	419,263
Contractual	400
Materials & Supplies	62,448
Capital Outlay	<u>8,000</u>
Total	\$1,357,880



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 by landscaping all Town buildings.
- Provide support to all Town offices by helping to move furniture, event set-ups and clean-up.

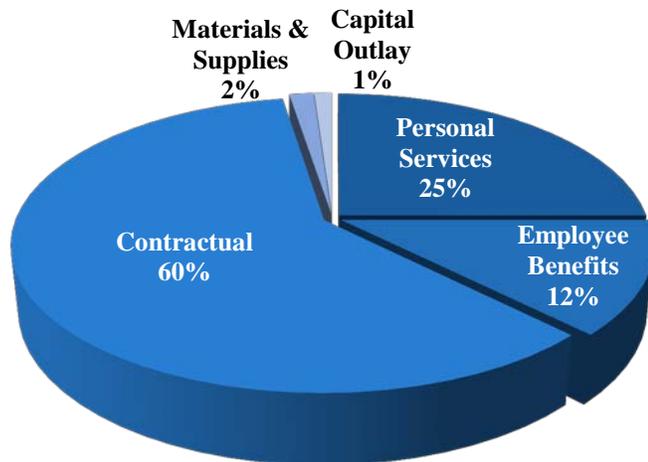
Major Changes / Accomplishments / Outlook:

1. The Parks Division completed over 407 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 fencing in playgrounds and on Town-owned properties.
 - Supported major Town events such as Holidays on Main, Fireworks, Cove Side Carnival, road races, fairs and graduation.
 - Clean-up of the Cloverdale Pond, Old Common esplanade, Town land between Colonel Chester and Ivy Lane and Cove Park.
 - Assumed full responsibility for all landscaping activities at Wethersfield High School. The renovations at the school incorporated many new areas of trees and plantings.
 - Installed benches and updated landscaping at the Library, Physical Services, Cove Park and Pitkin Center.
 - Replaced and repaired playground equipment at Mikey’s Place and inspected all playground equipment in all Town parks and playgrounds.

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.

Program Expenses:

Personal Services	\$ 329,428
Employee Benefits	163,841
Contractual	789,060
Materials & Supplies	19,585
Capital Outlay	<u>14,347</u>
Total	\$1,316,261



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.
- Update and renovate public spaces and Town offices.

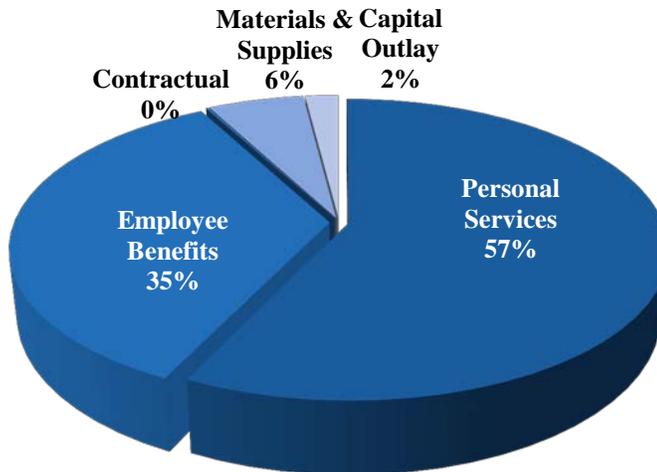
Major Changes / Accomplishments / Outlook:

1. The Trades and Building Maintenance Division completed 655 work orders including:
 - Painting numerous offices and public spaces in the Police Department, Library, Town Hall and the Pitkin Community Center.
 - 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 were performed by the Town electrician, including calls to respond to lighting issues, installing additional electrical service in Town offices, repairs to equipment and repairs to pool equipment.
 - The Trades Division celebrated the retirement and long-term service of the Electrician and Carpenter. The division happily welcomed new staff members to fill these positions.
2. The Trades Division was able to complete improvement projects:
 - Replaced boilers in the Little Red School House, Old Academy and completed upgrades on the systems in all firehouses.
 - Performed maintenance and testing on fire alarm systems.
 - Worked with our roofing consultant to replace the roof at the Willard pool facility and other roofing issues as needed.

PROGRAM: TREE DIVISION: The Tree Division is responsible for pruning, removing and 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.

Program Expenses:

Personal Services	\$ 42,891
Employee Benefits	87,395
Contractual	275
Materials & Supplies	14,400
Capital Outlay	5,000
Total	\$249,961



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 limiting the amount of 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.
- The overall health and safety of the tree landscape in Wethersfield has improved as a result of tree care performed by the Wethersfield Public Works division.

Major Changes / Accomplishments / Outlook:

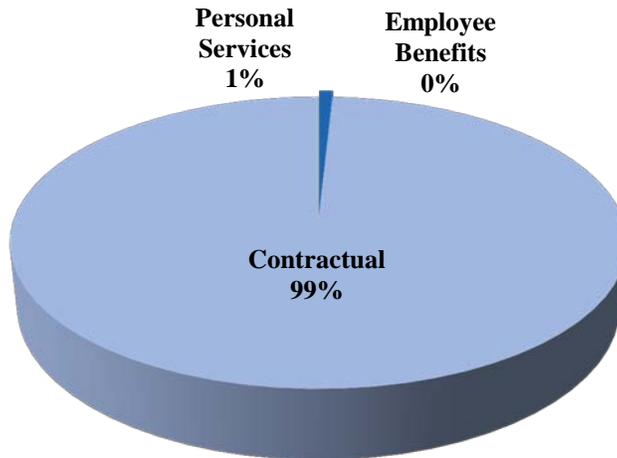
1. Improved safety along Wethersfield’s bike path where it follows along Folly Brook Blvd.
2. The Tree Division responded to 364 work orders regarding questions on tree health, trimming and removal.
3. The Tree Division’s staff worked closely with Eversource during their tree cutting efforts.
4. The Tree Division was responsible for the following improvements:
 - Trees planted - 65; Trees pruned - 188; Trees removed due to illness or damage - 57.
 - Trees were pruned and some removed surrounding the swimming area of Mill Woods and the Dog Park.
 - Professional arborists, Bruce and Alex Graver, joined the Wethersfield Shade Tree Commission.
 - Emerald Ash Borer (E.A.B.) was found by the Tree Warden and confirmed by CT DEEP at multiple locations in Wethersfield. The E.A.B. is an aggressive wood-boring insect that will kill an ash tree within 2-3 years of initial infestation. It’s highly transmissible between ash trees. It is not possible to treat all of the ash trees in Wethersfield. The removal of an infected tree is a proactive measure to preserve the beauty of the Wethersfield landscape and to keep residents safe. Where appropriate, alternate tree species will be planted in the locations where an ash tree has been removed. This proactive ash tree and E.A.B. management approach will significantly reduce the safety concerns and drastic landscape changes that E.A.B. would otherwise create. The management of the E.A.B. program is regularly discussed at the Shade Tree Commission meetings.

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 the Materials Innovation and Recycling Authority (MIRA). Recycling is collected curbside in large blue containers. Bulky container waste is collected at the Transfer Station and hauled to a landfill.

Wethersfield continues to work with vendors who support the use of clean energy. Our refuse and recycling contractor, Paines, utilizes natural gas trucks for trash and recycling collection throughout town. The Town’s fleet includes natural gas, clean diesel and hybrid vehicles.

Program Expenses:

Personal Services	\$ 13,458
Employee Benefits	1,355
Contractual	<u>1,700,606</u>
Total	\$1,715,419



MSW has decreased over the past few years. Approximately 21% of what is rolled out to the curb is recycled.

YEAR	MSW	RECYCLING	% of RECYCLING
2011	10,779	2,819	20.7
2012	10,338	2,785	21.2
2013	10,239	2,803	21.5%
2014	9,921	2,710	21.5%
2015	10,109	2,774	21.5%
July 2016–Feb 2017	6,360	1,788	21.8%

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 as possible. 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.

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.

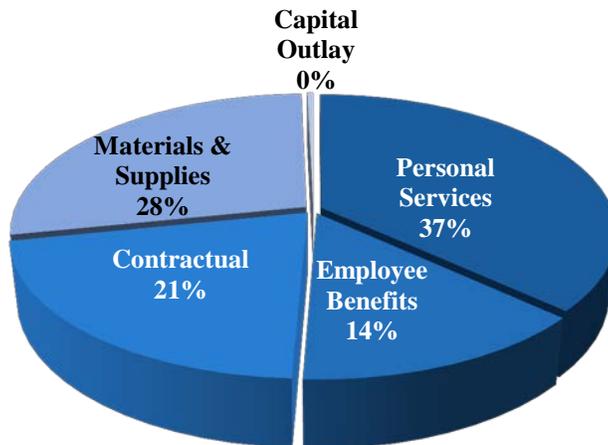
Major Changes / Accomplishments / Outlook:

1. Paine’s Recycling & Disposal Services, the Town’s refuse collector, continues to provide exemplary service to the Town.
 - Through an additional fee 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.
 - Paine’s has continued to support cancer awareness by providing pink trash barrels to interested residents.
 - There has been close to a 25% increase in the number of residents requesting a second recycle barrel.
2. The Transfer Station continues to promote recycling as a way of decreasing debris going into landfills:
 - The Transfer Station accepts many recyclables at no cost.
 - 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 disposing of the hazardous waste.
 - Items such as sofas, tires and building materials are also accepted for a fee.

PROGRAM: ADMINISTRATION / PHYSICAL SERVICES: Administrative Services at Physical Services respond to residents’ requests through a work order system that has generated 2,205 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. The Town’s salt, environmental consulting, sweeping & catch basin cleaning, and mosquito control are administered through this program.

Program Expenses:

Personal Services	\$305,055
Employee Benefits	114,358
Contractual	179,373
Materials & Supplies	230,500
Capital Outlay	3,200
Total	\$832,486



Outcomes:

To provide sound fiscal management, up-to-date recordkeeping, 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.
- The Administrative staff is currently working with the Engineering Department to erect new above-ground fuel storage tanks and fueling station. Once this project is complete, the current underground storage tanks will be removed.

Major Changes / Accomplishments / Outlook:

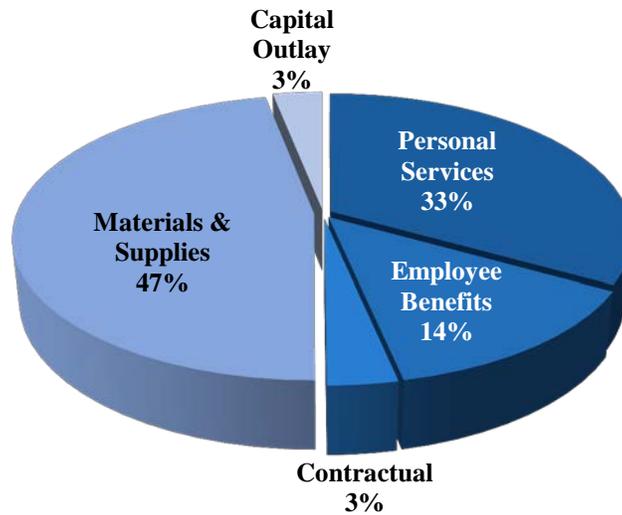
Physical Services administration continually works to manage the budget, coordinate contractor operations, provide information to residents and provide timely and accurate data to FEMA to insure maximum reimbursement to the Town:

- Administrative Services assumed project management responsibility for completing the Wethersfield High School project.
- Continued use of the Facility Dude work order and maintenance programs document work performed by Physical Services staff and documented asset management of building systems.

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.

Program Expenses:

Personal Services	\$ 349,156
Employee Benefits	142,566
Contractual	33,950
Materials & Supplies	495,227
Capital Outlay	<u>32,879</u>
Total	\$1,053,778



Outcomes:

To insure that the Town’s fleet is well-maintained and in service:

- 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 perform preventative maintenance on vehicles keeping them in the best shape and elongating their useful lives.

Major Changes / Accomplishments / Outlook:

1. The extensive changeover in staff from last year allowed the new mechanics to forge their own team. The team is able to work together to expedite heavy equipment maintenance, emergency vehicle maintenance, welding and wiring.
2. Competitively bid diesel, unleaded gas, heating oil for semi-annual and annual contracts.
3. Mechanics continue to wire and install the latest equipment on police and fire vehicles.

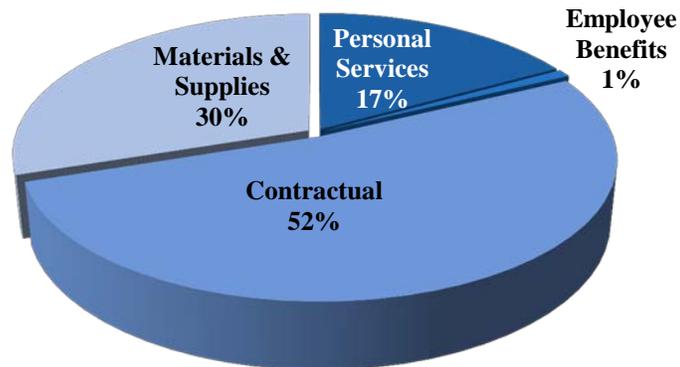
Vehicle & Equipment Inventory		
Department	Total	Description
Social & Youth Services	2	Ford Transit, Canoe w/Trailer
Parks & Rec	7	Ford Fusion – Hybrid, Ford Van – natural gas, Golf Cart, Ford Transit, Econoline Van Equipment: Show Mobile, Boat
Engineering	4	Ford Escape, Ford Excursion, Chevy Cavalier, Equipment: Trailer
Building Dept.	3	Chevy Cavalier, Honda – natural gas (2)
Assessor	1	Honda - natural gas
Fire Marshal	1	Ford Explorer

Vehicle & Equipment Inventory		
Department	Total	Description
Fire	22	Chevy Tahoe (2), Ford Excursion, Zodiac, Co. #1 (3), Fire Utility, Co. #2 (3), Ford Pick-up, Co. #3 (3), Ford Pick-up, Equipment: Whaler (boat), Rehab Unit, Deck Gun Trailer, Foam Trailer, Fire Safety Trailer, 16 foot Trailer
Police	34	Ford Interceptors (13), Chevy Tahoe, Ford Crown Victoria (2), Motorcycle (2), Ford 350 Animal Control Van, SWAT Ford 250 Van, Ford F350 Emergency Com Vehicle, Ford Crown Victoria (9) Equipment: Boat w/Trailer (2 items), Radar Smart Trailer, Enclosed Trailer
Physical Services	60	Freightliner/International Dump Trucks – large (15), Ford Pick-up (15), Tractors (2), Ford Escape, Bucket Truck, Jeeps (2), Ford Pick-up with Sander (2), Small Dump Truck (3) Equipment: Payloader (2), Backhoe, Large Mower (2), Leaf Machine (5), Sweeper, Bobcat, Tree Chipper, Trailer (6)
BOE	14	Ford Taurus Sedan, Ford Transit, Box Truck, Ford Vans (7), Bus (3), Ford Pick-up
Code Enforcement	1	Ford Crown Victoria

PROGRAM: POOL MAINTENANCE: The Trades Division is primarily responsible for pool maintenance, including the chemical balancing of the water, maintenance of the piping systems, pool structures, ramps, railings, docks and diving board. The Trades’ mission for the pools is to provide an environment where the pools can be used for the maximum allotted time during the summer months for the enjoyment of Town residents.

Program Expenses:

Personal Services	\$ 19,875
Employee Benefits	1,027
Contractual	60,989
Materials & Supplies	<u>35,200</u>
Total	\$117,091



Outcomes:

To provide well-maintained and operated pools as measured by:

- All water activities can take place as scheduled.
- Recreational facilities in good working condition and open for use throughout the season.

Major Changes / Accomplishments / Outlook:

1. The first year of the pool program being administered by the Trades Division went extremely well.
2. The pools were able to remain in constant operation throughout the summer season.
3. All pool equipment was well-maintained and performed well without any down time.

2017-2018 Proposed Budget with Expenditure History

PHYSICAL SERVICES

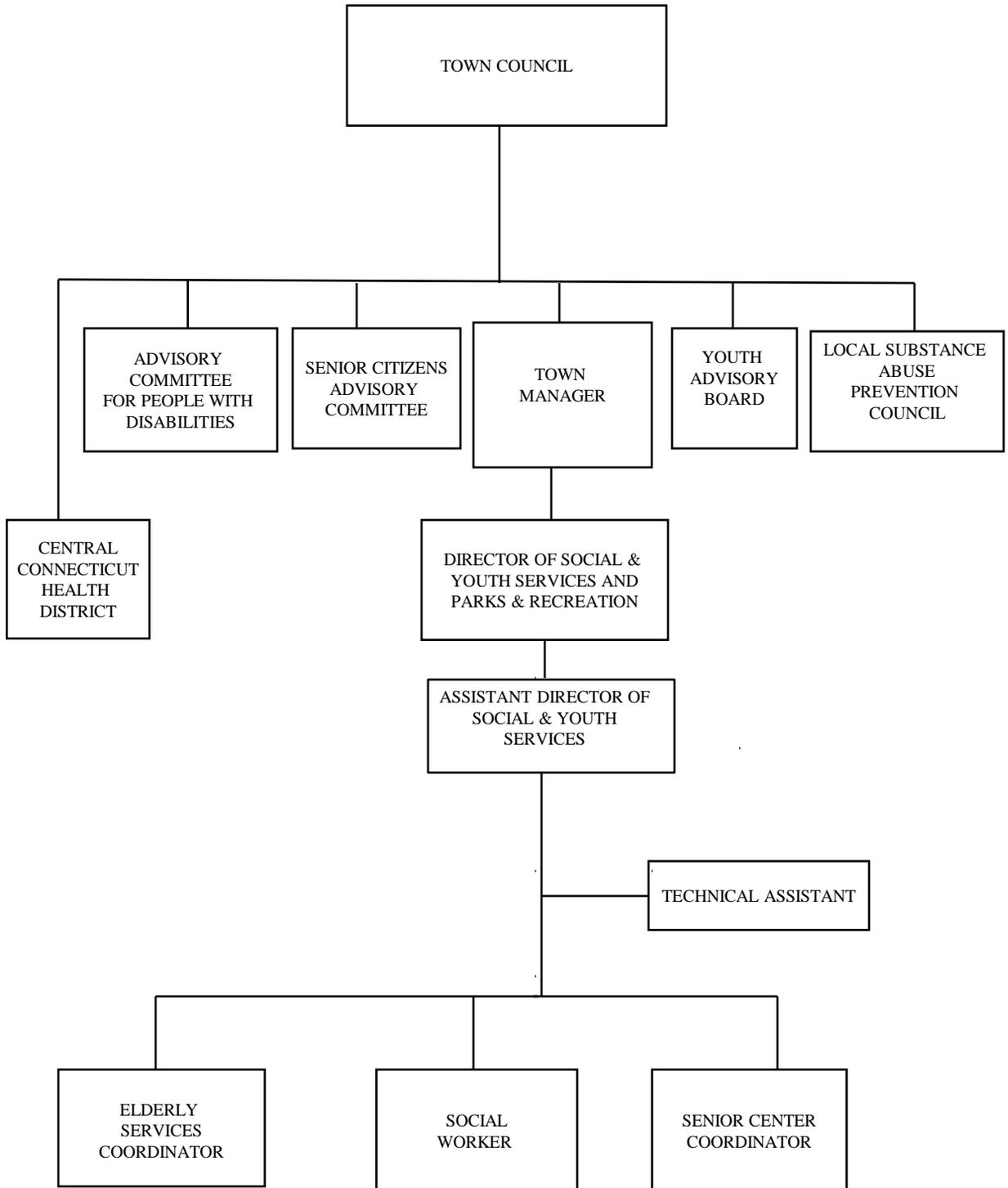
<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
PERSONAL SERVICES							
SAL/WAGES	2,178,997	2,286,034	2,338,137	2,354,588	2,484,637	2,548,256	2,665,940
OVERTIME	112,978	222,132	399,217	503,203	261,800	208,000	207,999
	2,291,975	2,508,166	2,737,354	2,857,791	2,746,437	2,756,256	2,873,939
EMPLOYEE BENEFITS							
FICA/LIFE	268,506	193,176	221,171	229,660	215,742	220,723	228,277
HEALTH INS	643,787	663,904	564,760	613,879	617,260	585,075	661,823
PENSION	139,069	168,908	198,796	259,778	255,919	282,650	293,322
DC PENSION	-	8,877	10,248	19,258	38,512	41,088	67,854
WC PREM	-	93,261	113,046	116,921	142,967	142,021	136,895
	1,051,362	1,128,126	1,108,021	1,239,496	1,270,400	1,271,557	1,388,171
CONTRACTUAL							
COPY - EXT	-	-	-	-	-	-	-
CONF/TRAIN	1,795	1,999	2,011	1,989	1,956	3,275	3,275
PROF SERV	20,337	13,978	30,421	134,994	8,773	16,300	15,300
SUPPORT SV	13,752	14,163	4,695	13,419	6,732	8,000	-
CUSTODIAL	31,037	35,334	35,747	35,774	40,594	41,500	47,153
WATER	8,196	14,912	13,797	12,698	12,595	16,503	18,485
ELECTRIC	554,288	539,536	531,043	602,219	604,500	665,268	728,518
GAS	37,374	55,198	56,896	45,939	33,782	55,314	55,314
REFUSE COL	1,103,088	1,143,687	1,176,076	1,192,955	900,739	1,017,726	1,021,606
REFUSE DSP	775,344	705,383	653,994	654,480	667,987	663,000	679,000
RENTAL	66,136	83,119	69,797	68,522	68,522	71,022	73,152
OFF MCH SV	479	491	475	2,039	3,295	4,500	2,900
REP & MAINT	78,679	76,016	84,261	107,096	93,138	111,225	120,200
	2,690,505	2,683,816	2,659,213	2,872,124	2,442,613	2,673,633	2,764,903
MATERIALS & SUPPLIES							
FUEL/LUBE	321,132	350,332	348,189	321,870	220,615	221,250	221,180
HEAT OILS	15,635	19,085	15,188	9,023	9,945	3,640	-
CLEAN SUPL	5,071	5,587	7,599	4,626	7,598	7,600	7,600
AGCY SUPL	29,944	29,343	29,729	29,236	30,023	30,000	29,510
CLOTHING	15,786	16,012	158,543	20,925	20,776	23,481	25,596
LANDSC SUP	48,318	51,639	51,848	57,775	52,165	52,325	57,325
CHEM SUPL	45,976	47,205	36,245	47,158	52,800	89,650	96,600
RD MNT SUP	97,707	119,270	214,938	239,154	121,223	168,000	168,000
TRAFFIC SUP	20,728	17,806	17,983	17,749	17,630	18,000	18,000
BLDG SUPL	19,771	18,794	18,173	18,243	18,990	19,000	19,000

2017-2018 Proposed Budget with Expenditure History

PHYSICAL SERVICES

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
EQP/PARTS	224,151	203,974	203,570	219,209	221,535	238,052	254,247
OFFICE SUP	968	1,000	959	937	998	1,000	1,000
OTHER SUPL	1,721	5,102	10,028	13,966	7,346	7,400	5,800
	846,908	885,149	1,112,992	999,871	781,644	879,398	903,858
CAPITAL OUTLAY							
IT EQ/SOFT	5,018	8,519	8,904	11,413	13,819	18,450	26,579
EQUIPMENT	22,478	24,497	22,567	22,844	24,686	24,700	26,000
OTH IMPROV	3,348	2,956	2,552	8,346	10,495	10,500	15,847
	30,844	35,972	34,023	42,603	49,000	53,650	68,426
Totals:	6,911,594	7,241,229	7,651,603	8,011,885	7,290,094	7,634,494	7,999,297

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 98,000. 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 Health Educator and Putting on AIRs Program Coordinator are 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 2017/2018 per capita fee to the member towns with a \$0.50 increase in the membership rate from \$5.25/capita to \$5.75/capita.

The costs per town for FY 17/18 would be as follows:

Berlin	\$118,220	(pop. 20,560)
Newington	\$175,973	(pop. 30,604)
Rocky Hill	\$115,120	(pop. 20,021)
Wethersfield	\$151,610	(pop. 26,367)

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 pneumonia shots. Goal is to increase flu immunizations in children 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 supplemental funding from senior centers in the district 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 from CT DPH.
- 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.

2017-2018 Proposed Budget with Expenditure History

CENTRAL CT HEALTH DISTRICT

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
CONTRACTUAL							
PUB CONTRB	104,614	116,390	125,176	131,146	135,466	138,842	151,610
	104,614	116,390	125,176	131,146	135,466	138,842	151,610
Totals:	104,614	116,390	125,176	131,146	135,466	138,842	151,610



HEALTH & HUMAN SERVICES Social & Youth Services

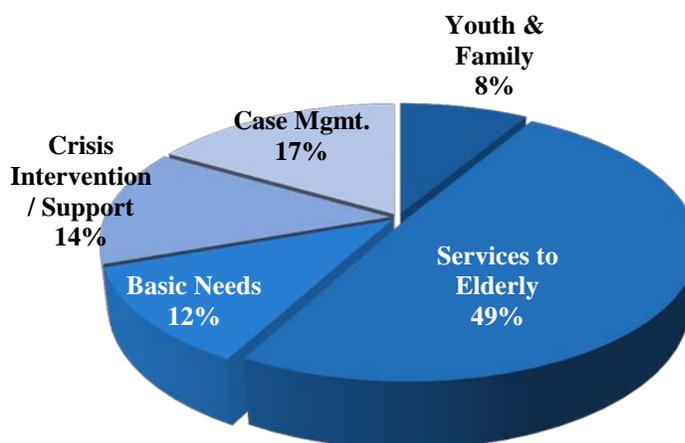
MISSION STATEMENT:

The purpose of the Social & Youth Services Department is 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	\$ 59,119	8%
Senior/Disabled Services and Senior Center	340,612	49%
Basic Needs	80,122	12%
Administrative/Emergency/Special Programs	95,340	14%
Case Management	114,755	17%
Total	\$689,948	100%



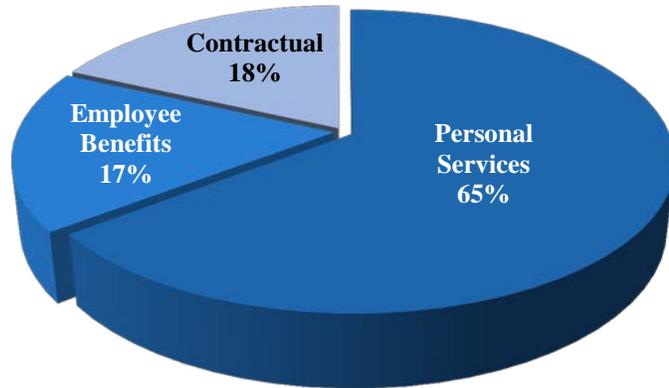
PERSONNEL DATA SUMMARY

POSITION	2015/2016	2016/2017	2016/2017	2017/2018
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Proposed</u>
Director (combined with Parks & Rec.)	.00	.00	.00	.00
Assistant Director	1.00	1.00	1.00	1.00
Elderly Services Coordinator	1.00	1.00	1.00	1.00
Social Worker	1.00	1.00	1.00	1.00
Technical Assistant	1.00	1.00	1.00	1.00
Special Program Instructors	.10	.10	.10	.10
Senior Center Coordinator	.80	.80	.80	.80
Full-time Equivalent	4.90	4.90	4.90	4.90

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 referrals for counseling to youth and their families.

Program Expenses:

Personal Services	\$38,203
Employee Benefits	10,196
Contractual	<u>10,720</u>
Total	\$59,119



Outcomes:

- Based on youth survey results, provide two new Youth Prevention programs.
- Continue to coordinate referrals to youths and families for counseling.
- 85% of youth diverted to the Juvenile Review Board will have their cases resolved without future court involvement.
- Development of a website designed as a virtual family resource center.

Major Changes / Accomplishments / Outlook:

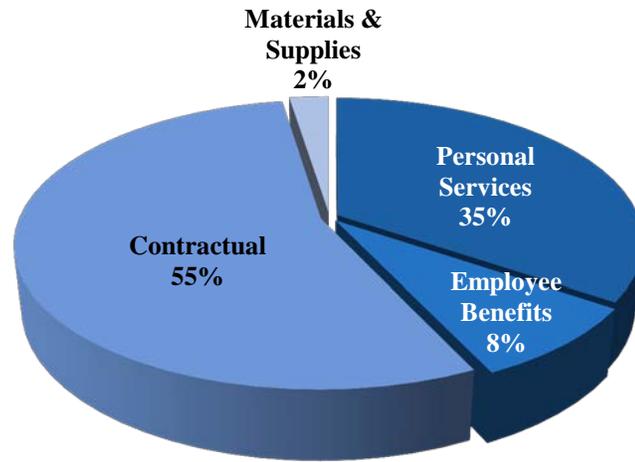
1. A Youth Needs Assessment was conducted in the fall of 2016 for grades 7- 12. Programs will be developed in fiscal year 2017-18 to address recommendations from this assessment.
2. A new Youth Development Manager was hired in June 2016 to fill a vacancy.
3. The Youth Advisory Board elected a high school senior to serve as board chairperson in 2016-17.
4. Awarded a second year grant from the Keane Foundation to continue intramurals at Silas Deane Middle School. Also, the grant provided for a tutoring program each day after intramurals. Monday thru Thursday, forty 7th and 8th graders participate in a variety of sports after school.
5. A Police/Youth Grant of \$10,000 was awarded from the Office of Policy and Managements’ Juvenile Justice Program during the 2016-17 school year. The goal of the program is to enhance opportunities for youth and police to work together.
6. The Juvenile Review Board received a grant from Connecticut Youth Services Association in the amount of \$10,000 to provide funding for case management.
7. A part time Early Childhood Coordinator was hired to coordinate resources to support children and their families. Coordinator supports the Wethersfield Early Childhood Collaborative, which strives to have all Wethersfield children, birth to eight: healthy, successful learners and connected to community. Position is funded by the Town and the Board of Education. Because of this funding, the Town received a matching three year grant from the Hartford Foundation for Public Giving to support this work.

Youth & Family Services	Actual	Actual	Estimate	Projection
Program Statistics	2014-15	2015-16	2016-17	2017-18
Youth Registered in Enrichment Programs	481	838	850	860
Referrals for Services	12	9	13	15
Juvenile Review Board	8	15	17	20

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	\$117,547
Employee Benefits	28,730
Contractual	185,835
Materials & Supplies	<u>8,500</u>
Total	\$340,612



Outcomes:

- Senior Center membership will continue to grow by 1% in 2017-18.
- Program attendance will increase by 2% in 2017-18.
- Continue to provide Dial-A-Ride transportation to all eligible senior citizens and disabled residents.

Major Changes / Accomplishments / Outlook:

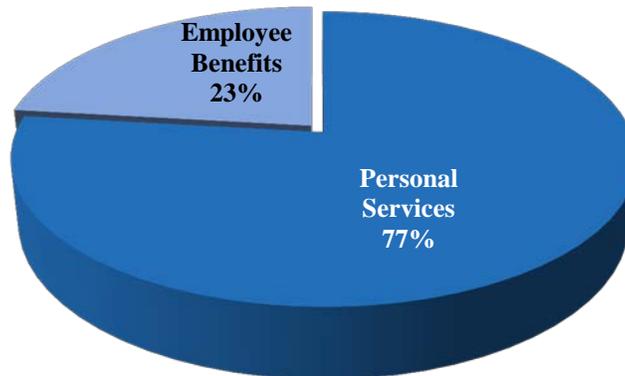
1. New programs/classes introduced in 2016 included Dance around the World, Cooking, Artist’s Journey, \$3 haircuts, Friday Features and Annual Summer Celebration.
2. The Computer Learning Center offered new classes in Windows 10, Facebook, Kindle, Nook, Cyber Security and iPad photos.
3. Utilization of Dial-A-Ride Services continues to increase slightly. This service ensures access to medical care and grocery shopping for all users. In the spring of 2017, the town will award a new three year contract for this service beginning in July 2017.

Senior Services & Senior Center	Actual	Actual	Estimate	Projection
Program Statistics	2014-15	2015-16	2016-17	2017-18
# of Senior Center Members	546	809	850	860
Senior Citizen program attendance	9,253	14,142	14,500	14,750
Dial-A-Ride Trips	13,962	14,196	14,400	14,500
Senior Cafe - # of meals served	4,018	3867	3,850	3,900

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 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.

Program Expenses:

Personal Services	\$61,560
Employee Benefits	<u>18,562</u>
Total	\$80,122



Outcomes:

- Increase # of household visits to food bank by 4%.
- Increase hours of operation of food bank to provide access to working residents.
- Provide energy/utility assistance to at least 560 households per year.

Major Changes / Accomplishments / Outlook:

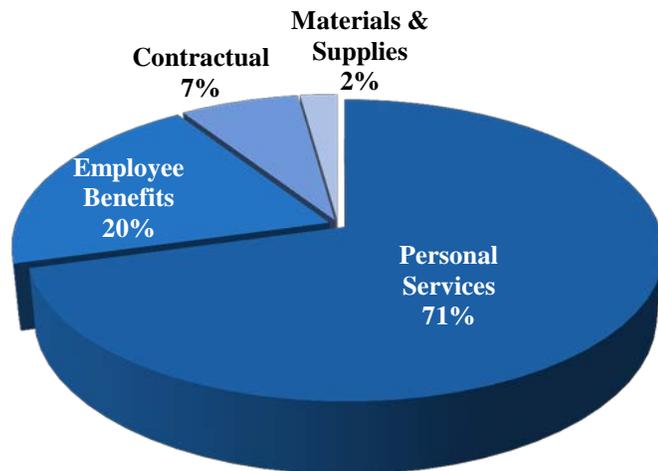
1. Staff outreach has resulted in an increase in eligible households for the food bank.
2. Donations received from the Mayor’s Charity Ball and Keane Foundation have resulted in additional food being available to households; including perishable items (fresh produce, meats, eggs, milk) youth weekend meals and two free summer lunch sites for youth.
3. With the assistance of the Hunger Action Team the following goals were accomplished for the food bank; new drop off locations were established to collect donated food; food donations increased and refrigeration storage was expanded for perishable items. These actions resulted in households receiving additional monthly grocery items. Also, free summer lunch programs and weekend meals were offered to youth in town. The Hunger Action Team added youth representatives to their membership.
4. Staff continues to submit a variety of applications for energy assistance programs for residents and also provides outreach to subsidized housing sites.

Basic Needs	Actual	Actual	Estimate	Projection
Program Statistics	2014-15	2015-16	2016-17	2017-18
# of household visits to Food Bank	1,258	1,361	1,450	1,508
Pounds of Food distributed at Food Bank	28,782	34,281	38,000	40,000
# of Households using Mobile Food Share	2,020	2,361	2,500	2,600
# of Households applying for energy assistance	648	535	550	560

PROGRAM: ADMINISTRATIVE/EMERGENCY/SPECIAL PROGRAMS: This category reflects general administrative duties, special seasonal, and short term programs, back to school supplies, Thanksgiving baskets, holiday gift program, camp scholarships and public service contributions to mental health agencies. Staff time is also allocated for crisis management.

Program Expenses:

Personal Services	\$67,371
Employee Benefits	19,144
Contractual	6,725
Materials & Supplies	2,100
Total	\$95,340



Outcomes:

- 100% of eligible applicants receive camp scholarships, Thanksgiving food baskets, school supplies, and holiday gifts.
- Continue outreach and collaboration with community providers and organizations to reach individuals and families in need.

Major Changes / Accomplishments / Outlook:

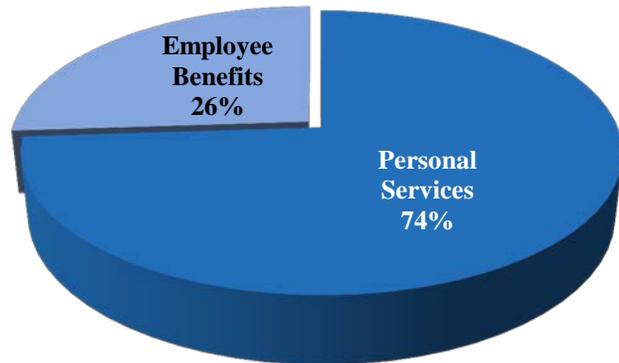
1. Demand for basic needs continues to show an increase. Town residents, organizations and several foundations have continued to be generous in donating to special programs.
2. Continue to partner with local businesses and non-profits to provide coordinated services. Some of these organizations include: AARP Tax Assistance, Community Renewal Team, CNG, Eversource, Food Share, Global Fuel, Keane Foundation, Stop & Shop, Rhode Oil, UNICO, United Way, Wethersfield/Rocky Hill Nurses, Walmart, local banks, grocery stores and medical offices.

Special Programs	Actual	Actual	Estimate	Projection
Program Statistics	2014-15	2015-16	2016-17	2017-18
# of children receiving camperships	79	87	97	100
# of children receiving school supplies	78	95	101	105
# of people receiving Thanksgiving baskets	250	288	337	350
# of children receiving gifts from holiday program	150	169	183	190

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	\$ 84,875
Employee Benefits	<u>29,880</u>
Total	\$114,755



Outcomes:

- 95% of residents will be assessed for needs and appropriately directed to services and assistance.
- Case management services will be provided within 48 hours of contact with department.

Major Changes / Accomplishments / Outlook:

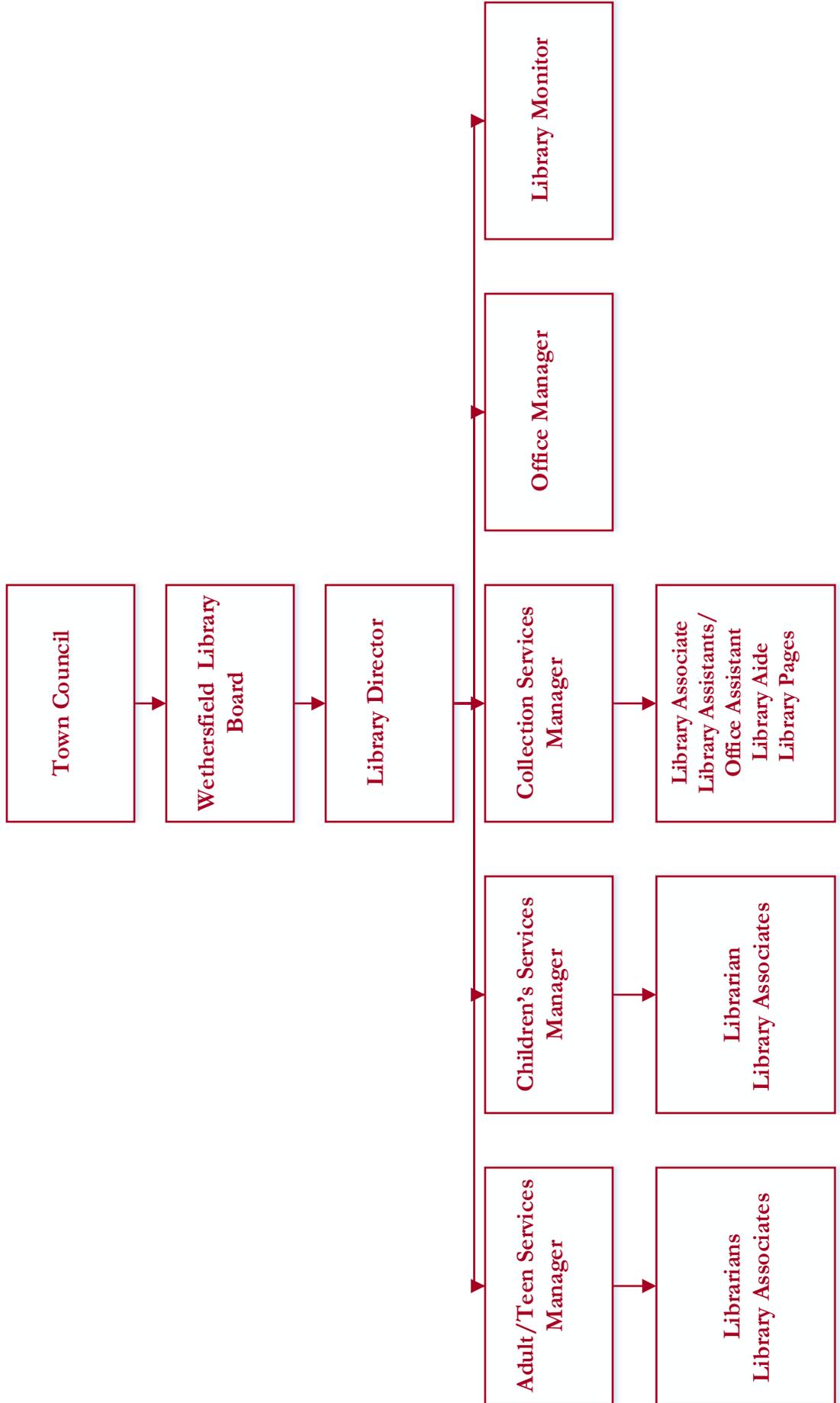
1. Community outreach has resulted in an increase in case management services.
2. Case management software, Charity Tracker, is being used by staff to manage and track their caseload.
3. Staff provides additional services which include home visits, extended office hours and collaboration with community providers.

Case Management	Actual	Actual	Estimate	Projection
Program Statistics	2014-15	2015-16	2016-17	2017-18
# of households assisted	301	304	325	350
# of households applying for Renter's Rebate	476	521	525	530
# of senior citizens receiving Health Insurance Counseling	139	135	138	140
# of trained Friendly Shopper/Visitor Volunteers	36	40	43	45

2017-2018 Proposed Budget with Expenditure History

SOCIAL & YOUTH SERVICES

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
PERSONAL SERVICES							
SAL/WAGES	294,677	321,698	219,327	181,333	252,919	298,996	303,714
PPT WAGES	94,366	101,911	106,054	121,529	82,270	64,552	65,842
	389,043	423,609	325,381	302,862	335,189	363,548	369,556
EMPLOYEE BENEFITS							
FICA/LIFE	37,034	32,666	26,090	25,480	28,731	30,124	30,344
HEALTH INS	64,218	58,737	38,277	53,098	37,196	37,922	43,732
PENSION	23,974	31,129	29,521	18,336	19,636	13,469	14,792
DC PENSION	-	1,274	2,440	7,286	11,433	12,539	12,809
WC PREM	-	3,169	2,777	3,829	3,931	6,819	4,835
	125,226	126,975	99,105	108,029	100,927	100,873	106,512
CONTRACTUAL							
CONF/TRAIN	1,512	1,606	1,186	2,484	2,832	4,200	4,200
PROF SERV	194,421	200,333	206,169	211,935	212,785	219,491	185,835
SUPPORT SV	3,093	1,656	5,434	6,660	9,346	10,245	10,245
PUB CONTRB	-	-	-	-	-	3,000	3,000
	199,026	203,595	212,789	221,079	224,963	236,936	203,280
MATERIALS & SUPPLIES							
AGCY SUPL	3,100	3,235	3,100	5,889	7,740	8,500	8,500
OFFICE SUP	1,515	1,336	1,709	2,042	2,100	2,100	2,100
	4,615	4,571	4,809	7,931	9,840	10,600	10,600
Totals:	717,910	758,750	642,084	639,901	670,919	711,957	689,948





LIBRARY SERVICES

Wethersfield Public Library



MISSION STATEMENT:

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

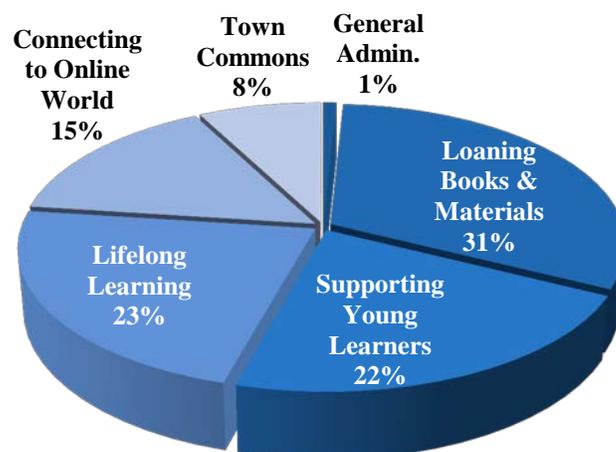
- Access to information
- Books and other materials
- Community gathering place

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, which is 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	\$ 16,850	1%
Loaning Books & Other Materials	622,940	31%
Supporting Young Learners	433,206	22%
Supporting Learning over a Lifetime (Adults/Teens)	449,966	23%
Connecting to the Online World	301,356	15%
Providing Community Connections (Town Commons)	152,174	8%
Total	\$1,976,492	100%



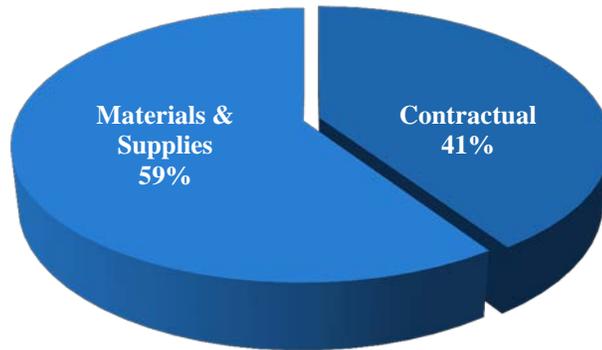
PERSONNEL DATA SUMMARY

POSITION	2015/2016 <u>Actual</u>	2016/2017 <u>Adopted</u>	2016/2017 <u>Actual</u>	2017/2018 <u>Proposed</u>
Library Director	1.00	1.00	1.00	1.00
Librarians	6.40	6.40	6.40	7.40
Office Manager	1.00	1.00	1.00	1.00
Library Associates	4.77	4.77	4.77	4.50
Library Assistants	6.00	6.00	6.00	5.00
Office Assistant	1.00	1.00	1.00	1.00
Pages	1.00	1.00	1.00	1.00
Library Aide	1.00	1.00	1.00	0.50
Monitor	0.42	0.42	0.42	0.42
Full-time Equivalent	22.59	22.59	22.59	21.82

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

Program Expenses:

Contractual	\$ 6,850
Materials & Supplies	<u>10,000</u>
Total	\$16,850



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 encompasses the work of the Collection Services staff.

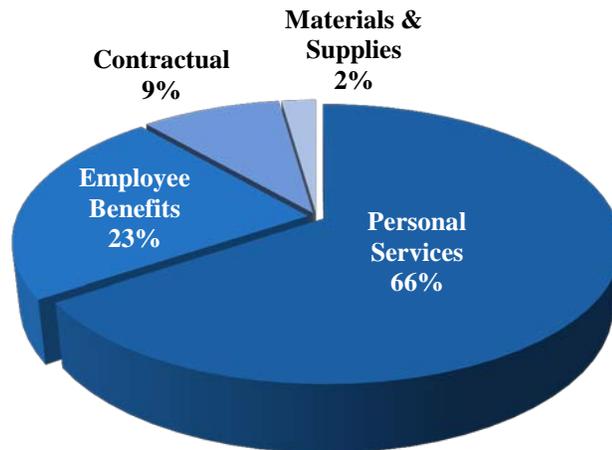
In FY15-16:

- 324,831 items were checked out
- 10,681 items were ordered and cataloged
- 8,602 items were removed
- 1,188 borrowers were registered
- Maintained the database of 10,515 active borrowers, as of the end of FY15-16

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

Program Expenses:

Personal Services	\$408,673
Employee Benefits	143,436
Contractual	56,806
Materials & Supplies	<u>14,025</u>
Total	\$622,940



Outcomes:

- As of the end of FY15-16, 40% of town residents had active library cards. On a per capita basis, people borrowed 12 items each year from the Library.

Major Changes / Accomplishments / Outlook:

Major service limitations imposed by the State Library in reaction to budget cuts negatively affected the library’s circulation statistics during the most recent year. Limits placed on the number of holds permitted per patron, and long delivery delays for items in transit from library to library, meant that patrons could check-out fewer items during a particular time period. The State Library’s “union catalog” (known as iCONN ReQuest) was dismantled and no replacement was provided for over a year,

resulting in a more time-consuming workflow for obtaining materials from non-LCI libraries, and therefore fewer checkouts of these materials (“interlibrary loans”).

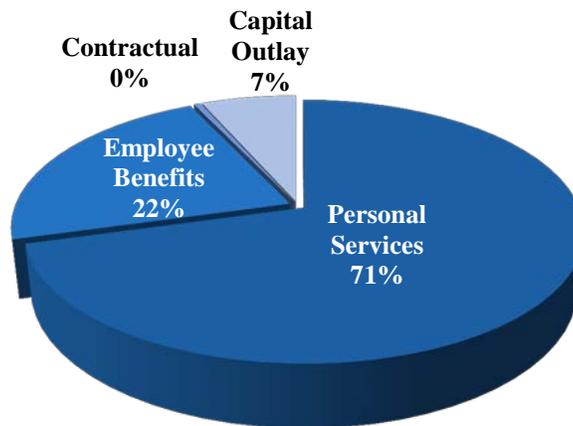
The library’s radio frequency identification (RFID) system continues to provide theft protection and speedier check-out for library materials. In December 2016, the Library’s two self-check stations accounted for 48% of on-site circulation transactions, and borrowers are able to pay their fines in cash at the self-check stations. Speaking generally, the entire RFID family of hardware and software continues to be useful. However, a change in ownership of the RFID components from 3M to Bibliotheca resulted in changes to service which persist. Response times worsened, and service problems took longer to resolve in general. This situation is complicated by similar communication problems with the library’s catalog provider (Innovative Interfaces aka Triple I). One current problem dating back to August 2016 is the result of Triple I’s circulation system failing to communicate accurately with Bibliotheca’s RFID SelfCheck components, resulting in inaccurate display of items on reserve. A solution to this problem anticipated in November 2016 has unfortunately yet to happen.

Nevertheless, the SelfCheck units remain popular with many library patrons, as borne out by the statistical usage, and patrons who choose instead to interact one-on-one with staff still have that option.

PROGRAM: SUPPORTING YOUNG LEARNERS: Children enter life bursting with potential, but without a strong foundation of literacy, their futures will likely include unnecessary challenges and obstacles. Via library materials, activities, and resources, including staff, the Children’s Department helps children and their families develop a strong foundation for reading success, which is a prime predictor of student success. In the Children’s Department, preschoolers and their families 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 incorporates 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 which staff uses *Common Core State Standards* as well as STEAM (Science, Technology, Engineering, Art and Math) objectives. School-aged programs support children’s overall academic growth and develop critical thinking and reasoning skills as well as generating interest in STEAM study and careers. Yearly, winter and summer reading programs are 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 print and non-print materials to assist children and families in finding books and other materials of interest, answer questions, and assist with computer use.

Program Expenses:

Personal Services	\$306,065
Employee Benefits	96,641
Contractual	2,000
Capital Outlay	<u>28,500</u>
Total	\$433,206



Outcomes:

- 346 programs were offered by the children’s department to over 10,500 children and families.
- As a result of attending the Library’s literacy classes, 79% 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. This represents a 10% increase from last year.
- Parent/caregiver comments:
 - “Community, educational programs like the library offers are a wonderful primer to school. Strong youth library programs equal strong schools.”
 - “Library programs are an important part of early childhood education and are available for the whole community without financial barriers.”
 - “These are the kind of high quality educational programs that will continue to attract families to our town.”
 - “Money well spent. We will see dividends from investing in our kids.”

Major Changes / Accomplishments / Outlook:

The Children’s Department brings literacy and learning opportunities to children and their families. Creating partnerships with parents, caregivers, schools, and community service and health organizations in order to have the greatest possible impact on our community is a priority.

Working closely with Wethersfield Public Schools, 1,782 children registered for the 2016 Summer Reading Program, which was entirely funded by the Friends of the Wethersfield Library. Over 15,322 books were read by participants during the summer months. Looking ahead, the 2017 summer reading program is entitled: **BUILD A BETTER WORLD!** Based on the findings of a three-year study by Dominican University’s Graduate School of Library and Information Studies, students who take part in their local library’s summer reading program significantly improve their reading skills. In fact, those who participate in these programs are 52 Lexile points ahead of their peers who do not. Summer reading programs are an antidote for learning loss.

Family engagement is a key predictor of children’s success and out-of-school learning spaces have the potential to make a huge difference in children’s learning. With that goal in mind, Wethersfield Library became an official member of the Family Place Libraries National Network and received a banner proclaiming the library a Family Place library. Twice a year, 5-6 week sessions are offered using the Family Place model. The mission of Family Place Libraries is “to increase the capacity of libraries throughout the nation to recognize and realize their full potential as community hubs for healthy child and family development, parent and community involvement and lifelong learning beginning at birth.” There are currently more than 430 Family Place sites in 25 states.

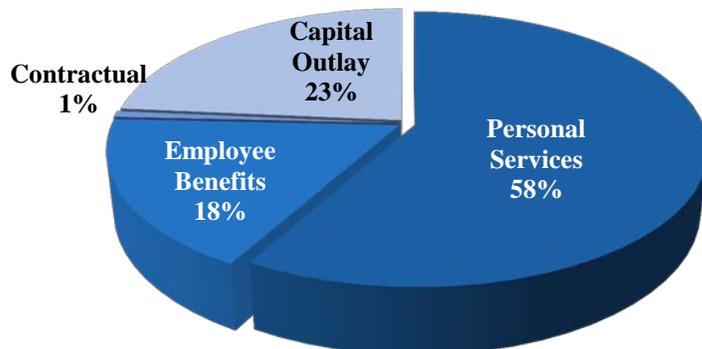
In strengthening the organization, the Children’s Department is committed to the responsible use of available resources, continuous self-improvement, and keeping pace with changes in work flow and the work environment. In keeping with this goal, Ellen Harzewski, children’s librarian, was selected to serve on the 2019 Nutmeg Book Award Elementary Selection Committee, which is comprised of 13 adults and 2 student readers. Secondly, the children’s services manager was tasked with piloting and implementing the acquisitions module of SIERRA, the library’s Integrated Library System (ILS) which will enable staff to manage all aspects of ordering materials. This includes entering and sending orders, receiving ordered items, claiming or canceling orders, and processing invoices. This module will also enable staff to manage and track the library’s finances, including the ability to generate and print accounting reports, adjust funds, maintain fund and vendor information and create statistical reports.

Future plans might include: a *1,000 Books Before Kindergarten* program, annual visits to the library by all Wethersfield Kindergarteners, taking the Nutmeg book discussion programs on the road via outreach to the elementary schools, *Parenting 101* classes, and adding two non-print formats to the collection to include VOX Audio-enabled books vs. books-on-CD, Playaway Launchpads which are preloaded learning tablets, and acquiring additional iPads for public use.

PROGRAM: SUPPORTING LEARNING OVER A LIFETIME (ADULTS/TEENS): 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 life skills classes (underwritten by the Friends of the Library) and classes offering cultural and life-long learning opportunities. 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 holds and interlibrary loan services. Teens are also offered programs that encourage learning and creativity. This program comprises a significant portion of the Adult/Teen Services Department’s responsibilities.

Program Expenses:

Personal Services	\$261,574
Employee Benefits	79,237
Contractual	3,150
Capital Outlay	<u>106,005</u>
Total	\$449,966



Outcomes:

- Patron surveys continue to rate the life skills and cultural programs as “very good” or “excellent”. The majority of the participants also indicated new learning.

Major Changes / Accomplishments / Outlook:

In 2016 Adult/Teen Services staff responded to over 25,500 requests for assistance by phone, email and in person. In addition, over 700 people attended the 81 programs offered to teens and adults. Life skills programs in 2016 included: *Weight Loss, Sleep Deprivation, Insomnia and the Solution, Medicare 101, and Aging Well*. There were also several cultural and recreational programs offered to adults. *Imperial Russian Fabergé Eggs* brought a highly entertaining lecture on the history of Peter Carl Fabergé, the Romanovs, and the 50 plus eggs commissioned by Tsar Alexander and later by Tsar Nicholas. A newly created program series called *Scents & Sensibility*, featured popular programs including: a hands on workshop about natural color dyeing methods and local classical guitarist Francesco Barone performed a concert.

Other programs such as the monthly Saturday Cinema classic film series continued throughout most of 2016. The Tuesday evening contemporary film series was indefinitely put on hold. The adult summer reading program continued for the fifth year, with 111 adults registered and 60 prizes awarded. The Library also hosted a successful adult education ELL class library tour where ELL students were introduced to the services, resources, and programs the library offers.

Library staff makes a concerted effort to welcome teens to the Library and provide them with a positive experience. Since food related programs attract teens, four programs were offered this past year involving baking/decorating activities. The SDMS Literacy Committee and Wethersfield Library also co-sponsored an *Allegiant* party to celebrate the premiere of the popular movie release. In addition, Wethersfield Library staff and Wethersfield High School staff collaborated to organize the fourth annual *Pieces Art/Poetry Slam*, where students read their poems and displayed their artwork for an audience.

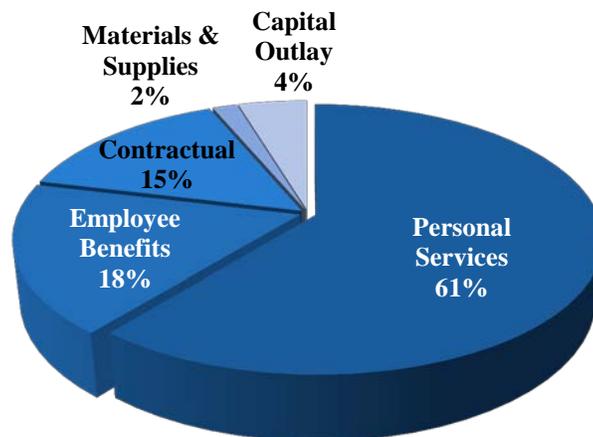
Over 550 teens registered for the 2016 Teen Summer Reading Program *Get Into the Game...Read!* Teens read over 1,400 books and 62 prizes were awarded.

Due to attrition the Adult and Teen Services Department welcomed new staff. A new Manager and a new Technology Librarian were hired. In addition, the library was finally able to advertise an opening for a full time Librarian position at the end of 2016. This position will be focused primarily on teen services and is expected to be hired in early 2017 and will help ensure that the library is better positioned to meet the needs of this population.

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 was offered as staffing allowed. 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 the Adult/Teen Services Department’s work.

Program Expenses:

Personal Services	\$183,466
Employee Benefits	54,002
Contractual	44,888
Materials & Supplies	5,000
Capital Outlay	<u>14,000</u>
Total	\$301,356



Outcomes:

- People attending computer classes filled out evaluations, which were positive, and learning outcome surveys showed that attendees absorbed the material.
- An average of 943 people accessed the Internet through the Library’s wireless connection each month in calendar year 2016. This represents about a 7% increase in use of the Library’s wireless resources, as more and more people brought their own devices to the Library.

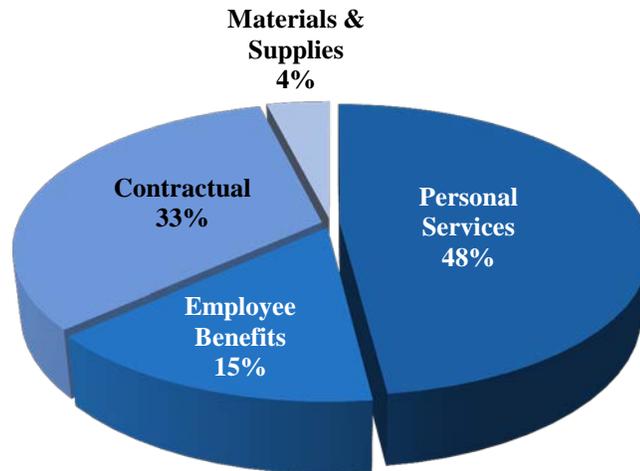
Major Changes / Accomplishments / Outlook:

The Library’s Internet computers were utilized over 38,800 times in the past year. In addition, an increasing number of people are bringing their laptops, tablets, and smartphones to the Library to use the Wi-Fi. The Wi-Fi usage was utilized over 11,321 times, an increase of 7%. With the loss of the Technology Librarian early in 2016, computer instruction was put on hold until the fall. Classes that were offered included: *Introduction to Internet, Email, Google Docs and Drive, Microsoft Word, Microsoft Excel, and Facebook*. Users continue to come to the Library for individual assistance with their e-readers, tablets, and smartphones. Not only does the Library provide access to downloadable eBooks, but also to downloadable audiobooks, magazines, music and videos. The public fax service available at the Library continued to be used regularly. This past year a library server had been replaced as well as three public print stations. The website redesign also began and a new website should go live in 2017. During the next year the library is also planning to transition staff email from its current platform to Gmail.

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	\$ 73,084
Employee Benefits	23,238
Contractual	49,852
Materials & Supplies	<u>6,000</u>
Total	\$152,174



Outcomes:

- In 2016, 169,548 people visited the Library, which is 6.4 visits per capita.
- In addition, the meeting rooms were used 3,111 times with a total attendance of 17,331.

Major Changes / Accomplishments / Outlook:

1. Collaboration remains a central theme at the Wethersfield Library. Library staff regularly engage with local schools, community groups, organizations, associations, businesses, and other Town departments. A couple of highlights include:
 - Library users donated 1,760 items to the Wethersfield Food Bank through the Food for Fines project.
 - In December, Library users donated 382 hats, gloves, scarves, and other warm wearables through the Library’s Mitten Tree project. These were given to the Social Services Department for distribution.
2. In addition to reaching out to others in the community, the Library also serves as a community gathering place. Fifty-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, 25 different book discussion groups requested material, many on a monthly basis. People also used the Library without walking through the doors by utilizing the Library’s website, which will be redesigned in 2017.

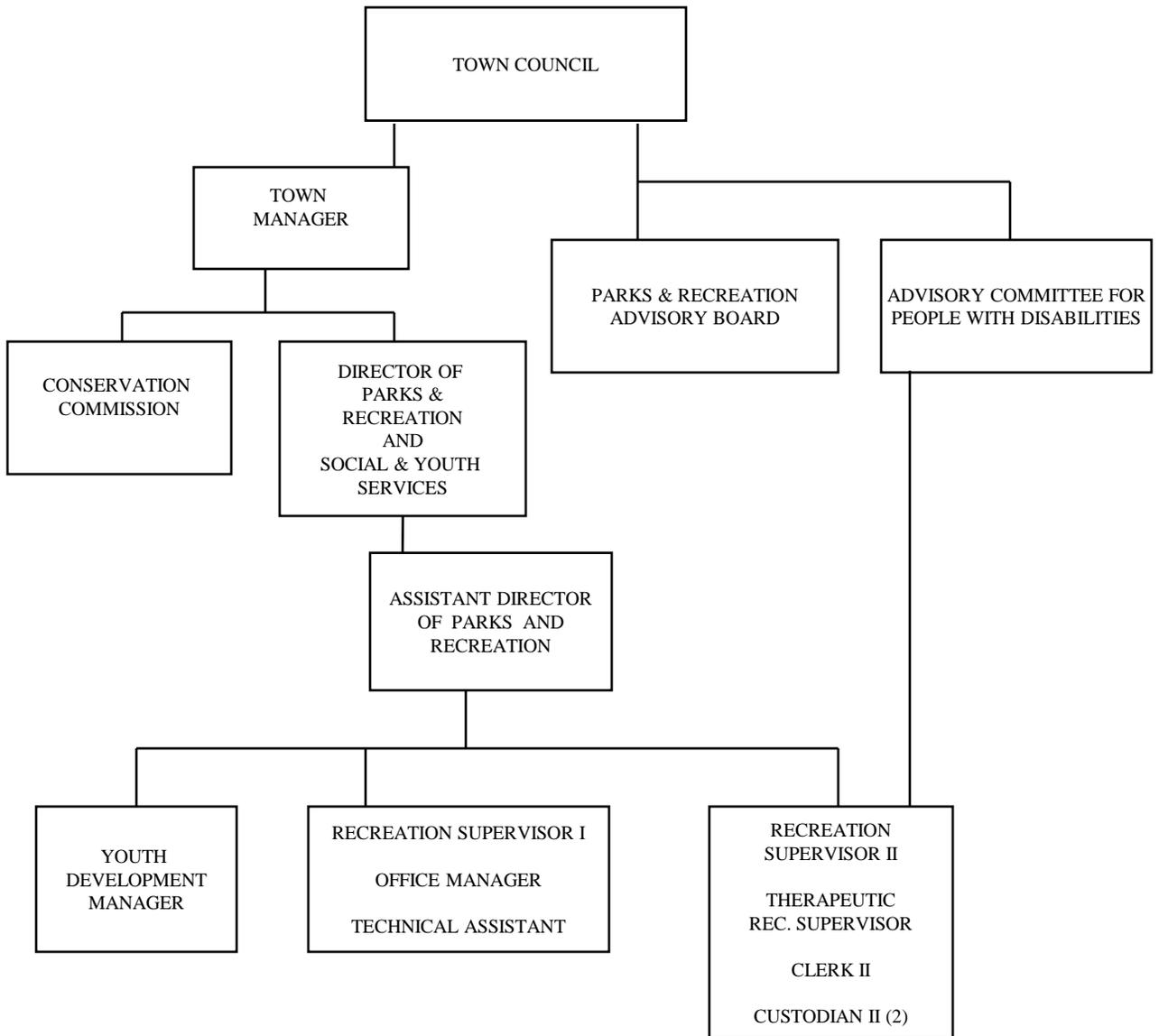
3. As the website redesign project began, a separate re-branding/logo project proved necessary. At the end of 2016 a small committee of staff, residents, and library board members was tasked with working with a designer to come up with a new brand and logo for the library. The newly redesigned website, brand, and logo are expected to be unveiled in 2017.
4. The Library continues to host a vibrant volunteer program, staffed primarily by Wethersfield residents including a student from Wethersfield High School. 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.
5. During 2016 the Library sought professional architectural services for a possible interior redesign. The goal of the project is to make three main areas within the Library more inviting and easier to utilize. Specifically the plan includes: relocation and enlargement of the current teen space; relocation of the new materials collection from the back of the library to the front; and a redesign of half the mezzanine area. At the end of 2016, architect Jim Lothrop presented conceptual designs to the Library Board. A decision will be made in 2017 whether to move forward with this capital project.
6. Finally, to meet the changing needs of our community the Library Board will begin the process of re-envisioning the library and the services it provides. To that end, the Library will engage a consultant or firm to provide strategic planning services that will result in a comprehensive, actionable, and forward-looking strategic plan for fiscal years 2018-2022.

2017-2018 Proposed Budget with Expenditure History

PUBLIC LIBRARY

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
PERSONAL SERVICES							
SAL/WAGES	1,056,234	1,056,115	1,101,613	1,084,093	1,172,166	1,213,622	1,232,862
	1,056,234	1,056,115	1,101,613	1,084,093	1,172,166	1,213,622	1,232,862
EMPLOYEE BENEFITS							
FICA/LIFE	74,181	74,960	77,866	77,520	74,175	84,649	87,551
HEALTH INS	191,079	206,450	175,396	190,096	196,342	196,269	174,886
PENSION	54,125	64,657	79,132	105,346	102,365	115,485	115,450
DC PENSION	-	-	-	5,868	661	12,280	16,499
WC PREM	-	1,382	1,618	2,387	2,328	2,138	2,168
	319,385	347,449	334,012	381,217	375,871	410,821	396,554
CONTRACTUAL							
COPY - EXT	500	500	600	626	111	600	600
CONF/TRAIN	4,106	4,369	4,451	4,889	5,005	5,150	5,150
RECRUITMT	336	83	1,470	40	286	-	-
PROF SERV	-	-	-	-	-	1,000	1,000
PROGRAMS	3,061	3,937	5,234	5,665	5,372	5,150	5,150
SUPPORT SV	69,021	79,746	75,883	83,221	97,261	91,078	87,910
CUSTODIAL	25,930	26,217	25,792	26,949	25,882	30,000	28,000
POSTAGE	87	106	294	49	240	100	100
LABOR REL	-	-	-	-	20,010	-	-
TELECOMM	12,023	11,507	11,368	11,321	9,572	12,452	17,852
OFF MCH SV	1,404	7,150	9,700	14,669	12,250	13,000	13,784
REP & MAINT	727	4,091	4,514	40,657	4,426	4,000	4,000
	117,195	137,706	139,306	188,086	180,415	162,530	163,546
MATERIALS & SUPPLIES							
AGCY SUPL	12,986	11,980	17,053	15,529	15,732	14,025	14,025
BLDG SUPL	15,337	7,173	9,793	16,923	7,784	6,000	6,000
OFFICE SUP	17,788	14,578	16,353	15,696	14,464	15,000	15,000
	46,111	33,731	43,199	48,148	37,980	35,025	35,025
CAPITAL OUTLAY							
LIBR BOOKS	126,088	141,826	152,015	158,940	141,616	134,505	134,505
IT EQ/SOFT	-	19,377	15,000	16,216	17,633	17,000	14,000
FURNSHNGS	-	-	-	-	2,263	2,500	-
	126,088	161,203	167,015	175,156	161,512	154,005	148,505
Totals:	1,665,013	1,736,204	1,785,145	1,876,700	1,927,944	1,976,003	1,976,492

PARKS AND RECREATION





PARKS & RECREATION

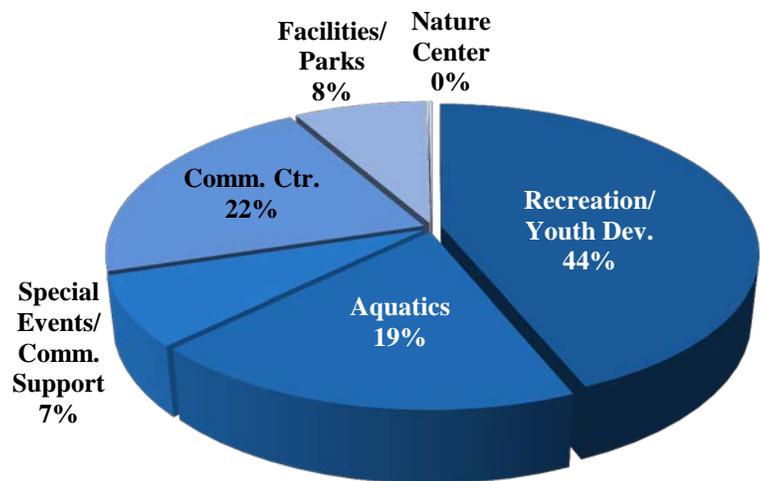
MISSION STATEMENT:

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	\$ 771,461	44%
Aquatics	332,929	19%
Special Events/Community Support	131,889	7%
Community Center	379,626	22%
Facilities/Parks	141,565	8%
Nature Center	4,100	0%
Total	\$1,761,570	100%



PERSONNEL DATA SUMMARY

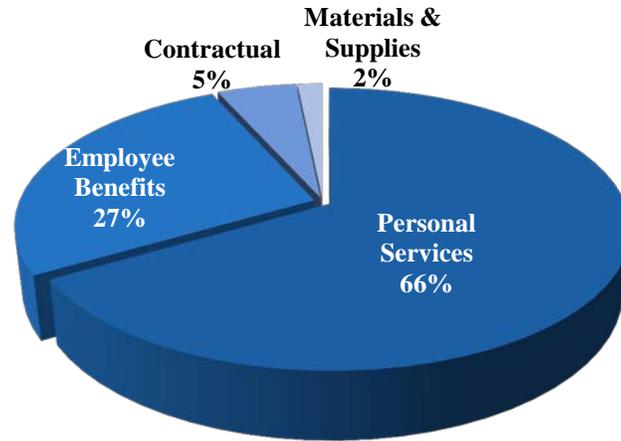
POSITION	2015/2016 <u>Actual</u>	2016/2017 <u>Adopted</u>	2016/2017 <u>Actual</u>	2017/2018 <u>Proposed</u>
Parks & Recreation Director	1.0	1.0	1.0	1.0
Parks & Rec. Asst. Director	1.0	1.0	1.0	1.0
Recreation Supervisors	2.0	2.0	2.0	2.0
Therapeutic Rec. Supervisor	1.0	1.0	1.0	1.0
Youth Development Manager	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)	1.4	1.4	1.4	1.4
<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	.10
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	\$513,658
Employee Benefits	206,181
Contractual	39,377
Materials & Supplies	12,245
Total	\$771,461



Outcomes:

- Increase overall enrollment to 89% of planned capacity of classes.
- Continue partnership with the Keane Foundation to offer additional afterschool programs at each elementary school
- Provide opportunities for positive youth development including healthy habits, socialization and community involvement.

Major Changes / Accomplishments / Outlook:

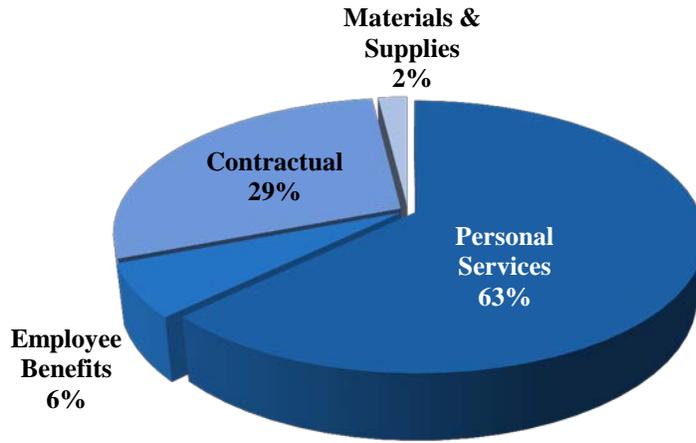
The Keane after school programs have been very successful in the five elementary schools. Each school has averaged 5 enrichment programs with approximately 300 students registered per season. Expenses have increased due to the increase in the minimum wage. The goals for the upcoming budget year are to increase enrollments in the classes, camps and programs by 1% and continue the partnership with the Keane Foundation with after school programs in the elementary schools.

Recreation	Actual	Actual	Actual	Actual	Actual	Actual	Estimate	Projected
Program Statistics	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
# of programs	201	232	232	231	234	249	298	300
% at capacity	84%	83%	85%	87%	86%	88%	88%	89%
% revenue/expenses	19%	17%	18%	16%	14%	13%	15%	16%

PROGRAM: AQUATICS: Aquatics program encompasses all classes and activities 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	\$209,166
Employee Benefits	21,049
Contractual	96,154
Materials & Supplies	<u>6,560</u>
Total	\$332,929



Outcomes:

- Maintain swim lesson enrollment and achieve 84% of planned capacity for classes.
- Provide programs that teach children to swim and be safe in the water.
- Increase swim lesson classes for adult aquatic programs (fitness, lessons).

Major Changes / Accomplishments / Outlook:

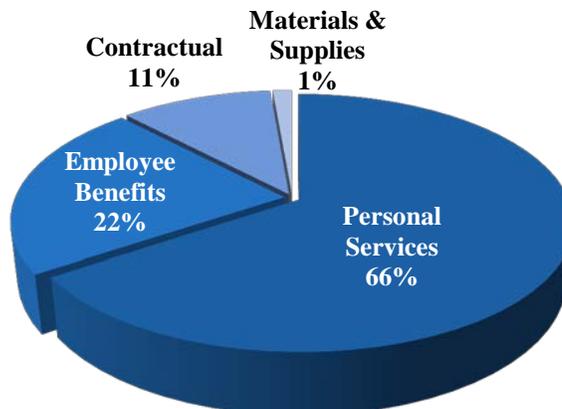
This budget maintains existing swim programs and recreational swim times at the two outdoor pools and indoor pool at the high school. The indoor pool was closed due to renovation in the fall of 2016, so no swim classes or recreational swimming was available. The indoor pool opened in November 2016. The department hosted the Central CT. Swim League Championships in the summer at Willard pool and in January 2017 at the high school pool. Over 700 swimmers participated in each meet.

Aquatics	Actual	Actual	Actual	Actual	Actual	Actual	Estimate	Projected
Program Statistics	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
# of programs	170	172	171	172	126	167	139	170
% at capacity	77%	81%	85%	85%	85%	83%	83%	84%
% revenue/expenses	24%	28%	23%	20%	17%	17%	23%	23%
Pool Attendance	48,540	53,173	48,986	48,634	48,445	59,517	55,000	55,100
Pool Revenue	\$79,463	\$90,096	\$81,847	\$75,130	\$72,232	\$76,316	\$77,000	\$77,000

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, teen theater, garden clubs, Chamber of Commerce and non-profit 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	\$ 86,466
Employee Benefits	29,509
Contractual	14,129
Materials & Supplies	<u>1,785</u>
Total	\$131,889



Outcomes:

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

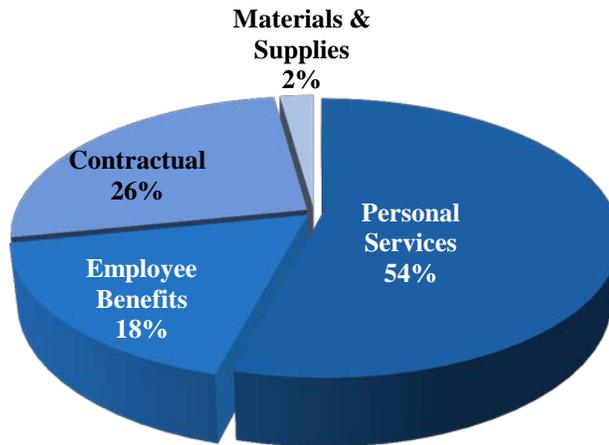
Major Changes / Accomplishments / Outlook:

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 14-16, 2016, the Chamber of Commerce’s Corn Fest on September 17, 2016 & Holidays on Main on Dec. 1, 2016. Also working with the Chamber, fireworks were held again on June 4, 2016. 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. Also at the direction of the Town Council, the Parks & Recreation department will provide a public service contribution to the Wethersfield Seniors.

Program Expenses:

Personal Services	\$205,486
Employee Benefits	67,157
Contractual	98,613
Materials & Supplies	<u>8,370</u>
Total	\$379,626



Outcomes:

- Community Center will increase private and non-profit rentals.
- Provide a place for community organizations to hold meetings, fund raising events and sports team practices.
- Coordinate room usage for recreation, senior citizen, preschool & youth, therapeutic recreation and summer camp programs.

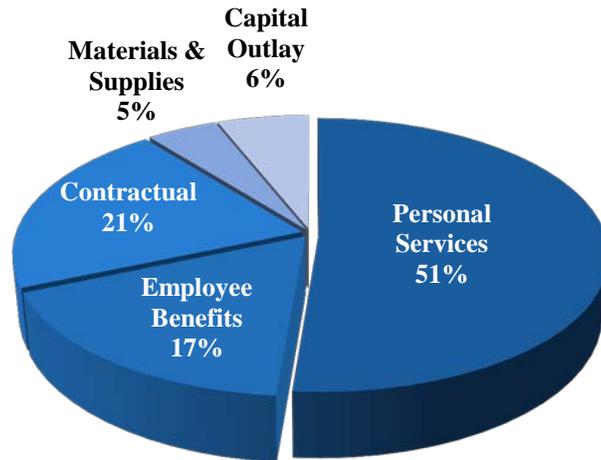
Major Changes / Accomplishments / Outlook:

Facility use for recreation programs and rentals has increased. Senior citizen programs have increased daytime building use. Phase 2 of the asbestos abatement project was completed in February 2017. New tile flooring was installed in the final section of hallway in the west wing of the building and other program rooms.

Community Center	Actual	Actual	Actual	Actual	Actual	Actual	Estimate	Projected
Facility Statistics	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Rentals	386	402	382	392	387	401	405	410
Visitations	114,323	126,010*	118,375	119,054	115,111	120,382	120,500	121,000
% revenue/expenses	14%	14%	14%	13%	12%	12%	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 & town parks 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	\$ 72,657
Employee Benefits	24,368
Contractual	29,485
Materials & Supplies	6,555
Capital Outlay	8,500
Total	\$141,565

Outcomes:

- Athletic field use will achieve 98% of planned capacity for outdoor season.
- Solomon Welles House will increase the number of yearly rentals to 145 for functions.

Major Changes / Accomplishments / Outlook:

This budget maintains existing services. Staff continually research opportunities to help fund park improvements. Capital projects completed during 2016-17 included a new roof at Willard pool and the reconstruction of the bathhouse wall adjacent to the pool, replacement of final section of Mill Woods pool fence, installation of new bleachers at Mill Woods softball field #1 and new backstops for Mill Woods softball fields #3, 4 & 5. Also fencing was replaced at Farms Village Park on Cedar Street. Montanaro soccer field in Mill Woods Park was renovated with drainage and irrigation in the fall of 2016. The Solomon Welles House had a new foundation installed on the north side with sections of rotted wood replaced on this side. Also, the porch ceiling and floor were painted. A feasibility study is being conducted on the exterior of the house for recommendations for permanent repairs. In 2015-16, 142 rentals were held at the Solomon Welles 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	\$4,100
Total	\$4,100



Outcomes:

- Overall class enrollment for the year will achieve 88% of planned capacity.
- Increase visitations by 2%.
- Environmental themed programs for families & children will increase by 5%.

Major Changes / Accomplishments / Outlook:

Summer camp enrollment in 2015 was 776 children; in 2016, 891 children attended camp, an increase of 15%. In the last three years camp enrollment has increased on average 15%. With registration numbers increasing for the summer camp program, revenue has also increased. Fund balance at the end of fiscal year 2015-16 was \$80,244. In June 2016, a new Youth Development Manager was hired to fill a vacancy. This person oversees the Nature Center operation.

Nature Center	Actual	Actual	Actual	Actual	Actual	Actual	Estimate	Projected
Program Statistics	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
# of programs	89	94	111	108	93	91	92	97
% at capacity	82%	78%	79%	79%	83%	86%	87%	88%
Visitations	17,391	18,196	18,009	18,220	19,643	28,453	28,500	29,070
Budget								
Town Funds	\$28,080	\$29,038	\$40,200	\$4,100	\$4,100	\$4,100	\$4,100	\$4,100
Expenses	\$164,999	\$164,878	\$170,653	\$91,656	\$113,422	\$128,803	\$131,830	\$138,726

2017-2018 Proposed Budget with Expenditure History

PARKS & RECREATION

Expense	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
PERSONAL SERVICES							
SAL/WAGES	874,693	862,815	981,663	1,009,778	1,080,066	1,085,606	1,087,433
	874,693	862,815	981,663	1,009,778	1,080,066	1,085,606	1,087,433
EMPLOYEE BENEFITS							
FICA/LIFE	85,286	64,538	71,030	72,361	74,866	76,042	71,849
HEALTH INS	102,949	108,000	100,360	105,078	108,187	109,580	118,261
PENSION	38,935	48,304	66,338	90,282	96,262	108,804	102,043
DC PENSION	-	-	1,613	3,278	3,698	7,027	11,534
WC PREM	-	20,852	25,320	33,448	32,073	41,633	44,577
	227,170	241,694	264,661	304,447	315,086	343,086	348,264
CONTRACTUAL							
COPY - EXT	940	579	1,138	675	540	1,050	1,050
CONF/TRAIN	4,223	4,093	4,401	3,878	4,322	5,120	5,120
SUPPORT SV	9,345	5,515	9,130	12,384	11,167	11,131	21,131
CUSTODIAL	176	197	214	198	181	215	215
WATER	34,957	44,615	59,914	70,060	61,250	93,756	98,946
ELECTRIC	63,734	68,650	68,943	67,820	69,619	54,987	56,347
GAS	14,246	11,975	15,969	14,750	10,091	21,225	23,299
RENTAL	16,082	20,457	26,295	22,126	23,023	25,300	25,300
OFF MCH SV	776	584	560	-	1,702	850	850
PUB CONTRB	9,500	7,396	8,832	7,700	10,200	13,000	13,000
REP & MAINT	34,062	57,654	67,651	63,864	60,364	32,500	32,500
	188,041	221,715	263,047	263,455	252,459	259,134	277,758
MATERIALS & SUPPLIES							
HEAT OILS	10,972	11,801	13,287	11,147	4,299	3,000	2,790
AGCY SUPL	10,100	9,241	11,545	11,978	10,549	11,310	11,310
CLOTHING	4,511	4,238	3,919	2,659	2,356	4,965	4,965
CHEM SUPL	31,554	29,535	24,524	34,616	37,903	-	-
BLDG SUPL	10,046	10,386	9,784	10,345	11,159	10,950	10,950
OFFICE SUP	2,895	3,051	3,145	3,273	2,434	3,300	3,300
OTHER SUPL	1,799	1,687	2,795	2,155	2,311	2,200	2,200
	71,877	69,939	68,999	76,173	71,011	35,725	35,515
CAPITAL OUTLAY							
EQUIPMENT	28,575	6,921	3,686	7,522	8,517	8,500	8,500
PK IMPROV	-	-	2,829	-	-	4,100	4,100
	28,575	6,921	6,515	7,522	8,517	12,600	12,600
Totals:	1,390,356	1,403,084	1,584,885	1,661,375	1,727,139	1,736,151	1,761,570



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:

It is expected that all of the contingency allocation will be spent during the fiscal year 2016-17, mostly due to winter storm-related costs.

2017-2018 Proposed Budget with Expenditure History

CONTINGENCY

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
CONTINGENCY & OTHER							
CONTINGENCY	-	-	-	-	-	350,000	340,000
	-	-	-	-	-	350,000	340,000
Totals:	-	-	-	-	-	350,000	340,000

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; and (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 shows the amount of expenditures used to pay debt service and shows budget flexibility. Other measures the Town might consider are debt per capita, debt to income and market value per capita.

2017-2018 Proposed Budget with Expenditure History

DEBT SERVICE

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
DEBT SERVICE							
PRINCP PMT	2,550,000	2,790,000	2,325,000	2,320,000	3,165,000	3,823,000	4,300,885
INTEREST	1,019,423	909,019	911,246	1,047,577	1,220,547	1,362,048	1,613,139
BOND ISSUE	-	62,753	-	-	-	-	-
	3,569,423	3,761,772	3,236,246	3,367,577	4,385,547	5,185,048	5,914,024
Totals:	3,569,423	3,761,772	3,236,246	3,367,577	4,385,547	5,185,048	5,914,024



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>	\$605,000	Liability, Property, Auto (LAP) Insurances
	45,900	Other Insurances
	32,500	Agent of Record
	\$683,400	

Other insurance costs are charged to the Board of Education and Town departmental budgets as follows:

737,200	Worker's compensation
9,300,671	Health Insurance

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 two year rate stabilization agreement for Liability, Property, and Automobile (LAP) insurance coverage which began in FY17. The agreement includes a 5% reduction in rates for FY17 and a 0% increase for FY18. The premium for the builders risk policy on the high school is not included. The agreement also includes a 3% increase in the workers compensation rates for FY17. FY18 rates were left subject to pricing based on loss experience. Recently, CIRMA has offered a 5% rate reduction for FY18 including up to 3% increase in payroll.

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 FY18 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 \$9,300,671, of which \$2,367,093 is reflected in departmental budgets, net of premium sharing. The health insurance budget for Town, Police and Library retirees is estimated to be \$1,460,287, 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.

2017-2018 Proposed Budget with Expenditure History

INSURANCE

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
EMPLOYEE BENEFITS							
WC PREM	-	-	-	-	12,001	-	-
	-	-	-	-	12,001	-	-
CONTRACTUAL							
PROF SERV	31,000	29,098	31,000	31,000	32,550	31,000	32,500
BOE INS	161,244	162,322	170,777	178,450	180,599	176,250	203,000
INSURANCE	403,890	393,064	417,480	471,550	432,550	440,400	447,900
	596,134	584,484	619,257	681,000	645,699	647,650	683,400
Totals:	596,134	584,484	619,257	681,000	657,700	647,650	683,400



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.

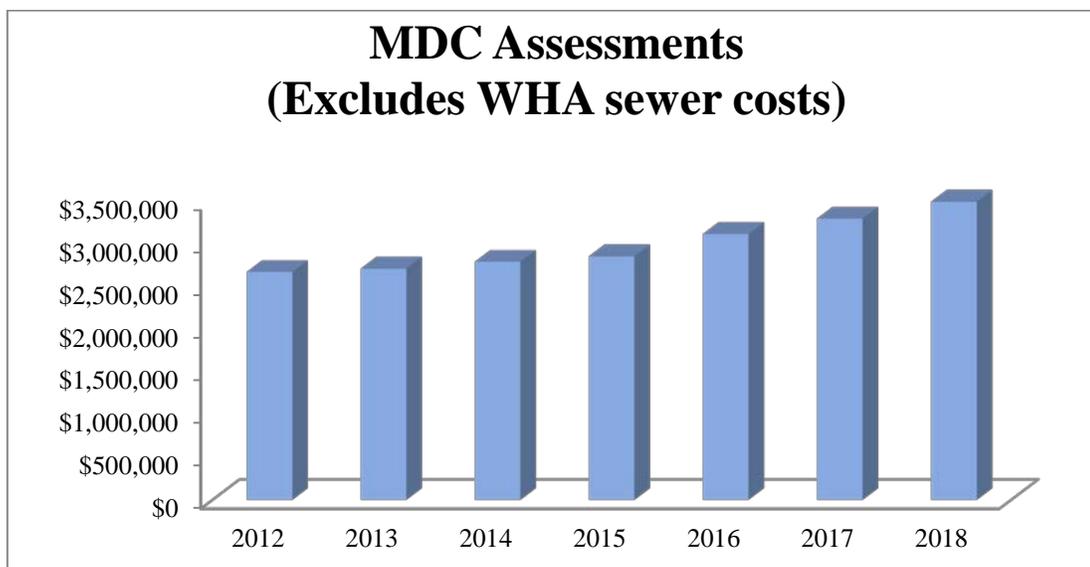
Work on the \$2.5 billion MDC Clean Water Project continues. Completion is expected by 2021. The project will remediate the approximately 1 billion gallons of combined wastewater and storm water that is released into area waterways annually. In both 2006 and 2013, \$800 million dollars was approved by 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	\$3,508,450
Housing Authority Sewer Subsidy	<u>42,000</u>
Total	\$3,550,450

In addition to the annual levy, in December 2016, the MDC levied a contingent ad valorem tax of \$7,973,600 on its eight member municipalities in the event that the third and/or fourth installments (i.e., July and October 2017) of the annual levy are not paid in full by all member municipalities. The contingency was prompted by the City of Hartford's announcement that it projects a budget deficit for the year ended June 30, 2017 that will deplete its \$8.4 million fund balance. Furthermore, the City's forecasted deficit for the year ended June 30, 2018 is \$33 million.

The Town's share of this additional levy is \$652,100. On February 21, 2017, the Town Council approved a resolution stating, in part: "... NOW THEREFORE, BE IT RESOLVED that the Town of Wethersfield hereby expresses its position that the MDC lacks the authority under its Charter, or otherwise to create a Reserve Fund to be funded by member towns to cover the City of Hartford's potential unpaid 2017 ad valorem payments to the MDC, and the Town of Wethersfield objects to making such payments". Therefore, the reserve amount assessed to the Town of Wethersfield of \$652,100 has not been included in the proposed budget.



2017-2018 Proposed Budget with Expenditure History

METROPOLITAN DISTRICT TAX

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
CONTRACTUAL							
SEWER	2,674,400	2,713,800	2,794,100	2,858,150	3,120,800	3,300,550	3,508,450
HOUS AUTH	24,218	37,767	35,470	35,855	27,569	42,314	42,000
	2,698,618	2,751,567	2,829,570	2,894,005	3,148,369	3,342,864	3,550,450
Totals:	2,698,618	2,751,567	2,829,570	2,894,005	3,148,369	3,342,864	3,550,450



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 CIP and CNEF programs for Fiscal Year 2017-18 budget is provided in Sections D and E respectively.

<u>Program Expenses:</u>	\$ 901,000	Capital Improvement Projects
	\$ 917,708	Capital Non-recurring (CNEF) - Other
	\$ 1,818,708	

Major Changes / Accomplishments / Outlook:

Capital Improvement Program: The proposed 2017-18 budget includes \$901,000 dollars for various capital projects. They include drainage improvements and facility repair and enhancements. A list of the projects included in the adopted 2017-18 capital improvement program is detailed in Section D. All of the projects are funded by a transfer from the General Fund.

Capital and Non-Recurring Expense: The proposed 2017-18 budget transfer of \$917,889 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 reserve account to be used for future purchases. A detailed presentation of the adopted CNEF program for Fiscal Year 2017-18 budget is provided in Section E.

2017-2018 Proposed Budget with Expenditure History

TRANSFERS OUT TO OTHERS

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
OTHER FINANCE USES							
XFERS OUT	31,538	480,200	1,042,542	612,236	947,003	-	-
XFR CAPITL	1,200,000	700,000	810,000	1,103,000	815,000	903,000	901,000
XFR CNEF	672,655	662,327	702,900	856,361	945,236	917,889	917,708
	1,904,193	1,842,527	2,555,442	2,571,597	2,707,239	1,820,889	1,818,708
Totals:	1,904,193	1,842,527	2,555,442	2,571,597	2,707,239	1,820,889	1,818,708



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	\$ 144,000
Heart & Hypertension	55,000
Retiree Medical Expense	1,460,287
Other Retiree Medical expense	213,000
Transfer to the OPEB Trust	<u>610,000</u>
Total	\$2,482,287

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 FY18 the Town will contribute \$610,000 and the Board of Education will contribute \$390,000, for a total contribution of \$1,000,000.

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). Costs for retiree medical expenses are projected to increase by \$223,000 over FY17 budgeted amounts or 9% due to the increase in retirees receiving these benefits as well as medical inflation.

2017-2018 Proposed Budget with Expenditure History

RESERVE FOR RETIREES

Expense	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
CONTRACTUAL							
PMTS TO OTHER GOV	-	-	-	-	28,536	-	-
ABSENCES	50,000	47,000	47,000	47,000	47,000	113,000	144,000
	50,000	47,000	47,000	47,000	75,536	113,000	144,000
OTHER FINANCE USES							
HEART/HYPR	80,500	80,500	80,500	54,000	55,000	55,000	55,000
RETIR MED	1,141,623	1,069,263	1,169,772	1,168,562	1,254,217	1,400,450	1,673,287
XFR OPEB	-	-	122,000	244,000	366,000	488,000	610,000
	1,222,123	1,149,763	1,372,272	1,466,562	1,675,217	1,943,450	2,338,287
Totals:	1,272,123	1,196,763	1,419,272	1,513,562	1,750,753	2,056,450	2,482,287



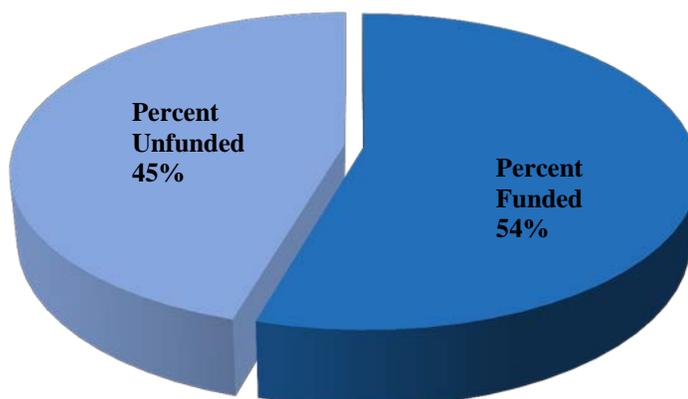
NON-DEPARTMENTAL State Teachers Retirement Contribution

Contained within the Governor's proposed 2017-2018 State Budget is a provision for Towns to now pay a portion of what had been a state cost for pension contributions for public school teachers. The amount of the cost shift equals one-third of the total required annual contribution towards the Teacher's Pension Fund. It is anticipated that this amount will increase over the next several years.

The legality of such a cost shift is still uncertain, nevertheless, the amount contained within the Town of Wethersfield Proposed 2017-2018 Town Budget to pay for this new mandate is \$2,801,870.

The State Teacher's Pension Fund as of their last valuation was 54% funded. Teachers contribute 6.0 percent (6.0%) of their salaries to their pensions

State Teachers Retirement Contribution



2017-2018 Proposed Budget with Expenditure History

STATE TEACHERS RETIREMENT CONTRIBUTION

<u>Expense</u>	<i>Actual</i>					Adopted	Proposed
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
OTHER FINANCE							
PMTS TO OTHER GOV	-	-	-	-	-	-	2,801,870
	-	-	-	-	-	-	2,801,870
Totals:	-	-	-	-	-	-	2,801,870

SECTION D

CAPITAL IMPROVEMENTS



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 \$51,886,421. This includes \$18,154,421 from the General Fund, \$1,375,000 in state or federal grants, and \$32,357,000 in local bonds. 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 2017-18 Proposed Town of Wethersfield Budget, the Capital Improvement Program allocation is \$901,000 all funded through the General Fund. The recommended projects by category are:

Community and Economic Development: The Proposed 2017-2018 budget includes \$50,000, all from the General Fund for continuing the Facade Loan Program. This program is a matching grant program for local businesses to update their building's exteriors.

Drainage: For the 2017-2018 Budget, \$30,000 is Proposed to be spent on drainage projects all from the General Fund. These funds will be spent on Storm Water Regulation (MS4) compliance activities.

Fire Safety: The Fire Safety category includes \$36,000 for replacement of the air horns at all three fire stations.

Pavement Maintenance: Proposed funding for fiscal year 2017-2018 is \$75,000 and is for safety improvements on Middletown Avenue.

Parks and Recreation: There is \$155,000 Proposed in 2017-2018 for five projects. The projects include: \$25,000 for playground improvements at the Greenfield Park. The remaining projects are the replacement of asbestos floors at the community center for \$30,000, an allocation of \$25,000 improvements to the ladies room at Community Center, \$25,000 for the design of exterior renovations at the Community Center, and \$50,000 implementation of those improvements at the main entrance of the Community Center.

School Buildings: The Proposed capital plan for school buildings is \$95,000 for replacement of carpet with tile at Emerson Williams Elementary School, \$65,000 and \$30,000 for diving board and diving block replacement at the Wethersfield High School Pool.

Sidewalk Construction: For the 2017-18 budget year, the Sidewalk Construction Program includes two project totaling \$50,000 all from the General Fund. The first project is \$25,000 for partial repairs to the brick pavers on Main Street sidewalks. The second, \$25,000, is for the continued replacement and installation of Americans with Disability Act (ADA) compliant tactile pads at pedestrian ramps.

Town Buildings: For the Town Buildings category, the 2018-2019 Proposed Budget includes \$410,000 all from the General Fund for eight projects. The projects are: \$25,000 for the window replacement reserve fund, \$165,000 for the mechanic's vehicle lift for Physical Services, \$30,000 for asbestos removal and HVAC improvements for Physical Services, \$50,000 towards the eventual replacement of the salt shed at Physical Services, \$65,000 for the consultant that maintains the roofs on Town owned buildings, \$25,000 toward the eventual replacement of the roof on the Solomon Welles House, \$25,000 to be put into the roof replacement reserve, and finally, \$25,000 toward the project to strip and paint the Deming / Standish House.

The Capital Improvement Advisory Committee provided a list of additional projects, in priority order, that they recommend be done if additional funding is available. They are as follows:

1. Solomon Welles House Parking Improvements	\$ 25,000
2. Public address system replacement at elementary schools	\$ 25,000
3. Additional parking at Mill Woods Park	\$ 60,000
4. Landscaping on the west side of Town Hall	\$ 25,000
Total of additional projects:	\$ 135,000

**TOWN OF WETHERSFIELD
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2017-18 THROUGH 2021-22**

(Inclusive of all funding sources)

Fund Summary

Fund	FY18	FY19	FY20	FY21	FY22	5-Year Total
General Fund	\$ 901,000	\$ 9,181,421	\$ 2,879,000	\$ 2,578,000	\$ 2,615,000	\$ 18,154,421
State Grants	-	500,000	875,000	-	-	1,375,000
Local Bond	-	-	-	6,793,000	25,564,000	32,357,000
Grand Total	\$ 901,000	\$ 9,681,421	\$ 3,754,000	\$ 9,371,000	\$ 28,179,000	\$ 51,886,421

Category Summary

Category	FY18	FY19	FY20	FY21	FY22	5-Year Total
Comm. Econ. Dev.	\$ 50,000	\$ 225,000	\$ 175,000	\$ 175,000	\$ 225,000	\$ 850,000
Drainage	30,000	1,560,000	631,000	2,815,000	250,000	5,286,000
Fire Safety	36,000	130,000	50,000	3,500,000	90,000	3,806,000
Pavement Maintenance	75,000	225,000	175,000	184,000	100,000	759,000
Recreation and Parks	155,000	2,026,000	623,000	1,608,000	986,000	5,398,000
School Buildings	95,000	2,439,000	1,335,000	115,000	25,300,000	29,284,000
Sidewalks	50,000	180,000	125,000	182,000	125,000	662,000
Town Buildings	410,000	2,896,421	640,000	792,000	1,103,000	5,841,421
Grand Total	\$ 901,000	\$ 9,681,421	\$ 3,754,000	\$ 9,371,000	\$ 28,179,000	\$ 51,886,421

**TOWN OF WETHERSFIELD
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017-18
(Inclusive of all funding sources)**

SUMMARY OF 2017-2018 CAPITAL BUDGET by FUNDING SOURCE

Line No.	Category	Project Title	General Fund	Grand Total
1	Comm. Econ. Dev.	Facade Loan Program	\$ 50,000	\$ 50,000
2	Drainage	Stormwater Phase 2	30,000	30,000
3	Fire Safety	FH 1, 2 & 3 Air Horns & Tank	36,000	36,000
4	Pavement Maintenance	Middletown Ave. Guiderail/Embankment	75,000	75,000
5	Recreation and Parks	Community Center - Asbestos Abatement PH. 3	30,000	30,000
6	Recreation and Parks	Community Center - Ladies Room	25,000	25,000
7	Recreation and Parks	Community Center - Renov. Design	25,000	25,000
8	Recreation and Parks	Community Center - Renovate Main Exterior Entrance	50,000	50,000
9	Recreation and Parks	Greenfield Park - Playground Equipment	25,000	25,000
10	School Buildings	Emerson Williams - Carpet Removal & Replace VCT	65,000	65,000
11	School Buildings	WHS - Replacement of Pool Equipment	30,000	30,000
12	Sidewalks	Main St. Brick Paver Sidewalk Repair	25,000	25,000
13	Sidewalks	Pedestrian Ramp ADA Replacement (Townwide)	25,000	25,000
14	Town Buildings	Multi Building Window Replacement Escrow Account	25,000	25,000
15	Town Buildings	Physical Services - Replace Mechanic Bay Lift	165,000	165,000
16	Town Buildings	Physical Services Asbestos Rem/Heating/Cooling Replace	30,000	30,000
17	Town Buildings	Physical Services Truck Garage / Salt Shed	50,000	50,000
18	Town Buildings	Roof Consultant PM/RM - Renewal	65,000	65,000
19	Town Buildings	Roof Routine Maintenance	25,000	25,000
20	Town Buildings	Solomon Welles House - Roof Replacement	25,000	25,000
21	Town Buildings	Standish House - Stripping/Painting	25,000	25,000
Grand Total			\$ 901,000	\$ 901,000

**TOWN OF WETHERSFIELD
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2017-18 THROUGH 2021-22**
(Inclusive of all funding sources)

SUMMARY OF 2017-2018 CAPITAL BUDGET

Community and Economic Development

Line No.	Project Title	Source Funds	FY18	FY19	FY20	FY21	FY22
1	Facade Loan Program	General Fund	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
2	Preserve America / Wayfinding Signs (Unfunded Balance)	General Fund	-	-	-	-	50,000
3	Project Design - Undesignated	General Fund	-	25,000	25,000	25,000	25,000
4	Redevelopment	General Fund	-	50,000	50,000	50,000	50,000
5	Seasonal Flags For Light Poles -SDH, Main St, Town Hall	General Fund	-	25,000	-	-	-
6	Silas Deane Hwy. Intersection Plan/Design	General Fund	-	25,000	-	-	-
	Grand Total		\$ 50,000	\$ 225,000	\$ 175,000	\$ 175,000	\$ 225,000

TOWN OF WETHERSFIELD
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2017-18 THROUGH 2021-22
(Inclusive of all funding sources)

SUMMARY OF 2017-2018 CAPITAL BUDGET

Drainage

Line No.	Project Title	Source Funds	FY18	FY19	FY20	FY21	FY22
1	Community Center - Drainage, Behind Center	General Fund	\$ -	\$ 25,000	\$ -	\$ -	\$ -
2	Culvert Replace - Coppermill	General Fund	-	150,000	-	-	-
3	Culvert Replace - Fox Hill	General Fund	-	150,000	-	-	-
4	Culvert Replace - Highland Street	General Fund	-	-	-	-	150,000
5	Culvert Replace - Lantern Lane	General Fund	-	-	150,000	-	-
6	Drainage - Heather Drive/Nott Street	General Fund	-	185,000	-	-	-
7	Dredge - Griswold Pond	General Fund	-	-	-	240,000	-
8	Flood Study Project - Sunset Blvd	General Fund	-	-	200,000	-	-
9	Flood Study Project - Tanglewood	General Fund	-	200,000	-	-	-
10	Goff Brook Water Quality Treatment	General Fund	-	-	100,000	-	-
11	Goff Brook Watershed Dredging	Local Bond	-	-	-	2,500,000	-
12	Highcrest Det. Pond const.	General Fund	-	65,000	-	-	-
13	Misc. Drainage - 222 Ridge Road	General Fund	-	35,000	-	-	-
14	Misc. Drainage Repairs - Various Locations	General Fund	-	50,000	50,000	50,000	50,000
15	Murphy Pond Dam Repairs/Dredge	State Grants	-	500,000	-	-	-
16	Olsen House Ditch (Repair)	General Fund	-	25,000	-	-	-
17	Spillway at Wintergreen Woods	General Fund	-	-	106,000	-	-
18	Spring Street Skate Pond Dam	General Fund	-	150,000	-	-	-
19	Stormwater Phase 2	General Fund	30,000	25,000	25,000	25,000	25,000
20	Test Seal Joints - Various Locations	General Fund	-	-	-	-	25,000
	Grand Total		\$ 30,000	\$ 1,560,000	\$ 631,000	\$ 2,815,000	\$ 250,000

TOWN OF WETHERSFIELD
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2017-18 THROUGH 2021-22
(Inclusive of all funding sources)

SUMMARY OF 2017-2018 CAPITAL BUDGET

Fire Safety

Line No.	Project Title	Source Funds	FY18	FY19	FY20	FY21	FY22
1	FH 1, 2 & 3 Air Horns & Tank	General Fund	\$ 36,000	\$ -	\$ -	\$ -	\$ -
2	Fire House 2 - Cement Stairs	General Fund	-	30,000	-	-	-
3	Fire House 3 - Cabinets & Counters	General Fund	-	10,000	-	-	-
4	Fire Station 1 Addition Schematic Arch Design	General Fund	-	-	50,000	-	-
5	Fire Station 1 Building Expansion	Local Bond	-	-	-	3,500,000	-
6	Fire Station 2 & 3 Exhaust Extractors	General Fund	-	-	-	-	40,000
7	Fire Station 2 & 3 Hose Tower Electric Winch	General Fund	-	30,000	-	-	-
8	Fire Station 2 & 3 Replacement of Air Compressors	General Fund	-	50,000	-	-	-
9	Fire Station 2 Addition Schematic Arch Design	General Fund	-	-	-	-	50,000
10	Fire Station 3 Remodel 2 Flr rooms - Carpeting	General Fund	-	10,000	-	-	-
	Grand Total		\$ 36,000	\$ 130,000	\$ 50,000	\$ 3,500,000	\$ 90,000

TOWN OF WETHERSFIELD
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2017-18 THROUGH 2021-22
(Inclusive of all funding sources)

SUMMARY OF 2017-2018 CAPITAL BUDGET

Pavement Maintenance

Line No.	Project Title	Source Funds	FY18	FY19	FY20	FY21	FY22
1	Community Center - New South Lot	General Fund	\$ -	\$ -	\$ -	\$ 84,000	\$ -
2	Concrete Abutment Repairs - Misc. Locations	General Fund	-	25,000	-	-	-
3	Middletown Ave. Guiderail/Embankment	General Fund	75,000	-	-	-	-
4	Police Headquarters - Parking Lot Mods	General Fund	-	25,000	-	-	-
5	Preserve America - Main St./Hartford Ave.	General Fund	-	20,000	-	-	-
6	Repair Meadow Roads Washout	General Fund	-	-	75,000	-	-
7	Repair Town Parking Lots - Various	General Fund	-	100,000	100,000	100,000	100,000
8	Replace Traffic Signs	General Fund	-	25,000	-	-	-
9	Update Program / Inspect All Roads	General Fund	-	30,000	-	-	-
	Grand Total		\$ 75,000	\$ 225,000	\$ 175,000	\$ 184,000	\$ 100,000

TOWN OF WETHERSFIELD
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2017-18 THROUGH 2021-22
(Inclusive of all funding sources)

SUMMARY OF 2017-2018 CAPITAL BUDGET

Parks and Recreation

Line No.	Project Title	Source Funds	FY18	FY19	FY20	FY21	FY22
1	Charles Wright - Basketball Court Repairs	General Fund	\$ -	\$ 100,000	\$ -	\$ -	\$ 30,000
2	Bleachers Replaced - SDMS & Webb	General Fund	-	25,000	-	-	-
3	Community Center - Asbestos Abatement PH. 2	General Fund	30,000	-	-	-	-
4	Community Center - Ladies Room	General Fund	25,000	-	-	-	-
5	Community Center - Renov Fireside Room	General Fund	-	-	-	-	50,000
6	Community Center - Renov. Design	General Fund	25,000	-	-	-	-
7	Community Center - Renovate 3 Bathrooms	General Fund	-	-	105,000	-	-
8	Community Center - Renovate Main Exterior Entrance	General Fund	50,000	-	-	-	-
9	Community Center - Replace Sidewalks & Drainage	General Fund	-	90,000	-	-	-
10	Cove Park - Boat Ramp	General Fund	-	600,000	-	-	-
11	Cove Park - I-91 Access Road Washout	General Fund	-	-	100,000	-	-
12	Cove Park - Landscaping Shoreline / Vista	General Fund	-	-	-	50,000	-
13	Cove Park - Tree Removal - Channel	General Fund	-	25,000	-	25,000	-
14	Cove Park - Walk Trails / Signs	General Fund	-	-	-	-	42,000
15	Farms Village - Playground Replacement	General Fund	-	75,000	-	-	-
16	Field - Renovate - Soccer / Football / Baseball	General Fund	-	-	-	50,000	-
17	Field - Renovate Mill Woods 1 & 2 / Highcrest	General Fund	-	-	-	-	45,000
18	Field - Soccer - Renovate DiCiccio Field	General Fund	-	35,000	-	-	-
19	Greenfield Park - Playground Equipment	General Fund	25,000	-	-	-	-
20	Mill Woods - Replace Fence	General Fund	-	30,000	-	-	-
21	Mill Woods Field #1 - Replace Bleachers	General Fund	-	35,000	-	-	-
22	Mill Woods Park - Phase 1 & 2	Local Bond	-	-	-	793,000	564,000
23	Mill Woods Park - Soccer Field - Master Plan	General Fund	-	-	-	625,000	-
24	Mill Woods Park - Water Feature	General Fund	-	-	25,000	-	-
25	Mill Woods Parking Lot	General Fund	-	290,000	-	-	-
26	Nature Center - Boiler System	General Fund	-	25,000	-	-	-
27	Nature Center - Window Replacement	General Fund	-	61,000	-	-	-
28	Playground Equipment	General Fund	-	-	130,000	35,000	80,000
29	Solomon Welles - Design/construct Paved Parking & Drain	General Fund	-	270,000	-	-	-
30	Solomon Welles - Painting/Exterior Repairs	General Fund	-	150,000	-	-	-
31	Tennis & Basketball - New Courts	General Fund	-	145,000	65,000	-	-
32	Willard Pool Access Road	General Fund	-	25,000	-	-	-
33	Willard Swim Center - Concrete Walks / Landscaping	General Fund	-	-	-	30,000	-
34	Willard Swim Center - Pave Parking Lot	General Fund	-	-	198,000	-	-
35	Willard Swim Center - Pool Walls	General Fund	-	-	-	-	175,000
36	Willard Swim Center - shelters	General Fund	-	45,000	-	-	-
	Grand Total		\$ 155,000	\$ 2,026,000	\$ 623,000	\$ 1,608,000	\$ 986,000

TOWN OF WETHERSFIELD
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2017-18 THROUGH 2021-22
(Inclusive of all funding sources)

SUMMARY OF 2017-2018 CAPITAL BUDGET

School Buildings

Line No.	Project Title	Source Funds	FY18	FY19	FY20	FY21	FY22
1	Charles Wright - Asbestos Abatement & Floor Tile	General Fund	\$ -	\$ 275,000	\$ -	\$ -	\$ -
2	Charles Wright School - 3 HVAC Unit Replacements	General Fund	-	-	300,000	-	-
3	Cottone Field - Turf Replacement	General Fund	-	900,000	-	-	-
4	Elementary School Door Replacement	General Fund	-	130,000	-	-	-
5	Emerson Williams - Carpet Removal & Replace VCI	General Fund	65,000	-	-	115,000	-
6	Emerson Williams - Replace Unit Ventilation	General Fund	-	-	-	-	300,000
7	Emerson Williams - Window Glass Replacement	General Fund	-	-	160,000	-	-
8	Hammer - Complete Renovation	Local Bond	-	-	-	-	25,000,000
9	Highcrest - AC Café & Building	General Fund	-	320,000	-	-	-
10	Highcrest - Roof Replacement - Gym	General Fund	-	47,000	-	-	-
11	PA System Replacement	General Fund	-	105,000	-	-	-
12	SDMS - Air Handling Unit - Gym	General Fund	-	320,000	-	-	-
13	Silas Deane Middle School - AHU - Gym	General Fund	-	300,000	-	-	-
14	Webb - Window Replacement	State Grants	-	-	875,000	-	-
15	WHS - Replacement of Pool Equipment	General Fund	30,000	-	-	-	-
16	Window Film for Security - Webb/Hammer/Charles Wright	General Fund	-	42,000	-	-	-
Grand Total			\$ 95,000	\$ 2,439,000	\$ 1,335,000	\$ 115,000	\$ 25,300,000

TOWN OF WETHERSFIELD
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2017-18 THROUGH 2021-22
(Inclusive of all funding sources)

SUMMARY OF 2017-2018 CAPITAL BUDGET

Sidewalks

Line No.	Project Title	Source Funds	FY18	FY19	FY20	FY21	FY22
1	Main St. Brick Paver Sidewalk Repair	General Fund	\$ 25,000	\$ 55,000	\$ -	\$ -	\$ -
2	New Sidewalk Comm Cir 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
	Grand Total		\$ 50,000	\$ 180,000	\$ 125,000	\$ 182,000	\$ 125,000

TOWN OF WETHERSFIELD
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2017-18 THROUGH 2021-22
(Inclusive of all funding sources)

SUMMARY OF 2017-2018 CAPITAL BUDGET

Town Buildings

Line No.	Project Title	Source Funds	FY18	FY19	FY20	FY21	FY22
1	Chimney Repairs - Various	General Fund	\$ -	\$ 35,000	\$ -	\$ -	\$ -
2	Contribution to CIP Reserves	General Fund	-	100,000	100,000	100,000	100,000
3	Cove Warehouse (Heat / Electricity)	General Fund	-	25,000	-	-	-
4	Library - Redesign Project	General Fund	-	1,197,421	-	-	-
5	Multi Building Window Replacement Escrow Account	General Fund	25,000	100,000	100,000	100,000	100,000
6	Old Academy - convert boiler to natural gas	General Fund	-	4,000	-	-	-
7	Physical Services - Replace Mechanic Bay Lift	General Fund	165,000	-	-	-	-
8	Physical Services Asbestos Rem/Heating/Cooling Replace	General Fund	30,000	-	-	-	-
9	Physical Services Truck Garage / Salt Shed	General Fund	50,000	50,000	50,000	50,000	50,000
10	Roof Consultant PM/RM - Renewal	General Fund	65,000	65,000	65,000	65,000	65,000
11	Roof Replacement - Town Garage	General Fund	-	400,000	-	-	-
12	Roof Replacement - Fire House 1	General Fund	-	65,000	-	-	-
13	Roof Replacement - Old Academy	General Fund	-	60,000	-	-	-
14	Roof Replacement - Stillman	General Fund	-	425,000	-	-	-
15	Roof Replacement - Webb	General Fund	-	-	-	-	713,000
16	Roof Routine Maintenance	General Fund	25,000	25,000	25,000	25,000	25,000
17	SDMS - Field Renovation	General Fund	-	-	300,000	-	-
18	Solomon Welles House - Roof Replacement	General Fund	25,000	100,000	-	-	-
19	Standish House - Stripping/Painting	General Fund	25,000	175,000	-	-	-
20	Standish House Generator	General Fund	-	-	-	452,000	-
21	Town Hall - Heath Dept. Replacing Carpeting w/Tile	General Fund	-	35,000	-	-	-
22	Town Hall - Move Cooling Tower	General Fund	-	10,000	-	-	-
23	Town Hall - Sally Port Walls	General Fund	-	-	-	-	25,000
24	Town Hall /Landscape	General Fund	-	25,000	-	-	25,000
	Grand Total		\$ 410,000	\$ 2,896,421	\$ 640,000	\$ 792,000	\$ 1,103,000

SECTION E

CAPITAL

NON-RECURRING FUNDS



Capital Non-Recurring Expenditure Fund (CNEF)

CAPITAL AND NONRECURRING EXPENDITURE FUND

	2013-14 <u>Actual</u>	2014-15 <u>Actual</u>	2015-16 <u>Actual</u>	2016-17 <u>Adopted</u>	12/31/2016 <u>Actual</u>
Fund Balance, July 1	\$ 1,192,127	\$ 1,889,173	\$ 1,527,563	\$ 1,884,771	\$ 1,884,771
Revenue					

Proceeds from Capital Lease	3,600,000 *	906,523	518,402	452,262	389,309
Sale of equipment	34,650	25,557	52,934	-	205
Other Income	147,823	27,246	-	47,000	46,081
Transfer-CIP Reserve Fund	-	-	-	-	-
Transfer-General Fund	<u>1,091,780</u>	<u>1,030,666</u>	<u>1,239,139</u>	<u>917,889</u>	<u>917,889</u>
	4,874,253	1,989,992	1,810,475	1,417,151	1,353,484
Expenditures					

Equipment & Related Costs	3,766,123	1,432,470	704,943	774,340	469,740
Lease Payments	411,084	919,132	748,323	821,861	620,084
Transfers out to CIP	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	4,177,207	2,351,602	1,453,266	1,596,201	1,089,824
Fund Balance, June 30	\$ 1,889,173	\$ 1,527,563	\$ 1,884,771	\$ 1,705,721	\$ 2,148,432

* FY2014 Capital Lease for the Town Wide Radio System Replacement.



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 2017-2018 CNEF Proposed Budget includes funding for the replacement of equipment and fleet vehicles as noted in the chart below.

Line No.	Category	Project Title	Funding Source			
			Lease Financing	Grant Funds	General Fund	Use of Reserves
1	Police	Interceptors (4)	\$ 192,090	\$ -	\$ -	\$ -
2	Assessor	2018 Revaluation	-	-	50,000	-
3	Physical Services	Pick-up Truck - Utility Body	42,000	-	-	-
4	Physical Services	Pick-up Truck - 350/Duals	46,000	-	-	-
5	Physical Services	Skid Steer	-	12,616	17,384	25,000
6	Fire	Utility Truck	49,000	-	-	-
7	Fire	SCBA Bottles	-	-	15,500	-
8	Fire	Pagers	-	-	10,000	-
9	Data Services	Backup Server	-	-	-	21,000
10	Data Services	Council Chamber - video controller	-	-	-	9,000
11	Townwide	Cottone Field Turf Replacement	1,000,000	-	-	160,000
12	Building Inspection	Replace 2002 Cavalier	-	-	26,000	-
13	Finance Dept.	Lease payments	-	-	798,824	115,000
	Grand Totals		\$ 1,329,090	\$ 12,616	\$ 917,708	\$ 330,000



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 2017-2018 budget includes a separate mill levy of .32 mills for Real Estate and Personal Property taxes and .25 mills for Motor Vehicle and Motor Vehicle Supplement taxes to raise \$686,568 to fund road improvements. The tax levy combined with Town Aid Road funding of \$400,727, LoCIP funding of \$335,505, and a \$77,200 share of the Municipal Revenue Sharing Motor Vehicle grant from the State of Connecticut, provides a total of \$1,500,000 dedicated to road improvements. By creating a separate fund and imposing separate mill levies, the funds will be identified and dedicated solely to the improvement of roads.

The 2017-2018 Paving Program is expected to complete 3.75 miles of road rehabilitation.

Funding Source	2018
Town Aid	\$ 400,727
LoCIP	335,505
MRSF/Motor Vehicle	77,200
Tax Levy - Road Improvement	686,568
Total	\$1,500,000

SECTION F
OTHER FUNDS



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 donations for 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 activity. Loans are given to businesses for façade improvements and forgiven after 10 years. If the business closes or relocates, the loan must be repaid.

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.

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 the Dog and Skate Park programs.

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 Program, Special Needs and Camp scholarships.

Solomon Welles House - The Recreation Department oversees the rental of the Solomon Welles House. 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.

Barracudas Swim Team – A year-round Youth swim team sponsored by the Parks & Recreation Department.



**SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2016**

	<u>Animal Control</u>	<u>School Cafeteria</u>	<u>State and Federal Grants</u>			<u>Cove Preservation</u>
			<u>Municipal</u>	<u>Education</u>	<u>Police</u>	
Fund Balance July 1	\$ 50,349	\$ 430,478	\$ 32,562	\$ -	\$ 284,472	\$ 249,806
Revenues:						
Intergovernmental revenues		655,936	131,158	1,978,119	196,897	
Licenses, fees and permits	16,007					
Charges for services		876,526				24,975
Interest and dividends					1,784	704
Donations					550	
Other revenue			6,250	25,000	3,315	
Total revenues	<u>16,007</u>	<u>1,532,462</u>	<u>137,408</u>	<u>2,003,119</u>	<u>202,546</u>	<u>25,679</u>
Expenditures:						
Current:						
Public safety	11,306				34,181	
Recreation and parks						275
Social services						
General government			110,147			
Education		1,435,759		1,807,944		
Capital outlay			30,181		160,852	
Total expenditures	<u>11,306</u>	<u>1,435,759</u>	<u>140,328</u>	<u>1,807,944</u>	<u>195,033</u>	<u>275</u>
Excess (Deficiency) of Revenues over Expenditures	<u>4,701</u>	<u>96,703</u>	<u>(2,920)</u>	<u>195,175</u>	<u>7,513</u>	<u>25,404</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	4,701	96,703	(2,920)	195,175	7,513	25,404
Fund Balance June 30	<u>\$ 55,050</u>	<u>\$ 527,181</u>	<u>\$ 29,642</u>	<u>\$ 195,175</u>	<u>\$ 291,985</u>	<u>\$ 275,210</u>

(Continued on next page)



**SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2016**

	<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	\$ 8,526	\$ 134,268	\$ 49,869	\$ 259,765	\$ 5,754
Revenues:					
Intergovernmental revenues		69,813			
Licenses, fees and permits					
Charges for services			153,632	819,904	
Interest and dividends	23				
Donations			1,445		
Other revenue	-	-			
Total revenues	<u>23</u>	<u>69,813</u>	<u>155,077</u>	<u>819,904</u>	<u>-</u>
Expenditures:					
Current:					
Public safety				620,834	
Recreation and parks			128,802		
Social services					
General government		72,754			
Education					
Capital outlay	-				
Total expenditures	<u>-</u>	<u>72,754</u>	<u>128,802</u>	<u>620,834</u>	<u>-</u>
Excess (Deficiency) of Revenues over Expenditures	<u>23</u>	<u>(2,941)</u>	<u>26,275</u>	<u>199,070</u>	<u>-</u>
Other Financing Sources (Uses)					
Transfers in			4,100		
Transfers out				(90,000)	
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>4,100</u>	<u>(90,000)</u>	<u>-</u>
Net Change in Fund Balances	23	(2,941)	30,375	109,070	-
Fund Balance June 30	<u>\$ 8,549</u>	<u>\$ 131,327</u>	<u>\$ 80,244</u>	<u>\$ 368,835</u>	<u>\$ 5,754</u>

(Continued on next page)



**SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2016**

	<u>Agricultural Land Preservation</u>	<u>Recreation Fund</u>	<u>Community Development Fund</u>	<u>Park Programs</u>	<u>Social and Youth Services</u>
Fund Balance July 1	\$ 361,609	\$ 685,651	\$ 19,370	\$ 16,607	\$ 539,432
Revenues:					
Intergovernmental revenues					5,817
Licenses, fees and permits					
Charges for services		486,397		1,529	50,382
Interest and dividends	976				1,154
Donations		5,589	4,755	226	75,995
Other revenue		-			
Total revenues	<u>976</u>	<u>491,986</u>	<u>4,755</u>	<u>1,755</u>	<u>133,348</u>
Expenditures:					
Current:					
Public safety					
Recreation and parks		493,684		155	
Social services					100,078
General government			4,195		
Education					
Capital outlay					
Total expenditures	<u>-</u>	<u>493,684</u>	<u>4,195</u>	<u>155</u>	<u>100,078</u>
Excess (Deficiency) of Revenues over Expenditures	<u>976</u>	<u>(1,698)</u>	<u>560</u>	<u>1,600</u>	<u>33,270</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	976	(1,698)	560	1,600	33,270
Fund Balance, June 30	<u>\$ 362,585</u>	<u>\$ 683,953</u>	<u>\$ 19,930</u>	<u>\$ 18,207</u>	<u>\$ 572,702</u>

(Continued on next page)



**SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2016**

	<u>Social and Youth Services</u>	<u>Solomon Welles House</u>	<u>Pitkin Community Center</u>
Fund Balance July 1	\$ 539,432	\$ 511	\$ 20,941
Revenues:			
Intergovernmental revenues	5,817		
Licenses, fees and permits			
Charges for services	50,382	10,008	51,837
Interest and dividends	1,154		
Donations	75,995		
Other revenue			
Total revenues	<u>133,348</u>	<u>10,008</u>	<u>51,837</u>
Expenditures:			
Current:			
Public safety			
Recreation and parks		9,957	54,521
Social services	100,078		
General government			
Education			
Capital outlay			
Total expenditures	<u>100,078</u>	<u>9,957</u>	<u>54,521</u>
Excess (Deficiency) of Revenues over Expenditures	<u>33,270</u>	<u>51</u>	<u>(2,684)</u>
Other Financing Sources (Uses)			
Transfers in			
Transfers out			
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	33,270	51	(2,684)
Fund Balance June 30	<u>\$ 572,702</u>	<u>\$ 562</u>	<u>\$ 18,257</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. The fund provides pension benefits for full-time personnel with the exception of Board of Education teachers covered under the State Teachers' Retirement System.

Other Post Employment Benefit Trust Fund

To account for 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 revenues or monies provided by donors for non-recurring expenses such as the acquisition of additional Library materials or other Library needs or services.

Jane Sjoman Library Trust Fund - To account for a gift from Jane Sjoman to the Wethersfield Library. Any expenditures are to be used for books or other items for the adult collection.

Mayor Volunteer Recognition Fund - Former Mayor, Betty Rosania created the fund and the Mayor 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 Board of Park Commissioners.

Frank Weston Trust Fund - To account for funds bequeathed to the Town 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.

Firefighters Trust Fund - To account for benefits to be paid to the firefighters upon retirement.

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.

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 or are not eligible for 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 and other misc. expenses for the Police 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 the income and expenses to conduct the men's softball league in Town.



**TRUST FUNDS
FOR THE YEAR ENDED JUNE 30, 2016**

	Pension Trust Fund	OPEB Trust Fund	Private Purpose Trust Funds
	<u> </u>	<u> </u>	<u> </u>
Net Position at Beginning of Year	\$ 84,872,246	\$ 11,339,564	2,030,636
Revenue			
Employer Contributions	2,393,435	2,217,720	35,000
Plan member Contributions	1,063,188	601,276	-
Net appreciation (depreciation) in fair value of investments	(1,955,762)	(6,599)	(2,091)
Interest and dividends	1,206,500	288,266	59,211
Other	-	76,920	50,538
Total Revenue	<u>2,707,361</u>	<u>3,177,583</u>	<u>142,658</u>
Expenditures:			
Benefits	5,612,521	2,466,008	-
Administration expense	373,853	102,669	-
Other	-	-	68,997
Total Expenditures	<u>5,986,374</u>	<u>2,568,677</u>	<u>68,997</u>
Transfer from Medical Self Insurance Reserves:	-	-	-
Net Position at End of Year	<u><u>\$ 81,593,233</u></u>	<u><u>11,948,470</u></u>	<u><u>2,104,297</u></u>



**PRIVATE PURPOSE TRUST FUNDS
FOR THE YEAR ENDED JUNE 30, 2016**

		<u>Mayors Volunteer Recognition</u>	<u>Public Library Trust</u>	<u>Library Legacy Trust</u>	<u>J. Sjoman 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	\$	29	\$ 89,028	\$ 3,354	\$ 306,866	\$ 16,035	\$ 223,668	\$ 16,188	\$ 1,372,659
Revenue:									
Contributions			19,925						35,000
Intergovernmental			18,339						
Other			8,778						
Transfers In			3,496						
Income on investments		6	156	142	10,264	35	11,748	34	34,735
Total Revenue		<u>6</u>	<u>50,694</u>	<u>142</u>	<u>10,264</u>	<u>35</u>	<u>11,748</u>	<u>34</u>	<u>69,735</u>
Expenditures:									
Other expenses			14,995				1,568		48,938
Transfers Out				3,496					
Total expenditures		<u>0</u>	<u>14,995</u>	<u>3,496</u>	<u>0</u>	<u>0</u>	<u>1,568</u>	<u>0</u>	<u>48,938</u>
Net position at beginning of year	\$	<u>35</u>	<u>124,727</u>	<u>0</u>	<u>317,130</u>	<u>16,070</u>	<u>233,848</u>	<u>16,222</u>	<u>1,393,456</u>



AGENCY FUNDS

CHANGES IN ASSETS AND LIABILITIES

**Activity For Period Ending June 30, 2016
and Balance as of December 31, 2016**

<u>PROGRAM</u>	<u>BALANCE 7/1/2014</u>	<u>ADDITIONS</u>	<u>DEDUCTIONS</u>	<u>ACTUAL BALANCE 6/30/2016</u>	<u>ACTUAL BALANCE* 12/31/2015</u>
Wethersfield Teen Theater	23,942	7,149	8,668	22,424	24,559
Wethersfield Ski/Snowboard Club	5,169	9,731	9,503	5,397	5,797
Wethersfield Men's Softball	6,864	-	-	6,864	6,864
Barricudas Swim Team	80,059	40,661	30,049	90,671	97,669
Handicapped	10,897	30	325	10,602	10,623
Wethersfield Fuel Bank	62,212	6,893	2,132	66,973	67,667
Youth Advisory Board	7,043	-	1,171	5,872	5,872
Jefferson House	324	-	-	324	324
Police Canine Account	7,760	1,765	9,243	282	5,154
Engineering Securites	23,191	10,000	8,100	25,091	22,091
Total	\$ 227,461	\$ 76,229	\$ 69,190	\$ 234,500	\$ 246,621

*Actual balance for period ending December 31, 2016 is net of Revenue and Expenditures for July 1, 2016 through December 31, 2016.



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, 2016**

	<u>Heart and Hypertension</u>	<u>Hospital Medical Insurance</u>
Net Position at beginning of Year	\$ 498,939	\$ 2,592,252
Revenue		
Contributions	55,000	10,082,946
Transfers In	0	0
Income on investments	2,163	7,359
Other	0	0
Total revenue	<u>57,163</u>	<u>10,090,305</u>
Expenditures		
Employee benefits	141,877	8,009,994
Other expenses	0	302,543
Total expenditures	<u>141,877</u>	<u>8,312,537</u>
Transfer out to OPEB Trust	0	0
Net Position at End of Year	<u>\$ 414,225</u>	<u>\$ 4,370,020</u>

SECTION G
BONDED INDEBTEDNESS

BONDED INDEBTEDNESS – PRINCIPAL & INTEREST DUE

As of July 1, 2017



Fiscal Year	2009 Issue	2010 Refunding	2011 PP Serial Note	2012 Refunding	2014 Issue	2016 Series A	TD Bank - FY17 IT Equipment	2016 Series B	Grand Total
2018	\$ 491,650	\$ 1,780,000	\$ 90,280	\$ 305,600	\$ 1,896,125	\$ 915,063	\$ 142,278	\$ 893,029	\$ 6,514,024
2019	525,463	1,716,925	93,077	372,200	1,841,125	893,063	142,278	805,200	6,389,330
2020	507,713	861,175	90,807	1,155,075	1,786,125	871,063	142,278	787,600	6,201,836
2021	98,712	1,220,300	88,538	1,115,075	1,731,125	849,063	142,278	765,600	6,010,691
2022	98,712	1,174,050	91,202	1,070,450	1,676,125	827,063		743,600	5,681,201
2023	98,712	402,900		1,036,125	1,621,125	805,063		721,600	4,685,525
2024	490,712			814,800	1,566,125	783,063		699,600	4,354,300
2025	474,713			781,550	1,511,125	761,063		677,600	4,206,050
2026	458,713				1,467,125	739,063		655,600	3,320,500
2027	442,463				1,423,125	717,063		633,600	3,216,250
2028	425,713				1,368,125	695,063		616,000	3,104,900
2029	413,606				1,324,125	682,688		598,400	3,018,819
2030					1,291,125	669,625		580,800	2,541,550
2031					1,258,125	653,125		563,200	2,474,450
2032					1,224,438	636,625		545,600	2,406,663
2033					1,190,063	620,125		528,000	2,338,188
2034					1,155,000	603,625		510,400	2,269,025
2035					1,118,563	585,750		492,800	2,197,113
2036						567,875		475,200	1,043,075
2037								457,600	457,600
Grand Total	\$ 4,526,881	\$ 7,155,350	\$ 453,903	\$ 6,650,875	\$ 26,448,813	\$ 13,875,125	\$ 569,113	\$ 12,751,029	\$ 72,431,089

BONDED INDEBTEDNESS – ANNUAL DEBT SERVICE

As of July 1, 2017



Fiscal Year	Interest	Principal	Grand Total
2018	\$ 2,213,139	\$ 4,300,885	\$ 6,514,024
2019	1,956,874	4,432,456	6,389,330
2020	1,767,791	4,434,045	6,201,836
2021	1,580,039	4,430,652	6,010,691
2022	1,391,201	4,290,000	5,681,201
2023	1,225,525	3,460,000	4,685,525
2024	1,084,300	3,270,000	4,354,300
2025	946,050	3,260,000	4,206,050
2026	830,500	2,490,000	3,320,500
2027	726,250	2,490,000	3,216,250
2028	614,900	2,490,000	3,104,900
2029	523,819	2,495,000	3,018,819
2030	451,550	2,090,000	2,541,550
2031	384,450	2,090,000	2,474,450
2032	316,663	2,090,000	2,406,663
2033	248,188	2,090,000	2,338,188
2034	179,025	2,090,000	2,269,025
2035	107,113	2,090,000	2,197,113
2036	53,075	990,000	1,043,075
2037	17,600	440,000	457,600
Grand Total	\$ 16,618,051	\$ 55,813,038	\$ 72,431,089

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
GLOSSARY

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 2016-2017 fiscal year budget on real and personal property is based on a mill rate of 38.54 mills, 38.12 mills for the Tax Levy and .42 mills for the Road Levy. Accordingly, \$38.54 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.